



# CITY MANAGER'S FRIDAY MORNING MEMO

## NOVEMBER 5, 2021

### ADMINISTRATION

- **November 8th City Council Meeting:** The City of Nassau Bay will host a Regular City Council meeting on Monday, November 8th at 7:00pm in the City Hall Council Chamber. At this meeting, City Council will hold a Public Hearing and consider and take possible action regarding the condemnation process for 1302 Antigua. Council will also hold a Public Hearing in regards to the finalization of the Specific Use Permit request for the condominium development at 3002 NASA Parkway. Additionally, Council will review three bids and award Bid No. 2021-09 Water and Wastewater Improvements Project.

The meeting will be in-person only. Residents can provide a comment to City Council in person or via email to City Secretary Sandra Ham, which will be read aloud to City Council during the meeting. For more information on participating in this meeting, including the full meeting agenda, please visit the City's website at [www.nassaubay.com/Council](http://www.nassaubay.com/Council).



- **Arbor Day Celebration:** The City of Nassau Bay celebrated Arbor Day this morning, Friday, November 5th, with the Nassau Bay Garden Club in Swan Lagoon Park. At the ceremony, the Nassau Bay Garden Club thanked Chick-fil-A Nassau Bay for their generous donation of three oak trees that were recently planted in Swan Lagoon Park. City employees, residents and Garden Club members joined the outdoor commemoration, with Mayor Bob Warters reading a proclamation naming November 5th as Arbor Day in the City of Nassau Bay.
- **Welcome to Nassau Bay:** Please join us in welcoming a new employee to the Public Works Department! William Utecht started with the City of Nassau Bay on Monday, November 1st as part of the Parks Team and will also be assisting at the Animal Shelter. William previously worked with Harris County Precinct 2, specifically focusing on Clear Lake Park, before joining Nassau Bay. When you see him out and about, please make sure to greet William with a big Nassau Bay welcome!



### Nassau Bay Arbor Day

November 5th  
Swan Lagoon Park

Commemorating three  
oak trees donated by  
Chick-fil-A



Meet Our New Public Works Employee!



William Utecht  
Parks Maintenance



- **Fall Sweep:** Keep Nassau Bay Beautiful (KNBB) will host its third annual Fall Sweep for the City of Nassau Bay's parks on Saturday, November 6th, from 8:30am to 11:30am. Volunteers are asked to meet at the pavilion in David Braun Park at 8:30am to sign up and receive instructions, maps, and equipment. Volunteers will be asked to select from several planned activities in Swan Lagoon Park, David Braun Park, and Howard Ward Park. You can register to volunteer on our website here: [Fall Sweep Signup](#). For more information about volunteering, please contact KNBB Chairman Roscoe Lee via email at [roscoe.lee@nassaubay.com](mailto:roscoe.lee@nassaubay.com).



- **Municipal Court Week:** The Texas Municipal Courts Education Center recognizes November 1st through 5th as Municipal Court Week. This week, join Municipal Courts, City Councils, and communities throughout Texas in showing appreciation for the dedicated municipal judges, court clerks, court administrators, prosecutors, bailiffs, and warrant officers who comprise the Texas Municipal Courts.



Judge Holly Williamson presides over the City of Nassau Bay Municipal Court, while Municipal Court Administrator Lacy Belcher administers, plans, and oversees all Municipal Court programs and services, including the filing and processing of all Class C Misdemeanors.

The City of Nassau Bay Municipal Court is open from Monday through Thursday, 7:30am to 12:30pm and 1:30pm to 5:30pm, and on Friday from 7:30am to 11:30am (excluding City holidays). Additional information about the court, including Court hours, docket information, citation options, court rules and warrant information, is available at [www.nassaubay.com/112/Municipal-Court](http://www.nassaubay.com/112/Municipal-Court).

- **Veterans Day:** Thursday, November 11th is Veterans Day, and American Flags will be proudly displayed along NASA Parkway. City Hall will be closed in observance of Veterans Day on Thursday and will resume normal business hours on Friday, November 12th. Essential safety personnel will continue normal operations (including Police, Fire, EMS, and water / wastewater services).



Ameriwaste will run residential and commercial trash routes as usual on Monday. Please have your garbage, heavy trash, and green waste out for collection by 7:00am.

- **Nassau Bay Loves Our Veterans:** The Special Events Committee will be putting out yard signs for Veteran's Day next week. If you have received a sign in the past, you are already on the Committee's list and they will have a sign for you. If you are a veteran who is new to Nassau Bay, please message Stacey Amdur at [staceyamdur@gmail.com](mailto:staceyamdur@gmail.com) with your branch of service and address so that the Special Events Committee can place a sign in your yard next week. Thank you for your service.





- **Nassau Bay November Election Voter Participation:** Unofficial results of the 2021 November Texas State Constitutional Election show 490 total Nassau Bay voters (Precinct #307) cast their vote for election, for total voter participation of 15.03% (of 3,260 registered voters in Nassau Bay).
- **Coffee with the City Manager:** City Manager Jason Reynolds will resume his Friday morning virtual “coffee” on Friday, November 12th.

## EMS DEPARTMENT

- **EMS Weekly Statistics:** 1 Overdose, 5 Falls with Injury, 1 Chest Pain, 4 Public Assists, 6 Sick Adults, 1 Sick Child, 1 Injury, and 1 Medical Alarm 1.

## POLICE DEPARTMENT

- **Congratulations Officers Velasco:** Congratulations to Officer Moses Velasco on receiving his Master Peace Officer certification from the Texas Commission on Law Enforcement. This is the highest level of certification recognition an officer can achieve in the State of Texas. Officers are awarded different levels of proficiency certification from TCOLE based on the number of years of service combined with their hours of education and in-service training. Officer Velasco is also working toward on his Criminal Justice degree. Great job Moses and good luck with your degree program!
- **NBPD Weekly Statistics:** 106 calls for service, 13 reports, 30 traffic stops, 3 citations / 25 warnings, and 3 arrests (misdemeanor warrants).



## PUBLIC WORKS

- **Major Water Line Repair:** A major water line repair was in progress at 2015 West Indies Lane. Crews encountered a leaking gas line and CenterPoint emergency crews were called out for a repair and replacement of the line. A 4-inch water line also blew in the area. At the time of the report, crews were still on site repairing the 4-inch line and waiting for CenterPoint crews. After CenterPoint complete their repair, Nassau Bay crews will return to repair the original leak.
- **Fire Hydrant Painting:** Crews painted ten (10) fire hydrants in the commercial area of Space Park Drive.
- **Upper Bay Boardwalk:** Crews are currently assessing the boardwalk for repairs. Approximately 220 feet of boardwalk is fenced off in preparation of repairs.
- **CIP Sand Filter Project:** Project is in progress.
- **Fall Sweep:** Staff is preparing for the Fall Sweep event on Saturday and purchased four (4) pallets of mulch for the event.
- **Electrical repairs** were made to the streetlight at 18817 Windward.
- **An exterior light repair** at City Hall is complete.
- **Weekly checks** of the storm water pump stations were performed.



- Weekly checks of the Saturn median fountains were performed. Electrical repairs were also made.
- Water Plant Operations: All operations are normal.
- Wastewater Plant Operations: All operations are normal.
- All City facilities have been mowed and trimmed.
- David Braun Pickleball Court: Spot painting completed in the areas of the pickleball court flaking up.
- David Braun Park Small Metal Gazebos: Electrical checks were completed on the gazebos. Two new lights have been ordered.
- David Braun Tennis Courts: The wind nets were re-attached on the courts.
- Irrigation repairs on the Upper Bay median were completed.
- The City's Operators attended Water / Wastewater Operators training.
- A new Public Works employee, who will be assigned to the Parks Crew, began on November 1st.

## CITY SECRETARY

- **Eminent Domain Reporting:** City Secretary Ham completed Nassau Bay's annual Eminent Domain report, as required by the Texas Comptroller of Public Accounts. Texas Government Code §2206.151-157 requires public and private entities with eminent domain authority to report specific information to the Comptroller for posting in an online eminent domain database.
- **Election Coordination:** As Nassau Bay was a polling place for the November 2nd Election, City Secretary Sandra Ham coordinated with the Harris County Election Presiding and Alternate Judge for Monday evening set-up of the City Hall Council Chamber. City Secretary Ham also provided day-of assistance to ensure a smooth voting process for our Nassau Bay residents.

## COMMUNICATIONS

- **Share Your Thoughts:** Each month, the City will be posting a single survey question at [www.nassaubay.com/survey](http://www.nassaubay.com/survey), and we encourage our residents to take just a few seconds to participate! Participants will be asked to provide their feedback in a brief, one-question survey, and also have the option to provide any additional comments regarding the topic.

The community spirit of Nassau Bay thrives from the volunteer efforts of our residents. Volunteers spend hours working to make Nassau Bay the best place to live, work, and play. This month, we ask: **Did you know there are lots of ways to get involved with the City of Nassau Bay, from serving on a Board or Commission to assisting with year-round special events?**

Use our QR code to go directly to the survey page! Just hold the camera on your smartphone over the QR code and click on the pop-up link. You won't have to create an account or fill in any additional information.





As we move forward, we will align the questions with seasonal events or large projects the City is undertaking. We hope this project works in multiple ways, which includes community engagement, increased traffic to the City's website, transparency, trust-building, feedback for staff on messaging, and so much more. Thank you for participating!

Results from last month's citizen survey: Do you feel that Nassau Bay is a safe community? No (4 responses, 20.0%) and Yes (16 responses, 80.0%).

- November Compass Rose Newsletter:** Have you seen the November 2021 edition of the Compass Rose? The Compass Rose, a monthly newsletter from the City of Nassau Bay, provides special event information, important updates from local organizations and churches, and a whole lot more. The newsletter is updated each month with current content, so you won't want to miss the opportunity to read through the latest updates from your community. View the latest issue at [www.nassaubay.com/ArchiveCenter/ViewFile/Item/1386](http://www.nassaubay.com/ArchiveCenter/ViewFile/Item/1386).
- Clear Lake Chamber City Connections:** City Manager Jason Reynolds will join the Clear Lake Chamber of Commerce for a virtual thirty-minute one-on-one conversation with Programs & Communications Chairman Jamieson Mackay. During this virtual connection, City Manager Reynolds will discuss current City events and give a state of the City update. The event can be watched live on Facebook ([Clear Lake Chamber of Commerce Facebook page](#)) on Tuesday, November 9th at 12:00pm. You do not need a Facebook account to view the live event.

**CITY ADOPTS FISCAL YEAR 2021-22 BUDGET, TAX RATE**

The City of Nassau Bay maintains a balanced budget in accordance with the City's Financial Principles - these include advancing the City's priorities while maintaining core services, providing cost-effective service delivery, and making targeted investments in public safety and infrastructure.

During their September 13 meeting, City Council approved the Fiscal Year 2022 Annual Budget. This year's General Fund (maintenance and operations) budget is \$6,436,025 and the total budget for all funds is \$24,436,210.

During a special workshop on September 27, Council approved the tax rate for the year 2021 (Fiscal Year 2021-22). The adopted Tax Rate is \$0.722120 per \$100 valuation.

Police: 25.5%	General & Administrative: 33.5%
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**VIRTUAL SERIES City Connections**  
Presented by: Clear Lake Area Chamber of Commerce  
City Manager, Jason Reynolds  
City of Nassau Bay  
Tuesday, November 9 | 12:00PM

NOVEMBER 9 AT 12:00 PM  
City Connections | City of Nassau Bay  
Tune in to watch live

✓ Reminder Set

## CITY CALENDAR

- **KNBB Fall Sweep** ~ Saturday, November 6th, 8:30 AM @ David Braun Park Pavilion
- **Joint City Council, Planning Commission, and Unified Development Code Advisory Committee Meeting** ~ Monday, November 8th, 6:00 PM @ City Hall Council Chamber
- **City Council Meeting** ~ Monday, November 8th, 7:00 PM @ City Hall Council Chamber
- **City Offices Closed in Observance of Veterans Day** ~ Thursday, November 11th
- **Coffee with the City Manager** ~ Friday, November 12th, 9:00 AM @ City Hall Council Chamber or Virtual Zoom Meeting: [zoom.us/j/85620778297](https://zoom.us/j/85620778297), Meeting ID# 856 2077 8297, Password# 319849