### Economic Development Function Matrix

**North Kingstown, Rhode Island - March 24, 2015**

#### Information - maintain a data base of demographic and economic information
- maintain data bases of zoning, taxes, incentives, utilities, transportation, community services... ✓
- maintain data base of commercial and industrial sites ✓
- maintain inventory of public buildings and sites available for development ✓
- improve access to information on economic development at Town’s web site, with links to the data bases ✓

#### Assistance - help businesses and investors find local information and resources and navigate the necessary processes
- assist businesses on project planning ✓
- assist businesses with local and state permitting process ✓
- provide information on available space and data for business development, on request ✓
- respond to requests for information on zoning, taxes, utilities, demographics... ✓
- provide guidance and information to individuals and companies to establish, relocate, expand businesses ✓
- assist potential clients with site analysis ✓
- connect businesses to local and state resources that partner with the town to help businesses locate, innovate, grow, skill-up workforce, finance investment, export ✓
- provide mentoring, training, information for budding entrepreneurs, start ups and expanding companies ✓

#### Promotion - market North Kingstown as a place to do business, visit, and live in, with emphasis on attracting investment
- market and advertise the town to businesses, brokers, other – local, regional, beyond ✓
- develop and implement strategies for business attraction and retention ✓
- recruit business and development prospects ✓
- match available properties with interested investors and developers ✓
- work with organizations with an interest in economic development ✓
- liaise with public, private, and non-profit organizations as a catalyst for business attraction, creation, expansion, retention activities ✓
- install visitor information kiosks, designate and sign scenic and historic sites ✓

#### Regulations - maintain a continuous effort to update and simplify the Town’s code of ordinances
- identify and address regulatory barriers to growth and competitiveness ✓
- ensure regulations are consistent with, and support, the Town’s current economic development policies & objectives (e.g. transportation, housing, workforce, retail mix, tourism, harbor access, leisure spaces) ✓
- revise the Town’s zoning ordinance as needed ✓

#### Regulatory Processes - develop clear, predictable, and cost-effective processes to apply the Town’s code of ordinances
- streamline zoning and review process for greater predictability ✓
- identify other processes that can be improved to reduce development timeline and cost ✓
- develop regulatory guidance material ✓
- Town departments work together to ensure project progress ✓

#### Incentives - provide fiscal and other support if needed to encourage economic development in priority directions
- develop and implement a policy for fiscal incentives, such as tax increment financing (TIF) and business improvement districts (BID) ✓
- identify opportunities for public/private partnerships (PPP) to use Town-owned land or buildings ✓

#### Planning and Monitoring - develop and maintain the Town’s economic development program and plans, and monitor progress
- develop and maintain a strategy and program for economic development, including long- and short-term plans and specific opportunities and initiatives ✓
- design and conduct analytics to inform economic development decisions (eg market, traffic, parking) ✓
- follow up on recommendations from studies and public consultations (eg NK Community Market Study, Better Living by Design, Wickford Walking Workshop) ✓
- evaluate the competitiveness of NK relative to other towns and identify key factors to be addressed ✓
- create and regularly apply metrics to assess and monitor progress of economic development ✓
- prepare economic development section of the NK Comprehensive Plan ✓
- track and monitor implementation of the NK economic development plan ✓
- secure funding for programs and projects, including applying for state and federal grants ✓
- staff the EDAB and WEDAB ✓

#### Outreach - maintain strong relations with the business community, government agencies, the media, and the public at large
- provide a single point of contact and focus for the Town on economic development matters ✓
- stay informed of municipal economic development trends and good practices in RI and countrywide ✓
- maintain strong relationships among the business community, school department, public, media ✓
- encourage workforce education and training ✓
- represent the Town in public hearings, community meetings, conferences ✓
- coordinate with neighboring towns, state and federal agencies ✓
- work with QDC to expand connections and synergies ✓
- monitor and handle legislative issues ✓