



CITY MANAGER'S FRIDAY MORNING MEMO

AUGUST 7, 2020

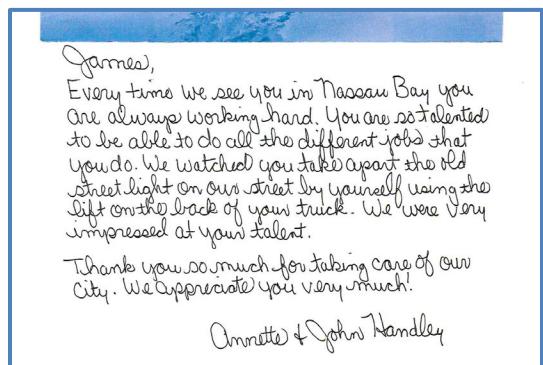
ADMINISTRATION

- **August 10th City Council Meeting:** As COVID-19 precautions continue, the August 10th City Council meeting will be held via Zoom teleconference. Details on accessing the virtual meeting are available at www.nassaubay.com/CityCouncil. Additionally, the City Council meeting will be livestreamed on the [City's Facebook page](#) – residents do not need a Facebook account to view the City's page or view the meeting livestream. At the August 10th City Council meeting, City Manager Jason Reynolds will present his Proposed Budget for Fiscal Year 2021. If you wish to speak before City Council for the August 10th meeting, please complete the request online: [Public Request to Speak to City Council](#). Members of the public can also submit their written comments via email to the City Secretary at sandra.ham@nassaubay.com. Comments from the public must be received before 1:00pm on Monday, August 10th.



- **Recognizing Our City Employees:** Kudos to Public Works member James Green, who received extra recognition from Annette and John Handley! All of our employees work tirelessly day in and day out, and we always appreciate a nice gesture – such as this thank you card from the Handleys – recognizing their efforts.

James, every time we see you in Nassau Bay you are always working hard. You are so talented to be able to do all the different jobs that you do. We watched you take apart the old street light on our street by yourself using the lift on the back of your truck. We were very impressed at your talent. Thank you so much for taking care of our City. We appreciate you very much!

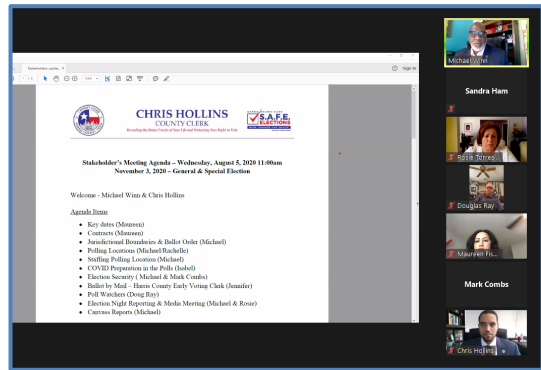




- **50th Anniversary Bingo:** Have you gotten your bingo card yet? Visit the City's website at www.nassaubay.com/NBBingo to choose your bingo card and to get more information about the game, including how to play, prizes, and how to submit your completed card. The bingo cards have been tailored to the different age groups: kids, teens, and adults. You have from August 1st to September 19th to play. Let's Play BINGO Nassau Bay!

CITY SECRETARY

- **Harris County Election Stakeholders Meeting:** City Secretary Sandra Ham attended a virtual Harris County Elections Stakeholders meeting on Wednesday, August 5th. Entities (like Nassau Bay) will begin meeting bi-monthly to prepare for the November 3rd Election. Harris County has indicated the November 3rd Election will be the largest election in the history of Texas elections. There are almost 100 entities (cities, MUDs, water districts, etc.) that will join the Harris County ballot in November.



- **Extended Early Voting for November 3rd Election:** Governor Greg Abbott issued a Proclamation extending the early voting period for the November 3rd Election by nearly a week. Under this proclamation, early voting by personal appearance will begin on Tuesday, October 13, 2020, and continue through Friday, October 30, 2020. Early Voting will be conducted by Harris County as follows:

Days	Dates	Times
Tuesday to Saturday	October 13, 2020 to October 17, 2020	7:00am to 7:00pm
Sunday	October 18, 2020	10:00am to 7:00pm
Monday to Saturday	October 19, 2020 to October 24, 2020	7:00am to 7:00pm
Sunday	October 25, 2020	10:00am to 7:00pm
Monday to Thursday	October 26, 2020 to October 29, 2020	7:00am to 7:00pm
Friday	October 30, 2020	7:00am to 10:00pm

October 5, 2020 is the last day to register to vote for the November 3, 2020 election.

POLICE DEPARTMENT

- **NBPD Weekly Statistics:** 84 calls for service, 4 reports, 8 traffic stops, 3 citations / warnings, and 1 arrest.
- **Homicide Investigation:** On Saturday, August 1st, at about 1:45 am, Nassau Bay officers were dispatched to the 2000 block of San Sebastian to investigate a possible shooting, originally reported as a possible murder-suicide. Officers arrived and observed two bodies on the floor of a residence, along with a gun on a bed. Forty-seven year old Tanya Melton was found deceased from a gunshot. Forty-nine year old Roger Douglas was also located on the floor and semi-unresponsive. Douglas was transported to a local hospital by EMS and later



found to have no injuries and released from the hospital. Investigators from the Nassau Bay Police Department interviewed a third person who was a witness and reported that Melton was shot by Douglas. Investigators with the Harris County Sheriff's Office Homicide Unit assisted NBPD and interviewed Douglas who provided a statement and admitted to shooting Melton. The Harris County District Attorney's Office accepted murder charges on Douglas. Douglas was placed into the Harris County Jail and his bond was set at \$100,000.00. Webster PD, Harris County Pct. 8 Constables, and the Harris County Sheriff's Office assisted with the investigation. Douglas has since posted bond and was released from Harris County Jail.

- **Face Covering / Mask Clarification:** Nassau Bay Police Department will continue to address face coverings / masks as the Department has since the requirement of wearing face coverings was enacted. We are encouraging all citizens to wear a face covering/mask in public, following guidelines of the CDC, along with state and local health officials. Officers will be wearing face coverings/masks, except when doing so poses a greater safety risk in the performance of their duties. For anyone not wearing a face covering/mask in public, officers will be focusing on education of Governor Abbott's order and health official recommendations, along with voluntary compliance. As there are numerous exceptions written into the order, each situation will be independently evaluated, and NBPD officers will still have the ability to use discretion for resolution of the situation. If you are in public with immediate household members only and do not need to wear a face covering/mask, we ask that you still carry one with you so that you can put it on if needed while out.

PUBLIC WORKS

- A water main leak repair was completed at the 18200 block of Cape Bahamas on Sunday, August 2nd.
- A service line water leak was repaired at 2010 Sea Cove.
- Previous water leak sites were evaluated. Sand was put down, with the next phase of grass sod installation to begin soon.
- Water meter cutoffs were conducted due to non-payment.
- Utility Line Locating: The Line Supervisor has been locating City utilities along NASA Parkway for underground utility work. This is to ensure no water lines will be hit.
- A large dead palm tree was removed at the David Braun Park entrance. It is believed to have died due to a possible lightning strike within the last few weeks.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed.
- Storm Water Jetting: Approximately 200 feet of storm water lines were jetted at Saxony and Vinland.
- An underground light electrical issue at Harbour Drive was repaired. Streetlights are restored.
- Water Plant Operations: All normal operations.
- Wastewater Plant Operations: All normal operations.



- All Public Works facilities were mowed and trimmed.
- Tree trimming was performed around the City between projects.
- Flower bed maintenance at Howard Ward Park was performed.
- Swan Lagoon Park: Basketball goals and nets were reinstalled.
- The peninsula was mowed and trees were trimmed along the path.
- Interviews were conducted for the Park Maintenance position.
- Interviews were conducted for the Utility Worker position.

EMERGENCY MANAGEMENT

- Emergency Management Coordinator Dena Mahan participated in the National Weather Service's Hurricanes and Preparedness for 2020 webinar.
- Emergency Management Coordinator Mahan completed FEMA's Essentials of Community Cybersecurity training course.
- Emergency Management Coordinator Mahan completed and submitted the third quarter financial report for the Emergency Management Performance Grant.

HUMAN RESOURCES

- The Human Resources Manager submitted three Conditional Offer of Employment letters to three Public Works Department applicants. All three offers were accepted! The candidates are now in the process of pre-employment background and physical screenings.
- The Human Resources Manager updated the Employee Resource webpage – a site that contains employee resources and benefits that the City of Nassau Bay offers to its employees. Putting all the information in one location for employees to access is extremely beneficial and has increased the use of some of our City programs.
- The Human Resources Manager participated in a Paycom webinar that detailed new software that will provide users with more ease of access in 2022. Paycom is the City's Payroll, Human Resources, and Employee Self-Service portal.

CITY CALENDAR

- **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** ~ Thursday, August 13, 7:00 PM @ Virtual Zoom Meeting (zoom.us/j/81618784041, Meeting ID# 816 1878 4041, Password# 200365)