



## CITY OF DORAL CITIZENS AUDIT BOARD MEETING

*The Mission of the Citizens Audit Advisory Board shall be to ensure that the City's policies, procedures and practices provide for the effective and efficient utilization of the City's assets and prevent fraud, waste, abuse and ethical lapses involving those assets by Staff or elected Officials.*

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**Wednesday June 23, 2010  
8300 N.W. 53rd Street, Suite 101,  
Finance Conference Room  
Doral, FL 33166**

**1. Call to Order**

Meeting was called to order at 6:05 p.m.

**2. Roll Call of Members**

Christian Mazzola	Present
Nestor Canizales	Present
Jane Amaba	Present
Jose Vila	Present (arrived after roll call)

Also present were:

Ted Guba, Budget Consultant  
Carlos Trueba from Rodriguez, Trueba & Co., PA  
Jarnette Rodriguez from Rodriguez, Trueba & Co., PA  
Matilde Menedez , from City of Doral Finance department

**3. Agenda/Order of Business**

**a. Approval of minutes of Past Meeting (May 27, 2010)**

- Motion for approval of minutes made by Nestor Canizales and seconded by Christian Mazzola. Motion passes (unanimously).

**b. Discussion and review of budget recommendations (Ted Guba), and review of 2009-2010 Audit Findings (Carlos Trueba)**

- Motion for Finance Department to set a target date to evaluate tagging software and set a target date to complete asset tagging procedure and provide these target dates to the committee at the next meeting made by Jane Amaba and seconded by Jose Vila. Motion passes (unanimously).

- Motion for Finance Department to provide an answer to the question "are employees who are issued city equipment required to sign a receipt for that equipment and does an exit process exist to ensure that equipment is returned when an employee leaves?" made by Christian Mazzola and seconded by Jose Vila. Motion passes (unanimously).
- Motion to carry forward to future meeting a discussion of items in Budget Consultant's report, including, but not limited to T&E, Cell phones, internet service reimbursement and office supplies made by Jane Amaba and seconded by Nestor Canizales. Motion passes (unanimously).
- Motion to ask Finance Director and City Manager to provide updated status on items identified in Budget Consultant's report at next meeting made by Christian Mazzola and seconded by Nestor Canizales. Motion passes (unanimously).

**6. Future Meeting Dates**

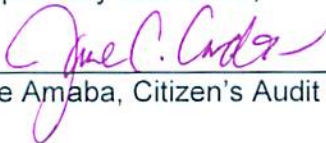
- Motion to change date of July 28<sup>th</sup> meeting to July 21<sup>st</sup> to ensure quorum due to vacation schedules made by Jane Amaba and seconded by Christian Mazzola. Motion passes (unanimously).

Next meeting confirmed for July 21<sup>st</sup> at 6:30pm.

**7. Adjournment**

Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,



Jane Amaba, Citizen's Audit Board Secretary

*June 23<sup>rd</sup> 2010*

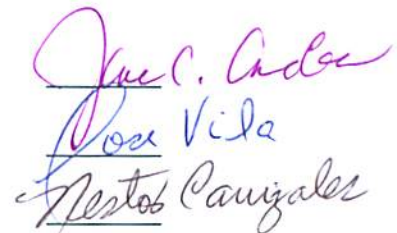
Motion to approve the minutes of the July 21<sup>st</sup>, 2010 Citizen's Audit Board meeting made by Christy Ayala and seconded by Jose Vila.

Board Member

Board Member

Board Member

Chairman



  
Chairperson