

CRA Projects 2020

Project/Task Name	Start	Finish	Predecessors	Assigned To	% Complete	Status	Vendor	Cost	Revenue	Comments	Column 12	Column 13
Safety & Security												
Professional Security Consultants (PSC)				Nguyen Tran		Contract includes body cams & bicycles				Receive monthly reports on new reporting template - Meeting scheduled?		
Meetings with BSO/Park Rangers/PSC				Nguyen Tran		Bi-monthly meetings to discuss hotspots/other issues in both districts						
Meetings with BSO/Park Rangers/PSC				Nguyen Tran		Bi-monthly meetings to discuss hotspots/other issues in both districts				KV - Meetings have been suspended		
Meetings with BSO/Park Rangers/PSC				Kimberly Vazquez		Bi-monthly meetings to discuss hotspots/other issues in both districts				Ongoing every other month - will restart		
Working with FIOG				Kimberly Vazquez		Training program				Pending - Spoke with FAU they are suppose to provide video training		
Discussion Item to CRA Board?				Nguyen Tran		Possible RFP?						
East Security RFP				Kimberly Vazquez		Out.						
Security Cameras - Old Town (CPTED)				Dani Peruzzi		Phase two cameras				Greg approved quote, waiting go ahead to finalize contract for next phase.		
McNab House & Gardens Park Project												
Site Plan				Nguyen Tran		Conceptual site plan created				Site Plan DRC review 2/19/2020		
Architect				Nguyen Tran		Architect contract for board approval-Phase 2 (TBD)				Minor Site Plan/Phase 1. Work on Phase 2 & Master Plan.		
RFP for Restaurant Operator				Nguyen Tran		Ready to be issued.				Issue once final draft is approved		
Temporary Cameras & Lighting				Nguyen Tran		Complete				Waiting on Permits- moving forward		
Tree Relocation				Nguyen Tran		CB				CB - Cutting Edge		
Attend Meetings				Kimberly Vazquez		East CRA, P&Z, Parks & Rec., etc.						
Parks & Recreation				Kimberly Vazquez		Set up meeting to discuss park maintenance, schedules, etc.				All meetings cancelled until further notice/remaining as is.		
Vinyl Fencing				Dani Peruzzi		Waiting on PO.				Waiting for Connie's drafts - goal to select printer by this week 04/15/20		
Graham Property												
Future RFP				Nguyen Tran		Closed out demo permits				Assemble last parcel - CL is contacting registered agent for owner		
Land Development/Redevelopment												
Hammondville/Gateway RFP (MLK/Dixie HWY)				Nguyen Tran		Cancelled to be reissued or incorporated with Innovation District Master Developer				Withdrawn		
NW 31st Ave Sports Park Residential Development				Nguyen Tran		Developer's agreement has been signed				In DRC for approval, flex unit approval, continuing through the process		
Patagonia				Nguyen Tran		Developer's agreement with developer				Board approval TBD		
Kensington				Nguyen Tran		Under construction.				Waiting for permit		
CRA Plan Amendments				Kimberly Vazquez		Working with CRA Attorney on Amendment				Staff		
Hunter's Manor				Nguyen Tran		Development agreement approved. Moving forward with site plan.				CRA Board meeting in May?		
Innovation District												
Innovation District RLI/RFP				Nguyen Tran		Evaluation committee voted to move forward with the one proposal to CRA Board for presentation.				One firm moving forward for evaluation. KB for organizing eval. Meeting		
Opportunity Zone/Fund				Nguyen Tran		Opportunity zones certified by Treasury				Awaiting rule making process to end for direction on opportunity zone		
University Partnership Exploration				Nguyen Tran		Nova, Lynn, FAU, Broward College - Cushman Wakefield						
Land Use Plan Amendment				Nguyen Tran		Approved at City Commission, Approved at County who forwarded to State for Approval.				County approved, goes for second reading by city commission		
Land Use/Zoning/Planning												
Zoning Amendment				Nguyen Tran		Building standards and use regulation plan				NW 6th (CL), P & Z (Max)		
PapAmigos Food Truck				Kimberly Vazquez	100%	Complete.						
Leasing												
731 MLK Blvd. Parking				Vinco Woolen		Claudia prepared a forbearance agreement, Permit parking for business owners. Week of 7.27.2020: Scheduled conference call with CB and Lentz to discuss terms for tri-party agreement City, CRA and West.				On hold		
731 MLK Blvd. Face Lift				Vinco Woolen		12.10.2020: Plumbing Experts to repair men's urinal and replace auto flusher to Manual on one and Manual repair on second @ a cost of \$200 and \$245 (includes labor and material). on other, 1.23.2002 - Water Utilities Bills transferred into Bojo's and Finleys Name. 10.26.2020: Service Agreement to include Rust Treatment and fermentation w/ Edwards Sprinklers finalized and preparing signatures. Quotes to do interior reno to hallway and exterior paint & landscaping. Quote(s) received from D-Tel: pressure spray building sections - \$650; Brick Pavers - \$875 (includes pressure spray and sealer). Paint Building - \$7,800. Honest Man: Mulch \$590 (complete). National Brick, All About Pressure Spraying. Need to procure an additional quote as repair work is required due to settling issues that National Brick quoted				Quote for pressure cleaning, pavers and exterior painting/landscaping		
MG Pavani				Vinco Woolen		11.30.2020: Meeting w/Alex and Guy scheduled 12.2 Notice to Alex of MG Pavani expired 10.23.2020. Marketing and Drafting Lease Terms today following 2nd site visit and preliminary plans prepared by Alex. Per KV MG Pavani interested in 110 S Federal. 20 SE 20th Avenue				Potential relocation to 110 Federal Hwy		
Tiles of Pompano				Vinco Woolen		119 S. Federal Highway: Lease amendment approved 7.21.2020 CRA Board, Received fully signed Lease Amendment and forwarded to Jill (Tenant).				Lease amendment approved 7.21.2020 CRA Board, awaiting Kervin fully signed Lease Amendment.		
Sun Beach & Patio				Vinco Woolen		35 N. Dixie Highway: Cassie received phone call of interest from property to the South from Broler @ \$1 Mil plus				2nd 5 year term - expires 2022		
11 NE 1st St. (Wash House)				Nguyen Tran		Purchase agreement approved and signed				Closed 9/26/19		
44 NE 1st St.				Nguyen Tran		Term Sheet Approved - Sublease/Lease in April				Pending Lease agreement approval - TBD		
165 NE 1st Ave.				Kimberly Vazquez		Sublease agreement approved				First Amendment to Lease Approved		
Old Town Public Plaza				Horacio Danovich		All back area leases secured/unified				Awaiting on a contractor bid to do work		
CrossFit/Chiropractor - 23 SE 22 Ave				Cassie LeMasurier		Lease and sublease received from tenant and subtenant.						
110 S Federal Highway - Vacant				Vinco Woolen		11.18.2020: TermSheet Sent to Alex - Meeting Set 12.2.2020 re buildout and GJB. 10.5.2020: GJB Contract forwarded for Official signatures, need to procure additional Look Local First Quote, plan to finalize today. Per Nguyen, the scope should be scaled down to include the repair to the Ceiling, and installation of the hotwater heater. 8.3.2020 - GJB Enterprises Inc. proposal \$7,200 for interior exterior fascia, including allowances (however quote based upon worst case scenario) for ceiling joist/drywall, electrical, plumbing, Property has termite damage to roof structure. Portion of ceiling collapsed 8/12/20. Per Nguyen will allow former tenant to post small printed sign in door indicating new location of smoke shop 8/3/2020.0				Waiting on tenant to remove trash from inside to do walk through		
Co-Working Space CRA Office Relocation - City Vista												
				Kimberly Vazquez		Complete.				Need cubicles installed ASAP (DP)		
				Kimberly Vazquez		contact Michael - revise business model						
Agendas												
NW CRA Committee Meeting Agendas		09/09/20		Marsha Carmichael		Prepare, send monthly agenda items				Next meeting		
East CRA Committee Meeting Agendas		09/03/20		Marsha Carmichael		Prepare, send monthly agenda items				Next meeting		
CRA Board		09/15/20		Marsha Carmichael		Prepare, send necessary monthly agenda items				Next meeting, define hard agenda due dates		
Budget												
FY 2021 Budget				Kimberly Vazquez		ECRANWCRA draft FY2021 budget - 7/21/2020 Draft FY2021 Budget				Staff review on current budget & make decision for FY21 budget, work		
Property Management												
731 MLK Blvd.				Vinco Woolen		9.1.20 - COMPLETE Received Zeta @ Finley's and Brandon of Bojo's signed Service Authorization and rent check from Brandon. Brother's completed repair to back flow preventer and Radri Rootler completed clean out. Need to process invoice's received from Rapid Rootler and Brothers. Preparing a follow up cease and desist letter to each tenant as discussed w/ KY.				Ongoing maintenance - painting and tile are complete		
SE 22 Ave (3 vacant lots)				Cassie LeMasurier		Comet Fence to install 6 ft wide gate on east side for \$1,506.15 on 10/8/20. George will send email to CRA for payment after installation.	Comet Fence	1506.15				
Coral Highlands Clean Up - Sauternes Lot				Cassie LeMasurier		Nguyen and Cassie walked site 10/15/20 for pictures for clean up quotes.						
SE 20th Ave. & Federal Hwy.				Kimberly Vazquez		Demo of structures				CB		

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FPI				Vincent Woolen		Permit 20-4758 @ 814 HAMMONDVILLE RD (NW 3 ST) -- Approved on 7/22/2020 (pending attached payment). Apply for Demo Permit				Obtain contractor for asbestos removal - Quote approved by Greg. waiting on PO		
11 NE 1st St.				Kimberly Vazquez		Capl Completed plan- GJB provided Quote for work				CRA to do Façade improvements/electric/doors/windows/roof		
44 NE 1st St.				Kimberly Vazquez		Term Sheet Approved - Leases drafted being reviewed by tenant				CRA Board meeting		
The Backyard				Kimberly Vazquez		Andre Cappi being the negotiator and go between.						
Monument												
				Danielle Sabat								
				Danielle Sabat								
CRA Office Relocation												
Space planning with Design2Form/FOB/Furniture Planning				Kimberly Vazquez	100%	Complete.				Permit approved.		
GJB Contract				Kimberly Vazquez	100%	Complete.				Under contract.		
IT				Kimberly Vazquez	100%	Complete.				Cannot be completed until City Hall is operational/ 2-3 week lead time		
Furniture Planning				Dani Penuzzi	100%	Ikea				Will reorder once closer to completion.		
CRA Office Furniture				Dani Penuzzi	100%	Complete.				Purchased. Will schedule meeting w/ OFW for cubicles (TBD)		
Comcast Cable - installation - 06/01/2020				Kimberly Vazquez	50%	Need one more cable box installed.						
Copier				Marsha Carmichael	100%	Complete.				Need measurements.		
Security				Danielle Sabat	75%	Once doors are fixed, security system will be up and running.						
Grants/Incentives												
Papamigos				Dani Penuzzi		Complete				Ongoing.		
Annual Report												
				Dani Penuzzi		Due 3/31/2021				Completed.		
Old Town Features												
Fire Fountain				Dani Penuzzi		Maintenance & testing schedule finalized (test once per week)				Working with Van Kirk Pools for Tile Repair, Public works and sensor		
FRA Award Applications												
Atlantic Boulevard Bridge				Dani Penuzzi						Due May 19		
Community Garden				Dani Penuzzi								
Community Garden												
				Dani Penuzzi		Fruitful Field contract will continue. Contract will need renewal 01/21.				Working on grants and updated signage at printer waiting for pick up and		
CRA Infrastructure												
Stormwater Master Plan - Innovation District Streetscape				Horacio Danovich		Project is on hold until a Master Developer is selected.				City decided not to pursue EDA grant - design on hold until ID is awarded		
Annie Gillis Park				Horacio Danovich		Agenda item is ready for November meeting to award GMP to MBR Construction.				Got contract proposal and it was sent to Antonio - moving funds/contract		
Old Town Plaza/The Backyard Improvements				Horacio Danovich		Team working on site development and approvals (DRC, AAC, Building Permits)				Got contract proposal and it was sent to Antonio - moving funds/contract		
Pier Street Improvements				Horacio Danovich		Awaiting signatures and PO to issue NTP.						
City Infrastructure												
Dixie Hwy & Atlantic Blvd Intersection (FDOT)				Horacio Danovich		Staff is working on GMP agenda item for Commission approval on 11/17/2020 and County approval of Surtax funding.				Awaiting FDOT reply.		
Collier City & Liberty Park Neighborhood Lighting				Horacio Danovich		Initial construction is under way (installation of cabling and equipment) Collier City work is expected to be concluded by the end of the year. Liberty Park to start immediately after.				No new progress to report.		
Education Corridor - MLK Phase 3				Horacio Danovich		Plans keep moving forward. City will not be able to require contractor to apply for a permit, but City staff will handle.				No major changes		
Pier Redevelopment (Pompano Beach Fishing Village)										DB		
(R2) BurgerFi/Kilwins				Horacio Danovich		Closing on TCOs.				Completion by late summer.		
(R1) Alvin's Island				Horacio Danovich		TCO.				Completion by late summer.		
(E) Lucky Fish				Horacio Danovich		Open for business.				Completion by late summer.		
(R5) Hilton				Horacio Danovich		Under construction. Completion targeted for early January.				Completion by end of 2020.		
R3				Horacio Danovich		On hold				Pending.		
CRA Administrative Duties												
Receive, Record and Bank all BRC, 731 checks				Marsha Carmichael		Peter						
Generate Pay Docs. For CRA Office City Employees				Marsha Carmichael								
Public Records Requests				Marsha Carmichael								
Purchase Office Supplies & Equipment				Marsha Carmichael								
Receive & Pay All Invoices				Marsha Carmichael								
Various Administrative Projects				Marsha Carmichael		CRA document retention				Scheduled for 08/19		
Type Correspondence as Needed				Marsha Carmichael								
Maintain Off-Site Storage Facilities & Properties				Marsha Carmichael								
Assist with Booking for Travel/Large Meetings/Charettes				Marsha Carmichael								
Liaison with Central Stores/Purchasing				Marsha Carmichael								
Purchase Orders & Cash Requisitions				Marsha Carmichael								
Work with Local Vendors for Property Maintenance				Marsha Carmichael		CRA lots and buildings						
Maintain 50 CRA properties				Marsha Carmichael								
Storage Units				Marsha Carmichael		Destroy Files				Need Greg approval & move forward.		
Laserfish				Marsha Carmichael		Contract management system				Status on scanning - Follow up with Gene		
Audit and Enter All Contracts				Marsha Carmichael								
File Migration												
G-Drive				Marsha Carmichael		Clean Up				NT/KV/MC/DP		
Workforce Development Programs												
Youth Employment Program												
Business outreach/retention				Dahlia Baker								
Community Outreach				Dahlia Baker		Canvas the community with CRA and City happenings				1 day per month		
Real Property Projects												
Tax Deed Auctions/Property Acquisition				Cassie LeMasurier		Monitoring - No properties of interest on January 2021 auction. No auction in December.						
Coral Highlands Sauternes V LLC - 1681 NW 15 Way				Cassie LeMasurier		KDS Landscape & Maintenance did site visit and submitted proposal for \$20,000 to complete scope of work provided by CRA. Service contract emailed to vendor 11/30/2020.		20000		Signed deed received from owner 5/8/2020. County removed from May 20 tax deed auction so CRA can accept conveyance and approve paying \$23,000 in back taxes at Realtor called 6/22 and owners want to sell. Contract for \$225,000 on July CRA agenda.		
333 NW 4 ST - Betty Ingram & Henrietta Smalls				Cassie LeMasurier		Closed 10/14/20. Vince working on demo permit.		225000				
Goodrum vacant lot NW 5 Street				Cassie LeMasurier		Closed 10/14/20. Vince requested no trespassing signs be posted		101250		NW CRA approved 7/6 & CRA Board 7/21. Survey ordered from Accurate Land		
337 NW 4 Street Carolyn & Quenton Blue 4 Plex (H Abel)				Cassie LeMasurier		Per 10/8/20 phone call contract is signed. Supposed to meet me at CRA office to drop off contract but has not been returning my calls.				Quentin left me a message 8/5/20. Per my 8/20 conversation with Quentin want to sell the 4plex directly west of the Ingram/Smalls property for our appraised value of		
Mega Mart/Boost Mobile - 1404 NW 6 Ave				Cassie LeMasurier		Appraisal ordered on this property and vacant lot 10/8/20.						
NW 6 Ave - Vacant Lot east of Rick Case Habitat build				Cassie LeMasurier		Contract approved Nov. 17, 2020 CRA meeting. Updated survey ordered from Accurate 12/2/2020 for \$850 ready in 5-10 days. Title work ordered 12/2/2020.						
DSTRKT Music 420 NW 4 CT - purchase to complete Grisham assembly				Cassie LeMasurier		Letter of Interest mailed to Tiffany Barnes President of LLC 4/20/2020. No response as of 6/8/20.						
340 NW 5 Street Jose Mario Lopez vacant lot				Cassie LeMasurier		LOI for BCPA value of \$45,560 for this vacant lot to complete assembly north of Ali Building mailed 8/12/20. No response received.						

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139 Sonata -Lease of 6 City Parcels (CRA Drainage Infrastructure Improvements)				Cassio LeMasurier		Text amendment was on September agenda to allow City to re-dedicate ROW administratively. Josh emailed revised lease for review 8/26/20. Per Greg drainage must be finalized before negotiating lease terms.						
139 Chamber of Commerce Purchase/Relocation				Chris Brown		Chris working with Claudia on master agreement and contract to purchase for appraised value \$670,000 and \$280,000 for relocation costs = (\$950,000) for December or January CRA agenda.						
140 GIS City/CRA Owned Property Map				Cassio LeMasurier		Updates not pulling to public map on Real Property page. Tracy is creating new service. Will be ready by end of December.						
141 Special Projects & Budget												
142 Individual Employer Hiring Event												
143 Paint-up and Train Project - NW CRA District												
144 Step-Up Pompano Beach												
145 Pier Redevelopment				Chris Brown								
146 McNab House Relocation				Chris Brown		Chris Brown (CB)				Chris Brown (CB)		
147 McClellan Relocation				Chris Brown		CB				On Hold.		
148 East CRA Property Acquisition				Chris Brown		CB				CB/CL		
149 CRA Marketing												
150 CRA Logo Brand Standards Manual												
151 Develop Brand Standards Manual	07/02/20	10/30/20		Michelle Oprel	0.9	Michelle sent new branding standards manual, need to revise before approving				Please mimic City's Brand Standards Manual. Work with Marilyn/CRA		
152 CRA Logo add trademark	08/12/20	08/27/20	Dani Peruzzi and Jacque Nunez	Connie	0.8	We are still waiting for the Pompano Beach CRA logo to be trademark to request and receive the remainder logos missing.						
153 CRA Branded Materials												
154 Update Letterhead	07/10/20	09/02/20		Michelle Oprel	1	Michelle sent the final letterhead on 9/2. Saved on G:\CRA\Branding\Letterhead. Sent updates given by Kim, Michelle will revise this						
155 Create a CRA Branded Powerpoint	07/10/20	08/13/20		Jacque Nunez		Started to work with Graphic Designer, Michelle on this. Due to pricing, I did the template in house. Template finalized on 8/5. Saved on G:\CRA\Branding\Presentation						
156 CRA Business Cards	08/12/20	10/30/20		Jacqueline Barrett	0.8	Jackie B sent a art sample on 10/1 will share with the team for review						
157 CRA Office Door Graphics	08/11/20	10/30/20		Jacque Nunez	0.9	Approved the art, printing this week and installation later this week (10/12) or early next week. Working with Jackie B on decal for CRA office. about Office closed due to COVID.						
158 CRA Mailchimp Templates and Audience Segmentation	08/03/12	08/18/20		Jacque Nunez	1	Creating new headers for the Mailchimp templates with Jackie B to follow CRA branding for the CRA Newsletter and Jobseeker Newsletter. Reorganized the email distribution lists in MailChimp to 3 separate audiences one for CRA Business, another one for CRA Community and Jobseeker Newsletter. The remainder audiences will be exported and given to Cultural Arts Department.						
159 CRA Website / Social Media Updates												
160 https://pompanobeachfl.gov/pages/cra	Ongoing	Ongoing		Jacque Nunez		Need to update website to FRA standards and projects as they continue.						
161 Pole Banners (Old Town & MLK Blvd)												
162 Make list of updates needed for holidays and special events				Jacque Nunez								
163 Fall events theme (Halloween/Thanksgiving/Untapped)		09/04/20		Jacque Nunez								
164 Winter events theme (Christmas/Holidays)		11/13/20		Jacque Nunez								
165 Spring events theme		02/19/21		Jacque Nunez								
166 Summer events theme		05/14/21		Jacque Nunez								
167 Business Attraction Events/Campaigns				Jacque Nunez								
168 Old Town Untapped	On Hold	On Hold		Jacque Nunez		On Hold. To be taken over by Cultural Affairs. CRA still needs to be involved.				Event logistics/coordination - working on logistics to transfer to Cultural		
169 Campaign ideas				Jacque Nunez								
170 Advertising				Jacque Nunez								
171 Collateral				Jacque Nunez		Design/rack cards/posters/ banners						
172 Green Market Pompano Beach	On Hold	On Hold		Jacque Nunez		On Hold. To be taken over by Cultural Affairs.				Cancelled for season.		
173 Papamigos												
174 Press Release	07/01/20	07/06/20		Kay Renz	1	Press Release finalized and sent on 07/07/2020. Pelican, Atlantic Current and Pompano Beach Magazine has wrote an article about the restaurant opening. Sun Sentinel and New Times have reached out.						
175 Grand Opening (virtual)	07/13/20	TBD		Jacque Nunez	1	Video created with images provided by Kay to be shared on Instagram and Facebook. Video posted on Instagram had 227 views and 489 reach. Facebook video will be posted this week.						
176 Innovation District	07/30/20	09/01/20		Jacque Nunez		Branding/collateral TBD				Ongoing.		
177 Campaign ideas				Jacque Nunez								
178 Advertising				Jacque Nunez								
179 Collateral				Jacque Nunez		Design/rack cards/posters/ banners TBD						
180 Large Scale Development												
181 Fact sheet for East Transit Oriented Corridor (ETOC)				Marilyn and Jacque		1.A. Fact sheet for East Transit Oriented Corridor (ETOC) 1.B. Contact Chris Brown/Suzette about trolley (transportation)						
182 Social media				Jacque and Terra								
183 Press Release				Kay Renz								
184 Beach Properties (Fishing Village) and East CRA	06/21/20	08/28/20		Jacque Nunez		Properties: Beach House, Oceanic, Lucky Fish, 26 Degrees				Ongoing.		
185 Campaign ideas	07/07/20	08/01/202		The MRKT Co. and Marketing		Marilyn and Dani have been working on getting the contract approved. The plan is to promote digitally the restaurants of the area and generate evergreen content to be reposed. Will meet with Sara on 8/20.						
186 Advertising	08/01/20			The MRKT Co. and Marketing								
187 Collateral	07/20/20					Design/rack cards/posters/ banners						
188 McNab House												
189 Holiday Decoration	10/01/20	11/26/20		Jacque Nunez and Dani Peruzzi		Working with Dani on requesting quotes from Christmas Décor companies to decorate the CRA area during the Holidays. Had a meeting this week on 8/25 with Dani and one of the vendors at McNab House. I have requested quotes from another vendor. Called the vendor to follow up late last week 9/14, will receive a quote next week.						
190 Promotion	11/26/20	12/25/20		Jacque Nunez								
191 Fact Sheet				Marilyn Oliva	1	Working on the fact sheet for the McNab House to have it updated and approved before September 15.						
192 Social media	09/15/20	09/02/20		Jacque and Terra	1	McNab House video was posted on Facebook, Instagram and sent out via the CRA Business Newsletter email						
193 Press release				Kay Renz								
194 Print				RMA								
195 Engage community partners						Engage community partners: realtors, investors, Chamber of Commerce, Ambassador Program (Mary), Economic Development Council, Historical Society, and HOA presidents.						
196 Identify the point of contact for each group				Jacque Nunez								
197 Set zoom meeting to invite point of contact to the strategic effort				Jacque Nunez		Will have meeting with Marilyn and Sharon and Lorena from RMA with influential groups at the city to inform them about the McNab house plans.						
198 Share fact sheet				Jacque Nunez								
199 Social media				Terra and Jacque								
200 Promote the improved quality of life from good growth strategies	Ongoing	Ongoing										
201 Fact Sheet				Marilyn and Jacque								

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