



City Manager's Friday Morning Memo

January 25, 2019

Administration

- **Best and Brightest:** The City of Nassau Bay was selected as a winner of the 2019 Houston's Best and Brightest Companies to Work For! The Best and Brightest Companies to Work For competition identifies and honors organizations that display a commitment to excellence in their human resource practices and employee enrichment. Organizations are assessed based on categories such as communication, work-life balance, employee education, diversity, recognition, retention and more. Best and Brightest winners represent the most exceptional places to work. This is the City of Nassau Bay's eighth consecutive win – additionally, Nassau Bay is the only municipality in the Greater Houston area awarded this honor.
- **Election Law Seminar:** City Secretary Sandra Ham and Deputy City Secretary / Municipal Court Administrator Catrina Maxwell attended the TMCCP Election Law Seminar in Frisco, Texas on January 24th and 25th. Both gained knowledge in the various aspects of conducting a City election. Topics included Early Voting for Early Voting Clerks, Charter Amendment Elections, Poll Watchers & Inspectors, an update from the Texas Secretary of State's Office, and more. Additionally, on January 23rd, Deputy City Security Maxwell passed the TMCCP Course 1 examination, becoming one step closer to earning the Texas Registered Municipal Clerk (TRMC) designation. Congrats Catrina!



Public Works

- A major water leak repair was completed at the intersection of Sailboat and Sandy Cove.
- Water Plant Operations: No problems were reported. Electrical work to the main electrical supply is in progress. A road base was put down in some areas for contractor's equipment staging.
- CIP Water Tank Painting/Rehabilitation Project: Contractors began welding and performing structural repairs on the tank prior to painting.
- Park Pavilion Repairs (FEMA): A notice to bidders has been advertised for structural repairs. The deadline to receive sealed bids is February 21st.
- Nassau Bay Landscape Amenity: Advertising has begun for the construction of a fixed structural landscape artwork amenity to be located on NASA Parkway. The deadline to receive sealed bids is February 21st.
- Waste Water Operations: No problems were reported.



- Public Works Storage Facilities: Crews installed a road base to stabilize areas for heavy equipment movement.
- Storm water pump station checks were performed. Measurements were taken in pits for future pump improvements.
- Storm water catch basins were cleared of trash and debris during and after Monday's rain event.
- Weekly preventative maintenance was performed on the Saturn Fountain. Additionally, gaskets were replaced.
- NASA Parkway oak tree trimming in progress.
- Backflow leaks repaired at Howard Ward Park.
- Swan Lagoon Entrance: Wall preparation and painting in progress.
- New Public Works Facilities: Interior enhancements continue to the office to improve Public Work operations. Portable pumps and other portable equipment were moved to the shop storage. This will prevent flooding of equipment due to unforeseen storms and hurricanes.
- Cold Weather: Field Operators in the water, wastewater, and parks facilities made multiple rounds to ensure freezing weather conditions would not impair any of the City's operations.
- Site meeting for the NASA Parkway palm tree lights was held on January 22nd at 5:30pm.
- A Parks & Recreation meeting was held on January 23rd at 7:30pm.

City Calendar

- **Municipal Court Hearing** ~ January 29, 3:30 PM @ City Hall Council Chambers
- **Coffee with the City Manager** ~ February 1, 9:00 AM @ Texas Citizens Bank
- **EDC Meeting** ~ February 4, 7:00 PM @ City Hall Council Chambers
- **City Council Meeting** ~ February 11, 7:00 PM @ City Hall Council Chambers
- **Last Day to File Application for a Place on the General Election Ballot** ~ February 15, 5:00 PM @ Nassau Bay City Hall
- **CCEF Annual Cleanup** ~ February 23, 8:30 AM @ Nassau Bay Peninsula