

CITY OF CORAL GABLES BUDGET/AUDIT ADVISORY BOARD

Wednesday, September 1st, 2021, 8:00 a.m.

Location: City Hall Commission Chambers

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

Public via Zoom: Meeting ID: 814 3489 7118

MEETING MINUTES

MEMBERS	O	N	D	J	F	M	A	M	J	J	A	S	APPOINTED BY:
	20	20	20	21	21	21	21	21	21	21	21	21	
John Holian	-	-	-	-	-	-	-	-	-	-	-	P	Vince Lago
Francisco Paredes	-	-	-	P	P	P	-	-	-	E	-	P	Vice Mayor Michael Mena
Javier Banos	-	-	-	-	-	-	-	-	-	P	-	P	Rhonda Anderson
Matt Martinez	-	-	-	-	-	-	-	-	-	-	-	P	Jorge
Carmen Sabater	-	-	-	PVC	E	M	-	-	-	E	-	P	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

Guests:

David Perez, Fire Lieutenant, City of Coral Gables

Tom Zelenak, Fire Lieutenant, City of Coral Gables

Call to Order:

The meeting was called to order at 8:08AM by Diana Gomez. The roll was taken and there was an in-person quorum of all members. The meeting was also available on Zoom for the public.

Meeting Minutes:

A motion was made by Frank Paredes to approve the minutes of March 31st, 2021, and second by Javier Banos. Another motion by Javier Banos to pass the minutes of July 7th, 2021 was made second by Frank Paredes. Both motions were voted upon and passed unanimously.

Presentations/Discussions:

- **Discussion: Quarterly Overtime Report: Police & Fire**

Keith Kleiman presented the quarterly overtime report and started with the Police Division stating that 3rd Quarter actuals were favorable overall. Excess overtime due to staff turnover within the Technical Services Communication Operator unit was experienced during the reporting period. However, 3rd quarter department-wide overtime results of 78% of budget is within budgeted parameters for 9 months into the fiscal year. Relief is expected in the next fiscal year once the department completes the Communications unit restructuring as well as improving its methods of allocating overtime.

The Fire Department did an amazing job managing their overtime rate at 70% at the 3rd quarter mark. This is exactly where they need to be against their budget at this point in the fiscal year. Keith Kleiman explained how the structure of the overtime report has evolved over time to show more detail than it previously did. It has provided more control and immediate identification allowing management to address areas of concern in a more efficient and timely manner.

Javier Banos questioned the treatment of overtime due to existing vacancies and Mr. Kleiman addressed his concerns.

Ms. Carmen Sabater questioned the impact of personnel on loan to Surfside. Ms. Gomez stated that reimbursement is expected from the County and State by the end of the fiscal year.

Mr. Frank Paredes had concerns with the \$1.44M budgeted for overtime. Mr. Kleiman responded that this is not the adopted budget. Mr. Banos questioned the overall impact of overtime against budget. Ms. Gomez offered a more detailed explanation of the staffing issues in place adding that we must maintain open positions and discussed how turnover has affected the budget citing that Fire & Police were not affected. Mr. Kleiman tracks overtime and vacancies by department and has not experienced any significant issues. Mr. Banos expressed additional concerns over the Fire Department staffing of more unionized employees including an additional six (6) positions to man the Agave Development project which would have an estimated cost of \$600-\$700K.

Ms. Gomez informed Mr. Banos that this issue is possibly part of collective bargaining negotiations and should not be discussed at this meeting. However, the City Manager did inform Ms. Gomez that the situation is pending further analysis.

Mr. Banos requested clarity with regards to the life of any and all open positions. Ms. Gomez explained that all vacant positions are evaluated on a monthly basis and offered inclusion of the monthly vacancy report to the Board's Agenda on a going-forward basis. Matt Martinez requested a comparison of budgeted overtime to actual salaries.

Further questions by Ms. Sabater with regards to open & total headcount were answered with a commitment by City Staff members at this meeting to include a Vacancy Report as part of the Agenda as support for each meeting. Mr. Kleiman would include a chart to display the trend.

Mr. Banos requested a report detailing the overtime associated with the garbage collections. Ms. Gomez stated that although a report is not in place, she will try to accommodate him.

No further action was taken on this item since Ms. Sabater and Mr. Holian motioned to continue with the Agenda to maintain structure and meeting order.

- **Discussion: 2021-2022 Capital Improvement Plan**

Keith Kleiman shared the details surrounding the 2021-22 Capital Improvement Plan which is a rolling five year report. The Plan will be presented at the second Budget Hearing however an earlier version was presented to the Commission in June, 2021 to allow them an opportunity to hold or move forward with recommendations.

Mr. Banos inquired about the Venetian pool allocation since the leak was now affecting the environment and its repair has now become a public issue. Ms. Gomez indicated that the budget has made provisions for the repair. Another area of concern was ADA Compliance, a priority of the Commission, was initially funded at \$100K and another \$50K will be added with this budget. Aggressive measures have been deployed to meet ADA standards across all our facilities. Mr. Banos expressed concern on the order of importance of each capital project by citing ongoing traffic problems and whether the situation can be given priority. Mr. Kleiman responded that there is a five-year plan in place allowing \$1.4M annually to support these initiatives.

No further action necessary/taken on this item.

- **Discussion: Preferred Methods of Communication with the Board**

All Board Members prefer an email followed by a phone call if we do not receive a timely response. Supporting documents should be sent electronically for all Board Members with the exception of Javier Banos opted for physical copies.

- **Nominations**

A motion to nominate Frank Paredes as the BAB Chairperson was made by Javier Banos and second by Carmen Sabater. A motion to name Ms. Carmen Sabater as Vice Chair was made by Mr. Matt Martinez and second by John Holian. The motion was voted upon and unanimously adopted.

Ms Sabater had to leave the meeting due to a prior commitment. A quorum was maintained with four board members present.

- **Discussion: 2020-2021 Budget Audit/Advisory Board Annual Report**

Ms. Gomez presented the Annual Report with proposed responses. A motion was made by John Holian to approve the 2020-2021 BAB Annual Report. The motion was second by Matt Martinez. The motion was voted upon and approved with a majority vote. Ms. Sabater was not present for the vote and Mr. Banos voted no.

- **New Business**

Frank Paredes suggested the inclusion of updates with regards to the FEMA receivable on an ongoing basis until it is fully collected. He added that Open Items with respect to this Board should also be included as supporting documentation to this Agenda to allow members to track their progress. Javier Banos seconded the request to have a rolling items list.

Mr. Banos requested that an Outlook Invite be provided to the next meeting as well as those that follow.

Ms. Gomez reiterated the importance of adhering to the Agenda and respecting the time allotted for the meeting which is one (1) hour in nature.

- **Public Comment**

David Perez questioned the ARPA money projects presented to the commission and offered an explanation as to how the ARPA monies could be used. Ms. Gomez explained that ARPA funds are one-time revenues and would not be used for recurring expenditures. Therefore, they were recommended to be put towards capital expenditures. Mr. Perez challenged this position stating that this was only City Policy, not a restriction of the Federal Funds, that they in fact could be used for new fire positions. Ms. Gomez indicated that she was not aware of the use of the ARPA funds for funding positions but agreed that it could be used for public safety, and that in fact a large amount of the funds granted to the City would be used towards public safety capital improvements. However, since the funds are one time in nature, based on City budget policy, the City would recommend that it be used for one-time expenditures and not be used for recurring expenditures.

Scheduling:

The next meeting is scheduled for Wednesday, October 27, 2021, at 8:00 AM.

Adjournment:

Meeting Adjourned at 9:45 AM.