

**CITY OF CORAL GABLES
BUDGET/AUDIT ADVISORY BOARD
Meeting Minutes: October 26, 2011, 8:00 a.m.**

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

MEMBERS:	N	D	J	F	M	A	M	J	J	A	S	O	APPOINTED BY:
Andy Gomez^								P	P	E	-	P	Mayor Jim Cason
Roland Sanchez	-	E	-	-	P	P	P	P	P	P	-	P	Vice Mayor William H. Kerdyk, Jr.
John Holian	-	P	-	-	P	P	-	E	P	P	-	P	Comm. Rafael "Ralph" Cabrera, Jr.
Ramon Oyarzun^								P	P	A	-	P	Comm. Frank C. Quesada
Ofelia Fernandez	-	P	-	-	P	E	P	P	P	P	-	P	Comm. Maria Anderson

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

^ = New Member

Staff:

= Special Meeting

Patrick G. Salerno, City Manager
Lori St. John, Esq., CPA, Consultant
Caroline McElroy, Internal Auditor

Minutes Preparation Secretary: Nancy C. Morgan, Coral Gables Services, Inc.

PROCEEDINGS: The meeting was called to order by Mr. Sanchez at 8:07 a.m.

MEETING PACKETS: Mr. Oyarzun requested earlier delivery of meeting packets for advance study of materials.

MINUTES, AUGUST 31, 2011 MEETING:

Ms. Fernandez made a motion to approve the minutes of the August 31, 2011 meeting as written.

Mr. Holian seconded the motion, which passed unanimously.

OVERTIME FOR 3RD QUARTER 2011:

Ms. St John presented the overtime report for the 3rd quarter 2011. She reported that OT through the third quarter was within the overall budget and discussed the Citywide data contained therein. She stated beginning the first quarter of FY 2011/2012 the presentation of the report will be modified to reflect a more precise financial analysis as it pertains to salary and overtime reimbursements. During discussion Mr. Holian suggested the report include a three year comparison to track progress.

AUTOMOTIVE OIL, GREASE AND FUEL PHYSICAL INVENTORY:

Ms. McElroy relayed the purpose of the fiscal year-end inventory examination: to determine the presence of sufficient internal controls over the purchase and storage of automotive oil, grease and fuel materials. She reviewed the examination's scope, methodology, background, findings and recommendations.

FINANCE DIRECTOR:

Mr. Salerno announced that Diana Gomez was selected as the City's new Finance Director, and will be introduced to the Board at the next meeting.

The meeting was adjourned at 9:05 a.m.

Next Meeting: Wednesday, November 30, 2011, 8:00 a.m., City Hall First Floor Conference Room

Respectfully submitted,

Patrick G. Salerno
City Manager, Secretary to the Board