



Community Redevelopment Agency
October 28, 2024
Council Chambers
6:30 PM



- I. Call to Order
- II. Public Period
- III. Consent Agenda
 - 1. Community Redevelopment Agency Meeting Minutes of September 23, 2024.
 - 2. Fiscal Year 2024 CRA Auditor Engagement / Communication Letters: Carr, Riggs & Ingram, LLC.
- IV. Adjournment

More than one member of the City Council may be present and speak at this meeting.

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: Fiscal Year 2024 CRA Auditor Engagement / Communication Letters: Carr, Riggs & Ingram, LLC.		
Requested Action or Motion: Move to receive the FY 2024 Auditors Engagement Letters and authorize execution by City Manager, as presented.		
Summary Explanation & Background: 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. Due to the additional State compliance requirements in FS 218.415 and 163.387, there is additional auditor examination work required outside the scope of the financial statement audit. In this case, it is the CRA audit which is addressed in this engagement letter. The engagement letter covers: • Audit Scope and Objectives • Auditor Responsibilities • Audit Procedures - Compliance • Compliance with Chapter 10.550, Rules of the Auditor General • Other Services • Client (City) Responsibilities • Engagement Administration, Fees, and Other Reporting Attached to this agenda report are electronic copies of the two engagement letters. Fees for FY 2024 remain unchanged at \$6,000.		
Fiscal Impact: \$6,000		
Exhibits: 1. EL 2024 City of Maitland CRA 2. EL 2024 City of Maitland CRA Examination		
Commission/Board: Community Redevelopment Agency		

Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A