



City Manager's Friday Morning Memo

December 21, 2018

Administration

- **Happy Holidays:** Happy Holidays from everyone at the City of Nassau Bay! During the holiday season, our thoughts turn gratefully to our citizens and City staff who have made the City's success possible. It is in this spirit that we say thank you and best wishes for the holidays and New Year!
- **City Hall Offices Closed:** As the City's employees take this time to enjoy the season with their families, please note City Hall will be closed in observance of the Christmas holiday on the following days:
 - Monday, December 24, 2018
 - Tuesday, December 25, 2018

There will be residential trash collection on Monday. City Hall will resume normal operations on Wednesday, December 26th.

Public Works

- Public Works will be closed for the Christmas holiday on December 24th and December 25th.
- A leak at Upper Bay Road and Prince Williams Lane was repaired.
- Water Plant Operations: No problems were reported.
- Waste Water Operations: No problems were reported.
- Upper Bay Storm Water Pump A: The new higher capacity pump was delivered to replace pump #2. The scheduled installation date is January 3rd, 2019.
- Storm water catch basins were cleared of trash and debris after a recent rain event.
- Existing Street Lights: Bulbs were replaced in the Windward and Leeward areas.
- Street Poles: Crews are touching up and painting black street sign poles.
- Monthly maintenance was performed on the Saturn Town Square fountain.
- The Parks' back flow devices were winterized for cold weather.
- Reflection Garden Drainage: The installation was postponed until the City's vendor receives the parts. No grass is being cut due to saturated ground conditions. The City is on a waiting list.



- Harbour Drive Peninsula Entrance: Ruts were filled in and the City is on a waiting list to receive grass sod from our vendor.
- The wooden signs at Howard Ward Park and Swan Lagoon Park were refinished and re-installed at both parks.
- David Braun Park Lighting: New lights were installed to replace non-operational lights on the palm trees.
- Public Works Relocation: Staff has officially moved into the previous Fire Department Station at 120 Surf Ct and is now fully operational. Staff will continue to work on organization and work flow at the new location after current project priorities are completed.

Police Department

- All officers are being issued a C-A-T (Combat Application Tourniquet), along with training on the use of the C-A-T. The tourniquets are designed to be worn as part of the officer's duty belt for available access if needed.
- On December 18th, several Nassau Bay Police Department Officers represented the Department at funeral services in honor and remembrance of long time law enforcement officer Lt. Greg Hayes of the Galveston County Sheriff Office. Lt. Hayes was a 27-year veteran of GCSO and was well known throughout the Galveston and Harris County law enforcement communities. Lt. Hayes lost a courageous battle with cancer. The Department's thoughts and prayers are with his family, friends, and co-workers.

City Calendar

- **City Hall Closed in Observance of Christmas** ~ December 24 & December 25
- **Coffee with the City Manager** ~ December 28, 9:00 AM @ Texas Citizens Bank
- **City Hall Closed in Observance of New Year** ~ January 1
- **City Council Meeting** ~ January 14, 7:00 PM @ New Fire & EMS Station
- **First Day to File Application for a Place on the General Election Ballot** ~ January 16, 8:00 AM @ Nassau Bay City Hall