



## City of Doral Citizens Audit Advisory Board Minutes

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Wednesday, March 2, 2022  
6:00 p.m.  
Doral Government Center  
1<sup>st</sup> Floor Multipurpose Room  
8401 N.W. 53<sup>rd</sup> Terrace  
Doral, FL 33166.

1. **Call to Order**

Meeting was called to order at 6:01 PM.

2. **Roll Call of Board Members**

Juan Carlos Davila, Chair	Present
Alexander Giraldo, Vice Chair	Present
Caleb Johnston, Secretary	Present
Manuel Torres, Board Member	Present

**Also present were:**

Solangel Perez, Acting Chief Financial Officer

3. **Pledge of Allegiance**

4. **Public Comments**

None.

5. **Approval of Minutes**

Motion to approve the October 6th, 2021 meeting minutes made by board member **Juan Carlos Davila** and seconded by board member **Alexander Giraldo**. By consensus, motion passes unanimously.

6. **Discussion Items**

a. **Discussion: Letter to Doral Advisory Boards**

- A general discussion was had with regards to the need to get all Advisory Boards and departments on the same page by attending each other's meetings.
- The CAAB was informed by Solangel Perez that Matilde Menendez had retired as the City's Finance Director. The CAAB thanked Ms. Menendez during the

meeting for her support throughout the CAAB's tenure. This led the CAAB to discuss the City of Doral's succession planning, how it relates to the Budget and the CAAB's audit duties, and the need to make sure that the Budget includes funding for departments to maintain trainings and cross-training between departments.

**b. Discussion: Request a list from Finance Dept., as to any expense changes that have affected or upcoming expense changes that will affect the 2023 Budget prep for the City Council to ultimately approve.**

- The Budget process kicks off with the City's Strategic Planning Meeting which begins, Friday, March 11 and continues through July 30, when the City's Proposed Budget for FY 2022-2023 is due.
- By June the CAAB should have a better picture of expenses and changes for the Proposed Budget.

**c. Discussion: Discuss with the Finance Director the reasons "why", the "why nots", and especially the "how much".**

- The CAAB discussed with Solangel Perez the process for how the Finance Department begins the budget and audit process. Solangel Perez briefly outlined the process that will occur in the coming months. The Finance Department asks each Department to submit a proposed budget and send them a budget with an automatic reduction of 5% to 10% (this helps Departments to cutdown on their unnecessary items from the start). If a Department submits a budget with a 5% or larger increase, the Department is automatically required to provide a written explanation for said increase. Once the entire budget has been compiled, the City Manager reviews several years of prior budgets to confirm that budgets are in sync.

**d. Open Discussion:**

- Board member **Manuel Torres** discussed that the CAAB should have Manuel Pila come and introduce himself to the CAAB at a future meeting.
- A discussion was had with Solangel Perez about the CAAB getting a copy of the City Council meeting agendas before our Wednesday meetings (typically the meeting agendas come out after or shortly before the CAAB meetings which take place on the first Wednesday of the month). This would help the CAAB be more focused on financial/budget topics that may be discussed at the upcoming City Council meetings and it would allow the CAAB to provide opinions prior to the City Council meetings.
- The CAAB again discussed setting up a plan to get more City of Doral Department heads at future CAAB Meetings before the FY 2022-2023 Proposed Budget is due. This discussion led to two separate motions (below).
- A **Motion** to have Gladys Gonzalez attend the April 6, 2022, CAAB Meeting was made by board member **Caleb Johnston** and seconded by board member **Juan Carlos Davila**. By consensus, motion passed unanimously.
- A **Motion** to have a representative of the Building Department come to the May CAAB Meeting and a representative from the Police Department come to the June CAAB Meeting was made by board member **Alexander Giraldo** and seconded by board member **Manuel Torres**.

**e. Discussion: Next Meeting Agenda Items**

- Gladys Gonzalez (IT Director for the City of Doral) present at the next meeting to discuss the City of Doral's IT Department's strengths and to discuss any needs that they have.
- Recap of the City of Doral's Strategic Planning Meeting.
- Discussion regarding the creation of a 2-3 minute brief presentation to the City Council discussing the importance of getting more residents involved in our City's government affairs, visiting more advisory board meetings, and attending City Council meetings.

**7. Future Meeting Date:** Wednesday, April 6th, 2022 at 6:00 p.m.

**8. Adjournment: Meeting adjourns at 6:34 PM.**

Respectfully submitted,

/s/ Caleb S. Johnston  
Caleb Johnston, Secretary

Motion to approve the minutes of the March 2nd, 2022 Citizens Audit Advisory Board Meeting made by Board Member Juan C Davila and seconded by Board Member Manny Torres.

Juan Carlos Davila, Chair  
Alexander Giraldo, Vice Chair  
Caleb Johnston, Secretary  
Manuel Torres, Board Member

JCD  
AG  
CJ  
MT

APPROVED and ADOPTED this 4th day of May 2022.



Juan Carlos Davila, Chair