



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

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**Submitted By:** Michelle Fischer, City Administrator

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**Council Meeting Date:** August 3, 2021

**Agenda Item Wording:** Discuss and consider approval of an Ordinance Amending the City of Dripping Springs Fee Schedule related to Food Establishment Fees and On Site Sewage Facility Fees.

**Agenda Item Requestor:** Michelle Fischer, City Administrator

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**Summary/Background:** The city's On Site Sewage Facilities and Environmental Health Inspector Kyle DeHart/Environmental Concepts recently increased his fees (City Council approved a new professional services agreement). Due to the increase in fees, some Food Establishment and On Site Sewage Facility Fees need to be increased in order to cover the cost of professional services. City Administrator Michelle Fischer and Finance Director Shawn Cox discussed with Kyle how much time it takes him to typically review the Food Establishment and On Site Sewage Facility permits and to conduct the related inspections. Based on the average costs to the city, Michelle and Shawn recommend increasing some of the fees so that the fees cover the costs to the city.

The Food Establishment fees recommended to be increased are Food Establishment Permit Fees, Mobile Food Unit Fees, and Seasonal Permit Fees. The Food Handler Class Fee is recommended to be removed since Kyle no longer provides the class. It is available online by many vendors.

The On Site Sewage Facility fees recommended to be increased are the Permit Application Fees. We recommend the On Site Sewage Facility Installer Registration Fee and the On Site Sewage Facility Maintenance Provider Registration Fee be removed. Installer and maintenance providers are required to be licensed by the Texas Commission on Environmental Quality. Kyle verifies that installer and maintenance providers applying for permits and submitting maintenance reports are licensed. We do not think it is necessary for the city to require them to be registered with the city.

**Commission  
Recommendations:**

N/A

**Recommended  
Council Actions:**

Recommend approval of the ordinance amending the Fee Schedule

**Attachments:**

Ordinance Amending the Fee Schedule

**Next Steps/Schedule:**

If approved, update the Fee Schedule on the city website and notify Kyle and staff.