



CITY OF BARTOW

**CITIZENS' ADVISORY COMMITTEE**

FEBRUARY 6, 2025 AT 6:00 P.M. (EST) OR AS SOON THEREAFTER AS POSSIBLE  
CITY HALL COMMISSION CHAMBERS, 450 NORTH WILSON AVENUE, BARTOW, FL 33830

**AGENDA**

1. CALL TO ORDER
2. SWEARING IN NEW COMMITTEE MEMBERS:
  - Lyn Bryan
  - Alvin B. Smith, Jr.
3. APPOINTMENT OF CHAIRPERSON
4. ROLL CALL
5. PUBLIC COMMENT
  - Matters not appearing on this agenda.
  - Matters appearing on this agenda but not scheduled for separate public hearing.
6. APPROVAL OF MINUTES
  - February 27, 2024
7. NEW BUSINESS
  - b. Public Hearing and consideration for use of Community Development Block Grant Funds for Fiscal Year 2024-2025 in the anticipated amount of \$201,413.
8. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made as a result 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) If you are a person with a disability who needs any accommodation in order 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 and the City's Website [www.cityofbartow.net](http://www.cityofbartow.net) on January 31, 2025.

CITY OF BARTOW  
**CITIZEN'S ADVISORY COMMITTEE**

February 27, 2024 AT 5:30 P.M. (EST) OR AS SOON THEREAFTER AS POSSIBLE  
CITY HALL COMMISSION CHAMBERS, 450 NORTH WILSON AVE., BARTOW, FL 33830

**MINUTES**

The Citizen's Advisory Committee met in a Regular Meeting on February 27, 2024, at 5:30 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](http://www.cityofbartow.net) and advertised in the Polk Sun Newspaper.

**1. CALL TO ORDER**

CRA Executive Director Howard Smith called the meeting to order at 5:30 p.m.

**2. SWEARING IN NEW COMMITTEE MEMBERS:**

- Michael Brennan
- Wes Harbin
- Ana Rivera

City Clerk Poole administered the Oath of Office for Committee Members listed above.

**3. APPOINTMENT OF CHAIRPERSON**

**MOTION** was made by Committee Member Riggio, seconded by Committee Member Brennan to nominate Committee Member Green as the Chairperson.

**VOTE TO THE MOTION WAS AS FOLLOWS:**

**AYE:** Brennan, Green, Harbin, Riggio, Rivera

**NAY:** None

Motion carried.

**4. ROLL CALL**

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

Board Members Present: Michael Brennan, Lesley Green, Wes Harbin, Robin Riggio, Ana Rivera

Board Members Absent: Laurisa Clay, Joanna Abernathy and Wendelyn Barnes

Staff Members Present: CRA Executive Director Howard Smith and City Clerk Jacqueline Poole.

## 5. PUBLIC COMMENT

- Matters not appearing on this agenda.

There were no comments.

- Matters appearing on this agenda but not scheduled for separate public hearing.

There were no comments.

## 6. APPROVAL OF MINUTES

- April 12, 2023
- June 6, 2021
- March 4, 2021
- March 19, 2020
- March 21, 2019
- April 26, 2016
- March 31, 2016

**MOTION** was made by Committee Member Green, seconded by Committee Member Brennan to approve the minutes of April 12, 2023, June 6, 2021, March 4, 2021, March 19, 2020, March 21, 2019, April 26, 2016 and March 31, 2016 as presented.

### **VOTE TO THE MOTION WAS AS FOLLOWS:**

**AYE:** Brennan, Green, Harbin, Riggio, Rivera

**NAY:** None

Motion carried.

Committee Member Rivera asked if copies of previous minutes could be emailed to her so she could see what actions this board has taken in the past.

City Clerk Poole will forward them to her.

## 7. NEW BUSINESS

- a. Public Hearing and consideration for use of Community Development Block Grant Funds for Fiscal Year 2024-2025 in the anticipated amount of \$104,632.

Director Smith thanked the Committee Members for volunteering to serve on this board and for their participation in this process. He reviewed a slide presentation and explained what CDBG funds could be used for and the areas where they could be spent. He shared a copy of the public notice that was published asking the public for input and proposals to be considered for CDBG funding. He said two people from the community attended, one with a proposal that was not eligible, and the other was there for information only. For FY 24-25 there is approximately \$104,632 available. He reviewed a map of the qualified areas where projects can be completed using this

Federal funding. Since no eligible projects were brought forward by either the public or staff, the funding will roll over to next fiscal year. He noted with the new HUD guidelines, the funding could only be rolled over from one fiscal year to the next. He expects the amount to double by rolling it over and will give FY 25-26 a more robust budget to work with for projects. He stated the City's grant administrator will notify department heads in a few months to let them know what the expected funding will be and to start discussions about projects they would like to bring forward. He said next year the City would continue to have its public meeting to engage the community. He would like to bring 2-3 proposals to the board next year to consider and to make recommendations to the City Commission. He reiterated that the FY 24-25 grant funds can only be rolled over one time, that it would have to be allocated in the next funding cycle. (A copy of the slide presentation and other shared materials are attached within and described as Exhibits A, B & C).

**8. ADJOURNMENT**

With no further business to discuss, Chairperson Green adjourned the meeting at 5:49 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
City Clerk Jacqueline Poole

(City Seal)