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COMMUNITY REDEVELOPMENT AGENCY (CRA)
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
WEDNESDAY, FEBRUARY 26, 2025
5:00 PM

1. **CALL TO ORDER**
   A. Invocation
   B. Pledge of Allegiance
2. **APPROVAL OF MINUTES**
   A. January 29, 2025
3. **FINANCIAL REPORT**
   A. Attachment
4. **GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET**
   A. Attachment
5. **OLD BUSINESS**
   A. Update on CAA interest in 27 Crescent Drive
   B. Update on 111 and 129 N 6th Street Parcels
6. **NEW BUSINESS**
   A. Request to accept parking study recommendations/findings and approve invoice 448450 for payment
   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 Income-Based Roofing Improvement Grant for 88 N 20th Street
7. **BOARD MEMBER COMMENTS**
8. **CITIZEN COMMENTS**
9. **ADJOURNMENT**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

Community Redevelopment Agency
Regular Meeting Minutes
Council Chambers
January 29, 2025
5:00 PM

1. Call To Order

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:00 PM.

Present: Reynolds Henderson, Cathy Mosley, Susan Bakalo, Bruton Campbell-Work.

Absent: Lynnie Hatcher

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

A. Invocation
B. Pledge of Allegiance

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

The CRA Board welcomed Mr. Campbell-Work to the CRA.

3. FINANCIAL REPORT
A. Financials

Mr. Ervin present on the Financial Report.

A motion was made to approve the financial report by Mrs. Mosley and seconded by Mrs. Bakalo; the motion passed without objection.

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET
A. Tracking Sheet

Mr. Ervin presented it on the Growth and Development Tracking Sheet.

Mrs. Bakalo asked if anyone had requested roofs. Mr. Ervin answered no.

Mr. Ervin mentioned that he is willing to do anything necessary to get the word out.

Mr. Ervin stated that the new owners of Boogies have a request for the board.

Mr. Ervin explained that the grant is outside his authority to award.

A motion was made to move the item 7A to the front of the agenda by Mrs. Mosley and seconded by Mrs. Bakalo; the motion passed without objection.

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

Mr. Ervin stated that Boogies was recently acquired and the new owners are doing renovations.

Mr. Ervin stated that they would like to make improvements to the floors.

Mr. Ervin explained that our criteria do not allow him to award these grants for interior improvements.

Mr. Ervin stated that the owners, under our special consideration criteria, are able to come to the board and present their request.

Mr. Ervin stated that the owners are here and are ready to make their request.

Mr. Ervin mentioned that currently, there are a couple of generations of floor covering.

Mrs. Bakalo asked if we have the authority to fund interior improvements. Mr. Ervin confirmed yes, under the special consideration criteria.

Kelly Miser, owner of the property stated that before closing on the property, they created a budget for the property and outlined what needs to be done for the refurbishment.

Mrs. Miser mentioned that she heard from the community that the CRA has these grants available for business owners.

Mr. Miser stated that the focus is to get the floors done to open in March.

Mr. Campbell-Work asked if they are eligible for exterior improvements as well.

Mr. Ervin stated that they will be capped at $15,000 for the next 3 years.

Mr. Henderson thanked the applicant for attending.

Mayor Campbell asked the board to turn their mics on and speak into them.

A motion was made to approve the 660 Baldwin Avenue Special Consideration Commercial Site and Building Improvement Grant Award up to the $15,000 by Mrs. Bakalo and seconded by Mr. Campbell-Work; the motion passed without objection.

5. OLD BUSINESS
A. Update on Parking Study and Pay App #3 Request

Mr. Ervin opened the floor to the consultant, John Foster, to present on the Parking Study and Pay App #3 Request.

Mr. Foster gave an update on the parking study.

Mr. Foster stated that he is finishing up the findings and recommendations.

Mr. Foster mentioned that every single on-street space is mapped on ArcGIS, along with every parking lot in the downtown area.

Mr. Foster stated that ADA parking spots have been identified.

Mr. Foster mentioned that the only public parking is on-street parking.

Mr. Foster stated that county activity does not impact the downtown area.

Mr. Foster stated that 108 people responded to the survey.

Mr. Foster mentioned that 85% of respondents visit downtown weekly, and 51% visit daily.

Mr. Foster stated that we received responses from people who visit the downtown area.

Mr. Foster mentioned that 97% of respondents drive.

Mr. Foster stated that ADA parking has come up many times.

Mr. Foster explained that he doesn't think we need more parking, but rather we need to use the existing spaces efficiently.

Mr. Foster mentioned that he talked to a lot of people in the community.

Mr. Foster stated that there have been many public meetings about downtown.

Mr. Foster mentioned that there was a little finger-pointing.

Mr. Foster stated that no one wants to see parking meters downtown.

Mr. Foster mentioned that there are a lot of large cars and trucks taking up spots.

Mr. Foster stated that it is hard to identify which vehicles are customers and which are workers.

Mr. Foster stated that we need to plan for the future.

Mr. Foster stated that we need to try and maintain the feeling of the town.

Mr. Foster stated that the recommendations are being focused on blocks 13, 24, 15, 16, and 17.

Mr. Foster discussed that our solutions must align with our goals.

Mr. Foster stated that at one point, there were parking meters downtown.

Mr. Foster stated that the presentation is the week of February 24th.

Mr. Foster stated that the plan is to plan for the future.

Mr. Foster stated that planning for the future is a key element that they are focusing on.

Anthony Vallee, City Councilmember, stated that the county purchased the Thrift Way property that is north of 90 where Boogies used to be.

Mr. Vallee stated that there may be an opportunity to collaborate with the county by leasing parking there or assisting with the paving and getting some spots allocated.

Mr. Vallee stated that the parking lot is pretty close to that property.

Mr. Vallee stated that there is a natural opportunity for collaboration.

Mr. Vallee stated that the downtown district is going to expand north of 90, so keep that in mind for parking.

The board thanked Mr. Foster for joining.

Mr. Ervin stated that he requests the board approve the invoice.

A motion was made to approve the invoice by Mr. Campbell-Work and seconded by Mrs. Mosley; the motion passed without objection.

B. Update on CAA interest in 27 Crescent Drive

Mr. Ervin provided an update on CAA's interest in 27 Crescent Drive.

Mr. Ervin stated that he reached out to Mrs. Steele.

Mrs. Steele stated that she is present to try and figure out a solution for the property.

Mr. Steele stated that she is interested in Crest Drive.

Mrs. Steele stated that she wants to bring the arts to downtown DeFuniak Springs.

Mrs. Steele stated that she has a contact who is a architect and willing to develop a scope of services if the board wants to move forward with developing an RFQ. Mrs. Steele stated that she would like to help facilitate.

Mrs. Bakalo stated that she would like to figure out a way to get them into the building.

Mr. Henderson stated that he would like to find a way to figure this out.

Mr. Henderson asked if Bradley can put something down on paper about what he can do for the property.

Mr. Henderson stated that then, by the next meeting, we can vote on that.

Mrs. Steele stated that Bradley can streamline what the Cultural Arts Alliance needs.

Mr. Henderson stated that, knowing his background, that would be very helpful.

Mr. Henderson explained the importance of spending public money correctly.

Mr. Henderson asked Mr. Ervin to give Mr. Campbell a overview on where we are on the project.

Mr. Ervin stated that we purchased 27 Crescent Drive a couple of weeks ago, and the Cultural Arts Alliance stated that they would like to be in this building.

Mr. Ervin stated that the property needed some work to be done on it prior to the Cultural Arts Alliance taking over the building.

Mr. Ervin stated that he reached out to a local contractor to see what the work on the building would cost, and they gave him a quote of $315,000.

Mrs. Steele shared the Cultural Arts Alliance's vision for the building.

Mr. Henderson asked what the quote we received from Dewberry was.

Mr. Ervin answered that it was for $15,000.

The board thanked Mrs. Steele for attending.

C. Update on Historic Design Standards and consultant introduction

Mr. Ervin stated that we hired GMT to help establish some historic design standards.

Mr. Ervin stated that he wants to bring them here to introduce them to the board.

Mr. Ervin stated that there is going to be a workshop today at the Chautauqua Hall of Brotherhood to explain the project.

Mr. Henderson asked if the board members are having meetings with the consultant.

Mr. Ervin stated that everyone has been invited.

Mr. Henderson stated that if you have the time, everyone on the board should meet with them.

D. Update on 111 and 129 N 6th Street Parcels

Mr. Ervin stated that he is still waiting to sign the closing documents, and the county is eager to get started on the demolition.

Mr. Henderson asked what the hold-up is.

Mr. Ervin stated that he is not completely sure.

6. NEW BUSINESS
A. Request to advertise Request for Qualifications(RFQ) 25-01-CRA for John V. Lawson Amphitheater Design

Mr. Ervin presented on the RFQ for the amphitheater design.

Mr. Henderson asked if this is a standard RFQ.

Mr. Ervin stated yes, this is a standard RFQ.

Mr. Vallee asked if the RFQ included the information developed by the Tree and Beautification Board for the park, including the survey that was done.

Mr. Ervin stated that those are going to be the documents that will be handed in to the consulting firm.

A motion was made to approve the Request to advertise Request for Qualifications(RFQ) 25-01-CRA for John V. Lawson Amphitheater Design by Mrs. Bakalo and seconded by Mrs. Mosley; the motion passed without objection.

Malinda Henderson expressed the need for a indoor venue.

B. Request to issue Task Order 25-01-CRA to Dewberry for conceptual designs/preliminary engineering for the Veterans Memorial Project

Mr. Ervin presented the Request to issue Task Order 25-01-CRA to Dewberry for conceptual designs/preliminary engineering for the Veterans Memorial Project.

Mr. Ervin stated that he would like to get a price from Dewberry on the task order.

Mr. Ervin stated that we should leverage the city's continuing engineering services agreement that they have with Dewberry.

Mr. Ervin stated that there is going to be 2 or 3 concepts per location.

Mr. Ervin stated that this will all be brought to the city council for approval.

Mayor Campbell stated that he believes the motion was specifically for Chipley Park.

Mr. Ali read the motion and stated that the motion does read that the location was for Chipley Park.

Mr. Vallee stated that the motion stands by itself, but the intention was that we want to be able to build it somewhere, and we don't want to limit ourselves.

Mr. Vallee stated that he just wants to see it built.

Mr. Henderson stated that he wants to make sure that when we hire Dewberry to do something, it is what the council wants to do.

Mr. Ervin stated that the motion was clear, but the presentation was for all three locations.

Mr. Ervin stated that he is just asking the board if they are okay with him moving forward with a task order.

Mr. Vallee stated that the board can approve Josh to do the three and then have him get clarification from individual Councilmembers.

Mr. Henderson answered yes.

Mr. Ervin stated that he will get the proposals and bring them back February.

C. Request to approve proposed Goals and Standards for FY 25

Mr. Ervin presented on the proposed Goals and Standards for FY 25.

Mr. Ervin stated that he put together some standard performance measures, goals, and objectives to satisfy this statutory requirement.

Mr. Ervin stated that this is something that we will have to do moving forward.

Mr. Ervin stated that this is a form that he has put together.

Mr. Henderson stated that he would like to see more measurables of the things that we do.

Mr. Henderson stated that the more we can show what we are doing, the better it will be for opportunities and grants.

A motion was made to approve the Request to approve proposed Goals and Standards for FY 25 by Mrs. Bakalo and seconded by Mrs. Mosley; the motion passed without objection.

Mr. Ervin stated that there is going to be a training event on March 6th, 2025, by the Florida Redevelopment Association.

Mr. Henderson stated that if some of us can't attend, it would be great to have the slides.

Mr. Ervin stated that he would like the board to decide when they can meet with the city council.

Mr. Vallee stated that he recommends doing something before budget time and before summer.

Mr. Vallee stated that it would be good to have two meetings in the first half of the year. Mr. Vallee stated that we can have them routinely on a quarterly basis.

Mr. Vallee stated that communication is important because we will know what the different boards are working on.

Mr. Vallee stated the importance of collaborating with different entities.

Mr. Vallee stated that everyone has to help each other.

Mr. Henderson stated that it would be good to get information from the council on what they think about the projects coming up.

Mr. Vallee stated that the armory is a building that we are not using.

Mr. Vallee stated that cleaning up the alleyways will help resolve hazards in the alleys, as well as making them look better.

Mr. Vallee stated that community captains would be a great idea to have within the community.

Mr. Vallee stated that this will be a great way to engage within the community.

Mr. Vallee stated that he strongly supports this.

Mr. Ervin stated that he is going to get with the city to get a date for the dual workshop.

8. BOARD MEMBER COMMENTS

9. CITIZEN COMMENTS

Mrs. Henderson stated that annexation came up during the citizen workshop held by the city manager and the planning director.

10. ADJOURNMENT

Meeting adjourned at 6:33 PM.

Approved:

____
Chair Reynolds. Henderson

ATTEST:

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

DeFuniak Springs, FL

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	38,129.57	38,129.57

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
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			3,812.97	34,316.39
						Activity for January, 2025:	**11,438.85**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			3,813.18	38,129.57
						Activity for February, 2025:	**3,813.18**	

Detail Report **Date Range: 10/01/2024 - 09/30/2025**

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-2100	CRA - FICA Taxes	0.00	3,095.60	3,095.60

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
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			291.69	2,803.89
						Activity for January, 2025:	**919.75**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			291.71	3,095.60
						Activity for February, 2025:	**291.71**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-2200	CRA - Retirement	0.00	13,162.34	13,162.34

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
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			1,316.24	11,846.03
						Activity for January, 2025:	**3,948.70**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			1,316.31	13,162.34
						Activity for February, 2025:	**1,316.31**	

Detail Report | **Date Range: 10/01/2024 - 09/30/2025**

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-3130	CRA - Other Professional Services	0.00	4,637.30	4,637.30

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/05/2025	POPKT10472	446428	12275	DOWNTOWN PARKING STUDY	17723 - Fishbeck		4,637.30	4,637.30
						Activity for February, 2025:	**4,637.30**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

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**	

Detail Report | **Date Range: 10/01/2024 - 09/30/2025**

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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	PUBLIC WORKSHOPS-CRA FLYERS	00040 - DEFUNIAK HERALD BREEZE		283.50	283.50
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE	00040 - DEFUNIAK HERALD BREEZE		-130.50	153.00
						Activity for November, 2024:	**153.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-5310	CRA - Streetscape/Alleway	0.00	1,719.83	1,719.83

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/28/2025	POPKT10472	0033338	12314	Invoice Difference	17291 - NU TSAI CAPITAL, LLC		56.89	56.89
01/28/2025	POPKT10472	0033338	12314	string Lighting CRA	17291 - NU TSAI CAPITAL, LLC		1,662.94	1,719.83
						Activity for January, 2025:	**1,719.83**	

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	invoice difference	17661 - Patricia Douglass		-975.00	4,025.00
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		5,000.00	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	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		3,850.00	22,875.00
11/07/2024	POPKT10029	250002	11871	invoice difference	17747 - JOY ELIZABETH MOONEY		-1,000.00	21,875.00
11/14/2024	POPKT10081	250003	11873	invoice difference	17754 - Laura Roeser		-1,150.00	20,725.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		5,000.00	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	1,398,499.24	2,226,734.70

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
12/31/2024	GLPKT10702	JN09170		CRA Interest 12/2024			2,797.78	1,664,761.58
						Activity for December, 2024:	**902,580.26**	
01/02/2025	GLPKT10528	JN09095		Payroll Clearing Input 01/03/2025 Payroll			-5,420.95	1,659,340.63
01/09/2025	GLPKT10597	JN09131		AP Clearing Input 01/09/2025 Payables			-1,800.00	1,657,540.63
01/16/2025	GLPKT10636	JN09144		AP Clearing Input 01/15/2025 payables			-5,689.25	1,651,851.38
01/16/2025	GLPKT10643	JN09149		Payroll Clearing Input 01/17/2024 Payroll			-6,049.45	1,645,801.93
01/30/2025	GLPKT10737	JN09174		Payroll Clearing Input 01/31/2025 Payroll			-5,420.90	1,640,381.03
01/31/2025	GLPKT10734	JN09171		Walton County CRA Payment			598,132.00	2,238,513.03
						Activity for January, 2025:	**573,751.45**	
02/07/2025	GLPKT10774	JN09189		AP Clearing Input 02/07/2025 Payables			-6,357.13	2,232,155.90
02/13/2025	GLPKT10798	JN09196		Payroll Clearing Input 02/14/2025 Payroll			-5,421.20	2,226,734.70
						Activity for February, 2025:	**-11,778.33**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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	Residential Site and Building Improvem...	17661 - Patricia Douglass		-5,000.00	-9,637.30
10/28/2024	POPKT09946	240018	11789	invoice difference SEC PBL	17661 - Patricia Douglass		975.00	-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	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		-3,850.00	-3,850.00
11/07/2024	POPKT10029	250002	11871	invoice difference SEC PBL	17747 - JOY ELIZABETH MOONEY		1,000.00	-2,850.00
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE SEC PBL	00040 - DEFUNIAK HERALD BREEZE		130.50	-2,719.50
11/13/2024	POPKT10038	00000577	11893	PUBLIC WORKSHOPS-CRA FLYERS SEC P...	00040 - DEFUNIAK HERALD BREEZE		-283.50	-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	approved Residential Site and Building ...	17754 - Laura Roeser		-5,000.00	-9,048.00
11/14/2024	POPKT10081	250003	11873	invoice difference SEC PBL	17754 - Laura Roeser		1,150.00	-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
01/28/2025	POPKT10472	0033338	12314	string Lighting CRA SEC PBL	17291 - NU TSAI CAPITAL, LLC		-1,662.94	-4,512.94

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-207-810-0000	Transfer to AP Clearing - Continued	-11,893.45	9,043.45	-2,850.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/28/2025	POPKT10472	0033338	12314	Invoice Difference SEC PBL	17291 - NU TSAI CAPITAL, LLC		-56.89	-4,569.83
						Activity for January, 2025:	**-1,719.83**	
02/05/2025	POPKT10472	446428	12275	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-4,637.30	-9,207.13
02/07/2025	GLPKT10774	JN09189		AP Clearing Input 02/07/2025 Payables			6,357.13	-2,850.00
						Activity for February, 2025:	**1,719.83**	

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
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		Packet PYPKT01153: 01/31/2025 payroll...			-5,420.90	-5,420.41
01/30/2025	GLPKT10737	JN09174		Payroll Clearing Input 01/31/2025 Payroll			5,420.90	0.49
						Activity for January, 2025:	**0.00**	
02/13/2025	GLPKT10798	JN09196		Payroll Clearing Input 02/14/2025 Payroll			5,421.20	5,421.69
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		Packet PYPKT01181: 02/14/2025 Payroll...			-5,421.20	0.49
						Activity for February, 2025:	**0.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-311-100-0000	CRA - County Ad Valorem	0.00	-598,132.00	-598,132.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2025	GLPKT10734	JN09171		Walton County CRA Payment			-598,132.00	-598,132.00
						Activity for January, 2025:	**-598,132.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-361-100-0000	CRA Interest	0.00	-2,797.78	-2,797.78

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2024	GLPKT10702	JN09170		CRA Interest 12/2024			-2,797.78	-2,797.78
						Activity for December, 2024:	**-2,797.78**	

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**

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 02/28/2025

		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	598,132.00	0.00	-1.00	0.00 %
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 %
660-361-100-0000	CRA Interest	0.00	0.00	0.00	2,797.78	0.00	2,797.78	0.00 %
	Revenue Total:	**1,911,945.00**	**1,911,945.00**	**0.00**	**1,514,742.30**	**0.00**	**-397,202.70**	**20.77%**
Expense								
660-000-515-1200	CRA - Salaries	110,000.00	110,000.00	3,813.18	38,129.57	0.00	71,870.43	65.34 %
660-000-515-2100	CRA - FICA Taxes	11,134.00	11,134.00	291.71	3,095.60	0.00	8,038.40	72.20 %
660-000-515-2200	CRA - Retirement	45,944.00	45,944.00	1,316.31	13,162.34	0.00	32,781.66	71.35 %
660-000-515-2300	CRA - Health Insurance	13,782.00	13,782.00	0.00	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	4,637.30	4,637.30	51,675.69	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	0.00	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	0.00	11,325.00	0.00	18,675.00	62.25 %
660-000-515-4400	CRA - Office Lease	12,000.00	12,000.00	0.00	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	677.25	9,169.75	91.70 %
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	1,719.83	1,880.00	256,400.17	98.62 %
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

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
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	14,673.00	57,902.00	57.90 %
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 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining

Budget Adjustments

Number	Date	Description	Adjustment
BA0000020	10/16/2024	FY 2425 CRA BA 01	100,000.00

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense Total:	**1,911,945.00**	**1,911,945.00**	**10,058.50**	**108,199.11**	**68,905.94**	**1,734,839.95**	**90.74%**
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	**0.00**	**0.00**	**-10,058.50**	**1,406,543.19**	**-68,905.94**	**1,337,637.25**	**0.00%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-10,058.50**	**1,406,543.19**	**-68,905.94**	**1,337,637.25**	**0.00%**

Group Summary

Account Typ…	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - Community Redevelopment Area							
Revenue	1,911,945.00	1,911,945.00	0.00	1,514,742.30	0.00	-397,202.70	20.77%
Expense	1,911,945.00	1,911,945.00	10,058.50	108,199.11	68,905.94	1,734,839.95	90.74%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	**0.00**	**0.00**	**-10,058.50**	**1,406,543.19**	**-68,905.94**	**1,337,637.25**	**0.00%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-10,058.50**	**1,406,543.19**	**-68,905.94**	**1,337,637.25**	**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	-10,058.50	1,406,543.19	-68,905.94	1,337,637.25
Report Surplus (Deficit):	**0.00**	**0.00**	**-10,058.50**	**1,406,543.19**	**-68,905.94**	**1,337,637.25**

FY 2025 Grant Tracking Worksheet

Next Application #: **250012**

DeFuniak Springs Community Redevelopment Agency

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

STATEMENT

Date: 2/21/2025

Applicant: All Applicants
Owner:
Parcel:
Property Address:
Mailing Address:

Email:

Aging Summary	2/21/2025
Current:	25,000.00
31 - 90:	8,500.00
91 - 180:	2,873.00
181 -270 :	-
> 270:	-
Total Outstanding:	$ **36,373.00**

Total Awarded: **$ 48,073.00**

Application Date	Application #	Applicant	Grant Type	Approved Date	Approved Amount	PO#	Completion Deadline	Age	Outstanding	Status	Completion Date	Check Number	Check Delivered
10/3/2024	250001	Kobe Reed	Residential Site Cleanup	10/3/2024	n/a	n/a	10/10/2024	-	n/a	Completed	2/5/2025	n/a	n/a
10/11/2024	250002	Joy Mooney	Residential Site and Building Improvement	10/15/2024	$ 2,850.00	2025-00096	10/15/2025		2,850.00	Completed	11/1/2024	11871	11/8/2024
10/21/2024	250003	Laura Roeser	Residential Site and Building Improvement	10/24/2024	$ 3,850.00	2025-00142	10/24/2025	-	3,850.00	Completed	11/12/2024	11873	11/15/2024
10/29/2024	250004	Xavier Beach	Residential Site Cleanup	11/4/2024	n/a	n/a	11/11/2024	-	n/a	Completed	11/15/2024	n/a	n/a
11/8/2024	250005	Travis Blanton	Residential Site and Building Improvement	11/13/2024	$ 2,873.00	2025-00893	11/13/2025	100	2,873.00				
12/11/2024	250006	ZIIC Properties, LLC	Commercial Site and Building Improvement	12/12/2024	$ 5,000.00	2025-00894	12/12/2025	71	5,000.00				
1/16/2025	250007	Jon Miller	Residential Site and Building Improvement	1/16/2025	$ 3,500.00	2025-00895	1/16/2026	36	3,500.00				
1/29/2025	250008	Darin Kimberl	Residential Site and Building Improvement	1/29/2025	$ 5,000.00	2025-00791	1/29/2026	-	5,000.00	Completed	2/10/2025		
1/29/2025	250009	Lynda McNew	Residential Site and Building Improvement	1/30/2025	$ 5,000.00	2025-00896	1/30/2026	22	5,000.00				
1/30/2025	250010	Big Love Restaurant Group	Commercial Site and Building Improvement	1/31/2025	$ 15,000.00	2025-00898	1/31/2026	21	15,000.00				
2/6/2025	250011	Ralph Edwards	Residential Site and Building Improvement	2/6/2025	$ 5,000.00	2025-00965	2/6/2026	15	5,000.00				
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Applicant Name	Application ID	Property Owner	Parcel Number	Property Address	Mailing Street	Mailing City/State/Zip	Phone Number	Email Address
Kobe Reed	250001	Estate of Tammy Johnson	25-3N-19-19070-001-5451	444 Anthony Johnson Trail	Same	DeFuniak Springs, FL 32435	850-849-2186	kokochaneld23@gmail.com
Joy Mooney	250002	Same	25-3N-19-19355-000-00A0	308 S 2nd Street	Same	DeFuniak Springs, FL 32435	803-600-4668	mooneybeth@icloud.com
Laura Roeser	250003	Same	25-3N-19-19070-000-4830	331 S 13th Street	Same	DeFuniak Springs, FL 32435	850-598-3227	lroeser9@gmail.com
Xavier Beach	250004	Estate of Henry Beach Jr.	25-3N-19-19070-000-7260	111 W Chaffin Avenue	Same	DeFuniak Springs, FL 32433	850-333-5458	xman.beach@gmail.com
Travis Blanton	250005	Same	25-3N-19-19070-000-0590	180 College Avenue	Same	DeFuniak Springs, FL 32435	850-305-6750	tippmann43@hotmail.com
ZIIC Properties, LLC	250006	Same	15-2N-19-18040-000-0392	3590 US Hwy 331 S	PO Box 156	DeFuniak Springs, FL 32433	850-635-5201	ziicproperties@gmail.com
Jon Miller	250007	Same	25-3N-19-19070-001-8810	224 S 13th Street	Same	DeFuniak Springs, FL 32435	850-685-2025	sandphlea@gmail.com
Darin Kimberl	250008	Same	36-3N-19-19350-004-0070	53 Oxford Street	Same	DeFuniak Springs, FL 32435	850-545-9248	darintkimberl@gmail.com
Lynda McNew	250009	Same	25-3N-19-19070-000-6020	14 Circle Drive	Same	DeFuniak Springs, FL 32435	850-585-3109	dfslynda@gmail.com
Big Love Restaurant Group	250010	Same	25-3N-19-19070-000-8980	660 Baldwin Avenue	6110 Hwy 331 S	DeFuniak Springs, FL 32435	850-797-0495	kellimisener@gmail.com
Ralph Edwards	250011	Same	25-3N-19-19070-000-3900	436 Park Avenue	Same	DeFuniak Springs, FL 32435	850-376-1602	efusjon@gmail.com

From:	Jennifer Steele
To:	Josh Ervin
Subject:	Re: 27 Cresent Drive
Date:	Monday, February 24, 2025 1:57:15 PM

Hi, Josh - I had a good meeting with Bradley and Michelle today, and his email below summarizes that he is willing to assist as an advisor to provide guidance to the CAA and CRA through this process and to develop a scope of services so CRA can go out for bid for the project.

Bradley is requesting an in-person meeting with you and Reynolds (or another board member) to walk the site and then better define the process and next steps.

Is this something that you can present on our behalf on Wednesday? I know Bradley cannot attend the meeting, but I be there if needed.

Would the afternoon of March 13th or the morning of March 14th work for you for a meeting?

Thank you!

Jennifer

---------- Forwarded message ---------
From: **Bradley Touchstone** <btouchstone@touchstonearchitecture.com>
Date: Mon, Feb 24, 2025 at 1:39 PM
Subject: 27 Cresent Drive
To: Jennifer Steele <jennifer@culturalartsalliance.com>
Cc: Michelle Touchstone <michelle@culturalartsalliance.com>

Jennifer,

I am excited to hear that the expansion of CAA into Defuniak Springs is becoming a reality! I know that this move will help the CAA to reach more people and will have a positive impact on the downtown experience of Defuniak Springs.

As we discussed, I am happy to assist in an advisory role to the CAA and will be happy to provide advice and guidance to the Redevelopment Agency. I can help the Agency craft a scope of services for the project and assist in the procurement of design and construction professionals for the project. I suggest that we schedule a meeting with you and the Redevelopment Agency to better define how the project should move forward.

Best regards,

Bradley

Bradley C. Touchstone, FAIA
Touchstone Architecture
482 W. Harborview Road
Santa Rosa Beach, FL
FL Lic. # AA26000708
Ph. 850.545.5227

btouchstone@touchstonearchitecture.com
Firm Website: www.touchstonearchitecture.com

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Jennifer Steele
President & CEO

850-622-5970 ● culturalartsalliance.com

jennifer@culturalartsalliance.com

DeFuniak Springs Parking Study
Executive Summary

February 24, 2025

Historic downtown DeFuniak Springs has been the center of the community for 140 years. Beginning with the Chautauqua movement and thousands of people arriving by railroad to the current bustling city center with shops, restaurants, and businesses, downtown has been and is again a gathering place for people across the region and country. Today, downtown visitors almost exclusively arrive by car and the recent redevelopment of several buildings has caused the downtown parking supply to feel full for the first time in a few years.

The redevelopment activity downtown has caused high utilization of public parking along the 600 and 700 block of Baldwin Ave. The increased parking pressure has raised questions about managing the current situation, but more importantly how to accommodate parking demand as downtown continues to grow. With an active Community Redevelopment Authority (CRA), potential new Central Business District (CBD) zoning policies, and growth across Walton County, there is anticipation for the measured but continual growth of downtown.

Parking Study Process

The 2024/2025 parking study began with an extended site visit to gather vehicle parking data and community input on parking issues. The entire 19 block area of downtown and Circle Drive were mapped using GIS (Geographic Information System) format. Each on-street parking space was separately inventoried as well as all parking lots. Vehicle occupancy counts were conducted on two days (Friday, 10/4/2024 and Tuesday, 10/8/2024) to measure how parking was being used by drivers.

The community was invited to participate in the parking study process through several input methods.

- Community open house on parking – Monday, October 7, 2024
- One-on-one interviews with the consultant
    - Elected officials
    - City staff
    - Downtown business owners
    - CRA Board members
- An online parking survey receiving 108 responses

The high level of engagement with those responsible for parking, and businesses and organizations that rely on public parking for employees and patrons, allowed both the consultant and the community to understand the value that parking brings to downtown DeFuniak Springs.

The recommendations that flowed from the data collection and community engagement are intended to help DeFuniak Springs manage the current parking supply and plan for future needs. The recommendations support the following priorities identified during the study.

1. Maintain Ease of Use: Downtown parking has little regulation and is generally easy to use for all parker groups. The ease of use is part of the character of DeFuniak Springs, and regulation, parking tickets, and other administrative tools should be avoided for as long as possible.

2. Parking Supports Downtown Businesses: Parking is intended to support downtown businesses and organizations. While it is not reasonable to expect patrons and employees to be able to park directly in front of their destination in a downtown setting, parking should provide convenient access to the restaurants, offices, services, and other destinations.
3. Future Planning: Benchmarking data is vital to understanding how parking is being utilized and when changes to parking supply and management should be implemented.

Findings and Recommendations

The City has maintained contiguous building fronts along Baldwin Ave. and not allowed parking lots to break up the context of downtown. This has been good policy that benefits the downtown character. One of the results of this policy is that public (open to all) parking is limited to on-street parking spaces. There are no municipal off-street parking lots for employee or patron public parking. There are a number of private parking lots further from the center of downtown, along with larger Walton County parking lots on the east end of the downtown district, north of Highway 90.

While there are specific locations and block faces with high vehicle occupancy levels, the downtown does not currently have a parking shortage. There is available parking throughout downtown within a five-minute walk (1,000 feet) from any location. There are certain conditions such as carrying packages, limited mobility, and weather where a five-minute walk is more difficult. However, for most people a short walk is part of what makes downtowns special and should be seen as an opportunity for people to see more of downtown and not a detriment to patrons or employees.

The on-street parking areas in the center of downtown are kept open for patrons (customers and visitors) through an informal agreement among business owners that employees will not park on the 700 block of Baldwin Ave. Parking turnover counts conducted in October show that there is success with this initiative. On the two count dates, 12%-19% (respectively) of the vehicles were parked over four hours. While there is room for improvement, this shows commitment to keeping the block available for patron parking. Customer and visitor parking signs should be installed on select blocks to reinforce this agreement, but more importantly to assure patrons know they are allowed to park on-street in these locations.

As parking demands increase, it may not be possible to maintain compliance with an informal agreement, and three-hour parking time limits may have to be instituted. Parking time limits and regulations create a need for enforcement, citations, collection and other staffing and administrative needs. Implementing time limits may be necessary as downtown grows but should be avoided as long as possible. Adequate employee parking areas, possibly including off-street parking, will be necessary if time limits are imposed.

There are vacant buildings in downtown and redevelopment of these buildings could cause increased parking pressure. The proposed zoning updates for the CBD should help promote redevelopment, but also puts the responsibility for parking squarely on the city. Regular vehicle occupancy counts, coordinating site plans and planning to expand the parking supply are necessary parts of planning for future downtown parking needs. Leadership should identify off-street parking opportunities, even though they are not needed currently. The recent purchase of the Thrift Way parcel north of Highway 90 may be an opportunity to team with Walton County to provide additional public parking in the future. Maximizing the use of current paved parking areas (public and private) before building additional parking is preferred.

Conclusion

Downtown DeFuniak Springs is growing and experiencing increased parking demand in certain locations. There is a need for active monitoring of parking supply and demand and taking the necessary action to plan for expanded public parking in the future. There are opportunities for infrastructure upgrades to increase pedestrian access, add parking spaces along Baldwin Ave., and improve ADA parking access. Community leadership from the City of DeFuniak Springs, Main Street, and the CRA can provide the oversight and vision to assure that parking helps downtown continue to develop and does not hinder the current momentum.

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Engineers | Architects | Scientists | Constructors

Payment Options
NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
Remittance Advice: accounts.receivable@fishbeck.com
616.575.3824
Federal I.D. No. 38-1841857 | Incorporated

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

Invoice : 448450
Invoice Date : 2/11/2025
Project : 241415
Project Name : DeFuniak Springs/Parking Study
Bill Term : BT1

For Professional Services Rendered Through 1/31/2025

PO 2024-02504

RFP 24-01-CRA

			Billings		
	Fee	**% Complete**	**To Date**	**Previous**	**Current**
PS - Parking Study	46,373.00	65.00	30,142.45	20,867.85	9,274.60
CRA Board Update 1/29, Data Analysis, Draft Report Writing					

Current Billings	9,274.60
Amount Due This Bill	9,274.60

From:	Forster, Jon
To:	Josh Ervin
Subject:	[** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] Fishbeck Bill #448450, Fishbeck Project #241415
Date:	Wednesday, February 12, 2025 12:15:37 PM
Attachments:	image001.png image002.png

Josh,

We changed billing cycles starting in 2025. So this bill is through January 31. It includes:

- Analysis as we developed final recommendations.
- Drawings, sketches and maps used in analysis and presentation.
- CRA Board Update on 1/29.
- Drafting the study results. (More was done the first week of February, which was not included in this invoice).

Let me know if you need more detail.

Thanks.

Jon Forster, CAPP, NCI | Parking and Mobility Planner
Fishbeck | w: 616.330.5233| c: 269.615.1132 | Fishbeck.com

From: Josh Ervin <cradirector@defuniakspringscra.com>
Sent: Tuesday, February 11, 2025 9:12 AM
To: Forster, Jon <jforster@fishbeck.com>
Subject: RE: [** Caution: FILE ATTACHED **] Fishbeck Bill #448450, Fishbeck Project #241415

EXTERNAL EMAIL

Can you help me with backup for this invoice?

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

To determine if your parcel is within the DeFuniak Springs CRA area, please use our interactive CRA Map.

From: BST Services <bstcloudservices@bst10cloud.com>
Sent: Tuesday, February 11, 2025 7:49 AM
To: cradirector@defuniakspringscra.com
Subject: [** Caution: FILE ATTACHED **] Fishbeck Bill #448450, Fishbeck Project #241415

Please review the attached Fishbeck bill #448450, dated February 11, 2025 for $9,274.60. If you have any questions please contact Jon Forster or accounts.receivable@fishbeck.com. Payment instructions are noted on the bill. Thank you for choosing Fishbeck.

Beginning April 2025, invoices from Fishbeck will be delivered from the email address billing@fishbeck.com. Please whitelist or allowlist this email address in your system to prevent it from going to spam.

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Parking Study Recommendations Matrix

City of DeFuniak Springs, FL

Winter 2024 / 2025

Recommendation		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Potential Cost	Team	Priority
1	**Operational Solutions**													
1.1	Create and sign "Customer and Visitor Only" parking areas											$50,000	CC, DPW	High
1.2	Reconfigure to add parking spaces on 700 block of Baldwin Ave.											$125,000 - $600,000	CC, DPW	High
1.3	Conduct monthly parking occupancy counts											Staff time	PLN, MSDS, CRA	High
1.4	Update web page for patron ease of use											Staff time	CMO	Low
2	**Parking Policy Solutions**													
2.1	Identify Parking Committee Leadership											Staff time	CC, CMO	High
2.2	Conduct quarterly Parking Committee Meetings											Staff time	CMO, MSDS, CRA	High
2.3	Monitor use of "Customer and Visitor Only" parking areas											Staff time	CMO, MSDS, CRA	Medium
2.4	Benchmark parking metrics											Staff time	CMO, MSDS, CRA	Medium
2.5	Update City Council, Main Street, and CRA on parking needs						**Ongoing**					Staff time	CMO, MSDS, CRA	Medium
3	**Planning Solutions**													
3.1	Implement updated parking requirements (zoning)											Staff time	CC, CMO, PLN	High
3.2	Utilize parking occupancy counts to plan for future needs											Staff time	PLN, CRA	High
3.3	Collaborate with County on Thrift-Way site options											Staff time	CC, CMO, CRA	High
3.4	Identify properties for potential off-street parking											Staff time	CC, CMO, PLN, CRA	High
3.5	Develop list of parking and mobility infrastructure needs						**Ongoing**					Staff time	CMO, DPW, CRA	Medium
3.6	Update ADA parking infrastructure as opportunities arise						**Ongoing**					Staff time / Construction Costs	DPW	Low
3.7	Promote active transportation options						**Ongoing**					Staff time	PLN, DPW, MSDS, CRA	Low
3.71	National, State and Regional opportunities						**Ongoing**					Staff time	PLN, DPW, MSDS, CRA	Low

CC = City Council
CMO = City Managers Office
CRA = Community Redevelopment Authority
MSDS = Main Street DeFuniak Springs
PLN = Planning Department
DPW = Public Works

DeFuniak Springs Parking Study Findings and Recommendations

February 24, 2025

Study Process

- Weeklong site visit
  - Observe downtown parking operations
  - Stakeholder meetings
  - Public open house
  - Data collection
    - Inventory all parking spaces
    - Parking occupancy counts over 10 hours
      - Friday 10/4/24 and Tuesday 10/8/24
- Online survey
- Findings and recommendations

Community Input and Data Collection

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CRA
COMMUNITY REDEVELOPMENT AGENCY

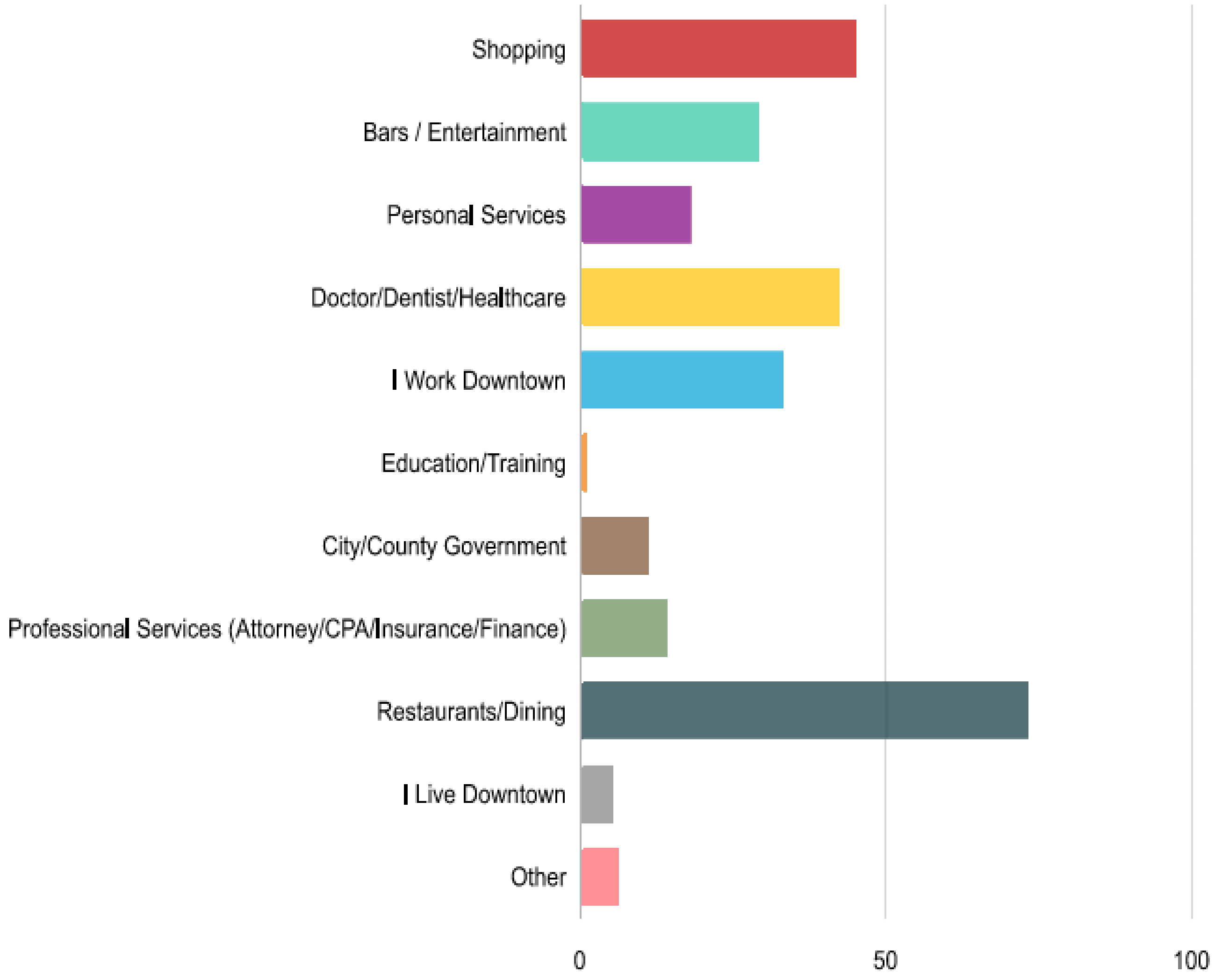
Community Input

- Online survey
  - 108 responses
- One-on-one interviews with business owners, staff, elected officials, and downtown employees
- Public open house

Online Survey

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

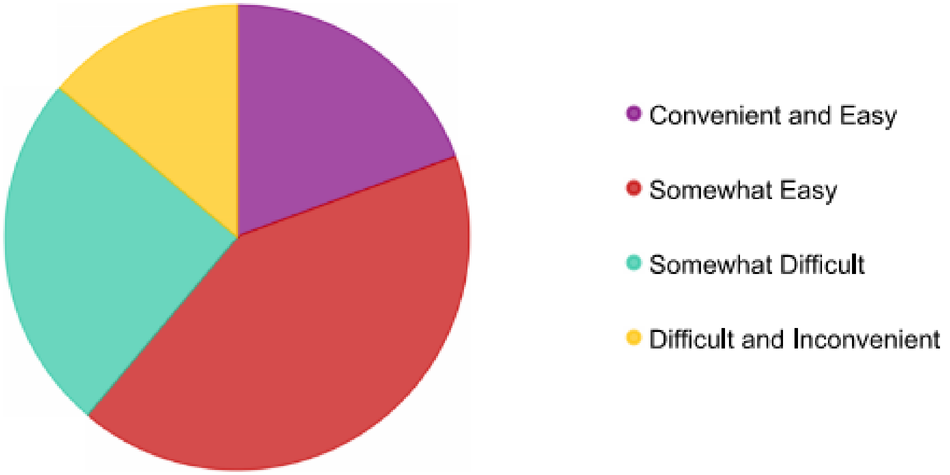
What are your main reasons for being downtown? (Check up to four)



Online Survey

- Measures perception of parking from the community
- What could make parking in downtown easier?
- Do the circumstances, or perceptions, need to be altered?

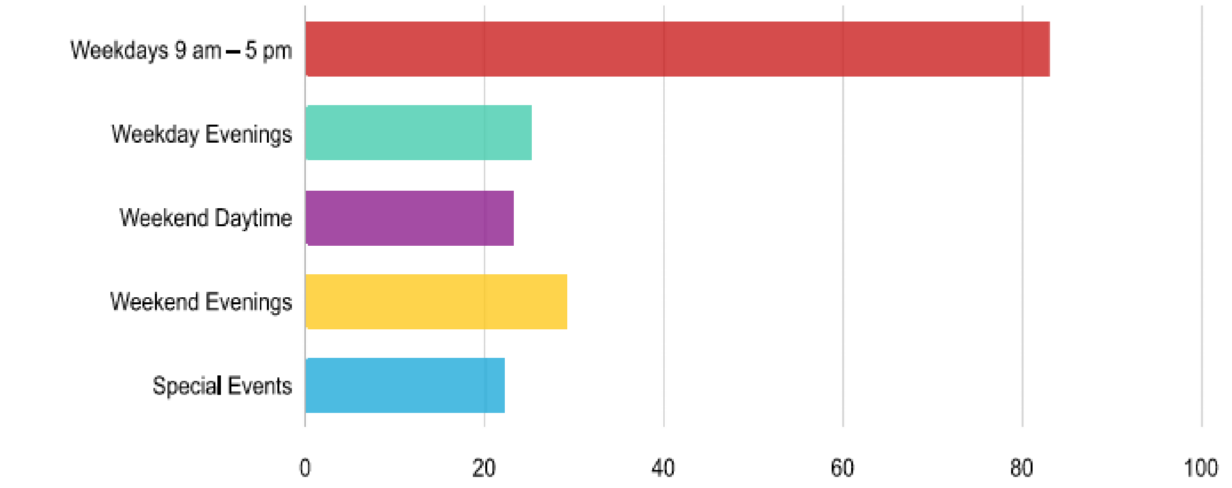
How would you generally characterize your ability to find a parking space?



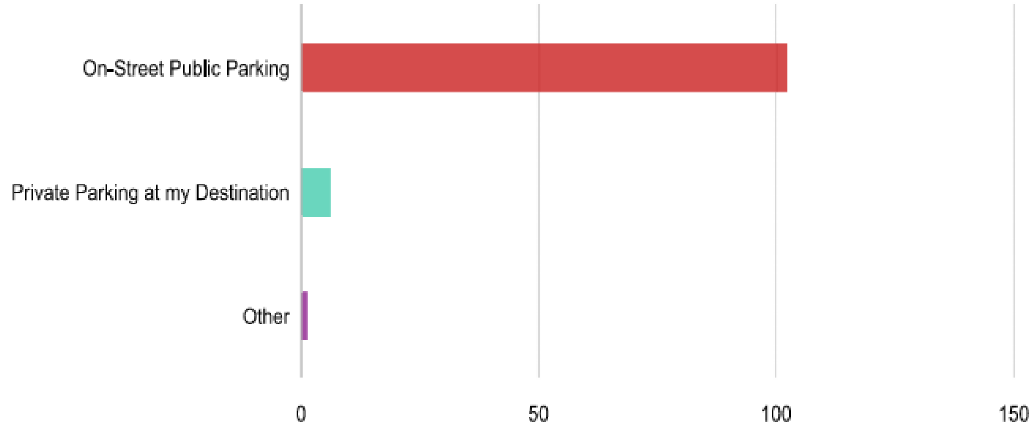
Answers	Count	Percentage
Convenient and Easy	21	19.27%
Somewhat Easy	45	41.28%
Somewhat Difficult	27	24.77%
Difficult and Inconvenient	15	13.76%

Online Survey

When do you visit downtown DeFuniak Springs most frequently? (Check up to two)



When you drive downtown, where do you typically park?



Answers	Count	Percentage
On-Street Public Parking	102	93.58%
Private Parking at my Destination	6	5.5%
Other	1	0.92%

Stakeholder Interviews

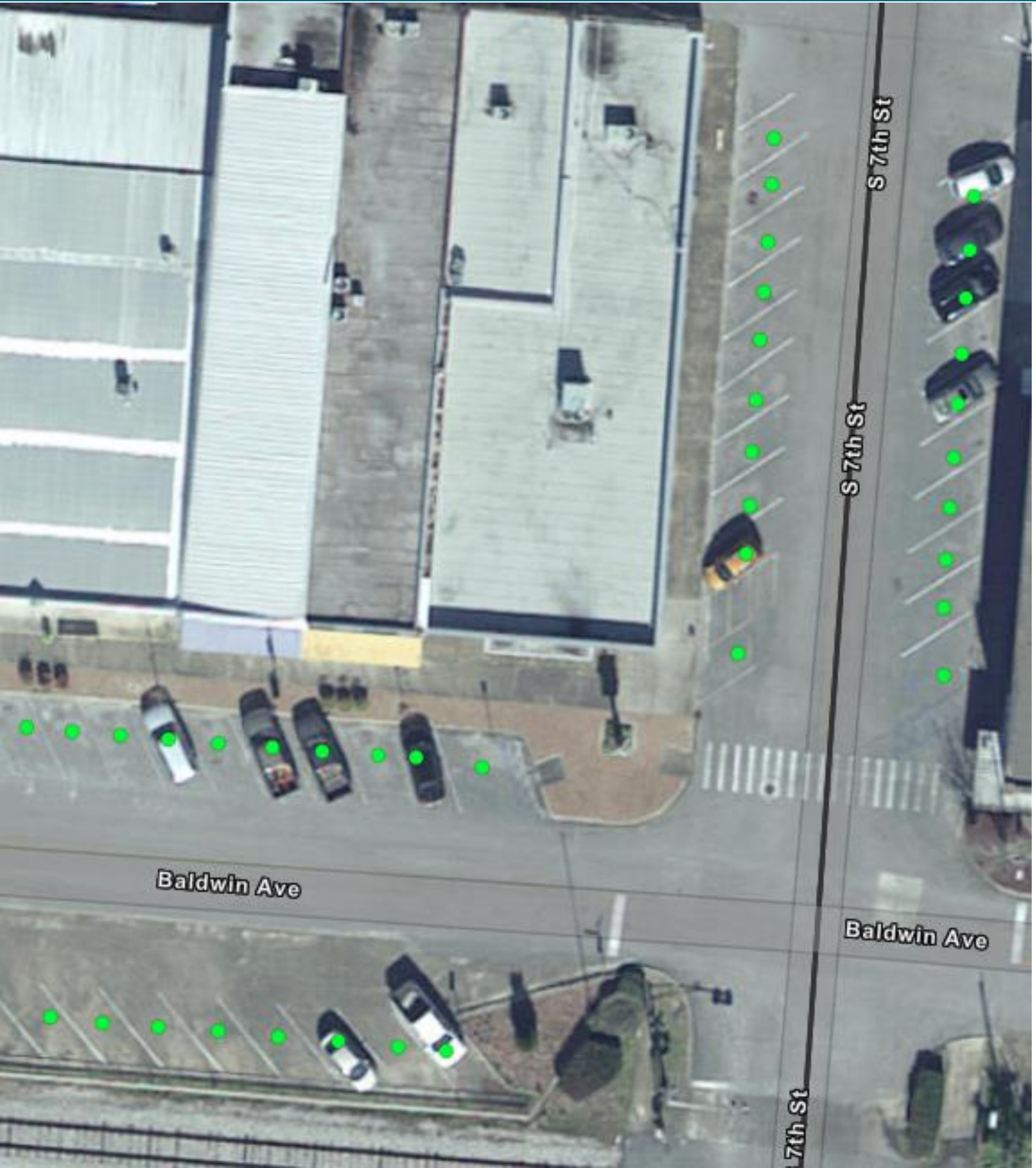
- Organizations and businesses benefit from being downtown
- Appreciate the increased activity, remember when it was quieter
- Concerned that parking may keep patrons away from their locations
- Don’t want paid parking / meters
- Understand that there are still empty / underutilized properties and parking demand may continue to increase. How does that impact them?

Stakeholder Interviews (cont.)

- Frustration with OTHER business owners and their employees parking in prime locations
- Willing to ask employees to park on side streets instead of Baldwin Ave.
  - Walking more than a block is undesirable due to weather, work attire, carrying items, and time to get to work
- Don’t want to see significant changes. They want to keep the feel that helped grow DeFuniak Springs

Public Parking Workshop

- Open house for all community members
- Group appreciates the growth of downtown and enjoys access to restaurants and other businesses
- Concerns that too much development, too rapidly could change the nature of the community
- Don't want paid parking, perceived as unwelcoming



Parking Supply

- Parking inventory and mapping
  - Public on-street (individual spaces)
  - Private off-street
- 2024 parking occupancy counts
  - Friday 10/4/2024
  - Tuesday 10/8/2024
  - Every two hours
- Recorded in GIS format for future use and comparison

On-Street Parking

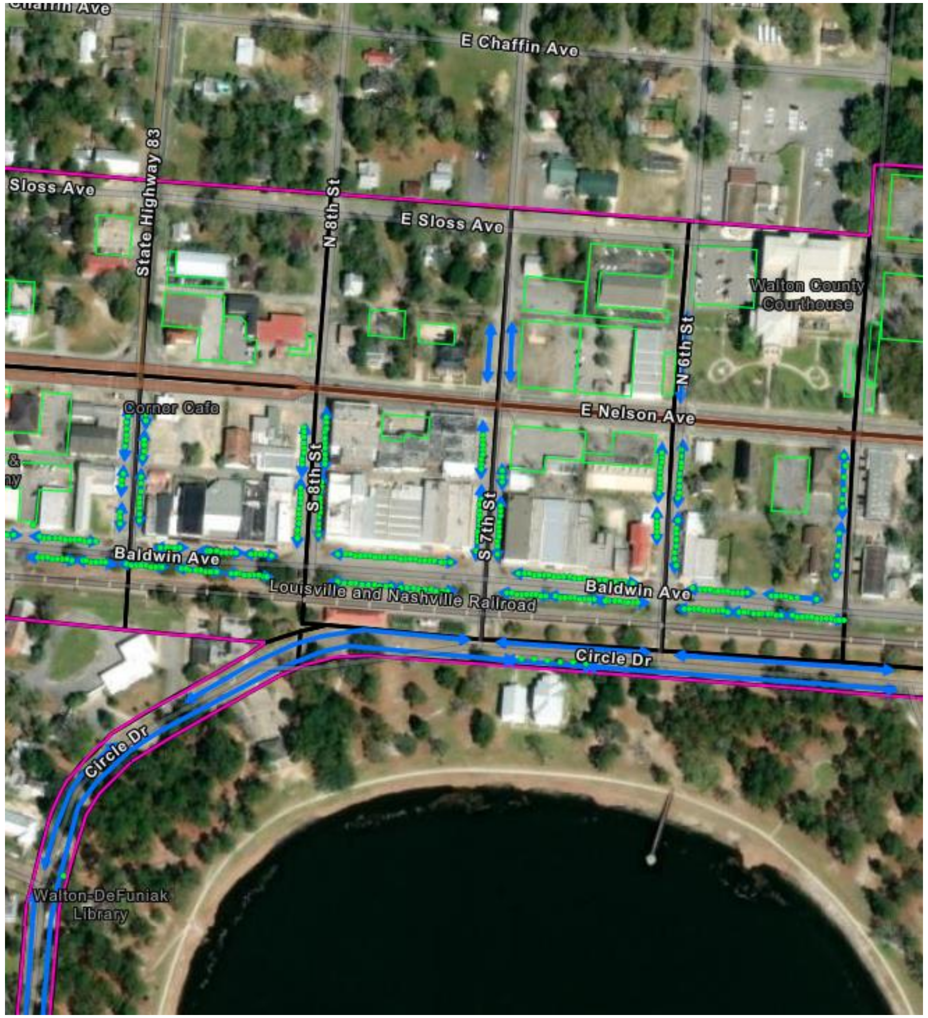
- Publicly available, first arriving use the spaces
- On-street ADA is not required, but located on several blocks

Off-Street Parking

- Private parking, occasionally restricted by signs
- Availability throughout the day
- County parking areas don't impact the core of downtown

Parking Inventory

- **Public Parking – on-street parking**
  - 603 across entire study area
  - 365 spaces in core (Baldwin Ave. from 6th to 10th Streets)
    - 18 ADA spaces
    - 2 loading zones
    - 5 Tesla charging spaces
  - 213 on Circle Dr. / East MainStreet
- **Private parking – off-street parking lots**
  - 853 total spaces
  - 244 spaces in County parking lots
  - 609 spaces in private parking lots



Parking Demand

- Public parking
  - Select sections above 80% and nearing 100% at lunch and evenings
    - 600, 700, 800 blocks of Baldwin Ave
    - 7th and 8th Streets between Baldwin Ave. and HWY 90
- Private parking
  - Some parking lots had peaks above 80%, mostly below 60% occupancy
- While there are localized high occupancy peaks, the city does not have a parking shortage

Parking Over Four Hours

- Concern that employees are using prime Baldwin Ave. spaces and blocking potential customers / patrons
  - 600 Block Baldwin Ave. – (23% - 39%) of vehicles parked for longer than four hours
  - 700 Block Baldwin Ave. – (12% - 19%) of vehicles parked for longer than four hours
- There is turnover in the most heavily sought section of Baldwin Ave. (700 block)
  - There is an opportunity to improve slightly, but most long-term parkers are not abusing the 700 block
- There are no policies or regulations prescribing employee parking areas. Employees parking off Baldwin Ave. are willingly parking elsewhere to support downtown.

Building Land Use

Total Space (sf)								
	Retail	Office	Restaurant	Medical Office	Theater	Hotel	Warehouse	Total
Block 14	11,001	2,800	22,144	-	7,215	-	3,500	46,660
Block 15	35,557	8,872	10,965	5,357	-	6,188	-	66,939
Block 16	19,708	17,313	4,962	-	-	-	-	41,983
Total	66,266	28,985	38,071	5,357	7,215	6,188	3,500	155,582
% of Total	43%	19%	24%	3%	5%	4%	2%	

- Three main blocks of downtown have 155,500 sq ft of building space
- 81% occupancy level – 29,000 sq ft of empty space
- Retail and office are lower intensity uses than restaurant / bars
- Changes to high intensity land uses are a risk to parking supply

Land Use Intensity and Parking

- Urban Land Institute Parking demand ratios
  - Retail / Office – 3.5 parking spaces per 1,000 sq ft
  - Medical office – 4.6 spaces per 1,000 sq ft
  - Family restaurant – 17 spaces per 1,000 sq ft
- Changes in land use can have an immediate impact on parking availability
- A complimentary mix of businesses creates shared parking opportunities
  - Daytime office and evening restaurants can share the same parking spaces without overlapping demand
- It is difficult to control land uses. Understand the risks and prepare for changes.

Future Parking Supply

- There are properties and land available for (re)development
  - No specific pipeline projects to assess currently
- If building occupancy rates reached 90% on the three main blocks, there could be an additional 50 to 250 vehicles downtown
  - There are approximately 150 available public parking spaces in the core of downtown at peak times
- There is a risk the parking supply could get tight if development continues, but it will be highly dependent on the land use
  - Bars and restaurants will cause far greater parking demand than offices
- Proposed zoning ordinance does not require parking in the CBD

Potential Development Sites

Downtown Parking Policy

- Downtown parking is largely unregulated other than ADA spaces
- Easy to use for patrons without fear of citations
- Low overhead system to administer
- There are no tools to manage parking other than goodwill and understanding among downtown businesses / organizations
- New policies may add complexity and operating costs
- Situations always change and so will downtown parking needs
- As a result, people park as they need to
  - This is good as long as there is ample parking supply

Parking as Needed

Commercial Vehicles

Large Vehicles

Patrons and Employees Mixed

Patron and Employee Parking

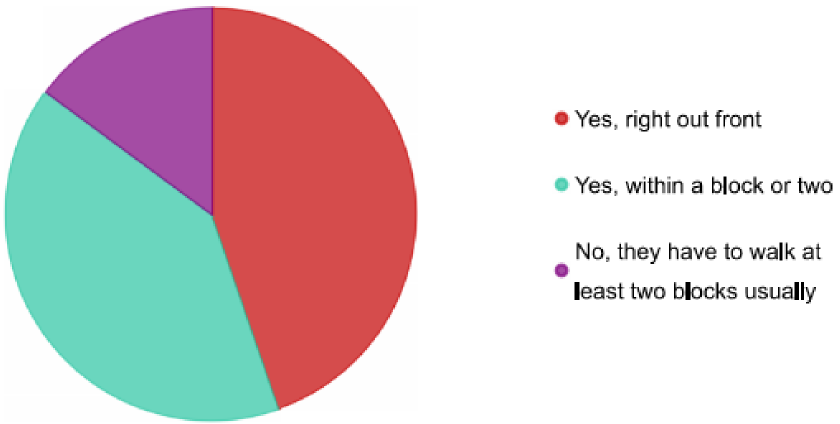
- Two main type of parkers trying to use the same parking spaces
- Patrons generally given most convenient parking
  - Businesses have been cooperating
- Employees need reliable and predictable parking
  - Close to destination is good, predictable is better
- Administrative complexity comes from trying to keep these groups parked in separate areas
  - Additional rules, signs, citations, etc.

ADA Parking

- Topic raised during public engagement
  - Locations at end of blocks not always the most convenient
- 18 on-street ADA spaces on Blocks 13, 14, 15, 16, and 17
  - None are required for on-street
- New policies are coming from the US Access Board
  - Number of spaces and design standards
- Infrastructure plans should consider potential requirements

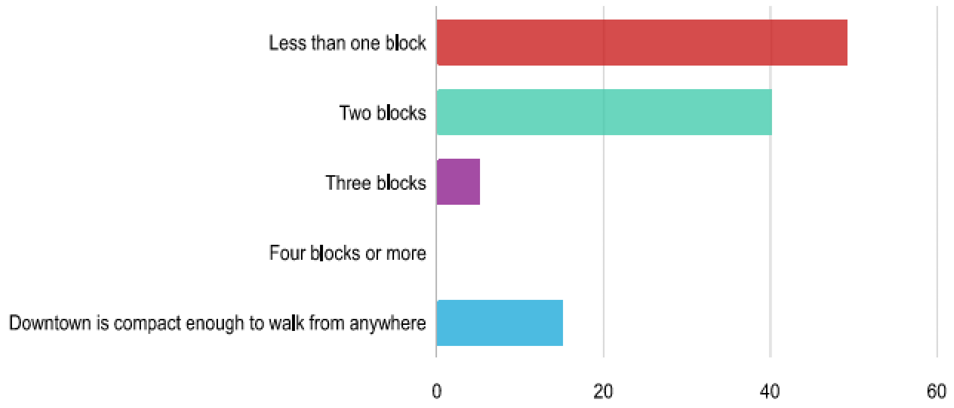
Walking Distance

If you run a business or organization, are your patrons able to park near your location?



Answers	Count	Percentage
Yes, right out front	21	46%
Yes, within a block or two	19	40%
No, they have to walk at least two blocks usually	7	14%

What is a reasonable distance to walk from parking to your destination?



Answers	Count	Percentage
Less than one block	49	44.95%
Two blocks	40	36.7%
Three blocks	5	4.59%
Four blocks or more	0	0%
Downtown is compact enough to walk from anywhere	15	13.76%

Pedestrian Use

- The downtown core is walkable with sidewalks connecting most blocks
  - North of HWY 90 and at the east and west ends of downtown pedestrian connections are more sporadic
- Sidewalk infrastructure is in satisfactory condition
  - Many of the sidewalks are older, but are still functional
- Two signalized intersection to cross HWY 90
  - The 9th Street intersection has regular vehicle traffic
  - Are there opportunities to encourage County staff and visitors into downtown?
- The pedestrian railroad crossings are passable, but outdated

Infrastructure and ADA

Crossing HWY 90 on Foot

Railroad Crossing

Large Vehicles Hindering Walking

North Side of 90

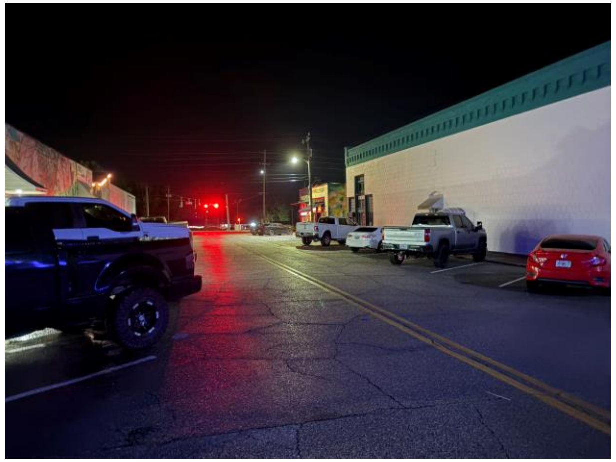
- Part of downtown, physically separated by state highway
- Lower level of economic activity
- County presence heavy at east end
- Numerous small private parking lots for individual businesses and organizations
- Little on-street parking supply
- Challenge to integrate into downtown
  - Long-term planning and development options

DeFuniak Springs Characteristics

- Parkers may expect to visit downtown and park close to their destination
- Many people are lifelong residents, although growth is changing the community and all of Walton County
  - County population of 55,000 people in 2010 increased to 86,000 in 2024
- Community willing to change if it comes slowly – may not be a choice
  - There have been significant changes in the past 3 years with seemingly more on the horizon
- Don't want to lose the "feel" of DeFuniak Springs

Current Situation

- Strong growth and economic activity over the past few years
- Additional (re)development opportunities exist and are being promoted in downtown
- Public parking is entirely on-street
- Parking demand is over 80% at peak times along select sections of Baldwin Ave.
- There is not a shortage of parking overall
- Local businesses concerned congestion may undermine patron willingness to come downtown



Findings and Recommendations

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Engineers | Architects | Scientists | Constructors

CRA

COMMUNITY REDEVELOPMENT AGENCY

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

Parking Supply Considerations

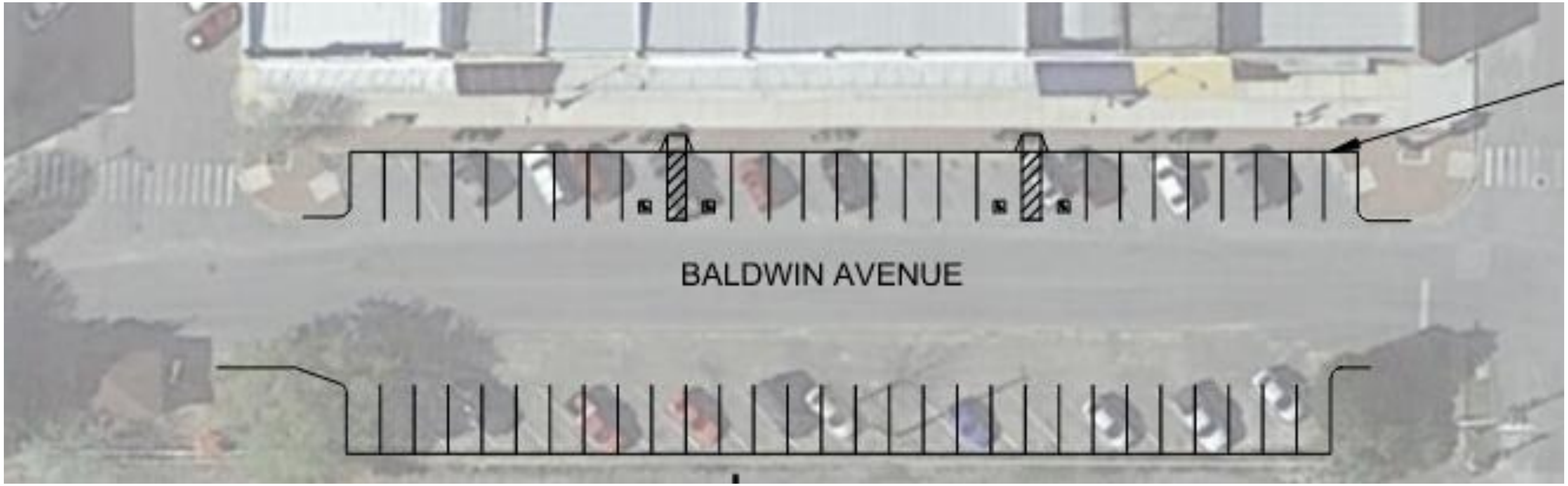
- Downtown DeFuniak Springs does not have an overall shortage of parking, although there are areas of heavy use
- On-street parking provides all the public parking in downtown and while some small changes can be made, there is not an opportunity to add significant on-street parking spaces in the core of downtown
- Occupancy of vacant buildings and changes in land use from low intensity to high intensity could change the parking situation
- Parking use needs to monitored and the city needs to plan for expanding parking supply when needed

Additional Parking

- Utilize wide right-of-way on 700 block of Baldwin Ave. to increase number of spaces
  - Align spaces at 90 degrees instead of angled
  - Strategically place ADA spaces
    - Construct to new Access Board Standards
- Develop plans to expand downtown parking options
  - Municipal parking lot(s) for opportunistic development
  - Parking north of HWY 90
  - Utilize Circle Dr. and East Main Street as short-term options
    - Pull in parking on East Main St. would add several spaces
- Avoid demolition of existing buildings for parking. Densification and maximizing use of existing paved areas is preferred.

700 Block of Baldwin

- 12 additional standard spaces (40 to 52) with 90-degree parking
- Two additional ADA spaces (2 to 4) at the third block



Increasing Public Parking

- City should seek opportunities to aggregate parking supply into Municipal Parking Areas
  - Optimize use of paved surfaces – limit underutilized parking areas

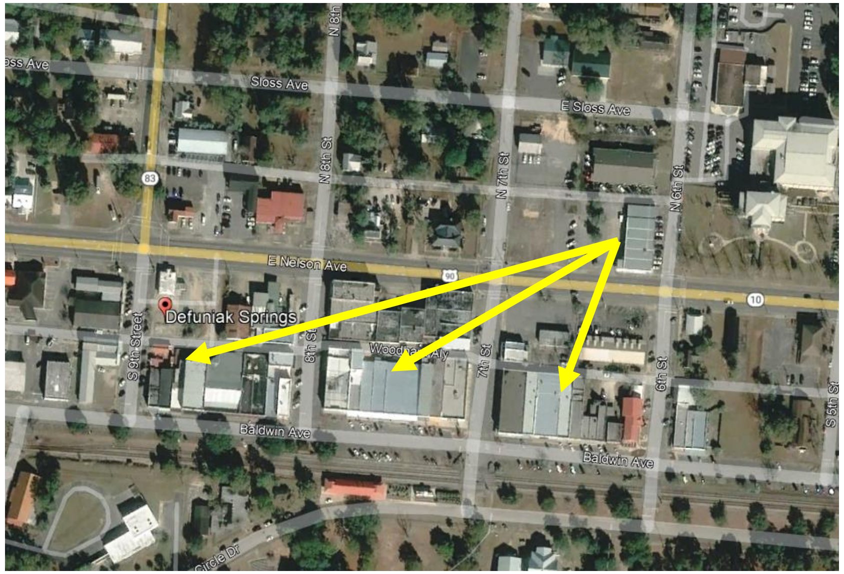
On-Street Public Parking Supply

- **On-street parking**
  - Don't stripe parallel parking spaces on Circle Dr. / E. Main St.
    - Long stretches of parallel parking can accommodate more vehicles without stripes
    - Short stretches (one typical city block) should utilize striped parallel parking to maintain order
- **North of HWY 90**
  - As street projects arise, install on-street parking
    - Angled to provide the most spaces, parallel if there are building or ROW concerns
  - Long-term project, should be planned

Planning for More Parking

- Stay alert to opportunities – land bank if a desirable property becomes available
- Develop funding tools and financing options
- Measure parking demand regularly to understand when additional parking is needed
- Contact private parking owners about using their parking lots for public parking when needed
- Utilize zoning and site plan approval to limit suburban style development
  - Commercial properties as the west end of the CBD

Thrift-Way Site / Entire Block



- Provides opportunity to maximize use of land in collaboration with the County
  - Two blocks to the center of downtown
  - Share parking spaces with County
  - Opportunity to draw County staff and visitors to downtown businesses and activity
  - Provide overflow parking for events and peaks
  - Accommodate future parking needs as downtown continues to grow and develop
- Parking on this site could anchor future downtown growth on the east end
  - Signalized pedestrian crossing at 7th Street
- Possible development site for downtown expansion

Data Collection

- 2024 parking data collected in GIS format for future planning
- Conduct quarterly parking occupancy counts to understand changing conditions
- Add turnover counts along Baldwin Ave. (are patrons finding open spaces?)
- Form Parking Working Group to analyze data, take questions, and bring forward solutions (meet quarterly after parking occupancy data gathered)
- Provide semi-annual update to CRA and City Council on downtown parking occupancy, needs, and planned projects

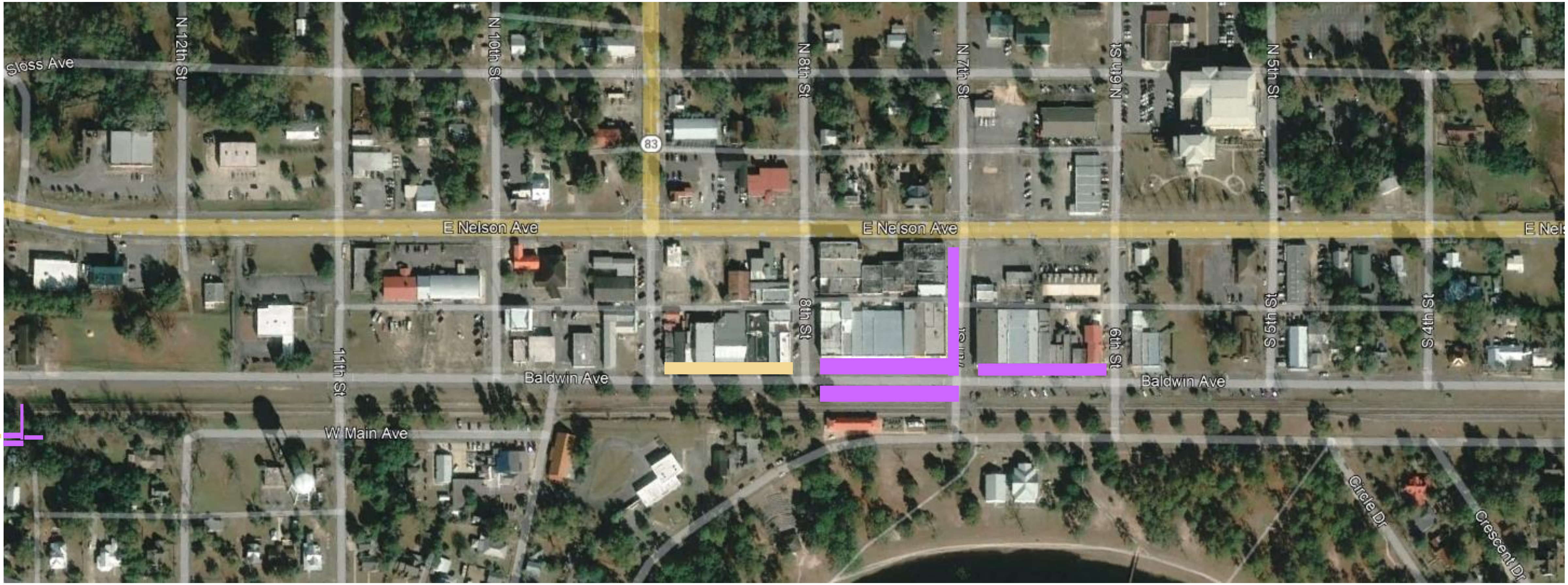
Patron and Employee Parking

- Patron (Customer and Visitor) only parking
  - North side of Baldwin Ave. – 600 and 700 block
    - (potentially 800 block in future)
  - South side of Baldwin Ave. – 700 block
  - West side of 7th St. – 0 -100 block
- Employee parking on all other block faces
- Employee parking is first come, first served – easy to manage, however the same employees likely park in the same areas most days
- Assess quarterly with parking occupancy counts – change once per year if necessary
- Employee parking is paid for by the city. A benefit corridor or suburban businesses do not enjoy.
  - Utilities, maintenance, liability, taxes, etc.

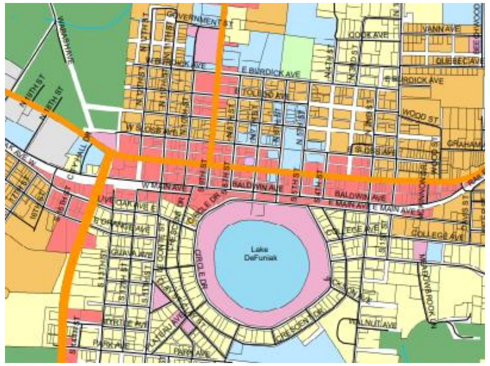
Patron Only Parking Areas

Patron Only Parking (recommended)

Monitor for the Future



Proposed Zoning Policy



- **Creation of Central Business District – exempt from zoning parking requirements**
- **Effective tool for downtown development and densification**
  - Reduces / eliminates creation of small parking lots for individual organizations
  - Eliminates curb cuts that reduce on-street parking supply
- **Obligates the City to lead on parking and transportation**
  - Parking supply management – planning and construction
    - Paying the cost of parking infrastructure (even if charging for parking)
    - Changes / improvements in policy, funding and infrastructure
    - Coordinating with new developments to provide adequate parking
  - Alternative transportation to and across downtown – pedestrian and bicycle

Administering Parking

- The short-term goal is to keep operations and administration of the parking system simple

Easy To Find a Space and Park For The Patron

Minimal Oversight For Leadership

- No time limits, no meters
- Employee parking zones are self monitored by downtown businesses
- If / when self monitoring no longer works, then time limits are necessary (not a terrible situation, but delay time limit use until necessary)
  - Adds overhead and daily operational requirements
    - Enforcement staff, citations, payments and adjudication

Parking Leadership

- Define who has responsibility for parking policy and problem solving
  - City, Main Street, CRA, other?
- Utilize Parking Working Group for data and community engagement
- Report to CRA and City Council twice per year on status
- Keep it simple for now. There is no operational staff and it should be kept that way until changes are necessary.
  - New responsibilities will have to spread among current staff members

Parking Working Group

- Directed by Main Street DeFuniak Springs
  - Comprised of business owners, downtown employees, City staff and community leaders
- Conduct and review parking occupancy and turnover counts quarterly
- Review building occupancy and land use changes (and potential changes)
- Plan for future parking needs
  - Identify infrastructure needs – lots, pedestrian access, ADA, bicycle access
    - Develop design and funding plans
- Collaborate with the CRA, Walton County, the State, for events, promotions, and mobility opportunities
- Report to City and CRA, post results on City website

Benchmarking Change

- When parking occupancy regularly exceeds 80% - 85% on two contiguous blocks (entire blocks, not single blocks faces or sections)
  - Remedy
    - Expand patron / visitor only parking for on-street parking areas
    - Implement time limits on select blocks and enforce
    - Create public off-street parking lots (plan ahead, this will take time)
- Voluntary employee parking areas are not creating turnover and open parking spaces for patrons and visitors
  - Remedy
    - Implement time limits on select blocks and enforce

ADA Parking

- Maintain existing on-street ADA parking spaces (other than 700 Baldwin)
- Collect ADA specific parking occupancy data during quarterly data gathering
  - Add or remove ADA spaces based on need and use
- As opportunities arise with roadway reconstruction, improve infrastructure to meet US Access Board PROWAG recommendations

About the ADA and ABA Accessibility Guidelines for the Public Right-of-Way

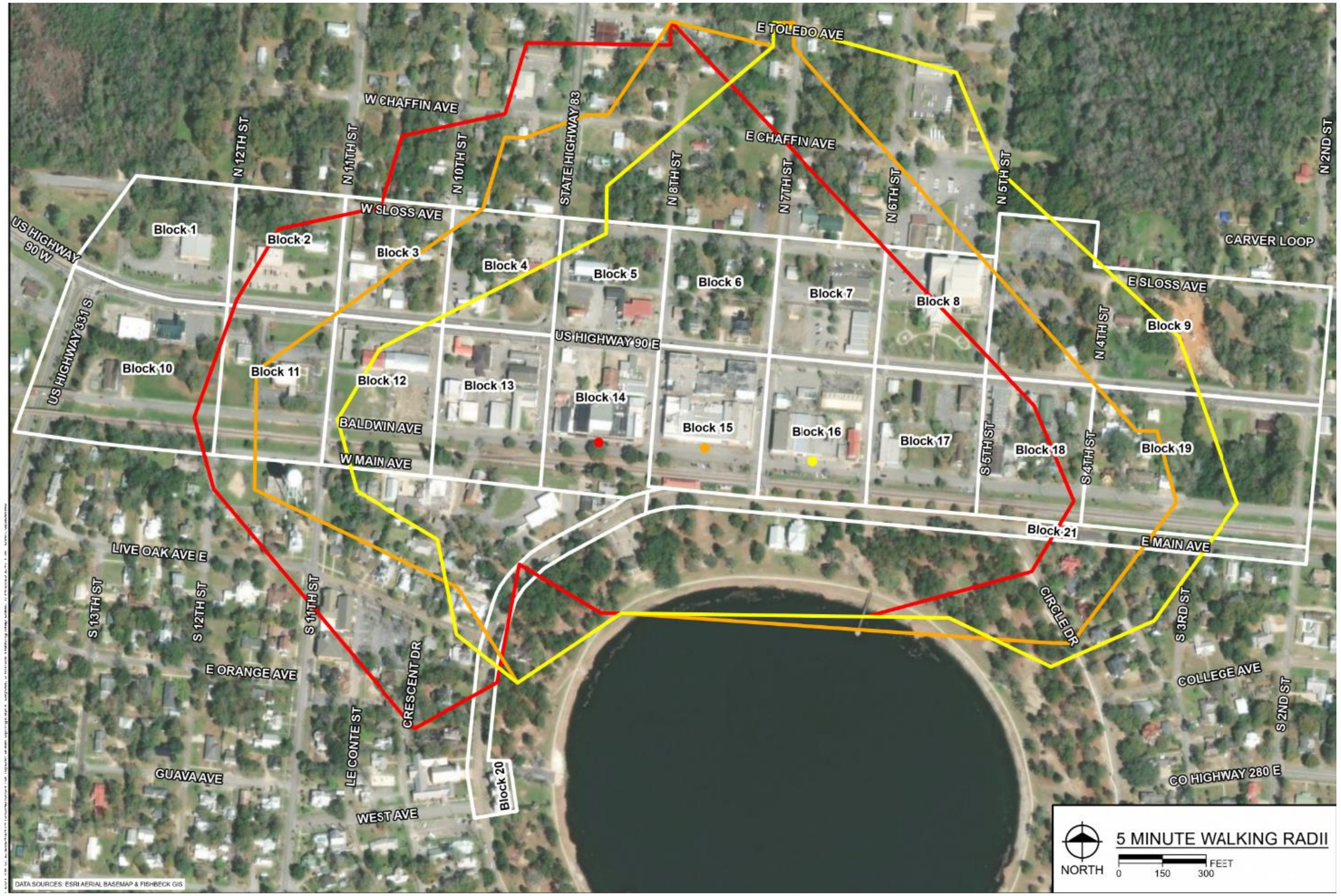
The Access Board has published new guidelines under the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA) that address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of public right-of-way. These guidelines also review shared use paths, which are designed primarily for use by bicyclists and pedestrians for

Pedestrian Connectivity

- Linear downtown district – can be a long walk from one end to the other
- The core of downtown is five blocks from one end to the other
  - Good sidewalk connectivity across the core of downtown
  - Some stop signs, some uncontrolled pedestrian crossings
- Public parking should be spread throughout
  - Currently provided by adequate on-street parking supply
- For able bodied persons, walking less than three blocks (less than five minutes) is a reasonable expectation
  - Adjust when carrying equipment, ADA patrons, and other specific needs
    - ADA spaces, Loading Zones, short-term use of patron only spaces

Walking Distance

- The center of downtown can be reached within a five-minute walk from other areas of downtown
- Good pedestrian infrastructure encourages walking
- Patrons on foot is good for all businesses



Improve Train Track Pedestrian Crossings

- Improves connectivity between downtown and historic district / Library
- Downtown peak use events
- Potential overflow parking areas
- Potential to reclaim historic Chautauqua crossing (may not be feasible)
- US DOT has design guidelines (top photo)
  - Level crossings
  - Channelize pedestrian routes
  - ADA detection devices
  - MUTCD signage

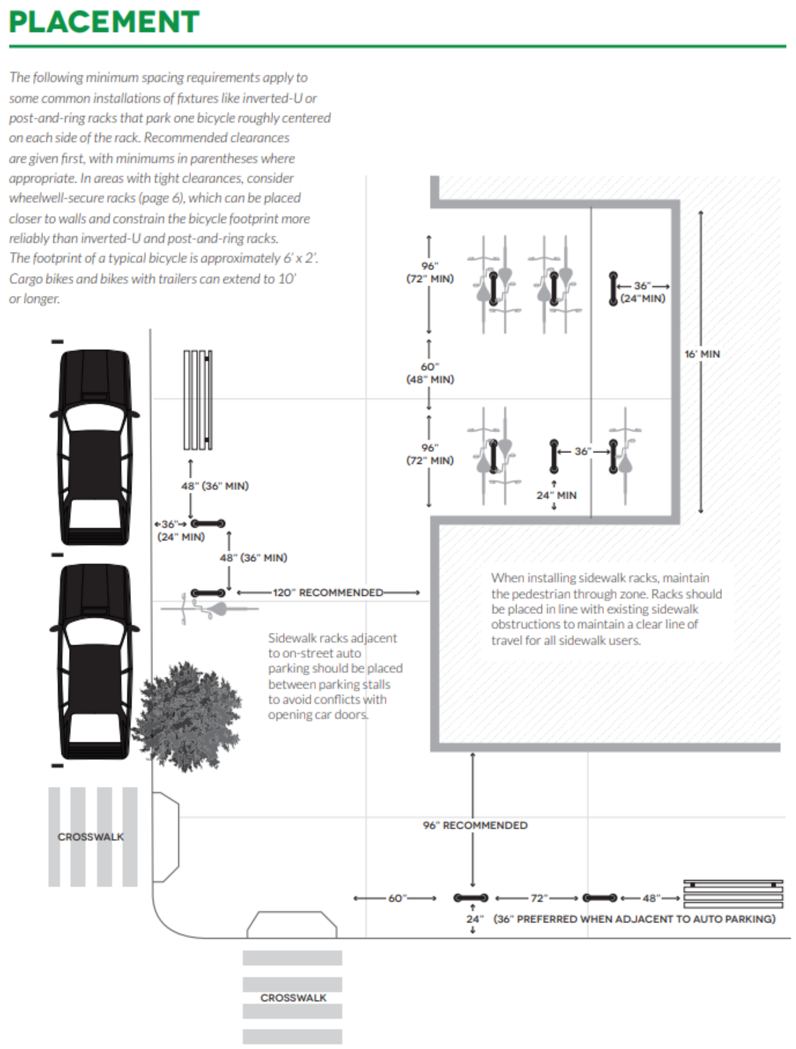
Bicycling

- Biking infrastructure is limited (demand may be low)
  - One bike rack downtown
  - No bike lanes on local roadways
- Place a few strategic bike loops along Baldwin Ave.
- Grant funding is available for alternative transportation projects and infrastructure
- Work with state and regional authorities to extend bike paths to and through DeFuniak Springs

CRA

Bicycle Rack Installations – FDOT / Jacksonville

- Consider the following for the placement of bicycle parking facilities (FDOT):
  - Facilities do not interfere with pedestrian facilities and meet lateral offset requirements
  - Racks support the bicycle from two locations to prevent it from falling over
  - See AASHTO's 2012 Guide for the Development of Bicycle Facilities, Section 6.3.1 for site-specific guidance for bicycle racks.



Possible Bike Rack Locations

- **Coordinate with FDOT and manufacturers guidelines**
  - Encourage private lots to install where there are open spaces
  - Library and CHOB along with downtown

Parking Branding and Online Presence

- No need for elaborate branding or online presence
- Use the Parking P for public parking areas and signage. The symbol effectively communicates that drivers are allowed to park.
- Include updated downtown parking map on City and Main Street webpages
- Incorporate parking information / links for events and downtown focused activity
- Create a parking policy one-pager for new / prospective businesses
  - Distribute to all businesses / organizations

North Side of Highway 90

- Proposed zoning may help this area develop quickly
  - Avoid suburban style development sites
- Connect with historic downtown through strong pedestrian connections across the highway
- Continue to explore road diet and other options to increase pedestrian safety along and across HWY 90
- Create on-street public parking as roadway improvements and development opportunities present themselves

Resources

- Recognize that driving will be the preferred mode of transportation for the foreseeable future
  - 90% of workers arrive by vehicle
  - 8.8% work from home
- Utilize state and regional resources for planning and funding of mobility options
- Measure use of EV charging and add capacity as warranted
  - EV infrastructure and charging costs should at least break even

The Mobility Plan will serve as a guide to proactively plan for and prioritize multimodal projects to meet the growth, travel, and mobility needs of the community. The Mobility Plan also seeks to facilitate development of park-once environments along 30A and Scenic 98 to encourage visitors to the County's beach communities to park-once and use other forms of transportation to explore their destinations (Figure 4).

Figure 4. Moving People, Providing Choices

Specific Changes / Recommendations

- Eliminate No Parking area for theater on 800 block of Baldwin Ave.
- Place one Loading Zone / 30 Minute space per block face (except south side of Baldwin Ave.) in the busiest areas
  - 600 and 700 blocks north side of Baldwin Ave. today
    - Add more as necessary
  - Businesses should self monitor compliance
    - Local law enforcement check occasionally
- Strategically add bicycle racks

Recommendations Summary

- Form Parking Working Group as part of Main Street DeFuniak Springs
- Measure parking occupancy quarterly and use data to plan for infrastructure upgrades and policy changes
    - Create extra spaces on 700 block of Baldwin Ave.
    - Create patron only parking zones
- Attempt to keep the system simple with limited regulations until it becomes necessary
- Opportunistically seek off-street parking locations to create additional public parking when and where needed
- Collaborate with County and other partners to grow downtown parking access across HWY 90
    - Continue exploration of “Road Diet” concept that has been raised previously

Success Looks Like

- 75% - 85% parking occupancy per block
  - Across downtown
- Patrons and visitors can find a space near their final destination (2-3 blocks)
- Employees know where they can park and have available spaces
- Someone is tasked with measuring and monitoring parking needs
- Future parking infrastructure, funding, and policy are being planned

Thank You

fishbeck

Engineers | Architects | Scientists | Constructors

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: ___________________________________ Date:________________
Joshua R. Ervin
Executive Director

Proposal Approval by:_______________________________ Date:_______________
CRA Board Chairman

Board Approved on:________________________________

Dewberry

Dewberry Engineers Inc.
877 CR 393 North
Santa Rosa Beach, FL 32459

850.267.0759
866.557.0076 fax
www.dewberry.com

Attachment A
Scope of Work/Agreement

February 24, 2025

This agreement is entered into this ___________ day of ________________2025, between Veterans Memorial Project known hereinafter as CLIENT, and Dewberry Engineers Inc.

This agreement defines the terms under which Dewberry shall provide professional services to CLIENT for the Veterans Memorial Project.

<u>PROFESSIONAL SERVICES FEES SUMMARY</u>

<u>Task 1 – SURVEY</u> **Lump Sum $5,000.00**

- Topographic survey for all three (3) locations

<u>Task 2 – CONCEPTUAL SITE DESIGN</u> **Lump Sum $17,500.00**

- Provide three (3) conceptual base designs
- Provide three (3) conceptual site plans for each project location (3 locations) showing existing topographic features and identify feasible parking areas and pedestrian routes to the memorial.
- Attend two (2) public workshops to discuss concepts with the public at large

<u>Deliverables</u>

- Three (3) conceptual site plans for each project location (3 locations) showing existing topographic features and identify feasible parking areas and pedestrian routes to the memorial.
- Topographic survey
- Engineers Opinion of Cost (for base design)

<u>Exclusions</u>

1. Boundary Survey
2. Environmental Assessment
3. Utility Design
4. Stormwater / Civil Design
5. Building/Structural Design

TOTAL PROPOSED FEE: **$22,500.00**

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

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

DEWBERRY

Address for correspondence:

877 North County Highway 393
Santa Rosa Beach, FL 32459

By: ______________________________

Name and Title: Rudy Mall, P.E., Project Engineer

Witnessed: Shannon Dorgan

Date: 2.24.25

COMMUNITY REDEVELOPMENT AGENCY (CRA)

Address for correspondence:

694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435

By: ______________________________

Name and Title: ______________________________

Witnessed: ______________________________

Date: ______________________________

Dewberry

Dewberry Engineers Inc.
877 CR 393 North
Santa Rosa Beach, FL 32459

850.267.0759
866.557.0076 fax
www.dewberry.com

February 24, 2025

Joshua Ervin, Director
Community Redevelopment Agency (CRA)
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435
cradirector@defuniakspringscra.com

RE: Veterans Memorial Project

Dear Mr. Ervin,

Dewberry is pleased to provide you with this proposal for professional engineering services for the Veterans Memorial Project for the Community Redevelopment Agency (CRA) for the City of DeFuniak Springs.

The services will include survey, conceptual designs and attend public workshops.

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

Dewberry proposes to provide the services described in the attached for a lump sum amount of **$22,500.00**

If you have any questions or need additional information, please contact me at (850) 571-1159 or at rmall@dewberry.com.

Sincerely,

DEWBERRY

Rudy Mall, P.E.
Project Manager