



To: Common Council, Tom Stoffel, Greg Keil, Mark Radtke
From: Mayor Merkes, Council President Sevenich
Date: 29 February 2012
RE: Storm water Utility Reporting

Menasha created a storm water utility several years ago to govern new state requirements, workload and capital expenditures. Currently the storm water utility's budget is set as part of the city budgeting process in November and expenditures are listed as part of the accounts payable report on the common council agenda. The responsibilities of the storm water utility were set by ordinance and include:

Common Council

- sets rates
- power to create incentives for residential properties
- approve budget
- revise ordinance

Board of Public Works

- hear appeals of credits and adjustments

Director of Public Works

- determine credits/adjustments
- create budget
- administer and enforce ordinance

I have worked with Alderman Sevenich and we are recommending enhancing the reporting process to the Common Council who is currently responsible for the Utility. Creating a semi-annual report in May and November of each year to the Common Council would inform the public and elected officials of the actions of the utility. The report would include:

- Expenditures
- Debt payments and total debt held
- Reserves
- Funds held in reserve for capital projects or equipment purchases
- Projects undertaken since the previous reporting period

Providing additional information in this manner would maintain accountability and transparency without creating the unnecessary complication of new boards and ordinance changes.