



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Human Resources Committee	<b>Date:</b> 2/17/2016
<b>Common Council Item Number:</b> ID#	<b>Date:</b> 3/1/2016
<b>Submitted By:</b> Chief Russell Jack	<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> Review and act on the changes in the wording within City Policy H-8, "Payroll Deductions for Charitable Purposes" per the attached document.	

**Details:**  
I am requesting changes in City Policy H-8 to simplify the process for umbrella organizations to solicit funding from city employees. The current process requires a great deal of information from an organization that is not normally requested by other jurisdictions. There is a need to ensure that only credible organizations are allowed to solicit money from city employees, but I believe we need a more reasonable process. Details of the proposed changes are in red in the attached document.

**Options & Alternatives:**  
The current policy could be left in place.

**Financial Remarks:**  
There is no financial impact to the City of Waukesha.

**Executive Recommendation:**  
Recommend approval. **KL**

**Committee Recommendation:**  
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