

**CITY OF WAUKESHA****Administration**

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Committee: Finance Committee	Date: 9/8/2015
Common Council Item Number: ID# 15-3354	Date: 9/15/2015
Submitted By: Chief Russell P. Jack	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: RA Rich Abbott, Finance Director	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: Approval of contract for consultant to develop the City of Waukesha Comprehensive Emergency Management Plan and authorize to Mayor to sign the contract.	

Details:

The 2015 budget contains \$10,000 for a consultant to update our Emergency Operations Plans. A workgroup was formed and determined that we would have a similar document developed. This document is called a Comprehensive Emergency Management Plan. The workgroup researched three separate companies and has recommended that we utilize ERI International. The City Attorney's Office has communicated with the consultant and a contract has been drafted and signed by the consultant.

Options & Alternatives:

The other option is to simply update our current EOP which is outdated. This is an ineffective option as our EOP is not comprehensive, leaving many roles, responsibilities and assignments unclear.

Financial Remarks:

The budget money exists in account 100.2410.52135 Consulting and the contracted service is written as a not to exceed \$10,000.

Executive Recommendation:

Recommend approval.

