

CITY OF CORAL GABLES BUDGET/AUDIT ADVISORY BOARD

Wednesday, November 17th, 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	D	J	F	M	A	M	J	J	A	S	O	N	APPOINTED BY:
	20	21	21	21	21	21	21	21	21	21	21	21	
John Holian	-	-	-	-	-	-	-	-	-	P	P	P	Vince Lago
Francisco Paredes	-	P	P	P	-	-	-	E	-	P	P	P	Vice Mayor Michael Mena
Javier Banos	-	-	-	-	-	-	-	P	-	P	P	P	Rhonda Anderson
Matt Martinez	-	-	-	-	-	-	-	-	-	P	P	P	Jorge Fors
Carmen Sabater	-	PVC	E	M	-	-	-	E	-	P	E	P	Kirk Menendez

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

^ New Member

#- Special meeting
P – Present

**- Resigned Member
A – Absent

PVC – Present Via Video Call
E - Excused

City Staff:

Diana Gomez, Finance Director

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

Elsy Fuentes, Internal Audit & Grants Coordinator, Management, Budget & Compliance

Call to Order:

The meeting was called to order at 8:05 AM by Frank Paredes. The roll was taken and there was an in-person quorum of five members. The meeting was also available on Zoom for public access.

Meeting Minutes:

A motion was made by Javier Banos to approve the minutes of October 6st, 2021, and second by Carmen Sabater. The motion was voted upon and passed unanimously.

Presentations/Discussions:

• **Discussion: Internal Audit – 4th Quarter Status Report**

Keith Kleiman opened the discussion with commentary surrounding the status of the current staffing analysis of various departments requested by the City Manager. These staffing analyses coincide with the Strategic Initiatives of Mayor Lago. The City has signed a one year extension with the current internal auditor, Crowe, for FY 2022, however, an RFP will be prepared by the Budget team for FY2023 to review other internal audit options. The draft RFP will be presented to the BAB for review.

Matt Martinez inquired about the RFP timing which is generally done during the winter and spring months and can typically take up to six months to finalize. ***Mr. Kleiman will provide a status of when the RFP process will start at our next meeting.*** Carmen Sabater asked if the Budget team needed the BAB members to advocate on any given issue. Mr. Kleiman responded that there were no issues or concerns at this time.

A discussion regarding establishing SOPs, Standard operating Procedures took place. However, it was conveyed that the process had been postponed due to the new financial software implementation. To continue to draft documents based on the current system would be a waste of time.

Mr. Paredes asked if there were any additional changes to the budget during the budget hearings. Mr. Kleiman responded that there were some minimal changes were made but nothing material as the budget was just recently approved.

Diana Gomez mentioned to the board that the City is in the last year of their contract with RSM for external auditing services with no additional options to extend. A new audit contract would coincide with the ERP (Enterprise Resource Planning) implementation which may not be a good time to bring on new auditors. The current plan is to request a one-year extension from the City Commission and compose the RFP after the new system is in place.

- **Discussion: Waste Management**

Diana Gomez explained our role with regards to the Waste Management contract. The division is self-sufficient, and the Finance department's only role is to collect on past due accounts.

- **Discussion: Cyber Security Audit**

Keith gave a bird's eye view of the process and stated it would be performed and managed in a classified manner due to the sensitive nature of security information. The outcome would be shared with the BAB members via discussion only.

- **Discussion: (Old Business) FEMA Receivable**

No significant updates reported by the Finance Director. Additional monies were received but nothing material. Claims for costs associated with the Surfside collapse have been submitted in its entirety but have not been received. Total amount claimed is \$37,195.80.

IRMA expenses are still under review with FEMA with approximately 10% outstanding. Total received to date: \$15,288,436 with \$1,573,286 outstanding. Mr. Banos inquired about the insurance proceeds which the budget team confirmed receipt and application of \$1,538,953 with an outstanding amount of \$1,006,170 which still needs to be recognized as revenue.

- **Discussion: (Old Business) Public Works Staffing Issues**

An update with regards to the staffing issues surrounding Public Works was requested by Javier Banos. Keith explained that most of the overtime issues mainly driven by Covid, and regular absences have been resolved. He also added morale has significantly improved with new leadership in place. *Mr. Banos requested an update for our next meeting on the new waste process and its impacts. In the interim, the budget team will coordinate with Public Works to have the Interim Director and the Senior Sustainability Analyst attend the next BAB meeting to address all BAB issues.* John Holian inquired about our recycling programs and Ms. Gomez did confirm we have a process in place. The Board proposed coordinating a site visit to the Recycling Facilities for all interested members.

- **Discussion: (New Business) Biden Mandate – Non-Vax 2022**

Ms. Sabater inquired if any city-wide discussions had taken place with regards to the Biden Mandate surrounding non-Vaccinated employees citing its significant financial impact. Ms. Gomez confirmed that to date, no changes to our current policies have been put in place.

- **Discussion: (New Business) Infrastructure Initiatives**

Frank Paredes led a series of questions regarding the City's commitment to infrastructure initiatives. The Budget team explained that the City has fully committed to a comprehensive five year plan to maintain, renovate and enhance its capital infrastructure. Mr. Banos then asked about the Mobility Hub Parking groundbreaking scheduled for September 2022 with that target date confirmed by Ms. Gomez.

- **Public Comment**

No public comments were made.

Scheduling:

The next meeting is scheduled for Wednesday, January 26, 2022, at 8:00 AM.

Adjournment:

Meeting Adjourned at 8:55 AM.