



TOWN COUNCIL COMMUNICATION

DATE: September 16, 2025

FROM: Kirk Riggs, Town Administrator/Chief of Police

AGENDA ITEM: Consider approval of a contractor services agreement with Analisa Griffith, RS/DS for OSSF Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

SUMMARY:

Analisa Griffith serves as the Town's Designated Representative providing on-site sewage facility (OSSF) services for enforcing the provisions of Town of Bartonville Code of Ordinances and enforcing all the rules and regulations of the TCEQ and the Texas Department of Health in reviewing and approving of all on-site sewage facility permit applications for compliance with TCEQ rules; issuing authorizations to construct and perform residential and commercial on-site sewage facility inspections.

FISCAL INFORMATION:

Reimbursed by homeowners; total cost \$4,000-\$6,000 same standard rates as the previous contract.

RECOMMENDED MOTION OR ACTION:

Move to approve the contractor services agreement with Analisa Griffith, RS/DS for OSSF Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

ATTACHMENTS:

- FY2025-2026 Sanitarian Services Contract