

*North Miami C.R.A. Advisory Committee  
Summary Minutes*

*November 2<sup>nd</sup>, 2015  
6:30 P.M.*



The Special CRA Advisory Board Meeting of the City of North Miami was held in Council Chambers of City Hall on Monday, November 2<sup>nd</sup>, 2015, beginning at 6:30 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 was done later in the meeting when quorum was reached.

***II. PLEDGE OF ALLEGIANCE***

- *Mr. McDearmaid*

***III. APPROVAL OF MINUTES – Regular Meeting: October 5<sup>th</sup>, 2015***

- Motion made by Ms. Geimer and seconded by Dr. Milien. Motion

***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. No Code Compliance violations. Staff has recommended approval not to exceed \$15,000.00.

- Mr. Badoorally: Stressed his need to for grant funds. He has already done the exterior of the building and is requesting funds to continue improvements.

- Motion made by Ms. Geimer and seconded by Dr. Milien.

- Mr. Zelkowitz: Questioned was a grant ever received by Nilou in the past and was it awarded. Mr. Badoorally indicated he had received a grant from the CRA in the amount of \$15,000.00 for repainting. The previous grant was issued six years ago

and can be awarded an additional grant. Mr. Zelkowitz stated we go back and check the previous grant to ensure no overlapping. Mr. Zelkowitz also informed the Board that the beautification grants may have a three-year period before a new grant can be issued. He will check the guidelines to ensure the three-year period is accurate.

- Motion made by Ms. Geimer with the stipulation to check previous grant to not conflict with CRA guidelines. Seconded by Dr. Millien.

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

- 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.

- Mr. Robillard: Questioned the checks and balances of payroll. Ms. Cameau stressed that 10 months were the past CRA before reorganization. Mr. Henley stressed that all the procedures are done in-house with the City of North Miami.

### **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.

- Chief Burgess: Reiterated the need for Police presence for Downtown North Miami.

- Major Bage: An Off-Duty Officer will patrol the Downtown North Miami corridor. The areas of patrol will be from 124<sup>th</sup> Street to 126<sup>th</sup> Street and from 6<sup>th</sup> Avenue to 10<sup>th</sup> Avenue. The tentative hours of patrol are Monday through Friday with a two-shift block of 9am to 2pm and 5pm to 10pm to include Friday morning. Friday and Saturday late hours will extend to 12am and 1am.

- Mr. McDearmaid: Questioned extended the corridor to include 5<sup>th</sup> Avenue. Major Bage stressed the need for the area to be Downtown North Miami and not extending to ensure a visual Police presence in the Downtown North Miami corridor.

- Mr. Reynolds: Questioned will the same Officer/Officers patrolling the Downtown North Miami corridor. Major Bage stressed the process of union, operations and bid process. Also that the Officers will work a specific day will be the same every week. Specifically, an Officer that works on Monday will work every Monday unless the Officer/Officers have annual leave or an emergency to where the Officer will be replaced with another Officer.

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

ROLL CALL

Mr. McDearmaid	Here	Ms. Cobo	
Mr. Aristide		Dr. Millen	Here
Ms. Estime-Irvin		Dr. Moise	Here
Mr. Each		Mr. Sanchez	Here
Mr. Reynolds	Here	Ms. Geimer	Here
Ms. Cohen	Here	Mr. Robillard	Here

Ms. Cameau: We have quorum.

***V. CRA ATTORNEY REPORTS***

- *None*

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

- Ms. Cameau: Attended the FRA Conference along with Councilman Desulme. Gained an array of knowledge on best practices for the CRA, mainly the 7<sup>th</sup> Avenue corridor. The RMA staff received a lot of input from the workshop held on October 12<sup>th</sup>, 2015. They're finalizing the TIF projections and planning on meeting with the Executive Director to discuss a draft. The draft will be brought to the Advisory

Committee in the December meeting followed by the CRA Board and finally transmitting to the County by December.

***VII. PUBLIC COMMENT***

- *None*

***VIII. OLD BUSINESS***

- *None*

***IX. NEW BUSINESS***

- Mr. Sanchez: Questioned what criteria an applicant have to have in order for the CRA to grant funds. Ms. Cameau stressed the grants are reimbursed grants and all the criteria for the reimbursed funds.

***X. ADJOURNMENT***

- Motion made by Ms. Geimer and seconded by Mr. Robillard.