

## **Regular City Commission Meeting**

**Wednesday, November 19, 2025**  
**1:00 PM**

### **City of Hollywood**



Hollywood City Hall  
2600 Hollywood Blvd  
Hollywood, FL 33020  
<http://www.hollywoodfl.org>

**Commission Chambers Room 219**

#### **CITY COMMISSION**

*Josh Levy, Mayor*

*Idelma Quintana, Vice Mayor - District 6*

*Caryl Shuham, Commissioner - District 1*

*Peter D. Hernandez, Commissioner - District 2*

*Traci Callari, Commissioner - District 3*

*Adam Gruber, Commissioner - District 4*

*Kevin Biederman, Commissioner - District 5*

*George R. Keller, Jr., CPPT, City Manager*

*Damaris Henlon, City Attorney*

*Patricia A. Cerny, City Clerk*

**NOTES**

As a courtesy the City is offering a new option for Citizens' Comments, other than in-person comments, for persons to participate at 5:00 PM by telephone. The option for public comment via telephone is not available for Proclamations, Presentations or other agenda items.

Advance registration is required to participate via telephone for Citizens' Comments at :  
<https://fl-hollywood2.civicplus.com/FormCenter/City-Clerk-12/Citizens-Comments-Telephone-Registration-291>

This registration form must be received by noon on the Tuesday prior to the meeting. Requests received after this time will not be honored. The public is encouraged to participate in -person at City Hall, 2600 Hollywood Boulevard, room 219.

The Consent Agenda is comprised of items prepared by various offices and departments in the City. These items are routine and/or non-controversial in nature, and may be voted upon by the Commission in one motion as listed below.

The Regular agenda consists of items that must be discussed or that could be considered controversial, and are voted upon by the Commission individually.

Agenda items not scheduled for a specific time may be considered at any time during the meeting, at the Commission's discretion. However, time certain items will not be considered by the Commission earlier than the time listed for those items, although those items may be taken up at a later time.

The following items on this agenda are time certain items.

**1:00 PM - Item - 16 thru 21**

**2:00 PM - Item - 22**

**5:00 PM - Item - 30 thru 31**

- 1. Moment of Silence**
- 2. Pledge of Allegiance**
- 3. Recognition of Veterans, Active Service Personnel & Their Families**
- 4. Roll Call**

**CONSENT AGENDA**

(Items # 5 - 15)

If a citizen wishes to comment on a specific item, he/she should submit a comment card to the City Clerk before the Commission approves the consent agenda.

**OFFICE OF BUDGET & PERFORMANCE MANAGEMENT**

5. [R-2025-413](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Amending The Fiscal Year 2025 Adopted Budget, Authorizing Year-End Budgetary Transfers And Adjustments For Fiscal Year 2025.

Attachments: [Resolution Yearend Close-Out](#)  
[Exhibits 1 - 13](#)

Strategic Plan Focus Area:  Financial Management & Administration

**OFFICE OF THE CITY ATTORNEY**

6. [R-2025-414](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Implement A Settlement With Michael Ortiz For Approximately \$1,320,688.87.

Attachments: [ORTIZ Res Settlement \(clarified\).doc](#)

Strategic Plan Focus Area:  Financial Management & Administration

**DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

7. [R-2025-415](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute Amendment Number Twenty-One To The Maintenance Memorandum Of Agreement With The State Of Florida Department Of Transportation (Department) For Maintenance Of Additional Landscape And Hardscape Improvements On Certain State Road 7/Us-441 Right-Of-Ways Owned By The Department.

Attachments: [RESO - MMOA Landscape Final.docx](#)  
[Amend 21 - S441 SR7 MMOA Art Pieces.pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

8. [R-2025-416](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Issue A Purchase Order To Ergoflex Systems, Inc., d/b/a Xybix Systems, Inc., For Consoles And Related Equipment And Installation For The New Hollywood Police Headquarters Building, Based Upon The State Of Florida Alternate Contract Source 43190000-22-NASPO-ACS, In An Amount Up To \$135,652.43, In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

Attachments: [Resolution - Xybix - Piggyback.docx](#)  
[DRAFT PFY-2600721\\_Xybix.pdf](#)  
[Piggyback Contract for Xybix Systems Inc.pdf](#)  
[PDHQ Proposal - Xybix State Contract 0028466 R8 Quote 33262G.pdf](#)  
[Xybix Piggyback Request with updated proposal.pdf](#)  
[Xybix - COI and Approval.pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

## DEPARTMENT OF DEVELOPMENT SERVICES

9. [R-2025-417](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Supporting The Realignment Of The United States Bicycle Route (USBR-1) Through The City Of Hollywood.

Attachments: [Resolution](#)  
[USBR Realignment Presentation](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

10. [R-2025-418](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Agreement With The Highest Ranked Firm, DIALOG Architecture And Engineering PC, To Develop Urban Design Guidelines For The City Of Hollywood, In The Amount Of \$232,220.00.

Attachments: [Resolution](#)  
[Agreement\\_DL23 DK Urban Design Guidelines](#)  
[Final RFP Packet RFP-257-25-SK UDGs](#)  
[Proposal Dialog Design UDG](#)  
[Initial Evaluation Tabulation](#)  
[Final Ranking \(RFP-257-25-SA\)](#)  
[Notice of Intent to Award - RFP-257-25-SA - UDG \(8.7.2025\)](#)

Strategic Plan Focus Area:  Financial Management & Administration

**DEPARTMENT OF PARKS, RECREATION & CULTURAL ARTS****11. [R-2025-419](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Agreement With The South Broward Hospital District d/b/a Memorial Healthcare System For Donation Of Outdoor Fitness Equipment For Artspark; Amending The Fiscal Year 2026 Capital Improvement Plan.

Attachments: [RESO Memorial Health Donation ArtsPark Fitness Equipment.docx](#)

[Exhibit 1-3](#)

[Artspark final fitness agreement from Memorial Health.docx](#)

[Exhibit C Fitness Equipment ArtsPark - Final Quote.pdf](#)

[Exhibit D Fitness Equipment Install ArtsPark - Final Quote.pdf](#)

[Term Sheet - south broward hospital district dba memorial for fitness equipment](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**12. [R-2025-420](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute A Management Agreement With The Rhythm Foundation, Inc. For The Operation, Programming, And Management Of The ArtsPark At Young Circle In An Annual Amount Of \$150,000.00 In Accordance With Section 38.41(C)(9) Of The Procurement Code. (Best Interest)

Attachments: [Reso for Rhythm Foundation Best Interest Management.Final.docx](#)

[Rhythm Foundation Agreement ArtsParkv2CA approved.docx](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**POLICE DEPARTMENT****13. [R-2025-421](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute A Blanket Purchase Agreement With National Collision And Truck Center, 3 Buddies Paint & Body d/b/a Hollywood Collision Center, Gary's Auto Body West, And Platinum Collision, Inc. For Comprehensive Autobody Repair Services In An Amount Up To \$ 1,200,000.00 Over A Three-Year Period With An Option To Renew For Two Additional One-Year Periods. (Bid)

Attachments: [Reso Autobody Repairs Final .docx](#)

[PA\\_PA601161\\_0.pdf](#)

[PA\\_PA601162\\_0.pdf](#)

[PA\\_PA601163\\_0.pdf](#)

[PA\\_PA601164\\_0.pdf](#)

[Evaluation Tabulation \(IFB-290-25-SA\).pdf](#)

[IFB-290-25-SA Notice of Intent to Award.pdf](#)

[IFB-290-25-SA vehicle repair services-25-03-05.pdf](#)

[Term Sheet \(Bid\) \(002\)](#)

Strategic Plan Focus Area:  Public Safety

**DEPARTMENT OF PUBLIC WORKS****14. R-2025-422**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Issue A Blanket Purchase Agreement With Herc Rentals Inc. For Rental Equipment In An Annual Amount Up To \$367,500.00 Based Upon Rental Equipment/040924-HRC In Accordance With Section 38.41(C) (5) Of The Procurement Code. (Piggyback)

Attachments: [Resolution \(Piggyback\)-Herc.docx](#)  
[DRAFT PA601193](#)  
[Herc - Combined Piggyback Form Checklist.pdf](#)  
[Herc Rentals Contract 040924.pdf](#)  
[Proof of Publication-Rental Equipment 040924.pdf](#)  
[Prop. Eval. Rental Equipment 040924.pdf](#)  
[RFP and Addendums-Rental Equipment 040924.pdf](#)  
[Approved COI.pdf](#)  
[Term Sheet - Herc Rentals Inc. -2025](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

**15. R-2025-423**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue A Purchase Order To The Peterbilt Store South Florida LLC D/B/A The Peterbilt Store For The Purchase Of A 2026 Peterbilt 520 Rear Loader Garbage Truck In An Amount Up To \$335,120.00 Based Upon Sourcewell Contract #032824-Pmc Peterbilt Class 4-8 Chassis And Cabs In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

Attachments: [Reso - Garbage Truck Purchase.docx](#)  
[DRAFT PFY-2600406.pdf](#)  
[Combined Piggyback Form Checklist - Garbage Truck.docx.pdf](#)  
[Approved COI.pdf](#)  
[City of Hollywood - 2026 PB 520 w Heil PT1000 RL refuse body Sourcewell.pdf](#)  
[Peterbilt Contract 032824.pdf](#)  
[Prop. Eval.-Class 4-8 Chassis 032824.pdf](#)  
[RFP and Addendums-Class 4-8 Chassis 032824.pdf](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**1:00 PM PRESENTATIONS, PROCLAMATIONS AND AWARDS**

16. [P-2025-099](#) A Proclamation In Recognition Of The Entrepreneur Education Development Center (TEEDC) 8th Anniversary Shop With A Boss Day Initiative.

**Attachments:** [11-19-25-Shop With A Boss.docx](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

17. [P-2025-100](#) A Proclamation In Recognition Of The 25th Anniversary Of Cadenza Center For Psychotherapy And The Arts, November 19, 2025.

**Attachments:** [11-19-25-25th Anniversary for Cadenza.doc](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

18. [P-2025-101](#) Presentation By Jeff Levy, Fire Chief, Recognizing The Recipients Of The Second Chance Award.

**Attachments:** [11-19-2025- Second Chance Award-birthing center \(003\).pdf](#)

Strategic Plan Focus Area:  Public Safety

19. [P-2025-102](#) Presentation By Jeff Levy, Fire Chief, Recognizing The Recipients Of The Meritorious Service Award And Of the Citizens Award Of Merit For Their Part In Saving The Life Of A Resident.

**Attachments:** [Lt Wilkie-Meritorious Service Award.pdf](#)  
[Alexander Espino-Citizens Award of Merit.pdf](#)

Strategic Plan Focus Area:  Public Safety

20. [P-2025-103](#) Presentation By Adam Reichbach, Assistant City Manager, Of The 2025 Excellence In Continuous Improvement Award Nominees And Recognition Of The Award Recipients.

**Attachments:** [Brief Description of Projects](#)

Strategic Plan Focus Area:  Financial Management & Administration

21. [P-2025-104](#) A Presentation By Joann Hussey, Director of Communications, Marketing And Economic Development Regarding Celebrating Hollywood's Legacy Businesses.

**Attachments:** [Legacy Business Presentation Nov 2025](#)

Strategic Plan Focus Area:  Economic Vitality

**2:00 PM QUASI-JUDICIAL ITEM(S)**  
**(Or as soon thereafter as the agenda permits)**

**22. [R-2025-424](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Making Findings And Designating As A Brownfield Area, Real Properties Located At 826 S Dixie Highway And 2115 Washington Street As Identified By Parcel Id Nos. 514216200080, 514216200082, 514216200081, 514216200070 And 514216200060, Pursuant To Section 376.80(2)(C), Florida Statutes, To Be Known As The HTG Paramount Green Reuse Area For The Purpose Of Rehabilitation, Job Creation And Promoting Economic Redevelopment; Authorizing The City Of Hollywood To Notify The Florida Department Of Environmental Protection Of The Designation.

**Attachments:** [Resolution and Exhibit A](#)  
[Green Reuse Area Eligibility Statement Package - HTG Paramount, Ltd.](#)  
[Unexecuted Resolution - Design and Site Plan Approval - Planning and Develop](#)

Advertised Public Hearing  
Department of Development Services

*Strategic Plan Focus Area:*  Economic Vitality

**REGULAR AGENDA**

**23. [R-2025-425](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue Purchase Orders To Multiple Vendors For The Purchase Of Vehicles And Equipment In A Combined Amount Up To \$1,000,000.00 Based Upon The Florida Sheriffs Association Contracts FSA25-VEL33.0 And FSA23-EQU21.0 In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

**Attachments:** [01 Resolution FSA25-33.0 - Vehicles.docx](#)  
[Piggyback Form Checklist 10.07.25.pdf](#)  
[FSA25-VEL33.0-Award-Packet.pdf](#)  
[EQU21.1-Equipment-Extension-Packet.pdf](#)  
[FSA25-VEL33.0-Contract-Terms-and-Conditions-10012025.pdf](#)  
[FSA CPP Amended Terms Conditions as of August 21 2023.pdf](#)  
[Term Sheet \(Piggyback\)](#)

Police Department

*Strategic Plan Focus Area:*  Public Safety

**24. [R-2025-426](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Miscellaneous Appropriations Grant Agreement With The Hollywood Art And Culture Center, Inc. For The Provision Of Cultural Services Through Visual Arts, Performing Arts And Educational Programming In The Amount Of \$205,000.00.

**Attachments:**

[Reso \\$205K Art Culture Center FY26-approved.docx](#)  
[FY26 Gen Op COH Agreement partially executed.pdf](#)  
[FW Art & Culture Center - COI.pdf](#)  
[ART AND CULTURE COI HOLLYWOO 251006 080739.pdf](#)  
[Term Sheet - Art and Culture Center, Inc. \\$205,000](#)

Department of Parks, Recreation and Cultural Arts

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**25. [R-2025-427](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Agreement With The Hollywood Art And Culture Center, Inc., For The Purpose Of Coordinating And Managing Cultural Arts Programming Services At Hollywood Central Performing Arts Center In The Amount Of \$70,000.00; In Accordance With Section 38.41(C)(9) Of The Procurement Code. (Best Interest)

**Attachments:**

[Reso HACCHCPACfy26-\\$70K-approved.docx](#)  
[FY26 HCPAC COH Agreement partially executed.pdf](#)  
[FW Art & Culture Center - COI.pdf](#)  
[ART AND CULTURE COI HOLLYWOO 251006 080739.pdf](#)  
[Term Sheet - Art and Culture Center, Inc. \\$70,000](#)

Department of Parks, Recreation and Cultural Arts

Requires a 5/7 Vote

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**26. [R-2025-428](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Issue A Purchase Order To M. Hanson & Co., Inc. For Furniture And Installation Services For The New Hollywood Police Headquarters Building, Based Upon The State Of Florida Alternate Contract Source 56120000-24-NY-ACS, The Interlocal Purchasing System (Tips) Vendor Agreement 230301, And Tips Vendor Agreement 240301, In An Amount Up To \$1,428,785.34, In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

**Attachments:**

[Resolution - M Hanson - Piggyback - FINAL.docx](#)  
[DRAFT PFY-2600620 M Hanson.pdf](#)  
[M Hanson revised\\_piggyback form Signed.pdf](#)  
[9to5 Executed Contract.pdf](#)  
[9to5 Seating SDR Information Form](#)  
[NEW COI for M Hanson 25-26.pdf](#)  
[2025-10-23 FINAL Furniture Costs M Hanson Proposal.pdf](#)  
[230301 TIPS Request for Proposal \(RFP\).pdf](#)  
[240301\\_TIPS\\_Request\\_for\\_Proposal\\_\(RFP\).pdf](#)  
[NY State Contract Award Specifics 20915.pdf](#)  
[NYS Solicitation.pdf](#)  
[TIPS Vendor Agreement 230301 CONTRACT Furniture.pdf](#)  
[TIPS Vendor Agreement 240301 CONTRACT Furniture.pdf](#)

Department of Design and Construction Management

Strategic Plan Focus Area:  Infrastructure & Facilities

**27. [R-2025-429](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Community Aesthetic Feature Agreement With The Florida Department Of Transportation (FDOT) For The Installation Of Public Art Community Aesthetic Features On Certain Rights-Of-Way Owned By FDOT.

**Attachments:**

[Pinnacle Art Resolution.docx](#)  
[FDOT CAFA Agreement.pdf](#)  
[Term Sheet - FDOT Community Aesthetic Feature Agreement - GENERAL.doc](#)

Department of Design and Construction Management

Strategic Plan Focus Area:  Infrastructure & Facilities

28. [R-2025-430](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Issue A Change Order To A Blanket Purchase Agreement With Janice M. Riley, Inc., D/B/A The Paving Lady For Repair And Maintenance Of City Facilities, Roadways And Streets To Increase The Contract Amount From \$3,692,010.52 To \$3,832,010.52.

**Attachments:** [Resolution The Paving Lady change order.docx](#)  
[DRAFT Change Order PA600836.pdf](#)  
[R-2024-028.pdf](#)  
[Approved COI.pdf](#)

Department of Public Works



Strategic Plan Focus Area: Infrastructure & Facilities

29. [R-2025-431](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Supporting The Broward Metropolitan Planning Organization's Amended "Route To 2050 Metropolitan Transportation Plan" And Providing An Effective Date.

**Attachments:** [Resolution](#)  
[Exhibit "A" Taft Street west of SR7 Concept Plan](#)  
[Exhibit "B" Stirling Road east of I-95 Concept Plan](#)  
[Stirling Rd Broward Safety Action Plan Report FINAL 1 of 3.pdf](#)  
[Stirling Rd Broward Safety Action Plan Report FINAL 1a of 3.pdf](#)  
[Stirling Rd Broward Safety Action Plan Report FINAL 1b of 3.pdf](#)  
[Stirling Rd Broward Safety Action Plan Report FINAL 2 of 3.pdf](#)  
[Stirling Rd Broward Safety Action Plan Report FINAL 3 of 3.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 1 of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 1a of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 1b of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 1c of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 2 of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 3 of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 4 of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 5 of 6.pdf](#)  
[Taft Street Broward Safety Action Plan Report FINAL 092225 6 of 6.pdf](#)

Department of Development Services



Strategic Plan Focus Area: Infrastructure & Facilities

**5:00 PM TIME CERTAIN ITEM(S)****(Or as soon thereafter as the agenda permits)**30. [P-2025-105](#)

A Proclamation In Recognition Of Broward Green Schools Campaign, November 2025.

**Attachments:** [11-19-25-Broward Green Schools Campaign.doc](#)

Strategic Plan Focus Area: Resilience & Sustainability

**31. 5:00 PM CITIZENS' COMMENTS (Total Time 30 Minutes)****COMMENTS BY THE CITY COMMISSION, CITY ATTORNEY & CITY  
MANAGER****32. Commissioner Callari, District 3****33. Commissioner Gruber, District 4****34. Commissioner Biederman, District 5****35. Vice Mayor Quintana, District 6****36. Commissioner Shuham, District 1****37. Commissioner Hernandez, District 2****38. Mayor Levy****39. City Attorney****40. City Manager****41. ADJOURNMENT**

The City of Hollywood is conducting its City Commission Meetings in person at City Hall, located at 2600 Hollywood Boulevard. To view the meeting agenda, please visit [hollywoodfl.org](http://hollywoodfl.org). Members of the public may watch the City Commission Meetings via the City's website at [hollywoodfl.org/WatchMeeting](http://hollywoodfl.org/WatchMeeting), via livestream on the City's YouTube Channel, on Comcast Channel 78 or ATT U-Verse Channel 99.

Any person who wishes to speak must first complete a comment card from the City Clerk. Comment cards must be returned to the City Clerk within the first five minutes after the start of the agenda item. After being recognized, approach the podium, give your name and address, identify your client or clients (if applicable). A citizen's time is not transferable to any other person.

Citizens' Comments shall be held on the First and Third Wednesday of each month at the Regular City Commission Meeting in the City Commission Chambers, Room 219, at 5:00 PM.

Lobbyist registration is required if any person, firm or corporation is lobbying the City Commission on any petition or issue, pursuant to the Section 30.15 of the Code of Ordinances.

Any person wishing to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

Two or more members of the same city board, commission, or committee, who are not of this Commission, may attend this meeting and may, at that time, discuss matters on which foreseeable action may later be taken by their board, commission or committee.

Persons with disabilities who require reasonable accommodations to participate in City programs and/or services may call the Clarissa Ip, ADA Coordinator/City Engineer, five business days in advance at 954-921-3915 (voice) or email: [cip@hollywoodfl.org](mailto:cip@hollywoodfl.org). If an individual is hearing or speech impaired, please call 1-800-955-8771 (V-TDD).

**Disclosure of Real Estate Interests and Business Relationships** - When an agenda item involves the use or development of land, each member of the City Commission, City Manager, Assistant City Manager(s), City Attorney, Deputy City Attorney, and the director and assistant director (s) of each City department/office shall disclose orally, at the time the City Commission begins to discuss the item, or in writing to the City Clerk prior to the publication of the agenda, any significant interest (as defined below) that such City official or employee or any relative of such City official or employee has in land located within 300 feet of the land that is the subject of the item. When an agenda item involves an invitation for bids, request for proposals, request for qualifications, request for letters of interest, or other competitive solicitation, each member of the City Commission, City Manager, Assistant City Manager(s), City Attorney, Deputy City Attorney, and the director and assistant director (s) of each City department/office shall disclose orally, at the time the City Commission begins to discuss the item, or in writing to the City Clerk prior to the publication of the agenda, any client or business relationship that such City official or employee or any relative of such City official or employee has with any business entity that has submitted a response to the competitive solicitation. "Significant interest" means ownership of more than five percent of the value of the land.

Persons attending meetings shall remain seated at all times unless called upon to speak, will not call out comments during the meeting or make inappropriate hand or facial gestures. Please silence all cell phones prior to entering the meeting.

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**QUASI-JUDICIAL HEARING PROCEDURES  
AND RULES FOR EX-PARTE COMMUNICATIONS**

I. Scope and Applicability. These procedures shall apply to all quasi-judicial hearings held by the City Commission or by any Board or Committee (hereinafter referred to as "Boards") which holds quasi-judicial hearings. The City Attorney shall determine which matters are quasi-judicial in nature and shall direct the City Clerk or Board liaison to designate specially such matters on the agenda.

II. Proceedings. Mayor, Vice Mayor or other presiding officer (hereafter, the "Presiding Officer") shall conduct the proceedings and maintain order. The City Attorney or legal advisor shall represent the City Commission or Board, rule on all evidentiary and procedural issues and objections, and advise the City Commission or Board as to the applicable law and necessary factual findings. Hearings shall be conducted informally, but with decorum. Formal rules of procedure shall not apply except as set forth herein; however, fundamental due process shall be accorded.

III. Unauthorized Communications. In all quasi-judicial hearings, all rulings must be based only upon the evidence presented at the hearing. In accordance with Section 286.0115(1), Florida Statutes, ex parte communications with City Commissioners or Board members in quasi-judicial matters is permissible and the adherence to the following procedures shall remove the presumption of prejudice arising from ex parte communications with City Commissioners or Board members:

1. The substance of any ex parte communication with a City Commissioner or Board member which relates to a quasi-judicial action pending before the Commission or Board is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.

2. A City Commissioner or Board member may read a written communication from any person. However, a written communication that relates to a quasi-judicial action pending before the Commission or Board shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.

3. City Commissioners or Board members may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.

4. Disclosure made pursuant to subparagraphs 1, 2 and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication.

IV. Witnesses and Supporting Materials. At least eight City business days before a quasi-judicial hearing.

A. Staff shall prepare a report, recommendation and supporting materials, a copy of which shall be available to the applicant, appellant and to the public at the City Clerk's Office. Included in the supporting materials will be copies of all exhibits and documents upon which staff's recommendation is based.

B. The Applicant and the Appellant, if applicable, shall submit a detailed outline of the argument in

support of their application, copies of all exhibits which will be presented at hearing and the names and addresses of all witnesses who will be called to testify in support of the application (including resumes for any witness the party intends to qualify as an expert).

C. The eight City business day deadline is necessary to ensure the Commission or Board members are given sufficient opportunity to review the written submissions prior to the hearing, and shall be strictly observed. Should the eight day City business day deadline be missed by either staff or the Applicant, the item may be continued at the discretion of the City Commission or Board to the next available agenda.

V. Party Intervenors. The City Attorney may allow a person to intervene as a Party Intervenor if they meet the following requirements:

A. The person must have an interest in the application, which is different than the public at large.

B. At least eight three days prior to the hearing, the person shall submit a written request to intervene including: a detailed outline of their interest in the application and argument in favor or against it, copies of all exhibits which will be presented at the hearing and the names and addresses of all witnesses who will be called to testify on their behalf (including resumes for any witness the person intends to qualify as an expert).

VI. Conduct of Hearing.

A. The Presiding Officer shall call the proceeding to order and announce that the hearing has begun.

B. The Presiding Officer, City Attorney or legal advisor shall inquire whether all parties, members of the public and Commission or Board members agree to waiving the quasi-judicial hearing.

C. When the quasi-judicial hearing is not waived, the City Attorney, legal advisor or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

D. When the quasi-judicial hearing is not waived, the City Clerk or staff liaison shall swear in all witnesses who are to testify at the hearing.

E. The order of proof shall be as follows:

1. A representative of the City's staff (or outside counsel) shall briefly describe the Applicant's request, introduce and review all relevant exhibits and evidence, report staff's recommendation, and present any testimony in support of staff's recommendation. Staff shall have a maximum of 30 minutes to make their full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Commission or a Board member.

2. The Appellant, if applicable, (or his/her representative or counsel) shall present evidence and testimony in support of the application. Appellant shall have a maximum of 30 minutes to make its full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Commission or a Board member.

3. Any Party Intervenor (or his/her representative or counsel) shall present evidence and testimony in support of or opposed to the application. A Party Intervenor shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Commission or a Board Member.

4. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Commission or a Board member.

5. Any other persons present who wish to submit relevant information to the City Commission or Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions from the Commission or a Board member). Members of the public will be permitted to present their non-expert opinions, but the Commission or board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.

6. The Appellant will be permitted to make final comments, if any (maximum of five minutes).

7. The Applicant will be permitted to make final comments, if any (maximum of five minutes).

8. The Party Intervenor will be permitted to make final comments, if any (maximum of five minutes).

9. The City's staff will make final comments, if any (maximum of five minutes).

10. At the discretion of the Presiding Officer, the Applicant may be permitted to respond to the final Party Intervenor and staff comments and recommendations (maximum of three minutes).

G. The City Attorney or legal advisor will advise the City Commission or Board as to the applicable law and the factual findings that must be made to approve or deny the application.

H. The City Commission or Board will conduct open deliberation of the application. The Presiding Officer shall have the discretion to reopen the proceeding for additional testimony or argument by the parties when an outcome substantially different than either the granting or denial of the application is being considered. After deliberations, a vote shall be taken to approve, approve with conditions or deny the application.

VII. Examination by Commissioners and City Attorney or Legal Advisor. Commissioners, Board members and the City Attorney or Legal Advisor may ask questions of persons presenting testimony or evidence at any time during the proceedings until commencement of deliberation.

VIII. Cross-Examination of Witnesses. After each witness testifies, the City staff representative, the Applicant's representative, Appellant's representative, and/or the Party Intervenor's representative shall be permitted to question the witness, but such cross-examination shall be limited to matters about which the witness testified and shall be limited to five minutes per side. Members of the public will not be permitted to cross-examine witnesses. Cross-examination shall be permitted only as would be permitted in a Florida court of law.

IX. Rules of Evidence.

A. All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a court of law in Florida. Irrelevant, immaterial, harassing, defamatory or unduly repetitive evidence shall be excluded.

B. Hearsay evidence may be used for the purposes of supplementing or explaining other evidence, but

it shall not be sufficient by itself to support a finding unless it would be admissible over objection in a civil action.

C. Documentary evidence may be presented in the form of a copy or the original. Upon request, parties shall be given an opportunity to compare the copy with the original.

X. Statements of Counsel. Statements of counsel, or any non-attorney representative, shall only be considered as argument and not testimony unless counsel or the representative is sworn in and the testimony if based on actual personal knowledge of the matters which are the subject of the statements.

XI. Continuances and Deferrals. The City Commission or Board shall consider requests for continuances made by City staff, the Applicant, the Appellant or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the City Commission or Board, any testimony or documentary evidence or information presented at the hearing justifies allowing additional research or review in order to properly determine the issue presented, then the City Commission or Board may continue the matter to a time certain to allow for such research or review.

XII. Transcription of hearing.

A. The City Clerk or staff liaison shall preserve the official transcript of the hearing through tape recording and/or video recording.

B. the Applicant, Appellant or Party Intervenor may arrange, at its own expense, for a court reporter to transcribe the hearing.

C. The Applicant, Appellant or Party Intervenor may request that all or a part of the transcript of a hearing be transcribed into verbatim, written form. In such case, the Applicant, Appellant or Party Intervenor requesting the transcript shall be responsible for the cost of production of the transcription and the transcription shall become the official transcript.

XIII. Maintenance of Evidence and Other Documents. The Office of the City Clerk or staff liaison shall retain all of the evidence and documents presented at the hearing unless any such evidence is too large to be stored by the City Clerk or staff liaison. In that event, such evidence will be stored in the Community Planning and Development Department.

XIV. False Testimony. Any willful false swearing on the part of any witness or person giving evidence before the Commission or Board as to any material fact in the proceedings shall be deemed to be perjury and shall be punished in the manner prescribed by law for such offense.

XV. Failure of Applicant to Appear. If the Applicant, the Appellant or Party Intervenor or their representative fails to appear at the time fixed for the hearing, and such absence is not excused by the Commission or Board, the Commission or Board may proceed to hear the evidence and render a decision thereon in absentia.

XVI. Subpoena Power. The Applicant, the Appellant or Party Intervenor or City's staff shall be entitled to compel the attendance of witnesses through the use of subpoenas. All such subpoenas shall be issued by the City Clerk at the request of the Applicant, Appellant or City's staff.

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