



CITIZENS BOARDS AND COMMITTEES

HANDBOOK 2017

AFFORDABLE HOUSING ADVISOR COMMITTEE

AFRICAN AMERICAN ADVISORY COUNCIL

AGE-FRIENDLY COMMUNITY TASK FORCE

ARTWORK SELECTION COMMITTEE

CIVIL SERVICE BOARD

COMMUNITY DEVELOPMENT ADVISORY BOARD

EDUCATION ADVISORY COMMITTEE

EMPLOYEES' RETIREMENT BOARD

FIREFIGHTERS' PENSION BOARD GREEN TEAM

ADVISORY COMMITTEE HISTORIC PRESERVATION

BOARD HOLLYWOOD HOUSING AUTHORITY

BOARD MARINE ADVISORY BOARD

NEIGHBORHOOD WATCH ADVISORY BOARD

PARKS, RECREATION AND CULTURAL ARTS ADVISORY BOARD

PLANNING AND DEVELOPMENT BOARD

POLICE OFFICER'S PENSION BOARD

UNSAFE STRUCTURES BOARD

YOUNG CIRCLE ARTSPARK ADVISORY BOARD

To apply for appointment to a
City of Hollywood Board or Committee,
an interest form can be obtained from the
City's website at
www.hollywoodfl.org/155/Boards-Committees

or the

Office of the City Clerk
Room 221
2600 Hollywood Boulevard
Hollywood, Florida 33020
Phone: 954.921.3211
Fax: 954.921.3233



CITY OF HOLLYWOOD, FLORIDA

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Josh Levy
Mayor

Dear Fellow Residents and Volunteers,

Thank you for your interest in the City's Advisory Boards and Committees. The volunteers who serve on these boards contribute to the success of the City of Hollywood in countless ways both big and small. Prior to being elected Mayor, it was my pleasure to be appointed to one of these boards and I thoroughly enjoyed the opportunity to meet new people, gain a better understanding of City government and play a part as a resident and business owner in moving the City of Hollywood forward.

People volunteer for an endless variety of reasons. Some want to gain experience, acquire new skills, expand their network of contacts or simply give back to their community. One thing you almost always hear from people who volunteer is that it "feels good" to help others, promote worthwhile causes or make the community a better place to live. Whatever your interest, the City of Hollywood welcomes you to consider applying to be a part of one of the advisory boards and committees established by the City Commission. By getting involved, you'll have a chance to provide new insights and expertise that can help guide the policy-making process.

As someone who grew up in Hollywood and is deeply invested in the community, I want you to know that I am committed to ensuring our City lives up to the vision of its founder, Joseph Young, who wanted to create a "dream city by the sea" for everyone to enjoy. Since its incorporation in 1925, Hollywood has grown into one of the largest cities in Florida and has become a sought after destination for visitors from around the globe. With our diverse and distinctive neighborhoods, our historic beach Boardwalk, a vibrant downtown with numerous cultural attractions and year-round special events, Hollywood offers a hometown vibe in the heart of South Florida.

I, along with my fellow Commission members, sincerely appreciate your interest in exploring opportunities to put your talent and skills to work for the betterment of the City. We believe the ideas and energy our residents bring to bear on topics that impact their lives results in better government and better public policy.

Sincerely,

Josh Levy
Mayor of Hollywood

Our Mission: We are dedicated to providing municipal services for our diverse community in an atmosphere of cooperation, courtesy and respect.
We do this by ensuring all who live, work and play in the City of Hollywood enjoy a high quality of life.

"An Equal Opportunity and Service Provider Agency"

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AFFORDABLE HOUSING ADVISORY COMMITTEE

Purpose

The Affordable Housing Advisory Committee (AHAC) is assigned the task of evaluating a municipality's established procedures, policies, ordinances, land development regulations and the local Comprehensive Plan relative to the impacts on housing affordability.

Membership

The composition of the Committee is prescribed by statute and must be comprised of 11 members each satisfying one of the following categories:

- One (1) citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- One (1) citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- One (1) citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- One (1) citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- One (1) citizen who is actively engaged as a for-profit provider of affordable housing.
- One (1) citizen who is actively engaged as a not-for-profit provider of affordable housing.
- One (1) citizen who is actively engaged as a real estate professional in connection with affordable housing.
- One (1) citizen who actively serves on the local planning agency pursuant to State Statute 163.3174.
- One (1) citizen who resides within the City of Hollywood city limits.
- One (1) citizen who represents employers within the jurisdiction.
- One (1) citizen who represents essential services personnel, as defined in the local housing assistance plan.

Typical Duties

Committee shall submit a report to the City Commission that includes recommendations regarding affordable housing incentives.

Time Commitment

Meetings will be held quarterly except in the year when the triennial report is due, the AHAC will meet bi-monthly if necessary.

Authority

Ordinance: O-2008-07, 4/16/07.

AFRICAN AMERICAN ADVISORY COUNCIL

Purpose

The African American Advisory Council's purpose is to keep the Commission and staff informed as to the needs and concerns of African Americans in the City of Hollywood. The Council is dedicated to be proactive in the organization and structuring of economics, employment, housing, education and cultural awareness in order to empower the African American community, as well as the City of Hollywood at large.

Membership

The Council is comprised of thirteen (13) members, and three (3) alternates, who reside or work in Hollywood, are of African American descent, and/or have extensive knowledge and interest of African Americans. Terms of service are three years. The term of each council member shall expire on June 30th of the last year of his/her term. One member of the group is elected by the council to serve as chair and another as vice chair. The staff liaison is appointed by the City Manager.

Typical Duties

- Conduct public meetings to improve the overall conditions of African Americans in the City of Hollywood
- Apprise the City Commission and City Manager of issues of concern to African Americans in the City of Hollywood.
- Create more social, economic and political awareness for African Americans in the City of Hollywood
- Research and evaluate the City of Hollywood African American Community as it relates to education, employment, economics, cultural awareness and housing. Identify any negative disproportionality and devise corrective methods to address them by creating neighborhood links to existing programs/networks that service the identified issues and/or the creation of programs to service the identified issues.
- Encourage community participation in City activities and various meetings
- To act as advocates by address issues primarily concerning African Americans and the City of Hollywood at large.

Time Commitment

Members meet monthly. Special workshops and sub-committee meetings are held as needed.

Authority

Resolutions: R-93-352, 9/1/93; R-93-500, 11/17/93; R-94-106, 3/16/94; R-96-100, 3/20/96; R-2005-293, 7/14/05; R-2011-136, 6/14/11.

AGE-FRIENDLY COMMUNITY TASK FORCE

Purpose

The purpose of the Age-Friendly Task Force is to assist in the development of an action plan to ensure Hollywood is an Age Friendly Community. This will include creating policies to support healthy aging and thereby improve the health, well-being, satisfaction, and quality of life for older Americans residing in the City of Hollywood.

Membership

The Committee consists of sixteen (16) members. The members shall represent the following categories: (2) healthcare industry members, two (2) local non-profit organization members, two (2) business community members, one (1) representative from the Broward School District, one (1) representative from Commissioner Beam Furr's Office, six (6) citywide residents, and four (4) ex-officio representatives from the City (including Department of Parks, Recreation and Cultural Arts; Office of Human Resources; Division of Planning; and Division of Community Development).

Typical Duties

- Assist in conducting a citywide assessment and developing recommendations for an Action Plan that will outline the steps the City can take to become more age friendly
- Support the initiatives and opportunities to engage in the World Health Organization Age-Friendly Cities and Communities Network of municipalities encouraging and promoting public policies supporting healthy aging such as:
 1. Outdoor spaces and buildings – accessibility to and availability of clean, safe community centers, parks, and other recreational facilities;
 2. Transportation – safe and affordable modes of private and public transportation, “Complete Streets” types of initiatives, hospitable built environments;
 3. Housing – wide range of housing options for older residents, aging in place and other home modification programs, housing that is accessible to transportation and community and health services;
 4. Social participation – access to leisure and cultural activities; opportunities for older residents to participate in social and civic engagement with their peers and younger people;
 5. Respect and social inclusion – programs to support and promote ethnic and cultural diversity, programs to encourage multigenerational interaction and dialogue, programs to combat loneliness and isolation among older residents;
 6. Civic participation and employment – promotion of paid work and volunteer opportunities for older residents; opportunities for older residents to engage in formulation of policies relevant to their lives;
 7. Communication and information – promotion of and access to the use of technology to keep older residents connected to their community and friends and family, both near and far;
 8. Community support and health services – access to homecare services, clinics, and programs to promote active aging (physical exercise and healthy habits)
- Identify the needs, resources, and varying capacities to engage resources to take action to facilitate active aging
- Create effective policy approaches for responding to demographic ageing.

Time Commitment

The term of each member shall remain in effect until the Task Force sunsets on September 30, 2018.

Authority

Resolution: R-2016-175

ARTWORK SELECTION COMMITTEE

Purpose

The purpose of the Artwork Selection Committee is to review, select and display appropriate artwork, including photography, loaned or donated to the City of Hollywood for exhibition on the walls of the foyers and corridors of City facilities.

In addition to the above-described duties, the Artwork Selection Committee will review prospective art donations, commissions, and purchases and will make recommendations to the City Manager for presentation to the City Commission for its approval. The Committee will maintain the aesthetic character of the City by considering various criteria to include: the representation of the artists; relationship to the collection as a whole; its maintenance, preservation, durability and life span; site coordination, community involvement, safety, technical feasibility, technical specifications and budget.

Membership

The Committee consists of eleven (11) members from the artistic and cultural community, including one member from the Art & Culture Center, one member from the ArtsPark Advisory Board, and one member from the Parks, Recreation and Cultural Arts Advisory Board. All members have terms of three years.

Typical Duties

- Attend meetings
- Solicit art organizations and artists to participate in exhibitions
- Establish a schedule and procedure for artists approved to display artwork
- Determine which City facilities' walls are appropriate for the display of artwork
- Review, select and display art which has been submitted to the Artwork Selection Committee
- Perform any other such matters as the Committee may deem necessary and expedient in order to carry out the mission of the group

Time Commitment

Meetings are held as needed, approximately five to six meetings per year. The date of each meeting is decided by the Committee at the prior meeting.

Authority

Resolutions: R-94-191, 5/4/94; R-2007-352, 10/17/07.

CIVIL SERVICE BOARD

Purpose

The Civil Service Board primarily serves as an appellate review board of appeals relating to employee suspensions, demotions or terminations; or as an appellate review board for testing, promotion or placement procedures.

Membership

All Board Members shall be continuous residents of, and continuous registered electors, in the City of Hollywood. Criteria for selection of the five (5) Board members are as follows:

- One (1) member shall be employed or previously employed by the private sector in the area of personnel administration
- One (1) member shall be employed or previously employed by the private sector, and not part of the management of his/her employer
- One (1) member shall be employed or previously employed by the private sector and a part of the management of his/her employer
- One (1) member shall be self-employed or previously self-employed
- One (1) member shall be employed or previously employed by a public employer. This member shall not be currently employed by the City of Hollywood, or employed by the City at any time during his/her service on the board

Typical Duties

Attend periodic meetings of the Board, hear and decide appeals of employees regarding disciplinary actions; and, hear and decide appeals of employees regarding testing, selection or promotion procedures.

Time Commitments

Members are required to attend periodic meetings and special board hearings. Meetings are held as needed, begin at 6:30 PM, and last approximately 1 - 2 hours.

Authority

Code of Ordinances, Section 33.170.

COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB)

Purpose

The Community Development Advisory Board (CDAB) serves in an advisory capacity to the City Commission on matters pertaining to federal and state community development grant funds. Its primary responsibility is to review and evaluate all funding requests under the Community Development Block Grant and other grant funds to assist in identifying strategic goals in development of the City's Five Year Consolidated Plan and One Year Action Plan, and to consider, evaluate and make recommendations regarding the effectiveness of funded programs and activities.

Membership

The Board consists of up to eleven (11) members each serving a three (3) year term. Special consideration is given to those applicants who live in low/moderate income areas of the City, with a goal of maintaining Board representation from all areas of the City.

Typical Duties

- Evaluate requests from service providers for funding under the Community Development Block Grant (CDBG) and other grant funding sources.
- Make annual recommendations to the City Commission on use of CDBG and other grants.
- Support staff development of Community Development plans and their implementation.
- Identify strategic goals for inclusion in the City's Five Year Consolidated Plan and One Year Action Plan.

Time Commitment

Board members meet on the 2nd Wednesday of each month with the exception of August when there is no meeting. Meetings generally last less than 2 hours. Members are also asked to attend three to four special meetings per year.

Authority

Resolution: R-2015-168.

EDUCATION ADVISORY COMMITTEE

Purpose

The purpose of the Education Advisory Committee is to obtain and review information regarding educational matters, to advise the City Commission regarding such matters as necessary, and to support and promote quality education in order to make the educational opportunities in Hollywood the best available in the State of Florida.

Membership

The Committee consists of ten (10) members, four (4) teachers, and two (2) student alternates who reside, work, or attend public schools within the City of Hollywood and are known for their countywide interest in education. Persons of diverse perspectives shall be on the Education Advisory Committee, including parents of school age or pre-school-age children, educators, business people, students, and persons with a background and knowledge in child development and/or education-related fields.

Typical Duties

- Review old assumptions and develop new guiding ideas about the goals and objectives of education
- Examine new models of educating Hollywood youth
- Facilitate interaction among school officials, city hall, business and community members
- Focus on current issues and needs within the school system
- Research and highlight the accomplishments of public and private schools
- Disseminate information about Hollywood schools
- Evaluate Education Grant Program proposals
- Advocate for increased resources for education

Time Commitment

Committee meetings are held on the third Monday of each month, except during August and December when there are no meetings. Meetings typically last less than two hours. Subcommittee meetings are held as needed.

Authority

Resolutions: R-2001-93, 3/21/01; R-2002-241, 6/26/02; R-2003-144, 5/7/03; R-2003-373, 11/19/03; R-2004-203, 6/14/04; R-2005-299, 7/14/05; R-2007-421, 12/11/07; R-2011-143, 6/14/11; R-2013-088, 4/17/13; R-2015-180, 6/22/15.

EMPLOYEES' RETIREMENT BOARD

Purpose

The Trustees of the Hollywood Employees' Retirement Fund ("Fund") are responsible for monitoring the financial soundness of the Fund investments and formulating policies and procedures to provide for the proper administration of the Fund.

Membership

The Board of Trustees consists of seven (7) members: two (2) members are citizens of the City of Hollywood appointed by the City Commission; two (2) members, who have at least six (6) years of service with the City as a general employee, are elected by and represent the City's general employees; one (1) member is a retiree and is elected by the Fund's Retirees; one (1) member is appointed by the City Manager or his/her designee; and one (1) member is an employee appointed by the City Manager who is not covered by a collective bargaining unit and who has accounting or investment experience. The two (2) City Commission appointed members, the two (2) members elected by the employees and the one (1) member elected by the Fund's retirees serve on the Board in three (3) year terms.

Typical Duties

- Set Fund investment policy
- Determine the best investment of Fund assets based on available data
- Select and review the success of an investment consultant and the Fund's investment managers
- Assist in selecting the Fund's actuary, attorney, and custodian
- Enact operational rules, regulations and procedures
- Review all retirement and disability benefit applications

Time Commitment

Meetings are held monthly with special meetings and workshops held as needed. Meeting length varies.

Authority

Code of Ordinances, Section 33.025.

Financial Disclosure Form Required. (refer to page 22)

FIREFIGHTERS' PENSION BOARD

Purpose

The Hollywood Firefighters' Pension Fund purpose is to invest and re-invest the assets of the pension fund in those investments that are allowable under the pension plan, for the sole and exclusive purpose to fund in whole or part those benefits which all members in the plan are entitled to, and to acquire the knowledge necessary to accomplish this in a prudent manner.

Membership

The Board consists of five (5) members; one appointed by the City Commission (serving a two-year term), the Chief of the Fire Department (serves as long as he/she remains chief), and three regularly employed firefighters (serving three-year terms set at different intervals, so that one member is up for election every year).

Typical Duties

Attend meetings held on the last Friday of every month at 8:15 A.M. in the Fire Pension Office. Also, any additional meetings deemed necessary to weigh and judge all matters before the Board such as investments, service retirements, disability retirements, and the hiring and discharging of any outside professionals (actuaries, accountants, custodians, etc.). To uphold those fiduciary duties set forth in the Hollywood Firefighters' Pension Plan in a prudent manner.

Time Commitment

Monthly meetings are 12 per year at three hours per meeting. Schools and seminars recommended - three per year, minimum two per year (time varies from one day to one week).

Authority

Code of Ordinances, Section 33.035.

Financial Disclosure Form Required. (refer to page 22)

GREEN TEAM ADVISORY COMMITTEE

Purpose

The purpose of the Green Team Advisory Committee is to make recommendations to the City Commission to develop target environmental goals and implementation plans, create educational campaigns, and promote Hollywood's accomplishments.

Membership

The Committee consists of eighteen (18) regular members. The members represent the following categories: local environmental groups, business community, South Florida Builders Association members, and city-wide representatives.

Typical Duties

- Research energy efficient initiatives and programs
- Develop target environmental goals and implementation plans
- Create educational campaigns
- Make recommendations to the City Commission
- Promote city accomplishments in reducing energy consumption and greenhouse gas emissions

Time Commitment

The term of each member shall be as needed or until a member is removed pursuant to the rules established for the Committee. Committee meetings are held monthly with subcommittee meetings held as needed.

Authority

Resolutions: R-2006-309, 9/20/06; R-2006-361, 11/1/06; R-2006-433, 12/20/06; R-2007-406, 12/11/07; R-2009-025, 1/22/09; R-2011-141 6/14/11; R-2013-090, 4/17/13.

HISTORIC PRESERVATION BOARD

Purpose

The Historic Preservation Board's purpose is to preserve properties of historical, architectural and archeological merit; to protect and encourage the revitalization of historic sites and districts; to combat urban blight, promote tourism, foster civic pride, and maintain physical evidence of the City's heritage; encourage and promote restoration, preservation, rehabilitation and reuse of historic sites; to promote excellence in urban design by assuring the compatibility of restored, rehabilitated or replaced structures within designated Historic Districts.

Membership

The Board consists of seven (7) members and two (2) alternate members including one (1) Architect with practical experience in rehabilitation of Historic Structures, one (1) Architectural Historian or Land/Urban Planner, one (1) Registered Engineer or General Contractor, one (1) representative from the Hollywood Historical Society, one (1) Real Estate Broker or Sales Person with experience with historical properties, one (1) person recognized by the City Commission as having experience in historic preservation issues, one (1) professional selected with in the following professions: Registered Architect, Registered Landscape Architect, Land/Urban Planner, Historic Preservationist, or Registered Interior Designer, and two (2) alternate members from any of the above categories. The Department of Planning serves as liaison to the Board.

Typical Duties

- Recommend jointly with the Planning and Development Board, to the City Commission, the designation of Historic Sites or Districts
- Approve, Approve with conditions, or deny Certificates of Appropriateness for Design and Certificate of Appropriateness for Demolition of non-historic structure(s)
- Consider petitions relating to Variances for properties within Historic Districts and Historic Sites
- Prepare and recommend for adoption specific guidelines for each designated site or district
- Recommend to the City Commission if a Certificate of Appropriateness for Demolition of a Historic Structure should be issued or denied
- Award historic markers or plaques upon recommended sites with the consent of the City Commission
- Prepare and update Design Guidelines for Historic Properties and Districts
- Approve, Approve with conditions, or deny Certificates to Dig for projects impacting archaeological sites
- Consider Special Exception relating to properties in the Historic Overlay Districts or individual Historic Sites

Time Commitment

The Board shall meet at the call of the Chair or the Department of Planning. Meetings are usually held the fourth Tuesday of each month at 4:00 pm.

Authority

Ordinances: O-2001-15, 5/16/01; O-2004-16, 6/16/04; O-2009-39, 12/02/09; O-2011-14, 5/04/11.

Financial Disclosure Form Required. (refer to page 22)

HOLLYWOOD HOUSING AUTHORITY BOARD

Purpose

The Hollywood Housing Authority Board of Commissioners' purpose is to develop and monitor policies and establish controls for providing decent, safe and sanitary housing to the residents in the housing assistance programs.

Membership

The five member Board is composed of one resident Commissioner and four citizens at large.

Typical Duties

Commissioners have ultimate responsibility for Public Housing Authority operations including approving by-laws, resolutions, policies and procedures, reviewing and monitoring budgets and other financial documents.

Time Commitment

Regular meetings are held the third Thursday of each month at the Hollywood Housing Authority offices.

Authority

Florida Statutes, Chapter 421.

MARINE ADVISORY BOARD

Purpose

The Marine Advisory Board's purpose is to develop ways to increase revenue from the marine industry sector in Hollywood; develop strategies to encourage students and residents to pursue careers in the marine industry; develop strategies to increase marine activities and opportunities for Hollywood's residents and tourists; and to provide recommendations to the Commission with specific findings and recommendations regarding these items.

Membership

The Marine Advisory Board is comprised of nine (9) members to be appointed by the Commission. At least three (3) members shall be residents of the City of Hollywood and at least three (3) members shall be marine industry professionals.

Typical Duties

- Conduct public meetings to develop ways to increase revenue from the marine industry in Hollywood
- Develop strategies to encourage Hollywood residents to seek careers in the marine industry
- Develop strategies to increase marine activities for residents and tourists
- Make recommendations to the City Commission with specific findings
- Look for ways to support the implantation of items on the City's Marina Waterway Master Plan

Time commitments

The Board shall meet as necessary to carry out the business of the Board.

Authority

Resolutions: R-2008-072, 4/2/08; R-2008-216, 7/2/08; R-2015-179.

NEIGHBORHOOD WATCH ADVISORY BOARD

Purpose

The Neighborhood Watch Advisory Board's purpose is to work in partnership with the Police Department and its Neighborhood Team Leaders to provide support in reducing crime and improving the quality of life for the residents, business owners, and visitors of the City of Hollywood, by promoting crime prevention education, facilitating anti-crime programs in the neighborhoods, and facilitate neighborhood watch meetings.

Membership

The Advisory Board consists of a total of thirteen (13) members. The thirteen (13) members consist of seven (7) members being from the eastern geographical zones and six (6) members being from the western geographical zones. Each member is appointed by the City Commission; all thirteen (13) members serve three (3) year terms. The Board shall select from its members a Chairperson and Vice Chairperson.

Typical Duties

- Attend quarterly neighborhood watch meetings to promote the Neighborhood Watch Program and crime prevention awareness, including developing meeting topics.
- Promote crime prevention education and involvement in anti-crime programs within geographical neighborhoods.
- Develop goals, objectives, strategies, and milestones to strengthen the Neighborhood Watch program.
- To stay informed about issues in their neighborhoods in order to provide community outreach and encourage neighborhood participation in the Neighborhood Watch Program.
- Participation in neighborhood safety programs.
- To register with CrimeWatchUSA.org to receive BOLO's and other important messages.
- To distribute flyers to neighbors for the Neighborhood Watch Program.

Time Commitment

The Advisory Board meets on the first Tuesday of each month to coordinate neighborhood meetings, activities, and crime prevention programs.

Authority

Resolution: R-2015-167, 6/17/15.

PARKS, RECREATION AND CULTURAL ARTS ADVISORY BOARD

Purpose

The purpose of the Parks, Recreation and Cultural Arts Advisory Board is to promote the programs of the department which include parks, recreation, cultural arts, athletics, special events and golf operations. The Board identifies specific goals and objectives annually, providing input on ongoing capital improvement projects and community needs as they relate to the functions of the department. The Board is appointed by and serves in an advisory capacity to the City Commission.

Membership

The Board consists of eleven (11) members. Nine (9) adult members are each appointed to serve three year terms. The two (2) youth members are each appointed to serve one year terms.

There are various representatives from the community having special interests and focus in either athletics, cultural arts, golf, recreation or special events aspects of the department. Those representatives meet as necessary to focus on their respective special interest(s) and serve, assist and provide recommendations to the Board.

Typical Duties

- Promote parks and recreational programs, facilities and cultural awareness
- Meet in committee meetings as necessary to review specific issues related to parks, recreation and cultural arts
- Promote the development of community and civic organizations which sponsor recreation and cultural activities
- Survey and assess the needs of Parks, Recreation & Cultural Art and make appropriate recommendations

Time Commitment

Meetings are held on the first Thursday of each month, at 6:00 P.M., as agreed to by the Board.

Authority

Resolutions: R-96-472, 1/6/96; R-97-449, 10/15/97; R-99-65, 3/3/99; R-99-240, 6/14/99; R-2001-208A, 6/26/01; R-2005-298, 7/14/05; R-2015-184.

PLANNING AND DEVELOPMENT BOARD

Purpose

To promote excellence in urban design when considering development applications outside Historic Districts and Historic Sites. On occasion, the Board also serves as the Local Planning Agency (LPA) for the City, responsible for formulating recommendations to the City Commission concerning planning, zoning and comprehensive planning issues.

Membership

The Planning and Development Board is composed of nine (9) voting members serving three-year staggered terms and a non-voting representative of the Broward County School Board. The voting members shall be comprised of four (4) Design category members (Architect, Landscape Architect or Environmental Expert, Land/Urban Planner, Developer or Engineer/General Contractor), three (3) Professional category members (Business Owner, Person with financial background or Land Use Attorney) and two (2) Citizen category members (any lay citizen). The Department of Planning serves as the staff liaison.

Typical Duties

- To consider petitions for existing and new developments/projects that require Site Plan, Design, Variance and/or Special Exception approval which are outside of Historic District(s) and Historic Sites
- To consider distance waivers for establishments which sell alcohol beverages.
- To consider any matter relating to 'Adult Entertainment' of the Zoning and Land Development Regulations.
- Recommend and amend the Design Guidelines Manual, Landscape Manual, and plans relating to Neighborhood Specific Design Review Criteria.

When serving as the LPA, the Board will also be responsible for reviewing the following requests and making recommendations to the City Commission in accordance with City and other applicable State regulations:

- Text changes of regulatory controls excluding administrative regulations
- Change of Land Use or Zoning District Designation
- Preparation and maintenance of the City's Comprehensive Plan or elements and portions within and coordinating consistency with the Comprehensive Plan of other appropriate local governments and the State
- Monitoring the effectiveness (pursuant to State Law) and status of the adopted Comprehensive Plan, including changes as required
- Review special planning studies as necessary
- Board must be currently informed and knowledgeable of the conditions and development of the City, to study and make recommendations relating to city planning and zoning matters

(continued next page...)

PLANNING AND DEVELOPMENT BOARD *(continued)*

Further, the Board is tasked with consideration of appeals of administrative decisions made by the Director of Planning as they relate to the above-referenced matters and make final decisions in accordance with City, State and Federal regulations.

Time Commitment

The Board shall meet once a month upon receipt of an application at the call of the Chair or Director of Planning. Special meetings may be called, provided 48 hours written notice is given to all members of the Board. Meetings are usually held the second Thursday of each month at 6:00 p.m.

Authority

Ordinance: O-2011-14, 5/04/11.

Financial Disclosure Form Required. (refer to page 22)

POLICE OFFICERS' PENSION BOARD

Purpose

The Police Pension Board's purpose is to administer the Police Pension Fund for the welfare and benefit of all Hollywood Police officers.

Membership

The Board consists of seven (7) members. Five members are police officers elected by the members of the Fund. The other two members are appointed by the Mayor and the City Commission.

Typical Duties

- Oversee investment of Pension Fund
- Monitor performance of Fund investments
- Grant service and disability retirement pensions
- Administer Deferred Retirement Option Plan and the Planned Retirement Benefit

Time Commitment

Members are required to attend one meeting per month. An outside time commitment is also necessary to review the large amount of documents pertaining to the Fund.

Authority

Code of Ordinance, Section 33.132.

UNSAFE STRUCTURES BOARD

Purpose

The Unsafe Structures Board's purpose is to hear and review the actions and decisions of the Chief Building Official as they relate to the Florida Building Code, Broward County Administrative Provisions Section 116 on structures that have been deemed unsafe.

Membership

The Unsafe Structures Board consists of nine (9) members for a three-year term, appointed by the City Commission. Professional members shall be registered and licensed by the State of Florida. The membership composition and representative membership shall be one from each category:

- Registered Engineer
- Registered Architect
- General Contractor
- Electrical Contractor
- Attorney at Law
- Plumbing Contractor
- Real Estate Appraiser
- Real Estate Property Manager
- Citizen with experience and background in social problems

Typical Duties

The Unsafe Structures Board conducts monthly hearings as required to review all pertinent evidence and hear testimony presented by the Chief Building Official, the property owner, and other interested parties.

The Board may modify, rescind or uphold the decision of the Chief Building Official as recited in the notice of violation and may order repairs, vacation or demolition of buildings or structures as prescribed within the applicable building code.

Time Commitment

Hearings are initiated by the Chief Building Official and are typically held at 7:00 p.m. on the third Tuesday of each month or as required. Meetings last an average of two hours.

Authority

Florida Building Code; and Ordinances: O-83-02, 2/2/83; O-96-07, 2/28/96.

Financial Disclosure Form Required. (refer to page 22)

YOUNG CIRCLE ARTSPARK ADVISORY BOARD

Purpose

The purpose and duties of the Young Circle ArtsPark Advisory Board is to make recommendations regarding the operational management structure, proposed facility modification and overall programming at the ArtsPark at Young Circle. The Board may also discuss scheduling, facility use, marketing programs, resident producing organizations and necessary facility improvements. The Board does not have budgetary powers of City of Hollywood funds nor the authority regarding management by the City of Hollywood.

Membership

The Board consists of eleven (11) members. Nine (9) members are appointed by the resolution of the City Commission and two (2) members are from Broward County as follows: (1) the Director of the Broward County Cultural Affairs Division or his/her designee; and (2) a representative from the Broward County Cultural Affairs Council as designated by the Council. In addition, the City Manager or a designee and one ArtsPark Foundation Board Member serve as ex-officio members of the ArtsPark Advisory Board.

The appointments of the nine (9) members are from the following categories:

- One (1) representative from the visual arts field:
- Two (2) representatives from the performing arts field:
- One (1) representative with an extensive art & culture background who must reside in the corporate limits of the City of Hollywood
- One (1) representative from the arts community at large
- One (1) Broward County School System representative with a preference from the SEAS program
- Three (3) Citizen at Large

Typical Duties

The Young Circle ArtsPark Advisory Board makes recommendations concerning the operational management structure, proposed facility modification and overall programming at the ArtsPark at Young Circle. The Board also discusses scheduling, facility use, marketing programs, resident producing organizations and needed facility improvement. These recommendations are sent to the City Manager for transmittal to the City Commission for informational purposes. When feasible, the City Manager subsequently requests staff's review and analysis of the recommendations.

Time Commitment

Meetings are held once a quarter.

Authority

Resolutions: R-2006-412, 12/14/06; R-2007-48, 2/7/07.

SUNSHINE LAW AND ETHICAL CONSIDERATIONS FOR MEMBERS OF CITY OF HOLLYWOOD BOARDS AND COMMITTEES

As a new member of a City of Hollywood Board or Committee (“Board”), you are about to embark on the tremendously rewarding endeavor of participation in the governmental process. However, with all rights come responsibilities, and participation on a City Board is no different.

The first consideration for the new Board member is whether he or she has any potential conflict of interest relating to his or her representation on the Board. A conflict of interest occurs if the Board member, a member of his or her immediate family or his or her employer would receive any financial gain as a result of any decision of the Board. In addition, for those on advisory Boards (all except; Civil Service Board, Unsafe Structures Board and the Pension Boards), if the Board member, a member of his or her immediate family or his or her employer does any business with the City of Hollywood (even if unrelated to the Board on which he or she sits) a technical conflict exists which must be waived by a majority vote of the City Commission in order to allow the person to remain on the Board.

The next consideration is the additional responsibilities you have taken on with regard to the “Sunshine” law. All divisions of City government, including its Boards, are subject to the Florida Government in the Sunshine law (open meetings and public records). These are requirements of various Florida Statutes and Article I, Section 24 of the Florida Constitution, which states in part;

* * *

All meetings of any collegial public body of the executive branch of state government or of any collegial public body of a county, municipality, school district, or special district, at which official acts are to be taken or at which public business of such body is to be transacted or discussed, shall be open and noticed to the public and meetings of the legislature shall be open and noticed as provided in Article III, Section 4(e), except with respect to meetings exempted pursuant to this section or specifically closed by this Constitution.

* * *

and is further embodied in Florida Statutes §286.011 and Chapter 119. Following your appointment to the Board on which you will sit, you will be given a “City of Hollywood Board Members Manual” regarding the Government-in-the-Sunshine law and public records. These will be some of the most important pages you will read during your tenure as a Board member, and I strongly advise you read them carefully.

Finally, I would like you all to know that my office is here to provide you with advice and counsel during your tenure on one of the City’s Boards. Please do not hesitate to call, or better yet, to submit any question you may have in writing. I commend you for your willingness to serve your community, and I look forward to working with you during your tenure on a City of Hollywood Board.

Jeffrey P. Sheffel
City Attorney

FINANCIAL DISCLOSURE STATEMENT

Florida Statutes, Section 112.314(1)(a) provides a list of those local officers who are required to file a statement of financial interest. The initial financial disclosure statement must be filed within 30 days of appointment. Subsequent to the initial filing, board members are required to file financial disclosure annually by July 1.

ABSENTEEISM

City of Hollywood Code, Section 37.25(D) provides “Except as otherwise specifically provided to the contrary in the Charter, a member of a City Board who has four consecutive absences (whether excused or unexcused) from meetings, or misses more than 50% of the regularly scheduled meetings during any 12-month period (whether excused or unexcused), shall be automatically removed as a member of the board.”

NINE YEAR TERM LIMITS

City of Hollywood Code Section 37.25(G) provides “No person may be reappointed to a Board if, at the time of re-appointment, the person has served (or, but for resignation, would have served) as a member of that Board for nine (9) or more consecutive years. For purposes of applying this subsection, all services as a Board member to fill the remaining term of a Board member who has resigned or been removed shall count. For purposes of applying this subsection only, the term of each person appointed at the annual special meeting of the City Commission to fill Board vacancies shall be deemed to commence July 1 when such meeting held after June 30. No person whose re-appointment to a Board is prohibited by this subsection shall be eligible to serve on that Board again until one (1) year has passed since the expiration of his or her most recent term on the Board. This subsection shall apply only to service as a Board member on or after July 1, 2009.”



City Commission

Josh Levy, Mayor
Debra Case, Commissioner - District 1
Peter Hernandez, Commissioner - District 2
Tracy Callari, Commissioner - District 3
Richard Blattner, Commissioner - District 4
Kevin Biederman, Commissioner - District 5
Linda Sherwood, Commissioner - District 6

Wazir Ishmael, Ph.D., City Manager
Jeffrey P. Sheffel, City Attorney

Office of the City Clerk

Patricia A. Cerny, MMC, City Clerk
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For more information visit our website
www.hollywoodfl.org

All information is true and accurate at the time of printing.

Publication 03-004, revised April 2017