City of Champaign
Stormwater Utility Fee
Expenditure, Revenue, and Billing Plans

1. **Expenditure Plan.** Table 1 illustrates the Expenditure Plan for the stormwater utility fee.

Table 1
EXPENDITURE PLAN

	$3.0M Expenditure Plan
STORMWATER EXPENDITURES	
1. Operation, Maintenance, and Rehabilitation (City Crews)	$ 694,000
2. Storm Sewer Cleaning and Televising (Contractual)	$ 542,800
3. Storm Sewer Pipe and Manhole Repair (Contractual)	$ 506,000
4. Channel Maintenance	$ 339,000
5. JULIE	$ 47,000
6. Stormwater Quality (NPDES Permit Compliance)	$ 188,000
ADMINISTRATIVE EXPENDITURES	
1. Utility Fee Implementation Cost Recovery	$ 100,000
2. Billing Costs	$ 180,200
3. Administrative Fees	$ 200,000
4. Utility Fee Credits and Incentives	$ 116,000
5. Collection Fees, Uncollectible, Delinquencies	$ 87,000
TOTAL	**$ 3,000,000**
$'s Available for Other Needs	**$ 2,316,800**

All of the Stormwater Expenditures listed in Table 1 are currently funded by sales and property taxes. If those activities are funded in the future by a stormwater utility fee, then the sales and property taxes currently funding these activities would be available to fund other needs. The funds available for other needs are highlighted at the bottom of Table 1.

Council indicated these available dollars would be used for stormwater capital projects. Specifically, the 2011-2013 City Council Goals identified two key drainage capital improvement projects that could be funded with dollars made available by the stormwater utility fee.

- Finish Phase 2 of Washington Street West Stormwater Project
- Initiate Phase 3 of Boneyard Stormwater Improvement

2. Revenue Plan. Table 2 illustrates the Revenue Plan for the stormwater utility fee.

Table 2 **REVENUE PLAN**		
Single Family / Duplex – Tiered/Flat Fee		
	Monthly	Annually
Tier 1 – 0 to 6,000 ft^2 Tier 2 – 6,001 to 8,000 ft^2 Tier 3 – Over 8,000 ft^2	$ 4.94 $10.55 $13.64	$ 59.29 $126.60 $163.68
Non-Residential (Demand)		
Monthly	Annually	
$5.24/3,478 ft^2 of impervious area	$62.88/3,478 ft^2 of impervious area	

Single family and duplex properties would pay a flat monthly fee based on the tiers illustrated above. Properties would be placed in a tier based on the amount of impervious area on the property.

There are approximately 22,746 parcels in the City. There are approximately 18,367 (81%) single family or duplex parcels.

The stormwater utility fee for non-residential properties would be based on impervious area. The impervious area would be estimated from aerial photographs and the rate $5.24 per month per 3,478 ft^2 of impervious area.

The 3,478 ft^2 of impervious area is the average impervious area on a single family property. The impervious area was measured on 116 single family properties. The single family properties were chosen randomly throughout all neighborhoods in the City. The sampling included single family properties with 9,700 ft^2 of impervious area and single family homes with less than 2,000 ft^2 of impervious area. The median was 3,102 ft^2, and the mean was 3,478 ft^2.

3. Billing Plan. The stormwater utility fee Billing Plan is summarized in Table 3.

Table 3 BILLING PLAN		
UCSD Billing	One-Time	Recurring
1. UCSD Billing Fee		$ 96,000
2. Labor		
* Clerical – Temporary (Finance)	$ 22,000	
* Clerical – Temporary (Public Works)	$ 22,000	
* Engineering Technician 2 (PWD)		$ 73,800
* Office Equipment and Computers	$ 7,000	$ 400
* Civil Engineer - Upgrade		$ 10,000
TOTAL	**$ 51,000**	**$ 180,200**

The recommended Billing Plan for the City's stormwater utility fee would utilize the billing services of the Urbana and Champaign Sanitary District (UCSD). UCSD currently bills the City's sanitary sewer fee. UCSD also provides sewer billing services for the City of Urbana and the Village of Savoy.

UCSD would add a line to its bill and would be responsible for preparing the bills, sending them, and collecting the revenue. UCSD billing staff and the bill would have contact information directing customers with questions concerning the stormwater utility fee to the City for answers.

Table 3 illustrates the costs for the recommended Billing Plan utilizing UCSD services. UCSD's billing fee for the stormwater utility fee would be three percent of revenue billed. It was assumed the collection rate would be 97.1 percent of revenue billed. This assumption is consistent with current billing fees and collection rates for the sanitary sewer fee.

One-time costs for the Billing Plan would be $51,000. Recurring costs would be $180,200. Additional City staff would be needed for the stormwater utility fee billing. Cost for the additional staff is summarized in Table 3.

It was assumed that one temporary staff member would be added for six months to both the Finance and Public Works Departments. The temporary worker would be responsible for answering customer services questions. It was assumed there would be a large volume of calls for the first six months. After six months, the temporary staff member could be eliminated and existing staff in Public Works and Finance could keep up with the volume of customer service calls.

It was also assumed that one permanent engineering technician would be added to the Public Works staff. This individual would be responsible for evaluating, investigating, and responding to customer service questions concerning impervious area. The stormwater

utility fee for non-residential properties would be based on the amount of impervious area. For the billing system, the impervious area on a property would be estimated from aerial photographs. These estimates could be wrong. The engineering technician would also be responsible for reviewing applications, plans, and inspecting installations for stormwater utility fee credits and incentives.

The additional engineering technician would be supervised by an existing Civil Engineer II in the Environmental Section of the Engineering Division. It is proposed the Civil Engineer II would be upgraded to a Civil Engineer III. The cost of the upgrade has been included in the estimates on Table 3. In addition to supervising the new engineering technician, the Civil Engineer III would be responsible for implementing and managing the stormwater utility fee for the Public Works Department.

The upgrade would not be immediate. The existing Civil Engineer would assume the responsibilities and perform the duties for a nine to 12-month timeframe. After that period of time, the City would evaluate the program and verify the additional duties warrant the upgrade.