

**CITY OF CORAL GABLES
BUDGET/AUDIT ADVISORY BOARD**

Meeting Minutes: November 14, 2012, 8:00 a.m.

Conference Room, First Floor, City Hall, 405 Biltmore Way, Coral Gables, Florida

MEMBERS:	D	J	F	M	A	M	J	J	A	S	S#	O	N	APPOINTED BY:
Andy Gomez	P	P	P	P	P	P	P	E	-	P	P	-	P	Mayor Jim Cason
Roland Sanchez	P	P	P	P	P	P	P	P	-	P	P	-	A	Vice Mayor William H. Kerdyk, Jr.
John Holian	E	P	P	P	P	P	P	E	-	P	P	-	P	Comm. Rafael "Ralph" Cabrera, Jr.
Ramon Oyarzun	P	P	P	P	P	P	P	P	-	P	P	-	P	Comm. Frank C. Quesada
Ofelia Fernandez	P	P	E	P	P	P	E	P	-	P	P	-	E	Comm. Maria Anderson

(Dash indicates no meeting; blank space indicates member not yet serving)

^ = New Member

= Special Meeting

Staff:

Patrick G. Salerno, City Manager

Lori St. John, CPA, Consultant

Minutes Preparation and Recording Secretary: Nancy C. Morgan, Coral Gables Services, Inc.

PROCEEDINGS: The meeting was called to order by Mr. Holian at 8:15 a.m.

MEETING ATTENDANCE:

Mr. Gomez made a motion to excuse the absence of Mr. Sanchez. Mr. Oyarzun seconded the motion, which passed unanimously.

APPROVAL OF SEPTEMBER 26, 2012 MINUTES:

Mr. Oyarzun made a motion to approve the minutes of the September 26, 2012 meeting as written. Mr. Gomez seconded the motion, which passed unanimously.

PAYROLL: EXEMPT AND NON-EXEMPT AUDIT:

Ms. St. John reviewed the general employees' payroll audit report, including audit findings and recommendations. During discussion, Mr. Salerno advised that the Human Resources and Finance departments were collaborating on creating standard Citywide policies that would apply to all employees.

Mr. Oyarzun made a motion to accept the report as presented. Mr. Garcia seconded the motion, which passed unanimously.

Mr. Garcia made a motion to receive a report update at the end of the first and second quarters as well as a status report specifically on progress pertaining to the policies and procedures manual. Mr. Oyarzun seconded the motion, which passed unanimously.

DISCUSSION ITEMS:

Informal discussion was held between Board members and the City Manager about issues of interest to the Board.

The meeting adjourned at 8:40 a.m.

Next Meeting: Wednesday, January 30, 2013, 8:00 a.m., City Hall First Floor Conference Room

Respectfully submitted,



Patrick G. Salerno

City Manager, Secretary to the Board