



CITY MANAGER'S FRIDAY MORNING MEMO

AUGUST 14, 2020

ADMINISTRATION

- **Special Meeting Adopting the Fiscal Year 2021 Budget:** The City of Nassau Bay will adopt the Fiscal Year 2021 Budget at a Special Meeting on Monday, August 31, 2020 at 7:00pm. A Public Hearing will be held at this time to hear all persons desiring to be heard on the proposed FY2021 Budget.

The Special City Council Meeting will be held virtually via Zoom Video Conferencing. Please join the Zoom Meeting by clicking this link at zoom.us/j/89303306789, or calling the audio (only) line of the meeting at (346) 248-7799. Please utilize Meeting ID 893 0330 6789 and Password 77058.



If you wish to speak before City Council for the August 31st 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 31st. Please contact the City at 281-333-4211 with any further questions related to this Budget Hearing and Adoption meeting.

- **Welcome New Police Officers Jacob Arnesen and Randy Reyna:** On Monday, August 10th, the Nassau Bay Police Department welcomed two new officers. Officer Jacob Arnesen and Officer Randy Reyna were sworn in by City Secretary Sandra Ham. Officer Arnesen has an Associate Degree in Criminal Justice from San Jacinto Community College and graduated from the Alvin Community College Law Enforcement Academy in July of this year. Officer Reyna brings 15 years of training and management experience in the field of physical fitness. Officer Reyna has an Associate of Arts Degree in Business from Lone Star College System and a Bachelor of Business Administration Management Degree from University of Houston. Randy graduated from the Houston Community College Police Academy in April of this year. Both officers will complete a Field Training Program over the next three months, where they are paired with an experienced





training officer. During the training program, officers are instructed and evaluated on the skills they learned in the police academy, as well as learning the policies and procedures of the Nassau Bay Police Department. When you see them, please welcome them to Nassau Bay.

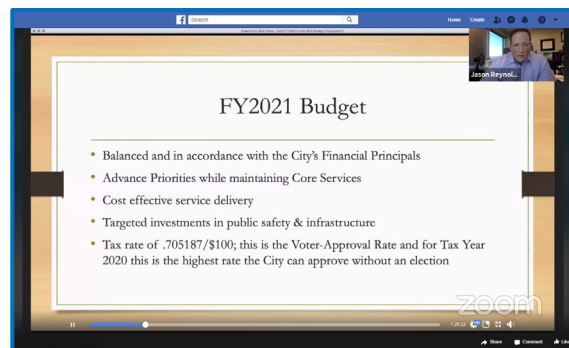
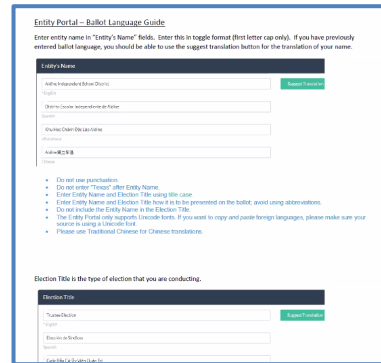
- Coffee with the City Manager:** Did you know that every Friday morning at 9:00am City Manager Jason Reynolds hosts “Coffee with the City Manager”? Coffee with the City Manager is aimed at enabling a relaxed conversation in a comfortable environment with residents and business owners to discuss topics of their choice. In addition to topics brought up by residents and business owners, City Manager Reynolds also provides updates on key city initiatives such capital projects, pending issues being discussed by City Council, and a variety of other topics.



As COVID has changed the way we meet, City Manager Reynolds joins citizens via Zoom teleconference. Everyone is invited to join! You can watch or listen to the meeting online with Zoom at zoom.us/j/85620778297 or over the phone at (346) 248-7799. Please use Meeting ID (856 2077 8297) Password (319849) – this meeting link is valid through October 30th.

CITY SECRETARY

- Harris County Election Stakeholders Meeting:** City Secretary Sandra Ham attended a virtual Harris County Elections Stakeholders meeting on Wednesday, August 12th. The goal of the meeting was an overview of Harris County’s online ballot portal and a demonstration of submitting the ballot language. City Secretary Ham will submit the candidate information and the twenty-two charter amendment propositions in the portal, which will later be coded onto the Harris County ballot. As Nassau Bay is partnering with Harris County for the November 3rd Election, the candidate and proposition ballot information will be translated into four languages: English, Spanish, Vietnamese and Chinese.
- Nassau Bay’s August 10th Virtual Council Meeting:** Nassau Bay City Council hosted their fifth virtual City Council meeting on Monday, August 10th at 7:00pm. There were almost 50 participants who joined the Zoom teleconference meeting, and over 2,000 views of the City’s livestream of the meeting. 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 City Council meeting can be viewed online at www.facebook.com/nassaubay/videos/3329225720474387.





- **Notice to Bidders:** The City Secretary's Office issued a Notice to Bidders for Bid No. 2020-04: Demolition & Removal Project. The project includes the demolition of structures at Leeward Lane, the removal of the debris from the location, clean-up, and landscaping of the properties. Bid specifications and related documents for this project can be found on the City's website at www.nassaubay.com/Bids.aspx. Sealed bids will be received until 2:00 pm on Thursday, September 3rd. It is anticipated that City Council will award the bid at the September 14th City Council meeting.

FINANCE

- **Fiscal Year 2021 Budget Available to the Public:** This proposed Fiscal Year 2021 Budget has been filed with the City Secretary. Copies of the proposed budget are available for inspection by the public by appointment in the City Secretary's office at City Hall. This budget will raise less revenue from property taxes than last year's budget by an amount of -\$1,075,958, which is a -21.64 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$8,816. The proposed budget can also be viewed on the City's website: www.nassaubay.com/budget.

POLICE DEPARTMENT

- **NBPD Weekly Statistics:** 96 calls for service, 5 reports, 9 traffic stops, 14 citations / warnings, and 1 arrest.

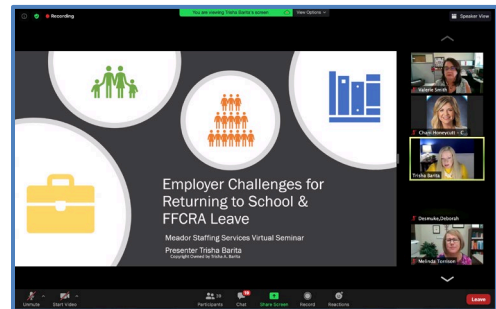
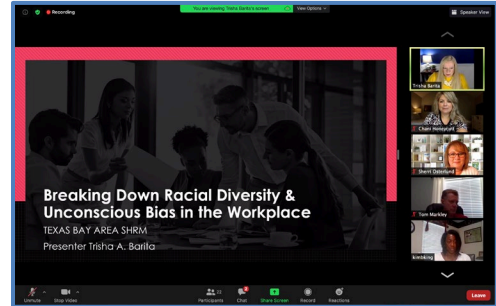
PUBLIC WORKS

- A water irrigation tap was installed at the 18700 block of Prince Williams.
- Water meters were read for Utility Billing on Monday, Tuesday, and Wednesday.
- Sanitary Sewer Jetting: Approximately 500 feet of sewer line was jetted in the 1300 block of Space Park Drive.
- The CenterPoint light project is in the electrical boring and connection phase.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed.
- Street elevations were taken at Upper Bay and Port Royal for the storm water pump project.
- Water Plant Operations: All normal operations.
- Wastewater Plant Operations: All normal operations.
- All Public Works facilities were mowed and trimmed.
- Hedges at the Upper Bay Circle were trimmed and cleaned up.
- Flower beds at Upper Bay and West Indies were cleaned up.



HUMAN RESOURCES

- The Human Resources Manager attended a webinar training with the Texas Bay Area SHRM Chapter. The webinar - Breaking Down Racial Diversity and Unconscious Bias in the Workplace - discussed the challenges that employers face with discussing workplace unconscious bias and steps to consider to break down the barriers of communication. It included discussion topics such as the Black Lives Matter Movement and #MeToo.
- The Human Resources Manager attended a webinar training with Trisha Barita from Barita Law Firm. The webinar - Employer Challenges for Returning to School and FFCRA Leave - discussed the challenges of the “new normal” for employees with students who are attending school virtually, the Family Medical Leave Act, and the Families First Care Act.
- The Human Resources Manager hired three new Public Works Employees with start dates on August 17th and August 31st.
- The Human Resources Manager conducted new hire orientations for Patrol Officer Reyna and Patrol Officer Arnesen.



EMERGENCY MANAGEMENT

- Emergency Management Coordinator Dena Mahan attended Baytran’s Coastal Spine update webinar. Speakers included Senator Larry Taylor, Mayor Michel Bechtel of Morgan’s Point, and Carl Joiner.
- Emergency Management Coordinator Mahan attended a conference call with FEMA and State of Texas representatives to discuss the status of Hurricane Harvey Public Assistance projects.

CITY CALENDAR

- **Virtual Coffee with the City Manager** ~ Friday, August 21, 9:00 AM @ Virtual Zoom Meeting (zoom.us/j/85620778297, Meeting ID# 856 2077 8297, Password# 319849)
- **Special City Council Meeting (Budget Adoption)** ~ Monday, August 31, 7:00 PM @ Virtual Zoom Meeting (zoom.us/j/89303306789, Meeting ID# 893 0330 6789, Password# 77058)
- **Planning Commission Meeting** ~ Tuesday, September 1, 6:00 PM @ Virtual Zoom Meeting (zoom.us/j/86962272245, Meeting ID# 869 6227 2245, Password# 77058)
- **City Council Meeting** ~ Monday, September 14, 7:00 PM @ Virtual Zoom Meeting: zoom.us/j/84897456213, Meeting ID# 848 9745 6213, Passcode# 77058)