



Community Redevelopment Agency Board Meeting
Tuesday, January 25th, 2022 at 7:00 PM
Immediately following the City Council Meeting

TO THE MEMBERS OF THE CRA BOARD OF PORT RICHEY, FLORIDA

TO THE CITY MANAGER, CITY CLERK, DEPARTMENT HEADS, AND CITY ATTORNEY OF SAID CITY

Notice is hereby given that a Regular Meeting of the Community Redevelopment Agency Board of Port Richey, Florida will be held after the City Council Meeting on Tuesday, January 25th, 2022 at City Hall, 6333 Ridge Road, Port Richey, Florida.

CALL TO ORDER – Chairman Scott Tremblay

PLEDGE OF ALLEGIANCE - Chairman Scott Tremblay

ROLL CALL – Ashlee McDonough, City Clerk

APPROVE BOARD MINUTES

1. 01.11.22 CRA Meeting Minutes

COMMENTS FROM THE GENERAL PUBLIC

COMMENTS FROM THE CITY MANAGER

COMMENTS FROM THE BOARD

AGENDA

BOARD BUSINESS

2. Discussion of Community Redevelopment Agency Audit

OLD BUSINESS

ADJOURN

If a person decides to appeal any decision made by a board or council with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-816-1900 Ext. 175 or fax a written request to 727-816-1916 with a twenty-four (24) hour notice.

File Attachments for Item:

1. 01.11.22 CRA Minutes



Community Redevelopment Agency Meeting
Tuesday, January 11th, 2022 at 7:00 PM

MINUTES

CALL TO ORDER - Chairman Scott Tremblay

PLEDGE OF ALLEGIANCE – Chairman Scott Tremblay

ROLL CALL – Ashlee McDonough, City Clerk

APPROVE BOARD MINUTES

1. 12.14.21 CRA Minutes

A motion is made to approve the 12.14.21 CRA minutes

The motion was made by Member Sorrell and seconded by Member Kinsella.

Voting Yea: Chairman Tremblay, Member Sorrell, Member Maklary, Member Kinsella, and Member Rodriguez

ANNOUNCEMENTS

No announcements were made at this time.

COMMENTS FROM THE GENERAL PUBLIC

No comments from the general public were made.

COMMENTS FROM THE BOARD

Member Maklary advised the Board that he would like a discussion item of the Community Redevelopment Agency (CRA) audit as an agenda item at the next meeting. Member Maklary stated he would like to have a CRA meeting after the 01.25.2022 City Council Meeting.

All Board members agreed to hold a CRA meeting on 01.25.2022

Chairman Tremblay advised the Board he would like to enter into the record his response to the media regarding the CRA Audit.

A motion is made to enter Chairman Tremblay's response into the record.

The motion was made by Chairman Tremblay and seconded by Member Kinsella.
Voting Yea: Chairman Tremblay, Member Sorrell, Member Maklary, Member Kinsella, and Member Rodriguez.

AGENCY BUSINESS

2. Approval of Phase 1 Construction Cost Estimates

Matthew Ivie with Ayers Associates Engineering advised the Board that Ayers has met with the owners of Gill Dawg's and stated that Ayers has made some revisions to the plans and advised the possibility of needing an easement are no longer required for the sidewalk on Treadway Drive. Mr. Ivie updated the Board on the discussion of placing a sidewalk on the north side of Treadway Drive and stated this would require filling in the swales. To alleviate the permitting requirements, Ayers is proposing to leave the sidewalk on the south side of Treadway Drive. Mr. Ivie stated that this option does open some parking concerns, but informed the Board the owner of Gill Dawg owns the property next to the Pirate Bar and would be willing to accommodate that parcel for parking. Mr. Ivie updated the Board on the continued discussions with Ayers and the Department of Transportation (DOT) with revised plans being sent back to the (DOT) next week. Mr. Ivie stated that Duke Energy is finalizing their preliminary design with plans being sent out next week and informed the Board going forward all Duke products for lease or sale are LED and the City code would need to be changed to accommodate the new LED lighting for the Cotee River Landing development.

Chairman Tremblay asked City Attorney James Mathieu if the City could change the code but only as it pertains to the new development.

Member Maklary advised the Board if the City is going to update the code to make the change City-wide to allow for LED lighting.

Member Maklary asked if the estimate is based on the sidewalk going on the west side of Old Post Road. Matthew Ivie advised there will be more of a cost for materials for a retaining wall.

Member Kinsella advised with multiple crosswalks pose safety concerns and would like to keep the crosswalk on the north side of Old Post Road.

The Board had a continued discussion regarding different sidewalk options and the cost associated with the options. Matthew Ivie advised he will include the cost of a boardwalk option in the updated plans.

Member Maklary asked at what time will the City have a workshop regarding Phase one (1). Matthew Ivie stated a month to six (6) weeks would be enough time to have a presentation ready for City residents' input.

3. Community Redevelopment Agency Board (CRA) Anti-Fraud Policy

City Attorney James Mathieu advised the Board of an Anti-Fraud policy for the Community Redevelopment Agency (CRA) Board as recommended by the CRA audit.

Chairman Tremblay advised this is a recommendation only and not a requirement.

A motion is made to approve the Community Redevelopment Agency Anti-Fraud Policy by Resolution No. 22-01.

The motion was made by Member Maklary and seconded by Member Sorrell.
Voting Yea: Chairman Tremblay, Member Sorrell, Member Maklary, Member Kinsella, and Member Rodriguez.

ADJOURN

A motion is made to adjourn the 01.11.22 CRA meeting.

The motion was made by Member Sorrell and seconded by Member Kinsella.
Voting Yea: Chairman Tremblay, Member Sorrell, Member Maklary, Member Kinsella, and Member Rodriguez.

Submitted By:

Approved By:

File Attachments for Item:

2. City Of Port Richey

Community Redevelopment Agency Board Meeting

ITEM NO: 2

DATE: 01.25.22

SUBJECT: Discussion of Community Redevelopment Agency Audit

AGENDA SECTION: Council Business

RECOMMENDED BOARD ACTION:

No action is required. Discussion only.

BACKGROUND SUMMARY:

The Community Redevelopment Agency (CRA) Audit, performed by the State of Florida Auditor General, has been received. The CRA was provided an opportunity to respond to each finding which has been included in the final report. The Auditor-General has published and distributed the final report.

FISCAL IMPACT/COST/REVENUE STATEMENT:

The CRA report includes several administrative findings which have no fiscal impact. The CRA report also includes a finding of underpayment by the City of Port Richey and Pasco County to the CRA with a total fiscal impact of approximately \$1,100,000 (City \$400,000, County \$700,000).

ATTACHMENT(S):

1. CRA Audit Findings

CRA Audit Findings
Tracking Document

#	Finding	Recommendation	Status	Lead	Next	Completion
1	Boundaries constrain ability to provide gov services	Evaluate current boundaries, consider amendment to plan, reduce boundaries	<ol style="list-style-type: none"> 1. Staff developing proposal to remove Sand Pebble neighborhood 2. CRA Board to determine if Harbor Isles should be considered 	<p>Dudte</p> <p>Goesslin Mathieu, Schumer</p>	<ol style="list-style-type: none"> 1. Contact Jake, et al for ordinance. 2. Put on next CRA Board agenda for discussion 	1-Mar-'22
2	CRA did not detect incorrect amounts paid by city/county	<ol style="list-style-type: none"> 1. Establish policy to assist city personnel in verifying city, county TIF payments are correct. 2. Establish assessment roll for 2001 property tax as appropriate to calculate TIF. 3. Mediate resolution of outstanding TIF payments with county. 	<ol style="list-style-type: none"> 1. Practice is in place. Policy to be developed. 2. In progress 3. CM, legal counsel met with county manager and his staff. Verbal agreement on response to findings and recommendations. Legal counsels developing formal agreement. 	<ol style="list-style-type: none"> 1. Goesslin 2. Goesslin, county 3. Mathieu <p>Dudte</p>	<ol style="list-style-type: none"> 1. Draft policy 2. Coordinate with county 3. Working with county legal, develop formal agreement. 	1-Mar-22
3	City, CRA signed interlocal agreements, reduced TIF payment	City, county agreement re additional city payment	Meeting with county mgr set for 13Jan22	Mathieu Dudte	Attend mtg, come to agreement	1-Mar-22
4	County owes late payment penalties, interest	<ol style="list-style-type: none"> 1. City establish procedure to monitor timeliness of CRA payments 2. CRA Board either assess penalties and late fees or take official action to waive. 3. Same as 2 in the event future late payments 	<ol style="list-style-type: none"> 1. Not started 2. Not started 3. Not started 	<ol style="list-style-type: none"> 1. Goesslin 2. CRA Board 3. CRA Board 	<ol style="list-style-type: none"> 1. Draft procedure 2. Place on next CRA Board agenda 3. As necessary, place on CRA Board agenda in Jan of each year 	1-Mar-22

CRA Audit Findings
Tracking Document

#	Finding	Recommendation	Status	Lead	Next	Completion
5	Identify publicly funded capital projects	<ol style="list-style-type: none"> Establish policies, procedures to amend plan Include time certain for completion of planned projects 	<ol style="list-style-type: none"> Not started Not started 	<ol style="list-style-type: none"> Dudte Dudte 	<ol style="list-style-type: none"> Identify, contract appropriate vendor Vendor includes in plan with staff/CRA Board consultation 	Fall '22
6	Did not document rational methodology used to allocate city salary and benefits costs to CRA	<p>Develop reasonable/systematic cost allocation methodology to support salary, benefits costs to CRA. Periodically adjust as necessary to reflect actual cost of city services provided to CRA</p> <p>Staff will document process and continue to utilize in future budget processes.</p>	<p>City staff evaluated each cost allocation during '21-'22 budget process. Budget adopted by council and CRA Board included staff evaluation of each salary cost attributed to CRA.</p>	<p>Goesslin Dudte</p>	<p>Write as budget procedure. Present to council/CRA Board for public record. Utilize process in future budget development cycles</p>	<p>Methodology complete. Documentation of methodology complete by 01Jun22 Future use - ongoing</p>
7	CRA paid salary and benefits for council an d certain city employees	<p>Establish policy, procedure to ensure CRA funds only expended as authorized by state law</p>	<p>PD and FD salary/benefit costs allocated to CRA were reduced in the '21-'22 budget cycle. '22-'23 budget process will appropriately reduce/eliminate CRA salary expenditures that are not allowed and/or not defensible.</p>	<p>Goesslin Dudte</p>	<p>Draft policy, procedure to evaluate salary expenditures by comparing to cost of service provided to CRA</p>	1-Mar-22

CRA Audit Findings
Tracking Document

#	Finding	Recommendation	Status	Lead	Next	Completion
8	Budget did not account for carryover balances. Improve transparency.	<ol style="list-style-type: none"> Estimate beginning fund balances then amend balances if actuals differ significantly when closing previous year Disclose beginning fund balances Post adopted budget to web site within 30 days, maintain for 2 yrs 	<ol style="list-style-type: none"> Will be accomplished in upcoming '22-'23 budget Same Same 	<p>Goesslin</p> <p>Dudte</p>	<p>Fulfill recommendations during '22-'23 budget processes</p>	<ol style="list-style-type: none"> 01Aug22 01Aug22 01Sep22
9	<ol style="list-style-type: none"> CRA did not have policy establishing legal level of budgetary control Expenditures exceeded budgeted amounts Budgeted amounts not readily usable 	<ol style="list-style-type: none"> Establish desired legal level of budgetary control Report budgeted expenditures in comparison schedules at established legal level of budgetary control Limit actual expenditures to budgeted amounts 	<ol style="list-style-type: none"> Not started Will be accomplished in upcoming budget reports In progress 	<ol style="list-style-type: none"> Mathieu Goesslin Dudte 	<ol style="list-style-type: none"> Draft Finance to perform In progress 	<ol style="list-style-type: none"> 01Apr22 Monthly, current Ongoing
10	Records did not show funds remaining were appropriate to specific project or disposed per state law	Maintain records evidencing that funds remaining (EOY) are obligated or returned	In progress	<p>Goesslin</p> <p>Dudte</p>	<p>Review funds available, CRA Board obligate</p>	30-Sep-22
11	Lacked comprehensive policy/procedures for CRA operations	Establish policy/procedure governing all aspects of CRA operations	Anti-fraud policy adopted. Others in progress of development, adoption.	All	<p>Continue to develop and adopt policy/procedure</p>	30-Sep-22

CRA Audit Findings
Tracking Document

#	Finding	Recommendation	Status	Lead	Next	Completion
12	No anti-fraud policy/procedure	Establish anti-fraud policy/procedure to communicate, investigate, and report known/suspected fraud	Policy adopted by CRA Board 11Jan22	Mathieu	Policy has been distributed to all staff, acknowledgment doc signed, filed w CRA records	31-Jan-22
13	Did not provide Commission on Ethics name, email, and physical address, position held by local officers	<ol style="list-style-type: none"> 1. Establish policy/procedure to ensure local officer names and addresses are timely provided to COE. 2. Remind local officers to timely file required statement of financial interests w/ applicable supervisors of elections 	<ol style="list-style-type: none"> 1. Under development 2. Ongoing 	<ol style="list-style-type: none"> 1. Dudte 2. Clerk 	<ol style="list-style-type: none"> 1. Update Clerk job description to include this duty 2. Continue 	<ol style="list-style-type: none"> 1. 01Apr22 2. Ongoing duty
14	Web site did not include required information	Establish policy, procedure to ensure web site is current and accurate	Policy under development	Dudte	Update clerk job description. Clerk continue to monitor, update as needed.	Ongoing
15	Did not publish schedule of regular meetings	Establish policy/procedure to ensure compliant publication of CRA Board meetings	FY '21-'22 quarterly meetings are published. Policy/procedure under development	Clerk Dudte	Present policy/procedure to CRA Board	1-Apr-22