

To: CRA Board of Commissioners

From: Kim Vazquez, Interim Executive Director

Date: May 10, 2017

RE: MCRA Work Plan April Status Report

Margate Community Redevelopment Agency activities and highlights for April 2017 are: .

Administration	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none">• Staff meetings• Agenda preparation for three CRA Board meetings• Preparation of meeting minutes• Attend City's Senior Staff meetings• Weekly meetings with CRA Property Manager• Participate in DRC meetings• Public Records Requests: 2 processed• Met 1-on-1 with Commissioners
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">• Obtained proposals for roof and A/C repair• Contracts on May 10, 2017 Board Agenda for review/approval
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• Dealt with impact of several automobile accidents (follow up with insurance companies, arrange for replacement of materials)
Copans Road (Medians, landscaping)	<ul style="list-style-type: none">• Bid for Median Improvement Project issued close date of May 18, 2017
Melaleuca/NW 61 st Ave (Sidewalks, landscaping)	<ul style="list-style-type: none">• Irrigation signed over for maintenance• Some landscape/trees to be replaced as final punch list items
David Park/Community Center Improvements	<ul style="list-style-type: none">• CPZ Architects began site plan work for remainder of park improvements• Playground equipment installed• Floor pour being installed
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none">• Application for Plat Amendment approved by Planning & Zoning and City Commission May 2nd and May 3rd meetings• Application will be forward to the County plat amendment review/approval
Colonial Drive pedestrian improvements	<ul style="list-style-type: none">• Temporary pedestrian warning signs installed• Right of way surveyed• 85% plans completed

Winfield Blvd. beautification	<ul style="list-style-type: none"> • 90% Plans submitted for review by Staff/Engineering waiting on revised plans as per comments • Preparing Bid documents for issuance
Wayfinding Signage	<ul style="list-style-type: none"> • Finalized location map for installation plan • Finalizing Specifications of signs for bidding purposes

City Center	
<i>Activity</i>	<i>Status</i>
Development Agreement	<ul style="list-style-type: none"> • Developer responses to April Board meeting staff comments received; analyzed for May meeting. Plan revisions pending. • Site Plan review pending
Capital projects	<ul style="list-style-type: none"> • Reviewing options for soliciting bids for community center, band shell, and parking garage (i.e. Design-Bid-Build; Design-Build; Construction Manager at Risk)
Marketing, Special Events and Business Development	
<i>Activity</i>	<i>Status</i>
Chamber of Commerce	<ul style="list-style-type: none"> • Sponsored, attended, and presented MCRA highlights at monthly Breakfast; attended Chamber's Board meeting
Marketing/Business Development	<ul style="list-style-type: none"> • Prepared and distributed weekly citizen informational email newsletter • Prepared and sent out Monthly business information email newsletter to over 100 business emails that displayed information about the business, VIP card and why to shop local • According to social media analytics, reached an increase of 20% in tweet engagement • Three press releases sent regarding MCRA events/activities • Update CRA website as necessary • Working on new brochures for CRA grant programs • Finalized "Call to Artists" for Utility Box wrap program • Prepared and sent "In the Biz Tuesdays" Direct Mailer • The kick-off of In the Biz Tuesdays at Exclusiva Tu Boutique with estimate attendance of 50 • Placed a printed ad in the Sun Sentinel Community Section for In The Biz Tuesdays • Placed digital ads in the Palm Beach & Miami New Times for In The Biz Tuesdays • Secured Hot Dog Vendor for 4th of July
Sounds at Sundown	<ul style="list-style-type: none"> • Prepared press releases • Promoting the event on social media • Secured two raffle business items for promotional purposes for the May 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 (AAM) for property management services • Oversight of bus shelter maintenance – worked with AAM to on repair work on damaged shelter • Oversight of landscape maintenance services • Ongoing – work with AAM on all aspects of tenant issues, including repairs to future Latin Café space • Ongoing – address impacts of vehicular accident damage to properties • Worked on agreement for review/approval May 10, 2017 meeting for Property Management Services
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 MCRA as needed
Other	<ul style="list-style-type: none"> • Coconut Creek Parkway – walked/recorded areas for minor repair work required to finalize with County • Margate Blvd/walked with contractor to look at crosswalk areas for repairs (Public Works) • Continued to monitor CRA legislative issues