

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: June 10, 2015

**RE: MCRA Status Report for May 2015**

The following is a summary of Margate Community Redevelopment Agency activities conducted by RMA staff for the month of May 2015:

<b>Administration</b>	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"> <li>• Held weekly staff meetings</li> <li>• Monthly agenda preparation for CRA Board Meeting</li> <li>• Attend City Staff meetings</li> <li>• Weekly staff meeting with Property Manager</li> <li>• Participated in DRC meetings</li> <li>• Attended meeting with Broward County Administrator &amp; staff to discuss Broward CRA issues and concerns</li> </ul>
CRA Budget	<ul style="list-style-type: none"> <li>• Continue to work on preliminary FY 15/16 Budget</li> </ul>
CRA Office Relocation	<ul style="list-style-type: none"> <li>• Architect revised floor plans based on Building Dept review/comments</li> <li>• Finalize contractor bids for renovations</li> </ul>
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"> <li>• Spoke with Brunswick Lanes Corporate Office/sent application</li> <li>• Discussions with Lester's Diner on Façade/Landscape Improvement application</li> <li>• Letters sent to property owners on the Façade/Landscape Improvement Program</li> </ul>
Housing Improvement Program	<ul style="list-style-type: none"> <li>• Grants Manager scheduling appointments with prospective grantees from City waiting list</li> <li>• Site visits conducted of neighborhoods in CRA district – information letters sent to potential applicants</li> </ul>

<b>Capital Improvement Projects</b>	
<i>Activity</i>	<i>Status</i>
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> <li>• Preconstruction meeting with Engineer/Contractor/Broward County</li> <li>• NTP reissued with start date of May 26, 2015</li> <li>• MOT received with anticipated date to start of June 4, 2015</li> </ul>
Margate Boulevard/58 <sup>th</sup> Avenue (Maintenance)	<ul style="list-style-type: none"> <li>• Oversight of work on Margate Boulevard</li> <li>• Benches replaced/colored concrete slabs poured</li> <li>• Cleaning/Sealing work completed</li> </ul>

	<ul style="list-style-type: none"> <li>• Brick paver repair work completed</li> <li>• Quote written/submitted to Purchasing to repaint light poles</li> </ul>
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> <li>• Final design plan submitted by Kimley-Horn for staff review</li> </ul>
Melaleuca/NW 61 <sup>st</sup> Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> <li>• NTP issued for survey services</li> <li>• Worked with Kimley-Horn on scope of services for engineering design services</li> </ul>
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> <li>• Worked with Kimley-Horn on scope of services for pedestal /landscaping design for statue placement</li> <li>• Specifications received from sculptor and forwarded to a sign manufacturer to see if they can design pedestal</li> </ul>

<b>City Center</b>	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> <li>• Two (2) RFP responses received</li> <li>• Initial Selection Committee meeting held to discuss responses</li> </ul>
Stormwater Master Permit	<ul style="list-style-type: none"> <li>• 60% Stormwater Master Plan Permit design received</li> <li>• Initial City Center Stormwater Master permit application completed for submittal to 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>• Attended Chamber of Commerce monthly breakfast meeting</li> <li>• Attended the Educational Committee Meeting</li> <li>• Attended Chamber of Commerce Strategic Planning Session on May 8, 2015</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• Attend monthly Sounds at Sundown event staff information tent, oversight of participant surveys and giveaways</li> <li>• Monitoring business survey responses</li> <li>• Met with Photographer to discuss lifestyle photo options</li> <li>• Created/distributed monthly informational email newsletter</li> <li>• Created/distributed monthly business information email newsletter</li> <li>• Completed/assembled collateral piece for ICSC conference</li> <li>• Participated in the Realtors Mayor's Breakfast and Expo on May 8, 2015</li> <li>• Attended ICSC Recon Conference May 16-May 19, 2015</li> <li>• Planning additional events for August – November, 2015 with food trucks/activities</li> <li>• Planning business learning session for August 2015</li> <li>• Initial draft written for wayfinding signage RFP</li> </ul>
Image Committee Meetings	<ul style="list-style-type: none"> <li>• Attended Image Committee meetings with City Staff – Celebrate 60!</li> <li>• Attended Celebrate 60! Event on May 30, 2015</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>• Drafted agreement for landscape replacement/repair work</li> <li>• Irrigation parts ordered/replacement work to begin week of June 1</li> <li>• ADA repairs made in Chevy Chase parking lot</li> <li>• Handled various tenant leases/issues</li> </ul>