

July 16, 2008

Dear Business Owner:

**SUBJECT: NATURAL DISASTER SEASON**

The City of Hollywood is prepared to assist businesses in the event a natural disaster adversely impacts Hollywood's business community.

To expedite disaster recovery, the City of Hollywood has partnered with Broward County and the Broward Alliance to identify the needs of businesses after a natural disaster. Businesses adversely impacted by Hurricane Ernesto should complete the attached business survey form and fax to the Department of Business & Economic Development at (954) 921-3497. The information will be utilized to provide a clear picture of our local needs to better direct emergency resources. This information will also be shared with our partners, the Broward County Office of Economic Development, WorkForce One, the State and local authorities.

Your completed survey should be returned to our office as soon as possible. The information being collected includes physical damage to businesses, infrastructure needs and services. Please include information regarding any anticipated employee layoffs or a date when employees will be able to return to work.

We trust you will resume your business operations soon. If we can be of any further assistance, please contact us at (954) 921-3388.

Sincerely,

*Arline Hampton*

Arline Hampton  
Business Development Director

Attachments

**City of Hollywood  
Broward County Business Assessment Form**

The following damage assessment information will be utilized by the City of Hollywood, the Broward County Office of Economic Development, WorkForce One, Enterprise Florida, the State of Florida, and other local authorities to assess physical damage, determine immediate recovery needs, and identify industries affected. Furthermore, this survey will be utilized to help Federal, State and local officials to direct emergency resources to the businesses adversely impacted in Broward.

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ (fax) \_\_\_\_\_

Alternate Contact Information: Cell Phone \_\_\_\_\_ email: \_\_\_\_\_

**Please describe your current business operation**

- Physical damage prevents me from conducting normal operations.
- If I could get certain items, I would be able to reopen within 1 week.
- Slight damage

**What are some of the things that you need to get back in business:**

- Operating office \_\_\_\_\_ size/sq. Ft.
- Production/warehouse facility \_\_\_\_\_ sq. ft.
- Emergency loan. Estimated \$\_\_\_\_\_.
- Telephone service.
- Electricity service.
- Replacement workers. Approx. \_\_\_\_\_ needed.  
Skills Needed: \_\_\_\_\_
- Child care/family assistance needed. How many children: \_\_\_\_\_  
Special needs adults: \_\_\_\_\_
- Computers. How many computers? \_\_\_\_\_
- Personal Housing
- Record Storage. How much space needed? \_\_\_\_\_
- Other \_\_\_\_\_

**Type of business:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Business Service    |
| <input type="checkbox"/> Retail       | <input type="checkbox"/> Customer Service    |
| <input type="checkbox"/> Wholesale    | <input type="checkbox"/> Other: (list) _____ |

How many people did you employ prior to the storm? \_\_\_\_\_

How many people are projected to be layed-off? \_\_\_\_\_

In what period of time? \_\_\_\_\_

**PLEASE NOTE:** This is a Business Assessment Survey. Please file damage claims with your insurance provider, FEMA, and/or other public and private organizations, as necessary. Return Business Assessment form to: Department of Business & Economic Development, 2600 Hollywood Blvd., Room 422, P.O. Box 229045, Hollywood, FL 33022-9045 or call (954) 921-3388.