

**MUNICIPAL HOME RULE
PILOT PROGRAM**

**CITY OF WHEELING
WEST VIRGINIA**

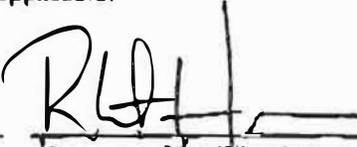
**2015
PROGRESS
REPORT**

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, 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.

A. General Information		
Name of Municipality: City of Wheeling		
Certifying Official: Robert Herron	Title: City Manager	
Contact Person: Robert Herron	Title: City Manager	
Address: 1500 Chapline Street		
City, State, Zip: Wheeling, WV 26003		
Telephone Number: 304-234-3617	Fax Number: 304-234-3605	
E-Mail Address: citymanager@wheelingwv.gov		
2010 Census Population: 28,407		
B. Municipal Classification		
<input type="checkbox"/> Class I <input checked="" type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV		
C. Pilot Program Entry Phase		
<input checked="" type="checkbox"/> Phase I (2007 Legislation) <input type="checkbox"/> Phase II (2014 Legislation) <input type="checkbox"/> Phase III (2015 Legislation)		
D. Attest		
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.		
Robert Herron		12-01-2015
Type Name of Certifying Official	Signature of Certifying Official	Date

Please refer to the various Reports and Program Updates submitted to the Home Rule Board by the City of Wheeling since becoming part of the initial Home Rule Pilot Program in 2007 for more detailed information concerning the initiatives undertaken in Wheeling, WV.

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.

Initiative: Planning & Zoning Code -- Inclusion of General Home Rule Authority
Category of Issues Addressed (check all that apply)
<input checked="" type="checkbox"/> Organization <input 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? November, 2008
If no, please describe challenges faced in enacting the related ordinance(s) N/A
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. This Ordinance was simply a necessary procedural mechanism to provide the authority for modifications attributable to Home Rule Authority in land use amendments and/or proposals to the City of Wheeling's codified laws.
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. N/A

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Initiative: Planning & Zoning Code-To include various provisions in the Use Regulations for a Conditional Use Permit
Category of Issues Addressed (check all that apply)
<input type="checkbox"/> Organization <input type="checkbox"/> Administration <input type="checkbox"/> Personnel <input checked="" 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? Please see below.
If no, please describe challenges faced in enacting the related ordinance(s)
N/A
<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 Conditional Use Ordinance under this proposal allows the City to issue Conditional Use Permits, which will "allow a use to operate in areas not zoned for that specific use." In the ordinance, the City defines "Conditional Use" as such: "A use which because of special requirements or characteristics may be permitted on a particular property only after review by the Board of Zoning Appeals (BZA) and upon issuance of a conditional use permit, and subject to the limitations and conditions specified in the zoning ordinance. (November, 2008)</p> <p>The City has adopted five ordinances that modify state zoning regulations, all of which relate to conditional use. (November, 2009)</p> <p>The City receives requests to use non-residential buildings, most of which are/were unoccupied or not in use, in residential districts that probably would not meet zoning map amendment criteria, remain unoccupied and potentially become dilapidated or decrease in market value. A minimum of ten conditional use permits have been issued since the proposal has been approved and utilized.</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>

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Initiative: Municipal Service Liens - Collection of Unpaid Fees			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input checked="" 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? May, 2009			
If no, please describe challenges faced in enacting the related ordinance(s)			
N/A			
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>It is hard to ascertain the number of liens and amount collected as there are several fee categories. Service fees, such as Fire Service liens, are documented as to liens placed and fees collected due to payment. Several dozen liens for City personnel cutting lawns, boarding vacant buildings, failure to register for Vacant Building Registration Program, etc., and demolitions have been filed for such things as fire service fees and water/utility collections, however this collection practice has been utilized by the City for fire service fees for many years prior to Home Rule but the City's enforcement has been strengthened via implementation of Home Rule Authority.</p> <p>The delinquency rate for monies owed the City in general has diminished and payments are more often complied with since enactment of Home Rule. The City believes there is a deterrent effect resulting in increased compliance. Prior to implementation, the State Auditor's Office was contacted by the Legal Department primarily due to the City's proposal that a lien would attach to the property and have a level of priority in collection. The State Auditor's Office advised of the proposal by copy of documentation and a representative from the State Tax Auditor's Office attended the City of Wheeling's Home Rule Application Public Hearing in Wheeling and stated upon record of their review of such proposal/ ordinance and that there was no objection from those present representing the State. The City has received no complaints or concerns from the State. There have been no sales initiated by the City to date as there is a lengthy period prior to such sale. However such process of forced sale to pay the lien amount will probably materialize in 2016. Collections have been very routine and smooth as to process of collection in the Municipal Court of the City, the Ohio County Magistrate Court primarily, or the Ohio County Circuit Court for matters over \$5,000. Annual collection amounts vary.</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.			

Please refer to the various Reports and Program Updates submitted to the Home Rule Board by the City of Wheeling since becoming part of the initial Home Rule Pilot Program in 2007 for more detailed information concerning the initiatives undertaken in Wheeling.

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.

Initiative: Vacant Structure Registration Program			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input checked="" 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? July, 2009			
If no, please describe challenges faced in enacting the related ordinance(s)			
N/A			
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>The City of Wheeling has registered structures and received payment from property owners sine inception of the Program pursuant to the Ordinance. An average of over 150 structures are on the Registration List annually with an average of 150 currently under investigation but not yet registered. Annually an average of 20 - 25 are on a private demo list, 10 or less annually are actively being rehabbed for occupancy and have the potential of being removed, an average of 50 properties annually are not occupied and have the potential to be removed. A total in excess of \$30,000 has been paid and a similar amount is currently owed.</p> <p>The City believes the registration program is deterring owners from abandoning their property. There have been owners of such structures who have asked to have the City accept such dilapidated and uninhabitable structure. The structures capable of re-use, along with vacant parcels, are then typically available for re-development by either the City or a private entity via a public request for proposal process. The program is successful in Wheeling.</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.			

Please refer to the various Reports and Program Updates submitted to the Home Rule Board by the City of Wheeling since becoming part of the initial Home Rule Pilot Program in 2007 for more detailed information concerning the initiatives undertaken in Wheeling.

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.

Initiative: Municipal Business Licensing - Category Reduction										
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" 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? June, 2009										
If no, please describe challenges faced in enacting the related ordinance(s) N/A										
<p>REVENUES – 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 Ordinance to streamline the City business license categories from 77 classifications before Home Rule to 7 classifications after Home has been revenue neutral as proposed and intended. The majority of business licenses in the City are a flat fee of \$15.00. See below:</p> <table border="0"> <tr> <td>License Fee</td> <td>I.</td> <td>General Licensing Category</td> </tr> <tr> <td>\$ 15.00</td> <td></td> <td>General Business License</td> </tr> <tr> <td>\$100.00</td> <td></td> <td>Insurance Companies, which by state law are exempt from Business & Occupational Tax. Note: Insurance Agents are classified under the General Business</td> </tr> </table> <p style="text-align: center;">*****CONTINUED ON NEXT PAGE*****</p>		License Fee	I.	General Licensing Category	\$ 15.00		General Business License	\$100.00		Insurance Companies, which by state law are exempt from Business & Occupational Tax. Note: Insurance Agents are classified under the General Business
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\$ 15.00		General Business License								
\$100.00		Insurance Companies, which by state law are exempt from Business & Occupational Tax. Note: Insurance Agents are classified under the General Business								
<p>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.</p> <p>The City Legal Department did contact the State Tax Department and legal counsel for such state entity prior to submitting this proposal and the City Finance Department tracked the potential financial impact. Many positive comments continue to be given to the Mayor, City Manager, Wheeling Chamber of Commerce, etc. It is difficult to document the many oral discussions, compliments, etc. This is a very user and business friendly licensing model and virtually no negative comments have arisen.</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>										

Please refer to the various Reports and Program updates submitted to the Home Rule Board by the City of Wheeling since becoming part of the initial Home Rule Pilot Program in 2007 for more detailed information concerning the initiatives undertaken in Wheeling.

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Initiative: Municipal Business Licensing - Category Reduction (continued)	
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" 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? June, 2009	
If no, please describe challenges faced in enacting the related ordinance(s) N/A	
REVENUES – 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.	
License Fee	II. ABCA Related Licensing Category
\$ 250.00	Beer/Wine/Liquor Retailer (ABCA Retailers)
\$ 500.00	Beer/Wine/Liquor Wholesaler (ABCA Wholesaler)
\$ 600.00	Private Clubs, Fraternal Organizations, Non-Profit, Social, Other (ABCA Private Clubs) Less than 1,000 Members
\$1,250.00	Private Clubs, Fraternal Organizations, Non-Profit, Social, Other (ABCA Private Clubs) More than 1,000 Members
License Fee	III. Transient Category
\$ 500.00	Itinerant Vendors
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.	
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.	

Please refer to the various Reports and Program updates submitted to the Home Rule Board by the City of Wheeling since becoming part of the initial Home Rule Pilot Program in 2007 for more detailed information concerning the initiatives undertaken in Wheeling.

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Initiative: Imposition of Consumer Sales, Service and Use Tax
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" 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? 2013 and 2014 (Please See Below)
If no, please describe challenges faced in enacting the related ordinance(s) N/A
<p>REVENUES – 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>Amend plan to impose a consumer sales, service and use tax in the amount of 0.5 percent enacted: June 18, 2013</p> <p>Amend ordinance (the City's sales, service and use tax) to increase the tax rate to one percent, and to dedicate the revenue from the additional one-half percent to assist in funding its underfunded police and fire pension plan liabilities. Enacted December 1, 2014; June 18, 2013 and December 16, 2014.</p> <p>See below for narrative.</p>
<p>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.</p> <p>As a result of the implementation of the sales tax, the City lowered B&O Taxes, began enhancing its Budget Stabilization Fund, switched the Police and Fire Pension Funds from the Alternative to the Optional Funding Method and it closed both pension funds. Also the City created an infrastructure fund for paving equipment, storm sewers, road slips, etc. and is investing \$7,400,000 in City owned WesBanco Arena.</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>Initially the City was only going to lower B&O Taxes on Retail and Manufacturing, however some of the largest B&O retail business' customers would not have been subject to sales tax (ex: grocery stores, gas station, pharmaceuticals), so as a result of a detailed analysis, it became clear to lessen the reduction on Retail and spread a reduction across more than just two B&O Classifications.</p>

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CITY OF WHEELING



OFFICE OF THE CITY MANAGER

FACSIMILE TRANSMITTAL

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TO : Debbie Browning

FAX NO. : 304-558-0449

FROM : Judy Beabout, City Manager's Office

DATE : December 1, 2015

RE : Municipal Home Rule Pilot Program
2015 Progress Report

PAGES : 10 Plus Fax Cover Sheet

Thank you for speaking with me a few moments regarding our problem. As soon as the e-mail server is back up, I will forward a scanned copy to your attention. Thank you for your understanding.

jb