

**December 4, 2017
Harvey Repair Grant
Award Committee
Regular Meeting
3:00 p.m.**



Chad Rankin, Chairperson
Carol McVaney
Nicole Brown
Jerry LeBlanc
Mary Sue Hernandez

AGENDA
City of Dickinson
**HARVEY REPAIR GRANT
AWARD COMMITTEE
REGULAR MEETING**

Stacy Stringer, Secretary
Steve Casey

Charriss York, Alternate
Marjorie Morgan, Alternate

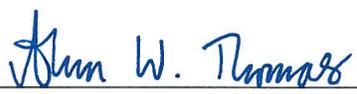
December 4, 2017

NOTICE is hereby given of a **REGULAR MEETING** of the Harvey Repair Grant Award Committee for the City of Dickinson, County of Galveston, State of Texas, to be held on **MONDAY, DECEMBER 4, 2017, at 3:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The Harvey Repair Grant Award Committee of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**
- ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Minutes of the November 27, 2017 Regular Meeting.
- ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Minutes of the November 28, 2017 Regular Meeting.
- ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Minutes of the December 1, 2017 Regular Meeting.
- ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Authorize Grant Awards to Outstanding Businesses.
- ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Harvey Repair Grant Applications Received and Approval of Grant Awards.
- ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Next Committee Meeting Date.
- ITEM 8.) ADJOURN**

CERTIFICATION

This is to certify that a copy of the Notice of the Regular Meeting of the Harvey Repair Grant Award Committee for **MONDAY, DECEMBER 4, 2017** was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 1st day of December, 2017, prior to 3:00 p.m.


Alun W. Thomas, City Secretary



In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending City Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190.

ITEM 1

**Harvey Repair Grant Award Committee
Regular Meeting**

CALL TO ORDER

Roll Call

**CITY OF DICKINSON, TEXAS
HARVEY REPAIR GRANT AWARD COMMITTEE
ATTENDANCE LIST**

**MEETING DATE: December 4, 2017
Regular Meeting**

<u>COMMITTEE MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
CHAIRPERSON CHAD RANKIN	_____	_____
SECRETARY STACY STRINGER	_____	_____
NICOLE BROWN	_____	_____
STEVE CASEY	_____	_____
MARY SUE HERNANDEZ	_____	_____
JERRY LEBLANC	_____	_____
CAROL MCVANEY	_____	_____
ALTERNATE MEMBER MARJORIE MORGAN	_____	_____
ALTERNATE MEMBER CHARRISS YORK	_____	_____
<u>ALSO IN ATTENDANCE:</u>		
City Attorney David W. Olson	_____	_____
Interim City Administrator Ron Morales	_____	_____
Assistant City Administrator/CFO Stephanie Russell	_____	_____
City Secretary Alun W. Thomas	_____	_____

ITEM 2

Chad Rankin, Chairperson
Carol McVaney
Nicole Brown
Jerry LeBlanc
Mary Sue Hernandez

MINUTES
City of Dickinson
**HARVEY REPAIR GRANT
AWARD COMMITTEE
REGULAR MEETING**

Stacy Stringer, Secretary
Steve Casey

Charriss York, Alternate
Marjorie Morgan, Alternate

November 27, 2017

The Harvey Repair Grant Award Committee for the City of Dickinson, County of Galveston, State of Texas, met in a duly called and announced **REGULAR MEETING** on **MONDAY, NOVEMBER 27, 2017**, at **3:00 p.m.** The meeting was held in the City Hall Conference Room 2 located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Chairperson Chad Rankin called the meeting to order at 3:03 p.m. City Secretary Alun Thomas called roll and certified a quorum. Committee Members present were as follows: Chairperson Chad Rankin, Secretary Stacy Stringer, Committee Member Carol McVaney, and Alternate Committee Member Charriss York. Committee Members Nicole Brown, Steve Casey, Mary Sue Hernandez, and Jerry LeBlanc were absent. Alternate Committee Member Marjorie Morgan was also absent. Also present were City Attorney Derra Mattina and City Secretary Alun Thomas.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Minutes of the November 21, 2017 Regular Meeting.

Committee Member Stringer made a motion to approve the minutes of the November 21, 2017 Regular Meeting, and Committee Member McVaney seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Harvey Repair Grant Fund Allocation.

Dickinson City Attorney Derra Mattina introduced the item to the Committee. The Committee discussed various options for awarding the grants, and Ms. Mattina assisted by providing another overview of the grant application ranking system. It was the consensus of the Committee that the grant award program should benefit as many people and business as possible, and that awarding applicants a very low award amount would not prove to be very beneficial to any applicant.

After the discussion, Committee Member McVaney made a motion to assign award amounts of \$2,000 for successful residential applications, and to \$4,000 for successful business applications. Committee Member York seconded the motion. There being no further discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Harvey Repair Grant Applications Received and Approval of Grant Awards.

Dickinson City Attorney Derra Mattina and Dickinson City Secretary Alun Thomas briefed the Committee on the application packets. During this item, Mr. Thomas distributed Packets 3 and "Business" to the Committee.

During the review, the following discussions took place:

- A Committee Member questioned whether Applications 17 and 18 from Packet 3 were the same. After review, Mr. Thomas determined that the applications were for adjacent properties with the same owner.
- Application 27 from Packet 3 does not list the cost. Mr. Thomas reviewed the Application and informed the Committee that the cost was \$13,500.
- Application 42 from Packet 3 is barely legible due to the photocopying. Staff made a new, more legible, copy of the Application, and presented it to the Committee.
- Application 1 from Packet "Business" does not have the quote attached. Mr. Thomas determined that the quote was not attached in the Committee's version of the packet, but that the figures listed were consistent with the quote provided by the Applicant.
- Ms. Mattina read the Committee the rules for judging and reviewing business applications, and reminded the members that business applications have their own considerations.
- A Committee Member questioned whether Application 10 from Packet "Business" qualified for the grant. Ms. Mattina confirmed that it was eligible for consideration by the Committee.
- Committee Member Stringer made a motion to remove Application 25 from Packet "Business" from consideration during this meeting due to it being a residential application, and for the Application to be presented to the Committee at a future meeting for consideration as a residential application. Committee Member McVaney seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

- A Committee Member asked for clarification on how to properly reflect a recusal on an Application. After Ms. Mattina explained the process and the reasons for recusing oneself, it was determined that a recusal was unnecessary for that Application.
- A Committee Member questioned whether Applications 32 and 33 from Packet “Business” were the same. After review, Mr. Thomas determined that the applications were for different addresses.
- Ms. Mattina informed the Committee that, in her opinion, Application 11 from Packet “Business” was ineligible for the grant, and asked the Committee for a ruling on it. Committee Member Stringer made a motion to rule Application 11 from Packet “Business” as ineligible, and to remove it from consideration. Committee Member McVaney seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

- Ms. Mattina informed the Committee that, in her opinion, Application 23 from Packet “Business” was ineligible for the grant, and asked the Committee for a ruling on it. Committee Member York made a motion to rule Application 23 from Packet “Business” as ineligible, and to remove it from consideration. Committee Member McVaney seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

- A Committee Member questioned the “I wish” response on Application 6 from Packet “Business”. Ms. Mattina and Mr. Thomas clarified the comment.
- Ms. Mattina briefed the Committee Members on their responsibilities under the Texas Open Meetings Act and the under the Public Information Act.

ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Next Committee Meeting Date.

The Committee discussed its attending members’ availability to meet on Friday, December 1, 2017 at 9:30 a.m., Monday, December 4, 2017 at 3:00 p.m., and also on Tuesday, December 5, 2017 at 3:00 p.m. A quorum was able to be present on Tuesday. City Secretary Alun Thomas will contact the absent members to inform them of each proposed meeting date and also to

determine if a quorum of members could be present for the Friday and Monday meetings.

ITEM 6.) ADJOURN

Committee Member Stringer made a motion to adjourn the meeting at 5:15 p.m., and Committee Member York seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (McVaney, Rankin, Stringer, York)

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 4th day of December, 2017.

Chad E. Rankin, Chairperson

ATTEST:

Stacy Stringer, Secretary

ITEM 3

Chad Rankin, Chairperson
Carol McVaney
Nicole Brown
Jerry LeBlanc
Mary Sue Hernandez

MINUTES
City of Dickinson
**HARVEY REPAIR GRANT
AWARD COMMITTEE
REGULAR MEETING**

Stacy Stringer, Secretary
Steve Casey

Charriss York, Alternate
Marjorie Morgan, Alternate

November 28, 2017

The Harvey Repair Grant Award Committee for the City of Dickinson, County of Galveston, State of Texas, met in a duly called and announced **REGULAR MEETING** on **TUESDAY, NOVEMBER 28, 2017**, at **3:00 p.m.** The meeting was held in the City Council Chambers located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Chairperson Chad Rankin called the meeting to order at 3:01 p.m. City Secretary Alun Thomas called roll and certified a quorum. Committee Members present were as follows: Chairperson Chad Rankin, Steve Casey, Mary Sue Hernandez, and Alternate Member Charriss York. Committee Member Carol McVaney arrived at 3:05 p.m. Secretary Stacy Stringer, Committee Member Nicole Brown, Committee Member Jerry LeBlanc, and Alternate Member Marjorie Morgan were absent. Also present were City Attorney Derra Mattina and City Secretary Alun Thomas.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Harvey Repair Grant Applications Received and Approval of Grant Awards.

Dickinson City Attorney Derra Mattina and Dickinson City Secretary Alun Thomas briefed the Committee on the application packets. During this item, Mr. Thomas distributed Packets 4, 5, and 6 to the Committee.

During the review, the following discussions took place:

- Committee Member Casey made a motion to remove Application 26 from Packet 4 from consideration during this meeting, and Committee Member Hernandez seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

5 AYES (Casey, Hernandez, McVaney, Rankin, York)

0 NAYS

MOTION PASSED

- A Committee Member questioned whether Application 10 from Packet 4 was for a home or a business. City Attorney Derra Mattina instructed the Committee to review the application as an application for the home.
- Ms. Mattina reminded the Committee that there are two versions of the grant application form; the original form asked the final question in the

negative, which proved confusing for the early applicants, so the form was changed to ask the question more clearly.

- Mr. Thomas asked that the Committee Members leave their packets in their ranked order when turning them back in, as it assists in determining the rankings in case some handwriting is hard to read.
- Committee Member Hernandez made a motion to remove Application 7 from Packet 5 from consideration during this meeting due to its ineligibility for the grant program, and Committee Member McVaney seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

5 AYES (Casey, Hernandez, McVaney, Rankin, York)

0 NAYS

MOTION PASSED

- Application 18 from Packet 5 refers to an attachment. Mr. Thomas provided the Committee with a brief overview of the contents of the lengthy attachment.
- Applications 6 and 7 from Packet 6 are very similar, and the Committee discussed whether the applicant may have copied from each other. Mr. Thomas reviewed the applications and determined that they were from next-door neighbors. Ms. Mattina discussed with the Committee the additional future possibility that one person may own multiple homes and therefore submit applications for multiple addresses. If this happens, and if more than one of an applicant's homes are eligible for an award, the City will issue the grant for the highest ranked of the applications, and then bring the other application(s) back to the Committee to discuss how to address it.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Next Committee Meeting Date.

The Committee discussed its attending members' availability to meet on Friday, December 1, 2017 at 9:30 a.m., Monday, December 4, 2017 at 3:00 p.m., and also on Tuesday, December 5, 2017 at 3:00 p.m. A quorum was able to be present on Friday morning, so City Secretary Alun Thomas will post that meeting this evening, then contact the absent members to inform them of each proposed meeting dates and thereby determine if a quorum of members could be present for the Monday and Tuesday meetings.

ITEM 4.) ADJOURN

Committee Member Hernandez made a motion to adjourn the meeting at 4:58 p.m., and Committee Member Casey seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

5 AYES (Casey, Hernandez, McVaney, Rankin, York)

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 4th day of December, 2017.

Chad E. Rankin, Chairperson

ATTEST:

Stacy Stringer, Secretary

ITEM 4

Chad Rankin, Chairperson
Carol McVaney
Nicole Brown
Jerry LeBlanc
Mary Sue Hernandez

MINUTES
City of Dickinson
**HARVEY REPAIR GRANT
AWARD COMMITTEE
REGULAR MEETING**

Stacy Stringer, Secretary
Steve Casey

Charriss York, Alternate
Marjorie Morgan, Alternate

December 1, 2017

The Harvey Repair Grant Award Committee for the City of Dickinson, County of Galveston, State of Texas, met in a duly called and announced **REGULAR MEETING** on **FRIDAY, DECEMBER 1, 2017**, at **9:30 a.m.** The meeting was held in the City Council Chambers located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Chairperson Chad Rankin called the meeting to order at 9:33 a.m. City Secretary Alun Thomas called roll and certified a quorum. Committee Members present were as follows: Chairperson Chad Rankin, Secretary Stacy Stringer, Nicole Brown, and Steve Casey. Committee Member Mary Sue Hernandez, Committee Member Jerry LeBlanc, Committee Member Carol McVaney, Alternate Committee Member Marjorie Morgan, and Alternate Member Charriss York were absent. Also present were City Attorney Derra Mattina and City Secretary Alun Thomas.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Harvey Repair Grant Applications Received and Approval of Grant Awards.

During this item, Dickinson City Secretary Alun Thomas distributed Packets 7, 8, 9, and 10 to the Committee.

During the review, the following discussions took place:

- Committee Member Brown recused herself from 4 Applications in Packet 7.
- A Committee Member questioned whether Application 50 from Packet 9 was actually for a business. After review, Mr. Thomas determined that it was for a rental home, and instructed the Committee to consider it as a residential application.
- A Committee Member questioned whether Applications 1, 2, 3, 4, 5, and 6 from Packet 10 were from the same owner. Mr. Thomas confirmed that they were. Dickinson City Attorney Derra Mattina reminded the Committee of her guidance from the November 28, 2017 meeting – if one person owns multiple homes, submits applications for the multiple addresses, and more than one of the applicant's homes are eligible for an award, the City will issue the grant for the highest ranked of the applications, and then bring the other application(s) back to the Committee to discuss how to address it.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Next Committee Meeting Date.

The Committee discussed its attending members' availability to meet on Monday, December 4, 2017 at 3:00 p.m. and on Tuesday, December 5, 2017 at 3:00 p.m. A quorum was able to be present on Tuesday, so City Secretary Alun Thomas will post that meeting this evening, then contact the absent members to inform them of each proposed meeting date and to determine if a quorum of members could be also be present for the Monday meeting.

ITEM 4.) ADJOURN

Committee Member Stringer made a motion to adjourn the meeting at 11:27 a.m., and Committee Member Casey seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

VOTE:

4 AYES (Brown, Casey, Rankin, Stringer)

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 4th day of December, 2017.

Chad E. Rankin, Chairperson

ATTEST:

Stacy Stringer, Secretary

ITEM 5

**Harvey Repair Grant Award Committee
Agenda Item Data Sheet**

MEETING DATE December 4, 2017

TOPIC:	Authorize Grant Amounts to Outstanding Businesses.
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BACKGROUND:	This agenda item will afford the Committee the opportunity to review the outstanding business applications.
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RECOMMENDATION:	After the Committee reviewed business applications during its meeting on November 27, 2017, staff has located a small number of business applications that were left with the residential applications. This agenda item will afford the Committee the opportunity to review the outstanding business applications and to provide staff with its Committee Members' rankings on the applications.
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ATTACHMENTS:	• None.
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FUNDING ISSUES	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.# - -
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SUBMITTING STAFF MEMBER	CITY ADMINISTRATOR APPROVAL
Alun W. Thomas, City Secretary	Ron Morales

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	

ITEM 6

**Harvey Repair Grant Award Committee
Agenda Item Data Sheet**

MEETING DATE December 4, 2017

TOPIC:	Harvey Repair Grant Applications Received and Approval of Grant Awards.
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BACKGROUND:	During this agenda item, the Committee will be presented with grant applications that have been received. The Committee will have the opportunity to review, screen, and score the applications, and approve grant awards as it sees fit. City staff will be available during the item to answer questions as needed.
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RECOMMENDATION:	None.
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ATTACHMENTS:	<ul style="list-style-type: none"> • None; the applications will be made available to the Committee during the meeting.
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FUNDING ISSUES	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.# - -
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SUBMITTING STAFF MEMBER	CITY ADMINISTRATOR APPROVAL
Alun W. Thomas, City Secretary	Ron Morales

ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

ITEM 7

**Harvey Repair Grant Award Committee
Agenda Item Data Sheet**

MEETING DATE December 4, 2017

TOPIC:	Next Committee Meeting Date.
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BACKGROUND:	This agenda item will afford the Committee the opportunity to set its next meeting date.
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RECOMMENDATION:	This agenda item will afford the Committee the opportunity to discuss the availability of its members to attend future meetings. Given the large number of applications and the importance of distributing the grant funds in a timely manner, Staff recommends setting a meeting date in the near future, while still allowing time for the required 72-hour meeting notice to be prepared and posted.
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ATTACHMENTS:	• None.
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FUNDING ISSUES	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.# - -
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SUBMITTING STAFF MEMBER	CITY ADMINISTRATOR APPROVAL
Alun W. Thomas, City Secretary	Ron Morales

ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

ITEM 8

ADJOURN

TIME: _____
MOTION: _____
SECOND: _____
VOTE: _____