

# SANTA FE COUNTY

## Resolution No. 1999-91

### A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, Santa Fe County wishes to ensure that all citizens of the County have access and can participate in the public process; and

WHEREAS, the attached Citizen Participation Plan sets forth all parameters that will, by this resolution, be adhered to by the County,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Citizen Participation Plan, as attached and made part of this Resolution, be

APPROVED, ADOPTED AND PASSED this 27<sup>th</sup> day of July, 1999.

BOARD OF COUNTY COMMISSIONERS

*[Signature]*  
Paul Duran, Chairperson



Rebecca Bustamante, County Clerk

APPROVED as to form:

*[Signature]*  
Denise Brown, County Attorney



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COUNTY OF SANTA FE )  
STATE OF NEW MEXICO )SS

I hereby certify that this instrument was filed for record on the 28 day of July A.D. 19 99, at 8:15 o'clock 2 m and was duly recorded in book 1668 page 224-227 of the records of Santa Fe County.

Witness my Hand and Seal of Office  
Rebecca Bustamante  
County Clerk, Santa Fe County, N.M.

*[Signature]*  
Deputy

SANTA FE COUNTY  
CITIZEN PARTICIPATION PLAN

1668225

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, the County of Santa Fe, Santa Fe, New Mexico has prepared and adopted this Citizen Participation Plan.

Objective A

The County of Santa Fe will provide for and encourage citizen participation within their areas of jurisdiction with particular emphasis on participation by persons of low and moderate income.

1. Develop press releases on County meetings, actions and hearings and circulate to newspapers, radio and television media.
2. Develop and maintain listings of groups and representatives of low and moderate income persons and include on mailing lists for announcements, notices, press releases, etc.

Objective B

The County of Santa Fe will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of Community Development Block Grant (CDBG) funds.

1. Public Notices, press releases, etc., should allow for a maximum length of notice to citizens.
2. Appropriate information and records relating to the proposed and actual use of CDBG funds must be made available upon request to all citizens. Excluding any information privileged under the New Mexico Inspection of Public Records Act or other law.
3. Meetings, hearings, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.

Objective C

The County of Santa Fe will provide for technical assistance to groups and representatives of low to moderate-income persons that request assistance in developing proposals. (Special note: the level and type of assistance is to be determined by the County).

1. Low/moderate income groups should be advised that technical assistance, particularly in the area of community development, is available from Santa Fe County upon request.
2. The County of Santa Fe will document all technical assistance provided to such groups and have documentation available for review.

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Objective D

The County of Santa Fe will provide for public hearings to obtain citizen participation and respond to proposals and questions at all stages of the CDBG Program.

1. Santa Fe County will advise citizens of the CDBG Program objectives, range of activities that can be applied for and other pertinent information.
2. Santa Fe County will conduct a minimum of two public hearings:
  - a. One public meeting will be held for the purpose of obtaining the views of citizens on community development and housing needs to include the needs of low to moderate income people. This hearing will take place prior to the selection of the project to be submitted to the State for CDBG funding assistance.
  - b. A second public hearing will be held for the purpose of gaining citizen input on the particular application to be submitted to the State for CDBG funding consideration.
3. Santa Fe County will review program performance, past use of CDBG funds and make available to the public its community development and housing needs including the needs of low and moderate income families and the activities to be undertaken to meet such needs.
4. CDBG public hearing notices will be published in the non-legal section of newspapers or in other local media. Evidence of compliance with these regulations will be provided with each CDBG application, i.e., hearing notice, minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation.

Objective E

Santa Fe County will provide for timely written answers to written complaints and grievances within 15 working days where practicable.

1. Santa Fe County will adopt complaint handling procedures to insure that complaints or grievances are responded to within 15 working days, if possible.
2. Procedures will allow for appeal of a decision to a neutral authority.
3. A detailed record of all complaints/grievances and responses will be filed in one central location with easy public access provided.

Objective F

Santa Fe County will identify how the needs of non English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate.

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Objective F (continued)

1. Santa Fe County General Services Department will identify areas where large majorities of non English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meetings and/or having briefing materials available in the appropriate language.
2. Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.