

CITY OF CORAL GABLES BUDGET/AUDIT ADVISORY BOARD

Monday, February 26, 2020 8:00 a.m.
 City Hall, First Floor Conference Room
 405 Biltmore Way, Coral Gables, FL 33134

MEETING MINUTES

MEMBERS	F	M	A	M	J	J	A	S	O	N	D	J	APPOINTED BY:
	19	19	19	19	19	19	19	19	19	19	19	20	
Rosa Bravo	-	E	P	-	P	P	P	P	E	-	P	P	Mayor Valdes-Fauli
Alex Menendez	-	P	P	-	E	P	P	E	E	-	E	P	Vice Mayor Vince Lago
Carmen Olazabal					P	P	P	P	P	-	P	A	Commissioner Jorge L. Fors
Carmen Sabater	-	P	P	-	P	P	P	P	P	-	E	P	Commissioner Pat Keon
Francisco Paredes	-	P	P	-	P	P	P	P	P	-	P	P	Commissioner Mena

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

^ - New Member
 #- Special meeting
 ** - Resigned Member
 P - Present
 A - Absent
 E - Excused

City Staff:

Diana Gomez, Finance Director
 Sally Ola Ola, Assistant Finance Director for Reporting and Operations
 Keith Kleiman, Assistant Finance Director for Management, Budget & Compliance
 Elsy Fuentes, Internal Audit/Grants

Call to Order:

The meeting was facilitated by Diana Gomez, Finance Director due to the absence of the Chair. The meeting was called to order at 8:10 AM. The roll was taken, and a quorum was present.

Meeting Minutes Approval:

A motion was made by Frank Paredes to approve the transcript minutes of January 29, 2020. The motion was seconded by Rosa Bravo. There was no discussion or corrections to the minutes. The motion was voted upon and adopted unanimously.

Presentations/Discussions:

- **Discussion: Quarterly Overtime Report.**

Keith Kleiman presented the quarterly overtime report starting with the Police department overtime. Normal overtime is in line for all divisions except Professional Standards and Specialized Enforcement. These two divisions will be monitored closely. Vacancy related overtime in Technical Services Division is higher than salary savings can cover, however department wide salary surplus due to vacancies is available to cover the overtime at this point. Vacancy related overtime will be closely monitored.

Regular Fire overtime is in line with the budget. Vacancy related overtime is minimal for the first quarter and was easily absorbed with salary surplus generated by existing vacancies.

No action necessary/taken on this item.

- **Discussion: Update on Internal Audit Report on Johns Eastern**

At the previous board meeting Insurance Claim related statistics were requested as an addition to the audit report. Additional wording was also requested to clarify the management responses. Both items were added to the report and an updated version was distributed.

No action necessary/taken on this item.

- **Discussion: Quarterly Financial Report**

Diana Gomez presented the quarterly financial report for the three months ended December 31, 2019. Revenues to date were reported lower than the same period in the prior year from 60% to 54%. Several individual revenue line items contribute to the lower revenues this year from last year with the largest contributor being general government fees, namely construction permits, P&Z Board fees, DRC fees, and Concurrency fees. This is related to the number of projects currently in the pipeline compared to prior year at the same time. Most of these revenues fluctuate year to year depending on the number and size of projects in the process. The Finance Department is analyzing Development Services revenue to identify if there are any issues which would require an adjustment to the budget. This analysis is expected to be completed around the mid-year point.

Expenditures for all departments are in line with where they are expected to be at this point in the year. A few departments have exceeded 25% of budgeted expenditures due to the timing of certain expenditures. There is no concern that departments will exceed their budget allocation and the budget division of Finance is constantly monitoring expenditures.

All other funds are in line with what is expected at this point in the year. Revenues are typically collected 2-3 months in arrears.

No action necessary/taken on this item.

- **Discussion: Administrative Order 2020-01 Board and Committee Meeting Policy**

Diana Gomez reviewed the administrative order regarding setting board meeting dates at the beginning of the year and keeping to that schedule. Chair Alex Menendez had set the meeting date for the final Wednesday of each month as needed. This schedule is maintained with the exception of July in which an early meeting is required due to the timing of the Budget estimate. There is no meeting scheduled in June and December.

Ms. Gomez also reviewed the policy on absences. It was noted that the minutes indicated 'A' for absences on the attendance chart incorrectly. All prior absences had been properly excused. The attendance chart will be corrected to properly reflect and 'E' for excused.

No action necessary/taken on this item.

- **Discussion Items - *This time is for informal discussion among the Board members and the City.***

Carmen Sabater requested a follow-up on the following items:

FEMA Reimbursements – Ms. Gomez advised as to the status. To date, the City has received approximately \$2M in receipts from FEMA and the State. \$640,000 of the recently obligated Category

B project in the amount of \$1.5M was paid to the City. Overall there are no concerns with the reimbursement status except the time it has taken to receive funding, but that is out of the City's control. We are in the same position as many other cities on this point.

Coronavirus effects on City budget – Ms. Gomez advised that the City's investments are predominately in US Treasuries and Agencies and not directly in the stock market. At this point there is no concern with the City's investments. The City's general fund reserve could be utilized should a declared emergency exist. The Emergency Management Division of the Fire Department is developing an emergency plan that will be released in the coming days. Any day to day related expenditures would be absorbed in departmental budgets.

Scheduling:

The next meeting is scheduled for March 25, 2020 at 8:00AM.

Adjournment:

Meeting Adjourned at 8:51 AM