

The background of the slide is a blue, rippling water texture. The text is centered and has a white-to-blue gradient with a drop shadow.

# **Stormwater Utility Fee Advisory/Technical Committee Meeting**

**September 13, 2010**

**4 – 5:30**

# September 13, 2010

## Meeting Agenda

1. Introductions
2. Advisory Committee
3. Project Overview
4. Introduction to Stormwater Management
5. Public Participation
6. Next Meeting
7. Adjourn

# 1. Introductions

- Staff – Attachment A
- AMEC / Foth – Attachment B
- Advisory Committee – Attachment C
- Technical Committee – Attachment D

# Staff

Attachment A

# Attachment A

Dennis Schmidt, Director  
403-4701 – office  
217-417-3297 – cell  
[schmiddj@ci.champaign.il.us](mailto:schmiddj@ci.champaign.il.us)

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Eleanor Blackmon, Assistant City Engineer  
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Alex Nagy, Civil Engineer II  
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Jamie Vermillion, Project Specialist  
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Debra Windlan, Secretary II  
403-4703 – office  
[debra.windlan@ci.champaign.il.us](mailto:debra.windlan@ci.champaign.il.us)

# AMEC / Foth

## Attachment B

# Attachment B

## AMEC

Douglas Noel, P.E., Vice President  
Earth and Environmental  
201 South Capitol Avenue  
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Indianapolis, Indiana 46225

Tel (317) 713-1700  
Fax (317) 713-1710

[douglas.noel@amec.com](mailto:douglas.noel@amec.com)

## Foth Infrastructure & Environment, LLC

Gregory P. Kacvinsky, P.E., Senior Project Manager  
1610 Broadmoor Drive  
Champaign, Illinois 61821

Front Desk (217) 352-4169  
Fax (217) 352-0085  
Direct (217) 353-7344

[GKacvinsky@foth.com](mailto:GKacvinsky@foth.com)



Advisory Committee – Attachment C

Technical Committee – Attachment D

# Attachment C

## Stormwater Utility Fee Advisory Committee

Donald Agin

Chris Hamelberg

Charles Allen

Jim Jesso

Jim Bustard

Vic McIntosh

Clif Carey

Jim Spencer

Steve Cochran

David Tomlinson

James Creighton

Anna Maria Watkin

Jack Dempsey

Eliana Brown

Karen Foster

Bruce Walden

# Attachment D

## Stormwater Utility Fee Technical Committee

Mark Toalson

Leslie Lundy

Lorrie Pearson

Andrew Proctor

Shawn Luesse

## 2. Advisory Committee

- Public Meeting
- Chair – Vic McIntosh
- Meeting Minutes
  - Summary
- Meeting Packets
  - Electronic or Paper
- Meeting Length
  - 75 to 90 minutes

## 2. Advisory Committee

- Future Meeting Dates
  - 2<sup>nd</sup> Monday of the month (4 – 5:30 p.m.)
- Future Meetings and Agendas
  - October 11, 2010, Meeting
    - Stormwater Utility Fee
    - Champaign's Stormwater Management Program
    - Champaign's Stormwater Needs
  - November 8, 2010, Meeting
    - Champaign's Stormwater Needs
    - Champaign's Stormwater Priorities

## 2. Advisory Committee

- December 6, 2010, Meeting
  - Champaign's Future Stormwater Management Program
  - Future Stormwater Funding
- January 10, 2010, Meeting
  - No meeting scheduled
  - Council Study Session

## 2. Advisory Committee

- Advisory Committee Ground Rules
  - Encourage everyone to participate
  - All ideas are welcome
  - Respect the speaker
  - Avoid “side” conversations
  - Come prepared
  - Cell phones / other devices – OFF
  - Start on time / End on time

## 3. Project Overview

- March 23, 2010, Council Study Session – Attachment E
  - Previous Efforts (1992 – 2002)
  - Current Stormwater Funding (\$5,100,000 per year)
  - Unfunded Stormwater Capital Projects (+\$86,000,000)
  - Stormwater Utility Fee – Impervious surfaces, billing methods, equivalent residential unit, credits, exemptions, tax exempt properties, other Illinois communities

# 3. Project Overview

- Implementation Steps
- Benefits
- Stormwater Utility Fee (SWUF) – Next steps
  - Appoint SWUF Advisory Committee
  - Develop an Expenditure, Revenue, and Billing Plan – Champaign SWUF.

## 3. Project Overview

- June 15, 2010, Council Meeting – Attachment F
  - Established SWUF Advisory Committee
  - Appointed Members to SWUF Advisory Committee

# 3. Project Overview

- Section 3. The duties of the Stormwater Utility Fee Advisory Committee shall be to:
  - Develop goals and objectives for the expenditure, revenue, and billing plan for the stormwater utility fee;
  - Provide input and direction on the expenditure, revenue, and billing plan prepared by City staff and/or the Consultant for the stormwater utility fee.
  - Assist with obtaining public input on the expenditure, revenue, and billing plan for the stormwater utility fee.
  - Carry out such other responsibilities as may be determined by City Council.

## 3. Project Overview

- Section 6. The Advisory Committee shall cease to exist after the stormwater utility fee expenditure, revenue, and billing plan has been presented to City Council.

# AMEC / Foth

- August 3, 2010, Council Meeting – Attachment G
- Scope of Work
  - Task 1 – Project Management
  - Task 2 – Expenditure Plan
  - Task 3 – Revenue Plan
  - Task 4 – Billing Plan
  - Task 5 – Stormwater Utility Fee Advisory Committee
  - Task 6 – Initial Rate Payer Outreach

# AMEC / Foth

## EXHIBIT C

### SCOPE OF WORK

JUNE 29, 2010

AMEC will perform the first phase of the development of a stormwater utility fee for the City of Champaign. The project will include development of an expenditure plan that describes the level and cost of service for stormwater management, development of a revenue plan for the setting the utility fee, development of a billing plan for determination of how the utility fee bills will be delivered to the ratepayers, facilitation of an advisory committee, and implementation of some initial critical initial outreach steps. The project will provide an assessment of the options available to the City for funding the stormwater management program. The tasks required to complete the first phase of the development of a stormwater utility fee are described in the following sections.

#### **Task 1. Project Management**

# Phase 1 Costs

\$153,184	Name Role Rates (Line 68)	Project Staff										Labor Total By Task	Expenses		Expenses Total By Task	Total Cost Cost By Task
		DN Pri/PM \$254	KR Pr \$240	NC Pro Sci \$89	MF Sr Tech \$79	RW Tech \$45	RS Clerical \$45	GK Sr Eng \$149	Foth Staff Eng \$102	Foth GIS Tech \$80	Direct \$1		Travel \$1			
<b>Task</b>	<b>Sub-task</b>															
1.0 Project Management																
	1 Day to Day PM	3		6			7	6				22	50			
	2 Kick Off Meeting	4	4	8				4				20		\$1,832		
	3 Final Report and Presentation	16		32				12				60	\$ 960.00	915		
	<b>Task 1 Labor</b>	23	4	46	0	0	7	22	0	0		102				
	<b>Task 1 Costs</b>	\$5,842	\$960	\$4,104	\$0	\$0	\$316	\$3,283	\$0	\$0		\$14,505	\$1,010	\$2,547	\$3,824	\$18,329
2.0 Expenditure Plan																
	a Needs Analysis / Report															
	Storm Sewers							8	16	16		40				
	Open Channels							4	8	8		20				
	Detention Basins							6	16	16		38				
	CIP / Master Plans	2						16	16	4		38				
	NPDES / MS4 Permit	4						6	12			22				
	Overhead Sewer							2	4	4		10				
	Sustainable / Green Programs	2						8	12	4		26				
	Review City Budget Data	2						4	8			14				
	City Staff / Council Meetings	2						8				10				
	Report Documentation	4						16	32	16		68	250			
	b Level of Service	2		4								6				
	c Cost of Service	2		4								6				
	d Expenditure Plan Report	4		16				8				28	200			
	<b>Task 2 Labor</b>	24	0	24	0	0	8	78	124	68		326				
	<b>Task 2 Costs</b>	\$8,096	\$0	\$2,141	\$0	\$0	\$361	\$11,639	\$12,698	\$5,440		\$38,375	\$450	\$0	\$484	\$38,859
3.0 Revenue Plan																
	a Funding Policy Meetings /Discuss	6		4								10				
	b1 Rate Basis Evaluation / Discussio	8		12				4				24				
	b2 Data Assessment / Evaluation	5	20	4	24	130						183		\$162.0		
	c Draft Rate Structure	4		2								6				
	d Rate Model	24										24				
	e Revenue Plan Documentation	8		16	3		4	3				34	200			
	<b>Task 3 Labor</b>	55	20	38	27	130	4	7	0	0		281				
	<b>Task 3 Costs</b>	\$13,970	\$4,800	\$3,390	\$2,130	\$5,824	\$181	\$1,045	\$0	\$0		\$31,339	\$200	\$162	\$389	\$31,728
4.0 Billing Plan																
	a Meetings (Internal & External)	4	20		8							32		\$1,005		
	b Evaluate options & costs	4	16		4							24				
	c Documentation	2	8	4			8					22				
	<b>Task 4 Labor</b>	10	44	4	12	0	8	0	0	0		78				
	<b>Task 4 Costs</b>	\$2,540	\$10,560	\$357	\$947	\$0	\$361	\$0	\$0	\$0		\$14,765	\$0	\$1,005	\$1,080	\$15,845
5.0 Advisory Committee																
	a Prep	34			4	12		27				77	\$108			
	b Meetings	27						27				54		5040		
	c Minutes & Policy Statements	9					9	9				27				
	<b>Task 5 Labor</b>	70	0	0	4	12	9	63	0	0		158				
	<b>Task 5 Costs</b>	\$17,780	\$0	\$0	\$316	\$538	\$407	\$9,401	\$0	\$0		\$28,440	\$108	\$5,040	\$5,534	\$33,974
6.0 Initial Outreach																
	a Outreach Plan	2		6								8				
	b PIO and Advisory Team	4						2				6				
	c University of Illinois Meetings (2)	16			2	8		8				34	\$22	2050		
	d Public Meetings (2)	4						8		4		16	\$22			
	e Neighborhood Meetings (2)							8		4		12	\$22			
	<b>Task 6 Labor</b>	26	0	6	2	8	0	26	0	8		76				
	<b>Task 6 Costs</b>	\$6,604	\$0	\$635	\$158	\$358	\$0	\$3,880	\$0	\$640		\$12,175	\$65	\$2,050	\$2,273	\$14,448
<b>Labor</b>		208	68	118	45	150	36	196	124	78		1021				2042
<b>Costs</b>		\$52,832	\$16,320	\$10,527	\$3,550	\$8,720	\$1,627	\$29,246	\$12,698	\$6,080		\$139,600	\$1,833	\$10,804	\$13,585	\$153,184
<b>Revised Grand Total</b>																\$ 153,184

# Project Timeline

	2010						2011					
	J	A	S	O	N	D	J	F	M	A	M	J
<b>Project Management</b>												
Day to Day PM		[Orange bar from Aug 2010 to Jun 2011]										
Kick Off Meeting		[Orange square]										
Final Report and Presentation										[Orange bar from Apr 2011 to Jun 2011]	[Orange square]	
<b>Expenditure Plan</b>												
Needs Analysis / Report		[Orange bar from Aug 2010 to Oct 2010]										
Cost of Service				[Orange bar from Oct 2010 to Nov 2010]								
Expenditure Plan Report					[Orange bar from Nov 2010 to Dec 2010]							
<b>Revenue Plan</b>												
Funding Policy Meetings /Discussions		[Orange bar from Aug 2010 to Oct 2010]										
Rate Basis Evaluation / Discussion				[Orange bar from Oct 2010 to Dec 2010]								
Data Assessment / Evaluation					[Orange bar from Nov 2010 to Jan 2011]							
Draft Rate Structure						[Orange bar from Dec 2010 to Feb 2011]						
Rate Model							[Orange bar from Jan 2011 to Mar 2011]					
Revenue Plan Documentation									[Orange bar from Mar 2011 to Apr 2011]			
<b>Billing Plan</b>												
Meetings (Internal & External)			[Orange bar from Oct 2010 to Dec 2010]									
Evaluate options & costs					[Orange bar from Nov 2010 to Feb 2011]							
Documentation							[Orange bar from Feb 2011 to Mar 2011]					
<b>Advisory Committee</b>												
Meetings			[Orange square]	[Orange square]	[Orange square]							
<b>Initial Outreach</b>												
Outreach Plan		[Orange bar from Aug 2010 to Oct 2010]										
University of Illinois Meetings (2)						[Orange square]				[Orange square]		
Public Meetings (2)						[Orange square]					[Orange square]	
Neighborhood Meetings (2)								[Orange square]		[Orange square]		

# Task 2 – Expenditure Plan

- Storm Sewers
- Channels
- Detention Basins
- Capital Improvements
- NPDES – Stormwater Quality
- Overhead Sewer (Stormwater) Program
- Sustainable / Green Programs

# Task 2 – Expenditure Plan

- Needs Analysis
  - List Current Activities
  - Future Needs
  - Priorities the Future Needs
- Cost
- Expenditure Plan

# Task 3 – Revenue Plan

- Rate, basis, rate structure, and rate model
- Revenue Plan

# Task 4 – Billing Plan

- In-house
- Private Company
- City of Urbana
- IAWC, UCSD, etc.

# Task 5

## Stormwater Utility Fee Advisory Committee

