

**December 2019**

# **CITY MANAGER'S REPORT**

**[WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT](http://WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT)**

# A MESSAGE FROM OUR CITY MANAGER



**W**e're closing out 2019 on a high note with a year of hard work behind us and new opportunities ahead.

2019 has been a busy year. Just by the numbers, it's clear the city has been serving its community. For instance, the parks department saw more than 80,000 visits to the McGuire Dent and Wright Cuney recreation centers. The police and fire departments combined responded to more than 70,000 calls for service, while also completing more than 1,290 fire safety code inspections.

Some changes are less visible. For instance, staff across departments have been reviewing codes and updating ordinances for greater efficiencies and to reflect the needs of the community.

Meanwhile, there were several notable additions to the community. The new downtown Fire Station opened in August and we will soon complete the demolition of the City Hall annex where the former Central Fire Station was located. We also completed the 59th Street

pump station, an important post-like project to ensure we have adequate water storage and supply with a Category 5-resistant facility. Furniture is moved into the new public works building and employees will begin moving in after the first of the year.

As we look forward, we are working on a water line to serve as a backup supply to the West End. The water line will run from the pump station at 59th Street to the station at Scholes International Airport, and will provide redundancy to the growing West End should the existing line fail or need repairs.

The City of Galveston also recently received a federal grant for a pilot program to construct a pump station at 14th Street, which could be part of a series of pumps that help ease flooding on the East End.

These are just two of the countless items we are looking forward to in 2020. Wishing all a Happy New Year.

Sincerely,

Brian Maxwell, City Manager

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# CITY MARSHAL



## LAST MONTH'S ACCOMPLISHMENTS

- Deputy Marshals attended continuing education training.
- 14 Public Nuisances were abated.
- 46 Court cases heard in Municipal Court
- 10 Housing Abatement cases heard in Municipal Court
- 138 Complaints received
- 18 Complaint based cases
- 240 Self-initiated cases
- 378 Total investigations
- 22 Vehicles Towed



## UPCOMING PROJECTS

- City Marshal will be speaking at the December Gain Meeting about the functions of the City Marshal' office and his Divisions.



## VIEW REPORTS

[Click here to view code enforcement report](#)

[Click here to view the ground transportation report](#)



# COMMUNITY OUTREACH



## LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach & campaigns via social media, press releases and videos
- Responded to more than 70 media requests in November, as well as department requests for outreach and requests for information from residents and visitors
- Produced employee spotlight, Waves of Information and other promotional videos
- Routinely updated website and managed the city's social media sites as well as Channel 16
- Represented city in numerous public meetings
- Completed Galveston University, hosted graduation
- Provided services for special event permitting and oversight
- Worked with Incentive Committee to plan COG Holiday Party

Press releases: All press releases can be found on our website [galvestontx.gov](http://galvestontx.gov) under News Flash



## VIEW REPORTS

[Click here to view reports](#)



## UPCOMING PROJECTS

- Assist media and City departments with requests
- Continue updating website and social media
- Finalize video streaming services contract
- Hire and train communications specialist
- Coordination of numerous special events, including Mardi Gras preparations

## LAST MONTH'S VIDEOS

### Pets of the month

- [Melrose and Lizzy](#)

### Waves of Information

- [November 4](#)

### Special Features

- [Employee Spotlight -- Heather Gates](#)
- [No Shave November](#)



## SPECIAL EVENTS



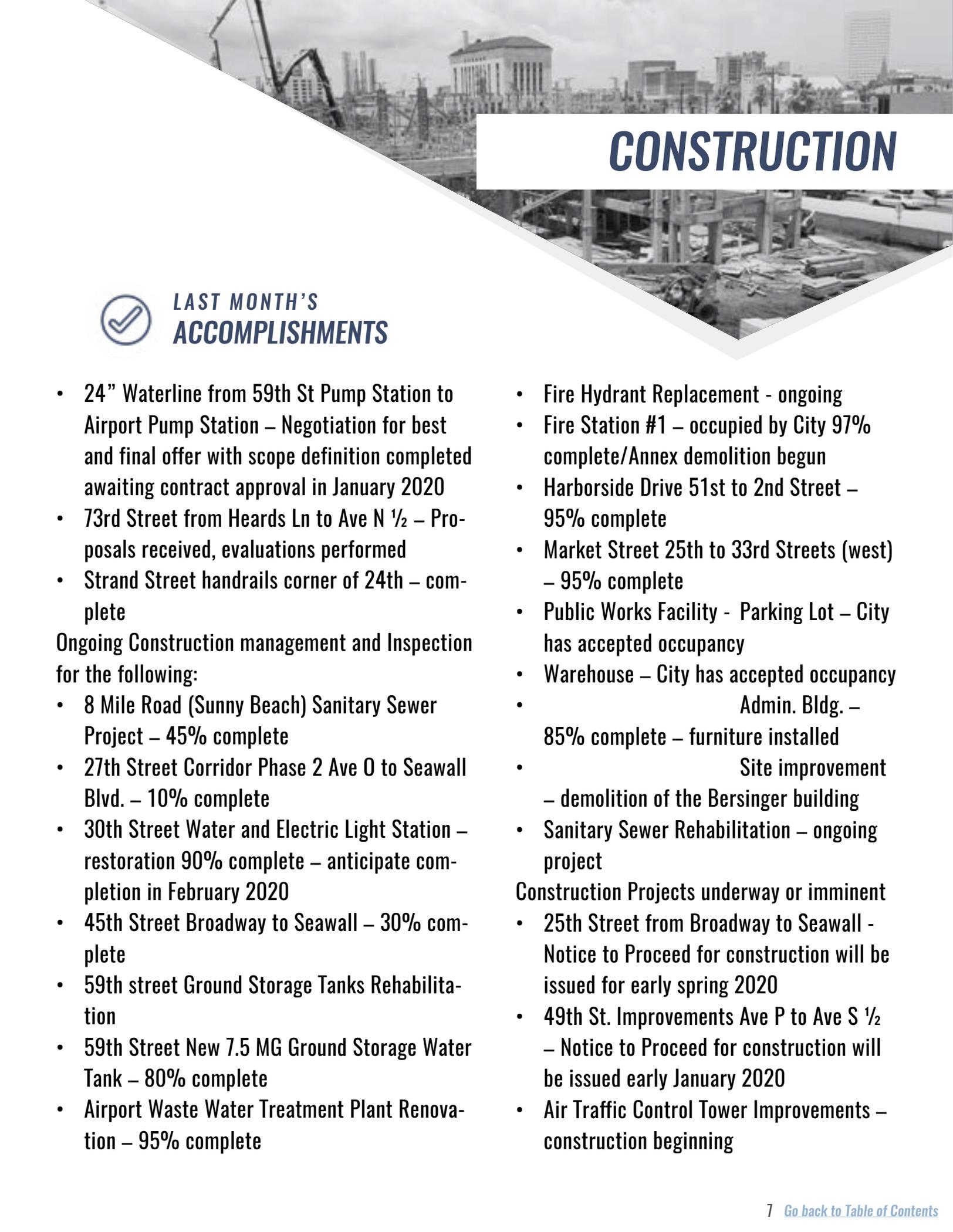
### LAST MONTH'S ACCOMPLISHMENTS

- Lone Star Rally (10/31-11/3)
- Galveston Island Market (11/16)
- Trinity School Fall Carnival (11/22)



### UPCOMING PROJECTS

- Dickens on the Strand (12/6-12/8)
- Our Lady of Guadalupe Procession (12/7)
- GMPA / City of Galveston Christmas Parade (12/14)
- Santa Hustle Half Marathon & 5K (12/15)
- Galveston Island Market (12/21)



# CONSTRUCTION



## LAST MONTH'S ACCOMPLISHMENTS

- 24" Waterline from 59th St Pump Station to Airport Pump Station – Negotiation for best and final offer with scope definition completed awaiting contract approval in January 2020
- 73rd Street from Heards Ln to Ave N 1/2 – Proposals received, evaluations performed
- Strand Street handrails corner of 24th – complete

Ongoing Construction management and Inspection for the following:

- 8 Mile Road (Sunny Beach) Sanitary Sewer Project – 45% complete
- 27th Street Corridor Phase 2 Ave O to Seawall Blvd. – 10% complete
- 30th Street Water and Electric Light Station – restoration 90% complete – anticipate completion in February 2020
- 45th Street Broadway to Seawall – 30% complete
- 59th street Ground Storage Tanks Rehabilitation
- 59th Street New 7.5 MG Ground Storage Water Tank – 80% complete
- Airport Waste Water Treatment Plant Renovation – 95% complete

- Fire Hydrant Replacement - ongoing
- Fire Station #1 – occupied by City 97% complete/Annex demolition begun
- Harborside Drive 51st to 2nd Street – 95% complete
- Market Street 25th to 33rd Streets (west) – 95% complete
- Public Works Facility - Parking Lot – City has accepted occupancy
- Warehouse – City has accepted occupancy
- Admin. Bldg. – 85% complete – furniture installed
- Site improvement – demolition of the Bersinger building
- Sanitary Sewer Rehabilitation – ongoing project

Construction Projects underway or imminent

- 25th Street from Broadway to Seawall - Notice to Proceed for construction will be issued for early spring 2020
- 49th St. Improvements Ave P to Ave S 1/2 – Notice to Proceed for construction will be issued early January 2020
- Air Traffic Control Tower Improvements – construction beginning

# CONSTRUCTION

- City Garage Re-roof – construction beginning
- City Hall window Renovation – in design and funding
- City Hall Renovations – construction has begun
- Downtown Pedestrian Transit LCI – construction beginning
- Downtown Pedestrian Improvements – Schematic design 50% complete
- Incinerator Site Remediation – Property acquisitions underway
- Pirates Beach Area Water Improvements – Notice to Proceed for construction will be issued early January 2020
- Scholes Field Airport Hangar Project - Pending
- Seawall Mill and Overlay Boddeker to SH 87– Notice to Proceed will be issued early January 2020

Final Completion and close out process begun

- 30th Street Tank Demolition – complete close out procedures begun
- 59th Street Ground Storage Water Tank Rehabilitations – 100% complete – close out procedures in process
- Incinerator Demolition – complete close out procedures begun
- 59th Street Pump Station – close out procedures complete

- Sealy Avenue 33rd to 25th Streets – close out procedures complete

Capital Improvement Projects in design and/or bid phase

- 18th St. –95% design
- 16th St. – 90% design
- 29th and 30th St. – on hold
- 27th St. Phase III – 100% design awaiting final review. Procurement in December
- 35th St. from Post Office to Broadway and Church St. – design complete awaiting procurement.
- Airport Pump Station – In procurement
- Legas Dr. Bulkhead – evaluating proposals received
- Lift Stations (AWC) – 60% design.
- Seawolf Park WWTP - procurement package under review anticipate advertising for bids in December



**UPCOMING  
PROJECTS**

- Continue operations

# DEVELOPMENT SERVICES



## LAST MONTH'S ACCOMPLISHMENTS

- Permit report from building division.
- One inspector earned state plumbing Inspector license
- One inspector earned Commercial Building Inspector certification.
- One inspector earned Commercial Mechanical Inspector & Residential Electrical Inspector certifications.
- Assistant Director completed Commercial Energy Inspector, Commercial Energy Plans Examiner and Accessibility Inspector/ Plans Examiner certifications
- Assistant Director earned ICC Master Code Professional designation.
- Building Official completed Commercial Plumbing Inspector certification
- One Permit Technician earned Permit Technician certification.



## UPCOMING PROJECTS

- Permit report from building division.
- One inspector attending residential plumbing preparation course.
- One inspector attending ICC commercial plan examiner preparation course.
- One inspector attending residential building preparation course.



## VIEW REPORTS

[Click here to view reports](#)



## LAST MONTH'S ACCOMPLISHMENTS

### Projects in Design Proposal Phase

- Terramar Wastewater Treatment Plant with Infiltration and Inflow Study
- City Wide Lift Stations Priority #3
- Main Wastewater Treatment Plant Sludge Dewatering Building Rehabilitation
- Main Wastewater Treatment Plant Blowers and Miscellaneous Improvements

### Projects in 30% Design Coordination

- County Managed Project: Avenue S Reconstruction from 53rd to Seawall

### Projects in 60% Design

- County Managed Project: 23rd Street Reconstruction from Broadway to Seawall
- 2. Citywide Priority #2 Lift Stations Upgrade Design- City Review Completed, in design revisions
- New 5.4 MG Ground Storage Tank #2 at Airport Pump Station
- 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank

### Projects in 90% Design

- 37th Street Broadway to Seawall
- 29th Street design from Church Street to Harbor-side-on hold to re-allocate to 37th Outfall and upstream improvements (37th identified as critical outfall)
- Pirates Beach WWTP Replacement
- Citywide Priority #1 Lift Stations Upgrade Design-City Review Completed, in design revisions

### Projects in 95% Design

- 16th Street Reconstruction from Broadway to Seawall

### Projects in 100% Design:

- 29th Street Reconstruction Avenue O to Avenue R-1/2 (on hold to re-allocate drainage to North of Broadway up to Outfall)
- 30th Street Reconstruction Avenue O to Seawall (on hold to re-allocate drainage to North of Broadway up to Outfall)
- 35th Street from Post Office-Broadway (Possible add on 35th to 33rd on Church + Water-Storm)
- Church Street Drainage from 35th to 37th Street
- While the Teichman Road design scope has been increased from 3,000 (original) to 9,000 (new) linear feet of waterline replacement

### Projects Advertised for Construction Bids:

- Airport water pump station and new 4.6 MG Ground Storage Tank #1

### Projects in Pre-Bid Phase-Front Ends being prepared by Engineering

- Main WWTP Digesters Dewatering, Process and Structural Improvements
- 18th Street Drainage from Ship Channel to Seawall
- Seawolf WWTP Replacement
- 27th Street Phase III Traffic Calming, Landscape, Hardscape Improvements Broadway to Market

### Construction Bids in Award evaluation/Council Approval:

# ENGINEERING

- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station to provide redundant feed, upgraded capacity and pressure to the Airport Area and West End.
- 73rd Street from Heards Lane to Avenue N-1/2
- Legas Drive Structural repair design of sloped paving, bulkhead, storm sewer pipe system and sidewalk

## Projects in Pre-Construction/Construction:

- Seawall Mill and Overlay from Ferry to Bodekker Rd now in construction
- Pirates beach water loop design to improve capacity and pressure in the region. Complete Bid Package and Front End Documents prepared by Engineering
- Downtown Livable Communities Pedestrian and Transit Improvements (TXDOT, City, FTA funded)
- 48th Street Broadway Intersection and Northern Ditch Drainage Upgrades
- 25th Street Reconstruction from Broadway to Seawall
- Broadway Bridge Block Drainage Crossings Upgrades
- 49th Street Reconstruction design from Avenue P to Avenue S-1/2
- Traffic Signal design enhancements for 45th Street to replace span wire (existing left) to mast arm

## In-house Designed/RFP Prepared Projects in Construction:

- 27th Street Phase II Traffic Calming, Landscape, Hardscape Improvements Avenue O to Seawall (Awaiting US Army Corps Approval on Seawall Median-rest in Construction)
- Water-loss Abatement
- Water Valve Exercise and Upgrades

- Downtown Gas Lamps Project

## Construction Engineering Design Support:

- 45th Street Reconstruction Broadway to Seawall
- 25th Street Reconstruction Broadway to Seawall
- ROW Construction Permits and Culvert Permits Engineering is Responsible for are now in Accela; currently advancing the following Permits to also be programmed into Accela in coordination with IT:
- Temporary License to Use (TLTU)
- Parking Permits
- MSD Permits
- Subdivision Construction Plan Permits
- Handicapped parking permits
- Utility 5G and Routine fiber optic network transport, gas and electric Permits
- Developer Pre-Development Engineering Support:
- Assisting developers and engineers with roads, drainage, water and sewer design by providing design criteria, codes, guidelines, solutions for unique challenges, etc.
- Addressed drainage challenges with the design of Low Impact Development (LID) Bio-Swale and Paver Drain System,
- Field Visits, Inspections and Permits Processed:
- Commercial and Residential; ADA Parking and Temporary License to Use; ROW Construction (driveways and culverts); 5G Cables, New Power Poles, fiber optic, Gas, and Electric; Address Permits; Municipal Setting Designations; Subdivision Construction Plans; Fill Permits; Sign Permits



## UPCOMING PROJECTS

- 25th Street Broadway to Seawall Contractor Mobilization,
- 73rd Street from Heards Lane to Avenue N-1/2 Contract Award
- Seawall Mill and Overlay from Ferry to Bodekker Rd Contractor Mobilization
- Downtown Livable Communities Pedestrian and Transit Improvements Contactor Mobilization
- 49th Street Reconstruction from Avenue P to Avenue S-1/2-Contractor Mobilization
- Pirates beach water loop design to improve capacity and pressure in the region Contractor Mobilization
- Broadway Bridge Block Drainage Crossings Upgrades-Contractor Mobilization and Modeling to improve Broadway Drainage by utilizing the large storm sewer boxes conveying drainage to ship channel
- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station to provide redundant feed, upgraded capacity and pressure to the Airport Area and West End Contract Award
- 14th Street Pump Station and Storm Sewer Upgrades HMGP DR-4332-024 30% Design with Hydrology and Hydraulics Modeling
- Airport Pump Station and Ground Storage Tank Improvements Construction Contract Award
- 35th Street Reconstruction Broadway to Post Office Construction Bid Advertisement
- Church Street, 35th to 37th Drainage Improvements Construction Bid Advertisement
- Seawolf WWTP Replacement Construction Bid Advertisement
- 5.4 MG Potable Water Storage Tank and Airport Pump Station 60% Design
- Permits, Construction Inspections, Surveys & Field GIS
- Municipal Setting Designations (MSDs), Residential and commercial Permits, Subdivision design plans, ROW Utility Permits, ROW sidewalk, ramps and culvert/driveway permits, handicapped parking permits, TLTUs
- Providing Robotic Surveys, GIS Maps, As-Built Drawings & Field GIS GPS data collection with Trimble R10 for infrastructure
- Construction Inspections for ROW permits and residential/commercial permits.
- To effectively address the City's future Drainage Improvements challenged by flat terrain and high tide backflows, many concept engineering designs are in process, and one grant application has been funded for ~\$33 Million. Grant applications in process and those in concept total \$375M.
- 14th Street Stormwater Pump Station HMGP Grant \$33M (Figure 1): Awarded by FEMA/TDEM to City. Drainage Concept was completed in-house by engineering in addition to the RFP Scope and Specifications for Design of the 14th Street Pump Station.

# FACILITIES



## LAST MONTH'S ACCOMPLISHMENTS

- Installed a new asphalt shingle roof on Fire Station #2
- Developed and opened the temporary employee parking lot located on 26th & Sealy
- Installed new automatic emergency generator transfer switch at the West Technology Facility
- Handled and completed 401 work orders



## UPCOMING PROJECTS

- Install Christmas wreaths on the Causeway monument signs
- Touch up painting throughout City Hall
- Repair the batting insulation in the apparatus bay at Fire Station #8
- A new 200kw emergency generator will be installed at the West Technology Facility.



# FINANCE

## BUDGET



### LAST MONTH'S ACCOMPLISHMENTS

- Submitted entry for the Distinguished Budget Presentation Award for the Adopted Budget FY2020
- Roll encumbrances in the financial system
- Publication and distribution of the FY2020 Adopted Budget
- Prepare 4th Quarter Budget Report



### UPCOMING PROJECTS

- Distribute 4th quarter budget report
- Prepare final FY2019 Budget amendment
- Begin preparatory work on FY2021-2026 Long Range Financial Forecast

## PURCHASING



### LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitation for 73rd Street Reconstruction, and Maintenance, Repair, and Operational Supplies.
- Prepared Municipal Utilities Pipes, Parts, and Fitting Materials solicitation for advertisement.



### UPCOMING PROJECTS

- Solicitation openings for Airport Water Plant Expansion, Legas Drive Bulkhead Repair, and Video Web Streaming.
- Prepare and advertise solicitations for various Municipal Utilities chemicals used for the Waste Water Treatment Plants and Mass Communications.

PURCHASING DATA	November 2019	November 2018	FY 20 YTD	FY 19 Totals
# of Bids/RFPs Prepared/Advertised	4	4	6	49
# of Bids/RFPs Opened	2	6	3	48
# of Bids/RFPs Awarded by City Council November 2019	4	3	8	33
# of Requisitions Processed to POs	142	136	517	1768

## CUSTOMER SERVICE



### LAST MONTH'S ACCOMPLISHMENTS

- Completed meter testing of 2 inches and smaller.
- Collected \$28,033 from customers with delinquent account balances that were sent to the collection agency
- Shutoff notices were sent to thirty (30) customer accounts whose account is reflected as vacant in the billing system but usage activity was registered in a billing read cycle

Performance Measures	FY 2017	FY 2018	FY 2019	Oct-19	Nov-19	FY 2020
Meters re-read manually	300	782	364	529	245	245
Adjustments	3,432	3,987	2,090	211	161	372
Water Bills Mailed Out	261,802	260,602	255,015	21,190	21,263	42,453
Outstanding "water concern" emails received	572	440	236	21	11	32
Outstanding "water concern" emails completed	545	478	300	79	41	120
Service Orders	20,203	18,949	20,806	1,700	327	2,027
New Customer connections			3,413	284	247	531



## UPCOMING PROJECTS

- Update utility billing system application.

## ACCOUNTING



### LAST MONTH'S ACCOMPLISHMENTS

- Continued work on year-end closing procedures.
- See below graphic.



### UPCOMING PROJECTS

- Finalize year-end closing procedures and checklists
- Prepare supporting schedules for FY 2019 financial audit report

Performance Measures	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL
Number of vendor payments completed	7,162	8,430	5,768	5,791	5,476	821
Number of checks as percent of total vendor payments	99.47%	98.70%	96.83%	95.65%	91.07%	88.67%
Number of electronic payments as a percent of total vendor payments	0.53%	1.30%	3.17%	4.35%	8.93%	11.33%
Number of funds managed	260	270	274	282	284	118
Investment Portfolio (Millions)	\$98	\$103	\$153	\$145	\$139	\$177
Interest Earned (Thousands)	\$428	\$644	\$694	\$1,787	\$3,383	\$213
Number of FEMA Ike PW's closed out	50	87	10	23	4	0
Number of FEMA Harvey PW's closed out				8	17	0
Number of bank accounts reconciled	27	27	30	31	34	34

## MUNICIPAL COURT



### LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

# FIRE DEPARTMENT



## LAST MONTH'S ACCOMPLISHMENTS

- Total Calls made 593
- Inspections completed 95
- Issued Permits 32
- Building Fires 7
- Hydrant Maintenance
- Lone Star Bike Rally
- Completed physical agility test and civil service exam for new hires
- Completed Active Shooter Drill with UTMB



## UPCOMING PROJECTS

- Officer Deployment Training
- Completion of hiring interviews
- Labor Management meeting
- Galveston College Advisory Meeting
- Training on incident command
- Joint Training with Coast Guard

# FIRE DEPARTMENT

## EMERGENCY MANAGEMENT



### LAST MONTH'S ACCOMPLISHMENTS

- CCTA Drill- Coast Guard Houston
- Jurisdictional Crisis Incident Management Course
- FEMA Scholes International Airport Survey
- UASI H - GAC Community Resilience Planning
- Hazard Mitigation Plan Review



### UPCOMING PROJECTS

- CCTA Full Scale Exercise Planning upcoming Drill
- Scholes International Airport Air Evacuation Plan Development
- Hazard Mitigation Plan Review
- Emergency Shelter for City Employees Plan Update
- ETN Training Shelter Management
- MEMORANDUM



## **LAST MONTH'S ACCOMPLISHMENTS**

- Mechanics worked on 366 vehicle work orders within the month and performed;
- General Repairs - 414
- Accident Repairs - 8
- Recall Repairs - 10
- PM's - 198
- Repairs from PM's - 66
- Road Calls - 75



## **UPCOMING PROJECTS**

- Continue fleet services
- Continue with Trolley Car restoration.
- Trolley follow up inspections will be performed at the Gomaco Facility located in Ida Grove Iowa.

# GRANTS & HOUSING



## LAST MONTH'S ACCOMPLISHMENTS

- **Monitoring review** - staff conducted six (6) desk audits on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant. Entered all project accomplishments into HUD's IDIS Reporting
- **Technical Assistance** – provided assistance for 6 homeowners with housing information, 3 homebuyers with homebuyer assistance information & applications, and 5 phone inquiries for rental assistance
- **2018 Consolidated Annual Performance and Evaluation Report (CAPER)** – received the HUD End of Year Assessment for PY 2018 letter. HUD concluded the City had substantially met the strategies and goals identified in the City's Consolidated Plan and had the continuing capacity to carry out the CDBG and HOME Programs; the report was submitted in a timely manner; the City carried out its activities “in a timely manner”; the City was appreciated by HUD for prioritizing 100 percent of the CDBG funds for the benefit of low to moderate income persons; the City did not exceed its expenditure caps for both public services and planning and administration; Galveston's projects provided an impact and benefit to the service area residents and the sidewalk/ADA ramp project also provided a significant impact to assist residents with disabilities; HOME projects provided direct affordable housing services to homeowners, homebuyers, and renters; and
- **Fair Housing and Equal Opportunity** determined that Galveston's FY2018 CAPER is “acceptable”. HUD congratulated the City on its accomplishments achieved during the 2018 PY.
- **Environmental Reviews** – completed 2018 & 2019 27th St. Sidewalk/Streetscape Project broad review and received the HUD release of funds for the project.
- **HUD Labor Standards Monitoring** – on-site monitoring visit on November 1, 2019 to review construction activities that were undertaken in accordance with the Davis-Bacon and related Acts, the Copeland Act, and the Contract Work Hours and Safety Standards Act, and the Labor Standards HB 1344.1 REV 2. Monitoring review found no concerns or findings.
- **Gulf Coast Homeless Coalition Presentation** – on November 6, 2019 staff presented the homeless providers information on the CDBG and HOME Programs with the focus on the new Tenant-Based Rental Assistance Program; staff reviewed the TBRA Program and coordinating with the member non-profits to refer clients to the program
- **Tenant-Based Rental Assistance** – Staff met with several local non-profit agencies that were not in attendance at the Gulf Coast Homeless Coalition to discuss the City's upcoming Tenant-Based Rental Program and coordination for outreach to low income applicants

# GRANTS & HOUSING



## UPCOMING PROJECTS

- **Financial Review** – to ensure allowable and allocable expenditures and program standards for the CDBG and HOME expenditures, complete account adjustments as needed and preparation for reimbursement draw from HUD (HUD Regulatory Requirement)
- **Monitoring review** - staff to conduct six (6) desk audits on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant. Enter all project accomplishments into HUD's IDIS Reporting System (HUD Regulatory Requirement)
- Staff will start accepting applications for the Tenant-Based Rental Assistance Program. This program will assist qualified low-income households with rental assistance and security deposits.
- Staff will be accepting applications for the City's Homebuyer Assistance Program, which will assist with up to \$14,500.00 for downpayment and closing cost towards the purchase of a new home within the City of Galveston
- Staff will prepare and facilitate one (1) release of lien document for previous participant in the City's Housing Rehabilitation Program; (HUD Regulatory Requirement)



# HUMAN RESOURCES



## LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired eight (8) New Employees – 1 Deputy City Marshal, 3 Laborers, 1 Equipment Operator, 1 Solid Waste Collector, 1 Fire Inspector/Investigator, and 1 Parking Enforcement Officer
- Held 9 Annual Employee Open Enrollment Sessions on November 5th – 7th
- Hosted and coordinated a day-long experience about City operations for the Galveston Regional Chamber of Commerce “Leadership Galveston Program”
- Hosted site visit for Nationwide Insurance to provide assistance to Employees with additional retirement plan options on November 21st
- Hosted and coordinated a Cash Handling Seminar presented by the Government Treasurers’ Organization of Texas through a program from the University of North Texas
- Held a Police Entrance Exam on November 25th
- Continued work with business partners and internal staff to transition administrative services for the City’s Health Plan to BlueCross BlueShield of Texas and life insurance benefits to The Standard
- Attended the Galveston Career Connect Monthly Leadership Team Meeting
- Reviewed and Processed 700 Employment Applications
- Continued support of City Departments in filling job vacancies

# HUMAN RESOURCES



## UPCOMING PROJECTS

- New Hire Orientation (at least 4)
- Host site visit for Frost Bank to offer financial products and services to Employees on December 3rd
- Coordinate the City's participation in the ABC13 39th Annual "Share Your Holidays" Food Drive benefiting the Houston and Galveston County Food Banks
- Assist with the coordination of the Annual Employee Holiday Luncheon including recognizing Employees with years of service pins and certificates as well as distribution of this year's gift for all Employees on December 5th
- Continue work on the Diversity and Inclusion Plan to increase female representation throughout the City's workforce focusing on recruitment and retention within the Fire Department, the Police Department, Public Works, and Municipal Utilities
- Host Health Benefits Plan Board Meetings (at least 2)
- Galveston Career Connect Monthly Leadership Team Meeting

# Information Technology



## LAST MONTH'S ACCOMPLISHMENTS

- Continued configuring Banner 9 software upgrade
- Completed year-end encumbrance roll processing for new Fiscal Year 2020
- Provided monthly dataset for the Valor water loss project
- Updated Service Order template to include new tasks
- Completed Accela configuration changes to support new workflow for Development Services
- Deployed red tag workflow changes to production for Development Services
- Provide report for permits on multi-family homes
- Developed new report for CUSI Service Orders to turn water on/off for the month.
- Finalized changes to the Ledger Card used by Accounts Receivable to help with past due collection
- Developed new Banner one time report to transmit our data to the new insurance
- Provider list of PO's needing closed before rolling forward FY Encumbrance
- Developed new report that contains account string for open PO items by buyer and date
- Developed new report detailing vendors with current spend close to 50k.
- Provided a reporting detailing FSA for Human Resources
- Completed IP phone inventory
- Finished physical inventory of server equipment

- Completed one Public Information Request
- Added four more phishing attempt addresses/IPs to block list
- Created group policies for Windows Server updates
- Updated address book with latest GPD information
- Rerouted enterprise fiber from the Bersenger Building to the new Public Works warehouse
- Configured and deployed 9 laptops for Works personnel
- Deployed mounting solution for GFD response vehicles



## UPCOMING PROJECTS

- Complete installation and configuration of Banner 9 upgrade
- Complete Banner 9 user testing
- Place Utility Billing version 6.3 software into production
- Continue project activities with Level One
- Work on adding new service order template category and tasks
- Continue work on valor project
- Continue work on receivables project
- Complete changes for residential fees for Development Services
- Update VueWorks to the last software version and have Public Works users begin testing
- Inventory remaining network equipment

# Information Technology

## GIS Division



### LAST MONTH'S ACCOMPLISHMENTS

- Responded to three (3) Public Information Requests
  - Completed four (4) map/data requests consisting of: 15 maps and 2 datasets for Public Works FEMA Recovery division's grant proposal; 3 park aerial maps for Parks & Recreation; 1 council district map for City Secretary Office; 1 Property Owner Notification (PON) map for Development Services
  - Addressed eighteen (18) map service and web map/app items for Information Technology, Public Works, and Development Services
  - Conducted data updates to eleven (11) datasets for Public Works and Development Services
  - Provide feedback to the Finance department regarding options for impervious cover analysis as it relates to drainage fees
  - Provide GIS support to Public Works – Engineering & Municipal Utilities and Development Services – Planning & Development
  - Conference call with Esri Solutions Engineer on upcoming GIS projects including the GIS upgrade
- GeoWeek events: The City of Galveston's Information Technology - GIS Division presented How the City of Galveston Uses GIS for Texas A&M University - Galveston, City of Seabrook, and the City of Galveston. In addition, the team presented an overview of the GIS Staff Training program for the City of Galveston. [To view the GeoWeek story map click here.](#)



### UPCOMING PROJECTS

- Continued development of the City Staff GIS training program
- Launch the My Government/Neighborhood map application
- Continued discovery for a Fire Hydrant Inspection GIS application
- Continued collaboration with the Finance department on the drainage fee project
- Collaboration with Engineering & Construction divisions on the as-built submittal guide
- Collaboration with Development Services on the Damage Assessment application

# ISLAND TRANSIT



## LAST MONTH'S ACCOMPLISHMENTS

- Rt 1&2 - 5,261
- Rt 3&4 - 2,281
- Rt 5&6 - 10,506
- Rt 7 - 1,816
- Trolley - 7,778
- RIDES - 1,662 September



## UPCOMING PROJECTS

- Have issued 134 IDs to Veteran's, riders over 65 years of age, and ADA clients. These IDs provide for free fixed route service for 1 year (\$5 charge with ID)
- Continue preparations to receive the 1st of 3 trolley's from Gamaco
- Present updated DBE Program to City Council
- Setup grants for LCI II project for drawing down of federal funds

# PARKS & RECREATION

## PARKS & MAINTENANCE



### LAST MONTH'S ACCOMPLISHMENTS

- Mowed and removed trash and litter from all City-Owned or City-Managed Parks and Properties as well as the I-45 feeder roads
- Maintain Ball Fields Weekly
- Addressed and Maintain needs at Broadway Cemetery and 59st Street
- Installed drinking fountain at Lindale park
- Installed drinking fountain for Dogs at Gus Allen & Adoue Parks
- Implementation of Park Keeper Program
- Completed with the implementation of the City of Galveston Tree Committee project to plant approximately 25 trees along the north side of Broadway between 46th and 51st streets.
- Set up Christmas Lights and Tree at City Hall and Strand Christmas lights and Tree
- Installed new pool table at McGuire Dent Recreation Center
- Secured Picnic Tables at Menard Qty (20)
- Repaired Tennis Court netting at Menard and Lasker Park
- Install new palms on 25th Street median
- Interviewed several new staff Maintenance Workers for Parks
- Completed the move into the New Warehouse
- Working on repairs lights at Lasker Tennis Courts, and Lassie League
- Installed protective fence around Crockett Park turtle after repairs are complete
- Installed parking stop and reflectors at Schreiber park parking lot
- Completed Removal of damaged palm tree on 61st street



### UPCOMING PROJECTS

- Continue mowing, maintaining and landscaping all City-owned or City-managed locations, as well as Feeder Roads along I-45 highway from 59th Street to Causeway
- Install Shaded Park Benches at Lindale Park
- Install Dog Park Fencing at Gus Allen Park
- Replace Slats on Benches, Chairs and Tables at Fort Crockett Park, Refurbish metal components
- Continue to refurbish Kempner Park walking trail
- Continue repairing irrigation leaks where needed

- Continue repairs to Parks equipment and machinery
- Continue installing new water fountains donated by Better Parks for Galveston at various park locations
- Continue to work on bleacher bench repair project at Bernard Davis field
- Complete repairs to Lindale Dog Park agility course
- Restoration of Skate Park
- View Works for Ticketing system
- Implementation of Park Keeper Program for

## City Cemeteries

- Work on the Repair of Wright Cuney Fencing
- Moving Equipment and Material to Jones Park.
- Installing cut-off valve on all (3) splash pads.
- Scheduling of Soccer field lights
- Cont. to work on Lassie League repairs and updates
- Install palm trees and landscaping in Schreiber Park parking lot islands

## RECREATION & ADMIN



### LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Including Exercise Classes, Futsal, Latin Dance, Tennis leagues, Pickleball, Badminton, Yoga, Adaptive Tennis
- Youth Programming
- Continued with Youth Programs at both Wright Cuney and McGuire-Dent
- Including arts and crafts, trumpet, karate, tennis and open gym and game room, along with computer lab
- Community Meetings
- Families, Children & Youth Board
- Parks & Recreation Advisory Board
- Better Parks for Galveston
- Tree Committee
- Community Outreach including Support Groups and working with the Gulf Coast Center and Josephine Sullivan Foundation
- Mind, Body, and Soul exercise session hosted by B’Nai Temple Israel every 4th Tuesday at 7am at McGuire Dent
- Continue After School Youth Programs at Both Recreation Centers
- McGuire-Dent Membership Totals: Adults: 1,505 Seniors: 572, Youth: 654, Military: 79
- Wright Cuney Membership Totals: Adults: 653, Seniors: 27, Youth: 796
- Working on upcoming projects for Parks and Recreation, Bingo at Wright Cuney in October was a success



## UPCOMING PROJECTS

- Replacement of Gym Floors at McGuire-Dent and Wright Cuney Recreation Centers
- Solicit bids to build-out new deck at Lasker Pool
- Continue upgrades to the Parks and Recreation webpage and Facebook account
- Assist Better Parks for Galveston’s project to sponsor the replacement of computers located in the rec centers computer labs for public use
- Develop Lasker Pool business hours options for 2020 season and present to the Parks and Rec advisory committee.
- Paint interior walls at Wright Cuney
- Continue Adult and Youth programming at both Centers along with community outreach events and meetings
- Replace fence, small playground and restrooms fixtures at Wright Cuney Recreation Center
- Rehab basketball dome and repaint interior at Wright Cuney Recreation Centers
- Update fitness areas at Mc-Guire Dent Recreation Center

## AQUATICS



## LAST MONTH’S ACCOMPLISHMENTS

- Construction on women’s shower drains continues.
- Filmed video for lifeguard recruitment/tryouts – began editing process.
- Attended CCSL meeting and met with Texas City Summer League to get advice on our swim team process.
- Began creating logo and marketing material for Lasker Summer League Swim Team
- Volunteered for TRAPS Maintenance Rodeo and Golf Tournament
- Hosted a stop for Leadership Galveston tour
- Cleaned and stored all lounge chairs, lifeguard chairs and umbrellas for the winter.



## UPCOMING PROJECTS

- Complete video - Narrate and edit video for lifeguard recruitment/tryouts.
- Create webpage for Swim Team
- CPR classes for General Public – work with GFD.
- Working with local scuba shop to discuss rental options.
- Working with Crescent Electrical to complete rear tower light replacement and to also replace and/add outlets in pump house.
- Setup school visit days.
- Complete facility power washing and landscaping

# PLANNING & DEVELOPMENT



## LAST MONTH'S ACCOMPLISHMENTS

### Planning & Development Division

- Hosted nine (9) pre-development meetings
- Attended “Introduction to City Planning 1: Ancient Times to the Modern Age (7,500 BC to 1900)” Lunch & Learn

### Landmark Commission

- 19LC-061 (1518 Rosenberg/25th Street) Request for a Certificate of Appropriateness for alterations to the structure including the installation of solar panels.
- 19LC-062 (1423 Mechanic /Avenue C) Request for a Certificate of Appropriateness in order to widen the opening in the existing low wall.
- 19LC-064 (1001 Postoffice/Avenue E) Request for a Certificate of Appropriateness for alterations to the structures including the relocation of the garage door and the installation of a new garage door under the main structure, and the installation of a curb cut along 10th Street.
- 19LC-063 (2102 Bernardo de Galvez) Request for designation as a Galveston Landmark.
- 19LC-065 (2324 Avenue O) Request for a Certificate of Appropriateness regarding modifications to the structure including the installa-

tion of new windows.

- 19LC-066 (2402 Avenue L) Request for a Certificate of Appropriateness for alterations to the structure including painting of previously unpainted masonry.
- 19LC-068 (2406 Church/ Avenue F) Request for designation as a Galveston Landmark.

### Planning Commission

- 19P-054 (9 Grand Beach Blvd) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family residence and driveway.
- 19P-056 (2102 Avenue P) Request for designation as a Galveston Landmark.
- 19P-057 (Adjacent to 2413 42nd Street) Request for a License to Use in order to retain the placement of a garage and house in the city right-of-way.
- 19P-058 (2406 Church/ Avenue F) Request for designation as a Galveston Landmark.

### Zoning Board of Adjustment

- 19Z-011 (9614 Teichman) Request for a variance from the Galveston Land Development Regulations, Article 3, District Yard, Lot and Setback requirements for front yard setbacks

and from Article 3, Section 3.303 (A) Building line previously established, regarding front building line requirements in a Single Family (R-1) zoning district.

#### Planning Administration

- 19PA-055 (4102 Seawall Blvd) Request for a Zoning Verification.

#### Beachfront Permits

- 19BF-073 (4211 Surf Drive) Request for a Beachfront Construction Certificate / Dune Protection Permit for a deck and stairs renovation.
- 19BF-074 (4207 Fiddler Crab) Request for a Beachfront Construction Certificate / Dune Protection Permit to construct new stairs.
- 19BF-075 (23009 Gulf Drive) Request for a Beachfront Construction Certificate / Dune Protection Permit to place fill in the driveway and parking area.
- 19BF-076 (809 Beachtown Passage) Request for a Beachfront Construction Certificate / Dune Protection Permit to a single-family dwelling and driveway.
- 19BF-077 (22904 Verano Dr.) Request for a Beachfront Construction Certificate / Dune Protection Permit to a single-family dwelling and driveway.
- 19BF-078 (22105 Cantina) Request for a Beachfront Construction Certificate / Dune Protection Permit to a single-family dwelling and driveway.
- 19BF-079 (23125 Gulf Dr.) This property was red-tagged for construction without a permit. Request for a Beachfront Construction Certificate / Dune Protection Permit to construct a single-family dwelling and driveway.

- 19BF-081 (4110 Turks Pt.) Request for a Beachfront Construction Certificate / Dune Protection Permit to replace the driveway.



#### UPCOMING PROJECTS

- Continue staffing the Complete Count Committee and host a training session.
- Host a training session with the City Marshal's Office staff regarding tree protections
- Attend "Introduction to City Planning 2: Modern Ideas of City Planning (1900-1939)" Lunch & Learn

# POLICE DEPARTMENT



## LAST MONTH'S ACCOMPLISHMENTS

- Nov 1st – Nov 3rd LSR Festivities
- November 14th – The Galveston County CCTA Grant Project Table Top # 3 Exercise Completed
- November 16th – Attended The Strengthening Police and Community Partnership Forum
- November 23rd – We assisted in delivering turkeys to needy families in the community
- Girl with a Gun – Officer Harris was the guest speaker for this women organization meeting
- November – Three (3) Neighborhood meetings (Gain, Kempner & CEASE), attendance 30
- Eleven (11) community meetings, attendance 400,
- Two (2) presentations given, attendance 150
- One (1) outreach project, attendance 32

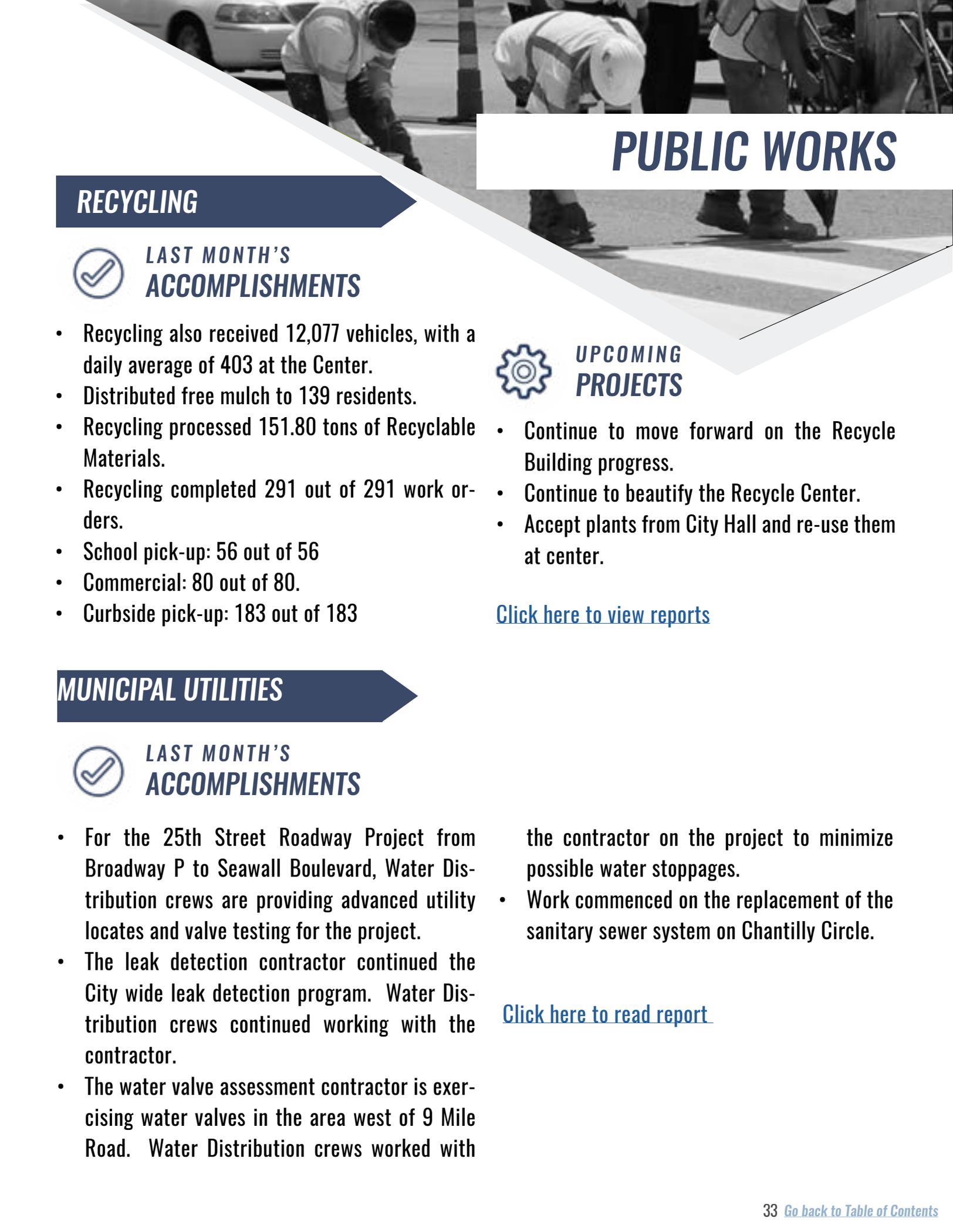


## UPCOMING PROJECTS

- December 7th - Share your holiday food delivery to Ball High School
- December 7th – Lady of Guadalupe Procession
- December 7th & 8th – Dickens on the Strand
- December 14th - GMPA Christmas Parade
- December 15th - Santa Hustle 5K
- December 15th – Blue Santa toy delivery to 541 families

## Stats

- Calls for Service: 5474
- Arrest: 321
- Reports: 727
- Citations: 703



# PUBLIC WORKS

## RECYCLING



### LAST MONTH'S ACCOMPLISHMENTS

- Recycling also received 12,077 vehicles, with a daily average of 403 at the Center.
- Distributed free mulch to 139 residents.
- Recycling processed 151.80 tons of Recyclable Materials.
- Recycling completed 291 out of 291 work orders.
- School pick-up: 56 out of 56
- Commercial: 80 out of 80.
- Curbside pick-up: 183 out of 183



### UPCOMING PROJECTS

- Continue to move forward on the Recycle Building progress.
- Continue to beautify the Recycle Center.
- Accept plants from City Hall and re-use them at center.

[Click here to view reports](#)

## MUNICIPAL UTILITIES



### LAST MONTH'S ACCOMPLISHMENTS

- For the 25th Street Roadway Project from Broadway P to Seawall Boulevard, Water Distribution crews are providing advanced utility locates and valve testing for the project.
- The leak detection contractor continued the City wide leak detection program. Water Distribution crews continued working with the contractor.
- The water valve assessment contractor is exercising water valves in the area west of 9 Mile Road. Water Distribution crews worked with

the contractor on the project to minimize possible water stoppages.

- Work commenced on the replacement of the sanitary sewer system on Chantilly Circle.

[Click here to read report](#)

## MUNICIPAL UTILITIES



### UPCOMING PROJECTS

- On the 25th Street Roadway Project from Broadway P to Seawall Boulevard, Water Distribution crews be working with the contractor on utility locates and valve turn offs as part of the project.
- The leak detection contractor will continue working on the City wide leak detection program. Water Distribution crews will continue working with the contractor.
- The water valve assessment contractor will continue exercising water valves in the area east of 9 Mile Road. Water Distribution crews will continue to work with the contractor on the project to minimize possible water stoppages.
- Work will done to replace a sanitary sewer manhole on 16th Street between Strand and Mechanic.
- Work will continue on the replacement of the sanitary sewer system on Chantilly Circle.
- Distribution and Collection crews will commence moving materials and equipment as part of the move to the new Public Works facility.

## SANITATION



### LAST MONTH'S ACCOMPLISHMENTS

- [Click here to view the monthly report](#)



### UPCOMING PROJECTS

- Continue operations



### VIEW REPORTS

[Click here to view compliments](#)

# SCHOLES AIRPORT

SCHOLES FIELD  
WELCOME TO GALVESTON



## LAST MONTH'S ACCOMPLISHMENTS

- Repairs and upgrades to Hangar 73 continue. Work completed in November include replacing two exterior metal doors, replacing restroom fixtures, sealing windows and painting the second-floor offices. Remaining work includes painting the hangar bay and downstairs offices and finishing repairs to the HVAC system. This space is available for long term lease.
- The 2019 Fall Galveston University class toured Scholes International Airport to learn about the airport and the airport's economic impact in Galveston. The Class was also given a tour of a Sikorsky S-92 helicopter up close and learn more about PHI Helicopters and what they do.
- We requested Council approval of a resolution authorized the City Manager to sign the pending Runway 14/32 asphalt rehabilitation and North Apron joint seal project grant. This grant will cover 90% of the estimated \$940,000 project.
- Leadership Galveston toured Scholes International Airport to learn about the airport and the airport's economic impact in Galveston. The Class was also given a tour of the Galveston Air Traffic Control Tower and learn more about the air traffic controllers and what they do for the airport and its tenants.
- IEM Air, FEMA and Texas Emergency Management visited Scholes to conduct an Airfield Assessment. During the assessment, all three organizations evaluated current airport facilities to determine airfield condition, availability of space for support aircraft and personnel, what equipment is currently available and what capacity airport tenants can provide during natural disaster evacuations and recovery. Part of the assessment included meeting with various Galveston stakeholders to determine staffing levels and support equipment available, and what additional equipment may be needed during natural disaster response. We expect the final report to be submitted within the next four months.
- Work has been completed on Taxiway E, between the two runways and Runway 14/32. Remaining work to be completed at the runway intersection, Taxiway C, and Taxiways D and E, east of Runway 18/36. Most of the striping on Runway 14/32, Taxiways D and E and the North Apron remains to be done.



## VIEW REPORTS

- [Click here to view report](#)
- [Click here to view fuel report](#)

# SCHOLES AIRPORT

SCHOLES FIELD  
WELCOME TO GALVESTON



## UPCOMING PROJECTS

- **December 6th – Annual Tenant Appreciation Party –** This is a time to show our gratitude to all the tenants and staff at Scholes International Airport.
- **Construction update –** All work on Runway 14/32, Taxiways A, B, C, D and E, and the North Apron is expected to be completed in December.
- **Air Traffic Control Tower Rehabilitation Project –** J. W. Kelso has been issued a permit to begin work. Due to the holidays, we expect work to begin in early January 2020. Work is expected to take approximately 60 days to complete.
- **January 14, 2020 –** Request for Qualifications must be submitted to TxDOT Aviation for the Airport Master Plan Update. We anticipate the Selection Committee to select of the most qualified firm by early February. TxDOT Aviation should complete negotiations by the end of March 2020. The Master Plan Update should take approximately one year to complete.