



CITY MANAGER'S FRIDAY MORNING MEMO

NOVEMBER 20, 2020

ADMINISTRATION

- ***Dog Park Dedicated in Honor of Chris Reed:*** The City of Nassau Bay, with the help of the Reed Family officially dedicated the Dog Park at David Braun Park to Chris Reed. During his time as the City Manager of Nassau Bay, Chris Reed championed the creation of the dog park - among many other things. The plaque reads: For being a dedicated public servant and a visionary leader in the City of Nassau Bay from 2009 - 2015. "Do right, do your best. Treat others the way you want to be treated." Lou Holt



- ***December 12th Runoff Election Early Voting Dates & Times:*** The City has officially ordered the December 12th runoff election. Both Early Voting and Election Day voting will be held in the Nassau Bay City Hall Council Chamber. As of this week, the current early voting dates and times are as follows (tentative and may change):

- Wednesday, November 25th – 8:00am to 4:30pm
- Monday November 30th to Saturday, December 5th – 7:00am to 7:00pm
- Sunday, December 6th – 12:00pm to 7:00pm
- Monday, December 7th to Tuesday, December 8th – 7:00am to 7:00pm

Election Day will be held in the City Hall Council Chamber on Saturday, December 12th from 7:00am to 7:00pm.

- ***Holiday Closures:*** The holiday season is upon us! Thanksgiving is Thursday, November 26th. City administrative services will close early (11:30am) on Wednesday, November 25th, but City Hall will remain OPEN for Early Voting. City Hall will also be closed on Thursday,





November 26th and Friday, November 27th in observance of the holiday. Have a great Thanksgiving! Please note, there will not be residential trash service on Thursday, November 26th. Additionally, there will not be a “Coffee with the City Manager” on Friday, November 27th.

CITY SECRETARY

- **Special Election Council Meeting:** City Council held a Special City Council meeting on Tuesday, November 17th to canvass the results of the November 3, 2020 Election and to order the December 12th Runoff Election. Nassau Bay can officially move forward with the Runoff Election.
- **Approval of Runoff Election Ballot:** City Secretary Sandra Ham, in coordination with the Harris County Clerk’s Office, approved the final version of the sample ballot proof for the Runoff Election.

POLICE DEPARTMENT

- **NBPD Weekly Statistics:** 135 calls for service, 16 reports, 61 traffic stops, 47 citations / warnings, and 2 arrests.
- **Holiday Package Theft Prevention Tips:** The holiday season is the perfect time for thieves looking to steal your packages by following delivery service trucks. Here are some “Package Theft Prevention Tips” for you to use which will help reduce your chances of becoming a victim of this crime. If possible:
 - Ask for a tracking number. Most major shipping companies offer this service at no charge. This number allows you to track your packages and notifies you when they will be delivered.
 - Request a “Signature Delivery Option”. This requires a signature when the packages are delivered and ensures they will not be left at the front door.
 - Request a specific drop off time and date when you will be home to accept your packages.
 - Arrange to have your packages held at the shipping service so you can pick them up.
 - Ask the delivery service to leave your packages at a side or back door. An enclosed porch where packages are out of sight is also a good option.
 - Have your packages delivered to your workplace.
 - Have your packages delivered to the home of a relative or neighbor who will be there to accept them.
 - Ask to have your packages delivered to a retail store so you can pick them up at your convenience.





- Ask a trustworthy neighbor to keep a “Watchful Eye” out for your packages. If they are willing, ask them to safeguard your packages until you return home.
- Leave a note for the carrier instructing them where to leave your packages (Ex: backdoor).
- If your packages do not arrive as scheduled contact the sender immediately.

What should you do if you see packages being stolen in your neighborhood?

Call 911 immediately! Tell the dispatcher you are reporting a “Crime in Progress.” Then confirm your address and provide an accurate description of the suspect(s) and any vehicles that may be used.

PUBLIC WORKS

- 65% of City Street Sweeping was completed on Saturday, November 14th. The remainder of the City will be swept on Sunday, December 6th. A SWIFT ALERT will be issued the Friday prior to sweeping.
- Water Fire Hydrant Flow Testing continues throughout the City.
- Water main leak on an 8-inch line was repaired at Upper Bay and Port Royal. The leak was isolated between shut off valves, no residents were affected.
- Water leak repair on a 4-inch water line at 26 Leeward during Leeward Townhomes demolition work on Friday, November 13th in the afternoon hours.
- Leeward Town Home Demo: Contractors continue concrete foundation demolition work. Daily site visits are conducted by staff on progress and possible upcoming events while working around water lines.
- CIP Founders Park: City crews spread an additional two truckloads of topsoil. Approximately, 800 linear feet of 1-inch irrigation line was installed to include electrical supply for the irrigation system. The Park is closed until further notice due to construction safety measures and equipment on site.
- 18-inch Storm Sewer Red Valve was installed between West Indies and Sea Cove canal due to a faulty old red valve.
- Upper Bay boardwalk 24” Storm Water Red Valve testing was conducted.
- Weekly maintenance preformed at the Saturn Fountains.
- Weekly storm water pump stations checks completed.
- Water Plant Operations: All normal operations.
- Monthly Dead-End Fire Hydrant Flushing completed.
- Wastewater Plant Operations: All normal operations. Turblex blower unit oil lubricant changed. Repaired sludge pump discharge piping was completed.
- Contractors mobilized to 2522 Baycrest to cut down small trees and brush. Dirt was also brought in to fill low spots so that the property can be properly maintained.

- Storm Water Pump Station Improvement: a meeting was conducted on Thursday, November 19th.
- The Chris Reed Dog Park Dedication was held on Monday, November 16th at David Braun Park. Crews installed and mounted the plaque in his honor.

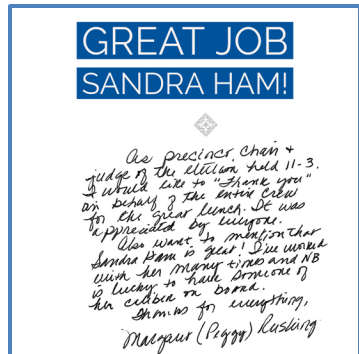
HUMAN RESOURCES

- City of Nassau Bay employees celebrated a COVID-19 SMART Thanksgiving at their annual luncheon on Thursday, November 19th. This luncheon is an opportunity for Nassau Bay to express their appreciation to staff for their hard work throughout the year. Thank you Nassau Bay employees for all you do each and every day!
- The City of Nassau Bay received a letter congratulating City Secretary Sandra Ham on a job well done during the November 3rd election! The letter reads:



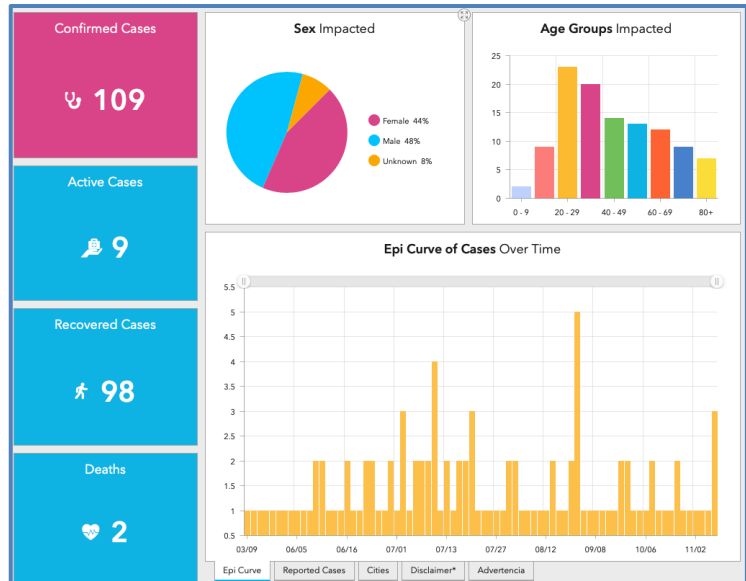
As Precinct Chair and judge of the election held on 11-3, I would like to “thank you” on behalf of the entire crew for the great lunch. It was appreciated by everyone. Also want to mention that Sandra Ham is great! I've worked with her many times and NB is lucky to have someone of her caliber on board.

We love hearing great things about our employees! Please feel free to share your wonderful encounters with City Staff by emailing Human Resources Manager Chani Honeycutt at chani.honeycutt@nassaubay.com.



EMERGENCY MANAGEMENT

- On Tuesday, November 17th, Harris County Judge Lina Hidalgo gave an update on the surging cases and the County's response to COVID-19. Harris County residents should have received a wireless emergency alert urging residents to cancel large and small gatherings and get tested for COVID-19. To listen to the full press conference online here: [Judge Lina Hidalgo COVID-19 Guidance 11/17/20](#).





CITY CALENDAR

- **First Day of Runoff Election Early Voting** ~ Wednesday, November 25, 8:00 AM @ City Hall Council Chamber
- **Thanksgiving** ~ Thursday, November 26
- **City Administrative Services Closed in Observance of Thanksgiving** ~ Wednesday, November 25, 11:30 AM, Thursday, November 28 and Friday, November 29
- **Virtual Coffee with the City Manager** ~ Friday, December 4, 9:00 AM @ Virtual Zoom Meeting: zoom.us/j/85620778297, Meeting ID# 856 2077 8297, Password# 319849
- **Last Day of Runoff Election Early Voting** ~ Tuesday, December 8, 7:00 AM @ City Hall Council Chamber
- **Runoff Election Day** ~ Saturday, December 12, 7:00 AM @ City Hall Council Chamber
- **Santa in the Park** ~ Saturday, December 12, 2:00 PM @ Howard Ward Park
- **Clear Lake Boat Parade** ~ Saturday, December 12, 6:00 PM @ Nassau Bay Lagoon