

COMMISSION FILE NO: 20-157-10 **DATE INTRODUCED:** October 12, 2020

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Comprehensive Commission Policy Revisions

SUMMARY:

The Commission is requested to adopt revisions to multiple Commission policies and rescind multiple Commission policies, as outlined in the attached documents, to comprehensively review and update the District's Commission and Administrative policies and procedures.

In 2019, staff began a process to review all Commission and Administrative policies and procedures to delete unnecessary, outdated, or obsolete language; update policies to bring them to present practices; eliminate redundancy; standardize the format of all policies and procedures; and reorganize policies to provide users with easier and more logical access to files.

Staff will bring multiple proposed changes to the Commission over several months to update Commission policies. Upon these changes, staff will update corresponding Administrative policies and procedures, which only necessitate Executive Director approval. The second set of policies presented to the Commission for review in this document relate principally to the Legal Services, Technical Services, Planning, Research, and Sustainability, and Finance divisions.

The policies recommended for deletion and revision are outlined below. Most policies recommended for deletion are proposed to be combined into different policies or simply were not written as policies. Some may also have been reiterations of overarching State Statute, unnecessarily placed into a Commission policy. Others were determined to be Administrative policy or procedure. The attached table outlines what is proposed to be changed.

ATTACHMENTS: **BACKGROUND** ☒ **KEY ISSUES** ☐ **RESOLUTION** ☒

FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Policy Recommendation Table, Proposed Policy Deletions, Proposed Policy Revisions (redline) Proposed Policy Revisions (clean copy)

PFP_Comprehensive_Policy_Revision_PartII_legislative_file.docx
09-23-20

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Comprehensive Commission Policy Revisions

Policies proposed to be deleted include the following:

- 1-15.04, Carryover of Unspent Funds in Operations and Maintenance Budget
- 1-15.06, Financial Planning and Budgetary Controls
- 1-15.09, Amending the Proposed Operations and Maintenance or Capital Budget
- 1-42.01, Collection and Treatment Services – Sewer Plan Approval
- 1-51.04, Safety & Security
- 1-59.01, Collection & Treatment Services – Operations & Maintenance
- 1-59.02, Collection & Treatment Services – Environmental Impact
- 1-59.03, Collection & Treatment Services – Compliance Assurance, Regulatory Agencies or Court Orders
- 1-59.04, Reimbursement for River Cleaning Services
- 1-59.05, Collection & Treatment Services – Solids Utilization
- 1-73.01, Accounting Policies
- 1-73.03, User Charge Administration
- 1-73.04, Cash Management
- 1-73.17APP1, Investment Policy Appendix 1 Authorized Personnel
- 1-73.17APP2, Investment Policy Appendix 2 Approved Investment Advisors
- 1-73.17APP3, Investment Policy Appendix 3 Master Repurchase Agreement
- 1-73.17APP4, Investment Policy Appendix 4 Approved Depositories and Authorized Agents
- 1-73.20, Annual Financial Reports

Content from most of the policies proposed for deletion are proposed to be added to the policies below to be revised. Please see the attached chart for additional details related to each policy proposed for deletion.

Policies proposed to be revised include the following:

- 1-15.01, Operations and Maintenance Budget
- 1-15.02, Capital Budget
- 1-15.05, Strategic Plan
- 1-15.08, Reserves
- 1-21.01, Legal Services
- 1-21.03, Release of Critical Infrastructure Information
- 1-41.05, Substance Abuse Prevention Program on District Construction Sites
- 1-41.06, Policy on Relocation of Utilities
- 1-42.02, Facility Planning And Expansion
- 1-44.01, Asset Management
- 1-58.01, Collection & Treatment Systems – Industrial Waste
- 1-73.17, Investment Policy
- 1-73.19, Risk Management Program Policy

SUMMARY (Cont'd)

Comprehensive Commission Policy Revisions

1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business

1-73.22, Memberships, Subscriptions, Licenses, and Certifications

1-73.24, Retroactive Capital Charges for Property Added Into the District's Sanitary Sewer Service Area

1-73.27, Business Continuity Plan

BACKGROUND

Comprehensive Commission Policy Revisions

The following outlines the proposed changes to the retained Commission policies.

1-15.01, Operations and Maintenance Budget

This policy is proposed to be reformatted to a consistent standard and corrected to reflect current organizational structure. Additionally, content from proposed deleted Policies 1-15.04, Carryover of Unspent Funds in the Operations and Maintenance Budget, and 1-15.09, Amending the Proposed Operations and Maintenance and Capital Budget, was added to this policy.

1-15.02, Capital Budget

This policy is proposed to be reformatted to a consistent standard. Additionally, content from proposed deleted Policy 1-15.09, Amending the Proposed Operations and Maintenance and Capital Budget, was added to this policy.

1-15.05, Strategic Plan

This policy is proposed to be reformatted to a consistent standard.

1-15.08, Reserves

This policy is proposed to be reformatted to a consistent standard. Minor updates were made to align with current practice, and irrelevant information was removed.

1-21.01, Legal Services

This policy is proposed to be reformatted for consistency with some minor grammatical changes. Additionally, staff proposes to increase the authority of the Director of Legal Services to retain outside counsel from \$7,500 to \$19,999 (the authority level of all Division Directors). It also updates other areas to align with other policies.

1-21.03, Release of Critical Infrastructure Information

This policy is proposed to be reformatted to a consistent standard.

1-41.05, Substance Abuse Prevention Program on District Construction Sites

This policy, nearly 30 years old, contained language that is no longer routine practice in business organizations regarding drug and alcohol abuse. Many of the provisions of this policy were procedural, not Commission level policy, and contained outdated concepts of drug and alcohol use in the workplace. Moreover, District practices and contracting requirements supersede much of the intent of this policy. For these reasons this policy is proposed to be edited to align with current practices and to have outdated procedures and practices removed. The policy has been reformatted for consistency.

1-41.06, Policy on Relocation of Utilities

Staff recommends retitling this policy to "Relocating Utilities". The policy is proposed to be reformatted for consistency with minor reorganization.

BACKGROUND (Cont'd)

Comprehensive Commission Policy Revisions

1-42.02, Facility Planning And Expansion

This policy is proposed to be reformatted to a consistent standard. The title was corrected for grammatical consistency as “Facility Planning and Expansion”. Minor updates were made to align with current practice and remove unnecessary or redundant language. Specific procurement language was removed, as this is covered within procurement-related policies.

1-44.01, Asset Management

This policy is proposed to be reformatted to a consistent standard. References to recently revised policies were updated and corrected and minor additions were made to clarify present practice.

1-58.01, Collection & Treatment Systems – Industrial Waste

Staff recommends retitling this policy to “Collection and Treatment Systems”. Content from proposed deleted Policies 1-42.01, Collection and Treatment Services – Sewer Plan Approval, 1-59.01, Collection and Treatment Services – Operations & Maintenance, 1-59.02, Collection and Treatment Services – Environmental Impact, 1-59.03, Collection and Treatment Services – Compliance Assurance Regulatory Agencies, or Court Orders, and 1-59.05, Collection & Treatment Services – Solids Utilization, was added into this policy. The policy was reformatted to a consistent standard.

1-73.17, Investment Policy

This policy is proposed to be reformatted to a consistent standard with minor grammatical changes. Redundant statutory language was removed. Additionally, staff recommends deleting the associated appendices to this policy, as Commission action and resolutions related to those appendices (e.g. staff appointments, etc.) are sufficient record of those matters and consistent with other appointments and actions of the Commission.

1-73.19, Risk Management Program Policy

Staff recommends retitling this policy to “Risk Management Program”. Content from proposed deleted Policy 1-51.04, Safety & Security, was added to this policy. The policy is proposed to be reformatted for consistency with minor reorganization and edits to reflect current practice.

1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business

Staff recommends retitling this policy to “Reimbursement of Personal Expenses Incurred while Conducting District Business” for grammatical consistency. This policy is proposed to be reformatted to a consistent standard with corrections made to reflect current organization and practices of the District.

BACKGROUND (Cont'd)

Comprehensive Commission Policy Revisions

1-73.22, Memberships, Subscriptions, Licenses, and Certifications

This policy is proposed to be reformatted to a consistent standard.

1-73.24, Retroactive Capital Charges for Property Added Into the District's Sanitary Sewer Service Area

Staff recommends retitling this policy to "Retroactive Capital Charges for Property Added into the District's Sanitary Sewer Service Area" for grammatical consistency. This policy is proposed to be reformatted to a consistent standard.

1-73.27, Business Continuity Plan

This policy is proposed to be reformatted to a consistent standard. Minor edits were made to reflect present practice.

RESOLUTION

Comprehensive Commission Policy Revisions

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the following Commission Policies:

1-15.04, Carryover of Unspent Funds in Operations and Maintenance Budget
1-15.06, Financial Planning and Budgetary Controls
1-15.09, Amending the Proposed Operations and Maintenance or Capital Budget
1-42.01, Collection and Treatment Services – Sewer Plan Approval
1-51.04, Safety & Security
1-59.01, Collection & Treatment Services – Operations & Maintenance
1-59.02, Collection & Treatment Services – Environmental Impact
1-59.03, Collection & Treatment Services – Compliance Assurance, Regulatory Agencies or Court Orders
1-59.04, Reimbursement for River Cleaning Services
1-59.05, Collection & Treatment Services – Solids Utilization
1-73.01, Accounting Policies
1-73.03, User Charge Administration
1-73.04, Cash Management
1-73.17APP1, Investment Policy Appendix 1 Authorized Personnel
1-73.17APP2, Investment Policy Appendix 2 Approved Investment Advisors
1-73.17APP3, Investment Policy Appendix 3 Master Repurchase Agreement
1-73.17APP4, Investment Policy Appendix 4 Approved Depositories and Authorized Agents
1-73.20, Annual Financial Reports

are hereby deleted and rescinded.

FURTHER RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the following Commission Policies:

1-15.01, Operations and Maintenance Budget
1-15.02, Capital Budget
1-15.05, Strategic Plan
1-15.08, Reserves
1-21.01, Legal Services
1-21.03, Release of Critical Infrastructure Information
1-41.05, Substance Abuse Prevention Program on District Construction Sites
1-41.06, Policy on Relocation of Utilities
1-42.02, Facility Planning And Expansion
1-44.01, Asset Management
1-58.01, Collection & Treatment Systems – Industrial Waste
1-73.17, Investment Policy
1-73.19, Risk Management Program Policy

RESOLUTION (Cont'd)

Comprehensive Commission Policy Revisions

1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business

1-73.22, Memberships, Subscriptions, Licenses, and Certifications

1-73.24, Retroactive Capital Charges for Property Added Into the District's Sanitary Sewer Service Area

1-73.27, Business Continuity Plan

are hereby revised as shown in the attached policies.