

2018 Budget Hearings



WILMINGTON

Economic Development Office





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Vacant Positions

1. Discuss current vacant positions.
 - a. Specify duration of the vacancy.
 - b. Specify timeframe for filling position.
 - c. Justify rationale why vacant position(s) can or cannot be eliminated.



1

Vacant Positions

Vacancy

Manager of Minority, Disadvantaged & Small Business Enterprise

Vacant Date: 9/10/2016

Anticipated Hiring: Summer 2017

Elimination would negatively impact office productivity given other recent position eliminations. Position oversees DBE & minority-owned business activities. Also provides critical underwriting and analysis to support small business lending, redevelopment projects, and other economic development projects.



Changes to Positions

2

2. Discuss any proposed changes to positions (deleted position, salary adjustment, etc.).



2

Changes to Positions

Deletion

Senior Economic Research & Development Advisor
Vacancy date: 2/4/2016

Proposed to change to Economic Development Project Manager II to bring additional support to the office and to generalize a position that had become highly specialized. Position is being deleted as part of this budget.



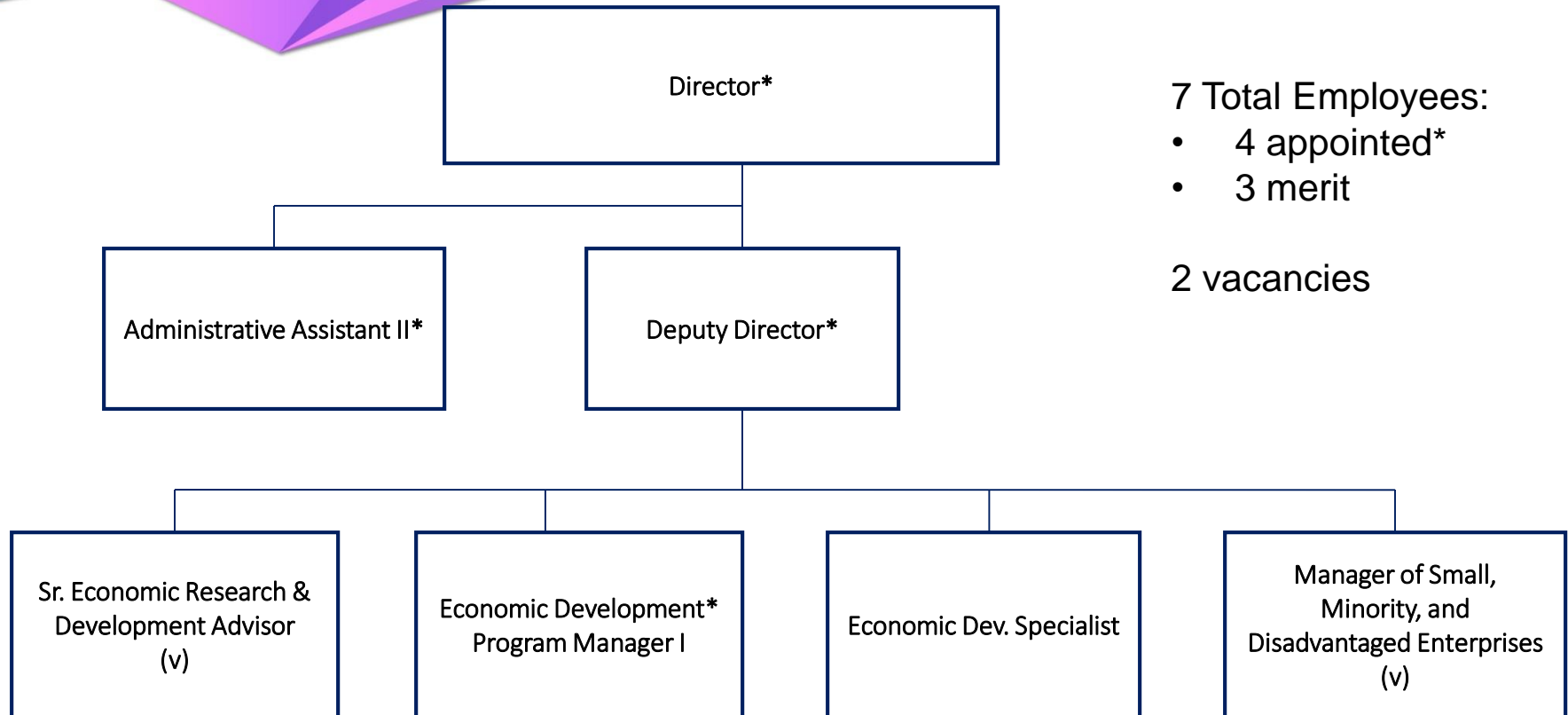
2

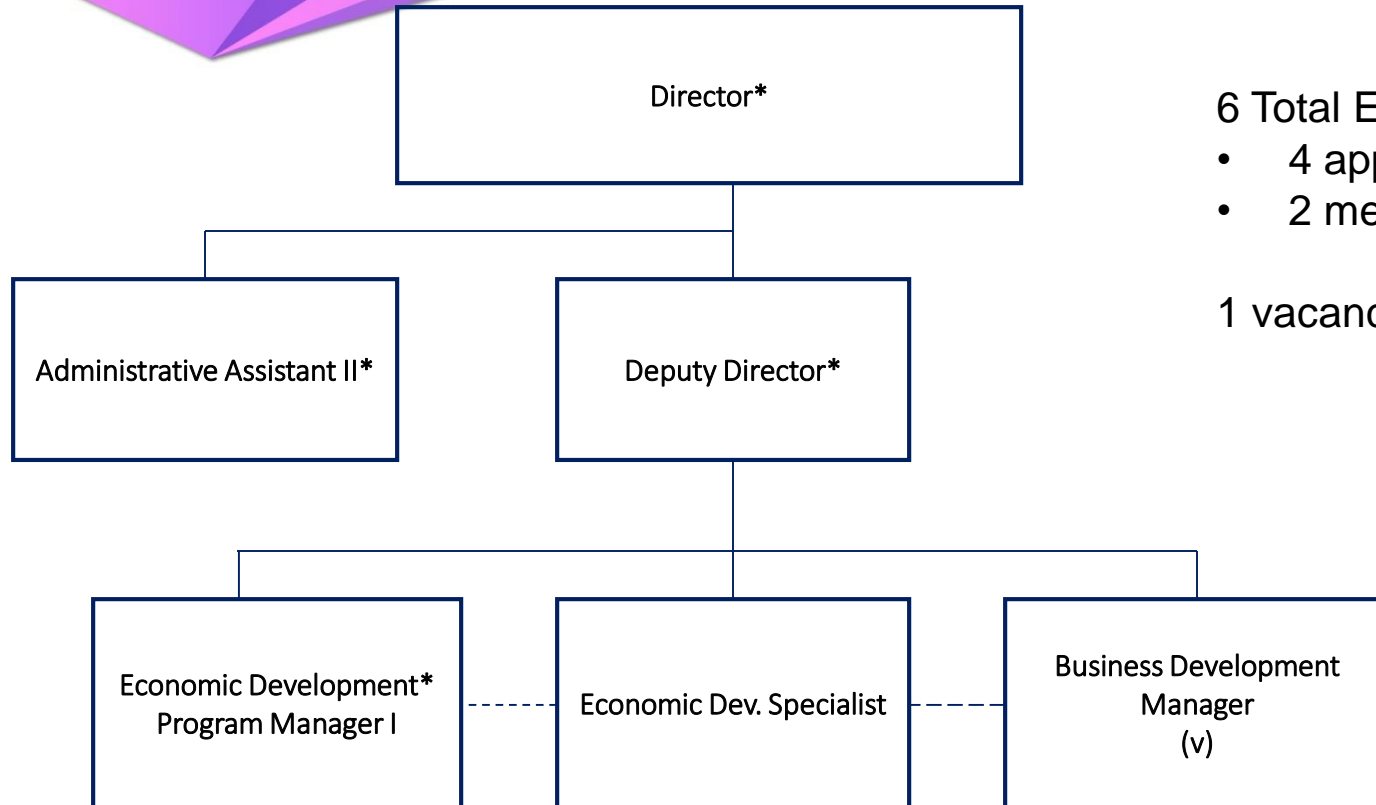
Changes to Positions

Title Change

Business Development Manager

Formerly Manager of Small, Minority, and Disadvantaged Enterprises. Proposed change reflects an operational shift within office due to recent position eliminations. Office seeks to build a team of versatile generalists that can work across all programmatic areas, instead of focused specialists limited to a single program.





6 Total Employees:

- 4 appointed*
- 2 merit

1 vacancy



3

Consultants

3. Discuss the planned use of \$105K budgeted for Consultants, up \$25.2K over prior year's budget.
 - a. List all vendors/consultants/, amount, length of contract, and contract expiration date for FY17 and planned use of for FY18.
 - b. As of the date the budget report was done, \$20K has been expended in FY2017, please justify the planned use of remaining funds.



FY17 Consultants Utilization

Vendor	Contract Length	Contract Expiration	Amount
TAPP Network <i>www.WilmToday.com</i>	4 months	June 2017	\$8,000
TAPP Network <i>Business Recruitment Website</i>	4 months	June 2017	\$32,000
A. Scott Enterprises (SMBEO) <i>Small Business Success Series</i>	4 months	June 2017	\$7,200



FY18 Consultants Proposed

Proposed Use	Contract Length	Contract Expiration	Amount
Architectural & engineering support for development projects & infrastructure projects			\$80,000
Small & Minority Business Education Programs			\$14,500



Community Activities

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4. Discuss the \$33K budgeted for Community Activities.



FY18 Community Activities Proposed

Vendor	Amount
Greater Wilmington Convention & Visitors Bureau	\$20,000
Wilmington Renaissance Corporation	\$8,000
Donations-Community Services	\$5,000



Printing & Advertising

5

4. Discuss the planned use of \$16.4K budgeted in Printing & Advertising.
 - a) Justify how these funds actively market the City of Wilmington.



FY18 Printing & Advertising Proposed

Vendor	Amount
Advertising & promotion of city initiatives in local publications & billboards	\$12,300
Marketing & promotion for educational programs & small business initiatives	\$2,500

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Startup Spotlight: WilmInvest



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NEWS FEED

Habitat for Humanity Young Professionals





Strategic Fund

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6. Discuss the available fund balance in the Economic Development Fund.
 - a. Specify amount of funds since inception.
 - b. Specify last time a cash infusion occurred.
 - c. Specify amount of funds committed in pipe line.
 - d. Specify amount of available funds to allocate.
 - e. Specify any plans to replenish funds.



	Year	Amount
Initial Funding	2002	\$1.25M
Second Round Funding	2004	\$1.53M
Third Round Funding	2007	\$3.5M
Fourth Round Funding	2008	\$8.575M
Infusion for Minority Business Program	2013	\$50K
		\$14.9M



Economic Development Strategic Fund

Fund Balance	\$2,521,312
TOTAL Contractual Commitments	<u>(\$1,782,811)</u>
TOTAL Available	\$738,501
 TOTAL Programmatic Set-Asides	 (\$394,261)
TOTAL Pipeline	<u>(\$970,000)</u>
Available to Invest	(\$580,760)



Minority Business Development Program

7

6. Discuss the available funds for the Minority Business Development Program.
 - a. Specify amount of funds since inception.
 - b. Specify amount of funds committed in pipe line.
 - c. Specify amount of available funds to allocate.
 - d. Specify any plans to replenish funds.



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Minority Business Development Program

Funded since inception:	\$250,000
Committed in pipeline:	\$0
Funds available:	\$215,000



Revenues

8

8. Provide an update on the amount of revenues generated and collected directly as a result of the Office of Economic Development efforts for FY2014 through FY17 year to date.



8

**Wage Taxes Collected
Strategic Fund Companies**

2014-2016

\$ 36,881,608



9

Incentives

9. Discuss the economic incentives the City provides for both small and large businesses.
 - a. Specify the number of new jobs from FY15 to year to date, as a direct result of the incentives offered by the City.



Incentives

Incentive Type	Eligible Applicants
Property Tax Abatement	Large & Small
Economic Development Strategic Fund	Large & Small
Infrastructure (Capital Improvement Program)	Large
Head Tax Exemption Program	Large & Small
Grow Wilmington Fund Small Business Lending	Small/Mid
Wilmington Urban Development Action Grant	Large & Small
Corporation Small Business Lending	
WEDCO Small Business Lending	Small



Incentives

Incentive Type	Eligible Applicants
Business planning, management training & individual business plan counseling	Small
Construction management training, individual assessment, & capacity-building action planning	Small
Business Savers Plus	Small
A&E Feasibility Assistance	Large & Small
Acquisition and Disposition	Large & Small
Housing Strategic Fund/ Housing Development Funds/NSP	Large & Small
Technical Assistance	Large & Small



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Disadvantaged Business Enterprises

10. Discuss the role of Economic Development in fostering and supporting DBEs (Disadvantaged Business Enterprises).
 - a. Specify amount of funding within your budget that provides support for DBEs.



Disadvantaged Business Enterprises

FY 2017

- DBE certification applications received - 24
- DBE certifications issued – 17
- # of contracts from procurement – 17
- # of pre-bid meetings – 8
- # of SBSS sessions to date – 13
- # of SBSS businesses – 25
- # of walk-ins provided customer service – 74



10

Disadvantaged Business Enterprises

10. Discuss the role of Economic Development in fostering and supporting DBEs (Disadvantaged Business Enterprises).
 - a. Specify amount of funding within your budget that provides support for DBEs.



11

Capital Budget: Upstairs Fund

11. Discuss the planned use for \$1M FY18 Capital Budget request for the Upstairs Project, and justify how it will stimulate economic revitalization.
 - a. Specify the last time funding was provided for the Upstairs Fund.



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Capital Budget: Infrastructure & Site Improvement Closing Fund

12. Discuss the planned use for \$1M FY18 Capital Budget request for Infrastructure & Site Improvement Closing Fund pertaining to leveraging private redevelopment opportunities, etc.



Appointed Positions

- **Director**
 - Responsible for the overall operation and function of the Office. Builds relationships with business community. Establishes policy and determines programmatic focus areas.
- **Deputy Director**
 - Direct supervision of OED programs & initiatives, office operations, and budgets, including the Strategic and Capital Funds. Manages a portfolio of projects across all OED programs & initiatives.
- **Administrative Assistant II**
 - Administrative support to Director. Processes contracts & invoices for office and project-related expenses. Manages & oversees files and documents.
- **Program Manager**
 - Manages a portfolio of projects across all OED programs & initiatives.



Merit Positions

- **Business Development Manager (Proposed Title Change)**
 - Financial analyst and credit officer. Analyzes performance, credit worthiness, and financial viability of businesses seeking financial assistance and support from the City of Wilmington. Also responsible for the City's Disadvantaged Business Enterprise (DBE) Program, overseeing the certification of disadvantaged business entities (DBEs) and ensuring compliance with City Code and internal policies with regard to DBE participation in the issuance of City contracts.
- **Economic Development Specialist**
 - Provides administrative support to OED projects including maintenance of project files, critical task management, and interfacing with other City departments, private sector developers, and public agencies.



Thank You!