



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: May 21, 2018

SUBJECT: AMEND CDBG CITIZEN PARTICIPATION PLAN TO CHANGE TO CITY CLERK AS CITIZEN PARTICIPATION CONTACT PERSON

I. RECOMMENDED ACTION

Approve amendment to CDBG Citizen Participation Plan to designate City Clerk as Citizen Participation Contact Person

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

HUD requires CDBG-DR and CDBG-NDR Grantees to have Citizen Participation Plans which both set forth the policies governing amendments to action plans as well as describing the rights and opportunities for citizens to comment, make complaints, and ask questions regarding the expenditure of all funds under such grants. The city most recently updated its Citizen Participation Plan in August, 2016. The city recently changed the position responsible within the city government to handle citizen information requests from the Public Information Officer to the City Clerk. HUD encourages the CDBG Citizen Participation Plan to be as consistent as possible with city policies and roles.

B. Proposed Project

Wherever there is mention of the Public Information Officer in the CDBG Citizen Participation Plan, such reference be changed to City Clerk along with any commensurate changes in contact information for the City Clerk.

IV. IMPACT:

A. Strategic Impact:

This amendment will meet HUD expectations for consistency with city policies and contact information.

B. Service/Delivery Impact:

Avoids any confusion among citizens in making inquiries by creating one point of contact.

C. Fiscal Impact:

There is no fiscal impact.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

NA

VII. LIST OF ATTACHMENTS

- i. Copy of the August, 2016 CDBG Citizen Participation Plan