



September 2020

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



This has been a challenging year with the pandemic and an active storm season. But it has also reinforced what I already knew: We have a hard-working and skilled team at the City of Galveston.

Galveston was thankfully spared the worst of Hurricane Laura and Tropical Storm Beta; however, we still sustained damage, particularly on the West End. Our Public Works team has rebuilt roads washed out by the storm and helped clean up the debris. City staff has also worked closely with the GLO to make the process for dune restoration and beach building easier for homeowners. Thank you to our partner agencies -- the GLO and Park Board -- for working with us on these matters.

We're also moving forward on several important projects. Not only is the construction of the 24-

inch water line project underway, but the City of Galveston is also seeking grants for three major drainage projects: the South Shore drainage project, the 51st Street project and the 37th Street project. These projects serve to reduce flooding during rain events. For the three projects proposed, the existing storm sewer systems would be replaced and upgraded using the City's updated criteria that now require a 25-year storm drainage capacity. Additionally, the design will provide for at least one lane of emergency vehicle access in the event of a 25-year storm.

Please take a moment to read through this report and learn more about city operations and what's to come in the month ahead.

*Sincerely,
Brian Maxwell*

TABLE OF CONTENTS



- 04 CITY MARSHAL
- 05 COMMUNITY OUTREACH
- 07 CONSTRUCTION
- 09 DEVELOPMENT SERVICES
- 10 ENGINEERING
- 14 FACILITIES
- 15 FINANCE
- 19 FIRE DEPARTMENT/EM
- 20 FLEET FACILITIES
- 21 GRANTS AND HOUSING
- 23 HUMAN RESOURCES
- 25 INFORMATION TECHNOLOGY
- 27 ISLAND TRANSIT
- 28 PARKS AND RECREATION
- 31 PLANNING AND DEVELOPMENT
- 33 POLICE DEPARTMENT
- 34 PUBLIC WORKS
- 37 SCHOLES AIRPORT

CITY MARSHAL



LAST MONTH'S ACCOMPLISHMENTS

- City Marshal's office is in the process of hiring a new Deputy Marshal to handle the Security for City Hall
- 19 Public Nuisances were abated.
- 41 Court cases heard in Municipal Court
- 4 Housing Abatement cases heard in Municipal Court
- 154 Complaints received
- 23 Complaint based cases
- 511 Self-initiated cases
- 665 Total investigations
- 14 Vehicles Towed
- 123 Vehicles were Red Tagged
- 34 Cleared Warrants



UPCOMING PROJECTS

- Continue operations



VIEW REPORTS

[Click to view code enforcement report](#)

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

[Click to view parking revenue](#)

[Click to view Seawall parking revenue](#)

COMMUNITY OUTREACH



LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach & campaigns via social media, press releases and website
- Produced promotional materials and videos for various city departments and public
- Hired a new Communications Specialist
- Provided emergency communications and updates throughout Tropical Storm, including preparing press releases, press conferences, interviews, and public updates across city media channels
- Organized National Night Out and other small special events for departments
- Finalized video streaming services account



UPCOMING PROJECTS

- Assist media and City departments with requests
- Continue updating website and social media
- Train new communications specialist
- Resume special events permitting

LAST MONTH'S VIDEOS

- [Scholes Field MINI History](#)
- [National Night Out](#)
- [Galveston HR Open Enrollment Video](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

- No special events permitted in September



UPCOMING PROJECTS

- No special events permitted



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- **45th Street:** Work of the contract is for the Reconstruction on approximately 6,800 linear feet of 45th Street from Broadway to Seawall. Work includes new intersections and new surface. Utility replacement includes water, sanitary, and drainage. Project also includes landscape street light preparations, and an alternate for traffic lights.
- **73rd Street:** Work of the contract is for rehabilitation and reconstruction with of 73rd Street and Avenue N ½. This consists of milling the existing asphalt top and fixing areas of base failure then placing geotextile fabric over the entire roadway and resurfacing with new asphalt surface course. While the road is disturbed a new water line and sanitary sewer line with all services and appurtenances will be installed. During the paving portion of the project, a new outfall will be installed along avenue N ½ and bid in two different sizes. The Cities intention is to install the 25-year intensity outfall but may elect to install the 2-year intensity outfall if bid prices come in too high.
- **Fire Station 1:** Work of the contract is for all labor, supervision, materials, services and

equipment required in conjunction with all work to construct a new three-story Fire station of approximately 27,720 square feet. The occupancy classification is mixed occupancy with Assembly (A-3), Business (B), Residential (R-2), and Storage (S-2). The type of construction is Type VB. Living quarters include sleeping areas, kitchen/dining, dayroom, offices, bathrooms, laundry room, and supply room. Administrative areas include reception, offices, conference room, work areas, restrooms, exercise room, and storage. Training areas include a large training room, restrooms, A/V room, and storage. There will be four pull-through bays in the apparatus room. The apparatus bays will have support areas for tool storage, turnout gear storage, EMS decontamination, EMS storage, SCBA storage, and general storage. The exterior will be brick and stone veneer with CMU backup. The foundation will be a mat foundation. The structural system will be reinforced concrete columns and beams with precast concrete hollow core floor planks and pre-fabricated wood roof truss-

CONSTRUCTION

es. Site work includes clearing, grading, utilities to building, underground storm drainage, concrete paving, landscaping, and irrigation. Project also includes demolition of the existing fire station and site improvements on the existing fire station site.

- **27th Street Phase II:** Work of the contract is for providing materials equipment, labor, etc. for the demolition of corners, curbs, etc. and the construction of new corners, bulb-outs, drainage boxes, landscape, median, etc. as per the quantities on the plans.
- **27th Street Phase III:** Work of the contract is for providing materials equipment, labor, etc. for the demolition of corners, sidewalks, ramps, curbs, etc. and the construction of new ramps, sidewalks, curbs, gutters, paver crosswalks, corners, bulb-outs, drainage boxes, ornamental lights, landscape, road paving, bicycle and travel lane striping, etc. as per the quantities on the plans.
- **Sanitary Sewer Rehab:** The scope of work for this project involves an annual service agreement with the City for the evaluation and rehabilitation of sanitary sewers using various inspection and construction techniques.
- **Public Works Facility:** Work of the contract is

for the construction of a new City of Galveston Public Works Facility, consisting of a 20,000 square foot Administration Building and a 10,000 square foot Warehouse, located on City of Galveston Block 510 and the west half of Block 509. Work includes the demolition of an existing 25,000 square foot warehouse facility located on the west half of Block 509. Work also includes the demolition of existing structures located on the south half of City of Galveston Block 568 (with the exception of the existing abandoned fire station located on Lot 14, Block 568) and the construction of a new parking lot. All Work is more fully described in the Construction Documents.

- **25th Street Improvements:** Work of the contract includes:
 - a. 4,145 LF Street repaving (milling and replacement of asphalt surface)
 - b. 12,100 SF Concrete/Flexwalk Sidewalk and ramp
 - c. 2,200 LF Concrete Curbd.
 - d. 5,250 LF 8" - 12" Water Line improvements (Open Cut & Boring)
 - e. 4,200 LF 8" - 12" Wastewater Line improvements (Open Cut & Boring)
 - f. 2,000 LF 18" Storm RCP (Open Cut & Boring)
 - g. 700 LF 60" X 30" Storm RCBh.
 - h. Storm Reinf. Conc. Boxesi.
 - i. Storm Inlet Replacementj.
 - j. Traffic Signal Pole

CONSTRUCTION

- **49th Street improvements:** Work of the contract is for the replacement of the water mains and services, gravity sewer mains and services, installation of new storm sewer system with manholes and inlets, addition of curb ramps, replacement and extension of concrete sidewalks, replacement of driveways, removal of cross street box drainage, mill and asphalt overlay 49th Street, refurbish signage and add pavement markings. Existing 8-inch and 6-inch water mains and 8-inch gravity sanitary sewer mains are to be abandoned in place once the new water and sewer mains and water and sewer services are installed and operational. Conflict man holes are required. The Contractor will need to coordinate with the underground utility providers for gas, cable, phone, and fiber optic.
- **24" water line:** Work of the contract is for the construction of approximately 3.5 miles of 24" water transmission main and 4" fiber optic conduit from the City of Galveston's 59th Street Pump Station to the City's Airport Pump Station. This contract also provides for the construction of approximately 1 mile of 10" water line along 55th Street.
- **Airport Water Plant Expansion:** construction of one (1) new building to house two (2) new vertical turbine can pumps
- **Legas Drive Bulkhead:** Work of the contract is for approximately 161 LF of sheet pile bulkhead, 185 LF of sidewalk, 125 SY of paving, 600 SF concrete plaza, 180 SY of landscaping & associated demolition and earthwork.
- **18th Street Storm Sewer:** Work of the contract is for construction of the 18th Street Storm Sewer System including approximately 16,000 LF of storm sewer ranging in size from 24" pipe to a 5'x10' reinforced concrete box, 3,000 feet of water line replacement and 4,500 feet of sanitary sewer line replacement. Also included is resurfacing of the roadway and repair of ADA curb ramps where warranted.
- **Teichman Road:** Work of the contract is for to install approximately 9,250 linear feet of a new 8-inch diameter water line along Teichman Road, 91st Street, Blume Drive, Lewis Drive, and Commodore Drive. include excavation, bedding, backfill, trench safety, groundwater control, all testing, and pavement repair.



UPCOMING PROJECTS

- Continue operations

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- Building Division stats
- [September Building Division Permits Reports](#)
- [September Residential Permits](#)
- [September Commercial Permits](#)



UPCOMING PROJECTS

- Continue operations



LAST MONTH'S ACCOMPLISHMENTS

Projects in Proposal/Planning Phase:

- CDBG Grant—59th and Ave P-1/2 road/drainage—Angelo in coordination with Frisbey is remediating 59th St & Avenue Q Drainage
- Master Plan for Stormwater-Grant Application with TWDB-~\$1M-Called to advance application but is a 0% interest loan vs fully funded grant-in evaluation
- Pocket Park 3 Development Grant Application-Preproposal including Cost Estimate and Concept Design Selected by Grant Agency for Final Application
- 23rd Street Design Workshop-Design In-house-Design being performed inhouse
- AWIA Compliance Risk and Resilience Assessment-Project in process
- City Wide Lift Stations Priority #3-HR Green – Not planning to take to City Council until 2022 when funds obligated
- Main Wastewater Treatment Plant Sludge Dewatering/Solids Building Rehabilitation-HR Green - Not planning to take to City Council until 2022 when funds obligated
- Main Wastewater Treatment Grit Dewatering Improvements-HR Green Not planning to take to City Council until 2022 when funds obligated
- Traffic Signal Design for 37th and Avenue O- EJES submitted proposal transmitted for

Team review-Allowance in Bid Forms

- South Shores, 51st and 18th Street PS Grants—Modeling, Concept Design and Grant Applications—CDBG-MIT Application in progress
- Terramar WWTP Design-HR Green- Design proposal to be taken to City Council November 2020

Projects in 30% Design

- 14th Street Pump Station and Storm Sewer Upgrades HMGP DR-4332-024- 30% gravity design and pump station concept comments provided-advancing to 60% Design

Projects in 60%/90% Design:

- County Managed Project: Avenue S Reconstruction from 53rd to Seawall- 60% design meeting held in June-Revised 60% received for City Review
- County Managed Project: 23rd Street Reconstruction from Broadway to Seawall-60% design meeting held in June and comments provided
- Citywide Priority#1 & #2 Lift Stations Upgrade Design—LAN (Except LS#35, 95% Plans and Cost Estimate submitted June 1st) and AWC (90% submitted April 30th)-in 100% Design
- New 7 MG (AWC to increase from 5.4 to 7) Ground Storage Tank #2 at Airport Pump Station—AWC—60% comments provided

ENGINEERING

- 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank – 90% submittal reviewed May-29— internal team meeting held—New SUE proposal expected shortly
 - Recycle Center – 60% plan set received on Apr-2-20. Comments provided
- Projects in 95-100% Design
- Portable Flood Wall for Island Transit (3 sides)-Design in Team Review
 - Fixed Cantilever Flood Wall for Island Transit (4th side Facing 29th Street)- -Design in Team Review
 - Island Transit Flood Dewatering VFD Pumps, Generator and Elevated Platform-Design in Team Review
 - Traffic Study 89th, 75th, 33rd & Seawall—Completed and Design Proposal for Study Design in progress
- Projects in Pre-Bid Advertisement Phase
- Pirates Beach WWTP 100% Design
 - 37th St. Improvement Project – 100% in bid package review
 - Main WWTP Digesters Dewatering and Process/ Structural Improvements—Pre-bid Advertisement delayed due to funding
- Projects Advertised
- Seawolf WWTP (~2M over budget, revised approach being planned)
- Projects that Advanced to Construction in Fall 2019/2020:
- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station
 - Seawall Mill and Overlay from Ferry to Bodeker Rd - completed
 - 73rd Street from Heards Lane to Avenue N-1/2 – in Construction
 - Pirates beach water loop design to improve capacity and pressure in the region – in construction
 - Downtown Livable Communities Pedestrian and Transit Improvements (TXDOT, City, FTA funded) – in Construction-sent back to Goodman for revisions-conditions changed
 - 48th Street Broadway Intersection and Northern Ditch Drainage Upgrades—part of TXDOT Broadway Drainage and Mill Overlay Project
 - 25th Street Reconstruction from Broadway to Seawall – In Construction
 - Broadway Bridge Block Drainage Crossings Upgrades—Broadway Drainage TXDOT in Construction
 - 49th Street Reconstruction design from Avenue P to Avenue S-1/2 – in Construction
 - Airport PS and new 4.6 MG Ground Storage Tank #1 – in Construction-Disinfection addendum approved by City Council June 25th
 - 45th Street Reconstruction Broadway to Seawall – in Construction
 - Airport PS Disinfection Upgrade-In Construction
 - 35th Street Roadway, Storm Sewer & Utility Improvements in Construction
 - Church Street—in Construction
 - 18th Street Drainage Ship Channel to Sea-

wall-in Construction

- Legas Drive Structural repair design of sloped paving, bulkhead, storm sewer pipe system and sidewalk—In Construction
- Annual Mill and Overlay (In Construction—Active Annual Recurrent Project)
- Teichman Neighborhood Waterline Improvements—in Construction
- Emergency Projects:
- Pointe West Bridge Repair-Construction Completed June 5th, 2020
- Projects designed in-house:
- 59th Street Pump Station Tank#4 Repair Design/RFP-Scope in preparation for team review-Specifications-Bid Forms Template/Videos/Photos in Smartsheets
- Port Outfalls Repair and Upgrade to 25 year Storm Atlas 14 Intensities—Cost Estimate provided and project in planning phase for future funding
- 27th Street Phase III Traffic Calming, Landscape, Hardscape Improvements Broadway to Market – in Construction
- Dog Park Design Plans-100% Design completed and in Construction
- 23rd Street Corridor-in 30% design
- 59th and Q-1/2 drainage remediation—Design plans used for remediation of 59th & Q-1/2 Southeast and 59th & Q-1/2 Northeast Construction to start shortly.



UPCOMING PROJECTS

- Continue progress on projects

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Continued managing the punch list for the New Fire Station Project
- Completing the punch list and finalizing the closeout of the New Public Works Facility Project
- Assisting the Airport with the Control Tower Project
- Ongoing construction of the City Hall Plaza Project
- Completing the punch list for the old 30th Street Pump Station Remodeling Project
- Mounted additional TV monitors in the conference/training rooms in the new Public Works Facility
- Move the Facilities Department to the 4th Floor of City Hall
- Assembled and installed 24 Artemis Temperature Scanners in various City Facilities
- Continued COVID-19 operations
- Handled and completed 500 work orders



UPCOMING PROJECTS

- Touch up painting throughout City Hall

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Adoption of the FY2021 Budget as presented
- Adoption of the 2021 Tax Rate
- Adoption of the FY2021-FY2025 Capital Improvement Plan
- Established Adopted Budget in Banner Financial System
- Placement of FY2021 Adopted Budget and Five Year Capital Improvement Plan on City website
- Prepare Adopted FY2021 Budget Document for final print



UPCOMING PROJECTS

- Submit Adopted FY2021 Budget entry for Distinguished Budget Presentation Award
- Prepare final FY2020 Budget Amendment
- Assist Accounting Staff with final entries for FY2020 year end close
- Roll Encumbrances and prior year approved budgets in Banner Financial System
- Prepare 4th Quarter Budget Report

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitations for City Hall West Plaza, Financial Advisory Services, and Scholes Airport Hangars Project.
- Prepared a solicitation for Fleet Facility fuel.
- Prepared and advertised, on the City's website, a formal Request for Information for the 59th Street Ground Storage Tank #4 Improvements.



UPCOMING PROJECTS

- Prepare solicitations for a Fire Department Rescue Boat, EOC Mass Communications, Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, and Trolley Barn Flood Mitigation Project.

[Click here to view reports](#)

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Contacted customers with high outstanding utility billing receivables for payment
- Continue to perform desk audits of meters for inclusion in the meter testing program
- Launched the new re-designed utility bill

Performance Measures	FY 2017	FY 2018	FY 2019	1st Qtr 2020	2nd Qtr 2020	3rd Qtr 2020	4th Qtr 2020	FY 2020
Meters re-read manually	300	782	364	276	258	282	550	550
Adjustments	3,432	3,987	2,090	513	451	299	273	1,536
Adjustments (\$\$\$)	\$590,120	\$792,289	\$374,840	\$83,883	\$70,879	73,167	113,243	341,172
Water Bills Mailed Out	261,802	260,602	255,015	63,755	63,987	64,262	63,466	255,470
Outstanding "water concern" emails received	572	440	236	62	88	72	87	309
Outstanding "water concern" emails completed	545	478	300	155	124	80	150	509
Service Orders	20,203	18,949	20,806	3,480	3,955	3,974	3,669	15,078
New Customer connections	3,131	3,413	3,239	819	855	930	952	3,556



UPCOMING PROJECTS

- Contact customers with high consumption within five (5) days of meter reading
- Prepare meters for actual meter testing

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

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	5,103
Number of checks as percent of total vendor payments	99.47%	98.70%	96.83%	95.65%	91.07%	85.07%
Number of electronic payments as a percent of total vendor payments	0.53%	1.30%	3.17%	4.35%	8.93%	14.93%
Number of funds managed	260	270	274	282	284	118
Investment Portfolio (Millions)	\$98	\$103	\$153	\$145	\$139	\$169
Interest Earned (Thousands)	\$428	\$644	\$867	\$2,247	\$3,247	\$1,923
Number of FEMA Ike PW's closed out	19	24	25	3	5	1
Number of FEMA Ike PW's finalized	4	262	28	38	56	31
Number of FEMA Harvey PW's closed out				9	10	2
Number of FEMA Harvey PW's finalized						3
Number of bank accounts reconciled	27	27	30	31	34	34



UPCOMING PROJECTS

- Continue work on the Implementation of GASB 87 – New Accounting Standards for Leases

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- Department Trained on the new Highrise policy.
- GFD Presented Our Fire Safety Program to over 3500 student throughout GISD
- UTMB Active shooter Drill
- 666 Emergency Responses
- 94 Inspection
- 29 Permits
- 8 Structure Fire
- The Galveston Fire Department had 8 Building Fires during the month of October. The total value of these structures was 1,341,020 total loss was 385,020, the property saved was 65 6,000.

ACCIDENT MAJOR	57	8.6%
ASSIST BY EMS	1	0.2%
ASSIST BY FIRE	49	7.4%
CHOKING	2	0.3%
DROWNING / DIVING / SCUBA ACC	16	2.4%
DUMPSTER TRASH FIRE	2	0.3%
ELECTRICAL PROBLEMS SPARKS	15	2.3%
FIRE ALARM	121	18.2%
FIRE OUTSIDE	11	1.7%
FIRST RESPONDERS	248	37.2%
GAS LINE BREAK LEAK	5	0.8%
GRASS	1	0.2%
HAZMAT	3	0.5%
PENETRATING TRAUMA	6	0.9%
POWER LINES DOWN TRANSFORMER	19	2.9%
RESCUE	12	1.8%
SMELL OF SMOKE GAS INSIDE	8	1.2%
SMELL OF SMOKE GAS OUTSIDE	6	0.9%
STRUCTURE FIRE	14	2.1%
UNCONSCIOUS	55	8.3%
VEHICLE FIRE	11	1.7%
VEHICLE LOCK OUT	1	0.2%
WASH-DOWN	3	0.5%
Total	666	100.0%



UPCOMING PROJECTS

- Incident Command Training
- Fire Safety Program Classes
- Pre-Fire Planning Of Target Hazards
- Update Website for customer survey

FIRE DEPARTMENT

EMERGENCY MANAGEMENT



LAST MONTH'S ACCOMPLISHMENTS

- National Hurricane Center Training For Decision Makers
- LEPC Chemical Safety Outreach Presentations Galveston ISD
- Skywarn Storm Spotter Training National Weather Service
- Regional Exercise Planning State Hurricane Drill
- Shelter Management Training



UPCOMING PROJECTS

- Disaster Finance Training
- Hurricane Town Hall Meetings
- CCTA full Scale Exercise
- Shelter Management Training



LAST MONTH'S ACCOMPLISHMENTS

- General Repairs - 519
- Accident Repairs - 9
- Capital Repairs - 0
- Recall Repairs - 3
- PM's - 145
- Repairs from PM's - 105
- Road Calls - 66
- Other Services
- Provided 58,766 gallons of fuel for city and outside organizations.
- Re-decating older fleet vehicles with newly designed decals.
- Provided auto COVID-19 cleaning and detailing during preventative maintenance services.
- Provided follow up fleet support for the Port of Galveston repair shops.
- Preparing Trolley Barn for service.
- Trolley follow up inspections were performed on car 501 at the Galveston Trolley Barn.



UPCOMING PROJECTS

- Continue fleet services
- Continue with Trolley Car restoration.
- Second trolley should be delivered in October and will begin additional testing in Galveston.
- Last trolley ear marked to be returned in November.

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- 2019 CAPER – staff is working on the HUD Consolidated Annual Performance and Evaluation Report for the 2019 CDBG and HOME Programs end-of-year accomplishments information. Initiated a 15-day citizen comment period on September 24th and posted the 2019 CAPER Executive Summary on the website for citizen review. Report is due to HUD October 9th. The following is a brief recap of the 2019 CDBG and HOME projects and accomplishments: (HUD Regulatory Requirement)
- 020 CDBG and HOME Projects – received and executed 2020 contracts for CDBG Program for \$1,214,844 and HOME Program for \$275,681 (HUD Regulatory Requirement)
- Tenant-Based Rental Program – to date assisting a total of 22 LMI households with rental assistance for 1-year and security deposit, staff determined 12 low-income households eligible for rental and/or security deposit assistance, staff performed 6 HQS inspections for tenants (HUD Regulatory Requirement)
- Short-term Tenant-Based Rental Assistance Program (ST-TBRA) – staff will provide 3 months of rental, security deposits, utility deposits and/or utility assistance to LMI households whose income was affected by the COVID-19 Pandemic. 375 applicants applied for assistance due to the high volume of request and amount of funding available, applicants were selected through a lottery drawing. 145 applicants were selected through a lottery process to participate in the ST-TBRA Program. Staff has received 85 full applications for assistance and is processing intake reviews (HUD Regulatory Requirement).
- COVID-19 Testing – staff provided funding for 11 Hotel, Hospitality and Restaurant employees to receive testing for COVID-19 at UTMB
- HUD Voluntary Compliance Agreement (VCA) for Accessibility – staff submitted the final project completion information for the fully accessible restrooms on the 1st floor of City Hall (HUD Regulatory Requirement)
- Staff issued eleven (11) rental assistance and security deposit coupons, applicants must now find a rental housing unit; there are a total of 16 coupons issued to date
- Staff attended Homeless Coalition Meeting on 2-5-20 to discuss the Tenant-Based Rental Assistance Program

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS *Cont.*

- Staff issued eleven (11) rental assistance and security deposit coupons, applicants must now find a rental housing unit; there are a total of 16 coupons issued to date
- Staff attended Homeless Coalition Meeting on 2-5-20 to discuss the Tenant-Based Rental Assistance Program
- Technical Assistance – provided assistance for 2 homeowners with housing information, 4 homebuyers with homebuyer assistance, 2 homeowners with Fair Housing information and 90 phone/walk-in/referral inquiries for rental assistance; staff provided technical assistance to the City of Pt. Arthur on the Neighborhood Stabilization Program funded through HUD and the City of Kile on the TX GLO Disaster Program administration information
- Staff prepared and facilitated one (1) release of lien document for previous participant in the City's Homebuyer Assistance Program; homeowner have met the period of affordability (HUD Regulatory Requirement)
- [View the monthly Grants and Housing Report here](#)

GRANTS & HOUSING



UPCOMING PROJECTS

2019 CAPER – staff will submit report to HUD on October 9th

- **HUD Semi-Annual Report – due to HUD by October 5th**

1. Staff will prepare and submit to HUD the Semi-Annual Labor Standards Enforcement Report. This report consist of contracting opportunities for contractors and subcontractors performing on federally funded projects that were awarded by our agency in excess of \$2,000.00 for construction, alteration, or repair of public works. (HUD Regulatory Requirement)

2. Staff will prepare and submit to HUD the Semi-Annual Contractor & Subcontractor Activity Report. This report identifies all contracts that were awarded with CDBG and HOME funds. This report captures the Minority Owned Business activities, Women Owned Businesses, Section 3 contractors as well as the total dollar amount awarded to the activities. (HUD Regulatory Requirement)

- **Financial Review - staff will complete City year-end adjustments and complete final draw for CDBG and HOME Programs (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)

- **Tenant-Based Rental Assistance Program - Staff will be accepting applications for the program. This program will assist qualified low-income households with rental assistance and security deposits.**
- **Homebuyer Assistance Program - Staff will be accepting applications for the 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 Five (5) New Employees- 1 Director of Parks & Recreation, 1 Public Transportation General Manager, 1 Communications Specialist, 1 Recycling Coordinator, and 1 Laborer
- Held a Civil Service Entrance Exam for Fire Department on September 18th
- Filmed and distributed Open Enrollment informational video highlighting benefit options for 2021 Open Enrollment Sessions
- Held one Health Board Meeting
- Launched the GC Pro Training Program through Galveston College
- Offered additional Training Courses to HR reps across the state
- Reviewed and processed 440 employment applications
- Continued support of City Departments in filling job vacancies
- Participated in the United Way Virtual Campaign Kick-off.



UPCOMING PROJECTS

- Continue operations

Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by blacklisting ten (10) addresses/domains related to phishing or spam,
- Complete the upgrade and migration of Certificate Services
- Responded to two (2) Public Records Requests
- Tier 1 support completed 390 calls for service
- Completed telephone project for air traffic control
- Completed Site-to-Site VPN configuration in preparation for SCADA project
- Completed deployment of 54 CradlePoint routers for the Police Department
- Completed the porting of 129 mobile devices to a new cellular carrier in an effort to provide better coverage across the entire island.
- Deployed 8 replacement Mobile Computer Terminals (MCTs) and docking stations to Police Department vehicles
- Completed conversion of SQL Server Backups to Cohesity
- Completed fiscal year roll-over for FY20 to FY21
- Kicked off the Workforce Dimensions project



UPCOMING PROJECTS

- Kick off the Office365 implementation project
- Continue to transition City's mobile devices to new network provider
- Begin deployment on the annual equipment refresh for equipment at end of lifecycle
- Continue the conversion of custom reports to a new reporting utility
- Finish the conversion of the remaining databased to the Cohesity platform
- Continue Faster software upgrade project
- Continue work on Workforce Dimensions project

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Responded to two (2) Public Information Requests and three (3) support follow up items with Public Works
- Completed nineteen (19) GIS requests consisting of ninety-four (94) items:
- Beachfront Permit Property map with 1000-foot mean high water buffer analysis, report, and four datasets for Development Services
- City Force Streets map of District 1 for Public Works

Information Technology

- Maps of the Sanitary Sewer system and neighborhoods west of the seawall for the City Manager's Office
 - Water Utilities map for Public Works Municipal Utilities
 - Two Property Owner Notification maps and five dataset creations for Development Services-Planning & Development
 - One revised Property Owner Notification map with two dataset updates for Development Services-Planning & Development
 - Completed eleven requests from Municipal Services and Public Works FEMA Recovery Division and Engineering, consisting of sixty+ grant proposal GIS items:
 - Five map request, one report, three indices, one map book, and various data analyses of Census block group data with active residential meters inside and outside the service areas
 - Three map requests with georeferenced master drainage plan sheets
 - Nine map requests, three data updates, and six data queries based on new areas of interest, LMI, and active meters
 - One map request for Census 2010 population counts east of the seawall
 - Three map requests and three data creations for project maps, with population, evacuation routes, community lifelines, LMI, and service areas
 - Four map requests with population counts for each project area and overall area
 - Four map requests with terminology updates and including grant specific data
 - Six map requests, three dataset queries, and two datasets for revised project service areas and LMI
 - Three map requests, 1 report, and 2 datasets for project service area map revisions and LMI
 - One map request and one dataset update for project service area revisions
 - Special Flood Hazard Area (SFHA) and Non-SFHA data analysis and queries for Community Rating System Recertification Program table
 - Completed (39) additional GIS support items for various city departments.
-
- 
- UPCOMING PROJECTS**
- Continue GIS data analysis and mapping support for the FEMA Recovery Division's CD-BG-MIT grant projects
 - Continue Finance short term rental and certified tax roll table queries and web map
 - Continue Development Services' Community Rating System collaboration support
 - Continue upgrading the ArcGIS Enterprise system

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Routes 1 & 2 - 3,924 trips (Weekend Only)
- Routes 3 & 4 - N/A
- Routes 5 & 6 - 5,300 trips (Weekend Only)
- Route 7 - N/A
- Rubber Trolley - N/A (Service has been temporarily discontinued due to COVID-19)- Harris County RIDES - 1,293 trips
- Continued assessments of Island Transit Facilities and identified funding sources to have needed work completed. These buildings include the Island Transit Admin building as well as the Trolley Barn on 28th street where the Trolley's will be maintained.
- Accelerated sanitizing of the inside areas of the bus fleet hourly.
- Continued implemented directive of only ten (10) riders per bus which includes spacing.
- Added additional buses to support the ten rider directive.
- Added safety barriers between the drivers and riders.
- Changed the routes to match weekend services.
- Temporarily discontinued the use of the Rubber Wheel Trolley service.
- CARES Act grant has been activated, Island Transit has commenced the drawing down of funds.

ISLAND TRANSIT



UPCOMING PROJECTS

- Work with TxDOT and FTA to alleviate potential fiscal strains from Island Transit being relegated to a Rural Transit Agency
- Begin the process of procuring a camera system utilizing the Coordinated Call funding received from TxDOT
- Reviewing the feasibility of installing a comprehensive camera system on the fixed-route fleet using multiple funding sources.
- Continue conditions assessment of Island Transit facilities including bus stops, buildings, and other capital assets.
- Continue to explore projects needed to keep Island Transit up and running during pandemic using funds granted to the City of Galveston via CARES Act
- Receive the final 2 Rail Trolleys from Iowa.

PARKS & RECREATION

PARKS & MAINTENANCE



LAST MONTH'S ACCOMPLISHMENTS

- Mowed grass and maintained litter from all City-Owned or City-Managed Parks, Ballfields and Facilities as well as main thoroughfares, Right-of-ways, City owned cemeteries and the I-45 feeder roads
- Secured and Monitored Park Facilities and Equipment
- Maintenance irrigation at Crockett Park
- Continued litter cleanup on weekend
- Continued working on Broadway irrigation project
- Replaced A/C Filters at recreation centers
- Repaired and Updated Menard & Lasker Tennis court lights
- Replaced dugout benches, fencing, & sunscreen net at Hooper field continue to make repairs as needed.
- Completed waterline project at 83rd St. Dog Park, (Utilities Dept.)
- Started repairing Pony Colt dugout, continue
- Started on the parking lot at 83rd st. Dog Park/Streets Dept.
- Install dog park signs at Gus Allen
- Marked Burnett school football field
- Started the Lasker pool deck project
- Completed ADA ramps Sandhill Crane & Lassie League restrooms,
- Corner of 43rd & Broadway cemetery repairs/masonry work
- Moved Project material at City hall
- Clean storm debris from Pocket park #2 parking Lot (Topsy Turtle)
- Remove Two damage set of bleachers at Rotary field,& repair damage bleachers at Buccaneer field
- Repaired broken water main at Lassie League
- Trim palm trees at waste treatment plant
- Install basketball goals at Shield park
- Removed Seawall generator lights



UPCOMING PROJECTS

- Continue mowing grass and maintain litter from all City-Owned or City-Managed Parks, Ballfields and Facilities as well as main thoroughfares, right-of-ways, City owned cemetery's and the I-45 feeder roads
- Continue to Secure and Monitor Park Facilities and Equipment
- Continue Crockett and West-end Ballparks Upgrades and Repairs
- Continue repairs to Rotary Baseball Field Restroom Building and Lindale,& Menard band shell
- Continue clean-up at Jones Park/as schedule
- Continue refurbishing mulch at all playgrounds
- Continue to cut & trim trees located at all city facil-

ities

- Continue to cut and clean San Jacinto & Burnett school
- Continue removing Graffiti at Menard skate park
- Continue working on Broadway irrigation project
- Continue to Secure Park Amenities, Playgrounds, Tennis Courts, Baseball Fields and Skate Park
- Continue litter cleanup on weekend
- Continue to maintain 27th street project
- Continue Quality Control Inspections at All Parks
- Continue to Assist Citizens in Locating Family Plots at All City Owned Cemeteries
- Continue Repairs to City Owned Irrigation Systems:
- Continue 27th corridor re-planting
- Continue working on 83rd Dog Park project
- Continue to Clear out path to Kayak Pier weekly at 11 mile rd.
- Continue to trim palm trees at Market, in-front of new public works Building
- Continue to cut & cleaned new city hall parking lot
- Continue to cut & clean Pelican Island,
- Complete decking for Modular Restrooms
- Clean, cut and trim trees at bird park(Corp Woods Nature Sanctuary)
- Cemetery masonry work due to accident@ Broadway & 42nd St.
- Playground mulch barricades for Wright Cuney and san Jacinto Parks
- Water fountain restoration at Kempner park
- Pony Colt dugouts & concession stand
- Re-start west end tractor mowing
- Repair Adoue Parks Lights
- Rotary restroom & roofing project

RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Kardio Kickboxing Tuesdays and Thursdays
- McGuire-Dent Membership Totals: Adults: 1444 Seniors: 493 Youth: 44, Military: 130
- Wright Cuney Membership Totals: Adults: 343, Seniors: 7, Youth: 61
- Working on upcoming projects for Parks and Recreation
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center, Re-opened with Gym Session reservations
- Continue upgrades to the Parks and Recreation webpage and Facebook account
- Continue Adult and Youth programming at both Centers along with community outreach events and meetings
- Continue to work on plan to re-open facility completely



UPCOMING PROJECTS

AQUATICS



LAST MONTH'S ACCOMPLISHMENTS

- Continued to operate pool under COVID Phased plan. No setback reported at this time.
- Assistant Manager – Kara Harrison gave birth to healthy baby boy 9/19/2020!
- Hosted 12 water aerobics classes.
- Began Fall hours on 9/9/2020
- Attended Parks Advisory Board Meeting.
- Attended TRAPS Marketing and Communication Task Force Meeting. Megan Pierce and Erica Peace announced as co-chairs.
- Party/Rental deck construction has begun.
- Repaired broken pipe in pump house.
- Weeded front flower beds.
- Continued normal daily and weekly maintenance operations.
- Hosted Better Parks for Galveston award ceremony 9/30/2020.
- Published in “90 Days of P.E.” by Gretchen Gegg, The Body-Positive Fitness Coach.
- Lasker Community Active Pool Memberships: 347



UPCOMING PROJECTS

- Continue to operate with COVID precautions to keep staff and patrons safe.
- Continue discussions with local scuba shop, and moody gardens regarding rental options.
- Write workout schedule 2021.
- Complete maintenance manual.
- Complete Hurricane closure and re-opening checklist.
- Continue to create engagement activities for Facebook.
- Clean up extra data within Civic Rec

PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

Planning & Development Division

- Assistant Director/HPO Catherine Gorman, AICP, attended the TX APA Legislative and Advocacy Summit
- Planner Daniel Lunsford delivered presentations on the City's concession regulations to the Planning Commission and City Council
- Hosted eight (8) pre-development meetings
- The Coastal Resources Division completed post-storm damage assessments following Hurricane Laura and Tropical Storm Beta

Landmark Commission

- 20LC-059 (213 Tremont/23rd Street) Request for a Certificate of Appropriateness for alterations to the structure including the construction of a canopy.
- 20LC-061 (2102 Strand / Avenue B) Request

for a Certificate of Appropriateness to retain canopy railing as installed.

- 20LC-062 (1408 Ursuline / Avenue N) Request for designation as a Galveston Landmark.
- 20LC-063 (2402 Avenue L) Request a ninety (90) day extension to begin construction for the following request: 19LC-066 Request for a Certificate of Appropriateness for alterations to the structure including painting of previously unpainted masonry.

Planning Commission

- 20P-025 (1408 Ursuline / Avenue N) Request for designation as a Galveston Landmark.
- 20P-032 (Vacant Tract Located North of Teichman Road and East of Vista Bella) Request for a replat in order to increase the number of

PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

- lots from one (1) to six (6).
- 20P-026 (4507-4509 Bernardo de Galvez/ Avenue P) Request to revoke a Planned Unit Development (PUD) Overlay District approved under Ordinance 15-033.
- 20P-027 (11279 Stewart Road) Request for a Specific Use Permit to operate a “Substance Abuse Facility.”
- 20P-028 (11279 Stewart Road) Request for a partial change of zoning from Residential, Single-Family, Height and Density Development Zone, Zone 6 (R-1-HDDZ-6) to a Commercial, Height and Density Development Zone, Zone 6 (C-HDDZ-6) zoning district.



UPCOMING PROJECTS

- The 2020 Planning & Design Awards will be presented at City Council

Zoning Board of Adjustment

- 20Z-012 (2302 Wimcrest) Request for a variance from the Galveston Land Development Regulations, Article 3, District Yard, Lot and Setback Addendum, for the Residential, Single-Family (R-1) zoning district, to reduce the front yard setback.

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- September 19th: Officer Fasolino successfully completed the K-9 Handlers Course with partner K9 Dan.
- September 26th: Formed New Power Shift assigned to Special operations.
- September 29th: Hosted a Meeting with Sandpiper Cove residents and employees.
- September 26th-30th: Special Ops Unit was assigned 11 complaints ranging from Nuisance crimes, gang activity,
- Mask compliance and Att. Abduction downtown.
- Directed Patrol Results: 2 Ops completed, 3 Resolved and 6 remain active.



UPCOMING PROJECTS

- October: GPD hosted first virtual National Night Out first two weeks of October
- October 21st: Blue Mass Worship Service St. Patrick's at 10am
- October: Programs pertaining to youth at Sandpipe Cove forthcoming this month.

Stats for September:

- Calls for Service: 6231
- Arrests: 399
- Reports: 740
- Citations: 564



PUBLIC WORKS

RECYCLING



UPCOMING PROJECTS

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

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Daily installation of new water and sewer taps.
- General maintenance repairs.
- Continued to work on scheduling general maintenance with a two week look ahead for increased efficiency.
- Continue to offset water main at 26th & Market.
- Began section one of SLRAT.
- Coordinated with Utilis and Hydrorev to continue training and growing our in house leak detection program.
- Began coordinating with Excery for the Sustainable Interactive Customer Connections project.

[Click here to read report](#)

MUNICIPAL UTILITIES



UPCOMING PROJECTS

- Continue daily installation of new water and sewer taps
- Continue general maintenance repairs
- Continue to offset water main at 26th Street & Market
- Continue growing our new in house proactive maintenance programs (SLRat & Leak Detection)
- Coordinate with IT, Engineering, & GIS, and to be determined external company to obtain a higher accuracy map of the City in order to increase GIS efficiency and reduce unexpected delays when needing to access and work with water and sewer assets.
- Begin kick off meetings for SICC project

SANITATION



LAST MONTH'S ACCOMPLISHMENTS

- Tropical Storm Beta: Sanitation reported to work on their day off and performed a pre-debris removal of bulk and brush items left at curbside throughout Galveston. Sanitation worked their normal routes during the storm and provided 2 make up days to residents whose roads were not accessible during the storm.
- Completed 607 Request for Services
- Sanitation deposited 2,792.44 tons of debris
- Made 574 trips to the Transfer Station in September 2020.



UPCOMING PROJECTS

- Continue with assisting Recycling with beautification of center.



VIEW REPORTS

[Click here to view reports](#)

[Click here to view compliments](#)

STREETS AND TRAFFIC



LAST MONTH'S ACCOMPLISHMENTS

- Worked on removing traffic control devices to prevent storm damage and setting them back up following the storm.
- Replaced damaged signs from Tropical Storm Beta and provided assistance to the Streets & Drainage crews conducting storm cleanup.
- Conducted storm related cleanup city wide due to damages incurred from Tropical Storm Beta.
- Began mill and overlay work at the intersection of 59th Street & Avenue Q as well as 57th Street and Avenue R 1/2.
- Conducted pothole repairs in Zone #1.

DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- The cleaning of the drainage ditch system in the Indian Beach Subdivision.
- Commenced the repair of a drainage box culvert and a section of sidewalk on Apffel Park Road.
- Commenced the cleaning of the drainage ditch along 81st Street and Jones Drive.
- Completed the cleaning of the storm sewer system on 25th Street between Broadway to Seawall Boulevard.

SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- **Airport Master Plan Update** – Airport staff is currently working with Coffman Associates to provide the information Coffman Associates need to update the Airport Master Plan. The last update to this plan was in 2005.
- **The Airport Master Plan is a five, ten, and 20-year development plan for the Scholes International Airport.** Before projects can receive funding from the FAA and TxDOT Aviation, the project must be listed in the Airport Master Plan. As part of developing the Master Plan, the consultant gathers feedback from the Planning Advisory Committee (PAC) and other stakeholders during two public meetings. There is also a website <https://galveston.airportstudy.net/> that interested parties can go to review the draft plan and provide their input on the development of the airport.
- **Runway 14/32 Asphalt Rehabilitation and North Apron Joint Seal Project Update** – This project is to rehabilitate the asphalt section of Runway 14/32 and replace the joint seals on the North Apron. Both of these items were removed for the 2018 pavement project by TxDOT.
- **Lochner Engineering finalized the design and plans for the pavement rehabilitation and is working with TxDOT Aviation to finalize the bid documents.**
- **Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project** – This project is to repair damage by Hurricane Harvey and make needed repairs to the exterior of the facility. J.W. Kelso is the prime contractor on this project. At the end of September, 69% of the work has been completed. Work completed or ongoing in September includes replacing the existing tower cab roof, installing two new tower cab HVAC units, and replacing the existing safety railing on the tower cab roof with new stainless-steel safety rails. All joint seals between the exterior walls of the facility have been replaced.
- **Airport Hangar Project** – This project consisted of building an eight-unit nested T-hangar and up to two 3,720 sq. ft. box hangars. RFP 20-19 for this project was opened on September 21, 2020, and nine RFPs were received. We anticipate seeking City Council approval in November.

SCHOLES AIRPORT



UPCOMING PROJECTS

- Airport Advisory Committee meeting – The Airport Advisory Committee met via a Zoom meeting for the first time since February 2020. Committee members were briefed on multiple airport facility upgrades, current and planned capital improvement projects, the status of the current Airport Master Plan Update, and a review of the current airport budget.
- Airport Event on October 24-25, 2020 from 10:00 am to 4:00 pm - the Commemorative Air Force, Gulf Coast Wing will be at the airport offering aircraft tours and warbird flights in their B-17 Fly Fortress Texas Raiders, two SNJ/T6 Texan advance trainers, an SB2C Hell-diver dive-bomber, a twin Navy JRB transport Little Raider and an open cockpit bi-plane.
- Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project – This project should be completed sometime in November 2020/
- Airport Master Plan Public Meeting the week of November 9th - we plan to host a public meeting to discuss the current update to the Airport Master Plan. For more information on the meeting and to review chapters of the Master Plan, please visit <https://galveston.airportstudy.net/>.



VIEW REPORTS

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