

Incorporated December 27, 1912 www.seadrifttx.org

CITY OF SEADRIFT

Post Office Box 159 501 S. Main Street

Seadrift, Texas 77983

Tel: (361) 785-2251 Fax: (361) 785-2208 Email: seadrift@tisd.net



NOTICE OF PUBLIC MEETINGS

- ALL MEETINGS OF CITY COUNCIL ARE OPEN TO THE PUBLIC - CLOSED SESSIONS CAN ONLY BEGIN FROM AN OPEN, PUBLIC SESSION -

In accordance with Government Code, Title 4, Subtitle B, Chapter 418, Subchapter A, Section 418.1102: Exception to Quorum Requirements: A local government entity, under the laws of this state, notwithstanding any other law, a quorum is not required for the governing body of a local governmental entity to act if: The entity's jurisdiction is wholly or partly located in the area of an emergency/disaster declared by the president of the US or the Governor, and a majority of the members of the governing body are unable to be present at a meeting of the governing body as a result of the emergency/disaster.

NOTE: THIS AGENDA IS NOTICE THAT THE MAYOR, ACTING UNDER EMERGENCY/DISASTER POWERS, HAS TEMPORARILY WAIVED THE MAXIMIMUM NUMBER OF INDIVIDUALS THAT MAY ATTEND THIS MEETING (Executive Order #3), AS LONG AS APPROPRIATE SOCIAL DISTANCING AND CDC RECOMMENDED ACTIONS ARE TAKEN. THIS WAIVER IS ONLY EFFECTIVE FROM 6:30PM THROUGH THE END OF THE COUNCIL MEETING ON APRIL 7TH.

WORK SESSION AGENDA

The City of Seadrift City Council will meet in an Agenda Review Work Session Tuesday April 7, 2020 in City Council Chambers, 501 S. Main Street at 6:45PM. The work session is limited to review of the Regular Meeting Agenda, below. No Action will be taken during the Work Session.

REGULAR MONTHLY MEETING AGENDA

The City of Seadrift City Council will meet in the Regular Monthly Meeting at 7:00PM on Tuesday April 7, 2020

This meeting will be at 501 S. Main Street in Council Chambers for the purpose of discussing/considering/reviewing and taking any action on the following agenda:

- 1. INVOCATION & PLEDGES TO US FLAG AND TEXAS FLAG
- 2. **DECLARATION OF EMERGENCY/DISASTER** Consider/Approve/Take Action to extend the Mayor's COVID19 Declaration of Emergency/Disaster that was issued March 13th through April 12th, to be extended indefinitely, for the duration of the COVID19 situation, however long that may be, and authorizing the Mayor to have the authority to rescind said Declaration of Emergency/Disaster when needed to return to normal conditions.

Page 1 of 2
City of Seadrift Agenda April 7, 2020



- **3. SUBSEQUENT EMERGENCY ORDER AUTHORIZATION** Consider/Approve/Take Action to authorize the Mayor to issue subsequent Emergency Orders, as the need arises, with an indefinite expiration date, and be able to rescind such order, when needed, to return to normal conditions.
- 4. EXTENSION OF CURRENT EMERGENCY ORDERS Consider/Approve/Take Action to extend the Mayor's three executive orders indefinitely, for the duration of the COVID19 situation and, authorizing the Mayor to be able to rescind any or all of the Emergency Orders when needed to return to normal conditions.
 - a. Emergency Order issued March 19, 2020
 - b. Emergency Order #2 issued March26, 2020
 - c. Emergency Order #3 issued March 27, 2020
- **5. GLO-CDBG-DR** GLO-Recovery Texas \$1,536,581.00:
 - a. Review/Consider/Approve/Take Action to adopt Resolution to designate authorized signatories for the Hurricane Harvey (DR-4332) Infrastructure CDBG Disaster Recovery Program contract 20-065-103-C278.
 - Review/Consider/Approve/Take Action to adopt Resolution adopting required CDBG-DR Civil Rights Policies.
- 6. FAIR HOUSING Consider/Approve/Take Action to proclaim April as Fair Housing Month.
- 7. TxCDBG FAST GRANT Consider/Approve/Take Action to award small purchase quote for Self-Contained Breathing Apparatus to Casco Industries, Inc., in the amount of \$22,518.84 under TxCDBG FAST Contract #7219236.
- 8. CITIZEN COMMENT Any person with business before the City Council, not on the agenda, may speak to the Council. IF public information is requested that is not available in the meeting the individual should request the information needed on the prescribed form available at City Hall during normal operating hours. NO Personnel Complaints can be brought before the Council under public comment. If there is a personnel complaint it is done by following the prescribed legal manner starting with a formal, signed complaint at City Hall. NO Formal action can be taken by Council on any items brought up during Public Comments. Public Comments to Council may have a time limitation per person, depending on the subject and number of citizens wishing to comment this at the discretion of the Mayor at the time of Public Comments.
- 9. EXECUTIVE SESSION At any time, during the Regular Meeting, the City Council may adjourn into an Executive Session, as needed, on any item listed, including the items listed here and which the Texas Government Code section 551 authorizes Executive Sessions to be held: Sections 551.071 (attorney consultation), 551.072 (Real Property), 551.073 (Gifts & Donations), 551.074 (Personnel), 551.076 (Security) and 551.087 (Economic Development).

10. ADJOURN

The meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting, not including Saturday/Sunday. Contact City Hall at (361)785-2251 for further information.

I certify that the above notice of meeting	was posted in	the outdoor bulletin	board of City	Hall, 501 S.
Main Street, Seadrift, Texas on this the	<i>3</i> day of	APRIL	, 2020 at	4
o'clock I further certify that New	s Media were p	roperly notified of th	is meeting.	

Gabriela Torres, City Secretary

Page 2 of 2
City of Seadrift Agenda April 7, 2020







CITY OF SEADRIFT

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APRIL 7, 2020 REGULAR CITY COUNCIL MEETING

MAYOR ELMER DEFOREST

CITY COUNCIL MEMBERS

MAYOR PRO-TEM (ALDERMAN)
JUNE CANTRELL, PUBLIC UTILITIES

ALDERMAN
RANIER BRIGHAM, PUBLIC SAFETY

ALDERMAN
GEOFFREY HUNT, STREETS & DRAINAGE

ALDERMAN
PEGGY GAINES, PARKS & RECREATION

ALDERMAN
KENNETH REESE, SOLID WASTE & MUNICIPAL
HARBOR

The City Council met in a Regular Meeting on April 7, 2020, at the City Hall Council Chamber located at 501 S. Main St., Seadrift, TX 77983.

PRESENT

Elmer DeForest, Mayor Kenneth Reese, Alderperson Peggy Gaines, Alderperson Ranier Brigham, Alderperson Geoffrey Hunt, Alderperson

ABSENT

June Cantrell, Mayor Pro-Tem

WORK SESSION

Mayor DeForest called the Work Session to order at 6:45 p.m. The City Council met in an Agenda Review Work Session to review the Meeting Agenda. Work Session closed at 6:59 p.m.

CALL TO ORDER

Mayor DeForest called the meeting to order at 7:00 p.m.

1. INVOCATION AND PLEDGE OF ALLEGIANCE

Cody Logan gave the invocation and Mayor DeForest led the pledge to the flags.

2. DECLARATION OF EMERGENCY/DISASTER (COVID-19)

MOTION: Alderperson Reese motioned to extend the Mayor's COVID-19 Declaration of Emergency/Disaster to be extended indefinitely for the duration of the COVID-19 situation and authorizing the Mayor to have the authority to rescind said Declaration of Emergency/Disaster when needed. Alderperson Brigham seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

COPY OF DECLARATION OF EMERGENCY/DISASTER (COVID-19) ATTACHED.

3. SUBSEQUENT EMERGENCY ORDER AUTHORIZATION

MOTION: Alderperson Gaines made the motion to authorize the Mayor to issue subsequent emergency orders as the need arises with an indefinite expiration date and to be able to rescind order with needed. Alderperson Reese seconded the motion

VOTE: 4-0 - Motion carried unanimously.

CITY OF SEADRIFT REGULAR COUNCIL MEETING MINUTES - APRIL 7, 2020

4. EXTENSION OF CURRENT EMERGENCY ORDERS

- a. EMERGENCY ORDER ISSUED MARCH 19, 2020
- b. EMERGENCY ORDER #2 ISSUED MARCH 26, 2020
- c. EMERGENCY ORDER #3 ISSUED MARCH 27, 2020

MOTION: Alderperson Reese made the motion to extend the Mayor's three executive orders indefinitely and authorized the Mayor to be able to rescind any or all of the emergency orders when needed. Alderperson Brigham seconded the motion

VOTE: 4-0 – Motion carried unanimously.

COPY'S OF EMERGENCY ORDERS #1, #2, #3 ATTACHED.

5. GLO-CDBG-DR

a. DESIGNATED SIGNATORIES FOR CDBG-DR CONTRACT 20-065-103-C278

MOTION: Alderperson Brigham made the motion to adopt a resolution to designate signatories for the Hurricane Harvey (DR-4332) Infrastructure CDBG Disaster Recovery Program Contract 20-065-103-C278. Alderperson Gaines seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

COPY OF RESOLUTION TO DESIGNATE SIGNATORIES ATTACHED.

b. Resolution Regarding Civil Rights

MOTION: Alderperson Gaines made the motion to adopt resolution regarding CDBG-DR Civil Rights Policies. Alderperson Hunt seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

COPY OF RESOLUTION REGARDING CIVIL RIGHTS ATTACHED.

6. PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

MOTION: Alderperson Reese made the motion to proclaim April as Fair Housing Month. Alderperson Brigham seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

COPY OF PROCLAMATION OF APRIL AS FAIR HOUSING MONTH ATTACHED.

7. TXCDBG FAST GRANT – SELF CONTAINED BREATHING APPARATUS (SCBA)

The City of Seadrift received quotes for four (4) self-contained breathing apparatus kits (SCBA) under the FAST program, Contract # 7219236. Vendor Casco submitted the lowest responsible bid of \$22,518.84 (twenty-two thousand five hundred eighteen dollars and eighty-four cents).

MOTION: Alderperson Hunt made the motion to award small purchase quote for self-contained breathing apparatus (SCBA) to Casco Industries Inc., in the amount of \$22,518.84 (twenty-two thousand five hundred eighteen dollars and eighty-four cents) under TXCDBG FAST Contract #7219236. Alderperson Gaines seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

COPY OF CASCO INDUSTRIES, INC. QUOTE ATTACHED.

8. CITIZEN COMMENT (PUBLIC FORUM)

Chief Leonard Bermea gave some comments on how the Seadrift Police Department are monitoring cases and discussed ideas on how the City can be better prepared for a disaster like COVID-19.

9. EXECUTIVE SESSION

MOTION: No Executive Session deemed necessary.

CITY OF SEADRIFT REGULAR COUNCIL MEETING MINUTES – APRIL 7, 2020

10. ADJOURN

MOTION: Alderperson Reese made the motion to adjourn the meeting. Alderperson Brigham

seconded the motion.

VOTE: 4-0 - Motion carried unanimously.

Meeting adjourned at 7:20 p.m.

Gabriela Torres, City Secretary

Elmer DeForest, Mayor

Approved: JUNE 2, 2020



Incorporated December 27, 1912

~ ~

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PROCLAMATION DECLARING A STATE OF EMERGENCY/DISASTER COVID-19

WHEREAS, The President of the United States has declared a National Emergency due to the COVID-19 virus, and

WHEREAS, Texas Governor Abbot has determined that there is an imminent threat of disaster to Texas from the COVID-19 virus, and

WHEREAS, the Governor has determined that measures must be taken to protect the people of the State of Texas, and

WHEREAS, there are more than 50 Texans with pending tests for COVID-19 as well as 28 confirmed cases of COVID-19 in the State, as of this declaration, and

WHEREAS, there have been numerous schools, public facilities and events cancelled across Texas due to the COVID-19 virus, and

WHEREAS, the Governor's PROCLAMATION is included in this proclamation, as reference.

NOW THEREFORE I, Elmer DeForest, Mayor of the City of Seadrift, AND also being the City of Seadrift's Emergency/Disaster Director AND under the authority vested in me by the Texas Government Code authorizes me to declare emergencies and states of disaster for the City of Seadrift, being a legal, political subdivision with the State of Texas, I do Declare that an EMERGENCY and STATE OF DISASTER exists in the City of Seadrift and grow more severe in the coming weeks due to the spread of the COVID-19 virus.

Declared and Authorized this the 13^{th} day of March, 2020 at 3:30pm AND extended indefinitely by action of City Council on April 7, 2020

ATTEST:

Elmer DeForest, Mayor

Gabriela Torres, City Secretary

This proclamation has no expiration date and will be in force for the duration of the Covid-1 Emergency, until such time that the Mayor determines this Declaration is not needed and will be rescinded in writing at the appropriate time.



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EXECUTIVE ORDER #1

From Seadrift Mayor, Elmer DeForest COVID-19 EXTENDED Indefinitely

With Governor Abbott issuing an Executive Order dealing with COVID-19, effective midnight, March 20, 2020,

WHEREAS, I, Elmer DeForest, the Mayor of the City of Seadrift issued an Executive Order that mirrors the Governors Executive Order and the steps mandated and/or recommended by the Governor's Executive Order will be effective within the City of Seadrift at midnight, March 20, 2020 and has been duly extended, indefinitely by City Council on April 7, 2020, unless rescinded by me on a specified date.

Order #1: In accordance with the guidelines from the President and the CDC, every person in the City of Seadrift shall avoid social gatherings in groups of 10 or more people. (changed by Mayor's Executive Order #3).

Order #2: In accordance with the guidelines from the President and the CDC, people shall avoid eating or drinking at bars, restaurants and other service establishments where groups are prone to gather. The use of drive-thru, pickup, or delivery options is allowed and highly encouraged throughout the duration of this executive order.

Order #3: In accordance with the guidelines from the President and the CDC, people shall not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.

This executive order does not prohibit people from visiting a variety of places, including grocery stores, quick stops, hardware/lumber stores, fuel stations, parks and banks, and other places of business open for business, so long as the necessary precautions are maintained to reduce the transmission of COVID-19.

This executive order does not mandate shelter-in-place – However, the Mayor's Executive Order #3 does mandate Shelter-in-Place.

All critical infrastructure will remain operational: Water Treatment, Waste-Water Treatment, Fire Fighting and Ambulance Services.

Domestic travel will remain unrestricted and government entities and businesses will continue providing essential services. For offices and workplaces that remain open, employees should practice good hygiene and, where feasible, work from home in order to achieve optimum isolation from COVID-19.

City of Seadrift March 19, 2020 COVID-19 Executive Order Extended Indefinitely Page 1 of 3

The more that people reduce their public contact, the sooner COVID-19 will be contained and the sooner this executive order will expire.

CITY SPECIFIC EXECUTIVE ACTIONS FOLLOW:

THE FOLLOWING ACTIONS ARE SPECIFIC TO THE CITY OF SEADRIFT IN RESPONSE TO DEALING WITH COVID-19. IF AN ACTION IS NOT LISTED BELOW, THE ABOVE EXECUTIVE ORDER ITEMS ARE IMPLEMENTED AS PER THE TEXAS GOVERNOR, GREG ABBOTT, AS PER HIS ATTACHED EXECUTIVE ORDER.

CITY OF SEADRIFT CITY HALL, INCLUDING MUNICIPAL COURT

As of 5pm, Friday, March 20, 2020 City Hall and Municipal Court will be closed to the General Public. Beginning Monday, March 23, 2020 City Hall will be staffed for minimal operations, but will not be accessible by the public, as the doors will be locked. However, personnel will be available inside to answer phone calls, faxes and etc. Utility, Municipal Court and other payments can be made online or by calling City Hall (361)785-2251 to pay with a credit card during normal hours. All credit card fees, normally charged, are temporarily waived during this emergency by my order. Also, for those who are local and need to pay with cash or check, may do so by utilizing the payment drop-box outside City Hall. City Hall Staff will periodically check the drop box and process any payments left. If there are any questions please call City Hall during normal hours, (361)785-2251, but be aware there will be minimal staffing and several phone calls coming in at the same time may go un-answered, temporarily. Previously scheduled Municipal Court appearances are cancelled and will need to be rescheduled. Municipal Court will be closed and any questions shall be referred to City Hall (361)785-2251. Notary Services and Print/Fax Services are temporarily suspended to reduce exposure to the public.

Should any City Hall Staff and Municipal Court Staff find themselves becoming sick they will immediately report to the City Secretary, and then that individual will go into a 14-day quarantine, eliminating contact with the public and others.

UTILITY CREWS:

All utility crews are on full duty but are limiting their interaction with the public by maintaining appropriate spacing, recommended 6' distance, not shaking hands and etc. by maintaining a safe distance. Should utility workers find themselves becoming sick they will immediately report to the Public Works Director, who will then report this to the City Secretary, and then that individual will go into a 14-day quarantine, eliminating contact with the public and others. If numerous utility crew members become ill and enter quarantine at the same time or overlapping time, utility service levels will be reduced appropriately and the Public Works Director will assure that at least one licensed employee is able to monitor, repair and maintain the water treatment facility and the waste water treatment facility without interacting with anyone else. In addition, higher levels of chlorine are being maintained in the water system, in compliance with TCEQ guidelines, to assure disinfection of the public water supply.

SOLID WASTE

The Solid Waste Department continues to operate with normal service and waste collections. The Solid Waste Crew will maintain safe distances from the public and will not interact with

City of Seadrift March 19, 2020 COVID-19 Executive Order Extended Indefinitely

Page 2 of 3

the public to reduce the potential for exposure to COVID-19. Any Solid Waste employee that begins to feel ill shall notify supervision and SSW Clerk and shall enter into a 14-day quarantine, eliminating contact with the public and others. If more than one SSW employee is out for quarantine, appropriate executive decisions will be made by the Mayor and/or the Councilman over SSW to maintain acceptable levels of solid waste service.

PUBLIC SAFETY: Police & Fire Department:

The police department is operating normally except for personnel maintaining required safe distances to minimize exposure. Personnel that begin to feel ill shall notify the Police Chief and/or appropriate official such as the Councilman over Public Safety and/or the Mayor and begin a 14-day quarantine eliminating contact with the public and others.

The health and well-being of Seadrift residents is our top priorities. We are keeping in touch with Calhoun County Emergency Management and Texas Department of Emergency Management as to any actions to take or may be taken.

It is understandable that there are concerns and uncertainty being experienced by the City's residents and visitors alike.

CIVIC CENTER & BAY FRONT PAVILION:

The City is no longer taking reservations for the Civic Center or Bay Front Pavilion rentals.

Everyone is encouraged to adhere to CDC recommendations and Regional Public Health Directors. At a minimum Everyone should wash hands often, using hand sanitizer if available, avoid touching eyes, nose and mouth and avoid close contact with others.

We ask, just like other government entities, the CDC and Regional Public Health entities have that if you think you have been exposed to the COVID-19 virus or if you have a fever, cough or shortness of breath symptoms to call your Primary Care Physician BEFORE going to their offices or emergency room or calling for an ambulance. Your physician should be able to assess your symptoms over the phone and let you know if you have need to come into their offices. This will allow their team to take the necessary precautions should you need to come in.

Above all, please do not over-react and use common sense and reduce your exposure and other's exposure to you if you are ill.

ier DeForest, Mayor

ATTEST

Gabriela Torres, City Secretary

and can be rescinded, when needed by the Mayor This Executive Order shall be in force indefinitely, by order of City Council

City of Seadrift March 19, 2020 COVID-19 Executive Order Extended Indefinitely Page 3 of 3

> CITY OF SEADRIFT - APRIL 7, 2020 REGULAR MEETING **PAGE 7 OF 33**



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CITY OF SEADRIFT

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EXECUTIVE ORDER #2

Seadrift Mayor, Elmer DeForest
COVID-19 EXTENDED Indefinitelly

This **EXECUTIVE ORDER #2** Continues with Governor Abbott's Executive Orders dealing with COVID-19. Also this Executive Order #2 details City of Seadrift Specific Orders/updates, which will become effective at 10:00PM, March 26, 2020 and extended indefinitely by City Council on April 7, 2020 and will last through the Covid-19 Emergency, unless rescinded, by me or a succeeding Mayor or by City Council. Any portions of this Executive Order #2 that does not change previous orders/updates, those orders/updates are still in force indefinitely until rescinded between now and then.

WHEREAS, I, Elmer DeForest, the Mayor of the City of Seadrift, under the authority vested in me as a result of declaring an emergency/disaster do issue this Executive Order #2, This Order continues existing rules and orders, unless changed or added by this Executive Order #2. Any updates/changes/extensions in this Executive Order #2 will be effective at 10:00PM, March 26, 2020 and be in force indefinitely by order of City Council, April 7, 2020, unless rescinded by me.

ORDER I: Every person in the City of Seadrift should avoid social gatherings in groups of 2 or more people unless in a family unit at one location, except when necessary for critical duties and infrastructure. Any social gatherings or groups of 2 or more, such as shoppers in a grocery store or similar, shall maintain social distances of at least 6' radius. Bars and other social type gatherings are ordered closed as per previous Executive Orders by the Governor.

THE FOLLOWING ARE CRITICAL BUSINESSES AND CRITICAL EMPLOYEES:

- 1) All Grocery Stores, Quick Stops, Fuel Stations providing food for the general public.
 - a. All the above should maintain operations with the minimum required number of employees to provide adequate operations, supplies and service.
 - b. All distribution mechanisms (delivery trucks, cargo trailers and other delivery/supply vehicles of any type and their operators and employees are considered critical to the re-supply of all entities mentioned in 1) above.
 - c. All operators and food establishment employees shall monitor their health. The moment anyone feels ill or reports ill shall commence a 14-day self-quarantine.
- 2) All Restaurants and any other Food Service locations shall have already closed their dining rooms and anywhere else a group can gather. Any Restaurants and Food Service Locations may operate Take-out Orders/Drive Through/Pick-up food services either by ordering by means of a window, remotely or online and are encouraged to continue operations in providing prepared food to those requesting it.

City of Seadrift March 26, 2020 COVID-19 EXTENDED Executive Order #2

- a. All the above should be able to maintain operations with the minimum required number of employees to provide adequate operations, supplies and services.
- b. All distribution mechanisms (delivery trucks, cargo trailers and other delivery vehicles of any type and their operators and employees are considered critical to the resupply of all entities mentioned in 2) above.
- c. All operators and food service employees shall monitor their health. The moment anyone feels ill or reports ill shall commence a 14-day self-quarantine.

Order II: In accordance with the guidelines from the President, CDC and Governor, people <u>shall</u> avoid eating or drinking at bars, restaurants and other service establishments where groups are prone to gather. The use of Drive-thru, pickup, or delivery options is allowed and highly encouraged throughout the duration of this executive order.

Order III: In accordance with the guidelines from the President, CDC and Governor, people shall not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.

ORDER IV Curfew: This order implements a Curfew for the City of Seadrift commencing on March 26, 2020 at 10:00PM until 4:00AM and each night thereafter, indefinitely, as ordered by City Council, April 7, 2020. This is in accordance with the City's Curfew Ordinance MISC-02, Section 6 with the stated penalties in Section 4.

EXCEPTIONS TO THIS CURFEW ORDER IV: The following are permitted to move around at any hour:

- 1) Law Enforcement, Public Safety, Fire Department, Ambulances, Emergency Response situations, Public Officials when performing their duties.
- 2) Any employee that is required to travel to/from places of employment during the curfew. When outside the City the County Curfew is in force and the employee will be required to have a letter from their employer on company letterhead stating the need for the employee to be traveling within the curfew hours.
- 3) A person who is on their own property as long as travel on a public street, highway or right of way is not required.

CITY SPECIFIC EXECUTIVE ACTIONS FOLLOW: These remain as they were with Executive Order #1 and remain unchanged with the new Executive Order #2:

THE FOLLOWING ACTIONS ARE SPECIFIC TO THE CITY OF SEADRIFT IN RESPONSE TO DEALING WITH COVID-19. IF AN ACTION IS NOT LISTED BELOW, THE ABOVE EXECUTIVE ORDER ITEMS ARE IMPLEMENTED AS PER THE TEXAS GOVERNOR, GREG ABBOTT, AS PER HIS ATTACHED EXECUTIVE ORDER.

CITY OF SEADRIFT CITY HALL, INCLUDING MUNICIPAL COURT

As of 5pm, Friday, March 20, 2020 City Hall and Municipal Court will be closed to the General Public. Beginning Monday, March 23, 2020 City Hall will be staffed for minimal operations, but will not be accessible by the public, as the doors will be locked. However, personnel will be

available inside to answer phone calls, faxes and etc. Utility, Municipal Court and other payments can be made online or by calling City Hall (361)785-2251 to pay with a credit card during normal hours. All credit card fees, normally charged, are temporarily waived during this emergency by my order. Also, for those who are local and need to pay with cash or check, may do so by utilizing the payment drop-box outside City Hall. City Hall Staff will periodically check the drop box and process any payments left. If there are any questions please call City Hall during normal hours, (361)785-2251, but be aware there will be minimal staffing and several phone calls coming in at the same time may go un-answered, temporarily. Previously scheduled Municipal Court appearances are cancelled and will need to be rescheduled. Municipal Court will be closed and any questions shall be referred to City Hall (361)785-2251. Notary Services and Print/Fax Services are temporarily suspended to reduce exposure to the public.

Should any City Hall Staff and Municipal Court Staff find themselves becoming sick they will immediately report to the City Secretary, and then that individual will go into a 14-day quarantine, eliminating contact with the public and others.

UTILITY CREWS:

All utility crews are on full duty but are limiting their interaction with the public by maintaining appropriate spacing, recommended 6' distance, not shaking hands and etc. by maintaining a safe distance. Should utility workers find themselves becoming sick they will immediately report to the Public Works Director, who will then report this to the City Secretary, and then that individual will go into a 14-day quarantine, eliminating contact with the public and others. If numerous utility crew members become ill and enter quarantine at the same time or overlapping time, utility service levels will be reduced appropriately and the Public Works Director will assure that at least one licensed employee is able to monitor, repair and maintain the water treatment facility and the waste water treatment facility without interacting with anyone else. In addition, higher levels of chlorine are being maintained in the water system, in compliance with TCEQ guidelines, to assure disinfection of the public water supply.

SOLID WASTE

The Solid Waste Department continues to operate with normal service and waste collections. The Solid Waste Crew will maintain safe distances from the public and will not interact with the public to reduce the potential for exposure to COVID-19. Any Solid Waste employee that begins to feel ill shall notify supervision and SSW Clerk and shall enter into a 14-day quarantine, eliminating contact with the public and others. If more than one SSW employee is out for quarantine, appropriate executive decisions will be made by the Mayor and/or the Councilman over SSW to maintain acceptable levels of solid waste service.

PUBLIC SAFETY: Police & Fire Department:

The police department is operating normally except for personnel maintaining required safe distances to minimize exposure. Personnel that begin to feel ill shall notify the Police Chief and/or appropriate official such as the Councilman over Public Safety and/or the Mayor and begin a 14-day quarantine eliminating contact with the public and others.

The health and well-being of Seadrift residents is our top priorities. We are keeping in touch with Calhoun County Emergency Management and Texas Department of Emergency Management as to any actions to take or may be taken.

It is understandable that there are concerns and uncertainty being experienced by the City's residents and visitors alike.

CIVIC CENTER & BAY FRONT PAVILION:

The City is no longer taking reservations for the Civic Center or Bay Front Pavilion rentals.

GENERAL INFORMATION:

This Executive Order does not prohibit people from going to grocery stores, quick stops, hardware/lumber stores, fuel stations, parks and banks, so long as the necessary precautions in accordance with CDC guidelines are maintained to reduce the transmission of COVID-19.

This Executive Order currently does not mandate stay at home and does not mandate business closures.

This Executive Order does not mandate any business to close.

Domestic travel remains unrestricted within the City, except within the confines of the declared Curfew. All workplaces that remain open, employees should practice good hygiene and, where feasible, work from home in order to achieve optimum isolation from COVID-19 and delivery of products or personal pickup of products is permitted, but places where groups can congregate in numbers of 2 or more are prohibited.

The more that people can reduce contact with others, the sooner COVID-19 will be contained and the sooner this executive order will expire.

ALL individuals should practice the CDC recommended actions such as washing hands frequently, using hand sanitizer and etc. and not touching the face, eyes, nose and mouth and refrain from touching each other, such as shaking hands, hugging and kissing as the case may be. With the best method of prevention to avoid social contacts.

- > The COVID19 virus has been known to survive up to 3 days on many surfaces.
 - The 4 most effective disinfecting liquids to wipe down surfaces are:
 - 70% or higher isopropyl alcohol
 - Hand sanitizer having an alcohol content of 70% or higher
 - Bleach
 - Hydrogen Peroxide
- If an individual becomes ill by having a fever and/or experiencing some type of cold/flu symptoms they shall immediately self-quarantine for a minimum of 14-days and should wear a mask to reduce passing it on to others. NOTE: The mask is only effective if the sick person wears it to reduce the likelihood of infecting others.
- > If someone is exposed to another person who has been confirmed as having COVID19, THEY SHALL Self-Quarantine for a minimum of 14-days.
- ➤ If someone has a confirmed diagnosis with COVID19 they shall follow the requirements of the medical professionals, CDC and other health related services and shall wear a mask. NOTE the mask is only effective if the sick person wears it to reduce the likelihood of passing it on to others.

We ask, just like other government entities, the CDC and Regional Public Health entities have, that if you think you have been exposed to the COVID-19 virus or if you have a fever, cough or shortness of breath symptoms to call your Primary Care Physician BEFORE going to their offices or emergency room or calling for an ambulance. Your physician should be able to assess your symptoms over the phone and let you know if you have need to come into their offices. This will allow their team to take the necessary precautions should you need to come in.

Above all, please do not over-react and use common sense and reduce your exposure and other's exposure to you if you are ill.

Elmer DeForest, Mayor

ATTEST

Gabriela Torres, City Secretary

This Executive Order shall be in force indefinitely, by order of City Council on April 7, 2020, and can be rescinded, when needed by the Mayor.



Incorporated December 27, 1912 WWW.seadrifttx.org

CITY OF SEADRIFT

Post Office Box 159
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208

Email: seadrift@tisd.net



MAYORAL EXECUTIVE ORDER #3 COVID-19

STAY-AT-HOME, CURFEW, EMPLOYMENT, BUSINESSES

EXTENDED Indefinitely

WHEREAS, COVID-19 spreads between individuals who are in close contact with one another and transferred through coughing, sneezing, touching contaminated surfaces, then transferring via touching the face, eyes, nose, mouth and other individuals, and

WHEREAS, on March 13, 2020, the President of the United States declared a state of emergency and then declared a major disaster in Texas on March 25, 2020, and

WHEREAS, on March 13, 2020, the Governor of Texas declared a state of emergency and imminent disaster in Texas, and

WHEREAS, on March 13, 2020, the Mayor of the City of Seadrift, Texas declared a state of emergency and disaster in the City of Seadrift, and

WHEREAS, since March 13, 2020 there have been several Executive Orders regarding COVID-19 issued by the Governor and Mayor, and

WHEREAS, there are confirmed cases of COVID-19 in Calhoun County identified as "community spread", and

WHERAS, the State of Texas, Calhoun County and the City of Seadrift have been and is taking extraordinary measures to prevent the spread of COVID-19 within the City, and

WHEREAS, said states of Disaster Declarations have caused certain emergency protective measures to be enacted, and

WHEREAS, said states of Emergency/Disaster Declarations will require additional emergency protective measures be taken pursuant to the Texas Disaster Act of 1975 relating to Emergency Management and Public Health, pursuant to Chapter 418 of the Texas Government Code,

NOW THEREFORE, BE IT PROCLAIMED AND ORDERED BY THE MAYOR OF THE CITY OF SEADRIFT, TEXAS THAT,

I, ELMER DEFOREST, MAYOR, DO HEREBY ORDER ALL RESIDENTS OF, AND VISITORS TO, AND TEMPORARY RESIDENTS TO THE CITY OF SEADRIFT TO STAY-AT-HOME and practice "sheltering-in-place" to reduce and possibly prevent the spread of the deadly virus, COVID-19. This Executive Order #3, Stay-At-Home Order, begins at 10:00PM March 27, 2020 and has been extended indefinitely by order of City Council on April 7, 2020 unless extended or otherwise rescinded. ALL Previous Declarations of Emergency/Disaster and Executive Orders are still in force and where there may be a conflict with this #3 and #1 & #2, this #3 has precedence.

SECTION I CURFEW: A Curfew is in place since March 26, 2020 and begins each night at 10:00PM until 4:00AM the next morning through April 12, 2020, and has been extended by order of City Council on April 7, 2020. Note: There is also an identical curfew in force within Calhoun County as well.

SECTION II SOCIAL GATHERINGS (ANY TYPE): PROHIBITED: In the context of being out and about, shopping for necessities, getting exercise, fresh air (as described in "Stay-at-Home) below. Gatherings of more than 2 individuals are prohibited (reference Executive Order #2). IN ANY CASE, social distancing (Six Foot Distance) shall be practiced and is REQUIRED. Obviously, this does not apply to couples living together and any number of family members LIVING IN THE SAME STRUCTURE, but, be aware the risk is the same for all, even if one member becomes infected.

SECTION III STAY AT HOME:

- The only movement/travel allowed is to obtain or deliver or order or perform the
 necessary tasks for food, drink, medicine, medical care, fuel, malling, paying bills,
 education needs, laundry, to provide medical or personal care to the aged and infirm or
 to get out and exercise and get fresh air, except as shown in EXCEPTIONS below.
- For those currently within the City as temporary residents residing in a lawfully, permitted Recreational Vehicle, may stay in the RV for as long as needed but only as long as the COVID-19 virus situation lasts and these Executive Orders are in force.

SECTION IV EXCEPTIONS:

- EMPLOYEE: Travel to/from employment is allowed even within the confines of the Curfew, whether the employer is inside or outside the City. If travel is within the confines of the city and county Curfew, a Letter from the employer, on business letterhead. should be carried and handy to show any law enforcement, IF you are stopped for an infraction.
- **EMPLOYER:** You are encouraged to continue operations, at your discretion, and if located within the City and defined as a *Critical Business* and can operate with the minimum required number of employees.
- CRITICAL BUSINESS/INFRASTRUCTURE: The following are Critical Businesses and Infrastructure within the City and are urged to remain open and operating within the

City of Seadrift March 27, 2020 COVID-19 Executive Order #3 STAY-AT-HOME EXTENDED

- keeping in mind the requirement for social distancing of six feet or more, UNLESS safety and/or production dictates otherwise. * Food Stores ♣ Quick Stops * Fuel Stations A Lodging/Rentals ** Restaurants/Fast Food operating with take out, drive-up and/or delivery methods * Plumbing/Electrical/HVAC/Pest Control/Computer Services Construction 🚜 Banks * Vehicle Repair Services ★ Manufacturing * Food/Seafood Production * Laundromats and Laundry Services 🔻 In Home Healthcare and Elder, Infirm care 🗼 & Shipping, Delivery of Food/Fuel * Educational locations for purposes of facilitating distance learning * City & County Services, Utility Operation, Law Enforcement, Fire Fighting, Ambulance 🚜 Professional Services and Legal and Accounting Services 🛮 🦚 Funeral Homes ** News Organizations * Cemeteries A Child Care Shelters * Veterinary Services * Social Services ♣ Post Office * Parks: HOWEVER Pier and Playgrounds are Closed due to the virus staying on surfaces

confines of curfews, operating with the minimum amount of employees that are required

SECTION V GENERAL INFORMATION:

This Stay-at-Home order does not prohibit people from going to grocery stores, quick stops, hardware/lumber stores, fuel stations, parks, banks and etc., so long as the necessary precautions in accordance with CDC guidelines are maintained to reduce the transmission of COVID-19, primary of these are maintaining the social separation of six feet from each other.

Critical Businesses/Infrastructure that remain open: EVERYONE should practice good hygiene in accordance with CDC guidelines and, where feasible, work from home in order to achieve optimum isolation. The more that people can reduce contact with others, the sooner COVID-19 will be contained and the sooner this executive order will expire.

ALL individuals should practice the CDC recommended actions such as washing hands frequently, using hand sanitizer and etc. and not touching the face, eyes, nose and mouth and refrain from touching each other, such as shaking hands, hugging and kissing as the case may be.

The COVID19 virus has been known to survive up to 3 days on many surfaces.

- > The 4 most effective disinfecting liquids to wipe down surfaces are:
 - o 70% or higher isopropyl alcohol
 - Hand sanitizer having an alcohol content of 70% or higher
 - o Bleach
 - Hydrogen Peroxide

We ask, just like other government entities have, and the CDC and Regional Public Health entities have, that if you think you have been exposed to the COVID-19 virus or if you have a fever, cough or shortness of breath symptoms to call your Primary Care Physician BEFORE going to their offices or emergency room or calling for an ambulance. Your physician should be able to assess your symptoms over the phone and let you know if you have need to come into their offices. This will allow their team to take the necessary precautions should you need to come in.

Above all, please do not over-react and use common sense and reduce your exposure and other's exposure to you if you are ill.

SECTION VI EFFECTIVE DATE/ENFORCEMENT/PENALTY:

- The Declaration of Emergency/Disaster issued March 13, 2020 and this Executive Order authorizes the City to take any actions necessary to promote the health and suppress the virus, including the quarantine of persons and occupied structures, regulate ingress and egress from the City, regulating ingress and egress to occupied structures, establishment of quarantine stations and other medical facilities that may arrive and insuring compliance for those who do not comply with the City's rules, pursuant to Section 122.006 of the Health and Safety Code.
- In accordance with the Texas Government Code 418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to One-Thousand Dollars (\$1,000.00) or confinement in jail for a term that does not exceed One Hundred-Eighty Days (180 Days).
- The Declaration of Emergency/Disaster and tis Executive Order authorizes the use of all lawfully available enforcement tools.
- This Executive Order #3 shall take effect at 10:00PM March 27, 2020 and be in force indefinitely, by order of City Council on April 7, 2020.

Elmer DeForest, Mayor

ATTEST

Gabriela Torres, City Secretary

This Executive Order shall be in force indefinitely, by order of City Council of April 7,2020 and can be rescinded, when needed by the Mayor.

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY COUNCIL OF CITY OF SEADRIFT DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY PROGRAM (CDBG-DR) CONTRACT NUMBER 20-065-103-C278.

WHEREAS, the City of Seadrift has received a Hurricane Harvey - Infrastructure Community Development Block Grant - Disaster Recovery program award to provide to provide improvements, rehabilitation and repair to specially authorized public facilities, construct water facilities, improve sewer facilities, and improve fire protection facilities and equipment; 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-DR Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Seadrift acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide CDBG-DR with the following:

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

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

SECTION 1: The Mayor and City Secretary are authorized to execute contractual documents between the Texas General Land Office and the City for the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

SECTION 2: The Mayor, Mayor Pro-Tem, and City Secretary are authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SEADRIFT, TEXAS, on April 7 th , 2020.

APPROVED:

Mayor

ATTEST:

City Secretary

Resolution Regarding Civil Rights The City of Seadrift, Texas

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

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

Whereas, the City of Seadrift, 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, the City of Seadrift, 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-DR project area;

Whereas, the City of Seadrift, 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 Seadrift, 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-DR project;

Whereas, the City of Seadrift, 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 Seadrift, 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, the City of Seadrift, 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 COUNCIL OF THE CITY OF SEADRIFT, TEXAS, THAT THE CITY OF SEADRIFT ADOPTS THE FOLLOWING:

- Citizen Participation Plan and Grievance Procedures:
- 2. Section 3 Policy;
- 3. Excessive Force Policy;
- 4. Limited English Proficiency (LEP) Standards Plan;
- 5. Section 504 Policy and Grievance Procedures;
- 6. Code of Conduct Policy; and
- 7. Fair Housing Policy.

Passed and approved thisday of	A PRIL , 2020.
Omsletus	ELMER DEFOREST
Signature of Elected Official	Printed Name of Elected Official
City of Seadrift	

CITY OF SEADRIFT CITIZEN PARTICIPATION PLAN TEXAS GENERAL LAND OFFICE (GLO) COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant — Disaster Recovery (CDBG-DR) 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 Seadrift offices, 501 S. Main, P.O. Box 159, Seadrift, TX 77983-0159, (Street Address), (361) 785-2251 (Phone) during regular business hours.

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

- 1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-DR project(s), whether it is a proposed, ongoing, or completed CDBG-DR project(s), may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Seadrift at 501 S. Main, P.O. Box 159, or may call (361) 785-2251.
- 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-DR program 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-DR 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

The City shall provide for reasonable public notice, appraisal, examination and comment on the activities proposed for the use of CDBG-DR 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-DR 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-DR funds;
- 3. Furnish citizens information, including but not limited to:
 - a) the amount of CDBG-DR funds expected to be made available
 - b) the range of activities that may be undertaken with the CDBG-DR funds
 - c) the estimated amount of the CDBG-DR 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-DR 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; and
- 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-DR applicant or recipient, the following public hearing provisions shall be observed:

- 1. Furnish citizens information, including but not limited to:
 - (a) The amount of CDBG-DR funds available per application for Hurricane Harvey:
 - (b) The range of activities that may be undertaken with the CDBG-DR Hurricane Harvey funds:
 - (c) The estimated amount of the CDBG-DR Hurricane Harvey funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - (d) The proposed CDBG-DR activities likely to result in displacement and the unit of general local government's antidisplacement and relocation plans required under 24 CFR 570.488.
- 2. 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.

- 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 an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.
- 4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will 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.

1	()	W-	and	
Signa	ature		-	

Elmer DeForest, Mayor
Name, Title

4/7/2020

Date

LA CIUDAD DE SEADRIFT PLAN DE PARTICIPACIÓN CIUDADANA PROGRAMA DE RECUPERACIÓN DE DESASTRES EN ASIGNACIONES EN BLOQUES DE DESARROLLO COMUNITARIO (CDBG-DR)

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 (CDBG-DR) 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 la Ciudad de (Dirección postal City of Seadrift, 501 S. Main, P.O. Box 159, Seadrift, TX 77983-0159, (361) 785-2251, (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-DR.

- Una persona que tiene una queja o reclamo sobre cualquier servicios o actividad en relación con el proyecto CDBG-DR, ya sea un proyecto propuesto, en curso o completado de CDBG-DR, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito al Mayor, a City of Seadrift, 501 S. Main, P.O. Box 159, Seadrift, TX 77983-0159, (361) 785-2251.
- Una copia de la queja o reclamo se transmitirá por el alcalde 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 dia que el reclamo fue recibida.
- 3. El alcalde deberá 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-DR para su posterior revisión y comentarios.
- 6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos CDBG-DR. La Ciudad en base a 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

La Ciudad proporcionará un aviso público razonable, evaluación, examen y un comentario sobre las actividades propuestas para el uso de fondos de CDBG-DR. 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-DR;
- 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-DR por parte de la entidad;
- 3. Proporcionar información a los ciudadanos, incluyendo pero no limitado a:
 - a) la cantidad de fondos CDBG-DR que se espera estén disponibles
 - b) la gama de actividades que se pueden emprender con los fondos CDBG-DR
 - c) La cantidad estimada de los fondos CDBG-DR 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-DR 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, 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; y
- 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-DR, se observarán las siguientes disposiciones de audiencia pública:

- 1. Proporcionar a los ciudadanos información, que incluye pero no se limita a:
 - a. La cantidad de fondos de CDBG-DR disponibles por solicitud para Huracán Harvey;
 - b. El rango de actividades que se pueden realizar con los fondos de la CDBG de Huracán Harvey;
 - c. El monto estimado de los fondos de CDBG-DR Huracán Harvey propuestos para ser utilizados en actividades que cumplirán el objetivo nacional de beneficiar a las personas de ingresos bajos y moderados; y
 - d. Las actividades propuestas de CDBG-DR que probablemente resulten en desplazamiento y la unidad de los planes generales de antidesubicación y reubicación del gobierno local requeridos bajo 24 CFR 570,488
- 2. 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, TIEMERO DESENTARION PRIEM, 2020 REGIONA PAGE 23 OF 33

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.

- 3. 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.
- 4. Cuando un número significativo de residentes que no hablan inglés puede ser razonablemente esperado para participar en una audiencia pública, un intérprete estará 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.

Signature

Elmer DeForest, Alcalde de la ciudad

Name, Title

Fecha

SECTION 3 POLICY

In accordance with 12 U.S.C. 1701u, (Section 3), the City of Seadrift 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-DR 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-DR 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 Seadrift, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Elmer DeForest, Mayor
Name, Title

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Seadrift 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 Seadrift 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 Seadrift 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 Seadrift will introduce and pass a resolution adopting this policy.

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

Signature

Elmer DeForest, Mayor

Name, Title

Date

Over 5%

Limited English Proficiency Plan - 20-065-103-C278

Texas General Land Office Community Development Block Grant-Disaster Recovery

Grant Subrecipient:	City of Seadrift	A. Caraca and a second
Community Population:	1,439	n')
LEP Population:	74 individuals 5.8%	1 201
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries	Spanish	en e

Progra	am activities to be accessible to LEP persons:
36	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and
	completion of grant-funded project
Je.	Publications regarding CDBG-DR application, grievance procedures, complaint procedures, complaint procedures,
1	answers to complaints, notices, notices of rights and disciplinary action, and other vital hearings, documents, and
	program requirements
JE	Other program documents:
	Documents available in Spanish for directly assisted beneficiaries, if applicable.

Resou	urces available to Grant Recipient:	
38	Translation services: available upon request	
J.C	Interpreter services: available upon request with prior notice	
	Other resources:	

Lang	uage Assistance to be provided:
Œ	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 <u>Spanish-speaking liaisons are available upon request.</u>
E	Public meetings conducted in multiple languages: <u>Available upon request with two days advance notice.</u>
E	Notices to recipients of the availability of LEP services: Included in translated notices.
	Other services:

Signature - Chief Elected Official or Civil Rights Officer

Date

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 Seadrift hereby adopts the following policy and grievance procedures:

- 1. <u>Discrimination prohibited.</u> 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 Seadrift 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 Seadrift's recruitment materials or publications shall include a statement of this policy in 1. above.
- 4. The City of Seadrift 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-DR program, the City of Seadrift shall ensure that they are provided with the information necessary to understand and participate in the CDBG-DR 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 Seadrift) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
- b. Complaints should be addressed to the Mayor, P.O. Box 159, Seadrift, TX, 77983-0159 or call (361) 785-2251, 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 the City of Seadrift 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 the City of Seadrift within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of 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 the City of Seadrift complies with Section 504 and HUD regulations.

	4	m.	4	La	w	1000	-
Signat	ure			-			

Elmer DeForest, Mayor
Name, Title

Date

Code of Conduct Policy of the City of Seadrift

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

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

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

Signature

Elmer DeForest, Mayor

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 (CDBG-DR) 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

CITY OF SEADRIFT – APRIL 7, 2020 REGULAR MEETING

PAGE 30 OF 33

Fair Housing Policy

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

- 1. The City of Seadrift 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 Seadrift agrees to plan at least one activity during the contract term to affirmatively further fair housing.
- 3. The City of Seadrift will introduce and pass a resolution adopting this policy.

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

E ameday	Elmer DeForest, Mayor
Signature	Name, Title
4/2/2020	

Date

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

Passed and adopted by the City Council of the City of Seadrift, Calhoun County, State of Market Market 1, 2020.	f Texas, on the 7 **
APPROVED: Mayor	
ATTEST:	

City Secretary





IEADQUARTERS: 607 WEST 62ND STREET, SHREVEPORT, LA 71148-8007

SHIP TO: G-1 SCBA QUOTE SOLD TO: SEADRIFT FD

SPECIAL PRICING

JOHN DUFNDER PETER DEFOREST ATTN: ATTN: PHONE: 361-746-0037

PHONE:

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