

**Economic & Community Development Department
Fiscal Year 2016-2017 Budget**

Engaged in all phases:

Concept



***Planning &
Zoning***

Construction



***Building Code
Services***

Completion



***Community
Development***

CITY OF WHEELING



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

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Planning & Zoning
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January 22, 2016

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2016-17 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

Again this year the Building Codes division saw many changes in personnel. Our new Building Code Official, Mr. Colton Wise joined us in August of 2015. He is currently studying to take all exams necessary to become a Certified Building Code Official in the State of West Virginia. Mr. Gary Wise retired from his position as Building Inspector. The city was able to move quickly and fill this position and I am happy to report that our newest team member, Mr. Dave Hamm began January 4, 2016. He also will be studying to take his exams to be a Certified Building Inspector in the State of West Virginia. With these additions and the key personnel already in place I believe we will be able to continue to provide the excellent customer service that the citizens have come to expect.

We issued 1188 permits this year at a valuation of \$36,951,938.00 with permit fees totaling \$128,648.00. We had 63 cases in Municipal court in FY 2015. Of those cases 18 were brought into compliance and closed; 32 are still active. Currently 5 capias warrants are pending and 8 cases are awaiting a court date. We issued 26 private demolition permits. Some of the larger project completions this fiscal year include; the Wheeling Water Treatment Plant, Woda Capital Green new construction, Woda Stone Lofts, WesBanco Arena interior renovations, Good Shephard Home interior renovations and Windsor Manor renovation.

We are currently working on plans and inspections for; the new entrance to WesBanco Arena, Woda Labelle Greene Development, Welty Village Development, Smith Oil Gas Station, the Flat Iron building renovations, Carpet Showcase new building and the Habitat for Humanity new house on Wheeling Island just to name a few.

To date approximately 391 vacant structures have been registered. Currently 205 buildings are on the list. We registered 59 new properties this past year. We removed 49 properties from the program, 21 were demolished, 5 were repaired and zoned for storage and 23 became occupied units. We received 14 waiver requests, 3 were approved, 9 were denied and 2 are pending a decision.

Again this year we will be asking for funding for the inspectors to purchase uniforms. We have new personnel in need of shirts and some old shirts that need replaced.

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

In FY 2015 the City's Community Development Block Grant (CDBG) Program continued to benefit principally those within our community who are low-and-moderate income persons. Funds were allocated to various infrastructure projects such as the Mt. Wood Slip Repair project; the Schenk Bridge Repair Project; and the rotomilling and resurfacing of city streets in low-mod areas. The most visible CDBG project of FY 2015 was the construction of a wheelchair ramp on the east side of the WesBanco Arena. In FY 2015 the new Five-Year Consolidated Plan was completed and accepted by HUD. We also completed and adopted the new Analysis of Impediments to Fair Housing Choice (AI) and that document was also accepted by HUD.

Business Assistance

Community Development Specialist, Melissa Thompson provides referrals to the Small Business Development Center (SBDC) and other sources, like RED, when new or expanding businesses request assistance. She attends local events, like those sponsored by the SBA and SBDC, to maintain awareness of financial opportunities and information that may be helpful to businesses. Kurt Zende shows properties to prospective buyers and tenants and helps to negotiate deals when possible.

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 LaBelle Greene, a multi-family residential development that will be located adjacent to the former LaBelle Nail Factory, and a new Marriot Towne Place Suites adjacent to the Spring Hill Suites. The Planning Commission anticipates additional developments in other parts of the city during the upcoming year. An Implementation Committee was formed to begin the implementation of the Envision Wheeling Plan. Working groups of citizens and staff have been formed to study sustainability issues, vibrant

neighborhoods, Geographic Information Systems and updating the website, as well as conducting a review of the zoning ordinance.

A majority of the Historic Landmarks Commission time during the past year was devoted to administering grants and conducting an in-depth look into creating the third local historic district in the city. After being invited to the East Wheeling neighborhood and discussing the matter at multiple neighborhood meetings; the residents and property owners requested additional time to fully consider and understand the matter before supporting the designation.

The Board of Zoning Appeals continued to work with property owners and businesses to add flexibility when administering the zoning ordinance. Once again this past year saw few denials in applications brought before them.

In addition to the above projects, the staff was also involved in numerous projects with ReInvent Wheeling, including the two public art parks that recently opened in downtown, and participating in monthly small business start-up sessions.

Other development activities the staff is actively part of include the renovations and updates being made at WesBanco Arena, assisting with the efforts to accommodate the development of the 1100 block and surrounding area, and meeting with interested parties to redevelop other city owned properties.

Brownfields

During FY 2015, Melissa Thompson fostered the City's relationship with the Northern WV Brownfields Assistance Center (NBAC). With regard to the Old North Park Landfill, which had formerly received a mini grant under the WV Redevelopment Collaborative (WVRC) program, and was accepted into the WV DEP's Landfill Closure Assistance Program (LCAP), we were recently advised by WV DEP that the LCAP had been put on hold and a new start date was approximated at 2017. We remain optimistic that the LCAP will address assessment, cleanup, engineering, grading and preparation, and that this site may still be optimal for a future recreational brownfield redevelopment, as per the Conceptual Master Plan that was produced under the WVRC. Although final development will be at the city's expense, we declined the NBAC's opportunity for another mini-grant, meant to assist WVRC projects with developing a comprehensive funding strategy for their projects. These grants typically involve extensive public involvement, and we did not want to prematurely increase the public's expectations during the LCAP's delay. However, we are confident that when the time comes to seek funding for development, the WVRC will remain an excellent resource and ally in identifying funding that can help make the landfill project a success.

On September 15, 2015, Melissa Thompson attended the 2015 West Virginia Brownfields Conference in Morgantown, WV. This annual conference is an excellent opportunity to network as well as to learn of new resources that are available to redevelop brownfields.

HOME

FY 2015 is the 18th year of the Northern Panhandle HOME Consortium's very successful First Time Homebuyer Program. As of January, 2016, the Consortium has made 874 loans to eligible low-moderate income first time homebuyers, using more than \$7.6 million in FTHB funds, and leveraging over \$43 million of lenders' mortgage money. Through this program, the City of Wheeling has now assisted a total of 214 households in becoming First Time Homebuyers, eight of which were completed in the last year. Melissa Thompson works primarily with first time homebuyers in Wheeling and Ohio County, but occasionally works with borrowers in Weirton, Brooke County, and Hancock County, when CHANGE, Inc. has a conflict of interest.

Ms. Thompson facilitates quarterly Northern Panhandle HOME Consortium Council meetings. She also oversees the Consortium's HOME funded Community Housing Development Organization (CHDO) Program, which recently has involved finalizing the 2012-13 CHDO project, whereby CHANGE, Inc. renovated a single-family home in Weirton that is now in the process of being sold to a low-moderate income buyer. Finally, as related to her duties, Ms. Thompson continues to serve as a member of the West Virginia Saves' and the Earned Income Tax Credit Coalition's working committee, attends Northern Panhandle Continuum of Care meetings on behalf of the City, and serves on Wheeling Area Habitat for Humanity's Family Selection Committee, which has newly recommended a family for the next Habitat build planned on Wheeling Island.

Human Rights

Fiscal Year 2015 marked two years of the ECD Department taking over the daily operations of the Human Rights Commission's office. Melissa Thompson continues to assume the responsibility of the office contact to assure that the HRC's office is covered on a full time basis. She also schedules the monthly meetings, sends out meeting notices, prepares agendas and attends the meetings. Nancy Prager also attends the monthly meetings to assure that they run smoothly.

Within the past year, the Human Rights Commission has investigated and mediated two discrimination cases. One additional complaint was received, but the case was resolved on its own and dropped prior to a decision to retain and investigate. Of the two cases retained, one was an employment case, and the other was a housing case. The HRC continues to work closely with the City Solicitor in this process to assure that the new Ordinance is followed.

During 2015, the HRC fulfilled 30 hours of Fair Housing Education and Outreach in its second year's partnership with Southwestern Pennsylvania Legal Services under the West Penn Rural Fair Housing Initiative. In addition, the HRC has also distributed approximately 500 copies of the "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklet, which was purchased from the WV Council for Independent Living/Fair Housing Assistance Network. The HRC continues to utilize these and other means such as billboards, bus signs, Public Service Announcements, and exhibiting at local fairs and festivals, to increase its visibility and create an awareness of discrimination-related issues in the city. Finally, the City is planning to host a Fair Housing training in April, also provided by the Northern WV Center for Independent Living/WV Fair Housing Assistance Network.

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Budget

CENTRE MARKET

Centre Market Manager, Kurt Zende had another productive year in and around the Market Houses. Kurt assisted in the recruitment of 7 new businesses to the market neighborhood. These included: Osaka Express, Cat's Paw, Wheeling Brewing Company, a gift shop, a photography studio, and coming soon – Vocelli's Pizza and a bridal shop.

Centre Market hosted 6 very successful events this year. These included: the 3rd Annual Wing Fest which drew 7,000 patrons to the area, The Lobster Fest/Centre Market Car Show, The Rotary's Taste of Centre Market, Christmas at the Market, the 3rd Annual Artworks Plain Air and new this year – Wheeling Area Chamber of Commerce's Business after Hours.

Centre Market also saw several improvements inside and out of the Market Houses. The Lower Market House upgraded the entire HVAC system and electrical service. The Upper Market House's restrooms were painted and new signage was installed on the outside of the building to entice the visitors to the area to patronize the market house businesses.

This year the staff of the Department of Economic and Community Development were invited to 3 different communities to discuss our code compliance procedures and our Vacant Building Registration Program. We also were asked to provide technical assistance to 2 other communities in regard to their CDBG/HOME program. The City of Wheeling ECD Department continues to strive forward in our goal of excellent customer service. As stated above, we are recognized by various other communities and State leaders that have asked us to go into other communities and share our procedures of doing business. We have believed for many years, "Prepare the site and they will come". We are beginning to see this transition and our beloved city is on the move in the right direction.

Sincerely,



Nancy Prager
Director
Economic and Community Development

Attachments

GOALS AND OBJECTIVES

FY 2016-17

1. Division of Building Code Services
 - a. Continue to enforce City of Wheeling Building Codes to insure public safety.
 - b. Strive to improve upon the success of the Vacant Building Registration Program.
 - c. Develop more ways to use our current INCODE software system.
 - d. Strive to shorten the time period from compliant to resolution.
2. Division of Neighborhood and Community Development
 - a. Continue work to implement the 2014 Comprehensive Plan and report progress to City Council.
 - b. Finish review of Zoning Ordinance and provide list of suggested updates to City Council.
 - c. Promote interest in serving on various Boards and Commissions in order to fill vacancies.
 - d. Continue to work with HUD in relation to our HOME/CDBG grants.
 - e. Continue to serve as the lead agency for the HOME Consortium.
 - f. Work on development of CHDO's in the HOME Consortium area.
 - g. Pursue funding opportunities and/or incentives that can contribute to brownfield redevelopment.
3. Division of Economic Development
 - a. Continue to work with businesses interested in relocating or expanding with 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 in order to maintain awareness of resources for businesses.
4. Division of Human Rights
 - a. Continue to operate and perform the daily functions of the HRC office.
 - b. Prepare for and attend the HRC's monthly meetings
 - c. Receive formal complaints in the office, maintaining close communication with the City Solicitor, and forward such complaints to the Commission accordingly.
 - d. Provide referrals to the WV HRC and other agencies as necessary and appropriate.
 - e. Provide public information to ensure visibility of the HRC.
5. Division of the Centre Market
 - a. Develop new Centre Market area events and maintain/improve the very successful event schedule from the last fiscal year.
 - b. Recruit 3 new businesses to the Centre Market area.
 - c. Make additional streetscape and infrastructure improvements in and around the Market Houses.
 - d. Continue the successful marketing campaign
 - e. Continue to work with businesses interested in relocating or expanding within the City of Wheeling.

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2016-2017**

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	\$494,094.00	\$494,094.00		\$494,094.00	-0-		
402-10-103-1523 Personal Services Bonus/attendance bonus	\$6,900.00.00	\$6,900.00		\$6,900.00	-0-		
402-10-103-1905 Personal Services Longevity	\$6,474.00	\$7,579.00		\$7,579.00	\$1,105.00		
402-10-104-1924 Personal Services Social security/medicare	\$7,114.00	\$7,114.00		\$7,114.00	-0-		
4402.10.1920 Eye Dental Insurance	\$7,348.00	\$8,055.00		\$8,055.00	\$707.00		
402-10-108-1921 Personal Services Hospitalization	\$90,080.00	\$97,254.00		\$97,254.00	\$7,174.00		
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	\$2,000.00	-0-	
402-20-214-2153 Contractual Services travel expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	-0-	
402-20-218-3146 Contractual Services postage	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	-0-	
4402.20.2145 Office Equipment Maintenance	\$475.00	\$475.00	\$475.00	\$475.00	-0-	
402-20-220-2144 Contractual Services Advertising/legal publications	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	-0-	
402-20-222-2162 Contractual Services Specialty schools - training	\$2,500.00	\$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
DEPARTMENT BUDGET REQUEST
FISCAL YEAR 2016-17**

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	\$195.00	\$351.00		\$351.00	\$156.00		
4590.10.1920 Eye/Dental/Life Insurance	\$1,256.00	\$1,421.00		\$1,421.00	\$165.00		
4590.10.1921 Hospitalization	\$10,963	\$11,442		\$11,442	\$479.00		
4590.10.1924 Medicare	\$709.00	\$709.00		\$709.00	-0-		
4590.10.1985 Manager Salary	\$25,995.00	\$25,995.00		\$25,995.00	-0-		
4590.20.2134 Insurance	\$1,854.00	\$1,854.00		\$1,854.00	-0-		
4590.20.2137 Contract Repair	\$10,000.00	\$10,000.00		\$10,000.00	-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	\$41,000.00	\$41,000.00		\$41,000.00	-0-		
4590.20.3116 Equipment Maintenance	\$6,000.00	\$6,000.00		\$6,000.00	-0-		
4590.20.3131 Supplies	\$14,000.00	\$14,000.00		\$14,000.00	-0-		

CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2016-2017

DEPARTMENT
DIVISION:
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.
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 2016-17**

DEPARTMENT
DIVISION:
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. Wing Fest Operation Expenses	1		\$7500.00			1	These funds will be used for the fixed costs of the 4 th annual Wing Fest. Including: stage and sound, port-a-johns, tent rentals, security, and the clean-up of the event.
2. Saturday janitorial worker			\$5000.00			2	Outsourced Temporary employee for Centre Market Saturday janitorial work.