Executive Summary – Enforcement Matter – Case No. 61561 City of Hudson RN101517878 Docket No. 2021-1501-MWD-E

Order Type: 1660 Agreed Order **Findings Order Justification:** N/A Media: MWD **Small Business:** No Location(s) Where Violation(s) Occurred: City of Hudson WWTF, located at 1000 Jack Creek Lane, approximately 0.8 mile east of the intersection of State Highway 94 and Farm-to-Market Road 3258 and approximately 0.8 mile south of the intersection of State Highway 94 and Farm-to-Market Road 706, Hudson, Angelina County **Type of Operation:** Wastewater treatment facility **Other Significant Matters:** Additional Pending Enforcement Actions: No Past-Due Penalties: No Other: N/A Interested Third-Parties: None Texas Register Publication Date: September 15, 2023 Comments Received: No **Penalty Information** Total Penalty Assessed: \$10,000 Amount Deferred for Expedited Settlement: \$2,000

Amount Deferred for Expedited Settlement: \$2,00 Total Paid to General Revenue: \$8,000 Total Due to General Revenue: \$0 Payment Plan: N/A Compliance History Classifications: Person/CN - High Site/RN - High Major Source: No Statutory Limit Adjustment: N/A Applicable Penalty Policy: January 2021

Investigation Information

Complaint Date(s): N/A Complaint Information: N/A Date(s) of Investigation: September 14, 2021 Date(s) of NOE(s): October 28, 2021

Executive Summary - Enforcement Matter - Case No. 61561 City of Hudson RN101517878 Docket No. 2021-1501-MWD-E

Violation Information

Failed to maintain authorization to discharge wastewater into or adjacent to any water in the state. Specifically, Texas Pollutant Discharge Elimination System Permit No. WQ0011826001 expired on August 1, 2021, and the Respondent continued to operate the wastewater treatment facility without authorization [30 Tex. ADMIN. CODE §§ 305.65 and 305.125(2) and Tex. WATER CODE § 26.121(a)(1)].

Corrective Actions/Technical Requirements

Corrective Action(s) Completed:

By October 24, 2022, the Respondent obtained authorization to discharge wastewater.

Technical Requirements:

N/A

Contact Information

TCEQ Attorney: N/A

TCEQ Enforcement Coordinator: Samantha Smith, Enforcement Division, Enforcement Team 1, MC 219, (512) 239-2099; Michael Parrish, Enforcement Division, MC 219, (512) 239-2548 **Respondent:** The Honorable Robert Smith, Mayor, City of Hudson, 3458 Ted Trout, Hudson, Texas 75904 James M. Freeman, City Administrator, City of Hudson, 3458 Ted Trout, Hudson, Texas 75904

Respondent's Attorney: N/A

STRAMENTAL O	Policy Revi	Pe ision 5 (January 28, 2	enalty Calc	ulatior	ı Worksh	eet (PC		vision February 11, 2021
DATES	Assigned		Severating 10	lov 2021			1	
	PCW		Screening 10-N	NOV-2021	EPA Due			
RESPO		TY INFORMATIC City of Hudson	DN					
	g. Ent. Ref. No.	RN101517878						
Facili	ty/Site Region	10-Beaumont			Major/M	linor Source	Minor	
	NFORMATION				NI -	6 \/: - - +:	4	
En	f./Case ID No. Docket No.	61561 2021-1501-MWD	р-Е		NO. 0	of Violations Order Type		
Mec	lia Program(s)	Water Quality	-		Government	/Non-Profit	Yes	
	Multi-Media				Enf. (Katelyn Tubbs Enforcement T	
Adı	min. Penalty \$ I	Limit Minimum[\$0 Maxi	mum [\$25,000			
			Penalty C	Calculat	ion Sectio	n		
ΤΟΤΑ	L BASE PENA	LTY (Sum of	violation base	e penalti	es)		Subtotal 1	\$10,000
ADJU	STMENTS (+	/-) TO SUBTO	DTAL 1					
		tained by multiplying	the Total Base Penalty					\$1,000
	Compliance Hi		t for one Agreed O	10.0%	Adjustment		tals 2, 3, & 7	\$1,000
	Notes		Reduction for High I		-	liability.		
	Culpability	No		0.0%	Enhancement		Subtotal 4	\$0
	Notes	The Re	espondent does not	meet the	culpability criter	ria.		
	Good Faith Effe	ort to Comply To	otal Adjustments				Subtotal 5	-\$1,000
	Economic Bene	efit _			Enhancement*		Subtotal 6	\$0
	Estimated	Total EB Amounts I Cost of Compliance	\$1,538 \$25,000	*Capped	at the Total EB \$ Ai	mount		
SUM (OF SUBTOTA	LS 1-7				F	inal Subtotal	\$10,000
OTHE	R FACTORS A	S JUSTICE M	AY REOUIRE		0.0%		Adjustment	\$0
		Subtotal by the indic					1	I
	Notes							
						Final Per	nalty Amount	\$10,000
STAT	JTORY LIMIT		IT			Final Asse	ssed Penalty	\$10,000
DEFER					20.0%	Reduction	Adjustment	-\$2,000
Reduces t	he Final Assessed Pe	nalty by the indicated	percentage.				1	
	Notes		Deferral offered for	expedited	settlement.			
ΡΑΥΑ	BLE PENALT	(\$8,000
								+-,

Compl	liance Histr	Compliance History Worksheet bry Site Enhancement (Subtotal 2)		
-		Number of	Number	Adjust.
	NOVs	0	0%	
		Other written NOVs	0	0%
		Any agreed final enforcement orders containing a denial of liability (<i>number of orders meeting criteria</i>)	1	20%
	Orders	0	0%	
	udgments	0	0%	
	nd Consent Decrees	Any adjudicated final court judgments and default judgments, or non-adjudicated final court judgments or consent decrees without a denial of liability, of this state or the federal government	0	0%
C	onvictions	Any criminal convictions of this state or the federal government (<i>number of counts</i>)	0	0%
E	Emissions	Chronic excessive emissions events (number of events)	0	0%
	Audits	Letters notifying the executive director of an intended audit conducted under the Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislature, 1995 (number of audits for which notices were submitted)	0	0%
	Audits	Disclosures of violations under the Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislature, 1995 (<i>number of audits for which violations were disclosed</i>)	0	0%
				
		Environmental management systems in place for one year or more	No	0%
	Voluntary on-site compliance assessments conducted by the executive director Under a special assistance program			0%
		Participation in a voluntary pollution reduction program	No	0%
		Early compliance with, or offer of a product that meets future state or federal government environmental requirements	No	0%
_		Adjustment Per	centage (Sub	ototal 2) 🔀
Кереа	t Violator ((Subtotal 3)		
	No	Adjustment Pere	centage (Sub	ototal 3) 📃
Compl	liance Histo	bry Person Classification (Subtotal 7)		
	High Perf	ormer Adjustment Per	centage (Sub	ototal 7) 🔄 -
Compl	liance Histo	bry Summary		
				7
	ompliance History Notes	Enhancement for one Agreed Order containing a denial of liability. Reduction for High Performer classification.		
		Total Compliance History Adjustment Percentage (S	Subtotals 2,	3, & 7)
Final Co	ompliance	History Adjustment		
i mai et				

Policy Revision 5 (January 28, 2021) PCW Revision February 11, 2021

Screening Date 10-Nov-2021 Respondent City of Hudson Case ID No. 61561 Reg. Ent. Reference No. RN101517878 Media Water Quality

Enf. Coordinator Katelyn Tubbs

PCW

Scr	eening Date	10-Nov-2021		Dock	(et No. 2021-1501-M	WD-E	PCW
-		City of Hudson				Policy F	Revision 5 (January 28, 2021
	Case ID No.					PCV	V Revision February 11, 202
Reg. Ent. Re		Water Quality					
Enf.	Coordinator						
	lation Number	· · · · · · · · · · · · · · · · · · ·					
	Rule Cite(s)	30 Tex. A	dmin. Code §	§ 305.65 and 3 26.121(4	805.125(2) and Tex. Wa a)(1)	ater Code §	
Violation Description		water in the s Permit No. V	state. Specif VQ00118260	ically, Texas Po 01 expired on a	rge wastewater into or ollutant Discharge Elimi August 1, 2021, and the atment facility without	nation System e Respondent	
						Base Penalty	\$25,00
>> Environme	ental, Prope	rty and Hum		Matrix			
	Release	Major	Harm Moderate	Minor			
OR	Actual						
	Potential				Percent	0.0%	
>>Programm	atic Matrix						
	Falsification	Major	Moderate	Minor	Percent 1	0.0%	
		X			Percent	0.0%	_
Matrix Notes		1009	% of the rule	requirements	were not met.		
					Adjustment	\$22,500	
					Aujustment	\$22,500	
							\$2,50
Violation Ever	nts						
	Number of)	/iolation Events	4	1 🗖	101 Number of vid	lation days	
	Number of V		4	U L		hadon days	
		daily					
		weekly monthly	X				
		quarterly	X		Violatio	n Base Penalty	\$10,00
		semiannual annual					
		single event					
							1
	Four monthly			•	expiration date (August	1, 2021) to the	
			screening dat	te (November 1	.0, 2021).		
Good Faith Ef	forts to Com	ply	10.0%			Reduction	\$1,00
		B			RP/Settlement Offer		1 /
		Extraordinary					
		Ordinary N/A		X			
			The Respor	dent achieved	compliance on October	24,	
		Notes		er the Notice of	Enforcement letter dat		
		l		October	28, 2021.		
						lation Subtotal	\$9,00
Economic Ben	efit (EB) for	this violatio	on		Statutory	Limit Test	
	Estimat	ed EB Amount		\$1,538	Violation Fina	al Penalty Total	\$10,00
			This viola	ation Final As	sessed Penalty (adju	sted for limits)	\$10,00
					, (j -		Ţ = - , 2 •

Economic Benefit Worksheet							
Respondent	City of Hudson						
Case ID No.							
Reg. Ent. Reference No.							
	Water Quality						Years of
Violation No.						Percent Interest	Depreciation
	1					5.0	-
				N			15
		Date Required	Final Date	Yrs	Interest Saved	Costs Saved	EB Amount
Item Description							
Delayed Costs	·	1/		1			
Equipment				0.00	\$0	\$0	\$0
Buildings				0.00	\$0	\$0	\$0
Other (as needed)				0.00	\$0	\$0 #0	\$0
Engineering/Construction Land				0.00	\$0 \$0	<u>\$0</u> n/a	\$0 \$0
Record Keeping System				0.00	\$0	n/a	\$0
Training/Sampling				0.00	\$0	n/a	\$0
Remediation/Disposal				0.00	\$0	n/a	\$0
Permit Costs	\$25,000	1-Aug-2021	24-Oct-2022	1.23	\$1,538	n/a	\$1,538
Other (as needed)				0.00	\$0	n/a	\$0
Notes for DELAYED costs	Date	Required is the pe	ermit expiration	date, a	and the Final Date	ization to discharge is the date of comp	liance.
Avoided Costs	ANNUA	LIZE avoided co	osts before er	-	<u> </u>	one-time avoide	-
Disposal				0.00	\$0	\$0	\$0
Personnel				0.00	\$0	\$0	\$0
Inspection/Reporting/Sampling				0.00	\$0	\$0	\$0
Supplies/Equipment				0.00	\$0	\$0 #0	\$0
Financial Assurance ONE-TIME avoided costs				0.00	\$0 \$0	\$0 \$0	\$0 \$0
Other (as needed)				0.00	\$0	\$0 \$0	\$0
Other (as needed)		<u> </u>		0.00	<u> </u>	<u> </u>	<u>\$0</u>
Notes for AVOIDED costs							
Approx. Cost of Compliance		\$25,000			TOTAL		\$1,538

The TCEQ is committed to accessibility. To request a more accessible version of this report, please contact the TCEQ Help Desk at (512) 239-4357.



Compliance History Report

Compliance History Report for CN600793376, RN101517878, Rating Year 2022 which includes Compliance History (CH) components from September 1, 2017, through August 31, 2022.

			_				
Customer, Respondent, or Owner/Operator:	CN600793376, City of Hudson	Classification: HIGH	Rating: 0.00				
Regulated Entity:	RN101517878, CITY OF HUDSON	Classification: HIGH	Rating: 0.00				
Complexity Points:	4	Repeat Violator: NO					
CH Group:	08 - Sewage Treatment Facilities						
Location:	tion: 1000 Jack Creek Lane, approximately 0.8 mile east of the intersection of State Highway 94 and Farm-to-						
	Market Road 3258 and approximately 0.	8 mile south of the intersection of 9	State Highway 94 and Farm-to-				
	Market Road 706, in Hudson, Angelina C	ounty, Texas					
TCEQ Region:	REGION 10 - BEAUMONT						
ID Number(s): WASTEWATER EPA ID TX0068985 WASTEWATER EPA ID TX0142549 WASTEWATER PERMIT WO0011826002							
Compliance History Peri	od: September 01, 2017 to August 31, 2	2022 Rating Year: 2022	Rating Date: 09/01/2022				
Date Compliance History	Report Prepared: January 18, 202	23					
Agency Decision Requiri	ng Compliance History: Enforcem	ent					
Component Period Selec	ted: January 18, 2018 to January 18,	2023					
TCEQ Staff Member to C	ontact for Additional Information	Regarding This Compliance	History.				
Name: Katelyn Tubbs		Phone: (512) 239-25	512				
Site and Owner/Operator History:							
1) Has the site been in existence and/or operation for the full five year compliance period?YES2) Has there been a (known) change in ownership/operator of the site during the compliance period?NO							
Components (Multimedia) for the Site Are Listed in Sections A - J							
A. Final Orders, court judgments, and consent decrees: 1 Effective Date: 10/10/2022 ADMINORDER 2021-0433-MWD-E (1660 Order-Agreed Order With Denial) Classification: Moderate							

Classification: Moderate

Citation: 2D TWC Chapter 26, SubChapter A 26.121(a)(1)

30 TAC Chapter 305, SubChapter F 305.125(1)

Rqmt Prov: Effluent Limits PERMIT

Description: Failure to comply with permit effluent limits as documented by a TCEQ record review of self-reported data.

B. Criminal convictions:

N/A

C. Chronic excessive emissions events:

N/A

D. The approval dates of investigations (CCEDS Inv. Track. No.):

-				• / •		
	Item 1	February 20, 2018	(1475387)	Item 8	October 20, 2018	(1534458)
	Item 2	April 20, 2018	(1494512)	Item 9	February 20, 2019	(1562215)
	Item 3	May 21, 2018	(1501459)	Item 10	March 20, 2019	(1562216)
	Item 4	June 20, 2018	(1508550)	Item 11	April 18, 2019	(1572658)
	Item 5	July 20, 2018	(1514880)	Item 12	May 20, 2019	(1584925)
	Item 6	August 20, 2018	(1520934)	Item 13	August 19, 2019	(1600329)
	Item 7	September 20, 2018	(1528115)	Item 14	September 20, 2019	(1607221)

	0.1.1. 20.2010	(1 (1 (0 7 7))	TI 22	4	(1757052)
Item 15	October 20, 2019	(1614073)	Item 32	August 23, 2021	(1757952)
Item 16	November 20, 2019	(1619884)	Item 33	September 20, 2021	(1767187)
Item 17	December 18, 2019	(1627245)	Item 34	October 20, 2021	(1777656)
Item 18	January 20, 2020	(1634880)	Item 35	November 24, 2021	(1784455)
Item 19	February 20, 2020	(1641497)	Item 36	December 20, 2021	(1791485)
Item 20	March 20, 2020	(1648006)	Item 37	January 18, 2022	(1774946)
Item 21	April 20, 2020	(1654357)	Item 38	January 26, 2022	(1799327)
Item 22	May 20, 2020	(1660922)	Item 39	March 01, 2022	(1807145)
Item 23	June 19, 2020	(1667455)	Item 40	March 18, 2022	(1814211)
Item 24	November 20, 2020	(1714939)	Item 41	April 21, 2022	(1820784)
Item 25	December 18, 2020	(1714940)	Item 42	May 19, 2022	(1829616)
Item 26	January 20, 2021	(1714941)	Item 43	June 20, 2022	(1835913)
Item 27	February 28, 2021	(1728004)	Item 44	July 19, 2022	(1843114)
Item 28	March 19, 2021	(1728005)	Item 45	August 20, 2022	(1849282)
Item 29	April 20, 2021	(1728006)	Item 46	September 28, 2022	(1857044)
Item 30	May 20, 2021	(1741294)	Item 47	October 20, 2022	(1863401)
Item 31	July 20, 2021	(1752528)			

E. Written notices of violations (NOV) (CCEDS Inv. Track. No.):

A notice of violation represents a written allegation of a violation of a specific regulatory requirement from the commission to a regulated entity. A notice of violation is not a final enforcement action, nor proof that a violation has actually occurred. N/A

F. Environmental audits:

N/A

- G. Type of environmental management systems (EMSs): N/A
- H. Voluntary on-site compliance assessment dates: N/A
- I. Participation in a voluntary pollution reduction program: N/A
- J. Early compliance: N/A

Sites Outside of Texas:

N/A

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



§

§ §

Ş

IN THE MATTER OF AN ENFORCEMENT ACTION CONCERNING CITY OF HUDSON RN101517878 BEFORE THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

AGREED ORDER DOCKET NO. 2021-1501-MWD-E

I. JURISDICTION AND STIPULATIONS

On _______, the Texas Commission on Environmental Quality ("the Commission" or "TCEQ") considered this agreement of the parties, resolving an enforcement action regarding the City of Hudson (the "Respondent") under the authority of TEX. WATER CODE chs. 7 and 26. The Executive Director of the TCEQ, through the Enforcement Division, and the Respondent together stipulate that:

- 1. The Respondent owns and operates a wastewater treatment facility located at 1000 Jack Creek Lane, approximately 0.8 mile east of the intersection of State Highway 94 and Farm-to-Market Road 3258 and approximately 0.8 mile south of the intersection of State Highway 94 and Farm-to-Market Road 706 in Hudson, Angelina County, Texas (the "Facility"). The Facility is near or adjacent to water in the state as defined in TEX. WATER CODE § 26.001(5).
- 2. The Executive Director and the Respondent agree that the TCEQ has jurisdiction to enter this Order pursuant to Tex. WATER CODE §§ 7.002, 7.051, and 7.073, and that the Respondent is subject to TCEQ's jurisdiction. The TCEQ has jurisdiction in this matter pursuant to Tex. WATER CODE § 5.013 because it alleges violations of Tex. WATER CODE ch. 26 and the rules of the TCEQ.
- 3. The occurrence of any violation is in dispute and the entry of this Order shall not constitute an admission by the Respondent of any violation alleged in Section II ("Allegations"), nor of any statute or rule.
- 4. An administrative penalty in the amount of \$10,000 is assessed by the Commission in settlement of the violations alleged in Section II ("Allegations"). The Respondent paid \$8,000 of the penalty and \$2,000 is deferred contingent upon the Respondent's timely and satisfactory compliance with all the terms of this Order. The deferred amount shall be waived only upon full compliance with all the terms and conditions contained in this Order. If the Respondent fails to timely and satisfactorily comply with any of the terms or requirements contained in this Order, the Executive Director may demand payment of all or part of the deferred penalty amount.
- 5. The Executive Director and the Respondent agree on a settlement of the matters alleged in this enforcement action, subject to final approval in accordance with 30 Tex. ADMIN. CODE § 70.10(a). Any notice and procedures, which might otherwise be authorized or

required in this action, are waived in the interest of a more timely resolution of the matter.

- 6. The Executive Director may, without further notice or hearing, refer this matter to the Office of the Attorney General of the State of Texas ("OAG") for further enforcement proceedings if the Executive Director determines that the Respondent has not complied with one or more of the terms or conditions in this Order.
- 7. This Order represents the complete and fully-integrated agreement of the parties. The provisions of this Order are deemed severable and, if a court of competent jurisdiction or other appropriate authority deems any provision of this Order unenforceable, the remaining provisions shall be valid and enforceable.
- 8. This Order shall terminate five years from its effective date or upon compliance with all the terms and conditions set forth in this Order, whichever is later.
- 9. The Executive Director recognizes that by October 24, 2022, the Respondent obtained authorization to discharge wastewater.

II. ALLEGATIONS

During a record review for the Facility conducted on September 14, 2021, an investigator documented that the Respondent failed to maintain authorization to discharge wastewater into or adjacent to any water in the state, in violation of 30 Tex. ADMIN. CODE §§ 305.65 and 305.125(2) and Tex. WATER CODE § 26.121(a)(1). Specifically, Texas Pollutant Discharge Elimination System Permit No. WQ0011826001 expired on August 1, 2021, and the Respondent continued to operate the wastewater treatment facility without authorization.

III. DENIALS

The Respondent generally denies each allegation in Section II ("Allegations").

IV. ORDERING PROVISIONS

NOW, THEREFORE, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ORDERS that:

1. The Respondent is assessed a penalty as set forth in Section I, Paragraph No. 4. The payment of this penalty and the Respondent's compliance with all of the requirements set forth in this Order resolve only the allegations in Section II. The Commission shall not be constrained in any manner from requiring corrective action or penalties for violations which are not raised here. Penalty payments shall be made payable to "TCEQ" and shall be sent with the notation "Re: City of Hudson, Docket No. 2021-1501-MWD-E" to:

Financial Administration Division, Revenue Operations Section Attention: Cashier's Office, MC 214 Texas Commission on Environmental Quality P.O. Box 13088 Austin, Texas 78711-3088

2. All relief not expressly granted in this Order is denied.

- 3. The duties and provisions imposed by this Order shall apply to and be binding upon the Respondent. The Respondent is ordered to give notice of this Order to personnel who maintain day-to-day control over the Facility operations referenced in this Order.
- 4. The Executive Director may grant an extension of any deadline in this Order or in any plan, report, or other document submitted pursuant to this Order, upon a written and substantiated showing of good cause. All requests for extensions by the Respondent shall be made in writing to the Executive Director. Extensions are not effective until the Respondent receives written approval from the Executive Director. The determination of what constitutes good cause rests solely with the Executive Director.
- 5. This Order, issued by the Commission, shall not be admissible against the Respondent in a civil proceeding, unless the proceeding is brought by the OAG to: (1) enforce the terms of this Order; or (2) pursue violations of a statute within the Commission's jurisdiction, or of a rule adopted or an order or permit issued by the Commission under such a statute.
- 6. This Order may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any page of this Order may be copied, scanned, digitized, converted to electronic portable document format ("pdf"), or otherwise reproduced and may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this Order shall constitute an original signature for all purposes and may be used, filed, substituted, or issued for any purpose for which an original signature could be used. The term "signature" shall include manual signatures and true and accurate reproductions of manual signatures created, executed, endorsed, adopted, or authorized by the person or persons to whom the signatures are attributable. Signatures may be copied or reproduced digitally, electronically, by photocopying, engraving, imprinting, lithographing, electronic mail, facsimile transmission, stamping, or any other means or process which the Executive Director deems acceptable. In this paragraph exclusively, the terms: electronic transmission, owner, person, writing, and written, shall have the meanings assigned to them under TEX. BUS. ORG. CODE § 1.002.
- 7. The effective date of this Order is the date it is signed by the Commission. A copy of this fully executed Order shall be provided to each of the parties.

City of Hudson DOCKET NO. 2021-1501-MWD-E Page 4

SIGNATURE PAGE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

For the Commission

Date

For the Executive Director

11/21/2023 Date

I. the undersigned, have read and understand the attached Order. I am authorized to agree to the attached Order, and I do agree to the terms and conditions specified therein. I further acknowledge that the TCEQ, in accepting payment for the penalty amount, is materially relying on such representation.

I also understand that failure to comply with the Ordering Provisions, if any, in this Order and/or failure to timely pay the penalty amount, may result in:

- A negative impact on compliance history;
- Greater scrutiny of any permit applications submitted;
- Referral of this case to the Attorney General's Office for contempt, injunctive relief, additional penalties, and/or attorney fees, or to a collection agency;
- Increased penalties in any future enforcement actions;
- Automatic referral to the Attorney General's Office of any future enforcement actions; and
- TCEO seeking other relief as authorized by law.

In addition, any falsification of any compliance documents may result in criminal prosecution.

Signature

James M Freeman Name (Printed or typed) Authorized Representative of

City of Hudson

<u>10/17/2023</u> Date <u>City Administrator</u> Title

□ If mailing address has changed, please check this box and provide the new address below:

Instructions: Send the original, signed Order with penalty payment to the Financial Administration Division, Revenue Operations Section at the address in Ordering Provision 1 of this Order.