

**November 21, 2017
Harvey Repair Grant
Award Committee
Regular Meeting
3:00 p.m.**



Carol McVaney
Nicole Brown
Lerry LeBlanc
Mary Sue Hernandez
Steve Casey

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

Stacy Stringer
Chad Rankin
Charisse York, Alternate
Marjorie Morgan, Alternate

November 21, 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 **TUESDAY, NOVEMBER 21, 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: Election of Officers.

- A. Chairperson
- B. Secretary

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

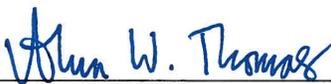
ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Harvey Repair Grant Applications Received and Approval of Grant Awards.

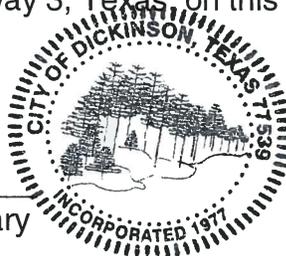
ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Next Committee Meeting Date.

ITEM 6.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Regular Meeting of the Harvey Repair Grant Award Committee for **TUESDAY, NOVEMBER 21, 2017** was posted on the bulletin board at City Hall, 4403 Highway 3, Texas, on this the 17th day of November, 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

**Harvey Repair Grant Award Committee
ATTENDANCE LIST**

Date: November 21, 2017

Regular Meeting

Board Members	Position	Present	Absent
Carol McVaney	Regular	_____	_____
Jerry LeBlanc	Regular	_____	_____
Mary Sue Hernandez	Regular	_____	_____
Steve Casey	Regular	_____	_____
Stacy Stringer	Regular	_____	_____
Chad Rankin	Regular	_____	_____
Nicole Brown	Regular	_____	_____
Charisse York	Alternate	_____	_____
Marjorie Morgan	Alternate	_____	_____
Others in Attendance		Present	Absent
Asst. City Administrator/CFO, S. Russell		_____	_____
City Attorney, David Olson		_____	_____

ITEM 2

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

MEETING DATE November 21, 2017

TOPIC:	Election of Officers. A. Chairperson B. Secretary
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BACKGROUND:	Since this is the first meeting of the Harvey Repair Grant Award Committee, officers will need to be selected. The current vacant positions are Chairperson and Secretary.
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RECOMMENDATION:	None.
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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
Bryan Milward	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 3

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

MEETING DATE November 21, 2017

TOPIC:	Harvey Repair Grant Process.
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BACKGROUND:	Since this is the first meeting of the Harvey Repair Grant Award Committee, the Committee, along with the City Attorney, will consider and possibly take action establishing the grant process. Included with this agenda item are the rules for the Harvey Repair Grant Award Committee as approved by City Council on October 10, 2017.
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RECOMMENDATION:	None.
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ATTACHMENTS:	<ul style="list-style-type: none"> • Rules for Harvey Repair Grant Award Committee
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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	

RULES FOR HURRICANE HARVEY REPAIR GRANT AWARD COMMITTEE

I. Evaluation criteria

Repair Grant Applications shall be reviewed using the following criteria to determine eligibility. Applications that do not meet all of the following criteria shall be denied.

- a) The Applicant does not have adequate flood insurance or other insurance coverage for repair damages to the structure of their home or business in the City.
- b) The Applicant's property was impacted by flooding related to Hurricane Harvey and is:
 1. a home;
 2. a retail business that is open to the public;
 3. a business that enhances, promotes or supports tourism or the arts; or
 4. a business that employs 20% or more local residents.
- c) The Applicant's scope of work, if completed, will benefit the City as a whole by:
 1. protecting public health and safety through timely repair of significant flood damage that would otherwise prevent the structure from being habitable;
 2. repairing the outside of a structure such that it decreases blight in the surrounding area;
 3. repairing a structure used by a business that employs residents of the City;
 4. repairing a structure used by a business that is open to the public and thus generates sales tax; or
 5. repairing a structure used by a business that enhances, promotes or supports tourism or the arts and thus generates hotel occupancy tax and sales tax from outside the City.
- d) The Applicant is not delinquent on payment of any sales, property, or hotel occupancy tax to the City for the 2016 tax year (or prior years).
- e) The Applicant is not otherwise precluded from receiving a grant award by federal, state or local law.

II. Procedures for Committee

Grant applications shall be submitted only through City staff so that the appropriate documentation is kept and made available to the committee. A committee members may not make a discretionary decision that has a special economic impact on themselves, or their immediate relatives (mother, father, son, or daughter). Grant applications that do not meet the above criteria shall be marked "ineligible" and returned to the City staff so that the applicant may be notified. Committee members shall then prioritize each application based on the benefit to the City as a whole provided by the Project (in accordance with item c) above. Once prioritized, each committee member should score the applications by marking them with a number. The least beneficial application should be marked as number 1, the second to least beneficial as number 2, and so on, using each number only once. Committee members should not consult with each other or anyone else in determining the priority order of grant applications.

Once all committee members have scored all the applications submitted, the scores from all committee members shall be added together. The applications shall be approved beginning with the highest total score, with all other applications placed in priority order according to their total score. City staff shall notify the applicants of their grant award and the amount of the grant.

Committee members should not discuss the results or scoring of individual applications with anyone, including the applicant. Nor should committee members provide advice to grant applicants, other than to provide a copy of these rules.

III. Procedures for Award of Grants

The amount of each award shall be the lesser of (i) the approximate cost of the Project according to the grant application (which is not reimbursable by insurance or other grant program/s), or (ii) \$3,000 for a home or \$5,000 for a business. In the event a grant is awarded, but donation funds are not sufficient to cover the grant amount, City staff shall: (i) stop taking applications and make note of this on the City website, (ii) hold the applications that were awarded for a period of 60 days during which time additional donations may be made to the City's grant program, (iii) notify the applicants after 60 days that the award was not granted if funds have not become available, and (iv) notify the committee of the state of the City's donation fund. The grant program shall be discontinued on the earlier of: (i) February 25, 2018, or (ii) when donation funds sufficient to cover a single award are no longer available and have remained unavailable for a period of 60 days.

IV. Committee Officers; Committee Meetings

The committee members shall choose from among themselves a Chairperson who shall conduct each meeting in an orderly and courteous fashion, as well as a Secretary who shall be responsible for documenting the total score and amount of the award for each application. The Chairperson shall communicate with City staff and committee members to schedule meetings of the committee as needed based on the number of grant applications.

ITEM 4

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

MEETING DATE November 21, 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 the first 100 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	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 5

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

MEETING DATE November 21, 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:	At the time of preparing this Agenda Item Data Sheet, the City has received 750 applications for the Harvey Repair Grant. 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	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

ADJOURN

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