

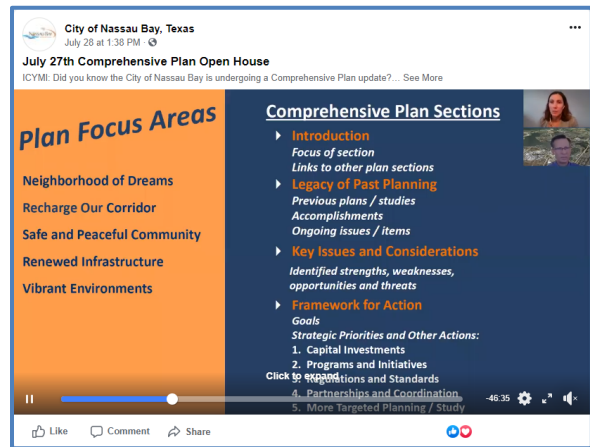


CITY MANAGER'S FRIDAY MORNING MEMO

JULY 31, 2020

ADMINISTRATION

- **ICYMI – Virtual Comprehensive Plan Open House:** On Monday, July 27th, Nassau Bay held a virtual Comprehensive Plan Open House to discuss the draft updated Comprehensive Plan - Plan 2040: Our Legacy Our Future. The virtual Open House provided an opportunity to provide input on the draft plan and ask questions of the consultant team. This draft will then be submitted to the Planning Commission and City Council for approval. The video of the virtual event can be viewed at fb.com/nassaubay/videos/676192809633212. The full PowerPoint presentation from the evening, draft plan, and other working documents can be found online at www.nassaubay.com/Plan2040. Let's plan boldly Nassau Bay!



- **50th Anniversary Bingo:** Let's Play BINGO Nassau Bay! Join in some bingo fun to celebrate Nassau Bay's 50th anniversary! The Nassau Bay Special Events Committee has created a FUN bingo game to help us continue the 50th Anniversary celebration. The bingo cards have been tailored to the different age groups: kids, teens, and adults. For added fun, these groups will be competing against each other in a special competition. Visit the City's website at www.nassaubay.com/NBBingo to choose your bingo card and to get more information about the game, including how to play, prizes, and how to submit your completed card. The family-friendly committee members will distribute prizes to your doorstep. You have from August 1st to September 19th to play. A special thanks to Stacey Amdur, Kate Amdur, Sara Barton, Erin Boyd, and Janet Thayer for their efforts with this family friendly game!





- ***Gloria Dei Impact Week:*** The City of Nassau Bay would like to say THANK YOU to the Student Impact Group from Gloria Dei Lutheran Church! This week these students volunteered to help wash the City's First Responder vehicles and picked up trash and debris from an estimated 4,000 linear feet of shoreline. This cleanup was particularly needed after the fringe effects of Hurricane Hanna, which blew trash into David Braun Park and along the shoreline. Not only does this benefit Nassau Bay, but Galveston Bay as well. Great work on a job well done!



CITY SECRETARY

- ***Presentation of the City Manager's Proposed Budget for Fiscal Year 2021:*** The City of Nassau Bay is preparing the City's budget for Fiscal Year 2021. Despite the challenges of COVID-19, City staff have put together a FY2021 budget for Council to review over a series of four (4) work sessions. City Manager Jason Reynolds will present his Proposed Budget for Fiscal Year 2021 at the August 10th City Council meeting.

Residents can speak before City Council on the FY2021 Budget during the Public Hearing portion of the meeting. To sign up, please complete the online [Public Request to Speak to City Council](#), or submit your written comments via email to the City Secretary at sandra.ham@nassaubay.com.

Additionally, on August 4th, the City Manager's Draft Budget will be delivered to the City Secretary, made available to public, and posted online as DRAFT Budget at www.nassaubay.com/budget.

Details on accessing the August 10th virtual City Council meeting are available at www.nassaubay.com/CityCouncil. Additionally, the City Council meeting will be livestreamed on the City's Facebook page – residents do need a Facebook account to view the City's page or view the meeting livestream.

PUBLIC WORKS

- **Tropical Storm Hanna:** The tropical disturbance in the Gulf last week was monitored by Public Works staff, with street / drainage crews onsite during Saturday's heavy rains (3.4 inches). Crews continually monitored street drainage and pump stations. Equipment previously moved to higher ground was mobilized back to the wastewater plant storage area. Storm Water Station A at Upper Bay and Prince Williams experienced electrical difficulties due to a bad main breaker. A new breaker was installed on Monday and VFD components were adjusted and tested.



- The Public Works building generator “automatic switch over” failed during emergency operations. The generator had to be started and stopped in a manual mode. A new component was ordered, installed, and tested.
- A service line water leak was repaired at 1719 Antigua Lane.
- Utility Line Locating: The Line Supervisor has been locating City utilities along NASA Parkway for underground utility work to ensure no water lines are being hit during underground work.
- Sanitary sewer jetting was conducted in the 1400 block of Space Park. Approximately 500 linear feet was jetted to increase flow and remove debris.
- Nasa Parkway Palm Trees: One palm tree fell during the recent Saturday rain event. The tree was removed and another tree beside it was also removed, due to tree deterioration. These trees were already on the list to be removed.
- Weekly maintenance performed at the Saturn Fountains. Operators are currently trouble shooting loss of water issues on one fountain by NASA Parkway and Saturn Lane.
- Storm water pump station weekly checks were completed.
- Storm water catch basins were cleared of debris twice during this week’s rain events.
- Water Plant Operations: All normal operations.
- Wastewater Plant Operations: All normal operations.
- All Public Works facilities were mowed.
- A Queen Palm in David Braun Park was removed due to deterioration at the lower portion of the tree. The tree was a safety concern.
- A Storm Water Pump Meeting was held on Thursday, July 30th.

POLICE DEPARTMENT

- NBPD Weekly Statistics: 92 calls for service, 8 reports, 12 traffic stops, 9 citations / warnings, and 1 arrest.

EMERGENCY MANAGEMENT

- Emergency Management Coordinator Dena Mahan attended a Coronavirus Relief Fund webinar hosted by Harris County. The webinar reviewed the steps that need to be taken to apply for reimbursement for COVID-19 related expenses.
- Emergency Management Coordinator Mahan participated in a call with the State of Texas and FEMA Public Assistance representatives to review progress on Hurricane Harvey projects.
- Emergency Management Coordinator Mahan participated in a teleconference and survey with the Emergency Management Professional Development Working Group (EMPDWG). This group was created to advance the profession of emergency management in the State of Texas by recommending baseline qualifications for emergency managers.



HUMAN RESOURCES

- This month the City's Emergency Management Coordinator celebrated her one-year anniversary with the City of Nassau Bay. Congratulations, Dena!
- The Human Resources Manager scheduled three interviews for the two open Public Works positions – Park Maintenance Worker and Utility Maintenance Worker. The interviews are scheduled for August 3rd and August 5th.
- The Human Resources Manager and Emergency Management Coordinator – out of an abundance of caution – drafted a Hybrid / Remote Work Schedule for Administrative Staff to reduce the amount of exposure from person to person at City Hall. At this time, the schedule is not mandatory.
- The Human Resources Manager conducted a City-wide survey to identify employees with school-aged children, in order to better prepare and plan for the start of school in August and mandated virtual learning periods for the area school districts.



CITY CALENDAR

- **Economic Development Corporation Meeting** ~ Monday, August 3, 7:00 PM @ Virtual Zoom Meeting (zoom.us/j/87439861992, Meeting ID# 874 3986 1992, Passcode# 336246)
- **Planning Commission Meeting** ~ Tuesday, August 4, 6:00 PM @ Virtual Zoom Meeting (zoom.us/j/89732799824, Meeting ID# 897 3279 9824, Password# 420747)
- **City Council Meeting** ~ Monday, August 10, 7:00 PM @ Virtual Zoom Meeting: zoom.us/j/89182384261, Meeting ID# 891 8238 4261, Passcode# 733086)
- **Board of Adjustment Meeting** ~ Tuesday, August 13, 7:00 PM @ Virtual Zoom Meeting (zoom.us/j/81618784041, Meeting ID# 816 1878 4041, Password# 200365)