
MEMORANDUM

TO: CHAIRMAN MORAS AND FINANCE COMMITTEE

FROM: NICHOLAS MOSTARDO, DIRECTOR OF FINANCE

SUBJECT: STORMWATER UPDATES

DATE: 9/22/2020

CC: KELLY AMIDEI, VILLAGE ADMINISTRATOR

Background

Staff have been working diligently with partners at MGP and NewGen to compile the billing database for the proposed stormwater utility fee. There is a degree of complexity in matching parcel PINs to utility billing accounts, particularly to multi-family and institutional addresses that may have multiple addresses and multiple PINs. Within the last two weeks, staff and consultants agreed upon and finalized a data coding methodology for classifying the outstanding unmatched addresses.

Separately, several Board members reached out to staff to request fee estimates for various address/neighborhoods using the draft utility discussed at the last meeting. This option is still available for any Board follow-up.

Analysis

As noted above, the outstanding database work is complex, but not insurmountable. The project is now at that point where a lot of the data coding is subjective and requires direct intervention from staff who have intimate knowledge of the community, rather than solely the consultants. For instance, a property in our western industrial area might have four PINs, one property owner, and five different utility accounts for its tenants. These types of situations are more complicated to code than a 1:1 PIN/Address match for a simple residential parcel.

The current process that staff is engaging in to resolve the complexities above is to meet together, pull up a GIS map of unmatched addresses, and go parcel-by-parcel, account-by-account, to make the subjective decisions required to code off a parcel, or parcels, to specific utility accounts. This is a time consuming process and staff are unable to work on it collectively as a group every day due to other priorities, but it is a necessary exercise for accuracy of the billing database. Moving forward, staff, specifically the Finance Director, Assistant Finance Director, and Accounting Assistant responsible for utility billing, endeavor to reserve the equivalent of at least one-full business day per week (in the absence of any other emergent concerns) to meet collectively to work through the process.

On a separate note, staff are concurrently preparing to reach out to the various multi-family homeowners associations to solicit feedback on billing logistics of the stormwater utility fee in their specific developments. Decisions made in this process are also a necessary part in the finalization of the billing database.

Recommendation

Information only. At this point, the project is still on track and the billing database should be fully completed and ready for upload into the billing software by mid-late October. In the near future, the Board will need to determine the schedule for the remaining two project milestones: 1) Adopting a fee ordinance and 2) Public outreach. Possible timing for these milestones will become clearer toward the final stages of billing database finalization.