



**Building and Planning**  
1500 Chapline Street  
Wheeling, WV 26003  
Phone: (304) 234-3601  
[wheelingwv.gov](http://wheelingwv.gov)

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Robert Herron  
City Manager  
City of Wheeling  
1500 Chapline St.  
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed please find the proposed Fiscal Year 2025-2026 Building and Planning Department Budget. The goal of the department is to perform in a consistent and professional manner while maintaining standard codes. Each staff member plays an important role in the department.

GovPilot has proven successful in code enforcement as well as a streamlined permitting process. In 2024 the department issued 1,788 building permits, representing \$65.7 million in residential and commercial investments and development.

The 2034 Wheeling Forward Comprehensive Plan was adopted by City Council. It was recommended for a Zoning Code refresh/update. There was a strong focus on housing options that are currently unavailable under the existing zoning code. I am estimating \$50,000 to \$75,000 in consultant fees for a rewrite.

Thank you,

A handwritten signature in blue ink that reads "Brenda J. Delbert".

Brenda J. Delbert  
Director

**CITY OF WHEELING**  
**DEPARTMENTAL BUDGET REQUEST**  
**FISCAL YEAR 2025 -2026**

<b>DEPARTMENT/DIVISION: BUILDING AND PLANNING</b>		<b>DEPARTMENT/DIVISION HEAD: BRENDA J DELBERT</b>					
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER	
Building Inspector 4437.10.1217	\$48,522	\$48,522					
Building and Planning Director 4437.10.1225	\$82,485	\$82,482					
Permit Specialist 4437.10.1316	\$90,640	\$0.00			(\$90,640)		
Building Official 4437.10.1321	\$61,800	\$61,800					
Code Enforcement Officer I 4437.10.1322	\$144,200	\$144,200					
Sidewalk Inspector 4437.10.1218	0	0					
Administrative Assistant 4437.10.1318	\$0	+40,100			+40,100		
Electric Inspector 4437.10.1326	\$48,233	\$48,233					
Bonus/Attendance 4437.10.1523	\$2,275	\$2,275					
Overtime 4437.10.1903	\$0	\$0					

4437.10.1905		\$1,820							
Eye/Dental/ Life Ins. 4437.10.1920		\$10,127	\$10,127						
Hospitalization Ins. 4437.10.1921		\$208,896	\$208,896						
Medicare Contributions 4437.10.1924		\$6,380	\$6,380						
Insurance 4437.20.2134		\$16,030	\$16,030						
Membership Dues 4437.20.2138		\$1,902	\$1,902						
Advertising/Publishing 4437.20.2144		\$1,822	\$1,822						
Office Equipment 4437.20.2145		\$6,767	\$6,767						
Tech Ref and Services 4437.20.2149		\$80,876	\$150,000						+\$69,124
Travel Expenses 4437.20.2153		\$1,491	\$1,491						
Spec. Schools/Training 4437.20.2161		\$4,922	\$4,922						
Workers Compensation 4437.20.2171		\$8,729	\$8,729						
Telephone 4437.20.2173		\$16,969	\$16,969						
GPS Wireless 4437.20.3260		\$960	\$960						

	2022	2022					
Milage 4437.20.3188	0						
Uniform Service 4437.30.2165	\$1,900	\$1,900					
Office Supplies 4437.30.3135	\$5,000	\$5,000					
Capital Outlays 4437.40.4151	\$2,079	\$2,079					

**DEPARTMENTAL BUDGET REQUEST  
FISCAL YEAR 2022 - 23**

FUND: GENERAL

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1  Zoning code refresh	2  \$50,000-\$75,000	3  1	4  The adoption of the 2024 Wheeling Forward Comprehensive Plan recommends zoning code updates to align with development and national best practices. The comprehensive plan will be the guiding document to decide a refresh.

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

**CITY OF WHEELING  
CAPITAL EQUIPMENT OUTLAY SCHEDULE  
FISCAL YEAR 2022-23**

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

DESCRIPTION	NO. OF UNITS	UNIT COST	TOTAL COST	TRADE IN VALUE	NET COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4	5	6	7	8
New computer compatible with windows 11	1	\$2,000					
<b>TOTAL</b>		\$2,000					

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