

**ECONOMIC AND COMMUNITY DEVELOPMENT
DEPARTMENT**

FY – 2022/2023 BUDGET



Façade Improvement Program – before and after

January 25, 2022

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 25, 2022

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2022-23 Economic and Community Development Department Budget. Included you will find proposals to amend the current budget complete with justification for all expenditures. I have highlighted some of the accomplishments of the Department.

We thought that FY 2021 would bring an end to the pandemic but that just didn't happen. Although businesses and non-profits remain open, many are still struggling with the effects of the pandemic. Many businesses and organizations continue to allow employees to work remotely. Some businesses are reworking the way they do business and many are looking towards a future where they allow employees to work remotely permanently. City employees continue day-to-day operations to be a leader in the city and available for businesses and organizations to look to for guidance.

The Economic and Community Development Department focuses on, Centre Market, The Downtown Façade Program, The Human Rights Commission, Brownfield Development throughout the region, Community Development Block Grant Program and the HOME Program for the Northern Panhandle of West Virginia. We also saw the beginning of a new Outdoor Dining Grant this year.

CDBG

For its forty-Sixth 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 through its entitlement funds allocated monies to various social service agencies who provide health care, meals and homeless services just to name a few. These funds served over 20,000 residents of the City of Wheeling. Funding was also provided for the paving

of streets and the continuation of a storm sewer separation project. The third payment was made on a lease to purchase agreement for the new ladder truck.

The Department of Housing and Urban Development released funding through the CARES Act to the City of Wheeling in an amount \$867,511.00. These funds were to be used by public service agencies to directly assist in the impact COVID -19 had on our most vulnerable citizens. The City allocated funding to eight (8) various public service agencies. We were able to assist in PPE purchases, food for the homeless and homebound, transportation needs and assistance for rent and utilities. To date, the majority of allocated COVID-19 funding has been expended by the public service agencies.

HOME

FY 2021 was the 24th year of the Northern Panhandle HOME Consortium, and its successful First Time Homebuyer program. Throughout the pandemic, the program has been remarkably busy. As of November 2021, 1027 loans have been made to eligible low- to moderate-income first-time homebuyers, using more than \$9.1 million in HOME funds, and leveraging in excess of \$54.2 million of lenders' mortgage money in the Northern Panhandle. This program has allowed the City of Wheeling alone to assist a total of 280 low- to moderate-income households in becoming First Time Homebuyers, including 16 City of Wheeling applicants that closed on their loans within this last calendar year. In addition, HOME funds have now been instrumental to more than a dozen affordable housing projects throughout the Northern Panhandle, that have utilized the required Community Housing Development Organization (CHDO) set-aside funding. Most recently, the FY 2017 and FY 2018 CHDO funding was used by the Greater Wheeling Coalition for the Homeless, to complete renovations at a single-family home located in Triadelphia, WV, which was sold to an income-eligible family in October 2021. In November, 2021, the Northern Panhandle HOME Consortium opted to exercise HUD COVID-19 waivers pertaining to the CHDO set-aside requirement for fiscal years 2019 and 2020, and therefore, those HOME funds were reallocated to the First Time Homebuyer Program, where they have the impact to immediately assist an additional 9-10 homebuyers. The 2021 CHDO set-aside remains available for an eligible CHDO project, and will likely be combined with upcoming 2022 CHDO set-aside funding to make a more attractive grant as we seek the next project.

Finally, as the Lead Administrative Agency of the Northern Panhandle HOME Consortium, the City was notified in 2021, that it will receive a one-time allocation from the American Rescue Plan, in the amount of \$1,105,104, in order to assist homeless, at risk of homeless, and other vulnerable populations with affordable housing, tenant-based rental assistance, supportive homeless services, and non-congregate shelter in the Northern Panhandle of WV. HUD Guidance regarding the use of the HOME-ARP funding was issued in September, and in October staff attended four webinars that interpreted this guidance. In November, the HOME-ARP agreement was signed. A total of 5% of the money is now available for administrative planning for the use of the funds, which will include the required process of amending our FY 2021 Annual Action Plan to utilize the funding. In the coming months, we plan to do a needs

assessment by consulting with the NP CoC and homeless providers, as well as the Northern Panhandle HOME Consortium Council.

Business Assistance

Kurt Zende left his position with the City of Wheeling to take the position of Director of the Chamber of Commerce. We will be looking to fill his position quickly. The city expanded the area of eligibility for the Façade Program to include other C1 districts throughout the city as well as residential areas with approved design review guidelines. We are now accepting application on a quarterly basis. In 2021 City Council approved thirty (30) new façade loans. A new Outdoor Dining Program was initiated and to date we have had five (5) applications and all approved and have received the funds.

Human Rights

During Fiscal Year 2021, the Wheeling Human Rights Commission (HRC) remained a fully staffed division of the ECD Department. ECD staff prepares the documentation, and attends the regular monthly business meetings, which during the pandemic have mostly been held virtually. Complaints are accepted by the HRC on the bases of race, religion, color, national origin, ancestry, sex, age, blindness, disability, familial status, veteran status, sexual orientation or gender identity, for cases of discrimination in housing, employment and public accommodations within the HRC's jurisdiction. Non-complaint related or non-jurisdictional complaint related referrals to outside agencies are made on a regular basis.

In 2021 three housing complaint forms, one employment complaint form and five public accommodations forms were issued by the HRC as a result of complaint-related inquiries. In turn, one public accommodations complaint was received by the HRC in April 2021. However, that case was reviewed by the City Solicitor and determined not to be a viable claim within the HRC's jurisdiction, and therefore the complaint was not accepted for investigation. Additionally, during the reporting period, and as a result of full-time staffing of the HRC's office, the HRC made 71 referrals of non-complaint related inquiries to outside agencies including the WV HRC, the Fair Housing Law Center at SWPALS, Legal Aid and other community resources.

Aside from receiving and investigating complaints, education and outreach continued to be important functions of the HRC in Fiscal Year 2021. During the prior reporting period, in March 2020, the HRC had entered into a sixth partnership with the Fair Housing Law Center at Southwestern PA Legal Services (SWPALS), to provide 34 hours of Fair Housing education and outreach in the City of Wheeling over a one-year period. The HRC successfully met its commitment of 34 hours, and a 2021 Agreement was signed for the period beginning April 1, 2021 through March 31, 2022, in which the HRC committed to another 35 hours of Education and Outreach, of which nine have been met to date. The required hours are achieved in many ways, including making referrals of non-jurisdictional housing complaints to SWPALS' Fair Housing Hotline, promoting Fair Housing Month in April via a Proclamation at City Council, and six Fair Housing Billboards in low- and moderate- income City neighborhoods, publicly sharing informational social media posts and emails from the Fair Housing Law Center,

attending the Continuum of Care and other meetings to offer Fair Housing training, holding Fair Housing trainings, and participating in required monthly conference calls with the Fair Housing Law Center. The HRC plans to host a Fair Housing training for Landlords in the coming months but that has been postponed until it is safe to offer an in-person training.

The HRC also continued to create further awareness of its important existence and visibility in the community in many ways, including working with the City's Marketing and Community Relations Department to promote the HRC through the City's list of media outlets, by forming a Committee of the HRC in March 2021 to further the efforts to promote the HRC, by participating in the planning and events of the 2021 and 2022 Martin Luther King Jr. Celebrations, by placing newspaper ads inviting the community to celebrate Black History Month in February 2021 and 2022, by promoting Fair Housing Month in April 2021 via six billboards in low- and moderate-income city neighborhoods as well as on the city's digital billboard at 10th and Market Streets and on the city's social media, by issuing a Fair Housing Proclamation during Fair Housing Month in April 2021 which was received by six members of the HRC at City Council for a photo opportunity, by a Commissioner speaking at the Juneteenth Celebration in 2021, by establishing an annual community award for a community representative who actively supports Human Rights and recommending such to the Mayor for his discretion in announcing at the State of the City address, and finally, by taking formal action during its June 15, 2021 meeting and beyond, to support the CROWN Act and the establishment of a CROWN Ordinance in the City of Wheeling. The CROWN Act refers to Creating a Respectful and Open World for Natural Hair, and protects individuals with race-based hairstyles from discrimination, because individuals who do not change their natural hairstyles are more likely to experience discrimination. All of these things were able to happen regardless of the fact that the HRC has been unable to exhibit at many canceled community events that it usually attends, including the Celebrate Youth Festival, the Veterans Stand Down, the Health and Wellness Fair, and others.

Brownfields

A Targeted Brownfields Assessment (TBA) was previously conducted by US EPA at the Robrecht Property, and therefore the City has a Phase II Environmental Site Assessment Report, as well as an Analysis of Brownfields Cleanup Alternatives (ABCA) for the site. In June 2019 Belomar Regional Council was awarded a \$200,000 EPA Community-wide Brownfields Assessment Grant, and one of the objectives within the proposal was to create a Remedial Action Plan (RAP) for the Robrecht Property, along with planned assessment for additional City sites. During the reporting period, the City of Wheeling was successful in using some of this funding for a Site Disposition Study. Additionally, the City also applied for an EPA Brownfields Cleanup Grant on this site and were successful in this grant application and continue to work through the process to have all regulations met in order to receive the funding. We also received funding from the Department of Highways for this project. The sites reuse as a trailhead for the Heritage Trail with facilities for parking, seating and public art, as well as a kayak launch pad and improved connections to the trail will be yet another asset to the City of Wheeling. Once the site plan is approved from the Department of Highways and we are able to move forward with the funding from the EPA we will then look for other funding opportunities such as Land and Water Conservation grants.

With foresight of purchasing the Penn Wheeling Closure property, in August 2019, the City had conducted a Phase I Environmental Site Assessment of the site as necessary to achieve All-Appropriate Inquiry liability protections under the Brownfields Law. In July 2020, the City secured an updated Phase I as required prior to purchase, and subsequently, City acquired the property for \$150,000 in September 2020. The property has since been entered into the WV Voluntary Remediation Program, and a remedial work plan has been submitted for WV DEP for approval. The City was awarded a loan/grant from the WV Department of Environmental Protection. This funding will allow for the environmental clean-up of the property. Asbestos abatement has occurred and the demolition of the former factory is almost complete. Once all documents are signed with the WVDEP the environmental work to clear the site will begin. That work will commence in March or April of 2022. Once this is completed and the site is given clearance through the Voluntary Remediation Program for the State of West Virginia, the City of Wheeling will be marketing the site for development opportunities.

The City purchased the former Clay School in 2020. Prior to the purchase a Phase I was done on the property so that we would be considered a bona fide purchaser of the property. We are currently working with Bel-O-Mar and Environmental Standards to have the asbestos inspection completed and then will be putting a bid out to abate and demolish the structure. This has long been a deteriorating building which sits adjacent to the East Wheeling Sports Complex. The final use for the property has not been determined at this time.

For years now, the Old North Park Landfill site has been a part of the WV DEP's Landfill Closure Assistance Program (LCAP). With initial project delays, the LCAP project commenced in August 2017, under a contract with GAI for engineering services. An obstacle was encountered with obtaining right-of-way access to a 22-plus acre privately-owned adjacent property, but by the end of FY 2018, the Right of Entry had been secured and GAI finished the subsurface drilling. Most recently, in FY 2020, GAI applied to the US Army Corp of Engineers to divert a small stream that is adjacent to the property, and is awaiting a reply. Meanwhile, the City is working with another property owner to acquire additional land that will assist in widening the access to the landfill entrance. Although the final layout of the land will differ from the Conceptual Master Plan that was originally produced under the West Virginia Redevelopment Collaborative grant, 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.

The City continues to remain an active member of the Regional Brownfields Task Force, and also maintains a good working relationship with the Northern West Virginia Brownfields Assistance Center (NBAC).

Centre Market

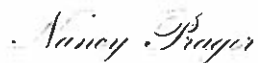
Centre Market businesses again worked creatively to find ways to combat the effects of COVID-19 on retail and restaurant businesses. Many added outdoor dining. The Market House added seating areas while making sure that distances were kept compliant with the Ohio County Health Department.

We held First and Third Fridays at the Market this year. We are already meeting to discuss events that will be held in 2022 at the Market House. The commercial businesses in the area led the charge and held several events including Small Business Saturday and held a Ladies Night in December and planning another in February. Christmas time is always festive at the market and 2021 was no exception with wreaths, garlands and lots of lights making the area a festive wonderland for the holiday season.

A grant was received from the State Historic Preservation Office to partially fund the replacement of the Upper Market House roof. It is our plan to have this work completed this Spring or Summer.

Our goal is to continue our service to the people of Wheeling. Whether it is buying a home, assisting non-profits, starting or expanding a business or remediating vacant land. We are here to help.

Sincerely,



Nancy Prager
Director, Economic and Community Development
City of Wheeling, WV
304-234-3701

Attachments

GOALS AND OBJECTIVES

FY 2022-23

1. 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.

2. Human Rights

- a. Continue to operate and perform the daily functions of the HRC office.
- b. Receive formal complaints in the office, maintaining close communication with the City Solicitor, and forward such complaints to the Commission accordingly.
- c. Provide referrals to the WV HRC and other agencies as necessary and appropriate.
- d. Provide public information to ensure visibility of the HRC.

3. Centre Market

- a. Schedule events
 - b. Work with surrounding businesses and businesses within the Market houses to ensure economic growth and stability in the area.
 - c. Make additional streetscape and infrastructure improvements in and around the Market Houses.
 - d. Continue the successful marketing campaign.
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**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2022-23**

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	\$173,553.00	\$147,088.00		\$147,088.00	(\$26,465.00)		
402-10-103-1523 Personal Services Bonus/attendance bonus	\$975.00	\$800.00		\$800.00	(\$175.00)		
402-10-103-1905 Personal Services Longevity	\$2,327.00	\$2,839.20		\$2,839.20	\$512.00		
402-10-104-1924 Personal Services Social security/medicare	\$2,517.00						
4402.10.1920 Eye Dental Insurance	\$3,924.00						
402-10-108-1921 Personal Services Hospitalization	\$37,672.00						
402-10-108-1903 Personal Services Temporary overtime	-0-	-0-		-0-			

402-20-211-2173 Contractual Services Telephone/id charges	\$500.00	\$750.00	\$750.00	\$250	
402-20-214-2153 Contractual Services travel expenses	\$2,500.00	\$2,500.00	\$2,500.00		
402-20-218-3146 Contractual Services postage	\$2,700.00	\$2,000.00	\$2,000.00	(\$700)	
4402.20.2145 Office Equipment Maintenance	\$475.00	\$475.00	\$475.00		
402-20-220-2144 Contractual Services Advertising/legal publications	\$1,000.00	\$1,000.00	\$1,000.00		
402-20-222-2162 Contractual Services Specialty schools - training	-0-	-0-	-0-		
402-20-222-2138 Contractual Services Dues/membership dues	-0-	-0-	-0-		
402-20-233-2149 Contractual Services Professional services/tech reference	\$500.00	\$500.00	\$500.00		
402-30-341-3135 Commodities Supplies/materials	\$2,000.00	\$2,000.00	\$2,000.00		
402-30-341-3139 Commodities Photocopy	\$1,000.00	\$1,000.00	\$1,000.00		
402-30-341-3177 Commodities Tool/shop supplies	-0-	-0-	-0-		
402-40-459-4151 Capital outlays Equipment	\$1,500.00	\$1,500.00	\$1,500.00		

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

DEPARTMENT – ECONOMIC AND COMMUNITY DEVELOPMENT
DIVISION: ALL DIVISIONS
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			\$1,500.00			1	Need to purchase one more laptop for the department to be used when remote work is done.
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
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2022-23

DEPARTMENT – ECONOMIC AND COMMUNITY DEVELOPMENT
DIVISION: CENTRE MARKET
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. Security System						1.	It came to my attention that we have had break-ins at the Centre Market. This just came to my attention and I will need to do research as to how much money will be needed for a system. I will be asking for a budget revision once I have more knowledge regarding this expense.
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 BUDGET REQUEST
FISCAL YEAR 2022-23**

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	\$585.00	\$650.00		\$650.00	\$65.00	
4590.10.1920 Eye/Dental/Life Insurance	\$982.00					
4590.10.1921 Hospitalization	\$18,836.00					
4590.10.1924 Medicare	\$918.00					
4590.10.1985 Manager Salary	\$31,745.00	\$55,000.00		\$55,000.00	\$23,255.00	
4590.20.2134 Insurance	\$2084.00	\$2084.00		\$2,084.00	-0-	
4590.20.2137 Contract Repair	\$15,000.00	\$20,000.00		\$20,000.00	\$5,000.00	
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	\$46,365.00	\$46,365.00		\$46,365.00	-0-	
4590.20.3116 Equipment Maintenance	\$8,353.00	\$10,000.00		\$10,000.00	\$1,647.00	
4590.20.3131 Supplies	\$15,321.00	\$15,321.00		\$15,321.00	-0-	

4950.10.1410 Market House Maintenance	\$32,595.00	\$33,795.00		\$33,795.00	\$1,200.00	