

# CITY MANAGER'S WEEKLY REPORT

hollywoodfl.org

January 25-January 31, 2021

## From the Desk of the City Manager

Dr. Wazir Ishmael

### Department of Public Utilities Awarded \$3.4 Million Grant

I am delighted to share that for the second week in a row, we are recognizing the staff in Public Utilities and Public Works – most notably Phyllis Shaw, Vernal Sibble, Alicia Vereza-Feria and Elaine Franklin for their excellent work!

On Friday, January 22<sup>nd</sup>, Governor Ron DeSantis announced that the City's Department of Public Utilities was awarded \$3,435,000 of program monies through the Florida Department of Economic Opportunity (DEO) Rebuild Florida Infrastructure Repair Program. The program helps communities fund infrastructure restoration and improvement projects in communities impacted by disasters.



Lift Station N-7 located at 2402 Green St.

Funding will be used to repair two sanitary sewer Lift Stations N7 and N8, and the associated force main, which are located in the Liberia-Oakwood area. The project will serve approximately 4,079 residents, based on the 2010 U.S. Census and at least 84.95% low-to-moderate income households. The proposed improvements will also serve to keep commercial businesses operational and increase the economic share of this area of the city.

Congratulations again to Phyllis, Vernal, Alicia and Elaine for putting together this award-winning grant application!

### Budget Planning Process Begins With Fiscal Strategy Workshop

Earlier this week, our Mayor, Vice Mayor, Commissioners and our leadership team participated in the annual

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*"Let us not look back in anger  
Nor forward in Fear  
But Around in Awareness"  
James Thurber*

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Commission Fiscal Strategy Kick-Off. The four-hour goal-setting workshop, which is the first step in the budget planning process, centered on famed cartoonist and author James Thurber's quote: "Let us not look back in anger nor forward in fear, but around in awareness." Our theme of awareness is fitting for the times we are living in. Over the past year, we've become keenly aware of wearing a mask, being socially distant, not gathering in large groups and washing our hands. As public servants, we are

much more aware of the challenges our community faces as it relates to food insecurities, stress management, work-life balance, being present and fiscal and environmental sustainability.

## From the Desk of the City Manager – (continued)

I want to take a moment to thank our Office of Budget and Performance Management Director Laurette Jean, Assistant Director Madonna Dell'Olio, and our entire Budget staff for coordinating this valuable workshop. We learned about the current economic, fiscal, political, environmental, and social challenges facing local governments today. There are many uncertainties that we will continue to face in this new year and even more in Fiscal Year 2022, and we discussed a number of these throughout the workshop. Our elected officials, and all our department directors and staff are committed to working together to balance competing priorities and achieve our strategic goals while ensuring the City's financial sustainability. The next step in the budget planning process is our Capital Workshop, which will take place in April. It is important to note that a lot can occur between now and the adoption of the budget which is why we must remain flexible and adaptable during this Fiscal Year 2022 budget planning process. Again, kudos to Laurette, Madonna and all who were involved in the planning and execution of this extremely valuable event.

### 29<sup>th</sup> Avenue Complete Streets Project Virtual Public Meeting - Feb. 4<sup>th</sup>

The City of Hollywood's Engineering, Transportation and Mobility Division, in partnership with transportation engineering consultant Kimley-Horn, is hosting a virtual public meeting on a Complete Streets Project for 29<sup>th</sup> Avenue between Sheridan Street and Stirling Road. The meeting is set for **Thursday, February 4<sup>th</sup> at 4:00 p.m.** This project proposes several improvements to the existing roadway. Stakeholders, interested parties and the general public are all invited to attend.



Along with Broward County, the City is focused on implementing the "Complete Streets" model on important corridors. Kimley-Horn is currently studying the North 29<sup>th</sup> Avenue corridor between Sheridan Street and Stirling Road. The team is examining existing and long-range vehicular travel volumes to see if the existing configuration can be modified to a Complete Streets configuration with the goal of ensuring safe and efficient amenities for all modes of transportation, including vehicular, transit, pedestrian, and bicycle.

Some of the improvements being considered are:

- Reduction in vehicular lanes
- Pedestrian lighting
- Wider sidewalks with pavers
- Dedicated center turn lane
- Buffered bike lane with plastic delineators
- Milling and resurfacing
- Possible landscaped areas between sidewalk and bike lane
- Drainage modifications

All are invited to participate virtually via the WebEx platform. For more information and to access the meeting link, please visit the City website at [hollywoodfl.org](http://hollywoodfl.org).

## From the Desk of the City Manager – (continued)

### Curbside Collections for Select Residents

Due to the alley closure between McKinley Street and Cleveland Street between North 56<sup>th</sup> Avenue and Emerson Drive, effective immediately the 33 residents within this specific area will have curbside collections until further notice. Additionally, curbside collections continue for the 30 residential properties between North 32<sup>nd</sup> Avenue and North 31<sup>st</sup> Road from Pierce Street to Johnson Street.



Only impacted properties in this area should bring their materials to the curb for collection on their routine service days instead of using the alleyway. For questions or concerns, please call the Department of Public Works at 954.967.4264.

### Apply Now-Volunteers Wanted for Advisory Boards/Committees



Are you interested in serving on an advisory board or committee? The City of Hollywood has a number of current vacant positions or upcoming positions that will expire on June 30<sup>th</sup>. If you are interested in volunteering, please visit the [City's website for board/committee information and application form](#).

Some advisory boards or committees have special requirements, which are listed in [the Boards and Committees Handbook online](#) or at the [Office of the City Clerk](#). If you have any questions, please contact the Office of the City Clerk at 954.921.3211.

### Paycheck Protection Program (PPP) - Now Accepting Applications

All participating Paycheck Protection Program (PPP) lenders are now able to submit both 1<sup>st</sup> & 2<sup>nd</sup> draw loan applications to the Small Business Administration (SBA). Small businesses impacted by COVID-19 that are interested in assistance to help retain jobs and cover the cost of payroll should contact their financial institution to verify if it is an SBA-approved PPP lender and if it is currently accepting PPP applications.

The eligibility requirements for Second Round PPP Loans has changed from the initial round:

- Available to first-time qualified borrowers
- Available to borrowers that previously received a PPP loan
- Second-time borrowers must have 300 or fewer employees, and before applying for forgiveness, borrowers must prove that they saw a 25% reduction in gross receipts during a quarter in 2020 compared to the same quarter in 2019

The maximum loan amount in the second round is \$2 million and the City's economic development website, [www.choosehollywoodfl.com](http://www.choosehollywoodfl.com), has convenient links to get more information on calculating the maximum loan amounts according to business type.

There are also specific benefits for the hospitality industry. Businesses that have NAICS Code 72 (typically restaurants and hotels) are permitted to use a 3.5x multiplier of their average monthly payroll costs to calculate their maximum loan amount, subject to the \$2 million cap.

The second round of the PPP forgivable loan program is expected to close to all borrowers by March 31<sup>st</sup>.

## QUIPS ~ Quick Updates on Important Projects

### Office of Communications, Marketing and Economic Development ROI

Communications staff is working on promotion and outreach efforts for multiple projects including the upcoming City of Hollywood sponsored BisNow webinar on **February 10<sup>th</sup> at 10:30 a.m.** on Economic Development Opportunities in Hollywood. Staff worked with Development Services and Financial Services to notify vacation rental property owners of new requirements for operations. Promotion continues for the Parkside Water Main Project, the Low Nutrient Landscaping and Gardening Workshop, Public Utilities' Drop Savers Poster Contest, 29<sup>th</sup> Avenue Complete Streets Project Public Meeting.

Economic Development staff participated in the Greater Hollywood Chamber of Commerce's (GHCC) virtual meeting, GHCC Circle of Women with guest speaker Cate Farmer, General Manager of Margaritaville Hollywood Beach Resort. Economic Development Manager Herb Conde-Parlato was the guest speaker for Tuesday's GHCC West Side Business Group. On Wednesday, CMED partnered with Broward SCORE to host CARES 2021: Free Online Workshop that highlighted the different types of economic relief available to small businesses, including the Paycheck Protection Program (PPP), Economic Injury Disaster Loan Program (EIDL), and Shuttered Venue Operators Grant. A free Spanish version of this webinar is scheduled for Saturday, February 6<sup>th</sup> at 11:00 a.m. \*pending registration link from SCORE\*

Staff is collecting/organizing applications and backup financial documentation for the Micro-Enterprise Small Business Assistance Grants and also working on the Ex-Officio Report for monthly GHCC meeting. Staff participated in the North Perry Airport Community Advisory Committee Meeting and the GHCC Diversity and Inclusion Group meeting.

Economic Development staff continues to field inquiries, market the Commercial Property Improvement Program (CPIP) to the business community, process applications, review submittals, schedule meetings with staff and applicants, assist applicants with phases of the program including permitting, route disbursement submittals for payment and continuing to collect data for reporting. Staff has been working to locate available spaces for business owners interested in relocating with the City of Hollywood. Additionally, staff has been conducting research to provide demographic and property information as requested and working to complete corridor asset and capital improvement mapping.

### Public Utilities

#### WMRP- Hollywood Boulevard to Sheridan Street from US-1 to North 21<sup>st</sup> Avenue

*Project Manager Wilhelmina Montero*

The City's contractor is installing water service lines and temporary pavement in the area between Fillmore Street and Taylor Street from US-1 to North 21<sup>st</sup> Avenue. Lift Station construction continues in the 1900 Block of Coolidge Street. A City contractor continues installation of gravity sewer between Sheridan Street and Taft Street. A traffic plan is in place and traffic is being redirected accordingly.

## QUIPS – (continued)

### Lift Station W-14 upgrade, Monroe Street, at South 56<sup>th</sup> Avenue

*Project Manager Vernal Sibble*

Contractor and sub-contractors are working on-site at 5596 Monroe Street and on Monroe Street, just east of South 56<sup>th</sup> Avenue. They are accessing the site from South 56<sup>th</sup> Avenue. However, the FDOT mobility (bike path) project is ongoing in the same area. A traffic plan is in place during the daytime hours of construction to redirect as needed. Otherwise, normal traffic patterns are unaffected.

### Department of Design & Construction Management

#### Design of the Florida East Coast Railway Corridor Landscape and Safety Project

This General Obligation Bond project was presented at the Commission meeting on January 20<sup>th</sup> and was approved by appropriate City Officials to execute an Authorization to proceed with Kimley-Horn and Associates, Inc. for Professional Engineering Services for design.

#### Design of Rotary Park Drainage Improvements

This General Obligation Bond project was presented at the Commission meeting on January 20<sup>th</sup> and was approved by appropriate City Officials to execute an Authorization to proceed with Craven Thompson & Associates, Inc. for Professional Engineering Services for design.

### Hollywood Beach Golf Course

This General Obligation Bond project was presented at the Commission meeting on January 20<sup>th</sup> and was approved by appropriate City Officials to negotiate an agreement with:

- Bermello Ajamil & Partners, Inc. the highest-ranked firm, to provide Architectural/Engineering Consulting Services.
- RMGA, Inc. D/B/A Richard Mandell Golf Architecture, the highest ranked firm, to provide Golf Course Architecture Consulting Services.

For weekly updates on DCM projects go to [hollywoodfl.org](http://hollywoodfl.org).

### Office of Human Resources

#### Employment Division

The Office of Human Resources currently has 12 new hires and four promotions pending final approvals/start dates. This Office continues to recruit for a variety of positions within the City of Hollywood. There are 27 open job postings which can be found at <https://www.governmentjobs.com/careers/hollywoodfl>.



## QUIPS – (continued)

### Labor Relations

The Labor Relations Division is actively responding to one Equal Employment Opportunity Commission (EEOC) charge and two grievances. Two new Family Medical Leave Act (FMLA) applications were processed, and two potentially new FMLA files are being researched. We continue to provide advice and counsel to management on labor matters and conduct investigations when appropriate. Our office continues to answer questions regarding COVID-19 and mitigate exposures.

### Learning

The Police Department transitioned to online performance reviews and all supervisors received training on completing reviews in Oracle for sworn personnel. As of January 1, 2021 the City completes 100% of its annual reviews electronically, eliminating the need for paper copies.

All Police Department personnel completed a 90 minute online training program called Cultural Diversity/Human Diversity. This training, designed for law enforcement, was offered through one of the City's insurance carriers. It was implemented to promote the importance of positive communication and understanding and respecting the cultures of members of the public with whom they encounter.



Seth Fine, CEO of FineAwards.com, was at the Police Department on Tuesday, January 26<sup>th</sup> to recognize the outstanding efforts of the City of Hollywood Police Department during the COVID-19 pandemic. He presented beautiful crystal awards to each of the fourteen Police Department units in recognition of their excellence in community care. Based in Hollywood, FineAwards.com has over 40 years of experience designing and manufacturing gifts and awards for Fortune 500 companies, sports franchises and charities around the world.

### Payroll

Payroll is processing the payroll for the upcoming pay date of January 29, 2021. This process includes updating payroll records including changes from the previous pay period, auditing the time reporting to ensure compliance and accuracy, and posting requested changes to tax statuses of employees. Payroll is processing voluntary and garnishment deductions along with miscellaneous items including direct deposits, 457 contributions, and credit union allowances. Payroll is continuing its work with various departments to integrate Kronos into the Oracle environment by providing Payroll support from discovery to implementation. Payroll provides excellent care and assistance to all in relation to payroll questions, requests, training, and time entry updates.

### Risk Management

This week, Risk Management reviewed five certificates of insurance for insurance compliance for firms or individuals that perform services on behalf of the City. Two new general liability claims were processed. The City's Third Party Administrator for Workers' Compensation/Liability, advised that they received four recovery checks for damages to City property totaling \$10,943.81. Claim reserves were determined for workers compensation and liability by actuary firm Glicksman Consulting. As required by City Code, the Finance Director's Bond application was completed for the new Finance Director. We also updated the tuition reimbursement template to reflect new credit hours reimbursement rates.

## QUIPS – (continued)

### Development Services

#### Building Division

Between January 19<sup>th</sup> – January 21<sup>th</sup> Building completed:

<b>Inspections</b>	<b>Total</b>
Virtual inspections	54
In person inspections	846
<b>Plan Review</b>	<b>Total</b>
Virtual plan review	391

### Code Compliance Division

Code Officers continue to respond to complaints of COVID-19 violations forwarded from the County. The Inspections this weekend resulted in:

<b>Inspections</b>	<b>Total</b>
Unfounded Complaints	9
Citations Issued	13

Between January 19<sup>th</sup> – January 26<sup>th</sup> Code Officers completed:

<b>CODE COMPLIANCE TASK</b>	<b>TOTAL</b>
Re-Inspections	351
New Calls Of Concern	110
New Violations/Courtesy Warnings Issued	364

## QUIPS – (continued)

### Code Compliance Division – (continued)

Between January 16<sup>th</sup> – January 23<sup>rd</sup> Community Development completed:

COMMUNITY DEVELOPMENT	TOTAL
Housing Rehabilitation Progress Inspections	10
Housing Rehabilitation Loans Closed	4
Sewer Connection Closed	1
Assisted with Identifying Food Assistance/Navigating Online Food Stamp Platform	13
Assistance with Utility Bills Payments	11
Homeless Placements	6

### Engineering, Transportation & Mobility Division

Between January 19<sup>th</sup> – January 21<sup>st</sup> Engineering completed:

ENGINEERING TASK	TOTAL
Total Customer Service Calls	220
Row Submittals/Revisions/Issuance	20
Inspections	57
Plan Reviews	123
Traffic - Customer Service Complaints	18
Mot Plan Reviews	9
TAC/PACO Reviews	5/13
Commission Agenda Items Uploaded In Legistar	0

### CRF Eviction and Foreclosure Prevention Program

The CRF Eviction and Foreclosure Program met the deadline for reporting to the Florida Housing Finance Corporation (FHFC) with 135 Foreclosure Prevention cases and 378 Eviction Prevention Cases for total expenditure of \$2,471,192.28.



## QUIPS – (continued)

### Advisory Board Activities

The African American Advisory Council (AAAC) held a regular meeting on January 21, 2020 to discuss Black History Month Options and a COVID recovery update.

### Planning Division

Between January 19<sup>th</sup> – January 21<sup>st</sup> Planning completed:

<b>PLANNING TASK</b>	<b>TOTAL</b>
General Zoning Phone Calls, Emails	774
Permit Phone Calls	18
Permit Emails	23
Permit Plan Reviews	92
Certificate Of Use	7
Zoning Letters	0
Alcohol Licenses	1
Address Designations	0
Virtual Meetings	28