



CITY OF WAUKESHA

Administration

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Committee: Finance	Date: 7/10/2018
Common Council Item Number: ID# 18-1003	Date: 7/17/2018
Submitted By: Jennifer Andrews, Community Development Director	City Administrator Approval: Kevin Lahner, City Administrator Click here to enter text.
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: Review and act on a recommendation to modify the special revenue fund (0244) - Holiday Light Donations as described below in the details.	

Details:
 The Community Development Department from time to time receives small grants or donations for very specific projects related to community development activities and projects. Examples of these projects include Spark Grant, Holiday Lights Downtown, YP Week Events, Summer Lunch Concerts Downtown. We track the revenues and expenses for each of these projects/programs separately to ensure that money is used as intended. Currently the department does not have approval to house all types of special revenues in the holiday lights fund. We are recommending broadening the scope of the fund to include all the community development grants and donations. We would name the fund "Community Development Programming" (CDP). CDP would include any minor projects, programs and grants that are fully funded by non-tax revenues that would not have a future operational impact to the City. These activities would advance the mission of Community Development to foster growth or togetherness within the City we live in.

Options & Alternatives:
 Create separate funds for each project and grant that come up during the year, which is time consuming and would create obsolete accounts.

Financial Remarks:
 The fund that currently exists is used for holiday lights and really should be expanded for other programs that the department has been engaged with. The key to this is that no tax levy can be used for this fund and that these funds typically have specific purposes and would qualify for Special Revenue Fund status. The finance department will work with the community development to best track revenues and expenses for the fund.

Executive Recommendation:
 Recommend modification of the Fund.

