

Invoice

Bill to:

City of Haines City - General

James Elensky, City Manager
 620 East Main Street
 Haines City, FL 33844

Invoice #:	0000178
Date:	11/12/2024
Amount due:	16468.00
Terms of payment:	

Here goes text above the list of items.

Item	Description	Qty	Unit cost	Price
Time log	10/1/2024, General, City Commission meeting: Participated in City Commission meeting at City Hall;	2.42	200.00	484.00
Time log	10/1/2024, General, Correspondence: Telecom from Ted Adkins re: review of Comparison of Original and Draft Infrastructure Agreements; Drafted email to City staff re: review of Comparison and next steps;	0.23	200.00	46.00
Time log	10/1/2024, General, Correspondence: Reviewed email from Bobbie Henley re: Bond information for Hamilton Bluffs; Reviewed Section 13.5.5 of the Land Development Regulations; Drafted email to Richard Greenwood, Ted Adkiins, and April Brown re: interpretation of Section 13.5.5;	0.40	200.00	80.00
Time log	10/1/2024, General, Reviewed document(s): Reviewed email from Commissioner Morris West re: Polk and Manatee Ordinances related to smoking and vaping in park areas; Telecom to Morris West;	0.42	200.00	84.00
Time log	10/1/2024, General, Reviewed document(s): Reviewed Agenda Items in preparation for City Commission meeting and Attorney Report comments;	0.42	200.00	84.00
Time log	10/2/2024, General, Correspondence: Reviewed email from Attorney Patrice Scott re: meeting;	0.03	200.00	6.00
Time log	10/2/2024, General, Correspondence: Reviewed email from Omar DeJesus re: merit increases for City Manager and City Clerk;	0.05	200.00	10.00
Time log	10/2/2024, General, Correspondence: Reviewed email from Attorney Travis Hearne re: Voluntary Annexation Agreement; Drafted reply email;	0.10	200.00	20.00
Time log	10/2/2024, General, Drafted document(s): Reviewed email from Loyd Stewart and text changes to Alcohol Ordinance; Highlighted recommended revisions to text changes; Telecom to Ted Adkins re: text changes and discussed application of Section 13.5.5 of the Land Development Regulations; Drafted email to Richard Greenwood, Ted Adkins and April Brown re: application of Section 13.5.5;	3.13	200.00	626.00
Time log	10/2/2024, General, Drafted document(s): Drafted Ordinance concerning no smoking in City Parks;	1.17	200.00	234.00
Time log	10/2/2024, General, Telecom: Telecom from Commissioner Kim Downing;	0.65	200.00	130.00
Time log	10/3/2024, General, Drafted document(s): Two (2) telecons to Ted Adkins re: draft Food Truck Ordinance; Drafted revisions to Food Truck Ordinance; Drafted two (2) emails to City staff re: draft Food Truck Ordinance and comments concerning issues raised by Steve Shifley;	4.28	200.00	856.00

Item	Description	Qty	Unit cost	Price
Time log	10/3/2024, General, Telecom: Reviewed email from Omar DeJesus re: employee compensation issues; Telecom from Omar DeJesus re: employee compensation issues and preparation of Agenda Item;	0.27	200.00	54.00
Time log	10/3/2024, General, Telecom: Telecoms from Rennie Heath and to Ted Adkins re: surety bond issue;	0.12	200.00	24.00
Time log	10/4/2024, General, Correspondence: Reviewed email from Pete Chichetto re: subdivision surety bond; Telecoms from/to Pete Chichetto; Telecom to April Brown re: subdivision surety bond; Telecom to Caren Bone at Polk County School Board General Counsel's office; Drafted email to Caren Bone re: Resolution needed from School Board;	0.72	200.00	144.00
Time log	10/4/2024, General, Correspondence: Reviewed email from Attorney Mark Mangen re: recorded final plat and Quit Claim Deed for lift station for Scenic Terrace North; Drafted email to James Keene; Drafted reply email to Mark Mangen;	0.20	200.00	40.00
Time log	10/4/2024, General, Correspondence: Reviewed email from Omar DeJesus and Greg Goreck re: Flock Safety;	0.10	200.00	20.00
Time log	10/4/2024, General, Correspondence: Reviewed email from Amy Hembree re: Third Amended Petition to Establish White Clay; Drafted Agenda Item; Drafted email to Amy Hembree re: Agenda Item; Telecoms to/from Sharon Lauther re: hearing dates;	0.75	200.00	150.00
Time log	10/4/2024, General, Drafted document(s): Drafted Agenda Item and Resolution for Scenic Terrace North lift station Quit Claim Deed;	0.92	200.00	184.00
Time log	10/4/2024, General, Reviewed document(s): Reviewed email from Steve Shifley re: Food Truck Ordinance; Drafted revisions to Food Truck Ordinance;	0.13	200.00	26.00
Time log	10/4/2024, General, Reviewed document(s): Reviewed email from Erica Sanchez and letter from State Attorney Brian Haas re: status of case; Drafted email to Greg Goreck, Jay Hopwood and Gabriel Garcia re: status of case;	0.23	200.00	46.00
Time log	10/4/2024, General, Telecom: Telecom from Amy Hembree re: coordination for Amendment to White Clay Community Development District;	0.07	200.00	14.00
Time log	10/4/2024, General, Telecom: Telecom from Attorney Mark Lawson re: title policy and outstanding liens; Also discussed prospective Quit Claim Deed;	0.25	200.00	50.00
Time log	10/6/2024, General, Drafted document(s): Drafted Agenda Item and Resolution re: Hurricane Milton state of emergency; Drafted Agenda Item and Resolution re: Hurricane Milton clean-up/FEMA reimbursement; Drafted email to City staff re: review of draft documents;	1.75	200.00	350.00
Time log	10/6/2024, General, Telecom: Conference call from James Elensky, Loyd Stewart, Rick Sloan, James Keene and Terrell Griffin re: Hurricane Milton;	0.93	200.00	186.00
Time log	10/7/2024, General, Correspondence: Reviewed email from Caren Bone at School Board re: Massee Road ROW;	0.03	200.00	6.00
Time log	10/7/2024, General, Reviewed document(s): Reviewed Agenda Item for Large Scale Land Use Amendment for RWS Ranch Property;	0.23	200.00	46.00
Time log	10/7/2024, General, Telecom: Telecoms from/to Sharon Lauther re: employee issue;	0.25	200.00	50.00
Time log	10/8/2024, General, Reviewed document(s): Reviewed Agenda Item for Park Place Retail Final Plat; Reviewed Agenda Item for Straughn Trout Additional Services Proposal Amendment; Reviewed Agenda Item for Land Development Regulations Text Amendment; Reviewed Agenda Item for Fiscal Sustainability Plan for State Revolving Fund Loan Agreement;	0.75	200.00	150.00
Time log	10/8/2024, General, Reviewed document(s): Reviewed email from County Attorney Randy Mink and Polk County Emergency Declaration No. 24-01; Telecom from Margie Wells re: Agenda Items and clarification about Clean-up Resolution; Drafted email to City Commissioners and City staff re: Emergency Declaration No. 24-01;	0.32	200.00	64.00

Item	Description	Qty	Unit cost	Price
Time log	10/8/2024, General, Reviewed document(s): Reviewed Agenda Item for Amendment No. 4 to State Revolving Fund Loan Agreement (WW ending in 60); Reviewed Agend Item for Amendment No. 1 to Grant Agreement for LPA299;	0.43	200.00	86.00
Time log	10/8/2024, General, Telecom: Telecom from Sharon Lauther re: emergency Resolutions;	0.10	200.00	20.00
Time log	10/9/2024, General, Drafted document(s): Telecom from Loyd Stewart re: Emergency Declaration for clean-up; Reviewed Sections 870.041 - 870.048, Florida Statutes re: state of emergency; Reviewed Section 2-21 of City Code; Drafted Local State of Emergency Declaration; Telecom to Loyd Stewart; Drafted email to City staff and Mayor Arroyo re: Local State of Emergency Declaration;	1.80	200.00	360.00
Time log	10/9/2024, General, Drafted document(s): Drafted revisions to Emergency Ordinance; Reviewed Section 5.02 of the City Charter; Reviewed Section 252.38, Florida Statutes; Two (2) telecoms from/to Loyd Stewart; Drafted email to City staff re: review of draft Emergency Ordinance;	1.12	200.00	224.00
Time log	10/11/2024, General, Telecom: Telecom from Sharon Lauther re: Workshop and Food Truck Ordinance;	0.03	200.00	6.00
Time log	10/14/2024, General, Correspondence: Reviewed emails fm Lucia Gonzalez, Sharon Lauther and Megan Passon re: public records request; Drafted reply email to Megan Passon;	0.23	200.00	46.00
Time log	10/14/2024, General, Correspondence: Reviewed email from County Attorney Randy Mink re: Declaration Extending State of Emergency; Drafted email to City staff re: Polk County Declaration;	0.17	200.00	34.00
Time log	10/14/2024, General, Reviewed document(s): Reviewed the Agenda for Workshop and City Commission Meetings;	0.33	200.00	66.00
Time log	10/14/2024, General, Reviewed document(s): Reviewed Section 13.5.5 of Land Development Regulations re: surety bond for final plat; Telecom to Ted Adkins re: application of Section 13.5.5;	0.28	200.00	56.00
Time log	10/14/2024, General, Telecom: Telecom to Cyndi Jantomaso re: amendment to Economic Development Council agreement;	0.30	200.00	60.00
Time log	10/14/2024, General, Telecom: Telecom from Margie Wells re: EDC amendment and Agenda Items;	0.15	200.00	30.00
Time log	10/14/2024, General, Telecom: Telecom from Sharon Lauther re: draft Food Truck Ordinance; Drafted email to Sharon Lauther re: draft Ordinance;	0.20	200.00	40.00
Time log	10/14/2024, General, Telecom: Telecom to Ted Adkins re: Community Development District bond; Telecom to Rennie Heath re: CDD bond;	0.20	200.00	40.00
Time log	10/14/2024, General, Telecom: Telecom to Dr. Charles Anderson re: funding for affordable housing project;	0.20	200.00	40.00
Time log	10/15/2024, General, Conference: Conference call with James Keene, April Brown, Richard Greenwood, Ted Adkins, Attorney Patrice Scott, engineer, and owner re: easement and engineering plan for Langston Avenue property;	0.60	200.00	120.00
Time log	10/15/2024, General, Correspondence: Reviewed email from Attorney Katrin Marquez re: Food Truck Ordinance; Telecom to Katrin Marquez; Drafted email to Katrin Marquez and Attorney Erica Smith re: draft Ordinance;	0.42	200.00	84.00
Time log	10/15/2024, General, Correspondence: Drafted email to Cyndi Jantomaso re: draft Second Amendment to Agreement for Services for Haines City EDC;	0.13	200.00	26.00
Time log	10/15/2024, General, Correspondence: Reviewed email from Ted Adkins re: text changes related to streets connecting commercial and residential subdivisions;	0.10	200.00	20.00
Time log	10/15/2024, General, Correspondence: Reviewed email from Attorney Patrice Scott re: engineer's contact information;	0.02	200.00	4.00
Time log	10/15/2024, General, Correspondence: Reviewed emails from Mayor Omar Arroyo and Jeffrey Doxsee re: Balmoral mail service; Telecom to Mayor Arroyo;	0.37	200.00	74.00
Time log	10/15/2024, General, Correspondence: Prepared draft email for review by Mayor Omar Arroyo and James Elensky re: Balmoral postal service arrangements;	0.18	200.00	36.00

Item	Description	Qty	Unit cost	Price
Time log	10/15/2024, General, Drafted document(s): Drafted Second Amendment to Agreement for Services concerning the Haines City Economic Development Council;	0.47	200.00	94.00
Time log	10/15/2024, General, Reviewed document(s): Reviewed email from Sharon Lauther and draft Resolution for Public Records Policy;	0.23	200.00	46.00
Time log	10/15/2024, General, Reviewed document(s): Preparation for presentation on Food Trucks at Workshop meeting;	1.00	200.00	200.00
Time log	10/15/2024, General, Telecom: Telecom to April Brown and Ted Adkins re: meeting with developer on Langston Avenue properties;	0.07	200.00	14.00
Time log	10/15/2024, General, Telecom: Telecom from Rick Sloan re: administration issue and CRA procedures;	0.13	200.00	26.00
Time log	10/15/2024, General, Telecom: Telecom from Ted Adkins re: Planning Commission approval;	0.13	200.00	26.00
Time log	10/16/2024, General, Correspondence: Reviewed Florida Commission on Ethics Complaint Form; Drafted email to Rick Sloan;	0.15	200.00	30.00
Time log	10/16/2024, General, Correspondence: Drafted revisions to email to Rennie Heath re: application of Section 13.5.5 of Land Development Regulations concerning surety bonds and CDD bonds for final plat approval;	0.53	200.00	106.00
Time log	10/16/2024, General, Correspondence: Reviewed emails from James Elensky and Merissa Green re: FEMA resources;	0.00	200.00	0.00
Time log	10/16/2024, General, Correspondence: Reviewed email from Laurie LaFavor and Invoices from Attorney Michael Sznajstajler re: environmental counsel;	0.05	200.00	10.00
Time log	10/16/2024, General, Reviewed document(s): Reviewed email from April Brown re: Crosswinds East Phase 1 Final Plat; Reviewed draft language for Additional Conditions and drafted revisions; Telecoms from/to April Brown re: revisions; Telecom from James Keene re: review of Additional Conditions; Reviewed Section 13.5.5 of Land Development Regulations;	0.70	200.00	140.00
Time log	10/16/2024, General, Reviewed document(s): Reviewed email from April Brown and Agenda Item for Crosswinds East Phase 1 Final Plat;	0.20	200.00	40.00
Time log	10/16/2024, General, Reviewed document(s): Reviewed email from Omar DeJesus and Greg Goreck re: Flock Piggyback Contract and Order Form;	0.10	200.00	20.00
Time log	10/16/2024, General, Telecom: Telecom to Rick Sloan;	0.20	200.00	40.00
Time log	10/17/2024, General, City Commission meeting: Participated in City Commission Workshop and Meeting at City Hall;	4.00	200.00	800.00
Time log	10/17/2024, General, Correspondence: Reviewed email from Andrea Henley-Pratt re: Big Lots, Inc. utility statements; Began drafting email to representatives of Big Lots, Inc.;	0.83	200.00	166.00
Time log	10/17/2024, General, Telecom: Telecom to James Elensky;	0.58	200.00	116.00
Time log	10/17/2024, General, Telecom: Two (2) telecoms to Mayor Omar Arroyo re: Agenda Items and Workshop items;	0.70	200.00	140.00
Time log	10/17/2024, General, Telecom: Two (2) telecoms to James Elensky re: Agenda Items;	0.07	200.00	14.00
Time log	10/18/2024, General, Reviewed document(s): Began research on City's obligation to expend funds for the defense of City Commissioners concerning reimbursement for legal fees; Reviewed Florida Attorney General Opinion No. 91-58 (Attorney's fees, reimbursement for council member) and Section 112.08, Florida Statutes re: group insurance for public officers;	1.00	200.00	200.00
Time log	10/18/2024, General, Telecom: Telecom from Sharon Lauther re: Planning Commission meeting;	0.10	200.00	20.00
Time log	10/18/2024, General, Telecom: Telecom from Attorney Mark Lawson re: City of Haines City Releases of Liens;	0.15	200.00	30.00
Time log	10/18/2024, General, Telecom: Telecom from Attorney Richard Straughn re: Scenic Terrace project and FDOT improvements;	0.23	200.00	46.00

Item	Description	Qty	Unit cost	Price
Time log	10/21/2024, General, Correspondence: Telecom from Brandon Smith at Public School Development Solutions, LLC concerning Notice of Commencement and ROW dedication; Drafted email to James Keene re: Notice of Commencement and ROW donation;	0.20	200.00	40.00
Time log	10/21/2024, General, Correspondence: Reviewed email from Attorney Michael Sznajstajler re: Brownfield Site Rehabilitation Agreement for Downtown Site; Reviewed status of RES Proposal; Telecom to Sharon Lauther;	0.47	200.00	94.00
Time log	10/21/2024, General, Drafted document(s): Reviewed Florida Attorney General Opinion No. 2013-15 (Municipalities; Attorney's Fees); Telecom to Paul Dawson re: Preferred insurance coverage and limitations; Drafting Memorandum on attorney's fees for defense of City Commissioners; Reviewed Florida Attorney General Opinions re: reimbursement for individual actions not made for a public purpose;	2.43	200.00	486.00
Time log	10/21/2024, General, Reviewed document(s): Reviewed Informal Attorney General Opinion (2017) re: public official reimbursement of attorney fees; Reviewed Section 111.07, Florida Statutes (Defense of civil actions against public officers);	0.47	200.00	94.00
Time log	10/21/2024, General, Reviewed document(s): Reviewed provisions of Chapter 19 of Land Development Regulations related to the authority and actions of the Planning Commission;	0.17	200.00	34.00
Time log	10/21/2024, General, Telecom: Telecom from Sharon Lauther re: RES Proposal; Also discussed Town Hall meeting and Planning Commission action with due process implications;	0.37	200.00	74.00
Time log	10/21/2024, General, Telecom: Telecom from James Elensky;	0.20	200.00	40.00
Time log	10/21/2024, General, Telecom: Telecom to James Keene re: Scenic Terrace ROW and FDOT intersection issues; Also discussed bond requirements and post-approval condition of Final Plat Resolution;	0.48	200.00	96.00
Time log	10/22/2024, General, Drafted document(s): Reviewed email from Paul Dawson at Preferred concerning City's insurance coverage; Drafted revisions to Memorandum on City's obligation for payment/reimbursement of Attorney's Fees for City Commissioners (public officials); Drafted email to City Commissioners;	0.78	200.00	156.00
Time log	10/22/2024, General, Drafted document(s): Reviewed two (2) emails from James Keene re: Driveway Connection Permit for SR 17 Scenic Highway from Floyd Road to Hughes Road (Scenic Terrace North); Drafted email to James Keene re: review of Permit Conditions and comments; Telecom from James Keene re: drainage issue related to HOA disclosure;	1.88	200.00	376.00
Time log	10/22/2024, General, Drafted document(s): Drafting Memorandum on CRA Board authority and powers; Reviewed Section 163.357 (Governing body as the community redevelopment agency), Section 163.358 (Exercise of powers in carrying out community redevelopment and related activities), and Section 163.400 (Cooperation by public bodies), Florida Statutes;	1.23	200.00	246.00
Time log	10/22/2024, General, Reviewed document(s): Reviewed email from April Brown re: donation bin for Circle K site; Reviewed Section 5.6.13(23)(f) and Section 20.2.2 of the Land Development Regulations; Reviewed land owner's explanation of Second Amendment considerations; Reviewed Florida Statutes re: donation bins; Telecom to April Brown re: Site Plan and application of existing standards related to outdoor storage; Also discussed Planning Commission question with April Brown;	1.20	200.00	240.00
Time log	10/22/2024, General, Telecom: Telecom to James Elensky re: Memorandum on City's obligation to pay/reimburse attorney's fees to public officials;	0.10	200.00	20.00
Time log	10/22/2024, General, Telecom: Telecom from Attorney Richard Straughn and Rennie Heath re: Scenic Terrace and FDOT Driveway Connection Permit;	0.43	200.00	86.00

Item	Description	Qty	Unit cost	Price
Time log	10/22/2024, General, Telecom: Telecom from James Keene re: Scenic Terrace North project and FDOT permit;	0.27	200.00	54.00
Time log	10/23/2024, General, Correspondence: Two (2) telecoms from/to Sharon Lauther re: applicattion of Section 784.048, Florida Statutes; Drafted email to Sharon Lauther;	0.42	200.00	84.00
Time log	10/23/2024, General, Correspondence: Reviewed email from Attorney Travis Hearne and final version of Voluntary Annexation Agreement; Drafted email to Travis Hearne re: executon of final version of document; Telecom to Sharon Lauther; Telecom from Sharon Lauther;	0.28	200.00	56.00
Time log	10/23/2024, General, Correspondence: Reviewed two (2) emails from April Brown and email from Pete Chichetto re: bond for Charles Cove project;	0.10	200.00	20.00
Time log	10/23/2024, General, Correspondence: Telecom from Margie Wells re: Agenda Items and Haines City EDC Amendment; Reviewed email from Attorney Tim Campbell and email from April Brown re: Infrastructure Agreement; Drafted email to City staff re: draft Infrastructure Agreement;	0.27	200.00	54.00
Time log	10/23/2024, General, Drafted document(s): Revised Agenda Item and Resolution; Drafted email to City staff re: Agenda Item, Resolution, Final Plat and Quit Claim Deed;	0.52	200.00	104.00
Time log	10/23/2024, General, Drafted document(s): Reviewed two (2) emails from Amy Hembree re: Third Amended Petition and revised Ordinance; Revised Agenda Item; Drafted email to City staff re: Agenda Item and documents;	0.38	200.00	76.00
Time log	10/23/2024, General, Drafted document(s): Reviewed email from Cyndi Jantomaso and email from James Elensky; Drafted Agenda Item for Second Amendment to EDC Agreement; Revised Second Amendment; Drafted email to City staff re: Agenda Item;	0.53	200.00	106.00
Time log	10/23/2024, General, Reviewed document(s): Reviewed email from James Keene; Drafted revisions to email to James Keene re: Scenic Terrace North and FDOT Driveway Connection Permit;	0.60	200.00	120.00
Time log	10/23/2024, General, Reviewed document(s): Reviewed Agenda Item re: LDR Text Amendments; Reviewed Agenda Item for Amendments to the City's Code of Ordinances; Reviewed Agenda Item for Large Scale Land Use Amendment for RWS Ranch Property;	0.35	200.00	70.00
Time log	10/23/2024, General, Telecom: Telecom from Sharon Lauther re: application of Section 784.048, Florida Statutes;	0.12	200.00	24.00
Time log	10/23/2024, General, Telecom: Telecom from Commissioner Anne Huffman;	0.83	200.00	166.00
Time log	10/23/2024, General, Telecom: Telecom from James Elensky;	0.68	200.00	136.00
Time log	10/24/2024, General, Correspondence: Reviewed emails from Sharon Lauther and Edwin Perez re: social media usage;	0.07	200.00	14.00
Time log	10/24/2024, General, Correspondence: Reviewed Agenda Item for Second Amendment to Agreement for Services for Haines City Economic Development Council; Reviewed Agenda Item for White Clay Community Development District; Reviewed Agenda Item for Accepting Quit Claim Deed Concerning Scenic Terrace North Lift Station;	0.25	200.00	50.00
Time log	10/24/2024, General, Correspondence: Drafted email to James Keene and Margie Wells re: RES Proposal and Agenda Item;	0.20	200.00	40.00
Time log	10/24/2024, General, Reviewed document(s): Reviewed three (3) emails from James Keene, Rennie Heath, and Ben Dunn re: Crosswinds East project roadway improvements and Technical Memorandum;	0.33	200.00	66.00
Time log	10/24/2024, General, Reviewed document(s): Reviewed email from James Keene and Real Estate Purchase and Sale Agreement with City of Davenport for lot to be used in conjunction with PRWC line;	0.78	200.00	156.00
Time log	10/24/2024, General, Telecom: Telecom from James Keene re: use of private emails by City Board members and City's current policy for email accounts; Also discussed Crosswinds East issue related to roadway infrastructure;	0.43	200.00	86.00
Time log	10/24/2024, General, Telecom: Telecom from James Elensky;	1.30	200.00	260.00

Item	Description	Qty	Unit cost	Price
Time log	10/24/2024, General, Telecom: Telecom from James Keene re: Crosswinds East project, Scenic Terrace North project and Real Estate Purchase and Sale Agreement with City of Davenport;	0.57	200.00	114.00
Time log	10/24/2024, General, Telecom: Telecom from Rennie Heath re: Scenic Terrace North project;	0.13	200.00	26.00
Time log	10/25/2024, General, Drafted document(s): Reviewed email from Omar DeJesus re: Ordinance reallocation capital projects; Drafted revisions to Ordinance; Drafted email to Omar DeJesus; Telecom from Omar DeJesus re: clarification;	0.73	200.00	146.00
Time log	10/25/2024, General, Drafted document(s): Telecoms to James Keene and April Brown re: Appendix A - Administration and Procedures Manual and clarifications; Drafted Ordinance re: dental amalgam; Reviewed past Ordinances related to pretreatment requirements for dental amalgam and FDEP rule;	2.08	200.00	416.00
Time log	10/25/2024, General, Reviewed document(s): Reviewed email from Omar DeJesus re: application of Section 166.241 (Fiscal years, budgets, budget amendments), Florida Statutes; Telecom to Omar DeJesus re: Ordinance for budget allocation; Also discussed RES proposal;	0.47	200.00	94.00
Time log	10/25/2024, General, Telecom: Telecom from Chandra Hall re: pending cases;	0.15	200.00	30.00
Time log	10/25/2024, General, Telecom: Telecom from Attorney Travis Hearne re: notary on Voluntary Annexation Agreement;	0.03	200.00	6.00
Time log	10/25/2024, General, Telecom: Telecom from James Keene re: code provision related to amalgam fillings; Also discussed Scenic Terrace North project;	0.17	200.00	34.00
Time log	10/25/2024, General, Telecom: Telecom from Attorney Mark Lawson re: City of Haines City Partial Release and title policy;	0.10	200.00	20.00
Time log	10/28/2024, General, Correspondence: Reviewed email from Attorney Travis Hearne re: Voluntary Annexation Agreement; Drafted reply email;	0.15	200.00	30.00
Time log	10/28/2024, General, Drafted document(s): Drafting Development Agreement re: Cassidy project and roadway improvements that may be funded by State/Polk County;	0.75	200.00	150.00
Time log	10/28/2024, General, Drafted document(s): Drafted revisions to FDOT document concerning Scenic Terrace North and draft email from James Keene to Developer concerning issuance of Certificate of Occupancy;	1.53	200.00	306.00
Time log	10/28/2024, General, Drafted document(s): Drafting provisions for the Development Agreement concerning Crosswinds East project and Intersection Improvements;	1.07	200.00	214.00
Time log	10/28/2024, General, Reviewed document(s): Two (2) telecoms from/to Vickie Ramsier re: Duke Energy and DN Higgins re: Lift Station No. 4 Replacement project; Reviewed email and documentation provided by Vickie Ramsier re: ongoing dispute with DN Higgins;	0.53	200.00	106.00
Time log	10/28/2024, General, Reviewed document(s): Two (2) telecoms from/to Lynne Garvin re: Affidavits from Ronald McCall and Pamela McCall; Reviewed file and online records; Drafted email to Lynne Garvin;	0.27	200.00	54.00
Time log	10/28/2024, General, Telecom: Telecom from James Keene re: Scenic Terrace North and FDOT intersection permit; Also discussed Development Agreement for Crosswinds East project;	0.42	200.00	84.00
Time log	10/28/2024, General, Telecom: Telecom from Rennie Heath re: Development Agreement for Crosswinds East;	0.07	200.00	14.00
Time log	10/28/2024, General, Telecom: Telecom from Vice-Mayor Morris West;	0.33	200.00	66.00
Time log	10/29/2024, General, Drafted document(s): Drafted Infrastructure Agreement for Power Line Road Intersection Improvements; Drafted email to James Keene; Telecom to James Keene re: draft document for review;	3.43	200.00	686.00
Time log	10/29/2024, General, Reviewed document(s): Reviewed email from James Keene and revisions to Infrastructure Agreement for Power Line Road Intersection Improvements; Telecom from James Keene re: Phases of project approved to date;	0.23	200.00	46.00

Item	Description	Qty	Unit cost	Price
Time log	10/29/2024, General, Telecom: Telecom from Attorney Michael Sznajstajler re: RES proposal and status of testing at Oakland site;	0.30	200.00	60.00
Time log	10/29/2024, General, Telecom: Telecom from James Elensky;	1.13	200.00	226.00
Time log	10/30/2024, General, Correspondence: Reviewed email from Bilynda Chandler re: Partial Release from City of Winter Haven;	0.02	200.00	4.00
Time log	10/30/2024, General, Drafted document(s): Began drafting presentation to Commissioners;	0.50	200.00	100.00
Time log	10/30/2024, General, Drafted document(s): Reviewed email from James Keene and comments to the Intersection Improvements Agreement; Drafted revisions to the Intersection Improvements Agreement; Drafted email to James Keene;	2.22	200.00	444.00
Time log	10/30/2024, General, Reviewed document(s): Reviewed Agendas for City Commission and CRA Workshop Meetings;	0.30	200.00	60.00
Time log	10/30/2024, General, Reviewed document(s): Reviewed Rule 4-1.13 of the Florida Bar Rules re: representation of the organization;	0.50	200.00	100.00
Time log	10/30/2024, General, Telecom: Telecom to Sharon Lauther re: RES proposal and two (2) Donation Agreements;	0.17	200.00	34.00
Time log	10/31/2024, General, Correspondence: Drafted email to City Commissioners re: application of Rule 4-1.13 of Rules Regulating the Florida Bar;	1.45	200.00	290.00
Time log	10/31/2024, General, Correspondence: Reviewed email from Maya Levy re: hearing on Motion for Return of Property; Reviewed Motion and City's Response to Motion; Telecom to Greg Goreck re: hearing; Drafted email to Greg Goreck, Jay Hopwood, and Gabriel Garcia;	0.83	200.00	166.00
Time log	10/31/2024, General, Reviewed document(s): Research on ethical issue;	0.47	200.00	94.00
Time log	10/31/2024, General, Telecom: Telecom from employee re: confidential issue;	0.25	200.00	50.00
Time log	10/31/2024, General, Telecom: Telecom from James Elensky;	1.57	200.00	314.00
			Total:	16468.00

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