



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: November 9, 2016

RE: MCRA Work Plan Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities through October 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• Participate in DRC meetings• Process Public Records Requests• Attended meetings for Hurricane Preparedness (Matthew)• Attended Civic Association meetings to present information on the MCRA• Attended the Florida Redevelopment Association Conference; received award for 2015 Annual Report
CRA Finance/Budget	<ul style="list-style-type: none">• Processed bills, prepared purchase orders and payment requests• Prepared FY2016 and FY2017 Budget Amendment
CRA Incentive Programs/Economic Development	<ul style="list-style-type: none">• Worked on Façade Improvement Program application for placement on October 20th MCRA board meeting• Reviewing receipts/invoices for reimbursement for 4701 Coconut Creek Parkway LLC (Lester's Diner)
CRA Office Space	<ul style="list-style-type: none">• Two (2) toilet tanks received/installation needed – one tank still being shipped for 3rd bathroom• Bathroom vanities installed• Public Works to install network tower; contractor to install lines and antenna for network communications (November)• Painting of trim work/doors and some touch up work

	<ul style="list-style-type: none"> completed Furniture delivered/installed (11.2.2016) Drafting janitorial quote for office cleaning
Capital Improvement Projects (other than City Center)	
<i>Activity</i>	<i>Status</i>
Landscape/Median Maintenance	<ul style="list-style-type: none"> Oversight of ongoing maintenance/irrigation repair work Quotes provided for repair of accident damages
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"> County comments/revisions are being addressed/revised by Kimley-Horn
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> Preconstruction meeting held Permit applications submitted to City for review/approval construction anticipated to begin after 1st of year
David Park/Community Center Improvements	<ul style="list-style-type: none"> Met with sales representative/Park and Recreation Director to finalize design elements of playground/pavilion and restrooms to present to Board in December
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none"> Site Plan/Design submitted to DRC for the November 8 for review/comments
Colonial Drive pedestrian improvements	<ul style="list-style-type: none"> Traffic counts are planned for November Reached out to Coral Cay residential community to arrange meeting
Winfield Blvd. beautification	<ul style="list-style-type: none"> Met with Police/Fire and DEE's for input on proposed concept based on public input Revising concept for presentation to the Board in December Working with Keith and Associates on Phase II task order
Wayfinding Signage	<ul style="list-style-type: none"> Reviewed preliminary designs with the wayfinding committee Discussed/revised design options based on committee recommendations Public input meeting scheduled for 11.5.2016

City Center	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> Developer Due Diligence being conducted Declaration of Continuing Obligations approved 10.20.2016 Ext of Cure Period approved on behalf of MCRA till November 29, 2016
Community Center	<ul style="list-style-type: none"> Revising study to include options 1 & 2 as discussed by the Board Working on construction/operations Pro forma with consultant
Waterfront Promenade	<ul style="list-style-type: none"> Survey work is being completed by Craven-Thompson
Comp Plan Amendment	<ul style="list-style-type: none"> Amendment submitted to the State for review

Marketing, Special Events and Business Development	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> Sponsored October Chamber Breakfast and New Urban Communities LLC provided a presentation
Marketing/Business Development	<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 Press releases prepared on MCRA events/activities Update CRA website as necessary Working with Paintscaping on December 16 presentation Worked on update/revision to MCRA Marketing Plan and presentation Attended the grand opening of Toasted Café Working on the Utility Box wrap program
Margate Under the Moon	<ul style="list-style-type: none"> Working on all aspects of November MUM with event coordinator Preparing press releases and advertisements Promoting the event on social media
Image Committee Meetings	<ul style="list-style-type: none"> Attend 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 Renewed leases in Ace Plaza for barber shop and liquor store Reviewed lease application for new restaurant Walk sites prior to/after events on CRA property Continue to handle damage claims on median and vacant properties due to traffic accidents
Other	
<i>Activity</i>	<i>Status</i>
Legal Services	<ul style="list-style-type: none"> Review CRA Agenda Items Presented the Declaration of Restrictive Covenants – City Center
CRA Plan Revision	<ul style="list-style-type: none"> Worked on finalizing the draft of CRA Plan amendment Prepared agenda item and presented Plan amendment to the Planning and Zoning Board on 11.1.2016