



JANUARY 2021

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



This hasn't been a typical year for Galveston. No Mardi Gras, vaccination lines, and then a polar plunge. Usually, children and adults rejoice in the prospect of a little snow. I believe after last month, it will be a long time before anyone on our sandbar wishes for snow, ice, or cold weather.

The city of Galveston prepared for the freeze. We worked with the Texas Department of Transportation to pre-treat roads. We kept staff on call to ensure critical personnel could provide services. We weathered and followed best practices to protect our facilities.

What we weren't prepared for was an extended power outage. At the onset of the first outages, we were assured these outages would be rolling. Not the best scenario, but even two hours on and off would've saved most homes from the damage they received.

The city receives water from the Gulf Coast Water Authority. This time of year, we receive between six to eight million gallons a day of water and we store more than 20 million gallons a day. That's enough under conservation conditions to supply our island for two weeks even if we lost supply. We lost all of that in a span of a few hours as

homes lost heat and frozen pipes thawed, leaving behind broken lines. It's what occurred next that is what makes me proud.

Public works immediately mobilized. Our emergency operations center was activated and we contacted the state for assistance. They mobilized flights to Galveston with water for our residents as roads north of us remained frozen. Public works teams isolated valves to maintain critical water supplies to the University of Texas Medical Branch. We mobilized crews, as well as fire personnel to the West End to begin looking for leaks to stop the bleeding of our system.

Our public works crews worked 24/7 in freezing conditions. Our fire department not only assisted in turning off water at homes with leaks but also fought two large fires using limited water supplies and borrowed tankers. Our police, parks, airport, streets, traffic, and drainage personnel were tasked with helping our residents isolate leaks and turn water on.

I want to thank our residents, our city team, and our many partners. I was never prouder of the city that I was born and raised in.

Sincerely, Brian Maxwell

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CITY MARSHAL



LAST MONTH'S ACCOMPLISHMENTS

- Outstanding Warrants - We contact defendants by telephone or by letter.
- We have taken over the Issuance of all Residential Parking, Golf Carts and Alann Permits.
- 7 -Public Nuisances were abated.
- 37 -Court cases heard in Municipal Court
- 6 -Housing Abatement cases heard in Municipal Court
- 113 -Complaints received
- 18 -Complaint based cases
- 574 -Self-initiated cases
- 1235 -Total investigations
- 29 -Vehicles Towed
- 183 -Vehicles were Red Tagged
- 12 -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 the monthly report](#)

COMMUNITY OUTREACH



LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach & campaigns via social media, press releases and website.
- Created daily content for city social media channels to inform the public about city-related events
- Produced and edited seven videos and 19 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events, including the Galveston marathon
- Collaborated with IHeartMedia for IDC-initiated marketing campaign
- Worked with department heads to update department webpages
- Partnered with IT and worked with vendor to finalize contract for making the city's website ADA accessible
- Auditing website for PDF remediation
- Reviewed COVID plans for individuals seeking outdoor gatherings of 10 or more



UPCOMING PROJECTS

- Working with GISD and its theater program for a video about underage drinking
- Collaborating with community partners to promote new City Hall Plaza and statue
- Working with HR on United Way workplace giving campaign
- Teamed up with community partners for Black History Month series

LAST MONTH'S VIDEOS

- [Waves of Information, January 4](#)
- [Employee Spotlight: Ben Vandyke](#)
- [Work in Galveston](#)
- [IDC project - Work in Galveston Part II](#)
- [MLK Day](#)
- [Employee Spotlight: Shelia Smith](#)
- [Employee Spotlight: Sandra Arita](#)
- [City Manager Kiwanis Update](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

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



UPCOMING PROJECTS

- Parks and Recreation Mardi Gras
- Galveston Marathon, Half Maraton and 5K (Feb. 21)

LEGISLATIVE AFFAIRS



VIEW REPORTS

- [Legislative Report, January 8](#)
- [Legislative Report, January 15](#)
- [Legislative Report, January 22](#)
- [Legislative Report, January 29](#)



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- **8 Mile Road Sanitary Sewer:** Contractor completed 8" WL and still has to tie in to Sunny Beach; working on building the temporary bypass at Stewart Rd; excavating and placing black base on 8 Mile Rd, N of FM3005. Time extension being prepared through 03/31/2021.
- **30th Street Water & Light Station:** Contractor performing touch up paint throughout interior and exterior of bldg; continuing with cornice, decking & ornament installation around bldg; completed installation of water meter & tying in service; excavated, compacted, installed geo-fabric & subgrade for asphalt overlay of driveway; completed blockouts for bollards at N elevation of bldg. Time extension being prepared through 03/31/2021
- **45th Street:** Contractor completed sidewalks & wheelchair ramps from Ave N to Ave O, completed intersection at Ave O & Ave P on E side of street; completed street paving from Ave Q on N side up to Ave R 1/2; demo of existing pavement on W side of 45th St from Broadway - Ave N; completed installing inlets & RCPs up to Ave R 1/2
- **59th Street Pump Station:** Contractor completed pressure testing & water sampling of the 24" WL; preparing to begin chlorinating and filling the tank in the next week; once process begins, will fill 5' at a time and will take approximately 1 week to completely fill
- **Airport WWTP:** Substantial completion walk through held on 02/10/2020; punch list to be prepared by Engineer
- **Fire Station #1:** Contractor is continuing to work on the substantial completion punch list; continuing demolition of Annex Bldg; continuing City Hall 3rd floor renovations
- **Market Street Sidewalk:** Contractor finalized conduit connections for Centerpoint to inspect and schedule the streetlight installation; Centerpoint performed inspection on 02/06/2020 and installation is scheduled for 6-8 weeks; time extension through 03/15/2020 being prepared.
- **27th Street Improvements:** Contractor continuing gutter pan work between Ave P 1/2 - Ave Q on W side; completed crosswalk pavers at Ave P 1/2; installed meter box for irrigation between Ave P 1/2 - Ave Q on E side
- **Sanitary Sewer:** Contractor continuing Task Order 15 : Ave J - Ave K from 6th St - 10th St

CONSTRUCTION

- **Public Works Facility:** Contractor has NE apron poured for Phase 3; slope paving on S side of warehouse complete; electricians performing adjustments and continuing with conduit for Phase 3
- **City Garage Re-roofing:** Contractor completed primer and started painting at the gas pumps area; started performing work in the attic
- **25th Street Improvements:** Notice to Proceed to be issued for 02/26/2020.
- **49th Street Improvements:** Contractor preparing and sending in submittals; surveying project site
- **24-inch water line:** Pre-Construction meeting held on 02/06/2020; NTP issued for 02/24/2020; contractor preparing submittals
- **Downtown pedestrian improvements:** Pre-Construction meeting held on 01/09/2020; some design changes to be incorporated due to change of existing conditions since design began
- **Seawall mill and overlay:** Traffic control installed; performing work at end where the parking lot was performing sub-grade repairs

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

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- [Monthly Permit Report](#)
- Patricia Alker attending Construction Exam for International Residential Code Inspector.
- Ariaah Valdez attending Construction Exam for International Residential Code Inspector.
- Created a Swimming Pool Affidavit to the Public



UPCOMING PROJECTS

- Todd Sukup attending Texas Accessibility Standards & Academy.
- David Ewald attending Texas Accessibility Standards & Academy.
- Richard Torres attending Texas Accessibility Standards & Academy.
- Billy Plummer attending Basic Residential Electrical Inspections for the Combination Inspector with 2020 NEC Code Changes with Laws and Rules, NFPA



LAST MONTH'S ACCOMPLISHMENTS

- Engineering, Utilities and Public Works Staff to the plans in hand site walkthrough for the entire project footprint during the 60%+ Design Phase
- Consultant pre-qualified by City Council for Subsurface Utility Engineering for all design projects to establish consistency
- Water, Wastewater and Drainage modeling developed in-house to evaluate capacity for upcoming developments
- Adding traffic bulb-outs in design to address transitions better due to bridge blocks removal
- Permits: Public Utility Tie-ins ROW, Telecommunications 4G/5G, Culvert in Accela
- Storm, Sanitary, Water Infrastructure Specifications & Design Details Upgraded for Long-term sustainability
- Future Masterplans to include condition, capacity & 30% design to expedite construction
- Smartsheets software for collaboration and work management, to assign tasks, track project progress, automate triggers for sending scheduled deadline emails, manage calendars, share documents, and report on work in real time, automate workflows, and deploy new processes
- Engineering Permits:
 - a) Providing guidance to developers at Pre-development meetings
 - b) Residential and Commercial Building Permits
 - c) Subdivision water, sewer, roads, drainage and ADA, Infrastructure Permits, 2-year Maintenance and Final Approval
 - d) Utility (5G/4G, Electrical, Gas, fiber optic) and Geotechnical/Environmental Boring Permits
 - e) Fill permits
 - f) Culvert survey construction staking and permits
 - g) ROW Construction RR crossings, sidewalk, driveway, ADA permits
 - h) Parking & Address Permits
 - i) Temporary License to use (TLTUs)
 - j) Water, sewer and drainage capacity analysis for developments, and fire hydrant flow testing capacity and water distribution pressure calculations for fire sprinkler design
 - k) Municipal Settings Designation (MSDs)
 - l) Customer communication and engineering support to Code Enforcement, Planning, Building Official, and Fire Marshal
- AutoCAD Inhouse Designs, 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

ENGINEERING

requests review, property and ROW topographic surveys, GPS

- Engineering Traffic Control Plans for Special Events and Communication with TXDOT for Approval
- 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):
- CIP Projects in Proposal/Planning Phase:
- Islandwide Drainage Plan and Drainage Fee—Meeting with Consultant to provide comments on Drainage Strategy Plan
- 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—Consultant selected by City Council on Jan 28th
- 36” Old Causeway-RR Bridge Waterline Rehabilitation— Consultant selected by City Council on Jan 28th
- 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—Consultant prequalified by City Council and detailed scope in development
- Pirates Beach Lift Stations 40, 47 and 35—proposal received, comments provided and in revision by LAN
- 23rd Street Downtown Corridor-in 30% design in-house-making adjustments to Bulb-outs for drainage

and other conflicts

- 14th Street Pump Station and Storm Sewer Upgrades HMGP DR-4332-024- 60% gravity design and pump station concept comments provided-comments provided-plans in hand site visit by Utilities, Engineering and Public Works completed
- 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 consultant selected by City Council on January 28th, 2021
- Recycle Center – 60% plan set received on Apr-2-20. Comments provided
- Wright Cindy Recreation Center Improvements Designed in-house
- Menard Park Improvements Designed in-house
- Bernard Davis Stadium Improvements Designed in-house
- Jones and Shields Park Improvements Designed in-house
- Portable Flood Wall for Island Transit (3 sides)-100%
- Fixed Cantilever Flood Wall for Island Transit (4th side Facing 29th Street)-100% Design completed-fi-

nal 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
- Citywide Priority#1 & #2 Lift Stations Upgrade Design—LAN
- Pirates Beach WWTP 100% Design
- 37th St. Improvement Project – 100% in bid package review, plans in hand site walk by Engineering, Utilities and Public Works Planned
- Main WWTP Digesters Dewatering and Process/Structural Improvements—Pre-bid Advertisement delayed due to funding
- Seawolf WWTP (new concrete package plant selected and value engineered design in progress)
- Projects that Advanced to Construction in Fall 2019 & 2020 for which engineering is being provided (some in final phases of project closure): 27th Street Traffic Calming, Landscape, Hardscape Improvements Phase II (Avenue O to Seawall @ 95%) and Phase III Broadway to Market @ 75% – Designed in-house and in Construction
- Dog Park Design Plans-100% Design completed in-house and in Construction—Added landscaping to enhance aesthetics, shade, Drainage Design in Construction
- AWIA Compliance Risk and Resilience Assessment-Compliance certification and reports completed-Plan kick-off meeting preparation in progress
- Terramar WWTP Design-HR Green- Project in progress having completed the Preliminary Design kickoff meeting completed and design is in progress
- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station
- 73rd Street from Heards Lane to Avenue N-1/2
- 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

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Completed the new plumbing at the Bernard Davis Field
- Continued COVID-19 operations
- Installed new LED lighting in the apparatus bay at Fire Station #2
- Assisting with the City Hall Plaza project
- Demolished the Sanitation covered parking structure
- Handled and completed 413 work orders



UPCOMING PROJECTS

- Completing the City Hall Plaza Project
- Mill, overlay and re-stripe the north parking lot at City Hall
- Completing the Airport Control Tower Project

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Begin work on the FY2021 1st Quarter Budget Report



UPCOMING PROJECTS

- Distribute FY2021 1st Quarter Budget Report.
- Submit entry for Distinguished Budget Presentation Award for the FY2021 Adopted Budget.
- Work on the 2022-2027 Capital Improvement Program.
- Begin work on FY2022 Departmental Budget Folders.

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitation for Fire Rescue Boat.
- Prepared informal solicitations for Wright Cuney Flooring Replacement and the Pour and Play Playground.
- Prepared formal bid for Elevator Maintenance and Repair Services.
- Continue to facilitate negotiations for the Request for Qualifications for the design of the Sandhill Crane Soccer Complex.
- Negotiated terms and pricing for Fire Rescue Boat.
- Update Purchasing Policy, prepare an updated Purchasing class, Purchasing 102, and a How to Do Business for Vendors.

[Click here to view reports](#)



UPCOMING PROJECTS

- Advertise and Open solicitations for Wright Cuney Flooring and Playground and Elevator Maintenance
- Prepare solicitations for Outdoor Fitness Center slab and equipment installation, Trolley Lifts, Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, and Trolley Barn Flood Mitigation Project.

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Reviewed a sample of accounts deemed to have implausible reads
- Continue to investigate water usage at vacant properties

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	1st Qtr FY21	Jan-21	FY 2021
Meters re-read manually	300	782	364	550	827	574	574
Adjustments	3,432	3,987	2,090	1,536	445	136	581
Adjustments (\$\$\$)	\$590,120	\$792,289	\$374,840	341,172	100,587	17,793	118,380
Water Bills Mailed Out	261,802	260,602	255,015	255,470	62,451	20,599	83,050
Outstanding "water concern" emails received	572	440	236	309	142	22	164
Outstanding "water concern" emails completed	545	478	300	509	122	29	151
Service Orders	20,203	18,949	20,806	15,078	3,409	1,293	4,702
New Customer connections	3,131	3,413	3,239	3,556	777	231	1,008



UPCOMING PROJECTS

- Send notices to customers with delinquent accounts
- Continue 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	1,756
Number of checks as percent of total vendor payments	96.83%	95.65%	91.07%	85.07%	79.21%
Number of electronic payments as a percent of total vendor payments	3.17%	4.35%	8.93%	14.93%	20.79%
Number of funds managed	274	282	284	118	120
Investment Portfolio (Millions)	\$153	\$145	\$139	\$169	\$153
Interest Earned (Thousands)	\$867	\$2,247	\$3,247	\$1,923	\$39
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 compiling the FY20 comprehensive annual financial report.
- 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

- Month of January 2021:
- 533 Emergency Responses
- 116 Inspections
- 37 Permits
- 4 Structure Fires
- 2 Vehicle Fires
- The Galveston Fire Department had 537 Emergency Responses during the month of January. The total value of the property involved was \$11,216,080, total loss was \$65,600, and the property saved was \$11, 150,480.
- Class room training on company Inspections.
- Started test all Firefighter's for COVID when returning to work
- Finished hydrant testing for the Year 2020.
- Issued the revised 2021 Operation Manual.
- The department had 413 hours of various training for the month of January.



UPCOMING PROJECTS

- Expanding our company inspection to include Commercial businesses.
- Applying for grant through FEMA for a new aerial truck for the west end of the Island.
- Offer free COVID testing for the public at Station 1.(Free drive through)
- We will be updating our inventory list of our entire inventory for the department.
- Continue to look for ways to improve our level of service to the community.



LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 274 vehicle work orders within the month and performed;
- General Repairs - 530
- Accident Repairs - 3
- Capital Repairs - 0
- Recall Repairs - 2
- PM's - 153
- Repairs from PM's - 66
- Road Calls - 65

Other Services

- Provided 46,876 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 March and will begin additional testing in Galveston.

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- Tenant-Based Rental Assistance Program
- To date assisting a total of 27 LMI households with rental assistance for 1-year and security deposit
- Staff determined six (6) low-income households eligible for rental and/or security deposit assistance. Applicant must now find their rental housing unit
- Staff conducted 3 Housing Quality Standard inspections on the rental units chosen by the approved TBRA applicant
- Staff has received 3 applications and are processing intake reviews
- Short-term Tenant-Based Rental Assistance Program (ST-TBRA)
- Opened the application intake for the extended short-term rental assistance from January 12th to 29th and conducted public outreach efforts
- Staff received 65 applications and are processing intake reviews
- Providing assistance to a total of 27 rental households
- Texas Emergency Rental Assistance Program
- CDBG-CV CARES Act funding from Texas Dept. of Housing and Community Affairs for \$150,000 for COVID-19 rental assistance for up to 6-months
- Executed contract with TDHCA for emergency rental assistance program
- Staff made preparations for the program implementation and developing application information and forms
- Staff participated in training webinar
- CDBG-CV CARES Act Funding
- Planning for the additional funding of \$512,534 for coronavirus response
- Council approved on 1-28-21 the program for Parks & Recreation Dept. Wright-Cuney and Menard Parks Recreation Centers COVID-19 Retrofit Improvements \$410,028 and CDBG-CV Administration of \$102,506
- Submitted Cash-on-Hand quarterly report for period ending 12-31-20 to HUD
- Staff consulted with the Parks & Recreation Department regarding eligible CDBG projects, funding and moving forward with the selected projects
- HOME Program
- Staff participated in training webinar for the extensions and waivers issued for the program
- Technical Assistance
- Provided assistance for 5 homeowners with housing information, 2 homebuyers for homebuyer assistance program, 16 for COVID-19 testing and 637 phone inquiries for rental assistance

GRANTS & HOUSING



UPCOMING PROJECTS

- 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 (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)
- Texas Emergency Rental Assistance Program (TERAP)
- Issue request for applications and conduct public outreach, and review applications for assistance (State/HUD Regulatory Requirement)
- Coordinate with Galveston Justice of the Peace Courts for eviction cases for application assistance (State/HUD Regulatory Requirement)
- Submit monthly reports to TDHCA for project status (State/HUD Regulatory Requirement)
- CDBG-CV CARES Act Funding
- Staff submit amendment to HUD for Parks & Recreation Dept. Wright-Cuney and Menard Parks Recreation Centers COVID-19 Retrofit Improvements \$410,028 and CDBG-CV Administration of \$102,506 project approval and contracts (HUD Regulatory Requirement)
- 2021 CDBG and HOME Programs
- Begin planning efforts for 2021 PY projects (HUD Regulatory Requirement)
- CDBG Timeliness Test April 2
- Continue coordination for project implementation to ensure City meets its designated ratio of expenditures by deadline (HUD Regulatory Requirement)

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired ten (10) New Employees- 1 WWTP Operator D, 1 Maintenance Worker, 1 Solid Waste Collector, 1 Sr. Accountant, 2 Sr. Crew Leaders, 1 Recreation Coordinator, 1 Administrative Service Manager, 1 Laborer, and 1 Economic Development Coordinator
- Hosted a joint United Way Virtual Campaign Kick-off.
- Conducted virtual diversity training for supervisors.
- Held two promotional exams for the Police Department.
- Continued support of City Departments in filling job vacancies
- Worked with Kronos team in buildout of workforce dimensions
- Hosted the Galveston Health Board Meeting



UPCOMING PROJECTS

- Host United Way Campaign event “Dollars for Dunks”
- Host TxPELRA/Civil Service Conference for state attendees.
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- Host Civil Service Commission- GPD Appeals Hearing
- New Hire Orientation (at least 4)
- Continue to work with Kronos team in build-out of workforce dimensions
- Roll out implementation of Kronos dimensions in April

Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by:
- Blacklisting five addresses/domains related to phishing or spam
- Updated Firefox, Chrome and VirtualBox due to vulnerabilities
- Kicked off the annual Cyber Security Awareness training program.
- Tier I Support completed 281 calls for service
- Deployed new credit card hardware for CivicRec payment module for the Parks Department
- Deployed 7 replacement workstations for the annual equipment refresh project
- Completed the Faster software solution upgrade project and placed the new version into production
- Completed the ESRI upgrade project and placed the upgraded version into production
- Completed the Banner Finance and HR software system upgrade and placed into production
- Completed hardware replacement and upgraded software solution for the 911 recording solution
- Finalized enhancements to the contract approval process workflow and DocuSign digital signature integration. Deployed to specific departments for beta testing
- Continued Efforts on other open projects



UPCOMING PROJECTS

- Continue Office365 migration project
- Continue Workforce Dimensions migration project
- Continue deployment on the annual equipment refresh for equipment at end of lifecycle
- Continue to migrate the parking management database to the cloud
- Upgrade firmware on core switches
- Complete project for remote courts solution
- Upgrade Swagit streaming equipment that is at end of life
- Define scope and cost to replace and upgrade the police department's interview room recording solution
- Continue IT service desk replacement software solution
- Continue efforts to convert PDF forms to Laserfiche forms for the City Marshal's office
- Implement the 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 the domain controller upgrade project
- Begin project tasks on the upgrade of the SCADA network
- Continue to automate manual processes and implement the VUEWorks software solution for the parks department
- Begin discovery on a replacement patch management solution
- Finalize discovery and recommend a replacement to the current endpoint management solution at end of life
- Complete and outline cost to accommodate hybrid Council meetings to include both in-person and zoom options

Information Technology

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Completed nine (9) GIS requests consisting of twenty-eight (28) items:
- Three dataset updates of contractor valve GIS files in the enterprise geodatabase for Public Works Municipal Utilities
- Three dataset updates, one new web map, and a web app request for Short Term Rentals for Information Technology and Finance
- Print request for 9 fire hydrant maps for the Galveston Fire Department
- One dataset update for the sanitary sewer system for Public Works
- One map request for a Public Owner Notification map for Development Services
- One dataset update and one map request for residential parking permit areas for Code Enforcement
- Four datasets and one map for Mardi Gras map for Finance
- One dataset update of the religious facilities for Development Services
- One dataset update of the City Council districts
- Completed upgrade of the ArcGIS Enterprise system
- Completed development of the second section of the Water Assessment Service Areas for Public Works Municipal Utilities
- Completed four (4) Public Information Requests for Public Works
- Completed eighteen (18) GIS Support items for Public Works Municipal Utilities, Public Works, Code Enforcement, and Development Services. Provide assistance for locating existing maps and datasets, desktop GIS and web GIS, login assistance, and data access



UPCOMING PROJECTS

- Continue developing the third section of the Water Assessment Service Areas for Public Works Municipal Utilities
- Continued development of the City Staff GIS training program

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Fixed Route Ridership: 9,387 Trips
- AVG passenger per day: 391
- AVG Fares collected per day: \$146.00
- ADA Ridership: Estimated 1300 trips
- Total Ridership for Island Transit: 10,687 trips
- All Island Transit vehicles are now equipped with Security Cameras.
- Hired Training Coordinator to conduct all Island Transit training to include railcar operations.
- FY 2021 Formula Funding apportioned by FTA, Island Transit will receive \$1,652,897
- Implementation of Safety/Security meeting according to Rail PTASP plan. (Requirement for Rail Operations)
- 3rd Railcar still delayed delivery due to pandemic
- TxDOT annual compliance review completed.



UPCOMING PROJECTS

- Development of Island Transit training program to include railcar operations
- Application for FY 21 formula funding/ Application for 5310 Elderly and Disabled funding
- Further development of Island Transit terminal into multi-modal facility.
- Completion of Bus PTASP and implementation of SMS plan for Island Transit.

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
- Continue at 83rd st. Dog Park 90% complete
- Lasker pool deck project/permit/completed
- Damages to Kempner Park fence
- ADA Compliance Playground Project
- Certification training for irrigation, pesticides, herbicides, & backflow /in-progress
- Additional parking/fire lane at Menard
- Hooper field lights
- Sling Project in-progress
- Diamond Beach esplanade start June of 2021
- Tickler Calendar in-progress
- Cemetery-Upgrades
- Gus Allen/review Fence line
- Moody Tree Removal Project

- Schreiber Park Lights Completed
- Removal of Holiday Decoration
- Fall Tree/cutting on Broadway



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
- Removing 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 weekly at 11-

mile rd.

- Trim palm trees at Market, in-front of new public works Building
- Cut & cleaned 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
- Re-start west end tractor mowing



RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Kardio Kickboxing Tuesdays and Thursdays
- McGuire-Dent Membership Totals: Adults: 1228 Seniors:437 Youth:39, Military: 107
- Wright Cuney Membership Totals: Adults: 133, Seniors: 6 Youth: 68
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center; Continue CDC Guidelines
- Pickleball, Zumba and Badminton



UPCOMING PROJECTS

- Fitness Center TV Project
- Updating Parks & Recreation Website (In Progress)
- Upcoming Scheduled Rentals
- Pocket Park Update
- New Member/Renewing Member Package(s) – Masks, Sanitizer, etc.
- Update of Fee Schedule – Pool Deck Fee, Pavilions, and / or other facilities
- Designing Pocket Park Signage
- Vieworks-Work order program
- Cemetery Improvements – Data Collection – 24%
- Preparation for Mardi-Gras Event

AQUATICS



LAST MONTH'S ACCOMPLISHMENTS

- Party/Rental deck was inspected.
- Transitioned Chlorine Delivery System from liquid to tablet
- Interviewed and extended offers for our 2 new Recreation Coordinator positions
- Attended TRAPS East Region Virtual Conference
- Attended Gulf Coast Aquatic Association's Executive Committee meeting
- Signed up to become a Red Cross Learn to Swim Facility for 2021
- Hosted GPD Cadet Academy each Wednesday
- Continued to work on Deck Rental Rules and Agreement
- Reached out to guards and office staff (new and returning) to complete applications
- Won 2nd place in the LifeFloor Make-a-Splash Contest! Working with Cesar and vendor to find out exactly what that means for us!
- Lasker Community Pool Membership Totals: Adults: 97 Seniors:55 Youth:5, Military: 27



UPCOMING PROJECTS

- Complete policy and fee schedule for party deck
- Complete maintenance manual.
- Complete Hurricane closure and re-opening checklist.
- Complete Season schedule and post on website
- Hire and train all staff (many part-time and full-time positions available)
- Finish CPR training for remaining Parks and Recreation Staff
- Prepare Splash Pads for opening
- Become an Aquatic Facility Operator



PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

- Hosted six Pre-Development Meetings
 - Catherine Gorman and Dustin Henry participated in “Why Diversity Matters and How to Recognize and Overcome Unconscious Bias” Training
 - Catherine Gorman participated in the Cultural Arts Master Plan RFP Selection Committee
- Landmark Commission
- 20LC-074 (1818 Avenue L) - Request For A Certificate Of Appropriateness For New Construction.
 - 21LC-001 (3503 Bernardo De Galvez/Avenue P) - Request For Designation As A Galveston Landmark (Council date: March 25, 2021).

Planning Commission

- 20P-042 (Adjacent To 2427 Market/Avenue D) - Request For A License To Use In Order To Install Public Art In The City Of Galveston Sidewalk Right-Of-Way.
- 21P-002 (3503 Bernardo De Galvez/Avenue P) - Request For Designation As A Galveston Landmark.
- 21P-001 (1801 25th Street/Rosenberg) - Request For A License To Use To Place A Canopy In The City Of Galveston Right-Of-Way.

Zoning Board of Adjustment:

- 21Z-001 (6810 Seawall Blvd.) - Request For A Variance From The Galveston Land Development Regulations, Article 10, Height And Density Development Zone Regarding Required Percentage Of A Building At The Build-To-Line, In A Commercial, Height And Density Development Zone, Zone-5 (C-HDDZ-5)
- Due to the unusual winter weather over the week of February 13-17, 2021, numerous commission cases required deferral. The disruption in utilities, internet access, and travel made even virtual Landmark Commission and Planning Commission meetings impossible as scheduled that week. In addition, disruptions in outgoing mail prevented staff from sending out public notices as required by state law. For these reasons, the Landmark Commission, Planning Commission, and Zoning Board of Adjustment cases scheduled for March 1-3 were deferred until March 15-17. In total sixteen (16) cases were deferred across all commissions and meeting dates affected.

PLANNING & DEVELOPMENT



UPCOMING PROJECTS

- Relocation of the Planning and Development Division to the Public Works Facility
- Conditional Certification of the Beach Access Plan expected from the General Land Office
- Concessions Regulations review/revisions (Planning Commission/City Council)



POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- Operation Washout - The Galveston Police Department, along with other federal and Galveston County law enforcement agencies, announced their results of Operation Washout, a 10-day task force that focused on gang-related violence in Galveston County.
- DWI Interdiction – 40 total traffic stops led to 10 arrests for DWI and 2 arrests for non-DWI related charges
- Initiated a collaborative video project titled “Decisions”, aimed at creating awareness about underage drinking before graduation time. This project is a combined effort between Galveston P.D., Ball High School Theater Arts Department, and COG Communications.
- Distributed a “Don’t Leave your Gun in your Car” awareness flyer to Galveston HOA’s and the public via Facebook.
- Currently working on the department’s first virtual Citizens Police Academy, we should be operational soon.
- Preparing for the SOTX Polar Plunge event in February
- Coordinated January’s Gulf Coast Regional Blood Center Blood Drive, nearly all appointments were filled. It was very successful.
- Street Crimes Unit totaled 67 arrests, 1 Fel-

ony Federal Arrest, 16 Felony Arrests as a result of directed patrols and advanced investigations

- Calls for service: 5,470
- Total Arrests: 373
- Total Reports: 625
- Citations: 528
- Warnings: 97



UPCOMING PROJECTS

- Virtual Citizens Policy Academy



PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

- The Center received an estimated 12,991 visitors, with daily average of 419.
- Processed 55.22 tons of commodities (glass commodity tonnage has not been received).
- Provided curb-side pickups for 171 residents. (22% participation increase from last month.)
- Recycling Coordinator, Scott Van Slyke delivered a presentation to City Council on current operations, revenue, and goals at the recycling center.
- Recycling leadership completed the first Final Disposition inspection of Test Vendor for PP&C

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Installed 28 domestic, 3 irrigation, and 26 new sewer taps.
- Repaired 76 distribution system leaks and investigated 28 property owner leaks.
- Repaired/replaced 7 existing water taps and 13 existing sewer taps.
- Completed 23 collection point repairs.
- Cleared 8 mainline and 102 residential stoppages.
- Installed 418 linear feet of new sewer pipe.
- Surveyed 67,584 feet of distribution pipe.
- Surveyed 34,863 feet of collection pipe, inspect-

ed 185 manholes, found 52 possible stoppages, and proactively cleaned 2 lines prior to customer report of a stoppage.

MUNICIPAL UTILITIES



UPCOMING PROJECTS

- Continue daily installation of new sewer and water taps.
- Continue daily general maintenance of the distribution and collection systems.
- Strive to reduce backlog and reduce average number of days to complete work orders to under 30 days.
- Continue to survey distribution system utilizing leak detection survey technology to locate potential leaks prior to surfacing/customer reports.
- Continue to survey collection system utilizing SLRat technology to locate stoppages, small cave-ins, and compromised cleanouts prior to receiving customer complaints.

SANITATION



LAST MONTH'S ACCOMPLISHMENTS

- Continued operations under COVID-19 restrictions.
- Completed 423 total request for service.
- Sanitation deposited 2,149.09 tons of debris (or 4,298,180) at the Transfer Station in January 2021
- Made 455 trips to the Transfer Station in December



UPCOMING PROJECTS

- Continue operations



VIEW REPORTS

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

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

STREETS AND TRAFFIC



LAST MONTH'S ACCOMPLISHMENTS

- Conducted working to complete the mill and overlay work on Ave O ½ between 46th & 55th Streets.
- Conducted alley grading.
- Performed utility patches within the roadway and pothole patching across the City.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 62 traffic signals in the system.
- Replaced 340 deteriorated traffic signs (e.g. street names, beach signage, no parking, speed limit, etc.) in the system.

DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- Installed 428 Linear feet of new residential culverts.
- Completed 1,000 linear feet of ditch cutting.
- Conducted routine street sweeping operations and completed 33 street sweeping specific work orders.
- Repaired 6 storm drain cave-ins.

SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- **TxDOT Project 20MPGLVST - Airport Master Plan Update:** Airport staff is currently working with Coffman Associates in developing the draft Airport Plans and Land Use Compatibility section of the Master Plan.
- We encourage all Galveston residents to go to the project website at <https://galveston.airportstudy.net> and review the draft Master Plan. You can provide feedback on the draft plan on the project website.
- **DocuSign Project:** Airport staff is assisting Information Technology, and the City Secretary's

office in beta testing DocuSign to obtain signatures on contracts. Once fully implemented, this process will streamline the approval process for all City departments.



VIEW REPORTS

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



UPCOMING PROJECTS

- **TxDOT Project 1812GLVSN:** TxDOT and Airport staff will be performing a one-year inspection of the work completed by RAC Industries in January 2020. This inspection will identify any repair issues with the pavement. Once identified, RAC will make the repairs at no cost to the City.
- **TxDOT Project 2012GALVN:** KSA, TxDOT Aviation, and Airport staff will attend a kick-off meeting on February 17, 2021, for this project. KSA will perform the engineering and design work for the rehabilitation of Runway 18/36, South Apron, and the South Ramp.
- **TxDOT Project 2012GLVST:** This project is to

rehabilitate the asphalt sections of Runway 14/32 and replacing the North Apron joint seals. TxDOT Aviation is handling all aspects of the bid process. The pre-bid meeting is on February 26th at 11:30 am. March 17th at 2:00 pm is the bid opening. Please go to <http://www.dot.state.tx.us/AVN/avninfo/notice/construct/index.htm> for the bid information on this project.

- **Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project:** This project is to repair the damage caused by Hurricane Harvey and make needed exterior repairs to the facility. Kelso has completed approximately 86.69% of the work and anticipates completing the work once the weather improves to allow them to complete the exterior painting.