



City of Doral Citizens Audit Advisory Board Minutes

Wednesday, October 6, 2021
6:00 p.m.
Doral Government Center
1st Floor Multipurpose Room
8401 N.W. 53rd Terrace
Doral, FL 33166

1. **Call to Order**

Meeting was called to order at 6:03 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:

Matilde Menendez, Finance Director

3. **Pledge of Allegiance**

4. **Public Comments**

Luimar Zibetti Garza introduced herself to the CAAB, informed the CAAB that she is just recently back to the City of Doral and inquiring into who the CAAB's City of Doral employee liaison is.

5. **Approval of Minutes**

Motion to approve the September 1st, 2021 meeting minutes made by board member **Alexander Giraldo** and seconded by board member **Manuel Torres**. By consensus, motion passes unanimously.

6. **Discussion Items:**

a. **Discussion: Review FY 2021-2022 Approved Budget**

- A general discussion was had with regards to the FY 2021-2022 Approved Budget.

- The CAAB was informed that there was a revenue increase which allowed for an increase from the FY 2021-2022 Proposed Budget (increase in revenue was a result of the City receiving more funds from the State of Florida than expected and proposed expenditures being lower than initially calculated).
- Upon inquiry from board member Johnston, the CAAB was informed that five new employment positions were created within the City of Doral (not new titles stemming from the Evergreen Study, but new positions), which are included in the Budget. Per Matilde Menendez, one position was added in HR, one position was added in IT (helpdesk), and one position was added to the Police Department (administrative position). Per Matilde Menendez, the last Evergreen “type” study was done in 2015 and the most recent was completed in 2020.

b. Discussion: City of Doral’s succession planning

- The CAAB discussed the City of Doral’s succession planning and how it relates to the Budget and the CAAB’s audit duties.
- The CAAB discussed making sure that the Budget includes funding for departments to maintain trainings and cross-training between departments.
- The CAAB discussed the need to have representatives from the City of Doral’s individual departments attend CAAB meetings to discuss resources available, department needs, and how to mitigate losses to the City that could arise from their departments.

c. Open Discussion:

- The CAAB discussed the issue of sales of large parcels of property within the City and how the City can possibly generate revenue, funds, taxes, etc. off these sales, which in turn would increase the City’s Budget.
- The CAAB discussed the City of Doral’s Council’s response to its September 1, 2021, Recommendations to City Council Regarding FY 2021-2022 Proposed Budget and 5-Year Plan. The CAAB was pleased to see many recommendations are being acted upon as outlined within the Council’s response.
- Based upon inquiry from Luimar Zibetti Garza, board member Caleb Johnston read the City’s Charter to ascertain whether or not public comments can be made after “open discussion” on items not part of the Agenda (the Charter provides the Chair the ability to allow public comments on “Open Discussion” items). A **Motion** to permit public comments on “Open Discussion” items after the CAAB has concluded its discussion was made by board member **Alexander Giraldo** and seconded by board member **Manuel Torres**. By consensus, motion passed unanimously and Chair, **Juan Carlos Davila** approved Luimar Zibetti Garza to make public comment. Ms. Garza made public comment on mask mandates within the City of Doral buildings and schools.
- A **Motion** to have the City Clerk send an email to all of the City’s other advisory board members inviting them to attend the CAAB’s meetings so that they can provide input and insight during public comments as to the “finance” and “budgetary” needs of their advisory boards was made by board member **Juan Carlos Davila** and seconded by board member **Manuel Torres**. By consensus, motion passed unanimously. Additionally, the CAAB agreed that it is important for the CAAB members to attend other advisory board meetings and City Council meetings so as to have a better understanding of the needs of the other advisory boards and City in general.

d. Discussion: Next Meeting Agenda Items

- Discussion on having Gladys Gonzalez (IT Director for the City of Doral) be present at the next meeting to discuss the City of Doral's IT Department needs, including cybersecurity.
- A **Motion** to have Gladys Gonzalez attend the November 3, 2021 CAAB Meeting was made by board member **Caleb Johnston** and seconded by board member **Manuel Torres**. By consensus, motion passed unanimously.

7. **Future Meeting Date:** Wednesday, November 3rd, 2021 at 6:00 p.m.

8. **Adjournment: Meeting adjourns at 7:17 PM.**

Respectfully submitted,

/s/ Caleb S. Johnston
Caleb Johnston, Secretary

Motion to approve the minutes of the October 6, 2021 Citizens Audit Advisory Board Meeting made by Board Member _____ and seconded by Board Member _____.

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

APPROVED and ADOPTED this 2nd day of March 2022.

Juan Carlos Davila, Chair