

1350 Baldwin Avenue
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COMMUNITY REDEVELOPMENT AGENCY (CRA)

REGULAR MEETING AGENDA

1350 BALDWIN AVENUE, CITY HALL

WEDNESDAY, JANUARY 29, 2025

5:00 PM

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. INTRODUCTION/WELCOME OF NEW BOARD APPOINTEE BRUTON "BRUT" CAMPBELL-WORK

3. FINANCIAL REPORT

- A. Financials

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET

- A. Tracking Sheet

5. OLD BUSINESS

- A. Update on Parking Study and Pay App #3 Request
- B. Update on CAA interest in 27 Crescent Drive
- C. Update on Historic Design Standards and consultant introduction
- D. Update on 111 and 129 N 6th Street Parcels

6. NEW BUSINESS

- A. Request to advertise Request for Qualifications(RFQ) 25-01-CRA for John V. Lawson Amphitheater Design
- B. Request to issue Task Order 25-01-CRA to Dewberry for conceptual designs/preliminary engineering for the Veterans Memorial Project
- C. Request to approve proposed Goals and Standards for FY 25

7. REQUEST TO BE ON THE AGENDA

- A. 660 Baldwin Avenue Special Consideration Commercial Site and Building Improvement Grant Award

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.



Detail Report

Account Detail

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 660 - Community Redevelopment Area								
660-000-515-1200 CRA - Salaries						0.00	30,503.42	30,503.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			3,702.37	3,702.37
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			3,702.37	7,404.74
Activity for October, 2024:							7,404.74	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			4,033.97	11,438.71
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			3,812.84	15,251.55
Activity for November, 2024:							7,846.81	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			3,813.18	19,064.73
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			3,812.81	22,877.54
Activity for December, 2024:							7,625.99	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			3,813.00	26,690.54
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			3,812.88	30,503.42
Activity for January, 2025:							7,625.88	
660-000-515-2100 CRA - FICA Taxes						0.00	2,512.20	2,512.20
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			283.23	283.23
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			331.18	614.41
Activity for October, 2024:							614.41	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			308.60	923.01
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			333.07	1,256.08
Activity for November, 2024:							641.67	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			291.71	1,547.79
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			336.35	1,884.14
Activity for December, 2024:							628.06	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			291.70	2,175.84
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			336.36	2,512.20
Activity for January, 2025:							628.06	

Detail Report						Date Range: 10/01/2024 - 09/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2200		CRA - Retirement				0.00	10,529.79	10,529.79
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			1,278.06	1,278.06
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			1,278.06	2,556.12
Activity for October, 2024:							2,556.12	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			1,392.53	3,948.65
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			1,316.19	5,264.84
Activity for November, 2024:							2,708.72	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			1,316.31	6,581.15
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			1,316.18	7,897.33
Activity for December, 2024:							2,632.49	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			1,316.25	9,213.58
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			1,316.21	10,529.79
Activity for January, 2025:							2,632.46	
660-000-515-2300		CRA - Health Insurance				0.00	2,336.00	2,336.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			626.89	626.89
Activity for October, 2024:							626.89	
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			541.11	1,168.00
Activity for November, 2024:							541.11	
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			584.00	1,752.00
Activity for December, 2024:							584.00	
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			584.00	2,336.00
Activity for January, 2025:							584.00	
660-000-515-4100		CRA - Telephone & Utilities				0.00	83.03	83.03
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/15/2024	APPKT01395	November 2024	11896	November 2024 light bill	00059 - FPL NORTHWEST FL		56.28	56.28
Activity for November, 2024:							56.28	
01/06/2025	APPKT01448	DECEMBER 2024 1	12158	DECEMBER 2024	00059 - FPL NORTHWEST FL		26.75	83.03
Activity for January, 2025:							26.75	
660-000-515-4200		CRA - Fees, Memberships & Subscriptions				0.00	1,045.00	1,045.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/13/2024	POPKT10038	140659164	11933	ANNUAL SPECIAL DISTRICT FEE	16194 - TRUSTMARK NATIONAL BANK		175.00	175.00
11/13/2024	POPKT10038	CASH-20526	11933	Annual FRA Membership	16194 - TRUSTMARK NATIONAL BANK		870.00	1,045.00
Activity for November, 2024:							1,045.00	

Detail Report						Date Range: 10/01/2024 - 09/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-4300		CRA - Insurance				0.00	11,325.00	11,325.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	APPKT01370	INV-41110-G5Q5	11673	CRA FIRST INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	5,662.50
						Activity for October, 2024:	5,662.50	
01/13/2025	APPKT01448	INV-41447-S6V9	12154	SECOND INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	11,325.00
						Activity for January, 2025:	5,662.50	
660-000-515-4400		CRA - Office Lease				0.00	3,600.00	3,600.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	APPKT01370	OCTOBER 2024	11659	CRA LEASE OCTOBER 2024	17263 - Baldwin Avenue, LLC		900.00	900.00
						Activity for October, 2024:	900.00	
11/14/2024	APPKT01395	NOVEMEBER 2024	11884	NOVEMBER 2024 CRA RENT	17263 - Baldwin Avenue, LLC		900.00	1,800.00
						Activity for November, 2024:	900.00	
01/09/2025	APPKT01450	DECEMBER 2024	12088	DECEMBER CRA RENT	17263 - Baldwin Avenue, LLC		900.00	2,700.00
01/09/2025	APPKT01450	JANUARY 2025	12088	CRA RENT JANUARY	17263 - Baldwin Avenue, LLC		900.00	3,600.00
						Activity for January, 2025:	1,800.00	
660-000-515-4900		CRA - Travel Expense				0.00	1,487.44	1,487.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2024	APPKT01387	T&PD 10222024-1025...	11837	FRA 2024 ANNUAL CONFERENCE	17206 - JOSH ERVIN		627.94	627.94
						Activity for October, 2024:	627.94	
12/13/2024	APPKT01424	21295	12079	CRA HOTEL STAY 2024 FRA CONFERENCE	16194 - TRUSTMARK NATIONAL BANK		859.50	1,487.44
						Activity for December, 2024:	859.50	
660-000-515-4902		CRA - Marketing				0.00	153.00	153.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE	00040 - DEFUNIAK HERALD BREEZE		-130.50	-130.50
11/13/2024	POPKT10038	00000577	11893	PUBLIC WORKSHOPS-CRA FLYERS	00040 - DEFUNIAK HERALD BREEZE		283.50	153.00
						Activity for November, 2024:	153.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-8200		CRA - Incentive Grants				0.00	27,425.00	27,425.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/10/2024	POPKT09823	240010	11714	Residential Site and Building Improvem...	17603 - CREIGHTON ZODROW		5,000.00	5,000.00
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		5,000.00	10,000.00
10/28/2024	POPKT09946	240018	11789	invoice difference	17661 - Patricia Douglass		-975.00	9,025.00
10/30/2024	POPKT09948	240025	11853	Residential Site and Building Improvem...	17696 - ROBERT MITCHEM		5,000.00	14,025.00
10/31/2024	POPKT09948	240022	11864	Residential Site and Building Improvem...	17686 - TOM GRAY		5,000.00	19,025.00
Activity for October, 2024:							19,025.00	
11/07/2024	POPKT10029	250002	11871	invoice difference	17747 - JOY ELIZABETH MOONEY		-1,000.00	18,025.00
11/07/2024	POPKT10029	250002	11871	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		3,850.00	21,875.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		5,000.00	26,875.00
11/14/2024	POPKT10081	250003	11873	invoice difference	17754 - Laura Roeser		-1,150.00	25,725.00
Activity for November, 2024:							6,700.00	
12/10/2024	POPKT10269	240023	12037	Residential Site and Building Improvem...	17687 - CONNIE STRICKLAND		1,700.00	27,425.00
Activity for December, 2024:							1,700.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash				828,235.46	814,768.69	1,643,004.15
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	GLPKT10037	JN08949		AP Clearing Input 10/3/24			-7,250.00	820,985.46
10/09/2024	GLPKT10062	JN08954		Payroll Clearing Input 10/9/24			-5,263.66	815,721.80
10/10/2024	GLPKT10069	JN08957		AP Clearing Input 10/10/2024			-5,000.00	810,721.80
10/17/2024	GLPKT10117	JN08968		AP Clearing Input 10/17/24 Payables			-6,568.65	804,153.15
10/23/2024	GLPKT10152	JN08974		Payroll Clearing Input 10/25/24 Payroll			-5,938.50	798,214.65
10/28/2024	GLPKT10154	JN08976		AP Clearing Input 10/28/24 Payables			-4,025.00	794,189.65
Activity for October, 2024:							-34,045.81	
11/04/2024	GLPKT10207	JN08993		AP Clearing Input 11/04/24 Payables			-15,265.24	778,924.41
11/06/2024	GLPKT10217	JN08996		Payroll Clearing Input 11/8/24 payroll			-5,735.10	773,189.31
11/14/2024	GLPKT10339	JN09051		Adkinson Law Firm Trust Reimb			1,000.00	774,189.31
11/15/2024	GLPKT10279	JN09023		AP Clearing Input 11/15/24			-3,850.00	770,339.31
11/21/2024	GLPKT10327	JN09043		Payroll Clearing Entries 11/22/24 Payroll			-6,003.71	764,335.60
11/21/2024	GLPKT10328	JN09044		AP Clearing Input 11/21/24 Payables			-2,154.28	762,181.32
Activity for November, 2024:							-32,008.33	
12/04/2024	GLPKT10389	JN09056		Payroll Clearing Input 12/06/2024 payroll			-5,421.20	756,760.12
12/13/2024	GLPKT10463	JN09080		AP Clearing Input 12/13/24 Payables			-859.50	755,900.62
12/13/2024	GLPKT10485	JN09087		AP Clearing Input 12/13/24 Payroll			-1,700.00	754,200.62
12/19/2024	GLPKT10495	JN09089		CRA FY 2425 Tax Increment Deposit			913,812.52	1,668,013.14
12/19/2024	GLPKT10604	JN09138		Payroll Clearing Input 12/20/24 Payroll			-6,049.34	1,661,963.80
Activity for December, 2024:							899,782.48	
01/02/2025	GLPKT10528	JN09095		Payroll Clearing Input 01/03/2025 Payroll			-5,420.95	1,656,542.85
01/09/2025	GLPKT10597	JN09131		AP Clearing Input 01/09/2025 Payables			-1,800.00	1,654,742.85
01/16/2025	GLPKT10636	JN09144		AP Clearing Input 01/15/2025 payables			-5,689.25	1,649,053.60
01/16/2025	GLPKT10643	JN09149		Payroll Clearing Input 01/17/2024 Payroll			-6,049.45	1,643,004.15
Activity for January, 2025:							-18,959.65	
660-115-200-0000		CRA Revenue Receivable				1,000.00	-1,000.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/14/2024	GLPKT10339	JN09051		Adkinson Law Firm Trust Reimb			-1,000.00	0.00
Activity for November, 2024:							-1,000.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing				-11,893.45	9,043.45	-2,850.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	APPKT01370	INV-41110-G5Q5	11673	CRA FIRST INSTALLMENT BILLING 24/25 ...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-17,555.95
10/03/2024	APPKT01370	OCTOBER 2024	11659	CRA LEASE OCTOBER 2024 SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-18,455.95
10/03/2024	GLPKT10037	JN08949		AP Clearing Input 10/3/24			7,250.00	-11,205.95
10/10/2024	POPKT09823	240010	11714	Residential Site and Building Improvem...	17603 - CREIGHTON ZODROW		-5,000.00	-16,205.95
10/10/2024	GLPKT10069	JN08957		AP Clearing Input 10/10/2024			5,000.00	-11,205.95
10/17/2024	GLPKT10117	JN08968		AP Clearing Input 10/17/24 Payables			6,568.65	-4,637.30
10/28/2024	POPKT09946	240018	11789	invoice difference SEC PBL	17661 - Patricia Douglass		975.00	-3,662.30
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		-5,000.00	-8,662.30
10/28/2024	GLPKT10154	JN08976		AP Clearing Input 10/28/24 Payables			4,025.00	-4,637.30
10/30/2024	POPKT09948	240025	11853	Residential Site and Building Improvem...	17696 - ROBERT MITCHEM		-5,000.00	-9,637.30
10/31/2024	APPKT01387	T&PD 10222024-1025...	11837	FRA 2024 ANNUAL CONFERENCE SEC PBL	17206 - JOSH ERVIN		-627.94	-10,265.24
10/31/2024	POPKT09948	240022	11864	Residential Site and Building Improvem...	17686 - TOM GRAY		-5,000.00	-15,265.24
Activity for October, 2024:							-3,371.79	
11/04/2024	GLPKT10207	JN08993		AP Clearing Input 11/04/24 Payables			15,265.24	0.00
11/07/2024	POPKT10029	250002	11871	invoice difference SEC PBL	17747 - JOY ELIZABETH MOONEY		1,000.00	1,000.00
11/07/2024	POPKT10029	250002	11871	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		-3,850.00	-2,850.00
11/13/2024	POPKT10038	00000577	11893	PUBLIC WORKSHOPS-CRA FLYERS SEC P...	00040 - DEFUNIAK HERALD BREEZE		-283.50	-3,133.50
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE SEC PBL	00040 - DEFUNIAK HERALD BREEZE		130.50	-3,003.00
11/13/2024	POPKT10038	140659164	11933	ANNUAL SPECIAL DISTRICT FEE SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-175.00	-3,178.00
11/13/2024	POPKT10038	CASH-20526	11933	Annual FRA Membership SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-870.00	-4,048.00
11/14/2024	POPKT10081	250003	11873	invoice difference SEC PBL	17754 - Laura Roeser		1,150.00	-2,898.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		-5,000.00	-7,898.00
11/14/2024	APPKT01395	NOVEMEBER 2024	11884	NOVEMBER 2024 CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-8,798.00
11/15/2024	GLPKT10279	JN09023		AP Clearing Input 11/15/24			3,850.00	-4,948.00
11/15/2024	APPKT01395	November 2024	11896	November 2024 light bill SEC PBL	00059 - FPL NORTHWEST FL		-56.28	-5,004.28
11/21/2024	GLPKT10328	JN09044		AP Clearing Input 11/21/24 Payables			2,154.28	-2,850.00
Activity for November, 2024:							12,415.24	
12/10/2024	POPKT10269	240023	12037	Residential Site and Building Improvem...	17687 - CONNIE STRICKLAND		-1,700.00	-4,550.00
12/13/2024	APPKT01424	21295	12079	CRA HOTEL STAY 2024 FRA CONFERENCE..	16194 - TRUSTMARK NATIONAL BANK		-859.50	-5,409.50
12/13/2024	GLPKT10463	JN09080		AP Clearing Input 12/13/24 Payables			859.50	-4,550.00
12/13/2024	GLPKT10485	JN09087		AP Clearing Input 12/13/24 Payroll			1,700.00	-2,850.00
Activity for December, 2024:							0.00	
01/06/2025	APPKT01448	DECEMBER 2024 1	12158	DECEMBER 2024 SEC PBL	00059 - FPL NORTHWEST FL		-26.75	-2,876.75
01/09/2025	APPKT01450	DECEMBER 2024	12088	DECEMBER CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-3,776.75
01/09/2025	APPKT01450	JANUARY 2025	12088	CRA RENT JANUARY SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-4,676.75
01/09/2025	GLPKT10597	JN09131		AP Clearing Input 01/09/2025 Payables			1,800.00	-2,876.75
01/13/2025	APPKT01448	INV-41447-S6V9	12154	SECOND INSTALLMENT BILLING 24/25 S...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-8,539.25
01/16/2025	GLPKT10636	JN09144		AP Clearing Input 01/15/2025 payables			5,689.25	-2,850.00
Activity for January, 2025:							0.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-813-0000		Due to Payroll Clearing				-0.01	0.50	0.49
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		Packet PYPKT01085: Payroll 10/11/2024...			-5,263.66	-5,263.67
10/09/2024	GLPKT10062	JN08954		Payroll Clearing Input 10/9/24			5,263.66	-0.01
10/23/2024	GLPKT10152	JN08974		Payroll Clearing Input 10/25/24 Payroll			5,938.50	5,938.49
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		Packet PYPKT01095: PAYROLL 10/25/20...			-5,938.50	-0.01
Activity for October, 2024:							0.00	
11/06/2024	GLPKT10217	JN08996		Payroll Clearing Input 11/8/24 payroll			5,735.10	5,735.09
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		Packet PYPKT01102: 11/08/2024 PAYRO...			-5,735.10	-0.01
11/21/2024	GLPKT10327	JN09043		Payroll Clearing Entries 11/22/24 Payroll			6,003.71	6,003.70
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		Packet PYPKT01105: Payroll 11/22/2024...			-6,003.21	0.49
Activity for November, 2024:							0.50	
12/04/2024	GLPKT10389	JN09056		Payroll Clearing Input 12/06/2024 payroll			5,421.20	5,421.69
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		Packet PYPKT01113: Payroll 12/06/2024 ..			-5,421.20	0.49
12/19/2024	GLPKT10604	JN09138		Payroll Clearing Input 12/20/24 Payroll			6,049.34	6,049.83
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		Packet PYPKT01118: Payroll 12/20/2024...			-6,049.34	0.49
Activity for December, 2024:							0.00	
01/02/2025	GLPKT10528	JN09095		Payroll Clearing Input 01/03/2025 Payroll			5,420.95	5,421.44
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		Packet PYPKT01125: 01/03/2024 payroll...			-5,420.95	0.49
01/16/2025	GLPKT10643	JN09149		Payroll Clearing Input 01/17/2024 Payroll			6,049.45	6,049.94
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		Packet PYPKT01139: 01/17/2025 payroll...			-6,049.45	0.49
Activity for January, 2025:							0.00	
660-311-200-0000		CRA-City Ad Valorem Taxes				0.00	-913,812.52	-913,812.52
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/19/2024	GLPKT10495	JN09089		CRA FY 2425 Tax Increment Deposit			-913,812.52	-913,812.52
Activity for December, 2024:							-913,812.52	
Total Fund: 660 - Community Redevelopment Area:						Beginning Balance:	817,342.00	Total Activity: 0.00
								Ending Balance: 817,342.00
Grand Totals:						Beginning Balance:	817,342.00	Total Activity: 0.00
								Ending Balance: 817,342.00

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - Community Redevelopment Area	817,342.00	0.00	817,342.00
Grand Total:	817,342.00	0.00	817,342.00



DeFuniak Springs, FL

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

		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	913,812.52	0.00	0.52	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	913,812.52	0.00	-998,132.48	52.21%
Expense								
660-000-515-1200	CRA - Salaries	110,000.00	110,000.00	7,625.88	30,503.42	0.00	79,496.58	72.27 %
660-000-515-2100	CRA - FICA Taxes	11,134.00	11,134.00	628.06	2,512.20	0.00	8,621.80	77.44 %
660-000-515-2200	CRA - Retirement	45,944.00	45,944.00	2,632.46	10,529.79	0.00	35,414.21	77.08 %
660-000-515-2300	CRA - Health Insurance	13,782.00	13,782.00	584.00	2,336.00	0.00	11,446.00	83.05 %
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	56,312.99	93,687.01	62.46 %
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	26.75	83.03	0.00	4,916.97	98.34 %
660-000-515-4200	CRA - Fees, Memberships & Subscriptions	3,000.00	3,000.00	0.00	1,045.00	0.00	1,955.00	65.17 %
660-000-515-4300	CRA - Insurance	30,000.00	30,000.00	5,662.50	11,325.00	0.00	18,675.00	62.25 %
660-000-515-4400	CRA - Office Lease	12,000.00	12,000.00	1,800.00	3,600.00	0.00	8,400.00	70.00 %
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	1,487.44	0.00	1,512.56	50.42 %
660-000-515-4902	CRA - Marketing	10,000.00	10,000.00	0.00	153.00	-283.50	10,130.50	101.31 %
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	3,542.94	256,457.06	98.64 %
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	0.00	27,425.00	-21,700.00	94,275.00	94.28 %
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: 01/31/2025

				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	18,959.65	90,999.88	37,872.43	1,783,072.69	93.26%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):				0.00	0.00	-18,959.65	822,812.64	-37,872.43	784,940.21	0.00%
Report Surplus (Deficit):				0.00	0.00	-18,959.65	822,812.64	-37,872.43	784,940.21	0.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
						Favorable (Unfavorable)	
Fund: 660 - Community Redevelopment Area							
Revenue	1,911,945.00	1,911,945.00	0.00	913,812.52	0.00	-998,132.48	52.21%
Expense	1,911,945.00	1,911,945.00	18,959.65	90,999.88	37,872.43	1,783,072.69	93.26%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	0.00	0.00	-18,959.65	822,812.64	-37,872.43	784,940.21	0.00%
Report Surplus (Deficit):	0.00	0.00	-18,959.65	822,812.64	-37,872.43	784,940.21	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	-18,959.65	822,812.64	-37,872.43	784,940.21
Report Surplus (Deficit):	0.00	0.00	-18,959.65	822,812.64	-37,872.43	784,940.21

FY 2025 Grant Tracking Worksheet



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

Next Application #: 250008

STATEMENT

Date: 1/22/2025

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

Owner:

Parcel:

Property Address:**Mailing Address:**

Email:

Aging Summary		1/22/2025
Current:		3,500.00
31 - 90:		7,873.00
91 - 180:		-
181 -270 :		-
> 270:		-
Total Outstanding:		\$ 11,373.00
Total Awarded:		\$ 18,073.00

[illegible]

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

Invoice : 446428
Invoice Date : 12/27/2024
Project : 241415
Project Name : DeFuniak Springs/Parking Study
Bill Term : BT1

For Professional Services Rendered Through 12/20/2024

PO 2024-02504
RFP 24-01-CRA

	Billings				
	Fee	% Complete	To Date	Previous	Current
PS - Parking Study	46,373.00	45.00	20,867.85	16,230.55	4,637.30
GIS Maps and Data, Online Survey Data, Project Management					
Current Billings					4,637.30
Amount Due This Bill					4,637.30

DeFuniak Springs CRA Board Parking Study Update

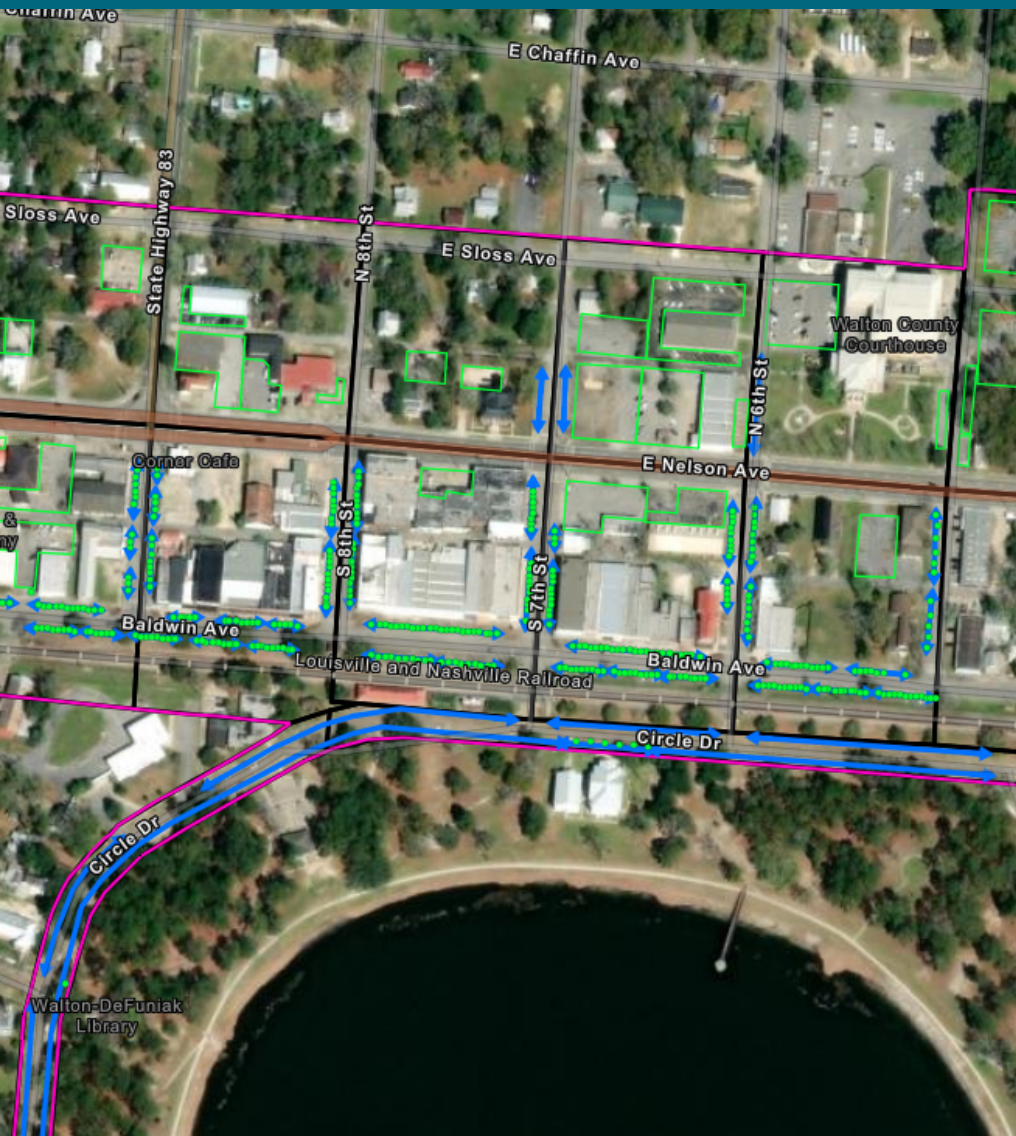
January 29, 2025



Study Process

- Weeklong site visit
- Data collection
 - Inventory
 - Parking occupancy counts
- Stakeholder meetings
- Public open house
- Online survey
- Findings and recommendations



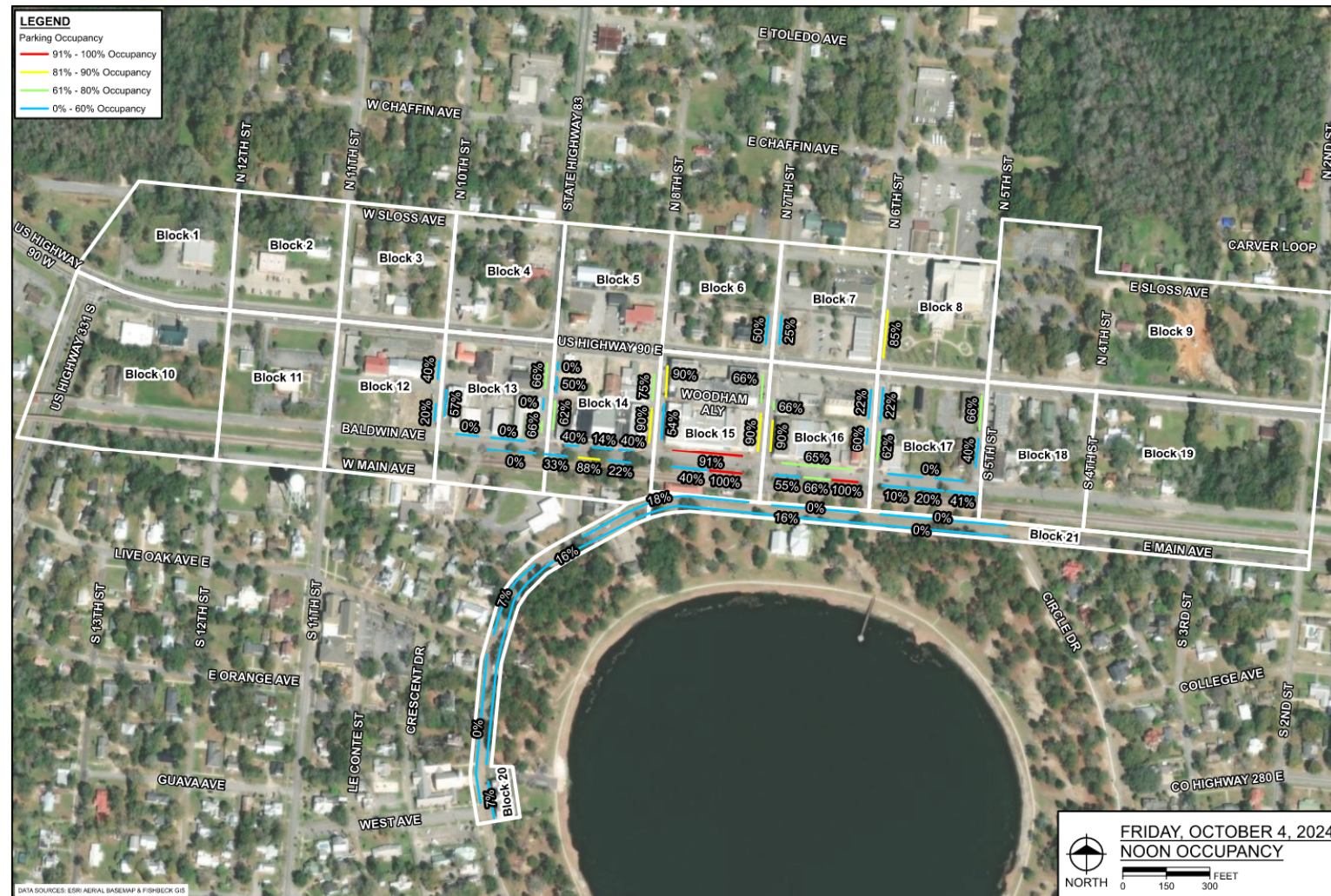


Parking Supply

- Parking inventory and mapping
 - Public on-street
 - Private off-street
- 2024 parking occupancy counts
 - Friday 10/4
 - Tuesday 10/8
 - Every two hours
- Demand peaks around noon and early evening along Baldwin Ave.

On-Street Parking

- Publicly available
- Over 90% occupancy in a few locations
- On-street ADA is not required, but located on several blocks



Off-Street Parking

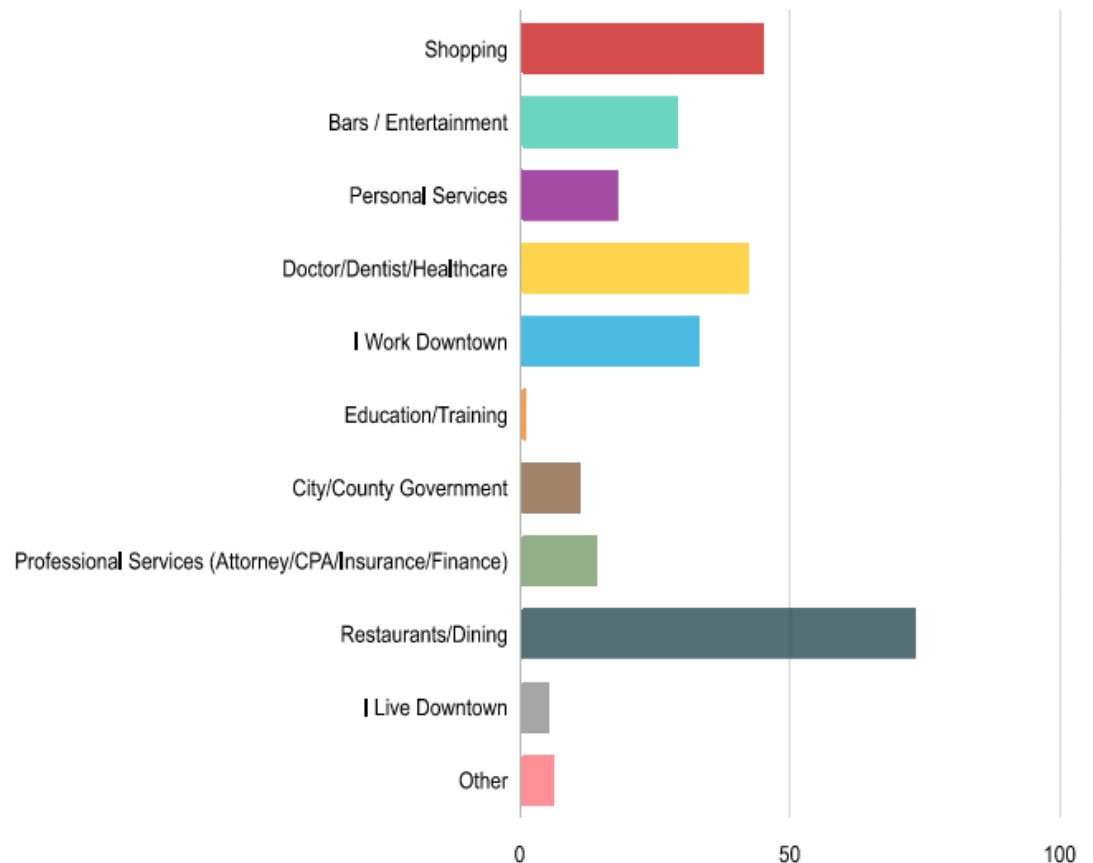
- Private parking, occasionally restricted by signs
- Availability throughout the day
- County parking areas have highest utilization
 - Does not impact center of downtown



Online Survey

- Open October 7 through 28
- 108 responses
 - 85% visit weekly
 - 51% visit daily
 - 97% drive
 - 94% park on-street
 - ADA parking needs
- Some would like to see “more parking”

What are your main reasons for being downtown? (Check up to four)



Stakeholder Input



- Organizations benefit being downtown, see more potential
- Appreciate the increased activity, remember when it was quieter
- Concerned how future growth may impact parking availability
- Concerned about parking supply for patrons and employees
- Support planning for future parking needs
- Frustrated with finger pointing about parking issues
- Don't want paid parking / meters



Parking to Meet Your Needs



Commercial Vehicles



Large Vehicles



Patrons and Employees Mixed



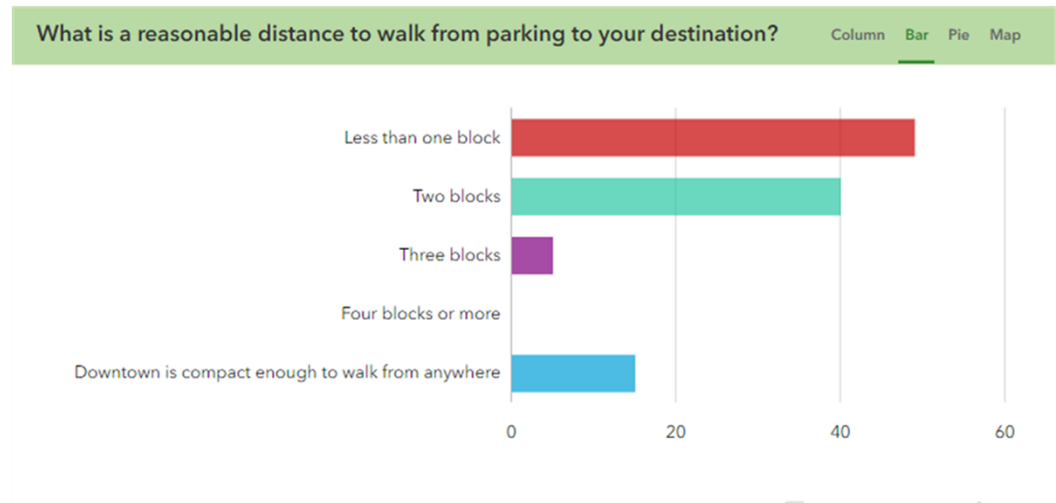
Infrastructure and ADA



Crossing 90 on Foot



Connectivity



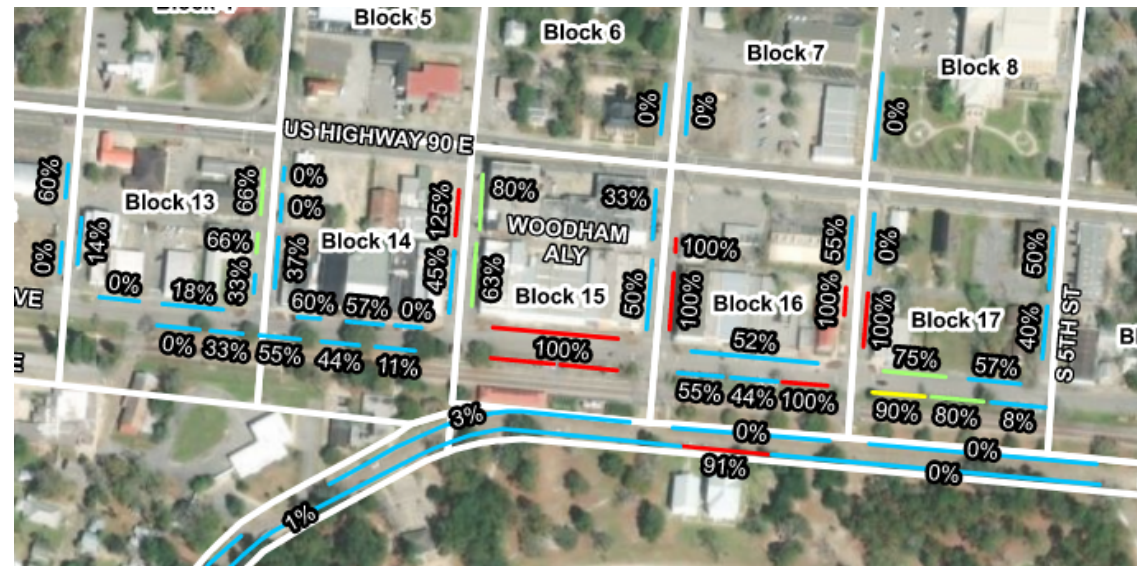
Walking Distance

Parking Goals Shaping Recommendations

- Parking should be an asset to the growing downtown
 - Supporting businesses and other organizations
 - Easy to use for patrons and employees
 - Clear, understandable policies
 - ADA parking to support entire community
- Maximize shared use of parking assets and minimize small parking lots serving limited patrons
- Plan for current and future parking needs and adjust as conditions change
- Maintain the hometown feel that makes DeFuniak Springs special

Focus Area – Downtown Core

- Blocks 14, 15, and 16
 - 230 Public spaces
 - Loading zones
 - ADA spaces
- Angled pull in parking on both sides of Baldwin Ave.
- Hub of activity for downtown
- Policy will focus on maximizing this core



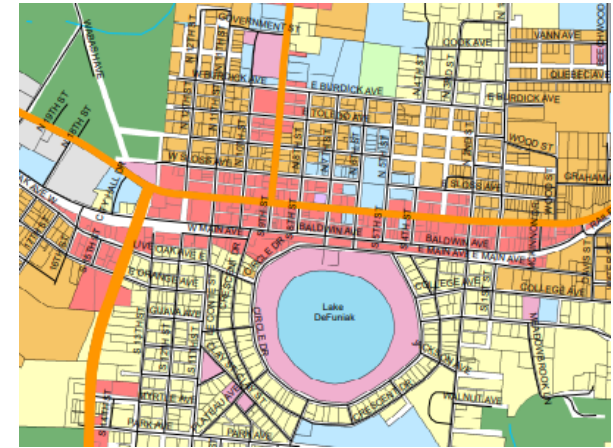
Solutions

- Patron parking access to downtown is vital
 - Easy to understand and easy to use
- Employee parking should be available and predictable
- Identify short- and long-term infrastructure opportunities
 - On-street and off-street parking supply
- There is little administrative capacity to manage parking operations
 - Solutions need to consider staffing and complexity
 - Ticketing and towing should be last resorts
- Walking distance perceptions
- Solutions should fit DeFuniak Springs



Planning for the Future

- Strategies to evaluate changes over time and plan for future parking and mobility needs of the community
- Future growth and parking demand
 - On-street parking is a limited resource
 - Protect against overbuilding downtown parking lots
- Identify opportunities for expanded parking supply
- Strategies for alternative transportation
 - Pedestrian and bicycle connections
- Role of Electric Vehicle (EV) infrastructure



Things Always Change

- Embrace changes, manage the impact
- Consider potential future needs
- Maintain / improve infrastructure
- Minimize policies geared toward a single event / business.....
 - The Chautauqua ended almost 100 years ago
- Flexibility to solve problems



Presentation of Findings

- Monday, February 24 – DeFuniak Springs City Council
- Tuesday, February 25 – Public Meeting including Main Street Board, Planning Commission
- Wednesday, February 26 – CRA Board

Thank You



**COMMUNITY REDEVELOPMENT AGENCY
CITY OF DEFUNIAK SPRINGS, FLORIDA**

**REQUEST FOR QUALIFICATIONS
For
**PROFESSIONAL
ENGINEERING CONSULTANT SERVICES-JOHN V.
LAWSON AMPHITHEATER REDEVELOPMENT****

RFQ NO: 2025-01-CRA

The DeFuniak Springs Community Redevelopment Agency (the “CRA”) is requesting qualifications from firms or individuals licensed to practice in the State of Florida for professional engineering and consulting services.

RFQ DEADLINE: March 7, 2025 no later than 1:00PM (local time) and will open immediately thereafter.

LATE SUBMITTALS RECEIVED AFTER THE FOREMENTIONED DEADLINE DATE, EITHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE PURCHASING AGENT’S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE FIRM FOR ASSURING THAT THE RFQ IS RECEIVED IN THE PURCHASING OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL RFQ WILL BE ACCEPTED.

OUR AREA IS NOT A DESIGNATED OVERNIGHT FED EX DELIVERY. [NOTE ANY OFFICE CLOSURES] BIDDER IS RESPONSIBLE FOR THE DELIVERY OF ITS SUBMITTAL. OUR OFFICE.

To be considered, Firm/Team must submit one (1) original on a thumb drive, one (1) original hard copy, and five (5) hard copies of Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm/Team’s name and address, and the words “**2025-01-CRA – Engineering Consultant Services-John V. Lawson Amphitheater Redevelopment**” addressed to:

DeFuniak Springs CRA
694 Baldwin Avenue
DeFuniak Springs, FL 32435

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION.....	3
SECTION 2 – SCOPE OF WORK.....	3
2.1 Services Required.....	3
2.2 Submittal Requirements.....	4
2.3 Instruction to Submitters.....	4
SECTION 3 – PROCUREMENT RULES AND INFORMATION.....	5
3.1 Contact Person.....	5
3.2 Calendar Events.....	5
3.3 Submission of Statement.....	6
3.4 Cost of Preparing RFQ.....	6
3.5 Disposal of RFQ.....	6
3.6 Rules for Withdrawal.....	6
3.7 Rejection of Statements.....	6
3.8 Notices.....	7
3.9 Verbal Instructions.....	7
3.10 Public Entity.....	7
3.11 Drug Free Work Place	7
3.12 Insurance Requirements.....	7
3.13 Indemnification.....	9
3.14 Blackout Period.....	10
3.15 Public Access.....	11
3.16 Protest.....	12
3.17 Sales and Use Tax.....	12
3.18 Addendums.....	12
3.19 Representation.....	13
3.20 E-Verify.....	13
3.21 Lobbying Prohibition.....	13
3.22 Unauthorized Aliens.....	13
SECTION 4 – CONTENTS OF RFQ.....	13
4.1 Contact for Contract Administration.....	13
4.2 Forms	13
SECTION 5 – EVALUATION OF STATEMENTS.....	14
SECTION 6 – TERM OF CONTRACT.....	15
6.1 Terms.....	15
6.2 Termination.....	15
<i>Attachment: Information Sheet.....</i>	16
<i>Attachment: Contact for Contract Administration.....</i>	17
<i>Attachment: Public Entity Crime Form.....</i>	18
<i>Attachment: Drug Free WorkPlace Certification.....</i>	22
<i>Attachment: Unauthorized Aliens.....</i>	23

SECTION 1 – INTRODUCTION:

The City of DeFuniak Springs Community Redevelopment Agency (CRA) is seeking qualifications from professional engineering firms (Consultants) to provide services for the redevelopment of the John V. Lawson Amphitheater in Chipley Park, located in DeFuniak Springs, Florida. This project aims to create a vibrant and functional venue to enhance community engagement, support tourism, and stimulate economic growth in North Walton County.

Project Background

Chipley Park, located in the heart of DeFuniak Springs, is a historic public park hosting cultural and recreational events throughout the year. Within Chipley Park is the John V. Lawson Amphitheater, built in 1988 with a capacity of 1,371, and has served as a vibrant venue for community concerts, plays, holiday events, and more on the scenic banks of Lake DeFuniak in Chipley Park. Over the past 36 years, it has been a valuable asset, but modernization is necessary to further enhance its functionality.

As our community grows and evolves, so do the expectations and demands for public facilities. To address future needs, a feasibility study is crucial in shaping the development of a modernized amphitheater that reflects both the community's vision and anticipated growth, while also assessing the potential impacts from increased tourism.

The redevelopment of the Lawson Amphitheater is a priority for enhancing the park's capacity to accommodate larger events, improve visitor experiences, and contribute to economic growth in North Walton County. The project will modernize the amphitheater's infrastructure, integrate it with the park's natural beauty, and address logistical needs such as parking, accessibility, and stormwater management.

SECTION 2 – SCOPE OF WORK

2.1 Services Required:

The selected Consultant will be responsible for delivering services that include, but are not limited to, the following:

1. Site Analysis and Preliminary Concept(s)

- **Current Site Assessment:**
 - Evaluate the existing condition of the amphitheater and surrounding park areas.
 - Identify any structural, aesthetic, environmental, and/or functional deficiencies.
- **Surveying Services**
 - Conduct all necessary topographical and boundary surveys for the project area.
- **Capacity Recommendations:**
 - Recommend an optimal size for the redeveloped amphitheater based on market analysis and tourism impact projections.
- **Parking and Transportation:**
 - Assess current parking capacity and usage, including nearby facilities.
 - Estimate additional parking needs based on projected attendance figures.
 - Explore alternative transportation options (e.g., shuttles, public transit, bike access) and their feasibility.
- **Infrastructure Upgrades:**
 - Identify necessary upgrades or additions (e.g., water, electricity, lighting, sound systems, seating).
 - Determine compliance with accessibility standards (ADA compliance).

2. Design and Redevelopment Options

- **Conceptual Design Plans:**
 - Develop multiple design scenarios, varying in size, capacity, and amenities.
 - Provide visual renderings or conceptual sketches.
- **Cost Estimates:**

- Provide preliminary cost estimates for each design scenario, including construction, equipment, and landscaping.

3. Financial Analysis

- **Revenue Projections:**
 - Estimate potential revenue from ticket sales, concessions, sponsorships, and rental fees.
 - Explore other funding opportunities (e.g., grants, partnerships, public-private collaborations).
- **Cost Analysis:**
 - Detail expected maintenance and operational costs (staffing, utilities, cleaning, security, insurance).
 - Compare ongoing costs with projected revenues to assess financial viability.
- **Economic Impact Analysis:**
 - Calculate the broader economic impact on the local economy, including job creation, increased tax revenues, and support for local businesses.

4. Design Development

- **Project Design:**
 - Prepare design plans at 30%, 60%, 90%, and 100% milestones.
 - Provide cost estimates at each milestone to ensure budget alignment.
 - Assist staff with CRA/Council presentations throughout design progress.
- **Permitting:**
 - Coordinate and obtain all required permits from local, state, and federal agencies.
- **Bid Support:**
 - Prepare bid documents and assist with bid advertising.

- Respond to contractor inquiries during the bidding process and evaluate bids received.
- **Construction Administration:**
 - Provide construction administration and inspection services.
 - Review contract submittals, requests for information (RFIs), and payment applications.
 - Ensure compliance with design specifications and regulatory requirements.

2.2 **Submittal Requirements:**

Firms/teams desiring to provide the described Professional Services shall submit one (1) original on a thumb drive, one (1) original hard copy, and five (5) hard copies of the following:

- Letter of Interest
- GSA Standard Form 330 (attached)
- Statements and Documentation of qualifications
- Proof of license/certifications
- Conflict of Interest Statement
- Other Work/Litigation Experience
- Certified Minority Business Enterprise participation
- Any additional information to represent firm

2.3 **Instructions to Submitters:**

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the submittal. Letters, which are substantially incomplete or lack key information, may be rejected by the CRA at its discretion. The selection of short listed firms will be based on the information provided in the submittal.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services.

The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional pertinent details to describe the team's capabilities.

Letter of Interest should be prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually. The letter should include summary information on the firm's history, offices, and personnel that will support the requested services, resources to accomplish the work, and summary of personnel experience and key projects.

SECTION 3 – PROCUREMENT RULES AND INFORMATION:

3.1 Purchasing Agent/Contact Person:

Joshua R. Ervin, Executive Director

All technical questions regarding this Request **should be directed in writing; preferably by email to the Contact Person no later than February 25, 2025 by 12:00 noon local time.** Questions submitted after that date and time will not be answered. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest. Note: Written requirements in the Request or its amendments are binding, but any oral communications between you and us are not. **DIRECTING QUESTIONS TO ANY OTHER STAFF, OR ANY OTHER PERSON IS PROHIBITED AND NO RESPONSE RECEIVED SHALL BE RELIED UPON IN ANY MANNER, AND SUCH CONDUCT SHALL RESULT IN THE SUBMITTAL BEING DISQUALIFIED.**

3.2 Calendar of Events:

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the CRA finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are local time in DeFuniak Springs, Florida.

DATE/TIME

ACTION

February 3rd, 2025

Advertise RFQ

February 25th, 2025 by 12:00 noon local time

Last day for questions

March 7th, 2025 no later than 1:00PM local time and will open immediately thereafter

Closing date

March 26th, 2025

CRA Board will select a number of firms to interview

TBD and will be publicly advertised

Interviews to be held by the CRA Board

TBD and will be publicly advertised

CRA Board to select firm(s)
to enter into negotiations

3.3 Submission of Statement:

Each Statement of Qualification should be prepared simply and economically, providing straightforward, concise delineations of firm's capabilities to satisfy the requirements of this Request for Qualifications. Fancy bindings, colored displays, and promotional material are not required. Emphasis is on completeness and clarity of content. In order to expedite the evaluation of the Statement of Qualifications, it is essential that firms follow format listed in Section 2.2. Statement of Qualifications is due at the time and date specified in the paragraph entitled "Calendar of Events". The name of all firms submitting their qualifications shall be posted in the RFQ package at the Office of the Executive Director. Statement of Qualifications received late will not be considered.

3.4 Cost of Preparing RFQ:

The CRA is not liable for any costs incurred by a firm in responding to this RFQ, including those for oral presentations.

3.5 Disposals of RFQ:

All RFQ's become the property of the CRA and will be a matter of record.

3.6 Rules for Withdrawal:

Statement of Qualifications may be modified or withdrawn by an appropriate document duly executed (in the manner that a RFQ must be executed) and delivered to the place where Statement of Qualifications are to be submitted at any time prior to the opening of RFQ.

Any submitted Statement of Qualifications shall remain valid for 30 days after the submission date, but the CRA at its sole discretion may release any statement of qualifications.

3.7 Rejection of Statements:

The CRA reserves the right to accept or reject any statement of qualification as may be deemed necessary by the CRA to be in its best interest. The CRA further reserves the right to waive any and all formalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The CRA reserves the right to reject the statement of qualifications of any firm or individual if the CRA believes that it would not

be in the best interest of the CRA to make an award to that firm or individual because the statement of qualification is not responsive or responsible, or the firm or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the CRA.

3.8 Notices:

Any notices to be given under a contract shall be given by United States Mail, addressed to firm or individual at its address stated herein, and to the CRA at its address stated herein. Additional notice may also be given by facsimile/email in which case it shall be deemed that notice was provided on the date said facsimile/email was received. The party providing notice by facsimile/email shall confirm that the facsimile was received by the other party.

3.9 Verbal Instructions:

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any CRA employee. Only those communications from firms, which are signed, and in writing will be recognized by the CRA as duly, authorized expressions on behalf of the firm. ***Any and all communication with CRA Commissioners or staff other than the Contact Person is prohibited during the time of the RFQ advertising. Violations of this provision shall result in the disqualification of the submittal.***

3.10 Public Entity:

The vendor must sign and complete a Public Entity Crime Sworn Statement as defined under Section 287.133(3)(a), F.S. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a consultant, supplier, or subcontractor, under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

3.11 Drug Free Workplace:

The vendor must complete the City's Drug Free Workplace Certification form, attached and made a part of the RFQ. According to The City policy, preference shall be given to businesses with drug-free work place programs. Whenever two or more proposals,

which are equal with respect price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free work place program.

3.12 Insurance Requirements:

Firm shall purchase and maintain through the Contract period workers compensation, comprehensive general liability (occurrence form), comprehensive automobile liability, professional liability, including errors and omissions coverage if applicable, builder's risk, and other insurance as is appropriate for the Project being performed hereunder by firm, its employees, subcontractors or agents. The amounts and types of workers compensation, comprehensive general liability (occurrence form), and comprehensive automobile liability insurance shall conform to the following minimum requirements:

1. Worker's Compensation Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws unless Contractor provides a current Florida Workers Compensation exemption certificate. In addition, the policy must include the following:
 - a. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
 - b. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the CRA with thirty (30) days' written notice of cancellation and/or restriction.
2. Comprehensive General Liability Coverage must include:
 - a. \$1,000,000 combined limit per occurrence for bodily injury, personal injury, and property damage. If contract is less than \$100,000.00, then general liability insurance requirement is \$300,000.00.
 - b. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
 - c. CRA is to be specifically included as an additional insured.
 - d. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the CRA with thirty (30) days' written notice of cancellation and/or restriction.
3. Comprehensive Automobile Liability Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:

- a. \$300,000 combined single limit per accident for bodily injury and property damage.
 - b. Owned Vehicles.
 - c. Hired and Non-Owned Vehicles.
 - d. Employee Non-Ownership.
 - e. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the CRA with thirty (30) days' written notice of cancellation and/or restriction.
4. Professional Liability Coverage must include:
- a. Minimum limits of \$1,000,000 per occurrence and in the aggregate for claims of malpractice, negligence, error and omissions.
 - b. Notice of Cancellation and/or Restriction. The Policy must be endorsed to provide CRA within (30) days prior notice of cancellation and/or restriction of coverage by changed exclusion.

Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the CRA with the executed Contract. The Certificates of Insurance shall be filed with the CRA before this Contract is deemed approved by the CRA. The required Certificates of Insurance not only shall name types of policies provided but also shall refer specifically to this Contract. All the policies of insurance so required of Firm shall be endorsed to include as additional insured the CRA, its officers, employees, and agents, except for Worker's Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration.

The purchase of any of the above-referenced insurance policies shall not release the Firm or any Surety created by this Contract from any obligation, warranty, or guarantee provided in this Contract.

The Insurance Company(ies) shall be authorized to conduct business in the State.

Any risk of loss of completed work on the Project, or work in progress on the Project, equipment, and material stored on or off the Project Site, or in transit, shall be borne by the Firm through the date of final completion for the Project.

3.13 Indemnification:

The firm or individual shall indemnify and save harmless the CRA, its officers, agents, and employees, from all claims, suits or actions at law or equity, damages, losses, and

expenses, whether direct or indirect, or consequential, including but not limited to charges of engineers, attorneys, and other professionals and costs of both defense and appeal, in a court of law or other tribunal, for any reason whatsoever, including but not limited to bodily injury, sickness, disease or death of any person, including employees of Firm or individual or any subcontractor, or injury to or destruction of property, including loss of use, which claims are arising out of, related to, connected with, or caused by (a) Firm or individual, or any subcontractor or supplier of Firm or individual, negligent performance or non-performance of the Project. The provisions of this indemnification agreement shall include all accidents, injuries, and claims made, whether or not caused in part, by any act or omission of the CRA, its respective officers, agents, or employees, provided Firm or individual shall not be required to indemnify the CRA for the CRA's own negligence.

3.14 Black out Period:

The period between the end of the advertisement for the Invitations to Bid, Request for Proposal, and Request for Qualifications, or any other competitive solicitation and the contract award, or any resulting bid protest is resolved, or the solicitation is otherwise canceled is referred to as the Blackout Period. During the blackout period, any communication regarding The aforementioned solicitations are prohibited between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (of their respective agents or representatives) regarding such competitive solicitation, and any CRA Commissioner, or employee (whether or not a selection committee member) or other persons authorized to act on behalf of the CRA, including the City's current Engineer(s) or their subconsultants, or anyone designated to provide a recommendation to award a particular contract, other than authorized staff identified herein. Each competitive solicitation shall provide notice of the blackout period.

Exception to the Blackout Period

The blackout period shall not apply to:

- a. Communications at any public proceeding or meeting, including pre-bid conferences, selection committee presentations, or pre-award meetings,
- b. Communications during contract negotiations between designated CRA employees and the intended contract awardee.
- c. Communication with a vendor by an authorized CRA employee following the bid

- opening to clarify the vendor's bid or intended scope of services.
- d. Communication following the filing of a protest between the protesting party and the Executive Director's Office, and CRA Attorney's Office, during the dispute resolution process.
- e. Purchases exempt from competitive selection, sole source procurements, and single sources, procurements, and emergency procurements, as defined in The City City Council of the City of DeFuniak Springs Purchasing Policy and Procedure manual.
- f. Communications with existing vendors in the performance of existing contract.

3.15 Public Access

- A. A request to inspect or copy public records relating to this Contract must be made directly to the CRA. If the CRA does not possess the requested records, it shall immediately notify the Consultant of the request, and the Consultant must provide the records to the CRA or allow the records to be inspected or copied within a reasonable time §119.0701(3) Fla Stat.. If Consultant fails to provide the public records within a reasonable time, Consultant may be subject to penalties under §119.10 Fla.Stat.
- B. Consultant shall comply with the requirements of Florida's Public Records law In accordance with Section 119.0701, Florida Statutes, the Consultant shall (1) Keep and maintain public records required by the public agency to perform the service; (2) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law; (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Consultant does not transfer the records to the public agency; and (4) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Consultant or keep and maintain public records required by the public agency to perform the service. If the Consultant transfers all public records to the public agency upon completion of the contract, the consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology system of the public agency.

C. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONSULTANT SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Executive Director
694 Baldwin Avenue
DeFuniak Springs, FL 32435
(850) 951-3054
cradirector@defuniakspringscra.com

3.16 Protest

Any person or entity whose proposal is rejected, in whole or in part, or who submits a proposal but is not awarded the contract, may protest such decision. Written notice of intent to file a protest must be submitted with the Executive Director within twenty-four (24) hours after the Board's declaration of its intention with regard to an award. Written protest must be submitted to the Executive Director within five (5) calendar days after filing written notice of intent.

Each written protest must be accompanied by a protest bond in the form of a certified check, cashier's check, or money order made payable to the CRA, in an amount equal to 1% of the protestor's proposal received by the CRA, but in no case less than \$500.00.

3.17 Sales and Use Tax

The Proposer agrees that any and all applicable federal, state, and local sales and use taxes that are incurred by the Proposer are included in the stated bid price for the Project. The CRA is tax exempt from federal excise and state sales tax.

3.18 Addendums

The CRA may issue Addendums to modify the proposal as deemed appropriate. Addendums and clarification to this RFQ along with an Addendum Acknowledgement Form will be mailed to all vendors receiving this RFQ. The Addendum Acknowledgement Form, which is included with each mail out, shall be signed by an authorized company representative, dated, and returned with proposal. Attached is a sample of the Addendum Acknowledge Form.

3.19 Representation

The Proposer represents to the CRA that:

- A. The Proposer is properly certified and licensed; is solvent financially; is experienced in and competent to provide the services.
- B. The Proposer is familiar with all Federal, State, Local or other regulatory laws, ordinances, and regulations, which in any manner whatsoever, may affect the provision of services.

3.20 E-Verify

Consultant utilizes the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of; (a) all persons employed by the Consultant during the term of the Agreement to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Consultant to perform work pursuant to the Agreement.

3.21 Lobbying Prohibition

No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347 Florida Statutes.

3.22 Unauthorized Aliens

The CRA shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. If the consultant knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

SECTION 4 – CONTENTS OF RFQ

This section contains instruction regarding the format of the RFQ that are to be submitted.

4.1 Contact for Contract Administration:

Forms shall return the Contact for Contract Administration Form. This shall be the firm's representative from the day-to-day activities of this contract.

4.2 Forms:

It is MANDATORY that vendor's return the Request for Qualification cover sheet with their proposal. A representative who is authorized to contractually bind the vendor shall sign the attached forms.

It is MANDATORY that vendors return the Drug-Free Workplace Certification Form, Questionnaire Form, Unauthorized Aliens Form, along with the Public Entity Crime Form.

SECTION 5 – EVALUATION OF STATEMENTS:

In accordance with Section 287.055, Florida Statutes or most recent supplement, final rankings of the firm will be presented to the CRA Board of DeFuniak Springs for approval and authorization to negotiate with top ranked firms. Ranking and selection will be based on the following categories.

CRITERIA	WEIGHTED SCORE
Qualifications and Experience/Capability of Personnel • Qualifications of firm relevant to Scope of Work • Experience of firm relevant to Scope of Work • Current and previous experience with CRA/City and other governmental agencies or past performance with contracts comparable in scope • Resumes of professional personnel • References of firm	50 (Section total) 10 pts 10 pts 15 pts 10 pts 5pts
Ability to meet CRA needs • Conveyance of willingness to work with CRA staff • Willingness of firm to meet time and budget requirements • History of timeliness on contracts with similar scope • Availability of qualified personnel • Current and projected workload of firm	50 (Section total) 10 pts 10 pts 10 pts 10 pts 10 pts
Understanding of Scope of Work • Understanding of CRA needs and scope of services required • Technical soundness of approach to project • Applicability of services offered	30 (Section total) 10 pts 10 pts 10 pts

Firms/team's may be short listed by the CRA Board and the short list will be invited to an interview before the CRA Board. The CRA Board will rank and select the firms/team's for staff to begin negotiations with consistent with the Florida CCNA.

SECTION 6 – TERM OF CONTRACT

6.1 TERMS:

The term of this contract shall be for an ongoing basis with no time limitation, at the sole discretion of the CRA, unless and until terminated by the CRA Board. Any termination of any contract awarded hereunder may be done without cause at the sole discretion of the CRA Board.

6.2 TERMINATION OF CONTRACT:

The CRA may terminate this Agreement at any time with or without cause, or with or without prior notice. The CRA need not designate cause, and if it fails to do so, without cause will be presumed, and no defense or challenge to said termination shall exist.

**Information Sheet
For Transactions and Conveyances
Corporate Identification**

The following information will be provided to the The CRA Legal Services for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state of federal government,

(Please circle one)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____
Name as spelled in that State: _____

What Kind of corporation is it: “For Profit” or “Not for Profit”

Is it in good standing: Yes or No

Authorized to transact business

In Florida: Yes or No

State of Florida Department of State of Certificate of Authority Document No: _____

Does it use a registered fictitious name: Yes or No

Name of Officers:

President: _____ Secretary: _____
Vice President: _____ Treasurer: _____
Director: _____ Director: _____
Other: _____ Other: _____

Name of Corporation (As used in Florida):

(spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____
City, State, Zip _____
Street Address: _____
City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

Federal Identification Number: _____

(For all instruments to be recorded, taxpayer's identification is needed)

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract administration.

NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

SIGNATURE: _____

E-MAIL: _____

PUBLIC ENTITY CRIMES

**Sworn Statement Under Section 287.133(3)(a),
Florida Statutes, on Public Entity Crimes**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths:

This sworn statement is submitted to The CRA of the City of DeFuniak Springs,
Florida by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

Whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is
_____; (if the entity has no FEIN, include the Social Security Number
of individual signing this sworn statement: _____).

I understand that a “public entity crime” as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to an directly related to the transaction of business with any public entity or with an agency or political; subdivision of any other state or of the United States, including, but not limited to, any bid or contract for good or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that “convicted” or “conviction” as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or

a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an “affiliate” as defined in Paragraph 287.133(l) (a) Florida Statutes means:

A predecessor or successor of a person convicted of a public crime; or; an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that “person” as defined in Paragraph 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of

the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administration Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity Submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I understand that the submission of this form to the contracting officer for the Public Entity identified in Paragraph ONE (#1) above is for that Public Entity only, and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

Name of Bidder

By: _____

Title: _____

STATE OF _____
CITY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally known to me ____, or produced the following identification as proof of identity. _____.

My Commission Expires:

Notary Public

Printed Notary Name

Commission Expires: _____

DRAFT

DRUG FREE WORKPLACE CERTIFICATION
(This form must be completed and attached to submittal)

Identical tie bids: preference shall be given to businesses with drug-free work place programs. Whenever two or more bids which are equal with respect price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie bids will be followed in none of the tied vendors have a drug-free work place program. In order to have a drug-free work place program, a business shall:

- 1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place 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 work place, the business's policy of maintaining a drug-free work place, available drug counseling, rehabilitation providing 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 of contractual services that are under bid a copy of the statement specified in paragraph #1.**
- 4. In the statement specified in paragraph #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 pleas of guilty or no contest to, and violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place 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 work place through implementation of this section.**

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

Company Name

Authorized Signature

Federal I.D. Number or SSN

Printed Name

**DeFuniak Springs
Community Redevelopment
Agency, Florida
UNAUTHORIZED ALIENS**

Inasmuch as the employment of unauthorized aliens is prohibited by §448.09, Florida Statutes, the CRA prohibits contracting with firms that knowingly utilize services of unauthorized aliens in the performance of contracts for goods or services with the CRA. Additionally, such firms may not knowingly contract with sub-contractors who utilize the services of unauthorized aliens.

By signing below the bidder swears or affirms that:

His/her company does not knowingly utilize the services of unauthorized aliens in the performance of contracts. The company agrees that the CRA may conduct random checks of personnel records as they pertain to this issue. Violation of this requirement may result in immediate termination of the contract. Additionally, violation of this requirement may result in the company being prohibited from submitting bids/proposals for County contracts for a period of five years. (See procedure PP-022, The City Purchasing Policies Manual.)

Signature

Printed
Name

Title

Date

STATE OF FLORIDA;
CITY OF _____;

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

[SEAL]

My commission expires _____ []

Personally known

[] Produced Identification

Type of Identification: _____

TASK ORDER NO. 25-01-CRA
PROFESSIONAL ENGINEERING SERVICES
FOR **Veterans Memorial Project**

1. BACKGROUND

The CRA requires engineering services for the conceptual design and preliminary engineering of a Veterans Memorial in DeFuniak Springs. Three locations have been identified, one near the intersection of Main Avenue and Circle Drive, south of the Chautauqua Hall of Brotherhood, and a vacant parcel on Plateau Avenue.

2. SCOPE OF SERVICES

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

- Survey(s)
- Three Conceptual design(s) to include accessible routes and parking space(s)

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Surveys
- Conceptual Designs
- Engineer's Opinion of Cost

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) and EOPC
- Attend two public workshops to discuss concepts with the public at large

5. 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

Boundary & Topographic Surveys by Engineer

Task Work Order by: _____

Joshua R. Ervin
Executive Director

Date: _____

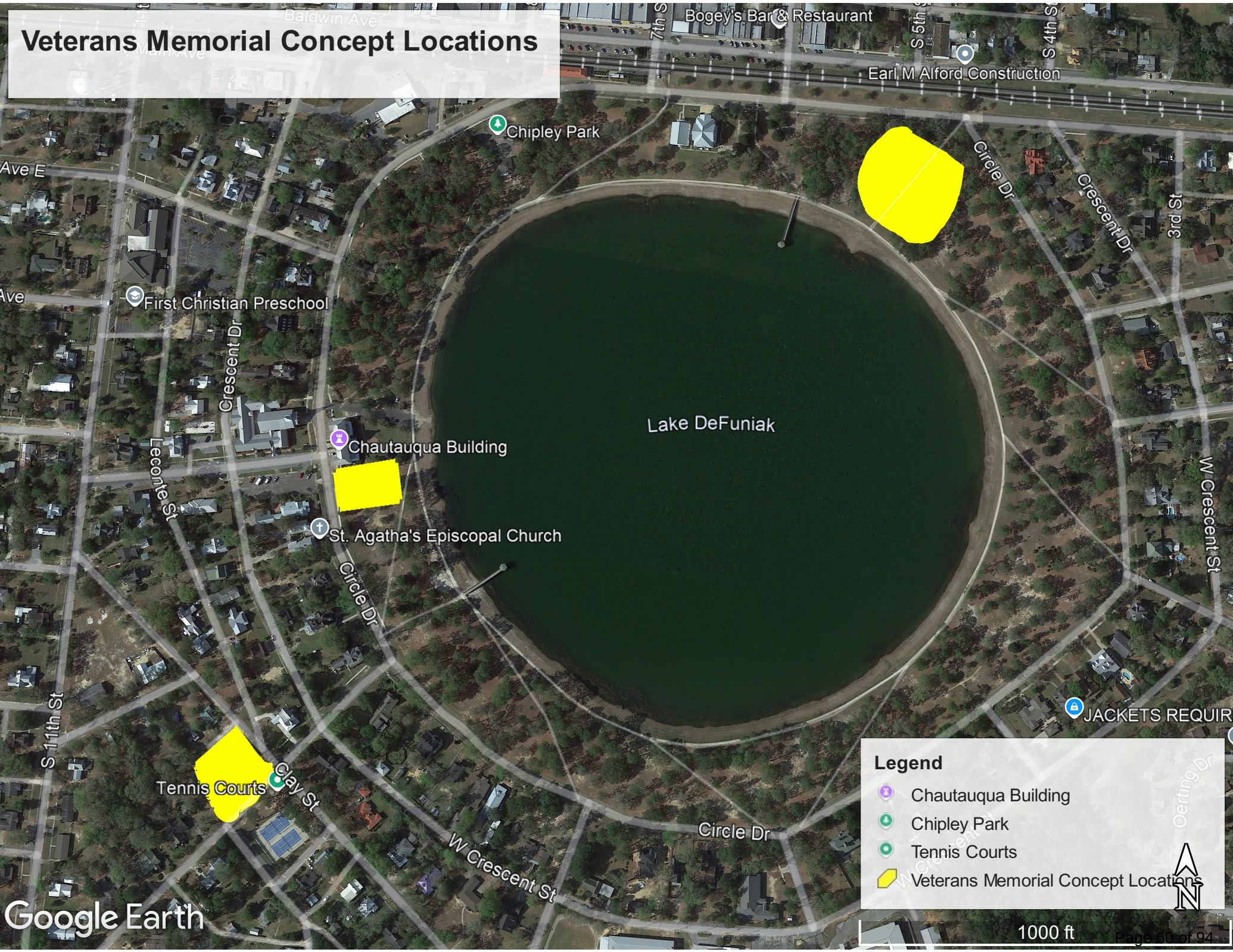
Proposal Approval by: _____

CRA Board Chairman

Date: _____

Board Approved on: _____

Veterans Memorial Concept Locations



Bogey's Bar & Restaurant

Earl M Alford Construction

Chipley Park

First Christian Preschool

Chautauqua Building

St. Agatha's Episcopal Church

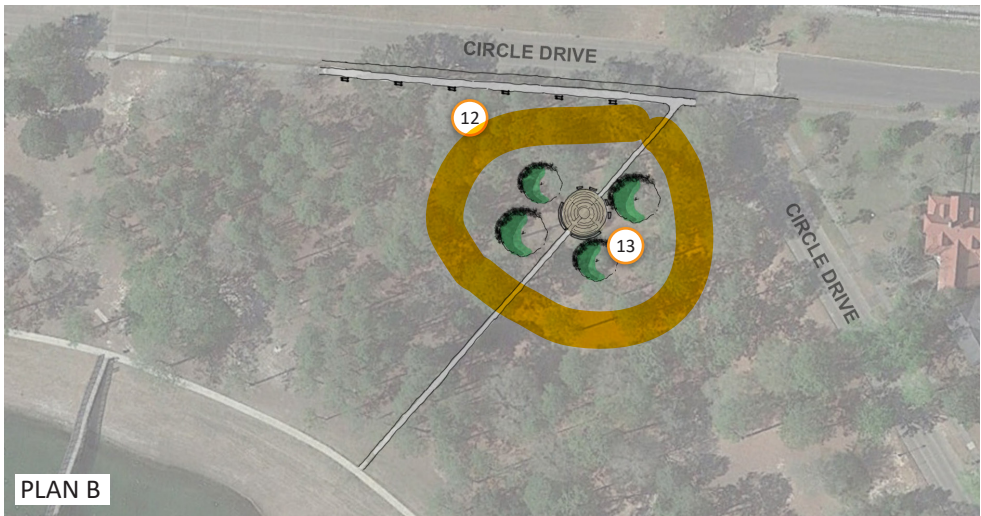
Tennis Courts

Lake DeFuniak

Legend

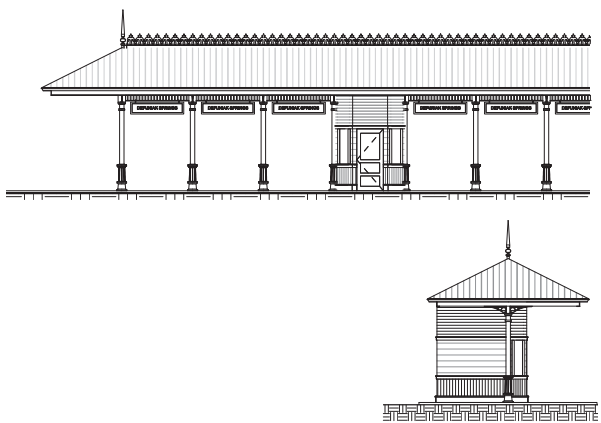
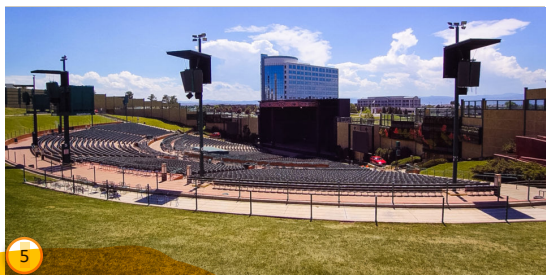
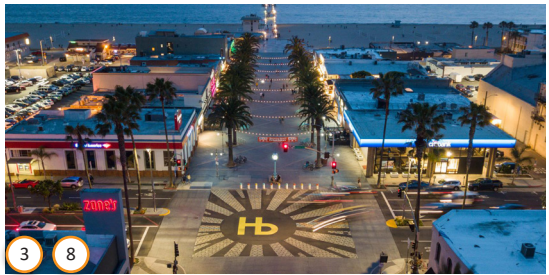
- Chautauqua Building
- Chipley Park
- Tennis Courts
- Veterans Memorial Concept Locations

1000 ft



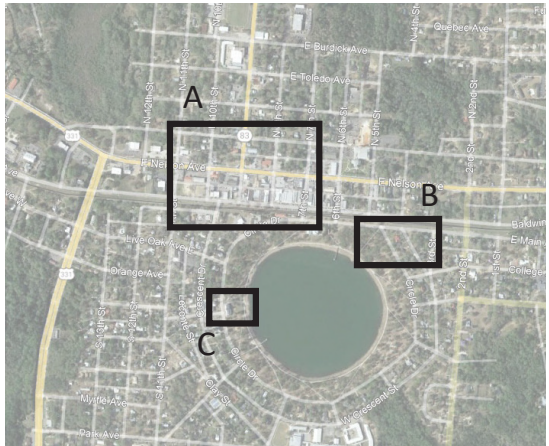
LEGEND

- Enhanced crosswalks to define downtown core
- Revised street parking, reduced travel lanes, increased sidewalk width, and added street trees help to slow traffic and provide a better pedestrian experience
- Gathering plaza with distinctive paving and bollards and shared street that can be closed for events
- Strong pedestrian link from the event plaza to amphitheater and Chautauqua dining hall and event center with automatic pedestrian gate at the rail
- New amphitheater seating and alignment to showcase the lake and minimize the impact of late afternoon sun on performers and audience. Enclosing the amphitheater would allow for paid events throughout the year in conjunction with the Chautauqua organization.
- Entry gateway
- Entry monuments
- Cafe lights to enhance ambience and pedestrian link
- Redesigned parking with added planters and trees creates pedestrian friendly sidewalk in front of retail.
- Permanent Farmer's Market creates a community destination. Design should contribute to downtown character and allow for vehicle access behind stalls.
- Vehicle access to loop along 7th street is preserved with dramatic views to the lake.
- Memorial walk connecting core to veteran's memorial
- Veteran's memorial and maze
- New auditorium behind Hall of Brotherhood



FARMERS MARKET SECTION/ELEVATION

KEY MAP



dependent. Such notice must include the name of the special district, the law under which it was organized and operating, a general description of the territory included in the special district, and a statement that any objections must be filed pursuant to chapter 120 within 30 21 days after the publication date. The objections may include that the special district has outstanding debt obligations that are not included in reports required under s. 189.016(9) or s. 218.32.

(c) ~~Thirty~~ Twenty-one days have elapsed from the publication date of the notice of proposed declaration of inactive status and no administrative appeals were filed.

(2) If any special district is declared inactive pursuant to this section, the district may only expend funds as necessary to service outstanding debt and to comply with existing bond covenants and other contractual obligations. The property or assets of the special district are subject to legal process for payment of any debts of the district. After the payment of all the debts of said inactive special district, the remainder of its property or assets shall escheat to the county or municipality wherein located. If, however, it shall be necessary, in order to pay any such debt, to levy any tax or taxes on the property in the territory or limits of the inactive special district, the same may be assessed and levied by order of the local general-purpose government wherein the same is situated and shall be assessed by the county property appraiser and collected by the county tax collector.

Section 7. Section 189.0694, Florida Statutes, is created to read:

189.0694 Special districts; performance measures and standards.—

(1) Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district's goals and objectives are being achieved.

(2) By December 1 of each year thereafter, each special district must publish an annual report on the district's website describing:

(a) The goals and objectives achieved by the district, as well as the performance measures and standards used by the district to make this determination.

(b) Any goals or objectives the district failed to achieve.

Section 8. Paragraph (c) is added to subsection (3) of section 189.0695, Florida Statutes, to read:

189.0695 Independent special districts; performance reviews.—

(3) The Office of Program Policy Analysis and Government Accountability must conduct a performance review of all independent special

Goals, Objectives and Performance Measures

Annual Reporting Form

October 1, 2024 – September 30, 2025

DeFuniak Springs Community Redevelopment Agency (DFS CRA) has established the following goals, objectives and performance measures/standards for the Fiscal Year 2025:

1. Community Engagement

Goal 1.1: Board Public Meeting Compliance

- **Objective:** Hold regular CRA Board meetings to conduct CRA-related business. Regular meetings will be open to the public and agendas will include time for the public to make comments.
- **Measurement:** Number of public board meetings held per year as evidenced by meeting minutes and legal advertisements.
- **Standard:** A minimum of 6 Board meetings were held during the Fiscal Year.
- **Achieved:** Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

- **Objective:** Provide public notice of each meeting in advance, and/or notice of annual meeting schedule as legally required. Notice to be shared on City website and posted at City Hall.
- **Measurement:** Timeliness and method of meeting notices as evidenced by posting to City website.
- **Standard:** 100% of regularly scheduled meetings are advertised with 7 days' notice or by annual notice of meeting schedule, and on City website.
- **Achieved:** Yes ☐ No ☐

Goal 1.3: Website Public Records

- **Objective:** Ensure that meeting minutes, agendas, annual reports, annual budgets and amendments, and financial audit reports, CRA creation documents, public notices, boundaries and location map are readily available and easily accessible to the public on the CRA's website by completing quarterly website checks.
- **Measurement:** The number of website reviews completed to ensure meeting minutes and other public records are up to date as evidenced by CRA Management's records.
- **Standard:** Website checks completed by CRA at least once per quarter.
- **Achieved:** October ☐ January ☐ April ☐ July ☐

2. Financial Transparency and Accountability

Goal 3.1: Annual Budget Requirements

- **Objective:** Prepare and approve the annual proposed budget in accordance with statutory requirements.
- **Measurement:** Adoption of Final Budget as evidenced by meeting minutes and budget documents.
- **Standard:** Budget approval & adoption by September 30 and posted to the CRA's website two (2) days prior to City budget hearing and sent to the city and county at least 10 days after adoption.
- **Achieved:** Yes ☐ No ☐

Goal 3.2: Audited Financial Statements

- **Objective:** Conduct an annual independent financial audit with statutory requirements.
- **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit on the CRA's website and transmitted to the State of Florida.
- **Standard:** Audit completed by an independent auditing firm based on statutory requirements and results were posted to the CRA's website and transmitted to the State of Florida.
- **Achieved:** Yes ☐ No ☐

Goal 3.3: Annual Financial Report

- **Objective:** Complete Annual Financial Report (AFR) per Chapter 218, Florida Statutes.
- **Measurement:** Electronic submission of AFR only and email of Audited Financial Statements.
- **Standard:** Submit the AFR to the Department of Financial Services for local governments within nine (9) months after the close of the fiscal year or June 30th.
- **Achieved:** Yes ☐ No ☐

3. Growth and Development Assistance Program

Goal 3.1: Grant Qualifications

- **Objective:** The CRA will update grant qualifying information to ensure application criteria best serve the public.
- **Measurement:** The number of applicants that have interest in program but do not meet criteria.
- **Standard:** Minimum of 1 review completed in the Fiscal Year.
- **Achieved:** Yes ☐ No ☐ N/A ☐

Goal 3.2: Public Information on Promotional Activations and Initiatives

- **Objective:** Ensure that promotional activations, Social Media Outreach Program, business directory are readily available and easily accessible to the public on the CRA's website.
- **Measurement:** The number of website reviews conducted to verify that all information is current and accurately displayed.
- **Standard:** Website checks by CRA Management at least once per quarter.
- **Achieved:** October ☐ January ☐ April ☐ July ☐

Goal 3.3: Promotional Marketing

- **Objective:** Promote CRA projects and programs within the CRA area through targeted marketing campaigns and outreach efforts.
- **Measurement:** The number of marketing campaigns that focus on CRA projects and programs.
- **Standard:** The number of marketing campaigns executed will be tracked in a quantifiable, reportable manner.
- **Achieved:** Yes ☐ No ☐

Goal 3.4: Grant Participation

- **Objective:** The CRA will strive to increase public participation in the Growth and Development Assistance Program.
- **Measurement:** The number of grants issued during the fiscal year.
- **Standard:** Minimum of 10% increase over the previous fiscal year.
- **Achieved:** Yes ☐ No ☐ N/A ☐

4. Infrastructure Improvement

Goal 4.1: John V. Lawson Amphitheater

- **Objective:** Redevelop the John V. Lawson Amphitheater to become a pivotal cultural and entertainment hub of DeFuniak Springs.
- **Measurement:** Review of conceptual design(s) and feasibility study.
- **Standard:** Conceptual design(s) deliverable of the amphitheater.
- **Achieved:** Yes ☐ No ☐

Goal 4.2: Veterans Memorial

- **Objective:** Establish a Veterans Memorial to act as a permanent testament to the valor and service of our military personnel.
- **Measurement:** Review of conceptual design(s) and feasibility study.
- **Standard:** Conduct quarterly reviews of fuel sales, commercial tenant trip logs, maintenance issues and lease agreements, and implement corrective actions as needed.

- **Achieved:** Yes ☐ No ☐

5. Blight Elimination

Goal 5.1: Parcel Identification

- **Objective:** Spur redevelopment opportunities within the CRA Districts by identifying properties for use consistent with the CRA Plan.
- **Measurement:** Review of Multiple Listing Services, tax deed sales, foreclosures, and City property disposals.
- **Standard:** Conduct monthly reviews of Multiple Listing Services, tax deed sales, foreclosures, and City property disposals.
- **Achieved:** Yes ☐ No ☐

Goal 5.2: Parcel Acquisition

- **Objective:** Eradicate conditions of blight through the acquisition and/or rehabilitation of deteriorated or dilapidated properties.
- **Measurement:** Number of parcels acquired and remediated.
- **Standard:** Coordinate with Code Enforcement and the public to identify opportunities for acquisition.
- **Achieved:** Yes ☐ No ☐

Goal 5.3: Public Engagement

- **Objective:** Public engagement is crucial to ensure that redevelopment efforts are in alignment with the needs and desires of the community.
- **Measurement:** Number of public engagement sessions.
- **Standard:** Coordinate and host at least two public engagement sessions each fiscal year. Engagement sessions to be in addition to project-related workshops.
- **Achieved:** Yes ☐ No ☐



Commercial Site & Building Improvement Grant Application

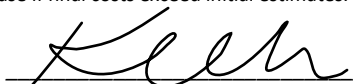
DeFuniak Springs Redevelopment Agency · 694 Baldwin Ave. Suite 4A, DFS, FL 32435 · (850) 951-3054 · defuniakspringscra.com

Please PRINT or TYPE. Fill out completely. If field does not apply, put N/A. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date Application Submitted	01/23/2025	Application Number (to be completed by CRA)	
APPLICANT'S INFORMATION			
Business Name	Big Love Restaurant Group		
DBA (Doing Business As)	TBD		
Legal Entity (Corporation, LLC, etc)	LLC	☒ For-profit	☐ Not-for-profit
Type of Business	Restaurant	NAICS	
Business owner(s) (If multiple owners, list in separate sheet)	Todd & Kelli Misener	Ownership (%)	100%
Address	6110 Highway 331 S		
Contact person	Todd & Kelli Misener	Phone Number	850-797-0495 or 850-830-5376
Email Address	kellimisener@gmail.com		
Number of employees		Jobs created as a result of this grant	18-20
PROPERTY OWNER INFORMATION (If different from applicant)			
Contact person	Todd & Kelli Misener	Phone Number	850-830-5376 or 850-797-0495
Contact person address	6110 HWY 331 S DFS, FL 32435	Email Address	kellimisener@gmail.com
PROPERTY AND PROJECT INFORMATION			
Physical Address of Property being improved	660 Baldwin Avenue		
Parcel Number	25-3N-19-19070-000-8980	Square Footage	4,962
Does this property have a mortgage lien?	☒ YES ☐ NO	If "Yes", name of lien holder: The First Bank	
Have you received any CRA improvement grants in the last thirty-six (36) months?	☐ YES ☒ NO	Previous award total: \$	
If "YES" above, provide details (date, address of property improved, amounts, etc):			
Project Description (Attach additional sheet if needed)			
Project Budget			
Please provide details of all estimated costs for the project. Include ALL expenses so the entire scope of the project can be understood and an eligibility determination can be made. Only eligible expenses will be reimbursed. (Attach additional sheets if needed)			
Project/Category Item		Estimated Cost	Eligible Expense? (Y/N) To be filled out by CRA
1. Remove, repair & replace all flooring upstairs & downstairs		55,000.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Sub-Total (items 1-8)			
Eligible Expenses TOTAL (to be filled out by CRA)			

It is not guaranteed that award funding/reimbursement will increase if final costs exceed initial estimates. Please estimate project costs carefully.

Kelli Misener
Print Name


Signature of Applicant

01/23/2025
Date

APPLICATION CHECKLIST

All applicants must submit a completed application including all requirements attached and organized prior to the start of any work in order to be considered for grant funding. No work can begin before approval has been received.

The following is required with your initial application, before the start of any work:

- ☐ Completed and signed application
- ☐ Four (4) photographs clearly showing existing conditions of the building to be improved
- ☐ Drawings or sketches showing the proposed improvements to the building and placement of other features around the building (examples of landscaping, paint colors, etc.)
- ☐ Project Budget
- ☐ Copy of property / liability insurance
- ☐ Copy of Contractor's Florida License, where required
- ☐ Proof of property ownership
- ☐ Proof that all taxes are paid on property
- ☐ Proof that no liens exist for which payment on associated debt is delinquent
- ☐ Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- ☐ Written and notarized consent from the property owner, if owner is different from applicant (if you are the owner you do not need to complete the consent form)
- ☐ Two (2) estimates / quotes
- ☐ W9 Forms, Identification and Copy of Business Liability Insurance

The following is required with your application for reimbursement, to be provided upon completion of work:

- ☐ Photographs of all completed work
- ☐ Copies of all invoices, and proof of payment including but not limited to: verification of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses, including any match (copies of checks, credit card receipts, etc)
- ☐ Evidence that work was performed by licensed and insured contractors
- ☐ Evidence that utilities are up to date
- ☐ No Code Enforcement fines and/or liens for which payment on associated debt is delinquent
- ☐ All Regulatory Requirements have been met (building inspections, approvals and final completions, etc)

Estimated Cost of Project	\$ 55,000.00	Grant Amount Requested	\$ 15,000
----------------------------------	---------------------	-------------------------------	------------------

I agree that the information provided above and within this application is accurate and correct to the best of my knowledge.

Kelli Misener

Print Name



Signature of Applicant

01/23/2025

Date

Property Owner Authorization

I, _____ (property owner), understand that _____ (leaseholder of my property), located at _____ (address) is considering making improvements to this property under the DeFuniak Springs Community Redevelopment Agency Commercial Site and Building Improvement Grant, hereinafter referred to as the "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of DeFuniak Springs as "City."

I have received and reviewed the Program description and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents, or agencies regarding any matters relevant to the participant obligations under the Program. I assure the CRA and the City that the tenant holds a valid lease with no expiration pending within the next twelve months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification.

Notary Public

APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance **I understand and agree** with the following conditions:

Filing an application does not guarantee funding, and approval of grant funds does not guarantee issuance until all requirements have been fulfilled.

All improvements must follow plans as approved by the CRA Commercial Site & Building Improvement Grant Program.

Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of DeFuniak Springs. If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable Walton County building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.

Eligible activities include repairs to eligible buildings in a targeted corridor. These repairs may include building and site improvements which are visible within the corridor.

No improvements should be made prior to the issuance of an Approval / Purchase Order in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for reimbursement. Grant funds cannot reimburse past projects.

Following issuance of the Commercial Site & Building Improvement Grant award, the applicant shall have one (1) calendar year to complete approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted by the CRA Board of Directors on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, so as to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date. All requests must be in writing and must be received before any consideration is given.

The refund check shall be reimbursed only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided. The program can only refund up to 50% of cost incurred per eligible project, upon proof of full payment.

All work for which reimbursement is requested has been performed by a Florida licensed and insured contractor. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner's own property.

All improvements/changes that have been approved should be maintained for at least three (3) years. To the fullest extent of the law, the applicant shall indemnify and hold harmless DeFuniak Springs from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

Applicant's Certification:

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the DeFuniak Springs Community Redevelopment Agency, hereinafter referred to as "Agency," must approve the application. I further understand that if I accept the award, I will comply with all of the requirements contained therein. No funding will be awarded until a completed application has been approved by the Agency and the required items from the checklists have been submitted and proof of payment of eligible expenses have been submitted, to CRA/City satisfaction. At the discretion of the Agency, I agree to place a program sign on my property for the duration of the project. I understand that grant funds will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. I understand the project must be completed within one year of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured.

Kelli Misener

Print Name

Kelli

Signature of Applicant

01/23/2025

Date

PLEASE READ - GENERAL INFORMATION FOR APPLICANTS ABOUT CRA ELIGIBILITY PARAMETERS, LIMITATIONS and REQUIREMENTS

Eligible Improvements: Eligible projects must be for Façade Improvements to a building or properties that are of a permanent nature, or could be described as “beautification” projects, that are visible (street facing) portions of structure or site. The program can only refund **up to 50%** of cost incurred per eligible project, upon proof of full payment.

<u>Examples of typical projects include (this list is not exhaustive):</u>	<u>Requirements:</u>
- Landscaping Expenses (design fees; installation; material purchases; irrigation) - Exterior Repair, Stucco and Painting - Roof Repair and Replacement - Exterior lighting and related electrical work - Exterior Signage - Awning Installation/Repair/Replacement	- Improvements MUST be visible from the district / corridor - Improvements MUST be completed within one year of project approval - Applicant MUST submit a Certificate of Occupancy (businesses) unless un-occupied while under complete renovation - Grant funds CANNOT reimburse past projects (no retroactive reimbursement allowed) - Applicant or family member CANNOT receive financial benefit from this grant - Tenants MUST have property owner’s approval to implement the project (Property Owner Consent Form) - Improvements MUST comply with Walton County building codes, local ordinances, and permit requirements

Program funds cannot be used for the following:

- Application or permitting fees
- Services performed by a non-licensed contractor, where permitting is required
- Repairs made in response to citations by the City’s Code Enforcement Department
- New construction
- Parking lot resurfacing (i.e. sealcoating)
- Work/labor performed by the property owner, relative or tenant (materials purchased by the owner may qualify; however, labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner’s own property)
- Air conditioning systems, including repair, installation of new systems, or relocations of existing units (except when included in special consideration applications).

Vendor/Quotation Requirements:

- Vendor **MUST** be licensed to work and pull permits in City of DeFuniak Springs and Walton County
- Vendor **CANNOT** start the project until the approval is issued by CRA program office
- Do not pull permits until approval is received Vendor must be prepared to provide tax identification number
- Quote **MUST** be on the vendor’s letter head and include **ALL** costs associated with the project (cost of permits, use agreements, design, site plans, surveying, engineering, etc.)
- Vendors cannot be a relative of or the applicant of the grant program
- DeFuniak Springs recommends that the vendor provide a certificate of insurance with Workers’ Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

Special Consideration Applications:

In some specific and exceptional cases the CRA Board may approve a **Special Consideration Application**. These awards will be considered when the project is deemed critical to one of the CRA districts and will bring a considerable return on investment to that district, i.e. 10 or more qualifying jobs, opportunity for economic impact, and projects that meet the redevelopment plan’s strategic outline and are based on funds availability. Only ONE Special Consideration Award per property.

Special Consideration Application Awards may include:

Costs associated with bringing a property into compliance with building codes such as electrical, mechanical, fire, and plumbing may be eligible, and interior improvements required to reconfigure a property for a new business may be eligible, **but only upon CRA Board approval**. If a building requires complete renovations the maximum award may be increased to include separate thresholds for different categories of work (e.g., separate maximums for plumbing, mechanical/HVAC, electrical or building renovation), to enable larger projects to be completed and to bring renewal to an **essentially condemned building**. Any project that meets these criteria must be reviewed and approved by the CRA Board.

CRA Regular Grants and Special Consideration Grants will be based on the building type and size, per the chart below:

Building type and size:	Regular Grant (total)	Special Consideration (Per eligible project)
Up to 3,000 sq ft	Up to \$ 5,000	Up to \$ 10,000 per eligible category
3,001 sq ft+	Up to \$ 5,000	Up to \$ 15,000 per eligible category

Special Consideration Awards are capped at **\$15,000 per property**, and must be discussed with the CRA Executive Director who will determine eligibility. Once eligibility has been determined the application can be forwarded to the CRA Board. Please contact CRA staff for more information on Special Consideration Grants.

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Kelli Misener

Printed Name

Kelli

Signature of Applicant

01/23/2025

Date

Date of this notice: 11-25-2024

Employer Identification Number:
33-2105250

Form: SS-4

Number of this notice: CP 575 B

BIG LOVE RESTAURANT GROUP LLC
KELLI J MISENER MBR
6110 HWY 331 S
DEFUNIAK SPRINGS, FL 32435

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-2105250. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 1065

03/15/2026

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, estate, trust, EPMF, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

Date of this notice: 11-27-2024

Employer Identification Number:
33-2154764

Form: SS-4

Number of this notice: CP 575 B

BRADY BUNCH HOLDINGS LLC
KELLI J MISENER MBR
6110 HWY 331 S
DEFUNIAK SPRINGS, FL 32435

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-2154764. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

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03/15/2026

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We assigned you a tax classification (corporation, partnership, estate, trust, EPMF, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

Prepared by and return to:

Valerie Brunson
SETCO Services, LLC
770 Baldwin Avenue
DeFuniak Springs, FL 32435
(850) 650-6161
File No DFS-24-1299

Parcel Identification No 25-3N-19-19070-000-8980

Documentary Stamp Taxes were collected in the amount of 5,589.50 based on the purchase price of 798,500.00.

[Space Above This Line For Recording Data]

WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

STATE OF FLORIDA
COUNTY OF WALTON

This indenture made the 14th day of January, 2025 between Morada Enterprises, Inc., a Florida Corporation, whose post office address is PO Box 190, DeFuniak Springs, FL 32435, Grantor, to Brady Bunch Holdings, LLC, a Florida Limited Liability Company, whose post office address is 6110 U.S. 331, DeFuniak Springs, FL 32435, Grantee:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in Walton, Florida, to-wit:

The East 39 1/2 feet of Lot 898 according to the Map of Defuniak Springs, Florida, drawn by W.J. Vankirk and on file in the office of the Clerk of Circuit Court of Walton County, Florida.

Said property is not the homestead property of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) nor any member of the household of Grantor(s) reside thereon.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Subject to taxes for 2025 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenant with the Grantee that the Grantor is lawfully seized of said land in fee simple, that Grantor have good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor have hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness #1

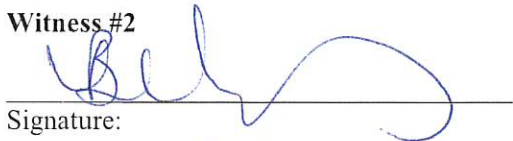


Signature:

Print name: Valerie Brunson

Address: 770 Baldwin Ave.
DeFuniak Springs, FL 32435

Witness #2



Signature:

Print name: Billie Jean Nowling

Address: 770 Baldwin Ave.
DeFuniak Springs, FL 32435

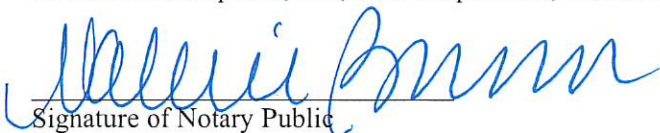
Morada Enterprises, Inc., a Florida Corporation

By: 
Bradley A. Harding, President

By: 
Anne M. Harding, Vice President

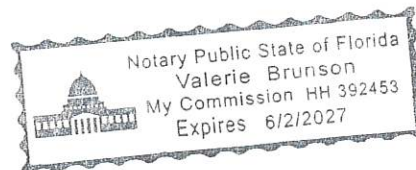
STATE OF FLORIDA
COUNTY OF WALTON

The foregoing instrument was acknowledged before me by means of ☒ physical presence or () online notarization this 14th day of January, 2025 by Bradley A. Harding, President of Morada Enterprises, Inc. and Anne M. Harding, Vice President of Morada Enterprises, Inc., a FL Corporation, on behalf of the Corporation.



Signature of Notary Public

Print, Type/Stamp Name of Notary



Personally known: _____

OR Produced Identification: X

Type of Identification Produced: DL

NORSOU GROUP LLC DBA
FREEPORT FLOORING DESIGN
130 MARQUIS WAY E
SUITE 106
FREEPORT, FL 32439

Estimate

Date	Estimate #
1/17/2025	1414

Name / Address
KELLI MISENER 660 BALDWIN AVE DEFUNIAK SPRINGS, FL 32435

Ship To
KELLI MISENER 660 BALDWIN AVE DEFUNIAK SPRINGS, FL 32435

Terms	Rep	Project
	JD	DEMO 2ND FLOOR

Description	Qty	Cost	Unit	Total
THIS ESTIMATE IS FOR THE DEMO OF THE 2ND FLOOR				
CARPET REMOVAL - INCLUDES 2ND FLOOR - TOP LANDING AND WALK WAY, DINING ROOM, AND OFFICE	1,224	1.00	SF	1,224.00
CARPET REMOVAL OF STAIR CASE	1	600.00	EA	600.00
TILE REMOVAL OF 2ND FLOOR - INCLUDES 2 BATHROOMS, AND BAR ROOM	737	3.00	SF	2,211.00
Sales Tax		7.00%		0.00
Total				\$4,035.00

Phone #
850-307-5827

Customer Signature _____



A TSR Concrete Coatings LLC & Revamp Company

CONTRACT

Prepared for:

Kelli Misener
660 Baldwin Ave
Defuniak Springs, FL 32435
kellimisener@gmail.com
(850) 797-0495

January 14, 2025

No. 138317

Ninja - Destin | Becky McDonald
4012 Commons Dr. W Suite 102, Destin, FL 32541
P: (833) 466-4652 | beckym@ninjacoatings.com
www.ninjacoatings.com

1946 restaurant color tbd install tbd

CONCRETE COATING PURCHASE AGREEMENT

Diamond Profile for Permanent Adhesion	✓ Included
Diamond Profile Cracks and Imperfections to Prepare for Mender Application	✓ Included
Apply 2 Part Mender Crack and Pit Repair & Diamond Profile Smooth	✓ Included
Apply Polyurea Basecoat Evenly to Surface	✓ Included
Broadcast Generous Amounts of Acrylic Chip	✓ Included
Remove Excess Media Broadcast by Scraping	✓ Included
Apply Polyaspartic Top Coat	✓ Included

Warranty Does Not Cover the Following:

Cracking-Crumbling-Iron Oxide Penetration-Hydro Static Water Pressure-Corrosive Liquids or Solids
Not Warranted

WE DO NOT CHANGE THE PITCH OF THE CONCRETE OR LEVEL IT IN ANY CIRCUMSTANCE

Understands

Disclaimer

Any and all hard surface flooring should be considered slippery when wet. Always use caution and common sense

Additions, Notes, Special Instructions:

It is the responsibility of the homeowner or property manager to remove all personal items from the project area. We are grinding concrete with metal diamond blades which can in some instances create dust depending on the softness of concrete. If you want an area taped off with plastic do so prior to our install.

Evolution Flake



Evolution Flake

Quantity

1

Measurement

1946 (Sq Ft.)

Notes

Sq ft: 1946
Project: restaurant
Color: tbd
Condition: good
Verticals: none
Stitches: none
Steps: none

Notes:

Color

TBD

Concrete Condition

Good

Area

Commercial

Warranty

5-Year Commercial Warranty

Texture

4 oz per gallon exterior Tek Grip

Concrete Stitches

Declines Concrete Stitches

Ballistix

Install Ballistix Resistance

Projected Start Date

TBD

Projected End Date

TBD

Mender

**Quantity**

800

Concrete Repair

Resistance Spray-on Coating

**Quantity**

1

Resistance Slip Co-efficient Add-on



Price: ~~\$23,353.04~~ \$15,568.00

Discounts

Discounts

ReVamp 10% Discount



Discount

10.00%

60% Off Installation



Discount

15.00%

Variable Incentive



Discount

\$779.13

ReVamp 5% Discount



Discount

5.00%

Pricing

Subtotal:	\$23,353.04
Discount:	\$7,785.04
Grand Total:	\$15,568.00
Deposit Amount:	\$6,227.20
Balance Due:	\$9,340.80

All promos and discounts have been applied

Payment due in full at completion of project

Projects cancelled/rescheduled without 14 day notice will be charged \$500 and will not be rescheduled until paid

NORSOU GROUP LLC DBA
 FREEPORT FLOORING DESIGN
 130 MARQUIS WAY E
 SUITE 106
 FREEPORT, FL 32439

Estimate

Date	Estimate #
1/17/2025	1416

Name / Address
KELLI MISENER 660 BALDWIN AVE DEFUNIAK SPRINGS, FL 32435

Ship To

Terms	Rep	Project
50/50	JD	TOTAL JOB - FLO...

Description	Cost	Total
2ND FLOOR		
GLUE DOWN LVT 5MM - COLOR TBD	3.78	7,703.64T
PRESSURE SENSITIVE ADHESIVE	251.38	754.14T
1/4"x4"x8" BIRCH - SUBFLOOR	65.37	4,183.68T
ARDEX FEATHER FINISH	40.58	324.64T
INSTALL 1/4"x4"x8" BIRCH SUBFLOOR	2.00	4,076.00
INSTALL LVT 2ND FLOOR	2.25	4,585.50
1ST FLOOR		
SCHONOX US LEVELER	48.87	2,443.50T
SCHONOX VD PRIMER	103.50	517.50T
GLUE DOWN LVT 5MM - COLOR TBD	3.78	6,921.18T
PRESSURE SENSITIVE ADHESIVE	251.38	502.76T
INSTALL PRIMER AND LEVELER	4.00	7,324.00
INSTALL LVT 1ST FLOOR	2.25	4,119.75
FREIGHT	600.00	600.00
STAIR CASE		
LABOR AND MATERIALS TO INSTALL CARPET ON STAIRS	1,200.00	1,200.00T
Sales Tax	7.00%	1,718.57
Total		\$46,974.86

Phone #
850-307-5827

Customer Signature _____

























INSURANCE BINDER

DATE (MM/DD/YYYY)

1/13/2025

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY Joe Donovan & Company Insurance Agents 3906 US-98 Unit 34 Santa Rosa Beach FL 32459		COMPANY - Risk Share - Lloyd's, AXA X		BINDER # GIQP4125	
PHONE (A/C, No, Ext): (850) 622-0721		FAX (A/C, No):		☐ THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #:	
CODE:		SUB CODE:			
AGENCY CUSTOMER ID:		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location)			
INSURED AND MAILING ADDRESS BIG LOVE RESTAURANT GROUP, LLC 6110 U.S. 331 DeFuniak Springs FL 32435		Building Address: 660 Baldwin Ave Defuniak Springs, FL 32435			

COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS ☒ BASIC ☐ BROAD ☒ SPEC	Building - RCV - Special BPP - ACV - Special Business Income - 1/4th Monthly Limit of Indemnity Building - RCV - Flood Only	5000 5000	80 80 80	1000000 350000 300000 1000000
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$
		DAMAGE TO RENTED PREMISES		\$
		MED EXP (Any one person)		\$
		PERSONAL & ADV INJURY		\$
		GENERAL AGGREGATE		\$
		PRODUCTS - COMP/OP AGG		\$
VEHICLE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		COMBINED SINGLE LIMIT		\$
		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
		MEDICAL PAYMENTS		\$
		PERSONAL INJURY PROT		\$
		UNINSURED MOTORIST		\$
				\$
VEHICLE PHYSICAL DAMAGE DED	☐ ALL VEHICLES ☐ SCHEDULED VEHICLES	ACTUAL CASH VALUE		
☐ COLLISION:		STATED AMOUNT		\$
☐ OTHER THAN COL:				
GARAGE LIABILITY ☐ ANY AUTO		AUTO ONLY - EA ACCIDENT		\$
		OTHER THAN AUTO ONLY:		
		EACH ACCIDENT		\$
		AGGREGATE		\$
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$
		AGGREGATE		\$
		SELF-INSURED RETENTION		\$
		PER STATUTE		
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		E.L. EACH ACCIDENT		\$
		E.L. DISEASE - EA EMPLOYEE		\$
		E.L. DISEASE - POLICY LIMIT		\$
SPECIAL CONDITIONS / OTHER COVERAGES 5% Wind & Hail		FEES		\$
		TAXES		\$
		ESTIMATED TOTAL PREMIUM		\$

NAME & ADDRESS

The First Bank ISAOA ATIMA PO Box 1567 Kennesaw GA 30156	☐ ADDITIONAL INSURED	☐ LOSS PAYEE	☒ MORTGAGEE
	☐ LENDER'S LOSS PAYABLE		
	LOAN #:		
	AUTHORIZED REPRESENTATIVE <i>Joseph S Donovan</i>		

CONDITIONS

This Company binds the kind(s) of insurance stipulated on page 1 of this form. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in Arizona

Binders are effective for no more than ninety (90) days.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Maryland

The insurer has 45 business days, commencing from the effective date of coverage to confirm eligibility for coverage under the insurance policy.

Applicable in Michigan

The policy may be cancelled at any time at the request of the insured.

Applicable in Montana

No binder shall be valid beyond the issuance of the policy with respect to which it was given or beyond 90 days from its effective date, whichever period is the shorter. If the policy has not been issued, a binder may be extended or renewed beyond such 90 days with the written approval of the insurer.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in Oklahoma

All policies shall expire at 12:01 a.m. standard time on the expiration date stated in the policy.

Applicable in Oregon

Binders are effective for no more than ninety (90) days. A binder extension or renewal beyond such 90 days would require the written approval by the Director of the Department of Consumer and Business Services.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.