

# CITY OF WHEELING



CITY COUNTY BUILDING  
1500 CHAPLINE STREET  
WHEELING, WEST VIRGINIA 26003

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ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT  
Phone (304) 234-3701 | Fax (304) 234-3899 | WheelingWV.gov

February 5, 2025

Mr. Robert Herron  
City Manager  
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2025-26 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.

The Economic and Community Development Department focuses on, Centre Market, the 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. We administer various grants for the Robrecht site, Wheeling Penn Closure site and the former OVMC site. We completed the Outdoor Dining Program, The Upper Floor Incentive Program, The ARPA Homeowner Assistance Program as well as the Pre-1940 Homeowner Assistance Program. We also had administrative duties of the Northern Panhandle Continuum of Care.

## CDBG

For its forty-ninth 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 benefiting low and moderate-income people and neighborhoods. The city, through its entitlement funds allocated monies to various social service agencies. We funded new classroom furniture for King's Daughter's, a new van for NAMI, food and supplies for Catholic Charities, The Soup Kitchen and Family Services. We will be completing a slip repair in the Grandview area in East Wheeling. We reviewed past projects that had been completed and were under budget and reprogrammed the funds to the Wheeling Fire Department to provide lifesaving equipment for the Fire Department.



### **HOME**

The Northern Panhandle HOME Consortium and its very successful First Time Homebuyer program reached its 27<sup>th</sup> year during FY 2024. To date, we have made a total of 1131 loans to eligible low-moderate income first-time homebuyers throughout the six participating jurisdictions, using just over \$10.1 million in HOME funds, and leveraging more than \$64 million of lenders' mortgage money. In the last year, we closed on 31 First Time Homebuyer loans, including 8 in the City of Wheeling. Overall, the City has now awarded a total of 302 loans. HOME funds have additionally been instrumental to the success of more than a dozen affordable housing projects throughout the Northern Panhandle, that have used our required Community Housing Development Organization (CHDO) set-aside funding. Currently, FY 2021-FY 2024 CHDO funds are available to package for or an eligible CHDO project.

### **Business Assistance**

The Façade Program continues to be an important tool used by many businesses throughout the City of Wheeling. The money was used in the past year for roofs, windows, painting and masonry work. Applications are reviewed and approved on a quarterly basis. We had 16 applications reviewed and approved during FY 2024. Our Outdoor Dining Program has been discontinued. We had 2 final applicants in FY 2024. This program was funded through COVID funds that the City of Wheeling had received. The ARPA Homeowner Assistance Program and the Pre-1940 Homeowner Assistance Program were very successful with helping over 450 homeowners make needed repairs to their home. Many expressed their appreciation for the opportunity. Those funds have all been expended.

### **Northern Panhandle Continuum of Care**

From July to October 2024, the City of Wheeling applied for and received funding of approximately \$978,000 on behalf of the Northern Panhandle Continuum of Care (NPCOC). The Continuum of Care model, managed at the federal level by HUD, serves as a framework for communities to tackle and ultimately eliminate homelessness. In November 2024, leadership of NPCOC transitioned to Catholic Charities of West Virginia. During its brief oversight by the City of Wheeling, officials identified a significant need for mental health care and addiction treatment among underserved populations. In response, the Wheeling Police Department enhanced its approach to addressing the underlying causes of homelessness by establishing a Crisis Response Unit. This unit comprises a master's level social worker specializing in mental health, a victim advocate, and two peer response specialists, all of whom are civilians. The Crisis Response Unit has already achieved remarkable success in supporting at-risk individuals, aiming to tackle risk factors such as untreated mental health conditions and substance use disorders that contribute to homelessness.

### **Human Rights**

The Wheeling Human Rights Commission (HRC) continued to be a division of the ECD Department during FY 2024. The HRC may accept complaints of discrimination in the areas of employment, housing and public accommodations, on the bases of race, religion, color, national origin, ancestry, sex, age, blindness, disability, familial status, veteran status, sexual orientation or gender identity. The most recent amended versions of the HRC Ordinance have made Conversion Therapy illegal in the City and added specific protections under the CROWN Act



(Creating a Respectful and Open World for Natural Hair), which protects individuals with race-based hairstyles from discrimination.

The HRC's most recent Annual Report, for the period of FY 2023, was submitted on December 2, 2024. Two housing discrimination complaints were received during that period, both on the basis of race. One of the complaints has now been fully investigated by the HRC; the other complaint was determined to be incomplete, and we were unable to obtain enough information or interest from the individual to forward the complaint to the HRC for investigation. Two additional potential housing discrimination complaints were referred to both the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, and the West Virginia HRC, due to being complaints against housing providers that are not within the Wheeling HRC's jurisdiction. No employment or public accommodations complaints were received during FY 2023. Additionally, the HRC made 26 referrals of non-complaint related inquiries to outside agencies and community resources during the reporting period.

Education and outreach continued to be priorities of the HRC in FY 2024. The HRC has partnered annually with the Fair Housing Law Center at SWPALS under a HUD Fair Housing Enforcement Initiative grant. The HRC completed the 2023 Agreement, which was the ninth consecutive annual partnership, from April 1, 2023, to March 30, 2024, with a commitment to provide **36** hours of Fair Housing education and outreach in the City of Wheeling. The HRC exceeded its commitment by successfully meeting **46.5** hours under the Agreement. Unfortunately, 2023 was the final Agreement, although the Fair Housing Law Center will continue to provide materials and trainings. The HRC recognizes the importance of Fair Housing as a recipient of CDBG funding and therefore will continue to quantify and report progress towards Fair Housing Education and Outreach. In the 2023 Annual Report, at least 127 individuals received Fair Housing education.

The HRC also promoted awareness in the community in many ways, including by attending events such as the 2024 Celebrate Youth Festival, the Freedom Fund Banquet and other NAACP events, and the US Attorney's Office educational events/trainings. The HRC participated in the planning and events of the 2025 Martin Luther King Jr. Celebration, invited the community to celebrate Black History Month in February 2024 and 2025, and recognized Women's History Month in March 2024. The HRC promoted Fair Housing Month in April 2024 via six billboards in low- and moderate- income city neighborhoods as well as on the city's digital billboard at 10<sup>th</sup> and Market Streets and on the city's social media, as well as with a Fair Housing Proclamation. Members of the HRC participated in Juneteenth festivities in 2024; and the HRC planned for discussions around a book "Social Justice for the Sensitive Soul" during 2025. The HRC also continues to recommend an annual award for a community representative who actively supports Human Rights and refers such to the Mayor for his discretion in announcing at the State of the City address.

### **Brownfields**

Progress continues at the Robrecht property. The City of Wheeling has received a WV DOT Transportation Alternative Program (TAP) grant as well as an EPA Brownfields Clean-up grant. The design and engineering for the site has been submitted to the WV DOT for review for the second phase of this project. The City of Wheeling is currently working on acquiring an



easement for a portion of the site for construction. Once in place, the first phase of the project will be completed. The site is in the WV Voluntary Remediation Program. Environmental Standards continues to do quarterly monitoring of the four wells on site. The city has been able to acquire a second WV DOT grant that will be used for phase 3 of the project.

Regarding the Penn Wheeling Closure property, there has also been progress. The property is in the WV Voluntary Remediation Program. The City is working to use a \$212,500 Revolving Loan Fund (RLF) loan and a \$212,500 RLF subgrant from the WV DEP for the environmental clean-up of the property. Environmental Standards continue to monitor the 13 wells on site, which is instrumental in defining the cleanup. A Risk Assessment Report was sent to DEP for review. Once cleaned up and the WV Voluntary Remediation Program is completed, the City will be able to market the site for reuse. We are currently using clean fill from the demolition site of the 22<sup>nd</sup> street garage to elevate this site out of the floodplain.

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The Old North Park Landfill has been in the WV DEP's Landfill Closure Assistance Program (LCAP) since 2017. The project continues to encounter obstacles and delays since commencing in the LCAP. GAI, the contractor for engineering services, applied to the US Army Corp of Engineers in FY 2020 to divert a small stream that is adjacent to the property, and as of this time, continues to await for the US ACE's approval of a 404 Permit, due to some changes in the ACE's process. There is also pending approval of a 401 certification by the state program. DEP has informed us that these approvals are still waiting and that they are unsure if these processes could be affected by the recent Administration changes. Although the final site layout will differ from the City's original conceptual plan, the intention is still to properly close the landfill and prepare the site for a future recreational development.

The Clay School project received a \$500,000 EPA Brownfield Cleanup Grant for abatement of the structure. We have held interviews and hired Montrose Environmental to oversee the project. This is a requirement of the grant. The US EPA office also gave the city a grant for \$200,000 to have Stromberg and Garrigan look at rehabilitation of the structure or demolition of the structure. In reviewing the proposal from both Tipping Point and the EPA, the decision has now been made to demolish the structure. The City will be moving forward with preparing bids for abatement and demolition in the near future. The city is looking to put some type of recreational facility on the site.

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**Centre Market**

Centre Market continues to thrive as a small business community and a place for friends and family to gather. While there has been some business turnover on the outside of the market in the past year, no property was up for rent long before a new tenant was secured. Centre Market has been and continues to be a highly desirable area to run a small business.

In the past year, we have accomplished many projects with the use of our ARPA funding including the installation of outdoor security cameras and a magnetic locking door system that allows the doors to lock and unlock on a specific schedule each day This system also allows us to estimate the total number of visitors each day which is very helpful data when reviewing and coordinating future events. We have also replaced all of the outdoor seating at the market





including the tables in the courtyard and benches for a uniform look. We also were able to add tables to the front patio of the upper market house.

We are also currently getting the indoor and outdoor sound system replaced, which will allow us to play the radio/music to add to the exciting atmosphere at the market all year round, particularly during the next holiday season. With our remaining ARPA funding, we are working with McKinley A&E to remodel the bathrooms in both the upper and lower markets to make all four bathrooms more updated and ADA compliant, which has been a top priority of the Market Manager.



Our biggest need at this time is to secure the remaining funding for the lower market roof which is in desperate need of repair. We have secured a \$150,000 grant from the National Park Service (administered through WV SHPO) and have \$150,000 for the cash match in ARPA funding, however, the project amount continues to increase the longer we wait to complete the project. At this time, with the latest estimates, we believe we need up to an additional \$700,000 in funding to complete this project.

Many events were held at Centre Market this year including United Way's Red White and Brew, multiple Ladies' Nights, a Small Business Saturday Ballon Drop, Holiday at the Market, and our new summer lunchtime live music series, "Saturdays at the Market" where a solo artist or duo set up in the courtyard at lunchtime on Saturdays and performed live music. We have already begun brainstorming and coordinating events for the upcoming year. We continue our goal of making Centre Market a destination for both those visiting Wheeling and those local to our area.

Our downtown has been transformed with the Streetscape Project that is nearly completed. A new parking garage has opened as well. The WVU Cancer Center project is moving on schedule and the new Fire Headquarters should open later this Summer. The former site of a hotel that was troublesome to area businesses has been demolished and the capital stack is being completed to build a Visitor Center on the site. Whether it is buying a home, assisting non-profits, starting, or expanding a business or remediating vacant land. We are here to help.

Sincerely,

*Nancy Prager*

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

Attachments



# GOALS AND OBJECTIVES

## FY 2025-26

### 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.

### 2. Human Rights

- a. Continue to operate and perform the daily functions of the HRC office.
- b. Receive formal complaints in the office, maintain 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 a variety of events including events for children and families and daytime weekend events.
- b. Continue working on the streetscape and infrastructure in and around the Market Houses.
- c. Develop a strong social media marketing platform.
- d. Improve outdoor lighting around the Market Houses and repair/replace the sound system.
- e. Secure funding to replace the lower market house roof.



**CITY OF WHEELING**  
**DEPARTMENTAL BUDGET REQUEST**  
**FISCAL YEAR 2025-26**

**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	\$159,231.00	\$159,231.00		\$159,231.00	-0-	
402-10-103-1523 Personal Services Bonus/attendance bonus	\$800.00	\$800.00		\$800.00	-0-	
402-10-103-1905 Personal Services Longevity	\$2,948.00	\$2,948.00		\$2,948.00	-0-	
402-10-104-1924 Personal Services Social security/medicare	\$2,298.00	\$2,298.00		\$2,298.00	-0-	
4402.10.1920 Eye Dental Insurance	\$3,087.00	\$3,087.00		\$3,087.00	-0-	
402-10-108-1921 Personal Services Hospitalization	\$43,631.00	\$43,631.00		\$43,631.00	-0-	
402-10-108-1903 Personal Services Temporary overtime	-0-	-0-		-0-	-0-	



402-20-211-2173 Contractual Services Telephone/Id charges	\$573.00	\$650.00		\$650.00	\$77.00	
402-20-214-2153 Contractual Services travel expenses	\$2,000.00	\$2,000.00		\$2,000.00	-0-	
402-20-218-3146 Contractual Services postage	\$1,500.00	\$1,000.00		\$1,000.00	(\$500.00)	
4402.20.2145 Office Equipment Maintenance	\$200.00	\$200.00		\$200.00	-0-	
402-20-220-2144 Contractual Services Advertising/legal publications	\$1,000.00	\$1,000.00		\$1,000.00	-0-	
402-20-222-2162 Contractual Services Specialty schools - training	-0-	-0-		-0-		
402-20-222-2138 Contractual Services Dues/membership dues	-0-	-0-		-0-		
402-20-233-2149 Contractual Services Professional services/leech reference	\$1,500.00	\$2,500.00		\$2,500.00	\$1,000.00	
402-30-341-3135 Commodities Supplies/materials	\$2,000.00	\$1,500.00		\$1,500.00	(\$500.00)	
402-30-341-3139 Commodities Photocopy	\$900.00	\$0		\$0	(\$900.00)	
402-30-341-3177 Commodities Tool/shop supplies	-0-	-0-		-0-	-0-	
402-40-459-4151 Capital outlays Equipment	-0-	-0-		-0-	-0-	





**CITY OF WHEELING  
CAPITAL EQUIPMENT OUTLAY SCHEDULE  
FISCAL YEAR 2025-26**

**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
<b>TOTAL</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.



**CITY OF WHEELING  
DEPARTMENT BUDGET REQUEST  
FISCAL YEAR 2025-26**

**DEPARTMENT/DIVISION: CENTRE MARKET**

<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>
4590.10.1905 Longevity	\$390.00	\$390.00		\$390.00.00	-0-	
4590.10.1920 Eye/Dental/Life Insurance	\$1,510.00	\$1,510.00		\$1,510.00	-0-	
4590.10.1921 Hospitalization	\$35,262.00	\$35,262.00		\$35,262.00	-0-	
4590.10.1924 Medicare	\$1,213.00	\$1,213.00		\$1,213.00	-0-	
4590.10.1985 Manager Salary	\$56,650.00	\$56,650.00		\$56,650.00	-0-	
4590.20.2134 Insurance	\$7,318.00	\$7,318.00		\$7,318.00	-0-	
4590.20.2137 Contract Repair	\$25,000.00	\$25,000.00		\$25,000.00	-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	\$56,426.00	\$56,426.00		\$56,426.00	-0-	
4590.20.3116 Equipment Maintenance	\$12,000.00	\$13,500.00		\$13,500.00	\$1,500.00	
4590.20.3131 Supplies	\$16,250.00	\$16,250.00		\$16,250.00	-0-	
4590.10.1903 overtime	-0-	\$1,500.00		\$1,500.00	\$1,500.00	



4950.10.1410 Market House Maintenance	\$34,822.00	\$34,822.00		\$34,822.00	-0-	
Capital Outlays	-0-	\$15,000.00		\$15,000.00	\$15,000.00	



**CITY OF WHEELING  
CAPITAL EQUIPMENT OUTLAY SCHEDULE  
FISCAL YEAR 2025-26**

**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
1. Events		\$10,000.00					The events draw consumers to the Centre Market and the surrounding area. These events draw new customers to the market and they see all the changes that have occurred and they return.
2. Grounds beautification		\$5,000.00					Money would be used for planters and replacement of broken planters. Flower baskets in the Summer and replacing banners on the market houses.
<b>TOTAL</b>		\$15,000.00					

