Agenda

November 19th, 2026 @ 4:00 p.m.
Special Council Meeting/Workshop
Oran White Civic Center
701 N. Tool Drive
Tool, TX 75143

1. Call to Order
2. Roll Call: Baker, Bennett, Dumont, Salvato, Stykes, Watson
   (a) Establish Quorum
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest

5. **Appointments, Presentations, Proclamations and Recognitions**

   a) Proclaim April as Fair Housing Month. (This proclamation will help fulfill the Fair Housing activity requirements of the Resilient Communities Program grant).

6. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so **(3 Minute Maximum)** ***The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.***

7. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*

   Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

8. General Discussion on a proposed tourism center in the City of Tool

9. General Discussion on road bonds in regard to new construction throughout the City of Tool

10. General Discussion on the condition of the Eight at Tool city park

11. General Discussion on a proposed comprehensive plan in the City of Tool

12. General Discussion regarding the position and procedures of the Building Department in the City of Tool

13. Consider, Discuss and Take Action on tree trimming needs on Old Indian Trail in the City of Tool

14. Consider and Discuss on creating a Planning and Zoning Commission in the City of Tool and revisions of the Planned Development Ordinance

   Resolution Adoption

15. Discuss, consider, and approve a resolution authorizing signatories for GLO Resilient Communities Program Grant **23-160-223-F821**.

Agenda

November 19th, 2026 @ 4:00 p.m.
Special Council Meeting/Workshop
Oran White Civic Center
701 N. Tool Drive
Tool, TX 75143

16. Discuss, consider, and approve a resolution adopting the required CDBG Civil Rights policies.

17. **Council Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*

18. **Future Agenda Items -** *The Council may request items to be placed on a future agenda at this time. No discussion or deliberation of the items may take place at this time, other than a determination of Council consensus to direct staff to place the item on a future agenda.*

19. **Closing**
    A. Next Regular Meeting: November 19th, 2026
    B. Adjourn

A meeting that is "open to the public", pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city's attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city's official newspaper was notified.

Attest:

SEAL

_____
Vera Bennett, Mayor

_____
Kimberley Price, TRMC, City Secretary

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda Item No. **5a**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments: Fair Housing Month Proclamation

Summary of Agenda Item to be considered:

Staff has received a request from GrantWorks in regard to the city's RCP grant submission, in regard to the proclamation of April as Fair Housing Month, in line with the National Fair Housing Law.

Agenda Item, as listed on the agenda:

Proclaim April as Fair Housing Month. (This proclamation will help fulfill the Fair Housing activity requirements of the Resilient Communities Program grant).

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Signature of Sponsoring Officer

Julius Kizzee

Printed name of Sponsoring Officer

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS, The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS, The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of Tool, do proclaim April as Fair Housing Month in City of Tool and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by City of Tool, State of Texas, on the _____ day of _____, 2026.

APPROVED:

_____
Vera Bennett, Mayor

ATTEST:

_____
Kimberley Price, TRMC, City Secretary

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda Item No. **8**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments: Correspondence from David Moses in regard to tourism and event center

Summary of Agenda Item to be considered:

Staff has been approached about a tourism center in the City of Tool. Staff is requesting the council's deliberation in regard to the idea and the feasibility.

Agenda Item, as listed on the agenda:

General Discussion on a proposed tourism center in the City of Tool

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer

Outlook

Request for Agenda Item: City Resource & Visitor Information Center

From David Moses <[redacted]>
Date Thu 10/15/2026 11:56 AM
To Julius Kizzee <jkizzee@tooltexas.org>; Kimberley Price <kprice@tooltexas.org>

Julius & Kimberly,

I would like to request that an item be placed on the November 19, 2026 City Council agenda for discussion regarding a proposed City of Tool Resource & Visitor Information Center.

The purpose of the agenda item would be to present a concept for revitalizing an existing commercial property in Tool and creating a multipurpose facility that would serve both visitors and local residents.

A major component of the proposal would be a Visitor Information Center that could promote local businesses, vacation rentals, restaurants, lake activities, community events, and other attractions in and around Tool. Because a significant portion of the City's Hotel Occupancy Tax revenue is generated by visitors staying in area vacation rentals, I would also like the Council to discuss whether eligible HOT funds could be used toward the restoration and development of the visitor information portion of the property, subject to review by the City Attorney and all applicable HOT fund requirements.

I believe this creates an opportunity for the City of Tool to reinvest tourism generated revenue into something that directly supports tourism and the vacation rental community which helps generate that revenue.

The larger facility could also provide an additional community resource for Tool residents, with space for community activities, arts and crafts, local artisans, and other uses. It could also provide a place to highlight and promote local charities and nonprofit organizations, helping residents and visitors learn more about the organizations serving our community and ways they can support or become involved with them.

Just as importantly, the project would provide an opportunity to revitalize an older property in Tool. Restoring and putting an existing building back into productive use can improve the appearance of the surrounding area and demonstrate the City's commitment to improving and reinvesting in our community.

I have prepared a preliminary floor plan, interior concepts, and a short presentation that I would like to present to the Council as part of the discussion.

At this stage, I am primarily asking for the opportunity to present the idea, receive feedback from the Council, and determine whether there is sufficient interest to move forward with evaluating the property, project costs, eligible funding sources, and legal requirements.

Please let me know if you need anything else from me in order to have this item included on the November 19 agenda.

Thank you,

David Moses
817-821-6046

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Mike Dumont, Councilmember

Department: _____

Agenda Item No. **9**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ● General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments:

Summary of Agenda Item to be considered:

Staff has received a request from Councilmember Mike Dumont in regard to the discussion of road or surety bonds for the construction of newly-built structures within the City of Tool. These bonds or deposits would ensure the adequate care for the infrastructure that could be damaged during construction.

This request came forward during the October 23rd, 2026 Special Council meeting.

Agenda Item, as listed on the agenda:

General Discussion on road bonds in regard to new construction throughout the City of Tool

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer

Minutes

October 23rd, 2026 at 2:30 p.m.
Special Council Meeting
Oran White Civic Center
701 N. Tool Drive
Tool, TX 75143

1. Call to Order
2. Roll Call: Bennett, Dumont, Figueroa, Salvato, Sayre, Stykes. Quorum was established with Mayor Bennett Presiding.
   (a) Establish Quorum
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest

   A. None

5. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so **(3 Minute Maximum)** ***The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.***

   A. Tufan Kilinc spoke on Item 9 at the time of the Agenda Item
   B. Marsha Goforth signed up to speak on Agenda Item 7, but declined to speak when addressed

6. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*

   A. No staff comments were made.

Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

7. Consider, Discuss and Take Action on repealing Ordinance 2006-0921, Eliminating the Planning and Zoning Commission. Mayor Vera Bennett made comments regarding the ordinance reflecting that the current City Council serves as the Planning and Zoning Commission. Bennett has said the city has received a petition, with over 100 signatures, for the creation of a Planning and Zoning Commission in the City of Tool. Motion to repeal Ordinance 2006-0921, Eliminating the Planning and Zoning Commission was made by Councilmember Robert Stykes with second by Councilmember Salvato. Motion Failed 1/4. Councilmember Dumont opposed, Councilmember Figueroa opposed, Councilmember Salvato opposed, Councilmember Sayre opposed.

8. Consider, Discuss and Take Action on adopting Ordinance 2026-11, Tool Planning and Zoning Commission. Mayor Vera Bennett mentioned this item would be mute, since Agenda Item 7 failed to be repealed. City Administrator Julius Kizzee said the proper procedure at this time would be to table the item. Motion to Table was made by Councilmember Stykes. Motion Fails due to lack of second. (Mayor asked for second three times)

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9. Consider, Discuss and Take Action on repealing Article 15, Section 15-4, Conceptual and Development Plans of the City of Tool's Planning Zoning Ordinance. Councilmember Salvato made a motion to repeal Article 15, Section 15-4, Conceptual and Development Plans of the City of Tool's Planning Zoning Ordinance with second by Councilmember Stykes. Motion Failed 1/4. Councilmember Dumont opposed, Councilmember Figueroa opposed, Councilmember Salvato opposed, Councilmember Sayre opposed.

10. Consider, Discuss and Take Action on adopting Ordinance 2026-13, Conceptual and Development Plans. Motion to adopt Ordinance 2026-13, Conceptual and Development Plans was made by Councilmember Stykes with second by Councilmember Salvato. Motion Failed 1/4. Councilmember Dumont opposed, Councilmember Figueroa opposed, Councilmember Salvato opposed, Councilmember Sayre opposed.

11. Consider, Discuss and Take Action to reconsider the motion to "Adopt Ordinance 2026-10, Live Oak Vista Conceptual Plan," in regard to Agenda Item 21 on October 15th, 2026, as requested by Councilmembers Dumont, Salvato and Sayre. Councilmember Salvato spoke in regard to the agenda item that was requested by councilmembers Dumont, Sayre and himself. Salvato said his research prompted him to look into the 30-day notification window for citizens within 200 feet of the zoning change, per Local Government Code Chapter 211. Salvato mentioned the notices went out on September 29th, 2026 and next steps completed in regard to the action on October 15th, 2026, was improper by the Council in regard to that item. City Administrator Kizzee mentioned that he had reached out to the city attorney in regard to Local Government Code Chapter 211.006. Kizzee said the motion was improper at the time and advised that the council would have to be brought up to speed when there is a consultation with the city attorney. Mayor Bennett said she had similar conversations with the city attorney as well. Councilmember Mike Dumont mentioned that agenda items should be vetted properly before coming before council meetings. Councilmember Salvato mentioned that the City Council needed to stand back and look at the options the city had in front of it to remedy the situation, move the agenda item forward and avoid the situation happening again. Mayor Bennett asked Tufan Kilinc, of the 79-acre Live Oak Vista Development project, to come forward and speak. Kilinc mentioned that his group was disappointed in the results of this meeting and furthered city research. Kilinc mentioned that they would exhaust all legal avenues to remedy the situation as well. City Administrator Kizzee said the city needs to look at previous zoning changes and consult with the city attorney if changes or remedies had to be made. Motion to Table was made by Councilmember Stykes with second by Salvato. Motion Tabled 5/0.

12. Consider, Discuss and Take Action to reconsider the motion to "Adopt Resolution 2026-09R, Financing of Chevy Tahoes," in regard to Agenda Item 25 on October 15th, 2026, as requested by Councilmembers Dumont, Salvato and Sayre. Mayor Bennett spoke in regard to making sure that the future purchase of police vehicles were made properly. Mayor Bennett spoke in regard to the reconsideration for the agenda item from the October 15th, 2026 email she sent, then rescinded after Councilmember Stykes asked for the reconsideration at the November regularly scheduled council meeting. Mayor Bennett also asked how the item came before the council at this special meeting and also with the notion of multi-year budgeting. Councilmember Stykes said he did some research on the top five vehicles for a police department, in regard to cost savings for a less expensive vehicle. Stykes also mentioned the city would save relative to a $22,000 over the life of the loan, if moved from a six-year loan to a five-year loan. Mayor Bennett questioned the wording on the agenda, after her

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reconsideration was pulled as an agenda request, rather than an agenda item. Councilmember Dumont clarified that the group requested the agenda item to be placed at a special meeting, not at the November regular meeting. Mayor Bennett made objections that the wording on the agenda was incorrect, due to the lack of consideration from her reconsideration made for the agenda item made on October 15th, 2026. Councilmember Figueora asked for the correspondence from the city attorney in regard to the wording on the agenda. Councilmember Stykes reiterated that the council was going to purchase the vehicles, just needed to see the merits of how to do so between the time of this meeting and the next regularly scheduled council meeting. Councilmember Figueroa asked if Kizzee could give a phone call to City Attorney Blake Armstrong in regard to the item, but the city attorney did not answer. Motion to Table was made by Councilmember Stykes with second by Councilmember Salvato. Motion Tabled 3/2. Councilmember Figueora opposed, Councilmember Sayre opposed.

13. **Council Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*

    A. Councilmember Stykes said this information is new for all and mistakes had been made.

14. **Future Agenda Items** - *The Council may request items to be placed on a future agenda at this time. No discussion or deliberation of the items may take place at this time, other than a determination of Council consensus to direct staff to place the item on a future agenda.*

    A. Councilmember Dumont requested road bonding for new permitted structures on the November agenda.
    B. Councilmember Sayre requested another warning siren be considered for the southern part of the city.
    C. Councilmember Salvato requested information in regard to a comprehensive plan for the City of Tool.
    D. Councilmember Stykes requested information in regard to the Plantation Dr. road project, as an update for the next regularly scheduled council meeting.

15. **Closing**
    A. Next Meeting: November 19th, 2026
    B. Adjourn – Motion to Adjourn was made by Councilmember Dumont with second by Councilmember Stykes. Motion Passed 5/0. Meeting with Adjourned @ 3:07 p.m.

A meeting that is "open to the public", pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city's attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required

DRAFT

in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city's official newspaper was notified.

Attest:

SEAL

Vera Bennett, Mayor

Kimberley Price, City Secretary

DRAFT

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Vera Bennett, Mayor; Tommy Salvato, Councilmember

Department: _____

Agenda Item No. **10**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments: Correspondence emails

Summary of Agenda Item to be considered:

Staff has received requests from Mayor Bennett and Councilman Salvato in regard to current conditions and improvements at the Eight at Tool park.

Agenda Item, as listed on the agenda:

General Discussion on the condition of the Eight at Tool city park

Recommended Motion to Consider:

N/A

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_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer


VOLLEY BALL COURT
DEDICATED BY
THE CEDAR CREEK LAKE
PARROT HEAD CLUB

Outlook

Re: Dog park

From Vera Bennett <vbennett@tooltexas.org>
Date Thu 10/29/2026 7:29 AM
To Amy Duncan <[redacted]>; Julius Kizzee <jkizzee@tooltexas.org>

Julius. Make sure this is on the November council workshop for discussion.

Blessings

Vera
Sent from my iPhone

> On Oct 29, 2026, at 12:45 AM, Amy Duncan <[redacted]> wrote:
>
> Was this ever discussed?
>
> On Wed, Feb 18, 2026, 11:00 AM Amy Duncan <[redacted]> wrote:
> > Sounds great, thank you!
> >
> > On Wed, Feb 18, 2026, 8:32 AM Vera Bennett <vbennett@tooltexas.org> wrote:
> > > We are having a workshop soon and I will put it on the agenda to discuss.
> > >
> > > Vera Bennett
> > >
> > > Sent from my iPhone
> > >
> > > > On Feb 18, 2026, at 7:12 AM, Amy Duncan <[redacted]> wrote:
> > > >
> > > >
> > > >
> > > > Good morning, I was wondering how we would go about getting a small dog border to the dog park?
> > > >
> > > > For example I have 2 small dogs that are very kid friendly. Yesterday at the park, while completely supervised, a couple kids came over to say hi and one dog was able to slide right through. I was able to reach down and grab him by his back legs before he made it all the way out of the fence but had I been across the yard I would not have been able to catch him and that could have been very dangerous. I would love to see some type of upgrade or modification to allow the park to be accessible to small dogs as well as big dogs. My little dogs absolutely love the park but if there's

anyone else around I have to put them on a leash so they don't get out of the fence which defeats the purpose of giving them space to run.
>
> Please let me know if this is something we can work towards or if there's anything I need to do to make that happen like a petition or anything of the sorts.
>
> Thank you so much for taking the time to read this email Miss Bennett and I hope to hear from you soon.
>
> A local Tool dog mom
> Amy Duncan
>

Outlook

Pickle Ball Fence

From Vera Bennett <vbennett@tooltexas.org>
Date Wed 10/28/2026 7:08 AM
To Tommy Salvato <tsalvato@tooltexas.org>; Julius Kizzee <jkizzee@tooltexas.org>

Tommy

I sew that you have out the pickle ball fencing on the November agenda. I wanted to let you know that I have been talking to the pickle ball contractor about the fence and the cracks in the pavement. They are going to do something. I am waiting on them to get back to me. I'll keep you in the loop.

Vera Bennett

Outlook

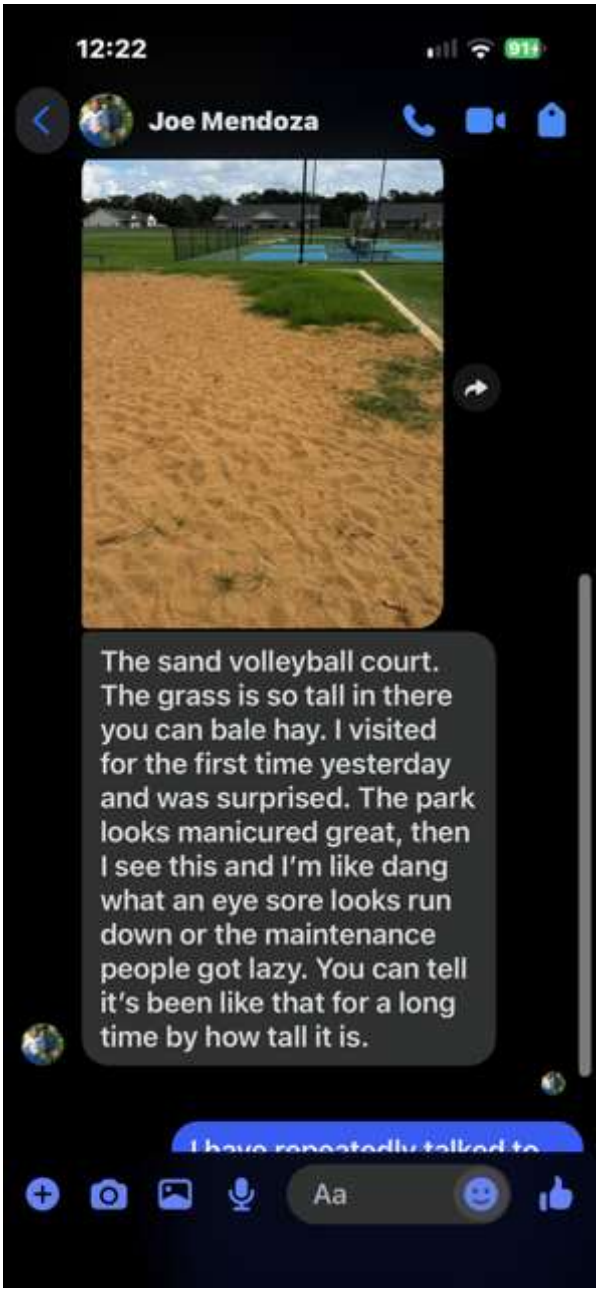
Agenda request

From Vera Bennett <[redacted]>
Date Thu 10/15/2026 5:27 PM
To Julius Kizzee <jkizzee@tooltexas.org>

After repeated request by and now a citizen complaint, I want to put the status of the volleyball court on the November Agenda for discussion. I also want to put the tree issue Old Indian trail on the agenda.

Thanks

Vera Bennett


12:22
Joe Mendoza
The sand volleyball court. The grass is so tall in there you can bale hay. I visited for the first time yesterday and was surprised. The park looks manicured great, then I see this and I'm like dang what an eye sore looks run down or the maintenance people got lazy. You can tell it's been like that for a long time by how tall it is.
Aa



Sent from my iPhone

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Tommy Salvato, Councilmember

Department: _____

Agenda Item No. **11**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ● General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments:

Summary of Agenda Item to be considered:

Staff has received a request from Councilmember Tommy Salvato in regard to a comprehensive plan for the City of Tool.

Agenda Item, as listed on the agenda:

General Discussion on a proposed comprehensive plan in the City of Tool

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____
Signature of Sponsoring Officer

Printed name of Sponsoring Officer

Outlook

November agenda item

From Tommy Salvato <tsalvato@tooltexas.org>
Date Mon 10/26/2026 2:12 PM
To Julius Kizzee <jkizzee@tooltexas.org>

Julius,

I am requesting you place an item on the November 19th council agenda for me. I would like to start the process required to research and explore what is needed to move forward toward the goal of creating a comprehensive plan for the City of Tool. This will probably involve locating and initiating contact with several municipal planning consulting groups to establish relationships, ascertain requirements, what the process involves, and getting cost / time estimates.

Regards,

Tommy

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Vera Bennett, Mayor

Department: _____

Agenda Item No. **12**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ● General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments:

Summary of Agenda Item to be considered:

Staff has received a request from the Mayor in regard to the hiring process of a Building Official and current permitting procedures.

Agenda Item, as listed on the agenda:

General Discussion regarding the position and procedures of the Building Department in the City of Tool

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer

Outlook

NOVEMBER AGENDA

From Vera Bennett <vbennett@tooltexas.org>
Date Wed 10/28/2026 6:50 AM
To Julius Kizzee <jkizzee@tooltexas.org>; Kimberley Price <kprice@tooltexas.org>

Please put the following on the November Agenda

1. Discussion in Executive Session with City Attorney about how to correct the agenda items from the special meeting on October 15th and the Zoning Ordinances going forward.
2. I may put this on about a retainage agreement with Debbie but not decided yet. Waiting on the results from your conversation
3. Changes to the Council Rules of Procedure.
4. Discuss the Hiring of a Building Official and permit procedures and mygov.

Until the agenda is signed, consider these request and not agenda items.

Thanks

Vera Bennett

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Vera Bennett, Mayor

Department: _____

Agenda Item No. **13**

Is this a Budgeted Item? ☐ Yes ■ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments:

Summary of Agenda Item to be considered:

Staff has received a request from Mayor Bennett in regards to tree trimming needs along Old Indian Trail. Reference pictures are attached to this agenda request.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action on tree trimming needs on Old Indian Trail in the City of Tool

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer

Outlook

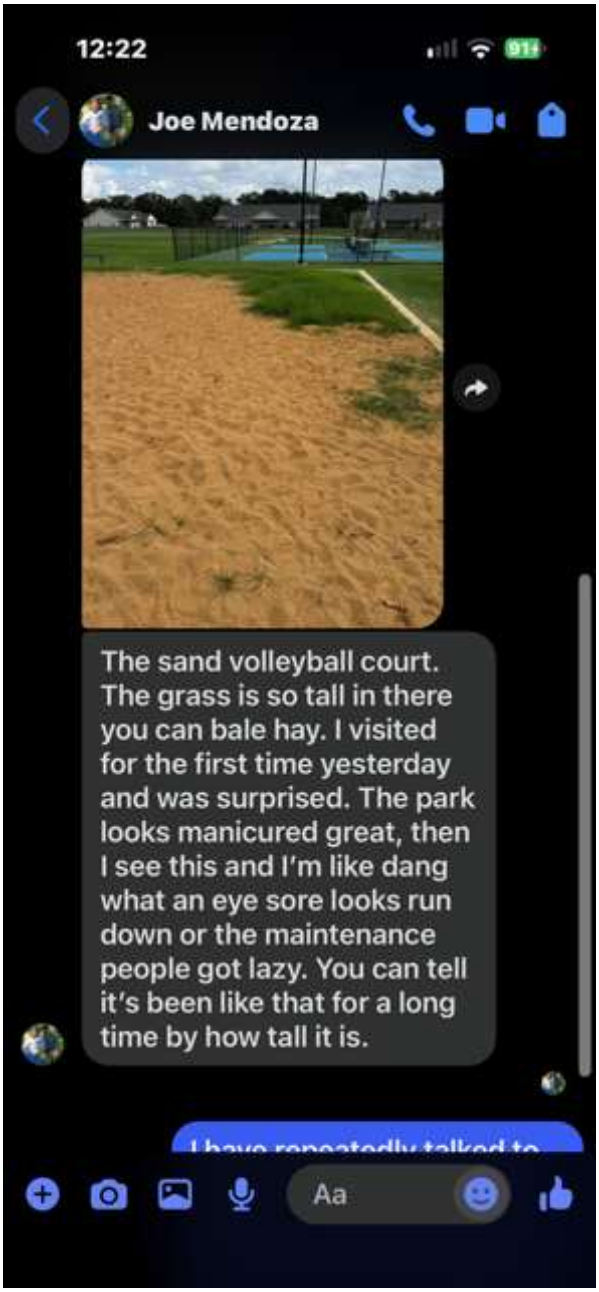
Agenda request

From Vera Bennett <[redacted]>
Date Thu 10/15/2026 5:27 PM
To Julius Kizzee <jkizzee@tooltexas.org>

After repeated request by and now a citizen complaint, I want to put the status of the volleyball court on the November Agenda for discussion. I also want to put the tree issue Old Indian trail on the agenda.

Thanks

Vera Bennett


12:22
Joe Mendoza
The sand volleyball court. The grass is so tall in there you can bale hay. I visited for the first time yesterday and was surprised. The park looks manicured great, then I see this and I'm like dang what an eye sore looks run down or the maintenance people got lazy. You can tell it's been like that for a long time by how tall it is.
Aa



Sent from my iPhone

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Vera Bennett, Mayor

Department: Building

Agenda Item No. **14**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ● General Discussion ○ Ordinance ○ Report ○ Resolution

Attachments: Minutes from September 21st, 2006 Council Meeting; Proposed Ordinance 2026-11, Tool Planning and Zoning Commission; Proposed Ordinance 2026-13, Conceptual and Development Plans

Summary of Agenda Item to be considered:

The Mayor requested city staff place this item on the agenda to discuss a Planning and Zoning Commission. The proposed ordinance, Ordinance 2026-11, Tool Planning and Zoning Commission, spells out the functions of a P&Z. The second part of the discussion would be for the Planning and Zoning Commission's input on the Planned Development's administrative processes.

On October 23rd, the Council discussed these four items including:

- Consider, Discuss and Take Action on repealing Ordinance 2006-0921, Eliminating the Planning and Zoning Commission
- Consider, Discuss and Take Action on adopting Ordinance 2026-11, Tool Planning and Zoning Commission
- Consider, Discuss and Take Action on repealing Article 15, Section 15-4, Conceptual and Development Plans of the City of Tool's Planning Zoning Ordinance
- Consider, Discuss and Take Action on adopting Ordinance 2026-13, Conceptual and Development Plans

Mayor Bennett requested this item for discussion only to gauge the Council's interest on moving this item forward. Administratively, Ordinance 2006-0921 for the City of Tool, would need to be repealed.

Agenda Item, as listed on the agenda:

Consider and Discuss on creating a Planning and Zoning Commission in the City of Tool and revisions of the Planned Development Ordinance

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

_____

Signature of Sponsoring Officer

Printed name of Sponsoring Officer

CITY OF TOOL REGULAR COUNCIL MEETING
THURSDAY, SEPTEMBER 21, 2006, @ 7:00 P.M.
ORAN WHITE CIVIC CENTER

MINUTES

The City of Tool Regular Council Meeting was called to order at 7:00 P.M. Council Persons Phillips, Young, Sonka, Pitts and Reeder was present. Mayor Confer Presiding. A Quorum was established.

The Invocation and Pledge was lead by Mayor Confer.

First Item was to accept the minutes of the Regular Council Meeting on August 17, 2006, Special Council Meeting on August 24, 2006, Tax Rate Public Hearing on September 5, 2006, Tax Rate Public Hearing on September 11, 2006 and Council Budget and Tax Rate Meeting on September 14, 2006. Motion to accept all the minutes was made by Council Person Young and was seconded by Council Person Pitts. Motion carried 5-0.

Next Item to approve was the Consent Agenda items 1-3 (Monthly Reports for August 2006). Motion to approve was made by Council Person Phillips and seconded by Council Person Sonka. Motion carried 5-0.

Next Item was to convene into Executive Session. At 7:04 P.M. the council convened into Executive Session pursuant to: Section 551.071 (Texas Government Code) – Consultation with City Attorney, Ron Stutes, of Potter Minton, on legal matters regarding the issuance of Certificates of Occupancy for Arcades.

Next Item was to convene into open session at 7:32 P.M. Council Person Pitts made a motion to waive Confidentiality on the letter The City received from the City Attorney, Ron Stutes regarding Arcades. Council Person Phillips seconded the motion. Motion carried 5-0. This made the letter available to the public.

Under Old Business, the next item was to remove from Tabled a request from Mr. Glenn White for a Variance request on a Certificate of Occupancy for an Arcade. Council Person Sonka made the motion to remove item from table and Council Person Young seconded the motion. Motion carried 4-0 with Council Person Pitts abstaining. Council Person Young made the motion to deny the Variance. Council Person Reeder seconded the motion. Motion carried 4-0 with Council Person Pitts abstaining.

Next item under Old Business was to remove from Table, was a request from Mr. T. J. Ward for a Variance request on a Certificate of Occupancy for an Arcade. Council Person Phillips made the motion to remove item from table and Council Person Young seconded the motion. Motion carried 4-0 with Council Person Pitts abstaining. Council Person Young made the Motion to deny the Variance and Council Person Sonka seconded the motion. Motion carried 4-0 with Council Person Pitts abstaining.

Under New Business the next item was to discuss and take action on adopting Ordinance #2006-0921, Eliminating the Planning and Zoning Commission. Council Person Phillips made the motion to approve Ordinance #2006-0921. Council Person Young seconded the motion. Motion carried 5-0.

The next item was to discuss and take action on the request from Malakoff ISD to waive the Building Permit Fees on the new Tool Elementary School. Motion by Council Person Sonka to waive the Building Fees for Malakoff ISD was seconded by Council Person Reeder. Motion carried 5-0. Council directed the Mayor to do letter to Mr. Clyde L. Tinsley of Malakoff ISD.

The next item was to discuss and take action on granting an extension on Building Permit #704, that was issued to The Tool Volunteer Fire Department, Inc., March 16, 2006 and to assist the Fire Department with by signing correspondence necessary for the fire Department to secure a building loan. The first motion on the extension of an additional six months of time on the building permit was made by Council Person Phillips and seconded by Council Person Young. This Motion carried 4-0 with Council Person Pitts abstaining. The motion for assistance with the Tool Volunteer Fire Department, Inc., to secure a building loan was made by Council Person Sonka and seconded by Council Person Phillips. City Attorney, Ron Stutes stated that a paragraph should be added to the letter addressed to the Bank. This motion carried 4-0 with Council Person Pitts abstaining.

Next item on agenda was for Mrs. Laverne Thornton to address The City Council on the matter of Home Businesses. Mrs. Thornton addressed the Council with a complaint that a property owner was renting their residence out by the night, week-end, week or month and also making it avail to rent daily for activities, such as scrape booking. Mrs. Thornton presented the Council with Paperwork and requested any assistance possible to stop these activities. The Council turned this item over to the Mayor for further investigation.

Next item was to discuss and take action on the Audit proposal by City Accountant, Don R. Kinney. Council Person Reeder made the motion to approve the proposal and Council Person Pitts seconded the motion. Motion carried 5-0.

Open Forum was opened with Mr. Mike Flannigan addressing the Council on the status of the Tool Fire Department's ISO Rating and what was possible to decrease the rating. The Mayor let Fire Chief Thurston speak on this matter. Ms. Kathryn Pinnell addressed the Council on the issue of Fire Hydrants and the need for more of them. Mayor Confer spoke on the costs and the need for the Public to attend the Fire District Meetings and for the need for all parties to participate.

Under Mayor/Council Comments, Council Person Phillips reminded everyone of the Cedar Creek Clean-up this Saturday, September 23, 2006. Mayor Confer updated the Council on the need for an Air Handler Unit replacement needed for the Civic Center and the costs.

Council Person Young made the motion to adjourn. The Motion was seconded by Council Person Pitts. Motion carried 5-0. Meeting adjourned at 8:25 P.M.

R. SCOTT CONFER, MAYOR

ATTEST:

NEVA TANKURSLEY, CITY SECRETARY

SEAL

CITY OF TOOL
HENDERSON COUNTY, TEXAS

Tool Planning and Zoning Commission

Ordinance 2026-11, Tool Planning and Zoning Commission

AN ORDINANCE OF THE CITY OF TOOL, TEXAS, AMENDING CHAPTERS 150 OF THE CODE OF ORDINANCES TO CONFORM ZONING PROCEDURES AND LIMITATIONS TO CHAPTER 211, TEXAS LOCAL GOVERNMENT CODE; PROVIDING FOR SAVINGS, SEVERABILITY, PUBLICATION, AND AN EFFECTIVE DATE.

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

Section 1.
Planning and Zoning Functions

The Tool City Council may appoint a five member zoning commission under Texas Local Government Code § 211.007. A commission lawfully appointed by the Tool City Council shall perform the zoning-commission duties prescribed by law and this code. This section does not terminate lawful appointments or change membership, terms, or quorum established by a controlling municipal enactment. If the City exercises zoning authority without an appointed zoning commission, City Council shall perform the commission functions as provided by § 211.007(e). Commission meetings shall comply with Chapter 551, Texas Government Code, and § 211.0075, Texas Local Government Code.

Section 2.
Planning and Zoning Membership and Duties

The City Council may appoint a five-member zoning commission under Texas Local Government Code § 211.007. A commission lawfully appointed by Council shall perform the zoning-commission duties prescribed by law and this ordinance. This section does not terminate lawful appointments or change membership, terms, or quorum established by a controlling municipal enactment. If the City exercises zoning authority without an appointed zoning commission, Council shall perform the commission functions as provided by § 211.007(e). Commission meetings shall comply with Chapter 551, Texas Government Code, and § 211.0075, Texas Local Government Code.

Section 3.
Planning and Zoning Authorities

(a) *Approval of subdivision plats.* All functions related to the review and approval of subdivision plats, are hereby assigned to a Planning and Zoning Commission by the statutes of the state for the city of Tool, Texas.

(b) Preparation and adoption of comprehensive plan. The preparation and adoption of a comprehensive plan for the physical development of the city and its environs, including, but not limited to:

(1) Land use;
(2) Thoroughfares and transportation by rail, water, air or highway;
(3) Park and school sites;
(4) Public buildings;
(5) Housing and neighborhood improvements;
(6) Drainage;
(7) Utilities and services;
(8) Municipal expansion and annexation;
(9) Slum clearance and blighted areas; and
(10) Parking and use of streets and alleys.
(11) Duties set forth in the Zoning Ordinance of the City of Tool

The assignment of planning and zoning duties in this section is subject to Section 1. Planning and Zoning Functions in this ordinance. Final legislative zoning authority remains with the Tool City Council. A Planning and Zoning Commission recommendation does not amend zoning, grant a Board of Adjustment variance, or authorize a use contrary to the adopted zoning ordinance. Subdivision authority shall be exercised by the body designated under applicable subdivision law and the City's subdivision ordinances.

Section 4. All ordinances of the City of Tool in conflict with the provisions of this ordinance are repealed to the extent of that conflict.

Section 5. This Ordinance shall take effect immediately from and after its passage and the publication of the caption of said ordinance as the law in such case provides.

PASSED by the City Council of the City of Tool, Texas, this _____day of _____,2026.

APPROVED: ATTESTED:

_____ _____

Vera Bennett, Mayor Kimberley Price, City Secretary

Conceptual and Development Plans

Ordinance 2026-13, Conceptual and Development Plans

AN ORDINANCE OF THE CITY OF TOOL, TEXAS, AMENDING ARTICLE 15, SECTION 15-4 OF THE CITY OF TOOL, TEXAS PLANNING ZONING ORDINANCE TO CONFORM PLANNED DEVELOPMENT APPLICATION PROCEDURES AND LIMITATIONS TO THE TOOL TEXAS CODE OF ORDINANCES; PROVIDING FOR SAVINGS, SEVERABILITY, PUBLICATION, AND AN EFFECTIVE DATE.

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

Section 1.
Purpose

A Planned Development District ("PD") is a zoning district intended to accommodate unified and coordinated development that may include uses, development standards, design requirements, or combinations of uses that warrant modification of the regulations otherwise applicable under this chapter. Establishment or amendment of a PD District constitutes an amendment to the City's zoning regulations and zoning map and shall be processed in accordance with this section and applicable state law.

Section 2.
Application and Required Plans

An application for establishment or amendment of a PD District shall be submitted to the City of Tool in a form prescribed by the city and shall include a conceptual plan, development plan, or other plans, studies, exhibits, and information reasonably necessary to evaluate the proposed development.

The application shall identify:

1. The boundaries and legal description of the property;
2. The proposed uses of the property;
3. The base zoning district or districts, if applicable;
4. Proposed development standards;
5. Proposed building setbacks, heights, lot dimensions, density, and lot coverage, as applicable;
6. Proposed streets, access points, parking, pedestrian circulation, and internal circulation;
7. Proposed utility, drainage, and infrastructure improvements;
8. Proposed landscaping, screening, buffering, and open space;
9. The location and general character of proposed buildings and improvements;
10. Any requested deviations from otherwise applicable zoning regulations; and
11. Such other information reasonably necessary for review of the proposed PD.

Conceptual and Development Plans

Section 3.
Staff Review

Before consideration by the Planning and Zoning Commission, the City Administrator, Building Official, City's designated engineer, or other appropriate City staff or consultants may review the application for completeness and compliance with applicable City regulations.

Staff comments shall be advisory and shall not constitute approval or denial of the Planned Development application.

Section 4.
Planning and Zoning Commission Review

The City of Tool's Planning and Zoning Commission shall review each application for the establishment or amendment of a Planned Development District.

The Commission shall consider the application, conceptual plan, development plan, staff comments, public comments, and other relevant information and shall determine whether the proposed Planned Development is consistent with the purposes of this Chapter and the orderly development of the City.

In conducting its review, the Commission may consider:

1. Compatibility with existing and anticipated land uses in the surrounding area;
2. The suitability of the property for the proposed uses;
3. The effect of the proposed development on neighboring properties;
4. Traffic circulation, street capacity, access, and pedestrian safety;
5. Availability and capacity of water, wastewater, drainage, streets, and other public infrastructure;
6. Building locations, setbacks, height, density, and intensity of development;
7. Parking and loading;
8. Landscaping, screening, buffering, and open space;
9. Drainage, floodplain, and other environmental considerations;
10. Public health, safety, and general welfare;
11. The City's adopted plans and development policies, if applicable; and
12. Any requested deviations from the City's otherwise applicable zoning requirements and whether those deviations are appropriate for the proposed development.

Section 5.
Planning and Zoning Commission Public Hearing

The Planning and Zoning Commission shall conduct at least one public hearing on a proposed establishment or amendment of a Planned Development District.

Notice of the public hearing shall be provided in accordance with Chapter 211 of the Texas Local Government Code and other applicable law.

The applicant, City staff, property owners, and members of the public shall be provided an opportunity to present information relevant to the proposed zoning action.

Section 6.
Recommendation of Planning and Zoning Commission

Following its public hearing and consideration of the application, the Planning and Zoning Commission shall make a recommendation to the Tool City Council.

The Planning and Zoning Commission may recommend:

1. Approval;
2. Approval subject to specified conditions or modifications consistent with the City's zoning authority; or
3. Denial.

The Commission's recommendation, together with the proposed PD regulations, plans, and any recommended conditions or modifications, shall be forwarded to the Tool City Council as the Commission's final report.

The recommendation of the Planning and Zoning Commission is advisory and does not constitute final approval or denial of the Planned Development District.

Section 7.
Staff Review

After receiving the final report and recommendation of the Planning and Zoning Commission, the City Council shall consider the proposed Planned Development District in accordance with Chapter 211 of the Texas Local Government Code and other applicable law.

The City Council shall conduct any public hearing required by law and may:

1. Approve the PD as recommended by the Planning and Zoning Commission;
2. Approve the PD with lawful conditions or modifications;
3. Deny the PD; or
4. Remand the application to the Planning and Zoning Commission for further review and recommendation.

The City Council shall have final authority to establish or amend a Planned Development District.

Section 8. All ordinances of the City of Tool in conflict with the provisions of this ordinance are repealed to the extent of that conflict.

Section 9. This Ordinance shall take effect immediately from and after its passage and the publication of the caption of said ordinance as the law in such case provides.

PASSED by the City Council of the City of Tool, Texas, this _____day of _____,2026.

APPROVED:

_____
Vera Bennett, Mayor

ATTESTED:

_____
Kimberley Price, City Secretary

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda Item No. **15**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ● Resolution

Attachments: Resolution 2026-12R, Signatories for GLO RCP Program Grant; Correspondence from GrantWorks

Summary of Agenda Item to be considered:

Staff has received a request from GrantWorks for the signatories on the contractual documents, relating to CDBG-MIT awarding. This request includes the Mayor, City Secretary and City Administrator as the executed signatories.

Agenda Item, as listed on the agenda:

Discuss, consider, and approve a resolution authorizing signatories for GLO Resilient Communities Program Grant **23-160-223-F821**.

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Signature of Sponsoring Officer

Julius Kizzee

Printed name of Sponsoring Officer

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY OF TOOL DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION, (CDBG-MIT) GENERAL LAND OFFICE (GLO) STATE CONTRACT NUMBER 23-160-223-F821

WHEREAS, City of Tool has received a Community Development Block Grant – Mitigation award to provide Planning Activities; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas General Land Office and;

WHEREAS, an original signed copy of the CDBG-MIT Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

WHEREAS, City of Tool acknowledges that in the event that an authorized signatory changes (elections, illness, resignations, etc.) the following will be required:

- a resolution stating the new authorized signatory (A new resolution is not required if this original resolution names only the title and not the name of the signatory); and
- a revised CDBG-MIT *Depository/ Authorized Signatories Designation Form*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF TOOL, TEXAS, AS FOLLOWS:

SECTION 1: The City Secretary and City Administrator be authorized to execute contractual documents between the Texas General Land Office and the City for the Community Development Block Grant - Mitigation.

SECTION 2: The City Secretary and City Administrator be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Community Development Block Grant - Mitigation.

SECTION 3: The Mayor be authorized to execute environmental review and related documents as the responsible entity (RE) for the Community Development Block Grant – Mitigation.

PASSED AND APPROVED BY THE CITY OF TOOL, TEXAS, on the ____ day of _____, 2026.

APPROVED:

_____
Vera Bennett, Mayor

ATTEST:

_____
Kimberley Price, TRMC, City Secretary

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Depository/Authorized Signatories Designation Form

Subrecipient:	Tool	Contract Number:	23-160-223-F821

The individuals below are designated by resolution as authorized signatories for contractual documents. At least two signatories required.

Kimberley Price	Julius Kizzee
Name	Name
City Secretary	City Administrator
Title	Title
Signature	Signature
Name	Name
Title	Title
Signature	Signature

The financial lending institution listed here will serve as the depository for the Texas General Land Office-Disaster Recovery Program Community Development Block Grant (CDBG) funds:

Simmons Bank
Name of Lending Institution
1381 S 3rd St
Address
Mabank, TX 75147
City, State, Zip Code

Fund Account Number:	82200566

The individuals below are designated by resolution as authorized signatories for financial documents. At least two signatories required.

Kimberley Price	Julius Kizzee
Name	Name
City Secretary	City Administrator
Title	Title
Signature	Signature

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Depository/Authorized Signatories Designation Form

Name	Name
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.

Disclaimer: *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*

City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 19th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda Item No. **16**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ● Resolution

Attachments: Resolution 2026-13R, CDBG Civil Rights Policies

Summary of Agenda Item to be considered:

Staff received a request from GrantWorks in regard to a resolution regarding Civil Rights, as needed for the CDBG-MIT Grant from the General Land Office.

Agenda Item, as listed on the agenda:

Discuss, consider, and approve a resolution adopting the required CDBG Civil Rights policies.

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Signature of Sponsoring Officer

Julius Kizzee

Printed name of Sponsoring Officer

RESOLUTION REGARDING CIVIL RIGHTS
CITY OF TOOL, TEXAS

Whereas, the City of Tool, Texas, (hereinafter referred to as "City of Tool") has been awarded a Community Development Block Grant – Mitigation (CDBG-MIT) grant from the Texas General Land Office (hereinafter referred to as "GLO");

Whereas, City of Tool, 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 CDBG-MIT activity, on the basis of race, color, religion, sex, national origin, age, or disability;

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

Whereas, City of Tool, 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 CDBG-MIT project area;

Whereas, City of Tool, 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, City of Tool, 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 CDBG-MIT project;

Whereas, City of Tool, 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, City of Tool, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD 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, to affirmatively further fair housing;

Whereas, City of Tool, has designated an overseer and will 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 of Tool, TEXAS, THAT City of Tool ADOPTS THE FOLLOWING:

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

The City of Tool affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

1. Limited English Proficiency (LEP) Standards Plan; and
2. Affirmatively Further Fair Housing

Passed and approved this _____ day of _____, 2026.

_____ Vera Bennett
Signature of Elected Official Printed Name of Elected Official

City of Tool

TOOL
CITIZEN PARTICIPATION PLAN
TEXAS GENERAL LAND OFFICE (GLO)
COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT)

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant – Mitigation (CDBG-MIT) and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at Tool offices, 701 N Tool Dr, Tool, TX 75143-1933 (Address), (903) 432-3522 (Phone), during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG-MIT project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-MIT project(s), whether it is a proposed, ongoing, or completed CDBG-MIT project(s), may during regular business hours submit such complaint or grievance, in writing to the Mayor of Tool at 701 N Tool Dr, Tool, TX 75143-1933 or may call (903) 432-3522.

2. A copy of the complaint or grievance shall be transmitted by the Mayor 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 Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to 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 CDBG-MIT 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 CDBG-MIT 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 OUTREACH EFFORTS

In instances of a change in scope or impact to beneficiaries that result in a 15% increase or decrease in quantities, a 25% variance in number of beneficiaries, addition or subtraction of a targeted beneficiary area, or addition or subtraction of a HUD activity, the City shall provide for reasonable public notice,

appraisal, examination and comment on the activities proposed for the use of CDBG-MIT funds. These efforts shall include:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG-MIT funds are proposed to be used;

2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to an entity's proposed and actual use of CDBG-MIT funds;

3. Furnish citizens information, including but not limited to:
    a) the amount of CDBG-MIT funds expected to be made available
    b) the range of activities that may be undertaken with the CDBG-MIT funds
    c) the estimated amount of the CDBG-MIT funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons
    d) if applicable, the proposed CDBG-MIT activities likely to result in displacement and the entity's anti- displacement and relocation plan;

4. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the entity's application to the state. Substantially changed means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the state. Additional criteria may include:
    a) A variance in quantity (ies) by more than 15%;
    b) A variance in total beneficiaries by more than 25%;
    c) Addition or deletion of a defined target benefit area;
    d) Addition or deletion of a HUD activity (ex. water improvements, sewer improvements); or
    e) Addition of acquisition activities or activity within a floodplain or floodway

5. These outreach efforts may be accomplished through one or more of the following methods:
    a) Publication of notice in a local newspaper—a published newspaper article may be used so long as it provides sufficient information regarding program activities and relevant dates;
    b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
    c) Posting of notice on the local entity website (if available);
    d) Public Hearing; or
    e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
        i. Certified mail
        ii. Electronic mail or fax
        iii. First-class (regular) mail
        iv. Personal delivery (e.g., at a Council of Governments [COG] meeting).

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by a CDBG-MIT applicant or recipient, the following public hearing provisions shall be observed:

1. Public notice of any 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 may 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. 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 an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two (2) days prior to each hearing.

3. When a significant number of non-English speaking residents are part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.

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.

5. City may conduct a public hearing via webinar if they also follow the provisions above. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations must be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.

6. If applicable, the locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

_____ **Vera Bennett, Mayor**

Signature Name, Title

_____

Date

TOOL
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE RECUPERACIÓN DE DESASTRES EN ASIGNACIONES EN BLOQUES DE DESARROLLO COMUNITARIO - MITIGACIÓN, (CDBG-MIT)

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del La Oficina General de Tierras de Texas de Recuperación de Desastres en Asignaciones en Bloques de Desarrollo Comunitario Mitigación, (CDBG-MIT) y los requisitos del gobierno local de Texas que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en Tool, 701 N Tool Dr, Tool, TX 75143-1933 (Dirección postal), (903) 432-3522, (teléfono) durante el horario de oficina.

A continuación se presentan los procedimientos formales de quejas y reclamos relacionados con los servicios prestados en el marco del proyecto CDBG-MIT.

1. Una persona que tiene una queja o reclamo sobre cualquier servicios o actividad en relación con el proyecto CDBG-MIT, ya sea un proyecto propuesto, en curso o completado de CDBG-MIT, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito al Mayor, a Tool, 701 N Tool Dr, Tool, TX 75143-1933, o por llamada al (903) 432-3522.

2. Una copia de la queja o reclamo se transmitirá por Mayor a la entidad que es encargada de la queja o reclamo y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que el reclamo fue recibida.

3. Mayor completará una investigación de la queja o reclamo, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la queja o reclamo dentro de los diez (10) días.

4. Si la investigación no puede ser completada dentro de diez (10) días hábiles, la persona que hizo la queja o reclamo será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o reclamo y detallará cuando se deberá completar la investigación.

5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la CDBG-MIT para su posterior revisión y comentarios.

6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando se solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de los fondos CDBG-MIT. la Ciudad, basándose en las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

ESFUERZOS PUBLICOS

En casos de un cambio en el alcance o impacto para los beneficiarios que resulte en un aumento o disminución del 15% en las cantidades, una variación del 25% en el número de beneficiarios, aumento o disminución de un área beneficiaria específica, o suma o resta de una actividad de HUD, la Ciudad proporcionará un aviso público razonable para la evaluación, examinación y comentarios sobre las actividades propuestas para el uso de fondos de CDBG-MIT. Estos esfuerzos incluirán:

1. Proveer y fomentar la participación ciudadana, en particularmente por personas de ingresos bajos y moderados que residen en áreas marginales o deterioradas y áreas en las cuales se proponen utilizar fondos de CDBG-MIT;

2. Asegurar que los ciudadanos tendrán acceso razonable y oportuno a las reuniones locales, información y registros relacionados con el uso propuesto y real de fondos de CDBG-MIT por parte de la entidad;

3. Proporcionar información a los ciudadanos, incluyendo pero no limitado a:
    a) la cantidad de fondos CDBG-MIT que se espera estén disponibles
    b) la gama de actividades que se pueden emprender con los fondos CDBG-MIT
    c) La cantidad estimada de los fondos CDBG-MIT que se propone utilizar para actividades que cumplan el objetivo nacional de beneficio para personas de ingresos bajos y moderados
    d) si corresponde, las actividades propuestas de CDBG-MIT que puedan resultar en desplazamiento y el plan de anti-desplazamiento y reubicación de la entidad;

4. Proporcionar a los ciudadanos un aviso anticipado razonable y la oportunidad de comentar sobre las actividades propuestas en una solicitud al estado y, para las subvenciones ya realizadas, las actividades que se proponen agregar, eliminar o cambiar sustancialmente de la aplicación de la entidad al estado. Cambios sustanciales significa cambios hechos en términos de propósito, alcance, ubicación o beneficiarios según lo definido por los criterios establecidos por el estado. Criterios adicionales pueden incluir:
    a) Una variación en cantidad(es) de más del 15%;
    b) Una variación en el total de beneficiarios de más del 25%;
    c) Adición o eliminación de una zona de beneficio objetivo definida;
    d) Adición o eliminación de una actividad de HUD (ej. mejoras del agua, mejoras de alcantarillado); o
    e) Adición de actividades de adquisición o actividad dentro de una llanura aluvial o vía de inundación

5. Estos esfuerzos de divulgación pueden lograrse a través de uno o más de los siguientes métodos:
    a) Publicación de un aviso en un periódico local: se puede utilizar un artículo de periódico publicado siempre que proporcione información suficiente sobre las actividades del programa y las fechas pertinentes;
    b) Avisos destacados en edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados;
    c) Publicación de aviso en el sitio web de la entidad local (si está disponible);
    d) Audiencia pública; o
    e) Notificación individual a ciudades elegibles y otras entidades según sea aplicable usando uno o más de los siguientes métodos:
        i. Correo certificado
        ii. Correo electrónico o fax
        iii. Correo de primera clase (regular)
        iv. Entrega personal (por ejemplo, en una reunión del Consejo de Gobiernos [COG].

DISPOSICIONES PARA LA AUDIENCIA PÚBLICA

Para cada audiencia pública programada y conducida por un solicitante o receptor de CDBG-MIT, se observarán las siguientes disposiciones de audiencia pública:

1. El aviso público de cualquier audiencia debe ser publicado por lo menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe ser publicado en un periódico local. Cada aviso público DEBE incluir la FECHA, TIEMPO, LOCALIZACIÓN y TEMAS a ser considerados en la audiencia pública. Un artículo de periódico publicado también puede usarse para cumplir este requisito, siempre y cuando cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben ser destacados en los edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados.

2. Cada audiencia pública se celebrará en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidades. Las personas con discapacidades deben ser capaces de asistir a las audiencias y el solicitante debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se ponen en contacto por lo menos dos días antes de cada audiencia.

3. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.

4. Cuando un número significativo de residentes que no hablan inglés puede ser razonablemente esperado para participar en una audiencia pública, un intérprete debe ser presente para acomodar las necesidades de los residentes que no hablan inglés.

5. La Ciudad puede conducir una audiencia pública a través de un seminario si también siguen las disposiciones anteriores. Si el seminario web se utiliza para llevar a cabo una audiencia pública, debe ponerse a disposición de los ciudadanos un lugar físico con adaptaciones razonables asociadas para garantizar que los individuos sin la tecnología necesaria puedan participar.

6. Si es aplicable, la localidad debe conservar la documentación de los avisos de audiencia, las listas de asistencia, las actas de las audiencias y cualquier otro registro referente al uso real de los fondos por un período de tres años después del cierre del proyecto. Dichos registros deben ponerse a disposición del público de conformidad con el Capítulo 552, Código del Gobierno.

_____ **Vera Bennett, Alcalde**

Firma Nombre, Título

_____

Fecha

Excessive Force Policy

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

1. It is the policy of City of Tool 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 Tool 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 Tool will introduce and pass a resolution adopting this policy.

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

_____ Vera Bennett, Mayor
Signature Name, Title

_____
Date

Limited English Proficiency Plan – 23-160-223-F821

Texas General Land Office
Community Development Block Grant-Mitigation

Grant Subrecipient:	City of Tool
Community Population:	2,287
LEP Population:	18 0.8%
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number 2) by more than 5% of the eligible population or beneficiaries but has 50 or less in number 3) by 1,000 or more individuals in the eligible population in the market area or among current beneficiaries	Spanish

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 project
☐	Publications regarding CDBG-MIT application, grievance procedures, *complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action*, and other vital hearings, documents, and program requirements
☐	Other program documents: Documents available in Spanish for directly assisted beneficiaries, if applicable.

Resources available to Grant Recipient:	
☐	Translation services: available upon request
☐	Interpreter services: available upon request with prior notice
	Other resources: _____

Language Assistance to be provided:	
☐	Translation (oral and/or written) of advertised notices and vital documents for: Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.
☐	Referrals to community liaisons proficient in the language of LEP persons Spanish-speaking liaisons are available upon request.
☐	Public meetings conducted in multiple languages: Available upon request with two (2) days advance notice.
☐	Notices to recipients of the availability of LEP services: Included in translated notices.
	Other services: _____

_____ _____

Signature - Chief Elected Official or Civil Rights Officer Date

See also: **http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf**

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 Department of Housing and Urban Development, 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 Tool 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 Department of Housing and Urban Development (HUD).

2. City of Tool 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. City of Tool's recruitment materials or publications shall include a statement of this policy in 1. above.

4. City of Tool 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 CDBG-MIT program, City of Tool shall ensure that they are provided with the information necessary to understand and participate in the CDBG-MIT 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 Tool to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

    b. Complaints should be addressed to the Mayor, 701 N Tool Dr, Tool, TX 75143-1933 or call (903) 432-3522**,** 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 the Mayor**.** 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 Mayor**,** 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 City of Tool relating to the complaint 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 City of Tool within ten (10) 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 Housing and Urban Development. 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 City of Tool complies with Section 504 and HUD regulations.

_____ Vera Bennett, Mayor
Signature Name, Title

_____
Date

Code of Conduct Policy of City of Tool

As a Grant Recipient of a CDBG-MIT contract City of Tool 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 CDBG-MIT contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of City of Tool shall participate in the selection, award, or administration of a contract supported by CDBG-MIT funds 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 City of Tool 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 CDBG-MIT funds, that has any CDBG-MIT 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 CDBG-MIT 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 CDBG-MIT contract or award, or that is required to complete some or all work under the CDBG-MIT contract in order to meet the National Program Objective.

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

Any alleged violations of these standards of conduct shall be referred to the City of Tool 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.

_____ Vera Bennett, Mayor

Signature Name, Title

_____

Date

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Community Development Block Grant – Mitigation (CDBG-MIT). The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

Fair Housing Policy

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

1. City of Tool 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 Tool agrees to plan at least one activity during the contract term to affirmatively further fair housing.

3. City of Tool will introduce and pass a resolution adopting this policy.

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

_____ Vera Bennett, Mayor
Signature Name, Title

_____
Date

SECTION 3 POLICY

In accordance with 12 U.S.C. 1701u, (Section 3), City of Tool 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 Section 3 Coordinator.
C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG-MIT 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; local HUD offices; 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 CDBG-MIT 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 HUD or GLO to the Grant Recipient.
G. Submit reports as required by HUD or GLO regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of 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 Tool, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

_____ Vera Bennett, Mayor
Signature Name, Title

_____
Date