



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 June 2, 2017

Reporting Period May 2017

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

The Director attended the training for the National Development Council’s Economic Development Finance Professional Certification ED 201 course. Should he pass this training, it qualifies the Director to continue taking the remaining training sessions, which will occur in July and December. The Director is scheduled to participate in the next course, which is ED202 – Real Estate Finance, on July 24, 2017 through July 28, 2017. This course will assist the ED Department with managing the proposed \$1.5 Million for the Revolving Loan Fund.

The Mayor and team held an official signing ceremony of the IBM Contract with the Smart Cities Council and representatives from IBM in Silicon Valley in California. The City will be conducting a feasibility study on the application of Smart City technology for a small City as well as the capacity of the City to build its Innovation Village.

The Director, serving as the Compliance Officer for the USDA Smart City Project renovating City Hall and Public Works Building, coordinated the continued submission of documents to the USDA Loan Program representative, Charlene Pagan, and discussed the status of the review of the City’s design drawings with her supervisor, Denise MacLeish. Due to a lack of communication from USDA representatives, the Director contacted the interim State Director, Kathy Bisner, to ensure that we received news on a regular basis. 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.

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

Grants Manager is Ms. Kyrthlyn Rhoda, formerly the Executive Assistant for the Mayor. Ms. Rhoda has years of experience in grant writing and will bring that to bear for the City.

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. He commenced the internship on May 22, 2017 at 10:00 am. The Intern is assisting the Department in developing economic policies for the benefit of the City, assisting with the compliance requirements of the USDA Loan Program, and performing other general duties related to promoting Smart City and economic development.

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 and a Fund Administrator and a Grants Writing Consultant.

Regarding the Grants Writing Consultant position, the Department has secured the voluntary services of a seasoned attorney who has agreed to write grants for the City as a learning experience. She recently passed Montgomery Community College's Grants Writing Program and is willing to bring the skills learned in this class in a volunteer capacity with the City.

Indicate problems identified, barriers encountered and solutions reached.

The major problem and barrier is the lack of resources in the Department. We have declined to renew the current grants manager's contract and hired a Grants Manager (Ms. Rhoda). 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 continue 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 over the next five (5) years.

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 25%. This percentage is less than last month's projection as the hold-ups from USDA are not

under our control and appear to be exacerbated from the recent transition of power in Washington, DC. 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	\$121,907.00	\$39,867.00

Attachments: Finance Report for Economic Development