



**City Council
CRA Approved Minutes
September 26, 2022
Council Chambers
6:30 PM**



I. CALL TO ORDER

Present: 5 - Councilmember Lori Wurtzel, Councilmember Vance Guthrie, Councilmember Michael Wilde, Vice-Mayor Lindsay Hall Harrison, Mayor John Lowndes

Absent: 0 -

Mayor Lowndes called the September 26, 2022, Community Redevelopment Agency meeting to order at 8:13pm. Staff also in attendance: Interim City Manager Reggentin, City Clerk Hollingsworth, City Attorney Shepard, Human Resources Director Gondar, Public Works Director Tracy, Parks and Recreation Director Conn, Finance Director Gray, Police Chief Manuel, Fire Chief Watts, and Public Information Officer Sargent.

II. APPROVAL OF MINUTES

1. COMMUNITY AND REDEVELOPMENT AGENCY MEETING MINUTES OF MARCH 14, 2022

Mayor Lowndes opened the public comment period. There being no one who wished to be heard, Mayor Lowndes closed the public comment period.

A motion was made to approve the Community Redevelopment Agency Meeting Minutes of March 14, 2022, as presented.

RESULT:	Approve
MOVER:	Councilmember Michael Wilde
SECONDER:	Vice-Mayor Lindsay Hall Harrison
AYES:	John Lowndes, Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes
NAYS:	None

III. PUBLIC PERIOD

Mayor Lowndes opened the Public Period. There being no one who wished to speak, Mayor Lowndes closed the Public Period.

IV. OLD BUSINESS

There was none to report.

V. NEW BUSINESS

1. **RESOLUTION FISCAL YEAR 2023 CRA ANNUAL BUDGET**

City Clerk Hollingsworth read aloud, by title, a resolution of the City of Maitland, Florida, adopting the Community Redevelopment Agency (CRA) budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, appropriating funds for operating expenses, supplies, personnel and otherwise appropriating funds for the efficient and effective operation of the CRA; providing a means to amend the said budget so as to carry forward the funding of purchase orders, work orders and grants outstanding as of September 30, 2022; providing a means to amend the said budget to reflect grants received after September 30, 2022; authorizing the transfer of funds herein appropriated so long as the total combined appropriations shall not be increased thereby; adopting the revenues and expenditures, and, providing for an effective date.

Interim City Manager Reggentin presented the budget table and stated that the proposed budget for the CRA for fiscal year 2023 is \$ 2,398,673. The budget includes operating expenses, debt service and repayment of advances to the City. The estimated amount of Tax Increment Financing (TIF) revenue will exceed current year's expenditures and will repay interfund advances from the Road Impact Fee Fund.

Millage	4.3453
<u>Revenues</u>	
City	1,509,642
County	1,693,224
Interest	35,000
Total	\$3,237,866
<u>Expenditures</u>	
Operating	16,755
N Ind. Lane	1,200,000
Principal	590,000
Interest	327,900
Total	\$2,134,655
<u>Excess</u>	\$1,103,211
<u>Revenue</u>	
Repay Advance	\$264,018
Surplus Cash Balance	\$839,193

Note: There is a surplus balance of \$839,193 projected for FY 2023. The plan was to retain the balance in the CRA due to construction cost uncertainties. As FY 2023 concludes, depending on the development of needs and uses in the City, a request to allocate those funds will come back to the Board for approval to repay the City or amend the CRA budget.

At the meeting scheduled for September 26, 2022, the CRA Board may adopt the proposed resolution as submitted or with modifications, approving the budget for fiscal year 2023.

Mayor Lowndes opened the public comment period. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve Resolution No. 13-2022, adopting the Community Redevelopment Agency annual budget for fiscal year 2023, as presented.

RESULT:	Adopt
MOVER:	Councilmember Michael Wilde
SECONDER:	Councilmember Vance Guthrie
AYES:	Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes
NAYS:	None

2. FISCAL YEAR 2022 CRA AUDITOR COMMUNICATION LETTER - CARR, RIGGS & INGRAM, LLC.

Interim City Manager Reggentin stated that the City Council engaged the independent certified public accounting firm of Carr, Riggs & Ingram (Auditors), to perform the annual audit of the City of Maitland, and due to changes in F.S. 163.387, requiring a separate audit of the CRA and CRA attestation letters.

Auditors are required to make certain communications to “those charged with governance” – that is, the elected officials with responsibility for overseeing the strategic direction of the City and obligations related to the accountability of the City.

The engagement letter covers:

- Audit Scope and Objectives
- Auditors' Responsibilities for the Audit of the Financial Statements
- Audit Procedures - Internal Control
- Audit Procedures - Compliance
- Compliance with Chapter 10.550, Rules of the Auditor General
- Other Services
- Responsibilities of Management for the Financial Statements
- Engagement Administration, Fees, and Other
- Reporting

Mayor Lowndes opened the public comment period. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made by the Council to receive the 2022 CRA Auditors Communication Letter, as presented.

RESULT:	Accept
MOVER:	Councilmember Michael Wilde
SECONDER:	Vice-Mayor Lindsay Hall Harrison
AYES:	Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes
NAYS:	None

VI. ADJOURNMENT

There being no further business to come before the Community Redevelopment Agency, Mayor Lowndes adjourned the meeting at 8:18pm.