



APPENDIX F-STORM WATER UTILITY FEE CREDIT POLICY



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Authority and Purpose

The City of Fort Worth (City) adopted an ordinance (No. 16781) creating a Storm Water Utility (Utility) in July 2006 to provide a stable and equitable funding for its Storm Water (SWM) management program. Developed properties are charged monthly storm water utility fees based on the amount of impervious area on a parcel of property. The ordinance establishing the Utility also gives the Transportation and Public Works (TPW) Director the authority in Section 12.5-343(C) to grant credits (Credits) to non-residential rate payers who voluntarily use storm water runoff management techniques. These credits are applied as percent discounts to regular monthly storm water fees.

A general scheme of granting credits was developed by citizen task force and presented to the City Council for comment in 2008. The purpose of this Credit Manual is to set forth the specific conditions that must be achieved to qualify for Credits. Each credit listed below is given to encourage voluntary practices which will benefit the SWM program.

Eligibility

Per section 12.5-343(C) of the ordinance, credits are only available to non-residential properties.

Types of Credits

Credits are available under the following categories. The percentages reflect maximum possible credit award.

1). Zero Discharge:	80%
2). Extra Flood Storage:	25%
3). Water Quality & Green Infrastructure Treatment:	25%
4). Inlet Trash Collection Devices:	10%
5). Inlet Marker Installation:	\$100 maximum
6). Parking Lot Sweeping:	Minimum 5%, maximum on case-by-case
7). Student Education:	10%
8). Public Education:	5%
9). Trash Cleanup:	10%/event up to 20%
10).Beneficial special measures:	Maximum on case-by-case



Conditions for Credit

The following general conditions apply:

- Credit is valid for a year, and will require yearly renewals;
- Deadline for annual renewals is March 31;
- Sum of credits, except for Zero-Discharge and Beneficial Special Measures, cannot exceed 40%;
- The maximum credits, in certain categories, reflect applicant going demonstrably above and beyond the minimum standard and credit is negotiated on a case-by-case basis;
- Credit applicant agrees to their facility being inspected;
- Annual self-inspection of facilities and reporting is required for renewal;
- A maintenance plan for credits associated with detention and retention ponds, and green infrastructure is required;
- Modification of an existing facility with additional improvements to receive credits may require amendment to the applicant's Storm Water Facility Maintenance Agreement (SWFMA);
- Student education credit will be awarded by School District and requires the Education Coordinator's (or similar position) signature.
- Incomplete or untimely submission by renewal deadline will result in any credit being automatically suspended for 3 months.

Administration of Credit Program

The Credit program will be administered as follows:

- The Storm Water Program Manager or designee in SWM will be responsible for the overall administration of the program;
- The Water Quality Engineer in SWM will be the point-of-contact for accepting, reviewing and authorizing the individual credit application;
- Once credit is authorized, the application will be sent to SWM's Billing Section which will be responsible for amending the account for change in storm water utility fees with the credit;
- Credit will be given to the applicant on the next billing cycle following receipt of completed application.

Credit Categories

1). Zero Discharge Credit (80% credit)

A credit of up to 80% of Storm water fees will be given for impervious areas which drain to a retention pond that is designed and operated to contain runoff from a 100-year 24-hour storm without discharge from the property. Retention pond with lower levels of service will be considered for a pro-rated credit. This credit is intended for runoff that's stored in retention ponds for later re-use. A signed and sealed study by a qualified engineer must be approved by SWM for this credit to be granted. Property owners interested in this credit should meet with SWM staff prior to engaging an engineer to perform the study to understand the engineering analysis required to meet the qualifying standards.



2). Extra Flood Storage (up to 25% credit)

This credit is offered for participants that allocated flood storage volume on their private properties to help alleviate significant flooding in the surrounding area due to inadequate and/or undersized public drainage infrastructure. The intent of this category is for applicants, in addition to meeting the storm water requirements for development of their property, to over detain storm water runoff on their property to provide off-site flood relief. Participants will need to demonstrate through engineering calculations that they have provided extra detention while going beyond the City's drainage requirements for their property. Applicants interested in pursuing this should contact the City to find out if their property is in an area of significant flood risk where this might be appropriate.

Credit will be pro-rated based on the amount of volume provided on the property owner's storm water facility to relieve the 5-year flooding. Full credit of 25% will be awarded if the property owner provides 100% additional volume (beyond development requirement) on their property to mitigate the 5-year flooding, and pro-rated thereafter by percentage (100% of 5-year event mitigated= 25% fee credit, 50% of 5-year event mitigated = 12.5% fee credit). These will be reviewed and assessed on a case-by-case basis.

3). Water Quality & Green Infrastructure (GI) Treatment Credit (up to 25% credit)

25% credit will be given for impervious areas draining to a water quality treatment control Best Management Practice (BMP). A maintenance plan for the BMP is required. Applicants should provide a written narrative from an engineer of how their BMP accomplishes water quality treatment of storm water discharges from impervious cover through Green Infrastructure (GI) or other BMP practices. In the case of treatment credit for non-structural detention facilities, the expectation is that the applicant would have retrofitted the facility outlet so it works to detain and gradually release flows for different levels of storm return periods (2-year and 5-year storms). Structural BMP water quality devices such as below ground treatment devices are required to treat the 24-hour 85th percentile storm. If application for credit is happening during the design stage, the written narrative should be incorporated into their design sheets. Property owners interested in this credit should meet with SWM staff prior to sending an application. Credit will be prorated based on the amount of water quality treatment the system provides.

- Non-structural BMP treatment for both the 2 year and 5-year event - 25% credit
- Non-structural treatment for the 2-year event- 12.5% credit

4). Inlet Trash Collection Devices (10% credit)

Up to 10% credit will be given for impervious areas draining to inlet BMP devices that are designed and operated to collect litter and sediment from minor flows of less than one year storm frequency. The inlet BMP devices should not pose additional flooding risks around the inlet area. Approval must be given for the specific design of the fitting, including manufacturer's recommended maintenance and frequency. The property owner will be responsible for maintenance of the device via a Storm Water Facility Maintenance Agreement with the City. Annual self-reporting is required.



5. Inlet Marker Installation Credit (up to a \$100 credit once/year)

Inlet markers are an educational tool that help communicate to the public about the importance of not placing pollutants into the storm drain system, which directly flow into our community's creeks and channels. Depending on the amount of inlet markers installed, up to a \$100 credit can be received for inlet marker installation by a volunteer group. Each group can only receive credit 1 time/year and the credit is applied to the month's bill after the volunteer project is completed, or to several bills totaling up to the credit amount, if the monthly bill is less than the received credit. Volunteer groups can work to receive a credit for non-residential property storm water utility rate payers such as Homeowners Associations, commercial business, or non-profit organizations.

The amount of credit received will be \$2.50/marker installed with a minimum of 20 markers installed:

- 20 markers installed = \$50 credit
- 40 markers installed = \$100 credit

Those interested in this credit should contact the City to discuss application for the credit and confirm that inlet markers and installation materials are currently available. Specific locations of inlet marker installation along with amount of credit will be pre-determined by City staff. Volunteer groups may be able to specify areas where they would like to install the markers. Volunteer leaders will need to pick up and bring back supplies to a specified City location. Volunteers will need to sign release of liability waivers and commit to abiding by all precautions associated with use of the adhesive used to apply the markers to the inlets.

6. Parking Lot Sweeping (Minimum 5%, maximum on case-by-case basis)

The 5% credit will be given for a parking lot swept once weekly. More intense sweeping and cleaning in *environmentally sensitive areas* may be eligible for higher levels of credit on a case-by-case basis.

7. Student Education (10%)

A 10% credit will be given to public or private K-12 educational facilities where an average of one hour/student of age-appropriate storm water related teaching is provided each year. Eligible topics include: flood protection, public safety and environmental stewardship and other subject material approved by the City. Educational credits will be awarded to all schools within a district and also within City of Fort Worth meeting the above requirements and will require the Education Coordinator's (or similar position) signature. Individual schools may apply separately if the school district wishes to pursue individual credits. Applicable educational templates and forms should be requested from the SWM Water Quality Engineer.

8. Public Education (5%)

Up to 5% credit will be awarded for entities that prominently display storm water related educational signage. These signs should educate the public about the impact of pollution (e.g., trash) on the City's waterways and/or provide educational information about flood risk and associated safety precautions. In order to qualify for this credit, applicants will need to demonstrate a minimum visitor traffic of 100 visitors/day on property.



9). Trash Cleanup (10%/event, up to 20% per year for more frequent clean ups)

Up to 10% credit per cleaning event will be given to qualifying organizations that clean areas of the City where trash accumulates. Organizations are encouraged to participate in city-wide cleanup efforts such as the Cowtown Great American Cleanup and Trinity Trash Bash events. More frequent clean up events will qualify for up to a maximum of 20% credits annually.

10). Beneficial Special Measures (maximum on case-by-case)

Recognizing that there may be measures for water quantity and quality improvement not identified in the previously listed categories, this category allows awarding credit for special measures that are supportive of broader storm water management goals and objectives. These include measures that solve or improve water quantity and quality concerns for which the City has encountered various feasibility constraints. Credit under this category will be awarded on a case-by-case basis. In many cases, a signed and sealed study by a qualified engineer must be approved by SWM for this credit to be granted. Property owners interested in this credit should meet with SWM staff prior to engaging an engineer to perform the study to understand the engineering analysis required to meet the qualifying standards.

Fees

No fees are required to submit an application for a storm water credit. The cost of administering this program will be borne solely by SWM.

Application for Credits

All applicants must complete the attached Application for Storm Water Fee Credit. All required attachments indicated in the forms or specified above must be included for the application to be considered complete.

The initial review of Storm Water Credit Applications will be completed within 60 days of the receipt of the application form and required documentations. The application forms will be checked for completeness and accuracy. If deficiencies are found during the review, a deficiency letter or email will be sent to the applicant. Upon receipt of required additional information, the review will resume and be completed within 60 days of receipt of additional information. Upon qualifications, a letter or email will be sent to the applicant notifying them of approval of the credit. The storm water utility fee reduction will be applied to the next regular billing cycle.

Inspections

Upon application for a credit, the applicant shall, as applicable, grant the City a right-of-entry to inspect the site at any time to verify the information submitted and to confirm compliance with applicable program requirements. If, after its review or inspection, the City finds the application to be inaccurate or the facility to be out of compliance, the applicant will be notified in writing and given up to 45 days to correct the deficiency. The applicant must provide written documentation to the City within 45 days of the original notice by the City that the facility is now meeting all program requirements along with evidence that the deficiency has been corrected. If the deficiency is not satisfactorily corrected, the fee credit will be terminated on the following billing cycle. The credit suspension will remain in effect a



minimum of 6 months, after which time the facility may reapply for the fee credit. The reapplication must include evidence that the deficiency has been corrected and that the facility has been in compliance with the program requirements for at least 3 months prior to reapplication.

APPROVED:

Greg Simmons

12 July 22

For William M. Johnson P.E., Director, TPW

Date