

**Economic & Community Development Department
Fiscal Year 2020-21 Budget**



January 24, 2020

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, 2020

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2020-21 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 from the various divisions within the Department.

The Division of Building Code Services

Mr. Touvell, the Building Code Official has taken and passed the Residential Building Inspector and the National Certified Floodplain Manager exams. He is currently studying for the Commercial Plan Reviewer exam and it will be the last of his state required tests. Mr. Travis Young was hired in February of 2019 and has passed the Commercial Building Inspector exam and will take the Residential Building Inspector exam in 2020. Mr. Frank Wilson had been working part time but has retired effective December 31, 2019. One of our goals last year was to try to have at least one inspector in the office during regular business hours to help any citizen that might come in for a permit that has technical questions about their project. This past fiscal year we have been able to do that and hope to be able to continue that practice. Our turn around time for inspections is normally 24 hours but if we have a free inspector, we will schedule for the same day.

We issued 1290 permits this year, up from 922 last year at a valuation of \$45,165,700.00 up from \$15,848,895.00 with permit fees totaling \$181,329.22 up from \$66,089.00 reported last year. We had 103 cases in Municipal Court in FY 2019. Of those cases 50 were brought into compliance and closed; 39 are still active. Currently 14 capias warrants are pending. We had 6 cases go to trial and the city won all 6 cases. We issued 21 private demolition permits. Some of the larger project completions this fiscal year include; WODA Labelle Green Phase III, Cirque De Cheveux Hair Salon, Community Foundation Office and the Public Market in downtown Wheeling.

We are currently working on plans and inspections for; WODA Labelle Green Phase II, Ziegenfelder's renovation/expansion, Youth Services Systems, House of the Carpenter addition, Bridge Tavern Renovations, and 1109 Main Street renovations.

Currently 299 buildings are on the list. We registered 65 new properties this past year. We removed 37 properties from the program, 13 were demolished and 24 became occupied units. We received 11 waiver requests and they were all approved. We continue to get requests from all over the United States to share our program with them.

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 still need to take required testing and need to attend seminars in order to keep their certifications 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-fourth 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, reconstruct streets, provide fire equipment as well as enter in to a lease agreement for a new ladder truck.

We are currently in the process of holding stakeholder meetings and preparing for the Five-Year Action Plan as well as the One Year Action Plan for the CDBG program. We are also updating our Impediments to Fair Housing. The new CPD Director in the Pittsburgh Office of HUD has decided to hold monthly conference call meetings to make sure all jurisdictions are working toward the goals that he is setting for the region. Our first meeting will be held on Monday, January 27, 2020.

HOME

FY 2019 was the 22nd year of the Northern Panhandle HOME Consortium, and the HOME funded First Time Homebuyer program continued to be successful. As of January 2020, the Program has made 978 loans to eligible low- to moderate-income first-time homebuyers, using more than \$8.6 million in HOME funds, and leveraging in excess of \$50.5 million of lenders' mortgage money in the Northern Panhandle. This program has allowed the City of Wheeling alone to assist 250 low- to moderate-income households in becoming First Time Homebuyers.

Over the years, HOME funds have also been instrumental in assisting more than a dozen of affordable housing projects throughout the Northern Panhandle using the required Community Housing Development Organization (CHDO) set-aside funding. Most recently, the FY 2017 and FY 2018 CHDO funding was awarded to the Greater Wheeling Coalition for the Homeless, to renovate a single-family home located in Triadelphia, WV, a project that is underway and eventually to be sold to an income-eligible household. 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

As the CDBG Program no longer provides business loans for business start-up and/or expansion, we refer business inquiries to the Small Business Development Center (SBDC) for financial and business plan assistance. Staff attends SBDC trainings, to maintain awareness of financial opportunities and information that is available to businesses. Businesses seeking locational assistance are referred to Kurt Zende.

Human Rights

The Wheeling Human Rights Commission remains a division of the ECD Department, and therefore continues to be staffed within the department on a full-time basis. Staff prepares the documentation, and attends the regular monthly business meetings of the HRC. Complaints are accepted 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 2019, the HRC had the following complaint activity: One housing complaint was received in January 2019, but the complainant resolved the issue and dropped the complaint prior to any investigation. One employment complaint was received in April 2019, but the complainant dropped the complaint prior to any investigation. One public accommodations complaint was received in July 2019, and after fact-finding, the Investigating Commissioners assigned to the case determined that there was No Probable Cause for discrimination. One public accommodations complaint was received in September 2019, and after discussing with the City Solicitor, the Chairman of the HRC, and another Commissioner, it was found that this complaint was not viable. One housing complaint was received in September 2019, and is under investigation currently. One public accommodations complaint was received in October 2019, and after discussing with the City Solicitor, the Chairman of the HRC, and another Commissioner, it was found that the complaint was not viable. Finally, one public accommodations complaint was received in October 2019, and after discussing with the City Solicitor, the Chairman of the HRC, and another Commissioner, it was found that the complaint was not within the HRC's jurisdiction.

Other than accepting complaints of discrimination, addressing education, outreach, and visibility in the community continued to be ongoing priorities of the HRC in FY 2019. During the prior reporting period, in March 2018, the HRC had entered into a fourth one-year partnership with the Fair Housing Law Center at Southwestern PA Legal Services (SWPALS), to provide 33.75 hours of Fair Housing education and outreach in the City of Wheeling, however by March 2019, the HRC actually achieved 56.5 hours of education and outreach, well exceeding its commitment. Subsequently in June 2019, the Wheeling Human Rights Commission entered into its fifth one-year partnership with the SWPALS, and committed to providing 31 hours of Fair Housing education and outreach in the City of Wheeling. While this agreement period is currently underway, the HRC has already achieved 29.38 hours of education and outreach. The required outreach was achieved in many ways during 2019, including attending the West Virginia Northern Community College's Health and Wellness Fair in March 2019, attending the Celebrate Youth Festival in August 2019, attending the HRC's booth exhibit during the Veterans Stand Down in October 2019, and attending the Northern Panhandle Continuum of Care meeting in October 2019, where Fair Housing training was conducted and offered to the members' organizations. The HRC also receives hourly credit under the Agreement for participating in monthly conference calls with SWPALS.

The HRC also continued to be visible in the community in other ways, including by participating in the planning and events of the 2019 and 2020 Martin Luther King Jr. Celebrations, by placing newspaper ads inviting the community to celebrate Black History Month in February 2019, by having representation at the Wheeling NAACP's Meet & Greet Event in February 2019, by having representation on a panel at the Celebration of Women at Ohio University Eastern in March 2019, by promoting Fair Housing Month in April 2019 via six billboards and a Fair Housing Proclamation, by presenting and attending a Lunch and Learn presentation at WVNCC entitled "LGBT 101" in April 2019, by exhibiting at the Ohio Valley Pride Festival at the Wheeling Heritage Port in May 2019, by sponsoring and attending the Mental Health First Aid training conducted by the Greater Wheeling National Alliance on Mental Illness (NAMI) during Mental Health Awareness Month in May 2019, by sponsoring and attending the YWCA Wheeling's Around the World Dinner in July 2019, by sponsoring a screening of the documentary film "Outspoken" about the LGBT Community in Wheeling during December 2019, and by distributing a total of 1350 "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklets to date in the City of Wheeling.

Brownfields

The US EPA had previously conducted a Targeted Brownfields Assessment (TBA) on the City-owned Robrecht Property, and therefore the City has a comprehensive Phase II Environmental Site Assessment Report, as well as an Analysis of Brownfields Cleanup Alternatives (ABCA) for the site. During FY 2019, the City worked with the regional Brownfields Task Force and Bel-o-mar Regional Council on what became a successful regional proposal for a \$200,000 EPA Community-wide Brownfields Assessment Grant, announced in June 2019. One of the objectives within the proposal is to create a Remedial Action Plan (RAP) for the Robrecht Property, along with planned assessment for additional City sites. Subsequently, with the assistance of a Consultant, the City applied for the "Wheeling Legacy (Brownfields) Revolving Loan Fund" in December 2019. Having the Phase II, ABCA, and RAP in hand, is favorable for obtaining such

resources for cleanup. The previous vision for the Robrecht site was a future commercial reuse, however, the Wheeling Legacy proposal more specifically details that the City intends to work with Wheeling Heritage to ready the site for reuse as a trailhead for the Heritage Trail with facilities for parking and public art.

At the Penn Wheeling Closure site, during FY 2019, the City had conducted a new Phase I Environmental Site Assessment, in order to achieve All-Appropriate Inquiry liability protections under the Brownfields Law, in the event that the City moves forward with purchasing the property. The site is being considered for purchase and future redevelopment for a Public Safety Building that will house the Police and Fire operations. This site was a subject property for the “Wheeling Legacy Revolving Loan Fund” application in December 2019.

The Old North Park Landfill 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 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 was able to finish the subsurface drilling. We have been advised by DEP that GAI is in the process of finalizing the design and applying to the US Army Corp of Engineers to relocate a stream adjacent to the property. A meeting with the US ACE is scheduled for January 2020. Meanwhile, the City is working with another property owner to acquire additional land that will assist in widening the access to the landfill entrance. The final layout of the land will inevitably differ somewhat from the Conceptual Master Plan that was originally produced under the West Virginia Redevelopment Collaborative grant, however 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 active in its relationship with the Northern West Virginia Brownfields Assistance Center (NBAC). commenced in August 2017, under a contract with GAI for engineering services. An obstacle was encountered

Land Use

The past fiscal year once again saw 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 subdivision of the Plateau Commons property in order to accommodate two new buildings; a professional office and an education institution; also approved was a new dormitory for the Linsly School, which is Phase 1 of a multi-phase master Plan Development for the school. The Commission also reviewed a few high-profile zone or plan amendments, including 1154 National Road for a proposed financial institution, the 3700 block of Jacob Street for a senior housing project, and the GC&P, LLC property along Bethany Pike.

Highlights of business that came before the Board of Zoning Appeals included multiple requests for reasonable accommodations in order to provide housing options for disabled individuals. These requests were properly handled by the Board; however, they too were more high profile

than the typical business of setbacks and parking reduction requests that normally come before the Board.

The Historic Landmarks Commission did not meet as often during the past fiscal year, however grants awarded based on their status of being a Certified Local Government by the State Historic Preservation Office kept the staff busy, including two phases of early dwellings in north Wheeling, the expansion of the downtown district, and the nomination of South Wheeling neighborhood as a historic district and survey work pertaining to the Warwood neighborhood as a potential historic districts.

Staff time was spent developing 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. Changes to the enforcement of the property maintenance code saw an increase in the use of implementation of the 311 system.

We would like to promote and encourage the creation and hiring of a citywide GIS Manager as well as an IT Manager position. Technology is still changing at a very fast pace and as a city that is on the rise and trying to put deals together to bring in new business, we feel both these positions could be helpful.

Centre Market

Centre Market had another very productive year. Two new businesses opened recently: Your Place or Mine Consignment at 2135 Market St. and Re Decorate Consignment at 2207 Market St. Also, coming in February; we were able to recruit a new bakery at 2201 Market St.

Furthermore, Centre Market entered into a strategic partnership with the Wheeling Convention and Visitors Bureau for the development and implementation of a co-operative marketing campaign utilizing traditional media along with the various platforms of social media which enabled Centre Market to have its best Event Schedule in its long and storied history.

The events that took place included: Four very successful First Friday Street Parties, Four Third Friday Street Parties, June's RED WHITE AND BREW Festival, The 3rd Annual Oktoberfest, The Annual Centre Market Car Show, Artworks Around Town's Plain Air Event, Two Centre Market Ladies Nights, The Spring Fling Shopping Event, and Small Business Saturday Event.

With a lot of hard work, we can once again take pride in the fact that we have a 100% occupancy rate both in and around our historic market houses.

Sincerely,

Nancy Prager
Director, Economic and Community Development

Attachments

GOALS AND OBJECTIVES

FY 2020-21

1. Division of Building Code Services
 - a. Continue to enforce City of Wheeling Building Codes to ensure public safety.
 - b. Continue to monitor the city's 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.

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. 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.

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 2020-21**

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	\$467,560.00	\$485,506.00		\$485,506.00	\$17,500.00		
402-10-103-1923 Personal Services Bonus/attendance bonus	\$2,185.00	\$2,185.00		\$2,185.00	-0-		
402-10-103-1905 Personal Services Longevity	\$7,120.00	\$6,900.00		\$6,900.00	(\$220.00)		
402-10-104-1924 Personal Services Social security/medicare	\$7,411.00	\$7040.00		\$7040.00	(\$371.00)		
4402.10.1920 Eye Dental Insurance	\$8,270.00	\$9,319.00		\$9,319.00	\$1,049.00		
402-10-108-1921 Personal Services Hospitalization	\$91,464.00	\$136,382.00		\$136,382.00	\$44,918.00		
402-10-108-1903 Personal Services Temporary overtime	\$14,350.00	\$0.00		\$0.00	-0-		

402-20-211-2173 Contractual Services Telephone/id charges	\$2,000.00	\$2,000.00		\$2,000.00	-0-	
402-20-214-2153 Contractual Services travel expenses	\$2,220.00	\$3,000.00		\$3,000.00	\$780.00	
402-20-218-3146 Contractual Services postage	\$3,100.00	\$3,100.00		\$3,100.00	-0-	
4402-20-2145 Office Equipment Maintenance	\$200.00	\$200.00		\$200.00	-0-	
402-20-220-2144 Contractual Services Advertising/legal publications	\$620.00	\$1,000.00		\$1,000.00	\$380.00	
402-20-222-2162 Contractual Services Specialty schools – training	\$2,500.00	\$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	-0-	
402-20-233-2149 Contractual Services Professional services/tech reference	\$6,500.00	\$7,000.00		\$7,000.00	\$500.00	
402-30-341-3135 Commodities Supplies/materials	\$3,785.00	\$4,000.00		\$4,000.00	\$215.00	
402-30-341-3139 Commodities Photocopy	\$1,000.00	\$1,000.00		\$1,000.00	-0-	
402-30-341-3177 Commodities Tool/shop supplies	\$700.00	\$700.00		\$700.00	-0-	
402-40-459-4151 Capital outlays Equipment	\$2,695.00	\$2,800.00		\$2,800.00	\$105.00	

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2020-21**

**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	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
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2020-21**

**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
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.

**CITY OF WHEELING
DEPARTMENT BUDGET REQUEST
FISCAL YEAR 2020-21**

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	\$260.00	\$390.00		\$390.00	\$130.00	
4590.10.1920 Eye/Dental/Life Insurance	\$1,560.00	\$981.00		\$981.00	(\$579.00)	
4590.10.1921 Hospitalization	\$12,875.00	\$18,295.00		\$18,295.00	\$5,420.00	
4590.10.1924 Medicare	\$844.00	\$836.00		\$836.00	(\$8.00)	
4590.10.1985 Manager Salary	\$28494.00	\$28494.00		\$28494.00	-0-	
4590.20.2134 Insurance	\$2080.00	\$2080.00		\$2,080.00	-0-	
4590.20.2137 Contract Repair	\$16,580.00	\$16,580.00		\$16,580.00	-0-	
4590.20.2142 Promotion Expenses	\$20,760.00	\$20,760.00		\$20,760.00	-0-	
4590.20.2149 Tech Ref Services	-0-	-0-			-0-	
4590.20.2168 Utilities	\$46,980.00	\$46,980.00		\$46,980.00	-0-	
4590.20.3116 Equipment Maintenance	\$8,480.00	\$8,480.00		\$8,480.00	-0-	
4590.20.3131 Supplies	\$14,525.00	\$14,525.00		\$14,525.00	-0-	
4590.30.3110 Centre Market	\$8,595.00	\$8,595.00		\$8,595.00	-0-	

Concession Expense							
4950.10.1410 Market House Maintenance	\$29,129.00	\$29,129.00	\$29,129.00	\$29,129.00		\$29,129.00	-0-
Centre Market Events -- new line item			\$15,000.00	\$15,000.00		\$15,000.00	\$15,000.00