



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: February 10, 2016

RE: MCRA Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities through January 31, 2016.

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 meeting with CRA Property Manager• Participated in DRC meetings• Participated in BrowardNext (County land use review)• Issued a Request For Quotes for maintenance of bus shelters
CRA Finance/Budget	<ul style="list-style-type: none">• Processed bills, prepared purchase orders and payment requests• Prepared and entered initial budget estimates for FY2017 budget
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none">• Landscape Improvements underway at Lester's Diner• Margate Auto Center Façade (Giant Tire) Improvement under construction• Continue to provide information to property owners/tenants
CRA Office Space	<ul style="list-style-type: none">• Floor plans completed for CRA and EDD office space• Carpet type/color selected• Soliciting quotes for renovations/repairs• Coordination ongoing with IT and Purchasing departments for telecommunications, other equipment and furnishings.

Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Landscape/Median Maintenance	<ul style="list-style-type: none"> • Trees trimmed along 441/SR 7 • Quote for replacement landscape material on 441/SR 7 finalized and process initiated • LSP took over maintenance of Coconut Creek landscaping • Additional CRA acquired properties added for maintenance
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> • Broward County approved/signed off on improvements • DP finalizing change order items to close out project with MCRA/City
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> • County Beautification Agreement to be resubmitted for City Commission approval • Kimley-Horn addressing comments regarding 50% native species requirements
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> • Light/landscape design finalized to draft bid/construction documents
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> • Permit issued for sidewalk/pedestal construction and installation • Bids received on electrical to provide lighting • Contractor onsite to measure/draw dimensions • Assemblage/welding/polishing to be completed

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> • Draft Development Agreement received from attorneys; revisions reviewed with legal team/staff • Draft Development Agreement forwarded to Developer for review/comments • Staff/Developer exploring revised traffic calming measures based on MPO comments • Community Center Feasibility Study RFP prepared for issuance by Purchasing
Stormwater Master Permit	<ul style="list-style-type: none"> • City Center Stormwater Master permit application comments addressed and under review by Broward County • Kimley Horn to schedule meeting with County to review comments

Marketing and Special Events	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> • Attended Chamber breakfast on 1/28/2016 and provided updates on CRA activities/events
Marketing	<ul style="list-style-type: none"> • Prepare weekly citizen informational email newsletter • Monthly business information email newsletter • Monitoring social media analytics • Onsite visits with local businesses • Working on a "Meet the Merchant" program • Press releases prepared on MCRA events/activities • Wayfinding signage RFP issued • Update CRA website as necessary
Sounds at Sundown	<ul style="list-style-type: none"> • Sponsored & attended Sounds at Sundown event • Manned information tent, provided give-a-ways and took surveys • Prepared press releases and advertisement • Listed the event on Facebook/event calendars
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 • Reviewed additional services for Board review/approval • Demolition of Park Drive Apartments completed
Property Acquisition	<ul style="list-style-type: none"> • Closed on Party Caterers building (1150 NW 58th Ave), did basic clean-up & maintenance • Drafted an RFP for Real Estate Services for acquisition of additional properties

Other	
<i>Activity</i>	<i>Status</i>
Comprehensive Plan	<ul style="list-style-type: none"> • Approved by City Commission on 1st reading January 13th
Engineering/Architectural Services	<ul style="list-style-type: none"> • Final Committee rankings completed and recommendations placed on January 12, 2016 agenda for discussion by Board • Contracts negotiated with firms for CRA Board approval