



CITY OF EL LAGO

AGENDA
CITY COUNCIL MEETING
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586
DECEMBER 2, 2020
7:00 P.M.

NOTICE is hereby given of a meeting of the City Council of the City of El Lago, County of Harris, State of Texas, to be held on the above stated date and time at: City Hall Events Room, 411 Tallowood Drive, El Lago, Texas, for the purpose of considering the following numbered items.

In order to help prevent the spread of COVID-19, the City of El Lago is asking members of the public attending the City Council meeting to:

- 1. Maintain at least 6 feet separation from other individuals.*
- 2. Self-screen before going into the meeting for any of the following new or worsening signs or symptoms of possible COVID-19: (Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, Loss of taste or smell, Diarrhea, Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, Known close contact with a person who is lab confirmed to have COVID-19.)*
- 3. Disinfect hands upon entering the building and after any interaction with others in the building.*
- 4. Wear cloth face coverings (over the nose and mouth) when entering the building per the order of Harris County Judge Hidalgo*

1. Call to Order

2. Invocation and/or Pledge of Allegiance

3. Declaration of a Quorum

- 3.1. Announce Absent Members of Council*

4. Citizen Comments

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

5. Consent Agenda

- 5.1. Check Detail for checks printed from November 19, 2020 through December 2, 2020.*
- 5.2. Minutes from the Council Meeting of November 18, 2020.*

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

- 6.1. SVFD monthly activity report (Chief Andy Gutacker)*
- 6.2. City Secretary Rachel Lewis to report on City business, the current expenses and losses for COVID-19, and status of expense reimbursement from the CARES Act funding.*

7. Council Member's Reports

- 7.1. Councilperson Michalak to report on the public awareness committee and campaign regarding adherence to the City leash laws.*

8. New Business

- 8.1. Consider/Approve Resolution 2020-10 appointing Armand Barbe as the Building Official and Robert White as the Emergency Management Coordinator for the City of El Lago, Texas.*

9. Future Agenda Item Requests

Scheduled

Wildlife Rehabilitation Ordinance
PEG Fund Items
Short-Term Rental Property tax

Not Scheduled

Personnel Manual

10. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

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

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

Rachel Lewis
City Secretary

City of El Lago
Check Detail
 November 19 through December 2, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	ACH...	11/19/2020	Comcast	8777-70-112-0104051-9...	10102 · General...	
Bill	2020...	11/19/2020		computer @ 98 Lakesho...	71903 · Comput...	(89.04)
				telephone @ 98 Lakesho...	71300 · Telephone	(89.03)
TOTAL						(178.07)
Paych...	3026	11/25/2020	Baillie, Dea...		10102 · General...	
					70100 · Administ...	(708.74)
					25200 · FWT pa...	20.00
					70220 · Social S...	(43.94)
					25300 · FICA Pa...	43.94
					25300 · FICA Pa...	43.94
					70220 · Social S...	(10.28)
					25300 · FICA Pa...	10.28
					25300 · FICA Pa...	10.28
TOTAL						(634.52)
Paych...	3027	11/25/2020	De Leon, A...		10102 · General...	
					70120 · Mainten...	(1,084.17)
					70120 · Mainten...	(154.88)
					70120 · Mainten...	(154.88)
					70120 · Mainten...	(154.88)
					25500 · Med. & ...	17.31
					71300 · Telephone	(20.00)
					25200 · FWT pa...	141.00
					70220 · Social S...	(96.02)
					25300 · FICA Pa...	96.02
					25300 · FICA Pa...	96.02
					70220 · Social S...	(22.46)
					25300 · FICA Pa...	22.46
					25300 · FICA Pa...	22.46
TOTAL						(1,292.02)
Paych...	3028	11/25/2020	Horton, Wa...		10102 · General...	
					75310 · Fire Mar...	(297.50)
					25200 · FWT pa...	15.00
					70220 · Social S...	(18.45)
					25300 · FICA Pa...	18.45
					25300 · FICA Pa...	18.45
					70220 · Social S...	(4.32)
					25300 · FICA Pa...	4.32
					25300 · FICA Pa...	4.32
TOTAL						(259.73)
Paych...	3029	11/25/2020	Hunter, Ch...		10102 · General...	
					70100 · Administ...	(824.23)
					25200 · FWT pa...	35.00
					70220 · Social S...	(51.11)
					25300 · FICA Pa...	51.11
					25300 · FICA Pa...	51.11
					70220 · Social S...	(11.95)
					25300 · FICA Pa...	11.95
					25300 · FICA Pa...	11.95
TOTAL						(726.17)

**City of El Lago
Check Detail
November 19 through December 2, 2020**

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	3030	11/25/2020	Klingle, Br...		10102 · General...	
					74010 · Court Cl...	(1,525.60)
					74010 · Court Cl...	(381.40)
					25400 · Pension ...	114.42
					70210 · Pension	(114.42)
					25400 · Pension ...	114.42
					25200 · FWT pa...	170.00
					70220 · Social S...	(118.23)
					25300 · FICA Pa...	118.23
					25300 · FICA Pa...	118.23
					70220 · Social S...	(27.65)
					25300 · FICA Pa...	27.65
					25300 · FICA Pa...	27.65
TOTAL						(1,476.70)
Paych...	3031	11/25/2020	Lewis, Rac...		10102 · General...	
					70100 · Administ...	(1,836.62)
					25400 · Pension ...	128.56
					71300 · Telephone	(20.00)
					25200 · FWT pa...	207.00
					70220 · Social S...	(113.87)
					25300 · FICA Pa...	113.87
					25300 · FICA Pa...	113.87
					70220 · Social S...	(26.63)
					25300 · FICA Pa...	26.63
					25300 · FICA Pa...	26.63
TOTAL						(1,380.56)
Paych...	3032	11/25/2020	Means, Der...		10102 · General...	
					70120 · Mainten...	(1,687.42)
					70120 · Mainten...	(43.27)
					25400 · Pension ...	50.00
					71300 · Telephone	(20.00)
					25200 · FWT pa...	157.00
					70220 · Social S...	(107.30)
					25300 · FICA Pa...	107.30
					25300 · FICA Pa...	107.30
					70220 · Social S...	(25.10)
					25300 · FICA Pa...	25.10
					25300 · FICA Pa...	25.10
TOTAL						(1,411.29)
Paych...	3033	11/25/2020	Stokes, Dia...		10102 · General...	
					70100 · Administ...	(731.60)
					25200 · FWT pa...	25.00
					70220 · Social S...	(45.36)
					25300 · FICA Pa...	45.36
					25300 · FICA Pa...	45.36
					70220 · Social S...	(10.61)
					25300 · FICA Pa...	10.61
					25300 · FICA Pa...	10.61
TOTAL						(650.63)

City of El Lago
Check Detail
 November 19 through December 2, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Liabilit...	3034	11/25/2020	ICMA Retir...	2020-11-25 Payroll	10102 · General...	
				B Klingle	25400 · Pension ...	(114.42)
				B. Klingle	25400 · Pension ...	(114.42)
				R. Lewis	25400 · Pension ...	(128.56)
				D. Means	25400 · Pension ...	(50.00)
TOTAL						(407.40)
Liabilit...	3035	11/25/2020	EFTPS	74-1612666 2020-11-25 ...	10102 · General...	
				74-1612666 2020-11-25 ...	25200 · FWT pa...	(770.00)
				74-1612666 2020-11-25 ...	25300 · FICA Pa...	(139.00)
				74-1612666 2020-11-25 ...	25300 · FICA Pa...	(139.00)
				74-1612666 2020-11-25 ...	25300 · FICA Pa...	(594.28)
				74-1612666 2020-11-25 ...	25300 · FICA Pa...	(594.28)
TOTAL						(2,236.56)
Bill P...	ACH...	12/01/2020	Lakeview P...	FY2020 LPD Budget Pa...	10102 · General...	
Bill	2020...	12/01/2020		FY2020 LPD Budget Pay...	75100 · Police D...	(71,573.55)
TOTAL						(71,573.55)
Bill P...	ACH...	11/30/2020	Corbin, Jef...	LPD Commissioners H...	10102 · General...	
Bill	2020...	11/30/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	ACH...	11/30/2020	Findley, Sh...	Council Position 1 Hon...	10102 · General...	
Bill	2020...	11/30/2020		Council Position 1 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	ACH...	11/30/2020	O'Brien, Mi...	LPD Commissioners H...	10102 · General...	
Bill	2020...	11/30/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	ACH...	11/30/2020	O'Donel, R...	LPD Commissioners H...	10102 · General...	
Bill	2020...	11/30/2020		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	ACH...	11/30/2020	Skelton, Jo...	Mayor Honoraria for 20...	10102 · General...	
Bill	2020...	11/30/2020		Mayor Honoraria for 202...	70600 · Honoraria	(150.00)
TOTAL						(150.00)
Bill P...	ACH...	11/30/2020	Vernon, Ann	Honoraria - Council Po...	10102 · General...	
Bill	2020...	11/30/2020		Honoraria - Council Posit...	70600 · Honoraria	(50.00)
TOTAL						(50.00)

City of El Lago
Check Detail
 November 19 through December 2, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH...	12/02/2020	eProcessin...	121137 DEC	10102 · General...	
				online payment processi...	70551 · Credit C...	(15.00)
TOTAL						(15.00)
Bill P...	11400	11/19/2020	Power DMS	5 year document mgmt ...	10102 · General...	
Bill	INV-...	11/19/2020		5 year document mgmt s...	71901 · Comput...	(12,611.56)
TOTAL						(12,611.56)
Liabilit...	11401	12/01/2020	Texas Mun...	23401oz 2020-12	10102 · General...	
				A. Deleon	70200 · Employe...	(108.38)
				B Klinge	70200 · Employe...	(560.78)
				D. Means	70200 · Employe...	(560.78)
				Renewal Credit	70200 · Employe...	279.24
				23401oz 2020-12	25500 · Med. & ...	(37.50)
TOTAL						(988.20)
Bill P...	11402	12/02/2020	Accu-Tech ...	Monthly Min. Color Ma...	10102 · General...	
Bill	27306	11/23/2020		Monthly Minimum on Col...	71600 · Office S...	(75.97)
TOTAL						(75.97)
Bill P...	11403	12/02/2020	Hendricks, ...	Bailiff Services on 11/1...	10102 · General...	
Bill	2020...	11/17/2020		on 11/17/2020	74410 · Bailiff S...	(75.00)
TOTAL						(75.00)
Bill P...	11404	12/02/2020	The Sign S...	reflective 3x3 with Blac...	10102 · General...	
Bill	22114	11/23/2020		reflective 3x3 with Black 45	78300 · Street Si...	(25.00)
TOTAL						(25.00)
Bill P...	11405	11/30/2020	J Fryday C...	Monthly building inspect...	10102 · General...	
Bill	2020...	11/30/2020		Monthly building inspectio...	72000 · Building ...	(1,200.00)
TOTAL						(1,200.00)
Bill P...	11406	12/01/2020	Nassau Ba...	2020-12	10102 · General...	
Bill	2020...	12/01/2020		2020-12	73300 · Emerge...	(2,500.00)
TOTAL						(2,500.00)
Bill P...	11407	12/01/2020	Seabrook ...	2020-12	10102 · General...	
Bill	2020...	12/01/2020		2020-12	75300 · Fire Dep...	(13,052.07)
TOTAL						(13,052.07)

City of El Lago
Check Detail
November 19 through December 2, 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	11408	11/30/2020	Barbe, Arm...	Building Inspection Fe...	10102 · General...	
Bill	2020...	11/30/2020		Building Inspection Fees ...	72000 · Building ...	(420.00)
TOTAL						(420.00)
Bill P...	11409	12/02/2020	Foley & Lar...	November	10102 · General...	
Bill	5012...	11/25/2020		November	71100 · Legal	(870.00)
TOTAL						(870.00)
Bill P...	11410	12/02/2020	Wells Farg...	2020-11 Statement	10102 · General...	
Bill	2020...	12/02/2020		2020-11 Statement	24507 · Wells F...	(2,242.56)
TOTAL						(2,242.56)
Bill P...	11411	12/02/2020	Barfield, R...	08/18/2020 Court Appea...	10102 · General...	
Bill	Augu...	08/31/2020		08/18/2020 Court Appear...	74200 · Municip...	(150.00)
TOTAL						(150.00)
Bill P...	11412	12/02/2020	Petty Cash	Post Office mailing, Cl...	10102 · General...	
Bill	2020...	11/30/2020		Postage Stamps	71600 · Office S...	(110.00)
				Priority Mail (2 day)	71600 · Office S...	(7.75)
				Wall Clock for Court	74500 · Court Mi...	(8.60)
				City Truck Vehicle Regist...	70310 · Vehicle ...	(8.25)
				First Class Mail	71600 · Office S...	(6.95)
TOTAL						(141.55)
Bill P...	11413	12/02/2020	Belt Harris ...	audit for year ending 9/...	10102 · General...	
Bill	2020...	12/02/2020		audit for year ending 9/3...	70900 · Audit & ...	(7,378.00)
TOTAL						(7,378.00)
Bill P...	11414	12/02/2020	GreatAmeri...	Konica Minolta bizhub ...	10102 · General...	
Bill	2829...	12/01/2020		Konica Minolta bizhub C...	71903 · Comput...	(150.39)
TOTAL						(150.39)
Bill P...	11415	12/02/2020	Harris Cou...	water bill from Oct 20-N...	10102 · General...	
Bill	10/2...	12/02/2020		01-00012690-00-1 Com...	72100 · Utilities	(252.61)
				01-00009940-00-7 98 La...	72100 · Utilities	(10.15)
				01-00006031-00-5 732 ...	72100 · Utilities	(10.15)
				01-00004210-01-7 El La...	77210 · Utilities...	(68.19)
				01-00007128-00-5 North...	72100 · Utilities	(10.15)
				01-00007140-00-3 Bayo...	72100 · Utilities	(10.15)
				01-00008910-00-9 98 La...	72100 · Utilities	(35.28)
				01-00004110-00-7 Witty...	72100 · Utilities	(10.15)
				01-00000021-00-8 Fireline	72100 · Utilities	(10.15)
TOTAL						(416.98)



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

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

Date: November 25, 2020
Our Ref. No.: 645067-0001

Statement of Account

Outstanding Invoices:

Date	Invoice No.	Amount	Credits	Balance
11/09/2020	50112481	\$1,770.00	\$0.00	\$1,770.00
Total Balance Outstanding:				\$1,770.00

Current Invoice:

PAID ON 11/18/2020

Date	Invoice No.	Amount	Credits	Balance
11/25/2020	50124868	\$870.00	\$0.00	\$870.00 DUE
Total Amount Due:				\$2,640.00

Please reference your account number 645067-0001 and your invoice number 50124868 with your remittance payable to Foley & Lardner LLP. Payment is due promptly upon receipt of our invoice.

Federal Employer Number:
39-0473800



FOLEY & LARDNER LLP
1000 LOUISIANA STREET
SUITE 2000
HOUSTON, TEXAS 77002-2099
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City of El Lago
City Secretary
411 Tallowood
El Lago, TX 77586

Date: November 25, 2020
Invoice No.: 50124868
Our Ref. No.: 645067-0001

Services through November 25, 2020

Amount due for professional services rendered regarding General Corporate	\$870.00
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Amount Due:	\$870.00
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Please reference your account number 645067-0001 and your invoice
number 50124868 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

11/06/20	KWS	Review city codes and state law re: inspections and violations for Shadow Creek property; continue working on draft ordinance; call to Rachel Lewis.	1.20
11/10/20	KWS	1.0: Research ordinances of other cities in Harris County; review and finalize draft of flood protection ordinance; .4: Call with Rachel Lewis re: options on action for Shadow Creek home, review email from Scott Greenlee.	1.40
11/11/20	KWS	Review and respond to question on authority over sidewalks.	0.30
Hours Total:			2.90

Professional Services Summary

Service Provider	Initials	Title	Hours	Rate	Amount
Kristina Weber Silcocks	KWS	Special Counsel	2.90	\$300.00	\$870.00
Totals			2.90		\$870.00



CITY OF EL LAGO

MINUTES OF THE NOVEMBER 18, 2020 REGULAR CITY COUNCIL MEETING 411 TALLOWOOD DRIVE, EL LAGO, TEXAS 77586

1. **Call to Order** Mayor Skelton called the meeting to order at 7:01 PM.
2. **Invocation and/or Pledge of Allegiance** – Pledges were conducted.
3. **Declaration of a Quorum**
Present: Mayor John Skelton
Councilperson Shawn Findley
Mayor Pro Tem Ann Vernon
Councilperson Darin Clark
Councilperson Kris Kuehnel
Councilperson Jeff Michalak
Councilperson Shawn Findley
4. **Citizen Comments**
William Easton of 1702 W. Hedgecroft – Asked for help regarding a short-term rental property on his street. He stated that there have been numerous problems with suspicious behavior. The short-term rental advertises that the house sleeps up to ten people. He asked if ordinances could be changed to restrict these types of rentals. Mayor Skelton stated that the Texas Municipal League attorneys were contacted about this question and said that the Texas State Legislature will not allow cities to restrict these rentals. Cities may charge a hotel tax and require certain permits, but the state prevents further measures. The Mayor encouraged Mr. Easton to contact his state representative.
Michael Russell of 1707 W. Hedgecroft – Stated that he too is concerned about the short-term rental property and is also concerned that this property receives a homestead exemption and it is owned by an investment company.
Tiffany Wallace of 711 Crestwood Drive - Asked about the status of the blue reflectors that were to be placed throughout the City. She also reported that there is excessive speeding in the area near the schools. She asked if a speeding sign could be installed in that area. She suggested that some type of mailing distribution be sent out to all residents at the end of the year to inform everyone of City news. Mayor Skelton stated that a speeding sign can be installed near the schools and the City is currently working on a flyer to distribute to residents.
5. **Consent Agenda City Official, Board, Commission, Committee, & City Service Report**
 - 5.1. *Check Detail for checks printed from November 5, 2020 through November 18, 2020.*
 - 5.2. *Minutes from the Council Meeting of November 4, 2020.*
Mayor Pro Tem Vernon made a motion to approve and Councilperson Kuehnel provided a second. The motion passed unanimously.
6. **City Official, Board, Commission, Committee, & City Service Report**
 - 6.1. *Report on LPD activity in the City with Call for Service reports for October, 2020* – Chief Tom Savage presented the Call for Service report for October, 2020. He also presented the Code Enforcement report for October, 2020. He encouraged citizens to contact the police if they observe disorderly conduct at the short-term rental location described during the citizens forum.
 - 6.2. *FY 2020 End of Year Financial Report for the City of El Lago. (Cheryl Hunter)* – Cheryl Hunter went over the end of year financial report. There was a 2.53 percent shortfall for revenues and expenditures were under by 4.44 percent. There was an excess in revenues over expenditures of \$89, 510.
7. **Council Reports**
 - 7.1. *Councilperson Michalak to report on a recommended public awareness committee regarding adherence to the City leash laws* – Councilperson Michalak presented a video to use for the leash law campaign for residents. He reported that the committee is continuing to meet to develop this campaign.
 - 7.2. *Mayor Pro Tem Vernon to report on street and sidewalk repairs.* – Mayor Pro Tem Vernon reported that WCID 50 will be working on a multimillion dollar project throughout the City to improve drainage. She was advised to wait on street repairs since this project will affect many of the City streets. She said for this reason she will focus on repairing sidewalks. The company she is working with has begun mudjacking in the higher traffic areas. Some areas of sidewalks are also being replaced.

8. New Business

- 8.1. *Consider/Approve a variance for the use of the Event Room submitted by Christina Hutton which would allow use by Girl Scout Troop 140157, a non-profit organization.* Ms. Hutton was present and informed Council that these meetings would occur every other week. Mayor Pro Tem Vernon made a motion to approve and Councilperson Clark provided a second. The vote was unanimous to approve.
- 8.2. *Consider/Approve Ordinance 473 approving amendments and additions to Appendix B to ensure minimum flood protection measures are in places as recommended by the Commissioner's Court of Harris County, Texas.* Mayor Skelton stated that the Floodplain Administrator recommended this ordinance and the City Attorney prepared it. Councilperson Kuehnel made a motion to approve and Mayor Pro Tem Vernon seconded. The motion was approved unanimously.
- 8.3. *Consider/Approve an agreement renewal with Harris County to house, support, maintain, and confine prisoners in Harris County Jails with no increase in cost.* Councilperson Michalak made a motion to approve with a second from Councilperson Findley. The vote to approve was unanimous.
- 8.4. *Consider/Approve a Memorandum of Understanding between Odyssey Academy and the City of El Lago to provide an alternate parent/student reunification site in the event of an emergency using the City Hall Event Room.* City Secretary Lewis explained that Odyssey Academy has two other agreements with other locations in place, so the Event Room would be a third option should the other places be unavailable. Mayor Pro Tem Vernon made a motion to approve and Councilperson Michalak seconded. The motion passed unanimously.
- 8.5. *Consider/Approve Ordinance 472 adopting changes to the City of El Lago's City Council Rules of Procedure to include a semiannual review of City contracts.* Councilperson Kuehnel provided a motion with a second by Councilperson Clark for approval. The vote was unanimous to approve.
- 8.6. *Consider/Approve the purchase of document management software if funded through CARES funding.* City Secretary Lewis stated that CARES funding can be utilized for software that makes it possible for cities to operate while employees work remotely. This software is a cloud-based document management software. Currently the City does not have this type of software, so employees are not able to access all files in order to work remotely. This contract is for a 5-year term and must be paid up front in order to be considered for CARES funding. Once paid, the money cannot be refunded and there is a slight risk that once submitted, the entire 5 year contract could be rejected. She contacted the Small Cities Assistance Program, which is the program aiding Harris County to distribute the CARES funding to the surrounding cities, and they stated that as long as contract was paid up front, it was submitted by the deadline, and it shows that it was directly related to COVID-19, then the expense should be reimbursable.

The Mayor recessed the meeting at 7:58 PM. The meeting was reconvened at 8:05 PM

Item 8.6 was continued. City Secretary Lewis stated the contract from Power DMS was compared to two other quotes from Laserfische and Provox last year when the need for this document management software was researched, and it is not only the least expensive option, it provides what the City needs. The total cost for 5 years is \$12,611.56. Mayor Pro Tem Vernon made a motion to approve if the contract can be adjusted to show that this is a summary cost for all 5 years, and that money be set aside from FY 2020 reserves to pay as a project expense if it is not funded by CARES Act funding. Councilperson Kuehnel provided a second. Councilpersons Clark and Findley stated they were concerned about the risk that CARES may not fund the software. Mayor Skelton stated that about \$14,000 has already been approved for reimbursement to the City, and El Lago was originally allocated up to \$168,000 in CARES money. The deadline to apply for all reimbursements is December 8, 2020. Councilpersons Michalak, Findley, Vernon, and Kuehnel voted to approve and Councilperson Clark voted against approval. The motion passed.

- 8.7. *Consider/Approve a cloud-based payment module for the iWorQ building permitting software if funded through CARES funding.* City Secretary Lewis stated that this module of the current iWorQ software would allow the public to pay online for permits and contractor registration. Since it also allows for employees to conduct work remotely, it is an eligible expense to be funded with CARES funding. This contract provided for two years at a total cost of \$1000. Councilperson Michalak made a motion for approval with a second from Councilperson Findley. Councilperson Clark stated he was concerned about the risk of CARES funding not paying for this module. Councilpersons Findley, Michalak, Kuehnel, and Vernon voted to approve, and Councilperson Clark abstained. The motion passed.

8.8. *Consider proposals for legal services and approve a contract for a City Attorney.* Mayor Skelton informed Council that the current City Attorney, Val Perkins, has not been in contact with the City and his firm is not saying what has happened with him. Currently there is an attorney with his firm that is helping the City with legal issues, however that attorney is located in Austin and is not readily available when needed. Proposals from Olson & Olson and Gregg & Gregg were presented. Mayor Skelton stated that the fees are similar, however he was impressed with Olson & Olson after meeting with them. They would have two attorneys dedicated to our City and a senior attorney would also be available to help with the bigger issues. The City currently pays \$300 per hour for legal services and both proposals are lower per hour than the current agreement. Councilperson Michalak made a motion to authorize the Mayor to enter into an agreement with Olson & Olson for legal services based upon the rates on the proposal. Mayor Pro Tem Vernon seconded. Councilpersons Michalak, Vernon, Findley, and Kuehnel voted to approve and Councilperson Clark abstained stating he did not have enough information. The motion passed.

9. Future Agenda Items

Scheduled

PEG Fund approval items

Workshop for continued discussion of Wildlife Rehab

Not Scheduled

Personnel Manual

Councilperson Findley stated that he did not need another workshop for the Wildlife Rehabilitation ordinance and would instead like to have this placed on a future agenda as an action item. Mayor Skelton stated that the taxing of short term rentals would be a topic for a meeting in January. Mayor Pro Tem Vernon reminded Council to get their topics for the City newsletter.

10. Adjournment – There being no further business the Mayor adjourned the meeting at 9:15 PM.

ATTEST:

John Skelton
Mayor

Rachel Lewis
City Secretary

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {11/01/2020} And {11/30/2020}
and District = "2 "

2 El Lago

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
112 Fires in structure other than in a building					
20-0200734	11/11/2020 15:43:17	11/11/2020 15:48:53	4	2	00:05:36
Average Response Time for District/Incident Type					00:05:36
311 Medical assist, assist EMS crew					
20-0200709	11/02/2020 16:36:18	11/02/2020 16:40:07	4	2	00:03:49
Average Response Time for District/Incident Type					00:03:49
622 No Incident found on arrival at dispatch address					
20-0200769	11/22/2020 18:32:21	11/22/2020 18:37:17	1	2	00:04:56
Average Response Time for District/Incident Type					00:04:56
Overall Average Response Time for District 00:04:47					

Total Incident Count: 3

Overall Average Response Time: 00:04:47

SEABROOK

City of El Lago Monthly Statistics

Alarm Date Between {11/01/2020} And {11/30/2020}
and District = "2 "

Total Number of Incidents	3	Total Number of Responding Personnel	22
Average Turnout per Incident	8		

RESOLUTION 2020-10

A RESOLUTION CONFIRMING THE APPOINTMENT OF A BUILDING OFFICIAL AND AN EMERGENCY MANAGEMENT COORDINATOR AND SETTING THEIR COMPENSATION, WHERE APPLICABLE.

* * * * *

WHEREAS, Ordinance No. 257 of the City of El Lago, Texas, provides for the appointment by the Mayor of an Emergency Management Coordinator and a Building Official; and

WHEREAS, Ordinance No. 257 also provides that such appointments shall be confirmed by resolution of the City Council; and

WHEREAS, Ordinance N. 257 also provides that the compensation of the appointees, where applicable, shall be set by the City Council; and

WHEREAS, the Mayor proposes the following appointments be confirmed for the Mayor's term:

- 1) Building Official – Armand Barbe; Compensation as Provided in the City Budget Approved by the City Council
- 2) Emergency Management Coordinator – Robert White; No compensation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Lago, Texas that the above appointment is confirmed and approved until the next Mayoral election in 2021.

PASSED AND APPROVED this 2nd day of December, 2020.

John Skelton, Mayor

ATTEST:

Rachel Lewis, City Secretary

John Skelton, Mayor City of El Lago

This letter serves notice that I am resigning as Emergency Management Coordinator for the city of el Lago.

Tom Merchant

December 2, 2020