

CITY MANAGER'S WEEKLY REPORT

hollywoodfl.org

February 15-21, 2021

From the Desk of the City Manager

Dr. Wazir Ishmael

Celebrating Black History Month: City Honors First African American City Attorney Andrew DeGraffenreidt, III

In celebration of Black History Month, the Mayor and City Commission recognized the City's first African American City Attorney, Andrew DeGraffenreidt, III, for his dedicated service and well-respected legal career. Mr. DeGraffenreidt, who died on February 2nd at the age of 69, graduated from the University of Miami School of Law and first worked for the Broward County Attorney's Office. After leaving Broward County, Mr. DeGraffenreidt served as Deputy City Attorney for the City of Hollywood and then became the City Attorney in November 1983 – serving through January 1988. Mr. DeGraffenreidt also served on the Hollywood Community Redevelopment Agency, the Planning and Zoning Board, the Hollywood Board of Appeals and Adjustment and the Hollywood General Pension Fund. The Mayor, City Commission and entire City of Hollywood family extend our deepest sympathy to Mr. DeGraffenreidt's wife, children, friends and loved ones.



A Day of Service and Love

February 14th is a day of love, and while I hope everyone enjoyed the Valentine's Day holiday, I know you took some time to reflect on the tragic day events from three years ago. To honor the 17 lives lost and commemorate the anniversary of the Marjory Stoneman Douglas High School shooting and show appreciation to our first responders, South Broward High School hosted "A Day of Service and Love." Students and staff greeted police and fire personnel and provided them with a pancake breakfast and goodie bags. Major Redding, Lieutenant Hightower, Lieutenant Ruiz, Sergeant Williams and members of the Hollywood Police Department's Bravo Shift as well as members of the Hollywood Fire Department attended the event. Our thoughts are with the family and friends who lost their loved one on that heartbreaking of Valentine's Day.



From the Desk of the City Manager – (continued)

Vacation Rental Regulations Q&A Set for Feb. 23rd

As a reminder, the City has amended its Vacation Rental License Ordinance, and existing vacation rental operators must comply with the changes by March 1st. All properties being used as a vacation rental, regardless of location in the City of Hollywood, must register and obtain a Vacation Rental License from the City, in addition to obtaining a State license and other licenses.

To assist property owners with meeting compliance deadlines, the City will be hosting two virtual question and answer sessions, as follows:



Vacation Rental License Program Q&A Via WebEx Virtual Meeting

Morning Session: Tuesday, February 23rd from 11 a.m. – 12 p.m.

JOIN VIA COMPUTER:

<https://cohfl.webex.com/cohfl/onstage/g.php?MTID=e3cb52ab2313be59b7a44647a3c02d6ae>

JOIN VIA TELEPHONE: (408) 418-9388

Meeting ID: 132 797 4704

Password: VACATION

Evening Session: Tuesday, February 23rd from 5 p.m. to 6 p.m.

JOIN VIA COMPUTER:

<https://cohfl.webex.com/cohfl/onstage/g.php?MTID=ee102512d1f0e85c06e609e1a6cfaf113>

JOIN VIA TELEPHONE: (408) 418-9388

Meeting ID: 132 538 1006

Password: VACATION

There will be no formal presentation, staff will be on-hand to answer questions related to the vacation rental license program, licensure, inspections requirements and more.

Those who currently have a vacation rental license, as well as those property owners who are currently using their property as a vacation rental are encouraged to participate. For more information about the changes in the Vacation Rental License Program, please visit hollywoodfl.org.

From the Desk of the City Manager – (continued)

Water Main Replacement Project

The ongoing Department of Public Utilities water main replacement project is now taking place in the Parkside Neighborhood, from Dixie Highway to Federal Highway and from Hollywood Boulevard to Pembroke Road. Construction will take place Monday through Friday from 7:00 a.m. to 6:00 p.m. through February of 2022. Outreach to residents in the work area will continue throughout the project. For more information, please contact Public Utilities at (954) 921-3930 or Public Works at (954) 967-4526.

GOB Playground Improvement Virtual Community Meetings

Mark your calendar! The Department of Parks, Recreation and Cultural Arts will be hosting multiple virtual community meetings to discuss the planned playground improvement projects that are a part of the voter-approved General Obligation Bond. The public is invited to attend virtually by pre-registering online. Once registered, participants will receive a WebEx link and meeting information to attend the meeting virtually. Links to register are included in the online event calendar on the City's website at hollywoodfl.org. The meetings will take place as follows:



- Tuesday, February 23rd at 4 p.m. – 411 Linear Park playground
- Tuesday, February 23rd at 5 p.m. – Cathy & Bob Anderson Park playground
- Wednesday, February 24th at 4 p.m. – Poinciana Park playground
- Wednesday, February 24th at 5 p.m. – Jefferson Park playground
- Thursday, February 25th at 4 p.m. – Zinkil Park playground

For more information, please call the Department of Parks, Recreation and Cultural Arts at (954) 921-3404.



Curbside Collections for Select Residents

Due to the alley closure between McKinley Street and Cleveland Street between N. 56th 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 N. 32nd Avenue and N. 31st 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.



QUIPS ~ Quick Updates on Important Projects

Communications staff is finalizing the March issue of New Horizons which will be sent to the print vendor next week. Production staff coordinated the broadcast of Wednesday's City Commission Meeting and the off-site Special CRA Board Meeting that took place downtown.

Outreach continues for changes to vacation rental operation requirements, including promotion of the Vacation Rental License Program Virtual Q&A Sessions on February 23rd. Staff also continues with educational campaigns regarding the need for Tree and Shrub Trimming/Removal from the public right-of-way and alleyways in the Parkside neighborhood, the temporary closure of the Garfield South Paddleball Court for cleaning February 23rd - 25th, utility billing maintenance scheduled for Sunday, February 21st, next week's GOB Playground Improvement Virtual Community Meetings and the annual water line flushing program.

Messaging also continues regarding the Brightline Train Signal Testing, the Liberia Community Cleanup, MPO Bike Challenge, Public Utilities' Drop Savers Poster Contest and the Greater Hollywood Chamber of Commerce's West Side Business Group virtual meeting.

CMED staff is working to finalize multiple Economic Development marketing pieces, including the updated Economic Development Activity Report for inclusion in the City's marketing kit. The team also completed production on a new 30 second commercial for economic development in Hollywood, in partnership with the CRA.

Economic Development staff participated in two webinars this week - *the Economics of Development in Florida* and *GrowFL Florida Companies to Watch – Awards Celebration*. Staff also continued providing assistance with the Micro-enterprise program.



QUIPS – (continued)

Building Division

Between February 8th – February 11th Building completed:

| Inspections | Total |
|-----------------------|-------|
| Virtual inspections | 54 |
| In person inspections | 1,518 |
| Plan Review | Total |
| Virtual plan review | 626 |

Over 5,000 Virtual Inspections have been performed since April.

Code Compliance Division

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

| Inspections | Total |
|------------------------------------|-------|
| Unfounded Complaints | 9 |
| Warnings Issued | 0 |
| Parking Tickets Issued (Ghost Bar) | 36 |
| Citations Issued | 7 |

Between February 8th – February 16th Code Officers completed:

| CODE COMPLIANCE TASK | TOTAL |
|---|-------|
| Re-Inspections | 297 |
| New Calls Of Concern | 88 |
| New Violations/Courtesy Warnings Issued | 376 |



QUIPS – (continued)

Between February 8th – February 14th Community Development completed:

| COMMUNITY DEVELOPMENT | TOTAL |
|---|-------|
| Housing Rehabilitation Progress Inspections | 14 |
| Assisted with Identifying Food Assistance/Navigating Online Food Stamp Platform | 19 |
| Assistance with Utility Bills Payments | 11 |
| Homeless Placements | 2 |

Engineering, Transportation & Mobility Division

Between February 8th – February 11th Engineering completed:

Strategic Focus Areas:

*Communications and
Civic Engagement*



*Infrastructure and
Facilities*



| ENGINEERING TASK | TOTAL |
|--|-------|
| Total Customer Service Calls | 218 |
| Row Submittals/Revisions/Issuance | 29 |
| Inspections | 60 |
| Plan Reviews | 125 |
| Traffic - Customer Service Complaints | 23 |
| Mot Plan Reviews | 14 |
| TAC/PACO Reviews | 1/1 |
| Commission Agenda Items Uploaded In Legistar | 0 |



QUIPS – (continued)

Planning Division

Between February 8th – February 11th Planning completed:

- Successfully implemented a Gridics Soft Launch
- Conducted the Planning and Development Board Meeting, passing three items, two of which, will be forwarded to the City Commission for final approval.

| PLANNING TASK | TOTAL |
|------------------------------------|-------|
| General Zoning Phone Calls, Emails | 1,407 |
| Permit Phone Calls | 192 |
| Permit Emails | 101 |
| Permit Plan Reviews | 93 |
| Certificate Of Use | 8 |
| Zoning Letters | 2 |
| Alcohol Licenses | 0 |
| Address Designations | 0 |
| Virtual Meetings | 47 |



QUIPS – (continued)

Employment Division

The Office of Human Resources currently has seven (7) new hires and three (3) promotions pending final approvals/start dates. In addition, the Employment Division tallied the following:

- 14 oral exams/interviews conducted for 4 positions (Mechanical Inspector (full-time), Plumbing Inspector (part-time), Storekeeper, and Treatment Plant Mechanic I
- 1 written exam conducted with 2 Customer Service Representative applicants
- 1 practical exam (Run/Swim test) with 21 Ocean Lifeguard applicants
- 5 typing/computer skills tests with 27 Administrative Assistant I applicants

This Office continues to recruit for a variety of positions within the City of Hollywood. There are currently 25 open job postings which can be found at: <https://www.governmentjobs.com/careers/hollywoodfl>.

Labor Relations

The Labor Relations Division is finalizing a response to one Equal Employment Opportunity Commission (EEOC) charge and responding to two grievances. Two new Family Medical Leave Act (FMLA) applications were processed. We continue to provide advice and counsel to management on labor matters and conduct investigations when appropriate. Our Office continues to respond to questions regarding COVID-19 and mitigate exposures.

Learning

We will offer our managers and supervisors a webinar to discuss the *City of Hollywood's Work/Life Program* in order to learn about the different emotional health and daily convenience services available to them and their family members to better navigate some of life's challenges. This session will cover how managers can recognize signs and symptoms that an employee might be struggling and how to have a constructive conversation with employees in order to refer them to the program for assistance.



Two online classes are being offered on various components of the Oracle system to help new employees navigate the cloud-based software. One session is for administrative staff on completing personnel actions and another for supervisors on completing performance reviews in the system.

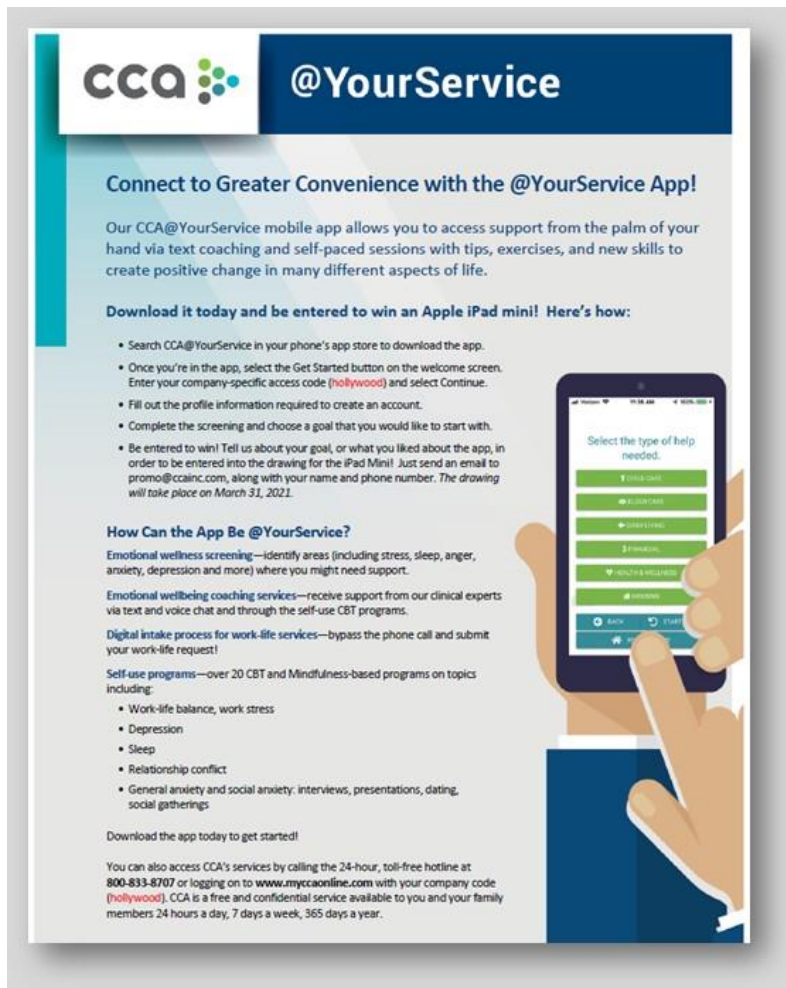
Payroll

In anticipation of the upcoming payroll for pay date February 26, 2021, Payroll is processing personnel action changes including transfers, promotions, assignment changes, certification, and education allowances. Payroll is continuing our work with various departments to integrate Kronos into the Oracle environment by providing Payroll support from discovery to implementation. Payroll continues to provide excellent care and assistance to all in relation to payroll questions, requests, training and time entry updates.

Any employee who is not in receipt of calendar year 2020 W-2 should contact Payroll via email payroll_support@hollywoodfl.org. Payroll will be more than happy to provide a copy along with completing a mailing address verification.

Risk Management

This week, Risk Management reviewed 29 certificates of insurance for insurance compliance for firms or individuals that perform services on behalf of the City. We processed six new general liability claims. Risk also reviewed 12 reports of damage to City property; eight are pending additional information from the appropriate departments in order to determine if recovery is possible. One was sent to the Third Party Administrator for recovery. Three did not have any actual damages so recovery is not possible. The City's Third Party Administrator advised that they received one recovery check for damages to City property in the amount of \$255.61. With the assistance of the City Attorney's Office, Risk was able to recover damages to City property in the amount of \$864.21.



The graphic is a promotional flyer for the CCA@YourService mobile app. It features the CCA logo and the text '@YourService' at the top. The main heading is 'Connect to Greater Convenience with the @YourService App!'. Below this, it describes the app's features: text coaching, self-paced sessions, and tips for positive change. A key promotion is highlighted: 'Download it today and be entered to win an Apple iPad mini! Here's how:'. A list of five steps details the process from searching for the app to entering a drawing. The flyer also lists various services available through the app, such as emotional wellness screening, coaching, digital intake, and self-use programs. A hand holding a smartphone is shown on the right side, displaying the app's interface. At the bottom, it provides contact information for CCA's 24-hour toll-free hotline and website.

CCA @YourService

Connect to Greater Convenience with the @YourService App!

Our CCA@YourService mobile app allows you to access support from the palm of your hand via text coaching and self-paced sessions with tips, exercises, and new skills to create positive change in many different aspects of life.

Download it today and be entered to win an Apple iPad mini! Here's how:

- Search CCA@YourService in your phone's app store to download the app.
- Once you're in the app, select the Get Started button on the welcome screen. Enter your company-specific access code (**hollywood**) and select Continue.
- Fill out the profile information required to create an account.
- Complete the screening and choose a goal that you would like to start with.
- Be entered to win! Tell us about your goal, or what you liked about the app, in order to be entered into the drawing for the iPad Mini! Just send an email to promo@ccainc.com, along with your name and phone number. The drawing will take place on March 31, 2021.

How Can the App Be @YourService?

Emotional wellness screening—identify areas (including stress, sleep, anger, anxiety, depression and more) where you might need support.

Emotional wellbeing coaching services—receive support from our clinical experts via text and voice chat and through the self-use CBT programs.

Digital intake process for work-life services—bypass the phone call and submit your work-life request!

Self-use programs—over 20 CBT and Mindfulness-based programs on topics including:

- Work-life balance, work stress
- Depression
- Sleep
- Relationship conflict
- General anxiety and social anxiety: interviews, presentations, dating, social gatherings

Download the app today to get started!

You can also access CCA's services by calling the 24-hour, toll-free hotline at **800-833-8707** or logging on to www.myccaonline.com with your company code (**hollywood**). CCA is a free and confidential service available to you and your family members 24 hours a day, 7 days a week, 365 days a year.

Feeling rundown from the holidays? Looking to make mindfulness more of a priority? Curious about supplementing traditional medicine with alternative practices? CCA@YourService offers resources and referrals to support well-being and remove barriers that may get in the way of achieving wellness goals.

City employees: Check your email for more information.



QUIPS – (continued)

Congratulations Broward Police Academy – Class 333 Police Officer Recruits

Congratulations to all Hollywood Police Department police recruits who attended the Broward Police Academy – Class 333. They successfully passed the State of Florida Law Enforcement Officer Certification Exam.

We are excited to share that several of our Police Officer Recruits won the awards:

Honor Medallion:

S. Salpetrier

Physical Fitness Award:

- 1st F. Petitpapa
- 2nd P. Tullock
- 3rd C. Williams

Academic Award:

- 1st T. Dalecky
- 2nd D. Escandel

Marine Unit:

Last week the Marine Unit coordinated the removal of another Derelict Vessel from the Sheridan Cove area. (30' O'Day)

Traffic Unit:

Last week the Hollywood Police Department Traffic Unit coordinated with and performed traffic control at the Carriage Hills COVID-19 vaccination site.

Photos from a Day of Service and Love at South Broward High School



QUIPS – (continued)

Rotary Park Improvement

The Parks, Recreation, and Cultural Arts Department (PRCA) installed new batting cage netting at Rotary Park's batting cages located on the west side. This work was completed on Thursday, February 11, 2021.



Stan Goldman Park Skate Park

PRCA along with its contractor began removing the chain link fencing and fence posts surrounding Stan Goldman Park Skate Park on Saturday, February 13, 2021. Once all of the fencing and posts have been removed, the Contractor will fill the fence post holes with concrete. The expected completion date is Friday, February 19, 2021.





QUIPS – (continued)

Utility Billing & Customer Service

February 8th to February 11th

| CUSTOMER SERVICE | TOTAL |
|---|--------|
| PHONE CALLS ANSWERED | 839 |
| PAY UTILITY EMAILS HANDLED | 263 |
| UTILITY APPLICATIONS PROCESSED | 75 |
| HIGH UTILITY BILL ADJUSTMENTS (HUBA) APPROVED | 0 |
| UTILITY BILLING | TOTAL |
| UTILITY BILLS ISSUED | 10,706 |

WMRP- Hollywood Boulevard to Sheridan Street from US-1 to North 21st Avenue

Project Manager Wilhelmina Montero

Strategic Focus Area:

Infrastructure and Facilities



Public Safety



Contractor is testing water mains in the area between Fillmore St and Taylor Street from US-1 to North 21st Avenue. Lift Station construction continues in the 1900 Block of Coolidge Street. Contractor continues installing gravity sewer between Sheridan Street and Taft Street. A traffic plan is in place and traffic is being redirected accordingly.

Lift Station W-14 upgrade, Monroe Street, at South 56th 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 56th Avenue. They are accessing the site from South 56th 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.

QUIPS – (continued)

Environmental Sustainability

The Environmental Sustainability Coordinator has been working with fellow Public Works staff and Procurement to have the dunes at Cleveland Street, Hayes Street, and between Tyler and Harrison Streets restored. This work entails removing all nonnative invasive plants, bringing native dune vegetation back to the posted boundary, and clearing a 10ft space between the knee wall and the dunes where applicable. The City will organize volunteers to plant any bare patches in the dunes with sea oats and other low growing native dune plants. Stay tuned for those volunteer opportunities!



The Environmental Sustainability Coordinator is working with the Sustainability Advisory Committee and the City's Communications staff to organize the 10th annual Environmental Education Forum as a virtual event next Thursday, February 25th at 6:00 p.m. The topic is "Waste Management Strategies in Broward: Ending incineration." The attendee link and more details are available on the City calendar.