



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Aaron Reed, Public Works Director

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**Council Meeting Date:** 04/05/2022

**Agenda Item Wording:** **Discuss and consider approval of a Job Description for Utility Billing Clerk.**

**Agenda Item Requestor:** Aaron Reed/ Shawn Cox

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**Summary/Background:** This job description is being included after discussing with Council the possibility of establishing the City's own Utility Billing division. The funds for this employee will be recouped from a combination of savings from our current Utility Billing contract and water rates. Once established, this position will replace the need to use third party billing for wastewater. The need for this position is driven by the City becoming a water and wastewater provider for new subdivisions coming online. This position will allow the City to stay consistent in billing throughout our wastewater service area. This position is contingent on approval of funds to set up the billing software.

**Commission  
Recommendations:**

**Recommended  
Council Actions:** City staff recommends approval.

**Attachments:**

**Next Steps/Schedule:** Post the position, set up billing software, and establish the Utility billing division.