



Commission Policy

Subject:	Carryover of Unspent Funds in the Operations and Maintenance Budget	Index: 1-15.04
Authority:	Statute:	Page: 1 of 1
	Resolution: 99-107-7, 02-136-7, 05-057-5, 11-156-12	Date Issued: 07/26/99
		Date Revised: 12/19/2011

~~Carryover of unexpended funds authorized in the Operation & Maintenance Budget to the next fiscal year is permitted with the approval of the Commission as an amendment to the Budget. The Executive Director shall present to the Commission annually in April a list of funds budgeted in the previous fiscal year recommended for carryover to the next fiscal year. The list shall include the following information:~~

- ~~• Cost Center~~
- ~~• Account and Description~~
- ~~• Dollar Amount Recommended for Carryover~~
- ~~• Purpose of the Expenditure~~
- ~~• Summary Explanation of Reason(s) Funds Remain Unexpended~~
- ~~• Summary of Continuing Need for Goods or Services to be Procured~~

~~The Executive Director shall establish administrative procedures to review all carryover requests to ensure that only those vital to the safe and effective operation of the District are presented for Commission review and approval.~~



Commission Policy

Subject: Financial Planning and Budgetary Controls	Index: 1-15.06
Authority: Statute:	Page: 1 of 1
Resolution: 93-038-4(04); 98-138-9(02); 02-136-7	Date Issued: 05/26/92
	Date Revised: 7/22/02

Purpose: ~~The financial policy of the Commission is to effectively consider and plan for a continued positive fiscal condition. The District's financing shall be performed in a professional, quality, cost-effective manner. Fiscal planning for District services and activities should be an ongoing process, incorporating to the greatest degree possible, any changes in the requirements placed upon the District, along with the economic condition of the District and the community.~~

~~As part of its general duties under Wisconsin Law, the Commission is to plan and maintain the sewerage system. Planning and maintaining of the system is enhanced by the Commission's articulation of a financial policy to assist the Executive Director in the Director's financial planning for the District.~~

~~The financial planning of the District shall include, but not be limited to, the following points:~~

- ~~• The District shall develop and implement appropriate and adequate financial planning and budgetary controls.~~
- ~~• The Commission shall annually determine the property tax rate. Commissioners shall be informed, in advance, of decisions and conditions which may significantly impact the property tax rate required in future years.~~
- ~~• The District shall make reasonable efforts to minimize significant fluctuations in user charge rates from year to year. In order to accomplish this, Commissioners will be notified, in advance, of conditions and decisions which may significantly impact the user charge rate.~~
- ~~• The Executive Director shall annually present a financial plan to the Commission as a part of the Capital and Operations and Maintenance budgets to the Policy, Finance and Personnel Committee and Commission.~~
- ~~• The Commission shall be given ample opportunity to review the District's financial plan, in order to provide direction to the Executive Director, where warranted.~~

~~The District's financial planning shall incorporate and be developed using information gained from both the short and long range organizational planning carried out by the District. That planning process shall incorporate the initiatives and issues identified by the Commission into any overall financial plan.~~

Commission Policy

Subject: Amending the Proposed Operations and Maintenance or Capital Budget	Index: 1-15.09 Page: 1 of 3
Authority: Statute: Resolution: 05-058-5; 16-151-11	Date Issued: 5/23/2005 Date Revised: 11/28/16

I. Definition

1. ~~Budget Amendment—Any change to either the Proposed Operations and Maintenance Budget or Proposed Capital Budget which has a fiscal or total project cost (capital only) impact.~~
 - a. ~~Operations and Maintenance Budget amendments may include, but are not limited to, changes in user charges or other revenue sources, as well as programs, positions, or cost center budget changes that have a fiscal impact.~~
 - b. ~~Capital Budget amendments may include, but are not limited to, a change in the tax levy or other revenue sources, the addition of new total project costs or changes to existing total project costs.~~

II. Amendment Submittal

1. ~~Amendments to the proposed budget shall be submitted to the Director of Finance/Treasurer no later than one week prior to the Policy, Finance, and Personnel Committee Meeting during the month in which the Proposed Operations and Maintenance and Capital Budgets will be presented for adoption. This will allow staff to analyze and document all impacts related to the proposed amendment in order for the Committee to make an informed decision.~~
2. ~~Amendments not presented by the requested time limit or presented on the floor shall be analyzed and documented by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.~~

III. Amendment Documentation

1. ~~Upon receipt of each amendment, the Director of Finance/Treasurer shall document the following:~~
 - a. ~~An amendment sponsor,~~
 - b. ~~An amendment summary which shall specify the additions, eliminations or changes to projects, initiatives or other pertinent items,~~
 - c. ~~Detail of affected expenditures in Division(s), Cost Center(s), and either line item(s) for the Operations and Maintenance Budget, or~~
 - d. ~~Detail of affected Total Project Cost(s), the Capital Project Plan, the Annual Financing Plan or the Long Range Financing Plan for the Capital Budget, and~~
 - e. ~~Detail of impacted revenue source, and~~
 - f. ~~Net Budget Change.~~

Commission Policy

Subject: Amending the Proposed Operations and Maintenance or Capital Budget	Index: 1-15.09
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~~IV. Committee Action~~

- ~~1. The Director of Finance/Treasurer shall first present the Proposed Operations and Maintenance Budget and Proposed Capital Budget to the Policy, Finance, and Personnel Committee.~~
- ~~2. A copy of all proposed amendments shall then be given to each Committee member present at the meeting.~~
- ~~3. The Director of Finance/Treasurer shall present each amendment in the order they had been received. Amendments to the Proposed Operations and Maintenance Budget shall be presented first, and amendments to the Proposed Capital Budget shall be presented next.~~
- ~~4. Amendments to amendments shall be allowed provided they are germane.~~
 - ~~a. Amendments to amendments shall be analyzed by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.~~
- ~~5. The Office of Management and Budget shall prepare the detailed amendment(s) to be presented to the Commission, as approved by the Policy, Finance, and Personnel Committee.~~

~~V. Commission Action~~

- ~~1. The Proposed Operations and Maintenance and Proposed Capital Budgets shall be reported to the Commission by the Policy, Finance, and Personnel Committee.~~
- ~~2. The Commission shall then consider any amendments recommended for adoption by the Policy, Finance, and Personnel Committee.~~
- ~~3. The Commission shall next consider any amendments which were submitted for consideration to the Policy, Finance, and Personnel Committee but which were not recommended for adoption by the Committee, provided they were submitted to the Commission Secretary and Director of Finance/Treasurer at least 24 hours prior to the Commission meeting.~~



Commission Policy

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~~4. The Commission may next accept for consideration any proposed budget amendment which was not submitted by the above processes~~

~~5. Amendments to amendments shall be allowed provided they are germane.~~

~~a. Amendments to amendments shall be analyzed by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.~~

~~VI. Incorporation into the Adopted Budget~~

~~1. Staff shall incorporate all approved amendments into the Adopted Operations and Maintenance and Capital Budgets.~~

~~2.1. The Commission Secretary shall ensure that the Adopted Operations and Maintenance and Capital Budgets are published in an official notice.~~



Commission Policy

Subject: Collection & Treatment Services – Sewer Plan Approval	Index: 1-42.01
Authority: Statute:	Page: 1 of 1
Resolution: 77-149-12D(3)aa, 02-136-7	Date Issued: 11/20/80
	Date Revised: 7/22/02

~~The Milwaukee Metropolitan Sewerage Commission shall approve sewer plans in accordance with existing statutory requirements. The Executive Director shall insure that plans meet the required standards, as specified by the regulatory agencies and Commission rules.~~



Commission Policy

Subject: Safety & Security	Index: 1-51.04
Authority Statute:	Page: 1 of 1
Resolution: 77-149-120(3)c, 02-136-7	Date Issued: 10/4/79
	Date Revised: 7/22/02

~~The District shall provide a safe and healthy working environment for its employees and the public in all facilities under its jurisdiction. The District shall be in compliance with all applicable safety regulations. The Executive Director shall be authorized to correct any safety or health hazards discovered in District facilities when practicable. The Executive Director shall periodically report to the Commission on accidents and other safety related matters.~~

~~Protective measures and devices will be provided at all locations to protect the personal safety of employees, suppliers, contractors, and others, including the public who have access to or may come in contact with collection and treatment facilities. Adequate safeguards shall also be installed and maintained at these facilities to protect against vandalism, sabotage, public disturbance, and unauthorized trespass.~~



Commission Policy

Subject: Collections & Treatment Services – Operations and Maintenance	Index: 1-59.01 Page: 1 of 1
Authority Statute: Resolution: 77-149-12D(3)t, 02-136-7	Date Issued: 11/20/80 Date Revised: 7/22/02

~~The District will establish the means necessary to operate and maintain the District's collection and treatment facilities. This shall be done in an efficient and economical manner, insuring that all appropriate regulations and standards imposed by statutes, regulatory agencies, court orders, or Commission policies are met.~~



Commission Policy

Subject: Collection & Treatment Services – Environmental Impact	Index: 1-59.02 Page: 1 of 1
Authority Statute: : Resolution: 77-149-12D(3)w, 02-136-7	Date Issued: 11/20/80 Date Revised: 7/22/02

~~Collection and treatment facilities and related operations shall be constructed and maintained such that they are aesthetically pleasing and so as to minimize the transmission of offensive odors.~~



Commission Policy

Subject: Collection & Treatment Services – Compliance Assurance, Regulatory Agencies or Court Orders	Index: 1-59.03 Page: 1 of 1
Authority: Statute: Resolution: 77-149-12D(3)x, 98-138-9(02), 02-136-7	Date Issued: 11/20/80 Date Revised: 7/22/02

~~The staff shall maintain a thorough understanding of applicable standards and regulations imposed by regulatory agencies and/or court orders.~~



Commission Policy

Subject: Reimbursement for River Cleaning Services	Index: 1-59.04
Authority: Statute:	Page: 1 of 1
Resolution: 98-137-9(02), 02-136-7	Date Issued: 9/28/98
	Date Revised: 7/22/02

~~In keeping with the Milwaukee Metropolitan Sewerage District's commitment to clean water, beginning in 1999 an annual payment for river cleaning services will be made to the City of Milwaukee (or other agency providing this service) for the removal of floating debris flushed into the Milwaukee River as a result of a Combined Sewer Overflow Event. The amount of the annual payment in 1999 will be \$4,500, which is the City's estimated cost of river cleaning for one Combined Sewer Overflow Event into the Milwaukee River. The amount of the annual payment may be increased in subsequent years, based upon increases in the Milwaukee Consumer Price Index All Urban Consumers (CPI-U).~~

~~In addition to the annual payment, should additional Combined Sewer Overflow Events into the Milwaukee River occur in a year, the District will make additional payments for each Overflow Event at the same rate as the annual payment in effect. Such additional payment will be made within 30 days of a documented Combined Sewer Overflow Event.~~

~~A Combined Sewer Overflow (CSO) event is defined as: an overflow from MMSD's interceptor system at the time the gates at the Inline Storage System (ISS) dropshaft downstream must be closed to prevent the ISS, separated sewer or combined sewer capacity from being exceeded, or the capacity of the associated near surface collector is exceeded. The District's permit with the State of Wisconsin states that no more than six overflow discharge events are to occur per year under design conditions.~~



Commission Policy

Subject: Collection & Treatment Services – Solids Utilization	Index: 1-59.05
Authority: Statute:	Page: 1 of 1
Resolution: 77-149-12D(3)Z, 02-136-7	Date Issued: 11/20/80
	Date Revised: 7/22/02

~~The staff shall plan and operate a Solids Utilization Program in a cost-effective manner and in harmony with applicable federal, state, and local laws and regulations.~~



Commission Policy

Subject: Accounting Policies	Index: 1-73.01
Authority Statute:	Page: 1 of 2
Resolution: 81-038-7D, 02-136-7	Date Issued: 7/23/81
	Date Revised: 7/22/02

Purpose: ~~The purpose of this policy is to ensure that the accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governmental entities. The District, in accordance with Governmental Accounting Standards Board (GASB) Statement No. 20, "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Activities That Use Proprietary Fund Accounting," shall apply all appropriate Financial Accounting Standards (FASB) Statements and Interpretations issued after November 30, 1989 that do not conflict with or contradict GASB pronouncements. A summary of significant policies follows:~~

- ~~● Fund Structure — The District shall prepare its financial statements on an enterprise fund basis. In conformity with generally accepted accounting principles (GAAP) as formulated by the GASB, the financial statements shall reflect the full accrual method of accounting whereby revenues are recognized when earned and expenses are recorded as liabilities when incurred.~~
- ~~● Equipment Replacement Fund — The District shall maintain specific investments to be held by a bank for safekeeping for funds intended for equipment replacement. The Equipment Replacement Funds shall be classified as restricted assets.~~
- ~~● Sewer User Charges — Sewer user charges shall be recorded on the accrual basis. Due to the delay in user charge billing caused by the monthly or quarterly billing cycle, the District shall accrue unbilled service charges at year end, with respect to services provided during the current year.~~
- ~~● Property Taxes — Property taxes levied by the District are to be designated by the District's Commission to be legally available for capital expenditures and debt service requirements in the ensuing year. Taxes levied in the current year, to be collected in the ensuing year, shall be recorded as a deferred receivable and recognized as revenue when available for expenditure in the ensuing year.~~
- ~~● Investments — District investments shall be reported at fair value. Fair value is defined as the amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. Commercial paper that is short term (less than 180 days) shall be carried at amortized cost. Investment income, including changes in the fair value of investments, shall be recognized as revenue. Realized gains and losses shall be included in investment income.~~
- ~~● Inventories — Inventories are valued at the lower of cost (average cost) or market.~~



Commission Policy

Subject: Accounting Policies	Index: 1-73.01
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Authority Statute:	Date Issued: 7/23/81
Resolution: 81-038-7D, 02-136-7	Date Revised: 7/22/02

- ~~• Property, Plant and Equipment and Depreciation—Sewers, buildings, plant and equipment shall be recorded at cost. Depreciation shall be provided using the straight line method over various estimated useful lives. Depreciation shall not be provided on construction in progress until the asset is completed and placed in service.~~
- ~~• Vacation and Sick Pay—Vacation and sick pay shall be accrued as earned. Sick pay that is vested and is not expected to be paid within a year shall be recorded as a long term liability.~~



Preserving The Environment •
Improving Water Quality



PARTNERS FOR A CLEANER ENVIRONMENT

Commission Policy

Subject: User Charge Administration

Index: 1-73.03

Page: 1 of 1

Authority Statute:

~~Date~~ Issued: 2/01/80

Resolution: 77-149-12D(3)I, 02-136-7

~~Date~~ Revised: 7/22/02

Effective:

~~The District shall bill municipalities for whom the Commission operates by providing collection and treatment services in accordance with District Rules and Regulations Article XVII as adopted by the Commission.~~



Commission Policy

Subject: Cash Management	Index: 1-73.04
Authority Statute:	Page: 1 of 1
Resolution: 83-126-7; 90-055-6(11); 97-151-9(02), 02-136-7	Date Issued: 10/09/80
	Date Revised: 7/22/02

~~The ultimate objective of the District's cash management program is to increase its non-tax and non-user charge revenues by investing cash when it is not needed for current obligations. In order to achieve this objective, the following goals have been established:~~

- ~~• To accelerate the receipt of District monies whenever possible.~~
- ~~• To insure that idle District cash balances are invested at all times.~~
- ~~• To slow down and regularize the number of District cash disbursements while still meeting its legal obligation.~~

~~To the extent these goals conflict with each other, the District shall maintain an "optimal cash balance" that which maintains the minimum amount of cash available to meet daily cash needs while permitting the rest to be fully invested.~~

Authorized Personnel

~~The following persons are authorized to transact investment business and wire funds for investment purposes on behalf of the Milwaukee Metropolitan Sewerage District:~~

~~Mickie L. Pearsall, Director of Finance/Treasurer~~

~~Donald R. Nehmer, Deputy Director of Finance~~

~~Gina De Sota, Controller~~

~~David Deiringer, Supervisor of Revenue and Fixed Assets~~

Approved Investment Advisors

The following investment advisors have been approved by Milwaukee Metropolitan Sewerage District:

Insight Investment
Dana Investment Advisors, Inc.
Piedmont Investment Advisors, LLC

Master Repurchase Agreement

~~The attached Master Repurchase Agreement has been approved by Milwaukee Metropolitan Sewerage District.~~

~~The following broker/dealers have an executed Master Repurchase Agreement on file with Milwaukee Metropolitan Sewerage District:~~

~~U.S. Bank, NA~~

Approved Depositories and Authorized Agents

The following depositories and authorized agents have been approved by Milwaukee Metropolitan Sewerage District:

~~U.S. Bank, NA~~
~~JP Morgan Chase & Co.~~
~~Columbia Savings and Loan~~
~~Seaway Bank and Trust Company~~
~~BMO Harris Bank~~
~~Wells Fargo Bank~~
~~Town Bank~~
~~PNC Bank~~
~~Associated Bank~~
~~Johnson Bank~~
~~Baylake Bank~~
~~American Deposit Management Company~~



Commission Policy

Subject: Annual Financial Reports	Index: 1-73.20
Authority Statute:	Page: 1 of 1
Resolution: 77-149-12D(3)m, 02-136-7	Date Issued: 2/01/80
	Date Revised: 7/22/02

~~The Executive Director shall prepare, on behalf of the District, a comprehensive annual financial report.~~

~~The report will be prepared on a calendar year basis and shall be accompanied by the annual minutes of Commission meetings with publications being made within six months of the year's end. Such reports will be issued as required by statute and as otherwise deemed appropriate. The content of the reports shall be in conformance with all governing statutes and ordinances.~~