



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

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

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

2. Pledge of Allegiance

3. Approval of Minutes

A. November 1, 2017 Meeting Minutes

4. Public Comments

5. Financial Items:

A. Bank Reconciliation for October 2017 (Exhibit A)

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

6. Discussion Items:

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

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

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

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

E. Open Discussion

7. New Business

8. Next Meeting Date To Be Determined

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, November 1, 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 6:08 p.m.

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

Also present were:

Haydee Sera, City Attorney's Office
Erin Weislow, Parks & Recreation Assistant Director
Matilde Menendez, Finance Department Director
Noel Feliciano, Police Department
Karina La Rosa, Office of the City Clerk

2. Pledge of Allegiance

3. Approval of Minutes

A. October 4, 2017 Meeting Minutes

Motion to approve the October 4, 2017 meeting minutes made by Director Canchola and seconded by Director Steinbauer. By consensus, motion passes.

4. Public Comments

There were no comments during public comments.

5. Financial Items:

A. Bank Reconciliation for September 2017 (Exhibit A)

Matilde Menendez, Finance Department Director, presented the Board Directors with the Bank Reconciliation for the month of September 2017.

B. Retroactive approval of the insurance policy for the FY 2017-2018 after school program (Exhibit B)

Motion to approve retroactively the insurance policy as presented made by Director Canchola and seconded by Director Ruiz. By consensus, motion passes.

C. Approval of Accounting Services (Exhibit C)

Matilde Menendez, Finance Department Director, proceeded to explain that the preparation of the filing of finance for Fiscal Year 2016-2017 needs to commence as it has ended on September 30, 2017.

D. Approval of Auditing Services (Exhibit D)

Matilde Menendez, Finance Department Director, proceeded to explain that the Grant that was awarded to the PP4K Foundation from the Miami Foundation requires auditing reports to be completed by the end of Fiscal Year 2018-2019.

E. Lay Down Item : Renewal of the Financial Reporting System

By consensus, Items C, D, and, E were deferred to the December 6, 2017 awaiting accounting and auditing services quotes and response from the Miami Foundation regarding the waiving of the auditing requirement from the grant awarded.

By consensus, the Board Directors directed Director Ruiz to obtain quotes for accounting and auditing services.

6. Discussion Items:

A. Discussion: Processing Fees for the John I. Smith After School Program (Director Canchola)

Motion to approve the cutting of a check in the amount of \$25.00 to be allocated towards the application processing fee for the John I. Smith After School Program made by Director Ruiz and seconded by Director Steinbauer. By consensus, motion passes.

By consensus, the Board Directors requested that Mr. Noel Feliciano, Doral Police Department, inquire from the School Board if the processing fees may be waived for the PP4K Foundation if so, the check is to be voided.

B. Open Discussion

Mr. Noel Feliciano, Doral Police Department, stated that once the program commences he will inform the Board Directors so they may visit the school.

7. New Business

There was no new business.

8. Next Meeting Date Wednesday, December 6, 2017 at 6:00pm

9. Adjournment Meeting adjourns at 6:41pm.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the November 1, 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 6 day of December 2017.

Elizabeth Canchola, CHAIR

**Parks & Police 4 Kids
BANK RECONCILIATION FORM
For the Month of : October 2017**

DATE: 11/1/2017
BANK: WELLS FARGO
BK ACCT # XXXXXXXXXXXX68

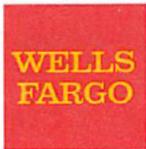
Beginning Balance	172,173.35	Balance per Bank	182,830.61
Deposits/Credits:		Deposits in Transit:	
Deposit	10/6/2017 210.31		
	10/18/2017 1,785.00		
Grant	10/6/2017 10,000.00		
Void Checks			
Total	184,168.66	Total	182,830.61
Checks/Debits:		Outstanding Checks:	
Checks # 1208	1,306.39		
DEBITS Bank Fee	31.66		
Ending Balance	182,830.61	Ending Balance	182,830.61

Handwritten signature and date: 11/3/2017

Exhibit A Business Cash Manager

Account number:

October 1, 2017 - October 31, 2017 Page 1 of 2



DCWC11DTRL 013511



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
[REDACTED]	\$172,173.35	\$11,995.31	-\$1,338.05	\$182,830.61

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	10/06	210.31	Over The Counter Deposit
	10/06	10,000.00	Miami Fnd 3480 Miami Fnd 171005 14709 Parks & Police 4 Kids,
	10/18	1,785.00	Over The Counter Deposit
		\$11,995.31	Total electronic deposits/bank credits
		\$11,995.31	Total credits

Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	10/11	31.66	Client Analysis Srvc Chrg 171010 Svc Chge [REDACTED]
		\$31.66	Total electronic debits/bank debits

Checks paid

Number	Amount	Date
1208	1,306.39	10/20
	\$1,306.39	Total checks paid
	\$1,338.05	Total debits

DCWC11DTRL 013511 NNNNNNNNNN NNN NNN 001 001 182 037279 20589101.1



Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
09/30	172,173.35	10/11	182,352.00	10/20	182,830.61
10/06	182,383.66	10/18	184,137.00		
Average daily ledger balance		\$181,015.81			

NOTICE: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery PO Box 5058 Portland, OR. 97208-5058. You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

037280



INVOICE

Remit Payment To:
 Miami-Dade County Public Schools
****REMIT VIA CASHIER'S CHECK OR MONEY ORDER****

DATE	INVOICE NO
11/8/2017	1198
DUE DATE	
11/9/2017	

Office of Budget Management-Facility Rentals
 1450 NE 2nd Avenue
 Suite 450
 Miami, Florida 33132

Contact: Office of Facility Rentals
 Phone No: (305) 995-2469

BILL TO	
Park and Police for Kids - City of Doral	
Noel Feliciano	Email noel.feliciano@dorspd.com
6100 NW 99th Avenue	Phone No 954-279-0275
Doral, Fl 33178	Fax No
Sales Tax Exemption No.	FEIN

COMMENT			
DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			Upon Receipt

Schedule ID: 3281
 Location: John I. Smith K-8 Center-5101
 Building(s):
 Area:
 Room(s): Classroom-1
 Grounds/PE Fields

Event	11/27/2017	3:00PM - 4:30PM	Park and Police for Kids - City of Doral			
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Processing Fee	1	\$25.00	\$25.00	\$0.00	\$25.00
Event Total Costs				\$25.00	\$0.00	\$25.00

Invoice Total	\$25.00
Total Sales Tax	\$0.00
Total Payments	\$25.00
Total Due	\$0.00



**SPACE COAST
CREDIT UNION**

Banking that protects your future now.

PLEASE DETACH BEFORE DEPOSITING AND RETAIN FOR YOUR RECORDS

PERSONAL MONEY ORDER
VOID AFTER 1 YEAR

48861

November 08, 2017

Twenty-Five and 00/100 *****

PAY TO THE
ORDER
OF

Parks & Police for Kids

Remitter

MEMBER COPY

\$ 25.00
NOT VALID FOR AMOUNTS OVER \$1000.00

NON-NEGOTIABLE



**SPACE COAST
CREDIT UNION**

Banking that protects your future now.

PLEASE DETACH BEFORE DEPOSITING AND RETAIN FOR YOUR RECORDS

**PERSONAL MONEY ORDER
VOID AFTER 1 YEAR**

48861

November 08, 2017

Twenty-Five and 00/100*****

PAY TO THE
ORDER
OF

Parks & Police for Kids

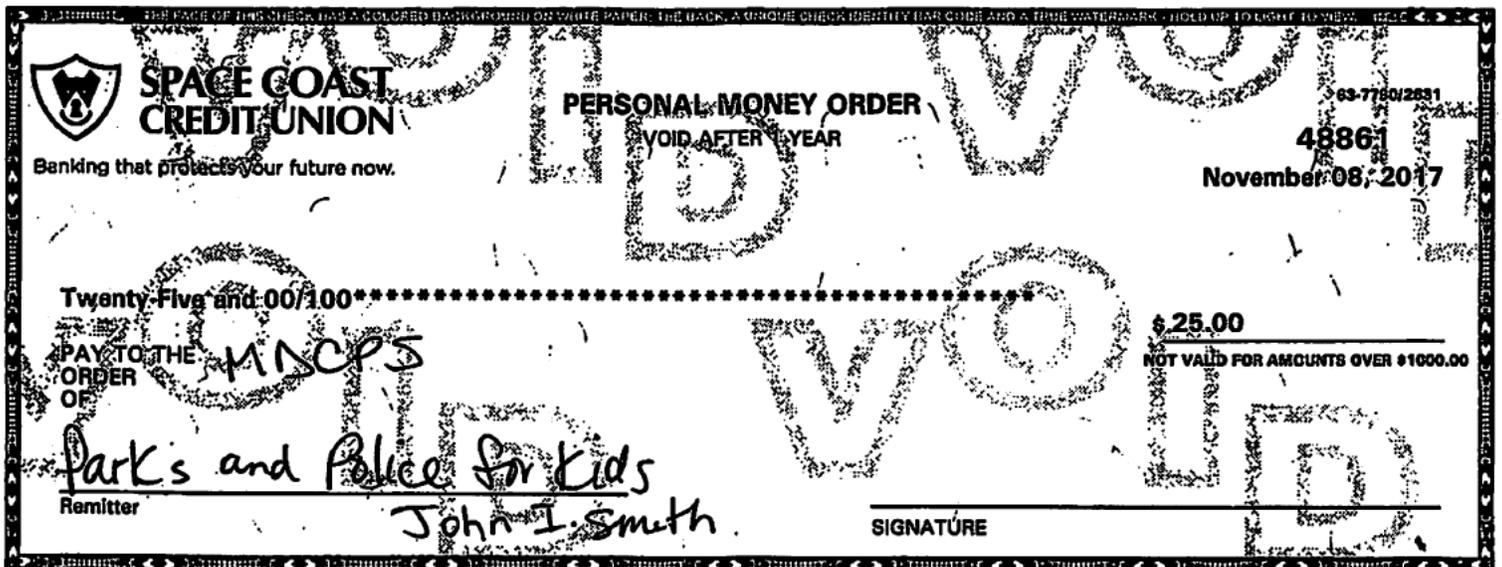
Remitter

\$ 25.00

NOT VALID FOR AMOUNTS OVER \$1000.00

NON-NEGOTIABLE

MEMBER COPY



THIS FORM SHOULD BE INITIATED AND COMPLETED BY THE PRINCIPAL AND SUBMITTED TO THE OFFICE OF BUDGET MANAGEMENT, FACILITIES RENTALS WITH THE APPLICATION, CERTIFICATE OF INSURANCE, JESSICA LUNSFORD AFFIDAVIT (JLA) AND \$25 CASHIER'S CHECK OR MONEY ORDER PROCESSING FEE. FACILITIES RENTALS STAFF WILL FORWARD THIS AND THE OTHER DOCUMENTS TO THE APPROPRIATE REGION FOR APPROVAL. ONCE APPROVED BY REGION, IT SHOULD BE FORWARDED BACK TO THE OFFICE OF BUDGET MANAGEMENT, FACILITIES RENTALS. FACILITIES RENTALS STAFF WILL FORWARD THIS AND THE OTHER DOCUMENTS TO SCHOOL OPERATIONS, THE DEPUTY SUPERINTENDENT'S OFFICE, FOR FINAL APPROVAL. THIS FORM SHOULD BE INITIATED AT LEAST 20 DAYS PRIOR TO THE DATE REQUESTED TO UTILIZE THE FACILITY.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

REQUEST FOR FEE WAIVER FOR UTILIZATION OF SCHOOL FACILITIES

Name of School John I. Smith K-8 Center

Name of Principal Genaro Navarro

Name of Organization City of Doral - Park & Police for Kids

Date(s), Day(s) & Time(s) M-F 3:00-5:30

Reason(s) for waiver of fee request To tutor and mentor at-risk middle school students through the City of Doral's Park & Police for Kids program

An Application for Temporary Use of School Facilities Form completed, with Certificate of Insurance attached, was sent to Facilities Operations, Maintenance on _____.

Principal's Signature *Genaro Navarro* Date 7/11/17

Region Superintendent
Region _____

Approved Denied

Signature Date

Deputy Superintendent, School Operations

Approved Denied

Signature Date

Exhibit B

COMPLETED APPLICATION
MUST BE SUBMITTED TO THE:
Miami-Dade County Public Schools
Office of Budget Management
District Rentals
1450 NE 2nd Avenue, Suite 450
Miami, Florida 33132

**APPLICATION FOR TEMPORARY USE OF SCHOOL BUILDING FACILITIES OF
THE MIAMI-DADE COUNTY PUBLIC SCHOOLS - TEMPORARY USE AGREEMENT**
Miami, Florida

Date of Application July 11, 2017
(Must be at least 20 days before event date)

FOR OFFICE USE	
INDIVIDUAL	
REPETITIOUS	
GROUNDS ONLY	
SCHOOL ALLIED	
GOVERNMENT	
OTHER	
INSURANCE	
BLANKET/GROUP INS	

PLEASE ANSWER ALL QUESTIONS: The User (Organization) will be subject to the provisions shown on the reverse side of this form and to the charges indicated below. An approved copy will be returned to the organization requesting the use of the building facilities.

Work Location Number 5101 Name of School Requested John I. Smith K-8 Center - Middle Learning Center Start Date 09/05/17 End Date 06/01/18
Day(s) of Week M-F Hour Building Will Be Needed: (NO ADMITTANCE PRIOR TO THIS HOUR) 3:00 P.M. Hour Building Will Be Vacated 5:30 P.M.
Organization Making Application Park and Police for Kids - City of Doral Anticipated Attendance 40 students
Specify Purpose of Meeting To tutor and mentor at risk students at the middle school
Name of President Elizabeth Canchola Phone No. (305) 593-6699 Name of Treasurer _____ Phone No. _____

Is meeting free of charge and open to the public? No - only selected students Will an admission/collection be taken? NO

FURNISHINGS OR SPECIAL PREPARATIONS EXPECTED? NO YES EXPLAIN: _____

CHECK SPACE NEEDED (No Other Facilities Will Be Provided Unless Checked On Application)

Cafetorium (NO USE OF KITCHEN) _____ Band Room _____ Gymnasium _____ Auditorium and Box Office _____ (NO FOOD OR DRINKS IN AUDITORIUM)
Grounds Only Other 1 classroom

INSURANCE - The User (Organization) must furnish valid evidence of insurance according to the requirements shown on the reverse side of the blue copy of this application.

INDEMNIFICATION - The User (Organization) does hereby agree to indemnify, hold harmless and defend the School Board of Miami-Dade County, Florida against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of injury to persons, or damage to property arising out of, or incidental to, the use or occupancy of the school facilities, including, but not by way of limitation, any injury to persons or property damage which occurs on or about the school facilities or on or about adjacent premises or ways used or occupied by the Organization or its agents, employees, customers, invitees, contractors or subcontractors, in connection with the school facilities. If the Organization is a state agency or subdivision as defined in section 768.28, Florida Statutes, nothing therein shall be construed to extend the Organization's liability beyond that provided in section 768.28, Florida Statutes.

Authorized Representative of Organization:
Print Name & Title _____
E-mail Address: _____
In signing this application I assume full responsibility for payment of this account.
Signature [Signature] Phone No. 305-206-0145
Street Address _____ City _____ Zip _____

NOTE: Before this agreement becomes official it must bear the designated signatures.
[Signature] 7/11/17 _____
Principal (Date) Superintendent (Date)

SCHOOL - OFFICE COPY

This copy is for the schools office files. Please see that the Custodian covering this activity follows the following procedures.

- DO NOT OPEN BUILDING TO ORGANIZATION BEFORE THE HOUR DESIGNATED.
- DO NOT OPEN ANY ADDITIONAL AREAS OTHER THAN THOSE DESIGNATED.
- ANY ADDITIONS OR CORRECTIONS TO THIS APPLICATION MUST HAVE APPROVAL FROM THE MAINTENANCE AND OPERATIONS DEPARTMENT BEFORE THIS MEETING TAKES PLACE.

TEMPORARY USE AGREEMENT

All rentals are on a temporary basis. It is understood that the Miami-Dade County School Board does not provide facilities for individuals or organizations over extended periods of time. Rentals are on a temporary basis only.

Exhibit B

1. The Miami-Dade County Public Schools shall:
 - a. Furnish light, heat and water by means of the appliances installed for ordinary purposes, but for no other purposes. Interruption, delays or failures in furnishing any of the same caused by anything beyond the control of the Miami-Dade County Public Schools shall not be chargeable to the Miami-Dade County Public Schools.
 - b. Provide for services of one custodian for building services.
 - c. Reserves the right, in the exercise of discretion, to rescind and cancel this Agreement at any time when, in their opinion, or in the opinion of either, the purpose or purposes for which the premises herein described are being used or intended to be used, shall be obnoxious or inimical to the best interests of the Miami-Dade County Public School System; anything herein contained notwithstanding.
2. The User (Organization) shall:
 - a. Pay a non-refundable processing fee in the form of a money order or cashier's check in the amount of \$25.00 for EACH application being submitted.
 - b. Pay for any and all staff necessary with the exception of one custodian who will be paid out of the general charge.
 - c. Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance.
 - d. Take the premises as they are at the time of occupancy by the User. In the event the User finds it necessary to remove or change the location of any stage rigging and equipment, the changes shall be made by the User at the User's expense and shall be replaced as found; provided, however, that no removals or changes shall be made without prior consent of the school Principal. **NO PERMANENT INSTALLATIONS OF ANY TYPE ARE PERMITTED (FLOORS, MIRRORS, STAGES.....).**
 - e. Remove from the premises within twenty-four (24) hours following final performance all stage settings, equipment and material owned by the User. Anything not removed from the premises after 24 hours will be subject to storage charge.
 - f. Have all deliveries of needed stage equipment and scenery be made after proper arrangements with the school Principal.
 - g. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the Miami-Dade County Public Schools.
 - h. Not bring on the premises, keep, or possess or use any alcoholic beverages, illegal drugs/mood modifiers or gambling devices of any kind.
 - i. Not use or store or permit to be used or stored in or on any part of the school premises any substance or thing prohibited by any law or ordinance, or by standard policies of fire insurance companies operating in the State of Florida; or without permission from the school Principal any illuminating oils, candles, lamps, turpentine, benzine, naphtha, or other similar substances, or explosives of any kind.
 - j. Provide and be responsible for the security and the safety of the premises via M-DCPS police/school security.
 - k. Not store any items at the school site; no exceptions.
3. Payment of Charges:
 - a. All payments must be made by certified check or money order payable to "The School Board of Miami-Dade County, Florida."
 - b. All payments must be mailed or delivered to Office of Budget Management, District Rentals, 1450 NE 2nd Avenue, Suite 450, Miami, Florida 33132, prior to the use of the facility.
 - c. Any organization wishing to question the amount of the charges for use of school facilities, must do so no later than seventy-two (72) hours prior to usage, otherwise agree to pay the stipulated prices.
 - d. There are no refunds or credits due to inclement weather.
 - e. All charges are based on units rented not used.
4. The following Regulations shall be followed:
 - a. Activities will not be permitted between 12:00 A.M. (Midnight) and 6:00 A.M.
 - b. Use of tobacco products are prohibited on School Board owned/leased properties.
 - c. Removal of equipment from the school is not permitted under any circumstances.
5. Insurance Requirements:
 - a. The User shall provide a certificate of insurance showing evidence of Commercial General Liability Insurance with minimum limits of \$300,000 per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents are to be named certificate holders as well as additional insured.
 - b. If the User does not have Commercial General Liability Insurance, then the User can procure such insurance through the Board-provided Facilities Use Insurance Policy, if available. The User will be referred to the Office of Risk and Benefits Management for processing.
 - c. Lack of a certificate of insurance will render the rental agreement null and void.
 - d. If the User is a state agency or subdivision as defined by section 768.28, Florida Statutes, the User shall furnish, upon request, written verification of liability protection in accordance with section 768.28, Florida Statutes.