

**November 27, 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  
  
Charisse York, Alternate  
Marjorie Morgan, Alternate

**November 27, 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, NOVEMBER 27, 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 21, 2017 Regular Meeting.
- ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Harvey Repair Grant Fund Allocation.
- 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 **MONDAY, NOVEMBER 27, 2017** was posted on the bulletin board at City Hall, 4403 Highway 3, Texas, on this the 22nd day of November, 2017, prior to 3:00 p.m.

  
Bryan Milward, Deputy 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: November 27, 2017  
Regular Meeting**

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

# ITEM 2

Carol McVaney  
Nicole Brown  
Jerry LeBlanc  
Mary Sue Hernandez  
Steve Casey

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

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

**November 21, 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 21, 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**

City of Dickinson City Secretary Alun Thomas called the meeting to order at 3:00 p.m., called roll and certified a quorum. Committee Members present were as follows: Mary Sue Hernandez, Steve Casey, Stacy Stringer, Chad Rankin, and Alternate Member Marjorie Morgan.

Dickinson City Attorney David Olson briefed the Committee Members on their responsibilities under the Texas Open Meetings Act and the under the Public Information Act.

**ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Election of Officers.

A. Chairperson

Committee Member Hernandez made a motion to elect Chad Rankin as Chairperson of the Harvey Repair Grant Award Committee, and Committee Member Rankin seconded the motion. There being no discussion, City Secretary Alun Thomas called for the vote.

**VOTE:**

5 AYES (Casey, Hernandez, Morgan, Rankin, Stringer)

0 NAYS

**MOTION PASSED**

B. Secretary

Committee Member Casey made a motion to elect Stacy Stringer as Secretary of the Harvey Repair Grant Award Committee, and Committee Member Hernandez seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

**VOTE:**

5 AYES (Casey, Hernandez, Morgan, Rankin, Stringer)

0 NAYS

**MOTION PASSED**

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

Dickinson City Attorney Derra Mattina explained the application ranking system to the Committee. She noted that the ranking is based upon two criteria – the applicant’s need and the benefit that awarding a grant to the applicant would have for the city as a whole. Ms. Mattina also noted that since not all committee members were present at the meeting, Alternate Member Morgan will be participating in the Committee for this meeting.

**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. Ms. Mattina and Mr. Thomas explained that City of Dickinson staff have bundled the applications into packets of 50, in the order in which the applications were received. Each Committee Member is now charged with ranking the applications within each packet, with the most deserving application being ranked “50”, and each subsequent application receiving the next integer in descending order.

During the review, the following discussions took place:

- Committee Member Stringer asked about the final question on the grant application, which is asked in different ways on different applications. City Secretary Alun Thomas informed the committee that there are two versions of the form; the original form asked the question in the negative, which proved confusing for the early applicants, so the form was changed to ask the question more clearly.
- Committee Member Casey asked why rental houses were included in the residential packets and not within the business packets. Dickinson City Attorney Derra Mattina advised the Committee that the decision was made because people live in the houses, and that each Committee Member can determine whether that affects their ranking of the applications.
- At 4:04 p.m., Chairperson Rankin announced the time, and encouraged the Committee Members to begin ranking Packet 1 applications if they had not already.
- It was found that two applications, numbers 12 and 19, from Packet 2 had not been correctly redacted.

Committee Member Stringer made a motion to remove Application 12 from Packet 2 from consideration during this meeting, and for the Application to be properly redacted and presented to the Committee at a future meeting for consideration. Committee Member Casey seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

**VOTE:**

5 AYES (Casey, Hernandez, Morgan, Rankin, Stringer)

0 NAYS

**MOTION PASSED**

Committee Member Morgan made a motion to remove Application 19 from Packet 2 from consideration during this meeting, and for the Application to be properly redacted and presented to the Committee at a future meeting for consideration. Committee Member Stringer seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

**VOTE:**

5 AYES (Casey, Hernandez, Morgan, Rankin, Stringer)

0 NAYS

**MOTION PASSED**

At 4:58 p.m., City Attorney Derra Mattina informed the Committee that she had to leave the meeting so as to be on time for her next meeting. She gave the Committee her availability for the coming week, so that it could be considered during Item 5.

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

The Committee discussed its attending members' availability to meet on Monday, November 27, 2017 at 3:00 p.m., and also on Tuesday, November 28, 2017 at 3:00 p.m. A quorum was able to be present on Monday, and City Secretary Alun Thomas will contact the absent members to inform them of the meeting and to determine if a quorum of members could be present on Tuesday so that a meeting could also be held then.

**ITEM 6.) ADJOURN**

Committee Member Morgan made a motion to adjourn the meeting at 5:06 p.m., and Committee Member Casey seconded the motion. There being no discussion, Chairperson Rankin called for the vote.

**VOTE:**

5 AYES (Casey, Hernandez, Morgan, Rankin, Stringer)

0 NAYS

**MOTION PASSED**

**PASSED, APPROVED AND ADOPTED** this the 27th day of November, 2017.

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Chad E. Rankin, Chairperson

**ATTEST:**

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Stacy Stringer, Secretary

# ITEM 3

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

**MEETING DATE**            November 27, 2017

|               |                                      |
|---------------|--------------------------------------|
| <b>TOPIC:</b> | Harvey Repair Grant Fund Allocation. |
|---------------|--------------------------------------|

|                    |   |
|--------------------|---|
| <b>BACKGROUND:</b> | During this agenda item, the Committee, along with the City Attorney, will consider and possibly take action establishing fund allocation procedures. Establishment of the procedures is a necessary step that must be taken before grant award amounts are determined. |
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|                        |       |
|------------------------|-------|
| <b>RECOMMENDATION:</b> | None. |
|------------------------|-------|

|                     |         |
|---------------------|---------|
| <b>ATTACHMENTS:</b> | • None. |
|---------------------|---------|

|                       |   |
|-----------------------|---|
| <b>FUNDING ISSUES</b> | <input checked="" type="checkbox"/> Not applicable<br><input type="checkbox"/> Not budgeted<br><input type="checkbox"/> Full Amount already budgeted.<br><input type="checkbox"/> Funds to be transferred from Acct.#                    -                    - |
|-----------------------|---|

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>SUBMITTING STAFF MEMBER</b> | <b>CITY ADMINISTRATOR APPROVAL</b> |
| Alun W. Thomas, City Secretary | Ron Morales                        |

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

# ITEM 4

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

**MEETING DATE**            November 27, 2017

|               |   |
|---------------|---|
| <b>TOPIC:</b> | Harvey Repair Grant Applications Received and Approval of Grant Awards. |
|---------------|---|

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|--------------------|---|
| <b>BACKGROUND:</b> | 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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|                        |       |
|------------------------|-------|
| <b>RECOMMENDATION:</b> | None. |
|------------------------|-------|

|                     |  |
|---------------------|--|
| <b>ATTACHMENTS:</b> | <ul style="list-style-type: none"> <li>• None; the applications will be made available to the Committee during the meeting.</li> </ul> |
|---------------------|--|

|                       |   |
|-----------------------|---|
| <b>FUNDING ISSUES</b> | <input checked="" type="checkbox"/> Not applicable<br><input type="checkbox"/> Not budgeted<br><input type="checkbox"/> Full Amount already budgeted.<br><input type="checkbox"/> Funds to be transferred from Acct.#            -            - |
|-----------------------|---|

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>SUBMITTING STAFF MEMBER</b> | <b>CITY ADMINISTRATOR APPROVAL</b> |
| Alun W. Thomas, City Secretary | Ron Morales                        |

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

# ITEM 5

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

**MEETING DATE**            November 27, 2017

|               |                              |
|---------------|------------------------------|
| <b>TOPIC:</b> | Next Committee Meeting Date. |
|---------------|------------------------------|

|                    |  |
|--------------------|--|
| <b>BACKGROUND:</b> | This agenda item will afford the Committee the opportunity to set its next meeting date. |
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|------------------------|---|
| <b>RECOMMENDATION:</b> | Although the Committee already has a meeting scheduled for November 28, 2017, 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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|                     |         |
|---------------------|---------|
| <b>ATTACHMENTS:</b> | • None. |
|---------------------|---------|

|                       |   |
|-----------------------|---|
| <b>FUNDING ISSUES</b> | <input checked="" type="checkbox"/> Not applicable<br><input type="checkbox"/> Not budgeted<br><input type="checkbox"/> Full Amount already budgeted.<br><input type="checkbox"/> Funds to be transferred from Acct.#            -            - |
|-----------------------|---|

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>SUBMITTING STAFF MEMBER</b> | <b>CITY ADMINISTRATOR APPROVAL</b> |
| Alun W. Thomas, City Secretary | Ron Morales                        |

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

# ITEM 6

# ADJOURN

TIME: \_\_\_\_\_  
MOTION: \_\_\_\_\_  
SECOND: \_\_\_\_\_  
VOTE: \_\_\_\_\_