

## **ENVIRONMENTAL HEALTH**

### **MISSION**

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

### **VISION**

Provide superior environmental and consumer 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.

## ENVIRONMENTAL HEALTH

### 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.

## **ENVIRONMENTAL HEALTH**

### **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 40% 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*.

## **ENVIRONMENTAL HEALTH**

### **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.

## **ENVIRONMENTAL HEALTH**

### **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

## ENVIRONMENTAL HEALTH

<b>PERFORMANCE MEASURES</b> <i>New Subdivision Reviews</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>YTD</b> (Oct. 10-Mar. 11)	<b>2012</b> <b>PROJECTED</b>
Total number of new subdivision applications submitted	11	5	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

<b>PERFORMANCE MEASURES</b> <i>FOOD ESTABLISHMENTS</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>YTD</b> (Oct. 10-Mar. 11)	<b>2012</b> <b>PROJECTED</b>
Total number of trained food service employees:	260	101	216
Number of plan reviews and renovations:	123	66	125
Number of Food Establishments	787	834	998
Number of inspections performed:			
Advisory/Request	37	32	30
Disease Outbreak/Food Borne	3	2	6
Mobile Vendor	200	160	200
Opening {Added 2010}	95	46	100
Other	219	72	30
Permit Renewal	401	205	460
Pre-Opening	86	55	100
Re-Inspection	151	58	200
Routine	1282	552	1220
Violations Follow-Up	101	16	0
Number of complaints received:	65	28	70
Number of complaint inspections:			
Food Establishment	46	17	50
Disease Outbreak/Food Borne	7	1	10
Mobile Vendor	12	10	20
Number of Temporary Events:			
Profit	156	89	160
Non- Profit	55	24	60

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<b>PERFORMANCE MEASURES</b> <i>Septic Systems Reviews</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>YTD</b> <b>(Oct. 10-Mar. 11)</b>	<b>2012</b> <b>PROJECTED</b>
Total number of septic system applications submitted:	361	173	200
Number of inspections performed:			
Final Inspections	375	198	300
Pre-construction	342	172	350
Tank Only	33	10	30
Number of re-inspections:	73	27	54
Number of extra inspections:	5	5	10
Number of complaints received:	164	62	120
{New} Permit Track:	135	82	164
Number of enforcement actions on complaints:	110	21	120

<b>PERFORMANCE MEASURES</b> <i>Aerobic Systems</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>YTD</b> <b>(Oct.10-Mar 11)</b>	<b>2012</b> <b>PROJECTED</b>
Number of licensed Aerobic Systems	6203	6358	6512
Total number of citations, court cases, or notices issued for compliance of contracts and maintenance reporting	3500	1773	3200
Number of failures generated	1034	502	1050
Total number of spot inspections performed:	3253	1933	3688

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<b>PERFORMANCE MEASURES</b> <i>General Nuisance / Pools / Other Complaints</i>	<b>2010 ACTUAL</b>	<b>2011 YTD (Oct. 10-Mar. 11)</b>	<b>2012 PROJECTED</b>
Number of complaints received:			
General Nuisance	225	71	192
Pools	1	0	4
Number of enforcement actions on complaints:			
General Nuisance	114	32	100
Pools	0	0	1

<b>PERFORMANCE MEASURES</b> <i>Solid Waste Enforcement Program</i>	<b>2010 ACTUAL</b>	<b>2011 YTD (Oct.10-Mar 11)</b>	<b>2012 PROJECTED</b>
Number of complaints investigated:	960	562	1374
Number of enforcement actions on complaints:	365	159	350
Number of Waste Haulers Permitted:	72	58	N/A
Amount of Solid Waste removed:			
Through Compliance	1,255,536	1,541,070	1,000,000
Officers / Road & Bridge	104,542	47,087	400,000
Adopt-A-Road	3,600	10,250	20,000
Community Supervision	0	11,000	20,000
Junked Vehicles Towed	14	0	10



## ENVIRONMENTAL HEALTH

FUND: 100 General

ACCOUNTING UNIT: 100638100 Environmental Health

### EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 1,057,949	\$ 1,118,497	\$ 1,129,153
Operating Costs	\$ 94,177	\$ 127,684	\$ 123,085
Information Technology Costs	\$ 10,116	\$ 3,795	\$ 1,043
Capital Acquisitions	\$ 21,829	\$ 38,700	\$ 23,500
<b>TOTAL</b>	<b>\$ 1,184,071</b>	<b>\$ 1,288,675</b>	<b>\$ 1,276,781</b>

### 2012 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
<b>Total Authorized Positions</b>			<b>18</b>

# ENVIRONMENTAL HEALTH

## ORGANIZATION CHART

