



CITY MANAGER'S FRIDAY MORNING MEMO

OCTOBER 2, 2020

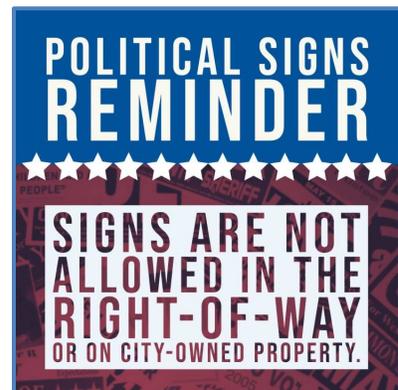
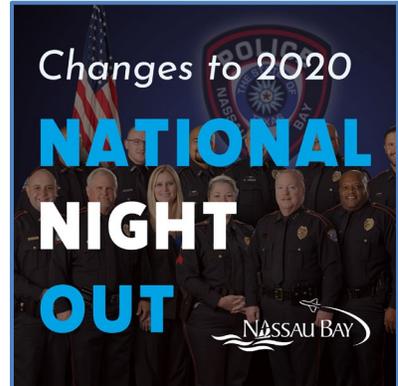
ADMINISTRATION

- **Fire Prevention Week 2020:** Fire Prevention Week is October 4-10, 2020, and this year's theme is "Serve Up Fire Safety in the Kitchen!" The theme works to educate the public about simple but important actions they can take to keep themselves and those around them safe. According to NFPA, cooking is the leading cause of home fires and home fire injuries in the United States. As the NBVFD is limited in the activities they will be doing this year, they will be instead hosting several virtual activities to encourage all residents to embrace the 2020 Fire Prevention Week theme!
 - **Fire Prevention Week Poster Contest:** Nassau Bay show us your creativity!!! Create a poster promoting this year's fire prevention week theme, "Serve Up Fire Safety in the Kitchen." The winning posters will be made into actual posters which will be displayed at the Tom George Fire & EMS Station. This poster contest is for Nassau Bay residents ages 12 and under.
 - **Home Escape Plan Raffle:** Get prepared and create a Home Escape Plan for your household! Let us know you've completed your [Home Escape Plan worksheet](#) and you'll be entered into a raffle – all residents are eligible to enter and winners will be randomly selected.
- The deadline to enter the poster contest and raffle is Thursday, October 8th by 6:00pm. The winners for both the contest and raffle will be announced during the NBVFD Live Virtual Open House on October 9th. More details on how to enter the poster contest and raffle, as well as details on the virtual Open House can be found at www.nassaubay.com/fpw2020.
- **Keep Texas Beautiful Award of Excellence:** Keep Texas Beautiful has recognized Nassau Bay with the Governor's Community Achievement "Award of Excellence" for preserving a clean and beautiful environment. The Award of Excellence indicates that Nassau Bay's application received a score of 90 or higher in 2020. Thank you to the Parks & Recreation Committee, Keep Nassau Bay Beautiful, and Parks Chairman Roscoe Lee for their outstanding overall efforts to keep our community beautiful.





- **Changes to National Night Out:** Because of the 2020 pandemic, there will be changes to the City's participation in National Night Out. As you know, National Night Out is a national community-building campaign that promotes police-community partnerships – this year's date is Tuesday, October 6th. Before COVID, neighborhoods would host block parties and cookouts. Emergency personnel would provide safety demonstrations and City Officials would make their rounds to visit the neighborhoods. Unfortunately, while we still encourage neighborhood comradery in a safe, socially distant, responsible manner, the Nassau Bay Police Department, Nassau Bay Volunteer Fire Department, Nassau Bay EMS, and City Officials will NOT be in attendance for any National Night Out block parties this year. Although National Night Out 2020 won't be like past years, we hope that you will keep the National Night Out spirit alive and growing.
- **Campaign Signs Within City Limits:** A reminder as we enter Election season, political campaign signs on public land or the right-of-way is not allowed. Nassau Bay regulates all signs within Nassau Bay's City limits to keep our town beautiful – political signs are part of that equation. As we approach election season please remember:
 - Signs should only go out 30 days before early voting begins (which is October 13th)
 - Make sure signs are on private property and not in the right-of-way. This includes medians and the right-of-way in front of a residential property. Generally, the right-of-way in front of your home is 15 feet from the curb.
 - Signs are not allowed on trees, telephone poles, traffic signs, or in City parks or City-owned property.
 - All signs should be removed within 3 days after the election.
 - Be sure to check with your Homeowner's Association, as they may have their own restrictions on yard signs.



Please visit Nassau Bay's website to learn more about the 2020 election, including how to register to vote, how to request a mail-in ballot, or how to find the closest Early Voting and Election Day polling locations: www.nassaubay.com/Election.

PUBLIC WORKS

- **Tropical Storm Beta:** Clean-up continued this week in David Braun Park. The tennis courts and pickle ball courts were power washed and are ready for use. The tennis court lights are operational at this time. Sidewalks in the park were cleared of mud and debris. Crews are currently working on the peninsula clean up. The park is now open.
- **Water Leaks:** The Water Department Crew completed two water leak repairs this week on NASA Parkway at Wendy's and at 1322 Space Park.



- Dog Park Status: The dog park is still closed due to the mud left by Tropical Storm Beta. The dog park should be opened as planned on Monday, October 5th.
- West Indies Storm Water Station: The pump was pulled due to debris and was re-installed.
- Light Line: Crews repaired a damaged light line after a power line short on Windward.
- The Public Works parking lot was restriped by the Streets Crew.
- CANBE benches were installed at the boardwalk on Upper Bay Road.
- Potholes were repaired on Space Park Blvd.
- Sandy Cove Lift Station: The #2 pump was pulled for repairs. A supervisor is getting estimates on repairs versus replacement. If needed, a rental is available.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed.
- Water Plant Operations: All normal operations. No problems were reported during the tropical storm.
- Wastewater Plant Operations: All normal operations. No problems were reported during the tropical storm.

CITY SECRETARY

- Tracking Status of Mail-In-Ballot: As mail-in-ballots have become much more significant in this year's election, Harris County has set up a simplified tracking system for an individual to go online and track the status of their mail-in-ballot. Track the status of your mail-in-ballot at harrisvotes.com/Tracking. You will need to enter your birthdate and driver's license or last four digits of your social security number to access the tracking tool. After using the look-up tool, if you still have questions about your mail ballot status, please call Harris County at 713.755.6965. As a reminder, the deadline to apply for a mail-in ballot is October 23rd. Harris County must RECEIVE your application by this date (not postmarked by this date).
- October 12th City Council Meeting: As COVID-19 precautions continue, the October 12th 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. If you wish to speak before City Council for the October 12th 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, October 12th.

CHRIS HOLLINS
HARRIS COUNTY CLERK

HOME VOTING INFO ELECTION RESULTS ...

Track the status of your vote-by-mail application and mail ballot here, just enter your information in the fields below to see your personal status update.

Mail Ballot Activity Lookup

Required information

Last Name

Birthdate

Enter at least one

Driver or State ID #

SSN (Last 4 Digits)

Enter the Last 4 numbers of your Social Security Number

Submit



- Performance Measurement for City Clerks Seminar: City Secretary Sandra Ham completed the online TMCCP Performance Measurement for City Clerks (Secretary) seminar on October 1st. The seminar provided information on the value of measuring performance, how to align performance measures with the goals and objectives of the City Secretary's office, the different types of measures, and how to recognize well written measures. Attendees also learned strategies to focus attention on priorities and results. Attendance of this seminar is a requirement towards earning the Texas Registered Municipal Clerk (TRMC) designation.

WELL WRITTEN GOALS FOR CLERK'S OFFICES

- ▶ to maximize public access to local government
- ▶ to accurately record and carefully preserve and safeguard the legislative history of the City
- ▶ to maximize timely access to City records and information

POLICE DEPARTMENT

- NBPD Weekly Statistics: 86 calls for service, 14 reports, 10 traffic stops, 7 citations / warnings, and 1 arrest.
- Congratulations to Officer Jason Vain who celebrated his four year anniversary with the Nassau Bay Police Department on Saturday, September 26th. Thank you Officer Vain for your continued dedication and service to the Nassau Bay community.
- Detective Gino Gallegos, Officer Clint Brown and Officer Jason Vain spent this week training in Crime Scene Investigation. This 40-hour course provided instruction in search techniques and processing of evidence from the crime scene to the court room. Latent fingerprints, crime scene photography, chart preparation and legal matters were among the topics covered. The goal of the training is to improve the competency of the investigator in searching for, recovering and processing physical evidence at the crime scene. This training will advance these officers toward obtaining their Intermediate Peace Officer Certifications.

HUMAN RESOURCES

- The City of Nassau Bay would like your help congratulating Finance Director Csilla Ludanyi on 11 years of service with the City. Finance Director Ludanyi is a true team player and has the heart and grit for municipal government. The City is lucky to have her! Thank you for your dedication and commitment to Nassau Bay!
- The Human Resources Manager held a meeting to discuss ideas for employee engagement as we move forward into the holiday season during the Coronavirus pandemic. This time of year the City of Nassau Bay is typically planning a Thanksgiving luncheon and Christmas party for City staff.





- The Human Resources Manager implemented the approved salary adjustments and increases for the 2021 Budget Year.
- The Human Resources Manager participated in a webinar that discussed Benefits Administration: Is Your Organization Ready for Open Enrollment? Without the proper tools and processes, benefits administration and enrollment can be time-consuming and costly for employers, employees and HR alike. According to an Aflac Workforce Report, at 80%, a strong correlation exists between employees' satisfaction with their benefits and their career. The happier they are with their benefits, the less likely employees are to leave.
- The City of Nassau Bay Communications Team met to discuss a social media action plan for the month of October.



CITY CALENDAR

- **Board of Adjustment** ~ Thursday, October 8, 7:00 PM @ Virtual Zoom Meeting: zoom.us/j/85702403630, Meeting ID# 857 0240 3630, Passcode# 77058
- **Virtual Coffee with the City Manager** ~ Friday, October 9, 9:00 AM @ Virtual Zoom Meeting: zoom.us/j/85620778297, Meeting ID# 856 2077 8297, Password# 319849