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**CITY OF MARATHON, FLORIDA
RESOLUTION 2013-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MARATHON, FLORIDA, AMENDING THE COMMUNITY
DEVELOPMENT BLOCK GRANT (“CDBG”) CITIZEN PARTICIPATION
PLAN; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Florida Small Cities Community Development Block Grant (“CDBG”) program is a competitive grant program administered by the Florida Department of Community Affairs (“DCA”); and

WHEREAS, the Florida Administrative Code contains criteria and guidelines for the administration of Community Development Block Grants by local governments; including Rule, 73C-23.0041, F.A.C. concerning the complaint procedure contained in the Citizen Participation Plan ; and

WHEREAS, the City of Marathon desires to update the Citizen Participation Plan complaint procedure as requested by the Florida Department of Economic Opportunity.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF MARATHON, FLORIDA, THAT:**

- Section 1.** The above recitals are true and correct and incorporated herein.
- Section 2.** The Community Development Block Grant (“CDBG”) Citizen Participation Plan complaint procedure attached hereto as Exhibit “A” and made a part hereof by this reference is hereby adopted.
- Section 3.** This resolution shall take effect immediately upon its adoption.

THE CITY OF MARATHON, FLORIDA



Mike Cinque, Mayor

AYES: Bull, Keating, Ramsay, Snead, Cinque
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:

Diane Clavier

Diane Clavier, City Clerk

(City Seal)

APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:

[Handwritten Signature]

City Attorney

Community Development Block Grant (CDBG) Citizen Participation Plan

Overall Goal

Pursuant to 24 CFR Section 570.486, Rule 9B-43 FAC and Rule 73C-23.0041.3.b FAC, the purpose of this plan is to provide a process for community wide participation in the planning, development, implementation and performance evaluation of activities related to the City of Marathon's Community Development Block Grant (CDBG) Program.

Objectives

- To increase interchange of information between City staff and consultant(s) and the local citizens concerning community development and related concerns.
- To heighten public awareness of the purpose and function of the CDBG program and the types of assistance available, especially among low and moderate income persons and residents of CDBG targeted areas.
- To increase community participation in program planning and implementation and, thereby, create local support for CDBG goals.
- To allow affected or potentially affected citizens to directly assist in shaping and establishing guidelines related to the program's impact upon their neighborhood as well as the community at large.
- To accomplish these objectives, the City of Marathon shall create a CDBG Citizens Advisory Task Force (CATF).

Citizens Advisory Task Force

The role of the CATF shall be to encourage businesses and residents, to provide input relative to the CDBG projects. Further, the CATF may assist City staff and consultant(s) in overseeing the project, including development of plans, procedures, public hearings and amendments, if necessary.

Membership of the CATF will be in accordance with Resolution No. 2012-113 (as the same may be amended from time-to-time):

The CDBG Citizens Advisory Task Force shall consist of five (5) members. All members shall be residents of the City of Marathon. None shall be elected officials, and no more than one (1) shall be an employee of the City. Each member of the City Council shall appoint one (1) member to the CDBG Citizens Advisory Task Force. Members shall serve at the pleasure of the City Council with a maximum term of four (4) years. Each appointee may be reappointed to the CDBG Citizens Advisory Task Force.

The City of Marathon shall call CATF meetings on an as needed basis. These meetings are open to the general public and are readily accessible to interested parties. A copy of the agenda will be made available to all interested parties prior to the CATF meeting. During such meetings the CATF may assist City staff and consultant(s) in all aspects of the CDBG Program, including: designing and implementing surveys and questionnaires, gathering and assessing citizen input, selection of target areas, documentation and prioritization of needs, community outreach and public relations, public meetings, determination of program activities and service levels, quality assurance and program monitoring.

Exhibit 1: CDBG, Citizen's Advisory Task Force By-Laws

Public Meetings

In accordance with Federal and State regulations, the following Public Meetings are required:

Program Component	Number of Public Meetings
Pre-Application/Planning Stage	One Meeting, Publicly Noticed
Application Stage	One Meeting, Publicly Noticed
Substantial Amendment to CDBG Program	One Meeting, Publicly Noticed

All public meetings shall be publicly announced and noticed in the non-legal section of the Florida Keys Keynoter a minimum of five (5) days but not more than fourteen (14) days prior to the scheduled meeting. To ensure accessibility, meetings will be held at accessible designated facilities within the City of Marathon.

Access to Public Information

All CDBG Program information will be available for inspection by interested businesses and residents, including, at a minimum: CDBG CATF Meeting Minutes, CDBG Application, CDBG Program Regulations, Guidelines and Operating Procedures, Community Development Plan, and the Citizens Participation Plan. These documents are available during normal working hours, Monday - Friday, from 8:00am to 5:00pm at the City of Marathon, 9805 Overseas Highway, Marathon, FL 33050. This information will be made available for inspection at no charge.

In addition, specific information dissemination and technical assistance activities may be undertaken to educate low/moderate income persons residing in the CDBG target areas. Such activities include: neighborhood meetings at community centers, churches or other convenient locations, community outreach by the CDBG staff, direct contact by the CATF, neighborhood representative, and written information concerning the program. These activities provide excellent opportunities for interaction in a neutral setting between staff, CATF representatives and the businesses and residents served by the program. Citizen's views and recommendations are strongly encouraged.

Response to Program Comments and Inquiries

All inquiries concerning the CDBG Program will be promptly answered either by telephone, personal contact or in writing. All written inquiries will be answered in writing. The response period should not exceed fifteen (15) days from the date of the receipt of the inquiry. The following inquiries may be handled by the City of Marathon:

- Provide information concerning the amounts of funds available, including anticipated program income for various activities, and the range of activities that may be undertaken with

CDBG funds;

- Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments; and
- Consider any comments and views expressed by the citizens on the proposed application and, if appropriate, modify the proposed application.
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City of Marathon
Business and Resident Citizen Complaint Process
Community Development Block Grant (CDBG) Funds

The following citizen complaint procedures adopted by the City of Marathon, Monroe County, Florida (hereinafter called "City") are intended to provide a timely written response to all complaints and grievances made against the Community Development Block Grant (CDBG) efforts:

1. A person who has a comment or complaint about the services funded by a CDBG Program administered by the City; may submit such comment or complaint in writing to the City Manager.
2. The City Manager or designee shall, within fifteen working days of receiving the comments or complaints advise the person making the comment or complaint of when a response can be expected.
3. The City Manager or designee shall notify the person who made the comment or complaint, in writing, of the final results of the investigation. Unless unusual circumstances interfere, all investigative action and reports documenting the findings should be accomplished prior to the 30th working day after the comment or complaint was originally received. Should this final response be delayed, the person making the comment or complaint, shall be advised in writing, to include the problems being encountered and a new date for final resolution of the comment or complaint.
4. A copy of the above outlined comment and/or complaint procedures can be obtained at the Marathon City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except holidays).