

ELECTRONIC PACKET

April 12, 2021 POLICY, FINANCE, & PERSONNEL COMMITTEE MEETING

RELEASED: Monday, April 5, 2021



Milwaukee Metropolitan Sewerage District

260 West Seeboth
Street
Milwaukee, WI
53204

Meeting Agenda

Policy, Finance & Personnel Committee

Jeff Stone, Chair
Corey Zetts, Vice Chair
Tim Carpenter, Chantia Lewis, Eugene Manzanet
Dan Devine, Ex-Officio

Monday, April 12, 2021

9:05 AM

Teams Online Meeting/Conference Call

NOTICE IS HEREBY GIVEN, pursuant to Section 19.84, Wisconsin Statutes, that the Milwaukee Metropolitan Sewerage District's Policy, Finance and Personnel Committee will hold its regularly scheduled public meeting on Monday, April 12, 2021, at 9:05 a.m. or immediately following the Operations Committee meeting which begins at 9:00 a.m. via Teams online meeting. The weblink to access this meeting is <https://tinyurl.com/35ktcma5>; telephone dial-in is available through 414.909.9127, access code 555 536 819#.

PURSUANT TO SECTION 19.85(1)(g), Wisconsin Statutes, the Committee reserves the right to go into Closed Session on any item on the public portion of the agenda to confer with Legal Counsel when it appears the matter may involve the District in litigation. If the Committee does convene in such a Closed Session, it is contemplated that the Committee will again, before adjourning the meeting, reconvene at the same place in Open Session at which time the Committee may act upon any item(s) considered in the Closed Session and upon any unfinished items from the regular agenda.

CALL TO ORDER

RECORD ROLL

Approval of Proceedings of Regular Committee Meeting held March 8, 2021

NEW BUSINESS

- 13 21-054-4 Agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa Regarding the Western Milwaukee Phase 2B Project W20028
- 14 21-055-4 Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration Change Order Two, Contract G98013P01
- 15 21-056-4 Approve Change in Total Project Cost for Project C98060, Sanitary Sewer Overflow Elimination Study, Amend Total Project Cost for Project M99001, Allowance for Cost and Schedule Changes, and Restore Change Authority to the Executive Director

- 16 21-057-4 Authorizing the Transfer of Funds in the 2020 Operations and Maintenance Budget and the Transfer of Funds in the 2020 Capital Budget

Requires a 2/3 Affirmative Vote of the Commission for Adoption

- 17 21-058-4 Establishing Dates and Times for Commission Review and Public Hearings on the 2022 Capital and Operations and Maintenance Budgets

Only Requires Policy, Finance, and Personnel Committee Approval

- 18 21-059-4 Approval of Job Content Values

Only Requires Policy, Finance, and Personnel Committee Approval


ORGANIZATION & ADMINISTRATION

21-002-1 EXECUTIVE DIRECTOR'S REPORT

A. Monthly Reports

ADJOURNMENT

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request these services, contact the Office of the Commission at 414.225.2264, (FAX) 414.272.6360 or write to Office of the Commission, 260 W. Seeboth Street, Milwaukee, Wisconsin, 53204-1446.



Anna Kettlewell, Commission Secretary
Milwaukee Metropolitan Sewerage District



Milwaukee Metropolitan Sewerage District

260 West
Seeboth Street
Milwaukee, WI
53204

Meeting Minutes Policy, Finance & Personnel Committee

Jeff Stone, Chair
Corey Zetts, Vice Chair
Tim Carpenter, Chantia Lewis, Eugene Manzanet
Dan Devine, Ex-Officio

Monday, March 8, 2021

9:05 AM

Teams Online Meeting/Conference Call

CALL TO ORDER

Committee Chair Commissioner Stone called the meeting to order at 10:00 a.m.

RECORD ROLL

Present 6 - Tim Carpenter, Chantia Lewis, Eugene Manzanet, Jeff Stone, Corey Zetts, and Dan Devine

Other Commissioners Present: Dan Bukiewicz, LaTonya Johnson, Bryan L. Kennedy, Ph.D., Kris Martinsek, and John Swan, III.

Approval of Proceedings of Regular Committee Meeting held February 8, 2021

A motion was made by Commissioner Carpenter, seconded by Commissioner Zetts. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

NEW BUSINESS

Items 10-16 were taken as a block.

- 10** 21-034-3 Agreement between the Milwaukee Metropolitan Sewerage District and Milwaukee County for Kletzsch Dam Repair and Fish Passage Installation and Assume the Inter-Fluve, Inc., Contract from Milwaukee County

The Committee received a PowerPoint presentation from Joe Ganzer, Senior Staff Attorney, with comments by Kevin L. Shafer, P.E., Executive Director, and Commissioner Kennedy.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

11 21-035-3 **Settlement of Ferric Chloride Dispute with Veolia Water Milwaukee, LLC**

The Committee received a presentation from Katherine Lazarski, Director of Legal Services.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

12 21-036-3 **Project Partnership Agreement with the United States Army Corps of Engineers for the Kinnickinnic River Reach 3, Project W40007**

The Committee received a PowerPoint presentation from Michael Martin, Director of Technical Services, with comments by Katherine Lazarski, Director of Legal Services.

Commissioner Manzanet questioned how cost overruns would be handled.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

13 21-037-3 **Agreement between the Milwaukee Metropolitan Sewerage District and Milwaukee County for the Kinnickinnic River Reach 3, Project W40007**

The Committee received a PowerPoint presentation from Michael Martin, Director of Technical Services, with comments by Katherine Lazarski, Director of Legal Services.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

- 14 21-038-3 Declaration of Excess Lands and Authorization to Transfer One Greenseams® Purchased Property and to Place a Greenseams® Conservation Easement over Two Properties Owned by Milwaukee Area Land Conservancy

The Committee received a presentation by Steve Jacquart, Intergovernmental Coordinator.

Commissioner Manzanet requested a strategy for continued work with the Milwaukee Area Land Conservancy.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

- 15 21-039-3 Award of Contract G98002P10, Bioretention Basins and Turf Naturalization

The Committee received a PowerPoint presentation from Karen Sands, Director of Planning, Research, and Sustainability, with comments by Anna Kettlewell, Chief Administrative Officer.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

- 16 21-040-3 Authorizing the Executive Director to Submit the Water Infrastructure Finance and Innovation Act of 2014 Application and Associated Fee

The Committee received a presentation by Mickie Pearsall, Director of Finance and Human Resources, with comments by Kevin L. Shafer, P.E., Executive Director.

A motion was made by Commissioner Manzanet, seconded by Commissioner Lewis, that this matter be approved by a roll call vote. The motion carried by the following roll call vote:

Yes: 6 - Commissioner Carpenter, Commissioner Lewis, Commissioner Manzanet, Commissioner Stone, Commissioner Zetts and Commissioner Devine

No: 0

ORGANIZATION & ADMINISTRATION

21-002-1

EXECUTIVE DIRECTOR'S REPORT

A. Monthly Reports

A. No report.

ADJOURNMENT

It was moved by Commissioner Manzanet, seconded by Commissioner Carpenter, to adjourn. The motion carried.

As there was no further business, the meeting was adjourned at 10:59 a.m.



Anna Kettlewell, Commission Secretary
Milwaukee Metropolitan Sewerage District



COMMISSION FILE NO: 21-054-4 **DATE INTRODUCED:** April 12, 2021

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: Agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa Regarding the Western Milwaukee Phase 2B Project W20028

SUMMARY:

The Commission is requested to authorize the Executive Director to execute an intergovernmental cooperation agreement (ICA) between the Milwaukee Metropolitan Sewerage District (District) and the City of Wauwatosa (City) regarding the Western Milwaukee Phase 2B Project.

The Western Milwaukee Project is part of the overall Menomonee River Phase II Watercourse Management Plan (Plan). The Plan includes flood management with integrated watercourse restoration. It reduces the flood risk of 319 structures and simultaneously provides aquatic and riparian habitat restoration.

The Western Milwaukee Project focuses on the Menomonee River between Hart Park and U.S. Highway 175 and is in the Cities of Milwaukee and Wauwatosa. The project consists of designing and constructing a levee/floodwall system, lowering the floodplain between the river and the Canadian Pacific Railroad tracks, and modifying the interior drainage system. There are three phases to the Western Milwaukee Project: Phases 1, 2A, and 2B. The District has constructed Phases 1 and 2A. The entire system will be designed so it meets Federal Emergency Management Agency (FEMA) and Wisconsin Department of Natural Resources floodplain regulations. This will ultimately reduce flood risk to the 319 structures, and they will no longer be in the regulatory floodplain.

ATTACHMENTS: BACKGROUND KEY ISSUES RESOLUTION
FISCAL NOTE S/W/MBE OTHER _____

*PCP_ICA_Wauwatosa_Western_Milw_2B_legislative_file.docx
03-25-21*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa Regarding the Western Milwaukee Phase 2B Project W20028

As the project affects both the Cities of Milwaukee and Wauwatosa, it has been necessary to define the roles of the District and each municipality. As such, the District has negotiated a separate ICA with each municipality. The Commission authorized the ICA with the City of Milwaukee in February 2021, and it is pending final execution. The District and the City of Wauwatosa have completed negotiations for the ICA proposed under this Commission request.

Major elements of the Western Milwaukee Phase 2B Project addressed under the Wauwatosa ICA include:

- Levee and floodwall
- Storm sewers
- Street lighting and underground conduit relocations
- State Street sidewalks and pavement
- FEMA floodplain mapping and permitting
- Miscellaneous items

The following summarizes City and District responsibilities as defined in the proposed ICA.

Under the ICA, the District will:

- Contract for and manage the design and construction of facilities listed above.
- Provide the City with appropriate property rights and access for their utilities after construction.
- Develop and implement a Levee Management Area (LMA), which will ensure that the District can manage construction activities by others on and adjacent to the levee so that the flood risk reduction benefits of the levee are not compromised.
- Inspect and assess levee related assets in the LMA consistent with levee management best practices.
- Share long-term repair costs of City storm sewer assets in the LMA built under the Phase 2B construction contract when repairs are necessary to maintain levee accreditation.
- Compensate the City for 25 percent of costs to replace the Hart Park Comfort Station, in an amount not to exceed \$100,000. FEMA is requiring that the comfort station be removed from the floodplain.
- Provide the City opportunities to review design documents and provide record drawings upon completion.
- Develop and submit FEMA permitting materials.

SUMMARY (Cont'd)

Agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa Regarding the Western Milwaukee Phase 2B Project W20028

The City will:

- Work collaboratively with the District on levee protection requirements for future construction projects within the LMA.
- Provide the District with appropriate property rights and access for the levee and District utilities constructed with Phase 2B that cross City property or right-of-way.
- Accept ownership of one of the four new storm sewer systems and agree to properly operate, inspect, and maintain this system. This storm sewer system is the only one located in the City.
- Accept ownership of new and replacement City utilities and assets that are necessary due to the levee.
- Raze the existing Hart Park Comfort Station, including removing footings and concrete slab, and work with the District to identify a location for the new comfort station.
- Share long-term repair costs of City storm sewer assets in the LMA built under the Phase 2B construction contract when repairs are necessary to maintain levee accreditation.

RESOLUTION

Agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa Regarding the Western Milwaukee Phase 2B Project W20028

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute an intergovernmental cooperation agreement between the Milwaukee Metropolitan Sewerage District and the City of Wauwatosa regarding the Western Milwaukee Phase 2B Project.



COMMISSION FILE NO: 21-055-4 **DATE INTRODUCED:** April 12, 2021

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: Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration Change Order Two, Contract G98013P01

SUMMARY:

The Commission is requested to authorize the Executive Director to execute Change Order Two to Contract G98013P01, National Fish and Wildlife Foundation (NFWF) Wisconsin Green Infrastructure (GI) Funder Collaboration (Collaboration), for two additional years of funding in an amount not to exceed \$800,000 for an amended total contract cost of \$1,200,000.

The Commission approved the award of Contract G98013P01 in February 2020 to NFWF. The scope of the contract originally included one year of funding to the Collaboration with the option to add two additional years of funding.

Change Order Two will add two additional rounds of funding (2021 and 2022) totaling \$800,000. The first round of funding in 2020 was successful at achieving desired GI projects. The contract will extend to December 2024 as projects awarded in the final round of funding (2022) will be given until 2024 to complete implementation. Each of the next two rounds of NFWF GI Collaboration funding will receive \$400,000 for GI projects. MMSD funds will be awarded and spent solely within the MMSD GI service area. These projects work to achieve the District's 2035 Vision, Wisconsin Pollutant Discharge Elimination System Permit, and Regional GI Plan goals.

ATTACHMENTS: BACKGROUND KEY ISSUES RESOLUTION
FISCAL NOTE S/W/MBE OTHER _____

*PFP_NFWF_GI_Funder_Collaboration_Change_Order_One_Contract_G98013P01_legislative_file.docx
03-24-21*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration Change Order Two, Contract G98013P01

Staff recommends approval of Change Order Two to increase the contract for two additional rounds of funding, increasing the contract amount by \$800,000. The work in Change Order Two includes participating for two additional years in the Collaboration and making awards for GI projects.

CONTRACT COST CHANGES

CONTRACT	AMOUNT	PERCENT INCREASE OVER ORIGINAL CONTRACT	AUTHORIZED BY	SWMBE
Original	\$400,000		Commission	NA
Change Order One	Scope change	0%	Division Director	NA
Change Order Two	\$800,000	200%		NA

In the first year of the Collaboration, eight projects were selected to receive grant funds totaling \$1.36 million. Grantees will leverage this with an additional \$1.33 million in match for a total on-the-ground impact of \$2.7 million. The grants awarded by the Collaboration in 2020 are expected to restore 825 acres of wetland habitat, control 400 acres of invasive species, add 4.3 million gallons of stormwater storage capacity annually, and create or improve six public access points.

BACKGROUND

Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration Change Order Two, Contract G98013P01

The projects that MMSD funds through this program support the District's 2035 Vision, Regional GI Plan, Urban Biodiversity Plan, and Wisconsin Pollutant Discharge Elimination System permit GI goal. Projects also improve water quality and climate resiliency.

The Collaboration is intended to engage a diverse group of partners with mutual interests, leverage funding for GI projects, maximize returns on contributions, and generate important ecological, economic, and community outcomes through strategic GI investments.

The Sustain Our Great Lakes (SOGL) grant program includes five funding categories as follows:

1. Restore and Enhance Stream and Riparian Habitat
2. Restore and Enhance Coastal Wetland Habitat
3. Expand Green Stormwater Infrastructure in Great Lakes Communities
4. Maintain and Enhance Benefits of Habitat Restoration through Invasive Species Control
5. Restore and Preserve Natural Areas and Biodiversity in Wisconsin's Lake Michigan Watershed

Funding priorities for on-the-ground projects in which MMSD participates are category five, "Restore and Preserve Natural Areas and Biodiversity in Wisconsin's Lake Michigan Watershed" and focus primarily on increasing the complexity, connectivity, and quality of habitats and natural areas; improving habitat and community resilience in the face of intensifying environmental stressors related to climate, development, nonpoint source pollution, and other factors; enhancing biodiversity and safeguarding habitat for critical species; and supporting healthy populations of native species.

To ensure that the Collaboration is successful, a cohort of key stakeholders is engaged via the following roles: funding partner, technical expert, strategy framer, and fund administrator. In this model, NFWF, as the fund administrator, receives financial resources and expertise from public and private funding partners who collaborate on the grant program based on shared funding priorities. These priorities are addressed by awarding grants to on-the-ground implementers (non-governmental organizations, community organizations, etc.) through the SOGL competitive grant program managed by NFWF.

BACKGROUND (Cont'd)

Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration Change Order Two, Contract G98013P01

The following tasks will be completed by MMSD:

1. Provide a payment of \$400,000 to NFWF to administer a grant program for GI implementation in the MMSD GI service area in funding cycle years 2021 and 2022
2. Provide a project manager. The project manager will:
 - a. Participate on an applicant review panel
 - b. Provide contract support to NFWF
3. Provide template language for required contracts where MMSD funding is allocated (maintenance, conservation easements, access, final reporting data)
4. Promote program application and funding selections on social media
5. Provide legal and real estate services to obtain funding agreements
6. Assist with program management duties as requested by NFWF
7. Attend planning meetings with NFWF and other funders

The following tasks will be completed by NFWF:

1. Allow MMSD to review application documents and have one representative on the applicant review panel
2. Manage contracts with grantees
3. Collect final reports from grantees based on the MMSD final report template
4. Obtain necessary conservation easements on projects that receive MMSD funding
5. Promote the program noting MMSD as a partner
6. Allow for review of all promotional materials with MMSD and/or Fresh Coast Guardians logo
7. Administer the application process and manage the selection process
8. Submit an invoice for the 2021 and 2022 funding cycles to the District for no more than \$400,000 by November 1 of 2021 and 2022
9. Provide a report on program successes, lessons learned, spending, and project progress by March 2022 and 2023
10. Use MMSD funding only on projects within MMSD's GI service area and where a conservation easement will be extended to MMSD

Awards will be made to on-the-ground implementers during funding cycle years 2021 and 2022; each project will be given two years to complete. Up to 10 percent of each year's funding allocation cost (\$40,000) can be used for NFWF administrative time and expenses to administer the program.

The Collaboration helps MMSD leverage external funding, grow national interest in Milwaukee's GI, increase GI implementation in the region, and make progress toward achieving the 2035 Vision.

RESOLUTION

Approval of National Fish and Wildlife Foundation Wisconsin Green Infrastructure
Funder Collaboration Change Order Two, Contract G98013P01

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute Change Order Two to Contract G98013P01, National Fish and Wildlife Foundation Wisconsin Green Infrastructure Funder Collaboration, for two additional years of funding in an amount not to exceed \$800,000 for an amended total contract cost of \$1,200,000.



COMMISSION FILE NO: 21-056-4 **DATE INTRODUCED:** April 12, 2021

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: Approve Change in Total Project Cost for Project C98060, Sanitary Sewer Overflow Elimination Study, Amend Total Project Cost for Project M99001, Allowance for Cost and Schedule Changes, and Restore Change Authority to the Executive Director

SUMMARY:

The Commission is requested to increase the total project cost (TPC) for Project C98060, Sanitary Sewer Overflow (SSO) Elimination Study, by \$101,000 for an amended TPC of \$252,810, to make a corresponding change to the TPC for Project M99001, Allowance for Cost and Schedule Changes, and to restore change authority to the Executive Director.

The TPC for Project C98060 is \$151,810. The Executive Director has approved a previous increase of \$13,000, which is included in this amount. The additional \$101,000 requested is for internal staff labor to complete the planning study.

The SSO Elimination Study project scope consists of a planning level analysis by staff that evaluates alternatives for eliminating each separate sewer outfall in the District's system. The purpose of the project is to meet the 2035 Vision goal of zero overflows and to meet the regulatory requirements for zero separate sewer overflows. The planning study includes the evaluation of each separate sewer outfall and the development of alternatives that will lead to capital improvements, including the abandonment of separate sewer outfall sites where possible.

The project is to be completed in 2021, and additional work has been identified, including further investigation of alternatives and hydraulic modeling to analyze proposed alternatives. The causes of overflows at three of the sites were difficult to identify. Review of monitoring data and hydraulic analysis is needed and is beyond the original estimate for labor costs. In addition, five sites will require additional/unanticipated analysis for developing alternative alignments. This work is above and beyond the original level of effort that was anticipated when the project was established.

ATTACHMENTS: BACKGROUND KEY ISSUES RESOLUTION
FISCAL NOTE S/W/MBE OTHER _____

*PFPP_SSO_Elimination_Study_C98060_legislative_file.docx
03-24-21*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Approve Change in Total Project Cost for Project C98060, Sanitary Sewer Overflow Elimination Study, Amend Total Project Cost for Project M99001, Allowance for Cost and Schedule Changes, and Restore Change Authority to the Executive Director

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the total project cost for Project C98060, Sanitary Sewer Overflow Elimination Study, is increased by \$101,000, that a corresponding change is made to the total project cost for Project M99001, Allowance for Cost and Schedule Changes, and that the Executive Director's change authority is restored.



COMMISSION FILE NO: 21-057-4 **DATE INTRODUCED:** April 12, 2021

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: Authorizing the Transfer of Funds in the 2020 Operations and Maintenance Budget and the Transfer of Funds in the 2020 Capital Budget

SUMMARY:

The Commission is requested to approve the transfer of funds in the 2020 Operations and Maintenance (O&M) Budget. Commission Policy 1-15.01, Operations and Maintenance Budget, requires Commission approval to offset overruns in one division with a surplus from another division or the unallocated reserve, as appropriate.

Likewise, the Commission is asked to approve the transfer of funds between capital accounts in the 2020 Capital Budget. Commission Policy 1-15.02, Capital Budget, requires Commission approval to offset overruns in one capital account with a surplus from another capital account.

The amount of requested transfers is based on preliminary financial reports for 2020. A preliminary analysis of the 2020 surplus, subject to final audit, indicates a yearend surplus of \$6,319,693. The surplus is to be used in the 2022 O&M Budget as surplus applied and a reduction to user charge billings.

A two-thirds affirmative vote of the Commission is required for adoption.

ATTACHMENTS: BACKGROUND KEY ISSUES RESOLUTION
FISCAL NOTE S/W/MBE OTHER _____

*PFP_Budget_Transfer_2020_legislative_file.docx
03-24-21*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Authorizing the Transfer of Funds in the 2020 Operations and Maintenance Budget and
the Transfer of Funds in the 2020 Capital Budget

Division: Information Technology Services

Transfer Amount: \$418,000

The transfer is needed to offset the unfavorable variance of \$418,00 within the Information Technology Services Division. The unfavorable variance is primarily due to the unbudgeted expenses for the enterprise resource planning system training software contract, the expedited unbudgeted purchase of the storage array network device, and the unbudgeted purchases of additional laptops for staff to work remotely. A transfer of \$418,000 is requested from the Unallocated Reserve account.

BACKGROUND

Authorizing the Transfer of Funds in the 2020 Operations and Maintenance Budget and the Transfer of Funds in the 2020 Capital Budget

O&M Transfers

	2020 Adopted Budget	2020 Preliminary Actual	2020 Preliminary Variance	Transfer From	Transfer To	2020 Amended Budget
Commission	\$232,582	\$221,821	\$10,761			\$232,582
Office of Executive Director	\$1,966,626	\$1,780,783	\$185,843			\$1,966,626
Information Technology Services	\$4,334,186	\$4,751,436	(\$417,250)		\$418,000	\$4,752,186
Legal Services	\$740,913	\$489,351	\$251,562			\$740,913
Finance	\$3,329,504	\$2,518,722	\$810,782			\$3,329,504
Technical Services	\$71,787,349	\$69,432,183	\$2,355,166			\$71,787,349
Planning, Research, & Sustainability	\$3,196,755	\$3,196,755	\$0			\$3,196,755
Water Quality Protection	\$4,874,586	\$4,874,586	\$0			\$4,874,586
Community Outreach & Business Engagement	\$6,448,120	\$6,448,120	\$0			\$6,448,120
Fringe Benefits	\$9,001,267	\$9,001,267	\$0			\$9,001,267
Unallocated Reserve	\$2,176,906	\$0	\$2,176,906	(\$418,000)		\$1,758,906
Total	\$108,088,794	\$102,715,024	\$5,373,770	(\$418,000)	\$418,000	\$108,088,794

In the 2020 Capital Budget, the Water Reclamation Facilities capital account exceeded the budgeted level by \$675,000. The unfavorable variance is due primarily to unanticipated expenditures in Project J01024, Harbor Siphon Structures and Adjacent Asset Modifications. In 2020, the construction element of the emergency project was more clearly defined, resulting in higher than anticipated costs, and it reached substantial completion. The project's total project cost was increased several times in 2020 to accommodate the increased expenditures. The unfavorable variances do not negatively affect the District's Long-range Financing Plan. If approved, \$675,000 of unspent budgeted funds will be transferred from the Conveyance Facilities capital account to the Water Reclamation Facilities capital account to offset overruns.

Note, all dollars are in thousands.	2020 Adopted Budget	2020 Actual	Year- End Variance	Transfer From	Transfer To	2020 Amended Budget
Water Reclamation Facilities	\$50,509	\$51,183	(\$674)		675	\$51,184
Conveyance Facilities	\$13,045	\$5,550	\$7,495	\$675		\$12,370
Watercourse & Flood Management Projects	\$16,977	\$16,478	\$498			\$16,977
Other Projects	\$34,992	\$26,055	\$8,937			\$34,992
Totals	\$115,523	\$99,267	\$16,256	\$675	\$675	\$115,523

RESOLUTION

Authorizing the Transfer of Funds in the 2020 Operations and Maintenance Budget and the Transfer of Funds in the 2020 Capital Budget

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that funds from the 2020 Operations and Maintenance Budget be transferred as follows:

1. A total of \$418,000 from Unallocated Reserve account to the Information Technology Services Division;

and that funds from the 2020 Capital Budget are transferred as follows:

2. A total of \$675,000 from the Conveyance Facilities capital account to the Water Reclamation Facilities capital account.



COMMISSION FILE NO: 21-058-4 **DATE INTRODUCED:** April 12, 2021

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: Establishing Dates and Times for Commission Review and Public Hearings on the 2022 Capital and Operations and Maintenance Budgets

SUMMARY:

The Policy, Finance, and Personnel Committee is requested to approve the dates listed in the resolution for Commission review and public hearings on the 2022 Proposed Capital and Operations and Maintenance (O&M) Budgets. In accordance with Commission Policies 1-15.01, Operations and Maintenance Budget, and 1-15.02, Capital Budget, the Executive Director shall establish a calendar for public hearings and the Commission's review of the proposed budgets as well as a notice of the public hearing to be published as a display notice at least 15 days prior to the first public hearing.

In addition to the dates approved in this calendar, staff will make status and update presentations to the Policy, Finance, and Personnel Committee or the Commission during the budget process as the proposed budgets are being analyzed and developed. 2022 Budget request materials will be distributed to cost center managers in April 2021. O&M and Capital budget requests are due to the Budget Office on May 28, 2021.

ATTACHMENTS: **BACKGROUND** **KEY ISSUES** **RESOLUTION**
FISCAL NOTE **S/W/MBE** **OTHER** _____

*PFPP_2022_Budget_Calendar_legislative_file.docx
03-24-20*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Establishing Dates and Times for Commission Review and Public Hearings on the 2022
Capital and Operations and Maintenance Budgets

RESOLVED, by the Policy, Finance, and Personnel Committee, that the dates and times for meetings and public hearings on the 2022 Capital and Operations and Maintenance Budgets as set forth below are approved.

Date	Activity/Event
September 11	Public Notice of 2022 Proposed Capital and Operations and Maintenance Budgets
September 27	First Public Hearing on Proposed Budgets at 6:00 p.m.
October 8	Commissioner Amendment Requests to be Submitted to Budget Office
October 11	Second Public Hearing on Budgets at 8:30 a.m. Policy, Finance, and Personnel Committee Meeting – Present Amendments for Consideration
October 25	Commission Approves Capital and Operations and Maintenance Budgets



COMMISSION FILE NO: 21-059-4 **DATE INTRODUCED:** April 12, 2021

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: Approval of Job Content Values

SUMMARY:

Policy, Finance, and Personnel Committee approval is required for changes in job content values as a result of changes in position responsibilities, organizational changes affecting job duties, or to establish a job content value for newly created positions.

The Executive Director is proposing an organizational change effective July 5, 2021. This change moves the Human Resources Department from the Finance Division and into the Executive Director's Division. Under this proposed organizational structure, the Human Resources Department will report to the Chief Administrative Officer. Using established methodology and led by the Carlson-Dettmann consultant, the following changes are recommended to job content values (points and pay grade).

Current Title	Recommended Title	Current points/grade	Recommended points/grade
Human Resources Manager	N/A	932/16	844/15
Chief Administrative Officer	N/A	791/14	954/16
Director of Finance and Human Resources/Treasurer	Director of Finance/Treasurer	1286/19	1286/19

ATTACHMENTS: BACKGROUND KEY ISSUES RESOLUTION
 FISCAL NOTE S/W/MBE OTHER _____

*PFP_Job_Content_Values_legislative_file.docx
03-24-21*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

KEY ISSUES

Approval of Job Content Values

The job content values recommended are based upon an objective review of positions by the District's consultant, Carlson-Dettmann. The positions were evaluated using a point factor system that assigns points in the categories of Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communications and Work Environment.

Human Resources Manager: This position manages and provides strategic direction regarding all facets of the human resources function for the District. The incumbent provides direction, development, and implementation of human resources policies and procedures to ensure compliance with federal, state, and local laws. The Human Resources Manager prepares and manages the departmental budget and provides overall consultation and direction regarding human resources issues and the impact on District staff and the human resources program. The position is reclassified at 844 points, pay grade 15.

Chief Administrative Officer: The position of Chief Administrative Officer serves a variety of roles within the Executive Director Division. The position manages and oversees the Human Resources Department, Facilities Department (including front desk and reception services), Graphics Services Department, administrative services within the Executive Director division, the Commission Office. The incumbent provides direction and overall mission of each department, including establishing and maintaining staffing levels and budget, Commission and administrative policies and procedures, standard operating procedures, budget forecasting, and overall management of the day-to-day functions of each department. The position provides advice and recommendations to the Executive Director regarding the departments' unique challenges and overall mission. The position collaborates with other divisions on organization wide policies, procedures, and management to ensure consistency with the District's mission. The position is reclassified at 954 points, pay grade 16.

Director of Finance/Treasurer: This position directs, implements, and creates the financial and accounting policies of the District and all functional areas of Finance, including treasury, investments, cash, debt, accounting, billing, financial reporting, budget and financial planning, real estate, and risk management. This position provides technical financial advice to staff, the Executive Director, and the Commission. The position directs innovative initiatives for the District including the analysis of billing and debt mechanisms, and long-term obligation financial issues. The position provides financial analysis and direction to annual budget compensation recommendations, long-term fringe benefits programs such as changes to District policies regarding active and retiree health care, and Transitioned Retiree Invoicing System for Health and Life Insurance invoice approval and long-term financial option analysis. A title change is recommended from Director of Finance and Human Resources/Treasurer to Director of Finance/Treasurer, with no change in points and pay grade due to the additional financial duties this position is accomplishing.

RESOLUTION

Approval of Job Content Values

RESOLVED, by the Policy, Finance, and Personnel Committee, that the following job content values, pay grades and job titles are approved effective July 5, 2021:

Title	Points/Pay Grade
Human Resources Manager	844/15
Chief Administrative Officer	954/16
Director of Finance/Treasurer	1286/19



O&M Budget Fiscal Note

RELATING TO:

Approval of Job Content Values

Cost Center:	Line Item:
Office of Executive Director and Human Resources	511

Line Item Impact			
2021 Original Budget			\$1,225,461
Carryovers or Transfers			\$0
Adjusted Budget			\$1,225,461
Estimated Annual Expenditure including Request			\$1,225,461
Anticipated Year End Balance			\$0
Actual Year to Date Expenditures Through 3/16			\$165,260
For unfavorable Year End Balance, identify funding source:			
	<input type="checkbox"/>	Absorbed within the Division	
	<input type="checkbox"/>	Other Division	
	<input type="checkbox"/>	Unallocated Reserve	
Anticipated Expenditure Timing	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact
Current Year (2021)	\$5,570	\$0	\$5,570
Subsequent	\$122,546	\$0	\$122,546
Total Cost	\$128,116	\$0	\$128,116

Comments: The anticipated expenditures above are based on currently filled positions. The actual expenditures will be dependent on actual hiring salaries. The requested expenditures are based off of 13 pay periods in 2021 and the subsequent are for a full year in 2022.

Budget Review by:	Date
Christine Durkin	3/16/2021

POLICY, FINANCE & PERSONNEL COMMITTEE MEETING

April 12, 2021

EXECUTIVE DIRECTOR'S REPORT

21-002-01

A. Monthly Reports

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1</i>	<i>2</i> GOOD FRIDAY	<i>3</i>
<i>4</i> EASTER	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i> Operations Committee-9:00 a.m. PF&P Committee- 9:05 a.m.	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>25</i>	<i>26</i> Commission-1:00 p.m.	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	