

**To: CRA Board of Commissioners**

**From: Kim Vazquez, Interim Executive Director**

**Date: July 11, 2017**

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

---

Margate Community Redevelopment Agency activities and highlights for June 2017 are:

<b>Administration</b>	
<i>Activity</i>	<i>Status</i>
General	<ul style="list-style-type: none"><li>• Staff meetings</li><li>• Agenda preparation for CRA Board meetings</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>• Public Records Requests: 1 processed, 1 requiring preparation</li></ul>
CRA Finance/Budget	<ul style="list-style-type: none"><li>• Processed bills, prepared purchase orders and payment requests</li><li>• Finalized preparation of preliminary budget for Board review</li></ul>
CRA Office Space	<ul style="list-style-type: none"><li>• Roof repair under construction</li><li>• A/C permit issued/installation complete</li><li>• Insurance claim issued for damages sustained after heavy rains beginning of the month</li><li>• Term Sheet of Purchase/Sale agreement negotiations</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>• Ongoing – accident repair work as needed</li><li>• Work order issued for replacement of shrubbery Atlantic Blvd/441</li></ul>
Copans Road (Medians, landscaping)	<ul style="list-style-type: none"><li>• Re bid issued due date July 20<sup>th</sup></li></ul>
Melaleuca/NW 61 <sup>st</sup> Ave (Sidewalks, landscaping)	<ul style="list-style-type: none"><li>• Some trees replaced to meet code specifications</li><li>• Project to close-out the month of July</li></ul>
David Park/Community Center Improvements	<ul style="list-style-type: none"><li>• CPZ Architects working on site plan for remainder of park improvements</li><li>• Playground work completed</li><li>• Canopies received for bench areas</li><li>• Soil borings and survey work for Phase II completed week of June 4.</li></ul>
Sports Complex- covered multi-purpose field	<ul style="list-style-type: none"><li>• Plat Amendment under Broward County review process anticipate 90 day review/approval timeframe</li><li>• Architect finalizing site plan/drawings for bidding purposes</li></ul>

Colonial Drive pedestrian improvements	<ul style="list-style-type: none"> <li>Plans submitted comments addressed and finals submitted to DEE's</li> <li>Draft bid documents submitted to Keith &amp; Associates to finalize for submission to Purchasing for issuance</li> </ul>
Winfield Blvd. beautification	<ul style="list-style-type: none"> <li>DEE's finalized site plan review</li> <li>Draft bid documents submitted to Keith &amp; Associates to finalize for submission to Purchasing for issuance</li> </ul>
Wayfinding Signage	<ul style="list-style-type: none"> <li>Design Intent and Message Schedule reviewed by staff comments submitted and plans finalized and received June 1<sup>st</sup>.</li> <li>Draft bid documents to be prepared for submittal to Purchasing for review</li> </ul>

City Center	
Activity	Status
Development Agreement	<ul style="list-style-type: none"> <li>Attorney directed to negotiate to end contract with Developer</li> <li>Site Plan submittal on July 11<sup>th</sup> Agenda for discussion</li> </ul>
Marketing, Special Events and Business Development	
Activity	Status
Chamber of Commerce	<ul style="list-style-type: none"> <li>Attended Chamber Breakfast and provided marketing update</li> </ul>
Marketing/Business Development	<ul style="list-style-type: none"> <li>Prepared and distributed weekly citizen informational email newsletter</li> <li>Prepared and sent out Monthly business information email newsletter to 280 email participants</li> <li>According to social media analytics, reached an increase of in tweet engagement from</li> <li>Facebook reach was 8,1k following decrease d by 1, likes increased by 9% (from 7.4 to 8.1k and comments increased 336 to 353 in the month of June</li> <li>Tweets increased 2.1% from last month</li> <li>Three press releases sent regarding MCRA events/activities</li> <li>Update CRA website as necessary</li> <li>253 submittals received on the Call to Artist</li> <li>Art Committee meeting tentatively set on July 10 to review art work submittals</li> <li>Met with Utility Box wrap vendor</li> <li>Prepared and sent "In the Biz Tuesdays" Direct Mailer</li> <li>In the Biz Tuesdays at Margate Zuccarelli's with estimated attendance of 40+ people</li> <li>Placed digital ads in the Palm Beach &amp; Miami New Times for In The Biz Tuesdays</li> <li>Prepared FFEA award applications</li> <li>Worked with Parks and Recreation on 4<sup>th</sup> of July event</li> </ul>

<b>Property Management</b>	
<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</li> <li>• Oversight of landscape maintenance services</li> <li>• Ongoing – work with AAM on all aspects of tenant issues, including repairs</li> <li>• Ongoing – address impacts of vehicular accident damage to medians</li> </ul>
<b>Other</b>	
<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 MCRA as needed</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Coconut Creek Parkway – waiting on bid for repair work required to close-out county permit</li> <li>• Margate Blvd/walked with contractor to look at crosswalk areas for repairs (Public Works)</li> </ul>