

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: April 8, 2015

RE: MCRA Status Report for March 2015

The following is a summary of Margate Community Redevelopment Activities conducted by RMA staff for the month of March 2015:

Administration	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"> • Held weekly staff meetings • Monthly agenda preparation for CRA Board Meeting • Prepared FY 2013-2014 CRA Annual Report • Weekly staff meeting with Property Manager • Participated in DRC meetings
CRA Budget	<ul style="list-style-type: none"> • Prepared preliminary FY 15/16 Budget; submitted to Finance
CRA Office Relocation	<ul style="list-style-type: none"> • Revised proposed floor plan for CRA office relocation
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"> • Drafted Housing Improvement Program guidelines • Facilitated one Façade Improvement Grant application

Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> • Received approval to post a cash bond for the Coconut Creek Median Improvement project to obtain a permit from Broward County; prepared necessary agreement • Broward County permit application submitted and waiting on issuance.
Margate Boulevard/58 th Avenue (Maintenance)	<ul style="list-style-type: none"> • Benches ordered for Margate Boulevard/NW 58th Avenue • Contract approved with SNS Pavers, for pressure cleaning/sealing and repair services of brick pavers
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> • Met with City staff to review comments on final design phase
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> • Met with City staff to review scope of services from Kimley-Horn; proposed revisions
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> • Met with/toured ASU Bronze foundry in Miami; drafted agreement for fabrication of statue

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> • RFP issued • Reviewed surveys/appraisals of CRA owned properties
Stormwater Master Permit	<ul style="list-style-type: none"> • Met with Kimley- Horn to provide input on the Stormwater Master Plan Permit process

Marketing and Special Events	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> • Attended Chamber of Commerce monthly breakfast meetings • Manned CRA/City table at Margate City Fair
Marketing	<ul style="list-style-type: none"> • Attended monthly Sounds at Sundown event staff information tent, oversee intercept surveys and giveaways • Pole banners approved/ordered • Business survey issued • Reviewed Social Media Service response(s) to request for bids • Created information piece for CRA property improvement programs • Creating informational collateral piece for ICSC conference • Drafted CRA Annual Report collateral piece
Marketing Committee Meetings	<ul style="list-style-type: none"> • Attended Marketing Committee meetings with City Staff

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 • Met with temporary landscape maintenance contractor • Worked with temporary contractor on replacement of dead/missing landscape materials • Drafted RFP for landscape maintenance services • Tenant leases/issues