

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

**Inquires/Appointments/Successes**

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

- ✓ 43 pending prospects.
- ✓ 2 new projects reviewed.
- ✓ 4 site visits and presentations.
- ✓ 11 appointments with realtors or business support partners.
- ✓ 2 business retention or expansion visits.
- ✓ 5 research requests.

**Meetings**

- ✓ National Level
  - Site Selection Event w/Enterprise Florida in New York
- ✓ State Level
  - Enterprise Florida – Board & Shareholders Quarterly Meeting
  - FDOT
  - Florida Economic Gardening
- ✓ Regional Level
  - ULI Southwest FL
  - Suncoast Technology Forum Board Meeting
- ✓ 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
  - Charlotte County Airport Authority
  - Charlotte County Chamber
  - Punta Gorda Economic Development Task Force
  - Charlotte County Community Development
  - Charlotte County IT Department
  - Charlotte County Community Services
  - Human Resources Department
  - Purchasing Focus Group
  - Public Safety – 211
  - MPO
  - Restore Act - Administration

**Presentations/Newspapers/Magazines**

- ✓ Presentations: Punta Gorda Rotary/Enterprise Zone; Ambassador Program; Board of Realtors/EDO Update
- ✓ Press: New EDO Website; Supertrak/Economic Gardening; Parkside Open House; Arcadia Aerospace/Florida Companies to Watch; NBC-2 Interview - Airport Marketing
- ✓ E-Mail Blasts: Realtors/New EDO Website

**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.
- ✓ Prepared Agenda, Minutes and coordinated meeting for the Charlotte Harbor CRA Advisory Committee's special meeting.

- ✓ 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 relevant company notices in LexisNexis.
- ✓ Continued to work with marketing firm to create and fine-tune marketing materials and the website. New website launched.
- ✓ Worked with realtors to introduce them to the Available Property/Building tool on the new website. Created instructions for input ease.
- ✓ Attended Records Management refresher training.
- ✓ Participated in Pre-submittal Meeting with Purchasing regarding EDO marketing contract.
- ✓ Prepared for and facilitated meeting with Airport Authority and airport landowners to review target market in areas serviced by Punta Gorda Airport.

### **Research and Policy Initiatives**

- ✓ Continued to work on EDO policies, strategic plan and marketing.
- ✓ Continued working with local commercial land developers regarding certified sites.
- ✓ 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 – Finalized the Scope of Work for design plans for Phase IB construction plans which are scheduled for Committee review on September 9 and to the BCC on September 24.
- ✓ Advisory Committee – Facilitated the August 5 Special meeting of Charlotte Harbor CRA Advisory Committee to review building plans/signage for potential new structure in Charlotte Harbor.
- ✓ Continued to provide revisions/comments to Johnson Engineering on the draft Scope of Work for Parmely Street the first project in the Trails and Wayfinding Project.
- ✓ Coordinated the update of the Business Directory.
- ✓ Submitted a memo to the Community Services Department regarding potential sites for additional parking for Bayshore Live Oak Park.
- ✓ Coordinated the Hands Across the Harbor 6th Annual Event planning committee.
- ✓ Coordinated a meeting with property owner to discuss potential expansion in the area.
- ✓ Attended FDOT training for Local Area Program (LAP) projects which will be used for the construction of the Harbor Walk Project.
- ✓ Provided guidance to the artist that will be completing the Bayshore Park bench in memory of Grace Amodeo. The bench will be dedicated at the October 12 festival.

### **Murdock Village CRA**

- ✓ Continued to provide information to interested parties on development potential of the site. Community Development continued to gather data on developing the conceptual ERP.

### **Parkside CRA**

- ✓ Organized and attended various meetings both internally and at the community level including meeting with staff from Community Services; Housing; Engineering. Provided county updates on various projects at the Parkside community meeting.
- ✓ Facilitated monthly internal staff meeting with various departments that are involved in Parkside projects to help coordinate activities in the area and finalized the list of projects.
- ✓ Attended the quarterly meeting of the Parkside Business Alliance meeting.

### **Enterprise Zone**

- ✓ Completed and submitted the annual report to DEO regarding activities in the zone.
- ✓ Coordinated the submittal of the first sales tax refund application for a new home built in the Enterprise Zone.