



**MARCH 2021**

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

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

## A MESSAGE FROM OUR CITY MANAGER



*Spring is a time for new beginnings, and we're celebrating several at the City of Galveston. In April, we opened the new City Hall Plaza and celebrated with the dedication of the Hope statue, created by local sculptor Doug McLean as a 1900 storm memorial. The plaza is the newest public green space in the city and adds to years of positive changes on City Hall grounds, including the construction of Fire Station 1 and the demolition of the City Hall annex. A generous grant from the Moody Foundation funded the new plaza, and the Hope statue was made possible by numerous local donors and sponsors. We've also started construction on a major drainage project along 18th Street by installing large drainage boxes near Harborside Drive. This project includes installing large underground reinforced concrete structures along 18th Street*

*and increasing the size of the outfall at the bay to move water more quickly during storms. Even as spring arrives, our crews are still busy responding to the damage caused by the February winter storm. We continue clean-up in our parks, drainage system, and along roadways primarily caused by landscaping debris. We've gone through several emergencies in the last year. In addition to the pandemic, we experienced three hurricanes and a winter storm. As we approach the upcoming storm season, we're asking all residents to sign up for emergency alerts so we can stay in contact and keep you informed. To sign up, visit [alert.galvestontx.gov/subscribe](http://alert.galvestontx.gov/subscribe). Please take a moment to read through the latest report.*

*Sincerely,  
Brian Maxwell*

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# CITY MARSHAL



## LAST MONTH'S ACCOMPLISHMENTS

- City Marshal's office had an individual to re-tire in February –Replacement has been made with existing staff person and now are in process of hiring for another Deputy position.
- Contacted defendants by telephone or by letter about outstanding warrants.
- Collected total of \$ 2,289.30 in cleared warrants - defendant's either paid the warrants off or set up payment plan with the court or the Court dismissed the warrants.
- Had staff assigned for Special Event – Music Outreach at Menard Park on Saturday March 20th.
- 6 -Public Nuisances were abated.
- 65 -Court cases heard in Municipal Court
- 141 -Complaints received
- 25 -Complaint based cases
- 1348 -Self-initiated cases
- 980 -Total investigations
- 21 -Vehicles Towed
- 138 -Vehicles were Red Tagged
- 18 -Cleared Warrants



## UPCOMING PROJECTS

- Staff will work Special Events - Ironman Triathlon 2021 on Sunday April 11th and also Slab Weekend April 24th.



## 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
- Produced and edited 6 videos and 22 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events
- Rollout of new Seawall parking fee increases
- Collaborated with Galveston Sculpture to plan opening of City Hall Plaza and sculpture dedication
- Partnered with GISD and filmed Decisions video



## UPCOMING PROJECTS

- Upgrades to City Council chambers AV room
- City Hall plaza dedication
- Partnering with HR to promote open positions
- Galveston Recycle Center video campaigns
- Transition to new emergency alert system and campaign to increase sign ups
- Creating ads for Hurricane Guide and in preparation of hurricane season

## LAST MONTH'S VIDEOS

- [Employee Spotlight: Kodie Scharbach](#)
- [Waves of Information: March 2, Seawall parking passes, utility bills and more](#)
- [Happy Women's History Month](#)
- [After-school Basketball Program](#)
- [Galveston Gems: McGuire-Dent Community Garden](#)
- [Is your smoke detector beeping?](#)



## SPECIAL EVENTS



### LAST MONTH'S ACCOMPLISHMENTS



### UPCOMING PROJECTS

- [IRONMAN 70.3 Texas Triathlon \(April 11\)](#)

## LEGISLATIVE AFFAIRS



### VIEW REPORTS

- [Legislative Report, March 28](#)
- [Legislative Report, March 20](#)
- [Legislative Report, March 14](#)
- [Legislative Report, March 7](#)



# 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](#)
- Created prototype videos to educate and instruct applicants how to apply for permits online.
- Prepare for 2021 Code Change.



## UPCOMING PROJECTS

- Ariah Valdez attending Residential Plumbing Inspector course
- Patricia Alker attending Residential Mechanical Inspector course
- Ricardo Lopez attending Commercial Electrical Inspector course
- Robert Toland attending Commercial Electrical Inspector course
- William Plummer attending Residential Mechanical Inspector course
- Cain Parrish attending Certified Permit technician course



## LAST MONTH'S ACCOMPLISHMENTS

- Process Streamlining:
  - A. 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, Airport PS Tank #2 Design & 10 Mile Rd EST projects..
  - B. Consultant pre-qualified by City Council for Subsurface Utility Engineering for all design projects to establish consistency. Planning SUE on 10 Mile Rd EST.
  - C. Water, Wastewater and Drainage modeling developed in-house to evaluate capacity for upcoming developments
  - D. Adding traffic bulb-outs in design to address transitions better due to bridge blocks removal
  - E. Permits: Public Utility Tie-ins ROW, Telecommunications 4G/5G, Culvert now in Accela
  - F. Storm, Sanitary, Water Infrastructure Specifications & Design Details being upgraded for Long-term sustainability
  - G. Future Masterplans to include condition, capacity & 30% design to expedite construction
  - H. 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
  - I. Consultant design documents for interdepartmental simultaneous review through Adobe Cloud.
- 1. 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
- 1. 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
- 2. Open Records Request Physical Search of Engineering Documents, Scanning As-Builts to pdf, and completion of ORRs
- 3. Plats/Replats, ROW & Alley/Easements abandonment requests review, property and ROW topographic surveys, GPS
- 4. Engineering Traffic Control Plans for Special Events and Communication with TXDOT for Approval

# ENGINEERING

- 5. RFP/Bid package preparation with front end documents, plans, bid forms and specification books for purchasing advertisement of RFPs/Bids for design projects
- 6. 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 Appraisal Project Starting in May, fee approved by City Council in April.
    - Pirates Beach Lift Stations 40, 47 and 35 Design Kickoff Meeting in May.
    - 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:
      - County Managed Project: 23rd Street Reconstruction from Broadway to Seawall - 90% design in progress
    - Projects in 95-100% Design
      - 14th Street Pump Station and Storm Sewer Upgrades HMGP DR-4332-024 - 100% design in progress
      - County Managed Project: Avenue S Reconstruction from 53rd to Seawall - 100% design in progress
      - New 7 MG (AWC to increase from 5.4 to 7 MGD) Ground Storage Tank #2 at Airport Pump Station — 100% Design in Progress
  - 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank – 100% Design in Progress
  - 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
  - Projects in Pre-Bid Advertisement Phase
    - Citywide Priority #1 & #2 Lift Stations Upgrade Design— 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
    - 37th St. Improvement Project – 100% Design in progress
  - Projects Advertised for Bids
    - Seawolf WWTP (new concrete package plant selected and value engineered design in progress)
    - 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
  - 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 and preliminary 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
- Developments and Water/Sewer/Drainage/Traffic Design Guidance and Capacity Evaluations:
- East Beach Beachfront and Gulfview Internal Meetings
- 10327 FM 3005 Residential and Commercial Subdivision Developer Meetings
- Yacht Basin South and Holiday Drive Apartments Developer Meetings
- Bayside at Watermans Residential Developments Developer Meetings
- 13430 San Luis Pass Multifamily and Commercial
- Marquette Property West of 8 Mile Road Residential Subdivision Developer Meeting
- Beachwood Subdivision Revised Design Plans in Construction
- 3538 Avenue H Predevelopment Meeting Completed
- 8610 Seawall Blvd, Office Building 3 stories Developer Meeting
- Diamond Beach Phase 2 Residential
- Shriners Hospital Garage Housing Expansion Developer Meeting
- Seabird and FM3005 Residential Developer Meetings
- 30 Homes near LS#47 Pirates Beach WWTP service area Marina Drive vicinity—new development unplatted
- One Moody Plaza Building Renovation Developer Meetings
- 61st Street McCoys Developer Meetings
- 3538 Ball Exercise Room, Salon, Storage Complex Developer Meetings
- 1017-1021 10th Street Apartments Developer Meetings
- 715 N Holiday Drive Apartments Developer Meetings
- 10 Mile Road to Airport 138,000 volts new wires on new 90 to 120 ft tall poles Design
- Coastal Cottages
- Oleander development plans in review

# FACILITIES



## LAST MONTH'S ACCOMPLISHMENTS

- Working on the punch list the City Hall Plaza Project
- Continued COVID-19 operations
- Completed the milling, overlay and re-striping of the north parking lot at City Hall
- Moved the Planning & Engineering Departments to their new location
- Painting the exterior window frames and sills at the City Marshal's building
- Repaired the radiator on the 30th Street Pump Station standby emergency generator
- Handled and completed 502 work orders.



## UPCOMING PROJECTS

- Install new car stops in the parking lot of City Hall
- Strip and re-paint the steps at City Hall
- Testing the diesel fuel for contaminants in all of the standby emergency generators
- Paint the Council Chambers and Workshop room.

## BUDGET



### LAST MONTH'S ACCOMPLISHMENTS

- Distributed the FY2021 1st Quarter Budget Report.
- Reviewed procedures for CIP Projected Status Reporting.
- Continue work on FY2022 Departmental Budget Folders.
- Work on FY2022-FY2027 Capital Improvement Plan.



### UPCOMING PROJECTS

- Work on the FY2021 2nd Quarter Budget Report.
- Prepare FY2021 1st Budget Amendment.
- 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.
- Prepared contracts for 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.
- Advertised solicitations for Emergency Shelter, and Summer Band Concert
- 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, 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 customers who had questions regarding how their account was impacted by the 2021 Winter Freeze event.

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	1st Qtr FY21	2nd Qtr FY21	FY 2021
Meters re-read manually	300	782	364	550	827	427	427
Adjustments	3,432	3,987	2,090	1,536	445	482	927
Adjustments (\$\$\$)	\$ 590,120	\$ 792,289	\$ 374,840	341,172	100,587	129,696	230,283
Water Bills Mailed Out	261,802	260,602	255,015	255,470	62,451	61,553	124,004
Outstanding "water concern" emails received	572	440	236	309	142	64	206
Outstanding "water concern" emails completed	545	478	300	509	122	89	211
Service Orders	20,203	18,949	20,806	15,078	3,409	4,209	7,618
New Customer connections	3,131	3,413	3,239	3,556	777	705	1,482



## UPCOMING PROJECTS

- Special emphasis on reducing the number of vacant accounts with current usage.

## ACCOUNTING



### LAST MONTH'S ACCOMPLISHMENTS

- Completed the FY20 annual comprehensive financial report



### UPCOMING PROJECTS

- 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

- 611 Emergency Responses
- 46 Inspections
- 59 Permits Various permits issued
- 2 Structure Fires
- 5 Vehicle Fires
- The Galveston Fire Department had 611 Emergency Responses during the month of January. The total value of the property involved was \$2,204,910, total loss was \$197,960, and the property saved was \$12,006,950.
- 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.



## UPCOMING PROJECTS

- The continuation of expanding our company inspections.
- Over the next 30 days, the Galveston Fire Department personnel will check and complete general maintenance on every hydrant on the Island.
- We will be updating our inventory list for the department.
- We are in the process of updating our Hurricane Policies along with several contacts.



## LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 342 vehicle work orders within the month and performed;
- General Repairs - 575
- Accident Repairs - 8
- Capital Repairs - 0
- Recall Repairs - 4
- PM's - 188
- Repairs from PM's - 91
- Road Calls - 58
- Provided 59,403 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
- Three trolleys receiving additional testing in Galveston for certification.

# GRANTS & HOUSING



## LAST MONTH'S ACCOMPLISHMENTS

- **2021 CDBG and HOME Program Allocations:** 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. Began planning efforts and provided notice to the public of the allocations and intent to file an application and initiated the citizen participation plan to allow comments for suggested projects for the 2021 planning.
- **Waiver/Suspensions for some HUD requirements for the 2021 PY** due to the TX Winter Weather Freeze were received and staff has advised HUD on the City's anticipated use of the applicable Waivers/Suspensions.
- **CDBG-CV 3 CARES Act Funding:** Staff submitted 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; working on environmental review for the HUD required release of funds to move forward with project implementation.
- Staff facilitated review of project accounts for allowable and allocable expenditures and preparation of adjustments as needed.
- Staff facilitated CDBG drawdown of funds to reimburse the City for \$126,917.21.
- **Gulf Coast Homeless Coalition:** Staff made City rental assistance programs available presentation at the Coalition meeting on March 2, 2021.
- **NAACP:** Staff made City rental assistance programs available presentation at the Coalition meeting
- **Tenant-Based Rental Assistance Program (TBRA):** To date assisting a total of 33 LMI households with rental assistance for 1-year and security deposit.
- Staff conducted 1 Housing Quality Standard inspection on the rental units chosen by the approved TBRA applicant.
- Staff received 6 applications and are processing intake reviews. (HUD Regulatory Requirement)
- **Short-term Tenant-Based Rental Assistance Program:** Staff will provide 3 months of rental and/or security deposits to LMI households whose income was affected by the COVID-19 Pandemic.
- To date assisted a total of 37 LMI households.
- Staff reviewed 65 applications; all applications incomplete and notified applicants for missing information.
- **Texas Emergency Rental Assistance Program (TERAP)**
- Staff reviewing 20 applications for the TERAP to provide LMI households with 6 months of rental assistance, whose income was affected by the COVID-19 Pandemic.
- **HUD Semi-Annual Report:** Staff is preparing the HUD Semi-Annual Labor Standards Enforcement Report. This report consist of contracting opportunities for contractors and subcontractors performing on feder-

ally funded projects that were awarded by our agency in excess of \$2,000.00 for construction, alteration, or repair of public works.

- Staff is preparing the HUD 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.

Staff consulted with the Parks & Recreation Department regarding eligible CDBG projects, funding and moving forward with the selected projects.

#### Technical Assistance

Provided assistance for 9 homeowners with housing information, 10 homebuyers for homebuyer assistance program, 14 for COVID-19 testing and over 700 phone inquiries for rental assistance



## UPCOMING PROJECTS

- 2021 CDBG and HOME Program Allocations: Complete planning and development of 2021 CDBG and HOME projects; approval of 2021 CDBG and HOME projects by Council and submit application to HUD.
- CDBG-CV 3 CARES Act Funding: Execute contract for funding; completion of environmental review for the HUD required release of funds to move forward with project implementation.
- Financial Management: Facilitate review of project accounts for allowable and allocable expenditures and preparation of adjustments as needed for development of program drawdowns to reimburse the City.
- 2020 Program Year End: May 31st end of the 2020 PY facilitation of all final reporting and requirements to close-out and/or carry-over projects
- Tenant-Based Rental Assistance Program (TBRA): Staff determined 1 low-income household eligible for rental and/or security deposit assistance. Applicant must now find their rental housing unit.
- Staff will continue to review and process application submitted under the TBRA Program.
- Staff will be accepting applications for the program. This program will assist qualified low-income households with rental assistance and security deposits.
- Short-term Tenant-Based Rental Assistance Program: Staff will continue to review and process applications submitted under the ST-TBRA Program.
- Texas Emergency Rental Assistance Program (TERAP)
- Staff will continue to review the applications submitted for the TERAP. This program will provide LMI households with 6 months of rental assistance, whose income was affected by the COVID-19 Pandemic.
- 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.

# HUMAN RESOURCES



## LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired ten (10) New Employees- 1 Solid Waste Collector , 4 PT Lifeguards, 4 PT Recreation Aides, 1 PT Gate Attendant
- Hosted a joint United Way Workplace Giving Campaign “Dunk Tank” with the Port of Galveston
- Held a Civil Service Commission meeting for GPD Appeals Hearing
- 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

- Attend a job fair hosted by Workforce Solutions (virtual)
- Attend the 15th Annual FTA Drug & Alcohol Program National Conference (virtual)
- Host a job fair for Municipal Utilities Department
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- 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 May

# Information Technology



## LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by:
- Updated Firefox and Chrome due to vulnerabilities
- Tier I Support completed 304 calls for service
- Continued deployment of replacement workstations for the annual equipment refresh project
- Launched the new intranet site to replace the existing site that was at end of life
- Completed the domain controller upgrade project
- Configured and deployed mobile hardware to Parks department
- Configured and deployed barcode printers to Public Works department
- Continued efforts on other open projects.



## UPCOMING PROJECTS

- Cutover phase 1 of the Office 365 project; migrate email from the on-premise server to the O365 environment. Move to phase 2 of the project
- Continue work on Workforce Dimensions migration project
- Continue deployment on the annual equipment refresh for equipment at end of lifecycle
- Continue project efforts to migrate the parking management database to the cloud
- Complete the replacement of hardware required for public 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
- Continue project efforts on the IT service desk replacement software solution
- Continue efforts to convert PDF forms to Laserfiche forms for the City Marshal's office
- Finalize scope for the upgrade of the City's enterprise phone system
- Continued project tasks on the upgrade of the SCADA network
- Continued efforts on a replacement patch management solution
- Finalize decision on replacement for the current endpoint solution
- Finalize and implement hardware and configuration changes to the audio system to accommodate hybrid council meetings
- Upgrade end of life versions of Adobe Acrobat

# Information Technology

## GIS Division



### LAST MONTH'S ACCOMPLISHMENTS

- Completed eighteen (18) GIS requests consisting of forty-two (42) items:
- Three dataset updates of contractor valve GIS files in the enterprise geodatabase for Public Works Municipal Utilities
- One dataset updates, one new web map, and one web app request for Short Term Rental Restricted Subdivisions for the Park Board
- Four data requests for single family dwellings, homesteads, taxable values, and assessed values of properties on west end for Finance
- Three dataset updates for the sanitary sewer system for Public Works
- One data request for new construction permits on west end for Information Technology
- One dataset extraction of sanitary sewer files for Public Works
- One map update and one data update for the South Shore grant for Finance
- One geodatabase update of the utility line status domain for Public Works
- One geocoding of an address list for Public Works
- One geocoding of an address list and one point density raster creation for Public Works
- One dataset update of the sanitary sewer overflows for Public Works
- One map update with zoning data for Development Services
- Ten data updates and analyses of the City Force Street data for the City Manager's Office
- Five data updates and analyses of VUEWorks data for the City Manager's Office
- Data update for the fire hydrants layer
- One data update to the code enforcement districts for the City Marshal's Office
- One map creation for code enforcement districts for the City Marshal's Office
- One map creation for resident parking for the City Marshal's Office
- Completed development of the sixth, seventh, eighth, and ninth sections of the Water Assessment Service Areas for Public Works Municipal Utilities
- Completed four Public Information Requests
- Completed nine (9) GIS Support items and provided assistance for locating existing maps and datasets, login assistance, repairing broken links, and data access



### UPCOMING PROJECTS

- Continued development of the City Staff GIS training program

# ISLAND TRANSIT



## LAST MONTH'S ACCOMPLISHMENTS

- Fixed Route Ridership-11,924 trips
- 38% increase in ridership from previous month. Weather was more favorable.
- Avg passenger per day-442 trips
- +25% increase in daily average
- AVG fares collected per day-\$162.00
- ADA Ridership-1200 trips
- Total Island Transit Ridership for March- 13,124
- 30% increase from previous month
- FY 21 Federal Formula Funding approved by FTA
- FY 21-22 TxDOT Application for Section 5310 Elderly & Disable Application submitted.
- 3rd Railcar delivered.
- Testing of railcars and training of operators
- Application for Federal Lo-No Emission Program submitted (funding for 4-LPG buses and work-force development)



## UPCOMING PROJECTS

- Continue certification of railcars/operators for approval of TxDOT SSO.
- Develop public information campaign for Galveston Island Trolley.
- Rubber Wheel Trolleys operating on weekends for the month of April.

# 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, Broadway, 27th St.
- Litter cleanup on weekend
- Continue at 83rd St. Dog Recreation Area
- Certification training for irrigation, pesticides, herbicides, & backflow in-progress
- Hooper field lights Project/ in-progress
- Diamond Beach esplanade start June of 2021
- Tickler Calendar/continue
- Moody Tree Removal Project/continue
- Fall Tree/cutting on Broadway/continue
- Continue with repairs from Winter Storm
- Concession stand at Lindale/storage room & Roof repairs
- Menard storage room
- Pocket Park#4 phase1
- Pocket park#1 re-opened
- Pocket Park#2 winter storm repairs
- Repair bases at all ball fields
- Splash pads repairs at all (3) location/Vortex



### UPCOMING PROJECTS

- Crockett and West-end Ballparks Upgrades and Repairs
- Repairs to Rotary Baseball Field Restroom Building/Doors
- 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, also install water fountain
- 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
- Continue 27th corridor re-planting project
- Cut & cleaned new city hall parking lot, & new P.W. Bldg.
- Cut & clean Pelican Island, & west end
- Clean, cut and trim trees at bird park (Corp Woods Nature Sanctuary) on-schedule
- Water fountain restoration at Kempner park

- ADA Compliance Playground Project
- Additional parking/fire lane at Menard
- Gus Allen/fence removal

## RECREATION & ADMIN



### LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Kardio Kickboxing Tuesdays and Thursdays
- McGuire-Dent Membership Totals: Adults: 1046 Seniors:338 Youth:40, Military: 77
- Wright Cuney Membership Totals: Adults: 114, Seniors: 14, Youth: 79
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center; Continue CDC Guidelines
- Pickleball, Zumba and Badminton
- Basketball Practice Wright Cuney
- Praise dance practice
- Wizard of Oz Drive Thru Parade
- Trumpet practice Wednesday and Thursday
- 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
- Mike Evans Parade
- Basketball goals installed at Wright Cuney and McGuire Dent
- Rosenberg Library (story walk)
- TAAF Meeting March ( Zoom Meeting )
- Staff Training on Civic Rec
- Repair Goal in Pavilion at Wright Cuney
- Flag Football Program with Galveston Hurricanes and Greater Dream
- Special Olympics State Basketball Tournament
- East Region Traps conference
- Open up both Recreation Center

# AQUATICS



## LAST MONTH'S ACCOMPLISHMENTS

- Completed Aquatic Facility Operator Course and received certification
- Attended CivicRec training
- Hosted 7 tryouts at pool for lifeguards
- Hosted 2- 30 hours American Red Cross Life-guard Courses
- Purchased picnic tables for the new deck
- With the help of HR, onboarded 4 Aqua Aerobics Instructors, 3 Recreation Aide staff, and 6 new and returning lifeguards for the pool
- Onboarded Gate Attendants for Pocket Park 1
- Interviewed over 20 applicants for Recreation Aide and Gate Attendants
- Interviewed 3 Assistant Aquatic Manager applicants
- With the help of Parks and Maintenance crews, assembled picnic tables for deck
- Successfully opened Pocket Park 1 starting March 13
- Working alongside Galveston Park Board to sell Beach and Ultimate Beach Passes
- Continued work with Authorize.net and Civic Rec to get new credit card readers installed and working properly
- Worked with Progressive to get pumps and pools back up and circulating
- Participated in virtual job fair hosted by Texas A&M Galveston on March 25
- Recruited at Galveston Farmer's Market on March 28
- Acquired a Pool Maintenance Technician
- Assisting and learning about Splash Pads from Parks and Maintenance staff
- Checked and updated AED's at Miguire-Dent and Wright Cuney Recreation Centers
- Continued General Maintenance
- Beach Pocket Park 1 sold 22 beach season passes and 986 daily transactions for the month of March
- Lasker Community Pool Membership Totals: Adults: 97 Seniors: 55 Youth:5, Military: 27 Child: 5



## UPCOMING PROJECTS

- Complete Season schedule and post on website
- Get registrations set-up on the 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
- Have Gate Attendants and Recreations Aides become Certified Tourist Ambassadors

# 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

- 6524 – Calls for Service
- 609 – Reports Completed
- 493 – Arrests
- 341 – Citations issued by Traffic Safety Unit
- 151 – Warnings issued by Traffic Safety Unit
- 71 – Accidents investigated by Traffic Safety Unit
- The department is conducting background investigations on 24 applicants
- The 59th Citizens Police Academy is being delivered in a virtual format. Officer Coronado and his team are doing a great job and have overcome the technical aspects of the project.
- The Street Crimes Unit has established open communication through on-going meetings with GISD PD in regards to active gang members in their schools, and began building a relationship founded on intelligence sharing between the departments.
- Traffic Safety Unit has increased efforts to conduct targeted enforcement in school zones and other areas identified as problem areas. A significant increase in documented stops demonstrates their efforts. In April we will attempt to establish whether the enforcement is decreasing traffic infractions within those areas.
- Met with local community leaders, business owners, and nonprofit organizations to update them regarding implementation of the TAPS program in Galveston.
- Attended “Fighting the Unknown” community event organized by Santa Fe High School. The event was organized by Santa Fe High School senior’s to bring the community together years after the active shooter incident.
- Conducted a Safety Presentation via Zoom for J1 Exchange Students to educate them on ways to stay safe while temporarily employed in Galveston.
- Began filming the “Decisions” collaborative video project with COG Communications and Ball High School Theater Arts students to bring awareness to underage drinking.
- Cabela’s in League City donated gun locks for a community outreach initiative with UTMB. Gun locks will be distributed to Galveston citizens seeking to secure their firearms at home and reduce accidents.



# 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.



## UPCOMING PROJECTS

- Continue working on the a plan for the new EPA Lead and Copper rule revisions.
- Begin restoration of ~49 failed manholes within the Terramar Sewer Shed.
- Continue daily installation of new water and sewer taps.
- Continue daily general maintenance of distribution and collection system pipe.
- Continue proactively surveying distribution pipe utilizing leak detection technologies.
- Continue proactively surveying collection pipe utilizing SLRAT technologies.
- Continue to proactively line clean collection pipe prior to customer reports of a stoppage.

## 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 1/2 times the trips Sanitation would normally make during a month and is attributed to the winter storm.



## UPCOMING PROJECTS

- Continue operations



## VIEW REPORTS

[Click here to view compliments](#)

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

## **STREETS AND TRAFFIC**



### **LAST MONTH'S ACCOMPLISHMENTS**

- Completed paving the parking lot on the north side of City Hall and Ball Street between 25th & 26th Streets.
- Began overlaying Sportsman Road.
- Conducted grading activities on 7 alleys.
- Performed 32 Utility patches.
- Performed 240 Pothole repairs.
- Conducted 4 Curb and Sidewalk replacement projects.
- Removed debris within the roadway at various locations across the City.
- Assisted Parks Dept. with the development of a new parking lot at Pocket Park #4 on the west end of the island.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 64 traffic signals in the system.
- Repaired 4 pedestrian push buttons on traffic signals.
- Replaced 74 deteriorated traffic signs (e.g. street names, beach signage, no parking, speed limit, etc.) in the system.
- Produced 270 beach signs for placement in the system.

## **DRAINAGE**



### **LAST MONTH'S ACCOMPLISHMENTS**

- Installed 376 Linear feet of new residential culverts.
- Completed 1,000 linear feet of ditch cutting.
- Continued cleanup efforts at 83rd Street Stockpile.
- Conducted routine street sweeping operations including Stewart Rd between 83rd Street & 7 1/2 Mile Road.
- Repaired 5 cave-ins.
- Completed the installation of a larger storm drain inlet at 1621 Driftwood.
- Installed a new area inlet and outlet piping at 11706 Sportsman Rd.

# SCHOLES AIRPORT



## LAST MONTH'S ACCOMPLISHMENTS

- TxDOT Project 2012GALVN: KSA Engineering had subcontractors onsite doing fieldwork needed as part of this project. Applied Research Associates did an inventory of the pavement distresses in the areas scoped for rehabilitation. Surveying and six geotechnical bores also were done at this time.
- A \$300,000 FAA CARES Act grant issued by the FAA and TxDOT Aviation is paying this project's costs. 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: TxDOT and Lochner Engineering opened the sealed bids for the Statewide Pavement Project with four other airports on March 24, 2021. Three bidders responded to the RFP. Based on a preliminary review, our project came in at \$1,121,483.15, which is over our budget of \$940,000.
- Our part of the 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 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.



## VIEW REPORTS

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



# SCHOLLES AIRPORT



## UPCOMING PROJECTS

- **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.
- **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 May 2021.
- **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 April, KSA will submit the preliminary Engineering Report for Airport staff and TxDOT Aviation review. We expect KSA to receive a notice to proceed with this project's design phase in May from TxDOT Aviation.
- **TxDOT Project 2012GLVST:** Work will begin this summer to rehabilitate the asphalt section of Runway 14/32 and replace the joint seals on the North Apron and work to be finished by the end of this year.
- **SCC AAEE 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 and learn about new products, regulations, and best management practices for operating and maintaining general aviation airports.