



CITY MANAGER'S FRIDAY MORNING MEMO

MAY 29, 2020

ADMINISTRATION

- **City Hall Reopens to the Public on June 1st:** The City of Nassau Bay will reopen City administrative offices to the public on Monday, June 1st. Although offices will be open, residents and customers will be encouraged to conduct business online or by phone, if possible. Social distancing and face coverings will be encouraged, and hand sanitizer will be available in the City Hall lobby. Although City Hall will be open, we will continue to invite our residents to access our online resources for City Service needs.
- **Hurricane Season Begins June 1st:** Hurricane Season officially begins June 1st and lasts through November 30th. The 2020 Atlantic Hurricane Season is off to a busy start. There have already been two named storms – Tropical Storms Arthur and Bertha – and the season hasn't even officially begun! The US National Weather Service Houston-Galveston Texas has put together a [great video](#) with hurricane hazard information and a detailed hurricane forecast for 2020. Let's get ready Nassau Bay!

- **Fourth of July Changes for 2020:** Keep your eyes out for more information about the City's Fourth of July celebration in the upcoming July Compass Rose Newsletter. There will be some new changes to the parade, park activities, and fireworks. You can also find more information on the City's website at www.nassaubay.com/SpecialEvents.

HUMAN RESOURCES

- **Reopening Protocols:** With the City scheduled to reopen Monday, June 1st, the Human Resources Department has developed a reopening plan for City employees. In order to transition to normalcy in a safe manner and ensure the health of our employees, Human Resources established the "City of Nassau Bay Reopening Protocols", which aligns with the recommended CDC procedures. The protocols include information about symptom screening, facility sanitation, social distancing, and face mask practices.



- **Cybersecurity Training:** On April 25th, 2019, the State of Texas passed HB 3834 – Security Awareness Training, which took effect on September 1st, 2019. House Bill (HB) 3834 requires state and local government employees to annually complete a certified cybersecurity training program. IT Administrator Tom George has implemented the training program through KnowBe4, and all Nassau Bay employees (who have access to a local government computer) have begun the online training program in order to comply with the State’s requirement.

PUBLIC WORKS

- Memorial Day was observed on Monday. American flags were proudly displayed along NASA Parkway and throughout the City. Flags were removed on Wednesday.
- Rain Event on Wednesday, May 27th: The wastewater plant recorded 3.3 inches of rain. All storm water pump stations performed without issue, and were periodically checked by the field operators. Water and wastewater plants performed without any problems.
- Rain Event on Thursday, May 28th: The wastewater plant recorded 0.4 inches of rain before close of business. All storm water pumps ran normal with no problems. There was a power outage that affected the TxDOT lights on NASA Parkway. Street crews dispatched portable stop signs on NASA Parkway. Two sanitary lift stations were also affected but other services were not affected. Power was restored around 3:30pm.
- Water meter re-reads were conducted for Utility Billing.
- Water meters were removed in the strip center at Dollar General for demolition of the building.
- A water meter leak was completed on San Sebastian Lane.
- An irrigation meter repair at Swan Lagoon Park is complete. Other parks are currently being checked and are scheduled for repairs.
- CIP Pickleball Court: Court construction is in progress.
- Maintenance of the dump truck is in progress.
- Storm water catch basins were cleared of trash and debris during the rain events twice this week.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station daily checks were completed.
- Water Plant Operations: All normal operations. No problems reported.
- Wastewater Plant Operations: All normal operations. No problems reported.
- A drainage inlet at David Braun Park was completed. The inlet is northwest of the parking lot joining the sidewalk to the dog park sidewalk.
- Two Mutt Mitt doggie stations were repaired and filled with mutt mitt (doggie bags).
- On Friday, May 29th, all orange construction fencing was removed from all City playground equipment. The playground equipment is now open.



POLICE DEPARTMENT

- NBPD Weekly Statistics: 124 calls for service, 23 traffic stops, 15 citations / warnings, 1 arrest, and 4 reports.
- On Tuesday, May 26th, Nassau Bay Police Officers investigated a possible man with a gun reported at an office building in the 1300 Block of Space Park Drive. An employee at one of the businesses in the building reported seeing the male subject entering the building. The male had reportedly been harassing a co-worker with messages and mentioned having a gun. NBPD officers, along with Webster PD and Harris County Precinct 8 Constables conducted a search of the building. The male subject was located walking to a vehicle in the parking lot and was detained for a short period of time. He was identified and then released. It was determined the male was not the same person harassing the worker and he was not in possession of any weapon. Further investigation determined the original male suspect was never at the office building or in the City of Nassau Bay.

EMERGENCY MANAGEMENT

- Emergency Management Coordinator Dena Mahan has prepared documentation of the City's COVID-19 expenses for possible CARES Act reimbursement.
- Emergency Management Coordinator Mahan attended the "COVID-19 & Flooding: Protecting Evacuees from the Virus" public forum. A panel of officials from Harris County and the City of Houston were available to answer questions.
- Emergency Management Coordinator Mahan participated in the Texas DSHS COVID-19 weekly conference call.

CITY CALENDAR

- **City Hall Reopens** ~ Monday, June 1, 7:30 AM
- **City Council Meeting** ~ Monday, June 8, 7:00 PM @ Virtual Meeting