



AGENDA

**CITY OF HAINES CITY, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY MEETING**

December 2, 2024, 5:30 p.m.

City Hall Commission Chambers

620 E. Main Street, Haines City, FL 33844

Phone: 863-421-9921 Web: hainescity.com

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

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

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

Pages

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

The action proposed is stated for each item on the Approval of Minutes. Unless a Board Member removes an item from the Approval of Minutes, no discussion on individual items will occur and a single motion will approve all items.

4.a CRA Meeting Minutes - November 4, 2024

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5. NEW BUSINESS

5.a Proposed Fiscal Year 2025 Budget Amendment #1

Amend the fiscal year budget ending September 30, 2025 for carryover projects that were started and not completed in the prior fiscal year.

Staff Contact: Finance Director, Omar DeJesus, CPA

6. CRA BOARD MEMBER COMMENTS

7. PUBLIC COMMENTS

8. ADJOURNMENT



COMMUNITY REDEVELOPMENT AGENCY MEETING HAINES CITY, FLORIDA

MINUTES

November 4, 2024, 6:00 p.m.

City Hall Commission Chambers

620 E. Main Street, Haines City, FL 33844

Phone: 863-421-9921 Web: hainescity.com

Board Members in Attendance:

Omar Arroyo

Morris West

Anne Huffman

Vernel Smith

Kim Downing

Albertine Richards

Iris Padilla

1. CALL TO ORDER

Board Member Omar Arroyo called to order the Community Redevelopment Agency meeting on November 4, 2024 at 6:00 PM at 620 E Main St. Haines City, Florida..

2. INVOCATION

Board Member Morris West gave the invocation.

3. PLEDGE OF ALLEGIANCE

Chairman Arroyo led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4.a October 1, 2024 CRA Meeting Minutes

5. OLD BUSINESS

6. NEW BUSINESS

6.a Business Redevelopment Incentive with Lien Amendment

CRA Manager Jane Murphy presented this item

Huffman asked isn't it too late to tell them about the lien once the project is complete.

Huffman asked for clarification on the details of the lien assessment and what is the eligibility requirements for the grant is now. Discussion regarding the landlords being able to from raise the rent. Commissioner Huffman had concerns that the tenant will be affected by this rehab. Board Member West mentioned that the Bert Harris Property Rights Act states that we cannot dictate what the rent should be. More discussion took place.

Huffman said but if we don't have tenants then the taxes stay the same. she said that the incentive is to bring more business to downtown but if the business rent is too expensive, they will leave.

Board Member Smith asked if it is a reimbursement rather than a contribution and said it's a lien on a property that will be reimbursed to the City if the owner of the property sold the property within the first five years after the rehab is done. CRA Manager Murphy stated the lack of a downtown as well as a Mainstreet is part of the issues with revitalizing the downtown area.

Board Member Arroyo said that basically the point is to raise the value as well as the tax base.

Board Member Downing asked why we are paying the money to the owners and not the contractors and asked for clarification on the CAC board's approval power. The owner is paying the bill and then receipts will be provided for the CRA to reimburse the owner. Discussion regarding the authority of the CAC board. Manager Murphy gave clarification that the final word comes from the CRA Board.

Board Member Huffman stated that the CAC board is an advisory board to the CRA staff not to the CRA board. The CAC board would not make any recommendations

to the Board. Board Member Huffman stated that Florida Statute 166 defines the role of the CAC board.

City Attorney Reilly said that he there comes to a point that the CRA board should not get too involved in the regulatory rent.

Board Member Huffman said people are leaving because the rent is too high. The business owners have to find a way to have the tenants stay within the downtown area. CRA Manager also stated that the focus needs to be creating additional parking so that there can be foot traffic.

Board Member Arroyo asked if there has been any know cases

Board Member West said tent and landlord is a contract issue and when it is over we have no control over it.

Board Downing asked it will be one year to complete all phases. as well she would like to see more detail quotes. Receiving quotes with just a bottom-line number does not reflect the details of the job.

Board Member Iris Padilla wanted clarification to make sure the CRA is reimbursed back the award if they sell the property prior to the 5 year. CRA Manager gave clarification on how the breakdown of lien piece is applied to the owner.

Board Member Arroyo opened the floor to public comments. No one came forward. Public hearing was closed

Mayor closed the meeting and asked for a motion.

Moved by Kim Downing

Seconded by Anne Huffman

Staff recommends approval of the structure rehabilitation grant program lien amendment.

Carried

6.b Structure Rehab Grant – Phase II – 413 N. 12th Street

CRA Manager presented

Board Member Huffman asked for clarification on why we are using calendar year if the CRA is fiscal year. CRA Manager stated that this could be changed if that was the desire of the board.

Board Member Downing mentioned again about the need to have detailed quotes.

Board Member West asked CRA manager if she receives detailed quotes. CRA Manager stated that we can request a more detailed proposal for the scope of work being done.

Board Member Arroyo explained how contractors submit their quotes. Small projects usually present with a bottom-line number. When the jobs are larger, the projects tend to give a little more detail.

Huffman asked why these contractors are all from Kissimmee and not Haines City asked if she can be advertised so that Haines City contractors can be. she said that we need to reinvest in our own residents.

Richard agrees about the detailed quotes and would like to see more Haines City contractors.

West sometimes finding our own contractors is not feasible, but he agrees that we should have a Haines City recommendation vendor list.

Arroyo said that is can be a double-edged sword because if the Haines City contractor does a bad job the blame could be pointed toward the city.

Board member Richards asked if there is a list of Haines City contractors.

Board member opened the floor to public comments. no one came forward. Public hearing was closed.

Mayor closed the meeting and asked for a motion

Moved by Anne Huffman

Seconded by Morris West

Staff recommends approval of grant request for Phase II in the amount of \$17,750.00 for the property at 413 N. 12th Street.

Carried

- 6.c Request to enter into an Agreement with SEMCO Construction, Inc. for the Haines City Historical Museum Building Repairs

Director Griffin presented this item.

Board member West asked if this bid was a sole source bid. Director Griffin stated that contract is a continuing agreement already in place with the City. Board Member inquired as to why the rush. Director Griffin stated due to the dedicated items to be stored it is in the best interest to have the repairs done. Huffman asked where the funding for this repair is coming from since the cost is \$99, 622.72 dollars. Director DeJesus explained where the funding was coming from along with the carryover from the previous fiscal year. Board Member West stated that due to time constraints the item should be discussed at another meeting. Board member Downing stated that the meeting should start at 5:30 PM as there is always a rush to get through the agenda items.

Board Member Huffman stated the Boys and Girls Club be changed back to the original color. It is historic building, and the color scheme doesn't match. Director Griffin stated that he has received a directive to change the color back.

At this time, CRA Manager thanked the CM for her time at the city and read her closing statement as this is her last meeting.

Moved by Anne Huffman

Seconded by Kim Downing

Staff recommends approval of the request to enter into an agreement with SEMCO Construction, Inc. to perform the needed repairs at the Haines City Historical Museum.

Carried

7. CRA BOARD MEMBER COMMENTS

Huffman requested to change the Boys and Girls Club change the color to the original color

Jane read her last statement to the board as this will be her last meeting.

8. PUBLIC COMMENTS

None

9. ADJOURNMENT

Without any further business the meeting was adjourned at 7:13.

Omar Arroyo, Mayor

Sharon Lauther, MMC, City Clerk

Fred Reilly, City Attorney



HAINES CITY

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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Omar DeJesus, CPA, Finance Director

Date: December 2, 2024

Subject: Proposed Fiscal Year 2025 Budget Amendment #1

Executive Summary

Amend the fiscal year budget ending September 30, 2025 for carryover projects that were started and not completed in the prior fiscal year.

Introduction

The intent of this item is to obtain CRA Board approval of the proposed Budget Amendment that will be presented as an Ordinance 24-2097 under the City Commission agenda.

Background

Florida Law requires the CRA as a Special District, and the City allocate and appropriate any new funds and/or funds transferred that were not previously appropriated in the budget. Attached is a summary of the proposed carryover projects that were budgeted in the fiscal year 2023/2024 budget.

Organizational Goal(s)

Financial: Develop and maintain fiscal policies based on program and performance measures while engaging community involvement.

Budget Impact

The budget impact for fiscal year 2024-2025 is \$3,487,325.

Recommendation

Staff recommends CRA Board approval of the proposed carryover projects which are included in Ordinance 24-2097. This Ordinance will require two public hearings and will be approved by the City Commission.

City of Haines City
Fiscal Year 2024-2025 Budget Amendment #1

Acct	Dept	Account #	Description	Beg Bal.	Debit	Credit	End Bal.
CRA							
Revenue		102-00-38-9-0-90-00	UNDESIGNATED FUND BALANCE	\$ 282,535.00	\$ -	\$ 3,487,325.00	\$ 3,769,860.00
Expense	Parks	102-10-57-2-6-63-10		1,000,000.00	2,044,475.00		3,044,475.00
	Parks	102-10-57-2-6-63-10	Tennis Court Lighting		81,300.00		81,300.00
	Parks	102-10-57-2-6-63-10	Lake Eva Playground		370,750.00		370,750.00
	Parks	102-10-57-2-6-63-10	Boomerang Park		280,000.00		280,000.00
	Parks	102-10-57-2-6-63-10	Myers & Wiley Rest		1,312,425.00		1,312,425.00
	Parks	102-10-57-2-6-64-20	Network Upgrade - MWF		5,000.00		5,000.00
	District 46	102-46-55-9-6-63-12	Gateway Sign	100,000.00	387,850.00		487,850.00
	District 46	102-46-55-9-6-63-10		1,250,000.00	1,050,000.00		2,300,000.00
	District 46	102-46-55-9-6-63-10	Marquee Replacement		75,000.00		75,000.00
	District 46	102-46-55-9-6-63-10	Peninsular Dr Sidewalk Ext		170,000.00		170,000.00
	District 46	102-46-55-9-6-63-10	Main Street Sidewalk		130,000.00		130,000.00
	District 46	102-46-55-9-6-63-10	Beachfront Renovation		175,000.00		175,000.00
	District 46	102-46-55-9-6-63-10	SunRail State Plan		250,000.00		250,000.00
	District 46	102-46-55-9-6-63-10	RailRoad Park		200,000.00		200,000.00
	District 46	102-46-55-9-6-63-10	Grace Ave Multiuse		50,000.00		50,000.00
CRA FUND TOTALS					3,487,325.00	3,487,325.00	