

RESOLUTION # R-06-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA ADOPTING PROCEDURES RELATING TO COMPLAINTS AND GRIEVANCES UNDER THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Green Cove Springs desires to establish procedures relating to complaints and grievances under the City's Community Development Block grants,

NOW THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:

1. All complaints and or grievances, including those involving the handicapped, shall be submitted in writing to the Planning and Zoning Director.
2. If remedy is not provided, then the complaint or grievance shall elevate to the Citizens Advisory Task Force (CATF).
3. If remedy is not provided, the complaint or grievance shall elevate to the City of Green Cove Springs City Council.
4. It shall be the policy of this locality to respond within fifteen (15) working days to all written complaints. It shall further be the policy of this locality to resolve complaints and grievances in a timely manner.
5. Nothing in the policy or procedure is intended to keep anyone aggrieved from appealing decisions to the Florida Department of Economic Opportunity if proper resolution is not received.

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 1ST DAY OF JUNE 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold, III, City Attorney