



FEBRUARY 2019

CITY MANAGER'S REPORT

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A MESSAGE FROM OUR **CITY MANAGER**



In January we kicked off numerous projects and made important progress on key initiatives, including the Crockett Park baseball fields, the 45th Street reconstruction project and the restoration of brick pavers on The Strand.

Crews started work in January removing, restoring and re-laying the Strand brick pavers to create more walkable intersections. The project was originally scheduled for completion later this spring, but crews are ahead of schedule and it could be completed by Mardi Gras.

The City also hosted several public meetings in January with different City professionals to educate the public about important community projects. For instance, residents had an opportunity to weigh in on both the beach access plan under review now and a federal proposal for storm surge protection.

Residents and businesses along 45th Street were also invited to learn more about the drainage, engineering and

construction of a project to improve the busy corridor. Beginning in March, crews will begin repaving 45th Street in sections between Broadway and Seawall. The project will also include extending a storm sewer drain, increasing the size of the underground water and sewer pipes, and adding decorative lighting and sidewalks.

Nearby, residents are seeing huge progress at the Crockett Park baseball fields. The fields were ready in time for baseball tryouts and we anticipate full completion by the start of spring season next month. The fields will be a beautiful addition to the island's park system and a community asset for generations to come.

As we head into February, the City is preparing for a safe and fun Mardi Gras. We hope you'll enjoy the festivities with your family and friends.

*Sincerely,
Brian Maxwell, City Manager*

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CITY MARSHAL



LAST MONTH'S ACCOMPLISHMENTS

- 20 Public Nuisances were abated.
- 31 Court cases heard in Municipal Court
- 9 Housing Abatement cases heard in Municipal Court
- 149 Complaints received
- 21 Complaint based cases
- 174 Self-initiated cases
- 323 Total investigations



UPCOMING PROJECTS

The Marshal's Office is preparing for Mardi Gras 2019.



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CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- Market St. from 19th St. to 25th St. – waiting for streetlight installation
- 59th Street Pump Station – 98% complete (commissioning of the equipment has begun)
- Sealy Ave. – 25th St. to 33rd St. – 95% complete
- 59th St Ground Storage Tanks Rehabilitation – 98% complete
- Public Works/Utilities Facility – 40% complete (structural steel installation for the administration building is underway)
- Fire Station #1 – 50% complete
- Demolition of the 1920 tank and construction of the parking lot at 30th Street – 70% complete
- Repair of the Airport Wastewater Treatment Plant – 20% complete
- Market Street Improvements – 25th St. to 33rd St. – 60% complete
- Harborside Drive Improvements – 45% complete
- 7.5 million gallon (MG) water ground storage tank (GST) at 59th Street – 4% complete
- Renovation of the historic 30th Street Water & Electric Light Station – 15% complete
- Completion of the Crockett Park Little League Fields – 90% complete
- (substantial completion walkthrough is scheduled for the first week of February)

- Demolition of the old municipal incinerator – 10% complete (smokestacks are demolished, and the building is coming down quickly)
- Replacement of the Strand Brick Pavers at the intersections from 21st Street to 24th Street – 50% complete



UPCOMING PROJECTS

- Advertising for the repaving of 25th Street from Broadway to Seawall
- Advertising for 27th Street Streetscape Improvements Phase 2
- Awarding the 83rd Street Reconstruction – Stewart to Cessna
- Starting the reconstruction of 45th Street from Broadway to Seawall
- Starting construction of the Sunny Beach/8 Mile Road Sanitary Sewer Project
- Starting the replacement of the downtown gas lamp



DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- Highlight 1 – Permit Report from the Building Division. See attached.



UPCOMING PROJECTS

- Highlight 1 – Permit Report from Building Division
- Highlight 2 – Two Building Inspectors will be attending a Backflow training and testing for certification.
- Highlight 3 – Building Division staff will be attending the Building Professional Institute in Houston, Texas for continuing education



VIEW REPORTS

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ENGINEERING



LAST MONTH'S ACCOMPLISHMENTS

- 16th Street from Broadway to Seawall Reconstruction Design Kickoff Meeting
- 18th Street Drainage Design from Seawall to Ship Channel, 30% Design Comments Provided
- County-City Design Kickoff meeting on 23rd Street Reconstruction from Broadway to Seawall and Avenue S from 53rd to Seawall
- 27th Street Phase 2 from Avenue O to Seawall In-house Design Completion and Pre-bid Meeting
- 45th Street Reconstruction Public Meeting
- 49th Street from Avenue P to Avenue S-1/2 Reconstruction Design 95%
- CDBG-DR Concept and Engineering Estimate for 59th from Stewart to Heards (Saladia to 61st)
- 73rd Street from Heards Lane to Avenue N-1/2, 60% Design comments provided
- Broadway Drainage Study Council Approval and Coordination with TXDOT
- Teichman Road Waterline Design Kickoff Meeting-IH45 to West End of Teichman & Schattel
- Engineering Traffic Control Plans and TXDOT Permit Package for 2019 Mardi Gras
- Engineering support to the Strand Pavers Construction
- Engineering coordination/documentation for Sweetwater Lift Station/Subdivision Acceptance
- Review and comments on the 2019 Water Conservation Plan
- Coordination and meeting with Consultants on the Vision Galveston Program
- Downtown Gas Lamp In-house Design Project Engineering Support (in Construction)
- Responded to design and modeling comments from FEMA/TDEM on the 14th Street Storm-water Pump Station HMGP DR-4332-024 Grant
- Seawolf WWTP Constructability Review Meeting on the 100% Design
- Scoping and preparation of geotechnical engineering contract for Legas Dr. Bulkhead Coordination with TIRZ14 and RDA on the 83rd Street Road and Drainage Project for Corridor Enhancements
- Coordination with TXDOT on the Seawall Blvd project (SH 87 to Boddeker Drive) (CSJ 0912-73-207) Mill and Overlay Project
- Predevelopment meetings, Building Permits, ADA Parking, ROW Construction, Utility and Culvert Permits

ENGINEERING



UPCOMING PROJECTS

- 27th Street Phase 2 from Avenue O to Seawall Bid Addendum
- Main WWTP Digester Dewatering and Cleaning package, 100% Submittal
- Main WWTP Digester Improvements package, 30% submittal
- Constructability Review site visit for the Seawolf WWTP 95% design
- Project Planning for the 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank In-house Design
- Interviews with proposers on the Water Loss Mitigation Program RFP 19-09
- Meeting with GISD and Public Representative to Discuss Potential for Expanding 83rd Street Drainage Design to GISD and Adjacent Properties per TIRZ14 Request
- 37th Street from Broadway to Seawall 30% Design
- Comprehensive scope for rehabilitation of existing lift stations has been provided by consultant subsequent to January 2019 kickoff meeting, and design to be initiated soon once scope is finalized
- Meeting with TDEM to discuss the HMGP DR-4332-024 grant application for the 14th to 17th Street - Seawall to Ship Channel Drainage Improvements (with Pump Station)
- 5 MG Potable Water Storage Tank and expansion to the Airport Pump Station final design
- 24 inch waterline from 53rd Street North to the Airport Pump Station, pre-bid revisions
- Laffite's Cove Water Loop Project Bid Documents
- Permits, Construction Inspections, Surveys & Field GIS
- MSDs, Residential and commercial Permits, Subdivision design plans, ROW Utility Permits, ROW sidewalk, ramps and culvert/driveway permits, handicapped parking permits, TLTUs
- 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.
- Geotechnical Engineering Testing Scope and Contracts for construction projects
- Continuation of Phase 3, 27th Street Design

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Completed the McGuire Dent Exterior Painting Project
- Installed four new gravity ventilators on the roof of the McGuire Dent Recreation Center
- Completed the replacement of the site lights at the Airport Waste Water Treatment Plant with new LED fixtures
- Completed the installation of electrical circuits at the old MUD#1 building
- Completed the quarterly inspections on the standby emergency generators



UPCOMING PROJECTS

- Repaint the front steps and porch of City Hall
- Reseal the wooden entry doors at City Hall
- Replace the site lighting at Terrimar Waste Water Treatment Plant
- Roof soffit and fascia board repairs at Fire Station #2
- Flush the hot water loop and add chemicals for the boiler system at City Hall

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Begin work on the FY2019 1st Quarter Budget Report.
- Began work on the 2020-2025 Long Range Financial Forecast.
- Assist Accounting Staff with final entries for FY2018 year-end financial close.
- Worked toward submission of Adopted Budget FY2019 for the Distinguished Budget Presentation Award.
- Present final FY2018 Budget Amendment.
- Present 1st Quarter Budget Amendment.



UPCOMING PROJECTS

- Distribute FY2019 1st Quarter Budget Report
- Continue work on the 2020-2025 Long Range Financial Forecast.
- Submit Adopted Budget FY2019 for the Distinguished Budget Presentation Award.

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitations for Broadway Street Luminaires, Water Loss Mitigation Program, Parks Concession Operations, and Island Transit Fuel Delivery System Repairs.
- Prepared and advertised formal solicitations for Valve Condition Assessment.



UPCOMING PROJECTS

- RFP Openings for 27th Street Improvement Project Phase II, Air Traffic Control Tower Improvements, Equipment Rental, Sanitary Sewer and Force Main Rehab, and Valve Condition Assessment.
- Prepare and advertise for solicitations for Sludge Hauling, Lawn Maintenance for Wastewater Treatment Plants, and 25th Street Reconstruction.
- Training for Purchasing Card Liaisons
- Vendor Outreach

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Held initial discussion with Level One on water bill re-design.

Performance Measures	FY 2017	FY 2018	1st Qtr 2019	Jan-19	FY 2019
Meters re-read manually	300	782	236	581	581
Adjustments	3,432	3,987	597	133	730
Water Bills Mailed Out	261,802	260,602	64,078	21,385	85,463
Outstanding "water concern" emails received	572	440	79	28	107
Outstanding "water concern" emails completed	545	478	67	43	110
Service Orders	20,203	18,949	5,786	1,540	7,326
Delinquent Accounts		14,215	3,601	3,132	3,132



UPCOMING PROJECTS

- Update the billing software to apply the new water rates to customer water bills issued in March.
- Implement the outsourcing the mailing of water bills vendor (Level One).
- Finalize policy and procedure manual for Utility Billing and Customer Service.

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

- Auditors completed field work for FY 2018 audit.

Performance Measures	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL
Number of vendor payments completed	7,162	8,430	5,768	5,791	1,846
Number of checks as percent of total vendor payments	99.47%	98.70%	96.83%	95.65%	93.12%
Number of electronic payments as a percent of total vendor payments	0.53%	1.30%	3.17%	4.35%	6.88%
Number of funds managed	260	270	274	282	284
Investment Portfolio (Millions)	\$98	\$103	\$153	\$145	\$125
Interest Earned (Thousands)	\$428	\$644	\$694	\$1,787	\$966
Number of FEMA like PW's closed out	50	87	10	23	0
Number of FEMA Harvey PW's closed out				8	8
Number of bank accounts reconciled	27	27	30	31	32



UPCOMING PROJECTS

- Prepare draft of the FY 2018 Comprehensive Annual Financial Report.

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

CATEGORY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 OCTOBER	FY 2019 NOVEMBER	FY 2019 DECEMBER	FY 2019 JANUARY	FY 2019 YTD
Criminal Cases										
Tickets/Arrests Filed by CPD	15,790	14,624	14,738	11,008	11,168	1,335	890	937	1,285	4,387
Tickets/Arrests Filed by Other Agencies	6,367	5,583	5,195	5,008	5,138	371	474	711	475	1,632
Total Number of Tickets/Arrests Filed	22,147	20,207	20,933	16,016	16,306	1,706	1,364	1,648	1,760	6,019
Traffic					9,421	1,218	812	298	1,589	4,587
Some Law					4,749	305	325	543	425	1,568
City Ordinance					1,408	69	107	206	177	421
Code Enforcement					728	44	20	9	30	103
\$ Value of Tickets/Arrests Filed	\$5,323,112	\$4,760,384	\$4,938,868	\$3,932,496	\$3,929,360	\$394,395	\$262,149	\$377,314	\$269,715	\$1,456,273
Number of Tickets/Arrests Disposed	11,249	17,189	18,168	14,902	13,277	1,211	985	1,277	1,254	4,727
Total Collected on Criminal Cases	\$2,694,407	\$2,190,415	\$2,363,786	\$1,748,341	\$1,967,857	\$186,400	\$150,250	\$198,275	\$152,919	\$647,886
Amount kept by City					\$1,179,166	\$102,469	\$77,075	\$96,363	\$86,786	\$362,672
Special Funds					\$106,405	\$13,846	\$15,311	\$9,587	\$6,716	\$46,559
Remitted to State					\$498,961	\$82,205	\$45,968	\$42,455	\$40,927	\$181,852
Collector Fees					\$215,716	\$16,626	\$12,876	\$9,088	\$14,568	\$53,136
Overbase					\$14,524	\$1,177	\$1,032	\$784	\$842	\$3,836
Civil Cases										
Number of Parking Tickets Filed	25,599	12,404	15,453	18,898	19,546	1,669	1,403	935	1,566	5,573
\$ Value of Parking Tickets Filed (Includes late fees for past due tickets)	\$434,452	\$349,802	\$621,730	\$683,515	\$719,810	\$62,600	\$61,441	\$35,530	\$58,153	\$217,723
Number of Parking Tickets Paid	14,060	7,021	8,975	11,020	11,451	960	371	631	750	3,132
Total Collected for Parking Tickets	\$327,702	\$223,267	\$276,497	\$481,041	\$492,300	\$48,919	\$34,668	\$25,008	\$29,803	\$131,019
Housing Abatement Petitions Filed					26	0	1	2	1	4
Warrants Served										
Number of Warrants Served	12,501	13,233	12,916	11,085	9,421	751	604	677	680	2,652
\$ Value of Warrants Served	\$3,915,767	\$3,387,413	\$3,199,751	\$2,775,303	\$2,470,180	\$206,448	\$150,424	\$169,620	\$180,272	\$706,764
Number Warrants Satisfied on Non-Cash Basis	13,472	6,416	4,845	4,346	3,742	271	181	248	268	1,035
\$ Value Community Service/Jail Time Served	\$2,300,870	\$2,055,274	\$1,661,479	\$1,622,121	\$1,537,871	\$103,821	\$78,135	\$109,911	\$111,596	\$423,823
Number Warrants Paid*	2,029	8,598	2,344	2,819	0	0	0	0	0	0
\$ Amt Warrants Paid**	\$1,614,686	\$613,153	\$646,340	\$622,343	\$0	\$0	\$0	\$0	\$0	\$0
Court Dockets										
Pre-Trial (includes discovery hearings)					8,506	692	623	570	799	2,694
Bench Trial					100	3	5	3	7	18
Jury Trial					19	0	3	0	0	3
Code Enforcement					1,161	112	69	61	31	273
Housing Abatement					112	12	7	0	9	28
Bond					1,732	110	127	100	203	649
Show Cause (DSC/Deferred Disposition)					149	37	32	0	0	99
Minor in Possession/Alcohol Offenses					105	3	9	0	2	14
Juvenile					349	20	40	59	64	202
Special					1,861	183	137	139	129	568
Warrant					904	95	41	126	81	338
Walk-in					992	56	44	37	26	185
Late Notice					3,597	261	90	641	389	1,477
Compliance (Community Service/Pay Plans)					441	41	128	0	0	119
Jail					6,072	420	426	585	643	1,680
Parking					415	30	28	28	23	112
Total Cases on Criminal/Civil Dockets					26,371	2,198	1,600	2,359	2,278	8,654
Statistics										
\$ Value Tickets Issued	\$5,757,564	\$4,642,064	\$5,560,599	\$4,618,011	\$4,648,979	\$461,695	\$343,590	\$412,844	\$457,867	\$1,675,996
\$ Amt Tickets Paid	\$3,022,196	\$2,176,095	\$2,639,285	\$2,229,362	\$2,420,151	\$227,322	\$185,147	\$183,863	\$182,723	\$776,874
Percent \$ Amt Tickets Paid	52%	47%	48%	48%	52%	49%	54%	45%	40%	47%

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- 498 Emergency responses
- 116 Inspections
- Fire investigator Herman Hilton retired



UPCOMING PROJECTS

- Training on incident management procedures
- Crews will conduct pre-fire planning at UTMB
- Update our radios with new channel templates
- Conduct fire hose testing

EMERGENCY MANAGEMENT



LAST MONTH'S ACCOMPLISHMENTS

- Complex Coordinated Terrorist Attack Grant Kickoff Meeting
- Distributed all-hazards preparedness materials and assisting the Galveston County Local Emergency Planning Committee with shelter-in-place presentations for 600+ GISD students
- Workplace Safety Forum
- Incident Command System Training for City Staff



UPCOMING PROJECTS

- Debris Management Training
- TAMUG Family Reunification Planning
- Complex Coordinated Terrorist Attack Planning
- Active Attack Integrated Response Team Planning



LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 430 vehicle work orders within the month and performed;
- General Repairs - 546
- Accident Repairs - 0
- Recall Repairs - 0
- PM's - 103
- Repairs from PM's - 62
- Road Calls - 71

Other Services

- Provided 54,921 gallons of fuel for city and outside organizations.
- Re-decating older fleet vehicles with newly designed decals.
- Provided follow up fleet support for the Port of Galveston, Galveston Parks Board and Galveston County repair shops.
- Moving forward with the repairs to the Galveston Trolley System.



UPCOMING PROJECTS

- Continue fleet services
- Continue with Trolley Car restoration.

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- **Technical Assistance** – provided assistance to 7 homeowners with housing information, 7 homebuyers with homebuyer assistance, 10 phone inquiries for rental assistance, 1 City Dept. with CDBG account information, and HOME CHDO with regulatory information
- **2019-2023 Consolidated Plan** – continued planning and preparation of the City's multi-year planning document to establish the priorities and goals for the housing and community development needs of the City to direct the CDBG and HOME Projects 1-year plans for this timeframe (HUD Regulatory Requirement)
- **2019 Action Plan** – planning and consultation for the proposed 2019 CDBG and HOME Program Year projects (HUD Regulatory Requirement)
- **Financial review** – to ensure allowable and allocable expenditures and program standards for the CDBG and HOME activities and trial balance review and account information for year-end audit (HUD Regulatory Requirement)
- **HOME Community Housing Development Organization (CHDO) Project**
- **Staff met with Houston Area Urban Community Development Corporation (HAUCDC)** on status and closeout processes for three (3) affordable housing properties; reviewed and determined income qualified one (1) applicant from the HAUCDC for rental assistance program. HAUCDC has one (1) housing unit for rent under their HOME funded CHDO Program (HUD Regulatory Requirement);
- **Performed two (2) Housing Quality Inspections** for housing rehabilitated under the CHDO Program. The properties will be sold or leased to a LMI family (HUD Regulatory Requirement)
- **HOME Program Rental Property** – Council approved Lead-Based Paint Services LLC to complete lead-based paint remediation work on rental property unit
- **Monitoring review** - staff conducted five (5) 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 System (HUD Regulatory Requirement)
- **Prepared and facilitated two (2) release of lien documents** for previous participants in Homebuyer Assistance Program through Galveston Community Development Corporation; homeowners have met their period of affordability (HUD Regulatory Requirement)
- **Staff participated in Vision Galveston Housing Roundtable discussion** on housing issues and opportunities

GRANTS & HOUSING



UPCOMING PROJECTS

- 2019-2023 Consolidated Plan – continued planning, consultation, and public comment/meetings for the preparation of the City’s multi-year planning document to establish the priorities and goals for the housing and community development needs of the City to direct the CDBG and HOME Projects 1-year plans for this timeframe (HUD Regulatory Requirement)
 - 2019 Action Plan – continued planning, consultation, and public comment/meetings for the proposed 2019 CDBG and HOME Program Year projects (HUD Regulatory Requirement)
 - Financial review to ensure allowable and allocable expenditures and program standards for the CDBG and HOME expenditures and preparation for reimbursement draw from HUD (HUD Regulatory Requirement)
 - Monitoring review - staff to conduct five (5) 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 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
 - Will close-out one (1) housing rehabilitation project
 - Staff will prepare and facilitate three (3) release of lien documents for previous participants in the Homebuyer Assistance Program through Galveston Community Development Corporation and the City’s Housing Rehabilitation Program; homeowners have met their period of affordability (HUD Regulatory Requirement)

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired nine (9) New Employees – 2 Office Assistants, 1 Firefighter Trainee, 3 Laborers, 1 Evidence Technician, 1 Business Systems Analyst, and 1 Automotive Mechanic
- Held a Civil Service Commission Meeting (January 15th)
- Held a Health Benefits Plan Board Meeting (January 16th)
- Hosted and presented Galveston College Leadership Course 1 – “Understanding the HR Function: Managing Human Assets” (January 23rd)
- Attended the Galveston Career Connect Monthly Leadership Team Meeting
- Continued meetings to develop the new Electronic Onboarding Process through Laserfiche
- Reviewed and Processed 748 Employment Applications
- Continued support of City Departments in filling job vacancies



UPCOMING PROJECTS

- Orientation (at least 4)
- Fire Entrance Exam – February 8th
- Police Exam (Lateral Entry Officers) – February 11th
- Host two Health Benefits Plan Board Meetings
- Host site visit for Nationwide Insurance to provide assistance to Employees with additional retirement plan options
- Galveston Career Connect Monthly Leadership Team Meetings
- Commencement of the Employee Engagement Survey



Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Human Resources digital onboarding project – Complete final setup and configuration, train users and deploy for citywide use.
- Produced regulatory W2 and 1099 forms.
- Complete regulatory file uploads to the IRS and Social Security Administration Systems
- New IDC Bank Code project – Work with Finance Department representatives to capture required system configuration updates to support the addition of a new bank code in the accounting and payroll systems. Documented and updates software settings in TRN for testing.
- Updated the Compellent SAN – this was a non-service interrupting update from 07.01.12.002.03 to 07.01.12.002.05.
- Audit and removal of activity directory accounts no longer needed or in use.
- Upgraded City's and Police VPN software to a new version
- Installed a new server and migrated GPD's VPN service in addition to bringing it to the latest version.
- Migrated spam filter server to the galvestontx domain
- 8 – Public Information Requests
- 13 – map requests from Finance, Galveston Police Department, Public Information Office, Public Works, & Development Services
- 44 – Created/Updated datasets, data requests, map services, web maps, or web applications:
 - 2 – walking trail files
 - 7 – park areas of interest
 - 2 – zoning layer updates
 - 8 – utility layer updates
 - 1 – facilities web map
 - 1 – parcels map service
 - 2 – zoning map service & web map
 - 2 – VUEWorks Water feature layers
 - 2 – aerial 2018 image layers
 - 8 – valve assessment tests and versions
 - 1 – Planning & Development division web map
 - 3 – seminar registration form for What is GIS? seminar
 - 2 – Upcoming Meeting map service and web app
 - 1 – Engineering file request of 16 utilities
 - 1 – Valve Assessment RFP shapefiles & file geodatabase: 16 water utilities
 - 1 - Planning & Development file request of 4 community layer tables for Planning & Development QC
 - Deployed Public Meeting Application
 - Historic Districts & Landmarks 2018 permit query and map

Information Technology



UPCOMING PROJECTS

- Human Resources digital onboarding project - Complete final design, testing, training and deploy for city wide use.
- Banner Financial System Upgrade – officially kick off project activities and stand up the infrastructure
- Utility Bill Outsourcing project – continue working with vendor to finalize the xml data export format, which will be consumed by Continue support of the
- New Bank Code project - Continue working with Finance Department to identify and test mandatory configuration changes to implement a new bank code
- Linbarger Collections project - Continue working with finance and Linbarger to finalize data file format and workflow for the transfer of delinquent utility accounts for collections
- Finance System Approval Queue project – Continue efforts to assist the Finance Department with testing and final verification of requisition approval queue updates. Move to production upon final approve by Finance
- Accela Script Conversion - Continue converting scripts from EMSE to Java
- Finalize configuration settings for the Bomgar remote support utility; Develop acceptable use policy and deploy solution for productive use.
- Work with Consulting team to finalize design and deployment setup of the infrastructure at the disaster recovery center
- Body Camera Project - Receive and deploy new body cameras to City Marshal personnel
- Continue providing support to the Police department on setup and configuration of the recently procured Key box solution.
- User login conversion - Define scope and identify software solutions to convert activity directory user accounts created prior to 2016 to the new nomenclature
- Push out signatures to approved departments.
- Password reset utility deployment
- Upgrade switch firmware
- Continued development of the City's GIS Training Program, map layout templates, Enterprise upgrade process, and application roll out planning. These are foundational elements to kick off 2019. Beginning in 2019, we will train staff on GIS programs and roll out the new EA licensing systematically.
- Continued GIS collaboration on:
 - o Complete discovery required to create a map that contains routes, stops and tabular information
 - o Public Works Construction As-Built design files configurations and digitizing
 - o GIS Inventory application and reporting for beach access point assets
 - o Damage Assessment application framework
 - o Public Owner Notification Part 2: create an automation process for monthly ownership updates
 - o Initial 2019 Earth Day and GIS Day planning



VIEW REPORTS

[Click here to view reports](#)

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Completed NTD Report, and submitted to FTA for review. This report is a key to Island Transit's Operating grant from FTA. This grant is used to run the fixed route, and Demand Response systems.
 - Title VI Plan was approved by CC during meeting.
 - Route 1&2 Ridership: 5,604
 - Route 3&4 Ridership: 2,632
 - Route 5&6 Ridership: 11,146
 - Route 7 Ridership: 2,059
 - Trolley Ridership: 6,411
 - Demand Response Ridership for COG: 1,069
 - Demand Response Ridership with RIDES: 1,874
- *Based on most recent invoice from Harris County RIDES



UPCOMING PROJECTS

- Complete Recipient Information Request for upcoming Triennial Review w/FTA.
- Complete preparations for Mardi Gras
- Continue to shift more service over to Harris County RIDES Program in an effort to maintain efficiency.
- Continue to work to update Island Transit website and route maps.

PARKS & RECREATION

PARKS & MAINTENANCE



LAST MONTH'S ACCOMPLISHMENTS

- Helped to install a Dog Agility Course for an Eagle Scout Project at Lindale Park
- Trimmed palms down Broadway, Central City Blvd, and at Menard Park
- Mowed and maintained all Parks, Roadways and Cemeteries
- Continue Construction of Crockett Park Complex to open for Little League Season
- Award contracts for concessionaires at various ball fields
- Completed painting of McGuire-Dent Rec. Center
- Installed Roof Vents at McGuire-Dent Rec. Center
- Staff Attended the Texas Recreation & Park Society East Region Workshop in Conroe on January 22
 - o Daniel Thomas was awarded “2018 Park Professional of the Year” and “2018 Star Performer in the East”



UPCOMING PROJECTS

- Complete remodel of Schreiber Park restroom
- Install 36 x 40 shade structure at Lindale park
- Continue construction of Crockett Park
- Install Palms on 25th to replace dead ones
- Install 2 oak trees on Broadway
- Clean I-45 center median from 59th Street to the Causeway
- Continue to mow and maintain all Parks, Roadways and Cemeteries
 - o Including the mowing of Broadway Cemetery one more time before the wild flowers bloom

RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
 - Including Exercise Classes, Futsal, Latin Dance, Tennis leagues, Pickleball, Badminton, Adaptive Tennis
- Youth Programming
 - Continued with After School Program at both Wright Cuney and McGuire-Dent
 - Including homework help, arts and crafts, guitar, karate, and open gym and game room, along with computer lab, and tennis
 - Continued with Homeschool Programs at both Wright Cuney and McGuire-Dent
 - Including Physical Education, arts and crafts, and guitar
 - Adaptive tennis program for youth (and adults) with disabilities
- Community Meetings including The Galveston Ukulele Society, Families, Children & Youth Board, Better Parks for Galveston, Tree Committee, and the Parks & Recreation Advisory Board
- Community Outreach including Support Groups and working with the Gulf Coast Center as well as a Public Meeting with Planning regarding beach access
- Staff attended Archery Instructor Training with nearby Cities from Texas Parks and Wildlife Department
- Staff attended the Texas Recreation & Park Society East Region Workshop in Conroe on January 22
 - Staff won an Award for “Facility Photography” for a photograph of the sea turtle mural at McGuire-Dent
 - Daniel Thomas won an Award for “2018 East Region Park Professional of the Year” and “2018 Star Performer in the East Region”
- Fit N Lean in 2019 60-Day Fitness Challenge is going strong with over 180 participating!
- McGuire-Dent painting of the outside exterior walls 100% completed
- Adult attendance totals: Wright Cuney 593, McGuire-Dent 7,528
- Youth attendance totals: Wright Cuney 1,593, McGuire-Dent 1,179



UPCOMING PROJECTS

- Awarding a bid related to Gym Floor Replacement at McGuire-Dent for damage caused by Hurricane Harvey.
- Three staff will attend the Texas Recreation & Park Society Annual Institute & Expo in El Paso, TX from February 18-22
- Prepare for Lemonade Day!
- Continue training on new Membership Software & prepare for launch to public
- Complete New Year’s Healthy Challenges: Fit and Lean in 2019 (Our Annual Health Challenge) Sign up at the center and work out at least 30 minutes daily 24 times between now and the end of February and win a prize !!!!;
- It’s time Texas Community Health Challenge <https://ittcommunitychallenge.com/en/home> (finishes March 3rd)

AQUATICS



LAST MONTH'S ACCOMPLISHMENTS

- Continued training for membership software – Civic Rec
 - Completed hosting GPD Training Academy every Wednesday.
 - Completed treating and power washing pool deck.
 - Lasker Staff completed Certified Pool Operator (CPO) course.
 - Attended Texas Public Pool Council (TPPC) Annual Conference
 - o Won “Agency of the Year – Class II” Award
 - o Awarded TPPC Conference in 2021
 - Assistant Manager Kara Harrison and Senior Guard Sarah Hayes completed Lifeguard Instructor Certification
- Begin hiring 2019 Seasonal Staff
 - o Ball High Lifeguard Recruitment Feb 5th
 - Opening for season beginning March 2019
 - Attend Lemonade Day Meeting
 - Re-structure/overhaul Parks and Recreation Website
 - Install hardware for Civic Rec & begin frontline training.
 - Launch New Membership Software to the Public



UPCOMING PROJECTS

SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

- 10th Annual Chili Quest and Beer Fest (1/18-1/19)
 - Dr. Martin Luther King Jr. Parade (1/19)
- 9th Annual Galveston Marathon, Half Marathon & 5K (2/17)
 - 108th Annual Mardi Gras! Galveston Celebration (2/22 -3/5)



UPCOMING PROJECTS

PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

- Hosted four pre-development meetings
- The Coastal Resources Division and the Beach Access and Dune Protection Plan Review Ad Hoc Committee hosted a public Q&A session, pictures attached
- Worked with the Information Technology Department to develop the new Public Meeting Cases Map: <https://galveston.maps.arcgis.com/apps/webappviewer/index.html?id=52d068d29d4d4f66907c2423d1d4dab8>. This map provides the public with information about cases being heard before the Building Board of Adjustment, Landmark Commission, Planning Commission, and the Zoning Board of Adjustment. It includes cases that will also be heard by City Council.
- Continued to participate in Vision Galveston

Landmark Commission

- 19LC-001 (514 18th Street) Request for designation as a Galveston Landmark.
- 19LC-002 (1227 Ball / Avenue H) Request for a Certificate of Appropriateness for modifications to the structures including the addition of new fencing, demolition and rebuilding of three (3) accessory structures, and adding a

new gazebo

Planning Commission

- 19P-001 (1 - 59 Adler Circle) Request for a Change of Zoning in order to designate the Adler Circle neighborhood as a Restricted Residential, Single-Family (R-0) zoning district.
- 19P-002 (514 18th Street) Request for designation as a Galveston Landmark

Zoning Board of Adjustment

- 19Z-001 (4302 Seawall Boulevard) Request for a variance from the Galveston Land Development Regulations, Article 10.300 Height and Density Development Zone regarding Wall Plane Articulation and Transition Area 1a setback, in a Commercial, Height and Density Development Zone, Zone-3 (C-HDDZ-3).
- 19Z-002 (2428 Bernardo De Galvez/Avenue P) Request for a variance from the Galveston Land Development Regulations, Article 3, Addendum for Urban Neighborhood, Minimum Lot Standards regarding Lot Area.

Planning Administration

- 19PA-001 (3826 Avenue R) Request to revoke Ordinance 18-002 regarding a Planned Unit Development (PUD) in an Urban Neighborhood (UN) zoning district.
- 19PA-002 (3814, 3820, and 3826 Ave R) Request for a replat in order to decrease the number of lots from three to one.
- 19PA-003 (116 and 117 Island Passage) Request to replat two lots into one.
- 19PA-004 Request for amendments to the City of Galveston Dune Protection and Beach Access Plan (corrections to 17PA-058 and updates to Seawall Urban Park beach user fees)

Beachfront Permits

- 19BF-001 (12908 Bermuda Beach Drive) Request for a Beachfront Construction Certificate/Dune Protection Permit for construction of a driveway.
- 19BF-002 (4109 Sand Crab) Request for a Beachfront Construction Certificate/Dune Protection Permit for construction of an addition in living space and covered / uncovered deck addition.
- 19BF-003 (21726 San Luis Pass) Request for a Beachfront Construction Certificate/Dune Protection Permit for construction of a single-family home and driveway.



UPCOMING PROJECTS

- Catherine Gorman will be speaking at the Texas A&M Annual Historic Preservation Symposium
- Continue to staff the Beach and Dune Ad Hoc Committee

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- January 4th: Graduated six cadets from the 79th In-House Academy. These cadets are now completing the state certification academy at Galveston College
- January 7th – 11th: Stood up a multi-discipline Robbery Task Force in response to the increased armed robberies on the island
- In one week the task force was able to identify and arrest seven individuals with a total bond of over 1.1 million dollars
- January 19th: Participated in the Special Olympics Texas Polar Plunge
- January 30th: Participated in the GCMAP Workplace Safety Forum providing information on how to combat Workplace Violence
- January 31st : Commenced the 57th Galveston Citizens Police Academy with over 30 attendees
- January: Began coordinating to conduct several joint Active Shooter Exercises with Shriners Hospital, Galveston College, and Galveston ISD

- Stats for December:
Calls for Service: 4,764
Arrests: 408
Citations: 1,265



UPCOMING PROJECTS

- February 22nd – March 5th : Providing police services for Galveston Mardi Gras 2019
- February 11th : Civil Service Exam for experienced Police Officers
- March 8th : Participating in a county wide Complex Coordinated Terror Attack table top exercise conducted by FEMA and TEEX

PUBLIC INFORMATION OFFICE



LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach & campaigns via social media, press releases and videos
- Responded to numerous media requests and department requests for outreach
- Prepared for next class of Galveston University
- Produced employee spotlight, Waves of Information and other promotional videos
- Routinely updated and edited website
- Prepared for 45th Street public meeting
- Represented city in numerous public meetings
- Compiled and wrote City Manager's Report and Letter from the Manager

Statistics for January: On Facebook, we gained 279 new followers, reached more than 98,000 people, had more than 34,000 video views and engaged with people more than 39,300 times.

Press releases: All press releases can be found on our website galvestontx.gov under News Flash

Flash flood watch in effect - Galveston Police Department cadets graduating Friday - Galveston competing in statewide community fitness challenge - Smoke testing for Terramar subdivision - Arrest made in aggravated robbery - Project to rehabilitate historic brick pavers on The Strand begins - Church, Sealy streets decorative street light installation underway - Galveston PD Robbery Task Force arrests 7 - First-class baseball fields slated to open for spring season tryouts - Winter weather tips for residents - Scholes featured after being named Reliever Airport of the year - City to host public meeting on Beach Access plan - City not anticipating water restrictions during water line work - Second phase of Strand project beginning Monday - City to host 45th Street public meeting - Assistant Director of Parks recognized - Water rate increase beginning in March - City launches public meeting map



UPCOMING PROJECTS

- Walking trail signs
- City of Galveston drainage report
- Mardi Gras safety tips
- Galveston University spring session

LAST MONTH'S VIDEOS

Employee spotlight

- [Ronnie Mejicano](#)
- [James Robison](#)

Pets of the Week

- [Gerty and Tequila Sunrise](#)
- [Anders and Astrid](#)
- [Echo and Mrs. Doubtfire](#)

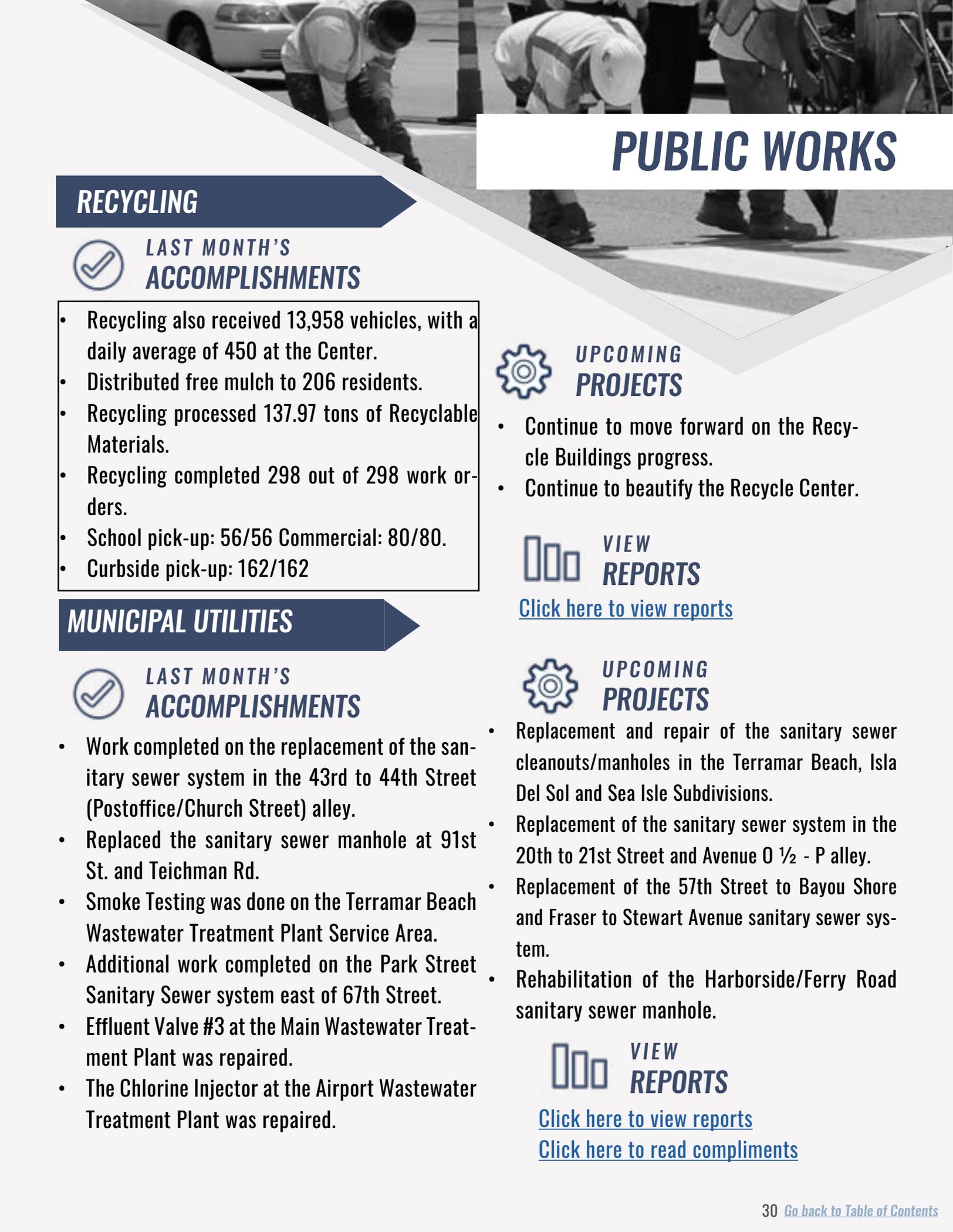
Waves of Information

- [January 7](#)
- [January 14](#)
- [January 28](#)

Featured videos

- [Citizens police academy](#)
- [We earn the badge](#)
- [GFD flashover training](#)
- [Beach access plan meeting](#)





PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

- Recycling also received 13,958 vehicles, with a daily average of 450 at the Center.
- Distributed free mulch to 206 residents.
- Recycling processed 137.97 tons of Recyclable Materials.
- Recycling completed 298 out of 298 work orders.
- School pick-up: 56/56 Commercial: 80/80.
- Curbside pick-up: 162/162

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Work completed on the replacement of the sanitary sewer system in the 43rd to 44th Street (Postoffice/Church Street) alley.
- Replaced the sanitary sewer manhole at 91st St. and Teichman Rd.
- Smoke Testing was done on the Terramar Beach Wastewater Treatment Plant Service Area.
- Additional work completed on the Park Street Sanitary Sewer system east of 67th Street.
- Effluent Valve #3 at the Main Wastewater Treatment Plant was repaired.
- The Chlorine Injector at the Airport Wastewater Treatment Plant was repaired.



UPCOMING PROJECTS

- Continue to move forward on the Recycle Buildings progress.
- Continue to beautify the Recycle Center.



VIEW REPORTS

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UPCOMING PROJECTS

- Replacement and repair of the sanitary sewer cleanouts/manholes in the Terramar Beach, Isla Del Sol and Sea Isle Subdivisions.
- Replacement of the sanitary sewer system in the 20th to 21st Street and Avenue O 1/2 - P alley.
- Replacement of the 57th Street to Bayou Shore and Fraser to Stewart Avenue sanitary sewer system.
- Rehabilitation of the Harborside/Ferry Road sanitary sewer manhole.



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SANITATION



LAST MONTH'S ACCOMPLISHMENTS



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UPCOMING PROJECTS

- Preparing for Mardi Gras
- Preparing for the Spring City Wide Clean Up

STREETS & DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- Staff installed 9 culverts for new residential permits.
- Staff responded to 64 blocked drainage reports.
- Staff cleaned 28,000 linear feet of curb and gutter.
- Staff continues to mill and overlay pavement throughout the City.
- City staff has begun planning for the 2019 Pavement Condition Assessment. This new assessment will allow for Staff to evaluate the pavement deterioration rate, as well as the overall pavement condition throughout the City of Galveston.
- Routine operations continue with crack sealing of pavement which is a pavement preservation method, to utility cut repairs.
- Staff repaired 41 utility cuts.
- Staff crack sealed 18,100 linear feet of pavement cracks.
- Staff repaired more than 100 potholes
- Staff continues to work special events and has been working to prepare for Mardi Gras. They continue to perform routine functionality maintenance and repairs of traffic signal systems.
- Staff just received bids for obtaining materials to continue the repairs on the Broadway street illumination project.

- Staff replaced 104 street signs.
- Staff performed work for 2 special events.
- Staff conducted 12 lane closures.
- Staff worked 13 TLTUs.
- Staff installed 11 street luminaires.
- Staff worked on 6 traffic signals.



UPCOMING PROJECTS

- Upcoming streets to be repaved: 42nd from Ave L to Ave M; Avenue P-1/2 from Saladia to 59th; Avenue M from 52nd to 56th.



SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- RAC Industries temporarily stopped work on the North Ramp (Phase 1A), and switched to Taxiway B (Phase 4B). This allows the contractor to continue working, while waiting for material associated with a change in the design. Working on Taxiway B now, will insure that Mosquito Control will have access to resume spraying for mosquitos as the weather warms over the next few months. Once completed, this \$5.18 million multi-phase pavement rehabilitation project will make repairs to all five taxiways, Runway 14/32 and the North Hangar apron.
- On Jan. 24, City Council approved four Funding Agreements between the TIRZ 14, Galveston Island Redevelopment Authority and the City, which will fund 27.7% of the total estimated projects cost of \$2,184,540.00. The four projects include two Tx-DOT Aviation grants, which cover additional cost associated with our current pavement project, Airport Master Plan update and engineering and design work for rehabilitating Runway 18/36, the South Ramp and South Apron. The other two projects include the Air Traffic Control Tower rehabilitation, for which an RFP has been issued and material cost to repave the Airport Terminal parking lot, circle driveway and driveways on both sides of the Terminal. Public Works will provide the equipment and labor for this pavement project.
- On January 1, RFP #19-13 was published for Air Traffic Control Tower Improvements, which will include cab roof repairsless-steel frames and replacing the existing safety railing with new stainless-steel safety railing. The Prebid meeting was held at 2:00pm on Wednesday, January 30.

SCHOLES AIRPORT



UPCOMING PROJECTS

- Continue working with the Minimum Standards Committee to update the current Minimum Standards.
- On February 16th, a Biplane Fly-In is scheduled to commemorate the first flight in Texas, which happened in February 1910. Dr. F.B. Willis has organized this fly-in to promote starting a Commemorative Air Force (CAF) Squadron at the airport. The fly-in will be at the Sullivan Hangar, 2002 Terminal Drive, from 9:00am to 2:00pm. The fly-in is free to the public, but a \$5.00 donation is encouraged. All funds will go toward the Biplane Squadron Galveston to help this organization get started.
- The week of February 25th, weather permitting, Russel Glass will be replacing three windows and window frames in the Air Traffic Control Tower. The windows were damaged during Hurricane Harvey and the window frame replacement is an upgrade to the existing window frames that are severely corroded.



VIEW REPORTS

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