



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

Wednesday, July 11, 2018 at 6:00 p.m.

Doral Police Substation
Community Room
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. June 6, 2018 Meeting Minutes
- B. June 18, 2018 Special Meeting Minutes

4. Public Comments

5. Financial Items:

- A. June 2018 Bank Reconciliation (*Exhibit A*)

6. Presentation & Discussion Items:

- A. **Discussion:** Donation from Tampico Juice Company (*Police Department*)
- B. **Discussion:** Scholarship Program (*Parks & Recreation Department*)
- C. **Update:** Revisions to the Sponsorship Form (*Director Steinbauer*)

D. Open Discussion

7. New Business

8. Next Meeting Date Wednesday, August 1, 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, June 6, 2018 at 6:00 p.m.

Doral Police Substation
Community Room
3719 N.W. 97th Avenue
Doral, FL 33178

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	Present
Director Alberto Ruiz	Present
Director Jodi Steinbauer	Present

Also present were:

Barbara Hernandez, Parks & Recreation Department Director
Erin Weislow, Parks & Recreation Department
Noel Feliciano, Police Department
Jonathan Lopez, Finance Department
Karina La Rosa, Office of the City Clerk

2. Pledge of Allegiance

3. Approval of Minutes

A. May 2, 2018 Meeting Minutes

Motion to approve the May 2, 2018 meeting minutes as presented made by Director Ruiz and seconded by Director Canchola. By consensus, motion passes unanimously.

4. Public Comments

There were no comments made during public comments.

5. Financial Items:

A. April 2018 Bank Reconciliation (*Exhibit A*)

B. May 2018 Bank Reconciliation (*Exhibit B*)

Items 5A and 5B were discussed together.

Director Ruiz inquired about the lost checks that were mailed to John I Smith schools for the payment of the services rendered by the teachers for the after-school program. Jonathan Lopez, Finance Department, advised the Directors that the checks were voided.

C. Final Insurance Policy (*Exhibit C*)

Jonathan Lopez, Finance Department, advised that Directors that the Insurance Policy was finalized and approved by the Board.

D. FY 2017 PP4K Federal Tax Return and Financial Statement

By consensus, the Board approved the FY 2017 PP4K Federal Tax Return and Financial Statement as presented.

6. Presentation & Discussion Items:

A. Update: Back to School and National Night Out Event - Backpack & Supply Kit Order and Amount (*Director Canchola and Parks & Recreation Department*)

Items 6A, 6E, 6I, and 6J were discussed together.

Erin Weislow, Parks & Recreation Department, provided the Board with an update on the quotes obtained for the purchase of the backpacks and supplies.

The Board ensued discussion regarding the options that will allow to have better prices for the purchase of the backpacks.

The Board proceeded to discuss the procurement process and the option of obtaining a debit card for the purchase of the backpacks.

By consensus, the Board requested that staff from the Parks & Recreation Department obtain three quotes from three different vendors for 750 backpacks and supplies and to notify the Office of the City Clerk once the quotes are obtained so an Emergency Meeting may be scheduled.

By consensus, the Board requested a copy of the City of Doral procurement policy.

Motion to obtain a debit card linked to the PP4K bank account where the checks are currently being drawn from to be held by the City of Doral Finance Department made by Director Canchola and seconded Director Horruitiner. By consensus, the motion passes unanimously.

Motion to request clarification from the City Attorney's Office and the Finance Department regarding the procedure that should be followed for obtaining a debit card made by Director Ruiz and seconded by Director Steinbauer. By consensus, motion passes unanimously.

B. Update: Doral 5K Proceeds (Parks & Recreation Department) (Exhibit D)

Erin Weislow, Parks & Recreation Department, provided the Board with an update on the proceeds gathered during the Doral 5K Event.

C. Update: 2018-2019 After-School Program – Dr. Rolando Espinosa (Director Canchola, Director Horruitiner, and Police Department)

Items 6C and 6D were discussed together.

Director Horruitiner and Noel Feliciano, Police Department, provided the Board with an update on the After-school program to be held at Dr. Rolando Espinosa during the 2018-2019 school year.

The Board ensued discussion regarding the upcoming school year after-school program.

Noel Feliciano, Police Department, advised the Board

Motion to present Kings Bowl with an appreciation plaque for the Sponsorship of the End of the Program Field trip for the John I. Smith School PP4K After-School Program to be presented during the August Council Meeting made by Director Canchola and seconded by Director Ruiz. By consensus, motion passes unanimously.

D. Discussion: Modification to the After-School Program (Director Canchola)
Items 6C and 6D were discussed together.

E. Discussion: PP4K Debit Card (Director Canchola)
Items 6A, 6E, 6I, and 6J were discussed together.

F. Discussion: PP4K Grant Use (Director Canchola and City Attorney's Office)

Barbara Hernandez, provided the Board with an update.

Listen to audio 1:20

G. Discussion: Miami Foundation and PP4K Collaboration (Director Canchola and City Attorney's Office)

Barbara Hernandez, Parks Recreation Director, provided the Board with a brief description from the City Attorney's Office as to how the grant funds are being planned to be allocated towards a temporary traffic park.

Motion to appoint Director Canchola as the liaison between the PP4K Foundation and the Miami Foundation made by Director Horruitiner and seconded by the Director Ruiz. By consensus, motion passes unanimously.

H. Discussion: PP4K Independent Attorney & Legal Agent (*Director Canchola*)

By consensus, this item was differed until the in-house City Attorney is hired.

I. Discussion: PP4K Accounting Services (*Director Canchola*)

Items 6A, 6E, 6I, and 6J were discussed together.

J. Discussion: PP4K Procurement Policy (*Director Canchola*)

Items 6A, 6E, 6I, and 6J were discussed together.

K. Open Discussion

The Board ensued discussion regarding fundraising along with the Police Department.

7. New Business

8. Next Meeting Date To Be Determined

By consensus, the Board will meet on Wednesday, July 11, 2018 at 6:00pm.

9. Adjournment 7:47p.m.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the June 6, 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 11th day of July 2018.

Elizabeth Canchola, CHAIR



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

Monday, June 18, 2018 at 6:00 p.m.

Doral Government Center
3rd Floor Training Room
8401 N.W. 53rd Terrace
Doral, FL 33166

1. Call to Order / Roll Call of Foundation Members
Meeting was called to order at 6:05 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:

Erin Weislow, Parks & Recreation Department
Karina La Rosa, Office of the City Clerk

2. Pledge of Allegiance

3. Public Comments

There were no comments made during public comments.

4. Discussion Items

A. Discussion: Back to School and National Night Out Event Backpacks (Exhibit A)

Motion to approve the purchase of 768 backpacks in the amount not to exceed \$6,912.00 from vendor David Whole Sale made by Director Steinbauer and seconded by Director Horruitiner. By consensus, motion passes unanimously.

By consensus, the Board directed Director Canchola to provide the Parks & Recreation Department with the information of the potential sponsor so sponsorship may be further coordinated.

B. Open Discussion

Director Canchola informed the Board that Drug Free America invited the Board to a conference.

5. Next Meeting Date Wednesday, July 11, 2018 at 6:00 p.m.

6. Adjournment Meeting adjourns at 6:27 p.m.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the June 18, 2018 Parks and Police 4 Kids Special 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 11th day of July 2018.

Elizabeth Canchola, CHAIR

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

DATE: 7/1/2018
 BANK: WELLS FARGO
 BK ACCT # [REDACTED]

Beginning Balance	166,276.38	Balance per Bank	168,425.86
Deposits/Credits:		Deposits in Transit:	
Deposit	3,724.80		
	503.00		
	200.00		
 Void Checks			
Total	170,704.18	Total	168,425.86
Checks/Debits:		Outstanding Checks:	
Checks #			
1237	2,278.32		
 DEBITS Bank Fee			
Ending Balance	168,425.86	Ending Balance	168,425.86

msgm 7/2/18

Jr 7/2/2018

Exhibit A
Business Cash Manager

Account number [REDACTED] June 1, 2018 - June 30, 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
[REDACTED]	\$167,920.62	\$4,427.80	-\$3,922.56	\$168,425.86

Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	06/05	3,724.80	Over The Counter Deposit
	06/07	503.00	eDeposit IN Branch/Store 06/07/18 01:05:51 PM 8201 NW 36th St Miami FL
	06/29	200.00	Over The Counter Deposit
		\$4,427.80	Total electronic deposits/bank credits
		\$4,427.80	Total credits

Debits

Checks paid

Number	Amount	Date	Number	Amount	Date
1233	1,644.24	06/22	1237*	2,278.32	06/19
		\$3,922.56	Total checks paid		
		\$3,922.56	Total debits		

* Gap in check sequence

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
05/31	167,920.62	06/07	172,148.42	06/22	168,225.86
06/05	171,645.42	06/19	169,870.10	06/29	168,425.86
Average daily ledger balance		\$170,159.91			

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