

Regular City Commission Meeting

Wednesday, November 4, 2020

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

Kevin Biederman, Vice Mayor - District 5

Caryl Shuham, Commissioner - District 1

Peter Hernandez, Commissioner - District 2

Traci Callari, Commissioner - District 3

Richard Blattner, Commissioner - District 4

Linda Sherwood, Commissioner - District 6

Dr. Wazir Ishmael, City Manager

Douglas R. Gonzales, City Attorney

Patricia A. Cerny, City Clerk

MEETING AND PUBLIC COMMENT PROCEDURE

The City of Hollywood, Florida will be conducting a Regular City Commission meeting at 1:00 PM on Wednesday, November 4, 2020 in Room 219.

Due to limited public access to Hollywood City Hall, 2600 Hollywood Blvd, Room 219, because of the risk to public health, the City is offering a number of options for members of the public to view and participate in the meeting.

View Meeting Agenda:

- The November 4th Agenda will be posted on the City's website at the following location: <https://hollywoodfl.legistar.com/Calendar.aspx>
- The Agenda will be available on the City's website by the end of the business day on Thursday, October 29th.

Watch the Meeting:

- City's website: <https://www.hollywoodfl.org/WatchMeeting>
- Comcast Channel 78
- ATT U-Verse Channel 99

There are two options for the public to provide comments on Agenda Items:

- Submit comments via an online fillable form to be read into the record during the meetings; or
- Register online to provide in-person comments during the meeting (capacity limits and social distancing requirements apply)
- Use the following link to register your in-person attendance or to submit a public comment: <https://www.hollywoodfl.org/FormCenter/City-Clerk-12/Regular-City-Commission-Meeting-Public-C-201>

Submitted comments are limited to a 400 word maximum. Both submitted comments and registrations to participate in the meeting in-person must be received by 6:00 PM on Tuesday, prior to the City Commission Meeting.

Due to capacity limitations and social distancing requirements, in-person participation requires:

- Completion of online advance registration
- Facial covering at all times when inside City Hall
- Temperature check upon entering City Hall

Staff will direct the public to the designated seating area where they will be able to listen to the meeting. Once the meeting begins and maximum indoor capacity is reached, no other members of the public will be allowed in the designated seating area. The City Clerk will call out the names of those wishing to address the City Commission in-person, at which time they will enter the Commission Chambers and address the Commission members. When finished, speakers should exit City Hall. In-person participants commenting on multiple items may return to the designated seating area and wait for their name to be called again.

For additional information regarding the Regular City Commission Meeting, please contact Patricia A. Cerny, City Clerk, at 954-921-3211 or via email at pcerny@hollywoodfl.org

NOTES

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

CONSENT AGENDA

(Items # 5-18)

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-2020-282](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Amending The Fiscal Year 2021 Operating Budgets Of Various Funds As Adopted And Approved By Resolution R-2020-232; Amending the Fiscal Year 2021 Capital Improvement Plan.


Attachments: [Reso-Budget Amendment.docx](#)
[Exhibits 1- 5.pdf](#)

Strategic Plan Focus Area:  Financial Management & Administration

OFFICE OF THE CITY CLERK


6. [R-2020-283](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving The Regular City Commission Meeting Minutes Of July 1, 2020.

Attachments: [Reso - Min - Regular - 7.1.20.docx](#)
[July 1 2020 minutes.pdf](#)
[Hernandez conflict July 1 2020.pdf](#)
[Biederman conflict July 1 2020.pdf](#)
[Shuham conflict July 1 2020.pdf](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

7. [R-2020-284](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving The Regular City Commission Meeting Minutes Of August 26, 2020.

Attachments: [Reso - Min - Regular - 8.26.20.docx](#)
[August 26 2020 minutes.pdf](#)
[Biederman conflict August 26 2020 item 34.pdf](#)
[Biederman conflict August 26 2020 item 35.pdf](#)

Strategic Plan Focus Area:  Communications & Civic Engagement

DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

8. [R-2020-285](#) A Resolution Of The City Commission Of The City Of Hollywood, Florida, Ranking Architecture Firms To Provide Architectural And Engineering Consulting Services For The Dowdy Sports Field And Former Armory Renovation Project, A General Obligation Bond Project; Authorizing The Appropriate City Officials To Negotiate An Agreement With Synalovski Romanik Saye, LLC., The Highest Ranked Firm, For Consideration By The City Commission At A Later Date.

Attachments: [RESO - Dowdy Sports Field and Former Armory Renovation Ranking REV 10-1 Attachment 1 RFQ-4635-20-DCM.pdf](#)
[RFQ 4635 20 DCM Synalovski.pdf](#)
[RFQ-4635-20-DCM SMA.pdf](#)
[RFQ-4635-20-DCMBermello.pdf](#)
[Final Score Combined Summary Dowdy Park.pdf](#)
[Committee Members Individual Initial Screening Score Sheets.pdf](#)
[Committee Members Oral Presentation Score Sheets.pdf](#)
[TermSheetRankingFirmsNegotiateContractArchitecturalServicesDowdyandArm](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

9. [R-2020-286](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Certify And File A Right Of Way Maintenance Map Dedicating And Vesting All Rights, Title, Easement And Appurtenances Of That Portion Of The Constructed Washington Street In The City In Accordance With Section 95.361(3), Of The Florida Statutes.


Attachments: [RESO - Washington Street- Approval of Right of Way Map.doc](#)
[Exhibit A-Maintenance Map_Washington_ST.pdf](#)
[Florida Statute Statutes 95-361.pdf](#)
[1963 Aerial Photography.pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

COMMUNITY DEVELOPMENT DIVISION**10. [R-2020-287](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A First Amendment To The Coronavirus Relief Funds Sub-Grantee Agreement With Hope South Florida, Inc. To Provide Re-Housing And Eviction Prevention Assistance Utilizing Broward County Coronavirus Relief Funds By Increasing The Funding Amount From \$300,000.00 To \$1,237,623.11.


Attachments: [Resolution First Amendment Hope So. FL-Cares Act Funding](#)
[Rev. Agreement First Amendment Hope So.FL-Cares Act Funding.DOC](#)
[Reso and HOPE Agreement for County CRF R-2020-248.pdf](#)
[TermSheetFIRSTAMENDHOPESOUTHBROWARDCOUNTYCARESACTADDI'](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

11. [R-2020-288](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Hollywood Home Program Agreement With Liberia Economic And Social Development, Inc. For The Construction Of A Single Family Home In The Liberia Neighborhood; Authorizing The Appropriate City Officials To Execute A Community Housing Development Organization Certification.

Attachments: [LES CHDO Resolution](#)
[CHDO Agreement Rev.docx](#)
[LES CHDO Certification](#)
[TermSheet-LESCHDOSINGLEFAMILY2020.DOC](#)

Strategic Plan Focus Area:  Quality of Life & Strong Neighborhoods

ENGINEERING, TRANSPORTATION & MOBILITY DIVISION

12. [R-2020-289](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Grant Participation And Reimbursement Agreement With Brightline Trains Florida, LLC., For Construction Of Supplemental Safety Improvements At Selected Railroad Crossings In The City.

Attachments: [Bright Line Resolution](#)
[CRSI Grant Agreement](#)
[TermSheet-BrightlineGrantParticipationReimbursementAg.doc](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

13. [R-2020-290](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue A Blanket Purchase Agreement (“BPA”) Along With An Addendum To The Terms And Conditions Of The BPA To OMB, LLC, For The Remaining Duration Of The 50/50 Shared Cost Sidewalk Program And Implementation In The Amount Of \$199,375.95 Based Upon Section 38.41(C)(9) Of The Procurement Code (Best Interest).

Attachments: [Resolution](#)
[Blanket Purchase Agreement](#)
[Contract Addendum BPO - OBM LLC](#)
[Exhibit A - Schedule of Values](#)
[R-2019-113](#)

Requires 5/7 Vote


Strategic Plan Focus Area:  Infrastructure & Facilities

DEPARTMENT OF FIRE RESCUE & BEACH SAFETY

14. [R-2020-291](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Issuance Of A Blanket Purchase Order With The Broward Sheriff’s Office For The Purchase Of Medical Supplies, Fire Equipment And Janitorial Supplies In The Estimated Amount Of \$160,000.00.

Attachments: [BSO Blanket Reso](#)
[BPO - PA600095 DRAFT \(Broward Sheriff's Office - Fire Rescue Medical Suppl](#)
[Signed BPO Memo and letter PA600095 - BSO Fire Rescue Medical Supplies](#)
[Term Sheet \(Best Interest\)PrescriptionMeds BSO](#)

Strategic Plan Focus Area:  Public Safety

DEPARTMENT OF INFORMATION TECHNOLOGY**15. [R-2020-292](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue a Purchase Order For The Purchase Of 88 Dell Laptops, Docking Stations And Monitors Quoted From Dell Marketing, Inc. Utilizing WSCA-NASPO Contract # 43211500-WSCA-15-ACS, For An Estimated Amount Of \$114,622.00 And In Accordance With Section 38.41(C)(5) Of The Code Of Ordinances (Piggyback).

Attachments: [Reso-Dell-88Laptops.docx](#)
[PO_300000006748571_PFY-2100376_0.pdf](#)
[florida-participating-addendum.pdf](#)
[Dell Piggyback.docx](#)
[US QUOTE_3000069122532.1.pdf](#)
[terdelllaptops](#)

Strategic Plan Focus Area:  Resilience & Sustainability

DEPARTMENT OF PUBLIC UTILITIES**16. [R-2020-293](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Ranking Professional Engineering Firms To Provide Professional Engineering Services Related To Design And Construction Administration Services For Hollywood Beach Utility Improvements; Authorizing The Appropriate City Officials To Negotiate An Agreement With Tetra Tech, Inc., The Highest Ranked Firm, For Consideration By The City Commission At A Later Date.

Attachments: [01 Resolution - Hollywood Beach Utility Improvements.docx](#)
[02 RFQ Final Ranking Results – Hollywood Beach Utility Improvements.pdf](#)
[03 Tetra Tech, Inc. RFQ – Hollywood Beach Utility Improvements.pdf](#)
[04 Kimley Horn and Associates, Inc. RFQ – Hollywood Beach Utility Improve](#)
[05 Craven Thompson & Associates, Inc. RFQ – Hollywood Beach Utility Improv](#)
[06 Chen Moore and Associates, Inc. RFQ – Hollywood Beach Utility Improve](#)
[07 Gannett Fleming, Inc. RFQ - Hollywood Beach Utility Improvements.pdf](#)
[08 Keith & Associates, Inc. RFQ - Hollywood Beach Utility Improvements.pdf](#)
[09 M&J Engineering P.C. RFQ - Hollywood Beach Utility Improvements.pdf](#)
[10 Miller Legg & Associates, Inc. RFQ - Hollywood Beach Utility Improvements.](#)
[11 BCC Engineering, LLC RFQ - Hollywood Beach Utility Improvements.pdf](#)
[12 Exhibit A Project Area Map – Hollywood Beach Utility Improvements.pdf](#)
[TermTermSheetRankingFirmsNegotiateContractHollywoodBeachUtilityImprove](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

17. [R-2020-294](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute The Information Sharing Access Agreement With Department Of Homeland Security/Federal Emergency Management Agency Federal Insurance Mitigation Administration For Access To Certain National Flood Insurance Program Documentation And Data.

Attachments: [01 Resolution - Information Sharing Access Agreement.DOCX](#)
[02 Agreement - Information Sharing Access Agreement.pdf](#)
[TermSheetFEMAInformationSharingAccessAgreement.doc](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

18. [R-2020-295](#)

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 to Lhoist North America of Alabama, LLC. For Rice Size Quicklime, In An Estimated Annual Amount Of \$506,000.00, Based Upon The City of Tamarac's Cooperative Bid 20-21B In Accordance With Section 38.47 of City's Procurement Code (Cooperative Purchase).

Attachments: [01 Resolution - Lhoist North America of Alabama LLC \(Cooperative Purchase\).c](#)
[02 Draft BPA_300000006758576_PA600301_0 Lhoist North America of Alabar](#)
[03 Co-op Agreement between City Tamarac and Lhoist North America of Alaba](#)
[04 COI - Lhoist North America of Alabama LLC.pdf](#)
[TermSheetBPALHOISTRICESIZEQUICKLIMECOOP.DOC](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

QUASI-JUDICIAL ITEM(S)**19. [R-2020-296](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving The Modifications To The Public Improvement Plan Of The "Hillcrest Country Club North" And "Hillcrest Country Club South" Plats.

Attachments: [Hillcrest Resolution.doc](#)
[Exhibit C .pdf](#)
[R-2016-139.pdf](#)
[R-2019-109.pdf](#)

Strategic Plan Focus Area:  Infrastructure & Facilities

REGULAR AGENDA**20. [R-2020-297](#)**

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Appointing Three Members To The Emerald Hills Safety Enhancement Board Of Supervisors.

Attachments: [Res Appt Emerald Hills Board.doc](#)
[board.grid.doc](#)
[2020 Emerald Hills Applications.pdf](#)

Office of the City Clerk

Strategic Plan Focus Area:  Infrastructure & Facilities

21. [R-2020-298](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Apply For And If Awarded, Accept The Broward Metropolitan Planning Organization's Complete Streets And Other Localized Initiatives Program Grant Award, In An Amount Not To Exceed \$6,000,000.00, To Implement Transportation Projects Relating To Bicycle Facilities, Filling In Sidewalk Networks, Pedestrian Level Lighting, Drainage And Other Pedestrian Safety Improvements Specifically For The Following Areas: 1) Sidewalk Construction Infill In Area Bordered By State Road 7, North 64 Avenue, Hollywood Boulevard, And Johnson Street, And 2) Tyler Street From Young Circle To North 21 Avenue, And If Successfully Awarded Committing Matching Funds Estimated At 25% Of Total Costs For Each Project, Together With The Applicable Operating And Maintenance Costs Once The Projects Are Completed; Further Authorizing The Appropriate City Officials To Execute All Applicable Program Documents And Agreement(s); Acknowledging That The Projects Will Be Delivered As A Local Agency Program Project.

Attachments: [CSLIP Resolution 2020 cycle](#)

Engineering, Transportation & Mobility Division


Strategic Plan Focus Area:  Infrastructure & Facilities

22. [R-2020-299](#)

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Removing Board Member Sean Atkinson From The Parks, Recreation And Cultural Arts Advisory Board.

Attachments: [Reso - PRCA Advisory Board member removal-redline \(Denise Manos\).docx](#)

Department of Parks, Recreation & Cultural Arts

Strategic Plan Focus Area:  *Communications & Civic Engagement*

23. [R-2020-300](#)

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 To Carmeuse Lime & Stone, Inc. For High Calcium Granular Quicklime Lime, In An Estimated Annual Amount Of \$1,614,994.50, Based Upon The City Of Tamarac's Cooperative Bid 20-21B In Accordance With Section 38.47 Of Hollywood's Procurement Code (Cooperative Purchase).

Attachments: [01 Resolution - Carmeuse Lime & Stone, Inc \(Cooperative Purchase\).doc](#)

[02 Draft BPA_300000006758576_PA600299_0.pdf](#)

[03 Co-Op Agreement between City of Tamarac and Carmeuse Lime & Stone, Inc](#)

[04 Certificate of Insurance \(COI\) - Carmeuse Lime Stone Inc.pdf](#)

[TermSheetBPACARMEUSEHIGHCALCIUMGRANULARQUICKLIMECOOP.DC](#)

Department of Public Utilities

Strategic Plan Focus Area:  *Infrastructure & Facilities*

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

- 24. Commissioner Blattner, District 4
- 25. Vice Mayor Biederman, District 5
- 26. Commissioner Sherwood, District 6
- 27. Commissioner Shuham, District 1
- 28. Commissioner Hernandez, District 2
- 29. Commissioner Callari, District 3
- 30. Mayor Levy
- 31. City Attorney
- 32. City Manager
- 33. ADJOURNMENT

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 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 Office of the City Manager five business days in advance at 954-921-3201 (voice). 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 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 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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