



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: May 16, 2019
TIME: 6:00 P.M.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: March 21, 2019 Meeting Minutes
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. General Disbursements, April 2019 - \$225,088.08 ***
 - b. Payroll, April 2019 - \$67,901.80 ***
 - c. Treasurer's Report & Budget Reports For April 2019 **
 - d. School District Expansion And Renovation Project, District Municipal Fee Waiver Request (referred from City Council)
 - e. Authorizing A \$523,000 Bank Note To Fund 2019 Street Improvements ***
 - f. 2018 Audit Review (Mayor's referral)
 - g. Adoption Of An Annual Committee Calendar
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
6. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

** Treasurer's Report & Budget Report – presented as stand along document on municipal webpage

*** See Council Packet, Also On This Evening's Council Agenda

Committee Members: Thomas, Griffin and Kuhl (appointed with Council confirmation pending)

Posted, emailed & distributed: 05/13/2019

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
March 21, 2019

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 6:30 p.m. Members present: Quimby & Griffin. Absent: Springer. Also attending: Mayor Thompson; Police Chief Denis Sorenson; Library Director Kelli Mountford and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: February 21, 2019 Meeting Minutes. MOTION: Moved by Griffin, seconded by Quimby approve the following meeting minutes: 2/21/2019 with a correction of Griffin making the motion to adjourn. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. General Disbursements, February 2019 - \$1,048,119.50. MOTION: Moved by Quimby, seconded by Griffin to recommend Council disbursement approval. ROLL CALL VOTE: Ayes: Quimby & Griffin. Noes: none with Springer absent. Motion carried.
 - b. Payroll, February 2019 - \$64,961.41. MOTION: Moved by Quimby, seconded by Griffin to recommend Council payroll approval. ROLL CALL VOTE: Ayes: Quimby & Griffin. Noes: none with Springer absent. Motion carried.
 - c. Treasurer's Report & Budget Reports For February 2019. MOTION: Moved by Quimby, seconded by Griffin to recommend Council report approval. VOICE VOTE: Motion carried.
 - d. Paul Lessila Follow-up Communication On Property Insurance Deductibles For Similarly Sized Communities. DISCUSSION: The Mayor proposed no change, saying the higher deductible was meant to keep premium rates lower and historically few property insurance claims have occurred. Quimby asked that the matter be taken up as part of the 2020 budget deliberations. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Hansen said the auditors would be presenting in April.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:39 p.m.

Attest:



Mo Hansen
Clerk/Treasurer



WATERLOO SCHOOL DISTRICT

"Preparing today's students for tomorrow's challenges"

813 N. Monroe St.
Waterloo, WI 53594
Phone (920) 478-3633
Fax (920) 478-3821

Waterloo High School
Phone (920) 478-2171
Fax (920) 478-9539

Waterloo Intermediate/Middle School
Phone (920) 478-2696
Fax (920) 478-3987

Waterloo Elementary School
Phone (920) 478-2168
Fax (920) 478-9589

Dear Mr. Mo Hansen and the City of Waterloo,

On behalf of the Waterloo School District and the Waterloo School Board, I would like to propose that the City of Waterloo support several requests that relate to our referendum projects occurring now until the fall of 2020.

1. The Waterloo School District proposes that the City of Waterloo allow the school to tie into the city storm sewer with a drainpipe. This pipe would be located directly north of the Karl Junginger Memorial Library and East of the school bus lane and would divert water from the parking lot and prevent excess water from flowing towards the public library.
2. The Waterloo School District proposes that the District purchase and install solar powered pedestrian crossing signs to be installed near Anna and Henry streets. These signs have been identified as an important means to improve safety for anyone crossing Monroe Street. In addition, the District would purchase and install two solar speed indicator signs. These signs would warn traffic coming from the north and south on Monroe Street of the impending school zone and help forewarn drivers of the need to proceed with caution. After installation, the signs would be turned over to the City of Waterloo for ongoing maintenance.
3. The Waterloo Fire Department has identified a fire hydrant project that will provide improved water availability for the west side of the school building in the event of a fire. The District would need to tie into the city water lines so that a fire hydrant and supporting pipe can be run across the school property and then the hydrant installed on the backside of the building to allow for closer water service for the Fire Department.
4. The Waterloo School District is requesting that all city impact fees, approximately \$20,000, be waived for the School District's referendum building projects. The District is a non-profit agency and each of the above mentioned projects were not in our original project list or budget when the referendum was approved. The District is committed to improving the school and the surrounding community and would like to be able to find a way to complete these extra projects while other work is being completed in the District. Waiving the city impact fees will go a long way towards making these projects possible from a budgetary standpoint.

I know resources are scarce, and there are many factors that must be considered when projects of this size and scope are undertaken. I appreciate everyone's willingness to find solutions that better the community of Waterloo. Thank you for your time and consideration.

Sincerely,

Brian C. Henning

Waterloo Schools - Building Permit Calculations

<u>Commercial</u>	<u>Rate</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost</u>
New Structure/Addition	\$ 0.21	/Square Foot	36,400	\$ 7,644.00
Erosion Control - First Acre	\$ 350.00	/First Acre	1.0	\$ 350.00
Erosion Control - Each Acre Thereafter	\$ 150.00	/Acre thereafter	3.5	\$ 525.00
Remodel - Figured the same as new	\$ 0.21	/Square Foot	8,000	\$ 1,680.00
Occupancy	\$ 70.00	/Unit		\$ -
Temp Occupancy	\$ 70.00	/Unit		\$ -
Early Start Permit	\$ 165.00	for Ftg's/Fndn's	1	\$ 165.00
Plumbing				
New Bldg./Add'n/Alteration - \$50 +	\$ 0.065	/Square Foot	36,400	\$ 2,416.00
Remodel - Figured the same as new	\$ 0.065	/Square Foot	8,000	\$ 570.00
Outside Sewer & Water Laterals	\$ 100.00	/First 100'	1	\$ 100.00
Outside Sewer & Water Laterals	\$ 0.50	/Lineal Foot	340	\$ 120.00
Electrical				
New Bldg./Add'n/Alteration - \$50 +	\$ 0.065	/Square Foot	36,400	\$ 2,416.00
Remodel - Figured the same as new	\$ 0.065	/Square Foot	8,000	\$ 570.00
HVAC				
New Bldg./Add'n/Alteration	\$ 0.065	/Square Foot	36,400	\$ 2,416.00
Remodel - Figured the same as new	\$ 0.065	/Square Foot	8,000	\$ 570.00
			Building Permits	TOTAL: \$ 19,542.00

Waterloo Schools - Connection/Impact Fees

	<u>Rate</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost</u>
Connection & Impact Fees: (5,000 square feet per REU) (36,400/5000=7.28 REUs)				
Sanitary Sewer Connection	\$ 853.97	/REU	7.28	\$ 6,216.90
Park & Rec Impact Fee	\$ 354.00	/REU	7.28	\$ 2,577.12
Public Works Impact Fee	\$ 512.00	/REU	7.28	\$ 3,727.36
Sanitary Sewer Impact Fee	\$ 827.00	/REU	7.28	\$ 6,020.56
Storm Water Impact Fee	\$ 233.00	/REU	7.28	\$ 1,696.24
			Connect/Impact	TOTAL: \$ 20,238.18

TO: MAYOR AND CITY COUNCIL
FROM: CLERK/TREASURER
SUBJECT: AUTHORIZING A \$523,000 BANK NOTE TO FUND 2019 STREET IMPROVEMENTS
DATE: 5/13/2019

BANK NOTE SUBMITTAL SUMMARY

The attached submittal request was posted on the municipal website on 4/30/2019 and distributed via email to the eleven lenders:

4/29/2019	Farmers & Merchant	Barb Hennessy
4/29/2019	Avestar	Kay & Barb
5/2/2019	Greenwood State Bank	Jeremy Cossen
5/2/2019	Bank of Lake Mills	Kory Hampton
5/2/2019	Bank of Deerfield	Ben Mlsna
5/2/2019	F&M Columbus	Randy Bobholz
5/2/2019	Bank of Sun Prairie	Ron Blawusch
5/2/2019	Wisconsin Bank & Trust	Nick Felder
5/2/2019	First Business Bank	Tom Dott
5/2/2019	Associated Bank	Robb Timme
5/2/2019	Monona State Bank	

Three submittals were received by the 5/13/2019 4:00 pm deadline: Farmer & Merchant Bank, Bank of Deerfield and Bank of Sun Prairie.

I recommend authorizing a loan for the terms as described in the submittal request with the Bank of Sun Prairie. It offered the lowest rate of interest, 1.958%, with all other variables the same across the submittals. The second lowest rate was 2.75%, a rate requiring an additional \$3,699.08 in interest payments.

The Bank of Sun Prairie loan proposal would result in payments of \$9,550.55 in interest over the course of the 17 month loan.

Attached:

- April 30, 2019 Municipal Submittal Request
- Bank of Sun Prairie Submittal, May 9, 2019



136 North Monroe Street
Waterloo, WI 53594
Phone (920) 478-3025
E-mail (cityhall@waterloowi.us)

April 30, 2019

Area Financial Institutions:

RE: City Of Waterloo Seeks A Seventeen Month Loan To Fund 2019 Street & Utility Improvements
Submittal Deadline 4:00 p.m., May 13, 2019

All interested parties are invited to submit a loan proposal via email, fax or mail conforming to the following terms listed below, no later than May 13, 2019 at 4:00 pm. The Waterloo City Council will consider action authorizing a loan the evening of May 16, 2019.

LOAN PARAMETERS:

Borrower: City of Waterloo

Loan Amount: \$ 523,000 with loan proceeds provided in a single lump sum draw on May 22, 2019.

Purpose: Funding municipal reconstruction of Edison Street and Franklin Street. The loan is backed by the full municipal taxing authority of the City of Waterloo.

Loan Term: Seventeen months, May 22, 2019 to October 22, 2020.

No Prepayment Penalty.

Loan Payments: Monthly interest payments due the 22nd of each month with four equal principal payments of \$130,750 due:

- October 22, 2019
- February 22, 2020
- June 22, 2020
- October 22, 2020

Please Submit:

1. Interest rate.
2. Debt service payment schedule.

Sincerely,

Mo Hansen
Clerk/Treasurer

Email: cityhall@waterloowi.us
Fax: 920-478-2021



BankofSunPrairie.com

May 9, 2019

Mo Hansen
City of Waterloo
Clerk / Treasurer
136 North Monroe St.
Waterloo, WI 53594

Original sent US Mail
Copy sent via email

Re: Credit request for 2019 Street and Utility Improvements

Dear Mr. Hansen:

On behalf of the Bank of Sun Prairie, thank you for inviting us to bid on your credit request. I am pleased to provide this term sheet outlining the terms and conditions as follows:

- Borrower: City of Waterloo
- Amount: \$523,000.00
- Rate and Term: **The rate will be fixed at 1.958% for a term of seventeen months.**
- Repayment: The note will be set up with monthly interest payments and principal payments of \$130,750.00 due on 10/22/2019, 02/22/2019, 06/22/2019 and 10/22/2019. Payments will be backed by the full municipal taxing authority of the City of Waterloo.
- Use of funds: The funds will be used for the reconstruction of Edison Street and Franklin St. in Waterloo.
- Other: There will be no prepayment penalty. Please see the attached amortization schedule for principal and interest payments.

This term sheet is meant to comply with the required information as per the loan request. As such, this term sheet is not intended to be all inclusive of information required to prudently underwrite and structure the requested financing. This term sheet is confidential between the Bank and Borrower and is not for third party disclosure.

After you've had a chance to review please feel free to call me with any questions or comments on these terms and conditions.

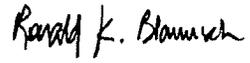
228 E. Main Street
550 Broadway Drive
695 S. Grand Avenue
Sun Prairie, WI 53590
(608) 837-4511 • (608) 251-7335
(608) 825-6039 fax

P.O. Box 219
419 W. Cottage Grove Road
Cottage Grove, WI 53527
(608) 839-3977 • (608) 251-3977
(608) 839-5735 fax



Lastly, on behalf of the Bank of Sun Prairie, we appreciate the opportunity to provide you with this term sheet and look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Ronald K. Blawusch". The signature is written in a cursive style with a large initial 'R'.

Ronald K. Blawusch
Executive Vice-President and Chief Lending Officer

CITY OF WATERLOO

Proposed Debt Service Repayment Schedule

Loan Amount: \$ 523,000.00

Interest rate: 1.958% Actual/360

Date of loan: 05/22/19

Payment Date	# of days	Interest	Principal	Total Payment	Balance
06/22/19	31	881.81	-	881.81	523,000.00
07/22/19	30	853.36	-	853.36	523,000.00
08/22/19	31	881.81	-	881.81	523,000.00
09/22/19	31	881.81	-	881.81	523,000.00
10/22/19	30	853.36	130,750.00	131,603.36	392,250.00
11/22/19	31	661.36	-	661.36	392,250.00
12/22/19	30	640.02	-	640.02	392,250.00
01/22/20	31	661.36	-	661.36	392,250.00
02/22/20	31	661.36	130,750.00	131,411.36	261,500.00
03/22/20	28	398.24	-	398.24	261,500.00
04/22/20	31	440.90	-	440.90	261,500.00
05/22/20	30	426.68	-	426.68	261,500.00
06/22/20	31	440.90	130,750.00	131,190.90	130,750.00
07/22/20	30	213.34	-	213.34	130,750.00
08/22/20	31	220.45	-	220.45	130,750.00
09/22/20	31	220.45	-	220.45	130,750.00
10/22/20	30	213.34	130,750.00	130,963.34	-

\$9,550.55

From: City of Waterloo, Mayor <mayor@waterloowi.us>
Sent: Friday, May 10, 2019 6:20 PM
To: mhansen@waterloowi.us; 'Carla Gogin'; 'CDA waterloo'
Cc: 'Justin Hoagland'; Thomas, Tim
Subject: RE: Waterloo Municipal Audit

**2018 Audit Items
Identified by Mayor**

Hello all,

How does 9am till 10:30 sound? I'd like to make the best use of your time Carla, so I'm suggesting we split the conversation into 2 (45) minute sections to address Andrews questions and mine listed below.

Andrew - could you please provide some specifics on what you're looking for? This will give Carla some time to research or advise on.

My questions are centered around the comments that are made within the document regarding deficiencies in our process and area's of concern. As a matter of standard practice, going forward, a review of the audit will become an agenda item with the finance committee, whether that takes place before your presentation or afterwards, we can discuss the proper time for this.

What I would like to address:
Pg 4 & 5 - Two Way Communication; you are looking for feedback on several questions
Pg 6 - We are having a meeting next Monday the 13th to discuss our Impact Fee Policy
Pg 8-11 - Current and prior year issues, some still outstanding
Pg 13 - Financial statement misstatements (audit adjustments) *need more information/explanation
Pg 15 - You are asking for the opportunity to discuss this audit, and from my understanding, this hasn't always been acted upon on our part and I'm looking to change that practice!

If you have anything you'd like more information on before the meeting from me, please feel free to call my cell 608-516-3363 anytime, would be happy to address your concerns.

Thank you Carla, see you on the 20th!

Jenifer Quimby
Mayor 2019
City of Waterloo, WI
920-478-3025
608-516-3363
mayor@waterloowi.us

From: mhansen@waterloowi.us <mhansen@waterloowi.us>
Sent: Friday, May 10, 2019 10:07 AM
To: 'Carla Gogin' <Carla.Gogin@bakertilly.com>; 'CDA waterloo' <waterloocda@gmail.com>
Cc: mayor@waterloowi.us; 'Justin Hoagland' <Justin.Hoagland@bakertilly.com>
Subject: RE: Waterloo Municipal Audit

I'm confirming, also available as Carla lists below.
-Mo

CITY OF WATERLOO

Waterloo, Wisconsin

COMMUNICATION TO THOSE CHARGED
WITH GOVERNANCE AND MANAGEMENT

As of and for the Year Ended December 31, 2018

CITY OF WATERLOO

TABLE OF CONTENTS

	<u>Page No.</u>
Required Communication of Internal Control Related Matters Identified in the Audit to Those Charged with Governance	1
Internal Control Over Financial Reporting	2
Internal Control Environment	2 – 3
Other Communications to Those Charged with Governance	
Two Way Communication Regarding Your Audit	4 – 5
Communication of Other Control Deficiencies, Recommendations, and Informational Points to Management that are not Material Weaknesses or Significant Deficiencies	6 – 11
Required Communications by the Auditor to Those Charged with Governance	12 – 15
Management Representations	

**REQUIRED COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS
IDENTIFIED IN THE AUDIT TO THOSE CHARGED WITH GOVERNANCE**

To the City Council
City of Waterloo
Waterloo, Wisconsin

In planning and performing our audit of the financial statements of the City of Waterloo as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of its internal control.

A separate Communication to Those Charged with Governance and Management was issued to the Waterloo Water and Light Commission. The information contained in that report is not included with this report.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the city's internal control to be material weaknesses:

- > Internal Control Over Financial Reporting
- > Internal Control Environment

This communication is intended solely for the information and use of management, the city council, and others within the organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
April 9, 2019

Auditing standards require that we perform procedures to obtain an understanding of your government and its internal control environment as part of the annual audit. This includes an analysis of significant transaction cycles and an analysis of the year-end financial reporting process and preparation of your financial statements.

INTERNAL CONTROL OVER FINANCIAL REPORTING

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- > There is adequate staffing to prepare financial reports throughout the year and at year-end.
- > Material misstatements are identified and corrected during the normal course of duties.
- > Complete and accurate financial statements, including footnotes, are prepared.
- > Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

This level of internal control over financial reporting can be a difficult task for governments that operate with only enough staff to process monthly transactions and reports, and often rely on their auditors to propose certain year-end audit entries and financial statements

INTERNAL CONTROL ENVIRONMENT

A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in your accounting processes would be discovered by your staff in a timely manner.

At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your organization. Therefore, we are reporting a material weakness related to the internal control environment.

There are also certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

INTERNAL CONTROL ENVIRONMENT (cont.)

CONTROLS OVER ACCOUNTS PAYABLE/DISBURSEMENTS

- > Persons processing accounts payable and those with access to the system should be separate from those ordering or receiving goods or services.
- > There should be an appropriate system for review and approval of vendors.

CONTROLS OVER PAYROLL

- > Persons preparing the payroll should be independent of other personnel duties and restricted from access to the payroll account.

CONTROLS OVER PROPERTY TAXES

- > Batch collections should be reconciled from the general ledger to the tax collection system by someone independent of the process.
- > Bank reconciliations for the tax account should be performed by someone independent of the tax collection process.

CONTROLS OVER MONTHLY AND YEAR-END ACCOUNTING

- > Account reconciliations prepared throughout the year should be performed by someone independent of processing transactions in the account.
- > Year-end reconciliations should be reviewed and approved by someone other than the preparer.

CONTROLS OVER ELECTRONIC FUND TRANSFERS

- > A separate review/approval should be required for all wire transfers.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis.

OTHER COMMUNICATIONS TO THOSE CHARGED WITH GOVERNANCE

TWO WAY COMMUNICATION REGARDING YOUR AUDIT

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - > Identify types of potential misstatements.
 - > Consider factors that affect the risks of material misstatement.
 - > Design tests of controls, when applicable, and substantive procedures.

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs.

- c. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.
- d. Your financial statements contain components, as defined by auditing standards generally accepted in the United States of America, which we also audit.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the city council has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- e. Have you had any significant communications with regulators or grantor agencies?
- f. Are there other matters that you believe are relevant to the audit of the financial statements?

TWO WAY COMMUNICATION REGARDING YOUR AUDIT (cont.)

Also, is there anything that we need to know about the attitudes, awareness, and actions of the city concerning:

- a. The city's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may perform preliminary audit work during the months of October-December, and sometimes early January. Our final fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

**COMMUNICATION OF OTHER CONTROL DEFICIENCIES, RECOMMENDATIONS,
AND INFORMATIONAL POINTS TO MANAGEMENT THAT ARE NOT
MATERIAL WEAKNESSES OR SIGNIFICANT DEFICIENCIES**

INFORMATIONAL POINTS

IMPACT FEE SPEND-DOWN REQUIREMENTS

The city currently collects impact fees under Wisconsin State statute 66.0617. Revenues collected from impact fees are required to be placed in a segregated, interest-bearing account. Impact fee revenues and interest earned on impact fee revenues may only be expended on capital items for which the impact fees were imposed.

Statute 66.0617 was first amended by the 2005 Wisconsin Act 203 and later by the 2007 Wisconsin Act 44. These acts modified spend-down requirements as follows:

- > An impact fee that was collected before January 1, 2003, must be used for the purpose for which it was collected no later than December 31, 2012. If the fee was not used by that date, it was to be refunded to the current owner of the property, along with any accumulated interest.
- > Impact fees that are collected after April 10, 2006 and collected within seven (7) years of the effective date of the ordinance imposing the fees must be used within ten (10) years of collection with a possibility of extending the time for an additional three (3) years under extenuating circumstances or hardship.
- > An impact fee that is collected after April 10, 2006 and collected more than seven (7) years after the effective date of the ordinance must be used within a reasonable period of time after they are collected to pay the capital costs for which they were imposed, or they shall be refunded to the current property owner, along with any accumulated interest.

We recommend that management review the impact fee ordinance, collections, and eligible costs to ensure compliance with the spend-down requirements.

RESOURCES FOR STATE AND LOCAL GOVERNMENT BOARDS

Expectations and accountability are at all-time high and the knowledge required to be an effective board member is substantial. As a benefit to our clients, we have compiled a number of resources dedicated to educating state and local government board members. Go to our Board Governance Resource Center at www.bakertilly.com/board-governance for more information.

The Resource Center includes the following:

Podcasts

1. Managing cyber threats: Developing a sustainable cybersecurity program to address your unique risks
2. Understanding utility finances
3. Benefits of a fraud risk assessment
4. Financial ratios and benchmarks
5. Fund balance and other financial policies

Articles

1. Securitization of deposits and investments
2. Five easy internal controls your government should implement
3. Fund balance levels: What works for your government?
4. The importance of smart spending cuts

INFORMATIONAL POINTS (cont.)

RESOURCES FOR STATE AND LOCAL GOVERNMENT BOARDS (cont.)

We encourage you to subscribe to our complimentary newsletter “Government Connection” to stay abreast of the latest issues impacting state and local governments. You can do so by clicking on the “subscribe” button and indicating “State and Local Government” as an area of interest on the subscription form. Also, if you or your board members have suggested topics to feature on our Board Governance webpage or Government Connection newsletter, we invite you to submit your ideas in person or online.

UPCOMING LEASE STANDARD

In June 2017, the Governmental Accounting Standards Board (GASB) issued new guidance to establish a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. This standard is effective for fiscal years ending on or after December 31, 2020. Statement No. 87, Leases, requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognize as inflows of resources or outflow of resources based on the payment provisions of the contract.

Under the new standard, a lease is defined as a contract that conveys control of the right to use another entity’s nonfinancial asset (underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Control is defined by 1) the right to obtain the present service capacity from the use of the underlying asset and 2) the right to determine the nature and manner of use of the underlying asset. Any contract that meets this definition should be accounted for under the lease guidance, unless specifically excluded in this statement. Leases include contracts that, although not explicitly identified as leases, meet the above definition of a lease.

There are some exemptions outlined in the standard including, intangible assets, service concession arrangements and supply contracts.

We recommend city review this standard and start planning how this will affect your financial reporting. An inventory of all contracts that might meet the definition of a lease should be started. The contract listing should include key terms of the contracts such as:

- > Description of contract
- > Underlying asset
- > Contract term
- > Options for extensions and terminations
- > Service components, if any
- > Dollar amount of lease

In addition, the city should begin to establish a lease policy to address the treatment of common lease types, including a dollar threshold for each lease. We are available to discuss this further and help you develop an action plan.

CURRENT YEAR POINT

FIRE DEPARTMENT ACCOUNTS

During the 2018 audit, it was noted that the Fire Department had two bank accounts that were using the city's Tax ID number. However, these accounts were not being controlled by the city, nor were they recorded in the city's accounting system. These accounts were supposed to be converted to a non-municipal account per Resolution #2007-58. It is our understanding that these accounts were converted into a new account not using the city's Tax ID number in 2019.

PRIOR YEAR POINTS

TIF INTERFUNDS/ADVANCES

Two of the city's tax incremental financing (TIF) districts are currently relying upon other funds of the city. While it is not unusual for active TIF districts to rely upon or borrow from other funds during their earlier years, it also requires careful monitoring through what is called TIF projections. Performing TIF projections is not something that is within the scope of an audit. The distinction is that an audit looks back to determine the current status of a TIF, while a projection attempts to estimate the long-term viability of a TIF, including whether or not it will be able to meet its debt obligations during its life.

We recommend the city continue to update its TIF projections, including the amounts other funds have advanced or borrowed to the TIFs.

As of December 31, 2018, the following TIF Districts had an interfund/advance recorded from other funds:

412 TIF No. 2 (recorded as an interfund)	\$ 126,098
413 TIF No. 3 (recorded as an advance)	<u>623,048</u>
Total	<u>\$ 749,146</u>

The 412 TIF No. 2 amount is owed to the General Fund and the 413 TIF No. 3 amount was advanced from 410 TIF District No. 1 (\$162,000) and the General Fund (\$461,048).

As allowable under TIF statutes, the common council and joint review board, in 2011, approved sharing increments from TIF District No. 1 (donor district) to TIF District No. 2 (donee district). Transfers were approved to begin in 2012 and the first transfer happened during 2017 in the amount of \$404,465. A second transfer of \$789,860 happened during 2018.

Your community's long-term success is important. As a governing body, your involvement and understanding of your community's financial activities will help you make informed decisions regarding the future of your community.

TAX LEVY AMOUNTS

During the 2017 audit, it was noted that the city did not levy the full amount available per the levy limits set by the State of Wisconsin. The allowed levy was \$2,063,401 and the actual levy was \$1,971,413 or a difference of \$91,988. We understand that this was based on an unwritten city policy to not levy for debt service payments. It is our recommendation that the city consider the need to levy the maximum amount allowable under State statutes.

Status (12/31/18)

The city still did not levy the full amount allowable for debt service payments in 2018.

PRIOR YEAR POINTS (cont.)

BUDGET REQUIREMENTS

Wisconsin state statutes regarding municipal budgeting specify the information that should be incorporated into the city's class 1 notice regarding the budget public hearing and the budget document adopted by the city.

The city's budget notice should include the following items:

- A. Summary budget for the proposed budget, the budget in effect and the percentage changed between the budget of the current year and the proposed budget. A summary budget would include:
 - 1. All expenditures by major expenditure category for general fund.
 - 2. All revenues by major revenue source for general fund.
 - 3. Any financing source and use not included in 1. and 2. above.
 - 4. All beginning and year-end fund balances for all funds.
 - 5. Total revenues and expenditures for each fund.
 - 6. Summary totals of revenues and expenditures (all funds).
 - 7. Local property taxes for each fund and the total for all funds.
 - 8. List of budget increases and decreases due to new or discontinued activities.
- B. The place where the budget, in detail, is available for public inspection.
- C. The time and place for holding the public hearing.

The budget document is required to include these items:

- A. List all existing indebtedness.
- B. Actual revenues and expenditures of the preceding year.
- C. Actual revenues and expenditures for not less than the first six months of the current year and estimated revenues and expenditures for the balance of the year.
- D. All anticipated revenue from all sources and all proposed appropriations for the ensuing year (proposed budget).
- E. All anticipated unexpended or unappropriated balances and surpluses for each fund.

We recommend that the city review state statutes pertaining to municipal budgets. When preparing the city budget, you should include the items mentioned above.

Status (12/31/18)

The city has corrected this and is now in compliance with Wisconsin state statutes regarding municipal budgeting. This point is considered resolved.

PRIOR YEAR POINTS (cont.)

UNCOLLATERALIZED DEPOSITS

Governmental Accounting Standards Board (GASB) Statement No. 40 requires disclosures about deposits and investments. One of the main purposes of GASB Statement No. 40 is to indicate to users of financial statements the custodial risks involved with an entity's deposits and investments. These disclosures are included in the notes to your financial statements.

Here are the current rules.

- > In-state accounts (deposits are held in an institution in the same state where the government is located)
 - 1) Up to \$250,000 for the combined amount of all time (CDs) and savings deposits (includes NOW accounts and money market deposit accounts)
 - 2) Up to \$250,000 for all demand deposit accounts (defined as "deposits payable on demand and for which the depository institution does not reserve the right to require advanced notice of withdrawal")
- > Out-of-state accounts (deposits are held in an institution outside of the state where the government is located)
 - 1) Up to \$250,000 for the combined total of all deposit accounts

Status (12/31/18)

As of December 31, 2018, the city had \$301,304 of uncollateralized deposits with its banks. We recommend that the city evaluate this to determine if further action is necessary. We also recommend the city review their collateral agreements with the banks to ensure the safety of its deposits.

DECENTRALIZED CASH COLLECTIONS

Many governments collect cash at numerous decentralized locations that are separate from the primary system of accounting procedures and controls. The opportunity for theft is often higher at those locations because one person is frequently involved in most, if not all, aspects of a transaction (i.e., lack of segregation of duties).

Examples in your government that fit this situation include: library, police and parks.

Management is responsible for designing and implementing controls and procedures to detect and prevent fraud. As a result, we recommend that management review its decentralized cash collection procedures and controls on a periodic basis and make changes as necessary to strengthen the internal control environment. Reviewing the adequacy of the controls is a responsibility of the governing body.

PRIOR YEAR POINTS (cont.)

DECENTRALIZED CASH COLLECTIONS (cont.)

Below are example procedures and controls to help mitigate the risk of loss at decentralized cash collection points:

- > Implement a centralized receipting process with adequate segregation of duties
- > For cash collections, ensure pre-numbered receipts are being used and all receipts in the sequence are being reviewed by someone other than the person receipting the cash and receipts tie to deposits
- > Perform surprise procedures at decentralized locations (cash counts, walkthrough of processes, etc.)
- > Require regular cash deposits to minimize collection on-hand
- > Limit the number of separate bank accounts
- > Segregate duties as much as possible – the person receipting cash should be separate from the person preparing deposits and the person reconciling bank accounts should be separate from the cash collection activity
- > Perform a month-to-month or year-to-year comparison to look for unusual changes in collections
- > If collecting from a drop box site, consider sending two people to collect the funds, especially during peak times

As always, the cost of controls and staffing must be weighed against the benefits of safeguarding your assets.

Status (12/31/18)

This recommendation still pertains.

REQUIRED COMMUNICATIONS BY THE AUDITOR TO THOSE CHARGED WITH GOVERNANCE

To the City Council
City of Waterloo
Waterloo, Wisconsin

Thank you for using Baker Tilly Virchow Krause, LLP as your auditor.

We have completed our audit of the financial statements of the City of Waterloo for the year ended December 31, 2018 and have issued our report thereon dated April 9, 2019. This letter presents communications required by our professional standards.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA

The objective of a financial statement audit is the expression of an opinion on the financial statements. We conducted the audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements prepared by management with your oversight are free of material misstatement, whether caused by error or fraud. Our audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities.

As part of the audit we obtained an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. The audit was not designed to provide assurance on internal control or to identify deficiencies in internal control.

OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS

Our responsibility does not extend beyond the audited financial statements identified in this report. We do not have any obligation to and have not performed any procedures to corroborate other information contained in client prepared documents, such as official statements related to debt issues.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to you during our meeting with you on May 3, 2018 and in our letter about planning matters dated April 20, 2018.

QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City of Waterloo are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during 2018. We noted no transactions entered into by the City of Waterloo during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the net pension asset, deferred outflows and deferred inflows related to pension are based upon information provided by the Wisconsin Retirement System. These also impact pension expense.

Management's estimate of the allowance for ambulance receivables is based on payment history for this type of receivable.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

The disclosures in the notes to the financial statements are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

Management has corrected all such misstatements.

The following is a summary of material financial statement misstatements (audit adjustments):

	<u>Amount</u>
To transfer excess cash from TIF #1 to TIF #2 for deficit cash purposes	\$ 789,860
To remove due from utility balance related to the sewer conveyance	266,601

CORRECTED AND UNCORRECTED MISSTATEMENTS (cont.)

In addition, we prepared GASB No. 34 conversion entries which are summarized in the “Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position” and the “Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities” in the financial statements.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter. This letter follows this required communication.

INDEPENDENCE

We are not aware of any relationships between Baker Tilly Virchow Krause, LLP and the City of Waterloo that, in our professional judgment, may reasonably be thought to bear on our independence.

Relating to our audit of the financial statements of the City of Waterloo for the year ended December 31, 2018, Baker Tilly Virchow Krause, LLP hereby confirms that we are, in our professional judgment, independent with respect to the City of Waterloo in accordance with the Code of Professional Conduct issued by the American Institute of Certified Public Accountants. We provided no services to the City of Waterloo other than audit services provided in connection with the audit of the current year’s financial statements and nonaudit services which in our judgment do not impair our independence, including:

- > Financial statement preparation
- > Adjusting journal entries
- > Compiled regulatory reports
- > Civic Systems software
- > Utility rate study

None of these nonaudit services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City of Waterloo's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

RESTRICTION ON USE

This information is intended solely for the use of the city council and management and is not intended to be, and should not be, used by anyone other than the specified parties.

We welcome the opportunity to discuss the information included in this letter and any other matters. Thank you for allowing us to work with you.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
April 9, 2019

MANAGEMENT REPRESENTATIONS

City of Waterloo Finance, Insurance & Personnel Committee

Annual Calendar

(last revised: 5/9/2019)

Meeting night: 3rd Thursday of month at 6:00 pm

Monthly recurring: review of disbursements, payroll and treasurer's reports available online: at the municipal [Budget & Financials webpage](#)

JANUARY
FEBRUARY
MARCH
APRIL <input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
MAY <input type="checkbox"/> Addressing items raised in audit.
JUNE <input type="checkbox"/> Mayor's 2020 Budget start date. <input type="checkbox"/> Review of all Tax Incremental Finance Districts.
JULY <input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads.
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> Traditional department submittals received. <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> § 53-4 Budget - Departmental budget submittals each year, on or before October 1. <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council.
NOVEMBER <input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER

NOTES FROM MUNICIPAL CODE

[§ 85-9 Appointed staff job performance reviews.](#)

A. The job performance of the Clerk-Treasurer, City Attorney, Police Chief, Fire Chief, Assessor, Director of Public Works, Building Inspector, Emergency Management Director, Parks Director and City Engineer shall be reviewed by the Finance, Insurance and Personnel Committee. The Finance, Insurance and Personnel Committee shall report its finding to the full Council in closed session, as deemed necessary.

[§ 53-12 Debt policies.](#)

Refunding: (a) Periodic reviews of outstanding debt by City of Waterloo staff will be undertaken to determine refunding opportunities. Refunding will be considered by the Finance, Insurance and Personnel Committee if and when there is a net economic benefit of the refunding.

§ 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

Qualifications and duties.

A. Clerk-Treasurer.

Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk-Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

§ 53-4 Budget.

A. Departmental estimates. Each year, on or before October 1, each officer, department and committee shall timely file with the Clerk-Treasurer an itemized statement of anticipated disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the condition and management of such fund, along with detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk-Treasurer and shall be designated as "Departmental Recommended Budgets" and shall be as nearly uniform as possible for the main division of all departments for incorporation into the budget document.

B. Preparation procedure.

(1) Budget to include. Each year the Finance, Insurance and Personnel Committee, with the assistance of the Clerk-Treasurer and the appropriate committees, officers and department heads, shall prepare and submit to the Council a proposed budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year. The budget shall include the following information:

(a)

The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

(b)

An itemization of all anticipated income of the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.

§ 30-4 Standing rules.

The standing rules for the government of the Council shall be as follows:

E. Ordinances and resolutions referred to committee. All ordinances, resolutions, communications and other matters submitted to the Council shall be read by title and author and may be referred to the appropriate committee by the Mayor. The Clerk-Treasurer shall read and record each such reference by title. Any Alderperson may require the reading in full of any matter at any time it is before the Council. All bills and other financial claims against the City shall, upon receipt thereof, be immediately referred by the Clerk-Treasurer to the Finance, Insurance and Personnel Committee for report thereon at the ensuing meeting of the Council.