CITIZENS BOARDS AND COMMITTEES -
HANDBOOK 2023

AFFORDABLE HOUSING ADVISORY COMMITTEE
AFRICAN AMERICAN ADVISORY COUNCIL
ARTWORK SELECTION COMMITTEE
CIVIL SERVICE BOARD
COMMUNITY DEVELOPMENT ADVISORY BOARD
EDUCATION ADVISORY COMMITTEE
EMERALD HILLS SAFETY ENHANCEMENT BOARD
EMPLOYEES’ RETIREMENT BOARD
FIREFIGHTERS’ PENSION BOARD
GENERAL OBLIGATION BOND OVERSIGHT ADVISORY COMMITTEE
HISTORIC PRESERVATION BOARD
HOLLYWOOD CENTENNIAL CELEBRATION COMMITTEE
HOLLYWOOD HOUSING AUTHORITY BOARD
MARINE ADVISORY BOARD
PARKS, RECREATION AND CULTURAL ARTS ADVISORY BOARD
PLANNING AND DEVELOPMENT BOARD
POLICE OFFICER’S PENSION BOARD
SUSTAINABILITY ADVISORY COMMITTEE
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
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 Broadwalk, 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 an Elected Official and no more than 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 as needed to facilitate the requirements of the Florida Housing Finance Corporation (FHFC).

Authority
Ordinance: O-2008-07, 4/16/07; R-2021-239, 9/14/21.
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 American’s 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 Americas 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.
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 ten (10) members from the artistic and cultural community, including one member from the Art & Culture Center, and one student member. 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
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
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 nine (9) Regular Members, four (4) Teachers Members, and two (2) Student Alternates Members 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 the Committee is recessed. 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-2010-161, 6/8/10; R-2011-143, 6/14/11; R-2013-088, 4/17/13; R-2015-180, 6/22/15; R-20188-176, 5/22/18.
EMERALD HILLS SAFETY ENHANCEMENT BOARD

Purpose
The purpose of the Emerald Hills Safety Enhancement Board is to supervise and manage the security patrol within the Emerald Hills Safety Enhancement District, a dependent special district established according to Chapter 189, Florida Statutes.

Membership
The Board consists of five (5) members. Each member must be an owner of real property within the geographic boundaries of the Emerald Hills Safety Enhancement District.

Typical Duties
The board shall supervise and manage the security patrol through the police liaison, including but not limited to hours of operation and areas of focus, where there may be special security issues; field complaints from the residents of the district and report same to the police liaison; set the budget for the patrol and negotiate the contract/agreement with the police liaison; provide a cell phone to the roving police officer; open bank account(s) to receive and disburse funds collected; access public records maintained by the City to facilitate communications (phone, emails, letters) with the residents of the District; pay expenses related to the supervision and operation of the security patrol; purchase insurance to protect the District and its governing board from any lawsuits arising out of claims of injury to person or property due to allegations of inadequate or negligent security; provide intermittent crime reports, or other relevant information relating to the security of the District, while protecting the residents’ right to privacy; install signs, posters and other types of informational bulletins on public rights of way, easements, swales, etc.

Time Commitment
The board shall automatically sunset on August 30, 2027, unless otherwise extended.

Authority

Financial Disclosure Form Required (refer to page 23)
EMPLEEES’ 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 23)
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. The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the Fund.

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) or his designee, 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 quarterly meetings at 9:00 A.M. in the Fire Pension Office, 310 S 62nd Avenue, Hollywood, FL 33023. 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
Quarterly meetings are four (4) per year lasting approximately two hours per meeting. Schools and seminars recommended - three per year, minimum two per year (time varies from one day to one week) and all trustee shall receive training at least once per term in the areas of board responsibilities and investments.

Authority
Code of Ordinances, Section 33.035.

Financial Disclosure Form Required. (refer to page 23)
GENERAL OBLIGATION BOND
OVERSIGHT ADVISORY COMMITTEE

Purpose
The purpose of the General Obligation Bond Oversight Advisory Committee shall be to monitor the implementation of the projects funded by the General Obligation Bond. The Committee shall make recommendations, in consultation with City staff, to the City Commission as necessary.

Membership
The Committee consists of 15 members appointed by resolution of the City Commission with each member serving a three (3) year term. The 15 members shall comprise eight (8) members representing neighborhoods and civic associations, with one member representing each of the six Commission districts and two at-large members, and seven (7) members representing Architect, Engineer, Construction Industry, Sports League/Recreation, Chamber of Commerce, Finance Industry and Student. Each member shall be appointed by a majority vote of the City Commission and no more than three (3) members may be from each district. All members shall be residents of the City of Hollywood.

Typical Duties
The Committee is an advisory committee. The Committee will monitor the implementation of the General Obligation Bond (GOB) projects. The Committee will receive GOB project updates and review project status on a regular basis at least twice a year, and more frequently when necessary. The Committee will make recommendations, in consultation with City staff. The Commission is empowered to make final decisions. Any funding determinations require the City Commission’s approval.

Time Commitment
The Committee shall meet as necessary to carry out the business of the Committee but no less than twice in a calendar year.

Authority
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 within 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 Planning Division 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, Historic Districts, Historic Multiple Property Resource Listing Districts, sites having archaeological significance, and text amendments to these Zoning and Land Development Regulations which affect historic properties;
- Prepare and recommend for adoption specific guidelines for historic properties and districts to be used to evaluate the appropriateness and compatibility of proposed alteration or development within historic properties or sites;
- Issue or deny Certificates of Appropriateness for projects in districts that are within locally designated sites or districts or projects that are listed on the National Register of Historic Places in accordance with procedures specified in this section;
- Consider petitions relating to Variances for properties within historic districts and historic sites;
- Facilitate the redevelopment of Historic Sites and Districts by directing the Office of Planning, and other city departments, to provide advisory and technical assistance to property owners and applicants for Certificates of Appropriateness;
- Make and prescribe by-laws and application procedures that are reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this section. The Board shall prescribe forms for use by applicants when requesting actions under this section;
- Be empowered to award historic markers or plaques upon the recommendation of the Director of the Department of Planning and Development Services and with the consent of the City Commission; and
- Issue or deny Certificates to Dig for projects that impact or include archaeological sites.

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Consider Special Exceptions related to properties within the Historic Overlay District or individual Historic Sites. The Board shall review such petitions in accordance with the criteria set forth in § 5.3.G.2.a through g, of the City’s Zoning & Land Development Code.

**Time Commitment**
The Board shall meet at the call of the Chair or the Planning Division. Meetings are usually held the second Tuesday of each month at 3:00 pm.

**Authority**
HOLLYWOOD CENTENNIAL
CELEBRATION COMMITTEE

Purpose
In 2025, the City will celebrate its 100th anniversary. This significant milestone in the City's history will be celebrated by commemorative events and programming. To assist with the planning for these events and activities between January 1, 2025, and December 31, 2025, the Committee will assist with soliciting for sponsorships and donations to provide financial assistance for such events and activities.

Membership

Additionally, the Committee will have three staff liaisons consisting of a representative from the Parks, Recreation, and Cultural Arts Department; the Office of Communications, Marketing and Economic Development and the Police Department.

Typical Duties
Developing a visualization for the City’s centennial celebration, which vision may incorporate and recommend potential activities, events, decorations, promotions, themes and other preparations for the City’s centennial.

Time Commitment
Unknown at this time

Authority
R-2023-044, 2/15/2023.
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 ten (10) members to be appointed by the Commission. At least four (4) members shall be residents of the City of Hollywood; at least three (3) members shall be marine industry professionals; and three (3) members at large.

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
Meetings are held monthly on the third Thursday of each month at 6:00 PM.

Authority
Resolutions:  R-2008-072, 4/2/08;  R-2008-216, 7/2/08;  R-2015-179, 6/22/2015;  R-2021-270, 10/20/2021.
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 twelve (12) members. Nine (9) adult members are each appointed to serve three year terms. The three (3) 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. 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

Time Commitment
Meetings are held monthly on the first Thursday of each month, at 6:30 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 Planning Division serves as the staff liaison.

Typical Duties
- To consider petitions for all developments/projects that require Variances, Special Exceptions, Design and/or Site Plan approval outside of Historic District(s) and Historic Sites, pursuant to the guidelines and procedures set forth in this Article and Article 6 of the Zoning and Land Development Regulations.
- To prepare and recommend adoption of design elements consistent with the City-Wide Master Plan.
- To promote the use of Crime Prevention Through Environmental Design Guidelines and Strategies in order to reduce crime and fear of crime, as approved by the City Commission.
- To consider distance waivers for establishments which sell alcoholic beverages in accordance with § 113.03 of the City's Code of Ordinances.
- To consider any matter set forth in Article 11, "Adult Entertainment" of the Zoning and Land Development Regulations.
- To consider a Variance petition submitted by the Florida Department of Transportation as part of a cure plan for nonconformities which may result from a US 441/SR 7 corridor improvement project.
- The Board shall hear, give consideration to and make recommendations to the City Commission on the following matters, in accordance with the applicable City Zoning and Land Development Regulations, Florida Growth Management Act and other applicable state laws:
  a. Text amendments to the Zoning and Land Development Regulations;
  b. Petitions for change of land use designation and/or zoning district;
  c. The comprehensive planning program including the preparation of the Comprehensive Plan, its elements or portions thereof for the city in accordance with state law requirements as amended from time to time;
  d. Coordination of the Comprehensive Plan, its elements or portions thereof with the Comprehensive Plans of other appropriate local governments and the state;

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PLANNING AND DEVELOPMENT BOARD (continued)

e. The monitoring of the effectiveness and status of the Comprehensive Plan adopted by the City Commission; and
f. Changes in the Comprehensive Plan as may be required from time to time.

- Pursuant to Florida Statutes §163.3174, as amended from time to time, the Planning and Development Board is hereby designated and established as the Local Planning Agency for the incorporated territory of the city.
- It shall be the continuing duty of the Planning and Development Board to be currently informed and knowledgeable of the conditions and developments of the city, and to make studies and recommendations relating to city planning and zoning matters, either initiated by the Board, the City Manager, or the City Commission.
- The Board shall have the authority to consider petitions relating to allocation of Reserve Units and Flexibility Units shall be reviewed by the Board.
- The Board shall have the authority to hear appeals from administrative decisions and interpretations of the Zoning and Land Development Regulations by the Director.

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

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

Financial Disclosure Form Required. (refer to page 23)
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.

Financial Disclosure Form Required. (refer to page 23)
SUSTAINABILITY ADVISORY COMMITTEE

Purpose
The purpose of the Sustainability 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 thirteen (13) members. The members represent the following categories: business community, South Florida Builders Association members, city-wide representatives, and alternate.

Typical Duties
• Research sustainability initiatives and programs
• Develop target environmental goals and implementation plans
• Make recommendations to the City Commission
• Create educational campaigns
• Promote city sustainability accomplishments

Time Commitment
Members are required to attend one meeting per month. An outside time commitment may be necessary to review documents and help plan and organize outreach events.

Authority
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 programing 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 undertaken 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 §286.011 and Chapter 119, Florida Statutes. 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.

Douglas R. Gonzales
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
Caryl Shuham, Commissioner - District 1
Linda Hill Anderson, Commissioner - District 2
Tracy Callari, Commissioner - District 3
Adam Gruber, Commissioner - District 4
Kevin Biederman, Commissioner - District 5
Idelma Quintana, Commissioner - District 6

George R. Keller, Jr., CPPT, City Manager
Douglas R. Gonzales, City Attorney

Office of the City Clerk
Patricia A. Cerny, MMC, City Clerk
2600 Hollywood Boulevard
P. O. Box 229045
Hollywood, Florida 33022-9045

954-921-3211 Phone

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 2023