

## **City of Sterling Heights, Michigan Citizen Participation Plan**

The consolidated strategy and plan must result from an effective citizen participation process. The rules and regulations established by the Federal U.S. Department of Housing and Urban Development (HUD) and the policies of the Sterling Heights City Council govern this process. Together, these rules provide the framework in which the City will conduct its affairs and involve citizens and groups to achieve the ultimate goal of developing our community.

This Citizen Participation Plan (CPP) has been developed in accordance with the rules and regulations contained in Federal Register 91.105, Citizen participation plan for local governments. The Citizens Advisory Committee (CAC) was established by City Council to involve a wide segment of residents in community development affairs and to advise and recommend projects for City Council selection.

Below is the criteria established by HUD to comply with minimum standards to involve citizens in community development activities, as well as other procedural requirements to manage the Community Development Block Grant Program.

*(a) Citizen comment on the citizen participation plan and amendments.* Before City Council adoption of the original citizen participation plan and/or substantial amendments to the plan, the public will have the opportunity to comment on the plan and/or amendments. A substantial amendment to the CPP shall be any change that affects the size or function of the Citizens Advisory Committee or distribution of information to the citizens of Sterling Heights. The plan will be available for at least 15 days prior to adoption by City Council. Staff will provide reasonable notice to the public via local cable TV broadcasts and postings within City Hall. Upon request, the plan will be presented in an accessible format to persons with disabilities.

*(b) Development of Consolidated Plan.* (1) Before adoption of the Consolidated Plan, staff will inform the public of the amount of assistance the City expects to receive. This notification will usually be contained in the Proposed One-Year Action Plan and Notice of Finding of No Significant Impact that is published in the local newspaper 30 days prior to the Mayor's submission of the application for federal assistance.

*(b)(2)* The Staff will publish a summary of the proposed Consolidated Plan via the City's local newspaper. The published plan will contain the location(s) where the plan may be viewed in its entirety.

*(b)(3)* There will be at least one public hearing to provide the public an opportunity to input on the development of the Consolidated Plan. A public hearing will be held at the time when interviews and presentations are being conducted by the CAC. This hearing is held the first Monday in December.

*(b)(4)* Staff will notify City residents of a 30-day period to comment on the proposed Consolidated Plan. This notification will be contained in the Proposed One-Year Action Plan defined in (b)(1) above.

*(b)(5)* The City Council will be provided a summary of any comments or views of citizens received in writing or orally at public hearings. These comments may include the meeting minutes from the CAC as they relate to selection of projects.

***(c) Amendments. (1) Criteria for amending the Consolidated Plan.***

*(c)(2)* Substantial Amendments to the Consolidated Plan requires not less than a 30-day comment period from citizens. Staff will provide reasonable notice via the local newspaper. A Substantial Amendment is one which increases or decreases the original allocation of any project over 35% within a given program year or eliminates any project in the first year of its original allocation. After the first year, a project may be eliminated without public comment if the original allocation is \$10,000 or less. Any proposed changes

to the Consolidated Plan that does not meet the Substantial Amendment criteria may be made internally without public notification or comment.

*(c)(3)* All comments and views of citizens received in writing or orally will be attached to the Substantial Amendment of the Consolidated Plan in actual or summary form. In addition, an explanation will be included specifying the reason(s) why opposing comments or views to the Substantial Amendment was not accepted.

*(d) Performance Reports (1)* Staff will publish in the local newspaper and give notice of not less than 15 days to receive comments on the Consolidated Annual Performance Evaluation Report (CAPER) prior to submission to HUD. Current HUD regulations require that this report be submitted to HUD within 90 days after the close of the City's program year.

*(d)(2)* All comments and view of citizens received in writing or orally will be attached to the CAPER either in actual or summary form.

*(e) Public Hearings (1)* The CAC will hold at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. The hearings must address housing and community development needs, development of proposed activities, and review of program performance. At least one of these hearings must be held before the proposed Consolidated Plan is published for comment. The public hearing defined in subsection *(b)(3)* satisfies the requirements to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs.

*(e)(2)* Staff will publish a notice of public hearing in the local newspaper at least fourteen days prior to the public hearing.

*(e)(3)* Public hearings will be held at a place and time convenient to potential and actual beneficiaries and with accommodation for persons with disabilities. The hearings will be held at a city-owned public facility accessible to persons with disabilities such as City Hall, the Police Department, the Library, or the Fire Administration Building. Furthermore, public hearings will be conducted after 5:00 p.m. local time.

*(e)(4)* The City will obtain a person of appropriate bilingual skills when it has prior knowledge that a significant number of non-English speaking residents can be reasonably expected to participate at a public hearing.

*(f) Meetings.* The City will provide reasonable and timely access to Citizens Advisory Committee meetings by holding the regular meetings at times based on the times and schedules determined by the CAC.

*(g) Availability to the public.* Staff will retain files containing the adopted Consolidated Plan, Substantial Amendments, and the CAPER. These files and documents will be available to the public upon request through the Office of the City Clerk. Alternative formats are available for persons with disabilities, upon request.

*(h) Access to records.* Information and records relating to the Consolidated Plan, such as the Five-Year Consolidated Plan development process, and the City's use of assistance under the programs covered by this part during the preceding five years such as past Consolidated Annual Performance Evaluation Reports will be available through the City Clerk's Office.

*(i) Technical Assistance.* Staff will provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan.

*(j) Complaints.* The City will provide a written response to written citizen complaints within an established period of fifteen working days. In cases where fifteen working days are not sufficient time to

provide a written response, the City will inform the citizen of the delay in writing within fifteen days of the original complaint.

*(k) Anti-Displacement and Relocation Plan.* The City's intent is to minimize displacement by carefully reviewing and analyzing its options to achieve the stated goals and objectives of a particular plan. Rehabilitation of structures will be encouraged and displacement will occur only as a last resort, or when necessary. If federal monies are utilized for projects and activities that result in displacement, the City of Sterling Heights will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended. Where federal funds are not used and displacement is proposed, the City will be available for consultation and referral assistance; no funds will be available for any kind of relocation activity.

**Role of the Citizens Advisory Committee:**

**ARTICLE I: COMMITTEE STRUCTURE**

The CAC shall consist of seven members appointed by the City Council. Vacancies arising by operation of Charter § 4.05 shall be filled by appointment in the same manner. Members shall be appointed for a one-year term. Members of the CAC shall serve without compensation. All meetings of the CAC shall be conducted in accordance with Michigan's Open Meeting Act, MCL 15.261, et seq, as amended. For purposes of establishing a quorum to act at a meeting, a majority of the CAC members appointed and serving must be present. Members' attendance shall conform with the requirements established by the City for boards and commissions, a copy of which shall be provided to members at the time of appointment.

**ARTICLE II: ELECTION OF OFFICERS**

Officers shall be nominated and elected at the first regularly scheduled meeting or public hearing usually in the month of October, by most votes. The election process shall begin with the office of "Chair" (Chairman or Chairwoman), followed by Vice-Chair, and then the Secretary. Officers are elected for a term of one year or up to the first regularly scheduled meeting or public hearing, whichever comes first.

**ARTICLE III: VACANCY OF OFFICERS**

**A. Vacancy of the Office of Chairman**

1. The Vice-Chair becomes the Chair of the Commission for the balance of the Chair's term of office.
2. The Vice-Chair, in becoming the Chair and accepting the duties of the Chairship, vacates the office of Vice-Chair and the office shall remain vacant until a nominee is elected by most votes.

**B. Vacancy of the Office of Vice-Chairman**

1. The Chair shall call a special election to fill a vacancy for Vice-Chair that shall be held within thirty days of the occurrence of said vacancy.

**C. Vacancy of the Office of Secretary**

1. The Chair shall call a special election to fill a vacancy for Secretary that shall be held within thirty days of the occurrence of said vacancy.

**ARTICLE IV: DUTIES OF THE OFFICERS**

**Section 1: The Chair**

1. The Chair shall be the chief officer of the Commission and shall preside at all meetings of the Commission.
2. The Chair shall provide, by volunteer or appointment, for an adequate number of committee members to serve on Subcommittees for press releases, cable releases, and the like. The Chair shall also serve as ex-officio member of all subcommittees.
3. The Chair shall maintain the role of Citizens Advisory Commissioner and vote on all resolutions.
4. The Chair may review any or all meeting minutes prior to submission to the Planning Commission and City Council.
5. The Chair shall be the official representative of the CAC at City Council meetings.

**Section 2: The Vice-Chair**

1. In the event that the office of Chair becomes vacant by resignation or otherwise, the Vice-Chair shall serve as Chair for the remainder of the elected term.
2. In the event of the absence or the inability of the Chair to discharge the duties of the office, such duties shall devolve upon the Vice-Chair during such disability of the Chair.

**Section 3: The Secretary**

1. The Secretary shall sign the official meeting minutes of all meetings and public hearings and have access to the official minute books and records.
2. The Secretary shall perform the usual functions such as contacting other commissioners as a reminder for meeting times and such other duties as the Chairman or Commission may direct.
3. In the event of the absence or inability of the Chair and Vice-Chair to discharge the duties of the Chair, such duties shall devolve upon the Secretary during such disability of the Chair and Vice-Chair.

**ARTICLE V: PARLIAMENTARY AUTHORITY**

- A. For meetings of the Citizens Advisory Committee, "Robert's Rules of Parliamentary Procedure" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Committee and not contrary to any existing laws of the State of Michigan.

INTRODUCED BY	Stephanie Burgess	<u>April 19, 2011</u>
ADOPTED BY	Citizens Advisory Committee	<u>September 12, 2011</u>
ADOPTED BY	City Council	<u>April 19, 2011</u>
EFFECTIVE		<u>April 19, 2011</u>