



CITY OF BARTOW

OFFICE OF THE CITY MANAGER
MARCH 17, 2020

EMERGENCY ADMINISTRATIVE ORDER NO. 2020-01

I, George A. Long, as City Manager of the City of Bartow, issue the following emergency administrative order pursuant to § 252.38(3)(a), Florida Statutes (2019), §§ 26-26, *et seq.*, *Code of Ordinances of the City of Bartow, Florida*, and Resolution 20-4041-R of the City Commission of the City of Bartow, Florida dated March 16, 2020:

1. Employee Travel and Leave:

Official Travel: Official travel on behalf of the City of Bartow outside the boundaries of Polk County, Florida is prohibited without the express authorization of the City Manager for the duration of the State of Civil Emergency declared by Governor Ron DeSantis in Executive Order 20-52 and the City Commission in Resolution 20-4041-R. Employees should take steps to cancel and rearrange plans for scheduled official travel. Employees should further limit official travel within Polk County, Florida as much as reasonably possible for the duration of the State of Civil Emergency and should, in every case possible, use alternative means to facilitate City business such as teleconferencing, video conferencing and other similar technologies.

Leave: The City of Bartow provides critical infrastructure to daily life for its citizens, residents and visitors. City employees have a special responsibility to maintain normal work schedules for the duration of the State of Civil Emergency and are expected to observe guidance issued by the Centers for Disease Control (“CDC”) and the Florida Department of Health (“FDOH”) to protect the health of others at work. Leave requests will be closely scrutinized and employees will be asked to state if out-of-County travel is expected as part of the requested leave and, if so, the destination and mode of expected travel.

2. Employee Personal Activities and Travel:

(a) Employees are encouraged to limit personal travel outside the boundaries of Polk County, Florida to necessary trips only. Employees of the City of Bartow are also encouraged to keep a travel log of destinations and stops for personal trips outside of Polk County, Florida.

(b) Consistent with guidance from the CDC, employees are encouraged to monitor local news outlets for information about COVID-19, to review available information and understand the signs and symptoms of COVID-19, to practice personal protective measures outside of official work activities

such as frequent hand sanitizing or hand washing with soap for 20 or more seconds, create a household plan of action with families, obtain a 30-day supply of medicines and monitor emergency operations plans for the Polk County School Board and places of work for spouses and other household members.

(c) Given the limits placed on restaurants by Executive Order 20-68, employees are encouraged to avoid eating in restaurants and other places where significant numbers of individuals are gathered. Food orders at restaurants should be taken to-go for consumption at home or at places with small gatherings of family or other healthy individuals.

3. Recreational Activities and Municipal Facilities:

Events and Sports tournaments:

All events and sports tournaments, both indoor and outdoor, scheduled within the next thirty (30) days at City of Bartow facilities are suspended and cancelled. No further bookings will be accepted during the effective period of this order.

Civic Centers:

Bartow Civic Center, Carver Recreation Center and Polk Street Community Center (“Civic Centers”) shall, with the exception of election activity, close at 5:00 P.M. on March 17, 2020. Civic Centers shall remain closed for the next thirty (30) days. All meetings, rentals and activities scheduled to occur in Civic Centers during the next thirty (30) days, with the exception of election activity during the evening of March 17, 2020 and the day of April 7, 2020, shall be cancelled. No further bookings for meetings, rentals and activities will be accepted during the effective period of this order.

Athletic Programming:

All City of Bartow athletics and recreation programming, including spring break tennis clinic, rugby clinic, senior classes and other classes and organized group activities scheduled for the next thirty (30) days shall be cancelled.

Bartow Golf Course and Mulligan’s Restaurant:

Bartow Golf Course shall remain open for regular play. All tournament play scheduled for the Bartow Golf Course within the next thirty (30) days is cancelled. No further bookings for tournament play will be accepted during the effective period of this order. The dining room and bar at Mulligan’s Restaurant at the Bartow Golf Course shall close at 5:00 P.M. on March 17, 2020 and shall remain closed for the next thirty (30) days. All bookings for use of common facilities at the Golf Course, to include the smokehouse, patio and dining room, during the next thirty (30) days are cancelled. No further bookings will be accepted during the effective period of this order. The kitchen at Mulligan’s Restaurant shall remain open and patrons of Mulligan’s may place orders for food to-go during normal hours of operation. The city reserves the right to deny admission to the course to persons exhibiting signs of COVID-19 infection.

Bartow Public Library:

Bartow Public Library shall close at 5:00 P.M. on March 17, 2020 and shall remain closed for

the next thirty (30) days. Room rentals and library programming scheduled during the next thirty (30) days is cancelled. No further bookings will be accepted during the effective period of this order.

Parks:

City of Bartow Parks shall remain open during normal operating hours, however public bathrooms shall be closed. Park users are advised to use city park facilities at their own risk. Pavilion rentals scheduled to occur during the next thirty (30) days are cancelled. No further bookings will be accepted during the effective period of this order.

Outdoor Fields and Courts:

All outdoor fields and courts in city parks, to include the Pittas Complex, all baseball, football, soccer and softball fields, and the Triple Nickle Raceway, shall remain open on a limited basis for the next thirty (30) days. Persons and organized sports leagues may use outdoor fields and courts for single-player or single-team practice sessions, but not games or league events during the next thirty (30) days. Fields and courts users are advised to use city facilities at their own risk. Bathrooms and concession facilities at fields and courts shall be closed for the next thirty (30) days. Fields and courts users must observe CDC and FDOH guidance for group size, and are advised to monitor news outlets for information about COVID-19 transmission, to review available information and understand the signs and symptoms of COVID-19, to encourage coaches and team members to practice personal protective measures such as frequent hand sanitizing or hand washing with soap for 20 or more seconds and to monitor City and County emergency operations plans.

4. Utilities:

Utility disconnects for non-payment are suspended for a period of thirty (30) days.

This administrative order shall only be effective during the State of Civil Emergency and shall expire after thirty (30) days. This administrative order may be withdrawn or superseded by subsequent administrative order.

DONE and ORDERED at BARTOW, FLORIDA this 17th day of March, 2020.

George A. Long, City Manager

ATTEST:

Jaqueline Poole, City Clerk