

## **Regular City Commission Meeting**

**Wednesday, February 5, 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, Interim 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 - 23**

**1:15 PM - Item - 24**

**1:30 PM - Item - 25 and 26**

**5:00 PM - Item - 33 and 34**

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

## **CONSENT AGENDA**


(Items # 5-22)

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 THE CITY ATTORNEY**

5. [R-2025-022](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Providing For Notice Of Complaints For Public Camping Or Sleeping Under Section 125.0231(4), Florida Statutes; Providing For Conflicts; Providing For Severability; And Providing An Effective Date.

**Attachments:** [Resolution](#)

Strategic Plan Focus Area:  Public Safety

### **OFFICE OF THE CITY CLERK**


6. [R-2025-023](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving The Regular City Commission Meeting Minutes Of April 3, 2024.

**Attachments:** [04-03-2024 Reso - Min - Regular.docx](#)  
[April 3, 2024 minutes.pdf](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

7. [R-2025-024](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving The Regular City Commission Meeting Minutes Of April 17, 2024.

**Attachments:** [04-17-2024 Reso - Min - Regular.docx](#)  
[April 17, 2024 minutes.pdf](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

### **DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

8. [R-2025-025](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Temporary Access Agreement With Broward County For Tilling And Escarpment Removal For The Shore Protection Project Segment III.

**Attachments:** [Reso -Broward County Tilling Beach Renourishment.docx](#)  
[Hollywood Temporary Beach Access Agreement.docx](#)  
[Hollywood Map.pdf](#)  
[Term Sheet - Temporary Access Agreement Broward County Tilling and Escarp](#)

Strategic Plan Focus Area:  Resilience & Sustainability

**DEPARTMENT OF DEVELOPMENT SERVICES**9. [R-2025-026](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Blanket Purchase Agreement With PointTech Business Solutions, LLC D/B/A OnPointe Government Solutions, LLC For Professional Consultant Services In An Annual Amount Up To \$410,000.00 Over A One-Year Period From January 15, 2025, To January 14, 2026, With Four Optional One-Year Renewals In Accordance With Section 38.41(C)(9) Of The Procurement Code. (Best Interest)

**Attachments:** [Resolution](#)  
[Draft BPA PA601020 for \\$410000.pdf](#)  
[OnPointe City Contract updated.docx](#)  
[Proposal](#)  
[Best Interest Justificaiton](#)  
[BD-25-002 Memo MHS Expansion Project](#)  
[term sheet on pointe bpa consulting services bestinterest \(DK updated edits\)](#)

Requires a 5/7 Vote

Strategic Plan Focus Area:  Infrastructure & Facilities

**DEPARTMENT OF INFORMATION TECHNOLOGY**10. [R-2025-027](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Fourth Amendment To The Tower Siting Agreement With MetroPCS Florida, LLC To Renew Its Term For An Additional Five Years And Amending The License Fees And Various Provisions For A Wireless Communications System At 2600 Hollywood Boulevard.


**Attachments:** [City Hall T-Mobile Tower 4th Amendment Reso.docx](#)  
[Fourth Amendment to Tower Siting Agreement \(partially executed\) 6FB1440M | R-2004-350.pdf](#)  
[R-2012-219.pdf](#)  
[R-2014-061.pdf](#)  
[R-2016-349.pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

**DEPARTMENT OF PARKS, RECREATION & CULTURAL ARTS**


11. [R-2025-028](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Change Order To A Blanket Purchase Agreement With Broward County Fence LLC For Fencing Repair And Installation To Increase The Contract From \$81,175.00 To An Amount Up To \$176,175.00.

**Attachments:** [Resolution - Change Order Broward County Fence.docx](#)  
[Draft Change Order BPA\\_PA600689\\_6-2.pdf](#)  
[PR-24-176 CM Memo Broward County Fence Change Order 1..pdf](#)  
[PR-23-179 CM Memo Piggyback Broward County Fence Initial Term.pdf](#)  
[24 1219 BCF COI Approved.pdf](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods


12. [R-2025-029](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute The Agreement With MAD Studios Co. For Producing And Implementing Ignite Broward 2025 In An Amount Up To \$150,000.00.

**Attachments:** [Reso - MAD Studios IGNITE.docx](#)  
[MAD Studios IGNITE signed Agreement.pdf](#)  
[Term Sheet - MAD Studios.doc](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

13. [R-2025-030](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Accept, If Awarded, The Fiscal Years 2025/2026 Broward County Cultural Division Arts And Cultural Festival And Special Events Sponsorship Program Grant For The Broward County Ignite Festival At ArtsPark At Young Circle Event In The Amount Of \$50,000.00; Authorizing 1:1 Matching Funds To Be Paid From The Department Of Parks, Recreation & Cultural Arts Special Events Fiscal Year 2025 General Fund; Authorizing The Appropriate City Officials To Execute All Applicable Grant Documents, Amending The Fiscal Year 2025 Operating Budget.

**Attachments:** [Reso - FY25-26 Arts & Cultural Festival and Special Event Sponsorship Progra Exhibit 1.pdf](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

**DEPARTMENT OF PUBLIC UTILITIES**

14. [R-2025-031](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order Number CHN 25-02 With Chen Moore And Associates To Provide Professional Engineering Consulting Services For Design, Permitting, And Bidding Assistance For The Lift Station E-06 Rehabilitation Project In An Amount Up To \$487,502.97.

**Attachments:** [Resolution - CHN 25-02 LS E-06 Rehab.docx](#)  
[ATP - CHN 25-02 LS E-06 Rehab.pdf](#)  
[Proposal - CHN 25-02 LS E-06 Rehab.pdf](#)  
[R-2023-277 Consultants for Engineering Services Related to Infrastructure Proj](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

15. [R-2025-032](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order No. H&S 25-03 With Hazen And Sawyer, P.C. To Provide Professional Engineering Services For Compliance Management Of Consent Order 21-0392 For The Southern Regional Wastewater Treatment Plant In An Amount Up To \$455,929.00; Amending The Fiscal Year 2025 Capital Improvement Plan.

**Attachments:** [Resolution - H&S 25-03 Consent Order Management.docx](#)  
[Exhibit 1 - SRWWTP Consent Order Project ATP H&S 25-03.pdf](#)  
[ATP - H&S 25-03 Consent Order Management.pdf](#)  
[Proposal - SRWWTP Consent Order Management.pdf](#)  
[R-2023-251 \(Executed\).pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

16. [R-2025-033](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order No. H&S 25-04 With Hazen And Sawyer, P.C. To Provide Professional Engineering Services For The Implementation of Corrective Actions Required By Consent Order 21-0392 At The Southern Regional Wastewater Treatment Plant In An Amount Up To \$203,455.00; Amending The Fiscal Year 2025 Capital Improvement Plan.

**Attachments:** [Resolution - H&S 25-04 Consent Order Corrective Actions.docx](#)  
[Exhibit 1 - SRWWTP Consent Order Project ATP H&S 25-04 .pdf](#)  
[ATP - H&S 25-04 Consent Order Corrective Actions.pdf](#)  
[Proposal - SRWWTP Consent Order Corrective Actions.pdf](#)  
[R-2023-251 \(Executed\).pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

17. [R-2025-034](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order No. H&S 25-05 With Hazen And Sawyer, P.C. To Provide Professional Engineering Services For Consent Order 21-0392 Action Items Including An Infiltration And Inflow Reduction Program, And An Asset Management And Capacity, Management, Operation, And Maintenance Program, In An Amount Up To \$498,954.00; Amending The Fiscal Year 2025 Capital Improvement Plan.

**Attachments:** [Resolution - H&S 25-05 Consent Order I&I, AM, & CMOM.docx](#)  
[Exhibit 1 - SRWWTP Consent Order Project ATP H&S 25-05 .pdf](#)  
[ATP - H&S 25-05 Consent Order I&I,-AM, & CMOM.pdf](#)  
[Proposal - SRWWTP Consent Order I&I-AM-CMOM.pdf](#)  
[R-2023-251 \(Executed\).pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

18. [R-2025-035](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute Change Order No. 2 With Cardinal Contractors, Inc. To Extend The 2023 Southern Regional Wastewater Treatment Plant (“SRWWTP”) Maintenance Work Project By 365 Days And Approve And Authorize The City Manager Or His Designee, To Utilize Available Contingency And The Remaining Contract Funds As Set Forth In The Contract To Complete Other Urgent SRWWTP Repairs Including The Replacements Of Grit Chamber No. 1 And No. 2 Mechanisms.


**Attachments:** [Resolution WWTP Maintenance Work CO 2.docx](#)  
[Change Order No. 2 - WWTP Maintenance Work \(9626\).pdf](#)  
[Change Order No. 1 \(Executed\) - 2023 SRWWTP Maintenance Work \(23-9626\)](#)  
[R-2023-280 Cardinal Contractors and B&C 23-03 WWTP Maintenance Project.](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

**POLICE DEPARTMENT**


19. [R-2025-036](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute A Blanket Purchase Agreement With Cardio Partners, Inc. For AED Packages And Related Equipment And Supplies In An Amount Up To \$200,000.00 Over A Four-Year Period.

**Attachments:** [AED Resolution 01 07 25.docx](#)  
[PA\\_PA601046\\_0.pdf](#)  
[Quotes combined.pdf](#)

Strategic Plan Focus Area:  Public Safety


20. [R-2025-037](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Memorandum Of Understanding With Bob Gualtieri, As Sheriff Of Pinellas County.

**Attachments:** [Resolution.doc](#)  
[Fleet 3 ALPR-FCIC Integration MOU.docx](#)  
[Term Sheet.doc](#)

Strategic Plan Focus Area:  Public Safety


21. [R-2025-038](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Memorandum Of Understanding With Miami Beach Police Department.

**Attachments:** [Resolution.doc](#)  
[Interagency Agreement with Miami Beach Police Department for Vigilant Hot Lis](#)  
[Term Sheet.doc](#)

Strategic Plan Focus Area:  Public Safety

22. [R-2025-039](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute A Blanket Purchase Agreement With Meridian Rapid Defense Group, LLC For Vehicle Barriers And Trailers In An Amount Up To \$900,000.00 For Three Years Based Upon General Services Administration Contract Number 47QSWA19D001F In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

**Attachments:** [01 Resolution - Vehicle Barrier \(Piggyback\) 01 16 25.docx](#)  
[PA\\_PA601047\\_0-1.pdf](#)  
[Combined Piggyback Form Checklist 01.15.25.pdf](#)  
[Meridian GSA Price List.pdf](#)  
[SOLICITATION DOCUMENT FOR 47QSMD20R0001 \(5\).pdf](#)  
[Term Sheet \(Piggyback\)](#)


Strategic Plan Focus Area:  Public Safety



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

23. [P-2025-003](#) A Proclamation In Recognition Of Black History Month.

**Attachments:** [02-05-25 -Black History Month.docx](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

**1:15 PM TIME CERTAIN ORDINANCE(S)****(Or as soon thereafter as the agenda permits)**


24. [PO-2024-11](#) An Ordinance Of The City Of Hollywood, Florida, Amending Articles 2 And 4 Of The Zoning and Land Development Regulations Providing A Definition And Establishing Performance Standards For K-12 Schools. (24-T-04)

**Attachments:** [Final Ordinance 2nd Reading k-12 schools.docx](#)  
[Planning & Development Board Report](#)  
[Attachment A: Existing K-12 School Location Map](#)  
[Business Impact Form](#)  
[Zoning In Progress: R-2024-246](#)

Second Reading

Advertised Public Hearing

Department of Development Services

Strategic Plan Focus Area:  Economic Vitality

**1:30 PM TIME CERTAIN ITEM(S)****(Or as soon thereafter as the agenda permits)**

25. [P-2025-004](#) Presentation By Leslie Wetherell, The Florida Department Of Transportation (FDOT), And A Representative From The Corradino, Group Regarding The I-95 PD&E Study - South Of Hallandale Beach Boulevard To North Of Hollywood Boulevard.

**Attachments:** [Presentation I-95 PD&E Study.pdf](#)  
[R-2021-242.pdf](#)  
[R-2023-082 .pdf](#)

Department of Development Services

Strategic Plan Focus Area:  Infrastructure & Facilities

26. [P-2025-005](#) Presentation By James Comar, Broward Metropolitan Planning Organization (BMPO), and Christine Fanchi, WSP, Regarding Safe Streets and Roads For All (SS4A) Grant Program.

**Attachments:** [Presentation\\_BSAP\\_Taft Street.pdf](#)

Department of Development Services

Strategic Plan Focus Area:  Infrastructure & Facilities


### **QUASI-JUDICIAL ITEM(S)**

(Rules of Procedure Attached to Agenda)

27. [R-2025-040](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Considering A Request For Design And Site Plan Approval For A New 2,187 Sq. Ft. Restaurant (Taco Bell) Located In A Planned Development (PD) Zoning District Within The Oakwood Activity Center. (24-DP-31c)

**Attachments:** [Resolution.doc](#)  
[EXHIBIT A: Legal Description](#)  
[EXHIBIT B: Site Plan & Elevations](#)  
[Attachment A: PDB Staff Report & Backup materials](#)  
[Attachment A1: Application Package](#)  
[Attachment A2: Land Use and Zoning Map](#)  
[Attachment A3: Public Participation](#)  
[Attachment B: Evidence of Unified Control](#)  
[Attachment C: Oakwood Plaza Development Tally](#)

Department of Development Services


Strategic Plan Focus Area:  Economic Vitality

### **REGULAR AGENDA**

28. [P-2025-006](#) Presentation By James Russo, Fire Chief, Regarding Fire Rescue And Beach Safety's Community Outreach, Mobile Integrated Health Program.

**Attachments:** [MIH Power Point for Commission.pptx](#)

Department of Fire Rescue & Beach Safety

Strategic Plan Focus Area:  Public Safety

29. [R-2025-041](#) 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, GrayRobinson, P.A., To Provide Federal Lobbying Services In The Annual Amount Of \$51,000.00.

**Attachments:** [01 Federal Lobbying Services Resolution \(Final\).docx](#)  
[09 Draft BPA PA601041.pdf](#)  
[02 Solicitation Packet - RFP-237-24-SK \(Final\).pdf](#)  
[03 RFP-237-24-SK-Initial Evaluation Tabulation \(12.12.24\).pdf](#)  
[04 Final Rankings\\_RFP-237-24-SK.pdf](#)  
[05 Proposal\\_GrayRobinson.pdf](#)  
[06 Proposal\\_Cormac Group.pdf](#)  
[07 Proposal\\_Porter Group.pdf](#)  
[08 Notice of Intent to Award - RFP-237-24-SK.pdf](#)


Office of the City Manager

Strategic Plan Focus Area:  Communications & Civic Engagement

30. [R-2025-042](#) 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 FSA24-Vel32.0 And FSA23-Equ21.0 In Accordance With Section 38.41(C)(5) Of The Procurement Code. (Piggyback)

**Attachments:** [Resolution FSA24-32.0 - Vehicles 12.02.24.docx](#)  
[PO PFY-2501312\\_0.pdf](#)  
[Piggyback for FSA.pdf](#)  
[FSA24-VEL32.0-Final-Award-Packet.pdf](#)  
[Term Sheet \(Piggyback\)](#)

Police Department

Strategic Plan Focus Area:  Public Safety

31. [R-2025-043](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute A Blanket Purchase Agreement With CDW Government LLC For The Purchase Of Hardware, Software And Accessories, Based On The Sourcewell Contract No. 121923-CDW, For An Amount Up To \$1,200,000.00, On An As-Needed Basis, From January 15, 2025, Through February 27, 2028, In Accordance With Section 38.41(c) (5) Of The Procurement Code. (Piggyback)

**Attachments:** [Resolution 2025 CDW.docx](#)  
[PA\\_PA601015\\_0.pdf](#)  
[Complete with Docusign Combined Piggyback Fo.pdf](#)  
[Board Resolutions.pdf](#)  
[CDW Contract 121923.pdf](#)  
[Prop. Opening Record-Technology Products 121923.pdf](#)  
[RFP and Addendums-Technology Products 121923.pdf](#)  
[Comment and Review-Technology Products 121923.pdf](#)  
[Term Sheet - CDW Government LLC - PIGGYBACK.doc](#)


Department of Information Technology

Strategic Plan Focus Area:  Infrastructure & Facilities

32. [R-2025-044](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Approve The Request From The South Broward Hospital District To Waive The Public Art Fee As Authorized Pursuant To Section 3.22(J) Of The Code Of Ordinances Of The City Of Hollywood.

**Attachments:** [Public Art Reso.docx](#)  
[MHS General Application - Public Art Program.pdf](#)  
[Public Art Fee Waiver - Applicant's Narrative.pdf](#)

Department of Development Services

Strategic Plan Focus Area:  Economic Vitality

**33. 5:00 PM CITIZENS' COMMENTS (Total Time 30 Minutes)****5:00 PM - TIME CERTAIN ORDINANCE(S)**  
**(Or as soon thereafter as the agenda permits)****34. [PO-2024-15](#)**

An Ordinance Of The City Of Hollywood, Florida, Amending The City's Comprehensive Plan By Changing The Land Use Designation Of Approximately 34 Acres Of Land Generally Located At 1600 S. Park Road, And Including Properties And Adjacent Rights-Of-Way Within The Area North Of Pembroke Road, West Of South Park Road, And South Of Hillcrest Drive, From The Utilities And Parks And Open Space Designation To The General Business And High (50) Residential Designation; And Amending The City's Future Land Use Map To Reflect The Change. (23-L-86)


**Attachments:** [Land Use Plan Amendment \(LUPA\) Ordinance Exhibit A](#)  
[ATT I - PDB Staff Report](#)  
[ATT I - Application Package](#)  
[ATT I - Land Use and Zoning Map](#)  
[ATT II - Economic Analysis](#)  
[ATT III - Concurrent Review Request](#)  
[ATT IV - Survey Parcel A](#)  
[ATT IV - Survey Parcel B](#)  
[ATT IV - Survey Parcel C](#)  
[ATT V - County Ordinance & Backup.pdf](#)  
[Business Impact Form for Ordinance-LUPA.pdf](#)

Second Reading

Advertised Public Hearing

No Changes Since First Reading

Department of Development Services

Strategic Plan Focus Area:  Economic Vitality

**COMMENTS BY THE CITY COMMISSION, CITY ATTORNEY & CITY  
MANAGER**

- 35. Commissioner Gruber, District 4
- 36. Commissioner Biederman, District 5
- 37. Vice Mayor Quintana, District 6
- 38. Commissioner Shuham, District 1
- 39. Commissioner Hernandez, District 2
- 40. Commissioner Callari, District 3
- 41. Mayor Levy
- 42. City Attorney
- 43. City Manager
- 44. 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 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.

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 give 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 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 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 is 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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