

**RESOLUTION 21-46**

**RESOLUTION AUTHORIZING CITY OF PANAMA CITY BEACH, FLORIDA TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY PROJECTS TO BE SUBMITTED FOR FUNDING TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY REBUILD FLORIDA HURRICANE MICHAEL PROGRAM AND ADOPTING A CDBG-DR CITIZEN PARTICIPATION PLAN AND COMPLAINT PROCEDURES.**

**WHEREAS**, Hurricane Michael devastated Bay County and the surrounding area on October 10, 2018; and

**WHEREAS**, City of Panama City Beach, Florida, is submitting project applications for Outfalls Manifold and Extension Project at Lullwater Beach and South Lagoon Septic to Sanitary Sewer System Conversion to the State of Florida, Department of Economic Opportunity (DEO) for potential Community Development Block Grant-Disaster Recovery (CDBG-DR) funding through the Rebuild Florida General Infrastructure Repair Program; and

**WHEREAS**, the adoption of certain plans and policies is required for participation in the CDBG-DR Program.

**NOW, THEREFORE, be it resolved** by the City Council of the City of Panama City Beach, Florida, that:

1. The City Manager is authorized to execute and deliver on behalf of the City, applications for CDBG-DR funding for any and all of the projects set forth above, and to provide any necessary documentation supporting such applications to DEO or any other relevant agencies, as requested and required.
2. The CDBG-DR Citizen Participation Plan and Complaint Procedures **attached** and incorporated herein as Exhibit A this Resolution are hereby adopted.
3. This Resolution shall take effect immediately upon passage.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 12th day of November, 2020.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

**City of Panama City Beach**  
**Citizen Participation Plan and Complaint Procedures**  
**Community Development Block Grant-Disaster Recovery Programs**

**1. INTRODUCTION**

This Citizen Participation Plan (CPP) has been prepared and implemented pursuant to federal regulations (U. S. Department of Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105). The City of Panama City Beach ("Panama City Beach") has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG-DR) – Disaster Recovery (DR) program. This Plan is an essential element of the City of Panama City Beach's present and future community disaster recovery process from Hurricane Michael. The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of Panama City Beach CDBG-DR program(s). Citizens are encouraged to participate in all phases of the CDBG-DR program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG-DR program(s) will lie with Panama City Beach.

**2. SCOPE OF PARTICIPATION**

This Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community disaster recovery process. Special emphasis has been placed on encouraging participation by persons of low- and moderate-incomes, residents of areas where community development funds are utilized, and within areas most significantly impacted by Hurricane Michael. To encourage citizen participation that emphasizes the involvement of low- and moderate-income residents, Panama City Beach will continue to work with public housing authorities, neighborhood groups, and other organizations representing the City's low- and moderate-income areas and residents. Panama City Beach encourages the participation of local and regional institutions, the Continuum of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community/faith-based organizations) in the process of developing and implementing the documents related to the CDBG-DR program planning process. Also, Panama City Beach will encourage participation from broadband internet service providers, organizations engaged in narrowing the digital divide, agencies who manage flood prone areas, public land or water resources, and emergency management agencies. Panama City Beach will make reasonable efforts to provide for citizen participation during the community disaster recovery process and throughout the planning, implementation and assessment of all CDBG-DR program(s) undertaken by Panama City Beach. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. identification and assessment of housing and community development needs; determination of CDBG-DR project(s) and documentation; and the development of CDBG-DR application(s);
- b. changes and/or amendments to approved CDBG-DR projects; and,
- c. assessment of CDBG-DR program performance.

All phases of the community disaster recovery process will be conducted by local officials in an open manner. Citizens of Panama City Beach are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG-DR program as outlined herein.

### **3. CITIZEN PARTICIPATION CONTACT PERSON**

The following person has been designated Citizen Participation Coordinator for Panama City Beach:

Lynne Fasone, City Clerk

lfasone@pcbgov.com

(850) 233-5100, ext 2230

The Coordinator will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community disaster recovery process and the implementation of all citizen participation activities and functions.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community disaster recovery process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

### **4. TECHNICAL ASSISTANCE**

The staff of Panama City Beach shall provide technical assistance to individual citizens and citizen groups upon request. Focus should be placed on those groups and representatives of persons of low- and moderate-income impacted by Hurricane Michael. Technical assistance shall also be utilized to foster public understanding of CDBG-DR program requirements and will be provided on request and may include, but not necessarily be limited to: interpreting the CDBG-DR program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG-DR program; and, assisting low- and moderate-income citizens impacted by Hurricane Michael to identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

### **5. PUBLIC HEARINGS**

Public hearings will be held during the CDBG-DR program application process and during the close-out of the program to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG-DR programs. Local officials will respond to questions and proposals from citizens at each public hearing. Citizens may also express comments and views concerning the community recovery process or any specific CDBG-DR project to the governing body at any regularly scheduled City Council meeting.

Public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low- and moderate-incomes, CDBG-DR project areas, and areas impacted by Hurricane Michael. Hearings will normally be held at the regularly scheduled City Council Meetings. For a complete

listing of City Council meeting dates, times, and locations go to the following website: <http://www.pcbgov.com/city-council/city-council-meeting>. The building is accessible to persons with disabilities.

Live and archived Panama City Beach City Council meetings can be viewed at: <http://www.pcbgov.com/city-council/city-council-meeting-live-webcast>.

This hearing will normally serve to discuss and review the information appropriate for applications submitted by Panama City Beach. An application-related public hearing will be held during the initial stage of program development to discuss items regarding community recovery and housing needs, the CDBG-DR program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG-DR application. Citizens will be provided with information concerning the CDBG-DR program at this public hearing.

### **5.1 Additional Hearings**

Other public hearings may be held as deemed necessary by Panama City Beach in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

### **5.2 Limited English Proficiency Residents**

Panama City Beach has followed the guidance provided by HUD and DEO on Language Access and Limited English Proficiency to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community disaster recovery process. Such actions may include the provision of materials in Spanish.

### **5.3 Public Hearing Notice**

Notice of public hearings will be published on the Panama City Beach website no later than 7 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

### **5.4 Accessibility to Persons with Disabilities**

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. Additionally, Panama City Beach shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

## **6. PROGRAM INFORMATION**

To facilitate citizen access to CDBG-DR program information, the Citizen Participation Coordinator will keep all documents related to a CDBG-DR program files at City Hall. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG-DR program information and materials, concerning specific CDBG-DR projects will be available

and distributed to the public at the regularly scheduled public hearings as outlined in this Plan and will be available on the Panama City Beach Internet website at <http://www.pcbgov.com>.

Materials to be made available may include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; letters of approval; grant agreements; financial and procurement records; labor standards materials; performance and evaluation reports; other reports required by the DEO and/or HUD; proposed and approved CDBG-DR program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from Panama City Beach; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG-DR program.

## **7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS**

Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. During the CDBG-DR program application process, Panama City Beach shall hold a 14-day public comment period on the applications to be submitted for funding. During this time, citizens may submit comments, objections, or complaints related to the proposed CDBG-DR projects to Panama City Beach for consideration prior to application submission. A notice of the CDBG-DR application public comment period shall be published in the Panama City News Herald for five (5) days and on the Panama City Beach Website at <http://www.pcbgov.com/> for the duration of the 14-day comment period. The notice shall state the types of projects to be undertaken, the source and amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application(s).

Citizens may, at any time, submit written comments or complaints to Panama City Beach. Complaints should be submitted to the Citizen Participation Coordinator. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered, then the aggrieved may appeal his/her case to Panama City Beach. Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. The aim of the City will be to always attempt to resolve complaints in a manner that is both sensitive to the complainant's concerns and achieves a fair result. Should Panama City Beach be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the Florida Department of Economic Opportunity (DEO).

Citizens may, at any time, contact DEO and/or HUD directly to register comments, objections or complaints concerning the Panama City Beach CDBG-DR application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting DEO or HUD.

All comments or complaints submitted to the DEO or the HUD shall be addressed in writing to:

The Florida Department of Economic Opportunity  
Rebuild Florida Program  
107 E. Madison Street  
Tallahassee, Florida 32399

Or:

U.S. Department of Housing and Urban Development  
Community Planning and Development Division  
Atlanta Regional Office  
Five Points Plaza Building  
40 Marietta Street  
Atlanta, Fa 30303-2806

Records of all comments, objections and/or complaints by citizens concerning the Panama City Beach CDBG-DR program and subsequent action taken in response to those comments shall be maintained on file at Panama City Beach City Hall and shall be made available for public inspection upon request. Complaint files will include the following:

- The name of the person who filed the complaint;
- The date the complaint was received;
- A description of the complaint;
- The name of each person contacted in relation to the complaint;
- A summary of the results of the review or investigation of the complaint; and
- An explanation of the resolution (e.g., the reason the file was closed).

#### **8. AMENDMENTS**

Panama City Beach may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of Panama City Beach to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community disaster recovery process and in helping to meet the community development needs and goals identified by the citizens of Panama City Beach. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of Panama City Beach City Council shall be incorporated into this Plan.

#### **9. AUTHORITY**

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of Panama City Beach in the development, implementation and execution of any Community Development Block Grant – Disaster Recovery Program.