



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: November 10, 2015

RE: MCRA Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities through October 31, 2015.

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• Coordinated travel for staff/Board members for FRA conference attendance• Attend City's Senior Staff meetings• Weekly meeting with CRA Property Manager• Participate in DRC meetings• Attended the FRA Conference in Tampa – moderated session on state arterial modifications• Participated in interviews for city Sr. Planner position• Review applications, conduct interviews for CRA Project Engineer position
CRA Finance/Budget	<ul style="list-style-type: none">• 2015/2016 Annual Budget approved• Presented Five-Year Finance Plan to CRA Board 10/14/2015• Closed out 2014/2015 budget• Prepared Budget amendments for November 10, 2015 meeting• Process bills, prepare purchase orders and payment request• Travel request forms for FRA travel for Staff/Board members
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none">• Façade Improvement Grant application for presentation to the Board 10/14/2015 (Marathon Gas Station)• Façade/Landscape Improvement applications received by Lester's Diner for Board approval on November 10, 2015 meeting

Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Landscape/irrigation RFP	<ul style="list-style-type: none"> Contracted with LSP on October 15, 2015 Replacement of dead plant material began on north end median areas of 441/State Road 7 Met with LSP and went over aspects of contract
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> Bi-weekly project progression meetings with DP Development/Chen Moore/DEE's Director Project under construction with potential finish date of 11/13/2015 Project oversight
Margate Boulevard/58 th Avenue (Maintenance)	<ul style="list-style-type: none"> Light poles painted/completed on 10/30/2015
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> Partial County review completed waiting on comments from Broward County Highway Construction and Engineering Division Draft beautification agreement prepared for placement on future City Commission agenda for approval
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> Broward County permit received Site Plan/landscaping to be finalized for bid/construction
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> Contract issued with Architectural Art-Crete for design/construction/installation of pedestal Met onsite with ASU, pedestal contractor and DEES for placement, design of statue.

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> Contract negotiations are underway with legal team/developers/staff First contract draft being prepared Met with MPO regarding the City Center development and traffic calming for 441/SR 7 Planning/CRA/New Urban to prepare sketches for submittal to MPO for review
Stormwater Master Permit	<ul style="list-style-type: none"> City Center Stormwater Master permit application comments addressed and under review by Broward County

Marketing and Special Events	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> Attended Chamber breakfast on 10/22/2015
Marketing	<ul style="list-style-type: none"> Prepare weekly citizen informational email newsletter

	<ul style="list-style-type: none"> • Monthly business information email newsletter • Monitoring social media analytics • Logistics - Margate Under the Moon (MUM) Event August – November, 2015 • Ongoing contact with local businesses to participate in monthly MUM event • Press releases on MCRA events/activities • Draft wayfinding signage RFP prepared and under review • Lifestyle photos underway for marketing materials/banners • Update CRA website as necessary • Designed/ordered seasonal banners
Image Committee Meetings	<ul style="list-style-type: none"> • Attend bi-weekly Image Committee meetings

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 • Tenant leases/issues • Walk sites prior to/after events on CRA property • Obtained demo bids for Park Avenue property
Property Acquisition	<ul style="list-style-type: none"> • Processing acquisition of property NW 58th Ave (former site of Party Caterers) • Reviewing appraisals on other potential properties for acquisition

Other	
<i>Activity</i>	<i>Status</i>
Comprehensive Plan	<ul style="list-style-type: none"> • Continue to work on amendments to the Comprehensive Plan
Engineering/Architectural Services	<ul style="list-style-type: none"> • Extended current Civil Engineering Contract with Kimley-Horn • RFQ's prepared and issued for engineering/architectural services
CRA Project Engineer	<ul style="list-style-type: none"> • Hired project engineer who began on November 2, 2015