CITY OF EL LAGO

AGENDA
CITY COUNCIL MEETING
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586
JUNE 3, 2020
7:00 P.M.

NOTICE is hereby given of a Meeting of the City Council of the City of El Lago, County of Harris, State of Texas, to be held on the above stated date and time.

This meeting will be closed to in person attendance by the public. Due to the COVID 19 pandemic and CDC's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting, but the meeting will be available to members of the public via telephonic audio. Public Comments may be submitted. Citizens may join the WebEx Meeting by calling (844) 992-4726 and entering the Access Code 965 269 124. Any person interested in speaking on any item on the agenda must submit his/her comment via email to the City Secretary at citysec@ellago-tx.gov. The request must include the name and address of the person commenting. Citizen comments will be read aloud by the City Secretary during the meeting. Comments must be received before 1:00 p.m., Wednesday, June 3, 2020.

1. Call to Order

2. Declaration of a Quorum

2.1. Announce Absent Members of Council

3. Citizen Comments

Submitted citizens comments will be read aloud by the City Secretary

4. Consent Agenda

4.1. Check Detail for checks printed from May 21, 2020 through June 3, 2020.
4.2. Minutes from the Council Meetings of May 20, 2020.

5. City Official, Board, Commission, Committee, & City Service Report

5.1. SVFD monthly activity report (Chief Andy Gutacker)
5.2. City Secretary Rachel Lewis to report on the current reported expenses to the state and FEMA for COVID-19.

6. Mayor's Report

6.1. Mayor Skelton to report on the state of the City

7. Council Member's Reports

7.1. Mayor Pro Tem Vernon reports
7.1.1. Street and sidewalk repairs
7.1.2. Pool deck repair
7.1.3. Masonry fence behind Loch Lake from Repsdorph to Ed White Elementary
7.2. Councilperson Michalak to report on updates to the City Personnel Manual.

8. Future Agenda Item Requests

<u>Not Scheduled</u>
Update Personnel Manual
Hazardous Recycling Day

9. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

In compliance with the Americans with Disabilities Act, the City of El Lago will provide for reasonable accommodations for persons attending City Council Meetings. Requests should be received 48 hours prior to the meetings. Please contact the City office at 281-326-1951. The City Council of the City of El Lago, Texas, reserves the right to adjourn into executive session at any time during the course of the meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), §551.077 (Agency Financed by Federal Government),§551.084 (Exclusion of Witness from Hearing), §551.086 (Meeting Concerning Municipally Owned Utility), §551.087 (Deliberations Regarding Economic Development),§551.088 (Deliberations Regarding Licensing Testing Exam), & §418.183(f) (Texas Disaster Act: regarding Critical Infrastructure).

I certify that a copy of this notice of the City Council Meeting for the date listed above was posted at City Hall, 411 Tallowood Drive, El Lago, Texas, at least 72 hours in advance per the Texas Open Meetings Act.

_____

Rachel Lewis
City Secretary

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	**ACH...**	**05/28/2020**	**Baillie, Dea...**		**10102 · General...**	
					70100 · Administ...	(360.00)
					25200 · FWT pa...	20.00
					70220 · Social S...	(22.32)
					25300 · FICA Pa...	22.32
					25300 · FICA Pa...	22.32
					70220 · Social S...	(5.22)
					25300 · FICA Pa...	5.22
					25300 · FICA Pa...	5.22
TOTAL						(312.46)
Paych...	**ACH...**	**05/28/2020**	**De Leon, A...**		**10102 · General...**	
					70120 · Mainten...	(1,181.43)
					70120 · Mainten...	(152.44)
					70120 · Mainten...	(152.44)
					70120 · Mainten...	(38.11)
					25500 · Med. & ...	17.31
					25200 · FWT pa...	138.00
					70220 · Social S...	(94.51)
					25300 · FICA Pa...	94.51
					25300 · FICA Pa...	94.51
					70220 · Social S...	(22.10)
					25300 · FICA Pa...	22.10
					25300 · FICA Pa...	22.10
TOTAL						(1,252.50)
Paych...	**ACH...**	**05/28/2020**	**Klingle, Br...**		**10102 · General...**	
					74010 · Court Cl...	(1,313.87)
					74010 · Court Cl...	(187.70)
					74010 · Court Cl...	(375.39)
					25400 · Pension ...	112.62
					70210 · Pension	(112.62)
					25400 · Pension ...	112.62
					25200 · FWT pa...	167.00
					70220 · Social S...	(116.37)
					25300 · FICA Pa...	116.37
					25300 · FICA Pa...	116.37
					70220 · Social S...	(27.22)
					25300 · FICA Pa...	27.22
					25300 · FICA Pa...	27.22
TOTAL						(1,453.75)
Paych...	**ACH...**	**05/28/2020**	**Lewis, Rac...**		**10102 · General...**	
					70100 · Administ...	(1,626.92)
					70100 · Administ...	(180.77)
					25400 · Pension ...	126.54
					25200 · FWT pa...	202.00
					70220 · Social S...	(112.07)
					25300 · FICA Pa...	112.07
					25300 · FICA Pa...	112.07
					70220 · Social S...	(26.21)
					25300 · FICA Pa...	26.21
					25300 · FICA Pa...	26.21
TOTAL						(1,340.87)

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	**ACH...**	**05/28/2020**	**Means, Der...**		**10102 · General...**	
					70120 · Mainten...	(1,533.11)
					70120 · Mainten...	(170.35)
					25200 · FWT pa...	159.00
					70220 · Social S...	(105.61)
					25300 · FICA Pa...	105.61
					25300 · FICA Pa...	105.61
					70220 · Social S...	(24.70)
					25300 · FICA Pa...	24.70
					25300 · FICA Pa...	24.70
TOTAL						(1,414.15)
Paych...	**ACH...**	**05/28/2020**	**Stokes, Dia...**		**10102 · General...**	
					70100 · Administ...	(648.00)
					25200 · FWT pa...	17.00
					70220 · Social S...	(40.18)
					25300 · FICA Pa...	40.18
					25300 · FICA Pa...	40.18
					70220 · Social S...	(9.40)
					25300 · FICA Pa...	9.40
					25300 · FICA Pa...	9.40
TOTAL						(581.42)
Paych...	**ACH...**	**05/28/2020**	**Vernon, Ma...**		**10102 · General...**	
					70100 · Administ...	(1,085.88)
					25200 · FWT pa...	63.00
					70220 · Social S...	(67.33)
					25300 · FICA Pa...	67.33
					25300 · FICA Pa...	67.33
					70220 · Social S...	(15.75)
					25300 · FICA Pa...	15.75
					25300 · FICA Pa...	15.75
TOTAL						(939.80)
Liabilit...	**ACH...**	**05/28/2020**	**ICMA Retir...**	**2020-05-28 Payroll**	**10102 · General...**	
				B. Klingle	25400 · Pension ...	(112.62)
				B Klingle	25400 · Pension ...	(112.62)
				R. Lewis	25400 · Pension ...	(126.54)
TOTAL						(351.78)
Liabilit...	**ACH...**	**05/28/2020**	**EFTPS**	**74-1612666 Payroll 202...**	**10102 · General...**	
				74-1612666 Payroll 2020...	25200 · FWT pa...	(766.00)
				74-1612666 Payroll 2020...	25300 · FICA Pa...	(130.60)
				74-1612666 Payroll 2020...	25300 · FICA Pa...	(130.60)
				74-1612666 Payroll 2020...	25300 · FICA Pa...	(558.39)
				74-1612666 Payroll 2020...	25300 · FICA Pa...	(558.39)
TOTAL						(2,143.98)

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**ACH...**	**05/27/2020**	**Comcast**	**8777-70-112-0104051-9...**	**10102 · General...**	
Bill	2020...	05/27/2020		computer @ 98 Lakeshore	71903 · Comput...	(79.90)
				Telephone @ 98 Lakesh...	71300 · Telephone	(96.71)
TOTAL						(176.61)
Bill P...	**ACH...**	**05/29/2020**	**Corbin, Jef...**	**LPD Commissioners H...**	**10102 · General...**	
Bill		05/29/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	**ACH...**	**05/29/2020**	**Findley, Sh...**	**Council Position 1 Hon...**	**10102 · General...**	
Bill		05/29/2020		Council Position 1 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	**ACH...**	**05/29/2020**	**O'Brien, Mi...**	**LPD Commissioners H...**	**10102 · General...**	
Bill		05/29/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	**ACH...**	**05/29/2020**	**O'Donel, R...**	**LPD Commissioners H...**	**10102 · General...**	
Bill		05/29/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	**ACH...**	**05/29/2020**	**Skelton, Jo...**	**Mayor Honoraria for 20...**	**10102 · General...**	
Bill		05/29/2020		Mayor Honoraria for 202...	70600 · Honoraria	(150.00)
TOTAL						(150.00)
Bill P...	**ACH...**	**05/29/2020**	**Vernon, Ann**	**Honoraria - Council Po...**	**10102 · General...**	
Bill		05/29/2020		Honoraria - Council Posit...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	**ACH...**	**06/01/2020**	**Lakeview P...**	**LPD monthly service a...**	**10102 · General...**	
Bill	1205	06/01/2020		LPD monthly service agr...	75100 · Police D...	(71,145.81)
TOTAL						(71,145.81)
Check	**ACH ...**	**06/01/2020**	**eProcessin...**	**121137**	**10102 · General...**	
				online payment processing	70551 · Credit C...	(15.00)
TOTAL						(15.00)
Bill P...	**11148**	**05/31/2020**	**J Fryday C...**	**Monthly building inpect...**	**10102 · General...**	
Bill	2020...	05/31/2020		Monthly building inpectio...	72000 · Building ...	(1,200.00)
TOTAL						(1,200.00)

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**11149**	**06/01/2020**	**Nassau Ba...**	**2020-06**	**10102 · General...**	
Bill	2020...	06/01/2020		2020-06	73300 · Emerge...	(2,500.00)
TOTAL						(2,500.00)
Bill P...	**11150**	**06/01/2020**	**Seabrook ...**	**2020-06**	**10102 · General...**	
Bill	2020...	06/01/2020		2020-06	75300 · Fire Dep...	(13,052.07)
TOTAL						(13,052.07)
Bill P...	**11155**	**05/26/2020**	**Tinos Pool ...**	**First Half of pool deck r...**	**10102 · General...**	
Bill		05/26/2020		First Half of pool deck re...	77100 · Commu...	(16,115.00)
TOTAL						(16,115.00)
Liabilit...	**11156**	**06/01/2020**	**Texas Mun...**	**23401oz**	**10102 · General...**	
				Alex Deleon	70200 · Employe...	(108.38)
				Brenda Klingle	70200 · Employe...	(550.82)
				Derrell Means	70200 · Employe...	(550.82)
				renewal credit	70200 · Employe...	141.10
				Dependent Vision Alex ...	25500 · Med. & ...	(37.50)
TOTAL						(1,106.42)
Bill P...	**11157**	**06/03/2020**	**Accu-Tech ...**	**Color machine monthly...**	**10102 · General...**	
Bill	26744	05/27/2020		color copy machine mont...	71600 · Office S...	(50.00)
TOTAL						(50.00)
Bill P...	**11158**	**06/03/2020**	**AmeriWast...**	**School recycle contain...**	**10102 · General...**	
Bill	1470...	05/27/2020		School recycle container ...	73210 · Recycling	(105.88)
TOTAL						(105.88)
Bill P...	**11159**	**06/03/2020**	**Fire Safe P...**	**Service call to install W...**	**10102 · General...**	
Bill	SM1...	05/27/2020		Service call to install Win...	71902 · Comput...	(347.50)
TOTAL						(347.50)
Bill P...	**11160**	**06/03/2020**	**Rocket Co...**	**Roof Top Unit Repair fo...**	**10102 · General...**	
Bill	2020...	05/27/2020		Roof Top Unit Repair for ...	70300 · Building ...	(795.00)
TOTAL						(795.00)
Bill P...	**11161**	**05/31/2020**	**Clark, Dari...**	**Council Position 3 Hon...**	**10102 · General...**	
Bill		05/31/2020		Council Position 3 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**11162**	**05/31/2020**	**Kuehnel, K...**	**Council Position 4 Hon...**	**10102 · General...**	
Bill		05/31/2020		Council Position 4 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	**11163**	**05/31/2020**	**Michalak, J...**	**Council Position 2 Hon...**	**10102 · General...**	
Bill		05/31/2020		Council Position 2 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	**11164**	**06/03/2020**	**Home Depot**	**COVID-19 Expenses, br...**	**10102 · General...**	
Bill	2020...	05/28/2020		COVID-19 Expenses, br...	70300 · Building ...	(7.00)
				Caution Tape and blue ta...	70300 · Building ...	(26.91)
TOTAL						(33.91)
Bill P...	**11165**	**06/03/2020**	**Harris Cou...**	**Water/Serwer service**	**10102 · General...**	
Bill	2020...	05/28/2020		1-01-12690-00 411 Tall...	72100 · Utilities	(267.69)
				1-01-09940-00 Mc Nair ...	72100 · Utilities	(658.63)
				1-01-04110-00 443 Hic...	72100 · Utilities	(132.01)
				1-01-04210-01 419 Tall...	77210 · Utilities-...	(400.35)
				1-01-06031-00 732 Bay...	72100 · Utilities	(10.15)
				1-01-07140-00 Bayou V...	72100 · Utilities	(10.15)
				1-01-08910-00 98 Lake...	72100 · Utilities	(35.28)
				1-01-07128-00 Bayou V...	72100 · Utilities	(10.15)
				1-00000021-00-8 Fireline	72100 · Utilities	(10.15)
TOTAL						(1,534.56)
Bill P...	**11166**	**06/03/2020**	**Leslie's Po...**	**2 bags Fine Mesh**	**10102 · General...**	
Bill	0043...	06/01/2020		2 bags Fine Mesh	77201 · Pool Ch...	(47.50)
TOTAL						(47.50)
Bill P...	**11167**	**06/03/2020**	**Allied Fire ...**	**Annual maintenance of ...**	**10102 · General...**	
Bill	PI49...	06/01/2020		Annual sprinkler inspection	70300 · Building ...	(275.00)
				Annual Fire Alarm Inspe...	70360 · Fire Prot...	(300.00)
				Annual Extinguisher Insp...	70360 · Fire Prot...	(50.00)
				Semi Annual Hood Inspe...	70360 · Fire Prot...	(300.00)
				Annual Backflow Inspecti...	70360 · Fire Prot...	(375.00)
TOTAL						(1,300.00)
Bill P...	**11168**	**06/03/2020**	**Sam's Club**	**Building consumables ...**	**10102 · General...**	
Bill	2020...	06/01/2020		Building consumables - p...	70300 · Building ...	(355.24)
TOTAL						(355.24)
Bill P...	**11169**	**06/03/2020**	**Wells Farg...**	**05/20/2020 statement**	**10102 · General...**	
Bill	2020...	05/08/2020		05/20/2020 statement	24507 · Wells F...	(710.89)
TOTAL						(710.89)

City of El Lago
Check Detail
May 21 through June 3, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**11170**	**06/03/2020**	**GreatAmeri...**	**Copy machine monthly ...**	**10102 · General...**	
Bill	2715...	06/02/2020		Copy machine monthly d...	71600 · Office S...	(150.39)
TOTAL						(150.39)

CITY OF EL LAGO

MINUTES OF THE MAY 20, 2020
REGULAR CITY COUNCIL MEETING BY TELECONFERENCE
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586

1. **Call to Order** Mayor Skelton called the meeting to order at 7:02 PM.

2. **Declaration of a Quorum**
   Present: Mayor John Skelton
   Councilperson Shawn Findley
   Mayor Pro Tem Ann Vernon
   Councilperson Darin Clark
   Councilperson Jeff Michalak
   Councilperson Kris Kuehnel

3. **Citizen Comments**
   The following submitted citizen comments were read by City Secretary, Rachel Lewis:

Jeff Tave of 302 Pine View Circle – "There was an article in the May 19th edition of the Houston Chronicle regarding HCFCD Bond $ eligibility and HCFCD floodplain development standards. How is the City of El Lago prepared to enforce such requirements for new developments & improvement projects (so that the City remains eligible)? An example of these standards includes: "By the end of this year, cities must set minimum detention rules for new development, prohibit builders from filling in the 500-year floodplain and base standards on the newest rainfall rates, among other requirements." Will this be part of an updated checklist used by the Building Official/Floodplain Administrator?"

Anne Brown – No address provided – "What is the current situation regarding the dog shooting on Crestwood Dr. that involved our police commissioner? While I am confident the victim acted in a rational manner, it would be encouraging to have some external review. The site of the incident is a busy thoroughfare that usually has several children playing in the surrounding yards. For the sake of integrity and full community confidence, this needs to be further investigated. Pertaining to Taylorcrest HOA: We are paying HOA fees, however it doesn't appear there is any enforcement of the HOA guidelines. There are several egregiously overgrown yards that are not only aesthetically unpleasant but also a source of noxious odors and mosquitoes/rodents/snakes. It is difficult to reach HOA officials regarding these issues. Property taxes are going up but actual home value will not reflect this increase due to the unkempt state of several houses. Is there a way to better reach the HOA and determine why these guidelines are not being enforced. In order to live harmoniously with our neighbors in this wonderful community while maintains the integrity of our properties, it would be encouraging if these issues were addressed swiftly and transparently."

Tiffany Wallace of 711 Crestwood Drive – "Good evening city council members and Honorable Mayor Skelton. First, I would like to thank the building department for coming out and inspecting our remodeled area. I have the following questions:1. I understand in previous city council meetings Jeff Tave has asked about the dog shooting on Crestwood Dr. However, Mayor Skelton is not discussing details regarding an ongoing investigation. Thus, I would like to ask if there is an estimated timeline when we can expect a full signed police report on the incident? I am not asking details of the investigation but rather when citizens are going to be able to read the report. As Mr. Tave already suggest, will there be an independent review of findings since the police department is investigating their own police commissioner. 2. Currently, the city website does not reflect the current city permit guidelines nor the fees. When will the website be updated with the new information? Also it doesn't appear that the majority of El Lago citizen know about the changes made or are even aware of any permit requirements. How are you planning on informing your citizen of those requirements? How is the city enforcing city permits? 3. Since March there has been a hold on the construction of Crestwood Dr and Huntercrest Dr. Hurricane season is officially starting June 1st and it doesn't appear there is much progress on the drainage construction. Why has it taken this long and why is this not moving forward? The city should have come to an agreement with the water district already. 4. How has the city been preparing for the 2020 Hurricane season? Has there been any

major changes since Hurricane Harvey to avoid possible flooding for the city of EL Lago? Why has the City of EL Lago not asked for assistance by taping into the HCFCD Bond to improve the drainage system of our city?"

Mayor Skelton stated he is aware of the requirements for the floodplain development standards. He stated he would not comment on the dog shooting incident as it is an ongoing investigation. He stated the city does not police the HOA's however if there are code violations which violate city ordinances then the city will investigate. The Mayor said that the building permitting information, fees, and requirements are on the City's website and residents can contact City Hall for help locating it. Mayor Skelton addressed the questions about the street repair on Huntercrest and Crestwood as well as the preparation for hurricane season and said both of these questions would be addressed later in the meeting.

4. Consent Agenda City Official, Board, Commission, Committee, & City Service Report

4.1. Check Detail for checks printed from May 7, 2020 through May 20, 2020

*4.2. Minutes from the Council Meetings of May 6, 2020***.**

Councilperson Vernon made a motion to approve and there was a second by Councilperson Findley. The vote passed unanimously by a roll call vote.

5. City Official, Board, Commission, Committee, & City Service Report

5.1. Report on LPD activity in the City with Call For Service reports for April, 2020 (Chief Tom Savage) Chief Savage reported an overall summary for Calls for Service from February through April, 2020 and stated the number of calls decreased, but the number of incidents to report increased. He stated that the number of domestic violence calls did not increase after the Stay Home orders. Councilperson Clark asked about the incident report regarding the dog shooting and if it is available to the public. Chief Savage stated the report cannot be released until the trial is over.

5.2. City Emergency Management report (Tom Merchant and/or Art Richard) Tom Merchant reported on COVID-19 updates, the Harris County Mitigation Action Plan, and hurricane preparedness. (Written report is attached)

6. Mayor's Report

6.1. Mayor Skelton to report on the state of the City. Mayor Skelton reported that City Hall reopened and only one member of the public is allowed into the building at a time. He stated the gym and tennis courts will open with some posted restrictions on May 23, 2020. The pool is planned to open the first week of June, however that is dependent upon the number of lifeguards and training available. There are also some pool maintenance issues that may delay the pool opening. He stated he remains in contact with Harris County regarding the COVID-19 PPE supplies available to the cities.

7. Council member's Reports

7.1. Mayor Pro Tem Vernon to report on the street and sidewalk repair schedule. Mayor Pro Tem Vernon reported the project located at Huntercrest and Crestwood continues to be delayed and she is waiting for a decision from WCID 50 as to the cost of the pipe repair associated with the project. WCID 50 included this project on their recent agenda however, there were details missing for the members to consider. She is hoping to have an answer soon so the repair can be made. Councilperson Clark asked if restriping of the crosswalks at the school would be completed over the summer and Mayor Pro Tem Vernon stated it would be completed during the summer months.

7.2. Councilperson Findley to report on the May 15, 2020 WCID 50 meeting. Councilperson Findley reported he attended the WCID 50 meeting on May 15, 2020 and there were some details missed regarding the project at Huntercrest and Crestwood which kept members from making an informed decision. He stated WCID 50 is moving forward with drainage repairs. They are planning to attend Harris County Commissioners Court to request the funding. He reported a problem with water lines at City Hall was discussed and the WCID 50 President is looking into how to move forward about this. He plans to negotiate costs with the City due to the water lines having been constructed incorrectly.

8. New Business

8.1. Review quotes and approve vendor for pool deck surface repair – Mayor Pro Tem Vernon reviewed 3 quotes for repairing the pool deck. She stated that more than 50% of the pool deck has chipped away. She proposed that project funds allotted for the pump house as well as the pool deck be used which totals $40,000. She recommended Tino's Pool Plastering to complete the job for $33, 630. Councilperson Clark stated he was concerned about completing the project due to the losses for COVID-19. Councilperson Kuehnel said there is a need to care for the infrastructure of City property and further stated the current state of the pool decking poses a safety risk. Mayor Pro Tem Vernon made a motion to

use Tino's Pool Plastering to repair the pool decking with a cost not to exceed $34,000. Councilperson Kuehnel provided a second. By roll call vote Councilpersons Kuehnel, Vernon, and Michalak voted Aye, and Councilpersons Findley and Clark voted Nay. Motion passed with a majority vote.

8.2. *Consider/Approve Resolution 2020-03 authorizing the adoption of the Harris County Multi-Hazard Mitigation Action Plan Update.* Councilperson Clark made a motion to approve and Councilperson Findley seconded. The vote to approve was unanimous by roll call.

8.3. *Consider/Approve a revised El Lago Community Center Fee Schedule increasing or adjusting rates, and to include the 4% credit card convenience fee in recurring rates rather than charging them separately.* Mayor Pro Tem Vernon stated the process for record keeping with regard to the Community Center income needs to be simplified. The proposed changes in costs do not change membership rates, but it rounds costs to the nearest dollar. Additionally the convenience fee that is charged for all credit cards is rolled into the fee for recurring payments rather than continuing to charge it separately. Mayor Pro Tem Vernon made a motion to approve the new rate schedule and Councilperson Michalak provided a second. The vote was unanimous to approve by roll call.

9. Future Agenda Items

Not Scheduled

Hazardous Waste Recycling Day
Amend the Personnel Manual
Masonry fence behind Loch Lake

10. Adjournment – There being no further business the Mayor adjourned the meeting at 8:31 P.M.

ATTEST:

_____ _____

John Skelton
Mayor

Rachel Lewis
City Secretary

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {05/01/2020} And {05/31/2020} and District = "2 "

Total Number of Incidents	7	**Total Number of Responding Personnel**	44
Average Turnout per Incident	7		

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {05/01/2020} And {05/31/2020} and District = "2 "

2 El Lago

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
100 Fire, Other					
20-0200271	05/24/2020 20:39:49	05/24/2020 20:42:06	4	2	00:02:17
		Average Response Time for District/Incident Type			**00:02:17**
311 Medical assist, assist EMS crew					
20-0200274	05/27/2020 13:12:42	05/27/2020 13:15:52	1	1	00:03:10
		Average Response Time for District/Incident Type			**00:03:10**
445 Arcing, shorted electrical equipment					
20-0200256	05/17/2020 14:21:11	05/17/2020 14:23:43	1	1	00:02:32
		Average Response Time for District/Incident Type			**00:02:32**
622 No Incident found on arrival at dispatch address					
20-0200280	05/30/2020 18:43:03	05/30/2020 18:48:12	4	2	00:05:09
20-0200281	05/30/2020 20:37:33	05/30/2020 20:38:05	4	2	00:00:32
		Average Response Time for District/Incident Type			**00:02:51**
743 Smoke detector activation, no fire - unintentional					
20-0200258	05/18/2020 22:53:52	05/18/2020 22:59:46	4	2	00:05:54
		Average Response Time for District/Incident Type			**00:05:54**

Overall Average Response Time for District 00:03:16

Total Incident Count: 6 **Overall Average Response Time: 00:03:16**

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Confirmation: 18819 Submitted: 05/27/2020 14:33:05

Incident: 20-0003 nCoV 2020

General

Jurisdiction Type: City

County: Harris

City: El Lago,

Other:

Population: 2700

Type: Virus Threat,

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP)?:

Inclusive dates of the disaster: 03/31/2020 - Continuing:

Was a local disaster declaration issued: Yes

Contact Person: City Secretary

Contact Person Title: Rachel Lewis

Address: 411 Tallowood Drive

Phone: 281-326-1951 ext 111

Mobile Phone: 281-723-8218

Fax:

Pager:

24 Hr Duty:

Residential Losses - Primary Residence Only:

(Local Damage Assessment) See guidelines on page 4

Type of Homes	Affected	% Insured Affected	Minor Damage	% Insured Minor	Major Damage	% Insured Major	Destroyed	% Insured Destroyed
Single Family Homes	0		0		0		0	
Uninsured SFH	0		0		0		0	
Mobile Homes	0		0		0		0	
Uninsured MH	0		0		0		0	
Multi-Family Units	0		0		0		0	
Uninsured MFU	0		0		0		0	
Totals	0	%	0	%	0	%	0	%
Uninsured Totals	0		0		0		0	

Number of homes isolated due to road closure (high water, etc.):

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total Estimated Repair Cost
Minor Damage (less than 40%)	2	0	$ 9,000.00
Major Damage (greater than 40%)	5	0	$ 93,600.00
Total	7	0	$ 102,600.00

How many businesses have ceased operations?: 4

How many businesses have experienced economic injury?: 7

Estimated number of persons unemployed because of this disaster: 19 *(Contact affected businesses and the local Texas Workforce Commission Office)*

Public Assistance

Category	# of Sites	Estimated Repair Costs	Anticipated Insurance*	Remaining Repair Cost
Debris Clearance		$	$	$ 0.00
Emergency (EMS, Fire, Police)	2	$ 15,558.92	$	$ 15,558.92
Road & Bridge		$	$	$ 0.00
Water Control Facilities (Dams, levees, dikes)		$	$	$ 0.00
Buildings & Equipment		$	$	$ 0.00
Public Utility Systems (Gas, Electric, Sewer, Water)		$	$	$ 0.00
Other (Recreational Facilities, Airports, etc.)		$	$	$ 0.00
Total	2	$ 15,558.92	$	$ 15,558.92

** Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.*

Total annual maintenance budget (i.e. Public Works, Road & Bridge):

Start of Fiscal Year(Month):

Other Eligible Entities

(Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	Catagory	No. of Sites	Estimated Repair Cost	Anticipated Insurance *	Remaining Repair Cost
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00

			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
			$	$	$ 0.00
Totals			$	$	$ 0.00

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

General Notes

Notes:

Submitter Information

Name: Rachel Lewis

Email: citysec@ellago-tx.gov

County Email:

DC Email: Jenniffier.Hawes@tdem.texas.gov

Additional Emails:

Disable Online Editing:

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Alex DeLeon (citymaintenance@ellago-tx.gov)

From: Carol Alexander [carol.alexander@texasairsystems.com]
Sent: Tuesday, June 02, 2020 12:11 PM
To: citymaintenance@ellago-tx.gov
Cc: Carrie McCleary; Grant Sergi; Rene Lopez
Subject: Additional Carrier Repairs

Hey Darryl,
Below are the numbers for the new repairs needed on your Carrier unit. There are more hours involved in these repairs which has your cost up, but the price of the parts is really what took this number to where it's at.
I've pretty much done all I can as far as discounts go. Any further discounts of any kind would have to come from higher up than me.

Labor for a Tech and a Helper = $2485.00
Cost of all Parts = $4694.00

- Motor Master
- Discharge Pressure Transducer
- Reheat Module
- TXV on first stage cooling

Total cost of additional repairs = $7179.00 (plus or minus for unknowns).

I have not included any refrigerant in this part of the estimate since I'm unsure how much if any will be needed.
Let me know if you need any more information than this or if you need this in a more formal format.

Thank you,

TEXAS AIRSYSTEMS

CAROL ALEXANDER
Project Coordinator – Solutions Group
9021 S Sam Houston Pkwy W | Missouri City, TX 77489
D: 832-342-9268
Carol.Alexander@TexasAirSystems.com | www.TexasAirSystems.com

Alex DeLeon (citymaintenance@ellago-tx.gov)

From: Carol Alexander [carol.alexander@texasairsystems.com]
Sent: Friday, May 29, 2020 8:55 AM
To: citymaintenance@ellago-tx.gov
Cc: Carrie McCleary; Rene Lopez; Grant Sergi; Shelby Hall
Subject: El Lago Carrier and AAON Repairs

Good morning Darryl,
Below is a quick breakdown on the cost for the repairs to the Carrier and AAON units. I was able to make some adjustments to keep the final sell price under $7,000.
Let me know if you have any questions with what I've presented. If you're comfortable and want to proceed with the AAON repairs, I'll get those ordered. I believe we have the needed parts in stock, so Grant should be able to get that repair scheduled for next week.

Carrier Repairs:
Labor = $534.00
Parts = $1839.00

AAON Repairs:
Labor = $1894.00
Parts = $2004.00

Diagnostic Labor (including discount) = $375.00
Trip charge = $75.00
Consumable Fee = $30.00

Total Cost of Job = $6751.00, which is subject to go up or down depending on the total amount of hours used for repairs as well as materials outside of the parts purchased.

As we discussed this number is just a ball park figure, but it should be relatively close to the final number. Please let me know if you have any other questions.
Thank you!

TEXAS AIRSYSTEMS

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Carrier Unit - Services the Fitness room and restrooms.

To date, the fan motor to one of the condensors was replaced along with a drive belt.

After the unit was powered up it was determined the expansion valve on ciruit # 1 was stuck closed not allowing refrigerant to flow though the system. Expansion valve needs to be replaced.

In additon, the reheat module board needs to be replaced. The purpose of the module board is to send a signal to the liquid line solenoid to open. Currently the soleniod it not operating properly resulting in the unit to only operate at 50% capacity.