

# Item 16



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 21, 2013

**Prepared By/Phone Number:** Juanita Jackson

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Receive Update from the Health and Human Services and Veterans Service Department and the City of Austin Health and Human Services Department Regarding Recommended Increases to Environmental Health Fees, beginning in Fiscal Year 2014.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

The Environmental Health Services Division of the City of Austin Health and Human Services Department provides services to promote and protect the public's health under the Travis County Policy, Procedures and Regulations, Chapter 47.

### **STAFF RECOMMENDATIONS:**

Staff recommends consideration and approval of the recommended increase to Environmental Health Fees.

### **ISSUES AND OPPORTUNITIES:**

With the increase in fees, the Environmental Health Services Division will increase the service delivered to the unincorporated areas.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

Staff projects the fiscal impact to be neutral, in that the increased fees are projected to cover an increase in service provision in the unincorporated areas of Travis County.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney

Leslie Browder, County Executive, Planning and Budget Office

Cyd Grimes, C.P.M., Travis County Purchasing Agent

Nicki Riley, Travis County Auditor

Kathleen Hass, HHS Finance Manager

Diana Ramirez, Budget Analyst IV, Planning and Budget Office

Aerin Toussaint, Budget Analyst

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# City of Austin and Travis County

## Environmental Health Services Division Services Provided and Proposed

Presented by

Sherri E. Fleming, County Executive

Kymberley Maddox, Chief Administrative Officer

David Lopez, Chief Sanitarian

Vince Delisi, Assistant Division Manager

Gwen Meighan, Supervisor

Travis County Commissioner's Court - May 21, 2013

# Program goals and objectives:

- **Austin/Travis County HHSD, Environmental Health Services Division operates programs designed to promote and protect the public health.**
- **The provision of public health services by the City and under agreement with the County is intended to result in a service delivery that is effective, efficient and accessible.**
- **Minimizing the public's exposure to health and environmental hazards through community outreach, education and regulatory enforcement.**

# Program clients served:

- **Any persons operating or patronizing food enterprises located in Travis County, whether it is conducted in a mobile, stationary, temporary or permanent facility or location**
- **Travis County residents using public or semi-public pools**
- **Travis County residents submitting complaints concerning any general environmental or public health nuisances**
- **Travis County residents wanting to adopt or foster a child; and day care operators**
- **Travis County residents requesting consultation and education on rodent and mosquito control measures**

# Program services and delivery:

## Consumer Health Related Services

- **Retail Food Establishment permitting, inspection, and investigations**
- **Food Products Establishment permitting, inspection, and investigations**
- **Foodborne illness investigations, food sanitation investigations**
- **Food Enterprise plan review and approval of new construction and remodels**

# Program services and delivery:

## General Environmental Health Related

- **Public and Semi-Public Swimming Pools and Spas Plan Review, Permitting, Inspection and Investigation**
- **Public and Semi-Public Swimming Pools and Spas Plan Review for new construction and remodels**
- **Custodial Care Environmental Health and Safety Inspections**
- **Junkyard and Automotive Wrecking and Salvage-yard Permitting, Inspection and Investigations**

# Program services and delivery:

## Nuisance Investigations and Other Services

- **Public Nuisance Complaint Investigations – high grass and weeds, improper disposal of solid waste, junk and abandoned vehicles on private property, exposed wastewater/sewage, sub-standard housing**
- **Public Nuisance Abatement – abatement of nuisances on private property when property owners are either unwilling or unable**
- **Application of routine and elevated mosquito control measures in Travis County.**
- **Miscellaneous Health Related Inspections – mass gatherings, flea markets, farmers markets, and others.**



# Fee Based Services Provided:

Food Service, Retail Food Permitting and Inspection	Travis County	CoA/ILA FEES
1 to 15 employees	\$150	Range from low of
16 to 30 employees	\$250	\$310 to high of \$990
Over 30 employees	\$300	
Mobile Food Vendor Permitting and Inspection		Application Fee \$125
Unrestricted/unit	\$60	\$210
Restricted/unit	\$60	\$90
Temporary Food Establishments Permitting and Inspection		
2 calendar days or less	\$20/booth	\$35/booth
3-5 calendar days	\$30/booth	\$70/booth
6-14 calendar days	\$40/booth	\$90/booth
Plan Review of New Construction or Remodel of Food Establishments		
>10,000 sq. ft.	\$10	\$185
2,500-10,000 sq. ft.	\$10	\$125
<2,500 sq. ft.	\$10	\$65
Swimming Pool Permitting and Inspection	\$95 each	\$200
Spa Permit	\$95 each	\$200
Plan Review of New Construction or Remodel of Pools and Spas	\$50	\$150

# Services Provided Without Fee:

	Travis Co.	CoA/ILA FEES
Food Processing Plant or Warehouse Permitting and Inspection	\$0.00	\$310-\$990
<b>Food Establishment Related Inspections:</b>		
Permit Approval Inspections of New or Remodeled Food Establishment (C.O.)	\$0.00	\$125
Change of Ownership Inspection (Permit Approval of Pre-existing Establishment)	\$0.00	\$125
Food Enterprise Variance Request Review	\$0.00	\$150
Inspection outside of normal work hours	\$0.00	\$100
Re-Inspections for Compliance	\$0.00	\$125
<b>Day Care Inspections</b>	\$0.00	\$60
<b>Pool Related Inspections:</b>		
Permit approval inspection	\$0.00	\$100
Re-Inspections for Compliance	\$0.00	\$100
Inspection outside of normal work hours	\$0.00	\$100
Permit Renewal Late Fee	\$0.00	\$100
<b>General Environmental Services for which no fees are charged:</b>		
Health and Safety Code Compliance Services		
Rodent and Vector Control Services		

# Travis County Revenues:

## Environmental Health Services Division

	FY11	FY12	FY13 (Projected)
Revenue Collected	\$ 84,495	\$ 102,480	\$ 114,120
Revenue with Proposed Fees	\$ 152,960	\$ 174,955	\$ 187,360
Difference	\$ 68,465	\$ 72,475	\$ 73,240

# Services not currently provided:

Proposed changes to The Travis County Policy, Procedures, and Regulations Manual, Ch. 47.

- Certified Food Manager Registration - Food safety training required by the City of Austin for all Food Enterprises.
- Food Handler Registration - Basic Food Safety training required by the City of Austin of all food handlers.
- Farmers Market Permitting - City of Austin currently offers special permitting for farmers markets. New permitting structure and regulations being proposed for adoption.

Questions?



**Austin/Travis County Health and Human Services Department  
Environmental Health Services Division**

1520 Rutherford Lane

Austin, Texas 78757

Phone: 978-0300 Fax 978-0322

**Travis County Fee Proposals**

**TABLE OF CONTENT:**

Activities that are charged a fee in Travis County	Page 1
FY 2011 Activities	Page 2
FY 2012 Activities	Page 3
Projected FY 2013 Activities	Page 4
Activities Conducted in Travis County that has No Fees Attached:	
FY 2011	Page 5
FY 2012 & Projected FY 2013	Page 6
Activities being Requested in Travis County	Page 7
FY 2012 and Projected FY2013	Page 8
Fee Summary Page	Page 9

**FEE SUMMARY PAGE**

<b>Revenues Collected:</b>		<b>Fiscal Year</b>	<b>Amt. Collected</b>	<b>Amt. with projected fees that would have been collected</b>	<b>DIFFERENCE</b>
		<b>2011</b>	<b>\$ 84,495.00</b>	<b>\$ 152,960.00</b>	<b>\$ 68,465.00</b>
		<b>2012</b>	<b>\$ 102,480.00</b>	<b>\$ 174,955.00</b>	<b>\$ 72,475.00</b>
<b>for</b>	<b>Projected</b>	<b>2013</b>	<b>\$ 114,120.00</b>	<b>\$ 187,360.00</b>	<b>\$ 73,240.00</b>

NOTES:

1. As per §437.012(g) a fee ...may not exceed \$300.00
2. With the proposed fees, FY2012 revenues would have increased by 71%

**ACTIVITES THAT ARE CHARGED A FEE IN TRAVIS COUNTY**

	<b>FEE BASIS</b>	<b>CURRENT TRAVIS COUNTY FEES</b>	<b>PROPOSED TRAVIS COUNTY FEES</b>	<b>CURRENT CITY OF AUSTIN FEES</b>
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	\$ 150.00	\$ 160.00	\$ 310.00
	5-9 Employees	\$ 150.00	\$ 200.00	\$ 310.00
	10-15 Employees	\$ 150.00	\$ 250.00	\$ 435.00
	16-30 Employees	\$ 250.00	\$ 275.00	\$ 620.00
	>30 Employees	\$ 300.00	\$ 300.00	\$620 TO \$990
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	\$ 20.00	\$ 35.00	\$ 35.00
	3-5 DAYS	\$ 30.00	\$ 70.00	\$ 70.00
	6-14 DAYS	\$ 40.00	\$ 90.00	\$ 90.00
<b>MOBILE VENDING</b>	PERMITS/ INSPECTION			
	UNRESTRICTED UNITS	\$ 60.00	\$ 210.00	\$ 210.00
	RESTRICTED UNITS	\$ 60.00	\$ 90.00	\$ 90.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	\$ 10.00	\$ 185.00	\$ 185.00
	10,000 - 2,500 sq ft	\$ 10.00	\$ 125.00	\$ 125.00
	<2,500 sq ft	\$ 10.00	\$ 65.00	\$ 65.00
<b>Pools/Spas Plan Reviews (TOTAL)</b>	Per individual pool/spa	\$ 50.00	\$ 150.00	\$ 150.00
<b>POOLS/SPAS</b>	PERMITS/INSPECT ION	\$ 95.00	\$ 200.00	\$ 200.00



	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY11	COLLECTED FY11 REVENUES	REVENUES WITH PROPOSED FEES (FY11)
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	128	\$ 19,200.00	\$ 20,480.00
	5-9 Employees	114	\$ 17,100.00	\$ 22,800.00
	10-15 Employees	33	\$ 4,950.00	\$ 8,250.00
	16-30 Employees	30	\$ 7,500.00	\$ 8,250.00
	>30 Employees	24	\$ 7,200.00	\$ 7,200.00
<b>TOTALS</b>		329	\$ 55,950.00	\$ 66,980.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	72	\$ 1,440.00	\$ 2,520.00
	3-5 DAYS	2	\$ 60.00	\$ 140.00
	6-14 DAYS	0	\$ 0.00	\$ 0.00
<b>TOTALS</b>		74	\$ 1,500.00	\$ 2,660.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	4	\$ 40.00	\$ 740.00
	10,000 - 2,500 sq ft	6	\$ 60.00	\$ 750.00
	<2,500 sq ft	5	\$ 50.00	\$ 325.00
<b>TOTALS</b>		15	\$ 150.00	\$ 1,815.00
Pools/Spas Plan Reviews (TOTAL)	Per individual pool/spa	3	\$ 150.00	\$ 450.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	114	\$ 6,840.00	\$ 23,940.00
	RESTRICTED UNITS	80	\$ 4,800.00	\$ 7,200.00
<b>TOTALS</b>		194	\$ 11,640.00	\$ 31,140.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	159	\$ 15,105.00	\$ 31,800.00
<b>TOTALS</b>			\$ 84,495.00	\$ 134,845.00

	<b>FEE BASIS</b>	<b># OF ESTABLISHMENT-UNITS INSPECTIONS FY12</b>	<b>COLLECTED FY12 REVENUES</b>	<b>REVENUES WITH PROPOSED FEES (FY12)</b>
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	164	\$ 24,600.00	\$ 26,240.00
	5-9 Employees	130	\$ 19,500.00	\$ 26,000.00
	10-15 Employees	53	\$ 7,950.00	\$ 13,250.00
	16-30 Employees	41	\$ 10,250.00	\$ 11,275.00
	>30 Employees	26	\$ 7,800.00	\$ 7,800.00
<b>TOTALS</b>		414	\$ 70,100.00	\$ 84,565.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	66	\$ 1,320.00	\$ 2,310.00
	3-5 DAYS	1	\$ 30.00	\$ 70.00
	6-14 DAYS	6	\$ 240.00	\$ 540.00
<b>TOTALS</b>		73	\$ 1,590.00	\$ 2,920.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	5	\$ 50.00	\$ 925.00
	10,000 - 2,500 sq ft	15	\$ 150.00	\$ 1,875.00
	<2,500 sq ft	4	\$ 40.00	\$ 260.00
<b>TOTALS</b>		24	\$ 240.00	\$ 3,060.00
Pools/Spas Plan Reviews (TOTAL)	Per individual pool/spa	1	\$ 10.00	\$ 185.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	153	\$ 9,180.00	\$ 32,130.00
	RESTRICTED UNITS	90	\$ 5,400.00	\$ 8,100.00
<b>TOTALS</b>		243	\$ 14,580.00	\$ 40,230.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	168	\$ 15,960.00	\$ 33,600.00
<b>TOTALS</b>			\$ 102,480.00	\$ 164,560.00

	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY13	REVENUES PROJECTED FOR FY13 (WITH CURRENT FEES)	REVENUES WITH PROPOSED FEES (FY13)
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	165	\$ 24,750.00	\$ 26,400.00
	5-9 Employees	129	\$ 19,350.00	\$ 25,800.00
	10-15 Employees	50	\$ 7,500.00	\$ 12,500.00
	16-30 Employees	43	\$ 10,750.00	\$ 11,825.00
	>30 Employees	30	\$ 9,000.00	\$ 9,000.00
<b>TOTALS</b>		417	\$ 71,350.00	\$ 85,525.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	80	\$ 1,600.00	\$ 2,800.00
	3-5 DAYS	165	\$ 4,950.00	\$ 11,550.00
	6-14 DAYS	45	\$ 1,800.00	\$ 4,050.00
<b>TOTALS</b>		290	\$ 8,350.00	\$ 18,400.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	5	\$ 50.00	\$ 925.00
	10,000 - 2,500 sq ft	12	\$ 120.00	\$ 1,500.00
	<2,500 sq ft	14	\$ 140.00	\$ 910.00
<b>TOTALS</b>		31	\$ 310.00	\$ 3,335.00
Pools/Spas Plan Reviews (TOTAL)	Per individual pool/spa	9	\$ 450.00	\$ 1,350.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	155	\$ 9,300.00	\$ 32,550.00
	RESTRICTED UNITS	140	\$ 8,400.00	\$ 12,600.00
<b>TOTALS</b>		295	\$ 17,700.00	\$ 45,150.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	168	\$ 15,960.00	\$ 33,600.00
<b>TOTALS</b>			\$ 114,120.00	\$ 187,360.00

**ACTIVITES CONDUCTED IN TRAVIS COUNTY THAT HAS NO FEES ATTACHED**

<b>MISC FOOD SERVICES PERFORMED</b>	<b>FEE BASIS</b>	<b>CURRENT TC FEES</b>	<b>PROPOSED TC FEES</b>	<b>COA FEES</b>
	REINSPECTIONS	\$0.00	\$ 125.00	\$ 125.00
	Certificate of Occupancy	\$0.00	\$ 125.00	\$ 125.00
	Change of Ownership	\$0.00	\$ 125.00	\$ 125.00
<b>POOL SERVICES PERFORMED</b>				
	REINSPECTIONS	\$0.00	\$ 125.00	\$ 125.00
<b>Custodial Care</b>				
	Inspections	\$0.00	\$ 60.00	\$ 60.00

**FY2011**

<b>MISC FOOD SERVICES PERFORMED</b>	<b>FEE BASIS</b>	<b># OF ESTABLISHMENT-UNITS INSPECTIONS FY11</b>	<b>COLLECTED FY11 REVENUES</b>	<b>REVENUES WITH PROPOSED FEES FY11</b>
	REINSPECTIONS	40	\$0.00	\$ 5,000.00
	COs/ChOws	35	\$0.00	\$ 4,375.00
<b>POOL SERVICES PERFORMED</b>				
	REINSPECTIONS	20	\$0.00	\$ 2,500.00
<b>Custodial Care</b>				
	INSPECTIONS	104	\$0.00	\$ 6,240.00
<b>TOTAL</b>		199	\$0.00	\$ 18,115.00

FY2012				
MISC FOOD SERVICES PERFORMED	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY12	COLLECTED FY12 REVENUES	REVENUES WITH PROPOSED FEES FY12
	REINSPECTIONS	10	\$0.00	\$ 1,250.00
	COs/ChOws	19	\$0.00	\$ 2,375.00
POOL SERVICES PERFORMED				
	REINSPECTIONS	10	\$0.00	\$ 1,250.00
Custodial Care				
	INSPECTIONS	92	\$0.00	\$ 5,520.00
<b>TOTAL</b>		<b>131</b>	<b>\$0.00</b>	<b>\$ 10,395.00</b>

PROPOSED FY13				
MISC FOOD SERVICES PERFORMED	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY13	REVENUES PROJECTED FOR FY13 (WITH CURRENT FEES)	REVENUES PROJECTED WITH PROPOSED FEES FOR FY13
	REINSPECTIONS	25	\$0.00	\$ 3,125.00
	COs/ChOws	55	\$0.00	\$ 6,875.00
POOL SERVICES PERFORMED				
	REINSPECTIONS	1	\$0.00	\$ 125.00
Custodial Care				
	INSPECTIONS	48	\$0.00	\$ 2,880.00
<b>TOTAL</b>		<b>129</b>		<b>\$ 13,005.00</b>

COMPLAINT/REQUESTS:				
	FY2011	689	FY2012	677
			FY2013(PROJECTED)	D) 602

**ACTIVITIES REQUESTING TO BE DONE IN TRAVIS COUNTY (§437.0076(a))**

<b>MISC FOOD SERVICES PERFORMED</b>	<b>FEE BASIS</b>	<b>CURRENT TC FEES</b>	<b>PROPOSED TC FEES</b>	<b>COA FEES</b>
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR		\$0.00	\$ 10.00
CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*		\$0.00	\$ 10.00	\$ 10.00
	329	\$0.00	\$ 10.00	\$ 3,292.00
	4935	\$0.00	\$ 10.00	\$ 49,350.00
<b>TOTAL</b>				<b>\$ 52,642.00</b>

\* Average of 15 food handlers per establishment.

<b>PERMITS THAT WOULD BE ISSUED</b>	<b>FY 2011</b>	<b># OF ESTABLISHMENT FOR FY11</b>	<b>CURRENT TC FEES</b>	<b>WITH PROPOSED FEES</b>
CERTIFIED FOOD MANAGERS (CFM) PER YEAR		329	\$0.00	\$ 3,290.00
CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*		4935	\$0.00	\$ 49,350.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$ 52,640.00</b>

<b>PERMITS THAT WOULD BE ISSUED</b>	<b>FY 2012</b>	<b># OF ESTABLISHMENT FOR FY12</b>	<b>CURRENT TC FEES</b>	<b>WITH PROPOSED FEES</b>
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR	414	\$0.00	\$ 4,140.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	6210	\$0.00	\$ 62,100.00
<b>TOTALS</b>				<b>\$ 66,240.00</b>
<b>PERMITS THAT WOULD BE ISSUED</b>	<b>FY 2013</b>	<b># OF ESTABLISHMENT PROJECTED FOR FY13</b>	<b>CURRENT TC FEES</b>	<b>WITH PROPOSED FEES</b>
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR	417	\$0.00	\$ 4,170.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	6255	\$0.00	\$ 62,550.00
<b>TOTALS</b>				<b>\$ 66,720.00</b>