



GALVESTON WATER
AND ELECTRIC LIGHT
STATION



November 2020

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



As we approach the end of the year, the City remains in a good place despite the challenges of the ongoing pandemic and a particularly active hurricane season thanks to long-term and strategic planning.

The financial management plans implemented met their intended objectives for FY 2020. We can also report that city revenues responded to the federal stimulus measures approved on March 27, 2020 and the overall impact on city revenues was less than expected. The recently-released fourth quarter financial report, as well as other budget documents, are available at galvestontx.gov/financialtransparency. In addition to our ongoing work improving utility infrastructure, in October we also began the Sustainable Integrated Customer Connections (SICC) Technology project. This is an ongoing project across several departments to implement new technology, which will increase meter reading efficiency, improve

meter accuracy, and reduce water losses.

Galveston voters recently elected their City Council representatives for a term ending in May 2022, including Mayor Craig Brown, ER Johnson, William Schuster, David Collins, Bill Quiroga, John Paul Listowski and Marie Robb.

I look forward to working with the new and returning council members on matters important to our community. Thank you to the voters for your civic engagement and to all council candidates for your willingness to the serve your city.

As with everything this year, I know the holidays will be different but I hope you still find your season filled with joy and peace. Merry Christmas and Happy New Year to you and yours.

*Sincerely,
Brian Maxwell*

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CITY MARSHAL



LAST MONTH'S ACCOMPLISHMENTS

- City Marshal's office has hired a new Deputy Marshal to handle the Security for City Hall.
- We contact defendants by telephone or by letter.
- 32 -Public Nuisances were abated.
- 24 -Court cases heard in Municipal Court
- 4 -Housing Abatement cases heard in Municipal Court
- 149 -Complaints received
- 27 -Complaint based cases
- 336 -Self-initiated cases
- 819 -Total investigations
- 30 -Vehicles Towed
- 61 -Vehicles were Red Tagged
- 34 -Cleared Warrants
- Cleared warrants the defendant's either paid the warrants off or set up payment plan with the court or the court dismissed the 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. This included responding to more than 50 media requests and completing dozens of website updates
- Worked with other departments to plan holiday events for the public and employees
- Began an initiative working with departments across the city to provide comprehensive updates to each department's webpage
- Developed recruitment materials for the Galveston Fire Department, including a banner board
- Produced and edited four videos and 15 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events
- Created an illustration for a new municipal services vehicle and prepared other graphic material for various department initiatives



UPCOMING PROJECTS

- In addition to our normal operations, we are going to focus on employee spotlights during the next two months
- Project to create an informational booklet for City Council about each department and staff
- Working with various departments to prepare and host holiday events for the public that are COVID safe, such as a drive-thru milk and cookies holiday event at the Fire Station.
- Working with the Economic Development division to create a website for an ongoing IDC marketing initiative promoting Galveston as a destination for business, particularly as many people are working remotely

LAST MONTH'S VIDEOS

- [Drive-thru Boo](#)
- [Pet of the Week: Lexi and Sheba](#)
- [Employee Spotlight: Geraldo Solis](#)
- [Waves of Information: Veterans Day](#)
- [Pets of the Week: Domino and Winnie](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

- Ironman 70.3 Texas Triathlon (Nov. 22) (Cancelled by organizer)



UPCOMING PROJECTS

- Dickens on the Squares (Cancelled by organizer)

LEGISLATIVE AFFAIRS



VIEW REPORTS

- [Legislative Report, November 5](#)
- [Legislative Report, November 18](#)
- [Legislative Report, November 25](#)



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- **45th Street:** Contractor completing street light pole foundations, manhole coating and street striping, storm sewer system cleaning performed. Traffic signal revisions under review and discussions with contractor underway.
- **73rd Street:** Contractor continuing to install water line and preparing to perform testing and wet connections
- **59th Street New Ground Storage:** Contractor received revisions to light fixture design due to conflicts with underground utilities, will complete work upon order and delivery of new fixtures. Time extension will be granted in final reconciliation change order.
- **27th Street Phase II:** Contractor completed 95% of project; Seawall scope of work re-design submitted to County; preconstruction meeting to be scheduled with County in the near future
- **27th Street Phase III:** Contractor continuing sidewalks and forming curbs; demo driveway at DTO
- **Sanitary Sewer Rehab:** Contractor continued work at 22nd & Market installing 5 clean out stacks; began work on Ferry Rd, installed new manhole and 96 LF sanitary sewer
- **Public Works Facility:** Contractor received EOR's Admin exterior punch list, working on it; performing relocation of A/C unit from Conference Room 179 to the mens locker room; completed camera installation and began programming
- **25th Street Improvements:** Contractor installed 420 LF of 12" water main with 2 gate valves; poured concrete cap over trench
- **49th Street Improvements:** Contractor performed last water tie in at Ave R 1/2 and Ave S; subgrade is complete from Ave P - Ave Q; setting E side inlets from Ave S - Ave R; installing truncated domes up to Ave R
- **24" water line (59th Street to Airport):** Contractor bored under alley on 55th Street between Ave L - Ave M; Subcontractor hit existing 12" water line while boring under 61st Street on Ave R, City crews on site to assist with repairs; subcontractor installed tee & valve for future tie-in after the bore is completed
- **Airport Water Plant Expansion:** Contractor continued installing WL with valves and

CONSTRUCTION

tested 24" water main; demo'd existing 24" water main

- Legas Drive Bulkhead: Pre-Construction meeting held on 07/02/20; long lead time on piling sheets will delay NTP to be issued
- 18th Street Storm Sewer System: Contracts executed; preconstruction meeting to be coordinated and scheduled
- 35th Street Improvements: Contracts sent for City execution
- Church Street Drainage: Contracts sent for City execution
- Teichman Road Waterline: Contractor continuing installation of WL; finished all open cut installations in Section A at bend on Teichman Road and heading E towards Schattel Lane
- Downtown Pedestrian Improvements: Contractor poured 2 ramps on Mechanic and 22nd on NE corner; forming planter boxes on Postoffice between 23rd - 24th

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- One inspector earned State Plumbing License Inspector Certificate.
- Building Official earned State Plumbing License Inspector Certificate.
- One inspector earned Residential Mechanical Inspector Certificate.
- One inspector earned BPAT (Backflow Prevention Assembly Tester) exam.
- One inspector earned CSI (Customer Service Inspector) exam.
- Created online forms for fill, fence, & roof permits.



UPCOMING PROJECTS

- One inspector attending construction exam for Residential Electrical Inspector.
- One inspector attending construction exam for Commercial Building Inspector.
- One inspector attending construction exam for Commercial Mechanical Inspector.
- Assistant Director attending construction exam for certified Fire Marshal.
- Create online form for swimming pool permit.



VIEW REPORTS

[Click here to view reports](#)



LAST MONTH'S ACCOMPLISHMENTS

Engineering for CDBG-MIT and BRIC Grants which include:

- 37th Street drainage area improvements and Pump Station-\$75M
- 51st Street drainage area improvements and Pump Station-\$78M
- South Shores drainage area improvements and Pump Station-448M
- Downtown drainage area improvements and pump station-\$53M
- Engineering for Parks Grant's (11 Mile Rd beachside parking lot, ADA trails, and drainage reverse flow to FM3005)-\$200K

Engineering Permits (Predevelopment Engineering to communicate codes, promote economic development through Low Impact Development "LID" Technologies, Plan reviews & Permits Processing:

- Residential and Commercial Building Permits
- Subdivision water, sewer, roads, drainage and ADA, Infrastructure Permits, 2-year Maintenance and Final Approval
- Utility (5G/4G, Electrical, Gas, fiber optic) and Geotechnical/Environmental Boring Permits
- Fill permits
- Culvert survey construction staking and permits
- ROW Construction RR crossings, sidewalk, driveway, ADA permits
- Parking & Address Permits
- Temporary License to use (TLTUs)
- Water, sewer and drainage capacity analysis for de-

velopments, and fire hydrant flow testing capacity and water distribution pressure calculations for fire sprinkler design

- Municipal Settings Designation (MSDs)
- Customer communication and engineering support to Planning, Building Official, and Fire Marshal
- AutoCAD Preparation of new Standard Infrastructure Design Detail Plans and Specifications, Drafting of Design Manual, Preparation of AutoCAD Drainage Plan gobies for consistency with Drainage Criteria
- Open Records Request Physical Search of Engineering Documents, Scanning As-Builts to pdf, and completion of ORRs
- Plats/Replats, ROW & Alley/Easements abandonment requests review, property and ROW topographic surveys, GPS
- Engineering Traffic Control Plans for Special Events and Communication with TXDOT for Approval (Mardi Gras, Iron Man, etc.)
- Drainage Vision 2025 Presentation to City Council
- RFP/Bid package preparation with front end documents, plans, bid forms and specification books for purchasing advertisement of RFPs/Bids
- Roads, Drainage, Water, Sewer, Traffic & Facilities CIP Phases (Planning, Design & Construction):
- Projects in Proposal/Planning Phase:
- 33rd, 75th & 89th Seawall Intersection Traffic Design Proposal--in Review

ENGINEERING

- 59th Street Pump Station Tank#3&4 Rehabilitation Design/RFI received from contractors outlining technical approach—received proposal from Kimley-Horn-will be doing staff report for City Council Meeting Dec 29th
- 36” Old Causeway-RR Bridge Waterline Rehabilitation—received proposal from Kimley-Horn-will be doing staff report for City Council Meeting Dec 29th
- Port Outfalls Repair and Upgrade to 25 year Storm Atlas 14 Intensities—planning phase, cost estimate and concept prepared
- City Waterwells Asset Condition Assessment and Evaluation and Aquifer Storage and Recovery—received proposal from Intera-will be doing staff report for City Council Meeting Dec 29th
- 27th Street Phase III Traffic Calming, Landscape, Hardscape Improvements Broadway to Market – Designed in-house and in Construction
- Dog Park Design Plans-100% Design completed in-house and in Construction—Added landscaping to enhance aesthetics, shade, etc.
- AWIA Compliance Risk and Resilience Assessment-Compliance certification and reports in progress
- Terramar WWTP Design-HR Green- Preliminary Design kickoff meeting December 7th
- Pirates Beach Lift Stations 40, 47 and 35—proposal received, comments provided and in revision by LAN

Projects in 30% Design

- 23rd Street Corridor-in 30% design in-house-making adjustments to Bulb-outs for drainage and other conflicts

Projects in 60%/90% 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

- County Managed Project: Avenue S Reconstruction from 53rd to Seawall- 60% design meeting comments provided
- County Managed Project: 23rd Street Reconstruction from Broadway to Seawall-60% design meeting comments provided
- New 7 MG (AWC to increase from 5.4 to 7 MGD) Ground Storage Tank #2 at Airport Pump Station—AWC—60% comments provided
- 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 implementation of study in review
- Citywide Priority#1 & #2 Lift Stations Upgrade Design—AWC--in 100% Design

Projects in Pre-Bid Advertisement Phase

- Citywide Priority#1 & #2 Lift Stations Upgrade Design—LAN
- 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 (Pre-advertisement Value engineering in process)

Projects that Advanced to Construction in Fall 2019/2020 for which engineering is being provided:

- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station
- 73rd Street from Heards Lane to Avenue N-1/2
- Pirates beach water loop design to improve capacity

and pressure in the region

- Downtown Livable Communities Pedestrian and Transit Improvements (TXDOT, City, FTA funded)
- 48th Street Broadway Intersection and Northern Ditch Drainage Upgrades
- 25th Street Reconstruction from Broadway to Seawall
- Broadway Bridge Block Drainage Crossings Upgrades
- 49th Street Reconstruction design from Avenue P to Avenue S-1/2
- Airport PS and new 4.6 MG Ground Storage Tank #1
- 45th Street Reconstruction Broadway to Seawall
- Airport PS Disinfection Upgrade
- 35th Street Roadway, Storm Sewer & Utility Improvements
- Church Street Drainage from 33rd to 37th and 37th Street and Outfall Improvements
- 18th Street Drainage Ship Channel to Seawall
- Legas Drive Structural repair design of sloped paving, bulkhead, storm sewer pipe system and sidewalk

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Completing the punch list and finalizing the New Fire Station and Public Works Projects
- 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
- Assembled new conference chairs for the Grants and Housing Department
- Continued COVID-19 operations
- Handled and completed 473 work orders



UPCOMING PROJECTS

- Touch up painting throughout City Hall
- Repainting the front steps at City Hall
- Repaint the window frames at the Code Enforcement building



FINANCE

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Generated Budget and CIP in financial system
- Publication on website of FY2021 – FY2025 Capital Improvement Plan and FY2021 Adopted Budget
- Work toward submission of Adopted Budget FY2021 entry for Distinguished Budget Presentation Award
- Assist Accounting staff with final entries for FY2020 year end close



UPCOMING PROJECTS

- Publication of FY2021 Adopted Budget
- Submit Adopted FY2021 Budget entry for Distinguished Budget Presentation Award
- Prepare final FY2020 Budget Amendment
- Assist Accounting staff with final entries for FY2020 yearend close
- Roll Encumbrances and prior year approved budgets in financial system
- Prepare 4th Quarter Budget Report

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitations for Fleet Facility fuel ; opened Request for Information for 59th Street Ground Storage Tank #44 Improvements
- Prepared and advertised a solicitation for EOC Mass Communications
- Prepared contract renewals for multiple City contracts

[Click here to view reports](#)



UPCOMING PROJECTS

- Prepare solicitations for a Fire Department Rescue Boat, Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, and Trolley Barn Flood Mitigation Project
- Open solicitation for EOC Mass Communications
- Update Purchasing Policy; and prepare an updated Purchasing class, Purchasing 102

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Contacted customers with high usage within five days of meter reading
- Continued to perform desk audit of meters for inclusion in meter testing

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	Oct-20
Meters re-read manually	300	782	364	550	451
Adjustments	3,432	3,987	2,090	1,536	186
Adjustments (\$\$\$)	\$ 590,120	\$ 792,289	\$ 374,840	341,172	47,173
Water Bills Mailed Out	261,802	260,602	255,015	255,470	20,951
Outstanding "water concern" emails received	572	440	236	309	60
Outstanding "water concern" emails completed	545	478	300	509	62
Service Orders	20,203	18,949	20,806	15,078	1,264
New Customer connections	3,131	3,413	3,239	3,556	288



UPCOMING PROJECTS

- Send notices to customers with delinquent accounts
- Complete annual meter testing
- Resume customer shutoffs for non-payment

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

- See below



UPCOMING PROJECTS

- Continue work on the Implementation of GASB 87 – New Accounting Standards for Leases
- Finalize emergency payroll procedure documentation

Performance Measures	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL
Number of vendor payments completed	5,768	5,791	5,476	5,103	504
Number of checks as percent of total vendor payments	96.83%	95.65%	91.07%	85.07%	79.96%
Number of electronic payments as a percent of total vendor payments	3.17%	4.35%	8.93%	14.93%	20.04%
Number of funds managed	274	282	284	118	120
Investment Portfolio (Millions)	\$153	\$145	\$139	\$169	\$164
Interest Earned (Thousands)	\$867	\$2,247	\$3,247	\$1,923	\$15
Number of FEMA Ike PW's closed out	25	3	5	1	0
Number of FEMA Ike PW's finalized	28	38	56	31	31
Number of FEMA Harvey PW's closed out		9	10	2	2
Number of FEMA Harvey PW's finalized				3	3
Number of bank accounts reconciled	30	31	34	34	34

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- 582 Emergency Responses
- 83 Inspection
- 24 Permits
- 2 Structure Fire
- The Galveston Fire Department had 2 Building Fires during the month of November. The total value of these structures was 42,454,665 total loss was 115,085, the property saved was 42,339,580.
- Department Trained on the new Highrise policy.
- GFD Presented Our Fire Safety Program to over 3500 student throughout GISD
- UTMB Active shooter Drill

ACCIDENT MAJOR	40	7.1%
ASSIST BY FIRE	44	7.8%
CHOIRING	1	0.2%
DROWNING / DIVING / SCUBA ACC	2	0.4%
DUMPSTER TRASH FIRE	4	0.7%
ELECTRICAL PROBLEMS SPARKS	6	1.1%
EXTINGUISHED FIRE	1	0.2%
FIRE ALARM	99	17.6%
FIRE OUTSIDE	3	0.5%
FIREWORKS	1	0.2%
FIRST RESPONDERS	261	46.4%
GAS LINE BREAK LEAK	2	0.4%
GRASS	3	0.5%
HAZMAT	1	0.2%
MUTUAL AID FIRE	1	0.2%
PENETRATING TRAUMA	3	0.5%
POWER LINES DOWN TRANSFORMER	14	2.5%
RESCUE	4	0.7%
SMELL OF SMOKE GAS INSIDE	14	2.5%
SMELL OF SMOKE GAS OUTSIDE	2	0.4%
STRUCTURE FIRE	15	2.7%
UNCONSCIOUS	32	5.7%
VEHICLE FIRE	7	1.2%
VEHICLE LOCK OUT	1	0.2%
WASHDOWN	1	0.2%
Total:	582	100.0%



UPCOMING PROJECTS

- Live Fire Training
- Update Website for customer survey
- Develop a company level inspection plan.



LAST MONTH'S ACCOMPLISHMENTS

- General Repairs - 622
- Accident Repairs - 6
- Capital Repairs - 0
- Recall Repairs - 3
- PM's - 174
- Repairs from PM's - 112
- Road Calls - 33

Other Services

- Provided 59,512 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 502 delivered to the Galveston Trolley Barn, tests performed.



UPCOMING PROJECTS

- Continue fleet services
- Continue with Trolley Car restoration.
- Third trolley should be delivered in December and will begin additional testing in Galveston.

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- CARES Act CDBG-CV funding – the City will receive an additional \$512,534 from HUD for projects to respond to the coronavirus pandemic
- 2019 CAPER – submitted the City's end-of-year report, Consolidated Annual Performance and Evaluation Report, to HUD outlining the CDBG and HOME Programs, affordable housing, homelessness, public housing, and community development accomplishments for the 2019 program year (HUD Regulatory Requirement)
- HUD Semi-Annual Report
- Staff submitted 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)
- Staff submitted 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)
- Tenant-Based Rental Program (TBRA)
- To date assisting a total of 23 LMI households with rental assistance for 1-year and security deposit
- Staff determined 2 low-income households eligible for rental and/or security deposit assistance (HUD Regulatory Requirement)
- Staff conducted 3 Housing Quality Standard inspections on the rental units chosen by the approved TBRA applicants (HUD Regulatory Requirement)
- Staff determined 2 low-income households eligible for rental and/or security deposit assistance (HUD Regulatory Requirement)
- Staff has received 20 applications and is processing intake reviews (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
- Staff has determined 12 LMI households eligible to receive assistance under the ST-TBRA

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS *Cont.*

Program (HUD Regulatory Requirement)

- 40 applications are in the review process (HUD Regulatory Requirement)
- Technical Assistance - provided assistance for 2 homeowners with housing information and 250 phone inquiries for rental assistance

GRANTS & HOUSING



UPCOMING PROJECTS

- CARES Act CDBG-CV funding – planning for the additional funding for coronavirus response, presentation and approval by Council, and application submittal to HUD
- Tenant-Based Rental Assistance Program (TBRA)
- Staff will be accepting applications for the program. This program will assist qualified low-income households with rental assistance and security deposits
- Staff will conduct one (1) Housing Quality Standard inspection on the rental unit chosen by the approved tenant (HUD Regulatory Requirement)
- Staff will continue to review applications and determine if applicants are income eligible to participate under the TBRA Program (HUD Regulatory Requirement)
- Short-term Tenant-Based Rental Assistance Program (ST-TBRA)
- Staff will continue to review and process applications submitted under the ST-TBRA Program (HUD Regulatory Requirement)
- Staff will send out 223 additional requests for applications for ST-TBRA Program

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired Nine (9) New Employees- 1 Solid Waste Collector, 1 Office Specialist, 1 Police Officer, 1 Deputy City Marshal, 3 Laborers, 1 Sr. Administrative Assistant, and 1 Sr. Heavy Equipment Operator
- Commenced Open Enrollment and Benefit Services October 12th – November 18th
- Reviewed and processed 520 employment applications
- Continued support of City Departments in filling job vacancies
- Participated in the United Way Virtual Campaign Kick-off.
- Launched the GC Pro Training Program through Galveston College
- Worked with Kronos team in buildout of workforce dimensions

HUMAN RESOURCES



UPCOMING PROJECTS

- Hold five New Hire Orientations.
- Hold a Police Entrance Exam November 6th
- Host on-site flu vaccinations for City employees
- Conclude Online Enrollment and Benefit Services with partner Blue Cross Blue Shield of Texas
- Coordinate the City's participation in the ABC13 40th Annual "Share Your Holidays" Food Drive benefiting the Houston and Galveston County Food Bank
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- Participate in the Workforce Development efforts through the Chamber or commerce
- Galveston Career Connect Monthly Leadership Team Meeting (Virtual)
- Continue work on the Diversity and Inclusion Plan to increase female representation throughout the City's workforce focusing on recruitment and retention within the Fire Department, the Police Department, Public Works, and Municipal Utilities
- Continue to work with Kronos team in build-out of workforce dimensions

Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by:
- Blacklisting seven (7) addresses/domains related to phishing or spam
- Updated end-point security management console, firmware on all firewalls and Google Chrome
- Installed 24 cameras to the Public Works building
- Kick-off Office365 project
- Tier I support completed 365 calls for service
- Completed cellphone replacement project by porting the remaining 64 mobile devices to a new cellular carrier in an effort to provide better coverage across the entire island
- Finalized layout and design for City Marshal's mobile operating environment
- Completed the new Customer Web Portal for Utility Billing system
- Continue projects efforts of the Workforce Dimensions software project
- Stood up the new compute and storage area network (SAN) and migrated the finance software system to the platform
- Updated all domain and enterprise administration account passwords to mitigate potential security risk
- Created new assets for pump stations, lift stations, and wells in the VUEWorks application for Municipal Utilities
- Updated fill permit application to include additional questions for Development Services
- Updated residential and commercial applications to include information about the water/sewer taps for Development Services
- Implemented Customer Contact Wizard Module for Utility Billing
- Completed the conversion of oracle reports to a new reporting platform and turned over to business unit for testing and validation



UPCOMING PROJECTS

- Continue work on Office365 implementation project
- Begin deployment on the annual equipment refresh for computers at end of lifecycle
- Complete Watchguard mobile upload project for the Police Department
- Cutover new reporting utility to production
- Continued work on Faster software upgrade project
- Continued work on Workforce Dimensions project
- Continue deployment of replacement mobile data terminals for the Police department
- Begin project to replace hardware and upgrade software for the 911 recording solution
- Finalize scope for the Tokay software system upgrade
- Finalize scope for the LinkoFog software system upgrade

Information Technology

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Responded to seven (7) Public Information Requests
- Completed twenty-eight (28) GIS requests consisting of one-hundred and thirty-nine (139) items: Short-term rental web applications with certified tax roll tables for the Finance Department and Park Board; Six park ownership maps and City park facilities maps for Parks and Recreation Department; Five GIS requests consisting of twelve utilities map requests for Municipal Utilities; Sanitary Sewer Overflows GIS updates for Municipal Utilities; Six dataset updates for contractor valve GIS files in the enterprise geodatabase for Municipal Utilities; Seven Appraisal District GIS updates in the enterprise geodatabase that is referenced in internal and external mapping applications; Queried zoning map for Planning Commission meeting for Development Services
- Completed Water Assessment Service Area section - East End to 25th Street
- Completed eleven Community Development Block Grant Mitigation (CDBG-MIT) Grant requests consisting of forty-four grant proposal GIS items: Two map requests and one data update for South Shore project service area; Three map requests and one queried report for the 51st Street LMI
- Report of Census 2010 block groups with the SF1 table total population; Map of 51st Street LMI
- Six project area and LMI maps with LMI queried report
- Two map requests for South Shore service area and LMI with LMI queried report and evacuation route addition
- Four maps of South Shore LMI, flood zones for South Shore, 37th Street, and 51st Street drainage improvement areas, and active meter count report for South Shore
- Three map requests of each service area with highlighted main evacuation route
- Seven reports containing six datasets of the ACS 2015 5 year data
- Flood Mitigation Assistance (FMA)
- Capital Improvement Plan FY 2021-2025 updates
- Voting Information updates for General Election early voting and election day poll locations, dates, and times
- Public Works Utilities Map, containing the City's water, sanitary sewer, and storm sewer (drainage) utilities



UPCOMING PROJECTS

- Collaborate with the FEMA Recovery Division on the Building Resilient Infrastructure and Communities (BRIC) grant project
- Continue developing the Water Assessment Service Areas for Municipal Utilities
- Continue upgrading the ArcGIS Enterprise system

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Saturday Service Schedule continued for month of October
- Fixed Route Ridership-9,695 Avg per day 312
- Avg fares collected per day \$140.00
- ADA Paratransit (Harris County Rides)-1367 Avg per day 44
- Total ridership-11,062
- Continued frequency of sanitizing procedures for buses/buildings.
- Safety Plan for rail system received preliminary approval from TxDOT with final approval scheduled for December 2020
- Procurement for safety/security cameras for all Island Transit revenue vehicles to include Sea-wall Trolleys.



UPCOMING PROJECTS

- Expand fixed route schedule to 75% capacity to match Governor's orders.
- Preliminary ridership Avg. per day 450
- Avg fares collected \$171.00
- Third and final rail car scheduled to be delivered in November.
- Consult with TxDOT and FTA regarding small urban designation and resolution to "Galveston Gap" issue.
- Grant Application for FTA Covid-19 Research and Development Grants-Funding for contact-less payment system

PARKS & RECREATION

PARKS & MAINTENANCE



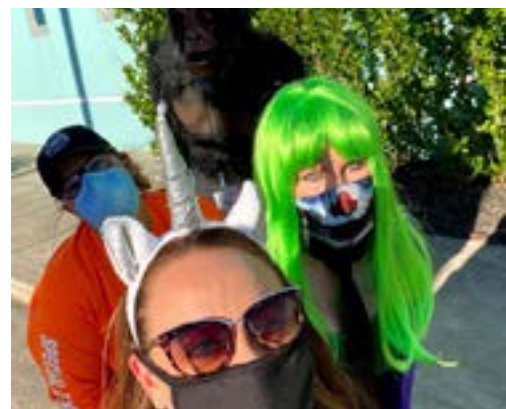
LAST MONTH'S ACCOMPLISHMENTS

- 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
- Completed light repair at Adoue Park
- Maintenance irrigation at Crockett Park
- Started repairing Pony Colt dugout
- Continued working on the parking lot at 83rd st. Dog Park/Streets Dept.
- Continued marking Burnett school football field
- Started the Lasker pool deck project, Continue
- Corner of 43rd & Broadway cemetery repairs/ masonry work, completed
- Installed small basketball goals at Shield park
- Cut & clean Lennox Avenue
- Menard Park tennis court drain clean
- Menard Dog Parks repairs: Painted fire hydrants, Repair Roof Pavilion, new meter box, Fencing, backflow, Vehicle parking Lot Stops
- Installed One-way signs at Kempner Park, & Tree city signs
- Repaired Sandhill Crane swing set
- Repaired Lindale Dog fountain, & fencing
- Installed sunscreen net at Hooper
- Removed storm board at Wright Cuney & repair leak in the roof
- Installed waterline to Jamail restroom
- Hosted 11 water aerobics classes – 149 participants.
- 680 participants attended lap swimming.
- Attended Parks Advisory Board Meeting.
- Attended TRAPS Marketing and Communication Task Force Meeting.
- Closed for season 10/29/2020 – began prepping for winter maintenance.
- Assisted with Halloween event marketing for Facebook.
- Lasker Community Pool Membership Totals: Adults: 188 Seniors:65 Youth:10, Military: 31
- McGuire-Dent Membership Totals: Adults: 1383 Seniors:482 Youth:44 , Military: 123
- Wright Cuney Membership Totals: Adults: 298, Seniors: 6, Youth: 62



UPCOMING PROJECTS

- Continue programming and exploring new programming options
- Updates to the Parks and Recreation webpage and Facebook account
- Expand Adult programming at McGuire-Dent along with community outreach events and meetings. Hope to COVID modified youth programming in coming months.
- Continue to work on plan to re-open facility completely following CDC guidelines.
- CPR Trainings Scheduled in November
- 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.
- Continue discussions with local scuba shop, and Moody gardens regarding rental options.
- Continue to create engagement activities for Facebook.
- Clean up extra data within Civic Rec.
- CPR training.
- TRAPS Maintenance Rodeo.
- TRAPS Golf tournament.
- Begin winter maintenance projects
- Re-netting play structure
- Office, concession and storage deep clean
- Inventory – equipment and uniforms
- Rust removal on tables and painting
- Parking spot painting
- Fixing all wind screens



PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

Planning & Development Division

- The 2020 Planning & Design Awards were presented at City Council
- The Landmark Commission, Planning Commission, and Zoning Board of Adjustment welcomed new members
- Assistant Director/HPO Catherine Gorman, AICP, participated in the PastForward National Preservation Conference

Landmark Commission

- 20LC-065 (1601 24th Street) Request for a Certificate of Appropriateness for modifications to the existing garage.
- 20LC-066 (1615 Avenue K) Request for designation as a Galveston Landmark.
- 20LC-059 (213 Tremont/23rd Street) Request for a Certificate of Appropriateness for alterations to the structure including the construction of a canopy.
- 20LC-067 (1201 24th Street) Request for a Certificate of Appropriateness for modifications to the structure including installation of decorative elements on the front porch.
- 20LC-068 (1324 Sealy / Avenue I) Request for a Certificate of Appropriateness for modifications to the structure including replacement of stained glass.

- 20LC-069 (523 10th Street) Request for a Certificate of Appropriateness in order to modify the roofing material on a previously approved accessory dwelling structure.

Planning Commission

- 20P-017a (24131 San Luis Road/FM 3005) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family dwelling and driveway.
- 20P-031 (26003 Flamingo Dr.) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family dwelling and driveway.
- 20P-030 (1615 Avenue K) Request for designation as a Galveston Landmark.
- 20P-033 (Vacant Tracts Located East of Sea Breeze, South of San Luis Pas Road/FM 3005, and west of 8 Mile Road) Request for a Preliminary Plat to incorporate 4.59 acres of the subject tract as part of Beachside Village, Section 6; extend Starfish Drive and develop the Beachside Village Residential Reserve.
- 20P-034 (11128 San Luis Pass Road / FM 3005) Request to amend Ordinance 19-067 regarding a Planned Unit Development (PUD) Overlay District.

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- 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.
- October: Took part in "Trunk or Treat Halloween event hosted by Moody Gardens
- October: Hosted 6 community and Civic Organization meetings.
- October: Coordinated GPD Annual Food Drive benefiting the "Share Your Holiday" food drive.
- October: Directed Patrol Results: 2 Ops completed, 4 remain active.

Stats for October:

- Calls for Service: 6468
- Arrests: 448
- Reports: 758
- Citations: 801
- Warnings: 178



UPCOMING PROJECTS

- November 5th-8th: LSR (Impromptu) Weekend
- November 6th: Civil Service Exam - 31 applicants passed
- Continuing to participate in the GPD Annual Food Drive benefiting the Share Your Holiday food Drive
- Training officers to utilize the WRAP – Safety Restraint System – designed as a de-escalation tool for Law Enforcement
- November 12th – Sergeant Jovan Harris was honored by the Galveston Regional Chamber of Commerce as one of six Women of the Year during the chamber's annual Galveston Women's Conference https://www.galvnews.com/news/image_c0d1d32d-64f0-5fd1-8df5-d08887e1ebdd.html



PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

Established a zero waste initiative program with the following goals:

- Identify our waste value stream and manage commodities and organics.
- Establish a repurposing vendor for recycled commodities.
- Design and implement zero waste operating procedures.
- Streamline zero waste operations
- Complete supplier quality audits.
- Provide detailed tonnage reports to all stakeholders.

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Daily installation of new water and sewer taps
- General maintenance repairs
- Assist contractors with 55th Street, 74th Street, and 61st Street.
- Completed sections 1-9 collecting (located on the end of the Island) Sewer Line Rapid Assessment Tool (SL-RAT) data
- Began scheduling proactive line cleaning to address and correct sanitary sewer issues identified as in poor or failing condition by SL-RAT data collection.
- Began tracking average days old for collections and distribution general maintenance work orders

[Click here to read report](#)

MUNICIPAL UTILITIES



UPCOMING PROJECTS

- Continue daily installation of new water and sewer taps
- Continue general maintenance repairs
- Continue collecting sanitary sewer asset data with SL-RAT. Moved the Teramar wastewater basin, and will continue the program moving from the west end of the island going east.
- Continue proactive line cleaning and televising to reduce number of work orders generated as a result of customer complaints
- Coordinating with Utilis to receive second data set indicating areas with potential leaks for leak detection team to inspect.
- Strive to increase department efficiency while decreasing back log and also reducing the average days it takes to complete a work order
- Begin TCEQ training and NASSCO PACP/MACP/LACP training

SANITATION



LAST MONTH'S ACCOMPLISHMENTS

- Please see the report for sanitation statistics

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



UPCOMING PROJECTS

- Continue operations



VIEW REPORTS

[Click here to view compliments](#)

STREETS AND TRAFFIC



LAST MONTH'S ACCOMPLISHMENTS

- Constructed the parking lot for the new Dog Recreation Facility off of 83rd Street.
- Completed mill and overlay work on 77th Street, Chantilly Circle and Beaudelaire Circle.
- Continued pothole repairs in Zone #1.
- Regraded 11 alleys.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 44 traffic signals in the system.
- Replaced damaged traffic signal heads, installed missing light visors and replaced existing signal lights.

DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- Completed cleaning the drainage ditches in the Palm Beach Subdivision and re-cleaned ditches in the Pirates Beach Subdivision due to erosion from Hurricane Delta.
- Installed 160 Linear feet of new residential culverts.
- Conducted storm related cleanup city wide due to damages incurred from Hurricane Delta.

SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- TxDOT Project 20MPGLVST - Airport Master Plan Update – Phase 1 of the Master Plan has been completed and ready for review at <https://galveston.airportstudy.net>. Everyone is encouraged to provide comments and suggestions to the project team by utilizing the 'Comment' feature on the project website. Direct communication with the project managers via phone or email is also acceptable. The project managers are listed in the 'Contacts' section of this website.
- 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.
- Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project – This project is approximately 69% complete. We anticipate this project being completed in November 2020.
- Fly the Fortress in Galveston - the Gulf Coast Wing and the Houston Wing of the Commemorative Air Force was at the airport on Octo-

ber 24-25, 2020 offering aircraft tours and warbird flights. Aircraft involved in this event included a B-17 Flying Fortress, SNJ/T6 Texan advance trainer, BT-13 Valiant, C-45 Navy transport, and an N3N open cockpit bi-plane. Weather hampered the event Saturday morning but improving weather offered a great opportunity to tour the planes and take rides.



VIEW REPORTS

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



SCHOLES AIRPORT



UPCOMING PROJECTS

- **Airport Master Plan Planning Advisory Committee (PAC) Meeting** – Our second PAC meeting is scheduled for November 10th to review and discuss the chapters in Phase 1. For more information and to review Phase 1 of the Master Plan, please visit <https://galveston.airportstudy.net/>.
- **TxDOT Project 2012GLVST** - 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 we anticipate TxDOT Aviation advertising the Bid in December 2020.
- **Airport Hangar Project** – This project consisted of building an eight-unit nested T-hangar and up to two 3,720 sq. ft. box hangars. The Selection Committee will select the three most qualified bidders by November 5th and work with the Purchasing Department to finalize a contract. We anticipate asking City Council to award this bid in December or January.
- **Airport Advisory Committee meeting** – The Airport Advisory Committee will meet on December 8, 2020, at noon to discuss multiple airport facility upgrades, current and planned capital improvement projects, the status of the current Airport Master Plan Update, and review current airport revenue and expenses.
- **TxDOT Project 2012GALVN** – This project is for the engineering and design for pavement rehabilitation of Runway 18/36, South Apron, and the South Ramp. The selection committee reviewed six RFQs and selected three engineering firms to interview. Interviews are anticipated to be completed in December.