



**Finance Committee Budget Hearing  
Office of Economic Development  
April 13, 2015**

1. Discuss any changes to positions (new, deleted, upgraded, downgraded, title changes, reclassifications, shifting, and or salary adjustments for any positions across all funds). Specify the last time any changes were done for any of the proposed changes.
2. Discuss the planned use of the \$70K budgeted in Consultants, up \$20K over the prior year's budget, considering ~\$20K has been expended year to date, and actuals for the last 3 years has not exceeded \$21.3K.
  - a. List all vendors/consultants/, amount, length of contract, and contract expiration date for FY15 and planned use of for FY16.
3. Discuss the \$38K budgeted in the Community Activities account category.
  - a. Specify the number of Mayor Delegation and non-Mayor Delegations planned for the remainder of FY2015 considering \$250 has been expended year to date, yet ~\$24K budgeted in FY2015.
  - b. Specify the benefit of the \$10K budgeted for WRC (Wilmington Renaissance Corporation).
4. Discuss the planned use of the \$18.5K budgeted for Advertising and Printing.
  - a. Justify how these funds actively market the City of Wilmington.
5. Discuss the ~\$10K budgeted between the Travel and Membership/Registration account lines.
6. Provide an update on the available fund balance in the Economic Development Strategic Fund.
  - a. Specify amount of funds since inception.
  - b. Specify the last time a cash infusion occurred.
  - c. Specify total amount of funds available, amount in pipeline for pending projects, amount available that has not been allocated.
  - d. Specify for the projects in the pipeline, the anticipated number of new jobs if any to the City, as well as any anticipated additional revenues to the City as a result of any incentives projected.
  - e. Specify number of new jobs as a result of these incentives per year for last 3 years.
  - f. Specify revenues generated and collected directly associated with the efforts of Office of Economic Development the last 3 years.

7. Provide an update on the Minority Business Development Program.
  - a. List the number of recipients who has been allocated funds by entity name, amount, and year.
  - b. Specify any projects in the pipeline.
  - c. Specify the total amount of funds allocated since inception for this fund.
    - i. Indicate the last time funds have been allocated and the amount.
8. Discuss the Wilmington Neighborhood Conservancy Land Bank and any potential funding from outside sources, considering Council recently passed an ordinance authorizing funding to the Housing Strategic Fund.
  - a. Specify your department's role within the Land Bank process.
9. Since the City's Economic Development Plan has been released publicly, specify how your department's budget priorities link to the overall plan.
10. Provide an update on any pending capital projects that Office Economic Development is currently involved with.

### **ALL DEPARTMENTS**

11. Provide FY16 proposed organizational chart with the total number of employees (i.e. permanent, temporary, contract, vacancies).
  - a. Outline specific duties of each employee.
  - b. Specify the length of time that current vacant position(s) has been vacant.
12. What suggestions would you offer that could lead to enhanced operational and financial efficiency within your department, or any City department? Advise if there are any possible solutions for partnerships either internally or externally if warranted. Please be as specific as possible.