

MUNICIPAL HOME RULE  
PILOT PROGRAM

City/Town of Charles Town

2016  
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: 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: <a href="mailto:citymanager@charlestownwv.us">citymanager@charlestownwv.us</a>	
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) x 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 _____ Type Name of Certifying Official	 _____ Signature of Certifying Official
	November 21, 2016 _____ 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: Allowing for Sunday on premise alcohol sales beginning at 10am.</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 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? November 2016
If no, please describe challenges faced in enacting the related ordinance(s)  We can report no problems with amending our Home Rule Application. The process was clear and the result was expected.
<b>SUCCESES</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.  Our City took steps to reduce the time from 1 pm to 10 am for alcohol sales on Sundays at our on premise private clubs. This action was taken to allow our establishments to be on equal footing with their competition in Maryland and Virginia, both of which offered earlier hours. In a community that relies on tourism, it’s important to be able to offer similar amenities to other nearby communities.
<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.  In the process of educating the public about this change, we learned that many of our visitors were surprised and somewhat dejected to learn that our State didn’t allow alcohol sales on Sunday mornings and were glad that we were taking steps to correct it. We learned that not allowing Sunday alcohol sales was an inhibitor to offering a competitive brunch for our local restaurants, which caused their guests to depart our State early for our neighbors where they could have an alcoholic beverage with brunch.

<b>Initiative: Municipal authority to dispose of property without auction</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? November 2014
If no, please describe challenges faced in enacting the related ordinance(s)  We can report no problems with amending our Home Rule Application. The process was clear and the result was expected.
<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.  Our City has used the ability to dispose of City property without an auction to transfer our excess property to third party sellers who have been able to sell property at market price, which has enabled the City to realize more revenue than we could under the previously used “sealed bid” auction.
<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.  The City learned that consumers do see value in our excess property and are prepared to pay to acquire it. We also learned that departing from the “sealed bid” auction and going to a public auction has opened up the market to consumers who don’t typically participate in the process.

<b>Initiative: Improvements to code citations &amp; public nuisance enforcement:</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? November 2014
If no, please describe challenges faced in enacting the related ordinance(s)  We can report no problems with amending our Home Rule Application. The process was clear and the result was expected.
<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.  Our City has empowered a police sergeant with the Code Enforcement Authority, which is limited to health and sanitation issues only. If he finds a structural problem, he alerts our Building Code Official who follows up on that aspect of the problem. He patrols one day a week, issues citations and works to resolve the issues with the homeowner, tenant or landlord with incredible success. He rarely has a citation that isn't corrected before the appointed court date.
<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.  The City learned that citizens appreciate the consistency that a police officer brings to the process. They report that he is consistently friendly and professional and that he is fair to all concerned.

<b>Initiative: Community Enhancement Districts</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? November 2014
If no, please describe challenges faced in enacting the related ordinance(s)  We can report no problems with amending our Home Rule Application. The process was clear and the result was expected.
<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.  Our City has done little to implement this requested power. This is highly attributable to the continued slowdown in the real estate development business. Without viable investment, there is little interest in partnering with the City to use this economic development tool. That being said, Staff continues to look at ways other communities are using similar vehicles and educates both the Council and the development community on the pros and cons of using enhancement districts to fund infrastructure.
<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.  The City learned that this economic development tool is only relevant when there is demand for new development and the subsequent infrastructure that makes such development possible. In evaluating lessons learned from the real estate bust, the City continues to see that ensuring infrastructure is installed and maintained is of paramount importance to community development.

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: Implementation of the 1% Local Option Sales Tax</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>With a full year of collections, the City can report that it collected \$760,213 in the Local Options Sales Tax with all proceeds being sequestered in a Special Revenue Account that was used to fund the City Capital Improvement Purchases and to fund the Community Development Program. In addition, we can report a decrease of \$21,765 in Business and Occupancy (B&amp;O) Tax for the Retail Category.</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>The implementation of the 1% Local Option Sales Tax offered the opportunity to catch up on some much needed capital purchases. The City was able to purchase several police cruisers and replace individual police equipment for several of our police officers. These purchases increased the effectiveness of our public safety personnel and improved their individual protection posture</p> <p>We were able to increase our snow plowing operations by purchasing trucks for our public works department and equipping them with snow plows and spreader boxes, which enables us to shift expenses from contracting with an outside vendor for periodic service saving us time and making us more efficient</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>During this year, we learned that we must work closely with the State Tax Department to ensure that our local option tax is being collected from those businesses that are within our City limits. Although no problems were reported, it is important to remain vigilant to guard against confusion in this area.</p>