



December 2020

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



The City of Galveston is starting 2021 on a positive note with great opportunities ahead.

The City of Galveston will present changes before City Council this month on the 24-inch water line project connecting the 59th Street pump station and the airport pump station. If approved these changes will improve the traffic plan and lessen the disruption to roadways and residents living in the area. The next part of the project will include installing the water line from Victory to 74th Street along Heards Lane and boring the waterline under Lake Madeline before connecting it to the airport pump station. The final phase of the project will be repaving Heards Lane.

As for the 25th Street project, the contractor is currently installing a sewer line between Avenue S and Seawall Boulevard. The contractor has also started sidewalk and curb restoration beginning at Broadway heading south toward Seawall. This reconstruction project remains on schedule for completion in late summer. A water line installation project running along Teichman Road is on schedule and moving along nicely. The project replaces the existing water lines with larger pipes,

which increases the capacity and volume of the water supply.

The City of Galveston has also issued notices to proceed on the 18th Street storm sewer system, the 35th Street improvements and the Church Street drainage projects.

Of course, work continues in other areas too. In just the last month, city crews have replaced 152 deteriorated traffic signs, refreshed pavement markings, and conducted mill and overlay work on Avenue 01/2 between 46th and 55th streets. Our public works team has also installed more than 110 linear feet of culverts and cleaned 30,000 linear feet of gutter pans to improve drainage. Meanwhile, our municipal utility department has repaired more than 50 water distribution system leaks and 40 property owner leaks, continuing our efforts to improve efficiencies in the island's water system.

While the past year has presented challenges that we have never seen here on the island, our staff has risen to the occasion. It's a privilege to work with this team and to serve as your city manager, and I wish all Galveston residents a happy and healthy new year.

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
- Created daily content for city social media channels to inform the public about city-related events
- Planned and implemented holiday events for all employees, including the gift drive-thru
- Developed recruitment materials for the Galveston Fire Department, including a banner board
- Produced and edited nine videos and 10 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events
- Created informational booklet for City Council members with department head bios
- Collaborated with IHeartMedia for IDC-initiated marketing campaign



UPCOMING PROJECTS

- In addition to our normal operations, we are going to focus on employee spotlights
- Developing campaign ad materials for IDC-initiated marketing campaign
- Working with GISD and its theater program for a video about underage drinking

LAST MONTH'S VIDEOS

- [Share Your Holidays](#)
- [Waves of Information December 7](#)
- [Employee Spotlight - Tony Gonzalez](#)
- [Holiday Safety Tips](#)
- [GFD Self Rapid Test](#)
- [GFD Gives Back to Students](#)
- [Employee Spotlight - Recycle Center](#)
- [New Year's Safety](#)
- [Employee Spotlight - Happy New Year!](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS



UPCOMING PROJECTS

- Galveston's OWN Farmer's Market: January 17

LEGISLATIVE AFFAIRS



VIEW REPORTS

- [Legislative Report, December 2](#)
- [Legislative Report, December 11](#)
- [Legislative Report, December 18](#)



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- **45th Street:** Contractor continuing conduit installation for street lights; continuing planting schedule; final reconciliation change order being prepared for January council meeting
- **73rd Street Reconstruction:** Contractor completing resurfacing roadway; preparing for substantial completion walk through
- **59th Street storage tank:** Contractor finalizing surface restoration & clean up; final reconciliation change order being prepared for GLO close out
- **Fire Station 1:** Contractor completing close out procedures & warranty work issues; final reconciliation change order being prepared for GLO close out
- **27th Street Improvements:** Contractor completed 95% of project; Seawall scope of work re-design submitted to County; preconstruction meeting to be scheduled with County upon their review of the re-design; Contractor continuing sidewalks and installing light pole foundations
- **Sanitary Sewer:** Contractor completed all task orders issued
- **Public Works facility:** Contractor finalizing close out procedures; final reconciliation change order being prepared for GLO close out
- **25th Street improvements:** Contractor continuing installation of sewer line heading S towards Seawall; currently crossing Ave Q 1/2
- **49th Street improvements:** Contractor awaiting final resolution of elevation issues being discussed internally with the EOR; continuing sidewalks
- **24-inch water line:** Contractor continuing WL installation between 61st & 62nd on Ave R; completed sanitary MH lining & spark testing of 16 MHs on 55th Street; completing road base material in WL trench along 53rd Street; completing some sidewalks along various portions of the project
- **Airport water plant expansion:** Contractor completed pouring all footings for new pump station; all walls have been poured for pump room; walls for electrical room are formed; completed 3 lifts of select fill in work area for new GST; 30" suction line installed; duct banks installed from pull box at Jones Drive
- **Legas Drive bulkhead:** PreConstruction meeting held on 07/02/20; long lead time on piling sheets will delay NTP to be issued

CONSTRUCTION

- 18th Street storm sewer system: Contracts executed; preconstruction meeting scheduled for 01/08/2021
- 35th Street improvements: Contracts executed; preconstruction meeting scheduled for 01/08/2021
- Church Street drainage: Contracts executed; preconstruction meeting scheduled for 01/08/2021
- Teichman Road waterline: Contractor continuing installation of WL down Blume almost to Teichman; all Teichman complete except for 93rd; awaiting confirmation from EOR and Corps for drainage resolution approval at 93rd Street
- Downtown pedestrian improvements: Contractor finalizing 2 ramps after receiving design revisions

[Status report for all city projects with timeline, cost and update](#)

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- [Monthly Permit Report](#)



UPCOMING PROJECTS

- Patricia Alker attending Construction Exam for International Residential Code Inspector.
- Aria Valdez attending Construction Exam for International Residential Code Inspector.



LAST MONTH'S ACCOMPLISHMENTS

- Engineering Permits (Predevelopment Engineering to communicate codes, promote economic development through Low Impact Development “LID” Technologies, Plan reviews & Permits Processing:
 - a) Residential and Commercial Building Permits
 - b) Subdivision water, sewer, roads, drainage and ADA, Infrastructure Permits, 2-year Maintenance and Final Approval
 - c) Utility (5G/4G, Electrical, Gas, fiber optic) and Geotechnical/Environmental Boring Permits
 - d) Fill permits
 - e) Culvert survey construction staking and permits
 - f) ROW Construction RR crossings, sidewalk, driveway, ADA permits
 - g) Parking & Address Permits
 - h) Temporary License to use (TLTUs)
 - i) Water, sewer and drainage capacity analysis for developments, and fire hydrant flow testing capacity and water distribution pressure calculations for fire sprinkler design
 - j) Municipal Settings Designation (MSDs)
 - k) 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 go-bies 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 December Update on Masterplan to City Council
- RFP/Bid package preparation with front end documents, plans, bid forms and specification books for purchasing advertisement of RFPs/Bids for design projects
- 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
 - 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 prequalifying Kimley-Horn for City Council Meeting Jan 28th
 - 36” Old Causeway-RR Bridge Waterline Rehabilitation—received proposal from Kimley-Horn-will be doing staff report prequalifying Kimley-Horn for City Council Meeting Dec 29th

ENGINEERING

- 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-completed staff report prequalifying Intera for City Council Meeting Dec 29th—approved by City Council
- 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 completed
- Terramar WWTP Design-HR Green- Project in progress having completed the 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 Downtown 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- 60% gravity design and pump station concept comments provided-formal review in progress
- 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 received and taking to City Council for pre-qualification on January 28th, 2021
- Recycle Center – 60% plan set received on Apr-20. Comments provided
- Projects in 95-100% Design
- Portable Flood Wall for Island Transit (3 sides)-100% Design completed-final review
- Fixed Cantilever Flood Wall for Island Transit (4th side Facing 29th Street)-100% Design completed-final review
- Island Transit Flood Dewatering VFD Pumps, Generator and Elevated Platform-100% Design completed-final 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 (some in final phases of project closure):
- 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
- Annual Mill and Overlay
- Teichman Neighborhood Waterline Improvements
- Annual Mill and Overlay
- Teichman Neighborhood Waterline Improvements

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Completed the New Fire Station, 30th Street Electric Light and Water Station and Public Works Projects
- Assisting the Airport with the Control Tower Project
- Ongoing construction of the City Hall Plaza Project
- Continued COVID-19 operations
- Handled and completed 507 work orders



UPCOMING PROJECTS

- Demolishing the old Sanitation covered parking structure
- Replacing the plumbing drain and water lines in the Bernard Davis baseball field concession stand



FINANCE

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Distributed the FY2020 4th Quarter Budget Report
- Presented the final FY2020 Budget Amendment
- Assist Accounting Staff with final entries for FY2020 year end close



UPCOMING PROJECTS

- Publication and distribution of the FY2021 Adopted Budget
- Submitted entry for Distinguished Budget Presentation Award for the FY2021 Adopted Budget
- Start 1st Quarter FY2021 Budget Report

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitation for Fleet Facility Fuel and Auto Parts
- Prepared and advertised a solicitation for a Cultural Arts Master Plan
- Continued to facilitate negotiations for the Request for Qualifications for the design of the Sandhill Crane Soccer Complex

[Click here to view reports](#)



UPCOMING PROJECTS

- Prepare solicitations Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, and Trolley Barn Flood Mitigation Project.
- Open solicitations for the Fire Rescue Boat and Cultural Arts Master Plan.
- Update Purchasing Policy, prepare an updated Purchasing class, Purchasing 102, and a How to Do Business for Vendors.

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Contacted customers with high usage within five days of meter reading
- Continue to investigate water usage at vacant properties

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	Oct-20	Nov-20	Dec-20	FY 2021
Meters re-read manually	300	782	364	550	451	474	827	827
Adjustments	3,432	3,987	2,090	1,536	186	144	115	445
Adjustments (\$\$\$)	\$ 590,120	\$ 792,289	\$ 374,840	341,172	47,173	19,524	33,890	100,587
Water Bills Mailed Out	261,802	260,602	255,015	255,470	20,951	20,802	20,698	62,451
Outstanding "water concern" emails received	572	440	236	309	60	67	15	142
Outstanding "water concern" emails completed	545	478	300	509	62	49	11	122
Service Orders	20,203	18,949	20,806	15,078	1,264	1,134	1,011	3,409
New Customer connections	3,131	3,413	3,239	3,556	288	248	241	777



UPCOMING PROJECTS

- Send notices to customers with delinquent accounts
- Start customer shutoffs for non-payment

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

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	1,364
Number of checks as percent of total vendor payments	96.83%	95.65%	91.07%	85.07%	79.47%
Number of electronic payments as a percent of total vendor payments	3.17%	4.35%	8.93%	14.93%	20.53%
Number of funds managed	274	282	284	118	120
Investment Portfolio (Millions)	\$153	\$145	\$139	\$169	\$150
Interest Earned (Thousands)	\$867	\$2,247	\$3,247	\$1,923	\$36
Number of FEMA Ike PW's closed out	25	3	5	1	11
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



UPCOMING PROJECTS

- Work on FY20 audit requests in response to auditor's fieldwork.
- Begin procurement process for banking services and investment advisory services.

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- 589 Emergency Responses
- 104 Inspection
- 24 Permits
- 1 Structure Fire
- The Galveston Fire Department had 1 Building Fires during the month of December. The total value of this structure was 88,980 total loss was 14,650, the property saved was 74,330.00.
- Department Trained on company level inspections.
- Live fire training and how it reacts to oxygen
- Passed an inspection of our department from the Commission on Fire Protection
- Initiated a pilot program for COVID-19 testing for all city employees

ACCIDENT JAWS ROLLOVER RESCUE	1	0.2%
ACCIDENT MAJOR	32	5.4%
AIRCRAFT INCIDENT	1	0.2%
ASSIST BY FIRE	34	5.8%
CHOKING	3	0.5%
DROWNING / DIVING / SCUBA ACC	2	0.3%
DUMPSTER TRASH FIRE	2	0.3%
ELECTRICAL PROBLEMS SPARKS	15	2.5%
FIRE ALARM	88	14.9%
FIRE OUTSIDE	2	0.3%
FIREWORKS	21	3.6%
FIRST RESPONDERS	291	44.3%
GAS LINE BREAK LEAK	2	0.3%
GRASS	1	0.2%
HAZMAT	3	0.5%
MUTUAL AID FIRE	1	0.2%
PENETRATING TRAUMA	4	0.7%
POWER LINES DOWN TRANSFORMER	13	2.2%
RESCUE	8	1.4%
SMELL OF SMOKE GAS INSIDE	8	1.4%
SMELL OF SMOKE GAS OUTSIDE	12	2.0%
STRUCTURE FIRE	11	1.9%
UNCONSCIOUS	50	10.0%
VEHICLE FIRE	1	0.2%
WASHDOWN	3	0.5%
WATER RESCUE	1	0.2%
Total:	589	100.0%



UPCOMING PROJECTS

- Joint Training with GEMS
- Basic CPR trainingDevelop a company level inspection plan.



LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 335 vehicle work orders within the month and performed;
- General Repairs - 523
- Accident Repairs - 4
- Capital Repairs - 0
- Recall Repairs - 5
- PM's - 150
- Repairs from PM's - 96
- Road Calls - 55

Other Services

- Provided 48,877 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.
- New fleet vehicles approved and ordered.
- Surplus fleet and other assets auctioned via GovDeals (internet auction).



UPCOMING PROJECTS

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

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- CARES Act State of Texas CDBG-CV funding – submitted Texas Department of Housing and Community Affairs Application on December 28, 2020 for the City's allocation of \$150,000 in CDBG-coronavirus funding for emergency rental assistance COVID-19 impacted low-moderate income households for up to 6-months.
 - HOME Program HUD Waivers – HUD issued waivers to continue the HOME funded Tenant-Based Rental Assistance for emergency funds for COVID-19 impacted low-moderate income households until September 30, 2021. The program was set to expire on December 31, 2020. The City will issue a request for new applications in January for up to 3-months of rental assistance (HUD Regulatory Requirement)
- Tenant-Based Rental Program (TBRA)**
- To date assisting a total of 28 LMI households with rental assistance for 1-year and security deposit
 - Staff determined 6 low-income households eligible for rental and/or security deposit assistance. Applicant must now find their rental housing unit (HUD Regulatory Requirement)
 - Staff conducted 1 Housing Quality Standard inspection on the rental unit chosen by the approved TBRA applicant (HUD Regulatory Requirement)
- Staff received 11 applications and are processing intake reviews (HUD Regulatory Requirement)
- Short-term Tenant-Based Rental Assistance Program (ST-TBRA)**
- Staff provided 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 10 LMI households eligible to receive assistance under the ST-TBRA Program (HUD Regulatory Requirement)
 - Staff currently reviewing 6 applications to determine if applicants are income eligible to participate under the ST-TBRA Program (HUD Regulatory Requirement)
 - Staff consulted with the Parks & Recreation Department regarding eligible CDBG projects, funding and moving forward with the selected projects
 - Provided assistance for 6 homeowners with housing information, 3 homebuyers for homebuyer assistance program, 10 for COVID-19 testing and 261 phone inquiries for rental assistance

GRANTS & HOUSING



UPCOMING PROJECTS

- CARES Act CDBG-CV funding – planning for the additional funding of \$512,534 for coronavirus response, presentation and approval by Council, and application submittal to HUD (HUD Regulatory Requirement)
- HUD CDBG Cash-On-Hand Report – submit the quarterly CDBG Cash-on-Hand report to identify any entitlement, program income, or revolving loan funds (HUD Regulatory Requirement)
- 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 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)
- Issue a request for new applications for the emergency rental assistance for up to 3 months for COVID-19 impacted low-moderate income households (HUD Regulatory Requirement)
- Staff will continue to review and process applications submitted under the ST-TBRA Program (HUD Regulatory Requirement)
- Texas Emergency Rental Assistance Program (TERAP) – Execute contract with Texas Department of Housing & Community Affairs (TDHCA) for \$150,000 funding
- Staff will prepare program implementation of the TERAP to provide LMI households with 6 months of rental assistance, whose income was affected by the COVID-19 Pandemic
- Staff will also participate in several training webinars for Texas Emergency Rental Assistance Program Funding (TDHCA Requirement)
- Staff will participate in several Training webinars for CDBG Cares Act Funding (HUD Regulatory Requirement)\

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Commenced Open Enrollment and Benefit Services October 12th – November 18th
- Continued support of City Departments in filling job vacancies
- Concluded the 40th Annual “Share Your Holidays” Food Drive benefiting the Houston and Galveston County Food Bank
- Worked with Kronos team in buildout of workforce dimensions
- Hosted the Galveston Health Board Meeting
- Held DOT supervisor training for Island Transit



UPCOMING PROJECTS

- Host a joint United Way Virtual Campaign Kick-off.
- Conduct virtual diversity training for supervisors.
- Hold two promotional exams for the Police Department.
- Host TxPELRA/Civil Service Conference for state attendees.
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- Attend TMHRA Board Meeting.
- Hold annual Civil Service Meeting.
- Host Police Entrance Exam.
- 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:
 - o Blacklisting five (5) addresses/domains related to phishing or spam
 - o Updated Firefox, McAfee on workstations, Cisco Jabber, and Discovery Attender
 - o Created Phish test for December and Annual Security Training for 2021
- Tier I Support completed 300 calls for service
- Completed mobile video upload project for Police Department
- Deployed 21 replacement workstations for the annual equipment refresh project
- Completed the implementation of the new SFTP software solution and placed into production for use
- Continued Efforts on other open projects



UPCOMING PROJECTS

- Continue work on Office365 implementation project
- Continue work on Workforce Dimensions project
- Complete and place new version of the Faster software solution into production
- Complete the ESRI upgrade and place into production
- Continue deployment on the annual equipment refresh for City's computers at end of lifecycle
- Continue project efforts to migrate the parking management database to the cloud
- Complete and place into production the upgraded version of the Finance and HR software solution
- Upgrade firmware on core switches
- Initiate project and complete discovery for remote courts solution
- Initiate project tasks to upgrade Swagit streaming equipment that is at end of life
- Finalize changes to the contract approval process workflow and DocuSign digital signature integration and deploy to specific departments for beta testing
- Kickoff project to replace hardware and upgrade software for the 911 recording solution
- Define scope and cost to replace and upgrade the police department's interview room recording solution
- Continue project efforts on the IT service desk replacement software solution
- Continue efforts to convert PDF forms to Laserfiche forms for the City Marshal's office
- Implement a new intranet site to replace the existing site that is at end of life
- Begin discovery and work with vendor to develop scope on the upgrade of the City's enterprise phone system
- Continue project tasks on the domain controller upgrade
- Begin project tasks on the upgrade of the SCADA network
- Continue project tasks for parks department to automate manual processes
- Kick off annual Cyber Security awareness training program for all staff
- Define scope and cost to replace and upgrade the police departments interview room recording solution

Information Technology

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Completed nine (9) GIS requests consisting of thirty-six (36) items:
 - o Three dataset updates of contractor valve GIS files in the enterprise geodatabase for Public Works Municipal Utilities
 - o Public Works utilities statistics for the Finance department
 - o Six Street Sweeper Zone map requests and one dataset update for Public Works
 - o Five Slope Mow Zone map requests and one dataset update for Public Works
 - o Twelve Ditch Cutting Zone map requests and one dataset update for Public Works
 - o Two map requests for 2021 City Force Streets with Joint Seal Damage overlay for Public Works
 - o One data analysis and map request of traffic signal intersections for Information Technology and Finance
 - o One new map service of the subdivisions for Development Services
 - o One new map service of the most recent water leakage data for Public Works Municipal Utilities
- Provided training to new GIS Analyst
- Completed fifteen (15) GIS Support items for Public Works Municipal Utilities, Public Works, Finance, Parks

& Rec, and Development Services. Provide functionality and tool assistance for desktop GIS and web GIS, web map password resets and new accounts, data access, dataset information, and various collaborative recommendations for GIS workflows



UPCOMING PROJECTS

- Continue developing the second section of the Water Assessment Service Areas for Public Works Municipal Utilities
- Complete the upgrade and place a new version of the ArcGIS Enterprise system into production

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Island Transit operating at 75% capacity, with no Sunday service
- Fixed Route Ridership-9,660 riders
- Average of 370 Riders per day
- Average fares collected per day: \$128.00
- ADA Ridership estimated at 1,400 riders
- Total Ridership for Island Transit: 11,006
- All Island Transit Staff received DOT Drug/Alcohol Training
- Continued frequency of sanitizing procedures due to Covid-19 pandemic
- City Council approval of Rail PTASP for TxDOT SSO
- Third trolley delivery still pending due to pandemic



UPCOMING PROJECTS

- Installation of security cameras on all Island Transit revenue vehicles scheduled for January 25th.
- Annual Compliance review with TxDOT
- Annual submittal of NTD review.

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 on irrigation at Crockett Park
- Continued litter cleanup on weekend
- Continued working on Broadway irrigation
- Continue at 83rd st. Dog Park/80% complete
- Continue the Lasker pool deck project/permit
- Damages to Kempner Park fence/in-progress
- ADA Compliance Playground Project/in-progress
- Certification training for irrigation, pesticides, herbicides, & backflow /in-progress
- Additional parking/fire lane at Menard on-going
- Hooper field lights
- Sling Project in-progress
- Diamond Beach esplanade/June of 2021
- Development of Yearly Calendar/in-progress
- Cemetery-Upgrades – Approximately 10% complete
- Gus Allen/review Fence line
- Moody Tree Removal Project
- Schreiber Park Lights/Completed
- Removal of Holiday Decorations
- Fall/Winter Tree/cutting on Broadway – 20% complete



UPCOMING PROJECTS

- Crockett and West-end Ballparks Upgrades and Repairs
- Repairs to Rotary Baseball Field Restroom Building/Doors are on order and Lindale, & Menard band shell/starting repairs
- Clean-up at Jones Park
- Refurbishing mulch at all playgrounds
- Cut & trim trees located at all city facilities
- Cut and clean San Jacinto & Burnett school
- Remove Graffiti at Menard skate park
- Secure Park Amenities, Playgrounds, Tennis Courts, Baseball Fields and Skate Park
- Quality Control Inspections at All Parks
- Assist Citizens in Locating Family Plots at All City Owned Cemeteries

- Repairs to City Owned Irrigation Systems:
- 27th corridor re-planting project
- Clear out path to Kayak Pier at 11-mile Rd.
- Trim palm trees at Market, in-front of new public works Building
- Cut & clean new city hall parking lot
- Cut & clean Pelican Island
- Clean, cut and trim trees at bird park (Corp Woods Nature Sanctuary) on-schedule
- Water fountain restoration at Kempner park – Restarting Spring of 2021
- Re-start west end tractor mowing



RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Kardio Kickboxing Tuesdays and Thursdays
- McGuire-Dent Membership Totals: Adults: 1270 Seniors:437 Youth:40, Military: 114
- Wright Cuney Membership Totals: Adults: 220, Seniors: 8, Youth: 71
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center; Continue CDC Guidelines
- Pickleball, Zumba and Badminton
- Drive Thru Santa Express
- Holiday Youth Explosion
- Began Free Outdoor Basketball Clinics at Shield & Wright Cuney Parks
- More than 150 Children Registered so far in a COVID friendly environment



UPCOMING PROJECTS

- Fitness Center TV Project
- Updating Parks & Recreation Website (In Progress)
- MLK Celebration Ideas
- Upcoming Scheduled Rentals
- Pocket Park Update
- Civic Rec Credit Card Authorization Project
- Civic Rec Software Training Phase # 2
- New Member/Renewing Member Package(s) – Masks, Sanitizer, etc.
- Update of Fee Schedule – Pool Deck Fee, Pavilions, and / or other facilities
- Vueworks-Work order program
- Cemetery Improvements Data

AQUATICS



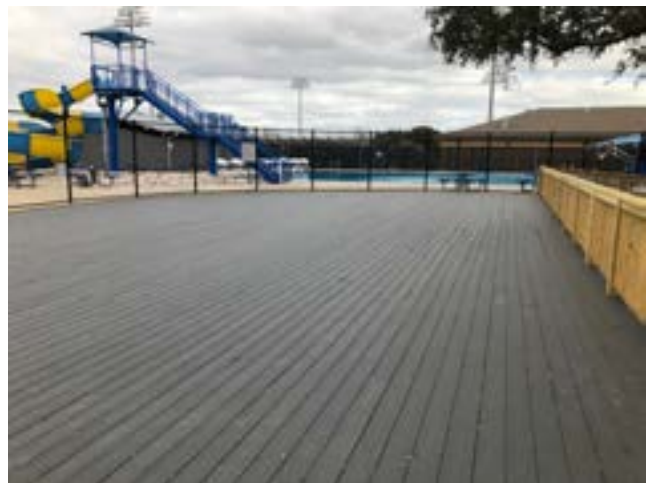
LAST MONTH'S ACCOMPLISHMENTS

- Attended TTPC planning meeting for 2021 Conference.- will be postponed
- Party/Rental deck construction completed. Awaiting final inspection.
- Securing quotes to furnish new deck picnic tables
- Cleaning up Civic Rec
- Cleaned up Lasker Park Shared Folder
- Updated vendor list
- Continued normal daily and weekly maintenance operations.
- Assisted with Facebook.
- Started Power washing deck
- Completed annual certification of slide
- Completed maintenance projects:
 - Inventory – first aid and cleaning supplies
 - Painting parking spots in parking lot
- Lasker Community Pool Membership Totals:
Adults: 97 Seniors:55 Youth:5, Military: 27



UPCOMING PROJECTS

- Continue discussions with local scuba shop, and Moody gardens regarding rental options.
- Write workout schedule 2021.
- Complete policy and fee schedule for party deck
- Complete maintenance manual.
- Complete Hurricane closure and re-opening checklist.
- Complete AFO Certification – February
- Hiring and training staff
- Updating chemical delivery system
- Begin winter maintenance projects:
 - Fixing all wind screens
 - Acid room re-paint



PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

Planning & Development Division

- Continued working on the Beach Access Compliance Project
- Hosted six Pre-Development Meetings
- Submitted for a grant from the Texas Historical Commission for Virtual Training for the Landmark Commission

Landmark Commission

- 20LC-073 (1317 Ave H) Request for a Certificate of Appropriateness for modifications to the structure including a front porch extension.
- 20LC-074 (1818 Avenue L) Request for a Certificate of Appropriateness for new construction.
- 20LC-075 (613 15th) Request for a recommendation regarding a Permanent License to Use for a structure that encroaches a City alley and a portion of 15th Street right-of-way.
- 20LC-077 (603 10th) Request for a Certificate of Appropriateness for a vinyl fence.
- 20LC-079 (1126 Ave F) Request for a Certificate of Appropriateness for modifications to an existing garage.
- 20LC-081 (409 16th) Request for a Certifi-

cate of Appropriateness for modifications to the structure including front porch railings and stairs.

Planning Commission

- 20P-041 (23700 FM 3005) Request for a replat in order to increase the number of lots from one to two.
- 20P-042 (408 25th) Request for a License to Use in order to install public art in the City of Galveston sidewalk right-of-way.
- 20P-043 (25903 Flamingo) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family dwelling.
- 20P-044 (613 15th) Request for a Permanent License to Use for a structure that encroaches a City alley and a portion of 15th Street right-of-way.
- 20P-045 (12119 Sand Dollar Beach) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family dwelling and perimeter fence.



PLANNING & DEVELOPMENT

- **20P-046 (1128 Ave N) Request for an abandonment of the 6,000 square-foot section of alley between Seawall Boulevard and Avenue M 1/2.**
- **20P-047 (26011 Flamingo) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family dwelling.**

Zoning Board of Adjustment

- **20Z-017 (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**
- **20Z-018 (3916 Ave G) Request for a Special Exception in accordance with the Galveston Land Development Regulations Section 11.400, to make a non-conforming use conforming**
- **20Z-020 (1212 13th) Request for appeal of staff determination regarding a land use classification.**

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- Dec. 2: 1st Annual Food Drive Competition
- Team Another 48 Hours (A Shift) sit atop the can mountain finishing in first with 2,639 total cans donated.
- Department Total 10,537 Food Cans Donated to the Galveston County Food Bank
- Blue Santa: 18th – 20th gift delivery
- November 11th Sergeant Harris was awarded one of the 6 Women of the Year by the Chamber of Commerce.
- Christmas Tree with a Purpose – GPD officers wrote holiday greeting cards to Gulf Coast Healthcare Center nursing staff and residents
- Posted a holiday safety tips video offering helpful advise to keep the community safe during the holiday season The video received positive feedback and generated over 15,000 views.
- Attended coffee with a cop to provide an introduction to members of the Galveston Citizens Police Academy Alumni Association.
- Directed Patrol – 1 Completed and 7 On-going Investigations.

Stats for December:

- Calls for Service: 8,877
- Arrests: 374
- Reports: 670
- Citations: 398 (20 Warnings)



UPCOMING PROJECTS

- Operation Wash (1/6-1/15) Out spearheaded by DOJ, Us Marshal and county agencies targeting violent offenders to effect crime reduction in our city

PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

- Recycling Center website on GalvestonTX.gov has been updated with “Do’s” and “Do Not’s” @ the Recycling Center, as well as our updated acceptance criteria.
- Recognized “Employee of the Month” Jude Hamilton – for his dedication to the completion of tasks, and motivation of others to do their best work.
- Processed and shipped 52 tons of cardboard or 103,360 lbs. processed
- The Recycling Center and our Team were the featured “Employee Spotlight” for December 2020.

Environmental Impact



MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Installed 20 new water taps, 3 new irrigation taps, and 21 new sewer taps.
- Repaired 59 distribution system leaks and investigated 42 property owner leaks.
- Responded to 114 stoppage reports (89 residential and 25 main line).
- Proactively surveyed 47,666 feet of distribution pipe. Detected 17 leaks, 14 surfaced and 3 not surfaced.
- Proactively surveyed 16,947 feet of collection pipe in the Terramar area. Inspected 147 manholes, re-

placed 20 clean outs, detected 35 stoppages, and proactively cleaned 4 lines prior to customer report of a stoppage.

[Click here to read report](#)

MUNICIPAL UTILITIES



UPCOMING PROJECTS

- Continue daily installation of new water and sewer taps.
- Continue daily general maintenance and strive to reduce backlog.
- Continue proactive maintenance surveys and strive to reduce the number of work orders generated as a result of customer reports.

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

- Conducted mill and overlay work on Ave O ½ between 46th & 55th Streets.
- Conducted crack sealing of existing pavements near 53rd Street & Seawall Blvd.
- Paved 2 alleys.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 26 traffic signals in the system.
- Replaced 152 deteriorated traffic signs (e.g. street names, beach signage, no parking, speed limit, etc.) in the system.

DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- Conducted cleanup of trash and debris at the 83rd Street stockpile and removed accumulated sand from several roads in the Pirates Beach Subdivision.
- Installed 114 Linear feet of new residential culverts.
- Cleaned 30,000 linear feet of gutter pans across the island.
- Repaired 2 storm drain cave-ins.

SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- Airport Hangar Project – City Council approved awarding the Hangar RFP to Warrick Construction. This project consists of building an eight-unit nested T-hangar and one 3,720 sq. ft. box hangar.
- TxDOT Project 2012GALVN – KSA has been selected as the firm to perform the engineering and design work for the rehabilitation of Runway 18/36, South Apron, and the South Ramp. It is expected the notice to proceed will be issued to KSA in February 2021.



UPCOMING PROJECTS

- TxDOT Project 2012GLVST - This consists of rehabilitating the asphalt section of Runway 14/32 and replacing the joint seals at the North Apron. Both were removed from the 2018 pavement project by TxDOT. The FAA agreed to pay 100% of the estimated project cost of \$1,140,000, minus 10% of the contingency fee as part of the Group 1 CARES Act. Lochner Engineering finalized the design and bid documents for the pavement rehabilitation and has submitted them to TxDOT. TxDOT Aviation will advertise the project in January/February 2021.
- Air Traffic Control Tower Exterior Rehabilitation – Repairing damage caused by Hurricane Harvey and to make needed repairs to the exterior of the facility. J. W. Kelso is the prime contractor on this project. Kelso has completed approximately 85% of the work, and anticipates completing the work in February 2021.
- The Airport Advisory Committee will hold a virtual meeting on February 9 to discuss the Airport Master Plan Update, the Airport Hangar Project, and hear updates on multiple airport facility upgrades, current and planned capital improvement projects, and review current airport revenue and expenses.



VIEW REPORTS

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