
City Council Regular Meeting

DEPARTMENT: Public Works

FROM: Justin Scharnhorst, Deputy Director of Public Workers

MEETING: June 15, 2026

SUBJECT:

Consider and take possible action on an ordinance amending Section 82-233 “Testing of Assemblies” of Article V “Cross Connection Control Policy” of Chapter 82 “Utilities” of the Code of Ordinances to require backflow prevention assembly testing reports to be filed online. (First Reading) (*Staff Contact: Justin Scharnhorst, Deputy Director of Public Works*)

STRATEGIC PRIORITY AND GOAL:

Strategic Priority	Strategic Goal
 Dynamic & Preferred City Through Managed Growth	2.5 Develop and maintain facilities and utility services

SUMMARY:

Texas Commission on Environmental Quality (TCEQ) regulations require that cities receive and maintain annual inspection reports on backflow prevention assemblies for a period of three years (30 TAC §290.46). Regulations also require that 3rd party testers be certified by the state to conduct the tests and that they submit the test reports to the public water system. State regulations require public water systems to implement measures to prevent cross-connections and backflow incidents. Affected property owners are required by state regulations to hire their own state-certified tester. State certification requires completion training and passing an exam. In Burleson, these requirements result in hundreds of mostly handwritten test reports being delivered via U.S. mail to the Public Works Department each year. Reports received with limited legibility due to mud stains, coffee stains, etc. increase staff administrative burden when entering the reports into an existing database and are likely to result in data errors.

These manual processes require significant administrative workload and present compliance challenges. The Texas Commission on Environmental Quality (TCEQ) allows electronic/online filing of these reports provided a state-approved test report format is used.

Staff is preparing to transition to a paperless process to:

- Reduce administrative workload by automating report submissions
- Enhance compliance through real-time tracking of test results supporting timely action on non-compliance items noted on the test reports
- Minimize manual data entry and errors
- Increase consistent testing and maintenance of backflow prevention assemblies to safeguard water quality

This modernization effort aligns with the City's commitment to protecting public health while improving operational efficiency and regulatory compliance. Two ordinance amendments are necessary to transition to online reporting.

Outreach to testers and property owners/operators is planned between ordinance adoption and the effective date approximately 45 days later.

RECOMMENDATION:

Approve an ordinance amending Section 82-233 of the Code of Ordinances to require backflow prevention assembly testing reports to be filed online.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue:	N/A
Account Number(s):	N/A
Fund:	N/A
Account Description:	N/A
Procurement Method:	N/A

STAFF CONTACT:

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