



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING AGENDA

Wednesday, February 7, 2018 at 6:00 p.m.

Doral Police Substation
Event Hall
3719 N.W. 97th Avenue
Doral, FL 33178

1. Call to Order / Roll Call of Foundation Members

Director Elizabeth Canchola
Director Fernando Horruitiner
Director Edgar Martinez
Director Alberto Ruiz
Director Jodi Steinbauer

2. Pledge of Allegiance

3. Approval of Minutes

- A. December 6, 2017 Meeting Minutes
- B. January 16, 2018 Special Meeting Minutes

4. Public Comments

5. Financial Items:

- A. Bank Reconciliation for January 2018 (Exhibit A)

6. Discussion Items:

- A. Update: The Miami Foundation Grant (Director Canchola & City Attorney's Office)
- B. Discussion: Board Representative to Lead After School Program (Director Ruiz)
- C. Open Discussion

7. New Business

8. Next Meeting Date Wednesday, March 7, 2018 at 6:00 p.m.

9. Adjournment

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53rd Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING MINUTES

Wednesday, December 6, 2017 at 6:00 p.m.

Doral Government Center
3rd Floor Training Room
8401 NW 53rd Terrace
Doral, FL 33166

**1. Call to Order / Roll Call of Foundation Members
Meeting was called to order at 6:07 p.m.**

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Edgar Martinez	Present
Director Alberto Ruiz	Present
Director Jodi Steinbauer	Present

Also present were:

Daniel Espino, City Attorney
Jessica Escalona, Finance Department
Daniel Munecas, Police Department
Noel Feliciano, Police Department
Karina La Rosa, Office of the City Clerk

2. Pledge of Allegiance

3. Approval of Minutes

A. November 1, 2017 Meeting Minutes

Motion to approve the November 1, 2017 meeting minutes made by Director Canchola and seconded by Director Ruiz. By consensus, motion passes unanimously.

4. Public Comments

The were no comments during public comments.

5. Financial Items:

A. Bank Reconciliation for October 2017 (Exhibit A)

Jessica Escalona, Finance Department, provided the Board Members with the October 2017 Bank Reconciliations.

B. John I. Smith After School Program Processing Fees Reimbursement Request (Exhibit B)

Motion to approve a reimbursement to the City of Doral in the amount of \$25.00 made by Director Ruiz and seconded by Director Canchola. By consensus, motion passes unanimously.

6. Discussion Items:

A. Update: The Miami Foundation Grant (Director Canchola & City Attorney's Office)

Daniel Espino, City Attorney, proceeded to explain to the Board Members that the requirement of completing the The Miami Foundation Grant Traffic Park project within a year of receiving the grant will not be possible being that Doral Central Park, where the project was foreseen to be built, is under conceptual designs.

By consensus, the Board Members requested staff to look into a space and the amount of money it would take to create a pop-up traffic park and come back with recommendations by the February 2018 meeting.

B. Update: Accounting Services Quotes (Director Canchola & Director Ruiz) (Deferred from 11/01/17 Meeting)

Motion to approve the accounting services proposal submitted by Rodriguez, Trueba & Co., PA accounting firm made by Director Ruiz and seconded by Director Horruitiner. By consensus, motion passes unanimously.

C. Discussion: Renewal of the Financial Reporting System (Finance Department) (Deferred from the 11/01/17 Meeting)

Motion to approve the renewal of the Financial Reporting System made by Director Canchola and seconded by Director Martinez. By consensus, motion passes unanimously.

D. Update: John I. Smith After School Program (Director Canchola & Doral Police Department)

Lt. Munecas, Doral Police Department, provided the Board Members with an update of the John I. Smith After School Program advising them that the program is going well and the students have given the officers good feedback.

E. Open Discussion

The Board Members thanked the staff for all their help this past year.

7. New Business

2018 Meeting Schedule

By consensus, the Board Members elected to meet on the first Wednesday of each month at 6:00 p.m. starting with the month of February 2018.

8. Next Meeting Date Wednesday, February 7, 2018 at 6:00pm

9. Adjournment Meeting adjourns at 6:43 p.m.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the December 6, 2017 Parks and Police 4 Kids Meeting made by Director _____ and seconded by Director _____.

Director Elizabeth Canchola _____
Director Fernando Horruitiner _____
Director Jodi Steinbauer _____
Director Edgar Martinez _____
Director Alberto Ruiz _____

APPROVED and ADOPTED this 7 day of February 2018.

Elizabeth Canchola, CHAIR



CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION SPECIAL BOARD MEETING MINUTES

Tuesday, January 16, 2018 at 6:30 p.m.

Doral Government Center
3rd Floor Training Room
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members

Meeting was called to order at 7:06 pm.

Director Elizabeth Canchola	Yes
Director Fernando Horruitiner	Yes
Director Edgar Martinez	Yes
Director Alberto Ruiz	Yes
Director Jodi Steinbauer	Absent/Excused

Also present were:

Connie Diaz, City Clerk
Daniel Espino, City Attorney
Matilde Menendez, Finance Department
Barbara Hernandez, Parks and Recreation
Daniel Munecas, Doral Police Department
Claudia Mariaca, Councilwoman

2. Public Comments

There were no comments made during public comments.

3. Financial Items:

- A. PP4K Bank Statements (November and December 2017)**
- B. IRS Form 990 (File or Request for an Extension)**

By consensus, the Board approved for Saugar P.A. to prepare and file and extension for the IRS Form 990 for Fiscal Year 16-17 inclusive of the preparation of the financial statements and the issuance of a compilation report.

C. Rodriguez and Trueba Proposal Service Dates and Services Approved

By consensus the Board approved the proposal and all services presented from Rodriguez and Trueba for Fiscal Year 17-18 (October 1, 2017 to September 30, 2018); and to revise the Parks and Police 4 Kids By-Laws to reflect the correct dates for the Fiscal Year.

4. Discussion Items:

A. John I. Smith After School Program / Payments

By consensus, the Board approved to have Rodriguez and Trueba provide the teachers with 1099 Forms for services rendered from November 2017 through January 12, 2018.

5. Next Meeting Date: February 7, 2018 at 6:00 pm.

6. Adjournment Meeting adjourns at 7:39 pm.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the January 16, 2018 Parks and Police 4 Kids Meeting made by Director _____ and seconded by Director _____.

Director Elizabeth Canchola _____
Director Fernando Horruitiner _____
Director Jodi Steinbauer _____
Director Edgar Martinez _____
Director Alberto Ruiz _____

APPROVED and ADOPTED this 7th day of February 2018.

Elizabeth Canchola, CHAIR

Exhibit A

Parks & Police 4 Kids
 BANK RECONCILIATION FORM
 For the Month of : January 2018

DATE: 2/1/2018
 BANK: WELLS FARGO
 BK ACCT # XXXXXXXXXXXX68

Beginning Balance	186,674.12	Balance per Bank	185,564.98
Deposits/Credits:		Deposits in Transit:	
Deposit	2,212.50		
Void Checks			
Total	188,886.62	Total	185,564.98
Checks/Debits:		Outstanding Checks:	
Checks # 1209	1,854.36		
1210	1,442.28		
1211	Void		
1212	25.00		
DEBITS Bank Fee			
Ending Balance	185,564.98	Ending Balance	185,564.98

R 2/1/2018

MSM 2/6/18

Exhibit A
Business Cash Manager



Account number: 868 ■ January 1, 2018 - January 31, 2018 ■ Page 1 of 2

PARKS & POLICE 4 KIDS
 ATTN: ELIZA RASSI
 8401 NW 53RD TER
 DORAL FL 33166-4517

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
 5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (182)
 PO Box 63020
 San Francisco, CA 94163

Account summary

Business Cash Manager

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$186,674.12	\$2,212.50	-\$3,321.64	\$185,564.98

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	01/11	2,212.50	Over The Counter Deposit
		\$2,212.50	Total electronic deposits/bank credits
		\$2,212.50	Total credits

Debits

Checks paid

Number	Amount	Date	Number	Amount	Date	Number	Amount	Date
1209	1,854.36	01/09	1210	1,442.28	01/09	1212*	25.00	01/16
		\$3,321.64	Total checks paid					

* Gap in check sequence.

\$3,321.64 Total debits

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
12/31	186,674.12	01/11	185,589.98	01/16	185,564.98
01/09	183,377.48				
Average daily ledger balance		\$185,714.11			