



**FEBRUARY 2021**

# ***CITY MANAGER'S REPORT***

***WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT***

# A MESSAGE FROM OUR CITY MANAGER



*As you peruse this report, I wanted to take this opportunity to give some insight into how streets are prioritized within our system for replacement. The city maintains roughly 400 miles of streets on the island. Upon my arrival at the city, there were no street projects underway. The city did not have a paving crew nor did it have milling equipment. The City's paving machine was decades old and had been submerged in 6' of saltwater during Hurricane Ike. Today, the city has a full-time Mill and Overlay crew, two new paving machines and two milling machines. Weather permitting, these crews are out every day repairing streets and roadways.*

*In addition, the city operates a full-time "Pro-Patch" Crew that repairs damaged streets and repairs utility cuts around the city. This automated truck was purchased a couple of years ago and can make these repairs with a two-man crew instead of the four+ man crew the city used before. In addition, the city operates a "crack seal" team of two that works every day to provide maintenance on our streets. By sealing the cracks and edges we can significantly reduce water penetration that shortens the lifespan of our streets.*

*The Mill and Overlay crews primarily work on the streets that do not require*

*subsurface infrastructure work. Most street failures are caused by underlying utility failure. Prior to my arrival, what little street work was being done was decided by a subjective process. We have for the past six years utilized a professional firm to survey all of our streets on a recurring basis. This study can be found on our website and it classifies all of our streets by condition and they are color-coded. Those that are red are our top priority and get addressed first. We attempt to divide the streets in need of replacement evenly among each district so that residents across the island can experience the progress being made.*

*As we continue to erase the red, more of the yellow and green streets move into that category. Pavement maintenance is a constant process. The primary reason you should never stop or slow your infrastructure program as the city did for years is it makes it nearly impossible to ever catch up. For that reason, we are continually working on our street maintenance program. None of this is possible without our fantastic project and public works team who are literally working seven days a week to keep these projects moving.*

*Sincerely,*

*Brian Maxwell*

# TABLE OF CONTENTS



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

# CITY MARSHAL



## LAST MONTH'S ACCOMPLISHMENTS

- City Marshal's office had an individual to re-tire - Replacement is in process
- We contact defendants by telephone or by letter about outstanding warrants
- 1 -Public Nuisances were abated .
- 33 -Court cases heard in Municipal Court
- 195 -Complaints received
- 28 -Complaint based cases
- 928 -Self-initiated cases
- 1986 -Total investigations
- 23 -Vehicles Towed
- 104 -Vehicles were Red Tagged
- 11 -Cleared Warrants
- Collected total of \$1,925.00 in cleared warrants - defendant's either paid the warrants off or setup payment plan with the court or the Court dismissed the warrants.



## UPCOMING PROJECTS

- Continue operations



## VIEW REPORTS

[Click to view code enforcement report](#)

# 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 media requests and updating the city website
- Created daily content for city social media channels to inform the public about city-related events
- Executed emergency communications during the freeze
- Produced and edited 11 videos and 54 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events
- Worked with GISD and its theater program for a video about the dangers of underage drinking
- Developed campaign ad materials for IDC-initiated marketing campaign



## UPCOMING PROJECTS

- In addition to our normal operations, we are going to focus on employee spotlights
- Planning for City Hall Plaza event
- Website accessibility project
- Revamping of several city website pages

## LAST MONTH'S VIDEOS

- [Galveston Gems: Krewe of House Floats](#)
- [City of Galveston now accepting part-time lifeguard applications](#)
- [Galveston Police Department Polar Plunge](#)
- [Celebrating Galveston Black History: Albert Fease](#)
- [Celebrating Galveston Black History: Jesse McGuire Dent](#)
- [Freeze Update from Mayor Brown](#)
- [City of Galveston water distribution](#)
- [GPD Class Swear-in Ceremony](#)
- [Celebrating Black History: Norris Wright Cuney](#)
- [A message from Craig Brown](#)
- [Registration for Citizens Police Academy](#)



## SPECIAL EVENTS



### LAST MONTH'S ACCOMPLISHMENTS

- CANCELLED -- 11th Annual Galveston Marathon, Half Marathon & 5K



### UPCOMING PROJECTS

- IRONMAN 70.3 Texas Triathlon (April 11)

## LEGISLATIVE AFFAIRS



### VIEW REPORTS

- [Legislative Report, February 20](#)
- [Legislative Report, February 5](#)



# CONSTRUCTION



## LAST MONTH'S ACCOMPLISHMENTS

- 45th Street - Contractor continuing conduit installation for street lights; final reconciliation change order being prepared
- 73rd Street - Substantial completion walk through performed on 02/04/2021; City staff requested testing lab perform services for verification final asphalt surface meets City standard specifications - Braun Intertec should have results to the City early in the week of 03/08/21
- 59th Street Storage Tank - 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 Phase II - Contractor has completed planters on East/West side of Seawall; time extension to be granted
- 27th Street Phase III - Contractor continuing asphalt paving
- Sanitary Sewer Rehab - Contractor working on drainage repairs at 22nd from Mechanic - Strand; beginning sewer rehab work in the alley from 14th- 16th from Church - Postoffice
- Public Works Facility - Contractor finalizing close out procedures; final reconciliation change order being prepared for GLO close out
- 25th Street Improvements - Contractor continuing sidewalks, ramps, driveways and curbs; running conduit for traffic lights; continuing coating of the sanitary sewer manholes
- 49th Street Improvements - Contractor completed asphalt resurfacing; completing pouring valve pads around valve boxes; drains w/ grates for driveways delivered and installation to begin this week; concrete crew returning to complete scope of work this week; time extension under review
- 24" water line - Contractor continuing with leak repairs on Ave R and plan to fill & flush lines; saw cutting edges of intersection streets from Ave K - Ave M 1/2 on 55th Street, sweeping and prepping street, adjusting valve boxes to finished asphalt elevations in preparation of asphalt resurfacing
- Airport Water Plant Expansion - Contractor poured tank foundation; pressure tested 16" pump lines; poured North flow control foundation
- Legas Drive Bulkhead - Contractor preparing

# CONSTRUCTION

to mobilize next week

- 18th Street Storm Sewer - Contractor locating existing utilities; installing tree protection; preparing for storm drain repairs at Harborside from Texas Gas damage
- 35th Street Improvements - Contractor sending in submittals; preparing dewatering system to begin demolition for 8" WL installation
- Church Street Drainage - Contractor completed temporary roadway paving from 37th - 35th; concrete barriers installed, began demo of street for WL installation - on hold due to oily substance discovered during this process, EFI Global will be mobilizing to site on Monday 03/08/21 to begin discovery work
- Teichman Road Waterline - Contractor to begin pressure testing lines and connecting services
- Downtown pedestrian improvements - Contractor awaiting direction on revised signage; City staff confirming fabrication was performed accurately - what revisions will need to be made; time extension will be granted

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

# DEVELOPMENT SERVICES



## LAST MONTH'S ACCOMPLISHMENTS

- [Monthly Permit Report](#)
- Aria Valdez earned her Associates Degree in Business Administration
- 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.



## UPCOMING PROJECTS

- Create videos to educate and instruct applicants how to apply for permits online.
- Prepare for 2021 Code Change.



## 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-Implemented on 14th Street PS & 37th Street Projects
  - 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 now in Accela
  - Storm, Sanitary, Water Infrastructure Specifications & Design Details being 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
  - Seeking management approval to transmit consultant design documents for interdepartmental review thru' Adobe Cloud for Simultaneous Review-requested 3.5.21
- Engineering Permits:
- Providing guidance to developers at Pre-development meetings
  - 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 developments, 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 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

# ENGINEERING

## 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
- 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:
- Island-wide Drainage Plan and Drainage Fee
- 33rd, 75th & 89th Seawall Intersection Traffic Design Proposal--in Review
- 59th Street Pump Station Tanks Rehabilitation PER Scoping in Progress
- 36" Old Causeway-RR Bridge Waterline Rehabilitation PER Scoping in Progress
- 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 Scoping in Progress
- Pirates Beach Lift Stations 40, 47 and 35 Scoping in Progress
- 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 - 90% design in progress
- County Managed Project: Avenue S Reconstruction from 53rd to Seawall - 90% design in progress
- County Managed Project: 23rd Street Reconstruction from Broadway to Seawall - 90% design in progress
- New 7 MG (AWC to increase from 5.4 to 7 MGD) Ground Storage Tank #2 at Airport Pump Station — Final Design in Progress
- 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank – Final Design in Progress
- Projects in 95-100% Design
- 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% Design completed-final review
- Fixed Cantilever Flood Wall for Island Transit (4th side Facing 29th Street)-100% Design completed
- Island Transit Flood Dewatering VFD Pumps, Generator and Elevated Platform-100% Design completed
- 37th St. Improvement Project – 100% Design in progress
- Projects in Pre-Bid Advertisement Phase
- Citywide Priority #1 & #2 Lift Stations Upgrade De-

sign— in 100% Design

- Pirates Beach WWTP 100% Design completed and awaiting TCEQ permit to advertise
- Main WWTP Digesters Dewatering and Process/Structural Improvements—Pre-bid Advertisement delayed due to funding
- Projects Advertised
- 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 kickoff 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
- 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

- Competing the City Hall Plaza Project.
- Continued COVID-19 operations.
- Started the City Hall parking lot asphalt milling.
- Made preparations for Winter Storm 2021.
- Repaired the damages caused by the Winter Storm of 2021
- Moved the Engineering Department to their new location.
- Handled and completed 479 work orders.



## UPCOMING PROJECTS

- Working on the punch list the City Hall Plaza Project.
- Completing the milling, overlay and re-striping of the north parking lot at City Hall.
- Moving the Planning Department to their new location.
- Painting the exterior window frames and sills at the City Marshal's building.

## BUDGET



### LAST MONTH'S ACCOMPLISHMENTS

- Distribute the FY2021 1st Quarter Budget Report.
- Continue work on FY2022 Departmental Budget Folders.
- Work on FY2022-FY2027 Capital Improvement Plan.



### UPCOMING PROJECTS

- Distribute the FY2021 1st Quarter Budget Report.
- Continue work on FY2022 Departmental Budget Folders.
- Work on FY2022-FY2027 Capital Improvement Plan.

## PURCHASING



### LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitation for Wright Cuney Flooring Replacement, the Pour and Play Playground, Outdoor Fitness Center slab and equipment installation, Elevator Maintenance and Repair Services, Cultural Arts and Trolley Lifts.
- Prepared contracts for Wright Cuney Flooring Replacement, the Pour and Play Playground, Equipment installation, Elevator Maintenance and Repair Services, and Mass Communication Notifications.
- Continue to facilitate negotiations for the Request for Qualifications for the design of the Sandhill Crane Soccer Complex.
- Facilitated evaluation meetings for Cultural Arts.
- Assisted with procuring goods and services for Winter Storm 2021.
- Update Purchasing Policy, prepare an updated Purchasing class, Purchasing 102, and a How to Do Business for Vendors.



## UPCOMING PROJECTS

- Prepare contract extensions for Janitorial Supplies, Printing Services, Personal Protective Equipment, Debris Monitoring, and AMI Study.
- Prepare solicitations for Emergency Shelter, Pocket Parks, Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, and Trolley Barn Flood Mitigation Project.

[Click here to view reports](#)

## CUSTOMER SERVICE



## LAST MONTH'S ACCOMPLISHMENTS

- Assisted Public Works in responding to customer requests related to the 2021 Winter Freeze event.

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	1st Qtr FY21	Jan-21	Feb-21	FY 2021
Meters re-read manually	300	782	364	550	827	574	537	537
Adjustments	3,432	3,987	2,090	1,536	445	136	131	712
Adjustments (\$\$\$)	\$ 590,120	\$ 792,289	\$ 374,840	341,172	100,587	17,793	57,179	175,559
Water Bills Mailed Out	261,802	260,602	255,015	255,470	62,451	20,599	20,516	103,566
Outstanding "water concern" emails received	572	440	236	309	142	22	28	192
Outstanding "water concern" emails completed	545	478	300	509	122	29	37	188
Service Orders	20,203	18,949	20,806	15,078	3,409	1,293	1,081	5,783
New Customer connections	3,131	3,413	3,239	3,556	777	231	197	1,205



## UPCOMING PROJECTS

- Assist customers with questions about how their utility billing account was impacted as a result of the 2021 winter freeze.

## 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	2,123
Number of checks as percent of total vendor payments	96.83%	95.65%	91.07%	85.07%	79.13%
Number of electronic payments as a percent of total vendor payments	3.17%	4.35%	8.93%	14.93%	20.87%
Number of funds managed	274	282	284	118	120
Investment Portfolio (Millions)	\$153	\$145	\$139	\$169	\$165
Interest Earned (Thousands)	\$867	\$2,247	\$3,247	\$1,923	\$53
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

- 1,084 Emergency Responses  
50 Inspections  
57 Permits  
14 Structure Fires  
3 Vehicle Fires
- The Galveston Fire Department had 1,063 Emergency Responses during the month of January. The total value of the property involved was \$2,038,040, total loss was \$740,330, and the property saved was \$1,297,710.
- Monthly classroom training for engine company Inspections.
- Started test all Firefighter's for COVID when returning to work
- Hydrant testing for the Year 2021.
- The department had 2,800 hours of various training for the month of January.
- Applying for grant through FEMA for a new aerial truck for the west end of the Island.



## UPCOMING PROJECTS

- The continuation of expanding our company inspection to include Commercial businesses.
- 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.
- Updating our Hurricane Policies.
- Department wide hose testing of inventory.



## LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 257 vehicle work orders within the month and performed;
- General Repairs - 457
- Accident Repairs - 5
- Capital Repairs - 0
- Recall Repairs - 1
- PM's - 137
- Repairs from PM's - 58
- Road Calls - 60

### Other Services

- Provided 49,416 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 for certification.

# GRANTS & HOUSING



## LAST MONTH'S ACCOMPLISHMENTS

- 2021 CDBG and HOME Program Allocations - Staff received HUD notice of CDBG and HOME Program allocations for the 2021 program year (PY). The City will receive CDBG funding of \$1,166,618 a reduction of \$48,071 (-3.96%) from the 2020 PY and HOME funding of \$246,705 a reduction of \$28,923 (-10.49%) from the 2020 PY.
- 2020 CDBG and HOME Program Reduced Allocations
- Staff facilitated the HUD amendment for the City's reduced 2020 allocations of CDBG -\$155 and HOME -\$53
- Executed new contracts for the actual allocations of CDBG \$1,214,689 and HOME \$275,628.
- Galveston Housing Authority 2021 Annual Plan Consistency with the City's Consolidated Plan
- Staff provided the certification for the GHA annual plan goals and objectives to provide decent affordable housing through new and improved public housing and amenities for the residents that are consistent with the City's 2019 Consolidated Plan priorities.
- Tenant-Based Rental Assistance Program - To date assisting a total of 30 LMI households with rental assistance for 1-year and security deposit.
- Staff conducted 3 Housing Quality Standard inspections on the rental units chosen by the approved TBRA applicants. Staff determined one (1) low-income household eligible for rental and/or security deposit assistance. Applicant must now find their rental housing unit.
- Short-term Tenant-Based Rental Assistance Program- Providing assistance to 34 rental LMI households whose income was affected by the pandemic.
- Staff accepted 65 applications during January open enrollment and are processing intake reviews.
- Texas Emergency Rental Assistance Program - Staff conducted open application process during February and received 23 applications to provide LMI households with 6 months of rental assistance, whose income was affected by the COVID-19 Pandemic. TERAP Program is estimated to serve 17 Households.
- Staff participated in Webinar training for the implementation of TERAP.
- Webinar class for the Revisions, Extension, and Update of HOME COVID-19 Memos: Statutory Suspensions & Regulatory Waivers.
- City webinar on Why Diversity Matters and How to recognize and Overcome Unconscious Bias.
- Staff consulted with the Parks & Recreation Department regarding eligible CDBG projects, funding and moving forward with the selected projects.
- Provided assistance for 5 homeowners with housing information, 2 homebuyers for homebuyer assistance program, 5 for COVID-19 testing and over 650 phone inquiries for rental assistance

# GRANTS & HOUSING



## UPCOMING PROJECTS

- 2021 CDBG and HOME Programs
- Staff begin planning efforts for 2021 PY projects. (HUD Regulatory Requirement)
- CDBG Timeliness Test April 2
- City must expend 1.5 times its annual CDBG allocation to meet the HUD timeliness test
- Continue coordination for project implementation to ensure City meets its designated ratio of expenditures by deadline. (HUD Regulatory Requirement)
- CDBG-CV CARES Act Funding
- 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)
- 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)
- 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)
- Staff will be reviewing and doing intake on applications for the program. This program will provide LMI households with 6 months of rental assistance, whose income was affected by the COVID-19 Pandemic. (TDHCA and HUD Regulatory Requirement)
- Staff will participate in
- Several Training webinars for CDBG Cares Act Funding. (HUD Regulatory Requirement)
- Webinars for Texas Emergency Rental Assistance Program (TERAP) Funding. (TDHCA Requirement)
- HUD Semi-Annual Report
- Staff will submit to HUD the Semi-Annual Labor Standards Enforcement Report. This report consist of contracting opportunities for contractors and subcontractors performing on federally funded projects that were awarded by our agency in excess of \$2,000.00 for construction, alteration, or repair of public works. (HUD Regulatory Requirement)
- Staff will submit to HUD the Semi-Annual Contractor & Subcontractor Activity Report. This report identifies all contracts that were awarded with CDBG and HOME funds. This report captures the Minority Owned Business activities, Women Owned Businesses, Section 3 contractors as well as the total dollar amount awarded to the activities. (HUD Regulatory Requirement)

# 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 (3) addresses/domains related to phishing or spam
- Updated Firefox and Chrome due to vulnerabilities
- Tier I Support completed 351 calls for service
- Configured and deployed NetMotion upgrade to mobile clients
- Continued deployment of replacement workstations for the annual equipment refresh project
- Completed firmware upgrade for core switches
- Completed remote courts solution project
- Initiated police department's interview room recording solution upgrade project
- Research data and provide information for water bill adjustments for the Winter Freeze
- Continued Efforts on other open projects



## UPCOMING PROJECTS

- Office365 migration project
- Workforce Dimensions migration project
- Annual equipment refresh for equipment at end of lifecycle
- Migrate the parking management database to the cloud
- Initiate project tasks to upgrade Swagit streaming equipment that is at end of life
- Continued project efforts to replace and upgrade the police department's interview room recording solution
- IT service desk replacement software solution
- 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
- Domain controller upgrade project
- Begin the upgrade of the SCADA network
- Automate manual processes and implement the VUEWorks software solution for the parks department
- Replace patch management solution
- 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 GIS requests consisting of 19 items:
- Three dataset updates of contractor valve GIS files in the enterprise geodatabase for Public Works Municipal Utilities
- One map request for District 5 fire hydrants for the Galveston Fire Department
- One fire hydrant coordinate and address list for the Galveston Fire Department
- Seven dataset update for the sanitary sewer system for Public Works
- One map request for a map template for Development Services
- One map request for parks and the bicycle network for Parks and Recreation
- One list of permits assigned to properties in the historic district for Development Services
- Three dataset updates of the religious facilities, childcare facilities, and schools for Development Services
- One list of addresses for Development Services
- Completed development of the third, fourth, and fifth sections of the Water Assessment Service Areas for Public Works Municipal Utilities
- Completed one (1) Public Information Requests for Public Works
- Completed seven 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, data analysis, and data access



### UPCOMING PROJECTS

- Continue developing the sixth 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: 7,951 Trips
- Avg Passenger per day: 331 trips
- Avg Fares Collected per day: 121.20
- ADA Ridership: 1,152 Trips
- Total Island Transit Ridership: 9103
- The weather was a major factor in the decrease of ridership: 15% reduction compared to previous month.
- FY 2021 Formula Funding Application submitted
- FY 2022-2023 5310 Elderly and Disabled Grant application submitted
- Initial Draft of Bus PTASP currently under review.
- 3rd railcar will on delivered on March 9th.
- Preliminary development of training program for railcar revenue service.



## UPCOMING PROJECTS

- Lo-No Emission Funding Opportunity Available, Applications are due April 12th.
- Require low or no emissions buses and supporting infrastructure
- Island Transit will submit an application for LNG buses.
- Continue working with State SSO in preparing for revenue service for railcars.

# 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
- Litter cleanup on weekend
- Broadway irrigation project
- Continued at 83rd St. Dog Park 95% complete
- Damages to Kempner Park fence/set-up walk-Thru
- ADA Compliance Playground Project
- Certification training for Irrigation, & Playground Inspections /in-progress
- Additional parking/fire lane at Menard
- Hooper field lights Project/ in-progress
- Tickler Calendar
- Cemetery
- Gus Allen/review Fence line
- Moody Tree Removal Project
- Winter Tree/cutting on Broadway/continue
- Repairs from Winter Storm



### 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/continue
- Clean-up at Jones Park
- Putting mulch at all playgrounds
- Cut & trim trees located at all city facilities
- Cut and clean San Jacinto & Burnett school, also install water spigot
- 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
- 27th corridor re-planting project
- Cut & clean new city hall parking lot, & new P.W. Bldg.
- Cut & clean Pelican Island, & Westend of the Island
- Clean, cut and trim trees at bird park (Corp

Woods Nature Sanctuary) on-schedule

- Water fountain restoration at Kempner park
- Diamond Beach esplanade start June of 2021
- 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: 1081 Seniors:366 Youth:39, Military: 92
- Wright Cuney Membership Totals: Adults: 115, Seniors: 6, Youth: 66
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center; Continue CDC Guidelines
- Pickleball, Zumba and Badminton
- Basketball Practice Wright Cuney
- Wizard of Oz Drive Thru Parade
- Fitness Center TV Project
- Story Walk Menard Park w/ Rosenberg Library



### UPCOMING PROJECTS

- 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
- VUEWORKS-Work order program
- Cemetery Improvements Data

# AQUATICS



## LAST MONTH'S ACCOMPLISHMENTS

- Attended Gulf Coast Aquatic Association's meeting
- Attended CivicRec training
- Hosted GPD Cadet Academy first 2 Wednesdays
- Continued to work on Deck Rental Rules and Agreement
- Reached out to guards, office staff, and aquatic instructors (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!
- Worked on a Cash Handling Policy with other departments of Parks and Recreation
- With the help of Parks and Maintenance crews, got our pump pit cleared of water and motors removed quickly after pipes bursting from freeze.
- Started Policy and Procedure Manual for Pocket Parks
- Recommended hire for Pool Maintenance Technician
- Interviewed Gate Attendant for Pocket Parks
- Continued General Maintenance
- Lasker Community Pool Membership Totals: Adults: 98 Seniors:55 Youth:5, Military: 27 Child: 5



## UPCOMING PROJECTS

- Work with Progressive and Crescent to get pools back up and running after the freeze.
- Complete policy and fee schedule for party deck
- 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

### Planning & Development Division

- 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.

# PLANNING & DEVELOPMENT

In total sixteen (16) cases were deferred across all commissions and meeting dates affected.



## **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

- February 5th – Civil Service Exam – Entry level – 21 passed and are currently participating in the background investigation process
- February 12th – 84th Academy of the Galveston Police Department, Graduation Ceremony – 10 graduated and were sworn in as new officers – they are currently in the Field Training Program
- February 12th – Final Phase of updated policy manual released, all policies are updated and in place
- The department participated in the Polar Plunge – benefitting Special Olympics Texas
- In order to comply with COVID protocols – the Special Operations Division has completed the development of a Virtual Citizens Police Academy and is set to begin training
- Members of the Special Operations Unit distributed water and supplies during the freeze to some of the City's most impoverished areas. Patrol officers across all shifts, distributed water and supplies to those in need, and transported numerous people to the warming center and home again.
- Motor Vehicle Burglaries
- The Street Crimes Unit noticed a large increase of motor vehicle burglaries with the same modus operandi. The Street Crimes Unit was able to identify a suspect, deploy a vehicle tracker on the vehicle he used, and execute a search warrant at his home address. The Street Crimes Unit worked in conjunction with CID Property Crimes in order to build a solid case. John Graves was suspected in 21 different burglaries of a motor vehicle and a UUMV case at the time of his arrest. John Graves has been successfully charged with numerous BMV cases. With the high probability of Allison Graves being an accomplice, CID continued their investigation of the BMV reports.
- As of March 1, 2021 there have been four BMV in the City of Galveston since Graves was arrested on February 11, 2021. At this time it seems plausible that Graves was the sole cause of our large influx of BMV's.

A close-up, grayscale image of a police badge. The word "POLICE" is visible at the top, and "OF GALVESTON" is partially visible below it. The badge features a central emblem with a star and a figure, possibly a minuteman or a similar historical figure. The background is dark, and the badge is the primary focus.

# **POLICE DEPARTMENT**

- Signage Survey of the west end conducted by Sergeant Simmons and Officer Myers (A-Shift Patrol):
- San Luis Pass Beach Access, Parking, Signage Status
- San Luis Pass Access @ Toll Bridge: needs the Welcome to San Luis Pass / Beach Rules sign posted on side of access roads (on both north and south sides of bridge ), and one on entrance to beach/sand, at the south end of the road where road opens/enters onto the actual beach.
- No parking Signs on both north and south access roads to San Luis Pass ( as many as spacing allows) 20
- Speed Limit signs for beach driving along access road and at mouth of road where it opens to the beach.
- Beach Access 33 (Rusty Hook entrance)
- Needs Beach Rules sign at entrance to beach parking area.
- Beach Access 31 (Terramar Beach entrance)
- Needs Beach Rules sign at entrance to beach parking area
- Beach Access 27 ( Sea Isle Beach Park)
- Needs Beach Rules sign at entrance to walk over
- Beach Access 26 (Sea Isle Beach Entrance at blinking Yellow Light)
- Needs Beach Rules sign at Entrance to beach parking area.
- Concho Key (Bay side of Sea Isle subdivision, in north east corner)
- Requires “No Parking Anytime” signs on east side of entire street. Signs have been damaged, deteriorated, and/or destroyed. Several requests have been made by multiple officers since Sept. 2020 and is a constant issue. No response as of yet from city.
- Acapulco Village Subdivision
- Needs barrier, dune, or fencing between road



# **POLICE DEPARTMENT**

and open beach – This will be a constant point of entrance to the open beach by vehicles if not addressed.

- Beach Access 18 (16 Mile Rd.)
- Needs Beach Rules sign at entrance to beach parking area
- State Park
- Needs Bollards added to both East and West lateral limits with signage posted regarding vehicles prohibited on the beach, not parking in front of the Emergency/City Services Access Points, and Beach Rules
- 13 Mile Rd.
- Needs several “No Parking” signs starting at the historical marker/monument, heading southbound to the beach parking area, on both sides of the roadway. \* (Some are missing and many are present but damaged)

- Bermuda Beach Drive
- Requires “No Parking” signs along entire south side of street, from East to West lateral limits

- 8 Mile Rd. (Sunny Beach)
- Requires “No Parking” signs on both east and west sides of 8 Mile Rd., from F.M. 3005 south to beach entrance, just beyond the dune barrier.

- Officer Colin Murphy was recognized as the “Service Above Self” Officer of the Year.

Stats for December:

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



# PUBLIC WORKS

## RECYCLING



### LAST MONTH'S ACCOMPLISHMENTS

- The Center received an estimated 12,835 visitors, with daily average of 458.
- Processed 56.11 tons of recyclables.
- Provided curb-side pickups for 188 residents.

[Click here to read report](#)

## MUNICIPAL UTILITIES



### LAST MONTH'S ACCOMPLISHMENTS

- Installed 33 new water taps and 26 new sewer taps.
- Installed 60 linear feet of new water distribution main line pipe and repaired 65 water leaks.
- Replaced 1 out of service fire hydrant and made repairs to 16 damaged fire hydrants.
- Investigated 38 property owner leaks.
- Responded to 37 low water pressure complaints.
- Renewed 2 existing water taps and 4 existing sewer taps.
- Made 13 collection-point repairs and repaired 13 clean outs.
- Responded to and cleared 17 sewer main stoppages and 125 residential stoppages.
- Repaired 3 manholes and replaced 1 manhole cover.
- Proactively surveyed 34,090 linear feet of distribution pipe for system leaks.
- Proactively surveyed 33,575 linear feet of collection pipe for system blockages. Inspected 139 manholes and detected 7,587 feet of potential blockages.
- Proactively line cleaned 1,600 linear feet of collection pipe prior to reports of customer complaints.

## SANITATION



### LAST MONTH'S ACCOMPLISHMENTS

- Continued operations under COVID-19 restrictions.
- Continued with altered work schedules in order to respond to the Winter 2021 Freeze, including working weekends to remove brush and minor construction material from damaged properties.
- Completed 763 total request for service.
- Sanitation deposited 4,017.94 tons of debris (or 8,035,880.00) at the Transfer Station. This amount is roughly double the amount of tonnage normally deposited and is attributed to the winter storm.
- Made 763 trips to the Transfer Station. This amount is roughly 1 ½ times the trips Sanitation would normally make during a month and is attributed to the winter storm.
- Winter Storm

[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

- Installed 288 Linear feet of new residential culverts.
- Completed 1,000 linear feet of ditch cutting.
- Conducted routine street sweeping operations and completed 17 street sweeping specific work orders.
- Completed routine maintenance on 15,000 linear feet of gutter pans city wide.
- Assisted the Utilities Department in shutting off water meters following the Valentine's Day Winter Storm.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 59 traffic signals in the system.
- Replaced 226 deteriorated traffic signs (e.g. street names, beach signage, no parking, speed limit, etc.) in the system.
- Prepared for the Valentine's Day Winter Storm by placing temporary signs in the roadway system to warn roadway users of unexpected conditions and assist the Streets Dept. in placing sand on roadways prior to the event.
- Placed generators at key locations throughout the City's roadway system to provide functionality to traffic signals impacted by the power outage on the island. Crews also setup temporary signage to control traffic due to the power outages.

## DRAINAGE



### LAST MONTH'S ACCOMPLISHMENTS

- Installed 288 Linear feet of new residential culverts.
- Completed 1,000 linear feet of ditch cutting.
- Conducted routine street sweeping operations and completed 17 street sweeping specific work orders.
- Completed routine maintenance on 15,000 linear feet of gutter pans city wide.
- Assisted the Utilities Department in shutting off water meters following the Valentine's Day Winter Storm..

# SCHOLES AIRPORT



## LAST MONTH'S ACCOMPLISHMENTS

- **TxDOT Project 1812GLVSN:** On February 4, 2021, TxDOT and Airport staff completed a one-year pavement inspection on the work completed last year by RAC Industries. This inspection identified pavement failures currently covered by RAC under their contractor's warranty. Several small areas were identified, which RAC Industries will repair by the end of April 2021.
- **TxDOT Project 2012GALVN:** On February 25, 2021, we had a project kick-off meeting for the engineering and design work to rehabilitate Runway 18/36, the South Apron, and the South Ramp. A notice-to-proceed was given to KSA Engineering with a deadline to complete the work by the fourth quarter of 2021. A \$300,000 FAA CARES Act grant issued by the FAA and TxDOT Aviation is paying the costs of this project.
- The current estimated construction cost is \$4,507,300, which will be funding by two grants in the last quarter of 2021 and 2022.
- **TxDOT Project 2012GLVST:** On February 26, 2021, Lochner Engineering held a pre-bid meeting for this construction project. Our project is part of a Statewide Pavement Project with four other airports. Our project consists of crack sealing and seal coating the asphalt section of Runway 14/32 and replacing the joint seals on the North Apron.
- This \$940,000 project is funded 99% by a CARES Act grant issued by the FAA and TxDOT Aviation. Airport funds will cover the remaining 1% of the 10% contingency fee.
- **Airport Advisory Committee Meeting:** The Airport Advisory Committee held a virtual meeting on February 9, 2021, at noon. The Committee discussed the current Airport hangar project and the proposed lease rates for the new hangar. They received updates on other airport projects, facility upgrades, capital improvements, and the current budget.



## VIEW REPORTS

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



# SCHOLES AIRPORT



## UPCOMING PROJECTS

- **Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project:** This project is on hold until the temperature improves enough to finish the exterior painting. The remaining items include installing stainless steel shrouds around all the wall penetrations and sealing the windows. J. W. Kelso is the prime contractor on this project and has completed approximately 86.69% of the work.
- **TxDOT Project 2012GALVN:** In March, KSA will start the fieldwork needed for this pavement rehabilitation project. The scope of work for this project includes an inventory of all pavement distresses in the areas scoped for rehabilitation, drilling six geotechnical bores to determine the condition of the subgrade under the existing pavement.
- **TxDOT Project 2012GLVST:** March 24, 2020, is the bid opening for this pavement rehabilitation project. TxDOT plans to award the contract to the winning bidder by the end of May. Work would begin this summer and be finished by the end of the year.
- **Airport Advisory Committee Meeting:** The Airport Advisory Committee will hold a virtual meeting on April 13, 2021, at noon. The Committee will discuss airport projects, facility upgrades, capital improvements, and the current budget.
- **SCC AAAE Annual Conference:** Airport staff will attend the South Central Chapter of the American Association of Airport Executives annual meeting in April. This annual four-day event draws airport leaders from Texas, Oklahoma, Kansas, and New Mexico to meet with State aviation and FAA leadership as well as learning about new products, regulations, and best management practices for operating and maintaining general aviation airports.