

MUNICIPAL HOME RULE  
PILOT PROGRAM

City of Vienna

2015  
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, 2015 by emailing Debbie Browning at [debbie.a.browning@wv.gov](mailto:debbie.a.browning@wv.gov), West Virginia Development Office, West Virginia Home Rule Pilot Program, State Capitol Complex, Building 6, Room 553, Charleston, West Virginia 25305-0311, 304-558-2234.

<b>A. General Information</b>		
Name of Municipality: City of Vienna		
Certifying Official: Randall C Rapp	Title: Mayor	
Contact Person: Amy Roberts	Title: City Auditor	
Address: P O Box 5097		
City, State, Zip: Vienna, WV 26105		
Telephone Number: 304-295-4541	Fax Number: 304-295-4955	
E-Mail Address: amyroberts@vienna-wv.com		
2010 Census Population: 10,749		
<b>B. Municipal Classification</b>		
<input type="checkbox"/> Class I	<input checked="" type="checkbox"/> Class II	<input type="checkbox"/> Class III <input type="checkbox"/> Class IV
<b>C. Pilot Program Entry Phase</b>		
<input type="checkbox"/> Phase I (2007 Legislation)	<input checked="" type="checkbox"/> Phase II (2014 Legislation)	<input type="checkbox"/> Phase III (2015 Legislation)
<b>D. 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.		
Mayor Randall C Rapp		11-12-15
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: EYESORES &amp; DILAPIDATED STRUCTURES</b>
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Personnel <input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? 12/18/2014
If no, please describe challenges faced in enacting the related ordinance(s)
<p>SUCSESSES – 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 granting of this ordinance allowed us to proceed with 5 (five) structures previously identified having met the corrective measures of this ordinance</p> <p>Status – 3 structures removed - owners expense                    1 structure repaired – Lien filed                    1 structure closed to IPMC requirements by owner</p>
<p>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.</p> <p>Also, the changes this ordinance has provided in regards to the authority to file liens for costs has simplified the former process. This has resulted in valuable time saved.</p>

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<b>Initiative:</b> Building and Zoning Administration Enforcement Provisions			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? 12/18/2014			
If no, please describe challenges faced in enacting the related ordinance(s)			
<p>SUCSESSES – 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 City of Vienna faced no challenges in enacting this ordinance. Since its enactment there have been 0 on the spot citations issued but numerous 5 day notices issued.</p>			
<p>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.</p> <p>People respond very quickly to the potential citation costs. The 5 day notice cites the penalties and procedures.</p>			

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<b>Initiative:</b> Disposition of City Property
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Personnel <input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? 12/18/2014
If no, please describe challenges faced in enacting the related ordinance(s)
<p>SUCSESSES – 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 conveyance of city property without auction has worked out quite well for the City of Vienna. The City does not acquire a lot of property to be sold so with the few pieces that have accumulated, using a sealed bid process has made the process much easier and less costly than planning and executing an auction.</p>
<p>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.</p> <p>The cost savings of not hiring an auctioneer has been well received. Sealed bids are more convenient and we have received more bids.</p>

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<b>Initiative:</b> Allow Regulation of Vehicle Wreckers Operating within Municipal Boundaries			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? 12/18/2014			
If no, please describe challenges faced in enacting the related ordinance(s)			
<p>SUCSESSES – 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 City of Vienna is very concerned about keeping our water clean. On October 22, 2015 a training session on spill containment was held with all of the area towing companies that operate within the city limits. The companies are now carrying spill containment kits that will keep fluids such as gasoline, motor oil, coolant, etc. from entering the storm drains. These companies are first responders to accidents where hazardous liquids could be present. Any business that fails to equip their vehicle with one of these kits may be issued a citation from either the Vienna Fire Chief or the Vienna Police. Thus far no citations have been issued.</p>			
<p>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.</p> <p>The Police and Fire Departments have a good working relationship with the towing companies. This is going to work very well.</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:</b> Reduction of Certain Business and Occupation Taxes and Imposition of a 1% Municipal Sales Tax
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? 12/18/2014 EFFECTIVE 07/01/2015
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>The City of Vienna enacted a 1% Municipal Sales tax on 12/18/2014 that became effective on 7/1/2015. The city recently received its first distribution of sales tax revenue from the State Tax Department. The first distribution was for the months of July and August 2015 and was \$448,513.91. This is a little difficult to compare to B&amp;O tax for the same time period because B&amp;O tax is for 3 months versus the 2 months reflected in the sales tax. The amount generated by the sales tax is very much in line with what the City of Vienna projected the revenue to be. At the same time the sales tax went into effect, the B&amp;O tax rate for retail sales was reduced from .50/\$100 to .40/\$100 and the tax on manufacturing was eliminated.</p>
<p><b>SUCSESSES</b> – 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.</p> <p>Being that this was the first distribution of tax revenue no specific projects or improvements have been implemented. The city has earmarked the funds for improving infrastructure, reducing the unfunded liability in the Police Pension Fund, and providing funds to assist with economic development projects.</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>Not a lesson but a concern at this point is developing some method to make sure that the city is receiving the revenue it should.</p>

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<b>Initiative:</b> Permit Purchases through Public Entity Cooperatives
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Personnel <input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? 12/18/2014
If no, please describe challenges faced in enacting the related ordinance(s)
<p>SUCCESSSES – 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 City of Vienna buys road salt in bulk at a reduced cost. The City of St. Marys, a smaller city, purchased several tons of salt on our salt contract thereby saving their city money.</p>
<p>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.</p> <p>Being able to purchase in quantity allows cities to realize better savings.</p>