



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

---

**TO:** City Council **MEETING DATE:** June 1, 2021  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Citizen Complaint and Grievance Policy

### BACKGROUND

Pursuant to the requirements of the Florida Small Cities Community Development Block Grant (CDBG), staff is proposing a City Policy Resolution regarding Citizen Complaints and Grievance Procedures. The policy shall require that when soliciting for projects that involve CDBG federal funding, each department, entity, or agent doing business with the City shall follow the Complaints and Grievance Procedures set forth in Resolution R-06-2021.

### STAFF RECOMMENDATION

#### RECOMMENDED MOTION:

Motion to approve Resolution R-06-2021, to establish a Citizen Complaints and Grievance Policy in accordance with the requirements for soliciting for projects that involve CDBG funding.