

*City of Alexandria, Virginia*MEMORANDUM

DATE: APRIL 18, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *J*

SUBJECT: BUDGET MEMO # 61 : EMERGENCY OPERATIONS CENTER (EOC)

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This memorandum is in response to Councilman Gaines' request for additional information on the feasibility and fiscal impact (including CIP impact) of relocating and incorporating the City's Emergency Operations Center (EOC) in the new Police facility and, alternatively, in the existing Public Safety Center (PSC).

Both the existing PSC and the new Police facility are options that will be considered when determining the location of the City's EOC. The Proposed FY 2006-FY 2011 Capital Improvement Program (CIP) includes \$100,000 to conduct a study to determine the requirements for a new EOC. Based on the results of the study, staff will be able to develop cost and impact statements that will be the basis from which recommendations in relation to the future location of the City's EOC will be made. Elements to be included in the study are functional requirements, space needs, accessibility, security requirements, Information Technology and electronic needs, preferred location and the potential for possibly developing a joint EOC with neighboring jurisdictions. This information, essential to any cost or impact statement, is not available at this time. The proposed EOC study is anticipated to be completed in FY 2006.

The anticipated schedule to conduct the EOC study will allow staff to consider adding the EOC to either the PSC or new Police facility as determined by documented needs. Based on the current schedule for the PSC slab repair project, repair work is scheduled to begin in the winter of 2005/2006 and continue for approximately two years. Some flexibility in the reuse of space in the PSC is planned for this project. The new Police facility is currently in the site determination process. Should this process be concluded in FY 2005, preliminary design of the new facility would begin in late FY 2006. Recommendations as a result of the EOC study will be presented as part of the FY 2007 budget. The approved new Police facility project budget in the CIP currently does not take into consideration either cost or space for a new EOC.