

City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE - SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Economic Development

Date of Report November 3, 2016

Reporting Period October 3- 31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Economic Development Department has created a draft of a marketing package for businesses and investors that highlights the different assets that the City has to offer. Namely, we included information regarding HUBZones that are located in the City as well as Enterprise Zones and Sustainable Communities.

We have also established the department by collecting the necessary facts and information that is needed to create the Department from the ground up.

We set up a meeting with the Prince George’s County Economic Development Corporation and presented the marketing package to them for review on October 27,2016. They expressed interest in assisting the City with marketing and communicating the Smart City model along with their own County marketing efforts.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The major improvement needed in the department is personnel. The department is seeking to add a full-time grants writer and manager who can assist in locating, writing and managing all City grants for all the major departments. The Smart City model would be reached in a shorter amount of time if we able to get more grants that support the information and communication technology that the City needs.

Furthermore, there needs to be more outreach to local, state and federal agencies to identify resources that can help spur development in the City. We have started on the County level but are looking to assist the Mayor with

his meeting with the State agencies, i.e. Department of Commerce, Housing and Community Development, and the Governor's Office of Crime Control and Prevention.

Indicate problems identified, barriers encountered and solutions reached.

Once again, the major problem and barrier is personnel. Due to the lack of resources in that area, we have assigned the current contractual grants manager to a weekly meeting at City Hall to go over the status of existing grants that we have applied for, finding new grants, and managing the grants that have been awarded.

This solution has been extremely valuable because it allows the Economic Development department to have a more hands-on approach with the grant writer to evaluate her performance as well as to provide leadership in becoming more aggressive with obtaining grants for the City.

Identify goals for the next reporting period.

The Department has established a goal of achieving an 236% increase in the amount of grants awarded to the City by going after more grants through the Grants Management office. This office is now under the purview of the Economic Development Department. At this current juncture, we have only been awarded \$155,000 in the past year. We would like to raise that number to \$525,000 or 15% of the City budget.

We are also seeking to go after 200% more grants than we currently do.

Another goal is to improve the timeline for the Smart City redevelopment project for City Hall and the Public Works facility by 50%. As the Compliance Officer, we believe the current process is not quick enough to accomplish the Mayor's goal of having this project complete in 2017.

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item Unknown

FY2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Current Year)
\$0.00	\$0.00	\$0.00

Expenditures

Line Item 6-6017

FY2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Current Year)
\$35,000.00	\$0.00	\$0.00

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.