



CITY OF EL LAGO

AGENDA CITY COUNCIL MEETING 411 TALLOWOOD DRIVE, EL LAGO, TEXAS 77586 FEBRUARY 3, 2021 **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 January 21, 2021 through February 3, 2021.*
- 5.2. Minutes from the Council Meeting of January 20, 2021.*

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

- 6.1. SVFD monthly activity report (Chief Andy Gutacker)*

7. Council Member's Reports

- 7.1. Councilperson Michalak to report on analysis of Wells Fargo and TexPool accounts with rates of returns versus fees.*

8. New Business

- 8.1. Consider/Approve Ordinance 474 to call the 2021 City of El Lago General Election for May 1, 2021.*
- 8.2. Consider/Approve items for video capability and studio improvements of the El Lago Council Chambers using PEG funds acquired from cable franchises allotted for this purpose.*

9. Future Agenda Item Requests

Scheduled

Wildlife Rehabilitation Ordinance

Personnel Manual

Contract List Review

Hotel Occupancy Tax and Permit Ordinances

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
 January 21 through February 3, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	ACH...	01/21/2021	Baillie, Dea...		10102 · General...	
					70100 · Administr...	(731.60)
					25200 · FWT pa...	20.00
					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						(655.63)
Paych...	ACH...	01/21/2021	De Leon, A...		10102 · General...	
					70120 · Mainten...	(1,084.17)
					70120 · Mainten...	(154.88)
					70120 · Mainten...	(309.76)
					25500 · Med. & ...	17.31
					71300 · Telephone	(20.00)
					25200 · FWT pa...	140.00
					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						(1,293.02)
Paych...	ACH...	01/21/2021	Hunter, Ch...		10102 · General...	
					70100 · Administr...	(914.40)
					25200 · FWT pa...	44.00
					70220 · Social S...	(56.69)
					25300 · FICA Pa...	56.69
					25300 · FICA Pa...	56.69
					70220 · Social S...	(13.26)
					25300 · FICA Pa...	13.26
					25300 · FICA Pa...	13.26
TOTAL						(800.45)

City of El Lago
Check Detail
 January 21 through February 3, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	ACH...	01/21/2021	Klingle, Br...		10102 · General...	
					74010 · Court Cl...	(1,907.00)
					25400 · Pension ...	114.42
					70210 · Pension	(114.42)
					25400 · Pension ...	114.42
					25200 · FWT pa...	169.00
					70220 · Social S...	(118.24)
					25300 · FICA Pa...	118.24
					25300 · FICA Pa...	118.24
					70220 · Social S...	(27.65)
					25300 · FICA Pa...	27.65
					25300 · FICA Pa...	27.65
TOTAL						(1,477.69)
Paych...	ACH...	01/21/2021	Lewis, Rac...		10102 · General...	
					70100 · Administ...	(1,836.62)
					25400 · Pension ...	128.56
					71300 · Telephone	(20.00)
					25200 · FWT pa...	204.00
					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						(1,383.56)
Paych...	ACH...	01/21/2021	Means, Der...		10102 · General...	
					70120 · Mainten...	(1,730.69)
					25400 · Pension ...	50.00
					71300 · Telephone	(20.00)
					25200 · FWT pa...	156.00
					70220 · Social S...	(107.31)
					25300 · FICA Pa...	107.31
					25300 · FICA Pa...	107.31
					70220 · Social S...	(25.09)
					25300 · FICA Pa...	25.09
					25300 · FICA Pa...	25.09
TOTAL						(1,412.29)

City of El Lago
Check Detail
 January 21 through February 3, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Paych...	ACH...	01/21/2021	Stokes, Dia...		10102 · General...	
					70100 · Administ...	(734.34)
					25200 · FWT pa...	25.00
					70220 · Social S...	(45.53)
					25300 · FICA Pa...	45.53
					25300 · FICA Pa...	45.53
					70220 · Social S...	(10.65)
					25300 · FICA Pa...	10.65
					25300 · FICA Pa...	10.65
TOTAL						(653.16)
Liabilit...	ACH...	01/21/2021	ICMA Retir...	2021-01-21 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...	ACH...	01/21/2021	EFTPS	74-1612666 2021-01-21 ...	10102 · General...	
				74-1612666 2021-01-21 ...	25200 · FWT pa...	(758.00)
				74-1612666 2021-01-21 ...	25300 · FICA Pa...	(136.35)
				74-1612666 2021-01-21 ...	25300 · FICA Pa...	(136.35)
				74-1612666 2021-01-21 ...	25300 · FICA Pa...	(583.02)
				74-1612666 2021-01-21 ...	25300 · FICA Pa...	(583.02)
TOTAL						(2,196.74)
Bill P...	ACH...	02/01/2021	Lakeview P...	FY2021 LPD Budget Pa...	10102 · General...	
Bill	2021...	02/01/2021		FY2021 LPD Budget Pay...	75100 · Police D...	(71,573.55)
TOTAL						(71,573.55)
Bill P...	ACH...	01/29/2021	Corbin, Jef...	LPD Commissioners H...	10102 · General...	
Bill	2021...	01/29/2021		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)

City of El Lago
Check Detail
 January 21 through February 3, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill P...	ACH...	01/29/2021	Findley, Sh...	Council Position 1 Hon...	10102 · General...	
Bill	2021...	01/29/2021		Council Position 1 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	ACH...	01/29/2021	Kuehnel, K...	Council Position 4 Hon...	10102 · General...	
Bill		01/29/2021		Council Position 4 Honor...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	ACH...	01/29/2021	O'Brien, Mi...	LPD Commissioners H...	10102 · General...	
Bill	2021...	01/29/2021		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	ACH...	01/29/2021	O'Donel, R...	LPD Commissioners H...	10102 · General...	
Bill	2021...	01/29/2021		LPD Commissioners Ho...	70600 · Honoraria	(25.00)
TOTAL						(25.00)
Bill P...	ACH...	01/29/2021	Skelton, Jo...	Mayor Honoraria for 20...	10102 · General...	
Bill	2021...	01/29/2021		Mayor Honoraria for 202...	70600 · Honoraria	(150.00)
TOTAL						(150.00)
Bill P...	ACH...	01/29/2021	Vernon, Ann	Honoraria - Council Po...	10102 · General...	
Bill	2021...	01/29/2021		Honoraria - Council Posit...	70600 · Honoraria	(50.00)
TOTAL						(50.00)
Bill P...	ACH...	01/25/2021	Comcast	8777-70-112-0104051-9...	10102 · General...	
Bill	2021...	01/25/2021		computer @ 98 Lakesho...	71903 · Comput...	(89.09)
				telephone @ 98 Lakesho...	71300 · Telephone	(89.09)
TOTAL						(178.18)

City of El Lago
Check Detail
 January 21 through February 3, 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Bill P...	11483	02/01/2021	Seabrook ...	2021-02	10102 · General...	
Bill	2021...	02/01/2021		2021-02	75300 · Fire Dep...	(13,052.07)
TOTAL						(13,052.07)
Bill P...	11484	02/01/2021	Nassau Ba...	2021-02	10102 · General...	
Bill	2021...	02/01/2021		2021-02	73300 · Emerge...	(2,500.00)
TOTAL						(2,500.00)
Bill P...	11487	01/31/2021	Barbe, Arm...	Building Inspection Fe...	10102 · General...	
Bill	2021...	01/31/2021		Building Inspection Fees ...	72000 · Building ...	(1,700.00)
TOTAL						(1,700.00)
Bill P...	11494	02/03/2021	Accu-Tech ...	Color Machine Monthly...	10102 · General...	
Bill	27514	01/22/2021		Color Machine Monthly ...	71600 · Office S...	(50.00)
TOTAL						(50.00)
Bill P...	11495	02/03/2021	Fire Safe P...	Monitor Fire Alarm Ann...	10102 · General...	
Bill	SM1...	01/21/2021		Monitor Fire Alarm Annual	70360 · Fire Prot...	(540.00)
TOTAL						(540.00)
Bill P...	11496	02/03/2021	Hendricks, ...	Bailiff Fee for 01/19/2021	10102 · General...	
Bill	2021...	01/20/2021		Bailiff Fee for 01/19/2021	74410 · Bailiff S...	(75.00)
TOTAL						(75.00)



CITY OF EL LAGO

MINUTES OF THE JANUARY 20, 2021 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 7:04 PM.
2. **Invocation and/or Pledge of Allegiance** – No pledges could be held, however Mayor Skelton called for a moment of silence for former Mayor Robbie White who was battling serious health issues.
3. **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
4. **Citizen Comments** All participants were unmuted for comments, however there were no citizen comments.
5. **Consent Agenda City Official, Board, Commission, Committee, & City Service Report**
 - 5.1. *Check Detail for checks printed from January 7, 2021 through January 20, 2021.*
 - 5.2. *Minutes from the Council Meeting of January 6, 2021.*
Mayor Pro Tem Vernon made a motion to approve and Councilperson Findley provided a second. The vote was unanimous to approve by a roll call vote.
6. **City Official, Board, Commission, Committee, & City Service Report**
 - 6.1. *Report on LPD activity in the City with Call for Service reports for November and December, 2020.*
Chief Tom Savage was unable to connect to the meeting. Mayor Pro Tem Vernon made a motion to postpone the LPD report to the February 3, 2021 meeting and Councilperson Clark seconded. The vote to postpone was unanimous by roll call.
 - 6.2. *FY 2021 First Quarter Financial Report for the City of El Lago.* Cheryl Hunter presented the 1st Quarter Financial Report. She reviewed the balance sheet and reported total assets of \$891,783, total liabilities of \$106,196, and a fund balance of \$785,587. She then went over the revenues and expenditures with a benchmark of 25%. Total revenues were \$398,447 and total expenditures were \$455,364. Mayor Pro Tem Vernon requested that the METRO funds be moved from the operating account to the METRO fund account. Ms. Hunter stated that she was informed by the City Secretary that Council would like to have a breakdown of all accounts in future reports and she will include these in the future. Mayor Skelton stated he has placed an emphasis on collecting back taxes and will meet with the tax attorneys next month regarding the collection of delinquencies.
7. **New Business**
 - 7.1. *Stephanie Harris to present the FY 2019 end of the year audit.* Ms Harris went over the audit ending on September 30, 2019. The City receive a clear opinion. The total net position was \$4,911,160. Total revenues were \$2,164,825, and total expenditures were \$2,337,790, for a net change in fund balance of (\$172,965). This resulted in an ending fund balance for September 30, 2019 of \$733,280. Ms. Harris informed Council that there was a continued concern regarding the Municipal Court due to delayed issuance of citations and delays in deposits. She reported that meetings with the Mayor and management yielded new processes for increased supervision.
 - 7.2. *Consider/Approve the end of the year FY 2019 audit by Belt Harris Pechacek.* Councilperson Michalak made a motion to approve with a second from Councilperson Kuehnel. Mayor Pro Tem Vernon made a motion to amend to approve the audit as presented with a correction to the statement on page 9 to state “effective tax rate” rather than a “tax decrease” for 2020. Councilperson Michalak seconded. The vote to approve the amended motion was unanimous by roll call. The Mayor called for a vote on the original motion by roll call which was also unanimous.

- 7.3. *Consider/Approve an agreement to contract for service with Belt Harris Pechacek for the 2020 end of year audit.* Councilperson Clark motioned and Councilperson Michalak seconded the approval of an agreement for contract. The vote was unanimous by roll call.
- 7.4. *Consider/Approve Ordinance 474 Adopting Amendment No.1 to the budget for FY 2020.* Cheryl Hunter went over the amendment which increased expenditures for FY 2020 by \$83,627, resulting in total expenditures of \$2,312,175. This was supported by the operating fund. Ms. Hunter reported that upon further review, lines 70130 and 71000 could be deleted on the attachment to the ordinance as no adjustments are needed for those line items. There were no objections to vote on the ordinance with one reading. Mayor Pro Tem Vernon made a motion to approve with the adjustments presented and there was a second from Councilperson Kuehnel. The roll call vote was unanimous to approve.
- 7.5. *Consider/Approve Resolution 2021-02 supporting Greater Harris County 9-1-1 legislation.* Mayor Pro Tem Vernon mad a motion to approve and Councilperson Michalak seconded. The roll call vote was unanimous.
- 7.6. *Consider/Approve the 1st Quarter FY 2021 Investment Report.* Councilperson Michalak went over the report. The total earned from interest was \$1.52 bringing the ending balance to \$5299.13. He stated the objective was to maintain capital without loss. Motion for approval was made by Councilperson Michalak with a second from Councilperson Findley. The vote was unanimous by roll call.

8. Adjourn into an Executive Session as allowed by Texas Local Government Code §551.074 to discuss Personnel Matters. Mayor Skelton adjourned into Executive Session at 8:26 PM

9. Move meeting back into Regular Session The Mayor moved the meeting back into Regular Session at 9:30 PM.

10. Future Agenda Items

Scheduled

PEG Fund approval items
 Workshop for continued discussion of Wildlife Rehab
 Wildlife Rehabilitator ordinance
 Contract List Review
 Hotel Occupancy Tax and Permit ordinances

Not Scheduled

Personnel Manual

Mayor Pro Tem Vernon stated the Personnel Manual Committee was in the process of reviewing a proposed manual and it should be ready for consideration by Council at the March 3, 2021 meeting. Mayor Skelton stated he would like to have an expense versus reward report comparing TexPool with Wells Fargo for a future agenda.

11. Adjournment – There being no further business the Mayor adjourned the meeting at 9:38 PM.

ATTEST:

John Skelton
 Mayor

Rachel Lewis
 City Secretary

ORDINANCE 474

AN ORDINANCE OF THE CITY OF EL LAGO, TEXAS, ORDERING A REGULAR CITY OFFICERS ELECTION TO BE HELD ON THE 1ST DAY OF MAY, 2021; PRESCRIBING THE FORM OF THE BALLOT; DESIGNATING THE POLLING PLACES AND APPOINTING ELECTION OFFICIALS FOR SUCH ELECTION; PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; MAKING CERTAIN FINDINGS; AND PROVIDING FOR SEVERABILITY.

WHEREAS, Section 3.004 (a) of the Texas Election Code directs that the governing body of the City of El Lago shall order the general election for City Officers in the City; and

WHEREAS, Section 41.001 of the Texas Election Code establishes May 1, 2021 as a “uniform election date” for the purposes of conducting the election; and

WHEREAS, the Mayor and two (2) positions on the City Council are to be contested in this election.

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

Section 1. Findings.

The findings contained in the preamble to this Ordinance are determined to be true and correct and are hereby adopted as a part of the Ordinance.

Section 2. Election Order- City Officers.

It is hereby ordered that a Regular Election be held in the City of El Lago on the 1st day of May, 2021, at which election the following officers shall be elected by the qualified voters of the City:

POSITIONS:

Mayor

Council Position 1

Council Position 2

Section 3. Polling Place and Election Officers.

The present boundaries of the City constituting one election precinct, the polls shall be open for voting from seven (7:00) AM until seven (7:00) PM at the following polling place and the following are hereby appointed officers to conduct the election at said polling place:

POLLING PLACE:

City of El Lago City Hall

411 Tallowood

El Lago, TX 77586

ELECTION OFFICERS:

Charles Chiampi

Natalie Ong (Alternate Judge)

The City Secretary is hereby authorized and directed to provide a copy of this Ordinance to the judges as written notice of their appointment as required by Section 32.009 of the Texas Election Code.

The Presiding Judge shall have the authority to appoint no more than two (2) clerks to assist in the holding of such election, but in no event shall the Presiding Judge appoint less than one clerk. Said election officers shall also serve as the Early Voting Ballot Board for such election: the Presiding Judge of such election precinct shall also serve as the Presiding Officer of the Early Voting Ballot Board.

The Election Judge shall be compensated at an hourly rate of \$16.00 and election clerks shall be compensated at an hourly rate of \$14.00 as provided by Section 32.091 (a) of the Texas Election Code. The Election Judge shall be compensated in the amount of \$25.00 for the delivery of election equipment and supplies as provided by Section 32.092 (a) of the Texas Election Code, if such delivery is necessary. The City will pay for any required training of the City's election judges and clerks. Judges and clerks will also be reimbursed for travel and will be paid at the set hourly rates for training time.

Section 4. Early Voting.

The City Secretary is hereby appointed clerk for early voting; the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.001 of the Texas Election Code.

The City of El Lago City Hall, at 411 Tallowood Drive, El Lago, TX 77586, is hereby designated as the place for early voting for such election. Said clerks shall keep said office open during regular office hours, that is, from nine (9:00) AM until five (5:00) PM Monday through Thursday, nine (9:00) AM until twelve (12:00) PM, with additional extended hours from seven (7:00) AM until seven (7:00) PM on the last 2 dates of early voting which occur on a weekday, that is Monday through Friday. Early voting will begin on the 12th day and continue through the 4th day preceding the date of the election, which is not a Saturday, Sunday, or an official state holiday.

Said clerks shall not permit anyone to vote early by personal appearance on any day which is not a regular working day for the clerk's office, and under no circumstances shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The above described place for early voting is also the clerk's mailing address to which ballot applications and ballots voted by mail may be sent. The early voting clerk, in accordance with the provisions of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

Section 5. Ballots.

All ballots shall be prepared in accordance with the Texas Election Code. The system used for voting shall be paper ballots, which are to be used for early voting by mail and for provisional voting both on Election Day and during early voting by personal appearance. All expenditures necessary for the conduct

of the election, the purchase of materials therefore, and the employment of all election officials is hereby authorized.

Section 6. Election Supplies.

The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such election.

Section 7. Notice.

Notice of this election shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such election and returns of such election shall be made to the City Secretary after the closing of the polls.

Section 8. Applicable Law.

Said election shall be held in accordance with the Texas Election Code and the Federal Voting Rights Act of 1965, as amended.

Section 9. Severability.

In the event that any provision, section, subsection, sentence, clause, or phrase of this Ordinance or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance or their application to other person or set of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

PASSED, APPROVED, AND ADOPTED THIS 3rd DAY OF FEBRUARY, 2021.

John F. Skelton, Mayor

ATTEST:

Rachel Lewis, City Secretary