



City of Seat Pleasant

Director of Economic Development

A SMART CITY OF EXCELLENCE

“Seat Pleasant offers Smart City Services that are 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 April 28, 2017 Reporting Period April 2017

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

The Director successfully passed the National Development Council’s Economic Development Finance Professional Certification ED 101 course. That qualifies the Director to continue taking the remaining training sessions, which will occur in May, July and December. The Director is scheduled to participate in the next course, which is ED201 – Business Credit Analysis, on May 1, 2017 through May 5, 2017. This course will assist the ED Department with managing the proposed \$1.5 Million for the Revolving Loan Fund.

The Mayor and team were invited to the African Union by its Ambassador, Her Excellency Dr. Arikana Chihombori Quao, to promote Seat Pleasant’s Smart City Initiative overseas on the continent of Africa.

The entire government of Seat Pleasant, from elected officials, department heads to staff, attended the Smart Cities Summit at Harrisburg University of Science and Technology in Harrisburg, Pennsylvania. The Mayor, with assistance from the Director, is brokering a partnership with Harrisburg University to be the academic partner for Seat Pleasant’s Smart City Initiative. Not to leave Prince George’s County out of the mix, the Director and Director of Public Engagement are also brokering a deal with Prince George’s Community College to become the training partner for future jobs and employment within the Smart Cities’ space.

The Mayor and the Director were invited and presented at the 17th InfoPoverty Conference at the United Nations Headquarters regarding the City’s Smart City Initiative as a model for the entire world with particular interest on the developing world. Ambassadors, UN officials and world business leaders were in attendance and have since begun the process of working out ways to assist the City in its Smart City Initiative.

The Director, serving as the Compliance Officer for the USDA Smart City Project renovating City Hall and Public Works Building, coordinated the submission of documents to the USDA Loan Program representative, Charlene Pagan, and discussed the status of the review of the City’s design drawings. Ms. Pagan indicated that the City had done a great job in providing requested documents with a very quick turnaround. However, she further indicated that since their Architect, who is reviewing our drawings, is allowed 30 days to review each new document that is requested, the process has been elongated based on repeated requests from the Architect

since the initial documents were presented on November 2, 2016. The draft closing documents for the loan have been approved by USDA's attorneys as presented by the City's attorneys.

At the behest of the Mayor and along with City Counsel, the Director discussed with IBM their proposed contract with the City to construct the Intelligent Operations Center (IOC) and the "mySeatPleasant" app to make Seat Pleasant a Smart City. The Director requested information regarding the viability of plug-ins to integrate into the IOC and how the City would be positioned as the first small Smart City in the world.

The Director had commissioned Polish'd Creative to produce a video on the economic development efforts of the City and the proposed effect of the Seat Pleasant Affordable Housing Trust Fund and Revolving Loan Fund. This project will provide citizens, businesses and potential investors and residents, the information they need to make an educated decision on why to live, work, play and stay in Seat Pleasant. The project is near completion.

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

The Department has secured a Legal Intern for the summer, who is currently a student at the University of Baltimore School of Law. The Intern will assist the Department in developing economic policies for the benefit of the City, assisting with the compliance requirements of the USDA Loan Program, and general duties related to promoting Smart City and economic development.

The Economic Development Department is seeking a Grants Manager to coordinate all activities regarding grants from researching, writing to managing the grants within the applicable City departments.

The major improvement needed in the department is still personnel, which the Department will propose to solve in the budget for fiscal year 2018. The proposed new positions are an Administrative Assistant, a Fund Administrator and a Grants Manager.

Indicate problems identified, barriers encountered and solutions reached.

The major problem and barrier is the lack of resources in the Department. We have assigned the current contractual grants manager to a thrice-weekly meeting, up from once bi-weekly under the previous contract, 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. The Department has proposed adding on more consultants to assist her in creating a Grants Management Division under the supervision of the Department in the next fiscal year.

Identify goals for the next reporting period.

The Department's primary goal for the next reporting period is to begin the process of developing the platform, application process, and policy and procedures of the Affordable Housing Trust Fund and Revolving Loan Fund. The Department intends to maximize the profitability of the fund to not only benefit the City financially in developing its portfolio, but to create 50 quality FTE jobs each year.

The Department has established a goal of achieving an 236% increase in the number of grants awarded to the City by going after more grants through the Grants Management office with additional persons and resources. This office is now under the purview of the Economic Development Department. At this current juncture, we have been awarded \$155,000 in the past year. We would like to raise that number to \$525,000 or approximately 10% 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 moving at a speed to accomplish the Mayor’s goal of having this project complete in 2017. We have stayed in consistent communication with the staff who are administering the Loan program for the USDA and we have been recognized for providing requested documentation with a “quick turnaround” time. We believe that the response should come in the next month to authorize us to move forward with the project.

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	\$70,000.00	\$0.00

Expenditures

Line Item 6-5100 – 6-6602

FY2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Current Year)
\$35,000.00	\$91,907.00	\$32,430.26

Attachments: N/A