

Pompano Beach Community Redevelopment Agency
Staff Assignments: 02/2020

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 - Meeting scheduled?
	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	
	Site Plan	Conceptual site plan created	Site Plan DRC review 2/19/2020
	Architect	Architect on board	Minor Site Plan/Phase 1
	Attend Meetings		JV, KV
	House/Garage Move	Demo current shuffleboard courts/community building on NE Corner of Park	Permit to issued
	Relocation/Protection/Removal of Trees	Tree mover contract - Cutting Edge	KV/MC -
Grisham Property			
	Close out permit		
	Remediation required		Completed
	Future RFP		
Land Development/Redevelopment			
	Hammondville/Gateway RFP (MLK /Dixie HWY)		Withdrawn
	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 TBD
	Kensington		Waiting for permit
	Tax Deed Auctions/Property Acquisition	Monitoring	CL
Innovation District			
	Innovation District RLI/RFP	RFP due 2/13/2020	Three firms moved 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	Approved at City Commission	County approval February
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	Closed 9/26/19
	44 NE 1st St.	Term Sheet Approved - Sublease/Lease in March	Pending Lease agreement approval - 3/2020
	165 NE 1st Ave.	Sublease agreement approved	First Amendment to Lease 2/2020
	Old Town Public Plaza	All back area leases secured/unified	Awaiting on a contractor bid to do work
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.	Remaining as is.
	Relocation/Protection/Removal of Trees contract	Tree mover contract	Done
Leasing			
	731 MLK Blvd. Parking	Permit parking for business owners	Follow up w/ CB
	731 MLK Blvd. Face Lift	Quotes to do interior reno to hallway and exterior paint & landscaping	Quote Received - for interior
	MG Pavini	100 SE 20th Avenue	Month to month lease
	Tiles of Pompano	119 S. Federal Highway	Lease coming up on 2 year term - April 2020
	Sun Beach & Patio	35 N. Dixie Highway	2nd 5 year term - expires 2022
Co-Working Space CRA Office Relocation - City Vista			
		Minor buildout to site/targeting March move in	
Safety & Security			
	Meetings with BSO/Park Rangers/PSC	Bi-monthly meetings to discuss hotspots/other issues in both districts	Ongoing every other month
	Working with FIOG	Training program	Pending - Spoke with FAU they are suppose to provide video training
Agendas			
	NW CRA Committee Meeting Agendas	Prepare, send monthly agenda items	Next meeting
	East CRA Committee Meeting Agendas	Prepare, send monthly agenda items	Next meeting
	CRA Board	Prepare, send necessary monthly agenda items	Next meeting, define hard agenda due dates
Budget			
	FY 2020 Budget	Budget Completed	Mid year review
Land Development/Redevelopment			
	Hunter's Manor	Development agreement	February CRA Board meeting
	CRA Plan Amendments	Create an RFP for services	Reach out to FRA
Property Management			
	731 MLK Blvd.		Letter to tenants -
	20th & Federal Hwy.		
	FPI	Need to obtain quote for asbestos removal	Obtain contractor for asbestos removal
	11 NE 1st St.	Capi Completed plan- GJB provided Quote for work	Change of contractor/Plans Board up
	44 NE 1st St.	Term Sheet Approved - Leases drafted being reviewed by tenant	February CRA Board meeting
McClellan Relocation			
	Soil Reports		Received.
	Discuss status of project/timeline moving forward	Timeline/Cost/Budget Amendment/Lease draft for Board approval	Project approved conceptually by Board -
11 NE 1st Street			
	Minor Renovation -	Quotes for windows, door and electrical	
CRA Office Relocation			
	Space planning with Design2Form/FOB/Furniture Planning	Finalized site plan	Submitted for permits, comments being addressed for 2nd submittal
	GJB Contract		Under contract.
	IT	Working with IT Department for transferring City equipment	TBD
	Security Cameras		Installation is being completed
Dani Peruzzi (DP) - CRA Project Coordinator			
CRA Office Relocation			
	Furniture Planning	Ikea	Will reorder once closer to completion.
	CRA Office Furniture	Inspiring word art or art for the front of cubicles	Purchased conference table, chairs and cradenza. Need individual office chairs.
Business Attraction Events			
	Old Town Untapped	Monthly/ongoing	Event logistics/coordination
	Green Market Pompano Beach	Monthly/ongoing	November 2 - April 25, 2020
Safety & Security			
	Security Cameras - Old Town (CPTED)	Phase one cameras and signage installed and to be completed by 08/09	Waiting for Barbara Harrison regarding software installation.
	Security Cameras - Old Town (CPTED)	Phase two cameras	Greg approved quote, waiting go ahead to finalize contract for next phase.
Community Benefit's Plan			
		Reaching Out to FRA & Larger Search	NW Meeting 02/04/20
Grants/Incentives			
	Stuido Elements SIP	Working on Updated Presentation	East Meeting 02/06/20
Annual Report			
			Due 03/31/20
Marketing			
	Event Advertising	Old Town Untapped/ Green Market	Monthly Cultural bi-fold. Print ads?
	Collateral Development	Design/rack cards/posters/ banners	In development
	Innovation District	Branding/collateral	Ongoing.
	Weekly Newsletter	Sent every Friday	On hold.
	Website	FRA	Update all projects and webpage
Old Town Features			
	Fire Fountain	Maintenance & testing schedule finalized (test once per week)	Working with Van Kirk Pools for Tile Repair, Public works and sensor replacement status

Horacio Danovich (HD) - CIP Engineer & CRA			
Innovation District Director			
CRA Infrastructure			
	Stormwater Master Plan - Innovation District Streetscape	Grant application was submitted to EDA	Application wasn't approved. Staff will consider re-applying in the October
	Annie Gillis Park	Plans are 100% complete.	Staff is reviewing cost estimate and looking to value engineer project as needed.
	Old Town Parking Lot	Contract with Kervin	Waiting on issuance of PO.
	Old Town Plaza/The Backyard Improvements	Plans are 90% complete. Team is working on County permits and budgets.	Staff is reviewing cost estimate and looking to value engineer project as needed.
City Infrastructure			
	Dixie Hwy & Atlantic Blvd Intersection (FDOT)	Grant was not approved. Team is moving forward with design and coordinating with FDOT.	Submittal to FDOT is next. Team addressing comments and working on schematic plans.
	Collier City Neighborhood Lighting	Agreements have been executed. FPL returned signed documents.	FPL working on work order.
	Traffic Light	Project is substantially complete.	Secure final sign off by Broward County Traffic.
	Blount Road Traffic Signal	Installation is 90% complete. Working on traffic barriers.	Secure final sign off by Broward County Traffic.
	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 completed	Open
	(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 pending completion of work by Private Developer.
	Arch/Plaza	Arch installed/signs need to manufactured and installed	partial completion - end of December

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			
	Business outreach/retention		
	Community Outreach	Canvas the community with CRA and City happenings	1 day per month
Cassie LeMasurier (LM) - Real Property Manager			
Projects			
RMA Consultant Projects			
Special Projects & Budget			
	Pier Redevelopment	Adrianne Esteban (AE)	Adrianne 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

