



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: January 11, 2017

RE: MCRA Work Plan Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities through December 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
CRA Finance/Budget	<ul style="list-style-type: none">• Processed bills, prepared purchase orders and payment requests
CRA Office Space	<ul style="list-style-type: none">• Electrical work to be installed for network tower• Worked with janitorial companies on walk through of building to quote on job
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• Obtained additional quote for clean-up and ongoing maintenance of canal bank – Swap Shop property
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">• Finalized irrigation/electrical plans• Permits issued• FPL Light Plan submitted for approval

	<ul style="list-style-type: none"> • Construction anticipated to begin after 1st of year • Installed project signage
David Park/Community Center Improvements	<ul style="list-style-type: none"> • Met with Purchasing Manager regarding steps to bid project • Received final quote for George Mudd playground equipment/renovation • Task order needed from CPZ for other park improvements
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none"> • Application for Plat Amendment being prepared for DRC • Working on Plat amendment language to submit to County
Colonial Drive pedestrian improvements	<ul style="list-style-type: none"> • Conceptual design presented to board; negotiating Task Order for final design/construction oversight services
Winfield Blvd. beautification	<ul style="list-style-type: none"> • Phase II task order presented/approved at 12.13.2016 Board meeting • Survey work on Winfield being completed
Wayfinding Signage	<ul style="list-style-type: none"> • Finalized preliminary designs for presentation for the wayfinding and image committee review (December) • Discussed/revised design options based on public input and committee recommendations • Finalized design concept and summary report for Board review

City Center	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> • Ext of term for due diligence request presented 12.13.2016 Board Meeting – denied; developer revising plans
Community Center	<ul style="list-style-type: none"> • Revised study presented at the 12.13.2016 meeting
Waterfront Promenade	<ul style="list-style-type: none"> • Prepared Task order for Craven/Thompson to analyze the impact of the actual canal boundaries approved at the 12.13.2016 meeting
Comp Plan Amendment	<ul style="list-style-type: none"> • Amendment to be presented again to City Commission in January
Marketing, Special Events and Business Development	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> • Attended Chamber Breakfast
Marketing/Business Development	<ul style="list-style-type: none"> • Prepare weekly citizen informational email newsletter • Monthly business information email newsletter • Monitoring social media analytics • Press releases prepared on MCRA events/activities • Update CRA website as necessary • Worked with Public Works/Paintscaping on December 16 Winter Festival presentation • Reviewed Website Request For Quote responses/interviewed and made recommendation

	<ul style="list-style-type: none"> Continue to work on the Utility Box wrap program
Sounds at Sundown	<ul style="list-style-type: none"> Obtained and processed quotes for light tower/tables/chairs Prepared press releases and advertisements Promoting the event on social media Contracted with Atlantic Studios to provide sound,
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 Ongoing –handle all aspects of tenant issues Walk sites prior to/after events on CRA property Ongoing - damage claims on median and vacant properties due to traffic accidents Worked with Chamber of Commerce on relocation issues
Other	
<i>Activity</i>	<i>Status</i>
Legal Services	<ul style="list-style-type: none"> Review CRA Agenda Items Meetings with board members re City Center extension Obtained service mark registration for MCRA mark/logo Tenant issues, leases
CRA Plan Revision	<ul style="list-style-type: none"> Worked on finalizing the draft of CRA Plan amendment