

**LEON COUNTY RESOLUTION NO. 2025-26**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REPLACING AND SUPERSEDING RESOLUTION NO. 18-03, TO REAUTHORIZE THE CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.**

**RECITALS**

WHEREAS, in 1993, the Board of County Commissioners of Leon County, Florida (the Board) established the Community Development Block Grant (CDBG) Citizens Advisory Task Force (CATF) and expanded the duties of the Housing Finance Authority of Leon County (HFA) by appointing of the HFA membership as the CATF; and

WHEREAS, from time to time, the Board has expanded the membership of CATF to include low- to moderate-income residents to comply with the Chapter 73C-23, F.A.C. which governs the Florida Small Cities Community Development Block Grant Program; and

WHEREAS, the CATF responsibilities have included assisting with the CDBG program planning, implementation, assessment, and oversight; providing counsel and advise on the County's Housing Program; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures; and

WHEREAS, the bylaws of the CDBG Citizens Advisory Task Force were adopted November 10, 2009; and

WHEREAS, the Board adopted Resolution No. 18-03 on January 23, 2018 to reauthorize the creation of the CATF; and

WHEREAS, this Resolution shall replace and supersede Resolution No. 18-03; and

WHEREAS, the Board recognizes and acknowledges the importance of public involvement and input in County government; and

WHEREAS, the Board wishes to reauthorize the CATF as it currently functions and operates and to realign staff support from the Office of Human Services and Community Partnerships to the Leon County Grants Coordinator.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA that:

1. The Board hereby reauthorizes the CDBG Citizens Advisory Task Force, an advisory committee, for the purpose of providing input on the planning, implementation, assessment of the County's CDBG program.
2. The CDBG Citizens Advisory Task Force shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."
3. The CDBG Citizens Advisory Task Force shall be charged with the following responsibilities:
  - a. advise staff on the development of CDBG applications;
  - b. provide input on the implementation of CDBG projects;
  - c. raise public awareness of the County CDBG program;
  - d. make recommendations to the Board on the County's CDBG program and projects; and
  - e. assist staff in the grievance procedure for the CDBG program.
4. The current membership of the CDBG Citizens Advisory Task Force shall be maintained.
5. The CDBG Citizens Advisory Task Force shall have five (5) members that reside in Leon County. Three of the members shall be residents in low- to moderate-income households as defined by the Florida Department of Commerce and shall be appointed by the Board of County Commissioners. The remaining two members shall be the Chairman of the Housing Finance Authority (HFA) of Leon County or designee, and a staff person appointed by the County Administrator.

6. The terms of the members of the CDBG Citizens Advisory Task Force shall be four years or shall expire upon the closeout of the CDBG grant.
7. The members of the CDBG Citizens Advisory Task Force shall not be subject to full and public disclosure of financial interests.
8. Resolution No.18-03 is repealed and superseded by this Resolution and Bylaws, in accordance with Board Policy No. 03- 15, "Board-Appointed Advisory Committees."
9. The CDBG Citizens Advisory Task Force shall be staffed by the Leon County Grants Coordinator.
10. The CDBG Citizens Advisory Task Force shall be dissolved only upon direction of the Board.
11. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 10th day of June 2025.

LEON COUNTY, FLORIDA

Signed by:  
BY: Brian Welch  
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Brian Welch, Chairman  
Board of County Commissioners

ATTESTED BY:  
Gwendolyn Marshall Knight, Clerk of Court  
& Comptroller, Leon County, Florida

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BY: Chasity H. O'Steen  
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Signed by:  
  
CLERK OF THE LEON COUNTY COURT  
Gwendolyn Marshall Knight

APPROVED AS TO FORM:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

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By: Gwendolyn Marshall Knight  
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