



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: October 14, 2015

**RE: MCRA Monthly Status Report**

The following is a summary of Margate Community Redevelopment Activities through September 30, 2015.

<b>Administration</b>	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"><li>• Staff meetings</li><li>• Monthly agenda preparation for CRA Board Meeting</li><li>• Preparation of meeting minutes</li><li>• Coordinated travel for staff/Board members for FRA conference attendance</li><li>• Attend City's Senior Staff meetings</li><li>• Weekly meeting with CRA Property Manager</li><li>• Participate in DRC meetings</li></ul>
CRA Finance/Budget	<ul style="list-style-type: none"><li>• 2015/2016 Annual Budget approved</li><li>• Worked on Five-Year Finance Plan for presentation to CRA Board 10/14/2015</li><li>• Process bills, prepare purchase orders and payment request</li></ul>
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"><li>• Processed Façade Improvement Grant application for presentation to the Board 10/14/2015</li><li>• Worked with property owner on Façade Improvement/Landscape Improvement grant program application for November submittal</li></ul>

<b>Capital Improvement Projects</b>	
<i>Activity</i>	<i>Status</i>
Landscape/irrigation RFP	<ul style="list-style-type: none"><li>• Evaluation Committee reviewed responses and made recommendation</li><li>• Contract drafted for CRA Board approval 10/14/2015</li><li>• Replacement of dead plant material beginning with north end median areas of 441/State Road 7</li></ul>

Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> <li>• Bi-weekly project progression meetings with DP Development/Chen Moore/DEE's Director</li> <li>• Project under construction</li> <li>• Project oversight</li> </ul>
Margate Boulevard/58 <sup>th</sup> Avenue (Maintenance)	<ul style="list-style-type: none"> <li>• Contract issued to Hartzell to repaint poles</li> <li>• NTP issued on September 30, 2015</li> </ul>
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> <li>• Partial County review completed waiting on comments from Broward County Highway Construction and Engineering Division</li> </ul>
Melaleuca/NW 61 <sup>st</sup> Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> <li>• Broward County application review prepared payment request processed for submittal on October 1, 2015</li> </ul>
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> <li>• Contract issued with Architectural Art-Crete for design/ construction/installation of pedestal</li> </ul>

<b>City Center</b>	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> <li>• Contract negotiations are underway with legal team/developers/staff</li> <li>• First contract draft is being prepared</li> <li>• Met with MPO regarding the City Center development and traffic calming for 441/SR 7</li> </ul>
Stormwater Master Permit	<ul style="list-style-type: none"> <li>• City Center Stormwater Master permit application comments addressed and under review by Broward County</li> </ul>

<b>Marketing and Special Events</b>	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> <li>• Sponsored/attended Chamber of Commerce monthly breakfast meeting and provided updates on MCRA activities</li> <li>• New Urban Communities presented City Center project</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• Monitoring business survey responses</li> <li>• Prepare weekly citizen informational email newsletter</li> <li>• Monthly business information email newsletter</li> <li>• Monitoring social media analytics</li> <li>• Logistics - Margate Under the Moon (MUM) Event August – November, 2015</li> <li>• Set-up co-op ad for The Forum</li> <li>• Ongoing contact with local businesses to participate in monthly MUM event</li> <li>• Press releases on MCRA events/activities</li> <li>• Presented Marketing Plan for 2015/2016</li> <li>• Working on draft wayfinding signage proposal</li> <li>• Lifestyle photos completed for marketing materials/banners</li> </ul>

	<ul style="list-style-type: none"> <li>• Update to the CRA website as necessary</li> <li>• Preparing 3<sup>rd</sup> seasonal banner options using lifestyle shots</li> <li>• Drafted CRA Public Relations Plan</li> </ul>
Image Committee Meetings	<ul style="list-style-type: none"> <li>• Attend bi-weekly Image Committee meetings</li> </ul>

<b>Property Management</b>	
<i>Activity</i>	<i>Status</i>
CRA Owned/Common Area Maintenance	<ul style="list-style-type: none"> <li>• Oversight of Advanced Asset Management for property management services</li> <li>• Oversight of bus shelter maintenance</li> <li>• Oversight of landscape maintenance services</li> <li>• Tenant leases/issues</li> <li>• Walk sites prior to/after events on CRA property</li> </ul>
Property Acquisition	<ul style="list-style-type: none"> <li>• Closed on two (2) properties</li> <li>• Ordered property appraisals on properties of interest</li> <li>• Preparing for acquisition of former Party Caterer property</li> </ul>

<b>Other</b>	
<i>Activity</i>	<i>Status</i>
Comprehensive Plan	<ul style="list-style-type: none"> <li>• Working on amendments to the Comprehensive Plan</li> </ul>
Engineering/Architectural Services	<ul style="list-style-type: none"> <li>• Extension of current Civil Engineering Contract with Kimley-Horn</li> <li>• Prepared draft RFQ's for review/issuance by Purchasing Department</li> </ul>
CRA Project Engineer	<ul style="list-style-type: none"> <li>• Reviewing resumes/interviewing applicants for Project Engineer position</li> </ul>