



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

Tuesday, March 13, 2018 at 6:00 p.m.

Doral Government Center
3rd Floor Room #353
3801 N.W. 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. January 16, 2018 Meeting Minutes (Amended)**
- B. February 7, 2018 Meeting Minutes**

4. Public Comments

5. Financial Items:

- A. Bank Reconciliation for February 2018 (Exhibit A)**

6. Discussion Items:

- A. Update: PP4K After School Program at John I. Smith School**
- B. Discussion: PP4K Webpage Program (Director Ruiz)**
- C. Discussion: Mayor's Basketball Challenge (Director Steinbauer & Parks & Recreation Department)**
- D. Open Discussion**

7. New Business

8. Next Meeting Date Wednesday, April 4, 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 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

Discussion ensued on the payment of the teachers for the afterschool program at John I. Smith. By consensus, the Board agreed that if a similar situation should arise, a Special Meeting should be called to further discuss.

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, as well as for the Finance Department to process payment to the teachers for services rendered.

In addition, the Board discussed the possibility of having the School Board involved to assist with the future development of the PP4K Afterschool Program.

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 13th day of March 2018.

Elizabeth Canchola, CHAIR



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

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
Meeting was called to order at 6:06 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:

Daniel Espino, City Attorney
Barbie Hernandez, Parks & Recreation Department Director
Erin Weislow, Parks & Recreation Department
Jessica Escalona, Finance Department
Noel Feliciano, Police Department
Karina La Rosa, Office of the City Clerk

2. Pledge of Allegiance

3. Approval of Minutes

A. December 6, 2017 Meeting Minutes

Motion to approve the December 6, 2017 meeting minutes made by Director Jodi Steinbauer and seconded by Director Elizabeth Canchola. By consensus, motion passes unanimously.

B. January 16, 2018 Special Meeting Minutes

By consensus, the Board Members requested to amend the January 16, 2018 meeting minutes to include the discussion regarding the PP4K Afterschool Program and to bring back to the March 7, 2018 meeting for approval.

4. Public Comments

There were no comments made during public comments.

5. Financial Items:

A. Bank Reconciliation for January 2018 (Exhibit A)

Jessica Escalona, Finance Department, provided the Board with the January 2018 Bank Reconciliation.

Chair Canchola requested to discuss item 6B right after item 5A.

6. Discussion Items:

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

Daniel Espino, City Attorney, provided the Board with an update on the Miami Foundation Grant options vetted by City staff.

By consensus, the Board agreed to work together with City Staff to create an execution plan inclusive of a purchase outline of what equipment is needed to carry out a quarterly event at a City Park.

Daniel Espino, City Attorney, explained that the use of the City Parks by PP4K has to be approved by the City Council in a Council Meeting.

By consensus, the Board agreed to bring a proposal forward to the City Council for the use of City Parks for a quarterly event and storage of the equipment.

B. Discussion: Board Representative to Lead After School Program (Director Ruiz)

Discussion ensued regarding the payment for services rendered by the teachers for the PP4K After School Program.

Jessica Escalona, Finance Department, advised the Board that checks have been cut and mailed to the teachers at a rate of \$28.00 per hour.

Director Horruitiner informed the Board that the teachers advised him that there was a discrepancy in the pay rate.

The Board discussed options that will allow for the teachers currently working the program to stay and complete the program.

Motion to approve payment of the difference of \$4.26 per hour for each teacher for the services rendered between November and January 12, 2018 made by Director Horruitiner and seconded by Director Canchola. Motion passes with a 3-1 vote, Director Ruiz vote "no".

Motion to approve a one-time advance payment for the difference between what the school will pay the teachers and the amount of \$32.26 (\$28.00 plus fringes) per hour per teacher, only after a representative of the PP4K Board meets with the John I. Smith School Principal made by Director Horruitiner and seconded by Director Steinbauer. Motion passes with a 3-1 vote, Director Ruiz vote "no".

Motion to designate Director Horruitiner as the Board Representative and meet with the John I. Smith School Principal made by Director Canchola and seconded by Director Ruiz. By consensus, motion passes unanimously.

By consensus, the Board appointed Director Horruitiner as the liaison for the PP4K After School Program.

C. Open Discussion

7. New Business

Director Canchola informed the Board that the Play Day Event had been postponed due to increment weather and requested support of the Board for PP4K to have a booth/table at Parks & Recreation events throughout the year.

By consensus, the Board requested to have a booth/table at Parks & Recreation events throughout the year and have a representative of the PP4K Foundation attend to the booth/table during each event.

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

9. Adjournment Meeting adjourns at 7:34 p.m.

Respectfully submitted,

Connie Diaz, CMC
City Clerk

Motion to approve the minutes of the February 7, 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 13th day of March 2018.

Elizabeth Canchola, CHAIR

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

DATE: 3/5/2018
 BANK: WELLS FARGO
 BK ACCT # XXXXXXXXXXXX68

Beginning Balance	185,564.98	Balance per Bank	179,261.86
Deposits/Credits:		Deposits in Transit:	
Deposit			
Void Checks			
Total	185,564.98	Total	179,261.86
Checks/Debits:		Outstanding Checks:	
DEBITS	Bank Fee		
Checks #			
	1213	1,032.36	
	1214	1,400.00	
	1215	1,288.00	
	1216	213.00	
	1217	195.00	
	1218	2,174.76	
Ending Balance	179,261.86	Ending Balance	179,261.86



MJM
3/5/18

[Signature]
3/5/18

Exhibit A
Business Cash Manager

Account number:

■ February 1, 2018 - February 28, 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
	\$185,564.98	\$0.00	-\$6,303.12	\$179,261.86

Debits

Checks paid

Number	Amount	Date	Number	Amount	Date	Number	Amount	Date
1213	1,032.36	02/07 ✓	1215	1,288.00	02/08 ✓	1217	195.00	02/20 ✓
1214	1,400.00	02/12 ✓	1216	213.00	02/20 ✓	1218	2,174.76	02/16 ✓
		\$6,303.12	Total checks paid					
		\$6,303.12	Total debits					

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
01/31	185,564.98	02/08	183,244.62	02/16	179,669.86
02/07	184,532.62	02/12	181,844.62	02/20	179,261.86
Average daily ledger balance		\$181,796.98			

 **IMPORTANT ACCOUNT INFORMATION**

Important information about legal process fees.

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. However, effective 2/16/18, the bank will assess no more than two legal process fees per account, per calendar month. Please note, the calendar month may not coincide with your statement cycle.