



450 South Main Street, Richland Center, WI. USA 53581

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**INTEROFFICE MEMORANDUM**

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**DATE:** October 18, 2005  
**TO:** Honorable Mayor, Aldermen  
**FROM:** Stephen P. Compton, City Administrator/Utility Manager  
**SUBJECT:** HURRICANE ASSISTANCE – REIMBURSEMENT PROGRAM

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**SUMMARY:**

The City of Richland Center City Council has identified up to \$ 5,000 for use to reimburse victims of the Hurricane Disasters in the three states that are now residing in the City of Richland Center.

**REVIEW PROCESS FOR APPROVAL:**

- A. Persons seeking reimbursement will contact the City Administrator/Utility Manager.
- B. City Administrator/Utility Manager will:
  - a. Take Identification Information on applicant or party seeking reimbursement
  - b. Verify FEMA or Red Cross Identification Numbers
  - c. Verify victims reason for displacement from Disaster Area: Three States effected by Rita and Katrina Hurricane
  - d. Review the information with the City Emergency Management Coordinator and the County Emergency Management Director.
  - e. Prepare a form / report requesting reimbursement and submit it to the City Finance Committee.
- C. The City of Richland Center – City Council authorizes the City Finance Committee to:
  - a. Approve request or add conditions
  - b. Disapprove request and ask for applicant to resubmit if warranted