



CITY MANAGER'S FRIDAY MORNING MEMO

JANUARY 15, 2021

ADMINISTRATION

- **Thank you Mayor Mark Denman:** With the help of Mayor Bob Warters and Harris County Precinct 2 Commissioner Adrian Garcia, the City expressed our gratitude and appreciation to former Mayor Mark Denman for his years of service and dedication to the City. As Commissioner Garcia noted, "Once a Mayor, always a Mayor." Mayor Denman, we know you've done countless more for the City, and we greatly thank you for your service as Mayor to the City of Nassau Bay! Mayor Bob Warters, we look forward to the continuation of



great leadership and know the citizens of Nassau Bay are in great hands. Watch the video on the City's Facebook page: www.facebook.com/i45NOW/videos/709187303081070

- **GFOA Certificate of Achievement:** Congratulations to the City of Nassau Bay's Finance Team! The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting. This recognition is for the comprehensive annual financial report for the fiscal year ended September 30, 2019. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Special recognition goes to Senior Accountant Jaime Vasquez. Wow! Great work!! **Did you know the City's website has a page dedicated to Financial Transparency?** Check it out at www.nassaubay.com/478/Financial-Transparency.



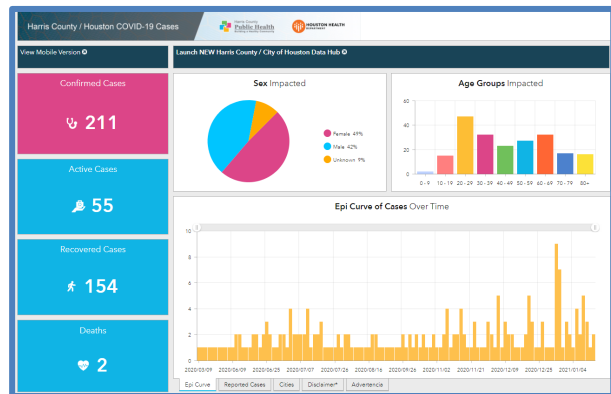
- **City Administrative Offices Closed in Observance of MLK Day:** City Hall will be closed in observance of Martin Luther King, Jr. Day on Monday, January 18th. Although City offices are closed, City employees will utilize the uninterrupted workday to manage and organize department records. City Hall will resume normal operations on Tuesday, January 19th. Ameriwaste will continue all scheduled residential services on Monday and essential safety personnel will also continue normal operations (including Police, Fire, EMS, Public Works, and water / wastewater services).



- **CCEF Annual Peninsula Cleanup:** Save the Date! Clear Creek Environmental Foundation's Annual Clear Creek & Nassau Bay Peninsula Cleanup will be held Saturday, February 20th from 8:30 am to 11:30am. This cleanup is vital to keeping our waters and the peninsula a clean and safe place for people and wildlife. Each year, volunteers pick up tons of waste, including everything from plastic bottles and paper, to washing machines, and abandoned boats. Be prepared to encounter wet and muddy conditions so wear appropriate clothing and shoes. Please bring your own gloves. We hope you will join us and volunteer again this year. Look for more information in February's Compass Rose Newsletter or on the City's website.
- **Welcome Dr. Sandra Mossman to City Council:** At the January 11th Council meeting, City Council appointed Dr. Sandra Mossman to fill the unexpired term of Council Position 5, which was left vacant with the election of Mayor Bob Warters in the December runoff election. Welcome back to City Council Dr. Mossman!

EMERGENCY MANAGEMENT

- As of Friday, January 15th, there are 211 confirmed cases of COVID-19 in the City of Nassau Bay. To access this information and stay up-to-date with the latest case numbers, please visit the [Harris County Public Health COVID Data Hub](https://www.harriscountytx.gov/public-health/covid-19-data-hub/) webpage. Be sure to select the City of Nassau Bay to ensure only the City's case numbers are displayed (as the initial page displays all confirmed cases in Harris County).
- The Texas Department of State Health Services has provided additional information on how to sign up for a COVID-19 vaccine in Texas. Residents can sign up to receive the vaccine with a vaccination hub at bit.ly/3qjZOMP or you can use the Texas COVID-19 vaccine provider map to sign up with a community provider at bit.ly/3oDhjHu. Please be patient as supply is limited. Hubs may have long waiting lists. Nassau Bay greatly appreciates our citizens eagerness to get vaccinated.
- COVID Hotline Call Center: For those individuals who received the first round dose of the COVID vaccine at Nassau Bay Baptist Church on December 30th and 31st, the second vaccine clinic will be on January 28th and 29th. The clinic will be held again at the Nassau Bay Baptist Church and will only be for the individuals who received the first vaccine in December. **PLEASE NOTE, THERE WILL BE NO 1ST ROUND VACCINATIONS AVAILABLE. This is only for the second round of vaccines.** For more information, please call the COVID Hotline Call center at 832-927-7575 or 832-927-8787.



How to Sign Up for a COVID-19 Vaccine in Texas

- 1. Sign up with a vaccination hub**
 - Starting the week of Jan. 11, Texas will have large vaccination hubs across the state.
 - Look on the DSHS website to find a hub near you. Sign up through the hub's registration website or by calling if a website isn't available.
 - Follow the hub's vaccination instructions.
- 2. Sign up with a community vaccine provider**
 - Local vaccine providers, like pharmacies, may have vaccine available.
 - Use the Texas COVID-19 vaccine provider map to find a provider near you with vaccine available.
 - Check the provider's website for how to best sign up for a vaccine. Call if the provider's website doesn't answer your question.

Who can get a vaccine:



- Front-line healthcare workers
- People 65 and older
- People 16+ with a health condition that increases risk of severe COVID-19 illness



POLICE DEPARTMENT

- **NBPD Weekly Statistics:** 85 calls for service, 8 reports, 23 traffic stops, 14 citations / warnings, and 2 arrests.

CITY SECRETARY

- **Nassau Bay's January 11th City Council Meeting:** Nassau Bay City Council hosted a virtual and in-person City Council meeting on Monday, January 11th. This was a regularly scheduled meeting in which Mayor Bob Warters presided over his first meeting. At this meeting, City Council approved an ordinance regulating the operation of short-term rentals in the City. Additionally, City Council appointed several individuals to the Economic Development Corporation and the TIRZ/RDA. Residents interested in viewing Monday's City Council meeting can visit the City's Facebook at www.facebook.com/nassaubay/videos/2071343169666372.

- **Candidate Applications Received for the May 2021 City Officers' Election:** Wednesday, January 13th was the first day to file a candidate application for the May 1, 2021 Election. Candidate applications received thus far include Donald C. Matter for Council Position 1, Ashley Graves for Council Position 3, and Sandra S. Mossman for Council Position 5. The City's election website (www.nassaubay.com/Election) will continually be updated with all applications received. As a reminder, Friday, February 12th at 5:00pm is the last day to file an application.
- **Certified Public Communicator Program:** City Secretary Sandra Ham virtually attended several TCU Certified Public Communicator Program (CPC) seminars the week of January 11th. The CPC program offers leadership training and rigorous post-baccalaureate education for communication professionals and public information managers working for cities, counties, school districts, and other public and public-private agencies and organizations. During the week, topics included crisis communication (theory), power and influence (business / organizational theory) and creating a culture of trust (theory).

- **Election Equipment:** City Secretary Ham has begun discussions with vendor Election Systems & Software to lease election equipment for the May election. The City is determining the most cost-effective method for renting balloting equipment. This is one of the many aspects of the election that begin months in advance in order to properly prepare for May.



PUBLIC WORKS

- Water Main Line Excavation and Plug: Water crews are currently excavating a main water line in order to cap and abandon. This excavation is being performed for the Houston Methodist Hospital.
- A minor water main leak repair is scheduled for Monday, January 18th at the 2000 block of West Indies. Only eight (8) homes will be affected on West Indies and Leeward Lane and they have been notified individually. A Swift alert was accidentally sent out on Thursday, January 14th but was later retracted. No additional Swift Alert will be sent out on Monday.
- Water meter readings were performed by all crews on Monday, Tuesday, and Wednesday for Utility Billing.
- International Space Station: Crews are in the process of trenching and installing a new electrical supply to the breaker box.
- Weekly maintenance performed at the Saturn Fountains.
- Storm water pump station weekly checks were completed.
- A streetlight at Windward was repaired due to electrical underground issues.
- Sprinkler repairs were completed in the City medians.
- Water Plant Operations: All normal operations.
- Previous Water Leaks: Grass sod was installed in previous water leak locations.
- Wastewater Plant Operations: All normal operations.
- Howard Ward Park Tranquility Park: Christmas lights and decorations were removed.
- Howard Ward Park: Two (2) lights were repaired.
- David Braun Park Tennis Court Wind Nets: Net were re-installed after heavy winds detached them.
- Public Works Director Paul Lopez attended a progress meeting with the City of Houston on the new Transmission Line Project.

HUMAN RESOURCES

- Human Resources Manager Chani Honeycutt participated in the Texas Chapter of Public Risk Management “Coffee Talk” with Dr. Lakey, Vice Chancellor for Health Affairs and Chief Medical Officer at the University of Texas System. He discussed the COVID-19 vaccine rollout and led an open discussion where he answered questions from members.





CITY CALENDAR

- **City Administrative Offices Closed in Observance of Martin Luther King, Jr Day** ~ Monday, January 18th
- **Parks & Recreation Committee Meeting** ~ Wednesday, January 20, 6:00 PM @ Virtual Zoom Meeting: zoom.us/j/84437587993, Meeting ID# 844 3758 7993, Password# 77058
- **Virtual Coffee with the City Manager** ~ Friday, January 22, 9:00 AM @ Virtual Zoom Meeting: zoom.us/j/85620778297, Meeting ID# 856 2077 8297, Password# 319849
- **Economic Development Corporation Meeting** ~ Monday, February 1, 7:00 PM @ Virtual Zoom Meeting (TBD)
- **City Council Meeting** ~ Monday, February 8, 7:00 PM @ City Hall Council Chamber
- **Last Day to File an Application for a Place on the General Election Ballot** ~ Friday, February 12, 5:00 PM @ Nassau Bay City Hall
- **CCEF Annual Cleanup** ~ Saturday, February 20, 8:30 AM @ Nassau Bay Peninsula