




Community Redevelopment Agency
May 11, 2026
Council Chambers
6:30 PM



- I. Call to Order
- II. Public Period
- III. Consent Agenda
 1. Community Redevelopment Agency Minutes of February 9, 2026.
 2. Fiscal Year 2025 CRA Annual Financial Report and Auditor Communications: Forvis Mazars, LLP.
 3. Construction Manager-At-Risk (CMAR) Contract Independence Lane North: Burkhardt Construction Inc.
- 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.

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| MEETING DATE |  | AGENDA |
| May 11, 2026 | | Section: Consent Agenda |
| Department/Office : City Clerk | AGENDA REPORT | Item #: 1. |
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| Subject: Community Redevelopment Agency Minutes of February 9, 2026. | | |
| Requested Action or Motion: Move to approve the Community Redevelopment Agency Meeting Minutes from February 9, 2026, as presented. | | |
| Summary Explanation & Background: | | |
| Fiscal Impact: N/A | | |
| Exhibits: 1. Community Redevelopment Agency_Minutes_Preview | | |
| Commission/Board: Community Redevelopment Agency | | |
| Contact Person: Lori Hollingsworth 407-539-6219 | | |
| Reviewed by City Attorney N/A | | |

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| MEETING DATE |  | AGENDA |
| May 11, 2026 | | Section: Consent Agenda |
| Department/Office : Finance Department | AGENDA REPORT | Item #: 2. |

Subject:

Fiscal Year 2025 CRA Annual Financial Report and Auditor Communications: Forvis Mazars, LLP.

Requested Action or Motion:

Move to receive FY 2025 CRA Annual Financial Report and Auditor's Communication Letter.

Summary Explanation & Background:

The City Council engaged the independent certified public accounting firm of Forvis Mazars LLP (Auditors), to perform the annual audit of the City of Maitland. Due to changes in FS 163.387, a separate audit of the CRA and CRA attestation letters are required. On January 12, 2026, the CRA received the auditor communication letter commencing the FY 2025 audit of the CRA. The Auditors issued an unmodified opinion, which is contained on pages 5 through 7 of the CRA Financial Statements.

The Financial Statements are divided into three sections: introductory, financial, and compliance. The introductory section contains the Governing Board and administration of the CRA and a table of contents. The report from the independent auditors starts the Financial Section. Immediately following is Management's Discussion and Analysis (MD&A), which serves as an executive summary. Generally acceptable accounting principles (GAAP) requires that management provide this narrative introduction, overview, and analysis to accompany the basic financial statements. The government-wide statements present the overall financial picture of the CRA in accordance with the Governmental Accounting Standards Board (GASB) pronouncements. This is designed to provide readers with a broad overview of the CRA's finances, similar to a private-sector business. These statements show the September 30, 2025, fiscal year balances and overall results of operations for the period then ended. The statements are as follows:

The Statement of Net Position presents information on the CRA's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating.

The Statement of Activities presents information showing how the CRA's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The government-wide financial statement distinguishes functions of the CRA that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the CRA include general government, transportation, and interest on long-term debt. The CRA reported positive changes of \$2.8 million in Net Position, which increased net position to \$4.3 million.

Following the government-wide statements, the Balance Sheet and the Statement of Revenues,

Expenditures and Changes in Fund Balances are presented. The CRA's negative fund balance improved from negative \$2.8 million to negative \$0.6 million. Of the \$14 million in long-term liabilities at the end of the fiscal year, \$5.5 million is still owed to the City.

Those statements are followed by the Notes to the Financial Statements.

The final section contains compliance related audit reports and management letter. For the current year, the CRA did not have any Auditor comments.

In addition to the CRA Financial Statements, the Independent Auditors have provided standard required communications with governance, which covers the following 10 key areas of communication, all with no issues: 1) Auditors Responsibility, 2) Client's Responsibility 3) Planned Scope and Timing of Audit, 4) Management Judgments and Accounting Estimates, 5) Potential Effect on the Financial Statements of Any Significant Risks and Exposures, 6) Significant Accounting Policies, 7) Significant Difficulties Encountered During the Audit, 8) Disagreements with Management, 8) Representations Requested from Management, 9) Management Consultations with Other Accountants, 10) Other Significant Matters, Findings, or Issues.

Attached to this agenda report is an electronic copy of the CRA Financial Statements and the Required Communications Letter for those charged with Governance. The CRA will provide a copy to the Orange County BOCC as required. Once the statements have been received by the State of Florida Auditor General, the City will provide a link on its website to the electronic version.

Fiscal Impact:

N/A

Exhibits:


1. 2025 Maitland CRA
2. 2025 - City of Maitland CRA - Final RTB 5.4.26

Commission/Board: Community Redevelopment Agency

Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney

N/A

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| MEETING DATE |  | AGENDA |
| May 11, 2026 | | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 3. |
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| <p>Subject: Construction Manager-At-Risk (CMAR) Contract Independence Lane North: Burkhardt Construction Inc.</p> | | |
| <p>Requested Action or Motion: Move to authorize the City Manager to execute a Construction Manager at Risk (CMAR) contract with Burkhardt Construction Inc., for the construction of North Independence Lane , including a Guaranteed Maximum Price (GMP) in the amount not to exceed \$3,359,000, and approve a project contingency in the amount of \$168,000.</p> | | |
| <p>Summary Explanation & Background: On March 11, 2024, the 60% design plans were presented to City Council for the extension of Independence Lane from Horatio Avenue to George Street, and included exhibits showing the proposed roadway layout with hardscape and landscape details. All of these improvements are consistent with Independence Lane adjacent to City Hall and Independence Square. Staff has been working with one of the City's continuing Construction Manager at Risk contractors, Burkhardt Construction, on this project. Burkhardt has been reviewing the plans for constructability and providing cost estimates as the project has progressed. Their cost estimate based on the 60% design drawings was \$3,635,352. The City has negotiated a Guaranteed Maximum Price (GMP) contract with Burkhardt in the amount of \$3,359,000. Staff recommends allocating a 5% contingency (\$168,000) outside of Burkhardt's contract for unforeseen conditions for a total construction approval/budget of \$3,527,000.</p> <p>On June 23, 2025, the City accepted a \$500,000 grant from the U.S. Department of Housing and Urban Development (HUD) for the Independence Lane North Project. The grant is with the City of Maitland, not the CRA. Council is being asked to approve the use of City grant funds in the amount of \$500,000 as part of a separate City Council consent agenda item.</p> <p>Staff recommends approving \$3,027,000 CRA funds to fund the \$3,527,000 project. Grant funds will be used first on the project to facilitate an early reimbursement request.</p> | | |
| <p>Fiscal Impact: \$3,027,000 available 61153512-566300-TR022</p> | | |
| <p>Exhibits:</p> <ol style="list-style-type: none"> 1. CMAR Contract for Independence Lane North Final 05042026 [BCI executed 5.6.26] 2. Maitland Independence Lane GMP 4-24-26 | | |
| <p>Commission/Board: City Council</p> | | |
| <p>Contact Person: Kimberley Tracy 407-539-6216</p> | | |
| <p>Reviewed by City Attorney Drew Smith</p> | | |

