

MUNICIPAL HOME RULE  
PILOT PROGRAM

City of Charles Town

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.

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|--|--|---|
| <b>A. General Information</b>  |  |   |
| Name of Municipality: City of Charles Town   |  |   |
| Certifying Official: Paul David Mills  | Title: City Manager  |   |
| Contact Person: Paul David Mills   | Title: City Manager  |   |
| Address: 101 East Washington Street  |  |   |
| City, State, Zip: Charles Town, WV 25414   |  |   |
| Telephone Number: (304) 724-3244   | Fax Number:  |   |
| E-Mail Address: citymanager@charlestownwv.us   |  |   |
| 2010 Census Population: 5,259  |  |   |
| <b>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>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. |  |   |
| Paul David Mills   |  | 11/30/2015  |
| 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.

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| <b>Initiative:</b>   |
| Category of Issues Addressed (check all that apply)<br><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?    November 2014   |
| If no, please describe challenges faced in enacting the related ordinance(s)   |
| <p><b>SUCCESES –</b><br/>         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>As this is our first full year operating with the new Home Rule powers, overall program success is hard to determine at this point. However, we can report operational success in that we have implemented all of the ordinances that were in our original application and have begun developing policies and procedures for their implementation.</p> <p>We can also report that our Code Enforcement Officers were trained on how to employ their new “On the Spot” citation powers and the City Police assigned a Sergeant to work 8 hours a week on code enforcement. We can report that he has had good success in handling problems at his level, which would not be possible without our home rule ability.</p> <p>We expect to be fully underway on all of our home rule ordinance this year, so we will be able to share more successes next report.</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>We learned the importance of including the public in helping us to decide what powers to ask for and for what laws to amend. The City Council knew they had community support for their application but wished that there had been more citizen suggestions. We have taken steps to get more input in our next filing.</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.

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|---|
| <b>Initiative:</b>  |
| 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? November 2014   |
| 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>To date, we have received \$114,000 from our first quarterly Municipal Sales Tax distribution from the start of the Sales Tax program as of July 1, 2015. Charles Town has pledged to use its Municipal Sales Tax to fund equipment replacement and facility upgrades. Charles Town set a conservative revenue estimate during its budget process that allows our Capital Improvement Projects to be funded in part through our Sales Tax revenue.</p> <p>With respect to the simultaneous changes to our Business &amp; Occupation tax rates, the net effect of these changes will not be realized until our July 1 – December 31, 2015 tax returns are paid by January 31, 2016.</p> |
| <p><b>SUCCESSSES</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>Our success today is that we have implemented the local sales tax and have segregated these funds for capital improvement purchases, and not for operational purposes. The Municipal Sales Tax program will assist Charles Town in stabilizing both its operational and capital budgets in order to meet its long-term financial objectives.</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>Charles Town’s lesson learned for implementing the local option sales tax is to ensure the public understands the importance of local option taxes and fees and how these revenues will impact their community in a positive way. We found that once residents understood the tax and its proposed uses of the revenues, they were generally supportive.</p>   |