

**CITY OF WAUKESHA****Administration**

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<b>Committee: ID#</b> Finance	<b>Date:</b> 7/26/2016
<b>Common Council Item Number:</b> ID# 16-1217	<b>Date:</b> N/A
<b>Submitted By:</b> Steve Howard, Acting Chief	<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>Subject:</b> The Fire Department and Finance Department are requesting that the Finance Committee review and act on a request to permit the expenditure of Special Revenue funds in the Fire Department's EMS fund that are below \$5,000 to be approved by the Fire Chief, Finance Director and City Administrator.	

**Details:**  
Over the past several years when the Fire Department has brought requests for budget modifications to spend donated funds in the Department's Special Revenue EMS fund, questions have been raised as to why these matters are being brought to the Finance Committee. The Fire Department, in consultation with the Finance Director, are requesting that the Finance Committee review our current approval procedure and consider modifying our existing practices and/or policies to allow the expenditure of donated funds in this Special Revenue account to be approved by the Fire Chief, the Finance Director and City Administrator for expenditures under \$5,000. A Fire Department representative will be present during the meeting to provide additional information regarding this matter.

**Options & Alternatives:**  
Our option would be to maintain our current approval process.

**Financial Remarks:**  
N/A

**Executive Recommendation:**  
Both the City Administrator and Finance Director support this change in policy.

