

**ECONOMIC DEVELOPMENT DEPARTMENT
ACTIVITIES FOR THE MONTH OF
January, 2013**

Inquires/Appointments/Successes

The EDO's efforts to recruit and maintain existing businesses continue with:

- ✓ 17 pending prospects.
- ✓ 4 new projects reviewed.
- ✓ 1 site visits and presentations.
- ✓ 3 research requests – LexisNexis; CoStar; web.
- ✓ 6 appointments with prospects, their representatives or realtors.

Meetings

- ✓ Regional Level
 - Suncoast Technology Forum Board Meetings
 - CCIM
 - Edison State College Reception for Jeff Allbritten
 - Southwest Regional Manufacturers Association
- ✓ Local Level
 - Directors' Meetings, Staff Meetings
 - Meetings with Commissioners, Administration and the Attorney's Office
 - BCC Board Meetings and PreAgenda Meetings
 - Charlotte Harbor CRA Advisory Committee
 - Enterprise Charlotte Economic Council
 - Enterprise Zone Development Agency
 - Murdock Village CRA Advisory Committee
 - BCC Workshop – Murdock Village
 - Charlotte County Airport Authority
 - Entrepreneurial Support Organization
 - TAC/MPO
 - Charlotte County Chamber
 - Punta Gorda Economic Development Task Force
 - Charlotte County Community Development
 - Charlotte County Community Services
 - Charlotte County Public Works
 - Historical Advisory Committee
 - Affordable Housing Service Committee
 - Leadership Charlotte
 - Charlotte Harbor Hands Across the Harbor Committee
 - Charlotte County Sustainability Team
 - AirTrek Open House
 - Parkside Fund Raising Meeting
 - Enterprise Charlotte Airport Park (ECAP) meeting of property owners
 - 2013 Legislative Forum
 - Charlotte County 10 Year Plan to Prevent and End Homelessness
 - One Community One Message meeting hosted by Team Punta Gorda
 - Purchasing Department – Marketing RFQ
 - Budget Quarterly Meeting

Presentations/Newspapers/Magazines

- ✓ Press Release: Enterprise Zone
- ✓ Presentations: Regional CCIM

Office Activities

- ✓ Website updates: Data collection included monthly housing trend chart, vacancy rates, sales tax, lease information, median home prices, unemployment stats, residential and commercial building permits, added/deleted economic development events. Updated social media sites and calendar. Changed background on all pages.
- ✓ Prepared and circulated monthly department newsletter.
- ✓ Prepared Agenda, Minutes and coordinated meetings for the Charlotte Harbor CRA Advisory Committee, Enterprise Zone Development Agency and the Murdock Village CRA Advisory Committee.
- ✓ Reviewed and updated Charlotte County property listing profiles for on-line commercial property database.
- ✓ Reviewed and updated Demographic Profile.
- ✓ Reviewed newspaper and posted articles relevant to the EDO on its website.
- ✓ Reviewed paper and electronic files for Records Retention.
- ✓ Reviewed relevant company notices in LexisNexis.
- ✓ Continued to work with the Florida/Brazil Chamber of Commerce to strengthen business ties.
- ✓ Trade show marketing tools being created and fine-tuned.
- ✓ Airport marketing tools being created and fine-tuned.
- ✓ Prepared a program budget for the Business Retention and Expansion program which the ECEC approved which will provide assistance to small businesses in Charlotte County. The assistance includes establishing a local Economic Gardening program and participation in Southwest Florida Manufacturing Association.
- ✓ Facilitated the quarterly meeting of the Entrepreneurial Support Organizational meeting which included a presentation by Vickie Potts the tax collector regarding the collection of business tax and decided on including a survey next summer when the business tax renewal notice is sent out.
- ✓ Member of the Urban Land Institute – State Summit planning committee. The State Summit will be held in Naples in June 2013 and will provide an opportunity to showcase development opportunity in Charlotte County to developers from outside of the local area.

Research and Policy Initiatives

- ✓ Continued to work on EDO policies, strategic plan and marketing.
- ✓ Continued working with local commercial land developers regarding land trades.
- ✓ Continued to research and draft materials for a Certified Site Programs in Charlotte County.
- ✓ Microloan program - continued to provide support to the discussion regarding the opportunity to develop a microloan program for small businesses.

Charlotte Harbor CRA

- ✓ Harbor Walk Project – Permits in place pending FDOT approval to begin construction. Staff will continue to monitor and discuss other strategies to move the project forward.
- ✓ Discussions commenced with Engineering Section to develop the RFP to complete the design of Phase II of the Harbor Walk Project.
- ✓ Scheduled a Community Meeting for March 7 at the Event Center; developing Agenda and materials for the meeting.
- ✓ Bayshore Live Oak Park – Continued to coordinate with Community Services and Facilities to complete approved projects in Bayshore Live Oak Park. Oversaw the tasks of the Bayshore Live Oak Park Special Events Coordinator.
- ✓ Advisory Committee – Facilitated the January 7 Charlotte Harbor CRA Advisory Committee meeting which included a review of identified capital projects.
- ✓ Hands Across the Harbor – continued to coordinate the final plans for the event. The committee orchestrated a very successful 5th Annual event with over 350 participants.
- ✓ Prepared and submitted project sheets on the Trails and Wayfinding Project to the MPO requesting funding for project implementation.

- ✓ Prepared Proclamation recognizing Grace Amodeo's contribution to the community. The proclamation is scheduled for the February 12th BCC meeting.
- ✓ Worked with the IT Department to revise the Charlotte Harbor CRA Web page. The new page will be launched in February 2013.

Murdock Village CRA

- ✓ Provided information on the history of Murdock Village for the presentation delivered at the BCC Workshop held on January 29.
- ✓ Advisory Committee – Facilitated the January 14 Murdock Village CRA Advisory Committee meeting.
- ✓ Worked with the IT department to revise the Murdock Village CRA Web page. The new page will be launched in February 2013.

Enterprise Zone

- ✓ Official designation received from the State of Florida.
- ✓ Interlocal Agreement between Charlotte County and the Punta Gorda City Council executed and forwarded to the Department of Economic Opportunity.
- ✓ Managed the development of the EZ marketing brochure and prepared press release on the designation. Participated in two television interviews regarding the Enterprise Zone
- ✓ Facilitated the January 17 Enterprise Zone Development Agency quarterly meeting.
- ✓ Provide information on the benefits of the EZ to four interested parties which included seeking clarification from the State Department of Economic Opportunity.