




Community Redevelopment Agency
September 22, 2025
Council Chambers
6:30 PM





- I. Call to Order
- II. Public Period
- III. Consent Agenda
 1. Community Redevelopment Agency Meeting Minutes of July 14, 2025.
 2. Project Agreement for Professional Engineering Services - Horatio Avenue and Maitland Avenue Signal Replacement: Burgess & Niple Inc.
- IV. Decision
 1. Resolution No. 20-2025: Fiscal Year 2026 CRA Annual Budget.
 2. Resolution No. 21-2025: CRA Five Year Capital Improvements Program (CIP) 2026-2030.
- V. 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.

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| MEETING DATE |  MAITLAND <small>FLORIDA</small> | AGENDA |
| September 22, 2025 | | Section: Consent Agenda |
| Department/Office : City Clerk | AGENDA REPORT | Item #: 1. |
| | | |
| Subject: Community Redevelopment Agency Meeting Minutes of July 14, 2025. | | |
| Requested Action or Motion: Move to approve the CRA meeting minutes of July 14, 2025, as presented. | | |
| Summary Explanation & Background: | | |
| Fiscal Impact: N/A | | |
| Exhibits: 1. CRA Draft Minutes July 14 2025 | | |
| Commission/Board: Community Redevelopment Agency | | |
| Contact Person: Lori Hollingsworth 407-539-6219 | | |
| Reviewed by City Attorney N/A | | |

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| MEETING DATE |  MAITLAND <small>FLORIDA</small> | AGENDA |
| September 22, 2025 | | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 2. |
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| <p>Subject: Project Agreement for Professional Engineering Services - Horatio Avenue and Maitland Avenue Signal Replacement: Burgess & Niple Inc.</p> | | |
| <p>Requested Action or Motion: Move to authorize the City Manager to execute the project agreement with Burgess & Niple Inc., for professional engineering services for Horatio Avenue and Maitland Avenue Signal Replacement in the amount of \$179,299.31; and budget transfer \$109,660 from TR022 Independence Lane N project to Mast Arm project.</p> | | |
| <p>Summary Explanation & Background: The traffic signal at Horatio Avenue and Maitland Avenue is owned and maintained by the City of Maitland. Construction plans were previously developed in 2019 by Burgess and Niple (B&N), one of the city's continuing engineering consultants. Due to budgetary uncertainties associated with the COVID-19 pandemic followed by competing budgetary priorities, the project was postponed. This fiscal year, a legislative funding grant was applied for and received from FDOT for the construction of the signal. The grant was approved for FDOT to pay 50% of the construction costs, up to \$400,000.</p> <p>Due to the age of the plan set, FDOT has requested that the plans be reviewed and updated. Staff requested a proposal from B&N for professional services to update the previously developed construction plans to current standard based on existing field conditions and grant requirements. B&N has provided a proposal in the amount of \$179,299.31 that includes these items as well as permitting, bidding assistance, and construction administration to carry the project through to completion of construction.</p> <p>Staff recommends authorizing the execution of the project agreement with Burgess & Niple in the amount of \$179,299.31 and transferring \$109,660 from Independence Land North project TR022 to TR009.</p> | | |
| <p>Fiscal Impact: Funding \$65,292 available in CRA Downtown Pedestrian Improvements and transfer \$109,660 from Independence Lane North 61153512-566300-TR009</p> | | |
| <p>Exhibits: 1. BN_Horatio and Maitland Ave Signal - CCNA Project Agreement 20250911</p> | | |
| <p>Commission/Board: Community Redevelopment Agency</p> | | |
| <p>Contact Person: Kimberley Tracy 407-539-6216</p> | | |
| <p>Reviewed by City Attorney N/A</p> | | |

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| MEETING DATE |  MAITLAND FLORIDA | AGENDA |
| September 22, 2025 | | Section: Decision |
| Department/Office : Administration | AGENDA REPORT | Item #: 1. |
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| Subject: Resolution No. 20-2025: Fiscal Year 2026 CRA Annual Budget. | | |
| Requested Action or Motion: Move to approve Resolution No. 20-2025 adopting the Community Redevelopment Agency Annual Budget for Fiscal Year 2026, as presented. | | |
| Summary Explanation & Background: The CRA Budget for Fiscal Year 2026 shall be \$4,501,100. The budget includes \$239,100 for operating costs such as legal services, the annual audit, and other administrative expenses; \$1,200,000 for capital outlay to further refine downtown traffic and mobility improvements; \$998,000 for debt service; and \$2,064,000 for repayment of advance to the City. | | |
| Fiscal Impact: CRA budget for FY 2026 of \$4,501,100, which includes repayment of \$2,064,000 in interfund advances. | | |
| Exhibits: 1. Resolution No. 20-2025 CRA Budget FY2026 | | |
| Commission/Board: Community Redevelopment Agency | | |
| Contact Person: Mark Reggentin 407-539-6220 | | |
| Reviewed by City Attorney N/A | | |

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| MEETING DATE |  MAITLAND FLORIDA | AGENDA |
| September 22, 2025 | | Section: Decision |
| Department/Office : City Manager | AGENDA REPORT | Item #: 2. |
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| Subject: Resolution No. 21-2025: CRA Five Year Capital Improvements Program (CIP) 2026-2030. | | |
| Requested Action or Motion: Move to approve Resolution No. 21-2025, approving the FY 2026-2030 Capital Improvements Program. | | |
| Summary Explanation & Background: The five-year Capital Improvements Program (CIP) 2026-2030 summarizes the major capital expenditure projects contemplated by the City of Maitland Community Redevelopment Agency (CRA) over the next five years. The CRA anticipates funding the North Independence Lane project as well as multiple transportation and pedestrian-related projects in the downtown area based upon the Metropolitan Transportation Organization's final multimodal transportation study recommendations. These projects will be refined as the overall study is completed. As discussed during the budget workshops, the CRA contemplated potential short term borrowing to fund these projects with repayment during the remaining life of the CRA. All projects included will be consistent with the CRA's approved Master Redevelopment Plan and overall objectives. Staff recommends the CRA Board approve Resolution No. 21-2025 approving the FY 2026-2030 Capital Improvements Program, as attached. | | |
| Fiscal Impact: N/A | | |
| Exhibits: 1. Resolution 21-2025 CRA CIP 2026-2030 | | |
| Commission/Board: Community Redevelopment Agency | | |
| Contact Person: Mark Reggentin 407-539-6220 | | |
| Reviewed by City Attorney N/A | | |