

*C.R.A. Monthly Meeting  
Summary Minutes*

*November 10<sup>th</sup>, 2015  
5:30 P.M.*



The Monthly CRA Board Meeting of the City of North Miami was held in Council Chambers of City Hall on Tuesday, November 10<sup>th</sup>, 2015, beginning at 5:30 P.M.

(Phonetic spelling of each speaker's name may be used throughout the minutes unless correct spelling is known.)

***I. CALL TO ORDER / ROLL CALL***

ROLL CALL	Board Member Keys	Here
	Board Member Galvin	Arrived at 5:40pm
	Board Member Desulme	Here
	Board Member Bien-Aime	Arrived at 5:40pm
	Chair Joseph	Here

***II. PLEDGE OF ALLEGIANCE***

- *Major Bage*

***III. APPROVAL OF MINUTES***

- *Regular Meeting – October 13<sup>th</sup>, 2015*

Motion made by Board Member Desulme. Seconded by Board Member Keys.

***IV. ITEMS FOR REVIEW AND/OR ACTION***

***Agenda Item #1 – Beautification Grant Request: Nilou, Inc.***

- Ms. Cameau: Location of grant request is 13895 West Dixie Highway. Grant is for beautification to redo the parking lot and also new signage. Three bids were submitted for each project. Nilou, Inc. received a beautification grant in 2009 to pressure clean and paint the exterior of the building. The waiting period to reapply has passed and the improvements are not duplicate of the previous grant. Staff recommends approval.

- Motion made by Board Member Desulme. Seconded by Chair Joseph. Motion approved.

## **Agenda Item #2 – FY 13 – 14 Audit Presentation by HCT**

- Ms. Cameau: The audit was done for the 10 months from the previous management team and two months from the management team. The audit was completed in July and used to submit the annual report to the State and County.

- Mr. Harvey: The audit was issued on July 28<sup>th</sup>. HCT issued an unqualified audit opinion on Year Ending 2014. Revenues in 2013 was \$602,000.00 with revenues in 2014 \$895,000.00, an increase of 49%. Expenditures in 2013 was \$1.8 million and in 2014 \$1.1 million with a decrease of 38%. Decrease in net position in 2013 \$1.2 million and in 2014 \$239,000.00. Fund balance is stable with 2013 at \$2.7 million and 2014 at \$2.4, which is a decrease of 9%. Asset balance in period September 30<sup>th</sup>, 2014 is \$2.8 million with liabilities at \$385,000.00 and net position of \$2.4 million. The audit's duty is to report on status of comments in subsequent year.

- Management Letter/Comment One: The 2014 findings recommend the CRA payroll reconciliations quarterly when filing federal and state forms. Develop and implement policies and procedures to ensure proper reconciliations and a review is performed on all filed forms. Management ensured with the combination of payroll into the City of North Miami, a discrepancy is unlikely to occur again.

- Management Letter/Comment Two: Each employee is required to have a timesheet confirming hours worked and signed off by the Executive Director approving time worked. Management agrees and noted as of June 2014, the CRA has reorganized where City of North Miami staffers and has strengthened the internal control.

- Board Member Keys: Questioned the issued from the previous year and are we in compliance with the recommendations of the auditors. Mr. Harvey stated that the CRA is in compliance with the recommendations of the 2013 audit. The comments in the 2014 audit report will be evaluated in the 2015 audit, which begins shortly.

- Executive Director Sorey: The management team worked closely with the auditors and Mr. Henley has responded to the findings of the auditors.

- Mr. Zelkowitz: No action needs to be taken on the reports.

## **Agenda Item #3 – Downtown CRA Officer**

- Ms. Cameau: Per FY 15 – 16 Budget Presentation the CRA Board approved for a CRA Officer/Public Safety Officer to patrol Downtown North Miami.

- Major Bage: The core of the Downtown North Miami corridor is from N.E. 6<sup>th</sup> Avenue to N.E. 10<sup>th</sup> Avenue and 124<sup>th</sup> Street to 126<sup>th</sup> Street. The tentative hours of patrol are Sunday through Saturday. The majority of the hours are from 9am to 2pm during the week to covering the opening of businesses and City Hall in the corridor. Then 5pm to 10pm shift for the evening crowd that frequent the Downtown North Miami corridor with Friday and Saturday extended hours to midnight and 1am.

- Board Member Desulme: Questioned if it's a Police Officer or a contract with 50 State.

- Board Member Keys: The decision was left up the Executive Director for the decision of a Police Officer or a contract.

- Major Bage: Informed the Board that the CRA is not taking away Officers, these are additional Officers. Will conduct an evaluation to see if the hours need to be reevaluated. Gave statistics on all crimes in the Downtown North Miami corridor.

***V. CRA ATTORNEY REPORTS***

- *None*

***VI. CRA EXECUTIVE DIRECTOR REPORTS***

- Ms. Cameau: The delay of the Downtown bus benches and trash cans was due to the procurement procedures were followed by the vendor. The vendor stated it will take 10 weeks to manufacture the bus benches and trash cans from the Downtown Master Plan. The locations for the new bus benches and trash cans as of now are N.E. 125<sup>th</sup> Street between N.E. 4<sup>th</sup> and 10<sup>th</sup> Avenue. Replacing 18 bus benches and 34 trash cans.

***VII. PUBLIC COMMENT***

- *None*

***VIII. OLD BUSINESS***

- *None*

***IX. NEW BUSINESS***

- *None*

***X. ADJOURNMENT***

- Motion made by Board Member Keys and seconded by Board Member Desulme.