



Meeting Reschedule Notification

**COMMUNITY
REDEVELOPMENT
AGENCY (CRA)**

**November 20,
2024 5:00 PM.**

AFFIDAVIT

STATE OF FLORIDA)

) ss

COUNTY OF WALTON)

BE IT ACKNOWLEDGED, that I, Rafael Ali, duly qualified City Clerk of the City of DeFuniak Springs and as such Official, I am the keeper of the records and files of the Municipality and the Corporate Authorities and as the City Clerk, I do affirm that the above meeting notice was forwarded to the officially registered news media and posted on the bulletin board located in the lobby of City Hall pursuant to the requirements of the Sunshine Law.

Dated this 15th day of Nov 2024 at 3:00 PM.

THE CITY OF DEFUNIAK SPRINGS

Rafael Ali

Rafael Ali
City Clerk

Post until Nov 21, 2024

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal.—Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103 within 48 hours of the scheduled meeting. In addition, to enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, and your contact information.

1350 Baldwin Avenue
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: (850) 892-8500
Fax: (850) 892-8506
www.defuniaksprings.net

**COMMUNITY REDEVELOPMENT AGENCY (CRA)
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
WEDNESDAY, NOVEMBER 20, 2024
5:00 PM**

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. APPROVAL OF MINUTES

- A. October 16, 2024 Community Redevelopment Agency Board & City Council Joint Workshop

3. FINANCIAL REPORT

- A. Financials

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET

- A. Tracking Sheet

5. OLD BUSINESS

- A. Request direction on 27 Crescent Drive improvements
- B. Request direction on undergrounding utilities along alleyways
- C. Request to approve agreement for RFP 24-02-CRA award
- D. Update and request direction on Amphitheater Project
- E. Update and request direction on Veterans Memorial Project
- F. Update on Parking Study and Pay App #2 Request

6. NEW BUSINESS

- A. Request to approve sales contract for 111 & 129 N 6th Street parcels
- B. Request to approve string lighting components for extension on Baldwin

7. REQUEST TO BE ON THE AGENDA

- A. Utilities Consultants of Florida (UCOF) Stephanie Lindsey/Mark Porter

8. BOARD MEMBER COMMENTS

9. CITIZEN COMMENTS

10. ADJOURNMENT

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such

board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

**Community Redevelopment Agency Board &
City Council Joint Workshop
Meeting Minutes
Council Chambers
October 16, 2024
4:00 PM**

1. Call To Order

Mayor Bob Campbell called the Community Redevelopment Agency Board & City Council Joint Workshop meeting to order at 4:00 PM.

Present: Mayor Bob Campbell, Mayor Pro-Tempore Todd Bierbaum (Seat 1); Councilmember Josh Sconiers (Seat 2); Councilmember Glen Harrison (Seat 4); Councilmember Anthony Vallée (Seat 5); Reynolds Henderson, Cathy Mosley, Susan Bakalo, Darius Paul, Joe Johnson.

Absent: Councilmember Amy Heavilin (Seat 3).

Also in attendance: City Attorney, Clay Adkinson, City Clerk Rafael Ali, and Executive Director Josh Ervin.

2. Veterans Memorial Discussion

Mayor Campbell opened the floor for discussion regarding the Veterans Memorial.

Mr. Ervin stated that last year, a consultant was hired to assist with the community redevelopment plan. He explained that as part of the plan, several projects were adopted by the city council, one of which was the Veterans Memorial. Mr. Ervin mentioned that the project was then brought before his board to begin design efforts. Once approved by the CRA (Community Redevelopment Agency) board, it was presented to the city council, which decided that more public input was needed before moving forward.

Mr. Ervin emphasized that today's meeting is to discuss the current proposed location as well as any other viable alternatives.

Mayor Campbell reiterated the need for more public input, stating that the council has concerns about public opinions regarding both the location and the memorial itself.

The mayor then opened the floor to the council to discuss the location.

Mr. Vallee expressed support for the project but felt that the current location might not be the best choice. He stated that if the community prefers the location, he would support it, but he suggested other areas in the lake yard that offer a more level surface and better parking.

Mr. Harrison also supported the memorial but had concerns about the location. He emphasized the need for more public input and suggested that the area behind the Chautauqua building, which has nearby infrastructure such as restrooms, could be a better location.

Mr. Ervin responded, stating that the current location was part of the community development plan, which included input from the public. However, he acknowledged that more specific feedback about the memorial's design and location has not been received yet.

Mr. Harrison noted that there had been discussions about the area behind the Chautauqua building, which might be more suitable due to its existing infrastructure.

Mr. Sconiers mentioned that he had received a variety of feedback from the community. He expressed the importance of ensuring that the memorial reflects all branches of service and noted that whatever is built should be well-maintained.

Mr. Bierbaum stated that he had also heard numerous comments about the location and emphasized the need to carefully consider it. He pointed out that the plans presented at the city council and CRA meetings were not consistent, and he urged for a cohesive, clear plan. He affirmed his support for a veterans memorial.

Mayor Campbell then asked Mrs. Mandy Henderson to provide further input.

Mrs. Henderson explained that they had initially thought they could fund the memorial using government funds. She added that the picnic pavilions were included in the plan because they would allow them to apply for such funding. Mrs. Henderson mentioned that the proposed location had been chosen by the speaker of the Chautauqua assembly. She further explained that she had been working on this project for eight years, and Forward DeFuniak had taken over the project six years ago.

She noted that the City Council had voiced the need for a more permanent memorial. Mrs. Henderson also mentioned that community members had been given a chance to provide feedback through comment cards. However, she admitted that she was not certain how the memorial would ultimately turn out, as it would depend on the input and recommendations of experts assigned to the project.

Mrs. Henderson asked how many veterans were present in the room and acknowledged that accessibility to the lake yard should have been considered earlier. She assured the group that the Task Order (the group of experts working on the project) would continue to provide input moving forward.

Mr. Campbell then opened the floor to the CRA members for their thoughts.

Mr. Henderson stated that he supported the memorial but noted that it was up to the city and the council to decide on the location.

Mrs. Hatcher expressed support for the memorial but shared concerns about the noise from the nearby train station and the accessibility of the location. She emphasized that input from the community was crucial for a project like this.

Mr. Johnson asked if a structure would be added for the memorial. He suggested that if a structure were to be included, it might be better to locate it near existing structures.

Mrs. Bakalo voiced her support for the memorial, hoping that a decision could be made today. She emphasized the importance of hearing everyone's thoughts and expressed a desire to move forward with the project.

Mrs. Mosley stated that she was pro-military and pro-veterans, but she acknowledged that there were concerns about the location. She added that a memorial for veterans should have been built much sooner.

3. Discussion on the Adopted Community Redevelopment Plan Update

4. Citizens Comments

Mackenzie Brown suggested creating a shortlist of potential locations for the memorial.

Robert Olson proposed forming a committee of veterans to help determine how the memorial should look.

Kim Wennerberg expressed support for the veterans memorial but emphasized the need for a list of alternative locations. She advocated for direct input from veterans and expressed a desire for a master plan for the lake yard. She also stated that she was opposed to a large structure being placed in the lake yard.

Tony Roy commented that the location being considered didn't seem fitting for a veterans memorial. He suggested that a proper memorial would include flags and recognizable symbols representing the different branches of military service.

Mr. Cosson pointed out that the committees seemed hesitant to accept the proposed location. He proposed that the committee consider making a motion to commit the city to building the memorial, contingent on the approval of both the design and the location.

5. Adjournment

Meeting adjourned at 5:00 PM.

Approved:

Chair Reynolds. Henderson

ATTEST:

Minutes taken by Rafael Ali
City Clerk
Proper notice having been duly given



Detail Report

Account Detail

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 660 - Community Redevelopment Area								
660-000-515-1200								
CRA - Salaries						0.00	94,375.12	94,375.12
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	PYPKT00747	PYPKT00747 - Payroll ...		PYPKT00747 - Payroll check date 10/13/...			1,851.20	1,851.20
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			-1,819.80	31.40
10/13/2023	GLPKT08809	JN08457		10/13/23 Payroll Error Correction			1,788.40	1,819.80
10/27/2023	PYPKT00754	PYPKT00754 - Payroll ...		PYPKT00754 - Payroll check date 10/27/...			3,702.12	5,521.92
Activity for October, 2023:							5,521.92	
11/09/2023	PYPKT00763	PYPKT00763 - Payroll ...		PYPKT00763 - Payroll Check date 11/09...			3,702.12	9,224.04
11/22/2023	PYPKT00766	PYPKT00766 - Payroll ...		PYPKT00766 - Payroll Check date 11/22...			3,702.35	12,926.39
Activity for November, 2023:							7,404.47	
12/08/2023	PYPKT00777	PYPKT00777 - Payroll ...		PYPKT00777 - Payroll check date 12/08/...			3,702.34	16,628.73
12/21/2023	PYPKT00786	PYPKT00786 - Payroll ...		PYPKT00786 - Payroll Check date 12/21...			3,702.12	20,330.85
Activity for December, 2023:							7,404.46	
01/05/2024	PYPKT00795	PYPKT00795 - Payroll ...		PYPKT00795 - Payroll check date 1/5/20...			3,702.01	24,032.86
01/19/2024	PYPKT00818	PYPKT00818 - Payroll ...		PYPKT00818 - Payroll Check date 01/19...			3,702.12	27,734.98
01/30/2024	PYPKT00820	PYPKT00820 - Payroll ...		PYPKT00820 - Payroll Check date 02/02...			3,702.34	31,437.32
Activity for January, 2024:							11,106.47	
02/16/2024	PYPKT00825	PYPKT00825 - Payroll ...		PYPKT00825 - Payroll Check date 2/16/...			3,702.38	35,139.70
Activity for February, 2024:							3,702.38	
03/01/2024	PYPKT00831	PYPKT00831 - Payroll ...		PYPKT00831 - Payroll Check date 03/01...			3,702.11	38,841.81
03/15/2024	PYPKT00841	PYPKT00841 - Payroll ...		PYPKT00841 - Payroll check date 03/15/...			3,702.38	42,544.19
03/29/2024	PYPKT00844	PYPKT00844 - Payroll ...		PYPKT00844 - Payroll Check date 03/29...			3,702.31	46,246.50
Activity for March, 2024:							11,106.80	
04/12/2024	PYPKT00856	PYPKT00856 - Payrol c...		PYPKT00856 - Payrol check date 04/12/...			3,702.39	49,948.89
04/26/2024	PYPKT00863	PYPKT00863 - Payroll ...		PYPKT00863 - Payroll 04/26/2024 - Pay ...			3,702.36	53,651.25
Activity for April, 2024:							7,404.75	
05/10/2024	PYPKT00869	PYPKT00869 - Payroll ...		PYPKT00869 - Payroll Check Date 05/10...			3,702.12	57,353.37
05/24/2024	PYPKT00872	PYPKT00872 - Payroll ...		PYPKT00872 - Payroll 05/24/2024 - Pay ...			3,702.12	61,055.49
Activity for May, 2024:							7,404.24	
06/07/2024	PYPKT00885	PYPKT00885 - Payroll ...		PYPKT00885 - Payroll 06/07/2024 - Pay ...			3,702.12	64,757.61
06/21/2024	PYPKT00898	PYPKT00898 - Payroll ...		PYPKT00898 - Payroll 06/21/2024 - Pay ...			3,702.12	68,459.73
Activity for June, 2024:							7,404.24	
07/05/2024	PYPKT00901	PYPKT00901 - Payroll ...		PYPKT00901 - Payroll 07/05/2024 - Pay ...			3,702.36	72,162.09

Detail Report

Account		Name			
660-000-515-1200		CRA - Salaries - Continued			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
07/19/2024	PYPKT01033	PYPKT01033 - Payroll ...		PYPKT01033 - Payroll 07/19/2024 - Pay ...	
08/02/2024	PYPKT01040	PYPKT01040 - Payroll ...		PYPKT01040 - Payroll 08/02/2024 - Pay ...	
08/16/2024	PYPKT01059	PYPKT01059 - Payroll ...		PYPKT01059 - Payroll 08/16/2024 - Pay ...	
08/30/2024	PYPKT01064	PYPKT01064 - 08/30/2...		PYPKT01064 - 08/30/2024 Payroll - Pay ...	
09/13/2024	PYPKT01076	PYPKT01076 - Payroll ...		PYPKT01076 - Payroll 09/13/2024 - Pay ...	
09/27/2024	PYPKT01082	PYPKT01082 - 09/27/2...		PYPKT01082 - 09/27/2024 Payroll - Pay ...	

Date Range: 10/01/2023 - 09/30/2024		
Beginning Balance	Total Activity	Ending Balance
0.00	94,375.12	94,375.12
Project Account	Amount	Running Balance
	3,702.20	75,864.29
Activity for July, 2024:	7,404.56	
	3,702.12	79,566.41
	3,702.11	83,268.52
	3,702.12	86,970.64
Activity for August, 2024:	11,106.35	
	3,702.12	90,672.76
	3,702.36	94,375.12
Activity for September, 2024:	7,404.48	

Detail Report

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2100		CRA - FICA Taxes				0.00	7,795.12	7,795.12
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	PYPKT00747	PYPKT00747 - Payroll ...		PYPKT00747 - Payroll check date 10/13/...			278.43	278.43
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			-139.22	139.21
10/27/2023	PYPKT00754	PYPKT00754 - Payroll ...		PYPKT00754 - Payroll check date 10/27/...			331.17	470.38
Activity for October, 2023:							470.38	
11/09/2023	PYPKT00763	PYPKT00763 - Payroll ...		PYPKT00763 - Payroll Check date 11/09...			283.21	753.59
11/22/2023	PYPKT00766	PYPKT00766 - Payroll ...		PYPKT00766 - Payroll Check date 11/22...			331.18	1,084.77
Activity for November, 2023:							614.39	
12/08/2023	PYPKT00777	PYPKT00777 - Payroll ...		PYPKT00777 - Payroll check date 12/08/...			283.23	1,368.00
12/21/2023	PYPKT00786	PYPKT00786 - Payroll ...		PYPKT00786 - Payroll Check date 12/21...			331.17	1,699.17
Activity for December, 2023:							614.40	
01/05/2024	PYPKT00795	PYPKT00795 - Payroll ...		PYPKT00795 - Payroll check date 1/5/20...			283.20	1,982.37
01/19/2024	PYPKT00818	PYPKT00818 - Payroll ...		PYPKT00818 - Payroll Check date 01/19...			331.17	2,313.54
01/30/2024	PYPKT00820	PYPKT00820 - Payroll ...		PYPKT00820 - Payroll Check date 02/02...			283.23	2,596.77
Activity for January, 2024:							897.60	
02/16/2024	PYPKT00825	PYPKT00825 - Payroll ...		PYPKT00825 - Payroll Check date 2/16/...			331.18	2,927.95
Activity for February, 2024:							331.18	
03/01/2024	PYPKT00831	PYPKT00831 - Payroll ...		PYPKT00831 - Payroll Check date 03/01...			283.21	3,211.16
03/15/2024	PYPKT00841	PYPKT00841 - Payroll ...		PYPKT00841 - Payroll check date 03/15/...			283.23	3,494.39
03/29/2024	PYPKT00844	PYPKT00844 - Payroll ...		PYPKT00844 - Payroll Check date 03/29...			331.18	3,825.57
Activity for March, 2024:							897.62	
04/12/2024	PYPKT00856	PYPKT00856 - Payrol c...		PYPKT00856 - Payrol check date 04/12/...			283.23	4,108.80
04/26/2024	PYPKT00863	PYPKT00863 - Payroll ...		PYPKT00863 - Payroll 04/26/2024 - Pay ...			331.18	4,439.98
Activity for April, 2024:							614.41	
05/10/2024	PYPKT00869	PYPKT00869 - Payroll ...		PYPKT00869 - Payroll Check Date 05/10...			283.21	4,723.19
05/24/2024	PYPKT00872	PYPKT00872 - Payroll ...		PYPKT00872 - Payroll 05/24/2024 - Pay ...			331.17	5,054.36
Activity for May, 2024:							614.38	
06/07/2024	PYPKT00885	PYPKT00885 - Payroll ...		PYPKT00885 - Payroll 06/07/2024 - Pay ...			283.21	5,337.57
06/21/2024	PYPKT00898	PYPKT00898 - Payroll ...		PYPKT00898 - Payroll 06/21/2024 - Pay ...			331.17	5,668.74
Activity for June, 2024:							614.38	
07/05/2024	PYPKT00901	PYPKT00901 - Payroll ...		PYPKT00901 - Payroll 07/05/2024 - Pay ...			283.23	5,951.97
07/19/2024	PYPKT01033	PYPKT01033 - Payroll ...		PYPKT01033 - Payroll 07/19/2024 - Pay ...			331.17	6,283.14
Activity for July, 2024:							614.40	
08/02/2024	PYPKT01040	PYPKT01040 - Payroll ...		PYPKT01040 - Payroll 08/02/2024 - Pay ...			283.21	6,566.35
08/16/2024	PYPKT01059	PYPKT01059 - Payroll ...		PYPKT01059 - Payroll 08/16/2024 - Pay ...			331.17	6,897.52
08/30/2024	PYPKT01064	PYPKT01064 - 08/30/2...		PYPKT01064 - 08/30/2024 Payroll - Pay ...			283.21	7,180.73
Activity for August, 2024:							897.59	
09/13/2024	PYPKT01076	PYPKT01076 - Payroll ...		PYPKT01076 - Payroll 09/13/2024 - Pay ...			283.21	7,463.94

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name			
660-000-515-2100		CRA - FICA Taxes - Continued			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
09/27/2024	PYPKT01082	PYPKT01082 - 09/27/2...		PYPKT01082 - 09/27/2024 Payroll - Pay ...	

Beginning Balance	Total Activity	Ending Balance
0.00	7,795.12	7,795.12
Project Account	Amount	Running Balance
	331.18	7,795.12
Activity for September, 2024:		614.39

Detail Report

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2200		CRA - Retirement				0.00	33,660.26	33,660.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	PYPKT00747	PYPKT00747 - Payroll ...		PYPKT00747 - Payroll check date 10/13/...			1,256.39	1,256.39
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			-628.20	628.19
10/27/2023	PYPKT00754	PYPKT00754 - Payroll ...		PYPKT00754 - Payroll check date 10/27/...			1,494.37	2,122.56
Activity for October, 2023:							2,122.56	
11/09/2023	PYPKT00763	PYPKT00763 - Payroll ...		PYPKT00763 - Payroll Check date 11/09...			1,277.97	3,400.53
11/22/2023	PYPKT00766	PYPKT00766 - Payroll ...		PYPKT00766 - Payroll Check date 11/22...			1,494.45	4,894.98
Activity for November, 2023:							2,772.42	
12/08/2023	PYPKT00777	PYPKT00777 - Payroll ...		PYPKT00777 - Payroll check date 12/08/...			1,278.05	6,173.03
12/21/2023	PYPKT00786	PYPKT00786 - Payroll ...		PYPKT00786 - Payroll Check date 12/21...			1,494.37	7,667.40
Activity for December, 2023:							2,772.42	
01/05/2024	PYPKT00795	PYPKT00795 - Payroll ...		PYPKT00795 - Payroll check date 1/5/20...			1,277.93	8,945.33
01/19/2024	PYPKT00818	PYPKT00818 - Payroll ...		PYPKT00818 - Payroll Check date 01/19...			1,494.37	10,439.70
01/30/2024	PYPKT00820	PYPKT00820 - Payroll ...		PYPKT00820 - Payroll Check date 02/02...			1,278.05	11,717.75
Activity for January, 2024:							4,050.35	
02/16/2024	PYPKT00825	PYPKT00825 - Payroll ...		PYPKT00825 - Payroll Check date 2/16/...			1,494.46	13,212.21
Activity for February, 2024:							1,494.46	
03/01/2024	PYPKT00831	PYPKT00831 - Payroll ...		PYPKT00831 - Payroll Check date 03/01...			1,277.97	14,490.18
03/15/2024	PYPKT00841	PYPKT00841 - Payroll ...		PYPKT00841 - Payroll check date 03/15/...			1,278.06	15,768.24
03/29/2024	PYPKT00844	PYPKT00844 - Payroll ...		PYPKT00844 - Payroll Check date 03/29...			1,278.04	17,046.28
Activity for March, 2024:							3,834.07	
04/12/2024	PYPKT00856	PYPKT00856 - Payrol c...		PYPKT00856 - Payrol check date 04/12/...			1,278.07	18,324.35
04/26/2024	PYPKT00863	PYPKT00863 - Payroll ...		PYPKT00863 - Payroll 04/26/2024 - Pay ...			1,278.05	19,602.40
Activity for April, 2024:							2,556.12	
05/10/2024	PYPKT00869	PYPKT00869 - Payroll ...		PYPKT00869 - Payroll Check Date 05/10...			1,277.97	20,880.37
05/24/2024	PYPKT00872	PYPKT00872 - Payroll ...		PYPKT00872 - Payroll 05/24/2024 - Pay ...			1,277.97	22,158.34
Activity for May, 2024:							2,555.94	
06/07/2024	PYPKT00885	PYPKT00885 - Payroll ...		PYPKT00885 - Payroll 06/07/2024 - Pay ...			1,277.97	23,436.31
06/21/2024	PYPKT00898	PYPKT00898 - Payroll ...		PYPKT00898 - Payroll 06/21/2024 - Pay ...			1,277.97	24,714.28
Activity for June, 2024:							2,555.94	
07/05/2024	PYPKT00901	PYPKT00901 - Payroll ...		PYPKT00901 - Payroll 07/05/2024 - Pay ...			1,278.05	25,992.33
07/19/2024	PYPKT01033	PYPKT01033 - Payroll ...		PYPKT01033 - Payroll 07/19/2024 - Pay ...			1,278.00	27,270.33
Activity for July, 2024:							2,556.05	
08/02/2024	PYPKT01040	PYPKT01040 - Payroll ...		PYPKT01040 - Payroll 08/02/2024 - Pay ...			1,277.97	28,548.30
08/16/2024	PYPKT01059	PYPKT01059 - Payroll ...		PYPKT01059 - Payroll 08/16/2024 - Pay ...			1,277.97	29,826.27
08/30/2024	PYPKT01064	PYPKT01064 - 08/30/2...		PYPKT01064 - 08/30/2024 Payroll - Pay ...			1,277.97	31,104.24
Activity for August, 2024:							3,833.91	
09/13/2024	PYPKT01076	PYPKT01076 - Payroll ...		PYPKT01076 - Payroll 09/13/2024 - Pay ...			1,277.97	32,382.21

Detail Report

						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2200		CRA - Retirement - Continued				0.00	33,660.26	33,660.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/27/2024	PYPKT01082	PYPKT01082 - 09/27/2...		PYPKT01082 - 09/27/2024 Payroll - Pay ...			1,278.05	33,660.26
Activity for September, 2024:							2,556.02	
660-000-515-2300		CRA - Health Insurance				0.00	7,522.68	7,522.68
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	PYPKT00747	PYPKT00747 - Payroll ...		PYPKT00747 - Payroll check date 10/13/...			1,788.40	1,788.40
10/13/2023	GLPKT08809	JN08457		10/13/23 Payroll Error Correction			-1,788.40	0.00
10/27/2023	PYPKT00754	PYPKT00754 - Payroll ...		PYPKT00754 - Payroll check date 10/27/...			626.89	626.89
Activity for October, 2023:							626.89	
11/22/2023	PYPKT00766	PYPKT00766 - Payroll ...		PYPKT00766 - Payroll Check date 11/22...			626.89	1,253.78
Activity for November, 2023:							626.89	
12/21/2023	PYPKT00786	PYPKT00786 - Payroll ...		PYPKT00786 - Payroll Check date 12/21...			626.89	1,880.67
Activity for December, 2023:							626.89	
01/19/2024	PYPKT00818	PYPKT00818 - Payroll ...		PYPKT00818 - Payroll Check date 01/19...			626.89	2,507.56
Activity for January, 2024:							626.89	
02/16/2024	PYPKT00825	PYPKT00825 - Payroll ...		PYPKT00825 - Payroll Check date 2/16/...			626.89	3,134.45
Activity for February, 2024:							626.89	
03/29/2024	PYPKT00844	PYPKT00844 - Payroll ...		PYPKT00844 - Payroll Check date 03/29...			626.89	3,761.34
Activity for March, 2024:							626.89	
04/26/2024	PYPKT00863	PYPKT00863 - Payroll ...		PYPKT00863 - Payroll 04/26/2024 - Pay ...			626.89	4,388.23
Activity for April, 2024:							626.89	
05/24/2024	PYPKT00872	PYPKT00872 - Payroll ...		PYPKT00872 - Payroll 05/24/2024 - Pay ...			626.89	5,015.12
Activity for May, 2024:							626.89	
06/21/2024	PYPKT00898	PYPKT00898 - Payroll ...		PYPKT00898 - Payroll 06/21/2024 - Pay ...			626.89	5,642.01
Activity for June, 2024:							626.89	
07/19/2024	PYPKT01033	PYPKT01033 - Payroll ...		PYPKT01033 - Payroll 07/19/2024 - Pay ...			626.89	6,268.90
Activity for July, 2024:							626.89	
08/16/2024	PYPKT01059	PYPKT01059 - Payroll ...		PYPKT01059 - Payroll 08/16/2024 - Pay ...			626.89	6,895.79
Activity for August, 2024:							626.89	
09/27/2024	PYPKT01082	PYPKT01082 - 09/27/2...		PYPKT01082 - 09/27/2024 Payroll - Pay ...			626.89	7,522.68
Activity for September, 2024:							626.89	

Detail Report						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-3130		CRA - Other Professional Services				0.00	11,412.30	11,412.30
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/29/2024	POPKT08450	2361122	10566	farmers market	04901 - DEWBERRY ENGINEERS, INC		2,950.00	2,950.00
Activity for March, 2024:							2,950.00	
04/01/2024	POPKT08450	240093	10575	property purchase agreement for 27 Cre...	17601 - MARR APPRAISAL LLC		1,500.00	4,450.00
Activity for April, 2024:							1,500.00	
06/25/2024	POPKT09008	22410342	11057	survey work related to the purchase of ...	04901 - DEWBERRY ENGINEERS, INC		1,750.00	6,200.00
06/25/2024	APPKT01316	Item - 22410342 : Ven...		survey work related to the purchase of ...			-1,750.00	4,450.00
Activity for June, 2024:							0.00	
07/16/2024	APPKT01302	22410342-1	11191	22410342 27 CRESCENT DRIVE	04901 - DEWBERRY ENGINEERS, INC		1,750.00	6,200.00
Activity for July, 2024:							1,750.00	
09/30/2024	POPKT09747	02598	11653	building inspection at 27 Crescent Drive	17729 - ABC PRO SERVICES, INC		575.00	6,775.00
09/30/2024	POPKT09948	442749	11827	DOWNTOWN PARKING STUDY	17723 - Fishbeck		4,637.30	11,412.30
Activity for September, 2024:							5,212.30	
660-000-515-3200		CRA - Financial Audit				0.00	6,500.00	6,500.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	APPKT01379	62657	11773	AUDIT REPOSRT FOR THE YEAR ENDED ...	17657 - PURVIS, GRAY & COMPANY, LLP		6,500.00	6,500.00
Activity for September, 2024:							6,500.00	
660-000-515-4100		CRA - Telephone & Utilities				0.00	76.62	76.62
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/09/2023	APPKT01045	287294528589X10032...9207		287294528589	16237 - AT&T MOBILITY		7.97	7.97
Activity for October, 2023:							7.97	
09/30/2024	APPKT01379	OCTOBER 2024	11753	OCTOBER 2024 24000-01661	00059 - FPL NORTHWEST FL		68.65	76.62
Activity for September, 2024:							68.65	
660-000-515-4200		CRA - Fees, Memberships & Subscriptions				0.00	1,981.96	1,981.96
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/20/2023	APPKT01084	FY 23-24	9507	AUNNUAL FEE FY 23-24	05742 - FL DEPT OF ECONOMIC OPPORTUN...		175.00	175.00
Activity for November, 2023:							175.00	
01/29/2024	APPKT01151	20526	9991	2023-2024 ANNUAL MEMBERSHIP REN...	17568 - FLORIDA REDEVELOPMENT ASSOCI...		870.00	1,045.00
Activity for January, 2024:							870.00	
04/09/2024	APPKT01207	2705787389	10623	ADOBE SUBSCRIPTION CRA	16194 - TRUSTMARK NATIONAL BANK		659.88	1,704.88
04/09/2024	APPKT01207	INV246083878	10623	CRA ZOOM SUBSCRIPTION	16194 - TRUSTMARK NATIONAL BANK		277.08	1,981.96
Activity for April, 2024:							936.96	

Detail Report						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-4300		CRA - Insurance				0.00	17,979.25	17,979.25
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2023	APPKT01088	INV-39501-P0D3	9577	CRA SECON INSTALLMENT BILLING 23-24..	02446 - FLORIDA MUNICIPAL INSURANCE T...		2,778.75	2,778.75
						Activity for December, 2023:	2,778.75	
03/05/2024	APPKT01183	INV-40314-M3W9	10257	CRA THIRD INSTALLMENT 23/24	02446 - FLORIDA MUNICIPAL INSURANCE T...		2,778.75	5,557.50
						Activity for March, 2024:	2,778.75	
04/02/2024	APPKT01202	DEFUSPR-07	10552	04/01/2024 POLICY RENEWAL CRA	09989 - ACENTRIA INSURANCE		4,885.00	10,442.50
04/29/2024	APPKT01235	INV-40314-M3W9-P	10725	insurance proposal for 27 Crescent Drive..	02446 - FLORIDA MUNICIPAL INSURANCE T...		4,758.00	15,200.50
						Activity for April, 2024:	9,643.00	
06/10/2024	APPKT01274	INV-40710-Y8J4	10995	CRA FOURTH INSTALLMENT 23/24 FUND..	02446 - FLORIDA MUNICIPAL INSURANCE T...		2,778.75	17,979.25
						Activity for June, 2024:	2,778.75	
660-000-515-4400		CRA - Office Lease				0.00	9,900.00	9,900.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/07/2023	APPKT01069	NOVEMBER 2023	9364	NOVEMBER 23 PAYMENT	17263 - Baldwin Avenue, LLC		900.00	900.00
						Activity for November, 2023:	900.00	
12/15/2023	APPKT01096	DECEMBER 2023	9677	LEASE PAYMENT (CRA) DECEMBER 2023	17263 - Baldwin Avenue, LLC		900.00	1,800.00
						Activity for December, 2023:	900.00	
01/22/2024	APPKT01144	JAN 2024	9938	JAN 2024 LEASE PAYMENT	17263 - Baldwin Avenue, LLC		900.00	2,700.00
						Activity for January, 2024:	900.00	
02/09/2024	APPKT01164	FEB 2024	10090	CRA RENT FEB 2024	17263 - Baldwin Avenue, LLC		900.00	3,600.00
						Activity for February, 2024:	900.00	
03/13/2024	APPKT01186	MARCH 2024	10298	MARCH RENT	17263 - Baldwin Avenue, LLC		900.00	4,500.00
						Activity for March, 2024:	900.00	
05/06/2024	APPKT01240	APRIL 2024	10763	APRIL 2024 CRA RENT	17263 - Baldwin Avenue, LLC		900.00	5,400.00
05/06/2024	APPKT01240	MAY 2024	10763	MAY 2024 CRA RENT	17263 - Baldwin Avenue, LLC		900.00	6,300.00
						Activity for May, 2024:	1,800.00	
06/10/2024	APPKT01274	JUNE 2024	10982	CRA JUNE RENT	17263 - Baldwin Avenue, LLC		900.00	7,200.00
						Activity for June, 2024:	900.00	
07/08/2024	APPKT01296	JULY 2024	11105	JULY 2024 RENT	17263 - Baldwin Avenue, LLC		900.00	8,100.00
						Activity for July, 2024:	900.00	
09/04/2024	APPKT01343	AUGUST 2024	11469	CRA LEASE PAYMENT FOR AUGUST 2024	17263 - Baldwin Avenue, LLC		900.00	9,000.00
09/17/2024	APPKT01362	SEPTEMBER 24	11579	CRA RENT LEASE SEPTEMBER 2024	17263 - Baldwin Avenue, LLC		900.00	9,900.00
						Activity for September, 2024:	1,800.00	
660-000-515-4900		CRA - Travel Expense				0.00	514.12	514.12
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/30/2023	APPKT01069	T&PD10302023	9394	2023 FRA CONFERENCE	17206 - JOSH ERVIN		514.12	514.12
						Activity for October, 2023:	514.12	

Detail Report

						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-4902		CRA - Marketing				0.00	416.50	416.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/18/2023	POPKT07704	6986Z	9769	CRA HEARLD AD	00040 - DEFUNIAK HERALD BREEZE		43.75	43.75
Activity for December, 2023:							43.75	
03/07/2024	POPKT08232	01069	10276	50 GLOSSY FLYERS	02491 - SMITH'S SIGNS & PRINTING		20.00	63.75
Activity for March, 2024:							20.00	
04/15/2024	POPKT08534	01299	10653	10 double-sided 18"x24" corrugated sig...	02491 - SMITH'S SIGNS & PRINTING		130.00	193.75
Activity for April, 2024:							130.00	
05/31/2024	POPKT08866	7453Z	10952	advertise RFP 24-01-CRA	00040 - DEFUNIAK HERALD BREEZE		110.25	304.00
Activity for May, 2024:							110.25	
09/30/2024	POPKT09747	7681Z	11669	RFP 24-02-CRA legal ad	00040 - DEFUNIAK HERALD BREEZE		112.50	416.50
Activity for September, 2024:							112.50	
660-000-515-5100		CRA - Office Supplies				0.00	509.61	509.61
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/27/2023	POPKT07535	1CCQ-DF3Q-XH96	9487	INK CARTRIDGES	09249 - AMAZON.COM		59.99	59.99
11/27/2023	POPKT07535	1CCQ-DF3Q-XH96	9487	INVOICE DIFFERENCE	09249 - AMAZON.COM		-4.00	55.99
Activity for November, 2023:							55.99	
03/12/2024	POPKT08288	1W93-RFF4-QV1R	10295	EXTERNAL HARD DRIVE	09249 - AMAZON.COM		64.99	120.98
Activity for March, 2024:							64.99	
04/22/2024	POPKT08579	11DL-LF4D-CWVW	10664	Printer Paper CRA	09249 - AMAZON.COM		26.78	147.76
Activity for April, 2024:							26.78	
05/06/2024	POPKT08689	1FX3-394C-DD9R	10756	INVOICE DIFFERENCE	09249 - AMAZON.COM		-20.59	127.17
05/06/2024	POPKT08689	1FX3-394C-DD9R	10756	WorkPro 26 12 D Vertical 4 Drawer File ...	09249 - AMAZON.COM		249.99	377.16
Activity for May, 2024:							229.40	
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	full color name tag	09249 - AMAZON.COM		12.99	390.15
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	self seal envelopes	09249 - AMAZON.COM		8.69	398.84
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	file folder labels	09249 - AMAZON.COM		15.20	414.04
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	dry erase markers	09249 - AMAZON.COM		13.06	427.10
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	printer cartridges	09249 - AMAZON.COM		56.99	484.09
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	INVOICE DIFFERENCE	09249 - AMAZON.COM		6.80	490.89
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	permanent markers / pens	09249 - AMAZON.COM		18.72	509.61
Activity for July, 2024:							132.45	
660-000-515-5200		CRA - Operating Supplies				0.00	4,150.00	4,150.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/19/2023	APPKT01055	OCTOBER 2023	9254	OCTOBER 2023 RENT PAYMENT	17263 - Baldwin Avenue, LLC		900.00	900.00
Activity for October, 2023:							900.00	
04/01/2024	POPKT08450	1415579	10589	CRA 2022 AUDIT	16224 - WARREN AVERETT		3,250.00	4,150.00
Activity for April, 2024:							3,250.00	

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						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-5300		CRA - Master Plan Update				0.00	47,420.00	47,420.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2023	APPKT01088	40915	9595	23.1049.001 RDV PLAN UPDATE	17454 - Matrix Design Group		15,750.00	15,750.00
12/04/2023	APPKT01088	41033	9595	23.1409.001 RDV PLAN UPDATE	17454 - Matrix Design Group		15,750.00	31,500.00
12/08/2023	GLPKT09004	JN08541		To Record Matrix Design Payables			-31,500.00	0.00
Activity for December, 2023:							0.00	
01/29/2024	POPKT07930	00712	10007	5 Redevelopment plan books	02491 - SMITH'S SIGNS & PRINTING		175.00	175.00
01/30/2024	APPKT01151	41336	9997	23.1409.001 RDV PLAN UPDATE	17454 - Matrix Design Group		15,750.00	15,925.00
01/30/2024	APPKT01151	41672	9997	23.1409.001 rdv plan update	17454 - Matrix Design Group		31,495.00	47,420.00
Activity for January, 2024:							47,420.00	
660-000-515-5310		CRA - Streetscape/Alleway				0.00	11,475.88	11,475.88
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/29/2024	POPKT08849	1389	10932	for eleven (11), 4" ODx38' SCH 40 pipes...	17630 - Northwest Florida Fence		10,340.00	10,340.00
Activity for May, 2024:							10,340.00	
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	INVOICE DIFFERENCE	09249 - AMAZON.COM		-9.04	10,330.96
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	M3 304 Stainless Steel 3/32 Inch - 1/8 In...	09249 - AMAZON.COM		8.99	10,339.95
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	100 Pcs Metal Zip Ties 11.8 Inches Stainl...	09249 - AMAZON.COM		72.70	10,412.65
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	T-316 7x7 1/8" Stainless Steel Cable Wir...	09249 - AMAZON.COM		368.00	10,780.65
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	5 PC 5/16" Stainless Steel 316 Closed Bo...	09249 - AMAZON.COM		170.00	10,950.65
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	TayMac MX3200 RaynGuard Extra Duty...	09249 - AMAZON.COM		96.56	11,047.21
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	10 Pack Heavy-Duty Chain Hooks Quick L...	09249 - AMAZON.COM		28.98	11,076.19
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	20PCS 1/8 Inches M3 Stainless Steel Wir...	09249 - AMAZON.COM		17.98	11,094.17
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	ENERLITES Weatherproof Outlet Box	09249 - AMAZON.COM		47.12	11,141.29
Activity for July, 2024:							801.29	
08/19/2024	POPKT09442	95624	11414	SOUTHWIRE 250FT SPT-2 16-2 WIRE	00362 - LOWE'S		100.00	11,241.29
08/19/2024	POPKT09442	95624	11414	INVOICE DIFFERENCE	00362 - LOWE'S		-5.00	11,236.29
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	3GRACE 15 Amp GFCI Outlet 10pk	09249 - AMAZON.COM		75.99	11,312.28
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	TayMac MX3200 RaynGuard Extra Duty	09249 - AMAZON.COM		109.40	11,421.68
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	ENERLITES Weatherproof Outlet Box 1 ...	09249 - AMAZON.COM		54.20	11,475.88
Activity for August, 2024:							334.59	
660-000-515-5420		CRA - Education & Training				0.00	445.00	445.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/12/2024	POPKT09665	145620	11543	Conference Fee	16194 - TRUSTMARK NATIONAL BANK		395.00	395.00
09/12/2024	POPKT09665	145620	11543	Board Fee	16194 - TRUSTMARK NATIONAL BANK		50.00	445.00
Activity for September, 2024:							445.00	

Detail Report

						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-6610		CRA - Land				0.00	338,661.11	338,661.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/18/2024	APPKT01193	27 CRESCENT	10339	LAND CONTRACT 27 CRESCENT	07399 - ADKINSON LAW FIRM TRUST ACCT		2,750.00	2,750.00
						Activity for March, 2024:	2,750.00	
04/26/2024	APPKT01234	04/25/2024 CRA closi...	10705	CRA closing land purchase	07399 - ADKINSON LAW FIRM TRUST ACCT		273,791.11	276,541.11
						Activity for April, 2024:	273,791.11	
05/24/2024	APPKT01254	01643	10883	escro payment 129 n 6th CRA	07399 - ADKINSON LAW FIRM TRUST ACCT		1,000.00	277,541.11
						Activity for May, 2024:	1,000.00	
06/27/2024	APPKT01287	CRA2024-002	11039	111 NORTH 6TH STREET CLOSING	07399 - ADKINSON LAW FIRM TRUST ACCT		30,560.00	308,101.11
06/27/2024	APPKT01287	CRA2024-003	11039	111 NORTH 6TH STREET CLOSING	07399 - ADKINSON LAW FIRM TRUST ACCT		30,560.00	338,661.11
						Activity for June, 2024:	61,120.00	

Detail Report

						Date Range: 10/01/2023 - 09/30/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-8200		CRA - Incentive Grants				0.00	58,552.58	58,552.58
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/09/2024	POPKT07789	240002	9868	invoice difference	17523 - RHODES JEWELERS, INC		-1,810.50	-1,810.50
01/09/2024	POPKT07789	240002	9868	BUILDING IMPROVMENT	17523 - RHODES JEWELERS, INC		2,656.00	845.50
01/18/2024	APPKT01140	240002-1	9887	2024-00427 building grant recipient	17523 - RHODES JEWELERS, INC		842.50	1,688.00
Activity for January, 2024:							1,688.00	
02/15/2024	POPKT08043	230011	10100	BUILDING IMPROVEMENT GRANT	17418 - ERIC JOYNER		5,000.00	6,688.00
02/15/2024	POPKT08043	240003	10113	RESIDENTIAL SITE GRANT	17567 - PETER OSETEK		3,250.00	9,938.00
02/15/2024	POPKT08043	240003	10113	invoice difference	17567 - PETER OSETEK		-737.50	9,200.50
Activity for February, 2024:							7,512.50	
03/11/2024	POPKT08288	230007	10319	INVOICE DIFFERENCE	17579 - JOEL PAUL, JR		-500.00	8,700.50
03/11/2024	POPKT08288	230007	10319	Residential Site and Building Improvem...	17579 - JOEL PAUL, JR		2,400.00	11,100.50
Activity for March, 2024:							1,900.00	
05/20/2024	POPKT08799	240014	10882	Residential Site and Building Improvem...	17636 - Marsha Wilson		5,000.00	16,100.50
05/23/2024	POPKT08800	240015	10886	Residential Site and Building Improvem...	17635 - Betty Burnes		600.00	16,700.50
05/31/2024	POPKT08866	240004	10941	Residential Site and Building Improvem...	17569 - AAA TRUSS INC.		10,000.00	26,700.50
Activity for May, 2024:							15,600.00	
06/25/2024	POPKT09008	240012	11047	INVOICE DIFFERENCE	17619 - Caitlin Stewart		-710.08	25,990.42
06/25/2024	POPKT09008	240012	11047	Residential Site and Building Improvem...	17619 - Caitlin Stewart		4,250.00	30,240.42
Activity for June, 2024:							3,539.92	
07/22/2024	POPKT09230	240005	11225	Residential Development Incentive Grant	16560 - JACOB LOCKE CONSTRUCTION INC		2,500.00	32,740.42
07/22/2024	POPKT09230	240006	11225	Residential Development Incentive Grant	16560 - JACOB LOCKE CONSTRUCTION INC		2,500.00	35,240.42
Activity for July, 2024:							5,000.00	
08/06/2024	POPKT09325	240009	11324	Residential Site and Building Improvem...	17600 - PHILIP AND ASHLEY BROWN		10,000.00	45,240.42
08/19/2024	POPKT09442	240017	11409	Commercial Site and Building Improvem...	17650 - HOLLEY ABBOTT		5,000.00	50,240.42
08/19/2024	APPKT01364	Item - 240017 : Vendor..		Commercial Site and Building Improvem...			-5,000.00	45,240.42
08/20/2024	POPKT09442	220024	11411	Residential Site and Building Improvem...	17697 - Jack & Mayo Johnson		2,208.63	47,449.05
08/26/2024	APPKT01335	240017-1	11453	po 2024-01633 commercial site and buil...	17650 - HOLLEY ABBOTT		4,853.53	52,302.58
Activity for August, 2024:							17,062.16	
09/03/2024	POPKT09584	240020	11461	Residential Site and Building Improvem...	17676 - Alex Alexander		1,445.00	53,747.58
09/03/2024	POPKT09584	240020	11461	INVOICE DIFFERENCE	17676 - Alex Alexander		-195.00	53,552.58
09/19/2024	POPKT09696	240026	11652	Residential Site and Building Improvem...	17707 - William & laurie Brock		5,000.00	58,552.58
Activity for September, 2024:							6,250.00	

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash				435,443.47	392,791.99	828,235.46
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2023	GLPKT07658	JN07939		October 2023 ADJE CRA			-11,328.97	424,114.50
10/31/2023	GLPKT07658	JN07939		October 2023 ADJE CRA			-7,907.97	416,206.53
Activity for October, 2023:							-19,236.94	
11/09/2023	GLPKT07394	JN07792		11/09/2023 Payables			-1,414.12	414,792.41
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			-6,154.87	408,637.54
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			-60.00	408,577.54
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			-60.00	408,517.54
Activity for November, 2023:							-7,688.99	
12/01/2023	GLPKT07538	JN07876		Accounts Payable 12/01/2023			-230.99	408,286.55
12/07/2023	GLPKT07640	JN07925		CRA Payroll Transfer for 11/10/23 Payroll			-5,263.30	403,023.25
12/08/2023	GLPKT07647	JN07931		Payroll Clearing Entries 12/08/23			-5,263.62	397,759.63
12/13/2023	GLPKT07682	JN07959		AP Clearing Input 12/08/23 Payables-CRA			-34,278.75	363,480.88
12/15/2023	GLPKT07896	JN08053		AP Clearing Input 12/15/2023 Payables			-900.00	362,580.88
12/19/2023	GLPKT07740	JN07976		Payroll Clearing Entries 12/21/23 Payroll			-6,154.55	356,426.33
12/21/2023	GLPKT07807	JN08011		AP Clearing Input 12/21/23 Payables-CRA			-43.75	356,382.58
Activity for December, 2023:							-52,134.96	
01/12/2024	GLPKT07906	JN08057		AP Clearing Input 01/05/24 Payroll			-5,263.14	351,119.44
01/12/2024	GLPKT07920	JN08061		AP Clearing Input 01/12/2024 Payables			-845.50	350,273.94
01/12/2024	GLPKT07938	JN08075		FY 23-24 CRA Tax Increment Transfer			425,145.11	775,419.05
01/12/2024	GLPKT07940	JN08077		Reverse JN08075 Entry Error			-425,145.11	350,273.94
01/12/2024	GLPKT07942	JN08079		FY 23-24 Walton County CRA Tax Incre...			425,145.11	775,419.05
01/12/2024	GLPKT07944	JN08081		FY 23-24 CRA Tax Increment Transfer			649,527.26	1,424,946.31
01/19/2024	GLPKT08013	JN08113		Payroll Clearing Entries 01/19/2024 Pay...			-6,154.55	1,418,791.76
01/25/2024	GLPKT08035	JN08123		AP Clearing Input 01/25/2024 Payables			-900.00	1,417,891.76
Activity for January, 2024:							1,061,509.18	
02/01/2024	GLPKT08121	JN08130		AP Clearing Input 02/01/2024 Payables			-48,290.00	1,369,601.76
02/01/2024	GLPKT08123	JN08132		Payroll Clearing Entries 02/02/2024 Pay...			-5,263.62	1,364,338.14
02/15/2024	GLPKT08437	JN08268		AP Clearing Input-02/15/2024 Payables			-8,412.50	1,355,925.64
02/16/2024	GLPKT08255	JN08184		Payroll Clearing Entries 02/16/2024 Pay...			-6,154.91	1,349,770.73
Activity for February, 2024:							-68,121.03	
03/01/2024	GLPKT08364	JN08220		Payroll Clearing Entries 03/01/2024 Pay...			-5,263.29	1,344,507.44
03/11/2024	GLPKT08434	JN08265		AP Clearing Input 03/08/2024 payables			-2,798.75	1,341,708.69
03/14/2024	GLPKT08524	JN08320		Payroll Clearing Entries -03/15/24 Payroll			-5,263.67	1,336,445.02
03/15/2024	GLPKT08504	JN08313		AP Clearing Input - 03/15/2024 Payables			-2,864.99	1,333,580.03
03/18/2024	GLPKT08525	JN08321		AP Clearing Input 03/18/2024 Payable			-2,750.00	1,330,830.03
03/29/2024	GLPKT08629	JN08348		Payroll Clearing Input-03/29/2024 Payroll			-5,938.42	1,324,891.61
Activity for March, 2024:							-24,879.12	
04/05/2024	GLPKT08678	JN08374		AP Clearing Input 04/05/24 Payables			-12,585.00	1,312,306.61
04/12/2024	GLPKT08741	JN08418		Payroll Clearing Entries 04/12/24 Payroll			-5,263.69	1,307,042.92
04/12/2024	GLPKT08743	JN08420		AP Clearing Entries 04/12/24			-936.96	1,306,105.96

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash - Continued				435,443.47	392,791.99	828,235.46
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/18/2024	GLPKT08800	JN08448		AP Clearing Input 04/18/2024 Payable			-130.00	1,305,975.96
04/26/2024	GLPKT08878	JN08488		AP Clearing Input 04/26/24 Payable			-273,791.31	1,032,184.65
04/26/2024	GLPKT09024	JN08552		AP Input Error 04/26/24 Payables			0.20	1,032,184.85
04/29/2024	GLPKT08892	JN08492		Payroll Clearing Input 4/26/2024			-5,938.48	1,026,246.37
Activity for April, 2024:							-298,645.24	
05/02/2024	GLPKT08961	JN08520		AP Clearing Input 05/02/2024 Payables			-4,758.00	1,021,488.37
05/09/2024	GLPKT09018	JN08546		PR Clearing Input 05/09/24 Payroll			-5,263.30	1,016,225.07
05/13/2024	GLPKT09034	JN08556		AP Clearing Input 05/13/2024 Payables			-2,029.40	1,014,195.67
05/20/2024	GLPKT09080	JN08563		AP Clearing Input 05/20/24 Payable			-5,000.00	1,009,195.67
05/22/2024	GLPKT09097	JN08570		Payroll Clearing Input 05/24/24			-5,938.15	1,003,257.52
05/23/2024	CLPKT01696	DEP0009322		CLPKT01696 BG:Cash & Checks			146.00	1,003,403.52
05/24/2024	GLPKT09210	JN08608		AP Clearing Input 05/24/24 payables			-1,600.00	1,001,803.52
05/29/2024	GLPKT09136	JN08576		AP Input 05/29/24 Payable			-10,340.00	991,463.52
Activity for May, 2024:							-34,782.85	
06/05/2024	GLPKT09202	JN08606		Payroll Clearing Input 06/07/2024 Payroll			-5,263.30	986,200.22
06/10/2024	GLPKT09219	JN08619		AP Clearing Input 06/06/2024 Payables			-10,110.25	976,089.97
06/13/2024	GLPKT09249	JN08635		AP Clearing Input 06/13/2024 Payables			-3,678.75	972,411.22
06/18/2024	GLPKT09280	JN08642		Payroll Clearing Input 06/21/2024 Payroll			-5,938.15	966,473.07
06/27/2024	GLPKT09316	JN08648		AP Clearing Input 06/27/24 Payables			-66,409.92	900,063.15
Activity for June, 2024:							-91,400.37	
07/03/2024	GLPKT09364	JN08675		Payroll Clearing Input 07/05/24 Payroll			-5,263.64	894,799.51
07/11/2024	GLPKT09440	JN08693		AP Clearing Input 07/11/2024			-1,701.29	893,098.22
07/17/2024	GLPKT09461	JN08706		Payroll Clearing Entries 07/17/24			-5,938.26	887,159.96
07/25/2024	GLPKT09496	JN08715		AP Clearing Input 07252024 Payables			-5,132.45	882,027.51
07/31/2024	GLPKT09536	JN08730		Payroll Clearing Entries 08/02/2024 Pay...			-5,263.30	876,764.21
Activity for July, 2024:							-23,298.94	
08/08/2024	GLPKT09578	JN08743		AP Clearing Input-08/08/24			-10,000.00	866,764.21
08/14/2024	GLPKT09603	JN08762		Payroll Clearing Input 08/16/2024 Payroll			-5,938.14	860,826.07
08/15/2024	GLPKT09620	JN08767		AP Clearing Input 08/14/2024 CRA Credit			150.00	860,976.07
08/21/2024	GLPKT09681	JN08795		AP Clearing Input 08/21/2024 Payables			-7,543.22	853,432.85
08/28/2024	GLPKT09743	JN08824		Payroll Clearing Input 08/30/2024 Payroll			-5,263.30	848,169.55
Activity for August, 2024:							-28,594.66	
09/06/2024	GLPKT09813	JN08855		AP Clearing Input 09/06/24			-2,150.00	846,019.55
09/11/2024	GLPKT09844	JN08873		Payroll Clearing Input 091324			-5,263.30	840,756.25
09/12/2024	GLPKT09853	JN08876		AP Clearing Input 09/12/2024			-445.00	840,311.25
09/20/2024	GLPKT09945	JN08922		AP Clearing Input 09/20/2024			-5,900.00	834,411.25
09/25/2024	GLPKT09971	JN08928		Payroll Clearing Input 09/27/2024 Payroll			-5,938.48	828,472.77
09/30/2024	GLPKT10006	JN08943		To Transfers from Due/To Froms			-57.31	828,415.46

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash - Continued				435,443.47	392,791.99	828,235.46
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	GLPKT10006	JN08943		To Transfers from Due/To Froms			-180.00	828,235.46
Activity for September, 2024:							-19,934.09	
660-131-400-0000		Due From Water				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	GLPKT08515	JN08317		December 2023 CRA WCBCC FY 2324 Pa...			425,145.11	425,145.11
Activity for December, 2023:							425,145.11	
01/12/2024	GLPKT07942	JN08079		FY 23-24 Walton County CRA Tax Incre...			-425,145.11	0.00
Activity for January, 2024:							-425,145.11	
660-202-000-0000		CRA Accounts Payable				-31,500.00	31,500.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/08/2023	GLPKT09004	JN08541		To Record Matrix Design Payables			31,500.00	0.00
Activity for December, 2023:							31,500.00	
660-207-400-0000		Due To Utility Fund				-240.00	240.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			60.00	-180.00
Activity for November, 2023:							60.00	
09/30/2024	GLPKT10006	JN08943		To Transfers from Due/To Froms			180.00	0.00
Activity for September, 2024:							180.00	

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing				-6,394.50	-5,498.95	-11,893.45
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/09/2023	APPKT01045	287294528589X10032...	9207	287294528589 SEC PBL	16237 - AT&T MOBILITY		-7.97	-6,402.47
10/19/2023	APPKT01055	OCTOBER 2023	9254	OCTOBER 2023 RENT PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-7,302.47
10/30/2023	APPKT01069	T&PD10302023	9394	2023 FRA CONFERENCE SEC PBL	17206 - JOSH ERVIN		-514.12	-7,816.59
10/31/2023	GLPKT07658	JN07939		October 2023 CRA			7,907.97	91.38
Activity for October, 2023:							6,485.88	
11/07/2023	APPKT01069	NOVEMBER 2023	9364	NOVEMBER 23 PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-808.62
11/09/2023	GLPKT07394	JN07792		11/09/2023 Payables			1,414.12	605.50
11/20/2023	APPKT01084	FY 23-24	9507	AUNNUAL FEE FY 23-24 SEC PBL	05742 - FL DEPT OF ECONOMIC OPPORTUN...		-175.00	430.50
11/27/2023	POPKT07535	1CCQ-DF3Q-XH96	9487	INVOICE DIFFERENCE SEC PBL	09249 - AMAZON.COM		4.00	434.50
11/27/2023	POPKT07535	1CCQ-DF3Q-XH96	9487	INK CARTRIDGES SEC PBL	09249 - AMAZON.COM		-59.99	374.51
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			60.00	434.51
Activity for November, 2023:							343.13	
12/01/2023	GLPKT07538	JN07876		Accounts Payable 12/01/2023			230.99	665.50
12/04/2023	APPKT01088	40915	9595	23.1049.001 RDV PLAN UPDATE SEC PBL	17454 - Matrix Design Group		-15,750.00	-15,084.50
12/04/2023	APPKT01088	41033	9595	23.1409.001 RDV PLAN UPDATE SEC PBL	17454 - Matrix Design Group		-15,750.00	-30,834.50
12/04/2023	APPKT01088	INV-39501-P0D3	9577	CRA SECON INSTALLMENT BILLING 23-24..	02446 - FLORIDA MUNICIPAL INSURANCE T...		-2,778.75	-33,613.25
12/13/2023	GLPKT07682	JN07959		AP Clearing Input 12/08/23 Payables-CRA			34,278.75	665.50
12/15/2023	APPKT01096	DECEMBER 2023	9677	LEASE PAYMENT (CRA) DECEMBER 2023..	17263 - Baldwin Avenue, LLC		-900.00	-234.50
12/15/2023	GLPKT07896	JN08053		AP Clearing Input 12/15/2023 Payables			900.00	665.50
12/18/2023	POPKT07704	6986Z	9769	CRA HEARLD AD SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-43.75	621.75
12/21/2023	GLPKT07807	JN08011		AP Clearing Input 12/21/23 Payables-CRA			43.75	665.50
Activity for December, 2023:							230.99	
01/09/2024	POPKT07789	240002	9868	BUILDING IMPROVMENT SEC PBL	17523 - RHODES JEWELERS, INC		-2,656.00	-1,990.50
01/09/2024	POPKT07789	240002	9868	invoice difference SEC PBL	17523 - RHODES JEWELERS, INC		1,810.50	-180.00
01/12/2024	GLPKT07920	JN08061		AP Clearing Input 01/12/2024 Payables			845.50	665.50
01/18/2024	APPKT01140	240002-1	9887	2024-00427 building grant recipient SEC ...	17523 - RHODES JEWELERS, INC		-842.50	-177.00
01/22/2024	APPKT01144	JAN 2024	9938	JAN 2024 LEASE PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-1,077.00
01/25/2024	GLPKT08035	JN08123		AP Clearing Input 01/25/2024 Payables			900.00	-177.00
01/29/2024	APPKT01151	20526	9991	2023-2024 ANNUAL MEMBERSHIP REN...	17568 - FLORIDA REDEVELOPMENT ASSOCI...		-870.00	-1,047.00
01/29/2024	POPKT07930	00712	10007	5 Redevelopment plan books SEC PBL	02491 - SMITH'S SIGNS & PRINTING		-175.00	-1,222.00
01/30/2024	APPKT01151	41336	9997	23.1409.001 RDV PLAN UPDATE SEC PBL	17454 - Matrix Design Group		-15,750.00	-16,972.00
01/30/2024	APPKT01151	41672	9997	23.1409.001 rdv plan update SEC PBL	17454 - Matrix Design Group		-31,495.00	-48,467.00
Activity for January, 2024:							-49,132.50	
02/01/2024	GLPKT08121	JN08130		AP Clearing Input 02/01/2024 Payables			48,290.00	-177.00
02/09/2024	APPKT01164	FEB 2024	10090	CRA RENT FEB 2024 SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-1,077.00
02/15/2024	POPKT08043	230011	10100	BUILDING IMPROVEMENT GRANT SEC P...	17418 - ERIC JOYNER		-5,000.00	-6,077.00
02/15/2024	POPKT08043	240003	10113	RESIDENTIAL SITE GRANT SEC PBL	17567 - PETER OSETEK		-3,250.00	-9,327.00
02/15/2024	POPKT08043	240003	10113	invoice difference SEC PBL	17567 - PETER OSETEK		737.50	-8,589.50
02/15/2024	GLPKT08437	JN08268		AP Clearing Input-02/15/2024 Payables			8,412.50	-177.00
Activity for February, 2024:							48,290.00	

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing - Continued				-6,394.50	-5,498.95	-11,893.45
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/05/2024	APPKT01183	INV-40314-M3W9	10257	CRA THIRD INSTALLMENT 23/24 SEC PBL	02446 - FLORIDA MUNICIPAL INSURANCE T...		-2,778.75	-2,955.75
03/07/2024	POPKT08232	01069	10276	50 GLOSSY FLYERS SEC PBL	02491 - SMITH'S SIGNS & PRINTING		-20.00	-2,975.75
03/11/2024	GLPKT08434	JN08265		AP Clearing Input 03/08/2024 payables			2,798.75	-177.00
03/11/2024	POPKT08288	230007	10319	INVOICE DIFFERENCE SEC PBL	17579 - JOEL PAUL, JR		500.00	323.00
03/11/2024	POPKT08288	230007	10319	Residential Site and Building Improvem...	17579 - JOEL PAUL, JR		-2,400.00	-2,077.00
03/12/2024	POPKT08288	1W93-RFF4-QV1R	10295	EXTERNAL HARD DRIVE SEC PBL	09249 - AMAZON.COM		-64.99	-2,141.99
03/13/2024	APPKT01186	MARCH 2024	10298	MARCH RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-3,041.99
03/15/2024	GLPKT08504	JN08313		AP Clearing Input - 03/15/2024 Payables			2,864.99	-177.00
03/18/2024	APPKT01193	27 CRESCENT	10339	LAND CONTRACT 27 CRESCENT SEC PBL	07399 - ADKINSON LAW FIRM TRUST ACCT		-2,750.00	-2,927.00
03/18/2024	GLPKT08525	JN08321		AP Clearing Input 03/18/2024 Payable			2,750.00	-177.00
03/29/2024	POPKT08450	2361122	10566	farmers market SEC PBL	04901 - DEWBERRY ENGINEERS, INC		-2,950.00	-3,127.00
Activity for March, 2024:							-2,950.00	
04/01/2024	POPKT08450	1415579	10589	CRA 2022 AUDIT SEC PBL	16224 - WARREN AVERETT		-3,250.00	-6,377.00
04/01/2024	POPKT08450	240093	10575	property purchase agreement for 27 Cre...	17601 - MARR APPRAISAL LLC		-1,500.00	-7,877.00
04/02/2024	APPKT01202	DEFUSPR-07	10552	04/01/2024 POLICY RENEWAL CRA SEC ...	09989 - ACENTRIA INSURANCE		-4,885.00	-12,762.00
04/05/2024	GLPKT08678	JN08374		AP Clearing Input 04/05/24 Payables			12,585.00	-177.00
04/09/2024	APPKT01207	2705787389	10623	ADOBE SUBSCRIPTION CRA SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-659.88	-836.88
04/09/2024	APPKT01207	INV246083878	10623	CRA ZOOM SUBSCRIPTION SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-277.08	-1,113.96
04/12/2024	GLPKT08743	JN08420		AP Clearing Entries 04/12/24			936.96	-177.00
04/15/2024	POPKT08534	01299	10653	10 double-sided 18"x24" corrugated sig...	02491 - SMITH'S SIGNS & PRINTING		-130.00	-307.00
04/18/2024	GLPKT08800	JN08448		AP Clearing Input 04/18/2024 Payable			130.00	-177.00
04/22/2024	POPKT08579	11DL-LF4D-CWVW	10664	Printer Paper CRA SEC PBL	09249 - AMAZON.COM		-26.78	-203.78
04/26/2024	APPKT01234	04/25/2024 CRA closi...	10705	CRA closing land purchase SEC PBL	07399 - ADKINSON LAW FIRM TRUST ACCT		-273,791.11	-273,994.89
04/26/2024	GLPKT08878	JN08488		AP Clearing Input 04/26/24 Payable			273,791.31	-203.58
04/26/2024	GLPKT09024	JN08552		AP Input Error 04/26/24 Payables			-0.20	-203.78
04/29/2024	APPKT01235	INV-40314-M3W9-P	10725	insurance proposal for 27 Crescent Drive..	02446 - FLORIDA MUNICIPAL INSURANCE T...		-4,758.00	-4,961.78
Activity for April, 2024:							-1,834.78	
05/02/2024	GLPKT08961	JN08520		AP Clearing Input 05/02/2024 Payables			4,758.00	-203.78
05/06/2024	APPKT01240	APRIL 2024	10763	APRIL 2024 CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-1,103.78
05/06/2024	APPKT01240	MAY 2024	10763	MAY 2024 CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-2,003.78
05/06/2024	POPKT08689	1FX3-394C-DD9R	10756	INVOICE DIFFERENCE SEC PBL	09249 - AMAZON.COM		20.59	-1,983.19
05/06/2024	POPKT08689	1FX3-394C-DD9R	10756	WorkPro 26 12 D Vertical 4 Drawer File ...	09249 - AMAZON.COM		-249.99	-2,233.18
05/13/2024	GLPKT09034	JN08556		AP Clearing Input 05/13/2024 Payables			2,029.40	-203.78
05/20/2024	POPKT08799	240014	10882	Residential Site and Building Improvem...	17636 - Marsha Wilson		-5,000.00	-5,203.78
05/20/2024	GLPKT09080	JN08563		AP Clearing Input 05/20/24 Payable			5,000.00	-203.78
05/23/2024	POPKT08800	240015	10886	Residential Site and Building Improvem...	17635 - Betty Burnes		-600.00	-803.78
05/24/2024	APPKT01254	01643	10883	escro payment 129 n 6th CRA SEC PBL	07399 - ADKINSON LAW FIRM TRUST ACCT		-1,000.00	-1,803.78
05/24/2024	GLPKT09210	JN08608		AP Clearing Input 05/24/24 payables			1,600.00	-203.78
05/29/2024	POPKT08849	1389	10932	for eleven (11), 4" ODx38' SCH 40 pipes...	17630 - Northwest Florida Fence		-10,340.00	-10,543.78
05/29/2024	GLPKT09136	JN08576		AP Input 05/29/24 Payable			10,340.00	-203.78
05/31/2024	POPKT08866	240004	10941	Residential Site and Building Improvem...	17569 - AAA TRUSS INC.		-10,000.00	-10,203.78

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing - Continued				-6,394.50	-5,498.95	-11,893.45
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/31/2024	POPKT08866	7453Z	10952	advertise RFP 24-01-CRA SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-110.25	-10,314.03
Activity for May, 2024:							-5,352.25	
06/10/2024	GLPKT09219	JN08619		AP Clearing Input 06/06/2024 Payables			10,110.25	-203.78
06/10/2024	APPKT01274	INV-40710-Y8J4	10995	CRA FOURTH INSTALLMENT 23/24 FUND..	02446 - FLORIDA MUNICIPAL INSURANCE T...		-2,778.75	-2,982.53
06/10/2024	APPKT01274	JUNE 2024	10982	CRA JUNE RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-3,882.53
06/13/2024	GLPKT09249	JN08635		AP Clearing Input 06/13/2024 Payables			3,678.75	-203.78
06/25/2024	POPKT09008	22410342	11057	survey work related to the purchase of ...	04901 - DEWBERRY ENGINEERS, INC		-1,750.00	-1,953.78
06/25/2024	POPKT09008	240012	11047	INVOICE DIFFERENCE SEC PBL	17619 - Caitlin Stewart		710.08	-1,243.70
06/25/2024	POPKT09008	240012	11047	Residential Site and Building Improvem...	17619 - Caitlin Stewart		-4,250.00	-5,493.70
06/25/2024	APPKT01316	Item - 22410342 : Ven...		survey work related to the purchase of ...			1,750.00	-3,743.70
06/27/2024	APPKT01287	CRA2024-002	11039	111 NORTH 6TH STREET CLOSING SEC P...	07399 - ADKINSON LAW FIRM TRUST ACCT		-30,560.00	-34,303.70
06/27/2024	APPKT01287	CRA2024-003	11039	111 NORTH 6TH STREET CLOSING SEC P...	07399 - ADKINSON LAW FIRM TRUST ACCT		-30,560.00	-64,863.70
06/27/2024	GLPKT09316	JN08648		AP Clearing Input 06/27/24 Payables			66,409.92	1,546.22
Activity for June, 2024:							11,860.25	
07/08/2024	APPKT01296	JULY 2024	11105	JULY 2024 RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	646.22
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	T-316 7x7 1/8" Stainless Steel Cable Wir...	09249 - AMAZON.COM		-368.00	278.22
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	5 PC 5/16" Stainless Steel 316 Closed Bo...	09249 - AMAZON.COM		-170.00	108.22
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	10 Pack Heavy-Duty Chain Hooks Quick L...	09249 - AMAZON.COM		-28.98	79.24
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	100 Pcs Metal Zip Ties 11.8 Inches Stainl...	09249 - AMAZON.COM		-72.70	6.54
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	TayMac MX3200 RaynGuard Extra Duty...	09249 - AMAZON.COM		-96.56	-90.02
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	M3 304 Stainless Steel 3/32 Inch - 1/8 In...	09249 - AMAZON.COM		-8.99	-99.01
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	INVOICE DIFFERENCE SEC PBL	09249 - AMAZON.COM		9.04	-89.97
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	20PCS 1/8 Inches M3 Stainless Steel Wir...	09249 - AMAZON.COM		-17.98	-107.95
07/09/2024	POPKT09107	14YK-JF4L-LFTH	11098	ENERLITES Weatherproof Outlet Box SE...	09249 - AMAZON.COM		-47.12	-155.07
07/11/2024	GLPKT09440	JN08693		AP Clearing Input 07/11/2024			1,701.29	1,546.22
07/16/2024	APPKT01302	22410342-1	11191	22410342 27 CRESCENT DRIVE SEC PBL	04901 - DEWBERRY ENGINEERS, INC		-1,750.00	-203.78
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	INVOICE DIFFERENCE SEC PBL	09249 - AMAZON.COM		-6.80	-210.58
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	dry erase markers SEC PBL	09249 - AMAZON.COM		-13.06	-223.64
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	file folder labels SEC PBL	09249 - AMAZON.COM		-15.20	-238.84
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	printer cartridges SEC PBL	09249 - AMAZON.COM		-56.99	-295.83
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	full color name tag SEC PBL	09249 - AMAZON.COM		-12.99	-308.82
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	permanent markers / pens SEC PBL	09249 - AMAZON.COM		-18.72	-327.54
07/22/2024	POPKT09230	1PWQ-YMF4-QCNL	11196	self seal envelopes SEC PBL	09249 - AMAZON.COM		-8.69	-336.23
07/22/2024	POPKT09230	240005	11225	Residential Development Incentive Gran...	16560 - JACOB LOCKE CONSTRUCTION INC		-2,500.00	-2,836.23
07/22/2024	POPKT09230	240006	11225	Residential Development Incentive Gran...	16560 - JACOB LOCKE CONSTRUCTION INC		-2,500.00	-5,336.23
07/25/2024	GLPKT09496	JN08715		AP Clearing Input 07252024 Payables			5,132.45	-203.78
Activity for July, 2024:							-1,750.00	
08/06/2024	POPKT09325	240009	11324	Residential Site and Building Improvem...	17600 - PHILIP AND ASHLEY BROWN		-10,000.00	-10,203.78
08/08/2024	GLPKT09578	JN08743		AP Clearing Input-08/08/24			10,000.00	-203.78
08/14/2024	POPKT09435	01877	11373	FRA CONFERENCE REFUND SEC PBL	16194 - TRUSTMARK NATIONAL BANK		150.00	-53.78
08/15/2024	GLPKT09620	JN08767		AP Clearing Input 08/14/2024 CRA Credit			-150.00	-203.78

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing - Continued				-6,394.50	-5,498.95	-11,893.45
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
08/19/2024	POPKT09442	240017	11409	Commercial Site and Building Improvem...	17650 - HOLLEY ABBOTT		-5,000.00	-5,203.78
08/19/2024	POPKT09442	95624	11414	INVOICE DIFFERENCE SEC PBL	00362 - LOWE'S		5.00	-5,198.78
08/19/2024	POPKT09442	95624	11414	SOUTHWIRE 250FT SPT-2 16-2 WIRE SEC...	00362 - LOWE'S		-100.00	-5,298.78
08/19/2024	APPKT01364	Item - 240017 : Vendor..		Commercial Site and Building Improvem...			5,000.00	-298.78
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	TayMac MX3200 RaynGuard Extra Duty ...	09249 - AMAZON.COM		-109.40	-408.18
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	3GRACE 15 Amp GFCI Outlet 10pk SEC P...	09249 - AMAZON.COM		-75.99	-484.17
08/20/2024	POPKT09442	1K6H-LPFT-GW4T	11375	ENERLITES Weatherproof Outlet Box 1 ...	09249 - AMAZON.COM		-54.20	-538.37
08/20/2024	POPKT09442	220024	11411	Residential Site and Building Improvem...	17697 - Jack & Mayo Johnson		-2,208.63	-2,747.00
08/21/2024	GLPKT09681	JN08795		AP Clearing Input 08/21/2024 Payables			7,543.22	4,796.22
08/26/2024	APPKT01335	240017-1	11453	po 2024-01633 commercial site and buil...	17650 - HOLLEY ABBOTT		-4,853.53	-57.31
Activity for August, 2024:							146.47	
09/03/2024	POPKT09584	240020	11461	INVOICE DIFFERENCE SEC PBL	17676 - Alex Alexander		195.00	137.69
09/03/2024	POPKT09584	240020	11461	Residential Site and Building Improvem...	17676 - Alex Alexander		-1,445.00	-1,307.31
09/04/2024	APPKT01343	AUGUST 2024	11469	CRA LEASE PAYMENT FOR AUGUST 2024...	17263 - Baldwin Avenue, LLC		-900.00	-2,207.31
09/06/2024	GLPKT09813	JN08855		AP Clearing Input 09/06/24			2,150.00	-57.31
09/12/2024	POPKT09665	145620	11543	Conference Fee SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-395.00	-452.31
09/12/2024	POPKT09665	145620	11543	Board Fee SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-50.00	-502.31
09/12/2024	GLPKT09853	JN08876		AP Clearing Input 09/12/2024			445.00	-57.31
09/17/2024	APPKT01362	SEPTEMBER 24	11579	CRA RENT LEASE SEPTEMBER 2024 SEC ...	17263 - Baldwin Avenue, LLC		-900.00	-957.31
09/19/2024	POPKT09696	240026	11652	Residential Site and Building Improvem...	17707 - William & laurie Brock		-5,000.00	-5,957.31
09/20/2024	GLPKT09945	JN08922		AP Clearing Input 09/20/2024			5,900.00	-57.31
09/30/2024	GLPKT10006	JN08943		To Transfers from Due/To Froms			57.31	0.00
09/30/2024	POPKT09747	02598	11653	building inspection at 27 Crescent Drive ...	17729 - ABC PRO SERVICES, INC		-575.00	-575.00
09/30/2024	POPKT09747	7681Z	11669	RFP 24-02-CRA legal ad SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-112.50	-687.50
09/30/2024	APPKT01379	62657	11773	AUDIT REPOSRT FOR THE YEAR ENDED ...	17657 - PURVIS, GRAY & COMPANY, LLP		-6,500.00	-7,187.50
09/30/2024	APPKT01379	OCTOBER 2024	11753	OCTOBER 2024 24000-01661 SEC PBL	00059 - FPL NORTHWEST FL		-68.65	-7,256.15
09/30/2024	POPKT09948	442749	11827	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-4,637.30	-11,893.45
Activity for September, 2024:							-11,836.14	

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-813-0000		Due to Payroll Clearing				-0.01	0.00	-0.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	PYPKT00747	PYPKT00747 - Payroll ...		Packet PYPKT00747: Payroll check date ...			-5,174.42	-5,174.43
10/27/2023	PYPKT00754	PYPKT00754 - Payroll ...		Packet PYPKT00754: Payroll check date ...			-6,154.55	-11,328.98
10/31/2023	GLPKT07658	JN07939		October 2023 ADJE CRA			11,328.97	-0.01
Activity for October, 2023:							0.00	
11/09/2023	PYPKT00763	PYPKT00763 - Payroll ...		Packet PYPKT00763: Payroll Check date ...			-5,263.30	-5,263.31
11/22/2023	PYPKT00766	PYPKT00766 - Payroll ...		Packet PYPKT00766: Payroll Check date ...			-6,154.87	-11,418.18
11/30/2023	GLPKT07671	JN07950		November 2023 ADJE CRA			6,154.87	-5,263.31
Activity for November, 2023:							-5,263.30	
12/07/2023	GLPKT07640	JN07925		CRA Payroll Transfer for 11/10/23 Payroll			5,263.30	-0.01
12/08/2023	PYPKT00777	PYPKT00777 - Payroll ...		Packet PYPKT00777: Payroll check date ...			-5,263.62	-5,263.63
12/08/2023	GLPKT07647	JN07931		Payroll Clearing Entries 12/08/23			5,263.62	-0.01
12/19/2023	GLPKT07740	JN07976		Payroll Clearing Entries 12/21/23 Payroll			6,154.55	6,154.54
12/21/2023	PYPKT00786	PYPKT00786 - Payroll ...		Packet PYPKT00786: Payroll Check date ...			-6,154.55	-0.01
Activity for December, 2023:							5,263.30	
01/05/2024	PYPKT00795	PYPKT00795 - Payroll ...		Packet PYPKT00795: Payroll check date ...			-5,263.14	-5,263.15
01/12/2024	GLPKT07906	JN08057		AP Clearing Input 01/05/24 Payroll			5,263.14	-0.01
01/19/2024	PYPKT00818	PYPKT00818 - Payroll ...		Packet PYPKT00818: Payroll Check date ...			-6,154.55	-6,154.56
01/19/2024	GLPKT08013	JN08113		Payroll Clearing Entries 01/19/2024 Pay...			6,154.55	-0.01
01/30/2024	PYPKT00820	PYPKT00820 - Payroll ...		Packet PYPKT00820: Payroll Check date ...			-5,263.62	-5,263.63
Activity for January, 2024:							-5,263.62	
02/01/2024	GLPKT08123	JN08132		Payroll Clearing Entries 02/02/2024 Pay...			5,263.62	-0.01
02/16/2024	PYPKT00825	PYPKT00825 - Payroll ...		Packet PYPKT00825: Payroll Check date ...			-6,154.91	-6,154.92
02/16/2024	GLPKT08255	JN08184		Payroll Clearing Entries 02/16/2024 Pay...			6,154.91	-0.01
Activity for February, 2024:							5,263.62	
03/01/2024	PYPKT00831	PYPKT00831 - Payroll ...		Packet PYPKT00831: Payroll Check date ...			-5,263.29	-5,263.30
03/01/2024	GLPKT08364	JN08220		Payroll Clearing Entries 03/01/2024 Pay...			5,263.29	-0.01
03/14/2024	GLPKT08524	JN08320		Payroll Clearing Entries -03/15/24 Payroll			5,263.67	5,263.66
03/15/2024	PYPKT00841	PYPKT00841 - Payroll ...		Packet PYPKT00841: Payroll check date ...			-5,263.67	-0.01
03/29/2024	PYPKT00844	PYPKT00844 - Payroll ...		Packet PYPKT00844: Payroll Check date ...			-5,938.42	-5,938.43
03/29/2024	GLPKT08629	JN08348		Payroll Clearing Input-03/29/2024 Payroll			5,938.42	-0.01
Activity for March, 2024:							0.00	
04/12/2024	PYPKT00856	PYPKT00856 - Payrol c...		Packet PYPKT00856: Payrol check date ...			-5,263.69	-5,263.70
04/12/2024	GLPKT08741	JN08418		Payroll Clearing Entries 04/12/24 Payroll			5,263.69	-0.01
04/26/2024	PYPKT00863	PYPKT00863 - Payroll ...		Packet PYPKT00863: Payroll 04/26/2024...			-5,938.48	-5,938.49
04/29/2024	GLPKT08892	JN08492		Payroll Clearing Input 4/26/2024			5,938.48	-0.01
Activity for April, 2024:							0.00	
05/09/2024	GLPKT09018	JN08546		PR Clearing Input 05/09/24 Payroll			5,263.30	5,263.29
05/10/2024	PYPKT00869	PYPKT00869 - Payroll ...		Packet PYPKT00869: Payroll Check Date ...			-5,263.30	-0.01
05/22/2024	GLPKT09097	JN08570		Payroll Clearing Input 05/24/24			5,938.15	5,938.14

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-813-0000		Due to Payroll Clearing - Continued				-0.01	0.00	-0.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/24/2024	PYPKT00872	PYPKT00872 - Payroll ...		Packet PYPKT00872: Payroll 05/24/2024...			-5,938.15	-0.01
Activity for May, 2024:							0.00	
06/05/2024	GLPKT09202	JN08606		Payroll Clearing Input 06/07/2024 Payroll			5,263.30	5,263.29
06/07/2024	PYPKT00885	PYPKT00885 - Payroll ...		Packet PYPKT00885: Payroll 06/07/2024...			-5,263.30	-0.01
06/18/2024	GLPKT09280	JN08642		Payroll Clearing Input 06/21/2024 Payroll			5,938.15	5,938.14
06/21/2024	PYPKT00898	PYPKT00898 - Payroll ...		Packet PYPKT00898: Payroll 06/21/2024...			-5,938.15	-0.01
Activity for June, 2024:							0.00	
07/03/2024	GLPKT09364	JN08675		Payroll Clearing Input 07/05/24 Payroll			5,263.64	5,263.63
07/05/2024	PYPKT00901	PYPKT00901 - Payroll ...		Packet PYPKT00901: Payroll 07/05/2024...			-5,263.64	-0.01
07/17/2024	GLPKT09461	JN08706		Payroll Clearing Entries 07/17/24			5,938.26	5,938.25
07/19/2024	PYPKT01033	PYPKT01033 - Payroll ...		Packet PYPKT01033: Payroll 07/19/2024...			-5,938.26	-0.01
07/31/2024	GLPKT09536	JN08730		Payroll Clearing Entries 08/02/2024 Pay...			5,263.30	5,263.29
Activity for July, 2024:							5,263.30	
08/02/2024	PYPKT01040	PYPKT01040 - Payroll ...		Packet PYPKT01040: Payroll 08/02/2024...			-5,263.30	-0.01
08/14/2024	GLPKT09603	JN08762		Payroll Clearing Input 08/16/2024 Payroll			5,938.14	5,938.13
08/16/2024	PYPKT01059	PYPKT01059 - Payroll ...		Packet PYPKT01059: Payroll 08/16/2024 ..			-5,938.14	-0.01
08/28/2024	GLPKT09743	JN08824		Payroll Clearing Input 08/30/2024 Payroll			5,263.30	5,263.29
08/30/2024	PYPKT01064	PYPKT01064 - 08/30/2...		Packet PYPKT01064: 08/30/2024 Payroll...			-5,263.30	-0.01
Activity for August, 2024:							-5,263.30	
09/11/2024	GLPKT09844	JN08873		Payroll Clearing Input 091324			5,263.30	5,263.29
09/13/2024	PYPKT01076	PYPKT01076 - Payroll ...		Packet PYPKT01076: Payroll 09/13/2024...			-5,263.30	-0.01
09/25/2024	GLPKT09971	JN08928		Payroll Clearing Input 09/27/2024 Payroll			5,938.48	5,938.47
09/27/2024	PYPKT01082	PYPKT01082 - 09/27/2...		Packet PYPKT01082: 09/27/2024 Payroll...			-5,938.48	-0.01
Activity for September, 2024:							0.00	
660-216-000-0000		CRA Accrued Wages				-2,587.22	2,587.22	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			139.22	-2,448.00
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			628.20	-1,819.80
10/13/2023	GLPKT08808	JN08456		Accrued Salaries & Benefits 10/13/23 Pa...			1,819.80	0.00
Activity for October, 2023:							2,587.22	
660-311-100-0000		CRA - County Ad Valorem				0.00	-425,145.11	-425,145.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	GLPKT08515	JN08317		December 2023 CRA WCBCC FY2324 Pa...			-425,145.11	-425,145.11
Activity for December, 2023:							-425,145.11	

Detail Report

Date Range: 10/01/2023 - 09/30/2024

Account						Beginning Balance	Total Activity	Ending Balance
660-365-100-0000						0.00	-146.00	-146.00
CRA- Ins Reimbursement								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/23/2024	CLPKT01696	R00179669		FL MUNICIPAL INSURANCE TRUST CRA I...			-146.00	-146.00
						Activity for May, 2024:	-146.00	
660-369-900-0000						0.00	-150.00	-150.00
CRA-Miscellaneous Revenue								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
08/14/2024	POPKT09435	01877	11373	FRA CONFERENCE REFUND	16194 - TRUSTMARK NATIONAL BANK		-150.00	-150.00
						Activity for August, 2024:	-150.00	
660-381-001-0000						0.00	-649,527.26	-649,527.26
Transfer From General								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/12/2024	GLPKT07938	JN08075		FY 23-24 CRA Tax Increment Transfer			-425,145.11	-425,145.11
01/12/2024	GLPKT07940	JN08077		Reverse JN08075 Entry Error			425,145.11	0.00
01/12/2024	GLPKT07944	JN08081		FY 23-24 CRA Tax Increment Transfer			-649,527.26	-649,527.26
						Activity for January, 2024:	-649,527.26	
Total Fund: 660 - Community Redevelopment Area:						Beginning Balance: 394,721.74	Total Activity: 0.00	Ending Balance: 394,721.74
Grand Totals:						Beginning Balance: 394,721.74	Total Activity: 0.00	Ending Balance: 394,721.74

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - Community Redevelopment Area	394,721.74	0.00	394,721.74
Grand Total:	394,721.74	0.00	394,721.74



DeFuniak Springs, FL

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - Community Redevelopment Area								
Revenue								
660-311-100-0000	CRA - County Ad Valorem	598,133.00	598,133.00	0.00	0.00	0.00	-598,133.00	100.00 %
660-311-200-0000	CRA-City Ad Valorem Taxes	913,812.00	913,812.00	0.00	0.00	0.00	-913,812.00	100.00 %
660-331-300-0000	CRA - Prior Year Carry Over	400,000.00	400,000.00	0.00	0.00	0.00	-400,000.00	100.00 %
Revenue Total:		1,911,945.00	1,911,945.00	0.00	0.00	0.00	-1,911,945.00	100.00%
Expense								
660-000-515-1200	CRA - Salaries	110,000.00	110,000.00	4,033.97	11,438.71	0.00	98,561.29	89.60 %
660-000-515-2100	CRA - FICA Taxes	11,134.00	11,134.00	308.60	923.01	0.00	10,210.99	91.71 %
660-000-515-2200	CRA - Retirement	45,944.00	45,944.00	1,392.53	3,948.65	0.00	41,995.35	91.41 %
660-000-515-2300	CRA - Health Insurance	13,782.00	13,782.00	0.00	626.89	0.00	13,155.11	95.45 %
660-000-515-2400	CRA - Worker Compensation	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
660-000-515-3130	CRA - Other Professional Services	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	100.00 %
660-000-515-3200	CRA - Financial Audit	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	100.00 %
660-000-515-4100	CRA - Telephone & Utilities	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
660-000-515-4200	CRA - Fees, Memberships & Subscriptions	3,000.00	3,000.00	0.00	0.00	1,045.00	1,955.00	65.17 %
660-000-515-4300	CRA - Insurance	30,000.00	30,000.00	0.00	5,662.50	0.00	24,337.50	81.13 %
660-000-515-4400	CRA - Office Lease	12,000.00	12,000.00	0.00	900.00	0.00	11,100.00	92.50 %
660-000-515-4664	CRA - R&M Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
660-000-515-4900	CRA - Travel Expense	3,000.00	3,000.00	0.00	627.94	0.00	2,372.06	79.07 %
660-000-515-4902	CRA - Marketing	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00 %
660-000-515-5100	CRA - Office Supplies	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
660-000-515-5200	CRA - Operating Supplies	20,585.00	20,585.00	0.00	0.00	0.00	20,585.00	100.00 %
660-000-515-5310	CRA - Streetscape/Alleway	260,000.00	260,000.00	0.00	0.00	0.00	260,000.00	100.00 %
660-000-515-5420	CRA - Education & Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00 %
660-000-515-6610	CRA - Land	325,000.00	325,000.00	0.00	0.00	0.00	325,000.00	100.00 %
660-000-515-6620	CRA- Blighted Parcel Acquisition	450,000.00	350,000.00	0.00	0.00	0.00	350,000.00	100.00 %
Budget Adjustments								
Number	Date	Description	Adjustment					
BA0000020	10/16/2024	FY 2425 CRA BA 01	-100,000.00					
660-000-515-6630	CRA - Ampitheater Project	340,000.00	340,000.00	0.00	0.00	0.00	340,000.00	100.00 %
660-000-515-8200	CRA - Incentive Grants	100,000.00	100,000.00	2,850.00	21,875.00	-15,000.00	93,125.00	93.13 %
660-000-515-8210	CRA - Income Based Incentive Grants	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100.00 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 11/30/2024

				Original	Current	Period	Fiscal		Variance	Percent
				Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
Budget Adjustments										
Number	Date	Description	Adjustment							
BA0000020	10/16/2024	FY 2425 CRA BA 01	100,000.00							
Expense Total:				1,911,945.00	1,911,945.00	8,585.10	46,002.70	-13,955.00	1,879,897.30	98.32%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):				0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70	0.00%
Report Surplus (Deficit):				0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70	0.00%

Group Summary

Account Typ...	Original	Current	Period	Fiscal	Encumbrances	Variance	Percent
	Total Budget	Total Budget	Activity	Activity		Favorable (Unfavorable)	
Fund: 660 - Community Redevelopment Area							
Revenue	1,911,945.00	1,911,945.00	0.00	0.00	0.00	-1,911,945.00	100.00%
Expense	1,911,945.00	1,911,945.00	8,585.10	46,002.70	-13,955.00	1,879,897.30	98.32%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70	0.00%
Report Surplus (Deficit):	0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
660 - Community Redevelopmen	0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70
Report Surplus (Deficit):	0.00	0.00	-8,585.10	-46,002.70	13,955.00	-32,047.70

FY 2025 Grant Tracking Worksheet



p. (850) 951-3054
e. CRADirector@DeFuniakSprings.net
w. www.DeFuniakSprings.net/CRA

Next Application #: 250006

STATEMENT

Date: 11/15/2024

Applicant:	All Applicants
-------------------	----------------

Owner:

Parcel:

Property Address:**Mailing Address:**

Email:

Aging Summary 11/15/2024

Current:	2,873.00
----------	----------

31 - 90: -

91 - 180: -

181 -270 : -

> 270: -

Total Outstanding: \$	2,873.00	Total Awarded: \$	9,573.00
-----------------------	----------	-------------------	----------

[illegible]



RESIDENTIAL SITE & BUILDING IMPROVEMENT
38 DOUGLASS AVENUE
240018-NEW ROOF/ENTRY DOOR

**\$4,025
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



DEFUNIAK SPRINGS
COMMUNITY REDEVELOPMENT AGENCY

1234
DATE: 10-28-24

PAY TO THE ORDER OF: Patricia Douglass \$ 4,025.00
four thousand twenty five + 1/100 DOLLARS

FOR: 240018

1234



RESIDENTIAL SITE & BUILDING IMPROVEMENT
34 EAST MAIN AVENUE
240022-NEW WINDOWS

**\$5,000
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com

DEFUNIAK SPRINGS
CRA
COMMUNITY REDEVELOPMENT AGENCY

PAY TO THE ORDER OF: Tom Gray

DATE: 11-8 2024

\$ 5,000.00

FOR: 240022

fire thousand & 0/100

DOLLARS

1234

976

⑆1234567890⑆ ⑆123456787654321⑆ ⑆1234⑆



RESIDENTIAL SITE & BUILDING IMPROVEMENT
234 CIRCLE DRIVE
240025-NEW ROOF

**\$5,000
AWARD**



BEFORE

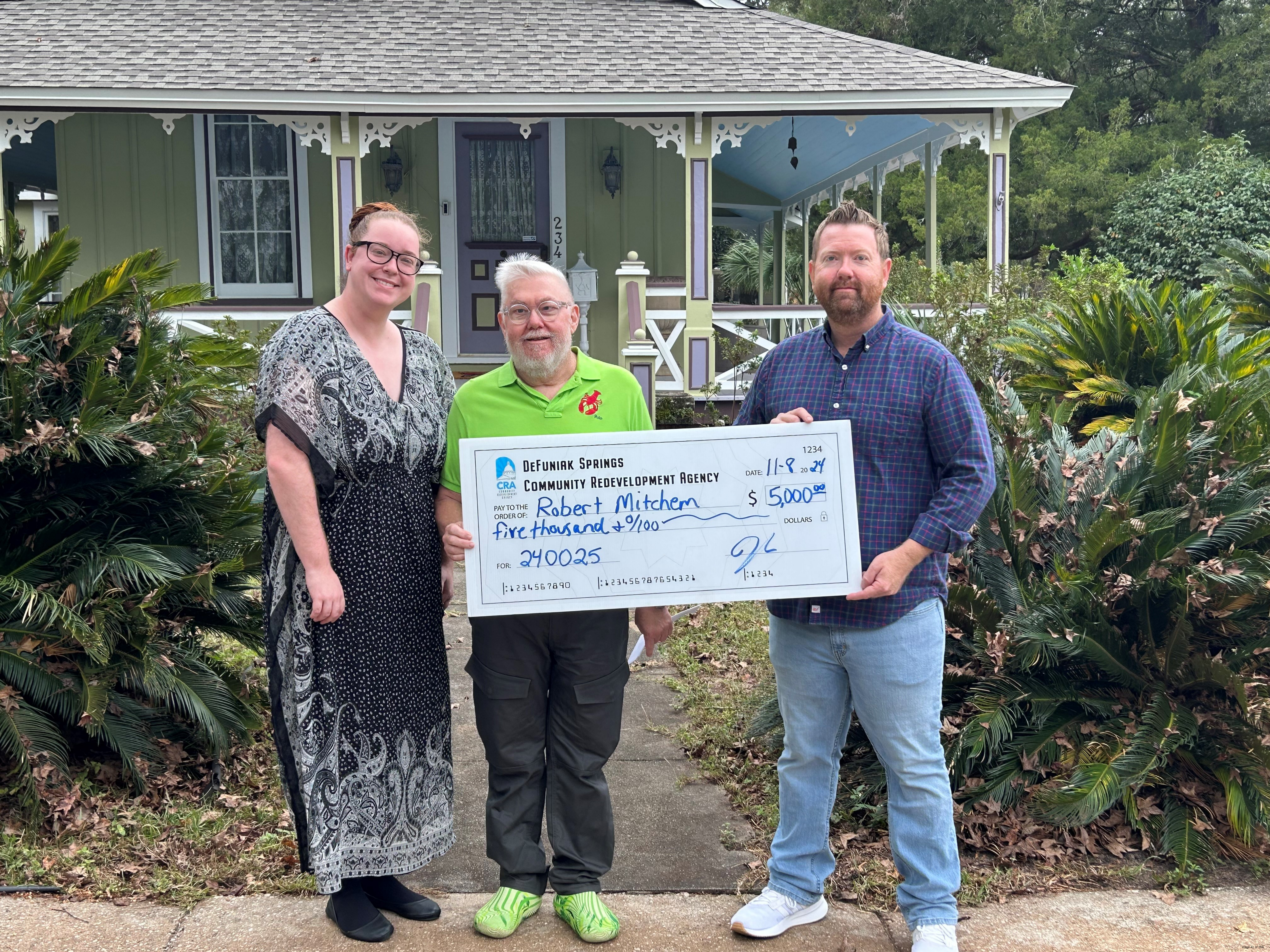


AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



1234

 **DEFUNIAK SPRINGS**
COMMUNITY REDEVELOPMENT AGENCY

PAY TO THE ORDER OF: Robert Mitchem \$ 5,000.00

five thousand & 0/100 DOLLARS

FOR: 240025 96

|:1234567890 |:123456787654321 |:1234



RESIDENTIAL SITE & BUILDING IMPROVEMENT 308 S 2ND STREET

250002-FRONT PORCH REPLACEMENT

**\$2,850
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



DeFuniak Springs
COMMUNITY REDEVELOPMENT AGENCY

1234
DATE: 11-8-24

PAY TO THE ORDER OF: Beth Mooney \$ 2,850.00

two thousand eight hundred fifty + 00/100 DOLLARS

FOR: 250002 96

1234

1234567890 123456789654321



RESIDENTIAL SITE & BUILDING IMPROVEMENT 331 S 13TH STREET

250003-BLIGHTED STRUCTURE DEMO/FENCE/WALKWAY

**\$3,850
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com

COMING SOON

250001 444 ANTHONY JOHNSON TRAIL

JUNK & DEBRIS REMOVAL



CRA
COMMUNITY
REDEVELOPMENT
AGENCY

DEFUNIAKSPRINGS.CRA.COM

COMING SOON

250004 111 W CHAFFIN AVENUE

JUNK & DEBRIS REMOVAL



CRA
COMMUNITY
REDEVELOPMENT
AGENCY

DEFUNIAKSPRINGSCRA.COM

COMING SOON

250005 180 COLLEGE AVENUE
FRONT PORCH PAINT/SOFFIT TRIM/DOOR



DEFUNIAKSPRINGS-CRA.COM



CRA
COMMUNITY
REDEVELOPMENT
AGENCY



Dewberry Engineers Inc. | 850.267.0759
877 CR 393 North | 866.557.0076 fax
Santa Rosa Beach, FL 32459 | www.dewberry.com

May 22, 2024

Josh Ervin, Executive Director
DeFuniak Springs Community Redevelopment Agency
649 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435

RE: 27 Crescent Drive ADA Improvements
Proposal for Professional Services

Dear Mr. Ervin,

Dewberry is pleased to provide you with this proposal for professional engineering services for the **27 Crescent Drive ADA Improvements** project.

A detailed scope of work labeled as **Attachment A**, is attached and details our scope of services and associated fees.

Dewberry proposes to provide the services described in the attached for a lump sum amount of **\$15,000.00.**

If you have any questions or need additional information, please contact me at (850) 571-1249 or at rmall@dewberry.com.

Sincerely,

DEWBERRY

A handwritten signature in blue ink, appearing to read "Rudy Mall", is positioned above the printed name.

Rudy Mall, P.E.

Project Engineer
877 North County Highway 393
Santa Rosa Beach, FL 32459-5370
D 850.571.1249 C 850.635.2620

Attachment A
Scope of Work/Agreement

Reference is made to that certain **Continuing Services Contract for Engineering and Related Services Agreement between The City of DeFuniak Springs and Dewberry Engineers Inc.** dated August 15, 2016, (the “Agreement”), the terms, conditions, and definitions of which are incorporated herein as if set forth in full. Neither part is in breach of the AGREEMENT.

This agreement is entered into this _____ day of _____ 2024, between the DeFuniak Springs Community Redevelopment Agency, known hereinafter as CLIENT, and Dewberry Engineers Inc.

This agreement defines the terms under which Dewberry shall provide professional services to CLIENT for the **27 Crescent Drive ADA Improvements Project**.

PROFESSIONAL SERVICES FEES SUMMARY

Task #1 – Design & Engineering

Lump Sum \$12,500.00

- The project scope includes reconstructing the existing sidewalk and the paved shoulder of Crescent Drive adjacent to subject property, and potentially providing one (1) ADA compliant parking stall. Design elements will include the following:
 - Existing conditions and demolition plans (as applicable)
 - Site grading plan including parking, sidewalks and ADA access
 - Details and specifications for parking and sidewalks
- Prepare 1 preliminary / conceptual site plans for public meeting and City input.
- Prepare construction plans, cost estimates, specifications, and related documents as necessary for bidding the project.

Task #2 –Bid Phase Services

Lump Sum \$2,500.00

- Review bids and make award recommendation.
- Provide assistance to the City during the bid phase.
- Respond to questions regarding design during bidding period.
- Attend intake and pre-bid meeting.

The following items are excluded from this scope of work:

- Development Order
- Environmental assessment / wetland delineation
- Stormwater / drainage design and permitting
- Landscape Design
- Utility Design
- Construction engineering and inspection services
- Building Design /Architectural Services

TOTAL PROPOSED LUMP SUM FEE:

\$15,000.00

If additional services, not described in this proposal are required and authorized, these services can be provided and would be based on an hourly rate.

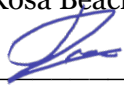
We sincerely appreciate you giving Dewberry the opportunity to be of service to you.

If you have any questions or need additional information, please contact me at (850) 571-1249 or by email at rmall@dewberry.com.

DEWBERRY

Address for correspondence:

877 North County Road 393
Santa Rosa Beach, FL 32459

By:  _____

Name and Title: Rudy Mall, PE, Project Engineer

Witnessed:  _____

Date: 5/22/2024

DEFUNIAK SPRINGS COMMUNITY REDEVELOPEMNT AGENCY

Address for correspondence:

694 Baldwin Avenue
Suite 4A
DeFuniak Springs, FL 32435

By: _____

Name and Title: _____

Witnessed: _____

Date: _____



BallyhooConstruction

CBC 1264512

P.O. Box 130 DeFuniak Springs, Fl. 32435 (850)333-3833
License # CBC 1264512

November 4, 2024

Description of Work and Allowances

****Preliminary Estimate****

This estimate is a preliminary estimate which provides an initial approximation of project costs, timelines, or resource requirements during the early stages of planning. This calculation is derived from limited information and typically undergoes revisions as additional data becomes available. This is not a guaranteed or official cost for this project. Further details will be required to provide an official estimate.

Remodel - 27 Crescent Drive DeFuniak Springs, Florida

1. Includes Building Permit and Fire Department Impact Fee if required as well as a Builder's Risk Insurance Policy.
2. Includes port-o-let for workers and dumpsters for disposal of construction debris.
3. Electrical - All electrical systems require comprehensive upgrades, including replacement of wiring, receptacles, switches, lighting and installation of new panel boxes. This will require demoing all existing electrical systems.
2. HVAC - Remove current HVAC system and replace with new 5 Ton 14.3 Seer Carrier Single Stage Heat Pump. Exposed duct work was priced for the south room.
3. North Room - Renovate flooring with new plywood sub flooring and install LVP flooring. Replace trim as needed. Remove existing ceiling drywall and install new drywall. Patch walls where required.

4. Office and Closet - Remove paneling from office, closet, and bathroom walls. Take down office ceiling tiles. Install new drywall on office walls and ceiling. Replace interior doors with new ones. Add trim and paint. Install LVP Flooring in office, bathroom, and closet. Add can lighting.
5. South Room - Demolish and remove outdated room components, including shelving, HVAC, and electrical panels. Pressure wash flooring to prepare for renovation. Install new can lighting, replace interior doors, and upgrade exterior doors. Create separation by installing drywall on the truss above the office. Replace broken glass windows, add new trim, and patch walls as needed.
6. Bathroom - Construct a new bathroom within the south room, situated on the opposing side of the interior east wall, where the existing bathroom is located. Due to the cost considerations and ADA accessibility, construction of a new bathroom is advisable instead of renovating the current one.
7. Insulation - Apply open cell spray foam insulation to entire roof deck and both gable ends.
8. Paint - Paint the insulation in the south room black, paint the walls and trim in the south room, paint the office/closet/bathroom walls, trim, and ceiling, paint the north room walls, ceiling, and trim.
9. Wood Rot Exterior - Remove and replace wood rot issue on main south room and main north room as noted in the inspection report. This estimate does not include the areas on the east side of the south room that are additions containing bathrooms and outdoor kitchens.

Total - \$315,000.00

Any unforeseen cost not stated in this bid is the responsibility of the owner.



ABC PRO SERVICES, INC.
Post Office Box 471
DeFuniak Springs, FL 32435
abcproservices3@gmail.com

CBC 1255006 BPI ID # 5060345
CFC 1429394 HI 8180

ADAM J. ROBINSON, owner
Direct 850.685.1676

Home Inspections • Blower Door Testing • Repairs

ABC PRO SERVICES, INC
850-685-1676
abcproservices3@gmail.com



INSPECTION REPORT

27 Crescent Dr
DeFuniak Springs, FL 32435

DeFuniak Springs Community Redevelopment Agency

SEPTEMBER 24, 2024



Inspector

Adam Robinson

Adam J. Robinson

HI 8180, CBC 1255006, CFC1429394, BPI ID 5060345

850-685-1676

abcproservices3@gmail.com

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How to Read Your Home Inspection Report


Share



Watch on  **YouTube**

SUMMARY

4

MAINTENANCE ITEMS

62

ITEMS NOT OPERATING

24

SAFETY HAZARD

- ⊖ 3.1.1 Exterior - Walkways : Settling
 - ⊖ 3.1.2 Exterior - Walkways : No handicap access
 - ⊖ 3.2.1 Exterior - Driveway: No handicap parking
 - ⊖ 3.3.1 Exterior - Porch/Stoop: Recommend ramp placement
 - ⊖ 3.4.1 Exterior - Windows: Cracked/Broken
 - ⊖ 3.5.1 Exterior - Siding : Holes In Siding
 - ⊖ 3.5.2 Exterior - Siding : Wood Rot
 - ⊖ 3.5.3 Exterior - Siding : Not intact
 - ⊖ 3.5.4 Exterior - Siding : Insect damage
 - ⊖ 3.6.1 Exterior - Trim: Rot/Damage
 - ⊖ 3.6.2 Exterior - Trim: Missing Trim
 - ⊖ 3.8.1 Exterior - Fascia: Wood Rot
 - ⊖ 3.9.1 Exterior - Caulking: Caulking Around Windows/Doors/and Masonry Ledges
 - ⊖ 3.10.1 Exterior - Wall Structure: Evidence of insect damage
 - ⊖ 3.11.1 Exterior - Exterior Doors: Wood Rot/Damage
 - 🔧 3.11.2 Exterior - Exterior Doors: Lubrication Maintenance
 - ⊖ 3.11.3 Exterior - Exterior Doors: Damaged Door
 - ⊖ 3.11.4 Exterior - Exterior Doors: Damaged Weatherstripping/Sweep
 - ⊖ 3.11.5 Exterior - Exterior Doors: Door Does Not Close or Latch
 - 🔧 3.11.6 Exterior - Exterior Doors: Door Is Hitting Frame/Threshold
 - ⊖ 3.11.7 Exterior - Exterior Doors: Daylight visible
 - ⊖ 3.11.8 Exterior - Exterior Doors: Door Scrubbing
 - ⊖ 3.11.9 Exterior - Exterior Doors: Cracked pane
 - ⊖ 3.11.10 Exterior - Exterior Doors: Open to the elements
 - ⚠ 3.12.1 Exterior - Exterior Fixtures and Receptacles: Receptacle Not GFCI Protected
 - ⚠ 3.12.2 Exterior - Exterior Fixtures and Receptacles: Exposed wiring
 - 🔧 3.13.1 Exterior - Vegetation, Grading, Drainage : Cut Back Trees/Shrubs
 - ⊖ 3.14.1 Exterior - Patio: Trip hazard
-

- ⊖ 3.14.2 Exterior - Patio: No handicap access from interior
- ⊖ 4.1.1 Roof - Coverings: Holes in Metal Roofing
- ⊖ 4.4.1 Roof - Chimney: Rain Cap/Spark Arrestor Missing/Damaged
- ⊖ 4.5.1 Roof - Framing : Damaged purlins
- ⊖ 4.5.2 Roof - Framing : Damaged rafters
- ⊖ 5.4.1 Kitchen - Walls and ceilings: Holes/Damage
- ⊖ 5.4.2 Kitchen - Walls and ceilings: Outdoor area
- ⊖ 5.4.3 Kitchen - Walls and ceilings: No handicap access
- ⊖ 5.4.4 Kitchen - Walls and ceilings: Insect damage
- ⚠ 5.5.1 Kitchen - Switches & Receptacles: No GFCI Protection Installed
- ⚠ 5.5.2 Kitchen - Switches & Receptacles: Cover Plates Missing
- ⊖ 6.1.1 Front entry area - Walls and ceilings: Moisture stains
- ⊖ 6.1.2 Front entry area - Walls and ceilings: Cosmetic damage
- ⊖ 6.2.1 Front entry area - Windows: Broken Pane
- ⊖ 6.3.1 Front entry area - Lighting Fixtures, Switches & Receptacles: Light Inoperable
- ⚠ 6.3.2 Front entry area - Lighting Fixtures, Switches & Receptacles: Exposed wiring
- ⊖ 6.4.1 Front entry area - Floors : Sloping
- ⊖ 6.4.2 Front entry area - Floors : Insect damage
- ⚠ 6.4.3 Front entry area - Floors : Trip hazard
- ⊖ 7.1.1 Office Storage Room - Doors: Damaged door/frame
- ⊖ 7.1.2 Office Storage Room - Doors: Missing
- 🔧 7.2.1 Office Storage Room - Walls and ceilings: Moisture stains
- ⊖ 7.2.2 Office Storage Room - Walls and ceilings: Holes/Damage
- ⊖ 7.5.1 Office Storage Room - Lighting Fixtures, Switches & Receptacles: Light Inoperable
- ⚠ 7.5.2 Office Storage Room - Lighting Fixtures, Switches & Receptacles: Reverse Polarity
- ⊖ 7.6.1 Office Storage Room - Floors : Elevation issue
- ⊖ 8.1.1 Southeast storage area - Doors: Door Damaged
- ⊖ 8.2.1 Southeast storage area - Walls and ceilings: Holes/Damage
- ⚠ 8.5.1 Southeast storage area - Lighting Fixtures, Switches & Receptacles: Cover Plates Missing
- ⚠ 8.5.2 Southeast storage area - Lighting Fixtures, Switches & Receptacles: Exposed wiring
- ⚠ 8.5.3 Southeast storage area - Lighting Fixtures, Switches & Receptacles: Damaged switch
- ⊖ 9.2.1 Warehouse area - Walls and ceilings: Holes/Damage
- ⊖ 9.2.2 Warehouse area - Walls and ceilings: Organic Growth
- ⊖ 9.2.3 Warehouse area - Walls and ceilings: No ceiling
- ⊖ 9.2.4 Warehouse area - Walls and ceilings: Insect damage
- ⚠ 9.4.1 Warehouse area - Ceiling Fan: On dimmer
- ⚠ 9.5.1 Warehouse area - Lighting Fixtures, Switches & Receptacles: Loose/Damaged Receptacle
- ⊖ 10.1.1 Front Bathroom - Doors: No handicap access
- ⊖ 10.2.1 Front Bathroom - Walls and ceilings: Holes/Damage
- ⊖ 11.1.1 Rear Bathroom Area - Doors: No handicap access
- ⊖ 11.2.1 Rear Bathroom Area - Walls and ceilings: Holes/Damage

- ⊖ 11.2.2 Rear Bathroom Area - Walls and ceilings: Organic Growth
- ⚠ 11.5.1 Rear Bathroom Area - Switches & Receptacles: No GFCI Protection Installed
- ⚠ 11.5.2 Rear Bathroom Area - Switches & Receptacles: Ungrounded Receptacle
- ⊖ 11.5.3 Rear Bathroom Area - Switches & Receptacles: Light inoperable
- ⚠ 12.1.1 Interior - Smoke Detectors: No operable smoke detectors present
- ⚠ 12.2.1 Interior - Carbon Monoxide Detectors: No operable carbon monoxide detectors installed
- ⊖ 13.1.1 Attic, Insulation & Ventilation - General: Varmint intrusion
- ⊖ 13.2.1 Attic, Insulation & Ventilation - Attic Insulation: Recommend Additional Insulation
- ⊖ 13.2.2 Attic, Insulation & Ventilation - Attic Insulation: No insulation
- ⊖ 13.3.1 Attic, Insulation & Ventilation - Ventilation: Recommend screening
- ⊖ 13.4.1 Attic, Insulation & Ventilation - Bath Fans Exhausted to Attic: Bathroom Vents Into Attic
- ⚠ 13.5.1 Attic, Insulation & Ventilation - Electrical: Open junction boxes
- ⊖ 14.2.1 HVAC/Heat Pump - Evaporator Coil/Heat Pump/Heater: Not Operating
- ⚠ 15.2.1 Electrical - Main Panel: Upgrade recommended
- ⚠ 15.3.1 Electrical - Sub Panel(s): Improper fasteners
- ⚠ 15.3.2 Electrical - Sub Panel(s): Challenger panel/breakers
- ⚠ 15.3.3 Electrical - Sub Panel(s): Open Breaker Slots
- ⚠ 15.4.1 Electrical - Branch Wiring Circuits : Aluminum Branch Circuits
- ⚠ 15.4.2 Electrical - Branch Wiring Circuits : Ungrounded Circuits and Receptacles
- ⚠ 15.4.3 Electrical - Branch Wiring Circuits : Two wire system
- ⊖ 16.3.1 Plumbing - Water Supply/Distribution: Galvanized piping

1: INSPECTION DETAILS

Information

In Attendance None	Main Entrance Faces North	Occupancy Vacant, Water off
Type of Home Commercial space/Office	Weather Conditions Hot, Humid, Windy	

2: FOUNDATION/STEM WALL AND SLAB

		S	M	P	NV	NP	NT
2.1	Foundation				X		
2.2	Slab	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Inspection Method	Foundation: Material	Slab: Material
Not Visible	Not visible	Concrete, Typical Cracks

Limitations

General
NOT VISIBLE
The majority of the foundation is below soil grade or is covered by siding material and is not visible. As such, it could not be inspected.
Foundation
NOT VISIBLE
The majority of the foundation is below soil grade or covered with siding and is not visible. As such, it could not be inspected.
Slab
NOT VISIBLE
Slab is not visible due to flooring materials (carpet, hardwood, tile, etc.) not evaluated.

3: EXTERIOR

		S	M	P	NV	NP	NT
3.1	Walkways		X				
3.2	Driveway		X				
3.3	Porch/Stoop		X				
3.4	Windows		X				
3.5	Siding		X				
3.6	Trim		X				
3.7	Soffits					X	
3.8	Fascia		X				
3.9	Caulking		X				
3.10	Wall Structure				X		
3.11	Exterior Doors		X				
3.12	Exterior Fixtures and Receptacles		X				
3.13	Vegetation, Grading, Drainage		X				
3.14	Patio		X				

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Walkways : Sidewalk Materials

Concrete

Driveway: Driveway Material

Concrete

Driveway: Typical Cracks

Porch/Stoop: Materials

Concrete

Siding : Siding Material

Metal, Wood

Trim: Trim Material

Wood

Soffits: Material

None

Fascia: Material

Wood

Wall Structure: Materials

Not visible

Exterior Doors: Main Entry Door

Glass, Wood

Exterior Doors: West Door

Wood

Exterior Fixtures and Receptacles: Receptacles

Present, Safety Hazard

Patio: Material

Brick

Limitations

Wall Structure

NOT VISIBLE

Building structure not visible due to siding, not evaluated.

Deficiencies

3.1.1 Walkways

SETTLING

FRONT AND SIDE ENTRY AREAS.

Settling damage observed on the service walks. Recommend evaluation and repair by a qualified contractor.

Recommendation

Contact a qualified professional.



Items not operating



3.1.2 Walkways

NO HANDICAP ACCESS

The building will require handicap access for occupancy. Recommend placement of code compliant ramps at the front and side areas of the building.

Recommendation

Contact a qualified professional.



Items not operating



3.2.1 Driveway

NO HANDICAP PARKING

No handicap parking is available. Recommend placement of code compliant parking prior to building use.

Recommendation

Contact a qualified professional.



Items not operating

3.3.1 Porch/Stoop

RECOMMEND RAMP PLACEMENT

Items not operating

Recommend placement of a ramp/handicap access.

Recommendation

Contact a qualified professional.



3.4.1 Windows

CRACKED/BROKEN

WEST SIDE, 2ND WINDOW FROM THE FRONT.

Cracked/broken window panes should be replaced by a qualified contractor.

Recommendation

Contact a qualified window repair/installation contractor.



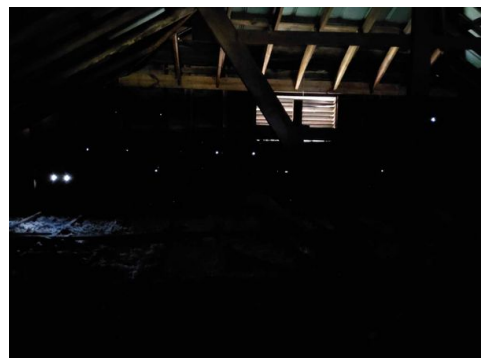
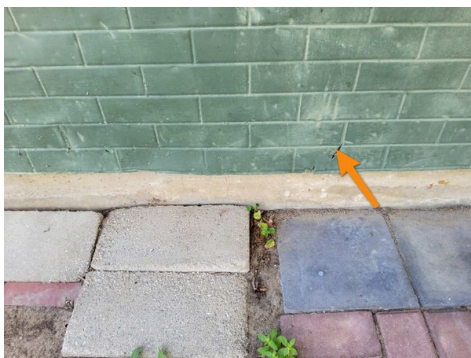
3.5.1 Siding

HOLES IN SIDING

The holes in the siding should be sealed to prevent moisture intrusion.

Recommendation

Contact a qualified professional.



Front wall visible from the attic

3.5.2 Siding

WOOD ROT

NUMEROUS LOCATIONS ABOVE THE NORTH WINDOWS, AS WELL AS THE SOUTH AND EAST SIDES. SEE PHOTOS

There is wood rot damage present in one or more places on the siding. The damaged wood should be repaired or replaced.

Recommendation

Contact a qualified general contractor.



Items not operating



All areas not represented by photos.



3.5.3 Siding

NOT INTACT

The siding is not intact around the envelope of the structure. Recommend sealing all areas to help prevent water/varmint intrusion.

Recommendation

Contact a qualified professional.



Items not operating



3.5.4 Siding

INSECT DAMAGE

Obvious signs of insect damage are present. No live insects present at the time of the inspection. Recommend evaluation/repair by a licensed insured pest control contractor.

Recommendation

Contact a qualified professional.



Items not operating



Rear Bath Exterior wall area

3.6.1 Trim

ROT/DAMAGE

SOUTH DOOR PANEL AREA. FRONT ENTRY.

There is wood rot/damage present in one or more places on the trim. The damaged wood should be repaired or replaced.

Recommendation

Contact a qualified general contractor.



Front entry

3.6.2 Trim

MISSING TRIM

SOUTH WINDOW, HEADER TRIM

Missing trim need to be installed.

Recommendation

Contact a qualified professional.



South window

3.8.1 Fascia

WOOD ROT

SOUTHEAST CORNER OF THE MAIN AREA. WEST SIDE.

The wood rot damaged fascia should be repaired or replaced.

Recommendation

Contact a qualified professional.





3.9.1 Caulking

CAULKING AROUND WINDOWS/DOORS/AND MASONRY LEDGES



Items not operating

The windows/doors/masonry ledges should be caulked to the trim and siding to help prevent water intrusion.

Recommendation

Contact a qualified professional.

3.10.1 Wall Structure

EVIDENCE OF INSECT DAMAGE

BATHROOM AREA

Evidence of insect damage is present. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating



3.11.1 Exterior Doors

WOOD ROT/DAMAGE

Wood rot/damage is present on the door/frame. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating



3.11.2 Exterior Doors

LUBRICATION MAINTENANCE



Maintenance items

Recommend lubrication maintenance on all exterior doors to help ensure proper smooth operation.

Recommendation

Contact a handyman or DIY project

3.11.3 Exterior Doors

DAMAGED DOOR

FRONT DOOR

The door is damaged and should be repaired or replaced.

Recommendation

Contact a qualified general contractor.



Items not operating



3.11.4 Exterior Doors

DAMAGED WEATHERSTRIPPING/SWEEP

The damaged weatherstripping/sweep needs to be adjusted/repaired/replaced.



Items not operating



All areas not represented by photos

3.11.5 Exterior Doors

DOOR DOES NOT CLOSE OR LATCH

SOUTHWEST DOOR

Door does not close or latch properly. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating

3.11.6 Exterior Doors

DOOR IS HITTING FRAME/THRESHOLD

FRONT ENTRY

The door is hitting the frame/threshold making it difficult to open and close. The door needs to be adjusted or repaired so that it will open and close freely.

Recommendation

Contact a qualified handyman.



Maintenance items



Front entry

3.11.7 Exterior Doors

DAYLIGHT VISIBLE

SIDE/PATIO DOOR

Daylight is visible around the door while closed. Recommend adjustment/weatherstripping maintenance to help create a proper seal.

Recommendation

Contact a qualified professional.



Items not operating



3.11.8 Exterior Doors

DOOR SCRUBBING

SIDE/PATIO DOOR

The door is scrubbing when operated. Recommend adjustment/repair.

Recommendation

Contact a qualified professional.



Items not operating

3.11.9 Exterior Doors

CRACKED PANE

SOUTHWEST DOOR

The glass in the door is cracked/broken.

Recommendation

Contact a qualified professional.



Items not operating



3.11.10 Exterior Doors

OPEN TO THE ELEMENTS

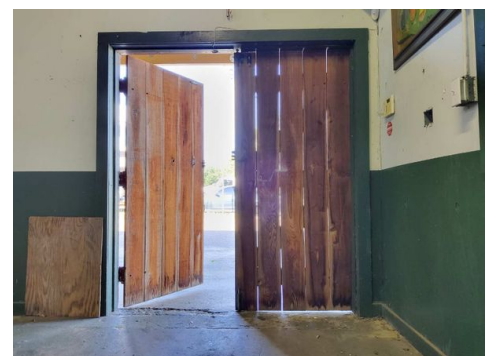
The west door has openings present which allow the exterior elements to intrude. Recommend replacement with a door that seals.

Recommendation

Contact a qualified professional.



Items not operating



3.12.1 Exterior Fixtures and Receptacles

RECEPTACLE NOT GFCI PROTECTED

FRONT ENTRY AREA

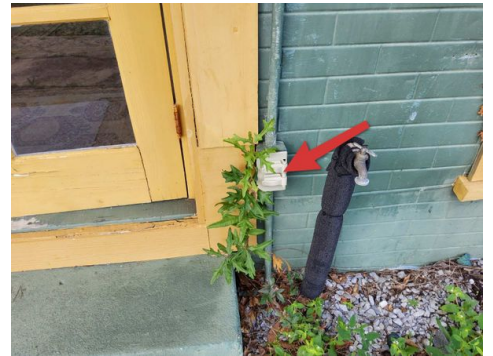
The exterior receptacles do not appear to be GFCI protected or the GFCI would not trip when tested. The receptacle needs to be placed on a GFCI circuit by licensed electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard



3.12.2 Exterior Fixtures and Receptacles

EXPOSED WIRING

Exposed wiring is present. Recommend sheathing/protecting from damage for safety by a licensed/insured electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard



Near east exterior door

3.13.1 Vegetation, Grading, Drainage

CUT BACK TREES/SHRUBS

Trees and shrubs need to be cut back away from the home to prevent damaging the roof, siding, soffit or windows.

Recommendation

Contact a handyman or DIY project



Maintenance items



3.14.1 Patio

TRIP HAZARD

SEVERAL AREAS ARE UNEVEN. RECOMMEND LEVELING FOR SAFETY.

The patio has uneven areas which can cause a trip hazard. Recommend repair.



Items not operating

Recommendation
Contact a qualified professional.



3.14.2 Patio

NO HANDICAP ACCESS FROM INTERIOR

 Items not operating

The brick patio area has no handicap access available from the interior. Recommend placement of accessible doorways/ramps for code compliant access.

Recommendation
Contact a qualified professional.

4: ROOF

		S	M	P	NV	NP	NT
4.1	Coverings		X				
4.2	Flashings	X					
4.3	Plumbing Vents/Boots	X					
4.4	Chimney				X		
4.5	Framing		X				

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Information

Inspection Method Roof, Ground with Binoculars, Ladder at Eaves, Ground with Limited View, Visibility Partial, Elevated Camera	Roof Type/Style Gable	Coverings: Age Less than 5 years
Coverings: Layers 1 Layers	Coverings: Material Metal	Flashings: Material Aluminum
Chimney: Flue Material Not Visible	Chimney: Viewed From Ground with Limited View, Ground with Binoculars	Framing : Damaged

Limitations

General

ROOF PITCH

Some areas of the roof were not able to be safely walked due to pitch.

Deficiencies

4.1.1 Coverings

HOLES IN METAL ROOFING

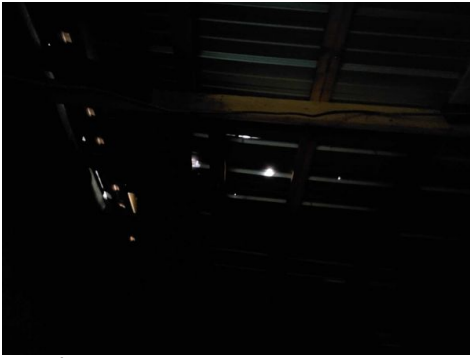
ABOVE THE SOUTHEAST ROOM. ABOVE KITCHEN AREA

The holes in the roofing material need to be sealed.

Recommendation

Contact a qualified roofing professional.

 Items not operating



Southeast room



4.4.1 Chimney

RAIN CAP/SPARK ARRESTOR MISSING/DAMAGED

Items not operating

The rain cap/spark arrestor is damaged/missing and should be repaired or replaced.

Recommendation

Contact a qualified professional.

4.5.1 Framing

DAMAGED PURLINS

BATHROOM AREA

Damaged purlins are present. Recommend evaluation/repair/replacement by a licensed/insured contractor.

Recommendation

Contact a qualified professional.

Items not operating



4.5.2 Framing

DAMAGED RAFTERS

Items not operating

Damaged rafters are present. Recommend evaluation/repair/replacement by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Rear patio area



Rear of the bathroom

5: KITCHEN

		S	M	P	NV	NP	NT
5.1	Cabinets		X				
5.2	Plumbing					X	
5.3	Countertops		X				
5.4	Walls and ceilings		X				
5.5	Switches & Receptacles		X				
5.6	Dishwasher					X	
5.7	Refrigerator					X	
5.8	Range/Oven/Cooktop					X	
5.9	Floors	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Range/Oven/Cooktop:
Range/Oven Energy Source
None

Deficiencies

5.4.1 Walls and ceilings

HOLES/DAMAGE

Items not operating

Obvious varmint damage is present in the kitchen area. Recommend repair holes/damage to wall.

Recommendation
Contact a qualified professional.



5.4.2 Walls and ceilings

OUTDOOR AREA

Items not operating

The kitchen is currently open to the exterior. Recommend sealing to prevent water/varmint intrusion.

Recommendation

Contact a qualified professional.

5.4.3 Walls and ceilings

NO HANDICAP ACCESS

No handicap access is available from the interior of the building. Recommend placement of code compliant accommodations for handicap access.

Recommendation

Contact a qualified professional.



5.4.4 Walls and ceilings

INSECT DAMAGE

Insect damage is present along the baseboard in numerous areas. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



All areas not represented by photos.

5.5.1 Switches & Receptacles

NO GFCI PROTECTION INSTALLED

GFCI receptacles should be installed in all areas of the kitchen. Recommend licensed/insured electrician install GFCI protection for safety

[Here is a link](#) to read about how GFCI receptacles keep you safe.

Recommendation

Contact a qualified electrical contractor.



5.5.2 Switches & Receptacles

COVER PLATES MISSING

One or more receptacles are missing a cover plate. This causes short and shock risk. Recommend installation of plates.

Recommendation

Contact a qualified professional.



6: FRONT ENTRY AREA

		S	M	P	NV	NP	NT
6.1	Walls and ceilings		X				
6.2	Windows		X				
6.3	Lighting Fixtures, Switches & Receptacles		X				
6.4	Floors		X				

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Information

Lighting Fixtures, Switches & Receptacles: 2 prong receptacles

Numerous 2 prong receptacles are present.

Deficiencies

6.1.1 Walls and ceilings

MOISTURE STAINS

NUMEROUS AREAS ON THE CEILING

There are moisture stains on the walls/ceilings. The stains appeared to be dry at the time of the inspection.

Recommendation
Contact a qualified professional.

Items not operating



6.1.2 Walls and ceilings

COSMETIC DAMAGE

The ceiling has several areas where cosmetic issues are present. Recommend repair.

Recommendation
Contact a qualified professional.

Items not operating

6.2.1 Windows

BROKEN PANE

The window has a broken pane. Recommend evaluation/repair by a licensed/insured window contractor.

Recommendation

Contact a qualified window repair/installation contractor.



Items not operating



6.3.1 Lighting Fixtures, Switches & Receptacles

LIGHT INOPERABLE

TWO FIXTURES

One or more lights are not operating. Possible bulb issue

Recommendation

Recommended DIY Project



Items not operating



6.3.2 Lighting Fixtures, Switches & Receptacles

EXPOSED WIRING

Several open junction boxes are present. Recommend placement of fixtures/covers for safety.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard



6.4.1 Floors

SLOPING

The floor is sloping. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating

6.4.2 Floors

INSECT DAMAGE

Obvious signs of insect intrusion are present. No obvious signs of live insects at the time of the inspection. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating



6.4.3 Floors

TRIP HAZARD

Uneven areas of the floor are present. This creates a trip hazard. Recommend evaluation/repair by a licensed/insured contractor for safety.

Recommendation

Contact a qualified professional.



7: OFFICE STORAGE ROOM

		S	M	P	NV	NP	NT
7.1	Doors		X				
7.2	Walls and ceilings		X				
7.3	Windows	X					
7.4	Ceiling Fan					X	
7.5	Lighting Fixtures, Switches & Receptacles		X				
7.6	Floors		X				

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Lighting Fixtures, Switches & Receptacles: Inactive/Unknown Switch
Inactive/unknown light switches present.

Lighting Fixtures, Switches & Receptacles: 2 prong receptacles
Numerous 2 prong, ungrounded receptacles are present.

Deficiencies

7.1.1 Doors

DAMAGED DOOR/FRAME

THE DOOR FRAME BETWEEN THE OFFICE AND REAR AREAS IS NOT SECURELY ATTACHED. RECOMMEND EVALUATION/REPAIR BYBA LICENSED/INSURED CONTRACTOR.

The door has damage present. Recommend repair.

Recommendation
Contact a qualified professional.

Items not operating



7.1.2 Doors

MISSING

Door is missing.

Recommendation
Contact a qualified professional.

Items not operating



7.2.1 Walls and ceilings

MOISTURE STAINS

Maintenance items

There are moisture stains on the walls/ceilings. The stains appeared to be dry at the time of the inspection.

Recommendation

Contact a qualified professional.



7.2.2 Walls and ceilings

HOLES/DAMAGE

Items not operating

Insect and varmint intrusion are obvious on the wall areas. Recommend repair holes/damage to wall, as well as evaluation by a licensed/insured pest control contractor.

Recommendation

Contact a qualified professional.



East wall varmint damage



Insect damage

7.5.1 Lighting Fixtures, Switches & Receptacles

LIGHT INOPERABLE

One or more lights are not operating. Recommend repair/replacement.

Recommendation

Contact a handyman or DIY project



7.5.2 Lighting Fixtures, Switches & Receptacles

REVERSE POLARITY

SOUTH AND WEST WALL RECEPTACLES

One or more receptacles have been wired with reverse polarity, (the hot and neutral wires are reversed). This can create a shock hazard. Recommend licensed electrician evaluate & repair.

Recommendation

Contact a qualified electrical contractor.



7.6.1 Floors

ELEVATION ISSUE

The front showroom, and office areas are two different elevations. Recommend providing code compliant handicap access to the two different levels.

Recommendation

Contact a qualified professional.



8: SOUTHEAST STORAGE AREA

		S	M	P	NV	NP	NT
8.1	Doors		X				
8.2	Walls and ceilings		X				
8.3	Windows					X	
8.4	Ceiling Fan					X	
8.5	Lighting Fixtures, Switches & Receptacles		X				
8.6	Floors	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Lighting Fixtures, Switches & Receptacles: Two prong receptacles

Two prong receptacles are present.

Deficiencies

8.1.1 Doors

DOOR DAMAGED

The door is damaged it should be repaired or replaced.

Recommendation
Contact a qualified professional.

Items not operating



8.2.1 Walls and ceilings

HOLES/DAMAGE

Recommend repair holes/damage to walls.

Recommendation
Contact a qualified professional.

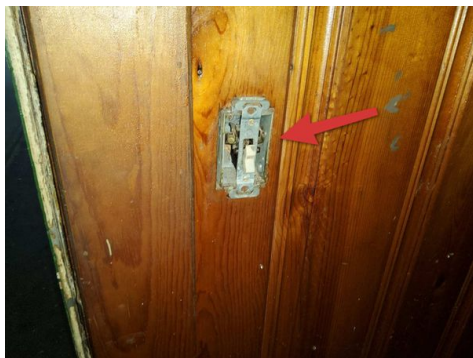
Items not operating

8.5.1 Lighting Fixtures, Switches & Receptacles

COVER PLATES MISSING

One or more cover plates are missing. Recommend installation of plates.

Safety Hazard



8.5.2 Lighting Fixtures, Switches & Receptacles

EXPOSED WIRING

Several unsafe wires are present. Recommend evaluation/repair by a licensed/insured electrical contractor for safety.

Recommendation

Contact a qualified electrical contractor.

 Safety Hazard



8.5.3 Lighting Fixtures, Switches & Receptacles

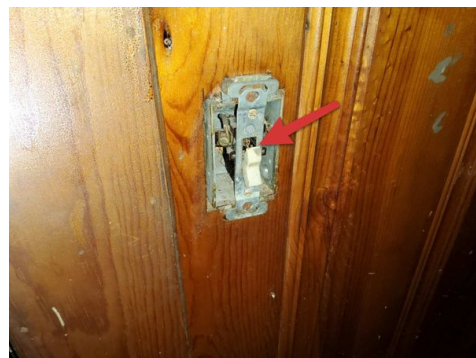
DAMAGED SWITCH

The switch is damaged. Recommend replacement by a licensed/insured electrical contractor for safety.

Recommendation

Contact a qualified electrical contractor.

 Safety Hazard



9: WAREHOUSE AREA

		S	M	P	NV	NP	NT
9.1	Doors		X				
9.2	Walls and ceilings		X				
9.3	Windows	X					
9.4	Ceiling Fan		X				
9.5	Lighting Fixtures, Switches & Receptacles		X				
9.6	Floors	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Floors : Typical cracks

Typical cracks observed in the visible portion of the slab.

Deficiencies

9.2.1 Walls and ceilings

HOLES/DAMAGE

NUMEROUS AREAS

Holes/damage is present. Recommend repair holes/damage to wall

Recommendation

Contact a qualified professional.

Items not operating

9.2.2 Walls and ceilings

ORGANIC GROWTH

Obvious signs of organic growth is present. Recommend cleaning/mitigation by a licensed/insured contractor.

Recommendation

Contact a qualified professional.

Items not operating



9.2.3 Walls and ceilings

NO CEILING

No ceiling is present in the warehouse area. Recommend placement.

Recommendation

Contact a qualified professional.



Items not operating



9.2.4 Walls and ceilings

INSECT DAMAGE

Insect damage is present on the east wall near the patio door. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating



9.4.1 Ceiling Fan

ON DIMMER

The fan is on a dimmer. This switch is not designed for this application. Recommend replacement for safety by a licensed/insured electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard



9.5.1 Lighting Fixtures, Switches & Receptacles

LOOSE/DAMAGED RECEPTACLE

NUMEROUS LOOSE RECEPTABLES/BOXES ARE PRESENT. RECOMMEND EVALUATION/REPAIR BY A LICENSED/INSURED ELECTRICAL CONTRACTOR FOR SAFETY.



Safety Hazard

The receptacle is loose and should be repaired by a licensed electrical contractor.

Recommendation

Contact a qualified electrical contractor.



10: FRONT BATHROOM

		S	M	P	NV	NP	NT
10.1	Doors		X				
10.2	Walls and ceilings		X				
10.3	Windows	X					
10.4	Sinks						X
10.5	Switches & Receptacles	X					
10.6	Exhaust Fan	X					
10.7	Toilet/Bidet						X
10.8	Vanity Cabinet					X	
10.9	Floors	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Switches & Receptacles: No receptacles present

Vanity Cabinet: Pedestal Sink

Floors : Sloping

Deficiencies

10.1.1 Doors

NO HANDICAP ACCESS

 Items not operating

The front bathroom is not handicap accessible. This includes elevation, door width, and clearance in the room. Recommend evaluation/repair by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



10.2.1 Walls and ceilings

HOLES/DAMAGE

VENT COVERS ARE LOOSE, AND CEILING TILES ARE SAGGING.

Recommend repair holes/damage to ceiling.

Recommendation

Contact a qualified professional.

Items not operating



11: REAR BATHROOM AREA

		S	M	P	NV	NP	NT
11.1	Doors		X				
11.2	Walls and ceilings		X				
11.3	Windows					X	
11.4	Sinks						X
11.5	Switches & Receptacles		X				
11.6	Exhaust Fan	X					
11.7	Toilet/Bidet						X
11.8	Vanity Cabinet		X				
11.9	Floors	X					

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Walls and ceilings: Cosmetic damages

Cosmetic damages observed at the time of the inspection.

Deficiencies

11.1.1 Doors

NO HANDICAP ACCESS

The rear Bathroom Area is not handicap accessible. Recommend placement of proper code compliant accommodations (door/ramp/clearance) by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



11.2.1 Walls and ceilings

HOLES/DAMAGE

INSECT DAMAGE/VARMINT INTRUSION ARE EVIDENT IN NUMEROUS AREAS OF THE REAR BATHROOM AREA. RECOMMEND EVALUATION/REPAIR BY A LICENSED/INSURED CONTRACTOR.

Recommend repair holes/damage to the wall/ceiling.

Recommendation

Contact a qualified professional.





11.2.2 Walls and ceilings

ORGANIC GROWTH

Organic growth is present on the walls/ceiling. Recommend cleaning/mitigation by a licensed/insured contractor.

Recommendation

Contact a qualified professional.



Items not operating



11.5.1 Switches & Receptacles

NO GFCI PROTECTION INSTALLED

The receptacles are not gfcı protected. Recommend placement of gfcı protection for safety by a licensed/insured electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard

11.5.2 Switches & Receptacles

UNGROUNDĒD RECEPTACLE

NORTH STALL

One or more receptacles are ungrounded. Recommend evaluation/repair by a licensed/insured electrical contractor for safety.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard

11.5.3 Switches & Receptacles

LIGHT INOPERABLE

NORTH STALL

The light is inoperable. Possible bulb issue.

Recommendation

Contact a qualified professional.



12: INTERIOR

		S	M	P	NV	NP	NT
12.1	Smoke Detectors					X	
12.2	Carbon Monoxide Detectors					X	

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Deficiencies

12.1.1 Smoke Detectors

Safety Hazard

NO OPERABLE SMOKE DETECTORS PRESENT

There were no operable smoke detectors installed at the time of the inspection. Smoke detectors should be installed throughout the building.

Recommendation

Contact a qualified professional.

12.2.1 Carbon Monoxide Detectors

Safety Hazard

NO OPERABLE CARBON MONOXIDE DETECTORS INSTALLED

Carbon monoxide detectors should be installed in the building.

Recommendation

Contact a qualified professional.

13: ATTIC, INSULATION & VENTILATION

		S	M	P	NV	NP	NT
13.1	General	X					
13.2	Attic Insulation			X		X	
13.3	Ventilation		X				
13.4	Bath Fans Exhausted to Attic			X			
13.5	Electrical		X				

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Information

General: Access Ladder	General: Flooring No	General: Framing Rafters
Attic Insulation: Insulation Type Blown, Fiberglass	Attic Insulation: Depth 2"	Ventilation: Ventilation Type Gable Vents, Ridge Vents
Bath Fans Exhausted to Attic: Exhaust Fans Yes, Recommend vent to exterior of attic		

Deficiencies

13.1.1 General	Items not operating
VARMINT INTRUSION Evidence of prior varmint intrusion is present in the attic. No obvious signs of live varmints at the time of the inspection. Recommendation Contact a qualified professional.	
13.2.1 Attic Insulation	Items not operating
RECOMMEND ADDITIONAL INSULATION ABOVE OFFICE/FRONT AREA Insulation depth was inadequate. Recommend additional insulation. Recommendation Contact a qualified professional.	
13.2.2 Attic Insulation	Items not operating
NO INSULATION No insulation is present in the warehouse attic area. Recommend placement.	

Recommendation

Contact a qualified professional.

13.3.1 Ventilation

RECOMMEND SCREENING

Recommend screening the attic vents to help prevent varmint intrusion.

Recommendation

Contact a qualified professional.

Items not operating



13.4.1 Bath Fans Exhausted to Attic

BATHROOM VENTS INTO ATTIC

Bathroom fan vents into the attic, which can cause moisture and organic growth. Recommend a qualified contractor properly install exhaust fan to terminate to the exterior.

Recommendation

Contact a qualified professional.

Items not operating

13.5.1 Electrical

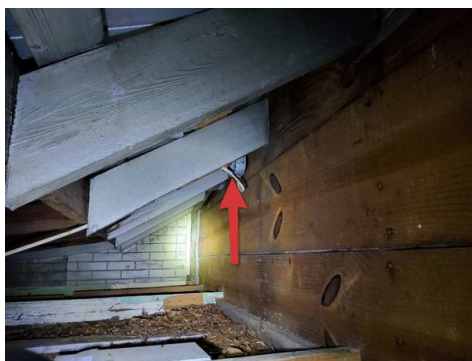
OPEN JUNCTION BOXES

There are open junction boxes in the attic space. Recommend placement of proper blank covers for safety.

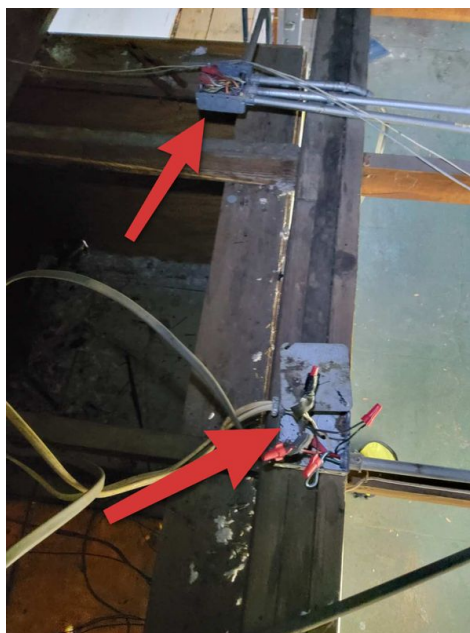
Recommendation

Contact a qualified professional.

Safety Hazard



Above rear bath



14: HVAC/HEAT PUMP

		S	M	P	NV	NP	NT
14.1	Exterior AC Compressor Unit		X				
14.2	Evaporator Coil/Heat Pump/Heater		X				
14.3	AC Duct	X					

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Information

Exterior AC Compressor Unit: Age 28 Years	Exterior AC Compressor Unit: Brand RUUD	Exterior AC Compressor Unit: Max Breaker Rating 60 amps
Exterior AC Compressor Unit: Breaker Size Installed 00 Unknown	Exterior AC Compressor Unit: Energy Source/Type Electric	Exterior AC Compressor Unit: Location Exterior East
Exterior AC Compressor Unit: Model Number UAKA-060JAZ	Exterior AC Compressor Unit: Serial Number 5721 M1596 09991	Evaporator Coil/Heat Pump/Heater: Age 30 Approximately
Evaporator Coil/Heat Pump/Heater: Brand Unknown	Evaporator Coil/Heat Pump/Heater: Location Warehouse area	Evaporator Coil/Heat Pump/Heater: Model Number Unknown
Evaporator Coil/Heat Pump/Heater: Serial Number Unknown	Evaporator Coil/Heat Pump/Heater: Temperature Differential 0 Degrees	AC Duct: Type Insulated Flex, Insulated Metal

Limitations

Exterior AC Compressor Unit MARGINAL DUE TO AGE The HVAC system appeared to operate as it should at the time of the inspection, it is considered marginal due to its age.
Evaporator Coil/Heat Pump/Heater MISSING/DAMAGED DATA LABEL The data label is missing/damaged and the brand and age of the unit is unknown.
Evaporator Coil/Heat Pump/Heater NO GAS UTILITY

The gas utility is locked and off at the time of the inspection, so the heat was not operated.

Deficiencies

14.2.1 Evaporator Coil/Heat Pump/Heater

Items not operating

NOT OPERATING

THE FAN IS INOPERABLE

The AC unit was not operational at the time of the inspection. The AC system should be evaluated and repaired or replaced by a licensed HVAC contractor.

Recommendation

Contact a qualified HVAC professional.

15: ELECTRICAL

		S	M	P	NV	NP	NT
15.1	Service Entrance Conductors	X					
15.2	Main Panel		X				
15.3	Sub Panel(s)		X				
15.4	Branch Wiring Circuits		X				

S = SatisfactoryM = MarginalP = PoorNV = Not VisibleNP = Not PresentNT = Not Tested

Information

Service Entrance Conductors: Electrical Service Conductors Overhead	Main Panel: Main Panel Location Warehouse area	Main Panel: Panel Capacity 200 AMP
Main Panel: Panel Manufacturer Bull Dog	Main Panel: Panel Type Fuses	Sub Panel(s): Sub Panel Location Warehouse area
Branch Wiring Circuits : Wiring Type Romex, Conduit, Copper, Solid Branch Aluminum		

Deficiencies

15.2.1 Main Panel

 Safety Hazard

UPGRADE RECOMMENDED
The main panel is older and in need of updating to a breaker box instead of fuses. Recommend evaluation/repair/replacement by a licensed/insured electrical contractor for safety.
Recommendation
Contact a qualified electrical contractor.



15.3.1 Sub Panel(s)

 Safety Hazard

IMPROPER FASTENERS

The sub panel has improper screws. The screws present have sharp threads that can pierce the insulation on the wiring. Recommend replacement for safety.

Recommendation

Contact a qualified professional.



15.3.2 Sub Panel(s)

CHALLENGER PANEL/BREAKERS



Safety Hazard

A Challenger panel/breakers are present. This brand is known to be a fire hazard. Some insurers will not cover this brand of panel/breaker. Recommend replacement by a licensed/insured electrical contractor for safety.

Recommendation

Contact a qualified electrical contractor.



15.3.3 Sub Panel(s)

OPEN BREAKER SLOTS



Safety Hazard

Open breaker slots are present in the sub panel. Recommend placement of proper blank covers for safety.

Recommendation

Contact a qualified electrical contractor.



15.4.1 Branch Wiring Circuits

ALUMINUM BRANCH CIRCUITS



Safety Hazard

Some solid branch aluminum wiring is present in the building. Recommend evaluation/repair by a licensed/insured electrical contractor for safety.

15.4.2 Branch Wiring Circuits

UNGROUNDING CIRCUITS AND RECEPTACLES

ALL TWO PRONG RECEPTACLES.

There are multiple ungrounded circuits and receptacles throughout the home. The ungrounded circuits and receptacles should be repaired by a licensed electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard

15.4.3 Branch Wiring Circuits

TWO WIRE SYSTEM

A portion of the building has been wired with a two wire system. Recommend updating for safety by a licensed/insured electrical contractor.

Recommendation

Contact a qualified electrical contractor.



Safety Hazard

16: PLUMBING

		S	M	P	NV	NP	NT
16.1	Main Water Shut-off						X
16.2	Fuel Storage & Distribution Systems						X
16.3	Water Supply/Distribution		X				
16.4	Drain, Waste, & Vent				X		
16.5	Water Heater					X	
16.6	Hose bibs						X

S = Satisfactory M = Marginal P = Poor NV = Not Visible NP = Not Present NT = Not Tested

Information

Water Source Public	Main Water Shut-off: Location At the meter	Fuel Storage & Distribution Systems: Main Gas Shut-off Location Gas Meter
Fuel Storage & Distribution Systems: Material Galvanized	Water Supply/Distribution: Material Galvanized	Drain, Waste, & Vent: Material Cast Iron, Not Visible

Limitations

General

WATER SERVICE TURNED OFF AND LOCKED

The plumbing system, pipes, fixtures, and appliances could not be tested at the time of the inspection due to the water service being shut off and the shut-off valve being padlocked.

Fuel Storage & Distribution Systems

GAS SHUT OFF

Gas was off and locked at the main. Recommend local utility company turn on and check all gas appliances prior to use.

Deficiencies

16.3.1 Water Supply/Distribution

GALVANIZED PIPING

Galvanized water piping is present. Recommend updating.

 Items not operating

Recommendation

Contact a qualified plumbing contractor.

STANDARDS OF PRACTICE

Foundation/Stem wall and Slab

I. The inspector shall inspect: A. the foundation; B. the basement; C. the crawlspace; and D. structural components. II. The inspector shall describe: A. the type of foundation; and B. the location of the access to the under-floor space. III. The inspector shall report as in need of correction: A. observed indications of wood in contact with or near soil; B. observed indications of active water penetration; C. observed indications of possible foundation movement, such as sheetrock cracks, brick cracks, out-of-square door frames, and unlevel floors; and D. any observed cutting, notching and boring of framing members that may, in the inspector's opinion, present a structural or safety concern. IV. The inspector is not required to: A. enter any crawlspace that is not readily accessible, or where entry could cause damage or pose a hazard to him/herself. B. move stored items or debris. C. operate sump pumps with inaccessible floats. D. identify the size, spacing, span or location or determine the adequacy of foundation bolting, bracing, joists, joist spans or support systems. E. provide any engineering or architectural service. F. report on the adequacy of any structural system or component.

Exterior

I. The inspector shall inspect: A. the exterior wall-covering materials, flashing and trim; B. all exterior doors; C. adjacent walkways and driveways; D. stairs, steps, stoops, stairways and ramps; E. porches, patios, decks, balconies and carports; F. railings, guards and handrails; G. the eaves, soffits and fascia; H. a representative number of windows; and I. vegetation, surface drainage, retaining walls and grading of the property, where they may adversely affect the structure due to moisture intrusion. II. The inspector shall describe: A. the type of exterior wall-covering materials. III. The inspector shall report as in need of correction: A. any improper spacing between intermediate balusters, spindles and rails. IV. The inspector is not required to: A. inspect or operate screens, storm windows, shutters, awnings, fences, outbuildings, or exterior accent lighting. B. inspect items that are not visible or readily accessible from the ground, including window and door flashing. C. inspect or identify geological, geotechnical, hydrological or soil conditions. D. inspect recreational facilities or playground equipment. E. inspect seawalls, breakwalls or docks. F. inspect erosion-control or earth-stabilization measures. G. inspect for safety-type glass. H. inspect underground utilities. I. inspect underground items. J. inspect wells or springs. K. inspect solar, wind or geothermal systems. L. inspect swimming pools or spas. M. inspect wastewater treatment systems, septic systems or cesspools. N. inspect irrigation or sprinkler systems. O. inspect drainfields or dry wells. P. determine the integrity of multiple-pane window glazing or thermal window seals.

Roof

I. The inspector shall inspect from ground level or the eaves: A. the roof-covering materials; B. the gutters; C. the downspouts; D. the vents, flashing, skylights, chimney, and other roof penetrations; and E. the general structure of the roof from the readily accessible panels, doors or stairs. II. The inspector shall describe: A. the type of roof-covering materials. III. The inspector shall report as in need of correction: A. observed indications of active roof leaks. IV. The inspector is not required to: A. walk on any roof surface. B. predict the service life expectancy. C. inspect underground downspout diverter drainage pipes. D. remove snow, ice, debris or other conditions that prohibit the observation of the roof surfaces. E. move insulation. F. inspect antennae, satellite dishes, lightning arresters, de-icing equipment, or similar attachments. G. walk on any roof areas that appear, in the inspectors opinion, to be unsafe. H. walk on any roof areas if doing so might, in the inspector's opinion, cause damage. I. perform a water test. J. warrant or certify the roof. K. confirm proper fastening or installation of any roof-covering material.

Attic, Insulation & Ventilation

I. The inspector shall inspect: A. insulation in unfinished spaces, including attics, crawlspaces and foundation areas; B. ventilation of unfinished spaces, including attics, crawlspaces and foundation areas; and C. mechanical exhaust systems in the kitchen, bathrooms and laundry area. II. The inspector shall describe: A. the type of insulation observed; and B. the approximate average depth of insulation observed at the unfinished attic floor area or roof structure. III. The inspector shall report as in need of correction: A. the general absence of insulation or ventilation in unfinished spaces. IV. The inspector is not required to: A. enter the attic or any unfinished spaces that are not readily accessible, or where entry could cause damage or, in the inspector's opinion, pose a safety hazard. B. move, touch or disturb insulation. C. move, touch or disturb vapor retarders. D. break or otherwise damage the surface finish or weather seal on or around access panels or covers. E. identify the composition or R-value of insulation material. F. activate thermostatically operated fans. G. determine the types of materials used in insulation or wrapping of pipes, ducts, jackets, boilers or wiring. H. determine the adequacy of ventilation.

HVAC/Heat Pump

I. The inspector shall inspect: A. the cooling system, using normal operating controls. II. The inspector shall describe: A. the location of the thermostat for the cooling system; and B. the cooling method. III. The inspector shall report as in need of correction: A. any cooling system that did not operate; and B. if the cooling system was deemed inaccessible. IV. The inspector is not required to: A. determine the uniformity, temperature, flow, balance, distribution, size, capacity, BTU, or supply adequacy of the cooling system. B. inspect portable window units, through-wall units, or electronic air filters. C. operate equipment or systems if the exterior temperature is below 65 Fahrenheit, or when other circumstances are not

conductive to safe operation or may damage the equipment. D. inspect or determine thermostat calibration, cooling anticipation, or automatic setbacks or clocks. E. examine electrical current, coolant fluids or gases, or coolant leakage.

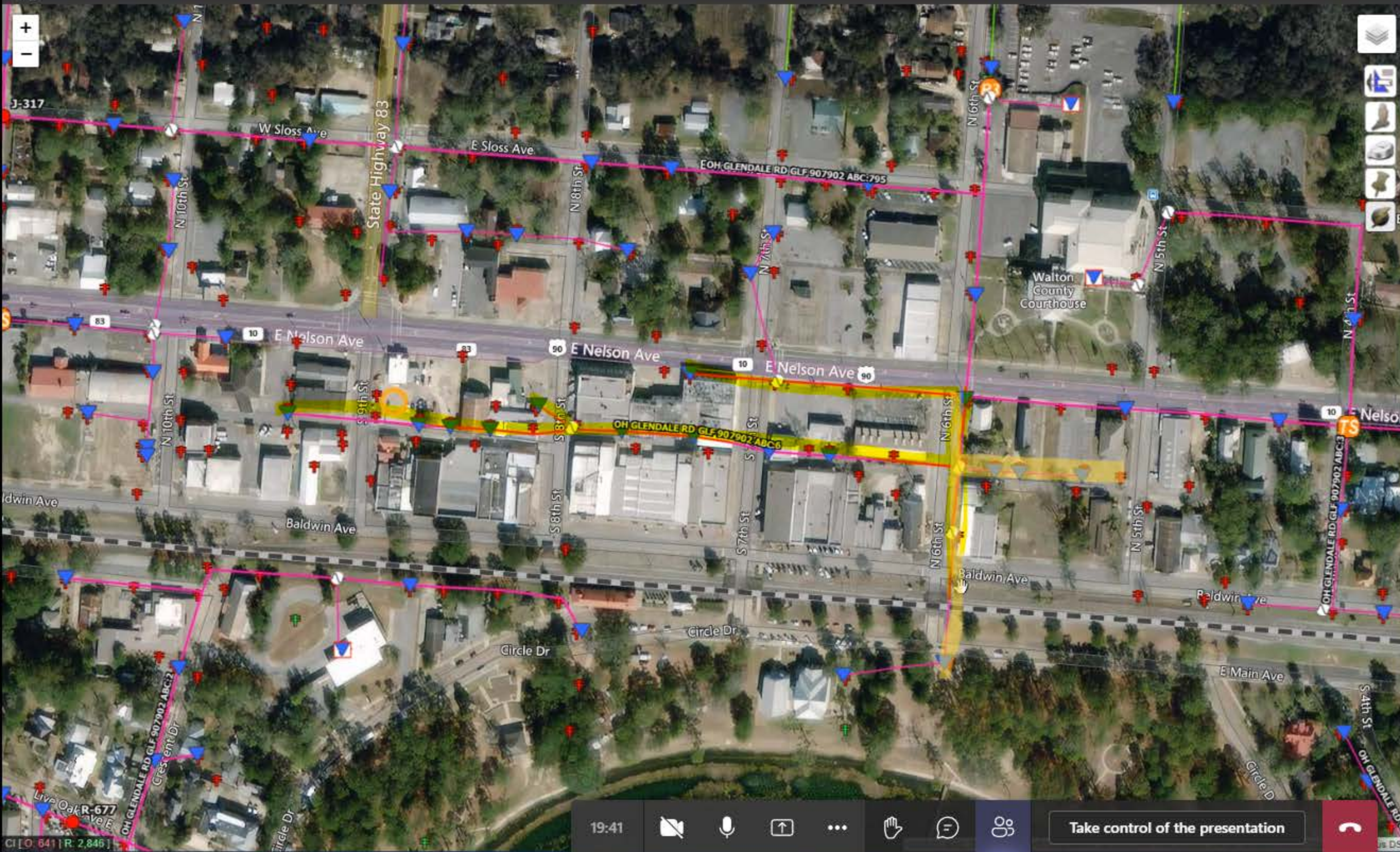
Electrical

I. The inspector shall inspect: A. the service drop; B. the overhead service conductors and attachment point; C. the service head, gooseneck and drip loops; D. the service mast, service conduit and raceway; E. the electric meter and base; F. service-entrance conductors; G. the main service disconnect; H. panelboards and over-current protection devices (circuit breakers and fuses); I. service grounding and bonding; J. a representative number of switches, lighting fixtures and receptacles, including receptacles observed and deemed to be arc-fault circuit interrupter (AFCI)-protected using the AFCI test button, where possible; K. all ground-fault circuit interrupter receptacles and circuit breakers observed and deemed to be GFCIs using a GFCI tester, where possible; and L. smoke and carbon-monoxide detectors. II. The inspector shall describe: A. the main service disconnect's amperage rating, if labeled; and B. the type of wiring observed. III. The inspector shall report as in need of correction: A. deficiencies in the integrity of the service entrance conductors insulation, drip loop, and vertical clearances from grade and roofs; B. any unused circuit-breaker panel opening that was not filled; C. the presence of solid conductor aluminum branch-circuit wiring, if readily visible; D. any tested receptacle in which power was not present, polarity was incorrect, the cover was not in place, the GFCI devices were not properly installed or did not operate properly, evidence of arcing or excessive heat, and where the receptacle was not grounded or was not secured to the wall; and E. the absence of smoke detectors. IV. The inspector is not required to: A. insert any tool, probe or device into the main panelboard, sub-panels, distribution panelboards, or electrical fixtures. B. operate electrical systems that are shut down. C. remove panelboard cabinet covers or dead fronts. D. operate or re-set over-current protection devices or overload devices. E. operate or test smoke or carbon-monoxide detectors or alarms. F. inspect, operate or test any security, fire or alarms systems or components, or other warning or signaling systems. G. measure or determine the amperage or voltage of the main service equipment, if not visibly labeled. H. inspect ancillary wiring or remote-control devices. I. activate any electrical systems or branch circuits that are not energized. J. inspect low-voltage systems, electrical de-icing tapes, swimming pool wiring, or any timecontrolled devices. K. verify the service ground. L. inspect private or emergency electrical supply sources, including, but not limited to: generators, windmills, photovoltaic solar collectors, or battery or electrical storage facility. M. inspect spark or lightning arrestors. N. inspect or test de-icing equipment. O. conduct voltage-drop calculations. P. determine the accuracy of labeling. Q. inspect exterior lighting.

Plumbing

I. The inspector shall inspect: A. the main water supply shut-off valve; B. the main fuel supply shut-off valve; C. the water heating equipment, including the energy source, venting connections, temperature/pressure-relief (TPR) valves, Watts 210 valves, and seismic bracing; D. interior water supply, including all fixtures and faucets, by running the water; E. all toilets for proper operation by flushing; F. all sinks, tubs and showers for functional drainage; G. the drain, waste and vent system; and H. drainage sump pumps with accessible floats. II. The inspector shall describe: A. whether the water supply is public or private based upon observed evidence; B. the location of the main water supply shut-off valve; C. the location of the main fuel supply shut-off valve; D. the location of any observed fuel-storage system; and E. the capacity of the water heating equipment, if labeled. III. The inspector shall report as in need of correction: A. deficiencies in the water supply by viewing the functional flow in two fixtures operated simultaneously; B. deficiencies in the installation of hot and cold water faucets; C. mechanical drain stops that were missing or did not operate if installed in sinks, lavatories and tubs; and D. toilets that were damaged, had loose connections to the floor, were leaking, or had tank components that did not operate. IV. The inspector is not required to: A. light or ignite pilot flames. B. measure the capacity, temperature, age, life expectancy or adequacy of the water heater. C. inspect the interior of flues or chimneys, combustion air systems, water softener or filtering systems, well pumps or tanks, safety or shut-off valves, floor drains, lawn sprinkler systems, or fire sprinkler systems. D. determine the exact flow rate, volume, pressure, temperature or adequacy of the water supply. E. determine the water quality, potability or reliability of the water supply or source. F. open sealed plumbing access panels. G. inspect clothes washing machines or their connections. H. operate any valve. I. test shower pans, tub and shower surrounds or enclosures for leakage or functional overflow protection. J. evaluate the compliance with conservation, energy or building standards, or the proper design or sizing of any water, waste or venting components, fixtures or piping. K. determine the effectiveness of anti-siphon, backflow prevention or drain-stop devices. L. determine whether there are sufficient cleanouts for effective cleaning of drains. M. evaluate fuel storage tanks or supply systems. N. inspect wastewater treatment systems. O. inspect water treatment systems or water filters. P. inspect water storage tanks, pressure pumps, or bladder tanks. Q. evaluate wait time to obtain hot water at fixtures, or perform testing of any kind to water heater elements. R. evaluate or determine the adequacy of combustion air. S. test, operate, open or close: safety controls, manual stop valves, temperature/pressure-relief valves, control valves, or check valves. T. examine ancillary or auxiliary systems or components, such as, but not limited to, those related to solar water heating and hot water circulation. U. determine the existence or condition of polybutylene plumbing. V. inspect or test for gas or fuel leaks, or indications thereof.

Utility Owner	Cost	Credit	Total
Uniti	\$ 81,360.00	\$ -	\$ 81,360.00
FPL	\$ 624,800.00	\$ (170,650.00)	\$ 454,150.00
Centurylink/Lumen	\$ 74,523.66	\$ -	\$ 74,523.66
Charter/Spectrum	\$ 100,587.16	\$ -	\$ 100,587.16
		Est. Total	\$ 710,620.82



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Defuniak Springs, FL

Route Me

From: Robert S. Marks
To: Josh Ervin; Laborthe, Antoine
Subject: [** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak Springs, FL P.272775
Date: Thursday, October 31, 2024 10:44:06 AM
Attachments: image001.png
image002.png
image003.png

The fiber within this project should be buried.

From: Josh Ervin <cradirector@defuniakspringscra.com>
Sent: Thursday, October 31, 2024 11:41 AM
To: Robert S. Marks <marksr@outsources-inc.com>; Laborthe, Antoine <Antoine.Laborthe@lumen.com>
Cc: Dingman, Leslie <leslie.dingman@lumen.com>; Kroehler, Erik M <Erik.Kroehler@lumen.com>; Keys, Wc L <Wc.Keys@lumen.com>; Dustin T. Grubbs <grubbsd@outsources-inc.com>; Poole, David <David.C.Poole@lumen.com>
Subject: RE: [** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak Springs, FL P.272775

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Thank you! One last confirmation, I noticed that only copper was specified, therefore no fiber exists within the limits of this project?

Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
(850) 951-3054
CRAdirector@DeFuniakSpringsCRA.com
www.DeFuniakSpringsCRA.com

To determine if your parcel is within the DeFuniak Springs CRA area, please use our interactive [CRA Map](#)

From: Robert S. Marks <marksr@outsources-inc.com>
Sent: Thursday, October 31, 2024 10:38 AM
To: Josh Ervin <cradirector@defuniakspringscra.com>; Laborthe, Antoine <Antoine.Laborthe@lumen.com>
Cc: Dingman, Leslie <leslie.dingman@lumen.com>; Kroehler, Erik M <Erik.Kroehler@lumen.com>; Keys, Wc L <Wc.Keys@lumen.com>; Dustin T. Grubbs <grubbsd@outsources-inc.com>; Poole, David <David.C.Poole@lumen.com>
Subject: [** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak Springs, FL P.272775

Yes that includes the work on 6th ave.

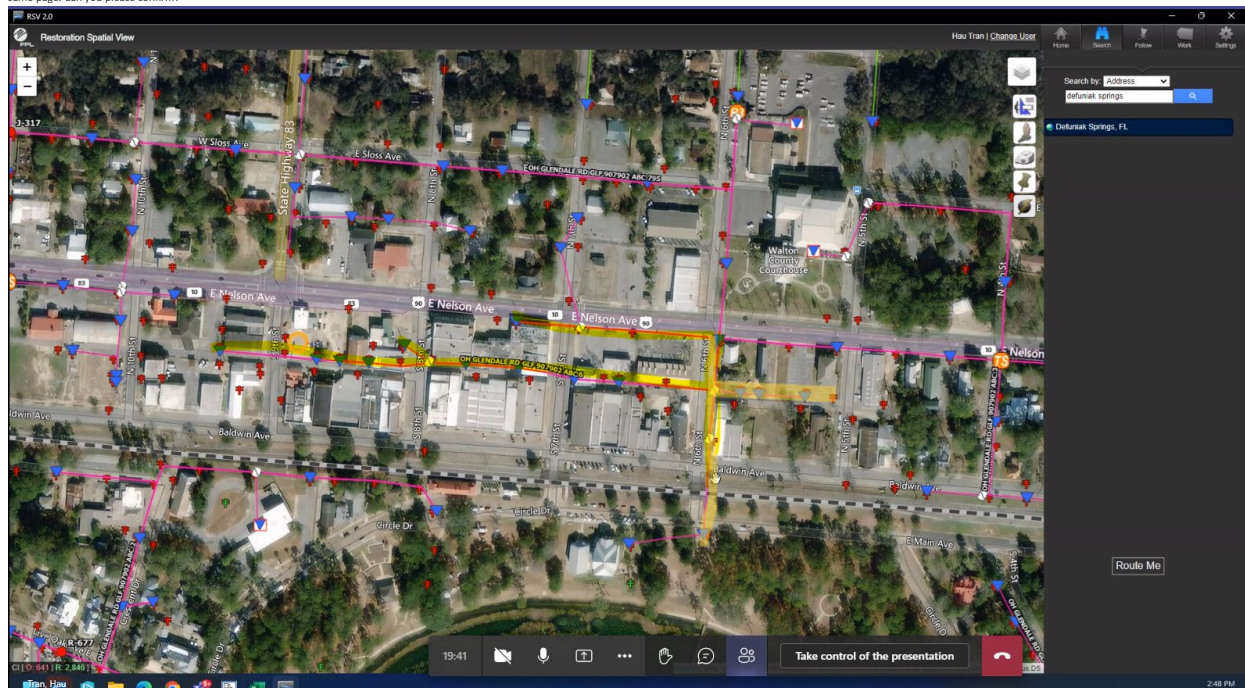
From: Josh Ervin <cradirector@defuniakspringscra.com>
Sent: Thursday, October 31, 2024 11:25 AM
To: Laborthe, Antoine <Antoine.Laborthe@lumen.com>
Cc: Dingman, Leslie <leslie.dingman@lumen.com>; Kroehler, Erik M <Erik.Kroehler@lumen.com>; Keys, Wc L <Wc.Keys@lumen.com>; Robert S. Marks <marksr@outsources-inc.com>; Dustin T. Grubbs <grubbsd@outsources-inc.com>; Poole, David <David.C.Poole@lumen.com>
Subject: RE: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak Springs, FL P.272775

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Good morning,

Thank you for the email and information. I noticed in your scope that you only referenced the Woodham Alleyway, however there's a stretch along 6th Street that will also be part of this project. I've attached a highlighted sketch to make sure we are all on the same page. Can you please confirm?



Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
(850) 951-3054
CRAdirector@DeFuniakSpringsCRA.com
www.DeFuniakSpringsCRA.com

To determine if your parcel is within the DeFuniak Springs CRA area, please use our interactive [CRA Map](#)

From: Laborthe, Antoine <Antoine.Laborthe@lumen.com>
Sent: Thursday, October 31, 2024 10:20 AM
To: cradirector@defuniakspringscra.com
Cc: Dingman, Leslie <leslie.dingman@lumen.com>; Kroehler, Erik M <Erik.Kroehler@lumen.com>; Keys, Wc L <Wc.Keys@lumen.com>; marksr@outsources-inc.com; Dustin Grubbs <grubbsd@outsources-inc.com>; Poole, David <David.C.Poole@lumen.com>
Subject: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak Springs, FL P.272775

Hello Josh,
I am with LUMEN Relocations Reimbursements team. In recent coordination with our engineering team, we are looking at your requested move of LUMEN/CenturyLink facilities at "Woodham" Alleyway between US-90 and Baldwin Ave, Defuniak

Springs, FL. Please see the scope and cost estimate below.

Scope of Work: Project is taking place in "Woodham" Alleyway between US-90 and Baldwin AVE, Defuniak Springs, FL. Lumen will remove 3000' of aerial PR copper cable and 450' of aerial PR copper cable, remove 60' of asphalt, remove 10 pedestals and 7 poles. Lumen to place 2500' of 2" conduit by means of boring and pull 2500' of 100ANMW Copper Cable into conduit and place 10 new pedestals along route to service existing customers, and restore 60' asphalt.

Project Estimate: \$74523.66

Please confirm that you want to move forward with this relocation work and a formal proposal will be sent out to you.

I have included our engineering team on this email for visibility.

Please provide the billing contact information below:

Contact & Signatory

Attn:

Company:

Full Billing Address:

Email:

Telephone:

Thank you,

Antoine Laburthe
Customer Engagement
Virginia, United States
Antoine.laburthe@lumen.com

This communication is the property of Lumen Technologies and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

NOTICE: Email communications to or from The City of DeFuniak Springs are considered to be public records. Florida's public records law requires these communications be made available to the public and media upon request. If you do not want your email address released pursuant to a public records request, please do not send electronic mail to this entity. If you have received this communication in error, please notify the sender by email at the address shown.

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11/3/2024

Joshua R. Ervin
Attn: DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4
DeFuniak Springs, FL 32435

Re: DE FUNIAK SPRINGS, FL

BAN Number P272775

Dear DeFuniak Springs Community Redevelopment Agency,

Please review the attached Special Construction Proposal. You will receive a separate email that contains a link to make an Electronic ACH payment. If acceptable, return a signed copy of the Special Construction Proposal to sconstr@Lumen.com to confirm that ACH payment was made in the amount of \$74,523.66.

Please note, your job will not be scheduled until we are in receipt of the above.

After we have received the above from you, we will return one fully executed copy for your records. The fully executed Special Construction Proposal will constitute the agreement between you and CenturyLink/Lumen for the Work. NO ADDITIONAL TERMS AND CONDITIONS WILL BE ACCEPTED.

For business customers only: If you are providing a Purchase Order as a form of payment, please sign, date and return the Purchase Order for the amount of \$74,523.66.

CenturyLink/Lumen is unable to accept credit card payments for Special Construction projects. Please set-up payment with your Special Construction Billing contact only. Payment is not to be made to your monthly service account or dropped off at a local CenturyLink/Lumen location.

Any questions regarding the scheduling of the work to be performed or decisions to cancel the work, please contact CenturyLink/Lumen representative, Antoine Laburthe at +15714956415.

Special Construction Billing
Email: sconstr@Lumen.com

enclosures

Special Construction ProposalDate: 11/3/2024

Billing Address:

Work Location:

Customer: Joshua R. Ervin"Woodham" Alleyway between US-90 and Baldwin AvAttention: DeFuniak Springs Community Redevelop County WALTON694 Baldwin Avenue, Suite 4DE FUNIAK SPRINGS, FLDeFuniak Springs, FL 32435

This Proposal is governed by the terms and conditions set forth herein as well as any applicable state or federal tariffs filed with the appropriate state or federal regulators. Description and/or specifications of work to be performed by an operating affiliate of CenturyLink Inc. ("CenturyLink") under this Proposal ("Work") is as follows:

Project is taking place in "Woodham" Alleyway between US-90 and Baldwin AVE, Defuniak Springs, FL. Lumen will remove 3000' of aerial PR copper cable and 450' of aerial PR copper cable, remove 60' of asphalt, remove 10 pedestals and 7 poles. Lumen to place 2500' of 2" conduit by means of boring and pull 2500' of 100ANMW Copper Cable into conduit and place 10 new pedestals along route to service existing customers, and restore 60' asphalt.

Advance Payment (required before work begins): \$74,523.66Total Charges: Seventy-Four Thousand Five Hundred Twenty-Three Dollars and 66/100

Customer shall indicate its acceptance of this Proposal by signing where indicated below. The date of Customer's signature shall be the effective date of this Proposal (the "Effective Date"). Upon such acceptance by Customer, this Proposal and the terms and conditions of any applicable Tariffs shall constitute a binding agreement.

For the Work performed hereunder, Customer will be responsible for the actual charges incurred by the Lumen affiliate performing the Work ("Provider"). The estimated charges above shall be paid prior to commencement of the Work ("Advance Payment"). Amounts due from Customer in excess of the Advance Payment shall be paid by Customer within thirty (30) days of invoice, or such longer time, if any, as set forth on such invoice. Refunds due Customer, if any, shall be refunded if and as required by applicable Tariffs. All past due, undisputed amounts due from Customer to Provider will be assessed a late fee at 14% APR. Where applicable, Customer shall also be responsible for foreign, federal, state and local taxes assessed in connection with the Work, including without limitation, all use, sales, value added, surcharges, excise, franchises, commercial, gross receipts, license, privilege or other similar charges, whether charged to or against Provider or Customer, but excluding any taxes based on Provider's net income.

For Governmental Customers only, no Advance Payment is due. Lumen will submit an invoice of charges upon completion of the Work, payable within forty-five (45) days of receipt. Past due undisputed amounts will be assessed a late fee in accordance with applicable laws.

The Work in this Proposal is separate from any work that may be performed pursuant to any other order or agreement, including but not limited to a Pre-Service Request for cell site provisioning.

This Proposal shall be deemed withdrawn by Provider if not accepted by Customer within thirty (30) days of the date of this Proposal. Except for Proposals signed by Governmental Customers, if Provider has not received the Advance Payment within thirty (30) days of the Effective Date, this Proposal will automatically expire without further action by either party.

Customer

Authorized Signature: _____

Name Printed/Typed: _____

Title: _____

Date: _____

From: Mitchell, Scott s
To: Josh Ervin
Subject: [** Caution: FILE ATTACHED **] RE: [EXTERNAL] RE: [** Caution: FILE ATTACHED **] Test
Date: Friday, August 16, 2024 11:12:35 AM
Attachments: image002.png
image003.png
image004.png
image006.png

Sorry for the delay I just received the final cost from the coordinator that works Defuniak Springs. Total is \$100,587.16 I can provide a detailed cost with each line item if needed.

Labor						
Job Code	SubCat	Quantity	WBS	Rate	Cost	New OR F8
Totals					\$80,548.16	
Material						
Code	SubCat	Quantity	WBS	Rate	Cost	New OR F7
Totals					\$20,039.00	

From: Josh Ervin <cradirector@defuniakspringscra.com>
Sent: Friday, August 16, 2024 7:35 AM
To: Mitchell, Scott s <Scott.Mitchell@charter.com>
Subject: [EXTERNAL] RE: [** Caution: FILE ATTACHED **] Test

CAUTION: The e-mail below is from an external source. Please exercise caution before opening attachments, clicking links, or following guidance.

Good morning, Scott!

Just wanted to touch base with you on the undergrounding project in DeFuniak Springs. Was curious if you’ve made any progress with your leadership?

Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
 (850) 951-3054



August 14, 2024

Joshua R. Ervin
Executive Director
DeFuniak Springs Community
Redevelopment Agency

**Re: DeFuniak Springs
Electric Facilities Conversion – Ballpark Estimate
WR # 10682675**

Dear Mr. Ervin:

FPL welcomes the opportunity to assist you in examining the feasibility of converting from overhead electric distribution facilities to an underground system at the following location:

E Nelson Ave – between N 5th St and S 9th St

As per your request, the non-binding "ballpark" estimate to complete this conversion is \$624,800. This estimate is provided strictly to assist you in preliminary decision making and it does not include the conversion of the existing streetlight system. It is not an offer from FPL to perform the requested conversion and should not be construed or used as such for detailed planning purposes. This represents an "order of magnitude" figure based on previous FPL experience and reflects the CIAC payment that the City would ultimately need to make to FPL if the conversion were performed at this point in time. It is our experience that conversions in developed areas are the most complex and challenging types of construction. As such, this estimate likely will not precisely represent the City's ultimate actual cost to convert but can assist the City in preliminary decision-making.

FPL estimates include only estimated charges to be paid by the City to FPL. The costs of the following items are not included with the estimate and are the responsibility of the City / residents. These potential costs should be included in future planning of the project:

- Site restoration (sod, landscaping, pavement, sidewalks, etc)
- Rearrangement of customer electric service entrances (requires electrician) from overhead to underground. Also, additional customer expense if local inspecting authorities require customer wiring to be brought to current codes.
- Replacement street and security lighting currently attached to be poles being removed
- Trenching/backfilling for service laterals.
- Removal and undergrounding of other utilities (e.g. telecom, CATV, etc.)
- All work will be performed during the daylight hours, Monday through Friday, 8 A.M. to 5 P.M.. Any afterhours work, e.g. disconnect / reconnect service appointments, would be an additional expense for the City.

a NextEra Company

- Acquiring, describing, securing and recording of easements for underground facilities. In underground systems, major components formerly attached to poles must now occupy "at grade" appurtenances, e.g., ground level pad mounted transformers and switch cabinets. Facilities of an underground distribution system will not be placed in road right-of-way, with the exception of cables required for crossings. (See special note below)

Note: Obtaining easements is typically the most difficult aspect of the conversion process; the time required to secure the easements may even exceed the 180 day binding estimate timeframe. FPL strongly suggests that all easements required for the conversion be described and secured prior to requesting the detailed cost estimate.

According to the FPL tariff, this project qualifies for an Avoided Storm Restoration Costs (ASRC) credit and an operational costs differential credit. Based on the overhead mileage of this project, the estimated credit is \$170,650. This is not reflected in the ballpark estimate mentioned above.

After reviewing the "ballpark" estimate, if you decide to move forward with the conversion project, the City along with FPL would discuss a plan to apportion the project into phases. Then, you may request a detailed and "binding" estimate for those phases. Due to the complexity and time required to estimate such a conversion, a non-refundable engineering deposit is required prior to beginning the estimating process for each phase, as set forth in the Florida Administrative Code 25-6.115. For this conversion project the amount of the required engineering deposit is \$3,693. If you decide to proceed with the work contained in the estimate, the amount of this deposit would be applied toward the estimated amount owed to FPL for the conversion. The work must commence within 180 days of the date the binding estimate is provided.

The request for the binding estimate must be in writing, and must describe in detail the facilities to be converted. Binding estimates are valid for 180 days, and would be subject to change in the event of a work scope change. Should actual FPL costs exceed the binding estimate amount, the customer may be responsible for those additional costs up to a maximum of 10% of the binding estimate amount. Payment of customer costs, easements (with opinion of title and recorded), agreements from other utilities/pole licensees, and execution of a Conversion Agreement would be required before commencement of construction.

If you have any questions or wish to consider a binding cost estimate, please call me at (941-331-4002)

Sincerely,



Hau Tran
Program Manager
Overhead to Underground Conversions
FPL



Requestor*	
POR Due Date	
Request Completion Date	

Notes:
QUOTE GOOD FOR 30 DAYS, TRAFFIC CONTROL IS FOR ROAD CROSSINGS ONLY AND NOT FOR SHOULDER OR LANE CLOSURES.

Contractor understands and agrees that this is a firm fixed price contract and that there shall be no allowances or reimbursement for any cost whatsoever except as otherwise explicitly provided in this Agreement and/or other written documentation not included in this contract.□



City/State*	Defuniak
Vendor Name*	Uniti
Project Name*	Defuniak aerial to underground
Project ID	
Date*	

Requestor*	
POR Due Date	
Request Completion Date	

Requested Completion Date	
---------------------------	--

[illegible]

Notes:
QUOTE GOOD FOR 30 DAYS, TRAFFIC CONTROL IS FOR ROAD CROSSINGS ONLY AND NOT FOR SHOULDER OR LANE CLOSURES.

Vendor Approval _____ Uniti Fiber Approval _____

Approval Date _____ Approval Date _____

Contractor understands and agrees that this is a firm fixed price contract and that there shall be no allowances or reimbursement for any cost whatsoever except as otherwise explicitly provided in this Agreement and/or other written documentation not included in this contract.

Engineering

Walkout, Design, Permit, Asbuilts (ROW)	LF
PE - Signed and Sealed Plans	LF
Walkout, Design, Permit, Asbuilts (Compound,	LF
Inspection Services	LF

Aerial

Place Strand and Fiber	LF
Lash Second Fiber Cable	LF
Install Aerial Slack Point	EA
Relocate Fiber Slack	LF
Tree Trimming (includes haul off trimmings)	LF
Install pole riser w/guard	EA
Install Riser Guard	EA
Install-Move or Adjust Bugnut	EA
Install Screw Anchors	EA
Install Expansion/Bust Anchors	EA
Install Rock Anchors	EA
Install Down Guys	EA
Install Down Guy Guard	EA
Hang Splice Case	EA
Sag/Resag Span	EA
Pole Transfer Simple-	EA
Pole Transfer Complex-	EA
Traffic Control (Special Requirements)	Cost

Underground

Traffic Control (Special Requirements)	Cost
Plow minimum 42" of cover Includes 1 duct less	LF
Plow Adder 1 additional Duct - less than or equal	LF
Plow Adder 2 additional Duct - less than or equal	LF
Plow Adder 3 additional Duct - less than or equal	LF

Stitch Bore Adder 1 Duct - less than or equal to	LF
Stitch Bore Adder 2 Ducts - less than or equal to	LF
Stitch Bore Adder 3 Ducts - less than or equal to	LF
Trench minimum 42" of cover	LF
Trench Adder 1 additional Duct - less than or	LF
Trench Adder 2 additional Ducts - less than or	LF
Trench Adder 3 additional Ducts - less than or	LF
Trenching Rock Adder	LF
Directional Bore includes pull back 1 duct less or	LF
Adder Directional Drill Pull Back One Additional	LF
Adder Directional Drill Pull Back Two Additional	LF
Adder Directional Drill Pull Back Three Additional	LF
Adder Directional Bore Pull Back 4" Steel Casing	LF
Adder Directional Bore Deeper Than 60"	LF
Bore Rock Adder using a Railhead or equivalent	LF
Bore Rock Adder (air hammer, down hole motor,	LF
Pull 3 innerducts in 4" Pipe	LF
Place Locate Wire	LF
Pull or Blow Fiber up to 72 count	LF
Pull or Blow Fiber >72 count	LF
Remove fiber from conduit	LF
Over Pull Fiber in Conduit with existing Fiber	LF
Pull Mandrel / Rod & Rope	LF
Place 17"x30"x30"Pull Box	EA
Place 24"x36"x30"Pull Box	EA
Place 30"x48"x30"Pull Box	EA
2 inch core drill through building wall w/sleeve	EA
4 inch core drill through building wall w/sleeve	EA
Place Fiber Route Markers	EA
Removal and Replacement "Concrete"	SF
Removal and Replacement "Asphalt"	SF
GPR Locates	day
Man Hole Setup	EA
Splicing and Testing	
Prep cables into new closure	EA

Ring cut cable + 1 Lateral into new enclosure	EA
Add new cable(s) to existing closure	EA
Open existing closure-(for Testing or Splicing	EA
Install FDP Panel	EA
Fusion Splice Cost per Fiber, up to 12 Fibers per	EA
Fusion Splice Cost per Fiber, > 12, up to 48 Fibers	EA
Fusion Splice Cost per Fiber, > 48, up to 96 Fibers	EA
Fusion Splice Cost per Fiber, greater than 96 up	EA
Fusion Splice Cost per Fiber, greater than 288	EA
Fiber Test per Fiber, up to 12 Fibers per testing	EA
Fiber Test per Fiber, > 12, up to 48 Fibers per	EA
Fiber Test per Fiber, > 48, up to 96 Fibers per	EA
Fiber Test per Fiber, > 96, up to 288 Fibers per	EA
Fiber Test per Fiber, >288 Fibers per splice	EA
Mob Fiber Splicing Crews > 2 Hrs. Non ERS	EA
Splicing % Markup Scheduled Maintenance	%
Hourly Rates:	
1 Ton Truck & hand tools	HRS
1 Ton Truck	HRS
Aerial Line Bucket Truck	HRS
Dump Truck	HRS
Rubber tire back hoe	HRS
Flat Bed	HRS
Equipment trailer	HRS
Cable Trailer (Hydraulic)	HRS
Air Compressor w/tools	HRS
Bobcat	HRS
Mini Excavator	HRS
Vac Truck for Pothole	HRS
Directional Rig	HRS
Vibratory Plow/Trencher	HRS
Light Tower	HRS
Arrow Board	DAY
Innerducts Reel Trailer	HRS
Duct Sonde	HRS

Fiber Blower	HRS
Foreman	HRS
Operator	HRS
Skilled Laborer	HRS
Laborer	HRS
Drive Time - Foreman	HRS
Drive Time - Operator	HRS
Drive Time - Skilled Laborer	HRS
Drive Time - Laborer	HRS
Directional Drill Locator/Operator	HRS

Compound Work

Install Multilink Cabinet on H-Frame	ea.
Install Multilink Cabinet on Concrete Pad	ea.
Pour Concrete Pad for Cabinet	ea.
Install Commercial AC Power Circuit Breaker, Conduit, Wiring Install	ea.
Install 2" Conduit Between Cabinets	ft.

ISP

X-Ray Building Floor or Wall	ea.
3" Core Bore Into Building	ea.
Wall Mount Plywood Back Board up to 4X4	ea.

Install 2" EMT	ft.
Install Junction box for EMT	ea.
Install 1.25" Duct Through Building	ft.
Place Fiber in Conduit/Duct Inside Building	ft.
Mount Cabinet On Backboard/Wall	ft.

Emergency Restoration Services

Mob - Demob U/G Crews	ea.
Mob - Demob Aerial Crews	ea.
Mob - Demob Fiber Splicing Crews	ea.
U/G Crew Stand by (waiting to be able to work)	ea.
Aerial Crew Stand by (waiting to be able to work)	ea.
Fiber Splicing Crew Stand by (waiting to be able to work)	ea.
Aerial Construction% Markup 7pm to 7am	%
U/G Construction% Markup 7pm to 7am	%
Splicing % Markup 7pm to 7am	%

DOT Relocation

DOT Plan Review	hrs
Markups (RGB's)	hrs
Field Verify Walk Out	ft
MOB Demob	hrs
DOT Document Submittal GUPS Document Submittal	ea.
Attend Meetings as Required	hrs
Design, Permit, Asbuilts (ROW)	ft

Line Item Details

All labor and materials required to Walkout, Design, Permit, Asbuilts one (1) foot of Underground or To Provide PE Stamp, as required by Permit Agency---Uniti Fiber Approval Required
All labor and materials required to Walkout, Design, Permit, Asbuilts one (1) foot of Underground or
All labor and materials required to Provide a Qualified OSP Construction Inspector

This unit includes all labor and materials to place 150' Aerial Slack point including the Snow Shoes, All Labor and Materials to Move Aerial Fiber, Fiber Slack to another Span to include all De/Re-Lash as
All Labor and Materials to install Riser Guard on existing
All Labor and Materials to Install-Move or Adjust Bugnut
All labor and materials required to install the following in the locations specified,
All labor and materials required to install the following in the locations specified,
All labor and materials required to install the following in the locations specified,
All labor and materials required to place one down Guy Guard on Existing Down Guy
All Labor and Materials to Hang Aerial Splice Case--to include lashing tails to strand.
All Labor and Materials to Sag or Resag
Activity is to move/transition an existing strand/fiber attachment from one pole (metal/wood) to
All Labor and Materials to move/transition an existing strand/fiber attachment from one pole
All Labor and Materials to be used when there is need for special Traffic control, flag men or police

This Line item to be used when there is need for special Traffic control, flag men or police details

[illegible]

These activities should not include the cost of Uniti Fiber furnished materials (e.g. Splice Enclosures). Includes prepping an additional cable to be added to an existing closure
--

All Cost associated with install a FTP Panel (Uniti Fiber Provided) in Rack Space, Cabinet or Wall

Include cost to mobilize and De-mobilize Necessary crews for Fiber Splicing work as requested by Hourly labor fees shall only be applied with prior written approval from the Uniti Fiber OSPE

[illegible]

Hourly labor fees shall only be applied with prior written approval from the Uniti Fiber OSPE
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All labor and Miscellaneous Materials required to install Cabinet on H-Frame
All labor and Miscellaneous Materials required to install Cabinet on Pad
All labor and Miscellaneous Materials required to install Concrete Pad for Cabinet
All labor and Materials required to Install Commercial Power to a Cabinet
All labor and Materials required to Place Conduit between Uniti Fiber Cabinet and 3rd Party Cabinet

All labor and Miscellaneous Materials required to X-ray Floor or Wall
All labor and Materials required to Core Bore a 3" hole into Building
All labor and Materials required to Install up to 4X4 Backboard

All labor and Materials required to install 2" EMT
All labor and Materials required to install Junction Box for EMT
All labor and Materials required to install 1.25" Duct
All labor and Miscellaneous Materials required to Install Fiber Optic Cable Inside Building
All labor and Miscellaneous Materials required to install Cabinet

<u>Include cost to mobilize and De-mobilize Necessary crews for Emergency restoration support as requested by Uniti</u>
<u>Include cost to mobilize and De-mobilize Necessary crews for Emergency restoration support as requested by Uniti</u>
<u>Include cost to mobilize and De-mobilize Necessary crews for Emergency restoration support as requested by Uniti</u>
<u>Include cost for crews to be on stand by waiting to gain access to the cable damage area due to (i.e., first responders,</u>
<u>Include cost for crews to be on stand by waiting to gain access to the cable damage area due to (i.e., first responders,</u>
Include cost for crews to be on stand by waiting to gain access to the cable damage area due to (i.e., first responders, F
% markup over standard pricing for after hours callout
% markup over standard pricing for after hours callout
% markup over standard pricing for after hours callout

Review DOT plan to identify any Possible conflicts with Uniti Fiber Network

Mark up DOT plans with Uniti Fiber Network per DOT requirement and note any Conflicts and what the r

Field Verify Uniti Fiber Network, when necessary to confirm location and depth to confirm Possible Con

Hourly rate for travel to and from location in field or meeting place---Millage must be noted for invoice b

Fill out and submit any necessary forms to DOT---Price per each submittal not each document Uniti Fibr

Attend progress Meeting or Field meetings as is required to protect the Uniti Fiber Network--Meet sign i

As Required for relocation of the Uniti Fiber Network

All labor and materials required to Design, Permit, Asbuilts one (1) foot of Underground or Aerial OSP

To be Provided in GIS Based AutoCAD Map Asbuilts Required

Turn Over in both the AutoCAD Map file as well as a PDF file

Roadway Closer, other utilities, etc..)

resolution will be---Copy Uniti Fiber on mark ups via email

inflicts---Pictures and notes to be used as Invoice backup--

backup

er to be copied all documents via email

n sheet to be used as Invoice backup---Must be pre-approved by Uniti Fiber

-Must be pre-app

proved by Uniti Fiber



Professional Services For Historic District Design Standards

RFP 24-02-CRA

Submitted to: DeFuniak Springs Community Redevelopment Agency

Submitted on: September 6, 2024



September 6, 2024

DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435

RE: Professional Services for Historic District Design Standards
RFP 24-02-CRA

To whom it may concern:

Johnson, Mirmiran & Thompson, Inc. (JMT) is pleased to submit our qualifications to develop the Historic Design Standards for the DeFuniak Springs Community Redevelopment Agency (the CRA).

JMT has a full understanding of what is required to successfully develop the CRA's Historic District Design Guidelines. Our Cultural Resources group supports federal, state, and local agencies and organizations as they strive to balance the current built environment and future needs of communities with the obligations and expectations associated with historic preservation.

JMT works nationwide, creating and revising design guidelines for clients in many states - including FL, PA, IA, MN, GA, NC, SC, VA, and MD - becoming intimately familiar with various municipality architecture styles. Because of this experience, we understand regional architectural styles and local character-defining features.

JMT has created a project team with qualified architectural historians who have the experience and availability necessary to meet the needs of this project, its task deadlines, and corresponding deliverables. Our team has recent, relevant experience with public outreach and analyzing local codes and ordinances. We have the tools to draft design review guidelines essential to making this a successful venture. **JMT's Architectural Historians meet, or exceed, the professional qualifications for Historian and/or Architectural Historian as outlined in the Secretary of the Interior's Standards as outlined in 36 CFR 61.**

Sara McLaughlin is our proposed project manager and is your primary contact. She can be reached at 215-496-4747 or smclaughlin@jmt.com. We look forward to working with the CRA on this project and thank you for the opportunity.

JMT acknowledges Addendum #1, #2, and #3.

Sincerely,

JOHNSON, MIRMIRAN & THOMPSON, INC.

A handwritten signature in blue ink, appearing to read "S. Quevedo", is written over a light blue horizontal line.

Sergio Quevedo, PE, PTOE
Senior Vice President
Florida Regional Manager
813-477-5062
squevedo@jmt.com

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1 Qualifications



Section 1 - Qualifications



JMT's Cultural Resources staff members are experts in the fields of history, architectural history, and archaeology. We support federal, state, and local agencies and organizations as they strive to balance the current built environment and future needs of communities with the obligations and expectations associated with historic and archaeological preservation.

JMT ORGANIZATION

JMT CORPORATE OFFICE - HUNT VALLEY, MD
40 Wight Avenue
Hunt Valley, MD 21030
Phone: 410.329-3100
Fax: 410-472-2200

JMT is a S-Corporation / 100% Employee-Owned

RESPONSIBLE BRANCH OFFICE

JMT LAKE MARY
400 Colonial Center Parkway
Suite 100
Lake Mary, FL 32746
Phone: 407.562.4950
Fax: 407.833.9899



2,350+ Employee Owners



30 Dedicated Cultural Resources Staff

BACKGROUND AND CAPABILITIES OF JMT

JMT is a full-service, multi-disciplined engineering, environmental, and architecture firm **headquartered in Hunt Valley, MD, with 50 offices nationwide, including three Florida offices. Established in 1971, JMT's 2,350+ professionals** work with federal, state, and local agencies, providing professional cultural resources, environmental, planning, engineering, architecture, and GIS/information technology services – all dedicated to the highest quality project performance. In 2011, JMT became a **100% employee-owned company**. As part of an ESOP, our employee-owners have a vested interest in the success of our projects.

Since 1998, JMT has been providing services throughout Florida. **Our Lake Mary office will be the responsible office for this contract.** Sergio Quevedo, our Florida Regional Manager, will serve as our signatory of the office and for this contract. We also have six (6) professional engineers, two (2) designers, and our Cultural Resources staff located in this office. Additional Cultural Resources staff is available to assist as needed.

JMT's Cultural Resources group consists of trained professionals working in all aspects of cultural resources, including architectural history, archaeology, and historic architecture. **Each team member for this contract holds a Master's degree in Architectural History/Historic Preservation.** Our professional staff is supported by archaeological technicians, GIS practitioners, and graphics specialists who are utilized as needed. **Our key cultural resources staff has experience in all phases of archaeological and innovative design guidelines.**

JMT's Cultural Resources Group works nationwide and has extensive experience creating design guidelines and conducting historic resource surveys and NRHP nominations in many states (including ME, AR, FL, GA, KS, MD, NC, NJ, PA, SC, SD, TX, WV, and VA). Our experience working in a national setting allows us to bring proven methodologies and solutions to projects

Section 1 - Qualifications

no matter where they are located. With each project, we have the unique opportunity to learn about and understand regional architectural trends, local styles and forms, and character-defining features through both research and fieldwork.

THE JMT ADVANTAGE

JMT has developed a highly skilled staff of architectural historians, archaeologists, architects, landscape architects, planners, environmental scientists, engineers, surveyors, construction managers, inspectors, CADD technicians, and GIS specialists available to support our key personnel as needed. We have a vast knowledge of applicable local and federal regulations.

- ✓ **Similar Experience:** We have experience providing similar design guideline services and have experience in all areas of the scope. You can count on us to provide quality services for any project needs that arise.
- ✓ **Experienced PM and Qualified Key Staff:** We will provide a skilled team of professionals who are committed to the project.
- ✓ **Nationwide Experience, Personal Service:** We offer the staff capabilities and resources of a “national” firm while maintaining the personal touch and service of a “local” firm.

We are confident that, in bringing together a team of professionals who have successfully performed a wide range of design guideline projects for a variety of clientele, we offer the strongest abilities, at the right price. Our team’s overall project experience demonstrates our capability to provide the skills for this project.

We are confident that, in bringing together a team of professionals who have successfully performed a wide range of design guideline projects for a variety of clientele, we offer the strongest abilities, at the right price. Our team’s overall project experience demonstrates our capability to provide the skills for this project.

JMT has completed numerous design guidelines for municipalities of varying sizes in varying geographic areas. While there is often some overlap, every project approach is customized to match the clients needs. Our staff has worked across the country and understands local architectural trends, development and history each define an area.

Our experience with these contracts has allowed us to develop the best team, with the skills necessary to complete the project.

This is important because the expectation is to deliver multiple projects simultaneously, and we have proven that we can deliver high-quality deliverables while working on multiple projects simultaneously.

FEDERAL OR STATE GRANT COORDINATION EXPERIENCE

JMT routinely completes projects funded through state or federal grants. The majority of our design guideline projects have been at least partly grant funded. We understand the requirements and are confident in our abilities to meet deadlines in accordance with your grant. We are fully capable of meeting the requirements specified in the grant agreement.



Section 1 - Qualifications

EXPERIENCE ON SIMILAR ASSIGNMENTS

JMT is experienced in managing our clients' most challenging projects. For this reason, we have a 91 percent customer return rate, which is well above the industry average of 78 percent customer return. We believe this is due to our approach to contract and project management. These activities are crucial to an effective and cooperative working relationship between our respective organizations. Our experience with historical resources survey contracts is second to none. What we have learned from that experience is that staffing for those contracts is critical. This is important because the expectation is to deliver multiple projects simultaneously, and we have proven that we can deliver high-quality deliverables while working on multiple projects simultaneously.

JMT has satisfactorily performed and completed several projects comparable in scope to this project. Similar municipal engagements include:

SIMILAR MUNICIPAL ENGAGEMENTS	
Tarpon Springs Historic District Guidelines*	City of Tarpon Springs, FL
Design Guidelines & Best Practices for Historic Residential and Commercial Buildings*	Titusville, FL
Summerville Historic District Design Guidelines*	Summerville, SC
Downtown Facade Manual	York, SC
Revision of Design Guidelines*	Oxford, NC
Commercial Historic District Design Guidelines*	Pulaski, VA
Downtown Façade Design Manual	City of York, SC
Easton Historic District Design Guidelines for Residential and Commercial Properties	Easton, MD
Historic Context and Preservation Design Guidelines Updates*	Cumberland County, MD
Salisbury Historic Design Guideline Updates*	Salisbury, MD
Duluth Design Guidelines*	Duluth, MN
City of Cedar Rapids Historic Preservation Design Guidelines*	Cedar Rapids, IA
City of Madison Illustrated Design Guidelines	Madison, WI

*CLG Grant Funded Projects

Section 1 - Qualifications

PROJECT UNDERSTANDING

The DeFuniak Springs Community Redevelopment Agency (CRA) and the CRA Board (the Board) are soliciting proposals from qualified cultural resource professionals to develop Historic District Design Standards as they relate to the three historic districts within the DeFuniak Springs CRA.

During a survey for the Pensacola and Atlantic Railroad a perfectly round lake known as "open pond" was discovered and deemed an ideal spot for a town by W.D. Chipley, leader of the survey team. Chipley and others sought to attract visitors to the area, leading to the establishment of the Winter Chautauqua in collaboration with the New York Chautauqua Institution. This initiative positioned DeFuniak Springs as a prominent educational and cultural hub in the South. Today, DeFuniak Springs maintains its unique charm and continues to host cultural and educational events, upholding the Chautauqua tradition and striving to preserve its historic district amid modern developments.

The city's historic district, The DeFuniak Springs Historic District, was listed in the National Register of Historic Places in 1992. It contains over 130 contributing resources, including three individually listed structures (the Library, the Chautauqua Hall of Brotherhood, and Sunbright Manor). In 2023, the city established the Dorsey Historic District, a historically significant area recognized for its well-preserved architecture and cultural heritage. Lastly, while part of the original historic district, the downtown core is being considered as a historic overlay with its own distinct district.

All work will conform to the Secretary of the Interior's Standards for Archaeology and Historic Preservation, which include the Standards for Preservation Planning and Standards for the Treatment of Historic Properties. JMT Architectural Historians all meet, or exceed, the professional qualifications for Historian and/or Architectural Historian as outlined in the Secretary of the Interior's Standards as outlined in 36 CFR 61.

APPROACH

Task 1- KICK-OFF MEETING, SITE INVENTORY & ANALYSIS

Upon receiving notice to proceed, JMT will schedule a kick-off meeting with appropriate CRA staff. During the meeting, we will review the goals, project objectives, the CRA participation process, project schedule, and related documents, including the City of DeFuniak Springs Land Development Code (LDC), Comprehensive Plan, and the CRA Redevelopment Plan.

JMT suggests a separate meeting during the same visit to DeFuniak Springs to meet with additional local historic preservation groups. This meeting will be organized by the CRA and used as an opportunity to gather input from the attendees.

During this visit to DeFuniak Springs, JMT will tour the districts in an effort to understand their unique developmental history and architectural character. The information gathered will be used to develop an architectural analysis of the city, including its architectural character, prevalent styles, and overall architectural composition. This analysis will not include an individual survey of each contributing building.

During this time, JMT will photograph each district, to create a collection of photographs to be used throughout the document.

Task 2- DRAFT OUTLINE

After Task 1, JMT will prepare a draft outline detailing the proposed organization of the final document. This outline will ensure that the document is in alignment with the vision of the CRA and stakeholders, as well as guarantee that all desired and appropriate topics are covered prior to a full draft, ultimately streamlining the review process. At a minimum, per the RFP, topics will include background and introduction, giving background and history of each historic district purpose and intent, definitions, how to use the standards, design standard review process, site design, building design standards, and landscape and screening.

One round of revisions is anticipated before the final outline is approved.

Task 3- PREPARATION OF DRAFT DESIGN GUIDELINES

Once the outline has been approved, JMT will begin drafting the guidelines. They will be user-friendly and written for the lay person without an architecture background, making them accessible for all users. Guidelines for residential and commercial properties will be included.

The completed document will be specific to DeFuniak Springs and will be applicable for each district. Our architectural historians have the skills, experience, and software needed to produce effective graphics, edit photographs, and create maps if necessary for the new document.

The guidelines will follow the approved outline and will be completed in full accordance with the appropriate local, state, and federal requirements and regulations, including those put forth by the Secretary of Interior.

Section 1 - Qualifications

Once a full draft of the guidelines is complete, it will be submitted to the CRA for review. If comments from other groups or persons are desired, JMT requests all comments on the draft be collected and collated into one comment/response document for revisions. This document allows both the city and JMT to track comments, as well as how each comment has or has not been addressed.

Two rounds of revisions are anticipated before the final guidelines are submitted.

Task 4- STAKEHOLDER ENGAGEMENT

JMT understands the importance of stakeholder engagement throughout this process. For this project, it is suggested to hold two public workshops, one at the start of the project to introduce the project and the second workshop once a complete draft of the guidelines has been developed to gather feedback.

Additionally, per the RFP, JMT will meet with the following groups: the planning and zoning board, Main Street Board, CRA Board, and City Council.

JMT has budgeted for three trips to accommodate all

meetings and will work closely with the CRA to schedule these meetings in an efficient manner (within the same week), to avoid unnecessary travel and expenses.

Our staff have extensive experience presenting design review guidelines and addressing questions and concerns. City staff will coordinate meeting logistics, including finding a venue and issuing any necessary advertisements. JMT will prepare a PowerPoint presentation and supply up to four (4) hard copies of the document for the meeting.

Task 5- MONTHLY PROGRESS REPORTS

JMT will provide monthly progress reports to the CRA. The reports will contain, at a minimum, the following information: outlining significant meetings, discussions, actions, and results.

FINAL DOCUMENTS

Once the final guidelines are complete, JMT will provide the CRA a PDF of the guidelines along with all native files included therein. The document will be searchable and paginated such that it can be downloaded and printed from the website. Six bound copies will also be submitted.



Section 1 - Qualifications

PROPOSED SCHEDULE	
MILESTONE	DEADLINE
JMT & CRA: Execute Contract	Week of September 30th, 2024*
JMT & CRA: Kick-off Meeting, Field View & First Round of Public/Stakeholder Meetings	Week of October 21st, 2024
JMT: Submit Draft Outline	November 18, 2024
CRA: Comments back to JMT on Draft Outline	December 18, 2024
JMT: Submit First Draft of Design Guidelines	March 3, 2025
JMT & CRA: Second Round of Public/Stakeholder Meetings	Week of March 17th, 2025
CRA: Comments back to JMT on First Draft of Design Guidelines (First Round of Edits)	April 18, 2025
JMT: Submit Second Draft of Design Guidelines	May 16, 2025
CRA: Comments back to JMT on Second Draft of Design Guidelines (Second Round of Edits)	June 16, 2025
JMT: Submit Final Documents	July 18, 2025
JMT & CRA: Third Round of Public/Stakeholder Meetings	Week of July 28th, 2025

* Should the anticipated start date of September 30, 2024 be pushed back, subsequent dates will be adjusted.

2 References





Tarpon Springs Historic District Guidelines

Tarpon Springs, FL

JMT was selected by the City of Tarpon Springs to complete an update to and reformatting of their Design Review Guidelines Manual for residential and commercial buildings. Created in 1999, the guidelines had not been updated since. The new document was created to reflect updates in federal guidelines, updates to the Tarpon Springs Land Development Code and SmartCode, and to better reflect the local community. Owners of historic resources within the local District are required to maintain and update their properties in accordance with the Heritage Preservation section of the Tarpon Springs Land Development Code which refers to the Guidelines Manual as the guiding document.

Our work began with an in-person kick-off meeting and a tour of the City's Historic District. This trip to Tarpon Springs allowed an opportunity for the City and JMT to meet, review the goals and schedule of and methodology for the project ensuring all parties were on the same page from the start of the project. Additionally, time spent with City staff touring the Historic District provided valuable information regarding character-defining architectural and landscape features of the District as well as insight into challenges faced by their Heritage Review Board.

A public meeting was held at the beginning of the project. The purpose of this meeting was two-fold, to introduce the project to the public and to collect public input. Once the meeting was complete and all feedback collected, JMT began to draft the updated Guidelines Manual. Following an agreed upon outline, JMT updated and expanded upon the existing Guidelines which included adding sections on alternative energy and, floodplain adaptations. The Guidelines were supplemented with a vast array of local photos and drawings to support various topics.

To complete the project, JMT attended a final public meeting upon the completion and acceptance of the updated Guidelines.

You can view our deliverable here:

<https://www.ctsfl.us/wp-content/uploads/2020/08/Final-Design-Review-Guidelines-Manual-for-Board-of-Commissioners.pdf>



REFERENCE

Patricia McNeese, AICP
Principal Planner
727-938-3711
pmcneese@ctsfl.us

City of Tarpon Springs
324 East Pine Street
Tarpon Springs, FL 34689
Dates: 12/2019 – 02/2021
Fee: \$50,540



Architectural Style and Design Guidelines

Titusville, FL

After being awarded a Small Matching grant by the State of Florida, Department of State, Division of Historical Resources, the city of Titusville contracted with JMT to develop an architectural design guide that addressed representative architectural styles and building types and provided specific guidance on the appropriateness of various alterations and features to historic and potentially historic structures in the City. Before completing the guidelines, the City had adopted the Secretary of the Interior's Standards for the Treatment of Historic Properties as its general standard. By developing a new set of guidelines property owners now have a more technical, prescriptive treatment for character-defining features.

Owners and stewards of historic resources both designated and non-designated will be able to consult the guidelines for use in making renovations and or in advance of submitting applications for Certificates of Appropriateness, yielding better-informed applications, and establishing an additional measure of protection for the character and design integrity of historic resources.

Over six month, JMT worked with teh city to deveop an extensive document that was easily navigable and written with the lay person in mind. Local current and historic photos along with illustrations were used to help communicate ideas, terms, and guidelines. Guidelines throughout were supported by options that are not appropriate, good choices, and best choices to further assist end users. Chapters included: Introduction to Preservation, Historic Preservation in Titusville, Procedures, Design Principles, Architectural Style Guide, and Design Guidelines. Appendices included a Glossary, Information on Substitute Materials, Additional Resources, a Selected Bibliography, and the city's Historic Preservation Code.

You can view our deliverable here:

<https://www.titusville.com/DocumentCenter/View/3740/Titusville-Design-Guidelines--Best-Practices-PDF>



REFERENCE

Brad Parrish, AICP
Community Development Director
321-567-3776
Brad.Parrish@titusville.com

City of Titusville
555 South Washington Avenue
City of Titusville, FL 32796
Dates: 11/2022 – 06/2023
Fee: \$39,782



Cedar Rapids Historic Preservation Design Guidelines

Cedar Rapids, IA

The City of Cedar Rapids selected JMT to update the City's Historic Preservation Design Guidelines as well as the city's preservation ordinance. These updates addressed new structures, materials, designs and allow for the Commission and City staff to be able to better evaluate Certificates of Appropriateness and provide timely and consistent reviews to applicants within the historic districts. City staff updated the Preservation Ordinance in 2017 and the Historic Design Guidelines in 2018.

The final guidelines include chapters on the local Preservation Commission, Architectural Styles, Replacement Materials, Overarching Guidelines, Guidelines for Existing Buildings, Guidelines for Signage, Guidelines for Demolition and appendices including a glossary, disaster preparedness and resiliency, energy efficiency, and a bibliography. This project was funded in part by a Certified Local Government (CLG) grant.

REFERENCE

Adam Lindenlaub

319-286-5064

a.lindenlaub@cedar-rapids.org

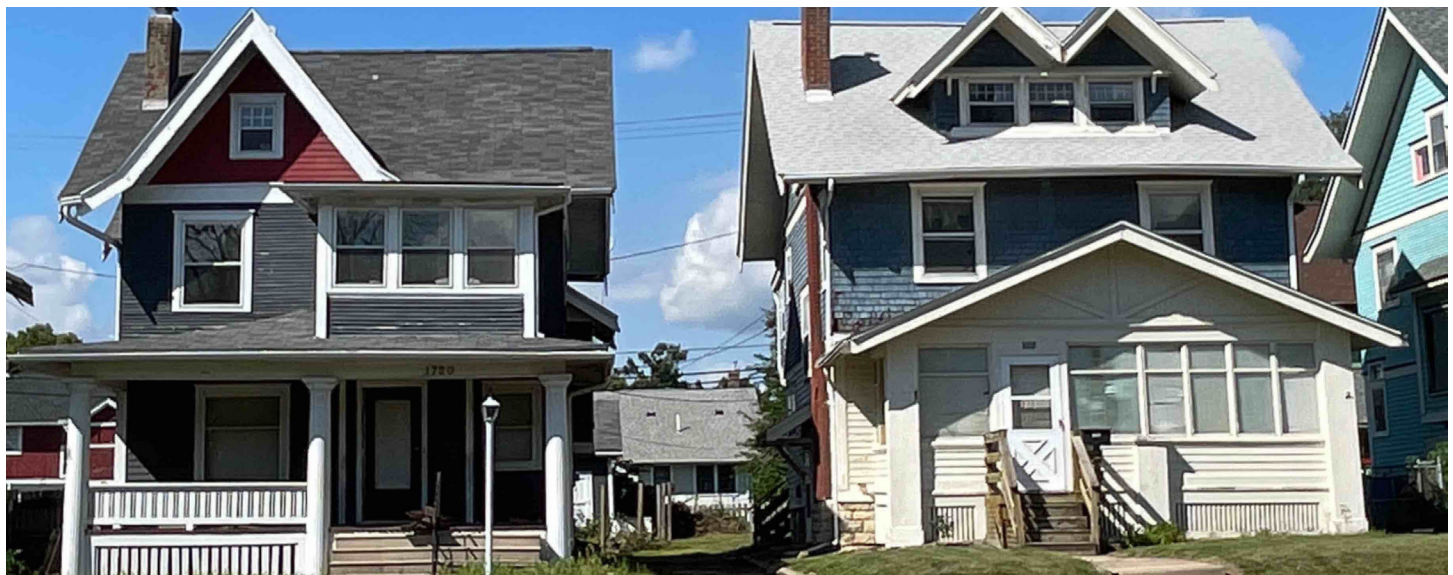
City of Cedar Rapids

101 First Street SE

Cedar Rapids, IA 52401

Dates: June 2022- Present

Fee: \$20,000



3 Project Team

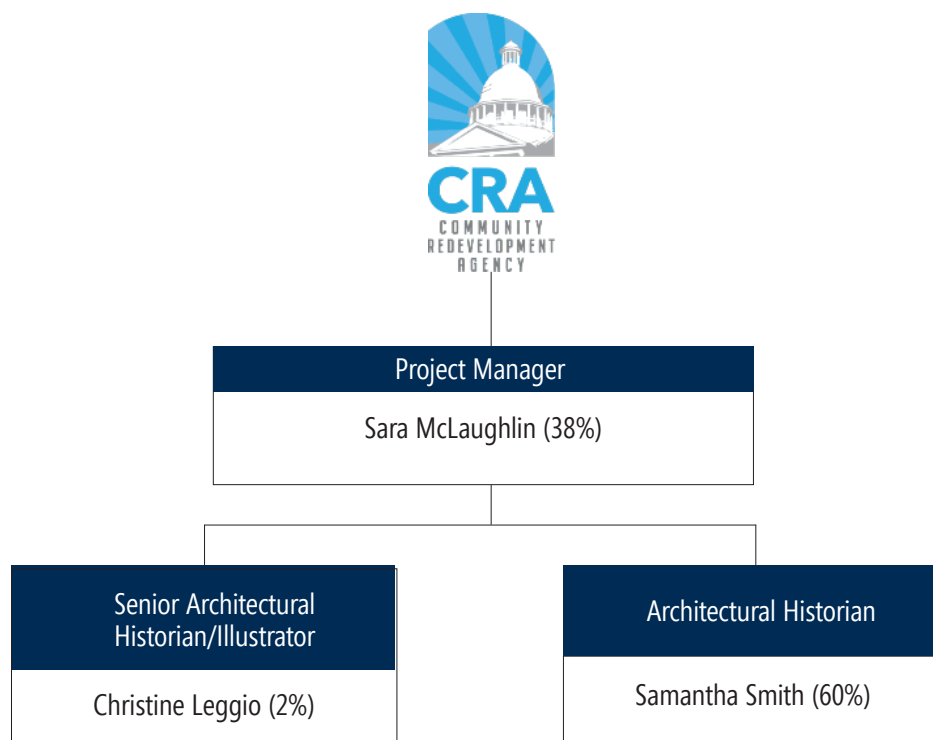


Section 3 - Project Team

The JMT team is well positioned to handle the requirements and commitments associated with this contract; the real value of JMT is in the quality of staff that we employ. Our experienced and qualified staff will provide exceptional service to the CRA.

We have carefully designated our Principal Investigator and key staff members who can be dedicated to the DeFuniak Springs CRA. Our **Principal Investigator and Project Manager, Ms. Sara McLaughlin**, holds an MS in Historic Preservation from the University of Pennsylvania and a BA in Mass Communications from State University of New York at Plattsburgh. Ms. McLaughlin has over 15 years of experience working on historic preservation and cultural resources projects for a variety of federal, state, and local clients. Her work focuses on working with local municipalities developing design guidelines and managing and conducting large-scale historic surveys. Ms. McLaughlin has an extensive understanding of Section 106, and state and federal documenting regulations.

The below chart showcases the organization of our staff for this project. Full resumes for our key staff follow this page.



(xx% = approximate percentage of the total work to be accomplished)

JMT also offers over 30 dedicated cultural resources team members as well as over 2,300 staff of multi-disciplined professionals to provide support as necessary.

4 Proposed Budget



Section 4 - Proposed Budget

	Project Manager & QA/QC	Sr. Architectural Historian	Architectural Historian		TOTAL
Kick-off Meeting	48	0	40		88
Research	6	0	32		38
Draft Outline	2	0	6		8
Edits to Outline	.05	0	2		2.5
Draft Guidelines	20	8	80		108
First Round of Edits	8	2	32		42
Second Round of Edits	4	0	16		20
Stakeholder Engagement	48	0	48		96
Final Submission	2	0	2		4
Project Management	24	0	0		24
Subtotal (Hours)	162.5	10	258		430.5
TASK 1	Hours	-	-	Hourly Rate	Total
Project Manager & QA/QC	162.5	-	-	\$155.10	\$25,203.75
Sr. Architectural Historian	10			\$141.00	\$1,410.00
Architectural Historian	258	-	-	\$81.78	\$21,099.24
Total Direct Labor	430.5	-	-		\$47,712.99
Per Diem Total			-		\$1,500.00
Airfare			-		\$2,400.00
Car			-		\$1,100.00
Hotel			-		\$3,600.00
Total Indirect Cost	-	-	-		\$8,600.0
					<u>\$56,312.99</u>

5 Appendices



Sara McLaughlin

Project Manager



Education

MS | Historic Preservation | University of Pennsylvania | 2008

BA | Mass Communications | SUNY – Plattsburgh | 1995

ASS Interior Design | Fashion Institute of Technology | 2006

Years of Experience

15

Ms. McLaughlin will serve as Project Manager for this contract and will be the main point of contact for the City. She, along with the rest of the team, will develop the final guidelines document.

Ms. McLaughlin is a Senior Architectural Historian with experience in cultural resource management and preservation architecture. She exceeds the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Ms. McLaughlin has extensive experience working on historic preservation and cultural resources projects for a variety of federal, state, and local clients. Her work focuses primarily on design guidelines and large-scale survey projects including management, fieldwork, and research. Ms. McLaughlin's architectural experience spans the gamut from conservation to adaptive reuse. She has worked on design guidelines for Cedar Rapids, IA; Tarpon Springs, FL; Easton, MD; Summerville, SC; Pulaski, VA; and Titusville, FL among others.

Historic Preservation Design Guidelines, Cedar Rapids, IA. Project Manager and Senior Architectural Historian.

In 2022, JMT was hired to update both the City's Historic Preservation Ordinance and the City's Historic Preservation Design Guidelines. Funded by a Certified Local Government (CLG) grant, the updates were necessary for the City and Historic Preservation Commission (HPC) to be able to better evaluate Certificates of Appropriateness and provide applicants within historic districts with timely and consistent reviews. Ms. McLaughlin functioned as both a project manager and senior architectural historian on this project, serving as the main point of contact with the client as well as developing and producing the final documents.

Design Review Guideline Manual Update, City of Tarpon Springs, FL.

Project Manager. JMT was hired by the City of Tarpon Springs to update their design guidelines for the first time in 20 years. This included updates in federal guidelines, Tarpon Springs Land Development Code and SmartCode, the local community and improve the overall legibility and relevance of the guidelines. Ms. McLaughlin managed this project and was the main point of contact with the city.

Illustrated Design Guidelines, City of Madison, WI. Project Manager. JMT is currently working with the City of Madison to develop a comprehensive set of Illustrated Design Guidelines to augment their Historic Preservation Ordinance. In May 2022, the City completed a years' long comprehensive revision to its Historic Preservation Ordinance. During the process, the Committee concluded there was a need for a set of Illustrated Design Guidelines to accompany the Ordinance once it was adopted. The intent of the Guidelines is to help "translate" the Ordinance requirements, so they are more easily understandable to all users, including but not limited to: property owners, contractors, architects, developers, policymakers, staff, and the general public. Ms. McLaughlin is serving as Project Manager for this contract, acting as main point of contact with the City, ensuring all contract requirements are met, managing staff, budget, schedule, and reviewing working documents.

Christine Leggio

Senior Architectural Historian



Education

MS | Historic Preservation | University of Pennsylvania | 2012
BFA | Painting and Drawing | University of the Arts | 2006

Years of Experience

12

Ms. Leggio will assist in the development of the guidelines.

Ms. Leggio has a wide range of professional and academic experience related to architectural history, architectural conservation, and documentation of historic structures. She also has experience in completing a variety of Environmental Review documents including Historic Resource Surveys/Determination of Eligibility Reports, Determination of Effect Reports, and National Register Nominations. Ms. Leggio has conducted numerous architectural studies, ranging from Reconnaissance-level surveys through large-scale assessment studies throughout the United States. Ms. Leggio meets the qualifications set forth by the Secretary of the Interior's as an Architectural Historian. Her responsibilities include project management, historical research, analysis, and report writing.

Historic Preservation Design Guidelines, Cedar Rapids, IA. Architectural Historian.

In 2022, JMT was hired to update both the City's Historic Preservation Ordinance and the City's Historic Preservation Design Guidelines. Funded by a Certified Local Government (CLG) grant, the updates were necessary for the City and Historic Preservation Commission (HPC) to be able to better evaluate Certificates of Appropriateness and provide applicants within historic districts with timely and consistent reviews. Ms. Leggio assisted with the development of the final design guidelines including the creation of necessary illustrations.

Architectural Style and Design Guidelines, Titusville, FL. Architectural Historian.

The City of Titusville hired JMT in 2022 to develop an architectural design guide that addresses representative architectural styles and building types and provides specific guidance on the appropriateness of various alterations and features to historic and potentially historic structures in the City. Prior to the development of these guidelines, Titusville was using the Secretary of the Interior's Standards for the Treatment of Historic Properties as its general standard. The new guidelines will provide the city and the Historic Preservation Board (HPB) with a basis for consistent decisions. Ms. Leggio served as the Senior Architectural Historian for this contract, assisting in the development of the guidelines, managing junior staff, and developing illustrations.

Historic District Preservation Design Guidelines, City of Duluth, MN. Architectural Historian.

JMT was hired by the City of Duluth to develop historic design guidelines for Duluth's Commercial Historic District. The Guidelines are being developed to not only protect the styles and details of the contributing buildings within the district but are addressing infill construction to ensure modern development is sympathetic to the historic character of the district and will be created to provide clear expectations to property owners throughout the area. Ms. Leggio assisted with the production of the document, including the development of illustrations to convey ideas and concepts throughout the document.

Samantha Smith

Architectural Historian



Education

MS | Historic Preservation | Tulane University | 2022

BA | History | University of Cincinnati | 2018

Years of Experience

2

Ms. Smith will work in concert with Ms. McLaughlin and Ms. Leggio to develop the final guidelines document.

Ms. Smith has two years of experience with urban architecture firms including project design, restoration fieldwork and site documentation as well as work experience on collaborative surveys in large-scale historic building documentation, individual property documentation, HABS documentation and creation of design guidelines. She primarily prefers historical and cultural projects that involve archival research, surveying, and digital documentation.

Historic Design Guidelines for the Historic Preservation Ordinance, Madison, WI. Architectural Historian. JMT is currently working with the City of Madison to develop a comprehensive set of Illustrated Design Guidelines to augment their Historic Preservation Ordinance. In May 2022, the city completed a years-long comprehensive revision to its Historic Preservation Ordinance. During the process the Committee concluded there was a need for a set of Illustrated Design Guidelines to accompany the Ordinance once it was adopted. The intent of the Guidelines is to help “translate” the Ordinance requirements, so they are more easily understandable to all users, including but not limited to property owners, contractors, architects, developers, policymakers, staff, and the public. Ms. Smith is responsible for the on-site survey work and documentation of Madison’s five local historic districts as well as the graphic development of the Illustrated Design Guidelines.

Historic Preservation Design Guidelines, Douglas, GA. Architectural Historian. The City of Douglas hired JMT to update the city’s historic design guidelines that address representative architectural styles and building types and provides specific guidance on the appropriateness of various alterations and features to both commercial and residential buildings in the city’s historic districts. The updated guidelines will provide the city and the Douglas Historic Commission with a basis for consistent decisions. Under the supervision of project manager, Ms. McLaughlin, Ms. Smith served as the Architectural Historian for this contract, developing content and layout as well as updating the document per client comments.

Historic Resources Survey of Newberry, FL. Architectural Historian. JMT conducted a historic structure survey to update approximately 83 FMSF forms located within 400 acres of the nationally listed Historic District and recover data from or about 40 identified structures outside of the Historic District; this included preparation and submittal of FMSF forms to the Department for eligible buildings, sites, or objects. FMSF forms were completed on all newly recorded historic properties and updated for all previously recorded sites. A Survey Log Sheet and Final Survey Report meeting the requirements of Chapter 1A-46.001 FAC were produced. Ms. Smith’s responsibilities included initial survey work and the completion of new and updated FMSF forms.

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that
Johnson, Mirmiran & Thompson, Inc. does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Signature

August 30, 2024

Date

Sergio Quevedo, PE - Senior Vice President

Name and Title of Authorized Signer



400 Colonial Center Parkway
Suite 100
Lake Mary, FL 32746

TERMS & CONDITIONS

A. General Provisions

JMT agrees that this proposal shall remain open for 60 days from the date of this proposal. Acceptance of the proposal after the end of the 60 day period is valid if JMT elects, in writing, to reaffirm the proposal and waive its right to re-evaluate and resubmit the proposal.

JMT reserves the right to renegotiate the contract which this proposal, if accepted, will comprise, on or after six (6) months from the date of this proposal, provided the Client is given 30 days of notice in writing, if salaries or operational costs increase in a sufficient amount. Our present quotation is based upon current salaries and operational costs.

It is understood and agreed that once work is started on this project by JMT, only the Client or its duly authorized representative has the authority to order the work stopped on his behalf and only upon giving JMT, 10 days of notice in writing, as to when the work shall stop. The Client further agrees to be liable and pay to JMT, for all labor done, work performed, materials furnished, and expenses incurred up to and including the day work is stopped in accordance with the notice.

JMT will provide the Client with data on electronic files; however, the Client acknowledges that data stored on electronic media can deteriorate undetected or be modified without the JMT's knowledge. Therefore, electronic files are provided without warranty or obligation on the part of JMT as to accuracy of information contained on the electronic files. All information on the electronic files must be independently verified by the Client and the Client agrees to indemnify and hold JMT harmless from any and all claims, damages, losses, and expenses including but not limited to attorney's fees arising out of the use of the electronic files.

Client acknowledges and agrees that JMT may include or otherwise reference the Project in its general project portfolio, and shall be entitled to identify the Project and the services performed by JMT for the Client in its general marketing materials, and for purposes of demonstrating relevant qualifications and experience. JMT shall also have the right to access the Project site to document, photograph, video, and/or record by any media or means, the Project at each phase, during construction and upon completion, for its own use and for other legitimate business purposes, including but not limited to exhibitions, or award competitions, or publication in journals. Any publication of the Project by Client or any representative of the Client, shall include reference to JMT and proper attribution and credit for its role in the Project.

B. Time of Payments and Litigation Expenses

JMT will submit monthly certified invoices for services rendered during the preceding month. Payments are due and payable within 30 days from the date of invoice. If Client fails to pay the full amount due for services and expenses within 30 days after date of invoice, the amount due will include a charge at the rate of 1-1/2% per month of the outstanding balance from said 30th day. In addition, in the event any invoice has not been paid in full by its due date, JMT may, after giving three (3) days written notice to Client, suspend services under this Agreement until Client has paid in full amounts due JMT for services, expenses and interest.

In the event JMT deems it necessary to refer any unpaid invoices to its attorneys for the purposes of instituting collection or mechanic's liens proceedings, Client agrees to pay JMT's attorney's fees, court costs, and litigation expenses, including fees for expert witnesses, trial and deposition

transcripts, cost of printing briefs, and travel expenses for witnesses, attorneys and employees.

In the event Client asserts a claim against JMT and/or JMT's subconsultants for any act arising out of performance of the services provided herein, whether by an original action, or by counterclaim set-off or other defense to any mechanic's lien or other claim asserted by JMT as a result of Client non-payment of fees and expenses for services rendered, and if Client fails to prevail in such action, counterclaim, set-off, or defense, Client agrees to pay all attorney's fees, costs and litigation expenses (including fees for expert witnesses, trial transcripts and deposition transcripts) incurred by JMT and/or JMT's subconsultants in opposing any such action, counterclaim, set-off or defense.

JMT may withhold the delivery, signature or sealing plans and specifications, and may repossess all plans and specifications previously delivered to or otherwise made available to Client, their agents or assigns, without incurring any liability for direct and/or consequential damages to Client or anyone claiming through them or on their behalf whenever JMT deems it necessary to ensure payment for services rendered. Should any claim for such damages be made, Client agrees to hold JMT harmless from all litigation expenses incurred by JMT as defined herein.

C. Additional Services

In the event additional services beyond those identified in the Scope of Work are required by the Client or by circumstances beyond JMT's control, JMT will furnish such services upon written authorization of the Client. Payment for Additional Services will be charged at the following hourly rates which are inclusive of labor, overhead, payroll burden and profit.

<u>Classification</u>	<u>Hourly Rate</u>
Project Manager	\$155.10
Sr. Architectural Historian	\$141.00
Architectural Historian	\$81.78

Any changes to the previously approved submittals will be considered a change in scope of services and JMT will be entitled to additional compensation at the rates herein specified.

D. Insurance

JMT maintains Professional Liability, General Liability and Workmen's Compensation Insurance. On request, JMT will furnish Client certification of insurance.

E. Termination

In the event of termination of this Agreement by Client, Client shall pay JMT for services (including additional services) rendered, performed, or procured through such phase, including Expenses, at the rates stated in the Agreement, plus all termination expenses. Termination expenses mean additional Reimbursable Expenses directly attributable to termination.

F. Indemnification and Limitation of Liability

JMT shall hold harmless and indemnify the Client against injury, loss or damage arising out of its performance of the Services, but only to the extent caused by the negligent acts, errors or omissions of JMT. The Client agrees to limit JMT's liability hereunder to Client and to all Construction Contractors and Subcontractors on the project, due to such negligent acts, errors or omissions, such the total aggregate liability of JMT to all those named shall not exceed JMT's total fee for services rendered on this project.

G. Severability

If any provision of this Agreement, or application thereof, shall be held invalid, the invalidity shall not affect the other provisions of the Agreement which can be given effect without the invalid provisions or applications, and to this end the provisions of this Agreement are declared to be severable.

WE HEREBY AUTHORIZE JOHNSON, MIRMIRAN & THOMPSON, INC. TO PROCEED IN ACCORDANCE WITH THE ABOVE PROPOSAL. IF ANY PROFESSIONAL SERVICES ARE ORDERED BY A REPRESENTATIVE OF THE CLIENT, FOR ITEMS LISTED ABOVE WITH A RETURNED ACCEPTANCE, THE PRICES AND TERMS OF THIS PROPOSAL SHALL BE IN EFFECT.

ORGANIZATION:_____

DATE: _____

BY:_____

TITLE _____

TASK ORDER NO. 24-01-CRA
PROFESSIONAL ENGINEERING SERVICES
FOR **Veterans Memorial Project**

1. BACKGROUND

The CRA requires engineering services for the design, engineering, and construction of a Veterans Memorial and associated site improvements near the intersection of Main Avenue and Circle Drive. Bidding, Construction, Permitting, Evaluation, and Inspection services are also desired as part of this scope of work.

2. SCOPE OF SERVICES

Scope of services shall consist at a minimum of the following engineering design services:

- Survey
- Conceptual design(s)
- Design
- Permitting
- Bid Support Services
- Construction Administration Services

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Survey(s)
- Conceptual Design
- 30% Preliminary Design Plans
- 60% Complete Design Plans and Engineer's Opinion of Cost
- 90% Complete Design Plans and Engineer's Opinion of Cost
- Prepare and submit applicable permit applications
- 100% Final Plan Set, Specifications, and cost estimate

Consultant shall be available to meet with CRA Staff at each submittal and as necessary to complete the project. All submittals to the CRA should be provided in a digital format and include two hard copies.

4. SCHEDULE

30 days from Notice to Proceed

- Provide surveys

60 days from Notice to Proceed

- Provide conceptual design(s)

90 days from Notice to Proceed

- Submit 30% Plan Set for review and approval to CRA/City

120 days from Notice to Proceed

- Submit 60% Plan Set, Specifications, and cost estimate for review and approval to CRA/City

150 days from Notice to Proceed

- Submit 90% Plan Set, Specifications, and cost estimate for review and approval to CRA/City

180 days from Notice to Proceed

- Submit 100 % Final Plan Set and permit package to CRA/City for review and approval

210 days from Notice to Proceed

- Assist CRA with bidding of projects

240 days from Notice to Proceed

- Provide construction administration services

Consultant to respond to the CRA with a sufficient response to any requests for additional information (RAI) on the permit package from the permitting agency within 15 working days of receipt of request from the County.

Upon Receipt of all applicable permits

- Provide to the CRA signed and sealed 100% Plan Set & Specifications & all supporting design documentation

4. COMPENSATION

Provide not to exceed detailed manhour estimate based on above described scope of services and continuing engineering services approved rate schedule.

5. OTHER PROVISIONS

Permitting by Engineer

Permit Fees by CRA

Boundary & Topographic Survey by Engineer

Geotechnical by Engineer

Task Work Order by: _____

Joshua R. Ervin
Executive Director

Date: _____

Proposal Approval by: _____

CRA Board Chairman

Date: _____

Board Approved on: _____

From: [Forster, Jon](#)
To: [Josh Ervin](#)
Subject: RE: **[** Caution: FILE ATTACHED **]** Fishbeck Bill #444760, Fishbeck Project #241415
Date: Monday, November 11, 2024 3:44:11 PM

Josh,

Sorry about that. Work completed last billing period.

- Site Field Visit (7 days)
 - Stakeholder interviews
 - Field observations
 - Parking inventory
 - Two days of parking occupancy counts
- GIS data collection for parking inventory, parking occupancy counts, and online survey.

Are you free next Monday (11/18) afternoon to catch up?

Talk to you soon.

Jon Forster, CAPP, NCI | Parking and Mobility Planner
Fishbeck | w: 616.330.5233 | c: 269.615.1132 | [Fishbeck.com](https://fishbeck.com)

From: Josh Ervin <cradirector@defuniakspringscra.com>
Sent: Monday, November 11, 2024 4:14 PM
To: Forster, Jon <jforster@fishbeck.com>
Subject: Re: **[** Caution: FILE ATTACHED **]** Fishbeck Bill #444760, Fishbeck Project #241415

EXTERNAL EMAIL

Hey, Jon!

Hope all is well with you. Can you give me a summary of work completed for this invoice so I can get it in my next agenda?



Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
 (850) 951-3054
 CRADirector@DeFuniakSpringsCRA.com
www.DeFuniakSpringsCRA.com

To determine if your parcel is within the DeFuniak Springs CRA area, please use our interactive [CRA Map](#).

On Mon, Nov 11, 2024 at 1:57 PM BST Services <bstcloudservices@bst10cloud.com> wrote:

Please review the attached Fishbeck bill #444760, dated November 11, 2024 for \$11,593.25. If you have any questions please contact Jon Forster or accounts.receivable@fishbeck.com.
Payment instructions are noted on the bill. Thank you for choosing Fishbeck.
Please update your payment records, as our banking information has changed.
Remit Wire/ACH payments to: Acct: 585033205 ABA: 072000326

NOTICE: Email communications to or from The City of DeFuniak Springs are considered to be public records. Florida's public records law requires these communications be made available to the public and media upon request. If you do not want your email address released pursuant to a public records request, please do not send electronic mail to this entity. If you have received this communication in error, please notify the sender by email at the address shown.

Attention: Joshua Ervin
DeFuniak Springs Community Redevelopment
Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32432
United States

Invoice : 444760
Invoice Date : 11/11/2024
Project : 241415
Project Name : DeFuniak Springs/Parking Study
Bill Term : BT1

For Professional Services Rendered Through 10/25/2024

PO 2024-02504
RFP 24-01-CRA

	Fee	% Complete	Billings		
			To Date	Previous	Current
PS - Parking Study	46,373.00	35.00	16,230.55	4,637.30	11,593.25
Current Billings					11,593.25
Amount Due This Bill					11,593.25

From: [Forster, Jon](#)
To: [Josh Ervin](#)
Subject: RE: [** Caution: FILE ATTACHED **] Fishbeck Bill #444760, Fishbeck Project #241415
Date: Monday, November 11, 2024 3:44:11 PM

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To: Forster, Jon <jforster@fishbeck.com>
Subject: Re: [** Caution: FILE ATTACHED **] Fishbeck Bill #444760, Fishbeck Project #241415

EXTERNAL EMAIL

Hey, Jon!

Hope all is well with you. Can you give me a summary of work completed for this invoice so I can get it in my next agenda?



Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
 (850) 951-3054
 CRADirector@DeFuniakSpringsCRA.com
www.DeFuniakSpringsCRA.com

To determine if your parcel is within the DeFuniak Springs CRA area, please use our interactive [CRA Map](#).

Vacant Land Contract

1. Sale and Purchase ("Contract"): City of DeFuniak Springs Community Redevelopment Agency
 ("Seller") and Walton County Board of County Commissioners
 ("Buyer") (the "parties") agree to sell and buy on the terms and conditions specified below the property ("Property")
 described as:
 Address: 111 and 129 N. 6th Street, DeFuniak Springs, Florida 32435
 Legal Description: _____
Legal Descriptions consistent with address and parcel IDs, subject to more accurate description by survey, if
performed.
Parcel 1 (111 N 6th St): 25-3N-19-19356-00A-0050
Parcel 2 (129 N. 6th St): 25-3N-19-19356-00A-0030
 SEC 25 /TWP / 3N /RNG 19 of Walton County, Florida. Real Property ID No.: See Legal for both parcels
 including all improvements existing on the Property and the following additional property: _____

2. Purchase Price: (U.S. currency) \$ 60,000.00
 All deposits will be made payable to "Escrow Agent" named below and held in escrow by:
 Escrow Agent's Name: Adkinson Law Firm, LLC
 Escrow Agent's Contact Person: Clay B. Adkinson
 Escrow Agent's Address: PO BOX 1207, DeFuniak Springs, FL 32435
 Escrow Agent's Phone: (850) 892-5195
 Escrow Agent's Email: clay@adkinsonlaw.com

- (a) Initial deposit (\$0 if left blank) (Check if applicable)
☐ accompanies offer
☒ will be delivered to Escrow Agent within _____ days (3 days if left blank)
 after Effective Date \$ 1,000.00
 (b) Additional deposit will be delivered to Escrow Agent (Check if applicable)
☐ within _____ days (10 days if left blank) after Effective Date
☐ within _____ days (3 days if left blank) after expiration of Due Diligence Period \$ _____
 (c) Total Financing (see Paragraph 6) (express as a dollar amount or percentage) \$ _____
 (d) Other: \$ _____
 (e) Balance to close (not including Buyer's closing costs, prepaid items, and prorations)
 to be paid at closing by wire transfer or other Collected funds..... \$ 59,000.00
 (f) ☐ (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The
 unit used to determine the purchase price is ☐ lot ☐ acre ☐ square foot ☐ other (specify): _____
 prorating areas of less than a full unit. The purchase price will be \$ _____ per unit based on a
 calculation of total area of the Property as certified to Seller and Buyer by a Florida licensed surveyor in
 accordance with Paragraph 8(c). The following rights of way and other areas will be excluded from the
 calculation: _____

3. Time for Acceptance; Effective Date: Unless this offer is signed by Seller and Buyer and an executed copy
 delivered to all parties on or before October 25, 2024, this offer will be withdrawn and Buyer's deposit, if
 any, will be returned. The time for acceptance of any counter-offer will be 3 days after the date the counter-offer is
 delivered. **The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer**
has signed or initialed and delivered this offer or the final counter-offer.

4. Closing Date: This transaction will close on December 13, 2024 ("Closing Date"), unless specifically
 extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including,
 but not limited to, Financing and Due Diligence periods. However, if the Closing Date occurs on a Saturday,
 Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business
 day. In the event insurance underwriting is suspended on Closing Date and Buyer is unable to obtain property
 insurance, Buyer may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If
 this transaction does not close for any reason, Buyer will immediately return all Seller provided documents and
 other items.

5. Extension of Closing Date: If Paragraph 6(b) is checked and Closing Funds from Buyer's lender(s) are not
 available on Closing Date due to Consumer Financial Protection Bureau Closing Disclosure delivery requirements

Initial Initial
 Buyer SS () and Seller JRE () acknowledge receipt of a copy of this page, which is 1 of 8 pages.

("CFPB Requirements), if applicable, then Closing Date shall be extended for such period necessary to satisfy CFPB Requirements, provided such period shall not exceed 10 days.

6. Financing: (Check as applicable)

(a) ☒ **Buyer** will pay cash for the Property with no financing contingency.

(b) ☐ This Contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s) specified below ("Financing") within _____ days after Effective Date (Closing Date or 30 days after Effective Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within _____ days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial, and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the Financing within the Financing Period, either party may terminate this Contract and **Buyer's** deposit(s) will be returned.

(1) ☐ **New Financing:** **Buyer** will secure a commitment for new third party financing for \$ _____ or _____ % of the purchase price at (Check one) ☐ a fixed rate not exceeding _____ % ☐ an adjustable interest rate not exceeding _____ % at origination (a fixed rate at the prevailing interest rate based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully informed of the loan application status and progress and authorizes the lender or mortgage broker to disclose all such information to **Seller** and Broker.

(2) ☐ **Seller Financing:** **Buyer** will execute a ☐ first ☐ second purchase money note and mortgage to **Seller** in the amount of \$ _____, bearing annual interest at _____ % and payable as follows:

The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow forms generally accepted in the county where the Property is located; will provide for a late payment fee and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller** to obtain credit, employment, and other necessary information to determine creditworthiness for the financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not **Seller** will make the loan.

(3) ☐ **Mortgage Assumption:** **Buyer** will take title subject to and assume and pay existing first mortgage to

LN# _____ in the approximate amount of \$ _____ currently payable at \$ _____ per month, including principal, interest, ☐ taxes and insurance, and having a ☐ fixed ☐ other (describe) _____ interest rate of _____ % which ☐ will ☐ will not escalate upon assumption. Any variance in the mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds _____ % or the assumption/transfer fee exceeds \$ _____, either party may elect to pay the excess, failing which this Contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves **Buyer**, this Contract will terminate; and **Buyer's** deposit(s) will be returned.

7. Assignability: (Check one) **Buyer** ☐ may assign and thereby be released from any further liability under this Contract, ☐ may assign but not be released from liability under this Contract, or ☒ may not assign this Contract.

8. Title: **Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☐ special warranty deed ☐ other (specify) _____, free of liens, easements, and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____, provided there exists at closing no violation of the foregoing.

(a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and pay for the title search, including tax and lien search (including municipal lien search) if performed, and all other fees charged by closing agent. **Seller** will deliver to **Buyer**, at

(Check one) ☐ **Seller's** ☒ **Buyer's** expense and

(Check one) ☐ within _____ days after Effective Date ☒ at least 14 days before Closing Date,

(Check one)

(1) ☒ a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the

Initial Initial
Buyer SS () and Seller JRE () acknowledge receipt of a copy of this page, which is 2 of 8 pages.

amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date.

- (2) ☐ an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**, then (1) above will be the title evidence.

(b) **Title Examination:** After receipt of the title evidence, **Buyer** will, within _____ days (10 days if left blank) but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and **Seller** cures the defects within _____ days (30 days if left blank) ("Cure Period") after receipt of the notice. If the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) **Survey:** **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any encroachments on the Property, encroachments by the Property's improvements on other lands, or deed restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 8(b).

(d) **Ingress and Egress:** **Seller** warrants that the Property presently has ingress and egress.

9. **Property Condition:** **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

(a) **Inspections: (Check (1) or (2))**

- (1) ☒ **Due Diligence Period:** **Buyer** will, at **Buyer's** expense and within 60 days (30 days if left blank) ("Due Diligence Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine whether the Property is suitable for **Buyer's** intended use. During the Due Diligence Period, **Buyer** may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the Property's engineering, architectural, and environmental properties; zoning and zoning restrictions; subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state, and regional growth management plans; availability of permits, government approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the Due Diligence Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature, including attorneys' fees, expenses, and liability incurred in application for rezoning or related proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien being filed against the Property without **Seller's** prior written consent. If this transaction does not close, **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller** all reports and other work generated as a result of the Inspections.

Before expiration of the Due Diligence Period, **Buyer** must deliver written notice to **Seller** of **Buyer's** determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is" condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to **Seller**, this Contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

Buyer SS () and Seller JRE () acknowledge receipt of a copy of this page, which is 3 of 8 pages.

(2) ☐ **No Due Diligence Period:** **Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including being satisfied that either public sewerage and water are available to the Property or the Property will be approved for the installation of a well and/or private sewerage disposal system and that existing zoning and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency, growth management, and environmental conditions, are acceptable to **Buyer**. This Contract is not contingent on **Buyer** conducting any further investigations.

(b) **Government Regulations:** Changes in government regulations and levels of service which affect **Buyer's** intended use of the Property will not be grounds for terminating this Contract if the Due Diligence Period has expired or if Paragraph 9(a)(2) is selected.

(c) **Flood Zone:** **Buyer** is advised to verify by survey, with the lender, and with appropriate government agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply to improving the Property and rebuilding in the event of casualty.

(d) **Coastal Construction Control Line ("CCCL"):** If any part of the Property lies seaward of the CCCL as defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida Department of Environmental Protection, including whether there are significant erosion conditions associated with the shore line of the Property being purchased.

☐ **Buyer** waives the right to receive a CCCL affidavit or survey.

10. Closing Procedure; Costs: Closing will take place in the county where the Property is located and may be conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to Broker as per Paragraph 21. In addition to other expenses provided in this Contract, **Seller** and **Buyer** will pay the costs indicated below.

(a) Seller Costs:

Taxes on deed
Recording fees for documents needed to cure title
Title evidence (if applicable under Paragraph 8)
Estoppel Fee(s)
Other: _____

(b) Buyer Costs:

Taxes and recording fees on notes and mortgages
Recording fees on the deed and financing statements
Loan expenses
Title evidence (if applicable under Paragraph 8)
Lender's title policy at the simultaneous issue rate
Inspections
Survey
Insurance
Other: _____

(c) **Prorations:** The following items will be made current and prorated as of the day before Closing Date: real estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases, and other Property expenses and revenues. If taxes and assessments for the current year cannot be determined, the previous year's rates will be used with adjustment for any exemptions.

(d) **Special Assessment by Public Body:** Regarding special assessments imposed by a public body, **Seller** will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be paid in installments, ☐ **Seller** ☐ **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a Homeowners' or Condominium Association.

(e) **PROPERTY TAX DISCLOSURE SUMMARY:** **BUYER** SHOULD NOT RELY ON THE **SELLER'S** CURRENT PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT **BUYER** MAY BE OBLIGATED TO PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY

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Buyer (SS) () and Seller (JRE) () acknowledge receipt of a copy of this page, which is 4 of 8 pages.

IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.

- (f) **Foreign Investment in Real Property Tax Act ("FIRPTA"):** If **Seller** is a "foreign person" as defined by FIRPTA, **Seller** and **Buyer** will comply with FIRPTA, which may require **Seller** to provide additional cash at closing.
- (g) **1031 Exchange:** If either **Seller** or **Buyer** wish to enter into a like-kind exchange (either simultaneously with closing or after) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party will cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided, however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing will not be contingent upon, extended, or delayed by the Exchange.

11. Computation of Time: Calendar days will be used when computing time periods, except time periods of 5 days or less. Time periods of 5 days or less will be computed without including Saturday, Sunday, or national legal holidays specified in 5 U.S.C. 6103(a). Other than time for acceptance and Effective Date as set forth in Paragraph 3, any time periods provided for or dates specified in this Contract, whether preprinted, handwritten, typewritten or inserted herein, which shall end or occur on a Saturday, Sunday, or national legal holiday (see 5 U.S.C. 6103) shall extend until 5:00 p.m. (where the Property is located) of the next business day. **Time is of the essence in this Contract.**

12. Risk of Loss; Eminent Domain: If any portion of the Property is materially damaged by casualty before closing or **Seller** negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain proceedings or an eminent domain proceeding is initiated, **Seller** will promptly inform **Buyer**. Either party may terminate this Contract by written notice to the other within 10 days after **Buyer's** receipt of **Seller's** notification, and **Buyer's** deposit(s) will be returned, failing which **Buyer** will close in accordance with this Contract and receive all payments made by the governmental authority or insurance company, if any.

13. Force Majeure: **Seller** or **Buyer** will not be required to perform any obligation under this Contract or be liable to each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or prevented by an act of God or force majeure. An "act of God or "force majeure" is defined as hurricanes, earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably within the control of **Seller** or **Buyer** and which by the exercise of due diligence the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for the period that the act of God or force majeure is in place. However, in the event that such act of God or force majeure event continues beyond 30 days, either party may terminate this Contract by delivering written notice to the other; and **Buyer's** deposit(s) will be returned.

14. Notices: All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or electronic means. **Buyer's failure to timely deliver written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party.**

15. Complete Agreement; Persons Bound: This Contract is the entire agreement between **Seller** and **Buyer**. **Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker unless incorporated into this Contract.** Modifications of this Contract will not be binding unless in writing, signed or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This Contract, signatures, initials, documents referenced in this Contract, counterparts, and written modifications communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. **Seller** and **Buyer** will use diligence and good faith in performing all obligations under this Contract. This Contract will not be recorded in any public record. The terms "**Seller**," "**Buyer**," and "**Broker**" may be singular or plural. This Contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if permitted, of **Seller**, **Buyer**, and Broker.

16. Default and Dispute Resolution: This Contract will be construed under Florida law. This Paragraph will survive closing or termination of this Contract.

- (a) **Seller Default:** If **Seller** fails, neglects, or refuses to perform **Seller's** obligations under this Contract, **Buyer** may elect to receive a return of **Buyer's** deposit(s) without thereby waiving any action for damages resulting

Initial Initial
Buyer (SS) () and Seller (JRE) () acknowledge receipt of a copy of this page, which is 5 of 8 pages.

277 from **Seller's** breach and may seek to recover such damages or seek specific performance. **Seller** will also be
278 liable for the full amount of the brokerage fee.

279 **(b) Buyer Default:** If **Buyer** fails, neglects, or refuses to perform **Buyer's** obligations under this Contract,
280 including payment of deposit(s), within the time(s) specified, **Seller** may elect to recover and retain the
281 deposit(s), paid and agreed to be paid, for the account of **Seller** as agreed upon liquidated damages,
282 consideration for execution of this Contract, and in full settlement of any claims, whereupon **Seller** and **Buyer**
283 will be relieved from all further obligations under this Contract; or **Seller**, at **Seller's** option, may proceed in
284 equity to enforce **Seller's** rights under this Contract.

285 **17. Attorney's Fees; Costs:** In any litigation permitted by this Contract, the prevailing party shall be entitled to
286 recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting
287 the litigation. This Paragraph 17 shall survive Closing or termination of this Contract.

288 **18. Escrow Agent; Closing Agent:** **Seller** and **Buyer** authorize Escrow Agent and closing agent (collectively
289 "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them
290 upon proper authorization and in accordance with Florida law and the terms of this Contract, including disbursing
291 brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and
292 finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any person
293 for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this
294 Contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay the filing fees
295 and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the escrowed
296 funds or equivalent and charged and awarded as court costs in favor of the prevailing party.

297 **19. Professional Advice; Broker Liability:** Broker advises **Seller** and **Buyer** to verify all facts and representations
298 that are important to them and to consult an appropriate professional for legal advice (for example, interpreting this
299 Contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor
300 reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax,
301 property condition, environmental, and other specialized advice. **Buyer** acknowledges that all representations
302 (oral, written, or otherwise) by Broker are based on **Seller** representations or public records. **Buyer agrees to rely**
303 **solely on Seller, professional inspectors, and government agencies for verification of the Property**
304 **condition and facts that materially affect Property value.** **Seller** and **Buyer** respectively will pay all costs and
305 expenses, including reasonable attorneys' fees at all levels, incurred by Broker and Broker's officers, directors,
306 agents, and employees in connection with or arising from **Seller's** or **Buyer's** misstatement or failure to perform
307 contractual obligations. **Seller** and **Buyer** hold harmless and release Broker and Broker's officers, directors,
308 agents, and employees from all liability for loss or damage based on (i) **Seller's** or **Buyer's** misstatement or failure
309 to perform contractual obligations; (ii) the use or display of listing data by third parties, including, but not limited to,
310 photographs, images, graphics, video recordings, virtual tours, drawings, written descriptions, and remarks related
311 to the Property; (iii) Broker's performance, at **Seller's** or **Buyer's** request, of any task beyond the scope of
312 services regulated by Chapter 475, Florida Statutes, as amended, including Broker's referral, recommendation, or
313 retention of any vendor; (iv) products or services provided by any vendor; and (v) expenses incurred by any
314 vendor. **Seller** and **Buyer** each assume full responsibility for selecting and compensating their respective vendors.
315 This Paragraph will not relieve Broker of statutory obligations. For purposes of this Paragraph, Broker will be
316 treated as a party to this Contract. This Paragraph will survive closing.

317 **20. Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by
318 Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales
319 Commission Lien Act provides that when a broker has earned a commission by performing licensed services
320 under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the
321 broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.

322 **21. Brokers:** The licensee(s) and brokerage(s) named below are collectively referred to as "Broker." **Instruction to**
323 **closing agent:** **Seller** and **Buyer** direct Closing Agent to disburse the full amount of the brokerage
324 fees as specified in separate brokerage agreements with the parties and cooperative agreements between the
325 Brokers, except to the extent Broker has retained such fees from the escrowed funds. This Paragraph will not be
326 used to modify any offer of compensation made by **Seller** or listing broker to cooperating brokers.

327 _____ **N/A** _____
328 **Seller's** Sales Associate/License No. **Buyer's** Sales Associate/License No.

Initial Initial
Buyer (SS) () and Seller (JRE) () acknowledge receipt of a copy of this page, which is 6 of 8 pages.

329		N/A
330	Seller's Sales Associate Email Address	Buyer's Sales Associate Email Address
331		
332		N/A
333	Seller's Sales Associate Phone Number	Buyer's Sales Associate Phone Number
334		
335		N/A
336	Listing Brokerage	Buyer's Brokerage
337		
338		N/A
339	Listing Brokerage Address	Buyer's Brokerage Address

340 22. Addenda: The following additional terms are included in the attached addenda and incorporated into this Contract

341 (Check if applicable):

342 ☐ A. Back-up Contract

343 ☐ B. Kick Out Clause

344 ☐ C. Other _____

345 23. Additional Terms: _____

346 a. This contract is expressly contingent upon ratification and approval of this contract by the Board of County Commissioners, and closing hereunder

347 (including approval of all closing documents) shall similarly be contingent on ratification and approval by the Board of County Commissioners.

348 b. No earnest money paid by the County shall be forfeited unless all conditions herein, along with any other conditions expressly approved and ratified

349 by the Board of County Commissioners, have been satisfied, and the Board has approved the closing documents presented to it thereafter and authorized

350 closing to occur. The Board shall not be obligated to purchase this property unless and until said approvals and ratifications have occurred.

351 c. This contract is contingent on appraisal(s) of the real property meeting or exceeding the purchase price listed in the contract. An affirmative vote of

352 four Commissioners shall be required to purchase property for an amount that exceeds the appraised value of the property or average appraised value

353 when multiple appraisals are required.

354 d. This contract and closing are contingent upon satisfactory completion of any and all environmental audit, inspections, surveys, and title work.

355 e. The Seller agrees that all signatories below reflect every person or entity holding an interest in the property, and that all persons receiving

356 compensation related to this transaction are identified herein.

357 f. The Seller shall satisfy any and all code enforcement liens due to the City of DeFuniak Springs, Florida by closing, and Buyer shall remove and clean

358 all blighted conditions within 60 days of closing.

359 _____

360 _____

361 COUNTER-OFFER/REJECTION

362 ☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and

363 deliver a copy of the acceptance to Seller).

364 ☐ Seller rejects Buyer's offer

365 [The remainder of this page is intentionally left blank.

366 This Contract continues with Line 367 on Page 8 of 8.]

367 **This is intended to be a legally binding Contract. If not fully understood, seek the advice of an attorney before**
368 **signing.**

369 **ATTENTION: SELLER AND BUYER**

370 **CONVEYANCES TO FOREIGN BUYERS:** Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023
371 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers
372 who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian
373 Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the
374 Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property**
375 **in violation of the Act.**

376 **At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act.**
377 **Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.**

378 **Walton County Board of County Commissioners**

379 **Buyer:** Signed by: Stan Sunday Date: 10/23/2024
380 Print name: Walton County Board of County Commissioners

381 **Buyer:** _____ Date: _____
382 Print name: _____

383 **Buyer's address for purpose of notice:**
384 Address: 694 Baldwin Avenue, Suite 4A, DeFuniak Springs, FL 32435
385 Phone: 850-951-3054 Fax: N/A Email: _____

386 **City of DeFuniak Springs Community Redevelopment Agency**
387 **Seller:** Signed by: Joshua R. Erwin Date: 10/28/2024
Print name: City of DeFuniak Springs Community Redevelopment Agency

388 **Seller:** _____ Date: _____
389 Print name: _____

390 **Seller's address for purpose of notice:**
391 Address: _____
392 Phone: _____ Fax: _____ Email: _____

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Initial Initial
Buyer SS () and Seller JRE () acknowledge receipt of a copy of this page, which is 8 of 8 pages.
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NWF Fence
Commercial & Residential
850.635.6221

Northwest Florida Fence
153 Wits End Ln
Defuniak Springs, FL 32435
eli@northwestfloridafence.com

Estimate

ADDRESS

Joshua Ervin
Community Redevelopment Agency

ESTIMATE #	DATE	
1818	10/28/2024	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	4" Galvanized Pipe	4" x 38' DQ40 Galvanized Pipe ASTM F1043 Group IC Powder coated black	2	940.00	1,880.00

Thank you for your business.

SUBTOTAL	1,880.00
TAX	0.00
TOTAL	\$1,880.00

Accepted By

Accepted Date



Search... *Making Seasons Bright!*



Making Seasons Bright!

Invoice #0046553

General Information

Order Date	9/10/2024
Customer #	The City of Defuniak Springs (0002835)

Billing Address: The City of Defuniak Springs 1350 Baldwin Ave Defuniak Springs, FL 32435 USA	Shipping Address: City of DeFuniak Springs 45 N PARK ST DEFUNIAK SPRINGS, FL 32433 USA
--	---

Invoice Dates and Totals

Invoice Date	10/15/2024
Terms	Net 30
Due Date	11/14/2024
Invoice Subtotal ?	\$1,662.94
Sales Tax	\$0.00
Grand Invoice Total	\$1,719.83
Amount Paid	\$0.00
Amount Due	\$1,719.83

Invoice Line Items

Item	Description	Qty	Unit Price	Line Total	Comment
RGB+MT-4P	MeshTek 4 Port Controller	1	\$499.00	\$499.00	-
RGBW+S14-24"	S14 Festoon 25L Clear	2	\$0.00	\$0.00	-
RGBW+S14-24"	S14 Festoon 25L Clear	6	\$193.99	\$1,163.94	-

Shipments

No records available



Search... *Making Seasons Bright!*



Making Seasons Bright!

Sales Order #0033338

General Information

Order Number	0033338
Order Date	9/10/2024
Status	Complete
Customer Number	The City of Defuniak Springs (0002835)
Ship Via	UPS-G
Tax Schedule	DEFAULT
Terms	Net 30
Payment Type	CHECK

Order Totals

Product Total	\$41.85
Sales Tax	\$0.00
Shipping	\$26.81

* Order total is subject to change based on actual freight charges.

Order Total ***\$68.66**

* Order total is subject to change based on actual freight charges.

Billing Address:
The City of Defuniak Springs
1350 Baldwin Ave
Defuniak Springs, FL 32435
USA
maintenance@defuniaksprings.net

Shipping Address:
City of DeFuniak Springs
45 N PARK ST
DEFUNIAK SPRINGS, FL 32433
USA

Order Line Items						
Item #	Description	Qty	Status	Unit Price	Line Total	Comment
RGB5A-PLUS	12V 5 amp UL RGB Transformer	1	1.00 shipped	\$41.85	\$41.85	-

Invoices
No records available

Shipments
No records available



CRA Board Meeting Agenda Form

Meeting Date: _____

Department: _____

Public Hearing: ☐ Yes ☒ No

For Clerk's Use Only
AGENDA ITEM #

Consent Agenda	Regular Agenda	Closed Session

Presenter: UCCF

Request Type: ☒ Informational ☐ Discussion ☐ Action Item

Does this item require legal review? ☐ Yes ☒ No City Attorney E-Mail attached? ☐ Yes ☐ No

Time Required for Request: 5 Minutes

Agenda Item Title:

Underground Conversion Projects

Attachment(s):

Brief Summary:

Benefits, Approach, and Completion

Action Requested:

Discussion Only

Issue Overview:

Background Information & Issue Summary:

Informational Only

Financial Impacts:

None

Staff Recommendations/Comments:

None



CRA Board Meeting Agenda Form

Meeting Date: _____

Department: _____

Public Hearing: ☐ Yes ☒ No

For Clerk's Use Only
AGENDA ITEM #

Consent Agenda	Regular Agenda	Closed Session

Presenter: UCOF

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Action Requested:

Discussion Only

Issue Overview:

Background Information & Issue Summary:

Informational Only

Financial Impacts:

None

Staff Recommendations/Comments:

None

Undergrounding Your Utilities

Utility Underground Conversion Projects

PRESENTED BY:

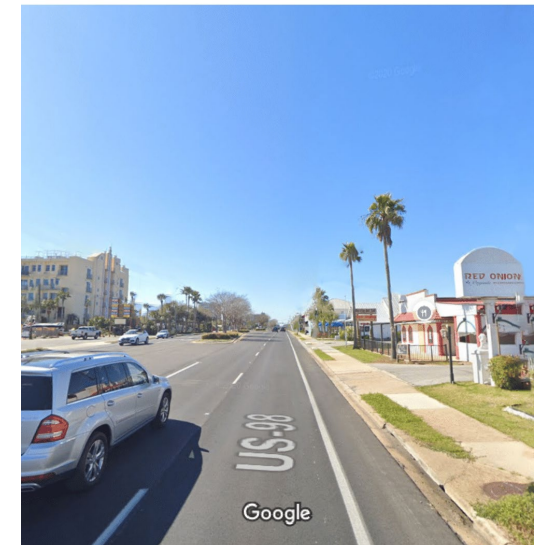
Mark Porter, Principal, Utility Consultants of Florida



BEFORE



AFTER



Contents



WHAT IS
UNDERGROUNDING



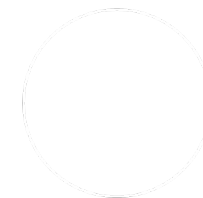
UNDERGROUNDING
BENIFITS



PROCESS



PROJECT



What is Undergrounding

Undergrounding is the replacement of overhead cabling providing electrical power, voice and data communications with underground cables.



UNDERGROUNDING BENEFITS

UNDERGROUNDING BENEFITS

- *Based on a report entitled Out of Sight Out of Mind: An Updated Study on the Undergrounding of Overhead Power Lines, Edison Electric Institute (2012), the undergrounding of overhead utilities substantially reduces the frequency of outages, when compared to the frequency of outages occurring with overhead networks. Parcels will also specially benefit from new upgraded utility lines, cables, and appurtenant facilities installed through the proposed utility undergrounding to their service connections. This provides a higher level of reliability of utility services and reduces exposure to the elements that could cause potential damage and speed deterioration to facilities resulting in service interruptions.*

UNDERGROUNDING BENEFITS

- *Notably, Florida has relatively active hurricanes and seasonal storms. Unfortunately, Florida has suffered widespread damage and destruction to private homes and buildings, roads, bridges, and other public infrastructure in the aftermath of these types of storms. In the aftermath of each storm, widespread outages of electric service were experienced throughout the state. Outage durations ranged from relatively short periods of time to extended periods of up to two weeks or more. Some homes and businesses were without power for even longer periods of time because structural damage had to be repaired before restoration of electric power could take place.*

UNDERGROUNDING BENEFITS

- *Power outages over extended periods present major health and safety concerns and economic losses. In the aftermath of these storms, there is invariably an outcry from the public, the government and the media to place overhead utilities underground. Concerns about the reliability of overhead lines, increases in their maintenance and operating costs, and issues of public safety and quality-of-life are leading more and more utilities and municipalities to the realization that converting overhead distribution lines to underground is the best way to provide high-quality service to their customers.*

UNDERGROUNDING BENEFITS

- *It is necessary to identify the special benefits as a result of undergrounding overhead utilities. Advantages of underground lines include aesthetics, higher public acceptance, perceived benefits of protection against electromagnetic field radiation, fewer interruptions, and lower maintenance costs. Failure rates of overhead lines and underground cables vary widely, but typically underground cable outage rates are about half of their equivalent overhead line types.*
- *Potentially far fewer momentary interruptions occur from lightning, animals and tree branches falling on wires which de-energize a circuit and then re-energize it a moment later. The primary special benefits that will be provided include the following: improved safety, improved reliability and improved aesthetics.*

UNDERGROUNDING BENEFITS

- *Safety*. Underground systems are less accessible to the public.
- *Reliability*. Underground systems are less susceptible to damage from weather events
- *Resiliency*. Increased reliability is connected to resiliency, as energy providers experience lower costs of operation and maintenance with undergrounded systems
- *Aesthetics*. The elimination of overhead utilities allows for greater architectural and landscape design flexibility, and creates more value to existing property owners

PROCESS

How do we get started

PROCESS

- Funding Source
- FPL Ball Park Estimate, this includes cost for the communication carriers
- Pay FPL engineering deposit
- FPL BCE that will include applicable credits
- Evaluate options on whether the work is performed by FPL or outside contractor

PROJECT

How does it work

PROJECT



UTILITY
COORDINATION/DESIGN
REVIEW



DESIGN-BUILD PROJECT
DELIVERY



CONSTRUCTION BIDDING



PROJECT
OVERSIGHT/INSPECTION



RECLAMATION/RESTORATION

RECENTLY COMPLETED
CRA PROJECT

City of Bradenton Beach

Conversion of all existing
overhead utilities along the
major CRA corridor

QUESTIONS

MARK PORTER

Principal, Utility Consultants of Florida

Portermw.ucof@gmail.com

321.287.8911

Stephanie Lindsay

North Florida Regional Leader/PM, Utility
Consultants of Florida

slindsay.ucof@gmail.com

325.733.2690