

# Economic & Community Development Department



Live



Work



Play



**Fiscal Year  
2013-2014 Budget**

# CITY OF WHEELING



CITY COUNTY BUILDING  
1500 CHAPLINE STREET  
WHEELING, WEST VIRGINIA 26003

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Planning & Zoning: 304.234.3701  
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**January 18, 2013**

**Mr. Robert Herron  
City Manager  
Wheeling, WV 26003**

**Dear Mr. Herron:**

**Enclosed is the proposed FY 2013-14 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**

**Tom Wilson one of our Code Enforcement Officers has taken and passed the commercial mechanical inspector test and the commercial plumbing test. He is scheduled to take his final test in March of 2013. Once this test is completed and passed he will have met the state requirements to be an ICC Certified Building Inspector. Our newest member to the staff is Dave Palmer. He is overseeing the Vacant Building Registration Program as well as property maintenance issues. All inspectors will continue to attend training throughout FY 2013 to acquire needed credits in order to meet their licensing requirements set by the State of West Virginia.**

**We issued 1214 permits last year at a valuation of \$36,464,277.00 with permit fees totaling \$86,061.00. We had 65 cases in Municipal court in FY 2012. Of those cases 30 were brought into compliance and closed; 14 are still active. Currently 9 capias warrants are pending. We have 12 cases pending because owners can not be found or are deceased. We have posted 120 violation notices for property maintenance. We issued 42 private demolition permits. This does not include Community Development Block Grant demolitions, the East Wheeling demolitions or the 1100 block demolitions.**

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**Below is a list of some larger project completions this fiscal year:**

**Wheeling Hospital Tower #5**  
**Chapel renovations at Mt. Calvary**  
**Addition to Ziegenfelders**  
**Apartments at 123/125 15<sup>th</sup> Street and 142 14<sup>th</sup> Street**  
**Two classroom buildings renovated at Country Day School**  
**Wagner Building 4<sup>th</sup> and 5<sup>th</sup> Floor renovations**  
**Altenheim 3 new cottages**  
**Renovations at the Elm Grove Crossing Mall for Med Express**  
**OVMC Adolescent Care Center on Eoff Street**

**Upcoming and ongoing projects include:**

**Charles M. Sledd Company warehouse addition on East Cove Avenue**  
**New motel on National Road near Springhill Suites**  
**19 new condos at Stacy Crossing**  
**New service bay addition at O.S. Hill Truck Repair Center**  
**Bennett Square renovation project on the 2<sup>nd</sup> floor**  
**Habitat for Humanity new construction single family home**  
**Renovation of 45-49 15<sup>th</sup> Street (Vivienne Apartments)**  
**Capital Theater seating improvements**  
**Renovation of 69 16<sup>th</sup> Street**

**To date approximately 190 vacant structures have been registered. Of those 190 properties, 23 have been demolished with 9 more slated for demolition. Dave Palmer began with the City of Wheeling Inspection Division in October of 2012. Since his arrival he has registered 35 new properties and has 13 letters pending, giving owners their last opportunity to register prior to be taken to court.**

**Again this year we will be asking for funding for the inspectors to purchase uniforms. They currently have some shirts but we need more shirts as well as jackets. You will note that we have included in our budget request funding to purchase 2012 ICC Code Books and the 2011 NEC Code Books. The State of West Virginia anticipates adopting these codes in the current legislative session.**

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

**In FY 2012 Community Development Block Grant (CDBG) funds were used for paving streets in East Wheeling and Center/South Wheeling. Walk reconstruction was done in South Wheeling. We demolished 24 structures throughout the city with CDBG funds. No public service agencies were funded in FY 2012.**

### **Business Assistance**

Community Development Specialist, Melissa Thompson serves as a resource to new and expanding businesses in Wheeling. She provides referrals to the Small Business Development Center (SBDC) and other local funding sources to help businesses, and works with the SBDC on the organizational committee for a local one-day women's business conference, "Orchestrating Your Life. Ms. Thompson attends the SBDC's annual Resource Partners Luncheon meeting, as well as other trainings and business networking activities to maintain awareness about financial opportunities and local business needs, which may ultimately be relevant to the City. Kurt Zende continues to assist both local and out of the area developers with property and site information, site visits, mapping, and other important information.

### **Brownfields**

During FY 2012, Melissa Thompson continued to work with the Northern WV Brownfields Assistance Center (NBAC) under the WV Redevelopment Collaborative program, to develop a recreational reuse concept for the Old North Park Landfill. In this program, the City had previously competed among eight WV communities, to be one of four that would win a mini grant of \$5,000. Melissa was assigned a project team of "experts" to assist with the development of a grant project, which basically entailed community engagement and conceptual development for a recreational reuse of the site. While coordinating with a diverse team of professionals from around the state proved to be challenging, the diligence in communicating with the team paid off. The new line of communication that was opened with WV DEP, as a result of having the Director of Land Restoration on the team, was most productive. He was instrumental in obtaining a legal opinion that the previously ineligible Old North Park Landfill could now be included in the Landfill Closure Assistance Program (LCAP) along with the newer North Park Landfill. This significant ruling means that all site assessment, cleanup, engineering, grading and preparation will be done at the expense of the LCAP, leaving the City only responsible for recreational development at the site. It was decided that if the City could establish a conceptual design for the intended reuse, the site readiness could be completed to accommodate this reuse. Therefore, under the Collaborative grant, the City contracted with GAI Consultants, who were already under contract as a design engineer for the LCAP, to develop an acceptable Conceptual Master Plan for both landfills in North Park. As part of the grant project, a Community Design Event was held on November 1, 2012 where 30 residents came out to express their ideas for recreation on approximately 35 usable acres of land. Using the public's ideas, GAI developed a Conceptual Master Plan, which was revealed on November 29, 2012, when Wheeling, along with the other three funded communities, presented the progress of their projects at the NBAC's "Project Buzz" event in Morgantown. As an added bonus, the attendees voted and "Team Wheeling" won the 2012 "Collaborative Buzz Award", in recognition of the project's success, the team's collaboration, and the high level of community engagement. Not

only has this \$5,000 grant given Wheeling and the Old North Park Landfill recognition as far as the WV brownfields community is concerned, but also, it has led to an approximate \$8 million leverage of LCAP funds that will be spent in North Park, and moreover, the potential for an award-winning recreational brownfield redevelopment project at the former landfill.

In addition, Melissa and I attended the 2012 WV Brownfields Conference at Glade Springs Resort in Daniels, WV, on September 5 and 6, 2012. This event always provides a good opportunity to network and continue to learn from other brownfields successes, while maintaining an awareness of brownfields opportunities in the region. While at the Conference, at the request of NBAC, I presented on a panel discussion about Vacant Property Policy and Funding, as it pertains to the topic of the City's Vacant Building Registration Program.

As the City does not have developable open space, it remains an important objective that we continue to be informed of resources that may be available to eliminate any and all barriers to redevelopment of brownfields. Continuing to achieve grants such as EPA assessment and cleanup funds, and the private sources of funds like FOCUS program grant and the WV Redevelopment Collaborative, are crucial to the redevelopment process at our brownfields sites.

### **HOME**

FY 2012 marked 15 years for the Northern Panhandle HOME Consortium's First Time Homebuyer Program. As of the November 28, 2012 HOME Consortium Council meeting, 803 loans had been made to eligible low-moderate income first time homebuyers in the Consortium, using nearly \$7 million in FTHB funds, and leveraging over \$38.9 million of lenders' mortgage money.

With the FY 2012 HOME allocation, came new restrictions on the use of the federal funds. Therefore, there have been measures taken to revise the First Time Homebuyer guidelines, application, and loan documents, in order to comply with the 2012 changes.

Another notable accomplishment under the HOME program occurred in FY 2012 when a Community Housing Development Organization (CHDO) project that was funded by the Northern Panhandle HOME Consortium met its completion. The Greater Wheeling Coalition for the Homeless used 2008, 2009, and 2010 CHDO funds to acquire and rehabilitate its Gertrude Flats Apartments building at 102 14<sup>th</sup> Street. The building has six apartments, each of which can house up to three disabled homeless individuals. Two of the apartments are handicap accessible. The building obtained its Certificate of Occupancy in June 2012, and clients began occupying thereafter. This project served as a significant investment in the East Wheeling neighborhood, and provided the Homeless Coalition an opportunity to own and manage the apartments versus leasing them for the clients, as was the previous scenario.

Finally, the Northern Panhandle HOME Consortium underwent a monitoring by the City's Community Planning and Development Representative from the Pittsburgh HUD Office. Melissa and I worked with the HOME Consultant to assure that files were in compliance, and to complete all of the HUD Reviewer's checklists in advance of her visit, so that the monitoring would proceed as smoothly as possible. We are pleased to report that the letter of review from the Director of Pittsburgh HUD's Community Planning and Development Division, dated September 27, 2012, described the First Time Homebuyer and CHDO files as "meticulous" and "in compliance with applicable Federal requirements." The City of Wheeling was further commended in our efforts to manage the HOME Program and promote affordable housing in the Northern Panhandle.

### **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 a Marriott TownePlace Suites, a major warehouse addition to the Charles M. Sledd Company, a new mini-storage development consisting of 65 units, an addition onto Carenbauer Distribution's warehouse, and a new bookstore on the campus of West Virginia northern Community College.

In addition to conducting its normal business of reviewing variances, this past fiscal year also saw the review and approval of additional conditional use Permits by the Board of Zoning Appeals.

The Historic Landmarks Commission has been developing a "Historic Plaque Program" to allow home owners the ability to take pride in their historic homes. The program includes a formal application to the Commission, and those successful in their efforts will receive a plaque to mount to their home.

Other significant projects involving staff included amending the zoning code to allow developers use the first floor of buildings in the downtown zones for residential purposes; continued work with Downtown Wheeling Inc., previously known as OnTrac, and the Mayor's Committee on Historic Preservation.

### **Centre Market**

We have accomplished many of the goals and objectives that were established from last year's fiscal budget plan.

The Economic Development Committee of Centre Market was instrumental in the addition of eight new businesses into the Centre Market Neighborhood. These businesses

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included 3 new gift shops, 2 new bakeries, a clothing retail store, a computer products business, and a financial services company. The Committee continues to market the last remaining available storefronts with the goal of 100% occupancy in and around the Market Houses.

The Promotion's Committee of Centre Market developed very successful cooperative advertising campaigns that created a large amount of foot traffic for the area's businesses. We were able to raise close to \$15,000 in corporate sponsorships to match the \$15,000 that was budgeted in the promotion's line item from the FY 2012-13 fiscal budget. A partnership was developed with the Grecian Food Festival this year. We hope to grow this event in years to come to capitalize on the several thousand people that come to Centre Wheeling for this festival. "Friday Street Parties" started last summer which included live entertainment. These street events drew large crowds over the summer months and created a very festive atmosphere around the neighborhood.

The Design Committee was able to make improvements to the streetscapes and to the market houses themselves. We were able to create additional seating for customers coming to the upper market house; and with the assistance of the City's Operations Department we made several repairs to the Market House restrooms and to the brick sidewalks around the Market Houses. Also, with the assistance of Head Janitor Anthony "Spike" Wells; we made several minor repairs to doors, walls, and the HVAC units that saved the City of Wheeling a significant amount of money.

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 Wheeling is a city where you truly can live, work and play. Thank you for your careful consideration of our requests.

Sincerely,



Nancy Prager  
Director  
Economic and Community Development

Attachments

# **GOALS AND OBJECTIVES FY 2013-14**

## **Division of Building Code Services**

- 1. Strive to enforce City of Wheeling Building Codes to insure public safety.**
- 2. Have a smooth transition from BlackBear to Incode and have everyone trained and operational by June.**
- 3. Continue our pro-active approach to the Vacant Building Registration Program.**
- 4. Continue education and certifications for the Building Official, Code Enforcement Officers and all inspectors.**
- 5. Achieve quicker response and resolution time to property maintenance Code complaints through the increased use of citations.**

## **Division of Neighborhood and Community Development**

- 1. Update the comprehensive plan to provide the framework for future development and serve as a resource for decision making in the City of Wheeling.**
- 2. Continue to oversee the administration of the Community Development Block grant funds and HOME funds.**
- 3. Work in cooperation with the West Virginia State Historic Preservation Office to find a common ground to expedite demolitions.**

## **Division of Economic Development**

- 1. Market and manage downtowns vacant land and buildings.**
- 2. Work on developing the area around the new sports complex in East Wheeling.**
- 3. Work with RED on the development of the 1100 block and other available sites downtown including brownfield sites.**
- 4. Develop new Centre Market area events and improve on the successful event schedule from last year.**
- 5. Develop a Centre Market newsletter.**

**CITY OF WHEELING  
DEPARTMENT BUDGET REQUEST  
FISCAL YEAR 2013-2014**

<b>DEPARTMENT/DIVISION: ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT – NANCY PRAGER, DIRECTOR</b>							
<b>LINE ITEM (NUMBER &amp; TITLE)</b>	<b>BUDGET CURRENT YEAR</b>	<b>PROPOSED BASE</b>	<b>NEW PROJECTS AND CAPITAL OUTLAY</b>	<b>BUDGET REQUEST</b>	<b>INCREASES (DECREASES)</b>	<b>APPROVED BY CITY MANAGER</b>	
402-10-103 Personal Services ECD Department	\$480,072.00	\$483,946.00		\$483,946.00	\$3,000.00		
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	\$6,961.00	\$7,017.22		\$7,017.22	\$56.22		
402-10-105-1920 Personal Services eye/dental insurance	\$8,079.00	\$75,333.00		\$7,533.00	(\$546.00)		
402-10-108-1921 Personal Services hospitalization	\$64,901.00	\$70,587.18		\$70,587.18	\$5,686.18		
402-10-108-1903 Personal Services temporary overtime	-0-	-0-		-0-	-0-		
402-20-211-2173 Contractual Services telephone/lid 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	\$2,600.00		\$2,600.00	-0-		
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	\$1,400.00	\$1,500.00		\$1,500.00	\$100.00	
402-20-233-2149 Contractual Services professional services/tech reference	\$6,500.00	\$9,965.00		\$9,965.00	\$3,465.00	
402-30-341-3135 Commodities supplies/materials	\$3,500.00	\$4,000.00		\$4,000.00	\$500.00	
402-30-341-3139 Commodities photocopy	\$1,000.00	\$1,000.00		\$1,000.00	-0-	
402-30-341-3177 Commodities tool/shop supplies	\$850.00	\$700.00		\$700.00	(\$150.00)	
402-40-459-4151 Capital Outlays equipment	\$2,800.00	\$13,107.26		\$13,107.26	\$10,307.26	



City of Wheeling  
 Capital Equipment Outlay Schedule  
 Fiscal Year 2013-14

Department: ECD  
 Division: Community Development/Inspections/Engineering  
 fund:

Description	No. of Units	Unit Cost	Total Cost	Trade In Value	Net Value	Priority*	Justification/Explanation
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1. Desktop Computers	2	\$1,400.00	\$2,800.00	-0-		1	1. The goal of the ECD Department is to replace three computers every year to ensure that all staff members have a functioning computer that can run current applications and software. This year we are asking to replace two very old computers in the Building Inspections Division and one in the CDBG Division (that computer would be paid for out of CDBG).
2. Autodesk Infrastructure Design Suite	1	\$10,307.26 (1/2 payment through CDBG)	\$10,307.26			2	2. This request is for an autocad system for the engineers.
<b>Total</b>	<b>2</b>	<b>\$11,707.26</b>	<b>\$13,107.26</b>	<b>-0-</b>			

\*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.