

TAB 10

RESOLUTION NO. 2010-24

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING CITY COMMISSION ADMINISTRATIVE POLICY #2010-01, CITIZEN PARTICIPATION PLAN AND GRIEVANCE PROCEDURE FOR CDBG PROGRAMS, RELATING TO THE CITY'S PARTICIPATION IN THE FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has determined that it is in the best interest of the public health, safety, welfare and because of economic conditions to participate in the Florida Small Cities Community Development Block Grant Program (CDBG), and;

WHEREAS, to participate in the CDBG Program, the City has adopted certain policies that are required by law for the submittal of a grant application, and;

WHEREAS, to fully comply with the required policies a municipality must have adopted to participate in the CDBG Program, the City should adopt a Citizen Participation Plan and Grievance Procedure for CDBG Programs.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Palmetto, that:

1. The Citizen Participation Plan and Grievance Procedure for CDBG Programs will be henceforth utilized for all CDBG Projects, regardless of location, throughout the City of Palmetto.
2. This Resolution hereby repeals all resolutions and parts of resolutions in specific conflict herewith to the extent of such conflict.
3. This Resolution shall take immediate effect within the City of Palmetto upon its adoption.

PASSED AND DULY ADOPTED, in regular session, by the City Commission of the City of Palmetto, with a quorum present and voting, this 13th day of September, 2010.

CITY OF PALMETTO, FLORIDA, BY AND THROUGH
THE CITY COMMISSION OF THE CITY OF PALMETTO

SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: James R. Freeman.
City Clerk

By: _____

**CITY OF PALMETTO
CITIZEN PARTICIPATION PLAN
AND
GRIEVANCE PROCEDURE
FOR CDBG PROGRAMS**

CITY COMMISSION ADMINISTRATIVE POLICY #2010-01

In order to provide citizens with information concerning the Palmetto Community Development Block Grant (CDBG) program, the City of Palmetto will take the following actions:

- a. Make available to the public, in a reasonable and timely manner, information concerning the amounts of funds available for various activities and the range of activities that may be undertaken.
- b. Provide citizens with adequate notice of public hearings, which are to be held at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. If a significant number of non-English speaking residents could reasonably be expected to attend a public hearing, an interpreter will be provided for the language expected to be represented.
- c. If any party representing low to moderate income persons requests assistance for developing a proposal for the CDBG, the governing body shall determine the eligibility of the proposed activity. If such activity is eligible for funding, the party's ideas will be discussed at the First Public Hearing in the CDBG application or amendment stage. Information available from the state regarding the application process will be provided to interested parties.
- d. Hold at least one Public Hearing to obtain the views of citizens on community development needs.
- e. A Citizen Advisory Task Force (CATF) shall be established (composed of citizens of the jurisdiction) to provide input relative to all phases of the project process. The task force members will be appointed by the governing body before the Second Public Hearing on the project. Members may be reappointed as a standing committee. The Citizen Advisory Task Force (CATF) will meet at its discretion and will offer recommendations as it deems appropriate.
- f. Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments.
- g. Consider any comments and views expressed by citizens on the proposed application and, if appropriate, modify the proposed application.
- h. Hold at least one Public Hearing to obtain the views of citizens on the final application prior to its submission to the department.

- i. Hold at least one Public Hearing during the grant implementation process to review the program performance. This may be combined with the Public Hearing on amendments, if any such hearings are required.

The following Complaint/Grievance Procedure will be followed for the CDBG program:

- a. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives, on the basis of their belief that the CDBG program design or implementation is inappropriate or illegal based upon such factors as environmental considerations or civil rights.
- b. Complaints shall be issued in writing to the City Clerk within 30 days of the perceived problem and delivered or mailed to the official address of the local government.
- c. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days.
- d. The investigation may be performed by local officials, staff, consultants, the citizen advisory task force, or others as determined appropriate by the local government.
- e. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Community Affairs.
- f. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines.

HUD: 1-800-424-8590

Shirley Groover Bryant, Mayor

ATTEST:

James R. Freeman
City Clerk

Adopted by Resolution No. 2010-24, September 13, 2010