



REINVENTING YOUR CITY

To: CRA Board of Commissioners

From: Diane Colonna, Executive Director

Date: April 12, 2017

**RE: MCRA Work Plan Monthly Status Report**

The following is a summary of Margate Community Redevelopment Activities for the month of **March 2017**.

<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 meetings with CRA Property Manager</li><li>• Participate in DRC meetings</li><li>• Process Public Records Request</li></ul>
CRA Finance/Budget	<ul style="list-style-type: none"><li>• Processed bills, prepared purchase orders and payment requests</li><li>• Met with Finance/City Manager on MCRA preliminary operations and capital budgets for FY 2018</li><li>• Annual Report finalized and sent to taxing authorities</li><li>• Completed Broward County TIF Fund Balance report</li></ul>
CRA Office Space	<ul style="list-style-type: none"><li>• MCRA personnel relocated to new building</li><li>• Obtaining proposals for roof and A/C repair</li></ul>
<b>Capital Improvement Projects (other than City Center)</b>	
<i>Activity</i>	<i>Status</i>
Landscape/Median Maintenance	<ul style="list-style-type: none"><li>• Oversight of ongoing maintenance/irrigation repair work</li><li>• Dealt with impact of several automobile accidents (follow up with insurance companies, arrange for replacement of materials)</li></ul>
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"><li>• Draft bid documents are under review by Purchasing</li><li>• Anticipated bid issuance first part of April</li></ul>

Melaleuca/NW 61 <sup>st</sup> Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"> <li>• Sidewalks/landscape/irrigation/lights installed</li> <li>• Substantial completion walk through 3.30.2017</li> <li>• NTP for LSP for daily garbage pick-up</li> <li>• Irrigation signed over for maintenance</li> </ul>
David Park/Community Center Improvements	<ul style="list-style-type: none"> <li>• NTP issued for CPZ Architects to begin site plan for remainder of park improvements</li> <li>• Equipment/Sand removed – rock installed and compacted</li> <li>• Playground equipment received and being installed</li> </ul>
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none"> <li>• Application for Plat Amendment submitted for Planning &amp; Zoning meeting 4.4.2017</li> <li>• Preparing application for County plat amendment</li> </ul>
Colonial Drive pedestrian improvements	<ul style="list-style-type: none"> <li>• Temporary pedestrian warning signs installed</li> <li>• Right of way surveyed</li> <li>• 60% plans completed</li> </ul>
Winfield Blvd. beautification	<ul style="list-style-type: none"> <li>• Survey work on Winfield completed</li> <li>• 90% Plans submitted for review by Staff/Engineering</li> </ul>
Wayfinding Signage	<ul style="list-style-type: none"> <li>• Finalizing location map for installation plan</li> <li>• Preparing specifications for bidding purposes</li> </ul>

<b>City Center</b>	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> <li>• Site Plan submitted 3.17.2017 to CRA and Economic Development for review</li> <li>• Preliminary Site Plan review completed by CRA staff</li> </ul>
Capital projects	<ul style="list-style-type: none"> <li>• Reviewing options for soliciting bids for community center, band shell, and parking garage (i.e. Design-Bid-Build; Design-Build; Construction Manager at Risk)</li> </ul>
<b>Marketing, Special Events and Business Development</b>	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> <li>• Attended Chamber Breakfast</li> </ul>
Marketing/Business Development	<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>• Finalized and printed 2016 CRA Annual Report</li> <li>• Press releases prepared on MCRA events/activities</li> <li>• Update CRA website as necessary (added Annual Report, Financial Report, 2017 CRA Plan and descriptions)</li> <li>• Working on new brochures for CRA grant programs</li> <li>• Finalized Call to Artists for Utility Box wrap program</li> <li>• Prepared In the Biz VIP Card/Mailer</li> </ul>
Sounds at Sundown	<ul style="list-style-type: none"> <li>• Prepared press releases and advertisements</li> <li>• Promoting the event on social media</li> </ul>

	<ul style="list-style-type: none"> <li>Secured business items for promotional purposes for the April SAS event</li> </ul>
Image Committee Meetings	<ul style="list-style-type: none"> <li>Attend Image Committee meetings as scheduled</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 (AAM) for property management services</li> <li>Oversight of bus shelter maintenance – worked with AAM to have roof and stucco repaired, and pressure cleaning conducted</li> <li>Oversight of landscape maintenance services</li> <li>Ongoing – work with AAM on all aspects of tenant issues, including repairs to future Latin Café space, permits for Bay Bays,</li> <li>Ongoing – address impacts of vehicular accident damage to properties</li> <li>Reviewed responses (2) to RFP for property management services – committee recommendation on April 12 agenda for discussion</li> </ul>
Other	
<i>Activity</i>	<i>Status</i>
Legal Services	<ul style="list-style-type: none"> <li>Review CRA Agenda Items</li> <li>Review/prepare and amend service agreements for staff as needed</li> </ul>
Other	<ul style="list-style-type: none"> <li>Coconut Creek Parkway – minor repair work required for final sign off of one year period by County</li> <li>Margate Blvd – reviewing crosswalk areas for repairs</li> <li>Worked with FRA and City lobbyist regarding CRA legislative issues</li> </ul>