



REINVENTING YOUR CITY

To: CRA Board of Commissioners
From: Diane Colonna, Executive Director
Date: March 8, 2017
RE: MCRA Work Plan Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities for the month of **February 2017**.

Administration	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none">• Staff meetings• Monthly agenda preparation for CRA Board meeting• Preparation of meeting minutes• Attend City's Senior Staff meetings• Weekly meetings with CRA Property Manager• Participate in DRC meetings• Process Public Records Requests
CRA Finance/Budget	<ul style="list-style-type: none">• Processed bills, prepared purchase orders and payment requests, provided information for 2016 audit• Prepared preliminary operations and capital budgets for FY 2018
CRA Office Space	<ul style="list-style-type: none">• Electrical and antennae installed for network tower• Low voltage wiring installed for phones, internet• Final building inspections conducted• Obtained proposals for roof repair and security glass in lobby
Capital Improvement Projects (other than City Center)	
<i>Activity</i>	<i>Status</i>
Landscape/Median Maintenance	<ul style="list-style-type: none">• Oversight of ongoing maintenance/irrigation repair work• Dealt with impact of several automobile accidents (follow up with insurance companies, arrange for replacement of materials)
Copans Road (Medians, landscaping)	<ul style="list-style-type: none">• Draft bid documents under review

Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> • Sidewalks completed • Irrigation system in process of being installed • Arranged for installation of water meter for landscape irrigation
David Park/Community Center Improvements	<ul style="list-style-type: none"> • Negotiated details and budget for task order with CPZ for other park improvements • Playground equipment and new surface on order
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none"> • Application for Plat Amendment submitted for City review and approval • Preparing application for County plat amendment
Colonial Drive pedestrian improvements	<ul style="list-style-type: none"> • Consultant and staff met with Broward County Traffic Engineering Division • Temporary pedestrian warning signs installed • Consultant began surveying right-of-way
Winfield Blvd. beautification	<ul style="list-style-type: none"> • Survey work on Winfield completed • Working on final design plans
Wayfinding Signage	<ul style="list-style-type: none"> • Obtained quotes for manufacturing/installation and maintenance based on various designs approved • Preparing to present alternative sign options to CRA board

City Center	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> • Workshop meeting 2/7/2017 to discuss site plan options • Second Amendment approved extending site plan submittal deadline to 8/7/17 • Individual meetings with board members and CRA attorney to discuss potential revisions to project and agreement • City Commission consensus to limit units to 503
Capital projects	<ul style="list-style-type: none"> • Reviewing options for soliciting bids for community center, band shell, and parking garage (i.e. Design-Bid-Build; Design-Build; Construction Manager at Risk)

Marketing, Special Events and Business Development	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> • Attended Chamber Breakfast
Marketing/Business Development	<ul style="list-style-type: none"> • Prepare weekly citizen informational email newsletter • Monthly business information email newsletter • Monitoring social media analytics • Press releases prepared on MCRA events/activities • Update CRA website as necessary • Working on new brochures for CRA grant programs • Finalizing Call to Artists for Utility Box wrap program • Conducted a day-long photo shoot at various businesses, parks, and waterways throughout the City, to obtain “lifestyle

	<ul style="list-style-type: none"> photos” for future use. Working on 2016 CRA Annual Report
Sounds at Sundown	<ul style="list-style-type: none"> Prepared press releases and advertisements Promoting the event on social media Secured business items for promotional purposes for the February SAS event
Image Committee Meetings	<ul style="list-style-type: none"> Attend Image Committee meetings as scheduled

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 Ongoing –handle all aspects of tenant issues Ongoing – address impacts of vehicular accident damage to properties Reviewed responses (2) to RFP for property management services
Other	
<i>Activity</i>	<i>Status</i>
Legal Services	<ul style="list-style-type: none"> Review CRA Agenda Items Review/prepare and amend service agreements for staff as needed
CRA Plan Revision	<ul style="list-style-type: none"> Obtained quotes and arranged for printed copies for distribution to Board and various City and County personnel
Other	<ul style="list-style-type: none"> Executive Director participated in review of proposals for Broward County MOST (Maximizing Out of School Time) program providers (with Children’s Services Council) Executive Director attended FRA board meeting in Sarasota