CITY OF EL LAGO

AGENDA
CITY COUNCIL MEETING
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586
JUNE 17, 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 146 411 1774 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 17, 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 June 4, 2020 through June 17, 2020.
4.2. Minutes from the Council Meeting of June 3, 2020.

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

5.1. Report on LPD activity in the City with Call For Service reports for May, 2020 (Chief Tom Savage)
5.2. Emergency Management report (Tom Merchant and/or Art Richard)
5.3. Report on City Maintenance costs, and projected projects (Maintenance Director Derrell Means)

6. Council Member's Reports

6.1. Mayor Pro Tem Vernon to report on community pool and spray ground operations.
6.2. Councilperson Findley reports
6.2.1. Hazardous Waste Day
6.2.2. Reflective safety street lights marking fire hydrant locations

7. New Business

7.1. Consider/Approve General Order #600-20 establishing guidelines for use and security of the Lakeview Police Department TLETS Terminal, Mobile Computing Terminal equipment and related CJIS information revised on June 8, 2020.
7.2. Consider/Approve agreement with Bill Steinhoff of Lighthouse Aquatic Programs to use the City pool to conduct summer swim clinics.

8. Future Agenda Item Requests

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.

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Rachel Lewis
City Secretary

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**ACH...**	**06/09/2020**	**CenterPoin...**	**Acct 9466040-4 Gas for...**	**10102 · General...**	
Bill	2020...	06/09/2020		Acct 9466040-4 Gas for ...	72100 · Utilities	(31.51)
TOTAL						(31.51)
Bill P...	**ACH...**	**06/09/2020**	**Veritrans**	**Credit card charging fees**	**10102 · General...**	
Bill	2020...	06/09/2020		credit card charging fees	70550 · Bank Se...	(165.13)
TOTAL						(165.13)
Paych...	**ACH...**	**06/11/2020**	**Baillie, Dea...**		**10102 · General...**	
					70100 · Administ...	(720.00)
					25200 · FWT pa...	20.00
					70220 · Social S...	(44.64)
					25300 · FICA Pa...	44.64
					25300 · FICA Pa...	44.64
					70220 · Social S...	(10.44)
					25300 · FICA Pa...	10.44
					25300 · FICA Pa...	10.44
TOTAL						(644.92)
Paych...	**ACH...**	**06/11/2020**	**De Leon, A...**		**10102 · General...**	
					70120 · Mainten...	(1,524.42)
					25500 · Med. & ...	17.31
					25200 · FWT pa...	138.00
					70220 · Social S...	(94.52)
					25300 · FICA Pa...	94.52
					25300 · FICA Pa...	94.52
					70220 · Social S...	(22.11)
					25300 · FICA Pa...	22.11
					25300 · FICA Pa...	22.11
TOTAL						(1,252.48)
Paych...	**ACH...**	**06/11/2020**	**Dempsey, ...**		**10102 · General...**	
					77125 · Commu...	(29.72)
					70220 · Social S...	(1.84)
					25300 · FICA Pa...	1.84
					25300 · FICA Pa...	1.84
					70220 · Social S...	(0.43)
					25300 · FICA Pa...	0.43
					25300 · FICA Pa...	0.43
TOTAL						(27.45)
Paych...	**ACH...**	**06/11/2020**	**Dimel, Callie**		**10102 · General...**	
					77125 · Commu...	(24.06)
					70220 · Social S...	(1.49)
					25300 · FICA Pa...	1.49
					25300 · FICA Pa...	1.49
					70220 · Social S...	(0.35)
					25300 · FICA Pa...	0.35
					25300 · FICA Pa...	0.35
TOTAL						(22.22)

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	**ACH...**	**06/11/2020**	**Goldston, ...**		**10102 · General...**	
					77125 · Commu...	(24.06)
					70220 · Social S...	(1.49)
					25300 · FICA Pa...	1.49
					25300 · FICA Pa...	1.49
					70220 · Social S...	(0.35)
					25300 · FICA Pa...	0.35
					25300 · FICA Pa...	0.35
TOTAL						(22.22)
Paych...	**ACH...**	**06/11/2020**	**Klingle, Br...**		**10102 · General...**	
					74010 · Court Cl...	(1,689.26)
					74010 · Court Cl...	(187.70)
					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...	(27.21)
					25300 · FICA Pa...	27.21
					25300 · FICA Pa...	27.21
TOTAL						(1,453.76)
Paych...	**ACH...**	**06/11/2020**	**Kumar-Mis...**		**10102 · General...**	
					77125 · Commu...	(69.29)
					70220 · Social S...	(4.30)
					25300 · FICA Pa...	4.30
					25300 · FICA Pa...	4.30
					70220 · Social S...	(1.00)
					25300 · FICA Pa...	1.00
					25300 · FICA Pa...	1.00
TOTAL						(63.99)
Paych...	**ACH...**	**06/11/2020**	**Kumar-Mis...**		**10102 · General...**	
					77125 · Commu...	(19.00)
					70220 · Social S...	(1.18)
					25300 · FICA Pa...	1.18
					25300 · FICA Pa...	1.18
					70220 · Social S...	(0.28)
					25300 · FICA Pa...	0.28
					25300 · FICA Pa...	0.28
TOTAL						(17.54)

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	**ACH...**	**06/11/2020**	**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...	(112.08)
					25300 · FICA Pa...	112.08
					25300 · FICA Pa...	112.08
					70220 · Social S...	(26.21)
					25300 · FICA Pa...	26.21
					25300 · FICA Pa...	26.21
TOTAL						(1,340.86)
Paych...	**ACH...**	**06/11/2020**	**Means, Der...**		**10102 · General...**	
					70120 · Mainten...	(1,682.17)
					70120 · Mainten...	(21.29)
					25200 · FWT pa...	159.00
					70220 · Social S...	(105.62)
					25300 · FICA Pa...	105.62
					25300 · FICA Pa...	105.62
					70220 · Social S...	(24.70)
					25300 · FICA Pa...	24.70
					25300 · FICA Pa...	24.70
TOTAL						(1,414.14)
Paych...	**ACH...**	**06/11/2020**	**Michalak, ...**		**10102 · General...**	
					77125 · Commu...	(24.06)
					70220 · Social S...	(1.49)
					25300 · FICA Pa...	1.49
					25300 · FICA Pa...	1.49
					70220 · Social S...	(0.35)
					25300 · FICA Pa...	0.35
					25300 · FICA Pa...	0.35
TOTAL						(22.22)
Paych...	**ACH...**	**06/11/2020**	**Skelton, Et...**		**10102 · General...**	
					77125 · Commu...	(24.06)
					70220 · Social S...	(1.49)
					25300 · FICA Pa...	1.49
					25300 · FICA Pa...	1.49
					70220 · Social S...	(0.35)
					25300 · FICA Pa...	0.35
					25300 · FICA Pa...	0.35
TOTAL						(22.22)

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	**ACH...**	**06/11/2020**	**Stokes, Dia...**		**10102 · General...**	
					70100 · Administ...	(720.00)
					25200 · FWT pa...	24.00
					70220 · Social S...	(44.64)
					25300 · FICA Pa...	44.64
					25300 · FICA Pa...	44.64
					70220 · Social S...	(10.44)
					25300 · FICA Pa...	10.44
					25300 · FICA Pa...	10.44
TOTAL						(640.92)
Paych...	**ACH...**	**06/11/2020**	**Verbeke, N...**		**10102 · General...**	
					77125 · Commu...	(26.89)
					70220 · Social S...	(1.67)
					25300 · FICA Pa...	1.67
					25300 · FICA Pa...	1.67
					70220 · Social S...	(0.39)
					25300 · FICA Pa...	0.39
					25300 · FICA Pa...	0.39
TOTAL						(24.83)
Paych...	**ACH...**	**06/11/2020**	**Vernon, Ma...**		**10102 · General...**	
					70100 · Administ...	(1,022.00)
					77125 · Commu...	(217.18)
					25200 · FWT pa...	79.00
					70220 · Social S...	(76.83)
					25300 · FICA Pa...	76.83
					25300 · FICA Pa...	76.83
					70220 · Social S...	(17.97)
					25300 · FICA Pa...	17.97
					25300 · FICA Pa...	17.97
TOTAL						(1,065.38)
Paych...	**ACH...**	**06/11/2020**	**Wagner, M...**		**10102 · General...**	
					77125 · Commu...	(26.89)
					70220 · Social S...	(1.67)
					25300 · FICA Pa...	1.67
					25300 · FICA Pa...	1.67
					70220 · Social S...	(0.39)
					25300 · FICA Pa...	0.39
					25300 · FICA Pa...	0.39
TOTAL						(24.83)
Paych...	**ACH...**	**06/11/2020**	**Wagner, N...**		**10102 · General...**	
					77125 · Commu...	(24.06)
					70220 · Social S...	(1.49)
					25300 · FICA Pa...	1.49
					25300 · FICA Pa...	1.49
					70220 · Social S...	(0.35)
					25300 · FICA Pa...	0.35
					25300 · FICA Pa...	0.35
TOTAL						(22.22)

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Liabilit...	**ACH...**	**06/11/2020**	**ICMA Retir...**	**2020-06-11 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...**	**06/11/2020**	**EFTPS**	**74-1612666**	**10102 · General...**	
				74-1612666	25200 · FWT pa...	(789.00)
				74-1612666	25300 · FICA Pa...	(143.32)
				74-1612666	25300 · FICA Pa...	(143.32)
				74-1612666	25300 · FICA Pa...	(612.81)
				74-1612666	25300 · FICA Pa...	(612.81)
TOTAL						(2,301.26)
Bill P...	**ACH...**	**06/11/2020**	**Verizon**	**Apr 21- May 20 City Cel...**	**10102 · General...**	
Bill	9854...	05/27/2020		Apr 21- May 20 City Cell...	71300 · Telephone	(395.71)
TOTAL						(395.71)
Bill P...	**ACH...**	**06/12/2020**	**Comcast**	**8777 70 112 0111874 fo...**	**10102 · General...**	
Bill	2020...	07/12/2020		11 fitness TV, 1 in event ...	71903 · Comput...	(174.50)
				Internet 50down/10up Cit...	71903 · Comput...	(174.51)
TOTAL						(349.01)
Bill P...	**11174**	**06/05/2020**	**Tinos Pool ...**	**pool deck replacement ...**	**10102 · General...**	
Bill	0227...	05/26/2020		First Half of pool deck re...	77100 · Commu...	(8,391.82)
				Balance due upon compl...	77100 · Commu...	(7,663.18)
TOTAL						(16,055.00)
Bill P...	**11175**	**06/17/2020**	**AmeriWast...**	**Solid Waste removal & ...**	**10102 · General...**	
Bill	1490...	06/10/2020		Residential Solid Waste	73200 · Solid W...	(13,148.76)
				Recycling	73210 · Recycling	(1,675.08)
				Commercial Containers	73200 · Solid W...	(818.50)
TOTAL						(15,642.34)
Bill P...	**11176**	**06/17/2020**	**Comcast**	**Webmaster June 2020 ...**	**10102 · General...**	
Bill	2020...	06/10/2020		Webmaster June 2020 Bill	71903 · Comput...	(79.95)
TOTAL						(79.95)
Bill P...	**11177**	**06/17/2020**	**Hendricks, ...**	**Bailiff service**	**10102 · General...**	
Bill	2020...	06/11/2020		Bailiff service	74410 · Bailiff S...	(75.00)
TOTAL						(75.00)

City of El Lago
Check Detail
June 4 - 17, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	**11178**	**06/17/2020**	**Houston C...**	**Lifeguard Classified on...**	**10102 · General...**	
Bill	06/1...	06/10/2020		Lifeguard Classified on-li...	70700 · Advertisi...	(375.00)
TOTAL						(375.00)
Bill P...	**11179**	**06/17/2020**	**Lawns and...**	**Monthly Service**	**10102 · General...**	
Bill	32070	06/10/2020		Monthly Service - 2020-0...	70350 · Grounds...	(2,625.00)
				402 Cedar Lot	70350 · Grounds...	(120.00)
TOTAL						(2,745.00)
Bill P...	**11180**	**06/17/2020**	**Leslie's Po...**	**2 ColorQ PPro 7 Refill Kit**	**10102 · General...**	
Bill	0043...	06/10/2020		2 ColorQ PPro 7 Refill Kit	77201 · Pool Ch...	(153.98)
TOTAL						(153.98)
Bill P...	**11181**	**06/17/2020**	**Space City ...**	**Plumbing repair equip...**	**10102 · General...**	
Bill	2020...	06/09/2020		Plumbing repair equipm...	70300 · Building ...	(140.57)
TOTAL						(140.57)
Bill P...	**11182**	**06/17/2020**	**Texas Dep...**	**MOTOR VEHICLE INQU...**	**10102 · General...**	
Bill	2020...	06/10/2020		MOTOR VEHICLE INQ...	74500 · Court Mi...	(23.00)
TOTAL						(23.00)
Bill P...	**11183**	**06/17/2020**	**TXU Energy**	**Electricity**	**10102 · General...**	
Bill	0545...	06/06/2020		ESI ID 10089010100065...	72100 · Utilities	(6.12)
				ESI ID 10089010767831...	72100 · Utilities	(444.71)
				ESI ID 10089010100065...	72100 · Utilities	(94.15)
				ESI ID 10089010100065...	72100 · Utilities	(1,703.80)
				ESI ID 10089010100065...	72100 · Utilities	(16.15)
				ESI ID 10089010100065...	72100 · Utilities	(25.84)
				ESI ID 10089010100350...	72100 · Utilities	(21.64)
				ESI ID 10089010249012...	72100 · Utilities	(4.64)
				ESI ID 10089010238105...	72100 · Utilities	(7.69)
				ESI ID 10089010238129...	72100 · Utilities	(4.86)
				ESI ID 10089010238046...	72100 · Utilities	(16.12)
				ESI ID 10089010238135...	72100 · Utilities	(9.43)
				ESI ID 10089010238017...	72100 · Utilities	(6.71)
				ESI ID 10089010076206...	72100 · Utilities	(339.88)
				ESI ID 10089010076206...	72100 · Utilities	(10.29)
				ESI ID 10089010119015...	72100 · Utilities	(21.25)
				ESI ID 10089010238048...	72100 · Utilities	(13.20)
				ESI ID 10089010076206...	72100 · Utilities	(4.85)
				ESI ID 10089010069005...	72100 · Utilities	(809.69)
				ESI ID 10089010229004...	77210 · Utilities-...	(302.33)
TOTAL						(3,863.35)
Bill P...	**11188**	**06/17/2020**	**Marathon F...**	**Quarterly Preventative ...**	**10102 · General...**	
Bill	IN00...	06/12/2020		Quarterly Preventative M...	77500 · Fitness ...	(250.00)
TOTAL						(250.00)

CITY OF EL LAGO

MINUTES OF THE MAY 6, 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 7:01 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:

Robert Burke of 1714 W. Hedgecroft Drive – "Please consider keeping the present method of emailing citizen comments to city council after the restrictions are lifted. This gives every citizen an opportunity to be heard regardless of situation which would otherwise prevent him/her from attending meetings in person. Please make available the master list of street and sidewalk repairs for citizens to view. This will also give them a chance to see if theirs is on the list and the opportunity to be added if it is not on the list. What additional training and/or protocols has city staff taken to insure the water chemistry of our city pool is safely maintained during the season. As you know last season was filled with shortcomings with the excuse of "learning curve" being used to describe the situation. This notion is unacceptable and should never apply to a facility open to the public. I also ask that pool chemistry logs be made available for citizen review upon request. I would like to see additional picnic style tables added to the pool area as the current number is insufficient. This is especially true during evening hours when families have gathered to eat dinner."

Sheila Brown of 1851 Raintree Circle – " I continue to see issues in our city that need to be addressed in reference to citizen safety. Has the Dog Shooting Incident in Taylorcrest from the alleged attack been investigated? Do we have transparency in our police department? Has an independent review been considered? Perhaps the Chairperson and Peace Officer should consider resigning from this position so we know that he has integrity ? The community wants answers and this situation needs to be addressed. On Sunday I reported the vandalism at Mc Nair Pavilion with broken glass and sent all of you photos. I was very disappointed today when I still saw fragments of glass on the floor of the McNair pavilion at 10: 30 am today. Who is responsible for the safety of our citizens? Who is to keep this area clean and safe? What is the vandalism plan for our city?"

Tiffany Bachner of 711 Crestwood Drive – "Multiple blue raised pavement markers or reflector lights are missing throughout the city of El Lago which assist first responders in locating fire hydrants. They are important public safety supplements and should be installed by local or state agencies. I kindly ask the Mayor and council to fix the issue and help our first responders and improve public safety for the citizen of El Lago. Sadly, I see lots of lawn crews and private citizen blow their grass clippings into the street. The drainage system is not designed for lawn clippings and I would kindly encourage everybody to stop that practice to ensure that our streets drain properly, especially with hurricane season starting."

Mayor Skelton addressed the comments. He stated he would not continue the practice of emailing citizen comments after meetings resume in person unless the procedures change by Council. The street repair list is fluid but Mayor Pro Tem Vernon stated she does keep an ongoing list. Mayor Pro Tem Vernon said that pool chemicals and training reports are kept at the pool and are available for view, and chemicals are monitored every two hours each day. Mayor

Skelton stated that Council can determine whether to allocate money to purchase picnic tables for the pool area. Regarding the dog shooting incident, Mayor Skelton stated the court case is still pending. The reported broken glass was found in the pavilion and was removed. The Mayor addressed missing blue reflector lights and it would first need to be determined whether those are the responsibility of the City or WCID #50. He discussed the grass clippings in the street and stated the Code Officer would address any code violations concerning this if reported.

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

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.

Councilperson Vernon made a motion to approve and Councilperson Clark provided a second. The motion passed unanimously by a roll call vote.

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

5.1. SVFD Monthly activity report – Chief Andy Gutacker reported there were six calls in May with an average response time of 3 minutes and 16 seconds. One call was medical and several calls were received due to transformers and power outage issues. He stated that the blue reflective markers that were discussed during the citizen's comments mark where hydrants are located. He stated he didn't know who is responsible for installing or repairing them.

5.2. City Secretary Rachel Lewis to report on the current reported expenses to the state and FEMA for COVID-19. City Secretary Lewis reported that losses and expenditures attributed to COVID-19 totaled $15, 558.92 at the end of May, however some losses could not yet be determined until incomes are received. The reported business losses remained the same at $103,000.

6. Mayor's Report

6.1. Mayor Skelton to report on the state of the City. Mayor Skelton reported that the overnight parking restriction is again being enforced and the Governor released phase 3 of his plan to reopen Texas which will affect some of the remaining facility openings. He stated that the air conditioning units in both the Fitness Center and the Event Room are not working and estimates for repairs are $7179.00 for the Fitness Center and $6751.00 for the Event Room. The units are old so the Maintenance Director is looking into quotes to replace these units. The plan is to repair the units and look at the possibility to replace the units during the next fiscal year. Mayor Pro Tem Vernon stated that if the cost of repairs constitutes 70 % or more of the cost of replacing, then she recommends that the units be replaced rather than repaired. She also stated that the Maintenance Director is looking into a contract to do quarterly maintenance on the units. Mayor Skelton stated the repairs will expend the remaining funds in the maintenance budget so some budget adjustments will be necessary. He reported that the splash pad area is not currently working so the motor may need repair.

7. Council member's Reports

7.1. Mayor Pro Tem Vernon reports

7.1.1. Street and sidewalk repairs – Mayor Pro Tem Vernon reported that the repair at Crestwood and Huntercrest is still underway. She stated she has spoken with WCID 50 President who was in agreement to make the repair and he would look into WCID 50 paying half of the cost. She has given instructions to begin that repair. There are also two repairs scheduled for Hickory Ridge.

7.1.2. Pool deck repair – Mayor Pro Tem Vernon reported that the pool deck repair has been made and some additional repairs were included at no cost. However, the repair has caused problems with the water in the pool. They must remove all of the concrete that fell into the pool and then chemicals can then be addressed. There was a $1400 discount given from the original quote. Lifeguards have been hired and are being trained.

7.1.3. Masonry fence behind Loch Lake from Repsdorph to Ed White Elementary. Mayor Pro Tem Vernon stated she contacted companies and received prices from $130 to $175 per linear foot. There are about 920 feet so this fence would cost over $150,000 to construct. She stated that Council would need to determine who would maintain that fence but she planned to bring all quotes and information to discuss during budget workshops.

7.2. Councilperson Michalak to report on updates to the City Personnel Manual Councilperson Michalak reported that he, Mayor Pro Tem Vernon, and City Secretary Lewis have discussed a plan for a draft that can be presented to the City Attorney. He stated that it would be about 4 weeks to complete the draft and then another few weeks once it is submitted to the attorney for review before it could be presented to Council.

8. Future Agenda Items

Not Scheuduled
Update Personnel Manual
Hazardous Recycling Day

Mayor Skelton stated that he wanted a proposed budget adjustment for the next meeting. Councilperson Findley will report on Hazardous Waste Day. He will also research and report on the blue markers for the hydrants. The Mayor stated the budget workshops will begin in July. He also requested the Emergency Management Coordinator and Councilperson Clark begin to meet and provide reports and information to Council and the public. Mayor Skelton also said he wanted the Maintenance Director to begin to do reports for the Council beginning in July.

9. Adjournment – There being no further business the Mayor adjourned the meeting at 8:08 P.M.

ATTEST:

_____ _____

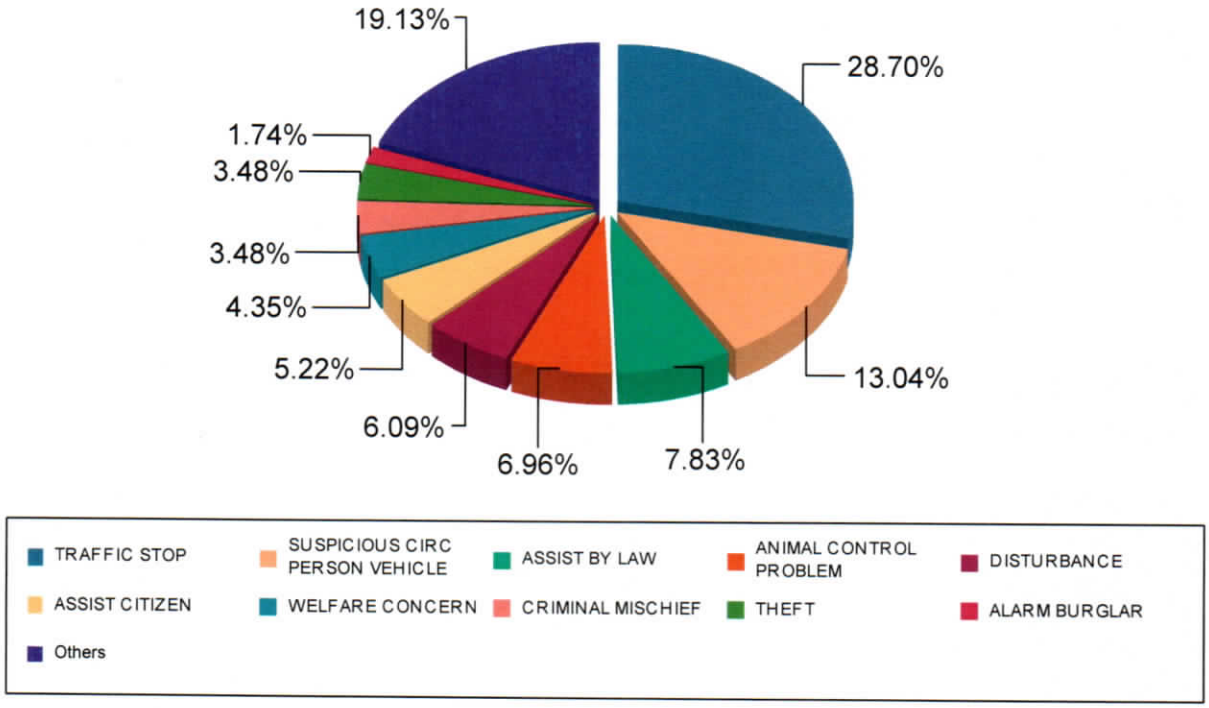
John Skelton
Mayor

Rachel Lewis
City Secretary

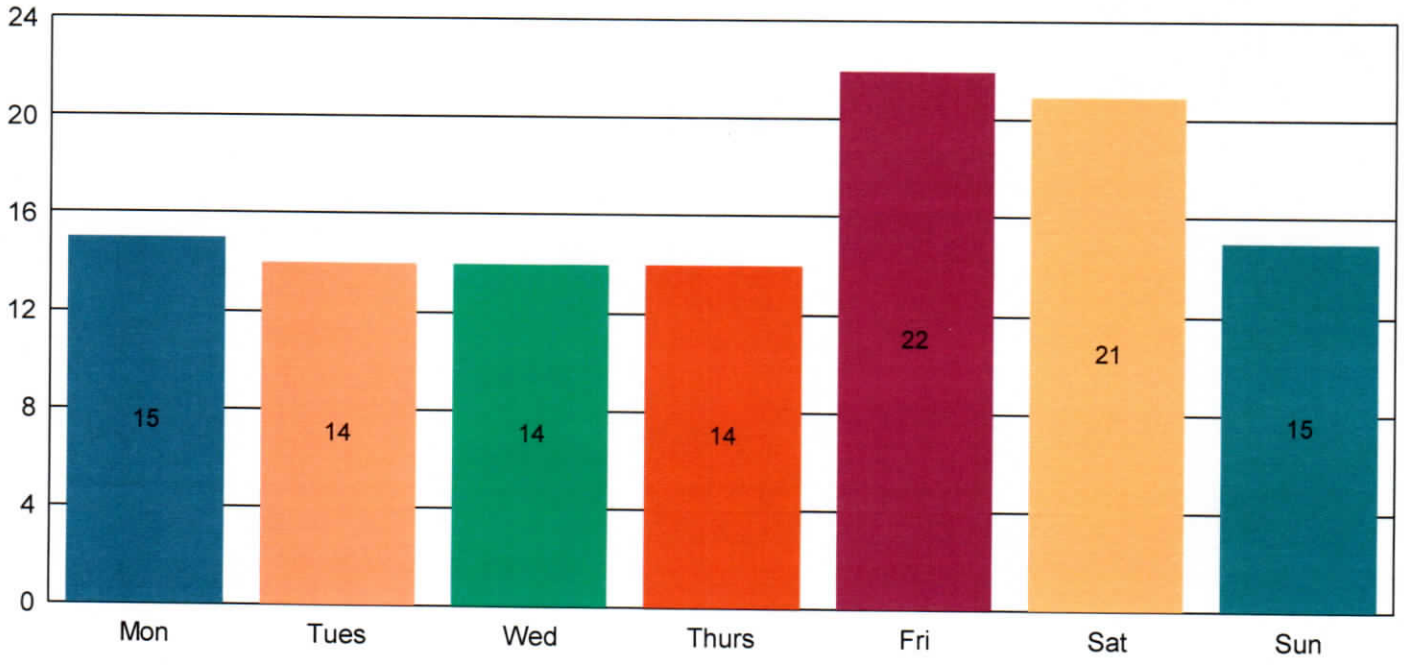
LAKEVIEW POLICE
CALL FOR SERVICE REPORT
From 5/1/2020 to 5/31/2020

Nature:	Count of CFS:	Percent of CFS:	Total CFS Time:	Average CFS Time:
ABUSE NEGLECT CHILD ELDERLY	1	1%	00:53:53	00:53:53
ALARM BURGLAR	2	2%	00:20:32	00:10:16
ALARM PANIC	1	1%	00:14:58	00:14:58
ANIMAL CONTROL PROBLEM	8	7%	04:01:08	00:30:08
ASSIST BY LAW	9	8%	05:29:30	00:36:36
ASSIST CITIZEN	6	5%	03:41:13	00:36:52
CIVIL PROBLEM STANDBY	1	1%	00:35:32	00:35:32
CRIMINAL MISCHIEF	4	3%	03:12:37	00:48:09
DISTURBANCE	7	6%	05:19:54	00:45:42
FOLLOW UP	2	2%	01:31:02	00:45:31
FRAUD	2	2%	01:51:55	00:55:57
HARASSMENT	2	2%	01:00:23	00:30:11
INTOXICATED DRIVER PERSON	1	1%	00:21:29	00:21:29
LOUD MUSIC NOISE	2	2%	00:28:37	00:14:18
MINOR ACCIDENT	1	1%	00:10:22	00:10:22
PARKING VIOLATION	1	1%	00:16:25	00:16:25
PROPERTY LOST RECOVERED	1	1%	00:00:22	00:00:22
RECKLESS DRIVER CONDUCT	1	1%	00:29:17	00:29:17
SUSPICIOUS CIRC PERSON VEHICLE	15	13%	06:26:29	00:25:45
THEFT	4	3%	03:08:52	00:47:13
THREAT TERRORISTIC	2	2%	01:28:29	00:44:14
TRAFFIC HAZ PROB DIRECT RELAT	1	1%	00:52:39	00:52:39
TRAFFIC STOP	33	29%	06:45:53	00:12:17
TRESPASS	2	2%	00:26:19	00:13:09
VIOLATION CITY ORDINANCE	1	1%	00:09:22	00:09:22
WELFARE CONCERN	5	4%	03:28:40	00:41:44
GRAND TOTALS:	115		52:45:52	00:27:31

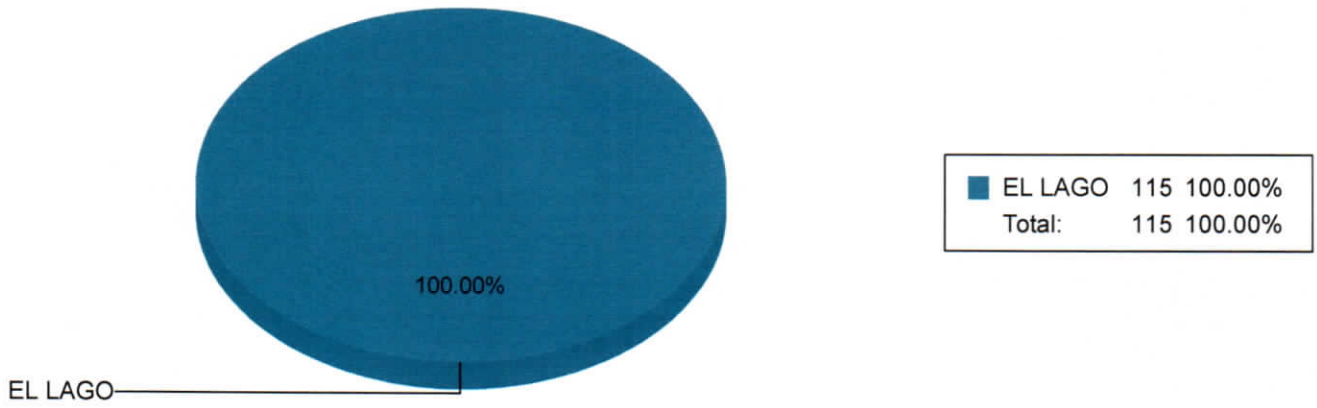
CFS By Nature



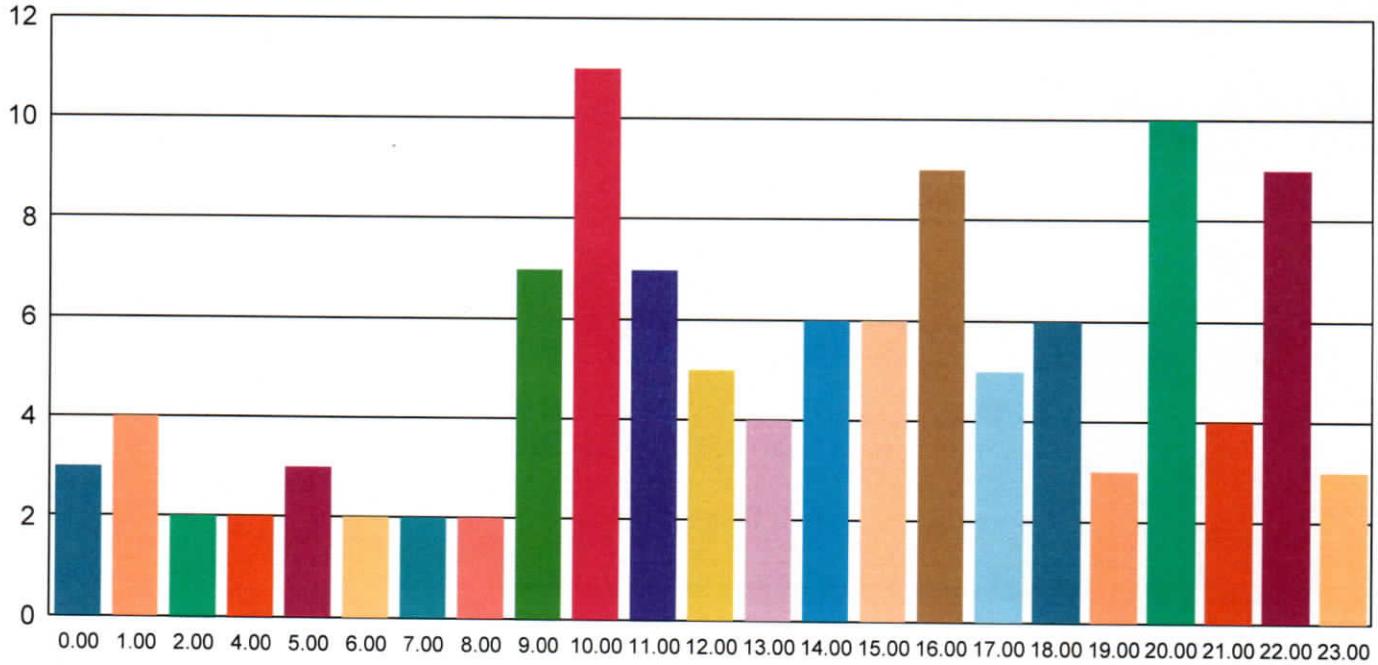
DOW



CFS by District



Calls by Hour of Day



EL LAGO MAY 2020

Citation	Violation	Viol Location	Offense
E04089	1	0004500 NASA PKWY	SPEEDING IN SCHOOL ZONE 60 MPH in a 45 MPH zone
E00574	1	0003900 NASA PKWY	SPEEDING IN SCHOOL ZONE 60 MPH in a 45 MPH zone
E01917	1	0004000 NASA PKWY	SPEEDING 58 MPH in a 45 MPH zone
E01918	1	0004000 NASA PKWY	SPEEDING 58 MPH in a 45 MPH zone
E02896	1	0004200 NASA PKWY	FAILED TO DIM HEADLIGHTS - MEETING
E02897	1	0004300 NASA PKWY	FAIL TO REPORT CHANGE OF ADDRESS
E00579	1	0003800 NASA PKWY	FAIL TO MAINTAIN FINANCIAL RESP.FENSE
E00580	1	0003800 NASA PKWY	NO VALID DRIVERS LICENSE
E04090	1	0003900 NASA PKWY	DEFECTIVE TAIL LAMP(S)
E01919	1	0004000 NASA PKWY	DRIVING WHILE LICENSE INVALID
E01920	1	0003800 NASA PKWY	SPEEDING 60 MPH in a 45 MPH zone
E00581	1	0003800 NASA PKWY	SPEEDING GREATER THAN 10% OVER POSTED LIMIT 59 MPH in a 45 MPH zone
E01921	1	0004100 NASA PKWY	SPEEDING 60 MPH in a 45 MPH zone
E00584	1	0004300 NASA PKWY	SPEEDING 55 MPH in a 45 MPH zone
E04092	1	0004300 NASA PKWY	SPEEDING GREATER THAN 10% OVER POSTED LIMIT 62 MPH in a 45 MPH zone
E00586	1	0004400 NASA PKWY	SPEEDING 57 MPH in a 45 MPH zone
E00587	1	0004400 NASA PKWY	DRIVING WHILE LICENSE INVALID
E01923	1	0000300 OLD KIRBY	SPEEDING 51 MPH in a 35 MPH zone
E04095	1	0003800 NASA PKWY	SPEEDING GREATER THAN 10% OVER POSTED LIMIT 59 MPH in a 45 MPH zone
E01924	1	0004200 NASA PKWY	SPEEDING 56 MPH in a 45 MPH zone
E03623	1	0000319 CEDAR	CRIMINAL MISCHIEF/CLASS C
E03625	1	0004000 NASA PKWY	SPEEDING GREATER THAN 10% OVER POSTED LIMIT 55 MPH in a 45 MPH zone
E01929	1	0001000 CEDAR	SPEEDING 32 MPH in a 20 MPH zone
E01930	1	0000090 LAKESHORE	SPEEDING 34 MPH in a 20 MPH zone
E01933	1	0004400 NASA PKWY	EXPIRED OR NO REGISTRATION DISPLAYED
E01934	1	0000400 LAKESHORE	SPEEDING 38 MPH in a 20 MPH zone
E01935	1	0000600 BAYVIEW	FAIL TO DISPLAY DRIVER'S LICENSE
E03626	1	0004200 NASA PKWY	SPEEDING 58 MPH in a 45 MPH zone
E00593	1	0004200 NASA PKWY	SPEEDING 60 MPH in a 45 MPH zone
E00572	1	0003800 NASA PKWY	SPEEDING 55 MPH in a 45 MPH zone
E00573	1	0003800 NASA PKWY	SPEEDING 55 MPH in a 45 MPH zone

LAKEVIEW POLICE DEPARTMENT **GENERAL ORDER #600-20**
SUBJECT: TLETS TERMINAL, MOBILE COMPUTING TERMINAL AND CJIS SECURITY **EFFECTIVE DATE: 10-01-89**
REVISED: 06-08-20

PURPOSE

To establish guidelines for use and security of the department issued TLETS Terminal, Mobile Computing Terminal (MCT) equipment and related CJIS information. Failure to comply with this policy can result in disciplinary action, termination or criminal prosecution.

POLICY

It shall be the policy of the Lakeview Police Department to protect the integrity of the CJIS database and all data and information obtained through use of Mobile Computing Terminals and/or hard-wired TLETS terminals by strictly following the procedures outlined in this General Order.

DEFINITIONS

TLETS Terminal – This term includes all computers (normally desktop) that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database. (Not applicable at this time.)

Mobile Computing Terminal (MCT) - This term includes all computers that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.

Secure Location - This term includes the areas of the Lakeview Police Department that are not open to the public and accessible only by authorized personnel. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.

Non-Secure Location - This term includes all locations not defined as "secure location" above.

PROCEDURES

CJIS, TLETS, TCIC and NCIC data shall be accessed ONLY from secure locations, as defined above.

Each person authorized to access Terminal/MCT data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy; this training will be documented.

Maintain a roster and/or agency-issued credentials (officer badge, access card, etc) of authorized personnel with unescorted access into physically secure areas.

When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MCT or position it in a manner that will prevent unauthorized viewing of MCT data. TLETS terminal screens shall be positioned to prevent unauthorized viewing.

User/Operator List shall be reviewed annually and as needed; document when this was performed. Changes in authorized personnel (creating, activating, modifying, disabling & removing accounts) will be immediately reported to TCIC Training section.

All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded; if not shredded, then incinerated. Disposal or destruction is witnessed or carried out by authorized personnel.

All storage media containing or used for CJIS data that is no longer used shall be secure-formatted using methodology that over-writes all data in three iterations or degaussed prior to disposal or release for reuse by unauthorized personnel; if no longer needed, media will be destroyed. Inoperable electronic media shall be physically destroyed. Sanitation or destruction is witnessed or carried out by authorized personnel.

The Lakeview Police Department shall keep a list of all MCT IDs and contact(s) so that devices can be promptly disabled, should the need arise.

The local CJIS network equipment shall be located in a physically secure location.

All law enforcement vehicles containing MCTs shall be securely locked when not in use.

All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system & anti-virus. MCT(s) shall have a personal firewall enabled.

Employ a Formal Incident Response Plan. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of-command and/or proper authorities.

No personal hardware (PC, laptop, etc) or software shall be allowed on the agency's TLETS network.

No publicly accessible computers shall be allowed on the agency's TLETS network.

The Lakeview Police Department shall authorize and control information system-related items entering and exiting the physically secure location.

The Lakeview Police Department shall establish a Security Alert and Advisories process.

BEST PRACTICES

The Lakeview Police Department Local Agency Security Officer (LASO) will periodically check to ensure Servers, Terminals and MCTs connected to the CJIS network are receiving the latest updates in regards to the Operating System & Antivirus software; ensure personal firewalls are enabled on MCTs; ensure Sessions are locked within thirty (30) minutes on non-dispatch Terminals. Take appropriate action if required.

Periodically check physically secure location(s) to ensure safeguards such as locks are in working order; Doors are closed & properly secured; Terminals are not viewable by unauthorized personnel. Take appropriate action if required.

Periodically check to ensure that all network components (routers, firewalls, switches) that process CJIS information are still supported by the manufacturer. If warranties/contracts are in place, ensure they are valid and not out of date. Take appropriate action if required.

Periodically check pertinent documents to ensure they are up to date. Take appropriate action such as making editing changes or replacement if required.

Access to criminal history files will be controlled by the on-duty Webster P.D. dispatch operator and will be restricted to law enforcement personnel only.

The Webster Police Departments Communications Center is responsible for maintaining Data Entry and Request Log in order to deter misuse and provide audit information.

Officers logged onto and utilizing an MCT in a patrol vehicle or any other setting shall not leave the MCT unattended in an unlocked vehicle or with the screen in the upright position where it can be viewed by passers-by while information from TLETS/NLETS is displayed on the screen.

When Officers print out vehicle, driver's license or criminal history returns, they shall ensure the destruction of printed copies when they are no longer needed by utilizing the shredder in the patrol area. Officers should take care not to leave the returns lying out in areas easily accessed by non-authorized personnel. If an Officer uses a thumb drive or some other removable media storage device to store returns on, they should take care to erase the returns once they are no longer needed for official purposes.

Officers shall not run persons, vehicles or items through TLETS/NLETS and take photos of the returns with their cell phones and transmit them to another person, including other Officers, via text message or email. If an officer is off duty working a special assignment where they have no access to their MCT, or in any other circumstances, and needs a person or vehicle checked, they will contact WPD Communications via telephone or police radio and provide their name and badge number and receive the results of the check verbally over the phone or radio.

Below are the Lakeview Police Departments Incident Handling and Response Plan that outlines procedures to be followed in case of a cyber security breach (Hacking, Virus detection or loss of an MCT to theft) as well as the policy recommendations for handling of Criminal History Information from DPS:

Lakeview Police Department Incident Handling and Response Plan Date: 05/29/2020

TLETS Security Incident Response Plan - There has been an increase in the number of accidental or malicious computer attacks against both government and private agencies, regardless of whether the systems are high or low profile. The following establishes an operational incident handling procedure for Lakeview Police Department, CJIS, TCIC/NCIC, and TLETS information systems that includes adequate preparation, detection, analysis, containment, recovery, and user response activities; track, document, and report incidents to appropriate Lakeview Police Department personnel, TCIC agency officials and/or authorities. Sgt. Chris Hendricks is the department's point-of-contact for security-related issues and will ensure the incident response reporting procedures are initiated at the local level.

As the criminal justice community becomes more dependent on global network technology, the reasons for the attacks can be accidental or malicious. The effects of these intrusions can range from embarrassment, to causing the inability to function, to the loss of human life. Because incidents can have many possible consequences that range from slight to catastrophic, priorities must be considered when evaluating and processing incidents. The following five priorities should be evaluated when an incident occurs:

Priority 1 - Protect human life and people's safety.

Priority 2 - Protect classified data.

Priority 3 - Protect Sensitive, but Unclassified data.

Priority 4 - Prevent damage to systems (e.g., loss or alteration of system software and files,

damage to disk drives, etc.).

Priority 5 - Minimize disruption of computing resources.

Reporting Information Security Events - The department will promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the department will use email to expedite the reporting of security incidents. All personnel will be made aware of the procedures for reporting the different types of events and weaknesses that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the Support Services Supervisor.

Reporting Procedures for Suspected and Actual Security Breaches:

If you become aware of any policy violation or suspect that your password may have been used by someone else, first, change your password and, then, report the violation immediately to the Support Services Supervisor, Sgt. Hendricks.

Reporting Information on Mobile Devices

Mobile devices present unique security challenges from suspected loss of device control, device loss or theft (including outside U.S.) or if device becomes compromised. Both the device type and connectivity methods installed and configured on the device will impact the overall risk scenario associated with the device. Each device type and policy defined is based on the inherent risk associated to such device.

Laptop devices
The laptop device type includes mobile devices in a larger format that are transported either in a vehicle mount or a carrying case and include a monitor with attached keyboard. This includes traditional laptop computers and 'tablet' type full featured computers running a traditional full featured operating system but without an attached keyboard. The main defining factor is the use of a full featured operating system and a form factor too large to be carried in a pocket.

Tablet devices
The tablet device type includes larger format devices transported via vehicle mount or portfolio sized carry case that typically consist of a touch screen without attached keyboard. These devices utilize a limited feature operating system (e.g. Apple iOS, Google Android, Windows mobile) and have limited operating feature sets. Operating systems designed specifically for the mobile environment where battery life and power efficiency are primary design drivers.

Pocket devices/Handheld devices
The pocket/handheld device type is technically similar or identical to the tablet category and is primarily differentiated by device form factor. Pocket/handheld devices are characterized as having a limited functionality operating system and a small form factor intended for carry in a pocket or 'holster' attached to the body. The bulk of this category will be cellular 'smartphones' with integrated cellular data connectivity.

Rapid response to mobile device related incidents can significantly mitigate the risks associated with illicit data access either on the device itself or within online data resources associated with the device through an application or specialized interface. This includes rooting, jail breaking or malicious application installation on the device during a loss of device control scenario or inappropriate user action in the installation of applications to the device (compromise can occur from intentional actions or accidental user actions).

Knowing the device lock state, duration of loss, total loss of CJI stored can help determine any capabilities for remote wiping or device tracking. Triggers for this incident handling process may be driven from either user notification or electronic detection of device tampering from an audit or MDM compliance check.

Reporting Procedures for Mobile Devices

Personnel shall report immediately any incident involving loss of device control, device loss or theft (including outside U.S.) or device becoming compromised to your supervisor, TAC, or agency IT management so steps can be taken to resolve the situation and/or mitigate the risk. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the department will use email to expedite the reporting of security incidents.

Virus Reporting Procedures and Collection of Security Incident Information:

Upon identifying a problem, cease all internet activity and discontinue use of the effected computer terminal. Log the activity that was in process when the problem was discerned.

Notify Sgt. C. Hendricks immediately and the appropriate Chain-of-Command as advised.
Notify the TLETS Operations Intelligence Center (OIC) at 1-888-DPS-OIC0 (1-888-377-6420)

Notify Tina Saenz at CJIS Security (512) 424-5686 tina.saenz@dps.texas.gov

Identify who will run your traffic in the meantime while you fix the problem.

Sgt. Hendricks will notify any contractor(s) of situation if required.

Compile information for completing an Information Security Response Form

Suspected cause for incident (Name, virus, etc.)

Was Antivirus software running at the time of infection?

How and when the problem was first identified?

Has Local IT staff been notified/are they involved?

Number of workstations / MCTs infected?

Any other equipment infected?

Action plan for removal.

Will infected workstations be re-imaged before reconnection?

When was the last update of signature files?

When was the last operating system update?

Was any CJIS data or personnel identification information compromised?

The computer used to access the TLETS system will remain disconnected from TLETS until the TAC – Sgt. Hendricks can guarantee your systems are free from virus infection.

Once free from infection and given clearance by the CJIS Security Group on-call person, the system can be reconnected to TLETS and NLETS.

The report forms and contact information are on the next page.

TLETS SECURITY INCIDENT RESPONSE FORM

REPORTING FORM - LAKEVIEW POLICE DEPARTMENT (TX1016600)

DATE OF REPORT: DATE OF INCIDENT:

REPORTING PERSON:

PHONE/EXT/E-MAIL:

LOCATION(S) OF INCIDENT:

SYSTEM(S) AFFECTED:

METHOD OF DETECTION:

NATURE OF INCIDENT:

INCIDENT DESCRIPTION:

ACTIONS TAKEN/RESOLUTION:

PERSONS NOTIFIED:

Security Incident Response Team Contact List

[List all security members to include: LASO, TAC, IT staff and others as necessary.]

Name: Sgt. Chris Hendricks	
Title: TAC, LASO, SA	
Work phone: (281) 326-1098	Home phone:
Mobile phone: (832) 549-2234	Pager:
Work email: chendricks@lakeviewpolice.com	
Alternate email:	
Home address: 3039 Overland Trail Dickinson Tx. 77539	

Name:	
Title:	
Work phone:	Home phone:
Mobile phone:	Pager:
Work email:	
Alternate email:	
Home address:	

Name:	
Title:	
Work phone:	Home phone:
Mobile phone:	Pager:
Work email:	
Alternate email:	
Home address:	

External Contact List

[List all vendors and third party organizations that may need to be contacted during a security incident.]

Product/Service/Relationship: IT help services	
Organization Name: PC & Cable	
Street Address:202 Reynolds Ave.	
City/State/Zip: League City Tx. 77573	
Contact Person: Robert White Alternate Contact: Marc Edelman (281) 332-4798	Phone Number: (281) 332-4798 24 Hour Number: (281) 620-9810 FAX Number: (281) 332-3818 Email: Marc@pc-cable.com
Comments:	

Product/Service/Relationship:	
Organization Name:	
Street Address:	
City/State/Zip:	
Contact Person: Alternate Contact:	Phone Number: 24 Hour Number: FAX Number: Email:
Comments:	

Product/Service/Relationship:	
Organization Name:	
Street Address:	
City/State/Zip:	
Contact Person: Alternate Contact:	Phone Number: 24 Hour Number: FAX Number: Email:
Comments:	

Product/Service/Relationship:	
Organization Name:	
Street Address:	
City/State/Zip:	
Contact Person: Alternate Contact:	Phone Number: 24 Hour Number: FAX Number: Email:
Comments:	

Criminal History Record Information (CHRI)
Proper Access, Use and Dissemination Procedures

Purpose

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Lakeview Police Department may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the Lakeview Police Department. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJH data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

Physical Security

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The Lakeview Police Department will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by Lakeview Police Department.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

1) shredding using Lakeview Police Department issued shredders.

2) placed in locked shredding bins for Shred It to come on-site and shred, witnessed by Lakeview Police Department personnel throughout the entire process.

3) incineration using Lakeview Police Department incinerators or witnessed by Lakeview Police Department personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the following methods:

1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Lakeview Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account Management

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

Remote Access

The Lakeview Police Department shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The Lakeview Police Department shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The Lakeview Police Department shall control all remote accesses through managed access control points. The Lakeview Police Department may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

Reporting Information Security Events

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an

impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Tom Savage
Chief of Police

Agreement between the City of El Lago and Lighthouse Aquatic Programs

This Agreement is between the City of El Lago ("City") and the Lighthouse Aquatic Programs (LAP). The City of El Lago is a municipal corporation located in Harris County, Texas and the Lighthouse Aquatics is a USA Swimming affiliated club swim program owned and opereated by Bill Steinhoff. Lap is dedicated to serving the local community and providing a fun, safe, and healthy way for kids to learn friendly competition and build a sense of community.

The purpose of this Agreement is an agreement between the City and the LAP and to provide clarity and transparency to all parties.

The City and the LAP agree to the following:

Facilities

The City allows the LAP use of the city pool located at 411 Tallowood Dr., El Lago, Texas 77586 at the times and for the events as described in the "El Lago Dorados Pool Use Cost Estimate" (the "Cost Estimate"). Due to the recent pandemic, the El Lago Dorados summer swim program has been canceled and there has been swimming in this community for over 50 years. Lighthouse Aquatics would like to use the Pool in the same capacity that the Dorados had. We propose that we could run a summer swim clinic in the City Pool from the time of approval until the end of July. If given access, we do not need the city to provide lifeguards because my staff and I are lifeguard certified. We would be interested in running practice from 8am-11am Tuesday through Friday.

Fees

In consideration for the City permitting the Dorados the use of the city pool located at 411 Tallowood Dr., El Lago, Texas 77586, LAP agrees to compensate the City according to the Cost Estimate.

Insurance

Insurance paperwork is attached.

Duration

From time of approval until July 31st 2020

Miscellaneous Provisions

This contract is made and entered into under the laws of the State of Texas. Any dispute between the parties over the terms of this contract shall be adjudicated in the District Courts of Harris County, Texas. This contract contains the entire agreement between the parties regarding the matters contained herein and may only be amended by a written instrument, approved by the City Council of the City and executed by all parties hereto.

EXECUTED this _____ day of _____, 2020.

City of El Lago, Texas

_____

By:

Lighthouse Aquatic Programs

_____
William Steinhoff Owner/Head Coach

AGENCY CUSTOMER ID: _____
LOC _____

ACORD™

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
K&K Insurance Group, Inc.		
POLICY NUMBER KKO-80884-00		USA SWIMMING, INC. DBA USA Swimming Etal MEMBER NO:
CARRIER SEE ACORD 25	NAIC CODE	EFFECTIVE DATE: SEE ACORD 25

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 2 FORM TITLE: CERTIFICATE OF LIABILITY INSRUANCE

"COVERED ACTIVITIES"

With respect to USA Swimming member clubs, group members, member coaches, volunteers and additional insured owners/lessors of premises, sponsors and co-promoters, "Covered Activities" are defined as:

1) Swimming meets that have been issued a written sanction or approval. Approval means a permit issued by one of the USA Swimming, Inc. Local Swimming Committees for swimming meets conducted in conformance with USA Swimming, Inc. technical rules in which members and non-members may compete. USA Swimming, Inc. member clubs that either host or participate in a swimming meet that has been issued an approval will be considered an insured provided that all of its athletes or participants and coaches are members of USA Swimming, Inc.

2) Swimming practices, dry land training activities, camps and learn to swim programs where all swimmers or participants are members of USA Swimming, Inc. or United States Masters Swimming and are conducted under direct and active supervision of a member coach. Dry land training activities means weight training, running, calisthenics, exercise machine training, and any other activity for which an insured has received approval from USA Swimming, Inc. or its authorized representative.

3) USA Swimming, Inc. Swim-A-Thons, Fund raising activity which clubs can purchase for lap-athons

4) Approved social events and approved fund raising activities that are social events and activities for which an insured has received approval from USA Swimming, Inc. or its authorized representative.

5) Swimming tryouts. Swimming Tryouts means swimming practices where a swimmer(s) who is not and who has never been a member of USA Swimming, Inc. participates with a USA Swimming, Inc. club for a period not to exceed thirty consecutive days in a twelve month period to determine the swimmer's interest in becoming a member of USA Swimming, Inc.

6) Office premises liability for Member Clubs and LSCs

7) STSC, CPR, and Lifeguard Certifications of USA Swimming member coaches done by USA Swimming member coaches that are member representatives of one of the approved agencies listed on the USA Swimming STSC In-Water Skills Checklist.

8) "Organized practices" that have been reported and a premium has been paid for. Organized practices are defined as recreation league meets hosted by USA Swim Teams with community teams that are not USA Swimming member teams.

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National Casualty Company

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KKO-80884-00	01/01/20	USA SWIMMING, INC. DBA: USA Swimming Etal	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSUREDS OWNERS AND/OR LESSORS OF PREMISES, SPONSORS OR CO-PROMOTERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The policy is amended to include as an additional Insured any person or organization of the types indicated by an "X" in any boxes shown below, but only with respect to liability arising out of your operations:

[X] Owners and/or lessors of the premises leased, rented, or loaned to you, subject to the following additional exclusions:

a. This insurance applies only to an "occurrence" which takes place while you are a tenant in the premises;

b. This insurance does not apply to "bodily injury" or "property damage" resulting from structural alterations, new construction or demolition operations performed by or on behalf of the owner and/or lessor of the premises;

c. This insurance does not apply to liability of the owners and/or lessors for "bodily injury" or "property damage" arising out of any design defect or structural maintenance of the premises or loss caused by a premises defect.

With respect to any additional insured included under this policy, this insurance does not apply to any negligence of such additional insured.

[X] Sponsors

[X] Co-Promoters

[ ] Any individual person(s) or organization(s) listed below:

Scott Rudnick

AUTHORIZED REPRESENTATIVE **DATE**

National Casualty Company

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KKO-80884-00	01/01/20	USA Swimming, Inc. DBA: USA Swimming Etal	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CONDITIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The **Other Insurance** condition of this Coverage Part is replaced by the provision marked below with an "X" in the box:

Other Insurance

☐ If other valid and collectible insurance with any other insurer including any formal self-insured retention programs is available to you covering a loss also covered by this Coverage Part, other than insurance that is in excess of the insurance afforded by this Coverage Part, the insurance afforded by this Coverage Part shall be in excess of and shall not contribute with such other insurance. Nothing herein shall be construed to make this insurance subject to the terms, conditions and limitations of other insurance.

[X] Coverage afforded under this Coverage Part is primary insurance and Other Insurance shall not apply as respects

*THOSE ENTITIES WHERE REQUIRED BY WRITTEN CONTRACT

as additional insureds.

The **Cancellation** condition of this Coverage Part is amended by the addition of the following if an "X" is in the box:

[X] Cancellation

The following is added: It is a condition of the Policy by this Endorsement that the Policy will not be cancelled without 30 days' prior written notice to:
*THOSE ENTITIES WHERE REQUIRED BY WRITTEN CONTRACT
and further, that the person(s) named above are not liable for the payment of any premiums or assessments on this Policy.

Scott Rudnick

AUTHORIZED REPRESENTATIVE DATE