

CHAPTER 29
Sanitary Sewer Use and Wastewater Treatment
(Cr. #40-87)(Am. #19-89)(Am. #17-92)(Am. #19-97)
(Repealed and replaced #1-18)

29.11 Financial Management, Metering and Billing
(section title amended #1-18)

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(a) General Policies.

- (1) Annual Budget.** On an annual basis, the Control Authority shall prepare a Sewer Utility budget. The budgeted revenues shall be sufficient to cover projected Operation, Maintenance and replacement Costs of the Sewer Utility.
 - (2) Review of User Rates.** A review of the User charge System shall be conducted at least every two years. The purposes of this review shall be to maintain the proportionality between Users and User Classes of the user charge System, and to ensure that adequate revenues are available in the event of increasing Operation, Maintenance, and replacement Costs, and to adhere to debt coverage requirements in connection with a Clean Water Fund Loan Financial Assistance Agreement. The charges established hereunder may be developed using either a utility ratemaking method, which would include Recovery of Operation and Maintenance Costs plus depreciation and a return on investment, or a cash-based ratemaking method, which would include Recovery of Operation and Maintenance Costs, debt service payments, capital outlay, taxes and a deposit to the equipment Replacement Fund.
 - (3) Accounts and Funds.** Income and revenues derived by the Sewer Utility shall be placed in an account which is separate and distinct from the General Fund. An equipment replacement reserve fund shall be maintained with the purpose of providing for the replacement of mechanical equipment in order to maintain the capacity and performance for which the System was designed. Other segregated funds, for example, a debt reserve fund, may be established and maintained as necessary.
 - (4) Audits.** The Common Council shall cause an annual audit of the financial report of the Sewer Utility to be made, and shall make the audit report available for inspection during regular business hours.
- (b) Impact Fee.** An Impact Fee shall be imposed upon developers to allocate the costs of required public infrastructure including Sanitary Interceptor Sewers, sewage pumping stations, and sewage force mains in accordance with WMC Chapter 4.

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- (c) **Sewer Connection Charge.** All Users making a new Connection to the System shall pay a sewer Connection Charge to the City. The Charge shall be for recovery of the proportionate share of the Capital Costs for excess capacity in the Collection System reserved for new development. The Charge shall be established based upon the size of the water supply meter or Meter Equivalent for the connected property. The Charge shall be proposed by the Board of Public Works to the Common Council, and set by the Common Council. A Connection Charge Schedule shall be published by the Department of Public Works. The Charge shall be reviewed at least annually, and amended as necessary to reflect costs. The Connection Charge shall be billed by the Water Utility.
- (d) **Sanitary Sewer Assessment Fee.** Property owners shall be charged a fee for the privilege of connecting to any Sanitary Sewer that had previously been constructed at the City's expense and was not charged against the property as a special charge or special assessment. The fee shall be equivalent to the cost of laying and constructing an 8-inch Sanitary Sewer at the then-prevailing price level along the full length of the property frontage where the Connection will be made. The fee shall be paid before the Connection is made.
- (e) **Users Served by Water Utility Meters.** The User charge for each lot, parcel of land, building, or premises having a Connection to the System and being provided with water solely by the Water Utility shall be based on the volume of water used, as measured by the Water Utility meter, except as noted in WMC §29.11(f) and (g), below.
- (f) **Sewer Users Served by Private Wells or Non-City Water Supply.** If any User Discharging Wastewater into the System procures any part or all of its water from sources other than the Water Utility, all or part of which is Discharged into the System, the User may be required to install one or more water meters (Source Meters) for the purpose of determining the volume of water obtained from these other sources. Source Meters shall be installed, owned, and maintained by the User, at the User's sole expense. All Source Meters shall be inspected and certified by the Water Utility or the Control Authority prior to acceptance of the readings. The User shall submit Source Meter readings at the interval specified by the Water Utility.
- (g) **Metering Waste.**
- (1) Sewer Discharge Meters for measuring the volume of Waste Discharged may be required by the Control Authority if this volume cannot otherwise be determined from the metered water consumption records. Such meters

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shall be installed, owned and maintained by the User, at the User's sole expense. All Sewer Discharge Meters shall be inspected and certified by the Water Utility or the Control Authority prior to acceptance of the readings. Following certification, such meters shall not be removed without the consent of the Control Authority. Specifications for installation and maintenance of Sewer Discharge Meters shall be set forth in a written agreement or in a Permitted Industrial User's Discharge Permit.

- (2) Industrial Users subject to Federal Categorical Pretreatment Standards or local Pretreatment Requirements may be required to install metering devices for measuring the Discharge of Industrial Wastes.
- (h) **Sewer Credits.**
- (1) **General.** Credit may be given against sewer billing in cases where it is demonstrated to the satisfaction of the Board of Public Works, as provided below, that water usage does not correspond to Wastewater output. This credit is available only to Commercial, Industrial, and Public Users, and only for the uses listed in subsection (2), below.
 - (2) **Credit Meters.** Commercial, Industrial, and Public Users only may install, at their expense, a credit meter or meters to measure usage of water only for the following uses:
 - (A) Replenishing evaporative losses from cooling towers, boilers, swimming pools, commercial car washes, and other, similar Commercial and Industrial uses.
 - (B) Water incorporated into products.
 - (C) Irrigation of greenhouse, nursery or garden center stock.
 - (D) Irrigation of athletic fields.
 - (E) Refilling of Commercial and Public swimming pools and aquatic parks, but only if those Facilities are drained into Storm Sewers and not Sanitary Sewers.

Installation, certification, maintenance and use of credit meters, as well as the application of credits resulting from credit meter readings, shall be

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according to the Sewer Credit Meter Guidelines published and amended from time to time by the Department of Public Works.

- (3) **Phase-Out of Residential Credit Meters.** All credit meter accounts for Residential Users shall terminate as of January 1, 2017, except that credit-meter accounts for Residential Users established between January 1, 2010 and December 31, 2016 shall expire 7 years from the date they are established.
- (4) **One-Time Unmetered Credit.** All Users without a credit meter, including Residential Users, may request an adjustment of sewer service charges for special circumstances demonstrated to the satisfaction of the Board of Public Works, such as the filling of a swimming pool or the sprinkling of new landscape as defined in WMC §13.11(3)(c)(2). All adjustment requests and appeals shall be submitted in the form of a letter submitted to the Department of Public Works, and shall be approved or denied by the Board of Public Works, in the Board's sole discretion. Users may receive only one unmetered credit.
 - (i) **Method of Billing.** Charges and fees shall be payable to the Water Utility in such manner as may be directed from time to time by the Common Council.
 - (j) **Terms of Payment.** Invoices for all charges and fees levied and assessed in accordance with this Chapter shall become due and payable within 30 days after date of issuance. A penalty of 1 percent per month (1½ percent per month for bills generated by the Clerk-Treasurer) shall be added to all bills not paid by the date fixed for final payment.
 - (k) **Lien for Charges.** Sewer service charges shall be a lien upon the property serviced pursuant to Wis. Stats. §66.0821(4)(d) and shall be collected in the manner therein provided.
 - (l) **Split Payments Prohibited.** No payment shall be acceptable which includes instructions that such payment be applied to either water or Sewer to the partial or total exclusion of the other. Such a payment shall be returned to the payer or property owner or deposited to the Water Utility's account for return by check.
 - (m) **Failure to Receive Bill, No Penalty Exemption.** Reasonable care will be exercised in the delivery of Sewer bills. Failure to receive a Sewer bill, however, shall not relieve any Person of the responsibility for payment of Sewer charges within the prescribed period nor shall it exempt any Person from any penalty imposed for delinquency in the payment thereof. In cases where the metered water usage is not available, the Unmetered Quarterly Flat Charge shall apply. Sewer

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charges and fees may be back-billed up to six years prior to the date the Control Authority became aware of a delinquent payment resulting from bills not received.