



City Council Meeting
Temple Terrace, Florida
Tuesday, February 3, 2026
6:00 PM
City Hall Council Chambers

Agenda

1. Call to Order

2. Invocation

3. Pledge of Allegiance to the Flag

4. Historical Fact

5. Recognition and Proclamations

5.A. Employee of the Month - December

6. Presentations

6.A. Presentation of a Temple Terrace Rotary Club Donation

7. Board Appointments

8. Consideration of Minutes from Previous Meetings

8.A. Approval of January 20, 2026 City Council Meeting Minutes.

9. Public Comment

Persons Wishing to Heard on Items on the Consent Agenda or Non-Agenda Items. (The public may comment on an agenda item during the public comment period for each agenda action item. There will be a 30-minute time limit for all public comment to be continued at the end of the meeting if more time is needed):

NOTE: A three-minute time limit will be imposed on ALL comments from the public, regardless of the subject matter. Individual members of the public who are present in the audience may designate in writing a representation spokesperson to speak on their behalf and thereby relinquish their time to that spokesperson. Thereafter, they may not be heard on the agenda item for which designation was made. The representative spokesperson shall be allowed to speak for 1 minute for each such designation up to a maximum of 10 minutes. Appropriate dress when appearing before the Mayor and City Council is appreciated. Cell phones must be silenced while in the Council Chambers.

10. Communications and Petitions

11. Consent Agenda

- 11.A. Resolution Approving the Purchase of a 2026 Ford F-250 Battalion Chief Vehicle

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, AUTHORIZING THE PURCHASE OF ONE (1) 2026 FORD F-250 BATTALION CHIEF VEHICLE AND THE PURCHASE AND INSTALLATION OF EMERGENCY LIGHTING AND ASSOCIATED EQUIPMENT; PROVIDING FOR PAYMENT FROM THE COMMUNITY INVESTMENT TAX FUND; AND PROVIDING AN EFFECTIVE DATE.

12. Public Hearings, Ordinances, and Resolutions

- 12.A. Resolution Approving Phase I of the Riverside Park Project

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING RIVERSIDE PARK PROJECT PHASE 1; DIRECTING HALFF AND ASSOCIATES TO MOVE FORWARD WITH PERMITTING AND BID PREPARATION FOR PROJECT CONSTRUCTION SERVICES; PROVIDING AN EFFECTIVE DATE.

- 12.B. Second Public Hearing and Second Reading of Ordinance 1589 Amending the Capital Improvements Section Objectives and Policy of the City's Comprehensive Plan

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING THE "IMAGINE 2040: TEMPLE TERRACE COMPREHENSIVE PLAN" CAPITAL IMPROVEMENTS SECTION OBJECTIVES AND POLICY; PROVIDING SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

- 12.C. Second Public Hearing and Second Reading of Ordinance 1590 Amending the Planned Development Zoning District at Woodstork Plaza (RZP-25-02).

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING A ZONING RECLASSIFICATION AMENDMENT FOR TWO PLANNED DEVELOPMENT PARCELS TOTALING 2.3 ACRES (±) OF PROPERTY CONSISTING OF TWO FOLIOS (199554.0732 and 199554.0734), GENERALLY LOCATED AT THE SOUTHEAST CORNER OF TAMPA TELECOM DRIVE AND FLETCHER AVENUE FOR RZP 25-02; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING ATLAS MAP OF THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

13. Council Business

- 13.A. Selection of Vice Mayor

- 13.B. Mayor Appointments

14. New Business and Board Reports

- 14.A. Consideration of the Proposed Public Safety Complex

15. City Manager's Report

15.A. Fiscal Year 2026 Q1 Reports

16. City Attorney's Report

16.A. Report on Unanimous Consent

17. Persons Wishing to be Heard on Items NOT Listed on the Agenda (continued if necessary):

Americans for Disabilities Act

The City of Temple Terrace is committed to making our website accessible to all users, including those with disabilities. While we strive to adhere to the accepted guidelines and standards for accessibility and usability, it is not always possible as it relates to attachments on the agenda that don't meet Federal standards for Americans with Disabilities Act (ADA) compliance. Please call the City Clerk's office at (813) 506-6440 for information on how to access these documents.

Adjournment

The Temple Terrace City Council meets the first and third Tuesday of each month and the meetings held at City Hall are broadcast "live" on Spectrum Channel 641 and Frontier Channel 39, beginning at 6:00 p.m. A rebroadcast of the latest meeting (or a taped version of the meeting if held at locations other than City Hall) can be seen on Wednesday and Friday at 2:00 p.m. and on Monday and Thursday at 7:00 p.m. Please be advised that there may be a scheduling delay in the rebroadcast of meetings held in locations other than City Hall, such as the Lightfoot Center, to allow time for the camera footage to be reformatted for broadcast. Meetings can also be viewed on the City's official YouTube channel at <https://youtube.com/user/cityoftempleterrace>.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The meetings are recorded, but the minutes are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 282.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 p.m. two business days prior to the meeting.

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Presentations
Subject: Employee of the Month - December
Presenter: Mayor Andy Ross

Recommendation:

Discussion:

GIS Specialist Everett Meyer is being recognized as the employee of the month for December. Everett consistently goes above and beyond to support multiple departments. He tackles diverse requests with impressive speed and efficiency, always ensuring the highest quality in his work. His expertise and leadership are invaluable, whether he's generating maps for planning, analyzing data for City operations, or providing critical insights for field teams. Even when faced with numerous citizen requests or concerns, Everett handles each interaction with patience and a positive attitude making him an outstanding nomination for Employee of the Month.

Congratulations to Everett for being selected as the December Employee of the Month.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Karl Langefeld, Leisure Services Director
Item Type: Presentations
Subject: Presentation of a Temple Terrace Rotary Club Donation
Presenter: Karl Langefeld, Leisure Services Director

Recommendation:

Discussion:

The Temple Terrace Rotary Club and the Family of Marcela Martinez will be making a donation to the City with funds collected through donations in honor of the memory of Ms. Martinez. Marcela was a Lifeguard at the Family Recreation Complex in the late 1990's who lost her life in a tragic accident while studying abroad. Donated funds will be used to make improvements to the lifeguard's break room and to create a mural on the north wall of the pool deck.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: February 3, 2026

From: Lynda Sader, City Clerk

Item Type: Minutes

Subject: Approval of January 20, 2026 City Council Meeting Minutes.

Presenter: Andy Ross, Mayor

Recommendation:

Recommend approval of the minutes

Discussion:

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. 01-20-2026 Council Regular Minutes

**CITY OF TEMPLE TERRACE, FLORIDA
CITY COUNCIL MEETING MINUTES**

Having been duly advertised as required by law, the regular meeting of the Mayor and City Council of the City of Temple Terrace, Florida, was held on Tuesday, January 20, 2026, in the Council Chambers at City Hall.

Present were: Vice-Mayor Gil Schisler, Council Members James Chambers, Alison Fernandez, and Erik Kravets, City Manager Carlos Baia, City Clerk Lynda Sader, and City Attorney Ernest Mueller.

Absent was: Mayor Andy Ross

Also present were: Police Chief Rob Staley, Assistant City Manager/Human Resource Director Antonio Nazario, Leisure Services Director Karl Langefeld, Finance Director Jim Ingram, IT Director Sally Cabrera, Community Development Director Greg Pauley, Code Compliance Director Jack Shanks, Public Works Director Jason Warrenfeltz, Fire Chief Ian Kemp, Community Development Deputy Director Marisa Robinson, Arborist Joe Ferris, Senior Planner Alyssa Livingstone and several others.

There being a quorum present, Vice-Mayor Schisler called the meeting to order at 6:00 p.m., led the invocation, and the Pledge of Allegiance to the Flag.

4. Historical Fact

Vice-Mayor Schisler presented the following historical fact stating he had been telling his kids about some of the businesses that were and, in some cases, still are in Temple Terrace when he first moved here, back in the early 70's, which is about 53 years ago.

Starting at 56th Street near the river there is a family-owned Shell station, and on the right, there was a flower shop and general convenience store that had no parking due to wetlands. Across from Riverhills Drive was the Bria Chevron station and next to it was the land that Steak N Ale was later built on. Residents were very excited to finally have a real steak house to go to beside the University restaurant on Fowler Avenue.

North was the Pinellas Lindsley Lumber Company which is now where the Enigma project is currently. Zayre was a store that had everything there, including an active lunch counter and next door was a Radio Shack and Kash N Karry.

There then a small mall containing Romanos Pizza, Snooty Fox, Cloth World, Payless Shoes, Baskin Robins, and the perpetual offices of the late Eddie Adams running for Congress. This area has a

major fire in the 1980s and the walkway connection between the two branches of the shopping center was closed off.

North of there were several businesses such as TG & Y, McCrory's, and Grace Family Garden Center. It was noted that a hairdresser at Casey Barber Shop cut four generations of men's hair in his family. Following the shops was the old Publix which was later torn down for the CRA.

Heading to 56th Plaza there was the Temple Terrace Camera Shop, Danish Bakery, which was owned by Publix, then Eckerd Drugs which later turned into Western Auto. In the same parking lot was Burger Chef and Royal Castle.

There used to be a large milk vending machine where you could purchase your milk from. Next to it was the Beacon Building which housed numerous businesses over the years including the Beacon Newspaper, management offices and a Pharmacy. All of this was eventually torn down and is now the Waverly Apartments, the Fountain Shoppes, the Winn Dixie Complex, and the CRA. Across Bullard Parkway was the Touchton Drug Store and numerous store fronts such as Temple Terrace Ace Hardware, Wild Child, Colony Shops, and Jo Rose Answering Services. Towards Whiteway Drive were Little Cesars, Temple Terrace Meats, and Paesano's Pizza who could not secure a beer or wine permit, so they set up a stool on the outside of the property line. This did not go well, and they eventually had to close the operation.

Sherwood Forrest was North of 56th Street which looks much different than 50 years ago. There were offices of Paul Thomasino, Old World Cheese Shop, Friar Truck, Maid Marion Sandwiches, Café Don Jose, and the Great American Ice Cream Machine Shop. Heading North on Fowler there were only gas stations, and they did not look like what they do today. The University AMF Bowling Lanes was built and opened around 1975.

Before there was a 7-11 on the corner of 56th Street and Fletcher Avenue or Telecom Park, you could only drive a short distance East before it dead-ended into wetlands.

He completed the tour of East 56th Street and later will come back with a tour of the West.

5. Recognition and Proclamations - None

6. Presentations-None

7. Board Appointments

7.A. Historic Preservation Board Appointment

Vice-Mayor Schisler stated there was one vacancy on the Historic Preservation Board. The City received one application from Lynn Werner.

Upon motion by Council Member Chambers, seconded by Council Member Fernandez, **RESOLUTION 06-26(M), ADOPTED AND APPROVED** the reappointment of Lynn Werner as a member to the Historic Preservation Board for a term extending until November 7, 2028.

Vote on the motion being: Vice-Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting “aye”, no “nay”.

7.B. TPO Citizens Advisory Committee Appointment

Vice-Mayor Schisler stated there was one vacancy on the TPO Citizens Advisory Committee. The City received one application from Aiah Yassin.

Upon motion by Council Member Chambers, seconded by Council Member Fernandez, **RESOLUTION 07-26(m), ADOPTED and APPROVED** the appointment of Aiah Yassin as a member to the TPO Citizens Advisory Committee for a term extending until November 7, 2027.

Vote on the motion being: Vice-Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting “aye,” no “nay”.

8. Consideration of Minutes from Previous Meetings:**8.A. Approval of January 6, 2026, City Council Meeting Minutes**

Upon motion by Council Member Chambers, seconded by Council Member Fernandez, unanimously carried, the **MINUTES** of January 6, 2026, City Council Meeting, **APPROVED** as presented.

Vote on the motion being: Vice-Mayor Schisler and Council Members Chambers, Fernandez, and Kravets voting “aye,” no “nay.”

8.B. Approval of December 16, 2025, City Council Meeting Minutes (Tabled to 1/20/2026 Meeting.)

Upon motion by Council Member Kravets, seconded by Council Member Fernandez, moved to **Amend** the City Council minutes from December 16th, 2025, as follows; after the current text in the minutes that reads, Council Member Kravets stated and read rule 18.D., the text will follow as read here of the Council Rules of Order and procedure requires only that members of the public be recognized by the Presiding Officer before addressing Council, and contains no requirement that speakers complete a written request form. He observed that while the form has been used as a matter of informal custom, this practice is not grounded in the adopted rules, and that the underlying concern is whether audience members are afforded adequate opportunity to signal their desire to speak before the public comment period closes, and furthermore, that the current text of the minutes that reads Council Member Kravets stated he would vote no because this has no separation of powers, and he does not think the council should give up power if they are not required to. The following text would be inserted above that sentence that I just read. Council Member Kravets noted that while Florida Statutes Section 177.071 mandates administrative approval of final plats, the staff report acknowledged that no statutory changes were required for preliminary plat review under section 12-354. He expressed concern that by voluntarily extending the delegation of Preliminary Plat Appeal Authority to the City Manager, the Council was surrendering oversight beyond what state law required, and that this eliminated a meaningful separation between the administrative function of reviewing plats and the appellate function of reviewing disputed decisions.

Council Member Kravets stated this is just a correction to reflect what he actually said in the meeting. Those were some substantive points that didn't make it into the minutes and he would like to see them in the minutes because the minutes are the official record of that meeting. It's a rather reasonable ask in his mind.

Vice-Mayor Schisler stated he did not interpret what was said as to what these changes are. The Council does not get the chance to come back and rewrite what they would hope to have said or in a different format more concisely. He does not believe that the Council should go back and change the minutes to that level of minutia. There was a lot of discussion and this is just to rewrite history. He believes that the minutes are accurately reflected and satisfactory reflected.

After being given the floor, Council Member Kravets wanted it noted that he had the floor.

Council Member Kravets played the Youtube audio of 30:18 his comments of using the comment form, 1:35:46 plat authority, and 1:42:38 his point of preliminary plat review being something different from final plat review. He noted he could present other areas of the conversation if needed. He stated he wanted to fix the minutes so that they actually reflect what he said.

Council Member Chambers stated he didn't really disagree with what Council Member Kravets wants in the minutes, but he does not think it's necessary. He noted there have not been many substantive changes of minutes in the past, but he would appreciate it if those would be turned into the Clerk in advance of the meeting and the Clerk can distribute ahead of the meeting. He noted that he did not hear the statute numbers stated that are included in the request and asked if that was actually stated.

Council Member Kravets said he mentioned them in a separate section during the evening but not during this part of the conversation. It stated he would be happy to remove the statute numbers.

Council Member Chambers noted as the Vice-Mayor alluded to, that they can't go back and amend what they wanted to say at the time or what they should have said at the time. He stated he would be comfortable adding some of that stuff into the minutes if Council Member Kravets would take out the stuff that was not said in that portion of the meeting.

Council Member Kravets stated he did specifically mention the statutes by number, they are just not in these timestamps that he just played. He noted he would send corrections to the minutes to the City Clerk but noted his time constraints of reviewing the minutes and the additional information for the meeting. He just wants the minutes to capture what he says because everyone relies on the minutes to see what people said in the meeting. And he just wants everyone to be able to read the minutes because that's the official record and have an accurate reflection of what he actually argued.

[Therefore, the vote was taken on the wording of the amendment, without the actual statute numbers being included.]

Vote on the motion being: and Council Members Chambers, Fernandez, and Kravets voting "aye," Vice-Mayor Schisler "nay."

Vice-Mayor noted the previous vote was just to approve the modification, those two changes. Therefore, he asked for a motion to approve the minutes as amended.

Upon motion by Council Member Fernandez, seconded by Council Member Kravets, unanimously carried, the **MINUTES** of December 16, 2025, City Council Meeting, **APPROVED** as **AMENDED**.

Vote on the motion being: Vice-Mayor Schisler and Council Members Chambers, Fernandez, and Kravets voting "aye," no "nay."

9. Public Comment (Persons Wishing to be Heard on Items NOT Listed on the Agenda or Items on the Consent Agenda)

Vice-Mayor Schisler stated the process for Public Comments.

Charles Loeb noted the MLK holiday, civil rights and people standing up for themselves and others.

Vice-Mayor Schisler verified there were no other public comment requests and closed the public comments section.

10. Communications and Petitions: None

11. Consent Agenda:

11.A. Resolution Approving a Joint Participation Agreement with FDOT for the Cleaning and Regrading of FDOT Property Located at 13103 N. 50th Street

Upon motion by Council Member Chambers, seconded by Council Member Fernandez and unanimously carried, **RESOLUTION, 11.A.**, was **ADOPTED** by consent, as follows:

Vote on the motion being: Vice Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting “aye”, no “nay”.

RESOLUTION 08-26, Adopted the resolution and approved a Joint Participation Agreement with FDOT for the Cleaning and Regrading of FDOT Property located at 13103 N 50th Street.

12. Public Hearings, Ordinances, and Resolutions:

Vice-Mayor stated Item 12.A., 12.B., and 12.C. applications were withdrawn by the Applicant.

12.A. First Public Hearing and First Reading of an Ordinance Amending the Comprehensive Plan Future Land Use Map Designation for 5416 and 5418 Rainbow Drive (CPA -24-01) (Continued from 10/21/25) (Application has been withdrawn- Item is not moving forward)

12.B. First Public Hearing and First Reading of an Ordinance to Rezone 5416 and 5418 Rainbow Drive (RZP-24-03) from Residential-10 (R-10) to Commercial General (CG)

(Continued from 10/21/25) (Application has been withdrawn - Item is not moving forward)

12.C. Resolution Approving Conditional Use CU-25-05 Proposing Parking Lot Expansion and Placement of Accessory Structure (Continued from 10/21/25) (Application has been withdrawn - Item is not moving forward)

12.D. First Public Hearing and First Reading of an Ordinance Amending the Capital Improvements Section Objectives and Policy of the City's Comprehensive Plan

Vice-Mayor Schisler opened the public hearing.

City Planner Alyssa Livingstone was present and noted Katrina Corcoran from the Hillsboro County City Planning Commission staff was present.

Ms. Corcoran presented on TACPA 251, which is a text amendment for the capital improvement section policies, that includes 1.1.1, 1.1.3, and also 1.1.10. This is a publicly initiated text amendment that removes outdated language within the capital improvements policies. There is also a policy addition to the capital improvements section. This request is to remove language related to the 15-year multimodal transportation program, annual LOS report, and concurrency management report. The reason for this update is that these requirements are no longer mandated by state statute. Under previous growth management laws, local governments were required to maintain a 15-year multimodal transportation district schedule, an annual level of service report, and a concurrency management reporting process. The proposed amendment aligns with the city's comprehensive plan with current state statute and ensures that Temple Terrace's capital improvement section reflects only what's required for compliance. The new proposed policy clarifies that the city may continue using a 15-year multimodal program for long-range planning in coordination with regional partners if desired. The planning commission received comments from the Hillsborough County departments as well as Hillsborough County Public Schools. Both of these agencies had no objections to this amendment. We also coordinated closely with Temple Terrace staff on this amendment. Planning Commission staff found the proposed request consistent with the objectives and policies of the comprehensive plan from the capital improvement section. These policies refer to the process of updating the capital improvement section in regard to addressing infrastructure needs, maintaining service levels, and planning for future growth. The Planning Commission found TACPA 251 consistent with the goals, objectives, and policies of the Temple Terrace comprehensive plan.

Vice-Mayor Schisler asked for public comments, hearing none, he asked for Council questions.

Ms. Corcoran noted these changes are to align with what is required by state statute but the City may still use the multimodal transportation program portion retaining it as an additional policy as part of the process if they so choose.

Council Member Fernandez asked how this changes how the the City operates to accommodate the transportation needs.

Ms. Corcoran stated from the planning commission side of this, in terms of level of service, anything that's required, they're still going to have in the capital improvements program. This is just updating this particular policy.

Vice-Mayor Schisler closed the public hearing and asked the Clerk to read the title of the ordinance.

The City Clerk therefore read the title.

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING THE "IMAGINE 2040: TEMPLE TERRACE COMPREHENSIVE PLAN" CAPITAL IMPROVEMENTS SECTION OBJECTIVES AND POLICY; PROVIDING SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

Upon motion by Council Member Fernandez, seconded by Council Member Chambers, **Approved** the **Ordinance** on First Reading, Amending the Capital Improvements Section Objectives and Policy of the City's Comprehensive Plan.

Vote on the motion being: Vice-Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting "aye", no "nay".

Vice-Mayor Schisler noted the Ordinance will appear for a second reading and public hearing on Tuesday, February 3, 2026.

12.E. Resolution Approving Amendments to the Fiscal Year 2026 Budget

Finance Director James Ingram presented, providing a corrected exhibit 1 page 11 of \$2, 937,766.

At the conclusion of Fiscal Year 2025, there were several purchase orders and other appropriations for items and projects that were not completed by September 30, 2025. Because the expenditures were not made for Fiscal Year 2025, there is fund balance to continue these necessary commitments into Fiscal Year 2026. Exhibit 1 details the Purchase Order numbers, vendor, GL account, item or project description, amount balance for budget amendment, and

the appropriated fund balance accounts to adjust in order to provide funds to balance the budget.

The aggregate totals for each affected fund are as follows:

- General Fund (unassigned fund balance): \$7,194,919
- General Fund (Restricted Funds): \$781,023
- General Fund (other): \$221,812
- Street Improvement Fund (ARPA): \$698,628
- Street Improvement Fund (ARPA overruns/Fund reserves): \$54,439
- Street Improvement Fund (CDBG): \$66,450
- Street Improvement Fund (other): \$885,118
- Building Fund: \$34,995
- Community Investment Fund: \$1,495,668
- Tax Increment Fund: \$544,322
- Water & Sewer Utility Fund (ARPA): \$6,295,947
- Water & Sewer Utility Fund(ARPA overruns/Fund reserves): \$1,423,889
- Water & Sewer Renewal and Replacement Fund (other): \$2,937,766
- Water & Sewer Renewal and Replacement Fund (CDBG): \$23,577
- Water & Sewer Renewal & Replacement Fund: \$1,582,013
- Water Improvement Fund: \$928,679
- Sewer Improvement Fund: \$36,001
- Sanitation Fund: \$320,409
- Fleet Fund: \$5,328

Council Member Fernandez asked if the FY2025 budget should be amended.

Finance Director Ingram stated FY2025 budget must be amended within 60 days of the end of fiscal year and that was done in November 2025.

Council Member Fernandez stated for those listening, when someone looks at the financial statements for fiscal year 2025, that comparison of actual spending to budget is going to show theoretically in these areas, less spending than what we originally budgeted, because the City did not spend this money, but we had the revenue come in and it was available to be spent in fiscal year 2025, noting the City just didn't have time to complete these projects. When speaking of spending the reserves for these projects or expenditures, it is not spending of the savings reserves that the City has for contingencies.

Council Member Kravets asked about the carry forward for the Centennial Committee.

Mr. Ingram stated at the end of FY25, there was excess of \$34,000. Spending went into FY26 for continued events and approved expenses by the Centennial Committee.

Council Member Kravets noted by his calculation with personnel costs, they are negative at roughly \$7,300.

Mr. Ingram stated the personnel costs have been paid. We just have not applied them to the Centennial Fund. All we have done is applied the promotional costs, the promotional activities. What we talked about before up here was that at the end of the day that we would look if we have money left over, let's say we have a \$10,000 net, then we would apply some of those personnel cost to that to draw it down to zero. But you are correct. It would not cover all the personnel cost for overtime or for staffing events that were covered, we did track those but again we didn't apply them to the program. At the end of the fiscal year 25 we had a net of \$34,000 going into fiscal year 26, we have spent about \$23,000 of that so we are applying that \$23,000, it wasn't budgeted as an expenditure so we're making an amendment adjustment to recognize those expenditures in the budget and matching it with \$23,000 of the \$34,000 of the revenue so that it balances the budget. That's why he said that fund may end up with about a \$10,000 net. There may be more invoices and should know that soon.

Council Member Chambers there are still expenditures being done. The Centennial Committee has two more meetings at the end of this month and their scheduled meeting the first part of February to wrap up these different things. There's money to be spent on the dedication of the one mural at City Hall and the one at the fire station that haven't been dedicated yet. Those are being worked on. There's also another Centennial Committee book that's being done like a coffee table book. So there will be more expenditures and wanted to remind this Council that the personnel was never thought to be budgeted in this. The committee's done a good job keeping to their budget that they had of what the City's given them plus the donations that they've received from the different areas. It was Council that decided as a recommendation from the City Manager that anything left over would apply to personnel. It doesn't have to, it could go to fund balance. This Council, anytime we want to do any kind of project and or we direct the staff to do any project and we want to put our unassigned fund balance money into that, no matter what it's from, either from Centennial or less money from other projects, we can do that. You don't have to equate any kind of project to just money left over from a centennial project.

Council Member Kravets asked about the ERP system carryover and the document management system \$50,000 amount.

Mr. Ingram noted the ERP system is being implemented this year and the document management system was a FY26 budgeted item.

Upon "so moved" motion by Council Member Kravets, seconded by Council Member Fernandez, **RESOLUTION 09-26, ADOPTED** the resolution approving Amendments to the Fiscal Year 2026 Budget.

Vote on the motion being: Vice-Mayor Schisler and Council Members Chambers, Fernandez, and Kravets voting “aye,” no “nay.”

13. Council Business: NONE

14. New Business and Board Reports:

Council Member Kravets noted a topic of how we could maybe make our code a little easier for people who are trying to, for example, repair their roofs or their fences or do a little bit of structural work in their house without necessarily going through a lot of effort. Our current code, for example, \$1,000 exemption in the statute; any structural repairs under that amount do not require a permit, generally speaking. You can do some fence repairs, but not repair a complete fence. You can do 100 square feet or less roofing without a permit, but not more than that, etc. He was thinking it might be nice to take a look at this from a perspective of maybe helping people save money, and not go through quite so many bureaucratic steps when they're trying to do home repairs or improve their homes. So, many people obviously purchase houses in Temple Terrace, because Temple Terrace does not have a lot of homeowners' associations. It has some, but you can still find very nice homes here that are not in an HOA and people like that because they aren't under quite as many restrictions. People like to do what they want to do with their homes. They enjoy improving their houses usually. Not everyone, but he'd say probably 99% of people. To do something like build a shed, which is something that is a common project. People like to go in their backyard, build a little shed. It's very difficult in Temple Terrace. In fact, he was surprised to find that it is the most difficult to build a shed here compared to almost any other neighboring jurisdiction. It's very restrictive on allowing people to build their own sheds in the backyard. He will probably bring something on this point in the future. He would like to see the \$1,000 exemption for structural work increase because there's been a lot of inflation. He thought in December he mentioned that it might be a better idea to do something like a percentage. So, for example, if you have a roof that is 4,000 square feet, maybe we let them do 10% of it, that's 400 ft. If you have a small roof, 1500 ft roof, then we let you do 150 feet of it, something like that. So, it's a bit more flexible. He'd like them to have a little bit more freedom to improve their properties that they own.

City Manager Baia noted at least two or three bills pending legislation at the State, a \$7,500 bill right now, if goes through, it would take away authority from Cities, turn over to the private sector.

Vice-Mayor Schisler asked to be kept up on the bills.

Council Member Chambers stated goal setting workshop would be a perfect time to bring this up.

Council Member Fernandez stated all of this should be reviewed periodically like the codes, building safety, etc.

Vice-Mayor Schisler agreed in principle, but staff has been working on this and is a goal setting item.

14.A. Selection of Vice Mayor

Noted this item will be postponed until the next regular Council Meeting. At the time of the City Attorney report item 16., City Attorney Mueller asked for a formal motion to postpone.

15. City Manager's Report:

City Manager Baia noted staff has been working on a golf course replanting plan. The City commissioned BioTech, our City consultant for our tree canopy study. They were commissioned to take a look at the golf course in terms of coming up with a plan. They are working on a draft plan right now. We're trying to coordinate with the Golf Course itself, the maintenance staff and the president of the Golf Club. He believed there was a meeting scheduled actually in the field, walking through to figure out who would do what relative to a potential replanting plan in terms of what's coming now, what's going in, who's doing the watering, etc. but we need to work out those details. It is sort of the last critical element before bringing that plan here for the Council. In the meantime, as was reported to Council recently, Mr. Ferris, our City Arborist, went out and marked the trees on the course that were either dead or dying trees. There were 59 of those, and they have ribbons around them. The plan as mentioned to the Council, was to wait to get you the replanting plan and then talk about how we were going to get rid of the trees that are currently marked for removal. That's ideally what we'd like to do. Because of the timing, we're not managing to get all the elements lined up in the right order right now, with trying to coordinate with the Club. We do have some trees that do pose an imminent public safety issue. Of the 59, Mr. Ferris went back out and looked through this and there's 17 trees that are an imminent public safety issue.

Council Member Fernandez with regard to the proposed replanting, is the irrigation plan going to be part of the plan.

City Manager Baia stated it will have a plan for irrigations, with options such as tree diapers, and a plan on the time for phasing the planting of trees.

Council Member Kravets asked of the replanting plan, how long has that been in process.

City Manager Baia noted that in 2022, Council authorized the removal of 144 trees and to also replant trees. The Golf Course went forward with a portion of the replanting plan. The City was hoping to replant the last element of that plan. He stated in talking about this issue, it was recommended of hiring BioTech because of the great work they did on the City's canopy. That is the plan that is being looked at now. The 2022 plan just spoke to the number of trees, but the new plan has been worked on for a couple months. He stated that he appropriated the funds under the City Manager's authority. The Golf Club, the City and possible contractors will need to be involved.

Council Member Fernandez asked about two trees that their condition is dead but their status is alive.

Mr. Ferris noted that it is due to the condition of the tree. When they analyze that, there are trees out there that are in such poor shape but are still producing those leaves. So even though they're rotting and falling apart and dropping limbs left and right and become more of a health, safety, and welfare for the golfers, the fact that it has some leaves means they're technically still alive. Their conditions are so bad, and that's why you see that live status next to something that's dead.

Vice-Mayor Schisler asked about a pine tree that blew down.

Mr. Ferris stated that he didn't count the pines because most of the spines are fairly skinny. He was looking at the trees with the larger limbs and if they were to fall on someone's golf cart or if people were under the tree, it could be dangerous.

City Manager Baia stated he is looking for authorization to move forward with this. His hope is that the Golf Club will remove these trees, but he hasn't worked that level of detail yet. He just wanted to get approval to go forward with this plan to have these imminent threats taken out.

Vice-Mayor Schisler noted this would still fall under the authorization limits that are in place under the current procurement rules.

City Manager Baia stated again that it is his goal to have this offset to the Golf Club.

Council Member Kravets stated he would like to see as part of the motion to approve this plan, instruction given to the City Manager to present the replanting plan within a period of no more than three months.

Vice-Mayor Schisler requested two separate motions, one for the removal of trees for safety and the second motion for the aesthetics for the whole project.

Council Member Chambers moved to **Authorize** the City to move forward with the plan that the City Manager reported on, by Moving forward with the whole plan, but imminently take out the trees, the dangerous trees.

Council Member Chambers noted that Mr. Ferris mentioned that these are a danger to golfers, but he wanted to also note it is a danger to the citizens also, with many citizens out in that area.

Upon motion by Council Member Chambers, he **Amended** to move for his first motion to Authorize the City to move forward with the Club, to take out these trees (dangerous) as listed on the map.

Vice-Mayor Schisler asked for a second on the motion.

Council Member Fernandez stated, "not with that phrasing".

Council Member Chambers asked for an idea.

Council Member Fernandez stated she would agree to instruct the City Manager to meet with the Club and form a plan to take out the trees that are dangerous, not necessarily agree to take out all the trees.

Council Member Chambers noted he would restate his motion because his first original motion, that the City Manager move forward with the plan as he presented, which was to meet with the Club and figure out if these eminent trees would be done by the Club or the City. The City does not know this yet, he just knew that is what the City Manager presented. That was what his first original motion meant.

Council Member Fernandez noted her concern of who would be paying for the tree removal and stated she was not ready for a motion yet. She wanted to be careful because while this is public property, it is operated as a private club and she did not want to create any precedent where the City automatically pays for tree removals, at the same time, balance this with the fact that some of these trees are in very bad shape. She did not want to agree that if the City Manager meets with the Club and they say the Club will not pay for the removal, that the City automatically pays for it.

City Manager Baia noted in his conversation with Public Works Director Warrenfeltz and the Golf Club Course Superintendent, the Club has a concern and have been asking to take the trees down, asking for help such as mentioning the Club taking the trees down, get the trees to the curb line and the City taking away the debris. Mr. Baia thought this was a fair request.

He noted the lease predates him and all on the Board. The requirements for the trees and the treatments clearly lie with the Club. However over time, there has become so many trees and these requests are there, the trees are very big and he thought the City has a role to play. The Club has been pushing to take these trees out, seeing the liability for their own members. If he finds that there is a costly intervention, then he would come back to Council. He felt at this point, staff can work out the details using staff on existing hours, helping the Club potentially, if need be, but his impression would be that the Club does the bulk of this.

Council Member Kravets noted the legal situation is very intricate because the City has a lot of overlapping agreements and thought it would be a good idea to have them simplified. The actual practice of what the City does versus the golf course isn't what is in the law that we've created for the situation. The contracts do not actually govern, custom governs. He is in favor of putting whatever custom is, into the contract so everyone is clear. The City is the landlord and owns the land with the Club operating it. When the City improves it, we are improving the land that we own. He stated it is not a Winn-Dixie trash can situation. In this case, there is a real public interest in improving the golf course, not just for the benefit of the Golf Club, but also for all of the people who live near it. Also, we have the satisfaction of doing a good job, but when it comes to the money, that's another intricate problem. The City has \$1.4 million in the tree fund, and there are not many things the City can use that for, except for trees. The tree fund has grown, meaning a lot of trees have been taken out and they haven't been replanted. This is a really nice opportunity to plant some trees and remove some that aren't good anymore and also make the golf course more attractive. In this case, it is more like the City is making a park that we own nicer, and it just so happens that we have this really complicated, intricate, 100 some odd year relationship with the tenant. He stated he would like to make a motion.

Vice-Mayor Schisler stated there is a motion and a second has not been requested yet. He therefore asked Council Member Fernandez if she had further to add.

Council Member Fernandez stated the motion was not the phrasing she wanted, and was not entirely sure what phrasing was needed to create the motion to make it that the City can do everything that the City can do. Then stating she had not seconded the motion.

The motion **Died** for lack of a second.

Upon motion by Council Member Kravets, seconded by Council Member Fernandez, **RESOLUTION 10-26(m), AUTHORIZED** the City Manager to proceed with the document that was presented today, titled Temple Terrace Golf Course trees marked for Urgent removal, and in conjunction

with that, after the trees have been removed, to present the plan for reforestation of the golf course that was mentioned today, within no more than three months.

Council Member Chambers asked how was this different to his original motion. He stated this is what was presented to the Council other than the three-month timetable.

Council Member Fernandez stated his motion seemed more open ended.

Vice-Mayor Schisler noted the dead, dying trees needed to be taken out

Vote on the motion being: Vice-Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting “aye”, no “nay”.

16. City Attorney's Report:

City Attorney Mueller asked to return to item 14.A. and asked for a motion to formally postpone the selection of the vice-mayor until February 3, 2026 with a motion and a vote.

Council Member Kravets moved to **Postpone** the selection of the vice-mayor by, unanimous consent, to the next meeting, which is a date certain, the third of February.

City Attorney Mueller asked for a Point of Order stating he rather not do the unanimous consent on this, do a motion with the second and the vote.

Council Member Kravets stated his motion stood, the Council can pass by unanimous consent. It's in Robert's Rules of Order.

City Attorney Mueller noted unanimous consent needs to be done by the chair. Stating he prefers it be done with a motion, second and a vote.

The motion **Died** for lack of a second.

Upon motion by Council Member Fernandez, seconded by Council Member Chambers, **RESOLUTION 11-26(m), POSTPONED** the selection of Vice-Mayor to the February 3, 2026 Council Meeting.

Vote on the motion being: Vice-Mayor Schisler, Council Members Chambers, Fernandez, and Kravets voting “aye”, no “nay”.

City Attorney Mueller noted his report on “Unanimous Consent” would be presented at the next meeting, when all five Members are present.

16.A. Report on Unanimous Consent

[Postponed to the February 3, 2026, meeting]

17. [if additional comments] - None

Adjournment:

Meeting adjourned at 7:48 p.m.

X

Andrew R. Ross
Mayor

X

Gil Schisler
Vice Mayor

X

James Chambers
Council Member

X

Alison Fernandez
Council Member

X

Erik Kravets
Council Member

Attest:

X

Lynda Sader
City Clerk

Item Cover Page

City Council Item Report

Date: February 3, 2026

From: Brianne Holacik, Executive Assistant

Item Type: Resolution - Purchase

Subject: Resolution Approving the Purchase of a 2026 Ford F-250 Battalion Chief Vehicle

Presenter: Ian Kemp, Fire Chief

Recommendation:

Staff recommends adoption of the Resolution approving the purchase of one (1) 2026 Ford F-250 Battalion Chief vehicle from Bartow Ford under Pasco County Contract Bid No. IFB-RR-21-042 in the amount of \$54,159.24, and approving the purchase and installation of emergency lighting and associated equipment through FastLane under Sourcwell Contract No. 082025-AFT in the amount of \$80,840.76, with funding provided from the Community Investment Tax Fund.

Discussion:

The Fire Department is requesting approval to purchase one (1) 2026 Ford F-250 Battalion Chief vehicle as part of the Department's planned vehicle replacement program included in the Fiscal Year 2026 Community Investment Tax Fund budget. The vehicle purchase will be made using Pasco County Contract Bid No. IFB-RR-21-042.

This item also includes approval for the purchase and installation of emergency lighting and associated equipment required to place the vehicle into operational service. The equipment will be procured through Fastlane under Sourcwell Contract No. 082025-AFT, ensuring compatibility with the Fire Department's existing fleet standards and emergency response systems. The equipment and installation will be facilitated through an authorized Fastlane dealer in accordance with Sourcwell contract requirements.

Approval of this Resolution will allow staff to proceed with procurement and installation necessary to place the Battalion Chief vehicle into service.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, AUTHORIZING THE PURCHASE OF ONE (1) 2026 FORD F-250 BATTALION CHIEF VEHICLE AND THE PURCHASE AND INSTALLATION OF

**EMERGENCY LIGHTING AND ASSOCIATED EQUIPMENT; PROVIDING FOR
PAYMENT FROM THE COMMUNITY INVESTMENT TAX FUND; AND PROVIDING
AN EFFECTIVE DATE.**

Appropriation Code:

160-1521-522.64-11

Requirements:

Resolution

Cost:

\$135,000.00

Attachments:

1. Resolution-Battalion Chief Vehicle v2
2. Bartow Ford Quote (BC Vehicle)
3. Fastlane Upfitting Quote
4. FF1_FL_Authorization_Ltr_Jan 2026
5. Pasco IFB-RR-21-042 Second Renewal Agreement (Bartow Ford)
6. Fastlane Contract 082025-AFT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE PURCHASE OF ONE (1) 2026 FORD F-250 BATTALION CHIEF VEHICLE AND THE PURCHASE AND INSTALLATION OF EMERGENCY LIGHTING AND ASSOCIATED EQUIPMENT; PROVIDING FOR PAYMENT FROM THE COMMUNITY INVESTMENT TAX FUND; PROVIDING AN EFFECTIVE DATE.

Whereas, funding in the amount of \$135,000.00 for the purchase and upfitting of a Battalion Chief Vehicle was included in the Fiscal Year 2025-2026 Community Investment Tax Fund budget as part of the Fire Department's vehicle replacement program; and

Whereas, the City desires to purchase one (1) 2026 Ford F-250 utility vehicle from Bartow Ford, under Pasco County contract bid No. IFB-RR-21-042, at the cost of \$54,159.24; and

Whereas, the Fire Department requires the purchase and installation of emergency lighting, communications equipment, and related upfitting necessary to place the Battalion Chief vehicle into service; and

Whereas, Fastlane, through Sourcewell Contract 082025-AFT, provides the required emergency vehicle lighting and associated equipment compatible with the City's operational standards and existing fleet configurations; and

WHEREAS, the total cost for the purchase and installation of emergency lighting and associated equipment through Fastlane is \$80,840.76; and

Whereas, payment for the vehicle purchase and associated equipment and installation will be made from Account No. 160-1521-522.64-11 in the Community Investment Tax Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, that:

1. The purchase of one (1) 2026 Ford F-250 utility vehicle from Bartow Ford, under Pasco County contract bid No. IFB-RR-21-042, in the amount of \$54,159.24 is approved.
2. The purchase and installation of emergency lighting and associated equipment through Fastlane, under Sourcewell Contract 082025-AFT, in the amount of \$80,840.76, is hereby approved.
3. Payment for the vehicle purchase and the emergency lighting and equipment, including installation, from Account No. 160-1521-522.64-11 is approved.
4. This Resolution shall become effective immediately upon adoption.

Passed and Adopted by the City Council of the City of Temple Terrace, Florida, this 3rd Day of February 2026.

(Corporate Seal)



X

Andrew Ross
Mayor

Attest:

X

Lynda Sader
City Clerk

January 14, 2026



Temple Terrace Fire Department
Division Chief of Operations Scott Murley

DESCRIPTION			
W2B	2026 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XLT		
99A	6.8L 2V DEVCT NA PFI V8 Gas Engine		
44F	10 Speed Automatic Transmission		
603A	XLT Package		
X3E	Electronic-Locking w/3.73 Axle Ratio		
TDX	Tires: LT275/70Rx18E BSW A/T (4)		
17X	FX4 Off-Road Package		
18B	Platform Running Boards		
STD	GVWR: 10,000 lb Payload Package		
471	Camper Package		
PQ	Race Red		
	Factory Invoice		\$58,359.00
	Government Price Concession Discount		\$2,700.00
	4.06% Contract Discount		\$2,259.76
	Drop Ship to Qualified body modifier. Payment upon arrival at second stage upfitter. Second Stage MSO required for Tag (If Applicable).		\$625.00
0.0	Bartow Ford Labor Hours	\$97.00	\$0.00
1	Yellow CITY Tag		\$135.00
TOTAL PURCHASE AMOUNT PER UNIT			\$54,159.24

Pricing in accordance with the Pasco County Award of Bid No. IFB-RR-21-042

If you have any questions or need any additional information please feel free contact me anytime.

Sincerely Yours,
 Richard Weissinger
 Commercial Fleet Sales
 Direct Line (813) 477-0052
 Fax (863) 533-8485





34 Wilson Dr
Sparta, NJ 07871
(833) FF1-FIRE
sales@ff1.com
www.ff1.com

FORMAL PROPOSAL

Proposal Date: January 23rd, 2026

Prepared for: Scott Murley
Temple Terrace Fire Department
124 Bullard Parkway
Temple Terrace, Florida 33617

For your consideration, the listed herein is valid for a period of no more than 60 days from the above date (unless listed otherwise). Firefighter One is not responsible for price changes of goods or products not directly manufactured by FastLane Emergency Vehicles. Only items below shall be considered "part of this proposal". As is all information you share with us, we ask that you and/or your organization please retain this information as confidential. Please review the following information. If all items are acceptable, please forward over a Purchase Order with your preferred payment terms option, as listed above. We look forward to doing business with you. Should you require any clarification or have any questions, please do not hesitate to reach out.

Description:

DETAILS	TOTAL PROJECT COST
Conversion upfit on vehicle of type: F250	\$80,840.76

Vehicle/Chassis Details

Supplied in Proposal? NO	Type: F250
---------------------------------	-------------------

Reflected in the total project cost above for your review:

Pricing Terms: Pricing here-in reflects Firefighter One's standard terms of **Cash on Delivery** of completed unit. Other terms and discounts apply and can be provided upon request.

Current Lead Time: 120-180 Days after receipt of order.

Respectfully Submitted: Jonathan Van Norman

Thank you for this opportunity. I am confident that once you have had a chance to review the contents within, you will share our opinion that Firefighter One and FastLane is the best choice for your department's needs.

Please note, if Firefighter One or FastLane are to supply the vehicle as part of this project, we can neither guarantee the model year nor pricing of the vehicle proposed. Recent events have caused both Ford and GM to cancel and reject chassis orders all together. FastLane will confirm model year and pricing once the order is submitted to the vehicle manufacturer and remain in continuous contact with the customer with any changes or updates.



location 37241 E Richardson Ln – Purcellville, VA 20132
phone 877.327.8526
fax 540.338.0903
web www.flev.com
email sales@flev.com

January 1, 2026

Jonathon Van Norman
Firefighter One, LLC
4808 SW Lake Grove Circle
Palm City, FL 34990

Dear Mr. Van Norman:

This letter shall serve as verification of dealer authorization of Firefighter One, LLC and your representatives to sell FastLane Emergency Vehicles goods and services in the following territories within the State of Florida:

All Counties
All Cities

This authorization is valid within the terms of our Dealer Agreement and remains in force, within the bounds of that agreement.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert W. Ritchie".

Robert W. Ritchie
President

**SECOND AMENDMENT TO AGREEMENT
FOR AS-NEEDED FORD MOTOR COMPANY VEHICLES**

This **SECOND AMENDMENT to the Agreement for as needed Ford Motor Company vehicles, IFB-RR-21-042 (the “Second Renewal”)** is made and entered into by and between PASCO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners (hereinafter referred to as the “County”) and Bartow Ford Company, a corporation licensed in the State of Florida (hereinafter referred to as the “Contractor”).

WITNESSETH

WHEREAS, the County issued solicitation IFB-RR-21-042 to obtain the services of a Contractor to provide ongoing as-needed Ford Motor vehicles; and

WHEREAS, the County and the Contractor entered into the Agreement for as-needed Ford Motor Company vehicles, effective May 5, 2021, (the “Agreement”) for three years with the option to renew for two additional one-year periods upon mutual agreement of the parties; and

WHEREAS, the County and the Contractor renewed the Agreement for an additional one-year period, ending on May 4, 2025; and

WHEREAS, the County and the Contractor now wish to renew the Agreement for a second additional one-year period, effective May 5, 2025 through May 4, 2026.

NOW, THEREFORE, the County and the Contractor, in consideration of the mutual covenants contained herein, do agree as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.
2. The Agreement is hereby renewed for a second one-year period, through May 4, 2026.
3. Except as modified by this Second Renewal, the Agreement is hereby ratified, confirmed and approved and all terms and conditions, as amended herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Renewal to be executed by their authorized representatives, effective May 5, 2025.



Nikki Alvarez-Sowles, Esq.
Clerk & Comptroller

County:
PASCO COUNTY, FLORIDA

By:

Kathryn E. Starkey, Chairman

APPROVED
IN SESSION

Date: MAR 25 2025, 2025

PASCO COUNTY
BCC

[SEAL]

Contractor:
Bartow Ford Company

By:

Printed Name: RICHARD WEISSINGER

Title: COMMERCIAL FLEET SALES

NOTARY ACKNOWLEDGMENT

STATE OF FLORIDA

}

} ss

COUNTY OF POLK

}

The foregoing instrument was acknowledged before me on 26th FEB, 2025, by means of:

☒ physical presence or

☐ online notarization

by [as applicable, complete one (1) of the four (4) choices below]:

(1) FOR A CORPORATION OR LIMITED LIABILITY COMPANY:

[Name] RICHARD WEISSINGER, who executed the foregoing instrument as

[Title] COMMERCIAL FLEET SALES of

[Corporation or Company Name] BARTON FORD CO, a:

☒ corporation or

☐ limited liability company

organized under the laws of [State] FL

(2) FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

[Name] _____.

(3) FOR A PARTNERSHIP:

[Name] _____, Partner (or Agent), on behalf of

[Name of Partnership] _____, a [State] _____ partnership,

(4) FOR AN INDIVIDUAL ACTING AS PRINCIPAL BY AN ATTORNEY IN FACT:

[Name] _____, as attorney in fact for [Principal Name] _____.

Said person is (check one below):

☒ Personally known to me, or

☐ Has produced _____ as identification.

[Notary Stamp or Seal]



Lynn Marie Burgett

Signature of person taking acknowledgment

Lynn Marie Burgett

Print Notary's name

(This line is required to be completed by §117.05, F.S.)

**MASTER AGREEMENT # 082025****CATEGORY: Firefighting Apparatus and Fire Service Vehicles****SUPPLIER: Autocraft Group Inc. dba FastLane Emergency Vehicles**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Autocraft Group Inc., dba FastLane Emergency Vehicles, 37241 East Richardson Lane, Purcellville, VA 20132 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on December 4, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (RFP #082025), Category 2: Specialty Apparatus and Equipment, to Participating Entities. In Scope solutions include:
- a. **Category 2: Specialty Apparatus and Equipment**, including, but not limited to:
- Specialty apparatus including but not limited to: aircraft rescue and firefighting (ARFF), command and communication units, rescue vehicles, mobile foam units, and custom rescue trailers;
 - Equipment, options, accessories, components, and supplies complementary to the offering of the unit types described in i. above;
 - Related services including installation, customization, remounting, refurbishment, inspection, maintenance, repair, training, and support, directly related to the offering in i. – ii. above; and,
 - Category 2** responders **MAY** include complementary Brush and Wildland Urban Interface (WUI) Apparatus solutions in their response.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) Supplier Representations:

- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
- ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
- iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcwell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier

certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.

xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.

xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.
- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations

defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included

Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) **Grant of License.**

a) **During the term of this Agreement:**

i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.

ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

c) **Use; Quality Control.**

i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

- 20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.
- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
 - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to

the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

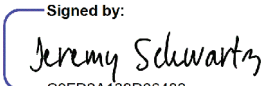
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.

- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcwell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcwell account number.
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcwell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

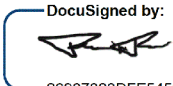
Sourcwell

Autocraft Group Inc., dba FastLane
Emergency Vehicles

Signed by:

C0FD2A139D06489...

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer

Date: 12/12/2025 | 4:15 PM CST

DocuSigned by:

26987323DFE5458...

By: _____
Robert Ritchie
Title: President/CEO

Date: 12/12/2025 | 2:05 PM PST

RFP 082025 - Firefighting Apparatus and Fire Service Vehicles

Vendor Details

Company Name: Autocraft Group Inc.

Does your company conduct business under any other name? If yes, please state: Fastlane Emergency Vehicles

Address: 37241 E Richardson Lane
Purcellville, VA 20132

Contact: Robert Ritchie

Email: sales@flev.com

Phone: 540-338-0901

Fax: 540-338-0903

HST#: 54-1858709

Submission Details

Created On: Friday August 01, 2025 09:59:29

Submitted On: Wednesday August 20, 2025 14:57:50

Submitted By: Robert Ritchie

Email: sales@flev.com

Transaction #: 2e2de462-ed05-4d50-87ce-e3a0bc9a8767

Submitter's IP Address: 147.243.54.230

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *	
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Robert Ritchie	*
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes	*
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Fastlane Emergency Vehicles	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	CAGE - 3REU2	*
5	Provide your NAICS code applicable to Solutions proposed.	336211	
6	Proposer Physical Address:	37241 East Richardson Lane Purcellville, VA 20132	*
7	Proposer website address (or addresses):	www.flev.com	*
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	Robert Ritchie, President/CEO rritchie@flev.com 540-338-0901 37241 East Richardson Lane Purcellville, Va 20132	*
9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Robert Ritchie, President/CEO rritchie@flev.com 540-338-0901 37241 East Richardson Lane Purcellville, Va 20132	*
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Sean Swanson sswanson@flev.com 540-338-0901 37241 East Richardson Lane Purcellville, Va 20132	*

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	FastLane Emergency Vehicles is a wholly owned brand of Autocraft Group Inc., a Virginia corporation. In operation since 1995 and fully incorporated in 1997, FastLane Emergency Vehicles was founded by corporate president, Robert W. Ritchie (Firefighter- Paramedic) for the sole purpose of manufacturing custom, specialty response and command vehicles for the public safety markets. Operating from a ten thousand square foot facility located in Purcellville, Virginia, FastLane employs over twenty-five skilled personnel ready to use the latest in technology and care to create a custom conversion to your exacting specifications. FastLane is represented in over twelve states by five dealerships up and down the east coast of the United States. We have several service and sales facilities ready to help you at a moment's notice. At FastLane the intention has always been to be different, to be better, to be more responsive and customer driven. No one here is ever too busy to take a call, answer a question or simply give a production tour. We are extremely proud of what we do, what we've become, and where we are heading.	*
12	What are your company's expectations in the event of an award?	Post-award activities include: - Validating contract pricing and terms - Reviewing specifications and client requirements - Scheduling a pre-construction meeting, either in person or virtually, to conduct a walkthrough of the build - Generating a complete set of engineering drawings and specifications for order approval and sign-off - Pre-staging all components required for the build - Scheduling the build into the production facility for final deliver	*
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	Autocraft Group Inc., doing business as FastLane Emergency Vehicles, has been operating successfully for over 25 years. The company is financially stable, carries no long-term debt, and maintains strong relationships with its financial institutions, backed by their full faith and credit. FastLane is solvent and well-capitalized, capable of executing both small-scale projects and larger builds. The company currently has approximately \$1 million in available credit lines to support expanded production needs. Please see the attached financial statement and letter of credit from our primary banking institution for further details.	*
14	What is your US market share for the Solutions that you are proposing?	Due to the absence of national trade associations tracking our specific market, precise data is limited. However, based on internal research, FastLane currently holds an estimated market share of less than 15% across the United States for its products and services. This presents a significant opportunity for growth and increased market penetration in the coming years.	*
15	What is your Canadian market share for the Solutions that you are proposing?	FastLane has not yet broken out into the Canadian market, however desires to expand its products and services to that vital market space.	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	N/A	*
17	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b). a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	FastLane Emergency Vehicles is an original equipment (OE) manufacturer, delivering its products and services through a nationwide dealer network currently active in 20 of the 50 U.S. states and territories. We are actively pursuing business development initiatives aimed at expanding our reach by adding a minimum of two new dealers annually, with the goal of achieving broader national coverage and establishing a presence in Canada.	*

18	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	FastLane Emergency Vehicles maintains all necessary dealer and vehicle manufacturer licenses in states where such credentials are legally required. For example, in Texas, Autocraft Group Inc., doing business as FastLane Emergency Vehicles, holds a Texas Vehicle Converter License. While licensing requirements vary by state, FastLane ensures full compliance by securing all mandated credentials prior to entering any new market.	*
19	Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.	N/A	*
20	Describe any relevant industry awards or recognition that your company has received in the past five years.	While FastLane has been recognized by colleagues and clients alike, there are no specific industry awards that have been received in the last five (5) years.	*
21	What percentage of your sales are to the governmental sector in the past three years?	95% of all work that FastLane performs is for either local (municipal) government or federal government clients.	*
22	What percentage of your sales are to the education sector in the past three years?	Less than 5%	*
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreements over the past three years?	FastLane currently participates in both HGAC (Houston-Galveston Area Cooperative) and NCSA (North Carolina Sheriff's Association). In the past three (3) years, HGAC has comprised of 65% of our business with NCSA comprising 14% (2025 only); by revenue.	*
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	N/A	*

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Fairfax	BC Pete Rhodes	(703) 385-7940	*
City of Manassas Park Fire	Tom Oliver	(703) 335-8845	*
Prince William County Fire	Chief Brett Hanby	703-792-6800	*
City of Alexandria	Chief Frank Doyle	(703) 746-5200	
City of Hampton Division of Fire & Rescue	Charlie Kempton	757-727-6580	

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	Founded in 1997, FastLane Emergency Vehicles has grown to include multiple dealerships across the United States and a dedicated team of over thirty experienced sales representatives. As the company continues to broaden its territory and service coverage, FastLane remains rooted in a longstanding tradition of delivering fleet vehicles nationwide—with select international deliveries extending its reach beyond U.S. borders.	*
27	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	FastLane maintains a national dealer network comprising seven emergency vehicle dealerships, collectively staffed by over thirty professional sales representatives. To ensure comprehensive coverage, FastLane also employs direct sales representatives in regions of the United States not currently served by its dealer network.	*
28	Service force.	All dealerships within the FastLane network are trained and supported directly by the factory to deliver prompt and comprehensive service for all vehicles produced and delivered by the company. In regions not currently covered by our dealer network, FastLane provides direct Fleet Service support—including warranty reimbursement—or deploys a factory-based "go-team" to ensure customers receive expert service and assistance.	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Orders are processed either directly between FastLane Emergency Vehicles and the end customer, or through our dealer network as a resale transaction. When entering a partnership with FastLane, dealers may choose to operate either as a reseller or as a commissioned sales agency.	*
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	FastLane delivers a robust customer service program, offering same-day response and strategic support planning for any vehicle that is out of service. Assistance includes parts and labor coverage for both warranty and non-warranty needs, along with warranty reimbursement to authorized dealers and pre-approved private fleets	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities.	FastLane Emergency Vehicles primarily sells its vehicles through open contracts rather than traditional closed bidding processes. Contract options such as HGAC and NCSA have supported this approach; however, growing customer and prospect interest has prompted a shift toward alternative purchasing methods. As a result, Sourcewell has emerged as the preferred contract vehicle among our client base.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Although FastLane Emergency Vehicles currently has limited sales activity in Canada, we remain committed to expanding our services beyond U.S. borders. In alignment with the purchasing requirements set by our vehicle OEMs, we have previously completed successful deliveries outside the continental United States. We are especially enthusiastic about the opportunity to serve our Canadian neighbors in the future.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	We currently DO NOT have any restrictions or areas where we are not willing to sell.	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	We DO NOT have any entity types that we will not consider.	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	For sales to U.S. territories outside the continental United States, the primary consideration is the logistical cost associated with transporting the completed vehicle.	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes.	*

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *	
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Fastlane Emergency Vehicles will be proud to announce its new cooperative purchasing contract through Sourcewell, streamlining the path for municipalities and public safety agencies to acquire top-tier emergency vehicles with greater speed, transparency, and cost efficiency. To highlight this milestone, Fastlane will activate a dynamic marketing campaign across its website, print materials, and social media channels: Website Spotlight A dedicated landing page will detail the benefits of Sourcewell membership, contract specifics, and a quick-start guide to purchasing through the program—complete with FAQs and direct contact access. In addition, a dedicated section of our Contracts section will be updated to include Sourcewell resources and information, here: https://flev.com/government-contracts/ Print Collateral Brochures, spec sheets, and targeted mailers will be updated to include Sourcewell branding and contract details, helping procurement officers understand how to leverage this partnership during decision-making. Social Media Outreach Fastlane's Facebook, LinkedIn, and Instagram platforms will showcase real-time customer success stories, contract highlights, and vehicle spotlights—sparking engagement and educating followers about this procurement pathway. National Trade Shows FastLane often showcases cooperative contract collateral within its booth display at most major, national tradeshow and conferences. By integrating Sourcewell across all touchpoints, Fastlane makes purchasing not only easier, but smarter.	*
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Fastlane Emergency Vehicles leverages cutting-edge digital tools and data analytics to elevate its marketing effectiveness across channels. By tapping into social media platforms, the company engages with a broad network of public safety professionals, sharing tailored content that resonates with each audience segment. Strategic use of targeted metadata—including geolocation tags, engagement metrics, and demographic filters—enables Fastlane to refine campaign performance in real time. Key approaches include: Social Listening & Analytics Monitoring online conversations and customer feedback to guide content creation and identify emerging industry trends. Behavioral Data Utilization Analyzing user interactions across digital touchpoints to personalize outreach and optimize ad spend. Geo-Targeted Campaigns Deploying content that highlights regional success stories and contract availability, especially in areas served by cooperative purchasing agreements like Sourcewell. With this data-driven strategy, Fastlane ensures its messaging is not only seen—but acted upon.	*
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	FastLane Emergency Vehicles brings extensive experience in facilitating orders through cooperative purchasing agreements. Our fully configurable CPQ platform and front-end intake process are designed to adapt to the unique protocols and procurement steps of individual agencies. This flexibility empowers FastLane to seamlessly integrate new contracts, promote purchasing opportunities, and expand market reach—maximizing both customer satisfaction and operational efficiency.	*
40	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	FastLane Emergency Vehicles actively supports a wide range of governmental eProcurement systems, ensuring a smooth and compliant purchasing experience for public-sector clients. Our operational processes are designed to seamlessly integrate with the platforms that agencies already use—streamlining collaboration, documentation, and order fulfillment. Numerous partners, including Prince William County and the City of Alexandria, have successfully conducted business with FastLane through their respective eProcurement systems. This capability allows us to align with agency-specific workflows and deliver rapid, reliable service across jurisdictions.	*

Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *	
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	FastLane Emergency Vehicles provides day-of-delivery training for most vehicles to ensure customers are fully acquainted with their new equipment. Additionally, FastLane offers comprehensive annual Service Technician training, designed to equip both dealer service centers and end-user customers with the knowledge and skills needed to effectively service and support our vehicles.	*
42	Describe any technological advances that your proposed Solutions offer.	Every new FastLane vehicle comes standard with the FastPlex solid-state multiplexed electrical system. This advanced system features a full-color touchscreen controller and a CAN BUS-integrated network, enabling seamless communication with the vehicle's onboard systems. FastPlex offers virtually unlimited functionality through straightforward programming, eliminating the need for expensive and time-consuming wiring modifications.	*
43	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	FastLane delivers a range of environmentally friendly innovations, including its IdleFlex system, which minimizes vehicle idling while maintaining onboard equipment operation and battery charging. Additionally, FastLane's new LiOn supplemental battery and solar package supports added upfitter equipment without compromising the driving range of electric vehicles.	*
44	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	N/A	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	FastLane Emergency Vehicles is one of the few national vehicle modifiers that manufactures every product it integrates. As a true fabricator, FastLane designs and builds its own consoles, cabinet systems, bodies, truck caps, and more—delivering a comprehensive range of integrated solutions from a single source.	*
46	Describe how your solutions meet United States fire related standards, such as NFPA, for the equipment and products offered in your proposal, including applicable federal and state requirements.	All of FastLane Emergency Vehicle's fire apparatus units meets or exceeds all applicable NFPA standards such as 1906 for wildland fire units and 1901 for its mini-pumper. FastLane performs all testing including center of gravity, pump and water flow, etc. in-house, ensuring full NFPA compliance throughout the build.	
47	Describe how your solutions meet Canadian fire related standards such as NFPA, and CAN/ULC S515 for the equipment and products offered in your proposal, including applicable federal and provincial requirements.	Currently, FastLane Emergency Vehicles follows all NFPA standards for its fire apparatus offerings. While Canadian standards are on its roadmap, the Canadian market remains a business development objective.	
48	Describe available service and repair options for the equipment and products offered in your proposal and how the process works with those servicing the equipment.	All FastLane vehicles are covered by a standard 3-year/36,000 mile bumper to bumper warranty as well as a 7-year/72,000 mile electrical warranty. Service and repair is offered both centrally with dedicated service and support staff as well as locally through its dealer network. In addition, FastLane offers fleet customers, who perform their own repairs, by supporting them with both parts and warranty labor reimbursement.	

Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment	
49	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		☐ Yes ☒ No	While technically a small business, FastLane is currently not listed as an 8A company.	*
50		Minority Business Enterprise (MBE)	☐ Yes ☒ No	N/A	*
51		Women Business Enterprise (WBE)	☐ Yes ☒ No	N/A	*
52		Disabled-Owned Business Enterprise (DOBE)	☐ Yes ☒ No	N/A	*
53		Veteran-Owned Business Enterprise (VBE)	☐ Yes ☒ No	N/A	*
54		Service-Disabled Veteran-Owned Business (SDVOB)	☐ Yes ☒ No	N/A	*
55		Small Business Enterprise (SBE)	☒ Yes ☐ No	According to the SBA and size standards chart, under NAICS 336211, FastLane Emergency Vehicles is classified as a small business enterprise (SBE)	*
56		Small Disadvantaged Business (SDB)	☐ Yes ☒ No	N/A	*
57		Women-Owned Small Business (WOSB)	☐ Yes ☒ No	N/A	*

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *	
58	Describe your payment terms and accepted payment methods.	All Pricing is based upon Net 15 Payment Terms. We offer additional payment terms discounts for Cash on Delivery as well as Deposit upon Contracting with Balance Cash on Delivery.	*
59	Describe any leasing or financing options available for use by educational or governmental entities.	We have a couple contacts that we work with on Lease Terms. These would follow the Cash on Delivery Discounts mentioned above as a purchasing option.	*
60	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	See standard transaction samples uploaded in documents.	*
61	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	P-Card procurement payment is accepted at no fee to the participating entities up to \$1,000 transaction. Past single \$1,000 transaction, a processing fee of 3.5% will be applied to the total amount for the transaction.	*

62	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	See pricing folder. In a single document, we have uploaded a base products offering with line-item options list. Associated base products have chassis and build specifications uploaded as well.	*
63	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Our proposed discount is a blanket 3% off MSRP.	*
64	Describe any quantity or volume discounts or rebate programs that you offer.	We do offer Quantity or Volume discounts but is evaluated per customer request, based on the total project or work requested. Example - If somebody orders two identical trucks and engineering costs are cut, we are able to provide some money off as a discount. If somebody purchases say 5, due to the reduced costs per vehicle, the discount would be more.	*
65	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	In our submission, we tried to quantify all products we offer that fit within this requested submission. We are constantly evolving and innovating new products, in which we would offer these through a price addendum, come such a time we release them to the industry.	*
66	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	It is hard, if not impossible, to predict all scenarios. The most common examples of this line item, that we see in our portion of the market, are inspection trip costs as well as delivery/freight. We will typically handle all necessary training during the final inspection trip to the factory. All items not included would be quoted at individually tailored costs if requested by the participating party.	*
67	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Our current policy is for an inspection to be completed at our factory for acceptance of the completed vehicle. In the past, most would just drive the vehicle home from our facility. In the current age of technology, we've had recent customers elect to have a video walkthrough of vehicles and then have it shipped to their department. The video walkthrough is of course free of charge to the customer, but shipping of the vehicle is not. We are currently working with a single shipping company that takes care of our shipping logistics. Due to vehicle size, mileage, and other factors, every customer/shipping cost is going to be different. To provide the best cost available to our customers, we individually price it and pass that cost off to the customer (we make no money on it, more just broker the cost).	*
68	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Our current policy is for an inspection to be completed at our factory for acceptance of the completed vehicle. In the past, most would just drive the vehicle home from our facility. In the current age of technology, we've had recent customers elect to have a video walkthrough of vehicles and then have it shipped to their department. The video walkthrough is of course free of charge to the customer, but shipping of the vehicle is not. We are currently working with a single shipping company that takes care of our shipping logistics. Due to vehicle size, mileage, and other factors, every customer/shipping cost is going to be different. To provide the best cost available to our customers, we individually price it and pass that cost off to the customer (we make no money on it, more just broker the cost).	*
69	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Our distribution model leverages our dealer network that is growing to deliver our products to the Government and Municipal Departments Nationwide.	*
70	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	We begin by leveraging a Configure Price Quote (CPQ) system to ensure consistent pricing across all delivery models. Our products are sold through a network of sales representatives and authorized dealers. As part of our standard process, all specifications and pricing details are thoroughly reviewed and aligned with the selected purchasing contract prior to presentation to the participating entity. Once a Purchase Order is received, our purchasing department conducts a comprehensive audit to verify pricing accuracy and initiate setup for quarterly reporting.	*

71	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	Our company conducts audits on every vehicle we manufacture to ensure we remain highly competitive within the market. Currently, all data is stored within our accounting system. However, we are actively engaged in research and development to automate a more efficient system that will allow for streamlined data sorting and analysis	*
72	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Several documents reference an administrative fee proposed by Sourcewell, ranging from 1–2% of the total contract value. This percentage is notably higher than fees associated with other commonly used cooperative contracts. For example, HGAC—one of the more widely recognized alternatives—currently charges a flat \$1,000 per Purchase Order, regardless of the number of vehicles included. To strike a balance between cost-effectiveness for participating entities and fair compensation for Sourcewell, we propose a flat administrative fee of \$1,250 per customer order. This approach simplifies budgeting and ensures transparency while remaining competitive within the cooperative purchasing landscape.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
73	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Pricing is in line with current cooperative contracts. Only additional way to get pricing down would be with volume discounts.	*

Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A, 7B, 7C and 7D)

Line Item	Question	Response *	
74	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	Each product offered includes a detail specification that has been uploaded to the documents section of this submission.	*
75	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	FastLane offers a wide array of products and services including, Fire Command Vehicles, EMS Response Vehicles, Drone and Surveillance Vans, Collapse Rescue Units, Wildland Fire Attack Units (Brush), Mini-Pumper Attack Units. In addition FastLane has innovated unique offerings such as the MARC or Modular Aluminum Remountable Command bodies, their XMR or Mini-Rescue Bodies. Finally, FastLane also manufactures components that are available to both vehicle customers and non-vehicle customers such as the Templox and IdleFlex technologies.	*
76	Describe available remount or refurbishing services included within your proposal, the pricing method for such services, and any related order processes.	FastLane Emergency Vehicles supports customers who wish to remount existing bodies onto new chassis. These remount options—submitted under the “customer-supplied body” category—include full refurbishment and remounting services. When FastLane performs the refit, all applicable products and warranties are re-certified and re-issued, ensuring coverage equivalent to a new vehicle delivery.	*
77	Describe in detail warranties offered and how they will be administered, including if they cover all products, parts, labor, technician travel, and geographic regions covered.	FastLane Emergency Vehicles provides, as standard, a comprehensive 3-year/36,000-mile bumper-to-bumper warranty and a 7-year/72,000-mile electrical system warranty. Additionally, for its MARC, XMR, and mini-pumper models, FastLane includes a 7-year paint warranty and a 10-year structural warranty. All standard warranty documentation is included in the documents section of this submission.	*
78	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranty issues typically passed on to the original equipment manufacturer?	FastLane provides comprehensive post-delivery support for every customer, addressing all issues—whether covered under FastLane's own warranty or a third-party component warranty. The top priority is ensuring the vehicle returns to service as quickly as possible.	*
79	Describe any service contract options or extended warranties being offered with your proposal.	FastLane offers both service contracts (at a cost) as well as extended warranties via a third party provider. Details of both have been uploaded in the documents section of this submission.	*

Table 7B: Category 1: Structural Apparatus and Comprehensive Solutions - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

☒ We will not be submitting for Table 7B: Category 1: Structural Apparatus and Comprehensive Solutions - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Line Item	Category or Type	Offered *	Comments	
80	Pumper trucks, aerial trucks, tanker/tender or water supply trucks, and quints	☐ Yes ☐ No		*
81	Equipment, options, accessories, components, and supplies complementary to the offering of the unit types described in 77 above	☐ Yes ☐ No		*
82	Related services including installation, customization, remounting, refurbishment, inspection, maintenance, repair, training, and support, directly related to the offering in 77 - 78 above	☐ Yes ☐ No		*
83	Category 1 responders MAY include COMPLEMENTARY Specialty Apparatus and Equipment and Brush and Wildland Urban Interface (WUI) Apparatus solutions in their response	☐ Yes ☐ No		*

Table 7C: Category 2: Specialty Apparatus and Equipment - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

☐ We will not be submitting for Table 7C: Category 2: Specialty Apparatus and Equipment - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Line Item	Category or Type	Offered *	Comments	
84	Specialty apparatus including but not limited to: aircraft rescue and firefighting (ARFF), command and communication units, mobile foam units, and custom rescue trailers	☒ Yes ☐ No	See full product offering in attached pricing document labeled "SOURCEWELL_RFP_082025_Fire_Vehicles_PRICING". Specs are in the same supporting pricing folder.	*
85	Equipment, options, accessories, components, and supplies complementary to the offering of the unit types described in 81 above	☒ Yes ☐ No	See full options list in attached pricing document labeled "SOURCEWELL_RFP_082025_Fire_Vehicles_PRICING".	*
86	Related services including installation, customization, remounting, refurbishment, inspection, maintenance, repair, training, and support, directly related to the offering in 81 - 82 above	☒ Yes ☐ No	See full product offering in attached pricing document labeled "SOURCEWELL_RFP_082025_Fire_Vehicles_PRICING". Main highlighted items for this line are Service Labor, Travel Costs for Service, and Fastlane Manufactured Parts.	*
87	Category 2 responders MAY include COMPLEMENTARY Brush and Wildland Urban Interface (WUI) Apparatus solutions in their response	☒ Yes ☐ No	Wildland Apparatus are added to the products listing as well as available options in these documents in the pricing folder under documents.	*

Table 7D: Category 3: Brush and Wildland Urban Interface (WUI) Apparatus - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

☒ We will not be submitting for Table 7D: Category 3: Brush and Wildland Urban Interface (WUI) Apparatus - Proposers may submit in Category 1 OR Category 2 OR Category 3, NOT MULTIPLE

Line Item	Category or Type	Offered *	Comments	
88	Wildland firefighting apparatus, such as brush trucks and wildland urban interface (WUI) units	☐ Yes ☐ No		*
89	Equipment, options, accessories, components, and supplies complementary to the offering of the unit types described in 85 above	☐ Yes ☐ No		*
90	Related services including installation, customization, remounting, refurbishment, inspection, maintenance, repair, training, and support, directly related to the offering in 85 - 86	☐ Yes ☐ No		*
91	Category 3 responders MAY include COMPLEMENTARY Specialty Apparatus and Equipment solutions in their response	☐ Yes ☐ No		*

Table 8: Exceptions to Terms, Conditions, or Specifications Form

Line Item 92. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	☐ Yes ☒ No

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”
 - [Pricing](#) - Pricing.zip - Wednesday August 20, 2025 14:31:11
 - [Financial Strength and Stability](#) - Financial Strength & Stability.zip - Wednesday August 20, 2025 14:31:29
 - [Marketing Plan/Samples](#) - Marketing Plan & Samples.zip - Wednesday August 20, 2025 14:32:03
 - WMBE/MBE/SBE or Related Certificates (optional)
 - [Standard Transaction Document Samples](#) - Standard Transaction Samples.zip - Wednesday August 20, 2025 14:32:30
 - [Upload Additional Document](#) - Additional Documents (Warranties).zip - Wednesday August 20, 2025 14:32:53
 - Requested Exceptions (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Robert Ritchie, President/CEO, Autocraft Group, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_7_Firefighting_Apparatus_RFP_082025 Wed August 6 2025 04:28 PM	☒	2
Addendum_6_Firefighting_Apparatus_RFP_082025 Mon August 4 2025 05:42 PM	☒	1
Addendum_5_Firefighting_Apparatus_RFP_082025 Thu July 31 2025 04:55 PM	☒	1
Addendum_4_Firefighting_Apparatus_RFP_082025 Fri July 25 2025 04:25 PM	☒	2
Addendum_3_Firefighting_Apparatus_RFP_082025 Wed July 23 2025 04:42 PM	☒	3
Addendum_2_Firefighting_Apparatus_RFP_082025 Thu July 3 2025 03:37 PM	☒	1
Addendum_1_Firefighting_Apparatus_RFP_082025 Wed July 2 2025 03:49 PM	☒	1

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Karl Langefeld, Leisure Services Director
Item Type: Resolution - Agreement/Contract
Subject: Resolution Approving Phase I of the Riverside Park Project
Presenter: Karl Langefeld, Leisure Services Director

Recommendation:

It is recommended that City Council adopt a resolution approving Phase I of the Riverside Park Project and directing Halff and Associates to move forward with permitting and contract bidding.

Discussion:

During a City Council Workshop held on January 8, 2026, representatives from Halff and Associates presented a progress update of the design of Riverside Park. As part of the update, options for the phasing of project construction were presented. Following discussion, a plan for phase one of park construction was decided. Included in this item are the details of the first phase along with an estimate of potential costs. If approved, the project will proceed to permitting and contract bidding for Phase I construction.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING RIVERSIDE PARK PROJECT PHASE 1; DIRECTING HALFF AND ASSOCIATES TO MOVE FORWARD WITH PERMITTING AND BID PREPARATION FOR PROJECT CONSTRUCTION SERVICES; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

Requirements:

Resolution

Cost:

Attachments:

1. Resolution - Riverside Park Phase I
2. Riverside Park Concept Phase 1 Exhibit
3. Riverside Park Phase 1 Opinion of Probable Costs

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING RIVERSIDE PARK PROJECT PHASE 1; DIRECTING HALFF AND ASSOCIATES TO MOVE FORWARD WITH PERMITTING AND BID PREPARATION FOR PROJECT CONSTRUCTION SERVICES; PROVIDING AN EFFECTIVE DATE.

Whereas, in the FY24 budget, the City Council allocated funds for the design and engineering of a park to be located on 4.8 acres of City-owned vacant land as well as the adjacent Riverside Park and Springdale Pond in the downtown area; and

Whereas, on June 18, 2024 the City Council approved Resolution 58-24 authorizing the City Manager to execute a contract with the engineering firm of Halff and Associates for the design and engineering of Riverside Park; and

Whereas, at a City Council Workshop held on January 8, 2026, representatives from Halff and Associates presented a concept plan of the park; and

Whereas, after soliciting Council and public input, the first phase of the project design was developed; and

Whereas, the City Council desires to approve the Riverside Park Project Phase 1 as set forth herein.

NOW, THEREFORE, be it Resolved by the City Council of the City of Temple Terrace, that:

1. Phase I of the Riverside Park Project, attached hereto as Exhibit "1" is approved.
2. Halff and Associates are directed to move forward with permitting and bid preparation for project construction services.
3. This resolution shall become effective immediately upon adoption.

Passed and Adopted by the City Council of the City of Temple Terrace, Florida, this 3rd day of February 2026.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk



- LEGEND**
A - Existing Stormwater Pond
B - Pedestrian Sidewalk
C - Buffer Landscape Area
D - Existing Restroom
E - Existing Playground
F1 - Picnic Pavilion (existing)
F2 - Picnic Pavilion (proposed)
F3 - Picnic Pavilion (proposed)
G - Angel Hope Memorial
H - Pedestrian Bridge
I - Observation Tower
J - Boardwalk
K - Observation Pier / Kayak Launch
M - Courtyard Area
N - Open Lawn Area
O - Gated Paved Parking
P - Sidewalk to Adjacent Neighborhood
Q - Existing Wetland
R - Existing Canal
S - Bench Seating
T1 - Pedestrian Crossing (existing)
T2 - Pedestrian Crossing (proposed)
U - Monument Sign
V - Picnic Area
W - Kayak Outpost
X - Fitness Stations
 - Interpretative Signage
 Elements not included in Phase 1

half Riverside Park - Phase 1 Schedule of Values January 2026							
Plan / Item No.	Description (with unit price in words)	Quantity	Unit	Unit Price	Amount	Construction	CITY Direct Purchase
	SCHEDULE 100 - GENERAL SITE						
	SITE WORK / DEMOLITION / UTILITIES					\$130,425.00	
100.01	Concrete Pavement Demolition and Removal (Sidewalk and Curb)	1,165	SY	\$ 45.00	\$ 52,425.00		
100.02	General Site Clearing / parking lot area / existing entry sign	1	LS	\$ 20,000.00	\$ 20,000.00		
100.03	Tree Demolition	1	LS	\$ 20,000.00	\$ 20,000.00		
100.04	LS - Buffer Areas - Existing Vegetation Selective Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00		
100.05	LS - Environmental Sensitive Area - Existing Vegetation Selective Clearing and Grubbing	1	LS	\$ 20,000.00	\$ 20,000.00		
100.06	Electrical Demolition and Removal	1	LS	\$ 8,000.00	\$ 8,000.00		
	PAVEMENT AND MARKINGS					\$458,125.75	
100.07	Raised Pedestrian Crosswalk	1	LS	\$ 30,000.00	\$ 30,000.00		
100.08	Asphalt (includes 12" stabilized subgrade, 6" limerock base, 1.5" Asphalt)	1,200	SY	\$ 65.00	\$ 78,000.00		
100.09	Curb & Gutter	765	LF	\$ 50.00	\$ 38,250.00		
100.10	Striping & Signage Allowance	1	LS	\$ 8,500.00	\$ 8,500.00		
100.11	Detectable Warnings	165	SF	\$ 40.75	\$ 6,723.75		
100.12	Concrete Walkway (includes sub-grade prep)	18,561	SF	\$ 12.00	\$ 222,732.00		
100.13	Fill to raise parking lot	1,330	CY	\$ 24.00	\$ 31,920.00		
100.14	Retaining Wall - Segmental Block - Belgard	20	CY	\$ 2,100.00	\$ 42,000.00		
	ELECTRICAL AND LIGHTING					\$349,650.00	
100.15	Parking Area Pole Lights	7	EA	\$ 5,500.00	\$ 38,500.00		
100.14	Pedestrian Pole Lights	30	EA	\$ 6,000.00	\$ 180,000.00		
100.15	Electrocal Service Rack	1	EA	\$ 6,500.00	\$ 6,500.00		
100.16	Branch Panel Rack	1	EA	\$ 3,500.00	\$ 3,500.00		
100.17	Pavillion Power	0	EA	\$ 3,000.00	\$ -		
100.18	Power Pedestals	21	EA	\$ 650.00	\$ 13,650.00		
100.19	Deck Lights	50	EA	\$ 550.00	\$ 27,500.00		
100.20	Camera Conduit	1,000	LF	\$ 16.00	\$ 16,000.00		
100.21	Security Cameras (purchase by City)	0	EA	\$ -	\$ -		
100.22	Pedestrian Crossing signage and beacons	2	EA	\$ 32,000.00	\$ 64,000.00		
	STORMWATER INASTRUCTURE (PARKING LOT)					\$58,770.00	
100.22	FDOT Type-C Inlet	2	EA	\$ 7,000.00	\$ 14,000.00		
100.23	15" RCP Storm Pipe	87	LF	\$ 250.00	\$ 21,750.00		
100.24	SC-160LP Stormwater Chamber System	1	LS	\$ 6,100.00	\$ 6,100.00		
100.25	FDOT Type-J Manhole	1	EA	\$ 13,250.00	\$ 13,250.00		
100.26	Tie-in to Existing Storm System	1	LS	\$ 2,800.00	\$ 2,800.00		
100.27	Storm Sewer Inspection	87	LF	\$ 10.00	\$ 870.00		
	SCHEDULE 200 - PARK AMENITIES						
	HARDSCAPE ELEMENTS					\$125,918.00	
200.01	Paver Area	2,173	SF	\$ 16.00	\$ 34,768.00		
200.02	Flush Concrete Curb (Paver Areas)	205	LF	\$ 20.00	\$ 4,100.00		
200.05	Vehicular Gate (double)	2	EA	\$ 11,500.00	\$ 23,000.00		
200.06	4' Ornamental Fence	621	LF	\$ 50.00	\$ 31,050.00		
200.07	Low Wall with columns	0	EA	\$ 120.00	\$ -		
200.06	Bollards	2	EA	\$ 16,500.00	\$ 33,000.00		
	STRUCTURAL					\$1,009,950.00	
200.07	8' Boardwalk						
	Springdale Pond	104	LF	\$ 600.00	\$ 62,400.00		
	Southern Park	210	LF	\$ 600.00	\$ 126,000.00		
200.08	Picket Handrail System (42" height)						
	Springdale Pond	225	LF	\$ 230.00	\$ 51,750.00		
	Southern Park	460	LF	\$ 230.00	\$ 105,800.00		
200.09	Pedestrian Bridge	1	EA	\$ 15,000.00	\$ 15,000.00		
200.10	Kayak Launch	0	EA	\$ 90,000.00	\$ -		
200.11	Observation Tower (20' height)	1	EA	\$ 550,000.00	\$ 550,000.00		
200.12	Observation Pier (24'x40')	0	EA	\$ 34,000.00	\$ -		
200.13	Wall (6' height)	550	LF	\$ 180.00	\$ 99,000.00		
	SITE FURNISHINGS					\$65,711.50	
200.14	Park Benches (replace existing and additional)	9	EA	\$ 808.50	\$ 7,276.50		\$ 14,553.00
200.15	Trash Receptacles (replace existing and additional)	11	EA	\$ 747.50	\$ 8,222.50		\$ 16,445.00
200.16	Picnic Tables	0	EA	\$ 2,505.00	\$ -		
200.17	Fitness Equipment	0	LS	\$ 94,687.50	\$ -		
200.18	Trellis (includes glider bench)	1	EA	\$ 40,000.00	\$ 40,000.00		
200.19	Bike Repair Station	0	EA	\$ 5,820.00	\$ -		
200.20	Bike Rack (U-shaped)	3	EA	\$ 137.50	\$ 412.50		\$ 825.00
200.21	Water Fountain	1	EA	\$ 9,800.00	\$ 9,800.00		
	PAVILLIONS					\$0.00	
200.22	Large Picnic Pavillion (includes decorative columns)	0	EA	\$ 100,000.00	\$ -		
200.23	Small Picnic Pavillion (includes decorative columns)	0	EA	\$ 60,000.00	\$ -		
200.24	Small Picnic Pavillion - New Columns, Retrofit (City to pressure wash outside of construction)	0	EA	\$ 15,000.00	\$ -		
	RESTROOMS					\$75,000.00	
200.23	Existing Restroom Improvements	1	LS	\$ 75,000.00	\$ 75,000.00		
	LANDSCAPE AREA					\$53,500.00	
200.24	Western Landscape Buffer	1	LS	\$ 10,000.00	\$ 10,000.00		
200.25	Eastern Landscape Buffer	1	LS	\$ 15,000.00	\$ 15,000.00		
200.26	Sod Area (open lawn area)	0	LS	\$ 25,500.00	\$ -		
200.27	Irrigation - (open lawn area)	0	LS	\$ 5,000.00	\$ -		
200.28	Tree Allowance	1	LS	\$ 13,000.00	\$ 13,000.00		\$ 8,000.00
200.29	Enhanced Landscape Areas (monument sign and parking lot)	1	LS	\$ 15,000.00	\$ 15,000.00		
200.30	Remulch Existing Trees (upland areas only)	1	LS	\$ 500.00	\$ 500.00		
	SIGNAGE					\$50,000.00	
200.31	Park Sign Allowance	1	LS	\$ 50,000.00	\$ 50,000.00		
200.32	Educational Signage (designed by others)	0	EA	\$ 10,000.00	\$ -		
	SUBTOTAL CONSTRUCTION COSTS					\$2,377,050.25	\$39,823.00
	OTHER PROJECT COSTS					\$1,025,820.00	
	Additional Service Authorization - Design Modifications / Wall / Phasing Plan with Cost Estimating Package				\$ 75,000.00		
	*GEC Contingency (20%)				\$ 475,410.00		
	*Construction Contingency (20%)				\$ 475,410.00		
	TOTAL ALL PROJECTS (INCLUDES CONTINGENCY)					\$3,402,870.25	\$39,823.00
	Phase I TOTAL					\$3,442,693.25	

ALTERNATE ITEMS

Notes:

Assumptions/Disclaimers:

- 1) All Opinion of Probable Construction Costs(OPCC) represent the Consultant and their Sub-Consultant(s) best judgement as professionals, familiar with the construction industry and current available unit pricing; Consultant/Sub-Consultant(s) do not guarantee that proposals, bids or actual project costs will not vary from its Opinion of Probable Construction Costs. Quantities are estimates only and the actual amount of work and/or materials are contingent upon final design of these facilities.
- 2) Unit pricing is based on average cost statewide and do not account for any site specific determinates that would effect costs of constuction (i.e.- unknown subsurface conditions, etc.). Unit pricing based on today's dollars and valid for 90 days.
- 3) 20% Construction Contingency included to cover unknown site development costs due to schematic design level of detail (unclassified unclassified earthwork, e/s controls, general conditions of the contract, etc. , unless otherwise noted)
- 4) This OPCC does not include utility adjustments/relocations/extensions/services for storm sewer, domestic water, sanitary sewer, gas, electric or communication utility lines off site.
- 5) Environmental and regulatory review, permitting, and fess are not included in this OPCC.
- 6) Soft costs for professional design service for construction document revisions and permitting are NOT included.

All costs identified as “City Direct Purchase” include both item and shipping costs. Installation of items is reflected separately in the “Amount” column.

Item Cover Page

City Council Item Report

Date: February 3, 2026

From: Alyssa Livingstone, Senior Planner

Item Type: Ordinance

Subject: Second Public Hearing and Second Reading of Ordinance 1589
Amending the Capital Improvements Section Objectives and Policy of
the City's Comprehensive Plan

Presenter: Alyssa Livingstone, Senior Planner, Erica Larson

Recommendation:

Staff recommends approval of the ordinance 1589 on second reading.

Discussion:

This item will be introduced by Alyssa Livingstone, Senior Planner, and fully explained by Erica Larson, a staff member of the Planning Commission.

The Hillsborough County City-County Planning Commission initiated a text amendment to the City of Temple Terrace Comprehensive Plan Capital Improvement Section Objectives and Policies to amend the practices and policies of the CIS.

Resolution/Ordinance Information:

**AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING THE
"IMAGINE 2040: TEMPLE TERRACE COMPREHENSIVE PLAN" CAPITAL
IMPROVEMENTS SECTION OBJECTIVES AND POLICY; PROVIDING
SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS;
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT
HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

Appropriation Code:

Requirements:

Ordinance

Cost:

Attachments:

1. Ordinance 1589 - CPA 25-01
2. CPA-TT 25-01 PC Staff Report

ORDINANCE 1589

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING THE “IMAGINE 2040: TEMPLE TERRACE COMPREHENSIVE PLAN” CAPITAL IMPROVEMENTS SECTION OBJECTIVES AND POLICY; PROVIDING SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Hillsborough County City-County Planning Commission developed a Comprehensive Plan for the City of Temple Terrace, pursuant to the provisions of Chapter 163, Florida Statutes, which was originally adopted by Temple Terrace City Council on January 19, 2016; and

Whereas, the Hillsborough County City-County Planning Commission and Temple Terrace City Council adopted the Procedures Manual for Amendments to the City of Temple Terrace Comprehensive Plan on February 6, 2020; and

Whereas, the Hillsborough County City-County Planning Commission initiated a text amendment to the City of Temple Terrace Comprehensive Plan; and

Whereas, the Hillsborough County City-County Planning Commission reviewed the proposed text amendment, considered the adopted Goals, Objectives, and Policies of the City of Temple Terrace Comprehensive Plan; and

Whereas, the intent of this amendment is to streamline the policies by removing unnecessary provisions while maintaining compliance with State law; and

Whereas, Planning Commission staff determined that TT/CPA-25-01 is consistent with the Goals, Objectives, and Policies of the City of Temple Terrace Comprehensive Plan; and

Whereas, Hillsborough County City-County Planning Commission Board found the amendments consistent with City of Temple Terrace Comprehensive Plan and approved the resolution on December 8, 2025; and

Whereas, pursuant to Florida Statute Section 163.3184 and the Comprehensive Plan Amendment Procedures Manual, the City Council of the City of Temple Terrace held public hearings on January 20, 2026, and February 3, 2026, during which the public was able to submit comments on the proposed text amendment set forth in CPA-25-01 (TTCPA-25-01).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA THAT:

Section 1. The Capital Improvements Section Objectives and Policies of the Imagine 2040 Temple Terrace Comprehensive Plan is hereby modified and updated as follows:

City of Temple Terrace Comprehensive Plan

Text Amendment for CAP Policies 1.1.1 and 1.1.3

CAP Policy 1.1.1: Annually review and update the City's 5-year Capital Improvements Program, ~~the City's 15-year Multimodal Transportation Program,~~ and the City's Capital Improvements Section, ~~including the annual LOS report, concurrency management report,~~ School District Work Plan, and the City's revenue and debt projections.

CAP Policy 1.1.3: Incorporate into the annual Capital Improvements Section all capital improvement projects from the City's 5-year Capital Improvements Program, ~~from years one through five of the City's 15-year Multimodal Transportation Program,~~ and from the School District's 5-year Work Plan that satisfy LOS standards expressed in public facilities sections or as adopted by this Comprehensive Plan.

CAP Policy 1.1.10: The City may continue to maintain a 15-year Multimodal Transportation Program to support long-range planning and coordination with regional partners.

Section 2. If any part of this Ordinance is declared invalid by a court of competent jurisdiction, such part or parts shall be severable, and the remaining part or parts hereof shall continue to be in full force and effect.

Section 3 . All Ordinances or parts of Ordinances not specifically in conflict herewith are hereby continued in full force and effect, but all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall become effective thirty-one (31) days after adoption if no challenge is filed. If this Ordinance is challenged within (30) days after adoption, small scale development amendments do not become effective until the State Land Planning Agency or the Administrative Commission, respectively, issues a final order determining that the adopted small-scale development amendment is in compliance with the law. No development order, development permits, or land uses dependent on the Comprehensive Plan amendments set forth in this Ordinance may be issued or commenced before it has become effective.

Section 5. The provisions of this Ordinance may be renumbered or re-lettered to accomplish such intention. The City Clerk is given authority to correct scriveners' errors, such as incorrect Code cross references, grammatical, typographical, misspellings, and similar errors when codifying this Ordinance.

Passed and adopted by the City Council of the City of Temple Terrace, Florida, this 3rd day of February 2026.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

Approved As To Form & Content:

X

Ernest Mueller
City Attorney



City of Temple Terrace: TT/CPA 25-01 Capital Improvements Section Policies 1.1.1 and 1.1.3

Meeting Date	December 8, 2025
Meeting Type	Public Hearing
Staff Planner	Erica Larson, larsone@plancom.org , 813-212-0526
Application Type	Publicly Initiated Text Amendment
Action Necessary	Yes
Attachments	Resolution, Agency Comments, and Application

Staff Report and Recommendation

Planning Commission staff finds the proposed request **consistent** with the **Temple Terrace Comprehensive Plan**.

1. Text Amendment Summary

This is a publicly initiated text amendment proposing to amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the *Temple Terrace Comprehensive Plan* to remove references to the 15-year Multimodal Transportation Program, annual LOS report, and concurrency management report. These requirements are no longer mandated by statute. Local governments are not required to maintain a 15-year Multimodal Transportation District schedule, and this is no longer needed to ensure consistency with the Capital Improvements Section (CIS). However, the proposed language makes clear that the City may continue to maintain a 15-year Multimodal Transportation Program.

As currently written, the policies require the City to annually review, update, and incorporate projects from the 15-year Multimodal Transportation Program into the CIS. The proposed amendment would eliminate this requirement while retaining all statutory components of the CIS, including the Five-Year Capital Improvements Program (CIP), the School District Five-Year Work Plan, and related financial information.

The intent of this amendment is to streamline the policies by removing unnecessary provisions while maintaining compliance with state law and allowing the City to continue to maintain a 15-year long-range Multimodal Transportation Program.

2. Proposed Language

City of Temple Terrace Comprehensive Plan Text Amendment for CAP Policies 1.1.1 and 1.1.3

CAP Policy 1.1.1: Annually review and update the City's 5-year Capital Improvements Program, ~~the City's 15-year Multimodal Transportation Program,~~ and the City's Capital Improvements Section,

including the annual LOS report, concurrency management report, School District Work Plan, and the City's revenue and debt projections.

CAP Policy 1.1.3: Incorporate into the annual Capital Improvements Section all capital improvement projects from the City's 5-year Capital Improvements Program, ~~from years one through five of the City's 15-year Multimodal Transportation Program~~, and from the School District's 5-year Work Plan that satisfy LOS standards expressed in public facilities sections or as adopted by this Comprehensive Plan.

CAP Policy 1.1.10: The City may continue to maintain a 15-year Multimodal Transportation Program to support long-range planning and coordination with regional partners.

3. Applicable Comprehensive Plan Policies and Criteria

As these two CIS Policies are being updated, the Goals, Objectives, and Policies within the Section are applicable and relevant. Of particular relevance to consistency are the following current Policies:

Capital Improvements Section

CAP Objective 1.1: To establish and employ an annual process of updating the Capital Improvements Section in order to guide construction of public facilities that eliminate existing deficiencies, repair or replace obsolete or worn-out facilities and accommodate future growth while maintaining adopted Levels of Service standards.

CAP Policy 1.1.6: Develop a 5-year Capital Improvements Program (CIP) as part of the City's annual budget adoption process.

CAP Objective 1.5: To verify priorities of the comprehensive plan by clearly demonstrating the ability to provide, or require provision, of all projects identified in the Schedule of Capital Improvement Projects.

CAP Policy 1.5.13: The Hillsborough County Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP), Hillsborough Area Regional Transit's (HART's) Transit Development Plan (TDP) and Hillsborough County Public Schools Facilities Work Program are incorporated by reference into the Capital Improvements Section of the Comprehensive Plan.

4. Staff Analysis

Planning Commission staff initiated this amendment as part of ongoing efforts to maintain consistency between the *Temple Terrace Comprehensive Plan* and current state growth management requirements. The amendment proposes revisions to CAP Policies 1.1.1 and 1.1.3 to remove references to the 15-year Multimodal Transportation Program, the annual LOS report, and the Concurrency Management Report.

These provisions were originally included to satisfy prior statutory requirements under Florida's growth management framework. However, state law no longer requires local governments to maintain a 15-year Multimodal Transportation District schedule, annual LOS report, or a

concurrency management reporting process. The proposed update aligns the City's Capital Improvements Section with current state law and modernizes the structure of the Capital Improvements Section.

As currently written, the Comprehensive Plan directs the City to annually review, update, and incorporate projects from the 15-year Multimodal Transportation Program into the CIS. The amendment removes that outdated requirement while retaining all necessary statutory components, including:

- The Five-Year Capital Improvements Program (CIP);
- The School District Five-Year Work Plan; and
- Associated financial and implementation information that ensures fiscal feasibility and Level of Service consistency.

The proposed changes are procedural in nature and do not alter the City's ability to conduct long-range transportation planning or maintain a longer-term multimodal program if desired. The City may continue to identify and coordinate long-range multimodal projects with regional partners, the TPO, and state agencies to support comprehensive transportation planning and funding opportunities (*CAP Objective 1.5 and CAP Policy 1.5.13*).

By removing outdated references and simplifying policy language, this amendment improves internal consistency within the CIS and better reflects the City's current practices. The changes maintain the required linkage between the Comprehensive Plan and the City's budgeting and capital improvement processes (*CAP Objective 1.1 and CAP Policy 1.1.6*), while eliminating unnecessary administrative requirements.

This amendment supports the agency's ongoing goal of maintaining accurate, statutory, and streamlined plan language across all jurisdictions. It ensures the *Temple Terrace Comprehensive Plan* remains consistent with state law, current practice, and regional coordination processes, while preserving the City's flexibility to pursue long-range multimodal planning at its discretion.

5. Recommendation

Find TT/CPA 25-01, a text amendment relating to Capital Improvements Section Policies 1.1.1 and 1.1.3, **consistent** with the ***Temple Terrace Comprehensive Plan*** and forward this recommendation to Temple Terrace City Council.

Attachment A: Resolution



Resolution: TT/CPA 25-01 Capital Improvements Section Policies 1.1.1 and 1.1.3

December 8, 2025

WHEREAS, the Hillsborough County City-County Planning Commission developed a Comprehensive Plan for the City of Temple Terrace, pursuant to the provisions of Chapter 163, Florida Statutes, which was originally adopted by Temple Terrace City Council on January 19, 2016, as amended; and

WHEREAS, the Hillsborough County City-County Planning Commission and Temple Terrace City Council adopted the Procedures Manual for Amendments to the City of Temple Terrace Comprehensive Plan on February 6, 2020; as amended; and

WHEREAS, the Hillsborough County City-County Planning Commission initiated a text amendment to the *City of Temple Terrace Comprehensive Plan*; and

WHEREAS, the Hillsborough County City-County Planning Commission reviewed the proposed text amendment, considered the adopted Goals, Objectives, and Policies of the *City of Temple Terrace Comprehensive Plan* as follows:

Capital Improvements Section

CAP Objective 1.1: To establish and employ an annual process of updating the Capital Improvements Section in order to guide construction of public facilities that eliminate existing deficiencies, repair or replace obsolete or worn-out facilities and accommodate future growth while maintaining adopted Levels of Service standards.

CAP Policy 1.1.6: Develop a 5-year Capital Improvements Program (CIP) as part of the City's annual budget adoption process.

CAP Objective 1.5: To verify priorities of the comprehensive plan by clearly demonstrating the ability to provide, or require provision, of all projects identified in the Schedule of Capital Improvement Projects.

CAP Policy 1.5.13: The Hillsborough County Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP), Hillsborough Area Regional Transit's (HART's) Transit Development Plan (TDP) and Hillsborough County Public Schools Facilities Work Program are incorporated by reference into the Capital Improvements Section of the Comprehensive Plan.

WHEREAS, Planning Commission staff determined that TT/CPA 25-01 is consistent with the Goals, Objectives, and Policies of the *City of Temple Terrace Comprehensive Plan*.

NOW, THEREFORE, BE IT RESOLVED, that the Hillsborough County City-County Planning Commission finds the City of Temple Terrace Comprehensive Plan Amendment 25-01

CONSISTENT with the *City of Temple Terrace Comprehensive Plan* and forwards it to the Temple Terrace City Council for approval.

The above resolution for TT/CPA 25-01 was adopted by the Planning Commission on December 8, 2025.

By motion of Choose an item.
Seconded by Choose an item.

Commissioner Bowden	Choose an item.
Commissioner Cardenas	Choose an item.
Commissioner Cona	Choose an item.
Commissioner Jemison	Choose an item.
Commissioner Joseph, Ph.D., Chair	Choose an item.
Commissioner Kugler	Choose an item.
Commissioner Linkous, Ph.D., AICP	Choose an item.
Commissioner Louk, Vice Chair	Choose an item.
Commissioner Sieben, Member-at-Large	Choose an item.

Commissioner Joseph, Ph.D., **Chair**

Melissa Zornitta, FAICP
Executive Director

Attachment B: Agency Comments

City of Temple Terrace CPA 25-01 –

Update the Capital Improvements Section Policies 1.1.1 and 1.1.3

CPA CYCLE: September 2025

Request: Amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the Temple Terrace Comprehensive Plan to remove references to the 15-year Multimodal Transportation Program.

Introduction

This is a publicly initiated text amendment proposing to amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the Temple Terrace Comprehensive Plan to remove references to the 15-year Multimodal Transportation Program. On September 30, 2025, the Hillsborough County City-County Planning Commission transmitted the City of Temple Terrace Comprehensive Plan Text Amendment, TT/CPA 25-01 to Hillsborough County, for Hillsborough County staff to review and comment. This review of the text amendment is categorized into the following sections:

1. Infrastructure and Public Facilities
2. Zoning and Regulatory Compliance
3. Conservation & Environmental Lands
4. Affordable Housing
5. Economic Development
6. Hazard Mitigation
7. Office of Emergency Management
8. Agribusiness Development

The following are comments based on the information transmitted by the Planning Commission.

City of Temple Terrace CPA 25-01 –

Update the Capital Improvements Section Policies 1.1.1 and 1.1.3

CPA CYCLE: September 2025

Request: Amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the Temple Terrace Comprehensive Plan to remove references to the 15-year Multimodal Transportation Program.

Section 1 – Infrastructure and Public Facilities Review

Fire Rescue Department

No objections, comments, or concerns.

Parks & Recreation Department

No objections, comments, or concerns.

Public Utilities Administration

Potable Water

No comments for this CPA.

Wastewater

No Comments for this CPA.

Community and Infrastructure Planning Department

Community and Infrastructure Planning (C&IP) is in support of this text plan amendment. Staff agree with the amendment's intent to streamline the policies by removing unnecessary provisions while maintaining compliance with state law. Staff have no further comments.

Section 2.0 – Zoning and Regulatory Compliance Review

Zoning staff has no comments.

Section 3.0 – Conservation & Environmental Lands Review

No objections, comments, or concerns.

City of Temple Terrace CPA 25-01 –

Update the Capital Improvements Section Policies 1.1.1 and 1.1.3

CPA CYCLE: September 2025

Request: Amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the Temple Terrace Comprehensive Plan to remove references to the 15-year Multimodal Transportation Program.

Section 4.0 – Affordable Housing Review

This CPA amendment proposes initiating a text amendment to the capital improvements section of Temple Terrace’s comprehensive plan that would remove references to the 15-year multimodal transportation program. Policies 1.1.1 and 1.1.3 in Temple Terrace’s comprehensive plan require the City to annually review, update and incorporate projects from the 15-year multimodal transportation program into the capital improvements section (CIS). These requirements are no longer mandated by statute, as the Community Planning Act of 2011 eliminated the state requirement for local governments to maintain a 15-year multimodal transportation district schedule, and are no longer needed to ensure consistency with the CIS. This amendment would eliminate this requirement while retaining all statutory components of the CIS, including the five – year capital improvements program (CIP), the school district five – year work plan, the annual LOS report, concurrency management report, and related financial information. The intent of this amendment is to streamline the policies by removing unnecessary provision while maintaining compliance with state law.

Hillsborough County Affordable Housing Services (AHS) is in favor of policies that support affordable housing development and encourages policies that streamline and strengthen services that support Temple Terrace residents that live within the 120% or below area median income (AMI) for that area. Policies that initiated improvements to the transportation system are a critical component of any housing strategy, as it provides accessibility to the workforce and the lifestyle necessities that are needed to support the community. AHS approves of this amendment.

Section 5.0 – Economic Development Review

No objections, comments, or concerns.

Section 6.0 – Hazard Mitigation Review

No objections, comments, or concerns.

City of Temple Terrace CPA 25-01 –

Update the Capital Improvements Section Policies 1.1.1 and 1.1.3

CPA CYCLE: September 2025

Request: Amend Capital Improvements Section Policies 1.1.1 and 1.1.3 of the Temple Terrace Comprehensive Plan to remove references to the 15-year Multimodal Transportation Program.

Section 7.0 – Office of Emergency Management

The Hillsborough County Office of Emergency Management has reviewed the proposed Community Plan Amendment and offers the following comments:

Information: <i>Temple Terrace Comprehensive Plan</i> to remove references to the 15-year Multimodal Transportation Program	Risk Considerations: ☐ FEMA High Risk Flood Zone ☐ Wellhead Protection Zone ☐ Wetlands ☐ Evacuation Zone ☐ Other
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Summary:

Based on our review, the proposed amendment **does align** with the goals and objectives outlined in the Hillsborough County Local Mitigation Strategy (LMS), specifically:

- **Section 2: Improved Built Environment** (LMS, p. 42)

For reference, the Hillsborough County Local Mitigation Strategy is available at: [Local Mitigation Strategy Documents | Hillsborough County, FL](#).

Section 8.0- Agribusiness Development

This agency has no comments.



School Impact Review – No Comment or Objection

Date Issued: 10/20/2025

Jurisdiction: City of Tampa

Case Number: TT CPA 25-01

Capital Improvements Section
Policies 1.1.1 and 1.1.3

_____ **The District has no comment. The proposed development would not meet the threshold for School Concurrency.**

 X **The District has no comment.**

NOTE:

The information provided above is valid for sixth months from the date issued. Please contact the School District for an updated review as necessary.

Andrea A. Stingone

Andrea A. Stingone, M.Ed.
Department Manager, Planning & Siting
Growth Management Department
Hillsborough County Public Schools
E: andrea.stingone@hcps.net
P: 813.272.4429 C: 813.345.6684

Attachment C: Application

Comprehensive Plan Amendment Application

This Comprehensive Plan Amendment (CPA) application provides the data and analysis required for the review of a proposed Comprehensive Plan Amendment, in accordance with the Hillsborough County City-County Planning Commission ("Planning Commission") Procedures Manual and Chapter 163, Florida Statutes.

A pre-application meeting must take place no later than 7 (seven) days prior to the filing deadline for the Plan Amendment.

Pre-Application Meeting:
2025-09-09

Property Owner Information

Planning Commission
601 E Kennedy Blvd. Tampa FL

larsone@plancom.org
813-212-0526

Agent/Representative Information

Jurisdiction in which the proposed Comprehensive Plan Amendment is located:

City of Temple Terrace

Type of request:

Text Amendment

Text Amendment

Text Amendment (Goals, Objectives, and Policies of the Comprehensive Plan)

Goal/Objective/Policy No. _____

Description of Property (for map amendments only):

CAP 1.1.1 & CAP 1.1.3

Text

All included Folio's:

CAP 1.1.1 & CAP 1.1.3

NA

Adopted FLUE:

["N/A - Text Amendment"]

Requested FLU:

["N/A - Text Amendment"]

Total acres:

Map Amendments Only:

Is the subject site, or a portion of the subject site, located within the Coastal High Hazard Area (CHHA)?

Unincorporated Hillsborough County Plan Amendment's Only:

Is the subject site located within the Urban Service Area (USA)?

Map Amendments Only:

Development trend in the surrounding area (within one mile of the subject site in Tampa, Temple Terrace and Plant City; within five miles of the subject site in unincorporated Hillsborough County):

Map Amendments Only:

Is there a pending application on the property, or do you anticipate applying for other applications?
(Example: Rezoning, Land Development Code Amendment, etc):

No

Justification for the proposed Map or Text Amendment (i.e, infrastructure, supporting policies, transit availability, etc):

Memorandum of Understanding
Between
Hillsborough County City-County Planning Commission
and

Planning Commission

- 1. Purpose. The purpose of this Memorandum of Understanding (MOU) is to establish the terms and conditions governing submittal and administration of the Plan Amendment.
- 2. Responsibilities of the Applicant.
 - a. The applicant and/or their authorized representative ("Applicant") shall be responsible for submitting all required documentation for the Plan Amendment and compliance with the procedures and requirements set forth in the Plan Amendment Procedures Manual.
 - b. The Applicant is responsible for payment of legal advertising fees per the deadlines outlined in the Procedures Manual. If payment is not timely received, the Plan Amendment will not be included in the public hearing agenda, and additional advertising fees will become due for rescheduling the public hearing.
 - c. If the Applicant is proposing a plan amendment category that allows consideration of a residential use , the Applicant is responsible for, and will pay to the Hillsborough County School Board, a review fee for an "Adequate Facilities Analysis", upon request by the School Board. Receipt of this payment is due to Planning Commission staff no less than thirty (30) days after submission of the Plan Amendment application.
 - d. If the Applicant desires to make a presentation to the Planning Commission utilizing electronic media, the media must be provided to the Planning Commission at least 2 business days prior the public hearing.
 - e. The Applicant shall be responsible for all noticing required by the Plan Amendment Procedures Manual.
 - f. The Applicant understands the procedures for a "Continuation of Plan Amendment Requests" and "Withdrawal, Denial, and Resubmittal of a Plan Amendment Application" set forth in the Plan Amendment Procedures Manual.
- 3. City of Tampa, Plant City, and Temple Terrace ONLY: Withdrawal/Termination. After submission of the application, staff conducts a seven (7) day sufficiency review period. A full refund will only be issued if the application is withdrawn within the seven (7) day sufficiency review period.

Planning Commission

NA
=====

Additional Notes:
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Item Cover Page

City Council Item Report

Date: February 3, 2026

From: Joseph Moreda, City Planner

Item Type: Ordinance

Subject: Second Public Hearing and Second Reading of Ordinance 1590 Amending the Planned Development Zoning District at Woodstork Plaza (RZP-25-02).

Presenter: Joseph Moreda, City Planner

Recommendation:

City staff recommends that the City Council approve Ordinance 1590 on second reading.

Discussion:

The applicant is requesting an amendment to the PD zoning district to allow for an increase of 5,722 square feet in allowable retail, restaurant, and office space within the PD zoning district.

Resolution/Ordinance Information:

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING A ZONING RECLASSIFICATION AMENDMENT FOR TWO PLANNED DEVELOPMENT PARCELS TOTALING 2.3 ACRES (±) OF PROPERTY CONSISTING OF TWO FOLIOS (199554.0732 and 199554.0734), GENERALLY LOCATED AT THE SOUTHEAST CORNER OF TAMPA TELECOM DRIVE AND FLETCHER AVENUE FOR RZP 25-02; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING ATLAS MAP OF THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

Appropriation Code:

Requirements:

Ordinance

Cost:

Attachments:

1. RZP-25-02 Staff Report
2. RZP-25-02 Ordinance 1590
3. RZP-25-02 Master Plan Concept

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND DEVELOPMENT DIVISION
STAFF REPORT FOR CITY COUNCIL**

Review Application No. RZP-25-02

Date: December 16, 2025
To: Mayor Andrew Ross and City Council
Through: Carlos Baía, City Manager
Prepared by: Joe Moreda, AICP City Planner

Request: The applicant is requesting approval of a modification to a Planned Development zoning district, which was previously approved pursuant to Ordinance 1530 to increase maximum total square footage from 29,000 to 34,722 (+5,722 sq. ft.). Additionally, the applicant proposes to amend the conceptual plan and extend the parking field to the south of its original location as indicated on the updated Conceptual Plan.

Property Location: The property is generally located on the south side of Fletcher Avenue approximately 500 feet east of Telecom Drive.

Acreage: The modification area (Parcels C and D) is 2.31 acres.

Future Land Use: Research/Corporate Park (R/CP)

Existing Zoning: Plan Development (Ordinance 1530) / commercial and office uses

Existing Land Use: Parcel A is nearing completion of development with Site C being the remaining undeveloped parcel.

Reclassification Uses: The allowed zoning uses will remain the same.

Adjacent Future Land Use:

North – Natural Preserve (HC - N)
South – Research Corporate Park (TT - RCP)
East – Research Corporate Park (TT - RCP)
West – Research Corporate Park (TT - RCP)

Adjacent Land Use:

North – Natural Preserve / County Park (HC – N)
South – Conservation Easement (wetlands approved for impacts)
East – Retail /restaurants / vacant
West – Car wash

Adjacent Zoning Classification:

North – Agricultural / Rural (HC – AR)
South – Planned Development (CoTT Ord. 1530)
East – Planned Development (CoTT Ord. 1530)
West – Planned Development (CoTT Ord. 1530)

Background: The PD site plan includes Parcels A-F (existing conceptual plan included herein). Parcel C is the remaining undeveloped Parcel. The modification area is specifically for Parcels C and D (proposed conceptual plan included herein). The additional square footage will be directed to Parcel C and the expanded parking field is proposed along the south of Parcels C and D. Agents for both parcels have authorized this proposal.

The additional square footage is being requested pursuant to a transportation trip generation-based use conversion in the Tampa Telecom DRI from 31,484 square feet of Service Center Use to 8,000 square feet of retail. Accordingly, based on the conversion the PM peak trip generation will remain the same as mitigated for in the DRI.

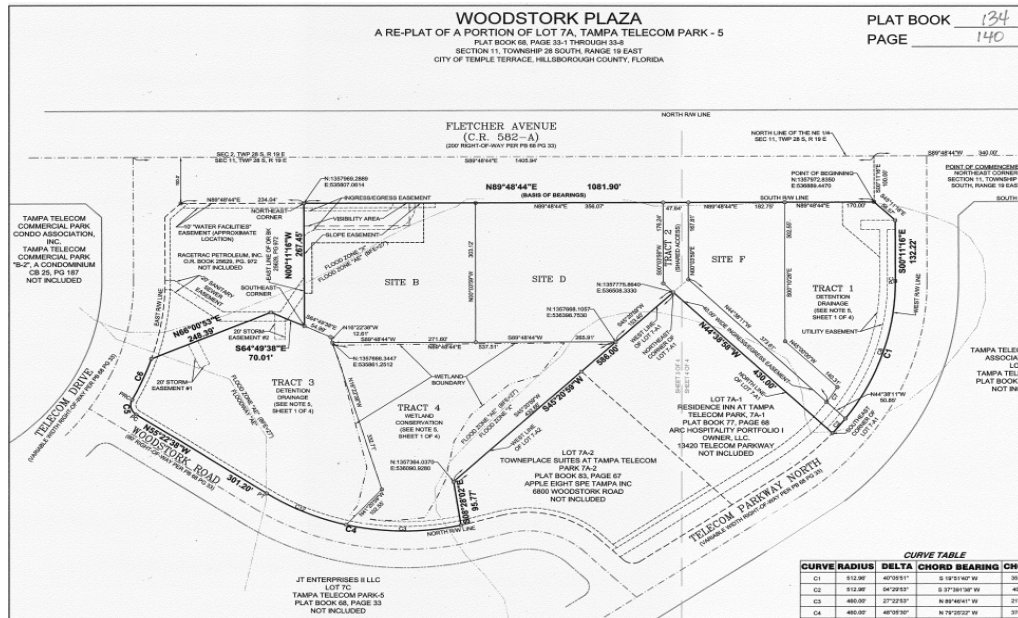
The proposal provides for the same development regulations adopted for the Planned Development Zoning in Ordinance 1530 except for the additional square footage and expanded parking area in Parcels C and D on the conceptual plan.

Area and Site Plan Context:

Aerial view (modification area is shown in red):

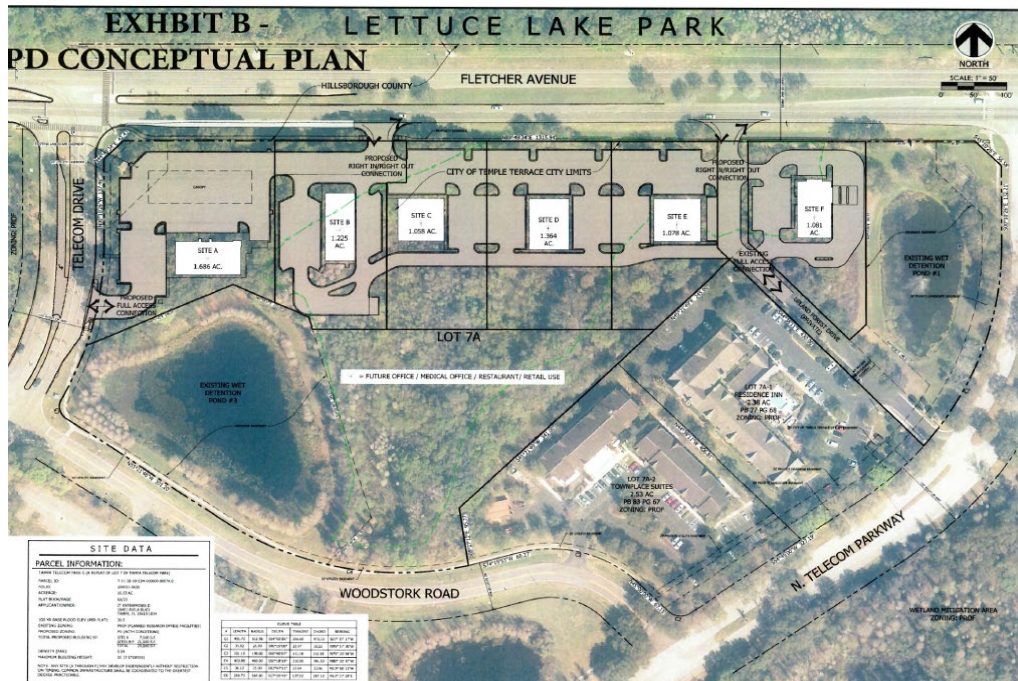


Approved Plat inclusive of Planned Development area:



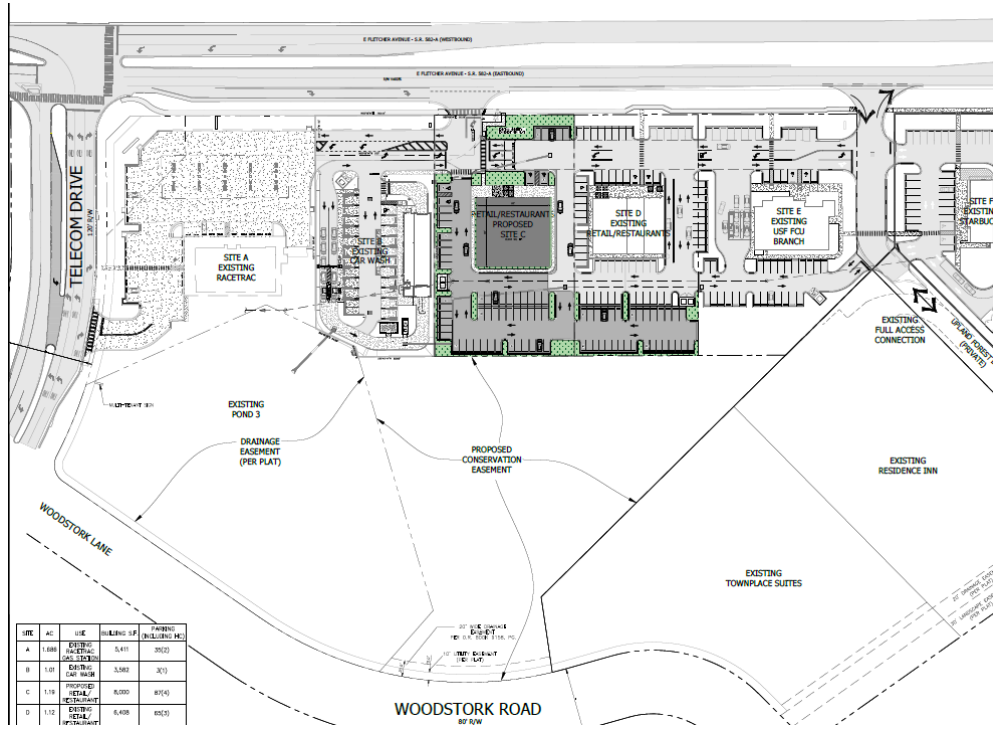
Note: In the existing approved Plat, Site B was subsequently split into sites B & C; and Site D was subsequently split into sites D & E. Replatting of the sites is required (as per the approved conditions of the PD) to ensure the plat corresponds with the approved site plan.

Existing Planned Development Conceptual Plan:



Proposed Concept Plan:

(Exhibit 2 – attached)



Project Evaluation

The modification area is part of a Planned Development zoning district located in the Tampa Telecom Development of Regional Impact (DRI). Specifically, the area is located in the Woodstork Plaza (Plat Book 134, Page 139). The Plat indicates the subject area is within Sites B and D. The Plat also indicates the master planned drainage areas to the east and west. Site C is the final remaining lot to be developed in the PD. The allowed commercial uses will remain the same; however, the proposed modification will add 5,722 square feet of retail space. The proposal is consistent and compatible with the existing adjacent commercial uses and will be compatible with the Planned Development zoning.

Planning Commission Staff Review

The Hillsborough County City-County Planning Commission (HCCCPC) staff reviewed this modification application and found it to be consistent with the vision and other provisions of the City of Temple Terrace Comprehensive Plan.

Environmental

Staff contacted the Hillsborough County Environmental Protection Commission and the Southwest Florida Water Management District regarding the status of potential wetlands. Both agencies advised the wetland areas have been previously approved for impacts and are no longer regulated wetlands. Regarding trees, the City Arborist has no objection to the conceptual plan proposal. The existing zoning condition approved by Council previously regulating trees will be retained (number 11 a-d) and any additional concerns will be addressed during site plan review.

Transportation

The proposal is acquiring a portion of the additional square footage as part of a trade-off mechanism approved in the Tamp Telecom DRI. As a result of the trade-off, the total number of PM peak hour trips will remain consistent with the mitigation provided by the DRI. The proposed trade-off entails exchanging 31,484 square feet of Service Center Use for conversion to 8,000 square feet of retail. The exchange will be reviewed and confirmed during site plan review. The conceptual plan does not propose to add additional access points. Fletcher Avenue at in front of Woodstork Plaza is regulated by Hillsborough County. Hillsborough County staff was contacted for comment and has no objection to the proposed modification. It should be noted, zoning condition numbers 5 a-f and 6 are being retained and will provide a regulatory mechanism to require additional improvements at the final site plan stage if deemed necessary.

Development Review Committee (DRC)

The DRC provided comments that were largely informational. No objections were provided. If approved, the conceptual plan will be reviewed subject to final engineering during site plan review.

Findings

Based on the findings above, staff agree with The Planning Commission and find the modification consistent with the vision and other provisions of the City of Temple Terrace Comprehensive Plan, subject to the recommended zoning conditions provided in **Exhibit 1** and in accordance with the approved Conceptual Plan – **Exhibit 2**.

EXHIBIT 1
(with redline markup)

Amended conditions pursuant RZP-25-02, presented to City Council for first public hearing and first reading on January 6, 2026, and second public hearing and second reading on February 3, 2025. Additions are indicated with red underline text and deletions are indicated with ~~black strike-through text~~. Unmodified text indicates no changes from previous approval(s).

Conditions of Approval:

1. Expiration of Planned Development (PD) – A final site plan, which is based on the conceptual plan and planned development zoning application approved by City Council, shall be required to be submitted for review in accordance with Sections 12-241, 12-377 and 12-379, and other applicable sections of the Land Development Code, within two (2) years of the approval of the PD zoning modification RZP-25-02. If a final site plan is not submitted within two (2) years of the approval of the PD zoning modification RZP-25-02, then a new rezoning application and final site plan application shall be required to be approved by City Council. Any modification to the Conceptual Plan shall be evaluated by the City to determine whether the proposed change(s) exceed the criteria in Section 12-380 of the Land Development Code, and if so, shall require submittal, review and approval of a new rezoning application and final site plan or conceptual plan.
2. Approved Uses – Sites A-F shall be developed with the following uses:
 - a. Site A – Retail uses, including a gas station with convenience store and drive-through facilities, with a maximum of 7,500 square feet (not including the gas canopy) with conditions of approval to be included as part of the final site plan approval for the site.
 - b. Site B – Automobile washing service, manual or mechanical, excluding coin-operated or self-service facilities subject to the provisions and conditions set forth in Section 12-234(d)(2) of the Land Development Code. The use is limited to the western 1.01 acres of Site B as depicted on the Woodstork Plaza Plat as recorded in Plat Book 134, Page 139 of the public records of Hillsborough County, Florida.
 - c. Sites B – F shall have a combined total of ~~21,500~~ 27,222 square feet and allow the following uses, including drive-through facilities: (1) Office, (2) Medical Office, (3) Restaurant, and (4) General Retail with conditions of approval to be included as part of the final site plan approval for each site.
 - d. Pursuant to RZP-25-02, Parcels C and D shall be developed in accordance with the conceptual plan dated December 15, 2025, subject to final City approval. No waivers were requested in the application or approved pursuant to the conceptual plan, tacit or otherwise.
3. Visibility Easement – A visibility easement shall limit the location of structures on Sites A – F, so as to not obstruct the visibility of other uses located on the Subject Property, consistent with the approved PD Conceptual Plan. This easement shall be in a form acceptable to and approved by the City, recorded in public records by the owner or applicant, and a copy of the recorded easement shall be provided to the

City prior to a Certificate of Occupancy (CO) being issued for development on any Site of the Subject Property.

4. Cross Access and Ingress/Egress Easements – A cross access and ingress/egress easement shall be provided so that all traffic shall be able to access all driveway entrances and internal traffic circulation on the Subject Property as the development proceeds, including access from Telecom Drive, North Telecom Parkway, and East Fletcher Avenue, as shown on the approved PD Conceptual Plan. Such easement shall be in a form acceptable to and approved by the City Engineer, recorded in public records by the owner or applicant, with a copy of the recorded easement being provided to the City prior to a Certificate of Occupancy (CO) being issued for development of the first Site of the Subject Property.
5. Off-Site/Infrastructure Improvements – The appropriate permit(s) and coordination with appropriate jurisdictions and agencies for all off-site improvements shall be completed prior to a ~~Certificate of Occupancy (CO)~~ being approved for each Site, as shown on the approved Conceptual Plan, taking into account the timing and need of the required improvement, and such improvements shall include, at a minimum, the following:
 - a. Telecom Drive left turn lane into Site A.
 - b. First (western) driveway for right-in/right out along East Fletcher Avenue for shared access for Sites A-F and right turn and exit lanes.
 - c. Second (eastern) driveway for right-in/right out along East Fletcher Avenue for shared access for Sites A-F.
 - d. Five (5) foot wide sidewalk along the south side of East Fletcher Avenue between Telecom Drive and North Telecom Parkway and connections to the existing internal sidewalks and Sites A-F of Lot 7A, as appropriate.
 - e. Water, sewer, and fire improvements and connection to the City's utility system.
 - f. Other off-site improvements related to construction on Sites A-F, as needed.
6. Final Site Plan - A final site plan shall be submitted at the time of development and/or redevelopment for each Site A-F and shall be reviewed for consistency with the PD zoning and Conceptual Plan, Tampa Telecom Park DRI, and City's Future Land Use and Zoning, and LDC. An Initial Transportation Concurrency Worksheet shall be submitted to the City Engineer as part of the final site plan application; and new trips generated by the proposed use(s) will be based on the latest ITE edition. The final site plan for the development or redevelopment of Sites A – F, shall be reviewed and approved by City Council, unless otherwise allowed in accordance with the LDC.
7. Platting – Site A will be split from the current Lot 7A parcel via a Lot Split. At the time that development of one or more of Sites B-F occurs, a final site plan application for the specific Site(s) and a plat application for the entire Subject Property will be required; and the platting process shall continue until such time that all of the

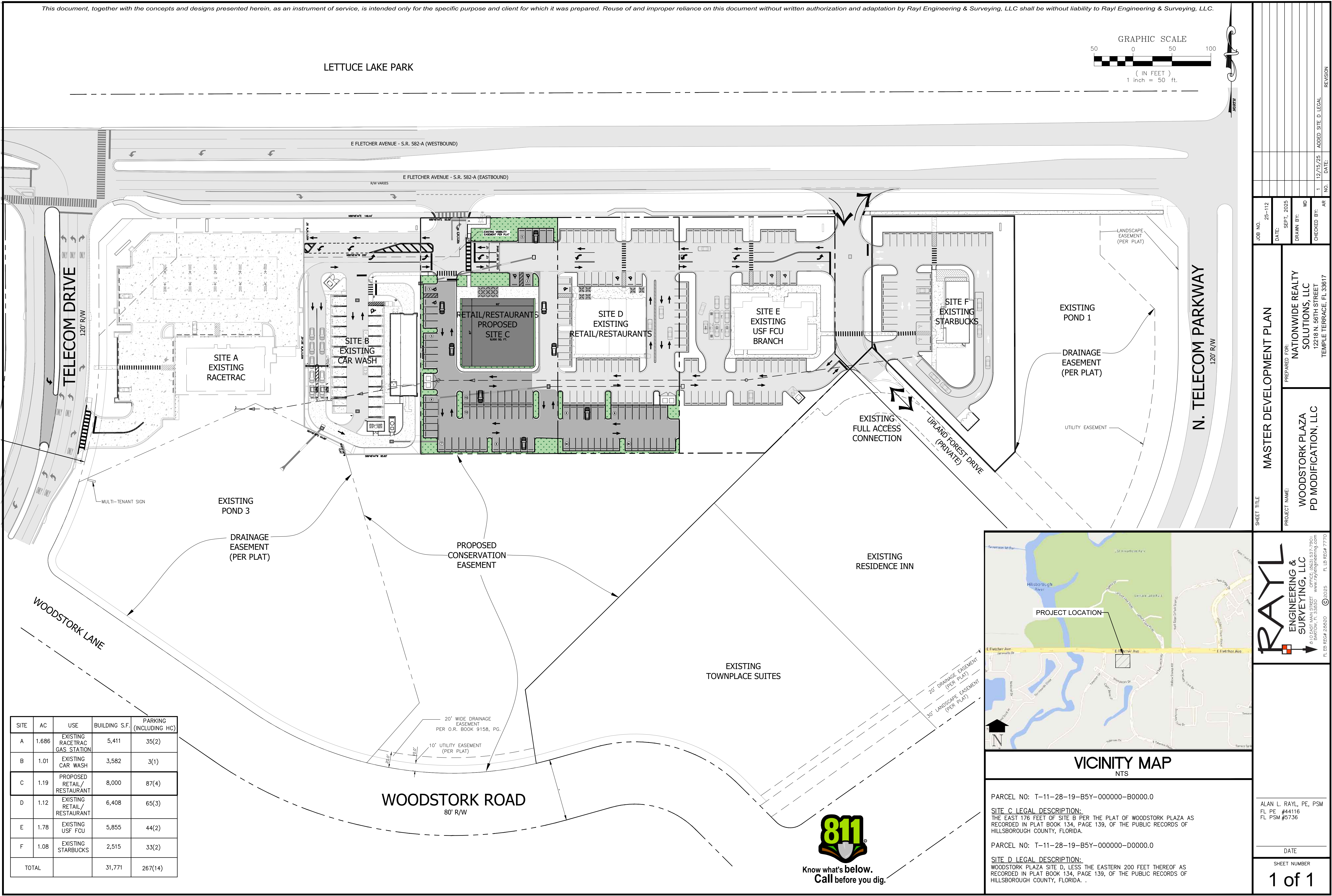
proposed Sites are developed, consistent with the PD Conceptual Plan, as may be amended, or abandonment of the Conceptual Plan occurs.

8. Land Use Equivalency Matrix – Staff will review future proposed development and if necessary, the Tampa Telecom Park DRI land use equivalency matrix may be required to be modified. The trips generated by the proposed uses shall be based on the land use equivalency matrix, as adopted as part of the Tampa Telecom Park DRI. The use conversion for Site C shall be reviewed in accordance with the Tampa Telecom DRI Equivalency Matrix by the City of Temple Terrace prior to Final Site Plan approval.
9. Signage and Design Standards – The signage standards applicable to the Subject Property shall be as follows, consistent with the Tampa Telecom Park DRI:
 - a. Sites A and B – All signage shall be based on the City’s Land Development Code (LDC). The sign standards for the Commercial General (C-G) zoning district shall apply.
 - b. Sites C - F – All signage shall be consistent with the Tampa Telecom Park DRI unless a Notice of Proposed Change (NOPC) regarding signage requirements is approved.
 - c. Outdoor Seats – Outdoor seats shall be allowed, based on the Commercial General (C-G), zoning district requirements for all Sites A-F, except for Site A, which may have a maximum of 25 outdoor seats; however, the Building Official will make a final determination for the number of outdoor seats for each Site, based on the Florida Building Code (FBC) and American Disabilities Act (ADA) prior to a Certificate of Occupancy (CO) being issued for Sites A-F; and the applicant shall provide additional detail to the Building Official, as required, for this determination to be made.
10. Tree Canopy and Tree Protection and Replacement Requirements for Subject Property – Tree protection and replacement requirements for the Subject Property shall be implemented as follows:
 - a. Tree Survey - A tree survey shall be required and shall itemize all trees using the tree equivalency requirements of the City’s LDC to be performed by the owner or applicant prior to final approval of the final site plan for development or redevelopment of Sites A-F.
 - b. Prior Mitigation/Central Wetland Area - The prior 4.6-acre mitigation central wetland area located on the Subject Property shall not be included and counted as part of the tree protection and replacement requirements, consistent with the prior mitigation plan approved for Final Site Plan (SPR# 08-02) on September 16, 2008, by Resolution 120-08, and the City’ s Land Development Code.
 - c. Minimum 25% Tree Canopy - A minimum of 25% tree canopy shall be maintained for the entirety of the Subject Property and the tree canopy coverage shall be based on a five 5) year maturity of trees, consistent with the requirements of the Tampa Telecom Park DRI, City LDC, and conditions of approval of this rezoning application (RZP 17-13).

- d. Tree Impacts Due to Future Development or Redevelopment of Sites A – F - All future development or redevelopment final site plan applications shall account for all trees on the entirety of the Subject Property for tree protection and removal requirements as each new project or site is developed at the time a final site plan application is submitted to the City; and if at any time during the final site plan application review there is a deficit of trees for the entire site, the development under review at that time shall be required to comply with the tree requirements, including a fee-in-lieu, if applicable, as part of the final site plan review and if a fee-in-lieu is required, it shall be paid at the time of the infrastructure permit submission.

11. Conflicting Conditions – Whenever a conflict arises between the Planned Development zoning district conditions of approval and Final Site Plan conditions of approval, the Planned Development zoning conditions of approval and the approved Master Plan shall prevail.

/// END OF CONDITIONS ///



ORDINANCE 1590

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING A ZONING RECLASSIFICATION AMENDMENT FOR TWO PLANNED DEVELOPMENT PARCELS TOTALING 2.3 ACRES (±) OF PROPERTY CONSISTING OF TWO FOLIOS (199554.0732 and 199554.0734), GENERALLY LOCATED AT THE SOUTHEAST CORNER OF TAMPA TELECOM DRIVE AND FLETCHER AVENUE FOR RZP 25-02; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING ATLAS MAP OF THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTION OF TYPOGRAPHICAL ERRORS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

Whereas, JT Enterprises II LLC and 7021 E. Fletcher Ave LLC, the owners of Property particularly described in Exhibit “A” attached hereto, hereinafter the “Subject Property”, have petitioned through their Authorized Agent, Alan Rayl of Rayl Engineering and Surveying, LLC, a Zoning Reclassification Application (RZP-25-02) requesting to modify a Planned Development (PD) to allow for additional uses; and

Whereas, the existing Planned Development was approved under Application (RZP-17-13) and Ordinance 1530; and

Whereas, the purpose of RZP-25-02 is to account for a revised conceptual plan proposing additional square footage and expanded parking area for the Subject Property; and

Whereas, the Subject Property has a Comprehensive Plan Future Land Use designation of Research Corporate Park; and

Whereas, RZP-25-02 was referred to the Hillsborough County City-County Planning Commission staff for review, and the Planning Commission staff provided a finding of consistency with the Imagine 2040: Temple Terrace Comprehensive Plan, with the written findings submitted to the City Council for consideration; and

Whereas, the City Council held a public hearing and first reading of the ordinance on January 6, 2026, and held a second public hearing and second reading of the ordinance on February 3, 2025, to receive public comment and consider the application and ordinance; and

Whereas, after due consideration, the Mayor and City Council have determined that the Subject Property should be allowed to modify the Planned Development (PD) zoning district as proposed, pursuant to the Temple Terrace Code of Ordinances, subject to the Conditions of Approval and the Master Plan attached hereto, Exhibits “B” and “C”, respectively.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA THAT:

Section 1. The petition for a Zoning Reclassification Amendment (RZP-25-02) of the Subject Property located at the Southeast corner of Tampa Telecom Drive and Fletcher Avenue (Folios 199554.0732 and 199554.0734), more particularly described in Exhibit “A” attached hereto and by reference made part hereof, is hereby approved, thus modifying the Planned Development (PD) zoning district for land consisting of approximately 2.3± acres.

Section 2. The Official Zoning Atlas Map of the City shall be revised to reflect said amended zoning district.

Section 3. If any part of this Ordinance is declared invalid by a court of competent jurisdiction, such part or parts shall be severable, and the remaining part or parts hereof shall continue to be in full force and effect.

Section 4. All Ordinances or parts of ordinances not specifically in conflict herewith are hereby continued in full force and effect, but all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. The provisions of this Ordinance may be renumbered or re-lettered to accomplish such intention. The City Clerk is given authority to correct scriveners’ errors, such as incorrect Code cross references, grammatical, typographical, misspellings, and similar like errors when codifying this Ordinance.

Section 6. This ordinance shall become effective upon adoption.

Passed and adopted by the City Council of the City of Temple Terrace, this 3rd day of February 2026.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

Approved As To Form & Content:

X

Ernest Mueller
City Attorney

EXHIBIT "A"
SUBJECT PROPERTY DESCRIPTION

Parcels totaling 2.3 acres ($\pm$) of property consisting of two (2) folios:

Folio 199554-0732

Legal Description:

WOODSTORK PLAZA EAST 176 FT OF SITE B.

Folio 199554-0734

Legal Description:

WOODSTORK PLAZA SITE D LESS THE EASTERN 200 FT THEREOF.

EXHIBIT “B”
CONDITIONS OF APPROVAL

Amended conditions pursuant RZP-25-02, presented to City Council for first public hearing and first reading on January 6, 2026, and for second public hearing and second reading on February 3, 2026.

Conditions of Approval:

1. Expiration of Planned Development (PD) – A final site plan, which is based on the conceptual plan and planned development zoning application approved by City Council, shall be required to be submitted for review in accordance with Sections 12-241, 12-377 and 12-379, and other applicable sections of the Land Development Code, within two (2) years of the approval of the PD zoning modification RZP-25-02. If a final site plan is not submitted within two (2) years of the approval of the PD zoning modification RZP-25-02, then a new rezoning application and final site plan application shall be required to be approved by City Council. Any modification to the Conceptual Plan shall be evaluated by the City to determine whether the proposed change(s) exceed the criteria in Section 12-380 of the Land Development Code, and if so, shall require submittal, review and approval of a new rezoning application and final site plan or conceptual plan.
2. Approved Uses – Sites A-F shall be developed with the following uses:
 - a. Site A – Retail uses, including a gas station with convenience store and drive-through facilities, with a maximum of 7,500 square feet (not including the gas canopy) with conditions of approval to be included as part of the final site plan approval for the site.
 - b. Site B – Automobile washing service, manual or mechanical, excluding coin-operated or self-service facilities subject to the provisions and conditions set forth in Section 12-234(d)(2) of the Land Development Code. The use is limited to the western 1.01 acres of Site B as depicted on the Woodstork Plaza Plat as recorded in Plat Book 134, Page 139 of the public records of Hillsborough County, Florida.
 - c. Sites B – F shall have a combined total of 27,222 square feet and allow the following uses, including drive-through facilities: (1) Office, (2) Medical Office, (3) Restaurant, and (4) General Retail with conditions of approval to be included as part of the final site plan approval for each site.
 - d. Pursuant to RZP-25-02, Parcels C and D shall be developed in accordance with the conceptual plan dated December 15, 2025, subject to final City approval. No waivers were requested in the application or approved pursuant to the conceptual plan, tacit or otherwise.
3. Visibility Easement – A visibility easement shall limit the location of structures on Sites A – F, so as to not obstruct the visibility of other uses located on the Subject Property, consistent with the approved PD Conceptual Plan. This easement shall be in a form acceptable to and approved by the City, recorded in public records by the owner or applicant, and a copy of the recorded easement shall be provided to the City prior to a Certificate of Occupancy (CO) being issued for development on any Site of the Subject Property.

4. Cross Access and Ingress/Egress Easements – A cross access and ingress/egress easement shall be provided so that all traffic shall be able to access all driveway entrances and internal traffic circulation on the Subject Property as the development proceeds, including access from Telecom Drive, North Telecom Parkway, and East Fletcher Avenue, as shown on the approved PD Conceptual Plan. Such easement shall be in a form acceptable to and approved by the City Engineer, recorded in public records by the owner or applicant, with a copy of the recorded easement being provided to the City prior to a Certificate of Occupancy (CO) being issued for development of the first Site of the Subject Property.
5. Off-Site/Infrastructure Improvements – The appropriate permit(s) and coordination with appropriate jurisdictions and agencies for all off-site improvements shall be completed prior to a CO being approved for each Site, as shown on the approved Conceptual Plan, taking into account the timing and need of the required improvement, and such improvements shall include, at a minimum, the following:
 - a. Telecom Drive left turn lane into Site A.
 - b. First (western) driveway for right-in/right out along East Fletcher Avenue for shared access for Sites A-F and right turn and exit lanes.
 - c. Second (eastern) driveway for right-in/right out along East Fletcher Avenue for shared access for Sites A-F.
 - d. Five (5) foot wide sidewalk along the south side of East Fletcher Avenue between Telecom Drive and North Telecom Parkway and connections to the existing internal sidewalks and Sites A-F of Lot 7A, as appropriate.
 - e. Water, sewer, and fire improvements and connection to the City's utility system.
 - f. Other off-site improvements related to construction on Sites A-F, as needed.
6. Final Site Plan - A final site plan shall be submitted at the time of development and/or redevelopment for each Site A-F and shall be reviewed for consistency with the PD zoning and Conceptual Plan, Tampa Telecom Park DRI, and City's Future Land Use and Zoning, and LDC. An Initial Transportation Concurrency Worksheet shall be submitted to the City Engineer as part of the final site plan application; and new trips generated by the proposed use(s) will be based on the latest ITE edition. The final site plan for the development or redevelopment of Sites A – F, shall be reviewed and approved by City Council, unless otherwise allowed in accordance with the LDC.
7. Platting – Site A will be split from the current Lot 7A parcel via a Lot Split. At the time that development of one or more of Sites B-F occurs, a final site plan application for the specific Site(s) and a plat application for the entire Subject Property will be required; and the platting process shall continue until such time that all of the proposed Sites are developed, consistent with the PD Conceptual Plan, as may be amended, or abandonment of the Conceptual Plan occurs.
8. Land Use Equivalency Matrix – Staff will review future proposed development and if necessary, the Tampa Telecom Park DRI land use equivalency matrix may be required to be modified. The trips generated by the proposed uses shall be based on the land use equivalency matrix, as adopted as part of the Tampa Telecom Park DRI. The use conversion

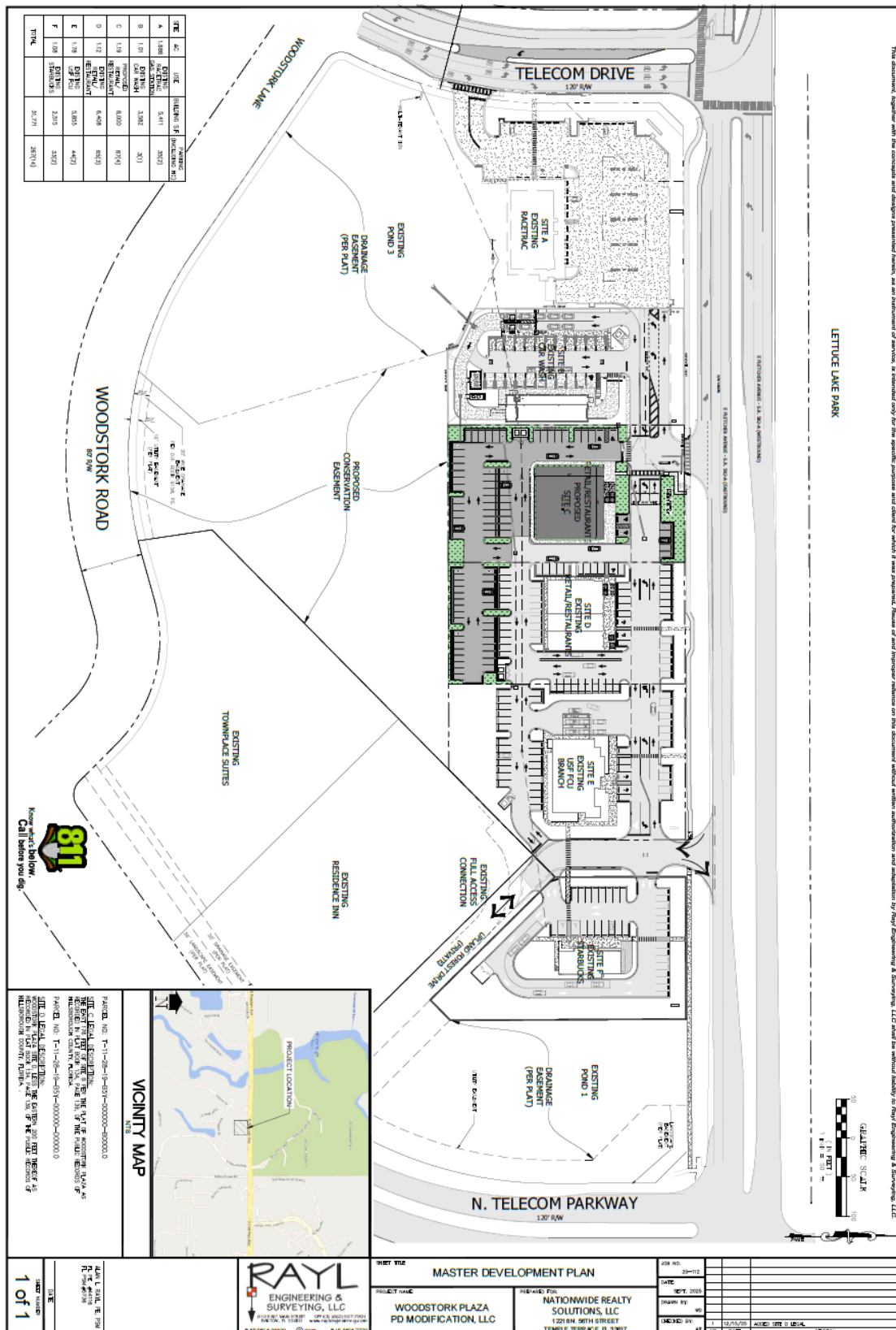
for Site C shall be reviewed in accordance with the Tampa Telecom DRI Equivalency Matrix by the City of Temple Terrace prior to Final Site Plan approval.

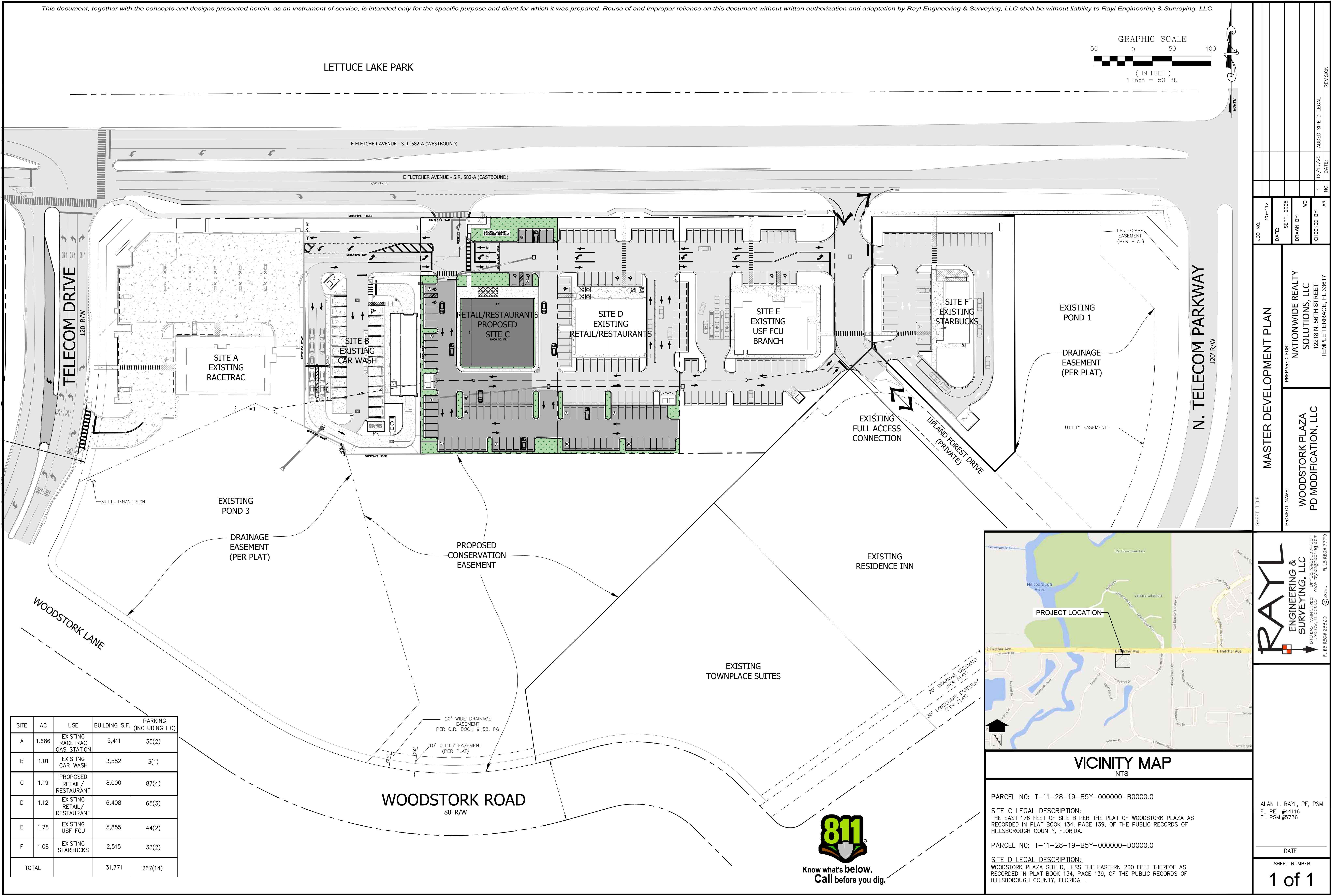
9. Signage and Design Standards – The signage standards applicable to the Subject Property shall be as follows, consistent with the Tampa Telecom Park DRI:
 - a. Sites A and B – All signage shall be based on the City’s Land Development Code (LDC). The sign standards for the Commercial General (C-G) zoning district shall apply.
 - b. Sites C - F – All signage shall be consistent with the Tampa Telecom Park DRI unless a Notice of Proposed Change (NOPC) regarding signage requirements is approved.
 - c. Outdoor Seats – Outdoor seats shall be allowed, based on the Commercial General (C-G), zoning district requirements for all Sites A-F, except for Site A, which may have a maximum of 25 outdoor seats; however, the Building Official will make a final determination for the number of outdoor seats for each Site, based on the Florida Building Code (FBC) and American Disabilities Act (ADA) prior to a Certificate of Occupancy (CO) being issued for Sites A-F; and the applicant shall provide additional detail to the Building Official, as required, for this determination to be made.
10. Tree Canopy and Tree Protection and Replacement Requirements for Subject Property – Tree protection and replacement requirements for the Subject Property shall be implemented as follows:
 - a. Tree Survey - A tree survey shall be required and shall itemize all trees using the tree equivalency requirements of the City’s LDC to be performed by the owner or applicant prior to final approval of the final site plan for development or redevelopment of Sites A-F.
 - b. Prior Mitigation/Central Wetland Area - The prior 4.6-acre mitigation central wetland area located on the Subject Property shall not be included and counted as part of the tree protection and replacement requirements, consistent with the prior mitigation plan approved for Final Site Plan (SPR# 08-02) on September 16, 2008, by Resolution 120-08, and the City’s Land Development Code.
 - c. Minimum 25% Tree Canopy - A minimum of 25% tree canopy shall be maintained for the entirety of the Subject Property and the tree canopy coverage shall be based on a five (5) year maturity of trees, consistent with the requirements of the Tampa Telecom Park DRI, City LDC, and conditions of approval of this rezoning application (RZP-17-13).
 - d. Tree Impacts Due to Future Development or Redevelopment of Sites A – F - All future development or redevelopment final site plan applications shall account for all trees on the entirety of the Subject Property for tree protection and removal requirements as each new project or site is developed at the time a final site plan application is submitted to the City; and if at any time during the final site plan application review there is a deficit of trees for the entire site, the development under review at that time shall be required to comply with the tree requirements, including a fee-in-lieu, if applicable, as part of the final site plan review and if a fee-in-lieu is required, it shall be paid at the time of the infrastructure permit submission.

11. Conflicting Conditions – Whenever a conflict arises between the Planned Development zoning district conditions of approval and Final Site Plan conditions of approval, the Planned Development zoning conditions of approval and the approved Master Plan shall prevail.

/// END OF CONDITIONS ///

EXHIBIT "C"
MASTER PLAN





Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Resolution
Subject: Selection of Vice Mayor
Presenter: Andy Ross, Mayor

Recommendation:

It is recommended that Council select a Vice Mayor for 2026.

Discussion:

Rule 6. Presiding Officer. The Mayor shall preside at City Council meetings and shall be recognized as head of the City government for ceremonial purposes and by the Governor for martial law purposes. A. The Vice Mayor position shall be filled on a progressive rotation by seniority. Council Members who have served a minimum of two years are eligible to serve as Vice Mayor. B. The Mayor, in his absence the Vice Mayor, shall take the Chair at the appointed meeting hour and immediately call the members to order (Resolution 96-88(m)). Resolution 21-21 provides that the position of Vice Mayor shall be for one year and run from the first regular City Council meeting each January for a term until the next Vice Mayor is elected or when the Vice Mayor's term ends.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Motion

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Lynda Sader, City Clerk
Item Type: Board Appointments
Subject: Mayor Appointments
Presenter: Andy Ross, Mayor

Recommendation:

Discussion:

Mayor Ross will note the 2026 Committee Appointments.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. 2026 Committee Appointments

2026 Committee Appointments

Hillsborough Transportation Planning Organization (TPO)	Andy Ross	2 nd Wednesday at 10:00 AM
Tampa Hillsborough Economic Development Corporation	Andy Ross	Up to 5 Committee Meetings & 1 Annual Meeting
Florida League of Cities	Andy Ross	
Florida League of Mayors	Andy Ross	
Tourist Development Council	Andy Ross	Quarterly (February, May, August, November at 10:30 a.m.)
Police Pension Board (ex officio)	Andy Ross	2 nd Thursday at 4:00 p.m. Quarterly (February, May, August, November)
Fire Pension Board (ex officio)	Andy Ross	2 nd Thursday at 2:00 p.m. Quarterly (February, May, August, November)
Suncoast League of Cities	Andy Ross	
Visit Tampa Bay Advisory Council	Andy Ross	
Historic Preservation Board	Andy Ross	4 th Wednesday at 5:00 p.m. Quarterly (at least 4 mtgs/yr)

Affordable Housing Advisory Board	Erik Kravets	2 nd Monday at 9:00 AM
Bicycle/Pedestrian Advisory Committee	Erik Kravets	3 rd Thursday at 5:30 p.m.
Hillsborough River Interlocal Planning Board	Erik Kravets	Monday Quarterly (January, April, July, and October)
River Watch Task Force	Erik Kravets	3 rd Monday at 4:30 p.m.

Board of Adjustment	James Chambers	4 th Thursday at 6:00 p.m. (if needed)
Library Board	James Chambers	Quarterly (October, January, April, July)
Municipal Code Enforcement Board	James Chambers	2 nd Wednesday at 6:00 p.m.
Centennial Celebration Committee	James Chambers	1 st Thursday at 4:00 p.m. (sunsetting after Feb 2026)
School Support Committee	James Chambers	4 th Monday at 4:00 p.m.
Affordable Housing Advisory Board (alternate)	James Chambers	2 nd Monday at 9:00 a.m.

2026 Committee Appointments

Cultural Assets Commission	Alison Fernandez	Tuesday Quarterly
Advisory Board of the Arts Council Division of Hillsborough County	Alison Fernandez	Quarterly
Tampa Bay Regional Planning Council	Alison Fernandez	2 nd Monday at 10:00 a.m.
Suncoast League of Cities (alternate)	Alison Fernandez	

Hillsborough Transportation Planning Organization (TPO) (alternate)	Gil Schisler	2 nd Wednesday at 10:00 AM
Hillsborough County Regional Transit (HART)	Gil Schisler	1 st Monday at 8:30 a.m.
Temple Terrace Audit Committee	Gil Schisler	As needed.
TTGCC Strategic Action Committee	Gil Schisler	As needed.
Police Pension Board (ex officio)	Gil Schisler	2 nd Thursday at 4:00 p.m. Quarterly (February, May, August, November)
Fire Pension Board (ex officio)	Gil Schisler	2 nd Thursday at 2:00 p.m. Quarterly (February, May, August, November)

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Resolution
Subject: Consideration of the Proposed Public Safety Complex
Presenter: Andy Ross, Mayor

Recommendation:

Discussion:

As a result of the Public Safety Complex workshop discussion, staff is seeking Council recommendations as to: 1) whether to move forward; 2) whether to include the third fire station and, 3) if the decision is to move forward, the selection of the appropriate ballot (primary or general) for the bond referendum to be voted on.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Motion

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Reports
Subject: Fiscal Year 2026 Q1 Reports
Presenter: Carlos Baia, City Manager

Recommendation:

Discussion:

Attached please find the FY 26 Q1 updates on the following:

1. Council's Fiscal Year Priorities
2. City Departmental Budget Goals
3. ARPA Projects

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. Council Priority Goals Q1 FY26
2. Budget Goals Q1 FY 26
3. FY26 Q1 ARPA Projects Update



COUNCIL PRIORITY GOALS

FISCAL YEAR 2026

QUARTER 1 (Q1) UPDATE

February 3, 2026

Code Compliance

Code Compliance – Work with Public Works to develop a plan to clear obstructive vegetation that enhances homeless opportunities.

Q1: The Code Compliance Department will identify areas throughout the City where overgrown vegetation creates obstructive conditions that may contribute to unauthorized encampments or safety concerns. Code Compliance will coordinate with Public Works to clear and maintain these areas and with the Police Department, as needed, to ensure that appropriate outreach and resources are offered to individuals encountered.

Community Development

Land Development Code (LDC) - Continue review and finalize approval of the Land Development Code revision proposals.

Q1: Staff has transmitted two LDC updates to the Planning Commission for review with several other amendments currently pending in the workflow.

Tree Fund – The City's tree fund can be used to remove and replace sick, dying, infested or dead trees on public lands, but plans should be revised to allow for better use of the City's tree fund. There are many trees in the City that are need of replacement. A master plan should be prepared that will provide a maintenance and replanting schedule.

Q1: The development of the draft for the City-wide Urban Forest Management Plan is continuing and will be presented to Council upon its conclusion. The Golf Course Replanting Plan is near completion and will also be presented to Council upon its conclusion.

City Building Codes – Review the City's Building Code for consistency and continue to streamline the permitting process.

Q1: City staff regulates construction projects through implementation of the Florida Building Code. The City does not enforce a separate city building code. Staff regularly receives legislative updates that impact the manner and practice utilized to enforce the State Building Code. Staff amends operations as needed to ensure compliance. During the previous year, staff began accepting applications by email to minimize trips to the office by homeowners and contractors.

Vacant CRA Properties – Sell the remaining CRA properties and help expedite their development.

Q1: This is an ongoing City initiative. Staff continues to work with our third-party broker to facilitate this effort.

Growth/Expansion – Target areas south of Temple Terrace Highway, north of Harney Road and east of 78th Street to Amazon, unincorporated areas of Telecom Park, and Fowler Avenue to Highway 301 for annexation possibilities.

Q1: Staff is currently working with a developer who has made application to develop Lot 3 on the south side of Point Plaza. This project will include light-manufacturing and light-industrial uses. Staff has recently entered into discussion with a developer who wishes to develop light-industrial warehouses south of the VA Hospital; and finally, staff is also in pre-application discussion with a developer who wishes to annex 14 acres east of Amazon (across Hwy 301) into the city for commercial use.

Historic Preservation Project – Consider partnering with Florida College or USF to develop a project on the City's history.

Q1: The department has partnered with USF through their Mellon Humanities Internship program to hire interns for a historical resource archive. The interns will be tasked with identifying and researching documents and artifacts already in the City's off-site storage facility, developing an archival system, cataloging items, and ensuring historic materials are properly preserved and documented.

Executive (including Marketing & Communications)

City Hall Enhancements – Continue improvements to City Hall.

Q1: Plans to renovate the Utility Billing Department were developed to improve organization, efficiency, and overall workflow. The previous layout limited storage, created cluttered workspaces, and made it difficult for staff to serve the public, and manage records and daily tasks effectively. The actual renovation work will begin in Q2.

Historic Preservation – Support and promote the City's historic preservation initiative. Showcase historic information and exhibit historic displays and documentation.

Q1: On November 25, 2025, the City officially became a Certified Local Government. This official recognition establishes that the City is committed to identifying, protecting, and preserving historic buildings and sites. To continue the City's historic preservation effort, with the assistance of USF interns, staff has been collecting historic artifacts to preserve them, document their significance, and ensure they are properly archived for future research, education, and cultural reference.

TTG&CC – Continue to pursue golf course sustainability options to ensure financial stability. Continue the open line of communication between the City and the Board of Directors.

Q1: The TTG&CC continues to be current on its payments to the City. The Mayor and City Manager meet with the President of the Board of Directors and the General Manager of the Golf Course monthly. The City is currently assisting the TTG&CC with the removal of dead and dying trees on the golf course and a replanting plan is being prepared and will be presented to the City Council for approval in Q2.

Historic Preservation on Social Media (Marketing) – Increase the content on City channels (including YouTube) with historic content.

Q1: With the support of City Historian Marisa Robinson, along with two USF interns assisting her with historic preservation content, the Marketing/Communications team (MARCOM) will produce and share engaging stories that highlight the significant events, places, and people who have shaped the City of Temple Terrace into the community it is today. These features will be shared once or twice a month, as content becomes available, through a “Throwback Thursday” social media series designed to keep residents informed and connected to the City’s rich history.

Communication (Marketing) – Implement a community communications platform that does not rely entirely on social media.

Q1: This has been successfully achieved through the City’s new text alert system, Clerk Chat. In 2025 alone, the City sent a total of 37,679 text messages through the platform. Unlike traditional one-way text alert services, Clerk Chat enables two-way communication, allowing residents to ask questions and receive responses directly. This functionality allows the MARCOM team to efficiently monitor, track, and respond to resident inquiries following message distribution. In addition, the MARCOM team is implementing topic-based email subscription lists, giving residents the ability to choose the types of notifications they wish to receive via email. For residents who prefer traditional printed materials, copies of the monthly City newsletter are available for pickup at City Hall, the Senior Center, the Recreation Center, and the Library.

Human Resources

Wage and Benefit Competitiveness – Work with the City Manager to continue the practice of COLA’s and merit increases for the City’s general employees.

Q1: A 4% COLA was provided to all qualifying general employees on October 1, 2025 and merit increases have continued to be issued based on satisfactory evaluations. The department will review the evaluation guidelines to ensure they continue to serve the needs of the merit increase program.

Employee Relations – Increase employee engagement events and employee benefit programs (education and wellness). Expand the employee engagement/climate survey. Develop and implement professional development programs.

Q1: The department continues to strive to offer employees even more robust benefits. We switched providers for the Employee Assistance Program, which now grants employees and members of their households 8, up from 3, free counseling sessions per topic per year. Additional benefits added include General Flexible Spending and Dependent Care Flexible Spending Accounts, Legal Services, Whole Life Insurance, and Pet Insurance.

Following the addition of Legal Services to our benefit offerings, we will be hosting a Lunch and Learn to assist employees in navigating topics such as Estate Planning.

Regarding professional development, the department will continue to host and share online opportunities for educational seminars for employees throughout the year.

The Leadership and Management Program is in full swing, and the department has received positive feedback from participants. Participants continue to meet with mentors every month.

Many of the training courses remain open for interested employees who are not LMP participants.

Legal

TTG&CC – Summarize, streamline, clean up and combine the existing TTG&CC legal documents to include addressing maintenance of the tunnels.

Q1: This priority is tied to the second Budget Goal for the Legal Department. This City Council priority begins with the summary and streamlining of the Original Contract and subsequent amendments.

Legislative

Document Management System – Purchase and implement a professional document management system to allow retrieval of any document with a timeframe of <30 minutes from time of request to the production of the document.

Q1: The City Clerk and IT Director are reviewing the current system and updating areas of the system. The process of OCR (Optical Character Recognition) has been run on the current data system. This process is now set up as an ongoing scheduled process as documents are saved in the system. Staff is working on setting workflows for consistent input of storage meta data and retention schedules. The City Clerk files are being evaluated at this time.

Council Professional Development – Increase funds in the professional development budget for Mayor and Council conferences, memberships, etc.

Q1: Funds have been increased for FY 26.

Leisure Services

Riverside Park – Continue development plans for the new Riverside Park.

Q1: Staff coordinated with City Council to hold a workshop in early Q2. Halff has been working with permitted agencies to secure the required permits.

Nature Education – Work with nature groups such as the Sierra Club and/or Audubon Society to increase nature education signage at parks along the river.

Q1: Items meeting this goal are being evaluated for inclusion into the Riverside Park project.

Community Events/Clubs – Work with Executive to assign an employee liaison to work with the Arts Council on joint projects to include the City Hall Art project. Continue to support the Arts Festival, Art en Blanc, Temple Terrace Reads and civic clubs.

Q1: Staff coordinated with Terrace Reads to include their event in the Touch-a-Truck event. Staff also worked closely with the Arts Council for a successful event in November that included a concert component that had not been held in recent years.

Parks and Recreation – Review recreation space to ensure that locations are being maintained, facilities are being kept clean, equipment is not in need of repair or replacement and the City’s recreation space is still meeting the needs of the community. Evaluate the need for an additional FTE for the scheduling of events as part of the development of the new Riverside Park,

Q1: Staff met with suppliers and contractors to review items and projects for future capital investments including VCT floor maintenance equipment and security improvements for the Whiteway Tennis Courts.

Police

Future Police Station – Take necessary steps to lay the groundwork for the funding, design, and construction of a new police station.

Q1: PBK has completed the block design and developed several conceptual renderings for the new facility. They presented the two elevation options to the Council in December and received direction on the preferred approach. PBK has finalized the concept design and additional renderings. A full 3D fly-around of the facility has been completed. The updated renderings and fly-around will be presented to the council in February.

Public Works

Hurricane Preparedness – Acquire the needed equipment such as a sandbag machine and fuel trailers and consider other needs for emergency operations.

Q1: A sandbag machine has arrived and staff are trained. Fuel trailers are expected in March.

Utility Administration Center – Complete construction of the Utilities Administration Center in a timely manner.

Q1: This project is well underway. Walls are up and roof components are to begin in February. Completion is expected in early fall of 2026.

New Park Maintenance and Scheduling – In the event recreational space is created on the vacant CRA property or in the development of the new Riverside Park, evaluate the need for an additional FTE for maintenance.

Q1: The park monitor position has been filled and park staff has coverage 7 days a week.

Road Projects (Engineering) – Secure funding for existing road projects in the planning stages. Develop a comprehensive plan for restriping all City streets with an emphasis on the first 100 feet near intersections.

Q1: Surtax allows for additional paving to assist with budget dollars.

Connectivity (Engineering) – Consider projects to better “connect” the neighborhoods on the east and west sides of 56th Street to each other and to the future Riverside Park.

Q1: The TPO has projects that may assist with this venture.

Transportation Planning Organization (Engineering) – Support and lobby for TPO projects affecting the City.

Q1: Staff attends the meetings and regularly communicates with TPO staff.

ARPA Projects (Engineering) – Ensure ARPA projects across the City are completed on time.

Q1: Projects are in progress and to date appear to meet expectations.



CITY DEPARTMENTAL BUDGET GOALS

FISCAL YEAR 2026

QUARTER 1 (Q1) UPDATE

February 3, 2026

Code Compliance

Reimagine and incorporate the Neighborhood Inspection Program.

Q1: The Neighborhood Inspection Program (formerly Neighborhood Sweeps) has been reimagined and restructured. A new inspection schedule has been developed and published on the City's website. Zone inspections are now strategically scheduled to alternate through opposing areas of the City to ensure balanced and consistent coverage. Inspections are jointly conducted by all Code Compliance Officers and the Director, increasing community visibility, enhancing staff training through practical application, and promoting team cohesion. Internal policies governing the conduct and implementation of zone inspections are currently being developed.

Create a Neighborhood Services Education Program.

Q1: A Neighborhood Services Education Program is being developed to provide targeted, community-focused instruction. An initial class is currently in development, and a comprehensive list of additional classes desired or needed by the community is being compiled. Each class is being designed to fit within a one-hour time block to encourage accessibility, participation, and ease of scheduling.

Establish refreshed courtesy notice door hangers for initial violations.

Q1: Refreshed Code Compliance courtesy notice door hangers have been developed and are currently in use for initial violations. Each door hanger incorporates a QR code that links directly to the relevant section of the City's website where applicable code requirements are explained in clear layperson's terms along with guidance on how to return the property to compliance. Additional door hanger designs are planned and the associated website content will be routinely reviewed and updated to ensure accuracy and effectiveness.

Reinvigorate partnerships with surrounding municipalities and incorporate best practices.

Q1: Intentional outreach has been initiated with Code Enforcement leadership in Hillsborough County and Pinellas County to reinvigorate intergovernmental partnerships and share best practices. Planned follow-up outreach includes Plant City and the City of Tampa with Pasco

County also incorporated into this collaborative effort. These engagements are intended to strengthen regional coordination and identify proven approaches that can be adapted for local use.

Identify opportunities and incentives for staff's continuing education and certification.

Q1: Opportunities for continuing education and professional certification have been identified, including certifications offered through the Florida Association of Code Enforcement (FACE). Each Code Compliance Officer has completed at least one FACE certification. An incentive plan to encourage continued education and certification has been developed and is currently under review for effectiveness and implementation.

Community Development

Research and prepare recommendations for an updated annexation strategy to address several properties within the City's urban utility service area.

Q1: Staff has compiled a framework for this process based on previous potential annexation regions and research performed by our previous part-time paid intern. We are currently advertising for a new intern to fill this role and help advance this project.

Continue to address deficiencies in the Land Development Code and recommend updates and amendments to City Council as warranted.

Q1: Staff continues to address LDC concerns and prepare draft amendments to update our Code. We currently have two pending amendments under review at the Planning Commission and several more in our workflow.

Collaborate with the Fire Department and other staff to secure successful design-build plans for the newly proposed Emergency Operations Center.

Q1: Staff has completed a tentative review of EOC construction plans and provided comments and recommendations for correction. The Permitting Office recently received a general construction permit for the EOC and is currently awaiting the site development permit, along with mechanical, electrical, roofing, and plumbing permits.

Seek to evaluate and subsequently acquire a new software suite designed to improve efficiency and enhance operations and tracking for all matters involving permit processing and plan review.

Q1: The City-wide BS&A ERP includes a Community Development module which will address software concerns related to permit processing. Staff is reviewing third-party providers that work with BS&A to provide for electronic plan review.

Continue to develop permitting guides to assist property owners and contractors with various permit applications, as well as understanding the associated deliverable requirements for each.

Q1: This project is underway and is being led by the department permitting coordinator. She is in the process of building out the guide as part of her Leadership and Management Training. It includes a comprehensive "how-to guide" for the most common permit applications the department sees and the associated required deliverables.

Executive

Staff will implement a new ERP system and conduct comprehensive training to transition to the new system.

Q1: During the first quarter of the year, the procurement process was completed with a presentation to Council seeking approval to sign a contract with BS&A as the selected vendor. The contract was approved and signed, after which the team met with BS&A to discuss current process timelines. These discussions helped guide BS&A in developing a detailed project timeline for implementation.

Additional internal and external communication opportunities will be explored for possible implementation.

Q1: This has been successfully achieved through the City's new text alert system, Clerk Chat. In 2025 alone, the City sent a total of 37,679 text messages through the platform. Unlike traditional one-way text alert services, Clerk Chat enables two-way communication, allowing residents to ask questions and receive responses directly. This functionality allows the Marketing/Communications (MARCOM) team to efficiently monitor, track, and respond to resident inquiries following message distribution.

In addition, the MARCOM team is implementing topic-based email subscription lists, giving residents the ability to choose the types of notifications they wish to receive via email. For residents who prefer traditional printed materials, copies of the monthly City newsletter are available for pickup at City Hall, the Senior Center, the Recreation Center, and the Library.

Internally, the MARCOM team has successfully launched a staff-focused newsletter that highlights employee achievements, departmental recognition, and City services and programs available to staff. The newsletter also promotes City-hosted events that employees can attend with their families and friends, along with updates on internal projects at City facilities and other staff-related news.

In addition, the MARCOM team hosts monthly Communications Meetings. The first 30 minutes are dedicated to training on communications best practices, helping reduce organizational risk and liability. Training topics include social media ADA compliance guidelines, responsible use of AI in communications, public records requirements, and related subjects.

The second half of the meeting provides a forum for departments to share updates on their initiatives and activities. This collaborative approach strengthens internal coordination, reduces information silos, and ensures departments are informed about one another's work. Information shared during these meetings directly supports the content of both internal and external City newsletters.

Continue to seek organizational improvements.

Q1: The City Manager and HR Director are reviewing City positions to evaluate how roles, responsibilities, and workflows are currently structured. This evaluation aims to identify areas where duties may overlap, processes may be outdated, or resources may not be used efficiently. Emphasis is currently being placed on reorganization within the Public Works Department to allow senior leaders to focus on long-term infrastructure challenges by shifting routine, day-to-day operational responsibilities to qualified positions within the department.

Finance

Assist the Water & Sewer Utilities division to pursue grants to mitigate costs associated with strengthening the City's infrastructure and provide funding for solutions to improve water quality, such as removing PFAS.

Q1: The Utilities Department is hiring an Accountant 3 to coordinate with Finance on project management and budget control. It is our expectation that this staff member will also coordinate with Finance on the pursuit of W&S grants, particularly those helping to mitigate PFAS. These costs will not be fully known until CHA completes their study. This position is anticipated to begin in Q2.

Update the 2024 Purchasing Manual.

Q1: A procurement committee was formed in Q1 comprised of four Finance staff members, including the Finance Director, the Deputy City Attorney, the Municipal Systems Analyst, the Municipal Systems Intern, and the Utility Billing Manager. The committee is reviewing all procurement processes and policies, from small purchases to bid invitations. A schedule of phases was adopted in Q1 with in anticipation of having a revised Purchasing Manual draft completed by the end of Fiscal Year 2026. Recommended process and policy changes may be implemented during the process.

Increase cross-training opportunities for staff.

Q1: The Accountant 3 has taken on payroll responsibilities and has spent time with our Accountant 1 to learn components of accounts payable, including entering requisitions. The Accountant 3 also learned how to conduct a Workers Compensation Audit and the annual Public Emergency Medical Transportation (PEMT) report. These were formerly conducted solely by the Finance Director.

Issue an RFP for an auditing firm and make the selection for the Fiscal Year 2026 audit.

Q1: The RFP is scheduled to be sent in Q2.

Transfer essential financial data from the old ERP to the new system.

Q1: The General Ledger shell has been created with revised counts to better align with the current State of Florida Accounting standards. Finance staff will coordinate with the Municipal Systems Analyst in Q2 and Q3 to begin data migration.

Fine-tune time sheet recording policies.

Q1: This requires coordination with the HR Department and has temporarily been put on-hold.

Initiate monthly financial reports by January 2026.

Q1: This is expected to begin in Q2 with reporting for the period ending 1/31/26.

Finalize department-wide utility billing SOP's for billing, adjustments, delinquency, and refund processes.

Q1: During Q1, the Utility Billing Division continued work on developing and refining department-wide Standard Operating Procedures (SOPs for core functions including billing, account adjustments, delinquency processing, and refunds. This effort is intended to formalize existing practices, improve consistency across staff, and support long-term operational continuity.

Implement a formal delinquency and shutoff program with clear internal workflows and customer notices.

Q1: The Utility Billing Division initiated a formal delinquency and service shutoff program during Q1, supported by defined internal workflows and standardized customer notifications. The program officially will begin with the first scheduled service shutoff date on January 26, 2026, following advance customer outreach and notice, and established clear timelines and enforcement procedures moving forward.

Use operational data to analyze trends and workload patterns that inform staffing, efficiency, and long-term planning.

Q1: During Q1, the Utility Billing Division continued building and organizing operational data sources to support future measurement and analysis, while also hiring a dedicated Data Analyst (starting in January, 2026). Databases and tracking tools were established in advance of the analyst's arrival to ensure timely onboarding and to position the department for data-driven evaluation of trends, workloads, staffing needs, and long-term planning.

Fire

Submit a site plan for the new EOC/Fire Administration and Public Safety Communication Center to the City's planning department for review. We anticipate hiring a contractor by November 2025 with a project completion date of February 2027.

Q1: Site plan was approved. Construction anticipated to start by late January/early February 2026.

An architect has been hired for the new Police and Fire station located off Harney Road. We anticipate hiring the contractor in the near future.

Q1: Response time data and fire station #3 validation information have been submitted to the City Manager. City Council will decide shortly whether a new fire station/training facility will be built at the same time as the police station.

Strive to enhance our response deployment model to ensure adequate staffing and equipment for preparation for potential future annexation and increased call volumes.

Q1: The department continues to produce weekly, monthly, quarterly and yearly response and profile data which is used internally to evaluate our current processes and operations while planning for future service delivery. We distribute our quarterly and annual report to the City Manager.

Gather information and documentation in preparation for our 5-year re-accreditation through the Center for Public Safety Excellence (CPSE).

Q1: The department continues to work in preparation for our anticipated CPSE accreditation site visit in May of this year. We have completed the Standard of Cover document and are very close to completing the Strategic Plan.

Human Resources

Continue leadership training for directors and their seconds-in-charge to encourage ongoing professional development.

Q1: Members of the Leadership Team who were unable to attend the first Lean Six Sigma training in April 2025 were invited to attend the second Lean Six Sigma Training in December 2025. They were also invited to participate in the Presentation and Public Speaking seminar.

In addition to this, the department is in the process of coordinating the City's annual Leadership Team Summit.

Focus on learning and development by implementing various training courses throughout the year to promote staff education and wellness.

Q1: The department will continue to host, and share online opportunities for, educational seminars for employees throughout the year. This includes the following:

- MissionSquare retirement seminars
- Prudential Pathways seminars
- FMIT Risk Management seminars

The department will select an HR program that integrates seamlessly with the City's new ERP to effectively improve the City's onboarding process and manage the complexity of an evolving workforce.

Q1: The department worked closely with the Systems Analyst Team to review the Request for Proposal draft to ensure the guidelines and criteria aligned with the City's needs and goals.

Explore new benefit options for City staff, such as Flexible Spending Accounts (FSA).

Q1: The department successfully implemented a General Flexible Spending Account and a Dependent Care Flexible Spending Account. In addition, the following benefits were added for the new plan year:

- Legal Coverage
- Whole Life Insurance
- Pet Insurance

The department is also currently conducting research to identify opportunities to reduce expense ratios and fees within defined contribution plans.

Information Technology

Implement a new phone system for the City.

Q1: The RFP has been drafted and is currently under Legal review. If no revisions are required, it will be posted once approval is received.

Begin implementation of a new ERP system.

Q1: The ERP contract has been approved by City Council, and we are currently working with the vendor on initial implementation steps.

Replace user computer hardware as part of the five-year refresh cycle.

Q1: Computers have been purchased and received. Configuration and user deployment are currently in progress.

Continue to strengthen cybersecurity across the organization.

Q1: Contract renewals have been completed, and a new backup solution has been purchased to enhance the security of our data backups. Configuration of the new backup system is currently underway.

Legal

Continue to assist elected officials and City staff to address the City's legal needs.

Q1: The Legal Department is continually available to assist elected officials and City Staff to address its legal needs. Of particular note for this past quarter is the work accomplished by

Deputy City Attorney Nicole Donnell and Finance Department to streamline the procurement process, including contracts, Requests for Proposals (RFP's), Invitations to Bid (ITB's), and Requests for Qualifications (RFQ's).

Work with the Mayor and City Manager to develop basic working points to be considered by the Temple Terrace Golf and Country Club and City Council. Upon agreement of points, develop a new agreement or MOU between the parties to govern repayments, maintenance responsibilities, etc.

Q1: A meeting with the City Manager, Finance Director, and City Attorney has been scheduled for 1/23/2026 to begin addressing this Budget Goal.

Legislative

Increase Council professional development opportunities. \$9,650 was added to the Fiscal Year 2026 budget for additional Council training.

Q1: Funds were increased in the FY 2026 Budget for the Council.

Create a cross-departmental committee to secure a new document management system and work with the Marketing and Communications team to purchase a Council Chambers Playback Server.

Q1: The City Clerk and IT Director are reviewing the current system and updating areas of the system. The process of OCR (Optical Character Recognition) has been run on the current data system. This is now set up as an ongoing scheduled process for documents saved in the system. We are working on setting workflows for consistent input of storage meta data and retention schedules. The City Clerk files are being evaluated at this time. Marketing and Communications is reviewing Chamber equipment.

Conduct a Boards/Committee Process Review.

Q1: The City Clerk's Office is reviewing each Board for process of appointments and rules. This will include reviewing each resolution that created the Board/Committee and any resolutions that changed those components of the board/committee makeup.

Leisure Services - Library

Partner with the Temple Terrace Garden Club to present fun and educational programs, highlight local gardens, and host the Garden Club Book Club.

Q1: The library provides space for Garden Club displays and book club meetings as well as recommendations for the books they read and discuss.

Library staff are excited to explore the possibility of planning and planting a garden at the library in cooperation with Public Works, the Garden Club, and Ace Hardware.

Q1: Library staff will begin coordinating the planting of a garden in the spring.

Complete renovations to the Library bathrooms.

Q1: Bathroom renovations began in December.

Leisure Services – Parks and Recreation

Initiate construction of Riverside Park.

Q1: This project is still in design phase. Project bidding is expected in Q2 or Q3.

Provide improvements to sidewalks at Riverhills Park, Linwood Park, and Hilltop Dog Park.

Q1: Plans have been developed to reconfigure parking at Riverhills Park to return to the dirt road and circle drive to green space. Work to commence in Q2 following the installation of the new playground equipment.

Replace playground equipment at Riverhills Park.

Q1: Playground equipment was ordered with an anticipated delivery/install in Q2.

Police

Re-establish a police explorer program.

Q1: Explorer Post 260's documentation, including the general order, bylaws, and charter, has been completed and implemented. The post was officially reestablished with the Boy Scouts of America, and the original post number was retained. The Police Department hosted an open house on November 21, 2025, which was attended by local youth. A second recruiting event is scheduled for January 24 at the Temple Terrace Family Recreation Complex. CLU has been working with marketing to get the message out about the new program. With the help of the marketing team, we have published new flyers, social media posts, and digital billboard messages. So far, we have received one completed application for membership and two other applications in process.

Establish a department wellness program.

Q1: During the first quarter, the department established an Officer Wellness Committee made up of volunteer officers and supervisors. The committee has met twice and is focused on practical, officer driven approaches to strengthening mental and physical wellness while supporting morale across the department.

The department also hosted a presentation for interested members on eTMS treatment. This non-invasive brain stimulation therapy is used to address conditions such as post-traumatic stress disorder, anxiety, and sleep disorders. Several officers have already participated in this treatment, which is offered at no cost to active and retired first responders.

During a recent in-service training, representatives from Franciscan Center presented on Operation Restore. This program supports individuals who have experienced a traumatic incident or cumulative trauma over time. It combines peer support with trained clinicians and uses education and EMDR therapy to address post-traumatic stress.

Information on the First Responder Hope Line has also been shared with department members. This confidential resource provides 24/7 mental health support, peer assistance, and referrals for law enforcement, fire, EMS, dispatchers, and their families.

The department maintains representation with the Suncoast Alliance for First Responders, which supports prevention-focused efforts and keeps the agency engaged with current trauma-informed practices. We also have representation in a regional law enforcement peer support group, allowing us to contribute to peer support efforts beyond our agency while strengthening internal support for our personnel.

Enhance leadership development programs for supervisors and new hires.

Q1: The department has implemented an internal mentorship program that pairs every supervisor with a command staff mentor. Each month, a leadership topic is selected and discussed during one-on-one meetings, allowing mentors and mentees to share experiences and practical insight. Topics covered to date include Progressive Discipline and Documentation, Coaching Problem Employees, and Managing Up with a focus on effective communication with command staff.

Sergeant Mehalopoulos recently graduated from the inaugural Leadership Academy hosted by the Tampa Bay Area Chiefs of Police. This nine-month, grant-funded program focused on

advanced leadership concepts such as organizational culture, emotional intelligence, public information responsibilities, budgeting, procurement, discipline, transparency, use of force, and professional networking.

Sergeant Valentine is currently attending the Law Enforcement Command Officer Management Executive Leadership Institute through Saint Leo University. This grant-funded program emphasizes executive decision-making, organizational leadership, ethics, labor relations, and strategic management within a public safety context, blending academic instruction with practical application to prepare participants for senior command roles.

Corporal Diers has been selected to attend the FBINAA Leadership Certification Program hosted by the FBI National Academy Associates. This grant-funded program, scheduled for January 20 through 23 at PHC, focuses on strategic leadership, ethical decision-making, organizational management, and current public safety challenges, with a strong emphasis on practical application and peer collaboration.

The department also continues to send officers and supervisors to FBI-LEEDA courses. These programs focus on leadership and supervision from the line level through executive leadership. Many of these courses are grant-funded and provide valuable exposure to proven leadership practices that support a productive and healthy work environment. To date, 11 sworn officers have completed all three levels of the curriculum, earning the FBI-LEEDA Trilogy Award.

Continue conducting active assailant training with the Fire Department.

Q1: Annual training will occur in the Summer of 2026.

Public Works – Engineering

Complete \$1,500,000 in street resurfacing projects using Hillsborough County surtax funds; complete an additional \$1,500,000 in street resurfacing projects using Street Improvement funds.

Q1: Contracts with vendors are being finalized. Staff is reviewing quantities for job letting.

Complete sidewalk rehab project on South Burlingame Avenue for less than \$500,000.

Q1: No action currently.

Complete construction on Sunnyside Road project for less than \$500,000.

Q1: Staff has a draft of work to be performed, and it is currently going through internal review. Also working with BPAC committee to hear their concerns for the area.

Initiate design work for two new projects: Sunnyside Road (street); Brentwood Drive and South Riverhills Drive (stormwater).

Q1: Both projects are in process. The Sunnyside project is running concurrently with the other street work. The Brentwood project proposal has been reviewed by the Director and sent back looking for clarifying answers on specific aspects.

Complete South Riverhills Wooden Bridge repair and Telecom Drive Sidewalk extension.

Q1: The wooden bridge is being incorporated in the park project. Telecom design is complete, pending quote/bidding and construction

Public Works - Facilities

Complete remodeling of the Utility Billing offices located on the first floor of City Hall.

Q1: Staff recently resolved an unexpected delay in the procurement of a temporary office structure which now allows the project to begin moving forward. Work is scheduled to begin approximately the week of February 9th.

Complete grant-funded project for installation of storm shutters at the Public Works building.

Q1: Scope is currently being drafted. FDEM quarterly report was submitted to reflect the same. Bid documents are expected to be published in March.

Continue to find cost savings for facilities and ground maintenance, including coordinated efforts in grounds with the Parks and Recreation grounds crew.

Q1: Staff has been realigned to meet demands while reducing duplication of efforts. The park monitor position has been filled and parks now have 7-day coverage for an increased presence.

Public Works – Fleet Maintenance

Perform inventory audit

Q1: The inventory audit includes ongoing review of items needed versus readily available shelf items from our preferred vendors.

Explore changing labor charges to more accurately reflect actual labor costs to work on City vehicles.

Q1: The Finance Department has made a preliminary shift in labor rates; time will tell if the initial move has a positive impact.

Public Works - Sanitation

Add new commercial account services and continue to seek to add new commercial accounts.

Q1: Staff continues to monitor the growth and needs of our commercial customers and are positioned to serve them as they need.

Add two new residential rear load trucks.

Q1: One unit has been ordered and expected to be delivered in early Q3. The other is currently being shopped.

Present recommendations to clean up outdated language in the City's sanitation ordinance.

Q1: Ready to be heard by Council for consideration in Q2

Public Works - Water & Sewer Utilities

Complete Chinaberry Pumping Station construction.

Q1: Work is under way expecting completion at the end of Q3 or early Q4.

Complete River Run Lift Station construction.

Q1: The vendor was waiting on generator which was recently delivered. Work to resume.

Complete year 4 of 5-year iHydrant program.

Q1: Two hydrants remain on the list, when completed the program will be satisfied.

Bid and contract construction for Queensway and Fowler Gravity Main Crossing.

Q1: Project is under review.

Bid and contract construction for the Lift Station SB project.

Q1: Staff is reviewing final project scope.

Roll out revised 5-year Capital Improvement Program for all Water & Sewer Utilities infrastructure projects.

Q1: This update is pending.

Provide City Council with solutions to meet the EPA's PFAS level requirements by 2031.

Q1: Staff is continually working with CHA to ensure quality solutions are presented.

Ensure construction of the Whiteway Utility Services hardened building is underway at the start of FY 2026.

Q1: Project is underway. Vertical walls are being completed. Roof components are to begin in early February.

Convert current HMI system data flow to VT Scada; purchase and implement five units of lift station monitoring SCADA.

Q1: Staff has met with a few vendors and continue to work through options for an optimal product.

Convert current gas chlorine into sodium hypochlorite (bleach).

Q1: Staff is working with CHA to ensure this change is aligned with their recommendations.

American Rescue Plan Act - Project Updates

FY 2026 Quarter One

Whiteway Utility Service Center

FY 2026.Q1 – Building masonry wall erection and form work for concrete column work in progress. TECO electrical line construction easement is under review by Legal.

127th Ave Stormwater Improvement Project

FY 2026.Q1 – Phase 1: The City is in the process of identifying a viable procurement method to secure a contractor for the lift station rehabilitation project. Once the procurement method is finalized, the contract will be advertised for bid. Phase 2: The ditch reconstruction design has been completed. The project is currently awaiting selection of a stormwater contractor to proceed with construction.

North Riverhills Dr and Maybole Pl Stormwater Improvement Project

FY 2026.Q1 - Payments made to Contractor. ARPA Reimbursement requested.

Stormwater Maintenance Projects

FY 2026.Q1 - Awaiting design submittal from consultant engineers for pond as part of Riverhills Park design.

Item Cover Page

City Council Item Report

Date: February 3, 2026
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Reports
Subject: Report on Unanimous Consent
Presenter: Ernest Mueller, City Attorney

Recommendation:

Discussion:

The City Attorney will report on the application of Unanimous Consent.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

None