

**August 3, 2020
City Council
Special Meeting
7:00 p.m.**



Julie Masters, Mayor
Charles Suderman, Mayor Pro Tem
Sean Skipworth
Walter Wilson

AGENDA

City of Dickinson
CITY COUNCIL
SPECIAL MEETING

Wally Deats
Louis Decker
William H. King III
Chris Heard, City Administrator

August 3, 2020

NOTICE is hereby given of a **SPECIAL MEETING** of the City Council for the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, August 3, 2020**, at **7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items.

In accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Dickinson, Texas will **conduct the meeting by telephone and online video conference** in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).

The public may use any of the following toll-free dial-in numbers to participate telephonically in the meeting: 877-853-5257, 888-475-4499, 833-548-0276, or 833-548-0282 Meeting ID: 960 6847 5442, Passcode: 77539

The public may use the following Uniform Resource Locator (URL) to participate by video conference in the meeting: <https://zoom.us/j/96068475442> Meeting ID: 960 6847 5442, Passcode: 77539

The City Council 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: Resolution Number XXX-2020 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS, ACCEPTING A PROPOSAL FROM HUITT-ZOLLARS, INC. FOR ENGINEERING SERVICES IN SUPPORT OF IMPROVING THE CITY’S ROAD AND DRAINAGE SYSTEM FOR OAK DRIVE BETWEEN PIN OAK DRIVE AND SUNSET DRIVE; AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE AN AGREEMENT FOR SUCH SERVICES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance Number XXX-2020 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS, EXTENDING THE DECLARATION OF DISASTER ISSUED BY MAYORAL PROCLAMATION ON JUNE 28, 2020

**AND EXTENDED BY CITY COUNCIL THROUGH ORDINANCE 958-2020
ON JULY 2, 2020 IN RESPONSE TO COVID-19.**

ITEM 4.) EXECUTIVE SESSION: The City Council will now hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes annotated, in accordance with the authority contained in:

A. Section 551.074 – Personnel Matter – Discussion to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline or Dismissal of the City Administrator.

ITEM 5.) RECONVENE

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters Discussed in Executive Session.

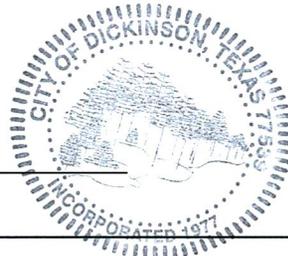
ITEM 7.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Special City Council meeting for **Monday, August 3, 2020**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 29th day of July, 2020, prior to 7:00 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 Council 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.

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE:

In accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Dickinson, Texas will conduct the special meeting scheduled at 7:00 p.m. on Monday, August 3, 2020 at 4403 Highway 3, Dickinson, Texas 77539 by telephone and online video conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). [There will be no public access to the location described above.]

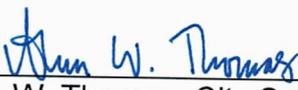
This supplemental written notice, the meeting agendas, and the agenda packets, are posted online at <http://www.ci.dickinson.tx.us/agendacenter>.

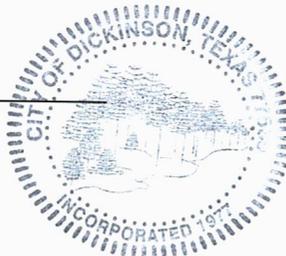
The public may use any of the following toll-free dial-in numbers to participate telephonically in the meetings: 877-853-5257, 888-475-4499, 833-548-0276, or 833-548-0282 Meeting ID: 960 6847 5442, Passcode: 77539

The public may use the following Uniform Resource Locator (URL) to participate by video conference in the meeting: <https://zoom.us/j/96068475442> Meeting ID: 960 6847 5442, Passcode: 77539

The public will be permitted to offer public comments telephonically or via video conference as provided by the agendas and as permitted by the presiding officer during the meetings.

A recording of the meetings will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.


Alun W. Thomas, City Secretary



ITEM 1

**Call to Order and
Certification of a
Quorum**

**CITY OF DICKINSON, TEXAS
CITY COUNCIL MEETING
ATTENDANCE LIST**

**MEETING DATE: August 3, 2020
Special Meeting**

<u>MAYOR/COUNCIL</u>	<u>PRESENT</u>	<u>ABSENT</u>
MAYOR JULIE MASTERS	_____	_____
POS. 1: COUNCILMEMBER CHARLES SUDERMAN	_____	_____
POS. 2: COUNCILMEMBER SEAN SKIPWORTH	_____	_____
POS. 3: COUNCILMEMBER WALTER WILSON	_____	_____
POS. 4: COUNCILMEMBER WALLY DEATS	_____	_____
POS. 5: COUNCILMEMBER LOUIS DECKER	_____	_____
POS. 6: COUNCILMEMBER WILLIAM KING	_____	_____
<u>ALSO IN ATTENDANCE:</u>		
City Attorney David W. Olson	_____	_____
City Administrator Chris Heard	_____	_____
Finance Director Penny Hunter	_____	_____
City Secretary Alun W. Thomas	_____	_____
Director of Community Services Kola Olayiwola	_____	_____
Police Chief Ron Morales	_____	_____
EMS Director Derek Hunt	_____	_____
Fire Marshal Burt Heddles	_____	_____
Court Administrator Irma Rivera	_____	_____
Library Director Julianne Lane	_____	_____
Bayou Animal Services Manager Sarah Haywood	_____	_____
Assistant to the City Administrator Kerilyn Bascle	_____	_____

ITEM 2

RESOLUTION NUMBER XXX-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS, AWARDING REQUEST FOR QUALIFICATIONS #2004 FOR PROFESSIONAL ENGINEERING SERVICES TO HUITT-ZOLLARS, INC. AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE AN AGREEMENT FOR SUCH SERVICES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Dickinson solicited assistance with scoping for applications and engineering of infrastructure projects, if awarded, from the Federal Emergency Management Agency (FEMA), CDBG program of the General Land Office (GLO) , Hazard Mitigation Grant Program (HMGP) of the Texas Division of Emergency Management (TDEM), and other funding opportunities that may arise.

WHEREAS, the City of Dickinson advertised Request for Qualifications (“RFQ”) #2004 for professional engineering services for prospective grant funded projects on July 2, 2020 and July 9, 2020, in the Galveston Daily News; and

WHEREAS, ten submittals were received in response to the RFQ in which the Assistant to the City Administrator publicly opened on July 16, 2020, at 3:30 p.m.; and

WHEREAS, upon full review and consideration of the RFQ Evaluation and all matters attendant and related thereto, the City Council is of the opinion that RFQ #2004 should be awarded to Huitt-Zollars, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS, THAT:

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The Summary of Evaluations for RFQ 2004, attached hereto as Exhibit A, having been reviewed by the City Council of the City of Dickinson and found to be acceptable and in the best interests of the City of Dickinson and its citizens.

Section 2. Request for Qualifications #2004 for professional engineering services is hereby awarded to Huitt-Zollars, Inc.

Section 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 3rd day of August 2020.

Julie Masters, Mayor
City of Dickinson, Texas

ATTEST:

Alun W. Thomas, City Secretary
City of Dickinson, Texas

APPROVED AS TO FORM AND CONTENT:

David W. Olson, City Attorney
City of Dickinson, Texas

EXHIBIT “A”

TO

RESOLUTION XXX-2020

Engineering Services Rating Sheet Summary RFP #2004

	Max.Pts.	AGHA Engineering	Amani Engineering	HVJ Associates	SPI	Aran & Franklin Engineering	PRD Land Development	TLC Engineering	Huitt Zollars	PGAL	Zarinzelk
Experience											
1 Related Experience / Background with federally funded projects	30	20	23	23	26	16	18	16	25	22	22
2 Related Experience / Background with specific project type (infrastructure - streets and drainage)	30	22	23	24	25	16	19	21	26	22	20
5 References from current/past clients	30	24	24	21	16	19	23	23	25	25	18
Subtotal, Experience	90	66	70	68	67	51	60	60	76	69	60
Work Performance											
1 Submits requests to client in a timely manner	15	11	12	11	11	11	11	11	12	11	11
2 Responds to client requests in a timely manner	15	11	12	11	11	10	11	11	13	11	11
3 Past client projects completed on schedule	15	10	12	10	10	10	10	10	12	10	10
4 Work product is consistently of high quality with low level of errors	15	10	11	10	10	10	10	10	11	10	10
5 Past client projects have low level of monitoring findings/concerns	15	10	11	10	10	10	10	11	12	10	10
6 Manages projects within budgetary constraints	15	10	12	10	10	10	10	10	11	10	10
Subtotal, Performance	90	62	70	62	62	61	62	63	71	62	62
Capacity to Perform											
1 Qualifications of Engineering Staff	15	13	12	11	15	9	12	12	15	15	15
2 Present and Projected Workloads	15	11	12	10	8	10	11	12	12	11	12
3 Quality of Proposal/Work Plan	15	11	13	12	8	8	11	13	14	11	11
4 Demonstrated understanding of scope of the CDBG project	15	11	13	10	8	7	10	10	14	10	12
Subtotal, Capacity to Perform	60	46	50	43	39	34	44	47	55	47	50
Proposed Cost											
Proposed cost is in line with independent estimate and compared with all cost proposals received	60	47	47	47	48	46	46	46	47	47	47
	60	47	47	47	48	46	46	46	47	47	47
TOTAL SCORE											
.. Experience	90	66	70	68	67	51	60	60	76	69	60
.. Work Performance	90	62	70	62	62	61	62	63	71	62	62
.. Capacity to Perform	60	46	50	43	39	34	44	47	55	47	50
.. Proposed Cost	60	46	50	43	39	34	44	47	55	47	50
Total Score	300	220	240	216	207	180	210	217	257	225	222

ITEM 3

ORDINANCE NUMBER XXX-2020

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS, EXTENDING THE DECLARATION OF DISASTER ISSUED BY MAYORAL PROCLAMATION ON JUNE 28, 2020 AND EXTENDED BY CITY COUNCIL THROUGH ORDINANCE 958-2020 ON JULY 2, 2020 IN RESPONSE TO COVID-19.

WHEREAS, on June 28, 2020, Julie Masters, Mayor of the City of Dickinson, Texas, issued a Mayoral Proclamation declaring a state of disaster for the City of Dickinson to alleviate the suffering of people and to prevent the spread of COVID-19 throughout the City of Dickinson; and

WHEREAS, on July 2, 2020, the City Council of the City of Dickinson, Texas passed, approved, and adopted Ordinance 958-2020 extending the disaster declaration through August 4, 2020, as authorized by Section 418.108 of the Texas Government Code; and

WHEREAS, the conditions necessitating such disaster declaration continue to exist; and

WHEREAS, the City Council has determined that extraordinary measures must be taken to alleviate the suffering of people and to prevent the spread of COVID-19 throughout the City; and

WHEREAS, pursuant to Section 418.108(b), Texas Government Code, a local state of disaster may not be continued for a period in excess of seven (7) days without the consent of the governmental body of the political subdivision;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DICKINSON, TEXAS:

Section 1. The declaration disaster, which was signed and executed by the Mayor on June 28, 2020, and extended by City Council through August 4, 2020, shall hereby be renewed and extended for seventy (70) days through October 13, 2020, as authorized by Section 418.108 of the Texas Government Code.

DULY PASSED, APPROVED AND ADOPTED on this 3rd day of August, 2020.

Julie Masters, Mayor
City of Dickinson, Texas

ATTEST:

APPROVED AS TO FORM AND CONTENT

Alun W. Thomas, City Secretary
City of Dickinson, Texas

David W. Olson, City Attorney
City of Dickinson, Texas

ITEM 4

Executive Session

ITEM 5

Reconvene

ITEM 6

**Matters Discussed in
Executive Session**

ITEM 7

Adjourn