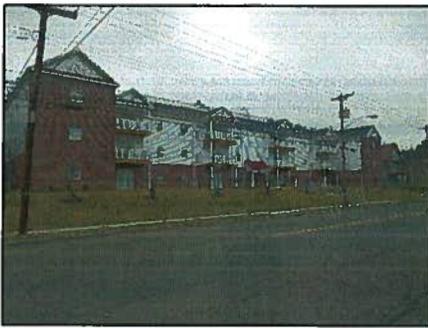


# **Economic & Community Development Department Fiscal Year 2015-2016 Budget**

## **Realizing the renaissance**



**and implementing the plan.**



# CITY OF WHEELING



CITY COUNTY BUILDING  
1500 CHAPLINE STREET  
ROOM 305  
WHEELING, WEST VIRGINIA  
26003

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## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Planning & Zoning  
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January 21, 2015

Mr. Robert Herron  
City Manager  
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2015-16 Economic and Community Development Department's budget. Included you will find proposals to amend the current budget complete with justification for all expenditures. I have highlighted some of the accomplishments from the various divisions within the Department.

### **The Division of Building Code Services**

This year saw many changes in the Building Code Services division. Dave Palmer resigned as well as Frank Wilson. Frank Wilson was replaced with Mr. John Schneider. A reorganization occurred with the elimination of the Administrative Assistant's position for the department. Paula Blake is now the Permit Specialist in charge of all intake of building permits and zoning/sign permits. Lisa Tappe is now in charge of the Vacant Building Registration Program as the new Code Enforcement Officer I. Any time a resignation occurs in our department, we evaluate how we can maintain a high level of service to the community but seek ways to realign job duties to cut expenses to the city's general fund budget.

We issued 1057 permits this year at a valuation of \$35,856,198.00 with permit fees totaling \$136,870.00. We had 74 cases in Municipal court in FY 2014. Of those cases 19 were brought into compliance and closed; 55 are still active. Currently 10 capias warrants are pending. We issued 23 private demolition permits. This does not include Community Development Block Grant demolitions.

Some of the larger project completions this fiscal year include; Cardinal Housing, Auto Zone on National Road, major renovations at the Diocese of Wheeling, TEAL Lab renovation at Wheeling Central High School, Good Shepard Home renovation, Progressive Bank in Warwood, the new Welty Village, and the LTAX 6<sup>th</sup> floor renovation at Wheeling Hospital.

We are currently working on plans and inspections for; a patient area build-out in Tower 5 at Wheeling Hospital, Capital Green and Providence Terrace developments for Woda Construction Group, Windsor Manor renovation, and the Fort Henry Building renovation.

To date approximately 307 vacant structures have been registered. Of those 307 properties, 4 have been demolished. There are now occupants in 38 former vacant buildings. We registered 38 new properties in 2013.

Again this year we will be asking for funding for the inspectors to purchase uniforms. They currently have shirts but we need more shirts as well as jackets.

### **The Division of Neighborhood and Community Development and The Division of Economic Development**

In FY 2014 Community Development Block Grant (CDBG) funds were set aside to demolish 11 structures throughout the city with CDBG funds. We funded a sidewalk project on 23<sup>rd</sup> street and will be completing the Virginia Street sidewalks. We funded the Greater Wheeling Homeless Coalition, Wheeling Heath Right, The Seeing Hand Association, Family Services, and the Soup Kitchen. Each of these agencies have seen a growing clientele in the past year.

### **Business Assistance**

Melissa Thompson and Kurt Zende continue to provide assistance to local businesses that wish to expand as well as working with national companies looking for locations in the City of Wheeling. Tours are conducted with developers and business owners, and resource material such as maps, photographs and other property information is shared with them. Melissa provides referrals to the Small Business Development Center and other local funding sources when asked to assist with funding. Kurt and Melissa attend local events when offered, to maintain awareness about financial opportunities and other information that may be helpful to city businesses.

Kurt facilitated site and building tours to over 40 different businesses from the region. These visits included businesses from several sectors of the economy; including retail, restaurants, office, hotel, warehousing, transportation, and the gas and oil industry. This resulted in 8 new businesses around Centre Market and the procurement of office space for the Corporate Headquarters of Hughes Xerox and CME Engineering. Kurt is still working on site and building options with developers of some of the industries mentioned above.

### **LAND USE**

The Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission and their Economic and Community Development Department staff continue to be active in the development and redevelopment of the city.

During the past year the Planning Commission completed the Comprehensive Plan update. The Commission and their staff are excited for the city to have a current plan from which to work and

help develop/redevelop the city. The Commission is eager to undertake the implementation phase of the plan.

Highlights of projects that came before the Planning Commission for review and approval include Capitol Greene, a multi-family residential development that will be located on a site that has sat vacant for over twenty years in Elm Grove, a new Smith Oil gas station that will occupy a former retail site that has been vacant in Warwood for over a decade; a new veterinary clinic in Elm Grove, and a 12 unit residential development along National Road in the Pleasanton neighborhood. The Planning Commission anticipates additional types of similar development in other parts of the city during the upcoming year.

The Historic Landmarks Commission completed the implementation of design review in the Centre Market Square Historic District, the city's second local historic district with design review; with other neighborhoods also expressing interest including East Wheeling, North Wheeling and Woodsdale. The plaque program has also been a success with a lot of attention and interest.

In addition to the above projects, the staff was also involved in numerous projects with ReInvent Wheeling, including assisting with the application to transition to a Main Street community and the BAD Buildings Program.

### **Brownfields**

During FY 2014, Melissa Thompson maintained a working relationship with the Northern WV Brownfields Assistance Center (NBAC) and its WV Redevelopment Collaborative (WVRC) program, as the Old North Park Landfill site was accepted into the WV DEP's Landfill Closure Assistance Program (LCAP). The LCAP process, which is set to begin during 2016, will address millions of dollars' worth of site assessment, cleanup, engineering, grading and preparation, for a future recreational brownfield redevelopment project. The WVRC project has already produced a Conceptual Master Plan for this type of development. Once the LCAP is completed, presumably within one year from its beginning, actual development of recreational facilities will be the city's responsibility, and could cost more than \$4.5 million, according to a preliminary cost opinion that was completed as part of the WVRC. Fortunately, the WVRC has received funding for another round of mini-grants, which is intended to assist the existing WVRC projects with developing a comprehensive funding strategy, and in the City of Wheeling's case, to make the landfill redevelopment project a success.

On September 11-12, 2014, Melissa attended the 2014 West Virginia Brownfields Conference in Huntington, WV. It is apparent that the City of Wheeling remains a respected role model in this state, with several brownfields successes over the last 10-15 years. This annual conference is not only an excellent opportunity to network about our accomplishments as we continue to learn from other brownfields projects, but also a good way to become informed of new resources for our efforts to redevelop brownfields.

Finally, in December 2014, a meeting was held between the ECD Department, WHNAC, RED, and Reinvent Wheeling, to discuss the EPA's Requests for Proposals for FY 2015 Brownfields Assessment and Cleanup Grants. While it was decided that there was not adequate time to meet the deadline for these grants during this round of funding, this meeting opened the door for future discussions, and should an ideal project be determined, the possible preparations for making application for an assessment or cleanup grant in the next funding cycle.

### **HOME**

During FY 2014, in the 17<sup>th</sup> year of the Northern Panhandle HOME Consortium's First Time Homebuyer Program, the City of Wheeling closed on its 200<sup>th</sup> First Time Homebuyer Loan. As of the November 20, 2014 HOME Consortium Council meeting, within the Consortium as a whole, 851 loans had been made to eligible low-moderate income first time homebuyers, using more than \$7.4 million in FTHB funds, and leveraging over \$42 million of lenders' mortgage money. The City of Wheeling itself has now assisted a total of 206 households in becoming First Time Homebuyers. In the last year alone, Melissa Thompson has followed through with the completion of the closing process, from initiating education to making application, and from conducting inspection to finalizing closing, for a total of 14 First Time Homebuyers.

Melissa continues to work primarily with first time homebuyers in Wheeling and Ohio County, but additionally, takes on the application, inspection and closing process in Weirton, Brooke County, and Hancock County, when CHANGE, Inc. is the seller of homes being purchased with HOME assistance, and therefore cannot administer the loan to a First Time Homebuyer without a conflict of interest. In addition, during FY 2014, CHANGE, Inc., lost its First Time Homebuyer administrator, so Ms. Thompson was asked to temporarily take over the administration of their program for nearly three months, in order to assure that the program continued to be available to assist homebuyers in Weirton, Brooke County, and Hancock County during that time. Now that a new administrator has been hired by CHANGE, Ms. Thompson has continued to work with the program and train the new staff person. It has been very important to assure continuity of the program in these northern-most jurisdictions of the Consortium, as HOME funding still remains plentiful in those areas, and the City of Wheeling is the responsible entity for assuring that these funds are expended within a timely manner.

As appropriate, Melissa also facilitated two quarterly Northern Panhandle HOME Consortium Council meetings in FY 2014, and has two more to go. She also oversees the Consortium's HOME funded Community Housing Development Organization (CHDO) Program, and currently has been monitoring the progress of the 2012 CHDO project, which is a renovation of a house in Weirton that is being completed by CHANGE, Inc. and will eventually be sold to a low-moderate income buyer. No project has been found to be suitable for FY 2013 and 2014 CHDO funds to date. Finally, as related to her HOME and Community Development duties, Ms. Thompson continues to serve as a member of the working committee West Virginia Saves and the Earned Income Tax Credit Coalition, attends Northern Panhandle Continuum of Care meetings on behalf of the City, and serves on the Family Selection Committee of the Wheeling Area Habitat for Humanity.

### **Human Rights**

Fiscal Year 2014 marked the one year anniversary of the Economic and Community Development Department taking over the daily operations of the Human Rights Commission's office. Melissa Thompson continues to assume the responsibility of answering phones, and checking voicemail and emails to assure that the Human Rights Commission office is covered on a regular basis. She also works with the Chairperson of the Human Rights Commission, to schedule their monthly meetings, send out meeting notices, prepare agendas and attend the meetings. Nancy Prager continues to attend the monthly meetings to address questions and concerns of the commissioners, to assure that the transition to the new ordinance is as smooth as possible.

The Human Rights Commission has so far received one complaint in FY 2014 (employment), and the assigned investigating commissioner recommended that the HRC retain the complaint. The investigation is underway for that complaint, and the HRC is working closely with the City Solicitor in this process to assure that the new Ordinance is followed. Most other citizen contacts to the office during the reporting period have resulted in referrals to other agencies for assistance, and a few lead to Landlord Tenant Handbooks being issued. Occasionally, inquirers are referred to the West Virginia Human Rights Commission, when their potential complaints involve City or County offices or the Wheeling Housing Authority.

The HRC has been working in the past year to attain training for the Commissioners. The members of the HRC participated in the following trainings: April 22, 2014 – Fair Housing: It's Not an Option – it's the Law (provided by the Northern WV Center for Independent Living/WV Fair Housing Assistance Network); May 20, 2014 – An Overview of Human Rights (provided by the WV Human Rights Commission); June 17, 2014, EEO Overview Training (U.S. Equal Employment Opportunity Commission Training Institute); and July 15, 2004, Fair Housing Training (provided by Southwestern Pennsylvania Legal Services).

Much of the HRC's efforts over the last year have been focused upon raising visibility in the community. This has been done mainly through contracting with Southwestern Pennsylvania Legal Services (SWPALS) for education and outreach, placing signs with the HRC's phone number on the city buses, and advertising with billboards during Fair Housing Month. The HRC also participated as a sponsor and an exhibitor in the Upper Ohio Valley Multicultural Festival at the Heritage Port on June 29, 2014; and on October 11, 2014, the HRC participated and exhibited at the Veterans Stand Down at the OVMC Nurses Auditorium. Another contract with SWPALS is in the works for an additional year of continued education and outreach.

### **CENTRE MARKET**

Under the leadership of the Centre Market Manager, Kurt Zende; the various committees of Centre Market were able to accomplish most of their goals and objectives. The Economic Development Committee was instrumental in facilitating the recruitment of 8 new businesses to the Centre Market neighborhood. Once again, the Promotions Committee produced and implemented a very successful event calendar. The Second Annual Wing Fest took place on Saturday, Jun 14, 2014. The estimated crowd of 12,000 people, tripled last year's attendance; allowing the 19 local bars/restaurants who

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Budget

participated in the event to sell over 56,000 wings. Also, a new event was developed last May; The First Annual Wheeling Rotary's Taste of Centre Market. More than 200 people participated in the charity fundraising event that raised \$7,000 for a local charity. Furthermore, the 5<sup>th</sup> Annual Lobster Fest was held on the Friday before Memorial Day. The Lobster Fest of 2014 had the largest attendance figures of any of the previous 4 events. That event was held simultaneously with the 3<sup>rd</sup> Annual Ohio Valley Street Survivors Centre Market Car Show which drew a few thousand patrons throughout the evening. Next, the 2<sup>nd</sup> Annual Artworks Around Town Art Plain Air event saw 50 artists gather from all over the world to Centre Market to demonstrate their artistic skills and entertain several thousand people. This event more than doubled its attendance from the 2013 year. Finally, the 4<sup>th</sup> annual Christmas at the Market saw its crowds triple from the previous years. The lines waiting for the Horse and carriage rides, Santa Claus, and a chance to have a conversation with our Talking Christmas Tree were impressive.

The Economic and Community Development Department continues to strive forward in the goal of outstanding customer service to the residents of our city and those looking to make Wheeling their home. We believe that Wheeling is headed in the right direction. We are a fiscally sound municipality with great school systems, fantastic recreational facilities and an improving housing stock. We are looking to the future to make Wheeling a place where companies want their businesses to grow and prosper.

Sincerely,



Nancy Prager  
Director  
Economic and Community Development

Attachments

# GOALS AND OBJECTIVES

## FY 2015-16

1. Division of Building Code Services
  - a. Continue to enforce City of Wheeling Building Codes to insure public safety.
  - b. Strive to improve open the success of the Vacant Building Registration Program.
  - c. Develop more ways to use our current INCODE software system.
  - d. Strive to shorten the time period from compliant to resolution.
2. Division of Neighborhood and Community Development
  - a. Continue work to implement the 2014 Comprehensive Plan and report progress to City Council. This will include multiple ongoing efforts across an array of fields, especially with regard to review of the zoning ordinance text, the Geographic Information System, land banks and other land use issues.
  - b. Update neighborhood surveys via grants through the State Historic Preservation Office.
  - c. Promote interest in serving on various Boards and Commissions in order to fill vacancies.
  - d. Continue to work with HUD in relation to our HOME/CDBG grants.
  - e. Continue to serve as the lead agency for the HOME Consortium.
  - f. Work on development of CHDO's in the HOME Consortium area.
  - g. Pursue funding opportunities and/or incentives that can contribute to brownfield redevelopment.
3. Division of Economic Development
  - a. Continue to work with businesses interested in relocating or expanding with the City of Wheeling.
  - b. Pursue additional funding sources and/or incentives that can contribute to economic development opportunities.
  - c. Attend local events such as Small Business seminars or meetings in order to maintain awareness of resources for businesses.
4. Division of Human Rights
  - a. Continue to operate and perform the daily functions of the HRC office.
  - b. Try to increase awareness of the HRC and fill vacancies on the Board.
5. Division of the Centre Market
  - a. Develop new Centre Market area events and maintain/improve the very successful event schedule from the last fiscal year.
  - b. Make additional streetscape and infrastructure improvements in and around the Market Houses.
  - c. Develop a new marketing campaign.

**CITY OF WHEELING  
DEPARTMENTAL BUDGET REQUEST  
FISCAL YEAR 2015-16**

<b>DEPARTMENT/DIVISION: ECD DEPARTMENT</b>				<b>DEPARTMENT/DIVISION HEAD: NANCY PRAGER</b>			
<b>LINE ITEM (NUMBER &amp; TITLE)</b>	<b>BUDGET CURRENT YEAR</b>	<b>PROPOSED BASE</b>	<b>NEW PROJECTS AND CAPITAL OUTLAY</b>	<b>BUDGET REQUEST</b>	<b>INCREASES (DECREASES)</b>	<b>APPROVED BY CITY MANAGER</b>	
402-10-103 Personal Services ECD Department	\$483,946.00	\$473,440.00		\$473,440.00	(\$10,506.00)		
402-10-103-1523 Personal Services Bonus/attendance bonus	\$6,900.00.00	\$6,900.00		\$6,900.00	-0-		
402-10-103-1905 Personal Services Longevity	\$6,474.00	\$7,579.00		\$7,579.00	\$1,105.00		
402-10-104-1924 Personal Services Social security/medicare	\$6,400.00	\$6,864.00		\$6,864.00	\$464.88		
4402.10.1920 Eye Dental Insurance	\$7,348.00	\$7,348.00		\$7,348.00	-0-		
402-10-108-1921 Personal Services Hospitalization							
402-10-108-1903 Personal Services Temporary overtime	-0-	-0-		-0-	-0-		
402-20-211-2173 Contractual Services Telephone/ld charges	\$2,000.00	\$2,000.00		\$2,000.00	-0-		
402-20-214-2153 Contractual Services travel expenses	\$2,500.00	\$2,500.00		\$2,500.00	-0-		
402-20-214-3188 Contractual Services Travel mileage	\$300.00	\$300.00		\$300.00	-0-		
402-20-218-3146 Contractual Services	\$2,700.00	\$2,700.00		\$2,700.00	-0-		



**CITY OF WHEELING  
DEPARTMENT BUDGET REQUEST  
FISCAL YEAR 2015-16**

<b>DEPARTMENT/DIVISION: CENTRE MARKET</b>							
<b>LINE ITEM (NUMBER &amp; TITLE)</b>	<b>BUDGET CURRENT YEAR</b>	<b>PROPOSED BASE</b>	<b>NEW PROJECTS AND CAPITAL OUTLAY</b>	<b>BUDGET REQUEST</b>	<b>INCREASES (DECREASES)</b>	<b>APPROVED BY CITY MANAGER</b>	
4590.10.1905 Longevity	\$130.00	\$195.00		\$195.00	\$65.00		
4590.10.1920 Eye/Dental/Life Insurance	\$1,256.00	\$1,256.00		\$1,256.00	-0-		
4590.10.1921 Hospitalization							
4590.10.1924 Medicare	\$709.00	\$709.00		\$709.00	-0-		
4590.10.1985 Manager Salary	\$25,145.00	\$25,145.00		\$25,145.00	-0-		
4590.20.2134 Insurance	\$1,854.00	\$1,854.00		\$1,854.00	-0-		
4590.20.2137 Contract Repair	\$10,000.00	\$10,000.00		\$10,000.00	-0-		
4590.20.2142 Promotion Expenses	\$15,000.00	\$15,000.00		\$15,000.00	-0-		
4590.20.2149 Tech Ref Services	-0-	-0-		-0-	-0-		
4590.20.2168 Utilities	\$41,000.00	\$41,000.00		\$41,000.00	-0-		
4590.20.3116 Equipment Maintenance	\$6,000.00	\$6,000.00		\$6,000.00	-0-		
4590.20.3131 Supplies	\$14,000.00	\$14,000.00		\$14,000.00	-0-		

**CITY OF WHEELING  
CAPITAL EQUIPMENT OUTLAY SCHEDULE  
FISCAL YEAR 2015-16**

**DEPARTMENT**  
**DIVISION:**  
**FUND:**

DESCRIPTION	NO. OF UNITS	UNIT COST	TOTAL COST	TRADE IN VALUE	NET COST	PRIORITY*	JUSTIFICATION/EXPLANATION
	2	3	4	5	6	7	8
1. Computers	2		\$2,800.00			1	Our goal is to replace two to three computers per year to ensure that all staff members have a functioning computer that can run current applications and software.
<b>TOTAL</b>							

\* Number the priorities starting with 1 being the first priority, 2 the second priority and so on. There should only be one item per priority.