



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Agenda - Final Finance Committee

Tuesday, September 9, 2014

6:30 PM

Council Chambers, City Hall
Use lower level glass door.

1. Call To Order

2. Approval of Minutes

3. Business Items

A. ID#14-0861 Review and act on a request to recommend that the Common Council approve a budget amendment to facilitate a 21st Century Community Learning Center grant award of \$50,000 for the 2014-2015 Hawthorne Elementary School.

Sponsors: Parks and Recreation & Forestry

Attachments: Budget Amend Request HawthorneCLC 090914

B. ID#14-0754 Matter of Report: Audit Presentation - Baker Tilly (Wendi Unger, CPA)

Sponsors: Finance

C. ID#14-0860 Matter of Report - Investment overview - Dana Investment Advisor presentation & follow-up to Schwab custodial agreement

Sponsors: Finance and Clerk/Treasurer

Attachments: Deposit & Investment Policy 090914

D. ID#14-0859 Review and act on a request to approve 2015 Professional Services - Non bid request

(Include 2014 Audit, Insurance & Banking Services)

Sponsors: Finance

E. ID#14-1004 Review and act on a request to recommend that the Common Council approve a payment to the Town of Waukesha in the amount of \$62,256.36 for the payment of five (5) years of taxes for property annexed into the City as required by 66.0214(14) Wis. Stats.

Sponsors: City Administrator

Attachments: Annexation PILOT 090914

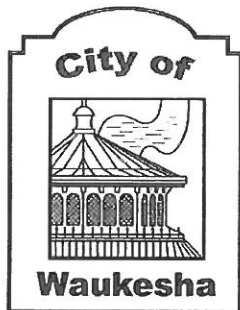
4. Communications and Referrals:

5. Adjournment

“A majority of the Council members may be in attendance.”

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Finance Office 48 hours prior to the meeting at 524-3560, or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.
“A majority of the Council members may be in attendance.”

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PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE
 WAUKESHA, WISCONSIN 53188-2471
 TELEPHONE 262/524-3737 FAX 262/524-3713

Ron Grall, Director
 rgrall@ci.waukesha.wi.us

MEMORANDUM

DATE: August 14, 2014

TO: Rich Abbott, Finance Director
 Bonnie Ehrendreich, Finance Department

FROM: Pat Grulke, Recreation Services Manager

RE: 21st Century Community Learning Center Grant
 2014 – 2015 Hawthorne Elementary School

The Waukesha Parks, Recreation & Forestry Department has received the Notification of Grant Award from the Department of Public Instruction (DPI) for \$100,000. This is the second year of a five year grant cycle for the 21st Century Community Learning Center (CLC) Grant. The grant dollars will be utilized to continue the expansion of the Before/Afterschool Programs at Hawthorne Elementary School for the 2014 – 2015 school year.

We are in need of a budget amendment of \$50,000 to facilitate these grant dollars in the 2014 budget. The Hawthorne CLC is budgeted in #5991. Below is the specific accounts needed.

- 1) Revenue Account:
CLC Grant: \$50,000
- 2) Expenditure Accounts:
 51250 – Temp Wages - \$39,210
 51510 – Social Security - \$2,998
 53950 – Recreation Program Expenses - \$7,792
Total Expenditures: \$50,000

All claims will be made by WPRF staff on a semi-annual basis to DPI. Final claims will be made by September 30, 2015, for all expenditures incurred between July 1, 2014 and June 30, 2015. Attached, please find the DPI Grant Award letter.

Please let me know if you have any additional questions regarding this request, I'm available at ext. 3716. Thank you for your time and assistance.

cc. Ed Henschel, City Administrator
 Ron Grall, Director
 Kristin Serpe, Recreation Programmer
 Mary Berg, Recreation Supervisor



August 5, 2014

Mary Berg
Recreation Supervisor
Waukesha Parks, Recreation and Forestry Department
1900 Aviation Drive
Waukesha, WI 53188

RE: 21st Century Community Learning Center Grant Award #14-67-WPRFD-CLC2

Dear Ms. Berg:

Enclosed please find a grant award for your 2014-15 21st Century Community Learning Center (CLC) project. Separate awards are issued for each grant year of projects to distinguish their year in the time-limited funding cycles. Terms and conditions of funding are noted on the grant award.

Expenditures must be made in accordance with the approved budgets. Any variance in approved program budget and activity plans should be submitted to this department prior to implementation of the revised plan. Proposed revisions may be made by completing a CLC budget change request form located under "CLC Resources and Forms" at http://sspwi.dpi.wi.gov/sspwi_clc. The form contains columns to be used for budget revisions next to the original budget figures. Please be sure to provide your rationale for the budget change on the first page. Additional pages for narrative of the rationale may be added as necessary. If this is a renewal project in years two through five of a cycle, you will be notified after October 1, 2014, of any remaining funds that may be carried over from your 2013-14 grant award. There is no carry-over after the fifth year of the award for any cycle.

Claims for expenditures must be made using the Department of Public Instruction form PI-1086 located at <http://dpi.wi.gov/files/forms/xls/f1086.xls>. Claims should be e-mailed at least quarterly to Eric Busse, accountant, eric.busse@dpi.wi.gov, telephone 608-267-9199. Final claims must be made by September 30, 2015, for all expenditures incurred between July 1, 2014, and June 30, 2015. There is no guarantee that unexpended funds may be "rolled over" and be made available in the next fiscal year. If it is determined there are carry-over funds for your district or organization, you will be notified and may then capture these funds by completing a budget change request as described above.

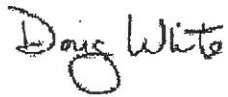
Please note: All grantees are expected to send representation to our annual CLC conference which will be held this year on October 7 and 8 at the Paper Valley Hotel in Appleton, WI. Conference information and registration can be found at: http://sspwi.dpi.wi.gov/sspwi_dpiclctrng.

If you have questions or concerns, or if you wish to make any changes regarding your project,

please contact Gary Sumnicht at 608-267-5078 or gary.sumnicht@dpi.wi.gov, or Alison Wineberg at 608-267-5037 or alison.wineberg@dpi.wi.gov.

Wisconsin is proud to continue its leadership role in the provision of extended learning opportunities through the CLC program. Your efforts are an important part of that leadership.

Sincerely,

A handwritten signature in black ink that reads "Doug White". The signature is written in a cursive style with a large, looped "D" and "W".

Doug White
Director
Student Services/Prevention and Wellness Team

DW:afw

Enclosure

NOTIFICATION OF GRANT AWARD

PI-1136 (Rev. 04-12)

Recipient Waukesha Parks, Recreation and Forestry Department 1900 Aviation Drive Waukesha, WI 53188	Grant Number <p style="text-align: center; font-weight: bold;">14-67-WPRFD-CLC2</p>												
DUNS Number* 073850166	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left;">Grant Award Amount</th> </tr> <tr> <td style="width: 25%;">Original Grant</td> <td style="width: 25%;">1st Amendment</td> <td style="width: 25%;">2nd Amendment</td> <td style="width: 25%;">Total Grant</td> </tr> <tr> <td style="text-align: center;">\$100,000</td> <td></td> <td></td> <td style="text-align: center;">\$100,000</td> </tr> </table>	Grant Award Amount				Original Grant	1 st Amendment	2 nd Amendment	Total Grant	\$100,000			\$100,000
Grant Award Amount													
Original Grant	1 st Amendment	2 nd Amendment	Total Grant										
\$100,000			\$100,000										
Project Title 2014-15 21 st Century Community Learning Center (CLC) Grant – Year 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Grant Period</th> </tr> <tr> <td style="width: 50%;">Beginning Date</td> <td style="width: 50%;">Ending Date</td> </tr> <tr> <td style="text-align: center;">July 1, 2014</td> <td style="text-align: center;">June 30, 2015</td> </tr> </table>	Grant Period		Beginning Date	Ending Date	July 1, 2014	June 30, 2015						
Grant Period													
Beginning Date	Ending Date												
July 1, 2014	June 30, 2015												

Terms and Conditions of Award

1. The recipient agrees to implement the plan as proposed in the project application.
2. The grant shall be administered in accordance with the 2014-15 grant guidelines.
3. The recipient shall perform the work and services described in the grant proposal, including any amendments submitted to meet program requirements.
4. The recipient agrees to facilitate the completion of the end-of-year report for fiscal year 2014.
5. The recipient shall submit an amended budget or program plan if the grant amount is changed or grant activities are altered.
6. Expenditures are limited to the amount of the award. Final reimbursement claim is due September 30, 2015.
7. All federal funds require Time and Effort Reporting for personnel – salaries and fringes.
8. The recipient agrees to provide programming services for at least 10 hours per week and for at least 115 days during the school year.
9. For budget and program questions contact Gary Sumnicht, 608-267-5078, gary.sumnicht@dpi.wi.gov, or call (608) 266-8960 to be directed to assistance.
10. For claim and other financial questions contact Eric Busse, 608-267-9199, eric.busse@dpi.wi.gov.

NOTE: The recipient is the employer of staff funded under this project for purposes of unemployment compensation.

Grant Authority "No Child Left Behind" – Act of 2001- Title IV(B)	Source Code 730	Project Code 367	State ID or Federal CFDA No. 84.287
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APPROVED

Senior Grant Management Accountant, School Management Services Team > <i>Alan Vinnig</i>	Date Signed 8-4-14
Division Administrator > <i>Angela Taylor</i>	Date Signed 7/25/14
State Superintendent > <i>Tony Evers</i>	Date Signed 7/25/14

*Required for federal grants: Data Universal Numbering System (DUNS).

CITY OF WAUKESHA

FINANCIAL POLICIES AND PROCEDURES (F-14.0) DEPOSITS AND INVESTMENTS

F-14.1 SCOPE

This investment policy applies to all financial investments held or controlled by City of Waukesha, consistent with Wisconsin statutes 66.0603

F-14.2 OBJECTIVES

The following investment objectives shall be applied in the management of City funds.

- A. The foremost objective of the City's investment activities is the preservation and protection of investment principal.
- B. All investment decisions shall adhere to current Wisconsin Statutes 66.0603
- C. City investments shall be divided into two portfolios, a short-term liquidity portfolio to meet the day-to-day operating obligations that may be reasonably anticipated, and a long-term income portfolio with a maturity range of 3 to 5 years.
- D. The investment portfolios shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.
- E. Any investment managers, advisors or other third parties acting on behalf of City of Waukesha shall adhere to these investment policies.

F-14.3 STANDARDS OF CARE

A. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income derived."

B. Ethics and Conflicts of Interest

Officers, employees and contractors involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials

DEPOSITS AND INVESTMENTS

Page 2 (F-14.0)

shall disclose any material interests in financial institutions with which they conduct business. Employees and officers shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of the City.

F-14.4 AUTHORITY TO MANAGE AND INVEST

The authority to invest City funds is delegated to the Clerk-Treasurer and/or the Finance Manager. The Clerk-Treasurer may engage in transactions as provided under the terms of this policy. This authority is restricted in that the purchase, sale and exchange of investment instruments within the Trust Accounts will be the responsibility of the authorized investment adviser.

F-14.5 AUTHORIZED FINANCIAL INSTITUTIONS

Investments shall only be placed in a qualified depository institution as established by Wisconsin Statutes 66.0603, authorized to do business in the State of Wisconsin.

F-14.6 AUTHORIZED INVESTMENTS

Section 66.0603 of Wisconsin Statutes governs the City investment activity.

F-14.7 COLLATERALIZATION

Full collateralization will be required on deposits and repurchase agreements with banking institutions in excess of \$500,000 at authorized financial institutions. Collateral shall be with U.S. Government guaranteed securities specifically pledged to the City (not part of a pooled fund) and placed in a custodial account at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. A monthly statement of collateral pledged to the City is required from the custodian.

F-14.8 INVESTMENT PARAMETERS

Investments held shall be diversified to control the risk of loss resulting from over concentration of assets in a specific maturity, issuer, instrument and/or class of instruments. Diversification strategies shall be determined and revised by the Clerk-Treasurer and Finance Manager at any time.

A. Short Term Liquidity Portfolio

The Average Maturity is 180 days, with a Maximum Maturity Date of two years.

DEPOSITS AND INVESTMENTS

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1. Time and other Money Market Deposits at authorized financial institutions.
2. Local Government Investment Pool Fund of State of Wisconsin Investment Board
3. Trust Account actively managed by authorized investment advisors
 - a. US Government Treasury Bills
 - b. US Government Treasury Notes and Bonds
 - c. US Government Agencies
 - d. US Government Repurchase Agreements
 - e. US Government Money Market Funds
 - f. Mortgaged Back Securities
 - GNMA (Government National Mortgage Association)
 - FNMA (Federal National Mortgage Association)
 - FHLMC (Federal Home Loan Mortgage Corporation)
 - g. Commercial Paper & Corporate Notes
(Securities must be rated in the highest or second highest rating category assigned by Standard and Poor's, Moody's, or other nationally recognized agency)
4. Repurchase Agreements at authorized financial institutions.
(Repurchase agreements are to be secured by investments fully guaranteed by the U.S. government)
5. Certificates of Deposit in authorized financial institutions limited to a maximum investment, per institution at any one time, of \$500,000 (FDIC insured) with a maximum maturity on one year, or if more than \$500,000 must be fully collateralized. (See Section VII)
6. Wisconsin Investment Series Cooperative (WISC)

Note: It is understood that on an occasional and short-term basis, usually less than a month, it may be necessary to exceed the maximum investment parameters of the Local Government Investment Pool of the State of Wisconsin Investment Board and/or in the Repurchase Agreements at authorized financial institutions.

B. Long Term Income Portfolio

The Average Maturity is approximately 3 years, with a Maximum Maturity of 5 years.

DEPOSITS AND INVESTMENTS

Page 4 (F-14.0)

(For securities with adjustable rate coupons (ARMs) the time to reset will be deemed the effective date)

1. Trust Account actively managed by authorized investment adviser.
 - a. US Government Treasury Bills
 - b. US Government Treasury Notes and Bonds
 - c. US Government Agencies
 - d. US Government Repurchase Agreements
 - e. US Government Money Market Funds
 - f. Mortgaged Back Securities
 - GNMA (Government National Mortgage Association)
 - FNMA (Federal National Mortgage Association)
 - FHLMC (Federal Home Loan Mortgage Corporation)
 - g. Certificates of Deposit & Bankers Acceptance (See Section VII)
 - h. Commercial Paper & Corporate Notes (See Section VIII(4))

F-14.9 PERFORMANCE OBJECTIVES

A. Short Term Liquidity Portfolio

The performance objective of this portfolio will be to exceed the Merrill Lynch 90 day Treasury Bill Index.

B. Long Term Income Portfolio

The performance objective of this portfolio will be to match or exceed the Barclays 1-3 Year Government Index

F-14.10 SAFEKEEPING AND CUSTODY

All investments purchased shall be properly designated as an asset of City of Waukesha held in safekeeping by a third-party custodial bank or other third-party custodial institution, chartered by the United States Government or the State of Wisconsin. No withdrawal of such assets, in whole or in part, shall be made from safekeeping except by the Clerk- Treasurer, Finance Manager or a designee.

DEPOSITS AND INVESTMENTS

Page 5 (F-14.0)

F-14.11 AUTHORIZED INVESTMENT ADVISORS

JP Morgan Chase
MBIA Asset Management
Dana Investment Advisors
WISC (Wisconsin Investment Services Cooperative)

F-14.12 REPORTING AND REVIEW

The Finance Committee will review quarterly reports on cash and investments as provided by the Finance Manager. Quarterly the investment adviser will report and review trust account activities with the Clerk-Treasurer and Finance Manager.

The Finance Committee, Finance Manager and Clerk-Treasurer shall review City's investment policy on a biennial basis. The Finance Committee will authorize any changes to the investment policy.

Invoice



Town of Waukesha
 W250 S3567 Center Road
 Waukesha, WI 53189-7364
 262-542-5030

Invoice # 10282
 Date of Invoice 6/3/2014
 Terms _____
 Federal ID No. 39-6198531

Bill To
City of Waukesha Attn: Ed Henschel 201 Delafield St. Waukesha, WI 53188

Quantity	Description	Rate	Amount
	City Annexation - Payment in Lieu of Taxes	62,256.36	62,256.36
(See attached sheet)	Please make check payable to: Town of Waukesha	Total	\$62,256.36

PARCEL	ADDRESS	ACRES	ORDINANCE NUMBER	DATE	LAND	IMPRV	FULL VALUE	FIVE YEAR TAXES
1335990	W245 S3087 WEST AVE	0.900	30-04	11/4/04	100,000	106,200	206,200	\$2,367.74
1335991	WEST AVE	0.000	30-04	11/4/04	0	0	0	\$0.00
1299985	S22 W22514 E BROADWAY	23.490	12-05	3/1/05	652,300	118,400	770,700	\$6,195.05
1300978	S22 W22428 E BROADWAY	1.000	12-05	3/1/05	90,000	128,000	218,000	\$1,752.33
1300984	S22 W22450 E BROADWAY	0.390	12-05	3/1/05	71,700	54,300	126,000	\$1,012.81
1372997	SAVLESVILLE RD	8.780	13-05	3/1/05	1,900	0	1,900	\$15.27
1374999	W267 S4091 SAVLESVILLE RD	40.000	26-05	4/20/05	115,300	0	115,300	\$926.81
1318999	S16 W27615 MADISON ST	114.700	27-05	4/19/05	139,400	109,300	248,700	\$1,999.10
1317996001	MADISON ST	54.410	28-05	4/19/05	7,300	0	7,300	\$58.68
1361998	W260 S3125 GENESEE RD	0.720	29-05	5/4/05	89,800	89,400	179,200	\$1,440.45
1402998	S47 W24941 LAWNSDALE RD	39.340	32-05	6/21/05	130,700	84,100	214,800	\$1,726.61
1405992002	LAWNSDALE RD	3.390	53-05	10/4/05	60,700	0	60,700	\$487.92
1345983	W224 S3111 SUNSET CIR	0.689	38-06	10/3/06	84,900	130,200	215,100	\$1,748.39
1299974	HWY 164	16.640	65-07	10/2/07	1,530,900	0	1,530,900	\$12,552.23
1298029	W227 S1546 ANITOL ST	0.240	78-07	11/18/07	55,800	104,100	159,900	\$1,311.06
1298030	W227 S1562 ANITOL ST	0.240	78-07	11/18/07	55,800	99,600	155,400	\$1,274.16
1298031	W227 S1584 ANITOL ST	0.410	78-07	11/18/07	63,500	101,600	165,100	\$1,353.70
1298989	S15 W22724 ARCADIAN AVE	1.660	71-07	11/20/07	650,600	51,200	701,800	\$5,754.23
1330985001	W269 S23680 GENESEE RD	17.945	23-08	9/17/08	330,700	5,000	335,700	\$2,795.49
1300982	SPRINGDALE RD	22.200	10-08	9/17/08	333,000	0	333,000	\$2,773.01
1300983	SPRINGDALE RD	11.490	10-08	9/17/08	289,400	0	289,400	\$2,409.94
1300983001	W220 S2115 SPRINGDALE RD	1.090	10-08	9/17/08	92,700	159,700	252,400	\$2,101.82
1337991	PORTER AVE	0.160	01-11	1/25/11	5,200	1,200	6,400	\$53.18
1380014	S42 W25048 OAKVIEW DR	1.528	15-11	9/21/11	107,200	173,200	280,400	\$2,329.86
1350993002	BIG BEND RD	10.510	11-12	12/4/12	81,000	0	81,000	\$760.70
1350999008	BIG BEND RD	17.490	11-12	12/4/12	393,600	0	393,600	\$3,696.44
1352003	Moyer Way	3.340	13-12	12/19/12	73,400	0	73,400	\$689.33
1321995012	W272S2633 Merrill Hills Rd	124580.000	19-13	6/1/13	0	0	0	\$0.00
1324994998	S26W27175 Macarthur rd	1.000	19-13	6/1/13	72,000	95,600	167,600	\$1,570.72
1361975	Genesee Rd	44.780	22-13	8/8/13	3,100	0	3,100	\$29.05
1363999	Genesee Rd	4.600	22-13	8/8/13	110,000	0	110,000	\$1,030.91
1362995	MERRILL HILLS RD	10.000	23-13	8/13/13	0	0	0	\$0.00
1362999003	MERRILL HILLS RD	28.840	23-13	8/13/13	0	0	0	\$0.00
13729970078	SAVLESVILLE RD	0.094	25-13	8/21/13	4,200	0	4,200	\$39.36
AMOUNT Due to Town								\$62,256.36