

Volunteer Projects on Public Land

Purpose: To provide oversight and guidance for volunteer projects on city-owned property including, without limitation, swales, rights of way, alleys, parks and facility footprints.

Project Proposal

Every volunteer project shall be submitted as a proposal to the Department that is primarily responsible for the land ownership.

Each proposal should contain a scope of work that identifies at a minimum:

- volunteer/volunteer group contact information
- need for project
- description of project
- location of project
- proposed date(s) of installation
- supplies, materials
- on-going maintenance requirements of project

The proposal should include any volunteer identified city resources that are requested for the project. The proposal should meet overall City strategies or provide a need that is not currently funded. The proposal should be in accordance with current practices and protocols set forth by the City.

Proposal Review

Each proposed project will be reviewed by City staff with the following criteria:

- Meets City strategies and strategic goals
- Meets the COH Landscape Manual standards as periodically amended with approval from the Director of Public Works
<https://www.hollywoodfl.org/ArchiveCenter/ViewFile/Item/1740>
- Meets current city administrative rules, regulations and practices
- Meets maintenance standards so that on-going maintenance is not a burden to the City of Hollywood

The review team will consist of Director of Parks, Recreation and Cultural Arts, Director of Public Works, and Director of Development Services or their designees. Each proposal will be evaluated within 30 days of submission by all departments that will be affected by the project. Upon receipt of the department evaluations, the review team will provide a written determination to the volunteer group. The determination will provide an approval, denial or request for modifications.

Once review is complete the volunteer group will have 30 days to answer any questions or concerns from the review team. Upon receipt of the updated proposal the review team will make a final determination.

Appeal Process

The volunteer group may appeal the final decision of the review team to the City Manager or his/her designee for final disposition.

The appeal should contain the original proposal, any modifications and the decision letter from the review team.

The City Manager or his/her designee shall render a written decision within 14 days of notice of appeal. The City Manager's or designee's decision is final.

Nothing in the policy is intended to give the review team or the City Manager authority to approve projects on city property that would otherwise require City Commission approval.