



## **CITY MANAGER'S FRIDAY MORNING MEMO**

**MARCH 20, 2020**

Dear Nassau Bay,

Good afternoon – I hope everyone is doing well. As the COVID-19 situation continues to spread and impacts our personal and professional lives, the City of Nassau Bay understands that safety and information are important to you. While the incident and news remain fluid, the City continues to comply with the guidelines by the State and the County. We are also working to ensure that the information disseminated is factual and done in a timely manner. Here is an update on City functions and related activities.

- Please go to [www.nassaubay.com/COVID19](http://www.nassaubay.com/COVID19) for trusted information about the coronavirus and the City of Nassau Bay.
- All City sponsored events scheduled up to April 15th are cancelled or postponed. City sponsored events after April 15th will be reassessed for cancellation or postponement in early April.
- There will be a City Council meeting tomorrow, Saturday, March 21st, for Council to vote on moving the May 2nd General Election to the uniform election date in November. Details from the meeting will be posted online after the meeting.
- City Hall is closed to the public until March 27th, but all essential municipal operations are available online at [www.nassaubay.com](http://www.nassaubay.com).
- All public safety elements, to include police, fire, and EMS, will continue to operate on their regular schedules. Non-essential services, such as fingerprinting and drug collection, are temporarily suspended.
- Nassau Bay Court – Please email [municipal.court@nassaubay.com](mailto:municipal.court@nassaubay.com) for specific guidance related to your citation. All court proceedings are suspended until further notice. Please pay any citations online. The municipal court can be reached via email at [municipal.court@nassaubay.com](mailto:municipal.court@nassaubay.com).
- Public Works will continue normal operations, but the Public Works facility on Surf Ct will be closed to the public.
- City parks are open for groups of ten or fewer and those practicing social distancing.
- For the time being, water service will not be disconnected for non-payment.

Governor Abbott issued an Executive Order on March 19th with specific actionable items for all of us to follow. Here is a summary of the actions:

- Avoid social gatherings in groups of more than 10 people.



- Avoid eating or drinking at bars, restaurants, and food courts, or visiting gyms or massage parlors. The use of drive-thru, pickup, or delivery options is allowed and highly encouraged. Please continue to patronize Nassau Bay’s local eateries during this time.
- Don't visit nursing homes, retirement, or long-term care facilities unless to provide critical assistance.
- Schools shall temporarily close, but this does not mean education / learning will stop.
- This executive order does not prohibit people from visiting a variety of places, including grocery stores, gas stations, parks, and banks, so long as the necessary precautions are maintained to reduce the transmission of COVID-19. This executive order does not mandate sheltering in place.

Our City is an incomparable community and we have overcome many adversities in our 50 years. This event will be no different. While we may not be able to see the end of this incident yet, I am confident that our collective abilities will help us prevail. Please remember to remain patient, calm, and considerate throughout this unprecedented time.

Respectfully,

Jason E. Reynolds  
City Manager

## ADMINISTRATION

- **Updates Regarding the Coronavirus:** As news about the Coronavirus disease (COVID-19) continues to develop, the City of Nassau Bay is actively monitoring the situation and taking the proper precautions to limit the spread of illness. In order to ensure the safety and well-being of staff and residents, the City will be joining county and school district initiatives by limiting large, City-sponsored gatherings and closing City facilities. **In addition, City Hall will be closed to the public through Friday, March 27th.** For up-to-date information, please visit our social media pages and dedicated webpage at [www.nassaubay.com/COVID19](http://www.nassaubay.com/COVID19).
- **Special Event Cancellations:** Sadly, many of the City special events and activities surrounding the City's 50th Anniversary celebration have been postponed or cancelled. These events and other City event cancellations include:

Beautification Day	March 28th	Cancelled
50th Anniversary Family-Friendly Events	March 29th to April 3rd	Postponed
Coffee with the City Manager	April 3rd	Cancelled until further notice
50th Anniversary Gala	April 4th	Postponed
Easter in the Park	April 5th	Cancelled



Parks & Recreation Committee Meeting	April 15th	Cancelled
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Over the coming days and weeks, the City will continue to assess the situation and will update residents regularly about future closures and impacts to the community through the City's website and social media pages.

- Corporal Crowder Promoted to Sergeant:** Corporal Jerel Crowder has been promoted to Patrol Sergeant. Sergeant Crowder has been with the Nassau Bay Police Department for 7 years and has been in law enforcement for 11 years. Sergeant Crowder also has 5 years of service in the U.S. Navy. Congratulations to Sergeant Crowder on this promotion!



## POLICE DEPARTMENT

- The Police Department has amended some services to allow officers to practice “social distancing” as much as possible. All non-essential services, such as fingerprinting, prescription drug collection services, etc., have been suspended until further notice. Dispatchers and officers will now screen calls for service information to determine if officers need to physically meet with complainants to make reports. Officers will take report information via phone call when possible. Officers will still be responding to in-progress calls (alarms, break-ins, etc.) and calls requiring collection of evidence or documentation of a scene.
- NBPD Weekly Statistics: 92 calls for service, 8 citations / warnings, 0 arrests.

## BUILDING DEPARTMENT

- The new entrance to Houston Methodist Hospital is now complete with full landscaping.
- The Houston Methodist Hospital six-story medical office building on Upper Bay will be ready to pour slab on grade next week. They will be pouring the elevated slab floors within two weeks.
- The new residence on Lazy Lake is starting to frame.
- The Point Lookout Shopping Center has submitted preliminary drawings to remodel the façade of the building.



## EMERGENCY MANAGEMENT

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- The Office of Emergency Management has participated in the planning for the City's response to COVID-19. There are a number of issues related to City operations that are being addressed.
- Emergency Management Coordinator Dena Mahan met with the Fire Department to go over meal planning for City employees during a hurricane or flood response.

## PUBLIC WORKS

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- The Public Works office is closed to the public until further notice. Please call 281-333-2944 with any Public Works concerns.
- Coronavirus and Public Works: Crews continue to commit to daily maintenance of City operations while practicing safe distancing from contractors and residents. Public Works staff has increased cleaning and disinfection of offices. Additional steps have been taken to ensure a safe working environment for the employees. Staff meetings are conducted outside.
- CIP David Braun Park Pickleball Court: Asphalt contractors have completed the asphalt installation.
- CenterPoint Street Lights Project: A final streetlight map was approved and submitted to CenterPoint. Crews will be mobilizing in six to eight weeks.
- The Houston Methodist Hospital water tap is complete and has been inspected.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed.
- Waste Water Plant Operations: No problems reported. Normal operations.
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- A "No Parking" curb was painted along Harbour Drive.
- David Braun Park: Palm tree lighting repairs are complete.
- Palm tree trimming along Upper Bay and Space Park is complete. Two crews are currently trimming palm trees along Point Lookout Drive.
- David Braun Park Dog Park: The dog park area separation fence is complete. The project was performed due to safety concerns.

## CITY CALENDAR

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- **City Council Meeting** ~ Monday, April 13, 7:00 PM @ City Hall Council Chamber