

CITY OF CORAL GABLES BUDGET/AUDIT ADVISORY BOARD

Wednesday, November 30th, 2022, 8:00 a.m.

Location: City Hall Conference Room

405 Biltmore Way, 2nd Floor, Coral Gables, FL 33134

Public via Zoom: Meeting ID: 814 3489 7118

MEETING MINUTES

MEMBERS	D	J	F	M	A	M	J	J	A	S	O	N	APPOINTED BY:
	21	22	22	22	22	22	22	22	22	22	22	22	
John Holian	-	A	P	P	P	-	-	P	-	P	P	P	Vince Lago
Francisco Paredes	-	P	P	PVC	P	-	-	P	-	AE	P	P	Vice Mayor Michael Mena
Javier Banos	-	P	P	P	PVC	-	-	PVC	-	P & VC	P	P	Rhonda Anderson
Matt Martinez	-	E	P	P	P	-	-	E	-	P	PVC	P	Jorge Fors
Carmen Sabater	-	P	A	P	A	-	-	E	-	PVC	E	E	Kirk Menendez

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

^ New Member

#- Special meeting

**- Resigned Member

PVC – Present Via Video Call

P – Present

A – Absent

E - Excused

City Staff:

Diana Gomez, Finance Director

Keith Kleiman, Assistant Finance Director for Management, Budget & Compliance

Kevin Kinney, Parking Director

Suramy Cabrera, Director, Development Services – (Via Zoom)

Elsy Fuentes, Grants / Audit Coordinator – (Via Zoom)

Pedro Sanchez, Management and Budget Analyst II– (Via Zoom)

Call to Order:

The meeting was called to order at 8:04 AM by Frank Paredes. The roll was taken, and an in-person quorum was established. The meeting was also available on Zoom for public access.

Meeting Minutes:

A motion was made by Javier Banos to approve the minutes of both September 7th, 2022, and October 4th, 2022, and second by Matt Martinez. The motion was voted upon and passed unanimously. Frank Paredes inquired whether if all action items had been addressed from prior meetings, and all were confirmed.

- **Discussion: Status of 40-Year Certification for City Facilities**

Mrs. Surami Cabrera, Development Services Director and Building Official gave an overview of what the city is doing with regards to the 40-year certification. She also discussed what is being done to ensure that buildings meet the recertification process. She stated that they have a very good response rate, and that the City doesn't have the issues that a lot of other cities currently have as it pertains to being caught off guard. Most of the the city's buildings are on track for recertification. Because of what happened at Surfside, there has been a change in the time period. The county and State will be on a 30-year cycle instead of the usual 40 for the first recertification and 10 years thereafter. She added that there will be a presentation shared with the board as soon as it is finalized with the Construction Regulation Board. City of Coral Gables has historically done a very good job with keeping its buildings recertified.

Frank Paredes inquired who is hiring the structural engineers, and who looks at the liability components that they may have, and also do we use multiple engineers or just one firm?

Director Cabrera answered that the majority of the 40-year recertifications that the City has done have been with Douglas Wood, which is a very well-known structural engineer to do it's recertifications. In general, the private sector work, if you have a P.E. License you are responsible for your work. This is a state regulated license not regulated by the City of Coral Gables. As for the Liability, Douglas Wood submits monthly reports to us. They are working with the structural engineers to do the repairs. These are very time-consuming work. Last report was sent last week, this is also a Public Record and anyone can access. Whatever gets turned in by Structural Engineers is also a Public Record. If there is fear that there is a significant issue, I don't know of any.

Mr. Frank Paredes asked how many buildings owned by the City are still pending for the 40-year recertification or the amended 30-year reverification? Director Cabrera informed him that Public Works is the department that keeps track of all the city buildings, and they are the enforcement agency.

- **Discussion: Parking Revenue and Sale of Parking Spaces**

Mr. Kevin Kinney presented Parking Revenue Report for the last few years, pre-pandemic years and after. He commenced with going over April of 2020 during Covid, essentially Transient Parking Revenue shows we have completely recovered. 300K and 350K a month.

Mr. Frank Paredes inquired about Transient Parking (People coming for Dinner and Visiting /Visitors) and if Valet Parking pay royalties? Mr. Kinney answered Valet Parking rents the space and they also pay for storing the vehicles in the garage, so we return from the pandemic and we're at pre-pandemic levels. This year the Fiscal Year 2023, Our Budget is fully back. Transient Parking has not recovered after the Pandemic.

Mr. Frank Paredes inquired as to what is currently the distribution between garage revenue.

Mr. Kinney answered that when parking revenue was down by millions of dollars, we were not spending the money, but this year Fiscal year 2023 our budget is fully back.

- **Discussion: Purchase / Lease Presentation Questions (Deferred to 01/25/2023)**

- **Discussion: Overtime Report – 4th Quarter**

The Technical Services division continues to have substantial amounts of overtime, sitting at 162% budget for the department as a whole. Though Uniform Patrol's normal overtime is significantly over budget, Technical Services' vacancy related overtime is what the internal audit is going to zero on. The City Manager had given Police to the end of the year to show improvement, but not much improvement took place. A comment was made about hiring additional personnel instead of paying the overtime. It was discussed that it is difficult position to recruit for. There is also a training issue, they have to go through vigorous training and many candidates do not make it through the process. An Internal Audit will be initiated, and we will report back after meeting regarding Audit.

Though not part of the audit, staff will report back to the Board the reason(s) for Uniform Patrol's normal overbudget amount.

Mr. Keith Kleiman mentioned that Paula Rodriguez has been chosen to replace Keith when he retires in March 2023. She has worked for Frank Fernandez, and she has worked in the Police Department. She has experience as an Assistant Director with Solid Waste and she thinks outside the box, which is one of the reasons why she was chosen for the position.

- **Discussion: Internal Audit – 4th Quarter Status Report**
A review of the Internal Audit Quarterly Status was presented by Keith Kleiman. He reported that the main outstanding issue has been writing of the SOPs. This has been ongoing, and we've been waiting on finalizing new system implementations before working on writing the SOPs.
- **Discussion: Surfside Reimbursement**
Ms. Gomez reported that the City has received full reimbursement for the Surfside deployment.
- **Discussion: FY23 Meeting Dates**
All dates were approved.

No Public Comments were made.

Adjournment: Meeting Adjourned at 9:10 AM.