

**MINUTES  
MEETING OF THE CITY COUNCIL  
OF THE CITY OF SAN SABA  
October 12, 2021**

Members in attendance were: Ken Jordan - Mayor  
Robert Whitten – Mayor Pro-Tem  
Oleta Behrens - Alderman  
Michael Nelson – Alderman  
Scott Edmonson – City Manager

Aldermen, Shawn Oliver and Marcus Amthor were absent.

Others present were: Sabrina Maultsby – City Secretary  
Charlene Lindsay – Finance Director  
Scott Glaze – Public Works Director  
Michael Wadsworth – Code Enforcement Officer  
John Bauer – San Saba Police Chief  
Ken Coignet – Public Management

At 6:00 p.m. Mayor Kenneth Jordan called the meeting to order, announced a quorum present, and led the Invocation and Pledges.

The City of San Saba opened the public hearing at 6:02 p.m. on October 12, 2021, at City Hall, 303 S. Clear Street, San Saba, Texas, to receive comments from the Public regarding the following:

- 1) The City of San Saba, Texas held a Public Hearing to review the performance under its Texas Community Development Program Contract #7219114 with the Office of Rural Affairs, Texas Department of Agriculture in which funds were used to develop a comprehensive plan for the city. The planning activities included mapping and text along with goals and objectives in the areas of housing, population, land use, economic development, water system, wastewater system, electric system, recreation & open space, capital improvements program, subdivision regulations & zoning ordinance. The documents are available for review at City Hall during normal business hours Monday through Friday.

The City encourages citizens to make their views known at this public hearing.

Ken Coignet with Public Management addressed the City Council and explained that as part of the Planning Grant, TxCDBG requires that several workshops are held prior the final Public hearing as we have for the past several meetings that have involved the City Council, Planning and Zoning, Public Management, and Jacob and Martin where the public has input into the development of the Plan. The Plan and maps were left at City Hall and available for viewing.

Close Public Hearing at 6:03 p.m.

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

Shayna Norris, Billing Clerk working in the Utilities Department, was selected as the Employee of the Month for October. Shayna was unavailable to attend the meeting but will be presented with a plaque with her name on it and a gift certificate to a local restaurant.

**CONSENT AGENDA:**

On a motion by Alderman Michael Nelson, seconded by Alderman Oleta Behrens, Council unanimously approved the following: minutes from the September 14, 2021 council meeting; payment of bills; approved the 2022 Holiday Schedule for the City of San Saba; and approved Resolution No. 2021-43 authorizing the City to enter into an agreement with TxDOT for the closure of Wallace Street on December 11, 2021 to accommodate the Christmas Parade.

**CITY OF SAN SABA  
2022 HOLIDAY SCHEDULE**

- |   |  |
|---|--|
| ● MARTIN LUTHER KING DAY  | MONDAY – JANUARY 17, 2022                                  |
| ● PRESIDENT’S DAY   | MONDAY – FEBRUARY 21, 2022                                 |
| ● TEXAS INDEPENDENCE DAY  | WEDNESDAY – MARCH 2, 2022                                  |
| ● GOOD FRIDAY   | FRIDAY – APRIL 15, 2022                                    |
| ● EASTER HOLIDAY (Observed)   | MONDAY – APRIL 18, 2022                                    |
| ● SAN JACINTO DAY   | THURSDAY – APRIL 21, 2022                                  |
| ● MEMORIAL DAY  | MONDAY – MAY 30, 2022                                      |
| ● INDEPENDENCE DAY  | MONDAY - JULY 4, 2022                                      |
| ● LABOR DAY   | MONDAY – SEPTEMBER 5, 2022                                 |
| ● COLUMBUS DAY  | MONDAY – OCTOBER 10, 2022                                  |
| ● VETERAN’S DAY   | FRIDAY - NOVEMBER 11, 2022                                 |
| ● THANKSGIVING DAY<br>& DAY AFTER                                     | THURSDAY – NOVEMBER 24, 2022<br>FRIDAY – NOVEMBER 25, 2022 |
| ● CHRISTMAS EVE (Observed) &<br>● CHRISTMAS DAY (Observed)            | FRIDAY - DECEMBER 23, 2022<br>MONDAY – DECEMBER 26, 2022   |
| ● NEW YEAR’S EVE (Observed)   | FRIDAY - DECEMBER 30, 2022                                 |
| ●●BIRTHDAY – 1 DAY OFF TO BE TAKEN 30 DAYS BEFORE OR AFTER BIRTHDAY●● |  |

**RESOLUTION 2021-43**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS, TO AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH (TXDOT) TEXAS DEPARTMENT OF TRANSPORTATION FOR THE CLOSURE OF ONE OF THE STATE'S RIGHT-OF-WAY'S (HWY 190 OR WALLACE STREET); AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CONTRACT.**

**WHEREAS**, the City of San Saba has requested the temporary closure of Wallace Street for the purpose of the Christmas Parade on December 11<sup>th</sup>, 2021 at 6:30 p.m.; and

**WHEREAS**, the Parade will be located within the City's incorporated area; and

**WHEREAS**, the State, in recognition of the public purpose of the Parade, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right-of-way will be performed within the State's requirements,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS:** that the City Council authorizes the Mayor and/or City Manager to act as the City's Executive Officer and authorized representative in all matters pertaining to the contract with TxDOT.

**APPROVED this the 12<sup>th</sup> day of October 2021.**

**DISCUSSION/ACTION ITEMS:**

**The first action item** was to Discuss and Consider approving Resolution No. 2021-44, a Resolution of the City of San Saba, Texas accepting the City of San Saba Comprehensive Plan and Finding and Determining that the Meeting at which this Resolution was passed was Open to the Public as Required by Law. Ken Coignet with Public Management addressed the Council and explained that this Resolution is required by the grant for approval. On a motion by Mayor Pro-Tem Robert Whitten, seconded by Alderman Michael Nelson and Council unanimously approved Resolution No. 2021-44.

**RESOLUTION NO. 2021-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS, ACCEPTING THE CITY OF SAN SABA COMPREHENSIVE PLAN AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**WHEREAS**, the City Council of the City of San Saba, Texas, desires to develop a viable urban community for all residents of San Saba; and

**WHEREAS**, the City Council of the City of San Saba, Texas, has determined that the Comprehensive Plan ("Plan") prepared in fulfillment of TxCDBG Contract #7219114 ("Contract") is suitable to guide future policy decisions.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS:**

**SECTION 1**

THAT local officials participated through meetings in preparing and reviewing planning documents for Contract compliance; and the formal presentation of the Plan at the final hearing and/or meeting met or exceeded a one (1) hour minimum requirement set forth by the Contract.

**SECTION 2**

THAT the goals and objectives developed for each contracted planning element were presented, discussed, reviewed and established by local officials.

**SECTION 3**

THAT the inventory, analyses, plans and maps required under the Contract were presented, discussed and reviewed by local officials.

**SECTION 4**

THAT the capital needs listed and ranked within the reports were presented, discussed and reviewed by local officials.

**SECTION 5**

THAT opportunities were provided for citizen participation in the planning process.

**SECTION 6**

THAT local review established that the planning documents are suitable as policy guides.

**SECTION 7**

THAT local efforts in Plan preparation were intended to eliminate impediments to fair housing and support equitable distribution of the Plan's benefits.

**SECTION 8**

THAT the contracted planning documents are accepted by the City as substantiation for payment requisition to the Department and for City's payment to its consultant.

**SECTION 9**

THAT the City of San Saba accepts and intends to use its planning documents prepared under the Contract to guide future policy decisions.

**SECTION 10**

IT IS HEREBY officially found and determined that the meeting at which this Resolution was passed was open to the public as required by law.

**PASSED AND APPROVED** this 12<sup>th</sup> day of October, 2021.

The second action item was to Discuss and Consider and Approve Resolution No. 2021-45, a Resolution of the City of San Saba, Texas designating authorized signatories for the American Rescue Plan – 2021 Grant Contract No. TX4312. Alderman Michael Nelson made a motion to approve Resolution No. 2021-45 designating authorized signatories for the American Rescue Plan-2021 Grant Contract No. TX4312, seconded by Alderman Oleta Behrens, and was unanimously approved by Council.

TX4312 RESOLUTION NO. 2021-45

A RESOLUTION OF THE CITY COUNCIL OF SAN SABA, TEXAS, AUTHORIZING THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF); AND AUTHORIZING THE MAYOR AND THE MAYOR PRO-TEM TO ACT AS THE CITY’S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S IMPLEMENTATION OF THE AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF) FUNDS.

WHEREAS, the City Council of San Saba desires to develop a viable community, including decent housing, suitable living environment, expanding economic opportunities, addressing health and safety needs, and improving critical infrastructure in response to the COVID-19 Pandemic; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of San Saba to utilize and implement ARPA - CLFRF funding;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAN SABA, TEXAS:

1. That the ARPA - CLFRF is hereby authorized to be accepted on behalf of the City from the United States Treasury Department through TEXAS AGENCY.
2. That the City’s allocation be split into two (2) tranches in the amount of \$784,986 with Tranche No.1 being \$392,492.95 and Tranche No. 2 being \$392,493.05.
3. That the City Council directs and designates the following to act in all matters in connection with this application and the City’s participation in the ARPA - CLFRF:
  - The Mayor and Mayor Pro-Tem shall serve as the City’s Chief Executive Officer and Authorized Representative to execute funding request, authorizations and any subsequent contractual documents; and
  - The Mayor and Mayor Pro-Tem are authorized to execute environmental review documents and to certify to environmental clearance matters associated with the ARPA – CLFRF funds; and
  - The Mayor, Mayor Pro Tem, City Manager, City Treasurer, and City Secretary are authorized to execute payment documents and/or other forms required to reimburse project costs.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements as directed by the United States Treasury Department.

Passed and approved this 12<sup>th</sup> day of October, 2021.

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Ken Jordan, Mayor  
San Saba, Texas

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Sabrina Maultsby, City Secretary  
San Saba, Texas

Depository/Authorized Signatories Designation Form

Grant Recipient City of San Saba ARP Contract No. TX4312

The individuals listed below are designated by resolution as authorized signatories for contractual and environmental certification documents.

Ken Jordan	Robert Whitten
(Name)	(Name)
Mayor	Mayor Pro Tem
(Title)	(Title)
(Signature)	(Signature)

In addition to the individuals listed above, the individuals listed below are designated by resolution as authorized signatories for the payments — (At least two (2) signatories required).

Scott Edmonson	Charlene Lindsay
(Name)	(Name)
City Manager	City Treasurer
(Title)	(Title)
(Signature)	(Signature)
Sabrina Maulsby	
(Name)	(Name)
City Secretary	
(Title)	(Title)
(Signature)	(Signature)

NOTE: A copy of a Resolution passed by the city council or county commissioner’s court authorizing the signatories must be submitted along with this form. Grant Recipients are strongly encouraged to use the sample resolution provided.

**The third action item** was to Discuss, Consider, and Approve Resolution No. 2021-46, a Resolution of the City of San Saba, Texas adopting policies in connection with the American Rescue Plan program. Mayor Pro-Tem Whitten made a motion to approve Resolution No. 2021-46 adopting policies in connection with the American Rescue Plan program, seconded by Alderman Michael Nelson and was unanimously passed by all.

**RESOLUTION No. 2021-46**

**A RESOLUTION ADOPTING THE ATTACHED POLICIES IN CONNECTION WITH THE CITY OF SAN SABA, TEXAS PARTICIPATION IN FEDERALLY FUNDED PROJECTS ASSOCIATED WITH THE AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF) AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN.**

Whereas, the City of San Saba, Texas, (hereinafter referred to as “City”) has been awarded ARP - CLFRF funding through an ARP - CLFRF grant from the United States Treasury Department (hereinafter referred to as “TREASURY”);

Whereas, the City, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CLFRF activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the ARP - CLFRF project area;

Whereas, the City, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each ARP - CLFRF project;

Whereas, the City, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires federal programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the ARP - CLFRF contract, to affirmatively further fair housing;

Whereas, the City, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAN SABA, TEXAS, ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Section 504 Policy and Grievance Procedures;
5. Limited English Proficiency Plan;
6. Fair Housing Policy; and
7. Code of Conduct Policy

**Passed and approved this 12<sup>th</sup> day of October, 2021.**

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Ken Jordan, Mayor

Attest:

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Sabrina Maultsby, City Secretary

## **RESOLUCIÓN No. 2021-46**

**UNA RESOLUCIÓN QUE ADOPTA LAS POLÍTICAS ADJUNTAS EN RELACION CON LA CIUDAD DE SAN SABA, TEXAS PARTICIPACIÓN EN PROYECTOS FINANCIADOS FEDERALMENTE ASOCIADOS CON LA LEY DEL PLAN DE RESCATE AMERICANO - CORONAVIRUS LOCAL FISCAL RECOVERY FUND Y ADHRENCE REGULACIÓN DE ARPA - CLFRF EN ESTO.**

Considerando que, la Ciudad de San Saba, Texas, (en adelante, "Ciudad") ha recibido fondos ARP - CLFRF a través de una subvención ARP - CLFRF del Departamento del Tesoro de los Estados Unidos (en adelante, "TESORO");

Mientras que, la Ciudad, de acuerdo con la Sección 109 del Título I de la Ley de Vivienda y Desarrollo Comunitario. (24 CFR 6); la Ley de Discriminación por Edad de 1975 (42 USC 6101-6107); y la Sección 504 de la Ley de Rehabilitación de 1973 (29 USC 794) y para contratos de construcción superiores a \$ 10,000, deben tomar medidas para garantizar que a ninguna persona o grupo se le nieguen beneficios tales como empleo, capacitación, vivienda y contratos generados por la actividad CLFRF, por motivos de raza, color, religión, sexo, nacionalidad, edad o discapacidad;

Mientras que, la Ciudad, en consideración por la recepción y aceptación de fondos federales, acuerda cumplir con todas las reglas y regulaciones federales, incluidas las reglas y regulaciones que rigen la participación ciudadana y la protección de los derechos civiles;

Considerando que, la Ciudad, de acuerdo con la Sección 3 de la Ley de Vivienda y Desarrollo Urbano de 1968, según enmendada, y 24 CFR Parte 135, está obligada, en la mayor medida posible, a brindar capacitación y oportunidades de empleo a los residentes de bajos ingresos. y oportunidades de contratación para negocios en el área del proyecto ARP - CLFRF;



Considerando que, la Ciudad, de acuerdo con la Sección 104 (1) de la Ley de Vivienda y Desarrollo Comunitario, según enmendada, y los requisitos de certificación del Estado en 24 CFR 91.325 (b) (6), deben adoptar una política de fuerza excesiva que prohíba la uso de fuerza excesiva contra manifestaciones no violentas de derechos civiles;

Considerando que, la Ciudad, de acuerdo con la Orden Ejecutiva 13166, debe tomar medidas razonables para asegurar un acceso significativo a los servicios en programas y actividades con asistencia federal por parte de personas con dominio limitado del inglés (LEP) y debe tener un plan LEP en su lugar específico para el localidad y beneficiarios de cada proyecto ARP - CLFRF;

Considerando que, la Ciudad, de acuerdo con la Sección 504 de la Ley de Rehabilitación de 1973, no discrimina por motivos de discapacidad y acuerda asegurar que las personas calificadas con discapacidades tengan acceso a programas y actividades que reciben fondos federales; y

Considerando que, la Ciudad, de acuerdo con la Sección 808 (e) (5) de la Ley de Vivienda Justa (42 USC 3608 (e) (5)) que requiere que los programas y actividades federales se administren de manera afirmativa para promover la políticas de la Ley de Vivienda Justa, acuerda realizar al menos una actividad durante el período del contrato ARP - CLFRF, para promover afirmativamente la vivienda justa;

Considerando que, la Ciudad acuerda mantener normas escritas de conducta que cubran los conflictos de intereses y rijan las acciones de sus empleados involucrados en la selección, adjudicación y administración de contratos.

**AHORA, POR LO TANTO, SE RESUELVE POR EL CONCEJO MUNICIPAL DE SAN SABA, TEXAS, ADOPTA LO SIGUIENTE:**

1. Plan de Participación Ciudadana y Procedimientos de Quejas;
2. Política de la Sección 3;
3. Política de fuerza excesiva;
4. Política de la Sección 504 y Procedimientos de quejas;
5. Plan de dominio limitado del inglés;
6. Política de vivienda justa; y
7. Política del Código de Conducta

**Aprobado y aprobado este 12<sup>th</sup> día de Octubre, 2021.**

\_\_\_\_\_  
Ken Jordan, Alcalde

Atestiguar:

\_\_\_\_\_  
Sabrina Maulsby, Secretario de la Ciudad

CITIZEN PARTICIPATION PLAN

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the United States Treasury Department's ARP - CLFRF Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of San Saba, 303 S Clear St. San Saba, TX 76877,325-372-5144, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the ARP - CLFRF project.

1. A person who has a complaint or grievance about any services or activities with respect to the ARP - CLFRF project, whether it is a proposed, ongoing, or completed ARP - CLFRF should contact the City of San Saba, 303 S Clear St. San Saba, TX 76877,325-372-5144.
2. A copy of the complaint or grievance shall be transmitted by the City Secretary to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to the person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the ARP - CLFRF for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of ARP - CLFRF funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.

2. When a significant number of non-English speaking residents are a part of the potential service area of the ARP - CLFRF project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a ARP - CLFRF application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a ARP - CLFRF project:

1. At a minimum, the City shall hold at least one (1) public hearing prior to submitting the application to the United States Treasury Department.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable ARP - CLFRF application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the ARP - CLFRF program, and the use of past ARP - CLFRF contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the ARP - CLFRF program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by ARP - CLFRF, proposed to be made in the use of ARP - CLFRF funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the ARP - CLFRF project, the City shall hold a public hearing and review its program performance including the actual use of the ARP - CLFRF funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the ARP - CLFRF project or for the closeout of the ARP - CLFRF project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.

4. The City shall retain documentation of the ARP - CLFRF project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

\_\_\_\_\_  
Ken Jordan, Mayor

\_\_\_\_\_  
Date

## **PLAN DE PARTICIPACIÓN CIUDADANA**

### **DEPROGRAMA DE BLOQUES DE DESARROLLO COMUNITARIO DE TEXAS**

#### PROCEDIMIENTOS QUEJAS DEL

Estos procedimientos de quejas cumplen con los requisitos del Programa ARP - CLFRF del Departamento del Tesoro de los Estados Unidos y los Requisitos del Gobierno Local que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de San Saba, 303 S Clear St. San Saba, TX 76877,325-372-5144, durante el horario comercial habitual.

A continuación se muestran los procedimientos formales de quejas y quejas con respecto a los servicios prestados en el marco del proyecto ARP - CLFRF.

1. Una persona que tenga una queja o queja sobre cualquier servicio o actividad con respecto al proyecto ARP - CLFRF, ya sea un ARP - CLFRF propuesto, en curso o completado, debe comunicarse con la Ciudad de San Saba, 303 S Clear St. San Saba, TX 76877,325-372-5144.
2. El Secretario de la Ciudad transmitirá una copia de la queja o queja formal a la entidad que es objeto de la queja o queja y al la Ciudad Fiscal dentro de los cinco (5) días hábiles. después de la fecha de recepción de la queja o agravio.
3. La Ciudad completará una investigación de la queja o queja, si es posible, y proporcionará una respuesta por escrito oportuna a la persona que presentó la queja o queja dentro de los diez (10) días.
4. Si la investigación no se puede completar dentro de los diez (10) días hábiles de los 3 anteriores, se notificará a la persona que presentó la queja o queja, por escrito, dentro de los quince (15) días, cuando sea posible, después de recibir la queja o queja original y deberá detalle cuándo debe completarse la investigación.
5. Si es necesario, la queja y una copia por escrito de la investigación posterior se enviarán al ARP - CLFRF para su revisión y comentarios adicionales.
6. Si corresponde, proporcione copias de los procedimientos de quejas y respuestas a las quejas tanto en inglés como en español, o en otro idioma apropiado.

#### ASISTENCIA TÉCNICA

Cuando se solicite, la Ciudad proporcionará asistencia técnica a grupos que sean representativos de personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de fondos ARP - CLFRF. La ciudad, según las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, determinará el nivel y el tipo de asistencia.

## DISPOSICIONES DE AUDIENCIA PÚBLICA

Para cada audiencia pública programada y conducida por la Ciudad, se observarán las siguientes disposiciones de audiencia pública:

1. El aviso público de todas las audiencias debe publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe publicarse en un periódico local. Cada aviso público debe incluir la fecha, la hora, el lugar y los temas que se considerarán en la audiencia pública. Un artículo de periódico publicado también se puede utilizar para cumplir con este requisito siempre que cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben colocarse en un lugar destacado en los edificios públicos y distribuirse a las autoridades locales de vivienda pública y otros grupos comunitarios interesados.
2. Cuando un número significativo de residentes que no hablan inglés forman parte del área de servicio potencial del proyecto ARP - CLFRF, los documentos vitales, como los avisos, deben publicarse en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar convenientes para los beneficiarios potenciales o reales e incluirá adaptaciones para personas con discapacidades. Las personas con discapacidades deben poder asistir a las audiencias y la Ciudad debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se contactan al menos dos días antes de la audiencia.
4. Una audiencia pública que se lleve a cabo antes de la presentación de una solicitud ARP - CLFRF debe realizarse después de las 5:00 p.m. En un día laborable o en un horario conveniente los sábados o domingos.
5. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participe en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la preparación y presentación de una solicitud para un proyecto ARP - CLFRF:

1. Como mínimo, la Ciudad deberá celebrar al menos una (1) audiencia pública antes de presentar la solicitud al Departamento del Tesoro de los Estados Unidos.
2. La Ciudad conservará la documentación de los avisos de audiencia, una lista de las personas que asistieron a las audiencias, las actas de las audiencias y cualquier otro registro relacionado con el uso propuesto de fondos durante tres (3) años, desde el cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552 del Código de Gobierno de Texas.
3. La audiencia pública incluirá una discusión con los ciudadanos como se describe en el manual de solicitud ARP - CLFRF aplicable para incluir, pero no se limita a, el desarrollo de las necesidades de desarrollo de vivienda y comunidad, la cantidad de fondos disponibles, todas las actividades elegibles bajo el ARP - Programa CLFRF, y el uso de fondos anteriores del contrato ARP - CLFRF, si corresponde. Se alentará a los ciudadanos, con especial énfasis en las personas de ingresos bajos y moderados que residen en barrios marginales y áreas deterioradas, a presentar sus puntos de vista y propuestas con respecto al desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deberán conocer el lugar donde pueden presentar sus opiniones y propuestas en caso de que no puedan asistir a la audiencia pública.
4. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participe en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en caso de que la Ciudad reciba fondos del programa ARP - CLFRF:

1. La Ciudad también deberá realizar una audiencia pública sobre cualquier cambio sustancial, según lo determine ARP - CLFRF, propuesto para ser realizado en el uso de fondos ARP - CLFRF de una actividad elegible a otra nuevamente utilizando los requisitos de notificación anteriores.
2. Una vez finalizado el proyecto ARP - CLFRF, la ciudad celebrará una audiencia pública y revisará el desempeño de su programa, incluido el uso real de los fondos ARP - CLFRF.
3. Cuando se pueda esperar razonablemente que un número significativo de residentes que no hablen inglés participe en una audiencia pública, ya sea para una audiencia pública relacionada con un cambio sustancial en el proyecto ARP - CLFRF o para el cierre del proyecto ARP - CLFRF, publique un aviso en ambos Inglés y español, u otro idioma apropiado y proporcionar un intérprete en la audiencia para satisfacer las necesidades de los residentes que no hablan inglés.
4. La Ciudad conservará la documentación del proyecto ARP - CLFRF, incluidos los avisos de audiencia, una lista de las personas que asistieron a las audiencias, las actas de las audiencias y cualquier otro registro relacionado con el uso real de los fondos. por un período de tres (3) años a partir del cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552 del Código de Gobierno de Texas.

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Ken Jordan, Alcalde

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Fecha

### **Section 3 Policy**

In accordance with 12 U.S.C. 1701u the City of San Saba agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by ARP - CLFRF grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in ARP - CLFRF funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.

- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by TREASURY to the Grant Recipient.
- G. Submit reports as required by TREASURY regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of San Saba, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Ken Jordan, Mayor

\_\_\_\_\_  
Date

### **Sección 3 Política**

De acuerdo con 12 USC 1701u la Ciudad de San Saba acuerda implementar los siguientes pasos, que, en *la mayor medida posible*, proporcionarán capacitación, laboralempleo y oportunidades de contratación para los residentes de la Sección 3 y las empresas de la Sección 3 de las áreas en las que se está llevando a cabo el programa / proyecto.

- A. Introducir y aprobar una resolución adoptando este plan como una política para esforzarse por alcanzar las metas de cumplimiento de las regulaciones de la Sección 3 al aumentar las oportunidades de empleo y contratación para los residentes y empresas de la Sección 3.
- B. Asignar deberes relacionados con la implementación de este plan al Oficial de Derechos Civiles designado.
- C. Notificar a los residentes de la Sección 3 y las inquietudes comerciales sobre posibles nuevos empleos y oportunidades de contratación a medida que se desencadenan por las subvenciones ARP - CLFRF mediante el uso de: Audiencias públicas y anuncios relacionados; avisos públicos; anuncios de licitación y documentos de licitación; notificación a organizaciones comerciales locales como la (s) Cámara (s) de Comercio o la Urban League; medios publicitarios locales, incluida la señalización pública; comités de área de proyecto y juntas asesoras ciudadanas; agencias de planificación regional; y todas las demás fuentes de referencia apropiadas. Incluya cláusulas de la Sección 3 en todas las solicitudes y contratos cubiertos.
- D. Mantener una lista de aquellas empresas que se han identificado a sí mismas como empresas de la Sección 3 para su utilización en adquisiciones financiadas por ARP - CLFRF, notificar a esas empresas sobre oportunidades contractuales pendientes y hacer que esta lista esté disponible para las necesidades generales de adquisiciones del Beneficiario de la Subvención.
- E. Mantenga una lista de aquellas personas que se han identificado a sí mismas como residentes de la Sección 3 y comuníquese con esas personas cuando haya oportunidades de contratación / capacitación disponibles a través del Beneficiario de la Subvención o los contratistas.

- F. Exigir que todos los contratistas y subcontratistas Prime con contratos de más de \$ 100,000 se comprometan con este plan como parte de su trabajo por contrato. Supervisar el desempeño de los contratistas con respecto al cumplimiento de los requisitos de la Sección 3 y exigir que presenten informes según lo requiera TREASURY al Beneficiario de la Subvención.
- G. Presentar informes según lo requiera TREASURY con respecto a la contratación con empresas de la Sección 3 y / o empleo a medida que ocurren; y presentar informes dentro de los 20 días posteriores al final del año fiscal federal (antes del 20 de octubre) que identifiquen y cuantifiquen las empresas y los empleados de la Sección 3.
- H. Mantener registros, incluidas copias de correspondencia, memorandos, etc., que documenten todas las acciones tomadas para cumplir con las regulaciones de la Sección 3.

Como funcionarios y representantes de la Ciudad de San Saba, los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan y nos convertimos en parte de la implementación completa de este programa.

\_\_\_\_\_  
Ken Jordan, Alcalde

\_\_\_\_\_  
Fecha



**Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), City of San Saba hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of City of San Saba to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of City of San Saba to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. City of San Saba will introduce and pass a resolution adopting this policy.

As officers and representatives of City of San Saba, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Ken Jordan, Mayor

\_\_\_\_\_  
Date

**Política de fuerza excesiva**

De acuerdo con 24 CFR 91.325 (b) (6), la Ciudad de San Saba por la presente adopta y hará cumplir la siguiente política con respecto al uso de fuerza excesiva:

1. Es la política de la Ciudad de San Saba prohibir el uso de fuerza excesiva por parte de los organismos encargados de hacer cumplir la ley dentro de su jurisdicción contra cualquier individuo involucrado en manifestaciones no violentas de derechos civiles;
2. También es política de la Ciudad de San Saba hacer cumplir las leyes estatales y locales aplicables contra la restricción física de la entrada o salida de una instalación o ubicación que sea objeto de manifestaciones no violentas de derechos civiles dentro de su jurisdicción.
3. La ciudad de San Saba presentará y aprobará una resolución adoptando esta política.

Como funcionarios y representantes de la Ciudad de San Saba, los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan, y nos convertimos en parte de la implementación completa de este programa.

\_\_\_\_\_  
Ken Jordan, Alcalde

\_\_\_\_\_  
Fecha

**Section 504 Policy Against Discrimination**  
**based on Handicap and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the United States Treasury American Rescue Plan, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of San Saba hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Treasury.
2. The City of San Saba does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of San Saba recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of San Saba shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the ARP - CLFRF program, City of San Saba shall ensure that they are provided with the information necessary to understand and participate in the ARP - CLFRF program.

6. Grievances and Complaints

- A. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of San Saba to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
- B. Complaints should be addressed to: City of San Saba, City Secretary, 303 S Clear St. San Saba, TX 76877,325-372-5144, who has been designated to coordinate Section 504 compliance efforts
- C. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- D. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- E. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by City. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- F. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by City, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- G. The Section 504 coordinator shall maintain the files and records of the City of San Saba relating to the complaint's files.

- H. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of San Saba within ten working days after the receipt of the written determination/resolution.
- I. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Treasury. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- J. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of San Saba complies with Section 504 and Treasury regulations.

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Ken Jordan, Alcalde

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Date

### **Sección 504 Política contra la discriminación**

#### **basada en discapacidades y procedimientos de quejas**

De acuerdo con 24 CFR Sección 8, No discriminación basada en discapacidades en programas y actividades con asistencia federal del Plan de Rescate Estadounidense del Tesoro de los Estados Unidos, Sección 504 de la Ley de Rehabilitación de 1973, según enmendada ( 29 USC 794), y la Sección 109 de la Ley de Vivienda y Desarrollo Comunitario de 1974, según enmendada (42 USC 5309), la Ciudad de San Saba adopta la siguiente política y procedimientos de quejas:

1. Prohibida la discriminación. Ninguna persona calificada con discapacidades en los Estados Unidos, únicamente por razón de su discapacidad, será excluida de la participación, se le negarán los beneficios o será objeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal de la Tesorería.
2. La Ciudad de San Saba no discrimina por motivos de discapacidad en la admisión o acceso, tratamiento o empleo en sus programas y actividades con asistencia federal.
3. Los Ciudad de San Saba materiales o publicaciones de reclutamiento de ladeberán incluir una declaración de esta política en 1. arriba.
4. La Ciudad de San Saba tomará medidas continuas para notificar a los participantes, beneficiarios, solicitantes y empleados, incluidos aquellos con problemas de visión o audición, y sindicatos u organizaciones profesionales que tengan convenios colectivos o acuerdos profesionales con los destinatarios que no discrimina. la base de la discapacidad en violación de 24 CFR Parte 8.
5. Para las personas con discapacidades auditivas y visuales elegibles para recibir servicios o que puedan verse afectadas por el programa ARP - CLFRF, la ciudad de San Saba se asegurará de que se les proporcione la información necesario para comprender y participar en el programa ARP - CLFRF.
6. Quejas formales y quejas

- A. Cualquier persona que crea que ha sido objeto de discriminación por motivos de discapacidad puede presentar una queja conforme a este procedimiento. Es contra la ley que la Ciudad de San Saba tome represalias contra cualquier persona que presente una queja o coopere en la investigación de una queja.
- B. Las quejas deben dirigirse a: Ciudad de San Saba, Secretario de la ciudad, 303 S Clear St. San Saba, TX 76877, 325-372-5144, que ha sido designado para coordinar los esfuerzos de cumplimiento de la Sección 504
- C. Una queja debe presentarse por escrito o verbalmente, contener el nombre y la dirección de la persona que la presenta, y describa brevemente la supuesta violación de las regulaciones.
- D. Una queja debe ser presentada dentro de los treinta (30) hábiles días después de que el demandante tenga conocimiento de la presunta violación.
- E. Una investigación, según corresponda, seguirá a la presentación de una queja. La investigación será realizada por la ciudad. Las investigaciones informales pero exhaustivas brindarán a todas las personas interesadas y a sus representantes, si los hay, la oportunidad de presentar pruebas relevantes para una queja.
- F. Una determinación escrita en cuanto a la validez de la queja y la descripción de la resolución, en su caso, será expedido por Ciudad, y una copia remitida al demandante con quince (15) hábiles días siguientes a la presentación de la demanda siempre que sea posible.
- G. El coordinador de la Sección 504 mantendrá los archivos y registros de la Ciudad de San Saba relacionados con los archivos de la queja.
- H. El denunciante puede solicitar una reconsideración del caso en los casos en que no esté satisfecho con la determinación / resolución como se describe en f. encima. La solicitud de reconsideración debe hacerse a la Ciudad de San Saba en cuestión de diez de trabajo días después de la recepción de la resolución / resolución por escrito.
- I. El derecho de una persona a una resolución pronta y equitativa de la queja presentada a continuación no se verá afectado por la búsqueda de otros recursos por parte de la persona, como la presentación de una queja de la Sección 504 ante el Departamento del Tesoro de los EE. UU. La utilización de este procedimiento de quejas no es un requisito previo para la búsqueda de otros recursos.
- J. Estos procedimientos se interpretarán para proteger los derechos sustantivos de las personas interesadas, para cumplir con los estándares de debido proceso apropiados y asegurar que la Ciudad de San Saba cumpla con la Sección 504 y las regulaciones del Tesoro.

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Ken Jordan, Alcalde

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Fecha

**Fair Housing Policy**

In accordance with Fair Housing Act, the City of San Saba hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

- 1. City of San Saba agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
- 2. City of San Saba agrees to plan at least one activity during the contract term to affirmatively further fair housing.
- 3. City of San Saba will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of San Saba, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Ken Jordan, Mayor

\_\_\_\_\_  
Date

**Política de vivienda justa**

De acuerdo con la Ley de Vivienda Justa, la Ciudad de San Saba por la presente adopta la siguiente política con respecto a Promover Afirmativamente la Vivienda Justa: La

- 1. La Ciudad de San Saba acuerda afirmar más opciones de vivienda justa para las siete clases protegidas (raza, color, religión , sexo, discapacidad, situación familiar y nacionalidad).
- 2. La Ciudad de San Saba acuerda planificar al menos una actividad durante el plazo del contrato para promover afirmativamente la vivienda justa.
- 3. La Ciudad de San Saba presentará y aprobará una resolución adoptando esta política.

Como funcionarios y representantes de la Ciudad de San Saba, los abajo firmantes hemos leído y estamos totalmente de acuerdo con este plan y nos convertimos en parte de la implementación completa de este programa.

\_\_\_\_\_  
Ken Jordan, Alcalde

\_\_\_\_\_  
Fecha

# CODE OF CONDUCT

## CONFLICT OF INTEREST POLICY PERTAINING TO PROCUREMENT PROCEDURES

As a Grant Recipient of a federal or state grant contract (including ARP - CLFRF), the City of San Saba shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the federal or state grant contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of San Saba shall participate in the selection, award, or administration of a contract supported by federal or state grant funds (including ARP - CLFRF) if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of San Saba shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving federal or state grant funds (including ARP - CLFRF), that has any grant-related function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award, or that is required to complete some or all work under the federal or state grant contract in order to meet any National Program Objectives.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award (including ARP - CLFRF), or that is required to complete some or all work under the federal or state grant contract in order to meet a National Program Objective, that might potentially receive benefits from the federal or state grant award may not participate in the selection, award, or administration of a contract supported by federal or state grant funding.

Any alleged violations of these standards of conduct shall be referred to the City of San Saba' Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

\_\_\_\_\_  
Ken Jordan, Mayor

\_\_\_\_\_  
Date

**CÓDIGO DE CONDUCTA****POLÍTICA DE CONFLICTO DE INTERÉS RELATIVO A LOS PROCEDIMIENTOS DE  
ADQUISICIÓN**

Como beneficiario de una subvención de un contrato de subvención federal o estatal (incluido ARP - CLFRF), la Ciudad de San Saba deberá evitar, neutralizar o mitigar los conflictos de intereses reales o potenciales a fin de evitar una ventaja competitiva injusta o la existencia de roles en conflicto que puedan afectar el desempeño del contrato de subvención federal o estatal o afectar la integridad del proceso de adquisición.

Para la adquisición de bienes y servicios, ningún empleado, funcionario o agente de la Ciudad de San Saba participará en la selección, adjudicación o administración de un contrato respaldado por fondos de subvención federales o estatales (incluido ARP - CLFRF) si él o ella tiene un conflicto de intereses real o aparente. Tal conflicto podría surgir si el empleado, funcionario o agente; cualquier miembro de su familia inmediata; su pareja; o una organización que emplea o está a punto de emplear a cualquiera de las partes indicadas en este documento, tiene un interés financiero o de otro tipo o un beneficio personal tangible de una empresa considerada para un contrato.

Ningún funcionario, empleado o agente de la Ciudad de San Saba solicitará o aceptará gratificaciones, favores o cualquier cosa de valor monetario de contratistas o firmas, contratistas potenciales o firmas, o partes de sub-acuerdos, excepto cuando el interés financiero no sea sustancial o el obsequio es un artículo no solicitado de valor intrínseco nominal.

Los contratistas que desarrollen o redacten especificaciones, requisitos, declaraciones de trabajo o invitaciones a licitaciones o solicitudes de propuestas deben ser excluidos de competir por tales adquisiciones.

Para todos los demás casos, ningún empleado, agente, consultor, funcionario o funcionario electo o designado del estado, o de una unidad del gobierno local general, o de cualquier agencia pública designada, o sub-beneficiarios que estén recibiendo fondos de subvenciones federales o estatales (incluyendo ARP - CLFRF), que tiene alguna función / responsabilidad relacionada con la subvención, o que está en posición de participar en un proceso de toma de decisiones u obtener información privilegiada, puede obtener un interés financiero o beneficiarse de la actividad de subvención federal o estatal.

Las restricciones de conflicto de intereses y los requisitos de adquisición identificados en este documento se aplicarán a una empresa que se beneficie, un proveedor de servicios públicos u otra entidad de terceros que esté recibiendo asistencia, directa o indirectamente, en virtud de un contrato o adjudicación de subvención federal o estatal, o que deba completar algunos o todos trabajan bajo el contrato de subvención federal o estatal para cumplir con los Objetivos del Programa Nacional.

Cualquier persona o entidad, incluida cualquier empresa que se beneficie, proveedor de servicios públicos u otra entidad de terceros que esté recibiendo asistencia, directa o indirectamente, en virtud de un contrato o adjudicación de subvención federal o estatal (incluido ARP - CLFRF), o que deba completar algunos o Todo el trabajo bajo el contrato de subvención federal o estatal para cumplir con un Objetivo del Programa Nacional, que potencialmente podría recibir beneficios de la subvención federal o estatal, no puede participar en la selección, adjudicación o administración de un contrato respaldado por una subvención federal o estatal. fondos.

Cualquier presunta violación de estos estándares de conducta será referida alla Ciudad de San Saba' Abogado de. Cuando parezca que se han producido infracciones, el empleado, funcionario o agente infractor estará sujeto a medidas disciplinarias, que incluyen, entre otras, el despido o la transferencia; cuando las violaciones o infracciones parezcan ser de naturaleza sustancial, el asunto puede remitirse a los funcionarios correspondientes para una investigación penal y un posible enjuiciamiento.

Limited English Proficiency Plan

Grantee: City of San Saba  
 Community Population: 2,938  
 LEP Population: 13.8%  
 Languages Spoken:  
 1. By more than 5% of the eligible population or beneficiaries and has more than 50 in number; or Spanish  
 2. By more than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or  
 3. By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.

**Program activities to be accessible to LEP persons:**

- Public notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded projects.
- Publications regarding ARP - CLFRF applications, grievance procedure, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and other vital hearings, documents, and program requirements.
- N/A Other program documents:

**Resources available to Grant Recipient:**

- Translation services: City will retain translation services upon request.
- Interpreter services: City will retain translation services upon request.
- N/A Other resources:

**Language assistance to be provided:**

- Translation (oral and/or written) of advertised notices and vital documents for: City will provide translated documents upon request and retain services to accommodate populations with limited English proficiency.
- Referrals to community liaisons proficient in the language of LEP person: City will identify community liaisons that will assist to provide accommodations to LEP person and provide these services upon request.
- Public meetings conducted in multiple languages: City will conduct public meetings in multiple languages upon request.
- Notices to recipients of the availability of LEP services: City will reference the availability of accommodations in public notices and post documents to accommodate LEP persons in public buildings.
- N/A Other Services:

Signature - Chief Elected Official or Civil Rights Officer

Date



**Plan de Dominio Limitado del Inglés**

Beneficiario del:	Ciudad de San Saba
Población Comunitaria:	2,938
Población LEP:	13.8%
Idiomas Hablados:	
1. Por más del 5% de la población elegible o beneficiarios y tiene más de 50 en número; o	Spanish
2. Por más del 5% de la población elegible o beneficiarios pero tiene menos de 50 o menos en número; o	
3. Por más de 1,000 personas en la elegible población en el área del mercado o entre los beneficiarios actuales.	

**Las actividades del programa deben ser accesibles para las personas LEP:**

- Avisos públicos y audiencias con respecto a las solicitudes de financiamiento de subvenciones, enmiendas a las actividades del proyecto y finalización de proyectos financiados por subvenciones.
  
- Publicaciones sobre solicitudes ARP - CLFRF, procedimiento de quejas, procedimientos de quejas, respuestas a quejas, avisos, avisos de derechos y acción disciplinaria, y otras audiencias, documentos y requisitos del programa vitales.

N / A Otros documentos del programa:

**Recursos disponibles para el beneficiario de la subvención:**

Servicios de traducción: La ciudad retendrá los servicios de traducción a pedido.

- Servicios de intérprete: la ciudad contratará los servicios de traducción a pedido. N / A Otros recursos:

**Se proporcionará asistencia con el idioma:**

- Traducción (oral y / o escrita) de avisos publicitarios y documentos vitales para: La ciudad proporcionará documentos traducidos a pedido y retendrá los servicios para adaptarse a las poblaciones con dominio limitado del inglés.
  
- Referencias a enlaces comunitarios que dominen el idioma de la persona LEP: la ciudad identificará a los enlaces comunitarios que ayudarán a proporcionar adaptaciones a la persona LEP y proporcionarán estos servicios a pedido.
  
- Reuniones públicas realizadas en varios idiomas: la ciudad llevará a cabo reuniones públicas en varios idiomas a pedido.
  
- Avisos a los destinatarios de la disponibilidad de servicios LEP: la ciudad hará referencia a la disponibilidad de adaptaciones en avisos públicos y publicará documentos para alojar a personas LEP en edificios públicos.

N / A Otros servicios:

Firma - Funcionario principal electo o Funcionario de derechos civiles

Fecha

**The fourth action item** was to Discuss, Consider, and Approve Resolution No. 2021-47, a Resolution of the City of San Saba, Texas regarding a Finance Contract between the City of San Saba and Government Capital Corporation for the Purpose of an Emergency Purchase of a "Police Vehicle". Alderman Michael Nelson made a motion to approve Resolution No. 2021-47 regarding a Finance Contract between the City of San Saba and Government Capital Corporation for the Purpose of an Emergency Purchase of a "Police Vehicle", seconded by Alderman Oleta Behrens, and was unanimously approved by Council.

### **RESOLUTION NO. 2021-47**

#### A RESOLUTION REGARDING A FINANCE CONTRACT FOR THE PURPOSE OF PROCURING A **"POLICE VEHICLE".**

WHEREAS, contingent upon the approval of the Attorney of City of San Saba (the "Issuer"), the Issuer desires to enter into that certain Finance Contract by and between the Issuer and Government Capital Corporation ("GCC") for the purpose of financing a "Police Vehicle". The Issuer desires to designate this Finance Contract as a "qualified tax exempt obligation" of the Issuer for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

NOW THEREFORE, BE IT RESOLVED BY CITY OF SAN SABA:

Section 1. That the Issuer will enter into a Finance Contract with GCC for the purpose of financing a "Police Vehicle".

Section 2. That the Finance Contract by and between the City of San Saba and GCC is designated by the Issuer as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Issuer will designate the City Manager, or designee, as an authorized signer of the Finance Contract by and between the City of San Saba and GCC.

Section 4. That the City will use loan proceeds for reimbursement of expenditures related to the Property.

PASSED AND APPROVED by the Council of the City of San Saba in a meeting held on the 12<sup>th</sup> day of October 2021.

### **CITY MANAGER'S REPORT**

City Scott Edmonson reported on the following activities in the City of San Saba: Reminded the Supervisors at the last Staff meeting there are a lot of equipment payments due in October and November so, to be smart with purchases; also, told staff to take Covid-19 precautions, we can't afford to share it; KSSB City-wide cleanup is October 23<sup>rd</sup>; Storage Tank Improvements Bid Opening on Friday at 10:30 a.m. and will meet with the Engineers after the Bid Opening; will be attending a SWAK meeting in Belton at Central Texas Council of Governments where we will be discussing the upcoming Household Hazardous Waste Events schedule for 2022 and would like to get with Council to see about the possibility of scheduling one for San Saba for 2023, they have funds available to assist with the event; the City's Annual Christmas Party will be December 8<sup>th</sup> and we would like to invite the Council and their spouses to attend; we received the specs for the new sign the Chamber is planning to install and it meets all City specifications; Barbara is preparing a letter to send to

Omnitrax Railroad due to nuisance – including rodents, unsanitary or unsightly conditions and the increasing possible fire danger posed by the condition of the tracks being a fire hazard due to the weeds; still looking into prospective ideas for the Health Services Center; met with Buck Gilcrease with the Ministerial Alliance to discuss issues we have recently experienced with transients.

**OTHER REPORTS**

Scott Glaze, Public Works Director reported: the Parks Department guys have started working on the Christmas lights at Mill Pond Park; we had to make some adjustments to the standpipe water tank improvements, where we had planned to use the VFD Pumps, it is going to take about six months to get the pumps and we can't afford to put it off that long due to it throwing us into the peak season so, we back to plan A and will be using the pop-off valves.


Michael Wadsworth, Code Enforcement Officer reported: Chase Pecan will be seeking a Variance to the City's Ordinances to install a new building that will be greater in height than fifty ft.; Tony Jacobs, Sr. will be bringing in plans to build a new restaurant and meat market.

John Bauer, Police Chief reported: Expect delays in response time for accidents or Game Warden related issues, we currently only have one Trooper and one Game Warden that is covering this whole area; the Border situation is going to affect us all and we may not notice it right now here, but it is coming; there are already limited resources in the grocery stores; there are currently one-thousand Troopers at the border.

As there was no further business, the meeting adjourned at 6:50 p.m.

ATTEST:

  
Sabrina Maulsby, City Secretary

  
Kenneth G. Jordan, Mayor