

City of Bartow City Commission



POLICIES AND PROCEDURES

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ANNUAL COMMISSION REORGANIZATION PROCEDURES

Annually in the month of May the Commission shall reorganize under the direction of the newly elected Mayor. The purpose of the reorganization is to make appropriate committee assignments, schedule Commissioner Town Hall meetings, review Commissioner policies and procedures, review the roster of appointees and assignments and set dates for joint meetings.

- ❖ Review the City of Bartow Roster of Appointees and Assignments for additions, modifications and deletions.
- ❖ Mayor to make committee and board assignments for Commissioners.
- ❖ Schedule proposed community "Town Hall" meeting dates.
- ❖ Review Commission Policies and Procedures for additions, modifications and deletions
- ❖ Review proposed joint meeting dates for qualified boards and committees.

APPLICATION FORM, VOLUNTEER BOARDS AND COMMITTEES

The Commission is responsible for appointing members to the various boards and committees established by the City Charter, Ordinances, and Land Development Regulations as well as ad hoc committees. To ensure citizens have an opportunity to submit their names for consideration for such appointments, the Commission encourages interested persons to complete an application for Volunteer Boards and Committees, (see appendix) and submit it to the City Clerk.

Blank applications shall be available in the City Clerk's Office located at City Hall or can be downloaded from the City's website www.cityofbartow.net.

Completed applications will be maintained for three (3) years and may be reviewed, as desired, by Commissioners searching for appointees. Commissioners are encouraged, but not required to fill vacancies from the applications on file.

ATTENDANCE AT NON-CITY COMMISSION PUBLIC HEARINGS

Generally, Commissioners shall not attend any meetings held by appointed boards/commissions since the Commissioner's appearance may affect citizen or board comment on the issue requiring the public hearing. Attendance by a Commissioner, designated as the Commission representative to the board/commission, are permitted. Commissioners may review video/audio tapes of public hearings as desired.

In cases where the meeting is scheduled and advertised as a joint meeting and/or public hearing of the board and City Commission, attendance is permitted.

COMMISSION AGENDAS

Agendas with supporting material for City Commission Regular Meetings and Work Sessions will be electronically delivered to the Commissioners on Thursday preceding the Monday meeting. Agendas for Commission meetings rescheduled because of a national holiday shall be delivered 72 hours before the meeting. Agenda requirements for special work sessions or Commission meetings will be determined jointly by the City Manager and Mayor. Under unusual circumstances the City Manager or Mayor may permit agendas to be delivered later than the above guidelines.

Amended agendas are permitted provided it is distributed to the Commissioners no later than 12:00 p.m., day of meeting.

Items may be added or deleted from a regularly scheduled Commission meeting published agenda by unanimous consent of the Commissioners during a regular Commission meeting.

Additional agenda support material may be distributed to the Commissioners day of meeting, [when necessary](#). City staff is discouraged from providing material prior to a meeting when such material may affect a Commissioner's understanding of the material or influence a vote.

Agendas shall also be published for work sessions and provided to Commissioners according to the time requirements specified in the first paragraph.

COMMISSION COMMITTEE ASSIGNMENTS

As part of the reorganization process, Commissioners shall review the current Roster of Appointees and Assignments for accuracy and necessity. Unnecessary committees may be deleted, and new committees added as desired and permitted by the City Charter, State Statute and Commission requirements.

The Mayor shall request a committee/board preference list from each Commissioner by a date established at or before the reorganization meeting. The Mayor will make the final assignments equalizing the number of committees/boards assigned to each Commissioner while honoring each Commissioner's preference as much as possible.

The nature of some committees/boards is such that continuity and experience in a particular area is important for continued contributions to and participation in the committee/board activities.

COMMISSION MEETING PROTOCOL AND PROCEDURES

The following Meeting Procedures were approved by the Commission to provide civility and respect to all citizens, Commission members and City staff. The procedures apply to both Work Sessions and Regular Commission Meetings.

1. Each speaker shall provide his/her name and address to the City Clerk prior to the beginning of the meeting, if possible, before addressing the Commission.
2. Those who wish to speak are **ENCOURAGED** to do so at the appropriate time on the agenda.
3. Comments pertaining to ordinances shall be made **ONLY** at the proper time after the reading of such ordinances.
4. Only speakers addressing the Commission from the podium will be acknowledged.
5. Each speaker will be allowed a maximum of three (3) minutes to speak, except for presentations authorized by the Commission. In the event of many speakers, said speakers may be limited to a lesser number of minutes. Those speakers exceeding the maximum number of minutes may be called "out of order" by the Mayor and requested to return to their seats.
6. While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems to be inappropriate.
7. Individuals may provide comments during Commission work sessions **ONLY** when recognized by the Mayor or Commission. Those allowed to comment will be subject to the same limit imposed during regular meetings.
8. Public documents discussed or referred to during any Commission meeting or work session is available through the City Clerk's Office.

THE INTENT OF THESE POLICIES IS NOT TO CONFINE OR DISTRACT FROM THE PARTICIPATION OF OUR CITIZENS IN THE DEMOCRATIC PROCESS, BUT ONLY TO PROVIDE STRUCTURE THROUGH GUIDELINES TO THAT PROCESS.

(These Meeting Procedures shall be printed on the back of all City Commission agendas made available to the public.)

COMMITTEE/BOARD APPOINTMENT AND REAPPOINTMENT PROCEDURES

The Commission appoints citizens to Boards and Committees with various qualification requirements and terms of service. To ensure appointments are made in a timely manner, the City Clerk's Office will keep the Commission informed of expirations of members' terms and resignations.

The City Clerk shall:

- ❖ Maintain a master copy of Boards and Committees list and distribute the listing as changes occur or as needed.
- ❖ Contact incumbents prior to their term expiration date to determine if the individuals wish to serve another term.
- ❖ Notify the Commission through staff report of Board/Committee member's term and indication to remain on the Board or Committee. It shall include the name of appointment, the expiration date of the term, length of the term and special information applicable to the appointment, i.e., special occupation requirement, residency requirement, attendance record, financial disclosure requirement, etc.
- ❖ Notify the Commission, by memo, of any resignations of Board and Committee members including the expiration date of the member's term and the information listed in the previous paragraph.
- ❖ Ensure the requirement for appointment/reappointment appears on the Regular Commission Meeting agenda prior to the expiration of the term provided that the board member submits it in time.
- ❖ Verify there is no conflict of interest with applicants for Boards/Committees.

The Commission shall:

- ❖ Accept Board/Committee member's resignations as applicable.
- ❖ After receiving written information from the City Clerk concerning the term and expiration dates of Board/Committee members, the Commissioners at a Regular meeting shall discuss and determine which of two procedures they will follow to fill the expiring term. The Commission may decide to continue the present procedure of having the Mayor assign a specific member of the Commission the task of recommending a nominee for the position, or they may by consensus of the majority entertain recommendations from all Commissioners. The appointment of an individual to a Board/Committee must be accomplished at a regularly scheduled meeting.
- ❖ The Commissioner assigned the task of appointing an individual to the position may:
 - Consider the individual's desire to serve, but is not required to appoint that individual.
 - Consider individuals from applications on file.

- Select any individual who qualifies for the position.
- The Commissioner is also responsible for providing completed Volunteer Application to the City Clerk's office so that it may be included in the Commission packets before the appointment.

Re-appointments/appointments will be scheduled on the Regular Meeting agendas. When requested by the Mayor, the Commissioner assigned the appointment task will nominate his/her selection for the position and provide the Volunteer Application for the benefit of the public.

The Commission must be vigilant to ensure conflicts of interest do not exist on any board/committee or between boards/committees. Any Commissioner with knowledge or suspicion of a conflict of interest shall immediately inform the board/committee member and the Commission. Commissioners are discouraged from nominating persons for a board/committee if the individual is currently serving on another board or committee.

The Commission shall make every effort to ensure that the make-up of boards/ committees includes a fair representation of Bartow residents.

Any Board Member who has served on a board or commission shall receive a certificate of appreciation for his years of service upon vacating that position.

COMMUNICATIONS

The City Charter provides guidance on the separation of the roles of the policymaking function of the Commission and the daily administration and operation functions of the City Manager. Therefore, any statement dealing with City departmental policies will be released through the City Manager's office.

By nature of the position, Commissioners will have many opportunities to discuss the various issues that come before the Commission. Commissioners are urged to cooperate with the media as much as possible; however, unless the Commission has not voted on or expressed consensus on an item. Commissioners shall ensure that all communications with the media are their opinion and not the position of the City Commission.

[Additionally, Commissioners shall refer to City Attorney on sensitive to issues, which are under investigation, in litigation or have the potential to be in future litigation, or deal with contract negotiations in discussions with the media.](#)

CORRESPONDENCE AND FLOW OF INFORMATION

In the performance of their duties, Commissioners will have opportunities to request information and public records from the Appointed Officials. To ensure all Commissioners are kept equally informed on such issues, any information, which is given to one Commissioner will be made available to all Commissioners. General conversations between

individual Commissioners and Appointed Officials do not require record preparation and distribution.

EVALUATIONS OF APPOINTED OFFICIALS

The Commission shall at their [second](#) Regular Meeting in [August](#) determine if they will conduct formal evaluations of appointed officials and review of the evaluation forms.

The City Clerk is responsible for ensuring that the evaluation forms are distributed to the Commissioners on a timely basis to meet the proposed schedule of activities. Commissioners shall complete evaluation forms and return them to the City Clerk, who shall consolidate the evaluation ratings and comments and prepare an overall evaluation form.

It shall be the responsibility of each Commissioner to discuss his/her evaluation with the Appointed Officials prior to the submission of the completed evaluation to the City Clerk.

Evaluation Schedule of Activity

- ❖ Rating Period – Fiscal Year
- ❖ [Discussion and review of Evaluation Form for revisions or additions to take place during Second regular meeting in August. City Clerk ensures proposed changes are incorporated into the Evaluation Form\(s\).](#)
- ❖ Blank evaluation forms provided to Commissioners by the City Clerk at [first](#) Regular Meeting in September.
- ❖ Completed evaluation forms are to be submitted to City Clerk by the second Friday in October.
- ❖ Copies of consolidated evaluation forms provided to Commissioners at first Regular meeting in November.

FUNDING FOR ORGANIZATIONS

The Commission shall decide during each [fall](#) whether to accept applications from new organizations for funding. If the City Commission elects to accept applications for funding, requests will only be accepted from non-profit organizations seeking funds to provide service programs to the public. [Open period for submission of funding applications is April 1 through May 15.](#) Services must be beneficial to the citizens of Bartow. There is a limit of one application per agency. Ineligible expenses are, but not limited to vehicle purchases, leases, insurance or rental of vehicles, cash incentives or stipends and administrative salaries. If an application period is announced, an opportunity to present and communicate the needs of the organization will be afforded to the organization's representative at the appropriate meeting. The presentations must cover the purpose of the request and the

outcomes anticipated from the funding. An organization that is currently being funded will only be required to make a presentation if it is seeking an increase in funding from the current fiscal year. The presentation should include the reason for the increase. Applications and the submission deadline will be provided at the appropriate time. A budget of the projected expenses for the proposed funding will be required with the application. Funding availability will be contingent upon the City Commission approval. The City Commission reserves the right to refuse a request based on the criteria in place at the time.

JOINT MEETINGS WITH APPOINTED BOARDS/COMMISSIONS

The Commission may meet with all Appointed Boards/Commissions, unless prohibited by statute as determined by the City Attorney, on an annual basis. The purpose of such meetings is to exchange ideas and philosophies on the conduct and responsibilities of the Appointed Board/Commission. Meetings may be held in conjunction with regular board meetings at a time and place mutually acceptable to both groups. Meetings shall be informal with interaction between all parties. Boards are encouraged to update the Commission on their activities, accomplishments, successes, and ideas for the betterment of their Board or the City, and concerns requiring the Commission's attention. The City Clerk is responsible for coordinating, scheduling, notifying all principals and advertising all meetings. The Chair of the Appointed Board/Commission will chair all annual joint meetings.

KEY TO THE CITY

The tradition of issuing a key to the city dates to medieval times when many cities were enclosed within walled fortifications. The key symbolizes the freedom of the recipient to enter and leave the city at will, as a trusted friend of city officials and residents. It is the most prestigious recognition and should be bestowed only to dignitaries or other esteemed guests of the City that have made a significant contribution or extraordinary achievement in humanitarian work.

Nominations for a key to the city shall be addressed to the Mayor, along with a written statement indicating the name of the dignitary or other esteemed guest and a summary of their distinct achievements or humanitarian work that supports granting a key. Nominations would be evaluated and awarded by majority vote of the City Commission. If approved, the key would be granted by resolution.

Furthermore, a proclamation should be considered in lieu of a key, as the key should be granted only on rare occasions. The award may only be presented once to any dignitary or esteemed guest. The decision of whether to award a key to the city shall rest within the sole discretion of the City Commission.

MONTHLY ACTIVITY CALENDAR

The City Clerk's Office shall provide Commissioners a monthly calendar listing meetings and events normally attended by the Commissioners.

- ❖ City Commission Work Sessions
- ❖ City Commission Regular Meetings
- ❖ Bartow Airport Authority Meetings
- ❖ CRA Meetings
- ❖ Joint Meetings with various Board and Commissions
- ❖ Ridge League Meetings
- ❖ Chamber of Commerce events and activities of interest to the Commission
- ❖ Special events
- ❖ Florida League of Cities Conferences
- ❖ National League of Cities Conferences

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 will 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 will 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 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.

ORIENTATION OF NEW COMMISSIONERS

Appointed Officials shall jointly schedule a meeting with newly elected Commissioner following their certification of election to the City Commission. The purpose of the meeting is to orientate and educate the Commissioners on items and issues necessary for the accomplishment of their duties and responsibilities. The meeting shall be scheduled before the Commissioner takes office the first Regular meeting in May. Copies of all materials, plans, and guidance documents needed in the performance of Commission duties will be distributed and reviewed with each new Commissioner.

Content of the briefings shall be at the discretion of the Appointed Officials, however, additional material and subjects of interest to the new Commissioner(s) shall also be discussed. Standard reference materials required by the new Commissioner will be made available to them either before or at the time of the meeting by the City Manager and City Clerk. Commissioners may request additional materials and reference data that may be available.

Orientation briefings for newly elected Commissioners shall be scheduled at the convenience of all parties but should be accomplished as soon as the appointment is effective.

PROCLAMATIONS

Proclamations are ceremonial documents to honor and celebrate events or increase public awareness of noteworthy issues. Presentation of proclamations will be placed under the "Proclamations and Presentations" section of a regular meeting agenda.

Criteria – proclamations recognize a specific day, week, or month that holds local, statewide or national significance or serves an educational purpose for significant number of Bartow residents. Proclamations for commercial purposes are not accepted. Draft language must be submitted to the City Clerk's office no later than 14 calendar days before the presentation. The draft language is subject to editing or revisions by City staff. Proclamations will not be placed on the Commission agenda if no requestors plan to attend the meeting. The City reserves the right to deny any request with or without cause and to make exceptions to these guidelines. At the Mayor's or any Commissioner's discretion, proclamations may be presented to organizations and/or individuals outside of a Regular meeting.

STRATEGIC PLANNING

The Strategic Planning that is carried out by the Commission provides the goals, priorities, vision and mission of the City. It is imperative that the Commission review and update the Strategic Plan with the City Manager as needed.

Strategic Planning sessions may be facilitated by a third party or by City staff. Staff input is important to this process and shall be solicited through the City Manager.

Every effort shall be made to schedule the strategic planning sessions so that the results of this undertaking can be included in the work plan and budgeted for the appropriate fiscal year.

TOWN HALL MEETINGS

Citizen input to the governmental process is very important. Town Hall meetings affords residents the opportunity to speak informally with individual Commissioners while also providing a forum for Commissioners to educate the public on important City issues. Commissioners are urged to schedule meetings with the public at times and places as determined by the Commissioner(s). Commissioner(s) are encouraged to host a Town Hall meeting at least once annually. The City Manager's presence at Town Hall meetings is encouraged. Town Hall meetings shall be appropriately noticed.

WORK SESSIONS

Work sessions may be scheduled at agreed upon times for the accomplishment of City business. These work sessions normally address subject matters that are more appropriately discussed outside of a regularly scheduled meeting. The scheduling of work sessions is at the discretion of the Commission.

The Commission may schedule a work session immediately prior to regularly scheduled City Commission meetings. The City Manager and the Mayor may determine the time of such work sessions. Work sessions may be recessed and reconvened after the regular Commission meeting if conditions warrant.

Appointed Officials or their designee shall be in attendance for each work session. City staff shall be made available at the discretion of the City Manager. Consultants and guest presenters may be invited to these work sessions when their appearance will enhance or clarify the materials or subjects being discussed.

Agendas for work sessions shall be prepared by the City Clerk. Additional items and issues may be discussed as desired by the Commission. No official votes can be taken at a work session, however, consensus on items can be obtained and instructions may be given to staff.

Special work sessions may be scheduled at other times for the accomplishment of City business. These work sessions normally address limited subject matter that must be discussed prior to a regularly or special meeting.



AGENDA
CITY OF HAINES CITY, FLORIDA
CITY COMMISSION WORKSHOP

December 19, 2024, 6:00 p.m.
City Hall Commission Chambers
620 E. Main Street, Haines City, FL 33844
Phone: 863-421-9921 Web: hainescity.com

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

For special accommodations, please notify the City Clerk’s Office at least 72 hours in advance.

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk’s Office. In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk’s Office in writing, or may call 863-421-9921 for information regarding available aids and services.

Pages

1. CALL TO ORDER

2. PRESENTATIONS AND DISCUSSIONS

2.a Draft Resolution Approving Policy Related to City Commissioner-Initiated Meetings

3

Review draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings for the City Commission to consider as a workshop discussion item.

Staff Contact: Fred Reilly, City Attorney and James Elensky, City Manager

City of Haines City, Florida

Exhibit A to Resolution No. 24-XXXX

City Commission Policy- Commissioner-initiated meeting

Policy No: 2024-YYYY

Resolution No: 24-XXXX

Approval Date: _____, 202__

I. STATEMENT OF POLICY

A. It is the intent of the City to establish rules of procedure to govern the conduct of City Commissioner-initiated public meetings.

B. Matters of procedure not otherwise provided for herein are, insofar as practical, determined by the City Manager.

II. POLICY AND PROCEDURE

A. City Commissioner-initiated Meetings.

1. A City Commissioner may initiate and hold a public meeting (the “Meeting”) at a City-owned facility _____ () times each fiscal year. In addition, a City Commissioner may initiate and hold a public meeting at a non-City facility provided there is compliance with the other terms of this policy.
2. Each Meeting shall be for a public purpose.
3. For clarification purposes, a City Commissioner may participate in a meeting or event as an invited guest of a host organization (such as the Chamber of Commerce, a Homeowner’s Association, religious organization, social club or other organization). Participation in such a meeting or event does not constitute a public meeting subject to this policy.

B. Notice of Meeting. The City Clerk shall provide notice of the Meeting in accordance with Section 286.011(1), Florida Statutes.

C. Coordination for the Meeting.

1. The City Commissioner shall contact the City Manager at least _____ () days prior to the Meeting to coordinate the presence and participation of City staff at the Meeting, coordinate the preparation of the City-owned facility for the Meeting, coordinate the security for the Meeting, coordinate marketing and social media for the Meeting, preparation of a Meeting Agenda and establish the logistics for the Meeting.
2. The City Manager has the sole discretion to finalize the preparation of the City-owned facility, determine which City staff members will be present and participate in

the Meeting, finalize security for the Meeting, approve marketing and social media materials, approve the Meeting Agenda and finalize logistics for the Meeting.

D. Use of City Seal.

1. City Commissioners may use stationery, social media posts and other printed materials depicting the City seal in relation to a Meeting only when acting within the scope of their official duties or employment.
2. Approval of the City Commission is required to use the City seal in any way other than as provided in this policy.

E. Expenditure of Public Funds for City Commissioner-initiated Meeting.

1. If City funds will be expended in relation to the Meeting, the expenditure of City funds shall fulfill a public purpose. The determination of what constitutes a valid municipal purpose for the expenditure of public funds is a factual determination for the City Commission of the municipality. A City Commissioner shall present a request for a City Commissioner-initiated Meeting as an Agenda Item at a regular City Commission meeting.
2. Each fiscal year, the City Commission shall make a budget allocation for individual City Commissioner-initiated Meeting expenditures. In preparing for and conducting their individual City Commissioner-initiated Meeting(s), a City Commissioner shall not exceed their individual fiscal year budget allocation as established by the City Commission.

F. Place of Meetings. A City Commissioner may hold a Meeting at a City-owned facility. A City Commissioner is prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility (See Section 286.011(6), Florida Statutes).

G. Food and Beverages. The City Clerk may expend City Commission funds for the purchase of food and beverages for the City representatives and attendees of a City Commissioner-initiated Meeting provided such expenditure does not exceed the individual fiscal year budget allocation for each City Commissioner.

H. Promotional Items. A “promotional item” is a tangible merchandise, literature, or other product branded with the City's name, logo, and/or slogan, that is given away to the public.

1. Criteria and Branding. Pens, pencils, cups, flash drives, bags, figurines, and other similar items are examples of items that may be distributed as a promotional item. All

items should display the City's name, logo, and/or seal. Additional imprinting may be used to identify a department, event, or milestone significant to the City.

2. **Distribution of Items.** The distribution of a promotional item is appropriate when done for marketing purposes at a City Commissioner-initiated Meeting provided the expenditure to purchase such promotional items does not exceed the individual fiscal year budget allocation for each City Commissioner. Marketing is the process used to strategically promote a City project or activity, or to provide information or education to City employees, prospective employees, customer agencies, or the public.

3. **Distribution.** Promotional items may only be distributed by employees, elected officials, or appointed officials at a City Commissioner-initiated Meeting.

- I. **Prohibition against holding campaign events.** No City Commissioner shall hold a campaign event which would reasonably result in a violation of Section 104.31 (Political activities of state, county, and municipal officers and employees) or Section 106.15 (Certain acts prohibited), Florida Statutes. The City Manager and the City Attorney jointly have the sole discretion to deny a City Commissioner's request to hold a Meeting which would reasonably result in a violation of Section 104.31 or Section 106.15, Florida Statutes.
- J. **Suspension of Policy.** The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of Ordinances of the City of Haines City, Florida.

2.b	<u>Wastewater Master Plan Presentation</u>	11
	Presentation of the Wastewater Master Plan.	
	Staff Contact: James Keene, Public Services Administrator	
2.c	<u>Water Master Plan Presentation</u>	29
	Presentation of the Water Master Plan.	
	Staff Contact: James Keene, Public Services Administrator	
3.	<u>AGENDA REVIEW</u>	
4.	<u>ADJOURNMENT</u>	



HAINES CITY

WWW.HAINESCITY.COM

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Fred Reilly, City Attorney

Date: December 19, 2024

Subject: Draft Resolution Approving Policy Related to City Commissioner-Initiated Meetings

Executive Summary

Review draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings for the City Commission to consider as a workshop discussion item.

Introduction

The intent of this item is to review a draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings.

If the draft policy, with any necessary revisions, is acceptable to the City Commission, the policy would be incorporated into a resolution for formal consideration by the City Commission at the January 2, 2025 City Commission meeting.

Background

Over the course of the past year, individual City Commissioners have held meetings and events at City-owned facilities. The purpose of the draft policy is to provide clear parameters about the preparation and coordination for these meetings/events, and specifically the expenditure of public funds in relation to these meetings/events.

Organizational Goal(s)

Communications: Enhance and promote communications and engagement opportunities that inform, build trust, incentivize growth and generate community pride.



Budget Impact

There is no budget impact related to approval of this Resolution. There will be a budget impact upon the implementation of the policy when City Commissioners initiate Meetings which require the expenditure of public funds.

Recommendation

Staff recommends the City Commission approve the draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings.

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HAINES CITY, FLORIDA, PROVIDING FOR APPROVAL OF A POLICY RELATED TO CITY COMMISSIONER-INITIATED MEETINGS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR FINDINGS; PROVIDING FOR APPROVAL OF THE POLICY; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR RECORDING IN CITY'S POLICY MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Haines City, Florida has determined there is a need to establish rules of procedure to govern the conduct of City Commissioner-initiated public meetings;

WHEREAS, at a Workshop held on December 19, 2024, the City Commission discussed and debate the terms of a draft Policy related to City Commissioner-initiated Meetings;

WHEREAS, the City Commission of the City of Haines City, Florida has determined that it is in the best interests of the citizens of the City of Haines City, Florida, to formally approve the policy related to City Commissioner-initiated Meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION ON THE CITY OF HAINES CITY, FLORIDA THAT:

Section 1. Incorporation of Recitals. The above Recitals are true and correct and incorporated herein by reference.

Section 2. Findings. It is ascertained, determined and declared that:

(a) Section 166.021(4), Florida Statutes, states, in part, that:

The provisions of this section shall be so construed as to secure for municipalities the broad exercise of home rule powers granted by the constitution. It is the further intent of the Legislature to extend to municipalities the exercise of powers for municipal governmental, corporate, or proprietary purposes not expressly prohibited by the constitution, general or special law, or county charter and to remove any limitations,

judicially imposed or otherwise, on the exercise of home rule powers other than those so expressly prohibited.

(b) Section 1.01 of the City Charter, states, in part, that:

The City of Haines City, Florida, shall have all governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by the laws of the State of Florida and this Charter.

The city shall have and use a common seal, and change the same at pleasure, and within the limitations of this act, shall be obliged and empowered to preserve peace and maintain good order and justice within its borders, and to that end shall have the power to establish a city police force, to provide a municipal system of revenue and taxation, to maintain rules for the government of the city, and to prescribe penalties for the violation of its ordinances. (Emphasis added).

Section 3. Approval of the Policy. The City Commission hereby formally approves the policy related to City Commissioner-initiated Meetings attached hereto as Exhibit A.

Section 4. General Authority. The Mayor, the City Clerk, City Attorney and other agents and employees of the City are hereby authorized to do all acts and things required by them by this Resolution and they are hereby authorized to execute and deliver all documents which are reasonably required to effectuate the Resolution. The City Clerk is authorized to attest and affix the official seal of the City of Haines City to any document required as a result of this Resolution for and on behalf of the City.

Section 5. Recording in the City's Policy Manual. This Resolution shall be recorded in the City's Policy Manual of the City of Haines City, Florida.

Section 6. Effective Date. This Resolution shall become effective immediately upon passage by the City Commission of the City of Haines City.

PASSED and APPROVED on first reading in regular session of the City Commission of the City of Haines City, Florida, this 2nd day of January, 2025.

CITY OF HAINES CITY, FLORIDA

Omar Arroyo, Mayor-Commissioner

ATTEST:

Sharon Lauther, MMC, City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

Fred Reilly, City Attorney

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000).

There is a growing awareness of the need to address the needs of older people, and the need to ensure that the health care system is able to meet the needs of older people. The Department of Health (2000) has set out a strategy for the health care system to meet the needs of older people, and the Health Service Research Unit (2000) has set out a research agenda for the health care system to meet the needs of older people.

The Health Service Research Unit (2000) has identified a number of research priorities for the health care system to meet the needs of older people. These include: (1) the need to improve the quality of care for older people; (2) the need to improve the access to health care for older people; (3) the need to improve the health of older people; and (4) the need to improve the lives of older people.

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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

1. CALL TO ORDER
2. INVOCATION – Rev. Barry Gray, First Presbyterian Church
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. PROCLAMATIONS AND SPECIAL PRESENTATIONS - NONE
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
 - b. City Attorney Communications
 - c. Legislative updates
 1. 2025-2026 Legislative Priorities
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 1, 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. 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, 2024.

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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.

Cordially,

Mayor Trish Pfeiffer

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, rezonings, 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.

ITEM NO. 7(a)(1)

CITY OF BARTOW, FLORIDA

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

SOUTH JACKSON AVENUE SAFETY STUDY

Bartow City Commission presentation - December 16, 2024

- **Study Corridor**

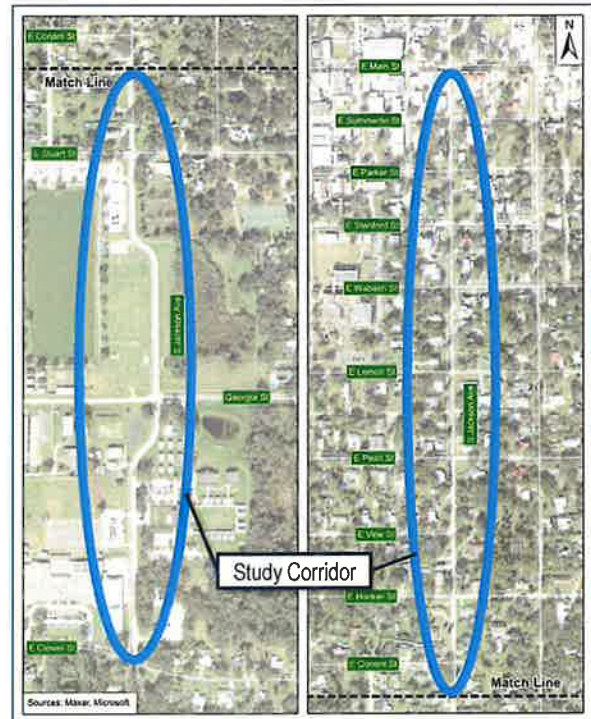
- 1.3 miles along S Jackson Ave between E Clower St / E Soledad Avenida and E Main St
- Fatal crash in early 2024

- **Safety Analysis**

- Traffic volume & speeds
- Crash History
- Pedestrian/Bicycle Level of Traffic Stress

- **Implementation Strategy**

- Phased recommendations w/ design guidance
- Planning-level cost estimates
- Funding sources





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

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

Key Takeaways

- Traffic concentrated around school arrival & dismissal
- Design modifications are needed to achieve target travel speed of 25 mph

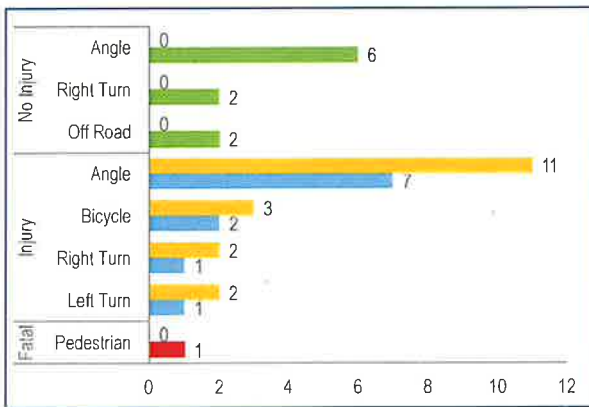
Day	Volume (veh/day)			Mean Speed (MPH)			85th Percentile Speed (MPH)		
	Northbound	Southbound	Total	Northbound	Southbound	Total	Northbound	Southbound	Total
Weekday Avg.	225	287	512	39.9	33.3	36.2	47.4	40.5	44.7
Weekend Avg.	130	131	261	36.9	31.1	34.0	43.5	37.1	41.0
Total Avg.	198	243	440	39.3	33.0	35.9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



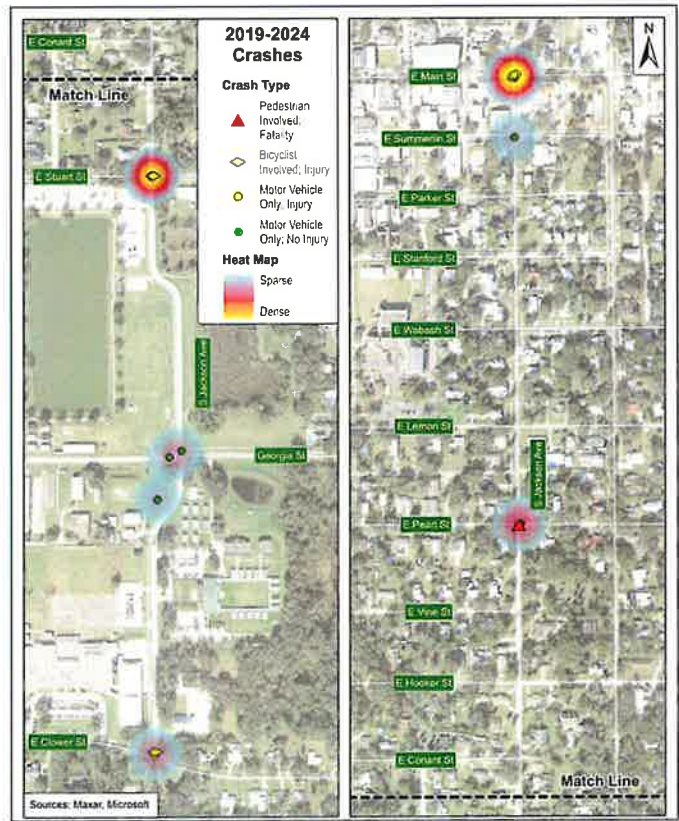
CRASH HISTORY

January 2019 – March 2024

- 22 crashes
- Most crashes at intersections
- Majority occur during daytime (6:00 Am – 6:00 PM)

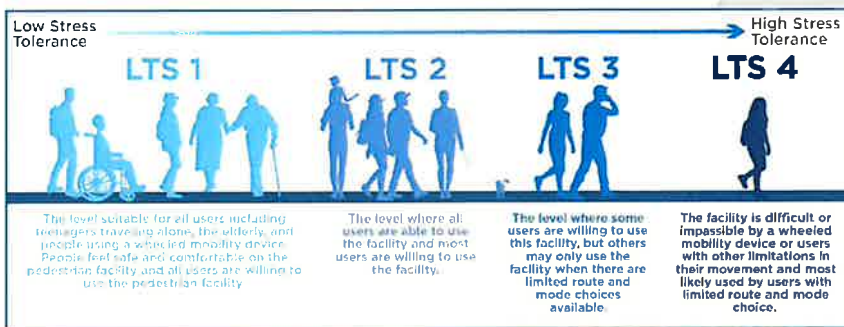
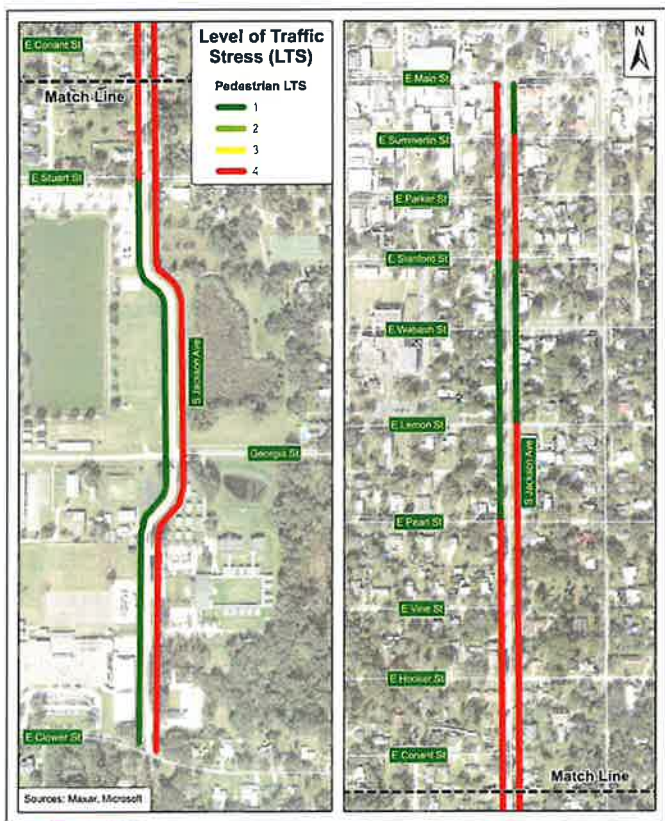


Source: Signal Four Analytics



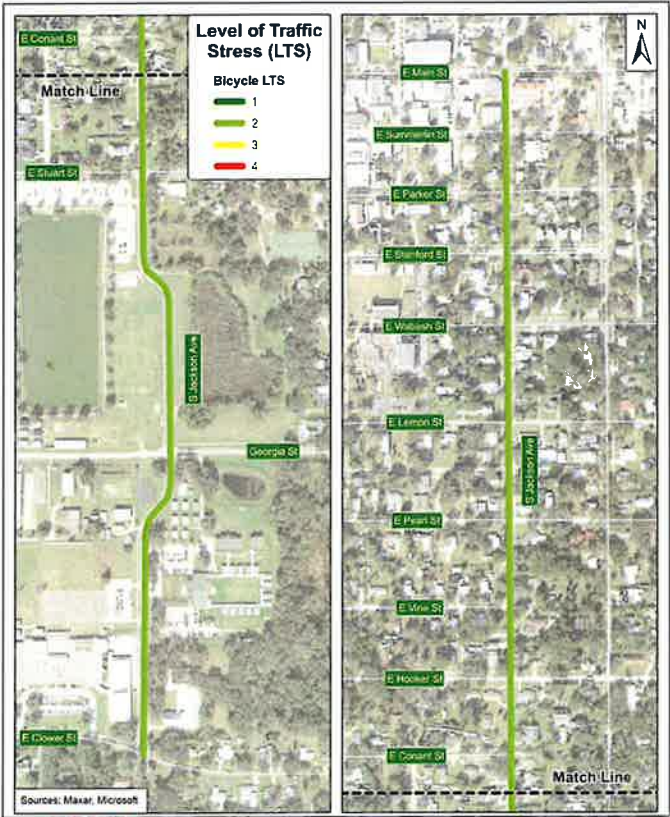
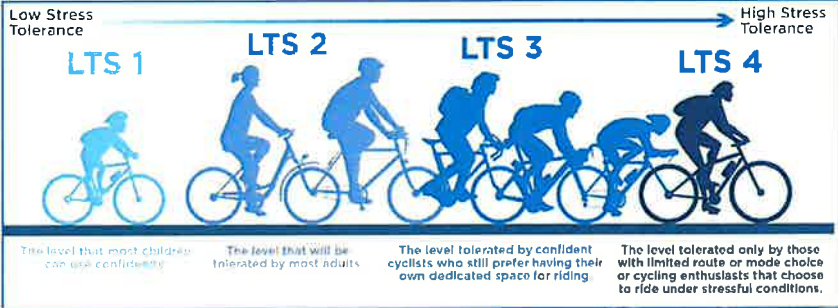


Pedestrian Level of Traffic Stress (LTS)





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





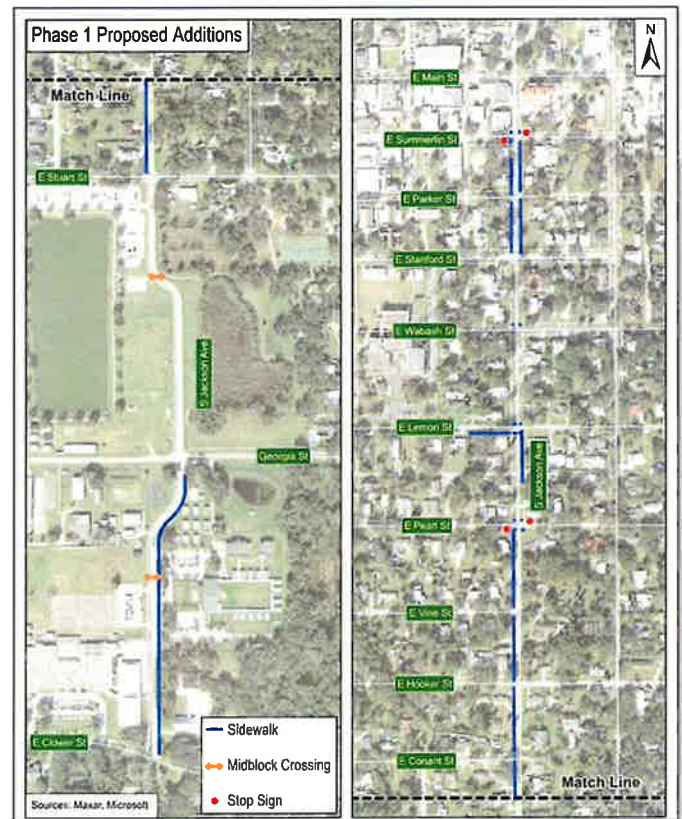
PHASED IMPLEMENTATION STRATEGY

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

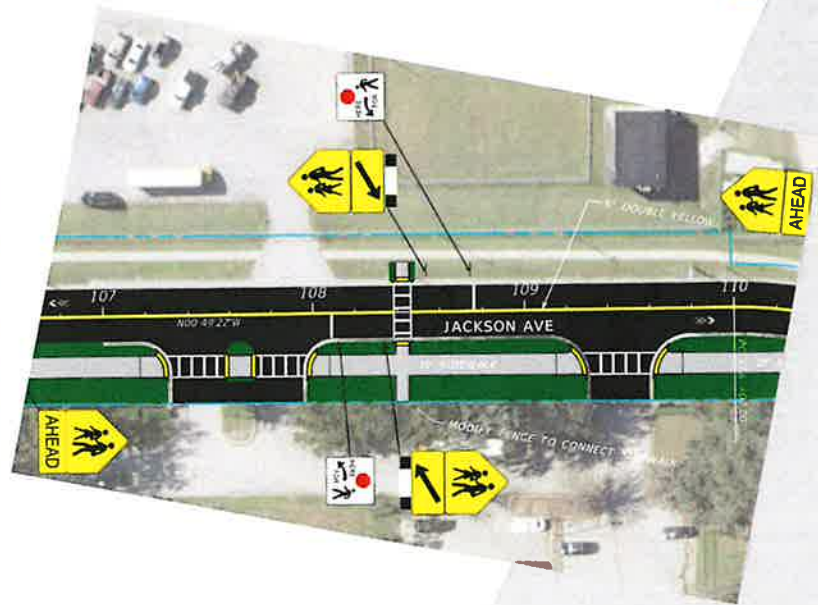
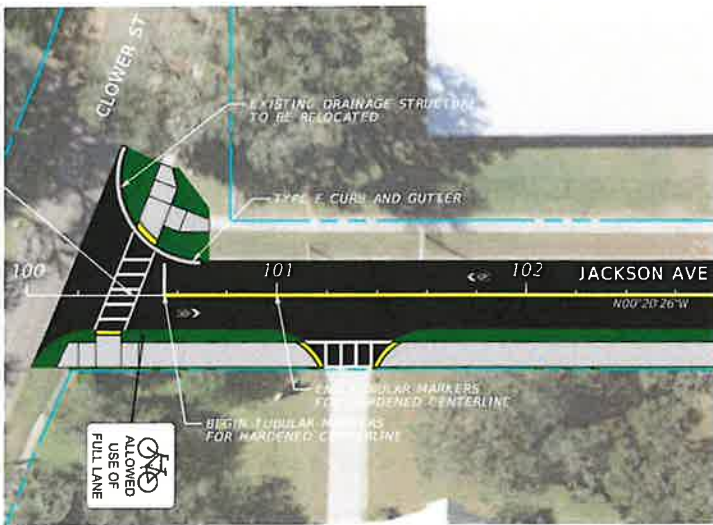


PHASE 1 RECOMMENDATIONS

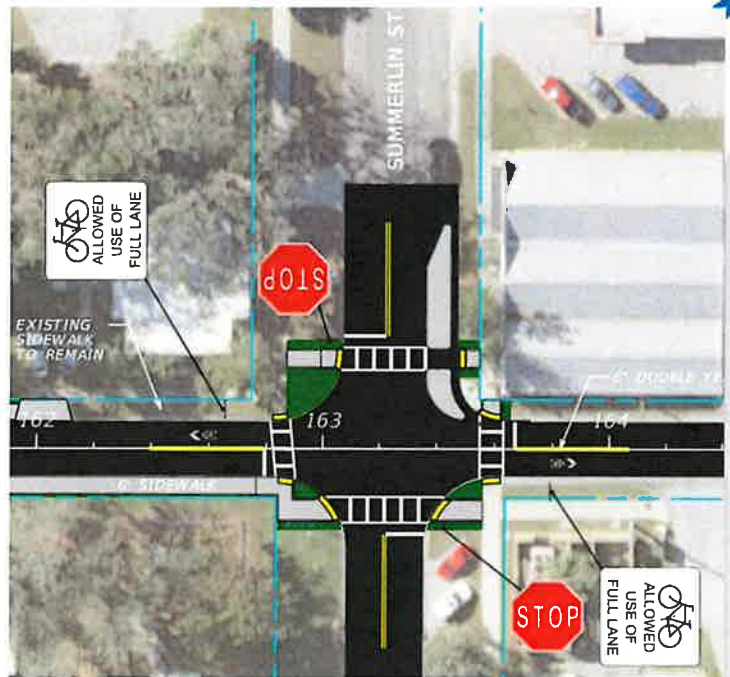
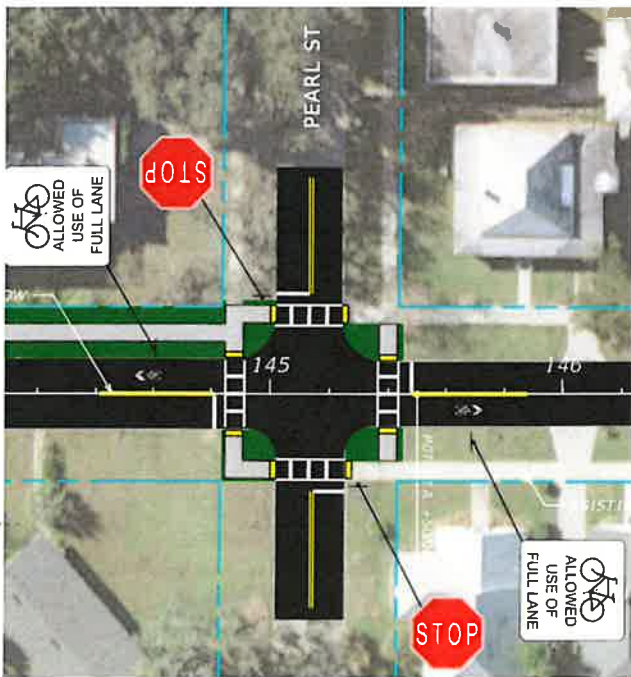
- Sidewalk segments to fill gaps
- Two raised midblock crossings
- Intersection modifications at Clower St & Summerlin St
- All-way stops at Pearl St & Summerlin St
- Updated signage and pavement markings, including Shared Lane Markings for bicyclists



PHASE 1 RECOMMENDATIONS: CLOWER ST TO GEORGIA ST

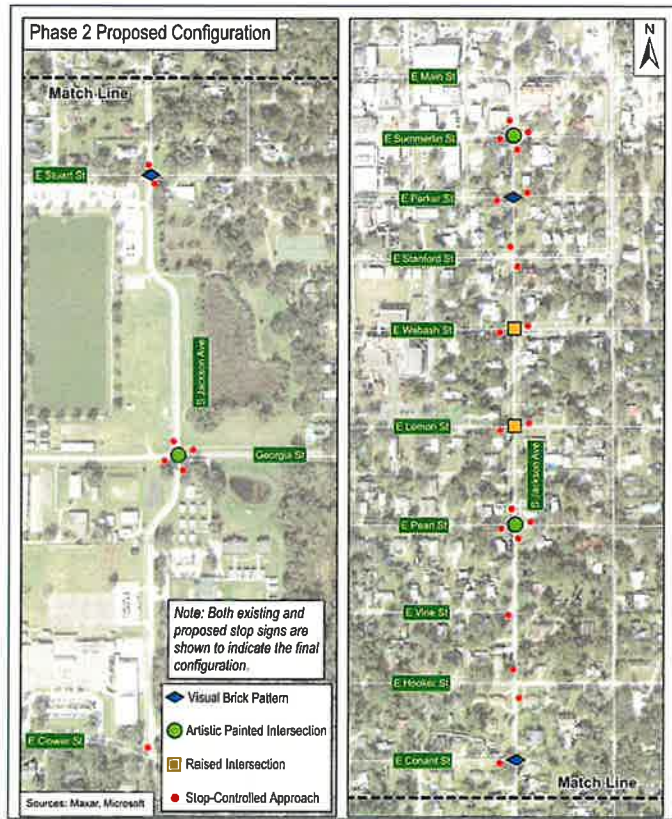


PHASE 1 RECOMMENDATIONS: PEARL ST & SUMMERLIN ST

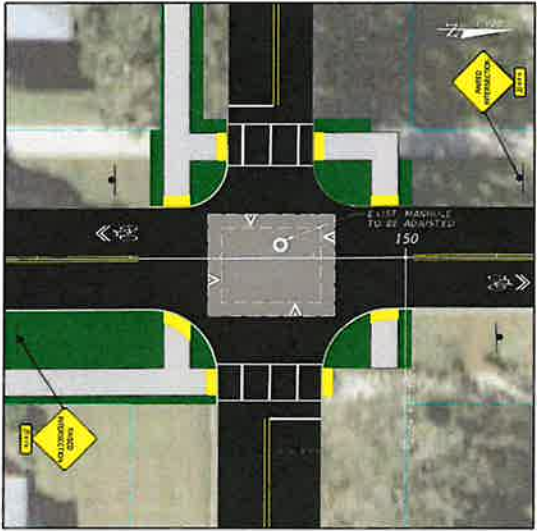


PHASE 2 RECOMMENDATIONS

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

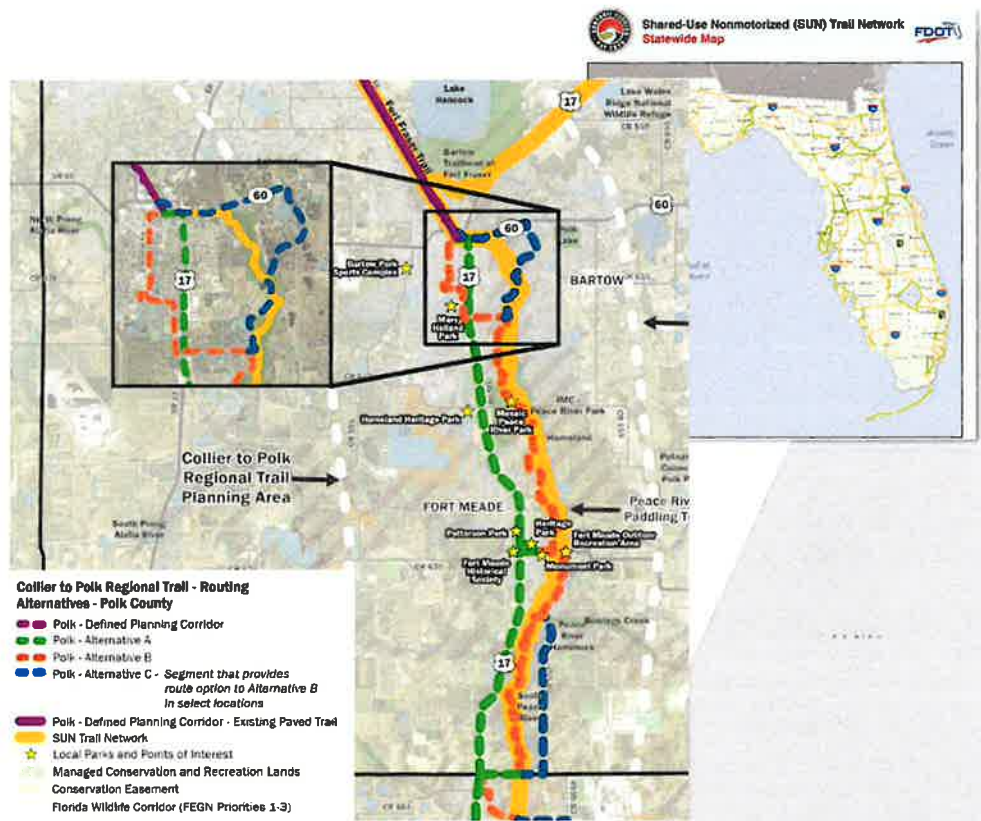


PHASE 2 – RAISED INTERSECTIONS



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



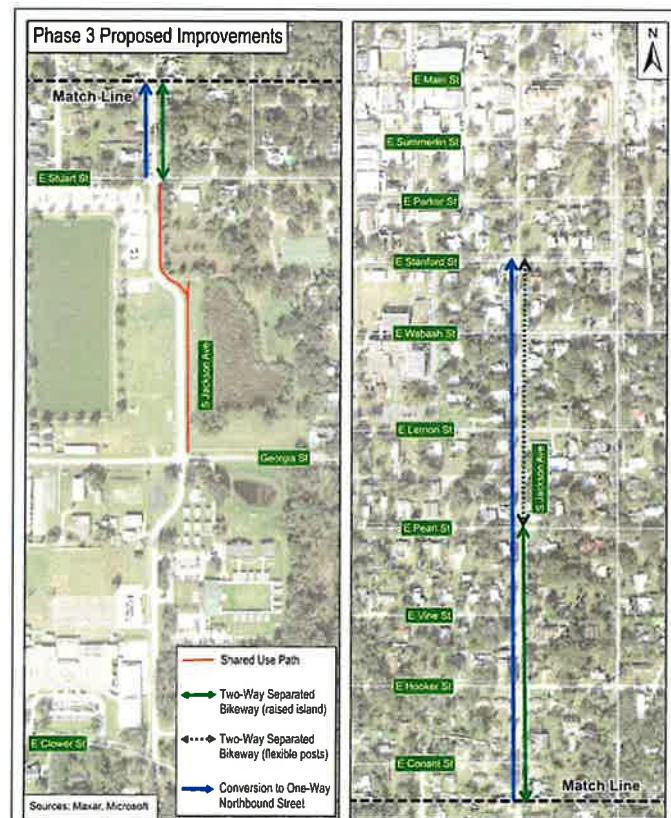
PHASE 3 RECOMMENDATIONS

- **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





PHASE 3 RECOMMENDATIONS





IMPLEMENTATION

- Planning level cost estimates based on 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





CITY OF BARTOW **ITEM NO. 7(c)(1)**
2025-2026 LEGISLATIVE PRIORITIES

Dear Chair and Members of the Delegation:

The City of Bartow is very appreciative of your dedication, service and support through the years.

Public safety is our top priority and the 2023 US Census Bureau Quick Facts shows Bartow's population at **20,584**, and continually increasing, as is the demand for services. Serving as the *Capital City*, where Bartow is responsible for public safety for the city, surrounding communities and for numerous tax-exempt Federal, State and local governmental properties, your support and assistance is needed to help us meet public safety requirements and demands efficiently and effectively.

Legislative Appropriation Requests:

We are respectfully seeking funding for four critical public safety projects:

- ***New Fire Rescue Truck - Funds Requested: \$1,050,000.00;**
City Match: \$400,000.00 Total Project Cost: \$1,450,000.00;
- ***Public Safety Fire Rescue Headquarters and Training Facility Feasibility Study – Funds Requested: \$1,350,000.00**
City Match: \$150,000.00; Total Project Cost: \$1,500,000.00
- ***City-wide Sewer Lining Project – Funds Requested: \$5 million;**
City Match: \$500,000.00; Total Project Cost: \$5,500,000.00
- ***Wastewater Master Plan – Funds Requested: \$750,000.00;**
City Match: \$150,000.00; Total Project Cost: \$900,000.00

*Project Detail Specifications Exhibits for each project starting on page 5.

Thank you for your efforts and steadfastness to secure two priority projects in the 2024-2025 State budget -- GeoSCADA Telemetry System Wastewater Lift Stations and the Water Plant Sludge Drying Bed. We understand the process and these are important capital improvement projects needed to provide efficient and effective services for the community.

Legislation Concerns:

Municipal Utilities Legislation:

The City of Bartow is extremely concerned with the multiple bills file last session pertaining to municipal utilities, rates, fees, charges, transferring of funds, etc. Every utility owner and operator provide essential public safety services, i.e., first responders, such as police, fire, EMS, E911, utility workers, etc. and promote a higher quality of life.

We respectfully request your protection against detrimental legislation that creates hardships for municipal governments to operate, provide public safety and essential services to their communities. Cities that serve as county seats carry, absorb and encompass county, federal, state