



*Sedgwick County...  
working for you*

# Draft Business Plan



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For the Sedgwick County  
Stormwater Management  
Advisory Board



# Prepared For

**Sedgwick County Public Works Department  
Sedgwick County Stormwater Management Advisory Board**

**by**

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## Introduction

In October 2007, the Sedgwick County Board of County Commissioners established by resolution the Stormwater Management Advisory Board (SMAB). The purpose of the SMAB is to “serve as an advisory board to the County Commission on all matters related to stormwater management.” The establishment of the SMAB was the culmination of several years of effort by many individuals and agencies throughout Sedgwick County. The resolution gave the SMAB a broad charge related to stormwater management issues in the County.

This project is the next step in the evolution of the SMAB. In June 2009, Sedgwick County began the process of developing a Strategic Business Plan, which would help define the future Stormwater Management Program.

This section provides a brief overview of the proposed Stormwater Management Program (Program), including its intent and objectives; the Stormwater Management Advisory Board that oversees the Program; the proposed public awareness and education strategy; a brief history of how the plan was developed; and finally, the common elements that run throughout the plan. See Appendices A and B for more detail.

The report body describes the Program’s goals and objectives as laid out by the SMAB, and describes Program Phases I and II (Years 1 and 2, and Years 3 to 5, respectively). Included in the description are proposed policies, tasks, staffing, and budget for each phase. A prioritized list of initial capital funding recommendations is next. The final section of the report presents a detailed discussion of the proposed public awareness and education strategy that will help the SMAB and its stakeholders make the Program a reality.

Detailed, supporting information used to develop the proposed Program and plan are included in the Appendix.

## The Stormwater Management Advisory Board

The current Stormwater Management Advisory Board (SMAB) is the culmination of over a decade of strategic planning and stormwater management progress. The following paragraphs describe its evolution, and recommended responsibilities under this plan.

### *Floodplain Management Taskforce (FMT)*

In January 2005, the Floodplain Management Taskforce was formed to evaluate then current policies and practices regarding floodplain management. This group included staff representatives from the City of Wichita and Sedgwick County along with other appointees representing stakeholder groups, local governments, state and federal agencies.

The effort culminated in the issuance of *Floodplain Management Task Force Final Report – A Work in Progress*, submitted to the Wichita City Council and Sedgwick Board of County Commissioners in December 2005. This report contained a series of short-, mid- and long-term floodplain management recommendations based upon the FMT’s research. The recommendations were formulated by weighing the issues against business, environmental and neighborhood interests.



The effort led to the appointment of an Organizing Committee to create an entity that could coordinate area-wide drainage and floodplain management efforts.

### **Organizing Committee**

In January 2007, the Organizing Committee submitted their report *Governance Framework for the Stormwater Management Advisory board Draft Report*. The report included a needs assessment and funding recommendations for the future Stormwater Management Program. The Organizing Committee recommended establishing the SMAB and outlined a number of specific responsibilities and tasks.

### **Stormwater Management Advisory Board (SMAB)**

The Sedgwick County Commission accepted the Governance Framework recommendations described above. In October, the County Commission chartered the SMAB with the mission to protect lives and property within Sedgwick County by promoting better stormwater management and providing financial, technical, and other assistance to all entities within Sedgwick County that are concerned with stormwater management.

#### **Recommended Functions and Responsibilities**

The SMAB is chartered as an advisory board to the County Commission, which retains final authority to approve budgets, plans, and policies. However, the County Commission gave the SMAB the authority to determine what matters it would concern itself with, including the following recommendations from the Organizing Committee:

- Promotion of stormwater basin planning and inter-jurisdictional cooperation;
- Master planning for stormwater management (including coordination of existing basin studies and additional basin studies, as needed);
- Serving as a technical clearinghouse for stormwater management projects;
- Recommending a long-term dedicated source of revenue for stormwater management projects that would supplement funds provided by implementing entities;
- Establishing priorities (using project selection criteria) to implement basin studies (a Capital Improvements Plan) and stormwater management projects;
- Development of recommended minimum standards for facility design, construction and maintenance;
- Development of recommended minimum drainage standards and processes for new urban development, and encouraging participating entities to adopt such standards;
- Public awareness and education programs;
- Creation and maintenance of GIS mapping of flood-prone areas and stormwater management projects; and



## Strategic Business Plan

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- Participation in the Cooperating Technical Partners Program (regarding FEMA map revisions).

As envisioned in this plan, the SMAB would continue to perform the functions described above. As the Program builds sufficient capacity, it is envisioned that these responsibilities would evolve in the following ways:

- The SMAB would oversee Program administration and operations to ensure that the Program is operating in accordance with the approved Business Plan, and would provide guidance and feedback to Program staff.
- The SMAB would review and approve official Program work plans, technical standards, documents and studies.
- The SMAB would review proposed budget requests and expenditures prepared by Program staff and recommend approval by the County Commission. The SMAB would also review and approve non-administrative expenditures as it does currently, as well as periodic Business Plan updates.
- The SMAB would expand its committee structure as described in the following section.
- The SMAB would appoint committee members; provide guidance and direction for committee work; and review and approve committee recommendations and reports.
- Program staff would use the prioritization criteria to evaluate proposed capital projects submitted by the cities, watershed and drainage districts, and the County. The SMAB would use the staff analysis to prioritize and recommend projects to the County Commission for matching funding based on available revenue, as described in later sections.
  - Initially this plan envisions that the County Commission would approve all expenditures individually. Eventually it is hoped that the approval process could be streamlined after the Program successfully demonstrates its effectiveness, equity, and transparency. It is desirable that the Program move to a model where annual budget and project expenditures are administratively approved by signature of the BOCC president, thereby reducing delays significantly while preserving accountability.

### **Recommended SMAB Structure**

SMAB representatives' skills and experience and the SMAB's supporting committees are critical to the Program's long-term success. Under this plan SMAB representatives would be appointed as originally chartered, but because of the intent to promote multiple-benefit approaches the appointment criteria expanded to include broad knowledge of and interest in community improvement, outdoor recreation, and economic development as well as stormwater management.

The SMAB Charter authorized creation of the Technical Advisory Committee, which has been instrumental in accomplishing initial tasks. Additional committees would help the Program



accomplish the goals and objectives described above. Anticipated responsibilities and meeting schedules are described below.

- **Executive Committee (Optional)** – The SMAB would have the option of selecting an executive committee and delegating specific responsibilities to it. If formed, the executive committee would likely set the SMAB agenda, make recommendations for SMAB consideration, handle administrative issues that require immediate attention, and other responsibilities delegated by the SMAB. This committee would meet in advance of SMAB meetings, and more often if necessary.
- **Technical Advisory Committee** – Reviews and oversees the development of technical guidance and watershed mapping and planning efforts; assists the Education and Outreach Committee to advocate for community adoption of technical standards and plans; reviews project prioritizations; provides technical assistance to other Committees (along with staff). Would meet monthly or as needed.
- **Education and Outreach Committee** – Would oversee the development and implementation of public awareness information; work to educate elected officials and the public about SMAB activities; work with other Committees to educate elected officials and the public and obtain feedback on their initiatives. Would meet monthly or as needed.
- **Recreation and Economic Development Committee** – Would oversee the development of proactive, multiple-benefit projects to catalyze economic development and provide recreational opportunities. Would meet regularly with county and city economic development and parks and recreation officials to plan and consider projects. Would review the economic development and recreational potential of capital improvements submitted for funding. Would meet quarterly or as needed.

## **Public Awareness and Education**

Public awareness and education is essential to effective stormwater management. Moving forward into the next five years, the Board and its' partners desire to build an effective awareness and education program as outlined here. This Plan contains activities that, when enacted together as a part of an integrated awareness and education strategy, will be effective at helping Sedgwick County communicate with the many “publics” involved in stormwater management.

The objective of awareness and education programs is to achieve awareness of water resource issues with the goal of building public support for local actions and activities as well as changing behaviors that lead to the long-term protection of water resources. Public education and outreach is a key component of stormwater management in Sedgwick County that helps individual citizens as well as businesses and organizations become aware of their role in stormwater issues.

Involving the public in local watershed protection efforts is crucial because it promotes broader public support, helps create an ethic of stewardship and community service and enables the public to make informed choices about water resource management. Changes in basic behavior



and practices are necessary to achieve maximum long-term improvements in water quantity and quality management.

The purpose of this Awareness and Education element is to outline activities, materials, and strategies that could, when implemented, function as an integrated awareness and education program and provide the needed outreach and education support for stormwater management in Sedgwick County. This element is described in detail in the Public Awareness Strategy document, under separate cover.

## **Program Intent, Goals, and Objectives**

Sedgwick County has taken several steps in the right direction regarding stormwater management. Yet there is much the region can still do to enhance public safety, minimize property and infrastructure damages, protect water quality and build stronger communities. Reasonable and effective measures can be implemented to accomplish the SMAB's purpose as defined in its charter: "To protect lives and property within Sedgwick County by promoting better stormwater management and providing financial, technical and other assistance to all entities within Sedgwick County that are concerned with stormwater management."

The Sedgwick County Commission chartered the SMAB with the mission to protect lives and property within Sedgwick County by promoting better stormwater management and providing financial, technical, and other assistance to all entities within Sedgwick County that are concerned with stormwater management.

A highly effective and functional Stormwater Management Program will protect life and properly and enhance quality of life, while creating community assets that provide recreational opportunities and promote economic development. Effective stormwater management requires cooperation across jurisdictional boundaries, a major reason for chartering the SMAB and creating a county-wide, collaborative stormwater program.

Through over 10 years of work, the Sedgwick County community has identified several specific goals and objectives for its multiple-jurisdiction Stormwater Management Program. After reviewing previous recommendations and discussing the future Program's emphasis in detail, the SMAB articulated the following goals and objectives for the Program:

- Minimizing threats to life, property, and infrastructure from flooding.
- Providing technical guidance and investments to avoid future taxpayer liabilities.
- Creating multiple-benefit improvements that enhance quality of life for citizens throughout Sedgwick County, not just those directly impacted by flooding.
- Fostering high-quality economic development through proactive multiple-benefit projects and through appropriate technical guidance and regulations.
- Protecting environmental quality by preventing pollutants from entering Sedgwick County waterways, and by preserving wildlife habitat that provides stormwater management benefits.



- Educating the public, staff, and elected officials about proper watershed management and its benefits to the community and natural environment.

The overarching objective is to create a Program that goes beyond public infrastructure to create economic development and public amenities that all citizens will enjoy.

## **Plan Development**

This business plan provides general and specific guidance for future Program tasks and activities. The methodologies used to create this plan included:

- Review of pertinent documents, legislation, and regulations;
- Identification of Program interrelationships and regulatory authority;
- Targeted stakeholder interviews; and
- Online surveys.

In the course of developing the plan, several Technical Memoranda were used to communicate results of the plan development process to the SMAB. These are included as Appendices A - G.

Two online surveys were disseminated to 40 individuals. The first, with the intended purpose to leverage the knowledge of the Sedgwick County Stormwater Management Advisory Board and targeted stakeholders about Sedgwick County residents' attitudes and behaviors toward water quantity and stormwater quality issues and to better understand what resident's value. The second, a project survey was distributed to the same group of individuals for the purpose of identifying recent and current stormwater projects and the identification of future stormwater needs.

## **Plan Organization**

Since its inception, the SMAB and city and county staff have made solid progress on several initial tasks, including updating topographic mapping and developing technical guidance for stormwater design. This progress, accomplished by the original Board, existing staff and consultants, constitutes the first phase of Sedgwick County's Stormwater Management Program.

Next steps, the subject of this Plan, include formulating policies; creating a dedicated Program structure and delegating specific tasks; identifying staffing and budget needs; and securing dedicated revenue sources.

The plan elements emerged as investigations, interviews and discussions took place and are the focus of this Plan. These elements are described below, and carried through the description of Program Years 1 and 2, and Years 3 to 6.

### ***Program Policies***

Experience shows that well-crafted policies are the most cost-effective stormwater management tool; during the near term the SMAB could make the greatest impact by promoting policies that



further its goals and objectives. Policies will set the Program's direction and codify the approach to achieving Program goals and objectives. Sound policies will also guide Program operations and provide consistency and certainty for the SMAB, staff, and stakeholders. Finally, effective policies are direct means of accomplishing some goals and objectives, such as avoiding future liabilities.

### **Program Tasks**

To achieve the Program's goals and objectives, the Stormwater Management Program (Program) must have clearly defined tasks or activities for which it is responsible. Achieving the goals and objectives of the Stormwater Management Program (Program) would require a number of implementation strategies, from Program phasing and funding strategies to specific implementation tasks. Implementation strategies should build on previous studies and recommendations, the SMAB Charter, and review of other successful programs, with direction from the SMAB and staff feedback. Finally, while adopting appropriate guidance and conducting watershed planning is important to avoid future liabilities, the SMAB suggested that a specific list of projects may be needed for a public funding initiative to succeed. The tasks would follow directly from the implementation strategies.

### **Staffing**

The SMAB is currently operating using Sedgwick County and City of Wichita staff that have been appointed to support the Program. There is agreement among SMAB members that the Program will require dedicated staff and resources to accomplish the tasks included in the SMAB charter and the goals and objectives outlined herein. Program staff would oversee approved projects and conduct public awareness and education functions and provide staff support to the SMAB. Staff would also prepare Program budgets, review capital improvements for funding and administer reimbursements, and draft policy and administrative recommendations for review and approval by the SMAB and County Commission. As the organization matures and evolves, staffing needs will change.

### **Source of Funds**

There was agreement among SMAB members that the current level of funding is a barrier to Program implementation and effectiveness. There was also agreement that the lack of a dedicated revenue source severely hampers the County's ability to initiate watershed planning or capital improvement projects for stormwater management. The *Governance Framework for the Stormwater Management Advisory Board Draft Report* hereinafter referred to as the *Governance Framework*, reviewed four primary revenue sources for funding capital projects: sales tax, property tax, special assessment and equivalent residential unit (ERU) fee. A property tax of approximately 1.5 mills was recommended at that time. The SMAB recognizes that a viable Program which addresses the various identified issues may require several revenue sources, and



these are likely to change over the course of the Program. Appendix C provides more detail on potential funding sources.

### ***Budget***

The Program will require dedicated staff and resources to accomplish the tasks included in the SMAB charter and the goals and objectives outlined herein. During the capacity building phase (Years 1 and 2) the Program would expand its core functions to accomplish more of the tasks described in the SMAB charter, while laying the groundwork for larger-scale planning and capital improvement projects. During Years 3 to 6 the Program would begin implementing multiple-benefit projects and funding high-priority, cost-effective capital projects identified during Years 1 and 2. Projects will be dependent on securing dedicated revenue.

The following section presents policy statements and recommendations that address the Program elements and summarize the intent of the Program. Appendix C discusses the proposed budget in greater detail.



# Stormwater Implementation Strategies

## Introduction

Achieving the goals and objectives of the Stormwater Management Program (Program) would require a number of implementation strategies, from Program phasing and funding strategies to specific implementation tasks. Specific implementation strategies and tasks are described in the following sections, based on the time frame and considerations described below. Appendices A through G provide more detail on the proposed Program focus, activities, budget and funding; and supporting information for future operations.

### *Avoid Future Liabilities*

The Program focus is stormwater management, not just “flood control” and the overarching Program goal is to avoid creating future liabilities for taxpayers and citizens. It is critical that Sedgwick County implement measures to prevent the creation of additional capital projects. Specific measures include:

- Encouraging Sedgwick County communities to adopt the Storm Water Manual in the near term.
- Requiring projects to meet current design standards to become ineligible for future funding.
- Conducting watershed studies to understand and identify flooding causes and to provide analytical tools for future private development and public infrastructure projects and avoid constructing liabilities.

Improving stormwater quality is also an important part of avoiding future liabilities and is a goal of the comprehensive Program.

- The Storm Water Manual includes water quality provisions to guide built projects.
- The recommended education program includes a stormwater quality focus.

### *Create Multiple-Benefit Solutions*

The second, overarching Program goal that the SMAB recognized is to create a Program that goes beyond public infrastructure to create public amenities that all citizens will enjoy. The Sedgwick County Stormwater Management Program provides benefits across the community by developing proactive economic development and recreation projects that address current and future watershed management needs, as well as solutions to existing drainage and flooding problems. Furthermore:

- Successful programs have broad community appeal, like Lenexa’s Rain to Recreation program.
- Providing benefits to the broader community, like parks and recreation opportunities, generates voter support.



### **Secure Dedicated Revenue**

Since the inception of Sedgwick County's cooperative stormwater planning efforts, citizens and planners have recognized that a thorough and effective Program would require a dedicated source of funding. Dedicated funding allows the Program to make systematic, long-term investments in community improvements and provides the resources to address the full range of stormwater management challenges. The SMAB strongly supports investments that work strategically to avoid future taxpayer liabilities as described above, addressing existing problems before they become more severe and costly, providing other community benefits like recreational opportunities and community amenities, and catalyzing local and regional economic development.

The Floodplain Management Task Force identified and evaluated several revenue sources, including a retail tax dedicated to stormwater property taxes, property taxes, an equivalent residential use (ERU) tax, the General Fund. However, the SMAB recognizes that the desired Program will be broad in scope, and that for the sake of fairness all community constituencies that benefit should help fund aspects of the Program. It is likely that the County Commission would require a public vote on a dedicated revenue source. And because Sedgwick County is utilizing the full 1-percent retail sales tax allowed by law, either a portion of the existing retail sales tax would have to be reallocated for multiple-benefit stormwater management projects, or the Kansas Legislature would have to authorize a new tax. Based on these considerations:

- Successful stormwater management programs have leveraged multiple revenue sources, including multiple revenue sources and partnering with other departments and programs (like Parks and Recreation departments).
- A sales tax should not be the only dedicated revenue source pursued.
- It is highly unlikely that enabling legislation for a dedicated sales tax could be brought before the Kansas Legislature in 2011 in time for a local initiative in November 2011.
  - A local funding initiative vote can precede (and prompt) legislative approval.
  - Placing an initiative on the April, 2012 local election ballot is an alternative.

### **Identify Initial Projects**

Finally, while adopting appropriate guidance and conducting watershed planning is important to avoid future liabilities, it is important to identify a specific list of projects for a public funding initiative to succeed. Tangible, on-the-ground projects will show immediate success and will provide direct watershed management benefits. However, the current capital project list provided by the communities may not include the most important or beneficial projects. It will be important to:

- Evaluate proposed projects to determine whether some projects have obvious merit and provide multiple-benefit opportunities.
- Identify an initial, multiple-benefit project for early design and construction.



## **Years One and Two**

The following sections outline specific Program elements based on these considerations. Implementation measures include: Program policies, tasks, staffing, source of revenue, and budget. Implementation is broken out into two phases. During years 1 and 2 (2010 and 2011) the Program builds capacity for implementation during years 3 through 5 (2012 through 2014) and beyond. A conceptual timeline for years 1 and 2 is provided at the end of this section.

### ***Program Policies***

#### **Discussion**

During years 1 and 2 the SMAB can make its greatest impact by promoting policies that further its goals and objectives. Experience shows that well-crafted policies are the most cost-effective stormwater management tool.

#### **Recommendations**

Near-term policies are:

- Promote continued cooperation and coordination of public stormwater projects and infrastructure projects that impact drainage, to ensure that local projects are coordinated with other communities and are based on a watershed approach.
- Discourage new projects that create future public or private liabilities by implementing the Storm Water Manual (SWM) in all County communities, and by withholding approval or support for projects that fail to meet the standards.
- Encourage low-impact site design and stormwater management practices that exceed the SWM requirements where desirable and possible, including water quality best management practices (BMP), designing with natural site topography and drainage features, reducing the extent of impervious surfaces, and preserving or enhancing native vegetation where possible.
- Work cooperatively across departments and jurisdictions to combine efforts, programs and projects to accomplish multiple benefits including economic development, recreational opportunities, and improved stormwater management.
- Preserve natural drainage courses, native vegetation and riparian habitats, consistent with maintaining their flood carrying capacities, as future greenways whenever possible by effectively planning the use of man-made facilities and treatments within the drainage channel.



## Program Tasks

### Discussion

Resources, staff, technical and financial resources are needed to meet the SMAB's goals and objectives to have a fully functioning, multiple-benefit and multiple-jurisdiction stormwater program. To accomplish this, the first two years build Program capacity by carefully advocating initial policies and taking on new responsibilities as initial tasks are accomplished.

### Recommendations

The following, specific tasks build on current activities. Pursuing these tasks furthers the Program's development during the capacity-building phase.

- **Continue to Facilitate Regional Stormwater Coordination and Cooperation**
- **Finalize Technical Guidance Manual** – the County Commission tasked the SMAB with developing recommended minimum drainage standards for new urban development, and encouraging participating entities to adopt these standards. The SMAB has overseen the Technical Advisory Committee (TAC) and consultant team through the development of this initial guidance manual. The SMAB would continue to advocate for Countywide Adoption along with the TAC and the Education and Awareness Committee (EWC).
- **Implement the Strategic Business Plan** – This plan's formal adoption by the Sedgwick County Commission would validate the Program's proposed structure, funding level and revenue source, and activities, and would provide direction for the SMAB and staff from the Governing Body. Specific activities include:
  - Advocating for County Commission adoption.
  - Preparing annual budget requests.
- **Apply for State and Federal Grants** – State and Federal grants to supplement 2011 revenue and build capacity until a dedicated revenue source is secured. Grants would fund special projects or tasks during future Program years.
- **Amend the SMAB Charter** – the October 2007 SMAB Charter authorizes the SMAB to serve as an advisory board to the Sedgwick County Commission; to establish priorities for implementing basin studies and stormwater management projects; and to appoint the TAC to provide technical support. At a minimum, the Charter would have to be amended to allow for additional committees, and may require provisions to expand its role in recommending capital project funding.
- **Develop an Initial Capital Improvements Plan** - Communities, watershed and drainage districts have provided the SMAB with as much as \$250 million in capital projects to address stormwater management needs. The parties recognize that the projects were not identified using a watershed approach or cost/benefit analysis, and may or may not be the most urgent or beneficial projects.



- Prioritizing the existing list of capital improvement projects to identify the most urgent and beneficial projects. It may be beneficial to have some consulting assistance in this task as well.
  - **Review Existing Projects** – Existing capital projects and drainage studies should be reviewed and screened to identify projects that clearly provide broad benefits and can incorporate multiple benefits. The project rating system developed for this Program (discussed in the Capital Improvements Program section) would be used to evaluate projects and identify those with obvious stormwater management value, selecting the highest priority projects for inclusion in the initial capital projects list during implementation.
  - **Prepare a final, near-term project list** – Preliminary projects information would be updated and reviewed to develop a final recommended list. Prepare a final project list based on SMAB and TAC guidance; update project cost estimates; and create a capital project budget for years 3 through 5.
- **Identify an Initial, Keynote Multiple-Benefit Project** – An initial, high-profile capital project would demonstrate a “quick success” and return on the public’s investment in the Program. Such a project would provide multiple benefits, including economic development and recreational opportunities, and clear stormwater management value. A successful project would appeal to multiple stakeholders and a relatively wide geographic area. Program staff and consultants would work with the Economic Development and Recreation Committee (EDRC) to identify and develop a suitable concept, which would be included in the funding campaign.
  - **Site Selection** –The Program Planner and EDRC, consisting of city and county parks officials and recreation advocates, would identify potential multiple-benefit stormwater projects.
  - **Prepare conceptual plan** – A concept plan would be developed for the preferred multiple-benefit project that illustrates its stormwater management and recreational opportunities or amenity value.
- **Initiate Federal Emergency Management Agency (FEMA) Floodplain Mapping** – FEMA is currently discussing providing Federal funding to the County for remapping regulatory floodplains. Floodplain studies would be included in the years 1 and 2 budget if outside revenue is secured. If the Federal government does not provide funding, this task would likely be conducted in the 3- to 5-year timeframe.
- **Conduct a Community Survey** – In order to optimize the public funding initiative and project budget, and to fine-tune the finance initiative campaign and public awareness message, a citizen survey and a business survey has been conducted. The two surveys provided valuable information about the current state of citizen and business awareness and knowledge and would test potential revenue sources, strategies, and levels. Specific tasks for the two surveys are as follows.



- **Survey Design** – Work with members of the project team to design a four-page survey instrument for both the residential and business surveys, and a sampling plan to implement each.
- **Administer the Survey** – Work with members of the project team to mail the survey, cover letter, and postage-paid return envelope to a random sample of residents and businesses, and conduct follow-up phone calls to maximize the response rate
- **Consolidated Summary Report** – Work with members of the project team to prepare a summary report of the results. This report will be compared with the findings from approximately 400 similar surveys conducted nationwide.

## **Staffing**

### **Discussion**

The SMAB charter directs the County Public Works Department and Metropolitan Area Planning Department (MAPD) to provide staff support for SMAB and Program activities.

### **Recommendations**

Existing staff would:

- Conduct strategic planning for the Program and for specific projects and initiatives, committee operations, and would oversee implementation.
- Provide administrative support for the SMAB and its committees.
- Apply for grants and funding from other local, state, and Federal sources.
- Oversee the initial capital project and multiple-benefit concept development, watershed studies, and other special projects as directed.

## **Source of Funds**

### **Discussion**

As noted previously, the SMAB recognizes that a lack of dedicated revenue seriously limits the Sedgwick County community's ability to accomplish the Program's desired goals and objectives. Funding for the Program would represent an investment in a collaborative, multiple-benefit approach to improve the Sedgwick County community, and would leverage future funds. The final goal for years 1 and 2 would be to secure a longer-term, dedicated revenue source to begin implementing more far-reaching policies, projects, and studies. Dedicated funds would be appropriated carefully to maximize the County's return-on-investment. However, the Program would have to operate on modest available revenue during this capacity building phase.



## **Recommendations**

- **General Fund** – From Fiscal Year 2009 through 2011, SMAB functions have been and would continue to be financed from the County's General Fund. The initial, annual funding allocation has been set at \$200,000.
- **Apply for State and Federal Grants** – Other state and Federal grants could be pursued to supplement near-term activities, as well as future Program years.

## **Budget**

### **Discussion**

The County Commission appropriated \$200,000 in FY 2009 and an additional \$200,000 for FY 2010. The 2010 appropriation has not been obligated and could be used to fund the first year's activities. An equivalent amount in FY 2011 would allow significant progress on the tasks described above and in the Public Awareness and Education campaign.

### **Recommendations**

The County Commission appropriated \$200,000 for FY 2010. The County Administrator has requested a \$200,000 appropriation for FY 2011. The appropriations would be used to fund the near-term activities, as described in this section and as illustrated in Table 1 on the following page.



**Table 1**  
**Budget Recommendations – Years 1 and 2**

**Proposed 2010 Budget**

**Administrative Assistance**

- Contractor Support \$25,000

**Develop Preliminary Projects List**

- Reviewing and Prioritizing the Current Project List \$75,000
- Developing a Preliminary Multiple-Benefit Project Concept Plan \$25,000

**Community Survey**

- Community & Business Survey \$35,000

**Outreach**

- Topic Forum & Promotional Materials (\$24,000 x 1) \$24,000
- Public Official Briefings (series of 4 mtgs @ \$2,000 x 2/years) \$16,000

**TOTAL \$200,000**

**Proposed 2011 Budget**

**Administrative Assistance**

- Contractor Support \$25,000

**Refine Preliminary Projects List**

- Refine Concept Plan for Multiple-Benefit Project \$25,000

**Internet**

- Website Support– (page design, launch social pages) \$ 9,000
- Email Newsletters (content/design) – (3 per year x \$2,000) \$ 6,000

**Printed Materials** (print/materials costs)

- 3 Briefs/Fact Sheet/Inserts – (direct mail cost/printing) \$20,000
- Posters/ Kiosks / Displays – (printing/kiosks purchase/install) \$20,000

**Mass Media** (ad & production costs/interface services)

- Press Relations/Television/Radio Public Service Announcements \$15,000
- Print Advertising (Ads or camera-ready print, cost of placing ads) \$15,000

**Outreach** (design, logistics, and expenses)

- Forums (\$10,000 x 2) \$20,000
- Workshops (\$13,333 x3) \$40,000
- Community Conversation \$ 5,000

**TOTAL \$200,000**



## Years Three to Six

The following sections outline specific Program elements for the implementation phase. Implementation measures include: Program policies, tasks, staffing, source of revenue, and budget.

### *Program Policies*

#### **Discussion**

During the implementation phase the SMAB would build on its previous policies and efforts. Implementation phase policies would guide the Program's operations and decisions, but should also begin to integrate sound stormwater management into the broader community's planning and decision making.

#### **Recommendations**

Long-term policies are:

- Practice watershed-based stormwater management. Consider development impacts upon an entire watershed and whether seemingly localized problems may originate from conditions elsewhere in the watershed. Encourage or require watershed studies as a condition for funding, and weight more heavily projects that address the major concerns within those basins. Fund regional solutions that benefit the greater watershed or community.
- Adopt a comprehensive flood risk management approach. Coordinate policies and activities to quantify and reduce the risk to life, property, and economic development due to flooding and levee failures. Focus on both sides of the risk equation by facilitating activities that reduce both the probability of flooding through runoff reduction and infrastructure improvements; and the consequences by reducing development at risk within floodplains and behind levees.
- Integrate watershed, land use and open space planning. The Wichita/Sedgwick County Comprehensive Plan contains a broad objective to protect property investment by decreasing stormwater impacts. The SMAB and Program staff should coordinate with MAPD, County and local planning and parks, and elected officials to accomplish the following objectives. See Appendix D for more detail.
  - Floodplains and watersheds should be delineated in land use maps to identify the stormwater management context.
  - Open space plans should be included that provide land for stormwater management and other benefits, such as recreation and parks.
  - Include discussion within land use planning regarding the impacts of land development on floodplains and the role of watershed plans.



- o Incorporate watershed based policies into land use plans. This may involve developing policies to minimize development in watersheds where critical issues exist, particularly within floodplains.
- Monitor project performance and local partners' Program compliance to ensure that projects are properly planned, designed, constructed and maintained in accordance with the Program's goals and objectives.
- Give preference to projects where a dedicated maintenance funding source has been identified that will ensure the long term viability of the project or where project design reduces continuing maintenance needs.

## **Program Tasks**

### **Discussion**

The implementation phase of the Program would begin as soon as a dedicated revenue source is secured. The SMAB currently anticipates a public vote on a revenue source would be held in April 2012; and if successful, new revenue would be collected beginning in September 2013. Under this scenario, the Program would ramp up its operations in 2014 when sufficient funds are available, and would be functioning at full capacity by 2015.

### **Recommendations**

The following implementation phase tasks build on the Program's development during the capacity-building phase. Recommended tasks and activities are organized into "Tiers" based on priority and potential funding levels secured during the capacity building phase (Years 1 and 2), as described below. Tier I activities are core Program functions. Tier II activities include watershed planning and prioritization, and flood risk management. Tier III includes capital projects, such as levee rehabilitation and flood mitigation projects, and funding capital project requests from member communities and watershed or drainage districts. Other projects and activities may be added if additional revenue is obtained in any given year or period.

#### **Tier I Activities**

- **Continue to Facilitate Regional Stormwater Coordination and Cooperation**
- **Provide Technical Assistance and Guidance** – Program staff would establish and maintain a countywide stormwater data clearinghouse. This “one stop shop” would house both Program-generated and local data, including stormwater studies and plans; floodplain mapping; geographic information systems (GIS) data; hydrologic, hydraulic, and water quality models; technical research and guidance, and monitoring data.

The Program would continue to develop technical guidance for both public and private projects as needed and as revenue allows. Program staff and funds could also be used to conduct research or assist local partners with research and development, at the SMAB's discretion and as revenue allows.



- **Public Awareness and Education** – An education and awareness campaign will be a critical component of the Program's success. This Strategic Business Plan anticipates that an initial campaign for a public finance initiative will transition into an ongoing outreach effort to educate citizens and officials about stormwater management principles and needs, and specific issues as appropriate. The Public Awareness Strategy document provides detailed information on proposed public awareness and educational efforts.

### Tier II Activities

- **Countywide Watershed Prioritization and Pilot Study (Year 5)** – Stormwater study to prioritize watershed studies and conceptual, regional stormwater improvements; and pilot test the standard watershed study scope of work.
- **Watershed Studies and Plans (Years 6+)**
  - Initiate three to five detailed watershed studies per year.
  - Develop Stormwater Master Plans for each watershed.
  - Update floodplain mapping for each studied watershed.

A draft watershed study scope of work is provided in Appendix G.

- **Flood Risk Management** – The Program would incorporate a comprehensive flood risk management approach during the implementation phase. This objective would be to coordinate policies and activities to quantify and reduce the risk to life, property, and economic development of flooding and levee failures. The strategy would be built around the Federal Emergency Management Agency (FEMA) Community Rating Service (CRS) incentives. Program activities would include studies and mapping to better quantify and communicate risk; and stormwater and floodplain management planning and regulations to reduce flood risks and consequences. Specific tasks include:
  - Joining the FEMA CRS to provide a framework for floodplain risk management and reduce flood insurance rates for property owners.
  - Preparing Letters of Map Revision (LOMR) and Conditional Letters of Map Revision (CLOMR) as watershed studies and capital projects are completed.
  - Performing a Level II HAZUS-MH Risk Analysis of potential flood losses using updated flood mapping and assessed property values, to better communicate risk to property owners and to guide planning and capital project development.
  - Preparing and maintaining Floodplain Management Plans and Stormwater Management Regulations to improve CRS scores, reduce flood insurance rates, and comply with Corps of Engineers-funded project requirements. Planning would include coordination with other agencies and communities.
  - Evaluating adopted floodplain management plans on an annual basis, and submitting annual documentation for CRS participation and modifications.



### Tier III Activities

- **Review Preliminary Engineering Studies (PES) and Project Funding Applications** – Local partners would prepare a PES to identify project need and potential solutions. These small studies would provide enough engineering information to verify that the projects are necessary, feasible, and meet Program objectives. Applicants would use PES results to complete a project ranking form and funding application. The Program would fund 75 percent of the PES costs with a 25-percent local match. The final section of this report describes the project ranking criteria.
- **Provide Capital Funding Recommendations to County Commission** – Program staff would review project ranking forms and funding applications, and would rank the projects and requests received during each funding cycle. Staff would recommend qualified projects for funding, and the percentage of Program match, based on these rankings and available funds. The SMAB would use the staff recommendations and its judgment and discretion to recommend a final list of projects to the County Commission for funding. The Program match would range from 50 to 75 percent.
- **Levee Rehabilitation and Flood Mitigation** – FEMA requires that the County and its local partners recertify their flood control levees as a condition of maintaining flood insurance eligibility. The recertification studies identified numerous required levee rehabilitation and improvement projects that would be incorporated into the Program’s floodplain management strategy. The Program would implement these projects under SMAB supervision. Future levee improvements may be identified through Program and local partner efforts, or through a national levee inventory recommended by the National Committee on Levee Safety and funded by the Federal government. Current proposals call for a 35 percent local with a 65-percent Federal match.

### **Staffing**

#### **Discussion**

Initially, the County Public Works Department and MAPD would continue to provide staff support for SMAB and Program activities, with the Deputy Director of Public Works serving as the de facto Program Manager. However, dedicated staff will be required to effectively and efficiently address the many responsibilities of a full-scale Program. Staff would administer the Program on a daily basis, with SMAB guidance and County Commission approval. As proposed in this plan, staff would manage approved projects and conduct public awareness and education functions, and would provide staff support to the SMAB. Staff would also prepare Program budgets, review capital improvements for funding and administer reimbursements, and draft policy and administrative recommendations for review and approval by the SMAB and County Commission.

Until a dedicated revenue source becomes available, new staff positions would have to be paid from the General Fund. This Strategic Business Plan assumes that no new, permanent staff will be paid in this manner, and that County staff would obtain limited administrative support through outside contracting. However, should funding become available a Program Planner could be hired to begin laying the groundwork for an expanded Program. A particular emphasis would be applying for outside funding as described in the next section.



## Recommendations

The first dedicated staff member should be a Program Planner to oversee the daily operations and coordinate the many near-term tasks and activities, under the supervision of the Deputy Director of Public Works. A successful Program Planner would have a broad background in watershed and community planning, public involvement, and public finance. The Program Planner would:

- Conduct strategic planning for the Program and for specific projects and initiatives, and committee operations.
- Provide administrative support for the SMAB and its committees.
- Apply for grants and funding from other local, state, and Federal sources.
- Oversee watershed studies and other special projects as directed.
- Assist the Stormwater Engineer (described below) with capital project review and floodplain management activities, particularly those related to floodplain management plans.

Next, a Stormwater Engineer would be hired to oversee capital improvement project recommendations, levee rehabilitation and flood mitigation activities. The Stormwater Engineer would also answer to the supervision of the Deputy Director of Public Works. He or she would also provide engineering expertise to the SMAB and its Committees. The Stormwater Engineer must have considerable experience in water resources and civil engineering, project finance and project management.

Specific responsibilities would include:

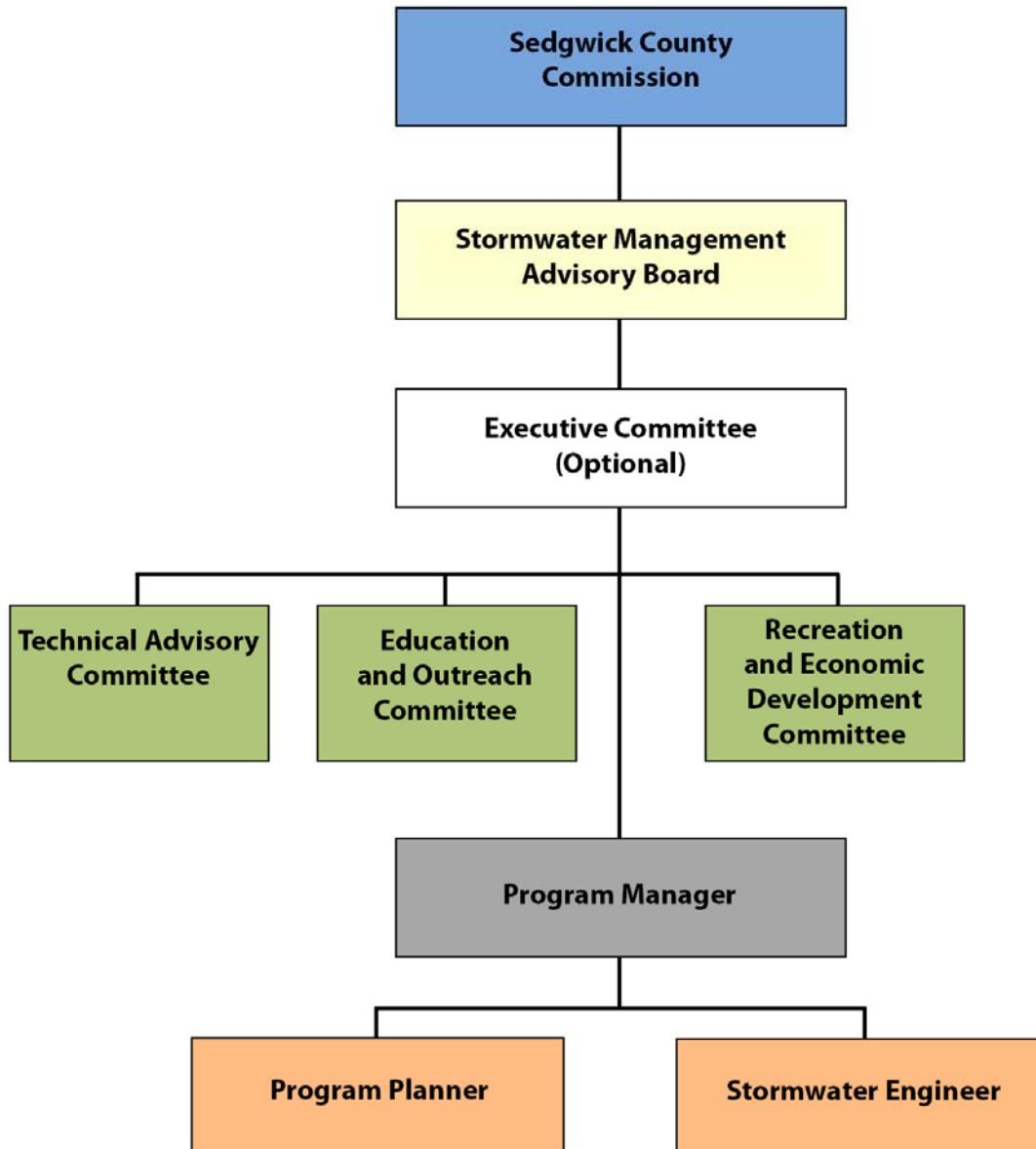
- Reviewing preliminary engineering studies and capital improvements funding requests.
- Assisting the Program Planner with watershed plans and studies and floodplain management plans.
- Overseeing levee rehabilitation design and construction.
- Managing detailed floodplain mapping and map revisions.
- Inspecting capital projects, and levee construction and maintenance.

Finally, when fully funded and operational, a dedicated Program Manager would oversee the overall Program operations, ensure the Program is aligned with its goals and objectives, and supervise staff and budgets. He or she would also disburse funds for approved projects, and manage the Program project and funding databases. The Program Manager would serve as the main liaison with SMAB and County Commission. He or she must have extensive experience in public administration and public works; and should be familiar with other potentially related activities including parks and recreation, transportation, and economic development. As noted above, it is anticipated that the Deputy Director of Public Works would serve in this capacity until funding and responsibilities justify hiring a permanent Program Manager.

Figure 1 on the following page illustrates the proposed organizational chart.



**Figure 1**  
**Program Organizational Chart**





## Source of Funds

### Discussion

Until a dedicated revenue source is secured, Program functions would continue to be financed from the County's General Fund. This Strategic Business Plan assumes this will be the case through 2013. However, it will not be possible to accomplish the Program described in this Plan without substantial additional revenue. In its charter, the SMAB is tasked with identifying and recommending a dedicated, local source to fund stormwater management needs across the County. Local revenue should fund Tier I through Tier III functions to ensure consistency and local control. Other outside sources could supplement local revenues and fund special projects as previously described. See Appendix C for more detail.

### Recommendations

**General Fund** – The General Fund provides revenues for current capacity building activities, and will continue to be the main funding mechanism until a dedicated revenue source becomes effective. Although not anticipated in this Strategic Business Plan, future General Fund allocations could supplement the Program budget, fund new or unanticipated activities, or free up additional dedicated funds for capital improvements.

**Sales or Property Tax** - Through its review and discussions, the SMAB determined that either a dedicated sales or property tax would be appropriate to fund the activities described in this section. Either option would provide local control of Program budgets and consistent funding levels, avoiding drastic swings in annual budgets (and related staffing and projects) that programs which rely on general fund allocations or grants typically experience. A combination of both sales and property taxes could also be enacted or phased in over time, based on a percentage split or on specific Program activities as desired. This approach would spread the Program costs across different constituencies. General Fund appropriations could fund special projects or unanticipated needs the Program budget on an as-needed basis.

The business and citizen survey results indicate that the public prefers **a sales tax/property tax/combination** to fund the Program's activities. The citizen survey is provided under separate cover. The Program should pursue this **funding source/combination of funds** initially, but may need to fall back on a different revenue source or sources if a funding initiative is unsuccessful or if future conditions change.

**State and Federal Funds** - State and federal funding sources are limited and generally competitive. Matching funds from local sources are required under these programs. However, state and Federal programs could be a valuable supplement to local strategies, providing technical assistance and program management in addition to monetary support for special projects or other activities not included in the core Program. The following observations are offered for the SMAB's consideration in developing a federal and non-federal funding program:

- Recognize that the majority of non-local programs are just one element of the Program's overall revenue package.



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- Identify and apply for grants, where possible, to fund specific elements of a project or program.
- Remember that federal or any non-local funds in any amount add to the overall revenue side. The non-local funds on a project may not total a high percentage of the cost, but a grant or earmark may free up local funds for enhancements or even to fund another urgent need.
- Use multi-year authorization bills for projects and programs (e.g. Commerce, U.S. Environmental Protection Agency, Department of Transportation, Housing and Urban Development, U.S. Army Corps of Engineers, U.S. Department of Agriculture).
- Use annual President's Budget for projects and programs where appropriate.
- Consider lobbying for specialized federal legislation addressing countywide stormwater challenges.

State and federal program funding levels and eligibility requirements should be surveyed annually to identify potential funds and to determine application requirements. Special projects and initiatives should be developed based on this review, contingent upon successfully obtaining funds. Some potential funding programs are listed below, grouped by the type of special projects or multiple-benefit initiatives to which they might apply (see Appendix C for details).

### General Project Funding

- Community Development Block Grant (CDBG)
- Clean Water State Revolving Fund (CWSRF)
- Earmarks:
  - EPA State and Tribal Assistance Grants
  - EPA Environmental Programs and Management
  - USACE General Investigations
  - USACE Construction General program
  - USACE General Provisions and Civil, Operations and Maintenance
  - USDA
  - HUD Community Development Fund
  - HUD Economic Development Initiative
  - HUD Neighborhood Initiative

### Flood Risk Management and Mitigation

- USACE projects are authorized in the Water Resources Development Act.
- FEMA's Hazard Mitigation Assistance (HMA) grant programs:



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- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance (FMA)
- Repetitive Flood Claims (RFC)
- Severe Repetitive Loss (SRL)
- National Levee Rehabilitation, Improvement & Flood Mitigation Fund (Proposed)

### Water Quality

- The Kansas Department of Health Section 319 Grant Program
- Kansas Watershed Restoration And Protection Strategy (WRAPS)

### Natural Resource Preservation

- USACE - Sections 514, 206, 1135 programs
- EPA - Specific programs
- Federal Highway Administration (FHWA)
- USDA
- U.S. Fish and Wildlife Service (USFWS)

### Natural Resource Preservation and Recreation

- Recreational Trails Program
- Land and Water Conservation Fund
- National Park Service Rivers, Trails and Conservation Assistance

## **Budget**

Up to this point the County Commission has approved \$200,000 in annual funding for the Program, and this business plan anticipates a similar funding level for FY 2012 and 2013. However, requesting a somewhat greater appropriation for FY 2012 and 2013 would allow the Program to hire a dedicated Program Planner to begin building the administrative and policy framework for expanded operations. A dedicated staffer would be able to pursue outside funding as well.

Table 2 on the following page outlines the proposed budget for the first three years of the implementation phase and for the Program's first year of operation at full capacity, which is assumed to be 2015. The proposed budget for 2012 would support education for a public finance initiative, and continued coordination and administrative support. During 2013, funding



**Table 2**  
**Stormwater Management Program Implementation Budget**

Base Level Funding	\$200,000	\$200,000	\$300,000	\$400,000
Tier 1 – Core Functions	2012	2013	2014	2015
<b>Program Administration/Staff</b>				
1. Program Administration/Watershed Planner (2014-15)	\$25,000	\$25,000	\$100,000	\$100,000
2. Operations and Administration Expenses			\$25,000	\$50,000
<b>Coordination and Technical Assistance</b>				
3. Facilitate Regional Stormwater Coordination	\$25,000	\$25,000	\$50,000	\$50,000
4. Provide Technical Assistance & Guidance			\$25,000	\$100,000
<b>Public Awareness Strategy</b>				
5. Finance and Outreach Campaign	\$150,000			
6. Stormwater Education		\$150,000	\$100,000	\$100,000
Tier 2 – Watershed Planning	2012	2013	2014	2015
<b>Staff</b>				
7. Stormwater Engineer				\$150,000
<b>Stormwater Activities</b>				
8. Watershed Master Plan Update and Pilot Study			\$1,000,000	
9. Watershed Studies & Plans				\$1,050,000
10. Floodplain Management				\$500,000
Tier 3 – Capital Improvement Funding	2012	2013	2014	2015
<b>Staff</b>				
11. Program Manager				\$200,000
<b>Stormwater Activities</b>				
12. PES & Project Funding Applications			\$300,000	\$300,000
13. Capital Funding Recommendations to Commission			\$3.3 Million	\$7.5 Million
Cumulative Tier I, II & III Funding	2012	2013	2014	2015
Tier I - Core Functions	\$200,000	\$200,000	\$300,000	\$400,000
Tier II – Watershed Planning	NA	NA	\$1.0 Million	\$1.7 Million
Tier III – Capital Improvement Funding	NA	NA	\$3.6 Million	\$8.0 Million
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$4.9 Million</b>	<b>\$10.1 Million</b>



would transition to more general education and technical assistance, and continued Program coordination and administrative support. The proposed budget assumes that dedicated revenue will become available beginning in 2014, which would begin to fund staff increases and preliminary planning projects. See Appendix C for more detail.

The proposed annual budget for 2016 to 2024 would be similar to the proposed budget for 2015. The budget allocates \$400,000 per year for Tier I activities, and \$1.7 million for Tier II activities, including additional staff, planning, and flood risk management. The proposed Tier II budget assumes that three watershed studies would be completed annually at a typical cost of \$300,000 to \$500,000 each, with an average cost of \$350,000. A dedicated Program Manager is budgeted in the Tier III along with matching funds for Preliminary Engineering Studies (PES). The remainder of the annual revenue would be allocated for capital expenditures. By 2024 watershed all 30 watershed studies should be completed and the Tier III (capital) budget could be increased proportionally during the subsequent 10 years. Actual funding amounts in any given year could vary by Tier and by activity depending on specific priorities and available revenue during any given budget year.

Currently, the best estimate of countywide, long-term stormwater funding needs (including Tier I and II activities and anticipated capital projects) is \$248 million. See Appendix A for details. In addition, flood control levee evaluations revealed an estimated \$38 million in needed upgrades to maintain the county levees' certification, and would bring the total, anticipated capital needs to \$286 million. The proposed annual budget of \$10.1 million (in 2015 dollars) is proposed to address this anticipated backlog over a 20-year time frame. This funding level equates to a 0.375 percent Sales Tax or 2.08 Mill Property Tax according to Sedgwick County Public Works future revenue estimate for 2015.

Based on current home prices, the owner of a median-value home would pay about \$30 per year (or \$2.50 per month) if the Program were funded by property taxes. Trust for Public Land found in its 2007 study of open space ballot initiatives that measures which cost \$30 per household per year were consistently approved by the voters. The Citizen Survey indicated that Sedgwick County homeowners would be willing to pay \$X.XX per month or \$XX.XX per year to fund the Program.

This estimate is for budgeting purposes only, and is based on information voluntarily provided by some, but not all, of the county's municipalities and watershed or drainage districts. Few of the stormwater projects were identified through watershed studies, and further investigation may reveal that many projects do not address the root causes of problems or urgent needs. Some projects will undoubtedly be eliminated from consideration, while detailed watershed studies will likely identify many other needed and beneficial stormwater management projects. Until watershed studies are completed, \$248 million is the best available cost estimate for the Program. Table 3 on the subsequent page provides an overview of the Program's estimated, cumulative funding over 20 years of full operation.



**Table 3 - Program Funding Summary**

Total Estimated Capital Needs (Includes Levee Rehabilitation):	\$ 286 Million
Federal Matching Funds <sup>a</sup> :	(\$ 25 Million)
Total Capital Program Cost:	\$ 261 Million
Anticipated Program Revenues (20 Years) <sup>b</sup> :	\$ 202.0 Million
Non-Capital Expenditures:	(\$ 37.5 Million)
Available Capital Funds:	\$ 164.5 Million
Total Capital Program Cost:	(\$ 261.0 Million)
Local Matching Funds:	\$ 96.5 Million
Average Program Match <sup>c</sup> :	63% Program/37% Local Funds

Notes:

- a Assumes 65% Federal match recommended by the National Committee on Levee Safety.
- b \$10.1 Million/year; equivalent to a 0.375% Sales Tax or 2.08 Mill Property Tax (2015 Dollars).
- c Average Program match would average 58% if Federal funds are not available for Levee improvements.

The scenario presented above is based on several assumptions. First, debt service is not included in the budget and should be carefully considered on a case-by-case basis. Operating on a pay-as-you-go basis would maximize project and capital expenditures. Long-range planning and budgeting for major, capital projects will be important to avoid "diluting" the value of the Program's revenue stream. Second, the 63-percent average match assumes that not all projects would be recommended for the full, 75-percent Program match. Some projects may be lower-priority or may not provide multiple benefits. In addition, sufficient revenue may not be available to fully match all project funding requests and still complete the anticipated backlog within 20 years. If revenues are less than anticipated, if some larger projects are debt-financed, or if the SMAB recommends and the County Commission approves consistently higher levels of Program match, more than 20 years may be required to complete the anticipated capital projects.

## Capital Improvements Program

### Project Prioritization

One of the SMAB's main objectives is to provide funding for stormwater management projects that public entities sponsor in Sedgwick County. An effective method of determining which projects should be funded is to rank them by priority. With this in mind, the Program would use set criteria to evaluate and prioritize all projects for capital funding. Two variations of Project Ranking Criteria (PRC) would be used to assist with project prioritization. One is for ranking watershed plan and study requests, and the other for stormwater management infrastructure projects. See Appendix F for more detail.





The goal of the PRC is to objectively measure potential project impacts against regional stormwater management goals, recommended technical direction and funding availability. The measurement is intended to determine which projects provide the greatest benefits relative to one another so that Program staff, the SMAB, and the County Commission can make an informed decision and spend Program resources effectively. Additionally, the PRC are specifically designed to work with small and large projects in both urban and rural settings. When the PRC are applied, worthy projects throughout the county will be able to compete and secure funding.

The PRC are based on four primary assumptions:

- The funding may be provided for watershed plans or studies, and for infrastructure projects.
- The SMAB would fund between 50 and 75 percent of total project costs.
- The Program will establish a list of priority watersheds. Initially, the list would be based on the countywide stormwater study proposed for Year 5, which would prioritize watershed studies and develop conceptual, regional stormwater improvements. The priority watershed list would be updated as detailed watershed studies are completed, and would be based on the stormwater management needs within each watershed.
- For the Infrastructure Projects PRC, a PES would be completed for the project. A PES submitted by a licensed engineer would answer the questions contained in the PRC and provide sufficient data from appropriate sources to validate the funding application. A plan or study completed within the five years prior to the application submittal would suffice if it answers all questions.

The following project information would be needed with each PRC:

- The name of the entity requesting SMAB funding
- The name(s) of the watershed(s) where the project's study area is located
- The total estimated project cost
- The total amount of SMAB funding being requested

The final application would include a primary point-of-contact for as well as a statement that certifies by signature the veracity of the application and the contact's authority to submit it on behalf of the agency.

**Watershed/Sub-watershed Plans and Studies PRC** - It is an objective of the SMAB to eventually comprehensively study all watersheds in Sedgwick County. Funding for SMAB to conduct these plans and studies is accounted for in the business plan. There may, however, be instances where another jurisdiction would like to study a sub-watershed or an area that the SMAB has not identified as being a priority. Should the SMAB decide to fund such studies, this set of PRC provides a tool whereby their benefits could be assessed.

**Infrastructure Projects PRC** - Infrastructure projects would not ranked solely by a point total. Rather, the cumulative point total is divided into the amount of SMAB funding requested. This provides a rough cost to benefit ratio by which projects will be compared.



### ***CIP Funding Recommendations***

PRC rankings would be the starting point for determining the relative community benefits of a given project. As envisioned in this plan, the process would be used to develop a CIP funding plan that would be updated on an annual basis, as described below. Ultimately, it will be up to the SMAB to finalize the priority rankings taking into consideration a wide variety of factors and applying their expertise and knowledge.

Program staff would work with applicants for funding, providing guidance on the application process and requirements, project ranking criteria, and preliminary engineering study requirements. Staff would assist the applicants as necessary and feasible, short of completing documentation or analysis that are the applicants' responsibility. Staff would review submittals for accuracy and completeness and adherence to the Program's requirements, and would provide written comments to the applicants and their consultants if applicable. Staff would request edits, clarification, amendments, or additional study if necessary and in line with the submittal requirements or scope of work. The process would include the following steps:

- The PES would be the first step in the funding application process. Municipalities or districts would submit an application describing the potential project or issue and request funding to conduct a PES. Program staff would review the requests as received and recommend to the SMAB whether or not to fund the request. This Strategic Business Plan assumes that the Program would fund 75 percent of the costs of worthy PES requests as they are received, until the annual budget allocation is exhausted. Applicants could choose to fund 100 percent of the study costs, of course.
- Once the PES is completed, the applicants would use the results to complete a PRC form and submit a formal funding application to the Program. Staff would review the PRC for completeness and accuracy. Once accepted, staff would make a funding recommendation including the percentage of Program matching funds if applicable. Over the course of each annual funding cycle, staff would collect and compile applicants' completed project ranking sheets and funding requests, and would rank and prioritize the requested projects for funding. The end of the annual application cycle would be set at such a date to allow sufficient time for staff to compile its recommendation for SMAB and County Commission review and approval. Funding would be recommended for the highest-ranking projects that available revenues will support during the funding cycle.
- The SMAB would consider staff recommendations and either approve the recommended funding requests or make changes at its discretion. If the SMAB requests changes to the prioritization it would work with Program staff to determine what projects can be funded with the available revenues. Staff would also provide assistance if revenues are insufficient to fund desired projects and the SMAB wishes to consider debt financing for a specific project.
- Upon award the applicants would prepare designs and construct the approved projects, periodically requesting reimbursement (quarterly or monthly if staff resources permit) from the Program, up to the approved funding ceiling. Project designs would have to comply with the Storm Water Manual or other adopted design guidance. It is not anticipated that the Stormwater Engineer would review individual project designs,



but the SMAB would reserve the right to audit applicants' programs periodically to ensure that they are complying with adopted policies, design guidance, and the terms of their interlocal agreements with the County. The SMAB could decline to fund future requests from applicants that violate Program policies and guidance.

### ***Future Projects***

Unspent funds would become available for future projects during the next funding cycle. In some cases a project funding request may be withdrawn by the applicant after approval. In such cases, the allocated Program revenue would also become available for the next funding cycle. Project funding requests that are unfulfilled would remain on the proposed CIP funding list as long as they are valid and do not change substantially, but they would still be subject to the competitive prioritization process. If a project changes significantly, the SMAB could require the applicant to revise its PRC and resubmit its funding application.



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*working for you*

# Appendices