



FEBRUARY 2022

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



The City Marshal's Office has been a widely-discussed topic of late, so I wanted to address how the department operates and strives to maintain compliance with city codes.

The City reopened the City Marshal's Office in 2017 to improve the quality of life for residents and allow GPD to focus on crime. Code violations were previously assigned to the police department, but establishing a City Marshal's Office provided cost efficiencies and allowed police to focus on crimes while marshals focused on code enforcement.

The City Marshal's Office focuses on parking enforcement, code enforcement, and registration and inspection of wreckers and taxis. The marshals are responsible for enforcing all city ordinances as implemented by City Council and codes as written. Code enforcement works seven days a week.

The vast majority (more than 90 percent) of City Marshal cases begin in the form of a complaint reported to the city. The City Marshal then sends an employee to investigate the complaint regarding a violation of a city code.

If a violation has occurred, the marshal's office will send the

person in violation a notification letter indicating they have a set period of days to correct the issue, usually 10 days. If the owner is unable to fix the issue within 10 days, they may contact the City Marshal's Office for an extension. If the owner has not corrected the issue within the timeframe or extended timeframe, then a second letter is sent charging the owner with a code violation and setting a municipal court date. The owner will then appear in court to resolve the issue.

The main goal is compliance, and the majority of cases are corrected through compliance before going to municipal court. The office strives to have compliance with code in a way that is fair and equitable, and it's important to realize that the office is not writing or deciding city code, but enforcing it. We fully support the City Marshal's Office and believe that the City is looking better than ever before in part because of their efforts and the city's commitment to code enforcement.

*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

- 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 a total of \$ 1,925 in cleared warrants - defendant's either paid the warrants off, set up payment plan with the court or the Court dismissed the warrants.



UPCOMING PROJECTS

- Continue operations



VIEW REPORTS

- Click here for the [report](#)
- Click here for the [City Parking Revenue](#)
- Click here for the [Park Board Parking Revenue](#)
- [Ground transportation 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
- Prepared the City Manager's Report
- Educated the public about Mardi Gras and the city's safety efforts during the event
- Collaborated with Rosenberg Library to help spread the word about ongoing initiatives
- Worked with Municipal Utilities on the communications plans for ongoing projects
- Prepped for Galveston University
- Collaborated with several city boards to promote initiatives such as the public arts grant



UPCOMING PROJECTS

- Galveston University begins in March
- Continue normal operations

LAST MONTH'S VIDEOS

- [1000 Books Before Kindergarten](#)
- [Celebrating Galveston Black History: Izola Collins](#)
- [Cultural Arts Commission](#)
- [Pet of the Week: Fancy Pants & Delilah](#)
- [GPD Mardi Gras Safety](#)
- [Celebrating Black History: Central H.S.](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

- Held 13 meetings with event organizers regarding their events
- Completed Mardi Gras planning safely and efficiently.
- Continued planning for Spring & Summer Special Events
- Special Event Permits Issued: 2
- Loudspeaker Permits Issued: 10
- February 13: Galveston Marathon
- February 18-March 1: Mardi Gras! Galveston



UPCOMING PROJECTS

- March 19 & April 16: Galveston Island Market
- March 26: Hike for Hope
- April 3: Ironman 70.3 Triathlon
- April 24: Galveston's Own Farmer's Market's Market Mile
- April 30: The Grand Kids Festival
- For additional information on Special Events, please visit <https://www.galvestontx.gov/calendar.aspx?CID=26> or reach out to our team at (409) 797-3705 or MPierce@GalvestonTX.gov

LEGISLATIVE AFFAIRS



VIEW REPORTS

- [Legislative Report, February 4](#)
- [Legislative Report, February 12](#)
- [Legislative Report, February 20](#)
- [Legislative Report, February 27](#)



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- **24" water line:** Work of the contract is for the construction of approximately 3.5 miles of 24" water transmission main and 4" fiber optic conduit from the City of Galveston's 59th Street Pump Station to the City's Airport Pump Station. This contract also provides for the construction of approximately 1 mile of 10" water line along 55th Street.
- **Airport water plant expansion:** Work of the Contract is for, but is not limited to, construction of one (1) new building to house two (2) new vertical turbine can pumps including new electrical switchgear, one (1) 3.0 MG ground storage tank, refurbishment of existing pump station building with chlorination system replacement, liquid ammonium sulfate (LAS) system, zinc orthophosphate (ZOP) system, two (2) new flow control stations, existing yard piping demolition and removal, installation of proposed yard piping and connections with existing system, and on-site paving and grading. The project is located at the City of Galveston's Airport Pump Station on Jones Road in Galveston County, Texas.
- **18th Street storm sewer:** Work of the contract is for construction of the 18th Street Storm Sewer System including approximately 16,000 LF of storm sewer ranging in size from 24" pipe to a 5'x10' reinforced concrete box, 3,000 feet of water line replacement and 4,500 feet of sanitary sewer line replacement. Also included is resurfacing of the roadway.
- **35th Street improvements:** Work of the contract includes removal and replacement of existing concrete pavement, asphalt pavement, base material, concrete curb, sidewalks and driveways; removal and replacement, adjustment or abandonment of storm sewer lines, leads, inlets and manholes; removal and replacement, adjustment or abandonment of water lines, valves, meters and fire hydrants; upsizing of sanitary sewer lines, steel casing and replacements of manholes; removal and replacement of sod, pavement markings and permanent signs
- **Church Street drainage:** Work of the contract is for construction of the Church Street Storm Sewer System between 33rd Street - 37th Street including approximately 725 linear feet of 6'X2' storm sewer, 730 linear fee of 4'X2' storm sewer and inlets; resurfacing of the roadway. The project time will be extended due to weather, storm water related issues and private utility conflicts.
- **Sanitation equipment shelter:** Work of the con-

CONSTRUCTION

tract includes both design and construction of the facility. This includes, but is not limited to: geotechnical investigation necessary for the foundation design; foundation and structural design of the building; windstorm engineering and certification including a WPI-8; design and construction all-weather electric system to provide security lighting; all materials and labor to construction the metal building and electric system; any other services required for a complete and functional facility. The project time will be extended due to material delivery lead times.

- **Trolley barn pump and generator:** Work of the contract is for providing a storm water pump, a generator and fuel tank and the construction of a platform to mount the fuel tank, generator and compressor. The work will also include electrical wiring and connections for the generator and pump and piping to discharge the storm water from the pit to the exterior of a deployable flood wall. The project time will be extended due to material delivery lead times.
- **Trolley barn concrete wall:** Work of the contract is for construction of a structural flood wall and deep foundation adjacent to the Trolley Barn facility. The work includes utility conflicts and associated site work.
- **Trolley barn deployable wall:** Work of the contract is for construction of a deployable flood wall protection around the Trolley Barn facility. Included around the perimeter is a uniform concrete pad for sealing and securing the flood wall and associated site work. The project time will be extended due to material delivery lead times as well as phasing of the concrete flood wall performed outside of this scope of work
- **Teichman Road waterline:** Work of the contract is to install approximately 9250 linear feet of 8" water line along Teichman Road, 91st Street, Blume Drive, Lewis Drive and Commodore Drive; abandon the existing 6" asbestos cement water line; installation to include excavation, bedding, backfill, trench safety, groundwater control, all testing and pavement repair; also inclusive of the abandonment of existing 6" and 8" asbestos cement water lines along Teichman Road from I-45 to Blume Drive and the service line being extended to the existing 12" PVC line; approximately 105 service lines and meters will be moved from the existing lines to the new lines; all service lines, meters, assemblies and meter boxes installed will be new; approximately 32 fire hydrants to be installed at approximately 350-ft spacing. The project has reached substantial completion. There are pending punch list items the City is working with the contractor on to remedy prior to final project completion.

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- Continued to finalize the CRS Report.
- Staff successfully completed the 40 hour BPAT course.
- Continued the update process for the 2021 Code Changes.
- [Inspections Completed](#)
- [Permits Issued](#)



UPCOMING PROJECTS

- Continue to finalize the CRS Report.
- Continue the update process for the 2021 Code Changes.
- Staff will attend the Building Professional Institute Conference
- Staff will attend the Texas Floodplain Management Association Spring Conference



LAST MONTH'S ACCOMPLISHMENTS

- **Permitting Activity:**
- Residential and Commercial Building Permits
- Infrastructure Permits: Subdivision water, sewer, roads, drainage and ADA, 2-year Maintenance and Final Approval and Acceptance.
- Utility (5G/4G, Electrical, Gas, fiber optic) and Geotechnical/Environmental Boring Permits
- Fill permits – 1
- Culvert survey to determine as-built flow line of ditches and outfalls and corresponding construction staking – 8
- Temporary License to use (TLTUs) – 14
- Residential house move permit – 1
- **Projects in Development Phase:**
- South Shore Stormwater Pump Station Grant (Design & Construction \$57M) – The City is currently scoping the project with the highest-ranking design consultant and will be taking a recommendation to City Council in March (est.).
- 14th Street Construction Phase Engineering Services – The City is currently scoping the project with the highest-ranking design consultant and will be taking a recommendation to City Council in April (est.).
- 14th Street Construction Owner's Representative Services - The City is currently scoping the project with the highest-ranking design consultant and will be taking a recommendation to City Council in April (est.).
- **Projects in Design Phase:**
- Beach Pocket Park #3 Parking Lot Improvements
- 11 Mile Road Drainage Improvements (FM3005 to Gulf of Mexico)
- Terramar WWTP Preliminary Design – Final PER report submitted.
- Pirates Beach Lift Stations 40, 47 and 35 Design
- 23rd Street Downtown Corridor-in-house design
- 30-inch Gifford Hill Aged Pipe Supply Waterline Replacement Projects in 95-100% Design
- 14th Street Stormwater Pump Station HMGP DR-4332-024 – 100% Design completed (Design & Construction \$35M), working through comment review period with FEMA and other stakeholders.
- 23rd Street Reconstruction from Broadway to Seawall - 100% design in progress
- New 7 MG Ground Storage Tank #2 at Airport

ENGINEERING

Pump Station — 100% Design in Progress

- 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank – 100% Design in Progress
- 59th Street Pump Station Tanks Rehabilitation Preliminary Engineering (PER)/Feasibility Study
- 36” Old Causeway-RR Bridge Waterline Rehabilitation PER
- Lead and Copper Rule – Data collection phase underway with the Consultant.
- Galveston Water Resource Plan
- Port Outfalls Repair and Upgrade to 25-year Storm Atlas 14 Intensities Projects in 30% Design, Study or Reports
- City Waterwells Asset Condition Assessment and Evaluation and Aquifer Storage and Recovery Appraisal Project.
- Senate Bill 3 Water Utility Emergency Preparedness Plan – Project is currently under way with the DRAFT report due in February.
- Projects Advertised for Bids
- Pirates Beach WWTP 100% Design completed – Contractor Bids received. Staff is working with the Engineer to analyze the bid results.
- Avenue S Reconstruction from 53rd to Seawall (thru Galveston County) – The County is finalizing the Contract and will be scheduling a kickoff meeting in late March (est.).
- 23rd Street Reconstruction from Broadway to Seawall (thru Galveston County) – Utility conflicts are being addressed and once cleared the County will issue this project for bidding.

Projects Awarded:

- Stormwater Master Plan – The City Council approved staff’s request to awarded a contract to LAN Engineering at the February 24th Regular Council Meeting.

Projects in Construction:

- Legas Drive Structural repair design of sloped paving, bulkhead, storm sewer pipe system and sidewalk
- Teichman Neighborhood Waterline Improvements Developer Meetings/Water/Sewer/Drainage/Traffic Design
- Island Transit Flood Dewatering VFD Pumps, Generator and Elevated Platform
- 18th Street Storm Drain Improvements – Ship Channel to Seawall
- Church Street Storm Drain Improvements – 33rd to 37th Streets
- 35th Street Storm Drain & Utility Improvements
- Broadway Bridge Block Drainage Crossings Upgrades
- 24-inch water transmission line from 59th Street Pump Station to the Airport Pump Station
- Airport PS and new MG Ground Storage Tank #1
- Airport PS Disinfection Upgrade
- Pier 10 Waterline (Port of Galveston)
- 37th St. Improvement Project

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Ongoing construction of the equipment shelter at the Sanitation Building.
- Ongoing construction of the deployable wall, generator and pump project at the Trolley Barn
- Handled and completed 426 work orders.



UPCOMING PROJECTS

- Ongoing construction of the equipment shelter at the Sanitation Building
- Ongoing construction of the deployable wall, generator and pump project at the Trolley Barn
- New flooring Project for Utility Billing Suite
- City Hall Windows repair project will begin



FINANCE

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Distribute the FY2022 1st Quarter Budget Report
- Presented the 1st Budget Amendment to City Council
- Continue work on FY2023 Departmental Budget folders



UPCOMING PROJECTS

- Continue work on FY2023 Departmental Budget folders
- Work on FY2023-FY2027 Capital Improvement Plan

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Executed MSA Beacon software agreement for the AMI project
- Executed Badger agreement for the AMI project
- Advertised Downtown Streetscape RFP 22-11
- Executed the contract for the stormwater master plan with LAN
- Opened solicitation for armored vehicle services RFP 22-05
- [Purchasing Data for November](#)



UPCOMING PROJECTS

- Drafting Solicitation for Island Transit Software.
- Drafting Solicitation for Lawn Maintenance and Landscaping Various Locations.
- Facilitating evaluations for the Enterprise Resource Planning (ERP) System Consulting Services.
- Drafting Solicitation for Tennis Court Resurfacing.

- Facilitating the negotiations for the South Shore Drainage.
- Facilitating bids for the Recycling Office Building.
- Facilitating the negotiations for the 14st Street Drainage Improvements A/E Services.
- Facilitating the negotiations for the 14st Street Drainage Improvements Engineering Services.
- Drafting Solicitation for 61st Street Recycling Property.
- Drafting Solicitation for pipes, parts and fittings.
- Drafting Solicitation for PPE Gear – Fire

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Resumed sending out delinquent notifications & shut-offs

Performance Measures	FY 2018	FY 2019	FY 2020	FY 2021	1st Qtr FY22	Jan-22	Feb-22	FY 2022
Meters re-read manually	782	364	550	321	374	274	226	226
Adjustments	3,987	2,090	1,536	2,003	591	117	191	899
Adjustments (\$\$\$)	\$792,289	\$374,840	\$341,172	\$373,460	60,849	\$ 10,513	\$ 31,394	\$ 102,756
Water Bills emailed				73,149	18,006	6,079	6,130	30,215
Water Bills Mailed Out	260,602	255,015	255,470	245,009	59,201	19,640	19,603	98,444
Outstanding "water concern" emails received	440	236	309	323	95	52	30	177
Outstanding "water concern" emails completed	478	300	509	306	76	15	20	111
Service Orders	18,949	20,806	15,078	18,437	4,441	1,352	1,379	7,172
New Customer connections	3,413	3,239	3,556	3,483	753	252	288	1,293
Commercial accounts converted to electronic form of payment					7	0	0	7



UPCOMING PROJECTS

- Continue campaign to sign up commercial and residential accounts on any form of electronic payment
- Implement the billing system new feature for customers to schedule a payment in advance of the due date
- Resume internal investigations on accounts with usage that are marked with vacant and zero account status
- Participation on the core team relating to the AMI implementation project

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

- Continued work on compiling the FY21 annual report
- Compiled an account receivable report by project relating to the FEMA Hurricane Ike receivable

Performance Measures	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL
Number of vendor payments completed	5,791	5,476	5,103	5,926	1,982
Number of checks as percent of total vendor payments	95.65%	91.07%	85.07%	75.41%	75.88%
Number of electronic payments as a percent of total vendor payments	4.35%	8.93%	14.93%	24.59%	24.12%
Number of funds managed	282	284	118	124	126
Investment Portfolio (Millions)	\$145	\$139	\$169	\$150	\$156
Interest Earned (Thousands)	\$2,247	\$3,247	\$1,923	\$81	\$38
Number of FEMA Ike PW's closed out	3	5	1	16	10
Number of FEMA Ike PW's finalized	38	56	31	25	24
Number of FEMA Harvey PW's closed out	9	10	2	10	0
Number of FEMA Harvey PW's finalized			3	14	0
Number of bank accounts reconciled	31	34	34	34	34



UPCOMING PROJECTS

- Begin work on implementing a new module in Gravity for debt management
- Begin work on implementing GASB 96 – Subscription based IT arrangements

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- Mardi Gras February 18th thru March 1, 2020
- Badge Pinning Ceremony for new hire's and promotion
- Rotary Club award for Firefighter of the year
- Grant writing training for administration
- Officer development training
- [Fire Marshal Inspection Report](#)

ACCIDENT MAJOR	28	5.7%
ASSIST BY FIRE	24	4.9%
DUMPSTER TRASH FIRE	2	0.4%
ELECTRICAL PROBLEMS SPARKS	7	1.4%
EXTINGUISHED FIRE	1	0.2%
FIRE ALARM	81	16.5%
FIRE OUTSIDE	6	1.2%
FIRST RESPONDERS	235	47.8%
GAS LINE BREAK LEAK	4	0.8%
GRASS	2	0.4%
HAZMAT	2	0.4%
POWER LINES DOWN TRANSFORMER	10	2.0%
RESCUE	8	1.6%
SMELL OF SMOKE GAS INSIDE	13	2.6%
SMELL OF SMOKE GAS OUTSIDE	4	0.8%
STRUCTURE FIRE	14	2.8%
UNCONSCIOUS	45	9.1%
VEHICLE FIRE	3	0.6%
WASHDOWN	2	0.4%
WATER FLOW ALARM	1	0.2%
Total:	492	100.0%



UPCOMING PROJECTS

- Training with the Port Of Houston
- Department Hose Testing
- State of The City update at Galveston College
- State Inspection of all GFD records by the TCFP



LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 461 vehicle work orders within the month and performed;
- General Repairs - 477
- Accident Repairs - 9
- Capital Repairs - 0
- Recall Repairs - 5
- Preventive Maintenance Services - 324
- Repairs from PM's Services - 33
- Road Calls - 51

Other Services

- Provided 50,369.70 gallons of fuel for city and outside organizations.
- Re-decating older fleet vehicles with newly designed decals.
- Received new fleet vehicles



UPCOMING PROJECTS

- Continue services

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- HOME Program-American Rescue Plan (ARP) funding – Planning processes for the development of the HUD required needs assessment and gaps analysis and Allocation Plan including consultation with homeless shelter and services providers
- Issued the consultation questionnaire to the Continuum of Care agencies, homeless service agencies, non-profit service agencies, public housing agency, and other agencies that provide assistance to the homeless and those at risk of homeless
- Financial Management – Facilitated review of project accounts for allowable and allocable expenditures and preparation of adjustments as needed for development of program drawdowns to reimburse the City
- Completed CDBG and HOME adjustments
- Completed HOME draw for \$74,138.94
- Provided CDBG implementation processes and information to Public Works staff (change of authority) for program requirements for the Street Repaving Project
- FY21 Single Audit – Provided HOME Program information and documentation for the City's federal funding single audit processes
- HUD Certification of Consistency – Provided the Galveston Housing Authority with a Certification of Consistency with the Consolidated Plan for their 2022 Annual Plan proposed activities
- HUD Cash-On-Hand Report – HUD issued a letter to the City that all reports have been reconciled for the Cash-On-Hand quarterly reports
- HUD Voluntary Compliance Agreement (VCA) – HUD previously monitored the City's facilities for accessibility needs under the HUD requirements
- Items of non-compliance were identified and corrected under a multi-year plan of work
- The City has received a VCA Closure Letter for the completion of all the identified accessibility needs
- Staff reviewed certified payrolls for the CDBG projects that invoke the Davis-Bacon Act
- Staff conducted a Davis Bacon Pre-construction meeting to discuss the Davis Bacon requirements for federally funded projects with the approved contractor for the Wright Cuney Security Cameras & Surveillance Device project
- To date, assisted a total of 48 LMI households with rental assistance for one (1) year and security deposit
- Staff determined five (5) Low-income households eligible for assistance
- Staff issued eight (8) coupons and performed two (2) Housing Quality Standards inspections
- Staff received applications and are processing intake reviews

- Staff conducted desk audits on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant
- Entered all project accomplishments into HUD’s Integrated Disbursement and Information System
- Provided assistance for 12 homeowners with housing information, 50 homebuyers for homebuyer assistance program, 31 for Covid-19 Testing, and over 270 phone inquiries for rental assistance
- Staff attended the Gulf Coast Homeless Coalition monthly meeting



UPCOMING PROJECTS

- 2022 CDBG & HOME Program – Planning processes for the 2022 program year of funding
- HUD has not provided the funding levels because Congress has not approved the 2022 Fiscal Budget that allows the HUD appropriations
- 2021 CDBG Timeliness – City must expend 1.5 times its annual CDBG Allocation to meet the HUD timeliness test on April 2nd
- Continue coordination for project implementation to ensure City meets its designated ratio of expenditures
- HOME Program-American Rescue Plan (ARP) funding – Planning and development of the HUD required needs assessment and gaps analysis and Allocation Plan including consultation with homeless shelter and services providers
- 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
- Tenant-Based Rental Assistance Program (TBRA) – Staff will continue to accept, review and process application submitted under the TBRA Program. This program will assist qualified low-income households with rental assistance for one (1) year and security deposit
- Homebuyer Assistance Program - Staff will be accepting applications for the City’s HAP, which will assist with up to \$14,500.00 for downpayment and closing cost towards the purchase of a new home within the City of Galveston
- Davis Bacon – Staff will continue to review certified payrolls for the CDBG projects that invoke the Davis-Bacon Act
- HUD Semi-Annual Report – Staff will prepare the HUD Semi-Annual Labor Standards Enforcement Report for submission to HUD. 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
- Staff will prepare the HUD Semi-Annual Contractor & Subcontractor Activity Report for submission to HUD.
- Monitoring Review – Staff conduct desk audits on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant
- Enter all project accomplishments into HUD’s Integrated Disbursement and Information System (IDIS)
- Staff will participate in HUD training webinars

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Held four New Hire Orientations. Hired Sixteen (16) New Employees- 5 D/C Technician Trainees, 1 Police Officer, 1 Automotive Mechanic, 1 D/C Technician II, 2 Transit Operators, 2 Maintenance Workers, 1 Water Supply Operator Trainee, 1 Solid Waste Collector, 1 Utility Customer Service Specialist, and 1 Parts & Supply Coordinator
- Held Civil Service Exams for Lateral Police Officers
- Hosted Civil Service Entrance Exam for Police Department
- Hosted a Pryor Learning session “Developing Emotional Intelligence” training
- Attended the College of the Mainland Law Enforcement Academy for GPD recruitment effort.
- Continued support of City Departments in filling job vacancies
- Hosted the Galveston Health Board Meeting



UPCOMING PROJECTS

- Host Civil Service Entrance Exam for Police Department
- Hold Civil Service Exams for Lateral Police Officers
- Host United Way Workplace Giving Campaign “Spin-a-thon” Kick-off Event
- Attend the Galveston College’s Career and Transfer Fair as part of the recruitment initiative to fill all City job vacancies.
- Attend Ball High for Job Fair
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- New Hire Orientation (at least 4)
- Continue support of City Departments in filling job vacancies

Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by:
- Blacklisting eight (8) addresses/domains related to phishing or spam
- Completed 2 public information requests
- Tier I Support completed 362 calls for service
- Completed configuration and deployment of 11 laptops for public works.
- Deployed 12 laptops for public safety mobile equipment refresh.
- Completed and deployed 23 desktops as part of the annual equipment refresh program
- Configured and deployed 4 laptops for Public Works call center personnel
- Completed Banner Finance/HR software system upgrade and placed into production
- Completed upgrade of the utility billing software application
- Assisted finance with processing W-2
- Generated and printed 1099s
- Generated eight (8) custom reports for various departments



UPCOMING PROJECTS

- Complete public safety mobile equipment refresh
- Complete workstation equipment refresh deployment
- Continue project efforts on the IT service desk replacement software solution
- Continue project efforts to upgrade the enterprise telephone system
- Complete deployment of the annual equipment refresh
- Continue project efforts for phase 2 of the O365 migration project
- Continue project efforts on the infrastructure equipment refresh project and begin upgrading equipment in the production data center
- Continue project tasks on the upgrade of the SCADA network
- Continue project efforts on the discovery for implementing the bank reconciliation module
- Continue project efforts on the modification to the security system
- Kick off backflow prevention software system upgrade

Information Technology

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Completed 16 GIS map and data requests consisting of 30 items:
- Fulfilled request for Maps from Development Service, Public Works, Fire Department, EOC, Parks, City Marshal, Finance and the City Manager's office
- Update Sanitary Sewer Overflow layer with December 2021 data
- Update fire station names to reflect which ones house EMS
- Calculate 75% of the mean base flood elevation for Galveston for a rule for placing dunes
- Flood data for all building permits issued in 2021
- Update 27th Street from proposed to existing
- Update names for officers and change some of the titles from officer to investigator
- Join table of historical district permits to parcel information
- Create shapefile of registered short term rentals and create 2 maps showing STR regs by city council district and by historic district plus web map and web app
- Coyote Sightings Form - Added several questions to the form for coyote sightings.
- Short Term Rental Restricted Subdivision - Create Map Service and Web App of short term rental restricted areas.
- Added Water Service Work Areas to Water mapser-

vice for VUEWorks.

- Added domains to fire hydrants for use in VUEWorks
- Provided CRS 520 map of Buyouts with Deeds
- Provided CRS 520 map of Buyouts with map IDs
- Updated the Public Works bldg map with new emergency equipment
- Completed 6 City Wide and GIS Support requests
- Added new user to the GIS Portal
- Assisted user with editing error.
- Assisted new users with editing error I VUEWorks.
- Public Meeting Maps - Public Meetings were not updating. Did troubleshooting on script and corrected.
- Created new user accounts for the GIS Portal
- Troubleshoot Field Editors - Versions and arccollector apps got messed up when JG version was corrupted. Worked with PW folks and fixed the issues.
- Terminated Employees - Removed fifteen (15) terminated employees as users from GIS Portal, ArcGIS Online and GIS databases.
- Responded to 2 PIRs. Pointed requestors to online maps containing the desired information.
- Public Utilities ArcGIS Utility Network
- Work for contractor to prepare for migration to the ESRI utility network



UPCOMING PROJECTS

- Continued development of the City Staff GIS training program
- Public Utilities data scrub and migration to the Utility Network Data Model

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Ridership
 - Fixed Route-9,796 trips
 - Seawall Routes-825 trips
 - Trolley-448 Trips
 - ADA Paratransit-1,000 Estimated Trips
 - Total Ridership was 12,285.
-
- AVG Ridership per day
 - Fixed Route-408 per day
 - Seawall Routes-69 per day
 - Trolley- 74 per day
 - ADA Paratransit 41 per day
 - AVG Fares collected per day \$230.00
 - Completed first Charter



UPCOMING PROJECTS

- TxDOT/SSO Audit on March 25th for Trolleys
- Title VI Approval

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
- Repaired park maintenance equipment
- Continue to Assist Citizens in Locating Family Plots at All City Owned Cemeteries
- Continue to clean graffiti in parks and playgrounds
- Began clearing land between Dr. Jackie Cole West End Dog Recreation Area and GISD Bus Barn
- Replaced fencing around Community Garden at Menard Park
- Trimmed palm trees down Ferry Road and several other park locations.
- Completed RFP packet and scheduled opening date for landscaping proposals.
- Staff competed at State Maintenance Rodeo in College Station



UPCOMING PROJECTS

- Water fountain restoration project at Kemper park
- Design Stages of Sandhill Crane Soccer Complex
- Design Stages of Jones Park Renovation
- Improve litter control on main thoroughfares
- IDC Parks Package 3 Projects
- Resurface tennis courts and replace wind-screens at Lindale, Lasker, and Menard Parks
- Install new water fountains and storage area at Crockett Park
- Installing gates at Adoue Park for additional safety
- Will begin marking all athletic fields for youth baseball and softball
- Will begin activating splash pads at Menard, Wright Cuney and Schreiber Parks
- Clean up and repaired features at Pocket Park 1 ticket booth for season opening

RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

McGuire-Dent Membership Totals:

- Adults: 1033
- Seniors: 439
- Youth: 586
- Military: 40
- Daily Pass (Adults & Seniors): 49

Wright Cuney Membership Totals:

- Adults: 507
- Seniors: 26
- Youth: 717
- Held Community Meetings For/With: Better Parks for Galveston, Parks & Recreation Advisory Board, The Families, Children & Youth Board, Cultural Arts Commission, Tree Committee and Ukulele Society.
- Staff met to discuss programming updates and revisions, as well as policies and procedures.
- Continued organizing TAAF Regional Youth Basketball Tournament with City of Texas City for March
- Staff received in-person training at Texas Recreation and Park Society (TRAPS) Institute and Expo in College Station, TX and virtual training from HR (Developing Emotional Intelligence)
- Recreation, Events & Projects Administrator graduated the Dr. Michal Anne Lord Academy of Leadership Development at the TRAPS Institute and received a certificate and recognition.
- Began offering Tai Chi & Qigong programming.
- Staff met with Resource and Crisis Center em-

ployees to discuss potential partnership on a program for young girls.

- Staff met with contractor virtually to discuss development of Cultural Arts Master Plan through a partnership with the Galveston Park Board, Galveston Arts Center, and Downtown Partnership.



UPCOMING PROJECTS

- Continue to Review & Update Programs, Policies, and Procedures
- Staff Training
- Updating Parks & Recreation Website (In Progress)
- CDBG-Cares Act Projects

AQUATICS



LAST MONTH'S ACCOMPLISHMENTS

- Continued general and off season maintenance
- Continued update of Lasker Pool Manual
- Hired new Aquatics Manager and Assistant Aquatics Manager
- Interviewed Water Fitness Instructors and turned in recommendation for hire
- Advertised for lifeguarding class and tryout dates for March/spring break
- Started blended learning lifeguard course with three recreation staff members for cross training
- Attended Texas Recreation and Parks Society annual conference in College Station, TX
- Attended GCAA February Meeting
- Aquatics Manager was appointed to an At-Large position with GCAA
- Jobs posted for Lifeguards and seasonal staff
- Actively recruiting through Facebook, job fairs, high schools, colleges and at facilities for summer staff
- Approval of vendor to perform preventative maintenance repairs on splash pool play structure to be completed before Memorial Day weekend.
- Started procedures for cleaning and waxing large slide
- Painted and removed rust from tables in concession area
- Current Memberships: Adult – 364, Child – 105, Senior – 339, Military - 90
- Average Daily Attendance for month: 0
- Pocket Park 1
- Secured vendor for port-a-potties to be placed in March.
- Interviewed 4 candidates for Gate Attendant positions and turned in recommendation for hire
- Addressed maintenance needs with Parks Superintendent and Director
- Jobs posted for gate attendant
- Continued Updating manual
- Received uniform shirts for staff
- Prepped supplies to be taken week of opening March 11th.
- Updated payment terminals for pocket park
- Received new receipt printer and cash register for efficient transactions
- Daily Beach Transactions: 0
- Season Passes Sold: 0
- Total Revenue: \$0



UPCOMING PROJECTS

- Deep clean facility
- Overhaul and update acid room
- Hiring 1 Recreation Coordinator
- Recruiting seasonal staff

PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

- Hosted six Pre-Development Meetings
 - Continued to work with the Planning Commission on the review of the City's Concession Regulations
 - Staff was awarded a stipend by the Texas Historical Commission in order to attend the National Alliance of Preservation Commissions FORUM this summer
- Landmark Commission:
- 22LC-002 1401 24th Certificate of Appropriateness for Porch Construction
 - 22LC-003 1616 Ave J Certificate of Appropriateness for Awning and Light Fixtures
 - 22LC-004 1602 Ave G Certificate of Appropriateness for Awning and New Windows
 - 22LC-005 1118 Ave I Certificate of Appropriateness for Modifications to Rear Garage
 - 22LC-006 1516 25th Certificate of Appropriateness for Rear Addition
- Planning Commission:
- 22P-008 24125 FM 3005 Beachfront for Deck extension and stair repair
 - 22P-009 1414 19th License to Use for Porch and Stairs
 - 22P-011 23500 FM 3005 Preliminary Plat per approved PUD Ordinance
 - 22P-012 17130 FM 3005 Change of Zoning from R-2 to Res-Rec
 - 22P-013 6902 Ave O Driftwood R-O zoning change
 - 22P-015 Pier 10 Planned Unit Development for Signage
 - 22P-016 1201 Harborside Change of Zoning from C to HI
 - 22P-017 26939 FM 3005 Preliminary plat re: 19P-038 PUD
- Zoning Board of Adjustment:
- 22Z-002 4117 ISLA DEL SOL Variance request front setback
- Beachfront and Dune Protection Certificates:
- 22BF-015 21910 FM 3005 House relocation
 - 22BF-016 22413 VISTA DEL MAR New beachfront house
 - 22BF-017 4235 Sandpiper Deck extension and stairs
 - 22BF-018 24125 FM 3005 Deck extension and stair repair
 - 22BF-019 19051 Kahala New beachhouse
 - 22BF-020 18319 De Vaca Dune restoration
 - 22BF-021 11851 Sunbather Dune restoration
 - 22BF-022 4330 Palapa New beachhouse w/ pool
 - 22BF-023 26010 Flamingo New beachhouse w concrete
 - 22BF-024 21447 FM 3005 New beachhouse w/ concrete
 - 22BF-025 Dune of West Beach Mat walkover beach

- access
- 22BF-026 22725 Kennedy Beachhouse repair and expansion
- 22BF-027 19623 Shores Dune walkover extension
- 22BF-028 4210 Silver Reef Hay bale dune
- 22BF-029 4400 Tampico New beachhouse w/ concrete footer & drive
- 22BF-030 34 Grand Beach New beachhouse w/concrete footer & drive
- Administrative:
 - 22PLAT-00008 8610 Seawall Replat 1 into 2 in Commercial (C) zoning
 - 22PLAT-00009 22128 Pecos Plat - From 2 to 1
 - 22PLAT-00010 3614 Ave P 1/2 Replat 3 into 2
 - 22PLAT-00011 1309 23rd Replat 2 into 1
 - 22PLM-00044 9030 Seawall 2022 renewal
 - 22PLM-00045 1914 Ave M 2022 renewal
 - 22PLM-00046 4128 Ave S 2022 coin-ops
 - 22PLM-00047 2701 Ave D 2022 Renewal
 - 22PLM-00048 2302 Ave B 2022 renewal - Saengerfest Park
 - 22PLM-00049 1602 Seawall 2022 renewal
 - 22PLM-00050 3801 Ave J Concessions Permit
 - 22PLM-00051 3200 Ave J Concession Renewal - Taqueria Flores
 - 22PLM-00052 3114 Seawall Recreational Equipment Permit
 - 22PLM-00053 4028 Ave J Concession renewal
 - 22PLM-00054 2424 Ave E Concession - new app
 - 22PLM-00055 2424 Ave E Concession - new app
 - 22PLM-00056 2702 Ave O 1/2 Temp parking - 2022 Mardi Gras
 - 22PLM-00057 2028 Ave B 2022 renewal
 - 22PLM-00058 2028 Ave B Concession Park Permit
 - 22PLM-00059 902 Ave J coin-ops
 - 22PLM-00060 2203 61st 2022 renewal
 - 22PLM-00061 2424 Ave E concession park renewal
 - 22PLM-00062 2028 Ave B Concession Renewal - Galveston Island Taco
 - 22PLM-00063 112 19th coin-ops
 - 22PLM-00064 21510 FM 3005 2022 renewal
 - 22PLM-00065 1712 Ave F Tax Eligibility
 - 22PLM-00066 1412 Ave I Tree Removal - Private
 - 22PLM-00067 3902 Ave J Coin-ops - 4 qty
 - 22PLM-00068 4502 Ave S Coin-ops - Samy's Foodmart - 5 qty
 - 22PLM-00069 4102 Ave J Coin-ops - La Isla Bonita - 4 qty
 - 22PLM-00070 716 25th Coin-ops - Cellular Plus - 6 qty
 - 22PLM-00071 1727 61st Concession
 - 22PLM-00072 2816 Ave R 1/2 2022 renewals
 - 22PLM-00073 2327 Ave K 2022 renewal
 - 22PLM-00074 4110 Oleander 2022 renewal
 - 22PLM-00075 4525 Ave U Temporary Parking Lot
 - 22PLM-00076 6101 Ave J 2022 renewals
 - 22PLM-00077 7400 Jones Zoning Letter Type A
 - 22PLM-00078 2620 Ave H Temp parking - 2022 Mardi Gras
 - 22PLM-00079 2525 Ave J Coin Operated Machine Permit
 - 22PLM-00027 5002 Seawall Recreational Equipment Rental Permit
 - 22PLM-00028 5201 Ave S Coin-Operated Machine
 - 22PLM-00040 1028 Seawall Concession Renewal
 - 22PLM-00041 4429 Ave J Concessions Permit
 - 22PLM-00042 21510 FM 3005 Concession Park renewal
 - 22PLM-00043 2402 Ave E Concession renewal
 - CZC2022-01 3104 Ave D Certificate of Zoning Compliance for B&S Catering

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

Calls for service – 5126

Reports – 611

Arrests – 453

- Successfully hosted another blood drive with the assistance of the Gulf Coast Regional Blood Drive. Because of our efforts, 18 usable blood donations were received.
- Initiated a revamp of the Strengthening Police and Community Partnerships (SPCP) encouraged by the US Department of Justice. Said program is set for reinitiating in April 2022 with a primary goal to assist in strengthening relationships between our police department and the community in which we serve.
- Initiated contact with the Ball High School Audio Visual Team in reference to creating recruitment videos for hiring purposes. The students will be able to use their own creativity to be judged by members of the community. The creator of the video voted as the winner will receive a \$500 scholarship!
- The GPD Special Operations division joined with G3.com, Team Leija Cooking for a Cause, and members of the Salvation Army and fed the homeless while also providing toiletries that were so generously provided by the Galveston Association of Realtors. Approximately 250 members of our homeless community were fed and provided with new toiletries!
- Galveston Police Department along with members of GPD Citizens Police academy hosted the Texas Region 1 CPAAA meeting. We introduced them to Mardi Gras, Galveston style, where we showcased our traffic enforcement division. Each attendee was provided with Mardi Gras gear and a famous king cake was provided by Maceo's.
- Assisted the City of Galveston with the hosting of The Galveston Marathon and the planning stages of the Farmers Market Mile as well as the Ironman Triathlon 2022.
- Mardi Gras 2022 was a safe and fun event for revelers of all ages.

PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

- Recycling Division processed 120.67 tons of recyclable materials. Including 64.44 tons of paper, cardboard, and plastic, 29.90 tons of glass, and 26.33 tons of mixed metals.
- Recycling Division continued to meet our monthly sales goal of \$10,000; by receiving \$10,795.40 in commodity rebate sales.
- The Recycling Center had an estimated 13,899 visitors this month, with a daily average 496.
- Recycling Division provided curb-side services for 180 residents.
- Recycling Division continued optimization of the Recycling Center.
- Recycling Division completed a special project for Shriners Hospital.
- Recycling Division also completed our weekly recycling pick-up schedule for all City Services and GISD Schools



 **VIEW REPORTS**

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

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Installed 28 water taps and 16 sewer taps; replaced 1 existing sewer tap.
- Repaired 53 distribution system leaks, investigated 16 property owner leaks, and responded to 20 low water pressure complaints.
- Line cleaning crews have cleaned 22,104 feet of collection system sewer main; removing 118,000 pounds of debris.
- SL-RAT crew have inspected 76 manholes and surveyed 17,550 feet of sanitary sewer lines around the Evia area.
- Hydrant crew has inspected and repaired 20 hydrants and replaced 1 hydrant in Fire District 7.



UPCOMING PROJECTS

- Hydrant crew will be assessing and repairing/replacing hydrants in Fire District 7 and moving to District 8.
- Fuquay, Inc. will be continuing rehabilitate sanitary manholes in the Terramar Sewer.
- Line-cleaning and CCTV crew will continue proactive measures in the Terramar subdivision and move to Isla del Sol neighborhood.
- SL-RAT crew will continue to survey Evia and the Crash Boat Basin neighborhoods.
- Repair leaks in the distribution system in order to reduce maintenance backlog.
- Install new collection and distribution taps daily.



VIEW REPORTS

[Click here to view the monthly report for Streets, Traffic and Drainage](#)

SANITATION



LAST MONTH'S ACCOMPLISHMENTS

- Sanitation provided service for the 2022 Mardi Gras special event, collecting 42.7 tons (102,520 lbs) of garbage.
- Sanitation crews completed 807 total requests for service.
- Sanitation crews made 410 trips to the Transfer Station.
- Deposited 2,102.21 tons (4,204,420 lbs) of trash/garbage at the Transfer Station.



UPCOMING PROJECTS

- Continue operations



VIEW REPORTS

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



SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- The Airport Advisory Committee met virtually at noon on February 8, 2022. The Committee tabled the request to change the name of Terminal Drive to Fen Waters Drive until the Committee could meet in person. The Committee unanimously supported the request by Moody Gardens to host an air, car, and boat show August 12-13, 2022.
- Hangar 18, Unit 2 Top Door Rail Replacement Project: John A. Walker Roofing fabricated and replaced the corroded top door rail in Unit 2.
- Automated Surface Observing System (ASOS) Relocation Project – Working with the FAA and the National Weather Service, we moved the ASOS equipment from the airport terminal to the control tower. This move allowed the FAA to assume responsibility for the cost associated with the ASOS, saving the airport over \$115,900 annually. The new phone number for the ASOS is 409-740-5459, and the new frequency is 123.950.
- Voice switch & DASI Replacement Project – Replaced the Voice Communication Control System (VCCS) in the control tower. This project required a system software upgrade and a voice switch that is the interface between the touch screen computers, the radios, microphones, and recording equipment needed to communicate with aircraft and other FAA control facilities in the control tower. We replaced the digital altimeter setting indicator (DASI) as part of the project. The overall cost of this project was \$52,772.
- Fencing Upgrades – Installed two manual gates in perimeter fencing to facilitate mowing along the canal on the airport's west side.
- TxDOT Project 2112GALVN: This \$2,118,100 project is to rehabilitate Runway 18/36. In February, TxDOT Aviation advertised this project, with a pre-bid meeting on February 16, 2022. On March 8, 2022, at 2:30 PM, the bids will be opened.



UPCOMING PROJECTS

- **TxDOT Aviation Conference March 2-4:** Airport staff will be attending the Texas Department of Transportation Aviation Division's Texas Aviation Conference in San Marcos, Texas. This annual three-day conference draws airport leaders from over Texas to meet with TxDOT Aviation and FAA leadership and learn about new products, regulations, and best management practices for operating and maintaining general aviation airports. This event typically draws over 500 attendees annually.
- **TxDOT Project 2112GALVN:** The bid opening for this \$2,118,100 project is on March 8, 2022. In April, TxDOT Aviation will finalize the contract, with work expected to begin in May or June 2022.
- **Airport Advisory Committee Meeting:** The Airport Advisory Committee will hold its regularly scheduled meeting at noon on April 12, 2022. The Committee will consider a request to change the name of Terminal Drive to Fen Waters Drive and discuss existing airport projects and funding.
- **Hangar 28 Roof Coating Project:** Roof repairs includes coating the metal roof with a silicone-based sealer, which will seal the existing metal roof and provide a 10-year warranty against roof leaks.
- **Airport Terminal Office Expansion Project:** This project consists of building two walls to create two new leasable office areas for businesses wanting to be at the airport.



VIEW REPORTS

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