

Pompano Beach Community Redevelopment Agency
 Staff Assignments: 08/14/2019

Staff Member & Task	Deliverables	Status	Notes/Updates
Nguyen Tran (NT) - CRA Director			
Safety & Security	Professional Security Consultants (PSC)	Contract includes body cams & bicycles	Get statistics & receive monthly reports on new reporting template
	Meetings with BSO/Park Rangers/PSC	Bi-monthly meetings to discuss hotspots/other issues in both districts	KV
McNab House Relocation	Provide Oversight to Consultant (RMA)	Relocation of house approved	Working on BID issuance/survey/site plan with JV and CB
	Site Plan	Conceptual site plan created	
	Architect	Architect on board	
	Attend Meetings		JV, KV
	Relocation of Trees	Tree mover contract - Cutting Edge	JV, straight bid due 07/30/19
Grisham Property	Demolition Permit	Approved	Waiting on public works.
	Remediation of 407 NW 4th Avenue	Hotel	
	Future RFP		Schedule meeting with Mayor, Landmark and Chris.
Land Development/Redevelopment	Hammondville/Gateway RFP (MLK /Dixie HWY)	Will go back out for RFP	Waiting for purchasing to issue.
	NW 31st Ave Sports Park Residential Development	Developer's agreement has been signed	In DRC for approval, need flex
	Patagonia	Developer's agreement with developer	Board approval 09/17
	Kensington		Under construction.
	Tax Deed Auctions/Property Acquisition	Monitoring	CL
Innovation District	Innovation District RLI/RFP	Evaluation committee met on 08/05	Two firms will move on to next phase
	Opportunity Zone/Fund	Opportunity zones certified by Treasury	Awaiting rule making process to end for direction on opportunity zone funding
	University Partnership Exploration	Nova, Lynn, FAU, Broward College - Cushman Wakefield	
	Land Use Plan Amendment	Planning and Zoning Board 08/28	City commission 09/2019
Land Use/Zoning/Planning	Zoning Amendment	Building standards and use regulation plan	NW 6th (CL), P & Z (Max)
Leasing	11 NE 1st St. (Wash House)	Purchase agreement approved and signed	Waiting to close - continue to market for tenant occupancy (DS, KV)
	44 NE 1st St.	Market for tenant occupancy	DS, KV
	165 NE 1st Ave.	Sublease agreement approved	Waiting for grant submittals for lessee (KV, HD)
	Old Town Public Plaza	All back area leases secured/unified	Conceptual designs drawn (HD)
Community Garden		Working on grants.	MC, DS

Kimberly Vazquez (KV) - CRA Project Manager			
McNab House Relocation			
	Attend Meetings	East CRA, P&Z, Parks & Rec., etc.	
	Parks & Recreation	Set up meeting to discuss park maintenance, schedules, etc.	
	Relocation of Trees	Tree mover contract	JV, follow up with service contract
Leasing			
	737 MLK Blvd.	RFP submittals reviewed on 07/11	West Construction for board approval 09/17 & contract on 10/22
	739 MLK Blvd.	Parking contract	
	731 MLK Blvd.	2 office locations, 800 sq. ft. available	Continue property maintenance
Co-Working Space CRA Office Relocation - City Vista			
	Digital Grass - GROW	Contract approved 05/21/2019	Working on space planning with Design2Form/FOB/Furniture Planning/PR (DS)
Safety & Security			
	Meetings with BSO/Park Rangers/PSC	Bi-monthly meetings to discuss hotspots/other issues in both districts	Next meeting 07/24/2019
Agendas			
	NW CRA Committee Meeting Agendas	Prepare, send monthly agenda items	Last meeting 07/01/2019, no meeting in August
	East CRA Committee Meeting Agendas	Prepare, send monthly agenda items	Next meeting 07/18/2019, no meeting in August
	CRA Board	Prepare, send necessary monthly agenda items	Next meeting 09/17/2019, define hard agenda due dates
Budget			
	FY 2020 Budget	Draft Budget - Present to CRA/ NW/CRA/East - July	Final budget for board approval in September
Land Development/Redevelopment			
	Hunter's Manor	Bid due 07/30	Committee recommendation going 09/17/19
	CRA Plan Amendments	RMA	Next steps?
	Broward County Map		DS & CL
Property Management			
	731 MLK Blvd.		

Danielle Sabat (DS) - CRA Project Coordinator			
CRA Office Relocation			
	Space planning with Design2Form/FOB/Furniture Planning	Finalized site plan	Waiting for construction drawings 09/03
	Furniture Planning	Ikea	Reschedule
	CRA Office Furniture	Inspiring word art or art for the front of cubicles	Purchased conference table, chairs and cradanza. Need individual office chairs.
	IT	Working with IT Department for transferring City equipment	TBD
Business Attraction Events			
	Old Town Untapped	Monthly/ongoing	Event logistics/coordination, working on next FY's service contracts
	Green Market Pompano Beach	Completed for the season	Will return November 2019, working on next season service contract.
Safety & Security			
	Security Cameras - Old Town (CPTED)	Phase one cameras and signage installed and to be completed by 08/09	CRA Camera training with Barbara Harrison 08/28.
	Security Cameras - Old Town (CPTED)	Phase two cameras	Meeting with SiteSecure 08/29 for site walkthrough and quote.
Leasing			
	11 NE 1st St.	Survey Completed	Continue to market for tenant occupancy.
	44 NE 1st St.	Continue to market for tenant occupancy	Need demo permit to close (NT).
McClellan Relocation			
	Soil Reports	Working with AE & CB	Waiting on updated status. FU
Container Project			
	450 MLK Blvd.	Site location next to E. Pat Larkins/BID in draft form for issuance	Draft BID sent for approval. Next steps?
Marketing			
	Event Advertising	Old Town Untapped/ Green Market	Co-Op Advertising with Broward New Times, Monthly Cultural bi-fold.
	Collateral Development	Design/rack cards/posters/ banners	
	Innovation District	Branding/collateral	
	Weekly Newsletter	Sent every Friday	
	Media Kits	As needed	
	CRA Logo Redesign	City Manger and City PIO approval scheduled 08/26	Board approval 09/17, Trademark, order CRA collateral for Marketing ventures.
Old Town Features			
	Fire Fountain	Working with Burkhardt for maintenance schedule	Public Works, Shamrock, Burkhardt Contract

Horacio Danovich (HD) - CIP Engineer & CRA Innovation District Director			
CRA Infrastructure			
	Stormwater Master Plan - Innovation District Streetscape Ali Building Courtyard Canopy	Grant application was submitted to EDA Construction is complete. Awaiting final signoffs.	Application wasn't approved. Staff will consider re-applying in the October
	Annie Gillis Park	Design team working on 90% plans. Contractor working with team to prepare a GMP.	A proposed cost estimate is expected by the end of August, early September.
	Old Town Parking Lot	Contract with Kervin	Waiting on issuance of PO.
	Ali Signage	Design is complete	Permits processing.
	Old Town Plaza/The Backyard Improvements	Back to DRC for site plan approval. Contractor working with design team to prepare a GMP.	A proposed cost estimate is expected by the mid to late September.
City Infrastructure			
	Dixie Hwy & Atlantic Blvd Intersection (FDOT)	A BUILD grant application was submitted to USDOT on July 15. Second public meeting was held on July 17.	Team to move forward with design.
	Collier City Neighborhood Lighting	Electrical engineer is coordinating with FPL. FPL is preparing final agreements.	Agreements to be approved by Commission before the end of 2019.
	Traffic Light	Constructor on site, received some materials	Most arms have not arrived (under water), scheduled for end of 11/2019.
	Blount Road Traffic Signal	Construction to commence	Operational by 11/2019
	Education Corridor - MLK Phase 3	MPO/FDOT is working of design efforts.	No major changes
Pier Redevelopment (Pompano Beach Fishing Village)			
	(C1) Pompano Beach House	Completed	RMA Adriane Esteban (AE)
	(C2) Oceanic	Construction in progress	Anticipate grand opening in Summer 2019 (AE)
	(R2) BurgerFi/Kilwins	Building is under construction. Interior buildouts TBD.	AE
	(R1) Alvin's Island	Under construction	AE
	(E) Lucky Fish	Under construction	Rent abatement extension approved (AE)
	(R5) Hilton	Under construction	AE
	Fishing Pier	Completed	Preliminary grand opening scheduled for 10/2019
Innovation District			
	Innovation District RLI/RFP	Evaluation committee met on 08/05	Two firms will move on to next phase

Marsha Carmichael (MC) - CRA Administrative Coordinator			
CRA Administrative Duties			
	Receive, Record and Bank all BRC, 731 checks	Peter	
	Generate Pay Docs. For CRA Office City Employees		
	Public Records Requests		
	Purchase Office Supplies & Equipment		
	Receive & Pay All Invoices		
	Various Administrative Projects	CRA document retention	Scheduled for 08/19
	Type Correspondence as Needed		
	Maintain Off-Site Storage Facilities & Properties		
	Assist with Booking for Travel/Large Meetings/Charrettes		
	Liaison with Central Stores/Purchasing		
	Purchase Orders & Cash Requisitions		
	Work with Local Vendors for Property Maintenance	CRA lots and buildings	
	Maintain 50 CRA properties		
	Audit and Enter All Contracts		

Dahlia Baker (DB) - CRA Workforce Development		
Programs		
	Talent Pipeline	Exposing youth with career opportunities and entrepreneurship
	Job Seeker Orientation Workshops - Ronald McNair Community Center	First Wednesday of every month - job seeker resource and employer attendance monthly
	Construction Job Connection - East and NW CRA Districts	Tracking local hires and outreach to developers with new projects in the City
	Job Fair - E. Pat Larkins Community Center	2 per year in Sept. and Nov.
	Individual Employer Hiring Event	As needed
	Blanche Ely High School	Code skool, job placement, summer internships, JA Fellows entrepreneurship
	Markham Elementary	Volunteers for literacy coach
	Community Outreach	Canvas the community with CRA and City happenings

RMA Consultant Projects			
Special Projects & Budget			
	Pier Redevelopment	Adrienne Esteban (AE)	Adrienne Esteban (AE)
	McNab House Relocation	Chris Brown (CB) & Jenae Valentine (JV)	Chris Brown (CB) & Jenae Valentine (JV)
	McClellan Relocation	CB/AE	DS
	East CRA Property Acquisition	CB	CB