

**COMMUNITY REDEVELOPMENT AGENCY  
AGENDA  
TUESDAY, JANUARY 10, 2017  
5:30 P.M.**

1. Approval of December Minutes (*Requires vote*)
2. Approval of January Financial Report (*Requires vote*)
3. Item 31 Engagement Letter with Lindsay & Lindsay, P. A.

Description

Attached is an Engagement Letter with Lindsay & Lindsay, P.A. for representation of the Community Redevelopment Agency. Hourly rate is being reduced to \$195 in consideration of the Community Redevelopment Agency being a public entity.

Staff Recommendation    Vote Required

Staff recommends approval for City Manager to sign agreement with Lindsay & Lindsay, P. A. to represent the CRA

Cost \$195 hr.

Funding Source    CRA Funds

Item 28 Landscaping of Riverwalk North

Description

Landscaping plan with cost estimate for Riverwalk North to compliment the rest of the Riverwalk Landscaping

Staff Recommendation    Vote Required

Staff recommends approval of landscaping of Riverwalk North

Cost \$5,670.25

Funding Source    CRA Funds

4. Other Business
5. Adjourn

CRA I DOWNTOWN  
FY 2017  
( Fund 111 )

as of 01/09/2017

| acct. #               |           | FY 2017                                 | FY 2017          | Balance          | Description |                                      |
|-----------------------|-----------|---|------------------|------------------|-------------|--------------------------------------|
|                       |           | BUDGET                                  | YTD              |                  |             |                                      |
| <b>REVENUES</b>       | 338-10-00 | O/S Rev from Local Units (SRC contrib)  | \$ 44,947        | \$ -             | \$ 44,947   | Estimated tax billing                |
|                       | 338-10-01 | O/S Rev from Local Units (CITY contrib) | \$ 23,873        | \$ -             | \$ 23,873   | Estimated tax billing                |
|                       | 348-xx-xx | Promotional                             | \$ 25,200        | \$ 4,375         | \$ 20,825   | Promotional Revenue                  |
|                       | 361-10-00 | Interest Income                         | \$ -             | \$ 2             | \$ -        | Interest                             |
|                       | 366-10-00 | Misc. Donations                         | \$ -             | \$ -             | \$ -        | Misc. Donations                      |
|                       | 381-01-00 | Transfer from General Fund              | \$ -             | \$ -             | \$ -        |                                      |
|                       | 381-15-00 | Transfer from Downtown 102              | \$ 68,070        | \$ 68,070        | \$ -        | Formerly Fund 102 is now Fund 111    |
|                       | 389-90-01 | FYE 2016 Balance Forward (Estimated)    | \$ -             | \$ -             | \$ -        | FYE 2016 Balance Forward (Estimated) |
| <b>REVENUE TOTALS</b> |           | <b>\$ 162,090</b>                       | <b>\$ 72,447</b> | <b>\$ 89,645</b> |             |                                      |

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|                             |                                |                            |                  |                   |   |  |
|-----------------------------|--------------------------------|----------------------------|------------------|-------------------|---|--|
| <b>EXPENDITURES</b>         | <b>5 K Race</b>                |                            |                  |                   |   |  |
|                             | 48-01                          | Promo-5K                   | \$ 11,000        | \$ 1,858          | \$ 9,142                                  | Promo-5K   |
|                             | <b>TOTAL 5 K</b>               |                            | <b>\$ 11,000</b> | <b>\$ 1,858</b>   | <b>\$ 9,142</b>                           |  |
|                             | <b>BANDS ON THE BLACKWATER</b> |                            |                  |                   |   |  |
|                             | 48-02                          | Promo-Bands on Blackwater  | \$ 28,600        | \$ 5,705          | \$ 22,895                                 | Promo-Bands on Blackwater                        |
|                             | <b>TOTAL BANDS</b>             |                            | <b>\$ 28,600</b> | <b>\$ 5,705</b>   | <b>\$ 22,895</b>                          |  |
|                             | <b>MOVIE NIGHT</b>             |                            |                  |                   |   |  |
|                             | 48-03                          | Promo-Movie Night          | \$ 1,000         | \$ 578            | \$ 422                                    | Promo-Movie Night                                |
|                             | <b>TOTAL MOVIE NIGHT</b>       |                            | <b>\$ 1,000</b>  | <b>\$ 578</b>     | <b>\$ 422</b>                             |  |
|                             | <b>SCRATCH ANKLE</b>           |                            |                  |                   |   |  |
|                             | 48-04                          | Promo-Scratch Ankle        | \$ 2,000         | \$ -              | \$ 2,000                                  | Promo-Scratch Ankle                              |
|                             | <b>TOTAL SCRATCH ANKLE</b>     |                            | <b>\$ 2,000</b>  | <b>\$ -</b>       | <b>\$ 2,000</b>                           |  |
|                             | <b>OTHER EVENTS</b>            |                            |                  |                   |   |  |
|                             | 48-06                          | Promo-Other Events         | \$ 20,000        | \$ 6,292          | \$ 13,708                                 | Promo-Other                                      |
|                             | <b>TOTAL OTHER EVENTS</b>      |                            | <b>\$ 20,000</b> | <b>\$ 6,292</b>   | <b>\$ 13,708</b>                          |  |
|                             | <b>PROMO EXPENSE TOTALS</b>    |                            | <b>\$ 62,600</b> | <b>\$ 14,433</b>  | <b>\$ 48,167</b>                          |  |
|                             | <b>OTHER EXPENSES</b>          |                            |                  |                   |   |  |
|                             | 34-00                          | Other Contractual Services | \$ 8,500         | \$ -              | \$ 8,500                                  |  |
|                             | 43-00                          | Utility Services           | \$ 4,000         | \$ 678            | \$ 3,322                                  | Gulf Power / Willing St. power poles             |
|                             | 46-00                          | Repair & Maintenance       | \$ 5,000         | \$ -              | \$ 5,000                                  | R&M  |
|                             | 48-00                          | Promotional                | \$ 15,000        | \$ -              | \$ 15,000                                 | Advertisement                                    |
|                             | 49-00                          | Misc. Expense              | \$ 4,000         | \$ 1,348          | \$ 2,652                                  | Christmas lighting maintenance/Electrical Repair |
|                             | 49-19                          | Tax Rebate Incentive Prog  | \$ -             | \$ -              | \$ -                                      | Tax Rebate Incentive Program                     |
|                             | 52-00                          | Operating Supplies         | \$ 500           | \$ 175            | \$ 325                                    | Misc.  |
|                             | 54-00                          | Dues & Subscriptions       | \$ 495           | \$ 495            | \$ -                                      | Dues & Subscriptions                             |
|                             | 61-02                          | Easement-Sidewalk          | \$ -             | \$ -              | \$ -                                      | Easement-Sidewalk                                |
|                             | 64-07                          | Misc. Equipment            | \$ -             | \$ -              | \$ -                                      |  |
|                             | 64-27                          | Downtown Project Expense   | \$ 35,000        | \$ -              | \$ 35,000                                 |  |
| 82-09                       | Misc. Grants in Aid            | \$ 4,000                   | \$ -             | \$ 4,000          | Support for Special Events (SR Arts/Etc.) |  |
| 91-01                       | Transf to General Fund         | \$ -                       | \$ -             | \$ -              |   |  |
| 99-99                       | Contingencies                  | \$ 22,995                  | \$ -             | \$ 22,995         |   |  |
| <b>OTHER EXPENSE TOTALS</b> |                                | <b>\$ 99,490</b>           | <b>\$ 2,696</b>  | <b>\$ 96,794</b>  |   |  |
| <b>EXPENSE TOTALS</b>       |                                | <b>\$ 162,090</b>          | <b>\$ 17,129</b> | <b>\$ 144,961</b> |   |  |

CRA II NORTH  
FY 2017  
( Fund 112 )

|                       |           | FY 2017                                 | FY 2017     |             |             |                             |
|-----------------------|-----------|---|-------------|-------------|-------------|-----------------------------|
| acct. #               |           | BUDGET                                  | YTD         | Balance     | Description |                             |
| <b>REVENUES</b>       | 338-10-00 | O/S Rev from Local Units (SRC contrib)  | \$ -        | \$ -        | \$ -        | Estimated tax billing       |
|                       | 338-10-01 | O/S Rev from Local Units (CITY contrib) | \$ -        | \$ -        | \$ -        | Estimated tax billing       |
|                       | 348-xx-xx | Promotional                             | \$ -        | \$ -        | \$ -        | Promotional Revenue         |
|                       | 361-10-00 | Interest Income                         | \$ -        | \$ -        | \$ -        | Interest                    |
|                       | 366-10-00 | Misc. Donations                         | \$ -        | \$ -        | \$ -        | Misc. Donations             |
|                       | 381-01-00 | Transfer from General Fund              | \$ -        | \$ -        | \$ -        |                             |
|                       | 389-90-01 | Balance Forward (Estimated)             | \$ -        | \$ -        | \$ -        | Balance Forward (Estimated) |
| <b>REVENUE TOTALS</b> |           | <b>\$ -</b>                             | <b>\$ -</b> | <b>\$ -</b> |             |                             |

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|                       |                              | <b>OTHER EXPENSES</b>      |             |             |      |  |
|-----------------------|------------------------------|----------------------------|-------------|-------------|------|--|
| <b>EXPENSES</b>       | 31-03                        | Professional Services      | \$ -        | \$ -        | \$ - |  |
|                       | 34-00                        | Other Contractual Services | \$ -        | \$ -        | \$ - |  |
|                       | 43-00                        | Utility Services           | \$ -        | \$ -        | \$ - | Gulf Power / power poles                         |
|                       | 46-00                        | Repair & Maintenance       | \$ -        | \$ -        | \$ - | R&M  |
|                       | 48-00                        | Promotional                | \$ -        | \$ -        | \$ - | Advertisement                                    |
|                       | 48-06                        | Promotional                | \$ -        | \$ -        | \$ - | Advertisement                                    |
|                       | 49-00                        | Misc. Expense              | \$ -        | \$ -        | \$ - | Christmas lighting maintenance/Electrical Repair |
|                       | 49-18                        | Misc. Exp. / Bank Charges  | \$ -        | \$ -        | \$ - |  |
|                       | 52-00                        | Operating Supplies         | \$ -        | \$ -        | \$ - | Misc.  |
|                       | 53-00                        | Materials/Rep & Supplies   | \$ -        | \$ -        | \$ - |  |
|                       | 54-00                        | Dues & Subscriptions       | \$ -        | \$ -        | \$ - | Dues & Subscriptions                             |
|                       | 61-01                        | Capital - Land Acquisition | \$ -        | \$ -        | \$ - |  |
|                       | 64-07                        | Capital - Misc. Equipment  | \$ -        | \$ -        | \$ - |  |
|                       | 64-27                        | Project Expense            | \$ -        | \$ -        | \$ - |  |
|                       | 82-09                        | Misc. Grants in Aid        | \$ -        | \$ -        | \$ - | Support for Special Events                       |
|                       | 91-00                        | Transfer to Other Funds    | \$ -        | \$ -        | \$ - |  |
|                       | 91-01                        | Transfer to General Fund   | \$ -        | \$ -        | \$ - |  |
| 91-02                 | Transfer to Capital Projects | \$ -                       | \$ -        | \$ -        |      |  |
| 590-01-00             | Contingencies                | \$ -                       | \$ -        | \$ -        |      |  |
| <b>EXPENSE TOTALS</b> |                              | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> |      |  |

**CRA III SOUTH  
FY 2017  
( Fund 113 )**

|                 |                       | FY 2017                                 | FY 2017     |             |             |                             |
|-----------------|-----------------------|---|-------------|-------------|-------------|-----------------------------|
| acct. #         |                       | BUDGET                                  | YTD         | Balance     | Description |                             |
| <b>REVENUES</b> | 338-10-00             | O/S Rev from Local Units (SRC contrib)  | \$ -        | \$ -        | \$ -        | Estimated tax billing       |
|                 | 338-10-01             | O/S Rev from Local Units (CITY contrib) | \$ -        | \$ -        | \$ -        | Estimated tax billing       |
|                 | 348-xx-xx             | Promotional                             | \$ -        | \$ -        | \$ -        | Promotional Revenue         |
|                 | 361-10-00             | Interest Income                         | \$ -        | \$ -        | \$ -        | Interest                    |
|                 | 366-10-00             | Misc. Donations                         | \$ -        | \$ -        | \$ -        | Misc. Donations             |
|                 | 381-01-00             | Transfer from General Fund              | \$ -        | \$ -        | \$ -        |                             |
|                 | 389-90-01             | Balance Forward (Estimated)             | \$ -        | \$ -        | \$ -        | Balance Forward (Estimated) |
|                 | <b>REVENUE TOTALS</b> |   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |                             |

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|                       |                              | <b>OTHER EXPENSES</b>      |             |             |      |  |
|-----------------------|------------------------------|----------------------------|-------------|-------------|------|--|
| <b>EXPENSES</b>       | 31-03                        | Professional Services      | \$ -        | \$ -        | \$ - |  |
|                       | 34-00                        | Other Contractual Services | \$ -        | \$ -        | \$ - |  |
|                       | 43-00                        | Utility Services           | \$ -        | \$ -        | \$ - | Gulf Power / Power poles                         |
|                       | 46-00                        | Repair & Maintenance       | \$ -        | \$ -        | \$ - | R&M  |
|                       | 48-00                        | Promotional                | \$ -        | \$ -        | \$ - | Advertisement                                    |
|                       | 48-06                        | Promotional                | \$ -        | \$ -        | \$ - | Advertisement                                    |
|                       | 49-00                        | Misc. Expense              | \$ -        | \$ -        | \$ - | Christmas lighting maintenance/Electrical Repair |
|                       | 49-18                        | Misc. Exp. / Bank Charges  | \$ -        | \$ -        | \$ - |  |
|                       | 52-00                        | Operating Supplies         | \$ -        | \$ -        | \$ - | Misc.  |
|                       | 53-00                        | Materials/Rep & Supplies   | \$ -        | \$ -        | \$ - |  |
|                       | 54-00                        | Dues & Subscriptions       | \$ -        | \$ -        | \$ - | Dues & Subscriptions                             |
|                       | 61-01                        | Capital - Land Acquisition | \$ -        | \$ -        | \$ - |  |
|                       | 64-07                        | Capital - Misc. Equipment  | \$ -        | \$ -        | \$ - |  |
|                       | 64-27                        | Project Expense            | \$ -        | \$ -        | \$ - |  |
|                       | 82-09                        | Misc. Grants in Aid        | \$ -        | \$ -        | \$ - | Support for Special Events                       |
|                       | 91-00                        | Transfer to Other Funds    | \$ -        | \$ -        | \$ - |  |
|                       | 91-01                        | Transfer to General Fund   | \$ -        | \$ -        | \$ - |  |
| 91-02                 | Transfer to Capital Projects | \$ -                       | \$ -        | \$ -        |      |  |
| 590-01-00             | Contingencies                | \$ -                       | \$ -        | \$ -        |      |  |
| <b>EXPENSE TOTALS</b> |                              | <b>\$ -</b>                | <b>\$ -</b> | <b>\$ -</b> |      |  |

# LINDSAY & LINDSAY

A PROFESSIONAL ASSOCIATION

ATTORNEYS AT LAW

5218 WILLING STREET

MILTON, FLORIDA 32570

ITEM # 31

ALLEN W. LINDSAY, JR. \*  
(awl@lal-law.com)

HEATHER F. LINDSAY \*  
(hfl@lal-law.com)

\*ALSO ADMITTED IN ALABAMA

(850) 623-3200  
FAX (850) 623-0104

[www.lal-law.com](http://www.lal-law.com)

REPLY TO  
POST OFFICE BOX 586  
MILTON, FLORIDA 32572

November 16, 2016

Mr. Brian Watkins, City Manager  
Milton City Hall  
6738 Dixon Street  
Milton, Florida 32570

RE: **Engagement Letter**

Dear Mr. Watkins:

As previously discussed, this letter sets forth the proposed terms of the engagement of Lindsay & Lindsay, P.A., for representation of the Community Redevelopment Agency.

My regular hourly rate of \$300 is being reduced to \$195 in consideration of the Community Redevelopment Agency being a public entity as opposed to a private client. In the past, my firm has charged \$175 an hour for legal fees for public entities. Based on market research, this small increase in the prior rate of \$175, which rate has been in place approximately two years, is consistent with what other Attorneys are charging.

The firm will charge an hourly rate for fees and seek reimbursement for any costs incurred on behalf of the Community Redevelopment Agency. An additional monthly retainer will not be charged to the CRA as the firm is already retained by the City of Milton, and no conflict is anticipated.

My time will be kept based on the tenth of the hour as opposed to quarter hours because that approach allows for more efficiency and productivity in my services to the Community Redevelopment Agency. The Firm will provide invoices on a monthly basis on or before the 15<sup>th</sup> of each month. The invoices will include descriptions of my time as well as references to expenses incurred by the Firm on your behalf. I will not incur any expense beyond reasonable copying and postage without first obtaining your approval. To the extent you have any questions about my time entries, please do not hesitate to discuss those questions with me.

For work on behalf of the City, we have discussed with the City Council and Mayor that routing questions through you may allow the City to achieve greater efficiencies. My recommendation is to have that same practice with regard to the CRA. I am available to each

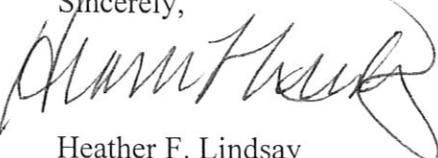
Mr. Brian Watkins  
November 16, 2016  
Engagement Letter

member of Council, the Mayor, to you, Mr. Jorgenson, and your staff for attending meetings, research, drafting of ordinances and resolutions, review of contracts, interpretations of law and legal opinions, rendering opinions, responding to inquiries from citizens and lawyers regarding legal issues, and defense of the Community Redevelopment Agency in legal disputes. You are my primary client contact who will be directing my work on behalf of the Community Redevelopment Agency. The scope of my representation may be broader depending on the needs of the Community Redevelopment Agency and subject to our reaching a mutual understanding about the work to be done.

We state in all of our engagement letters that you have a duty to inform us of any conflict of interest of which you are aware. We are not always aware if we now or have been lawyers for a person or entity that would have interests adverse to the matter for which we are representing you. We have discussed this and at this time we have no reason to believe any conflict exists. We also do not anticipate a conflict arising in the future; however, if circumstances change as to the persons or entities involved or affected by this matter, please keep us advised.

If the above terms are to your satisfaction, please sign the acknowledgment below and return same. Should you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather F. Lindsay", written in a cursive style.

Heather F. Lindsay

Mr. Brian Watkins  
November 16, 2016  
Engagement Letter

**ACKNOWLEDGMENT OF TERMS**

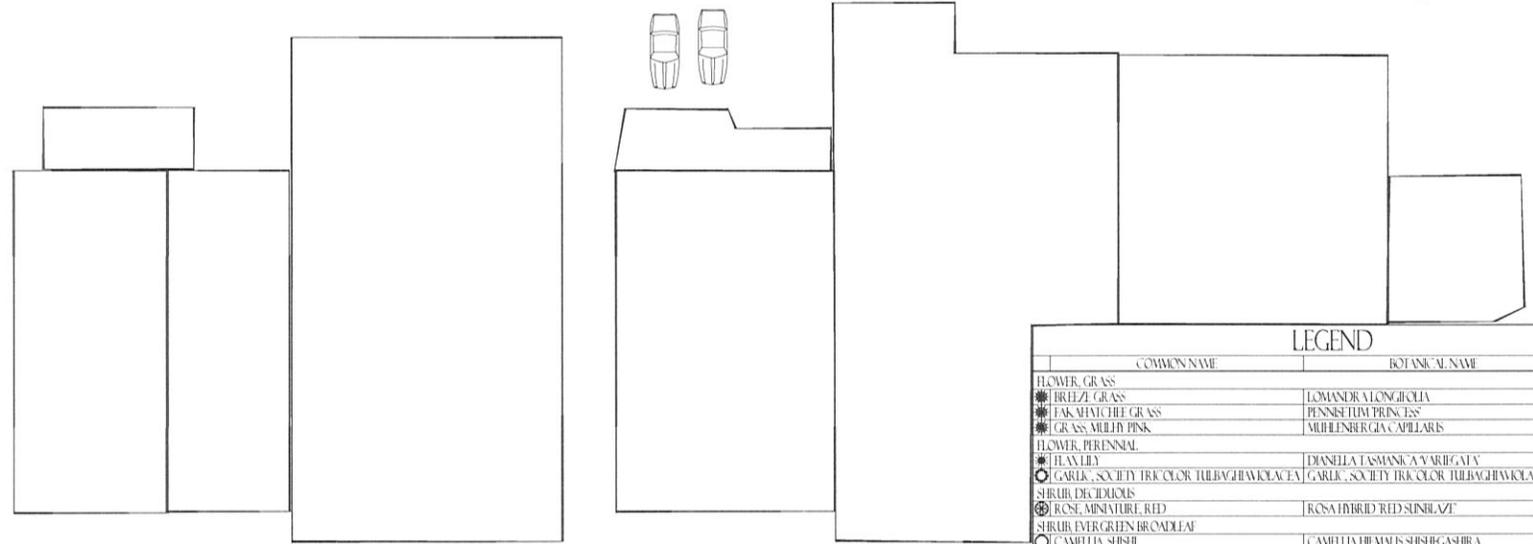
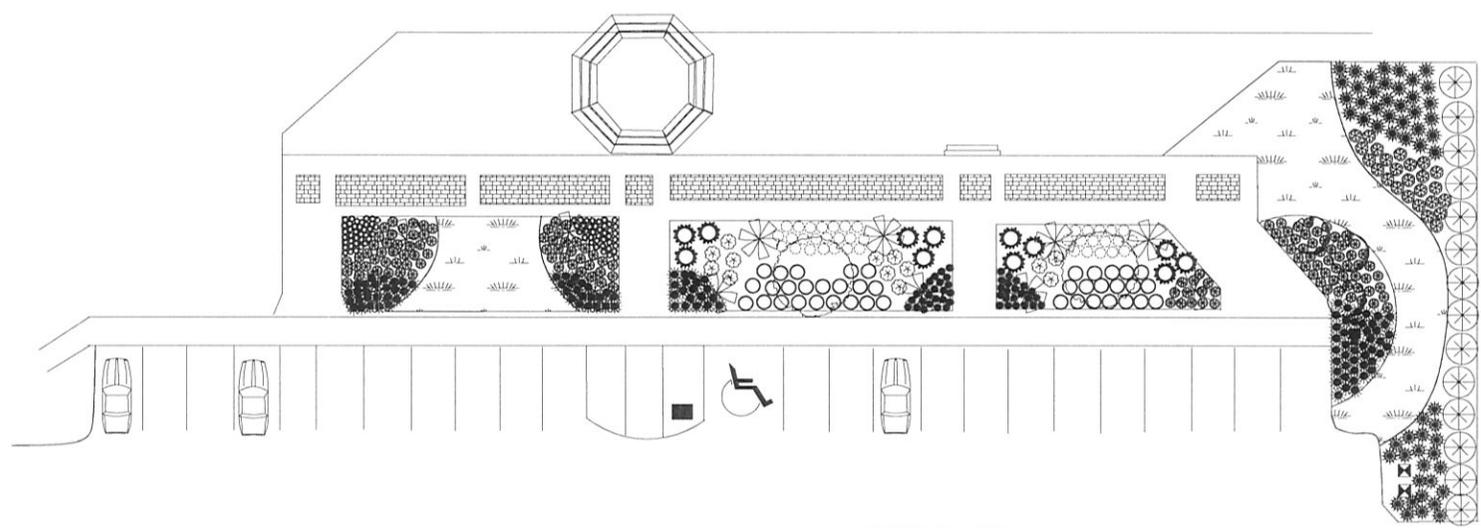
I, \_\_\_\_\_, hereby confirm my acknowledgment of the terms and conditions as set forth in the “engagement letter” dated November 16, 2016, for the purpose of Lindsay & Lindsay, P.A., representing the Community Redevelopment Agency.

\_\_\_\_\_  
BRIAN WATKINS, City Manager

## RiverWalk North

| Qty             | Material            | Size   | Unit Cost | Total Cost  |
|-----------------|---------------------|--------|-----------|-------------|
| 46              | Breeze Grass        | 1 gal  | \$ 4.50   | \$ 207.00   |
| 23              | Fakahatchee Grass   | 3 gal  | \$ 7.00   | \$ 161.00   |
| 33              | Muhly Grass         | 3 gal  | \$ 7.00   | \$ 231.00   |
| 75              | Flax Lily           | 1 gal  | \$ 3.00   | \$ 225.00   |
| 75              | Society Garlic      | 1 gal  | \$ 3.00   | \$ 225.00   |
| 60              | Drift Rose "Red"    | 3 gal  | \$ 12.00  | \$ 720.00   |
| 40              | Camellia "Shishi"   | 3 gal  | \$ 14.00  | \$ 560.00   |
| 13              | Varigated Ginger    | 3 gal  | \$ 9.00   | \$ 117.00   |
| 38              | Dwarf Nandina       | 3 gal  | \$ 10.00  | \$ 380.00   |
| 25              | Dwarf Yew           | 3 gal  | \$ 8.00   | \$ 200.00   |
| 14              | Bottle Brush        | 7 gal  | \$ 23.00  | \$ 322.00   |
| 12              | Sago                | 7 gal  | \$ 23.00  | \$ 276.00   |
| 3               | Patio Ligustrum     | 15 gal | \$ 60.00  | \$ 180.00   |
| 1,725           | Celebration Bermuda | Sq. Ft | \$ 0.35   | \$ 603.75   |
| 75              | Pine Straw          | bale   | \$ 3.50   | \$ 262.50   |
| Tree Trimming   |                     |        |           | \$ 700.00   |
| Irrigation Work |                     |        |           | \$ 300.00   |
| TOTAL COST      |                     |        |           | \$ 5,670.25 |

← BLACKWATER RIVER →



| LEGEND |  |   |            |
|--------|--|---|------------|
|        | COMMON NAME                                | BOTANICAL NAME                              | SIZE   QTY |
| ●      | FLOWER GRASS                               |   |            |
| ●      | TRILEZE GRASS                              | LOMANDRALONGICLUA                           | 1 GAL. 46  |
| ●      | TAKAHATCHE GRASS                           | PENSSETUM PRINCIPIS                         | 3 GAL. 23  |
| ●      | GRASS MULTI PINK                           | MULLENBERGIA CAPILLARIS                     | 3 GAL. 33  |
| ●      | FLOWER PERENNIAL                           |   |            |
| ●      | HEAVELY                                    | DIANELLA TASMANICA VARIETATY                | 1 GAL. 109 |
| ●      | GARLIK, SOCIETY TRI-COLOR TULBA/HAWKFLACEA | GARLIK, SOCIETY TRI-COLOR TULBA/HAWKFLACEA  | 1 GAL. 75  |
| ●      | SHRUB DECIDUOUS                            |   |            |
| ●      | RCSA MINIATURE RED                         | RCSA HYBRID RED SUNBLAZE                    | 3 GAL. 130 |
| ●      | SHRUB EVERGREEN BROADLEAF                  |   |            |
| ●      | CAMELLIA SHIBI                             | CAMELLIA JAPONICA SHIBI GASHIRA             | 3 GAL. 40  |
| ●      | GINGER VARIETATED SPIRAL                   | COSMOS SPECIOSUS TOSTER VARIETATED          | 3 GAL. 13  |
| ●      | NANDINA DWARF                              | NANDINA DOMESTICA HARBOUR DWARF             | 3 GAL. 38  |
| ●      | SHW DWARF                                  | TAXUS CUPIDATA                              | 3 GAL. 25  |
| ●      | TREE EVERGREEN                             |   |            |
| ●      | ROTILE BRUSH TREE, WEeping                 | CALLISTEMON VIMINALIS                       | 7 GAL. 11  |
| ●      | PALM, SAGO SMALL                           | CYCAS REVOLUTA                              | 5 GAL. 12  |
| ●      | TEXAS PRUNT                                | LEUCOSTRUM JAPONICUM / LEUCOSTRUM JAPONICUM | 15 GAL. 3  |

Landscape Design by: LW  
City of Milton

Landscape Plan:  
RiverWalk North

Scale:  
1:200

Revision #:  
Date: 11/30/2016