Exhibit A

Annual Report Community Outreach Committee 2016

Meetings and topics covered

January 6:
Reviewed Ordinance for Advisory committees
Discussed quarterly community newspaper wrap
Website suggestions
Discussed communications survey
February 5:
Discussed plans to attend other advisory committee meetings
March 4:
Finalized questions for communications survey and logistics for booth at village picnic
March 5:
attended booth at Village Picnic and executed resident's communication survey
April 6:
reviewed results of survey
May 3:
Developed Welcome package for new residents

Combined Parks and Recreation and Community Outreach Committee Annual Report 2016 year to date

August 16:
1st meeting regrouped and got acquainted with combined purposes
September 8:
appointed positions
reviewed projects and direction
committee asked to be informed on all parks related projects
October 26:
Fanny Carmona presented proposed improvements to Palmetto Bay Parks including the FRDAP Grant
November 10:
Formulated the Parks survey
Discussed softball field maintenance and repair
January 12:
Consider Village of Palmetto Bay 15-year celebration plan
February 9:
Website review and determined those who will attend the Beta:

Recommendations of the committee:

1) Approve the parks survey so we can execute it at the Village Picnic in March.
2) Approve the welcome package so we can begin distribution to newcomers.

Needed from Council at next meeting.

1) Approve proposed survey
2) Approve proposed welcome package.

THIS IS A TEST VERSION OF THIS SURVEY
Responses will NOT be recorded.

Village of Palmetto Bay: Parks Assessment Survey

*Required Question(s)

Progress:

* 1. Are you a resident of Palmetto Bay? If not, please tell us where you live.

- (●) Yes
- ( ) No

Comment:

500 characters left.

* 2. How old are you?

- ( ) 20 & under
- ( ) 21-30
- ( ) 31-40
- ( ) 41-50
- ( ) 51-60
- (●) 61-70
- ( ) 71+

* 3. Which of the following parks do you use?

- [ ] Palmetto Bay Park
- [ ] Coral Reef Park

THIS IS A TEST VERSION OF THIS SURVEY
Responses will NOT be recorded.

Village of Palmetto Bay: Parks Assessment Survey

*Required Question(s) **Progress:**

*7. Which activities do you and/or your family members currently participate in?

- [x] Youth sports
- [ ] Adult sports
- [ ] Exercise and fitness
- [ ] After school programs
- [ ] Family gatherings
- [ ] Special events & programming
- [ ] Workshops & lectures

*8. What changes and/or additions would you like to see at Palmetto Bay parks?

trgsrt

344 characters left.

*9. What do you like best about Palmetto Bay parks?

+ What do you like least about P.B Parks?

THIS IS A TEST VERSION OF THIS SURVEY
Responses will NOT be recorded.

Village of Palmetto Bay: Parks Assessment Survey

*Required Question(s)

Progress:

*11. Are you currently enrolled to receive our weekly email newsletter?

- ○ Yes
- ◉ No
- ○ No but sign me up (add email address below)

Comment:

500 characters left.

*12. Do you feel safe when utilizing any of the Village parks? If not, please explain why.

- ◉ Yes
- ○ No

Comment:

500 characters left.

*13. How many Village events do you attend within a year? (i.e. Murder Mystery, Color Run, Annual Picnic, Movie Night)

Never

EXHIBIT B

Re: Community Outreach

of New resident families.

Real Estate Miami FL Team

Fri 4/8/2016 6:35 PM

To:Karyn Cunningham <kcunningham@palmettobay-fl.gov>; Edward Silva <esilva@palmettobay-fl.gov>;

Cc:Olga Cadaval <ocadaval@palmettobay-fl.gov>; Meighan Alexander <malexander@palmettobay-fl.gov>; Real Estate Miami FL Team <realestate@miamiflteam.com>;

Also I was asked how many sales annually happen in Palmetto Bay so we can target sending a welcome package of some sorts to new residents. In the past 12months there have been 317 sales in single family homes and 38 condos or town-homes for a total of 355 total sales in Palmetto Bay in one year. We can use this projection for the future. Please pass to committee if needed or I'll simply tell them next month.
Warm Regards,
Liede

DeValdivielso Team
The Keyes Company, Realtors
Circle of Excellence
2423 Le Jeune Road, Coral Gables, Fl 33134
Office 786 378 8450
Frank Cell 786 273 8507
Liede Cell 786 306 4378
Michael 786 312 4882
Jonathan 786 879 6105
Fax 1 305 328 7348
www.MiamiFLTeam.com

Like our Facebook Page Join us on Twitter Let's Connect on LinkedIn Follow Us on Instagram

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From: Karyn Cunningham <kcunningham@palmettobay-fl.gov>
Date: Friday, April 8, 2016 at 18:19
To: Edward Silva <esilva@palmettobay-fl.gov>
Cc: Olga Cadaval <ocadaval@palmettobay-fl.gov>, Meighan Alexander <malexander@palmettobay-fl.gov>, Frank De Valdivielso <realestate@miamiflteam.com>
Subject: Community Outreach

Would it be possible to have Olga put together a binder for each member of the committee with the past agendas and minutes? It would help us immensely.

FW: 2016-5-3-Comm Outreach Meeting Minutes & June Agenda

Welcome Packet

Real Estate Miami FL Team

Wed 2/8/2017 5:36 PM

To:Karyn Cunningham <kcunningham@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>; Missy Arocha <marocha@palmettobay-fl.gov>;

Cc:Real Estate Miami FL Team <realestate@miamiflteam.com>;

2 attachments (13 KB)

2016-4-6-Comm Outreach.docx; ATT00001.txt;

Hi All,
Here are the attached minutes with the outline for the welcome packet as well as my intro letter in the body below. I suggest we print this out for members tomorrow.
Warm Regards,
Liede

1) Intro letter,
2.) Quarterly P.Bay Guide
3) Magnet with important information

Greetings Neighbor,
We have recently been informed of your home purchase in the Village of Palmetto Bay. Welcome to our beautiful city
known for being the Village of parks. Moving is always a time of change and we understand the need to have accurate information when discovering a new area. The Palmetto Bay Village Outreach Committee has put together this welcome package to make your transition as smooth as possible. Please find enclosed some important information about locations and activities in our Village. This is a very active community with many opportunities to both participate and get involved. For the most accurate information please go to our website at www.palmettobay.gov Also sign up for our e newsletter to keep you abreast of all the latest calendar events.
If we could be of any further assistance, please contact us at _____? (I would suggest an email to Olga or Meighan or whoever handles inquires for the Village))
Welcome and look forward helping you.
Sincerely,
The Village of Palmetto Bay Outreach Committee

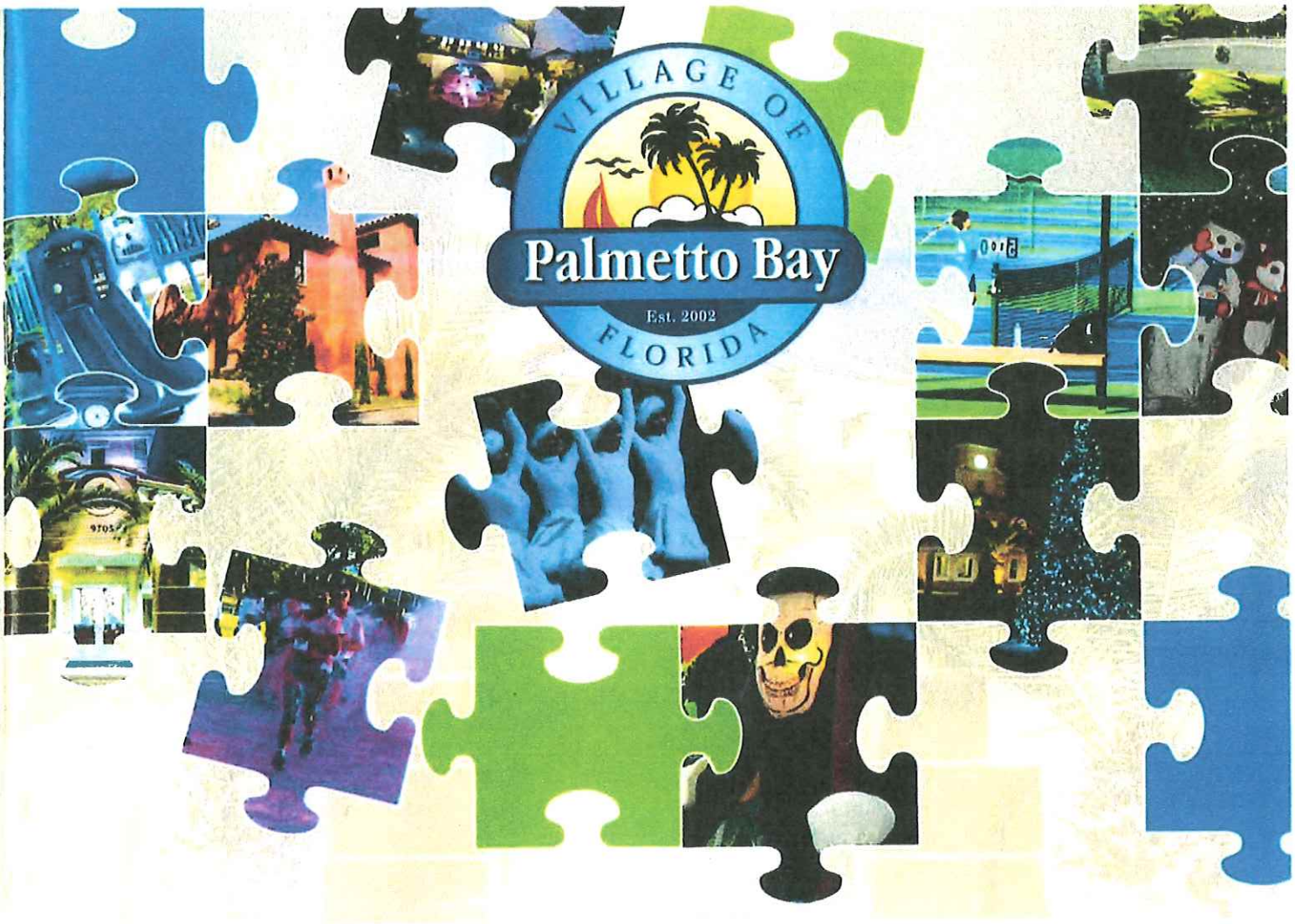
Liede
DeValdivielso Team
The Keyes Company, Realtors

Circle of Excellence

2423 Le Jeune Road, Coral Gables, Fl 33134

Office 786 378 8450

Frank Cell 786 273 8507



Village of Parks

PLAY-BY-PLAY RECREATION GUIDE

EDITION 1 | FALL 2016 | OCTOBER - DECEMBER

CITY DEPARTMENTS

Executive Department
OFFICE OF THE CITY MANAGER
Yolanda Aguilar
Phone: (305) 266-1122
Email: yolandaaguilar@cityofwestmiami.org

City Clerk
OFFICE OF THE CITY CLERK
Annery Gonzalez
Phone: (305) 266-1122
Email: anneryg@cityofwestmiami.org

City Attorney
Jose Villalobos
Phone: (305) 266-1122

Police Department
Nelson Andreu / Chief of Police
Phone: (305) 266-0530

Public Works
Juan Pena / Director
Phone: (305) 266-4214

Code Enforcement
Juan Pena / Director
Charlie Mc Dermott / Officer
Phone: (305) 266-4214

Building Department
Frank Alonso, P.E. / Building Official
Phone: (305)-266-4214

Planning & Zoning
Juan Pena / Director
Phone: (305) 266-4214

Finance & Administration
Mercedes Leon / Finance Director
Phone: (305) 266-1122

Community Center
Marilyn Miraya / Director
Phone: (305) 263-8900

Recreation Center
Jim Gestwicki / Director
Phone: (305) 261-5566

SERVICES

Passport Services

CARY ACOSTA / SUPERVISOR
Phone: (305) 266-1122
Email: carya@cityofwestmiami.org

HOURS OF OPERATION:

Monday to Friday 8:30 AM - 3:30 PM
Tuesday 8:30 AM - 6:30 PM

No appointments required

Garbage

Garbage Pick-Up Schedule

Mondays & Thursdays: SW 12 STREET TO 24 STREET
SW 62 AVE TO 67 AVE

Tuesdays & Fridays: SW 9 STREET TO 11 STREET
SW 62 AVE TO 65 AVE

Tuesdays & Fridays: SW 9 STREET TO 18 STREET
SW 57 AVE TO 62 AVE

Water & Sewer

Quarterly Bills

For Billing questions please contact City Hall
Phone: (305) 266-1122

WEST MIAMI COMMUNITY CENTER SENIOR CENTER

On site meal program, meals on wheels, educational classes, transportation, field trips and more...

Contact Us !

ACTIVITIES / EVENTS

Easter Egg Hunt Holiday

4th of July

National Night Out

Lighting of the Tree

West Miami Community Center Year-Round Activities

901 SW 62 Avenue
West Miami, FL 33144
(305) 266-1122
www.cityofwestmiamifl.com

Village of Palmetto Bay

Greetings:

We have been informed of your recent home purchase in the Village of Palmetto Bay; and are delighted you chose our beautiful City and welcome you to the 'Village of Parks'. Moving is always a difficult time; new neighbors, schools, shopping areas, etc.; and we respectfully wish to assist you in discovering all that Palmetto Bay has to offer.

The Village's Parks & Recreation and Community Outreach Committee has put together this welcome package in an effort to make your transition as smooth as possible. Enclosed please find pertinent information regarding locations and activities within our Village; and it is our sincerest hope that you will soon participate and get involved in the many opportunities afforded our residents. We invite you to visit our website at www.palmettobay.gov, as well as enlisting in our 'e-currents' program, in which you will receive via email our monthly newsletter and the latest calendar of events.

Again, welcome to the Village of Palmetto Bay; and please know that if we can be of any further assistance, we are only a phone call away. Please contact us at 305-259-1234 or via e-mail at ocadaval@palmettobay-fl.gov.

Sincerely,

Village of Palmetto Bay
Parks & Recreation and Community Outreach Committee

9705 East Hibiscus Street
Palmetto Bay, FL 33157
(305) 259-1234
Fax: (305) 259-1290

Village of Palmetto Bay

Helpful Numbers

Municipal Building:305.259.1234

Miami-Dade County: 311

Palmetto Bay Police:305.278.4000

Police Non-Emergency:305.4POLICE(305.476.423)

Baptist Hospital (Kendall):786.596.1960

Baptist Urgent Care (Palmetto Bay):786.596.3840

Jackson South Community Hospital:305.251.2500

Nicklaus Children's Hospital:305.666.6511

Nicklaus Children's Outpatient Center (Palmetto Bay):786.668.1777