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COMMUNUITY REDEVELOPMENT AGENCY (CRA)
REGULAR MEETING AGENDA
COMMUNITY CENTER
(361 NORTH 10TH STREET,
DEFUNIAK SPRINGS, FL 32433)
WEDNESDAY, APRIL 23, 2025
5:00 PM

1. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

2. APPROVAL OF MINUTES

A. March 26, 2025

3. FINANCIAL REPORT

A. Attachment

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET

A. Attachment

5. OLD BUSINESS

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

B. Update on Veterans Memorial and request to pay Invoice 22445311

C. Update on RFQ 25-01-CRA John V. Lawson Amphitheater

D. Update on HB 991 & SB 1242

6. NEW BUSINESS

A. Request to advertise RFP 25-01-CRA for design services regarding 27 Crescent Drive

B. Request to increase funding for Growth and Development Assistance Program

C. Request to approve Invoice 2-256049 for Historic Design Standards

D. Request direction on revenue allocation from sale of 111-129 N 6th Street

7. BOARD MEMBER COMMENTS

A. Comm. Rob Hamilton – Discussion on Downtown Undergrounding Project

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
March 26, 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, Bruton Campbell-Work, Rob Hamilton

Absent:

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. WELCOME NEW BOARD COMMISSIONER ROB HAMILTON

4. APPROVAL OF MINUTES

A. February 26, 2025

A motion was made to approve the minutes of February 26, 2025 by Mr. Campbell-Work and seconded by Mrs. Mosley; the motion passed without objection.

5. FINANCIAL REPORT
A. Attachment

Mr. Ervin presented the Financial Report.

Mr. Henderson inquired whether the funds are being allocated to the Blighted Property Account.

Mr. Ervin responded that he will need to consult with the Finance Office to confirm.

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

6. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET
A. Attachment

Mr. Ervin presented the Growth and Development Tracking Sheet. He stated that an award was given for a property located south of 20th Street.

7. OLD BUSINESS
A. Update on 111 and 129 N 6th Street Parcels

Mr. Ervin provided an update on 111 and 129 N 6th Street parcels.

Mr. Ervin stated that the property was demolished, and he will get with the Special Magistrate to get the fines reduced.

Mr. Henderson stated that the county is probably really happy about the properties being torn down.

B. Update on joint workshop with City Council for Parking Study

Mr. Ervin provided an update on the joint workshop with the City Council for the parking study.

Mr. Ervin stated that we would like to reschedule the meeting for April 23, 2025 at 3 p.m. prior to the regular CRA meeting.

C. Update on Veterans Memorial

Mr. Ervin provided an update on the Veterans memorial project.

8. NEW BUSINESS
A. Request direction on proposal from Touchstone Architecture for 27 Crescent Drive

Mr. Ervin provided an update on the request for direction on the proposal from Touchstone Architecture for 27 Crescent Drive.

Mr. Ervin stated that it would be beneficial to start from scratch with what we have.

Mr. Ervin stated that it is up to the board to decide what they would like to do.

Mr. Henderson stated that it would be better to go out for procurement.

Mr. Campbell-Work asked if this is a discounted fee.

Mr. Ervin stated yes.

Mr. Campbell-Work asked if the Cultural Arts Alliance will help with this.

Mr. Ervin answered no.

Mr. Henderson stated that the CAA has a lot to offer to downtown DeFuniak Springs.

Mr. Ervin stated that there will be a lot of improvements that will need to be done on the building.

Mr. Hamilton stated that he believes it should go through a bidding process.

Mrs. Mosley asked if they definitely wanted to move in.

Mr. Ervin answered yes.

Mr. Ervin stated that they want to get to a level of general occupancy.

Mrs. Henderson stated that it is time to go out to bid for this.

Mr. Ervin stated that it is up to the committee.

The board directed Mr. Ervin to bring back an RFQ/RFP at the next CRA meeting.

B. Request direction on RFQ 25-01-CRA – John V. Lawson Amphitheater Design

Mr. Ervin presented on RFQ 25-01-CRA – John V. Lawson Amphitheater Design.

Mr. Ervin stated that the bidders meet all the requirements for the bid.

Mr. Charlie Clary stated that he is here to listen to the discussion regarding the RFP.

Mr. Clary stated that he has experience doing work in the DeFuniak Springs area.

Mr. Clary stated that he just wanted to see what the board thought about this.

Mr. Henderson stated that he does not have any questions at this point.

Mr. Henderson stated that the board can give Mr. Ervin guidance.

Mr. Bierbaum asked what the process will be for collecting public comment and City Council comments.

Mr. Campbell-Work asked if, for this project, we have the opportunity to use TDC funding.

Mr. Henderson stated that they have the funds for it.

Mr. Henderson stated that we can ask them.

A motion was made to begin negations with the architect in response to the RFQ by Mr. Campbell-Work and seconded by Mrs. Mosley; the motion passed without objection.

C. Request direction on Income-Based grant programs Area Median Income (AMI)

Mr. Ervin presented on Income-Based Grant Programs and Area Median Income (AMI).

Mr. Ervin stated that we should move to the 60% to 70% percentage range.

Mr. Ervin stated that this will allow us to help more people and get more people into the program.

Mr. Ervin stated that a family of 4 is used as the base calculation.

Mr. Ervin stated that he recommends using the chart for multiple-family units.

Mr. Hamilton stated that if you look at a veteran who is disabled, they may not qualify for the program.

Mr. Ervin stated that we have a limited amount of funds for these projects.

Mr. Ervin stated that these numbers are going to change at the beginning of April.

Mr. Ervin stated that we should move it up to 60% and revisit this if needed.

A motion was made to move to 60% by Mrs. Mosley and seconded by Mr. Hamilton; the motion passed without objection.

D. Request to approve recommended changes to the Residential Site Cleanup Grant

Mr. Ervin presented the recommended changes to the Residential Site Cleanup Grant.

Mr. Ervin stated that there is language in the application that prevents us from using it for the sale of property.

Mr. Ervin stated that he is requesting the language be removed because if the property is sold, it's a win-win for everyone.

Mr. Henderson asked about the language regarding people owing back taxes.

Mr. Ervin stated that this is just for the duplex trailer.

Mr. Ervin stated that we are not writing these people a check like our other grant programs.

Mr. Ervin stated that he simply wants people to get into compliance.

A motion was made to approve the changes strictly for the dump trailer by Mr. Campbell-Work and seconded by Mrs. Mosley; the motion passed without objection.

E. Request to approve Invoice 449846 for Parking Study

Mr. Ervin presented on Invoice 449846 for Parking Study.

Mr. Ervin stated that this invoice is to cover the time he spent on site doing presentations.

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

F. Request to approve Invoice 1-253304 for Historic Design Standards

Mr. Ervin presented on Invoice 1-253304 for Historic Design Standards.

Mr. Henderson asked if they have been responsive.

Mr. Ervin stated yes.

Mr. Ervin stated that this is to have a comprehensive design standard for the different districts.

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

G. Request to approve Public Officials Insurance Renewal

Mr. Ervin presented on Public Officials Insurance Renewal.

Mr. Campbell-Work asked if we are under the city.

Mr. Ervin answered, "No, we are separate from the city.

A motion was made to approve Public Officials Insurance Renewal by Mr. Campbell-Work and seconded by Mr. Hamilton; the motion passed without objection.

H. HB 991 & SB 1242

Mr. Ervin presented on HB 991 & SB 1242.

Mr. Ervin stated that the bill will not allow new CRAs to be created.

Mr. Ervin stated that this bill will not allow the CRA to start new projects or issue new debt after October 1st.

Mr. Ervin stated that the letter highlights what we are here to do.

Mr. Ervin stated that the CRA lobbyists have been very involved in this bill.

Ms. Erin stated that if it is not in our budget, we won't be able to do it.

Mr. Henderson stated that we need to be proactive with ensuring we have the projects we want to do in our budget.

Mr. Bierbaum stated that this is much bigger than the elimination of the CRA, but this symbolizes the erosion of home rule.

Mr. Henderson stated that we need to add language about the erosion of home rule.

A motion was made to send a letter to the legislature by Mrs. Mosley and seconded by Mr. Campbell-Work; the motion passed without objection.

9. REQUEST TO BE ON THE AGENDA

10. BOARD MEMBER COMMENTS

11. CITIZEN COMMENTS

Mackenzie Brown thanked Mr. Ervin for keeping up with legislation.

Melinda Henderson with Forward DeFuniak thanked Mr. Ervin for keeping up with legislation passing through Tallahassee.

Mrs. Henderson thanked the board for developing standards.

12. ADJOURNMENT

Meeting adjourned at 5:52 PM.

Approved:

_____
Chair Reynolds. Henderson

ATTEST:

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

DRAFT

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	51,160.34	51,160.34

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 ...			3,702.37	3,702.37
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-2,221.42	1,480.95
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			3,702.37	5,183.32
						Activity for October, 2024:	**5,183.32**	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			4,033.97	9,217.29
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			3,812.84	13,030.13
						Activity for November, 2024:	**7,846.81**	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			3,813.18	16,843.31
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			3,812.81	20,656.12
						Activity for December, 2024:	**7,625.99**	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			3,813.00	24,469.12
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			3,812.88	28,282.00
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			3,812.97	32,094.97
						Activity for January, 2025:	**11,438.85**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			3,813.18	35,908.15
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			3,812.85	39,721.00
						Activity for February, 2025:	**7,626.03**	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			3,813.18	43,534.18
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			3,812.98	47,347.16
						Activity for March, 2025:	**7,626.16**	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			3,813.18	51,160.34
						Activity for April, 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	4,181.80	4,181.80

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
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-169.94	113.29
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			331.18	444.47
						Activity for October, 2024:	**444.47**	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			308.60	753.07
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			333.07	1,086.14
						Activity for November, 2024:	**641.67**	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			291.71	1,377.85
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			336.35	1,714.20
						Activity for December, 2024:	**628.06**	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			291.70	2,005.90
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			336.36	2,342.26
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			291.69	2,633.95
						Activity for January, 2025:	**919.75**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			291.71	2,925.66
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			336.35	3,262.01
						Activity for February, 2025:	**628.06**	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			291.71	3,553.72
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			336.37	3,890.09
						Activity for March, 2025:	**628.08**	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			291.71	4,181.80
						Activity for April, 2025:	**291.71**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-2200	CRA - Retirement	0.00	17,660.56	17,660.56

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
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-766.84	511.22
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			1,278.06	1,789.28
						Activity for October, 2024:	**1,789.28**	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			1,392.53	3,181.81
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			1,316.19	4,498.00
						Activity for November, 2024:	**2,708.72**	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			1,316.31	5,814.31
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			1,316.18	7,130.49
						Activity for December, 2024:	**2,632.49**	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			1,316.25	8,446.74
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			1,316.21	9,762.95
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			1,316.24	11,079.19
						Activity for January, 2025:	**3,948.70**	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			1,316.31	12,395.50
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			1,316.20	13,711.70
						Activity for February, 2025:	**2,632.51**	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			1,316.31	15,028.01
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			1,316.24	16,344.25
						Activity for March, 2025:	**2,632.55**	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			1,316.31	17,660.56
						Activity for April, 2025:	**1,316.31**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-2300	CRA - Health Insurance	0.00	3,504.00	3,504.00

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**	
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			584.00	2,920.00
						Activity for February, 2025:	**584.00**	
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			584.00	3,504.00
						Activity for March, 2025:	**584.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-3130	CRA - Other Professional Services	0.00	36,488.42	36,488.42

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**	
03/03/2025	POPKT10771	448450	12510	DOWNTOWN PARKING STUDY	17723 - Fishbeck		9,274.60	13,911.90
03/31/2025	POPKT10956	1-253304	12683	Historic Design Standards agreement	17798 - JOHNSON, MIRMIRAN & THOMPS...		10,983.27	24,895.17
03/31/2025	POPKT10956	449846	12670	DOWNTOWN PARKING STUDY	17723 - Fishbeck		11,593.25	36,488.42
						Activity for March, 2025:	**31,851.12**	

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	2,038.77	2,038.77

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**	
03/06/2025	APPKT01499	154409	12548	fra board training cra	16194 - TRUSTMARK NATIONAL BANK		50.00	1,095.00
						Activity for March, 2025:	**50.00**	
04/09/2025	APPKT01528	296474873	12732	ZOOM SUBSCRIPTION CRA	16194 - TRUSTMARK NATIONAL BANK		283.89	1,378.89
04/09/2025	APPKT01528	3038972974	12732	CRA- ADOBE SUBSCRIPTION	16194 - TRUSTMARK NATIONAL BANK		659.88	2,038.77
						Activity for April, 2025:	**943.77**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-4300	CRA - Insurance	0.00	21,943.50	21,943.50

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**	
03/20/2025	APPKT01508	INV-42556-H3P3	12592	THIRD INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	16,987.50
						Activity for March, 2025:	**5,662.50**	
04/01/2025	APPKT01524	POL0956637-01	12638	04/01/2025RENEWAL OF PUBLIC OFFIC...	09989 - ACENTRIA INSURANCE		4,956.00	21,943.50
						Activity for April, 2025:	**4,956.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-4400	CRA - Office Lease	0.00	6,300.00	6,300.00

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**	
02/09/2025	APPKT01475	FEBRUARY 2025	12373	FEBRUARY 2025 CRA RENT PAYMENT	17263 - Baldwin Avenue, LLC		900.00	4,500.00
						Activity for February, 2025:	**900.00**	
03/05/2025	APPKT01499	MARCH 2025	12486	CRA MARCH LEASE PAYMENT	17263 - Baldwin Avenue, LLC		900.00	5,400.00
						Activity for March, 2025:	**900.00**	
04/01/2025	APPKT01524	APRIL 2025	12645	APRIL 2025 CRA LEASE PAYMENT	17263 - Baldwin Avenue, LLC		900.00	6,300.00
						Activity for April, 2025:	**900.00**	

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	573.75	573.75

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**	
02/09/2025	POPKT10607	8068Z	12388	RFQ legal advertisement CRA	00040 - DEFUNIAK HERALD BREEZE		114.75	267.75
						Activity for February, 2025:	**114.75**	
03/13/2025	POPKT10861	00000879	12582	design standards kickoff public workshop	00040 - DEFUNIAK HERALD BREEZE		306.00	573.75
						Activity for March, 2025:	**306.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-5310	CRA - Streetscape/Alleway	0.00	3,668.49	3,668.49

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**	
02/18/2025	POPKT10607	1484	12422	additional lighting components CRA	17630 - Northwest Florida Fence		1,880.00	3,599.83
						Activity for February, 2025:	**1,880.00**	
03/20/2025	APPKT01508	0046566-in	12614	CRA TRANSFORMER	17291 - NU TSAI CAPITAL, LLC		68.66	3,668.49
						Activity for March, 2025:	**68.66**	

660-000-515-8200	CRA - Incentive Grants	0.00	62,675.00	62,675.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/10/2024	POPKT09823	240010	11714	Residential Site and Building Improvem...	17603 - CREIGHTON ZODROW		5,000.00	5,000.00
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		5,000.00	10,000.00
10/28/2024	POPKT09946	240018	11789	invoice difference	17661 - Patricia Douglass		-975.00	9,025.00
10/30/2024	POPKT09948	240025	11853	Residential Site and Building Improvem...	17696 - ROBERT MITCHEM		5,000.00	14,025.00
10/31/2024	POPKT09948	240022	11864	Residential Site and Building Improvem...	17686 - TOM GRAY		5,000.00	19,025.00
						Activity for October, 2024:	**19,025.00**	
11/07/2024	POPKT10029	250002	11871	invoice difference	17747 - JOY ELIZABETH MOONEY		-1,000.00	18,025.00
11/07/2024	POPKT10029	250002	11871	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		3,850.00	21,875.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		5,000.00	26,875.00
11/14/2024	POPKT10081	250003	11873	invoice difference	17754 - Laura Roeser		-1,150.00	25,725.00
						Activity for November, 2024:	**6,700.00**	
12/10/2024	POPKT10269	240023	12037	Residential Site and Building Improvem...	17687 - CONNIE STRICKLAND		1,700.00	27,425.00
						Activity for December, 2024:	**1,700.00**	
02/21/2025	POPKT10724	240028	12363	approved Commercial Site and Building ...	17722 - CAFE NOLA/ VISIONARY DESTIN		5,000.00	32,425.00
02/21/2025	POPKT10724	250008	12364	RESIDENTAL GRANT	17823 - DARIN KIMBERL		5,000.00	37,425.00
						Activity for February, 2025:	**10,000.00**	
03/04/2025	POPKT10771	250007	12520	invoice difference	17840 - JON D MILLER		-750.00	36,675.00
03/04/2025	POPKT10771	250007	12520	Residential Site and Building Improvem...	17840 - JON D MILLER		3,500.00	40,175.00
03/06/2025	POPKT10771	240029	12517	Residential Development Incentive Grant	16560 - JACOB LOCKE CONSTRUCTION INC		2,500.00	42,675.00
03/26/2025	POPKT10940	250011	12636	Residential Site and Building Improvem...	17846 - RALPH EDWARDS		5,000.00	47,675.00
						Activity for March, 2025:	**10,250.00**	
04/09/2025	POPKT11049	250010	12730	) Commercial Site and Building Improve...	17842 - BIG LOVE RESTAURANT		15,000.00	62,675.00
						Activity for April, 2025:	**15,000.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-000-515-8210	CRA - Income Based Incentive Grants	0.00	6,710.00	6,710.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/31/2025	APPKT01524	516095	12655	CRA RECORDING FEE	00037 - CLERK OF CIRCUIT COURT		10.00	10.00
						Activity for March, 2025:	**10.00**	
04/09/2025	POPKT11049	250014	12731	invoice difference	17863 - BROADWAY HOME SERVICES, LLC		-200.00	-190.00
04/09/2025	POPKT11049	250014	12731	approved Income-Based Roof Improve...	17863 - BROADWAY HOME SERVICES, LLC		6,900.00	6,710.00
						Activity for April, 2025:	**6,700.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-101-200-0000	Cash	828,235.46	1,382,893.14	2,211,128.60

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
01/31/2025	BRPKT02145	INT0000056		Interest 01/25			4,399.22	2,242,912.25
						Activity for January, 2025:	**578,150.67**	
02/07/2025	GLPKT10774	JN09189		AP Clearing Input 02/07/2025 Payables			-6,357.13	2,236,555.12
02/13/2025	GLPKT10798	JN09196		Payroll Clearing Input 02/14/2025 Payroll			-5,421.20	2,231,133.92
02/21/2025	GLPKT10916	JN09247		AP Clearing Input 02/21/25 Payables			-2,894.75	2,228,239.17
02/21/2025	GLPKT10971	JN09277		AP Clearing Input 02/21/25 Payables			-10,000.00	2,218,239.17
02/26/2025	GLPKT10958	JN09272		Payroll Clearing Input 02/28/25 Payroll			-6,049.40	2,212,189.77
02/27/2025	CLPKT02035	DEP0011101		CLPKT02035 BG:Cash & Checks			59,580.00	2,271,769.77
02/28/2025	BRPKT02217	INT0000122		Interest 02/25			5,309.35	2,277,079.12
						Activity for February, 2025:	**34,166.87**	
03/11/2025	GLPKT11075	JN09301		AP Clearing Input 03/10/2025 Payables			-15,474.60	2,261,604.52
03/12/2025	GLPKT11112	JN09314		Payroll Clearing Input 03/14/2025			-5,421.20	2,256,183.32
03/18/2025	CLPKT02059	DEP0011264		CLPKT02059 BG:Cash & Checks			97.00	2,256,280.32

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-101-200-0000	Cash - Continued	828,235.46	1,382,893.14	2,211,128.60

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/21/2025	GLPKT11184	JN09334		AP Clearing Input 03/21/2025			-6,037.16	2,250,243.16
03/26/2025	GLPKT11225	JN09337		Payroll Clearing Input 03/28/25 Payroll			-6,049.59	2,244,193.57
03/27/2025	GLPKT11226	JN09338		AP Clearing Input 03/27/25 Payable			-5,000.00	2,239,193.57
						Activity for March, 2025:	**-37,885.55**	
04/09/2025	GLPKT11342	JN09360		AP Clearing Input 04/09/2025			-22,643.77	2,216,549.80
04/10/2025	GLPKT11356	JN09365		Payroll Clearing Input 04/11/25 Payroll			-5,421.20	2,211,128.60
						Activity for April, 2025:	**-28,064.97**	

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**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-207-810-0000	Transfer to AP Clearing	-11,893.45	-19,399.07	-31,292.52

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	PUBLIC WORKSHOPS-CRA FLYERS SEC P...	00040 - DEFUNIAK HERALD BREEZE		-283.50	-3,133.50
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE SEC PBL	00040 - DEFUNIAK HERALD BREEZE		130.50	-3,003.00
11/13/2024	POPKT10038	140659164	11933	ANNUAL SPECIAL DISTRICT FEE SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-175.00	-3,178.00
11/13/2024	POPKT10038	CASH-20526	11933	Annual FRA Membership SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-870.00	-4,048.00
11/14/2024	POPKT10081	250003	11873	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	-19,399.07	-31,292.52

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
02/09/2025	POPKT10607	8068Z	12388	RFQ legal advertisement CRA SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-114.75	-2,964.75
02/09/2025	APPKT01475	FEBRUARY 2025	12373	FEBRUARY 2025 CRA RENT PAYMENT SE...	17263 - Baldwin Avenue, LLC		-900.00	-3,864.75
02/18/2025	POPKT10607	1484	12422	additional lighting components CRA SEC...	17630 - Northwest Florida Fence		-1,880.00	-5,744.75
02/21/2025	POPKT10724	240028	12363	approved Commercial Site and Building ...	17722 - CAFE NOLA/ VISIONARY DESTIN		-5,000.00	-10,744.75
02/21/2025	POPKT10724	250008	12364	RESIDENTAL GRANT SEC PBL	17823 - DARIN KIMBERL		-5,000.00	-15,744.75
02/21/2025	GLPKT10916	JN09247		AP Clearing Input 02/21/25 Payables			2,894.75	-12,850.00
02/21/2025	GLPKT10971	JN09277		AP Clearing Input 02/21/25 Payables			10,000.00	-2,850.00
						Activity for February, 2025:	**1,719.83**	
03/03/2025	POPKT10771	448450	12510	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-9,274.60	-12,124.60
03/04/2025	POPKT10771	250007	12520	invoice difference SEC PBL	17840 - JON D MILLER		750.00	-11,374.60
03/04/2025	POPKT10771	250007	12520	Residential Site and Building Improvem...	17840 - JON D MILLER		-3,500.00	-14,874.60
03/05/2025	APPKT01499	MARCH 2025	12486	CRA MARCH LEASE PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-15,774.60
03/06/2025	POPKT10771	240029	12517	Residential Development Incentive Gran...	16560 - JACOB LOCKE CONSTRUCTION INC		-2,500.00	-18,274.60
03/06/2025	APPKT01499	154409	12548	fra board training cra SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-50.00	-18,324.60
03/11/2025	GLPKT11075	JN09301		AP Clearing Input 03/10/2025 Payables			15,474.60	-2,850.00
03/13/2025	POPKT10861	00000879	12582	design standards kickoff public worksho...	00040 - DEFUNIAK HERALD BREEZE		-306.00	-3,156.00
03/20/2025	APPKT01508	0046566-in	12614	CRA TRANSFORMER SEC PBL	17291 - NU TSAI CAPITAL, LLC		-68.66	-3,224.66
03/20/2025	APPKT01508	INV-42556-H3P3	12592	THIRD INSTALLMENT BILLING 24/25 SEC...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-8,887.16
03/21/2025	GLPKT11184	JN09334		AP Clearing Input 03/21/2025			6,037.16	-2,850.00
03/26/2025	POPKT10940	250011	12636	Residential Site and Building Improvem...	17846 - RALPH EDWARDS		-5,000.00	-7,850.00
03/27/2025	GLPKT11226	JN09338		AP Clearing Input 03/27/25 Payable			5,000.00	-2,850.00
03/31/2025	APPKT01524	516095	12655	CRA RECORDING FEE SEC PBL	00037 - CLERK OF CIRCUIT COURT		-10.00	-2,860.00
03/31/2025	POPKT10956	1-253304	12683	Historic Design Standards agreement S...	17798 - JOHNSON, MIRMIRAN & THOMPS...		-10,983.27	-13,843.27
03/31/2025	POPKT10956	449846	12670	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-11,593.25	-25,436.52
						Activity for March, 2025:	**-22,586.52**	
04/01/2025	APPKT01524	APRIL 2025	12645	APRIL 2025 CRA LEASE PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-26,336.52
04/01/2025	APPKT01524	POL0956637-01	12638	04/01/2025RENEWAL OF PUBLIC OFFIC...	09989 - ACENTRIA INSURANCE		-4,956.00	-31,292.52
04/09/2025	APPKT01528	296474873	12732	ZOOM SUBSCRIPTION CRA SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-283.89	-31,576.41
04/09/2025	APPKT01528	3038972974	12732	CRA- ADOBE SUBSCRIPTION SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-659.88	-32,236.29
04/09/2025	POPKT11049	250010	12730	) Commercial Site and Building Improve...	17842 - BIG LOVE RESTAURANT		-15,000.00	-47,236.29
04/09/2025	POPKT11049	250014	12731	approved Income-Based Roof Improve...	17863 - BROADWAY HOME SERVICES, LLC		-6,900.00	-54,136.29
04/09/2025	POPKT11049	250014	12731	invoice difference SEC PBL	17863 - BROADWAY HOME SERVICES, LLC		200.00	-53,936.29
04/09/2025	GLPKT11342	JN09360		AP Clearing Input 04/09/2025			22,643.77	-31,292.52
						Activity for April, 2025:	**-5,856.00**	

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
02/26/2025	GLPKT10958	JN09272		Payroll Clearing Input 02/28/25 Payroll			6,049.40	6,049.89
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		Packet PYPKT01273: 02/28/2025 PAYRO...			-6,049.40	0.49
						Activity for February, 2025:	**0.00**	
03/12/2025	GLPKT11112	JN09314		Payroll Clearing Input 03/14/2025			5,421.20	5,421.69
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		Packet PYPKT01288: 03/14/2025 payroll...			-5,421.20	0.49
03/26/2025	GLPKT11225	JN09337		Payroll Clearing Input 03/28/25 Payroll			6,049.59	6,050.08
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		Packet PYPKT01291: 03/28/2025 Payroll...			-6,049.59	0.49
						Activity for March, 2025:	**0.00**	
04/10/2025	GLPKT11356	JN09365		Payroll Clearing Input 04/11/25 Payroll			5,421.20	5,421.69
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		Packet PYPKT01294: 04/11/2025 Payroll...			-5,421.20	0.49
						Activity for April, 2025:	**0.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-216-000-0000	CRA Accrued Wages	-3,158.20	3,158.20	0.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			766.84	-2,391.36
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			169.94	-2,221.42
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			2,221.42	0.00
						Activity for October, 2024:	**3,158.20**	

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	-12,506.35	-12,506.35

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**	
01/31/2025	BRPKT02145	Redevelopment Trust ...		Interest 01/25			-4,399.22	-7,197.00
						Activity for January, 2025:	**-4,399.22**	
02/28/2025	BRPKT02217	Redevelopment Trust ...		Interest 02/25			-5,309.35	-12,506.35
						Activity for February, 2025:	**-5,309.35**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-364-100-0000	Sale of Land	0.00	-59,580.00	-59,580.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/27/2025	CLPKT02035	R00219083		WC/CRA - 111 & 129 S 6TH ST Land Sale...			-59,580.00	-59,580.00
						Activity for February, 2025:	**-59,580.00**	

Account	Name	Beginning Balance	Total Activity	Ending Balance
660-365-100-0000	CRA- Ins Reimbursement	0.00	-97.00	-97.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/18/2025	CLPKT02059	R00222443		FMIT/FA 2324 WC REFUND CRA Insuran...			-97.00	-97.00
						Activity for March, 2025:	**-97.00**	

Total Fund: 660 - Community Redevelopment Area:	**Beginning Balance: 814,183.80**	**Total Activity: 0.00**	**Ending Balance: 814,183.80**
Grand Totals:	**Beginning Balance: 814,183.80**	**Total Activity: 0.00**	**Ending Balance: 814,183.80**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - Community Redevelopment Area	814,183.80	0.00	814,183.80
Grand Total:	**814,183.80**	**0.00**	**814,183.80**

DeFuniak Springs, FL

Budget Report
Account Summary
For Fiscal: 2024-2025 Period Ending: 04/30/2025

		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	12,506.35	0.00	12,506.35	0.00 %
660-364-100-0000	Sale of Land	0.00	0.00	0.00	59,580.00	0.00	59,580.00	0.00 %
660-365-100-0000	CRA- Ins Reimbursement	0.00	0.00	0.00	97.00	0.00	97.00	0.00 %
	Revenue Total:	**1,911,945.00**	**1,911,945.00**	**0.00**	**1,584,127.87**	**0.00**	**-327,817.13**	**17.15%**
Expense								
660-000-515-1200	CRA - Salaries	110,000.00	110,000.00	3,813.18	51,160.34	0.00	58,839.66	53.49 %
660-000-515-2100	CRA - FICA Taxes	11,134.00	11,134.00	291.71	4,181.80	0.00	6,952.20	62.44 %
660-000-515-2200	CRA - Retirement	45,944.00	45,944.00	1,316.31	17,660.56	0.00	28,283.44	61.56 %
660-000-515-2300	CRA - Health Insurance	13,782.00	13,782.00	0.00	3,504.00	0.00	10,278.00	74.58 %
660-000-515-2400	CRA - Worker Compensation	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
660-000-515-3130	CRA - Other Professional Services	150,000.00	150,000.00	0.00	36,488.42	19,824.57	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	943.77	2,038.77	0.00	961.23	32.04 %
660-000-515-4300	CRA - Insurance	30,000.00	30,000.00	4,956.00	21,943.50	4,956.00	3,100.50	10.34 %
660-000-515-4400	CRA - Office Lease	12,000.00	12,000.00	900.00	6,300.00	0.00	5,700.00	47.50 %
660-000-515-4664	CRA - R&M Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
660-000-515-4900	CRA - Travel Expense	3,000.00	3,000.00	0.00	1,487.44	0.00	1,512.56	50.42 %
660-000-515-4902	CRA - Marketing	10,000.00	10,000.00	0.00	573.75	464.50	8,961.75	89.62 %
660-000-515-5100	CRA - Office Supplies	5,000.00	5,000.00	0.00	0.00	69.00	4,931.00	98.62 %
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	3,668.49	731.44	255,600.07	98.31 %
660-000-515-5420	CRA - Education & Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00 %
660-000-515-6610	CRA - Land	325,000.00	325,000.00	0.00	0.00	0.00	325,000.00	100.00 %
660-000-515-6620	CRA- Blighted Parcel Acquisition	450,000.00	350,000.00	0.00	0.00	0.00	350,000.00	100.00 %

Budget Adjustments

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

660-000-515-6630	CRA - Ampitheater Project	340,000.00	340,000.00	0.00	0.00	0.00	340,000.00	100.00 %
660-000-515-8200	CRA - Incentive Grants	100,000.00	100,000.00	15,000.00	62,675.00	-6,327.00	43,652.00	43.65 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
660-000-515-8210	CRA - Income Based Incentive Grants	0.00	100,000.00	6,700.00	6,710.00	0.00	93,290.00	93.29 %

Budget Adjustments

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

Expense Total:	**1,911,945.00**	**1,911,945.00**	**33,920.97**	**218,475.10**	**19,718.51**	**1,673,751.39**	**87.54%**
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	**0.00**	**0.00**	**-33,920.97**	**1,365,652.77**	**-19,718.51**	**1,345,934.26**	**0.00%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-33,920.97**	**1,365,652.77**	**-19,718.51**	**1,345,934.26**	**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	1,584,127.87	0.00	-327,817.13	17.15%
Expense	1,911,945.00	1,911,945.00	33,920.97	218,475.10	19,718.51	1,673,751.39	87.54%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	**0.00**	**0.00**	**-33,920.97**	**1,365,652.77**	**-19,718.51**	**1,345,934.26**	**0.00%**
Report Surplus (Deficit):	**0.00**	**0.00**	**-33,920.97**	**1,365,652.77**	**-19,718.51**	**1,345,934.26**	**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	-33,920.97	1,365,652.77	-19,718.51	1,345,934.26
Report Surplus (Deficit):	**0.00**	**0.00**	**-33,920.97**	**1,365,652.77**	**-19,718.51**	**1,345,934.26**

FY 2025 Grant Tracking Worksheet

Next Application #: 250020

DeFuniak Springs Community Redevelopment Agency

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

STATEMENT

Date: 4/17/2025

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

Aging Summary	4/17/2025
Current:	15,784.00
31 - 90:	15,000.00
91 - 180:	7,873.00
181 -270 :	-
> 270:	-
Total Outstanding:	$ 38,657.00

Total Awarded: $ 80,557.00

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	155	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	126	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	-	3,500.00	Completed	2/27/2025	12520	3/7/2025
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	12364	2/21/2025
1/29/2025	250009	Lynda McNew	Residential Site and Building Improvement	1/30/2025	$ 5,000.00	2025-00896	1/30/2026	77	5,000.00				
1/30/2025	250010	Big Love Restaurant Group	Commercial Site and Building Improvement	1/31/2025	$ 15,000.00	2022-00898	1/31/2026	-	15,000.00	Completed	4/7/2025	12730	4/11/2025
2/6/2025	250011	Ralph Edwards	Residential Site and Building Improvement	2/6/2025	$ 5,000.00	2025-00965	2/6/2026	-	5,000.00	Completed	3/21/2025	12636	3/27/2025
2/26/2025	250012	Fetter Properties LLC	Residential Site and Building Improvement	2/27/2025	$ 5,000.00	2025-01017	2/27/2026	49	5,000.00				
2/28/2025	250013	Glen Harrison	Residential Site and Building Improvement	3/4/2025	$ 5,000.00	2025-01043	3/4/2026	44	5,000.00				
2/12/2025	250014	Carolyn Bryan	Income-Based Roofing Improvement	3/10/2025	$ 6,700.00	2025-01071	6/8/2025	-	6,700.00	Completed	4/7/2025	12731	
4/1/2025	250015	Sonya Carroll	Residential Site Cleanup	4/2/2025	n/a	n/a	4/9/2025	15	n/a				
4/3/2025	250016	Brian Toole	Residential Site and Building Improvement	4/3/2025	$ 2,250.00	2025-01324	4/3/2026	14	2,250.00				
4/10/2025	250017	Lisa Pickard	Residential Site and Building Improvement	4/10/2025	$ 5,000.00	2025-01328	4/10/2026	7	5,000.00				
4/16/2025	250018	Kathy Douglass	Residential Site and Building Improvement	4/16/2025	$ 3,534.00	2025-01372	4/16/2026	1	3,534.00				
4/16/2025	250019	Scott Thomley	Residential Site and Building Improvement	4/17/2025	$ 5,000.00	2025-01377	4/17/2026	0	5,000.00				

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
Fetter Properties LLC	250012	Same	01-2N-19-18000-002-0010	1202 Hill Street	755 Grand Boulevard, Suite	Miramar Beach, FL 32550	850-931-4400	team@fetterfunds.com
Glen Harrison	250013	Same	25-3N-19-19404-002-0020	208 Clay Street	Same	DeFuniak Springs, FL 32435	850-865-1647	harrisongh@yahoo.com
Carolyn Bryan	250014	Same	25-3N-19-19070-001-8278	88 N 20th Street	Same	DeFuniak Springs, FL 32433	850-419-4297	csab1951@yahoo.com
Sonya Carroll	250015	Same	27-3N-19-19420-000-0150	237 Royal Drive	1215 Martin Road	DeFuniak Springs, FL 32433	850-307-7178	carrolls09@yahoo.com
Brian Toole	250016	Same	25-3N-19-19070-000-6500	5 S 13th Street	PO Box 673661	Marietta, GA 30006	770-842-9887	energyprof@outlook.com
Lisa Pickard	250017	Same	21-3N-19-19011-000-0030	124 Huggins Road	Same	DeFuniak Springs, FL 32433	912-321-8194	hops_02@yahoo.com
Kathy Douglass	250018	Same	36-3N-19-19060-001-0130	62 Douglass Avenue	Same	DeFuniak Springs, FL 32435	850-830-2405	kdouglass@panhandle.rr.com
Scott Thomley	250019	Same	25-3n-19-19070-000-5850	120 E Orange Avenue	Same	DeFuniak Springs, FL 32435	479-899-8169	thomleys@yahoo.com

COMING SOON

250019 120 E ORANGE AVENUE

NEW ROOF

DEFUNIAKSPRINGSCRA.COM

CRA
COMMUNITY
REDEVELOPMENT
AGENCY

COMING SOON

250018 62 DOUGLASS AVENUE

NEW ROOF

DEFUNIAKSPRINGSCRA.COM

CRA
COMMUNITY
REDEVELOPMENT
AGENCY

COMING SOON

250015 237 ROYAL DRIVE

JUNK & DEBRIS REMOVAL

DEFUNIAKSPRINGSCRA.COM

CRA
COMMUNITY
REDEVELOPMENT
AGENCY

COMING SOON

250016 5 S 13TH STREET

TREE REMOVAL

DEFUNIAKSPRINGSCRA.COM

CRA
COMMUNITY REDEVELOPMENT AGENCY

COMING SOON

250017 124 HUGGINS ROAD

NEW ROOF

DEFUNIAKSPRINGSCRA.COM

CRA
COMMUNITY
REDEVELOPMENT
AGENCY

COMMERCIAL SITE & BUILDING IMPROVEMENT
660 BALDWIN AVENUE

250010-SPECIAL CONSIDERATION FLOORING

$15,000 AWARD

BEFORE

AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com

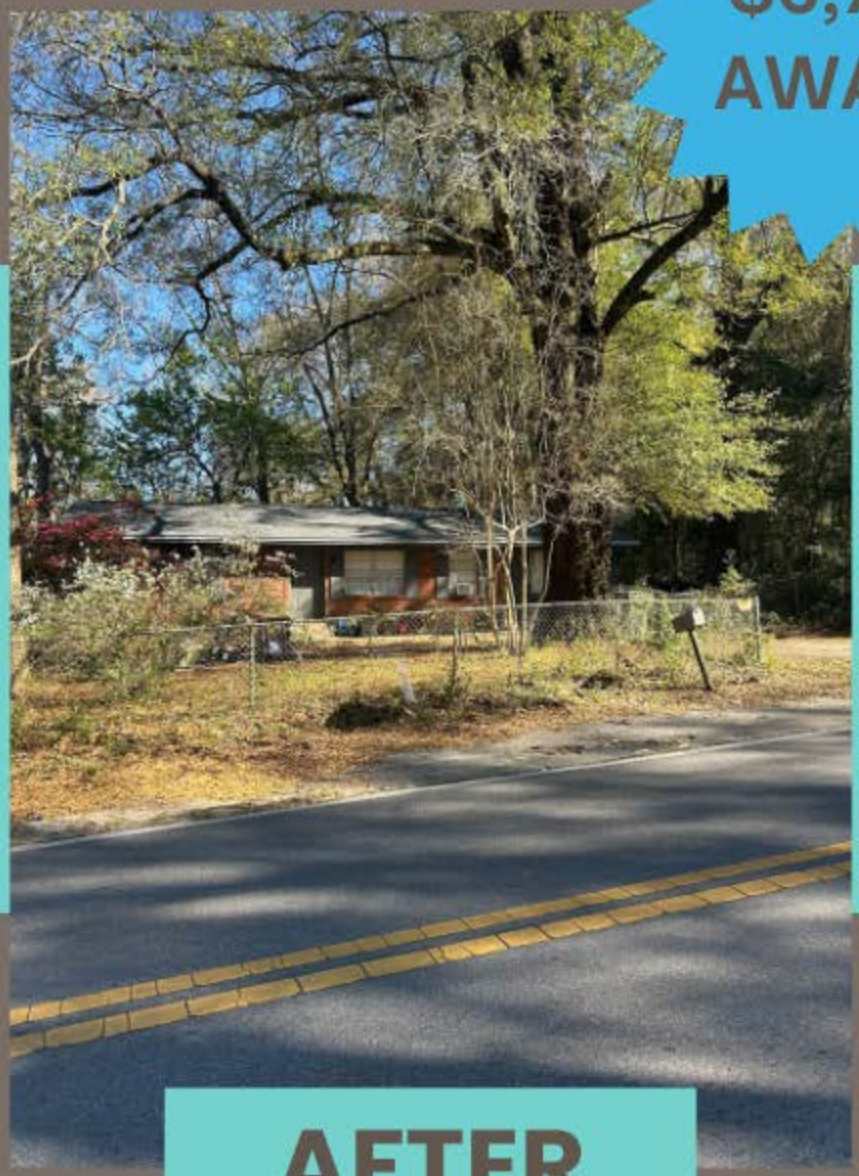
DeFuniak Springs
Community Redevelopment Agency
1234
DATE: 4-11 2025
PAY TO THE ORDER OF: Big Love Restaurant Group $ 15,000
fifteen thousand & 0/100 DOLLARS
FOR: 250010

CRA

INCOME-BASED ROOFING IMPROVEMENT
88 N 20TH STREET
250014-NEW ROOF

$6,700 AWARD

BEFORE



AFTER

(850) 951-3054
cradirector@defuniakspringscra.com
www.defuniakspringscra.com

DeFuniak Springs
Community Redevelopment Agency
1234
DATE: 4-17-25
PAY TO THE ORDER OF: Broadway Home Services DBA Carolyn Bryan $ 6,700.00
Six thousand Seven hundred & 0/100 DOLLARS
FOR: 250014

CRA
COMMUNITY REDEVELOPMENT AGENCY

RESIDENTIAL SITE & BUILDING IMPROVEMENT

436 PARK AVENUE

250011-NEW ROOF

$5,000 AWARD

BEFORE

AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com

DeFuniak Springs
Community Redevelopment Agency
1234
DATE: 3-27-25
PAY TO THE ORDER OF: Ralph Edwards
$ 5,000
DOLLARS
Five thousand & 0/100
FOR: 25001i

Invoice

Please remit to:
Dewberry Engineers Inc.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN:13-0746510

Dewberry

CITY OF DEFUNIAK SPRINGS
1350 BALDWIN AVENUE
P.O. BOX 685
DEFUNIAK SPRINGS, FL 32435

April 16, 2025
Project No: 50186806.000
Invoice No: 22445311
Due Date: May 16, 2025
Project Manager RUDOLPH MALL

Project 50186806.000 Veterans Memorial Project

Professional Services from March 01, 2025 to March 28, 2025

Phase 0000 Lump Sum
Fee

Billing Phase	Fee	Pct Comp	Amount Earned	Previously Billed	Current Fee
1-Survey	5,000.00	100.00	5,000.00	0.00	5,000.00
2-Conceptual Site Design	17,500.00	0.00	0.00	0.00	0.00
Total Fee	22,500.00		5,000.00	0.00	5,000.00
		Total Fee			**5,000.00**
			Total this Phase		**5,000.00**
			Total Invoice Amount Due		**5,000.00**

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number. This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct. This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the amount should be brought to the attention of Dewberry Immediately. For faster and accurate processing of your payment, email your ACH requirements to ar@dewberry.com. Thank you

DAG
Architects

De Funiak Springs CRA
16 April 2025

RE: Next Steps And Project Approach – John V. Lawson Amphitheater Redevelopment

Dear Members of the CRA,

Thank you for the opportunity to collaborate on the redevelopment of the John V. Lawson Amphitheater. As outlined in our qualifications package, our team is deeply committed to this project and to serving the DeFuniak Springs community. We hope to confirm the scope and approach and make sure it aligns with your desired intent. Below is an outline of how we anticipate approaching the project and the logical next steps:

Project Keys to Success

We would like to align our efforts with your vision. Based on the conversations we have had, we have drafted the following 3 statements to define success of this project.

- **Community-Centered Vision:** We recognize the cultural, civic, and historical value of this space. Our goal is to elevate the amphitheater into a flexible, inclusive venue that can host a range of performances and gatherings while remaining cost-effective and operationally sustainable.
- **Integrated Team:** We bring a collaborative team of architects, civil and structural engineers, landscape architects, and specialty consultants—including acoustics, lighting, wayfinding, and branding—to deliver a comprehensive solution tailored to local needs.
- **Contextual Design:** With deep knowledge of the site and community we will address visibility, accessibility, and aesthetics with sensitivity to the existing fabric of DeFuniak Springs.

Project Approach

With a slight generalization from the RFP – we would propose breaking the project into the following steps:

1. **Kickoff & Listening Session**
    - Conduct a project kickoff with CRA, City Council, and relevant stakeholders.

- Facilitate a visioning session to understand goals, concerns, programming needs, and opportunities.

2. Site Evaluation & Due Diligence
    - Confirm boundary, utility, and topographic data via survey and geotechnical investigation.
    - Identify opportunities and constraints for parking, stormwater, access, utilities, and adjacent properties, specifically Railroad and Chipley Park.
3. Conceptual Design & Programming
    - Develop concept plans showing scale, performance layout, site integration, and community use zones.
    - Prepare preliminary cost opinions and coordinate early permitting discussions.
4. Stakeholder Engagement
    - Host a public or stakeholder review session to gather feedback.
    - Collaborate with city committees on historical and cultural considerations.
5. Conceptual Design Clarification
    - Finalize the preferred concept integrating feedback.
    - Receive Approval to Proceed
6. Design Development
    - Advance all disciplines toward the Concept intent.
    - Present design development to CRA and receive approval to proceed.
7. Construction Documents & Permitting
    - Prepare detailed construction drawings.
    - Provide mid-development milestones such as 30%, 60%, 90%.
    - Coordinate permit submission for the identified scopes.
8. Bid Phase & Construction Support
    - Assist with contractor selection and value engineering.
    - Support Construction of the project with Construction Administration Services.

Project Team

To achieve these outcomes, we anticipate the following consultants. This list is extensive and we would like the opportunity to discuss with you as a board and correctly accommodate the expectations and needs of this project.

- Core Design & Engineering Team
    - Architect (DAG Architects)
      Leads design vision, documentation, code review, and overall coordination.
    - Civil Engineer (O'Connell Engineers)
      Site surveys, grading, drainage, stormwater design, permitting, utilities, vehicular/pedestrian circulation.
    - Structural Engineer (O'Connell Engineers)
      Structural systems for stage, roof, canopies, retaining walls, and related elements.
    - Landscape Architect
      Design of hardscape, planting, irrigation, site lighting, and pedestrian pathways.
    - MEP/FP Engineer (Mechanical, Electrical, Plumbing, and Fire Protection)
      Design of backstage HVAC, plumbing for restrooms/concessions, power distribution, and lighting systems.

In addition to the core team, there are a variety of other services that we would recommend to achieve the goals of the project. We would like to discuss their merits and applicability. With the thought that perhaps they do not become needed for the project until a later phase or only for specific scope.

- Surveyor
  Boundary and topographic surveys, easement documentation, and legal descriptions.
- Geotechnical Engineer
  Soil borings, foundation recommendations, hydrogeology, and dewatering analysis.
- Acoustic Consultant
  Sound dispersion analysis, amplification strategy, noise mitigation, and venue sound design.
- Lighting Consultant
  Exterior and architectural lighting design (non-stage), lighting controls, safety/security illumination.
- Stage Lighting & AV Consultant
  Design of theatrical lighting, AV systems, projection, and show control infrastructure.
- Venue Operations & Market Consultant
  Insights on programming strategy, revenue potential, operational models, and backstage layout.

- **Branding, Wayfinding, & Graphics Designer**
  Development of signage, entry identity, interpretive graphics, and campus navigation.
- **Irrigation Consultant / Contractor**
  Water-efficient irrigation system design and coordination with planting strategy.
- **Access Control & Security Consultant**
  Gates, surveillance, secure entries, and crowd management infrastructure.
- **Data/Fiber/Communications Consultant**
  Sitewide Wi-Fi, performance streaming infrastructure, soundboard connectivity, and public address systems.
- **Audio-Visual / Multimedia Integrator**
  Integration of large screens, AV backbones, and media broadcast systems.
- **Door & Hardware Consultant**
  Secure and accessible entries for backstage and storage areas.
- **Horticulturist / Arborist**
  Tree protection during construction, selection of native species, long-term landscape viability.
- **Public Relations / Marketing Partner**
  Communications strategy for launch events, fundraising, and community support.
- **Photographer / Renderings Artist**
  Visuals for public engagement, promotional use, and grant/funding applications.
- **Legal Advisor (City Attorney involvement)**
  Easements, Unity of Title, contracts, permitting agreements, and public-private coordination.

We look forward to your input and our continued conversation.

Regards,

Levi Wiegand
Principal
DAG Architects

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR
ARCHITECUTRAL DESIGN SERVICES
FOR THE DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
RFP 25-01-CRA

Part I: GENERAL INSTRUCTIONS

1. PURPOSE

A. Intent of RFP: The DeFuniak Springs Community Redevelopment Agency (CRA) through this Request for Proposal No. 25-01-CRA, is soliciting Proposals from qualified and experienced architects for design services for the development of a vacant CRA-owned commercial property at 27 Crescent Drive.

The CRA's goal for this property is to encourage revitalization in the Downtown Core by facilitating occupancy and overall site activation as a potential arts center. Responsive proposals will be evaluated based on the (1) firm's experience and credentials, (2) approach and understanding of the project, creativity in past work, (3) cost clarity and control, (4) ability to meet service requirements, and (5) quality of references from similar projects. Proposals shall address planning, design, and project implementation.

Interested parties are invited to submit proposals in response to the request consistent with applicable plans, laws, ordinances and regulations governing the area. Respondents should refer specifically to this site and address all aspects of their proposed development.

Proposals must include sufficient information and evidence of the legal and financial ability of the applicant to carry out the terms thereof. All applicants must fully respond and address all items of the project in their proposal submittal package.

B. Time and Due Date: The DeFuniak Springs CRA Board will accept Proposals that must include statements of qualifications from firms/individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida by **May 30th, 2025, no later than 4:00 pm**.

C. Background:

Overview
DeFuniak Springs is celebrated for its historical charm and welcoming community atmosphere. It offers a blend of suburban and small-town living, making it appealing to individuals of all ages. The town's well-preserved historic areas and a growing array of community events underscore its unique character and appeal.

In recent years, the downtown core of DeFuniak Springs has experienced consistent growth and prosperity, with Baldwin Avenue emerging as a central hub of activity and commerce. The downtown area hosts various events that attract residents and visitors alike, fostering a strong sense of community and local pride.

With this growth, there is an urgent need for additional commercial space to sustain and enhance downtown DeFuniak Springs as a vibrant community center. The increasing vibrancy of downtown led the CRA Board to purchase 27 Crescent Drive. This building, located in the DeFuniak Springs Historic District and built in 1925, offers approximately 5,500 square feet of mostly undeveloped space. The location and features of this property present ample opportunities for redevelopment and further contribute to the town's ongoing revitalization efforts.

Additionally, The Walton County Cultural Arts Alliance has expressed interest in utilizing this building as a community arts center. Incorporating the arts into this space has the potential to enrich the cultural landscape, support local artists, and attract both residents and visitors to the Downtown Core, further

contributing to its revitalization.

Overall, the combination of unique retail offerings, historic charm, vibrant community events, strategic redevelopment, and supportive business initiatives underpins the strength of downtown DeFuniak Springs commerce and the many growth opportunities that can be recognized through the redevelopment of 27 Crescent Drive.

2. CONTRACT AWARDS/TERM OF CONTRACT

Following the selection of a qualified firm/individual the CRA Board anticipates entering one (1) contract with the firm/individual whose qualifications and experience are judged to be most advantageous to the CRA Board. The project compensation schedule will be negotiated to provide the flexibility to the Consultant to prioritize his/her staff as efficient as possible. The Proposer understands that any response to this RFP as submitted will not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the DeFuniak Springs CRA Board and both parties execute a contract.

3. DEVELOPMENT COSTS

The CRA Board shall not be liable for any expense incurred in connection with preparation of a response to this Request for Qualifications. Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

4. INQUIRIES

The CRA Board/Staff will not respond to oral inquiries. Proposers may submit e-mailed inquiries regarding this RFP to the Executive Director's e-mail address at cradirector@defuniakspringscra.com. The CRA will respond to e-mailed inquiries received at least five (5) working days prior to the RFP due date. The CRA will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through the Executive Director's email. It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the Executive Director's Office to determine if addenda were issued; acknowledging and incorporating them into their proposal.

5. PROPOSAL SUBMISSION AND WITHDRAWAL

The CRA Board will receive Proposals at the following address and clearly marked on the outside:

RFP 25-01-CRA: PROFESSIONAL SERVICES FOR ARCHITECURAL DESIGN SERVICES:
DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435

Statements received after the established deadline will not be opened. Proposers may withdraw their submittal by notifying the CRA Board in writing at any time prior to the due date. Upon opening, the submitted Proposal will become a "public record" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

6. STATEMENT RESTRICTIONS

To control the cost of proposal preparation, submittals will be restricted to the requirements as described in Part II – Instructions for Preparing the Proposal contained within this RFP.

7. DRUG FREE WORKPLACE

The DeFuniak Springs CRA is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

8. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes Sec. 287.133(2) (a), “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.”

9. MINORITY BUSINESS ENTERPRISE (MBE)

M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the RFP submission.

10. CANCELLATION

The CRA Board shall have the right to unilaterally cancel, terminate or suspend any contract, in whole or in part, resulting from this RFP by providing the selected firm thirty (30) days written notice by certified mail.

11. FISCAL NON-FUNDING CLAUSE

In the event sufficient funds are not budgeted for a new fiscal period, the Board shall notify the successful Proposer of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the Board.

12. RESERVED RIGHTS

The CRA Board reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the Board. The Board, in its sole discretion, may expand the scope of work to include additional requirements. The Board reserves the right to investigate, as it deems necessary, to determine the ability of any firm to perform the work or services requested. The firms upon request shall provide information the Board deems necessary to decide.

13. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

DeFuniak Springs Community Redevelopment Agency, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Proposers that it will ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

14. REUSE AND OWNERSHIP OF DOCUMENTS

All data, inputs, analytical reports, contract documents, deliverables, and other work products that result from the professional services being offered through any response to this RFP and any contract resulting therefrom shall become the property of the CRA and shall be delivered to the CRA as requested. All information/ materials covered under this paragraph and RFP may not be copyrighted by the contractor. The CRA may use all data and products for purposes deemed appropriate by CRA for the business of the CRA.

15. NO PRE-SUBMISSION CONFERENCE

There will be no Pre-Submission Conference.

16. SCOPE OF WORK

The core objective of this project will be to provide a design standard document to provide citizens, property owners, staff, and other interested parties with design guidance for parcels within the historic districts to include, but not limited to:

- Attending public meetings and fostering public participation
- Site analysis and as-built documentation
- Conceptual design(s)
- Design development and construction documentation
- Regulatory coordination

Respondents must have expertise in Community Redevelopment Agencies and/or municipal and county government processes. The respondent must be a licensed architect authorized to practice in the state of Florida.

The proposed Scope of Work is listed below and must be addressed in a formal proposal to the CRA.

DESCRIPTION	
Task 1	**As-built Documentation** 1. Conduct a detailed site visit and assessment of the existing building to capture accurate measurements, conditions, and structural elements. 2. Develop a comprehensive set of as-built drawings, including floor plans, elevations, sections, and a 3D digital model that accurately reflects current conditions. 3. These documents will serve as the foundation for all subsequent phases of design and construction planning.

DRAFT

Task 2	**Conceptual Design** 1. Create preliminary design concepts that explore layout options and spatial configurations to meet the functional uses of the building. 2. Identify and integrate programmatic elements such as gallery space, multipurpose teaching areas, administrative offices, storage, accessible restrooms, and public gathering spaces. 3. Provide visual representations including sketches, diagrams, and digital renderings to facilitate stakeholder understanding and feedback. 4. Ensure concepts align with the historical context and architectural character of the building through public engagement.
Task 3	**Design Development** 1. Refine the approved conceptual design into more detailed drawings and design documents. 2. Incorporate stakeholder feedback, technical feasibility assessments, and preliminary material selections. 3. Develop scaled floor plans, elevations, and sections, as well as initial specifications for finishes, fixtures, and materials. 4. Address accessibility, sustainability, and safety considerations in the evolving design.
Task 4	**Regulatory Coordination** 1. Coordinate with regulatory agencies to ensure compliance with applicable codes, zoning regulations, and permitting requirements. 2. Prepare and submit required documentation for review and approval. 3. Attend meetings, respond to agency feedback, and make necessary adjustments to the design as part of the approval process. .

DRAFT

Task 5	**Construction Documents** 1. Produce a complete and coordinated set of architectural drawings and specifications suitable for use in competitive bidding and construction. 2. Include details for structural elements, finishes, and materials, ensuring alignment with approved design development documents. 3. Coordinate with structural engineers to incorporate structural design into the construction documents. 4. Deliver digital and print-ready drawing sets that meet industry standards and facilitate construction procurement and implementation.

Deliverables for 27 Crescent Drive:

a. Meetings with staff to coordinate as the project progresses, additional meetings as requested by the Board.
b. The firm shall present the concept prior to formal design, for the purpose of receiving feedback and making revisions at the direction of the CRA Board.
c. Three (3) copies of the final signed/sealed Construction Documents and one (1) copy in electronic format.
d. Electronic version of final documents must be digitally signed.

17. ESTIMATED TIME SCHEDULE

The basic contract period shall be negotiated for completion of deliverables identified in this RFP and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the CRA Board.

18. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

As part of the Responder's Proposal each firm/individual shall submit documentation of their qualifications for consideration and will include the following information. All responses shall at minimum contain the following:

A. **Scope of Services and Statement of Qualifications**. Describe in detail an understanding of the services requested. Respondents shall also submit a statement of qualifications that addresses the proposed scope of services; provide a company/individual profile, and a description of major accomplishments.
B. **Description.** Description of overall knowledge of the City of DeFuniak Springs and the CRA's redevelopment goals and objectives.
C. **Business Organization**. State the full name of the organization and indicate whether the company operates as a partnership, corporation, or sole proprietorship. State the number of years the organization/individual has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter legally binding commitments. Identify by name and position the staff persons assigned to the project and who will perform the services requested in this proposal.
D. **Project Management**. Provide a narrative explanation that specifies project management and reporting responsibilities for managing a project like the one described in this request. The narrative should also detail the approach, methodology, deliverables, and client meetings.
E. **Samples of Previous Work**. Provide samples of previous architectural services for governmental

entities.

F. **References and Client List**. List three former clients for whom similar or comparable services have been performed. Provide a current list of your company's clients and identify any potential conflicts.

Any response not containing full and complete responses to the above minimum elements may be deemed unresponsive to this RFP.

19. INSURANCE REQUIREMENTS

A. Worker's Compensation – in compliance with State and Federal laws.

B. Comprehensive General Liability – Minimum limits of $500,000 per occurrence and $1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability.

C. Comprehensive Automobile Liability.

D. Professional Liability Insurance – minimum limits of $1,000,000.

E. All deductibles to the above referenced policies are to be the responsibility of the successful firm.

F. *Hold Harmless:* The CRA Board shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of the Board's sole negligence. The CRA Board shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of the CRA Board's sole negligence.

PART II: INSTRUCTIONS FOR PREPARING PROPOSALS

1. RULES FOR SUBMITTING THE STATEMENT OF QUALIFICATIONS

A. The Statement must name all persons or entities interested in the proposals as principals of the Project Team. The Statement must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Any questions regarding a project or submittal shall be directed to the Executive Director's Office. There shall not be any contact between a Proposer and any member of the CRA Board regarding the project or any proposal submitted by any Proposer. Any Proposer contacting any member of the CRA Board regarding a submitted proposal is subject to sanctions up to and including having the Board disqualify that firm's submittal.

2. STATEMENT FORMAT

Responses to the RFP must include one (1) original (unbound) and six (6) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response.
In determining the responsibility of any offeror, the CRA staff will examine the factors as listed below. Offerors shall address each factor specifically in their Statement.

A. *Section 1 – Qualifications*

Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the location of the office that would manage this project.

B. *Section 2 – References*

List three recent clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of their principal representative. Describe, in detail, each projects' outcomes and the process your company took to achieve those outcomes.

C. *Section 3 – Project Approach*

Respondents should clearly articulate their approach to the project, including methodology, key milestones, and team involvement. Emphasis should be placed on how the approach aligns with the CRA's goals and the unique context of the Downtown Core

D. *Section 4 – Proposed Budget*

Define the total estimated contract amount on a time and materials basis, with a not to exceed amount. The cost information provided will help to indicate your understanding of the scope of the project. Include the following:

- A list of all phases of work;
- A list of all tasks required to accomplish each phase;
- The estimated material and labor hours for each position classification required to accomplish each task and a current fee schedule including each position classification; and
- The time duration required to accomplish each phase of the work.

E. Appendices

1) *Appendix #1 – Resumes*

Resumes of all key personnel within the project team shall be provided. Each resume shall not exceed two (2) pages in length.

Part III: SELECTION PROCESS

The respondent's proposal will be evaluated by CRA/city staff, and the staff will recommend the top proposal to the CRA Board (CRA) for their consideration.

EVALUATION METHOD AND CRITERIA

A. General

The CRA shall be the sole judge as to the merits of the Proposal, and any resulting agreement. The Board's decision will be final. The evaluation criteria will include, but shall not be limited to, considerations listed under Part I, #16 – Scope of Work. Proposals will be reviewed by the CRA Staff and evaluated based on the format and content outlined in this proposal as follows:

EVALUATION CRITERIA POINTS PERCENTAGE (WEIGHT)	**Points**
QUALIFICATIONS	
A. Shows relevant experience;	
B. Certifications, licenses, and professional affiliations that demonstrate the firm's qualifications;	
C. Proves a successful work history for previous public agencies/clients;	0 to 25
KNOWLEDGE	
A. Clarity and feasibility of the proposed approach and timeline;	
B. Understanding of local context and CRA's interest in adaptive reuse of the building;	
C. Innovation and creativity demonstrated in previous design solutions;	0 to 35
COST	
A. Cost breakdown is detailed and meets the Statement's requirements;	
B. Costs are controlled;	0 to 25
PROVIDED SERVICES	
A. Shows a thorough understanding of the project;	
B. Capacity to begin work promptly and maintain consistent communication throughout the project;	
C. Able, at a minimum, to meet all of the principal areas defined in the RFP's Scope of Work;	0 to 10
REFERENCES	
A. List of strong references reflecting examples of successful outcomes for similar projects.	0 to 5
TOTAL EVALUATION:	**100**

A. **Selection**

The CRA's staff shall evaluate and rank the proposals submitted by all respondents. The top respondent(s) may be invited to present their specific proposal(s) to the CRA Staff for consideration. The staff will then forward the top submission to CRA Board for consideration. *The CRA Board, at their sole discretion, will select the top firm/individual to move forward to contract negotiation, or it may reject the proposal and direct*

the staff to reissue the RFP.

B. Schedule

The anticipated schedule for this project is as follows:

- Publish RFP: April 30th, 2025
- Last day for questions: 4:00 pm, May 21st, 2025
- Response to RFP: Submission of Proposals- 4 pm, May 30th, 2025
- Presentations of top-ranked proposal - to the CRA Board – June 25th, 2025
- Execute Contract – Week of June 29th, 2025

Note: Dates are subject to change as determined by the CRA Board.

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DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR
ARCHITECUTRAL DESIGN SERVICES
FOR THE DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
RFP 25-01-CRA

Part I: GENERAL INSTRUCTIONS

1. PURPOSE

A. Intent of RFP: The DeFuniak Springs Community Redevelopment Agency (CRA) through this Request for Proposal No. 25-01-CRA, is soliciting Proposals from qualified and experienced architects for design services for the development of a vacant CRA-owned commercial property at 27 Crescent Drive.

The CRA's goal for this property is to encourage revitalization in the Downtown Core by facilitating occupancy and overall site activation as a potential arts center. Responsive proposals will be evaluated based on the (1) firm's experience and credentials, (2) approach and understanding of the project, creativity in past work, (3) cost clarity and control, (4) ability to meet service requirements, and (5) quality of references from similar projects. Proposals shall address planning, design, and project implementation.

Interested parties are invited to submit proposals in response to the request consistent with applicable plans, laws, ordinances and regulations governing the area. Respondents should refer specifically to this site and address all aspects of their proposed development.

Proposals must include sufficient information and evidence of the legal and financial ability of the applicant to carry out the terms thereof. All applicants must fully respond and address all items of the project in their proposal submittal package.

B. Time and Due Date: The DeFuniak Springs CRA Board will accept Proposals that must include statements of qualifications from firms/individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida by **May 30th, 2025, no later than 4:00 pm**.

C. Background:

Overview
DeFuniak Springs is celebrated for its historical charm and welcoming community atmosphere. It offers a blend of suburban and small-town living, making it appealing to individuals of all ages. The town's well-preserved historic areas and a growing array of community events underscore its unique character and appeal.

In recent years, the downtown core of DeFuniak Springs has experienced consistent growth and prosperity, with Baldwin Avenue emerging as a central hub of activity and commerce. The downtown area hosts various events that attract residents and visitors alike, fostering a strong sense of community and local pride.

With this growth, there is an urgent need for additional commercial space to sustain and enhance downtown DeFuniak Springs as a vibrant community center. The increasing vibrancy of downtown led the CRA Board to purchase 27 Crescent Drive. This building, located in the DeFuniak Springs Historic District and built in 1925, offers approximately 5,500 square feet of mostly undeveloped space. The location and features of this property present ample opportunities for redevelopment and further contribute to the town's ongoing revitalization efforts.

Additionally, The Walton County Cultural Arts Alliance has expressed interest in utilizing this building as a community arts center. Incorporating the arts into this space has the potential to enrich the cultural landscape, support local artists, and attract both residents and visitors to the Downtown Core, further

contributing to its revitalization.

Overall, the combination of unique retail offerings, historic charm, vibrant community events, strategic redevelopment, and supportive business initiatives underpins the strength of downtown DeFuniak Springs commerce and the many growth opportunities that can be recognized through the redevelopment of 27 Crescent Drive.

2. CONTRACT AWARDS/TERM OF CONTRACT

Following the selection of a qualified firm/individual the CRA Board anticipates entering one (1) contract with the firm/individual whose qualifications and experience are judged to be most advantageous to the CRA Board. The project compensation schedule will be negotiated to provide the flexibility to the Consultant to prioritize his/her staff as efficient as possible. The Proposer understands that any response to this RFP as submitted will not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the DeFuniak Springs CRA Board and both parties execute a contract.

3. DEVELOPMENT COSTS

The CRA Board shall not be liable for any expense incurred in connection with preparation of a response to this Request for Qualifications. Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

4. INQUIRIES

The CRA Board/Staff will not respond to oral inquiries. Proposers may submit e-mailed inquiries regarding this RFP to the Executive Director's e-mail address at cradirector@defuniakspringscra.com. The CRA will respond to e-mailed inquiries received at least five (5) working days prior to the RFP due date. The CRA will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through the Executive Director's email. It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the Executive Director's Office to determine if addenda were issued; acknowledging and incorporating them into their proposal.

5. PROPOSAL SUBMISSION AND WITHDRAWAL

The CRA Board will receive Proposals at the following address and clearly marked on the outside:

RFP 25-01-CRA: PROFESSIONAL SERVICES FOR ARCHITECURAL DESIGN SERVICES:
DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, FL 32435

Statements received after the established deadline will not be opened. Proposers may withdraw their submittal by notifying the CRA Board in writing at any time prior to the due date. Upon opening, the submitted Proposal will become a "public record" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

6. STATEMENT RESTRICTIONS

To control the cost of proposal preparation, submittals will be restricted to the requirements as described in Part II – Instructions for Preparing the Proposal contained within this RFP.

7. DRUG FREE WORKPLACE

The DeFuniak Springs CRA is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

8. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes Sec. 287.133(2) (a), “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.”

9. MINORITY BUSINESS ENTERPRISE (MBE)

M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the RFP submission.

10. CANCELLATION

The CRA Board shall have the right to unilaterally cancel, terminate or suspend any contract, in whole or in part, resulting from this RFP by providing the selected firm thirty (30) days written notice by certified mail.

11. FISCAL NON-FUNDING CLAUSE

In the event sufficient funds are not budgeted for a new fiscal period, the Board shall notify the successful Proposer of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the Board.

12. RESERVED RIGHTS

The CRA Board reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the Board. The Board, in its sole discretion, may expand the scope of work to include additional requirements. The Board reserves the right to investigate, as it deems necessary, to determine the ability of any firm to perform the work or services requested. The firms upon request shall provide information the Board deems necessary to decide.

13. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

DeFuniak Springs Community Redevelopment Agency, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Proposers that it will ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

14. REUSE AND OWNERSHIP OF DOCUMENTS

All data, inputs, analytical reports, contract documents, deliverables, and other work products that result from the professional services being offered through any response to this RFP and any contract resulting therefrom shall become the property of the CRA and shall be delivered to the CRA as requested. All information/ materials covered under this paragraph and RFP may not be copyrighted by the contractor. The CRA may use all data and products for purposes deemed appropriate by CRA for the business of the CRA.

15. NO PRE-SUBMISSION CONFERENCE

There will be no Pre-Submission Conference.

16. SCOPE OF WORK

The core objective of this project will be to provide a design standard document to provide citizens, property owners, staff, and other interested parties with design guidance for parcels within the historic districts to include, but not limited to:

- Attending public meetings and fostering public participation
- Site analysis and as-built documentation
- Conceptual design(s)
- Design development and construction documentation
- Regulatory coordination

Respondents must have expertise in Community Redevelopment Agencies and/or municipal and county government processes. The respondent must be a licensed architect authorized to practice in the state of Florida.

The proposed Scope of Work is listed below and must be addressed in a formal proposal to the CRA.

DESCRIPTION	
Task 1	**As-built Documentation** 1. Conduct a detailed site visit and assessment of the existing building to capture accurate measurements, conditions, and structural elements. 2. Develop a comprehensive set of as-built drawings, including floor plans, elevations, sections, and a 3D digital model that accurately reflects current conditions. 3. These documents will serve as the foundation for all subsequent phases of design and construction planning.

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Task 2	**Conceptual Design** 1. Create preliminary design concepts that explore layout options and spatial configurations to meet the functional uses of the building. 2. Identify and integrate programmatic elements such as gallery space, multipurpose teaching areas, administrative offices, storage, accessible restrooms, and public gathering spaces. 3. Provide visual representations including sketches, diagrams, and digital renderings to facilitate stakeholder understanding and feedback. 4. Ensure concepts align with the historical context and architectural character of the building through public engagement.
Task 3	**Design Development** 1. Refine the approved conceptual design into more detailed drawings and design documents. 2. Incorporate stakeholder feedback, technical feasibility assessments, and preliminary material selections. 3. Develop scaled floor plans, elevations, and sections, as well as initial specifications for finishes, fixtures, and materials. 4. Address accessibility, sustainability, and safety considerations in the evolving design.
Task 4	**Regulatory Coordination** 1. Coordinate with regulatory agencies to ensure compliance with applicable codes, zoning regulations, and permitting requirements. 2. Prepare and submit required documentation for review and approval. 3. Attend meetings, respond to agency feedback, and make necessary adjustments to the design as part of the approval process. .

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Task 5	**Construction Documents** 1. Produce a complete and coordinated set of architectural drawings and specifications suitable for use in competitive bidding and construction. 2. Include details for structural elements, finishes, and materials, ensuring alignment with approved design development documents. 3. Coordinate with structural engineers to incorporate structural design into the construction documents. 4. Deliver digital and print-ready drawing sets that meet industry standards and facilitate construction procurement and implementation.

Deliverables for 27 Crescent Drive:

a. Meetings with staff to coordinate as the project progresses, additional meetings as requested by the Board.
b. The firm shall present the concept prior to formal design, for the purpose of receiving feedback and making revisions at the direction of the CRA Board.
c. Three (3) copies of the final signed/sealed Construction Documents and one (1) copy in electronic format.
d. Electronic version of final documents must be digitally signed.

17. ESTIMATED TIME SCHEDULE

The basic contract period shall be negotiated for completion of deliverables identified in this RFP and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the CRA Board.

18. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

As part of the Responder's Proposal each firm/individual shall submit documentation of their qualifications for consideration and will include the following information. All responses shall at minimum contain the following:

A. **Scope of Services and Statement of Qualifications**. Describe in detail an understanding of the services requested. Respondents shall also submit a statement of qualifications that addresses the proposed scope of services; provide a company/individual profile, and a description of major accomplishments.
B. **Description.** Description of overall knowledge of the City of DeFuniak Springs and the CRA's redevelopment goals and objectives.
C. **Business Organization**. State the full name of the organization and indicate whether the company operates as a partnership, corporation, or sole proprietorship. State the number of years the organization/individual has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter legally binding commitments. Identify by name and position the staff persons assigned to the project and who will perform the services requested in this proposal.
D. **Project Management**. Provide a narrative explanation that specifies project management and reporting responsibilities for managing a project like the one described in this request. The narrative should also detail the approach, methodology, deliverables, and client meetings.
E. **Samples of Previous Work**. Provide samples of previous architectural services for governmental

entities.

F. **References and Client List**. List three former clients for whom similar or comparable services have been performed. Provide a current list of your company's clients and identify any potential conflicts.

Any response not containing full and complete responses to the above minimum elements may be deemed unresponsive to this RFP.

19. INSURANCE REQUIREMENTS

A. Worker's Compensation – in compliance with State and Federal laws.

B. Comprehensive General Liability – Minimum limits of $500,000 per occurrence and $1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability.

C. Comprehensive Automobile Liability.

D. Professional Liability Insurance – minimum limits of $1,000,000.

E. All deductibles to the above referenced policies are to be the responsibility of the successful firm.

F. *Hold Harmless:* The CRA Board shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of the Board's sole negligence. The CRA Board shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of the CRA Board's sole negligence.

PART II: INSTRUCTIONS FOR PREPARING PROPOSALS

1. RULES FOR SUBMITTING THE STATEMENT OF QUALIFICATIONS

A. The Statement must name all persons or entities interested in the proposals as principals of the Project Team. The Statement must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Any questions regarding a project or submittal shall be directed to the Executive Director's Office. There shall not be any contact between a Proposer and any member of the CRA Board regarding the project or any proposal submitted by any Proposer. Any Proposer contacting any member of the CRA Board regarding a submitted proposal is subject to sanctions up to and including having the Board disqualify that firm's submittal.

2. STATEMENT FORMAT

Responses to the RFP must include one (1) original (unbound) and six (6) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response.
In determining the responsibility of any offeror, the CRA staff will examine the factors as listed below. Offerors shall address each factor specifically in their Statement.

A. *Section 1 – Qualifications*

Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the location of the office that would manage this project.

B. *Section 2 – References*

List three recent clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of their principal representative. Describe, in detail, each projects' outcomes and the process your company took to achieve those outcomes.

C. *Section 3 – Project Approach*

Respondents should clearly articulate their approach to the project, including methodology, key milestones, and team involvement. Emphasis should be placed on how the approach aligns with the CRA's goals and the unique context of the Downtown Core

D. *Section 4 – Proposed Budget*

Define the total estimated contract amount on a time and materials basis, with a not to exceed amount. The cost information provided will help to indicate your understanding of the scope of the project. Include the following:

- A list of all phases of work;
- A list of all tasks required to accomplish each phase;
- The estimated material and labor hours for each position classification required to accomplish each task and a current fee schedule including each position classification; and
- The time duration required to accomplish each phase of the work.

E. Appendices

1) *Appendix #1 – Resumes*

Resumes of all key personnel within the project team shall be provided. Each resume shall not exceed two (2) pages in length.

Part III: SELECTION PROCESS

The respondent's proposal will be evaluated by CRA/city staff, and the staff will recommend the top proposal to the CRA Board (CRA) for their consideration.

EVALUATION METHOD AND CRITERIA

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EVALUATION CRITERIA POINTS

PERCENTAGE (WEIGHT)	**Points**
QUALIFICATIONS	
A. Shows relevant experience;	
B. Certifications, licenses, and professional affiliations that demonstrate the firm's qualifications;	
C. Proves a successful work history for previous public agencies/clients;	0 to 25
KNOWLEDGE	
A. Clarity and feasibility of the proposed approach and timeline;	
B. Understanding of local context and CRA's interest in adaptive reuse of the building;	
C. Innovation and creativity demonstrated in previous design solutions;	0 to 35
COST	
A. Cost breakdown is detailed and meets the Statement's requirements;	
B. Costs are controlled;	0 to 25
PROVIDED SERVICES	
A. Shows a thorough understanding of the project;	
B. Capacity to begin work promptly and maintain consistent communication throughout the project;	
C. Able, at a minimum, to meet all of the principal areas defined in the RFP's Scope of Work;	0 to 10
REFERENCES	
A. List of strong references reflecting examples of successful outcomes for similar projects.	0 to 5
TOTAL EVALUATION:	**100**

A. **Selection**

The CRA's staff shall evaluate and rank the proposals submitted by all respondents. The top respondent(s) may be invited to present their specific proposal(s) to the CRA Staff for consideration. The staff will then forward the top submission to CRA Board for consideration. *The CRA Board, at their sole discretion, will select the top firm/individual to move forward to contract negotiation, or it may reject the proposal and direct*

the staff to reissue the RFP.

B. Schedule

The anticipated schedule for this project is as follows:

- Publish RFP: April 30th, 2025
- Last day for questions: 4:00 pm, May 21st, 2025
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- Presentations of top-ranked proposal - to the CRA Board – June 25th, 2025
- Execute Contract – Week of June 29th, 2025

Note: Dates are subject to change as determined by the CRA Board.

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Docusign Envelope ID: F109230F-96ED-481D-B598-CE71559FD638

March 27, 2025

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

Please remit payment to:
Johnson, Mirmiran & Thompson, Inc.
40 Wight Avenue
Hunt Valley, MD 21030

Attn:

Re: Professional Services for Historic District Design Standards
RFP 24-02-CRA
PO# 2025-00559

Invoice Number:	2-256049
Period Starting Date:	2/1/2025
Period Ending Date:	2/12/2025
JMT Project Number:	24-02821-001
Prepared By:	Toto, Paris

We are hereby submitting our invoice for professional services, as per our Contract.

24-02821-001 - DeFuniak Springs Community Redevelopment Authority

Name of Employee	Classification	Hourly Rate	Total Hours	Total
Gimbal, Carolyn J	Architectural Historian	$ 81.78	2.0	$ 163.56
Smith, Samantha	Architectural Historian	$ 81.78	20.0	$ 1,635.60
		JMT Labor Total	**22.0**	**$ 1,799.16**

Direct Expenses	
Parking/Tolls	$ 48.00
Travel	$ 157.92
JMT Expenses Total	**$ 205.92**
TOTAL DUE THIS INVOICE	**$ 2,005.08**

Total Budget	$	56,312.99
Amount This Invoice	$	2,005.08
Previous Billed	$	10,983.27
Billed To Date	$	12,988.35
Budget Remaining	$	43,324.64
Percent Invoiced		23.1%

"Certified that all invoicing is true and correct and payment has not yet been received."

Johnson, Mirmiran & Thompson, Inc.

Signed by:
7FD4BB6DFD9C4C2...

Leggio, Christine N
Project Manager

Federal ID No.: 52-0963531

Date & Time: 3/27/2025 5:14:17 PM

JMT
Labor distribution report (Sales price)
from 2/1/2025 **to** 2/12/2025

Client: 10013276 DeFuniak Springs Community Redevelopment Agency
Contract: 24-02821 Professional Services for Historic District Design Standards
Project: 24-02821-001 DeFuniak Springs Community Redevelopment Authority

WBS Activity: 1 Kickoff Meeting and Site Inventory

EE#	Name Timesheet period	Occupation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hours	Hourly rate	Total cost
06006	Gimbal, Carolyn J	Architectural Historian										
	2/2/2025 - 2/8/2025			1.00	1.00					2.00	81.78	163.56
	Subtotal of Gimbal, Carolyn J, Architectural Historian									2.00		163.56
07420	Smith, Samantha	Architectural Historian										
	2/2/2025 - 2/8/2025			4.00						4.00	81.78	327.12
	Subtotal of Smith, Samantha, Architectural Historian									4.00		327.12
Subtotal of 1 Kickoff Meeting and Site Inventory --										6.00		490.68

Date & Time: 3/27/2025 5:14:17 PM

JMT
Labor distribution report (Sales price)
from 2/1/2025 **to** 2/12/2025

Client: 10013276 DeFuniak Springs Community Redevelopment Agency
Contract: 24-02821 Professional Services for Historic District Design Standards
Project: 24-02821-001 DeFuniak Springs Community Redevelopment Authority

WBS Activity: 3 Draft Outline

EE#	Name Timesheet period	Occupation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hours	Hourly rate	Total cost
07420	Smith, Samantha	Architectural Historian										
	2/2/2025 - 2/8/2025			4.00	8.00					12.00	81.78	981.36
	2/9/2025 - 2/15/2025					4.00				4.00	81.78	327.12
	Subtotal of Smith, Samantha, Architectural Historian									16.00		1,308.48
Subtotal of 3 Draft Outline --										16.00		1,308.48
Total										22.00		1,799.16

This certifies that the above is a true and correct labor report covering work performed on the project named

Signature of Consultant

Signed by:
7FD4BB6DFD9C4C2...
Leggio, Christine N

Date

3/28/2025 | 3:37:45 PM EDT

From: Robert S. Marks
To: Josh Ervin; Laburthe, Antoine
Cc: Dingman, Leslie; Kroehler, Erik M; Keys, Wc L; Dustin T. Grubbs; Poole, David
Subject: [** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] RE: [** Caution: FILE ATTACHED **] Lumen Facility Adjustments @ "Woodham" Alleyway between US-90 and Baldwin AVE, Defuniak Springs, FL P.272775
Date: Thursday, October 31, 2024 10:44:06 AM
Attachments: image001.png
image002.png
image003.png

The fiber within this project should be buried.

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

Caution! This message was sent from outside your organization. Allow sender | Block sender | Report

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

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

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

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

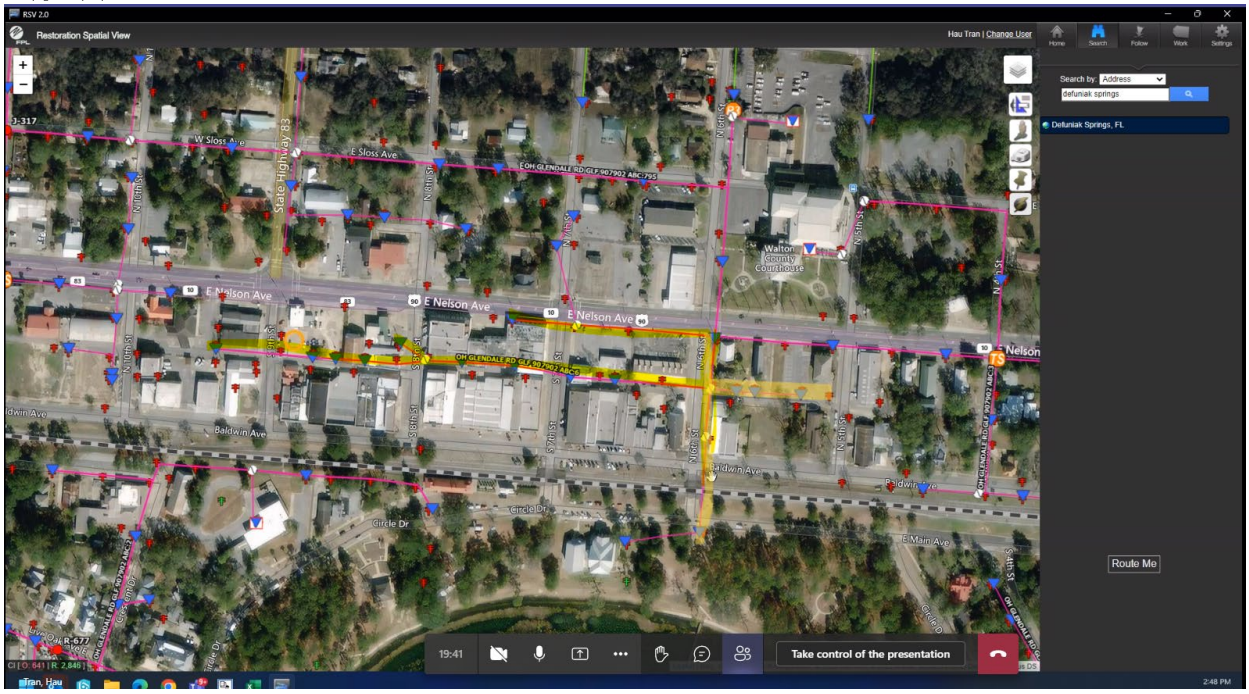
Yes that includes the work on 6th ave.

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

Caution! This message was sent from outside your organization. Allow sender | Block sender | Report

Good morning,

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



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

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

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

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

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

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

Project Estimate: $74523.66

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

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

Please provide the billing contact information below:

Contact & Signatory

Attn:

Company:

Full Billing Address:

Email:

Telephone:

Thank you,

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

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

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

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11/3/2024

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

Re: DE FUNIAK SPRINGS, FL

BAN Number P272775

Dear DeFuniak Springs Community Redevelopment Agency,

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

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

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

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

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

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

Special Construction Billing
Email: sconstr@Lumen.com

enclosures

CenturyLink™

Contract No: No
Job Authorization No: P272775
CTL Affiliate: EQ Florida-Panhandle

Special Construction Proposal

Date: 11/3/2024

Billing Address:

Customer: Joshua R. Ervin

Attention: DeFuniak Springs Community Redevelop

694 Baldwin Avenue, Suite 4

DeFuniak Springs, FL 32435

Work Location:

"Woodham" Alleyway between US-90 and Baldwin Av

County WALTON

DE FUNIAK SPRINGS, FL

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

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

Advance Payment (required before work begins): $74,523.66

Total Charges: Seventy-Four Thousand Five Hundred Twenty-Three Dollars and 66/100

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

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

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

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

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

Customer

Authorized Signature: _____

Name Printed/Typed: _____

Title: _____

Date: _____

From: Mitchell, Scott s
To: Josh Ervin
Subject: [** Caution: FILE ATTACHED **] RE: [EXTERNAL] RE: [** Caution: FILE ATTACHED **] Test
Date: Friday, August 16, 2024 11:12:35 AM
Attachments: image002.png
image003.png
image005.png
image006.png

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

Labor						
Job Code	SubCat	Quantity	WBS	Rate	Cost	New OR F8
Totals					$80,548.16	

Material						
Code	SubCat	Quantity	WBS	Rate	Cost	New OR F7
Totals					$20,039.00	

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

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

Good morning, Scott!

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

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

Florida Power & Light Company, 7200 NW 4 St, Plantation, FL 33317

August 14, 2024

Joshua R. Ervin
Executive Director
DeFuniak Springs Community
Redevelopment Agency

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

Dear Mr. Ervin:

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Hau Tran
Program Manager
Overhead to Underground Conversions
FPL

Purchase Order Request Form

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

Requestor*	
POR Due Date	
Request Completion Date	

Requested Completion Date	

Capability	Description of Unit Pricing	Unit	Quantity	Rate	Total
Underground	Directional Bore 2- 1-1/4 ducts	LF	2480	$15.00	$37,200.00
	FOC	LF	3230	$3.00	$9,690.00
	HAND HOLES	LF	5	$500.00	$2,500.00
	LOCATE WIRE	LF	2580	$1.00	$2,580.00
	TRAFFIC CONTROL	EA	2	$800.00	$1,600.00
	R&R CONCRETE	FT	75	$50.00	$3,750.00
	SOD	FT			$0.00
	REMOVE AERIAL FOC	FT	2480	$2.00	$4,960.00
	MISC MATERIALS (MULE TAPE)	FT	2480	$0.50	$1,240.00
	ENGINEERING, PERMITTING	FT	2480	$2.00	$4,960.00
	SPLICING	EA	12880	$1.00	$12,880.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
			TOTAL		$81,360.00

Notes:

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

Vendor Approval _____ Uniti Fiber Approval _____

Approval Date _____ Approval Date _____

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

Purchase Order Request Form

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

Requestor*	
POR Due Date	
Request Completion Date	

Requested Completion Date	

Capability	Description of Unit Pricing	Unit	Quantity	Rate	Total
Underground	**Directional Bore 2- 1-1/4 ducts**	**LF**	**2480**	**$15.00**	**$37,200.00**
	FOC	**LF**	**3230**	**$3.00**	**$9,690.00**
	HAND HOLES	**LF**	**5**	**$500.00**	**$2,500.00**
	LOCATE WIRE	**LF**	**2580**	**$1.00**	**$2,580.00**
	TRAFFIC CONTROL	**EA**	**2**	**$800.00**	**$1,600.00**
	R&R CONCRETE	**FT**	**75**	**$50.00**	**$3,750.00**
	SOD	**FT**			**$0.00**
	REMOVE AERIAL FOC	**FT**	**2480**	**$2.00**	**$4,960.00**
	MISC MATERIALS (MULE TAPE)	**FT**	**2480**	**$0.50**	**$1,240.00**
	ENGINEERING, PERMITTING	**FT**	**2480**	**$2.00**	**$4,960.00**
	SPLICING	**EA**	**12880**	**$1.00**	**$12,880.00**
					$0.00
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					$0.00
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					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
			TOTAL	**$81,360.00**	

Notes:

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Vendor Approval _____ Uniti Fiber Approval _____

Approval Date _____ Approval Date _____

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

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

RSV 2.0

Restoration Spatial View

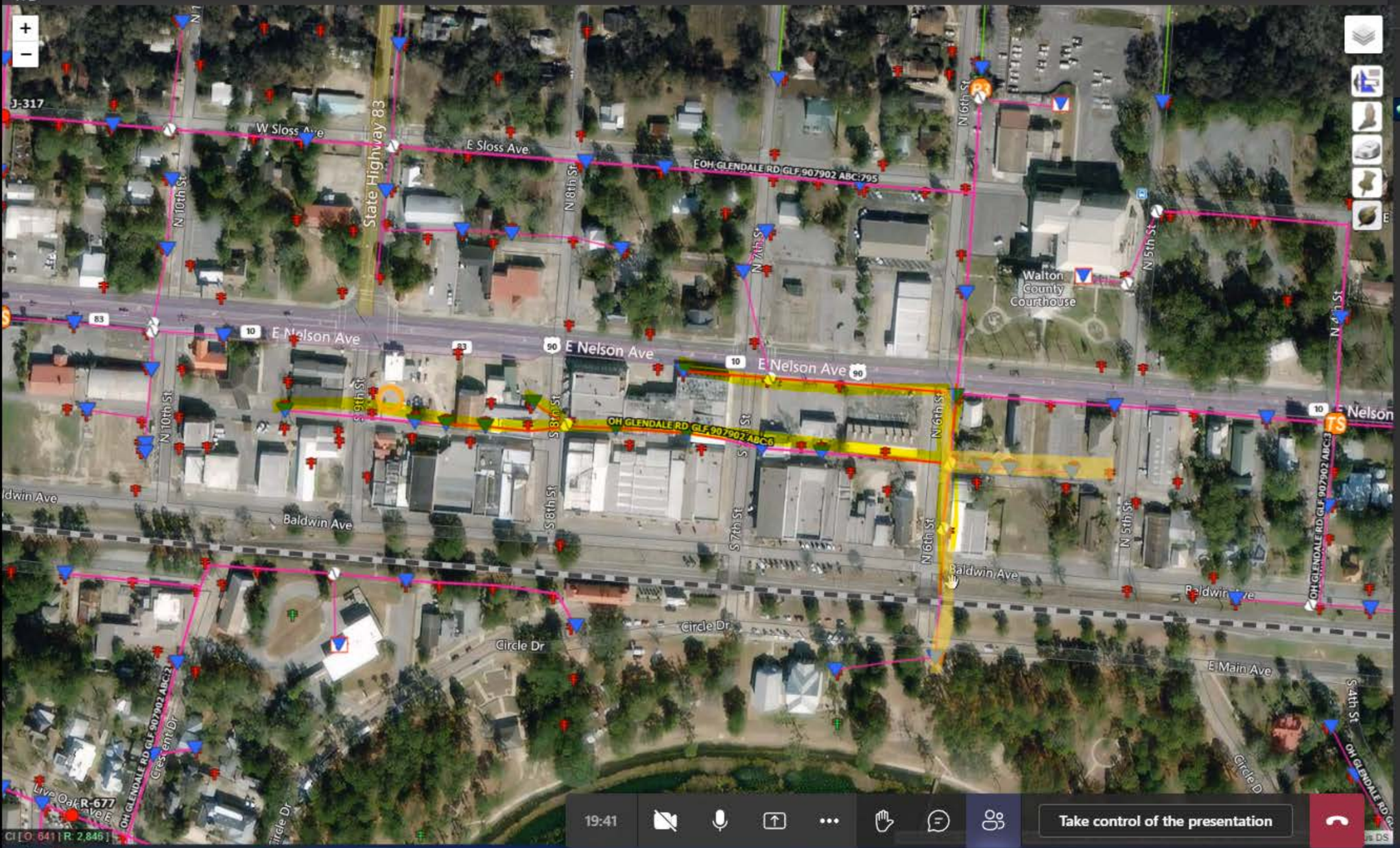
Hau Tran | Change User

Home | Search | Follow | Work | Settings

Search by: Address

defuniak springs

Defuniak Springs, FL



Route Me

19:41

Take control of the presentation

Tran, Hau

2:48 PM