

**CITY OF CORAL GABLES  
BUDGET/AUDIT ADVISORY BOARD**

**Meeting Minutes: October 29, 2014, 8:15 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:
	13	13	14	14	14	14	14	14	14	14	14	14		
Jose E. Smith	-	-	P	P	-	P	-	P	-	P	P	P		Mayor Jim Cason
Roland Sanchez	-	-	P	P	-	P	-	P	-	P	P	P		Vice Mayor William H. Kerdyk, Jr.
Alex Menendez	-	-	P	P		P	-	P	-	A	P	E		Commissioner Vince Lago
John Holian^	-	-			-		-		-		A	P		Commissioner Frank C. Quesada
Cheryl Goldstein	-	-	P	P	-	P	-	P	-	P*	E	P		Commissioner Pat Keon

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

\*Ms. Goldstein left the meeting at 9:12 a.m.

^ = New Member

# = Special Meeting

\*\* = Resigned Member

**Staff:**

Diana M. Gomez, Finance Director

Keith R. Kleiman, Management and Budget Director

Lori St. John, Chief Compliance Officer

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

**PROCEEDINGS:**

The meeting was called to order by Mr. Sanchez at 8:20 a.m. Mr. Holian was welcomed to Board service.

**MINUTES – SEPTEMBER 17, 2014 MEETING:**

Mr. Smith made a motion to approve the minutes of the September 17, 2014 meeting as presented. Ms. Goldstein seconded the motion, which passed unanimously.

**MEETING ATTENDANCE:**

Ms. Goldstein made a motion to excuse the absence of Mr. Menendez, seconded by Mr. Smith and unanimously approved.

**DISCUSSION/RESULTS ON SECOND BUDGET HEARING PRESENTATION:**

Diana M. Gomez/Keith R. Kleiman

Ms. Gomez reviewed the FY2014/2015 budget process to date that included two budget hearings, the second of which was conducted September 23<sup>rd</sup>. As a result of the second workshop, minor changes were made to the budget on revenues and expenditures, each of which Ms. Gomez explained. Changes included an increase in parking meter rates in anticipation of the Miracle Mile streetscape project, a minor pay supplement for specific employee categories and a change in the contingency amount. The final budget was unanimously adopted by the City Commission, and all required documentation was timely filed with Miami-Dade County. Board members will receive final budget books within a week or two.

Finance Department staff is currently closing out the FY2013/2014 budget and beginning work on the financial statements.

**ANNUAL AUTOMOTIVE OIL, GREASE AND FUEL PHYSICAL INVENTORY AUDIT:** Lori St. John

Ms. St. John reviewed the results of annual Automotive Department audit, the purpose of which was to determine the fiscal year-end physical automotive inventory, and to determine if sufficient internal controls over the purchase and storage of oils, grease and fuels were in place.

Three inspection findings and audit recommendations were comprehensively explained. During the review, Ms.

St. John said the Automotive Department was in process of updating its standard operating procedures, which now include an outlined procedure for managing DERM compliance issues.

Ms. St. John concluded that, with the exception of the findings, she found internal controls regarding the accounting for fiscal year-end inventory to be adequate. Thereafter, she and Ms. Gomez responded to Board questions.

Mr. Holian made a motion to attach the October 20, 2014 Automotive Oil, Grease and Fuel Physical Inventory Internal Audit Report to the minutes of this meeting. Ms. Goldstein seconded the motion, which was unanimously approved.

SCHEDULING:

Meeting dates for November and December were discussed. It was agreed that the Board will meet on Wednesday, November 26, 2014 at 8:15 as customary. There will be no meeting in December unless necessary.

Ms. Gomez agreed to provide Board members with meeting packets a week before each meeting as often as possible. During a discussion about upcoming audits, Ms. St. John said she was in the process of auditing the Historical Resources Department that would be completed in either November or December. Additionally, she said she would be doing the annual Police property and evidence audit for accreditation.

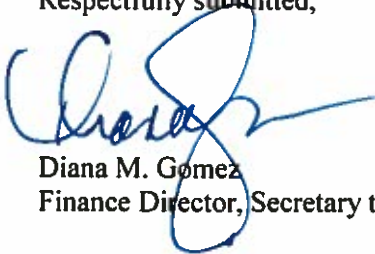
Mr. Kleiman mentioned, after the new City Manager was in place, the City would develop a new strategic plan with new performance indicators.

NEXT MEETING:

Wednesday, November 26, 2014, 8:15 a.m. City Hall First Floor Conference Room.  
NO MEETING IN DECEMBER UNLESS NEEDED.

There being no further business, the meeting adjourned at 8:50 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Diana M. Gomez', is written over the typed name and title.

Diana M. Gomez  
Finance Director, Secretary to the Board