

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: July 14, 2015

RE: MCRA Status Report

The following is a summary of Margate CRA activities for the month of June 2015.

Administration	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"> • Staff meetings • Monthly agenda preparation for CRA Board Meeting • Attend City Senior Staff meetings • Weekly meeting with CRA Property Manager • Participate in DRC meetings • Attended Records Management Training
CRA Finance/Budget	<ul style="list-style-type: none"> • Budget meetings with Finance Director/City Manager • Reviewed CRA Audit
Other	<ul style="list-style-type: none"> • Met with Ralph Stone from Broward County Administrator's Office – toured MCRA area and reviewed project plans

Economic/Business Development	
<i>Activity</i>	<i>Status</i>
Comp Plan Amendment	<ul style="list-style-type: none"> • Kick off meeting with RMA & Econ Devt. Dept. staff, reviewed amendment strategy
Chamber of Commerce	<ul style="list-style-type: none"> • Attend Chamber of Commerce monthly breakfast meeting and provide updates on MCRA activities • Met with Director/reviewed request for CRA sponsored event on August 15, 2015
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"> • Processed Giant Tire's Façade application for July 14, 2015 CRA meeting • Met with Lester's Diner owner to discuss façade grant and Coconut Creek Pkwy improvements • HIP grant guidelines/payment submittal under review by Economic Development/Finance
Business Development & Support	<ul style="list-style-type: none"> • Monitoring business survey responses • Monthly business information email newsletter • Set-up co-op ad for The Forum • Logistics of business seminar - August 3, 2015 • Created Business Seminar information flyer/direct mail piece • Direct mail piece for events/business seminar • Direct contact made with CRA businesses regarding participation in MUM event

Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Landscape/irrigation RFP	<ul style="list-style-type: none"> • RFP submitted to Purchasing Dept for review/issuance • Landscape replacement completed for Atlantic Blvd/Margate Blvd • Irrigation parts replaced/repared on median areas/CRA owned property
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> • Notices disbursed to properties/businesses • Project set to begin on June 25th • Use of CRA property approved by Board for construction staging July 1
Margate Boulevard/58 th Avenue (Maintenance)	<ul style="list-style-type: none"> • Repaint Margate Blvd Poles quote written/revised • Walked/measured cleaning/sealing and stabilization of Margate Blvd sidewalks/pavers • Amend agreement w/SNS incorporating cost for overage
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> • Design Plans submitted to County for review/comments • Coordinating with County regarding ROW Beautification Agreement process
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> • Kimley-Horn Scope of Services approved for design • Topographical/underground survey submitted/revisions required
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> • Statue dimensions provided to vendor for pedestal design • Bust model design completed/setting up time to view/approve
	<ul style="list-style-type: none"> •

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> • Met with outside counsel to discuss proposals and process Selection Committee met and ranked proposals, made recommendation on June 16, 2015 • Worked with City Staff on public display of RFP submittals in City Hall lobby • Presentations by respondents scheduled for July 14, 2015 CRA Board meeting
Stormwater Master Permit	<ul style="list-style-type: none"> • City Center Stormwater Master permit application under review by Broward County

Marketing and Special Events	
<i>Activity</i>	<i>Status</i>
Marketing/Events	<ul style="list-style-type: none"> • Attended Sounds at Sundown event • Monthly citizen informational email newsletter • Logistics - Margate Under the Moon (MUM) Event August – November, 2015 • Coordinated with PIO for website placement of upcoming events • Requested IT to provide link to CRA email newsletter • Press releases and collateral pieces for MCRA events/activities (Margate Under the Moon, Business Expo) • Fourth of July– worked with City Staff on event process/logistics • Established MCRA Facebook page
Image Committee Meetings	<ul style="list-style-type: none"> • Attend bi-weekly Image Committee meetings • Met with City Marketing/PIO on mission/goals

Property Management	
<i>Activity</i>	<i>Status</i>
CRA Owned/Common Area Maintenance	<ul style="list-style-type: none"> • Oversight of Advanced Asset Management for property management services • Oversight of bus shelter maintenance • Oversight of landscape maintenance services • Landscape material replaced on Atlantic/Margate Blvd • Tenant leases/issues
Property Acquisition	<ul style="list-style-type: none"> • Contract negotiated and signed for acquisition of property at 5717-5721 Park Drive • Wire transfer of funds initiated to property owner to be held in escrow until close of property sale • Conduct due diligence (ordered appraisal, environmental study, etc.)