



CITY OF EL LAGO

MINUTES OF THE JUNE 17, 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 7:00 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**
There were no Citizen Comments submitted for this meeting.
4. **Consent Agenda City Official, Board, Commission, Committee, & City Service Report**
 - 4.1. *Check Detail for checks printed from June 4, 2020 through June 17, 2020*
 - 4.2. *Minutes from the Council Meetings of June 3, 2020.*
Councilperson Findley made a motion to approve the consent agenda and councilperson Clark provided a second. The vote was unanimous to approve 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 May, 2020 (Chief Tom Savage)* Chief Savage submitted the Calls for Service report for May, 2020 and welcomed questions from Council. There were no questions.
 - 5.2. *City Emergency Management report (Tom Merchant and/or Art Richard)* Tom Merchant reported on hurricane preparedness. (A written report is attached)
 - 5.3. *Report on City Maintenance costs, and projected projects* Maintenance Director Derrell Means reported on the current maintenance needs for the City. (A written report is attached) Mayor Skelton stated that the replacement costs for the air conditioning units at the Community Center and the Event Room would be discussed at the upcoming budget workshops.
6. **Council member's Reports**
 - 6.1. *Mayor Pro Tem Vernon to report on community pool and spray ground operations.* Mayor Pro Tem Vernon reported that there were 10 Lifeguards hired and trained. The spray ground had maintenance issues and problems with chemical levels but those issues have been repaired. The new pool deck was installed and it not only looks nice, it is also helping to keep the pool cleaner. She obtained a quote from Tino's to replace the gunite and was told that it would be about \$34,000. She stated she plans to get more quotes.
 - 6.2. *Councilperson Findley reports*
 - 6.2.1. *Hazardous Waste Day* – Councilperson Findley stated he received a price for a one day event from Clean Earth since the agencies that do this through Harris County are all still closed. He stated the cost is much lower with the Harris County agencies so he recommended that the City wait to schedule this when those agencies reopen.
 - 6.2.2. *Reflective safety street lights marking fire hydrant locations* – Councilperson Findley reported he researched how the original safety reflectors were installed and was told that volunteers placed all of the reflectors. He said he could find no guidelines in place for this. He found that a package for 45 reflectors on Amazon costs \$242.62 and the City has 35 hydrants that would need to be marked. He would like to place this project on an agenda so that it can be completed.

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.* – Chief Savage informed the Council that the Criminal Justice Information System auditors completed an audit of the Lakeview Police Department and recommended that this General Order be updated to include new cyber security requirements. These changes must be made in order to pass the audit. Mayor Pro Tem Vernon made a motion to approve and Councilperson Clark seconded. The motion passed unanimously by roll call.
- 7.2. *Consider/Approve agreement with Bill Steinhoff of Lighthouse Aquatic Programs to use the City pool to conduct summer swim clinics.* Councilperson Clark made a motion to postpone to determine whether Lighthouse Aquatic is a non-profit agency, if the organization can meet the current COVID-19 regulations in use by the City pool, and whether the City can meet the current obligations for the City pool. Councilperson Findley provided a second. The vote to postpone was unanimous by roll call.

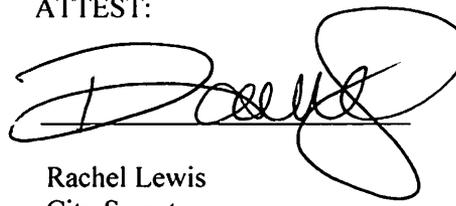
8. Future Agenda Items

Mayor Skelton stated he would like to include the request by Bill Steinhoff of Lighthouse Aquatic in an agenda again as soon as the information Council required is obtained.

9. Adjournment – There being no further business the Mayor adjourned the meeting at 8:28 PM.

ATTEST:



John Skelton
Mayor

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 · Administr...	(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	Klingde, 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 · Administr...	(1,626.92)
					70100 · Administr...	(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 · Administr...	(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 · Administr...	(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... 402 Cedar Lot	70350 · Grounds... 70350 · Grounds...	(2,625.00) (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	77203 · General ...	(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
Check Detail
 June 4 - 17, 2020

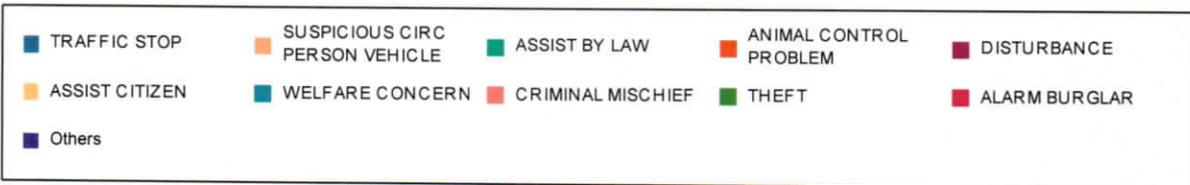
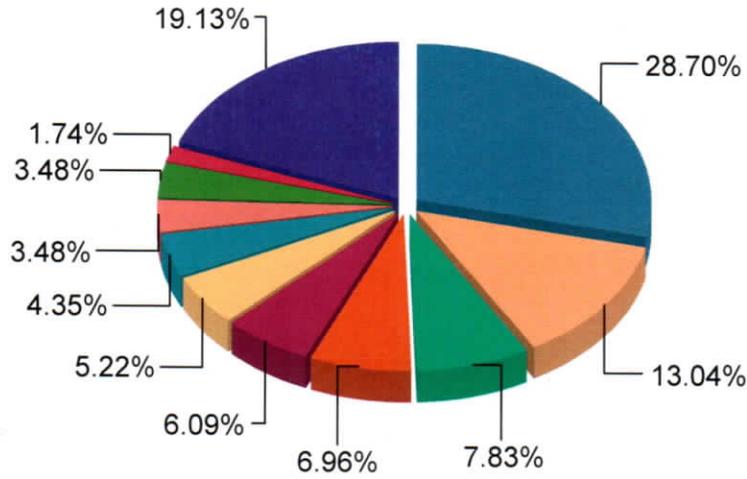
Type	Num	Date	Name	Memo	Account	Paid Amount
Check	11189	06/15/2020	Brown, Anna	Cancellation of Pool Pa...	10102 · General...	
Credit ...	2020...	06/15/2020		Security Deposit for Park...	27000 · Security ...	(100.00)
				Pool Parties and Rentals...	42513 · Pool Par...	(125.00)
TOTAL						(225.00)
Bill P...	11190	06/15/2020	Foley & Lar...	Legal services for May ...	10102 · General...	
Bill	6450...	06/15/2020		Legal services for May 2...	71100 · Legal	(2,550.00)
TOTAL						(2,550.00)
Bill P...	11191	06/17/2020	Moore IT S...	Monthly charge for bac...	10102 · General...	
Bill	2440	06/15/2020		Monthly charge for back-...	71902 · Comput...	(19.99)
TOTAL						(19.99)
Bill P...	11192	06/17/2020	Valero Flee...	Valero Fleet Services - ...	10102 · General...	
Bill	2020...	06/17/2020		Valero Fleet Services - v...	70311 · Fuel for ...	(30.14)
TOTAL						(30.14)
Bill P...	11193	06/17/2020	Texas Air S...	Fitness & Event Center ...	10102 · General...	
Bill	INVS...	06/16/2020		Fitness Center AC Repai...	70300 · Building ...	(2,844.34)
TOTAL						(2,844.34)



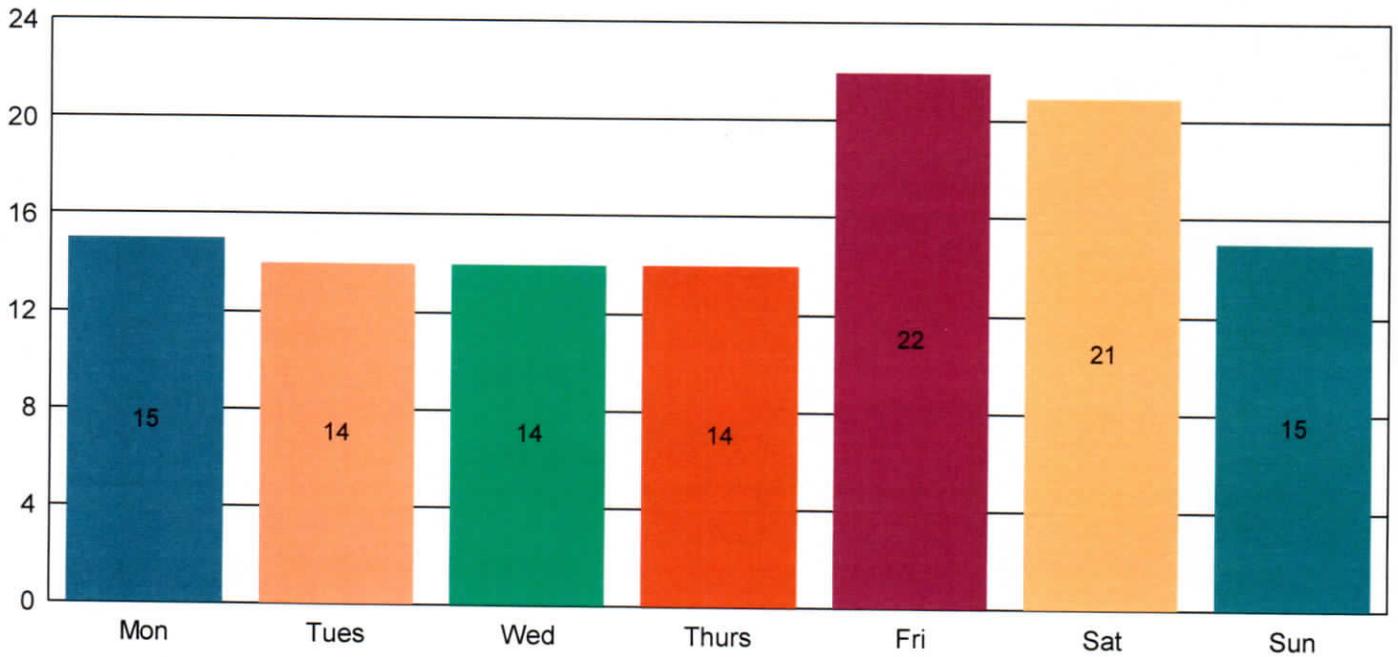
LAKEVIEW POLICE CALL FOR SERVICE REPORT From 5/1/2020 to 5/31/2020

<u>Nature:</u>	<u>Count of CFS:</u>	<u>Percent of CFS:</u>	<u>Total CFS Time:</u>	<u>Average CFS Time:</u>
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

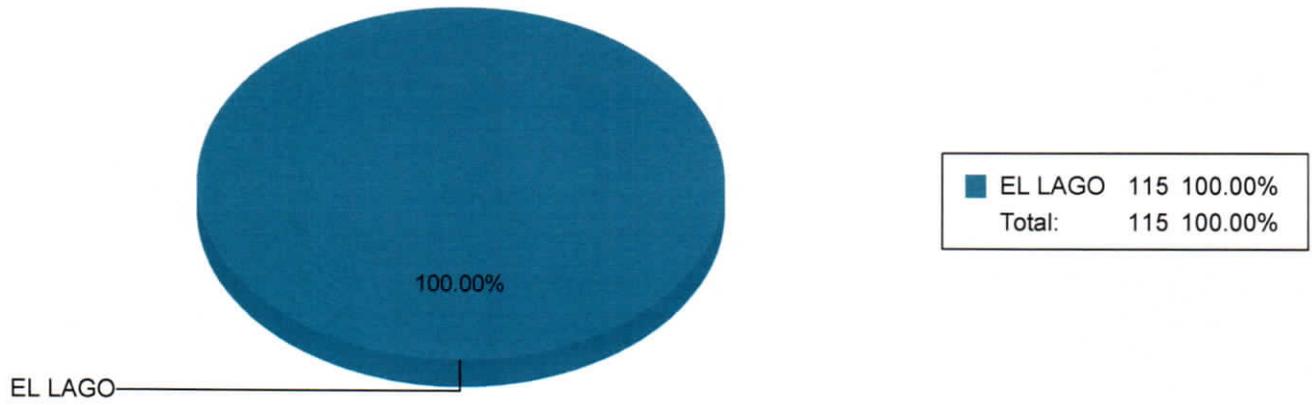
CFS By Nature



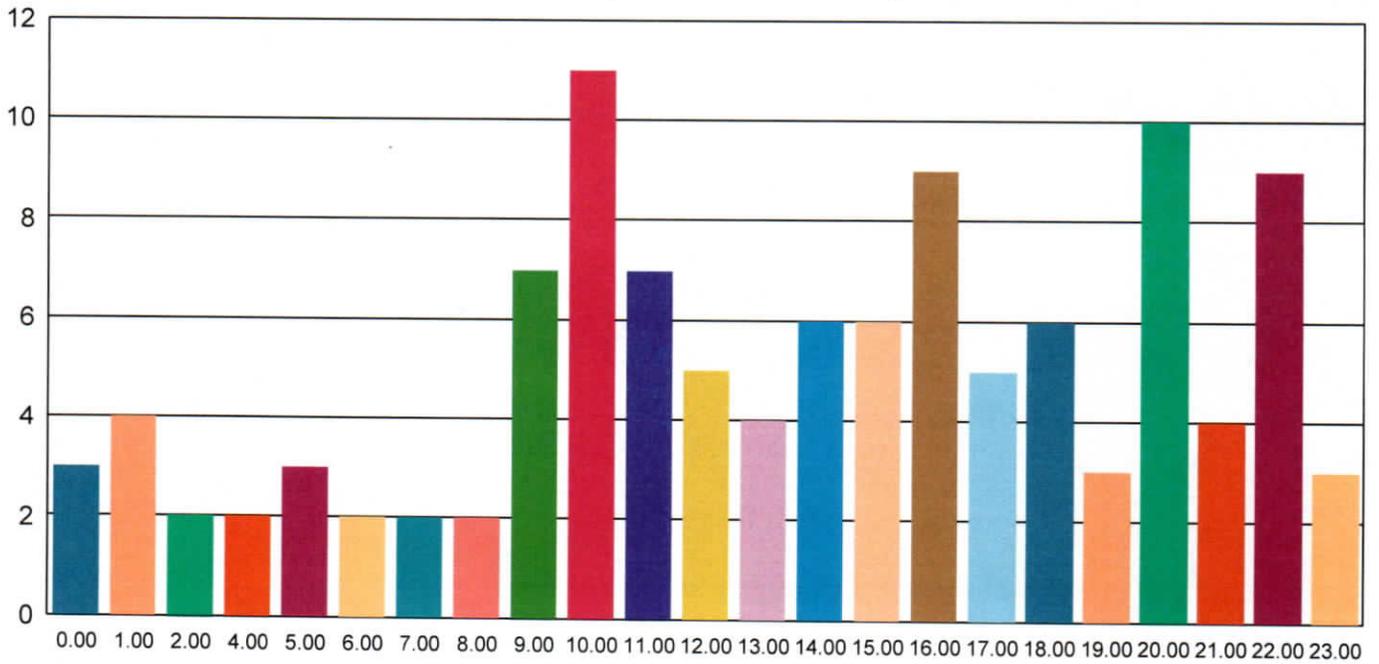
DOW



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

Maintenance Report – June 17, 2020

Derrell Means

Maintenance cost updates and funds needed for repairs to A/C units , fire sprinkler system, splash pad filter sand and pergola repairs.

Initial cost for Texas Air Systems to come to City to diagnosis both Units.

\$ 2,884.34 with cost covering replacement parts on initial repairs to Carrier Unit.

City Hall (Event Room) - Aeon air conditionerr - Estimated cost for repairs is \$ 4,230.00

Price does not include refrigerant which is an additional \$ 10.00 per pound. Unsure how many pounds will be needed.

(Have not received replacement cost for new unit.

Installed fan cycle switch, charged unit with 10 lbs of refrigerant , leak found in system, reheat and condensor valves need to be replaced,

Community Center Building - Carrier A/C Unit.

Replacement cost for entire Unit: \$ 27,500.00

Initial diagnosis:

Fan motor out, bad capacitor, need refrigerant, needed new drive belt

Approval to proceed with repairs was authorized. After above repairs were made the following assessment was determined additional parts were needed.

Start up of unit , a circuit board went down, on low suction pressure, CFM will not modulate in order to keep head pressure, A TXV valve is stuck closed causing frost build up on distributor lines. Valve needs to be replaced. Motor master and discharge pressure transducer needs to be replaced in order to modulate the cfm. Reheat module needs to be replaced in order to run the cooling circuit. Condensor coils need to be cleaned. Technician was able to bypass some of the components in the unit for it to provide 50 percent working capabilities.

Quoted cost of repairs is \$ 7, 428.00

Approval for repairs was authorized.

Total cost to city for initial diagnosis to both units and all repairs to Carrier Unit.

\$ 2, 884.34

\$ 7,428.00

\$ 10,312.-34

Total cost for repairs to both units is:

\$ 14,542.34

Fire sprinkler system repairs: \$ 1, 743.28

See attachment for list of repairs.

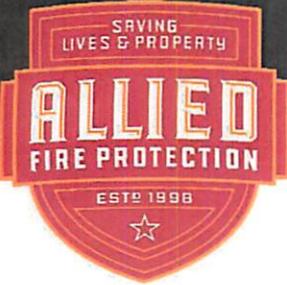
Splash Pad filter - \$ 500.00

replace sand and internal lateral filters

Swimming Pool Pergola - 3,900.00

See attached for quote

NOTE - Immediate attention is needed



FIRE SPRINKLER PROPOSAL

Pearland Office
2003 Mykawa Rd.
Pearland, TX 77581
281-485-6803

SCR-G #0519

ACR #3429

ECR #2021

DATE: 6/3/2020

EMAIL: citymaintenance@elago-tx.gov

CONTRACTOR: City of El Lago

PHONE:

ATTENTION: Derrell

QUOTE: PK3682

PROJECT: City of El Lago

ADDRESS: 411 Tallowood Dr El Lago, TX 77586

ESTIMATOR: Paul Keller

BASE BID: \$1,743.28

TAXES:

GENERAL SCOPE: THE FOLLOWING REPAIRS ARE INCLUDED IN THE ABOVE PRICE:

- 1.) Provide and install total rubber repair kit for 4" fireline backflow.
- 2.) Replace rusted 3/4" test cocks on 4" fireline backflow.
- 3.) Install rebuild kit for 3/4" fireline backflow.
- 4.) Install check rebuild kit for 1" irrigation backflow.
- 5.) Replace #1 shutoff valve that is cracked on 1" irrigation backflow.
- 6.) Replace outdated 10lb ABC extinguisher at court kitchen.
- 7.) Replace outdated water gauges.
- 8.) Perform 5-year internal assesment and FDC hydro test.

EXCLUSIONS: Adequate water
Alarm wiring
Prepping for paint
Painting of pipe
Protection from paint

Electrical hook-ups
Patching
Nightwork/Overtime
Prevailing wage

Bond (available @ 2.4%)
Excessive insurance
Integrity of existing system
Supervisory alarm

Hydraulic calculation
Dedicated Fire Watch
Repairs not listed
Drain down fees

NOTE:

Paul Keller

ALLIED FIRE PROTECTION

AUTHORIZED REPRESENTATIVE

DATE

PRINT NAME

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

ALL CONTRACTS AND CREDIT TERMS MUST BE MUTUALLY AGREEABLE.

USABLE CAD DRAWING FILES MUST BE FURNISHED TO ALLIED FIRE PROTECTION, LP AT NO COST

ALLIED FIRE PROTECTION

Corporate Office 2003 Mykawa Road, Pearland, Texas 77581 1.800.604.2600 alliedfireprotection.com

Manns Carpentry
P.O Box 8566
Bacliff, TX 77518-8566



Name / Address
City of El Lago 411 Tallowood El Lago, TX 77586

Proposal

Date	Estimate #
6/12/2020	2202

P.O. No.	Terms	Account #	FOB	Project	Pick up Date
	upon completion				

Item	Description	Qty	Cost	Material	Amount	Sales ...	Total
Carpentry	Project location: Pool at 411 Tallowood Project: Structural Pergola repair -remove existing structural Beam -install new 4" x 10" x 43' solid cedar Beam -re-attach all upper Boards that have come loose over time	1	3,900.00		3,900.00		3,900.00
Note	-the new structural Beam will be joined together from (2) 20' and (1) 10" Beam		0.00		0.00		0.00

All work will be done in a workmanlike manner according to standard practice. Any alteration or deviation from the above specification involving extra cost will be executed upon written orders, and will become an extra charge over & above this estimate. This proposal subjects to acceptance within 30 days, thereafter at the option of the undersigned.

THIS PROPOSAL IS FOR THE COMPLETE JOB ONLY. INDIVIDUAL PRICES MAY CHANGE.

Total \$3,900.00

Signature: _____

Phone #	Fax #	E-mail	Web Site
281-559-3570		mannscarpentry@yahoo.com	www.mannscarpentry.com

**Hurricane Preparedness
City council Report
June 17, 2020**

Dr Klotzbach (of Colorado State University) forecast includes;

- **19 named storms with a range of 16 – 22**
- **9 hurricanes with a range of 7 – 11**
- **4 major hurricanes with a range of 2 – 6**

This forecast is an above average prediction and this year being more complicated by the preparation considerations needed due to the CIVID-19 Virus. Posted on the city web-site is an outline of things to consider due to the virus.

Also, the normal considerations;

- **Trim up trees and vegetation**
- **Check to see if your gutter is secured and look for loose roof shingles**
- **Secure items that may be come wind blown**
- **What items will you need if you plan to evacuate?**
- **Where will you go and prepare to stay until it is safe to return**
- **If you stay prepare to be with out services for several weeks**
- **What medications will you need**
- **How will you handle your pets.**

The above represents only a portion of things to consider, look at the city web-site under emergency management for additional information and links to other sources of information

**Tom Merchant
Emergency Management Coordinator
El Lago**



FOLEY & LARDNER LLP
1000 LOUISIANA STREET
SUITE 2000
HOUSTON, TEXAS 77002-2099
TELEPHONE (713) 276-5500
FACSIMILE (713) 276-5555
WWW.FOLEY.COM

City of El Lago
City Secretary
411 Tallowood
El Lago, TX 77586

Date: June 12, 2020
Invoice No.: 50034770
Our Ref. No.: 645067-0001

Services through May 31, 2020

Amount due for professional services rendered regarding General Corporate	\$2,550.00
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Total Amount Due:	\$2,550.00
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Please reference your account number 645067-0001 and your invoice
number 50034770 with your remittance payable to Foley & Lardner LLP.
Payment is due promptly upon receipt of our invoice.

Federal Employer Number:
39-0473800

Professional Services Detail

Date	Attorney/Description	Hours
05/01/20	V. Perkins (AVP) COVID Review TML material and legal and statutory research; prepare, review and revise draft Disaster Declaration Ordinance.	2.20
05/04/20	V. Perkins (AVP) Prepare, review and revise draft Mayor's Disaster Declaration. COVID	1.20
05/07/20	V. Perkins (AVP) Review Harris County disaster material; email and telephone communication with client. COVID	0.80
05/14/20	V. Perkins (AVP) Review Harris County disaster declaration materials; review El Lago supplemental materials; prepare, review and revise draft Resolution adopting Harris County plan. COVID	1.80
05/15/20	V. Perkins (AVP) Phone conference with client; review TML materials and legal research regarding extension of disaster declaration and Harris County resolution. COVID	1.50
05/19/20	V. Perkins (AVP) Email and telephone communication with client and review of Governor's Orders regarding City pool. COVID	0.20
05/21/20	V. Perkins (AVP) Email and telephone communication with City Secretary and review bankruptcy filings for Frontier Communications.	0.50
05/29/20	V. Perkins (AVP) Review and revise tennis contract.	0.30

Hours Total: 8.50

Services Total: \$2,550.00

Professional Services Summary

Service Provider	Initials	Title	Hours	Rate	Amount
Val Perkins	AVP	Partner	8.50	\$300.00	\$2,550.00
Totals			8.50		\$2,550.00

David

David

David

David

David

David



FOLEY & LARDNER LLP
1000 LOUISIANA STREET
SUITE 2000
HOUSTON, TEXAS 77002-2099
TELEPHONE (713) 276-5500
FACSIMILE (713) 276-5555
WWW.FOLEY.COM

City of El Lago
City Secretary
411 Tallowood
El Lago, TX 77586

Date: June 12, 2020
Invoice No.: 50034770
Our Ref. No.: 645067-0001

Remittance Advice

Current Invoice:

06/12/20 - 50034770	\$2,550.00
Total Amount Due:	\$2,550.00

Please mail check payments to:

Foley & Lardner LLP
P.O. Box 78470
Milwaukee, WI 53278-8470

Foley & Lardner LLP's preferred payment method is ACH (CTX or CCD+ transmission) with invoice number(s) included in the addenda of the ACH.

Please send electronic payment remittance advice and questions to accountsreceivable@foley.com.

Foley & Lardner LLP
U.S. Bank, NA
777 E. Wisconsin Ave.
Milwaukee, WI 53202
ABA No.: 075000022
Acct No.: 112031389
Swift Code: USBKUS44IMT
(foreign wires only)

El Lago City Secretary

From: William Steinhoff <bsteinhoff_02@yahoo.com>
Sent: Monday, June 15, 2020 7:46 AM
To: El Lago City Secretary
Subject: Re: Pool Usage

Good Morning,
Here is my cost proposal for the pool usage this summer.

Cost Proposal for Lighthouse Aquatic Programs to use the El Lago City Pool.

Ideally, we will bring in enough swimmers to run 6 x 30 minute session, therefore, using the facility for 3 hours a day. The primary cost for those 3 hours would be the 2 lifeguards that are required to be on the stand. The lifeguards are paid via their experience but the average would be about \$9 an hour.

Since we would like to go 8am-11am Tuesday – Friday that would be a cost of \$216 a week and \$1,296.00 for the entire six week program.

The plan is to have no more than 18 swimmers in each session so the cost of lifeguards would be dependent on the hours that we host the clinic. If we cannot fill each session then we would not go till 11am.

We have permission from the El Lago Dorados to use their equipment such as Lane Lines, kick boards and blocks during the clinic. So, it would be our responsibility to return those items as needed.

Thank You
Bill Steinhoff
Head Coach/Owner
Lighthouse Aquatics
281-686-9162

On Thursday, June 11, 2020, 09:36:22 AM CDT, El Lago City Secretary <citysec@ellago-tx.gov> wrote:

Good morning,

I have this information included with the agenda for Council to review at our meeting on June 17th but I'm wondering if you can send me the cost estimate that is referred to in the agreement. If you have that will you send that to me as well?

Thank you!

LAKEVIEW POLICE DEPARTMENT
SUBJECT: TLETS TERMINAL, MOBILE COMPUTING
TERMINAL AND CJIS SECURITY

GENERAL ORDER #600-20
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	Phone Number: (281) 332-4798
Alternate Contact: Marc Edelman (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:	Phone Number:
Alternate Contact:	24 Hour Number:
	FAX Number:
Email:	
Comments:	

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

Product/Service/Relationship:	
Organization Name:	
Street Address:	
City/State/Zip:	
Contact Person:	Phone Number:
Alternate Contact:	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