



**City of Waukesha**  
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<b>Committee:</b> Finance	<b>Date:</b> 5/10/2022
<b>Common Council Item Number:</b> ID# 22-4120	<b>Date:</b> 5/17/2022
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>City Administrator Approval:</b> <b>Kevin Lahner, City Administrator</b>
<b>Finance Department Review:</b> <b>Denise Vandebush-Kohlmann,</b> <b>Interim Finance Director</b>	<b>City Attorney's Office Review:</b> <b>Brian Running, City Attorney</b>
<b>Subject:</b> Review and Act on a recommendation to amend the 2022 Operating Budget to use contingency funds for Newsletters to be included in the monthly water bills.	

**Details:**  
This recommendation is to request that the Council amend the 2022 Operating budget to allocate contingency funds for newsletters to be included in the monthly water bills as discuss during the 2022 Budget process. This would cost roughly \$1,570 per month, with an annual impact of \$19,000.

**Options & Alternatives:**  
Option 1 – Amend 2022 Operating Budget for use of contingency not to exceed \$19,000.  
Option 2 – Deny the 2022 Operating budget amendment and not include the newsletter inserts in the water bills.

**Financial Remarks:**  
The operations account 1330.53130 printing/photocopying will be increased by \$19,000 and the contingency account 9710.89910 will be decreased by \$19,000.

**Executive Recommendation:**  
The City Administrator recommends amending the 2022 Operating Budget for us of contingency up to \$19,000.