




City of North Port
CITY MANGER'S OFFICE
Economic Development Division
Allan Lane, Economic Development Manager
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MEMORANDUM

TO: Jonathan Lewis
City Manager

FROM: Allan Lane 
Economic Development Manager

SUBJECT: Monthly Report of the Economic Development Division

DATE: July 8, 2011

Herewith is a summary of the activities engaged in by the Economic Development Division for the month of **June, 2011**. If additional information is needed please advise.

Business Retention Expansion & Growth

- Meeting with **Entrepreneurial Academy graduate** on June 3rd to discuss financing for her business.
- The third **Lunch & Learn** workshop session for 2011 was held on June 8th, 30 participants attended.
- The RLGf Loan Administration Committee, together with other members from the banking and finance community, met on June 16th to discuss and plan a **Credit Management Workshop**.
- ED staff continues to discuss plans to develop an **Incubator Program** to be housed at the North Port Park of Commerce. Staff has reviewed an overview of the concept and is developing ideas for the how the project may be implemented.
- **Joint meeting** between City Commission and BEDAB held on June 24th to discuss process for update of the City's Economic Development Strategic Plan.
- Meeting with representatives of the **Florida Institute of Government** on June 28th to share info about the Economic Development Strategic Plan update process.

Business Recruitment

- Meeting with representatives from **Lite-Touch Technologies** on June 9th for an update on their company and possible plans to locate in North Port.

- Meeting with **Omega Communities** on June 16th to discuss the status of their plans to develop an assisted living project in North Port.

Business & Economic Development Marketing

- Meeting on June 30th with representatives from Vision North Port to discuss 2012 Eco-Fest event.
- Over the past several weeks the Economic Development Division has been engaged in the design, purchase and placement of print media, video and online advertising. This includes magazine ads, business journals, and Florida airport locations.
 - 2 ads at Sarasota Bradenton International Airport
 - 3 ads at Punta Gorda Airport
 - Half page ad in Air Tran GO inflight magazine
 - Half page ad in Delta SKY inflight magazine
 - IBO International website
 - Fox 4 TV website

Community Communication & Outreach Activities

- 6/6** Attended North Port Chamber of Commerce ribbon-cutting for new business, "You've Got Maids"
- 6/7** Attended the International Trade Summit at Cape Coral
- 6/13** Participated in an update of the EDC of Sarasota County to the City Manager
- 6/14** Attended North Chamber 'Business After Hours' event at North Port Art Center
- 6/14** Met with a local business to assist them with FDA registration
- 6/15** Attended North Port Chamber State of the City Address
- 6/15** Met with Sarasota EDC on joint publicity efforts
- 6/15** Attended dinner meeting of the Sarasota-Manatee Manufacturers Association
- 6/23** Invited to speak to the Sarasota Democrats Club
- 6/28** Attended North Port Chamber meeting - Business and Economic Development Committee
- 6/29** Attended the Sarasota Convention & Visitors Bureau Partner Breakfast
- 6/29** Attended a webinar on how to become and IEDC Accredited Economic Development Organization (AEDO)
- 6/30** Attended celebration event marking accreditation for USF Sarasota-Manatee
- 6/30** Met with representative of Kitson and Partners to exchange information

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	LAST YEARS ACTUALS	2011 ADOPTED BUDGET	2011 ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	YTD ACTUAL PERCENT TO ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
001-0830-552.11-00	EXECUTIVE SALARIES	117,897	144,603	143,604	11,012	101,229	.70
001-0830-552.12-00	REGULAR SALARIES	2,188	0	0	0	0	.00
001-0830-552.12-50	TEMPORARY EMPLOYEE WAGES	0	0	10,000	400	8,583	.00
001-0830-552.13-00	OTHER SALARIES & WAGES	0	1,827-	0	0	0	.00
001-0830-552.14-50	TEMPORARY EMPLOYEE	0	0	0	30	30	.00
001-0830-552.21-00	FICA	8,762	10,844	10,769	809	7,785	.72
001-0830-552.22-01	FLORIDA RETIREMENT SYSTEM	12,088	15,762	13,743	1,197	10,304	.65
001-0830-552.23-00	INSURANCE - LIFE & HEALTH	8,927	14,771	14,771	1,176	11,035	.75
001-0830-552.23-02	VISION	73	116	116	19	96	.83
001-0830-552.24-00	WORKERS COMPENSATION	106	109	109	0	49	.45
001-0830-552.25-00	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	.00
001-0830-552.31-05	OTHER PROFESSIONAL SVC	56,704	90,000	69,352	8,655	53,402	.59
001-0830-552.40-00	TRAVEL AND PER DIEM	6,983	26,015	15,815	0	4,568	.18
001-0830-552.40-02	RELOCATION EXPENSE	0	0	0	0	0	.00
001-0830-552.41-00	COMMUNICATION SERVICES	1,063	1,370	1,370	195	945	.69
001-0830-552.44-00	RENTALS AND LEASES	450	5,300	5,300	0	375	.07
001-0830-552.46-01	R&M OFFICE EQUIPMENT	0	0	0	0	0	.00
001-0830-552.46-50	FLEET SERVICE CHARGE	690	370	370	31	277	.75
001-0830-552.47-00	PRINTING & BINDING	1,848	11,400	4,900	9	1,074	.09
001-0830-552.48-00	PROMOTIONAL ACTIVITIES	9,506	8,900	18,900	54	15,534	1.75
001-0830-552.49-00	ECONOMIC DEV CHARGES	0	0	0	0	0	.00
001-0830-552.49-05	REVOLVING LOAN	100,000	0	0	0	0	.00
001-0830-552.49-06	ECONOMIC DEV CHARGES	0	0	0	0	0	.00
001-0830-552.49-12	ADS AND PUBLIC NOTICES	40,192	175,505	268,041	17,573	209,739	1.20

BUDGET TO ACTUAL WORKSHEET
FOR FISCAL YEAR 2011

ACCOUNTING PERIOD 09/2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	LAST YEARS ACTUALS	2011 ADOPTED BUDGET	2011 ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	YTD ACTUAL PERCENT TO ADOPTED BUDGET
001-0830-552.49-14	TAGS, FEES, LICENSES	3,364	1,520	1,756	0	1,031	.68
001-0830-552.49-69	FOOD	1,705	8,500	8,500	14	889	.10
001-0830-552.49-80	OPERATING BUDGET REDUCT	0	75,000-	0	0	0	.00
001-0830-552.51-00	OFFICE SUPPLIES	840	500	1,000	10	669	1.34
001-0830-552.52-02	FUEL	975	1,000	1,000	159	963	.96
001-0830-552.52-45	SOFTWARE & SW LICENSES	0	0	0	0	0	.00
001-0830-552.52-50	MINOR OPERATING EQUIPMENT	579	1,000	1,200	0	1,050	1.05
001-0830-552.54-00	BOOKS, PUB.SUBS, MEMB	57,913	57,179	57,179	380	57,279	1.00
001-0830-552.55-00	TRAINING & EDUCATION	6,272	5,181	7,181	0	6,455	1.25
001-0830-552.59-00	DEPRECIATION	0	0	0	0	0	.00
001-0830-552.64-00	CAPITAL MACHINERY & EQUIP	0	0	0	0	0	.00
*	ECONOMIC DEVELOPMENT	439,145	503,118	654,976	41,723	493,361	.98



City of North Port
CITY MANAGER'S OFFICE
Community Outreach Division
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MEMORANDUM

TO: Jonathan Lewis, City Manager

FROM: Erin Bryce, Community Outreach Manager

SUBJECT: Community Outreach Division June 2011 Monthly Report

DATE: Friday, July 8, 2011

Federal and State Lobbyist:

In June, the state lobbyist offered different procedures for identifying the state legislative priorities. Staff is working on meeting these. Meanwhile, the state lobbyist also is scheduling a trip to North Port to meet with department directors.

Branding:

In June, Human Resources Division worked to create a standard form for the memo and fax using Adobe. In addition, Community Outreach Division continues to work on a second page for the letterhead and memo templates. Once those have been decided upon, the templates will be updated.

In June, the Community Outreach Manager continued to work on a draft ordinance that specifies what can and can't be done with the City logo. She is waiting on revisions and hopes to have this completed by the end of July to bring to the City Commission.

History Book:

During the month of June, 10 standard editions were sold, which is an increase compared to prior months. No books were requested to be shipped. Overall, at the end of June, 507 of the 1,900 standard edition books were sold, and 96 of the 100 limited editions have been sold. There have been 61 books shipped.

The City has received \$10,883.00 in both sales and shipping costs. The City has received \$10,000.00 in just sales. Books are being sold in the Cashier's Office at City Hall, the North Port Area Chamber of Commerce, the North Port Sun, and Warm Mineral Springs' Gift Shop.

North Port Distinction (monthly newsletter)

The City's monthly newsletter, *North Port Distinction*, printed on June 15, 2011 in the *North Port Sun*. The *North Port Sun* led the efforts to distribute the newsletter throughout the community.

North Port Presents: The View From Here (TV Show)

North Port's TV Show, "North Port Presents: The View From Here," airs every Monday at 5 p.m. on Comcast Channel 189. In June, the show featured North Port Fire Rescue. The July show was taped in June and will feature the North Port Utilities Department.

North Port Currents (quarterly newsletter)

During the month of June, the Community Outreach Manager worked on the quarterly newsletter, North Port Currents. The issue featured North Port Utilities, new buildings and parks coming online, the Police Department's new K-9 addition, the fiscal year budget, the ability to watch City Commission meetings online, the North Port Ambassadors program, and the flooding impacts. The issue was sent to North Port residents at the beginning of July.

Outreach Activities

On June 7, 2011, the Community Outreach Manager attended the ribbon cutting ceremony of the Morgan Family Community Center.

On June 9, 2011, the Community Outreach Manager attended a media training event hosted by the Sarasota County Health Department. The Community Outreach Manager played a role as a "media representative" and helped train the participants on how to handle tough television interviews.

On June 10, 2011, the Community Outreach Manager and North Port resident Walt Fritz, who is of German decent, met with five German reporters who were visiting Sarasota County through the Sarasota County Convention and Visitors Bureau. The media tour was designed to encourage German media to write about Sarasota County, and the Community Outreach Manager was hoping to get them to write about North Port.

On June 13-14, 2011, the Community Outreach Manager hosted a tradeshow table at the Building Officials Association of Florida's annual conference in Naples. The table reached more than 200 building officials and trade industry contacts statewide.

On June 17, 2011, the Community Outreach Manager participated in the SUM+ Conference in Sarasota, which was hosted by the Sarasota Young Professionals. During the seminar, she came in contact with several leading business leaders in Sarasota. This event included the participation in a festival brainstorm committee, in which contacts were made with festival organizers throughout Sarasota County.

On June 22, 2011, the Community Outreach Manager attended a Toastmaster's meeting. The local Toastmasters group has reformed and is now meeting in the evening hours twice a month at Heron Creek Golf and Country Club. The Community Outreach Manager gave a speech about Twitter and teased the group about the upcoming Twitter account that the City will be launching later this summer.

On June 27, 2011, the Community Outreach Manager attended the ribbon cutting ceremony at the Senior Education Center.

On June 29, 2011, the Community Outreach Manager gave a tour of the City to four North Port Taxi drivers. The outreach effort was in an attempt to educate North Port's current "tour operators." If North Port Taxi Drivers know more about their community, they can help connect North Port residents to services provided.

On June 30, 2011, the Community Outreach Manager attended the Paddlepalooza Planning Committee meeting. This was the first organizational meeting called together by representatives from Benderson Development and community members interested in hosting this event.

Upcoming Agenda Items:

The Community Outreach Division is working on an ordinance regarding the outside use of the

City's new logo, and hopes to bring that forward in July or August, depending on legal review.

On July 11, 2011, the Community Outreach Division will be placing on the agenda an item recognizing Public Communicators Week from July 25-29, 2011.

On July 25, 2011, the Community Outreach Manager, who is the staff liaison for the Naming Committee, will be bringing forward a discussion item regarding the naming of Legacy Field. There are additional names that are being proposed to be added to the field in addition to the five that the City Commission asked the Naming Committee to review.

Online Update:

In April, the City of North Port posted 24 news stories on its website. The City posted on Flickr: 399 photos from the Morgan Family Community Center, which received 869 views; 110 photos from the 2011 Fishing Tournament, which received 98 views; 149 photos from the Atwater Park Ribbon Cutting ceremony, which received 149 views; 49 photos from the North Port Senior Center, which received 25 views; 313 photos from the Freedom Festival, which received 457 views; and 101 photos from the 2011 Firecracker 5K Run, which received 68 views. As of the date this monthly report was written, the City has 205 subscribers (last month it was 197 subscribers) to the City's news updates. In total, the City has 4,080 active subscribers, which increased from last month's 4,060 active subscribers.

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BUDGET TO ACTUAL WORKSHEET
FOR FISCAL YEAR 2011

ACCOUNTING PERIOD 09/2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	LAST YEARS ACTUALS	2011 ADOPTED BUDGET	2011 ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	YTD ACTUAL PERCENT TO ADOPTED BUDGET
COMMUNITY OUTREACH							
001-0850-512.11-00	EXECUTIVE SALARIES	59,509	58,106	58,069	4,677	43,596	.75
001-0850-512.12-00	REGULAR SALARIES	4,250	4,800	4,800	0	0	.00
001-0850-512.12-50	TEMPORARY EMPLOYEE WAGES	0	0	0	0	4,495	.00
001-0850-512.13-00	OTHER SALARIES & WAGES	0	303-	0	0	0	.00
001-0850-512.14-00	OVERTIME	71	0	0	0	0	.00
001-0850-512.21-00	FICA	4,867	4,726	4,725	350	3,605	.76
001-0850-512.22-01	FLORIDA RETIREMENT SYSTEM	5,899	6,334	5,512	504	4,755	.75
001-0850-512.23-00	INSURANCE--LIFE & HEALTH	4,393	4,386	4,386	363	3,265	.74
001-0850-512.23-02	VISION CARE	43	43	43	7	36	.84
001-0850-512.24-00	WORKERS' COMPENSATION	678	692	692	0	312	.45
001-0850-512.25-00	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	.00
001-0850-512.31-05	OTHER PROFESSIONAL SVCS	17,158	50,000	53,300	9,035	38,665	.77
001-0850-512.40-00	TRAVEL AND PER DIEM	1,866	2,900	2,900	56	1,079	.37
001-0850-512.41-00	COMMUNICATION SERVICES	652	685	685	101	528	.77
001-0850-512.44-00	RENTALS & LEASES	0	0	0	0	0	.00
001-0850-512.46-01	R&M OFFICE EQUIPMENT	0	0	0	0	0	.00
001-0850-512.46-50	FLEET SERVICE CHARGE	0	0	0	0	0	.00
001-0850-512.47-00	PRINTING & BINDING	26,278	13,860	16,360	0	8,176	.59
001-0850-512.48-00	PROMOTIONAL ACTIVITIES	13,406	22,800	10,579	0	9,258	.41
001-0850-512.49-12	ADS AND PUBLIC NOTICES	900	10,000	14,120	0	14,020	1.40
001-0850-512.49-14	TAGS, FEES, LICENSES	0	1,000	1,000	0	600	.60
001-0850-512.49-69	FOOD	27	0	0	0	0	.00
001-0850-512.49-80	OPERATING BUDGET REDUCT	0	5,301-	0	0	0	.00
001-0850-512.51-00	OFFICE SUPPLIES	778	1,000	1,000	19	438	.44

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FOR FISCAL YEAR 2011

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001-0850-512.52-02	FUEL	67	100	100	0	78	.78
001-0850-512.52-45	SOFTWARE & SW LICENSES	0	0	0	0	0	.00
001-0850-512.52-50	MINOR OPERATING EQUIPMENT	200	0	0	0	0	.00
001-0850-512.54-00	BOOKS, PUBLIC, SUBS, MEMB	2,233	2,170	2,170	0	1,560	.72
001-0850-512.55-00	TRAINING & EDUCATION	1,862	1,510	1,510	0	1,473	.98
001-0850-512.59-00	DEPRECIATION	0	0	0	0	0	.00
001-0850-512.64-00	CAPITAL MACHINERY & EQUIP	0	0	0	0	0	.00
*	COMMUNITY OUTREACH	145,117	179,508	181,951	15,112	135,939	.76
**	CITY MANAGER	1,314,758	1,237,516	1,539,681	100,806	1,373,620	1.11

07/08/11

Commission Request - Report Prepared by Donna Suggs, Staff Assistant II

Month	Requests	Blucher	Yates	Garofalo	Jones	Treubert
Jan-11	7	2	1	3	1	0
Feb-11	8	0	0	7	1	0
Mar-11	4	0	1	3	0	0
Apr-11	12	2	1	6	3	0
May-11	7	1	0	4	2	0
Jun-11	4	0	0	4	0	0
Jul-11	0					
Aug-11	0					
Sep-11	0					
Oct-11	0					
Nov-11	0					
Dec-11	0					
12-Month						
TOTAL	42	5	3	27	7	0
Monthly						
Average	7.00	0.83	0.50	4.50	1.17	0.00
Percentage		11.90%	7.14%	64.29%	16.67%	0.00%

By Department

Month	Requests	Blucher	Yates	Garofalo	Jones	Treubert	Building	P Z & E	Finance	Fire	Police	P W	Utilities	Gen Serv	Other
Jan-11	7	0	2	0	0	0	0	4	1	0	0	0	0	0	0
Feb-11	8	3	1	0	0	1	1	1	1	0	0	0	0	1	0
Mar-11	4	1	2	0	0	1	0	0	0	0	0	0	0	0	0
Apr-11	12	2	1	0	0	3	4	4	1	1	1	1	1	0	0
May-11	7	0	1	0	0	1	2	2	3	0	0	0	0	0	0
Jun-11	4	1	0	0	0	0	1	1	0	0	0	0	0	0	2
Jul-11	0														
Aug-11	0														
Sep-11	0														
Oct-11	0														
Nov-11	0														
Dec-11	0														
12-Month															
TOTAL	42	7	7	0	0	6	12	6	6	1	3	3	6	1	3
Monthly															
Average	7.00	1.17	1.17	0.00	0.00	1.00	2.00	1.00	1.00	0.17	0.50	0.50	1.00	0.17	0.50
Percentage		16.67%	16.67%	0.00%	0.00%	14.29%	28.57%	14.29%	14.29%	2.38%	7.14%	7.14%	14.29%	2.38%	7.14%

**There was a total of 21 Contact North Port
Requests for the month of June 2011**

City Manager	9
Utilities	4
General Services	1
Police Department	1
Public Works	3
Buiding	1
Fire	2

BUDGET TO ACTUAL WORKSHEET
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CITY MANAGER							
-CITY MANAGER-							
001-0800-512.11-00	EXECUTIVE SALARIES	319,288	318,498	352,717	23,690	300,120	.94
001-0800-512.12-00	REGULAR SALARIES	101,245	101,341	96,275	7,406	69,081	.68
001-0800-512.13-00	OTHER SALARIES & WAGES	0	28,100-	0	0	0	.00
001-0800-512.14-00	OVERTIME	430	0	0	0	0	.00
001-0800-512.21-00	FICA	25,738	25,861	28,912	2,503	22,144	.86
001-0800-512.22-01	FLORIDA RETIREMENT SYSTEM	55,082	52,589	66,122	3,787	25,278	.48
001-0800-512.22-30	DEFERRED COMPENSATION	16,752	16,800	16,800	635	11,144	.66
001-0800-512.23-00	INSURANCE--LIFE & HEALTH	29,237	31,490	34,794	2,635	24,450	.78
001-0800-512.23-01	CITY MGR PACKAGE	0	0	0	0	0	.00
001-0800-512.23-02	VISION CARE	214	279	302	39	193	.69
001-0800-512.24-00	WORKERS' COMPENSATION	478	493	493	0	222	.45
001-0800-512.25-00	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	.00
001-0800-512.26-00	COMPENSATED ABSENCES	0	0	0	0	0	.00
001-0800-512.27-00	EDUCATIONAL ASSISTANCE	0	0	0	0	0	.00
001-0800-512.28-00	CAR ALLOWANCE	7,029	7,200	5,703	600	1,200	.17
001-0800-512.29-00	OTHER ALLOWANCES	0	0	0	1,250	1,500	.00
001-0800-512.31-04	MEDICAL SERVICES	0	0	0	0	0	.00
001-0800-512.31-05	OTHER PROFESSIONAL SVCS	27,038	6,000	53,940	0	20,267	3.38
001-0800-512.40-00	TRAVEL AND PER DIEM	2,258	3,970	3,970	259	259	.07
001-0800-512.40-01	CM RECRUITMENT	0	0	23,800	0	23,726	.00
001-0800-512.40-02	CM RELOCATION EXP	0	0	0	0	0	.00
001-0800-512.41-00	COMMUNICATION SERVICES	801	1,340	1,340	345	866	.65
001-0800-512.43-02	ELECTRICITY	0	0	0	0	0	.00

BUDGET TO ACTUAL WORKSHEET
FOR FISCAL YEAR 2011

ACCOUNTING PERIOD 09/2011

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001-0800-512.44-00	RENTALS & LEASES	3,370	3,552	4,412	451	3,320	.93
001-0800-512.46-01	R&M OFFICE EQUIPMENT	0	200	150	0	0	.00
001-0800-512.46-50	FLEET SERVICE CHARGE	0	0	0	0	0	.00
001-0800-512.47-00	PRINTING & BINDING	610	850	850	108	211	.25
001-0800-512.48-00	PROMOTIONAL ACTIVITIES	368	450	450	0	0	.00
001-0800-512.49-06	ECONOMIC DEVELOPMENT CHGS	125,000	0	0	0	0	.00
001-0800-512.49-12	ADS AND PUBLIC NOTICES	2,089	0	0	0	0	.00
001-0800-512.49-14	TAGS, FEES, LICENSES	0	0	0	0	0	.00
001-0800-512.49-20	BEAUTIFICATION & TREES	0	0	0	0	0	.00
001-0800-512.49-50	SAFETY TRAINING/EDUCATION	0	0	0	0	0	.00
001-0800-512.49-69	FOOD	900	500	900	0	597	1.19
001-0800-512.49-80	OPERATING BUDGET REDUCT	0	1,497-	0	0	0	.00
001-0800-512.49-90	BAD DEBT EXPENSE	0	0	0	0	232,910	.00
001-0800-512.51-00	OFFICE SUPPLIES	2,030	1,800	1,800	228	1,455	.81
001-0800-512.52-02	FUEL	0	100	100	0	60	.60
001-0800-512.52-45	SOFTWARE & SW LICENSES	0	0	0	0	0	.00
001-0800-512.52-50	MINOR OPERATING EQUIPMENT	409	0	50	0	50	.00
001-0800-512.54-00	BOOKS, PUBLIC, SUBS, MEMB	6,899	7,249	4,949	0	4,754	.66
001-0800-512.55-00	TRAINING & EDUCATION	3,231	3,925	3,925	35	513	.13
001-0800-512.59-00	DEPRECIATION	0	0	0	0	0	.00
001-0800-512.64-00	CAPITAL MACHINERY & EQUIP	0	0	0	0	0	.00
001-0800-512.73-00	LEASE PAYMENT	0	0	0	0	0	.00
* -CITY MANAGER-		730,496	554,890	702,754	43,971	744,320	1.34