

ENVIRONMENTAL HEALTH

MISSION

Dedicated to protect and improve public health through enforcement and education.

VISION

Provide superior public health protection through risk-based programs that are verified and validated through data systems.

GOALS

Ensure and increase compliance to the enforcement of State laws and Local orders.

Food / General Sanitation Program

GOAL 1

Ensure the enforcement of State and Local orders concerning Retail Food Service Establishments; assuring compliance for continuation operation by conducting routine, compliance and compliant inspections; reducing the risk of food borne illness and to assist in general consumer health protection.

- Objective 1** Assure compliance by conducting routine, unannounced inspections of each Food Service Establishment based off the Risk Assessment for each facility. (Low @ 180 days, Med @ 120 days, High @ 90 days)
- Objective 2** Reduction of food service establishment with failing inspections.
- Objective 3** Reduction of received or referred food service complaints.
- Objective 4** Regulate 100% of the Temporary Food Events and Mobile Food Vendors applied for in the Department's jurisdiction.

GOAL 2

Provide education of basic safe food handling principals, practices and requirements to the employees of retail food establishments, thereby reducing the potential for food borne illness and associated problems in the food industry.

- Objective 1** Increase the number of trained food service employees in retail food service establishments. Outcome is affected by the increase of new food service facilities and non-educated food service employees.
- Objective 2** Reduction in reported employee related food borne illness.
- Objective 3** Reduce the amount of follow-up, compliance and re-inspections.
- Objective 4** Reduce the number of valid food service complaints.

The EHD currently devotes 2 FTEs to produce and conduct this service once a quarter.

A fee of \$20.00 per student is currently collected with an average of 40 students per course, thus generating some revenues to support issued educational materials.

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GOAL 3

Review all new construction, re-modeling, renovations and change of ownership to retail food establishments for compliance *prior to operations*.

Inappropriate designs can cost operators unnecessary money to correct and may endanger the public health. Agency utilizes Health & Safety codes, Texas Food Establishment Rules and local food order to implement. No fees or revenue are generated for this service.

- Objective 1** Review and approve 99% of new construction, renovations, and change of ownerships to Food Establishments in areas of jurisdiction *prior to construction*. Establish and conduct risk assessments and operational intention at time of all initial reviews.
- Objective 2** To review and process submitted designs within 14 working days.
- Objective 3** To conduct pre-construction and final inspections to each facility to assure compliance prior to permitting and approving.

GOAL 4 / General Nuisance

Prevent pest, sanitary or vector borne disease by investigating and responding to general nuisance complaints. No fee or revenue is generated for this service. Complaints may range from high weeds/grass, or general sanitary conditions and often can cause clashes between neighbors. One compliant may take 6-12 months to resolve.

- Objective 1** Investigate all received or referred complaints within 10 working days of receipt.
- Objective 2** Determine validity of complaints.
- Objective 3** Assure violations are corrected within time frame allowed by law. Number of Notice of Violations issued with 50% of valid complaints corrected within time frame allowed by law.
- Objective 4** File court citations and charges when violations are not corrected.
- Objective 5** Monitor the abatement of violations.

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On-Site Sewage Facilities (OSSF) Program

GOAL 1

Prevent health hazards by regulating and enforcing the location, design, construction, installation, operation, and maintenance of on-site sewage facilities (OSSF) that do not produce more than 5,000 gallons of waste each day.

- Objective 1** Review/approve/deny all submitted planning or design material and location sites for proper specifications, location, and compliance to adopted State Rules and County Local Order.
- Objective 2** Meet all scheduled and requested inspections, thereby verifying the approved design material and installations for: new, modified, or repaired OSSF.
- Objective 3** Reduce the amount of substandard or incorrect construction to new or modified OSSFs.
- Objective 4** Reduce the amount of illegal installations of OSSFs.

OSSF Aerobic Section

GOAL 2

Monitor, record and enforce the requirements for on-going maintenance of permitted aerobic septic systems.

Currently, this Department has approximately 5800 permitted aerobic systems and is the agency responsible for management of the data entry for all service reports and maintenance contracts for each permitted aerobic system. A fee of \$20.00 per contract (Maintenance Contract Fee) is collected for this service, As the number of permitted Aerobic systems increase, additional staff will be required to increase percentage over the next 5 years.

- Objective 1** Assure 60% of property owners of permitted aerobic systems are in compliance with valid contracts.
- Objective 2** Assure 60% of contractors are in compliance with reporting and service requirements.
- Objective 3** Monitor, track, and enforce the requirements for on-going maintenance to 85% of the permitted Aerobic Systems under the department's jurisdiction.
- Objective 4** Assure reporting completion fact rate by conducting field spot check inspections to 30% of the permitted Aerobic Systems under the department's jurisdictions.
- Objective 5** Track the number of complaint and enforcement actions within aerobic separately, reported as *Failures*.

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OSSF Complaints

GOAL 3

Protect public health and the integrity of the environment by investigating complaints of failing and non-permitted septic systems within the unincorporated areas of Fort Bend County.

- Objective 1** Investigate complaints received for failing or illegal sewage systems within 10 days of receipt.
- Objective 2** Determine validity of complaints Number of Notice of Violations issued with 50% of valid complaints corrected within time frame allowed by law.
- Objective 4** Assure failing systems are repaired and replaced.
- Objective 5** Reduce the amount of reported complaints concerning illegal installations of OSSFs by 30%.

Environmental Enforcement Unit

The EEU program investigates and combats environmental health violations on public and private proprieties within the unincorporated areas of Fort Bend County. This includes violations of the Texas Health & Safety Code, Texas Water Code, Texas Penal Code and Texas Transportation Code. The unit goals address the following:

- Illegal dumping including municipal solid waste.
- Permitting of solid waste haulers.
- Junked Vehicles enforcement.
- Public Health Nuisance compliant / violations.
- Proactive investigations, surveillance and patrol.
- Prevent sanitary borne disease by investigating and responding to complaint

GOAL 1

To protect public health and the integrity of the environment by investigating and enforcing the state laws and statutes of illegal dumping for criminal prosecution. Reducing the amount of identified dumping sites and assuring waste is removed and disposed in approved landfill operations.

- Objective 1** Proactively work to reduce and prevent the illegal transporting and dumping of solid waste.
- Objective 2** Bring violators into compliance or justice.
- Objective 3** Identify and categorize chronic and active illegal dump sites.
- Objective 4** Monitor the abatement of violations.

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GOAL 2

Proactively assist in removing litter and other solid waste from County roads. Reducing the amount of identified dumping sites and assuring waste is removed and disposed in approved landfill operations.

- Objective 1** Identify and catalog County roads that are chronic for littering and are in need of regular maintenance.
- Objective 2** Develop, coordinate, and manage programs such as the Adopt-a-County Road sources of volunteer, community and offender (jail, prison) labor to conduct actual clean-up methods to divert 30% of solid waste to recycling.

GOAL 3

Assist the Department with objectives in regards to General Nuisance complaints. Complaints may range from trash on property, junked vehicles; general sanitary conditions and may lead the violator to illegally dump.

- Objective 1** Investigate all received or referred complaints within 10 working days of receipt.
- Objective 2** Determine complaints are valid or invalid.
- Objective 3** Assure violations are corrected within time frame allowed by law.
- Objective 4** File court citations and charges when violations are not corrected
- Objective 5** To monitor the abatement of violations

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| PERFORMANCE MEASURES <i>New Subdivision Reviews</i> | 2009 ACTUAL | 2010 YTD (Oct. 09-Mar. 10) | 2011 PROJECTED |
|---|----------------------------------|--|----------------------------------|
| Total number of new subdivision applications submitted | 3 | 1 | 2 |
| Average cost collected for each review | \$10/Lot Average= 2 – 40 lots | \$10/Lot Average= 2 – 40 lots | \$10/Lot Average= 2 – 40 lots |
| Average turnaround time for new subdivision reviews | 72 hrs | 72 hrs | 72 hrs |

| PERFORMANCE MEASURES <i>FOOD ESTABLISHMENTS</i> | 2009 ACTUAL | 2010 YTD (Oct. 09-Mar. 10) | 2011 PROJECTED |
|---|------------------------------|--|---------------------------------|
| Total number of trained food service employees: | | 79 | 190 |
| Number of plan reviews and renovations: | | 54 | 125 |
| Number of Food Establishments | | 925 | 1100 |
| Number of inspections performed: | | | |
| Advisory/Request | | 20 | 30 |
| Disease Outbreak/Food Borne | | 10 | 20 |
| Mobile Vendor | | 123 | 200 |
| Opening {Added 2010} | | 52 | 100 |
| Other | | 105 | 155 |
| Permit Renewal | | 161 | 460 |
| Pre-Opening | | 35 | 100 |
| Re-Inspection | | 102 | 200 |
| Routine | | 693 | 1220 |
| Number of complaints received: | | 31 | 70 |
| Number of complaint inspections: | | | |
| Food Establishment | | | |
| Disease Outbreak/Food Borne | | 20 | 50 |
| Mobile Vendor | | 7 | 10 |
| | | 4 | 20 |
| Number of Temporary Events: | | | |
| Profit | | | |
| Non- Profit | | 56 | 100 |
| | | 26 | 30 |

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| PERFORMANCE MEASURES <i>Septic Systems Reviews</i> | 2009 ACTUAL | 2010 YTD (Oct. 09-Mar. 10) | 2011 PROJECTED |
|--|------------------------------|---|---------------------------------|
| Total number of septic system applications submitted: | 330 | 167 | 300 |
| Number of inspections performed: | | | |
| Final Inspections | 471 | 139 | 300 |
| Pre-construction | 417 | 124 | 350 |
| Tank Only | 32 | 15 | 30 |
| Number of re-inspections: | 93 | 30 | 90 |
| Number of extra inspections: | 26 | 10 | 30 |
| Number of complaints received: | | | |
| {New} Permit Track: | 228 | 104 | 200 |
| | 100 | 65 | 150 |
| Number of enforcement actions on complaints: | 151 | 58 | 120 |

| PERFORMANCE MEASURES <i>Aerobic Systems</i> | 2009 ACTUAL | 2010 YTD (Oct.09-Mar 09) | 2011 PROJECTED |
|---|------------------------------|---|---------------------------------|
| Number of licensed Aerobic Systems | 5896 | 6024 | 6302 |
| Total number of citations, court cases, or notices issued for compliance of contracts and maintenance reporting | 2521 | 1337 | 3000 |
| Number of failures generated | 1028 | 488 | 1050 |
| Total number of spot inspections performed: | 743 | 1199 | 1800 |

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| PERFORMANCE MEASURES <i>General Nuisance / Pools / Other Complaints</i> | 2009 ACTUAL | 2010 YTD (Oct. 09-Mar. 10) | 2011 PROJECTED |
|---|------------------------|---|---------------------------|
| Number of complaints received: | | | |
| General Nuisance | 256 | 61 | 280 |
| Pools | 2 | 0 | 4 |
| Number of enforcement actions on complaints: | | | |
| General Nuisance | 137 | 22 | 100 |
| Pools | 0 | 0 | 1 |

| PERFORMANCE MEASURES <i>Solid Waste Enforcement Program</i> | 2009 ACTUAL | 2010 YTD (Oct.09-Mar 09) | 2011 PROJECTED |
|---|------------------------|---|---------------------------|
| Number of complaints investigated: | 1178 | 537 | 1374 |
| Number of enforcement actions on complaints: | 305 | 227 | 350 |
| Number of Waste Haulers Permitted: | 90 | 60 | N/A |
| Amount of Solid Waste removed: | | | |
| Through Compliance | 1,022,911 | 364,521 | 1,000,000 |
| Officers / Road & Bridge | 317,735 | 62,586 | 400,000 |
| Adopt-A-Road | 11,000 | 2,250 | 20,000 |
| Community Supervision | 14,000 | 0 | 20,000 |
| Junked Vehicles Towed | 7 | 0 | 10 |

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FUND: 100 General

ACCOUNTING UNIT: 100638100 Environmental Health

EXPENSE BUDGET

| CATEGORY | 2009 ACTUAL | 2010 ADOPTED | 2011 ADOPTED |
|------------------------------|---------------------|---------------------|---------------------|
| Salaries and Personnel Costs | \$ 1,105,062 | \$ 1,134,558 | \$ 1,118,497 |
| Operating Costs | \$ 99,964 | \$ 135,848 | \$ 127,684 |
| Information Technology Costs | \$ 4,821 | \$ 10,283 | \$ 3,795 |
| Capital Acquisitions | \$ 20,802 | \$ 22,000 | \$ 38,700 |
| TOTAL | \$ 1,230,650 | \$ 1,302,688 | \$ 1,288,675 |

2011 AUTHORIZED POSITIONS

| Job Title | Job Code | Grade | Count |
|--|----------|-------|-----------|
| Clerk I | J05005 | G05 | 1 |
| Receptionist/Clerk | J05014 | G05 | 1 |
| Clerk II | J06007 | G06 | 1 |
| Inspector | J07027 | G07 | 2 |
| Inspector II | J08023 | G08 | 1 |
| Administrative Coordinator | J09071 | G09 | 1 |
| Environmental Code Inspector | J09088 | G09 | 1 |
| Development Permit Program Coordinator | J10014 | G10 | 1 |
| Sanitarian | J10036 | G10 | 4 |
| Environmental Investigator | J10046 | G10 | 3 |
| Chief Sanitarian | J12072 | G12 | 1 |
| Director-Environmental Health | J14030 | G14 | 1 |
| Total Authorized Positions | | | 18 |

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ORGANIZATION CHART

