



# TOWN COUNCIL COMMUNICATION

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**DATE:** September 17, 2024

**FROM:** Thad Chambers, Town Administrator

**AGENDA ITEM:** Consider approval of a contractor services agreement with Analisa Griffith, RS/DS for OSSF Services beginning October 1, 2024 through September 30, 2025; and authorize the Town Administrator to execute same on behalf of the Town.

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**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:**

\$4,000 - \$6,000; same standard rates as previous contract, with two additional categories related to complaints that result in legal action.

**RECOMMENDED MOTION OR ACTION:**

Move to approve the contractor services agreement with Analisa Griffith, RS/DS for OSSF Services beginning October 1, 2024 through September 30, 2025; and authorize the Town Administrator to execute same on behalf of the Town.

**ATTACHMENTS:**

- FY2024-2025 Sanitarian Services Contract