



Hamilton County Office of Economic Development Economic Development Services Contract Scope of Services Summary

- Coordinate general, as well as site specific, economic development activities in the subject community
- Provide efforts to retain existing local businesses, including:
 - Follow up on requests for information and assistance
 - Bring concerns of community businesses to the attention of the municipal administration
 - Include administration in meetings with businesses and developers
- Maintain an inventory of available commercial and industrial development sites in the local community.
- Assist the jurisdiction with the administration of all tax incentive programs and economic development tools, including:
 - Implementing legal requirements of the programs
 - Coordination with Planning and Zoning
 - Contact individual property owners to explain the programs
 - Processing agreements
- Market economic development tools and programs to existing businesses, as well as, potential new businesses
- Promote the Village's economic development opportunities with local realtors and developers (e.g. Roundtable discussions about positive business climate and business incentives)
- Work with the municipal administration to refine the overall mission, work program and priority of tasks
- Perform other tasks aimed at improving the business climate in the subject community as may be directed by the community administration
- Assist community in researching and applying for state and federal funds
- Assist community administration with writing and submitting Request for Proposals (RFP).
- Assist administration in developing marketing tools for the community (i.e. brochures, business directories, updated web sites etc.)