

- g. There shall be no unauthorized discharge of wastewater or any other waste. For the purpose of this permit, an unauthorized discharge is considered to be any discharge of wastewater into or adjacent to water in the state at any location not permitted as an outfall or otherwise defined in the Other Requirements section of this permit.
- h. In accordance with 30 TAC § 305.535(a), the permittee may allow any bypass to occur from a TPDES permitted facility which does not cause permitted effluent limitations to be exceeded or an unauthorized discharge to occur, but only if the bypass is also for essential maintenance to assure efficient operation.
- i. The permittee is subject to administrative, civil, and criminal penalties, as applicable, under TWC §§ 7.051 - 7.075 (relating to Administrative Penalties), 7.101 - 7.111 (relating to Civil Penalties), and 7.141 - 7.202 (relating to Criminal Offenses and Penalties) for violations including, but not limited to, negligently or knowingly violating the federal CWA §§ 301, 302, 306, 307, 308, 318, or 405, or any condition or limitation implementing any sections in a permit issued under the CWA § 402, or any requirement imposed in a pretreatment program approved under the CWA §§ 402 (a)(3) or 402 (b)(8).

### 3. Inspections and Entry

- a. Inspection and entry shall be allowed as prescribed in the TWC Chapters 26, 27, and 28, and THSC § 361.
- b. The members of the Commission and employees and agents of the Commission are entitled to enter any public or private property at any reasonable time for the purpose of inspecting and investigating conditions relating to the quality of water in the state or the compliance with any rule, regulation, permit or other order of the Commission. Members, employees, or agents of the Commission and Commission contractors are entitled to enter public or private property at any reasonable time to investigate or monitor or, if the responsible party is not responsive or there is an immediate danger to public health or the environment, to remove or remediate a condition related to the quality of water in the state. Members, employees, Commission contractors, or agents acting under this authority who enter private property shall observe the establishment's rules and regulations concerning safety, internal security, and fire protection, and if the property has management in residence, shall notify management or the person then in charge of his presence and shall exhibit proper credentials. If any member, employee, Commission contractor, or agent is refused the right to enter in or on public or private property under this authority, the Executive Director may invoke the remedies authorized in TWC § 7.002. The statement above, that Commission entry shall occur in accordance with an establishment's rules and regulations concerning safety, internal security, and fire protection, is not grounds for denial or restriction of entry to any part of the facility, but merely describes the Commission's duty to observe appropriate rules and regulations during an inspection.

### 4. Permit Amendment and/or Renewal

- a. The permittee shall give notice to the Executive Director as soon as possible of any planned physical alterations or additions to the permitted facility if such alterations or additions would require a permit amendment or result in a violation of permit requirements. Notice shall also be required under this paragraph when:

- i. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in accordance with 30 TAC § 305.534 (relating to New Sources and New Dischargers); or
  - ii. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are subject neither to effluent limitations in the permit, nor to notification requirements in Monitoring and Reporting Requirements No. 9; or
  - iii. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
- b. Prior to any facility modifications, additions, or expansions that will increase the plant capacity beyond the permitted flow, the permittee must apply for and obtain proper authorization from the Commission before commencing construction.
  - c. The permittee must apply for an amendment or renewal at least 180 days prior to expiration of the existing permit in order to continue a permitted activity after the expiration date of the permit. If an application is submitted prior to the expiration date of the permit, the existing permit shall remain in effect until the application is approved, denied, or returned. If the application is returned or denied, authorization to continue such activity shall terminate upon the effective date of the action. If an application is not submitted prior to the expiration date of the permit, the permit shall expire and authorization to continue such activity shall terminate.
  - d. Prior to accepting or generating wastes which are not described in the permit application or which would result in a significant change in the quantity or quality of the existing discharge, the permittee must report the proposed changes to the Commission. The permittee must apply for a permit amendment reflecting any necessary changes in permit conditions, including effluent limitations for pollutants not identified and limited by this permit.
  - e. In accordance with the TWC § 26.029(b), after a public hearing, notice of which shall be given to the permittee, the Commission may require the permittee, from time to time, for good cause, in accordance with applicable laws, to conform to new or additional conditions.
  - f. If any toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is promulgated under CWA § 307(a) for a toxic pollutant which is present in the discharge and that standard or prohibition is more stringent than any limitation on the pollutant in this permit, this permit shall be modified or revoked and reissued to conform to the toxic effluent standard or prohibition. The permittee shall comply with effluent standards or prohibitions established under CWA § 307(a) for toxic pollutants within the time provided in the regulations that established those standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.



## 5. Permit Transfer

- a. Prior to any transfer of this permit, Commission approval must be obtained. The Commission shall be notified in writing of any change in control or ownership of facilities authorized by this permit. Such notification should be sent to the Applications Review and Processing Team (MC 148) of the Water Quality Division.
- b. A permit may be transferred only according to the provisions of 30 TAC § 305.64 (relating to Transfer of Permits) and 30 TAC § 50.133 (relating to Executive Director Action on Application or WQMP update).

## 6. Relationship to Hazardous Waste Activities

This permit does not authorize any activity of hazardous waste storage, processing, or disposal that requires a permit or other authorization pursuant to the Texas Health and Safety Code.

## 7. Relationship to Water Rights

Disposal of treated effluent by any means other than discharge directly to water in the state must be specifically authorized in this permit and may require a permit pursuant to TWC Chapter 11.

## 8. Property Rights

A permit does not convey any property rights of any sort, or any exclusive privilege.

## 9. Permit Enforceability

The conditions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstances, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

## 10. Relationship to Permit Application

The application pursuant to which the permit has been issued is incorporated herein; provided, however, that in the event of a conflict between the provisions of this permit and the application, the provisions of the permit shall control.

## 11. Notice of Bankruptcy

- a. Each permittee shall notify the Executive Director, in writing, immediately following the filing of a voluntary or involuntary petition for bankruptcy under any chapter of Title 11 (Bankruptcy) of the United States Code (11 USC) by or against:
  - i. the permittee;
  - ii. an entity (as that term is defined in 11 USC, § 101(14)) controlling the permittee or listing the permit or permittee as property of the estate; or
  - iii. an affiliate (as that term is defined in 11 USC, § 101(2)) of the permittee.

- b. This notification must indicate:
  - i. the name of the permittee and the permit number(s);
  - ii. the bankruptcy court in which the petition for bankruptcy was filed; and
  - iv. the date of filing of the petition.

## **OPERATIONAL REQUIREMENTS**

1. The permittee shall at all times ensure that the facility and all of its systems of collection, treatment, and disposal are properly operated and maintained. This includes, but is not limited to, the regular, periodic examination of wastewater solids within the treatment plant by the operator in order to maintain an appropriate quantity and quality of solids inventory as described in the various operator training manuals and according to accepted industry standards for process control. Process control, maintenance, and operations records shall be retained at the facility site, or shall be readily available for review by a TCEQ representative, for a period of three years.
2. Upon request by the Executive Director, the permittee shall take appropriate samples and provide proper analysis in order to demonstrate compliance with Commission rules. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall comply with all applicable provisions of 30 TAC Chapter 312 concerning sewage sludge use and disposal and 30 TAC §§ 319.21 - 319.29 concerning the discharge of certain hazardous metals.
3. Domestic wastewater treatment facilities shall comply with the following provisions:
  - a. The permittee shall notify the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, in writing, of any facility expansion at least 90 days prior to conducting such activity.
  - b. The permittee shall submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity. Closure is the act of permanently taking a waste management unit or treatment facility out of service and includes the permanent removal from service of any pit, tank, pond, lagoon, surface impoundment and/or other treatment unit regulated by this permit.
4. The permittee is responsible for installing prior to plant start-up, and subsequently maintaining, adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, and/or retention of inadequately treated wastewater.
5. Unless otherwise specified, the permittee shall provide a readily accessible sampling point and, where applicable, an effluent flow measuring device or other acceptable means by which effluent flow may be determined.
6. The permittee shall remit an annual water quality fee to the Commission as required by 30 TAC Chapter 21. Failure to pay the fee may result in revocation of this permit under TWC § 7.302(b)(6).

## 7. Documentation

For all written notifications to the Commission required of the permittee by this permit, the permittee shall keep and make available a copy of each such notification under the same conditions as self-monitoring data are required to be kept and made available. Except for information required for TPDES permit applications, effluent data, including effluent data in permits, draft permits and permit applications, and other information specified as not confidential in 30 TAC §§ 1.5(d), any information submitted pursuant to this permit may be claimed as confidential by the submitter. Any such claim must be asserted in the manner prescribed in the application form or by stamping the words confidential business information on each page containing such information. If no claim is made at the time of submission, information may be made available to the public without further notice. If the Commission or Executive Director agrees with the designation of confidentiality, the TCEQ will not provide the information for public inspection unless required by the Texas Attorney General or a court pursuant to an open records request. If the Executive Director does not agree with the designation of confidentiality, the person submitting the information will be notified.

## 8. Facilities that generate domestic wastewater shall comply with the following provisions; domestic wastewater treatment facilities at permitted industrial sites are excluded.

- a. Whenever flow measurements for any domestic sewage treatment facility reach 75% of the permitted daily average or annual average flow for three consecutive months, the permittee must initiate engineering and financial planning for expansion and/or upgrading of the domestic wastewater treatment and/or collection facilities. Whenever the flow reaches 90% of the permitted daily average or annual average flow for three consecutive months, the permittee shall obtain necessary authorization from the Commission to commence construction of the necessary additional treatment and/or collection facilities. In the case of a domestic wastewater treatment facility which reaches 75% of the permitted daily average or annual average flow for three consecutive months, and the planned population to be served or the quantity of waste produced is not expected to exceed the design limitations of the treatment facility, the permittee shall submit an engineering report supporting this claim to the Executive Director of the Commission.

If in the judgment of the Executive Director the population to be served will not cause permit noncompliance, then the requirement of this section may be waived. To be effective, any waiver must be in writing and signed by the Director of the Enforcement Division (MC 219) of the Commission, and such waiver of these requirements will be reviewed upon expiration of the existing permit; however, any such waiver shall not be interpreted as condoning or excusing any violation of any permit parameter.

- b. The plans and specifications for domestic sewage collection and treatment works associated with any domestic permit must be approved by the Commission and failure to secure approval before commencing construction of such works or making a discharge is a violation of this permit and each day is an additional violation until approval has been secured.
- c. Permits for domestic wastewater treatment plants are granted subject to the policy of the Commission to encourage the development of area-wide waste collection, treatment, and disposal systems. The Commission reserves the right to amend any domestic wastewater

permit in accordance with applicable procedural requirements to require the system covered by this permit to be integrated into an area-wide system, should such be developed; to require the delivery of the wastes authorized to be collected in, treated by or discharged from said system, to such area-wide system; or to amend this permit in any other particular to effectuate the Commission's policy. Such amendments may be made when the changes required are advisable for water quality control purposes and are feasible on the basis of waste treatment technology, engineering, financial, and related considerations existing at the time the changes are required, exclusive of the loss of investment in or revenues from any then existing or proposed waste collection, treatment or disposal system.

9. Domestic wastewater treatment plants shall be operated and maintained by sewage plant operators holding a valid certificate of competency at the required level as defined in 30 TAC Chapter 30.
10. For Publicly Owned Treatment Works (POTWs), the 30-day average (or monthly average) percent removal for BOD and TSS shall not be less than 85%, unless otherwise authorized by this permit.
11. Facilities that generate industrial solid waste as defined in 30 TAC § 335.1 shall comply with these provisions:
  - a. Any solid waste, as defined in 30 TAC § 335.1 (including but not limited to such wastes as garbage, refuse, sludge from a waste treatment, water supply treatment plant or air pollution control facility, discarded materials, discarded materials to be recycled, whether the waste is solid, liquid, or semisolid), generated by the permittee during the management and treatment of wastewater, must be managed in accordance with all applicable provisions of 30 TAC Chapter 335, relating to Industrial Solid Waste Management.
  - b. Industrial wastewater that is being collected, accumulated, stored, or processed before discharge through any final discharge outfall, specified by this permit, is considered to be industrial solid waste until the wastewater passes through the actual point source discharge and must be managed in accordance with all applicable provisions of 30 TAC Chapter 335.
  - c. The permittee shall provide written notification, pursuant to the requirements of 30 TAC § 335.8(b)(1), to the Corrective Action Section (MC 221) of the Remediation Division informing the Commission of any closure activity involving an Industrial Solid Waste Management Unit, at least 90 days prior to conducting such an activity.
  - d. Construction of any industrial solid waste management unit requires the prior written notification of the proposed activity to the Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division. No person shall dispose of industrial solid waste, including sludge or other solids from wastewater treatment processes, prior to fulfilling the deed recordation requirements of 30 TAC § 335.5.
  - e. The term "industrial solid waste management unit" means a landfill, surface impoundment, waste-pile, industrial furnace, incinerator, cement kiln, injection well, container, drum, salt dome waste containment cavern, or any other structure vessel, appurtenance, or other improvement on land used to manage industrial solid waste.

- f. The permittee shall keep management records for all sludge (or other waste) removed from any wastewater treatment process. These records shall fulfill all applicable requirements of 30 TAC § 335 and must include the following, as it pertains to wastewater treatment and discharge:

- i. Volume of waste and date(s) generated from treatment process;
- ii. Volume of waste disposed of on-site or shipped off-site;
- iii. Date(s) of disposal;
- iv. Identity of hauler or transporter;
- v. Location of disposal site; and
- vi. Method of final disposal.

The above records shall be maintained on a monthly basis. The records shall be retained at the facility site, or shall be readily available for review by authorized representatives of the TCEQ for at least five years.

12. For industrial facilities to which the requirements of 30 TAC § 335 do not apply, sludge and solid wastes, including tank cleaning and contaminated solids for disposal, shall be disposed of in accordance with THSC § 361.

TCEQ Revision 08/2008

## SLUDGE PROVISIONS

The permittee is authorized to dispose of sludge only at a Texas Commission on Environmental Quality (TCEQ) authorized land application site, co-disposal landfill, wastewater treatment facility, or facility that further processes sludge. **The disposal of sludge by land application on property owned, leased or under the direct control of the permittee is a violation of the permit unless the site is authorized with the TCEQ.**

**This provision authorizes composting of sewage sludge at the treatment facility. This provision authorizes Distribution and Marketing of sludge. This provision does authorize the permittee to land apply Class A sludge on property owned, leased, or under the direct control of the permittee. This provision does authorize the permittee to compost sludge from the permittee's City of Pflugerville (TPDES Permit No. WQ0014642001) and dispose of the composted sludge according to the provisions of this permit. This provision does not authorize the permittee to land apply Class B sludge on property owned, leased or under the direct control of the permittee.**

## SECTION I. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE LAND APPLICATION

### A. General Requirements

1. The permittee shall handle and dispose of sewage sludge in accordance with 30 TAC § 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge.
2. In all cases, if the person (permit holder) who prepares the sewage sludge supplies the sewage sludge to another person for land application use or to the owner or lease holder of the land, the permit holder shall provide necessary information to the parties who receive the sludge to assure compliance with these regulations.
3. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the sewage sludge disposal practice.

### B. Testing Requirements

1. Sewage sludge shall be tested annually in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I [Toxicity Characteristic Leaching Procedure (TCLP)] or other method that receives the prior approval of the TCEQ for the contaminants listed in 40 CFR Part 261.24, Table 1. Sewage sludge failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal. Following failure of any TCLP test, the management or disposal of sewage sludge at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge no longer exhibits



the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 11) within seven (7) days after failing the TCLP Test. The report shall contain test results, certification that unauthorized waste management has stopped and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 11) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30<sup>th</sup> of each year. Effective December 21, 2020, the permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

2. Sewage sludge shall not be applied to the land if the concentration of the pollutants exceeds the pollutant concentration criteria in Table 1. The frequency of testing for pollutants in Table 1 is found in Section I.C. of this permit.

TABLE 1

<u>Pollutant</u>	<u>Ceiling Concentration</u> <u>(Milligrams per kilogram)*</u>
Arsenic	75
Cadmium	85
Chromium	3000
Copper	4300
Lead	840
Mercury	57
Molybdenum	75
Nickel	420
PCBs	49
Selenium	100
Zinc	7500

\* Dry weight basis

### 3. Pathogen Control

All sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site must be treated by one of the following methods to ensure that the sludge meets either the Class A, Class AB or Class B pathogen requirements.

- a. For sewage sludge to be classified as Class A with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 most probable number (MPN) per gram of total solids (dry weight basis), or the density of Salmonella sp. bacteria in the sewage sludge must be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 1 - The temperature of the sewage sludge that is used or disposed shall be maintained at or above a specific value for a period of time. See 30 TAC § 312.82(a)(2)(A) for specific information;

Alternative 5 (PFRP) - Sewage sludge that is used or disposed of must be treated in one of the Processes to Further Reduce Pathogens (PFRP) described in 40 CFR Part 503, Appendix B. PFRP include composting, heat drying, heat treatment, and thermophilic aerobic digestion; or

Alternative 6 (PFRP Equivalent) - Sewage sludge that is used or disposed of must be treated in a process that has been approved by the U. S. Environmental Protection Agency as being equivalent to those in Alternative 5.

- b. For sewage sludge to be classified as Class AB with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 MPN per gram of total solids (dry weight basis), or the density of *Salmonella* sp. bacteria in the sewage sludge be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 2 - The pH of the sewage sludge that is used or disposed shall be raised to above 12 std. units and shall remain above 12 std. units for 72 hours.

The temperature of the sewage sludge shall be above 52° Celsius for 12 hours or longer during the period that the pH of the sewage sludge is above 12 std. units.

At the end of the 72-hour period during which the pH of the sewage sludge is above 12 std. units, the sewage sludge shall be air dried to achieve a percent solids in the sewage sludge greater than 50%; or

Alternative 3 - The sewage sludge shall be analyzed for enteric viruses prior to pathogen treatment. The limit for enteric viruses is less than one Plaque-forming Unit per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(i-iii) for specific information. The sewage sludge shall be analyzed for viable helminth ova prior to pathogen treatment. The limit for viable helminth ova is less than one per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(iv-vi) for specific information; or

Alternative 4 - The density of enteric viruses in the sewage sludge shall be less than one Plaque-forming Unit per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. The density of viable helminth ova in the sewage sludge shall be less than one per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed.

- c. Sewage sludge that meets the requirements of Class AB sewage sludge may be classified a Class A sewage sludge if a variance request is submitted in writing that is supported by substantial documentation demonstrating equivalent methods for reducing odors and written approval is granted by the executive director. The executive director may deny the variance request or revoke that approved variance if it is determined that the variance may potentially endanger human health or the environment, or create nuisance odor conditions.

- d. Three alternatives are available to demonstrate compliance with Class B criteria for sewage sludge.

Alternative 1

- i. A minimum of seven random samples of the sewage sludge shall be collected within 48 hours of the time the sewage sludge is used or disposed of during each monitoring episode for the sewage sludge.
- ii. The geometric mean of the density of fecal coliform in the samples collected shall be less than either 2,000,000 MPN per gram of total solids (dry weight basis) or 2,000,000 Colony Forming Units per gram of total solids (dry weight basis).

Alternative 2 - Sewage sludge that is used or disposed of shall be treated in one of the Processes to Significantly Reduce Pathogens (PSRP) described in 40 CFR Part 503, Appendix B, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a single location, except as provided in paragraph v. below;
- ii. An independent Texas Licensed Professional Engineer must make a certification to the generator of a sewage sludge that the wastewater treatment facility generating the sewage sludge is designed to achieve one of the PSRP at the permitted design loading of the facility. The certification need only be repeated if the design loading of the facility is increased. The certification shall include a statement indicating the design meets all the applicable standards specified in Appendix B of 40 CFR Part 503;
- iii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iv. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review; and
- v. If the sewage sludge is generated from a mixture of sources, resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the PSRP, and shall meet the certification, operation, and record keeping requirements of this paragraph.

Alternative 3 - Sewage sludge shall be treated in an equivalent process that has been approved by the U.S. Environmental Protection Agency, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a single location, except as provided in paragraph v. below;
- ii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iii. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review;
- iv. The Executive Director will accept from the U.S. Environmental Protection Agency a finding of equivalency to the defined PSRP; and
- v. If the sewage sludge is generated from a mixture of sources resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the Processes to Significantly Reduce Pathogens, and shall meet the certification, operation, and record keeping requirements of this paragraph.

In addition to the Alternatives 1 – 3, the following site restrictions must be met if Class B sludge is land applied:

- i. Food crops with harvested parts that touch the sewage sludge/soil mixture and are totally above the land surface shall not be harvested for 14 months after application of sewage sludge.
- ii. Food crops with harvested parts below the surface of the land shall not be harvested for 20 months after application of sewage sludge when the sewage sludge remains on the land surface for 4 months or longer prior to incorporation into the soil.
- iii. Food crops with harvested parts below the surface of the land shall not be harvested for 38 months after application of sewage sludge when the sewage sludge remains on the land surface for less than 4 months prior to incorporation into the soil.
- iv. Food crops, feed crops, and fiber crops shall not be harvested for 30 days after application of sewage sludge.
- v. Animals shall not be allowed to graze on the land for 30 days after application of sewage sludge.
- vi. Turf grown on land where sewage sludge is applied shall not be harvested for 1 year after application of the sewage sludge when the harvested turf is placed on either land with a high potential for public exposure or a lawn.

- vii. Public access to land with a high potential for public exposure shall be restricted for 1 year after application of sewage sludge.
- viii. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of sewage sludge.
- ix. Land application of sludge shall be in accordance with the buffer zone requirements found in 30 TAC § 312.44.

#### 4. Vector Attraction Reduction Requirements

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site shall be treated by one of the following Alternatives 1 through 10 for vector attraction reduction.

- Alternative 1 - The mass of volatile solids in the sewage sludge shall be reduced by a minimum of 38%.
- Alternative 2 - If Alternative 1 cannot be met for an anaerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge anaerobically in the laboratory in a bench-scale unit for 40 additional days at a temperature between 30° and 37° Celsius. Volatile solids must be reduced by less than 17% to demonstrate compliance.
- Alternative 3 - If Alternative 1 cannot be met for an aerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge with percent solids of two percent or less aerobically in the laboratory in a bench-scale unit for 30 additional days at 20° Celsius. Volatile solids must be reduced by less than 15% to demonstrate compliance.
- Alternative 4 - The specific oxygen uptake rate (SOUR) for sewage sludge treated in an aerobic process shall be equal to or less than 1.5 milligrams of oxygen per hour per gram of total solids (dry weight basis) at a temperature of 20° Celsius.
- Alternative 5 - Sewage sludge shall be treated in an aerobic process for 14 days or longer. During that time, the temperature of the sewage sludge shall be higher than 40° Celsius and the average temperature of the sewage sludge shall be higher than 45° Celsius.
- Alternative 6 - The pH of sewage sludge shall be raised to 12 or higher by alkali addition and, without the addition of more alkali shall remain at 12 or higher for two hours and then remain at a pH of 11.5 or higher for an additional 22 hours at the time the sewage sludge is prepared for sale or given away in a bag or other container.
- Alternative 7 - The percent solids of sewage sludge that does not contain unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 75% based on the moisture content and total solids prior to mixing with other materials. Unstabilized solids are

defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.

Alternative 8 - The percent solids of sewage sludge that contains unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 90% based on the moisture content and total solids prior to mixing with other materials at the time the sludge is used. Unstabilized solids are defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.

Alternative 9 -

- i. Sewage sludge shall be injected below the surface of the land.
- ii. No significant amount of the sewage sludge shall be present on the land surface within one hour after the sewage sludge is injected.
- iii. When sewage sludge that is injected below the surface of the land is Class A or Class AB with respect to pathogens, the sewage sludge shall be injected below the land surface within eight hours after being discharged from the pathogen treatment process.

Alternative 10 -

- i. Sewage sludge applied to the land surface or placed on a surface disposal site shall be incorporated into the soil within six hours after application to or placement on the land.
- ii. When sewage sludge that is incorporated into the soil is Class A or Class AB with respect to pathogens, the sewage sludge shall be applied to or placed on the land within eight hours after being discharged from the pathogen treatment process.

### C. Monitoring Requirements

Toxicity Characteristic Leaching Procedure (TCLP) Test	- annually
PCBs	- annually

All metal constituents and fecal coliform or *Salmonella* sp. bacteria shall be monitored at the appropriate frequency shown below, pursuant to 30 TAC § 312.46(a)(1):

<u>Amount of sewage sludge (*) metric tons per 365-day period</u>	<u>Monitoring Frequency</u>
0 to less than 290	Once/Year
290 to less than 1,500	Once/Quarter
1,500 to less than 15,000	Once/Two Months
15,000 or greater	Once/Month

(\*) *The amount of bulk sewage sludge applied to the land (dry wt. basis).*



Representative samples of sewage sludge shall be collected and analyzed in accordance with the methods referenced in 30 TAC § 312.7

Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.

Identify in the following categories (as applicable) the sewage sludge treatment process or processes at the facility: preliminary operations (e.g., sludge grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.

Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge for disposal at a monofill) and whether the material is ultimately conveyed off-site in bulk or in bags.

**SECTION II. REQUIREMENTS SPECIFIC TO BULK SEWAGE SLUDGE FOR APPLICATION TO THE LAND MEETING CLASS A, CLASS AB or B PATHOGEN REDUCTION AND THE CUMULATIVE LOADING RATES IN TABLE 2, OR CLASS B PATHOGEN REDUCTION AND THE POLLUTANT CONCENTRATIONS IN TABLE 3**

For those permittees meeting Class A, Class AB or B pathogen reduction requirements and that meet the cumulative loading rates in Table 2 below, or the Class B pathogen reduction requirements and contain concentrations of pollutants below listed in Table 3, the following conditions apply:

**A. Pollutant Limits**

Table 2

<u>Pollutant</u>	<u>Cumulative Pollutant Loading Rate (pounds per acre)*</u>
Arsenic	36
Cadmium	35
Chromium	2677
Copper	1339
Lead	268
Mercury	15
Molybdenum	Report Only
Nickel	375
Selenium	89
Zinc	2500

Table 3

<u>Pollutant</u>	<u>Monthly Average Concentration (milligrams per kilogram)*</u>
Arsenic	41
Cadmium	39
Chromium	1200
Copper	1500
Lead	300
Mercury	17
Molybdenum	Report Only
Nickel	420
Selenium	36
Zinc	2800

\*Dry weight basis

**B. Pathogen Control**

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, a reclamation site, shall be treated by either Class A, Class AB or Class B pathogen reduction requirements as defined above in Section I.B.3.

**C. Management Practices**

1. Bulk sewage sludge shall not be applied to agricultural land, forest, a public contact site, or a reclamation site that is flooded, frozen, or snow-covered so that the bulk sewage sludge enters a wetland or other waters in the State.
2. Bulk sewage sludge not meeting Class A requirements shall be land applied in a manner which complies with Applicability in accordance with 30 TAC §312.41 and the Management Requirements in accordance with 30 TAC § 312.44.
3. Bulk sewage sludge shall be applied at or below the agronomic rate of the cover crop.
4. An information sheet shall be provided to the person who receives bulk sewage sludge sold or given away. The information sheet shall contain the following information:
  - a. The name and address of the person who prepared the sewage sludge that is sold or given away in a bag or other container for application to the land.
  - b. A statement that application of the sewage sludge to the land is prohibited except in accordance with the instruction on the label or information sheet.
  - c. The annual whole sludge application rate for the sewage sludge application rate for the sewage sludge that does not cause any of the cumulative pollutant loading rates in Table 2 above to be exceeded, unless the pollutant concentrations in Table 3 found in Section II above are met.

**D. Notification Requirements**

1. If bulk sewage sludge is applied to land in a State other than Texas, written notice shall be provided prior to the initial land application to the permitting authority for the State in which the bulk sewage sludge is proposed to be applied. The notice shall include:
  - a. The location, by street address, and specific latitude and longitude, of each land application site.
  - b. The approximate time period bulk sewage sludge will be applied to the site.
  - c. The name, address, telephone number, and National Pollutant Discharge Elimination System permit number (if appropriate) for the person who will apply the bulk sewage sludge.
2. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the sewage sludge disposal practice.

**E. Record keeping Requirements**

The sludge documents will be retained at the facility site and/or shall be readily available for review by a TCEQ representative. The person who prepares bulk sewage sludge or a sewage sludge material shall develop the following information and shall retain the information at

the facility site and/or shall be readily available for review by a TCEQ representative for a period of five years. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply.

1. The concentration (mg/kg) in the sludge of each pollutant listed in Table 3 above and the applicable pollutant concentration criteria (mg/kg), or the applicable cumulative pollutant loading rate and the applicable cumulative pollutant loading rate limit (lbs/ac) listed in Table 2 above.
2. A description of how the pathogen reduction requirements are met (including site restrictions for Class AB and Class B sludge, if applicable).
3. A description of how the vector attraction reduction requirements are met.
4. A description of how the management practices listed above in Section II.C are being met.
5. The following certification statement:

“I certify, under penalty of law, that the applicable pathogen requirements in 30 TAC § 312.82(a) or (b) and the vector attraction reduction requirements in 30 TAC § 312.83(b) have been met for each site on which bulk sewage sludge is applied. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the management practices have been met. I am aware that there are significant penalties for false certification including fine and imprisonment.”

6. The recommended agronomic loading rate from the references listed in Section II.C.3. above, as well as the actual agronomic loading rate shall be retained. The person who applies bulk sewage sludge or a sewage sludge material shall develop the following information and shall retain the information at the facility site and/or shall be readily available for review by a TCEQ representative indefinitely. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply:
  - a. A certification statement that all applicable requirements (specifically listed) have been met, and that the permittee understands that there are significant penalties for false certification including fine and imprisonment. See 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii), as applicable, and to the permittee's specific sludge treatment activities.
  - b. The location, by street address, and specific latitude and longitude, of each site on which sludge is applied.
  - c. The number of acres in each site on which bulk sludge is applied.
  - d. The date and time sludge is applied to each site.

- e. The cumulative amount of each pollutant in pounds/acre listed in Table 2 applied to each site.
- f. The total amount of sludge applied to each site in dry tons.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

## **F. Reporting Requirements**

The permittee shall report annually to the TCEQ Regional Office (MC Region 11) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30<sup>th</sup> of each year the following information. Effective December 21, 2020, the permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge treatment process or processes at the facility: preliminary operations (e.g., sludge grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge for disposal at a monofill) and whether the material is ultimately conveyed off-site in bulk or in bags.
3. Results of tests performed for pollutants found in either Table 2 or 3 as appropriate for the permittee's land application practices.
4. The frequency of monitoring listed in Section I.C. that applies to the permittee.
5. Toxicity Characteristic Leaching Procedure (TCLP) results.
6. PCB concentration in sludge in mg/kg.
7. Identity of hauler(s) and TCEQ transporter number.
8. Date(s) of transport.
9. Texas Commission on Environmental Quality registration number, if applicable.
10. Amount of sludge disposal dry weight (lbs/acre) at each disposal site.
11. The concentration (mg/kg) in the sludge of each pollutant listed in Table 1 (defined as a monthly average) as well as the applicable pollutant concentration criteria (mg/kg) listed in Table 3 above, or the applicable pollutant loading rate limit (lbs/acre) listed in Table 2 above if it exceeds 90% of the limit.
12. Level of pathogen reduction achieved (Class A, Class AB or Class B).
13. Alternative used as listed in Section I.B.3.(a. or b.). Alternatives describe how the pathogen reduction requirements are met. If Class B sludge, include information on how site restrictions were met.

14. Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.
15. Vector attraction reduction alternative used as listed in Section I.B.4.
16. Amount of sludge transported in dry tons/year.
17. The certification statement listed in either 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii) as applicable to the permittee's sludge treatment activities, shall be attached to the annual reporting form.
18. When the amount of any pollutant applied to the land exceeds 90% of the cumulative pollutant loading rate for that pollutant, as described in Table 2, the permittee shall report the following information as an attachment to the annual reporting form.
  - a. The location, by street address, and specific latitude and longitude.
  - b. The number of acres in each site on which bulk sewage sludge is applied.
  - c. The date and time bulk sewage sludge is applied to each site.
  - d. The cumulative amount of each pollutant (i.e., pounds/acre) listed in Table 2 in the bulk sewage sludge applied to each site.
  - e. The amount of sewage sludge (i.e., dry tons) applied to each site.

The above records shall be maintained on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.



**SECTION III. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE  
DISPOSED IN A MUNICIPAL SOLID WASTE LANDFILL**

- A. The permittee shall handle and dispose of sewage sludge in accordance with 30 TAC § 330 and all other applicable state and federal regulations to protect public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present. The permittee shall ensure that the sewage sludge meets the requirements in 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
- B. If the permittee generates sewage sludge and supplies that sewage sludge to the owner or operator of a municipal solid waste landfill (MSWLF) for disposal, the permittee shall provide to the owner or operator of the MSWLF appropriate information needed to be in compliance with the provisions of this permit.
- C. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the sewage sludge disposal practice.
- D. Sewage sludge shall be tested annually in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I (Toxicity Characteristic Leaching Procedure) or other method, which receives the prior approval of the TCEQ for contaminants listed in Table 1 of 40 CFR § 261.24. Sewage sludge failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal.

Following failure of any TCLP test, the management or disposal of sewage sludge at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 11) of the appropriate TCEQ field office within 7 days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P. O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 11) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30 of each year.

- E. Sewage sludge shall be tested as needed, in accordance with the requirements of 30 TAC Chapter 330.
- F. Record keeping Requirements

The permittee shall develop the following information and shall retain the information for five years.

1. The description (including procedures followed and the results) of all liquid Paint Filter Tests performed.
2. The description (including procedures followed and results) of all TCLP tests performed.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

#### G. Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 11) and Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30<sup>th</sup> of each year the following information. Effective December 21, 2020, the permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge treatment process or processes at the facility: preliminary operations (e.g., sludge grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Toxicity Characteristic Leaching Procedure (TCLP) results.
3. Annual sludge production in dry tons/year.
4. Amount of sludge disposed in a municipal solid waste landfill in dry tons/year.
5. Amount of sludge transported interstate in dry tons/year.
6. A certification that the sewage sludge meets the requirements of 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
7. Identity of hauler(s) and transporter registration number.
8. Owner of disposal site(s).
9. Location of disposal site(s).
10. Date(s) of disposal.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

## **SECTION IV. REQUIREMENTS FOR MARKETING AND/OR DISTRIBUTING SLUDGE AND SLUDGE DERIVED MATERIALS.**

### **A. General Requirements**

All sludge, derived materials or materials sold or given away in bulk, bag or a container for application to the land shall meet the metal concentrations in Section II.A. Table 3, the pathogen requirements in 30 TAC §312.82, and the vector attraction reduction requirements in 30 TAC §312.83(b)(1) - §312.83(b)(8).

The product of the concentration of each pollutant in the sewage sludge and the annual sludge application rate for the sewage sludge shall not cause the annual metal loading rate for the metal in Table 4 below to be exceeded. The procedure used to determine the annual whole sludge application rate is presented in §312.49 title (relating to Appendix A - Procedure to Determine the Annual Whole Sludge Application Rate for a Sewage Sludge).

Table 4 - ANNUAL METAL LOADING RATES

<u>Pollutant</u>	<u>Annual Metal Loading Rate **</u> <u>(pounds per acre) *</u>
Arsenic	1.8
Cadmium	1.7
Chromium	134.0
Copper	67.0
Lead	13.0
Mercury	0.76
Molybdenum	Report Only
Nickel	18.7
Selenium	4.5
Zinc	125.0

\* Dry weight basis

\*\* Per 365-day period

### **B. Marketing and Distribution Management Practices**

1. Sludge may be stockpiled and stored on site under semi-dry conditions for a period not to exceed 24 months.
2. The whole sludge application rate shall not exceed the agronomic rate for any site.
3. The sludge processing site location shall be selected and operated in a manner to prevent public health nuisances. Where nuisance conditions exist, the operator shall take necessary action to abate such nuisances.
4. Either a label shall be affixed to the bag or similar enclosure in which sewage sludge is sold or given away for application to the land or an information sheet shall be provided to the person who receives sewage sludge sold or given away in a similar enclosure for application to the land. The label or information sheet shall contain the following information:
  - a. the name and address of the person who prepared the sewage sludge for sale or give away in a bag or similar enclosure for application to the land;

- b. a statement that prohibits the application of the sewage sludge to the land except in accordance with the instructions on the label or information sheet;
  - c. the annual whole sludge application rate for the sewage sludge that does not cause the annual metal loading rates in Table 4 to be exceeded.
5. If composting, the Sludge Processing Pad Area shall be protected from storm water run-on and runoff. Storm water from the pad shall be routed through the headworks of the Wastewater Treatment Facility. The Sludge Processing Pad shall be constructed of concrete or Executive Director approved material meeting the following requirements:
- a. More than 30% passing a No. 200 mesh sieve
  - b. Liquid limit greater than 30%
  - c. Plasticity index greater than 15
  - d. A minimum thickness of 2 feet
  - e. Permeability equal to or less than  $1 \times 10^{-7}$  cm/sec
  - f. Soil compaction will be 95% standard proctor at optimum moisture content

The permittee shall furnish certification by a Texas Licensed Professional Engineer that the completed lining meets the appropriate criteria above prior to utilization of the facilities. The certification shall be sent to the TCEQ Regional Office (MC Region 11) and the Water Quality Compliance Monitoring Team (MC 224) of the Enforcement Division.

6. This permit does not authorize the composting of grease or grease trap waste. Any such authorization shall be in accordance with Commission regulations in 30 TAC Chapter 332.
7. The following is a list of site management restrictions for Class A and Class AB bulk sewage sludge agricultural land, forest, or a reclamation sites:
- a. A bulk sewage sludge agricultural land, forest, or a reclamation site may not be applied during rainstorms or during periods in which surface soils are water-saturated, and when pooling of water is evident on the land application site.
  - b. The operator shall manage a bulk sewage sludge agricultural land, forest, or a reclamation site according to the Adverse Weather and Alternative Plan. This plan details procedures to address times when the bulk sewage sludge cannot be applied to the land application site due to adverse weather or other conditions such as wind, precipitation, field preparation delays, and access road limitations.
  - c. A bulk sewage sludge agricultural land, forest, or a reclamation site location must be selected and operated in a manner to prevent public health nuisances.
  - d. An operator of a bulk sewage sludge agricultural land, forest, or a reclamation site may not accept bulk sewage sludge, unless the sludge is transported to the land application unit in a covered container with the covering firmly secured at the front and back.
  - e. If the bulk sewage sludge is Class AB as per the pathogen reduction alternatives in 30 TAC §312.82(a)(2), then the management practices under 30 TAC §312.44 shall be met in addition to the section V.B.7 (a-d) of this permit.

**C. Monitoring Requirements**

Toxicity Characteristic Leaching Procedure (TCLP) Test	-	Once/Year
PCBs	-	Once/Year

All metal constituents, pathogen density requirements and vector attraction reduction requirements shall be monitored at the appropriate frequency pursuant to 30 TAC §312.46(a)(1).

**D. Notification Requirements**

The permittee shall inform TCEQ through a letter whenever the sludge is given to a new bulk sewage sludge agricultural land, forest, or a reclamation site recipient directly by the generator. The notification letter shall include:

1. The recipient's name, address, phone number, the longitude and latitude of the site, and the number of acres the intended to be used.
2. If Class AB, a site map showing the buffer zone areas required under §312.44(c)(2)(D) and (E)
3. Authorization number and sludge source name.
4. Must be signed and dated by the responsible person.
5. Complete name and title, telephone number and the address of the person signing the letter.

**E. Recordkeeping Requirements**

The person who prepares bulk sewage sludge or a sewage sludge material in 30 TAC §312.41(b)(1) or in 30 TAC §312.41(e) shall develop the following information and shall retain the information on-site for five years.

1. The concentration (mg/kg) in the sludge of each pollutant listed in Section II. A. (30 TAC §312.43(b)(3) Table 3).
2. A description of how the pathogen reduction requirements are met.
3. A description of how the vector attraction reduction requirements are met.
4. The annual whole sludge application rate for the sewage sludge that does not cause the annual pollutant loading rates in Table 4 to be exceeded.
5. The following certification statement: "I certify, under penalty of law, that the pathogen requirements in 30 TAC §312.82 and the vector attraction reduction requirement in (insert one of the vector attraction reduction requirements in §312.83(b)(1)-(8)) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen requirements and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

**F. Reporting Requirements**

The permittee shall report annually to the TCEQ Regional Office (MC Region 11) and the Water Quality Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30<sup>th</sup> of each year the following information:

1. Results of tests performed for pollutants found in 30 TAC §312.43(b)(3) Table 3.
2. The frequency of monitoring listed in Section I.C. which applies to the permittee.
3. Toxicity Characteristic Leaching Procedure (TCLP) results.
4. PCB concentration in sludge in mg/kg.
5. Documentation of the level of pathogen reduction achieved.
6. As listed in Section I.B.3.(a), describe how the pathogen reduction requirements were met.
7. Vector attraction reduction alternative used as listed in Section I.B.4.
8. Annual sludge production in dry tons/year.
9. Amount of sludge land applied in dry tons/year.
10. The following certification statement: "I certify, under penalty of law, that the pathogen requirements in 30 TAC §312.82 and the vector attraction reduction requirement in (insert one of the vector attraction reduction requirements in §312.83(b)(1)-(8)) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen requirements and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment." The certification statement shall be attached to the annual reporting form.

The above records shall be maintained on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.



**SECTION V. REQUIREMENTS APPLYING TO SLUDGE TRANSPORTED TO ANOTHER FACILITY FOR FURTHER PROCESSING**

These provisions apply to sludge that is transported to another wastewater treatment facility or facility that further processes sludge. These provisions are intended to allow transport of sludge to facilities that have been authorized to accept sludge. These provisions do not limit the ability of the receiving facility to determine whether to accept the sludge, nor do they limit the ability of the receiving facility to request additional testing or documentation.

**A. General Requirements**

1. The permittee shall handle and dispose of sewage sludge in accordance with 30 TAC Chapter 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge.
2. Sludge may only be transported using a registered transporter or using an approved pipeline.

**B. Record Keeping Requirements**

1. For sludge transported by an approved pipeline, the permittee must maintain records of the following:
  - a. the amount of sludge transported;
  - b. the date of transport;
  - c. the name and TCEQ permit number of the receiving facility or facilities;
  - d. the location of the receiving facility or facilities;
  - e. the name and TCEQ permit number of the facility that generated the waste; and
  - f. copy of the written agreement between the permittee and the receiving facility to accept sludge.
2. For sludge transported by a registered transporter, the permittee must maintain records of the completed trip tickets in accordance with 30 TAC § 312.145(a)(1)-(7) and amount of sludge transported.
3. The above records shall be maintained on-site on a monthly basis and shall be made available to the TCEQ upon request. These records shall be retained for at least five years.

### **C. Reporting Requirements**

The permittee shall report the following information annually to the TCEQ Regional Office (MC Region 11) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30<sup>th</sup> of each year. Effective December 21, 2020, the permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge treatment process or processes at the facility: preliminary operations (e.g., sludge grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. the annual sludge production;
3. the amount of sludge transported;
4. the owner of each receiving facility;
5. the location of each receiving facility; and
6. the date(s) of disposal at each receiving facility.

TCEQ Revision 01/2016

**OTHER REQUIREMENTS**

1. The permittee shall employ or contract with one or more licensed wastewater treatment facility operators or wastewater system operations companies holding a valid license or registration according to the requirements of 30 TAC Chapter 30, Occupational Licenses and Registrations, and, in particular, 30 TAC Chapter 30, Subchapter J, Wastewater Operators and Operations Companies.

This Category B facility must be operated by a chief operator or an operator holding a Class B license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. The licensed chief operator or operator holding the required level of license or higher must be available by telephone or pager seven days per week. Where shift operation of the wastewater treatment facility is necessary, each shift that does not have the on-site supervision of the licensed chief operator must be supervised by an operator in charge who is licensed not less than one level below the category for the facility.

2. The facility is not located in the Coastal Management Program boundary.
3. Chronic toxic criteria apply at the edge of the mixing zone. The mixing zone is defined as 300 feet downstream and 100 feet upstream from the point of discharge.
4. The permittee shall comply with the requirements of 30 TAC § 309.13(a) through (d). In addition, by ownership of the required buffer zone area, the permittee shall comply with the requirements of 30 TAC § 309.13(e).
5. The permittee shall provide facilities for the protection of its wastewater treatment facility from a 100-year flood.
6. In accordance with 30 TAC § 319.9, a permittee that has at least twelve months of uninterrupted compliance with its bacteria limit may notify the commission in writing of its compliance and request a less frequent measurement schedule. To request a less frequent schedule, the permittee shall submit a written request to the TCEQ Wastewater Permitting Section (MC 148) for each phase that includes a different monitoring frequency. The request must contain all of the reported bacteria values (Daily Avg. and Daily Max/Single Grab) for the twelve consecutive months immediately prior to the request. If the Executive Director finds that a less frequent measurement schedule is protective of human health and the environment, the permittee may be given a less frequent measurement schedule. For this permit, 3/week may be reduced to 1/week in the Interim I phase and daily may be reduced to 5/week in the Interim II, Interim III, and Final phases. **A violation of any bacteria limit by a facility that has been granted a less frequent measurement schedule will require the permittee to return to the standard frequency schedule and submit written notice to the TCEQ Wastewater Permitting Section (MC 148).** The permittee may not apply for another reduction in measurement frequency for at least 24 months from the date of the last violation. The Executive Director may establish a more frequent measurement schedule if necessary to protect human health or the environment.
7. Prior to construction of the Interim II, Interim III, and Final phases of treatment facilities, the permittee shall submit to the TCEQ Wastewater Permitting Section (MC 148) a summary transmittal letter in accordance with the requirements in 30 TAC § 217.6(d). If requested by the Wastewater Permitting Section, the permittee shall submit plans, specifications, and a

final engineering design report which comply with 30 TAC Chapter 217, Design Criteria for Domestic Wastewater Systems. The permittee shall clearly show how the treatment system will meet the effluent limitations required on Page 2a, 2b and 2c of this permit. A copy of the summary transmittal letter shall be available at the plant site for inspection by authorized representatives of the TCEQ.

8. The permittee shall notify the TCEQ Regional Office (MC Region 11) and the Applications Review and Processing Team (MC 148) of the Water Quality Division, in writing at least forty-five (45) days prior to the completion of the treatment facilities for the Interim II, Interim, III, and Final phases on Notification of Completion Form 20007.

**CONTRIBUTING INDUSTRIES AND PRETREATMENT REQUIREMENTS**

1. The following pollutants may not be introduced into the treatment facility:
  - a. Pollutants which create a fire or explosion hazard in the publicly owned treatment works (POTW), including, but not limited to, waste streams with a closed-cup flash point of less than 140° Fahrenheit (60° Celsius) using the test methods specified in 40 CFR § 261.21;
  - b. Pollutants which will cause corrosive structural damage to the POTW, but in no case shall there be discharges with a pH lower than 5.0 standard units, unless the works are specifically designed to accommodate such discharges;
  - c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW, resulting in Interference;
  - d. Any pollutant, including oxygen-demanding pollutants (e.g., biochemical oxygen demand), released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the POTW;
  - e. Heat in amounts which will inhibit biological activity in the POTW, resulting in Interference, but in no case shall there be heat in such quantities that the temperature at the POTW treatment plant exceeds 104° Fahrenheit (40° Celsius) unless the Executive Director, upon request of the POTW, approves alternate temperature limits;
  - f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;
  - g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems; and
  - h. Any trucked or hauled pollutants except at discharge points designated by the POTW.
2. The permittee shall require any indirect discharger to the treatment works to comply with the reporting requirements of Sections 204(b), 307, and 308 of the Clean Water Act, including any requirements established under 40 CFR Part 403 [*rev. Federal Register/ Vol. 70/ No. 198/ Friday, October 14, 2005/ Rules and Regulations, pages 60134-60798*].
3. The permittee shall provide adequate notification to the Executive Director, care of the Wastewater Permitting Section (MC 148) of the Water Quality Division, within 30 days subsequent to the permittee's knowledge of either of the following:
  - a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging those pollutants; and
  - b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of the permit.

Any notice shall include information on the quality and quantity of effluent to be introduced into the treatment works and any anticipated impact of the change on the quality or quantity of effluent to be discharged from the POTW.

Revised July 2007

CHRONIC BIOMONITORING REQUIREMENTS: FRESHWATER

The provisions of this section apply to Outfall 001 for whole effluent toxicity (WET) testing.

1. Scope, Frequency, and Methodology

- a. The permittee shall test the effluent for toxicity in accordance with the provisions below. Such testing will determine if an appropriately dilute effluent sample adversely affects the survival, reproduction, or growth of the test organisms.
- b. The permittee shall conduct the following toxicity tests using the test organisms, procedures, and quality assurance requirements specified in this part of this permit and in accordance with "Short-Term Methods for Estimating the Chronic Toxicity of Effluents and Receiving Waters to Freshwater Organisms," fourth edition (EPA-821-R-02-013) or its most recent update:
  - 1) Chronic static renewal survival and reproduction test using the water flea (*Ceriodaphnia dubia*) (Method 1002.0). This test should be terminated when 60% of the surviving adults in the control produce three broods or at the end of eight days, whichever occurs first. This test shall be conducted once per quarter.
  - 2) Chronic static renewal 7-day larval survival and growth test using the fathead minnow (*Pimephales promelas*) (Method 1000.0). A minimum of five replicates with eight organisms per replicate shall be used in the control and in each dilution. This test shall be conducted once per quarter.

The permittee must perform and report a valid test for each test species during the prescribed reporting period. An invalid test must be repeated during the same reporting period. An invalid test is defined as any test failing to satisfy the test acceptability criteria, procedures, and quality assurance requirements specified in the test methods and permit.

- c. The permittee shall use five effluent dilution concentrations and a control in each toxicity test. These effluent dilution concentrations are 30%, 40%, 53%, 71%, and 95% effluent. The critical dilution, defined as 95% effluent, is the effluent concentration representative of the proportion of effluent in the receiving water during critical low flow or critical mixing conditions.
- d. This permit may be amended to require a WET limit, a chemical-specific effluent limit, a best management practice, or other appropriate actions to address toxicity. The permittee may be required to conduct a toxicity reduction evaluation (TRE) after multiple toxic events.
- e. Testing Frequency Reduction
  - 1) If none of the first four consecutive quarterly tests demonstrates significant toxicity, the permittee may submit this information in writing and, upon approval, reduce the testing frequency to once per six months

for the invertebrate test species and once per year for the vertebrate test species.

- 2) If one or more of the first four consecutive quarterly tests demonstrates significant toxicity, the permittee shall continue quarterly testing for that species until this permit is reissued. If a testing frequency reduction had been previously granted and a subsequent test demonstrates significant toxicity, the permittee shall resume a quarterly testing frequency for that species until this permit is reissued.

2. Required Toxicity Testing Conditions

- a. Test Acceptance - The permittee shall repeat any toxicity test, including the control and all effluent dilutions, which fail to meet the following criteria:

- 1) a control mean survival of 80% or greater;
- 2) a control mean number of water flea neonates per surviving adult of 15 or greater;
- 3) a control mean dry weight of surviving fathead minnow larvae of 0.25 mg or greater;
- 4) a control coefficient of variation percent (CV%) of 40 or less in between replicates for the young of surviving females in the water flea test; and the growth and survival endpoints in the fathead minnow test;
- 5) a critical dilution CV% of 40 or less for the young of surviving females in the water flea test; and the growth and survival endpoints for the fathead minnow test. However, if statistically significant lethal or nonlethal effects are exhibited at the critical dilution, a CV% greater than 40 shall not invalidate the test;
- 6) a percent minimum significant difference of 47 or less for water flea reproduction; and .
- 7) a percent minimum significant difference of 30 or less for fathead minnow growth.

- b. Statistical Interpretation

- 1) For the water flea survival test, the statistical analyses used to determine if there is a significant difference between the control and an effluent dilution shall be the Fisher's exact test as described in the manual referenced in in Part 1.b.
- 2) For the water flea reproduction test and the fathead minnow larval survival and growth tests, the statistical analyses used to determine if there is a significant difference between the control and an effluent dilution shall be in accordance with the manual referenced in Part 1.b.

- 3) The permittee is responsible for reviewing test concentration-response relationships to ensure that calculated test-results are interpreted and reported correctly. The document entitled "Method Guidance and Recommendation for Whole Effluent Toxicity (WET) Testing (40 CFR Part 136)" (EPA 821-B-00-004) provides guidance on determining the validity of test results.
- 4) If significant lethality is demonstrated (that is, there is a statistically significant difference in survival at the critical dilution when compared to the survival in the control), the conditions of test acceptability are met, and the survival of the test organisms are equal to or greater than 80% in the critical dilution and all dilutions below that, then the permittee shall report a survival No Observed Effect Concentration (NOEC) of not less than the critical dilution for the reporting requirements.
- 5) The NOEC is defined as the greatest effluent dilution at which no significant effect is demonstrated. The Lowest Observed Effect Concentration (LOEC) is defined as the lowest effluent dilution at which a significant effect is demonstrated. A significant effect is defined as a statistically significant difference between the survival, reproduction, or growth of the test organism in a specified effluent dilution when compared to the survival, reproduction, or growth of the test organism in the control.
- 6) The use of NOECs and LOECs assumes either a monotonic (continuous) concentration-response relationship or a threshold model of the concentration-response relationship. For any test result that demonstrates a non-monotonic (non-continuous) response, the NOEC should be determined based on the guidance manual referenced in Item 3.
- 7) Pursuant to the responsibility assigned to the permittee in Part 2.b.3), test results that demonstrate a non-monotonic (non-continuous) concentration-response relationship may be submitted, prior to the due date, for technical review. The guidance manual referenced in Item 3 will be used when making a determination of test acceptability.
- 8) TCEQ staff will review test results for consistency with rules, procedures, and permit requirements.

c. Dilution Water

- 1) Dilution water used in the toxicity tests must be the receiving water collected at a point upstream of the discharge point as close as possible to the discharge point but unaffected by the discharge. Where the toxicity tests are conducted on effluent discharges to receiving waters that are classified as intermittent streams, or where the toxicity tests are conducted on effluent discharges where no receiving water is available due to zero flow conditions, the permittee shall:



- a) substitute a synthetic dilution water that has a pH, hardness, and alkalinity similar to that of the closest downstream perennial water unaffected by the discharge; or
    - b) use the closest downstream perennial water unaffected by the discharge.
  - 2) Where the receiving water proves unsatisfactory as a result of pre-existing instream toxicity (i.e. fails to fulfill the test acceptance criteria of Part 2.a.), the permittee may substitute synthetic dilution water for the receiving water in all subsequent tests provided the unacceptable receiving water test met the following stipulations:
    - a) a synthetic lab water control was performed (in addition to the receiving water control) which fulfilled the test acceptance requirements of Part 2.a;
    - b) the test indicating receiving water toxicity was carried out to completion (i.e., 7 days); and
    - c) the permittee submitted all test results indicating receiving water toxicity with the reports and information required in Part 3.
  - 3) The synthetic dilution water shall consist of standard, moderately hard, reconstituted water. Upon approval, the permittee may substitute other appropriate dilution water with chemical and physical characteristics similar to that of the receiving water.
- d. Samples and Composites
- 1) The permittee shall collect a minimum of three composite samples from Outfall 001. The second and third composite samples will be used for the renewal of the dilution concentrations for each toxicity test.
  - 2) The permittee shall collect the composite samples such that the samples are representative of any periodic episode of chlorination, biocide usage, or other potentially toxic substance being discharged on an intermittent basis.
  - 3) The permittee shall initiate the toxicity tests within 36 hours after collection of the last portion of the first composite sample. The holding time for any subsequent composite sample shall not exceed 72 hours. Samples shall be maintained at a temperature of 0-6 degrees Centigrade during collection, shipping, and storage.
  - 4) If Outfall 001 ceases discharging during the collection of effluent samples, the requirements for the minimum number of effluent samples, the minimum number of effluent portions, and the sample holding time are waived during that sampling period. However, the permittee must have collected an effluent composite sample volume sufficient to complete the required toxicity tests with renewal of the effluent. When possible, the

effluent samples used for the toxicity tests shall be collected on separate days if the discharge occurs over multiple days. The sample collection duration and the static renewal protocol associated with the abbreviated sample collection must be documented in the full report.

- 5) The effluent samples shall not be dechlorinated after sample collection.

3. Reporting

All reports, tables, plans, summaries, and related correspondence required in this section shall be submitted to the attention of the Standards Implementation Team (MC 150) of the Water Quality Division.

- a. The permittee shall prepare a full report of the results of all tests conducted in accordance with the manual referenced in Part 1.b. for every valid and invalid toxicity test initiated whether carried to completion or not.
- b. The permittee shall routinely report the results of each biomonitoring test on the Table 1 forms provided with this permit.
  - 1) Annual biomonitoring test results are due on or before January 20th for biomonitoring conducted during the previous 12-month period.
  - 2) Semiannual biomonitoring test results are due on or before July 20th and January 20th for biomonitoring conducted during the previous 6-month period.
  - 3) Quarterly biomonitoring test results are due on or before April 20th, July 20th, October 20th, and January 20th for biomonitoring conducted during the previous calendar quarter.
  - 4) Monthly biomonitoring test results are due on or before the 20th day of the month following sampling.
- c. Enter the following codes for the appropriate parameters for valid tests only:
  - 1) For the water flea, Parameter TLP3B, enter a "1" if the NOEC for survival is less than the critical dilution; otherwise, enter a "0."
  - 2) For the water flea, Parameter TOP3B, report the NOEC for survival.
  - 3) For the water flea, Parameter TXP3B, report the LOEC for survival.
  - 4) For the water flea, Parameter TWP3B, enter a "1" if the NOEC for reproduction is less than the critical dilution; otherwise, enter a "0."
  - 5) For the water flea, Parameter TPP3B, report the NOEC for reproduction.
  - 6) For the water flea, Parameter TYP3B, report the LOEC for reproduction.

- 7) For the fathead minnow, Parameter TLP6C, enter a "1" if the NOEC for survival is less than the critical dilution; otherwise, enter a "0."
  - 8) For the fathead minnow, Parameter TOP6C, report the NOEC for survival.
  - 9) For the fathead minnow, Parameter TXP6C, report the LOEC for survival.
  - 10) For the fathead minnow, Parameter TWP6C, enter a "1" if the NOEC for growth is less than the critical dilution; otherwise, enter a "0."
  - 11) For the fathead minnow, Parameter TPP6C, report the NOEC for growth.
  - 12) For the fathead minnow, Parameter TYP6C, report the LOEC for growth.
- d. Enter the following codes for retests only:
- 1) For retest number 1, Parameter 22415, enter a "1" if the NOEC for survival is less than the critical dilution; otherwise, enter a "0."
  - 2) For retest number 2, Parameter 22416, enter a "1" if the NOEC for survival is less than the critical dilution; otherwise, enter a "0."

4. Persistent Toxicity

The requirements of this Part apply only when a test demonstrates a significant effect at the critical dilution. Significant lethality and significant effect were defined in Part 2.b. Significant sublethality is defined as a statistically significant difference in growth/reproduction at the critical dilution when compared to the growth/reproduction in the control.

- a. The permittee shall conduct a total of 2 additional tests (retests) for any species that demonstrates a significant effect (lethal or sublethal) at the critical dilution. The two retests shall be conducted monthly during the next two consecutive months. The permittee shall not substitute either of the two retests in lieu of routine toxicity testing. All reports shall be submitted within 20 days of test completion. Test completion is defined as the last day of the test.
- b. If the retests are performed due to a demonstration of significant lethality, and one or both of the two retests specified in Part 4.a. demonstrates significant lethality, the permittee shall initiate the TRE requirements as specified in Part 5. The provisions of Part 4.a. are suspended upon completion of the two retests and submittal of the TRE action plan and schedule defined in Part 5.

If neither test demonstrates significant lethality and the permittee is testing under the reduced testing frequency provision of Part 1.e., the permittee shall return to a quarterly testing frequency for that species.

- c. If the two retests are performed due to a demonstration of significant sublethality, and one or both of the two retests specified in Part 4.a. demonstrates significant lethality, the permittee shall again perform two retests as stipulated in Part 4.a.

- d. If the two retests are performed due to a demonstration of significant sublethality, and neither test demonstrates significant lethality, the permittee shall continue testing at the quarterly frequency.
- e. Regardless of whether retesting for lethal or sublethal effects, or a combination of the two, no more than one retest per month is required for a species.

5. Toxicity Reduction Evaluation

- a. Within 45 days of the retest that demonstrates significant lethality, or within 45 days of being so instructed due to multiple toxic events, the permittee shall submit a general outline for initiating a TRE. The outline shall include, but not be limited to, a description of project personnel, a schedule for obtaining consultants (if needed), a discussion of influent and effluent data available for review, a sampling and analytical schedule, and a proposed TRE initiation date.
- b. Within 90 days of the retest that demonstrates significant lethality, or within 90 days of being so instructed due to multiple toxic events, the permittee shall submit a TRE action plan and schedule for conducting a TRE. The plan shall specify the approach and methodology to be used in performing the TRE. A TRE is a step-wise investigation combining toxicity testing with physical and chemical analyses to determine actions necessary to eliminate or reduce effluent toxicity to a level not effecting significant lethality at the critical dilution. The TRE action plan shall describe an approach for the reduction or elimination of lethality for both test species defined in Part 1.b. At a minimum, the TRE action plan shall include the following:
  - 1) Specific Activities - The TRE action plan shall specify the approach the permittee intends to utilize in conducting the TRE, including toxicity characterizations, identifications, confirmations, source evaluations, treatability studies, and alternative approaches. When conducting characterization analyses, the permittee shall perform multiple characterizations and follow the procedures specified in the document entitled "Toxicity Identification Evaluation: Characterization of Chronically Toxic Effluents, Phase I" (EPA/600/6-91/005F) or alternate procedures. The permittee shall perform multiple identifications and follow the methods specified in the documents entitled "Methods for Aquatic Toxicity Identification Evaluations, Phase II Toxicity Identification Procedures for Samples Exhibiting Acute and Chronic Toxicity" (EPA/600/R-92/080) and "Methods for Aquatic Toxicity Identification Evaluations: Phase III Toxicity Confirmation Procedures for Samples Exhibiting Acute and Chronic Toxicity" (EPA/600/R-92/081). All characterization, identification, and confirmation tests shall be conducted in an orderly and logical progression;
  - 2) Sampling Plan - The TRE action plan should describe sampling locations, methods, holding times, chain of custody, and preservation techniques. The effluent sample volume collected for all tests shall be adequate to perform the toxicity characterization/identification/confirmation procedures and chemical-specific analyses when the toxicity tests show

- significant lethality. Where the permittee has identified or suspects a specific pollutant and source of effluent toxicity, the permittee shall conduct, concurrent with toxicity testing, chemical-specific analyses for the identified and suspected pollutant and source of effluent toxicity;
- 3) Quality Assurance Plan - The TRE action plan should address record keeping and data evaluation, calibration and standardization, baseline tests, system blanks, controls, duplicates, spikes, toxicity persistence in the samples, randomization, reference toxicant control charts, and mechanisms to detect artifactual toxicity; and
  - 4) Project Organization - The TRE action plan should describe the project staff, project manager, consulting engineering services (where applicable), consulting analytical and toxicological services, etc.
- c. Within 30 days of submittal of the TRE action plan and schedule, the permittee shall implement the TRE.
- d. The permittee shall submit quarterly TRE activities reports concerning the progress of the TRE. The quarterly reports are due on or before April 20th, July 20th, October 20th, and January 20th. The report shall detail information regarding the TRE activities including:
- 1) results and interpretation of any chemical-specific analyses for the identified and suspected pollutant performed during the quarter;
  - 2) results and interpretation of any characterization, identification, and confirmation tests performed during the quarter;
  - 3) any data and substantiating documentation which identifies the pollutant(s) and source of effluent toxicity;
  - 4) results of any studies/evaluations concerning the treatability of the facility's effluent toxicity;
  - 5) any data that identifies effluent toxicity control mechanisms that will reduce effluent toxicity to the level necessary to meet no significant lethality at the critical dilution; and
  - 6) any changes to the initial TRE plan and schedule that are believed necessary as a result of the TRE findings.
- e. During the TRE, the permittee shall perform, at a minimum, quarterly testing using the more sensitive species. Testing for the less sensitive species shall continue at the frequency specified in Part 1.b.
- f. If the effluent ceases to effect significant lethality, i.e., there is a cessation of lethality, the permittee may end the TRE. A cessation of lethality is defined as no significant lethality for a period of 12 consecutive months with at least monthly testing. At the end of the 12 months, the permittee shall submit a statement of

intent to cease the TRE and may then resume the testing frequency specified in Part 1.b.

This provision accommodates situations where operational errors and upsets, spills, or sampling errors triggered the TRE, in contrast to a situation where a single toxicant or group of toxicants cause lethality. This provision does not apply as a result of corrective actions taken by the permittee. Corrective actions are defined as proactive efforts that eliminate or reduce effluent toxicity. These include, but are not limited to, source reduction or elimination, improved housekeeping, changes in chemical usage, and modifications of influent streams and effluent treatment.

The permittee may only apply this cessation of lethality provision once. If the effluent again demonstrates significant lethality to the same species, the permit will be amended to add a WET limit with a compliance period, if appropriate. However, prior to the effective date of the WET limit, the permittee may apply for a permit amendment removing and replacing the WET limit with an alternate toxicity control measure by identifying and confirming the toxicant and an appropriate control measure.

- g. The permittee shall complete the TRE and submit a final report on the TRE activities no later than 28 months from the last test day of the retest that confirmed significant lethal effects at the critical dilution. The permittee may petition the Executive Director (in writing) for an extension of the 28-month limit. However, to warrant an extension the permittee must have demonstrated due diligence in its pursuit of the toxicity identification evaluation/TRE and must prove that circumstances beyond its control stalled the toxicity identification evaluation/TRE. The report shall provide information pertaining to the specific control mechanism selected that will, when implemented, result in the reduction of effluent toxicity to no significant lethality at the critical dilution. The report shall also provide a specific corrective action schedule for implementing the selected control mechanism.
- h. Based on the results of the TRE and proposed corrective actions, this permit may be amended to modify the biomonitoring requirements, where necessary, require a compliance schedule for implementation of corrective actions, specify a WET limit, specify a best management practice, and specify a chemical-specific limit.
- i. Copies of any and all required TRE plans and reports shall also be submitted to the U.S. EPA Region 6 office, 6WQ-PO.

TABLE 1 (SHEET 1 OF 4)

## BIOMONITORING REPORTING

## CERIODAPHNIA DUBIA SURVIVAL AND REPRODUCTION

Dates and Times      Date      Time      Date      Time  
 Composites      No. 1 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 Collected      No. 2 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
                     No. 3 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Test initiated: \_\_\_\_\_ am/pm \_\_\_\_\_ date

Dilution water used: \_\_\_\_\_ Receiving water \_\_\_\_\_ Synthetic Dilution water

## NUMBER OF YOUNG PRODUCED PER ADULT AT END OF TEST

REP	Percent effluent					
	0%	30%	40%	53%	71%	95%
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						
Survival Mean						
Total Mean						
CV%*						
PMSD						

\*Coefficient of Variation = standard deviation x 100/mean (calculation based on young of the surviving adults)

Designate males (M), and dead females (D), along with number of neonates (x) released prior to death.

TABLE 1 (SHEET 2 OF 4)

## CERIODAPHNIA DUBIA SURVIVAL AND REPRODUCTION TEST

1. Dunnett's Procedure or Steel's Many-One Rank Test or Wilcoxon Rank Sum Test (with Bonferroni adjustment) or t-test (with Bonferroni adjustment) as appropriate:

Is the mean number of young produced per adult significantly less than the number of young per adult in the control for the % effluent corresponding to significant nonlethal effects?

CRITICAL DILUTION (95%): \_\_\_\_\_ YES \_\_\_\_\_ NO

## PERCENT SURVIVAL

Time of Reading	Percent effluent					
	0%	30%	40%	53%	71%	95%
24h						
48h						
End of Test						

2. Fisher's Exact Test:

Is the mean survival at test end significantly less than the control survival for the % effluent corresponding to lethality?

CRITICAL DILUTION (95%): \_\_\_\_\_ YES \_\_\_\_\_ NO

3. Enter percent effluent corresponding to each NOEC\LOEC below:

a.) NOEC survival = \_\_\_\_\_ % effluent

b.) LOEC survival = \_\_\_\_\_ % effluent

c.) NOEC reproduction = \_\_\_\_\_ % effluent

d.) LOEC reproduction = \_\_\_\_\_ % effluent



TABLE 1 (SHEET 3 OF 4)

## BIOMONITORING REPORTING

## FATHEAD MINNOW LARVAE GROWTH AND SURVIVAL

Dates and Times  
Composites  
Collected

No. 1 FROM: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ TO: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

No. 2 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

No. 3 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Test initiated: \_\_\_\_\_ am/pm \_\_\_\_\_ date

Dilution water used: \_\_\_\_\_ Receiving water \_\_\_\_\_ Synthetic dilution water

## FATHEAD MINNOW GROWTH DATA

Effluent Concentration	Average Dry Weight in replicate chambers					Mean Dry Weight	CV%*
	A	B	C	D	E		
0%							
30%							
40%							
53%							
71%							
95%							
PMSD							

\* Coefficient of Variation = standard deviation x 100/mean

1. Dunnett's Procedure or Steel's Many-One Rank Test or Wilcoxon Rank Sum Test (with Bonferroni adjustment) or t-test (with Bonferroni adjustment) as appropriate:

Is the mean dry weight (growth) at 7 days significantly less than the control's dry weight (growth) for the % effluent corresponding to significant nonlethal effects?

CRITICAL DILUTION (95%): \_\_\_\_\_ YES \_\_\_\_\_ NO

TABLE 1 (SHEET 4 OF 4)  
BIOMONITORING REPORTING  
FATHEAD MINNOW GROWTH AND SURVIVAL TEST  
FATHEAD MINNOW SURVIVAL DATA

Effluent Concentration	Percent Survival in replicate chambers					Mean percent survival			CV%*
	A	B	C	D	E	24h	48h	7 day	
0%									
30%									
40%									
53%									
71%									
95%									

\* Coefficient of Variation = standard deviation x 100/mean

2. Dunnett's Procedure or Steel's Many-One Rank Test or Wilcoxon Rank Sum Test (with Bonferroni adjustment) or t-test (with Bonferroni adjustment) as appropriate:

Is the mean survival at 7 days significantly less than the control survival for the % effluent corresponding to lethality?

CRITICAL DILUTION (95%): \_\_\_\_\_ YES \_\_\_\_\_ NO

3. Enter percent effluent corresponding to each NOEC\LOEC below:

a.) NOEC survival = \_\_\_\_\_% effluent

b.) LOEC survival = \_\_\_\_\_% effluent

c.) NOEC growth = \_\_\_\_\_% effluent

d.) LOEC growth = \_\_\_\_\_% effluent

24-HOUR ACUTE BIOMONITORING REQUIREMENTS: FRESHWATER

The provisions of this section apply to Outfall 001 for whole effluent toxicity (WET) testing.

1. Scope, Frequency, and Methodology

- a. The permittee shall test the effluent for lethality in accordance with the provisions in this section. Such testing will determine compliance with Texas Surface Water Quality Standard 30 TAC § 307.6(e)(2)(B), which requires greater than 50% survival of the appropriate test organisms in 100% effluent for a 24-hour period.
- b. The toxicity tests specified shall be conducted once per six months. The permittee shall conduct the following toxicity tests using the test organisms, procedures, and quality assurance requirements specified in this section of the permit and in accordance with "Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms," fifth edition (EPA-821-R-02-012) or its most recent update:
  - 1) Acute 24-hour static toxicity test using the water flea (*Daphnia pulex* or *Ceriodaphnia dubia*). A minimum of five replicates with eight organisms per replicate shall be used in the control and each dilution.
  - 2) Acute 24-hour static toxicity test using the fathead minnow (*Pimephales promelas*). A minimum of five replicates with eight organisms per replicate shall be used in the control and each dilution.

A valid test result must be submitted for each reporting period. The permittee must report, and then repeat, an invalid test during the same reporting period. The repeat test shall include the control and the 100% effluent dilution and use the appropriate number of organisms and replicates, as specified above. An invalid test is defined as any test failing to satisfy the test acceptability criteria, procedures, and quality assurance requirements specified in the test methods and permit.

- c. In addition to an appropriate control, a 100% effluent concentration shall be used in the toxicity tests. The control and dilution water shall consist of standard, synthetic, moderately hard, reconstituted water.
- d. This permit may be amended to require a WET limit, a best management practice, a chemical-specific limit, or other appropriate actions to address toxicity. The permittee may be required to conduct a toxicity reduction evaluation (TRE) after multiple toxic events.

2. Required Toxicity Testing Conditions

- a. Test Acceptance - The permittee shall repeat any toxicity test, including the control, if the control fails to meet a mean survival equal to or greater than 90%.
- b. Dilution Water - In accordance with Part 1.c., the control and dilution water shall consist of standard, synthetic, moderately hard, reconstituted water.

c. Samples and Composites

- 1) The permittee shall collect one composite sample from Outfall 001.
- 2) The permittee shall collect the composite sample such that the sample is representative of any periodic episode of chlorination, biocide usage, or other potentially toxic substance being discharged.
- 3) The permittee shall initiate the toxicity tests within 36 hours after collection of the last portion of the composite sample. The sample shall be maintained at a temperature of 0-6 degrees Centigrade during collection, shipping, and storage.
- 4) If Outfall 001 ceases discharging during the collection of the effluent composite sample, the requirements for the minimum number of effluent portions are waived. However, the permittee must have collected a composite sample volume sufficient for completion of the required test. The abbreviated sample collection, duration, and methodology must be documented in the full report.
- 5) The effluent sample shall not be dechlorinated after sample collection.

3. Reporting

All reports, tables, plans, summaries, and related correspondence required in this section shall be submitted to the attention of the Standards Implementation Team (MC 150) of the Water Quality Division.

- a. The permittee shall prepare a full report of the results of all tests conducted in accordance with the manual referenced in Part 1.b. for every valid and invalid toxicity test initiated.
- b. The permittee shall routinely report the results of each biomonitoring test on the Table 2 forms provided with this permit.
  - 1) Semiannual biomonitoring test results are due on or before July 20th and January 20th for biomonitoring conducted during the previous 6-month period.
  - 2) Quarterly biomonitoring test results are due on or before April 20th, July 20th, and October 20th, and January 20th for biomonitoring conducted during the previous calendar quarter.
- c. Enter the following codes for the appropriate parameters for valid tests only:
  - 1) For the water flea, Parameter TIE3D, enter a "0" if the mean survival at 24 hours is greater than 50% in the 100% effluent dilution; if the mean survival is less than or equal to 50%, enter a "1."

- 2) For the fathead minnow, Parameter TIE6C, enter a "0" if the mean survival at 24 hours is greater than 50% in the 100% effluent dilution; if the mean survival is less than or equal to 50%, enter a "1."
- d. Enter the following codes for retests only:
  - 1) For retest number 1, Parameter 22415, enter a "0" if the mean survival at 24 hours is greater than 50% in the 100% effluent dilution; if the mean survival is less than or equal to 50%, enter a "1."
  - 2) For retest number 2, Parameter 22416, enter a "0" if the mean survival at 24 hours is greater than 50% in the 100% effluent dilution; if the mean survival is less than or equal to 50%, enter a "1."

4. Persistent Mortality

The requirements of this part apply when a toxicity test demonstrates significant lethality, which is defined as a mean mortality of 50% or greater of organisms exposed to the 100% effluent concentration for 24 hours.

- a. The permittee shall conduct 2 additional tests (retests) for each species that demonstrates significant lethality. The two retests shall be conducted once per week for 2 weeks. Five effluent dilution concentrations in addition to an appropriate control shall be used in the retests. These effluent concentrations are 6%, 13%, 25%, 50% and 100% effluent. The first retest shall be conducted within 15 days of the laboratory determination of significant lethality. All test results shall be submitted within 20 days of test completion of the second retest. Test completion is defined as the 24th hour.
- b. If one or both of the two retests specified in Part 4.a. demonstrates significant lethality, the permittee shall initiate the TRE requirements as specified in Part 5.

5. Toxicity Reduction Evaluation

- a. Within 45 days of the retest that demonstrates significant lethality, the permittee shall submit a general outline for initiating a TRE. The outline shall include, but not be limited to, a description of project personnel, a schedule for obtaining consultants (if needed), a discussion of influent and effluent data available for review, a sampling and analytical schedule, and a proposed TRE initiation date.
- b. Within 90 days of the retest that demonstrates significant lethality, the permittee shall submit a TRE action plan and schedule for conducting a TRE. The plan shall specify the approach and methodology to be used in performing the TRE. A TRE is a step-wise investigation combining toxicity testing with physical and chemical analyses to determine actions necessary to eliminate or reduce effluent toxicity to a level not effecting significant lethality at the critical dilution. The TRE action plan shall lead to the successful elimination of significant lethality for both test species defined in Part 1.b. At a minimum, the TRE action plan shall include the following:

- 1) Specific Activities - The TRE action plan shall specify the approach the permittee intends to utilize in conducting the TRE, including toxicity characterizations, identifications, confirmations, source evaluations, treatability studies, and alternative approaches. When conducting characterization analyses, the permittee shall perform multiple characterizations and follow the procedures specified in the document entitled "Methods for Aquatic Toxicity Identification Evaluations: Phase I Toxicity Characterization Procedures" (EPA/600/6-91/003) or alternate procedures. The permittee shall perform multiple identifications and follow the methods specified in the documents entitled "Methods for Aquatic Toxicity Identification Evaluations: Phase II Toxicity Identification Procedures for Samples Exhibiting Acute and Chronic Toxicity" (EPA/600/R-92/080) and "Methods for Aquatic Toxicity Identification Evaluations: Phase III Toxicity Confirmation Procedures for Samples Exhibiting Acute and Chronic Toxicity" (EPA/600/R-92/081). All characterization, identification, and confirmation tests shall be conducted in an orderly and logical progression;
  - 2) Sampling Plan - The TRE action plan should describe sampling locations, methods, holding times, chain of custody, and preservation techniques. The effluent sample volume collected for all tests shall be adequate to perform the toxicity characterization/identification/confirmation procedures and chemical-specific analyses when the toxicity tests show significant lethality. Where the permittee has identified or suspects specific pollutant and source of effluent toxicity, the permittee shall conduct, concurrent with toxicity testing, chemical-specific analyses for the identified and suspected pollutant and source of effluent toxicity;
  - 3) Quality Assurance Plan - The TRE action plan should address record keeping and data evaluation, calibration and standardization, baseline tests, system blanks, controls, duplicates, spikes, toxicity persistence in the samples, randomization, reference toxicant control charts, and mechanisms to detect artifactual toxicity; and
  - 4) Project Organization - The TRE Action Plan should describe the project staff, project manager, consulting engineering services (where applicable), consulting analytical and toxicological services, etc.
- c. Within 30 days of submittal of the TRE action plan and schedule, the permittee shall implement the TRE.
- d. The permittee shall submit quarterly TRE activities reports concerning the progress of the TRE. The quarterly TRE activities reports are due on or before April 20th, July 20th, October 20th, and January 20th. The report shall detail information regarding the TRE activities including:
- 1) results and interpretation of any chemical-specific analyses for the identified and suspected pollutant performed during the quarter;
  - 2) results and interpretation of any characterization, identification, and confirmation tests performed during the quarter;

- 3) any data and substantiating documentation that identifies the pollutant and source of effluent toxicity;
  - 4) results of any studies/evaluations concerning the treatability of the facility's effluent toxicity;
  - 5) any data that identifies effluent toxicity control mechanisms that will reduce effluent toxicity to the level necessary to eliminate significant lethality; and
  - 6) any changes to the initial TRE plan and schedule that are believed necessary as a result of the TRE findings.
- e. During the TRE, the permittee shall perform, at a minimum, quarterly testing using the more sensitive species. Testing for the less sensitive species shall continue at the frequency specified in Part 1.b.
- f. If the effluent ceases to effect significant lethality, i.e., there is a cessation of lethality, the permittee may end the TRE. A cessation of lethality is defined as no significant lethality for a period of 12 consecutive weeks with at least weekly testing. At the end of the 12 weeks, the permittee shall submit a statement of intent to cease the TRE and may then resume the testing frequency specified in Part 1.b.

This provision accommodates situations where operational errors and upsets, spills, or sampling errors triggered the TRE, in contrast to a situation where a single toxicant or group of toxicants cause lethality. This provision does not apply as a result of corrective actions taken by the permittee. Corrective actions are defined as proactive efforts that eliminate or reduce effluent toxicity. These include, but are not limited to, source reduction or elimination, improved housekeeping, changes in chemical usage, and modifications of influent streams and effluent treatment.

The permittee may only apply this cessation of lethality provision once. If the effluent again demonstrates significant lethality to the same species, the permit will be amended to add a WET limit with a compliance period, if appropriate. However, prior to the effective date of the WET limit, the permittee may apply for a permit amendment removing and replacing the WET limit with an alternate toxicity control measure by identifying and confirming the toxicant and an appropriate control measure.

- g. The permittee shall complete the TRE and submit a final report on the TRE activities no later than 18 months from the last test day of the retest that demonstrates significant lethality. The permittee may petition the Executive Director (in writing) for an extension of the 18-month limit. However, to warrant an extension the permittee must have demonstrated due diligence in its pursuit of the toxicity identification evaluation/TRE and must prove that circumstances beyond its control stalled the toxicity identification evaluation/TRE. The report shall specify the control mechanism that will, when implemented, reduce effluent

toxicity as specified in Part 5.h. The report shall also specify a corrective action schedule for implementing the selected control mechanism.

- h. Within 3 years of the last day of the test confirming toxicity, the permittee shall comply with 30 TAC § 307.6(e)(2)(B), which requires greater than 50% survival of the test organism in 100% effluent at the end of 24-hours. The permittee may petition the Executive Director (in writing) for an extension of the 3-year limit. However, to warrant an extension the permittee must have demonstrated due diligence in its pursuit of the toxicity identification evaluation/TRE and must prove that circumstances beyond its control stalled the toxicity identification evaluation/TRE.

The permittee may be exempted from complying with 30 TAC § 307.6(e)(2)(B) upon proving that toxicity is caused by an excess, imbalance, or deficiency of dissolved salts. This exemption excludes instances where individually toxic components (e.g., metals) form a salt compound. Following the exemption, this permit may be amended to include an ion-adjustment protocol, alternate species testing, or single species testing.

- i. Based upon the results of the TRE and proposed corrective actions, this permit may be amended to modify the biomonitoring requirements where necessary, require a compliance schedule for implementation of corrective actions, specify a WET limit, specify a best management practice, and specify a chemical-specific limit.
- j. Copies of any and all required TRE plans and reports shall also be submitted to the U.S. EPA Region 6 office, 6WQ-PO.



TABLE 2 (SHEET 1 OF 2)

## WATER FLEA SURVIVAL

## GENERAL INFORMATION

	Time	Date
Composite Sample Collected		
Test Initiated		

## PERCENT SURVIVAL

Time	Rep	Percent effluent					
		0%	6%	13%	25%	50%	100%
24h	A						
	B						
	C						
	D						
	E						
	MEAN						

Enter percent effluent corresponding to the LC<sub>50</sub> below:

24 hour LC<sub>50</sub> = \_\_\_\_\_% effluent

TABLE 2 (SHEET 2 OF 2)  
FATHEAD MINNOW SURVIVAL

## GENERAL INFORMATION

	Time	Date
Composite Sample Collected		
Test Initiated		

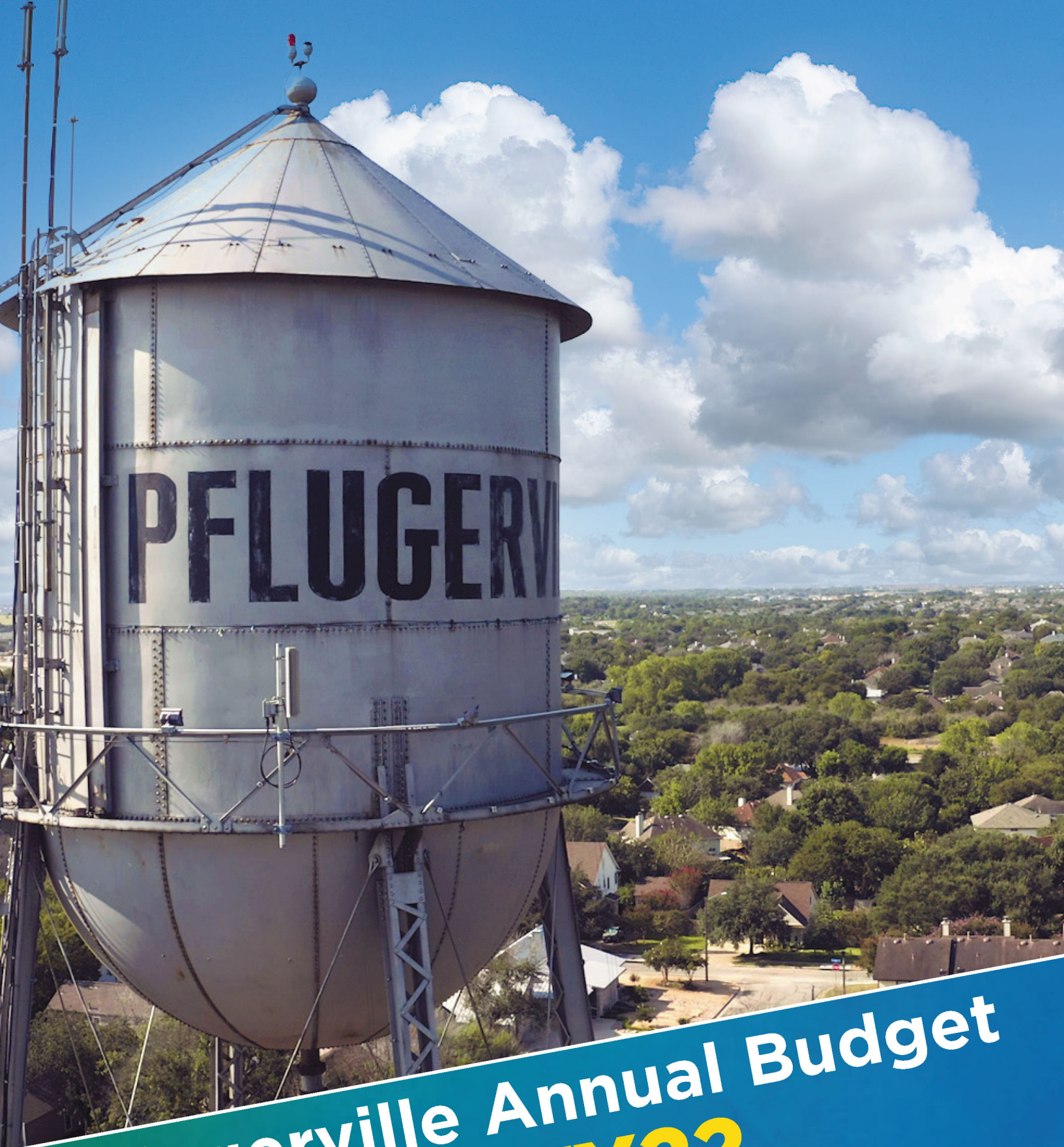
## PERCENT SURVIVAL

Time	Rep	Percent effluent					
		0%	6%	13%	25%	50%	100%
24h	A						
	B						
	C						
	D						
	E						
	MEAN						

Enter percent effluent corresponding to the LC<sub>50</sub> below:

24 hour LC<sub>50</sub> = \_\_\_\_\_% effluent

## **8: Financial FY22 Approved Budget**



# Pflugerville Annual Budget **FY21 - FY22**



*where quality meets life*

**PFLUGERVILLE**  
TEXAS

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,670,218, which is an 8.3% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,334,096.

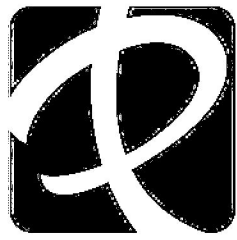
The City Council passed the budget ordinance with the following votes:

<b><u>Title</u></b>	<b><u>Place</u></b>	<b><u>Name</u></b>	<b><u>Vote</u></b>
Mayor	N/A	Victor Gonzales	Yes
Mayor Pro Tem	3	Omar Peña	Yes
Councilmember	1	Doug Weiss	No
Councilmember	2	Ceasar Ruiz	Yes
Councilmember	4	Rudy Metayer	Yes
Councilmember	5	Mike Heath	Yes
Councilmember	6	David Rogers	Yes

<u>Tax rate per \$100 in value</u>	<u>FY 2021</u>	<u>FY 2022</u>
Property Tax Rate	\$ 0.4863	\$ 0.4863
No-New-Revenue Tax Rate	\$ 0.4945	\$ 0.4504
No-New-Revenue M&O tax rate	\$ 0.2997	\$ 0.2874
Voter-Approval Tax Rate	\$ 0.4998	\$ 0.5105
Debt rate	\$ 0.1762	\$ 0.1996

Total amount of municipal debt obligations: \$333,010,000.

The total amount of outstanding municipal debt obligations considered self-supporting: \$136,416,651.



*where quality meets life*

**PFLUGERVILLE**  
**T E X A S**

# City of Pflugerville

## FY22

## Approved Budget



## Table of Contents

<b>Budget Message</b>	9
Budget Message	10
<b>City Profile</b>	22
City of Pflugerville History	23
City and Area Demographics	25
City of Pflugerville City Council	30
City of Pflugerville City Officials	31
<b>Budget Overview</b>	34
Vision, Mission and Organization-Wide Goals	35
Supplemental Plans	36
The Budget Process	37
FY22 Budget Schedule	38
The City Organization	40
City Funds and Basis of Accounting and Budgeting	42
Revenue and Expense Descriptions	44
Budgeted Position Chart	47
Budgeted Positions	48
Financial Policies	51
Component Unit	54
<b>Budget Summaries</b>	55
Consolidated Fund Balance Statement	56
Consolidated Revenue Comparison	57
Consolidated Expense Comparison	58
Consolidated Fund Balance Comparison	59
<b>General Fund Department</b>	60
General Fund Summary	61
General Fund Summary Discussion	62

## Table of Contents (Continued)

General Fund Special Services .....	65
City Manager's Office .....	67
Legal Services .....	77
People and Culture .....	79
Finance .....	88
Communications .....	97
Information Technology .....	106
Planning & Development Services Administration .....	118
Building Inspection Department .....	127
Development Services .....	135
Engineering Department .....	143
Pflugerville Public Library .....	151
Municipal Court .....	160
Pflugerville Animal Welfare Services (PAWS) .....	167
Police Department .....	177
Parks and Recreation Department .....	187
Field Operations Department .....	197
Streets and Drainage Department .....	205
Fleet Department .....	214
Facilities Maintenance .....	220
<b>Water- Wastewater Utility Fund Departments .....</b>	<b>227</b>
Water-Wastewater Utility Fund Summary .....	228
Water-Wastewater Utility Fund Summary Discussion .....	229
Utility Fund Special Services .....	232
Utility Administration .....	234
Water Treatment .....	244
Water Distribution .....	252
Wastewater Collection .....	258
Wastewater Treatment .....	266
Solid Waste Services .....	274



## Table of Contents (Continued)

Utility Maintenance .....	276
<b>Solid Waste Services .....</b>	<b>282</b>
Solid Waste Fund Summary .....	283
Solid Waste Fund Summary Discussion .....	284
Solid Waste .....	285
 <b>Special Revenue .....</b>	 <b>290</b>
HOT Funds Discussion .....	291
HOT Fund Summary .....	292
Court Special Revenue Fund Discussion .....	293
Court Special Revenue Summary .....	294
Police Special Revenue Fund Discussion .....	295
Police Special Revenue Fund Summary .....	296
TIRZ Fund Discussion .....	299
TIRZ Fund Summary .....	300
PEG Fund Discussion .....	302
PEG Fund Summary .....	303
CDBG Fund Discussion .....	304
CDBG Fund Summary .....	305
 <b>Capital Outlay .....</b>	 <b>306</b>
Capital Outlay .....	307
 <b>Escrow Fund Summary .....</b>	 <b>310</b>
Escrow Fund Summary .....	311
 <b>Debt Service .....</b>	 <b>312</b>
Debt Service Fund Summary .....	313
Capital Leased Vehicles Summary .....	314
General Debt Service Fund .....	315
General Fund Debt Schedule .....	316

## Table of Contents (Continued)

Purpose of Bonds Issued- Debt Service Fund .....	317
General Debt Maturity Schedule .....	318
Utility Debt Service Fund .....	319
Purpose of Bonds Issued- Utility Fund .....	320
Utility Debt Maturity Schedule .....	321
<b>Capital Improvement Program .....</b>	<b>322</b>
Capital Improvement Plan Overview .....	323
General Capital Fund Summary .....	324
Facility and Park Capital Projects .....	325
Transportation Capital Projects .....	326
IT Capital Projects .....	327
Utility Capital Projects Fund Summary .....	328
Water Capital Projects .....	329
Wastewater Capital Projects .....	330
<b>Statistical .....</b>	<b>331</b>
Population, History, Growth and Analysis .....	332
Utility Customer Growth .....	333
Assessed and Estimated Actual Value of Taxation .....	334
Property Tax Analysis .....	335
Historical Tax Levy 20 year .....	336
Principal Taxpayers .....	337
Principal Employers .....	338
Other City Comparison .....	339
<b>Reference .....</b>	<b>342</b>
Ordinance Adopting the Budget .....	343
Tax Levy Ordinance .....	345
Truth in Taxation Tax Rate Worksheet .....	347
Investment Policy .....	356

## Table of Contents (Continued)

Resolution of Investment Policy.....	368
Debt Management Policy.....	369
Resolution of Debt Management Policy.....	380
City Charter – City Council.....	381
City Charter – Boards and Commissions .....	387
City Charter – Administration.....	391
City Charter – Budget Sections .....	396
Master Fee Schedule.....	401
Authorized Purchases List.....	420
 <b>Budget Glossary .....</b>	 <b>421</b>
Budget Glossary.....	422





City of Pflugerville  
"Willkommen"

# BUDGET MESSAGE



To: The Honorable Mayor and Members of City Council

From: Sereniah Breland, City Manager

Date: August 24, 2021

Subject: Budget Message - Fiscal Year 2022 (FY22) Adopted Budget

Staff is pleased to present the City of Pflugerville adopted budget for the fiscal year beginning October 1, 2021, through September 30, 2022 (FY22). This budget outlines the programs and services to be provided by the City during the coming fiscal year. Together with your guidance, staff input and our joint visionary thoughts, we have prepared an annual financial plan considering both the needs of our residents and our strategic objectives.

The adopted budget includes projected revenues, the allocation of operational funds necessary to provide quality services to our residents, the debt obligations of the City, and approved capital projects necessary to sustain the current and future needs of the City.

The FY22 budget illustrates the City's continued focus on citizen top 3 priorities of flow of traffic and congestion management; maintenance of city streets, drainage, and sidewalks; and quality water/wastewater services. The adopted budget for FY22 is a balanced, conservative plan that fulfills our previous commitments and addresses opportunity for additional improvements. The FY22 adopted budget includes:

- Government Funds: General Fund \$50M, Debt Service Fund \$15M, and Capital Fund \$74M,
- Special Revenue Funds: Hotel Occupancy Tax Fund \$383K, Municipal Court Summary \$51K, Police Special Revenue Summary \$91K, TIRZ #1 \$1M, CDBG Program \$260K, and PEG (Public, Educational, and Governmental) Funds \$110K, Total Special Revenue \$1.9M not previously reflected in budget
- Enterprise Fund: Water/Wastewater \$37M, Solid Waste \$7M, and Utility Capital Funds \$101M.

In accordance with Section 9.03 of the City Charter, the fund summaries provided in this budget document outline key budget components and discussion of the salient changes between this budget and the previous budget year.

Overall, the FY22 adopted budgeted expenditures total \$286 million, a direct response to the increased infrastructure and operational needs of a fast-growing city. Along with this growth is an increased demand upon City services, resulting in additional resource needs. This budget provides for investment in long-term planning, advancements in technology, expansion and competitive wages for labor resources, and improvements that help us manage and sustain growth.

## **Pflugerville Economy**

The past 18 months have brought on new challenges around the globe, including our state, and the local community. Pflugerville has proven to be amazingly resilient with recent citizen surveys proclaiming what a great place to live and raise a family.

Through the challenging times, the City has continued to experience population growth and a strong economy as evidenced by increases in sales tax revenue and property values, economic development activity, and continued residential construction.

According to the U.S. Census, the City's population increased from 48,370 in 2010 to an estimated 65,380 (35%) in 2019. The City's Planning Department currently approximates the population at 77,629 and anticipates continuing growth with a projected population between 88,700 and 94,200 by 2025. This growth is reflective of the population increase seen across the entire Central Texas (Austin-Round Rock MSA) region and by the amount of housing currently under development in Pflugerville.

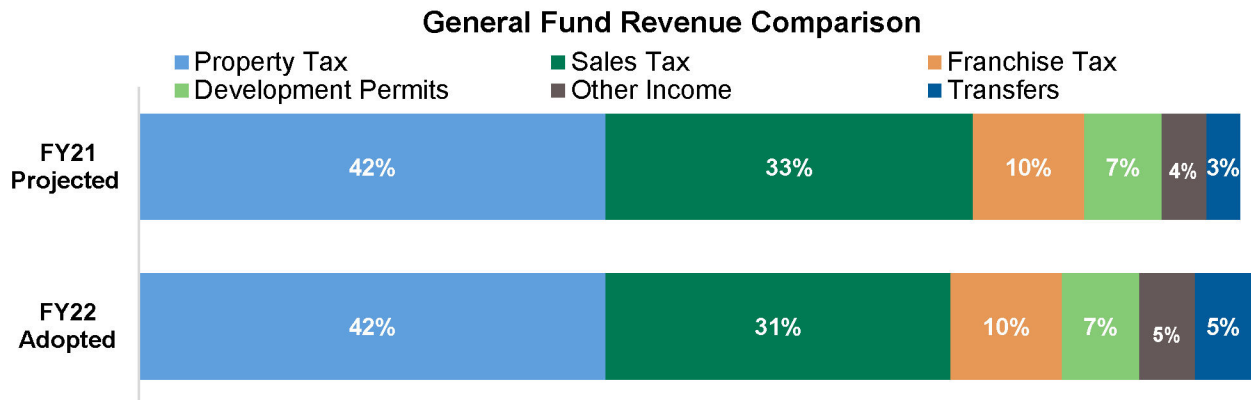
With little to no impact from the protocols imposed because of the pandemic, construction began on a 3.8 million square foot logistics and distribution center on East Pecan Street, west of State Highway 130 in early 2020. The four and a half story logistics facility will include warehouse and supporting office space. An adjacent 150-acre property was rezoned in June to an urban district allowing for a mix of residential and commercial spaces. On the west side of the City, the Pecan District completed construction of the first phase of a multi-phase, multi-use development. In Stone Hill Town Center, construction has begun on two hotels, while several infill commercial sites are nearing completion. Residential and commercial development continues to thrive throughout the City.

## **General Fund**

The General Fund is composed of functions most frequently associated with local governments, such as: public safety, street maintenance, municipal court, building inspection, land planning and zoning, parks, and libraries. The primary objective for the General Fund budget is providing the infrastructure and systems necessary to support the delivery of services to the residents and businesses of Pflugerville.

## General Fund Revenue

The following chart illustrates the City of Pflugerville's General Fund revenue sources as a percentage of revenues for the FY21 projected and FY22 adopted budgets.

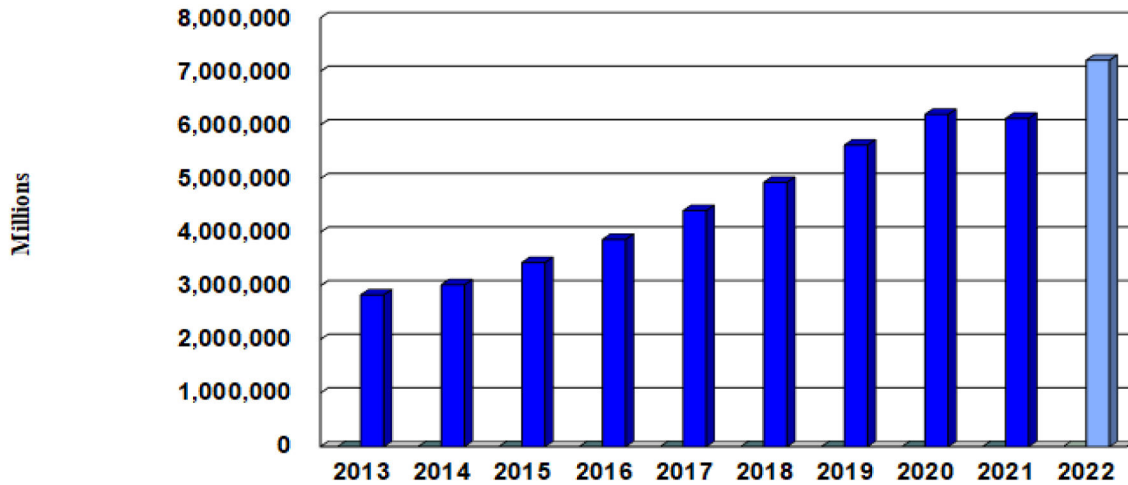


### Property Taxes

The fiscal year 2022 property tax levy will be used to pay debt service on outstanding General Fund obligations and support General Fund maintenance and operations. Certified valuation of property totals \$7.2 billion, an increase of 8.3% or \$549 million from prior year. The increase in taxable property valuation of existing property values consist of \$275 million and new property value makes up \$274 million of total valuation.

For FY22, the City's total estimated property tax levy of \$34.9 million is an increase of \$2.7 million over the current tax levy of \$32.3 million. The voter approval rate was calculated at 0.5105 per \$100 of valuation. The adopted tax rate of 0.4863 per \$100 of valuation levied consists of two components: 0.2867 goes to maintenance and operations (M&O) and 0.1996 goes to debt service payments. The M&O rate of represents a decrease by (0.0234) from prior year and debt service represents an increase of 0.0234 from prior year. Once cent of the adopted tax of 0.4863 represents \$718K.

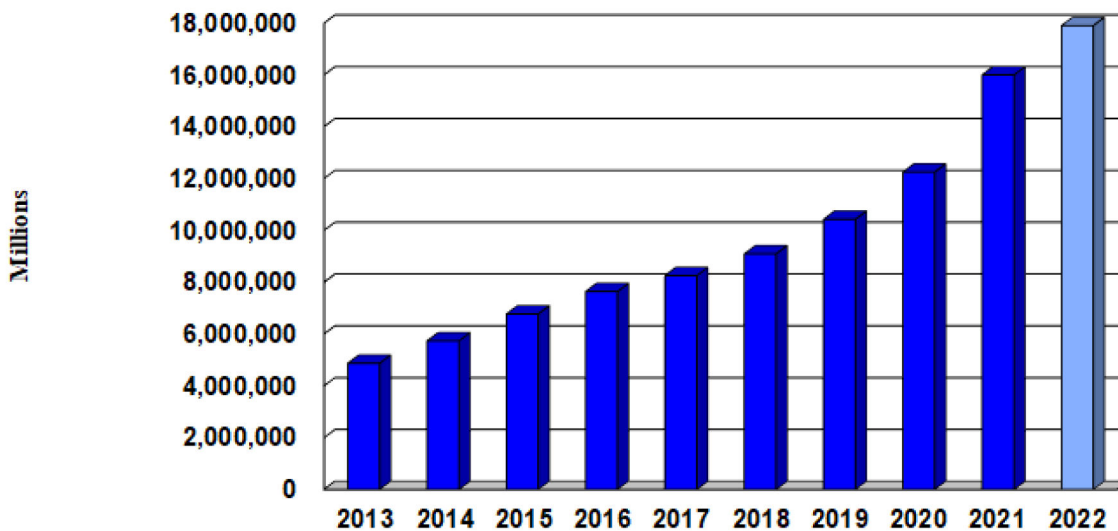
### ***10-Year Appraisal Roll History (Property Tax Year)***



### ***Sales Taxes***

The chart reflects the steady historical increase of sales tax collections resulting from commercial development and population growth in the City. FY21 sales tax revenue is projected to increase 33% or more from prior year. The current growth rate reflects many changes to consumer behavior that are not likely to be sustainable based on the infusion of stimulus funding by the federal government. Quantifying what part of the current year's growth in sales tax revenue is due to increased commercial development and population verses changes in consumer behavior is challenging. In response to these concerns, the FY22 proposed revised revenue is based on historical growth of 12% over the current FY21 projection. The revised sales tax revenue is \$17.9M.

### ***10-Year Sales Tax Collection History***





### Transfers

The adopted budget consists of \$2.3 million transfer from Water/Wastewater Fund and \$109 thousand from the Solid Waste Fund to the General Fund to support shared services. An Indirect Cost Allocation as conducted by a 3rd party consulting firm. The result concluded the reimbursement for services funded by the General Fund.

## **General Fund Expenditures**

General Fund FY22 budgeted expenditures of \$50.5 million represent a \$3.5 million (7.4%) increase from the FY21 projected year-end estimate, excluding \$9 million transfer to capital reserves. These increases are primarily to maintain the current levels of service, increased staffing levels in strategic areas to focus on citizen priorities reflected in the City Council Strategic Plan, and supporting operating expenses to meet the demands resulting from projected growth throughout our community.

Function	Personnel Services	Operating Expenditures	Economic Development/ TIRZ	Capital Outlay	Grand Total
Administrative Services	4,467,970	4,786,263	2,876,507	294,400	12,425,140
Community Services	5,147,034	1,798,221		607,631	7,552,886
Planning & Development Services	4,217,946	2,086,470		0	6,304,416
Public Safety	13,148,469	954,847		55,000	14,158,316
Public Works	3,132,347	6,623,471		610,065	10,338,382
<b>Grand Total</b>	<b>\$30,113,766</b>	<b>\$16,249,271</b>	<b>\$2,876,507</b>	<b>\$1,567,095</b>	<b>\$50,806,639</b>

The chart above illustrates the functional allocation of the General Fund resources for FY22. The independent departmental budgets that comprise each function are detailed below.

<u>Administrative Services</u>	<u>Community Services</u>	<u>Planning &amp; Development Services</u>	<u>Public Safety</u>
<ul style="list-style-type: none"><li>– City Manager's Office</li><li>– Legal Services</li><li>– Finance</li><li>– P+C (People + Culture)</li><li>– Communications</li><li>– Information Technology</li><li>– Court</li></ul>	<ul style="list-style-type: none"><li>– Parks &amp; Recreation</li><li>– Library</li><li>– Pf Animal Welfare Services (PAWS)</li></ul>	<ul style="list-style-type: none"><li>– Planning &amp; Dev Services Admin</li><li>– Building</li><li>– Development Services</li><li>– Engineering</li></ul>	<ul style="list-style-type: none"><li>– Police</li></ul> <u>Public Works</u> <ul style="list-style-type: none"><li>– Field Operations</li><li>– Street &amp; Drainage</li><li>– Fleet</li><li>– Facilities</li></ul>

### Personnel

The adopted budget provides funding to increase staffing and implementation of the recently completed compensation study. Total increase in personnel services over prior projected year-end totals \$4.5 million. This increase consists of the following:

- Additional 33 positions & 12 promotions: \$1.9M
- Compensation Adjustments: \$936K
- Merit 3%: \$766K
- Increase in cost of benefits: \$894K

Labor resources in the City compete with neighboring cities for highly qualified candidates. With the City investing 56% of operating funds into personnel it is sound fiscal management to prioritize the resources that lead and represent the City, executing policies and priorities. A compensation study was conducted, and funding allocated to safeguard competitive wages for all impacted positions. In addition to a competitive compensation plan, making sure the City has the adequate staffing levels to support core services is equally important as well as challenging. Considerations for the types of positions needed are in alignment with citizen priorities to focus on improved street maintenance, flow of traffic, parks, public safety, and excellent customer service.

Adopted positions include:

- Police: 4 Patrol Officers, Corporal for Community Engagement, Corporal for Community Response Team, and Crime Scene Tech
- Parks: Recreation Center Technician, Parks Operations Rental & Event Specialist, 4 Parks Operations Technicians, Aquatics Maintenance Technician, and Business Operations Coordinator
- Streets: Field Operations Technician, Equipment Operator, and Traffic Signal Technical Lead
- Administrative Services: City Intern (part-time), Assistant to the City Manager, Records Clerk, Risk Manager, Finance Coordinator, Accountant, Broadcast Assistant (part-time), Field Technician (IT), System Administrator in support of new ERP system
- Planning & Development Services: Commercial Plan Reviewer, Senior Planner (long range), Development Services Coordinator, Financial CIP Program Manager
- Field Ops: Emergency Management Coordinator
- PAWS: Animal Services Officer

### Operating Expenses

The adopted budget provides additional funding over prior year-end projected total in Public Works for streets/traffic signal \$1.4 million increase.

In FY21, the City entered into agreements with Texas Department of Transportation (TxDOT) for the transference of operations and maintenance of a total of 22 signals upon the completion of signal upgrades performed by TxDOT. Per the Texas Administrative Code, cities of 50,000 or more in population are tasked with the responsibility for installation, operation, and maintenance of traffic signals within the City. The Texas Department of Transportation completed signal upgrades to Traffic Signal along 685 and 1825 which accounts for 10 signals for which the City and TxDOT have fully executed the agreement. The remaining signals will be maintained by the City upon completion of upgrades and the City will be reimbursed. These remaining signals include 2 along State Highway 45, 8 along State Highway 130 and 2 located at Central Commerce and Vision Drive. It is anticipated that the inclusion for maintenance for these remaining signals will be within FY21 as well. Additionally, FY22 would include the implementation of the Cities Advanced Transportation Management System (ATMS), which would allow for traffic signal and traffic flow management by giving City staff the ability to remotely alter and monitor traffic control to ensure proper operation and efficiency.

As part of the City's Pavement Maintenance plan, the funding approved will be utilized to further the City's five-year preventative maintenance and roadway rehabilitation plan.

Among the changes reflected in the adopted budget is the consolidation of the Parks Operations department into Parks and Recreation, and the creation of the Special Services, which consolidate city-wide expenditures; expenditures related to Fleet, Facilities Maintenance, and Software Licensing & Maintenance fees have all been aggregated in each functional area where related expenditures were previously budgeted within each department; and the Recycle Center expenditures have been transferred to the new Solid Waste Fund.

Items in Engineering, Streets, and IT have been transferred out of the operating budget to the Capital Fund budget. These items were of large dollar amounts, typically greater than \$100,000, useful life is long-term, and could include design and construction components. To strategically manage the city's tax rate, align funding sources, and execute sound fiscal management the Transfer to Capital Reserves account will reflect cash funds transferred out of General Fund (operating) to Capital Fund.

### Capital Outlay

Capital outlay requests total \$1.5 million and include equipment and software for IT, Fleet, Parks, Streets, and Police. Details are provided within each department summary in this budget document. Capital Outlay for the purchase of vehicles has been transferred to

Debt Service. The city will transition to a lease program reflected as a capital lease under the debt service fund.

## **Debt Service**

The City's outstanding tax supported indebtedness will be \$246,289,581 as of September 30, 2021. This number includes bond issuances for voter approved bond programs, certificates of obligation (COs), and COs issued in support of Pflugerville Community Development Corporation, and TIRZ projects.

In late FY21, the City anticipates issuing approximately \$38 million in General Obligation bonds for voter approved 2020 bond programs.

Beginning in FY22 the City will transition from fleet purchase model to a capital lease program. The debt service fund reflects \$229K for the first year of replacement and additional vehicles under the first year of a multi-year plan.

This budget document includes both governmental and utility debt lists that include current bonds and annual payments as well as the appropriate revenue source required to pay the principal, interest, and fees. It also includes summaries of the purpose of the bonds, the issue amount, and the principal balance outstanding.

## **Enterprise Funds**

The Enterprise Funds are comprised of the Water/Wastewater Fund and the newly created Solid Waste Fund. The service areas for these operations are also experiencing a significant amount of growth resulting in the need for additional water/wastewater infrastructure improvements as the city plans for expansions to meet projected capacity.

### **Water/Wastewater Fund**

It is the City's priority to provide reliable services and superior quality of life for our residents. To accomplish this, significant investment in the City's water/wastewater infrastructure will provide services to address projected growth for the Pflugerville community. Expansions in both water and wastewater treatment plants are currently underway with details reflected in Utility Capital Funds and debt service.

### Service Revenue

In FY20, a cost-of-service study was completed to determine revenue requirements to fund necessary investments in the infrastructure over the next five years. The first-rate adjustment was implemented November 2020. The FY21 revised rate study resulted in adjustments to water & wastewater rates with an average monthly impact to residential customers of \$6.20, and commercial customer of \$12.24 per month.

### Expenditures

Water/Wastewater Fund expenditures for FY22 decrease due to the transfer of Solid Waste contract with Waste Connections to the new Solid Waste Fund. Total personnel cost increased \$1.6 million. This increase includes funds for 3% merit \$129K, 4 additional positions \$359K: Senior Utility Engineer, Superintendent, and two Utility Services Technicians, compensation study funding \$555K, and benefits \$557K.

Funding for the water and wastewater portions of existing debt service obligations are included in the special services department. These estimates also include the cost of an issuance of approximately \$11.63 million for wastewater treatment plant expansion projects secured by funding through Texas Water Development Board (TWDB). This funding source has secured lower cost of capital for \$165 million to fund the wastewater treatment plant expansion project detailed in the Utility Capital Fund and multi-year CIP reports included in this budget document.

In prior budgets, developer contributed impact fees were shown as a revenue source as the funds were needed to transfer to capital. Impact fees have previously been reported in the budget documents in separate schedules. The FY22 budget reflects a transition toward better utilization of impact fees to manage utility rates. This includes a restricted fund balance for FY21 and corresponding FY22 transfer to move funds to the Utility Capital Fund to reflect the funding source available for eligible projects. The FY22 expenditures reflect transfer from the operating fund to the capital fund.

The Utility Fund Balance Reserve policy requires maintaining an unrestricted fund balance of 25% (3 months) of operating expenditures. For FY22, the proposed budget reflects a transfer to capital reserves of \$4.8 million resulting in a fund balance of 25% of operating expenditures with a total ending fund balance of \$8.9 million.

## **Solid Waste Fund**

The Solid Waste Fund will be effective October 1, 2021 for FY22. The fund was created to provide transparency into the service level provided to citizens for garbage and recycling collection and the operation of the city's recycle center.

The City contracts with Waste Connections to provide garbage and recycling collection services. Revenues collected from customers for the collection services are projected to increase 4% in alignment with customer growth. Expenditures are predominantly attributed to the contract with Waste Connections and are expected to increase based on contractual pricing terms.

The beginning fund balance of \$1,718,000 has been established in accordance with audit standards and the City's Financial Policy with an ending fund balance at the required 25% of recurring operating expenditures.

## **Capital Funds**

Each fiscal year, a capital budget is submitted separate from the operating budget. The reason for a separate capital budget is to more carefully track capital projects and to more accurately fund them from year to year. This letter outlines the key components of our program.

The multi-year Capital Improvement Program (CIP) provides a detailed plan for addressing the capital needs of the city over the next five fiscal years. However, even though it is a multi-year plan, this budget only appropriates funding for the next fiscal year (i.e., October 1, 2021, through September 30, 2022). For financial planning purposes, we have targeted addressing the projects slated for the next one to five years, with the intention of evaluating the plan on an annual basis.

Our CIP is a progressive plan to improve Pflugerville's infrastructure using a mixture of current revenues, government grants, and various types of bonded debt. The program includes projects related to streets, facilities, parks, and technology in the General Government CIP and projects for water and wastewater improvements in the Water and Wastewater CIP.

### **General Government – CIP**

Transportation/Street funding of \$39.9 million includes:

- 2018 Bond Program projects - Kelly Lane Phase 2, Old Austin-Hutto Rd, Colorado Sand Dr, and East Pflugerville Parkway and other projects
- 2020 Bond Program projects – City neighborhood reconstruction, City intersection improvements, Pecan Street @ FM 685 and other improvements.

Facility related projects total \$4 million include:

- 2020 GO Bond Program - Recreation and senior center
- Cash funded projects – PAWS generator at dog intake building, AC unit replacements, fuel tank sites analysis and design and other facility improvements

Parks and recreation projects total \$16.2 million including:

- 2014 GO Bond Program – Lake Pflugerville Phase 1
- 2016 CO Bond – Gilleland Creek pool bath house and 1849 Park maintenance barn
- 2020 GO Bond Program - neighborhood parks, land acquisition, trail improvements, 1849 park phase 2 and other park improvements.

Information technology projects have been transferred to the Capital Fund due to the funding volume and long-term value provided to the city. The total FY22 funding will be \$5.93 million for investments in a new ERP (Financial and HR System replacement) and fiber ring providing connectivity for AMI (automated meter intelligence).

Capital Improvement Plan (CIP) five-year plan provides project details and cost projections by year included in this budget document.

## **Water/Wastewater CIP**

### Water

Currently, the water system has a firm capacity of roughly 17 million gallons a day (MGD) with peak-day usage in 2020 at roughly 14 MGD. The peak-day flow for 2021 is forecasted between 14.5 - 15.0 MGD. With the peak-day flows close to the maximum firm capacity of the water system, an expansion will be required of the water treatment plant to be completed in 2023. The water system will also be deficient in the volume of elevated water storage that is required by TCEQ within this time window, which has brought upon the need to construct two new elevated storage tanks to increase this volume to make sure we meet TCEQ minimum standards.

The City currently has a firm raw water pumping capacity from the Colorado River of 10 MGD, which is deficient in the peak of summer, triggering the need for both more water rights and the need to add additional infrastructure to bring more raw water to Lake Pflugerville to keep up with demand.

Water treatment plant expansion to 30 MGD and the standby generator project are the material components to the FY22 capital investment. Priorities in the water capital plan focus on securing water rights, resiliency to drought, water supply diversification, and the cost impact. The city is currently applying for funding opportunities to lower the cost of capital for the treatment plant expansion.

### Wastewater

The wastewater system will be at 85% capacity of 7.25 million gallons a day (MGD) by the end of the Phase I expansion of the Central Wastewater Treatment Plant in December



2022. It is forecasted at almost full capacity by the end of 2023 at which time we will need to be under construction of the Phase II expansion of the Central Wastewater Treatment Plant.


Wastewater treatment plant and interceptor project began in 2009 with the acquisition of land for development of the Wilbarger treatment plant. The first phase of the new treatment plant will provide 6 MGD capacity with the flexibility to increase capacity in the future. Expansion and upgrades to the existing Central wastewater treatment plant is currently under construction.

Beginning in FY22, impact fee revenue will be reflected in the Utility Capital Funds as a funding source (revenue) for eligible projects (expenditures). The fund summary reflects a restricted fund balance for the portion of funding provided by developer contributed impact fees.

## Final Thoughts

It is our hope that this budget document enables residents and City leaders of the City of Pflugerville to actively participate in the ongoing budgeting and planning process.

We wish to thank all the City staff members who contributed so much time and effort to the preparation of this budget. The budget document could not have been developed without the many hours of dedication spent by staff gathering the information, performing analyses, and formatting the document.



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Sereniah Breland, City Manager



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Melissa Moore, Finance Director



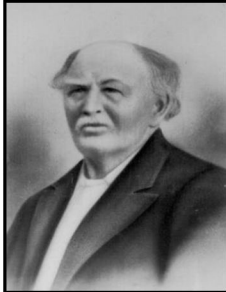


# CITY PROFILE SECTION



## City of Pflugerville History

The Town of Pflugerville was originally settled by members of the Henry Pfluger, Sr. family who emigrated from Germany in 1849. Original homes were built of logs, clay and stone. These settlers were farmers and cattlemen. Cattle were driven to market on the Chisholm Trail to Kansas City.



**George Pfluger**

In 1904, the Missouri-Kansas and Texas Railroad (MKT) built a line from Granger through the Pflugerville community to Austin and San Antonio. On February 19, 1904, the town site of Pflugerville was platted by George Pfluger and his son, Albert, dedicating streets and alleys for the town from the Alexander Walter and C. S. Parrish Surveys in Travis County. The plat consisted of sixteen blocks, rights-of-way, and the depot grounds to the MKT.

Businesses and citizens obtained their water from Gilleland Creek. In 1911, the creek went dry and a well was drilled. The flat rate for water was \$1.50 per month (approximately \$40.50 in 2019). Around 1915, Mr. H. H. Pfluger purchased an electric plant to meet the needs of the town. The local economy was growing; there was a drug store, a hardware store, a lumberyard, funeral home, dentists, doctors, a newspaper, a telephone company, a bank, a gin, an oil mill, an ice factory, and a soda water bottling works facility.



**Pflugerville Bottling Works**

An election was held in the town of Pflugerville on July 24, 1965, on the proposition to incorporate. There were sixty votes in favor of incorporation and forty-two votes against. As a result, the town was incorporated under the commission form of government. At an election held in 1970, with a unanimous vote, the form of government changed from the commission form to the aldermanic form. Another result of this election was the adoption of a one percent sales tax levy for the town of Pflugerville.



Today, the City of Pflugerville encompasses 25.7 square miles with an extraterritorial jurisdiction area over 39.3 square miles. Pflugerville's population has grown from fewer than 750 residents in 1980 to an estimated 74,000 in 2021, according to the City's Planning Department. The Utility Department serves more than 28,000 customers while the Library estimates approximately 290,000 visits annually. The City's Parks and Recreation Department maintains 34 parks and approximately 58 miles of hike-and-bike trails and the Street Department maintains over 230 miles of roadway.

## City of Pflugerville History

Lake Pflugerville was dedicated to the citizens on April 20, 2006 and sits at the intersection of Weiss Lane and Pflugerville Parkway. It is a 180-acre reservoir built to provide the citizens of Pflugerville with water by utilizing surface water from the Lower Colorado River Authority. Lake Pflugerville has a 3.1 mile hike-and-bike trail, fishing piers to access the stocked waters, a swimming area, park, and allows canoes, kayaks, wind surfing, and other non-motorized activities



Pflugerville has over 2,200 acres of developable land along State Highways 130 and 45. A one million square foot light industrial park (130 Commerce Center) has office and warehouse space. In addition, there is one million square feet of retail space at Stone Hill Town Center at the corner of SH130 and SH45. This development includes several restaurants, banks, a variety of stores, medical offices, a 9-screen movie theater and a full-service emergency center. Pflugerville's first bowling alley, Spare Time, opened in 2015 complete with laser tag and other activities.

The first hotels in Pflugerville, a Best Western Plus and a Courtyard Marriot, opened in 2016. In 2017, a second hotel opened, a Courtyard Marriott, which includes the City's first conference center. In 2018, the first Living Spaces furniture retail store in Texas and a Costco opened and in 2019, Baylor Scott & White Health opened the first hospital in the City. An 820,000 square foot Amazon Distribution Center was announced in 2020, which became operational in Fall 2021 and will employ 1,000 full-time workers. Other projects under construction include several office condo buildings and a new multi-use development located in the Pecan District.



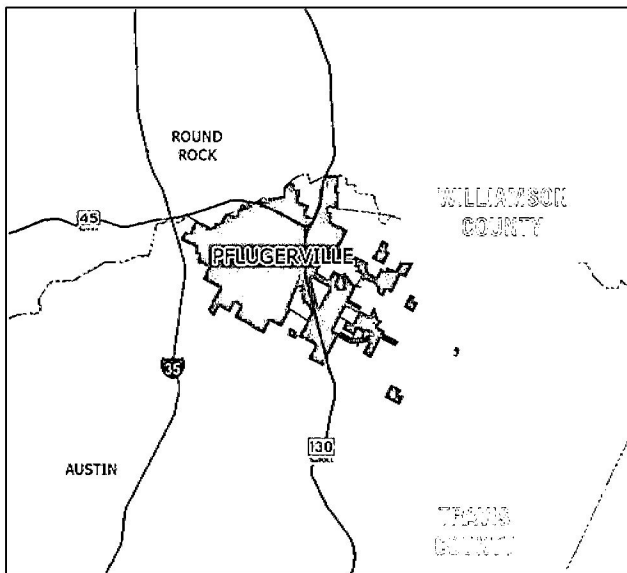
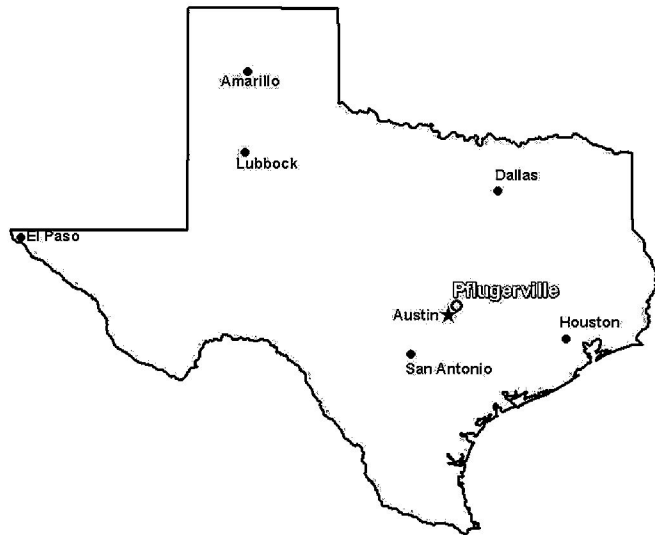
**Amazon Distribution Center**

## City and Area Demographics

Pflugerville is located 15.6 miles northeast of downtown Austin on FM 1825, primarily in Travis County. This location places our city within three hours driving time of ninety percent of the population of the State of Texas.

Our location provides ready access to the State Capitol, the University of Texas, and a number of high-tech industries.

Our residents have ready access to college sports, various minor league sports, performing and visual arts centers, institutions of higher learning and many major employers.



The Central Texas Turnpike System (CTTS) has improved overall traffic mobility, facilitated access to regional services, and increased travel safety for Central Texas residents, workers, and visitors. State Highway 130 and State Highway 45 were built to improve mobility and relieve congestion by providing efficient cross-city routes between Austin, Pflugerville, Round Rock and neighboring communities. In 2019, the Texas Transportation Commission broke ground on the expansion of SH 130. The project will add an additional lane, on each side of the highway from SH 45 to US 290.

## City and Area Demographics

### Education

Pflugerville Independent School District:      4 High Schools  
   7 Middle Schools  
   20 Elementary Schools

Area Colleges:                      Austin Community College  
   Concordia Lutheran College, Austin  
   Huston-Tillotson College, Austin  
   Southwestern University, Georgetown  
   St. Edwards University, Austin  
   Texas State University, Round Rock Campus  
   Texas A&M Health Science Center, Round Rock  
   University of Texas, Austin

### Community and Recreation Facilities

Newspapers:                      Pflugerville Pflag (weekly)  
   Community Impact (monthly)

Library:                              Pflugerville Public Library

Museum:                            Heritage House Museum

Pools:                                Gilleland Creek Park Pool (heated)  
   Scott B. Mentzer Pool  
   Windermere Pool (heated)

Splash Park:                      Falcon Pointe Splash Park

Lake:                                 Lake Pflugerville; with fishing piers, hike-and-bike  
   trail, swim beach, and picnic area

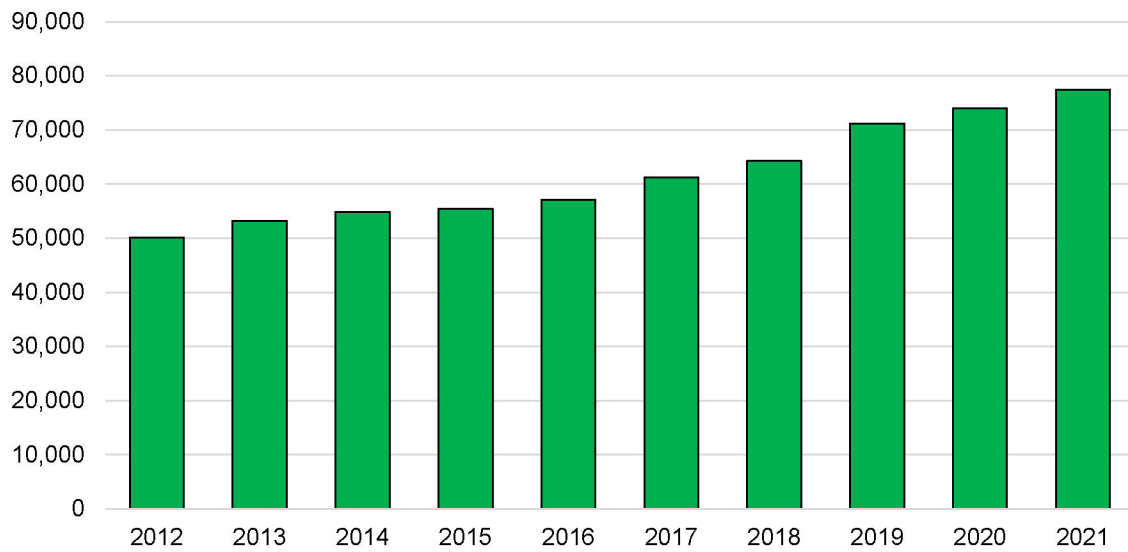
Recreation Center:              Pflugerville Recreation Center

Parks & Playgrounds:          33 parks (27 with playgrounds and 2 with dog parks)

Trails (walking/bicycling):    53 miles

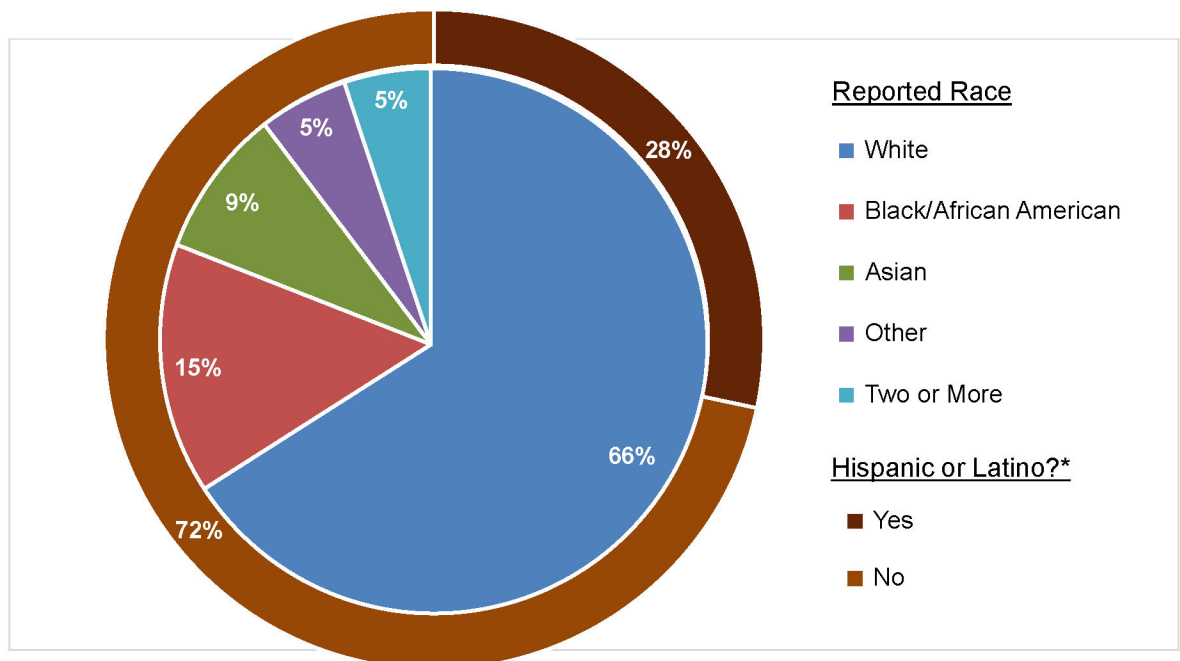
## City and Area Demographics

### City of Pflugerville Population



Source: City of Pflugerville Planning Department

### City of Pflugerville Racial/Ethnic Composition



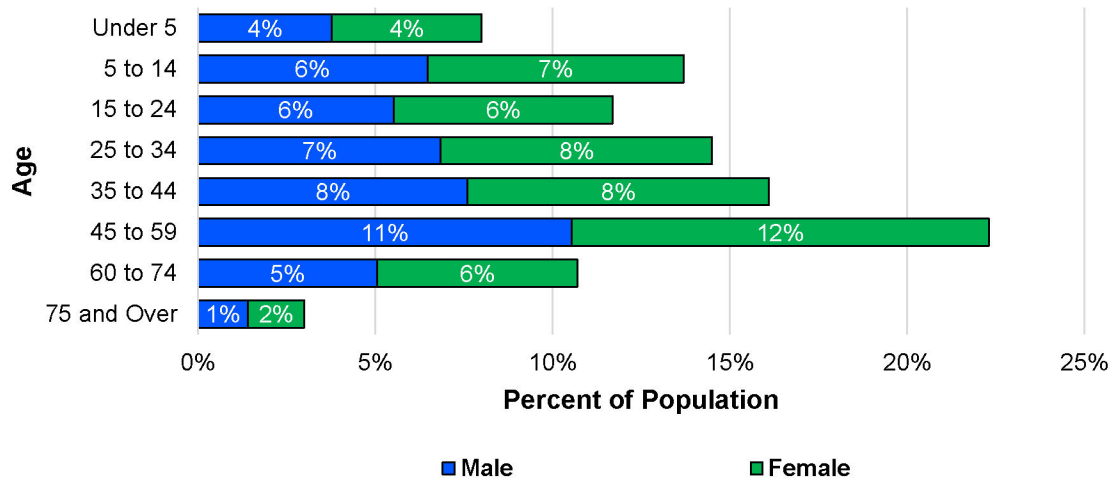
\*Hispanic or Latino may be of any race and are included in the applicable reported race.

Source: Census Bureau – 2014-2018 American Community Survey 5- Year Estimates



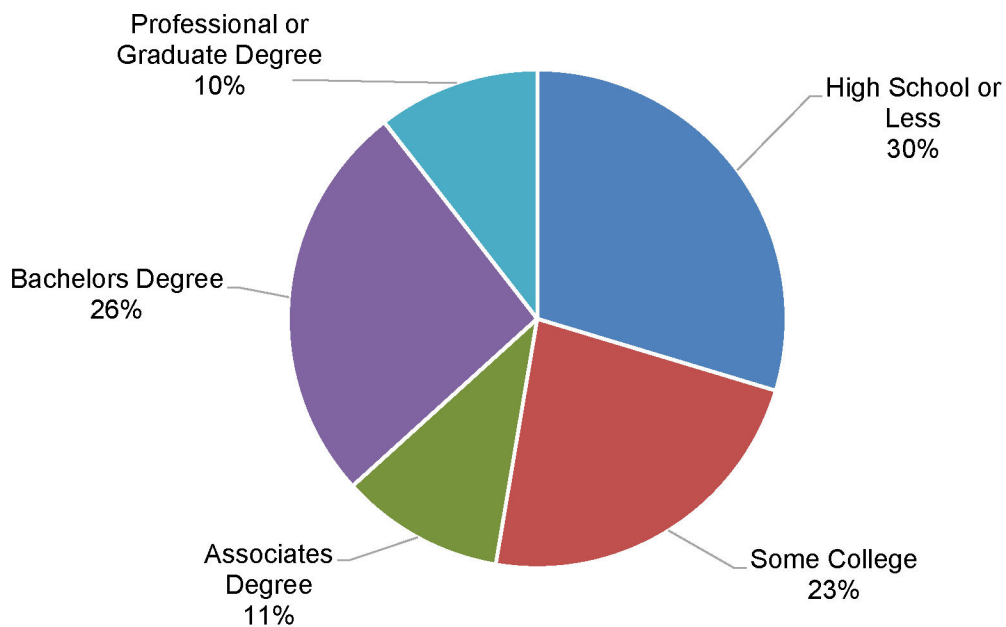
## City and Area Demographics

**City of Pflugerville Population by Age and Sex**



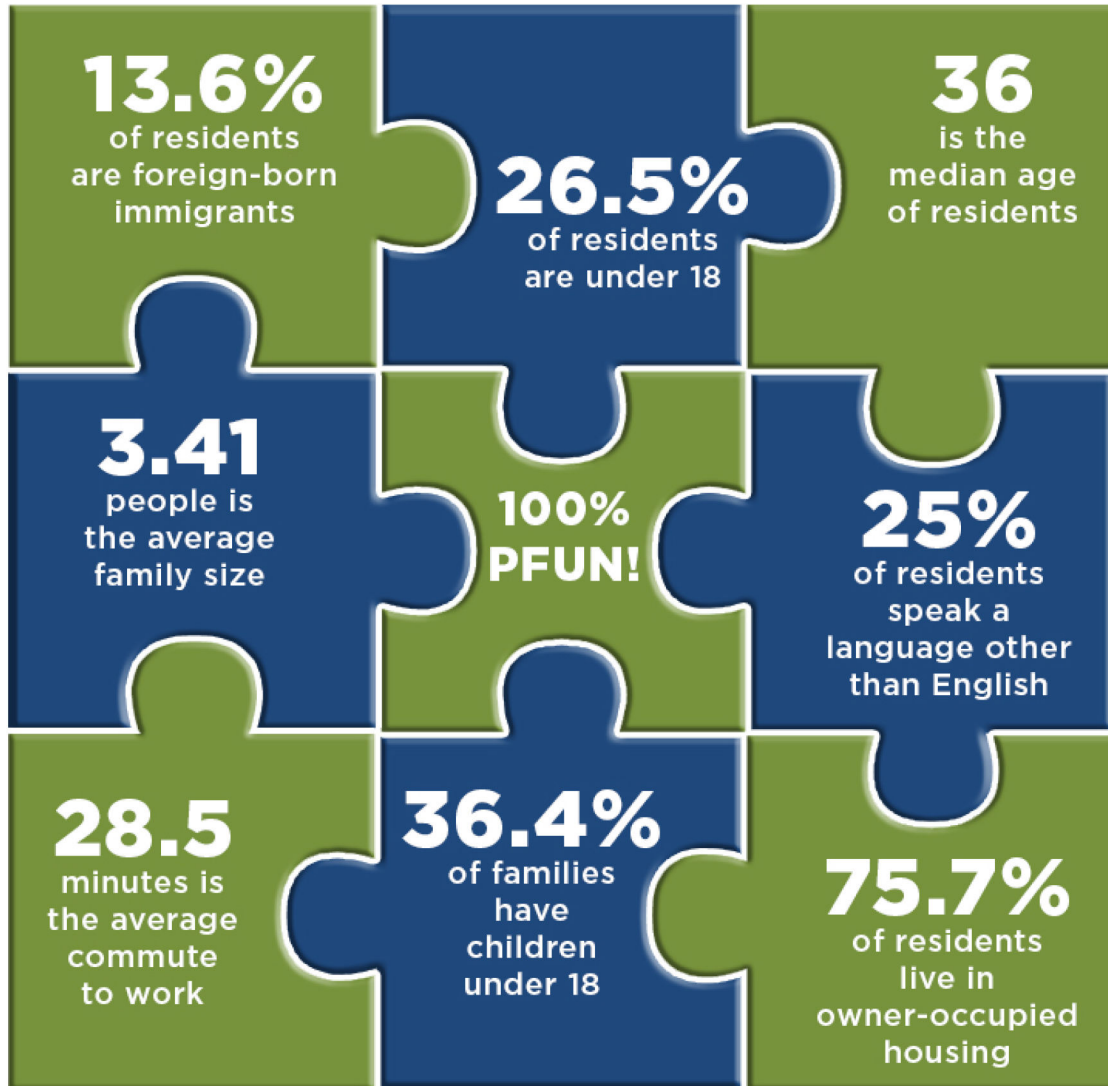
Source: Census Bureau – 2014-2018 American Community Survey 5- Year Estimates

**City of Pflugerville Educational Attainment**



Source: Census Bureau – 2014-2018 American Community Survey 5- Year Estimates

Community Statistics



Source: Census Bureau – 2014-2018 American Community Survey 5- Year Estimates



## City of Pflugerville City Council

The City Council of Pflugerville is the governing body of the municipality. Composed of the Mayor and six Council positions, all members are elected at-large allowing them to serve the entire City as opposed to a geographical district. The mayor pro-tem is elected annually by Council members. All Council positions are voluntary, unpaid positions.

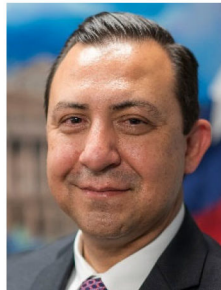
The Council meets on the second and fourth Tuesday of each month. Meeting locations, times, agendas, minutes and more information can be found on the City's website [www.pflugervilletx.gov](http://www.pflugervilletx.gov).



**Victor Gonzales**  
**Mayor**



**Doug Weiss**  
**Council – Place 1**



**Cesar Ruiz**  
**Council – Place 2**



**Omar Peña**  
**Mayor Pro-Tem**  
**Council – Place 3**



**Rudy Metayer**  
**Council – Place 4**



**Mike Heath**  
**Council – Place 5**



**David Rogers**  
**Council – Place 6**

**Elected Officials****City Council (Three-Year Terms)**

<b>Name</b>	<b>Term Expires</b>
Victor Gonzales, Mayor	November 2022
Doug Weiss, Place 1	November 2022
Cesar Ruiz, Place 2	November 2023
Omar Peña, Mayor Pro Tem, Place 3	November 2021
Rudy Metayer, Place 4	November 2023
Mike Heath, Place 5	November 2021
David Rogers, Place 6	November 2023

**City Staff**

<b>Position</b>	<b>Name</b>
City Manager	Sereniah Breland
Deputy City Manager	Trey Fletcher
Assistant City Manager	Amy Giannini
Assistant City Manager	James Hartshorn
Police Chief	Jason O'Malley
City Secretary	Trista Evans
Communications Director	Terri Toledo

**Appointed Officials****Planning and Zoning Commission**

<b>Name</b>	<b>Term Expires</b>
Oscar Mitchell	December 2021
Brad Hickman	December 2022
Andrew Crain	December 2022
Robert Romig	December 2022
Nicholas Hudson	December 2021
Deborah Johnson	December 2022
Dan Seligman	December 2021

**Board of Adjustment**

<b>Name</b>	<b>Term Expires</b>
Melanie Knox	December 2021
Kevin Kluge	December 2021
Barbara Najera	December 2022
Surinder Marwaha	December 2021
Jay Clark	December 2022
Joseph Norrell, Alternate	December 2022
Vacant, Alternate	December 2021

**Appointed Officials (Continued)**

**Equity Commission**

<b>Name</b>	<b>Term Expires</b>
Shawn Douglas	December 2021
Elizabeth Guillory Medina	December 2021
Elizabeth Montoya	December 2021
Daisy Delgado Castillo	December 2021
Pat Epstein	December 2022
James Matlock, Chair	December 2022
Virginia Rogers	December 2022

**Parks & Recreation Commission**

<b>Name</b>	<b>Term Expires</b>
Amy Rabb	December 2022
Jennifer Bridges	December 2021
Scott Langer	December 2022
Raul Capetillo	December 2021
Lisa Ely	December 2022
Kristen Marengo	December 2021
Jorge Amador - Alternate	December 2021
Student Member -Vacant	May 2022

**Library Board**

<b>Name</b>	<b>Term Expires</b>
Dawn Janacek - Chair	December 2021
Nick Crissy - Vice Chair	December 2021
Bridget N. Boswell-Muntz - Secretary	December 2021
Emily Miller	December 2022
Rachel Heath	December 2022
Carl Moore, Jr.	December 2022
George Sylvie	December 2022
Jillian Arizpe, Alternate	December 2021

**Reinvestment Zone No. One**

<b>Name</b>	<b>Term Expires</b>
Jeffrey Thompson, Chair, Place 1	December 2022
Darryl Houston, Place 2	December 2021
Michael Martin, Place 3	December 2022
Sylvia Camarillo, Place 4	December 2021
Michelle Sheehan, Place 5	December 2022

**Appointed Officials (Continued)**

**Personnel Appeal Board**

<b>Name</b>	<b>Term Expires</b>
Lorena DeZeeuw	December 2022
Shelley Helyer	December 2023
Danielle Williams	December 2023
Bruce Tabor	December 2021
Doris Williams	December 2023

**Pflugerville Community Development Corporation Board**

<b>Name</b>	<b>Term Expires</b>
Erin Kurusz, Place 1	December 2021
Jim McDonald, Place 2	December 2022
Mike Heath, Place 3	December 2021
Anthondy Nguyen, Place 4	December 2022
Ken Dalfonso, Place 5	December 2021
Anita Husen, Place 6	December 2022
George Vande Werken, Place 7	December 2021

**Deutschen Pfest Committee**

<b>Name</b>	<b>Term Expires</b>
Linda Botello	December 2022
Melissa Call	December 2022
Raul Capetillo, Chair	December 2021
Crystaleen Guerra	December 2022
Robert Romig	December 2021
Ashley Wilson	December 2022
Nicholas Goettsche	December 2021





# BUDGET OVERVIEW

## Vision Statement

Pflugerville is an open, safe, family-oriented community that provides its residents with an environment to grow by focusing on innovation, keeping an open perspective and creating opportunities to succeed.

## Mission Statement

Efficiently and effectively deliver public resources and services that result in an enhanced quality of life.

## Community Values

- ❖ Respect and honor all people
- ❖ Stewardship through volunteerism
- ❖ Honesty and integrity
- ❖ Leadership and visionaries
- ❖ Fiscal responsibility
- ❖ Sense of community

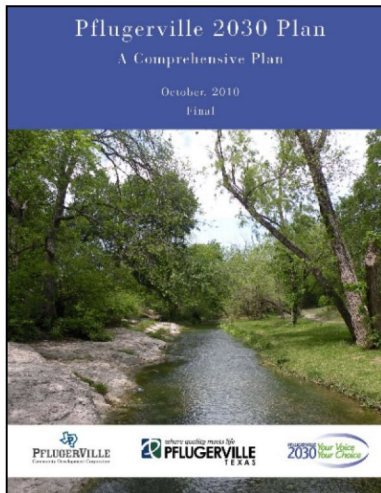
## Strategic Plan

The City of Pflugerville Strategic Plan was adopted on September 28, 2021. In this document, City Council outlined four Pfocus Areas as broad priorities of the City Council.

- ❖ Fiscal Responsibility and Economic Development
- ❖ Public Safety
- ❖ Infrastructure and Transportation
- ❖ Public Engagement and Quality of Life



## Supplemental Plans



### Comprehensive Plan

In October 2010, the City adopted the Pflugerville 2030 Comprehensive Plan. This plan establishes a vision and framework for the future of Pflugerville for the following areas:

- Land Use and Development Character,
- Recreation and Parkland,
- Transportation,
- Public Facilities and Infrastructure, and
- Economic Development.

The plan reflects the desires of Pflugerville residents and was compiled from numerous public meetings and hearings and other methods of citizen input.

The Parks, Recreation and Open Space Master Plan is complimentary to the Comprehensive Plan and was developed in unison. This plan prioritized park projects and identified implementation tools and potential funding sources for capital and operating expenditures.

The City is currently in the process of drafting the Pflugerville 2040 Comprehensive Plan. In September 2020, City Council selected the Comprehensive Plan Advisory Committee, which is tasked to partner with the City and the consultant to create the City's 2040 Comprehensive Plan. The Aspire Pflugerville 2040 Comprehensive Plan will outline where Pflugerville is today and aspires to be by the year 2040. The group will meet through January 2022 with regular updates to the City Council to provide reports and status on their efforts. The Aspire Pflugerville 2040 Comprehensive Plan will be considered for adoption by the City Council in early 2022.

### Functional Plans

The City also has numerous plans that help guide the development and growth of various functional areas of the City.

On November 26, 2019, the City Council adopted the 2019 Transportation Master Plan, incorporating an updated thoroughfare plan map. The Transportation Master Plan, titled "Pflugerville Pforward," is a long-range plan that identifies transportation goals, solutions, and policies for the City of Pflugerville to consider as it continues to be one of the fastest growing cities in the country.

On June 22, 2021, the City Council adopted the Water Master Plan dated May 2021 and Updated Wastewater Master Plan dated May 2021. The overall goal for these plans is to develop a comprehensive Water Capital Improvements plan for the water distribution system and a Wastewater Capital Improvements Plan for the wastewater collection system. Both master plans confirm the operations of each system to enhance reliability, efficiency and capability to service existing and new customers well into the future.

## **The Budget Process**

The City of Pflugerville's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>, as established by the City Charter. The section of the City Charter relating to budget and financial administration, and various financial policies are located in the Reference section of this document.

Department budgets are calculated in three sections; personnel, fixed costs and discretionary spending. The Finance department prepares personnel budgets, fixed cost (i.e. utilities, insurance, and communications) budgets, and budget workbooks for the departments. The budget workbooks, which include all personnel, fixed costs and discretionary spending information are distributed to departments in April along with supplementary materials to help department managers prepare budget requests.

During this time, City Council also holds a retreat to discuss the strategic plan and prioritize goals for the next fiscal year. The Council's direction aids staff in the creation of their budget requests. In May, the Planning and Zoning Commission reviews and makes a recommendation to Council regarding the CIP Plan. Debt service requirements are estimated by Finance based on existing obligations and new debt issues as necessitated by the newly approved CIP Plan. Revenue projections are also determined for the new fiscal year and estimated for the next four fiscal years for long-term planning purposes. This data, combined with department requests, form a preliminary budget. At this stage, the budget is usually unbalanced with expense requirements greater than anticipated revenues.

After receiving the preliminary budget, the City Manager reviews and discusses budget requests with the department managers. The City Manager modifies the budget after this review and the resulting proposed budget is given to the City Council by July 1<sup>st</sup>. This budget must be balanced, with revenues greater than or equal to expenditures. The City Charter allows the use of a transfer from fund balance in the General Fund to balance the budget. The City Charter also requires the General Fund to have a reserve of 25% of budgeted expenses each year. Though the City Charter does not require a reserve for the Utility Fund, a fund balance of at least 25% of budgeted expenses is maintained by policy.

A series of City Council budget work sessions are held during the months of July and August. These work sessions are open to the public and are posted in accordance with open meetings law. Information about the meetings can be acquired from City Hall and on the City's website: [www.pflugervilletx.gov](http://www.pflugervilletx.gov).

The work sessions allow the City Council to receive input on the budget from the City Manager and the department managers and it is through these sessions that the Council prioritizes expenditures for the next fiscal year. With guidance from the Council, the City Manager then creates the proposed budget. The City Charter and state law require a public hearing to be held before the budget is adopted. This hearing provides an opportunity for citizens to express their ideas and opinions about the budget to their elected officials. After the public hearing, the City Council votes on the adoption of the budget. The ordinance adopting the current fiscal year's budget is included in the Reference section of this document.

During the fiscal year, the approved budget can be amended if revenue received is in excess of budgeted revenue. City Council can also approve additional expenses up to the amount of the excess revenue.



## Fiscal Year 2022 Budget and Tax Rate Adoption Schedule

### Schedule for tax rate above lower of no-new-revenue rate or voter-approval rate

Monday, April 19	FY22 Departmental Budget Workbooks shared with departments/ACMs.
Monday, April 19 - Friday, April 30	Finance coordinates with departments to prepare FY22 and five-year revenue estimates.
Friday, April 30	Departments complete FY22 Departmental Budget Workbooks.
Friday, April 30	Appraiser sends notice of estimated taxable value to the City.
Monday, May 3 - Friday, May 14	FY22 department proposed budget submissions reviewed by Finance.
<b>Tuesday, May 11 City Council meeting</b>	<b>City Council review and approval of Capital Improvement Plan (CIP).</b>
Monday, May 17 - Friday, May 28	Department meetings with City Manager to discuss proposed department budgets, changes, and additions.
<b>Thursday, May 27</b>	<b>Departments present proposed service fee revisions and/or additions to the Finance and Budget Committee.</b>
Tuesday, June 1 - Thursday, June 30	Discussions between City Manager, departments and Finance to refine the proposed budget for City Council (as necessary) and proposed budget compiled for City Council.
Thursday, July 1	Deadline to submit the proposed budget to City Council in accordance with the City Charter.
Tuesday, July 13	FY22 Proposed Budget posted to website and provided to City Secretary 30 days before tax rate adoption per Local Government Code.
<b>Tuesday, July 13 City Council meeting</b>	<b>Proposed FY22 budget presented to City Council. Discuss and consider the proposed property tax rate for FY22.</b> <b><i>If proposed rate will exceed the voter-approval rate, take action and schedule public hearings to adopt the budget and tax rate prior to statutory deadline.</i></b>
Thursday, July 15	Proposed FY22 budget presented to the Finance and Budget Committee.
Tuesday, July 20	Certified appraisal rolls sent by Chief Appraisers.
<b>Monday, July 26 - Thursday, July 29</b>	<b>Department meetings between City Council members and City Staff to discuss proposed budget.</b>
<b>Tuesday, July 27</b>	<b>City Council work session to discuss the budget, if desired.</b>
Saturday, July 31	Notice of Public Hearing on Budget published in Austin American-Statesman newspaper as required by the Local Government Code and City Charter.
Monday, August 2	Tax Office calculation of effective and rollback tax rates submitted to jurisdictions for approval prior to publication on August 7.
Saturday, August 7	Publication of effective tax rates, fund balances, and debt schedules, unencumbered fund balance, submitted by Travis County, appears in Austin American-Statesman.
Saturday, August 7	Notices are sent by appraisal districts to all property owners stating that the estimated amount of taxes to be imposed by each taxing unit in which the property is located may be found in the property tax database maintained by the appraisal district.

## Fiscal Year 2022 Budget and Tax Rate Adoption Schedule

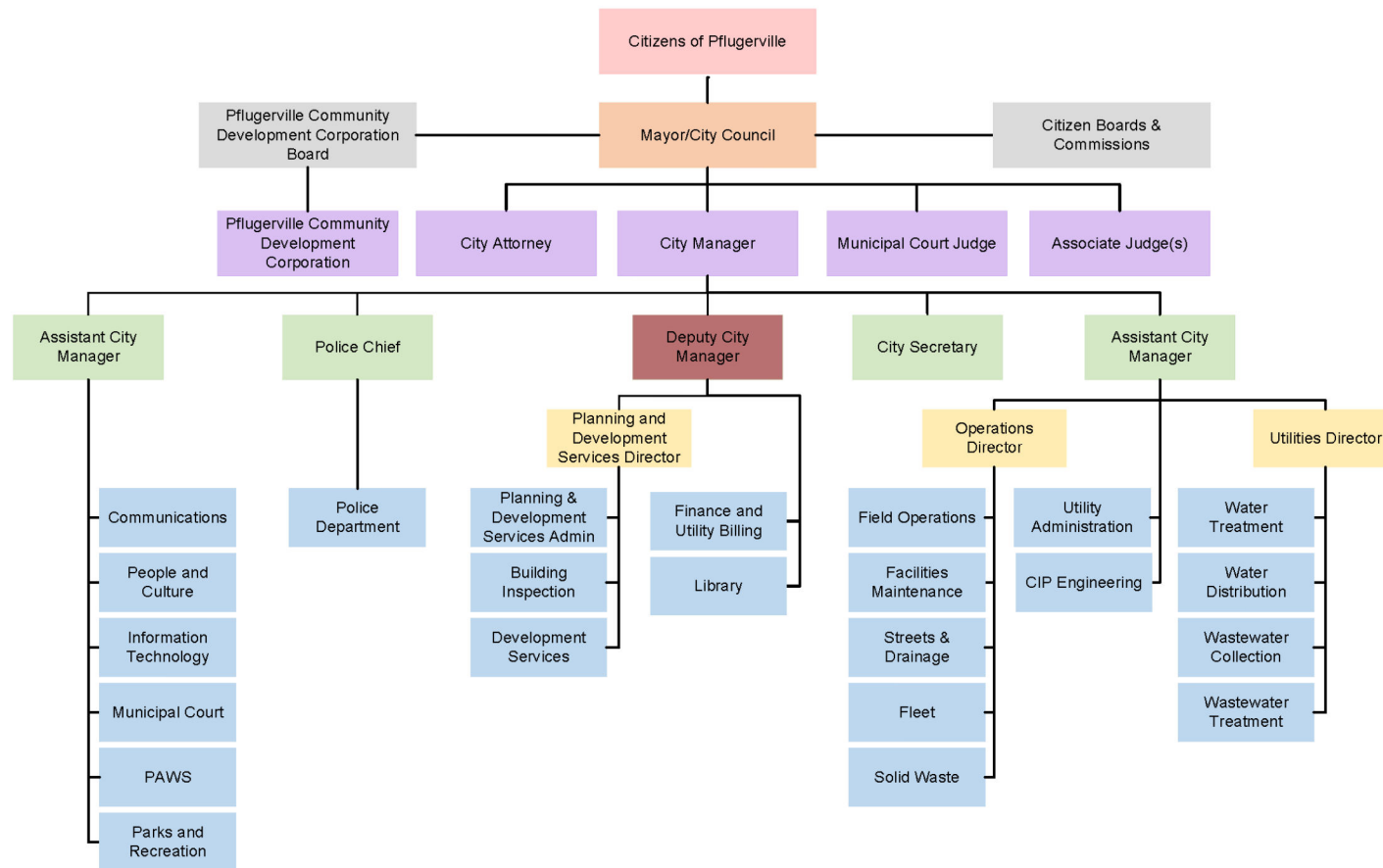
Schedule for tax rate above lower of no-new-revenue rate or voter-approval rate

<b>Tuesday, August 10 City Council meeting</b>	<b>Public hearing on budget as required by Local Government Code and City Charter.</b>
Tuesday, August 17	Notice of Proposed Tax Rate and Public Hearings posted on City website. This should run until adoption of the tax rate.  Notice of Proposed Tax Rate and Public Hearings published on City Access Channel PFTV as a 60-second notice at least five times a day between 7 a.m. and 9 p.m. until adoption of the tax rate.
Thursday, August 19	Notice of Proposed Tax Rate and Public Hearings published in Austin-American Statesman.
<b>Tuesday, August 24 City Council meeting</b>	<b>Public Hearing on tax increase as required by the Tax Code.</b> <b>Adoption of budget by the City Council by ordinance.</b> <b>Adoption of tax rate by ordinance.</b> <b>Resolution ratifying the property tax increase.</b>
Friday, August 27	Adopted tax rate provided to county tax offices. Adopted tax rate ordinance or required language posted to City website.
<b>Friday, September 3</b>	<b>Adopted FY22 Budget provided to City Secretary.</b> <b>Adopted FY22 Budget posted to City website.</b>

# The City Organization

## City of Pflugerville

### Organizational Chart



## **The City Organization**

The City of Pflugerville is a home-rule city operating under a council-manager form of government. All powers of the City are vested in an elected council, consisting of a mayor and six council members. The City Council enacts local legislation, determines City policies and appoints the City Manager. The section of the City Charter that outlines the functions of the City Council is included in the Reference section of this document.

The City Manager is the Chief Executive Officer and the head of the administrative branch of the City government. The City Manager is responsible to the Council for the proper administration of all City affairs. The City Charter, Section IV, outlines the duties of the City Manager and other specific positions. It can be found in the Reference section of this document.

The City government provides a broad range of goods and services to its citizens. The activities and personnel required to provide these goods and services are organized into broad managerial areas called funds. Funds are separate fiscal and accounting entities with their own resources and budgets necessary to carry out specific activities and attain certain objectives.

Funds are further organized into functional groups called departments. A department is a group of related activities aimed at accomplishing a major city service or program. Department Managers are responsible for managing all aspects of their departments. Department Managers report directly to their respective Assistant City Manager or Deputy City Manager, as applicable, or to the City Manager.

### **Department Organization by Fund**

#### **General Fund**

City Manager's Office  
Legal Services  
Finance  
People and Culture  
Communications  
Information Technology  
Development Services Administration  
Building Inspection  
Planning  
Engineering  
Pflugerville Public Library  
Municipal Court  
Pflugerville Animal Welfare Services  
Police

#### **General Fund (Continued)**

Parks and Recreation  
Field Operations  
Street and Drainage  
Fleet  
Facilities Maintenance

#### **Utility Fund**

Utility Administration  
Water Treatment  
Water Distribution  
Wastewater Collection  
Wastewater Treatment

#### **Solid Waste Fund**

## City Funds, and Basis of Accounting and Budgeting

For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and the changes therein are segregated and recorded. There are three basic types of governmental funds:

**Governmental:** Includes activities usually associated with a typical local government's operations, such as police protection. Governmental funds also include special revenue funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Governmental funds are budgeted and maintained using the modified accrual basis of accounting; however, the budgetary basis of accounting excludes accruals and includes prior period adjustments for items encumbered in previous years. This method recognizes revenues when they are measurable and available and expenditures when goods and services are received, except for principal and interest on long-term debt, which is recognized when paid.

**Proprietary:** This fund more closely resembles private business enterprises. The intent is that the costs of providing certain goods and services to the public should be financed or recovered primarily through user charges. Proprietary funds are budgeted and maintained using the accrual basis of accounting; however, the budgetary basis of accounting excludes accruals and includes prior period adjustments for items encumbered in previous years. This method recognizes revenue when it is earned and expenses when they are incurred.

**Fiduciary:** This fund was created for situations in which the government is acting in a trustee capacity or as an agent for other entities. These funds are accounted for using the accrual basis.

The City of Pflugerville has established the following funds:

### **General Fund (Governmental)**

The General Fund accounts for all financial resources except those required to be accounted for in another fund. The General Fund of the City of Pflugerville includes the City Manager's Office, Legal Services, Finance, People and Culture, Communications, Information Technology, Development Services Administration, Building Inspection, Planning, Engineering, Library, Municipal Court, Animal Shelter, Police, Parks and Recreation, Parks Operations, Field Operations, Street and Drainage, Fleet, and Facility Maintenance departments.

### **Utility Fund (Proprietary)**

This fund accounts for the activities related to providing water and wastewater services to the customers in the City of Pflugerville service area. The Utility Fund includes the following operating departments: Utility Administration, Utility Maintenance, Water Treatment, Water Distribution, Wastewater Collection, Wastewater Treatment, and Solid Waste. This fund also accounts for all related capital projects.

### **Solid Waste Fund (Proprietary)**

This fund accounts for contracted services provided to the City for the curbside collection, management, and disposal of solid waste and recyclable materials. The Department also includes the operation of the recycle center, which provides citizens a location to drop off a variety of recyclable items including, brush, scrap metal, refrigerant units, cardboard and paper, automotive fluids and batteries.

## City Funds, and Basis of Accounting and Budgeting

### Special Revenue Fund (Governmental)

The Special Revenue fund accounts for special revenues including Police; Municipal Court; Public, Educational, and Governmental Access Channel (PEG); Tax Increment Reinvestment Zone (TIRZ); Hotel Occupancy Tax (HOT), and Community Development Block Grant (CDBG) funds which have a use restricted by State or Federal statute.

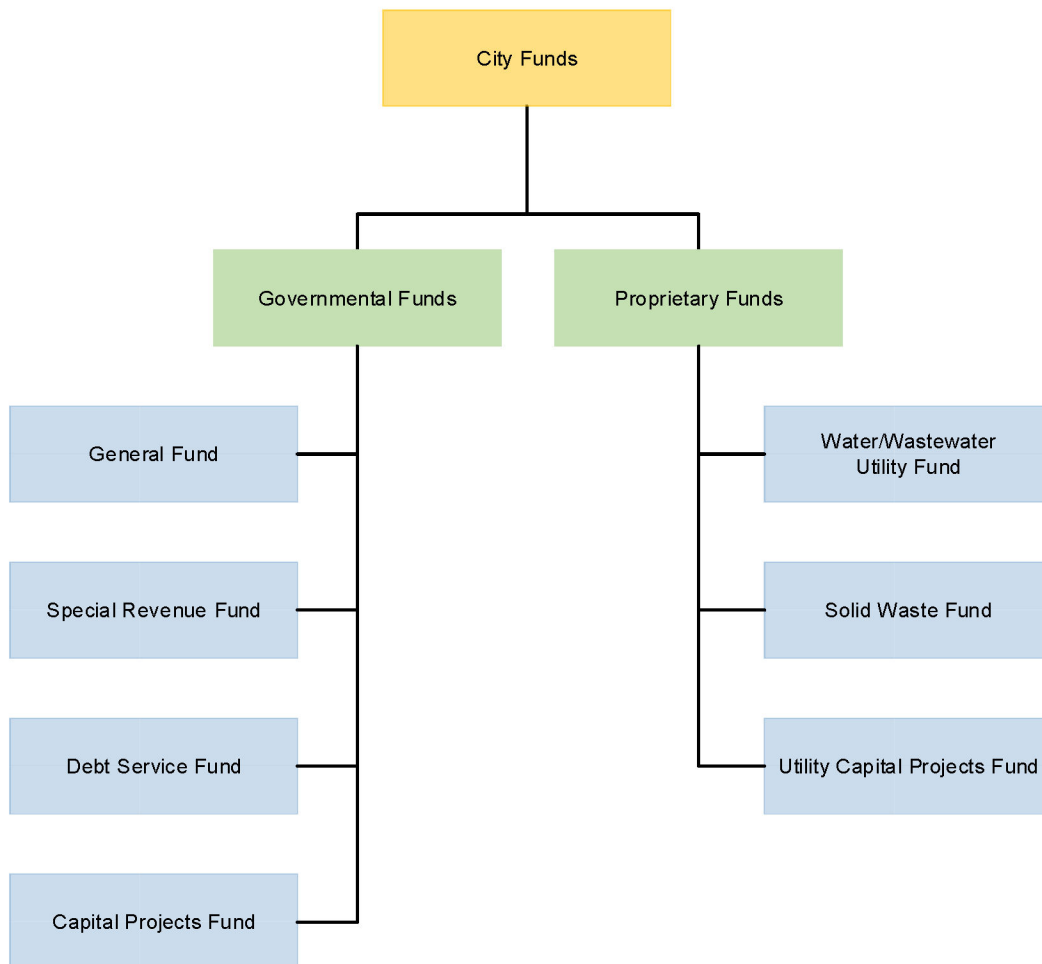
### Debt Service Fund (Governmental)

This fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

### Capital Projects Fund (Governmental)

The Capital Projects Fund accounts for the revenues, most of which are derived from bond proceeds, and expenditures related to the acquisition of major capital facilities.

## City Funds Organization



## **Revenue Descriptions**

### **General Fund**

**Property Tax Rate and Property Tax Revenue** – Property tax is assessed and collected through intergovernmental agreements with Travis and Williamson Counties, the counties within which the City is located. The tax roll as certified by the appraisal district and the calculation of the tax rate levy is provided in the Statistical section of this document.

Under state law there are five separate tax rates calculated by the tax assessor.

1. **The Maintenance and Operations Rate** – This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund general operations of the City. This rate is calculated differently for the No-New-Revenue Tax Rate and the Voter-Approval Rate.
2. **The Debt Service Rate** – This rate is the second of two component rates that make up the total tax rate. This rate is set by law in an amount sufficient to generate enough revenue with which to pay the City's general debt service. This rate is the same for both the No-New-Revenue and Voter-Approval Tax Rates.
3. **The No-New-Revenue Tax Rate** – This rate provides approximately the same amount of revenue collected on the same properties on the tax roll as the prior year. This rate calculation requires the taxing entity to account for changes in the value of existing properties from the prior year to the current year. New properties added since the prior year are not used in the calculation of the current year's No-New-Revenue rate.
4. **The Voter-Approval Rate** – This rate provides approximately the same amount of revenue collected on the same properties for Maintenance and Operations as the prior year, plus a specified increase, as well as the amount calculated for the Debt Service Rate. This rate is typically higher than the No-New-Revenue Rate but can be lower due to decreases in the Debt Service Rate.

**Sales Tax Collections** – A general sales tax is levied on all persons and businesses selling merchandise and/or services (defined by state law) in the City limits on a retail basis. This revenue is projected using a growth estimate plus an estimate of sales tax for any significant new retailers for the initial 12 months of operation.

**Franchise Fees** – These fees are derived from major public utilities operating within the City and are intended to reimburse the City for the use of public streets and rights-of-way. The fee is generally computed as a percent of gross receipts and the percentages vary among the utility classes.

**Development Permits** – These revenues are collected for the applications of site development and subdivision construction, as well as the permits for building the approved projects.

**Fines & Fees** – Revenues from this category are collected to off-set some of the operating costs of general government services provided by the Library, Municipal Court and Animal Control functions.



## **Revenue Descriptions**

### **General Fund (continued)**

**Recreation Income** – Recreation income is collected from the users of the City’s recreational facilities to cover a portion of the cost of services provided by Parks and Recreation.

**Transfers** – An annual transfer is budgeted from the Utility Fund to the General Fund to mitigate the burden of some shared administrative costs on the General Fund. Transfers from other funds are budgeted, on an as needed basis, to offset costs for special projects or services.

### **Utility Fund**

**Water, Wastewater, and Solid Waste Revenues** – These revenues are generated from customer use of utility services and are billed on monthly utility statements. Projections of these revenues are determined by estimated growth rates within the utility system, along with any proposed rate increases as shown on the pro forma prepared by staff. The various assumptions are monitored through the year and estimates are adjusted as needed.

**Fees** – These revenues are generated from the assessment of tap fees. These fees, assessed for both Water and Wastewater, are intended to recover the cost of installing new water and wastewater taps. This also includes water and wastewater impact fees.

**Transfers** – A transfer from impact fees to the Utility Fund is budgeted to cover a portion of the debt service and capital project expenditures for the fiscal year. Impact fees are charged to new development and are to be used for the future expansion of water and wastewater facilities.

### **All Funds**

**Bond Proceeds** – Proceeds from debt issued to fund capital projects or refund prior debt issues.

**Interest** – Idle funds are prudently invested in various instruments allowed under the adopted City Investment Policy (see Reference section). Interest is projected based on the prior year actual receipts and general economic outlook.

**Fund Balance Transfer** – A transfer from the fund balance to the operating budget of the associated fund, if necessary, to balance the budget.

**Grants** – Grant revenue is received from various sources to conduct projects the City would not otherwise be capable of funding. Only grants that have been awarded are included in the City’s operating budget.

**Miscellaneous** – All revenues not accounted for in another revenue category.

## Expenditure Descriptions

A summary of expenditures is included for each department within the departments' pages. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Funds.

**Personnel** – Accounts for each department's salaries, benefits and related expenditures, such as overtime, employee insurance, Social Security and Medicare taxes, and the City's portion of retirement contributions.

**Operating** – Expenditures for the operations of the department; the maintenance of each department's equipment and buildings; and supplies and services utilized by the department.

**Capital Outlay** – Expenditures that will result in the acquisition of or addition to fixed assets and meets specific criteria. Details can be found in the Financial Policies section of the Budget Overview.

**Non-Operating** – Expenditures in the City Manager's Office that are unrelated to the daily operations of the department. Currently, this category includes economic development incentives related to several agreements.

**Debt Service** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule. The Utility Fund debt is reported within each department budget because the debt can be attributed to each of the various utility functions. The General Fund debt is not attributed to individual departments and is maintained in a separate debt service fund. A separate Debt Service section later in this document provides additional details on the debt service of each fund.

## Budgeted Positions

	Positions <sup>1</sup>			FTEs <sup>1</sup>		
Department	FY20 Approved	FY21 Approved	FY22 Approved	FY20 Approved	FY21 Approved	FY22 Approved
<b>General Fund</b>						
City Manager's Office	7	6	9	6.5	5.5	8.0
P+C	4	4	5	4.0	4.0	5.0
Finance	8	11	13	8.0	11.0	13.0
Communications	6	6	7	5.5	5.5	6.0
Information Technology	5	6	8	5.0	6.0	8.0
P&DS Admin	4	4	14	4.0	4.0	13.5
Building Inspection	6	6	7	6.0	6.0	7.0
Development Services	15	15	16	14.5	14.5	16.0
Engineering	18	18	10	18.0	18.0	10.0
Library	25	25	25	20.5	20.5	20.5
Court	6	6	6	5.5	5.5	5.5
PAWS	13	12	13	11.5	10.5	12.0
Police	131	131	138	129.0	129.5	136.5
Parks & Recreation	18	18	48	15.5	15.5	42.5
Parks Operations	20	22	0	18.0	19.0	0.0
Field Operations	0	3	3	0.0	2.5	3.0
Streets	28	28	31	28.0	28.0	31.0
Fleet	4	4	4	3.5	4.0	4.0
Facilities Maintenance	7	7	7	7.0	7.0	7.0
Resource Recovery	6	0	0	6.0	0.0	0.0
Administration	0	0	0	0.0	0.0	0.0
<b>Total General Fund</b>	<b>331</b>	<b>332</b>	<b>364</b>	<b>316.0</b>	<b>316.5</b>	<b>348.5</b>
<b>Utility Fund</b>						
Utility Administration	16	16	23	15.5	15.5	23.0
Utility Maintenance	26	33	0	26.0	33.0	0.0
Water Treatment	10	10	10	10.0	10.0	10.0
Water Distribution	4	4	19	4.0	4.0	19.0
Wastewater Collection	0	0	14	0.0	0.0	14.0
Wastewater Treatment	8	8	8	8.0	8.0	8.0
<b>Total Utility Fund</b>	<b>64</b>	<b>71</b>	<b>74</b>	<b>63.5</b>	<b>70.5</b>	<b>74.0</b>
<b>Solid Waste Fund</b>						
Solid Waste Services	0	0	2	0.0	0.0	1.0
<b>Total Utility Fund</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>
<b>Special Revenue Fund</b>						
School Crossing Guard	6	6	6	3.0	3.0	3.0
<b>Total Special Revenue Fund</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Total Positions/FTEs</b>	<b>401</b>	<b>409</b>	<b>446</b>	<b>382.5</b>	<b>390.0</b>	<b>426.5</b>

<sup>1</sup>This chart does not include seasonal employees.