



City Manager's Friday Morning Memo

December 14, 2018

Administration

- ***Holiday in the Park:*** The weather may have been gloomy, but Nassau Bay spirits were still bright! Despite the cold and rain, there was still a great turnout and a joyous time had by all at the Annual Holiday in the Park event! Many thanks to the Special Events Committee, whose dedication to spreading holiday cheer is so very much appreciated!!

- ***Scholarship Winner:*** At the December 12th Salt Grass Chapter of the Texas Municipal Clerks Association Holiday Luncheon, Municipal Court Administrator / Deputy City Secretary Catrina Maxwell was awarded two scholarships to help further her commitment to professional growth. Catrina was among several who won the Deloris McKenzie Scholarship for \$500.00, which assists with travel and registration costs incurred while attending a seminar sponsored by the Texas Municipal Clerks Association. Catrina was also awarded the Patrice Fogarty Athenian Dialogue Scholarship and received a \$100 award to be used for registration and book costs in conjunction with attending an Athenian Dialogue sponsored by the International Institute of Municipal Clerks. CONGRATS Catrina!

- ***May 4, 2019 Election:*** The City of Nassau Bay issued the official [Notice of Deadline to File Applications for a Place on the General Election Ballot](#). Candidates interested in placing an application for a place on the May 4, 2019 General Election ballot may file their applications between Wednesday, January 16, 2019 through Friday, February 15, 2019. Visit www.nassaubay.com/election for periodic updates on the May 2019 General Election.

Public Works

- **Water Plant Operations:** No problems reported. Winterizing valves completed for cold weather.



- Waste Water Operations: No problems reported. Winterizing valves completed for cold weather.
- CIP 750,000 Gallon Water Tank Painting: City Council awarded the bid to E.J. Chris Contracting at the December 10th Council meeting.
- Water meter reading completed for Utility Billing.
- A water meter curb stop was replaced at 18622 Barbuda Lane.
- Storm water catch basins were cleared of trash and debris after a late-night rain event.
- David Braun Park Canoe Ramp Build Project: Project is complete and in service.
- The Parks Department's back flow devices were winterized for cold weather.
- Reflection Garden Drainage: Parks crews installed a drainage system at Reflection Garden. Next week, staff will install grass sod over the excavated area.
- Swan Lagoon Park: A bench was placed in the playground at Swan Lagoon Park.
- Holiday in the Park and Clear Lake Boat Parade: Staff supported and assisted in both successful events.
- Public Works Relocation: Staff has officially moved into the previous Fire Department Station at 120 Surf Ct and is now fully operational. Staff will continue to work on organization and work flow at the new location after current project priorities are completed.

Police Department

- New Police Officer Travis Richardson's start date was moved to January 2019. He is under contract with his current employer until January 16, 2019.

City Calendar

- **Coffee with the City Manager** ~ December 21, 9:00 AM @ Texas Citizens Bank
- **City Hall Closed in Observance of Christmas** ~ December 24 & December 25
- **City Hall Closed in Observance of New Year** ~ January 1
- **City Council Meeting** ~ January 14, 7:00 PM @ Nassau Bay City Hall
- **First Day to File Application for a Place on the General Election Ballot** ~ January 16, 8:00 AM @ Nassau Bay City Hall