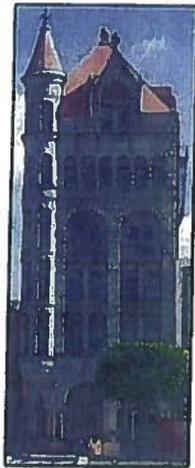
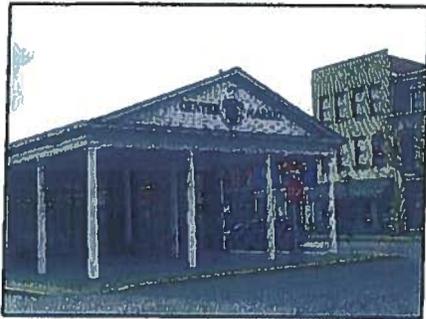


Economic & Community Development Department Fiscal Year 2014-2015 Budget

Experiencing a renaissance



and planning for the future.



CITY OF WHEELING



CITY COUNTY BUILDING
1500 CHAPLINE STREET
ROOM 305
WHEELING, WEST VIRGINIA
26003

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Planning & Zoning
304.234.3701
Fax
304.234.3899
www.wheelingwv.gov

January 21, 2014

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2014-15 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

All of our inspectors are now ICC certified and carry a State of West Virginia Building Inspector license. A minimum of 15 hours of training is required each year to keep their license current.

We issued 1142 permits this year at a valuation of \$64,085,261.00 with permit fees totaling \$260,684.00, compared to 1214 permits last year at a valuation of \$36,464,277.00 with permit fees totaling \$86,061.00. We had 88 cases in Municipal court in FY 2013. Of those cases 34 were brought into compliance and closed; 54 are still active. Currently 13 capias warrants are pending. We issued 35 private demolition permits. This does not include Community Development Block Grant demolitions.

Some of the larger project completions this fiscal year include, 19 homes at Mountaineer Circle, 4 office remodels at OVMC, the DHHR project on 16th Street, Dollar General on Washington Avenue, a new house in Glen Hollin, new storage units at 447 Mil-Acres Drive, WJU Arts Center, a new house at 32 Patterson Avenue, a Dr.'s office at 2100 Chapline Street, and a new house at 31 Barrington.

We are currently working on plans and inspections for, a new addition and classroom renovations at the Linsly School, Phase 3 of Sleddco, the new AutoZone on National Road, a new house at 137 River View Avenue, and renovations at the Welty Home on Washington Avenue.

To date approximately 272 vacant structures have been registered. Of those 272 properties, 13 have been demolished with 8 more slated for demolition. There are now occupants in 12 former vacant buildings. We registered 98 new properties in 2013.

We have been asked to make presentations all over the State of West Virginia in regards to our Vacant Building Registration Program. This year Dave and I have spoken and held trainings with seven other municipalities in the state. I was asked to attend the National Brownfields Conference where I was a presenter to a national audience on our program. I received many follow-up inquiries about our program and have held conference calls with cities from California to Vermont regarding our program.

Again this year we will be asking for funding for the inspectors to purchase uniforms. They currently have shirts but we need more shirts as well as jackets.

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

In FY 2013 Community Development Block Grant (CDBG) funds were set aside for curb and walk replacement on 15th Street near the Elks Playground. The Elks Playground Project is being funded with CDBG and should be completed in early spring. We demolished 14 structures throughout the city with CDBG funds. We funded the Greater Wheeling Homeless Coalition, Wheeling Health Right, The Seeing Hand Association and the Soup Kitchen. Each of these agencies have seen a growing clientele in the past year.

Business Assistance

Melissa Thompson and Kurt Zende continue to provide assistance to local businesses that wish to expand as well as working with national companies looking for locations in the City of Wheeling. Tours are conducted with developers and business owners, and resource material such as maps, photographs and other property information is shared with them.

Brownfields

During FY 2013, Melissa Thompson continued working with the Northern WV Brownfields Assistance Center (NBAC) and its WV Redevelopment Collaborative (WVRC) program, to further the Old North Park Landfill project. In this program, the City had previously been granted \$5,000, and Ms. Thompson had worked with an assigned project team of professionals to assist with the completion of the mini-grant project. Now, with the project having been completed, \$672.41 remains in the WVRC project budget, and Ms. Thompson has been looking for an acceptable plan to expend this last bit of funds.

Having been the winner of the 2012 round of WVRC projects' "Collaborative Buzz Award" for the project's success, the team's collaboration, and the high level of community engagement, the NBAC considers the landfill project to be a model. Therefore, it was included as one of three case studies featured within the NBAC's 2013 publication *West Virginia Redevelopment Collaborative: A Guide to Collaborative Brownfield Redevelopment*. Melissa and I attended the National Brownfields Conference in Atlanta, GA. This event was a good opportunity to network and learn from other brownfields

successes, while maintaining an awareness of brownfields opportunities, both nationally and in our region.

Finally, with regard to the status of the WVRC project, in December 2013, the Old North Park Landfill was accepted into the WV DEP's Landfill Closure Assistance Program (LCAP), through a modification and an expansion of the already existing LCAP permit for the newer North Park Landfill. This means that for both landfills, the LCAP will ultimately address millions of dollars' worth of site assessment, cleanup, engineering, grading and preparation for a future recreational brownfield redevelopment project, as set forth in the Conceptual Master Plan that was developed under the WVRC and with the input of the residents of North Park. However, any actual development of recreational facilities at the site, once the LCAP is completed, would be the City's responsibility. Also under the WVRC, a preliminary cost opinion was estimated for all phases of the recreational redevelopment of the site as laid out in the Conceptual Master Plan, and this total estimate exceeded \$4.5 million.

HOME

FY 2013 brought us to 16 years for the Northern Panhandle HOME Consortium's First Time Homebuyer Program. As of the November 20, 2013 HOME Consortium Council meeting, 829 loans had been made to eligible low-moderate income first time homebuyers in the Consortium, using nearly \$7.2 million in FTHB funds, and leveraging over \$40.7 million of lenders' mortgage money. The City of Wheeling alone has now assisted a total of 195 households in becoming First Time Homebuyers.

In the last two years, Melissa has worked not only with first time homebuyers in Wheeling and Ohio County, but has also taken on the application, inspection and closing process in Weirton, Brooke County, and Hancock County, when CHANGE, Inc. has been the seller of homes being purchased with HOME assistance, and therefore cannot administer the First Time Homebuyer loan due to a conflict of interest. She continues to serve on CHANGE, Inc.'s Affordable Housing and Personal Finance Seminar's organizational committee, is a member of the working committee West Virginia Saves and the Earned Income Tax Credit Coalition, attends Northern Panhandle Continuum of Care meetings on behalf of the City, and serves on the Family Selection Committee of the Wheeling Area Habitat for Humanity. A new single family Habitat home was built and dedicated on November 24, 2013.

HUD published a 2013 HOME Rule on July 24, 2013 that has amended the HOME Program regulations and affects the FY 2013 HOME allocation. These new requirements are in the process of being instituted to the Northern Panhandle HOME Consortium's First Time Homebuyer and Community Housing Development Organization (CHDO) programs. The changes include, but are not limited to the need for revised written policies and procedures that include underwriting and subsidy layering, new CHDO qualification and capacity requirements, new property standards and inspection policies and procedures, and new deadlines on the expenditure of funds and completion of projects. Measures are being taken by the City and the HOME Consultant to ensure compliance with all the new requirements and the upcoming deadlines for such. The Dodd-Frank Act also has implications on the future of the HOME Program. I was invited to speak at a meeting held in Pittsburgh by Representative Capito and Representative Rotfus to let them know how the requirements of this law on our local lenders will have

a negative impact on our program. These subcommittee meetings were held in other jurisdictions throughout the country as well.

In FY 2013, the City of Wheeling nominated a Community Housing Development Organization (CHDO) project that was funded by the Northern Panhandle HOME Consortium, for an Audrey Nelson Community Development Achievement Award through the National Community Development Association. This award program is for community development projects that show exemplary uses of CDBG and/or HOME funds. We were notified in December 2013 that the nominated project has been selected to receive the Audrey Nelson Award at the NCDA conference on January 24, 2014. The award-winning project is the Gertrude Flats Apartments Project, which was completed by the greater Wheeling Coalition for the Homeless, using 2008, 2009, and 2010 CHDO funds to acquire and rehabilitate a deteriorating six unit apartment building 102 14th Street, into a facility that can permanently and affordably house up to 18 disabled homeless individuals. This project was a significant \$258,700 CHDO investment in the East Wheeling neighborhood, and provided the Homeless Coalition an opportunity to own and control its own quality apartments for its homeless clients.

Meanwhile, FY 2013, the Northern Panhandle HOME Consortium's 2011 CHDO project, awarded to CHANGE, Inc., met its own completion. Another successful affordable housing project, CHANGE, Inc. has fulfilled a quality renovation of a donated house on Edna Street in Weirton, WV, for use as a transitional house for CHANGE, Inc.'s Domestic Violence Program. CHANGE, Inc. is also the recipient of the 2012 CHDO funds, and will use this allotment to renovate another house in Weirton that will be for resale to a low and moderate income buyer. We look forward to watching the 2012 project as it progresses to completion as well.

Human Rights

Beginning August 1, 2013, the Economic and Community Development Department took over the daily operations of the Human Rights Commission's office. Melissa has primarily assumed the responsibility of answering phones, and checking voicemail and emails to assure that the Human Rights Commission office is covered on a regular basis. Melissa has also worked with the Chairperson of the Human Rights Commission, to schedule their monthly meetings, send out meeting notices, prepare agendas and attend the meetings. I also have been attending the meetings to address concerns of the commissioners, to assure that the transition period with the new ordinance is as smooth as possible. Since August 1, citizen contacts in the office have resulted in five complaint forms being issued (four for housing and one for employment), and none have been returned to date. Five additional inquirers were referred to the West Virginia Human Rights Commission, as the possible complaints were involving City, County offices or the Wheeling Housing Authority. In addition, contacts to the office have resulted in many Landlord-Tenant Handbooks being issued, and a several referrals to other agencies for assistance.

Staff has attended two Fair Housing trainings in the past year, which were conducted in Wheeling by the West Virginia Fair Housing Assistance Network. The first was "Tenants and Landlords: Rights and Responsibilities", and the second was "Fair Housing: It's Not an Option, it's the Law." Another Fair Housing training is planned for Fair Housing Month, in April 2014.

Land Use

The Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission and their Economic and Community Development Department staff continue to be active in the development and redevelopment of the city.

Highlights of projects that came before the Planning Commission for review and approval include Providence Terrace, a new residential development located along the walking path in North Wheeling; AutoZone, a new auto parts store in Elm Grove, the addition to the Hampton Inn along with other site improvements to the property, a new apartment building to serve the needs of Wheeling Jesuit University, a water recycling facility at the north end of Warwood.

In addition to their monthly meeting agendas, the Planning Commission also initiated the update to the 1997 Comprehensive Plan. To date, it has been a very exciting and enlightening time having held meetings with the public, stakeholders and affinity groups to discuss their perspectives. The process is anticipated to be concluded prior to the beginning of the 2014-2015 Fiscal Year.

The Historic Landmarks Commission has implemented the long awaited "Historic Plaque Program" to allow home owners the ability to take pride in their historic homes. It is anticipated that the first round of plaques will be awarded in May 2014. The Commission has also been busy with the formation of a local historic district around the Centre Market Square Historic District. This effort was started when a few home owners approached the Commission to find ways to protect the character of their neighborhood. It is anticipated that this could be adopted at the end of Fiscal Year 2014.

In addition to the above projects, the staff was also involved in the process to transfer excess property owned by the city back to the private sector, preparing the Mayor for the Mayor's Institute on City Design conference and continued work with Downtown Wheeling Inc.

Centre Market

Under the leadership of the Centre Market Manager, Kurt Zende the various committees of Centre Market were able to accomplish most of their goals and objectives. The Economic Development Committee was instrumental in facilitating the recruitment of 4 new businesses to the Centre Market neighborhood. The Promotions Committee developed and produced several new successful events. The first annual "Wing Fest" took place on Saturday, June 8th of 2013. The estimated crowd of 4,000 people throughout the day enjoyed wings and other food from 12 local bars and restaurants. Other significant accomplishments related to promotions included: The 4th annual Lobster Fest, a very successful Art Plain Air that coincided with the Grecian Food Festival, several very well attended Friday night street parties, and 3 very popular Christmas at the Market events. The Centre Market now has a website, a Facebook page and a Twitter account. Branching out into this type of media has helped all the businesses in the Centre Market neighborhood.

Centre Market has made several aesthetic improvements over the last few months. The courtyard between the market houses was upgraded with a canopy, a fence, and new tables and chairs; which will

Budget
Pg. 6

provide outdoor seating for more than 50 patrons during the warmer months of the year. Centre Market has purchased and installed new banners. We have designed and purchased new signage for both market house's businesses. We are in the process of upgrading all 4 restrooms in the market houses. All improvements have been paid by using the Pepsi concession fund and private sponsorships.

The Economic and Community Development Department continues to strive forward in the goal of outstanding customer service to the residents of our city and those looking to make Wheeling their home. We believe that Wheeling is headed in the right direction. We are a fiscally sound municipality with great school systems, fantastic recreational facilities and an improving housing stock. We are looking to the future to make Wheeling a place where companies want their businesses to grow and prosper.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Prager". The signature is written in black ink and is positioned above the printed name.

Nancy Prager
Director
Economic and Community Development

Attachments

GOALS AND OBJECTIVES FY 2014-15

Division of Building Code Services

1. Strive to enforce City of Wheeling Building Codes to insure public safety.
2. Continue our pro-active approach to the Vacant Building Registration Program.
3. Achieve quicker response and resolution time to property maintenance Code complaints through the increased use of citations.

Division of Neighborhood and Community Development

1. Begin the implementation phase of the 2014 City of Wheeling Comprehensive Plan
2. As a Certified Local Government, update existing neighborhood surveys via grants available through the State Historic Preservation Office.
3. Continue to oversee the administration of the CDBG and HOME programs and implement all the rule changes into our programs.

Division of Economic Development

1. Continue to work with businesses interested in relocating to or expanding within the City of Wheeling.
2. Develop new Centre Market area events and maintain/improve the very successful event schedule from the last fiscal year.
3. Work with RED on the development of the 1100 block and other available sites downtown including brownfield sites.
4. Recruit 3 new businesses to the Centre Market Area.
5. Make additional streetscape and infrastructure improvements in and around the Market Houses – including signage, landscaping, murals, new benches and trash receptacles.

**CITY OF WHEELING
DEPARTMENT BUDGET REQUEST
FISCAL YEAR 2014-2015**

DEPARTMENT/DIVISION: ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT – NANCY PRAGER, DIRECTOR						
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	\$483,946.00	\$483,946.00		\$483,946.00	-0-	
402-10-103-1523 Personal Services bonus/attendance bonus	\$6,900.00	\$6,900.00		\$6,900.00	-0-	
402-10-103-1905 Personal Services longevity	\$6,266.00	\$6,474.00		\$6,474.00	\$208.00	
402-10-104-1924 Personal Services social security/medicare	\$7,017.22	\$7,017.22		\$7,017.22	-0-	
402-10-105-1920 Personal Services eye/dental insurance	\$6,700.00	\$7,348.00		\$7,348.00	\$648.00	
402-10-108-1921 Personal Services hospitalization						
402-10-108-1903 Personal Services temporary overtime	-0-	-0-		-0-	-0-	
402-20-211-2173 Contractual Services telephone/ld charges	\$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	-0-	
402-20-214-3188 Contractual Services travel mileage	\$250.00	\$300.00		\$300.00	\$50.00	
402-20-218-3146 Contractual Services postage	\$2,600.00	\$2,700.00		\$2,700.00	\$100.00	
402-20-219-2145 Contractual Services office equipment & maintenance	\$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	-0-	
402-20-222-2162 Contractual Services specialty schools - training	\$2,500.00	\$2,500.00		\$2,500.00	-0-	

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
 Capital Equipment Outlay Schedule
 Fiscal Year 2014-2015

Department: ECD

Description 1	No. of Units 2	Unit Cost 3	Total Cost 4	Trade In Value 5	Net Value 6	Priority* 7	Justification/Explanation 8
1. Desktop Computers	2	\$1,400.00	\$2,800.00	-0-		1	The goal of the ECD Department is to replace two to three computers every year to ensure that all staff members have a functioning computer that can run current applications and software.
Total	2	\$1,400.00	\$2,800.00				

*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
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014-15

DEPARTMENT/DIVISION: CENTRE MARKET			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
4590 10 1410 Market House Maintenance	\$24,211.00	\$24,211.00		\$24,211.00	-0-	
4590 10 1523 Bonus/attendance	\$650.00	\$650.00		\$650.00	-0-	
4590 10 1902 Centre Market/Longevity	\$130.00	\$195.00		\$195.00	\$65.00	
4590 10 1920 Eye/Dental/Life Insurance	\$898.00	\$1,296.00		\$1,296.00	\$398.00	
4590 10 1921 Centre Market/Hospitalization						
4590 10 1924 Medicare Contributions	\$584.00	\$584.00		\$584.00		
4590 10 1985 Market Manager	\$25,238.00	\$25,238.00		\$25,238.00	-0-	
4590 10 2134 Insurance	\$1,735.00	\$1,735.00		\$1,735.00	-0-	
4590 20 2137 Centre Market - Contract Repairs	\$10,000.00	\$10,000.00		\$10,000.00	-0-	
4590 20 2142 Promotional Expense	\$15,000.00	\$15,000.00		\$15,000.00	-0-	
4590 20 2168 Centre Market Utilities	\$34,000.00	\$34,000.00		\$34,000.00	-0-	
4590 20 2171 Workers Compensation	\$1000.00	\$1000.00		\$1,000.00	-0-	
4590 20 3116 Equipment Maintenance	\$8,000.00	\$8,000.00		\$8,000.00	-0-	
4590 30 3131 Centre Market Supplies	\$9,000.00	\$9,000.00		\$9,000.00	-0-	

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014-2015**

**DEPARTMENT: ECD
DIVISION: CENTRE MARKET
FUND: GENERAL**

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
2 nd Annual Wing Fest Expenses	\$5,000.00	1	<p>Last year's event was so successful we are planning on doubling the size which adds additional event expenses such as: port-a-johns, state event license, band expense, and tent and table rental expense. We are also working with Big Brothers/Big Sisters incorporating one of their major fundraisers to offset the anticipated loss of revenue from one of their events that might be negatively impacted due to our new event.</p>

* 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.