



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: February 8, 2017

RE: MCRA Work Plan Monthly Status Report

The following is a summary of Margate Community Redevelopment Activities through January 31, 2017.

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 FDOT Broward Partnership workshop• Attended meeting with Broward County staff re Fund Balance report
CRA Finance/Budget	<ul style="list-style-type: none">• Processed bills, prepared purchase orders and payment requests• Attended budget prep session, began working on FY 18 preliminary budget
CRA Office Space	<ul style="list-style-type: none">• Electrical is in the process of being installed for network tower• Telephones to be installed 2/13/2017• Janitorial company selected for weekly cleaning services• Punch list items completed• Backflow preventer installation week of 1/30/2017
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"> • Broward County approved plans 1/25/2017 • Working on draft bid to issue for median construction
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> • Construction of sidewalks is underway • Finalized agreement with FPL for additional lights on existing poles
David Park/Community Center Improvements	<ul style="list-style-type: none"> • Purchase Order issued for George Mudd playground equipment/renovation • Task order received/under review 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"> • Approved Task Order for next phase of design for pedestrian crossing
Winfield Blvd. beautification	<ul style="list-style-type: none"> • Survey work on Winfield completed • Working on final design plans
Wayfinding Signage	<ul style="list-style-type: none"> • Finalized design concept and summary report for Board approval at January 11th Board meeting • Obtaining quotes for manufacturing/installation and maintenance based on various designs approved

City Center	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> • Met with Board members and New Urban representatives to discuss project • Workshop meeting 1/31/2017 to discuss site plan options
Comp Plan Amendment	<ul style="list-style-type: none"> • Amendment presented to City Commission at the 1/25/2017 meeting - Amendment denied
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 • Continue to work on the Utility Box wrap program including preparation of a Call to Artists for review by staff • Visited various businesses to discuss business promotional opportunities • Attended two grand openings • Met with Margate Police representatives to discuss security

	needs at CRA/City events <ul style="list-style-type: none"> • Working on new brochure for façade grant program
Sounds at Sundown	<ul style="list-style-type: none"> • Prepared press releases and advertisements • Promoting the event on social media • Secured business items for promotional purposes for the February SAS event
Image Committee Meetings	<ul style="list-style-type: none"> • Attend Image Committee meetings as scheduled

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 • Met with LSP to discuss median/property landscape issues and create annual plan of action • Issued an RFP for services as contract expires in April 2017
Other	
<i>Activity</i>	<i>Status</i>
Legal Services	<ul style="list-style-type: none"> • Review CRA Agenda Items • Review/prepare and amend service agreements for staff as needed
CRA Plan Revision	<ul style="list-style-type: none"> • CRA Plan amendment approved by City Commission 1/25/2017; prepared revisions to web site