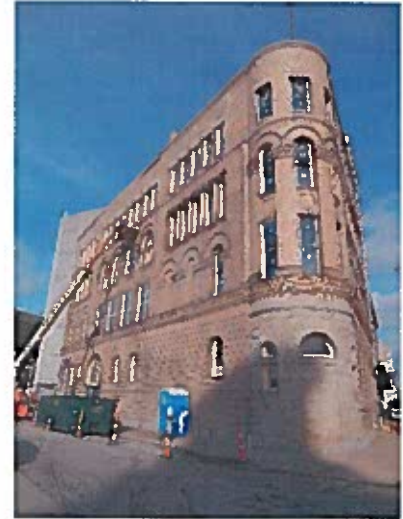
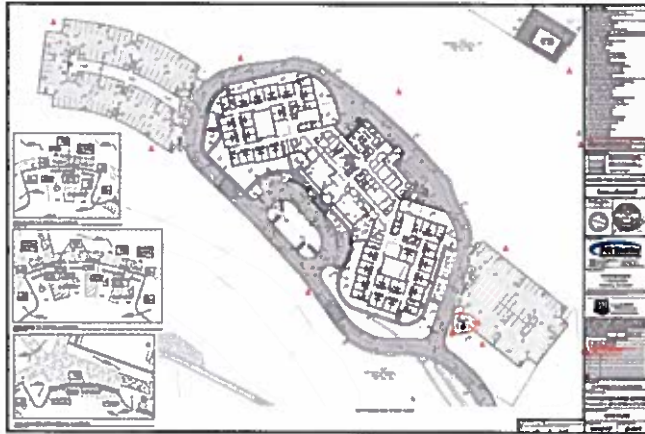


Economic & Community Development Department Fiscal Year 2017-2018 Budget



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 23, 2017

Mr. Robert Herron
City Manager
Wheeling, WV 26003

Dear Mr. Herron:

Enclosed is the proposed FY 2017-18 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

This year the Building Codes division added a part-time Building Inspector. We welcomed back Mr. Frank Wilson who had been our Building Code Official at one time. Mr. Wilson brings with him years of experience in the construction field and has proven to once again be a successful addition to our staff. Our new Building Code Official, Mr. Colton Wise has taken some of the necessary exams to become a Certified Code Official and is scheduled to take the remaining exams this year. Mr. Dave Hamm our full-time Building Inspector is also continuing to take the necessary exams for his certification. With the addition of a part-time Building Inspector we have been able to meet the increasing need for inspections on all phases of construction projects in the City of Wheeling. We also have been able to continue to provide the excellent customer service that the citizens have come to expect.

We issued 1242 permits this year at a valuation of \$51,170,978.00 with permit fees totaling \$210,597.00. We had 62 cases in Municipal court in FY 2016. Of those cases 14 were brought into compliance and closed; 37 are still active. Currently 23 capias warrants are pending. We had 2 cases go to trial and the city won both cases. We issued 24 private demolition permits. Some of the larger project completions this fiscal year include; Labelle Greene Phase 1, Taco Bell, Smith Oil Gas Station, Wesbanco Arena Entrance, OVMC Labor and Delivery, Enterprise Rent-A-Car, Wheeling Island Race Track renovations, Wheeling Jesuit Press Box Renovations, Wheeling Jesuit McHugh Hall renovations as well as the completion of the Welty Village Development.

We are currently working on plans and inspections for; Woda Boury Lofts, Wheeling Hospital Continuous Care, Wheeling Hospital Cath. Lab, the Healthplan, Wheeling Heights Housing Project, Carpet Showcase, a Habitat for Humanity House, renovations to the Flat Iron Building, building façade renovations 1100 Main Street as well as 5 new homes that are under construction.

To date approximately 500 vacant structures have been registered. Currently 247 buildings are on the list. We registered 108 new properties this past year. We removed 49 properties from the program, 23 were demolished and 26 became occupied units. We received 18 waiver requests, 10 were approved, 8 were denied.

We have included funding for the inspectors to purchase uniforms in this year's budget as we have in past years. We only supply them with shirts and they tend to wear out quickly.

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

Annually the city receives federal dollars from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. The City's Economic and Community Development (ECD) Department administers the program. The department continues to provide quality service to our community as it strives to comply with federal rules and regulations.

During Fiscal Year 2016 the CDBG Program continued to focus on HUD's primary National Objective: To principally benefit low-to-moderate income persons. Wheeling City Council allocated CDBG funds to social service agencies whose missions are to directly benefit this segment of our population. Those being served by these agencies are those that lack health care; the physically impaired; the elderly; and the homeless.

Also funded were pool operations at the East Wheeling pool, the Nelson Jordan Center, the Wheeling Police Department and the City of Wheeling Human Rights Commission.

The city entered in to a contract for paving to re-surface streets in low-to-moderate income neighborhoods. Much of this work was completed in the Fall of 2016 with the remainder of the paving scheduled for Spring of 2017.

HOME

FY 2016 was the 19th successful year of the Northern Panhandle HOME Consortium's First Time Homebuyer Program. As of January, 2017, the Consortium has made 902 loans to eligible low-moderate income first time homebuyers, using more than \$7.9 million in FTHB funds, and leveraging over \$45 million of lenders' mortgage money. Through this program, the City of Wheeling alone has assisted a total of 223 households in becoming First Time Homebuyers, 9 of which were completed within 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 has a conflict of interest.

Staff continues to facilitate quarterly Northern Panhandle HOME Consortium Council meetings. We also oversee the Consortium's Community Housing Development Organization (CHDO) Program, which recently funded the 2014-15 CHDO project, whereby CHANGE is renovating a single-family home in Follansbee, to be rented to a low-moderate income household.

Business Assistance

With no direct financial assistance to provide for businesses looking to start up or expand, most of the inquirers within the ECD Department, are generally referred by staff to the Small Business Development Center (SBDC) for technical and business plan assistance. When offered, staff attends educational SBA and SBDC events, to maintain awareness of financial opportunities and information that is beneficial to businesses. Prospective buyers and business tenants are shown properties by staff members of the ECD Department.

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. Projects include single family developments, infill development in downtown and the adjacent older neighborhoods and new developments along National Road and adjacent neighborhoods.

A few highlights of specific projects that came before the Planning Commission for review and approval include the Health Plan's new corporate headquarters in downtown, Wheeling Hospital's new Continuous Care facility, and a new Taco Bell. In addition, the Zoning Working Group was formed as a result of the Implementation Committee and began to review the zoning ordinance for updates to help meet the objectives of the Envision Wheeling Plan and address current legal matters. The Plan also recommended undertaking a neighborhood assessment program, which prompted community surveys to be started in Warwood and South Wheeling and continue to additional neighborhoods.

The Board of Zoning Appeals continued to work with property owners and businesses to add flexibility when administering the zoning ordinance and the Historic Landmarks Commission administered grants offered through the State Historic Preservation Office. Projects were reviewed that were in the local historic districts and those requiring Section 106 reviews.

In addition to the above projects, staff time was spent working with residents on their projects, following up on zoning complaints, working with new and existing businesses, preparing reports for city Council's Development Committee regarding the transfer of city property or businesses needing special reviews and approvals, as well as projects with ReInvent Wheeling and the Regional Economic Development Partnership. Staff also served on a team to informally review the IT needs of the city and presented a list of recommendations to the City Manager for consideration during the upcoming fiscal year. This was in tandem with working on a committee to oversee the transition to a new website.

Brownfields

During 2016 there were several conversations with the Northern WV Brownfields Assistance Center (NBAC), who encouraged the City to apply for grant opportunities to further progress on the City's brownfield sites. It was decided that an application would be made to the US EPA for a Targeted Brownfields Assessment (TBA) Assistance grant to finally define the environmental contamination that has proved detrimental to any development probabilities at the City-owned Robrecht Property. The TBA proposal was finished on our end in November 2016, but as the actual submission must come from the WV DEP, it did not reach EPA until January 2017. We are eagerly awaiting EPA's decision.

As reported previously, because of having participated in the WV Redevelopment Collaborative (WVRC) program, the Old North Park Landfill was accepted into the WV DEP's Landfill Closure Assistance Program (LCAP), but the closure process has been slow to start. We were recently advised by WV DEP that they have sought an Engineering firm for the redesign of the Landfill. Therefore, the new timeline for completion is yet to be determined by the next Engineering Firm for the project. 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. Final development will be at the city's expense, and therefore grants will likely be a necessary resource.

Human Rights

The ECD Department has now had the daily operation of the Human Rights Commission's office for over three years. Melissa Thompson continues to assure that the office is covered on a full time, daily basis, and she schedules, prepares the documentation, and attends the Commissioners' monthly meetings. Nancy Prager continues to attend the monthly meetings also.

Within the past year, the HRC has distributed complaint forms when requested. The HRC received one housing complaint in April 2016, but after review with the City Solicitor, it was determined that the complaint was criminal in nature, and not within of the HRC's jurisdiction. The HRC received one employment complaint in November 2016, however, also in consultation with the City Solicitor, it was determined that this complainant may be better served by the civil courts, so the individual has yet to proceed with any investigation or mediation by the HRC.

The HRC voted in July 2016 to forward a draft LGBT Resolution to City Council, to which Council resolved to meet with the HRC in a public work session to discuss proposed LGBT legislation. Work sessions were held in September and October 2016, and in November 2016 a public hearing regarding Non-Discrimination Amendments to the City's Human Rights Commission Article 169 was held. The Amended HRC Ordinance was passed by City Council on December 20, 2016, and the HRC is now operating under these amendments, which have opened the door for complaints of discrimination under newly recognized bases of veterans' status, sexual orientation and gender identity.

Education and outreach, as well as general visibility has remained a large focus of the HRC in 2016. All Commissioners have received polo-style shirts and new ID cards for Commissioners to wear while

representing the HRC at functions. The HRC received a custom URL that made easier access to its page possible on the city's website. The HRC has used newspaper, TV, and radio PSAs to become more visible, has purchased promotional materials to distribute at events, and has placed signs on city buses. The HRC has been active in the planning of the 2016 and 2017 Martin Luther King Jr. Celebrations, has promoted Fair Housing Month on billboards for the last several years, has celebrated 2016 and 2017 Black History Month by placing an ad in the newspaper, and has exhibited at and sponsored many local fairs and festivals to achieve education, outreach and visibility. The HRC has diligently worked with the EEOC to get into local high schools, and has so far has reached nearly 300 students at Wheeling Park High School to teach them about discrimination rights and responsibilities, as the students become employees in the local workforce. Finally, the HRC continues to distribute the "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklet, to tenants as well as landlords, and approximately 900 of these booklets have been distributed to date from this office.

CENTRE MARKET

Centre Market Manager, Kurt Zende had another productive year in and around the Market Houses. Kurt assisted in the recruitment of 8 new businesses to the market neighborhood. These included: Savvy Diva's, Fit Fuzion, Beer Keepers, Ribbons and Bows, Enchanted Gifts, Vocelli's, Crystal Salamander, Accents and the Metzvape Shop.

Centre Market hosted 6 very successful events this year. These included: The Centre Market Car Show, The Rotary's Taste of Centre Market, Christmas at the Market, the 3rd Annual Artworks Plain Air and a Wheeling Area Chamber of Commerce's Business after Hours event. A new event called the Open Market which is a combination of handmade crafts, food and a farmer's market started this year. This event occurred every Saturday in October. We are looking to expand this to every Saturday as weather permits. There has been a steady increase in attendance for the Friday Night Street Parties as well.

Christmas lights were put in the trees to add to the charm of the area during the season. A parking meter paint project also occurred making the parking meters a conversation piece along your path to the various boutique style businesses.

We are asking for money to rehabilitate the lower market house restrooms. They need to be gutted and completely re-done. Kurt has spoken to the staff at operations and they do feel that most of the work could be done in house. We are also asking for money for the Wing Fest. This is a very popular festival and brings thousands of people to the market area. Our third request is for funding to continue the Christmas lighting project in and around the market. Centre Market is once again a destination for holiday shopping. Along with the holiday programming that is offered, continuing to improve the ambience of the area will help to increase the foot traffic as well as an additional spot for busses to stop when they come for the Festival of Lights.

The staff of the Department of Economic and Community Development continued to provide technical assistance to other communities in regards to our Community Development Block Grant Program and HOME Program as well as our code compliance procedures and our Vacant Building Registration Program. The City of Wheeling ECD Department continues to strive forward in our goal of excellent

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Budget

customer service. As stated above, we are recognized by various other communities and state leaders that have asked us to go in to other communities and share our procedures of doing business. We know you don't get a second chance to make a first impression. That is why we strive to make developers, homeowners, contractors and non-profit agencies realize that we are here to help make their projects run smoothly and on time.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Prager".

Nancy Prager
Director
Economic and Community Development

Attachments

GOALS AND OBJECTIVES

FY 2017-18

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. Improve communications between the Building Code Services Division and future developers.
2. Division of Neighborhood and Community Development
 - a. Continue to implement the 2014 Envision Wheeling Plan in various ways including:
 - i. Continuing efforts towards developing a citywide Geographic Information System
 - ii. Continue to update the zoning ordinance
 - b. See the successful implementation and transition to a new website
 - c. See the transfer of Information Technology (IT) services to qualified staff
 - d. Formulate an approach to resolve addressing issues in Wheeling / Ohio County
 - f. Continue to work with HUD in relation to our HOME/CDBG grants.
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. 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 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 2017-2018**

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	\$516,754.00	\$516,754.00		\$516,754.00	-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	\$7,579.00	\$8,294.00		\$8,294.00	\$715.00		
402-10-104-1924 Personal Services Social security/medicare	\$7,493.00	\$7,493.00		\$7,493.00	-0-		
4402.10.1920 Eye Dental Insurance	\$8,055.00	\$8,690.00		\$8,690.00	\$635.00		
402-10-108-1921 Personal Services Hospitalization	\$97,254.00	\$101,492.00		\$101,492.00	\$4,238.00		
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	\$3,000.00	\$3,000.00	\$3,000.00	\$300.00	
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 2017-18

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	\$351.00	\$351.00		\$351.00	-0-		
4590.10.1920 Eye/Dental/Life Insurance	\$1,256.00	\$965.00		\$965.00	(\$291.00)		
4590.10.1921 Hospitalization	\$11,442.00	\$11,940.00		\$11,940.00	\$498.00		
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	\$2084.00	\$2084.00		\$2084.00	-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-		
4590.10.1410 Market House Maintenance Man	\$27,437.00	\$27,437.00		\$27,437.00	-0-		

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2017-2018**

**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.
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 2017-2018**

**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. Lower Market Restrooms		\$20,000.00				1	The men's and women's restrooms need completely gutted. New fixtures, new flooring and new stalls.
2. Wing Fest		\$10,000.00				2	Money will be used for advertising and other expenses associated with the festival.
3. Christmas Displays/lights		\$10,000.00				3	Purchase of Christmas decorations to add to the streetscapes of the Centre Market area.
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.