

Project/Task Name	Start	Finish	Assigned To	Status
Safety & Security				
Professional Security Consultants (PSC)				
NWCRA Security			Kimberly Vazquez	Monthly meeting with PSC - Montly Report Provided
East Security			Kimberly Vazquez	Montly Meeting with PSC - Montly Report Provided
Security Cameras - Annie Adderly Gills Park			Nguyen Tran	To be incorporated as part of the renovation to the Park
McNab House & Gardens Park Project				
Site Plan			Nguyen Tran	Conceptual site plan complete
Architect			Nguyen Tran	Architect contract for board approval-Phase 2 (TBD)
RFP for Restaurant Operator			Nguyen Tran	Drafting version to put to market
Tree Relocation			Nguyen Tran	CB
Monthly Report to ECRA			Nguyen Tran	Progress updates provided to ECRA Committee
Grisham Property				
RFP to be issued	02/24/21	07/30/21	Vincent Wooten	In Purchasing expect issuance by end of July 2021
Land Development/Redevelopment				
Hammondville/Gateway RFP (MLK /Dixie HWY)			Nguyen Tran	Cancelled to be reissued or incorporated with Innovation District Master Developer
NW 31st Ave Residential Development			Nguyen Tran	Developer has submitted for Permits
Patagonia			Nguyen Tran	Approved Development 6/15/2021
Kensington			Nguyen Tran	Under construction.
Dixie Hwy Properties			Nguyen Tran	Unsolicited Proposal - 15th CT - 15th PL - NWCRA 7/12 - CRA 7/20
Hunter's Manor			Nguyen Tran	In for Rezoning/Site Plan approval DRC
Sonata -Lease of 6 City Parcels (CRA Drainage Infrastructure Improvements)			Cassie LeMasurier	Development Agreement Approved
Innovation District				
Innovation District RLI/RFP			Nguyen Tran	To be reissued
Opportunity Zone/Fund			Nguyen Tran	Opportunity zones certified by Treasury
University Partnership Exploration			Nguyen Tran	Nova, Lynn, FAU, Broward College - Cushman Wakefield
Land Use Plan Amendment			Nguyen Tran	Complete
Land Use/Zoning/Planning				
Zoning Amendments/DRC Review			Nguyen Tran/Kimberly Vazquez	Ongoing/as needed
Leasing				
731 MLK Blvd			Vincent Wooten	As needed
119 S. Federal Highway:			Vincent Wooten	Lease amendment approved 7.21.2020 CRA Board, Received fully signed Lease
35 N Dixie Highway (Sun Beach & Patio)			Vincent Wooten	Amendment and forwarded to Jill (Tenant)..
Old Town Public Plaza			Vincent Wooten	Maintenance of fountain and plaza area
CrossFit/Chiropractor - 23 SE 22 Ave			Vincent Wooten	Lease expires March 30, 2022.
110 S Federal Highway - Vacant			Vincent Wooten	
Agendas				
NW CRA Committee Meeting Agendas	04/05/21		Marsha Carmichael	Prepare, send monthly agenda items

East CRA Committee Meeting Agendas		04/01/21	Marsha Carmichael	Prepare, send monthly agenda items
CRA Board		04/20/21	Marsha Carmichael	Prepare, send necessary monthly agenda items
Budget				
Draft Budget to Advisory Committees/CRA Board		07/20/21	Kimberly Vazquez	Draft budget to ECRA 7/1/2021/NWCRA 7/12/2021
Revise/Finalize	08/02/21	08/20/21	Kimberly Vazquez	
Final Budget to CRA Board		09/21/21	Kimberly Vazquez	
Property Management				
731 MLK Blvd.	Ongoing	Ongoing	Vincent Wooten	Ongoing Maintenance/Tenant Liason/Lease oversight
Vacant (NW/ECRA) Properties	Ongoing	Ongoing	Vincent Wooten	Provide oversight including cleaning/abandoned vehicles/illegal parking
SE 20th Ave. & Federal Hwy.	Jul-21		Vincent Wooten	Application submitted for demolition
CRA Tenant Improvements				
11 NE 1st St. (Wash House)			Kimberly Vazquez	Phase I - Approved by Board 6/15/2021 - working on construction cost for bid
165 NE 1st Ave.			Kimberly Vazquez	DRC review for The Back Yard/165 Patio
44 NE 1st St.			Kimberly Vazquez	Permit Comments being addressed/Survey begin completed of property
The Backyard			Kimberly Vazquez	Final permit comments being addressed/ Create Sidewalk café permit policy
Collier City Gateway Monument				
Project Scope		02/08/21	Kimberly Vazquez	Working with City Staff to incorporate Wayfinding Signage Elements
Architects		02/08/21		Utilize continuing service Architect to help with design/ Work with Homeowner Association
Large Area Office Map				
Being updated			Jacque Nunez	1) Working w/Michelle to recreate Map 2) Find printer
Grants/Incentives				
As needed - work with applicants/provide information			Kimberly Vazquez	Ongoing
Annual Report				
	01/01/22	3/15/2021	Kimberly Vazquez	Updated annually and must be completed prior to March 30th every year.
Old Town Features				
Fire Fountain			Vincent Wooten	Ongoing maintenance, fountain cleaning, repairs, pressure cleaning of plaza
FRA Award Applications				
Love Always Campaign		06/01/21	Jacque Nunez	
Community Garden				
Meet monthly with Fruitful Field			Kimberly Vazquez	
Order Sign for location (aluminum)			Kimberly Vazquez	
CRA Infrastructure				
Stormwater Master Plan - Innovation District Streetscape			Horacio Danovich	Project is on hold until a Master Developer is selected.
Annie Gillis Park			Horacio Danovich	Team design plans are done. MBR coordinating final permits.
Old Town Plaza/The Backyard Improvements			Horacio Danovich	Team design plans are done. MBR coordinating final permits.

Pier Street Traffic Signal and Roadway Improvements City Infrastructure	Horacio Danovich	Pier continues as planned. Mast arms are up. Streetscape improvements on Pier Street West proposals are scheduled to be reviewed on June 14.
Dixie Hwy (McNab Road to Sample Road) - Atlantic Blvd (NW 6th Avenue to Cypress Road)	Horacio Danovich	Work on Segment # 1 continues. Plans for Segments #2 and #3 are advancing (76% complete). Plans for pilot "road diet" are nearly finalized. Staff will inform Commission on May 25 about a possible start date in late June or early July.
Collier City & Liberty Park Neighborhood Lighting	Horacio Danovich	Team continues to work with FEC to get approval for landscape buffer west of the tracks. Lighting install Complete
Education Corridor - MLK Phase 3	Horacio Danovich	City is waiting on FDOT's team to mobilize and start construction. Delay is to accommodate work east of I-95 and avoid overlaps between contractors. Work is scheduled to start on June 1.
Pier Redevelopment (Pompano Beach Fishing Village)		
(R3) Mexican Restaurant	Horacio Danovich	Construction anticipated to begin in 2022
(R4) TBD	Horacio Danovich	Nothing new to report. Same report as last month.
CRA Administrative Duties		
Receive, Record and Bank all BRC, 731 checks	Marsha Carmichael	Peter
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
Type Correspondence as Needed	Marsha Carmichael	
Maintain Off-Site Storage Facilities & Properties	Marsha Carmichael	
Liaison with Central Stores/Purchasing	Marsha Carmichael	
Purchase Orders & Cash Requisitions	Marsha Carmichael	
Maintain 50 CRA properties	Marsha Carmichael	
Storage Units	Marsha Carmichael	Destroy Files
Laserfishe	Marsha Carmichael	Contract management system
Audit and Enter All Contracts	Marsha Carmichael	
File Migration		
G:Drive	Marsha Carmichael	Clean Up
Real Property Projects		
ECRA Acquisitions		As Needed/Ongoing
ECRA Unsolicited Proposals	Cassie LeMasurier	As Needed/Ongoing
NW CRA Acquisitions		
NW 6 Ave - Vacant Lot east of Rick Case Habitat project	Cassie LeMasurier	NW 6th Ave & NW 15th ST Assembly - Contract expired 6/23/2021 due to dumpster enclosure encroachment. Negotiating a new contract with owner rep
337 NW 4 ST - Carolyn and Quentin Blue	Cassie LeMasurier	Approved by CRA Board 1/19/2021. Closing extended to 8/27/2021.

NW CRA Unsolicited Proposals				Cassie LeMasurier	
NW 2nd Terrace Folio 484235100170 - Unsolicited proposal for sale of CRA property				Cassie LeMasurier	CRA Board approved to sell of property 4/20/2021. Buyer has until 7/28/2021 to close.
Property Maps / Inventory List					
GIS City/CRA Owned Property Map				Cassie LeMasurier	Updated 5/18/21
CRA Property List				Cassie LeMasurier	Updated 5/18/21
CRA Marketing					
CRA Logo Brand Standards Manual					
Backyard Logo/Downtown Logo				Jacque Nunez	
Creating a space in Lucidpress for the CRA				Jacqueline Barrett	Ongoing
CRA Website / Social Media					
CRA Website Update					Ongoing
Social Media Accounts - Linkdin/Instagram/Twitter	Ongoing	Ongoing		Jacque Nunez	Ongoing
CRA Facebook Page	Ongoing	Ongoing		Jacque Nunez	Provide Oversight
Pole Banners (Old Town & MLK Blvd)					New Design/New Vendor
Innovation District/Old Town/MLK Blvd	07/12/21	TBD		Jacque Nunez	Redsign/New Vendor Procurement
Holiday Decoration	10/01/21		11/20/21	Jacque Nunez	Lighting/Banners - October Oversight of Installation
Love Always Pompano Beach				Jacque Nunez	
Email Marketing					
Monthly Business Email Newsletter	Ongoing	Ongoing		Jacque Nunez	Sent monthly
Neighborhood Ambassador (Community) Email Newsletter	Ongoing	Ongoing		Jacque Nunez	Will be sent once a month the 4th week of the month on Wednesday using new template as of 8/31. Will go out the week of 8/31.
CRA Pro-Lab Map					
Update large CRA wall map.	07/10/20		05/31/21	Jacque Nunez	Work with Michelle and Pro-Lab to complete.
Business Inventory List (East & NW Districts)					
Ongoing	07/01/20		09/17/20	Jacque Nunez	Ongoing (i.e. sq. footage, rental rates, zoning, etc.)
Marketing Plans				Jacque Nunez	Drafting Marketing Plans - ECRA/NWCRA Districts
NW CRA					
Co-Working Spaces	07/30/20		03/15/21	GROW/Kimberly Vazquez	Onsite and operational/No secured membership as of July 2021
NW CRA Plan Amendment				Kimberly Vazquez	
NW Advisory Committee			06/07/21		Recommendation of approval of amenments to NWCRA Plan
CRA Board			07/20/21		