



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: March 9, 2016

**RE: MCRA Monthly Status Report**

The following is a summary of Margate Community Redevelopment Agency activities through February 29, 2016.

<b>Administration</b>	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"><li>• Staff meetings</li><li>• Monthly agenda preparation for CRA Board Meeting</li><li>• Preparation of meeting minutes</li><li>• Attend City's Senior Staff meetings</li><li>• Weekly meeting with CRA Property Manager</li><li>• Participated in DRC meetings</li><li>• Processing travel itinerary for ICSC conference in May</li><li>• Prepared RFP for Legal Services/submitted to Purchasing Department for review/issuance</li></ul>
CRA Finance/Budget	<ul style="list-style-type: none"><li>• Processed bills, prepared purchase orders and payment requests</li><li>• Prepared and entered initial budget estimates for FY2017 budget</li><li>• Met with Finance Depart reviewed initial FY 2017 Budget</li><li>• Viewed FRA webinar re CRA audits</li></ul>
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none"><li>• Margate Auto Center Façade (Giant Tire) Improvement construction completed payment request submitted</li><li>• Processed payment reimbursement request-Tropical Development</li><li>• Continue to provide information to property owners/tenants</li><li>• CRA Executive Director participated in interviews for Business Development Coordinator and Grants Manager positions</li></ul>

CRA Office Space	<ul style="list-style-type: none"> <li>• Minor interior demolition completed</li> <li>• Signage removed from exterior of building</li> <li>• Plans sealed/permit applications completed and ready for submittal pending contractor selection</li> <li>• Multiple quotes received/reviewed for renovations/repairs</li> <li>• Determining availability of City Public Works personnel to perform some of renovation work</li> <li>• Coordination ongoing with IT and Purchasing departments for telecommunications, other equipment and furnishings.</li> </ul>
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Capital Improvement Projects	
<i>Activity</i>	<i>Status</i>
Landscape/Median Maintenance	<ul style="list-style-type: none"> <li>• Landscape material replaced on SR 7/441</li> </ul>
Coconut Creek Parkway (Medians, landscaping)	<ul style="list-style-type: none"> <li>• DP change order items reviewed by EOR/MCRA/City</li> </ul>
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> <li>• County Beautification Agreement resubmitted for approval</li> <li>• Landscape plans resubmitted to County addressing 50% native species requirement</li> </ul>
Melaleuca/NW 61 <sup>st</sup> Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> <li>• Landscape plans being revised to address Board comments of the addition of color/flowering trees/shrubs</li> </ul>
Kaye Stevens Park (Memorial feature)	<ul style="list-style-type: none"> <li>• Pedestal base installed</li> <li>• Sidewalks formed</li> <li>• Pedestal form currently under construction</li> <li>• Electrical installed for lighting</li> </ul>
David Park/Community Center Improvements	<ul style="list-style-type: none"> <li>• Met with Parks and Recreation Director/walked site to determine improvements/updates needed to exterior of building/park</li> <li>• Task order requested from CPZ Architects to commence planning and design of improvements</li> </ul>
Sports Complex	<ul style="list-style-type: none"> <li>• Task order requested from Saltz Michelson Architects for planning of improvements for new field</li> </ul>

City Center	
<i>Activity</i>	<i>Status</i>
City Center Project	<ul style="list-style-type: none"> <li>• Draft Development Agreement is being extensively discussed/negotiated during weekly meetings with developer/attorneys</li> <li>• Two proposals reviewed by Selection Committee on the Community Center Feasibility Study</li> </ul>

	<ul style="list-style-type: none"> <li>• Meetings to be scheduled with both respondents for further evaluation and solicitation of final/best offer</li> <li>• Task order requested for planning/conceptual design of City Center Waterfront Promenade</li> </ul>
Stormwater Master Permit	<ul style="list-style-type: none"> <li>• In Broward County final review process</li> </ul>

### Marketing and Special Events

<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> <li>• Attended Chamber breakfast on 2/25/16 and provided presentation and updates on CRA activities/events</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• Prepare weekly citizen informational email newsletter</li> <li>• Monthly business information email newsletter</li> <li>• Monitoring social media analytics</li> <li>• Onsite visits with local businesses</li> <li>• Developed a new program "In the Biz" to promote local merchants by holding events at their place of business</li> <li>• Press releases prepared on MCRA events/activities</li> <li>• Update CRA website as necessary</li> <li>• Wayfinding Signage RFP Committee met and reviewed respondents proposals</li> <li>• Meetings to be scheduled with all respondents for further evaluation and solicitation of final/best offer</li> </ul>
Sounds at Sundown	<ul style="list-style-type: none"> <li>• Sponsored &amp; attended Sounds at Sundown event</li> <li>• Manned information tent, provided give-a-ways and took surveys</li> <li>• Prepared press releases and advertisement</li> <li>• Listed the event on Facebook/event calendars</li> </ul>
Image Committee Meetings	<ul style="list-style-type: none"> <li>• Attend bi-weekly Image Committee meetings</li> </ul>

### Property Management

<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>• Tenant leases/issues</li> <li>• Walk sites prior to/after events on CRA property</li> <li>• Reviewed additional services for Board review/approval</li> <li>• Demolition of Park Drive Apartments completed</li> </ul>
Property Acquisition	<ul style="list-style-type: none"> <li>• Did an assessment for repairs on Party Caterers building</li> <li>• Draft RFP for Real Estate Services for acquisition of additional properties under Purchasing Department</li> </ul>

	review/issuance
<b>Other</b>	
<i>Activity</i>	<i>Status</i>
Comprehensive Plan	<ul style="list-style-type: none"> <li>• Approved by City Commission to forward application to Broward County for review</li> </ul>
Engineering/Architectural Services	<ul style="list-style-type: none"> <li>• Contract with Craven Thompson for engineering services on March 9, 2016 agenda for approval all others previously approved on February 10<sup>th</sup></li> </ul>