



City Manager's Friday Morning Memo

May 3, 2019

Administration

- **CCISD Board of Trustees Election:** On Saturday, May 4th from 7:00am to 7:00pm, Nassau Bay City Hall (Council Chambers) will be the voting site for Precinct #307 for the Clear Creek Independent School District's (CCISD) Board of Trustees Election. For more information, please visit CCISD's website at www.ccisd.net.
- **Hurricane Preparedness Seminar:** As part of Hurricane Preparedness Week (May 5-11, 2019), on Monday, May 6th, the City of Nassau Bay will host a Hurricane Preparedness Seminar. The seminar will be from 6:00pm to 9:00pm and will be held in the Fire & EMS Station Training Room (18295 Upper Bay Road, Nassau Bay, TX). This seminar is open to the public and there is no charge to attend. Please join us to learn what you need to do before disaster strikes to protect yourself, your family, your property, and your community.
- **Successful Street Eatz:** Another great Street Eatz Party in the books! View photos of the party and all of the fun, food, and music on our [Facebook](#) page. Thanks to all involved in creating another successful Street Eatz!
- **Records Destruction:** City Secretary Sandra Ham, as the City's Records Management Officer, destroyed over 50 boxes of City records on Monday, April 29th. The City of Nassau Bay follows the Texas State Library and Archives Commission's Local Government Records Retention Schedules, which establishes the mandatory minimum retention and destruction periods for records.

Police Department

- The Prescription Drug Take Back Day held on Saturday, April 27th, was a success. The Nassau Bay Police Department participated in the drug take back program in conjunction with the National DEA program. Officers collected and delivered to the DEA more than 400 pounds of medications to be destroyed. The next Prescription Drug Take Back Day will be in October of 2019.

Public Works

- Water Plant Operations: No problems reported.
- Waste Water Plant Operations: No problems reported.
- CIP Water Tank Painting: In progress. Contractors are working on the tank exterior and the exterior piping of the plant.



- Pavilion Repair Project: A pre-construction meeting is scheduled for May 10th.
- Storm Water Pump Station Improvements Project: Two crews excavated the David Braun Park / Harbour lift station site. Crews also installed 200 feet of 10-inch pipe and 112 feet of 15-inch pipe. Additionally, the department installed approximately 60 feet of electrical conduit. A meeting with CenterPoint representatives was held on April 1st to finalize electrical concerns.
- The Public Works emergency generator was serviced. New belts were installed.
- Weekly maintenance checks at the Saturn fountain were completed.
- Storm water pump station weekly checks were completed.
- Palm tree trimming in progress along NASA Parkway.
- April 27th Street Eat Party: The event was a success. Crews disassembled the stage and bar, and cleaned and stored all items. Street banners were removed from Nassau Bay Town Square.
- Kevin Meade completed the Animal Control Officer Basic Training Course. He is now a Certified Animal Control Officer. The department is in the process of ordering his badge.

Code Enforcement

- 18 Leeward: Debris and junk were removed from the home; the vehicle was also removed from the property.
- 18223 Cape Bahamas: the demolition contractor picked up the permit and will proceed with the project shortly.

Code Enforcement

- The 2017 FMA Home Acquisition / Demolition grant was approved and the buyout process is currently underway. Once the homes are purchased, they will be demolished and result in the land becoming a permanent green space.

City Calendar

- **CCISD Board of Trustees Candidates Election** ~ May 4, 7:00 AM @ City Hall Council Chambers
- **Hurricane Preparedness Seminar** ~ May 6, 6:00 PM @ Fire & EMS Station Training Room
- **Coffee with the City Manager** ~ May 10, 9:00 AM @ Texas Citizens Bank
- **City Council Meeting** ~ May 13, 7:00 PM @ City Hall Council Chambers
- **Planning Commission Meeting** ~ June 5, 6:00 PM @ City Hall Council Chambers