



January 5, 2012

Ms. Bridget Smith
CPPW Program Manager
Miami-Dade County Health Department
Office of Community Health & Planning
18255 Homestead Avenue
Miami, FL 33157

Re: December 31, 2011 Quarterly Report, Contract DEV10

Dear Ms. Smith:

Enclosed are the forms and background documentation to meet the Programmatic Reporting Procedures for the quarter from October 1, 2011 to December 31, 2011.

I would like to thank you for your support and acknowledge the importance of the grant to encourage active transportation options to City of North Miami residents in order to reduce obesity.

Sincerely,

A handwritten signature in blue ink, appearing to read "John O'Brien", with a horizontal line extending to the right.

John O'Brien
Transportation Planner

Cc (via email):

Maxine Calloway, Director Community Planning & Development Department
Jeff Geimer, Director, Parks Department
Miguel Seco, Governmental Affairs Manager

Reset Form

Print Form

CPPW Quarterly Status Report

Organization Name: Project Manager's Name:

Provider's Phone #: Provider's Fax Number:

Provider's Email: Contract Number:

Executive Summary

Reporting Period: From: To: Overall Status:

	Status	Reason for Deviation
Budget	Green - Controlled	
Deliverables	Yellow - Caution	Delay in major downtown redevelopment project is delaying c +
Milestones	Green - Controlled	

Comments

Budget/Cost

Project Item	Report to Date
Initial Estimated Project Cost	\$99,946
Last Reported Estimated Project Cost	125,574
Current Estimated Project Cost	125,574
Explanation of Variance between Last Reported and Current Project Cost	
Project Cost to Date (Fiscal)	
Project Cost to Date (Total)	\$108,295
Description of Cost Tracking Mechanism	Quarterly invoices based on meeting deliverables

Project Schedule

Project Item	Report to Date			
Initial Planned Project Start and Finish Date	Start Date: 06/01/2010	Finish Date: 2012/03/19	Baseline Date: 06/01/2010	
Last Requested Project Start and Finish Date	Start Date: 06/01/2010	Finish Date: 03/19/2012	Baseline Date: 06/01/2010	
Current Estimated Project Start and Finish Dates	Start Date: 06/01/2010	Finish Date: 03/19/2012	Baseline Date: 06/01/2010	
Explanation of Variance between Last Reported and Current Date				
Estimated Percentage of Project Complete	75-89%			
Description of Method Used to Track Progress	Tracking deliverables and milestones			
Description of Reporting Mechanism Used to Ensure that Project Participants and Management are Aware of the Project's Progress	Regular updates, including copies of all reports, to Director of Community Planning at the City of North Miami			
Project Participants and Management are Aware of the Project's Progress	Yes			

Milestones/Deliverables

Milestones/Deliverables	Approved Schedule	Actual Date	Finish Date	% Complete	Status
1. D6a Photographs of site locations	10/31/2011	10/31/2011	11/10/2011	100%	Completed
2. D6b Complete installation of racks and signs	10/31/2011	10/31/2011	11/10/2011	100%	Completed
3. D6c - Develop implementation and outreach plan for downtown farmer's market.	10/31/2011	10/31/2011	10/31/2011	100%	Completed
3. D5d Installation of 25 bicycle signs and other devices along NE 123/125 ST	7/31/2011	10/31/2011	11/10/2011	100%	Completed
4. D5b - Installation of 20 bicycle racks in downtown North Miami	07/31/2011	03/19/2012		50-74%	Behind Schedule
5. D4b Permitting and installation of 2 bicycle shelters	4/30/2011			<50%	Not in Progress
6. Milestone - Implement promotional and outreach campaign re safe bicycle routes	4/30/2011			75-89%	In Progress
7. Milestone - asses utilization of bicycle facilities (being done by DOH staff)	4/30/2011			50-74%	In Progress

Milestones/Deliverables

Milestones/Deliverables	Approved Schedule	Actual Date	Finish Date	% Complete	Status
8. Conduct a pre-post assessment of community's perception towards bike/walk (by others)	04/30/2011			<50%	Not in Progress
9.					Completed
10.					
11.					
12.					

Accomplishments

Project Item	Accomplishments	Report to Date
Accomplishments Achieved During this Reporting Period	Installed 25 bicycle related signs and 150 sharrows along NE 123/125 Street; promoted bicycle use with bus bench signs, participating in parade and handing out flyers; completed 4 farmers' markets in downtown North Miami	12/31/2011
Accomplishments Planned for Next Period Reporting Period	Downtown Farmers' Market will continue each Thursday from 9 am to 2 pm. Will continue to educate citizens on shared lane signs called "sharrows" where cars and bicyclists will share the lane.	03/12/2012

Change Status

Project Changes: Background Information

Change Status

Change Description	Actions for Managing the Change	Action Date	Responsible Person

Issue Status

Project Issues: Background Information

The installation of 20 bicycle racks in downtown North Miami (D5b) is still delayed because the installation is but one component of a downtown redevelopment plan which is behind schedule. Racks have already been purchased and delivered.

Issue Description	Actions for Managing the Issue	Action Date	Responsible Person

Risk Status

Risks: Background Information

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Risk Factor	Mitigation

Approval of the Quarterly Progress Status Report indicates an understanding and acceptance of the project information included within this deliverable. By signing this deliverable, each individual agrees the project information is accurate, complete, and ready to be forwarded to the Miami-Dade County Health Department, Office of Community and Health Planning, 18255 Homestead Avenue, Miami, FL 33157.

Approved By:

John O'Brien

Date:

01/05/2012

TABLE OF CONTENTS FOR ATTACHMENTS

Service Unit D6a

Photographs of site locations before and after any equipment is installed.

- i) Sharrows on NE 123/125 ST
- ii) Installation of R4-11 Signs on NE 123/125 ST
- iii) Installation of racks at Leeward Condominium

Service Unit D6b

Complete the installation of bicycle racks and signs.

Remaining signs installed along NE 123/125 Street and racks installed at condominium. All other racks and signs have been installed, except for 20 downtown racks which was a July 31 deliverable that was not invoiced.

Service Unit D6c

Develop implementation and outreach plan for downtown farmers' market.

Service Unit D4e and D5d

Installation of bicycle signs and other devices along 123rd/125th Street (delayed from Quarter 7 and Quarter 8 reports).

a) Photographs of site locations before and after equipment is installed.

i) Sharrows on NE 123/125 ST

Please note that this is a sampling of locations where the sharrows were installed. These samples were taken at key intersection along the 3.7 mile route where a total of 145 sharrows were installed

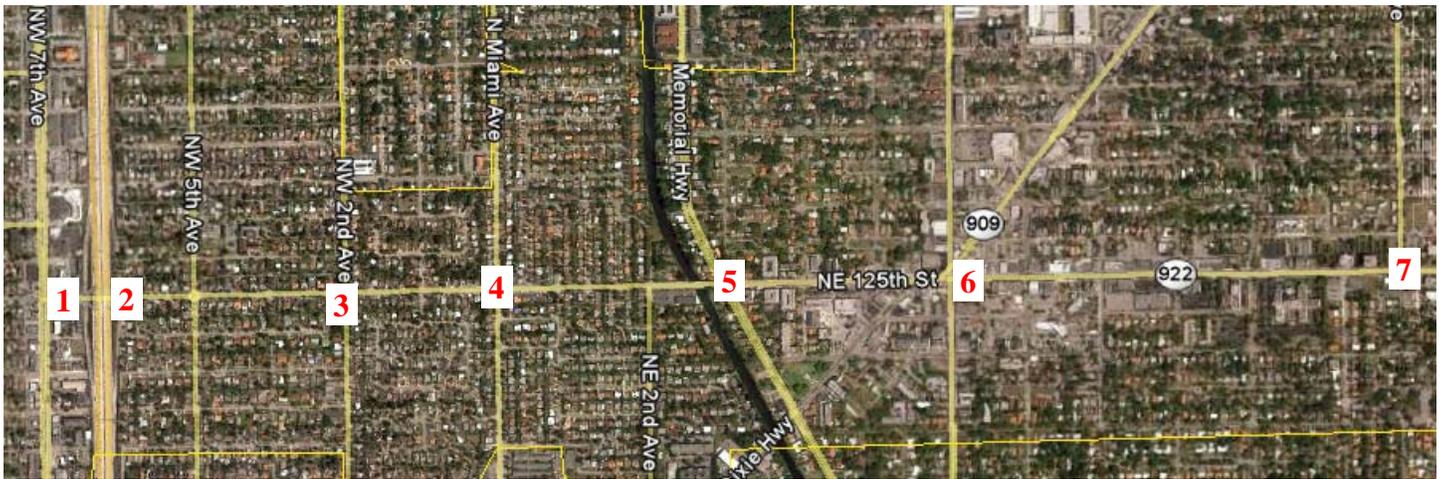
ii) Installation of bicycle signs

iii) Installation of final rack at condominium

. i) Sharrows on NE 123/125 Street

Sharrow Before & After

Image showing extent of project and sampling locations



1. NW 125th ST Eastbound at I-95
2. NW 125th ST at NW 6th Ave
3. NW 125th ST at NW 2nd Ave
4. NW 125th ST at N Miami Avenue

5. NW 125th ST at NE 2nd Ave (Griffing Road)
6. NE 125th ST and NE 6th AVE
7. NE 125 ST and NE 8th Avenue

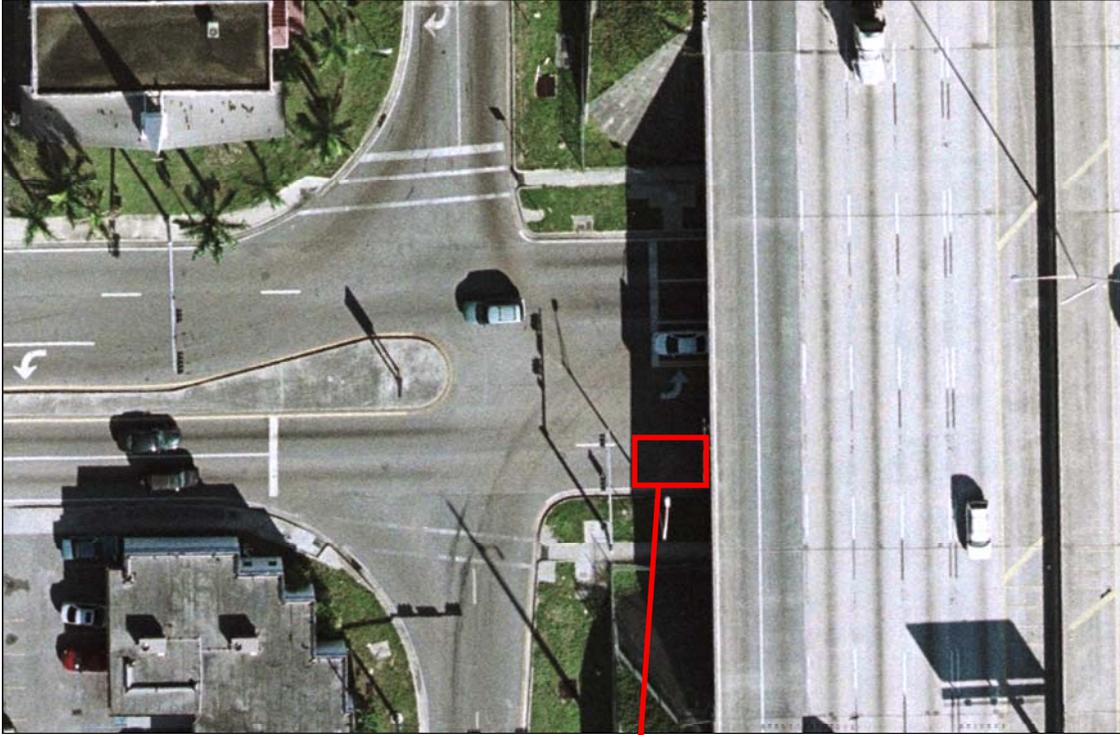


8. NE 125th ST and NE 10th Avenue
9. NE 125th ST and NE 12th Avenue
10. NE 125th ST and NE 13th Place

11. NE 123rd ST and Biscayne Blvd
12. NE 123rd ST and Sans Souci Blvd.
13. NE 123rd ST and Bayshore Drive (City Limits)

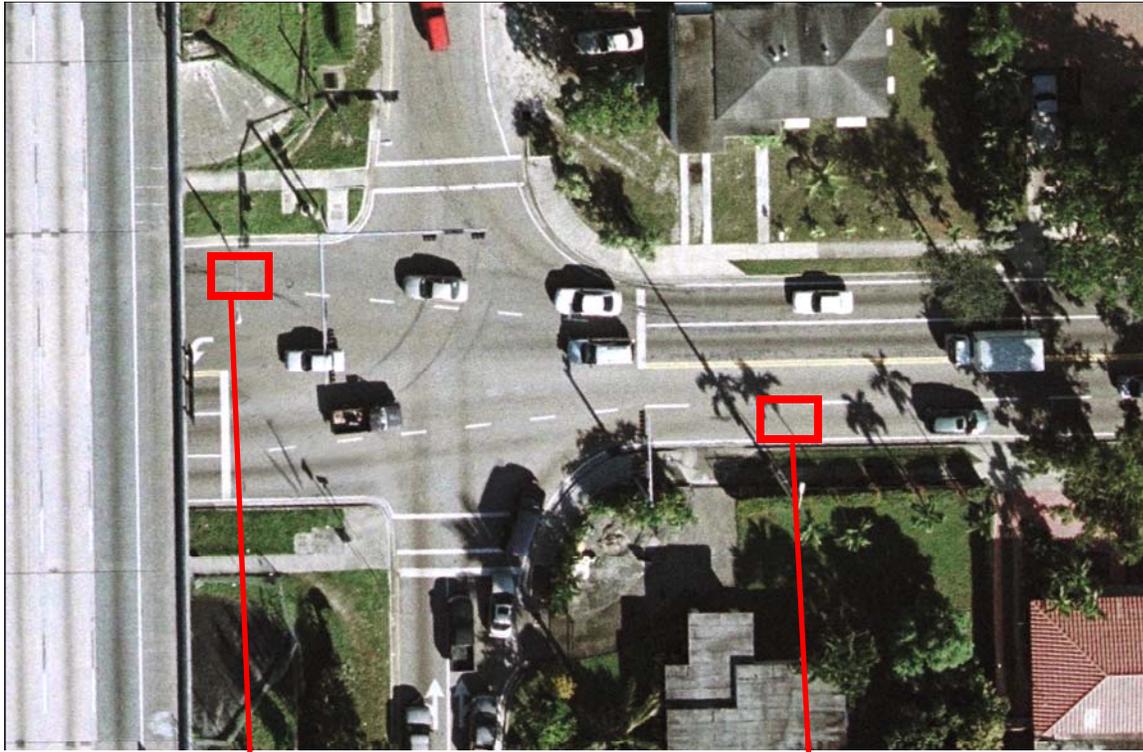
Sharrow Before & After

1. NW 125th ST Eastbound at I-95



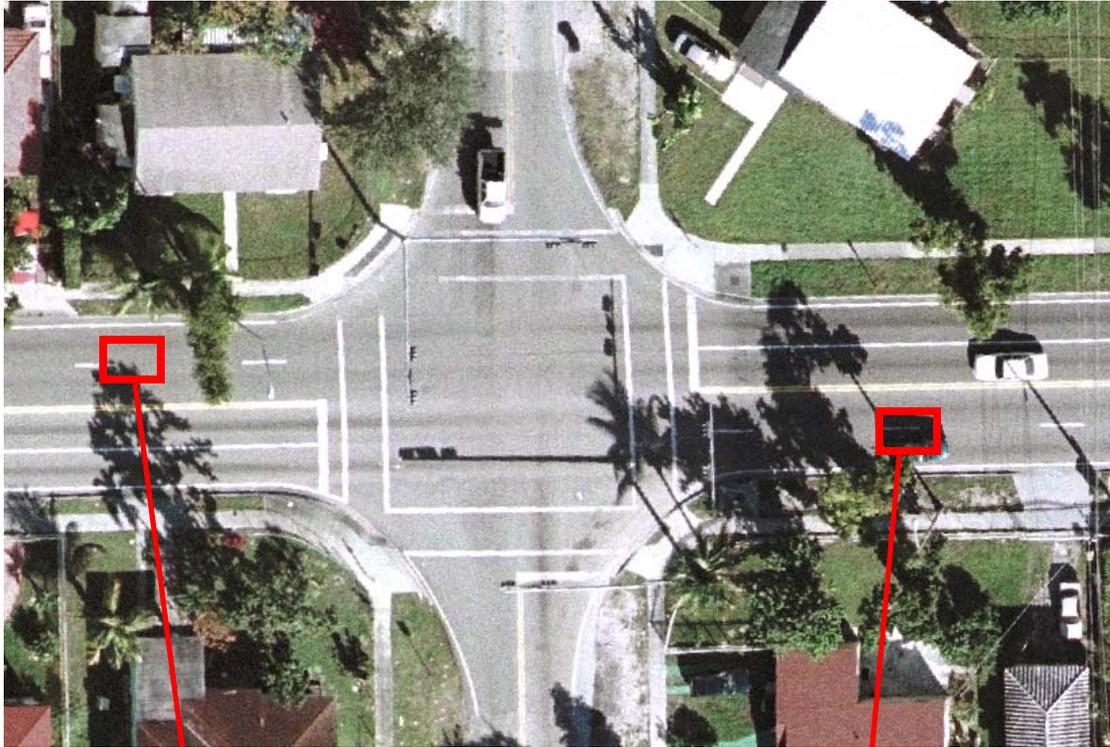
Sharrow Before & After

2. NW 125th ST at NW 6th Ave



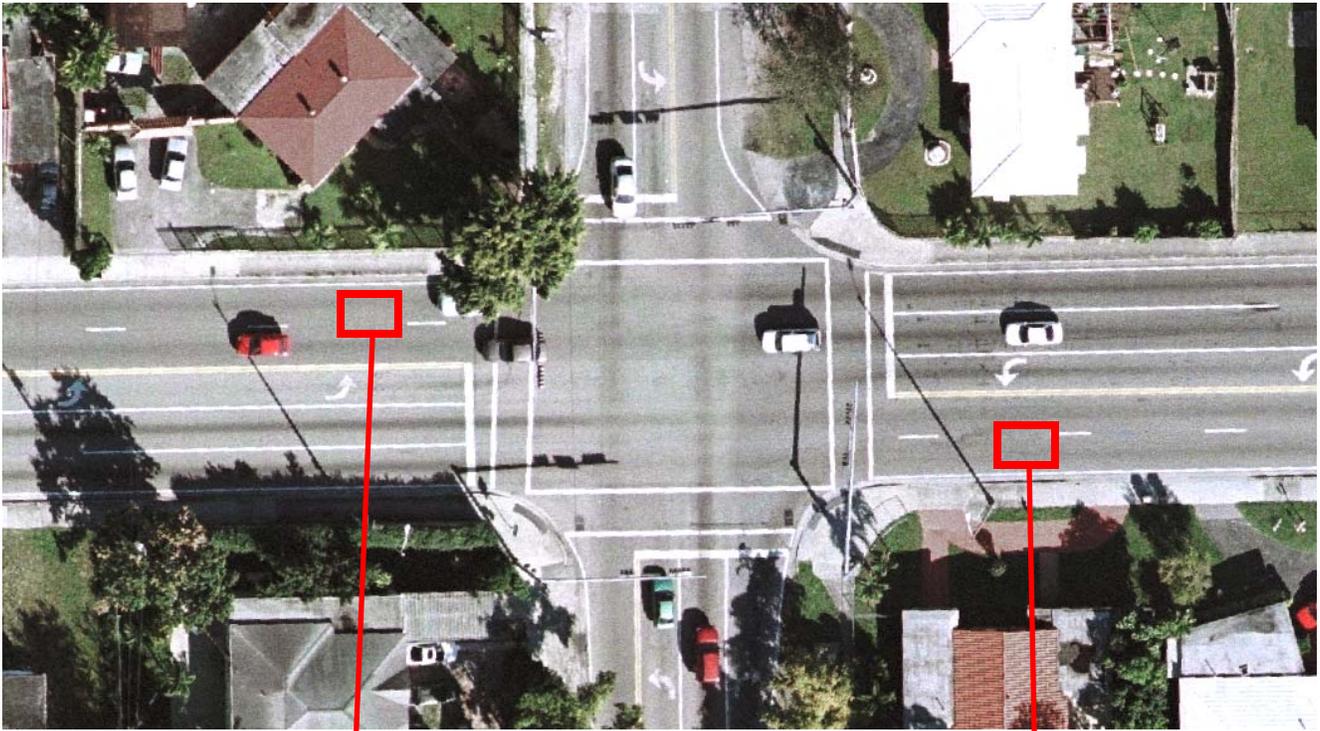
Sharrow Before & After

3. NW 125th ST at NW 2nd Ave



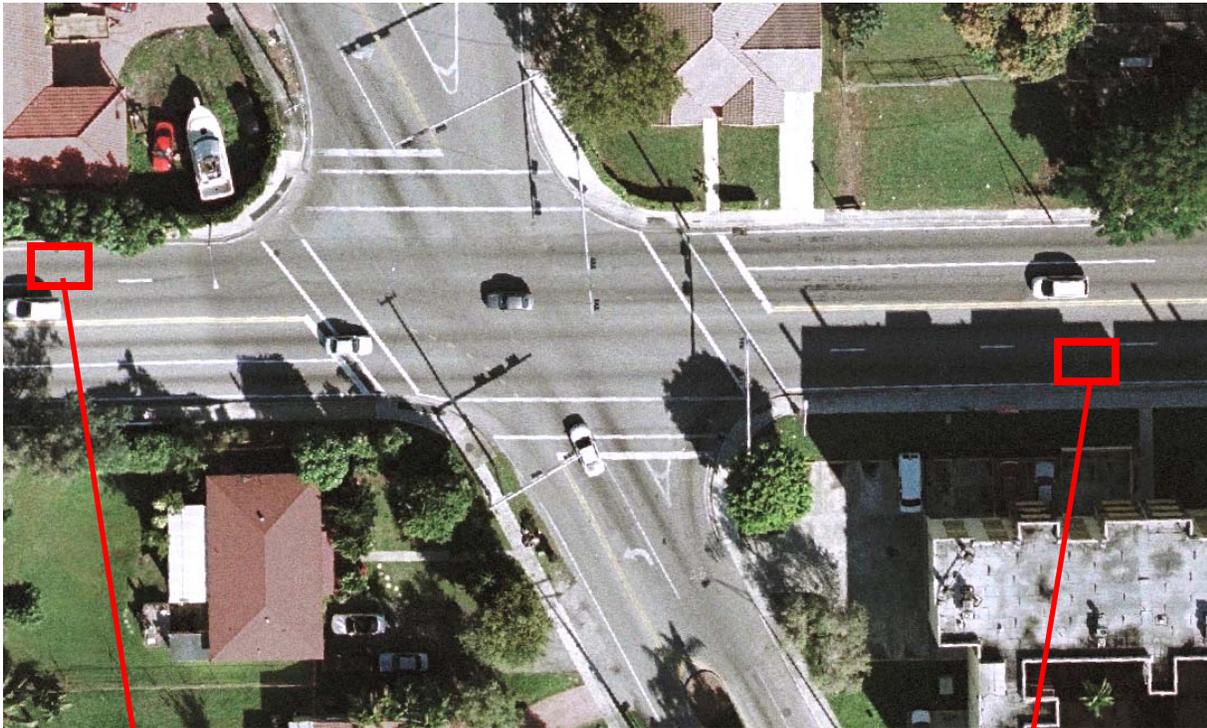
Sharrow Before & After

4. NW 125th ST at N Miami Avenue



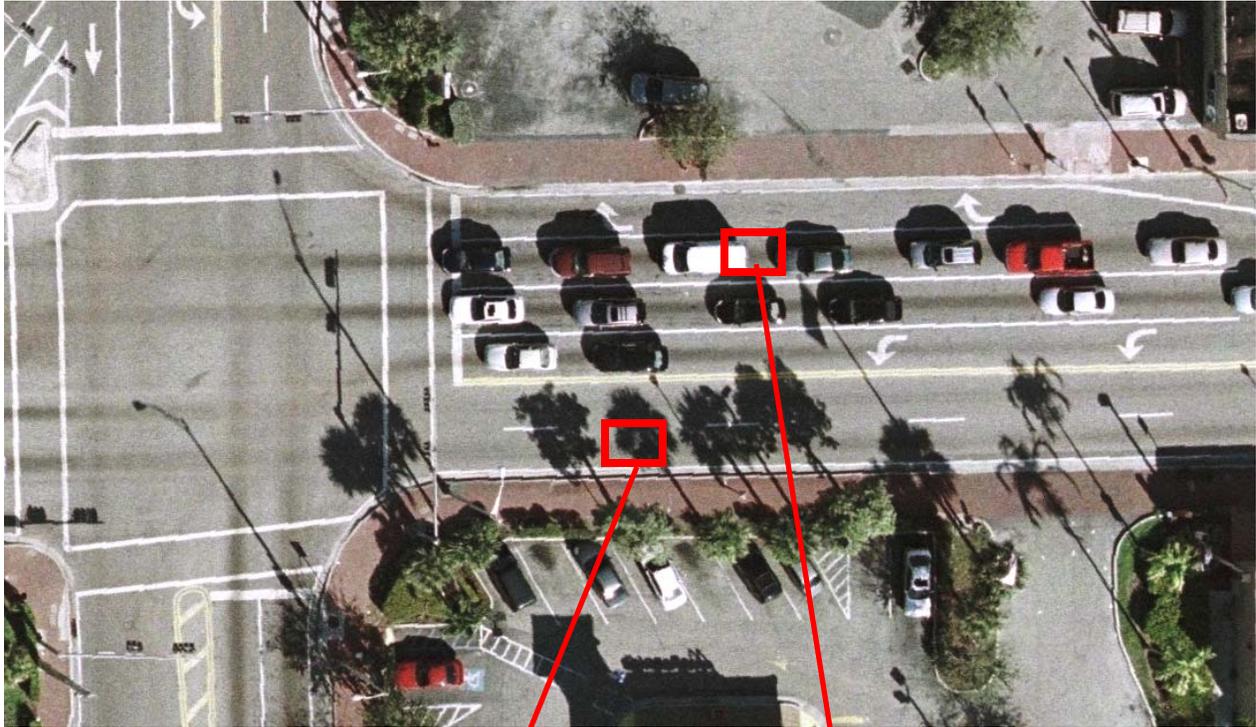
Sharrow Before & After

5. NW 125th ST at NE 2nd Ave (Griffing Road)



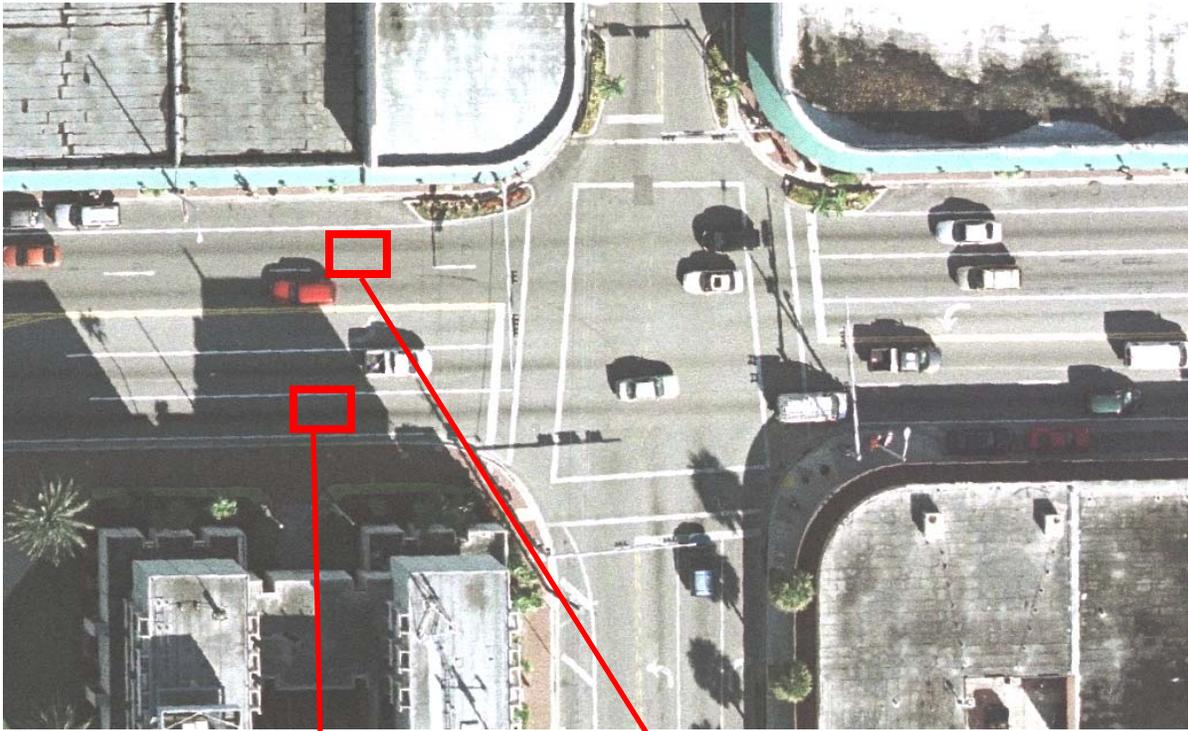
Sharrow Before & After

6. NE 125th ST and NE 6th AVE



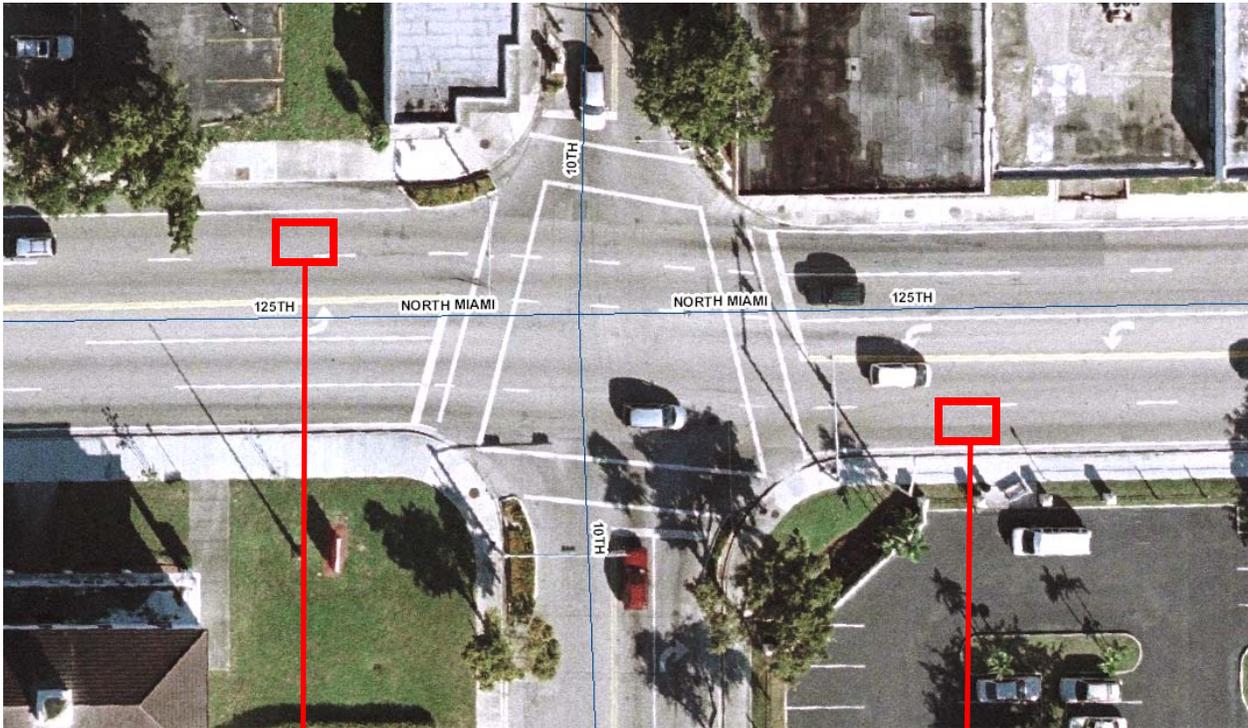
Sharrow Before & After

7. NE 125 ST and NE 8th Avenue



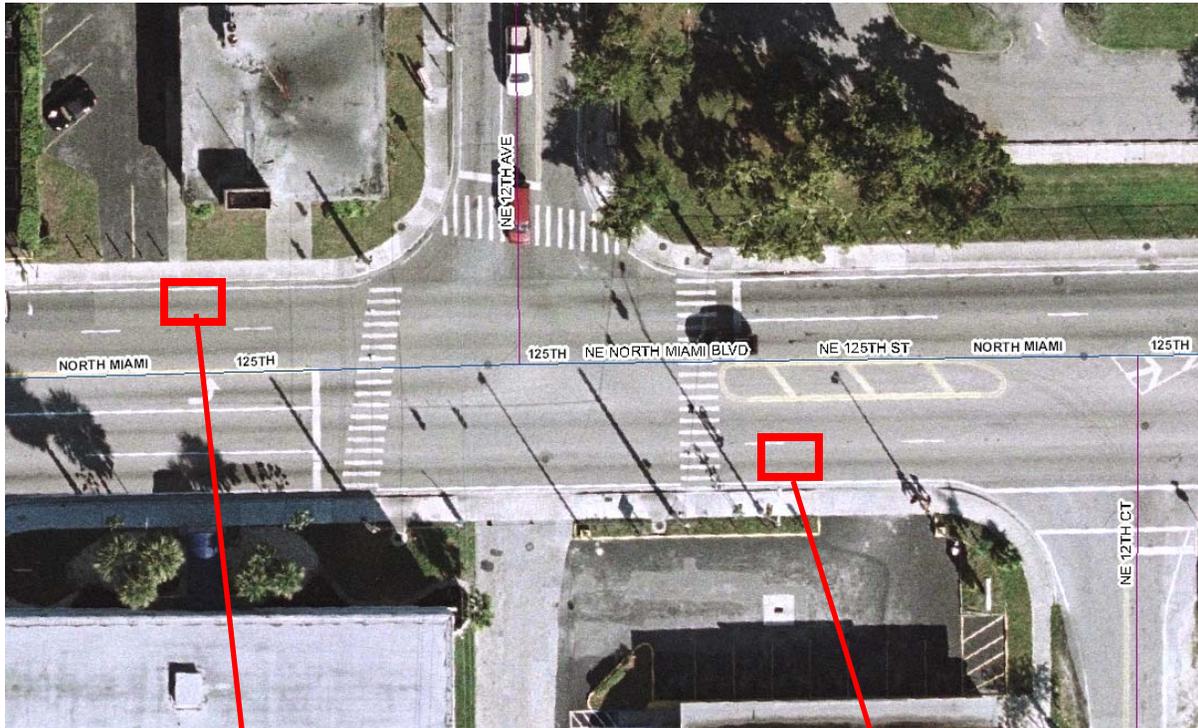
Sharrow Before & After

8. NE 125th ST and NE 10th Avenue



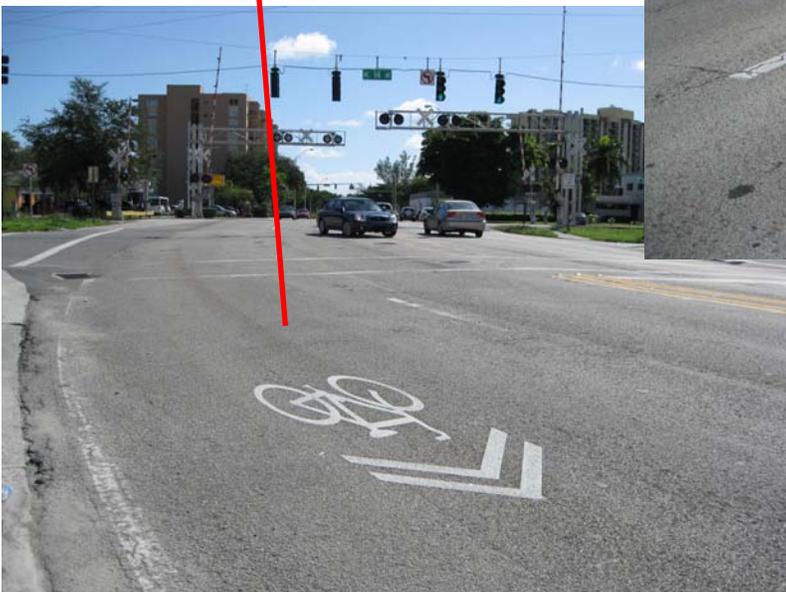
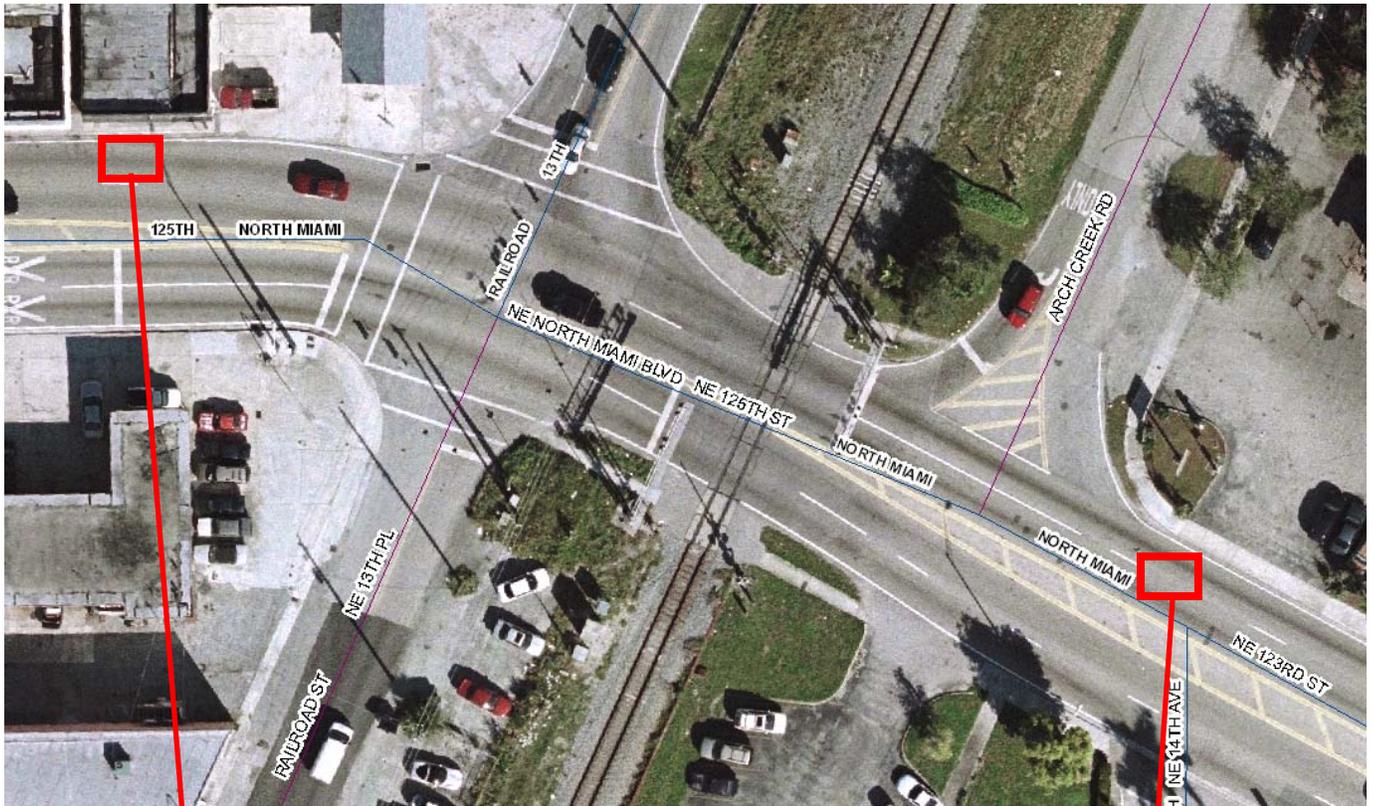
Sharrow Before & After

9. NE 125th ST and NE 12th Avenue



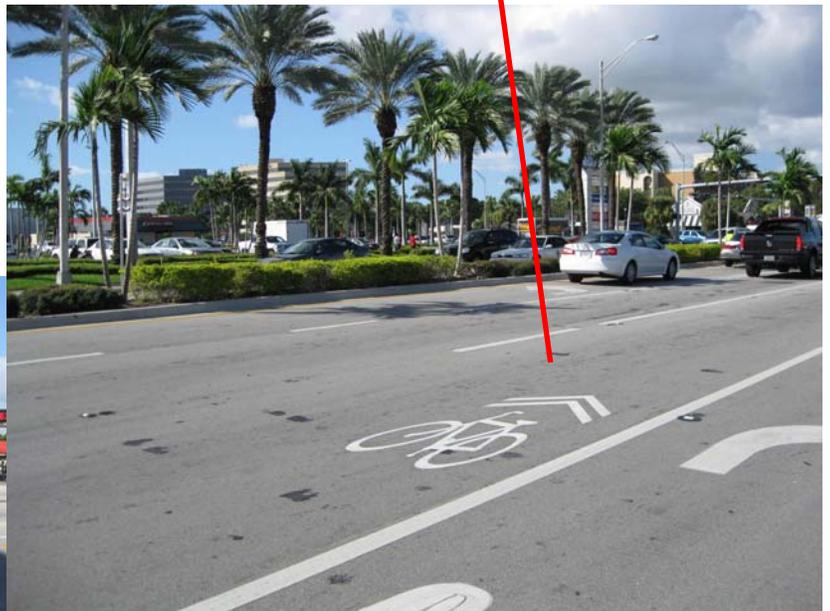
Sharrow Before & After

10. NE 125th ST and NE 13th Place



Sharrow Before & After

11. NE 123rd ST and Biscayne Blvd



Sharrow Before & After

12. NE 123rd ST and Sans Souci Blvd.



Sharrow Before & After

13. NE 123rd St and Bayshore Drive (City Limits)



. ii) Installation of Signs

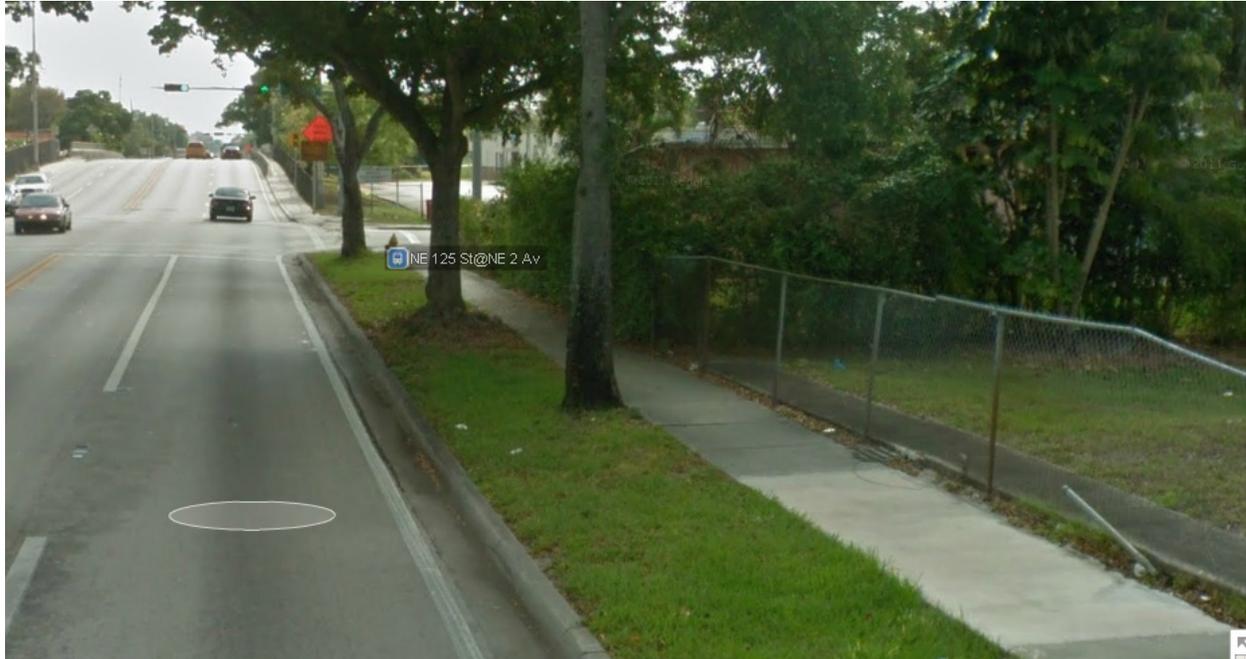
Sign Before & After

NE 125th ST at NE 1st CT Westbound



Sign Before & After

NE 125th ST at NE 1st CT Eastbound



Sign Before & After

NE 125th ST at NW 1st Ave Eastbound



Sign Before & After

NE 125th ST at NW 1st Ave westbound



Sign Before & After

NE 125th ST at NW 4th Ave Eastbound



Sign Before & After

NE 125th ST at NW 4 Ave Westbound



Sign Before & After

NE 6 Ave, Eastbound-Near



Sign Before & After

9 Ave Eastbound, Far



Sign Before & After

NE 12th CT, Eastbound, Near



Sign Before & After

NE 14th ST, Eastbound, Far



Sign Before & After

@ Biscayne Blvd, Eastbound, Near



Sign Before & After

@ Biscayne Blvd, Eastbound, Far



Sign Before & After

NE 19th Dr, Eastbound, Far



Sign Before & After

N Bayshore Dr, Eastbound, Near



Sign Before & After

NE 15th Ave, Westbound, Far



Sign Before & After

NE 13th Ave, Westbound



Sign Before & After

NE 11th CT, Westbound, Far



Sign Before & After

NE 6th Ave, Westbound, Far



Sign Before & After

NE 4th Ave, Westbound, Far



Sign Before & After

NE 4th Ave, Eastbound, Far



iii) Installation of Racks at Leeward Condo

Before/After

Leeward Condominium at 555 NE 123rd Street

Building 1



Building 2

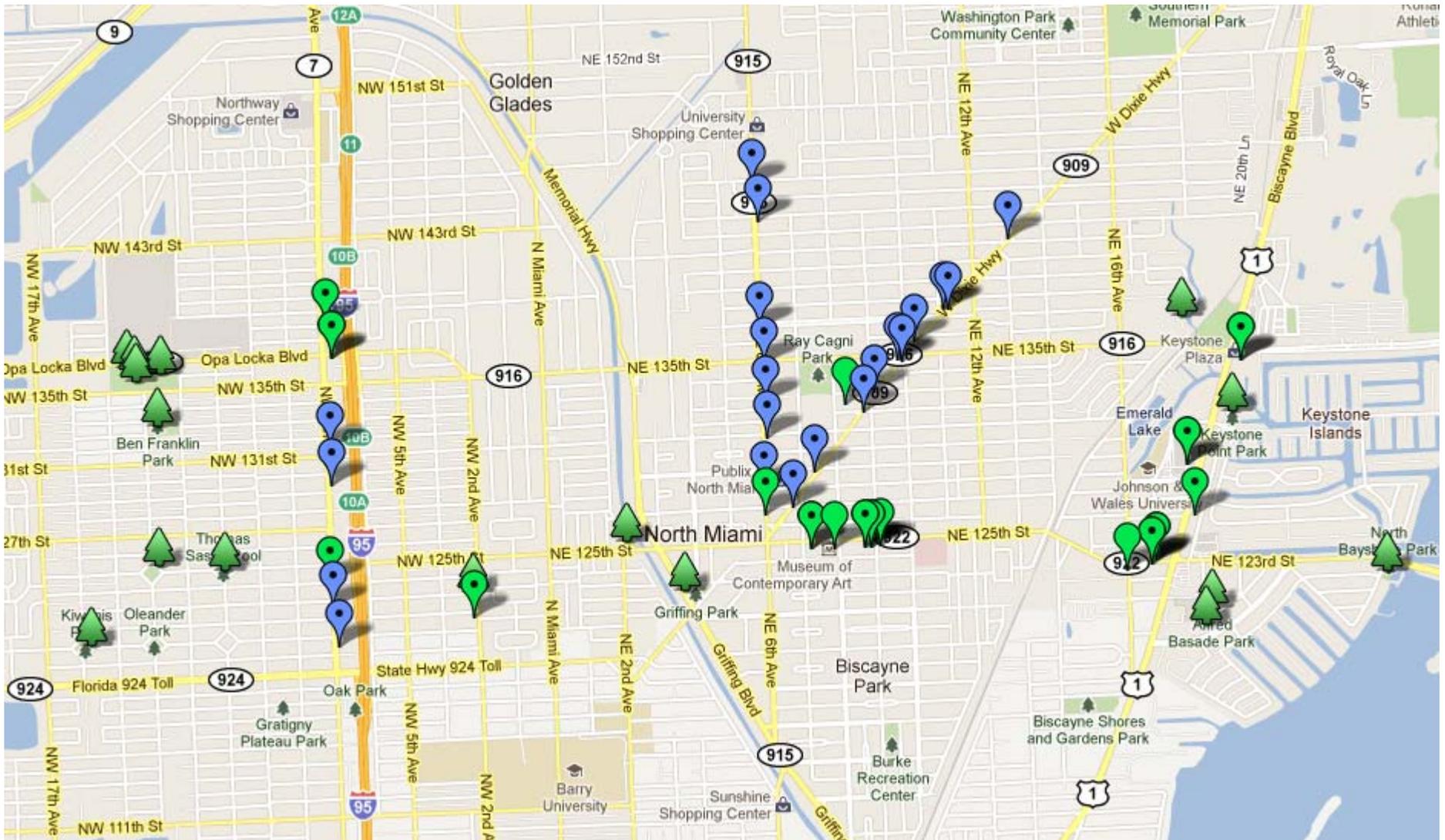


b) Complete the installation of bicycle racks and signs.

Remaining signs installed along NE 123/125 Street and racks installed at condominium. All other racks and signs have been installed, except for 20 downtown racks which were a July 31 deliverable that was not invoiced.

Attached is a map showing all rack install locations throughout City and locations of signage installed along 123/125 St.

Locations of Bicycle Racks Throughout North Miami



 Racks at Transit Stops

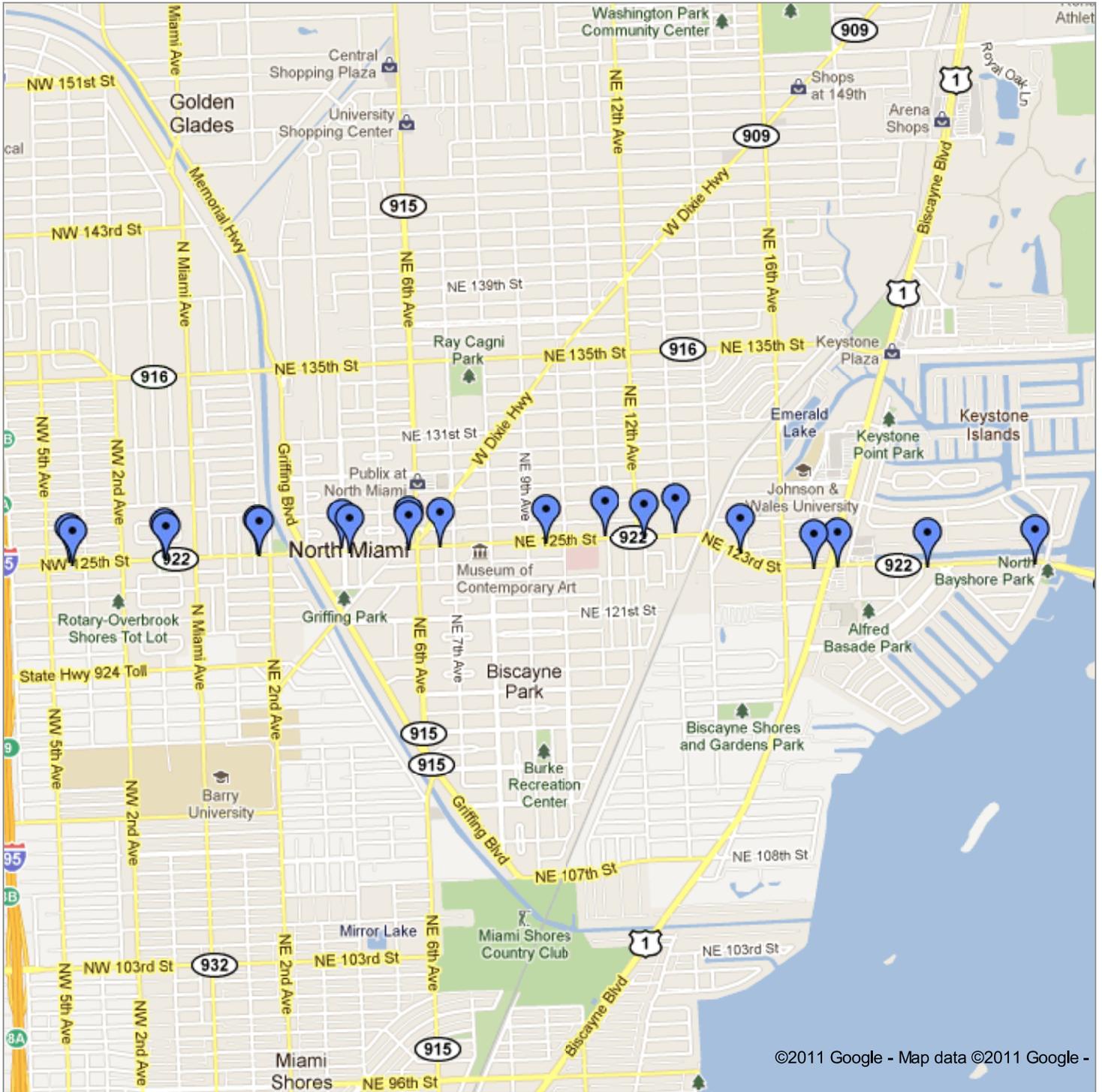
 Racks at Private Businesses and Multi-family housing

 Racks at Parks and Public Facilities



Get Google Maps on your phone

Text the word "GMAPS" to 466453



©2011 Google - Map data ©2011 Google -

Bicycle signage on 123/125 St

Public · 0 views

Created on Nov 22 · By John · Updated 15 hours ago

-  @ NE 1st CT, Westbound, Near
-  @ NE 1st Court, Eastbound, Far
-  @ NW 1st Ave, Eastbound, Far

-  @ NW 1st Ave, Westbound, Near
-  @ NW 4th Ave, Eastbound Near
-  @ NW 4th Ave, Westbound, Far
-  @ NE 6 Ave, Eastbound Near
-  @ NE 9th Ave, Eastbound, Far
-  @ NE 12th CT, Eastbound, Near
-  @ Biscayne Blvd, Eastbound, Near
-  @ Biscayne Blvd, Eastbound, Far
-  @ NE 19th Dr, Eastbound, Far
-  @ N Bayshore Dr, Eastbound, Near
-  @ NE 15th Ave, Westbound, Far
-  @ NE 13th Ave, Westbound
-  @ NE 11th CT, Westbound, Far
-  @ NE 6th Ave, Westbound, Far
-  @ NE 4th Ave, Westbound, Far
-  @ NE 4th Ave, Eastbound, Far
-  @ NE 6th CT, Eastbound, Far

c) Develop implementation and outreach plan for downtown farmers' market.

North Miami



Farmers Market

O'Brien, John

From: Ramos, Andrea
Sent: Wednesday, November 02, 2011 11:40 PM
To: O'Brien, John
Cc: Geimer, Jeff; Ramos, Ernesto; mail@murieloliveras.com; Solomon, Pam
Subject: FW: Farmers' market Mini-Health Fair Tentative Dates

Importance: High

Dear John,

please find the items we discussed to include in the Farmer's market report. Also, I am sending you this particular email as Mirelys inquired on the dates of the upcoming market.

Location: MOCA plaza

Dates of upcoming market: all to be held on Wednesdays fro 1 pm - 6 pm. Location: 770 NE 125 Street, North Miami, FL 33161. This location is the open plaza on the block west of the North Miami City Hall.

Nov.30th, Dec. 7, 14, 21 & 28th. Jan. 4, 11, 18 & 25th. Feb. 1, 8, 15, 22 & 29th; March 7 and 14th.

The market manager has been hired and has actively began to hire vendors. The city is in the process of membership with the Farmer's Market Coalition. (the position of market manager was advertised on the Farmers Market coalition along with the duties and responsiblities description. (previously emailed to you).

Our marketing plan has and will include: inclusion of the Farmers market information at our upcoming Thanksgiving Day parade with a professional float featuring the market. Flyers will be distributed by volunteers at the parade to all patrons (approx. 8,000 residents in attendance). electronic message boards (3) will be utilized to advertise start date. Flyers will be distributed at all schools to have them take them home to parents with dates and featuring the special - 1 day KIDS day! (extra activities to teach about healthy eating).

Do you need us to send you the logo? or did I already send it to you? Let me know what other items you feel may be of support. Thank you!

Andrea A. Ramos
Special Events Supervisor
City of North Miami
Parks & Recreation
12300 NE 8 Avenue
North Miami, FL 33161
305-895-9840, 12227

Market Agreements

The Farmer's Market is operated by the City of North Miami in collaboration with the selected Market Manager, Muriel Oliveras.

The Market is focused on building community and promoting sustainability . All persons selling products, services, or setting up displays in the Market are considered vendors and shall abide by these Market Agreements.

1. Hours and Days of Operation: The Farmer's Market will be open, rain or shine, on Wednesday s from 1pm – 6pm, starting on November 30th, 2011 and running through March 14th, 2012, except for holidays. Vendors may call the Market Manager first or the Parks & Recreation Department office regarding closure due to exceptionally inclement weather. Vendors shall be credited for fees paid if inclement weather causes cancellation of a Market day.
2. Set up and Breakdown: Set-up starts at 11 am and must be completed by 12 pm. Vendors are responsible for ensuring stall space areas are clean and free of any materials. Stall spaces are to be left in the same condition as when rented. Breakdown starts at 6 pm and must be completed, and stalls vacated, by 7pm. Vendors are required to set up at least 30 minutes before opening and are encouraged to stay until closing and assist with take-down Any vendor planning to leave early should notify the Market Manager ahead of time.
3. Permit Display: All vendors must display their permit pass in order to occupy a stall site. Permits shall remain on display during Market hours.
4. Vehicles and Product Display: Vehicles shall not be utilized as a display or dispensing area for Market goods unless it is a refrigerated unit for perishable items. Not vehicle may remain running during Market hours other than for purposes of refrigeration of product. The use of sun-umbrellas is encouraged.
5. Permitted Market Items: Fresh produce, plant items, flowers, baked goods, jellies, jams, preserved and other non-commercial food items may be sold. Food preparation will not be allowed on-site. Hand –made crafts and Green products and services will be allowed. The Market Manager will resolve any doubt as to the sustainability of an item. Displays of public interest, such as nutritional, health or consumer information, may be displayed with the permission of the Market Manager.
6. Location: the market is located in the City of North Miami, MOCA plaza. 770 NE 125 Street, North Miami, FL 33161. Vendors are required to obtain offsite parking. Public restrooms are available.
7. Market Manager: The Market Manager will be hired by the City of North Miami Parks & Recreation Department and will be onsite during the hours of set-up, operation and take down. Any questions or issues that arise during this period will be resolved by the Market Manager or, at Manager's discretion, referred to Muriel Oliveras.
8. Market Fees:
 - a. Ten-foot x ten-foot (10' x 10') stall spaces:
 - i. \$25 per market day
 - ii. Non-profit & Community groups with no vending or fundraising: \$10 per Market day

Fees should be paid in cash or check in the Parks and Recreation office and check made payable to the City of North Miami with the note "Farmer's Market". The payment guarantees a reserved spaces in the market. If a vendor cannot attend a market for

which payment has been made, cancellation made 48 hours in advance (by 9 am the Monday morning before the market) will transfer the paid funds to the next market date. If cancellation is not made at least 48 hours before the opening of the Market, the funds will be forfeited. Vendors who do not pay in advance but choose to come and obtain an unreserved space will pay prior to set up and will be assigned a space on a first-come, first-served basis, determined by the number of spaces available. In cases where a dispute arises between vendors over the availability of spaces, the market manager will make a final decision regarding the assignment of spaces.

9. Sales Tax: All vendors are responsible for collecting their own sales tax for products and services sold at the Market.
10. Sustainability: the Market is an example to all who participate of how a community event can be delivered in a thoughtful way, while eliminating or greatly diminishing any negative ecological impact.
 - a. We will require all food vendors make a substantial effort to provide healthy foods, local, and sustainable-grown foods, and the use of biodegradable or reusable plates, cups and utensils.
 - b. All Artisan vendors products/services should be local in origin.
11. Vendor spaces: if vendor misses two market days without notice, his space will be forfeited.
12. Vendor Display area: Vendors must provide their own tent, tables, cloths, carts, chairs, displays, brooms and trash cans. Individual vendor tent must be 10' x 10' and must be weighted down to prevent wind disturbance. Safety is essential. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Market on that day unless they choose to take down and stow their canopy.
13. Electricity: Vendors who need electricity must submit a request to the manager along with payment for the week; 48 hours prior to the market opening. Vendors must provide heavy-duty, grounded cords and a heavy duty grounded connector. Cords exposed in footpaths or areas of vehicular traffic must be covered with heavy duty covers.
14. Vendor Clean-up: Vendors are responsible for removal of all trash related to their stand. The Market is a sustainable event making all efforts to minimize or eliminate waste going to landfills. Recyclable plastic, paper, and metals will be disposed of in the city provided bins. Vendors are advised to bring their own trash bin and can be emptied at the end of the day in the city's main garbage collecting receptibles.
15. Vendor application procedure: Vendors must submit one application for the market. The applications will be reviewed by the Market Manager and the Special Events Supervisor. Once accepted, vendors will be required to make payments at least 48 hours prior to each Market day.
16. Signage: Each Vendor is responsible for their own signs to advertise their products. Each vendor shall display all required licensing and certifications for their products.
17. State Sales Tax and food handling permits: Vendors are responsible for obtaining and displaying all permits required by the County. Copies need to be made for the Manager.
18. Parking: Following loading/unloading, vendors' vehicles must be removed from the loading and unloading area. Off-site parking will be the responsibility of vendors and must not interfere with customer parking.
19. Insurance: The city of North Miami is self-insured

11/8/2011 City of North Miami Farmer's Market application

The market manager is responsible for the enforcing of the market agreements. Possible violations will be discussed and resolution attempted. Vendors selling prohibited items will be discussed and resolution attempted.

I understand and accept the conditions set forth in these Market Agreements.

Signed: _____ Date:

Print Name: _____

**D4e and D5d) Installation of 50
(25+25) bicycle signs and other
devices along 123rd/125th Street**

*150 “sharrows” and 25 bicycle
related signs were installed on
123/125 Streets*

*This is greater than the deliverables
due in Quarter 5 & 6*

INVOICE

FINE LINE STRIPING, INC.

4915 Georgia Ave.
WEST PALM BCH, FL 33405

DATE
10/31/2011

INVOICE #
11-0256

(561) 586-8115 Fax (561) 586-8158

BILL TO:

City of North Miami
ACCOUNTS PAYABLE
PO BOX 619085
MIAMI, FL 33261

P.O. NUMBER	TERMS	PROJECT
257754	30 Days	Bicycle Sharrows on NW 12...

QUANTITY	DESCRIPTION	RATE	AMOUNT
145	BICYCLE SHARROWS ON NW 125 & 123rd STREET EA Bike Sharrows Symbol in FDOT approved Preformed Cold Plastic	258.00	37,410.00
145	EA NIGHT WORK UPGRADE to Bicycle Sharrows	25.00	3,625.00

NOV 03 2011
John O'Brien (CPA)

Thank you for your business.	TOTAL	\$41,035.00
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INVOICE

FINE LINE STRIPING, INC.

4915 Georgia Ave.
WEST PALM BCH, FL 33405

DATE

11/29/2011

INVOICE #

11-0279

(561) 586-8115 Fax (561) 586-8158

PO 257754

BILL TO:

City of North Miami
ACCOUNTS PAYABLE
PO BOX 619085
MIAMI, FL 33261

P.O. NUMBER	TERMS	PROJECT
	30 Days	Bicycle Sharrows on NW 12...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	BICYCLE SHARROWS ON NW 125 & 123rd STREET		
5	EA Bike Sharrows Symbol in FDOT approved Preformed Cold Plastic	258.00	1,290.00
5	EA NIGHT WORK UPGRADE Bicycle Sharrows	25.00	125.00
10	EA SHARE THE ROAD SIGN	297.00	2,970.00
15	EA ADDITIONAL SIGN ASSEMBLIES	297.00	4,455.00
	SECOND AND FINAL APPLICATION		
	DEC 01 2011 John O'Brien		

Thank you for your business.	TOTAL	\$8,840.00
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