



City Manager's Friday Morning Memo

August 10, 2018

Administration

- **Officer Promotions:** At the August 6th Joint City Council and EDC meeting, Former Police Chief Kenneth Campbell and Sergeant Glenn Sharp performed a pinning ceremony to recognize several recent officer promotions. Officer Kaila Sullivan and Officer Jerel Crowder were promoted to Corporal, and Officer Gino Gallegos to Detective. Congratulations to our officers!



- **Records Management:** City Secretary Sandra Ham and Deputy City Secretary / Municipal Court Administrator Catrina Maxwell attended the TMCCP Records Management Seminar in Grapevine, Texas on August 9th and 10th. Both learned more in depth about records management compliance, inventory, disposition, electronic records, and capturing and retaining social media records. Additionally, on August 8th, Deputy City Secretary Maxwell passed the TMCCP Course 2 examination, becoming one step closer to earning the Texas Registered Municipal Clerk (TRMC) designation. Congrats Catrina!

Public Works

- A major water break repair was performed the evening of August 5th at 1802 Davon Lane.
- 1434 San Sebastian: Contractors completed the water / storm line repairs and new street panel construction. Final clean up is in progress and contractors will be opening up the street for traffic.
- Water Plant Operations: No problems reported.
- Fire hydrant flow testing continues throughout the City.
- Waste Water Operations: No problems reported.
- Storm Water Pump Station A (Prince Williams): A new pump was ordered for this site.



- **CenterPoint Lighting:** CenterPoint crews returned to the City and resumed electrical boring. A supervisor will be on site to ensure no utilities are hit during excavation. More street lights have been activated.
- **City crews** are removing the old street sign brackets and installing on the CenterPoint poles. Signs will then be attached. Next phase will be removal of the old street lights and concrete bases.
- **Street Light Maintenance:** Crews repaired the street light at 1443 Antigua Lane.
- **Irrigation sprinklers** were repaired due to leaks around the City.
- **Palm Tree Trimming:** Parks crews are trimming palm trees at the Town Square at Saturn, NASA Parkway, Point Lookout and Upper Bay areas.
- **Canoe Ramp Installation:** Crews identified an area at David Braun Park (parking lot) suitable for a canoe ramp and began removing shoreline erosion rock and debris. This project will be completed between normal scheduled work activities and emergencies.
- **Mosquito Spraying:** The City will resume mosquito spraying on Tuesday and Thursdays at 7:00pm.

City Calendar

- **City Council Meeting** ~ August 13, 7:00 PM @ City Hall Council Chambers
- **Coffee with the City Manager** ~ August 17, 9:00 AM @ Texas Citizens Bank
- **Charter Review Commission** ~ August 21, 7:00 PM @ City Hall Conference Room