



To: All City Employees, City Council and the Community at Large

From: Chris Heard, City Administrator 

Date: April 30, 2020

RE: City Operations and Mayoral Declaration relating to COVID-19 #6

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As with the prior information sent out, including the Mayoral Declaration and Memos #1, #2, #3, #4, and #5, please email this Memo for distribution to all City employees and post this for all employees to see in your department.

The modifications in operations and new policy announced and outlined in Memos 1 through 5 as well as the new information included in this memo will remain in effect until May 7, 2020.

On April 27, Governor Abbott issued an Executive Order to begin Reopening Texas. Operations continue to be modified, and while City facilities generally remain closed to the public and programs are currently on hold, the City is open and conducting business internally. All employees, as well as the community as a whole, are encouraged to continue to adhere to CDC guidelines during this time to continue to stop the spread of COVID-19.

Departmental hours of operation are to be established by the supervisor, in collaboration with the City Administrator. Additionally, employees will be allowed to telework with the permission of their supervisor and approval of the City Administrator. For those employees who are teleworking, please remember that all time worked should be accounted for and regular contact with your supervisor is expected. Employees should be responsive when called upon and available during regular work hours as if they would be working onsite.

Municipal Court and Bayou Animal Services will remain closed to the public. Animals that are in foster care will remain in foster care. We will communicate plans to reopen these facilities at a later date.

Beginning May 4th, 2020, the Dickinson Public Library will provide curbside circulation for books and DVD's. This will be available Monday-Friday from 10am to 5pm with final pickups being done by 5pm. Individuals who would like to utilize this service will need to have a valid Dickinson Public Library card and be in good standing with the Galveston County Library System. Patrons will need to reserve the books online in our online catalog or call the library and can get assistance over the phone. Additionally, the library is following American Library Association guidelines and quarantining the books for 72 hours before handling them and checking them back into the library collection.

I want to take a moment to let you all know what a phenomenal job you are doing. These conditions are certainly less than ideal, but we have all learned to be flexible and do our best with our citizens in mind.