



# CITY OF EL LAGO

AGENDA  
CITY COUNCIL MEETING  
411 TALLOWOOD DRIVE, EL LAGO,  
TEXAS 77586  
JUNE 5, 2019  
**6:15 P.M.**

NOTICE is hereby given of a Regular Meeting of the City Council of the City of El Lago, County of Harris, State of Texas, to be held on June 5, 2019, at 6:15 p.m. at: City Hall Events Room, 411 Tallowood Drive, El Lago, Texas, for the purpose of considering the following numbered items.

**1. Call to Order**

**2. Invocation and/or Pledge of Allegiance**

**3. Declaration of a Quorum**

3.1. *Announce Absent Members of Council*

**4. Proclamations & Special Recognition**

4.1. *Proclamation for McNair Park bathrooms*

**5. Citizen Comments**

*Citizens are invited & encouraged to speak for up to three (3) minutes on matters relating to the city and/or its Government.*

**6. City Official, Board, Commission, Committee, & City Service Report**

6.1. *SVFD April & May call report (Chief Gutacker)*

6.2. *Events Committee Report (Shulie Barbe)*

6.3. *Hurricane Preparedness Report (Tom Merchant)*

**7. Mayor's Reports**

7.1. *Event room a/c repairs*

7.2. *City Council Workshop June 12 at 6:00 PM*

7.3. *TMCCP Certification Scholarships (Kubricht)*

**8. Consent Agenda**

8.1. *Check Detail*

8.2. *Minutes from the Council Meeting April 17, 2019*

**9. Old Business**

9.1. *Discuss/Action to approve proposed City's communication policy (Vernon)*

**10. New Business**

10.1. *CCISD Presentation for future Ed White Elementary project*

10.2. *Discuss/Action to Approve a request for proposal for 98 Lakeshore roof (Means)*

10.3. *Discuss/Action to Approve Resolution 2019-04 to temporarily update the City's building permit schedule to comply with Texas House Bill 852*

10.4. *Presentation/discussion for City Hall documentation management software (Kubricht)*

10.5. *Consider/Action to Approve Mayor to sign a joint funding request from the City of El Lago and WCID 50 for a joint flood remediation project between the City of El Lago, WCID 50, and HCFCD*

10.6. *Consider/Action to Approve quote from Seth Construction to seal joints & cracks throughout the City streets over the next 3 years*

**11. Future Agenda Item Requests**

**June 19**

- City board appointments
- City Council liaisons
- Budget Adjustments
- Building Permit Ordinance
- Ombudsman
- Hurricane Preparedness (Tom Merchant)

**July**

- IT Contract
- 3<sup>rd</sup> Quarter Budget Report
- 3<sup>rd</sup> Quarter Investment Report

**Not Scheduled**

- Helicopter pad permit
- AV amp replacement
- IT server upgrade
- 5 year spend plan
- City Treasurer appointment
- Budget FY20
- FY18 Financial Audit

## **12. 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 June 5, 2019 was posted at City Hall, 411 Tallowood Drive, El Lago, Texas, by June 2, 2019 at 5:00 P.M.

---

Jeannie Kubricht, City Secretary

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {04/01/2019} And {04/30/2019}  
and District = "2 "

2 El Lago

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>311 Medical assist, assist EMS crew</b>					
19-0190209	04/06/2019 17:50:45	04/06/2019 17:55:12	4	2	00:04:27
19-0190221	04/10/2019 13:11:31	04/10/2019 13:16:09	1	1	00:04:38
Average Response Time for District/Incident Type					00:04:33
<b>321 EMS call, excluding vehicle accident with injury</b>					
19-0190238	04/18/2019 15:20:24	04/18/2019 15:24:55	4	2	00:04:31
Average Response Time for District/Incident Type					00:04:31
<b>740 Unintentional transmission of alarm, Other</b>					
19-0190237	04/18/2019 12:14:42	04/18/2019 12:16:20	4	1	00:01:38
Average Response Time for District/Incident Type					00:01:38
<b>745 Alarm system activation, no fire - unintentional</b>					
19-0190214	04/08/2019 21:02:52	04/08/2019 21:07:18	1	2	00:04:26
Average Response Time for District/Incident Type					00:04:26
<b>746 Carbon monoxide detector activation, no CO</b>					
19-0190223	04/12/2019 14:11:58	04/12/2019 14:15:39	1	1	00:03:41
Average Response Time for District/Incident Type					00:03:41

Overall Average Response Time for District 00:03:54

Total Incident Count: 6

Overall Average Response Time: 00:03:54

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {04/01/2019} And {04/30/2019}  
and District = "2 "

Total Number of Incidents	6	Total Number of Responding Personnel	29
Average Turnout per Incident	5		

**City of El Lago**  
**Check Detail**  
 May 16 through June 5, 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH2...	05/16/2019	ICMA Retirement Trust - 457	Pension Contribution 05-16-2019 - Cit...	10102 · General Funds	
				Pension Contribution 05-16-2019 - City ...	25400 · Pension Payable	(327.14)
TOTAL						(327.14)
Check	ACH2...	05/30/2019	ICMA Retirement Trust - 457	Pension Contribution 05-30-2019 - Cit...	10102 · General Funds	
				Pension Contribution 05-30-2019 - City ...	25400 · Pension Payable	(327.14)
TOTAL						(327.14)
Bill Pmt ...	ACH2...	05/31/2019	Clark, Darin-VENDOR	Honoraria- Council Position 3 May 20...	10102 · General Funds	
Bill	2019-...	05/31/2019		Honoraria- Council Position 3 May 2019	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill Pmt ...	ACH2...	05/31/2019	Corbin, Jeff- LPD Com.	LPD Commissioners Honoraria- May ...	10102 · General Funds	
Bill	2019-...	05/31/2019		LPD Commissioners Honoraria- May 20...	76000 · BOARD & COMMISSION EXP...	(25.00)
TOTAL						(25.00)
Bill Pmt ...	ACH2...	05/31/2019	Findley, Shawn	Council Position 1 Honoraria- May 20...	10102 · General Funds	
Bill	2019-...	05/31/2019		Council Position 1 Honoraria- May 2019	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill Pmt ...	ACH2...	05/31/2019	Lakeview Police Department	June FY2019 payment	10102 · General Funds	
Bill	2019-...	06/01/2019		June FY2019 payment	75100 · Police Department	(70,605.81)
TOTAL						(70,605.81)
Bill Pmt ...	ACH2...	05/31/2019	O'Brien, Michael	LPD Commissioners Honoraria- May ...	10102 · General Funds	
Bill	2019-...	05/31/2019		LPD Commissioners Honoraria- May 20...	76000 · BOARD & COMMISSION EXP...	(25.00)
TOTAL						(25.00)

**City of El Lago  
Check Detail  
May 16 through June 5, 2019**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>ACH2...</b>	<b>05/31/2019</b>	<b>O'Donel, Robert</b>	<b>LPD Commissioners Honoraria- May ...</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/31/2019		LPD Commissioners Honoraria- May 20...	76000 · BOARD & COMMISSION EXP...	(25.00)
TOTAL						(25.00)
<b>Bill Pmt ...</b>	<b>ACH2...</b>	<b>05/31/2019</b>	<b>Skelton, John</b>	<b>Mayor Honoraria for May 2019</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/31/2019		Mayor Honoraria for May 2019	70600 · Honoraria	(150.00)
TOTAL						(150.00)
<b>Bill Pmt ...</b>	<b>ACH2...</b>	<b>05/31/2019</b>	<b>Vernon, Ann</b>	<b>Honoraria - Council Position 5 May 2...</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/31/2019		Honoraria - Council Position 5 May 2019	70600 · Honoraria	(50.00)
TOTAL						(50.00)
<b>Bill Pmt ...</b>	<b>10581</b>	<b>05/20/2019</b>	<b>Accu-Tech Plus</b>	<b>MAY INVOICE FOR ACCU-TECH</b>	<b>10102 · General Funds</b>	
Bill	24615	05/20/2019		MAY INVOICE FOR ACCU-TECH	71600 · Office Supplies	(50.00)
TOTAL						(50.00)
<b>Bill Pmt ...</b>	<b>10583</b>	<b>05/20/2019</b>	<b>GreatAmerica Financial Ser...</b>	<b>Standard Payment</b>	<b>10102 · General Funds</b>	
Bill	24802...	05/14/2019		Standard Payment	71600 · Office Supplies	(150.39)
TOTAL						(150.39)
<b>Bill Pmt ...</b>	<b>10584</b>	<b>05/21/2019</b>	<b>Hendricks, Chris</b>	<b>BAILIFF FEE FOR EL LAGO MUNICIP...</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/14/2019		BAILIFF FEE FOR EL LAGO MUNICIP...	74410 · Bailiff Services	(75.00)
TOTAL						(75.00)
<b>Bill Pmt ...</b>	<b>10585</b>	<b>05/21/2019</b>	<b>Maxx A/C, LLC -vendor</b>	<b>Installation of new compressor for Aa...</b>	<b>10102 · General Funds</b>	
Bill	11377	05/14/2019		Install new compressor for Aaon Unit	70300 · Building Maintenance Expense	(5,187.00)
				Install new TXV for Carrier Unit Model	70300 · Building Maintenance Expense	(1,700.00)
				Repair Coil for Aaon Unit	70300 · Building Maintenance Expense	(466.00)
TOTAL						(7,353.00)

**City of El Lago  
Check Detail  
May 16 through June 5, 2019**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>10586</b>	<b>05/21/2019</b>	<b>Concrete Raising Corporati...</b>	<b>Raise selected street &amp; sidewalk area...</b>	<b>10105 · METRO Funds</b>	
Bill	15201	05/17/2019		Raise selected street & sidewalk areas t...	78110 · Streets & Sidewalks	(22,117.66)
TOTAL						(22,117.66)
<b>Bill Pmt ...</b>	<b>10587</b>	<b>05/21/2019</b>	<b>J Fryday Consulting, LLC</b>	<b>Monthly building inpection fee</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/21/2019		Monthly building inpection fee	72000 · Building Inspections	(1,200.00)
TOTAL						(1,200.00)
<b>Bill Pmt ...</b>	<b>10588</b>	<b>05/21/2019</b>	<b>Nassau Bay, City of</b>	<b>Monthly EMS services- MAY</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/21/2019		Monthly EMS services- MAY	73300 · Emergency Medical Services	(2,500.00)
TOTAL						(2,500.00)
<b>Bill Pmt ...</b>	<b>10589</b>	<b>05/21/2019</b>	<b>Seabrook Volunteer Fire De...</b>	<b>MAY FY2019 payment</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/21/2019		MAY FY2019 payment	75300 · Fire Department	(12,859.18)
TOTAL						(12,859.18)
<b>Bill Pmt ...</b>	<b>10590</b>	<b>05/21/2019</b>	<b>Jardina Garden Center</b>	<b>3/4 Minus White Rock &amp; Delivery Fee</b>	<b>10102 · General Funds</b>	
Bill	5054	05/03/2019		3/4 Minus White Rock Delivery Fee	79500 · McNair Park Bathrooms 79500 · McNair Park Bathrooms	(150.00) (50.00)
TOTAL						(200.00)
<b>Bill Pmt ...</b>	<b>10591</b>	<b>05/21/2019</b>	<b>Jardina Garden Center</b>	<b>Bank Sand &amp; Delivery Fee</b>	<b>10102 · General Funds</b>	
Bill	4474	11/28/2018		Bank Sand Delivery Fee	79500 · McNair Park Bathrooms 79500 · McNair Park Bathrooms	(80.00) (35.00)
TOTAL						(115.00)
<b>Bill Pmt ...</b>	<b>10592</b>	<b>05/21/2019</b>	<b>TREE-MENDUS</b>	<b>Remove oak fallen in street to curb &amp; ...</b>	<b>10105 · METRO Funds</b>	
Bill	2019-...	05/17/2019		Remove oak fallen in street to curb & ha...	78110 · Streets & Sidewalks	(700.00)
TOTAL						(700.00)

**City of El Lago**  
**Check Detail**  
**May 16 through June 5, 2019**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>10593</b>	<b>05/21/2019</b>	<b>Comcast</b>	<b>8777-70-112-0104051-98 Lakeshore</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/14/2019		computer @ 98 Lakeshore - March-April... Telephone @ 98 Lakeshore - March-Ap...	71903 · Computer Utilities Service 71300 · Telephone	(69.95) (130.49)
TOTAL						(200.44)
<b>Bill Pmt ...</b>	<b>10594</b>	<b>05/21/2019</b>	<b>Jardina Garden Center</b>	<b>Bank Sand for McNair Bathrooms</b>	<b>10102 · General Funds</b>	
Bill	28632	05/22/2019		Bank Sand for McNair Bathrooms	79500 · McNair Park Bathrooms	(280.00)
TOTAL						(280.00)
<b>Bill Pmt ...</b>	<b>10595</b>	<b>05/21/2019</b>	<b>AmeriWaste, Inc.</b>	<b>Recycling for June</b>	<b>10102 · General Funds</b>	
Bill	126592	06/01/2019		Recycling for June 1708 Les Tally, El La...	73210 · Recycling	(105.88)
TOTAL						(105.88)
<b>Bill Pmt ...</b>	<b>10596</b>	<b>05/29/2019</b>	<b>Hadden, Ben</b>	<b>Sod for 402 Cedar &amp; sod for McNair b...</b>	<b>10102 · General Funds</b>	
Bill	045076	05/29/2019		Sod for 402 Cedar 5 bags of sod for McNair Bathrooms/Sit...	70350 · Grounds Maintenance 79500 · McNair Park Bathrooms	(350.00) (975.00)
TOTAL						(1,325.00)
<b>Bill Pmt ...</b>	<b>10597</b>	<b>05/30/2019</b>	<b>Verizon</b>	<b>April 21st - May 20 City Cell phone bill</b>	<b>10102 · General Funds</b>	
Bill	98305...	05/20/2019		April 21st - May 20 City Cell phone bill	71300 · Telephone	(414.06)
TOTAL						(414.06)
<b>Bill Pmt ...</b>	<b>10598</b>	<b>05/30/2019</b>	<b>Marathon Fitness</b>	<b>On-site Service Call to perform Quart...</b>	<b>10102 · General Funds</b>	
Bill	IN003...	05/23/2019		On-site Service Call to perform Quarterl...	77500 · Fitness Center Expense	(250.00)
TOTAL						(250.00)



**City of El Lago**  
**Check Detail**  
 May 16 through June 5, 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>10599</b>	<b>06/01/2019</b>	<b>Lakeview Police Department</b>	<b>Annual Employee Banquet</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/29/2019		Annual Employee Banquet	70400 · Contingencies	(152.00)
				Annual Employee Banquet	71501 · Meetings-Reimbursable	(456.00)
TOTAL						(608.00)
<b>Bill Pmt ...</b>	<b>10600</b>	<b>06/03/2019</b>	<b>Richard, Arthur</b>	<b>Election Judge- Early Voting (11hr), E...</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Judge- Early Voting (11hr), Ele...	71800 · Elections	(396.00)
TOTAL						(396.00)
<b>Bill Pmt ...</b>	<b>10601</b>	<b>06/03/2019</b>	<b>Chiampi, Charles</b>	<b>Election Clerk- Training &amp; Election D...</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Clerk- Training & Election Day (...	71800 · Elections	(217.00)
TOTAL						(217.00)
<b>Bill Pmt ...</b>	<b>10602</b>	<b>06/03/2019</b>	<b>Chiampi, Susan</b>	<b>Election Clerk- Training &amp; Election D...</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Clerk- Training & Election Day (...	71800 · Elections	(217.00)
TOTAL						(217.00)
<b>Bill Pmt ...</b>	<b>10603</b>	<b>06/03/2019</b>	<b>Elms, Mary</b>	<b>Election Clerk- Training &amp; Election D...</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Clerk- Training & Election Day (...	71800 · Elections	(217.00)
TOTAL						(217.00)
<b>Bill Pmt ...</b>	<b>10604</b>	<b>06/03/2019</b>	<b>Elms, Randy</b>	<b>Election Clerk- Training &amp; Election D...</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Clerk- Training & Election Day (...	71800 · Elections	(217.00)
TOTAL						(217.00)
<b>Bill Pmt ...</b>	<b>10605</b>	<b>06/03/2019</b>	<b>Ong, Natalie K</b>	<b>Election Counter (7.5 hrs)</b>	<b>10102 · General Funds</b>	
Bill	2018-...	06/03/2019		Election Counter (7.5 hrs)	71800 · Elections	(105.00)
TOTAL						(105.00)

**City of El Lago  
Check Detail  
May 16 through June 5, 2019**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>10606</b>	<b>06/03/2019</b>	<b>Adkins, Larry</b>	<b>Election Counter (7.5 hrs)</b>	<b>10102 · General Funds</b>	
Bill	2019-...	06/03/2019		Election Counter (7.5 hrs)	71800 · Elections	(105.00)
TOTAL						(105.00)
<b>Bill Pmt ...</b>	<b>10607</b>	<b>06/03/2019</b>	<b>Devries, Doris- VENDOR</b>	<b>Election Counter (7.5 hrs)</b>	<b>10102 · General Funds</b>	
Bill	2019-...	06/03/2019		Election Counter (7.5 hrs)	45303 · Election	(105.00)
TOTAL						(105.00)
<b>Bill Pmt ...</b>	<b>10608</b>	<b>06/01/2019</b>	<b>Comcast</b>	<b>Webmaster Internet May-June 2019</b>	<b>10102 · General Funds</b>	
Bill	2019-...	05/15/2019		Webmaster Internet May-June 2019	71903 · Computer Utilities Service	(79.95)
TOTAL						(79.95)
<b>Liability ...</b>	<b>10609</b>	<b>06/03/2019</b>	<b>Texas Municipal League - I...</b>	<b>23401oz</b>	<b>10102 · General Funds</b>	
				A. DeLeon Dependent Dental (100%)	70200 · Employee Benefits	(64.94)
				A. DeLeon Insurance Employee (Life, A...	70200 · Employee Benefits	(52.65)
				B. Klinge Insurance Employee (Life, AD...	70200 · Employee Benefits	(513.03)
				J. Kubricht Insurance Employee (Life, A...	70200 · Employee Benefits	(471.63)
				J. Kubricht Dependant Health Insurnace...	70200 · Employee Benefits	(257.61)
				L. Brummerhop Insurance Employee (Li...	70200 · Employee Benefits	(513.03)
				Alex De Leon Vision (employee paid)	25500 · Med. & Vision Benefits Payable	(37.50)
				J. Kubricht dependent health (50%)	25500 · Med. & Vision Benefits Payable	(257.61)
TOTAL						(2,168.00)
<b>Bill Pmt ...</b>	<b>10611</b>	<b>06/03/2019</b>	<b>360 Vision IT</b>	<b>Backup the server to the Azure JUNE</b>	<b>10102 · General Funds</b>	
Bill	1405	06/01/2019		Backup the server to the Azure JUNE	71902 · Computer Support	(45.00)
TOTAL						(45.00)
<b>Bill Pmt ...</b>	<b>10612</b>	<b>06/05/2019</b>	<b>Foley &amp; Lardner LLP</b>	<b>Services through March 31, 2019</b>	<b>10102 · General Funds</b>	
Bill	40190...	04/23/2019		Services through March & April	71100 · Legal	(3,690.00)
TOTAL						(3,690.00)

**City of El Lago**  
**Check Detail**  
 May 16 through June 5, 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt ...</b>	<b>10613</b>	<b>06/05/2019</b>	<b>Maxx A/C, LLC -vendor</b>	<b>Commercial Service Fee/LOCATE SH...</b>	<b>10102 · General Funds</b>	
Bill	11535	05/31/2019		Commercial Service Fee	70300 · Building Maintenance Expense	(125.00)
				LOCATE SHORT/OPEN * LOW OR HI...	70300 · Building Maintenance Expense	(60.00)
TOTAL						(185.00)
<b>Bill Pmt ...</b>	<b>10614</b>	<b>06/05/2019</b>	<b>Foley &amp; Lardner LLP</b>	<b>Services through April</b>	<b>10102 · General Funds</b>	
Bill	40199...	06/04/2019		Services through April	71100 · Legal	(1,800.00)
TOTAL						(1,800.00)

---

**Professional Services Detail**

<b>Date</b>	<b>Attorney/Description</b>	<b>Hours</b>
03/04/19	V. Perkins (AVP) Review curfew ordinance; review PIA Requests; conference with City Secretary.	0.50
03/08/19	V. Perkins (AVP) Attention to curfew ordinance, Houston Chronicle PIA Requests and other pending matters; conferences' with City Secretary.	1.20
03/11/19	V. Perkins (AVP) Reviews and forward documents responsive to Houston Chronicle PIA Request; review newly adopted Curfew Ordinance; telephone and email communication with City Secretary.	1.20
03/21/19	V. Perkins (AVP) Attention to Greenlee an Murray PIA Requests.	0.80
03/22/19	R. Johnson III (RFJ) Provided detailed response to question regarding PIA provisions that might protect home addresses from public release.	0.30
03/26/19	V. Perkins (AVP) Attention to Greenlee and Murray PIA requests; review client material.	1.50
03/26/19	R. Johnson III (RFJ) Provided testimony at Senate Business and Commerce Committee hearing requesting addition of new exception to protect information collected by local governments in times of disaster.	0.50
03/27/19	V. Perkins (AVP) Review Subpoena for records in building lawsuit; review and revise proposed contract with swim team and related material; review METRO report; review and revise draft Council Rules of Procedure and Ordinance; phone conferences and email communication with City Secretary and Councilperson Vernon re: same.	3.50
03/28/19	V. Perkins (AVP) Review and revise draft Communication Policy; legal research; prepare email memorandum regarding issues with proposed policy; telephone conferences with attorneys in subpoena matter.	2.80
	Hours Total:	12.30

---

**Professional Services Detail**

<b>Date</b>	<b>Attorney/Description</b>	<b>Hours</b>
04/01/19	V. Perkins (AVP) Attention with City Secretary to subpoena for records and pending PIA requests; telephone conference with attorney requesting subpoena and document service.	1.20
04/12/19	V. Perkins (AVP) Phone conferences with Councilperson Vernon; review and revise proposed Code of Ethics; research regarding anti-slaap provisions in code and communication policy.	1.80
04/16/19	V. Perkins (AVP) Review and revise draft Communication Policy and resolution; phone conferences with City Councilperson Vernon.	1.80
04/22/19	V. Perkins (AVP) Phone conference and email communication with Mr. Wilson; phone conference with Mayor; review email communication regrading potential development.	1.20

Hours Total: 6.00

Services Total: \$1,800.00

**Professional Services Summary**

<b>Service Provider</b>	<b>Initials</b>	<b>Title</b>	<b>Hours</b>	<b>Rate</b>	<b>Dollars</b>
Val Perkins	AVP	Partner	6.00	\$300.00	\$1,800.00
<b>Totals</b>			<b>6.00</b>		<b>\$1,800.00</b>



## CITY OF EL LAGO

MINUTES  
CITY COUNCIL MEETING  
411 TALLOWOOD DRIVE, EL LAGO,  
TEXAS 77586  
APRIL 17, 2019

1. **Call to Order** 7:00 PM
2. **Invocation and/or Pledge of Allegiance**
3. **Declaration of a Quorum**

**PRESENT:** Mayor John Skelton  
Councilperson Jeff Tave  
Councilperson Jeff Michalak  
Councilperson Darin Clark  
Councilperson Kris Kuehnel  
Mayor Pro Tem Ann Vernon

#### 4. **Citizen Comments**

No comments.

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

5.1. *Lakeview Police Department March Calls Report (Chief Savage)*

LPD Chief Savage reported 150 calls for March and asked City Council if there were questions about report given to Council and there were no questions.

5.2. *Events Committee Report (Shulie Barbe)*

Events Committee chair Shulie Barbe thanked events committee, maintenance, volunteers, student helpers and masons for the help at City Celebration and Egg Hunt. She also stated that there is a fourth member of the events committee, Sarah Leel she reported some lessons learned for next year and gave details for upcoming events.

5.3. *Fire Marshal Report (Walter Horton)*

Fire Marshal Walter Horton reported that he will begin fire inspections for businesses and issuing certificates of occupancy and will give businesses a heads up before starting. Mr. Horton suggested to Council to update the city ordinance from fire code 2006 to fire code 2015.

Meeting recessed at 7:25 PM and reconvened at 7:36 PM.

5.4. *Emergency Management Report (Tom Merchant)*

Emergency Management Coordinator Tom Merchant reported on the City's 5 year flood mitigation plan, letter of intent to Harris County has been filed, planning committee meeting, current phases of hazard mitigation plan, Basic Emergency Plan due for renewal next year, hurricane season and predictions, training for Council members and staff, holding a storm ready meeting, Harris County debris removal agreement, shelter in place drills, gathering data for an El Lago Basic Plan book, and CRS for El Lago.

#### 6. **Councilmembers' Reports**

6.1. *Liaison Status Reports from Councilperson Clark*

6.1.1. *Fire Department*

6.1.2. *EMS*

6.1.3. *Emergency Management*

6.1.4. *Solid Waste & Recycling*

No reports given.

6.2. *Liaison Status Reports from Mayor Pro Tem Vernon*

6.2.1. *Bathrooms in McNair Park*

6.2.2. *LPD Commission April 8<sup>th</sup> meeting*

6.2.3. *WCID #50 April 10<sup>th</sup> meeting*

6.2.4. *Street repair update*

**See attached for Mayor Pro Tem Vernon reports.**

6.3. *Liaison Status Reports from Councilperson Tave*

6.3.1. *Mobility*

6.3.2. *HCFCD*

6.3.3. *Parks Board*

**See attached for Councilperson Tave reports.**

6.4. *Liaison Status Reports from Councilperson Michalak*

6.4.1. *Financial*

6.4.2. *Website Committee*

6.4.3. *IT*

**See attached for Councilperson Michalak reports.**

## **7. Mayor's Reports**

7.1. *Candidate forum*

7.2. *FY17 status update*

## **8. Consent Agenda**

8.1. *Check Detail*

8.2. *Minutes from the Council Meeting March 20, 2019*

8.3. *Minutes from the Council Meeting April 3, 2019*

Mayor Pro Tem Vernon motioned to approve and Councilperson Tave seconded. All voted in favor thus the motion passed.

## **9. Old Business**

9.1. *Discuss/Action to approve contract with El Lago Dorados to use City facilities*

Council discussion included the increased cost of lifeguards due to the Medicare change. Councilperson Michalak motioned to approve contract and Mayor Pro Tem Vernon seconded. All voted in favor thus the motion passed.

## **10. New Business**

10.1. *Discuss/Action to approve event room variance for cub scout pack 389*

Councilperson Tave motioned to approve and Councilperson Clark seconded. All voted in favor thus the motion passed.

10.2. *Discussion for 2<sup>nd</sup> quarter City budget report*

Councilperson Tave motioned to postpone until the May 1<sup>st</sup> Council meeting and Councilperson Kuehnel seconded. All voted in favor thus the motion passed.

10.3. *Discussion for 2<sup>nd</sup> quarter investment report*

Councilperson Michalak gave a report on City investments for the first half of fiscal year 2019.

10.4. *Approve Resolution 2019-02 to adopt a City Code of Ethics*

Councilperson Tave stated that he only found a couple local surrounding cities that had an ethics policy that mostly dealt with financial dealings, gifts & gratuities. He felt the proposed policy was more constraining than other local cities and an example of government overreach. Additional discussion included repercussions of violating the code (if any), the Code of Ethics intent, and optional signing. Councilperson Tave motioned to postpone and no second thus the motion died. Councilperson Michalak motioned to approve and Councilperson Clark seconded. Discussion ensued and Councilperson Clark motioned to amend the motion to approve to remove the words "personal and" from the first line of item 1, and Mayor Pro Tem Vernon seconded. Four (4) voted in favor of amendment (Clark, Michalak, Vernon, Kuehnel) and one (1) voted against (Tave). With a majority vote the motion to amend passed. Mayor Pro Tem Vernon motioned to amend item #8 to add "in accordance with TOMA" after the phrase "...well-publicized meetings" and Councilperson Clark seconded. Four (4) voted in favor of amendment (Clark, Michalak, Vernon, Kuehnel) and one (1) voted against (Tave). With a majority vote the motion to amend passed. Mayor Skelton read Resolution 2019-02. Four (4) voted in favor (Clark, Michalak, Vernon, Kuehnel) and one (1) voted against (Tave) adopting the resolution. With a majority vote the motion passed.

Meeting recessed at 8:59 PM and reconvened at 9:06 PM.

Mayor Skelton asked to suspend the rules of order and jump to item 10.7 and 10.8 and Council agreed.

*10.7 Read Ordinance 457 to establish an emergency management program*

Emergency Management coordinator Tom Merchant stated that this ordinance is to establish that the City participates in a basic plan for emergency management and it would replace the old ordinance (ordinance 327) to come into a joint agreement with Harris County. Discussion included clarification on some wording in the ordinance.

*10.8 Discuss/Action to approve interlocal agreement with Harris County for debris removal services*

Mr. Merchant gave details of the agreement including Harris County offering debris removal services as they see fit and suggested to Council to sign agreement as a backup from our own services for debris removal. Councilperson Tave motioned to approve and Councilperson Clark seconded. All voted in favor thus the motion passed.

*10.5. Approve Resolution 2019-03 to adopt a City communication policy*

Mayor Pro Tem Vernon gave details of updated proposed communications policy. Councilperson Tave motioned to postpone, Mayor Pro Tem Vernon seconded. Four (4) voted in favor (Tave, Vernon, Clark, Kuehnel) and one (1) voted against (Michalak). With majority vote the motion passed.

*10.6. Approve using the County's selected bidder Brooks Concrete for concrete repairs to Crestwood, Les Talley and intersection of Les Talley and Whitecap*

No action taken.

*10.9 Discuss/Action to Approve removing Alex Deleon and adding Jeannie Kubricht to City credit card*

Mayor Pro Tem Vernon motioned to approve and Councilperson Tave seconded. All voted in favor thus the motion passed.

## **11. Future Agenda Item Requests**

Future agenda items requested include DRS program, 2<sup>nd</sup> quarter City budget report, board appointments, Mayor Pro Tem appointment, Council liaison assignments, 98 Lakeshore RFP, communication policy, Council Rules of Procedure update, budget FY20, treasurer appointment, and the City's website redesign preview.

## **12. Adjournment** 9:43 PM

PASSED and APPROVED this 5<sup>th</sup> of June, 2019.

Attest:

\_\_\_\_\_  
John Skelton, Mayor

\_\_\_\_\_  
Jeannie Kubricht, City Secretary

\*\*\* To listen to full audio of the April 17, 2019 City Council Meeting, please go to the City's website at [www.ellago-tx.gov](http://www.ellago-tx.gov), under the "Agenda Center". \*\*\*



## **RESOLUTION 2019-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL LAGO, TEXAS, ADOPTING A TEMPORARY BUILDING PERMIT FEE SCHEDULE FOR THE CITY.**

**WHEREAS**, the City of El Lago's Code of Ordinances, Chapter 4, Section 4-24. Fees. Provides that changes, additions, or deletions to the schedule of fees for the review of applications and granting of permits and for the required inspection shall be by city council resolution and shall be effective after being posted in a public place for fourteen (14) days following council approval; and

**WHEREAS**, the City Council adopted the current Building Permit Fee Schedule in September 2013; and

**WHEREAS**, certain changes in state legislation on May 21, 2019, effective immediately, prohibiting cities to issue building permits or inspection fees based on the cost of construction or improvement and requiring the disclosure of information related to its' value; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of El Lago:

That the City of El Lago hereby adopts a temporary Building Permit Fee Schedule with the effective date of June 5, 2019 until additional data can be retrieved, reviewed, and approved by City Council at a later date, attached in Exhibit A.

**PASSED, APPROVED, and RESOLVED** this 5<sup>th</sup> day of June 2019.

---

John Skelton, Mayor

ATTEST:

---

Jeannie Kubricht, City Secretary

**CITY OF EL LAGO**  
**BUILDING PERMIT FEE SCHEDULE**  
Effective JUNE 5, 2019

Residential and Commercial construction within the City of El Lago requires a building permit. Cosmetic changes to residential property do not require a permit. If in doubt what constitutes cosmetic changes please contact the El Lago building department at (281) 326-1951 ext. 110. All contractors must be registered with the City of El Lago, submit a permit application and receive a building permit before any work is started.

**Failure to Permit**

It is the responsibility of the party performing the work to obtain all required permits. Non permitted construction within El Lago will be halted and the offending party will pay a fine of **double the inspection fees, or a minimum of \$500.00 or which ever is greater**. No work will be allowed to proceed until a permit has been obtained. Work performed without a permit is subject to criminal fines.

**CONTRACTOR ANNUAL REGISTRATION** **\$50.00**

---

**BUILDING PERMIT** **\$50 per inspection**

Contractors Permit (new permit or re-Inspection), a building permit is required for repair, moving, demolishing, renovation or new construction. A Building Permit is required for the following jobs:

- |   |                                     |
|---|-------------------------------------|
| - HVAC  | - New Construction                  |
| - Residential Additions                           | - Residential Remodeling or Repairs |
| - Commercial Buildings                            | - Commercial Remodeling or Repairs  |
| - Commercial Signs                                | - Fences, Driveways, and Sidewalks  |
| - Decks, Patios, Sheds and Greenhouses            | - Above Ground Pools and Spas       |
| - Slab and Foundation Repair                      | - Bulkheads, Piers, and Boathouses  |
| - Electrical Rewiring, Rerouting, and Replacement | - Lawn Irrigation/Sprinkler Systems |
| - Signs   |                                     |

**PLUMBING PERMIT** **\$75 per inspection**

Contractors Permit (new permit or re-Inspection), a plumbing permit is required for the repair, moving, demolishing, renovation or new construction.

- |                                      |                            |
|--------------------------------------|----------------------------|
| - Irrigation                         | Add/Removal of Bathrooms   |
| - Natural Gas Line Additions/Repairs | Add/Move Plumbing Fixtures |

**WATER HEATERS** **\$25.00**

---

**SWIMMING POOL/SPA PERMIT – (In-ground Only)** **\$75 per inspection**

A building permit is required for the construction of an in-ground swimming pool or an in-ground spa or hot tub. The permit fee of 2% of the total construction cost of the project would include the pool/spa's building, plumbing and electrical work.

**CERTIFICATE OF OCCUPANCY PERMITS** **\$50 per inspection**

A certificate of occupancy permit is required to change the occupancy of a building or structure or the installation of apparatus or appurtenances.

**ON-SITE CONSULTATION (For Residents Only)** **\$20.00**

---

**EXCEPTIONS**

Cosmetic repairs to structures may be made without application for permit. Cosmetic repairs do not include the cutting away of any wall or partition, removal or cutting away of any structural beam or support, removal or change of access, changes affecting exit-way, additions or alterations of plumbing or sewer piping, electrical wiring or mechanical alterations or additions. If you are in doubt contact the city to confirm or schedule an On-Site Consultation.

**CITY OF EL LAGO BUILDING DEPARTMENT (281) 326-1951, EXT. 110**

**CITY OF EL LAGO**  
**BUILDING PERMIT FEE SCHEDULE**  
Effective JUNE 5, 2019

Residential and Commercial construction within the City of El Lago requires a building permit. Cosmetic changes to residential property do not require a permit. If in doubt what constitutes cosmetic changes please contact the El Lago building department at (281) 326-1951 ext. 110. All contractors must be registered with the City of El Lago, submit a permit application and receive a building permit before any work is started.

**Failure to Permit**

It is the responsibility of the party performing the work to obtain all required permits. Non permitted construction within El Lago will be halted and the offending party will pay a fine of **double the permit fee, or a minimum of \$500.00 or which ever is greater**. No work will be allowed to proceed until a permit has been obtained. Work performed without a permit is subject to criminal fines.

---

**CONTRACTOR ANNUAL REGISTRATION** **\$50.00**

---

**BUILDING PERMIT** **\$100/permit**

Contractors Permit (new permit or re-Inspection), a building permit is required for repair, moving, demolishing, renovation or new construction. A Building Permit is required for the following jobs:

- |   |                                     |
|---|-------------------------------------|
| - HVAC  | - New Construction                  |
| - Residential Additions                           | - Residential Remodeling or Repairs |
| - Commercial Buildings                            | - Commercial Remodeling or Repairs  |
| - Commercial Signs                                | - Fences, Driveways, and Sidewalks  |
| - Decks, Patios, Sheds and Greenhouses            | - Above Ground Pools and Spas       |
| - Slab and Foundation Repair                      | - Bulkheads, Piers, and Boathouses  |
| - Electrical Rewiring, Rerouting, and Replacement | - Lawn Irrigation/Sprinkler Systems |
| - Signs   |                                     |

---

**PLUMBING PERMIT** **\$75/permit**

Contractors Permit (new permit or re-Inspection), a plumbing permit is required for the repair, moving, demolishing, renovation or new construction.

- |                                      |                            |
|--------------------------------------|----------------------------|
| - Irrigation                         | Add/Removal of Bathrooms   |
| - Natural Gas Line Additions/Repairs | Add/Move Plumbing Fixtures |

---

**WATER HEATERS** **\$25.00**

---

**SWIMMING POOL/SPA PERMIT – (In-ground Only)** **\$75/permit**

A building permit is required for the construction of an in-ground swimming pool or an in-ground spa or hot tub. The permit fee of 2% of the total construction cost of the project would include the pool/spa's building, plumbing and electrical work.

---

**CERTIFICATE OF OCCUPANCY PERMITS** **\$50/permit**

A certificate of occupancy permit is required to change the occupancy of a building or structure or the installation of apparatus or appurtenances.

---

**ON-SITE CONSULTATION (For Residents Only)** **\$20.00**

**EXCEPTIONS**

Cosmetic repairs to structures may be made without application for permit. Cosmetic repairs do not include the cutting away of any wall or partition, removal or cutting away of any structural beam or support, removal or change of access, changes affecting exit-way, additions or alterations of plumbing or sewer piping, electrical wiring or mechanical alterations or additions. If you are in doubt contact the city to confirm or schedule an On-Site Consultation.

**CITY OF EL LAGO BUILDING DEPARTMENT (281) 326-1951, EXT. 110**