CITY OF BARTOW
CITY COMMISSION REGULAR MEETING
MONDAY, APRIL 6, 2026 AT 6:00 PM
OR AS SOON THEREAFTER AS POSSIBLE
CITY HALL COMMISSION CHAMBERS
450 NORTH WILSON AVE., BARTOW, FL 33830

AMENDED AGENDA

1. CALL TO ORDER AND ROLL CALL

2. INVOCATION - Pastor Andrew Farley, Mt. Olive Freewill Baptist Church

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. PROCLAMATIONS AND SPECIAL PRESENTATIONS

   a. Issuance of a proclamation recognizing April 11, 2026 as the 13th Annual Herbert Dixon Charity Golf Tournament. Being accepted by Mr. Herb Dixon, Honoree, and Mr. Carver Young, Representative of the Deacons & Stewards Alliance.

   b. Issuance of a proclamation recognizing April 2026 as Child Abuse Prevention Month. Being accepted by Heartland for Children Director of Community Relations Shawna Butler and Tyiesha Ghent, Community Engagement Specialist.

   c. Issuance of a proclamation recognizing April 2026 as Donate Life Month. Being accepted by LifeLink Foundation, Inc. Being accepted by Margaret Glidewell, Volunteer for LifeLink Foundation.

   d. Issuance of a proclamation recognizing April 12–18, 2026 as National Public Safety Telecommunications Week. Being accepted by Bartow Police Department Communications Supervisor Jane Casselman and Communications Staff.

   e. Presentation of April 2026 Beautification Awards - Kyle Lasek, PRCA Asst. Director

5. GENERAL PUBLIC COMMENT
   At this time, the Commission will receive comments from the public regarding matters not appearing on this agenda.

6. CITY ANNOUNCEMENTS

7. REPORTS OF CHARTER OFFICERS

   a. City Manager Communications

      1. Road Resurfacing Project Update FY 25-26 — Billy Groover, Public Works Director

2. Non-Profit and Community Partners FY 26-27 Funding — Mike Herr, City Manager

3. Southwest Florida Water Management District (SWFWMD) Modification of Phase III Water Restriction — John Hall, Asst. City Manager of Infrastructure Services and Tray Towles, Director of Code Compliance and Neighborhood Services

4. Community Redevelopment Agency (CRA) Project and Program Updates — Howard Smith, CRA Executive Director

5. Budget Update FY 26-27 — Peter Lear, Deputy City Manager

6. Update regarding TPO Grant Proposal for Jackson Ave. Study — Billy Groover, Public Works Director

b. City Attorney Communications

c. Legislative Updates

8. AGENDA MODIFICATION/APPROVAL

9. PUBLIC COMMENT ON AGENDA ITEMS
At this time, the Commission will receive comments from the public regarding matters that appear on this agenda, not otherwise scheduled for a separate Public Hearing.

10. HEARINGS – FIRST AND SECOND READINGS AND PUBLIC HEARINGS

11. CONSENT AGENDA

a. Approval of March 16, 2026 City Commission Regular Meeting minutes.

b. Approval of City Commissioner absence(s) for March 16, 2026 excusal(s): None

c. Consideration and approval of the Interlocal Agreement between Grady Judd, Sheriff of Polk County, and the City of Bartow for sharing Information Technology Services and NCIC/FCIC.

d. Consideration and approval to authorize staff to enter into a contract with Henkleman Construction for the TCS Building.

e. Consideration and approval Vogel Bros Building Co. Contract Change Order No. 010 relating to the Wastewater Plant Expansion project.

f. Consideration and approval to install 3 to 5 mature live oak trees parallel to and west of Hole 8 at the Bartow Golf Course for safety enhancement.

g. Approval of February 13, 2026 CRA and City Commission Joint Meeting minutes.

12. OTHER COMMISSION BUSINESS

a. OLD BUSINESS

b. NEW BUSINESS

1. Consideration and Approval of the Memorandum of Understanding between the City of Bartow and Keep Polk County Beautiful, Inc., supporting the Adopt-A-Road Program.

13. RESOLUTIONS

a. RESOLUTION NO. 26-4259-R – A RESOLUTION AUTHORIZING THE CITY OF BARTOW TO ACCEPT FOR MAINTENANCE THE IMPROVEMENTS DEDICATED TO THE PUBLIC IN THE GROVE AT STUART CROSSING - PHASES 2A, 2B & 3, PB 216, PGS 31 THRU 41, PUBLIC RECORDS OF POLK COUNTY, FLORIDA

b. RESOLUTION NO. 26-4260-R - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BARTOW, FLORIDA; ESTABLISHING THE CITY OF BARTOW CODE COMPLIANCE ASSISTANCE GRANT PROGRAM, TO BE KNOWN AS THE “ANGEL FUND”; PROVIDING FOR THE PROGRAM’S PURPOSE, OBJECTIVES, ELIGIBILITY REQUIREMENTS, AND ADMINISTRATION; AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE PROGRAM AND TAKE ALL NECESSARY ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

14. COMMISSIONER COMMENTS

a. GARY BALL

b. LEO E. LONGWORTH

c. TRISH PFEIFFER

d. LAURA SIMPSON

e. TANYA TUCKER

15. ADJOURNMENT

Please be advised that if you desire to appeal any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notice regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk’s Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771. Posted at City Hall, Bartow Public Library, the City’s website: www.cityofbartow.net and Facebook page on April 1, 2026.

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CITY OF BARTOW

Welcome to the City of Bartow's City Commission meeting. We are glad you are here, and we appreciate your interest in our Community. We value your comments and participation.

To assist you in making presentations to the City Commission, please consider the following procedural guidelines.

- We do not generally allow comments during our work session unless the Mayor or Commission to clarify an item specifically asks for them. If comments are solicited, we ask you to subject yourself to a maximum three-minute comment. We ask that you be patient and save your comments for the regular Commission meeting.

- Each speaker shall provide his or her name and address to the Clerk on our Speaker's Identification form prior to the beginning of the meeting.

- We encourage you to speak and become active in your city but please do so at the appropriate time on the agenda.

- Comments on items scheduled for Public Hearing will be allowed only during the announced Public Hearing period.

- In the meeting, section titled "**Consideration of Questions from the floor, Petitions and Communications",** you may comment on any other matters, subject to a maximum time limit of three minutes to speak. In the event of a large number of speakers in a particular meeting, your time may be limited in order to allow all an opportunity to speak. Speakers going over the allotted time limit may be called out of order by the Mayor and asked to return to their seats.

- While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems as not falling within their area of responsibility.

These guidelines are intended to help us streamline our meeting time so that we may conduct business in an orderly manner on your behalf. It is not our intent to keep our citizens from participating in the democratic process.

We are glad you are here and hope you find your experience with your City Government a good one. Thank you for attending.

Sincerely,

Tanya Tucker
Mayor

ORDINANCE ADOPTION PROCEDURE

First Reading of Ordinances

1. After the caption of the Ordinance is read, the motion should be to set the same for public hearing (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):

2. After the motion is seconded, the Mayor announces that this is not a public hearing.

3. The Mayor then may upon call on Staff to explain the Ordinance in a reasonable length of time.

4. The City Commissioners may direct questions to Staff.

5. The Mayor asks the Clerk to call the roll for a vote. Only under extraordinary circumstances should this vote be negative (and never regarding a quasi-judicial matter, such as zonings, re-zonings, plat approvals, etc.).

Second Reading of Ordinances

1. After the caption of the Ordinance is read, the motion should be to adopt or to defeat the Ordinance (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):

2. After the motion is seconded, the Mayor announces that this is a public hearing and announces the following procedure and that it shall apply to all second readings on the Agenda:

   (a) First Staff shall explain the Ordinance.

   (b) The Applicant and/or his representatives shall then speak.

   (c) Members of the public shall have a maximum of three (3) minutes each to present their views.

   (d) A member of the public who wishes to represent more than two people may at the discretion of the Mayor or Commissioners be allowed additional time to speak.

   (e) City Commissioners may direct questions to any speaker (whose time to speak shall not be affected by the length of their answers).

   (f) Speakers should not be redundant by repeating remarks of previous speakers, although they are welcome to announce their approval of previous remarks by other speakers.

   (g) Addressing the Commissioners without being recognized, clapping, shouting, hooting and the like from the audience will not be tolerated, nor will personal attacks by speakers.

   (h) Within these parameters, everyone who wishes to speak shall be given that opportunity.

3. When all the speakers have been heard, the Mayor closes the public hearing, asks for comments from the Commissioners and then asks the Clerk to call the roll for a vote.

City of Bartow
Polk County's Capital City

PROCLAMATION

WHEREAS, Bartow's local golfing legend, Mr. Herbert Dixon, the eldest of three children, was born in Dade City, Florida, in 1919; his family moved to Bartow when he was eight years old, and he has been a lifelong resident ever since; and

WHEREAS, Mr. Dixon's love for golf began at the age of fourteen when he worked as a caddie at the Bartow Golf Course, earning fifty cents per day and occasionally receiving tips of up to twenty-five cents; and

WHEREAS, though Mr. Dixon never received formal training, his professional golfing career began in 1951 at the age of thirty-two. During that time, he won sixty-three tournaments. With the support of his sponsors, Dr. Butch and Dr. Roberts, he was able to travel to professional golf tournaments across the nation, often accompanied by his friend and fellow professional golfer Richard Lewis, who taught him much about the game; and

WHEREAS, Mr. Dixon's professional golf career ended in 1961. He was later honored with induction into the National Black Golf Hall of Fame in 1998, received the African American Golfers Hall of Fame Legacy Award in 2012, and was inducted into the West Palm Beach Golf Association Hall of Fame in 2014; and

WHEREAS, Mr. Dixon continues to play amateur golf with great skill, consistently scoring between 70 and 80, with an all-time best tournament score of 63, and he has earned more than two hundred trophies throughout his lifetime; and

WHEREAS, he remains an active member of the Sunshine State Amateur Golfers Association, the Executive Par and Birdie Club, and the Bartow Golf Club; and

WHEREAS, Mr. Dixon attended Union Academy, where he was valedictorian. After thirty years as a long-distance truck driver, he worked as a security guard for a private firm serving Polk County Elementary Schools until his retirement in 2011—earning the admiration and respect of students and staff alike; and

WHEREAS, now at one hundred and six years of age, Mr. Dixon continues to exemplify extraordinary health, maintaining an active lifestyle through golf, exercise, and the care of his home. He has built lasting friendships and created cherished memories both on and off the course; and

WHEREAS, on December 5, 2020, the City of Bartow dedicated the new driving range at the Bartow Golf Course in his honor, and on September 6, 2023, renamed a portion of Idlewood Avenue South to Herbert Dixon Boulevard; and

WHEREAS, April 11, 2026, marks the 13th Annual Herbert Dixon Charity Golf Tournament, the proceeds of which benefit the Bartow Deacons and Stewards Alliance, Inc. Scholarship Fund, supporting scholarships awarded during the organization's Annual Banquet.

NOW, THEREFORE, I Tanya Tucker by virtue of the authority vested in me as Mayor of the City of Bartow, Florida, do hereby proclaim April 11, 2026 as:

HERBERT DIXON DAY

in the City of Bartow and call upon all citizens to join me in congratulating and celebrating Mr. Dixon for his remarkable life, his dedication to the sport of golf, and his enduring contributions to our community.

DATED in Bartow, Florida, this 6th day of April, 2026.

CITY OF BARTOW

ATTEST WITH SEAL:

By:_____
Mayor Tanya Tucker

By:_____
City Clerk Jacqueline Poole

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City of Bartow
Polk County's Capital City

PROCLAMATION

WHEREAS, Florida is committed to improving the lives of all Floridians and ensuring a better future for its citizens; and

WHEREAS, children who experience adverse childhood experiences (ACEs) face greater risks of physical, psychological, and behavioral challenges impacting both the individual and community; and

WHEREAS, parents and caregivers with access to resources and support are better equipped to provide safe and nurturing environments that promote children's health, development, and academic success; and

WHEREAS, the Florida Department of Children and Families promote a holistic service approach through system integration and the Hope Florida – A Pathway to Prosperity initiative, which helps families overcome barriers to self-sufficiency through community collaboration; and

WHEREAS, Floridians may call 850-300-HOPE to connect with a Care Navigator for personalized support, local referrals, and guidance toward economic self-sufficiency; and

WHEREAS, throughout April, Prevent Child Abuse Florida together with the Governor's Office of Adoption and Child Protection, the Florida Department of Children and Families, Heartland for Children, and The Ounce of Prevention Fund of Florida implements the Pinwheels for Prevention campaign to raise awareness of child abuse prevention through positive parenting education and peer support initiatives; and

WHEREAS, Child Abuse Prevention Month offers all Floridians the opportunity to learn how they can help prevent abuse and foster positive childhood experiences that lead to happier, healthier lives.

NOW, THEREFORE, I, Tanya Tucker, by virtue of the authority vested in me as Mayor of the City of Bartow, do hereby proclaim April 2026 as:

CHILD ABUSE PREVENTION MONTH

in the City of Bartow, Florida.

DATED at Bartow, Florida this 6th day of April 2026.

CITY OF BARTOW

By:_____
Mayor Tanya Tucker

ATTEST WITH SEAL:

By:_____
City Clerk Jacqueline Poole

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City of Bartow
Polk County's Capital City

PROCLAMATION

WHEREAS, One of the most meaningful gifts that a human being can bestow upon another is the gift of life; and

WHEREAS, over 105,000 men, women and children are currently on the national waiting list for organ transplantation, of which over 6,000 reside in Florida; and

WHEREAS, 49,065, a historic number of organ transplants, occurred in the calendar year 2025 in the United States thanks to the generosity of 23,787 deceased and living donors, of which LifeLink of Florida honored more donors than ever before serving 360 organ donors who provided 995 lifesaving transplants to patients in need; and

WHEREAS, more than 2.5 million people throughout the country and in Florida benefit annually from tissue transplantation thanks to thousands of tissue donors; and

WHEREAS, the need for organ, eye, and tissue donation remains critical as a new patient is added to the national waiting list for an organ transplant every 8 minutes and each day roughly 13 people die due to the lack of available organs; and

WHEREAS, more than 10 million Floridians have already registered their decision to give the Gift of Life through organ and tissue donation at www.DonateLifeFlorida.org or on their driver license; and

WHEREAS, LifeLink® of Florida, the non-profit organization dedicated to the recovery of organs and tissue for transplantation therapy in Florida, with a mission to honor donors and save lives through organ and tissue donation.

NOW, THEREFORE, I, Tanya Tucker by virtue of the authority vested in me as Mayor of the City of Bartow, Florida, do hereby proclaim April 2026 as:

DONATE LIFE MONTH

in the City of Bartow and encourage all residents to consider leaving an infinite legacy through organ donation and to sign up at MyStoryContinues.com or when renewing their driver license or state identification card.

DATED at Bartow, Florida, this 6th day of April 2026.

CITY OF BARTOW

By:_____
Mayor Tanya Tucker

ATTEST WITH SEAL:

By:_____
City Clerk Jacqueline Poole

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City of Bartow

PROCLAMATION

WHEREAS, emergencies that require police, fire or emergency medical services can occur at any time; and,

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and**,**

WHEREAS, the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who contact the City of Bartow emergency communications center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, firefighters and paramedics by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the City of Bartow have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, I, Tanya Tucker, by virtue of the authority vested in me as Mayor of the City of Bartow, Florida, do hereby proclaim April 12 – 18, 2026 as:

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

in the City of Bartow in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

DATED at Bartow, Florida this 6th day of April, 2026.

CITY OF BARTOW

By:_____
Mayor Tanya Tucker

ATTEST WITH SEAL:

By:_____
City Clerk Jacqueline Poole

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April Beautification Winners

By Kyle Lasek

City of Bartow

Residential Winner

Jordan Hanger

855 Mann Rd

Residential Winner

Jim & Lynne Paulson

510 N Oak Dr

Commercial Winner

Katz Closet Consignment & The Salon on Main

Sherri Parrish

660 W Main St

CITY OF BARTOW, FLORIDA

TO: City of Bartow Commission

THROUGH: City Manager Mike Herr

FROM: Public Works Director William Groover

DATE: March 25, 2026

SUBJECT: Paving Update

SUMMARY AND BACKGROUND

A PCI scan completed in 2022 assessed street conditions for all city owned an maintained streets. The study evaluated the PCI values and existing facilities to identify improvements that need to be made.
Curbing construction has started in the areas of Clower St. and Hibiscus Dr without issue.

STAFF ANALYSIS

Results of a PCI scan identified the critical streets and curbing to set the basis for the 5 year period between 2022-2027 paving projects.

RECOMMENDATION

No recommendations needed at this time. Public Works staff will report back to the commission that the project was completed successfully.

NEXT STEPS

Public Works staff through the Communications Director will continue to notify the affected residents and business by social media and knocking on doors. The Communications Director will continue the social media campaign to make the public aware of the project. Paving will start on approximately mid April and last approximately 30 days from start to completion.

ATTACHMENTS

Phase 9 2026 paving map

	STREET
1	SHIBISCUS DR (E GEORGIA ST TO E HERMOSA AVE)
2	E SOLEDAD AVE & E CLOWER ST (S HUMATE DR TO E HERMOSA AVE)
3	DE LA BOSQUE AVE (SHIBISCUS DR TO THE END)
4	S DUDLEY AVE (C W STUART TO W PEARL)
5	W CLOWER (S HUMATE DR TO GASKIN)
6	W CLOWER (GASKIN TO 555)
7	LISA LN
8	CENTURY BLVD
9	CENTENNIAL BLVD
10	W CLOWER 555 to S GASKIN RD (Excavation Regular)(Blue Line)

Legend

- Phase 9 Resurfacing 3.63 Miles
- Propose Curbing 8200 Feet
- Streets
- CSX Railways

City of Bartow	**Phase 9 2026 Resurfacing 3.63 Miles**		

ITEM NO. 7.a.2

CITY OF BARTOW, FLORIDA

TO: Honorable Mayor and City Commissioners, City of Bartow City Commission

FROM: Mike Herr, City Manager and Peter Lear, Deputy City Manager

DATE: April 6, 2026

SUBJECT: FY 2026-2027 Nonprofit and Community Partners Funding Process

SUMMARY AND BACKGROUND

The City of Bartow annually solicits funding requests from not-for-profit organizations, tax-exempt entities, community-based organizations, and community partners. These funds support resident-focused services that either enhance existing City programs or address unmet needs. Successful applications demonstrate community impact, innovative ideas, clear work plans, collaboration, leadership development and long-term sustainability. Per Commission direction, performance indicators from the previous year's awards are now required in applications from prior recipients; this requirement has been incorporated into the process.

STAFF ANALYSIS

Deadline for submitting application is June 5, 2026. Requires applicant to submit organization’s budget, bylaws, state/federal IDs with application. It is mandatory for applicants who meet criteria to present to the City Commission.

Through the process applicants will receive the following:

- *ANNOUNCEMENT LETTER:* To be mailed and posted on May 1, 2026.

- *APPLICATION:* To be sent and posted with Announcement Letter.

- *INFORMATIONAL SESSION INVITATION:* To be mailed and posted on May 8, 2026. The purpose of this session is to give an overview and to answer questions. It is *tentatively* scheduled for May 15, 2026, at 9:00 a.m.

- *PRESENTATION WORKSHOP INVITATION:* This invitation will be extended to applicants who submit a fully completed application, including all required supporting materials, and who meet the established criteria. Each presenter will receive 10 minutes to highlight key project elements during the workshop. Tentative dates for these workshops to be announced.

- *AWARD LETTER:* To be sent to nonprofits and community partners notifying them of the grant amount approved by the Commission once the FY 2026-2027 budget is adopted. Applicants may submit invoices starting October 1.

Legislative Note

Senate Bill 1134, if approved by the Governor, may impact eligibility or activities of certain agencies. Applications will be evaluated case-by-case; affected organizations may be disqualified. Bill copy to be included with announcement letter.

FISCAL IMPACT

No immediate budget impact. Funding allocations will align with presentations and remain within approved FY 2026-2027 limits.

RECOMMENDATION

Commission review and approve the funding process as outlined for both nonprofits and community partners.

ATTACHMENTS

Announcement Letter
Application
Informational Session Invitation
Presentation Workshop Invitation
Award letter
FY 25/26 Awards to Non Profits & Community Partners
Senate Bill 1134

ANNOUNCEMENT LETTER

City of Bartow
Polk County's Capital City

May 1, 2026

Greetings,

The City of Bartow is pleased to announce that it is now accepting Non-Profit and Community Partner Funding Requests for Fiscal Year 2026–2027. To be considered for funding, applicants must provide a service that benefits Bartow residents by either enhancing an existing City service or offering an important service not currently provided by the City. Submission of an application does not guarantee funding.

Projects considered for funding should:

- Address significant community issues.
- Offer innovative, creative, and practical ideas that build community strengths.
- Include a clear work plan demonstrating the ability to achieve project goals.
- Encourage collaboration, increase efficiency, and reduce duplication of services.
- Develop local leadership, celebrate unity, and strengthen the community.
- Demonstrate quality, vision, strong management, and effective partnerships.
- Provide a plan for sustaining the project beyond the funding period.

Applicants must submit the following:

- A completed funding application.
- The organization's adopted annual budget.
- Current bylaws.
- State and federal identification numbers.

IMPORTANT NOTE:
If Senate Bill 1134 is approved by the Governor, it may impact on the eligibility or activities of certain agencies. Consequently, some organizations may not be considered for funding under the provisions of this legislation. Applications will be reviewed and determined on a case-by-case basis. A copy of the bill as presented is attached for reference.

Submission deadline

Completed applications and supporting materials must be received by **June 5, 2026**, and may be submitted either by mail or email:

Mail: City of Bartow, Office of the City Clerk, 450 N. Wilson Avenue, Bartow, FL 33830
Email: jpoole.clerks@cityofbartow.net

Sincerely,

Mike Herr
City Manager

Attachment: SB 1134, as enrolled

CITY OF BARTOW FY 26-27
ORGANIZATION FUNDING REQUEST APPLICATION

Not for Profits, Tax Exempt Entities and Community-Based Organizations Only

Deadline to submit is June 5 2026.

Submit completed application along with copies of the organization's adopted budget, bylaws, and documentation of state and federal ID numbers to:

CITY OF BARTOW - CITY CLERK'S OFFICE
450 N. Wilson Avenue, Bartow, FL 33830
or by email to jpoole.clerks@cityofbartow.net

Organizations are required to give a presentation to the City Commission on a date to be determined.

Name of organization	Click or tap here to enter text.
Type of organization	Click or tap here to enter text.
Physical addresses	Click or tap here to enter text.
Mailing address	Click or tap here to enter text.
Name and title of administrator	Click or tap here to enter text.
Phone number & email address	Click or tap here to enter text.
Date organization established	Click or tap here to enter text.
Florida Department of State Registration No.	Click or tap here to enter text.
Federal Employer Identification No. (FEIN)	Click or tap here to enter text.
Amount requested	Click or tap here to enter text.
Project budget	Click or tap here to enter text.
Name, phone number and email address of project manager	Click or tap here to enter text.
Organization's Mission Statement	Click or tap here to enter text.
Who does your organization serve	Click or tap here to enter text.

What category(ies) does your organization best function. Check all that apply.	☐ Childcare ☐ Cultural ☐ Drug Abuse Counseling or Treatment ☐ Educational ☐ Environmental ☐ Economic ☐ Historical ☐ Homelessness ☐ Housing ☐ Neighborhood ☐ Public Safety ☐Recreation ☐ Senior Citizens Services ☐ Special Needs [physical or mentally challenged] ☐ Youth Mentoring
Project summary	Click or tap here to enter text.
Projected start and completion dates (must be within the City's fiscal year)	Click or tap here to enter text.
Describe the project's objective	Click or tap here to enter text.
How will the funds be utilized	Click or tap here to enter text.
What will the funds help your organization accomplish	Click or tap here to enter text.
Who is your target population	Click or tap here to enter text.
What impact will the requested funds have on the community	Click or tap here to enter text.
How do you plan to promote the opportunity affiliated with the funds	Click or tap here to enter text.
What other organizations are you seeking funding from for this project	Click or tap here to enter text.
Does your organization currently receive funding from other agencies? If the answer is yes, list who it is from, and the amount received	Click or tap here to enter text.
What other agencies is your organization affiliated with	Click or tap here to enter text.
Are you a former recipient?	Click or tap here to enter text.
If answered yes to above, when was the last year received, and what was the award amount?	Click or tap here to enter text.
How were the funds used?	Click or tap here to enter text.

How many people were served?	Click or tap here to enter text.		
What impact did the funding result in?	Click or tap here to enter text.		
Name and title of person making application	Click or tap here to enter text.		
Signature of person making application		Date:	Click or tap here to enter text.
CERTIFICATION BY AUTHORIZED ORGANIZATION OFFICAL: By signing the foregoing application, attests that I have examined the information included in the application and hereby certify that, to the best of my knowledge and belief that the contents are true, accurate and complete.			
Name & title of authorized organization official	Click or tap here to enter text.		
Signature of authorized organization official		Date:	Click or tap here to enter text.

INFORMATIONAL SESSION INVITATION

City of Bartow
Polk County's Capital City

[insert date]

Greetings,

Thank you for applying for funding from the City of Bartow for Fiscal Year 2026–2027. The City invites you to attend an Informational Session regarding the funding request process. The session will be held on:

[Insert date and time]
Commission Chambers – City Hall
450 N. Wilson Avenue, Bartow, FL

During the Informational Session, City staff will provide an overview of the funding process, important deadlines, and expectations for applicants. This is also an opportunity to ask questions and clarify any aspects of the application or review procedures.

If you have any questions, please contact Peter Lear, Deputy City Manager, at plear@cityobartow.net or 863-534-0100, ext. 1347.

Sincerely,

Jacqueline Poole
City Clerk

PRESENTATION WORKSHOP INVITATION

City of Bartow
Polk County's Capital City

[insert date]

Greetings,

Thank you once again for applying for funding from the City of Bartow for Fiscal Year 2026–2027. This letter is to inform you that the City Commission will hear funding request presentations during a Workshop scheduled for:

[Insert date and time]
Commission Chambers – City Hall
450 N. Wilson Avenue, Bartow, FL

During the Workshop, applicants will present key aspects of their programs or services. Each organization will have up to 10 minutes to highlight the main components of its application and proposed projects.

If you have any questions, please contact Peter Lear, Deputy City Manager, at plear@cityobartow.net or 863-534-0100, ext. 1347.

Sincerely,

Jacqueline Poole
City Clerk

AWARD LETTER
NON PROFITS

City of Bartow
Polk County's Capital City

[insert date]

Greetings!

Thank you once again for applying for funding from the City of Bartow for Fiscal Year 2026–2027. During a Special Meeting held on [insert date], the City Commission reviewed and made funding allocation recommendations for Community Partners to be included in the upcoming budget. Subsequently, at its Regular Meeting on [insert date], the City Commission adopted the Fiscal Year 2026–2027 budget, which incorporates the funding allocations detailed below.

Name of Requestor	FY 26-27 Approved
[Insert name of community partner]	[Insert amount]

To receive funding, submit an invoice along with a copy of this notice, on or after October 1, 2026, to the contact listed below.

Finance Director [insert name]
City of Bartow
450 N. Wilson Avenue
Bartow, FL 33830

Sincerely,

Jacqueline Poole
City Clerk

[insert date]

Greetings!

Thank you once again for applying for funding from the City of Bartow for Fiscal Year 2026–2027. During a Special Meeting held on [insert date], the City Commission reviewed and made funding allocation recommendations for nonprofit organizations to be included in the upcoming budget. Subsequently, at its Regular Meeting on [insert date], the City Commission adopted the Fiscal Year 2026–2027 budget, which incorporates the funding allocations detailed below.

Name of Requestor	FY 26-27 Approved
[Insert name of organization]	[Insert amount]

To receive funding, submit an invoice along with a copy of this notice, on or after October 1, 2026, to the contact listed below.

Finance Director [insert name]
City of Bartow
450 N. Wilson Avenue
Bartow, FL 33830

Sincerely,

Jacqueline Poole
City Clerk

FY 25-26 APPROVED FUNDING

NON PROFIT ORGANIZATIONS	Final Award
Achievement Academy Inc.	1000
Backstage Theater	1000
Bartow Community Service Center	35000
Bartow Deacons & Stewards Alliance	4000
Bartow Youth Football & Cheer	3000
Boys & Girls Club of Polk County	1000
Breast Cancer Foundation of Central Florida	2600
Kids PACK, Inc.	3200
Lakeland Volunteers in Medicine	6500
Liberty Link Foundation 360 Incorporated	10000
Lighthouse for the Blind & Low Vision	2500
Luster African American Heritage Museum	3100
Top Buttons Inc	1000
Volunteers in Service to the Elderly (VISTE)	5600
Willie Bush Foundation, Inc.	2000
TOTAL	**$81,500.00**

COMMUNITY PARTNERS	Final Award
Bartow Chamber of Commerce	28000
Bartow Economic Development Council	124000
Main Street Bartow, Inc.	21000
LB Brown House	42000
TOTAL	**$215,000.00**

EVENTS	Final Award
Bartow Community Relations Committee - Diversity Luncheon	5000
Bartow Juneteenth Empowerment Org, Inc. - Juneteenth Celebration	5400
TOTAL	**$10,400.00**

SUMMARY

Events	10400
NP Organizations	81500
Community Partners	215000
GRAND TOTAL	**$306,900.00**

An act relating to official actions of local governments; creating ss. 125.595 and 166.04971, F.S.; defining terms; prohibiting counties and municipalities, respectively, from funding or promoting or taking official action as it relates to diversity, equity, and inclusion; providing that certain ordinances, resolutions, rules, regulations, programs, and policies are void; prohibiting counties and municipalities, respectively, from expending funds for diversity, equity, and inclusion offices or for diversity, equity, and inclusion officers; providing that a county commissioner, a member of the governing body of a municipality, or any other county or municipal official acting in an official capacity who violates certain provisions commits misfeasance or malfeasance in office; prohibiting counties and municipalities, respectively, from providing or authorizing funds to be used to promote diversity, equity, and inclusion initiatives; authorizing a cause of action against counties and municipalities, respectively; authorizing a court to enter a judgment awarding certain relief, damages, and costs; providing construction and applicability; creating s. 287.139, F.S.; requiring potential recipients of county or municipal contracts or grants to make a certain certification to the county or municipality before being awarded such contract or grant; providing applicability; providing an effective date.

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about the prohibition against discrimination based on protected status under state or federal law.

(c) "Diversity, equity, and inclusion office" means any office, division, department, agency, center, or other unit of a county which coordinates, creates, develops, designs, implements, organizes, plans, or promotes policies, programming, training, practices, meetings, activities, procedures, or similar actions relating to diversity, equity, and inclusion.

(d) "Diversity, equity, and inclusion officer" means a person who is a full-time or part-time employee of, or an independent contractor contracted by, a county whose duties include coordinating, creating, developing, designing, implementing, organizing, planning, or promoting policies, programming, training, practices, meetings, activities, procedures, or similar actions relating to diversity, equity, and inclusion.

(2) A county may not fund or promote, directly or indirectly, or take any official action, including, but not limited to, the adoption or enforcement of ordinances, resolutions, rules, regulations, programs, or policies, as it relates to diversity, equity, and inclusion. Any such existing ordinances, resolutions, rules, regulations, programs, or policies are void.

(3) A county may not expend any funds, regardless of source, to establish, sustain, support, or staff a diversity, equity, and inclusion office or to employ, contract, or otherwise engage a person to serve as a diversity, equity, and inclusion officer.

(4) A county commissioner or other county official acting

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in an official capacity who violates this section commits misfeasance or malfeasance in office.

(5) A county may not provide or authorize its funds to be used by employees, contractors, volunteers, vendors, or agents to promote diversity, equity, and inclusion initiatives.

(6) An action in circuit court may be brought by a resident of the county against a county that violates this section. The court may enter a judgment awarding declaratory and injunctive relief, damages, and costs.

(7)(a) This section does not prohibit any official action by a county required for compliance with state or federal laws or regulations.

(b) This section does not prohibit a county from doing any of the following:

1. Recognizing or promoting holidays designated by federal law, including those designated in 5 U.S.C. s. 6103.

2. Recognizing or promoting state holidays and special observances designated by state law, including those designated in chapter 683.

3. Recognizing or promoting patriotic and national observances recognized by federal law, including those designated in 36 U.S.C. ss. 101-148, or recognizing the events and individuals forming the basis for such observances.

4. Promoting or supporting a nonprofit entity that provides single-sex programs for the homeless or education, counseling, and rehabilitation of trauma-involved or at-risk youth.

5. Recognizing or honoring the individuals and groups recognized and honored by the monuments, memorials, and museums authorized by chapter 265 or chapter 267, or recognizing the

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events and individuals forming the basis for such monuments, memorials, or museums.

6. Owning, operating, maintaining, funding, or conducting events at monuments and memorials listed in 54 U.S.C. s. 320301 and located in this state.

7. Issuing event permits in a content-neutral manner and providing public safety services.

(c) This section does not prohibit the use of equal opportunity or equal employment opportunity materials designed to inform a person about the prohibition against discrimination based on protected status under state or federal law.

(d) This section may not be construed to conflict with:

1. Section 553.865 or analogous state and federal laws protecting the right of males and females to restrooms and changing facilities corresponding to their biological sex.

2. Part XII of chapter 39 or analogous state and federal laws ensuring that victims of domestic violence and their dependents have access to emergency shelters.

3. Section 1000.05 or analogous state and federal laws prohibiting discrimination based on biological sex in educational programs, sports, activities, and employment.

4. Chapter 381 or analogous state and federal laws ensuring males and females have access to public health services corresponding to their biological sex.

5. State and federal laws ensuring access to public health care services corresponding to a person’s race or ethnicity.

6. Any other state or federal laws recognizing the inherent biological differences between males and females for the purpose of ensuring their health, safety, and welfare.

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(8) This section does not apply to:

(a) The actions of a body composed of nonelected volunteers; or

(b) Basic administrative support provided to a body composed of nonelected volunteers, unless such administrative support is provided by a county employee whose sole function is the provision of such administrative support.

Section 2. Section 166.04971, Florida Statutes, is created to read:

166.04971 Prohibition of official actions of municipalities relating to diversity, equity, and inclusion; penalty; remedy.—

(1) For purposes of this section, the term:

(a) "Acting in an official capacity" means performing or purporting to perform a function, duty, or responsibility assigned by law, rule, or policy to a public officer or public employee, or otherwise exercising or claiming to exercise the authority of such office or employment.

(b) "Diversity, equity, and inclusion" means any effort to:

1. Manipulate or otherwise influence the composition of employees with reference to race, color, sex, ethnicity, gender identity, or sexual orientation other than to ensure that hiring is conducted in accordance with state and federal antidiscrimination laws;

2. Promote or provide preferential treatment or special benefits to a person or group based on that person's or group's race, color, sex, ethnicity, gender identity, or sexual orientation; or

3. Promote or adopt training, programming, or activities designed or implemented with reference to race, color, sex,

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ethnicity, gender identity, or sexual orientation.

The term does not include the use of equal opportunity or equal employment opportunity materials designed to inform a person about the prohibition against discrimination based on protected status under state or federal law.

(c) "Diversity, equity, and inclusion office" means any office, division, department, agency, center, or other unit of a municipality which coordinates, creates, develops, designs, implements, organizes, plans, or promotes policies, programming, training, practices, meetings, activities, procedures, or similar actions relating to diversity, equity, and inclusion.

(d) "Diversity, equity, and inclusion officer" means a person who is a full-time or part-time employee of, or an independent contractor contracted by, a municipality whose duties include coordinating, creating, developing, designing, implementing, organizing, planning, or promoting policies, programming, training, practices, meetings, activities, procedures, or similar actions relating to diversity, equity, and inclusion.

(2) A municipality may not fund or promote, directly or indirectly, or take any official action, including, but not limited to, the adoption or enforcement of ordinances, resolutions, rules, regulations, programs, or policies, as it relates to diversity, equity, and inclusion. Any such existing ordinances, resolutions, rules, regulations, programs, or policies are void.

(3) A municipality may not expend any funds, regardless of source, to establish, sustain, support, or staff a diversity,

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equity, and inclusion office or to employ, contract, or otherwise engage a person to serve as a diversity, equity, and inclusion officer.

(4) Any member of the governing body of a municipality or other municipal official acting in an official capacity who violates this section commits misfeasance or malfeasance in office.

(5) A municipality may not provide or authorize its funds to be used by employees, contractors, volunteers, vendors, or agents to promote diversity, equity, and inclusion initiatives.

(6) An action in circuit court may be brought by a resident of the municipality against a municipality that violates this section. The court may enter a judgment awarding declaratory and injunctive relief, damages, and costs.

(7)(a) This section does not prohibit any official action by the governing body of a municipality required for compliance with state or federal laws or regulations.

(b) This section does not prohibit a municipality from doing any of the following:

1. Recognizing or promoting holidays designated by federal law, including those designated in 5 U.S.C. s. 6103.

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3. Recognizing or promoting patriotic and national observances recognized by federal law, including those designated in 36 U.S.C. ss. 101-148, or recognizing the events and individuals forming the basis for such observances.

4. Promoting or supporting a nonprofit entity that provides

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5. Recognizing or honoring the individuals and groups recognized and honored by the monuments, memorials, and museums authorized by chapter 265 or chapter 267 or recognizing the events and individuals forming the basis for such monuments, memorials, or museums.

6. Owning, operating, maintaining, funding, or conducting events at monuments and memorials listed in 54 U.S.C. s. 320301 and located in this state.

7. Issuing event permits in a content-neutral manner and providing public safety services.

(c) This section does not prohibit the use of equal opportunity or equal employment opportunity materials designed to inform a person about the prohibition against discrimination based on protected status under state or federal law.

(d) This section may not be construed to conflict with:

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(8) This section does not apply to:

(a) The actions of a body composed of nonelected volunteers; or

(b) Basic administrative support provided to a body composed of nonelected volunteers, unless such administrative support is provided by a municipal employee whose sole function is the provision of such administrative support.

Section 3. Section 287.139, Florida Statutes, is created to read:

287.139 Prohibition against using diversity, equity, and inclusion material.—A potential recipient of a county or municipal contract or grant shall certify to the county or municipality, as applicable, before being awarded such contract or grant that the potential recipient does not and will not use county or municipal funds in requiring its employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials relating to diversity, equity, and inclusion as defined in ss. 125.595(1) and 166.04971(1).

Section 4. Section 287.139, Florida Statutes, created by this act applies to any contract between a county or municipality and a diversity, equity, and inclusion officer which is in existence on January 1, 2027. With respect to all other contracts, s. 287.139, Florida Statutes, created by this

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act applies to contracts executed or renewed after January 1, 2027.

Section 5. This act shall take effect January 1, 2027.

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ITEM NO. 7.a.3

CITY OF BARTOW, FLORIDA

TO: City of Bartow City Commission
THROUGH: Mike Herr, City Manager
FROM: John Hall, Assistant City Manager of Infrastructure Services
DATE: April 6, 2026

SUBJECT: Implementation of Modified Phase III Water Shortage Restrictions

SUMMARY AND BACKGROUND
On March 24, 2026, the Southwest Florida Water Management District Board of Directors voted to implement **Modified Phase III "Extreme" Water Shortage Restrictions**, effective Districtwide beginning **April 3, 2026, and continuing through July 1, 2026**. This action was taken in response to severe drought conditions, including declining lakes, streams/river levels, and a lower upper Floridan aquafer level along with a forecast of continuing significant rainfall deficits region wide. As of February, we have received a **13.7-inch** rainfall deficient compared to the historical 12 month rolling average.

STAFF ANALYSIS

KEY ISSUES
- Additional restricted watering hours on your designated watering day **12:01a.m. to 4 a.m. or 8 p.m. to 11:59 p.m.,** limited to one day per week
- Other limitations include, at home car washing only on your designated watering day, no HOA can enforce deed restrictions requiring an increase in water use, aesthetic fountains are limited to four hours per day; they can be selected by the owner but must be posted, restaurants are required to serve water only on request.
- Golf Courses have additional restrictions.
- A full list of restrictions is provided on **WaterMatters.org/Restrictions**.
- **Citations issued after April 18, 2026, without written warnings.**

INTERDEPARTMENT COMMUNICATION
- Water usage will be monitored at the water plant and if usage spikes are observed that information will be passed on to Code Enforcement for appropriate action.

PUBLIC COMMUNICATION

- City Website notices
- Information can be obtained from the District's **Daily Hydrologic Data webpage.**
- The Water Management District also has a website for homeowners wanting to know more about water saving tips; **WaterMatters.org/Water101.**
- Information can be placed in utility bills to stress the need to conserve water.

FISCAL IMPACT

- Potential for minimal loss of Water Plant operating revenue.

RECOMMENDATION

This is an information only item.

ATTACHMENTS

PowerPoint Presentation

Hydrologic Conditions Update

March 24, 2026

Southwest Florida Water Management District

WaterMatters.org

Rainfall Distribution

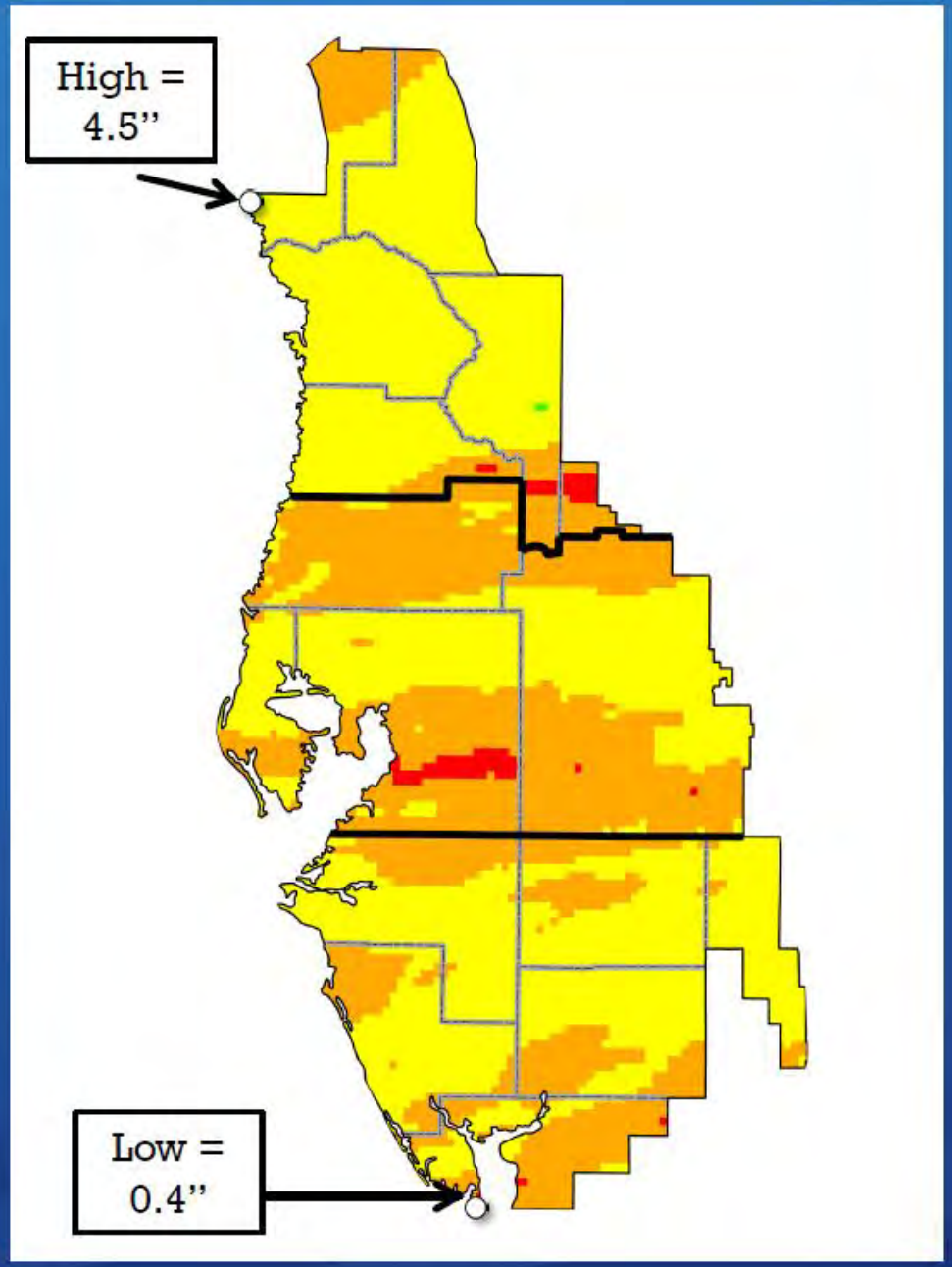
February 2026

Average Received: 1.6”

Historic Average: 2.7”

Deficit: 1.1”

<0.78”		Very dry
0.78” – 1.37”		Drier than normal
1.38” – 3.93”		Normal
3.94” – 4.72”		Wetter than normal
>4.72”		Very wet



Southwest Florida Water Management District

WaterMatters.org

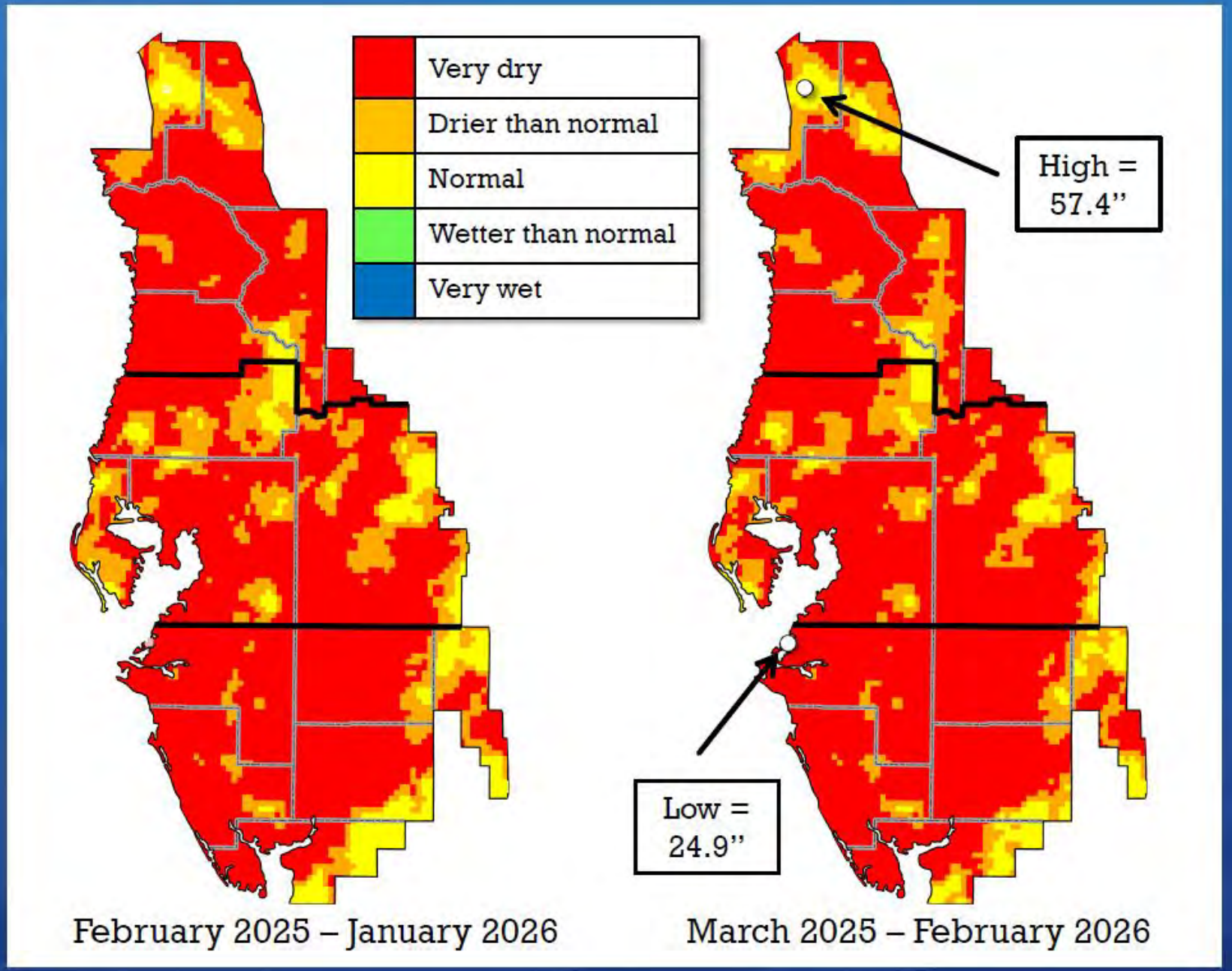
12-Month Rainfall Distribution

March 2025 – February 2026

Average Received: 38.9”

Historic Average: 52.6”

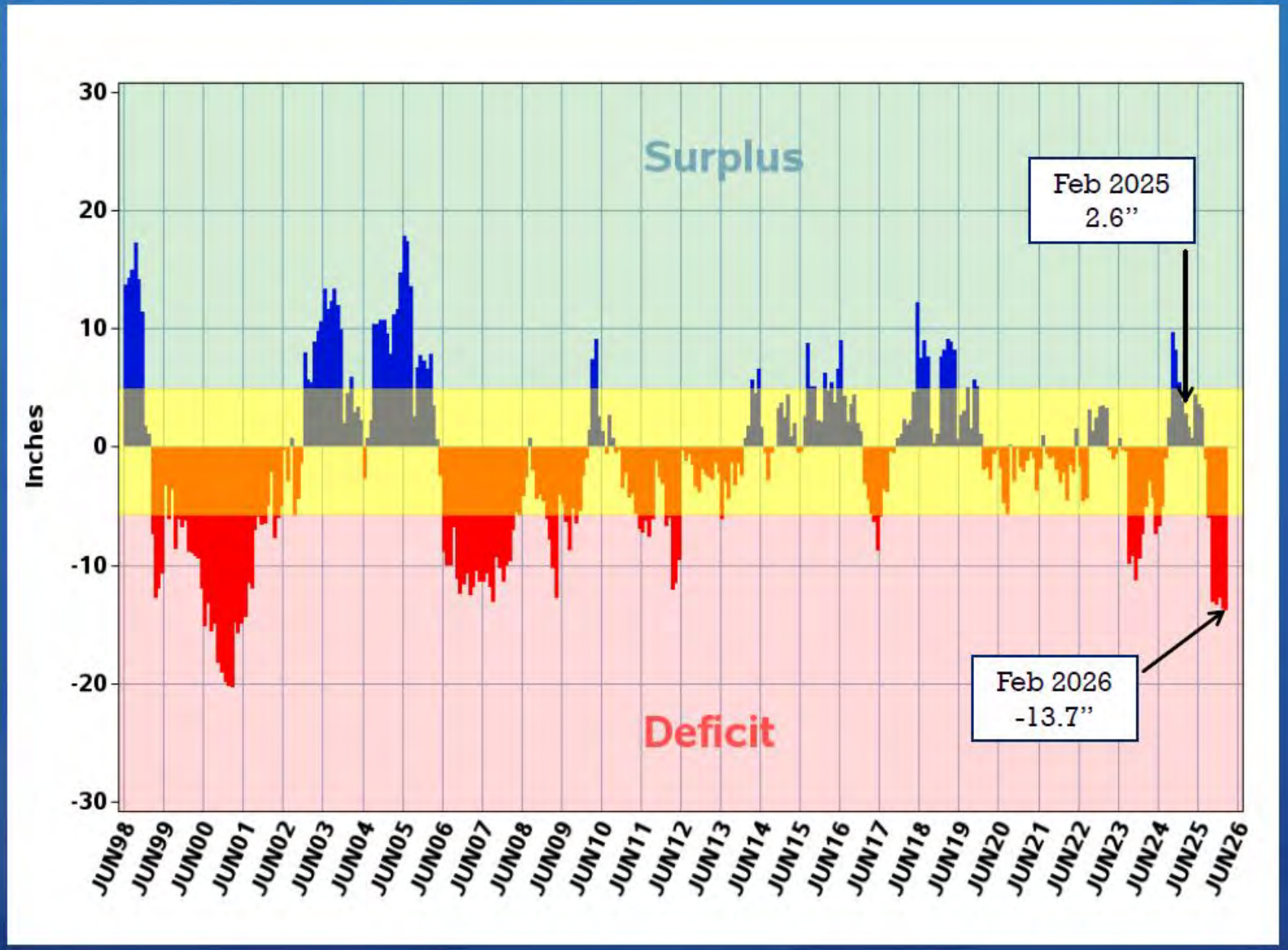
Deficit: 13.7”



Southwest Florida Water Management District

WaterMatters.org

Districtwide Rainfall: 12-Month Departure from Average



Southwest Florida Water Management District
WaterMatters.org

Rainfall Distribution
Provisional Data

March 1-22, 2026

Average Received: 2.2”

Historic Average: 3.2”

Deficit: 1.0”

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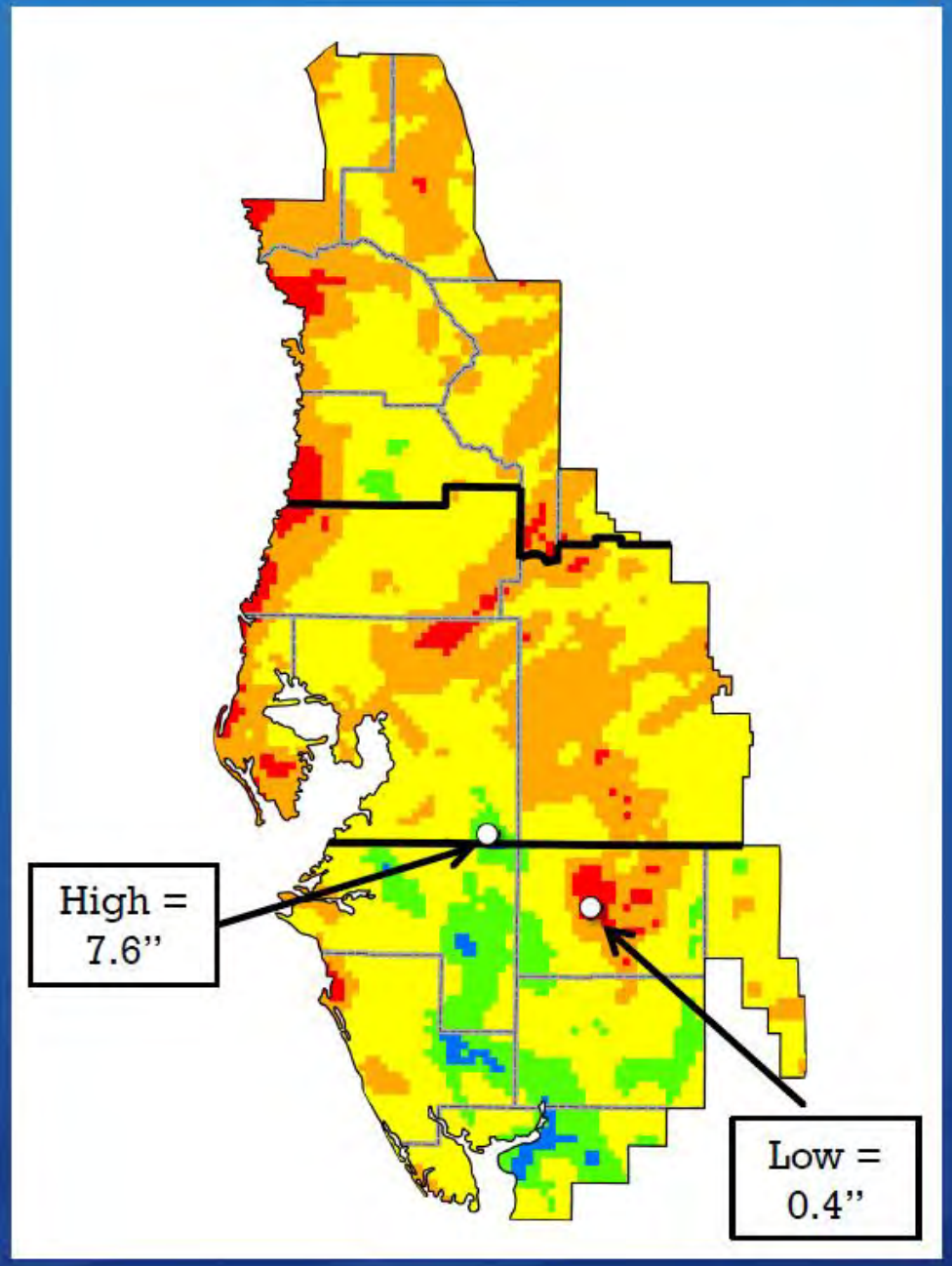
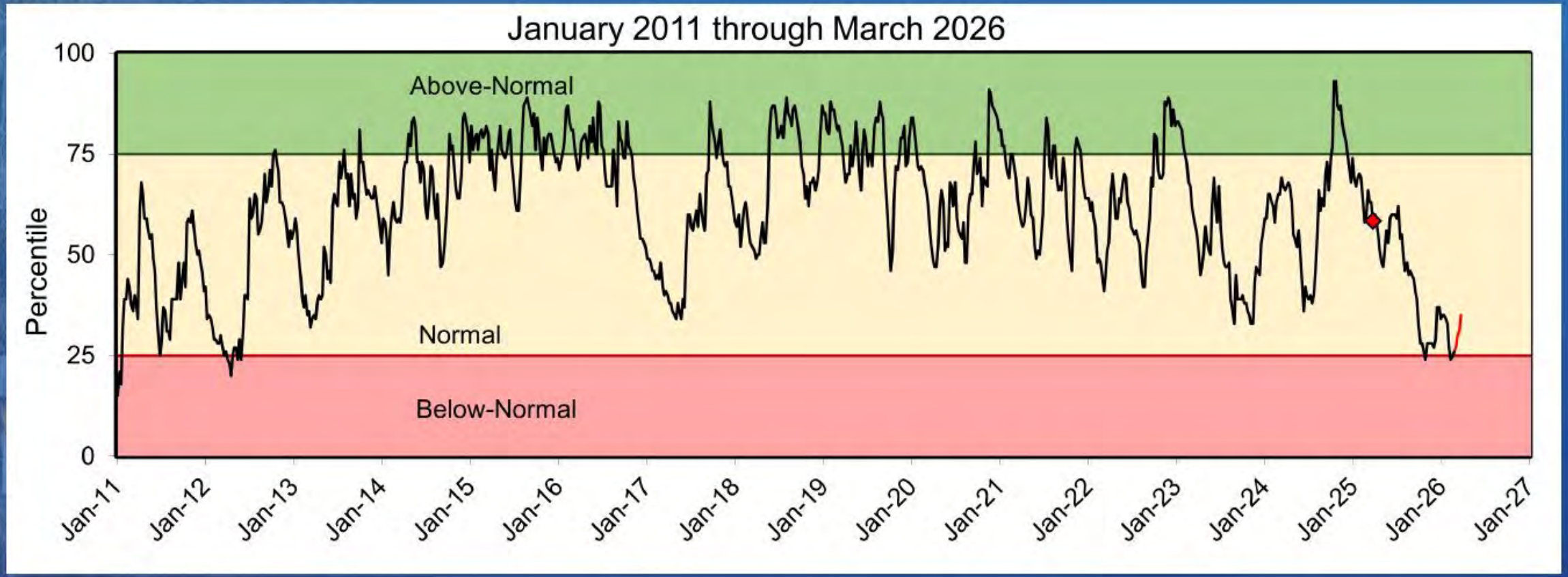
1.40” – 4.75”		Normal
4.76” – 6.92”		Wetter than normal
>6.92”		Very wet



Southwest Florida Water Management District

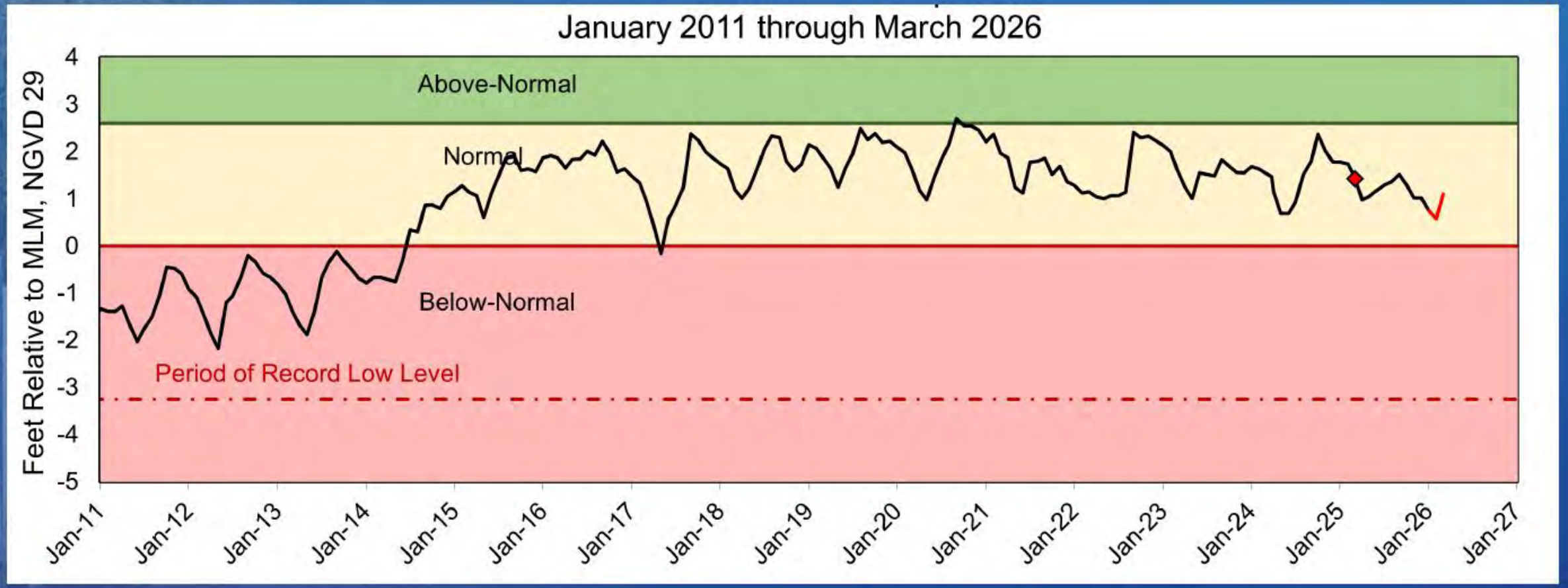
WaterMatters.org

Groundwater Levels: Central Counties



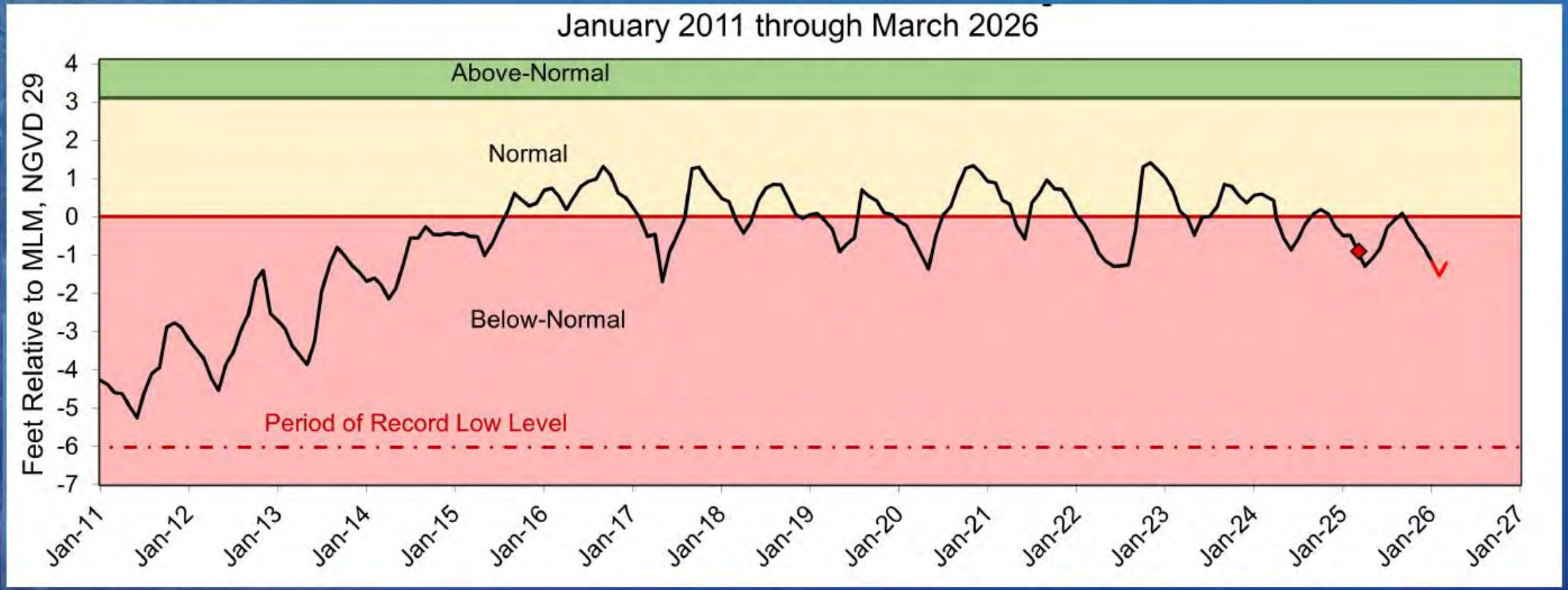
Southwest Florida Water Management District
WaterMatters.org

Surface Water Levels: Polk Upland Lakes



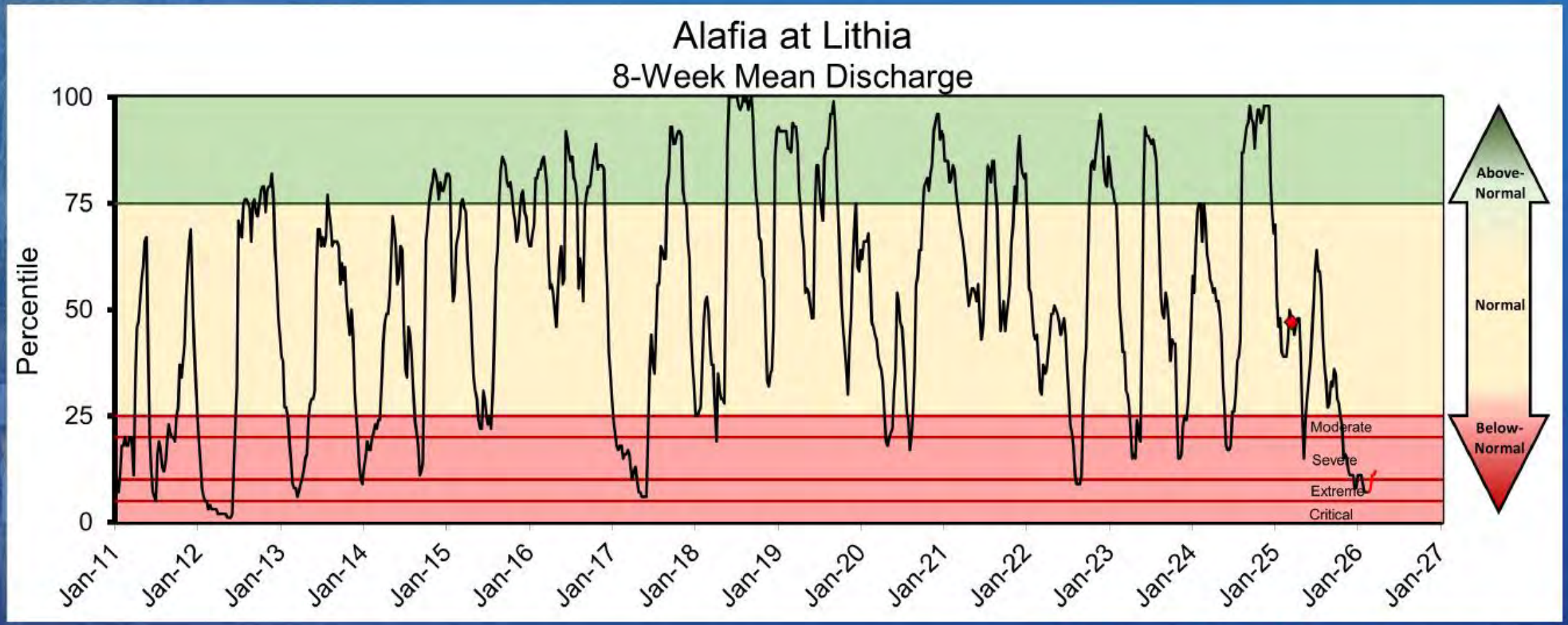
Southwest Florida Water Management District
WaterMatters.org

Surface Water Levels: Lake Wales Ridge Lakes



Southwest Florida Water Management District
WaterMatters.org

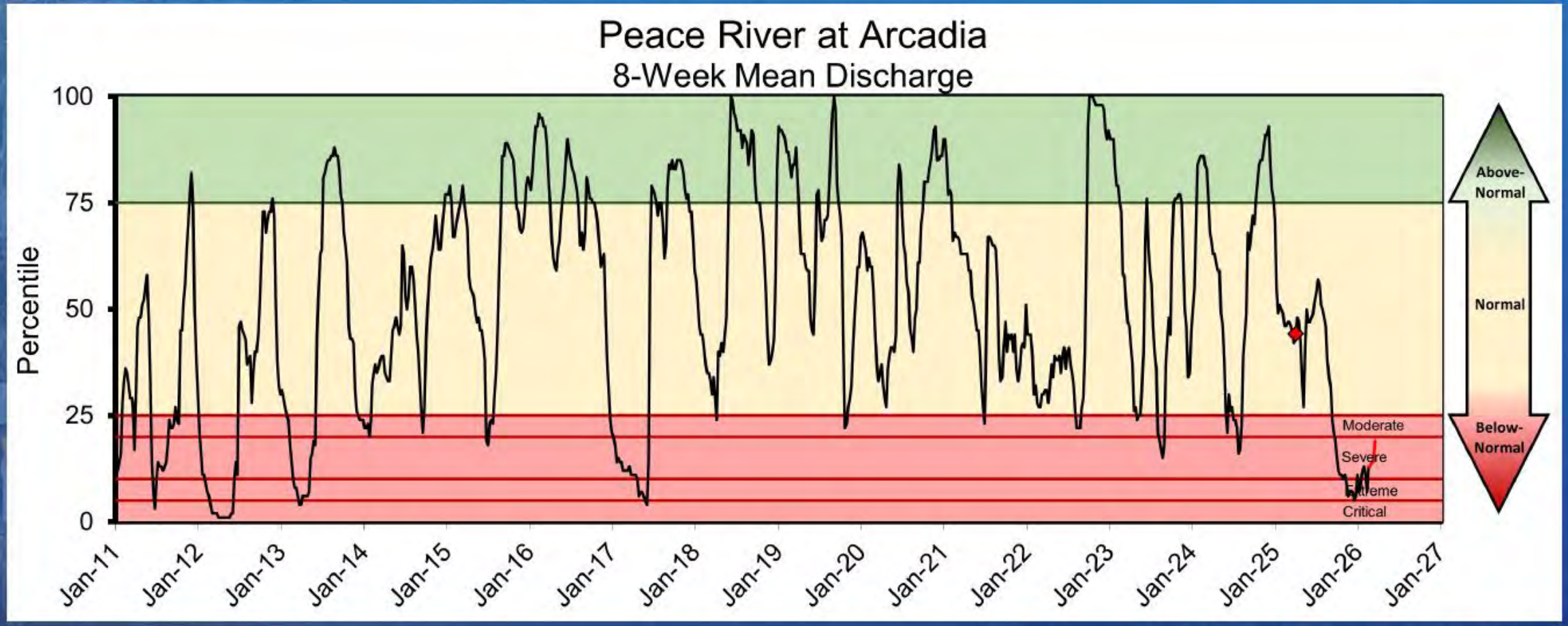
Surface Water Discharge: Alafia River



Data Source: United States Geological Survey

Southwest Florida Water Management District
WaterMatters.org

Surface Water Discharge: Peace River



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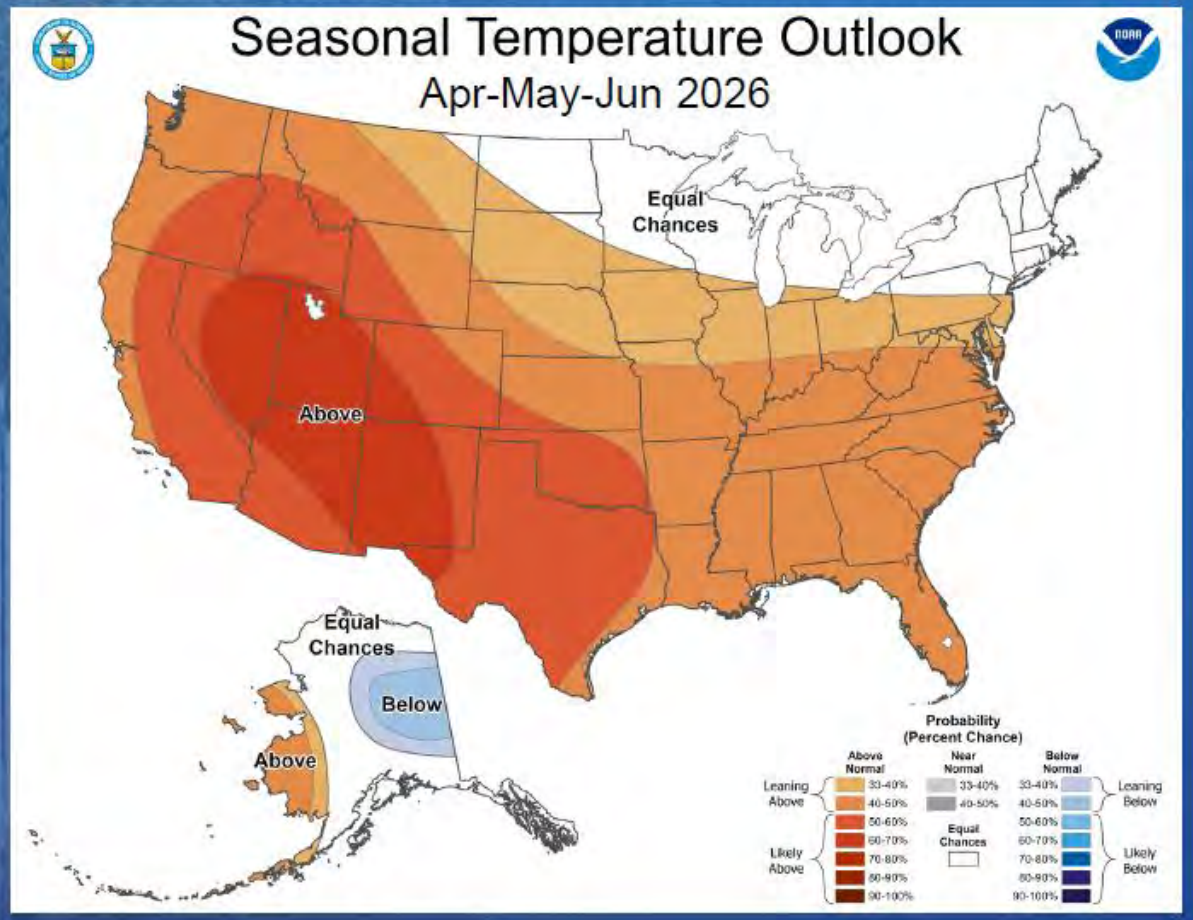
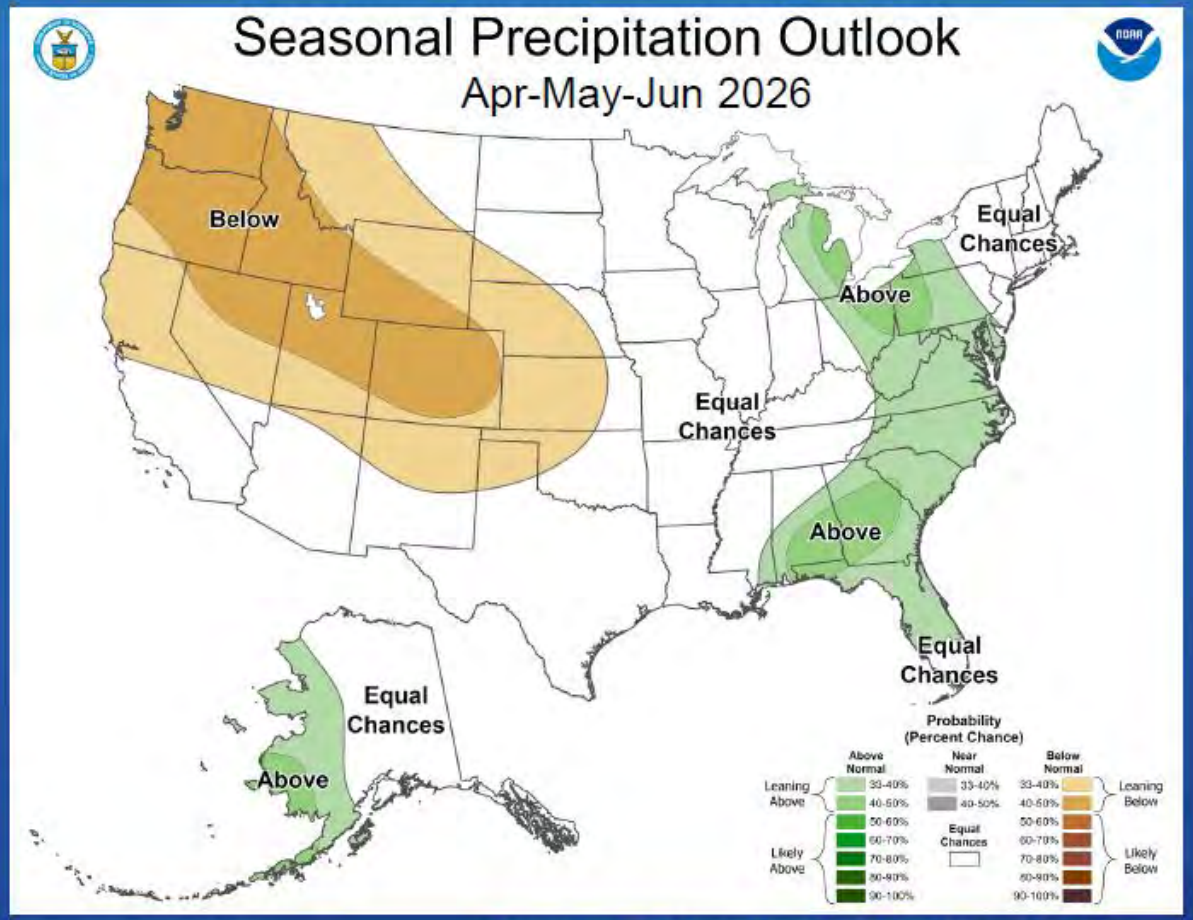
Southwest Florida Water Management District
WaterMatters.org

Near-Term Climate Forecast

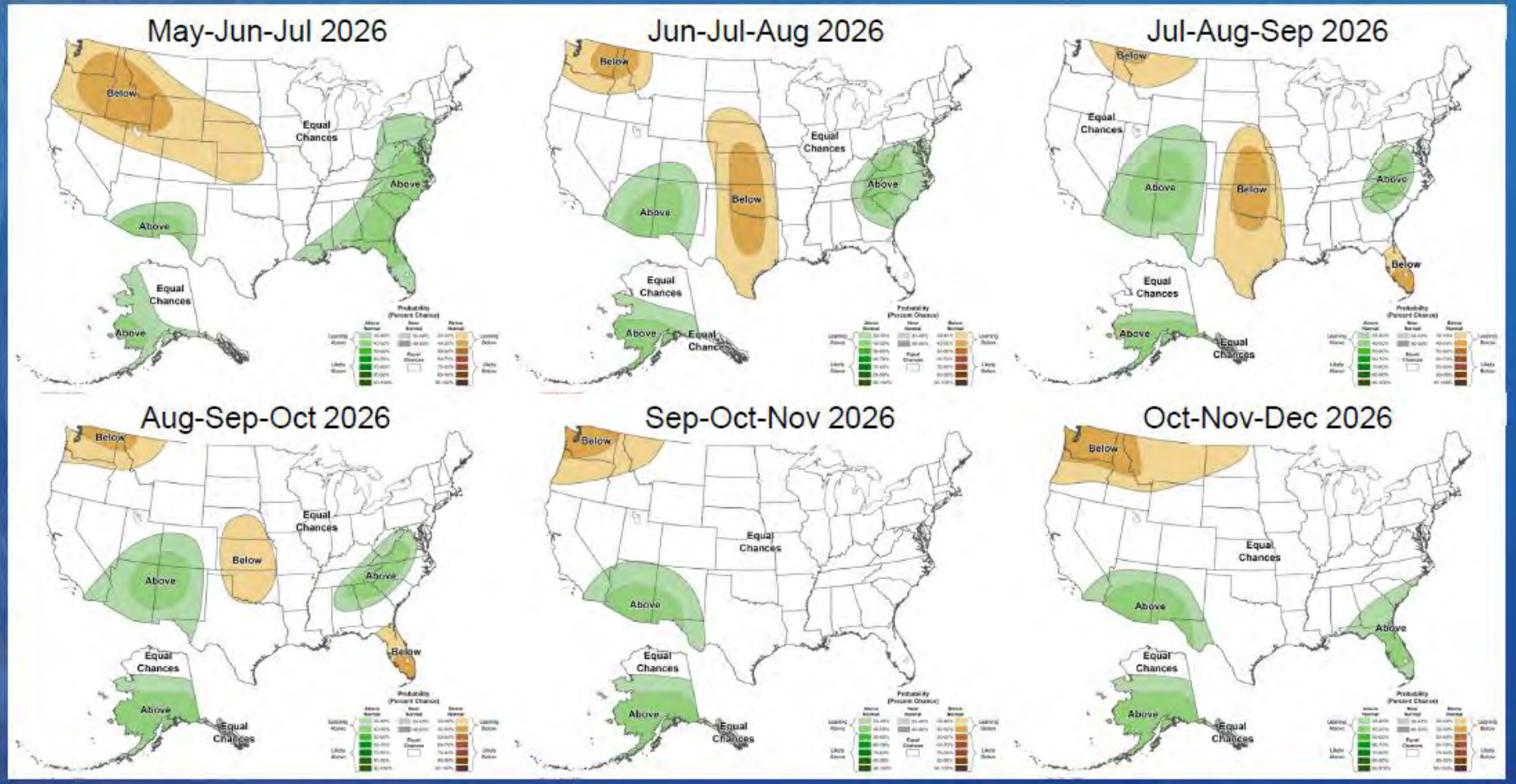




Source: Climate Prediction Center

Southwest Florida Water Management District
WaterMatters.org

Extended Climate Forecast - Precipitation



Source: Climate Prediction Center

Southwest Florida Water Management District
WaterMatters.org

Summary

- February rainfall was below average.
- The 12-month rainfall total for February was 13.7 inches below average. Consistent above-average rainfall needed for recovery.
- Hydrologic indicators experiencing short-term improvement from March rainfall.
- Stored water supplies are being used to offset dry conditions.
- The National Weather Service stated current dry conditions are the most impactful since 2012.

Hydrologic Conditions Update

March 24, 2026

Southwest Florida Water Management District

WaterMatters.org

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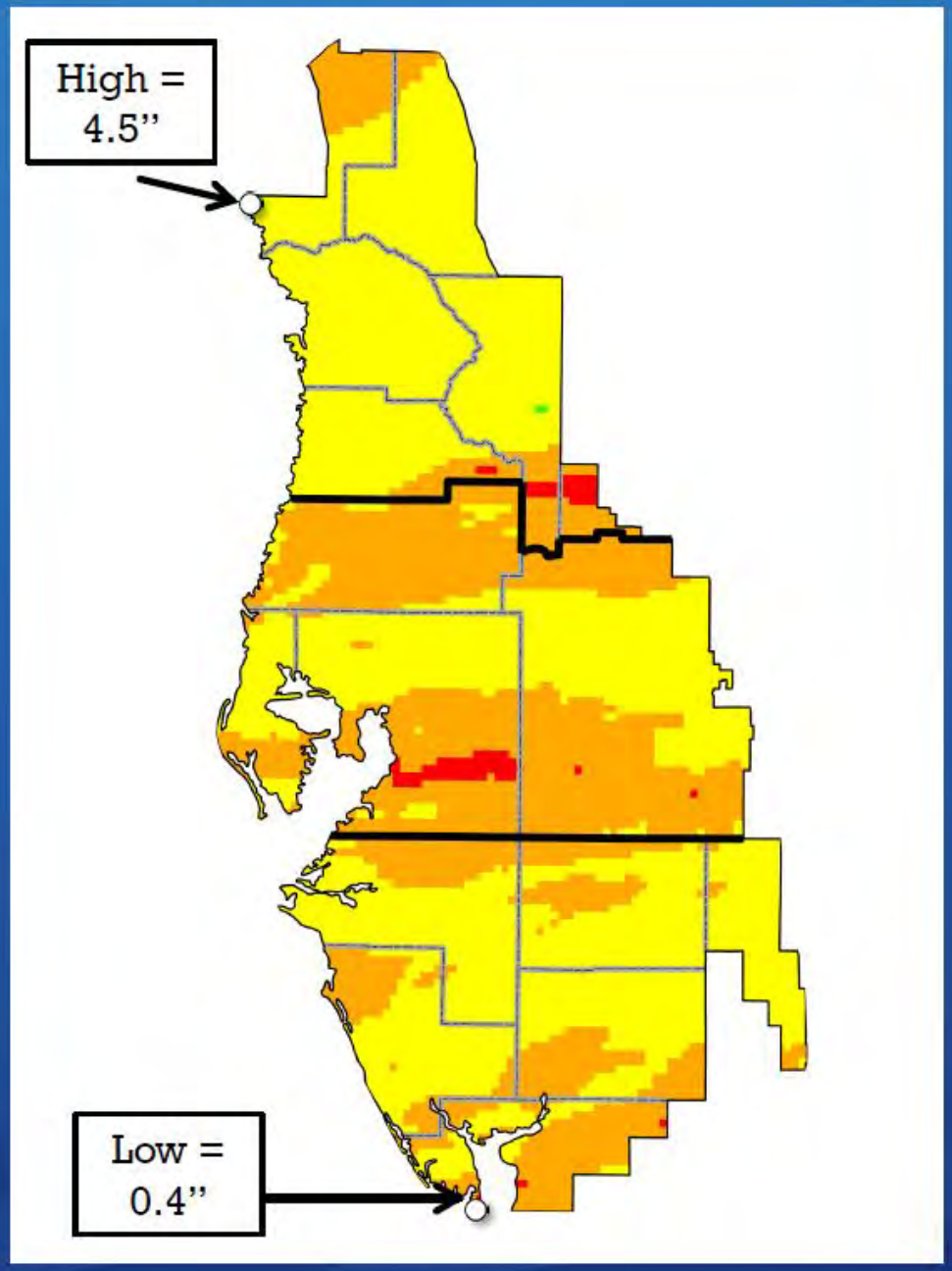

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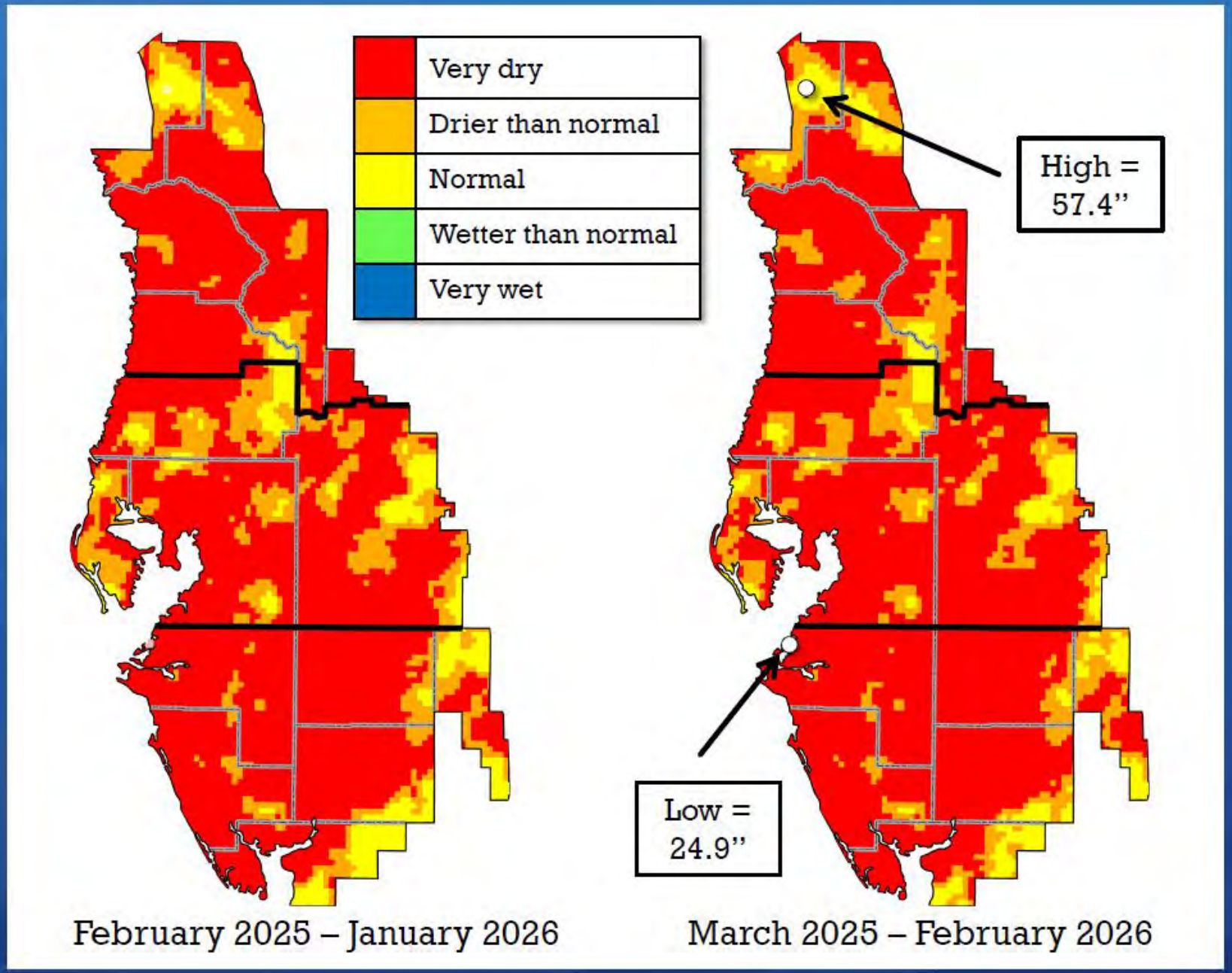

Southwest Florida Water Management District

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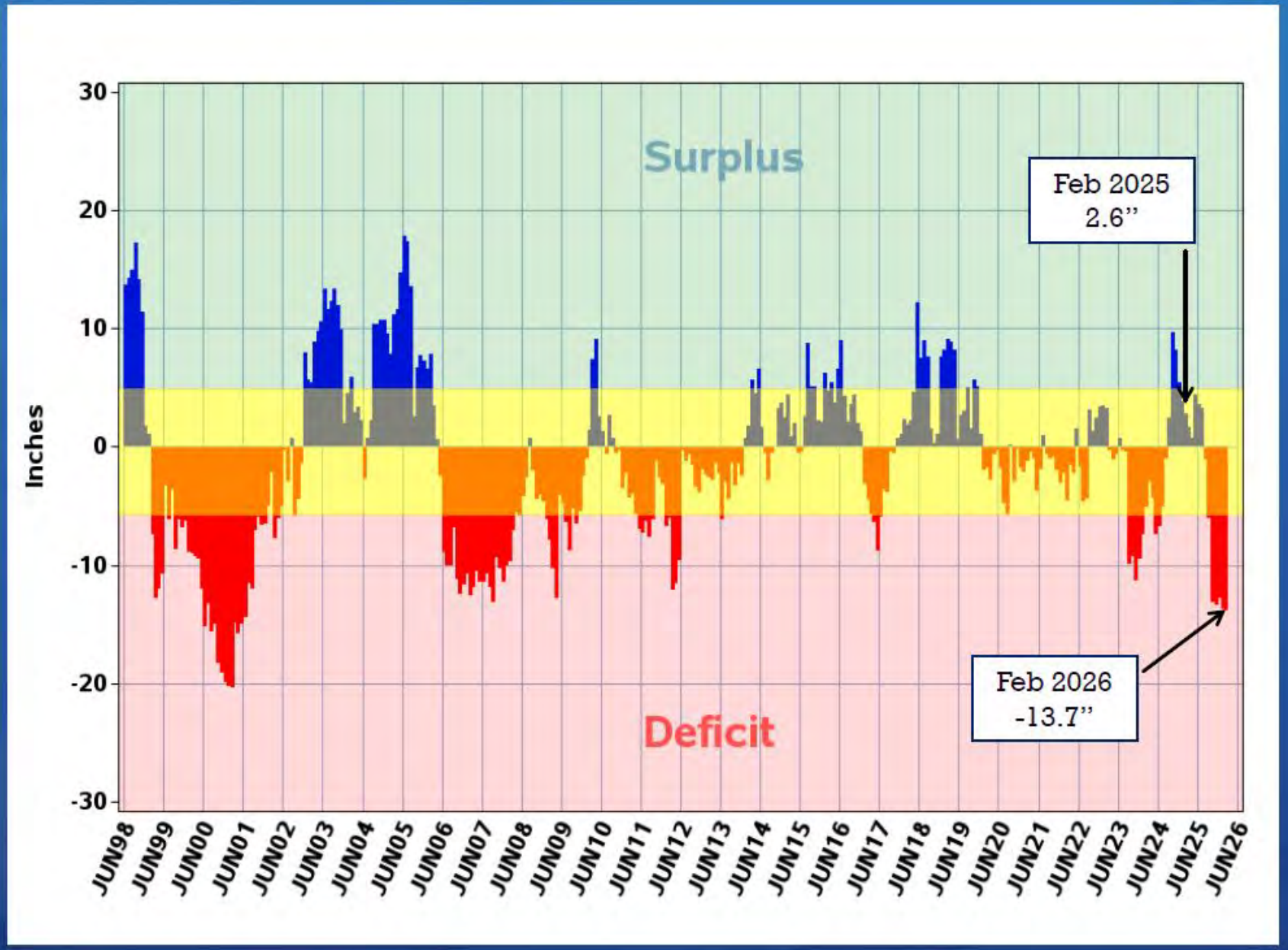
Districtwide Rainfall: 12-Month Departure from Average



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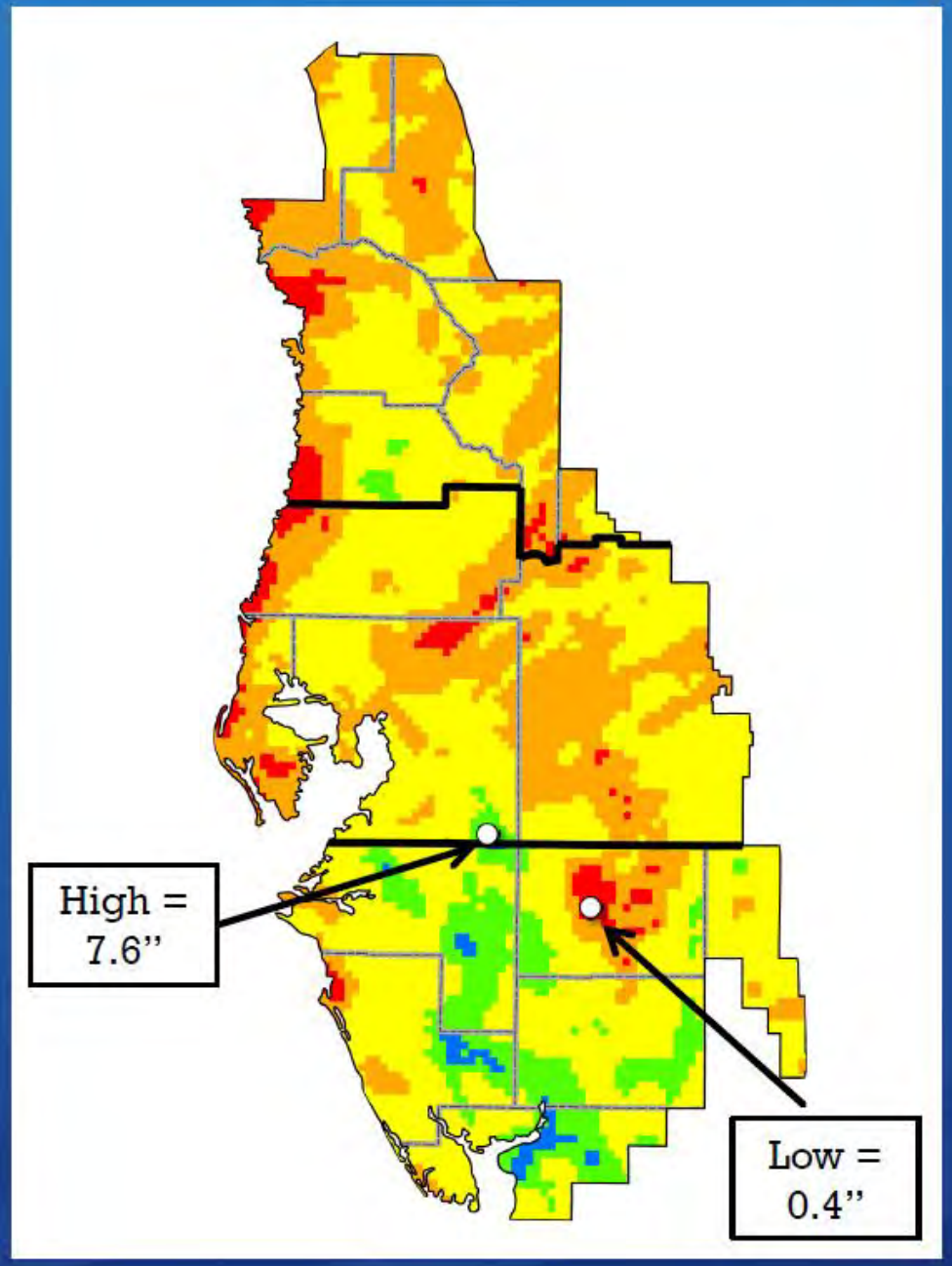
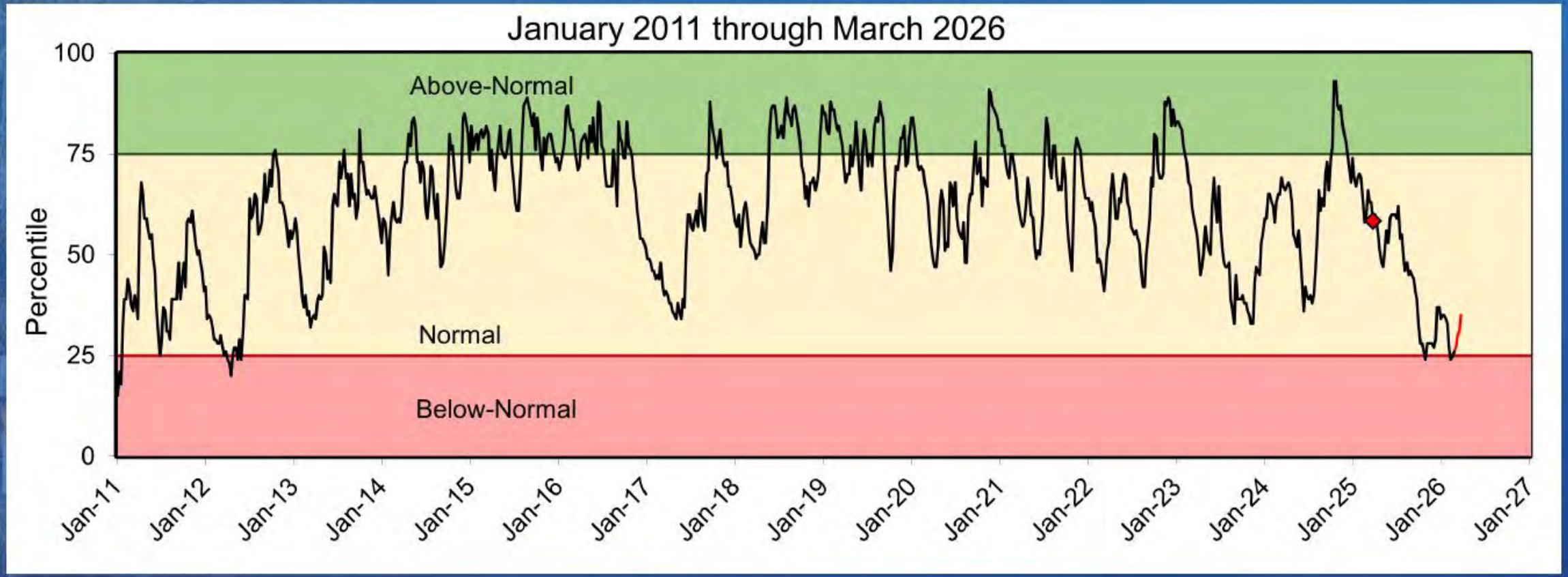


Southwest Florida Water Management District

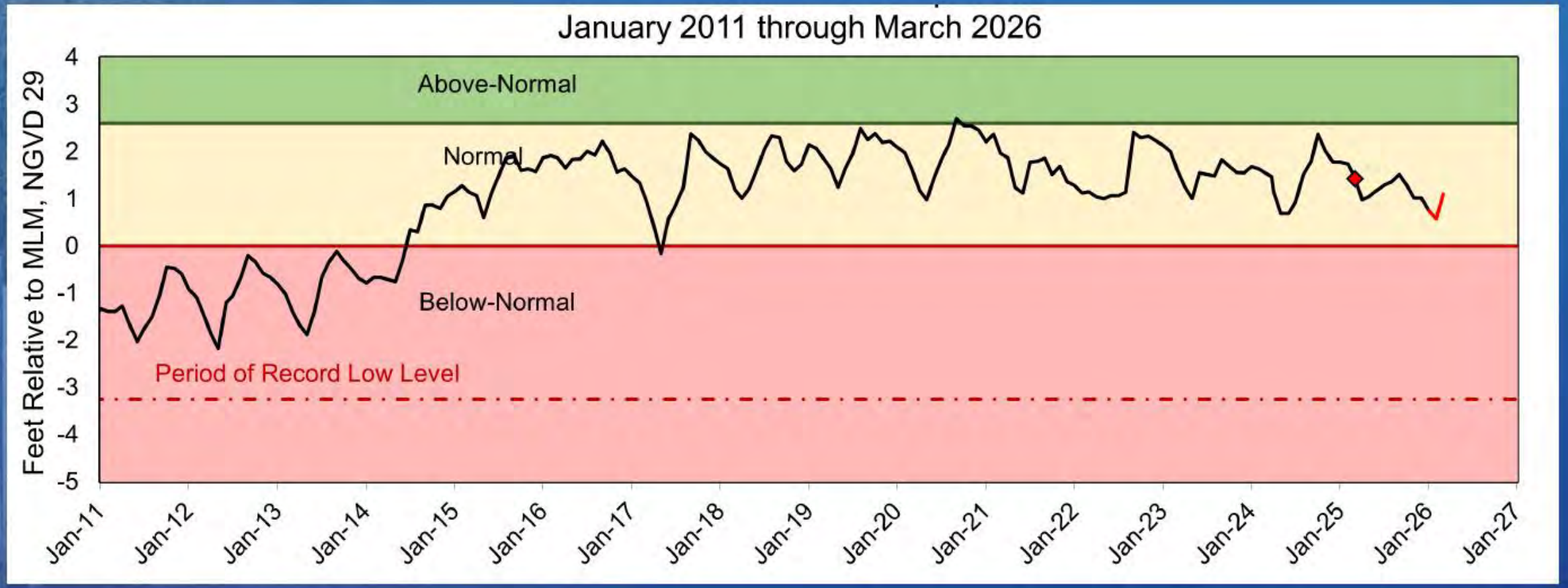
WaterMatters.org

Groundwater Levels: Central Counties



Southwest Florida Water Management District
WaterMatters.org

Surface Water Levels: Polk Upland Lakes



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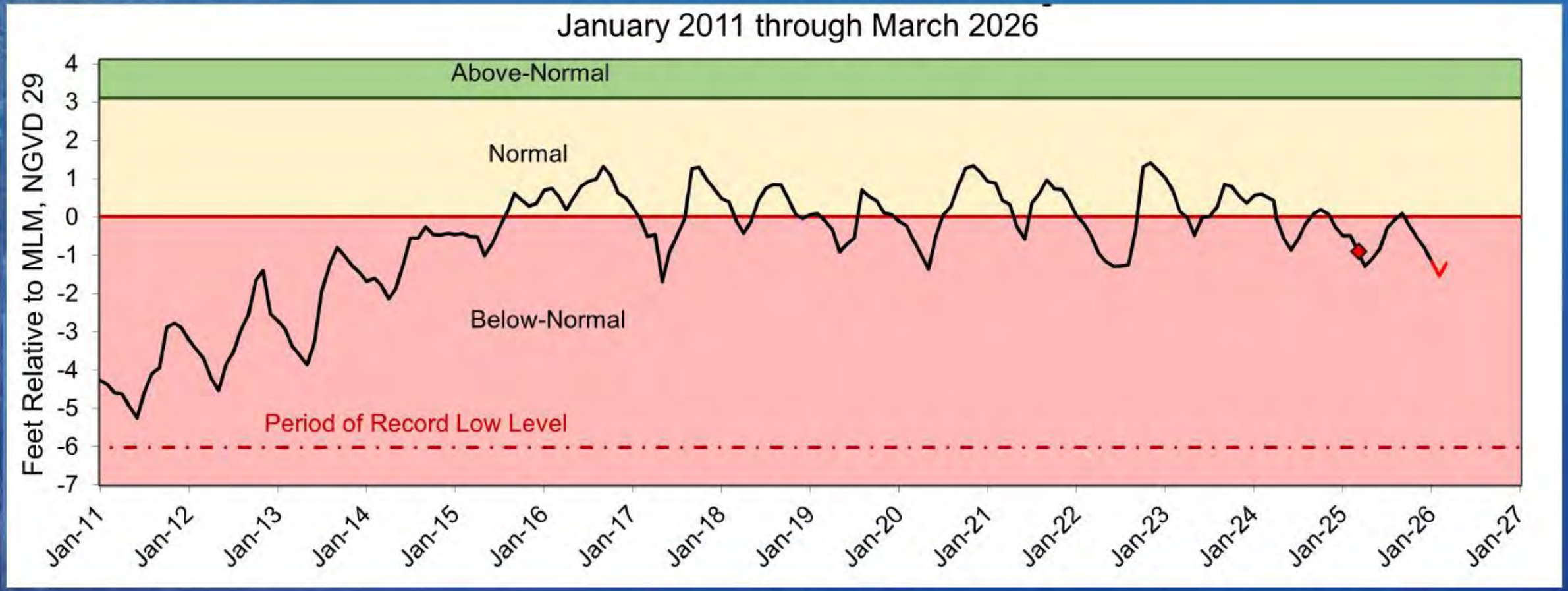

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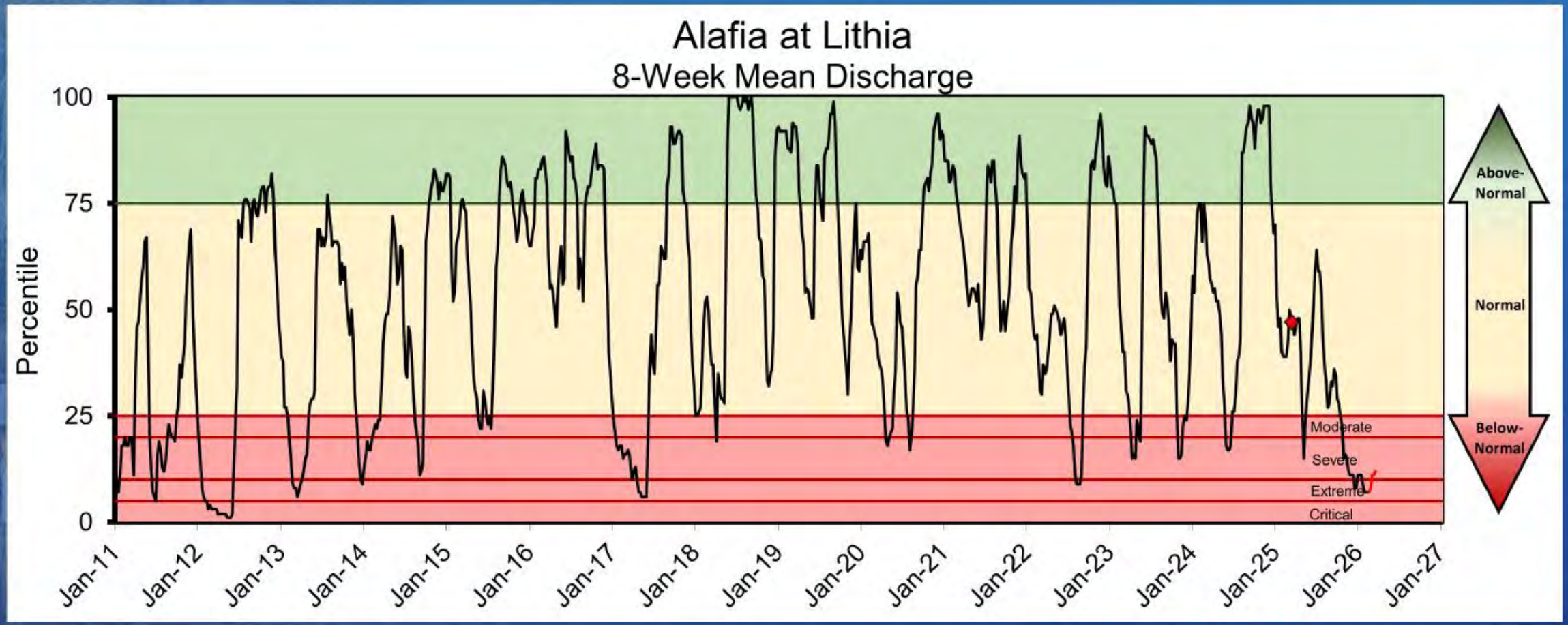
WaterMatters.org

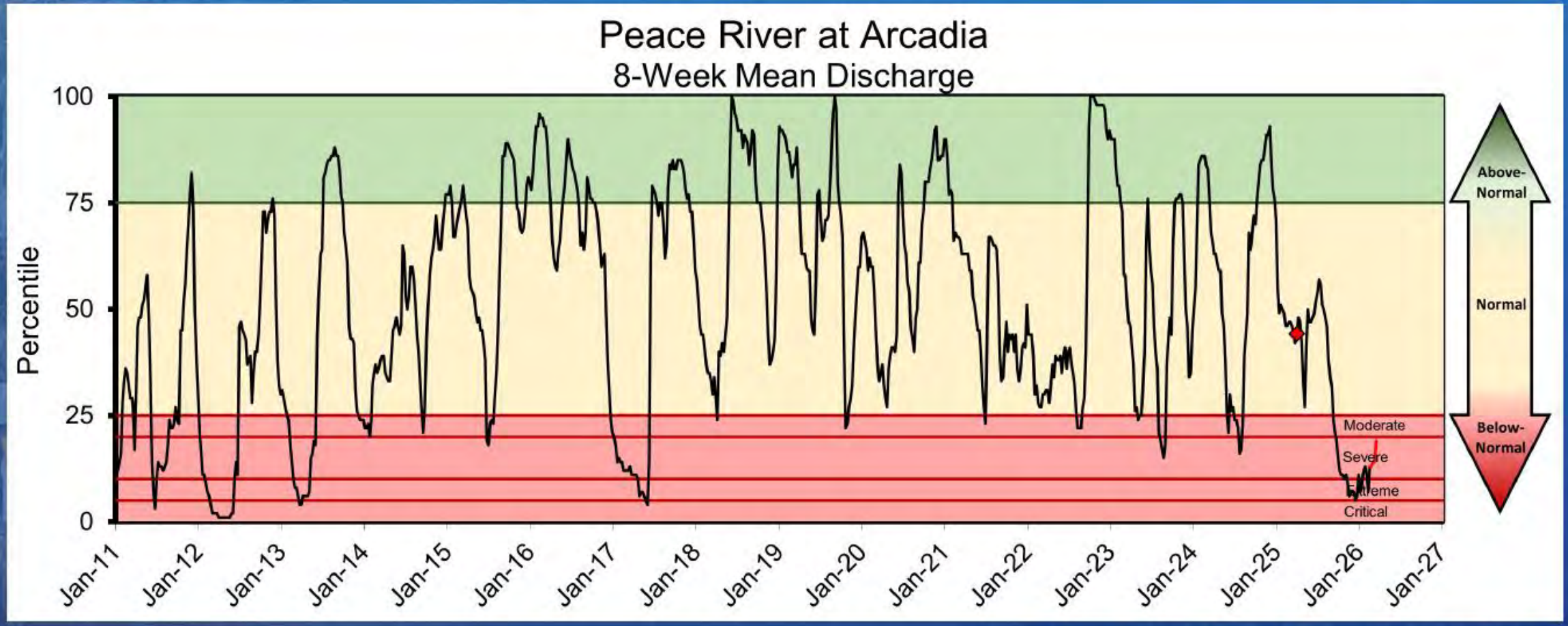
Surface Water Discharge: Alafia River



Data Source: United States Geological Survey

Southwest Florida Water Management District
WaterMatters.org

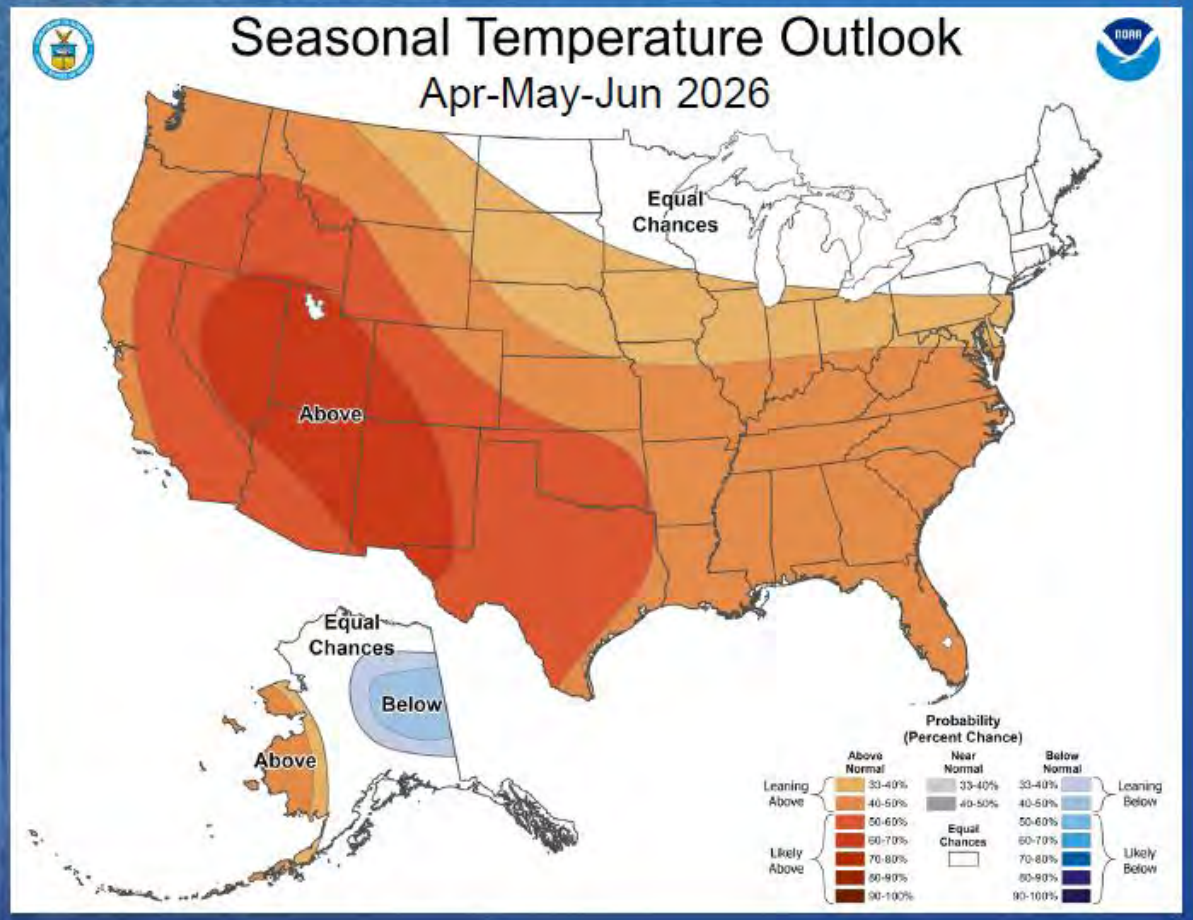
Surface Water Discharge: Peace River

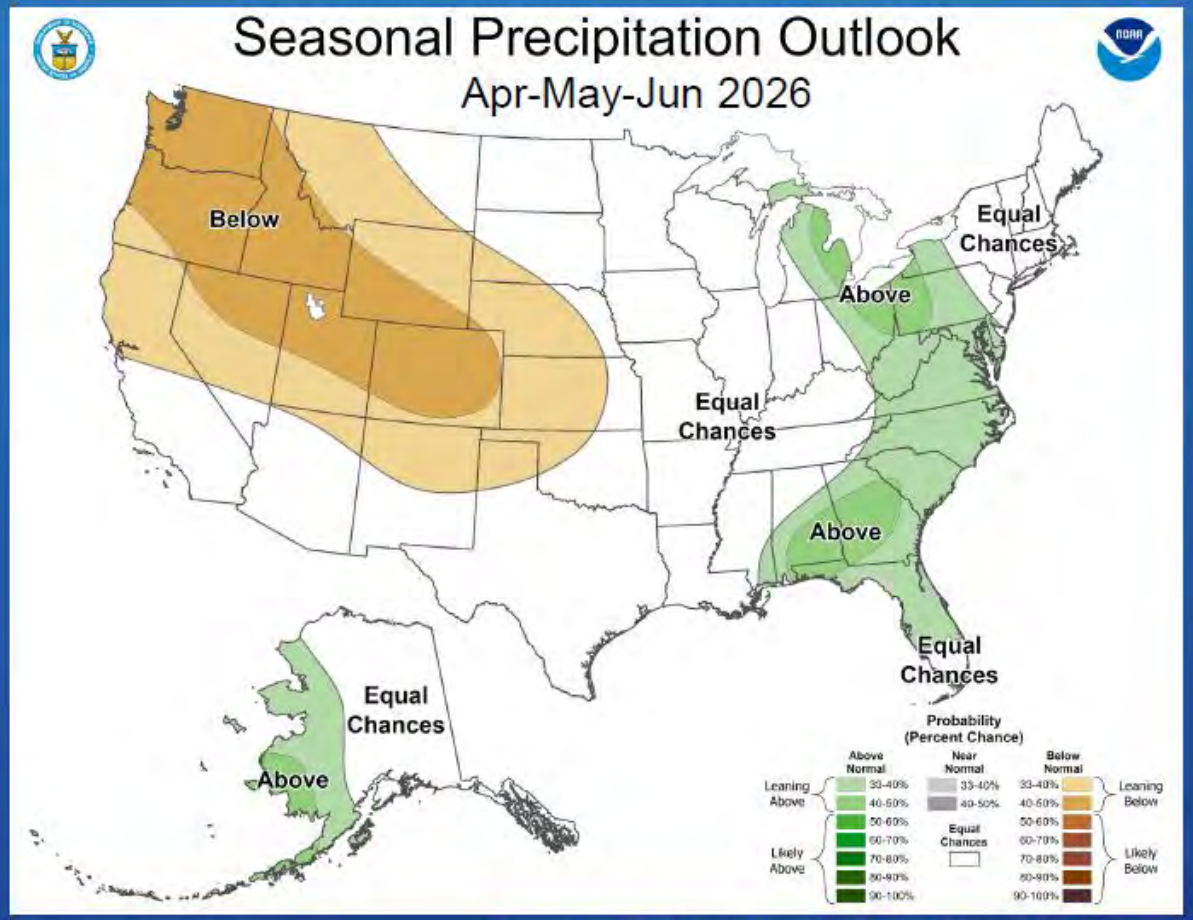


Data Source: United States Geological Survey

Southwest Florida Water Management District
WaterMatters.org

Near-Term Climate Forecast

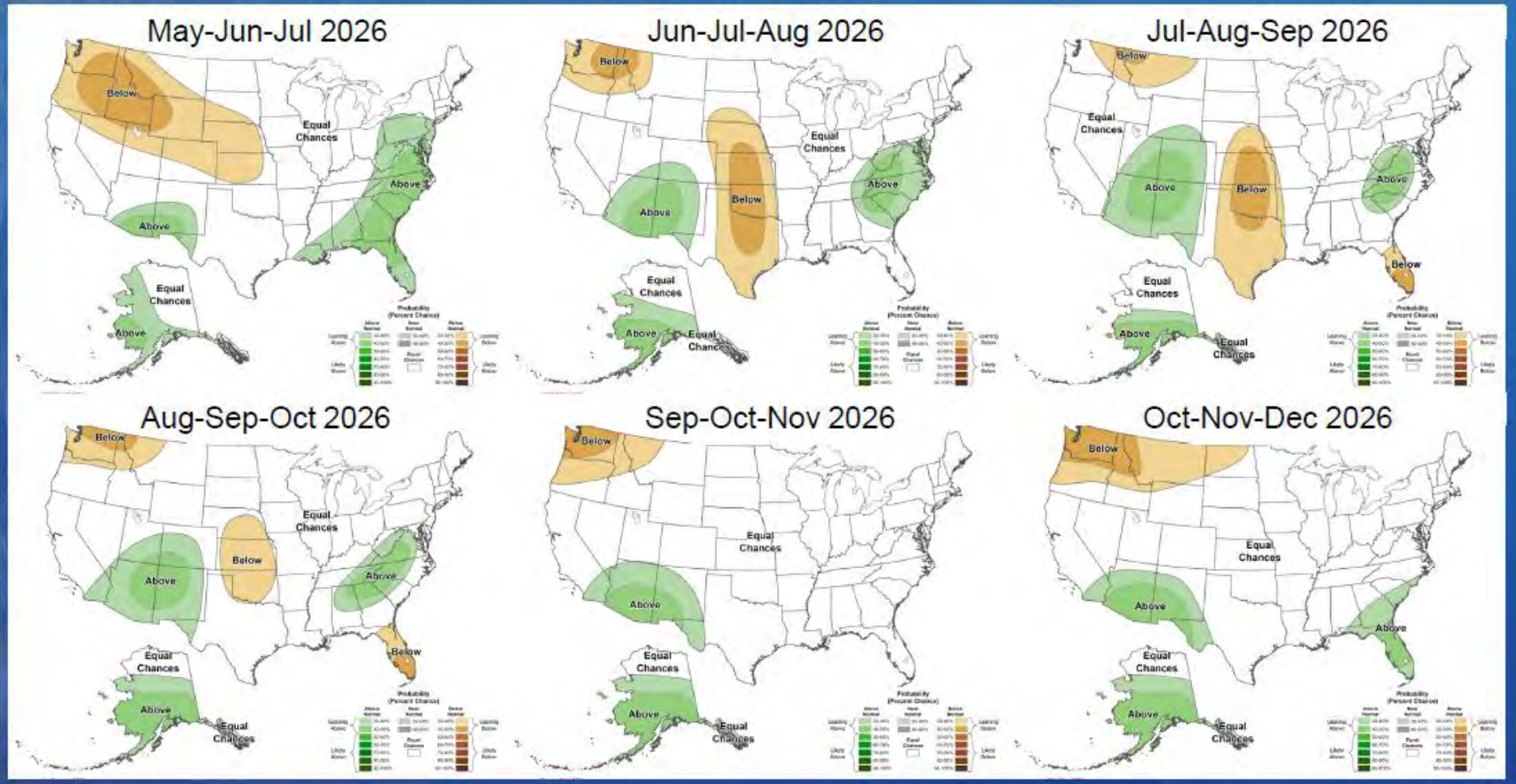




Source: Climate Prediction Center

Southwest Florida Water Management District
WaterMatters.org

Extended Climate Forecast - Precipitation



Source: Climate Prediction Center

Southwest Florida Water Management District
WaterMatters.org

Summary

- February rainfall was below average.
- The 12-month rainfall total for February was 13.7 inches below average. Consistent above-average rainfall needed for recovery.
- Hydrologic indicators experiencing short-term improvement from March rainfall.
- Stored water supplies are being used to offset dry conditions.
- The National Weather Service stated current dry conditions are the most impactful since 2012.

Southwest Florida Water Management District
WaterMatters.org

CITY OF BARTOW, FLORIDA

TO: City of Bartow City Commission

THROUGH: Mike Herr, City Manager

FROM: Tray Towles, Code Compliance & Neighborhood Services Director

DATE: April 6, 2026

SUBJECT: Implementation & Enforcement of Modified Phase III “Extreme” Water Shortage Restrictions

SUMMARY AND BACKGROUND

The Southwest Florida Water Management District has implemented **Modified Phase III “Extreme” Water Shortage Restrictions**, effective **April 3, 2026 through July 1, 2026**, in response to severe drought conditions, including significant rainfall deficits and declining regional water levels.

These restrictions require enhanced local enforcement measures, including increased monitoring, response to complaints, and mandatory citation issuance for violations after a specified compliance period.

STAFF ANALYSIS

KEY REQUIREMENTS

- Lawn irrigation limited to one day per week
- Further restricted watering hours
- Limitations on outdoor water use (irrigation practices, car washing, fountains, etc.)
- Enforcement agencies required to:
  - Conduct proactive patrols
  - Respond to citizen complaints
  - Monitor water usage
- Beginning April 18, 2026, enforcement agencies are required to issue citations for violations.
- Warnings are prohibited after April 17, 2026.

CITY ENFORCEMENT APPROACH

Pre-Enforcement Period (Now – April 17, 2026)

- Increased patrols and monitoring
- Issuance of **written warnings** for violations
- Repeat violations may result in citations

Full Enforcement (Beginning April 18, 2026)

- Citations issued for all observed violations
- No warnings permitted under SWFWMD order
- Each day of violation constitutes a separate offense

INTERAGENCY COORDINATION

The City has partnered with:

- Polk County Utilities
- Polk County Sheriff's Office (PCSO)

Through this coordination:

- Deputies assigned to irrigation enforcement patrols may identify violations
- The City may issue citations under the fellow-officer rule based on those observations and the deputy's incident report
- This approach expands enforcement capacity without additional staffing

PUBLIC COMMUNICATION

- A companion letter has been developed to accompany all citations
- The letter explains:
    - The reason for increased enforcement
    - The statutory requirement to issue citations
    - Applicable restrictions and compliance expectations
- Messaging may be incorporated into:
    - Social media updates
    - Website notices
    - Public information campaigns

POLICY / LEGAL CONSIDERATIONS

- Enforcement actions are required under applicable water shortage regulations
- The City is obligated to comply with SWFWMD directives
- Citation-first enforcement after April 17 ensures legal alignment with regional mandates

IMPACT

- Protects the City's water resources during extreme drought conditions
- Reinforces regional water conservation efforts
- Positions the City as proactive and aligned with state and regional partners

FISCAL IMPACT

- Minimal direct cost to implement enforcement activities
- Enforcement supported through existing staff and interagency coordination
- Potential revenue from citations is **not budgeted** and is considered incidental

RECOMMENDATION

No formal Commission action is required. This item is presented for informational purposes regarding implementation and enforcement of mandatory water shortage restrictions.

ATTACHMENTS

None

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CRA Ex Director Staff Report
Update on the CRA Small Business Tool Kit
CRA Review Date: March 25, 2026

GENERAL INFORMATION

Request: Update on the CRA Small Business Tool Kit

GENERAL INFORMATION

The purpose of this item is to provide an update on the CRA Small Business Tool Kit, including the Business Communication Incentive Program, Business Growth & Development Services (BGDS), and updates to the Small Business Incentive, SBI, Program.

STAFF ANALYSIS

The CRA Small Business Tool Kit is a strategic initiative designed to strengthen small business retention, enhance economic competitiveness, and support sustainable growth within the CRA District.

The Tool Kit integrates a two-phase business support framework focused on communication, capacity building, and access to capital alongside enhancements to the existing Small Business Incentive (SBI) Program. Collectively, these efforts provide coordinated services and financial assistance to address the evolving needs of local businesses while advancing redevelopment goals.

BACKGROUND

Small businesses play a vital role in the economic vitality and revitalization of the CRA District. Supporting their sustainability and growth is a key priority identified in the CRA's Strategic Work Plan. The CRA Small Business Tool Kit is designed to provide targeted, high impact resources that strengthen business operations, improve commercial corridors, and encourage long-term investment.

The Tool Kit consists of three core components:

CRA SMALL BUSINESS TOOL KIT COMPONENTS

Phase One: Business Communication Incentive Program

The Business Communication Incentive Program is a branding and marketing initiative that will support up to 20 eligible businesses within the CRA District by providing professional branding services valued at up to $5,000 per business with the applicant providing a $500 contribution that is refundable upon completion of the program.

Program services include:

- Strategic business and branding assessments
- Collaborative planning sessions to define business goals and communication strategies
- Development of branding and marketing materials (logos, messaging, promotional content)
- Technical assistance to enhance digital presence and customer engagement
- Hands-on consulting support throughout the engagement period
- Final report with recommendations for continued growth and sustainability

This program is intended to enhance visibility, strengthen branding, and improve customer engagement, ultimately supporting business retention and competitiveness.

Phase Two: Business Growth & Development Services (BGDS)

Phase Two expands upon initial business support by providing access to capital, technical assistance, and strategic development resources to promote long-term sustainability and expansion.

Key services include:

- Access to Capital: Loan, grant, and investment opportunities to support business growth
- Technical Assistance: One-on-one guidance in operations, financial management, and technology adoption
- Business Management Support: Assistance with marketing, legal considerations, and operational improvements
- Business Development Services:
- Networking with investors and financial institutions
- Access to new market opportunities
- Development of public-private partnerships

This phase is designed to equip businesses with the tools, partnerships, and financial resources necessary to expand operations and contribute to the economic growth of the CRA District.

Small Business Incentive (SBI) Program Enhancements

Originally adopted in September 2025, the Small Business Incentive (SBI) Program provides loan-to-grant funding of up to $10,000 for eligible cosmetic interior improvements that enhance business operations, reduce blight, and improve commercial aesthetics.

To improve program effectiveness and administration, the following updates are proposed:

- Disbursement of Funds
    - Addition of direct vendor payments up to $8,000 and applicant reimbursement for eligible expenses up to $2,000

- Annual Funding Determination:
    - Clarification of funding availability and allocation on a per fiscal year basis
- Funding Exclusion Clause:
    - Expanded definition of ineligible activities to ensure compliance and program integrity

These enhancements are intended to streamline implementation, increase transparency, and improve accessibility for participating businesses.

STATUTORY COMPLIANCE

The Small Business Incentive Program complies with Florida Statutes, Chapter 163, Part III- Community Redevelopment, specifically §163.370(1)(b), (d), (e), and (g), which authorize Community Redevelopment Agencies to support property improvements and redevelopment activities that eliminate Blight and promote economic development.

CONCLUSION

The CRA Small Business Tool Kit represents a comprehensive and strategic approach to business retention and economic development. By combining targeted incentives, technical assistance, and access to capital, the CRA is positioned to strengthen existing businesses, encourage reinvestment, and support long-term economic vitality within the district.

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BARTOW CRA
Progress You Can Live In

Business Retention Tool Kit

Investing in Our District's Small Businesses

Communication Incentive for Small Business Development

April 6, 2026,

Strategic Rationale

Why Business Retention?

- Proactive investment in existing CRA district businesses; strengthening brands and improving spaces
- **Two complementary programs:**
  - Communication Program: strengthens the brand
  - Small Business Incentive: strengthens the space
- *Legal authority: F.S. Chapter 163, Part III*

2026 Community Redevelopment Plan Alignment

- Objective 2: District Activation & Placemaking
- Objective 3: Commercial & Public Spaces Redevelopment

Combined Investment

$265K

FY 2025-2026 Allocation

$115K Small Business Communication Incentive

$100K Small Business Incentive- Phase One

$50K Small Business Development- Phase Two

At a Glance

	Communication Program
Purpose	Strategic consulting & branding services
Value / Business	Up to $5,000
Cost to Business	None
Businesses Served	~20
Year 1 Budget	**$115,000**
Focus	Brand, Digital, & Communications Plan
Eligibility	CRA District + BTR + Good Standing

Communication Program: Services & Eligibility

Service Menu

Tailored to each business's needs

Branding & Identity

Logo refinement, brand standards, visual identity guidelines

Communications

Social media strategy, campaigns, email setup, collateral design

Business Strategy

Competitive analysis, audience profiling, growth planning

Research

Customer surveys, review analysis, industry benchmarking

Priority Consideration

- Tourism/destination businesses (restaurants, retail, hospitality, cultural arts)
- Businesses not previously receiving CRA services
- Referrals from Main Street Bartow or Chamber of Commerce

Communication Program: How It Works

Up to 20 businesses receive $5,000 in professional consulting services at no cost

Phase 1

Discovery & Assessment

1-2 Weeks

- In-person kickoff at business location
- Facility tour & document review
- In-depth owner/manager interview

Phase 2

Strategy & Implementation

3-4 Weeks

- Collaborative planning workshop
- Priority setting & deliverable production
- Iterative client review

Phase 3

Wrap-Up & Recommendations

1 Week

- Final deliverable presentation
- Wrap-Up Report with forward roadmap
- Actionable business strategy

How to Apply

Contact

Cheryl Baksh

Business & Community
Engagement Coordinator

cbaksh@cityofbartow.net

863-534-0100 ext. 2771

680 East Main Street
Bartow, FL 33830

Key Application Documents

- Completed & signed application
- Letter of interest / business statement
- Company resume or bio
- Current Business Tax Receipt (BTR)
- Current communication/branding materials

Success Metrics

15+	80%	90%
Slots filled within 8 months	Rate as "valuable"	Complete full program

Eligibility: Physical location within CRA district | Current Bartow BTR | Good standing (no municipal liens)

BARTOW CRA
Progress You Can Live In

Phase One

-Small Business Communication Incentive-

BARTOW CRA
Progress You Can Live In

Business Retention Tool Kit

Investing in Our District's Small Businesses

Small Business Incentive for Business Development

April 6, 2026

-At a Glance Small Business Incentive-

		Small Business Incentive- Adopted in 2025
Purpose		Interior improvement grants
Value / Business		Up to $10,000
Cost to Business		Loan-to-grant (forgiven at 5 yrs)
Businesses Served		Case-by-case approval
Year 1 Budget		**$100,000**
Focus		Physical interior improvements
Eligibility		5+ yrs same location + BTR

Small Business Incentive Program

Up to $10,000
Loan-to-grant per business

5-Year Forgiveness
Full loan converted to grant

Eligible Interior Improvements

- ADA compliance upgrades
- Fire code requirements
- Plumbing & electrical upgrades
- Lighting fixtures & accessories
- Interior painting
- Permanent flooring (tile, hardwood, concrete)
- Interior doors & security systems
- Fixed equipment (pre-approved)

Eligible Business Types

- Retail & restaurant
- Personal services (salons, spas, studios)
- Galleries, theaters, cultural venues
- Entertainment & hospitality

Not Eligible:

Offices | Medical/Legal | Bars (50%+ alcohol) | Franchises | Home-based

4-month completion | Reimbursement-based | Up to $8K direct to vendors, $2K to applicant | 5+ years in business required

Program Amendments -Small Business Incentive-

	Small Business Incentive- Amended in 2026	Small Business Incentive- Adopted in 2025
Purpose	Interior Improvement Grants	Interior Improvement Grants
Payments	Direct Pay-$8,000 per project & $2,000 Reimbursement	Reimbursement Up to $10,000
Funding Determination	Approved by the CRA Board of Trustees	Administrative Approval
Funding Clause	CRA Prioritize Applicants w/o Previous Awards	Five Year Exclusion
Fiscal Year Budget	Two Year Budget Approval	One Fiscal Year

How to Apply

Contact

Cheryl Baksh

Business & Community
Engagement Coordinator

cbaksh@cityofbartow.net

863-534-0100 ext. 2771

680 East Main Street
Bartow, FL 33830

Key Application Documents

- Completed & signed application
- Company resume or Owner bio
- Current Business Tax Receipt (BTR)
- 2024 or Current Tax Filings or Profit & Loss Statement Income Tax (Form 7004)

Success Metrics

13+
Slots filled
within 1 month

60%
“Funding Allocated"

90%
Approved Projects
Completed in 4 Months

Eligibility: Physical location within CRA district | Current Bartow BTR | Good standing (no municipal liens)

BARTOW CRA
Progress You Can Live In

-Small Business Communication Incentive Amendments-

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ITEM NO. 7.a.4

CRA Executive Director Staff Report-
CMAR Agreement/Project Budget
CRA Review Date: April 6, 2026

BARTOW CRA Progress You Can Live In

GENERAL INFORMATION

Request: Update on the CRA's Construction Manager at Risk, CMAR, Contract and Project Design Budget for the CRA's Innovation Center

STAFF ANALYSIS

The purpose of this item is to provide an update on the approval of the Construction Manager at Risk (CMAR) contract with Rodda Construction for the CRA Innovation Center, and approval of the total project budget for construction, design, and equipment in an amount not to exceed $3.4 million.

BACKGROUND

The CRA Innovation Center is a strategic redevelopment initiative designed to advance business development, workforce innovation, and entrepreneurial growth within the CRA District. The project includes the renovation and construction of a dedicated facility located at 180 Central Avenue North. Upon completion, the first floor will house CareerSource Polk, providing workforce development services to the community. The second floor will accommodate the Executive Director of the Bartow Economic Development Council, which supports local entrepreneurship, promotes industrial and high-tech growth, and connects businesses with available incentives. The second floor will also include the administrative offices of the Community Redevelopment Agency (CRA).

Collectively, the Innovation Center will serve Bartow and the surrounding region by delivering integrated workforce programming, employment services, strategic partnerships, and economic development initiatives. This collaborative model leverages the strengths of each partner organization to support growth and long-term community advancement throughout the City of Bartow and Polk County.

PROJECT DESCRIPTION

The CRA Innovation Center construction projects include, but are not limited to:

- Construction and/or major renovation of the Innovation Center facility
- Interior build-out of program, offices, multi purposes training/meeting area
- Pod Cast recording room
- Site improvements and utility coordination
- ADA compliance upgrades and an elevator
- Mechanical, electrical, plumbing systems
- Technology Amenities

The project when started should be completed between six to seven months to open on or before November of 2026.

CMAR SELECTION PROCESS

The CRA utilized the City of Bartow's CMAR procurement process in accordance with applicable procurement policies and state requirements. Proposals were evaluated based on qualifications, relevant project experience, project approach to construction management, cost control strategies, and ability to meet the project schedule.

Rodda Construction was selected as one of the five firms and provided a Guaranteed Max Price, GMP, budget with cost estimating, value engineering, and scheduling services.

Rodda Construction's GMP was determined to be the lowest proposal of the five-proposal submitted and is within the project's established construction budget parameters. The overall budget includes hard construction costs, contingency allocations, and related construction phase expenses necessary to deliver a fully operational Innovation Center.

AVAILABILITY OF FUNDS

Funds are available in the CRA's FY 2025–2026 Redevelopment Budget (non-taxable project), including $2,539,087 for construction and $860,913 for design and equipment, for a total project budget of approximately $3.4 million.

ATTACHMENTS:

Exhibit B- Rodda GMP Budget
Exhibit C- Estimated Design & Equipment Budget
Exhibit D- Innovation Center Plans

City of Bartow CRA
Addition / Renovation @ 180 Central Ave.
GMP
1/13/2026

Utility Allowance	$	15,000
Landscape / Site Accessories	$	8,000
Fencing	$	15,985
Pavers	$	4,590
Demolition	$	38,950
Slab Fill Material & Placement	$	5,000
Concrete Foundations / Masonry / Brick	$	273,562
Gypcrete Topping	$	17,500
Structural Steel	$	108,270
Misc. Metals / Stairs / Railings	$	47,600
Precast Stair Treads	$	20,667
Framing Material	$	50,000
Framing Labor	$	42,500
Finish Trim	$	20,000
Millwork	$	52,907
Roofing	$	24,779
Waterproofing / Flashing / Joint Sealants	$	12,000
Storefront / Curtainwall	$	204,900
Doors / Frames / Hardware	$	38,751
Metal Studs / Drywall	$	98,650
Stucco	$	24,500
Floorcovering	$	118,887
Painting	$	30,200
Ceiling Systems / Wall Panels	$	63,299
Aluminum Canopy	$	78,251
Window Shades	$	10,861
Specialties / Accessories	$	11,202
Signage	$	14,748

Elevator	$	139,000
Fire Sprinklers	$	44,724
Plumbing	$	98,620
HVAC	$	129,520
Electrical / Low Voltage	$	249,137

Subtotal	**$**	**2,112,560**
General Conditions	**$**	**211,256**
3% Contingency	**$**	**63,377**
Construction Management Fee	**$**	**119,360**
Subtotal	**$**	**2,506,552**
General Liability Insurance	**$**	**9,485**
Bond	**$**	**23,050**
TOTAL	**$**	**2,539,087**

clarifications:

1. chairs, tables, cubicles, appliances or any other loose furniture items are not included
2. the above budget includes low voltage wiring and devices, but does not include any A/V or data equipment, servers, cameras or any other head-end equipment
3. the above budget does not include any provisions for permit, impact, utility, connection or any other type of governmental or regulatory fees
4. no road work is included

March 17, 2026

Howard Smith
680 E. Main Street, Bartow, FL 33830

ADDITIONS AND ALTERATIONS TO EXISTING OFFICE BUILDING FOR THE BARTOW COMMUNITY REDEVELOPMENT AGENCY

Technology Design & FF&E Opinion of Costs

Exterior Kiosk	$	100,000.00
Security Camera System	$	20,000.00
Remove Light Pole	$	10,000.00
E-Bikes Charging	$	120,000.00
Entry Door Technology	$	5,000.00
Illuminated Exterior RGB Signage	$	25,000.00
ADA Parking	$	15,000.00
Reception Info Signage Panels	$	50,000.00
Specialty Stair Illumination	$	46,000.00
Voice Automation	$	15,000.00
Digital Room Scheduling	$	12,000.00
Professional A/V Podcast Equipment	$	100,000.00
Training Room A/V (1st Floor)	$	25,000.00
Conference Room A/V (2nd Floor)	$	15,000.00
Space for CRA & Tenant IT Racks & UPS	$	25,000.00
Furniture	$	107,000.00
Design & Contingency Fee	$	150,000.00
Total	**$**	**860,000.00**

BARTOW **CRA**

CRA OFFICE RECEPTION

STRAUGHN TROUT
ARCHITECTS

BARTOW **CRA**

EXTERIOR PERSPECTIVE - NORTHWEST

STRAUGHN TROUT ARCHITECTS

BARTOW **CRA**

EXTERIOR PERSPECTIVE - WEST

STRAUGHN TROUT
ARCHITECTS

BARTOW **CRA**

LOBBY - MAIN ENTRY

STRAUGHN TROUT ARCHITECTS

BARTOW **CRA**

LARGE CONFERENCE ROOM

STRAUGHN TROUT ARCHITECTS

BARTOW **CRA**

TRAINING/MULTI-PURPOSE ROOM

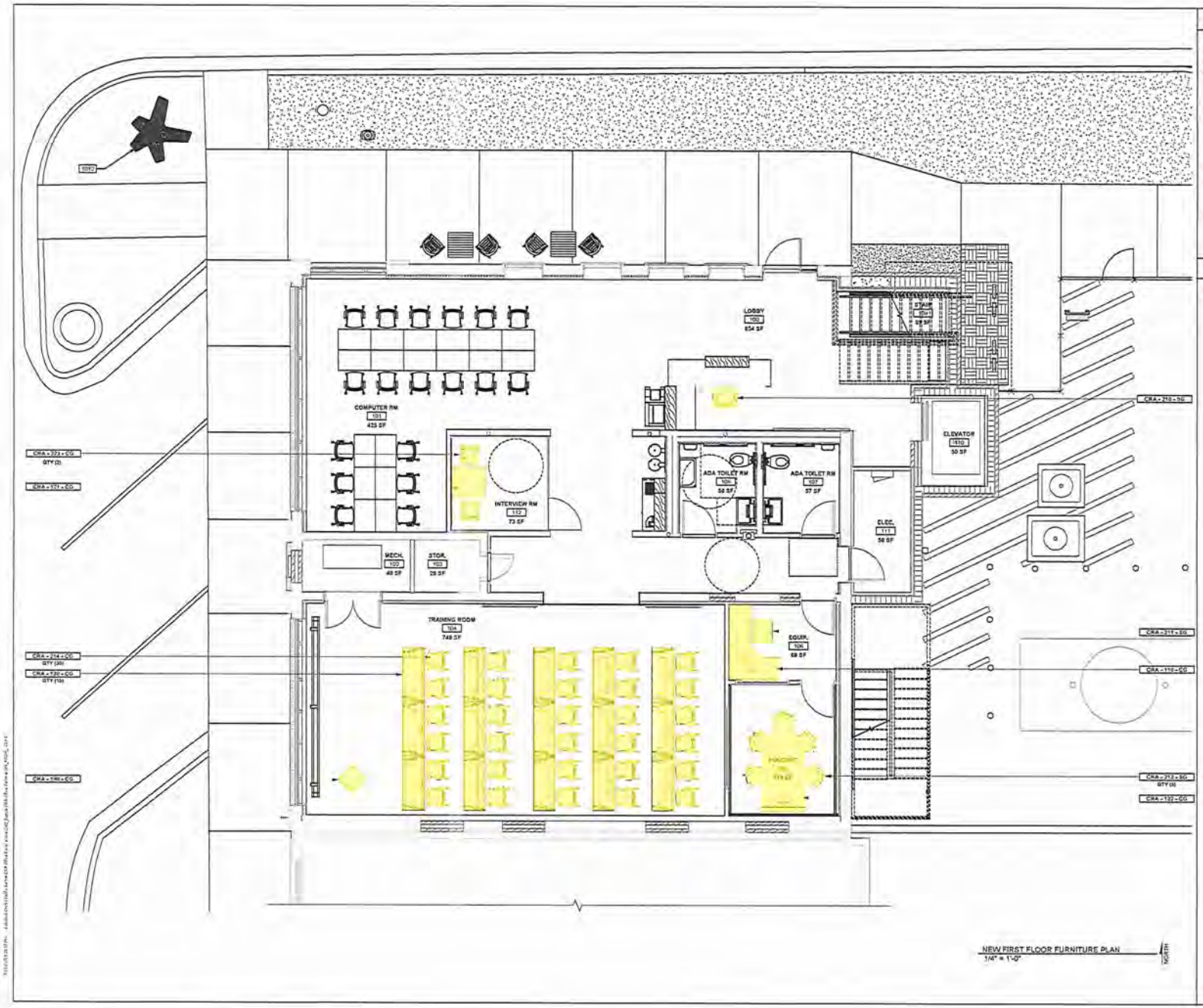
STRAUGHN TROUT ARCHITECTS

BARTOW **CRA**

LOBBY - WAITING AREA

STRAUGHN TROUT ARCHITECTS

CRA
BARTOW



GENERAL NOTES

1. ALL PLANS ARE FOR GENERAL PERMIT AND CONSTRUCTION COORDINATION REFERENCE ONLY.
2. PLANS ARE PRELIMINARY - FINAL FURNITURE PLANS & SPECIFICATIONS FOR PROCUREMENT TO BE ISSUED SEPARATELY.
3. OWNR TO PROVIDE INSTALLATION COORDINATION, LABOR AND MATERIALS FOR ALL POWER, DATA AND HVAC CONNECTIONS.
4. OWNR APPROVED CONSTRUCTION SCHEDULE SHALL INCLUDE SIX (6) WEEKS FOR INSTALLATION AFTER SUBSTANTIAL COMPLETION OF CONSTRUCTION WORK AND ISSUANCE OF ARCITECT AND ENGINEER FINAL PUNCH LISTS).

KEYNOTES

1012 NEW OUTDOOR BENCH TO BE STARFISH AIR BY LANDSCAPE FORMS. ANCHOR TO EXISTING BRICK PAVERS USING HIDDEN ANCHOR SYSTEM. COLOR: ORANGE.

STRAUGHN TROUT
a Gramm Design Studio

TIM HOEFT, AIA
FLORIDA REG. NO. AR96176

ADDITIONS AND ALTERATIONS TO EXISTING OFFICE BUILDING FOR THE BARTOW COMMUNITY REDEVELOPMENT AGENCY
180 CENTRAL AVE N
BARTOW, FL 33830

STA PROJECT #: 2342

PROJECT MGR.: TJH

#	DATE	ISSUED AS
CD	07.21.25	CONSTRUCTION DOCUMENTS

NEW FIRST FLOOR FURNITURE PLAN

A-101F

GENERAL NOTES

1. ALL PLANS ARE FOR GENERAL PERMIT AND CONSTRUCTION COORDINATION REFERENCE ONLY.
2. PLANS ARE PRELIMINARY - FINAL FURNITURE PLANS & SPECIFICATIONS FOR PROCUREMENT TO BE ISSUED SEPARATELY.
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NEW SECOND FLOOR FURNITURE PLAN
1/4" = 1'-0"

NORTH

STRAUGHN TROUT
a Oxane Design Studio

TIM HOEFT, AIA
FLORIDA REG. NO. AR98576

ADDITIONS AND ALTERATIONS TO EXISTING OFFICE BUILDING FOR THE BARTOW COMMUNITY REDEVELOPMENT AGENCY
180 CENTRAL AVE N
BARTOW, FL 33830

STA PROJECT #: 2342
PROJECT MGR.: TJH

#	DATE	ISSUED AS
	03.27.25	CONSTRUCTION DOCUMENTS

NEW SECOND FLOOR FURNITURE PLAN

A-102F

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ITEM NO. 7.a.5

CITY OF BARTOW, FLORIDA

TO: Honorable Mayor and City Commissioners, City of Bartow City Commission

THROUGH: Peter Lear, Finance Director

FROM: Mike Herr, City Manager

DATE: April 6, 2026

SUBJECT: Budget Update FY 26-27 — Peter Lear, Deputy City Manager

SUMMARY AND BACKGROUND

The City is in the process of preparing the FY26-27 City Manager Proposed Budget. This process starts with the Departments preparing their request for funding, while at the same time the Finance Department is preparing revenue projections for the next year. In April and May, Finance and the City Manager will review the budgets with the individual departments. Once the budgets are evaluated and compared to the projected revenues, a complete package will be prepared to be discussed at a public workshop with the City Commission on July 23-24, 2026. Based on feedback received at that time, the Tentative Budget will be prepared for the budget hearings in September. The City Commission will hold public hearings on September 9th and September 22nd to adopt the FY 2026-2027 City of Bartow Budget.

In the current year, we are presented with two new challenges being presented by the State of Florida. One requires the City to identify a 10% reduction in the budget as proposed by the State of Florida CFO. The other challenge is property tax relief, which will be addressed in a Special Session of the Florida Legislature later this year.

STAFF ANALYSIS

FISCAL IMPACT

RECOMMENDATION

Provide feedback on the dates for the public meetings on the budget.

ATTACHMENTS

1. Budget Preparation with Commission

City of Bartow Fiscal Year 2026-2027 Budget Preparation

Investing Today for Bartow's Tomorrow

City of Bartow Budget Calendar

- Key Dates
  - June 1 – Preliminary taxable values are received
  - July 1 – Property appraiser issues certified taxable values
  - July 23-24 – City Commission Workshops to discuss Proposed Budget
  - September 9 – First public hearing on Millage and Budget
  - September 22 – Final public hearing to adopt Millage and Budget

Investing Today for Bartow's Tomorrow

City of Bartow Budget Process

Budget Process

- March/April – Departments are preparing their budget requests
- April/May – Finance and City Manager meet with Departments and review budget requests
- April-June – Finance Department is preparing revenue and payroll projections
- June – Proposed budget is finalized with City Manager to be delivered to City Commission by July 3rd
- July – Public Workshop to present City Manager Proposed Budget to the City Commission for review/comment
- September – Public Hearings for adoption of budget

Investing Today for Bartow's Tomorrow

FY 26-27 Budget Challenges

New Developments

- Florida Legislature passed the State CFO measure to evaluate budgets for reductions
  - City will evaluate the FY25-26 budget for a 10% reduction
    - Based on current budget, this would range from $3.8M-$4.1M

- Evaluate the final bill for Property Tax Relief
  - Calculate the impacts on potential lost revenue
  - Review General Fund budget for allowed reductions
    - Current provisions don't allow for reductions in Law Enforcement

      - Neither of these bills have an implementation plan at this time

City of Bartow Total Budget

- Total FY 25-26 Budget $135,934,528
  - Reflects operating and capital expenditure budgets combined excluding transfers

- General Fund Budget
  - Revenue $38,341,575
  - Expenditures $40,203,112

Investing Today for Bartow's Tomorrow

Thank you…

Investing Today for Bartow's Tomorrow

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CITY OF BARTOW, FLORIDA

TO: City of Bartow Commission

THROUGH: City Manager Mike Herr

FROM: Public Works Director William Groover

DATE: April 1, 2026

SUBJECT: TPO Application

SUMMARY AND BACKGROUND

On March 27th, 2024 a tragic accident on S. Jackson Ave. cost the life of 17 year old Zachariah Clabough. The City of Bartow as a result contracted with Patel-Greene & Associates to conduct a traffic safety study to identify what the City of Bartow could do to make the area safer for pedestrians.

A study completed in 2024 assessed traffic safety conditions along the 1.3-mile corridor of S. Jackson Ave. between E. Clower St./E. Soledad Ave. and E. Main St. The study evaluated safety, operations and existing facilities to identify improvements that could lower motor vehicle speeds and enhance safety for pedestrians and bicyclists.

STAFF ANALYSIS

Using Patel-Greene & Associates, the City of Bartow has applied for TPO Transportation Alternatives grant funding for the amount of $2,155,449.00 for the first phase of a multi-use trail system.

Grant Request $2,155,449.00
City Contribution $214,508.00
Total Engineers estimated Project cost for phase 1 $2,369,558.00

Phase 1 will consist of a multiuse path from Schumate Dr. to Jackson Ave. on Clower St. and then from Clower St to Stuart St. on Jackson Ave. This project directly advances all four elements of the TPO's complete streets policy by enhancing safe travels for all users, supporting multiple modes of transportation, improving access to schools, parks, and community destinations. This project is identified as a Multi-Use Trail need in Envision 2050. This project addresses a documented fatality. Collectively, these improvements will create a safer, more connected, and fully multimodal corridor that aligns with the Long Range Transportation Plan and the complete streets action plan, supporting TPO goals.

The City already has completed improvements in the area to include better lighting and additional four-way stops but also is considering features that would support future designation of the

corridor as a segment of the long-distance Collier to Polk Trail being planned by the Florida Department of Transportation.

The City of Bartow applied for the TA grant in the 2025 budget year and was denied. We requested a debrief with the Polk TPO in which they advised the City to break the grant request into 3 segments. In consultation with Patel-Greene and associates it was decided the first phase would be in the areas of most impact near schools and parks. This area is often used for 5k events that a multiuse path would greatly enhance.

Grant funding may be available to implement the final design and construction of this and other study recommendations, including the extension of the corridor from Stuart St. to the southern end of the Fort Fraser Trail along the south side of State Road 60. The project was added to the 2050 LRTP and is now eligible for trail funding in future cycles.

RECOMMENDATION

No recommendation is needed at this time, this is for informational purposes only.

NEXT STEPS

There are no further steps in the grant application process.

ATTACHMENTS

Cost Estimate and Local Match Details

Project Information Packet

Application Packet A – Project Information and Community Support

This package of assembled documents supports the City of Bartow's 2026 funding application to the Polk Transportation Planning Organization (TPO) and the Florida Department of Transportation (FDOT) District One for the Jackson Avenue Corridor Safety Project. The following application forms are provided under separate cover:

2026 Polk TPO Transportation Project Application

FDOT Transportation Alternatives (TA) Application

FDOT District One Priority Project Application

Table of Contents:

Application Packet A – Project Information and Community Support

TA Application Part 3: Project Information

- Map 1 – Project Study Corridor
- Site Photos
- Project Scope of Work

TA Application Part 7: Public Involvement

- Community Letters of Support
- December 16, 2024 City Commission Meeting
- February 11, 2025 Public Meeting Summary

Application Packet B – Mapped Data & Adopted Plan References – *Included under separate cover*

TA Application Part 6: Area Conditions

- Map 2 – Existing Transportation Facilities
- Map 3 – Existing Transit Routes
- Map 4 – City of Bartow Trail Network
- Map 5 – Federal Aid Eligibility
- Map 6 – Proximity to Airport
- Project Area Crash Summary (2020-2025)
- Map 7 – All Crash Location Heat Map (2020-2025)
- Map 8 – All Crash Location Crash Types (2020-2025)
- Map 9 – Bicycle and Pedestrian Crashes (2020-2025)
- Map 10 – Median Income
- Map 11 – Population Age Groups Under 18 and Above 65
- Momentum 2045 Environmental Justice Planning Areas

TA Application Part 8: Plan Concurrency / Consistency

- S Jackson Avenue Safety Study
- City of Bartow Master Plan
- Collier to Polk SUN Trail Master Plan
- Polk TPO LRTP – Envision 2050 Excerpts
- Polk TPO 2025 Transportation Priority Projects – Approved June 12, 2025

TA Application Part 9: Environmental Conditions

- Map 12 – Environmental Wetlands

TA Application Part 11: Ownership / ROW Status

- Map 13 – Property Parcels

Application Packet C – Cost Estimates & Local Match Details – *Included under separate cover*

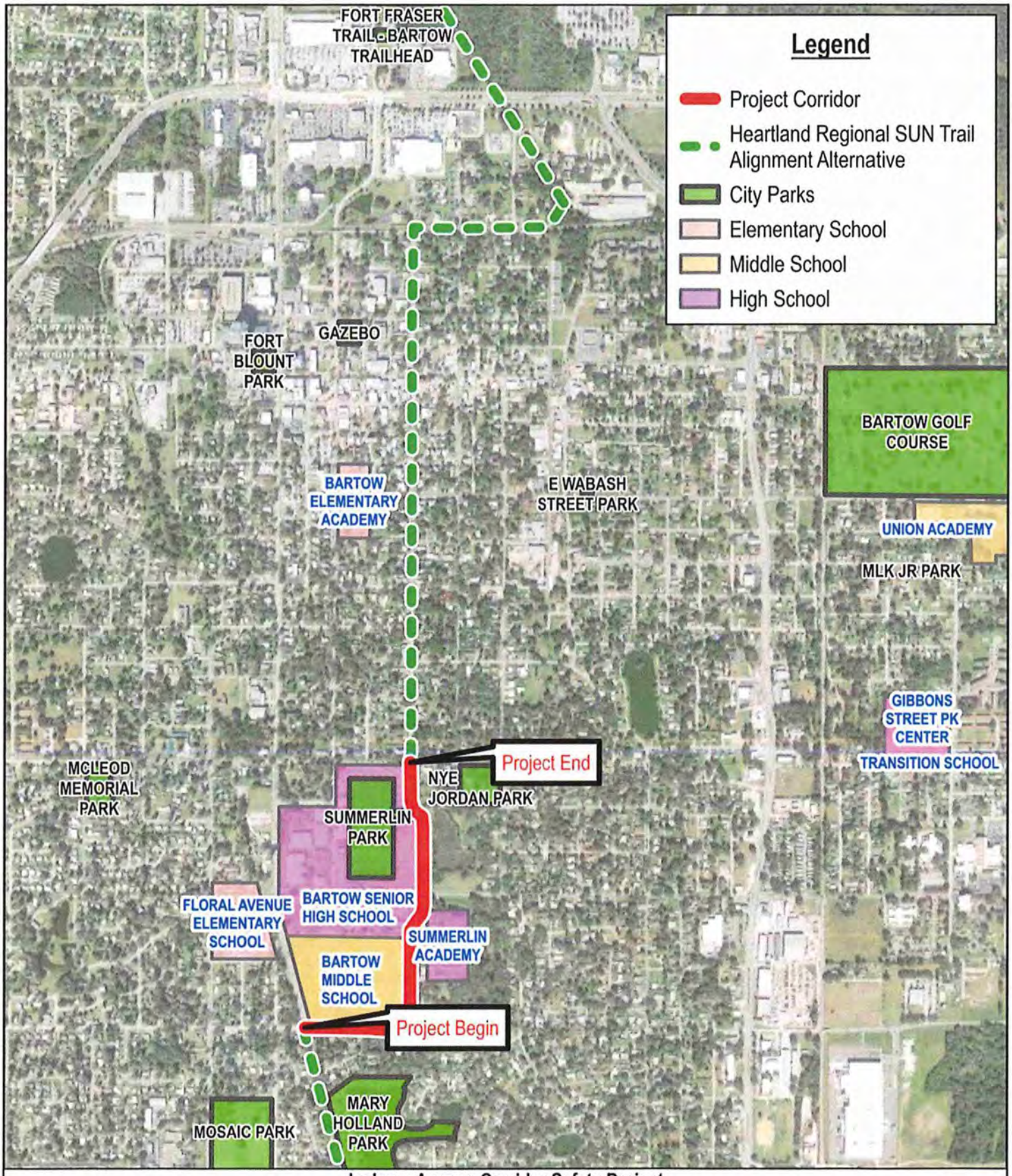
TA Application Part 10: Design / Typical Sections

- Conceptual Design Plans

TA Application Part 12: Cost Estimates & Local Match Details

- Planning-Level Cost Estimates
- City of Bartow Local Match Details

TA Application Part 3: Project Information



Jackson Avenue Corridor Safety Project

Patel, Greene & Associates, LLC
12570 Telecom Drive
Temple Terrace, FL 33637

City of Bartow
Public Works
300 E Church Street
Bartow, FL 33830

N

0 0.2 0.4 Miles

Source: City of Bartow GIS Portal

Map 1 - Project Area

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** Entrance into Mary Holland Park looking across the intersection of E Clower St/Shumate Dr. (project begins)	
Direction Facing: East **Description:** View down E Clower St from the intersection of E Clower St/Shumate St. Sidewalks along E Clower St are only present on the north side of the road.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: West **Description:** Intersection of E Clower St/Shumate Dr.	
Direction Facing: West **Description:** E Clower St in front of Bartow Middle School. Sidewalks are separated from the roadway with a grass buffer, but only present on the north side of the road.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: East **Description:** E Clower St in front of Bartow Middle School. Sidewalks are separated from the roadway with a grass buffer, but only present on the north side of the road.	
Direction Facing: West **Description:** E Clower St in front of Bartow Middle School. Sidewalks are separated from the roadway with a grass buffer, but only present on the north side of the road. Curb work visible in the image is for access management along the school frontage.	

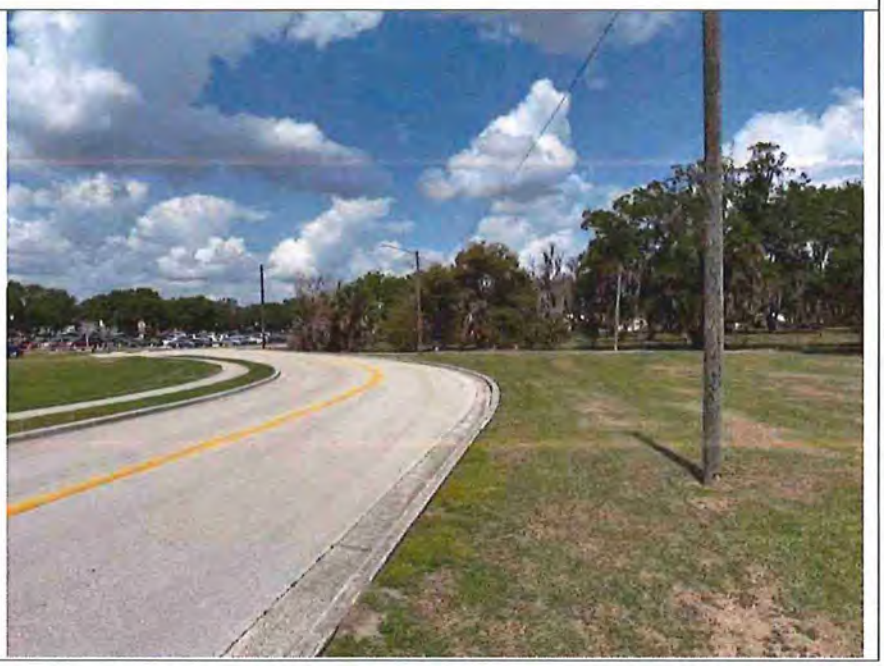
Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: West **Description:** Intersection of E Clower St/Jackson Ave.	
Direction Facing: South **Description:** Intersection of E Clower St/Jackson Ave Dr. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: North **Description:** S Jackson Ave in front of the Summerlin Academy. No existing sidewalk along the east side of S Jackson Ave.	
Direction Facing: North **Description:** S Jackson Ave in front of the Summerlin Academy. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** S Jackson Ave in front of the Summerlin Academy. No existing sidewalk along the east side of S Jackson Ave.	
Direction Facing: South **Description:** S Jackson Ave, south of the intersection of Georgia St/Jackson Ave. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** S Jackson Ave, south of the intersection of Georgia St/Jackson Ave. Cyclist shown is traveling southbound on the roadway. No existing sidewalk along the east side of S Jackson Ave.	
Direction Facing: South **Description:** S Jackson Ave, south of the intersection of Georgia St/Jackson Ave. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** S Jackson Ave from the intersection of Jackson Ave/Georgia St. No existing sidewalk along the east side of S Jackson Ave.	
Direction Facing: South **Description:** Intersection of Jackson Ave/Georgia St. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** S Jackson Ave from the east side of the road. No existing sidewalk along the east side of S Jackson Ave.	
Direction Facing: North **Description:** S Jackson Ave from the east side of the road. No existing sidewalk along the east side of S Jackson Ave.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: South **Description:** Mid-Block crossing along Jackson Ave near Summerlin Park. This path connects Summerlin Park to Orange Avenue/Nye Jordan Park.	
Direction Facing: South **Description:** S Jackson Ave, south of Stuart St.	

Location Description	Jackson Avenue Corridor Safety Project – Site Photos
Direction Facing: North **Description:** Intersection of Jackson Ave and Stuart St (project ends).	

City of Bartow

Jackson Avenue Corridor Safety Project
Design Scope of Work

I. PURPOSE & NEED

In March 2024, the community experienced a tragic loss when student, Zachariah Mark Clabaugh, was killed at the intersection of S Jackson Avenue and E Pearl Street while walking to school. This event sparked a community-wide desire to evaluate and enhance safety for people walking and biking along the S Jackson Avenue corridor. A S Jackson Avenue Safety Study was completed in 2024 to assess traffic safety conditions along a 1.3-mile corridor of S Jackson Avenue between E Clower Street/E Soledad Avenida and E Main Street (see attached supporting materials and plan documents). The study effort evaluated traffic safety, operations, and existing facilities to identify roadway configuration changes that can moderate motor vehicle speeds and improve conditions for people walking and bicycling.

The City seeks grant funding to implement the final design and construction of a 0.7-mile portion of the corridor from the entrance of Mary Holland Park (intersection of Shumate Dr and Clower St) east along Clower St, then north along Jackson Ave to Stuart St. The project will add a Shared Use Pathway and prepares the corridor for future inclusion as part of the Collier-to-Polk SUN Trail network.

II. EXISTING CONDITIONS

The following summarizes the existing conditions as fully detailed in the S Jackson Avenue Safety Study completed in October 2024, highlighting the areas of concern that bring a risk to all users of the roadway:

1. The average speed from the collected data was 35.9 miles per hour (mph), almost 11 mph above the posted speed limit of 25 mph. The 85th percentile speed for S Jackson Avenue indicates the speed at or below 85 percent of traffic is traveling. It was recorded to be 44.1 mph, over 19 mph higher than the posted speed limit. The northbound direction saw higher speeds than southbound.
2. The crash history reveals that most of the crashes along the corridor have occurred at intersections. The primary crash types reported were angle, left turn, and right turn collisions.
3. Lack of continuous sidewalks along the corridor forces people to walk on the roadway in the travel lanes. This condition can be especially stressful for young, elderly, and disabled pedestrians. Existing curb ramps exhibit issues with accessibility and drainage.
4. There are no bicycle facilities along the corridor. At least two crashes involving three people on bicycles were reported during the most recent 5-year period. All three bicyclists were minors.
5. The corridor is especially busy during school arrival and dismissal periods for the adjacent middle and high school campuses. Many students were observed walking and bicycling during the field visit.
6. There are gaps in the existing lighting along the corridor, particularly at intersections.

III. PROPOSED WORK ITEMS

The following work items will be completed as a part of the proposed project:

1. Coordinate with City staff and stakeholders.
    a. Hold virtual kick-off meeting with City staff.
    b. Hold ongoing meetings with City staff as needed.
    c. Coordinate with partners including FDOT D1, Polk County, and the Polk TPO.

2. Complete final design documents for a 0.7-mile corridor from the entrance of Mary Holland Park (intersection of E Shumate Dr and E Clower St) east along E Clower St, then north along S Jackson Ave to Stuart St.
    a. Reference the conceptual design plans and planning level cost estimates prepared in support of the funding application.
    b. Conduct data collection and coordination needed to prepare final design plans including but not limited to utilities, topographic survey, traffic analysis, lighting, drainage issues, environmental permitting, maintenance, and property owner coordinates.
    c. Coordinate with FDOT District 1 to incorporate concept updates developed through additional analysis and stakeholder input conducted as a part of the forthcoming PD&E study for the Polk County segment of the Collier to Polk SUN Trail.
        i. Seek to include project elements that are eligible for SUN Trail funding where feasible.
        ii. Identify segments where design elements may require customized Complete Street solutions that fit the context.

3. Public engagement support
    a. Produce materials such as maps, graphics, handouts, and other items to be used at a public meeting to solicit stakeholder comments and public support.
    b. Plan for and attend 2 meetings, providing support to facilitate meetings and document feedback from participants.

TA Application Part 7: Public Involvement

City of Bartow
Polk County's Capital City

March 18, 2026

Dear Sir or Madam:

RE: Letter of Support for Priority Transportation Project Application – Traffic Safety Improvements along S. Jackson Avenue and E. Clower Street

I am writing to express support for the submittal of a Priority Transportation Project Application to the Polk Transportation Planning Organization (TPO) for traffic safety improvements along South Jackson Avenue and East Clower Street in the City of Bartow, Florida.

Improvements to this corridor are important to enhance safety, improve traffic operations, and better serve the needs of residents, businesses, and visitors in the area. As traffic volumes and development continue to grow, proactive investment in infrastructure is critical to maintaining a safe and efficient transportation network.

I strongly support the inclusion of this project in the Polk TPO Priority Project List, as well as its consideration for the Florida Department of Transportation District One Five-Year Work Program. Advancing this project will help ensure that necessary safety enhancements are implemented in a timely and effective manner.

Thank you for your consideration and continued efforts to improve transportation throughout Polk County. Please feel free to contact me if additional information is needed.

Sincerely,

Mike Herr
City Manager, City of Bartow

MH:ps

450 N. Wilson Avenue · P. O. Box 1069 · Bartow, FL · 33831-1069
(863) 534-0100

City of Bartow
Polk County's Capital City

March 18, 2026

Dear Sir or Madam:

RE: Letter of Support for Priority Transportation Project Application – Traffic Safety Improvements along S. Jackson Avenue and E. Clower Street

I am writing to express support for the submittal of a Priority Transportation Project Application to the Polk Transportation Planning Organization (TPO) for traffic safety improvements along South Jackson Avenue and East Clower Street in the City of Bartow, Florida.

Improvements to this corridor are important to enhance safety, improve traffic operations, and better serve the needs of residents, businesses, and visitors in the area. As traffic volumes and development continue to grow, proactive investment in infrastructure is critical to maintaining a safe and efficient transportation network.

I strongly support the inclusion of this project in the Polk TPO Priority Project List, as well as its consideration for the Florida Department of Transportation District One Five-Year Work Program. Advancing this project will help ensure that necessary safety enhancements are implemented in a timely and effective manner.

Thank you for your consideration and continued efforts to improve transportation throughout Polk County. Please feel free to contact me if additional information is needed.

Sincerely,

Tanya Tucker
Mayor, City of Bartow

TT:ps

450 N. Wilson Avenue · P. O. Box 1069 · Bartow, FL · 33831-1069
(863) 534-0100

Officers:
Chase Stevens
President
Christy Byers
Vice President
Grayson O'Cain
Secretary
Angela Walden
Treasurer
Linda Holcomb
Executive Director

Board Members:
Denise Bohde
Rebecca Duval
Gordon Greene
Jason Hargrove
Sherry Smith
Brent Walker
Sherri Wall
Geri Williams
Dawn Willis

Sponsors:
Bartow Community Healthcare Foundation
Bail America
Bartow Board of Realtors
Bartow Economic Development Council
Boswell & Dunlap
Citrus Air Conditioning
Gibson & Wirt
Goodlife RV
Hollywood Signs
Inklings Bookstore
International Sun Travel
Jefferies Bookkeeping
Main Street Veterinary Clinic
Meeks Real Estate
Orlando Health
Pallet One
Paradise General Contracting
Patel Greene & Associates
S & D Real Estate
Simply Storage
Spath Jewelers
Stidham & Stidham, P.A.
Sunbelt Forest Products
The Byers Group
UPS
Zest Bar & Grill
V'Z Fine Dining
Ewing Blackwelder & Duce

Tuesday, March 17th, 2026
City of Bartow
Public Works Department

RE: Letter of Support for Priority Transportation Project Application – Traffic Safety Improvements along S. Jackson Avenue and E. Clower Street

Dear Sir or Madam,

I am writing to express support for the submittal of a Priority Transportation Project Application to the Polk Transportation Planning Organization (TPO) for traffic safety improvements along South Jackson Avenue and East Clower Street in the City of Bartow, Florida.

Improvements to this corridor are important to enhance safety, improve traffic operations, and better serve the needs of residents, businesses, and visitors in the area. As traffic volumes and development continue to grow, proactive investment in infrastructure is critical to maintaining a safe and efficient transportation network.

I strongly support the inclusion of this project in the Polk TPO Priority Project List, as well as its consideration for the Florida Department of Transportation District One Five-Year Work Program. Advancing this project will help ensure that necessary safety enhancements are implemented in a timely and effective manner.

Thank you for your consideration and continued efforts to improve transportation throughout Polk County. Please feel free to contact me if additional Information is needed.

Sincerely,

Linda K. Holcomb

Linda K. Holcomb
Executive Director
Main Street Bartow Incorporated

POST OFFICE BOX 1351 BARTOW, FLORIDA 33831-1351 PHONE: 863-519-0508 FAX:863:519-0509

Bartow Economic Development Council
555 East Church Street • Bartow, FL 33830
Phone: 863-331-5188 • www.bartowedc.com

Wednesday, March 18, 2026
City of Bartow
Public Works Department

Re: Letter of Support for Priority Transportation Project – Traffic Study Improvements along South Jackson Avenue and East Clower Street

Dear Sir or Madam:

I am writing to express support for the submittal of a Priority Transportation project application to the Polk Transportation Planning Organization (TPO) for traffic safety improvements along South Jackson Avenue and East Clower Street in the City of Bartow, Florida.

Improvements to this corridor are important to enhance safety, improve traffic operations, and better serve the needs of residents, businesses, and visitors in the area. As traffic volumes and development continue to grow, proactive investment in infrastructure is critical to maintaining a safe and efficient transportation network.

I strongly support the inclusion of this project in the Polk TPO Priority Project List, as well as its consideration for the Florida Department of Transportation District One Five-Year Work Program. Advancing this project will help ensure that necessary safety enhancements are implemented in a timely and effective manner.

Thank you for your consideration and continued efforts to improve transportation throughout Polk County. Please feel free to contact me if additional information is needed.

Sincerely,

Elle Withall, Executive Director

Bartow Economic Development Council

CITY OF BARTOW

CITY COMMISSION REGULAR MEETING

MONDAY, DECEMBER 16, 2024 AT 6:00 P.M. (EST)
OR AS SOON THEREAFTER AS POSSIBLE
CITY HALL COMMISSION CHAMBERS, 450 NORTH WILSON AVE., BARTOW, FL 33830

AGENDA
(AMENDED)

1. CALL TO ORDER
2. INVOCATION – Rev. Barry Gray, First Presbyterian Church
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. PROCLAMATIONS AND SPECIAL PRESENTATIONS
5. GENERAL PUBLIC COMMENT – At this time, the Commission will receive comments from the public regarding matters not appearing on this agenda.
6. CITY ANNOUNCEMENTS
7. REPORTS OF CHARTER OFFICERS
    a. City Manager Communications
        1. South Jackson Avenue Safety Study
        2. Nurturing the Bartow Community
        3. Discuss Carnival/Special Event
    b. City Attorney Communications
    c. Legislative updates
        1. Discuss FLC Legislative Conference
        2. Discuss 2025-2026 Legislative Priorities
        3. Discuss Federal Advocacy
8. AGENDA MODIFICATION/APPROVAL
9. PUBLIC COMMENT ON AGENDA ITEMS – At this time, the Commission will receive comments from the public regarding matters that appear on this agenda, not otherwise scheduled for a separate Public Hearing.

10. HEARINGS – FIRST AND SECOND READINGS AND PUBLIC HEARINGS

a. Public hearing and final reading of Ordinance No. 2024-37 – AN ORDINANCE ANNEXING UPON THE PETITION OF THE OWNER THEREOF APPROXIMATELY 10.1 ACRES OF PROPERTY LOCATED AT 3050 HIGHWAY 60 EAST IN SECTION 3, TOWNSHIP 30S, RANGE 25E, POLK COUNTY FL; PROVIDING FOR SCRIVENER'S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

b. Public hearing and final reading of Ordinance No. 2024-38 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS "AMENDMENT #CPA-24-06-SS"; SPECIFICALLY ASSIGNING COMMERCIAL AND CONSERVATION LAND USES TO RECENTLY ANNEXED PARCELS OWNED BY NOW & THEN FURNITURE, LLC; TRANSMITTING SAID AMENDMENT TO FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

c. Public hearing and final reading of Ordinance No. 2024-39 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 10.1 ACRES OF LAND OWNED BY NOW & THEN FURNITURE, LLC AND LOCATED IN SECTION 3, TOWNSHIP 30 SOUTH, RANGE 25 EAST, POLK COUNTY, FLORIDA, AS C-3, HIGHWAY COMMERCIAL AND CONSERVATION; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

d. Public hearing and final reading of Ordinance No. 2024-33 – AN ORDINANCE RELATING TO WATER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-51 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST WATER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

e. Public hearing and final reading of Ordinance No. 2024-34 – AN ORDINANCE RELATING TO SANITARY SEWER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-121 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST SANITARY SEWER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

f. First reading and consideration of Ordinance No. 2025-01 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS "AMENDMENT #CPA-24-07-LS"; SPECIFICALLY TO CHANGE THOSE PARCELS OF LAND OWNED BY NUSTAR ENTERPRISES, INC., FROM COMMERCIAL, LOW DENSITY RESIDENTIAL AND RECREATION & OPEN SPACE TO INDUSTRIAL AND CONSERVATION; AND AMEND THE FUTURE LAND USE ELEMENT TO DELETE OBJECTIVE 2.8; TRANSMITTING SAID AMENDMENT TO THE FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING

FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

g. First reading and consideration of Ordinance No. 2025-02 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 176.2 ACRES OF LAND OWNED BY NUSTAR ENTERPRISES, INC., AND LOCATED IN SECTIONS 1 AND 12, TOWNSHIP 30 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, FROM PD, PLANNED DEVELOPMENT TO I-2, HEAVY INDUSTRIAL AND CONSERVATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

h. First reading and consideration of Ordinance No. 2025-03 – AN ORDINANCE DISCONTINUING, CLOSING AND VACATING A SEGMENT OF PLATTED RIGHT OF WAY (MAIDEN LANE) EXTENDING BETWEEN OAK AVENUE AND ORANGE AVENUE; AND LYING BETWEEN LOTS 3 AND 4; BLOCK 4; HOOKERS ADDITION; DB I, PG 433; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; AND LOTS 1, 2, 7 AND 8 AND THAT PART OF CLOSED 12' ALLEY LYING BETWEEN LOTS 1 AND 2 AND 7 AND 8; BLOCK 2; THE HARVEY LAND & IMPROVEMENT CO'S SUBDIVISION; PB 1, PG; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

11. CONSENT AGENDA

a. Approval of December 2, 2024 City Commission Regular Meeting minutes.

b. Approval of August 23, 2024 City Commission Special Meeting #2 minutes. *(Impact fees)*

c. Approval of July 26, 2024 City Commission Workshop minutes. *(aquatics survey results)*

d. Approval to ratify election of Gordon Green as Chair and Anthony Ghent as Vice Chair of the Bartow Community Redevelopment Agency for FY 2024-2025.

e. Approval of Amended and Restated Interlocal Agreement between the Bartow Community Redevelopment Agency and the City of Bartow for city related services.

f. Approval of Bartow Community Redevelopment Agency Project Memorandum for the Downtown District and Historic District Maintenance Plan.

g. Authorization for the Mayor to Execute Federally Funded Subaward and Grant for Hurricane Milton.

h. Ratify the most recent collective bargaining agreement between Teamsters Local #79 (Union) and the City of Bartow as amended to reflect negotiated terms and conditions regarding Article 34.19. (Said terms and conditions ratified by the Union on 12/05/2024).

i. Approval of City Commissioner absence(s) for December 2, 2024 excusal(s): None.

12. OTHER COMMISSION BUSINESS

a. OLD BUSINESS – NONE

b. NEW BUSINESS

1. Consideration and approval of #S-24-17-PSP, Crown Properties Preliminary Subdivision Plat, a 36 lot, single family residential development, approximately 3.9 acres in size. The property is owned by JR Holdings Group, LLC and is located on the southwest corner of the intersection of Crown Avenue and Polk Street in Section 1, Township 30S, Range 25E, Polk County Fl.

2. Determination of procedure to appoint a new member to the Zoning Board of Adjustment for a three-year term ending November 2027.

13. RESOLUTIONS – NONE

14. COMMISSIONER COMMENTS

a. GARY BALL
b. LEO E. LONGWORTH
c. LAURA SIMPSON
d. TANYA TUCKER
e. TRISH PFEIFFER

15. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771. Posted at City Hall, Bartow Public Library, the City's website: www.cityofbartow.net and Facebook page on December 12 & 16, 2024.

CITY OF BARTOW

CITY COMMISSION REGULAR MEETING

MONDAY, DECEMBER 16, 2024 AT 6:00 P.M. (EST)

OR AS SOON THEREAFTER AS POSSIBLE

CITY HALL COMMISSION CHAMBERS, 450 N. WILSON AVE., BARTOW, FL 33830

MINUTES

The City Commission of the City of Bartow met in a Regular Meeting on Monday, December 16, 2024 at 6:00 p.m. in the Commission Chambers located at City Hall, 450 North Wilson Avenue, Bartow, FL 33830. Notice of this meeting was posted at City Hall, Bartow Public Library and on the City's website www.cityofbartow.net and Facebook page on December 12 & 16, 2024.

1. CALL TO ORDER

Mayor Pfeiffer called the meeting to order at 6:02 p.m. She dispensed with the roll call attendance was as follows:

Commissioners Present: Commissioner Gary Ball, Commissioner Leo E. Longworth, Commissioner Laura Simpson, Vice Mayor Tanya Tucker & Mayor Trish Pfeiffer.

Commissioners Absent: None

Staff Members Present: City Manager Mike Herr, Deputy City Manager David Wright, City Attorney Sean Parker, Fire Chief Jay Robinson, Deputy Fire Chief Byron Moore, Deputy Fire Chief James Schaill, Planning Director Bob Wiegers, Asst. City Manager Tracy Miller, Finance Director Peter Lear, Police Chief Stephen Walker, Electric Director Michael Poucher, Parks, Recreation & Cultural Arts Director Jason Hargrove, Code Enforcement Manager Tray Towles, Public Works Director Billy Groover, Stormwater Manager Jeff Barr, CRA Director Howard Smith, Communications Director Laurie Hayes, and City Clerk Jacqueline Poole.

2. INVOCATION

Rev. Barry Gray, First Presbyterian Church gave invocation.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

The Commissioners and Audience gave the Pledge of Allegiance to the United States of America Flag.

4. PROCLAMATIONS AND SPECIAL PRESENTATIONS – NONE

5. GENERAL PUBLIC COMMENT

At this time, the Commission received comments from the public regarding matters not appearing on this agenda.

With no further comments, Mayor Pfeiffer closed the public comment period.

6. CITY ANNOUNCEMENTS

Mayor Pfeiffer reported that someone did donuts on the golf course greens over the weekend. She said that is unacceptable and was amazed at the disrespect in society that seems to be upon us. She hopes the police department finds out who it is. She said she hears music blasting from vehicles with vile and vulgar songs.

Mayor Pfeiffer complimented the Police Department for its annual Shop with a Cop event. Twenty-three children benefited from it. It was held at Walmart on December 12.

Mayor Pfeiffer complimented the Fire Department successful annual toy drive. The toys will be delivered on December 21 by Santa Claus on the fire truck to five families, benefitting 15 children.

Mayor Pfeiffer commented that Parks & Recreation had a float in the parade. She appreciates their spirit. She said the riders were adorable and added so much to the float. She said the electric department also had a truck wrapped with lights in the parade.

Mayor Pfeiffer said copies of a Guide to Bartow can be picked up from Communications Director Hayes. She said it has all kinds of good information in it.

Mayor Pfeifer gave kudos to Main Street Bartow for being recognized by the Secretary of State as the Main Street Program of the Month.

Mayor Pfeiffer reported that mural #5 is done. It is a big flower mural that says, "My Heart Belongs to Bartow". She thanked the CRA for funding it as a placemaking project. She said work on mural #6 starts this week on the Zest building. She said the CRA will be doing more of them in the coming years.

Mayor Pfeiffer said the Commission had a joint meeting with the CRA and saw a rendering of a project they are doing downtown. She said it is amazing and beautiful. She expects the building to start being renovated in 2025.

7. REPORT OF CHARTER OFFICERS

City Manager Herr asked that consent agenda item no. 11(h) be removed from the agenda when the Commissioner does its agenda modifications and approval. He suggested it would be brought back at the first meeting in January.

a. CITY MANAGER COMMUNICATIONS

1. South Jackson Avenue Safety Study

City Manager Herr stated this safety study was completed because of an accident that caused the fatality of a student earlier this year. Patel-Greene was engaged to do a safety study of the route along S. Jackson Ave.

Lucas Cruse, Patel-Greene, Chief Traffic Engineer gave a slide presentation with the findings of the safety study and identified steps that can be taken to improve the overall safety of S. Jackson Ave. The study covered 1.3 miles along S. Jackson Ave. between E. Clower St., E. Soledad Ave. & E. Main St. The traffic volume & speeds, crash history and pedestrian/bicycle level of traffic stress was analyzed. Traffic volume and speed data was collected seven days in May while school was in session. The current posted speed limit is 25 mph, the average observed speed was 35.9 mph. The 85th percentile speed was 44.1 mph. *(The 85th percentile speed is the speed at or below which 85 percent of the drivers will operate with open roads and favorable conditions).* The key takeaways determined that traffic concentrated around school arrival & dismissal and that design modifications are needed to achieve the target travel speed of 25 mph. During the field review the following issues were observed – gaps in sidewalks & curb ramps, no bike facilities, queuing of BHS parking lot dismissal, and lighting gaps at intersections. He reviewed a three-phase implementation strategy along with recommendations.

Phased implementation strategy

- Phase 1: fill sidewalk gaps, enhance crossings, update pavement markings and signage
- Phase 2: add speed management at intersections, and lighting
- Phase 3: add pathway and separated bikeway to support possible SUN Trail designation

Phase 1 recommendations

- Sidewalk segments to fill gaps
- Two raised midblock crossings
- Intersection modifications at Clower St. & Summerlin St.
- All-way stops at Pearl St. & Summerlin St.
- Updated signage & pavement markings, including shared lane markings for bicyclists

Phase 2 recommendations

- Speed management at intersections
  - Raised Intersections
  - Visual Brick Pattern
  - Artistic Paint
- Lighting at intersections, crossings, and sidewalk areas

Phase 3 recommendations

Future SUN Trail designation

- Georgia St to Stuart St. - 12-foot-wide asphalt shared use path
- Stuart St to Pearl St.:
  - Convert to one-lane, one-way northbound
  - Add two-way separated bikeway w/ concrete separator
- Pearl St. to Stanford St.
  - Convert to one-lane, one-way northbound
  - Add two-way separated bikeway w/ paint & flexible post separator

Design considerations

- SUN Trail design criteria
- Separation between path and roadway
- Green pavement markings for visibility of bicycle conflict areas

Planning level cost estimates based on Florida Department of Transportation (FDOT) pay items.

Phase Description	Construction Cost	Design/CEI Cost	Total Project Cost
Phase 1 – sidewalks, enhanced crossings, signage, pavement markings	$ 1,840,000	$ 740,000	$ 2,580,000
Phase 2 - intersection traffic calming	$ 53,000	$ 21,000	$ 74,000
Phase 3 -shared use path, separated bikeway, one-way street reconfiguration	$ 465,000	$ 185,000	$ 650,000

Funding strategies

- Federal
- Polk TPO Priority Project Applications
- SUN Trail
- Safe Routes to School

(A copy of the presentation is attached therein and described as Exhibit A).

Public Works Director Groover spoke about what his department could do right now with what they have in their budget.

Clower St. To Georgia St

- Improve existing crosswalk ramps
- Improve existing crosswalk markings
- Adding crosswalks in recommended areas
- Installation of sidewalk in front of Summerlin Academy
- Installing Mid-Block raised pedestrian crosswalk at Wilson Park and Nye Jordan Park rear entrance sidewalk
- Installation of tubular markers at the exit of the High School parking lot as recommended.
- Restriping and installation of reflective markers on Jackson Ave. From Clower St. to Stuart St.

Pearl St. & Summerlin St.
- Installation of Stop Signs
- Improved crosswalk ramps
- Improved crosswalk markings

Complete Jackson St. Corridor
- Updated street lighting package as recommended
- Updating all crosswalk markings
- Updating stop bar markings
- Updating centerline markings with appropriate reflectors
- Installing allowed use of bicycle markings

Mayor Pfeiffer pointed out the application deadline for TPO is in January. She asked if the City had anything that would be ready for that.

City Manager Herr stated that he plans on meeting with the CRA Director, Public Works Director and Patel-Greene to have Ryan Kordek (TPO) go over some projects and to explain the criteria. He said a project that is gaining a lot of steam with Bartow is addressing the E. Main St. corridor from U.S. 17 going west to First St. (by Chicken Shack). The concept is a complete street project with a new streetscape. It would form a gateway from U.S. 17 into the community. It would also quiet the corridor and create more connectivity for pedestrians and bicyclists to travel safely. He also mentioned that a big priority is to do something about the powerlines downtown. He said when the power goes out the County government shuts down as well as the court system, FDOT, Dept. of Agriculture, and businesses. He thought the powerlines need to be hardened and put underground. He said it was something worthy to be looked at.

Public Works Director Groover added that the E. Main St. corridor project would help with the stormwater issues downtown.

Mayor Pfeiffer commented the intersection at Stuart and Jackson has been a nightmare for the longest time. She said people on Stuart from east to west fly down that road. She said she understands that stop signs do not change behavior, but they do slow people down.

Engineer Cruse said the crash warrants did not meet the thresholds to justify a stop sign. The cross street did not meet the thresholds either. He said a judgement warrant could be done but it is based on things like if the school was adding in a new crosswalk.

Commissioner Longworth said stop signs may slow people down, but people run them all the time.

Mayor Pfeiffer asked if they could do a temporary four-way stop sign for six months to get data.

Engineer Cruse said the City has the option to test temporary installations.

City Manager Herr said if that intersection did not warrant a four-way stop sign during the study, then why would the City get in the business of putting up a four-way stop sign temporarily. He said when you put things up that do not meet warrants can cause accidents.

Engineer Cruse agreed, he said the guidance is that stop signs should not be used for speed management. He said the recommendations are either a visual element or a raised intersection (speed table) to encourage them to slow down.

There was a brief discussion about placing flexible posts to discourage making a left-hand turn at the high school exits. Commissioner Simpson said a stop sign does not help the scenario; it just lengthens the queue. Engineer Cruse said another option would be to exit at Wilson. Mayor Pfeiffer agreed that was a better option.

City Manager Herr thought it would be appropriate to place a copy of the study on the website along with the short-term recommendations. He said a copy of the study should be provided to the family of Zachariah Clabough as well.

Commissioner Longworth asked if the marker for the student was ever placed at the intersection.

Public Works Director Groover said the marker was installed about six weeks after the accident, and that it remains there.

2. **Nurturing the Bartow Community**

City Manager Herr stated the Nurturing the Bartow Community event will be held on December 19 from 11:00 a.m. to 1:30 p.m. on the grounds of the L.B. Brown House, weather permitting.

Commissioner Longworth reported the location has been changed to the Polk Street Center.

Ms. Joyce Bentley stated the event is to help the community understand who runs the city. She said some departments will be there to speak while some will have tables set up to share information. This will help the public to know where to go when they have questions. She said a meal will be served. She extended an invitation for anyone who lives in Bartow.

3. **Discuss Carnival/Special Event**

City Manager Herr stated that staff met with the people in charge of the carriage rides and St. Thomas Aquinas Catholic Church. He said staff was treating it as a special event. Staff discovered that the folks running the amusement activities and the two rides meet State requirements and are

EXHIBIT A

CITY OF BARTOW, FLORIDA ITEM NO. 7(a)(1)

TO:	City of Bartow Commission
THROUGH:	City Manager Mike Herr
FROM:	William Groover, Public Works Director
DATE:	December 13, 2024
SUBJECT:	South Jackson Ave. Traffic Safety Study

SUMMARY

The City of Bartow contracted with Patel-Greene & Associates to conduct a traffic safety study on S. Jackson Ave.

BACKGROUND

On March 27th, 2024 a tragic accident on S. Jackson Ave. cost the life of 17-year-old Zachariah Clabough. The City of Bartow as a result contracted with Patel-Greene & Associates to conduct a traffic safety study to identify what the City of Bartow could do to make the area safer for pedestrians.

STAFF ANALYSIS

As a part of the study, Lucas Cruz from Patel-Greene has identified several steps the city can take to improve the overall safety of the S. Jackson Ave. roadway.

RECOMMENDATION

- That the Commission authorize the City Manager to implement the recommended changes to the S. Jackson Ave. roadway.

NEXT STEPS

- Identify funding sources to implement the recommendations from the study.

ATTACHMENTS

- Patel-Greene slide presentation

Jackson Avenue Safety Improvement Grant Application

City of Bartow

Public & Stakeholder Outreach Summary

March 25, 2024

PREPARED BY:

PATEL, GREENE AND ASSOCIATES
12570 Telecom Drive
Temple Terrace, FL 33637

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Attached Appendix

Appendix A – Public Notification
Appendix B – Public Meeting Notes
Appendix C – Scanned Public Comment Forms
Appendix D – Scanned Public Meeting Sign in Sheets
Appendix E – Public Meeting Display Boards
Appendix F – Public Meeting Presentation

INTRODUCTION

This memo summarizes the public meeting that was conducted on February 11, 2025, for the Jackson Avenue Safety Improvements Application. There was a total of 15 residents that showed up for the public meeting with support from local city staff. The public meeting was held at the Bartow City Hall from 6:30PM – 8:00PM.

- The City of Bartow Staff and PGA opened the public meeting with a PowerPoint presentation of the Jackson Avenue study, explaining the purpose and findings of the study.
- After the PowerPoint presentation, the floor was open to the community to voice their opinions and concerns regarding the issues among Jackson Avenue.

A study completed in 2024 assessed traffic safety conditions along the 1.3-mile corridor of S Jackson Avenue between E Clower Street/E Soledad Avenida and E Main Street. The study effort evaluated traffic safety, operations, and existing facilities to identify roadway configuration changes that can moderate motor vehicle speeds and improve conditions for people walking and bicycling.

The City wishes to seek grant funding to implement the final design and construction of the recommendations in that study, extending the limits to be 2.0 miles from Mary Holland Park (intersection of Shumate Dr and Clower St) to the southern end of the Fort Fraser Trail near the dead end of E North Street. The target of this application will be inclusion of the proposed project on the TPO list of Priority Transportation Projects that is submitted to the Florida Department of Transportation District One (FDOT D1) for consideration during the development of the Five-Year Work Program.

PUBLIC RESPONSES

GENERAL COMMENTS

Generally, the public expressed support for the safety improvements along Jackson Avenue and the City's intention to pursue FDOT grant funding for improvements. There was a high level of support from the residents along Jackson Avenue that the city was not going to wait until they secured grant funding to start implementing safety improvements along the corridor, but would use available funds to start the following:

- Improvement to sidewalks and filling in small gaps
- Implementing bollards at the school forcing student to turn right
- Implementing raised intersections
- Adding school zone markings along Jackson Ave.
- Adding additional signing such as stop signs and speed limit signs.
    - It was noted that there is currently not a 25mph speed limit sign along Jackson Ave
    - Evaluate the intersection of Stuart St and Jackson Ave for a 4-way stop

Many of the attendees focused on the need for additional enforcement during school hours to help enforce the speed limit. However, there is a current shortage of police staff within the city, limiting the availability to enforce all schools. One of the safety enhancements that received a full support on from the attendees was the installment of raised intersections at Lemon St and Wabash St. These intersections would require drivers on Jackson Ave to slow

down before entering the intersection in order to safety cross through the intersection. Notes from the public meeting can be found in **Appendix A**.

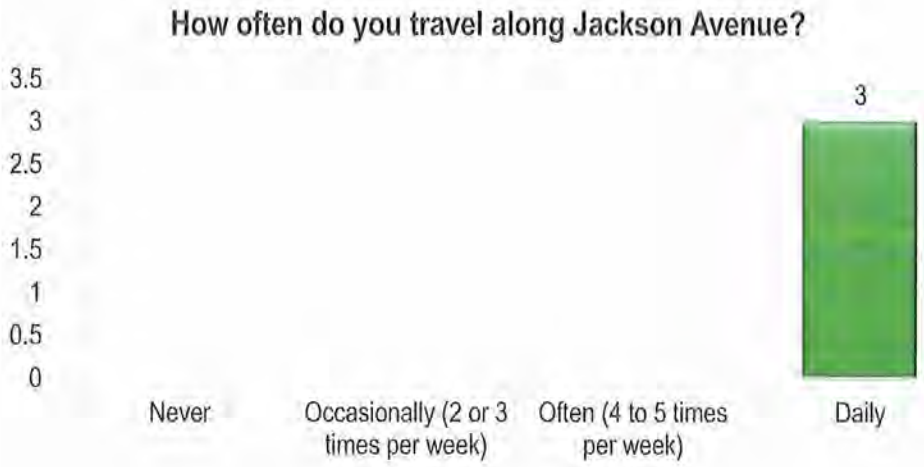
COMMENT CARD RESPONSES

At the arrival of the public meeting, attendees were asked to sign in and also complete a comment card if they had additional information they wanted to express during the meeting. This comment card was four questions long with two being an extended response question. Of the 15 attendees that were present at the public meeting 3 provided additional comments, which can be highlighted below. Physical comment forms have been scanned and included as **Appendix B**.

Question 1

How often do you travel along Jackson Avenue? **(select one)**

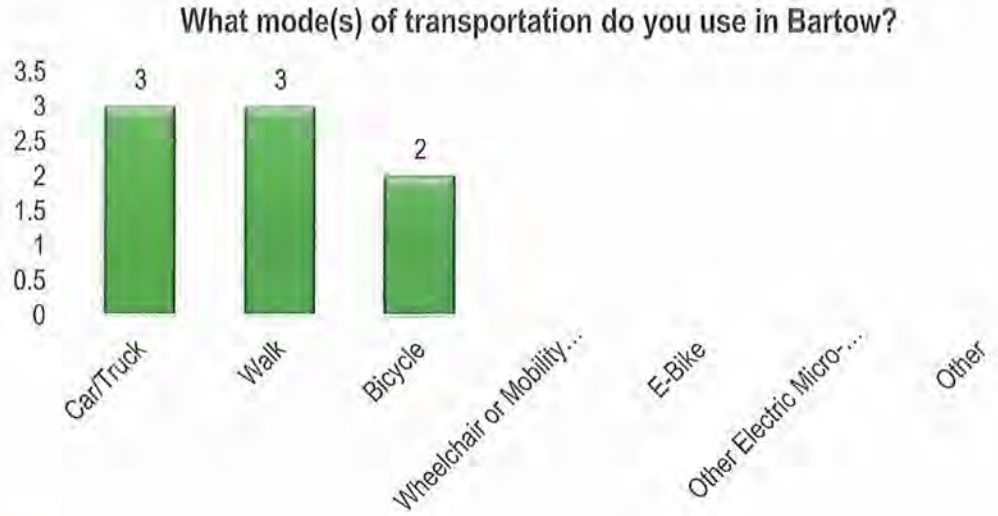
- ☐ Never
- ☐ Occasionally (2 to 3 times per week)
- ☐ Often (4 to 5 times per week)
- ☐ Daily



Question 2

What mode(s) of transportation do you use in Bartow? (**select all that apply**)

- ☐ Car/Truck
- ☐ Walk
- ☐ Bicycle
- ☐ Wheelchair or Mobility Assistive Device
- ☐ E-bike
- ☐ Other Electric Micro-Mobility Device (e-scooter, one-wheel, etc.)
- ☐ Other: _____



Question 3

What safety issues have you observed along Jackson Ave?

- Excessive Speeding
- Disregarding Stop Signs
- Gunning it
- Speeding & Running Stop Signs
- Youth driers speeding before and after school as well as other drivers.

Question 4

Please share any additional thoughts or suggestions you have regarding Jackson Avenue and the proposed project.

- Police Patrols – Stricter enforcement of existing speed limits
- Advocation of speed bumps
- Higher fines for repeat offenders
- Public awareness campaign to educate drivers on the impact of their actions
- I am learning towards extending the Fort Fraser Trail to Mary Holland Park

APPENDIX A

PUBLIC NOTIFICATIONS

Event Details

View Map

Public Meeting on Traffic Safety along S. Jackson Ave.

Tuesday, February 11, 2025

Date: February 11, 2025

Time: 6:30 PM

Location: Bartow City Hall

Address: 450 N. Wilson Ave.
Bartow, FL 33830

City of Bartow officials are inviting public feedback on initiatives being considered in response to a study completed in 2024 that assessed traffic safety conditions along the 1.3-mile corridor of S. Jackson Ave. between E. Clower St./E. Soledad Ave. and E. Main St. The study evaluated safety, operations and existing facilities to identify improvements that could lower motor vehicle speeds and enhance safety for pedestrians and bicyclists.

Results of a speed study focused on traffic between E. Wabash and E. Lemon Streets indicated that the average car was traveling more than 10 mph above the posted 25 mph limit, with some cars traveling nearly twice the limit.

The City already has plans for improvements in the area to include better lighting and additional four-way stops but also is considering features that would support future designation of the corridor as a segment of the long-distance Collier to Polk Trail being planned by the Florida Department of Transportation. Grant funding may be available to implement the final design and construction of this and other study recommendations, including the extension of the corridor from Mary Holland Park to the southern end of the Fort Fraser Trail along the south side of State Road 60.

Public feedback on the proposed improvements and support for the funding application will be sought at a meeting at 6:30 pm on Tuesday, Feb. 11 at Bartow City Hall, 450 N. Wilson Ave.

Select Language
Google Translate

Residents, especially those who live near or frequent the area designated for improvements, are encouraged to attend.

Government Websites by CivicPlus®

Translate

Thursday, Fe

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NEWS

Bartow Seeks Public Input On S. Jackson Ave. Road Improvements

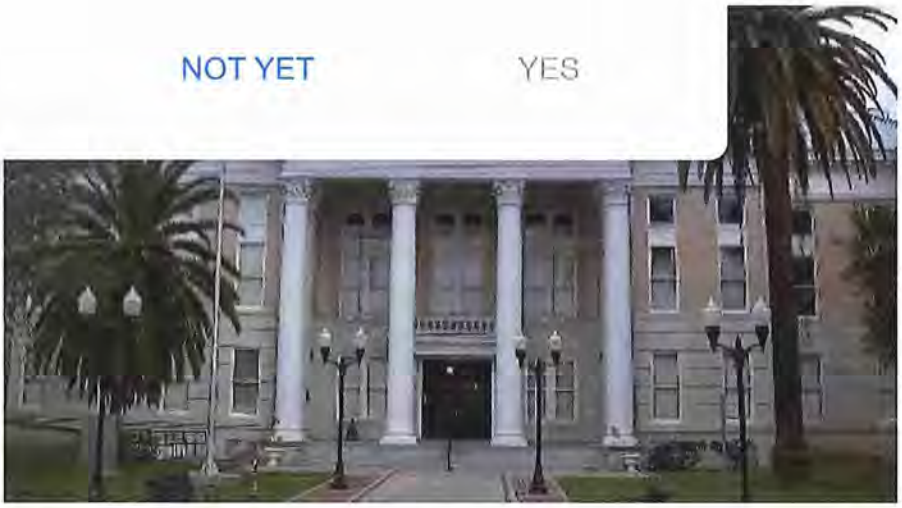
Liz Shultz - Local BN January 29, 2025

View PDF (Free)

PDF - Shift

Shift

NOT YET YES



Old Polk County Courthouse (File)

BARTOW, Fla. – The City of Bartow is seeking community input on proposed road improvements for South Jackson Avenue. These initiatives are in response to a 2024 traffic safety study that assessed the 1.3-mile corridor between E. Clower St./E. Soledad Ave. and E. Main St. The study aimed to identify improvements that would reduce vehicle speeds and enhance safety for pedestrians and cyclists.

A speed study conducted between E. Wabash and E. Lemon Streets revealed that the average vehicle was traveling over 10 mph above the posted 25 mph speed limit, with some vehicles exceeding the limit by nearly double.

READ: Need For Speed In Mulberry Lands 2 From Lakeland And Bartow In Polk County Jail

The City has already planned improvements for the area, including enhanced lighting and additional four

NOT YET YES

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le for the
other

recommendations from the study, including extending the corridor from Mary Holland Park to the southern end of the Fort Fraser Trail along the south side of State Road 60.

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EasySmartPDF

A public meeting to gather feedback on the proposed improvements and garner support for the grant application will be held at 6:30 p.m. on Tuesday, February 11th, at Bartow City Hall, located at 450 N. Wilson Ave. Residents, particularly those who live near or frequently use the area targeted for improvements, are strongly encouraged to attend and share their thoughts.

Please make a small donation to the Tampa Free Press to help sustain independent journalism. Your contribution enables us to continue delivering high-quality, local, and national news coverage.

NOT YET YES a curated

our inbox.

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Facebook Comments Plugin

Glaucoma And Cataract Disappear! Vision Returns 99.7% In 6 Days

APPENDIX B

PUBLIC MEETING NOTES

Enforcement and Police Presence

1. **Police Shortage**:
    - A shortage of police staff affects the ability to enforce traffic laws.
    - Calls for service are prioritized over traffic enforcement.
    - Suggestion to park police cars in problem areas to deter speeding.
2. **Electronic Enforcement**:
    - Discussion on the feasibility of using electronic enforcement within the budget, particularly in school zones.
        - It was noted that electronic enforcement can only be used in a school zone and during school hours.
3. **Students Enforcement:**
    - Students are currently not being held responsible for speeding down Jackson Ave before and after school due to the shortage of police enforcement along the corridor.
    - Students won't start changing their action until they are fined and held responsible for their actions.

Infrastructure and Funding

1. **Grant Funding**:
    - Use of grant money to address safety issues along the corridor. The grant funding will be used to pay for the larger pieces of the corridor improvement.
        - This was viewed as killing two birds with one stone, which the idea that securing the grant funding and making that connection to the Fort Fraser Trail through Jackson Ave will also increase the safety enhancement along Jackson Ave.
2. **Current Smaller Issues**:
    - The city plans to submit in the next cycle funding to secure additional funding to do safety improvements along the corridor such as:
        - Improvement to sidewalks and filling in small gaps
        - Implementing bollards at the school forcing student to turn right
        - Implementing raised intersections
        - Adding school zone marking at Jackson Ave, there are currently no marking identifying the school zone. School zone will go from Stuart St to Clower St.
        - Adding additional signing such as stop signs and speed limit signs.
            - It was noted that there is currently not a 25mph speed limit sign along Jackson Ave
            - Looking at turning the intersection of Stuart St and Jackson Ave into a 4-way stop

Community Concerns

1. **Impact on Properties**:
    - Assurance that driveways will not be blocked by new trails and that there will be full access to properties.
        - This was a major concern for residents along Jackson Ave having the bollards for the 2-way bike trail blocking their property.
        - The city explained that there would be no blocking of driveways, and the residents would continue to have full access to their driveways.

2. **Tax Implications**:
    - A concern was brought up about how a trail through Jackson Ave will increase the property taxes that residents are forced to pay.
        - This was uncertain on how or is property taxes will increase.
    - It was expressed to the city that the average for property values to increase when located near or on a trail was 3% to 5%.

Education / Community Support

1. **Citizen Involvement**:
    - The city is implementing an app that will allow the residents to snap a picture of an issue and submit it to the city to service.
    - Citizens' help is needed in the city in order to ensure the safety of the community.
    - Start with enforcement and education in the schools to tell them about the issues.
2. **Habit Change and Behavior**:
    - Discussion on the need to change driving habits and behavior through enforcement, such as using cameras to issue speeding tickets.

Specific Intersections and Areas

1. **Jackson and Wabash**:
    - Proposal for a raised intersection to avoid adding stop signs on Jackson Avenue.
2. **Jackson and Stuart**:
    - Discussion on making this a high-priority intersection with a raised intersection to slow down traffic.
    - The city is collecting data to determine if a stop sign is warranted for this intersection to make it a 4-way stop.
    - Suggestion by the community for a raised intersection.
    - Typically, raised intersections are not implemented on collector roads, but this intersection is being considered due to safety concerns.
3. **Study on Student Living Locations**
    - Proposal to study where students live to determine the feasibility of the right turn out of the school.
4. **Lemon Street Intersection**:
    - Proposal to implement a raised intersection with stop signs along Lemon St. The raised intersection will force vehicles to slow down when entering the intersection increasing safety.
    - Discussion on managing current funding to focus on the raised intersection first and securing additional funds later for larger areas.
        - Several questions were asked about if the city was going to start implementing changes to the corridor now or waiting for the funding to be received. The City if planning to implement changes that can be done with their current budget, however, the larger piece would be completed using the Grant Funding.
5. **E. Hooker and Jackson Intersection**:
    - Frequent stop sign violations were noted by residents stating the these stop signs are ran all the time by drivers.
    - Suggestion to implement a raised intersection to improve safety.
6. **Speeding Issues**:
    - Speeding is a problem before and after school hours due to low police presence.

        - Speeding isn't just students but also the parents who are dropping student off.
    - Suggestions include increasing enforcement and educational initiatives to address speeding.
        - It was noted that currently the police department is low on staff members and in the process of increasing staff which would then allow the additional enforcement at the schools.

7. **Bollards at High School**:
    - Proposal to install bollards to force students to turn right, reducing traffic issues.
        - There were positives and negatives of this. The positives where traffic going north on Jackson tends to be faster than Southbound traffic. However, forcing students right could add traffic and issues on Oak Ave and Wilson Ave.
    - The school board and city have already made the decision to make this right turn only.
    - Students will need to use Georgia or Clower to turn onto either Oak or Wilson to go north
    - Students might start using the other driveway on the west end of the parking lot
8. **Jackson Avenue**:
    - The focus of this project is to make Jackson Avenue a direct route from Fort Fraser Trail to Mary Holland Park, but increasing the safety along the corridor with:
        - Filling in sidewalk gaps
        - Intersection traffic calming
        - Improved crosswalks, signage, and pavement markings
    - Raised intersections proposed to enhance safety.
        - This was a very positive concept for the residents along Jackson Avenue and were in favor of implementing these at intersections.
    - One-Way Road
        - The plan is to convert the segment from Pearl St to Stanford St to one-way to make room for a separated bikeway.
        - Over time a one way street is going to deter people off of Jackson because of the inconvenience of it being one way. But where are vehicles going to be going and are there going to be issues on those roadways now?

APPENDIX C

SCANNED PUBLIC COMMENT FORMS

CITY OF BARTOW - COMMENT FORM

PUBLIC MEETING – FEBRUARY 11, 2025

JACKSON AVENUE CORRIDOR SAFETY IMPROVEMENTS

A safety study for Jackson Avenue from Main Street to Clower Street was completed in Fall 2024. This project introduces corresponding roadway configuration changes to moderate the documented speeding concerns and to improve safety for people walking and bicycling along Jackson Avenue, ultimately connecting Mary Holland Park to the Fort Fraser Trail. This meeting seeks feedback on the proposed changes and support for an application seeking grant funding to advance the project through design and construction.

Question 1

How often do you travel along Jackson Avenue? **(select one)**

- ☐ Never
- ☐ Occasionally (2 to 3 times per week)
- ☐ Often (4 to 5 times per week)
- ☑ Daily

Question 2

What mode(s) of transportation do you use in Bartow? **(select all that apply)**

- ☑ Car/Truck
- ☑ Walk
- ☑ Bicycle
- ☐ Wheelchair or Mobility Assistive Device
- ☐ E-bike
- ☐ Other Electric Micro-Mobility Device (e-scooter, one-wheel, etc.)
- ☐ Other: _____

Question 5

What safety issues have you observed along Jackson Ave?

Speeding & running stop signs

Scanned with CamScanner

Question 6

Please share any additional thoughts or suggestions you have regarding Jackson Avenue and the proposed project.

Scanned with CamScanner

CITY OF BARTOW - COMMENT FORM

PUBLIC MEETING – FEBRUARY 11, 2025

JACKSON AVENUE CORRIDOR SAFETY IMPROVEMENTS

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- ☐ Other: _____

Question 5

What safety issues have you observed along Jackson Ave?

Excessive Speeding.
Disregarding stop signs
"Gunning" it

Scanned with CamScanner

Question 6

Please share any additional thoughts or suggestions you have regarding Jackson Avenue and the proposed project.

1) Police patrols - stricter enforcement of existing speed limits
2) Advocation of speed bumps
3) Higher fines for repeat offenders
4) Public awareness campaign to educate drivers on the impact of their actions

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CITY OF BARTOW - COMMENT FORM

PUBLIC MEETING – FEBRUARY 11, 2025

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- ☐ E-bike
- ☐ Other Electric Micro-Mobility Device (e-scooter, one-wheel, etc.)
- ☐ Other: _____

Question 5

What safety issues have you observed along Jackson Ave?

Youth drivers speeding before + after school as well as other drivers.

Scanned with CamScanner

Question 6

Please share any additional thoughts or suggestions you have regarding Jackson Avenue and the proposed project.

I am leaning towards extending the Fort Custer trail to Mary Holland Park.

Scanned with CamScanner

APPENDIX D

SCANNED PUBLIC MEETING SIGN IN SHEETS

SIGN-IN SHEET

City of Bartow - Public Meeting

DATE/TIME: Tuesday, February 11th | 6:30 pm

PROJECT: Jackson Avenue Corridor Safety Improvements

LOCATION: City of Bartow, City Hall
450 N. Wilson Ave
Bartow, FL 33830

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
Clarence Grubbs		863-224-4012	
Candy Grubbs		863-289-1827	
[illegible]		863 512 0245	
[illegible]		850 449 1522	
[illegible]		863 512 2749	
Suzannah Albritton		863 2059094	
PAM TAYLOR		863-670-026	
Tracie O'Reilly		863-608 1940	
Mitchelle Gelosnak		863-934-2467	
Nicholas Proferes		321-258-4233	
Jennifer Stickle		863-832-2788	

SIGN-IN SHEET

City of Bartow - Public Meeting

DATE/TIME: Tuesday, February 11th | 6:30 pm

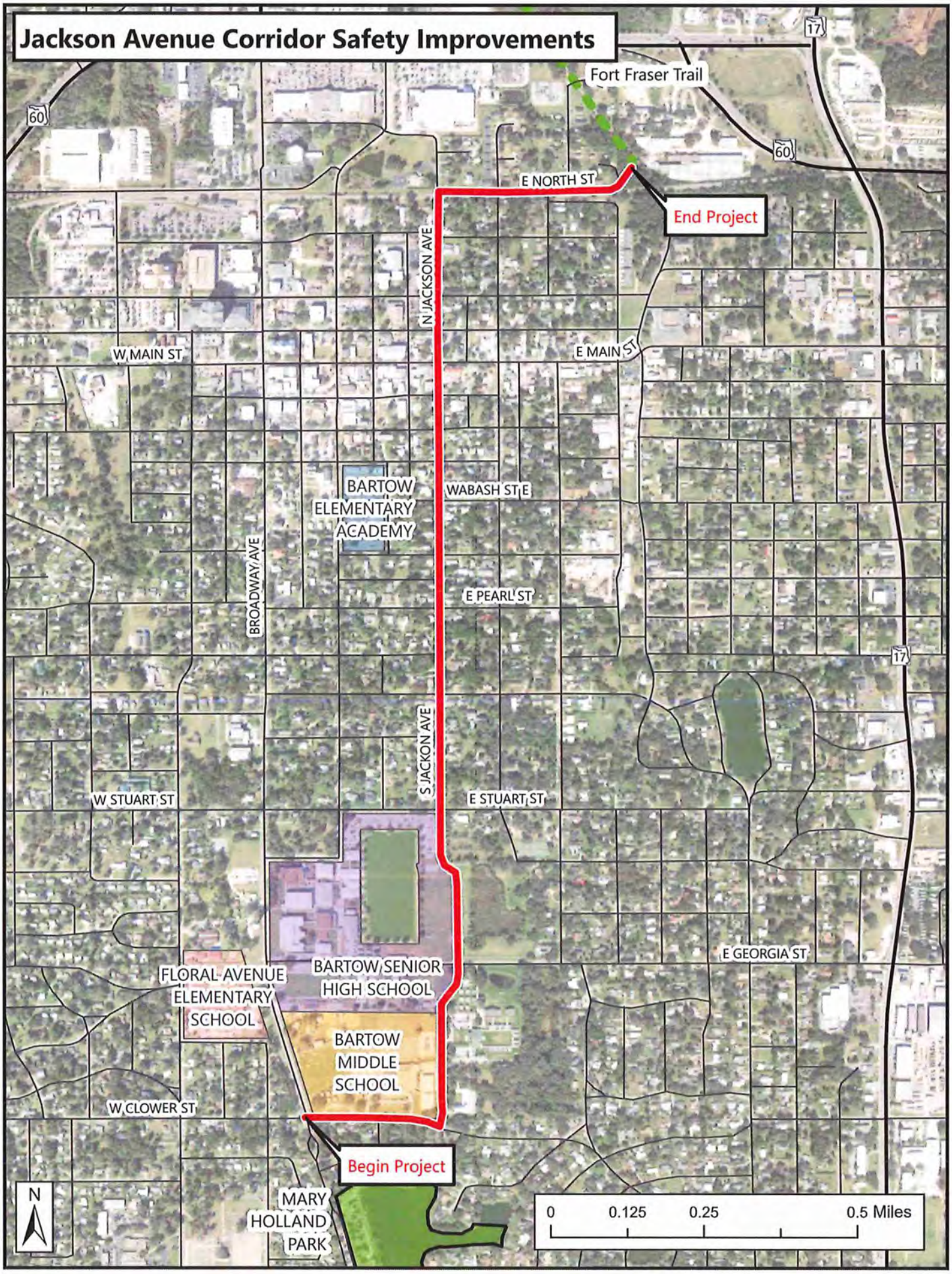
PROJECT: **Jackson Avenue Corridor Safety Improvements**

LOCATION: City of Bartow, City Hall
450 N. Wilson Ave
Bartow, FL 33830

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
Clayton Stickle		863-835-2571	

APPENDIX E

PUBLIC MEETING DISPLAY BOARDS


Jackson Avenue Corridor Safety Improvements
Fort Fraser Trail
E NORTH ST
End Project
N JACKSON AVE
W MAIN ST
E MAIN ST
BARTOW ELEMENTARY ACADEMY
WABASH ST E
BROADWAY AVE
E PEARL ST
S JACKON AVE
W STUART ST
E STUART ST
E GEORGIA ST
FLORAL AVENUE ELEMENTARY SCHOOL
BARTOW SENIOR HIGH SCHOOL
BARTOW MIDDLE SCHOOL
W CLOWER ST
Begin Project
MARY HOLLAND PARK
N
0
0.125
0.25
0.5 Miles
60
17

Jackson Avenue Corridor Safety Improvements

EXISTING CONDITIONS SUMMARY

- Average speed from the collected data was 35.8 miles per hour (mph) almost 11 mph above the posted speed limit of 25 mph.
- 85th percentile speed for S Jackson Avenue indicates the speed below which 85 percent of traffic is traveling. It was recorded to be 44.1 mph, over 19 mph higher than the posted speed limit.
- Most crashes along the corridor have occurred at intersections. The primary crash types reported were angle, left turn, and right turn.
- Lack of continuous sidewalks along the corridor forces people to walk on the roadway in the travel lanes. This condition can be especially stressful for young, elderly, and disabled pedestrians. Existing curb ramps exhibit issues with accessibility and drainage.
- No existing bicycle facilities are present along the corridor. At least two crashes involving three people on bicycles were reported during the most recent 5-year period. All three bicyclists were minors.
- The corridor is especially busy during school arrival and dismissal periods for the adjacent middle and high school campuses.
- Gaps in lighting exist along the corridor, particularly at intersections.

PROPOSED PROJECT ELEMENTS

- Add intersection traffic calming
- Fill sidewalk gaps
- Add/improve crosswalks
- Add bicycle route signage and pavement markings

APPENDIX F

PUBLIC MEETING PRESENTATION

JACKSON AVENUE CORRIDOR SAFETY IMPROVEMENTS

Public Meeting presentation – February 11, 2025

- **Fall 2024 Safety Study Recap**
  - 1.3 miles along S Jackson Ave between E Clower St. / E Soledad Avenida and E Main St.
  - Traffic volumes, speeds, and crash history
- **Corridor Safety Improvements**
  - Fill sidewalk gaps
  - Intersection traffic calming
  - Improved crosswalks, signage, and pavement markings
- **Implementation**
  - Expand project limits: Mary Holland Park to Fort Fraser Trail
  - Update design concept & cost estimates
  - Apply for state & federal funds to design & construct

TRAFFIC ANALYSIS

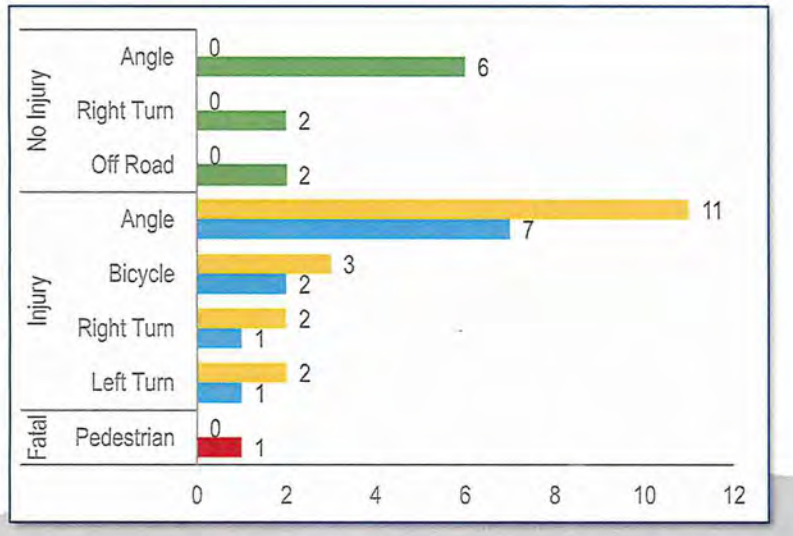
- **Traffic Volume & Speed Data**
  - Collected by Bartow Police Department between E Wabash St and E Lemon St.
  - Seven days while school was in session, May 2024
- **Key Takeaways**
  - Traffic concentrated around school arrival & dismissal
  - Design modifications are needed to achieve target travel speed of 25 mph

- **Posted speed: 25 mph**
- **Average observed speed: 35.9 mph**
- **85th percentile speed: 44.1 mph**

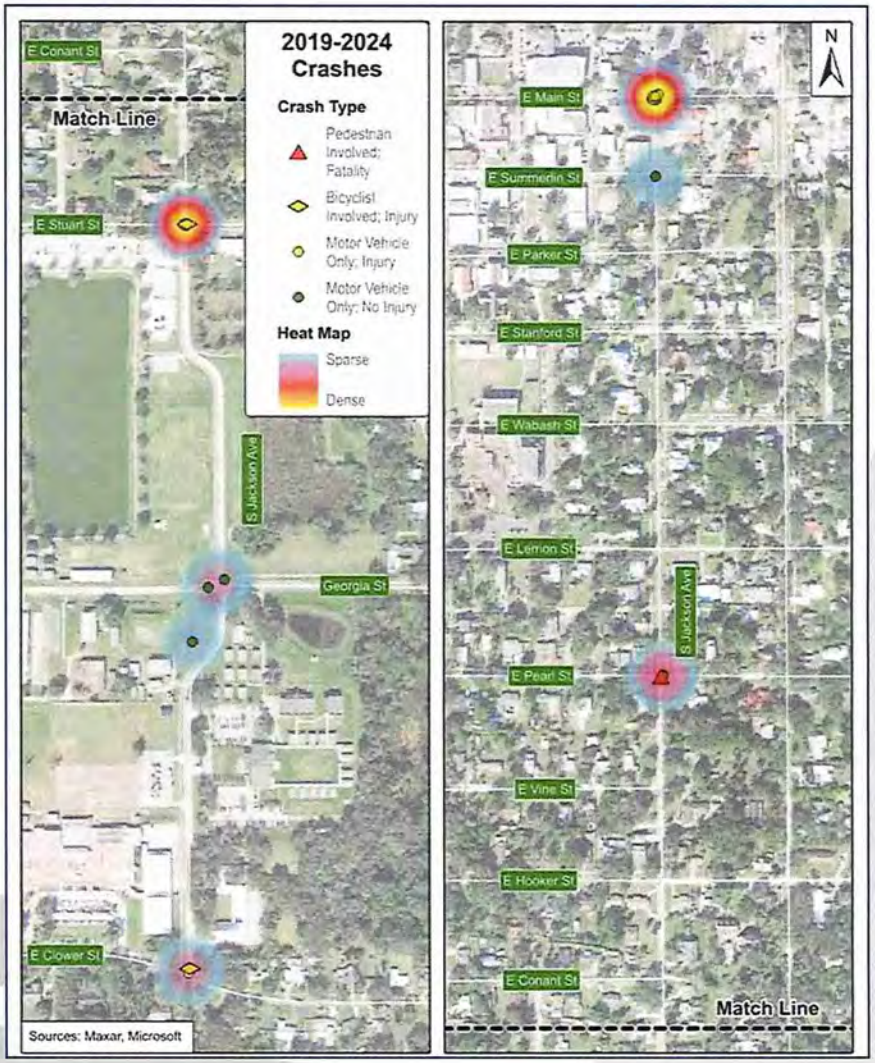
Day	Volume (veh/day)			Mean Speed (MPH)			85th Percentile Speed (MPH)		
	Northbound	Southbound	Total	Northbound	Southbound	Total	Northbound	Southbound	Total
Weekday Avg.	225	287	512	39.9	33.3	36.2	47.4	40.5	44.7
Weekend Avg.	130	131	261	36.9	31.1	34.0	43.5	37.1	41.0
Total Avg.	198	243	440	39.3	33.0	35.9	46.7	40.0	44.1

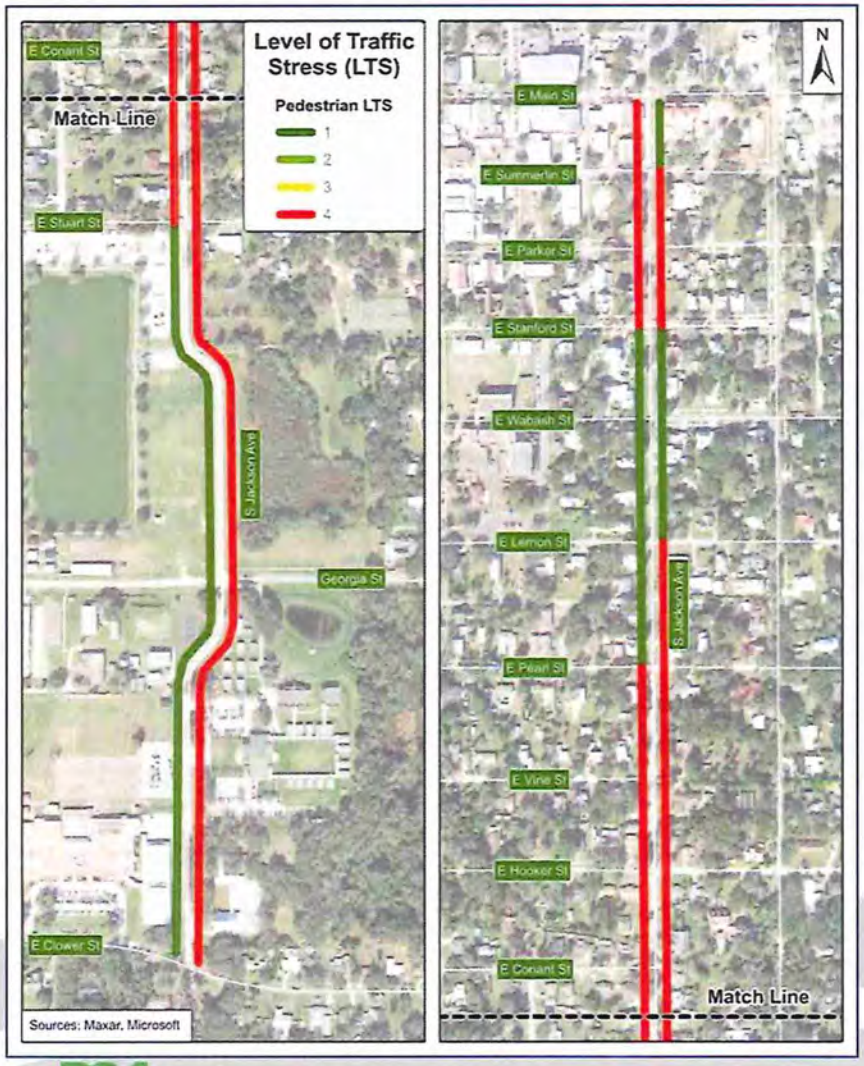
CRASH HISTORY

- **January 2019 – March 2024**
  - 22 crashes
  - Most crashes at intersections
  - Majority occur during daytime (6:00 AM – 6:00 PM)



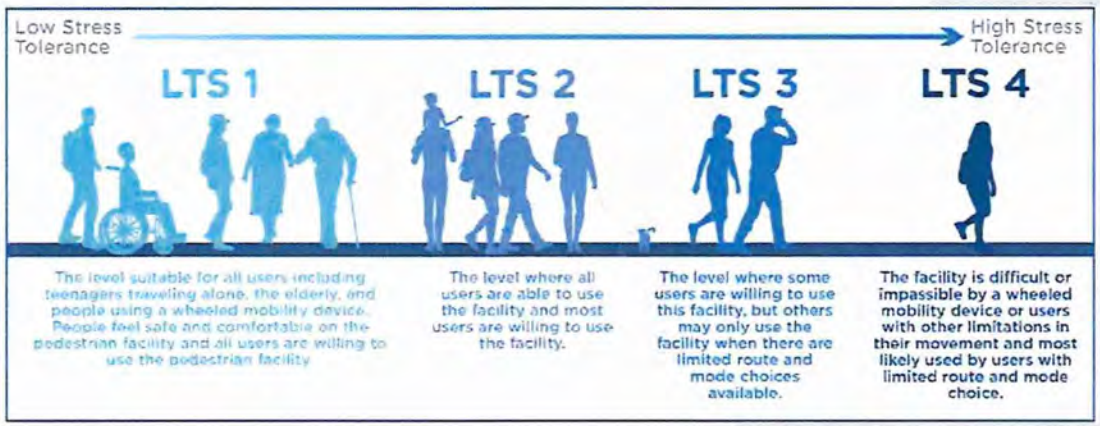
Source: Signal Four Analytics

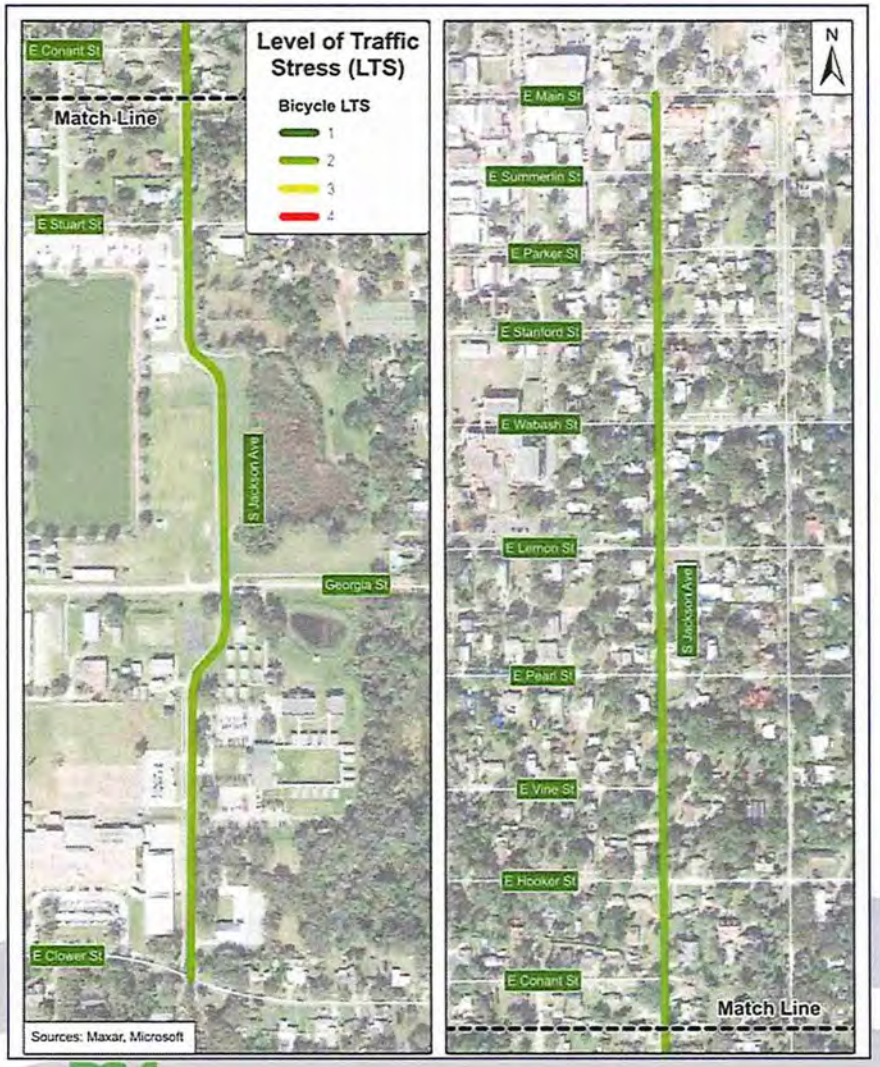




Pedestrian

Level of Traffic Stress (LTS)

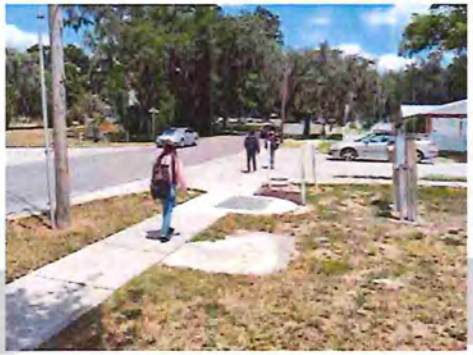




Bicycle
Level of Traffic Stress (LTS)

FIELD REVIEW & OBSERVATIONS

- Sidewalk & curb ramp gaps
- No bicycle facilities
- High school parking lot dismissal queueing
- Lighting gaps at intersections

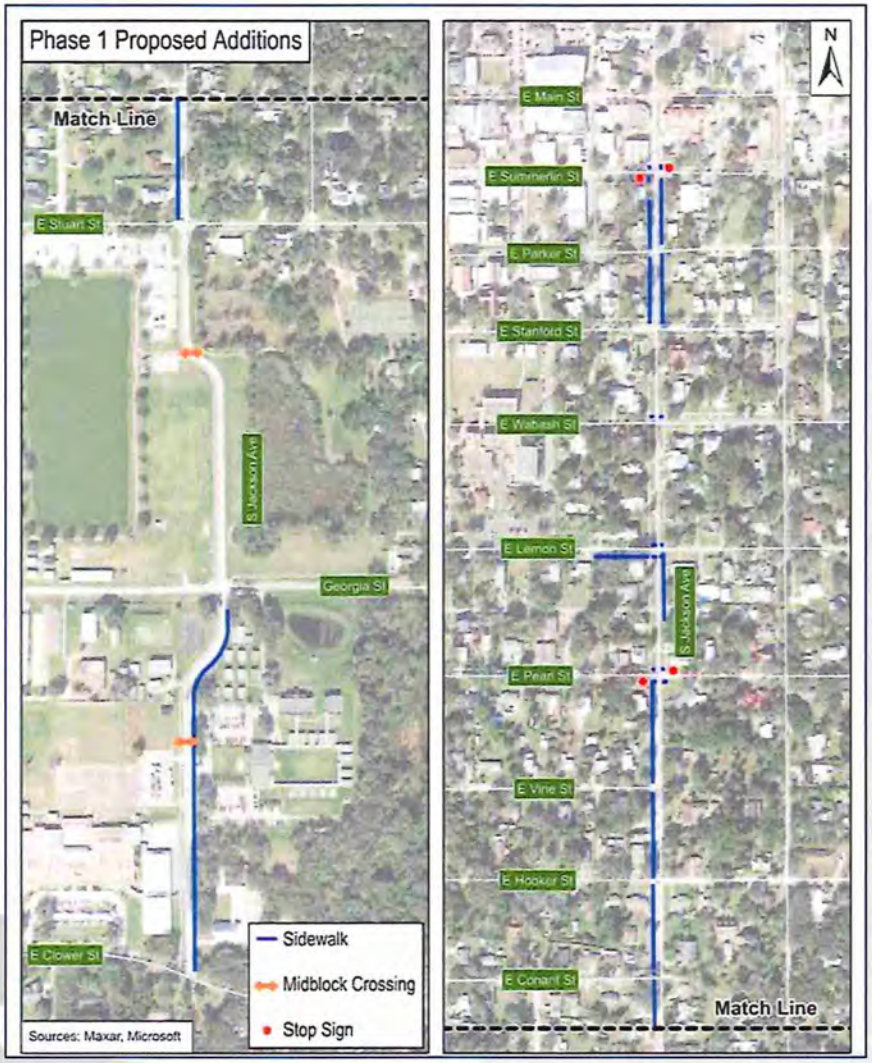


CORRIDOR SAFETY IMPROVEMENTS

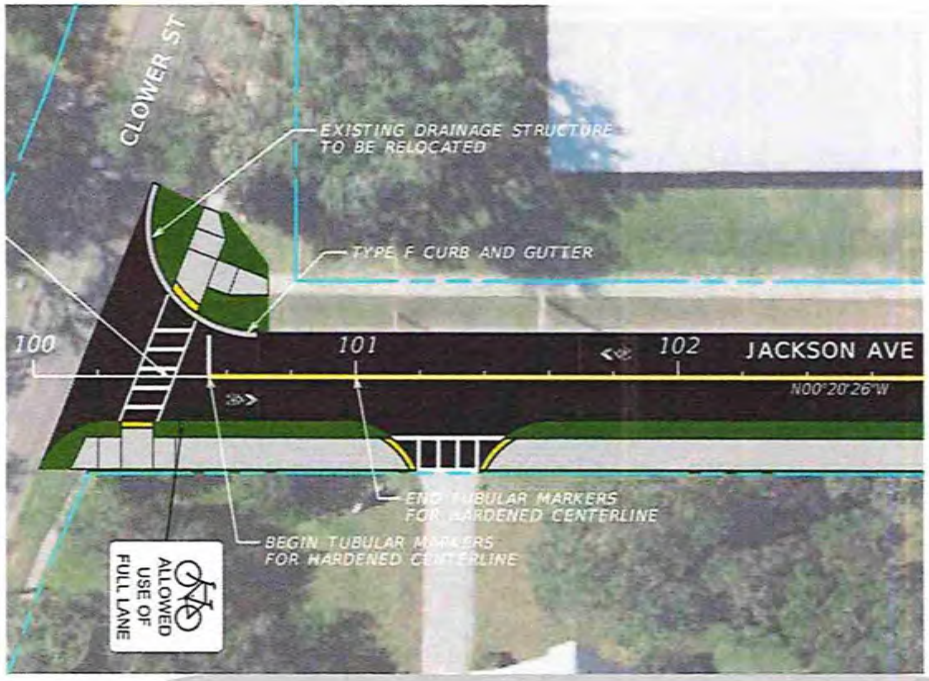
- Fill sidewalk gaps
- Enhance crosswalks
- Add bicycle route signage and pavement markings
- Add speed management at intersections
- Add section of separated bikeway

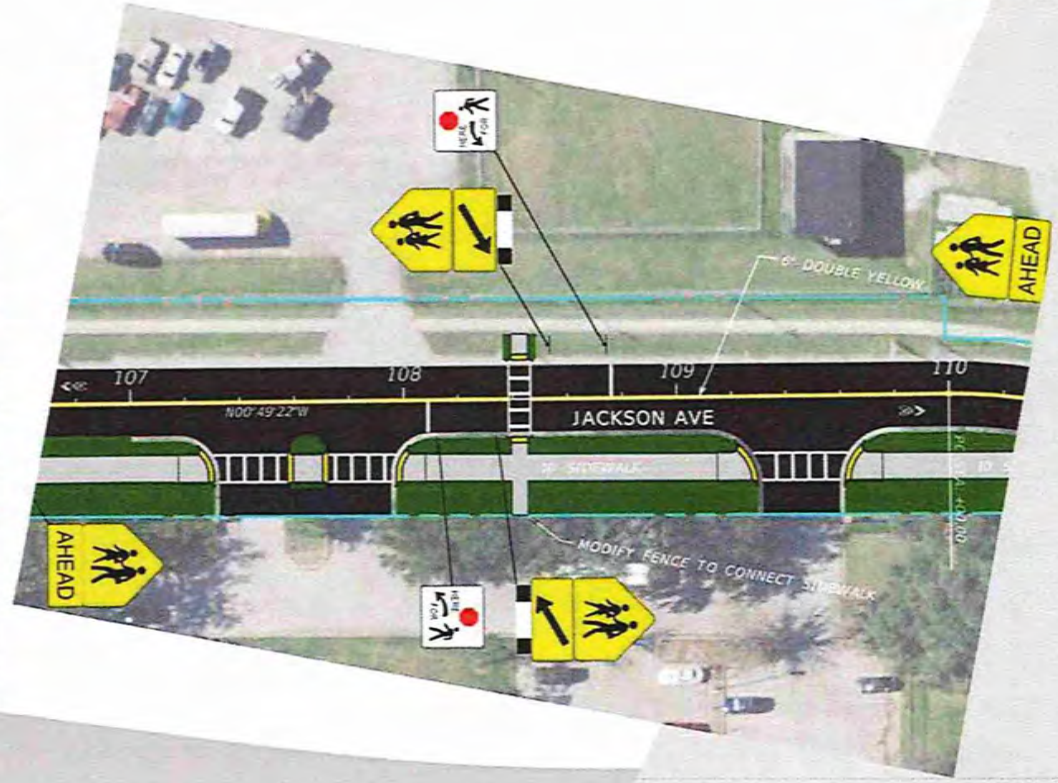
WALKING & BICYCLING NETWORK

- Sidewalk segments to fill gaps
- Two raised midblock crossings
- Intersection modifications at Clower St. & Summerlin St.
- All-way stops at Pearl St. & Summerlin St.
- Updated signage and pavement markings, including Shared Lane Markings for bicyclists

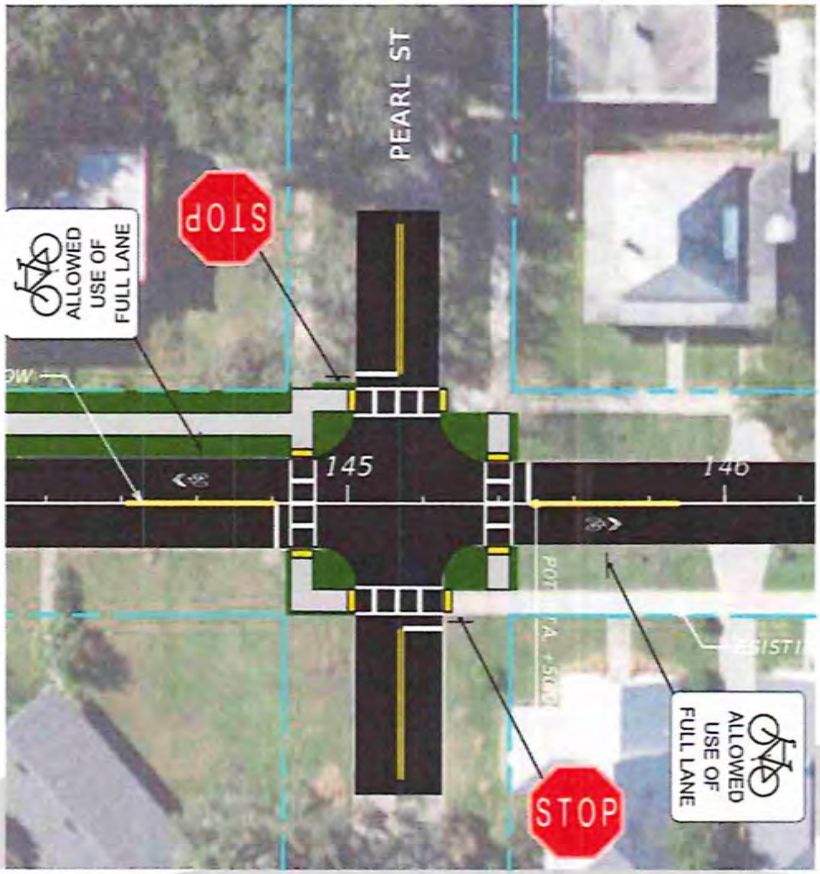


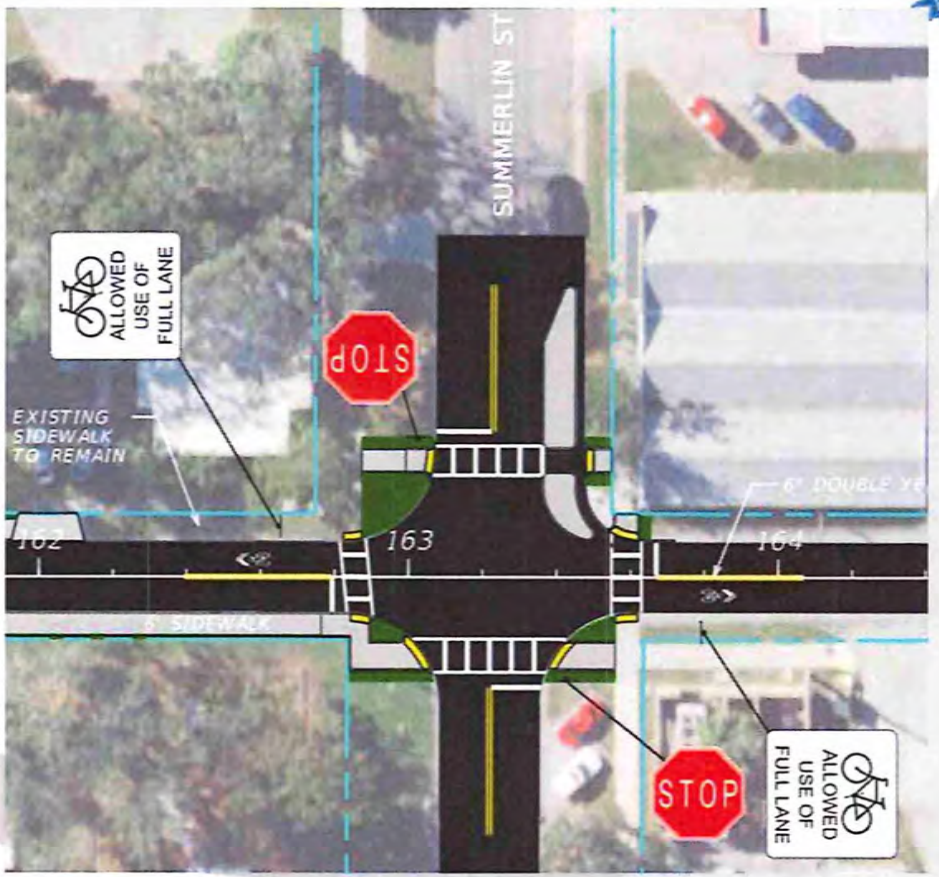
PHASE 1 RECOMMENDATIONS: CLOWER ST. TO GEORGIA ST.





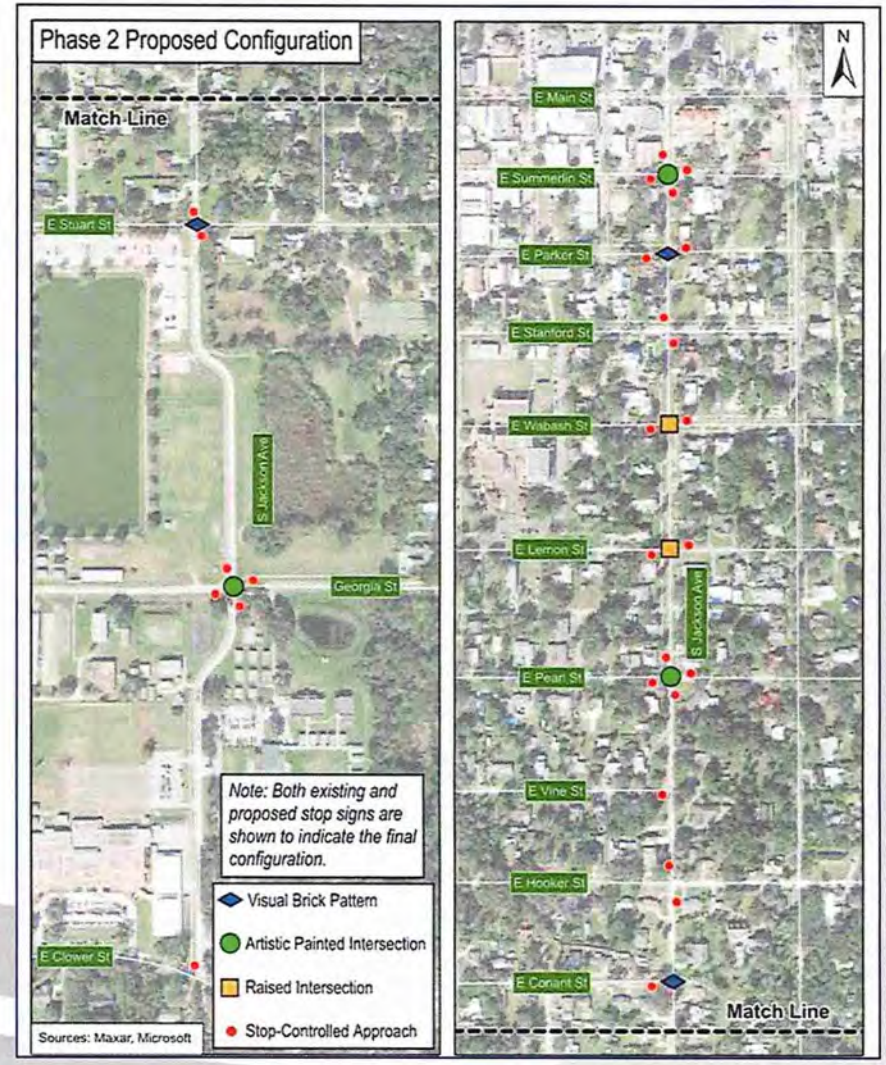
PHASE 1 RECOMMENDATIONS: PEARL ST. & SUMMERLIN ST.



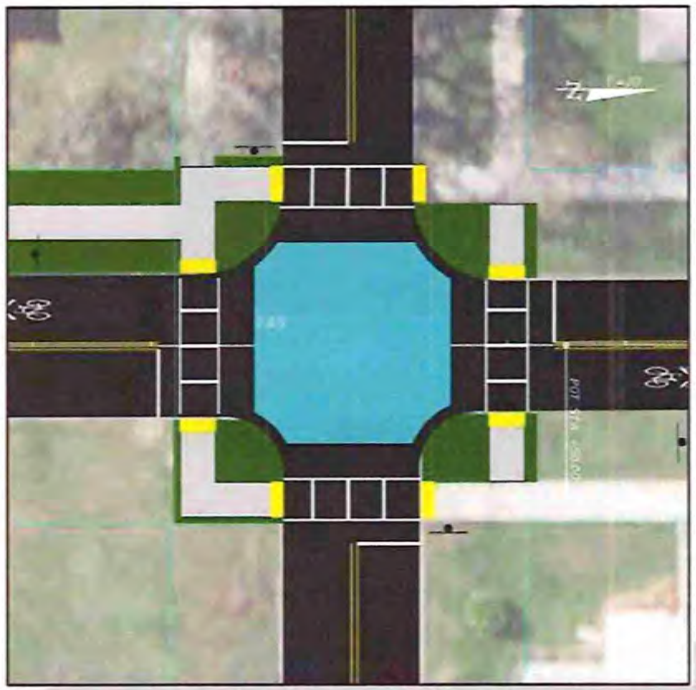


INTERSECTION TRAFFIC CALMING

- **Speed management at intersections**
  - Raised Intersections
  - Visual Brick Pattern
  - Artistic Paint
- **Lighting at intersections, crossings, and sidewalk areas**

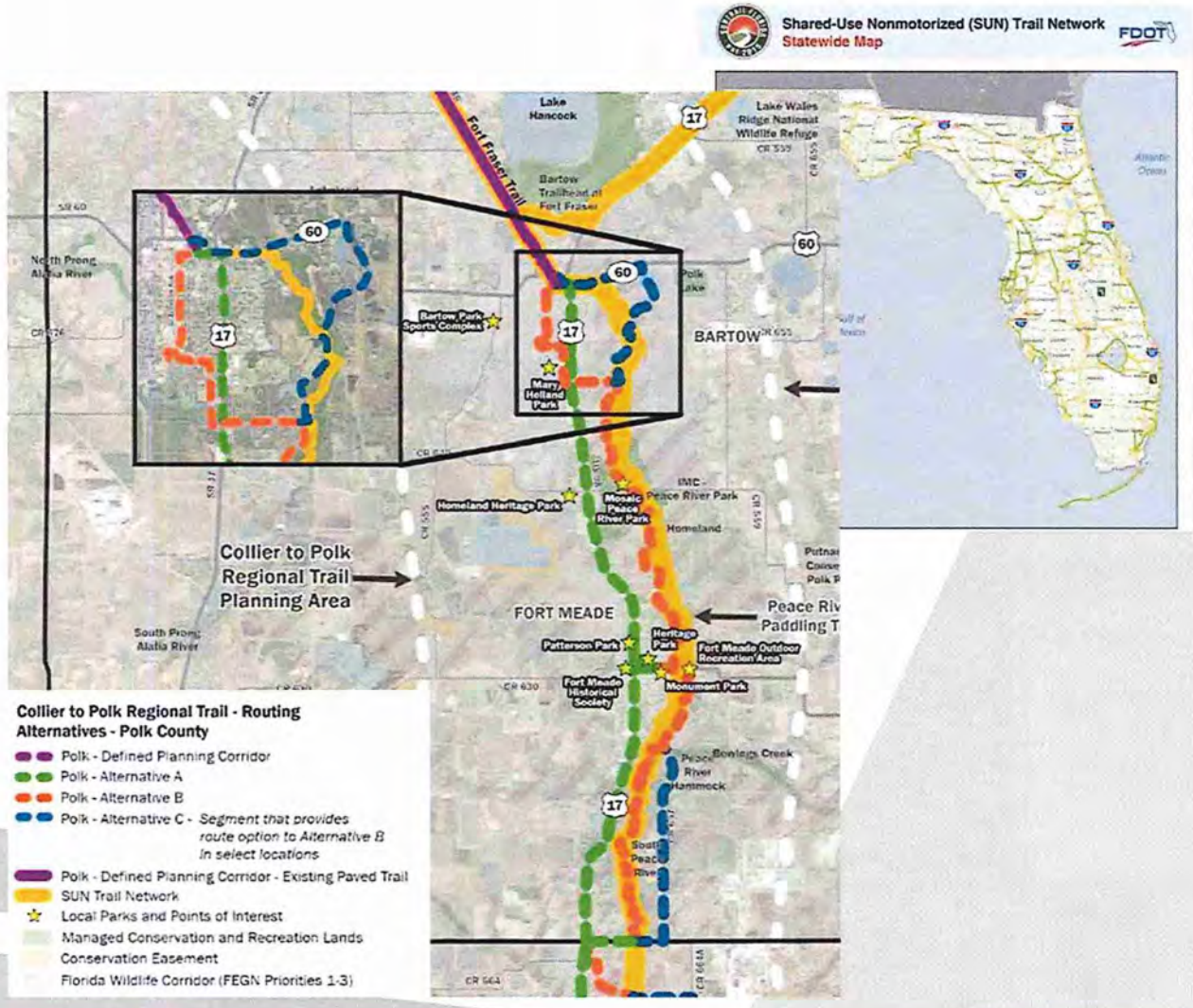


PAINTED & RAISED INTERSECTIONS



FLORIDA SUN TRAIL

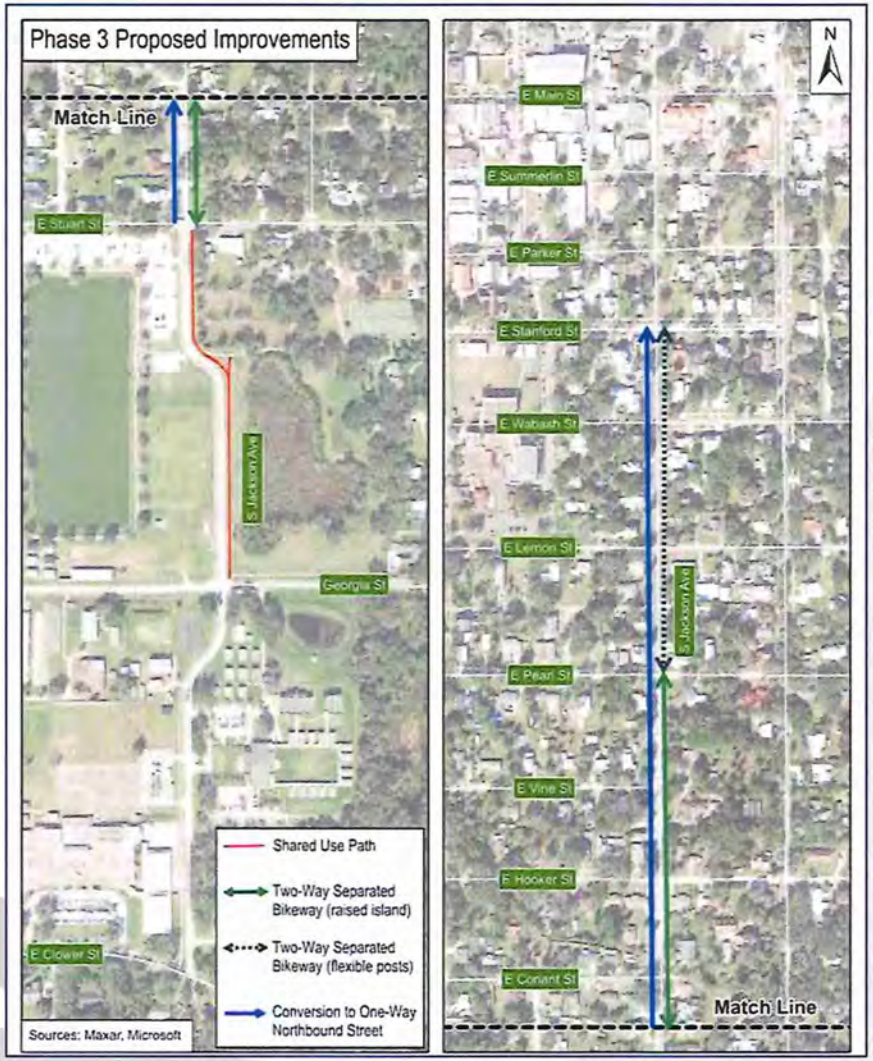
- **Statewide Vision Network**
- **Collier-to-Polk Master Plan**
  - FDOT District 1
  - Over 200-miles of trail
  - Next study phase starting 2025 (PD&E)
- **Bartow Alternatives:**
  - A: Along US Highway 17
  - B: Peace River to Mary Holland Park & Jackson Ave
  - C: Peace River to State Road 60



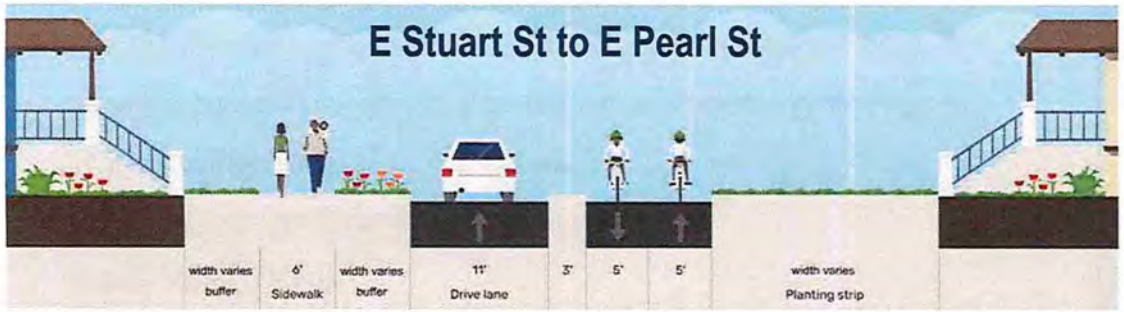
SEPARATED BIKEWAY

- **Future SUN Trail designation**
  - Georgia St. to Stuart St: 12-foot wide asphalt shared use path
  - Stuart St. to Pearl St.:
    - Convert to one-lane, one-way northbound
    - Add two-way separated bikeway w/ concrete separator
  - Pearl St. to Stanford St.
    - Convert to one-lane, one-way northbound
    - Add two-way separated bikeway w/ paint & flexible post separator

- **Design considerations**
  - SUN Trail design criteria
  - Separation between path and roadway
  - Green pavement markings for visibility of bicycle conflict areas



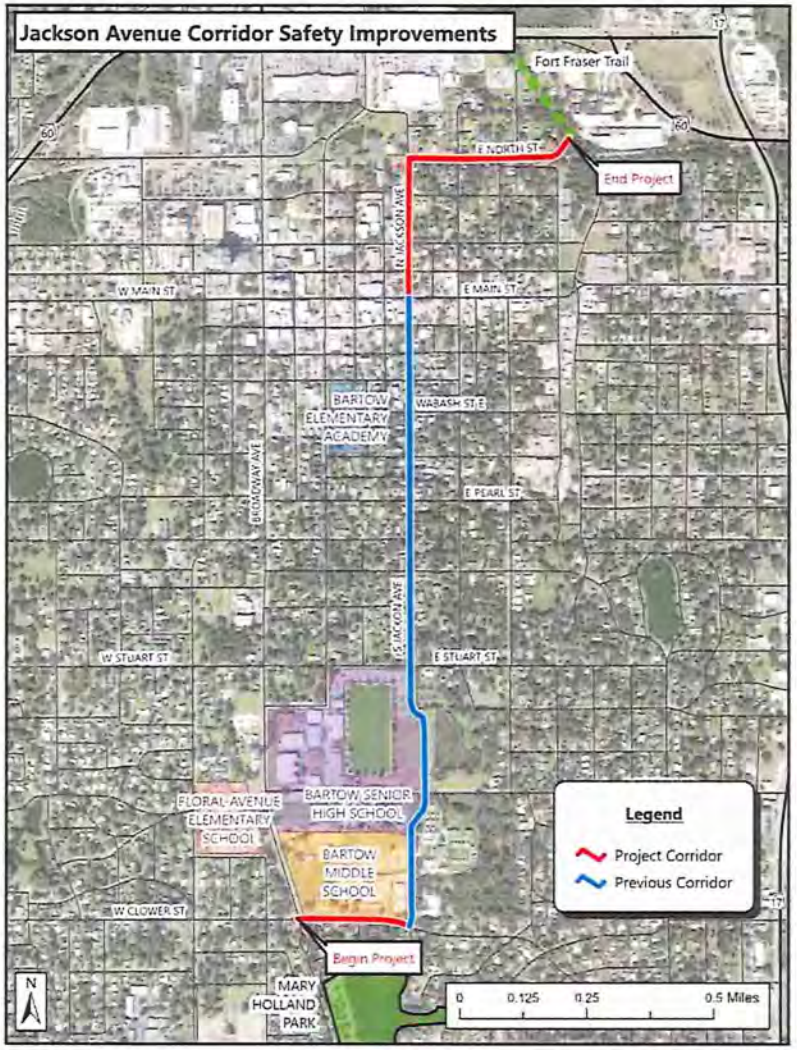
SEPARATED BIKEWAY - STUART ST TO STANFORD ST



IMPLEMENTATION

- **Fall 2024 Safety Study: Clower Street to Main Street**
  - **Total Project Cost: $3,304,000**
    - Construction: $2,358,000
    - Design/Construction Inspection: $946,000

- **Next Steps**
  - **Tonight's meeting: conversation, comment forms, map notes**
  - **Update project details**
    - Expand limits to: Mary Holland Park to Fort Fraser Trail
    - Update design concept plans & cost estimates
  - **Submit application for design & construction funding – Due March 31st**
    - Polk Transportation Planning Organization (TPO) Priority Project Applications
    - Federal funds (Transportation Alternatives)
    - State funds (SUN Trail)



City of Bartow

JACKSON AVE. 2024-2025

PROJECTS THAT CAN BE COMPLETED WITH AVAILABLE FUNDING

- Clower St. To Georgia St.
  - Improve existing crosswalk ramps
  - Improve existing crosswalk markings
  - Adding crosswalks in recommended areas
  - Installation of sidewalk in front of Summerlin Academy
  - Installing mid-block raised pedestrian crosswalk at Wilson Park and Nye Jordan Park rear entrance sidewalk
  - Installation of tubular markers at the exit of the High School parking lot as recommended.
  - Restriping and installation of reflective markers on Jackson Ave. from Clower St. to Stuart St.
- Pearl St. & Summerlin St.
  - Installation of stop signs
  - Improved crosswalk ramps
  - Improved crosswalk markings
- Complete Jackson St. Corridor
  - Updated street lighting package as recommended
  - Updating all crosswalk markings
  - Updating stop bar markings
  - Updating centerline markings with appropriate reflectors
  - Installing bicycle route signage and markings

TA Application Part 12: Cost Estimates & Local Match Details

Transportation Alternatives Set-Aside (TA)

ENGINEER'S COST ESTIMATE

Financial Management Number (if applicable)

S. Jackson Avenue Corridor Safety Project

Items		TA Eligible				Other Funds (must include all TA Ineligible Items)					TOTAL	
Pay Item Number*	Pay Item Description*	Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost (TA Funds)	Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost (other funds)	Source(s) of Match	Total Quantity	Total Engineer's Cost
0104-10-3	Sediment Barrier	6000	LF	$ 2.97	$ 23,760.00				$ -		6000	$ 23,760.00
0104-18	Inlet Protection System	30	EA	$ 155.68	$ 4,670.40				$ -		30	$ 4,670.40
0110-1-1	Clearing and Grubbing	2.50	AC	$ 29,569.20	$ 73,973.00				$ -		2.5	$ 73,973.00
0110-4-10	Removal of Existing Concrete	550	SY	$ 39.42	$ 37,449.00				$ -		550	$ 37,449.00
0120-1	Regular Excavation	550	CY	$ 8.70	$ 8,255.00				$ -		550	$ 8,255.00
0120-6	Embankment	650	CY	$ 13.63	$ 6,909.50				$ -		650	$ 6,909.50
0160-4	Type B Stabilization	5000	SY	$ 11.93	$ 59,650.00				$ -		5000	$ 59,650.00
0285-701	Optional Base Group 1	4500	SY	$ 16.84	$ 75,780.00				$ -		4500	$ 75,780.00
0334-1-12	Superpave Asphaltic Conc, Traffic B	325	TN	$ 201.74	$ 65,565.50				$ -		325	$ 65,565.50
0400-0-11	Concrete Class NS Gravity Wall	57	CY	$ 1,494.43	$ 85,183.53				$ -		57	$ 85,183.53
0425-5	Manhole, Adjust				$ -	2	EA	$ 1,453.26	$ 2,906.52		2	$ 2,906.52
0520-1-10	Concrete Curb & Gutter, Type F	450	LF	$ 61.56	$ 27,702.00				$ -		450	$ 27,702.00
0520-2-4	Concrete Curb, Type D	1000	LF	$ 66.22	$ 66,220.00				$ -		1000	$ 66,220.00
0522-1	Concrete Sidewalk and Driveways, 4" Thick	400	SY	$ 65.16	$ 26,064.00				$ -		400	$ 26,064.00
0522-2	Concrete Sidewalk and Driveways, 6" Thick	1200	SY	$ 99.81	$ 119,772.00				$ -		1200	$ 119,772.00
0527-2	Detectable Warnings	1000	SF	$ 43.05	$ 43,050.00				$ -		1000	$ 43,050.00
0570-1-2	Performance Turf, Sod	6000	SY	$ 5.55	$ 33,300.00				$ -		6000	$ 33,300.00
0654-2-28	Multilock crosswalk: Radar/Jar Rapid Flashing Beacon, Furnish & Install - Solar, Sign Assembly - Back-Back Accessible Detector	4	AS	$ 13,681.27	$ 54,725.08				$ -		4	$ 54,725.08
0700-1-111	Single column ground sign assembly, F&I ground mount, less than 12 SF	39	EA	$ 639.90	$ 24,956.10				$ -		39	$ 24,956.10
0700-1-112	Single column ground sign assembly, F&I ground mount, less than 12.0-20.0 SF	6	EA	$ 1,880.57	$ 11,283.42				$ -		6	$ 11,283.42
0704-1-4	Tubular Markers, 36" Yellow Post	550	EA	$ 184.83	$ 101,659.50				$ -		550	$ 101,659.50
0711-11125	Thermoplastic, Standard, White, Solid, 24" For Stop Line And Crosswalk	1200	LF	$ 8.07	$ 9,684.00				$ -		1200	$ 9,684.00
0711-11160	Thermoplastic, Standard, White, Message or Symbol	24	EA	$ 194.51	$ 4,668.24				$ -		24	$ 4,668.24
0711-14123	Thermoplastic, Preformed, White, Solid, 12" for Crosswalk	3200	LF	$ 7.91	$ 25,312.00				$ -		3200	$ 25,312.00
0711-14125	Thermoplastic, Preformed, White, Solid, 24" for Crosswalk	1800	LF	$ 16.33	$ 29,394.00				$ -		1800	$ 29,394.00
0711-14160	Thermoplastic, Standard, White, Message or Symbol	106	EA	$ 244.18	$ 25,883.08				$ -		106	$ 25,883.08
0711-15101	Thermoplastic, Standard - Other Surfaces, White, Solid, 6"	1,500	GM	$ 5,496.53	$ 8,244.75				$ -		1.5	$ 8,244.75
0711-16201	Thermoplastic, Standard - Other Surfaces, Yellow, Solid, 6"	0.750	GM	$ 5,423.23	$ 4,067.43				$ -		0.75	$ 4,067.43
0711 11241	THERMOPLASTIC, STANDARD, YELLOW, 2-4 DOTTED GUIDE LINE /6-10 DOTTED EXTENSION LINE, 6"	0	GM	$ 3,412.66	$ 341.27				$ -		0.1	$ 341.27
0711 17 1	THERMOPLASTIC, REMOVE EXISTING THERMOPLASTIC PAVEMENT MARKINGS- SURFACE TO REMAIN	25	SY	$ 3.03	$ 75.75				$ -		25	$ 75.75
425-446	Drainage Inlets, Manholes, Junction Boxes, Pipe, Trench Drain, Underdrain, French Drain, Edgedrain	1	LS	$ 158,701.14	$ 158,701.14				$ -		1	$ 158,701.14
102	Maintenance of Traffic	1	LS	$ 158,701.14	$ 158,701.14				$ -		1	$ 158,701.14
101	Mobilization	1	LS	$ 105,800.76	$ 105,800.76				$ -		1	$ 105,800.76
		TA Eligible Costs / TA Funds Requested (not funded through other sources)			$ 1,478,323.96	Other Funds (must include TA Ineligible Costs)			$ 2,906.52		Subtotal	$ 1,481,230.48
Design					$ 423,233.04							
CEI Cost					$ 253,921.82							
CONTINGENCY (REQUIRED)		Contingency is not a FHWA Participating Item							$ 211,601.52			
Total Cost Estimate					**$ 2,155,448.82**				**$ 214,508.04**		**$**	**2,369,956.86**

A reasonable estimate of project costs is required. Projects must follow appropriate design criteria and meet Americans with Disabilities Act requirements. Projects on the State Highway System, and "on-system" (on FDOT land), and Critical Projects shall utilize FDOT pay items numbers and descriptions. FDOT'S AWARD OF FUNDING TO THE APPLICANT'S PROJECT DOES NOT CONSTITUTE ACCEPTANCE OF PARTICIPATING VS. NON-PARTICIPATING ITEMS IDENTIFIED IN THIS COST ESTIMATE. Funding pay items and eligibility will be discussed during project development.

Prepared by: Jonathan Jones — Name

PE Number: 83243

Jonathan Jones — Signature

3/31/2026 — Date

Reviewed by: Amber Lewis — Name

Amber Lewis — Signature

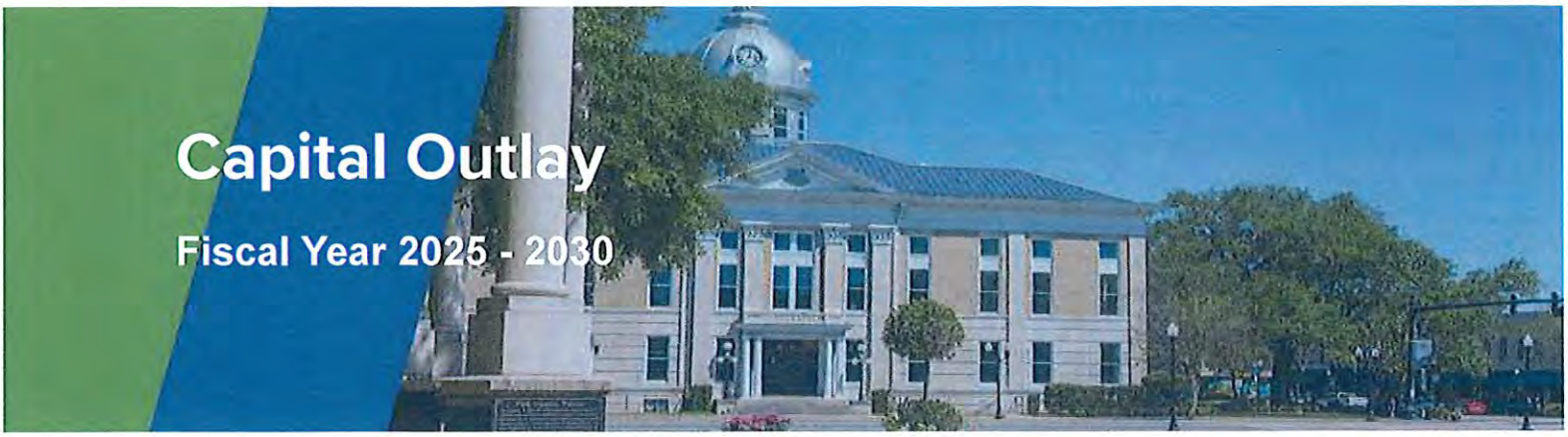
3/31/2026 — Date

Examples of Non-participating Items:
Mowing, tree removal, optional services, video inspection, utility directional bore / utility agency owner directional bores, Utility work, including but not limited to valve adjustments, utility relocations, power pole relocations, Contingency
Other elements may be non-participating; the ones listed above are non-participating commonly used pay items.

If you have questions regarding an eligible or non-participating item, District representatives may be contacted for guidance.

References:

FDOT Design	https://www.fdot.gov/roadway
Environmental Management	https://www.fdot.gov/environment
FDOT Estimates	https://www.fdot.gov/programmanagement/estimates
Local Programs Manual	https://www.fdot.gov/programmanagement/lap/lap.shtm
TA Set-Aside Program	https://www.fdot.gov/planning/systems/systemsmanagement/tap



Capital Outlay

Fiscal Year 2025 - 2030

Capital Outlay Information

Capital Outlay are the funds used to acquire, upgrade, or maintain physical assets that will provide benefits for more than one year, such as land, buildings, or equipment. These expenditures are capitalized as fixed assets on a balance sheet, rather than being expensed immediately like operating costs. In government, it refers to spending on long-term assets for public services, like infrastructure projects and new facilities.

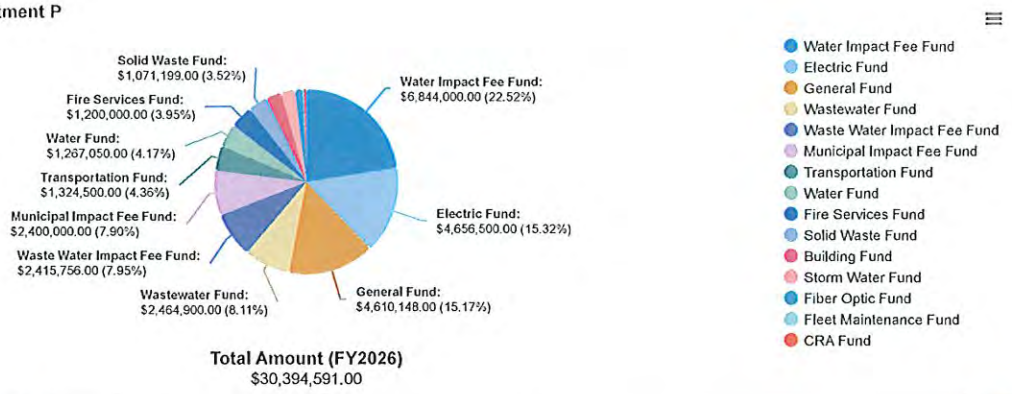
The Capital Outlay section lists all capital items that are funded in the capital accounts with expenditures from each department. They include Capital Improvement Projects, Vehicles and Equipment that have been classified as City assets and/or any individual expenditure that exceeds a $5,000 threshold.

To summarize this year's Capital Improvement Plans:

- Total cost of the 5-year plan fiscal year - 2026-2030; $96,085,295
- Total funding approved for fiscal year 2025-2026; $30,394,591.00
    - 50 Capital Improvement Projects (CIP)
    - 57 Vehicles & Equipment
    - 49 Other 1-time costs

CAPITAL BUDGET 5 YEAR PLAN							
FISCAL YEARS	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	5 YEAR TOTAL	TOTAL PROJECTS
CAPITAL TOTALS	$30,394,591	$13,901,006	$13,152,490	$18,523,308	$20,113,900	$96,085,295	147
CAPITAL BUDGET BREAKDOWN BY TPYE							# of Items
CIP	$22,617,849	$9,131,000	$7,319,000	$11,985,000	$12,105,000	$63,157,849	49
VEHICLE & EQUIP	$5,058,290	$3,507,006	$4,877,990	$5,568,808	$6,905,400	$25,917,494	57
OTHER	$2,718,452	$1,263,000	$955,500	$969,500	$1,103,500	$7,009,952	49
ALL CAPITAL PROJECTS	$30,394,591	$13,901,006	$13,152,490	$18,523,308	$20,113,900	$96,085,295	155

FY2026 By Department P



Data Updated: Sep 29, 2025, 9:31 PM

View Report

Summary by Category

	FY26 CAPITAL EXPENSE
	FY2026
Expenses	
001 - General Fund	
512201 - City Clerk	$84,000
513601 - IT Systems	$812,000
521101 - Police	$956,448
539101 - Public Works	$491,078
572301 - Golf Course	$328,904
571101 - Library	$50,000
571201 - Library Coop-County	$90,000
572101 - Parks & Recreation	$1,797,718
001 - GENERAL FUND TOTAL	**$4,610,148**
102 - Transportation Fund	
541101 - Transportation	$1,324,500
102 - TRANSPORTATION FUND TOTAL	**$1,324,500**
103 - Fire Services Fund	
522101 - Fire	$1,200,000
103 - FIRE SERVICES FUND TOTAL	**$1,200,000**
111 - CRA Fund	
559201 - CRA	$100,000
111 - CRA FUND TOTAL	**$100,000**
112 - Building Fund	
524101 - Building	
Capital	$800,000
524101 - BUILDING TOTAL	**$800,000**
112 - BUILDING FUND TOTAL	**$800,000**
320 - Municipal Impact Fee Fund	
524201 - Impact Fee	$2,400,000
320 - MUNICIPAL IMPACT FEE FUND TOTAL	**$2,400,000**
324 - Water Impact Fee Fund	
524201 - Impact Fee	$6,844,000
324 - WATER IMPACT FEE FUND TOTAL	**$6,844,000**
325 - Waste Water Impact Fee Fund	
524201 - Impact Fee	$2,415,756

	FY26 CAPITAL EXPENSE
	FY2026
325 - WASTE WATER IMPACT FEE FUND TOTAL	**$2,415,756**
401 - Electric Fund	$4,656,500
402 - Solid Waste Fund	$1,071,199
403 - Water Fund	
533101 - Water	$450,000
533201 - Water TCS	$817,050
403 - WATER FUND TOTAL	**$1,267,050**
404 - Wastewater Fund	
535101 - Waste Water	$700,400
535201 - Waste Water TCS	$1,764,500
404 - WASTEWATER FUND TOTAL	**$2,464,900**
405 - Fiber Optic Fund	
537101 - Fiber Optic	
Capital	$400,000
537101 - FIBER OPTIC TOTAL	**$400,000**
405 - FIBER OPTIC FUND TOTAL	**$400,000**
406 - Storm Water Fund	$738,538
501 - Fleet Maintenance Fund	
519101 - Fleet Management	
Capital	$102,000
519101 - FLEET MANAGEMENT TOTAL	**$102,000**
501 - FLEET MAINTENANCE FUND TOTAL	**$102,000**
EXPENSES TOTAL	**$30,394,591**
Revenue less Expenses	-$30,394,591

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CITY OF BARTOW
CITY COMMISSION REGULAR MEETING
MONDAY, MARCH 16, 2026, AT 6:00 P.M. (EST)
OR AS SOON THEREAFTER AS POSSIBLE
BARTOW CITY HALL – COMMISSION CHAMBERS
450 N. WILSON AVE, BARTOW, FL 33830

MINUTES

The City Commission of the City of Bartow met at a Regular Meeting on March 16, 2026, at 6:00 p.m. at the Bartow City Hall, Commission Chambers, 450 N. Wilson Avenue, Bartow, FL 33830. Notice of this meeting was posted at City Hall, Bartow Public Library, and on the City's website www.cityofbartow.net and Facebook page on March 12 & 13 2026.

1. **CALL TO ORDER**

Mayor Tucker called the meeting to order at 6:00 p.m.

City Clerk Poole called the roll; attendance was as follows:

Commissioners Present: Commissioner Gary Ball, Commissioner Leo E. Longworth, Commissioner Trish Pfeiffer, Vice Mayor Laura Simpson and Mayor Tanya Tucker.

Commissioners Absent: None

Staff Members Present: City Manager Mike Herr, City Attorney Sean Parker, Finance Director Peter Lear, PRCA Director Jason Hargrove, Fire Chief Jay Robinson, Police Chief Stephen Walker, Customer Service Manager Shaun Gelissen, Communications Director Laurie Hayes, Electric Utilities Director Michael Poucher, Water/Wastewater Utilities Director John Hall, Asst. Public Works Director Corbett Watson, Code Compliance & Neighborhood Services Director Tray Towles, Executive Asst./Community Liaison Pam Sams, Grants Administrator Sarah Jones, Electric Engineer Brent Foockle, Asst. Electric Director Tony McDuffie, Solid Waste Manager Mike Davis, Wastewater Plant Manager Wiley Pratt, Water Plant Manager Tony Martinez, Procurement Analyst Roxanna Vazquez, Procurement Analyst Adaira Morales, Officer Paul, IT Director Frank Canovaca, City Clerk Jacqueline Poole.

2. **INVOCATION**

Pastor Dianne Watson, Praise Temple Deliverance Church gave invocation.

3. **PLEDGE OF ALLEGIANCE**

The Commissioners and audience gave the Pledge of Allegiance to the Flag of the United States of America.

4. **PROCLAMATIONS AND SPECIAL PRESENTATIONS**

a. **Issuance of a proclamation recognizing March 28, 2026, as Luster African American Heritage Museum Jazz Party & Tour Day. Being accepted by Mr. Charles Luster, Founder, Luster African American Museum.**

City Attorney Parker read the proclamation in its entirety.

Mayor Tucker presented the proclamation.

Mr. Lester expressed gratitude to the Mayor and Commissioners for the opportunity to speak. He invited everyone to the free Jazz Festival on Saturday, March 28, from 10 a.m. to 4 p.m. at the Luster African American Museum, 585 E. Summerlin St. He shared that years ago "The Quarters" (East Bartow), represented the Jazz Festival. The area featured the Burnett Palm Theatre and the upstairs Blue Room, a Jim Crow-era dance and concert venue. While not part of the Chitlin' Circuit, it served as a stayover stop, allowing local youth to see performers like James Brown arrive by bus. The museum displays a $2.50 James Brown concert ticket.

b. **Issuance of a proclamation recognizing March 2026 as Child Gun Safety Education Month. Being accepted by Robert Dummett, Executive Director, In-Gauge of Polk County**

City Attorney Parker read the proclamation in its entirety.

Mayor Tucker presented the proclamation.

Mr. Dummett expressed thanks to the City of Bartow Commission for the opportunity to speak and receive the proclamation. He noted that In-Engage of Polk County, a nonprofit founded in 2015 and based in Winter Haven, focuses entirely on firearm safety training. After Polk County saw three child-related gun fatalities in the first four months of 2025, the organization launched a campaign for child gun safety education, designating April as Child Gun Safety Education Month.

Program Chairperson Dr. Manuel Fonseca said he specializes in youth programs, which he developed for over 30 years in fire services and is now creating gun safety initiatives. He outlined four key rules to teach children: When you see a gun, you stop, don't touch, turn around and walk away, and tell an adult. These must be delivered through structured lesson plans with clear objectives for effective learning. He noted similar fire safety programs in other

cities reduced deaths by 80–90% and hopes schools will soon adopt this approach. Dr. Fonseca thanked the Commission.

c. **Issuance of a proclamation recognizing March 16–20, 2026 as Government Finance Professionals Week. Being accepted by Peter Lear, City of Bartow Finance Director and Finance Staff.**

City Attorney Parker read the proclamation in its entirety.

Mayor Tucker presented the proclamation. She thanked the Finance crew, stating that without their work, the City of Bartow couldn't stay organized or on track with the budget.

Finance Director Lear expressed appreciation for the proclamation honoring his department, noting that without his team's daily excellence, he couldn't do his job

d. **Issuance of a proclamation recognizing March 2026 as Procurement Month. Being accepted by Danielle Rose, City of Bartow Procurement Manager & Procurement Staff.**

City Attorney Parker read the proclamation in its entirety.

Mayor Tucker presented the proclamation and thanked the procurement team for everything they do for the City.

Procurement Manager Rose took the opportunity to thank her team: Adaira Morales (3 years), Roxanna Vasquez (nearly 1 year), and Ron Buckner (28 years). She said she couldn't do her job or keep the department on track without them. She emphasized valuing their internal role and community impact, noting she was born and raised in Bartow and appreciates the opportunities they create locally.

e. **Issuance of a proclamation recognizing March 2025 as Women's History Month. Being accepted by staff and audience members.**

City Attorney Parker read the proclamation in its entirety.

Mayor Tucker presented the proclamation to staff and audience members.

City Manager Herr praised the powerful Women's History Month proclamation and spotlighted key women leaders across Bartow government. He highlighted that there are three women commissioners Mayor Tanya Tucker, Vice Mayor Trish Simpson and Commissioner Pfeiffer who are great leaders along with the City Clerk's office (Jacqueline Poole and two deputies) for their meticulous records, transparency, and open records compliance He commended Purchasing Manager Rose for establishing a procurement manual, and processes within her first year, guided by Finance Director Pete Lear. He said

Grants Administrator Sarah Jones, who also handles risk management, has exceptional initiative.

He recognized Pam Sams' for her 39 years of service as former Executive Assistant to the City Manager, with her recent, well-deserved promotion to Director of Community Affairs and Strategic Initiatives. He also recognized Assistant Finance Director Linna Cai (CPA) for her sharp financial oversight, Communications Director Laurie Hayes, and the many administrative assistants who keep city operations running smoothly. He emphasized Mayor Tucker's challenging code compliance role in Polk County, Vice Mayor Simpson's leadership at Crown Electric and Commissioner Pfeiffer for being a longstanding commissioner that has been active with Main Street and other organizations. He said women' have broader leadership roles in families, professions, and faith. He shared being raised by his mother and sister after his father's death, crediting his mother's public service (1966–1983 as appraiser) for his path. He concluded that Bartow's diverse organization proudly supports its women leaders who make the city great.

5. **GENERAL PUBLIC COMMENT**

At this time, the Commission received comments from the public regarding matters not appearing on this agenda.

City Attorney Parker reminded all speakers addressing the City Commission that while making comments during any time set aside for public comments or public hearings to refrain from making any personal attacks, derogatory comments, commenting on any items in litigation or under investigation, or any other matters that do not fall within the purview of the City Commission. Public speakers are limited to three minutes. Yielding of time is not customary during public comments. General public comment is the public's chance to speak and be heard and is not a time typically for questions and answers. Refer to the agenda to seek the appropriate time to make comments. Speaker cards are located on the tables to the left of the room and with the City Clerk. Fill out the speaker card and give it to the clerk when you come to the podium. Before you begin your remarks, state your name and address for the record.

Mayor Tucker opened the public comment period.

Richard Hauser, P.O. Box 82, Highland City. Mr. Hauser said he is the world's best advocate against red light cameras and vowed that he would shut them down. He said someone in the room made a mistake, another one. He claimed he spoke in May, June, and July, but cannot find those posts on Facebook and called it "tampering with evidence of the crime." He referenced a recent social media case ruling the red-light camera program unconstitutional, saying he was involved and fed information to the attorney. He said his government friends told him to get the governor involved and contact Sheriff Grady Judd; he said he has Judd's email and will send an email tomorrow so the governor can address misconduct by someone in the room.

Virginia Rivadeneira, 236 Willow Bend Dr., Davenport. Ms. Rivadeneira said she was very emotional and worried about "the exemplification of our city, our country, our state." She stressed this was not about racism or Islamophobia, but the sovereignty of our country. She urged the public not to leave everything to politicians, but to attend council meetings, board planning meetings, and school meetings and bringing friends, coworkers, and family to prevent "them" from growing. She mentioned seeing videos on how to avoid this and will forward them to the Mayor. She called for campaigns to boost public participation at meetings, emphasizing its importance. She repeated that it's not about being Islamophobic or apologetic.

With no further comments, Mayor Tucker closed the public comment period.

6. CITY ANNOUNCEMENTS

There were none.

7. REPORT OF CHARTER OFFICERS

a. CITY MANAGER COMMUNICATIONS

City Manager Herr

1. Fort Fraser Trail Signage

City Manager Herr presented copies of the new logo for the Fort Fraser pedestrian trail bridge. He confirmed that FDOT has received approval from the appropriate representative over the weekend, with input from designer Jeff Clark and Gordon Greene. City Manager Herr sought Commission confirmation to proceed.

Commissioners reached consensus approving this logo for the pedestrian trail bridge.

2. Electric Apprentice Graduation – Michael Poucher, Electric Utilities Director

City Manager Herr reported attending a Friday ceremony honoring two Bartow Electric employees who graduated from the Electric Department's Apprentice Program. They were recognized by leadership and staff, promoted to journeyman positions, and will now work full-time in that capacity. Each received a commemorative knife in an attractive case (American flag handle, designed for cutting wire in their duties He was impressed by two aspects: first, the rigorous details required to complete the apprenticeship and graduate, not to be taken lightly; second, a post-ceremony tradition organized by the department's leadership. All employees were invited forward, they lined up, shook hands, and embraced the graduates, illustrating strong character, teamwork, and mutual support. He noted these employees work in

hazardous conditions, with hopes for their safe daily return. He shared the experience with leadership and the Commission to highlight its significance.

Director Poucher recognized Colton Bone and Aaron Griner as the newest graduates of Bartow's Electric Apprentice Program, now promoted to journeyman lineman status. He noted the program, launched 15 years ago, has produced 7 graduates to date, with Aaron and Colton as numbers 8 and 9. He reported there are 6 more apprentices currently in the program, expected to graduate over the next three years, plus at least three new entrants anticipated soon. He called the program highly successful. He described the program details:

- Duration: 4 years of on-the-job training (8,000 hours + overtime)
- Classroom: 104 hours total, two week-long sessions (40 hours each) + 24 hours on operating trucks
- Testing: Comprehensive evaluations after each component
- Modules: 40 educational modules (360 hours) covering electrical theory, math, and related subjects

Director Poucher emphasized that the instructional hours alone equate to nearly a full year of college, and combined with on-the-job training, represent the equivalent of a college degree. He expressed pride in both the program and its graduates.

Asst. Director McDuffie presented certificates of completion from the Florida Department of Education to new graduates Colton Bone and Aaron Griner. He recognized their families in attendance: Aaron's wife Kayla; Colton's wife Hannah, mother Karen, father Rick, and sister Gracie. He emphasized that family support is a vital part of the success of this demanding role, noting they sometimes are away from home for extended periods often missing children's activities, birthdays, holidays, etc. He praised the wives for keeping things running at home. Having worked with them in the field, he expressed confidence in their future success and welcomed them to the team.

Hospital ER Upgrade Electrical Outage

Director Poucher reported ongoing coordination with the hospital on their emergency room upgrade and critical units. Over the past several months, Bartow Electric has worked to schedule a joint electrical outage for both parties' work. Work began this morning with the hospital on backup power. Bartow's portion will take 3–4 days (with City replacing 2 transformers and 4,000 feet of underground wire); the hospital's project will take 10 days. They will be operating on alternative power throughout.

Commissioner Pfeiffer asked how long the hospital could sustain itself on alternative power during a grid outage.

Director Poucher responded that he was not certain of the exact duration but confirmed it can sustain for 10 days for this given project. He believed they could extend longer with sufficient fuel.

Utility Bill Format Improvement Process

City Manager Herr reported that the Communications Director, Customer Service Manager and Finance Director are working to develop a new utility bill format. He acknowledged that the current format needs improvement, a concern echoed by commissioners and former Deputy City Manager David Wright, who had previously overseen one upgrade but still sought further enhancements. He said he directed the team to benchmark other municipalities for reference, followed by a citizen-focused approach. He has requested to present examples and recommendations to the Chamber's Government Affairs Committee on April 8th, seeking input from business owners and homeowners present. Once finalized, the new format will be brought back to the City Commission for review and approval prior to implementation.

b. **CITY ATTORNEY COMMUNICATIONS**

City Attorney Parker addressed comments from Mr. Hauser, noting two points warranted public clarification for the Commissioners' benefit. He affirmed 100% confidence in the City Clerk's accurate and complete records of Hauser's prior appearances before the Commission, despite his claim about missing Facebook posts from May, June, and July. City Attorney Parker confirmed a recent Broward County Court decision by a county judge deeming that jurisdiction's red light camera program unconstitutional. However, he stressed this ruling is only binding in Broward County, not statewide, and has no legal effect on Bartow. He noted the topic's prominence statewide (including school bus and speed cameras), with early challenges when red light programs launched 15 years ago. He stated Bartow's program will continue operating legally until a higher court rules it otherwise or the legislature acts. Social media reports of the Broward decision are accurate but not binding beyond that locality.

City Attorney Parker reviewed the April 7 election cycle, noting one open Commission seat and four proposed charter amendments approved by the Commission in December. He distributed a summary of the amendments for review, noting mail-in ballots are already circulating and early voting typically exceeds 50–70% participation. He outlined strict legal boundaries on using city resources for ballot-related messaging, distinguishing between prohibited and permitted actions. Prohibited activities include any form of "sending" information such as mailers, bill stuffers, or email blasts whether neutral, supportive, or opposed, if city funds are involved. The key statutory language specifies "sent to electors," making these off-limits to avoid even the appearance of advocacy.

Permitted options allow posting accurate, fair, and impartial information on the city's website or official Facebook page, as well as responding directly to individual inquiries (e.g., the City Clerk emailing this summary to someone who calls or emails asking about the amendments). The prepared summary is deliberately factual, citing exact charter section numbers without endorsing or opposing any measure. He recommended immediate rollout through Communications Director and the City Clerk's team within the next day or two, given ballots in circulation. He invited any edits, typo fixes, or suggestions from Commissioners. He stressed a conservative approach to stay compliant: on the city's Facebook, responses should stick to "just the facts" without engaging in debates or back-and-forth; individual Commissioners remain free to discuss personally in one-on-one conversations, as with any issue. He stated that the amendments are interrelated, covering term lengths (from 3 to 4 years) and election timing (shifting from April to November). The summary neutrally explains outcomes if all pass or all fail. The goal is to equip the public with clear information to answer inevitable questions while fully complying with election law.

Commissioner Pfeiffer noted the charter amendments appear interdependent, expressing concern voters might mix yes/no votes across the four items, potentially invalidating them all. She stressed educating voters is critical since the ballot lacks full context.

City Attorney Parker agreed it's a fair question, identifying the first amendment (term length: 3 to 4 years) as the linchpin. The others, election timing (April to November), runoff rules, and mayor swearing-in depend on it. If #1 passes but others fail, staff could fix via ordinance (e.g., staggering existing terms or reverting to April elections), though it's "tricky" post-vote. If #1 fails but voters favor November timing (odd-numbered years), similar adjustments would be needed. He called it "wonky" but necessary to address all relevant charter sections separately.

Commissioner Pfeiffer complained the ballot language as vague, failing to provide full transparency. She explained that the Supervisor of Elections requested the changes for higher voter turnout and cost savings (approximately $20,000 per election). She said that is information voters deserve but won't see.

City Attorney Parker acknowledged the first paragraph covers most of that contextually but not in such detail, likening it to state constitutional amendments where voters must "do their homework" beyond ballot blurbs. He noted the summary provides concise, factual, unbiased info without crossing into advocacy. Staff reports and December minutes offer full history for those digging deeper. He welcomed edits to finalize quickly for distribution.

Commissioner Pfeiffer asked if a runoff election on May 5 (post-May's first Commission meeting) would delay the mayor change until June.

City Attorney Parker called this "uncharted territory." He clarified that Commissioner Ball will retain his seat until a new commissioner is seated. For

mayor selection, he suggested following the standard charter process at May's first meeting with all five commissioners (including Ball) participating, then addressing election outcomes afterward. He noted the proposed November election cycle would avoid this issue: Election Day in November, potential runoff in December, with new terms and mayor selection at January's first meeting. For now, staff will handle any April 7 overlap based on results.

c. **LEGISLATIVE UPDATES**

Commissioner Pfeiffer reported that 1,926 bills filed this session, with 166 enrolled and many impacting local governments. She described the period as both exciting and stressful due to uncertainty. She praised Senate President Albritton's moving closing speech, calling him a "lovable guy" and expressing pride in his service, while thanking the City's lobbyists, City Attorney Parker, Finance Director Lear and Planning Director Wiegers for bill analysis throughout the session. She noted rapid shifts on bills like code enforcement and voiced strong concerns over SB 484 (data centers, awaiting Governor's signature), criticizing its lack of public disclosure as a "low blow" and raising national security risks from potential Chinese ownership given existing Chinese property owners in the U.S.

City Attorney Parker stated there is a law that prohibits "unfavored nations" or their agents from purchasing Florida property, requiring buyer affidavits at closing, though enforcement challenges and loopholes (e.g., U.S. citizens buying then leasing) persist.

Commissioner Pfeiffer addressed the public directly, explaining that municipal leaders and state legislators occupy vastly different roles. She shared that people often urge her to run for legislative office but would not want to be in their shoes. While hoping for the best from the delegation and recognizing their efforts, she noted many legislators lack municipal government experience, limiting their detailed understanding. Most Commissioners visited Tallahassee to meet legislators (Mayor Tucker stayed locally to meet Congressman Franklin) and praised State Representative Kincart-Johnson for securing $9 million in appropriations. She highlighted ongoing tensions, as "we don't always see eye to eye with the whole House or Senate," particularly with last-minute bill changes on code enforcement, data centers, and more. She explained home rule as being authority granted to cities/counties in 1968 to self-govern after decades of state dictation. She said we know what's best for Bartow and should not be compared to others such as Miami-Dade or Jacksonville. She said the State chips away annually at home rule and used the data center legislation as an example. She said that's not right. She said that Bartow fights to educate legislators but faces frustration from unpredictable outcomes. She assured the audience that while some cities may be "bad actors" prompting corrections, Bartow is not. however, we are getting punished. Because of her meeting with Senator Albritton's she is hopefully that the property tax reform will have a minimal local impact, likely higher homestead exemptions, but not the House's aggressive "all or nothing".

She thanked lobbyists for their diligent work on appropriations and updates amid the stress.

City Manager Herr noted the Legislature will convene special session(s), one addressing property tax relief, another congressional redistricting likely before Easter. He said after reviewing recent information, particularly what was provided in the CAS Governmental Services lobbyist summary, he found no prohibition on local governments transferring enterprise fund dividends to the general fund. Other measures focus on manageable matters like local spending and financial transparency, which he views positively because it is going to help promote positive transparency. He said the City will do everything it can to make sure that we comply.

8. **AGENDA MODIFICATION / APPROVAL**

MOTION was made by Commissioner Ball, seconded by Vice Mayor Simpson to approve the agenda as presented.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

9. **PUBLIC COMMENT ON AGENDA ITEMS**

At this time, the Commission received comments from the public regarding matters appearing on this agenda, not otherwise scheduled for a separate public hearing.

Mayor Tucker opened the public hearing.

Virginia Rivadeneira, 236 Willow Bend Dr., Davenport. Ms. Rivadeneira questioned why there are so many voting dates, noting it creates confusion and discourages participation by making fewer people want to vote. She pointed out five different elections are scheduled this year and suggested combining state, representative, county, municipal, and primary elections, which would save money and reduce confusion. She shared that many people she speaks with want to register to vote but become confused and lose interest.

.

With no further comments, Mayor Tucker closed the public comment period.

10. **HEARINGS – FIRST AND SECOND READINGS AND PUBLIC HEARINGS**

a. **Public hearing and consideration of Resolution No. 26-4257-R - A RESOLUTION AMENDING THE FISCAL YEAR 2025-2026 ANNUAL BUDGET OF THE CITY OF BARTOW.**

City Attorney Parker read the resolution by title only:

“A RESOLUTION AMENDING THE FISCAL YEAR 2025-2026 ANNUAL BUDGET OF THE CITY OF BARTOW.”

MOTION was made by Commissioner Ball, seconded by Vice Mayor Simpson to adopt Resolution No. 26-4257-R, a resolution amending the Fiscal Year 2025-2026 Annual Budget of the City of Bartow.

Director Lear presented a budget amendment to add a Digital Communications Specialist position that will enhance the city's community outreach through videos and various digital formats. The $55,000 amendment will be funded entirely by current-year revenue, specifically extra investment earnings, resulting in no taxpayer impact or rate increases.

Vice Mayor Simpson thanked the City Manager and communications staff for hearing the Commission's request and finding ways to implement the digital communication specialist position within the current budget cycle

Mayor Tucker opened the public hearing.

With no comments, Mayor Tucker closed the public hearing.

ROLL CALL VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

b. **First reading and consideration of Ordinance No. 2026-03 - AN ORDINANCE RELATING TO THE CITY OF BARTOW’S ANTI-LITTER ORDINANCE; AMENDING CERTAIN SECTIONS OF CHAPTER 38 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW; SPECIFICALLY UPDATING SECTIONS DEALING WITH DEFINITIONS AND THE CLEANLINESS OF THE EXTERIOR OF COMMERCIAL BUSINESS SPACES; REPEALING ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER’S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.**

City Attorney Parker read the ordinance by title only:

“AN ORDINANCE RELATING TO THE CITY OF BARTOW’S ANTI-LITTER ORDINANCE; AMENDING CERTAIN SECTIONS OF CHAPTER 38 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW; SPECIFICALLY UPDATING SECTIONS DEALING WITH DEFINITIONS AND THE CLEANLINESS OF THE EXTERIOR OF COMMERCIAL BUSINESS SPACES;

REPEALING ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE."

MOTION was made by Commissioner Ball, seconded by Vice Mayor Simpson to pass on first reading Ordinance No. 2026-03, an ordinance relating to the City of Bartow's Anti-Litter Ordinance; amending certain sections of Chapter 38 of the Code of Ordinances of the City of Bartow; specifically updating sections dealing with definitions and the cleanliness of the exterior of commercial business spaces; repealing ordinances in conflict; providing for severability; providing for codification; providing for the administrative correction of scrivener's errors; providing for an effective date.

City Manager Herr explained that Item 10.b under Ordinances and Item 13.a under Resolutions are related. He stated that after arriving in Bartow three years ago, he identified a need to improve litter control and the overall condition of private property, particularly commercial properties, and to a lesser extent industrial ones, as well as residential homes in visible disrepair. He emphasized that, as the county seat, Bartow has a responsibility to set an example for other municipalities facing similar challenges. He noted that while many local businesses maintain their properties well and contribute positively to the community, some commercial properties, especially those with retention ponds, have become unsightly and require stronger regulation. He clarified that the intent is not to penalize all property owners but to provide the City with better tools to address neglected or problematic sites. He further explained that the City's approach involves collaboration across departments. The Director of Code Compliance and Neighborhood Services will present examples of properties targeted for improvement, while the Solid Waste Director will discuss commercial solid waste management efforts, which have seen many property owners voluntarily improving their sites. He noted this effort aligns with the City's "Cleaner, Safer Neighborhood Initiative," launched two years ago, and that proposed actions would strengthen its impact. He said Chief Walker will also address enforcement practices and the potential introduction of signage in public rights-of-way. City Manager Herr recommended scheduling the second reading of the ordinance for April 20 to allow time to communicate with key stakeholders, including the Main Street Board and the Chamber of Commerce. This outreach will ensure that business owners, property managers, and community representatives understand the ordinance's intent and implications, particularly regarding downtown sidewalk maintenance and compliance responsibilities. He concluded that these discussions would promote community buy-in and reinforce Bartow's shared commitment to maintaining a cleaner, more attractive city.

Director of Code Compliance and Neighborhood Services, Tray Towles, stated that when he began working for the City a little over two years ago, the City had approximately 1,000 active code violations identified through a neighborhood survey. Many of these violations involved commercial properties, including overflowing dumpsters, poorly maintained retention areas, cluttered parking lots,

and general litter concerns. He noted that significant progress has been made since that time, but certain commercial corridors and gateway areas still require additional attention. He explained that, about six to eight months ago, staff began a focused review of commercial corridors and determined that stronger measures were needed to achieve consistent compliance. As part of that effort, the City had recently adopted an anti-snipe sign ordinance, which proved highly successful and has been used as a model by other jurisdictions. The next step, he said, is to strengthen the City's anti-littering ordinance and update the civil penalty table to reflect current enforcement priorities. The proposed changes would increase litter fines from $250 to $500 per violation, aligning penalties with the maximum amount allowed under City Code. These fines are intended not to generate revenue but to serve as a deterrent and reinforce the City's commitment to maintaining clean and attractive commercial areas. He presented current photographs from several locations as examples, noting visible litter concerns at properties such as Walmart, Family Dollar, and Dollar General, though he remarked that it was difficult to find many violations during his survey—an indication that existing efforts have been effective. He credited strong cooperation between Code Compliance and the Solid Waste Department for much of this progress. He emphasized the importance of holding both property owners and tenants responsible for maintaining cleanliness in and around their properties. The updated ordinance and fine structure would help ensure accountability and provide staff with better enforcement tools. He noted these efforts tie directly into the City's "Cleaner, Safer Neighborhoods" initiative, which integrates code enforcement, law enforcement, and solid waste management under a shared goal of community pride and beautification. He further reported that the City has selected a candidate for the newly created Solid Waste Code Compliance Investigator position, which will focus on enforcement related to litter, illegal dumping, and trash accumulation. This position, combined with the revised ordinances, will help achieve a cleaner and more aesthetically appealing community. Expected outcomes include reduced litter, improved commercial appearance, increased property maintenance accountability, and stronger community participation. Director Towles concluded by recommending that the City Commission approve Ordinance No. 2026-03, amending Chapter 38 of the City Code (Item 10.b), and Resolution No. 26-4258-R, revising the City's civil penalty table regarding littering (Item 13.a).

Solid Waste Manager Davis reported that two of the largest sanitation issues identified early on were at Bartow Plaza and the adjacent plaza just north of it. Upon inspection, he found more than a dozen dumpsters lined along the back areas, contributing to illegal dumping and litter accumulation. After coordinating with property managers and business owners, the City consolidated dumpster usage, removing approximately 15 dumpsters and establishing shared service arrangements. This reduced scattered trash across parking lots, minimized illegal dumping, and lowered costs for participating businesses. Both plazas now employ daily lot porters for litter control, and new dumpster enclosures have been added behind Beef O'Brady's, with another planned nearby. He noted these changes have significantly improved the visual appearance of these corridors.

Director Towles commended the progress and explained that the soon-to-be-hired Solid Waste Code Compliance Investigator will work under his supervision but support Solid Waste operations. This position will inspect sites, monitor conditions, and facilitate corrective actions, strengthening the existing partnership between Code Compliance and Solid Waste.

Mayor Tucker inquired about overflowing dumpsters at apartment complexes.

Manager Davis explained that residents often discard furniture and large items, prompting immediate pickup requests. Solid Waste schedules next-day bulk waste removal whenever possible, and he encouraged Commissioners to report observed issues.

Director Towles praised Davis's proactive approach, noting he addresses most problems before Code Compliance staff can report them.

Chief Walker emphasized that enforcement is a true partnership between Code Compliance and Police. He explained that for littering from vehicles, officers must witness the act and can issue either a $114 uniform traffic citation or pursue the $500 fine. He noted that illegal dumping cases, like repeated tire dumping, are serious and become habitual without immediate action. He praised Solid Waste's approach of quickly removing dumped items rather than leaving them as eyesores, saying that he'd rather send a bill to pick it up than have it sit there encouraging more dumping from others.

Director Towles highlighted the Police Department's critical role in addressing illegal dumping from vehicles, as Code Compliance officers cannot conduct traffic stops. He added that police will also receive Code Enforcement citations for the litter ordinance, with public signage serving as the required warning, like the successful anti-snipe sign program. He noted his prior law enforcement experience aids coordination with police on enforcement options.

Mayor Tucker clarified that the $114 citation applies to individuals littering from vehicles, while businesses face the $500 fine.

Chief Walker confirmed the fine for littering can be either $114 or $500 depending on circumstances for either.

Mayor Tucker asked about impacts on CSX properties.

Director Towles said he is currently working with Walker Brazell, CSX Southeastern Property Manager, and has scheduled a meeting with him next week. He noted CSX is federally protected by statutes from code enforcement action. He is meeting with Mr. Brazell and his contractor next week to look at a couple of the sites and try to partner with them to work out an arrangement for the city to complete the work and bill CSX.

Commissioner Pfeiffer supported this approach, citing visible litter and tall weeds near Sonny's. She endorsed "Litter-Free City" signage and noted fewer snipe signs recently.

Commissioner Longworth referenced the Family Dollar retention area photo, and asked if it was recurring, which Director Towles confirmed it was.

Chief Walker pointed out debris near bushes likely came from homeless individuals rummaging dumpsters.

Director Towles said the ordinance aims to enforce daily parking lot maintenance to catch such issues early.

Commissioner Ball asked about escalation for repeat offenders.

Director Towles explained the City's maximum fine is $500 per violation. If it were to go to the magistrate daily fines of up to $250 could happen. He said state law limits repeat violator hearings if compliance precedes them however, multiple citations remain unlimited.

ROLL CALL VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

11. **CONSENT AGENDA**

a. **Approval of March 2, 2026, Commission Regular Meeting minutes.**

b. **Approval of February 2, 2026, 2025 City Commission Workshop minutes.**

c. **Approval of City Staffing Reorganization Plan.**

d. **Approval of City Commissioner absence(s) for March 2, 2026: None**

MOTION was made by Commissioner Ball, seconded Vice Mayor Simpson by to approve Consent Agenda as presented.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

12. **OTHER COMMISSION BUSINESS**

a. **OLD BUSINESS – NONE**

b. **NEW BUSINESS**

1. **Consideration and approval of Application #S-26-02-PSP - CORTA Commons at Stuart Crossing Preliminary Subdivision Plat, a multi-parcel, retail commercial development. The development area consists of 121.8 acres (+/-) of the overall Stuart Crossing Planned Development project, which is 692 acres (+/-) in size. The property is owned by J.K. Stuart Properties, LLC, and is located on the northeast corner of the intersection of US Highway 98 North and Ernest M. Smith Jr. Blvd, in Section 30, Township 29S, Range 25E, Polk County, Florida.**

Planning Director Wiegers

MOTION was made by Commissioner Longworth, seconded by Vice Mayor Simpson to approve Application #S-26-02-PSP - CORTA Commons at Stuart Crossing Preliminary Subdivision Plat, a multi-parcel, retail commercial development. The development area consists of 121.8 acres (+/-) of the overall Stuart Crossing Planned Development project, which is 692 acres (+/-) in size. The property is owned by J.K. Stuart Properties, LLC, and is located on the northeast corner of the intersection of US Highway 98 North and Ernest M. Smith Jr. Blvd, in Section 30, Township 29S, Range 25E, Polk County, Florida.

Planning Director Wiegers stated this is a request for preliminary subdivision plat approval for what is being called CORTA Commons that Stuart Crossings development the owner and in this case for the time being is JK Stewart properties however it is under contract with the applicant Cory Presnick who was present along with his attorney Bart Allen. He provided a point of reference: the commercial development area is shown in the red boundary on screen and in the staff report, while surrounding blue boundaries represent previously approved projects including The Grove at Stuart Crossing, The Retreat at Stuart Crossing, Terraces at Stuart Crossing and south of the property are Bartow Ford, Osprey Boulevard, and Bartow Regional Medical Center. He explained CORTA Commons encompasses about 121 acres total, with the preliminary subdivision plan developing the property into one major "box store" location (Parcel B), 11 outparcels along Hwy. 98 and Ernest M. Smith Blvd., and other parcels (A-E and F) platted for future development. He noted the history of Stewart Crossing is well-known. The plan shows the extension of JK Stewart Blvd. from its current Ernest M. Smith Blvd. boundary through a new section soon to open, wrapping around the backside and north side of the shopping center to a pre-approved access point on US Hwy. 98. That access was negotiated by the landowners' attorney through CSX right-of-way land swaps during early Fort Fraser Trail development. He reported that the applicant is conducting a major traffic study that is under review by

the Florida Department of Transportation's local district office following several preliminary meetings. The applicant will be responsible for all off-site improvement costs; those conditions are contained in the land use plan portion of this project. He described the plat as conventional with nothing unusual, offering opportunities to attract big-box businesses to serve growing north Bartow residents. The land includes wetlands and floodplains requiring mitigation, including rerouting a drainage way around the property edge into the stormwater system, currently under preliminary review by the Southwest Florida Water Management District (SWFWMD). Larger untouched wetland areas will remain conserved, subject to future SWFWMD jurisdiction, with no U.S. Army Corps of Engineers permitting anticipated. The development will receive City water and sewer service; there are several applicant-funded offsite improvements necessary to do that. The applicant will be bringing water underneath Hwy. 98 from a 16-inch water main that runs up along the west side of Hwy. 98. That water main was put in back in 2004 to support development in north Bartow. He stated that water main would come through and loop around and get to the backside of the property and connect with other water system improvements that are already on Ernest M. Smith Blvd. At the utilities department's request, they are also planning an extension of the water main as they do the outparcel development. That water main will be extended out to the edge of the property which would facilitate a future extension of the city's water system to serve areas such as Hancock Crossings. Sewer improvements include onsite facilities owned by the developer, a public lift station in the project corner pumping to a force main along Ernest M. Smith Blvd., connecting via Osprey Blvd. to Lift Station #8 near Lowe's, with additional off-site upgrades identified. Director Wiegers highlighted traffic interests, including potential signalization at JK Stewart Blvd. and Ernest M. Smith Blvd. (warrants TBD via traffic study, required before construction plan approval per land use plan conditions). The City will provide law enforcement and fire protection, with a joint fire station 1.5 miles north of Smith Lane and police coverage planned as needed. No school impacts were noted, and the School Board provided no comments. There was a public hearing of this at the Planning and Zoning Commission meeting. It was advertised as well as posted on the bulletin board at city hall. There was no public comment that night; he said jokingly it was a pretty quiet room for once. After conducting the public hearing, the Planning Commission forwarded a recommendation for approval to the City Commission. Director Wiegers corrected a staff report error on page 5 under Impact Analysis, stating it should read "development of this site for commercial, not single family residential".

Bart Allen, Land Use Attorney, Peterson & Myers Law Firm, 225 E. Lemon St., Lakeland. Attorney Allen representing the applicant and JK Suart Properties praised Director Wiegers' thorough presentation. He noted that he has worked with Director Wiegers for 15 years on Stuart Crossing projects. He said this portion of the property was always intended as the commercial node. He said it will be a great addition to the city, providing alternative

shopping and dining opportunities for Bartow while complimenting everything else that is going on in the city. He requested a favorable vote.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

Commissioner Pfeiffer thanked the applicant for choosing Bartow. She expressed anticipation for the development, noting that while rumors circulate, the Commission will await official public announcement, and she appreciated the opportunities it will bring to the city.

13. **RESOLUTIONS**

a. **RESOLUTION NO. 26-4258-R - A RESOLUTION REVISING THE CITY OF BARTOW'S TABLE OF CIVIL PENALTIES FOR CIVIL CODE VIOLATIONS, AS ESTABLISHED IN ORDINANCE NO. 2016-02, ORIGINALLY CREATED BY RESOLUTION 16-3920-R, AND PREVIOUSLY AMENDED BY RESOLUTION 19-4036-R; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

City Attorney Parker read the Resolution by title only:

"A RESOLUTION REVISING THE CITY OF BARTOW'S TABLE OF CIVIL PENALTIES FOR CIVIL CODE VIOLATIONS, AS ESTABLISHED IN ORDINANCE NO. 2016-02, ORIGINALLY CREATED BY RESOLUTION 16-3920-R, AND PREVIOUSLY AMENDED BY RESOLUTION 19-4036-R; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE."

MOTION was made by Commissioner Ball, seconded by Vice Mayor Simpson to adopt Resolution No. 26-4258-R, a resolution revising the City of Bartow's Table of Civil Penalties for Civil Code Violations, as established in Ordinance no. 2016-02, originally created by Resolution 16-3920-R, and previously amended by Resolution 19-4036-R; providing for codification; and providing an effective date.

City Attorney Parker

ROLL CALL VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

14. **COMMISSIONER COMMENTS:**

a. **GARY BALL**

Commissioner Ball had no further comments.

b. **LEO E. LONGWORTH**

Commissioner Longworth had no further comments.

c. **TRISH PFEIFFER**

Commissioner Pfeiffer had no further comments.

d. **LAURA SIMPSON**

Vice Mayor Simpson informed the Commission that the Bartow Rotary is hosting their Wild Game Dinner this weekend, March 21st. She noted it is a long-standing tradition and their annual fundraiser, and she looks forward to celebrating it with them while working with her fellow Rotarians

e. **TANYA TUCKER**

Mayor Tucker had no further comments.

15. **ADJOURNMENT**

With no further business to discuss, Mayor Tucker adjourned the meeting at 8:14 p.m.

_____
Mayor Tanya Tucker

ATTEST:

_____
City Clerk Jacqueline Poole

(City Seal)

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ITEM NO. 11.c

CITY OF BARTOW, FLORIDA

TO: Honorable Mayor and City Commissioners, City of Bartow City Commission

THROUGH: Mike Herr, City Manager, Peter Lear, Deputy City Manager

FROM: Frank Canovaca, IT Director

DATE: April 6, 2026

SUBJECT: Consideration and approval of the Interlocal Agreement between Grady Judd, Sheriff of Polk County, and the City of Bartow for sharing Information Technology Services and NCIC/FCIC.

SUMMARY AND BACKGROUND

Staff requests City Commission approval of the Interlocal Agreement for the Sharing of Information Technology Services and NCIC/FCIC Services between the City of Bartow and the Polk County Sheriff's Office and authorization for the Mayor and appropriate City officials to execute the agreement.

STAFF ANALYSIS

This interlocal agreement continues the City of Bartow's participation in the Polk County Sheriffs Integrated System for dispatch, records management, and related law enforcement IT services. The Sheriff will provide secure connectivity, system access, and IT support for CAD, RMS, field reporting, and related applications, while both parties must comply with FDLE and FBI CJIS security requirements for Criminal Justice Information. The term runs through December 31, 2026, with automatic one-year renewals and a 365-day termination notice requirement.

The Polk County Sheriff manages and maintains an integrated information technology system ("Integrated System") that provides data management, records management (RMS), and computer aided dispatch (CAD) functions for emergency services agencies countywide. City dispatchers, law enforcement, and fire personnel currently rely on this system to support safe, efficient, and cost-effective emergency services within and outside the City limits.

The Florida Interlocal Cooperation Act of 1969 authorizes local governments to cooperate to provide services and facilities more efficiently and effectively. The proposed agreement continues the City's participation in the Sheriff's Integrated System and replaces the prior interlocal agreement dated March 21, 2016.

FISCAL IMPACT

The per-user rate was $127.50 per law enforcement user and, beginning in 2027, will increase to $171.58 per user, with additional annual adjustments based on the CPI.

RECOMMENDATION

Staff recommend that the City Commission approve the Interlocal Agreement for the Sharing of Information Technology Services and NCIC/FCIC Services between the City of Bartow and the Polk County Sheriff's Office and authorize the Mayor and appropriate City officials to execute the agreement.

ATTACHMENTS

Agreement

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*

INTERLOCAL AGREEMENT FOR THE SHARING OF INFORMATION TECHNOLOGY SERVICES AND NCIC / FCIC SERVICES

This *Agreement* is made by and between **Grady Judd**, as elected Sheriff of Polk County, Florida, and Constitutional officer of the State of Florida ("Sheriff"), and the **City of Bartow, Florida**, a Florida municipal corporation ("City").

WITNESSETH:

WHEREAS, the Sheriff manages and maintains an information technology system ("Integrated System") designed to fulfill the data management, records management system ("RMS") and computer aided dispatch ("CAD") needs of emergency services agencies throughout Polk County, Florida; and

WHEREAS, access to and utilization of the Sheriff's Integrated System by City dispatchers, law enforcement and fire personnel will facilitate safer, more comprehensive and cost-effective emergency services delivery both inside and outside the City's municipal limits; and

WHEREAS, the *Florida Interlocal Cooperation Act of 1969* authorizes local government units and other government entities to "make the most efficient use of their powers by enabling them to cooperate ... on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; §163.01(2), Fla. Stat.; and

WHEREAS, this *Agreement* is undertaken for the benefit of the general public so that, via cooperative effort, the parties may make the most of their available resources; and

WHEREAS, it is the intent of the parties to contract through this *Agreement* for

information technology and support services required for the proper access to and utilization of the Sheriff's Integrated System by City personnel as authorized herein and for no other purpose;

NOW, THEREFORE, in consideration of the exchange of compensation and the mutual promises contained herein, the receipt and sufficiency of which are hereby acknowledged by the parties, it is hereby agreed as follows:

§1. The Sheriff will provide information technology services and support, including appropriate user training, relating to the City's access to and proper utilization of the Sheriff's Integrated System as follows:

(a) *Connectivity* – to include a secure data connection between the City and the Sheriff to access the Integrated System;

(b) *Hardware* – to include diagnostic and recommendation services for City-owned desktop and laptop computers used by the City to access the Integrated System. Procurement (including cost) of any recommended repair(s) or replacement(s) of hardware is not encompassed in this *Agreement* and shall remain the sole responsibility of the City.

(c) *Peripherals* – to include support for Automated Vehicle Locator ("AVL"), Global Positioning System ("GPS"), Driver License Readers and similar devices that may be authorized for use by the Sheriff.

(d) *Software* – to include support for the following software solutions:

i. CAD;
ii. Mobile CAD for Officers, Detectives and Supervisors;
iii. Field Reporting for Officers, Detectives and Supervisors;
iv. RMS;
v. Automated Jail Booking and Data Transfer; and
vi. Reports and Web Based Data Query.

§2. As this agreement contemplates the exchange of Criminal Justice Information ("CJI") of which may be routinely shared for the administration of criminal justice, the parties agree as follows:

(a) Sheriff will provide City access to the software in §1.(d) above through a FIPS 140-2 certified encrypted path.

(b) Sheriff and City may also exchange CJI as needed, via voice and/or physical

paper dissemination.

(c) Both Sheriff and City will utilize the records for criminal justice purposes.

(d) Sheriff and City agree to abide by all applicable local, state, and federal laws, rules and regulations, with regards to the use of said electronic systems.

(e) Both parties agree to abide by all the terms and conditions of the Criminal Justice User Agreement executed between the FDLE and each party, to include but not limited to the FBI CJIS Security Policy.

(f) Both Sheriff and City agree that they shall make use of the records for authorized criminal justice purposes only.

(g) Both parties will disseminate CJI related information obtained from one another only for criminal justice purposes.

(h) Both parties agree to maintain any information obtained from one another in a secure place, and destroy records containing such information in compliance with all applicable federal and state laws.

(i) All CJIS data transmitted over any public network segment must be encrypted as required by the FBI CJIS Security Policy.

(j) To the extent provided by the laws of Florida, the parties agree to be responsible for the violations, negligent acts or omissions of their own personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records.

(k) Both parties must ensure all devices with connectivity to CJI systems and/or data employ virus protection software and such software shall be maintained in accordance with the software vendor's published updates; and will promptly and fully patch Windows and other software present on all such devices, after any necessary testing, upon such patches becoming available.

(l) CJI may only be accessed via computers or interface devices owned by the parties or contracted entities. Personally owned devices shall not be authorized to access, process, store, or transmit CJI. Vendors under contract with the hosting agency may be allowed access provided all requirements of the FBI CJIS Security

Addendum are complied with and member security training is current as required by the FBI CJIS Security Policy.

(m) All policies, procedures and operating instructions contained in the FBI CJIS Security Policy are hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.

(n) Both Sheriff and City will have a written policy for discipline of personnel who access CJI for purposes that are not authorized, disclose information to unauthorized individuals or in an unauthorized manner, or violate CJIS rules, regulations or operating procedures.

(o) City shall submit instances of violations to the proper point of contact with the Sheriff for follow up.

(p) Sheriff and City have an obligation to report instances of misuse to the FDLE for follow up of applicable investigation and applicable discipline in compliance with the FBI CJIS Security Policy.

(q) Sheriff reserves the right to deny CJI or related records to any individual based on valid, articulable concerns for the security and integrity of CJIS and related programs/systems information.

§3. The City agrees to comply with all terms and conditions of the *User Agreement* between the Florida Department of Law Enforcement ("FDLE") and the Polk County Sheriff's Office in effect as of the date of this *Agreement* and as the same may be amended or replaced from time to time. The Sheriff will provide the City with a copy of the current FDLE *User Agreement* and any subsequently executed amendment or replacement thereof upon the City's request and at no cost to the City.

§4. The initial term of this *Agreement* shall commence upon the date of its final execution by both parties and extend through December 31, 2026. This *Agreement*, as may be amended or modified upon mutual written agreement of the Sheriff and the City, shall automatically renew thereafter for successive one (1) year terms commencing on January 1 of each year. Either party may terminate this *Agreement*, or any renewal thereof, by providing written notice of intent to do so at least three hundred sixty-five (365) days prior to the effective date of said termination. Any notice or correspondence initiated by either party to this *Agreement* shall be directed in writing to:

City:

Mike Herr, City Manager
City of Bartow, Florida
450 North Wilson Avenue
Bartow, Florida 33830

with copy to:

Sean R. Parker, City Attorney
City of Bartow, Florida
Boswell & Dunlap LLP
Post Office Drawer 30
Bartow, Florida 33830

Sheriff:

General Counsel
Polk County Sheriff's Office
Office of Legal Affairs
1891 Jim Keene Boulevard
Winter Haven, Florida 33880.

§5. *Compensation*

(a) Compensation for the 2026 service year was previously paid by the City at the historical rate of One Hundred Twenty-Seven Dollars and Fifty Cents ($127.50) per law enforcement user pursuant to the terms of the prior agreement. The City shall not be entitled to any pro rata refund, and the compensation paid for the 2026 calendar year pursuant to the prior agreement shall be applied as the full and final compensation for 2026, pursuant to the terms of this Agreement.

(b) Effective January 1, 2027, the compensation rate shall be **One-Hundred Seventy-One Dollars and Fifty-Eight Cents ($171.58)** per law enforcement user.

(c) For every year thereafter, the rate shall increase at a rate equal to the Consumer Price Index, as published by the U.S. Bureau of Labor Statistics, using the twelve-month percentage change in August of the year preceding the service year, but in no event shall the rate decrease from the prior year's rate.

(d) For the services to be provided in calendar year 2027 and each calendar year thereafter, the City shall provide to the Sheriff the number of City law enforcement users on October 1 of the prior calendar year, to be used as the basis for compensation.

(e) For services to be provided in calendar year 2027 and each calendar year thereafter, the Sheriff will invoice the City on or before December 1, but no earlier than October 1, for the amount due for service to be provided during the successive calendar year. The City will issue payment to the Sheriff within thirty (30) days of receipt of each invoice.

§6. *Indemnification*

(a) *Sheriff to Generally Indemnify City* – To the extent permitted by Florida law and without waiving any statutory and constitutional sovereign immunity protections, the Sheriff holds the City harmless from any all manner of action and actions, cause and causes of action, suits, trespasses, damages, judgments, executions, claims, liabilities, and demands of any kind whatsoever, in law or in equity, to the extent they result from or arise out of the intentional or negligent acts of the Sheriff or the employees or the appointees of the Sheriff while in the performance of this *Agreement* including any compensatory, consequential, incidental, or punitive damages, as well as any charges, expenses, attorneys' fees, both trial and appellate or other costs incurred by the City, subject expressly to liability amounts found in § 768.28 of the then-effective Florida Statutes in accordance with general Florida law on government agency liability, regardless of whether any such obligations are based in tort, contract, statute, strict liability, negligence, product liability or otherwise and the Sheriff shall indemnify the City for all damages, judgments, claims, costs and expenses including reasonable attorneys' fees, both trial and appellate, which the City might suffer in connection with or as a result of the intentional or negligent acts and the alleged intentional or alleged negligent acts of the employees or appointees of the Sheriff while in the performance of this *Agreement*.

(b) *City to Generally Indemnify Sheriff* – To the extent permitted by Florida law and without waiving any statutory and constitutional sovereign immunity protections, the City holds the Sheriff harmless from any all manner of action and actions, cause and causes of action, suits, trespasses, damages, judgments, executions, claims, liabilities, and demands of any kind whatsoever, in law or in equity, to the extent they result from or arise out of the intentional or negligent acts of the employees or the appointees of the City while in the performance of this *Agreement* and the City shall indemnify the Sheriff for all damages, judgments, claims, costs and expenses including reasonable attorneys' fees, both trial and appellate, which the Sheriff might suffer in connection with or as a result of the intentional or negligent acts and the alleged intentional or alleged negligent acts of the employees or appointees of the City, subject expressly to liability amounts found in § 768.28 of the then-effective Florida Statutes in accordance with general Florida law on government agency liability, regardless of whether any such obligations

mlac

are based in tort, contract, statute, strict liability, negligence, product liability or otherwise.

(c) *No Indemnity for Party's Own Intentional or Negligent Acts*

1. In no event shall the City hold harmless or indemnify the Sheriff from action and actions, cause and causes of action, suits, trespasses, damages, judgments, executions, claims, liabilities, and demands of any kind whatsoever, in law or equity, to the extent they result from or arise out of the intentional or negligent acts of the Sheriff or the Sheriff's employees, appointees, agents, servants or visitors, or any other third parties.

2. In no event shall the Sheriff hold harmless or indemnify the City from action and actions, cause and causes of action, suits, trespasses, damages, judgments, executions, claims, liabilities, and demands of any kind whatsoever, in law or equity, to the extent they result from or arise out of the intentional or negligent acts of the City or the City's employees, appointees, agents, servants or visitors, or any other third parties.

§7. *General Provisions*

(a) *Waiver* – Failure of the parties to enforce any right hereunder shall not be deemed a waiver of such right. No covenant, condition or provision of this *Agreement* may be waived except with the parties' written consent. Any such waiver by the parties in once instance shall not constitute a waiver of subsequent matters, unless it is explicitly and specifically stated in the written consent.

(b) *Modification* – Either party may at any time during the term of this *Agreement*, or any renewal thereof, request amendments or modifications to the covenants, conditions and provisions of this *Agreement*. Requests for amendment or modification shall be in writing and shall specify the requested changes and the justification for such changes. The parties shall review the request for amendment or modification in terms of the regulations and goals relating to this *Agreement*. Should the parties consent to amend or modify this *Agreement*, then an amendment or modification shall be drawn, approved and executed in the same manner as the original *Agreement*.

(c) *Governing Law; Venue* – This *Agreement* shall be governed by the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect and performance. All causes of action regarding this *Agreement* shall be forumed and venued in a court of competent subject matter jurisdiction system with geographic jurisdiction over actions arising in Polk County, Florida, consisting at the time of execution of this *Agreement* of the County Court in and for Polk County, Florida, the Circuit Court of the Tenth

Judicial Circuit in and for Polk County, Florida and the Tampa Division of the United States District Court for the Middle District of Florida.

(d) *Severability* – If any term, covenant, condition or provision of this *Agreement* or the application thereof to any person or circumstances shall to any extent, be deemed lawfully invalid or unenforceable, the remainder of this *Agreement*, or the application of such term, covenant, condition or provision to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, condition and provision of this *Agreement* shall be valid and enforced to the fullest extent permitted by law.

(e) *Joint Preparation* – The preparation of this *Agreement* has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against any one of the parties.

(f) This *Agreement* constitutes the entire agreement between the parties and supersedes and replaces all prior agreement, representations, and understanding, whether oral or written, relating to the subject matter hereof, including, specifically, the INTERLOCAL AGREEMENT FOR THE SHARING OF INFORMATION TECHNOLOGY SERVICES AND NCIC / FCIC SERVICES between the parties dated March 21, 2016.

(the rest of this page left intentionally blank; execution follows on page 9)

IN WITNESS WHEREOF, the parties have caused this INTERLOCAL AGREEMENT FOR THE SHARING OF INFORMATION TECHNOLOGY SERVICES AND NCIC / FCIC SERVICES to be executed for the uses and purposes set forth herein on the date reflected hereon.

By the Sheriff this 2nd day of February, 2026:

POLK COUNTY SHERIFF'S OFFICE

Andrew McDonald
Executive Director

ATTEST:

Lorri Alexander
Witness to Executive Director

Approved as to form and content:

Sheriff's Counsel

By the City this _____ day of _____, 2026:

ATTEST:

CITY OF BARTOW:

City Clerk

Mayor

Approved as to correctness and form:

Approved as to substance:

City Attorney

City Manager

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ITEM NO. 11.d

CITY OF BARTOW, FLORIDA

TO: Honorable Mayor and City Commissioners, City of Bartow City Commission

THROUGH: Mike Herr, City Manager

FROM: Kyle Thurmond, Public Works

DATE: April 6, 2026

SUBJECT: Approval, authorizing staff to enter into contract with Henkelman Construction for the TCS Building

SUMMARY AND BACKGROUND

The City issued RFQu 25-13, seeking Construction Manager at Risk (CMAR) Continuing Services Contracts, seeking proposals from qualified contractors ("Proposers") interested in providing Construction Manager at Risk (CMAR) Services to the City on a continuing contract basis for general needs and specific municipal service areas such as Public Works, Utilities, Solid Waste, Transportation, CRA and Parks & Recreation. The purpose of the solicitation is to acquire a contractor (or several) to help staff work through and complete the City's 5-year capital improvements plan.

On October 6, 2025, the City Commission approved 5 contracts with the contractors selected under RFQu 25-13 for Construction Manager at Risk (C-MAR) Continuing Services Contracts, authorizing City Attorney to make any technical edits specific to individual contracts, and authorizing execution by the City Manager of final Master Agreements.

FIVE (5) AWARDED CONTRACTORS:

1. A.D. Morgan Corporation
2. Charles Perry Partners Inc.
3. Henkelman Construction
4. Rodda Construction
5. SEMCO Construction

AWARD PROCESS:

When multiple contractors are selected under one solicitation award shall be made to the contractor with expertise in the field of services required by the city for said project. Additionally, the following shall be considered when determining awarded:

- City's Budget
- Specific and unique technical/project experience.
- Project approach.
- Past performance on previous City work.
- Availability of resources to undertake assignment.
- Willingness to meet time and budget requirements.
- Distribution of dollars awarded to date with the object of effecting an equitable distribution of contracts among qualified contractors.

STAFF ANALYSIS

Upon evaluating all five contractors and taking into consideration the city's budget, project experience, project approach inclusive of Henkelman Construction, being the company who originally provided the Pre-Engineered Red Iron Building for this project it was deemed in the City's best interest to utilize said supplier for the foundation and erection services.

This approach centralizes accountability, streamlines communication, and helps ensure that the foundation, structural steel, and building envelope are fully coordinated. In addition, it reduces the risk of miscommunication between contractors, minimizes potential construction delays, enhances quality control, and can often result in a lower overall project cost.

The project is expected to be completed within **120 days** following the Notice to Proceed (NTP).

The NTP will be issued upon Commission consent and authorization via signature by the City Manager.

FISCAL IMPACT

Expenses are accounted for within the Water & Wasterwater TCS Funds for FY2025-2026

Total Project Cost: $976,954.00

RECOMMENDATION

Staff recommends the City Commission authorize the City Manager and City staff to enter into a contract with Henkelman Construction for the TCS Building.

ATTACHMENTS

- Guaranteed Maximum Price (GMP) Amendment inclusive of:
  - Scope of Work &
  - Itemized cost breakdown

EXHIBIT L
GMP AMENDMENT TO AGREEMENT BETWEEN OWNER AND CONSTRUCTION CONTRACTOR

AMENDMENT NO. 1 TO AGREEMENT BETWEEN OWNER AND CONSTRUCTION CONTRACTOR FOR TCS Building
AGREEMENT NO. 1

Pursuant to Sections 4B and 7A of the Agreement, dated 10/07/2025, between the City of Bartow, Florida ("Owner") and Henkelman Construction, Inc. ("Construction Contractor"), with respect to the construction of the Owner's TCS Building ("Project"), the Owner and Construction Contractor hereby agree to amend and modify the Agreement by this Amendment and establish a Guaranteed Maximum Price and Contract Time for all the Work as set forth below:

ARTICLE 1

SCOPE OF WORK

The scope of the Work consists of the construction of a TCS Building, in accordance with the Agreement, this Amendment and the other Contract Documents listed as Attachments 1 through 9 below, which are hereby incorporated into and made a part of the Amendment by this reference:

Attachment No.	Description	Pages	Date
1.	List of Drawings, Specifications, and Addendums	1 through 1	03/02/26
2.	Schedule of Values	1 through 7	12/12/25
3.	Itemized General Condition Expenses	1 through 1	12/12/25
4.	List of Alternates	___ through ___	N/A
5.	Assumptions and Clarifications	1 through 2	12/12/25
6.	Completion Schedule	1 through 4	02/24/26
7.	List of Subcontractors and Major Suppliers	1 through 1	03/02/26
8.	Allowance	___ through ___	N/A
9.	Key Personnel	1 through 1	03/02/26

ARTICLE 2

GUARANTEED MAXIMUM PRICE

2.1 Construction Contractor's Guaranteed Maximum Price ("GMP") for the Work, including the estimated Cost of the Work as defined in Section 5 of the Agreement and Construction Contractor's Fee as defined in Section 4 of the Agreement, is Nine Hundred Seventy Six Thousand, Nine Hundred Fifty Four Dollars ($ 976,954.00).

2.2 The GMP includes material that may be purchased directly by the Owner ("Owner Direct Purchases"). The estimated value of materials that may be purchased directly by the Owner is ($ TBD). Construction Contractor will initially process one (1) deductive Change Order under this Agreement for the entire estimated amount of Owner Direct Purchases, inclusive of sales taxes. Prior to final payment, a final reconciliation of the Owner Direct Purchases against the GMP will be performed and such deductive Change Order will be prepared for the Owner's review and execution.

2.3 The Construction Contractor's Fee for the entire Work anticipated on this Project is hereby established as a lump sum amount of Forty Six Thousand, Five Hundred Twenty One ($46,521.00), said lump sum amount is included within the above noted GMP.

2.4 The General Condition expenses for the entire Work anticipated on this Project are hereby established as a lump sum amount of One Hundred Nine Thousand, Six Hundred Forty ($109,640.00), said lump sum amount is included within the above noted GMP. The items included as General Condition expenses are listed in the List of Itemized General Conditions attached hereto and incorporated herein as Attachment No. 3. Except as said lump sum amount for General Condition expenses may be expressly adjusted by Change Order or Construction Change Directive, Construction Contractor acknowledges and agrees that Owner shall have no liability for any General Condition expenses beyond payment of the above noted lump sum amount and Construction Contractor agrees that it shall not be entitled to receive any additional compensation from Owner for the General Conditions beyond the above lump sum amount.

2.5 Monthly installment payment of the Construction Contractor's Fee and the General Condition expenses shall be based upon the percent completion of the designated portion of the Work for each particular month.

2.6 In order to efficiently and timely address any unknown or unanticipated conditions that are within the scope of the required Work and are otherwise reimbursable without duplication as a Cost of the Work, but excluding all items that are to be reimbursed under the lump sum General Condition expense amount noted in paragraph 2.4 above, the parties have agreed to establish a contingency within the GMP in an amount not-to-exceed amount of Zero ($ 0.00). Contingency funds shall

be used to cover costs that may result from incomplete design and unanticipated costs that arise during construction that are not identified by the construction documents. Construction Contractor shall not proceed with any portion of the Work which it intends to charge against this contingency without first obtaining Owner's express written authorization to proceed. The Construction Contractor acknowledges and agrees that any work which is to be charged against the contingency allowance that does not receive such prior written approval from the Owner shall be deemed to be part of Construction Contractor's basic Work compensated within the GMP and not chargeable against the Owner's Contingency Allowance. The Owner reserves the right, at its sole discretion, to withhold its consent on contingency expenditures. Further, any contingency expenditures become part of the Contract Documents and are incorporated by reference herein. Unused contingency remaining at the end of the job will be credited from the guaranteed maximum price. Construction Contractor has no entitlement to any portion of any unused contingency.

2.7 The parties have agreed to establish an allowance within the GMP for N/A in the amount of Zero ($ 0.00). Construction Contractor shall not proceed with any portion of the Work associated with the aforesaid allowance ("Allowance Work") without first obtaining Owner's express written authorization to proceed with said Allowance Work. Allowance Amounts are reflected in Attachments N/A through N/A.

2.8 Pursuant to Exhibit A, Paragraph 12.4 of the Agreement, if at the time final payment is made to Construction Contractor the total Cost of the Work has been increased by approved Change Orders in an amount causing the original GMP as set forth in this Amendment to be exceeded by more than Zero ($_____), then Construction Contractor shall be entitled to an increase in the Construction Contractor's Fee in the amount of Five (5 %) of the amount exceeding the sum of Zero ($ 0.00) plus that original GMP amount.

2.9 Construction Contractor recognizes that this Contract includes work for trench excavation in excess of five feet deep. Construction Contractor acknowledges the requirements set forth in Section 553.63 of the Florida Statutes titled Trench Safety Act. Construction Contractor certifies that the required trench safety standards will be in effect during the period of construction of the Project and Construction Contractor agrees to comply with all such required trench safety standards.

2.9.1 The amount of Zero dollars ($ 0.00) has been separately identified for the cost of compliance with the required trench safety standards; said amount is included within the GMP.

ARTICLE 3

CONTRACT TIME

3.1 The Construction Phase Commencement Date for the Work is TBD. The total period of time beginning with the Construction Phase Commencement Date through the date required for Substantial Completion of the Work is Two Hundred Forty (240) days ("Contract Time"). THE SUBSTANTIAL COMPLETION DATE IS THEREFORE ESTABLISHED AS 210 calendar days from the Notice to Proceed

3.2 Pursuant to this Agreement, the parties have established a liquidated damage rate for reasons stated therein, which the parties acknowledge and agree apply to this Amendment and Construction Contractor's responsibility to complete the Work within the Contract Time as stated herein. Accordingly, the liquidated damage rate established in this Agreement in the amount of $ 100.00 shall be assessed from Construction Contractor for each calendar day Construction Contractor fails to achieve Substantial Completion for the Designated Work within the Contract Time.

ARTICLE 4

MISCELLANEOUS

4.1 Except as expressly modified herein, the terms and conditions of the Agreement remain unchanged. In the event of a conflict between the terms of this Amendment and those of the Agreement, Owner and Construction Contractor agree that the terms of this Amendment shall prevail and control.

OWNER	Construction Contractor
By: _____	By: [signature]
Its: _____	Its: CEO
Date: _____	Date: MARCH 4, 2026
Attest: _____	Attest: [signature]

Attachment 1
List of Drawings, Specifications, and Addendums

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

ENUMERATION OF CONTRACT DOCUMENTS

SHEET #	SHEET DESCRIPTION	DATE
C-00	COVER SHEET	02/05/25
V-01-V-05	TOPOGRAPHIC SURVEY	02/05/25
C-01	GENERAL CONSTRUCTION NOTES & DETAILS	02/05/25
C-02	EROSION CONTROL AND DEMOLITION PLAN	02/05/25
C-03	SITE PLAN	02/05/25
C-04	PAVING, GRADING & DRAINAGE PLAN	02/05/25
C-05	UTILITY PLAN	02/05/25
C-06	CITY OF BARTOW UTILITY SPECIFICATIONS	02/05/25
C-07	CITY OF BARTOW UTILITY DETAILS	02/05/25
C-08	LIFT STATION DETAILS	02/05/25
C-09	STORMWATER POLLUTION PREVENTION PLAN	02/05/25
CS	COVER SHEET	12/19/25
S1	FOUNDATION PLAN	04/22/25
A1	OVERALL FLOOR PLAN	12/19/25
A2	REFLECTIVE CEILING PLAN	12/19/25
A3	SECTION DETAILS	12/19/25
A4	LIFE SAFETY PLAN	12/19/25
P1	WATER SUPPLY PLAN / OFFICE SANITARY PLAN	12/19/25
P2	RISER DIAGRAMS	12/19/25
M1	OFFICE MECHANICAL PLAN	12/19/25
E1	POWER PLAN / LIGHTING PLAN	12/19/25
E2	ELECTRICAL RISER	12/19/25

Attachment 2
Schedule of Values

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

Attachment 6
Completion Schedule

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

Attachment 7
List of Subcontractors and Major Suppliers

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

JOB CHECK LIST – #2613 – BARTOW TCS WAREHOUSE

LATEST UPDATE ON: MARCH 2, 2026

SCOPE	SUBCONTRACTOR
SITE WORK	GARNER COMPLETE SITE
CONCRETE	LEVEL LINE CONCRETE
DOORS & HARDWARE	INTEGRATED OPENINGS
FRAMING / DRYWALL / INSUL	FAITH HOME BUILDERS
ACOUSTICAL CEILING	ACOUSTICAL SERVICES
FLOORING	BLACKBURN INTERIORS
PAINTING	PATRICK'S PAINTING
PLUMBING	GRAVES PLUMBING
HVAC	RIDEOUT & SONS
ELECTRICAL	CROWN ELECTRIC

Attachment 8
Allowance

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

Attachment 8
Allowance

TO FOLLOW THIS PAGE

OR

NOT APPLICABLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
The Baldwin Group Southeast LLC
1115 Bartow Rd
Lakeland FL 33801
License#: L002281

CONTACT NAME: Angel McGhee
PHONE (A/C, No, Ext): 863-686-2113 FAX (A/C, No): 863-682-6292
E-MAIL ADDRESS: Angel.McGhee@Baldwin.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Transportation Insurance Compa	20494
INSURER B : The Continental Insurance Comp	35289
INSURER C : American Zurich Insurance Comp	40142
INSURER D : Zurich Commercial / US Assure	
INSURER E : National Fire Insurance of Har	20478
INSURER F :	

INSURED
Henkelman Construction, Inc.
1830 N Crystal Lake Drive
Lakeland FL 33801
HENKCON-01

COVERAGES **CERTIFICATE NUMBER:** 2133427787 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR X $25K Residential GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:	Y	Y	8033549638	9/30/2025	9/30/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY X PIP	Y	Y	8033649610	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP	$ 1,000,000 $ $ $ $ 10,000
B	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			8033549624	9/30/2025	9/30/2026	EACH OCCURRENCE AGGREGATE $	$ 9,000,000 $ 9,000,000 $
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	8035198663	1/1/2026	1/1/2027	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A C D	Rented and Leased Equipment Builders Risk Monthly Reporting Builder's Risk	Y	Y	8033549638 BR73934333 EC79510184	9/30/2025 11/11/2025 11/4/2025	9/30/2026 11/11/2026 12/31/2026	$400,000 Limit $1,500,000 Limit 11,637,089 Limit	$2,500 Deductible $1,000 Deductible $10,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE:: RFQu 25-13 CMAR Construction Agreement
Certificate Holder City of Bartow, Florida, a political subdivision of the State of Florida and all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Offices thereof and Individual members and employees thereof in their official capacity and/or while acting on behalf of the City of Bartow, Florida for named insureds work only is included as an Additional Insured with respect to General Liability and Auto Liability on a primary and non contributory basis as required by written contract and subject to terms, conditions, and exclusions of the policy. Waiver of subrogation applies to General Liability. 30 days notice of cancellation applies except 10 days for non payment of premium. Umbrella policy follows form of General Liability, Auto Liability and Workers' Compensation.

CERTIFICATE HOLDER
City of Bartow
450 North Wilson Avenue
Bartow FL 33830
USA

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EXHIBIT K
CONSTRUCTION CONTRACTOR'S STAFFING SCHEDULE

I. Pre-Construction Phase Services:

Name	Title/Position	Company Affiliation	% Assigned to Project	Hourly Rate
Ron Henkelman	Professional Executive	Henkelman Construction, Inc.	10%	$80.00
Tom Moxley	Project Manager	Henkelman Construction, Inc.	15%	$80.00
Rob Hennessey	Estimator	Henkelman Construction, Inc.	25%	$80.00
Justin Dorman	Superintendent	Henkelman Construction, Inc.	5%	$65.00
TBD	Skill Trade/ Labor	Henkelman Construction, Inc.	0%	$45.00

II. Construction Phase Services:

Name	Title/Position	Company Affiliation	% Assigned to Project	Hourly Rate
Justin Dorman	Superintendent	Henkelman Construction, Inc.	100%	$65.00
TBD	Skill Trade/ Labor	Henkelman Construction, Inc.	as needed	$45.00

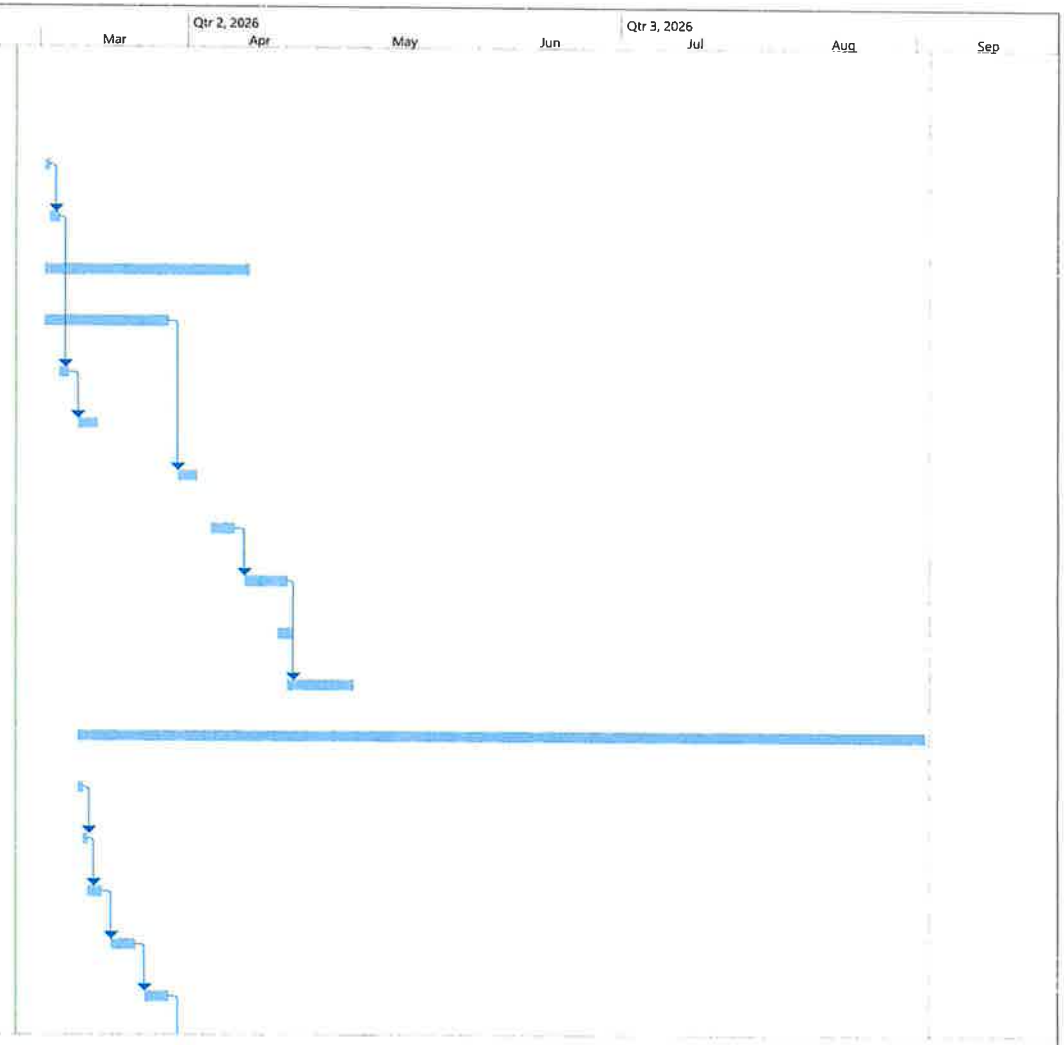
A. Construction Phase Services fixed fee percentage (%) schedule:

1. Project Value up to $ 100,000.00 – 15%
2. $ 100,001.00 - $ 350,000.00 – 10%
3. $ 350,001.00 and over – 5%

Attachment 9
Key Personnel

Individual	Title	Construction Phase
Ron Henkelman	Project Executive	
Gary Henkelman, LEED AP	Project Manager	
Mark Watkins	Project Manager/ Safety Manager	
Tony Moxley	Project Manager	
Rob Hennessy, LEED AP	VP Estimating	Preconstruction
Michael McLandsborough	Superintendent	
Jerry Simsik	Superintendent	
Dan Heleski	Superintendent	
Jerry Liegey	Superintendent	
Jason Liegey	Superintendent	
Betty Detsouvanh	Accounts Manager	
Becky Miller	Project Management Assistant	
Amanda Casaya	Accounts Payable	

ID	Task Name	Duration	Start
1	Permit	1 day	Fri 01/09/26
2	Remove Power line	1 day	Wed 01/07/26
3	Mobilize	1 day	Mon 03/02/26
4	Tree Protection	2 days	Tue 03/03/26
5	**Sitework**	31 days	Mon 03/02/26
6	Retain Pond	20 days	Mon 03/02/26
7	Strip building pad	2 days	Thu 03/05/26
8	Fill dirt for building slab	4 days	Mon 03/09/26
9	Drainage	4 days	Mon 03/30/26
10	Tap Water Servive	5 days	Mon 04/06/26
11	Water Service Line	7 days	Mon 04/13/26
12	Install lift station	3 days	Mon 04/20/26
13	force main Line	10 days	Wed 04/22/26
14	Building	128 days	Mon 03/09/26
15	Layout building cornes	1 day	Mon 03/09/26
16	Set batter boards	1 day	Tue 03/10/26
17	Excavate Foundation	3 days	Wed 03/11/26
18	Install form Boards	5 days	Mon 03/16/26
19	Under Slab Plumbing	5 days	Mon 03/23/26



HENKELMAN CONSTRUCTION, INC.

Project:Bartow TCS
Date: 2/24/26

Task Milestone

Exhibit

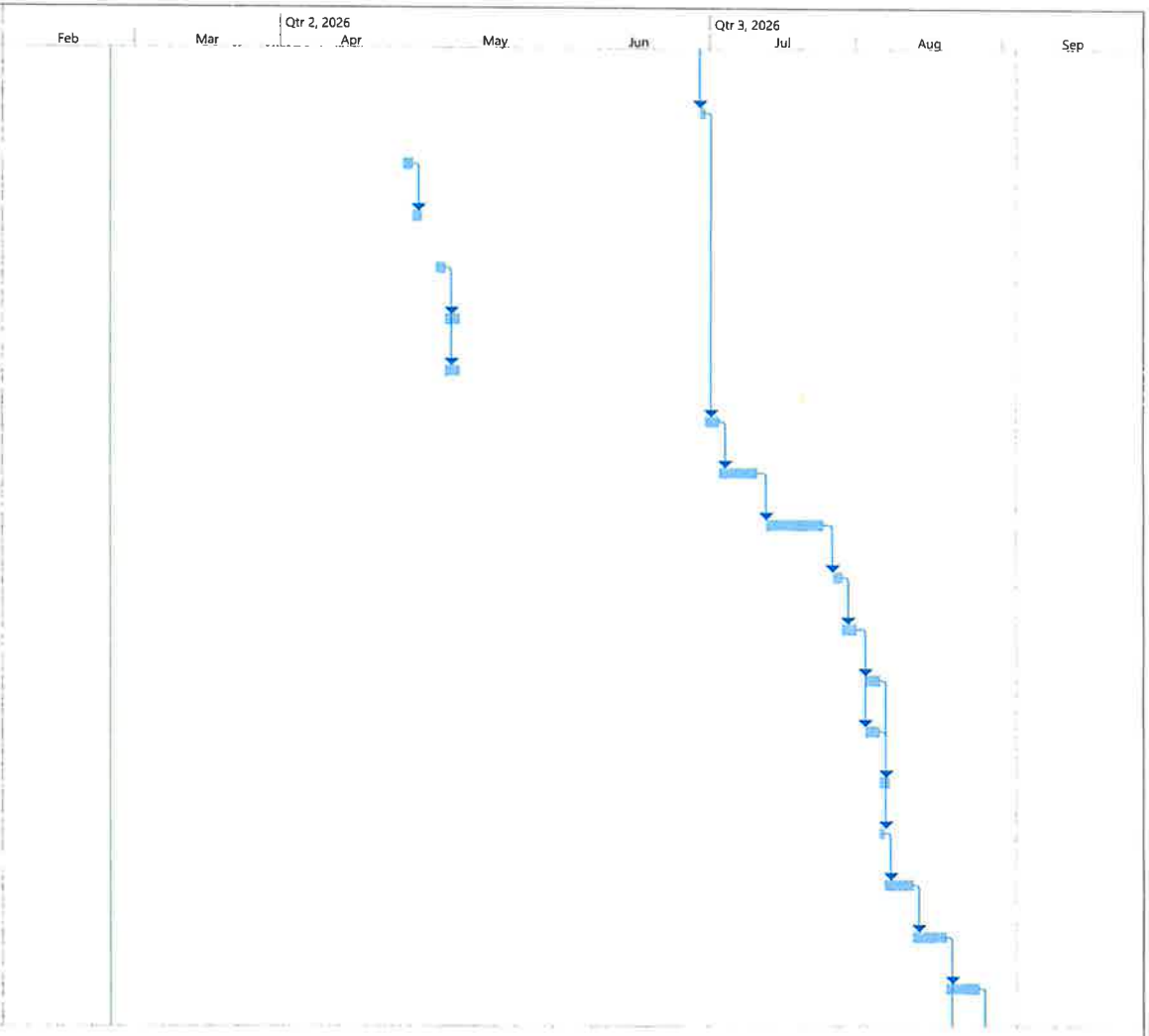
ID	Task Name	Duration	Start
20	Under Slab electrica	5 days	Mon 03/30/26
21	Under Slab MEP	1 day	Mon 04/06/26
22	Backfill and compact under slab MEP trenches	2 days	Tue 04/07/26
23	Grade Slab	2 days	Thu 04/09/26
24	Soil Treatment	1 day	Mon 04/13/26
25	Reinforcing steel	7 days	Tue 04/14/26
26	Slab Inspection	1 day	Thu 04/23/26
27	Place and finish concrete slab	1 day	Fri 04/24/26
28	Concrete Slab Cure	7 days	Mon 04/27/26
29	Strip forms and grade around building	3 days	Mon 04/27/26
30	Set Steeel for metal building	7 days	Wed 05/06/26
31	Metal building roof and wall panels with insulation	19 days	Fri 05/15/26
32	Exterior Doors	2 days	Thu 06/11/26
33	Framing	7 days	Thu 06/11/26
34	Interior door Frames	2 days	Mon 06/22/26
35	Electrical wall rough in	5 days	Mon 06/22/26
36	2nd plumbing rough in	2 days	Wed 06/24/26
37	Install overhead doors	6 days	Thu 06/11/26
38	Overhead Electric	10 days	Mon 04/28/25

HENKELMAN CONSTRUCTION, INC.

Project:Bartow TCS
Date: 2/24/26

Task Milestone

ID	Task Name	Duration	Start
39	Overhead plumbing	2 days	Wed 04/30/25
40	MEP Wall inspection	1 day	Mon 06/29/26
41	Install meter and riser	2 days	Mon 04/27/26
42	Electrical panel wiring	2 days	Wed 04/29/26
43	Install Airhandlers	2 days	Mon 05/04/26
44	Set HVAC condensera and refrigeratant piping	3 days	Wed 05/06/26
45	Install Duct work	3 days	Wed 05/06/26
46	Wall Insulation	3 days	Tue 06/30/26
47	Install drywall	6 days	Fri 07/03/26
48	Finish Drywall	10 days	Mon 07/13/26
49	Prime and 1st Coat	2 days	Mon 07/27/26
50	Instal Ceiling Grid	3 days	Wed 07/29/26
51	Light Fixtures	3 days	Mon 08/03/26
52	HVAC Grills	3 days	Mon 08/03/26
53	HVAC start up	2 days	Thu 08/06/26
54	Above Ceiling MEP Inspection	1 day	Thu 08/06/26
55	Install ceiling tile	4 days	Fri 08/07/26
56	Flooring Restrooms	5 days	Thu 08/13/26
57	Install LVP	5 days	Thu 08/20/26

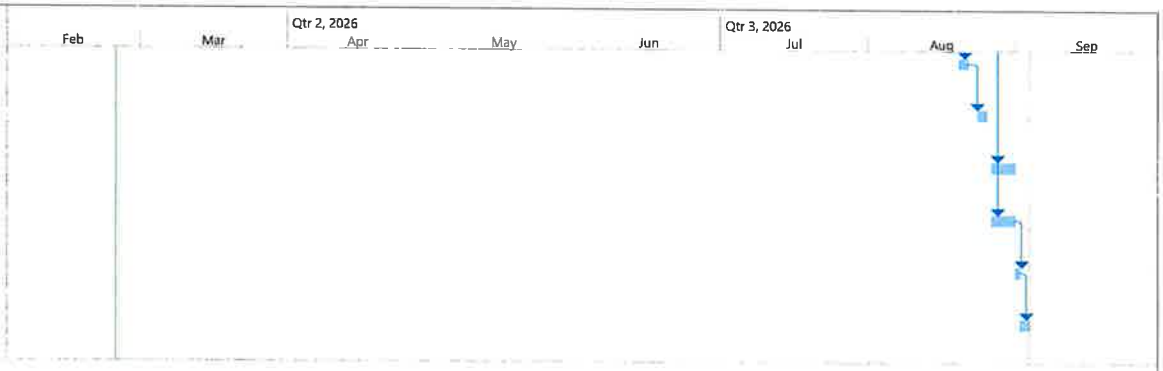


HENKELMAN CONSTRUCTION, INC.

Project:Bartow TCS
Date: 2/24/26

Task Milestone

ID	Task Name	Duration	Start
58	Mil.work	2 days	Thu 08/20/26
59	Plumbing Trim out	2 days	Mon 08/24/26
60	Install door and hardware	3 days	Thu 08/27/26
61	Final Paint	3 days	Thu 08/27/26
62	Final Inspection	1 day	Tue 09/01/26
63	Final Clean	2 days	Wed 09/02/26



HENKELMAN CONSTRUCTION, INC.

Project:Bartow TCS
Date: 2/24/26

Task Milestone ◆

The company that builds trust.

HENKELMAN CONSTRUCTION, INC.

December 12, 2025

Kyle Thurmond
Construction Manager
City Of Bartow
300 E Church St.
Bartow, Fl 33830

RE: Bartow TCS Guaranteed Maximum Price

Dear Kyle,

Thank you for the opportunity to offer a bid proposal for the site development, concrete slab, and interior buildout of the Bartow TCS building. We have prepared a Guaranteed Maximum Price for this project with the anticipation that the project will be executed under our CMAR Agreement. This proposal is based on Plan Sheets C-00 – C-09 dated February 6, 2025 by Chastain Skillman, Sheet S1 dated April 22, 2025 by Orb Engineering, and Sheet #1 – Sheet #7 by Henkelman Construction, Inc. This proposal includes approximately 1,800 SF interior buildout inside the pre-engineered metal building which is detailed on Sheet #1 – Sheet #7 by Henkelman Construction, Inc. The total Guaranteed Maximum Price to perform the work as detailed below is **$ 976,954.00 (Nine Hundred Seventy Six Thousand, Nine Hundred Fifty Four Dollars).**

1. Payment & Performance Bond is included.
2. Provide Signed and Sealed Permit Drawings for the Interior Buildout as shown on Sheet #1 – Sheet #7 by Henkelman Construction, Inc.
3. Professional Liability Insurance will be provided by Orb Engineering, Inc. Henkelman Construction, Inc. will not be providing Professional Liability Insurance.
4. Permit, Impact, and Utility Fees are not included and will be billed as reimbursable.
5. Develop site as detailed in plans by Chastain Skillman.
6. Underground utility work for force main, domestic water, and fire line are not included. This work will be performed by City of Bartow.
7. The existing grass areas will be disced and reused as fill on site. No import fill is included.
8. Install utility systems and asphalt paving as detailed.
9. Disturbed areas will be sodded with bahia sod. Sod will not be irrigated. See attached drawing for extents of bahia sod.
10. Provide 6" slab on grade with monolithic foundations as detailed.
11. Furnish and install anchor bolts for metal building.
12. Provide 6" concrete paving and 4" sidewalks outside of building footprint as shown on site plan.
13. Sawcut joints in concrete will not be caulked.
14. Pre-engineered metal building, exterior doors, and building erection are not included. This work will be performed at the same time under separate contract.
15. Please note that the pre-engineered metal building may require cleaning and touch up painting of primer after the extended storage on site. This additional work can be priced after existing conditions are reviewed or performed as time and material billing.

Exhibit

1830 North Crystal Lake Drive Lakeland, Florida 33801•Phone: (863) 666-3575•Fax: (863) 668-9529•
E-Mail: robh@hcinc.net
Lic. No. CG C016989

16. You may wish to add (4) bollards at each overhead door. Add **$ 26,180.00** for (28) 6" steel pipe bollards and plastic covers if required.
17. Provide approximately 50'-0" x 36'-0" interior buildout for office area, break room, and meeting / training room inside the building. See attached sketches for further details on interior buildout. This buildout has been updated to include wall for warehouse storage area and office closets.
18. Provide 9 LF of base cabinet and 6 LF of upper cabinet in Break Room. All cabinets and countertops will be plastic laminate finish.
19. Provide batt insulation in buildout perimeter walls.
20. Perimeter doors of the office buildout to warehouse will be hollow metal. Interior doors will be prefinished solid core wood. All doors will be installed in hollow metal frames with commercial lever lockset.
21. Office buildout will be framed with metal studs. Plywood will be installed at warehouse side. Interior walls will be finished with 5/8" drywall and orange peel texture.
22. Acoustical ceilings in office buildout will be CertainTeed Baroque 2'-0" x 2'-0" tegular edge tile.
23. Install 20 mil luxury vinyl plank flooring with 4" vinyl cove wall base in buildout area.
24. Paint all interior walls and door frames of office buildout area. Warehouse side plywood will not be painted. Pre-engineered metal building will not be painted.
25. Provide commercial ADA toilet accessories in restrooms.
26. Plumbing system will include CPVC domestic water supply and PVC sanitary waste and vent piping.
27. Furnish and install commercial flush valve toilets, wall hung lavatory sinks, electric drinking fountain, and stainless steel break room sink.
28. HVAC system will include (1) 2-1/2 ton and (1) 3 ton split system and bathroom exhaust fans.
29. All ductwork will be fiberglass ductboard.
30. Provide electrical service, lighting, and receptacles as shown.
31. 60 LF of (3) 4/0 aluminum conductors to City of Bartow pedestal are included for 200 Amp single phase electrical service. Underground conduit is to be installed by City of Bartow.
32. Relocation of existing electrical utility pole is not included.

Should you have any questions regarding this proposal, please feel free to call.

Sincerely,

Robert Hennessey
Vice President, Estimating

The company that builds trust.

HENKELMAN CONSTRUCTION, INC.

Bartow TCS

Guaranteed Maximum Price
December 12, 2025

DIVISION 1	GENERAL REQUIREMENTS	$	109,640.00
DIVISION 2	SITE WORK	$	460,106.00
DIVISION 3	CONCRETE & FORMWORK	$	149,377.00
DIVISION 4	MASONRY		NIC
DIVISION 5	METALS		NIC
DIVISION 6	CARPENTRY	$	11,000.00
DIVISION 7	MOISTURE PROT./ROOFING/INSUL.	$	3,000.00
DIVISION 8	DOORS / WINDOWS / GLASS	$	16,764.00
DIVISION 9	FINISHES	$	71,189.00
DIVISION 10	BUILDING SPECIALTIES	$	1,910.00
DIVISION 12	FURNISHINGS		NIC
DIVISION 14	CONVEYING SYSTEMS		NIC
DIVISION 15	MECHANICAL	$	48,400.00
DIVISION 16	ELECTRICAL	$	59,047.00
	SUBTOTAL:	$	930,433.00
	CONTINGENCY:	$	-
	5% CONSTRUCTION MANAGER FEE:	$	46,521.00
	TOTAL:	$	976,954.00

Exhibit

Henkelman Construction, Inc. Corporate Offices 1830 N. Crystal Lake Drive • Lakeland, FL 33801-5977
phone 863.666.3575 fax 863.668.9529 e-mail info@HCInc.net
Lic. No. CG C016089

DIVISION 1 - GENERAL REQUIREMENTS

01-002	**PERFORMANCE BOND**							**$**	**12,400.00**
01-005	**PRINTING**							**$**	**500.00**
01-015	**ARCHITECTURAL & ENGINEERING DESIGN**							**$**	**11,500.00**
01-030	**JOB SUPERVISION**							**$**	**62,400.00**
	Labor	960 Hrs	@	$	65.00	/Hr.	$ 62,400.00		
01-035	**BUILDING PERMIT**								**NIC**
01-045	**IMPACT FEE ALLOWANCE**								**NIC**
01-050	**LIABILITY INSURANCE**							**$**	**7,840.00**
01-055	**PROFESSIONAL LIABILITY INSURANCE**								**NIC**
01-060	**BUILDER'S RISK INSURANCE**								**NIC**
01-070	**TEMPORARY OFFICES**							**$**	**2,600.00**
01-085	**TEMPORARY UTILITIES**							**$**	**600.00**
		6 Mths	@	$	100.00	/Mth	$ 600.00		
01-090	**TEMPORARY TOILET**							**$**	**700.00**
		5 Mths	@	$	140.00	/Mth	$ 700.00		
01-095	**TEMPORARY FENCE & SIGNAGE**								**NIC**
01-100	**TEMPORARY BARRICADES**								**NIC**
01-125	**SMALL HAND TOOLS & SAFETY**							**$**	**900.00**
01-140	**GENERAL CLEAN-UP**							**$**	**5,400.00**
	Labor	120 Hr	@	$	45.00	/Hr	$ 5,400.00		
01-145	**HAULING & LANDFILL FEES**							**$**	**3,300.00**
		6 Pulls	@	$	550.00	/Pull	$ 3,300.00		
01-150	**FINAL CLEAN-UP**							**$**	**1,500.00**

TOTAL FOR DIVISION 1 - GENERAL REQUIREMENTS ***$ 109,640.00***

DIVISION 2 - SITE WORK

02-045	**SITE DEVELOPMENT**				**$**	**452,606.00**
	Site Development			$ 452,606.00		
	Force Main, Domestic Water, Fire Line			NIC		
02-160	**SOD**				**$**	**7,500.00**
TOTAL FOR DIVISION 2 - SITE WORK				***$ 460,106.00***		

DIVISION 3 - CONCRETE AND FORMWORK

03-015	**FOUNDATIONS / SLABS / COLUMNS / BEAMS**				**$**	**147,037.00**
03-295	**ANCHOR BOLTS**				**$**	**2,340.00**
03-385	**TESTING**					**NIC**
TOTAL FOR DIVISION 3 - CONCRETE AND FORMWORK				***$ 149,377.00***		

DIVISION 5 - METALS

05-045	**BOLLARDS**					**NIC**
05-055	**PRE ENGINEERED METAL BUILDING**					**NIC**
05-060	**METAL BUILDING ERECTION**					**NIC**
DIVISION 5 - METALS				***NIC***		

DIVISION 6 - CARPENTRY

06-005	**ROUGH FRM/GEN CARPENTRY**				**$**	**5,600.00**
	Material			$ 2,000.00		
	Labor	80 Hrs @ $ 45.00 /Hr		$ 3,600.00		
06-050	**MILLWORK**				**$**	**5,400.00**
TOTAL FOR DIVISION 6 - CARPENTRY				***$ 11,000.00***		

DIVISION 7 - MOIST.PROT./ROOFING/INSUL.

07-035	**METAL BUILDING INSULATION**							**$ 3,000.00**

TOTAL FOR DIVISION 7 - MOIST.PROT./ROOFING/INSUL. ***$ 3,000.00***

DIVISION 8 - DOORS/WINDOWS/GLASS

08-005	**HOLLOW METAL / WOOD DOORS / FINISH HARDWARE**							**$ 16,764.00**
	Labor	112 Hrs	@	$	45.00	/Hr	$ 5,040.00	
	Material						$ 11,724.00	
	Access Controls						NIC	

TOTAL FOR DIVISION 8 - DOORS/WINDOWS/GLASS ***$ 16,764.00***

DIVISION 9 - FINISHES

09-015	**METAL STUDS / DRYWALL / INSULATION**							**$ 39,639.00**
09-030	**CERAMIC TILE**							**$ 4,480.00**
	Labor	64 Hrs	@	$	45.00	/Hr	$ 2,880.00	
	Material						$ 1,600.00	
09-055	**ACOUSTICAL CEILINGS**							**$ 11,140.00**
09-075	**FLOORING**							**$ 9,830.00**
09-100	**PAINTING**							**$ 6,100.00**

TOTAL FOR DIVISION 9 - FINISHES ***$ 71,189.00***

DIVISION 10 - BUILDING SPECILATIES

10-020	**TOILET ACCESSORIES**							**$ 1,260.00**
	Labor	8 Hrs	@	$	45.00	/Hr	$ 360.00	
	Material						$ 900.00	
10-065	**SIGNAGE**							**$ 150.00**
10-075	**FIRE EXTINGUISHER**							**$ 500.00**

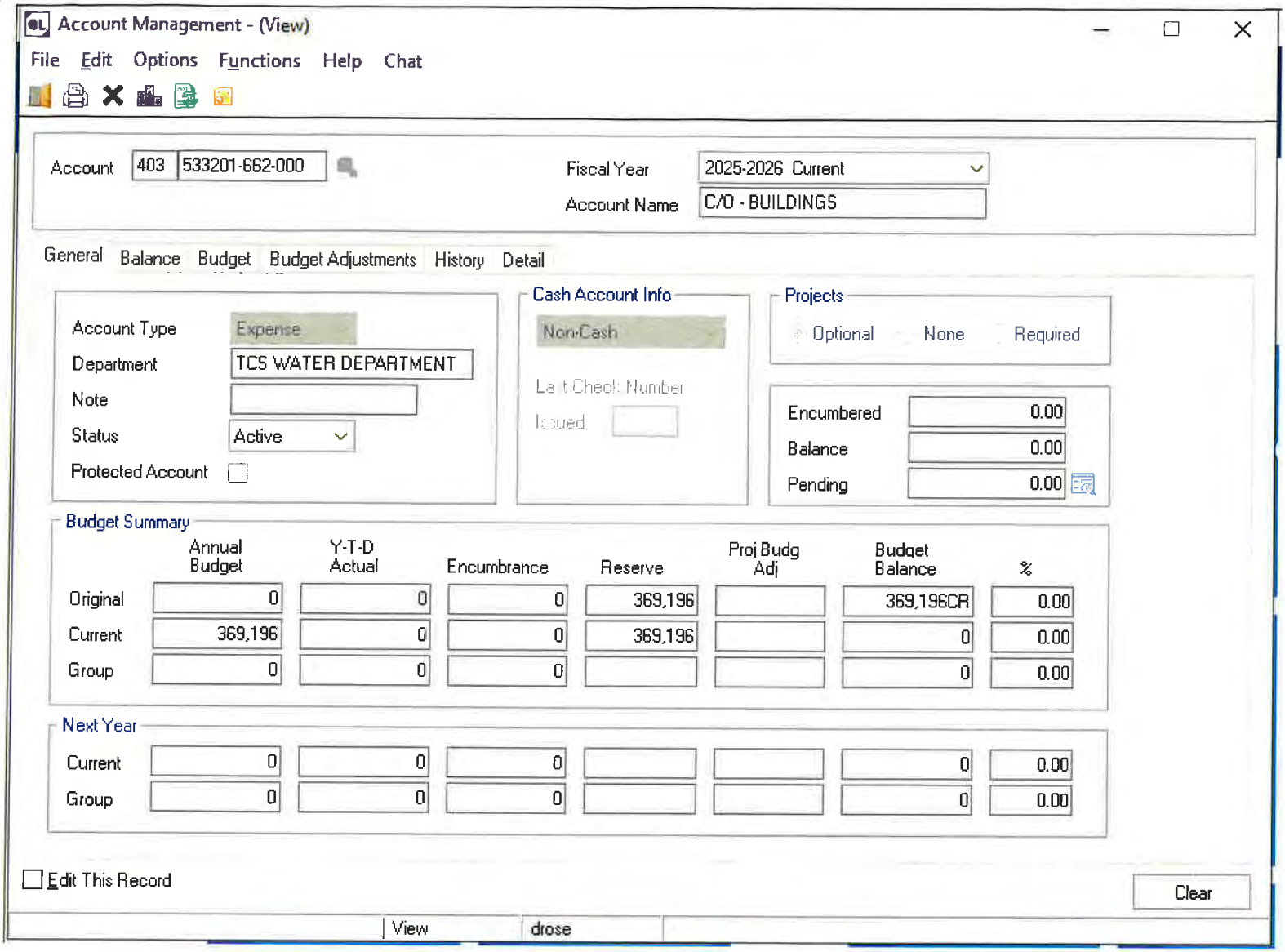
TOTAL FOR DIVISION 10 - BUILDING SPECIALTIES ***$ 1,910.00***

DIVISION 15 - MECHANICAL

15-002	**PLUMBING**		**$**	**21,900.00**
	General Plumbing	$ 21,900.00		
	Tap / Impact Fee	NIC		
15-095	**HVAC**		**$**	**26,500.00**
15-110	**FIRE SPRINKLER**			**NIC**
TOTAL FOR DIVISION 15 - MECHANICAL		***$ 48,400.00***		

DIVISION 16 - ELECTRICAL

16-005	**ELECTRICAL**		**$**	**59,047.00**
	General Electric	$ 59,047.00		
	Low Voltage Data / Audio Video	NIC		
TOTAL FOR DIVISION 16 - ELECTRICAL		***$ 59,047.00***		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Account 403 533201-662-000
Fiscal Year 2025-2026 Current
Account Name C/O - BUILDINGS
General Balance Budget Budget Adjustments History Detail
Account Type Expense
Department TCS WATER DEPARTMENT
Note
Status Active
Protected Account
Cash Account Info
Non-Cash
Last Check Number
Issued
Projects
Optional None Required
Encumbered 0.00
Balance 0.00
Pending 0.00
Budget Summary
Annual Budget
Y-T-D Actual
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Original 0 0 0 369,196 369,196CR 0.00
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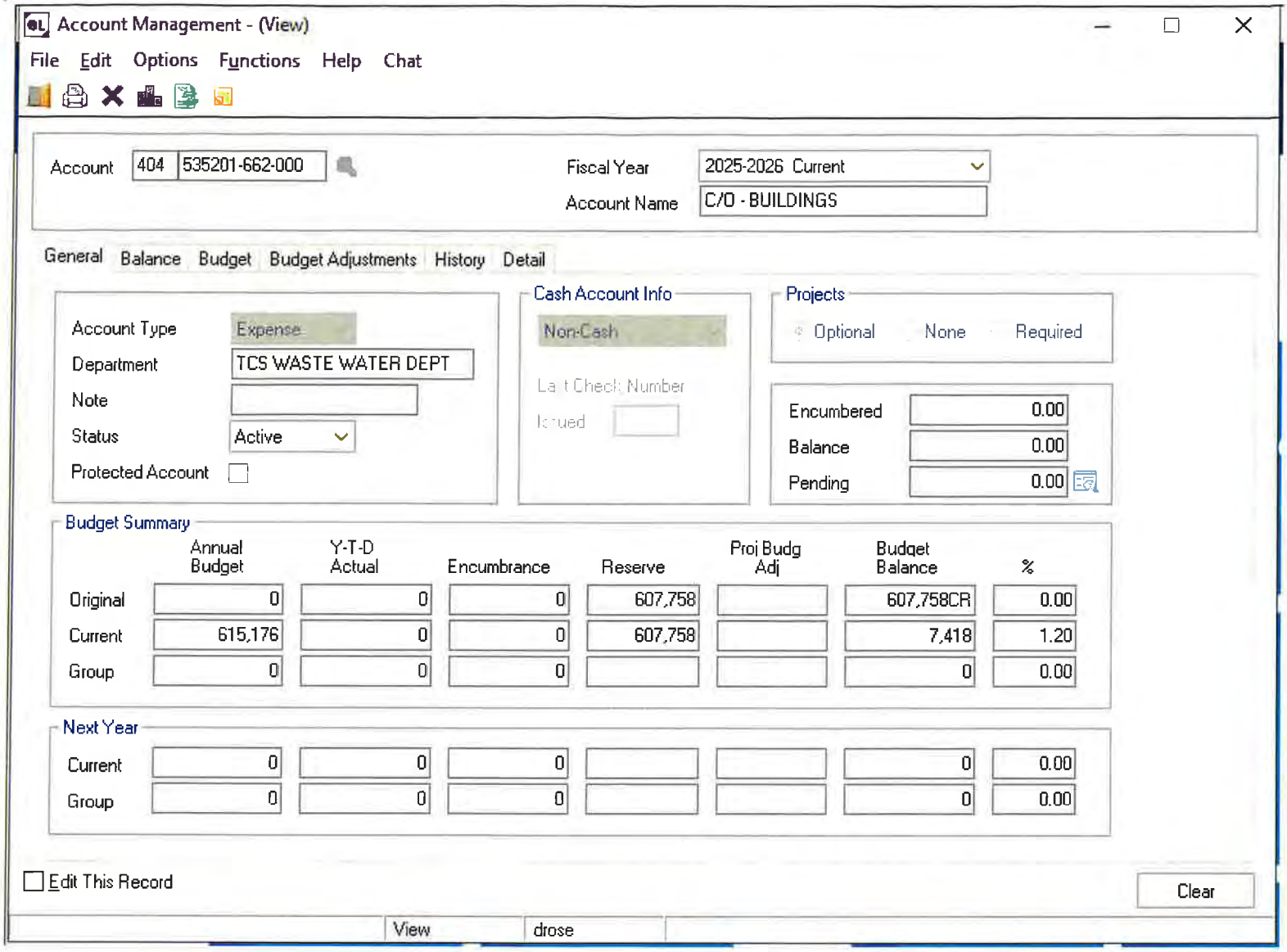
Account Management - (View)
File Edit Options Functions Help Chat
Account 404 535201-662-000
Fiscal Year 2025-2026 Current
Account Name C/O - BUILDINGS
General Balance Budget Budget Adjustments History Detail
Account Type Expense
Department TCS WASTE WATER DEPT
Note
Status Active
Protected Account
Cash Account Info
Non-Cash
Last Check Number
Issued
Projects
Optional None Required
Encumbered 0.00
Balance 0.00
Pending 0.00
Budget Summary
Annual Budget
Y-T-D Actual
Encumbrance
Reserve
Proj Budg Adj
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ITEM NO. 11.e

CITY OF BARTOW, FLORIDA

TO: City of Bartow City Commission

THROUGH: Mike Herr, City Manager

FROM: John Hall, Assistant City Manager of Infrastructure / Utilities Director

DATE: April 6, 2026

SUBJECT: Vogel Bros Building Co. Contract Change Order No. 010

SUMMARY

The Vogel Bros. Building Co. Change Order No. 010 was submitted to the City of Bartow for approval on February 19, 2026. It includes changes to several line items, many of which have previously been communicated to the Commission. As this project has been ongoing for almost 6 years, to thoroughly document changes to the project, Change Order No. 010 is submitted for approval. The most significant changes result from additional cost related to making the repairs to SBR (basin) 3 expansion and control joints of the wall. A complete listing of all changed items and the associated cost of each is attached for your review.

BACKGROUND

On June 24, 2020, the City of Bartow entered into a contract with Vogel Brothers Building Company for expansion of its Wastewater Treatment Plant. The original project included sequencing batch reactor (SBR) improvements at the Doug Allen Water Reclamation Facility, including rehabilitation of existing blowers and blower electrical and instrumentation systems; rehabilitation of existing SBRs, including replacement of sludge pumps, jet headers and decanters; construction of an additional SBR, including all necessary equipment; repairs to the existing chlorine contact chamber and effluent pumping wet well; replacement of existing effluent pumps; miscellaneous site work, instrumentation for the control system, connecting existing equipment, and start-up services for the new system, as well as all necessary civil, structural, mechanical and electrical work required for a complete, operating facility.

Over the life of the project, significant changes include the engineer of record, the construction of an additional SBR basin and the estimated time to completion. The project is funded from grants, impact fees and a State Revolving Fund (SRF) loan. The SRF loan will be repaid pursuant to the Interlocal Bulk Wastewater Service Agreement between the City of Bartow and Polk County dated October 7, 2013. Under this agreement the City and Polk County will each be responsible for their proportionate share of the cost.

FISCAL IMPACT

The total incremental cost of Change Order No. 010 is $15,947.10. This project is budgeted in the Wastewater Fund. No budget amendment is required as there is adequate remaining unencumbered budget balance.

ATTACHMENTS

Change Order No. 010 Detail

City of Bartow

March 23, 2026

Mike,

Attached is Change Order #10 for the wastewater plant expansion. If you notice the dates of their signatures, you will note that it has been over a month since they signed but we had to have several meetings to discuss this before I became comfortable that it was not in the original scope of work.

Now, having determined that it was not in the original scope, this must be done before SBR (basin) 3 can be placed back in service. There are two basins that need to be taken out of service, cleaned and resealed before they can reach substantial completion; Basin 3 must be in service to take one of the other basins offline for cleaning and resealing.

If you approve of placing this on the consent agenda, please let me know and I will get the information over to Jacki.

Thank You,

John

CC: Wiley Pratt, WRF Manager

File

SECTION 00 63 63
CHANGE ORDER

Change Order No. 010

Date of Issuance:	02/19/2025	Effective Date:	02/19/2025
Owner:	City of Bartow	Owner's Contract No.:	
Contractor:	Vogel Bros Building Co.	Contractor's Project No.:	1292
Engineer:	Chastain-Skillman, Inc.	Engineer's Project No.:	10160.01
Project:	Doug Allen WRF SBR Improvements	Contract Name:	SBR Improvements

The Contract is modified as follows upon execution of this Change Order:
Additional costs and seven days for reseal of expansion and control joints in Basin 3 as recommended in BillerReinhart's January 2026 site report.

Attachments: PCO-138 Reseal Joints in Basin 3

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: $ 14,715,000.00	Original Contract Times: Substantial Completion: 487 Ready for Final Payment: 547 days
Increase from previously approved Change Orders No. 001 to No. 009: $ 5,488,905.09	Increase from previously approved Change Orders No. 001 to No. 009: Substantial Completion: 832 Ready for Final Payment: 802 days
Contract Price prior to this Change Order: $ 20,203,905.09	Contract Times prior to this Change Order: Substantial Completion: 1319 Ready for Final Payment: 1349 days
Increase of this Change Order: $ 15,947.10	Increase of this Change Order: Substantial Completion: 7 Ready for Final Payment: 7 days
Contract Price incorporating this Change Order: $ 20,219,852.19	Contract Times with all approved Change Orders: Substantial Completion: 1326 Ready for Final Payment: 1356 days

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: [signature]	By: [signature]	By: [signature]
Engineer (if required)	Owner	Contractor (Authorized
Title: Asst. Dir, Water/WW	Title: City Mgr	Title: VICE PRESIDENT
Date: 02/18/2025	Date: 3/24/26	Date: 2-26-26

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

[signature] Approved

VOGEL BROS. BUILDING CO.

better people = better builders®

PCO-138 (Reseal Joints in Basin 3)

PROJECT: Doug Allen WRF (Bartow)
OWNER: City of Bartow
ENG: Chastain Skillman, Inc.

Proposal # 138
DATE: 2/12/2026
PREPARED BY: JRC

Vogel Brothers will provide all necessary labor, materials, equipment, tools and supervision required to execute the work scope defined herewith, in accordance with this proposal, for the amount listed below. This quotation contains items only as listed herein. Any additional items not listed will be subject to additional compensation. Any additional time required to perform this work is listed herewith. Written confirmation of your acceptance is required before work can commence.

SCOPE:
Cost to reseal expansion and control joints in Basin 3 as recommended in Biller Reinhart January 2026 Site Report.

PROPOSAL BREAKDOWN

ITEM	DESCRIPTION	QTY	UNITS	CREDITS		LABOR		MATERIAL		EQUIPMENT		SUBCONTRACT		
				UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	UNIT PRICE	SUBTOTAL	TOTAL
1	Reseal Joints in Basin 3	1	LS		$ -	$ 9,000.00	$ 9,000.00	$ 2,500.00	$ 2,500.00	$ 1,595.00	$ 1,595.00	$ -	$ -	$ 13,095.00
2					$ -		$ -		$ -		$ -		$ -	$ -
3					$ -		$ -		$ -		$ -		$ -	$ -
4					$ -		$ -		$ -		$ -		$ -	$ -
5					$ -		$ -		$ -		$ -		$ -	$ -
6					$ -		$ -		$ -		$ -		$ -	$ -
7					$ -		$ -		$ -		$ -		$ -	$ -
8					$ -		$ -		$ -		$ -		$ -	$ -
9					$ -		$ -		$ -		$ -		$ -	$ -
					$ -		$ -		$ -		$ -		$ -	$ -
	SUMMARY:			$ -	$ -		$ 9,000.00		$ 2,500.00		$ 1,595.00		$ -	$ 13,095.00

Tax @ 7% of Taxable Materials	7.00%	$ 175.00
Small Tools @ 4% of Labor	4.00%	$ 360.00
SUBTOTAL DIRECT COST:		$ 13,630.00
Bonds and Insurance @ 2% of Direct Cost	2.00%	$ 272.60
Allowed OH&P on Subcontracted Work	5.00%	$ -
Allowed OH&P on Direct Cost	15.00%	$ 2,044.50
GRAND TOTAL		$15,947.10

VBBC is requesting for the contract completion dates to be **(Increased,** ~~Decreased, Unchanged~~) as a result of this Change Proposal.
This quotation is valid for 30 days from this proposals date. Written Acceptance is required for this work to commence.

Vogel Bros Building Co		
Contractor	**Owner**	**Engineer**
By:	**By:**	**By:**
Date:	**Date:**	**Date:**

VOGEL BROS. BUILDING CO.

better people = better builders®

WORK SCOPE BREAKDOWN

PROJECT:	Doug Allen WRF (Bartow)	Proposal #	138
OWNER:	City of Bartow	DATE:	2/12/2026
ENG:	Chastain Skillman, Inc.	PREPD BY:	JRC

PCO-138 (Reseal Joints in Basin 3)

Item No.	Description	QTY	Units	Material U/P	Material Total	Equipment U/P	Equipment Total	Labor U/P	Labor Total	Sub U/P	Sub Total	Subtotal
	MATERIALS											
	Backer Rod, Bonding Agent & Sealant	1	EA	$ 2,500.00	$ 2,500.00							
	EQUIPMENT											
	Dewatering Pump, Hoses & Fuel	1	WK			$ 1,595.00	$ 1,595.00					
	LABOR											
	Craft Labor (2-Man Crew)	80	MH					$ 55.00	$ 4,400.00			
	Supervision	40	MH					$ 115.00	$ 4,600.00			
	SUBCONTRACT											
										$ -	$ -	
					$ 2,500.00		**$ 1,595.00**		**$ 9,000.00**		**$ -**	**$ 13,095.00**

Tax @ 7% of Taxable Material:	$ 175.00
Small Tools @ 4% of Labor:	$ 360.00
Subtotal Direct Cost:	$ 13,630.00
Bonds and Insurance @ 2% of Direct Cost	$ 272.60
Allowed OH &P on Subcontracted Work @5%:	$ -
Allowed OH &P on Direct Cost @15%:	$ 2,044.50
Total:	**$ 15,947.10**

City of Bartow
Parks, Recreation & Cultural Arts Department
2250 S. Floral Avenue | P.O. Box 1069 | Bartow, FL 33831-1069
Office: 863-534-0120 | Fax: 863-534-6881 | www.cityofbartow.net

Fact Sheet: Golf Ball Safety Issue

Golf balls hit from the Hole 8 tee box have, in several instances, been sliced to the right, leaving the course boundary and striking a nearby residence. These incidents have resulted in:

- Damage to a residential fence
- Disruption to the homeowner's ability to use outdoor space
- A reported safety concern in which a child was struck by a golf ball while playing outside

While golfer behavior cannot be controlled, we are looking at any and all ways to improve the situation along with improving the golf course attractiveness.

Research and Comparisons

Staff visited and consulted with the following golf courses to evaluate how similar situations are handled:

- Cleveland Heights Golf Course
- Eaglebrook Golf Course
- Southern Dunes Golf Course
- Sandpiper Golf Course

Key Findings

- No course reported implementing specialized systems to fully prevent golf balls from leaving course boundaries
- Most rely on natural barriers such as tree lines and perimeter fencing
- These measures reduce, but do not eliminate, errant shots
- Courses operate under the principle of "Assumption of Risk" for residents living on or near golf courses

Proposed Measures

Installation of Mature Trees

- Location: West side of Hole 8
- Type: Full-mature Live Oak trees (35–40 feet in height)
- Quantity: 3 to 5 trees running parallel to hole 8 fairway
- Cost Estimate: $15,000 – $17,000 per tree

Purpose*:*

- Create a stronger natural barrier to intercept stray golf balls
- Improve course aesthetics and restore tree coverage lost to hurricanes and tree decline

Installation of Graceful Bamboo

- Location: Near the Hole 8 tee box
- Type: Graceful Bamboo (75-gallon containers)

- Cost Estimate: $10,000 – $13,000 per installation of 100 yards

Purpose:

- Provide immediate protection for errant shots directly off the tee
- Act as a dense, fast-growing visual and physical screen

Budget Considerations

This project will require planned funding and is proposed for inclusion in the FY 2026–27 budget cycle.

Summary

The addition of mature trees and bamboo is a practical, widely used strategy that balances safety, and course integrity. While no solution can completely eliminate errant golf shots, increasing the density and height of natural barriers significantly reduces the likelihood of balls leaving the course.

Beyond safety, the proposed improvements enhance the visual quality of Hole 8, restore lost landscaping, and demonstrate a proactive effort to address resident concerns while maintaining the character of the golf course.

Live Oak Tree

Graceful Bamboo

JOINT COMMUNITY REDEVELOPMENT AGENCY
AND CITY COMMISSION MEETING
FRIDAY, FEBRUARY 13, 2026 – 3:00 P.M. (EST)
CITY HALL – CITY COMMISSION CHAMBER
450 N. WILSON AVENUE, BARTOW, FL 33830

The Community Redevelopment Agency held a joint meeting with the City Commission on Friday, February 13, 2026, at 3:00 P.M. in the City Commission Chamber located at City Hall, 450 N. Wilson Avenue, Bartow, Florida. Notice of this meeting was posted at City Hall, Bartow Public Library, and the city's website.

MINUTES

CALL TO ORDER

Vice Chairperson Anthony Ghent called the meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE:

The Board Members and audience gave the Pledge of Allegiance.

ROLL CALL

BOARD MEMBERS PRESENT: Board Member Jerome Corbett, Board Member Anthony Ghent, Vice Chairperson, Board Member Mendez, and Board Member Cheri Kelley.

BOARD MEMBER(S) ABSENT: Board Member Shana Bennett, Board Member Dr. Thomas Santarlas, and Board Member Gordon Greene, Chairperson.

CITY COMMISSIONER(S) PRESENT: Commissioner Gary Ball, Commissioner Leo E. Longworth, Commissioner Trish Pfieffer, Vice Mayor Laura Simpson, Mayor Tanya Tucker (arrived at 3:17 p.m.)

CITY COMMISSIONER(S) ABSENT: None

STAFF PRESENT: Executive Director C. Howard Smith, Business and Community Engagement Coordinator Cheryl Baksh, City Manager Mike Herr, City Attorney Sean Parker, CRA Counsel Drew Crawford, Finance Director Peter Lear, Parks, Recreation, and Cultural Arts Director Jason Hargrove, and Deputy City Clerk Donna Donaldson.

CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, AND COMMUNICATIONS:

1. **Matters not appearing on this agenda.**

   Vice Chairperson Ghent opened and closed the public comment period for matters not appearing on this agenda.

Mr. Alvin Smith, Jr., 1720 Laurel Street, addressed the City Commission regarding the proposed modification of the Community Redevelopment Agency (CRA) Board. He noted that, under the proposal, the City Commission would serve as the CRA Board, joined by two current CRA members, while the remaining members would serve as a CRA Committee. He referenced a verse from Florida Statutes, Chapter 163.101, pertaining to the CRA, and expressed pride in the progress and accomplishments of the current CRA Board. Having previously served on the Board in 2014, he stated that he has observed significant improvements in the city's operations and redevelopment efforts. He questioned the rationale behind changing the current structure when it appears to be functioning effectively, asking why the City Commission would assume dual roles as both the Commission and the CRA Board. He further noted that an existing interlocal agreement designates the current CRA Board as the body responsible for making decisions and allocating funds.

Mr. Rob Kincart, 1875 West Main Street, expressed his support for the Highway 60 transformation project, noting that the route will run through Main Street. He stated that he supports the CRA board to finance downtown improvements along Highway 60, as he believes it will promote downtown growth, create jobs, and provide strategic incentives to attract investment to the area. He emphasized the need for funding to ensure that new businesses, attractions, and restaurants are drawn to downtown Bartow. He cautioned that, without support for the CRA's initiatives, development could shift toward the highway, causing the city to lose valuable opportunities downtown. Drawing on examples from other communities, he noted that lack of downtown reinvestment often leads to divided activity centers. He urged the Board and City Commission to approve the bond and fund the incentives to strengthen downtown Bartow.

Mr. Garry Crosby, 2175 Magnolia Street, stated that the CRA operates under established standards and emphasized that "if it is not broken, do not fix it." He noted that both the City Commission and the CRA Board are effectively performing their respective duties. He referenced past administrations that, in his view, did not exercise proper discretion in funding decisions, and encouraged the current administration not to burden the City Commission further since it already oversees CRA activities.

Mr. Crosby expressed concern that changes to the existing structure could hinder the city's progress. He pointed out that the city still lacks digital electric meters, which he believes would benefit everyone. He urged the City Commission to focus on other pressing issues and commended the CRA for its efforts in securing additional funding. He concluded by stating that the CRA should remain as it is and encouraged the city to "do the right thing" by maintaining the current structure.

City Attorney Parker requested that the public keep their comments to three minutes. He explained that it would give everyone a chance to speak and keep the meeting moving along.

Mr. Carver Young, 1050 East Tee Circle, stated that the meeting concerns funding and expressed concern over the City's control of the $18 million designated for the CRA. He questioned why the City would assume control of these funds and disband the CRA Board when the City already operates under an annual budget. He suggested that the city should continue

allowing the CRA to manage its existing funding, noting that the CRA Board's budget is reviewed and approved by the City Commission. Mr. Young highlighted the Board's accomplishments over the past two years, including community improvements such as housing repairs, downtown enhancements, and new restroom facilities. He urged the city to allow community members to continue their work through the CRA, stating that residents would oppose the disbanding of the CRA Board.

Mr. Anthony Sullivan, 3471 2nd Avenue, commended the CRA program, noting that it assisted him in starting his business in 2011, which he continues to operate on Martin Luther King, Jr. Boulevard. He expressed his support for maintaining the CRA in its current form and encouraged that property tax revenues be reinvested into the community.

Ms. Janice Washington, 710 North Gordon Avenue, stated that she has worked cleaning properties within the city of Bartow and in the city's cemeteries. She noted that without assistance from the CRA, she would not be able to maintain her home insurance. She explained that after representatives from Habitat for Humanity visited her property, she received a call from her insurance company advising that her home insurance would be canceled unless her electrical box was replaced. She stated that she immediately contacted the Habitat for Humanity representatives to speak with the insurance company. Ms. Washington expressed that the current program should remain as it is because it provides valuable assistance to residents in need.

City Manager Herr thanked everyone for attending the meeting this evening. He explained that this meeting has nothing to do with who governs the CRA. This meeting is about moving forward with an $18 million borrow. He stated that the CRA Executive Director, Finance Director, Financial Advisor, and Bond Counsel have been negotiating a loan package to move forward with this borrow. This borrow is the most ambitious action item that has come up within the past 35 years of the CRA.

City Manager Herr explained the reasoning for having the City Commission serve as the CRA Board. He stated that for the city to successfully secure the proposed loan, the City of Bartow must act as the secondary backer. He noted that this arrangement would involve a substantial borrowing, with the CRA pledging an annual payment between $1.4 million and $1.7 million over twenty years.

City Manager Herr shared that, in conversations with individual commissioners, it was discussed that—should the CRA default—the City Commission could assume direct governance of the CRA as permitted under Florida Statute. Under this approach, the Commission would have the prerogative to appoint two citizens to serve on the CRA Board, while the remaining members would form a CRA Advisory Committee to continue working closely with staff, as they do currently.

City Manager Herr explained that this structure—having the City Commission govern the CRA—is considered best practice in Florida. Of the twelve cities in Polk County with active CRAs, Bartow is currently the only city where the CRA is governed independently rather than by the City Commission. He added that this governance model aligns with accountability principles, as City

Commissioners are elected officials responsible for adopting an overall financial plan that includes the CRA budget as part of the City's annual budget process.

City Manager Herr pointed out that the Florida Legislature has scrutinized city CRAs for the past seven years. He urged those interested in preserving the CRA to support legislative advocacy efforts, encouraging attendance at meetings in Tallahassee and outreach to the Polk County legislative delegation to emphasize the CRA's importance to the county seat. He noted that proposed legislation in the previous session would have required all CRA boards to be governed by their respective city commissions.

City Manager Herr clarified that this discussion was not about fixing a problem but rather anticipating future legislative requirements and aligning with statewide governance trends. He emphasized that the CRA Board has performed its duties effectively and acknowledged the broader challenges facing local governments today, remarking that legislative pressure on municipalities is greater now than it was 10–15 years ago.

City Manager Herr concluded by stating that the intent is to determine the best course of action moving forward and noted that the city has until May to finalize this process. He thanked everyone for their attention and participation.

2. Matters appearing on this agenda but not scheduled for a separate public hearing.

Vice Chairperson Ghent opened and closed the public comment period for matters appearing on the agenda but not scheduled for a separate public hearing. There were no comments.

NEW BUSINESS

1. Discussion and review of the City of Bartow's and the Community Redevelopment Agency's bond issuances.

Executive Director Smith began by greeting the Commissioners and City officials. He stated that the purpose of his presentation was to review and categorize potential projects outlined in the agenda packet. The goal is to strategically plan redevelopment efforts for the East End, West End, and Downtown areas through an $18 million investment plan aligned with the Community Redevelopment Agency (CRA) Redevelopment Plan and statutory requirements.

Executive Director Smith emphasized that the CRA only acquires property with a clear purpose and outlined several focus areas for potential reinvestment and site acquisition. Among the priorities are enhancements to the East End, Downtown gateways, parks, and the historic cigar factory.

- Wayfinding and Gateways: Approximately $300,000 is proposed to improve signage, gateways, and directional features to better connect areas of the city.

- Parks and Recreation Activation: Around $700,000 is proposed to activate parks and public spaces for expanded community use, including weekends and special events.

- Cigar Factory Redevelopment: A $2 million investment is proposed for restoration or redevelopment of the long-vacant cigar factory site to ensure a meaningful and visible community impact. Executive Director Smith clarified this amount is separate from the $18 million capital plan and represents existing funds available through the CRA.

Executive Director Smith reiterated that all redevelopment activities must align with the CRA master plan and statutory guidelines. The proposed $18 million package will fund prioritized improvements, property acquisition, and site development. The CRA will work with the City Commission and CRA Board to rank projects in order of priority to ensure the greatest community return.

Executive Director Smith also discussed coordination efforts with the city's Public Works Department and noted his ongoing work on the Bartow Innovation Center—a workforce development initiative featuring a podcast studio and multipurpose space. He underscored the importance of sequencing projects to maximize efficiency and financial impact.

Financially, the CRA plans to pledge $1.3 million in city tax increment revenue toward the $18 million redevelopment package, with assistance from external financing. Executive Director Smith stressed the importance of selecting projects that will generate taxable value in order to sustain CRA operations and community growth.

Executive Director Smith concluded that by following this plan, the CRA aims to reduce slums and blight in redevelopment districts, strengthen the tax base, and enhance the overall economic vitality of Bartow.

It was noted that there is a potential occurrence of property tax relief actions at the state level. The Commission, along with the financial advisor, staff, and board members, will need to discuss a plan in the event of budget tightening resulting from these actions. This matter is of real concern, and it was emphasized that the funding allocation the CRA receives from the city must be carefully accounted for in light of possible impacts to property tax revenue.

Finance Director Peter Lear provided an update on several proposed legislative bills that could impact the City's revenue structure, particularly concerning property taxes and homestead exemptions.

Finance Director Lear explained that there are multiple bills under consideration, and it remains uncertain which, if any, will move forward. The first proposal, Senate Bill 201, would eliminate non–property tax revenues, resulting in a projected loss of approximately $3.047 million for the City.

Finance Director Lear further described Senate Bill 203, which introduces a phased approach to reducing non-school homestead property taxes. This change would increase the City's debt by roughly $100,000 annually over the next seven years. The fiscal effect on Bartow properties would be similar to the previous proposal, although the timing of the impact would extend over a longer period. He mentioned:

- Senate Bill 207 proposes an additional 25% homestead exemption for properties valued at more than $1.1 million, which would lead to a further reduction in taxable property values.

- Senate Bill 209 introduces a property tax reduction linked to homeowners' insurance coverage, effectively offsetting taxes through lower insurance premiums. However, this would cause a comparable revenue loss to the earlier bills, with an estimated impact of $1.47 million to the city.

- Another bill under review would increase the current homestead exemption by 50%, resulting in an estimated $1.5 million annual revenue loss for the City.

Finance Director Lear emphasized that if any of these bills were enacted, every municipality in the state could experience financial losses ranging from $1.1 million to $3.147 million, significantly affecting general fund operations. In addition, some proposals would prohibit the City from offsetting these losses through transfers from enterprise funds, representing an additional potential shortfall of $2.2 million.

Finance Director Lear concluded that all of these measures are currently under legislative consideration and that, if approved, they would appear on the November ballot for voter decision. A passage would require a 60% majority vote statewide.

Executive Director Smith asked what the impact would be on the CRA professional development for $18 million.

Finance Director Lear noted that the CRA has approximately 31% of its property designated for residential use, meaning they would lose a portion of their $1.4 million contribution. This shift would alter the payment structure, requiring additional funding from both the County and the CRA. It was further noted that the entire loan is backed by the full faith and credit of the City; therefore, if either entity defaults on its obligations, the City would ultimately be responsible for covering the payment.

City Manager Herr asked whether the County Commission has any prerogative regarding the TIF (Tax Increment Financing) allocation, which represents the County's portion of the property tax.

CRA Counsel Drew responded that he did not believe so, noting that the city operates under a pre-1998 CRA structure. As a result, it remains governed by the rules established before the adoption of the county's charter. He explained that charter counties gained the ability to reduce their TIF contributions between 2000 and 2006, but that provision does not apply to pre-1998 CRAs. Therefore, the city would continue to retain approximately $1.6 million from the County and whatever TIF revenue is generated.

Discussion continued regarding the fluctuation of property values and the potential decline in revenue, which will need to be evaluated to accurately adjust future calculations. It was noted that approximately $1.6 million in TIF revenue would be retained, but if property values decline,

the amount generated would decrease accordingly. Members discussed the importance of determining the extent of potential revenue loss to adjust the TIF calculations correctly. It was estimated that a 5% reduction could result in a loss of around $1 million to the county. The group acknowledged that the possible decline in revenue reinforces the need for the city to guarantee or back the proposed loan. It was further noted that financial advisors confirmed this requirement in their analysis and recommendations.

(A copy of the presentation is attached therein and described as Exhibit A.)

2. Discussion and review of legal limitations governing the use of Community Redevelopment Agency bond proceeds for redevelopment projects – Holland & Knight.

Mr. Michael Wiener, Holland & Knight, explained that as the Security Officer reviews the upcoming projects, it is important to consider the financial risks associated with how those projects are aligned. Specifically, there are distinctions between projects with taxable and non-taxable values, which directly affect financing options.

Mr. Wiener noted that in order to secure bonds, the city must ensure consistency in applying the appropriate standards for both taxable and tax-exempt projects. When a bank receives interest income from these bonds, that income may either be taxable or exempt from federal income tax, depending on the type of bond issued.

Tax-exempt bonds must meet strict federal tax requirements and are generally used to finance projects with a clear governmental purpose under the CRA framework. Conversely, projects benefiting private businesses—through sale, lease, or management contracts—do not qualify for the same federal tax advantages and must instead be financed with taxable bonds.

Mr. Wiener added that his team has been working closely to classify each project appropriately, ensuring compliance with applicable tax laws. He emphasized that while taxable bonds typically carry a higher borrowing cost, issuing them ensures compliance when projects do not meet the federal criteria for tax exemption.

City Manager Herr noted that the bank is purchasing the check, meaning the payment will come from the borrowed funds. He explained that a higher taxable rate applies to the taxable portion of the loan, while the tax-exempt portion offers a lower rate. He questioned whether the City should prioritize more public-sector infrastructure projects—those owned by government entities—to benefit from tax advantages, or continue focusing on private-sector development that generates employment, increases taxable value, and expands commercial and residential opportunities.

Mr. Wiener clarified that tax-exempt bonds can be issued for governmental projects, which carry a lower interest rate, while bonds associated with private-use projects are taxable and therefore subject to higher rates.

City Manager Herr added that, based on the current project list, few initiatives qualify as traditional government services or infrastructure investments, such as streetscapes or stormwater improvements. He emphasized the need to address these areas comprehensively but noted that the loan in question was structured to encourage private-sector stabilization and investment. He further confirmed his understanding that such projects may result in a higher tax burden for the borrower.

Mr. Wiener confirmed that the higher taxable rate is tied to the security associated with those specific projects.

Executive Director Smith noted that there are currently 16 projects underway. He explained that, for example, if there are specific products or parcels the organization wishes to acquire but is unable to do so, funds can be reassigned between categories. This means reallocating money from taxable projects to support other amenities or capital improvement projects listed as non-taxable. He added that any planning efforts made today, particularly through the smart communication initiative, could align with the taxable projects that will be executed at a higher planning level. As long as activities remain within the established budgetary threshold, the organization should remain on target, as the government has already anticipated and budgeted for these tactical adjustments.

3. Review and take action to approve the Community Redevelopment Agency's project list for redevelopment initiatives.

Executive Director Smith explained that the purpose of the acquisition strategy is to invest in distressed or underutilized properties and transform them into productive assets for the community. He stated that the focus is on targeted acquisitions within the CRA district that will have the greatest impact on the city, particularly along the East End, which contains several underutilized parcels. He then indicated that staff would provide an overview of the process and long-term vision for assembling these parcels.

CRA Counsel Crawford summarized the property acquisition strategy associated with the East Main Street corridor, using the parcels shown in the accompanying PowerPoint as examples. He explained that the CRA is considering the acquisition of the existing pawn shop site, along with several adjacent parcels under common ownership, with the goal of returning them to more productive commercial uses, such as restaurant or mixed-use development. He noted that the former Second Chance building and the former Marathon Oil site are also under consideration and that their potential brownfield status could provide significant economic incentives and tax benefits to future developers.

Counsel Crawford further stated that additional parcels to the east, including two hotel sites, may be evaluated for acquisition to eliminate long-standing declining uses and improve conditions along the U.S. 17 corridor, which he described as a signature street and key intersection within Bartow. He also referenced the nearby hospital foundation property, which may become available for purchase and could complement existing and planned projects on East Main Street, such as the Quick Check site, the cigar factory redevelopment, and other prior initiatives.

He outlined the general process for potential acquisitions, explaining that staff and counsel would engage property owners, negotiate a proposed purchase price, and return to the CRA Board for approval of both the acquisition and associated use of loan funds dedicated to property acquisition. He concluded by requesting that Board members review the identified parcels and provide guidance on which properties to prioritize and in what order, so staff can organize the project list and coordinate efforts accordingly.

Commissioner Pfeiffer asked what property 1395 East Main Street and 190 North US 17 is because the list does not provide that information.

CRA Counsel Crawford noted that the fenced land located just south of the site is considered part of the 1395 parcel.

Executive Director Smith explained that, according to the project sheet, 1395 East Main Street refers to the pawn shop building; 190 North U.S. 17 is the blue-and-white checkerboard building with red and yellow accents; and 1460 and 1480 East Main Street are the two hotels located at the east end of Main Street.

A discussion was held regarding the properties located at the east end of Main Street. The Board reviewed the project layout, noting that 1395 East Main Street is the pawn shop building and that 190 U.S. 17 and 1410 East Main Street comprise the checkerboard buildings at the corner of U.S. 17 and Main Street. It was noted that these parcels, along with adjacent hotel properties at 1460 and 1480 East Main Street, are contiguous and could provide control of the entire block if acquired. This assemblage could allow the CRA to determine the highest and best use for future redevelopment. The Board also discussed environmental considerations related to the closure of underground gas tanks at a nearby gas station, which would still allow for potential brownfield redevelopment. Staff further noted that the Second Chance building and the Marathon Oil property had recently been listed for sale online, although those listings were removed approximately two months ago. Preliminary price information from those listings may assist in future negotiations.

Vice Chairperson Ghent commented on the properties identified as potential brownfield sites, noting that it is important to keep those conditions in mind when considering future development. He referenced prior discussions about advanced materials in the area and explained that some properties may require additional time or processes before redevelopment can occur.

CRA Counsel Crawford explained that a brownfield designation does not necessarily indicate the presence of contamination, but rather the potential for it due to previous site uses. He stated that such a designation activates various state statutes designed to facilitate environmental assessment and remediation if needed. Counsel Crawford noted that although the underground tanks at this site have been removed, the brownfield designation would still allow for full environmental examination and, if necessary, a remediation agreement with the Florida Department of Environmental Protection. He further explained that the primary purpose of a

brownfield designation is to provide economic development advantages, as many cities now refer to these areas as economic or redevelopment zones to encourage reinvestment.

Executive Director Smith reviewed the list of potential capital improvement projects, noting the importance of focusing on gateway development and wayfinding initiatives as part of the City's broader redevelopment strategy. He emphasized that U.S. 17, both north and south, is heavily traveled, with approximately 39,000 vehicles passing through daily, making it a key corridor for visibility and investment. He explained that while redevelopment is often thought to start from the city center outward, Bartow's central location and high traffic flow along U.S. 17 and State Road 60 make the city's entryways equally important for attracting visitors and showcasing redevelopment progress.

Executive Director Smith discussed potential gateway signage, landscaping, and tree canopy enhancements at key entry points—including U.S. 60 and 98, 60 and Main Street, and the east end of Main Street at U.S. 17—highlighting that these improvements would help create a welcoming image for Bartow. He noted that the city's downtown is already charming but not immediately visible to through traffic, and enhancing these corridors could help draw people into the city center.

Executive Director Smith also outlined ongoing and planned projects, including sidewalk improvements funded through CDBG grants on the east and west ends of the city, as well as streetscape and park enhancements along downtown Main Street. Mr. Smith stated that the project list presented represents a full range of initiatives under consideration, acknowledging that while not all projects may be feasible, the CRA intends to pursue as many as possible to support long-term redevelopment goals. He then invited questions regarding the potential capital improvement projects.

Commissioner Pfeiffer expressed support for the gateway concept, stating that it was a great idea and inquiring whether similar improvements could also be implemented on the west side along State Road 60, which serves as a key entryway to Main Street.

Executive Director Smith responded that the proposed wayfinding study would consider all major entry points into the downtown area, envisioning gateway features at all four primary intersections—both on the east and west ends—such as at Main Street and Baker Avenue, to create cohesive and welcoming entryways into the city.

Executive Director Smith reviewed several CRA-owned parcels and their potential redevelopment. He noted that the CRA has increasingly moved into redevelopment activities by acquiring and assembling properties, including two parcels obtained prior to his tenure and two since his arrival.

Executive Director Smith stated that the Innovation Center will be the first major CRA intervention to come online by the end of the year and then outlined additional sites. He noted that the CRA owns the building at 970 East Main Street and is under contract with the Bartow Housing Authority and Green Mills for a five-year redevelopment agreement, with an anticipated start in year three.

Executive Director Smith further explained that the parcel at 330 East Main Street, located next to the Christian Science bookstore and across from the Orpheum, is envisioned as a mixed-use project with ground-floor commercial space and upper-story residential units (such as studio or one-bedroom lofts). The goal is to create downtown housing to support nearby businesses and provide convenient living options for early-career professionals—such as law enforcement officers, nurses, doctors in training, and new government employees—who could then live downtown and commute only a few minutes to their workplaces.

Executive Director Smith added that the building at 1095 Martin Luther King Jr. Boulevard is being considered for some form of public-private partnership (P3) development, potentially as a commercial kitchen or business and community hub centered around a shared kitchen concept.

Commissioner Ball asked about the 1095 Martin Luther King, Jr. Boulevard site.

Executive Director Smith discussed the 1095 Martin Luther King, Jr. Boulevard site, explaining that the concept for this property could include redevelopment as a commercial kitchen or incubator space if the CRA were to acquire the parcel currently occupied by the Healthcare Foundation site. The existing building houses four businesses, including one owned by local caterer Terry Lock, a long-standing figure in Polk County. Mr. Smith emphasized that the CRA's goal would not be to displace existing businesses but to develop a relocation plan to support them during any redevelopment effort.

Executive Director Smith explained that converting the site into a commercial kitchen and business incubator could provide opportunities for local entrepreneurs—particularly in the restaurant industry—by offering shared kitchen space, training, and potential grants to help new restaurants open within the CRA district. This initiative would promote local business growth and help revitalize the MLK corridor, historically a thriving commercial area within Bartow's African American community.

Executive Director Smith also discussed the nearby property across from the Orpheum Theatre at 330 Main Street, noting its potential reuse as a multipurpose community or cultural venue that could host events, performances, and gatherings to enhance downtown activity and nightlife. He highlighted how similar small-scale entertainment concepts in neighboring cities have successfully drawn local crowds and added value to their downtown areas.

Executive Director Smith reviewed plans for developing an Innovation Center, explaining that funding would be drawn from the proposed $18 million non-taxable bond allocation. The project would be structured so that no cash reserves would be used directly, with financing coordinated through the city's financial advisors to maximize long-term community and economic impact.

City Manager Herr explained that the allocated funds would be used to support the construction and internal financing of the Innovation Center. He noted that this funding approach would allow the City to borrow the necessary amount and subsequently return the funds through the appropriate ordinance process.

Executive Director Smith clarified that the Innovation Center project is estimated at approximately $3.4 million and will be funded through the CRA's portion of the $18 million borrowing, rather than through direct cash expenditures. He noted that this approach would allow the CRA to construct the facility without depleting existing reserves.

Executive Director Smith also discussed improvements planned for Polk Street Park, emphasizing collaboration between the CRA and the City's Parks and Recreation Department to enhance community spaces located within the CRA district. Proposed upgrades include resurfacing the basketball courts, repainting the parking area, adding new recreational equipment, and making general site enhancements to encourage greater public use—particularly on weekends. He reiterated that local parks such as Carver and Polk Street are valuable community assets that should be more actively utilized by residents year-round.

City Manager Herr asked for clarification on the intended funding approach, inquiring whether the project would be included in the borrowed funds or structured as a pay-as-you-go arrangement.

Executive Director Smith clarified that this project would be included in the borrowed funds, noting that, as shown on the earlier slide, the $18 million allocation includes approximately $700,000 designated for park amenities.

City Manager Herr commented that while Polk Street Park is a well-maintained facility and is treated respectfully by the community, the proposed investment level warrants careful review. He stated that an allocation of approximately $700,000 is substantial and suggested revisiting the cost estimates, project scope, and completion timeline, including when funds must be obligated and the work finished, before moving forward.

Executive Director Smith stated that there is a defined timeline by which these funds must be expended and associated projects completed, noting that the period is approximately four years, with three years being a reasonable expectation for substantial progress. He added that it is important to align the borrowing schedule with project readiness to avoid drawing funds too early and incurring unnecessary carrying costs. He emphasized that the borrowed funds represent a one-time opportunity and once spent, the City will be repaying the debt over a 20-year term.

City Manager Herr stated that he wants to ensure the City receives the greatest benefit for the funds invested in the Polk Street Community Center improvements. He emphasized that the project should not be viewed as a routine or minor upgrade, but rather as a strategic investment that maximizes value for the community.

A discussion was held regarding the proposed allocation of approximately $700,000 for improvements at the Carver Recreation Center and the Polk Street recreation facilities. City Manager Herr emphasized the importance of ensuring the city receives the greatest benefit for this investment, stating that he wanted to prioritize amenities that directly serve children and families rather than focusing primarily on resurfacing the parking lot. Executive Director Smith clarified that the current estimate contemplates distributing the funds between both Polk Street

and Carver Recreation Center sites and that the amount may be refined as more detailed cost information becomes available. He noted that, if it is the will of the Commission, funds could later be redirected to different improvements within the CRA district to achieve the highest and best use of the allocation.

Executive Director Smith stated that, with the CRA Innovation Center now proposed to be funded through the $18 million borrowing, the CRA could use its existing cash reserves to provide a $2,000,000 incentive to the City for redevelopment of the cigar factory site. He explained that this incentive would be separate from the taxable and non-taxable bond allocations and would come from CRA funds specifically reserved for redevelopment purposes. He noted that the cigar factory is one of the most significant sources of blight along Main Street and that the CRA now has the financial capacity to support either redevelopment of the building or reuse of the land. He concluded by asking, from both the CRA and City Commission perspectives, whether they wished to proceed with offering a $2,000,000 incentive to the city to focus on cigar factory redevelopment.

Commissioner Pfeiffer stated that supporting the redevelopment of the cigar factory aligns directly with the CRA's core mission of eliminating blight and reinvesting in historically significant properties within the district. She noted that the building's historic character, prominent location near the trail and U.S. 17, and ongoing private interest—including a restaurant group and a potential buyer—make it a critical opportunity site.

Commissioner Pfeiffer commented that, although feasibility studies have identified a substantial funding gap for rehabilitation, such public–private partnerships are common in historic redevelopment projects, where incentives help bridge the difference between renovation cost and market value. She added that the cigar factory has been the focus of numerous discussions and planning efforts over the years and remains an important candidate for CRA investment to return it to productive use.

City Manager Herr addressed the status and future of the cigar factory, noting that it is a historically significant structure listed on the National Register of Historic Places, but currently in poor condition and in need of substantial investment—estimated between approximately $2.5 and $4 million—to become habitable. He explained that, upon his arrival, he requested an independent evaluation of the building's condition, with reports prepared by a preservation consultant and reviewed by the City's architectural consultant, so that the Commission would have a clear, current understanding of the site.

City Manager Herr stated that the conceptual approach is to issue a request for proposals (RFP) to the private sector, providing prospective developers with the building condition reports so they can assess feasibility and propose viable reuse concepts. As an example, he mentioned a food hall, emphasizing that the city should avoid prescribing a single-use solution and instead allow the market to respond with proposals that align with demand and can be successfully operated by a private partner. Herr noted that the City would likely offer the property and up to approximately $1.5–2 million in incentive funding as part of this effort, with the goal of transforming the cigar factory into a productive community asset while leveraging private investment.

City Manager clarified that the City Commission would be responsible for approving the RFP, providing direction on evaluation criteria, and ultimately selecting the proposal that best meets the community's objectives, including business viability, operations, job creation, aesthetics, and contribution to the downtown business environment. He cautioned that this represents a critical, and potentially final, opportunity to make the cigar factory redevelopment successful; if this effort does not succeed, the Commission may need to consider alternative outcomes for the building, including possible disposition.

Executive Director Smith outlined the anticipated return on the proposed $18 million investment, emphasizing benefits such as job creation, expanded amenities, increased tax base, and preservation of community character. He noted that redevelopment projects—such as the cigar factory, potential reuse of the former Bartow Regional Health Care Foundation site, and rehabilitation of distressed or underutilized properties—would generate construction jobs, attract additional spending in the downtown area, and improve neighborhood conditions. He added that even modest improvements, like exterior rehabilitation of owner-occupied homes, have already demonstrated measurable increases in property values, which in turn support higher tax revenues and future project funding.

Executive Director Smith stressed the importance of sustainable redevelopment that respects community input and local heritage, explaining that projects should be designed to have a positive, long-term impact and be informed by public feedback on the highest and best use. He then asked the Board to help prioritize how the $18 million should be deployed once financing is finalized, including the balance between land acquisition, capital improvement projects, and CRA-owned redevelopment sites (such as 300 East Main Street, 330 East Main Street, the Masonic Lodge at 1095 Martin Luther King, Jr. Boulevard, and park amenities). He requested that members rank the major categories from one (highest priority) to five (lowest priority), indicating which initiatives they would like to see pursued first, so staff can focus efforts accordingly after the loan closing anticipated around March 4, 2026.

Executive Director Smith stated that it was time for the Board to consider approval of the proposed project list. He referenced the staff report outlining 16 projects and explained that he was requesting formal approval of this list as the working roadmap for CRA and Commission efforts. He noted that the list represents a compilation of prior discussions and identified priorities, and that the allocation for land acquisition on the East End is flexible—if fewer parcels are purchased, and the remaining funds could be redirected to other initiatives. He invited a brief discussion before a motion, emphasizing that Board approval would provide clear directions on which projects to initiate and sequence moving forward.

City Manager Herr referred to the list of 16 projects and sought clarification regarding how they relate to the previously discussed categories for land and property acquisition. He asked whether items 1 through 11 on the list were included under the land acquisition category that Board members had been asked to rank. Executive Director Smith confirmed that the relevant properties are included under land acquisition (primarily items 1 through 6). City Manager Herr then stated that if the Board ranks land acquisition as the top priority—based on goals such as increasing the tax base, reducing blight, and creating jobs—his understanding is that all of the

identified properties in that category would be eligible to use the designated funding "bucket," and that land acquisition efforts would begin immediately once the loan proceeds are available.

A discussion was held to clarify the ranking and approval of project priorities associated with the $18 million borrowing. City staff explained that the action requested was to approve the full project list (items 1–16) as the official set of projects eligible to use the loan funds, rather than to lock in a specific order of implementation. It was noted that this approved list is needed by bond and lending counsel to finalize loan documents and must therefore clearly identify all potential projects that may be funded.

Participants further clarified that, with the exception of the cigar factory (which will be handled through a separate City process and account), all listed properties and initiatives may be funded from the borrowing, including both new land acquisitions (such as East End parcels) and improvements or incentives related to CRA-owned properties (e.g., 330 and 970 East Main Street, the Masonic Lodge on MLK, and park sites). It was acknowledged that if specific targeted properties, such as the checkerboard buildings, cannot be acquired, the CRA may later propose alternate acquisition targets and return to the Board for direction.

During the discussion, members emphasized that proceeding now with an approved project list and associated acquisitions is strategically important in light of potential future legislative limits on new CRA projects and to avoid significantly higher property costs in the future. The consensus was that acquisition of key blighted and underutilized parcels along the U.S. 17 corridor is a high priority to reduce blight, increase the tax base, and position sites for later private redevelopment, even if construction funding for subsequent phases may need to come later. The Board then prepared to entertain a motion to approve the project list and prioritize land acquisition as a leading use of the loan proceeds.

MOTION was made by Board Member Kelley, seconded by Board Member Mendez, to approve the redevelopment projects and land acquisitions exhibit.

VOTE TO THE MOTION:

AYE: Corbett, Ghent, Kelley, Mendez
NAY: None

MOTION was made by Commissioner Longworth, seconded by Commissioner Ball, to approve the redevelopment projects and land acquisitions list.

VOTE TO THE MOTION:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

MOTION was made by Board Member Mendez, seconded by Board Member Kelley, to approve the priority project list in the order of priority.

VOTE TO THE MOTION:

AYE: Corbett, Ghent, Kelley, Mendez
NAY: None

Motion carried.

MOTION was made by Commissioner Pfeiffer, seconded by Commissioner Longworth, to approve the priority project list in the order of priority.

VOTE TO THE MOTION:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

MOTION was made by Board Member Mendez, seconded by Board Member Kelley, to authorize the City Manager and CRA Executive Director to conduct their due diligence in negotiations for the acquisition and redevelopment as per the city's procurement process.

VOTE TO THE MOTION:

AYE: Corbett, Ghent, Kelley, Mendez
NAY: None

Motion carried.

MOTION was made by Commissioner Pfeiffer, seconded by Commissioner Ball, to authorize the City Manager and CRA Executive Director to conduct their due diligence in negotiations for the acquisition and redevelopment as per the city's procurement process.

City Manager Herr sought clarification on the status and next steps for the $18 million project priorities. He confirmed his understanding that the City Commission and CRA Board are approving groupings of priority initiatives for expenditure of the loan proceeds, after which staff will return with a detailed implementation timeline—including preparation of RFPs and marketing strategies for Board approval, project schedules to ensure timely execution, and subsequent development agreements as outcomes of those efforts.

VOTE TO THE MOTION:

AYE: Ball, Longworth, Pfeiffer, Simpson, Tucker
NAY: None

Motion carried.

Vice Chairperson Ghent stated that there was a question from the audience regarding the $2 million for the Cigar Factory. He asked Mr. Anthony Sullivan to step to the podium to ask his question.

Mr. Anthony Sullivan, 3471 2nd Avenue, inquired about the proposed allocations of $2 million for the cigar factory and $700,000 for improvements at the Carver Recreation Center and Polk Street Center. He acknowledged the cigar factory's long-standing presence and expressed support for community redevelopment efforts, while suggesting that the $700,000 would be better invested in asphalt resurfacing to benefit children across both sides of town.

Vice Chairperson Ghent closed the public comment.

REPORTS:

1. EXECUTIVE DIRECTOR

CRA Executive Director Smith has nothing to report.

2. CRA Attorney

CRA Counsel Crawford reported on the following:

- CRA Special Meeting has been scheduled for March 4, 2026, at 8:30 a.m. to approve the $18 million loan.

3. City Commissioners

- **Commissioner Ball**

  Commissioner Ball expressed gratitude to everyone for attending the meeting. He emphasized that their feedback is invaluable to the Commission. He also mentioned that the Executive Director is guiding the city in the right direction.

- **Commissioner Longworth**

  Commissioner Longworth thanked everyone for attending the meeting.

- **Commissioner Pfeiffer**

  Commissioner Pfeiffer stated that the city has just approved a record-breaking amount of funding that will be transformative for Bartow, its community, and its residents. She emphasized that the proposed projects are critically important and should receive priority

attention, noting that the cigar factory—due to its size and historical presence—holds particular significance for the community. She mentioned that private interest already exists in the building and, as liaison to the Bartow Economic Development Council, urged the city to leverage Ms. Elle Withall's extensive experience and connections to attract additional investors interested in Bartow opportunities.

- **Vice Mayor Simpson**

  Vice Mayor Simpson excused herself at 4:38 p.m.

- **Mayor Tucker**

  Mayor Tucker stated that Vice Mayor Simpson asked her to relay that her goal was to place things back on the tax roll and that was the reasoning for her ranking. She stated that she shares the same sentiments and thanked everyone for coming.

4. Board Members

- **Anthony Ghent**

  Vice Chairperson Ghent thanked everyone for attending the meeting and expressed his appreciation to the staff and consultants working behind the scenes to ensure its success.

- **Sandy Mendez**

  Board Member Mendez announced that she would be leaving Bartow in a few months following the sale of her business. She expressed her excitement regarding the CRA's receipt of the funds and looked forward to seeing how they would be utilized.

  Board Member Mendez announced tonight is Friday Fest and invited everyone to come.

- **Tom Santarlas**

  Board Member Santarlas was not in attendance.

- **Shana Bennett**

  Board Member Bennett was not in attendance.

- **Jerome Corbett**

  Board Member Corbett thanked everyone for attending the meeting, noting that it was one of the most well-attended meetings the CRA has held. He added that a great deal was accomplished during the session.

- **Cheri Kelley**

  Board Member Kelley thanked everyone for attending the meeting, stating that this marks a new chapter for the CRA. She expressed her excitement about the projects ahead and extended her appreciation to the city staff, city manager, and city commissioners.

- **Gordon Greene**

  Chairperson Greene was not in attendance.

NEXT MEETING

Vice Chairperson Ghent announced that the next regular meeting is scheduled for Wednesday, February 25, 2026, at 8:30 a.m.

ADJOURNMENT

With no further business to discuss, Vice Chairperson Ghent adjourned the meeting at 5:18 p.m.

VICE CHAIRPERSON ANTHONY GHENT

MAYOR TANYA TUCKER

ATTEST:

ATTEST:

DEPUTY CITY CLERK DONNA DONALDSON

CITY CLERK JACQUELINE POOLE

(SEAL)

CITY OF BARTOW, FLORIDA

TO: City of Bartow City Commission

THROUGH: Mike Herr, City Manager

FROM: William Groover, Public Works Director

DATE: March 11, 2026

SUBJECT: Consideration and approval establishing the City of Bartow Adopt-A-Road Program in partnership with Keep Polk County Beautiful.

SUMMARY AND BACKGROUND

The City of Bartow Public Works Department is proposing the implementation of a **Citywide Adopt-A-Road Program** in partnership with **Keep Polk County Beautiful, Inc.**

Adopt-A-Road programs are widely used across the country and throughout Florida to encourage **community participation in litter prevention and roadway beautification efforts**. These programs allow civic organizations, businesses, schools, churches, and community groups to adopt designated roadway segments and assist with periodic litter removal.

The program provides a structured way for residents and organizations to contribute directly to maintaining the appearance and cleanliness of Bartow's roadways while increasing community pride and environmental stewardship.

Under the proposed program structure:

• Organizations adopt a section of roadway within the City
• Participants agree to conduct litter removal **a minimum of eight (8) times per year**
• The adoption commitment is for **a two-year period**

In recognition of their service, the City will install **official Adopt-A-Road signage** identifying the sponsoring organization along the adopted roadway segment.

The program will operate in coordination with **Keep Polk County Beautiful**, which already administers similar programs throughout Polk County.

STAFF ANALYSIS

The Public Works Department has reviewed the operational structure of Adopt-A-Road programs currently utilized throughout Polk County and determined that the proposed program can be administered with **minimal fiscal impact to the City**.

Program materials, safety procedures, and coordination support will be provided through **Keep Polk County Beautiful**, reducing administrative overhead for City staff.

The Public Works Department will coordinate roadway selection, ensure safety procedures are followed, and oversee sign placement within the City right-of-way.

FISCAL IMPACT

The City of Bartow will be responsible for a financial obligation totaling $5,000.00 plus the following:

• Safety equipment such as safety vests, gloves, and trash bags

• Litter collection coordination and disposal of collected debris

• Installation and maintenance of recognition signage along adopted roadways

RECOMMENDATION

Staff recommends the City Commission approve the establishment of the City of Bartow Adopt-A-Road Program in partnership with Keep Polk County Beautiful and authorize the Public Works Department to administer the program.

ATTACHMENTS

Adopt-A-Road Program Introduction Packet

Adopt-A-Road Recognition Sign Design

Adopt-A-Road Program Presentation

Sample Letter of Intent and Participation Agreement

Adoption Programs

Our Mission

To empower individuals to take greater responsibility for enhancing their community environment.

Keep Polk County Beautiful, Inc. is a 501c3 non-profit organization, and is an affiliate of Keep Florida Beautiful, Inc. and Keep America Beautiful, Inc.

Created in 1994 and certified by Keep America Beautiful, Inc. in 1996, this non-profit organization works with civic, business, government, educational and community groups across the county to improve the aesthetic and ecological value of our communities through litter control and prevention, beautification, waste reduction, recycling and proper handling and disposal of solid waste.

Adoption Programs

Keep Polk County Beautiful, Inc. focuses on engaging the community in maintaining clean and beautiful public spaces through initiatives like the **Adopt-A-Road** and **Adopt-A-Park** programs, fostering environmental stewardship.

This innovative approach allows citizens to participate in Keep Polk County Beautiful and the City of Bartow's Litter Prevention and Park Beautification Programs. It offers civic-minded organizations and individuals an inexpensive project that gives members the satisfaction of making a contribution to their community.

Adopt-A-Road Program

The basics of the Adopt-A-Road program are:

- Groups agrees to adopt both sides of an entire stretch of city roadway. If the roadway exceeds one mile, the group may elect to adopt a one-mile section or the entire available stretch.
- The group agrees to pick up litter at least **EIGHT** times a year for a **two-year** period.
- The group agrees to designate a leader who shall represent the Group, and shall register and brief the participants prior to each event, including safety practices.
- The group agrees to submit a Wrap-Up Report including a copy of the group's signed Liability Waiver after each cleanup.

In return, Keep Polk County Beautiful in partnership with the City of Bartow will:

- Provide safety and collection equipment including safety vests, gloves and trash bags (additional supplies available upon request).
- Erect 2 recognition signs within adopted roadways to identify the group doing the litter pickup.
- Provide disposal of collected roadside litter and debris.

Adopt-A-Park Program

The basics of the Adopt-A-Park program are:

- Group agrees to adopt a City of Bartow community park or “green space” and agrees to remove litter and/or perform beautification projects within the park a minimum of **FOUR** times a year for a **two-year** period.
- The group agrees to watch/review all safety precautions and safety video before participating in a cleanup event.
- The group agrees to complete and sign a “Safety Waiver & Photo Releases” form before beginning each cleanup and submit the completed form along with a “Wrap-Up Report” after each cleanup.

In return, Keep Polk County Beautiful in partnership with the City of Bartow will:

- Provide safety equipment, cleanup supplies, trash bags, and trash collection.
- Erect 1 recognition sign at the park entrance to identify the group or individual adopting the park and recognize those doing the litter pickup.
- Provide disposal of collected litter and debris.

Keep POLK COUNTY Beautiful Inc.

THANK YOU

Katie Hayes, Executive Director

(863)875-8911

keeppolkcountybeautiful.org

kpcbeautiful@yahoo.com

Adopt-A-Road Program Introduction

This innovative approach allows citizens to participate in Keep Polk County Beautiful, Inc. and the City of Bartow, Florida, a Florida municipal corporation's Litter Prevention Program. It offers civic-minded organizations an inexpensive project that gives members the satisfaction of making a contribution to their community.

The basics of the Adopt-A-Road program are:

- A group agrees to adopt both sides of an entire stretch of city roadway. If the roadway exceeds one mile, the group may elect to adopt a one-mile section or the entire available stretch.
- The group agrees to pick up litter at least EIGHT times a year for a two-year period.
- The group agrees to designate a leader who shall represent the Group, and shall register and brief the participants prior to each event, including safety practices.
- The group agrees to submit a Wrap-Up Report including a copy of the group's signed Liability Waiver after each cleanup.

In return, Keep Polk County Beautiful and the City of Bartow will:

- Provide safety and collection equipment including safety vests, gloves and trash bags (additional supplies available upon request).
- Erect recognition signs within adopted roadways to identify the group doing the litter pickup.
- Provide disposal of collected roadside litter and debris.

Adopting a road will reinforce the importance of litter control. This Litter Prevention Program targets litter and illegal dumping throughout local communities.

The benefits to this program are a litter-free, more attractive community, recognition signs for the group, and a feeling that the individuals involved are making a difference in their community.

Included in the packet are:

1. Adopt-A-Road procedures.
2. Recognition sign policy.
3. Sample Letter of Intent between Keep Polk County Beautiful, the City of Bartow and the adopting group.
4. Application form that can be detached, completed and returned by a group representative to Keep Polk County Beautiful.

If further information is required, please do not hesitate to contact Keep Polk County Beautiful, Inc. at 863.875.8911.

Adopt-A- Road Program Procedures

Step 1 - Keep Polk County Beautiful will review the potential locations the group proposes to adopt. Once a location is agreed upon, an Adopt-A-Road Letter of Intent needs to be completed by Keep Polk County Beautiful, the City of Bartow and group representatives.

Step 2 - When the Letter of Intent is signed by all three parties, Keep Polk County Beautiful will order the recognition signs identifying the group's name and arrange to install them at the designated locations.

Step 3 - Volunteer groups can schedule a time to pick up needed cleanup supplies from the KPCB office (litter grabbers, safety equipment, gloves, buckets, trash bags, etc.) **A volunteer safety video is available on our website- Please have your volunteers review this video before scheduling your cleanup.** A list of Safety Tips will be given to the group. Volunteer groups are responsible for grouping trash bags from the roadside cleanup together on the adopted roadway right-of-way (preferably at the adoption sign). No tires or hazardous waste items should be picked up by volunteers. Contact KPCB if you come across these items during your cleanup, the location of these items should be reported and KPCB will assist you in proper disposal.

Step 4- **A Safety Waiver must be completed before each event**. A representative from the group must complete and submit a Wrap-Up Report (please include a copy of your Safety Waiver with your submission) to KPCB after **EACH** cleanup (preferably with pictures to document location of trash/bags) to ensure proper and timely pickup of collected litter. An online form can be found on the KPCB website's forms page- www.keeppolkcountybeautiful.org or a printable form is available by request.

Step 5 - When a group terminates the Letter of Intent or defaults on its obligations for six months, the Program Coordinator will remove the recognition signs. That segment of the road will then be available to other adopting groups.

Step 6 - Keep Polk County Beautiful will host an annual gathering where participants from all groups will be invited to attend. We will share results and accomplishments with others.

Adopt-A-Road Program Recognition Sign Policy

The sign installed for the groups participating in the program will conform to the following rules:

A. For non-profit groups, only the full name of the group will be placed on the signs.

B. For commercial businesses, only the full name of the company will be placed on the signs.

C. For political groups, only the full name of the group will be placed on the signs.

D. Keep Polk County Beautiful and the City of Bartow will not list the services that a group provides unless it is part of the group or company name.

E. Keep Polk County Beautiful and the City of Bartow will not list specific locations, addresses or phone numbers of the businesses or groups.

F. Keep Polk County Beautiful and the City of Bartow will not allow any political or other statements which can be considered controversial to be placed on the signs.

For additional program information contact
Keep Polk County Beautiful, Inc.
863.875.8911

Memorandum of Understanding

This is a Memorandum of Understanding ("MOU") between the City of Bartow, Florida, a municipal corporation organized and existing under the laws of the State of Florida ("City"), and Keep Polk County Beautiful, Inc., a Florida corporation not for profit (KPCB)

Whereas, KPCB was established in 1994 and certified by Keep America Beautiful, Inc. in 1996 to work with civic, business, government, educational and community groups across Polk County to improve the aesthetic and ecological value of communities through litter control and prevention, beautification, waste reduction, recycling and proper handling and disposal of solid waste; and

Whereas, the City and KPCB have established a collaborative relationship to jointly implement and support environmental stewardship programs in Bartow. These programs may include but are not limited to, the "Adopt-A-Road" program and other activities focused on litter control, prevention, beautification, waste reduction and recycling; and

WHEREAS, the City allocates and appropriates funds to support KPCB as a service delivery partner to assist with the administration and facilitation of the referenced programs in an amount not to exceed Five Thousand Dollars ($5,000.00) annually, to be disbursed commencing _____, together with an additional Five Thousand Dollars ($5,000.00) in annual in-kind services provided through the City's Solid Waste Program, for a total estimated annual value of Ten Thousand Dollars ($10,000.00); and

Whereas, the entry into this MOU advances the health, safety and welfare of the citizens, residents, and business owners within the City of Bartow, Florida.

NOW THEREFORE In receipt of valuable consideration the adequacy of which the parties acknowledge, the City and KPCB agree as follows:

1. The above Whereas Clauses are hereby incorporated into this Memorandum of Understanding and form the factual basis for the parties to enter into this Memorandum of Understanding.

2. KPCB agrees to carry out environmental programs and services within the City of Bartow, including but not limited to:

   - Adopt-A-Road Program
   - Great American Cleanup
   - Annual Tire Collection Event in partnership with Polk County's Household Hazardous Waste Collection Event.

   KPCB shall:

   - Coordinate volunteer efforts and program implementation with the City's designated

representatives.

- Supply materials and safety resources necessary for clean-up and beautification events as determined jointly by the City and KPCB.
- Maintain accurate records of program participation and impact metrics and provide those metrics to the City each year, beginning _____ and any other information that the City may reasonably request related to any services that KPCB provides incident to this MOU.

The City shall as determined within the City's sole judgment:

- Designate a primary point of contact for coordination with KPCB
- Promote KPCB programs through City Communications
- Provide logistical support for installation of signage for adopted spaces
- Collect bags of debris after volunteers provide cleanup services

3. This Memorandum of Understanding does not limit the ability of either the City and/or KPCB to participate and/or coordinate other programs that support the mission of both agencies and the commitment to environmental stewardship.

4. This Memorandum of Understanding is intended to memorialize an understanding of the roles of both the City and KPCB related to the service delivery activities and disbursement by the City to KPCB. Nothing in this Memorandum of Understanding shall be construed to create a joint venture between the Parties. Neither Party shall not act as an agent of or on behalf of the other.

5. This Memorandum may be amended in writing so long as approved by both parties. This Memorandum may be terminated at any time, with notice to terminate being provided in writing to either party.

6. Governing Law and Venue: This MOU shall be governed by the laws of the State of Florida, without regard to any conflict of laws provisions. Venue for any actions arising out of this MOU shall be filed exclusively in the State Courts of competent jurisdiction located in Polk County, Florida.

Dated this ____ day of _____, 2026.

_____	_____
Mike Herr	Katherine M. Hayes
City Manager	Executive Director
City of Bartow, Florida	Keep Polk County Beautiful, Inc.

City of Bartow

Polk County's Capital City

IN PARTNERSHIP WITH

Keep POLK COUNTY Beautiful Inc.

ADOPT-A-ROAD

VOLUNTEER WORK PROVIDED BY THE FOLLOWING:

Adoption Group

Application Form Adopt-A-Road Program

Keep Polk County Beautiful and the City of Bartow, Florida, a Florida municipal corporation, will work with the adopting group to determine the specific section of City roadway available. **Roadways with a lack of sufficiently wide right-of-way will not be considered.**

(Please print or type)

Name of Organization, Business or interested group:_____ Date: _____

Mailing Address: _____

City, Zip Code: _____

President, Chairperson, etc: _____

Name of Contact Person: _____ Day Phone No.: _____

Mailing Address: _____ Evening Phone: _____

City, Zip Code: _____

In an effort to continue to be a "green" organization, we are hoping to move towards electronic versions of these forms. Please submit your e-mail address for future correspondence and updates. Of course, we understand if you do not have access to e-mail programs, and will be happy to continue our correspondence via phone and mail.

E-Mail Address: _____

Anticipated number of members participating in the program: _____

Street section(s) you are interested in adopting: Assigned

1. _____]
2. _____]
3. _____]
4. _____]

Mail this form to: **Keep Polk County Beautiful, Inc.**
P.O. Box 123
Eagle Lake, FL 33839
Phone: (863) 875-8911
kpcbeautiful@yahoo.com

Letter of Intent Adopt-A-Road Program
(City of Bartow)

This letter will serve as a commitment between Keep Polk County Beautiful, Inc. and the City of Bartow, Florida, a Florida municipal corporation, by and through its Solid Waste Department, City of Bartow and _____ (GROUP), to adopt a City road/street right-of-way for litter removal along _____ (CITY OF BARTOW ROADWAY) from _____to _____, in Polk County, Florida.

The Group commits to:

1. Perform litter removal in strict accordance with Adopt-A-Road safety guidelines at least EIGHT times a year for a two-year period.
2. Designate a leader who shall represent the Group, and shall register and brief the participants prior to each event, including safety practices.
3. Submit "Wrap-up Reports" and "Safety Waivers" to Keep Polk County Beautiful after each clean-up.
4. Participants under the age of 18 will need to have strict adult supervision.

Keep Polk County Beautiful and the City of Bartow commit to:

1. Install Adopt-A-Road signs within the adopted street section which identifies the group.
2. Provide cleanup supplies and tools upon request.
3. Provide disposal of collected roadside litter and debris.

The Group covenants and agrees that it will indemnify and hold harmless Keep Polk County Beautiful, Inc. and the City of Bartow and all their officers, agents, and employees from any claim, injury, loss, damage, cost charge, or expense arising out of any act, action, neglect, or omission, whether direct or indirect, by the Group, its agents, employees, invitees or any third parties acting for or on behalf of the Group, during the performance of the commitments set out in this Letter of Intent; provided however, that neither the Group nor any of its members shall be liable for any of the foregoing to the extent a claim arises out of a willful or negligent act or omission that is unrelated to litter removal or roadside maintenance activity of Keep Polk County Beautiful, Inc., or the City of Bartow, or any of their officers, agents or employees. Nothing in this Agreement shall be deemed a waiver of the City of Bartow's sovereign immunity or of the limits of the City of Bartow's liability as stated in Section 768.28, Florida Statutes, which the parties agree shall apply to any claim or cause of action arising hereunder regardless of whether such claim or cause sounds in tort, contract, statute, strict liability, negligence, product liability, equity, or otherwise.

Either party may terminate the commitment for any reason upon 30-day written notice.

This Letter of Intent is non-transferable and non-assignable.

I certify that I have read the information contained in this document and that I possess the authority to execute this document on behalf of my organization.

VOLUNTEER

_____
Signature Date

_____
Print name

_____
Group

_____
Phone

_____
Title

Keep Polk County Beautiful, Inc.

_____
Signature Date

*Executive Director*_____
Title

City of Bartow Solid Waste Department

_____
Signature

_____
Title

_____
Road # **(KPCB USE ONLY)** Date Renewed

CITY OF BARTOW, FLORIDA

TO: City of Bartow City Commission

THROUGH: Mike Herr, City Manager

FROM: William Groover, Public Works Director

DATE: March 11, 2026

SUBJECT: APPROVAL OF RESOLUTION 25-4220-R AUTHORIZING THE CITY OF BARTOW TO ACCEPT FOR MAINTENANCE THE IMPROVEMENTS DEDICATED TO THE PUBLIC IN THE PLAT OF THE GROVE AT STUART CROSSING - PHASES 2A, 2B & 3, PB 216, PGS 31 THRU 41, PUBLIC RECORDS OF POLK COUNTY, FLORIDA

SUMMARY AND BACKGROUND

The developer of The Grove at Stuart Crossing - Phases 2A, 2B & 3 is requesting that the City of Bartow accept for maintenance publicly dedicated improvements.

In July 2025, the City Commission approved the final plat of The Grove at Stuart Crossing - Phases 2A, 2B & 3. At the time of plat approval all of the required improvements had not been completed so the developer posted a surety instrument to guarantee satisfactory completion of the improvements. The developer's engineering consultant has now certified that all improvements are complete and is requesting that the city assume maintenance responsibility

STAFF ANALYSIS

City staff have performed all the necessary inspections to ensure that publicly dedicated improvements (e.g. potable water distribution and gravity sanitary sewer collection systems) have been installed in a satisfactory manner. In addition to these inspections all appropriate operational permits have been completed and filed with the appropriate jurisdiction agencies to make these improvements in public service.

Financial surety in the amount of $85,430.75 has been posted with the City to guarantee improvements for a one-year period in accordance with the City's Unified Land Development Code. This amount represents 25% of the construction cost and could be drawn upon by the City in the event that repairs to these systems are necessary within one year of acceptance. After the one-year period expires the financial surety will be returned to the developer.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommend that the City Commission approve Resolution No. 26-4259-R accepting for maintenance certain improvements therein dedicated to the public upon the satisfactory completion of their construction.

ATTACHMENTS

Resolution No. 26-4259-R

RESOLUTION NO. 26-4259-R

A RESOLUTION AUTHORIZING THE CITY OF BARTOW TO ACCEPT FOR MAINTENANCE THE IMPROVEMENTS DEDICATED TO THE PUBLIC IN THE GROVE AT STUART CROSSING - PHASES 2A, 2B & 3, PB 216, PGS 31 THRU 41, PUBLIC RECORDS OF POLK COUNTY, FLORIDA

WHEREAS, upon due consideration, the Development Review Committee recommended, and the City Commission, by Ordinance No. 2024-25, had approved the final plat of The Grove at Stuart Crossing - Phases 2A, 2B & 3, PB 216, Pgs 31 thru 41, Public Records of Polk County, Florida; and

WHEREAS, it was provided in said Ordinance No. 2024-25 that the City of Bartow would accept for maintenance certain improvements therein dedicated to the public upon the satisfactory completion of their construction; and

WHEREAS, the City Commission upon the recommendation of the Development Review Committee finds that said improvements have now been satisfactorily completed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BARTOW, FLORIDA:

Section 1. That the City of Bartow is hereby authorized to maintain and does hereby accept for maintenance the improvements dedicated to the public in the final plat of The Grove at Stuart Crossing - Phases 2A, 2B & 3, PB 216, Pgs 31 thru 41, Public Records of Polk County, Florida, being the potable water distribution and gravity sanitary sewer collection systems.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BARTOW THIS 6TH DAY OF APRIL, 2026.

ATTEST WITH SEAL:

By: _____
Jacki Poole, City Clerk

CITY OF BARTOW

By: _____
Tanya Tucker, Mayor

Approved as to correctness and form:

By: _____
Sean R. Parker, City Attorney

Approved as to content:

By: _____
Mike Herr, City Manager

Kimley»Horn

March 5, 2026

City of Bartow
Attn: Robert Wiegers, Planning
450 N Wilson Avenue
Bartow, FL 33831

PROJECT: The Grove at Stuart Crossing SFR Phase 2A, 2B, and 3

Dear Mr. Wiegers,

The maintenance cost for the City of Bartow owned and maintained public utilities within Phase 2A, 2B, and 3 of The Grove at Stuart Crossing, in my opinion should be $85,430.75 (see attached estimate).

Should you have any questions or require additional information, please contact me at 863-226-6863 or via email at marke.wilson@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Mark E. Wilson, P.E.
Senior Project Manager

Engineer's Probable Cost Estimate - Phase 2A, 2B, and 3 Maintenance Bond

Stuart Crossing Phase 2 and 3
City of Bartow, Florida

ITEM NUMBER	LINE ITEM	QTY	UNIT	UNIT PRICE	TOTAL COST
Phase 2A Sanitary Sewer					
	Sanitary Testing and TV				$4,914.74
Phase 2A Water					
	Pressure Testing and Chlorination				$500.00
Phase 2B Sanitary Sewer					
	Single Sewer Service Connection (Install Only)				$791.00
	Double Sewer Service Connection (Install Only)				$791.00
	Sanitary Testing and TV				$12,671.13
Phase 2B Water					
	Pressure Testing and Chlorination				$5,000.00
Phase 3 Sanitary Sewer					
	8" PVC (0' - 6' Cut)(Install Only)				$15,866.10
	8" PVC (6' - 8' Cut) (Install Only)				$31,785.16
	Standard Manhole (0' - 6' Cut)(Install Only)				$5,491.50
	Standard Manhole (6'- 8' Cut) (Install Only)				$9,433.69
	Single Sewer Service Connection (Materials Only)				$8,402.75
	Single Sewer Service Connection (Install Only)				$22,939.00
	Double Sewer Service Connection (Materials Only)				$19,788.75
	Double Sewer Service Connection (Install Only)				$35,595.00
	Sanitary Testing and TV				$33,447.18
Phase 3 Water					
	Connect to Existing Water Main				$11,400.00
	Temporary Jumper Connection				$3,500.00
	8" PVC Water Main (Install Only)				$29,156.74
	8" Gate Valve (Install Only)				$2,584.98
	Fire Hydrant Assembly				$26,000.00
	Single Service (Short) (Install Only)				$2,675.00
	Double Service (Short) (Install Only)				$27,000.00
	Single Service (Long) (Install Only)				$4,280.00
	Double Service (Long) (Install Only)				$22,709.28
	Pressure Testing and Chlorination				$5,000.00

SUBTOTAL	$341,723.00
25% MAINTENANCE	
BOND TOTAL	**$85,430.75**

Disclaimer:
The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the Contractor's Change Order provided. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

ITEM NO. 13.b

CITY OF BARTOW, FLORIDA

TO: City of Bartow Commission

THROUGH: Mike Herr, City Manager

FROM: Tray Towles, Director, Office of Code Compliance and Neighborhood Services

DATE: April 1, 2026

SUBJECT: **Consideration of Resolution 26-4260-R - City of Bartow Code Compliance Assistance Grant** ("Angel Fund")

SUMMARY

The City of Bartow's commitment to maintaining safe, healthy, and visually appealing neighborhoods is paramount. However, it has been recognized that residents, particularly those who are low-income or disabled, often face significant financial challenges that prevent them from addressing property code compliance violations. These unaddressed violations can escalate, leading to increased safety hazards, diminished property values, and contribute to overall community blight.

In response to this identified need, the Office of Code Compliance and Neighborhood Services has developed a comprehensive framework for a proactive and compassionate assistance program. This initiative seeks to provide direct financial support, enabling vulnerable homeowners to bring their properties into compliance without undue hardship.

The City of Bartow Code Compliance Assistance Grant ("Angel Fund") is designed as a targeted financial aid program for eligible owner-occupied residential properties. It is administered by the Office of Code Compliance and Neighborhood Services and aims to address identified property code violations that residents are financially unable to rectify.

The Angel Fund is aligned with the City's strategic goals and is established with the following core objectives:

- **Enhance Public Safety and Health:** Directly mitigate hazardous property conditions such as structural deficiencies, overgrown vegetation, and unsanitary environments.
- **Preserve Property Values:** Prevent property deterioration and safeguard neighborhood aesthetics, thereby protecting and enhancing overall community property values.
- **Support Vulnerable Populations:** Provide essential financial relief to low-income individuals and residents with disabilities, ensuring they can meet code requirements.
- **Promote Community Blight Reduction:** Systematically address minor code violations that, if left unattended, contribute to urban blight and reduce the quality of life.
- **Fostering Collaborative Compliance:** Transition code enforcement towards a supportive model, encouraging voluntary compliance and achieving more positive outcomes.

Eligibility for the Angel Fund is strictly defined to ensure resources are directed to those most in need. Applicants must:

- Reside in and own the property for which assistance is sought (owner-occupied residential).
- Meet low-income criteria, verifiable through documentation and aligned with up to 200% of the Federal Poverty Level for their household size.
- Or, have a verifiable disability, evidenced by appropriate documentation.

The need for this program is underscored by demographic data for our region. For instance, approximately 81% of food-insecure individuals in Polk County are estimated to fall below 200% of the Federal Poverty Level. Furthermore, Bartow's own poverty rate is estimated between 15-16% of its population. These statistics highlight a significant segment of our community that stands to directly benefit from this targeted financial assistance. The Federal Poverty Level (FPL) Guidelines, which are published annually by the U.S. Department of Health and Human Services, shall act as a guiding standard for eligibility.

The Angel Fund's administration is designed for efficiency, transparency, and accountability:

- **Covered Violations:** The fund will assist with code compliance violations and minor repairs, explicitly excluding cosmetic upgrades, home additions, and improvements unrelated to code enforcement. Properties with unrelated outstanding liens or active legal proceedings may also be excluded.
- **Application Process:** A clear application process will be established, requiring income and/or disability verification, and property assessment.
- **Funding Mechanism:** Funds will be disbursed directly to approved, licensed, and insured contractors upon satisfactory completion and inspection of the work, not directly to the homeowner.
- **Oversight:** The Office of Code Compliance and Neighborhood Services will be responsible for overall program administration, including application review, contractor selection, project monitoring, and regular reporting. A comprehensive applicant tracking system will be utilized.

The implementation of the Angel Fund is anticipated to yield several significant positive outcomes for the City of Bartow:

- **Improved Quality of Life:** Direct enhancement of living conditions and overall neighborhood environments.
- **Reduced Financial Strain:** Alleviation of the burden of fines and liens for vulnerable homeowners.
- **Increased Code Compliance:** A more supportive approach is expected to lead to higher rates of voluntary compliance.
- **Strengthened Community Trust:** Reinforcement of the City's commitment to its residents, especially the most vulnerable.
- **Fiscal Responsibility:** Proactive, small-scale repairs funded by the grant can prevent larger, more costly interventions by the City in the future.

RECOMMENDATION

Based on the demonstrated need within our community, the comprehensive program design, and the anticipated positive impacts, Staff respectfully recommends that the City Commission review and **approve the attached Resolution No. 26-4260-R**, thereby formally establishing and authorizing the implementation of the City of Bartow Code Compliance Assistance Grant ("Angel Fund").

FISCAL IMPACT

Staff anticipates an initial funding level of $50,000 for the program, subject to annual assessment of the effectiveness of the program, policy review, and funding availability.

Attachments: Resolution 26-4260-R - **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BARTOW, FLORIDA; ESTABLISHING THE CITY OF BARTOW CODE COMPLIANCE ASSISTANCE GRANT PROGRAM, TO BE KNOWN AS THE "ANGEL FUND"; PROVIDING FOR THE PROGRAM'S PURPOSE, OBJECTIVES, ELIGIBILITY REQUIREMENTS, AND ADMINISTRATION; AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE PROGRAM AND TAKE ALL NECESSARY ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**
With Attachments

RESOLUTION NO. 26-4260-R

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BARTOW, FLORIDA; ESTABLISHING THE CITY OF BARTOW CODE COMPLIANCE ASSISTANCE GRANT PROGRAM, TO BE KNOWN AS THE "ANGEL FUND"; PROVIDING FOR THE PROGRAM'S PURPOSE, OBJECTIVES, ELIGIBILITY REQUIREMENTS, AND ADMINISTRATION; AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE PROGRAM AND TAKE ALL NECESSARY ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bartow is committed to promoting and maintaining safe, healthy, and aesthetically pleasing living conditions for all its residents; and

WHEREAS, the City Commission recognizes that certain low-income residents and residents with disabilities or facing other personal challenges may face significant financial barriers in complying with city codes, inadvertently leading to property deterioration and community blight; and

WHEREAS, the City desires to implement a proactive and compassionate approach to code compliance, offering financial assistance to empower vulnerable homeowners to address code violations; and

WHEREAS, the Office of Code Compliance and Neighborhood Services has developed a comprehensive framework for a Code Compliance Assistance Grant Program, hereinafter referred to as the "Angel Fund," designed to provide targeted financial aid for this purpose; and

WHEREAS, the Angel Fund's objectives align with the City's broader goals of enhancing public safety, preserving property values, supporting vulnerable populations, promoting community blight reduction, and fostering collaborative compliance; and

WHEREAS, the program includes established guidelines for applicant eligibility, including owner-occupancy, verifiable low-income status (aligned with 200% of the Federal Poverty Level), and/or documented disability, along with clear procedures for application review, funding allocation, and oversight; and

WHEREAS, the implementation of the Angel Fund is expected to yield significant positive outcomes, including improved quality of life for residents, reduced financial strain on eligible homeowners, increased voluntary code compliance, and strengthened community trust; and

WHEREAS, it is deemed to be in the best interest of the health, safety, and welfare of the citizens of Bartow to formally establish and implement this program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BARTOW, FLORIDA, AS FOLLOWS:

Section 1. Establishment of the "Angel Fund." There is hereby established the City of Bartow Code Compliance Assistance Grant Program, to be known as the "Angel Fund," for the purpose of providing financial assistance to low-income and disabled residents of the City of Bartow to address identified property code compliance violations.

Section 2. Program Purpose and Objectives. The purpose and objectives of the Angel Fund shall be consistent with those outlined in the program framework prepared by the Office of Code Compliance and Neighborhood Services, including: A. Enhancing public safety and health by mitigating hazardous property conditions. B. Preserving property values and neighborhood aesthetics. C. Providing essential financial relief to low-income and disabled populations. D. Promoting community blight reduction through targeted interventions. E. Fostering a collaborative spirit between residents and code compliance.

Section 3. Eligibility Requirements. Eligibility for assistance from the Angel Fund shall be strictly limited to owner-occupied residential properties within the City of Bartow where the primary resident meets established criteria for: A. Low-income status, verifiable by documentation and aligned with up to 200% of the Federal Poverty Level for the applicable household size; and/or B. Verifiable disability, as evidenced by appropriate documentation. The specific thresholds and documentation requirements shall be detailed in the program guidelines.

Section 4. Covered Violations and Administration. The Angel Fund shall provide assistance for code compliance violations and minor repairs, as specified in the program guidelines. The administration of the program, including application review, funding limits and allocation, contractor selection, oversight, and accountability, shall be the responsibility of the Office of Code Compliance and Neighborhood Services, or its designated representatives, in accordance with the comprehensive program framework. Funds shall be disbursed directly to approved contractors or vendors for completed work.

Section 5. Authorization for Implementation. The City Manager is hereby authorized and directed to take all necessary actions to implement and administer the City of Bartow Code Compliance Assistance Grant Program ("Angel Fund"), including, but not limited to, developing and finalizing detailed operational procedures, entering into agreements with contractors, and seeking additional funding sources as appropriate.

Section 6. Effective Date. This Resolution shall become effective immediately upon its adoption by the City Commission.

PASSED and **DULY ADOPTED** with quorum present in voting by the City Commission of the City of Bartow, Florida, this 6th day of April, 2026.

CITY OF BARTOW, FLORIDA

_____

Mayor Tanya L. Tucker

Attest:

_____

Jacqueline Poole, City Clerk

Approved as to form:

_____

Sean R. Parker, City Attorney

Approved as to Substance:

_____

Mike Herr, City Manager

CITY OF BARTOW
CODE COMPLIANCE ASSISTANCE GRANT
Office of Code Compliance & Neighborhood Services
CITY OF BARTOW
ANGEL FUND
(863) 534-5034
cityofbartow.net
450 N. Wilson Ave., Bartow, FL

I. Program Overview

The **City of Bartow Code Compliance Assistance Grant, also known as the "Angel Fund,"** is a vital initiative established by the City of Bartow's Office of Code Compliance and Neighborhood Services. Its core mission is to provide crucial financial assistance to eligible low-income and disabled residents who are facing challenges in bringing their properties into compliance with city code due to financial hardship. This program reflects the City's commitment to proactive community development and support, moving beyond traditional enforcement to offer tangible aid.

II. Program Purpose and Core Objectives

The Angel Fund serves a multifaceted purpose, aiming to create a safer, healthier, and more aesthetically pleasing urban environment while supporting its most vulnerable citizens. Its key objectives include:

1. **Enhancing Public Safety and Health:** The fund directly addresses property conditions that pose risks. This includes mitigating hazards such as:
    - Structural deficiencies (e.g., unstable fences, damaged porches).
    - Overgrown vegetation that may obscure sidewalks, create fire hazards, or harbor pests.
    - Unsanitary conditions that could lead to pest infestations or health concerns.
    - Any other violations identified by code enforcement that compromise the well-being of residents or the public.
2. **Preserving Property Values:** By assisting residents in maintaining their homes, the fund helps prevent property deterioration. This action contributes significantly to:
    - Safeguarding neighborhood aesthetics, ensuring Bartow remains an attractive place to live.
    - Protecting and potentially increasing the overall property values within the community, benefiting all residents.
3. **Supporting Vulnerable Populations:** A fundamental goal of the Angel Fund is to provide essential financial relief to those who need it most. This support ensures that:
    - Low-income individuals and families can meet city code requirements without incurring overwhelming debt or financial penalties.
    - Residents with disabilities are empowered to maintain their living environments to a safe and compliant standard, enhancing their quality of life.

4. **Promoting Community Blight Reduction:** The program targets and resolves minor code violations that, if left unaddressed, can cumulatively lead to urban blight. By facilitating prompt repairs and maintenance, the fund helps to:
    - Improve the visual appeal of neighborhoods.
    - Enhance the overall quality of life for residents by reducing nuisances and eyesores.
5. **Fostering Collaborative Compliance:** The Angel Fund represents a shift in approach, emphasizing collaboration over confrontation. It seeks to:
    - Transform code enforcement into a supportive partnership for qualifying residents.
    - Encourage voluntary compliance by removing financial barriers, leading to more efficient and positive outcomes for both residents and the City.

III. Eligibility Criteria for Beneficiaries

The Angel Fund is designed for owner-occupied residential properties within the City of Bartow. To be eligible for assistance, the primary resident must meet specific criteria related to income and/or disability:

- **Owner-Occupied Residential Property:** The applicant must reside in the property for which assistance is requested and hold legal ownership of it. The property must have a homestead exemption recorded with the Polk County Property Appraiser's Office.
- **Low-Income Status:** Eligibility will primarily be based on household income. The applicant's household income must be 200% or lower of the Federal Poverty Level. Applicants will be required to provide verifiable income documentation. Applicant income may be verified using the following methods:
    - Pay Stubs: Recent consecutive pay stubs (e.g., 1-3 months) showing gross income, deductions, and pay frequency.
    - Tax Returns: Copies of the most recently filed federal income tax returns (IRS Form 1040, including W-2s and 1099s).
    - Benefit Award Letters: Official letters from government agencies (e.g., Social Security Administration (SSA) for Social Security, SSI, or SSDI, Veteran Affairs, Unemployment Compensation, Retirement/Pension statements, Workers' Compensation) detailing benefit amounts and frequency.

- Bank Statements: Recent bank statements (e.g., 3-6 months) showing regular deposits from employment, benefits, or other income sources.
- Employer Attestation/Verification Letter: A formal letter from an employer on company letterhead, stating the applicant's employment status, hourly wage or salary, average hours worked, and pay frequency.
- Child Support/Alimony Statements: Official court orders, divorce decrees, or payment records indicating the amount and frequency of child support or alimony received.
- Notarized Statements/Affidavits: For individuals with irregular income or who are self-employed and lack formal documents, a notarized statement detailing income and expenses may be accepted, often alongside other available records like invoices or profit/loss statements.

- **Verifiable Disability:** Residents with disabilities may also qualify for assistance. Documentation verifying the disability will be required during the application process. The disability must significantly limit one or more "major life activities." These activities can include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. It can also include the operation of major bodily functions (e.g., immune system, neurological, respiratory). Applicant disability may be verified using the following methods:
  - Medical records: Doctor's notes, diagnostic test results, hospital records, treatment plans.
  - Verification of Disability (VOD) forms: Specific forms signed by a licensed medical professional (physician, psychiatrist, psychologist, physician's assistant).
  - Proof of disability benefits: Documentation showing receipt of Social Security Disability Income (SSDI), Supplemental Security Income (SSI), or Veteran's Administration (VA) disability benefits.
  - Statements/letters from professionals: On official letterhead from a qualified professional who has assessed the individual.
  - Functional assessments: Evaluations that detail how the impairment affects daily activities and work-related tasks.

Statistical Context: The need for such a fund is underscored by the economic realities of the region. While specific Bartow figures for individuals at 200% or lower of the poverty level are not directly available, data for Polk County indicates that approximately 81% of food-insecure individuals are estimated to fall below 200% of the Federal Poverty Level. Furthermore, Bartow's most recent statistics show that roughly 15-16% of its population lives in poverty. These figures highlight a significant segment of the population that could greatly benefit from this financial assistance to maintain their homes and adhere to city codes.

2025 Federal Poverty Level (FPL) Thresholds (200% FPL) by Household Size

To assist applicants in determining their eligibility based on income, the following table illustrates the annual income thresholds for 200% of the Federal Poverty Level (FPL) for various household sizes, based on the 2025 guidelines:

Household Size	**200% FPL Annual Income**
1 Person	$31,300
2 Persons	$42,300
3 Persons	$53,300
4 Persons	$64,300
5 Persons	$75,300
6 Persons	$86,300
7 Persons	$97,300
8 Persons	$108,300
Each additional person, add	+$11,000

Note: These are general guidelines. Specific program eligibility may include additional criteria or adjustments.

IV. Types of Assistance and Covered Violations

The Angel Fund aims to cover a range of code compliance violations that eligible residents struggle to address. While specific details will be outlined in program guidelines, general categories of assistance may include:

- Minor exterior repairs (e.g., siding, roof leaks, window repairs).

- Correction of overgrown vegetation (e.g., tree trimming, removal of excessive weeds).
- Removal of accumulated debris or junk.
- Repairs addressing immediate safety hazards identified by code enforcement.
- Other "small-scale repairs" or minor violations that prevent a property from being in compliance.

V. Application Process

A transparent and accessible application process will be established to ensure equitable access to the Angel Fund. Details regarding where and how to apply, required documentation, and the review timeline will be made available through the City of Bartow's official channels. The process will likely involve:

- Submission of an application form.
- Provision of income and/or disability verification.
- An assessment of the property's code violations.
- A review by the Angel Fund committee or designated City department.

VI. Program Guidelines

To ensure the efficient, fair, and effective administration of the Angel Fund, the following program guidelines will be established, drawing upon practices from similar community assistance grants:

1. **Application Review and Prioritization:**
    - Applications will be reviewed on a rolling basis or during specific funding cycles, as determined by available resources.
    - Priority may be given to applications addressing immediate health and safety hazards, or properties with long-standing, unresolved violations that significantly impact neighborhood blight.
    - A scoring matrix may be utilized to objectively evaluate applications based on need, impact, and feasibility of proposed work.
2. **Funding Limits and Allocation:**
    - A maximum grant amount per household will be set to ensure equitable distribution of funds and assist as many eligible residents as possible.

- Funds will be directly disbursed to approved contractors or vendors for completed work, not directly to the homeowner, to ensure proper use of funds and quality control.
- The fund may allow for contributions from multiple sources (e.g., city budget, private donations, community partnerships) to maximize its impact.

3. **Contractor and Vendor Selection:**
    - A roster of pre-qualified, licensed, and insured contractors or vendors will be maintained by the City for various types of repairs and services.
    - Homeowners may be given options from this approved list, or the City may manage the selection and contracting process directly, depending on the complexity and scope of work.
    - All work performed must meet City Code standards and be subject to inspection upon completion.
4. **Oversight and Accountability:**
    - The Office of Code Compliance and Neighborhood Services, or a designated committee, will be responsible for overseeing the program, including application processing, fund disbursement, and project monitoring.
    - Regular reporting on the program's progress, including the number of properties assisted, types of violations addressed, and overall impact, will be conducted.
    - Mechanisms for addressing homeowner concerns or contractor performance issues will be established.
5. **Exclusions:**
    - The fund is intended for code compliance violations and minor repairs only; it will not cover cosmetic upgrades, home additions, or improvements unrelated to code enforcement.
    - Properties with outstanding liens unrelated to code compliance, or those subject to active legal proceedings (unless part of a settlement agreement with the City) may not be eligible.
    - Rental properties are generally excluded, as the fund is specifically designed to support owner-occupied residences.

VII. Expected Outcomes and Long-Term Impact

The successful implementation of the Angel Fund is anticipated to bring about a multitude of positive changes:

- **Enhanced Community Well-being:** Residents will experience improved living conditions, leading to better health and safety outcomes.
- **Alleviated Financial Burden:** Eligible homeowners will be spared the burden of fines, liens, and potential legal actions, freeing up resources for other necessities.
- **Higher Compliance Rates:** The supportive model is expected to increase voluntary adherence to code standards, streamlining enforcement efforts.
- **Strengthened Community Bonds:** The fund will solidify trust between residents and the City, demonstrating a commitment to collective welfare.
- **Fiscal Responsibility:** By addressing minor issues proactively, the City can potentially avoid larger, more costly interventions (e.g., extensive demolition, prolonged legal battles) in the future.

VIII. Local Business and Community Support

The City of Bartow invites local businesses, community organizations, and private citizens to contribute to the Angel Fund. Contributions will directly support the program's objectives, enabling the City to extend its reach and provide assistance to a greater number of deserving residents, thereby investing in the collective health and beauty of our community.

PART II -APPLICATION REVIEW PROCESS

The City of Bartow has instituted a systematic review process for applications submitted to the City of Bartow's Code Compliance Assistance Grant, "The Angel Fund." This process ensures fair, consistent, and thorough evaluation against established eligibility criteria and program guidelines.

I. Phase 1: Initial Intake & Completeness Check

Objective: To confirm basic submission requirements and initial program fit.

1. **Application Receipt:**
    - Applications are received through designated City channels (e.g., online portal, in-person submission at Code Compliance Office).
    - Each application is logged with a unique identifier and submission date.
2. **Completeness Review:**
    - Verify all mandatory fields on the application form are completed.
    - Confirm all required initial documentation (e.g., proof of residency/ownership, basic income self-declaration, preliminary violation description) is attached.
    - *Action:* Incomplete applications will be flagged. Applicants will be notified of missing items and given a specific timeframe to submit them. Failure to provide missing information within the timeframe may result in application closure.

II. Phase 2: Eligibility Verification

Objective: To rigorously assess applicant and property eligibility against Angel Fund criteria.

1. **Property Ownership & Occupancy Verification:**
    - Confirm the property is owner-occupied and the applicant is the legal owner, referencing public records and submitted documentation.
    - *Reference:* Program Guide, Section III: "Owner-Occupied Residential Property."
2. **Income Eligibility Assessment:**
    - Review submitted income documentation (e.g., pay stubs, tax returns, benefit statements) to verify household income.

- Compare the verified household income against the 200% Federal Poverty Level (FPL) thresholds for the stated household size, utilizing the most current FPL guidelines.
- *Reference:* Program Guide, Section III: "Low-Income Status" and "2025 Federal Poverty Level (FPL) Thresholds (200% FPL) by Household Size" table.

3. **Disability Status Verification (if applicable):**
    - Review submitted documentation confirming verifiable disability status for the applicant or a household member.
    - *Reference:* Program Guide, Section III: "Verifiable Disability."
4. **Nature of Violation Review:**
    - Assess the described code violation(s) to ensure they fall within the scope of covered assistance.
    - Identify and flag any requests that are explicitly excluded (e.g., cosmetic upgrades, general home improvements not related to code enforcement).
    - *Reference:* Program Guide, Section IV: "Types of Assistance and Covered Violations" and Section VI: "Exclusions."
5. **Lien and Legal Status Check:**
    - Verify with City records that there are no outstanding liens on the property unrelated to code compliance that would preclude eligibility.
    - Confirm the property is not involved in active legal proceedings that would make it ineligible as per program guidelines.
    - *Reference:* Program Guide, Section VI: "Exclusions."

III. Phase 3: Prioritization & Recommendation

Objective: To prioritize eligible applications based on impact and resource availability.

1. **On-Site Assessment (as needed):**
    - For applications passing initial eligibility, a Code Compliance officer may conduct an on-site visit to verify the reported violations, assess their severity, and determine the scope of work required.
    - Document hazardous conditions or significant blight.

2. **Scoring & Prioritization:**
    - Applications will be evaluated using a scoring matrix, which may consider factors such as:
        - Severity of health and safety hazards posed by the violation.
        - Impact on community blight.
        - Duration of the unresolved violation.
        - Household vulnerability (e.g., extremely low income, severe disability).
    - *Reference:* Program Guide, Section VI: "Application Review and Prioritization."
3. **Funding Availability Review:**
    - Assess the estimated cost of addressing the violations against the program's available funding and individual funding limits.
    - *Reference:* Program Guide, Section VI: "Funding Limits and Allocation."

IV. Phase 4: Decision & Communication

Objective: To make a final decision and communicate the outcome to the applicant.

1. **Review Committee Decision:**
    - A designated committee (e.g., representatives from Code Compliance, City Administration) reviews the prioritized applications and makes final approval or denial decisions.
2. **Approval Notification:**
    - For approved applications, an official acceptance letter will be issued, outlining next steps, contractor coordination, and project timeline.
3. **Denial Notification:**
    - For denied applications, a formal denial letter will be issued, clearly stating the reason(s) for the denial based on the eligibility criteria.
    - Information on potential reapplication in the future or alternative resources will be provided.
    - *Reference:* Angel Fund Application Denial Letter.

4. **Documentation:**
    - All decisions, supporting documentation, and communication logs are meticulously maintained for program accountability and auditing.

This structured review process ensures that the Angel Fund operates transparently and effectively, directing aid to those most in need while upholding the City's commitment to code compliance and community well-being.