



**AGENDA MEMO**  
9/17/2013 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Liz Spector, City Secretary

**SUBJECT:** Minutes of the September 10, 2013 City Council Meeting

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**BACKGROUND:**

Each fiscal year the city must renew the Interlocal Agreement with DCHHS for food establishment inspection services and other environmental health services. The agreement term is October 1, 2013 through September 30, 2014.

DCHHS provides two annual standard inspections per food service establishment. Additional inspections are performed as deemed necessary by the county. These inspections include examination of food and food protection, personnel, food equipment and utensils, water source, sewage, plumbing, toilet and hand-washing facilities, garbage and refuse disposal, insect, rodent and animal control, floors, walls, ceiling, lights, ventilation and other operations for all establishments in the city that vend food products. This includes all catering trucks licensed to operate in the city. There are 146 permitted food establishments (including all SMU and HPISD locations) and catering trucks currently operating in University Park.

DCHHS provides City staff with monthly inspection reports and approval to issue health permits. The cost of this annual contract is \$150 per establishment for two inspections with an additional charge of \$75 for any subsequent inspections. The amount paid by the city for these services in the previous fiscal year was \$14,800 and an equivalent charge is expected for the current year.

This contract also provides other environmental health services to be provided upon written request such as vector and/or mosquito control complaints. It also provides the City the option to participate in the County's emergency aerial mosquito spraying plan upon written notice. The City will be required to pay its proportioned share of the cost based upon the number of acres to be sprayed multiplied by the per-acre spraying cost.

**RECOMMENDATION:**

Renew the annual contract with DCHHS for food inspection and environmental health services.