



CITY OF EL LAGO
MINUTES OF THE FEBRUARY 15, 2023
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 John Skelton
Councilperson Darin Clark
Councilperson Charles Parette
Councilperson Jeff Michalak

4. **Citizen Comments**

Brian Freedham of the Bay Area Houston Economic Partnership introduced himself as the new President of the organization. He discussed projects and the purpose of the organization as well.

Jeff Tave of 302 Pineview Circle questioned whether the internet and tv connections would be cut from the Fitness Center to save money. He also stated he would like to remind Council to obtain three bids for service contracts. Mayor Findley informed him Comcast would be involved in reducing cable boxes soon.

5. **Proclamations and Special Recognitions**

5.1. *Mayor to recognize City Secretary, Rachel Lewis, for earning the designation of Texas Registered Municipal Clerk.* Mayor Findley recognized City Secretary, Rachel Lewis, for obtaining her certification as a Texas Registered Municipal Clerk.

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

6.1. *Introduction of new City employee, Norma Simon* City Secretary Lewis introduced Norma Simon as the new part-time Office Assistant at City Hall.

7. **Councilpersons Reports**

7.1. *Mayor Pro Tem Vernon to report on a Movie in the Park.* Mayor Pro Tem Vernon informed Council there would be a Movie in the Park offered every month beginning March 24, 2023. She said it would be advertised using all social media outlets and the website.

8. **Consent Agenda**

8.1. *Check Detail for checks printed from February 2, 2023 through February 15, 2023.*
8.2. *Minutes from the Council Meeting of February 1, 2023.*
Hearing no objections, Mayor Findley declared the consent agenda approved.

9. **Mayor's Report**

9.1. *Mayor Findley to report on City Maintenance projects and work orders.* Mayor Findley presented a listing of January, 2023 work orders by the City Maintenance personnel. He also informed Council of several specific projects underway including the light pole painting and installation of the concrete surrounds, gather information for the purchase of new holiday street

banners and wind nets for the tennis courts, the installation of a new water fountain at McNair Park, and a repair of the controller for the splash pad.

- 9.2. *Mayor Findley to report on the status of code violation and processes.* The Mayor provided updates on properties with current code issues. 607 Seaway was cited four times and is awaiting jury trials, but the residents have cleaned up the most current code violation issues. 414 Hickory Ridge was in the permitting process and the owners were gathering cost estimates for the Floodplain Administrator to approve in order to issue a permit for remodeling. 1607 Lake Arbor does not have a current permit issued but the Mayor said he planned to contact the owner regarding his plans. Mayor Findley stated he has been in contact with the new building inspection service providers and will hear back soon as to a possible code enforcement plan for service. He also reported the officer at Lakeview Police Department who was trained for code enforcement had begun to address issues and issue citations.

10. New Business

- 10.1. *Consider/ Approve a proposal by Rob O'Donel to create two pickleball courts at the City tennis courts.* Rob O'Donel presented a proposal for creating two pickleball courts on the third tennis court. It included costs for striping and equipment. The proposal is attached. Mayor Pro Tem Vernon made a motion to postpone until the next meeting and there was a second from Councilperson Clark. The vote to postpone was unanimous.

11. Move meeting into a Workshop Session to discuss the following: (no motions to be made during the workshop period) The Mayor moved the meeting into a workshop session at 7:40 PM.

- 11.1. *Discuss issues related to animal control in the City and current increase in calls for loose dogs.* Council discussed ideas for agreements for kenneling and education campaign ideas. Mayor Findley stated he would have the City Attorney review the ideas and will also seek costs for help with animal control from neighboring cities.

12. Adjourn Workshop Session and move meeting back into Regular Session Mayor Findley adjourned the workshop session and moved the meeting back into Regular Session at 8:13 PM.

13. Future Agenda Item Requests

Scheduled

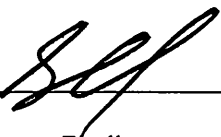
Pool Furniture quotes – Mar. 1st

Report on status of ARPA projects – Mar. 1st

Amend interlocal agreement for LPD – Mar 1st


Mayor Findley said the postponed item for installation of pickleball courts would be set for the March 1, 2023 agenda. Councilperson Skelton said he may have a resolution in support of broadband to present at a future agenda.

14. Adjournment There being no further business, Mayor Findley adjourned the meeting at 8:16 PM.



Shawn Findley
Mayor

ATTEST:



Rachel Lewis, City Secretary

City of El Lago
Check Detail
February 2 - 15, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
ACH4232	02/02/2023	De Leon, Alex		10102 · General Funds	
				70120 · Maintenance Salaries	(1,575.86)
				70120 · Maintenance Salaries	(82.94)
				25400 · Pension Payable	100.00
				70210 · Pension	(100.00)
				25400 · Pension Payable	100.00
				25500 · Employee Benefits Payable	11.76
				71300 · Telephone	(20.00)
				25200 · FWT payable	165.00
				70220 · Social Security & Medicare	(102.85)
				25300 · FICA Payable	102.85
				25300 · FICA Payable	102.85
				70220 · Social Security & Medicare	(24.05)
				25300 · FICA Payable	24.05
				25300 · FICA Payable	24.05
					<u>(1,275.14)</u>
ACH4233	02/02/2023	Herrera, Irene		10102 · General Funds	
				74010 · Court Clerk Salary	(1,923.08)
				25400 · Pension Payable	115.38
				25500 · Employee Benefits Payable	11.76
				25500 · Employee Benefits Payable	27.25
				25200 · FWT payable	145.00
				70220 · Social Security & Medicare	(119.23)
				25300 · FICA Payable	119.23
				25300 · FICA Payable	119.23
				70220 · Social Security & Medicare	(27.89)
				25300 · FICA Payable	27.89
				25300 · FICA Payable	27.89
					<u>(1,476.57)</u>

City of El Lago
Check Detail
February 2 - 15, 2023

ACH4234 02/02/2023 Hunter, Cheryl T.

10102 · General Funds

70100 · Administrative Salaries	(516.99)
70220 · Social Security & Medicare	(32.06)
25300 · FICA Payable	32.06
25300 · FICA Payable	32.06
70220 · Social Security & Medicare	(7.50)
25300 · FICA Payable	7.50
25300 · FICA Payable	7.50
	<hr/>
	(477.43)

ACH4235 02/02/2023 Lewis, Rachel R.

10102 · General Funds

70100 · Administrative Salaries	(2,461.85)
25400 · Pension Payable	172.33
71300 · Telephone	(20.00)
25200 · FWT payable	304.00
70220 · Social Security & Medicare	(152.63)
25300 · FICA Payable	152.63
25300 · FICA Payable	152.63
70220 · Social Security & Medicare	(35.70)
25300 · FICA Payable	35.70
25300 · FICA Payable	35.70
	<hr/>
	(1,817.19)

ACH4236 02/02/2023 Means, Derrell E.

10102 · General Funds

70120 · Maintenance Salaries	(1,853.57)
25400 · Pension Payable	100.00
71300 · Telephone	(20.00)
25200 · FWT payable	158.00
70220 · Social Security & Medicare	(114.92)
25300 · FICA Payable	114.92
25300 · FICA Payable	114.92
70220 · Social Security & Medicare	(26.88)

City of El Lago
Check Detail
February 2 - 15, 2023

25300 · FICA Payable	26.88
25300 · FICA Payable	26.88
	<hr/>
	(1,473.77)

ACH4237 02/02/2023 Sampson, Mary E

10102 · General Funds

74010 · Court Clerk Salary	(469.80)
70220 · Social Security & Medicare	(29.13)
25300 · FICA Payable	29.13
25300 · FICA Payable	29.13
70220 · Social Security & Medicare	(6.81)
25300 · FICA Payable	6.81
25300 · FICA Payable	6.81
	<hr/>
	(433.86)

ACH4238 02/02/2023 Simon, Norma I

10102 · General Funds

70100 · Administrative Salaries	(720.00)
70220 · Social Security & Medicare	(44.64)
25300 · FICA Payable	44.64
25300 · FICA Payable	44.64
70220 · Social Security & Medicare	(10.44)
25300 · FICA Payable	10.44
25300 · FICA Payable	10.44
	<hr/>
	(664.92)

ACH4239 02/02/2023 Stokes, Diane R.

10102 · General Funds

70100 · Administrative Salaries	(793.40)
25200 · FWT payable	96.00
70220 · Social Security & Medicare	(49.19)
25300 · FICA Payable	49.19
25300 · FICA Payable	49.19
70220 · Social Security & Medicare	(11.50)
25300 · FICA Payable	11.50

City of El Lago
Check Detail
February 2 - 15, 2023

				25300 · FICA Payable	11.50
					<u>(636.71)</u>
ACH4240	02/02/2023	Mission Square Retirement	2023-02-02 Payroll	10102 · General Funds	
			A. Deleon	25400 · Pension Payable	(100.00)
			A Deleon	25400 · Pension Payable	(100.00)
			R Lewis	25400 · Pension Payable	(172.33)
			I Herrera	25400 · Pension Payable	(115.38)
			D Means	25400 · Pension Payable	(100.00)
					<u>(587.71)</u>
ACH4241	02/02/2023	EFTPS	Payroll 2023-02-02	10102 · General Funds	
			Payroll 2023-02-02	25200 · FWT payable	(868.00)
			Payroll 2023-02-02	25300 · FICA Payable	(150.77)
			Payroll 2023-02-02	25300 · FICA Payable	(150.77)
			Payroll 2023-02-02	25300 · FICA Payable	(644.65)
			Payroll 2023-02-02	25300 · FICA Payable	(644.65)
					<u>(2,458.84)</u>
ACH4244	02/13/2023	Comcast	City Hall & Comm. Ctr. 50/50	10102 · General Funds	
2023-02	02/13/2023		11 fitness TV, 1 in event room	71903 · Computer Utilities Service	(193.23)
			Internet 50down/10up City Hall	71300 · Telephone	(193.24)
					<u>(386.47)</u>
ACH4245	02/13/2023	CenterPoint Energy	Gas for 411 Tallowood	10102 · General Funds	
2023-01	02/13/2023		Gas for 411 Tallowood	72100 · Utilities	(154.86)
					<u>(154.86)</u>
ACH4255	02/14/2023	Valero Fleet Services	Gas City Truck 2023 1/7/23-2/6/23	10102 · General Funds	

City of El Lago
Check Detail
February 2 - 15, 2023

02072023	02/07/2023	Gas City Truck 2023 1/7/23-2/6/23	70311 · Fuel for Vehicles & Equipment	(158.43)
				<u>(158.43)</u>
12578	02/02/2023	Wells Fargo	2023-01 statement	10102 · General Funds
		New internet phone set-up for court	24508 · Wells Fargo MC -Shawn Findley	(59.46)
		Replacement animal trap	24508 · Wells Fargo MC -Shawn Findley	(59.99)
		Molly Maid deep cleaning of City buildings	24508 · Wells Fargo MC -Shawn Findley	(465.00)
		Fonality internet phones for court	24508 · Wells Fargo MC -Shawn Findley	(40.77)
		Monthly domain charge	24508 · Wells Fargo MC -Shawn Findley	(14.00)
		Houston-Galveston Area Council dues	24508 · Wells Fargo MC -Shawn Findley	(90.00)
		Monthly Fonality Charge	24508 · Wells Fargo MC -Shawn Findley	(364.17)
		Additional charge for internet phone at court	24508 · Wells Fargo MC -Shawn Findley	(10.46)
		Canva annual subscription	24508 · Wells Fargo MC -Shawn Findley	(119.40)
		Intuit monthly payroll	24508 · Wells Fargo MC -Shawn Findley	(40.00)
		Dog food	24508 · Wells Fargo MC -Shawn Findley	(36.99)
		DPS crime records employee background	24508 · Wells Fargo MC -Shawn Findley	(6.39)
		Fonality Refund on internet phone service set-up	24508 · Wells Fargo MC -Shawn Findley	69.28
				<u>(1,237.35)</u>
12586	02/07/2023	Alexander, Anne	refund deposit for the pavilion	10102 · General Funds
2022-1027	02/07/2023	REFUND Deposit for Park Pavilion	27000 · Security Deposits On File	(150.00)
				<u>(150.00)</u>
12587	02/15/2023	Allied Fire Protection	fire system repair	10102 · General Funds
PA151131	01/31/2023	fire system repair	70300 · Building Maintenance Expense	(280.00)
				<u>(280.00)</u>
12588	02/15/2023	AmeriWaste, Inc.	January 1 to 31st 2023 Trash pick	10102 · General Funds
209861	01/31/2023	January 1 to 31st 2023 Trash pick	73200 · Solid Waste Disposal	(13,148.76)
		Comm Containers	73200 · Solid Waste Disposal	(818.50)
				<u>(13,967.26)</u>

City of El Lago
Check Detail
February 2 - 15, 2023

12589	02/15/2023	Barfield, Robert J.	Judge Appearance January, 2023	10102 · General Funds	
Jan2023, 10 & 17	02/06/2023		Judge Appearance on January 10, 2023	74200 · Municipal Judges	(150.00)
			Judge Appearance on January 17, 2023	74200 · Municipal Judges	(150.00)
					<u>(300.00)</u>
12590	02/15/2023	Blacksmith, Larry	Baliff Fee for Court January 2023	10102 · General Funds	
013123	02/06/2023		Baliff Fee for Court January 2023	74410 · Bailiff Services	(100.00)
					<u>(100.00)</u>
12591	02/15/2023	Calderon, JR. Eddie	Prosecutor Fees Oct - Dec 2022	10102 · General Funds	
Oct,Nov,Dec2022	02/01/2023		Prosecutor Fees October 11, 2022	74100 · Court Prosecutor	(100.00)
			Prosecutor Fees November 15, 2022	74100 · Court Prosecutor	(100.00)
			Prosecutor Fees December 20, 2022 - 2 hours	74100 · Court Prosecutor	(200.00)
					<u>(400.00)</u>
12592	02/15/2023	Clark, Diane	Judge Appearance on 01/24/2023	10102 · General Funds	
012423	02/06/2023		Judge Appearance on 01/24/2023	74200 · Municipal Judges	(150.00)
					<u>(150.00)</u>
12593	02/15/2023	Fire Safe Protection Services, LP	New Key Cards -100 Fitness Center	10102 · General Funds	
SM183250	02/02/2023		New Key Cards -100 Fitness Center	77500 · Fitness Center Expense	(422.69)
					<u>(422.69)</u>
12594	02/15/2023	Gutacker, Tasha	January Exercise Classes	10102 · General Funds	
Jan2023	02/01/2023		January Exercise Classes	77600 · Fitness Class Expense	(180.00)
					<u>(180.00)</u>

**City of El Lago
Check Detail
February 2 - 15, 2023**

12595	02/15/2023	Houston Chronicle	publication of Ordinance 493	10102 · General Funds	
011823	02/07/2023		publication of Ordinance 493	70700 · Advertising	(141.70)
					<u>(141.70)</u>
12596	02/15/2023	Kosar, Robert	January 2023 timesheet-FPA hours & CRS Hours	10102 · General Funds	
Jan 2023	02/06/2023		January 2023 timesheet-FPA hours	72001 · Floodplain Inspections	(179.17)
			January 2023 timesheet - CRS hours	72001a · CRS Study	(75.00)
					<u>(254.17)</u>
12597	02/15/2023	Lawns and Sprinklers USA	monthly lawn care & Cedar Lot in January 2023	10102 · General Funds	
5045	02/06/2023		Lawn Care monthly maintenance	70351 · Lawns & Maintenance	(2,625.00)
			402 Cedar Lot Mowing Visits	70351 · Lawns & Maintenance	(30.00)
			Commercial Sprinkler System Rate	70352 · Other Grounds Maintenance	(100.00)
			Sprinkler Parts - battery controller	70352 · Other Grounds Maintenance	(145.00)
			Sprinkler Parts - wire nut	70352 · Other Grounds Maintenance	(5.90)
			Sprinkler Parts - 9 volt battery	70352 · Other Grounds Maintenance	(11.90)
					<u>(2,917.80)</u>
12598	02/15/2023	Lone Star Recreation of Texas, LLC	ARPA second invoice for playground equipment	10102 · General Funds	
3524	02/07/2023		ARPA second invoice for playground equipment	72500 · ARPA-CLFRF Grant Expenses	(15,744.50)
					<u>(15,744.50)</u>
12599	02/15/2023	O'Reilly Auto Parts	used on mechanical equipment	10102 · General Funds	
2023-01-17	02/07/2023		used on mechanical equipment	70300 · Building Maintenance Expense	(14.18)
					<u>(14.18)</u>
12600	02/15/2023	SAFEBuilt, LLC Lockbox #88135	Building -Inspection Services for Jan 2023	10102 · General Funds	
0095625-IN	01/31/2023		Inspection Services for Jan 2023	72000 · Building Inspections	(840.00)
					<u>(840.00)</u>

City of El Lago
Check Detail
February 2 - 15, 2023

					(840.00)
12601	02/15/2023	SIGN SHOP	4 "city elections" signs	10102 · General Funds	
25387	02/02/2023		4" city elections" signs	70700 · Advertising	<u>(146.00)</u>
					(146.00)
12602	02/15/2023	Texas Department of Motor Vehicles	Motor Vehicle Inquiries-Jan 2023	10102 · General Funds	
6223 Jan 2023	02/07/2023		Motor Vehicle Inquiries-Jan 2023	74500 · Court Miscellaneous	<u>(23.00)</u>
					(23.00)
12603	02/15/2023	The Sign Shop	replacement of signs at city hall	10102 · General Funds	
25404	02/08/2023		replacement of signs at city hall	70300 · Building Maintenance Expense	<u>(350.00)</u>
					(350.00)
12604	02/13/2023	Pereira, Christina	Refund of Deposit for Event Room rental	10102 · General Funds	
2022-1028	02/13/2023		REFUND of DEPOSIT Event Room Rental	42530 · Event Room Income	<u>(250.00)</u>
					(250.00)
12605	02/15/2023	Accu-Tech Plus	Color Machine Monthly bill for January 2023	10102 · General Funds	
30963	01/24/2023		Color Machine Monthly bill for January 2023	71600 · Office Supplies	<u>(62.99)</u>
					(62.99)
12606	02/15/2023	Kingsmen Services	Repair of freezer in the Event Room Kitchen	10102 · General Funds	
20117	02/13/2023		replaced fan motor in freezer& cleaned condenser coi	70300 · Building Maintenance Expense	<u>(350.00)</u>
					(350.00)
12607	02/15/2023	Marathon Fitness	On-Site Quarterly Preventative Maintenance	10102 · General Funds	

City of El Lago Check Detail February 2 - 15, 2023

IN0052475	02/08/2023	On-Site Service Call -Quarterly Preventative Maint	77500 · Fitness Center Expense	(300.00)
				(300.00)
12608	02/15/2023	Olson & Olson LLP	Total Legal Services for January 2023	10102 · General Funds
13103	02/07/2023	Total Legal Services for January 2023	71100 · Legal	(1,387.50)
				(1,387.50)
12609	02/15/2023	SIGN SHOP	sign for City Hall	10102 · General Funds
25419	02/10/2023	sign for City Hall	70300 · Building Maintenance Expense	(100.00)
				(100.00)
12610	02/15/2023	TXU Energy	Electricity 1/5/2023 to 2/5/2023	10102 · General Funds
054978064877	02/13/2023	ESI ID 100890101000652HDA0215	METER 7010609 72100 · Utilities	(7.17)
		ESI ID 100890107678310PHS1202	METER 7005191 72100 · Utilities	(493.23)
		ESI ID 100890101000650DDA0215	METER 7010609 72100 · Utilities	(105.19)
		ESI ID 100890101000651DDE0215	METER 7010609 72100 · Utilities	(1,787.88)
		ESI ID 100890101000654IDA0215	METER 7010609 72100 · Utilities	(18.90)
		ESI ID 100890101000655IDE0215	METER 7010609 72100 · Utilities	(27.83)
		ESI ID 100890101003503DDF0217	METER 701112C 72100 · Utilities	(22.78)
		ESI ID 1008901024901202940116	METER I9228595 72100 · Utilities	(6.67)
		ESI ID 1008901023810598710100	METER I6574771 72100 · Utilities	(7.32)
		ESI ID 1008901023812962190102	METER I6570336I 72100 · Utilities	(4.87)
		ESI ID 1008901023804626410200	METER 7004630I 72100 · Utilities	(19.88)
		ESI ID 1008901023813584650203	METER 7004909I 72100 · Utilities	(11.92)
		ESI ID 1008901023801778590100	METER I6589101I 72100 · Utilities	(6.29)
		ESI ID 1008901007620627470100	METER I6639151I 72100 · Utilities	(436.65)
		ESI ID 1008901007620627470200	METER 70038443 72100 · Utilities	(11.72)
		ESI ID 1008901011901535140119	METER I9247469 72100 · Utilities	(24.52)
		ESI ID 1008901023804883720100	METER I6574775I 72100 · Utilities	(17.86)
		ESI ID 1008901007620641965100	METER I6304157I 72100 · Utilities	(4.87)
		ESI ID 1008901006900584680112	METER I8984402I 72100 · Utilities	(569.18)
		ESI ID 1008901022900429430110	METER I6588248I 77210 · Utilities-Pool	(396.11)
				(396.11)

City of El Lago
Check Detail
February 2 - 15, 2023

(3,980.84)

12611	02/15/2023	Moore IT Services	Monthly Billing for February 2023	10102 · General Funds	
3051	02/01/2023		Trinity Back up with onsite NAS February 2023	71902 · Computer Support	(21.21)
					<u>(21.21)</u>

Work Order Details

This report was run on: Feb 09, 2023 02:44:04 PM
 with the following parameters
 Opened After: Jan 01, 2023 09:00:00 AM
 Opened Before: Jan 31, 2023 05:00:00 PM
 Parent Asset: "All"
 Asset Category: "All"
 Assigned User: "All"
 Maintenance Type: "All"
 Priority: "All"
 Status: "All"

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO608	Light needs to be replaced in back light fixture of the records room.	Closed, Completed	Corrective	Jan 05, 2023 02:09:37 PM	Jan 13, 2023 02:04:05 PM	Jan 18, 2023 10:06:17 AM	5
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Light needs to be replaced in back light fixture of the records room.				Rachel Lewis	Jan 18, 2023 10:06:17 AM		

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO609	Cut back dead shrubs and plants caused by freeze in all parks.	Closed, Completed	Corrective	Jan 09, 2023 09:07:49 AM	Jan 16, 2023 09:02:20 AM	Jan 11, 2023 10:54:00 AM	0
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Cut back dead shrubs and plants caused by freeze in all parks.				Rachel Lewis	Jan 11, 2023 10:54:00 AM		

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO610	Reshape shrubs and add mulch as needed in the the flagpole garden	Closed, Completed	Corrective	Jan 09, 2023 09:08:31 AM	Jan 16, 2023 09:03:01 AM	Jan 25, 2023 01:22:48 PM	9
1/18 - reshaped the schrubs. 1/23 - obtained 3 bags of mulch. 1/24 - Rain day 1/25 - bags of mulch spread around the bed.							
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Reshape shrubs and add mulch as needed in the the flagpole garden				Rachel Lewis	Jan 25, 2023 01:22:48 PM		
1/18 - reshaped the schrubs. 1/23 - obtained 3 bags of mulch. 1/24 - Rain day 1/25 - bags of mulch spread around the bed.							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO611	Per request from Mayor Pro Tem, Please have the Kraftsman play structure at Witty Park pressure washed	Open		Jan 11, 2023 06:56:32 PM	Jan 20, 2023 06:51:02 PM		19
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Per request from Mayor Pro Tem, Please have the Kraftsman play structure at Witty Park pressure washed							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO612	picked up santa mail box and returned to storage.	Closed, Completed	Other	Jan 12, 2023 12:19:13 PM			
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
picked up santa mail box and returned to storage.							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO613	met with contractor putting out large digital information sign on Lakeshore near the P.D. Sign being placed to inform drivers of upcoming road closure for storm drain project. Notified Mayor to ensure how was aware of the closure.	Closed, Completed	Other	Jan 12, 2023 12:21:27 PM			
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
met with contractor putting out large digital information sign on Lakeshore near the P.D. Sign being placed to inform drivers of upcoming road closure for storm drain project. Notified Mayor to ensure how was aware of the closure.							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO614	12/30/22 - Animal control Called to PD about two dogs being turned in due to running at large. Owner was found and came and picked up dogs. City report filed.	Closed, Completed	Other	Jan 12, 2023 12:40:59 PM			
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
12/30/22 - Animal control Called to PD about two dogs being turned in due to running at large. Owner was found and came and picked up dogs. City report filed.							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO615	1/12/23 - Animal control Found dog loose while returning from a work order. Bayou View/Cedar Dog showed signs of aggression. Dog lunged at me, growling and showing teeth. Dog lunged at a contractor who was exiting his work truck showing the same aggression. Dog went through an open gate. sign on gate read " BEWARE OF DOG". Made contact with owner. gate closed. Notified P.D. Ticket being issued for "dog at large" City report filed.	Closed, Completed	Safety	Jan 12, 2023 12:48:00 PM			
Task Description		Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
1/12/23 - Animal control Found dog loose while returning from a work order. Bayou View/Cedar Dog showed signs of aggression. Dog lunged at me, growling and showing teeth. Dog lunged at a contractor who was exiting his work truck showing the same aggression. Dog went through an open gate. sign on gate read " BEWARE OF DOG". Made contact with owner. gate closed. Notified P.D. Ticket being issued for "dog at large" City report filed.							

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO616	Dog call - two dogs taken to city kennel by resident. Owner of dogs arrived at same time. Dogs released to owner. Verbal warning given for dogs at large by LVPD.	Closed, Completed	Other	Jan 18, 2023 10:14:31 AM			
	Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
	Dog call - two dogs taken to city kennel by resident. Owner of dogs arrived at same time. Dogs released to owner. Verbal warning given for dogs at large by LVPD.						
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO617	Dog call - dog picked up by LVPD running loose on Cedar. Walk, feed, water and clean pen several times a day. Dog still in kennel. 1/24 - dog still being fostered. Still looking for permanent home. Placed on several social media sites.	Closed, Completed		Jan 18, 2023 10:15:53 AM		Jan 25, 2023 01:21:47 PM	
	Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
	Dog call - dog picked up by LVPD running loose on Cedar. Walk, feed, water and clean pen several times a day. Dog still in kennel. 1/24 - dog still being fostered. Still looking for permanent home. Placed on several social media sites.			Rachel Lewis	Jan 25, 2023 01:21:47 PM		
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO618	Dog call - resident trapped dog on fishing pier. Picked up by LVPD and placed in kennel. Dog is severely malnourished. (two dogs in kennel). due to cold front LVPD officer took dog home to foster and provide care. Dog still in foster. City report filed	Closed, Completed		Jan 18, 2023 10:17:53 AM			
	Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
	Dog call - resident trapped dog on fishing pier. Picked up by LVPD and placed in kennel. Dog is severely malnourished. (two dogs in kennel). due to cold front LVPD officer took dog home to foster and provide care. Dog still in foster. City report filed						
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO619	Dog call - Maintenance found dog running loose with collar and tags on. Dog showed signs of aggression. Dog found on Hickory Ridge. followed dog to his house on Lakeshore Circle. Dog lunged at contractor exiting his truck. Made contact with owner. Owner agrees dog is aggressive. Citation issued to owner by LVPD. City report filed.	Closed, Completed	Safety	Jan 18, 2023 10:21:01 AM			
	Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
	Dog call - Maintenance found dog running loose with collar and tags on. Dog showed signs of aggression. Dog found on Hickory Ridge. followed dog to his house on Lakeshore Circle. Dog lunged at contractor exiting his truck. Made contact with owner. Owner agrees dog is aggressive. Citation issued to owner by LVPD. City report filed.						
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO620	unclog toilet at McNair Park restroom. - complete	Closed, Completed		Jan 18, 2023 10:22:00 AM			
	Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
	unclog toilet at McNair Park restroom. - complete						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO621	McNair Park mens restroom - Black paint graffitt on wall. Police report made. Attempted to remove graffiti. walls need to be primer and repainted. Two coats of primer and two coats of paint. Graffiti removed from wall	Closed, Completed	Corrective	Jan 18, 2023 10:23:13 AM		Feb 07, 2023 11:59:21 AM	
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours	
McNair Park mens restroom - Black paint graffitt on wall. Police report made. Attempted to remove graffiti. walls need to be primer and repainted. Two coats of primer and two coats of paint. Graffiti removed from wall			Rachel Lewis	Feb 07, 2023 11:59:21 AM			

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO622	A/C units installation at 98 Lakeshore. Work with contractor. to 98 several times during the week to discuss problems and suggestions. Installation complete - 1/20.	Called Closed, Completed		Jan 18, 2023 10:25:01 AM		Jan 24, 2023 11:31:07 AM	
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours	
A/C units installation at 98 Lakeshore. Work with contractor. Called to 98 several times during the week to discuss problems and suggestions. Installation complete - 1/20.			Rachel Lewis	Jan 24, 2023 11:31:07 AM			

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO623	schedule boom lift to remove christmas banners. 1/17 - picked up towable boom lift. Started removing banners and found hydraulic leak. Took lift back. Reschedule another lift for 1/19 1/23 - picked up lift, removed all banners and returned lift. Recieved reduce price for having back early.	Closed, Completed	Other	Jan 18, 2023 10:29:45 AM		Jan 24, 2023 11:36:30 AM	
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours	
schedule boom lift to remove christmas banners. 1/17 - picked up towable boom lift. Started removing banners and found hydraulic leak. Took lift back. Reschedule another lift for 1/19 1/23 - picked up lift, removed all banners and returned lift. Recieved reduce price for having back early.			Rachel Lewis	Jan 24, 2023 11:36:30 AM			

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO624	Order pool furniture. Placed orders and received written quotes back. Shipping and handling charge were over to approved amount. Waiting on Council decision. Was requested to do additional research with less shipping costs.	Closed, Completed		Jan 18, 2023 10:31:45 AM		Feb 03, 2023 09:23:35 AM	
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours	
Order pool furniture. Placed orders and received written quotes back. Shipping and handling charge were over to approved amount. Waiting on Council decision. Was requested to do additional research with less shipping costs.			Rachel Lewis	Feb 03, 2023 09:23:35 AM			

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO625	Provide surplus list to Worstell auction and schedule for pick up. 1/12 - worstell picked up items. 1/14 - Auction day	Closed, Completed	Other	Jan 18, 2023 10:35:00 AM			
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours	

Provide surplus list to Worstell auction and schedule for pick up.
 1/12 - worstell picked up items.
 1/14 - Auction day

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO626	Ice Machine not working	Closed, Completed		Jan 18, 2023 10:39:24 AM		Jan 24, 2023 11:29:08 AM	
<p>Performed cleaning, Still not working. Cleaned water filter. Contacted Technician. Tech. stated top unit needs to be replaced due to zinc showing on the side ice tray maker. Obtained pricing for new replacement.</p> <p>Maintenance was not satisfied the machine went out. Performed another deep cycle clean and got the machine working properly.</p>							

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Ice Machine not working			Rachel Lewis	Jan 24, 2023 11:29:08 AM		
<p>Performed cleaning, Still not working. Cleaned water filter. Contacted Technician. Tech. stated top unit needs to be replaced due to zinc showing on the side ice tray maker. Obtained pricing for new replacement.</p> <p>Maintenance was not satisfied the machine went out. Performed another deep cycle clean and got the machine working properly.</p>						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO627	Courts bldg.	Closed, Completed		Jan 18, 2023 10:41:32 AM		Jan 24, 2023 11:30:07 AM	
<p>Refrigerator making beeping noise once a minute. Unit working properly. Needs more diagnostic to determine cause of beep.</p> <p>appears to need a new air filter. Got the beeping noise to stop.</p>							

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Courts bldg.			Rachel Lewis	Jan 24, 2023 11:30:07 AM		
<p>Refrigerator making beeping noise once a minute. Unit working properly. Needs more diagnostic to determine cause of beep.</p> <p>appears to need a new air filter. Got the beeping noise to stop.</p>						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO628	Freezer in event room kitchen not working properly. Unit is on and fan is running but everything is thawed out	Work In Progress	Corrective	Jan 18, 2023 12:05:18 PM			
<p>Checked all circuits - all working properly.</p> <p>2/2 - placed service call.. Technician due out 2/3 2/3 - fount no power to unit. Return on 2/6 2/6 - Re-established power. Fan motor and condensor motor is out. Parts ordered.</p>							

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Freezer in event room kitchen not working properly. Unit is on and fan is running but everything is thawed out						
<p>Checked all circuits - all working properly.</p> <p>2/2 - placed service call.. Technician due out 2/3 2/3 - fount no power to unit. Return on 2/6 2/6 - Re-established power. Fan motor and condensor motor is out. Parts ordered.</p>						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
------	------------------------	--------	------	--------------	----------	----------------	-----------

WO629	freezer in event room kitchen not freezing. Unit is on and fan is running. Unknown problem. All circuits working properly.		Closed, Completed		Jan 18, 2023 01:13:11 PM		Jan 18, 2023 04:03:45 PM	
DUPLICATE ENTRY								
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours		
freezer in event room kitchen not freezing. Unit is on and fan is running. Unknown problem. All circuits working properly.			Rachel Lewis	Jan 18, 2023 04:03:45 PM				
DUPLICATE ENTRY								
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late	
WO630	Install new basketball hoop nets at pavilion. Nets were received and can be found in main office for install.	Work In Progress	Corrective	Jan 18, 2023 04:10:33 PM	Jan 27, 2023 04:04:54 PM		13	
	<p>1/24 - attempted to install new nets. Found several net ring holders broken on both hoops. Need to order two new ones.</p> <p>1/31 - New basketball hoops were delivered and ready to install</p> <p>2/2 - attempted install. Back bracket of rim does not fit current holes in backboard. Return rims and ordered correct ones.</p> <p>2/7/2022 - reorder of correct rims placed and return processed.</p>							
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours		
Install new basketball hoop nets at pavilion. Nets were received and can be found in main office for install.								
	<p>1/24 - attempted to install new nets. Found several net ring holders broken on both hoops. Need to order two new ones.</p> <p>1/31 - New basketball hoops were delivered and ready to install</p> <p>2/2 - attempted install. Back bracket of rim does not fit current holes in backboard. Return rims and ordered correct ones.</p> <p>2/7/2022 - reorder of correct rims placed and return processed.</p>							
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late	
WO631	Re-hang pictures and all Former Mayors Wall photos at City Hall now that painting is complete. Will need tool to ensure hanging is level of Mayors Wall.	Open	Project	Jan 19, 2023 03:09:04 PM	Feb 10, 2023 03:03:24 PM		-1	
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours		
Re-hang pictures and all Former Mayors Wall photos at City Hall now that painting is complete. Will need tool to ensure hanging is level of Mayors Wall.								
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late	
WO632	98 Lakeshore bldg. 1/23	Closed, Completed	Other	Jan 24, 2023 11:39:11 AM		Jan 25, 2023 01:24:17 PM		
	<p>Called by PD personnel - smell electrical burning smell. Fan not working. Contacted Service Rep with Way Eng.</p> <p>1/24 - service tech corrected problem. Everything working.</p>							
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours		
98 Lakeshore bldg. 1/23			Rachel Lewis	Jan 25, 2023 01:24:17 PM				
	<p>Called by PD personnel - smell electrical burning smell. Fan not working. Contacted Service Rep with Way Eng.</p> <p>1/24 - service tech corrected problem. Everything working.</p>							
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late	
WO633	Unclog toilet at McNair Park mens restroom.	Closed, Completed	Corrective	Jan 24, 2023 11:48:19 AM				
Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours		
Unclog toilet at McNair Park mens restroom.								
Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late	

WO634 Order 2 new street signs. 1/12 Closed, Completed Corrective Jan 24, 2023 11:52:01 AM Jan 25, 2023 01:25:47 PM

1) Bellgrove Dr - missing
2) Lakeshore Dr. - badly damaged - appears to have been hit.

1/25 - picked up new signs and install at above locations.

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Order 2 new street signs. 1/12			Rachel Lewis	Jan 25, 2023 01:25:47 PM		
1) Bellgrove Dr - missing 2) Lakeshore Dr. - badly damaged - appears to have been hit.						
1/25 - picked up new signs and install at above locations.						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO635	Gather quotes for replacement of ice machine.	Closed, Completed	Corrective	Jan 27, 2023 11:24:16 AM	Jan 27, 2023 11:18:31 AM		

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Gather quotes for replacement of ice machine.						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO636	Get quote for satellite lines rather than phone lines for fire alarm system. Secondary line will no longer work using fax line since fax line went to fax-to-email service. System beeping in Event Room until lines can be rerouted.	Closed, Completed	Corrective	Jan 27, 2023 11:30:26 AM	Jan 30, 2023 11:24:40 AM	Jan 30, 2023 12:30:31 PM	0

Price was obtained. Was informed city would use comcast for direct lines rather than satellite.

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Get quote for satellite lines rather than phone lines for fire alarm system. Secondary line will no longer work using fax line since fax line went to fax-to-email service. System beeping in Event Room until lines can be rerouted.			Rachel Lewis	Jan 30, 2023 12:30:31 PM		
Price was obtained. Was informed city would use comcast for direct lines rather than satellite.						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO637	Purchase new ice machine - top unit only, not the ice bin.	Closed, Completed	Corrective	Jan 30, 2023 12:37:43 PM			

Obtained 3 prices... selected company and placed order. None in stock. Maintenance will pick up from Company to save on delivery charge.

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Purchase new ice machine - top unit only, not the ice bin.						
Obtained 3 prices... selected company and placed order. None in stock. Maintenance will pick up from Company to save on delivery charge.						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO638	Replace Texas flag at court bldg.	Closed, Completed	Corrective	Jan 30, 2023 12:38:34 PM			

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
Replace Texas flag at court bldg.						

Work	Work Order Description	Status	Type	Date Created	Due Date	Date Completed	Days Late
WO639	1/30 - surprise inspection from Tex. Dept. of Agricultural. Inspected mosquito log book, answered questionnaire and inspected mosquito machine, chemicals and storage facility.	Closed, Completed	Safety	Jan 30, 2023 12:44:38 PM			

PASSED

Task Description	Asset	Assigned To	Completed By	Date Completed	Est Hours	Spent Hours
1/30 - surprise inspection from Tex. Dept. of Agricultural. Inspected mosquito log book, answered questionnaire and inspected mosquito machine, chemicals and storage facility.						
PASSED						

February 15, 2023

I am here tonight to present a plan and get council approval to set up 2 pickleball courts on the west tennis court (practice court).

Pickleball is a fast-growing recreational sport that can be played by people of a wide range of ages. It is similar to tennis, but the court is considerably smaller which allows more people to play the sport.

The pickleball court lines can be painted without interfering or hampering the tennis court lines. The tennis court lines, and the pickle ball lines will be different colors and are 18-24 inches separate from each other.

Pickle ball nets are portable and will not hamper anyone who wants to use the tennis court unless a group is playing pickle ball.

A few El Lago citizens request that I head this up and those citizens have volunteered to paint the pickleball lines.

We propose the city buys the paint for \$100, the portable nets (2) in the range of \$160-\$390 each and a metal box similar to the green box by the baseball field or move the green box if it is not being used to the west tennis court to store the pickle ball nets.

Total cost to the city would not exceed \$1,000, but that cost can be recouped if 25 citizens pay \$40 for tennis membership.

Additionally, the annual tennis membership dues need to be increased. \$40 a year is \$0.75 per week. My suggestion is to raise the annual tennis/pickle ball dues \$38 for a total of \$78 per year which is \$1.50 per week.

Rob O'Donel
281-728-4408
Rob@suntrac.com