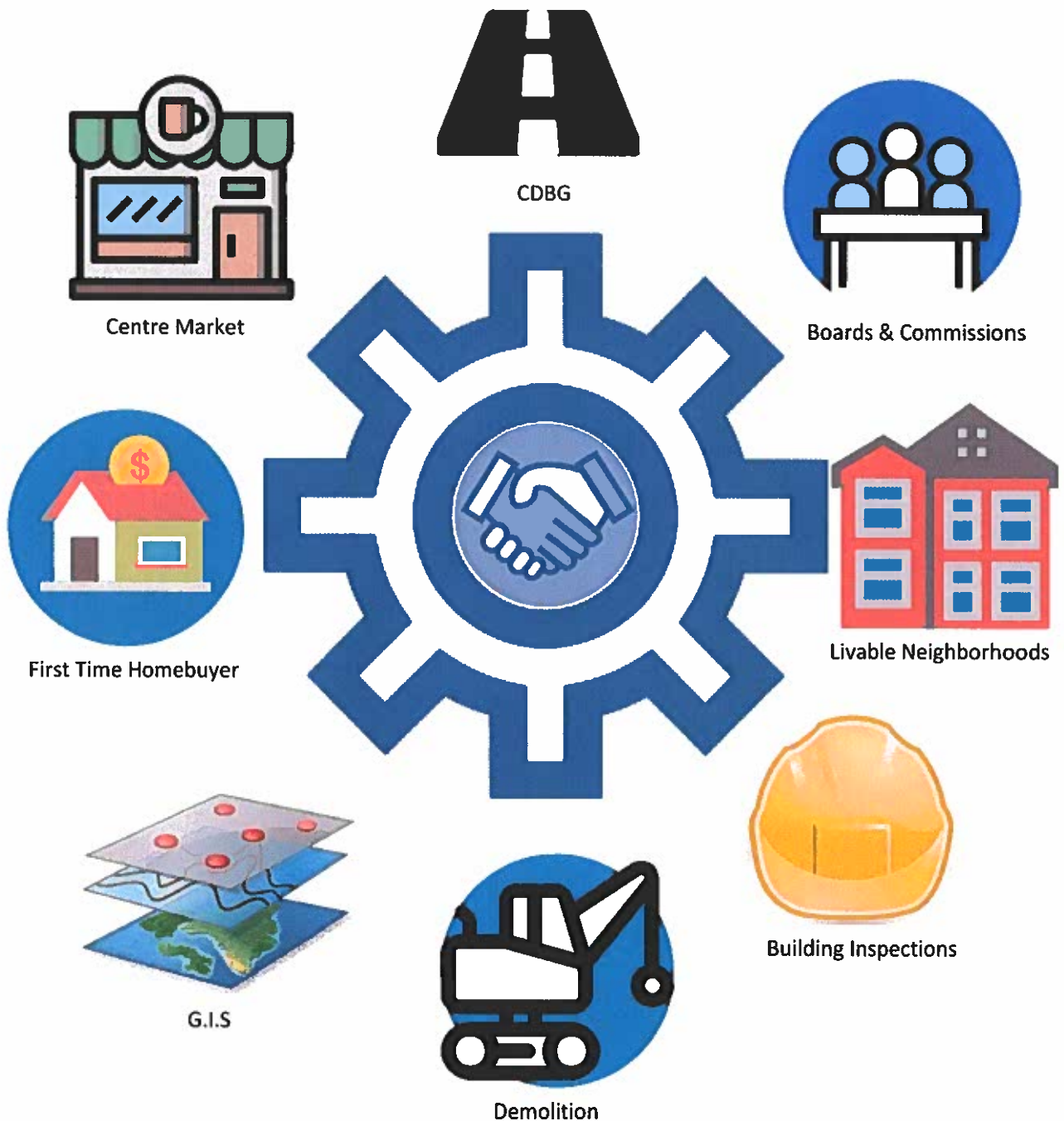


Economic & Community Development Department Fiscal Year 2019-2020 Budget



CITY OF WHEELING



CITY COUNTY BUILDING
1500 CHAPLINE STREET
WHEELING, WEST VIRGINIA 26003

ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
Phone (304) 234-3701 | Fax (304) 234-3899 | WheelingWV.gov

January 24, 2019

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2019-20 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

Our Building Inspector, Mr. David Hamm left the City on April 3, 2018. We hired Mr. Joe Touvell to replace him on May 29, 2018. Mr. Colton Wise our Certified Building Official left the City on July 20, 2018. Mr. Touvell then accepted the position of Building Official and began to take the necessary tests. He has passed the Commercial Building Inspector test and is currently studying for the Residential Building Inspector test. Once he has passed that test, he will be taking his final test in 2019. The position of Building Inspector has been vacant since May. We have held three rounds of interviews. We were not successful in retaining a candidate during the first two rounds but we have a candidate that has now accepted the position and he is scheduled to begin work on February 11, 2019. We work very closely with the West Virginia Fire Marshall's Office to keep current with all the certifications that are now required by the State of West Virginia. The inspectors have worked very hard this past year to maintain the level of customer service that our contractors and citizens have come to expect from us.

We issued 922 permits this year at a valuation of \$15,848,895.00 with permit fees totaling \$66,089.00. We had 63 cases in Municipal Court in FY 2018. Of those cases 26 were brought into compliance and closed; 27 are still active. Currently 10 capias warrants are pending. We had 4 cases go to trial and the city won all 4 cases. We issued 16 private demolition permits. Some of the larger project completions this fiscal year include; Wheeling Hospital Continuous Care Center, WODA Labelle Green Phase III, The Habitat for Humanity House on Wheeling Island and the Rivers Edge in downtown Wheeling.

We are currently working on plans and inspections for; WODA Labelle Green Phase II, Cardinal Health Addition/Renovations, Ferns Building restoration, Cirque De Cheveux Hair Salon and Community Foundation Office Building to name a few.

Since the program's inception in 2009, 676 properties have been at one time registered as vacant. Currently 274 buildings are on the list. We registered 61 new properties this past year. We removed 43 properties from the program, 17 were demolished and 26 became occupied units. We received 10 waiver requests, 7 were approved, 3 are pending.

You will see on the budget sheets that I have increased our travel expense line item as well as the tech/ref. line item. Several staff members are new and will be required to take 3 to 6 tests in order to be certified through the West Virginia State Fire Marshall's office.

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

CDBG

For its forty-third consecutive year, the City's Community Development Block Grant (CDBG) Program has fulfilled its mission to provide services and infrastructure improvements that principally benefit low and moderate-income persons within our community.

In administrating the program, the City's Economic and Community Development Department strives to fulfill HUD's primary objective of benefitting low and moderate-income persons and neighborhoods. The city allocated funds to various social service agencies who provide health care, meals and homeless services just to name a few. These funds served over 10,000 residents of the City of Wheeling. We also allocated and expended funds to improve city playgrounds, do valve replacements and hydrant replacements. Money was also allocated to pave streets.

We had another retirement of a long-time employee within the Division of Neighborhood and Community Development. Mr. Gary Lange. Gary retired after over 30 years of service to the City of Wheeling. We took this opportunity to review his current work duties and make adjustments. At this time with uncertain federal budgets, it was determined not to fill the position at this time. Current staff will be taking on the additional duties.

HOME

FY 2018 was the 21st successful year of the Northern Panhandle HOME Consortium. As of January, 2019, the First Time Homebuyer Program has made 956 loans to eligible low to moderate income, first time homebuyers, using more than \$8.4 million in HOME funds, and leveraging in excess of \$48.8 million of lenders' mortgage money. Through this program, the City of Wheeling itself has assisted a total of 241 low to moderate income households in becoming First Time Homebuyers, eleven of which were completed within the last year. Also, with HOME funds, in the last two decades, more than a dozen of affordable housing projects

throughout the Northern Panhandle have been assisted through our required Community Housing Development Organization (CHDO) set-aside funding. As the Lead Administrative Agency, the ECD staff oversees the activities of the entire Northern Panhandle HOME Consortium and facilitates the Consortium Council's quarterly board meetings.

Business Assistance

We assisted various businesses and developers in their respective quests for new locations within the city limits. We showed the 1400 block, the 1100 block of Main Street, several privately-owned buildings in East Wheeling as well as the Centre Market area. We worked with property owners in South Wheeling to show warehouse space and vacant land. Kurt Zende assisted in the dissemination of information for several businesses that decided to relocate or start a new business in the City of Wheeling. We are working with a potential developer for the Clay School site. We are working with the winning bidder of the auction that took place in East Wheeling for property located on 14th and 15th Streets in East Wheeling.

HUMAN RIGHTS COMMISSION

The Human Rights Commission continues to operate as a division of the ECD Department, and staff assures that the office is covered on a full-time, daily basis. Staff also schedules, prepares the documentation, and attends the Commissioners' monthly business meetings. Complaint forms are distributed as warranted for potential cases of discrimination in housing, employment and public accommodations, that are within the HRC's jurisdiction, and non-complaint related referrals to outside agencies are made on a regular basis.

In 2018, the HRC received one housing complaint in February 2018, and after fact-finding, the Investigating Commissioners assigned to the case determined that there was No Probable Cause for discrimination. The HRC also received one public accommodations complaint in May 2018, and after fact finding, the Investigating Commissioners assigned to the case determined that there was No Probable Cause for discrimination. Importantly, the concerns of the Complainants in both of these cases were heard and investigated.

Other than addressing specific cases of discrimination, the needs for education, outreach, and visibility in the community have continued to be the primary focuses of the HRC in FY 2018. In the 2018 Education and Outreach Agreement with Southwestern Pennsylvania Legal Services (SWPALS), the HRC committed to completing 33.75 hours of education and outreach, but the HRC actually exceeded this number by fulfilling 50.5 hours of education and outreach under the agreement to date. Outreach was achieved in many ways, including attending the WVNCC's Health and Wellness Fair in March 2018, attending the Wheeling Arts and Culture Festival as a sponsor in June 2018, attending the YSS Celebrate Youth Festival in August 2018, and attending the Veterans Stand Down in October 2018. Training hours were achieved by offering the availability of Fair Housing training at a meeting of the Northern Panhandle Continuum of Care in April 2018, by attending a Sexual Harassment in Housing Webinar in April 2018, and by co-hosting a "Rent Smart: How to be a Good Landlord" training with SWPALS in June 2018 at the Ohio County Public Library. The HRC also receives hourly credit under the Agreement for participating in monthly conference calls with SWPALS. Aside from the SWPALS Agreement, the HRC has been visible in the community in the planning for the 2018 and 2019 Martin Luther King Jr. Celebrations, by placing newspaper ads inviting the community to celebrate 2018 and 2019 Black History Month in February, by promoting the 50th Anniversary of Fair Housing Month in April 2018 via six billboards and a Fair Housing Proclamation, by hosting the "Hers, His, Ours" human rights forum at WVNCC in September 2018, by co-hosting the "Human Rights in Appalachia" forum at WJU in October 2018, and by distributing nearly 1300 "Tenants

and Landlords in West Virginia: Rights and Responsibilities” booklets to date in the City of Wheeling.

Land Use

The past fiscal year saw exciting developments approved for future construction in the city as well as other projects being completed. Projects that required Planning Commission review and approval included a new multi-use addition at the House of the Carpenter, new warehouse space for Panhandle Cleaning and Restoration, and additional parking areas to serve the city’s businesses and institutions in downtown and the Center Wheeling neighborhoods. Upcoming projects anticipated for Planning Commission review include the final phase of housing development at LaBelle Greene and second additional warehouse for Panhandle Cleaning and Restoration. Both of Panhandle Cleaning and Restorations developments required City Council approval of zoning amendment requests. The Planning Commission also welcomed two new members, filling two of the three vacant seats.

The Board of Zoning Appeals also experienced an eventful year; having met on a monthly basis to review variance and conditional use requests, as well as consider one administrative appeal. The Historic Landmarks Commission was active reviewing proposed developments in the historical districts and speaking at the Victorian Old Town Association meeting to review the creation of a new local district in North Wheeling.

Staff time was spent development the agendas and meeting materials for the above board and commissions as well as working on the daily administration of the zoning ordinance and comprehensive plan. Staff also oversaw the implementation of the city’s new website, which launched in June 2018 and established a strong presence for the department on the internet by providing convenient access to codes, plans, agendas, and other resources. Other noteworthy tasks carried out by staff included overseeing renovations to technology upgrades made in the City Manager’s conference room and hosting an intern from West Liberty University.

The staff was able to meet some of the goals and objectives outlined in the previous budget letter, including filling vacancies on the Planning Commission, hosting an intern, and moving from a paper based to a digital map. However, the top two objectives were not achieved and are being carried over to this year’s goals.

Brownfields

As a result of the US EPA having previously conducted a Targeted Brownfields Assessment (TBA) on the City-owned Robrecht Property in 2017, the ECD Department has a comprehensive Phase II Environmental Site Assessment Report, as well as an Analysis of Brownfields Cleanup Alternatives, which will be instrumental to a successful proposal for an EPA Brownfields Cleanup Grant. However, before cleanup funds are sought, there must be a clear reuse vision for the site. The ECD Department has been working with the regional Brownfields Task Force and Belomar Regional Council on their proposal for an EPA Community-wide Brownfields Assessment Grant that is due on January 31, 2019. If awarded, one of the objectives within the proposal is to create a Remedial Action Plan for the Robrecht Property, along with planned assessment for additional City sites. The Remedial Action Plan will also be a beneficial tool to have if and when the City decides to pursue a Cleanup Grant. Because of these and other efforts,

the ECD Department continues to remain active in its relationship with the Northern West Virginia Brownfields Assistance Center (NBAC).

As for the Old North Park Landfill, the site remains a part of the WV DEP's Landfill Closure Assistance Program (LCAP). Although the project was delayed for quite some time, it finally commenced in August 2017, under a contract with GAI for engineering services. A meeting was held on March 14, 2018, between the City, GAI and the DEP to discuss the need for right-of-way access to a 22-plus acre adjacent property, as well as to confirm the post closure use with the City. If the right-of-way issues can be resolved and the closure can commence, the final layout of the land may differ slightly from the Conceptual Master Plan, but the ultimate goal remains that the LCAP will not only provide closure for the site, but will prepare it for recreational development by addressing assessment, cleanup, grading and preparation.

CENTRE MARKET

Centre market had another productive year in and around the market houses. Three new businesses were recruited and opened in 2018 in Centre Market. Zeb's Barky Bites (a dog treat retailer/wholesaler) now lease two spaces in the upper market. ReStyle Consignment Store and Ash & Tin Boutique moved into their respective storefronts on the perimeter of the market houses just recently. All leases for businesses within the two market houses have been updated with current terms and run for a period of five years.

Centre Market also hosted several very successful events during this fiscal year. These included four First Friday Events, The Centre Market Car Show, Rotary's Taste of the Market, Artwork's 5th Annual Plain Air Event, the Second Annual Oktoberfest, Centre Market Ladies Night, Small Business Saturday, and Christmas at the Market.

We continue to keep our commitment of excellent customer service to the citizens of Wheeling and those wishing to make Wheeling their home or business location.

Sincerely,



Nancy Prager
Director
Economic and Community Development

Attachments

GOALS AND OBJECTIVES

FY 2019-20

1. Division of Building Code Services
 - a. Continue to enforce City of Wheeling Building Codes to insure public safety.
 - b. Work closely with the city's new 311 system to answer complaints in a timely manner.
 - c. Continue to work closely with developers to assure the success of their projects.
 - d. Continue the process of getting all forms in an electronic format.
 - e. Work on moving forward with a Rental Inspection Program.

2. Division of Neighborhood and Community Development
 - a. Promote and support the creation and hiring of a citywide GIS Manager.
 - b. Promote and support the creation and hiring of a citywide IT Manager position.
 - c. Resume and reestablish the working groups developed as part of the Comprehensive Plan with meetings on a consistent basis, including continuing the review of the zoning ordinance for recommended updates.
 - d. Fill remaining vacancies on the Board of Zoning Appeals and Planning Commission.

3. Division of Economic Development
 - a. Continue to work with businesses interested in relocating or expanding within 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 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. Prepare for and attend the HRC's monthly meetings
 - c. Receive formal complaints in the office, maintaining close communication with the City Solicitor, and forward such complaints to the Commission accordingly.
 - d. Provide referrals to the WV HRC and other agencies as necessary and appropriate.
 - e. Provide public information to ensure visibility of the HRC.

5. Division of the Centre Market
 - a. Maintain/improve on the successful event schedule of the last few years.
 - b. Make additional streetscape and infrastructure improvements in and around the Market Houses.
 - c. Continue the successful marketing campaign.

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2019-2020

DEPARTMENT/DIVISION: ECD DEPARTMENT				DEPARTMENT/DIVISION HEAD: NANCY PRAGER			
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER	
402-10-103 Personal Services ECD Department	\$498,070.00	\$467,560.00		\$467,560.00	(\$30,510.00)		
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	\$7,429.00	\$6,240.00		\$6,240.00	(\$1,189.00)		
402-10-104-1924 Personal Services Social security/medicare	\$7,222.00	\$6,870.00		\$6,870.00	(\$352.00)		
4402.10.1920 Eye Dental Insurance	8,685.00	\$9,809.98		\$9,809.98	\$1,124.98		
402-10-108-1921 Personal Services Hospitalization	\$101,492.00	\$159,248.88		\$159,248.88	\$57,756.88		

402-10-108-1903 Personal Services Temporary overtime	\$13,392.00	\$13,392.00	\$13,392.00	\$13,392.00	-0-
402-20-211-2173 Contractual Services Telephone/ld charges	\$2,000.00	\$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	\$2,500.00	-0-
402-20-218-3146 Contractual Services postage	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	-0-
4402.20.2145 Office Equipment Maintenance	\$475.00	\$475.00	\$475.00	\$475.00	-0-
402-20-220-2144 Contractual Services Advertising/legal publications	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	-0-
402-20-222-2162 Contractual Services Specialty schools - training	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$500.00
402-20-222-2138 Contractual Services Dues/membership dues	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	-0-
402-20-233-2149 Contractual Services Professional services/tech reference	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	-0-
402-30-341-3135 Commodities Supplies/materials	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	-0-
402-30-341-3139 Commodities Photocopy	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	-0-
402-30-341-3177 Commodities Tool/shop supplies	\$700.00	\$700.00	\$700.00	\$700.00	-0-
402-40-459-4151 Capital outlays Equipment	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00	-0-

CITY OF WHEELING
DEPARTMENT – ECONOMIC AND COMMUNITY DEVELOPMENT
CAPITAL EQUIPMENT OUTLAY SCHEDULE
DIVISION: ALL DIVISIONS
FISCAL YEAR 2019-2020
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
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. We have done this for the past four years and it has allowed all employees to stay current with technology.
TOTAL							

* 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.

CITY OF WHEELING
DEPARTMENT – ECONOMIC AND COMMUNITY DEVELOPMENT
CAPITAL EQUIPMENT OUTLAY SCHEDULE
DIVISION: CENTRE MARKET
FISCAL YEAR 2019-2020
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
No requests for the coming year.							
TOTAL							

* 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.

**DEPARTMENT BUDGET REQUEST
FISCAL YEAR 2019-20**

DEPARTMENT/DIVISION: CENTRE MARKET

LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
4590.10.1905 Longevity	\$520.00	\$520.00		\$520.00	-0-	
4590.10.1920 Eye/Dental/Life Insurance	\$965.00	\$981.02		\$981.02	\$16.02	
4590.10.1921 Hospitalization	\$12,280.00	\$18,835.87		\$18,835.87	\$6,555.87	
4590.10.1924 Medicare	\$709.00	\$709.00			-0-	
4590.10.1985 Manager Salary	\$27,935.00	\$27,935.00		\$27,935.00	-0-	
4590.20.2134 Insurance	\$2084.00	\$2084.00		\$2,084.00	-0-	
4590.20.2137 Contract Repair	\$15,000.00	\$15,000.00		\$15,000.00	-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-	
4590.20.2168 Utilities	\$46,000.00	\$46,000.00		\$46,000.00	-0-	
4590.20.3116 Equipment Maintenance	\$6,000.00	\$10,000.00		\$10,000.00	\$4,000.00	
4590.20.3131 Supplies	\$10,900.00	\$15,000.00		\$15,000.00	\$4,100.00	
4590.30.3110 Centre Market Concession Expense	\$3,100.00	\$10,000.00		\$10,000.00	\$6,900.00	

4950.10.1410 Market House Maintenance	\$28,560.00	\$28,560.00	\$28,560.00	\$28,560.00	-	
Centre Market Events – new line item		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	