



**Meeting Date:** November 17, 2016

**Agenda Item:** 13-A

## Report to Town Council

**Topic:** Award of contract for emergency preparedness & disaster recovery services to assist Town staff in the FEMA reimbursement application submittal process.

**Recommended Motion:** Approval of awarding the contract for emergency preparedness & disaster recovery services to ... (as determined based upon submittals received prior to this meeting).

**Summary:** Staff has requested in excess of 3 proposals from companies who specialize in the service of completing the FEMA reimbursement paperwork for the Town, in order to assure maximum reimbursement in the most timely and efficient manner. This service is a FEMA reimbursable expense as well.

(These proposals will be provided to Council prior to this meeting but all have not been received as of the preparation of this agenda packet.)

**Requested by:** Ms. McColl, Finance Manager

**Approved by:** Ms. Witt, Town Manager