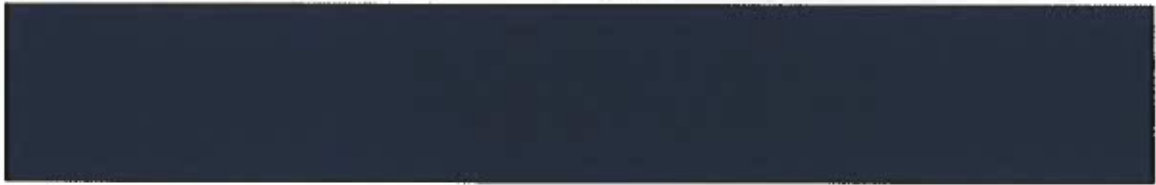


ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

FY- 2021-22 Budget



Submitted: January 22, 2021

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 22, 2021

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2021-22 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.

This past year was like no other in the City of Wheeling. A pandemic hit the world and made its presence felt in the City. Businesses had to close their doors and then upon re-opening find new ways to operate. Many businesses and organizations decided to allow employees to work remotely and all the while it was necessary for the city employees to continue the day-to-day operations to be a leader in the City and available for businesses and organizations to look to for guidance.

This year also saw the split of our department. The Economic and Community Development Department is focused on the newly acquired 22nd Street Square, 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.

CDBG

For its forty-fifth 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 17,000 residents of the City of Wheeling. We funded playground improvements and completed improvements at Jensen, Fulton, Pulaski, Belle Isle and ADA improvements at the I-470 Complex. Funding was

also provided for the reconstruction of streets, a storm sewer separation project and the second payment of a lease agreement for a new ladder truck.

In this past year our Five-Year Consolidated Plan was completed and approved as well as our new Analysis of Impediments. The new CPD Director in the Pittsburgh Office of HUD has continued to hold monthly conference call meetings to make sure all jurisdictions are working toward the goals that he is setting for the region.

The City of Wheeling received an allocation from HUD relating to the CARES Act. CDBG-COVID 19 funds were received and allocations were made to various non-profit agencies. These funds will be used for food, shelter, transportation and rent/utility assistance for residents affected by the COVID-19 pandemic. We have already begun to drawdown many of these funds.

HOME

FY 2020 was the 23rd year of the Northern Panhandle HOME Consortium, and in spite of the pandemic, the First Time Homebuyer program was in great demand and continued to be highly successful. As of January 2021, this program has made 1004 loans to eligible low- to moderate-income first-time homebuyers, using more than \$8.8 million in HOME funds, and leveraging in excess of \$52.5 million of lenders' mortgage money in the Northern Panhandle. This program has allowed the City of Wheeling alone to assist a total of 264 low- to moderate-income households in becoming First Time Homebuyers, including a remarkable number of 14 City of Wheeling applicants that closed on their loans within this last calendar year. In the last two decades, HOME funds have also 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 will be sold to an income-eligible household this year. As the Lead Administrative Agency, the ECD staff oversees the activities of the entire Consortium and facilitates the Consortium Council's quarterly board meetings.

Business Assistance

We work with the Small Business Development Center (SBDC) for financial and business plan assistance. Kurt Zende works with RED and other organizations to help businesses find available space for their needs whether for expansion, relocation or a new business locating in Wheeling. Staff is currently working with the Developer of the former Wheeling Pittsburgh Steel Building to create a new TIF district. The City continues to provide assistance through our Downtown Façade Program. This program has helped maintain some of the older buildings in downtown as well as change the landscape by providing funding for needed upgrades to the front façade of buildings. This past year we accepted 7 new applications and 9 projects were completed. Staff attends SBDC trainings, to maintain awareness of financial opportunities and information that is available to businesses.

Human Rights

During Fiscal Year 2020, the Wheeling Human Rights Commission (HRC) remained a division of the ECD Department, and therefore staffed on a full-time basis within that department. ECD staff prepares the documentation, and attends the regular monthly business meetings, which during the pandemic have been held virtually and livestreamed on the City's Facebook page. 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 2020 the HRC had the following complaint activity: One housing complaint that had been received in September 2019, was under investigation at the beginning of 2020, and the Investigating Commissioners assigned to the case determined that there was No Probable Cause for discrimination, which was finalized in March 2020 and subsequently dismissed. One public accommodations complaint was received in June 2020, and after investigation, the Investigating Commissioners assigned to the case determined that there was No Probable Cause for discrimination, which is currently in the process of being finalized. One housing complaint and one public accommodations complaint were both received in October 2020, and after discussing with the City Solicitor and the Chairman of the HRC, it was determined that neither complaint was viable or within the HRC's jurisdiction. Additionally, during the reporting period, and as a result of full-time staffing of the HRC's office, the HRC made 76 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 discrimination complaints, education and outreach and visibility in the community continued to be important functions of the HRC in Fiscal Year 2020. During the prior reporting period, on June 10, 2019, the HRC had entered into a fifth partnership with the Fair Housing Law Center at Southwestern PA Legal Services (SWPALS), to provide 31 hours of Fair Housing education and outreach in the City of Wheeling over a one-year period. During the 2019 Agreement period, the HRC achieved 31.38 hours of education and outreach, exceeding its commitment of 31 hours. Subsequently on March 15, 2020, the HRC entered into a sixth partnership with the Fair Housing Law Center at SWPALS. The 2020 Agreement is to provide 34 hours of Fair Housing education and outreach in the City of Wheeling during a one-year period through March 14, 2021. In spite of the lack of community events during the pandemic, with this agreement period currently underway, the HRC has met 29.5 of the committed 34 hours to date. The required hours have been achieved in many ways during 2020, including making referrals of non-jurisdictional housing complaints to SWPALS' Fair Housing Hotline, promoting Fair Housing Month in April 2020 through both 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, holding a Fair Housing virtual training for HRC Commissioners and staff in December 2020, and participating in required monthly conference calls with the Fair Housing Law Center. The HRC

plans to host a Fair Housing training for Landlords during Fair Housing Month in April 2021, or at a later time when public gatherings are again acceptable.

The HRC also continued to create further awareness of its existence and visibility in the community in many ways, including but not limited to by participating in the planning and events of the 2020 and 2021 Martin Luther King Jr. Celebrations, by placing newspaper ads inviting the community to celebrate Black History Month in February 2020 and 2021, by promoting and attending a public dialogue on the state of Black/Jewish Relations at Temple Shalom in January 2020, by publicly supporting in writing to all WV Senators and in the Wheeling Newspaper, a bill that would add protections for the LGBTQ community to the WV Human Rights Commission's Ordinance in February 2020, by promoting Fair Housing Month in April 2020 via six billboards and a Fair Housing Proclamation as well as using the City's social media to promote both, by printing 3250 magnets of which 3000 were provided to YSS to distribute to families of Ohio and Marshall County school students at a back to school giveaway in lieu of the Celebrate Youth Festival in August 2020, by beginning discussions and establishing a committee to establish an Award to a community representative who actively supports Human Rights, by authoring a letter in response to White Nationalist Vandalism in the City of Wheeling and forwarding such to the Wheeling Newspaper, by responding and supporting the City Council's Resolution regarding Racism as a Public Health Crisis by writing an HRC Resolution and sending it to the members of City Council and the Wheeling Newspaper in November 2020, and finally, by working with the Mayor's office to advertise the latest vacant position on the Human Rights Commission via social media in January 2021.

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 expects to learn if that application was successful in May 2021. Having the aforementioned studies in hand is favorable for obtaining such resources for cleanup. While the previous vision for the Robrecht site was a commercial reuse, the City now intends to work with Wheeling Heritage to ready the site for 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. The City also received a TAP Grant for the planning for the end use of the site during the reporting period.

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 in the coming year a remedial work plan will be submitted

for WV DEP's approval. Ideally, the remediation will occur with assistance from the WV DEP's revolving loan fund for environmental. We plan to demolish the remaining structures in order for clean-up and redevelopment to occur.

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).

22nd Street Square

In July of 2020 the City of Wheeling purchased the former Ohio Valley Medical Center campus. Since that time Kurt Zende along with Assistant City Manager Bill Lanham have been very busy evaluating the current conditions of all the buildings and their respective mechanical and utility systems. We have repaired multiple utility lines and done a lot of plumbing work throughout the buildings. The HVAC systems are being repaired/replaced as we utilize those portions of the buildings that need heat and air. Plans are in place to bring in fiber-optic lines for the entire campus as well to enhance the internet capability. A new website has been developed to showcase the campus and a drone video has been taken for marketing the site. The auditorium has been updated with new technology and other repairs to make it a usable space for trainings and webinars as needed.

There has been a lot of interest in the buildings from the private market. Kurt has shown the buildings to around 25 potential tenants. We have entered in to a Memorandum of Understanding with Bluefield State College to bring an engineering program to the Ohio Valley. Also, a Memorandum of Understanding has been signed with Helping Heroes. This potential lease could become a lease to purchase in the future. We have leased space to the Ohio County Resource Network and are in talks with other non-profits that are considering office space.

Centre Market

Centre Market had many challenges this past year due to the pandemic but the businesses in this area did an incredible job of finding creative ways to keep their businesses going. We had two businesses in the market house that did decide they would have to close until some of the

restrictions were relaxed or eliminated. We are in contact with those businesses and working on arrangements to have them return.

We had to cancel 6 events that are held in the Centre Market area every year. Four of those were First-Fridays along with the Red-White and Brew and Octoberfest. We determined with the cancellation of these events was a net revenue loss of around \$20,000. We were not able to have the many Christmas events we normally have so we made sure that the area had a media presence to remind people to shop local and shop often. We also put-up new Christmas decorations to make it more festive since events could not happen.

We didn't let the pandemic stop us from making improvements. We used that time to stain floors in the upper market house, paint the posts in the upper market house. We purchased new tables and chairs for our patrons in both market houses. We will also be putting new banners up in the late Winter early Spring of this year. You will note that we are asking to replace the Upper Market House roof. It is in dire need of replacement. Kurt received an estimate of approximately \$300,000.00.

Our goal continues to be serving the people of Wheeling. Whether it is buying a home, assisting non-profits, starting a business or remediating vacant land. We are here to move Wheeling forward in to not what the City was in the past but to the City it is to become.

Sincerely,



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

Attachments

GOALS AND OBJECTIVES

FY 2021-22

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 once restrictions have been lifted.
- b. Recruit two new businesses to replace businesses that have left around the market houses.
- c. Make additional streetscape and infrastructure improvements in and around the Market Houses.
- d. Continue the successful marketing campaign.
- e. Replace the upper market house roof.

4. 22nd Square

- a. Continue to develop the campus and make improvements.
- b. Work with potential firms that are interested in available space on the campus.
- c. Work on a master plan for the campus.

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021-22**

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	\$173,553.00		\$173,553.00			
402-10-103-1523 Personal Services Bonus/attendance bonus	\$800.00	\$800.00					
402-10-103-1905 Personal Services Longevity	\$3,198.00	\$3,198.00		\$3,198.00			
402-10-104-1924 Personal Services Social security/medicare	\$2,517.00	\$2,517.00		\$2,517.00			
4402.10.1920 Eye Dental Insurance	\$3,924.00	\$3,924.00		\$3,924.00			
402-10-108-1921 Personal Services Hospitalization	\$37,672.00	\$37,672.00		\$37,672.00			
402-10-108-1903 Personal Services Temporary overtime	-0-	-0-		-0-			

402-20-211-2173 Contractual Services Telephone/ld charges	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
402-20-214-2153 Contractual Services travel expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
402-20-218-3146 Contractual Services postage	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00
402.20.2145 Office Equipment Maintenance	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00
402-20-220-2144 Contractual Services Advertising/legal publications	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
402-20-222-2162 Contr4actual Services Specialty schools – training	-0-	-0-	-0-	-0-	-0-
402-20-222-2138 Contractual Services Dues/membership dues	-0-	-0-	-0-	-0-	-0-
402-20-233-2149 Contractual Services Professional services/tech reference	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
402-30-341-3135 Commodities Supplies/materials	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
402-30-341-3139 Commodities Photocopy	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
402-30-341-3177 Commodities Tool/shop supplies	-0-	-0-	-0-	-0-	-0-
402-40-459-4151 Capital outlays Equipment	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2021-22**

**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	
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 2021-22

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	\$390.00	\$390.00		\$390.00	-0-	
4590.10.1920 Eye/Dental/Life Insurance	\$982.00	\$982.00		\$982.00	\$273.00	
4590.10.1921 Hospitalization	\$18,836.00	\$18,836.00		418,836.00	-0-	
4590.10.1924 Medicare	\$918.00	\$918.00		\$918.00	-0-	
4590.10.1985 Manager Salary	\$31,745.00	\$31,745.00		\$31,745.00	\$3,810.00	
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-	-0-	
4590.20.2168 Utilities	\$46,000.00	\$46,000.00		\$46,000.00	-0-	
4590.20.3116 Equipment Maintenance	\$10,000.00	\$10,000.00		\$10,000.00	-0-	
4590.20.3131 Supplies	\$15,000.00	\$15,000.00		\$15,000.00	-0-	

4950.10.1410 Market House Maintenance	\$31,595.00	\$31,595.00	\$31,595.00	\$31,595.00	\$31,595.00	-0-	

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2021-22**

**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
Upper Market House Roof		\$300,000				1	The Upper Market House is in need of a new roof. This is a priority.
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.