



**NOTICE OF A
OF THE CITY COUNCIL
Tuesday, May 24, 2022
7:00 PM**

Tammy Huff
Mayor

Ernie Burns
Mayor Pro-Tem

Amanda Davis
Council Member

Linzy Neal
Council Member

Charles Ryan
Council Member

Melissa Rust
Council Member

Charles West
City Manager

AGENDA

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Van City Council will meet in a Called Meeting May 24, 2022 at 7:00 PM at Van City Hall, 310 Chestnut St., Van, TX 75790. The items listed below are placed on the agenda for discussion and/or action.

The City Council reserves the right to adjourn into executive session at anytime during the course of this meeting to discuss any of the matter listed below, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development).

I. CALL MEETING TO ORDER

- A. Roll Call and Establish a Quorum

II. CONSENT AGENDA

- A. Meeting Minutes

III. ACTION ITEMS

- A. Presentation and acceptance of the FY 20-21 Audit.
- B. Discussion, Consideration, and Possible Action on removing Don Smith from all City of Van bank accounts and adding Tammy Huff.
- C. Discussion, Consideration, and Possible Action on Resolution allocating ARPA funds to Lost Revenue Category.
- D. Discussion, Consideration, and Possible Action on adopting and/or reaffirming policies and procedures for civil rights, equal opportunity, Limited English Proficiency Plan and fair housing as required by the Texas Community Development Block Grant Program and authorizing publication of required notices.
- E. Discussion, Consideration, and Possible Action on proclaiming June as Fair Housing Month and authorizing the publication of a Fair Housing Public Service Announcement.
- F. Discussion, Consideration, and Possible Action on Receiving Section -3 presentation from Traylor & Associated related to TxCDBG Grant # CDV21-0118.

IV. EXECUTIVE SESSION

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.072, 551.073, 551.074, 551.076, 551.087, and Section 418.183(f) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated here in.

- A. City Council will meet in closed session under Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager.

V. **RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION IF ANY**

- A. Discussion, Consideration, and Possible Action on item IV.A. Concerning the City Manager's position.

VI. **ADJOURN**

CERTIFICATION

I hereby certify that the above notice was posted in the bulletin board at Van City Hall, 310 Chestnut St., Van, Texas 75790 by 5:00 pm on May 19, 2022.

Sereca Huff-Huggins, City Secretary

NOTE: If, during the meeting, any discussion of any item on the agenda should be held in a closed meeting, the Council will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E

 *Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Van City Hall 48 hours in advance, at (903)963-7216, and reasonable accommodations will be made for assistance.*



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
Thursday, May 12, 2022
7:00 PM**

Don Smith
Mayor

Ernie Burns
Mayor Pro-Tem

Amanda Davis
Council Member

Linzy Neal
Council Member

Charles Ryan
Council Member

Ryan Hanson
Council Member

Charles West
City Manager

MINUTES

I. CALL MEETING TO ORDER

Meeting called to order by Mayor Smith

A. Roll Call and Establish a Quorum

Present: Amanda Davis, Linzy Neal, Ryan Hanson, Ernie Burns, Charles Ryan
Charles Ryan by phone

II. INVOCATION

Invocation was led by David Barber

III. PLEDGE OF ALLEGIANCE

Led by Mayor Smith

A. US Flag

B. Texas Flag

"Honor the Texas flag: I pledge allegiance to thee, Texas, one state under GOD, one and indivisible."

IV. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

Council Member Neal read the Motorcycle Safety and Awareness Proclamation.

- A. Proclamation in recognition of "MOTORCYCLE SAFETY AND AWARENESS MONTH"

V. REPORTS

- A. City Manager Monthly Report

Reviewed

- B. Fire Department Monthly Report

Reviewed

- C. Fire Marshal Monthly Report

Reviewed

- D. Library Monthly Report

- E. Municipal Court Monthly Report

Reviewed

- F. Parks Department Monthly Report

Reviewed

- G. Police Monthly Report

Reviewed

- H. Public Works Monthly Report

VI. **CONSENT AGENDA**

(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member request an item be removed and considered separately.)

RESULT:	Passed
MOVER:	Ernie Burns
SECONDER:	Linzy Neal
AYES:	Amanda Davis, Linzy Neal, Ryan Hanson, Ernie Burns, Charles Ryan
NAYS:	None
ABSTAINED:	None

- A. Meeting Minutes
- B. Financial Report
- C. Disposition / destruction of certain records and documents in accordance with Texas State Statutes

VII. **ACTION ITEMS**

- A. Presentation and acceptance of the FY 20-21 Audit

Audit will be presented on May 24, 2022.
- B. Discussion, Consideration, and Possible Action on the appointment of Chase Penny to the Van EDC.

RESULT:	Passed
MOVER:	Linzy Neal
SECONDER:	Ryan Hanson
AYES:	Amanda Davis, Linzy Neal, Ryan Hanson, Ernie Burns, Charles Ryan
NAYS:	None

ABSTAINED:	None
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- C. Discussion, Consideration, and Possible Action on removing Charles West from all City of Van bank accounts.

RESULT:	Passed
MOVER:	Ernie Burns
SECONDER:	Ryan Hanson
AYES:	Amanda Davis, Linzy Neal, Ryan Hanson, Ernie Burns, Charles Ryan
NAYS:	None
ABSTAINED:	None

- D. Discussion, Consideration, and Possible Action on postponing the subdivision ordinance until June City Council Meeting.

No action.

VIII. EXECUTIVE SESSION

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.072, 551.073, 551.074, 551.076, 551.087, and Section 418.183(f) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated here in.

The council and Mr. West discussed item VIII.A. in open session.

- A. City Council will meet in closed session under Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager Charles West.

IX. RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION IF ANY

Council discussed a meeting with ETCOG about the City Manager's services.

- A. Discussion, Consideration, and Possible Action on item VIII. A. Concerning the City Manager's position

X. INFORMATION AND DISCUSSION

- A. Discussion concerning the FY 22-23 Budget and Tax Rate for 2022

Mr. West discussed FY 22-23 Budget and Tax Rate for 2022.

- B. Discussion concerning the waste, wastewater, and garbage fee structure and recommendations

Mr. West discussed water, wastewater and garbage fees.

- C. Discussion concerning Dogwood Place

Mr. West discussed Dogwood Place.

XI. **OPEN FORUM**

The opportunity for citizens to address the City Council on any non-agenda item (**limit 3 minutes per person**); however, the Texas Open Meetings Act prohibits the City Council from discussing issues which the public has not been given seventy- two (72) hour notice. Issues raised may be referred to City Staff for research and potential future action.

RECEIVE REQUESTS FROM COUNCIL MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

Discussion under this item must be limited to whether the Council wishes to include a potential agenda item on a future agenda.

XII. **ADJOURN**

RESULT:	Adjourn
MOVER:	Linzy Neal
SECONDER:	Amanda Davis
AYES:	Amanda Davis, Linzy Neal, Ryan Hanson, Ernie Burns, Charles Ryan
NAYS:	None
ABSTAINED:	None



**NOTICE OF A
OF THE CITY COUNCIL
Tuesday, May 17, 2022
2:00 PM**

Don Smith
Mayor

Ernie Burns
Mayor Pro-Tem

Amanda Davis
Council Member

Linzy Neal
Council Member

Charles Ryan
Council Member

Ryan Hanson
Council Member

Charles West
City Manager

MINUTES

I. CALL MEETING TO ORDER

Meeting called to order by Mayor Pro Tem Ernie Burns

A. Roll Call and Establish a Quorum

II. ACTION ITEMS

RESULT:	Passed
MOVER:	Ryan Hanson
SECONDER:	Ernie Burns
AYES:	Ryan Hanson, Ernie Burns
NAYS:	None
ABSTAINED:	None

Approve the canvass of the May 7, 2022 General Election as followed: Mayor Don Smith #189; Tammy Huff # 255; Place # 4 Mark Thompson # 152, Drew Cole # 46, Bill Dwyer # 12, Melissa Rust # 231; Place # 5 Ryan Hanson # 147, Ernie Burns # 288; State of Texas proposition 1 # 2816, State of Texas Proposition 2 # 2811. Registered voters # 1829, Number of early votes # 40, Number of election day votes # 402

A. Discussion, Consideration, and Possible Action on the canvass of the May 7, 2022 Joint Election.

III. ADJOURN

RESULT:	Adjourn
MOVER:	Ryan Hanson
SECONDER:	None
AYES:	None
NAYS:	None
ABSTAINED:	None

CITY OF VAN Resolution of City Council

ARPA Funds Allocation to Standard Allowance for Revenue Loss

WHEREAS, The City of Van has been awarded \$679,181.29 in Coronavirus State and Local Fiscal Recovery Funds (SLFRF) as part of the American Rescue Plan Act (ARPA) from the Federal government for eligible COVID-19-related expenses; and

WHEREAS, the U.S. Treasury's Final Rule for ARPA Coronavirus State and Local Fiscal Recovery Funds, which was effective as of April 1, 2022, presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services;" and

WHEREAS, local governments may use this standard allowance in lieu of calculating revenue loss using the formula prescribed in the Interim Final Rule; and

WHEREAS, The City Council of Van finds it in the best interest of the citizens of the City of Van to apply this option.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Van hereby approves the entirety of the City's ARPA fund allocation to be utilized and reported within the "Standard Allowance" category to offset the City's lost revenue due to the pandemic.

Adopted this 24th Day of May 2022

Signed by: _____
Tammy Huff, Mayor

Date

Attested by: _____
Sereca Huff-Huggins, City Secretary

Date

Exhibit "B"**CODE OF CONDUCT POLICY**

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. 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.

CODE OF CONDUCT

As a Grant Recipient of a TxCDBG contract, the City of Van, Texas 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 TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Van, Texas shall participate in the selection, award, or administration of a contract supported by TxCDBG 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 the City of Van, Texas 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 TxCDBG funds, that has any CDBG 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 TxCDBG 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 TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG 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 TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Van, Texas City 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.

PASSED AND APPROVED this 24th day of May, 2022.

Tammy Huff, Mayor
City of Van, Texas

Exhibit “A”**THE CITY OF VAN
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM****COMPLAINT PROCEDURES**

These complaint procedures comply with the requirements of the Texas Department of Agriculture’s Texas Community Development Block Grant (TxCDBG) 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 Van, 310 Chestnut Street, Van, Texas 75790, 903-963-7216, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City Manager, at 310 Chestnut Street, Van, Texas 75790 or may call 903-963-7216.
2. A copy of the complaint or grievance shall be transmitted by the City Manager 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 Manager 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 TxCDBG 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 TxCDBG 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 TxCDBG 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 TxCDBG 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 TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
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 TxCDBG 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 TxCDBG program, and the use of past TxCDBG 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 TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG 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 TxCDBG project or for the closeout of the TxCDBG 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 TxCDBG 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.

Tammy Huff, Mayor

Date May 24, 2022

RESOLUTION

A RESOLUTION OF THE CITY OF VAN, TEXAS ADOPTING AND/OR REAFFIRMING POLICIES AND PROCEDURES FOR CITIZEN PARTICIPATION, CIVIL RIGHTS, EQUAL OPPORTUNITY, FAIR HOUSING AND LIMITED ENGLISH PROFICIENCY PLAN AS REQUIRED BY THE STATE OF TEXAS.

Whereas, the City of Van, Texas, (hereinafter referred to as "City of Van") has been awarded TxCDBG funding through TxCDBG grant #CDV-21-0118 from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of Van, 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 activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Van, 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 of Van, 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 TxCDBG project area;

Whereas, the City of Van, 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 of Van, 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 TxCDBG project;

Whereas, the City of Van, 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 of Van, 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 of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the City of Van, 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 THE CITY OF VAN, TEXAS, that:

THE CITY OF VAN ADOPTS/REAFFIRMS THE FOLLOWING POLICIES:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Excessive Force Policy (Form A1003);
3. Fair Housing Policy (A1015);
4. Section 504 Policy and Grievance Procedures (Form A1004).
5. Code of Conduct Policy (Form A1002)

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

6. Section 3 economic opportunity;
7. Limited English Proficiency Plan; and
8. Activity to affirmatively Further Fair Housing choice

PASSED AND APPROVED this 24th day of May 2022.

APPROVED:

Tammy Huff, Mayor

Date May 24, 2022

ATTEST:

Sereca Higgins, City Secretary

Exhibit "C"
Excessive Force Policy

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

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

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

Tammy Huff, Mayor

Date

May 24, 2022

Exhibit “G”
**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), the City of Van 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. The City of Van 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 Van’s recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Van 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 TxCDBG program, the City of Van shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG 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 the City of Van to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to: Sereca Huggins, City Secretary, 310 Chestnut St., Van, Texas 75790, 903-963-7216 who has been designated to coordinate Section 504 compliance efforts.
 - c.
 - d. 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.

- e. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- f. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the City Secretary, Sereca Huggins. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- g. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Sereca Huggins, City Secretary and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- h. The Section 504 coordinator shall maintain the files and records of the City of Van relating to the complaint files.
- i. 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 Van within ten (10) working days after the receipt of the written determination/resolution.
- j. 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.
- k. 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 Van complies with Section 504 and HUD regulations.

Tammy Huff, Mayor

May 24, 2022
Date

**Fair Housing Month Proclamation
Proclamation of June 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 the City of Van, do proclaim June as Fair Housing Month in the City of Van and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

IN WITNESS WHEREOF we have affixed our signatures and seal on this the 24th day of May 2022.

Approved:

Tammy Huff, Mayor

Attest:

Sereca Huggins, City Secretary

**Exhibit “D”
Fair Housing Policy**

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

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

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

_____ Tammy Huff, Mayor	Date	_____ May 24, 2022
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