



MINUTES

CITY OF DORAL

CITIZENS AUDIT ADVISORY BOARD MEETING

Wednesday, September 22, 2014

8401 N.W. 53RD TERRACE

DORAL, FL 33166

1. Call to Order / Roll Call of Members

Meeting was called to order at 6:13 pm and started at 6:15 pm

Norberto Spangaro	Present
Eybar Molina	Present
Jose Omar Contreras	Present
Roberto Alvarez	Present
Jose Vila	Absent

Also present was:

Seida Feliu

2. Agenda/Order of Business

- a. Motion to approve the minutes for the August 25, 2014 meeting presented by Norberto Spangaro and second by Jose Omar Contreras. All in favor.
- b. Norberto Spangaro conducted a comprehensive analysis of the 2014-15 budget. The analysis consisted of comparing the city's proposed 2014-15 budget to actual financial data comprising of revenues and departmental expenditures in fiscal years 2011-12, 2012-13, and 2013-14. Several trends were noted and areas of concern were addressed.
- c. Based on the foregoing budgetary analysis, Eybar Molina motioned to submit various recommendations to the city clerk for distribution to the council and city manager. The motion was seconded by Jose Omar Contreras and all members were in favor. The recommendations were as follows:

- The board observed that personnel cost is presenting a large increase in the total budget. Personnel represent over 50% of the total 2014-15 budget and the cost is foreseen to continue an inherent growth in the coming years. The board recommends that the city looks for outsourcing services in areas that can be outsourced rather than increasing employment.
- The board recommends that a headcount of full-time employees be included in the regular reports provided to the city management and council.
- Due to the substantial rise in the activities and the budget, it is recommended that a performance management system be implemented to tightly control the execution of each department budget, including a dashboard (as indicated in the Code of Ordinances, Subpart A, Chapter 2, Article I, Sec. 2-6) that allows the monitoring and performance of the department with relevant information.
- The board recommends that every capital budget of over \$1,000,000 be presented with a minimum five-year fully loaded cost projection to understand the impact the project has on the operating cost of the city in the future years.

Future Meeting Dates – Next meeting date: October 20th, 2014

Adjournment – Motion to adjourn meeting at 7:23 pm by Norberto Spangaro. Eybar Molina second. All in favor.

Respectfully Submitted,

Roberto Alvarez, Secretary

Motion to approve the minutes of the September 22, 2014 Citizens Audit Advisory Board Meeting made by _____ and seconded by _____.

Board Member

Board Member

Board Member

Board Member

Board Member

Spangaro

Eybar Molina

Jo Costello *td*

Chairperson