

MUNICIPAL HOME RULE  
PILOT PROGRAM

City of Shinnston

2017  
PROGRESS  
REPORT

West Virginia State Code §8-1-5a (m) provides:

“Commencing December 1, 2015, and each year thereafter, each participating municipality shall give a progress report to the Municipal Home Rule Board and commencing January 1, 2016, and each year thereafter, the Municipal Home Rule Board shall give a summary report of all the participating municipalities to the Joint Committee on Government and Finance.”

The Municipal Home Rule Board has developed this standard format for Pilot Program participating municipalities to prepare and submit their respective Annual Progress Reports. The intent of this standard format is to gather and compile information in a consistent, easily understood, and efficient manner that will be used to develop a concise and practical summary report to the Joint Committee on Government and Finance.

Annual Progress Reports must be submitted electronically as an individual file in PDF format no later than the close of business on December 1, 2017, by emailing Courtney Shamblin at [courtney.d.shamblin@wv.gov](mailto:courtney.d.shamblin@wv.gov), West Virginia Department of Revenue, West Virginia Home Rule Pilot Program, State Capitol Complex, Building 1, Room W-300, Charleston, West Virginia 25305, 304-558-3356.

<b>• General Information</b>		
Name of Municipality: City of Shinnston		
Certifying Official: Kathleen Panek	Title: City Clerk	
Contact Person: Amy Haberbosch Wilson	Title: City Manager	
Address: 40 Main Street		
City, State, Zip: Shinnston, WV, 26431		
Telephone Number: 304-592-6058	Fax Number: 304-592-1597	
E-Mail Address: awilson@shinnstonwv.com		
2010 Census Population: 2,206		
<b>• Municipal Classification</b>		
<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	<input checked="" type="checkbox"/> Class III
<input type="checkbox"/> Class IV		
<b>• Pilot Program Entry Phase</b>		
<input type="checkbox"/> Phase I (2007 Legislation)	<input type="checkbox"/> Phase II (2014 Legislation)	<input type="checkbox"/> Phase III (2015 Legislation)
<b>• Attest</b>		
I hereby confirm that I am the authorized official for this municipality and certify that the information submitted herein and attached hereto is true and accurate and that this report addresses each and every initiative included in the original Home Rule Pilot Program Plan Application for this municipality and any subsequent amendments, if applicable.		
Amy Haberbosch Wilson		November 29, 2017
Type Name of Certifying Official	Signature of Certifying Official	Date

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application. Each non-tax related initiative must have a separate page.

<b>Initiative: Vacant Building Registration Program</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	XX Administration	<input type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application XX or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? XX Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? Approved 9/12/16 and effective 11/12/16			
If no, please describe challenges faced in enacting the related ordinance(s)			
<p><b>SUCSESSES</b> – In the space below, please provide a brief narrative highlighting successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>The ordinance has allowed the City move forward on addressing the vacant, abandoned, and dilapidated structures throughout the City. After approving the ordinance, an inventory was completed of the downtown (Phase I), and then surrounding areas, (Phase II). Shinnston uses enforcement of the building codes to help prevent properties from becoming dilapidated and to work with property owners to provide remedies for repair and/or demolition if a property is not properly maintained.</p> <p>We have found the majority of property owners have made efforts to sell, repair, or demolish their structure in order to avoid condemnation notices, court orders, and paying annual registration fees.</p> <p>Accomplishments include; 11 structures demolished, 3 structures sold to new owners, and 2 structures repaired.</p>			
<p><b>LESSONS LEARNED</b> – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p> <p>Shinnston has learned that this can be a very slow process with a highly documented chain of paperwork prior to seeing anything substantial accomplished. Not only is this process time consuming, but it is also requires a significant amount of resources and funding to enforce the program and the guidelines within the ordinance.</p>			

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must have a separate page.

<b>Initiative: Raising the City's B&amp;O taxes to the state maximum limit.</b>																	
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input type="checkbox"/> ?																	
Has the ordinance(s) needed to implement this initiative been enacted? XX Yes <input type="checkbox"/> No																	
If yes, when was the ordinance enacted? Approved 01/30/17 and effective 07/01/17																	
If no, please describe challenges faced in enacting the related ordinance(s)																	
<p><b>REVENUES</b> – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and, any metrics used to track performance.</p> <p>Rate per \$100 and increases in bold.</p> <table> <tr> <td><b>Manufactures-\$0.27-\$0.30</b></td> <td><b>Retailers-\$0.34-\$0.50</b></td> <td>Wholesalers-\$0.15</td> </tr> <tr> <td><b>Public Service-\$0.86-\$3.00</b></td> <td><b>Nat. Gas Co.-\$3.00-\$2.00</b></td> <td><b>On sale &amp; Demand Electric-\$3.50-\$4.00</b></td> </tr> <tr> <td>Contracting-\$2.00</td> <td><b>Amusements-\$0.40-\$0.50</b></td> <td><b>Service Businesses-\$0.50-\$1.00</b></td> </tr> <tr> <td><b>Coal- \$1.16-\$1.00</b></td> <td><b>Rents, Roy. or Fees-\$0.75-\$1.00</b></td> <td><b>Banks &amp; Fin. Institutions-\$0.50-\$1.00</b></td> </tr> <tr> <td><b>Nat. Gas Production- \$6-\$4</b></td> <td>Other Nat. Resources-\$0.66</td> <td>Sand, Gravel, Blast Furn., &amp; Oil-\$1.31</td> </tr> </table>			<b>Manufactures-\$0.27-\$0.30</b>	<b>Retailers-\$0.34-\$0.50</b>	Wholesalers-\$0.15	<b>Public Service-\$0.86-\$3.00</b>	<b>Nat. Gas Co.-\$3.00-\$2.00</b>	<b>On sale &amp; Demand Electric-\$3.50-\$4.00</b>	Contracting-\$2.00	<b>Amusements-\$0.40-\$0.50</b>	<b>Service Businesses-\$0.50-\$1.00</b>	<b>Coal- \$1.16-\$1.00</b>	<b>Rents, Roy. or Fees-\$0.75-\$1.00</b>	<b>Banks &amp; Fin. Institutions-\$0.50-\$1.00</b>	<b>Nat. Gas Production- \$6-\$4</b>	Other Nat. Resources-\$0.66	Sand, Gravel, Blast Furn., & Oil-\$1.31
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**SUCSESSES** – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.

In a comparison, if a switch to Sales Tax was undertaken, the City would've lost approximately \$68,384.92 in the previous year collected. The largest business classifications were the Services from outside businesses, Rentals, Natural Gas Company, and Banks.

The additional funds has helped the City offset the decrease in Coal Severance Funds, grants, and State Funding that was received in the past.

**LESSONS LEARNED** – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

The City has learned that it was beneficial to our businesses to provide information sessions to those requesting assistance in calculating the new taxes.

Unknowns include the amount of sales from in-the-city businesses to customers outside the City, (generally included in sales tax, but excluded from B&O) these amounts are not reported to the City so no estimation can be calculated.