

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: May 13, 2015

RE: MCRA Status Report for April 2015

The following is a summary of Margate Community Redevelopment Activities conducted by RMA staff for the month of April 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 • Attend City Staff meetings • FY 2013-2014 CRA Annual Report revised/printed • Weekly staff meeting with Property Manager • Participated in DRC meetings
CRA Budget	<ul style="list-style-type: none"> • Continue to work on preliminary FY 15/16 Budget
CRA Office Relocation	<ul style="list-style-type: none"> • Floor plan for CRA office relocation submitted to Building Department for review • Distributed floor plan to five (5) contractors for cost estimates on renovations
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"> • HIP letters sent to nine (9) people on waiting list • Facilitated one Façade Improvement Grant application for approval by CRA Board • Met with potential Façade Improvement Grant Applicant (Giant Tire) • Followed-up with Brunswick Lanes/sent application for review by their corporate office

Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> • Broward County permit application submitted and waiting on issuance (original paperwork lost by County Staff)
Margate Boulevard/58 th Avenue (Maintenance)	<ul style="list-style-type: none"> • Met with Public Works/SNS Pavers to coordinate removal of benches/repair work/cleaning and sealing of pavers • Oversight of work on Margate Boulevard
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> • Comments submitted to Kimley-Horn to prepare final design
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

	<ul style="list-style-type: none"> • Scope of Services written/distributed for survey services • Notice to Proceed issued for Survey Services
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> • Contract with ASU (Sculptor) approved by CRA Board • Met with Artist on-site to discuss statue placement/base design • Working on pedestal/base design for placement of statue

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> • Responded to questions/provided additional information requested by Developers for the City Center RFP • 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 meeting • Attended Education Committee Meeting • Met with Chamber Director to discuss Business Education Seminar
Events/conferences/meetings	<ul style="list-style-type: none"> • Attended monthly Sounds at Sundown event, manned staff information tent, distributed surveys and giveaways • Attended Marketing Committee meetings with City staff • Worked on revisions to collateral piece for ICSC conference • Created two (2) additional display scrim banners
Online/social media	<ul style="list-style-type: none"> • Monitored Business Survey responses • Created/distributed monthly informational email newsletter • Created/distributed monthly business information email newsletter • Executed agreement with <i>Real Time Marketing Group</i> to launch and maintain CRA social media accounts (Facebook, Twitter, Instagram, etc.). Funding for this service was included in the CRA's FY 2015 budget under the category Marketing & Promotions
Other	<ul style="list-style-type: none"> • New pole banners installed on Margate Boulevard and NW 58th Ave.

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 • Drafted a quote for replacement landscape material and replacement of irrigation parts/labor • Drafted RFP for landscape maintenance services • Tenant leases/issues