

# CITY OF CORAL GABLES BUDGET/AUDIT ADVISORY BOARD

Tuesday, October 29, 2019 8:00 a.m.

City Hall, First Floor Conference Room  
405 Biltmore Way, Coral Gables, FL 33134

## MEETING MINUTES

MEMBERS	N	D	J	F	M	A	M	J	J	A	S	O	APPOINTED BY:
	18	18	19	19	19	19	19	19	19	19	19	19	
Rosa Bravo	P	-	-	-	A	P	-	P	P	P	P	A	Mayor Valdes-Fauli
Alex Menendez	P	-	-	-	P	P	-	A	P	P	A	A	Vice Mayor Vince Lago
Carmen Olazabal								P	P	P	P	P	Commissioner Jorge L. Fors
Carmen Sabater	P	-	-	-	P	P	-	P	P	P	P	P	Commissioner Pat Keon
Francisco Paredes	E	-	-	-	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  
Keith Kleiman, Assistant Finance Director for Management, Budget & Compliance  
Elsy Fuentes, Internal Audit/Grants  
Matt Anderson, Senior Sustainability Analyst  
Raimundo Rodulfo, Director of Information Technology  
Nelson Gonzalez, Assistant Director of Information Technology

### Call to Order:

The meeting was facilitated by Diana Gomez, Finance Director (Board Liaison) due to the absence of the Chair. The meeting was called to order at 8:02AM. The roll was taken and a quorum was present.

### Meeting Minutes Approval:

A motion was made by Carmen Sabater to Approve the transcript minutes of September 25, 2019. The motion was seconded by Frank Paredes. The motion was voted upon and adopted unanimously.

A motion was made by Frank Paredes to Approve the summary minutes of September 25, 2019. The motion was seconded by Carmen Olazabal. The motion was voted upon and adopted unanimously.

### Presentations/Discussions:

- **Presentation regarding the City's Sea Level Rise Mitigation Plan**

Matt Anderson provided an overview of the City's Sustainability and Resiliency Initiatives. He went over the attached presentation, indicating that the City Commission has put sustainability in the forefront. The Sustainability Management Plan is in the City's 3-year Strategic Plan and departments have created the projects to implement so there is a tremendous amount of buy-in citywide.

No action necessary/taken on this item.

- **Presentation regarding the City's Cyber Security Policy**

Raimundo Rodulfo and Nelson Gonzales provided an overview of the City's Cyber Security Policies and Procedures and went over the attached presentation. Mr. Rodulfo discussed the fact that the City is a highly regulated organization and risk management is key indicating that the City must understand its strengths and weaknesses as it relates to security. He further indicated that the City goes through at least eight (8) audits each year which includes intrusion testing.

No action necessary/taken on this item.

- **Discussion regarding the FY20 Internal Audit Plan.**

Keith Kleiman presented the attached FY20 Internal Audit Plan. He explained that the contract with the external Internal Auditor has options to renew one year at a time for the next few years after the initial 3-year term. The City has renewed for FY20.

Mr. Paredes indicated that 160 hours for follow-up on prior audits seemed excessive. The Board then requested information regarding the history of what audits were completed and what is still in process over the past 3-year term. They requested a summary chart of all audits and their status.

Mr. Kleiman indicated that there was no immediate action necessary on this and therefore it will be brought to the next board meeting with the requested additional information for discussion and action.

No action taken on this item.

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

Staff indicated that the next meeting would include the 4<sup>th</sup> quarter Overtime Report and the FY20 Internal Audit Plan.

**Scheduling:**

The next meeting was proposed as Wednesday, November 20, 2019 at 8:00 am

The board expressed concurrence with the date of the next scheduled meeting.

**Adjournment:**

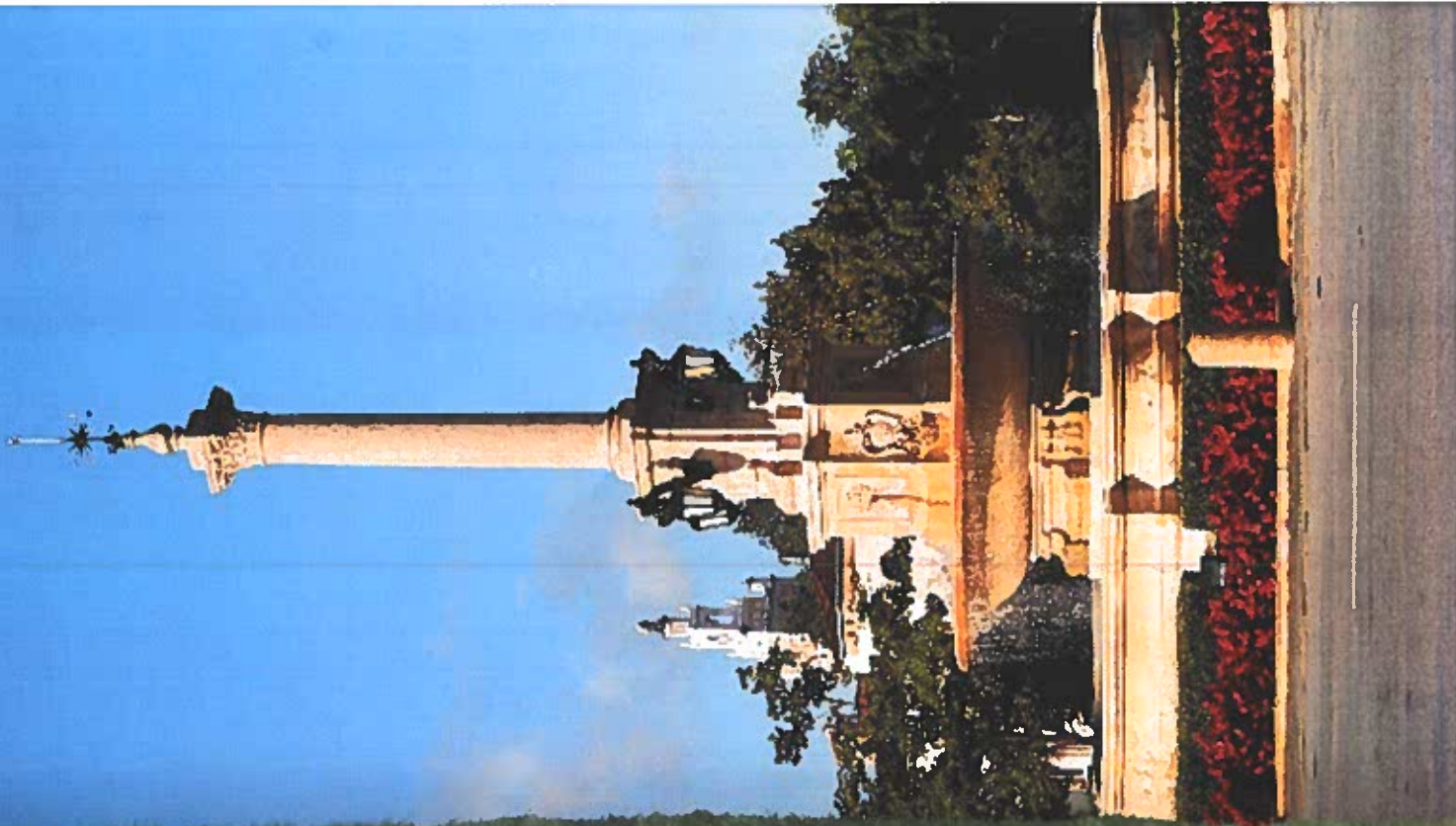
Motion was made by Frank Paredes to adjourn the meeting. The motion was seconded by Carmen Sabater. The motion passed unanimously.

Meeting Adjourned at 9:15AM

*Sustainability &  
Resiliency  
Initiatives*

2

**CORAL  
GABLES**<sup>®</sup>  
THE CITY BEAUTIFUL

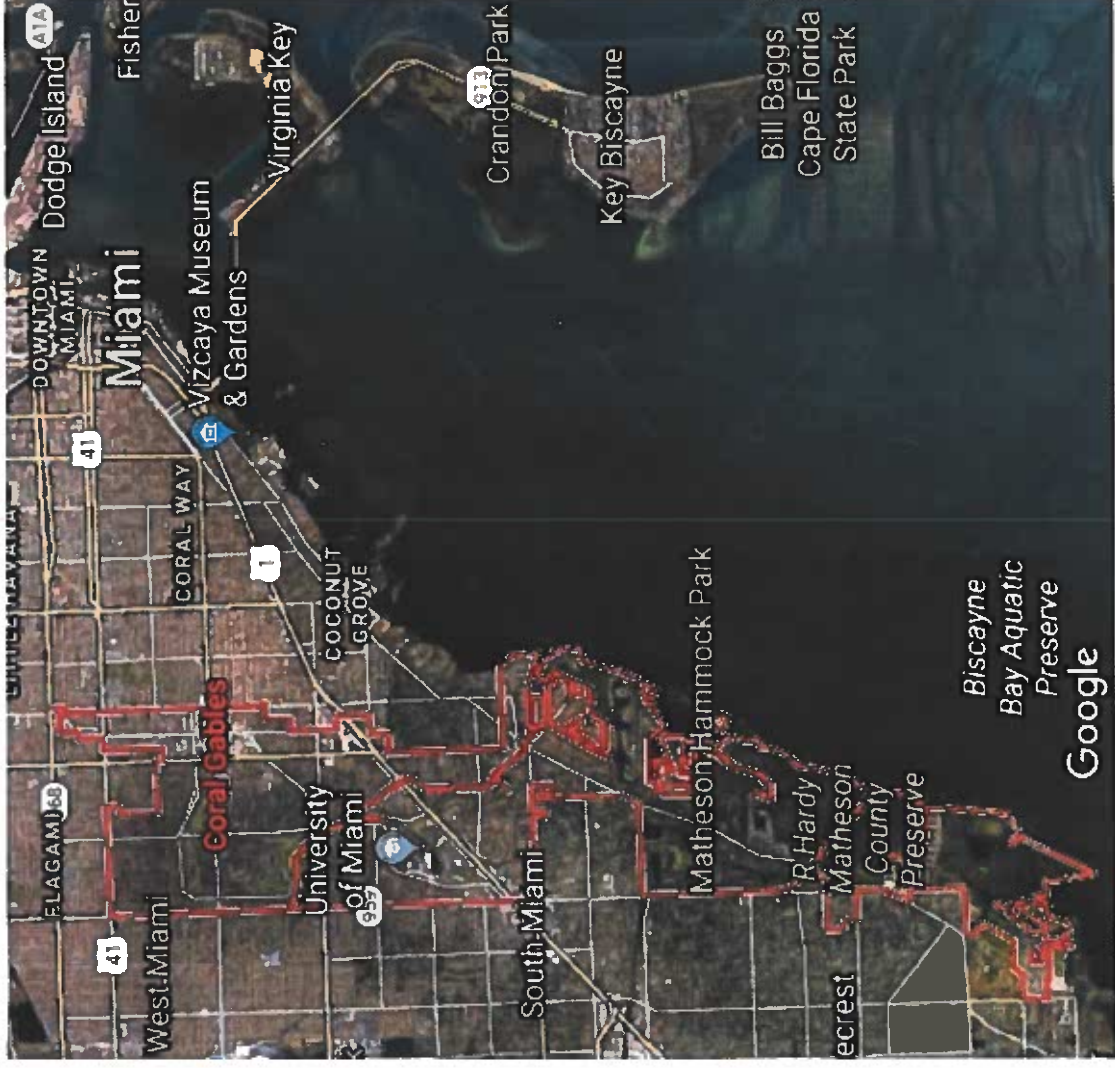




# CORAL GABLES



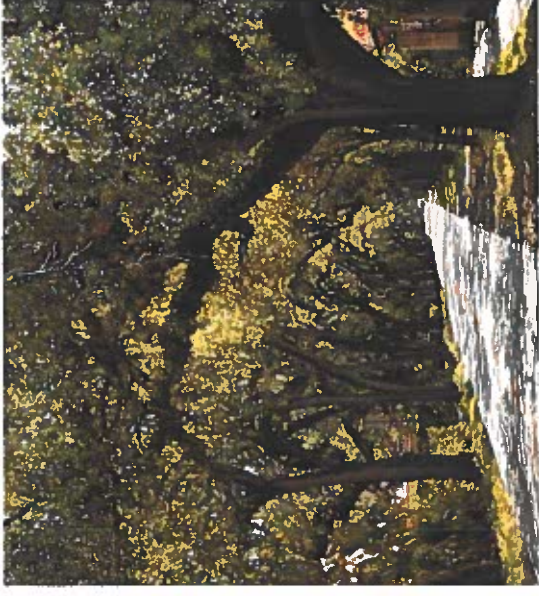
- Founded in 1925
- One of the first planned City's in the US
- City encompasses 14 sq. miles
  - 50,000 residents
  - 20,000 homes/apartments
  - 8,000 businesses
- \$15 billion in property value (\$3.5 billion along coastline)
- 42 miles of coastline/waterways
- Elevation: 0 to 22 feet
- Triple-Triple A bond rating (1 of 2 cities in Florida)
- \$216 million annual operating/capital budget



# SUSTAINABILITY INITIATIVES (MITIGATION)



- Sustainability Management Plan and City's Strategic Plan
  - 2025 Goal: 20% reduction (Energy, Water, Fuel, & GHG Emissions)
- Tree Canopy (38,000 trees, Tree City USA: 35 years)
- Green Space: 295 acres of parks
- Electric Vehicles and Charging Infrastructure
  - 53 EV's; Goal (FY2021): 78 EV's. 10% of fleet is electric.
  - 25 Charging Points; Goal (FY 2020): 43 Charging Points
  - Zoning Code: 20% of off-street parking spaces be EV Ready/EV Capable
- Renewable Energy/Energy Efficiency
  - PACE (Since 2012: 200 Projects at over \$7 million).
  - Sustainable Construction: PSB Building; LEED & ENVISION.
  - Waived Solar City Permit Fees & Expedited Permitting (Solsmart)
  - Solar Benches (11: City Parks); Solar PV & LED Lighting in City Facilities
- Alternative Transportation
  - Multimodal Transportation Plan and Bike/Pedestrian Plan
  - Spin, Freebie, Bike Lanes/Free Bike Racks, Free Trolley Service, Crosswalk/Sidewalk Extensions
- Waste
  - Expanded Polystyrene (2016), Plastic Bags (2017), & Straws/Stirrers (2019).
  - Household Hazardous Waste Collection Events (160,000 lbs since 2016).
- Green Business Certification Program



# RESILIENCY PLANNING (ADAPTATION)

- Southeast Florida Regional Climate Compact (2015)
- Developed LiDAR Maps (accurate 4 inches)
- Sea Level Rise Adaptation Strategies: Legal Considerations
- Vulnerability Assessment: Impact on critical infrastructure from SLR, King Tides & Cat 1,3, & 5 storm surge (2070).
- Zoning Code: Additional 3 feet of freeboard
- Comprehensive Plan: Coastal Management Element (2018)
- FIU Tidal/Sediment Gauge Study and Water Quality
- Raising Pump Stations: Cocoplum/Journey's End
- Installing backflow preventers in City outfalls
- Education/Outreach: Community Meetings, CGTV, E-News
- \$4.3 million to a SLR mitigation fund (infrastructure reserve)
  - Small increase in stormwater fee (\$14.73 to \$16.16 per ERU per month). Avg proposed increase through FY26 (\$1.45)
  - Goal: Accumulate \$100M by FY 2040.
  - City annually funds:
    - \$500K: Storm water improvements
    - \$3M: Sanitary sewer improvements



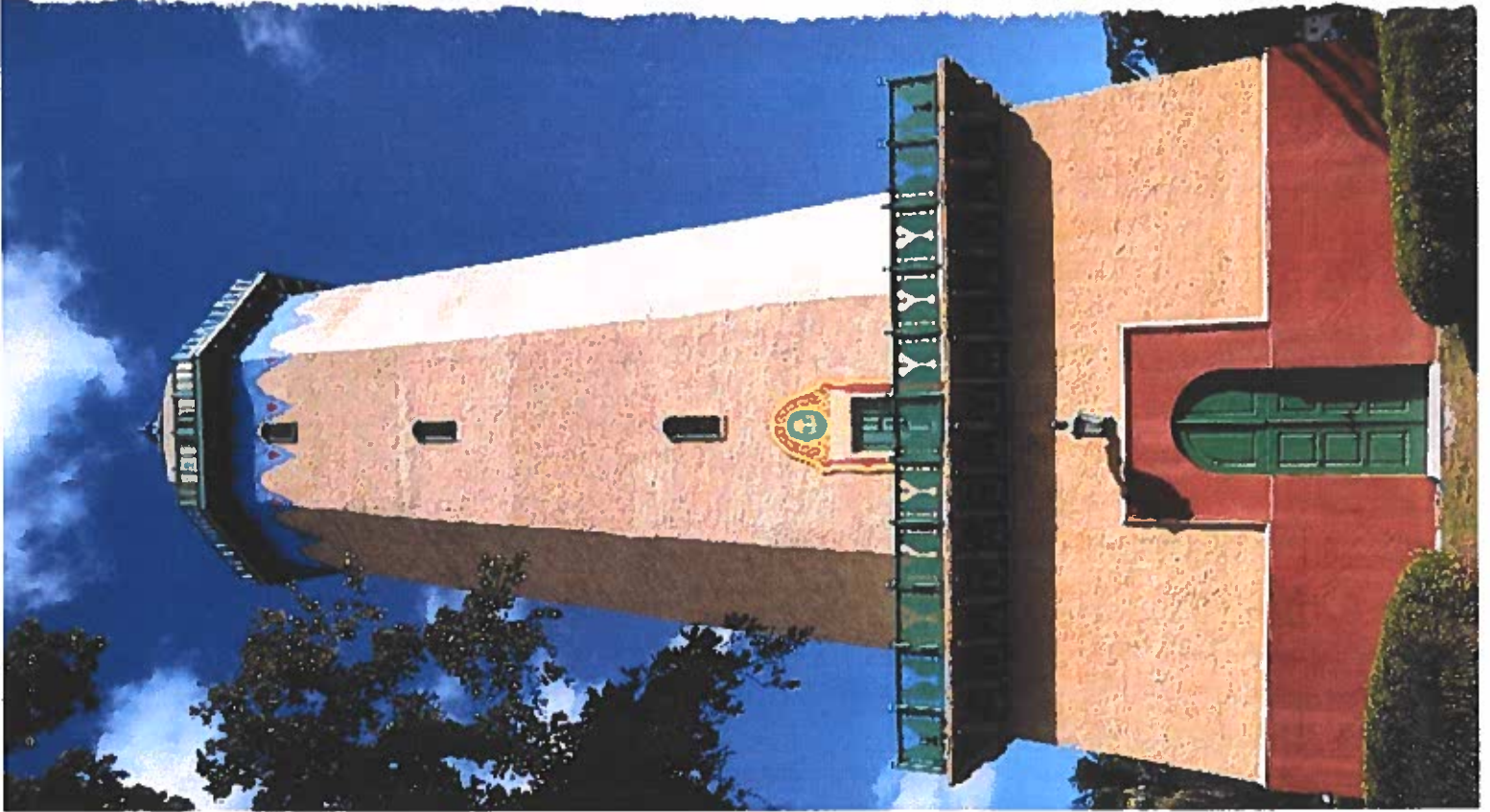


# Thank you



*Matt Anderson*  
*Senior Sustainability Analyst*  
*[manderson@coralgables.com](mailto:manderson@coralgables.com)*

*305-460-5008*



During Fiscal Year 2016-2017 the City implemented a Sea Level Rise program for its Storm Water Utility system. The plan implements annual fee increases that will generate \$100M by the year 2040 to help fund future infrastructure hardening improvements. During each fiscal year the funds generated by the fee increase will be accumulated and set aside as restricted funds until the \$100M goal is reached; or utilized sooner if a more immediate sea level rise stormwater mitigation need occurs. (See below for FY20 fee change)

CITY OF CORAL GABLES								
FY20 STORMWATER FEE INCREASE - Sea Level Rise Capital Improvements								
TEN YEAR FEE CHANGE PLAN								
		INCREMENTAL AMOUNT	CURRENT REVENUE	% OF REVENUE	CURRENT ERU	PROPOSED INCREASE	PROPOSED ERU	ANNUAL AMOUNT ACCUMULATED
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 1 (FY17)	1,000,000	3,130,000	35.14%	\$ 8.80	\$ 3.09	\$ 11.89	1,000,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 2 (FY18)	445,000	4,130,000	11.85%	\$ 11.89	\$ 1.41	\$ 13.30	1,445,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 3 (FY19)	445,000	4,575,000	10.70%	\$ 13.30	\$ 1.42	\$ 14.73	1,890,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 4 (FY20)	445,000	5,020,000	9.75%	\$ 14.73	\$ 1.44	\$ 16.16	2,335,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 5 (FY21)	445,000	5,465,000	8.96%	\$ 16.16	\$ 1.45	\$ 17.61	2,780,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 6 (FY22)	445,000	5,910,000	8.28%	\$ 17.61	\$ 1.46	\$ 19.07	3,225,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 7 (FY23)	445,000	6,355,000	7.70%	\$ 19.07	\$ 1.47	\$ 20.54	3,670,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 8 (FY24)	445,000	6,800,000	7.20%	\$ 20.54	\$ 1.48	\$ 22.01	4,115,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 9 (FY25)	445,000	7,245,000	6.76%	\$ 22.01	\$ 1.49	\$ 23.50	4,560,000
Storm Water Sea Level Rise Capital Infrastructure Improvements	Year 10 (FY26)	445,000	7,690,000	6.37%	\$ 23.50	\$ 1.50	\$ 25.00	5,005,000
Total Accumulation by Year 10 (FY26)								30,025,000
Projected Accumulation from FY27 to FY40 (\$5,005,000 x 14 Yrs)								70,070,000
Total Projected Accumulation by FY40								100,095,000



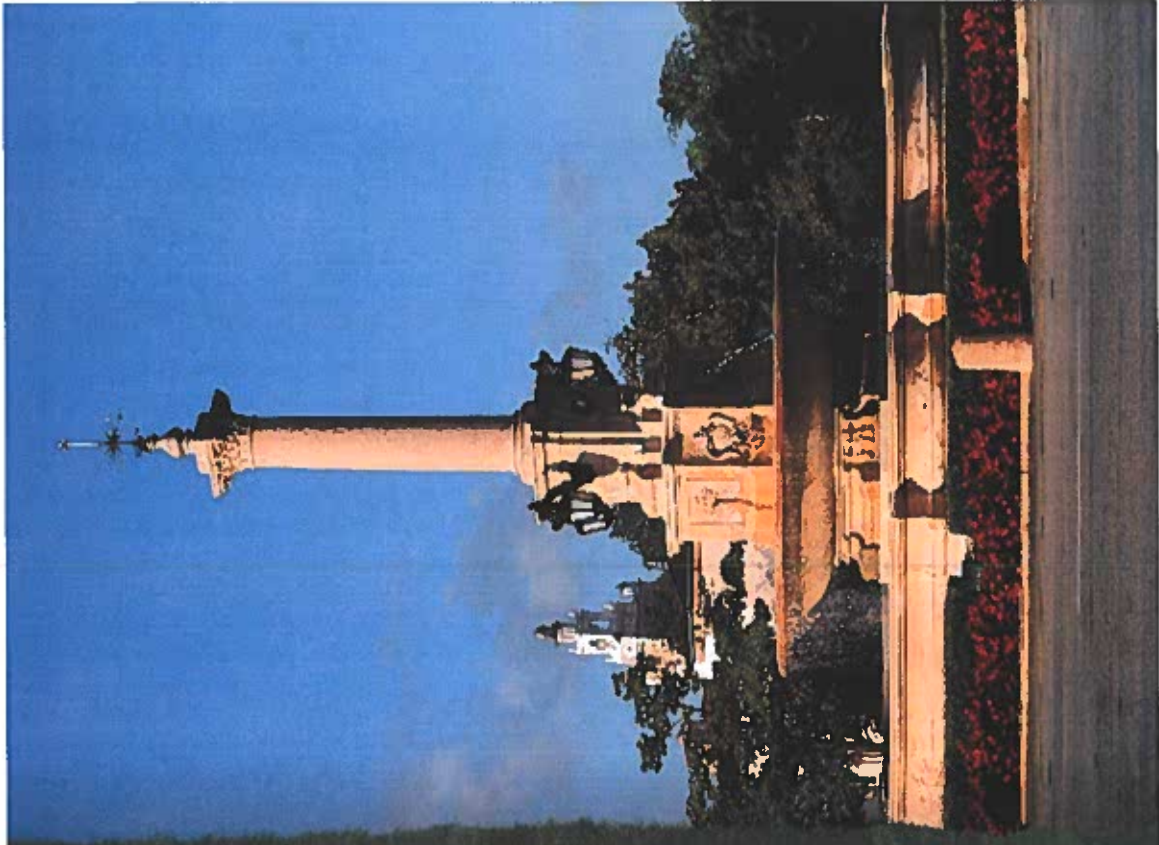
*Coral Gables Cybersecurity Policies*

RAIMUNDO RODRIGO, P.E., PCIP  
II DIRECTOR / CIO

NELSON GONZALEZ, CISSP, PCIP  
ASSISTANT II DIRECTOR

OCTOBER 2019

**CORAL  
GABLES**<sup>®</sup>  
THE CITY BEAUTIFUL



CITY OF CORAL GABLES  
INFORMATION TECHNOLOGY DEPARTMENT  
CYBERSECURITY POLICIES

**COMPREHENSIVE INFORMATION SECURITY PROGRAM**

**1. RISK ASSESSMENT AND MANAGEMENT**  
RISK ASSESSMENT. SUPPORT AND WARRANTY. POLICIES AND SECURITY AWARENESS, TECHNOLOGY TRAINING, MERGER ASSESSMENT. EXTRANET

**2. PROTECTIVE CONTROLS**  
PHYSICAL SECURITY, INFORMATION ASSETS & DATA CLASSIFICATION, INFORMATION SENSITIVITY, PRIVACY & CONFIDENTIALITY, VIRTUAL PRIVATE NETWORK (VPN). REMOTE AUTHENTICATION ACCESS, PASSWORD, ENCRYPTION, ANTIMALWARE, EMAIL. END-USER DATA PROCESSING TOOLS. SERVER MAINTENANCE, OPERATION & SECURITY

**3. DETECTIVE CONTROLS**  
ELECTRONIC SECURITY MONITORING, SYSTEM MONITORING

**4. TECHNOLOGY MANAGEMENT**  
INFORMATION TECHNOLOGY PLANNING. IT STEERING COMMITTEE, TECHNOLOGY ACCEPTABLE USE, COMPUTER CENTER OPERATIONS, WIRELESS CONNECTIVITY

**5. RESPONSE MANAGEMENT**  
CHANGE MANAGEMENT, BACKUP AND RECOVERY, BUSINESS CONTINUITY PLANNING

**6. COMPLIANCE MANAGEMENT**  
SOFTWARE COPYRIGHTS & LICENSING, AUDIT. MAINTENANCE. OPERATION & SECURITY ADMINISTRATION, SEGREGATION OF DUTIES, THIRD-PARTY IT SERVICE ORGANIZATION

INDUSTRY, GOVERNMENT & ACADEMIA STANDARDS AND BEST PRACTICE FRAMEWORKS:  
NIST, DOD, DHS, ISO, ISC2, CIS, SANS



CITY OF CORAL GABLES  
INFORMATION TECHNOLOGY DEPARTMENT  
CYBERSECURITY POLICIES



**POLICY DOCUMENTS:**

**I.T. ORGANIZATION POLICIES, RULES AND REGULATIONS:**

- INFORMATION TECHNOLOGY POLICY
- CITY RULES AND REGULATION SECTION 23 (EMAIL AND INTERNET), 24 (USE OF CELLULAR PHONES), 30 (SOCIAL MEDIA POLICY AND CONTENT GUIDELINES)
- CITY RECORDS AND EMAIL RETENTION AND DISPOSITION POLICIES
- CORAL GABLES CJIS POLICY
- POLICE COMPUTER SOP
- PCI POLICIES (PCI COMPLIANCE PROGRAM / SECURITY AWARENESS POLICY / VULNERABILITY MANAGEMENT POLICY / WARDRIVING POLICY / POLICY FOR REVIEWING DATA CENTER CAMERA FEEDS / CGIT SYSTEMS CONFIGURATION BASELINE / PCI ROLES REVIEW POLICY)

**I.T. OPERATION AND SERVICE MANAGEMENT:**

- I.T. OPERATION STANDARD
- I.T. OPERATION PLAN
- I.T. COMPREHENSIVE INCIDENT RESPONSE PLAN
- I.T. EMERGENCY RESPONSE PLAN
- CIC STANDARD OPERATING PROCEDURES
- I.T. PUBLIC RECORDS REQUESTS SOP
- I.T. VENDOR SUPPORT CONTACT AND ESCALATION LISTS
- CYBER-LIABILITY RISK MANAGEMENT POLICY
- I.T. AUDITS





CITY OF CORAL GABLES  
INFORMATION TECHNOLOGY DEPARTMENT  
CYBERSECURITY POLICIES



**INFORMATION SECURITY AUDIT AND COMPLIANCE PROGRAM:**

**PROTECTING THE CITY'S INFORMATION ASSETS AND PERSONAL IDENTIFIABLE INFORMATION (PII - PHI/PCI/CJI)**

- INTERNAL AND EXTERNAL VULNERABILITY ASSESSMENTS
- CYBERSECURITY POSTURE ANNUAL REVIEW

**FINANCIAL AUDITS:**

- **PAYMENT CARD INDUSTRY (PCI) AUDIT AND COMPLIANCE ANNUAL PROGRAM (PCI SECURITY STANDARDS COUNCIL)**
- **PAYMENT PROCESSING AUDITS (EXTERNAL PROCESSOR)**
- **FINANCIAL SYSTEMS IT AUDITS (EXTERNAL FIRM)**

**CYBERSECURITY INTERNAL AUDITS (EXTERNAL FIRM)**

- **PEN-TESTS**
- **USER ACCESS CONTROLS**

**CJI AUDITS:**

- **FBI/FDLE/CJIS AUDIT**
- **CALEA AUDITS**
- **ALPR & CCTV INTERNAL AUDITS**



CITY OF CORAL GABLES  
INFORMATION TECHNOLOGY DEPARTMENT  
CYBERSECURITY POLICIES



**CJI – FBI/FDLE/CJIS AUDITS & CALEA AUDITS:  
SCOPE AND COMPLIANCE STATUS**

**PCI – PCI-DSS AUDITS AND OPENEDGE AUDITS:  
SCOPE AND COMPLIANCE STATUS**

**INTERNAL AND EXTERNAL VULNERABILITY ASSESSMENTS / PEN-TESTS**

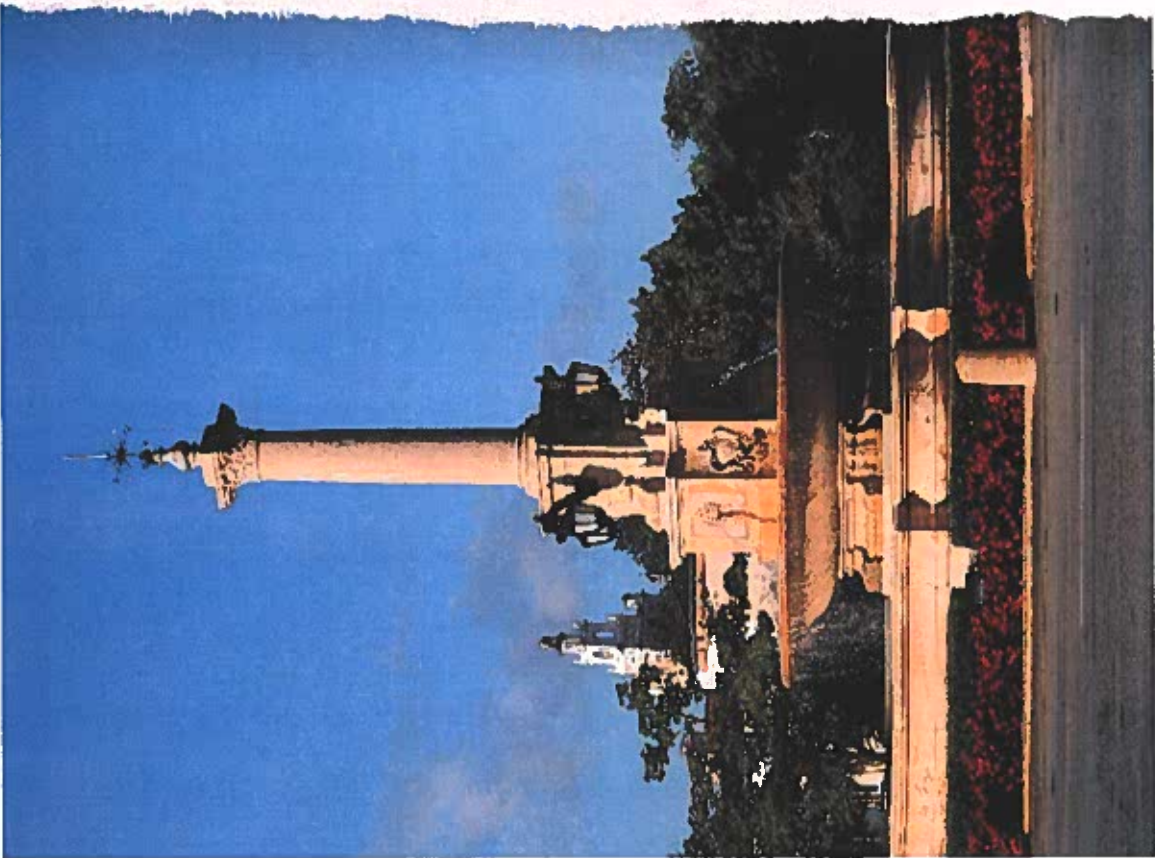
**CYBERSECURITY AWARENESS PROGRAMS**

**RISK MANAGEMENT**

**CONTINUOUS IMPROVEMENT**

**CITY CYBERSECURITY POSTURE:  
HIGH-LEVEL ASSESSMENT**





CORAL GABLES CYBERSECURITY POLICIES

RAIMUNDO RODULFO, P.E., PCIP  
IT DIRECTOR / CIO

NELSON GONZALEZ, CISSP, PCIP  
ASSISTANT IT DIRECTOR

OCTOBER 2019



*Thank you*

[www.coralgables.com/smartcity](http://www.coralgables.com/smartcity)





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October 21, 2019

Mr. Keith Kleiman  
Assistant Finance Director for Management & Budget  
City of Coral Gables  
405 Biltmore Way  
Coral Gables, Florida 33134

Dear Keith:

We are pleased to provide the City with an additional year of Internal Audit Services. This letter is to document the projected hours agreed to by the City and Crowe for the year four internal audits.

<u>Internal Audit</u>	<u>Hours</u>
Follow up on prior audits	160
IT User access controls	60
Cash collections	100
Franchise fees (electric, gas)	200
Police Department – technical Services division: communications Staff overtime	80
Police Department – Property Evidence: Count of property for CALEA	25
Policies and procedures	<u>80</u>
Total hours	705
Hourly rate	<u>\$150</u>
	<u>\$105,750</u>

The terms and conditions of our agreement dated December 5, 2016 will remain the same except for the hourly rate as documented above.

We look forward to our continued relationship and would be pleased to discuss any of the above with you further. We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.