



## **AGENDA**

**CITY OF HAINES CITY, FLORIDA**

### **COMMUNITY REDEVELOPMENT AGENCY MEETING**

**May 1, 2025, 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.

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#### **Pages**

**1. CALL TO ORDER**

**2. OLD BUSINESS**

**2.a CRA Board Member Appointment**

**3**

The intent of this item is to fill a vacancy on the CRA board for a term of three of (4) years as determined by Ordinance 90-770

Staff Contact: Sharon Lauther, MMC, City Clerk

**2.b Reallocation of CRA Financial Funds per Florida Statute Discussion**

**14**

Discussion on reallocation of CRA funds per Florida Statute 163.387(7).

Staff Contact: Alexander Abraham, CRA Consultant

**3. NEW BUSINESS**

|            |   |           |
|------------|---|-----------|
| <b>3.a</b> | <b><u>CRA Fiscal Year 2024-2025 Budget Amendment No. 2</u></b>  | <b>18</b> |
|            | Amend the fiscal year budget ending September 30, 2025 to assign excess funds per Florida Statute 163.387(7). |           |
|            | Staff Contact: Omar DeJesus, Finance Director, CPA  |           |
| <b>3.b</b> | <b><u>Marquee on US 17/92 – District 327 Carryover Project</u></b>  | <b>23</b> |
|            | Approval to purchase a marquee on US 17/92.   |           |
|            | Staff Contact: Brian Ross, Technology Management Director   |           |
| <b>3.c</b> | <b><u>Request to Purchase a Geothermal Heater/Chiller System for the Janet J. Smith Aquatic Facility</u></b>  | <b>27</b> |
|            | Purchase of a Geothermal Heater/Chiller system for the Janet J. Smith Aquatic Facility.                       |           |
|            | Staff Contact: Terrell Griffin, Parks and Recreation Director   |           |
| <b>3.d</b> | <b><u>32-Acre Park Master Plan Update and Change Order Request</u></b>  | <b>31</b> |
|            | Approve updated Master Plan and Change Order.   |           |
|            | Staff Contact: Terrell Griffin, Parks and Recreation Director   |           |
| <b>4.</b>  | <b><u>CRA BOARD MEMBER COMMENTS</u></b>   |           |
| <b>5.</b>  | <b><u>ADJOURNMENT</u></b>   |           |

# HCFORWARD

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## City of Haines City Advisory Board Application

Thank you for your interest in serving the City of Haines City as a member of one of the City's advisory boards. If you have questions concerning the duties and responsibilities of any of the advisory boards, please contact the City Clerk's Office at 863-421-9921. Please rank the top three choices, using 1, 2, and 3, with one being the first choice.

Board of Adjustment \_\_\_\_\_

Charter Review Committee \_\_\_\_\_

Community Redevelopment Agency 1

Canvassing Board \_\_\_\_\_

Emerging Youth Advisory Council \_\_\_\_\_

Firefighters Pension Board of Trustees \_\_\_\_\_

General Employees' Pension Board of Trustees \_\_\_\_\_

Lakes Advisory Board \_\_\_\_\_

Parks and Recreation Advisory Board \_\_\_\_\_

Planning Commission \_\_\_\_\_

Police Pension Board of Trustees \_\_\_\_\_

Public Safety Advisory Board \_\_\_\_\_

### Personal Information

Haines City Resident: Yes ☒

No ☐

Name: Elyci Gonzalez

Home Address: (Do Not use P.O. Box) 2006 Citrus Blvd.

City: Haines City Zip: 33844 Contact Phone: 786-587-7712


Email: elyci@yahoo.com

### Employment Information – Please attach resume with submission

Employer: O&O Construction Group Position Title: Administrative Secretary

Business Address: 1099 W. Commerce Ave., Haines City

Email: oconstructiongroup@gmail.com Zip: 33844 Contact Phone: 863-594-4697

Signature: 

Date: 3/17/2025

# Elyci Gonzalez

I would like to obtain a position that offers me personal growth while challenging me by using my skills and abilities acquired in the past to benefit the community.

2006 Citrus Blvd.  
Haines City, FL. 33844  
(786) 587-7712  
elyci@yahoo.com

## EXPERIENCE

### **O & O Construction Group, Haines City — Administrative Assistant**

October 2021-Present (Fulltime)

#### **Omar Arroyo's Executive Assistant** October 2021-Present (Part-time)

● Greet and assist customers ● Answer and route phone calls accordingly  
● Check voicemail, take and deliver messages accordingly ● Generate letters and memos ● Typed, send, receive and deliver emails accordingly  
● Schedule appointments and meetings ● Reviewed budgets ● Bookkeeping ● Assisted community events ● Other duties as assigned

### **Polk County Tax Collector's Office, Davenport — Road Tester**

April 2021 - September 2021

● Greet and assist guests/customers ● Verify proper documentation and input data before road testing ● For road testing, evaluate driving skills according to state mandates. ● If driving test passed, issue FL Driver's License

### **Law Office of Brian R. Hersh, Miami, FL. — Administrative Assistant**

August 2003-Present

● Greet and assist customers ● Answer and route phone calls accordingly  
● Check voicemail, take and deliver messages accordingly ● Typed letters and memos ● Generated pleadings ● Typed, send, receive and deliver emails accordingly ● Schedule appointments, court hearings and mediations ● Assist Attorney/clients with translation ● E-filing with different county and federal courts using different web pages and applications ● Other duties as assigned

## EDUCATION

### **State of Florida Department of Education, Miami, FL**

**High School Diploma** - June 2008

## SKILLS

- Excellent interpersonal and customer service skills
- Excellent communication skills (verbal & written)
- Analytical and problem solving skills
- Self-motivated, dependable and efficient
- Great organizational and multitask skills
- Proficient working with computers and handheld devices and applications..

## LANGUAGES

Fluent in English & Spanish  
Verbal & Written



## PROJECTS

### **Hispanic Empowerment Foundation**— *VP & Executive Director*

This is a non-profit foundation which was created to raise money to be able to assist financially to students with unmet needs who will be attending college.

## REFERENCES:

PERSONAL: Dessire Duarte-Accountant (786)-859-0425

BUSINESS: Brian R. Hersh-Attorney at Law (305)-546-8505

BUSINESS: Omar Arroyo- Entrepreneur (863)-594-4697



## City of Haines City Advisory Board Application

Thank you for your interest in serving the City of Haines City as a member of one of the City's advisory boards. If you have questions concerning the duties and responsibilities of any of the advisory boards, please contact the City Clerk's Office at 863-421-9921. Please rank the top three choices, using 1, 2, and 3, with one being the first choice.

Board of Adjustment 2

Community Redevelopment Agency (CRA) 1

CRA - Citizens Advisory Committee \_\_\_\_\_

Emerging Youth Advisory Council \_\_\_\_\_

Firefighters Pension Board of Trustees \_\_\_\_\_

General Employees' Pension Board of Trustees \_\_\_\_\_

Lakes Advisory Board \_\_\_\_\_

Parks and Recreation Advisory Board \_\_\_\_\_

Planning Commission \_\_\_\_\_

Police Pension Board of Trustees \_\_\_\_\_

Public Safety Advisory Board \_\_\_\_\_

**Personal Information**

Haines City Resident: Yes ☒ No ☐

Name: Ketorah Manuel

Home Address: (Do Not use P.O. Box) 1001 Avenue C

City: Haines City Zip: 33844 Contact Phone: (863) 206-6937

Email: kittymanuel@yahoo.com

**Employment Information – Please attach resume with submission**

Employer: ACS Position Title: Nurse

Business Address: 163 E Morse Blvd Suite 210




Email: Winter Park Zip: 32789 Contact Phone: (407) 270-5501

Signature: KManuel

Date: 03/28/2025



# Ketorah Manuel

 Haines City, FL 33844  863-206-6937  
 kittymanuel@yahoo.com

## SKILLS

### Chart Abstraction

**Ability to work effectively in an environment with frequent interruptions**

**Ability to act autonomous, self-directed manner while maintaining the ability to collaborate with others**

**Knowledge of Medical Terminology**

**Proficiency using Access, Microsoft Word, Excel**

**Self-motivated**

**Individual and group instruction**

**Clinical documentation expert**

**Detailed oriented**

**Call center experience**

**Insurance verification**

**Case Management**

**Critical Thinking**

**Excellent verbal written and communication skills**

## PROFESSIONAL SUMMARY

Experienced Healthcare IT Consultant with 12+ years of industry and case management experience and 20+ years of clinical experience.

Customer Service Representative bringing top-notch skills in oral and written communication, active listening and analytical problem-solving skills. Enhances customer experiences by employing service-oriented behaviors, understanding customer desires, and providing customized solutions to build loyalty.

## WORK HISTORY

### FRAUD INTAKE REPRESENTATIVE

05/2023 to CURRENT

#### US Bank | Remote

- Perform investigation of potential fraud activity on existing debit card accounts
- Verify charges and recent activity to identify any potential fraud
- Monitor Falcon fraud alerts and perform additional research as needed
- Resolution of member inquiries at Level 1 or escalate to SRU
- Provide provisional credit to card members who have filed a card dispute, as deemed necessary
- Documents activities and prepare written notes of finding
- Collaborates and coordinate with law enforcement officers and attorneys concerning investigative efforts

### AGENCY NURSE

01/2012 to CURRENT

#### Various

- Addressed disruptions in patient care, including delays in discharge, postponed procedures and discharge equipment unavailability
- Provided skilled, timely and level-headed emergency response to critically-ill patients
- Vaccinated patients to protect individuals from measles, pneumonia, influenza and other illnesses of concern
- Equipped patients with tools and knowledge needed for speedy and sustained recovery
- Provided direct patient care, stabilized patients and determined next course of action
- Implemented interventions, including medication and IV administration, catheter insertion and airway management
- Implemented care plans for patient treatment after assessing physician medical regimens
- Educated family members and caregivers on patient care instructions
- Followed all personal and health data procedures to effectively comply with HIPAA laws and prevent information breaches
- Accurately documented all elements of nursing assessment, including treatment, medications and IVs administered, discharge instructions and follow-up care
- Quickly responded to situations impacting safety and security to unit, actualizing crisis prevention interventions to control and de-escalate situations
- Administered medications and treatment to patients and monitored responses while working with healthcare teams to adjust care plans.

#### **CALL CENTER REPRESENTATIVE**

*06/2021 to 05/2023*

##### **Walt Disney Parks And Resorts | Orlando, FL**

- Managed high call volumes while providing exceptional customer support and maintaining professional composure.
- Handled escalated calls professionally, effectively resolving complex issues and ensuring client satisfaction at all times.
- Mastered multiple software systems for seamless navigation during calls, improving efficiency and reducing hold times for customers.
- Enhanced customer satisfaction by efficiently addressing and resolving inquiries in a timely manner.
- Self starter with minimal supervisor required
- Reduced average call handling time, ensuring prompt service to customers while maintaining quality interactions.

#### **CERNER CONSULTANT(FLOAT)**

*05/2019 to 05/2019*

##### **Centra Carolina Health**

- Broke down and evaluated user problems using test scripts, personal expertise and probing questions
- Responded to support requests from end users and patiently walked

individuals through basic troubleshooting tasks

- Provided elbow support as needed in ICU, ED, and Med Surg.

#### **CERNER CONSULTANT(FIRSTNET)**

*04/2019 to 04/2019*

##### **Frye Regional Medical Center**

- Provided elbow support to ED staff
- Closely collaborated with project members to identify and quickly address problems
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks
- Followed up with clients to ensure optimal customer satisfaction following support engagement and problem resolution.

#### **CERNER CONSULTANT(FIRSTNET)**

*02/2019 to 03/2019*

##### **Seacoast Medical Center**

- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks
- Demonstrated professionalism and courtesy with customers while working to resolve complaints, problems or respond to questions
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Provided elbow support to providers and nurses in ED.

#### **CERNER CONSULTANT(FLOAT)**

*10/2018 to 11/2018*

##### **St Francis**

- Demonstrated professionalism and courtesy with customers while working to resolve complaints, problems or respond to questions
- Documented all transactions and support interactions in system for future reference and addition to knowledge base
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Provided elbow support in ambulatory clinics, Med Surg, and L&D.

#### **CERNER MENTAL HEALTH CONSULTANT**

*08/2018 to 09/2018*

##### **Centra Health Virginia Baptist**

- Followed up with clients to ensure optimal customer satisfaction following support engagement and problem resolution
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Provided solutions to operations issues for users of Cerner in Pediatric Mental Health unit; working closely via phone, email, and live chat with end users.

#### **CERNER CONSULTANT( POWER CHART MATERNITY)**

*01/2018 to 02/2018*

### **Jordan Valley Medical Center**

- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks
- Provided elbow support in L&D, Post Partum and NICU.

### **CERNER INFUSION MANAGEMENT EDUCATOR**

*04/2017 to 06/2017*

#### **St John's Macomb-Oakland**

- Provided expertise for clinical training using Alaris Pumps.

### **CERNER TRAINER**

*02/2017 to 04/2017*

#### **Memorial Health System**

- Tracked attendance for each participant
- Scheduled and taught in class to increase learning opportunities
- Gathered and organized supplementary material to support structured lessons
- Instructor Led Classroom training for FirstNet, Powerchart and PathNet.

### **REVENUE CYCLE ANALYST**

*05/2016 to 01/2017*

#### **Los Angeles County Department Of Health Services**

- Coordinate and monitor all change request made to the Charge Master
- Work directly with LAC DHS staff to educate, audit, revise codes and processes, as needed to insure compliance and proper charge capture
- Ensure all knowledge capital created is uploaded to SharePoint and tracked on the Divurgent status report
- Perform Charge Master updates using a Microsoft Access and Excel programs
- Served as the Liaison between LAC Financial Department and LAC Hospital Department leadership
- Meet and work with all personnel involved in setting up, service areas relative to development and/or changes to Charge Master
- Work with clinical departments in maintaining and review special portions of the Charge Master
- Escalate issues, risks and recommendations to project leadership on implementation processes, tools, and methodology based on overall continuous quality improvement process
- Demonstrated ability to effectively produce a high quality of work and to initiate the completion of extensive multiple tasks not specifically directed in a fast-paced, everchanging and evolving work environment
- Provided excellent written, verbal, and interpersonal communication skills with an acute ability to listen attentively and to communicate effectively throughout all levels of the organization
- Proven ability to work collaboratively with colleagues, clients, and team members to create a results-driven, team oriented environment.

## **MEDICAL SUPPLY EDUCATOR**

*01/2016 to 06/2016*

### **Quintiles Health Management Solutions**

- Educate end users on new medical wound care devices used in hospital facilities, primarily in critical care units
- Assess customer needs and assist with resolving issues stemming from lack of medical device knowledge or understanding of the product
- Assist in the delivery of medical device-related in-service education to support key customers
- Received training and certification from Quintiles to represent brand, explain technical functions of devices and guide product selection by customers.

## **PROJECT COORDINATOR**

*08/2015 to 11/2015*

### **DIVURGENT**

- Manage project resources, schedules, report time and attendance
- Review and edit daily log reports from resources throughout the project
- Assisted the project manager with the daily status report and time approval for Go-Live staff
- Attend client meetings and ensure client's needs are met in timely and cost effective manner
- Use project scheduling and control tools to monitor project plans, work hours, budgets, and expenditures as well as assist PM with daily needs
- Tracked all hours and expenses to keep project on task and within budgetary parameters
- Maintained project schedules by managing timelines and making proactive adjustments.

## **EPIC GO-LIVE CONSULTANT-TEAM LEAD**

*06/2015 to 08/2015*

### **Lahey Health System**

- Led go-live support team as level-three supervisor providing assistance to average of 25 consultants
- Roam and assist night shift consultants as needed
- Answer calls in command center and create escalating tickets when needed
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Engaged end users and answered questions via email, phone, website live chat and in forums
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks
- Demonstrated professionalism and courtesy with customers while working to resolve complaints, problems or respond to questions.

## **AMBULATORY EPIC CONSULTANT**

*03/2015 to 06/2015*

### **Lahey Hospital & Medical Center**

- Worked in GYN and Plastic Surgery Clinic
- Worked with providers to resolve some technical problems, improve operations and provide exceptional customer service

- Engaged end users and answered questions via email, phone, website live chat and in forums
- Explained technical information in clear terms to non-technical individuals to promote better understanding
- Broke down and evaluated user problems using test scripts, personal expertise and probing questions.

## **CERNER HELP DESK ANALYST(REMOTE)**

*08/2014 to 02/2015*

### **ESD**

- Identify and answer process, work-flow and technical questions
- Assist with investigating and resolving routine problems via phone by using applicable monitoring and troubleshooting tools
- Document investigation and issue resolution process
- Managed high levels of call flow and responded to Cerner technical support needs of customers
- Logged support tickets and closed when issues were resolved
- Conducted in-depth product and issue resolution research to address customer concerns
- Provided solutions to operations issues for users of Cerner in various modules, working closely via phone, email, live chat and web teleconference with end users
- Maximized use of hardware and software by training users and interpreting instructions
- Maintained high tech support standards for quality and productivity metrics
- Compiled and accurately entered data for each customer encounter to record in system
- Assisted customers with troubleshooting issues encountered while using hardware or software, providing actionable tips to resolve problems
- Performed tests of functionality, security and performance of different workstations and devices
- Loaded software, granted permissions and configured hardware for new employees as part of onboarding process
- Managed customers' expectations of support and technology functionality in order to provide positive user experience
- Activated accounts for clients interested in new services
- Gathered pertinent data, identified and evaluated options and recommended an effective course of action.

## **CHART ABSTRACTION**

*07/2014 to 09/2014*

### **BayCare Health System Inc.**

- Abstract health information from patients' paper or electronic medical charts
- Enter abstracted data into a standard data collection tool
- Provide accurate, prompt post-assessment findings to the project lead
- Carry out routine correspondence chart abstraction
- Managed system conversion and maintained minimal downtime during



updates

- Accurately convert patient records in timely manner, typically within 24-hour period
- Utilized Cerner to manage and confirm patient data, such as insurance, demographic and medical history information
- Reviewed charts and flag incomplete or inaccurate information.

## **MEDICAL CHART ABSTRACTION**

05/2014 to 06/2014

### **Kansas Medical Center**

- Extract and enter defined data elements found in the patient physical chart into Cerner
- Coordinates missing chart report for abstracting purposes for follow up to obtain records that were initially unavailable
- Interacts and contacts other clinical resources, both internal and external as needed, to clarify medical record documentation as necessary
- Preps, Scans and perform quality control and indexing of predefined documents from the patient record into the electronic clinical system.

## **HELP DESK ANALYST- CERNER POWERCHART MATERNITY**

04/2014 to

05/2014

### **ATHENS MEDICAL CENTER**

- Provide daily command center Cerner PCM phone support to providers and clinicians
- Create tickets for issues that were unable to be resolved
- Compiled and accurately entered data for each customer encounter to record in system
- Engaged end users and answered questions via email, phone, website live chat and in forums
- Documented all transactions and support interactions in system for future reference and addition to knowledge base
- Provided on-call support for critical issues related to Cerner and Powerchart Maternity.

## **EDUCATION**

### **Associate of Science**

EXPECTED IN 12/2025

Valencia College, Orlando, FL

### **Insurance Claims Adjuster**

01/2017

Polk State College, Winter Haven, FL

### **Technical : LPN**

01/2003

Traviss Technical College, Lakeland, FL

### **High School Diploma**

01/1997

Haines City Senior High School, Haines City, FL



# HAINES CITY

WWW.HAINESCITY.COM

## **Community Redevelopment Agency**

**To:** The Honorable Chairman and CRA Members

**Through:** James R. Elensky, City Manager

**From:** Alexander Abraham, CRA Manager/Consultant

**Date:** May 1, 2025

**Subject:** Reallocation of CRA Financial Funds per Florida Statute Discussion

### **Executive Summary**

Discussion on reallocation of CRA funds per Florida Statute 163.387(7).  
Staff Contact: Alexander Abraham

### **Introduction**

Based on the unaudited financial statements for Fiscal Year 2024, excess revenues have been identified and may be reallocated to support eligible redevelopment projects. At the April 22, 2025 CRA Board meeting, the Board requested additional options rather than the proposed allocation to the Tournament Complex Project.

Staff have identified other potential projects in District 328 that align with the adopted CRA Redevelopment Plan and recommends funding allocations accordingly.

### **Background**

Section 163.387(7), Florida Statutes, provides that "any money which remains in the trust fund after the payment of expenses pursuant to subsection (6) for such year shall be:

- (a) Returned to each taxing authority which paid the increment in the proportion that the amount of the payment of such taxing authority bears to the total amount paid into the trust fund by all taxing authorities for that year;
- (b) Used to reduce the amount of any indebtedness to which increment revenues are pledged;
- (c) Deposited into an escrow account for the purpose of later reducing any indebtedness to which increment revenues are pledged; or
- (d) Appropriated to a specific redevelopment project pursuant to an approved community redevelopment plan

### **Organizational Goal(s)**

Objective 9. Establish the administrative, financial, and programmatic mechanisms necessary to achieve the goals and objectives of the Haines City Redevelopment Plan

**Budget Impact**

Reallocation of funds per Florida Statute to result in a budget amendment.

**Recommendation**

Obtain approval of proposed reallocation and initiate Budget Amendment #2 to ensure compliance with Florida Statute requirements.

**Haines City CRA**  
**Financial Statement as of September 30, 2024 (Unaudited)**  
For Fiscal Year: 2024 thru Month: Sep / Fund: 102 CRA (CITY)

| Account Number                      | Account Title                     | Ending Bal             | District 328 (Previously 46) | District 327 (Previously 47) |
|-------------------------------------|-----------------------------------|------------------------|------------------------------|------------------------------|
| 102-00-31-1-0-46-00                 | AD VALOREM - DISTRICT 46          | 9,344,666.74           | 9,344,666.74                 |                              |
| 102-00-31-1-0-47-00                 | AD VALOREM - DISTRICT 47          | 318,400.27             |                              | 318,400.27                   |
| 102-00-34-7-4-00-00                 | LATIN EXPO                        | 5,546.55               | 5,546.55                     |                              |
| 102-00-36-1-0-10-00                 | INTEREST ON INVESTMENTS           | 711,095.97             | 687,665.20                   | 23,430.77                    |
| 102-00-36-6-0-10-00                 | GIFTS & DONATIONS                 | 29,266.00              | 29,266.00                    |                              |
|                                     | <b>TOTAL REVENUES</b>             | <b>10,408,975.53</b>   | <b>10,067,144.49</b>         | <b>341,831.04</b>            |
| Branding, Marketing, Communications |                                   |                        |                              |                              |
| 102-10-51-9-9-91-10                 | TRANSFER TO GENERAL FUND          | 906,540.32             | 906,540.32                   |                              |
| Community Policing                  |                                   |                        |                              |                              |
| 102-10-52-1-1-12-10                 | REGULAR SALARY                    | 43,133.88              | 43,133.88                    |                              |
| 102-10-52-1-1-14-10                 | OVERTIME                          | 399.84                 | 399.84                       |                              |
| 102-10-52-1-1-15-10                 | INCENTIVE PAY                     | 924.00                 | 924.00                       |                              |
| 102-10-52-1-1-21-10                 | FICA TAXES                        | 3,401.73               | 3,401.73                     |                              |
| 102-10-52-1-1-22-10                 | RETIREMENT                        | 5,778.30               | 5,778.30                     |                              |
| 102-10-52-1-1-23-10                 | LIFE & HEALTH INSURANCE           | 7,996.70               | 7,996.70                     |                              |
| 102-10-52-1-1-24-10                 | WORKERS' COMP                     | 4,202.02               | 4,202.02                     |                              |
| 102-10-52-1-3-52-10                 | OPERATING                         | 240.00                 | 240.00                       |                              |
| 102-10-52-1-6-64-10                 | CAPITAL OUTLAY                    | 101,858.48             | 101,858.48                   |                              |
| Economic Development Operations     |                                   |                        |                              |                              |
| 102-10-55-9-1-12-10                 | REGULAR SALARY                    | 222,203.66             | 222,203.66                   |                              |
| 102-10-55-9-1-15-10                 | INCENTIVE                         | 3,695.00               | 3,695.00                     |                              |
| 102-10-55-9-1-21-10                 | FICA TAXES                        | 17,711.09              | 17,711.09                    |                              |
| 102-10-55-9-1-22-10                 | RETIREMENT                        | 34,428.50              | 34,428.50                    |                              |
| 102-10-55-9-1-23-10                 | LIFE & HEALTH INSURANCE           | 39,709.24              | 39,709.24                    |                              |
| 102-10-55-9-1-24-10                 | WORKERS COMPENSATION              | 2,334.47               | 2,334.47                     |                              |
| 102-10-55-9-3-31-10                 | PROFESSIONAL SERVICES             | 94,825.92              | 94,825.92                    |                              |
| 102-10-55-9-3-32-10                 | ACCOUNTING/AUDITING               | 750.00                 | 750.00                       |                              |
| 102-10-55-9-3-40-10                 | TRAVEL & PER DIEM                 | 3,701.49               | 3,701.49                     |                              |
| 102-10-55-9-3-41-10                 | COMMUNICATIONS                    | 2,280.73               | 2,280.73                     |                              |
| 102-10-55-9-3-43-10                 | UTILITY SERVICES                  | 7,696.69               | 7,696.69                     |                              |
| 102-10-55-9-3-44-10                 | RENTALS & LEASES                  | 3,226.87               | 3,226.87                     |                              |
| 102-10-55-9-3-46-10                 | REPAIR MAINTENANCE SERV           | 74.82                  | 74.82                        |                              |
| 102-10-55-9-3-47-10                 | PRINTING & BINDING                | 104.00                 | 104.00                       |                              |
| 102-10-55-9-3-48-10                 | PROMOTIONAL ACTIVITIES            | 2,444.39               | 2,444.39                     |                              |
| 102-10-55-9-3-49-10                 | OTHER CURRENT CHARGES OB          | 16,571.57              | 16,571.57                    |                              |
| 102-10-55-9-3-49-30                 | LATIN EXPO                        | 14,836.31              | 14,836.31                    |                              |
| 102-10-55-9-3-51-10                 | OFFICE SUPPLIES                   | 1,164.90               | 1,164.90                     |                              |
| 102-10-55-9-3-52-10                 | OPERATING SUPPLIES                | 15,154.73              | 15,154.73                    |                              |
| 102-10-55-9-3-52-20                 | GAS & OIL                         | 3,181.57               | 3,181.57                     |                              |
| 102-10-55-9-3-52-30                 | UNIFORMS                          | 645.77                 | 645.77                       |                              |
| 102-10-55-9-3-54-10                 | BOOKS PUBS SUBS MEMS              | 4,629.22               | 4,629.22                     |                              |
| 102-10-55-9-3-55-10                 | TRAINING                          | 6,750.19               | 6,750.19                     |                              |
| 102-10-55-9-9-91-10                 | TRANSFER - DEBT SERVICE           | 1,836,212.71           | 1,836,212.71                 |                              |
| Parks & Streetscapes                |                                   |                        |                              |                              |
| 102-10-57-2-1-12-10                 | REGULAR SALARY                    | (2,315.78)             | (2,315.78)                   |                              |
| 102-10-57-2-1-12-10                 | REGULAR SALARY                    | (176.13)               | (176.13)                     |                              |
| 102-10-57-2-1-21-10                 | FICA TAXES                        | (291.58)               | (291.58)                     |                              |
| 102-10-57-2-1-22-10                 | RETIREMENT                        | 17,310.43              | 17,310.43                    |                              |
| 102-10-57-2-3-52-10                 | OPERATING SUPPLIES                | 476.22                 | 476.22                       |                              |
| 102-10-57-2-3-52-20                 | GAS & OIL                         | 4,029.00               | 4,029.00                     |                              |
| 102-10-57-2-6-62-10                 | BUILDINGS                         | 52,371.00              | 52,371.00                    |                              |
| 102-10-57-2-6-63-10                 | IMPROVEMENTS OTHER THAN BUILDINGS | 252,903.44             | 252,903.44                   |                              |
| 102-10-57-2-6-64-10                 | MACHINERY & EQUIPMENT             | 35,999.00              | 35,999.00                    |                              |
| 102-10-57-2-6-64-20                 | CAPITAL OUTLAY - TECH             | 13,887.95              | 13,887.95                    |                              |
| Lake Eva Banquet Hall               |                                   |                        |                              |                              |
| 102-10-57-5-1-12-10                 | REGULAR SALARIES & WAGES          | 177,828.71             | 177,828.71                   |                              |
| 102-10-57-5-1-14-10                 | OVERTIME                          | 5,642.83               | 5,642.83                     |                              |
| 102-10-57-5-1-15-10                 | INCENTIVE                         | 660.00                 | 660.00                       |                              |
| 102-10-57-5-1-21-10                 | FICA TAXES                        | 13,876.79              | 13,876.79                    |                              |
| 102-10-57-5-1-22-10                 | RETIREMENT CONTRIBUTIONS          | 23,008.86              | 23,008.86                    |                              |
| 102-10-57-5-1-23-10                 | LIFE & HEALTH INSURANCE           | 40,744.04              | 40,744.04                    |                              |
| 102-10-57-5-1-24-10                 | WORKERS' COMPENSATION             | 7,750.43               | 7,750.43                     |                              |
| 102-10-57-5-3-43-10                 | UTILITY SERVICES                  | 75,956.54              | 75,956.54                    |                              |
| 102-10-57-5-3-46-10                 | REPAIR & MAINTENANCE SERVICES     | 29,654.92              | 29,654.92                    |                              |
| District 328 (Previously 46)        |                                   |                        |                              |                              |
| 102-46-55-9-3-52-10                 | OPERATING                         | 30,453.26              | 30,453.26                    |                              |
| 102-46-55-9-3-52-11                 | ART & BEAUTIFICATION              | 4,854.64               | 4,854.64                     |                              |
| 102-46-55-9-6-63-10                 | IMPROVEMENTS                      | 52,533.21              | 52,533.21                    |                              |
| 102-46-55-9-6-63-12                 | WAYFINDING & GATEWAYS             | 8,016.90               | 8,016.90                     |                              |
| 102-46-55-9-6-64-10                 | CAPITAL OUTLAY                    | 47,444.50              | 47,444.50                    |                              |
| 102-46-55-9-8-82-10                 | GRANT & AIDE PROGRAM              | 553,525.69             | 553,525.69                   |                              |
| 102-46-55-9-8-82-11                 | DEVELOPMENT INCENTIVE             | 6,100.00               | 6,100.00                     |                              |
| District 327 (Previously 47)        |                                   |                        |                              |                              |
| 102-47-55-9-3-52-11                 | ART & BEAUTIFICATION              | 10,712.39              |                              | 10,712.39                    |
| 102-47-55-9-8-82-10                 | GRANT & AIDE PROGRAM              | 72,348.94              |                              | 72,348.94                    |
|                                     | <b>TOTAL EXPENSES</b>             | <b>4,944,115.31</b>    | <b>4,861,053.98</b>          | <b>83,061.33</b>             |
| <b>TOTAL PROFIT/LOSS</b>            |                                   | <b>\$ 5,464,860.22</b> | <b>5,206,090.51</b>          | <b>258,769.71</b>            |

**Haines City CRA**  
FS 163.387 Carryover Project Listing

| <b>District 328</b>        |  | <b>District 327</b>        |   |
|----------------------------|--|----------------------------|---|
| <b>Project Description</b> | <b>Amount</b>                                  | <b>Project Description</b> | <b>Amount</b>                             |
| Amendment #1               | Tennis Court Lights (81,300.00)                |                            |   |
| Amendment #1               | Lake Eva Playground (370,750.00)               |                            |   |
| Amendment #1               | Boomerang Park (280,000.00)                    |                            |   |
| Amendment #1               | Myers & Wiley Concessions (1,312,425.00)       |                            |   |
| Amendment #1               | Myers & Wiley Network Upgrade (5,000.00)       |                            |   |
| Amendment #1               | Gateway Signs (387,850.00)                     |                            |   |
| Amendment #1               | Marquee -17/92 (75,000.00)                     |                            |   |
| Amendment #1               | Peninsular Dr Sidewalk (170,000.00)            |                            |   |
| Amendment #1               | Main Street Sidewalk (130,000.00)              |                            |   |
| Amendment #1               | Beachfront Renovation Project (175,000.00)     |                            |   |
| Amendment #1               | Multimodal Sunrail Plan (250,000.00)           |                            |   |
| Amendment #1               | Railroad Park (200,000.00)                     |                            |   |
| Amendment #1               | Grace Ave Multi-Use Path (50,000.00)           |                            |   |
|                            | Amendment #1 Total (3,487,325.00)              | Amendment #1 Total         | -   |
| Amendment #2 - Proposed    | Tournament Complex Project (1,610,000.00)      | Amendment #2 - Proposed    | Marquee - Hinson (55,000.00)              |
| Amendment #2 - Proposed    | JJ Smith Aquatic Heater & Chiller (108,500.00) | Amendment #2 - Proposed    | Multimodal Facility Planning (203,500.00) |
|                            | Amendment #2 Total (1,718,500.00)              |                            | Amendment #2 Total (258,500.00)           |
|                            | (5,205,825.00)                                 |                            | (258,500.00)                              |
|                            | Remaining to be Assigned 265.51                |                            | Remaining to be Assigned 269.71           |

**Table: F.S. 163.387 Excess Reserve Allocation Summary as of September 30, 2024 (Unaudited)**

| <b>Fiscal Year</b>                     | <b>District 328</b>     | <b>Fiscal Year</b>                     | <b>District 327</b>  |
|--|-------------------------|--|----------------------|
| FY22                                   | \$ 5,787,527.90         | FY22                                   | \$ -                 |
| FY23                                   | 1,383,295.56            | FY23                                   | 204,535.06           |
| FY24                                   | 5,206,090.51            | FY24                                   | 258,769.71           |
| <b>Total</b>                           | <b>\$ 12,376,913.97</b> | <b>Total</b>                           | <b>\$ 463,304.77</b> |
| Statute Option (a) Give Back           | \$ -                    | Statute Option (a) Give Back           | \$ -                 |
| Statute Option (b) Reduce Current Debt | -                       | Statute Option (b) Reduce Current Debt | -                    |
| Statute Option (c) Reduce Future Debt  | 7,171,088.97            | Statute Option (c) Reduce Future Debt  | 304.77               |
| Statute Option (d) Specific Projects   | 6,161,834.53            | Statute Option (d) Specific Projects   | 463,000.00           |
| <b>Total</b>                           | <b>\$ 13,332,923.50</b> | <b>Total</b>                           | <b>\$ 463,304.77</b> |



# 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:** May 1, 2025

**Subject:** CRA Fiscal Year 2024-2025 Budget Amendment No. 2

### **Executive Summary**

Amend the fiscal year budget ending September 30, 2025 to assign excess funds per Florida Statute 163.387(7).

### **Introduction**

The intent of this item is to obtain CRA Board approval of the proposed Budget Amendment that will be presented as an Ordinance 25-2110 under the City Commission agenda.

### **Background**

This proposed budget amendment seeks to allocate excess funds from the Community Redevelopment Agency (CRA) in accordance with Florida Statute 163.387(7). Pursuant to this statute, any remaining funds in the CRA Trust Fund at the end of the fiscal year must be used for specific redevelopment purposes. This amendment ensures compliance with statutory requirements by allocating the excess funds to eligible redevelopment initiatives within the CRA district.

### **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 \$108,500 for District 328 and \$258,500 for District 327.

### **Recommendation**

Staff recommends CRA Board approval of the proposed carryover projects which are included in Ordinance 25-2110. 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 #2

| CRA     |             | 102-00-38-9-0-90-00 | UNDESIGNATED FUND BALANCE         | \$ | 3,769,860.00 | \$ | -                 | \$ | 367,000.00 | \$ | 4,136,860.00      |
|---------|-------------|---------------------|-----------------------------------|----|--------------|----|-------------------|----|------------|----|-------------------|
| Revenue |             |                     |                                   |    |              |    |                   |    |            |    |                   |
| Expense | Parks       | 102-10-57-2-6-63-10 |                                   |    |              |    |                   |    |            |    | 3,152,975.00      |
|         | Parks       | 102-10-57-2-6-63-10 | JJ Smith Aquatic Heater & Chiller |    | 3,044,475.00 |    | 108,500.00        |    |            |    | 108,500.00        |
|         | District 47 | 102-47-55-9-6-63-10 |                                   |    | -            |    | 108,500.00        |    |            |    | 258,500.00        |
|         | District 47 | 102-47-55-9-6-63-10 | Multimodal Facility Planning      |    |              |    | 203,500.00        |    |            |    | 203,500.00        |
|         | District 47 | 102-47-55-9-6-63-10 | Marquee - Hinson                  |    |              |    | 55,000.00         |    |            |    | 55,000.00         |
|         |             |                     | <b>CRA FUND TOTALS</b>            |    |              |    | <b>367,000.00</b> |    |            |    | <b>367,000.00</b> |

Justification:

To assign CRA Excess funds per Florida Statute 163.387(7)

Approved BY:

  
 City Manager  
 4/23/25  
 Date

  
 Finance Director  
 4/23/25  
 Date

## **ORDINANCE NO. 25-2110**

**AN ORDINANCE OF THE CITY OF HAINES CITY, FLORIDA; PERTAINING TO THE BUDGET; REALLOCATING AND REAPPROPRIATING MONIES FOR EXPENDITURES FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 19, 2024, the City of Haines City adopted Ordinance No. 24-2086 appropriating and allocating monies for the payment of municipal expenditures as designated in the Budget of Expenses adopted by the City for the fiscal year 2024-2025; and

**WHEREAS**, due to unanticipated municipal activities and additional revenues, it has become necessary to reallocate and reappropriate certain budgeted expenditures.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF HAINES CITY, FLORIDA:**

**Section 1. Reappropriated Revenue.** The revenue received by the City of Haines City, Florida, from the sources of revenue identified in Exhibit “A” and not otherwise allocated or pledged are hereby reappropriated and redesignated for the payment of expenditures incident to the operation of the said City in all governmental functions and capacities, as the same are designated, adjusted and set forth in the reallocation of funds for the fiscal year 2024-2025, attached hereto as Exhibit “A” and made part hereof by reference.

**Section 2. All Other Budget Expenses to Remain Unchanged.** All other provisions of Ordinance No. 24-2086, and the 2024-2025 budget of expenses which are



not in conflict with this or any part of this Ordinance shall remain unchanged and in full force and effect.

**Section 3. Repeal of Ordinances in Conflict.** All other ordinances of Haines City or portions thereof which conflict with this or any part of this Ordinance are hereby repealed.

**Section 4. Severability.** If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this Ordinance are hereby declared severable.

**Section 5. Effective Date.** This Ordinance shall become effective immediately upon its passage as a non-emergency ordinance at two scheduled meetings of the City Commission of the City of Haines City, upon its approval and adoption by said Commission, and when certified as to passage.

**PASSED AND ENACTED** by the City Commission of the City of Haines City, this 1st day of May 2025.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sharon Lauther, City Clerk

\_\_\_\_\_  
Omar Arroyo, Mayor-Commissioner

\_\_\_\_\_  
Fred Reilly, City Attorney

PASSED AND ENACTED by the City Commission of the City of Haines City, this 15th day of May 2024.

ATTEST:

APPROVED:

\_\_\_\_\_  
Sharon Lauther, City Clerk

\_\_\_\_\_  
Omar Arroyo, Mayor-Commissioner

\_\_\_\_\_  
Fred Reilly, City Attorney



# HAINES CITY

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## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Chair and Board Members

**Through:** James R. Elensky, City Manager

**From:** Brian Ross, CGCIO, Technology Management Director

**Date:** May 1, 2025

**Subject:** Marquee on US 17/92 – District 327 Carryover Project

### **Executive Summary**

Approval to purchase a marquee on US 17/92.

Staff Contact: Brian Ross, Technology Management Director

### **Introduction**

The intent of this item is to approve the purchase of a marquee for US 17/92.

### **Background**

The current marquee on US 17/92 in front of the old City Hall has informed citizens for over a decade. However, it is increasingly out of order and unable to display content. The components are old and no longer supported or easily available for repair.

The proposed replacement LED panels are a similar model to the one in use in front of the Oakland Community Center and will streamline programming for staff and provide a more consistent message across the City. The overall design of this sign matches that approved by the Board for the City's gateway signs with the exception of the central area being replaced with the LED display.

The City is a member of the Equalis Group Master Intergovernmental Cooperative Purchasing Agreement, which has awarded a contract to Cypress Signs for which the City wishes to piggyback.

### **Organizational Goal(s)**

Technology: Utilize technology to enhance public services.

**Budget Impact**

The budget impact is \$48,118.50 and included in the budget for fiscal year 2025.

**Recommendation**

Staff recommends approval to contract with Cypress Signs to replace the marquee on US 17/92.

7'-3" LED cabinet  
7'-0" LED active area

3'-5" LED cabinet  
3'-0" LED active area



Project: City of Haines City  
Address: Haines City  
File: 3 x 7 LED  
Contact: Brian Ross  
Phone: 863-421-9984  
Designer: da  
Date: 11/11/24  
Scale: 3/8"=1'

Customer Approval

Date

This artwork is the property of Cypress Signs. Copying, redistributing or reproduction is strictly prohibited by federal law and could result in design fees up to \$1000.00 © All Rights Reserved.



File #E212431  
UL 48 Electrical Sign

# Cypress Signs

160 Spirit Lake Road  
Winter Haven, FL 33880-1242  
Ph: 863-294-1683 USA Fax: 863-293-4614

| Proposal Submitted To:  | Job Location:   | Date:        |
|---|---|--------------|
| City of Haines City<br>620 E. Main Street<br>Haines City, FL 33844<br>USA | City of Haines City<br>620 E. Main Street<br>Haines City, FL 33844<br>USA | Dec 10, 2024 |
|   |   | Quote:       |
|   |   | 9377         |
|   |   | Page: 1      |

| Customer ID         | Good Thru                 | Payment Terms      | Sales Contact |
|---------------------|---------------------------|--------------------|---------------|
| City of Haines City | 1/9/25                    | Net 10 Days        | MJ            |
| Customer Contact    | Email                     | Phone              |               |
| Brian Ross          | brian.ross@hainescity.com | 863-421-9984 x5984 |               |

| Qty  | Description   | Amount    |
|------|---|-----------|
|      | CYPRESS SIGNS IS NOT RESPONSIBLE FOR RUNNING ELECTRICAL WIRING TO SIGN LOCATION. THERE MUST BE PRIMARY WIRING WITHIN 5' OF SIGN LOCATION FOR CONNECTING SIGNS.    |           |
|      | COLOR 10MM LED Message Center: Watchfire. Cabinet size: 3'-5" x 7'-3"; Active area: 3' x 7'. Computer not included. Must have minimum of XP, Vista, or Windows 7. |           |
|      | *5 YEAR PARTS & LABOR WARRANTY INCLUDED.  |           |
|      | *ON SITE PRODUCT TRAINING & SOFTWARE INSTALLATION INCLUDED.   |           |
|      | *LIFE OF SIGN BROADBAND FEES INCLUDED.  |           |
|      | Electrical Service: 120 Volt, 13 amps per face / 26 amps total Single Phase Service.  |           |
| 1.00 | Fabricate and install double sided Welcome sign with 3' x 7' 10mm Watchfire color led digital display   | 46,568.50 |
| 1.00 | Engineering fee   | 250.00    |
| 1.00 | Estimated permit fee  | 1,000.00  |
| 1.00 | Permit acquisition fee  | 250.00    |
| 1.00 | Notice of Commencement  | 50.00     |

**50% Deposit Required To Proceed**  
**3% Surcharge For Credit Card Payments**

We Propose hereby to furnish material and labor complete in accordance with the above specifications

|              |                  |
|--------------|------------------|
| Subtotal     | 48,118.50        |
| Sales Tax    |                  |
| <b>TOTAL</b> | <b>48,118.50</b> |

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. The above work and material remain property of Cypress Signs until PAID IN FULL. Cypress Signs reserves the right of ingress and egress, including the right to remove signs and material described above from the property in the event of default of the contract. All payments on any account, bill or invoice are due upon receipt of the billing. Any account, bill or invoice not paid within 10 days of the billing date will be charged a 1-1/2% (annual percentage rate 18%) on the unpaid monthly balance. In connection with the collection of any overdue balance or with a litigation arising out of the contract. Cypress Signs shall be entitled to recover all costs incurred including a reasonable attorney's fee.

**Customer Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Cypress Signs authorized to do the work specified. Payment will be made as outlined above.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Drivers Lic # or Fed ID# \_\_\_\_\_

Signature: \_\_\_\_\_



# HAINES CITY

WWW.HAINESCITY.COM

## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Chairman and CRA Board Members

**Through:** James R. Elensky, City Manager

**From:** Terrell Griffin, Parks and Recreation Director

**Date:** May 1, 2025

**Subject:** Request to Purchase a Geothermal Heater/Chiller System for the Janet J. Smith Aquatic Facility

### **Executive Summary**

Purchase of a Geothermal Heater/Chiller system for the Janet J. Smith Aquatic Facility.

Staff Contact: Terrell Griffin, Parks and Recreation Director

### **Introduction**

The intent of this item is to request approval to purchase a Geothermal Heater/Chiller system for the Janet J. Smith Aquatic Facility.

### **Background**

Please note that this is a non-budgeted request.

With the addition of a geothermal heater/chiller system, the Aquatics Division will be able to expand their program offerings, including additional swim lessons, expansion of the Senior Swim program, open swim opportunities, and offer an extended season for other programs.

The system being purchased is the same system that was installed at the Lake Eva Aquatic Center.

The geothermal system is being purchased via a sole/single source. On November 22, 2023, a Notice of Intent to Sole Source was posted via Demand Star under single source number 23-13, in reference to Florida Statute 287.057(3)(c).

Florida Statute 287.057(3)(c) references the following: Commodities or contractual services available only from a single source may be excepted from the competitive-solicitation requirements. If an agency believes that commodities or contractual services are available only from a single source, the agency shall electronically post a description of the commodities or contractual services sought for at least 15 business



days.” The Notice of Intent to Sole Source closed on December 15, 2023 at 2 PM and there were no written statements from any other contractors/vendors indicating that they could provide products specified within the Notice of Intent to Sole Source. All statutory obligations have been met.

**Organizational Goal(s)**

Quality of Life: Create an environment that enhances the quality of life and benefits the community culturally, recreationally and economically.

**Budget Impact**

The budget impact for fiscal year 2024/2025 is \$110,162.

**Recommendation**

Staff recommends the purchase of a geothermal heater/chiller system for the Janet J. Smith Aquatic Facility.



# Symbiont Service Corp.

**Go Green • Go GeoThermal**

4372 North Access Road, Englewood, Florida 34224  
941.474.9306 • 800.881.4328 • Fax 941.473.9306  
GeoThermalFlorida.com • Info@SymbiontService.com

**Pool Heating • Air Conditioning**

*"One Company, One Call, Complete Comfort!"*



## POOL/SPA HEATING/COOLING PROPOSAL

Lic #: CAC035549 • EC0002946  
CBC1258380 • CPC1456477

Proposal Submitted To:

**City of Haines City Parks & Recreation  
620 E. Main St.  
Haines City, Florida 33844  
863-421-3700**

Job Name:

Date: **April 10, 2025**

**Janet J Smith Aquatic Facility  
1900 N. 10th Street  
Haines City, Florida 33844**

We hereby submit specifications and estimates for:

***This system is designed for the use of a blanket at night***

1 Symbiont Model PH300BRGSWPA GeoThermal Pool Heat/Cool Unit  
Includes titanium condenser and evaporator heat exchangers

Source Water: Well Water

2 5" x Aquifer Wells, including Well Permits

1 Pump Installation

Well water trenching, piping, backfill & install PoolSync WiFi Controller and booster

Electric: Pull new wire through existing conduit, if adequate,  
upgrade pool equipment panel, and wire equipment

*Price is contingent upon the use of the existing 2.5" conduit for the pool equipment*

Complete\* installation including controlling digital thermostat.

**\$ 110,162.00**

\* Local permits additional as required.

### Manufacturer's Limited Warranty:

One year Symbiont Service Corp. all parts and labor on the installation.

Five year manufacturer's labor on the Symbiont unit.

Seven year manufacturer's all parts only on the Symbiont unit.

Lifetime parts on titanium tube portion of the condenser and evaporator heat exchangers.

*Not responsible for any damage to private or public unmarked underground lines, or repairs of landscape,  
painted or finished surfaces. All work done to code. All current discounts and promotions have been applied.*

The labor, material and equipment required for this job will be furnished by Symbiont Service Corporation ("Symbiont") for a total of:  
**One hundred ten thousand one hundred sixty-two dollars and no/100 ----- \$110,162.00**  
**\$33,049.00 Deposit With Order – Monthly Progressive Billing**

Any alteration or deviation from the above scope of work involving extra costs will become an extra charge in addition to the quoted price based on time and materials pricing. Symbiont Service maintains all required insurances, certificates are available upon request. This contract consists of this proposal as well as the terms and conditions, all documents and exhibits referenced therein and the Limited Workmanship Warranty, all of which are hereby incorporated by reference. This proposal will be subject to withdrawal if not accepted in 30 days. Please make checks payable to "Symbiont Service Corporation".

**I HAVE READ AND UNDERSTAND THIS PROPOSAL, THE TERMS AND CONDITIONS AND ALL DOCUMENTS AND EXHIBITS REFERENCED THEREIN AND AGREE TO BE BOUND BY THEIR TERMS.**

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications and conditions are satisfactory and are hereby accepted. Symbiont is authorized to do the work as specified. By signing below, Customer acknowledges that Customer is the owner of the property where work is to be performed.

Customer: \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Respectfully submitted,**

**SYMBIONT SERVICE CORPORATION**

By: Patrick M. Morse

## TERMS AND CONDITIONS

1. This proposal is subject to change without notice and is automatically withdrawn on the 30<sup>th</sup> day following its date of issue if not accepted in writing and a copy of this proposal returned to **Symbiont Service Corporation** ("Contractor"). If Customer cancels the Agreement prior to the start of work, Customer shall be liable for 10% of the total Agreement price as liquidated damages, because Contractor is unable to accurately measure its damages for the cancellation of the Agreement. Customer and Contractor agree that this amount is not a penalty. Contractor reserves the right to withdraw this proposal at any time prior to its acceptance or cancel this Agreement prior to the start of the work to be performed in the event the cost to complete the work varies from the initial standard pricing due to a typographical or mathematical error. As used in this Agreement, (a) the word "or" is not exclusive, (b) the word "including" is always without limitation, (c) "days" means calendar days and (c) singular words include plural and vice versa. Customer shall allow Contractor to post its sign and advertise at the project location during construction.
2. Customer agrees to provide Contractor with adequate access to electricity and other utilities as needed, the work site, and the work area adjacent to the structure. Contractor is not liable and Customer is solely liable for work installed by any person other than Contractor, unless otherwise specified by Contractor in this Agreement.
3. Contractor will not perform service, warranty and/or punch list work if Customer fails to timely pay Contractor, and Contractor may cease all work or terminate the Agreement if Customer fails to timely pay Contractor. Contractor customarily requires a deposit of 30% upon acceptance of the proposal. Customer agrees to pay interest of 1 1/2 % per month (ANNUAL PERCENTAGE RATE OF 18%), unless otherwise required by law, on the balance of any unpaid amounts. Payments received shall be applied first to interest on all outstanding invoices and then to the principal amount of the oldest outstanding invoices.
4. **Materials Price Increase:** When the price for any item of materials to be used on the Project increases five percent (5%) or more between Contract signing and materials purchase, Customer shall pay to Contractor, on request, all sums by which the cost to Contractor for any materials item has increased beyond 5%, as demonstrated by Contractor. This includes but is not limited to price increases in metal and PVC, materials, fuel, manufactured products and equipment.
5. Should concealed or unknown conditions be at variance with conditions indicated in the description of the work to be performed from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement, the Agreement price shall be equitably adjusted upon notice thereof from the Contractor to the Customer. Contractor will submit written documentation of the increased charges to the Customer.
6. In the event that Federal, state, county, or municipal codes, regulations or permitting authorities require work not expressly set forth in this Agreement or differ materially from that generally recognized as inherent in work provided for in this Agreement, Customer shall pay for all extra costs incurred by Contractor in addition to the contract price.
7. Contractor is not responsible for any damage to private or public unmarked underground lines, or repairs of landscape, painted or finished surfaces.
8. This Agreement shall be governed by the laws of the State of Florida. Venue of any dispute arising out of this Agreement shall be in the county where the work is being performed unless the parties hereto mutually agree otherwise. Should Contractor employ an attorney to institute litigation or arbitration to enforce any of the provisions hereof, to protect its interest in any matter arising out of or related to this Agreement, the Prevailing Party shall be entitled to recover all of its attorney's fees, costs and expenses incurred therein, including attorney's fees, costs, and expenses incurred at mediation, administrative, appellate or bankruptcy proceedings.
9. **WAIVER OF JURY TRIAL. THE PARTIES KNOWINGLY, VOLUNTARILY, IRREVOCABLY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION ARISING OUT OF OR PERTAINING TO THE AGREEMENT, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PERSON OR PARTY RELATED TO THIS AGREEMENT; THIS IRREVOCABLE WAIVER OF THE RIGHT TO A JURY TRIAL BEING A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER INTO THIS AGREEMENT.**
10. Unless otherwise provided: **THERE ARE NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** All warranties provided by Contractor shall be deemed null and void if Customer fails to adhere to the payment terms. All warranties are non-transferable, unless otherwise agreed to by Customer and Contractor in writing. Any express warranty provided, if any, by Contractor is the sole and exclusive remedy for alleged construction defects, in lieu of all other remedies, implied or statutory.
11. **Contractor makes no warranty of the cost-savings or efficiency of any of its systems. Customer understands that any cost-savings or efficiency effect of geothermal pool heating and air conditioning is dependent on multiple factors that are not within Contractor's control.**
12. In no event, whether based on contract, warranty (express or implied), tort, federal or state statute or otherwise arising from or relating to the work and services performed under the Agreement, shall Contractor be liable for special, consequential, or indirect damages, including loss of use, loss of profits, or actions by third parties.
13. Unless otherwise specified, there is no specific completion date. However, Contractor will perform the work hereunder within a reasonable time and in a workmanlike manner. Contractor shall not be liable for any damages, and Customer waives all damages associated with delays in the completion of the work due to permitting or inspection issues, delays in obtaining materials or the transportation of materials, or delays caused by Customer or any person other than Contractor. Payment to Contractor is an absolute and independent obligation, and Customer shall not withhold any part of the Agreement amount for which payment is due under the Agreement as retainage or on account of alleged charge backs or set offs unless previously authorized by Contractor in writing. The total Agreement price, including the charges for changes/extras, shall be payable to Contractor in accordance with the agreed upon terms.
14. Contractor shall not be liable for any damage, whether actual or consequential, or claim arising out of or relating to Acts of God, accidents, civil disturbances, fires, weather conditions, strikes, war or other causes beyond Contractor's reasonable control. It is understood that the Customer maintains all necessary insurances for the property.
15. It is Customer's duty to notify Contractor in writing within 7 days of the occurrence of any claim, defect, default or deficiency arising out of work, services or materials provided by Contractor under this Agreement ("Occurrence"). Failure of the Customer to provide written notice of the Occurrence shall result in the Customer waiving all claims that may be brought against Contractor arising out of or relating to the Occurrence, including claims arising in law, equity, contract, warranty (express or implied), tort or federal or state statutory claims. Upon notification, Customer shall provide Contractor with a reasonable time of not less than 10 business days to cure or correct the Occurrence before terminating the Agreement, hiring a replacement contractor or taking any adverse or legal action against Contractor. Under this agreement, notice is proper if served on an officer of Symbiont and an officer of Customer or Customer individually.
16. The actual start-up and balance of the equipment will be completed upon satisfactorily passing all permitting inspections and completion of electrical supply provided by the power company. **Your final payment is due the day of equipment start-up.** Any additional charges for permits may be billed to you separately.
17. Within a week of completion and start-up a Symbiont Service representative will perform a walk-through inspection with your Management and/or Maintenance staff to verify that your new System is in working order, and to answer any questions or concerns that you may have. If needed, we will also create a punch list of items needing correction which will be signed by the parties and will include an estimated completion date for each item. The existence of a punch list does not and shall not constitute a basis for delaying any payment including final payment if all other conditions for final payment have been satisfied. Customer acknowledges that the punch list is to include only those items that are required pursuant to the contract, but which have yet to be completed at the time of the walk-through inspection. Only one punch list shall be prepared for the Project. Extra or additional work that is outside the terms of the written contract will not be considered punch list items.
18. Each provision of the Agreement shall be construed as if both parties mutually drafted this Agreement. If a provision of this Agreement (or the application of it) is held by a court or arbitrator to be invalid or unenforceable, that provision will be deemed separable from the remaining provisions of the Agreement, will be reformed/enforced to the extent that it is valid and enforceable, and will not affect the validity or interpretation of the other provisions or the application of that provision to a person or circumstance to which it is valid and enforceable. This Agreement records the entire agreement of the parties and supersedes any previous or contemporaneous agreement, understanding, or representation, oral or written, by the parties. All documents/exhibits referred to in this Agreement are an integral part of the Agreement and are incorporated by reference. This Agreement incorporates the documents entitled "Limited Workmanship Warranty" and "Statutory Warnings." Customer acknowledges that it has read/agreed to all incorporated documents and exhibits.

Customer Initials: \_\_\_\_\_

Contractor Initials:   2.M.



# HAINES CITY

WWW.HAINESCITY.COM

## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Chairman and CRA Board Members

**Through:** James R. Elensky, City Manager

**From:** Terrell Griffin, Parks and Recreation Director

**Date:** May 1, 2025

**Subject:** 32-Acre Park Master Plan Update and Change Order Request

### **Executive Summary**

Approve updated Master Plan and Change Order.

Staff Contact: Terrell Griffin, Parks and Recreation Director

### **Introduction**

The intent of this item is to seek approval to move forward with the updated 32-Acre Park Master Plan and change order request.

### **Background**

The City of Haines City owns approximately 31.71 acres located along Melbourne Ave., on the southside of the Larry Parrish Baseball Complex. The project will address several needs including additional diamond fields (four), multipurpose fields (two), a splash pad, a playground, two (2) full size basketball courts, three (3) tennis/pickleball courts and a volleyball court.

The initial approved project Scope of Services with Pennoni included baseball/softball and soccer fields only. Based on direction/feedback from the Commission, the 32-acre Park Master Plan has been updated to reflect said changes. As a result of the initial Scope of Services changing, there are associated cost to make revisions and to address the additional engineering services.

### **Organizational Goal(s)**

Quality of Life: Create an environment that enhances the quality of life and benefits the community culturally, recreationally and economically.

### **Budget Impact**

The budget impact for fiscal year 24/25 is \$134, 440 and budgeted in the CRA department.



**Recommendation**

Staff recommends approval of the updated 32-acre Park Master Plan and change order request.

December 18, 2024

Proposal No. HACIX21004

Mr. Terrell Griffin, Parks and Recreation Director  
City of Haines City  
555 Ledwith Ave  
Haines City, Florida 33844

**RE: ADDENDUM 2 to PROJECT AGREEMENT 21-04 – LARRY PARRISH PARK**

Dear Mr. Griffin:

We are pleased to submit two (2) copies of Addendum 2 to Agreement 21-04 to the City to provide additional consulting engineering services for the referenced Project. This Agreement describes our scope of services to assist the City with providing additional design services (due to the expanded Project scope) for this important Project.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call me if you have any questions. We sincerely appreciate the opportunity to assist the City of Haines City with this important Project.

Sincerely  
**Pennoni**



Steven L. Elias, P.E.  
Associate Vice President



C. Wayne Sweikert  
Project Manager



## PROJECT AGREEMENT 21-04

by and Between

CITY OF HAINES CITY – and – PENNONI ASSOCIATES

Project

LARRY PARRISH PARK

- 1.0 GENERAL:** This is Addendum 2 to Project Agreement 21-04 between the City of Haines City (City, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni).
- 2.0 EMPLOYMENT:** The City hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by City as set forth herein. In the performance of its duties under this Proposal, Pennoni will exercise that degree of skill and learning ordinarily exercised by other design professionals practicing in the same general area and under similar circumstances.
- 3.0 PROJECT BACKGROUND AND DESCRIPTION:** The City originally contracted with Pennoni to design and permit the Larry Parrish Park a Sports Park based on the City-approved concept plan (Figure 1) , which was originally to incorporate on-street parking, three (3) three hundred foot (300') lighted Baseball Fields with Dugouts, two (2) lighted Soccer Fields, one (1) smaller multi-purpose field, one (1) small multi-purpose/Soccer Field, a one-story Concession/Restroom Building, a separate one-story Restroom Building, a Pavilion/Playground Area, Woodland Boardwalk/Walking Path, a single pedestrian bridge, Parking Lots, a Festival/Event Street with perimeter parking, and area lighting.



FIGURE 1 - Original Project Master Plan

As a result of the site/environmental findings discovered during the preliminary engineering phase, along with City direction to modify/add Project elements beyond what was included in the previous Commission-approved site master plan, the Project master plan was revised (Figure 2) and additional design and permitting efforts will be required beyond what was authorized by the City Commission. For reference purposes, the opinion of probable construction costs for the updated project scope is estimated to have increased from approximately \$25 million (2022 dollars) to \$32.7 million (2024 dollars) plus 15% (\$4.9 million) being recommended to be budgeted for contingency. Additional project elements to be designed and permitted include, but are not limited to the following:

- Three (3) sport courts (tennis/pickleball)
- Two (2) basketball courts
- Additional baseball-field
- Splash pad and associated water collection treatment/recycle system
- One additional restroom facility
- Hillside playground area
- Terrace seat walls
- Artificial turf fields
- Maintenance and storage building
- Splash pad/restroom combination building
- Pedestrian gateway structure
- Additional trails/site lighting
- Fiber Optic system design and integration
- Additional hardscape, paving, and parking improvements



**FIGURE 2 – Revised Project Master Plan (December 2024)**

**4.0 PURPOSE:** The purpose of this Agreement is to authorize Pennoni to provide the additional services described in Section 5.0 herein for the fee described in Section 6.0 herein.

**5.0 SCOPE OF WORK:** Pennoni will provide, or obtain from others, professional land surveying, professional engineering, landscape architecture, building architectural, geotechnical, environmental, permitting, bidding, transportation, structural, and electrical design services for this Project. Pennoni's services will include serving as the City's engineering representative for the Project, providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Agreement or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's scope of work for this Project.

**5.1 Preliminary Engineering Phase:**

- 5.1.1** Meet with City staff to discuss site and environmental constraints and need to modify previously approved master plan, along with desire to integrate additional project elements beyond what was included in the approved March 2023 site master plan.
- 5.1.2** Develop multiple revised concept plans alternates, review with client, and modify as required to obtain final approval for revised Project Master plan. Alternates considered included, but were not limited to: revising Melbourne Avenue alignment thru project, revising parking layout, and revised field layouts to accommodate steep grading, newly defined wetlands/flood plain boundaries, and desire to include more athletic fields. Revised site master plan (Figure 2) will now be the basis of final design.
- 5.1.3** Traffic Study: Based on input from City staff and their traffic study consultant, regional traffic improvements are not envisioned and therefore completing the remaining traffic study services is not warranted and will be discontinued to reduce Project costs and help fund other design efforts.

**5.2 Design Phase:**

- 5.2.1** Landscape architecture and Hardscape: Pennoni and our landscape architect sub-consultant will provide additional design services associated with the additional athletic fields, splash pad, pedestrian trails, and related improvements.
- 5.2.2** Architectural, Structural, and MEP Design: Pennoni and our architectural subconsultant will provide professional architectural, structural engineering, electrical engineering, mechanical, and plumbing engineering services to prepare design and bidding documents for the following additional facilities:
  - A. Maintenance and storage building with restroom (approx. 2,800 SF); and
  - B. Park Entrance monument.



**5.2.3 Electrical Design:** Pennoni will prepare electrical design plans to accommodate the additional pedestrian trails, water fountains, maintenance/storage facility, and splash pad.

**5.2.4 Site/Civil Design:** Pennoni will prepare additional grading, drainage, and stormwater management improvements to accommodate revised Project master plan including splash pad, parking/paving additions, hillside playground, etc. In addition, Pennoni will design additional utilities (bathrooms, etc.) and the required recycle/treatment system associated with the proposed splash pad.

**5.2.5 Site Structural Design:** Pennoni will provide structural design and supporting documentation, details, and delegated engineer performance requirements (as applicable) for additional pedestrian bridge, park entrance monument.

## **5.2 Permitting Phase:**

**5.2.1 PCHD-FDEP - Water Treatment System Permit:** Pennoni will prepare and submit an application to FDEP for approval of a water treatment system to serve the proposed splash pad.

**5.2.2 Polk County R/W Permit:** N/A – City advised existing conduit crosses Johnson Avenue and assumes it can be used to serve fiber on north side of Johnson Ave.

## **5.3 Exclusions: No Changes**

## **6.0 PENNONI'S COMPENSATION**

**6.1** Our lump sum fees, excluding reimbursable costs, to provide the above-described additional services are summarized below.

### Preliminary Engineering Phase:

|                                |                    |
|--------------------------------|--------------------|
| Landscape Concept Design ..... | \$14,300           |
| Traffic Study .....            | (see deduct below) |
| Preliminary Engineering .....  | <u>\$5,000</u>     |

**Preliminary Engineering Phase Total = \$19,300**

### Design Phase:

|  |                 |
|--|-----------------|
| Landscape Architecture and Hardscape ..... | \$40,800        |
| Architectural Design.....                  | \$45,000        |
| Electrical Design .....                    | \$9,500         |
| Structural Design.....                     | \$8,000         |
| Fiber Design .....                         | \$12,000        |
| Site/Civil and Utilities Design .....      | <u>\$46,000</u> |

**Design Phase Total = \$161,300**

Permitting Phase: .....\$5,000  
Sub-Total .....\$185,600  
Apply approved Additional Services allowance (Section 5.5 of original agreement) ..... (-\$30,000)  
Traffic Study deduct ..... (\$21,160)  
Grand Total (net).....\$134,440

6.2 Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work in accordance with our current Schedule of Hourly Rates and Reimbursable Costs.

6.3 It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the City's written approval.

7.0 CITY'S RESPONSIBILITIES: No changes

8.0 OTHER MATTERS: No changes

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the

\_\_\_\_\_ of \_\_\_\_\_ 2024.  
(Day) (Month)

CITY OF HAINES CITY

\_\_\_\_\_  
Attest, City Clerk

\_\_\_\_\_  
Mayor, City of Haines City

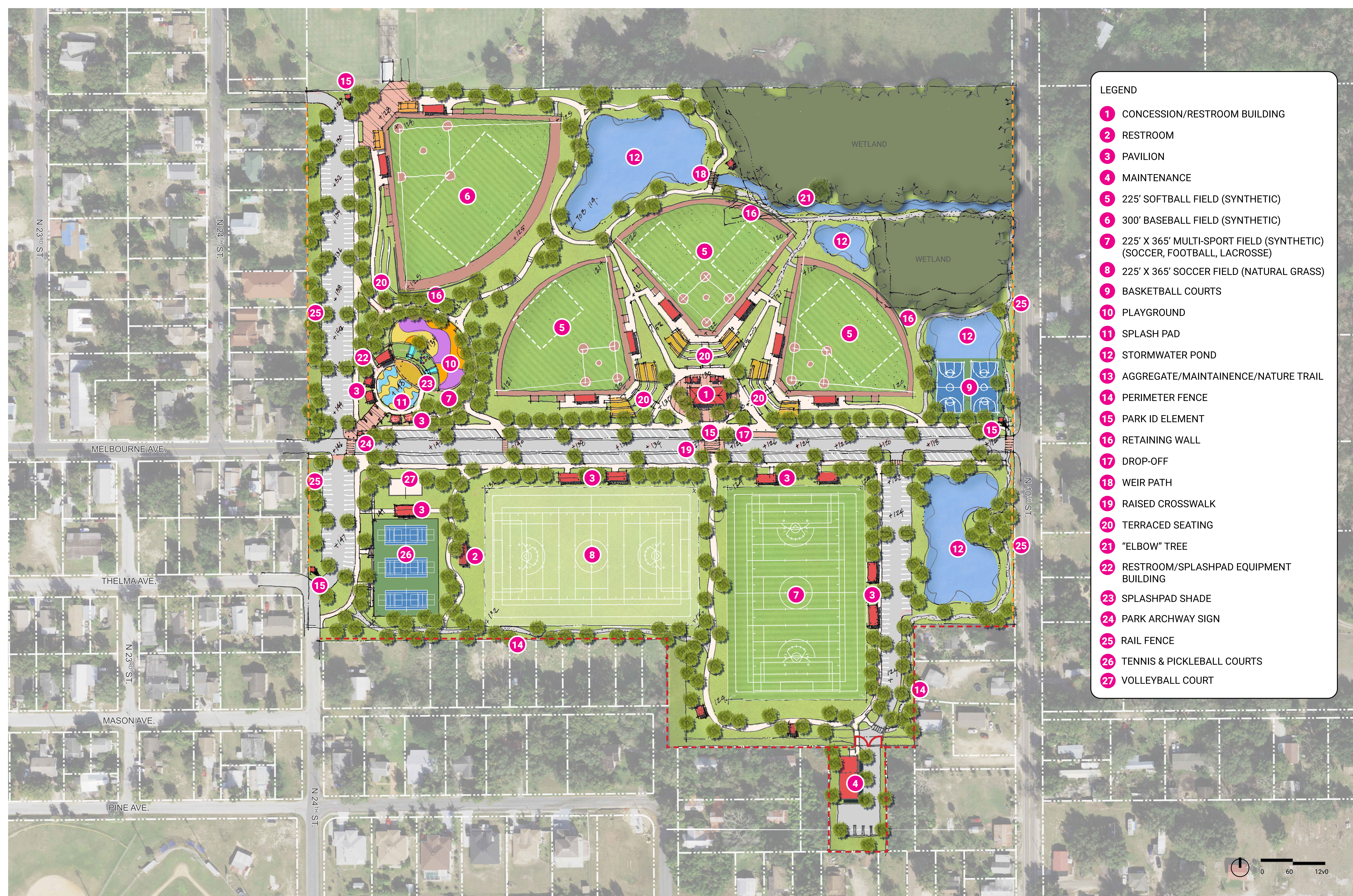
PENNONI ASSOCIATES INC.



BY: \_\_\_\_\_  
Steven Elias, P.E., Associate Vice President

DATE: 12/18/24  
\_\_\_\_\_





# LARRY PARRISH PARK | Master Plan Concept

Haines City, FL  
1.16.2025

