

Department of  
Economic  
Development  
Program  
Summary

**Appropriation Summary**

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted	% Change
Expenditures	\$ 1,275,820	883,316	1,186,588	1,180,707	33.67%
FTE	9	9	9	11	22.22%

**Department Mission**

The Department of Economic Development has the primary responsibility for initiating, coordinating, implementing and monitoring programs promoting new business development and encouraging existing businesses to remain and grow in Portsmouth. The department's principal mission is to facilitate the City's tax base expansion and new job creation. The Department provides services to numerous City departments, agencies, the City Council, the Industrial Development Authority (IDA), and the Portsmouth Port and Industrial Commission (PPIC). The department is also responsible for Vision 2005 targeting key City initiative areas to help build a strong urban design framework and thereby setting a continued development foundation.

**Department Operational Summary**

The Department of Economic Development has created a strategic plan striving to build upon continual success by focusing attention on four key activities: business development, product development, market development and workforce development. A brief description of the four key activities follows.

- Business development is defined as programs nurturing business growth and investment. This is the economic development activity core. It includes business attraction, retention and expansion, and startup and emerging businesses.
- Market development involves product and service activities focusing upon recruiting individuals, enhancing the economy, and enlarging the market area.
- Product development involves investments maintained, upgraded or developed by labor and capital to improve the community. This may include downtown areas, gateways, business parks, or speculative buildings.
- Workforce development involves policies that build the City's local workforce skills. So all residents can become contributing members of the local economy, this includes a partnership between business, education and government.

**Prior Year Accomplishments**

In calendar year 2003, for a total investment of over \$17.9 million, the City tracked 7 business expansions, 13 new projects, and the creation of 411 new jobs. City staff directly assisted 11 of these projects (332 jobs and \$13.6 million in investment).

Department of  
Economic  
Development  
Resource  
Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted
<i>Expenditures</i>				
Salaries	\$ 386,397	437,754	515,838	515,838
Benefits	72,355	91,495	142,846	136,965
Contractual Services	602,717	150,838	240,355	240,355
Materials and Supplies	24,913	15,300	11,628	11,628
Other Operating Expenses	162,696	137,725	210,675	210,675
Internal Service Charges and Expenses	26,742	50,204	65,246	65,246
Total Expenditures	\$ 1,275,820	883,316	1,186,588	1,180,707
<i>Personnel Summary</i>				
Director Of Econ Dev & Marketing	1	1	1	1
Asst. Dir Econ Dev. & Marketing	1	1	1	1
Manager Of Business Development	3	3	3	3
Administrative Coordinator II	1	1	1	1
Mgr Of Dev Research & Info Technology	1	1	1	1
Business Development Representative	0	0	0	1
Tourism Coordinator	-	-	-	1
Administrative Coordinator I	2	2	2	2
Total Positions	9	9	9	11