Organization: City of New Haven, Office of Economic Development

Full street address of organization: 165 Church Street, 4R, New Haven, CT 06510

Website: www.newhavenct.gov

Name and title of the Direct Supervisor: Carlos Eyzaguirre, Business Projects Manager

Phone number and e-mail address of Direct Supervisor: 203-946-5761; CEyzaguirre@newhavenct.gov

Placement dates: May 28 – August 9, 2019

Are placement dates flexible? If so, please describe: Yes, the intern may start or end earlier or later than the placement dates, based on his or her own schedule

Hours of the program: 9-5 weekdays, with an hour per day for lunch (35 hours/week)
Placement Description

- Organization description:

The mission of the City of New Haven’s Office of Economic Development is to facilitate commercial development, attract quality businesses and investment, expand employment opportunity, and to improve the City’s overall quality of life, to create a model, modern, world-class city in which everyone who wants a well-paying, career-oriented job can find one. Economic Development pursues this mission by focusing on four specific functions:

1. ATTRACTING & RETAINING QUALITY INVESTMENT: Securing public-sector investment and private-sector development partners that will build on New Haven’s advanced manufacturing, high technology, food processing, health care, and life sciences clusters.

2. DEVELOPING LOCAL JOBS & BUSINESSES: Providing small businesses, particularly minority-, woman-, and locally-owned small businesses, with access to resources to grow in New Haven, and preparing City residents of all backgrounds to find and secure sustainable employment opportunities.

3. REVITALIZING NEW HAVEN’S NEIGHBORHOODS: Fostering mixed-use development that accelerates the formation of distinctive, welcoming communities throughout the city; partnering with community stakeholders and accomplished developers to offer residents of all circumstances diverse, high-quality housing options; and promoting the growth of vibrant educational, artistic, and cultural amenities that enhance New Haven’s status as a leading recreational destination.

4. IMPROVING NEW HAVEN’S GLOBAL COMPETITIVENESS: Maximizing New Haven’s connection to the global economy, by crafting and promoting a distinct brand for the city as a strong alternative to New York and Boston for those seeking an exciting and fulfilling hometown; increasing Tweed-New Haven Airport’s appeal to major air carriers while respecting the East Shore’s quality of life; and enhancing our status as a regional transportation center by maintaining our successful stewardship of State Street and Union Stations and supporting expanded rail connections to and through them.
• Please write a 1-2 sentence summary of the work that the Fellow would be conducting:

The Fellow will assist with all aspects of multidisciplinary community redevelopment projects, in Downtown and/or New Haven’s outlying neighborhoods. He or she will work with Economic Development staff to design, organize, coordinate, implement, and complete interdepartmental initiatives that will enhance those communities’ commercial, infrastructural, and recreational attractiveness.

• Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

The Fellow will help Economic Development staff with community and economic redevelopment initiatives that address New Haven’s neighborhoods, including, but not limited to, working on the following projects:

1. Spearheading the annual update of the City’s Official Statement. This large, illustrated document provides a cohesive narrative of New Haven’s economic base, infrastructure development plans, real estate development projects, and business services, for use by the Finance Department in its annual bond rating agency meetings. This project requires the Fellow to autonomously select and organize data that presents the City’s vision and achievements in the most favorable light.

2. Conducting and preparing the City’s annual Downtown Housing Survey update:
   a. revise and issue an online survey for Downtown property managers;
   b. follow up with them by email and phone;
   c. compiled and analyzed the collected survey data; and
   d. update and revise the standard report with the findings.

3. Working with City staff, the Fellow will help to provide governance for the planned Community Food Systems Hub, a public-private partnership that will create a food-based business incubator and community food services center.

• List specific skills/experience required for the project:

Required: strong writing and analytical skills; a solid grasp of basic quantitative/statistical methods; and proficiency in Microsoft Excel and Word. Preferred: prior coursework in government/political science or urban/environmental/public policy.

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):
Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

Previous Yale PPSF Fellows have performed varied assignments for Economic Development, including preparing presentations, drafting proposed legislation for new programs, organizing and monitoring arts and cultural activities, assembling development plans with finance, design, and community planning elements, and conducting customer satisfaction surveys of arts, retail, and transportation amenities:

- In 2016, in addition to conducting our annual Downtown Housing Report, our Fellow inventoried Downtown public and private parking resources.
- In 2017 for our annual Downtown Housing Survey, our Fellow improved survey questions, verified and maintained communication with our contact list of property owners and managers, and analyzed their data using Excel. Notably, he increased our response rate, making the survey a better representation of downtown New Haven rental prices and vacancy rates. He even caught and fixed an inconsistency in the prior year report’s data analysis.
- In 2017, to support our new system to regulate mobile vending, our Fellow refined the design format for lotteries, created maps of specific vending areas, and reviewed vendor applications for mistakes, inconsistencies, and misrepresentations. He then worked with the vendors in both English and Spanish to correct these errors and to facilitate their valid, timely applications, payment, and liability insurance, and actively addressed complaints.
- In 2017, our Fellow worked directly with a web design consultant to revamp our departmental webpages, and to research and produce content to guide customers on how to leverage City resources and assistance.
- In 2018, our Fellow collected data and drafted an illustrated prospectus presenting information on the City’s new Opportunity Zones.
- In 2018, our Fellow analyzed tax assessment data to help Economic Development design and evaluate the impact of proposed changes to its Assessment Deferral Program.