

Partnership for Engaged Neighborhoods (PEN) Program

The City of Hollywood has worked with community leaders and residents for many years to ensure our neighborhoods are strong and vibrant. The Mayor, Vice Mayor, City Commissioners and City administration are committed to fostering and sustaining an environment that strengthens community, encourages civic engagement, connects neighbors, and inspires two-way communication and collaboration between civic associations and the City, while assuring the independence and autonomy of each individual association.

The City of Hollywood's Partnership for Engaged Neighborhoods Program (PEN) provides an opportunity to further build strong communities and improve our City by involving a network of residents, public servants and elected officials.

Purpose

The purpose of the Partnership for Engaged Neighborhoods Program is to encourage the voice of civic associations and to foster productive communication with the City.

Participation in PEN establishes a method to recognize civic associations that have registered with the City and creates a partnership between Associations and the City.

PEN encourages civic associations to update the City of Hollywood when new board members are installed or otherwise replaced in compliance with the individual civic association bylaws or governance documents. This allows the City to create and share a comprehensive listing of civic associations and their contact information so residents become active point of contact participants in their communities, as well as receive important updates from the City. Registering will allow direct updates from the City.

In addition, registered civic associations are encouraged to plan events that will engage neighborhood residents, both full-time and seasonal, to help beautify their community and engage in other community enhancing projects. Programs such as neighborhood clean-up events, adopt a street, adopt a dune, beach turtle awareness events, etc. are examples of types of eligible activities that may qualify for the one-time per year grant from the City of Hollywood, if applied for by a registered civic association.

Registering with the City

To become a registered City of Hollywood neighborhood civic association, each association must:

1. Complete the [online application](#) by October 1st each year.
2. Provide a copy of the civic association bylaws or governance document. If no such document exists, the City's Civic Affairs Administrator or City Manager designee will assist with the creation of such document.
3. Provide a list of the regularly scheduled civic association's board meetings held within the last 12 months, and at least one annual membership meeting. It is requested that dates and times of executive meetings be shared with the City representative.
4. Provide a list of the general membership meetings held within the last 12 months – dates, times and average attendance for general membership meetings.
5. Have a general election of association members at least every two years to appoint a Leadership Team or Board of Officers. Following the general election, please report the new board members to the Civic Affairs Administrator.
6. Provide Sunbiz ID registration number.

Civic association representatives will receive a reminder email from the City annually to update the organizations information.

Role of the Civic Association

Neighborhood organizations play a key role in building community, sharing ideas, and working cooperatively on a voluntary basis to make their neighborhood a better place to live. To do this, civic associations may:

- Conduct regular meetings to share information or discuss topics of neighborhood interest. Meetings should be held in a format conducive to the civic association.
- Allow City officials and staff the opportunity to present information that affects the neighborhood during regular association meetings, as requested by City.
- Organize events or activities that engage neighborhood residents such as neighborhood clean-up events, ice-cream socials, fund raising events, etc.
- Promote leadership and volunteerism within the organization.
- Receive official communication and notification from the City on a variety of programs, services, and development activities that directly impact the neighborhood, and share said information with neighborhood residents.
- Provide input to the City Commission and City staff on issues affecting neighborhoods.

- Provide input on new and existing City programs and services on behalf of the neighborhood.
- Maintain a current set of bylaws/objectives/guidelines.
- Foster positive outreach and promote the benefits of the City.
- Help promote the City communication tools such as Hollywood Alerts, NotifyMe e-Newsletters, Hollywood Connect, and other ways to connect with the City.

City of Hollywood Support

- Civic Affairs Administrator will serve as the primary point of contact for civic associations and provide assistance, as needed.
- City officials and/or staff will attend civic association meetings to provide City updates, when appropriate and within staff availability as schedules permit.
- Meeting space will be provided free of charge for association meetings on a space available basis.
- Civic association contact information is included on the City website.
- Host quarterly meeting with the City Manager/City Staff, such as Coffee with the City Manager, with members of the civic association board.
- Provide space in New Horizons for a "Civic Association Corner" to provide events and updates from registered civic associations.
- Frequent and consistent civic association e-update from the City.
- Annually, the City Commission will be updated on the work of the civic associations.
- City will host an Annual Community Connections Workshop at City Hall in the Commission Chambers to allow each association president (or designee) to share the accomplishments over the past year and network with other neighborhood associations.
- A one-time per year grant of up to \$1,000 may be provided to eligible civic associations to assist with community events that encourage residents to help beautify their neighborhood or to enhance membership (subject to budget approval and registration with the State). Projects must be approved by the City, and associations that receive a grant must provide an update after completing the project. Grant funds are distributed as a reimbursement, unless otherwise approved by the City.
 - Based on financial need, a civic association may request the City's assistance with coordinating a program for the community. To do this, the City will partner with the association and spend up to \$1,000 on behalf of the association. Proof of need must be provided.

How to Organize a Civic Association

An active civic association is one of the best ways to keep your neighborhood strong and beautiful while building community. If your neighborhood does not have an active civic association, here are some suggestions on how to organize one:

1. Define a purpose. Why do you want or need a civic association?
2. Determine your boundaries, with assistance, as needed, from the Civic Affairs Administrator.
3. Set up an organizing committee by recruiting three to five neighbors who are interested and can devote the time to help organize the association. This group will assist with canvassing the homes within the defined boundaries.
4. Obtain names, addresses, phone numbers, email addresses of those in agreement with forming a civic association. Enlist their help as you continue to canvass.
5. Schedule a series of meetings to establish the association and notify all residents:
 - **Meeting 1** - an introductory meeting where the residents vote on whether to have an association. It is important that this meeting be structured to help neighbors get to know each other and addresses a specific concern that will encourage neighbors to attend the meeting.
 - **Meeting 2** - focuses on establishing bylaws, officer positions and committees, voting on the association name, mission or purpose and when and how often to meet and other association items.
 - **Meeting 3** - focuses on the election of officers, voting on bylaws/guidelines, goal setting and establishing standing committees. Set a day and time for regular meetings i.e., the third Thursday of the month.
6. Register your association with State of Florida Division of Corporations, sunbiz.org, and send the Civic Affairs Administrator the association's official SunBiz ID number.
 - a. Although preferred, a civic association is not required to be incorporated with the State of Florida. However, by incorporating the association, the association becomes an entity recognized by the State and City and can conduct business in its name, such as enter into contracts or open a checking account.
 - b. Grant applicants must be registered with the State of Florida, SunBiz.
7. Contact the City's Civic Affairs Administrator Alison Saffold at (954) 921-3599 or by email at asaffold@hollywoodfl.org to notify the City and request support.

Civic associations are independent entities and not official agencies of the City of Hollywood, therefore whether registered with the City or not registered, each civic association will still be recognized by the City of Hollywood but will not be eligible for programs available to PEN participants.

For more information about the Partnership for Engaged Neighborhoods Program, please contact Alison Saffold, Civic Affairs Administrator, at (954) 921-3599 or by email at asaffold@hollywoodfl.org.