






CITY MANAGER'S FRIDAY MORNING MEMO

SEPTEMBER 4, 2020

ADMINISTRATION

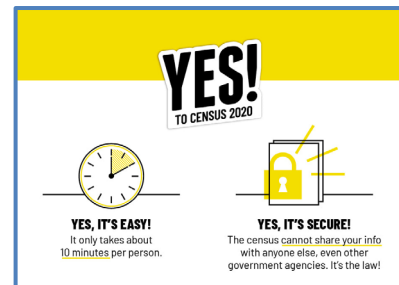
- **City Hall Closed for Labor Day:** City administrative offices will be closed on Monday, September 7th in observance of Labor Day. AmeriWaste will run residential and commercial trash routes as usual on Monday. Please have your garbage, heavy trash, and green waste out for collection by 7:00am. City Hall will resume regular business hours on Tuesday, September 8th.
- **Congratulations to Sgt. Sharp and Sgt. Crowder:** Congratulations to Sgt. Glenn Sharp and Sgt. Jerel Crowder for attaining their Master Peace Officer Certification from the Texas Commission on Law Enforcement. Master Peace Officer is the highest level of certification awarded by TCOLE. The certification is awarded when officers reach a required combination of years of service, college degree, military service, and/or in-service training hours. Sgt. Sharp has more than 20 years of law enforcement service and acquired over 1600 hours of in-service training. Sgt. Crowder has almost 11 years of law enforcement service, five years of military service in the US Navy, and more than 1400 hours of in-service training. Both these officers are leaders in the department and are a great example of the high expectations we have for all our officers.
- **Welcome New Public Works Employee:** Please join us in welcoming a new employee to the Public Works Department! Emory Bragg started with the City of Nassau Bay on Monday, August 31st. Emory will be on the Parks crew and will also be assisting at the Animal Shelter. When you see him out and about make sure to greet him with a big Nassau Bay welcome!
- **50th Anniversary Nassau Bay Flags:** You asked for it, and we listened! For sale (until sold out), the City of Nassau Bay will be selling 50th Anniversary Flags. Each one is \$15 and comes with hardware to display the flag in your yard or garden. The flag is 18x12 and is printed on one side. To purchase your 50th Anniversary flag, please visit the City's

Meet Our New Public Works Employee!



website at www.nassaubay.com/637/Nassau-Bay-Flag. We only have 100 of the commemorative 50th Anniversary flags for sale, so be sure to grab yours before they're gone!

- **Regular City Council Meeting on September 14th:** The City of Nassau Bay will hold a virtual City Council meeting in Monday, September 14th via Zoom Video Conferencing. Please join the Zoom Meeting by clicking this link: zoom.us/j/84897456213 or calling (346) 248-7799 to join the audio (only) line of the meeting. Please utilize Meeting ID 848 9745 6213 and Password 77058. If you wish to speak before City Council for the September 14th 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, September 14th.
- **Bid No. 2020-04 Bid Opening:** The City of Nassau Bay held a bid opening for Bid No. 2020-04 Demolition and Removal Project on Thursday, September 3rd. The City received seven (7) bids in response to the bid notice. The project includes the demolition of the Leeward home structures, the removal of the debris from the location, clean-up, and landscaping of the properties located on Leeward. Once the homes are demolished, the area will remain a permanent green space. The City expects to award the bid at the September 14th City Council meeting.
- **Comprehensive Plan Update Approved by Planning Commission:** On Tuesday, September 1st, the Planning Commission held a Public Hearing on the update of the Comprehensive Master Plan, Plan 2040: Our Legacy, Our Future. The Planning Commission recommends approval with consideration of several outlined comments to be incorporated into the document. The Comprehensive Plan will be presented to City Council for approval at the October 12, 2020 Regular City Council meeting.
- **Reminder to Complete the 2020 Census:** It is critical EVERYONE completes the 2020 Census! If you have already completed yours, talk to your neighbors and encourage them to do the same! You can do it online at www.my2020Census.gov or by calling 1-844-330-2020. As of September 4th, Nassau Bay's current response rate is 60.8%.



FINANCE

- **Proposed Tax Year 2020 Property Tax Rates:** At the upcoming September 14, 2020 Regular City Council meeting, City Council will approve an ordinance adopting the Tax Year 2020 Property Tax Rate. The proposed property tax rate will be \$0.72212 per \$100 valuation, which is lower than the existing rate of \$0.73212. For six straight years before FY 2019-20, the tax rate was \$0.74212 per \$100 valuation. A homeowner with a median home value of \$272,052 would pay approximately \$163.71 per month for their Nassau Bay property tax bill. A Public Hearing will be held at the meeting for the Tax Year 2020 Tax Rate for citizens to comment and provide public input. Please review the [Notice about 2020 Tax Rates](#) to see the Truth in Taxation information and proposed Tax Year 2020 tax rate. Compared to other Bay Area communities, Nassau Bay's tax rate, combined with its trash, water and sewer rates, is on the lower end – only Friendswood, Webster, Pasadena and La Porte have lower combined rates.



CITY SECRETARY

- Nassau Bay's August 31st Virtual Special Council Meeting:** Nassau Bay City Council hosted a virtual Special City Council meeting on Monday, August 31st in order to adopt the Fiscal Year 2021 Budget. There were over 500 views of the City's livestream of the meeting on Facebook. Residents interested in viewing the video of Monday's meeting can visit the City's Facebook page. Residents do not need a Facebook account to view the City's page or view the meeting video. The full Special City Council meeting can be viewed online at www.facebook.com/nassaubay/videos/3449541358409911.
- Texas Office of the Secretary of State Election Meeting:** City Secretary Sandra Ham attended an Election Q&A session with the Texas Secretary of State's Office on September 2nd. Christina Adkins, Legal Director – Elections Division, provided clarification for Nassau Bay on several election code publication requirements, in addition to answering general questions about the upcoming November election.
- Nassau Bay Election Ballot Finalized:** City Secretary Ham reviewed Nassau Bay's final ballot proof, and has submitted the official ballot to Harris County for coding onto the November 3rd election ballot. Once the sample ballot for Precinct #307 (Nassau Bay) is available to the public, the City will post the ballot on our Election website at www.nassaubay.com/Election. As a helpful note, you may bring a sample ballot with you into the voting booth with your choices marked.
- Harris County Election Stakeholders Meeting:** City Secretary Ham attended a virtual Harris County Elections Stakeholders meeting on Wednesday, September 2nd. The focus of the meeting was upcoming key deadlines, and an update on Early Voting and Election Day polling locations, and clarification on the mail-in-ballot process. Although Freeman Branch Library has been historically an Early Voting polling location, for the November Election, this will not be the case. The closest early voting polling locations will be the Clear Lake Islamic Center (17511 El Camino Real – Community Hall) and the University of Houston Clear Lake (2700 Bay Area Boulevard, Garden Room). Nassau Bay City Hall is still scheduled to be an Election Day polling site.

| | Trigger for election without De Minimis | Voter Approval Rate at 3.5% | No New Revenue Rate | Proposed Rate | Trigger for possible petition for election with De Minimis | Voter Approval Rate at 8% | Trigger for Automatic election with De Minimis |
|--------------------------|---|-----------------------------|---------------------|---------------|--|---------------------------|--|
| Total Tax Rate | | 0.705187 | 0.711940 | 0.722120 | | 0.735008 | 0.724272 |
| Maintenance & Operations | | 0.685868 | 0.692621 | 0.702801 | | 0.715689 | 0.731153 |
| Debt Service (0&S) | | 0.019319 | 0.019319 | 0.019319 | | 0.019319 | 0.019319 |

Topics of Discussion

- November 3, 2020 Issues
 - COVID-19 and Elections
- Postponement Concerns
- General Questions
- Advice for Election Officials

Official Ballot
General and Special Elections
Harris County, Texas
November 03, 2020 Page 1 / 5 Precinct: CONB

Ballot Introduction:
To vote: Rotate the SELECT wheel to highlight your choice of candidate or to vote *FOR* or *AGAINST* a proposition on the ballot. When your choice is highlighted in blue, press the ENTER button. You may vote for a write-in candidate by rotating the SELECT wheel to the write-in choice. Press the ENTER button. Then rotate the SELECT wheel to spell out the write-in candidate's name, then rotate the SELECT wheel to ACCEPT. Press the ENTER button. After voting all desired choices, carefully review

City of Nassau Bay, PROPOSITION B
SHALL ARTICLE B - CITY COUNCIL, SECTION 3.10 ENTITLED "RULES OF PROCEDURE" BE AMENDED TO READ AS FOLLOWS: THE COUNCIL SHALL, BY ORDINANCE, DETERMINE ITS OWN RULES AND ORDER OF BUSINESS; AND THE RULES SHALL PROVIDE THAT CITIZENS OF THE CITY SHALL HAVE A REASONABLE OPPORTUNITY TO BE HEARD AT ANY MEETINGS WITH RESPECT TO ANY MATTER UNDER CONSIDERATION. THE COUNCIL SHALL PROVIDE FOR MINUTES BEING TAKEN AND RECORDED FOR ALL MEETINGS, AND SUCH MINUTES SHALL BE A PUBLIC RECORD. MOTIONS, EXCEPT ON PROCEDURAL MATTERS, SHALL BE BY RAISED HANDS, OR AS REQUIRED BY LAW, AND SHALL BE RECORDED IN THE MINUTES.

FOR
 AGAINST



POLICE DEPARTMENT

- **NBPD Weekly Statistics:** 130 calls for service, 12 reports, 33 traffic stops, 24 citations / warnings, and 6 arrests.
- **Shooting Investigation:** On August 29th, at about 11:00 pm, the Nassau Bay Police Department received a call of a shooting in the 1400 block of Saxony Lane. The caller reported that a neighbor had knocked on her door saying she had shot her son. Officers arrived and found the victim, a 27-year-old male, with a gunshot wound to the right shoulder. Officers applied pressure to the wound until Nassau Bay EMS arrived and transported the victim to HCA Clear Lake Hospital. The injuries were not life threatening. The male told officers that his mother had shot him. Forty-nine-year-old Lisa Pait was detained at the scene for questioning. Officers located and recovered a handgun at the scene. Witnesses indicated the male had been in an argument or fight with his girlfriend. Pait intervened and separated the two. Pait then went to a bedroom and retrieved the handgun. When the victim came into the bedroom, Pait shot him in the shoulder. Pait was arrested and booked into jail, pending transfer to Harris County Jail later today. On August 30th, the defendant, Lisa Pait, had a probable cause hearing in the 208th District Court. The Court found that probable cause for further detention DID NOT EXIST and ordered the release of Pait without charges. The Court did not give any further explanation. The District Attorney's Office is reviewing the case to determine if additional evidence exists to refile a charge.

PUBLIC WORKS

- Previous Water Leaks: Crews installed sand and grass sod at previous water leak locations.
- Fire Hydrant Painting: Crews started painting fire hydrants and hydrant tops, which indicate the fire flows capacity.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed multiple times.
- Existing White Streetlight Poles: Crews began to remove the concrete bases from the white existing streets lights. These are being removed after the installation of the new CenterPoint streetlights.
- CenterPoint Street Lights: Crews began putting sand around the bases of the poles due to an area around the pole settling.
- Water Plant Operations: All normal operations.
- Wastewater Plant Operations: All normal operations.
- Curb painting (yellow) was completed along the areas of Space Park Drive.
- Kingstree Inlet at Lake Nassau: Crews continue to clean out the area and trim trees.



- All City facilities were mowed.
- David Braun Park: Eighty (80) feet of 6-inch drain lines were installed at the southeast corner of the park behind the wastewater plant area by the shoreline to ensure proper drainage from the fields.
- A new employee started with Public Works. He is assigned to Parks Maintenance / Assistant Animal Control Officer.

EMERGENCY MANAGEMENT

- The Federal Government, through FEMA and the State of Texas, have opened the 2020 grant application process to elevate flood-prone structures. If your house is listed as a repetitive loss, severe repetitive loss property, or if you have shown interest in the program in the past you are invited to submit an application for consideration. If you are a new applicant interested in the grant program please [apply here](#). The City plans to hold a virtual meeting in September 2020 to address questions and concerns about the home elevation process. The FEMA FMA grant may pay 75%, 90% or 100% of the cost of elevation, and the homeowner will be responsible for any HOA requirements or non-eligible work. Properties will be reviewed and a benefit-cost analysis (BCA) done to determine property eligibility.
- Emergency Management Coordinator Dena Mahan participated in the Hurricane Harvey Public Assistance Recovery Transition Meeting. All projects have been approved by FEMA, so the Texas Division of Emergency Management will now manage the program through completion.
- Emergency Management Coordinator Mahan attended the FEMA National Flood Insurance Program Community Assistance Visit. FEMA is conducting these visits with all communities that had homes flood during Hurricane Harvey.



HUMAN RESOURCES

- The Human Resources Manager completed new hire orientation for one new employee and is proud to report that Nassau Bay is fully staffed!
- The Human Resources Manager completed Personnel Action Forms for 2.5% merit increases for eligible full-time and part-time employees. To be eligible for a merit increase, the employee must have participated and documented four quarterly Coaching Sessions with their Supervisor.
- The Communications Manager met with i45Now to discuss a six-month plan for videos to elevate our communication capabilities and better inform our citizens on City business, projects, and events.



CITY CALENDAR

- **Virtual Coffee with the City Manager** ~ Friday, September 11, 9:00 AM @ Virtual Zoom Meeting: zoom.us/j/85620778297, Meeting ID# 856 2077 8297, Password# 319849
- **City Council Meeting** ~ Monday, September 14, 7:00 PM @ Virtual Zoom Meeting: zoom.us/j/84897456213, Meeting ID# 848 9745 6213, Passcode# 77058
- **Board of Adjustment** ~ Thursday, October 8, 7:00 PM @ Virtual Zoom Meeting: zoom.us/j/85702403630, Meeting ID# 857 0240 3630, Passcode# 77058