

Memorandum



Date: December 16, 2013

To: Honorable Senator Javier D. Souto
County Commissioner

From: Carlos Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos Gimenez", written over a light blue horizontal line.

Subject: Banyan Park Walkway
Community Meeting

As part of the Parks, Recreation and Open Spaces Department's ongoing park planning efforts, a community meeting has been scheduled for residents who live in District 10 near Banyan Park. The purpose of the meeting is to hear from the community on proposed concepts for the walkways at Banyan Park. The meeting is scheduled for Wednesday, December 18, 2013 from 6:30 – 7:30 p.m., at the West Dade Regional Library first floor conference room located at 9445 Coral Way.

Attached, for your information, is a copy of the public meeting advertisement, which will appear in the Thursday, December 12, and Sunday, December 15, *Miami Herald* 'Neighbors Section'. Merci Rodriguez of your staff has been informed about the date and time of the meeting (see e-mail confirmation).

Should you have any questions, see any scheduling conflicts or need additional information, please contact Jack Kardys, Director of the Parks, Recreation and Open Spaces Department at (305) 755-7903.

Attachments

C: Lisa M. Martinez, Senior Advisor, Office of the Mayor
Jack Kardys, Director, Parks, Recreation and Open Spaces Department
Merci Rodriguez, Legislative Assistant, District 10



COMMUNITY MEETING

As a part of Miami-Dade County's continuing commitment to public participation in local government, District 10 Senator Javier D. Souto and the Parks, Recreation and Open Spaces Department invite area residents to attend a community meeting:

BANYAN PARK WALKWAY

The purpose of the meeting is to hear from the community on proposed concepts for walkways at Banyan Park. This was requested by users of the park. As part of the meeting, County staff will answer questions about Banyan Park Walkway. Residents are encouraged to attend and participate in the discussion. The public meeting will take place at:

West Dade Regional Library
First Floor Auditorium
9445 Coral Way, Miami, FL 33165
December 18, 2013 6:30 – 7:30 PM

For more information on this project contact:

Mark Heinicke, Park Planner
Miami-Dade County Parks, Recreation and Open Spaces
Department
305-755-7811

To request material in an accessible format, information on access for persons with disabilities, or sign interpreter services (7 days in advance), call 305-755-7848.

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability or family status.

For legal ads online, go to <http://legalads.miamidade.gov>

Miami-Herald Ad

Heinicke, Mark (MDPR)

From: Rodriguez, Mercedes L. (DIST10)
Sent: Tuesday, December 03, 2013 5:41 PM
To: Heinicke, Mark (MDPR)
Cc: Nardi, Maria (MDPR); Webb, Joe (MDPR); McCall, James A (MDPR); Mora, Jorge (MDPR); Finol, Ana (MDPR); Laney, Angus (MDPR); Houle, Michael (MDPR); Gutierrez, Marietta (MDPR); Navarrete, George (MDPR); Kardys, Jack (MDPR); Livingstone, David (MDPR)
Subject: COMMISSION DISTRICT 10 - Banyan Park Walkway Public Meeting - Info on Ads, Postcards, Room, & Deadlines - Dist 10 Merci Copy 12/3/13

HI, THE NEW CONFIRMATION AND FINAL DATE IS WEDNESDAY, DECEMBER 18TH AT 6:30PM AND I HAVE RESERVED THE WEST DADE REGIONAL LIBRARY AUDITORIUM WITH 100 CHAIRS. IT'S RESERVE FROM 6PM TO 8PM AND THE INVITATION MEETING NOTICE/POSTCARDS CAN SAY 6:30PM. THANK YOU ALL FOR YOUR COOPERATION.

Merci L. Rodriguez
Legislative Assistant

Commissioner Javier D. Souto, District 10
Miami-Dade County Board of County Commissioners
111 N.W. 1st Street, Suite 320
Miami, Florida 33128
305-375-4835 Phone Number
305-375-4838 Fax Number
www.miamidade.gov

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Please consider the environment before printing this e-mail.

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mails messages are covered under such laws and thus subject to disclosure.

From: Heinicke, Mark (MDPR)
Sent: Tuesday, December 03, 2013 5:21 PM
To: Rodriguez, Mercedes L. (DIST10)
Cc: Nardi, Maria (MDPR); Webb, Joe (MDPR); McCall, James A (MDPR); Mora, Jorge (MDPR); Finol, Ana (MDPR); Laney, Angus (MDPR); Houle, Michael (MDPR); Gutierrez, Marietta (MDPR)
Subject: FW: Banyan Park Walkway Public Meeting - Info on Ads, Postcards, Room, & Deadlines - Dist 10 Merci Copy 12/3/13
Importance: High

Hi Merci,

Andy is on vacation so I'm helping out with the Banyan Park Walkway Community Meeting. Are you sure you want to keep the meeting on Monday, 12/16? It's going to be very tight with advertising and postcards if you want this date kept.

Meeting in a local public school is not possible within this short time frame. It takes 30 days to get the Temporary Use Agreement form approved. The West Dade Regional Library is currently available but we need to act quickly and get approval of the Conference/Multi-Purpose Rooms Program Proposal which will take a few days.

It typically takes ISD about one week to print and process the postcards. USPS will probably need a few days after that to deliver the mail which means the postcards probably will not arrive until after the meeting date. We might be able to forgo postcards if we use radio ads instead?

For the Miami-Herald Neighbors ads we have more time. In order to get in next Thursdays paper (12/12), this Friday (12/6) is the deadline to get the ad over to CIAO. To get in the Sunday paper (12/8), Wednesday (12/4) is the deadline. To get in the following Sunday paper (12/15), the following Wednesday (12/11) is the deadline.

In summary, it will be very tight to meet the December 16 meeting date with newspaper ads and room reservation and even so the postcards probably will most likely be late in arrival (after the fact). It would be preferable to postpone meeting until January to allow plenty of lead time for advertising, room reservation, etc...and probably a better public response.

Please e-mail back response and let me know if the Banyan Park Community meeting can be postponed until later in January or if you really want it on December 16.

Regards,
Mark

From: Finol, Ana (MDPR)
Sent: Monday, December 02, 2013 1:00 PM
To: Webb, Joe (MDPR); McCall, James A (MDPR); Nardi, Maria (MDPR)
Cc: Mora, Jorge (MDPR); Laney, Angus (MDPR); Houle, Michael (MDPR); Gutierrez, Marietta (MDPR)
Subject: RE: Commission District 10 - Banyan Park Walkway Estimates

Maria: I just talked to Merci. She is Ok to move the meeting to Monday 12/16/13 at 6:30 pm. Please advise.

From: Finol, Ana (MDPR)
Sent: Monday, December 02, 2013 11:18 AM
To: Webb, Joe (MDPR); McCall, James A (MDPR); Nardi, Maria (MDPR)
Cc: Mora, Jorge (MDPR); Laney, Angus (MDPR); Houle, Michael (MDPR); Gutierrez, Marietta (MDPR)
Subject: RE: Commission District 10 - Banyan Park Walkway Estimates

For a meeting today with JK and Commissioner Souto at 1:00 pm, please confirm the public meeting date, time and location.
Thank you.

From: Finol, Ana (MDPR)
Sent: Tuesday, November 26, 2013 12:59 PM
To: Webb, Joe (MDPR); McCall, James A (MDPR)
Cc: Mora, Jorge (MDPR); Laney, Angus (MDPR); Houle, Michael (MDPR)
Subject: FW: Commission District 10 - Banyan Park Walkway Estimates

Joe/Andi: I Just talked to Merci. They want to schedule the public meeting on 12/10/13 at 6:30 pm. Please schedule the meeting and advise the location.

Mora: Merci wants to know who is attending this meeting.

From: Rodriguez, Mercedes L. (DIST10)
Sent: Tuesday, November 26, 2013 12:38 PM
To: Finol, Ana (MDPR)
Subject: RE: Commission District 10 - Banyan Park Walkway Estimates

CALL ME T THE OFFICE NOW TO COORDINATE DATE AT 305-375-4835. THANK YOU.