

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

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<b>Committee: ID# 18-1688</b> Finance	<b>Date:</b> November 13, 2018
<b>Common Council Item Number:</b> <b>ID# 18-1688</b>	<b>Date:</b> November 20, 2018
<b>Submitted By:</b> Steve Howard, Fire Chief	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KL</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BR</b>
<b>Subject:</b> The fire department is seeking approval from the Finance Committee and Common Council to authorize the Mayor to sign a client agreement with Target Solutions after final review by the City Attorney.	

**Details:**

As part of the 2019 operating budget, funds were approved to allow the fire department to contract with Target Solutions to provide software and training modules that the department will use to track all of training and maintenance activities done by the fire department. The department is seeking authorization to sign into an agreement in 2018 to receive an approximate \$ 5,000 savings based on planned cost increases by Target Solutions. In 2018, a number of Waukesha County fire departments have worked with Target Solutions as part of the Waukesha County Chiefs Association to negotiate reduced fees for services and products from Target Solutions. Although the agreement will be signed in 2018, the department will not implement the Target Solutions product or be billed for the product until 2019. If the department waits until 2019, we may not be able to realize all the discounts currently being offered. Attached are the proposals for the product.

**Options & Alternatives:**

The department can wait until 2019, but most likely will have to pay a higher cost for the same product based on anticipated cost increases from Target Solutions.

**Financial Remarks:**

Funding is available in 2019 for this product and services. Money was budgeted in 2210.53150.

**Executive Recommendation:**

The City Administrator is supportive of signing an agreement in 2018 to avoid cost increases.

