



CITY OF EL LAGO

MEETING OF THE CITY COUNCIL

411 TALLOWOOD DRIVE, EL LAGO, TEXAS 77586

OCTOBER 5, 2022 – 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 at seven o'clock (7:00) PM on October 5, 2022 at the City Hall Events Room, 411 Tallowood Drive, El Lago, Texas, for the purpose of considering the numbered items below.

AGENDA

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 who wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on this agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with brief statements of factual information or existing policy. Citizens are limited to three (3) minutes for their comments to the City Council.

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

5.1. *Report on Seabrook Volunteer Fire Department activity in the City with Call for Service reports for August, 2022 and September, 2022. (Andy Gutacker)*

6. Consent Agenda

6.1. *Check Detail for checks printed from September 22, 2022 through October 5, 2022.*

6.2. *Minutes from the Council Meeting of September 21 2022.*

7. Mayor's Report

7.1. *Mayor Findley to report on City Maintenance projects and work orders.*

8. Old Business

8.1. *Consider/Approve a drainage project for McNair Park as proposed by the City Floodplain Administrator, Robert Kosar.*

9. New Business

9.1. *Discuss a presentation about archiving of social media account data by Archive Social.*

9.2. *Consider/Approve Resolution 2022-23 Amending the schedule of fees for the review of applications and granting building permits.*

10. Future Agenda Item Requests

Scheduled

4th Quarter investment report – Nov 2nd

4th Quarter financial report – Nov 2nd

11. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

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).

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.

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

**Seabrook Volunteer Fire Department
City of El Lago Monthly Statistics
Alarm Date Between (08/01/2022) AND (08/31/2022)
EL LAGO DISTRICT**

Incident Date	Incident Number	Alarm Date	Arrival Date	Dispatched Date	Incident Type	District	Personnel Turnout	Dispatch to Onscene M:SEC
8/5/2022	220576	12:32:46 PM	12:43:28 PM	12:35:09 PM	Animal rescue	El Lago	9	0:08:19
8/5/2022	220578	3:10:04 PM	3:13:58 PM	3:13:58 PM	Electrical wiring/equipment problem, other	El Lago	9	0:00:00
8/6/2022	220581	4:41:22 PM	4:48:36 PM	4:42:46 PM	Medical assist, assist EMS crew	El Lago	10	0:05:50
8/6/2022	220582	4:42:28 PM	4:47:30 PM	4:45:14 PM	Gas leak (natural gas or LPG)	El Lago	12	0:02:16
8/7/2022	220587	8:50:45 AM	8:58:33 AM	8:54:25 AM	Medical assist, assist EMS crew	El Lago	8	0:04:08
8/8/2022	220590	7:22:59 PM	7:25:23 PM	7:24:27 PM	Smoke or odor removal	El Lago	16	0:00:56
8/10/2022	220595	5:16:26 PM	5:21:37 PM	5:21:32 PM	Motor vehicle accident with injuries	El Lago	6	0:00:05
8/11/2022	220600	8:24:08 PM	8:30:13 PM	8:28:12 PM	Unauthorized burning	El Lago	13	0:02:01
8/13/2022	220603	9:57:26 AM	10:03:07 AM	10:00:33 AM	Smoke or odor removal	El Lago	13	0:02:34
8/16/2022	220613	2:49:03 PM	2:53:52 PM	2:50:02 PM	Medical assist, assist EMS crew	El Lago	4	0:03:50
8/22/2022	220633	3:28:49 PM	3:34:04 PM	3:31:17 PM	Mobile property (vehicle) fire, other	El Lago	9	0:02:47
8/22/2022	220635	5:25:37 PM	5:31:16 PM	5:28:06 PM	False alarm or false call, other	El Lago	9	0:03:10
8/24/2022	220640	8:35:48 PM	8:41:07 PM	8:36:47 PM	Medical assist, assist EMS crew	El Lago	7	0:04:20
Total Incident Count:		13	Average Turnout:	10		Average Response Time:		0:03:06

*Note- There were no calls cancelled en route.

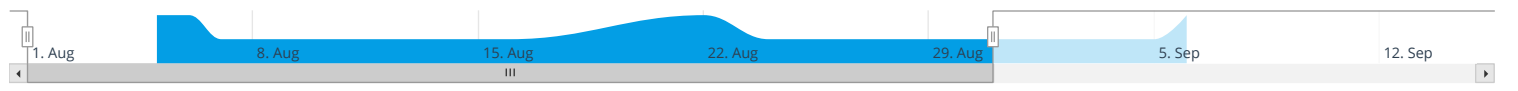
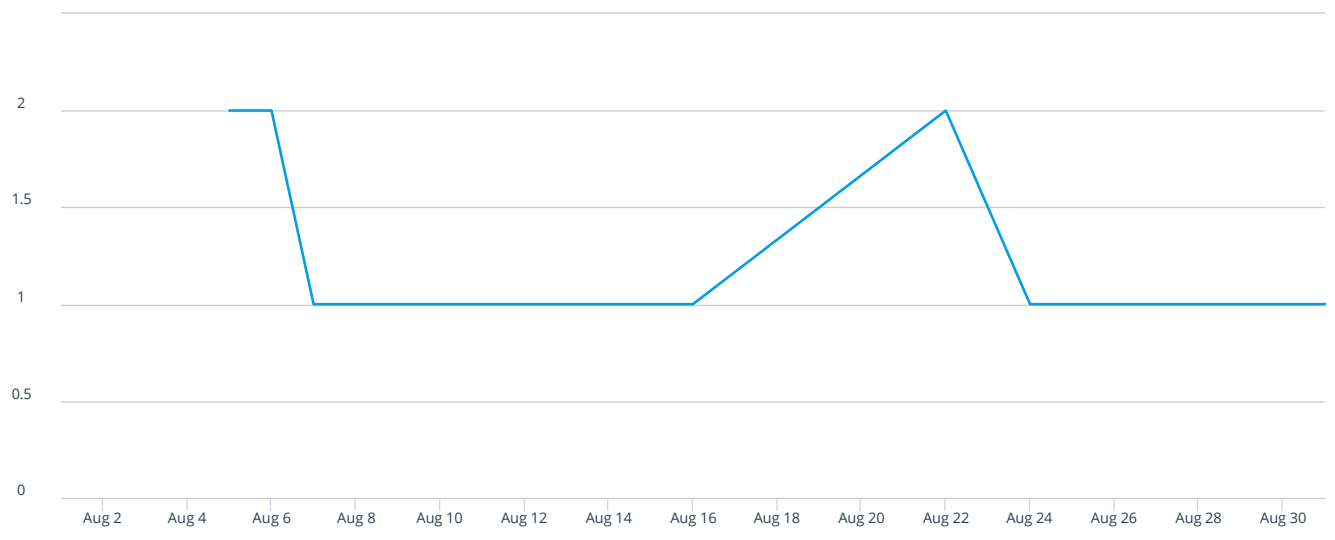
Custom ▾ Aug 1, 2022 - Aug 31, 2022 ▾

62%
FIRE
 Percentage of Total Incidents

38%
EMS
 Percentage of Total Incidents

13
INCIDENTS
 In Selected Time Slice

31
DAYS
 In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	8/7/22	8/14/22	8/21/22	8/28/22	9/4/22	9/11/22	9/18/22	9/25/22	10/2/22	10/9/22	10/16/22	10/23/22	10/30/22	Total
(13) Mobile property (vehicle) fire				1										1
(31) Medical assist	2		1	1										4
(32) Emergency medical service (EMS) incident		1												1
(41) Combustible/f... spills & leaks	1													1
(44) Electrical wiring/equipm.. problem	1													1
(53) Smoke, odor problem		2												2
(54) Animal problem or rescue	1													1
(56) Unauthorized burning		1												1
(70) False alarm and false call, other				1										1
Total	5	4	1	3										13



CITY OF EL LAGO
MINUTES OF THE SEPTEMBER 21, 2022
REGULAR CITY COUNCIL MEETING
411 TALLOWOOD DRIVE, EL LAGO,
TEXAS 77586

1. **Call to Order** Mayor Findley 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 Shawn Findley
Mayor Pro Tem Ann Vernon
Councilperson Jeff Michalak
Councilperson Charles Parette
Councilperson Darin Clark
ABSENT: Councilperson John Skelton

4. **Citizen Comments**

Joan Schneck of 522 Seaway Drive informed Council the next Neighborhood Night Out was scheduled to take place on October 4, 2022, and she suggested the time 5:00 PM to 7:00 PM be considered for the event that day.

Albert Smith stated he was not a resident but was in attendance at the meeting to represent Carla Wyatt who was running for Harris County Treasurer, and she would like to have support in the upcoming election.

5. **Public Hearing**

5.1. *Public hearing regarding the proposed tax rate of \$0.435857 per \$100 valuation for 2022.*

Jeff Tave of 302 Pineview Circle stated he wanted to acknowledge Council for keeping recycling in the proposed budget for consideration later in the meeting.

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

6.1. *Report on LPD activity in the City with Call for Service reports for August, 2022.* Chief Nunn went over the Calls for Service report and the Hot Spot report. He stated there were 523 calls and about half of them were traffic enforcement. He reported an incident which occurred within the past week involving a man in a vehicle asking children if they wanted a ride. He stated they were able to gain images of the vehicle from residents and using social media were able to determine a suspect. The suspect was a registered sex offender out of Galveston County. He said the school was alerted.

7. **Consent Agenda**

7.1. *Check Detail for checks printed from September 8, 2022 through September 21, 2022.*

7.2. *Minutes from the Council Meetings of September 7, 2022.*

Mayor Findley asked if there were any objections to approval of the consent agenda. Hearing none, he declared the consent agenda approved.

8. **Old Business**

8.1. *Consider/Approve proposed City Park Rules and Regulations.* Chief Nunn informed Council after he was contacted by the Parks Board to determine rules to be posted in City parks, he searched for rules in parks nationwide, and those listed were the ten most common rules utilized in parks. Councilperson Parette made a motion to approve and Councilperson Clark seconded. Councilperson Clark then stated he would like to strike items 2 and 3 from the list which included "no alcohol" and no illegal drugs, since drugs were already deemed illegal by law. Councilperson Michalak suggested posting there would be a zero-tolerance policy regarding illegal drugs. Mayor Pro Tem Vernon made a motion to amend the rules to remove item 2, replace item 3 with a zero-tolerance policy regarding illegal drugs, adding the word "any" after the word molest in item 9, and

adding the word “overnight” before “camping” in item 10. Councilperson Clark seconded. There was unanimous approval to amend the motion. Mayor Findley then called for a vote on the original motion which passed unanimously.

9. New Business

- 9.1. *Consider/ Approve Ordinance 491 adopting the FY 2023 budget with a total tax rate of total \$0.435857 incomes of \$2,494,859 and total expenses of \$2,826,682* Councilperson Parette made a motion to approve and Councilperson Michalak provided a second. Mayor Pro Tem Vernon said she wanted more information regarding the drainage project for McNair Park and felt the monies dedicated toward recycling in the budget would be better spent on that project. Councilperson Clark said the residents were promised recycling would be reinstated once the monies were available. Mayor Pro Tem Vernon said there was not a surplus in the proposed budget, and recycling is a personal service that not all residents utilize. She disagreed the whole city should pay for a service only some residents use. Mayor Pro Tem Vernon made a motion to amend to remove the \$20,000 for recycling to return to the general fund. The motion died due to lack of a second. Mayor Findley called for a vote on the original motion. This was a roll call vote. Councilpersons Michalak, Parette, Clark, and Vernon voted “Aye” and there were none opposed. The motion to approve passed.
- 9.2. *Consider/Approve ratifying the property tax increase reflected in FY 2023 Budget.* Mayor Pro Tem Vernon made a motion approve with a second from Councilperson Parette. Approval was unanimous.
- 9.3. *Consider/Approve the portion of the FY 2023 tax rate dedicated to maintenance and operations be \$0.389809 and debt service be \$0.046048.* Mayor Pro Tem Vernon made a motion to approve and Councilperson Parette seconded. There was unanimous approval.
- 9.4. *Consider/Approve the total FY 2023 tax rate of \$0.435857 as reflected in the proposed FY2023 budget.* Councilperson Michalak made a motion to approve the property tax rate be increased by the adoption of a tax rate of \$0.435857, which was effectively a 3.1% increase in the tax rate. Councilperson Parette seconded. The Mayor called for a roll call vote. Councilpersons Michalak, Parette, Clark, and Vernon voted “Aye” and there were none opposed. The motion passed.
- 9.5. *Consider/Approve Ordinance 492 Levying Ad Valorem taxes for the year 2022 for the use and support of the municipal government of the City of El Lago’s FY2023 budget with a total tax rate of \$0.435857 as reflected in the proposed FY2023 budget.* Councilperson Parette made a motion to approve Ordinance 492, and that the property tax rate be increased by the adoption of a tax rate of \$0.435857, which was effectively a 3.1% increase in the tax rate. Mayor Pro Tem Vernon seconded. Mayor Findley called for a roll call vote. Councilpersons Parette, Vernon, Michalak, and Clark voted, “Aye” and there were none opposed. The motion passed.
- 9.6. *Discuss an update provided by Floodplain Administrator, Robert Kosar, regarding the Substantial Damage Management Plan (SDP).* Bob Kosar explained and reviewed with Council the Substantial Damage Management Plan with updates since the plan was issued in 2021.
- 9.7. *Consider/Approve Resolution 2022-22 approving the City’s Repetitive Loss Area Analysis relative to the identification and evaluation of repetitive flood insurance loss claims.* Floodplain Administrator, Bob Kosar, explained the repetitive loss process to Council and Mayor Finley informed Council the resolution must be adopted annually as a requirement of the Community Rating System (CRS) by FEMA. Mayor Pro Tem Vernon made a motion to approve with a second from Councilperson Clark. Approval was unanimous.

10. Move meeting into a Workshop Session to discuss the following: (no motions to be made during the workshop period)

- 10.1. *Discuss the American Rescue Plan Act (ARPA) funded items and planned projects.*
The Mayor and Council discussed planned projects which would utilize ARPA funds. Mayor Pro Tem Vernon stated she would get costs together to replace the pool skimmers, Mayor Findley would research costs for a generator at City Hall, and City Secretary, Rachel Lewis, would obtain pricing for pool furniture and picnic tables. Councilperson Parette said he would research costs for repainting the light poles in McNair Park. It was determined the \$20,000 listed for a pool pump house would be deleted, and \$10,000 would be added for the pool skimmer system. The other \$10,000 would go toward to cost of the McNair Park drainage project.

11. Adjourn Workshop Session and move meeting into an Executive Session as allowed by Texas Local Government Code §551.074 to discuss Legal and Personnel Matters. Mayor Findley adjourned the regular session and moved the meeting into Executive Session at 8:28 PM.

11.1. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Court Administrator.

12. Adjourn Executive Session and move meeting back into Regular Session Mayor Findley adjourned Executive Session and moved the meeting back into Regular Session at 8:48 PM.

13. Future Agenda Item Requests

Scheduled

Review of City Contracts – Oct 5th

Report by Tom Merchant – Oct 5th

Archive Social Presentation – Oct 5th

14. Adjournment There being no further business, Mayor Findley adjourned the meeting at 8:49 PM.

Shawn Findley
Mayor

ATTEST:

Rachel Lewis
City Secretary

RESOLUTION NO. 2022-23

A RESOLUTION OF THE CITY OF EL LAGO, TEXAS ADOPTING THE SCHEDULE OF FEES FOR THE REVIEW OF APPLICATIONS AND THE GRANTING OF BUILDING PERMITS

* * * * *

WHEREAS, Pursuant to Chapter 4, Section 4-24 of the Code of Ordinances of the City of El Lago, the City of El Lago City Council is required to adopt a schedule of fees for the review of applications and the granting of building permits and to ensure that the schedule is posted as required by law and maintained in the office of the City Secretary; and

WHEREAS, the City Council last reviewed and adopted a schedule of fees in February, 2020, April, 2020, and July, 2022: and;

WHEREAS, the fee rates for structural permitting must be amended to include costs associated with third party building inspection and review company fee rates; and

WHEREAS, the City Council has reviewed the schedule of fees as contained on the City of El Lago Building Permit Fee Schedule attached to this Resolution as Exhibit "A" and finds that such fees are reasonable and reasonably cover the actual costs of services provided by the City in its review of applications and granting of building permits;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL LAGO, TEXAS:

Section 1. The schedule of fees contained on the attached Exhibit "A" City of El Lago Building Permit Fee Schedule is hereby adopted:

PASSED, APPROVED AND ADOPTED this the **5th day of October, 2022.**

SHAWN FINDLEY
Mayor
City of El Lago, Texas

ATTEST:

Rachel Lewis
City Secretary
City of El Lago, Texas

Exhibit A

CITY OF EL LAGO
BUILDING PERMIT FEE SCHEDULE
Effective October 5, 2022

Residential and Commercial construction within the City of El Lago requires a building permit. 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 whichever 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.

Cosmetic Changes

Cosmetic repairs to structures (not to exceed \$20,000) may be made without application for a 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 alteration of plumbing or sewer piping, electrical wiring or mechanical alterations, repairs made to recover from a disaster, or additions. If in doubt what constitutes cosmetic changes, please contact the El Lago building department at (282) 326-1951 ext. 110 to confirm an on-site consultation.

CONTRACTOR'S REGISTRATION

ANNUAL REGISTRATION (Per state law, Plumbers do not pay the fee) \$50.00

BUILDING PERMITS

GENERAL CONTRACTOR'S PERMIT \$20.00

A General contractor's permit is required for ALL work (cosmetic included) being performed, with or without sub-contractors, with a total retail value of \$20,000 or more.

CONTRACTOR'S PERMIT \$75 per Inspection

A permit is required for repair, moving, demolishing, renovation or new construction including the following:

- HVAC
- Commercial Signage
- 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
- Natural Gas Line Additions/Repairs
- Add/Move Plumbing Fixtures
- Driveway and sidewalks
- Plumbing replacement and repairs within the slab
- Fencing (other than exact replacement)
- Palapa

WATER HEATERS (per inspection) \$75.00

SWIMMING POOL/SPA PERMIT – (In-ground Only) \$500.00

(5 inspections are included, any additional are \$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.

COMMERCIAL CERTIFICATE OF OCCUPANCY PERMITS \$150/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

STRUCTURAL PERMITS**See fee structure below****(New construction, additions and/or moving of walls and/or changes to the general structure of a building or home)**

If the City contracts with a third-party company to review and/or inspect, then costs for third-party inspections and/or reviews will be charged, plus an additional 5% for processing.

Single Family Dwelling	<u>Per inspection</u>	<u>Plan Review</u>
0 to 1799 square feet	\$100.00	\$100.00
1800-2999 square feet	\$200.00	\$200.00
3000-5000 square feet	\$300.00	\$300.00
Each 1000 square feet over 5000	\$100.00	\$100.00
 Commercial Structures		
0-4000 square feet	\$200.00	\$200.00
Each 1000 square feet over 4000	\$100.00	\$100.00

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