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**MEMORANDUM**

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**TO: ECONOMIC DEVELOPMENT COMMISSION**  
**FROM: DANA LEVENSON, CHAIRMAN**  
**RE: UPCOMING MEETING FRIDAY, OCTOBER 8, 2004**

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The next EDC meeting is scheduled for Friday, October 8, 2004 at 7:30 a.m. in **CONFERENCE ROOM A in City Hall**. If you are unable to attend the meeting, please contact Nancy Carmer at **610-7220**. The agenda is as follows:

**EDC AGENDA**

<b>10/8/04</b>	<b>7:30 A.M.</b>	<b>CONFERENCE ROOM A</b>
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1. Approval of Meeting Minutes of September 10, 2004 (enclosed).
2. Introduction of Dick Ingram – New President of Greater Portsmouth Chamber of Commerce
3. Quarterly Reports on Tourism and e-coast activities for the period April 1<sup>st</sup> – September 30<sup>th</sup> - Marge Hubbard, Tourism Manager and Ginny Griffith, Business Development Manager
4. John Burke – Update on Parking Figures and Transportation Initiatives
5. Old Business
  - EDC Action Plan – Priorities for action
  - City Council Referral: Parking Impact Fee Subcommittee Update
  - Sheraton Hotel & Conference Center Expansion – City Council Work Session (date?)
6. New Business
7. Public Comment Period
8. Confirm Next Meeting Date (November 5, 2004)

Adjourn Meeting

cc: Honorable Mayor and City Council Members, John Burke  
Webmaster, Dick Ingram, Marge Hubbard, Ginny Griffith