

MUNICIPAL HOME RULE  
PILOT PROGRAM

City/Town of Vienna

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>A. General Information</b>		
Name of Municipality: City of Vienna		
Certifying Official: Randall C. Rapp	Title: Mayor	
Contact Person: Amy Roberts	Title: Finance Director	
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		11-29-17
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><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>Update for 2017: The granting of this ordinance allowed us to proceed with 4 structures previously identified having met the corrective measures of this ordinance.</p> <p>Status: 3 Structures demolished @ owner’s expense and 1 structure completely remodeled (sold).</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>This ordinance has allowed for a much more expedient process and reduced lien filings for our municipality.</p>

**Initiative: Building and Zoning Administration Enforcement Provisions**

Category of Issues Addressed (check all that apply)

Organization       Administration       Personnel       Other

Was this non-tax initiative a part of your original plan application  or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted?     Yes     No

If yes, when was the ordinance enacted? 12/18/2014

If no, please describe challenges faced in enacting the related ordinance(s)

**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.

Since our adoption of the enforcement provision of “on the spot citations” our issuance has been -0-. However, the ability to issue the citations has become a valuable negotiating tool for compliance, that being the ultimate resolve for all parties.

**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.

People respond very quickly to the potential citation costs. Our 5 day notice cites the penalties and procedures.

**Initiative: Disposition of City Property**

Category of Issues Addressed (check all that apply)

Organization       Administration       Personnel       Other

Was this non-tax initiative a part of your original plan application  or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted?     Yes     No

If yes, when was the ordinance enacted? 12/18/2014

If no, please describe challenges faced in enacting the related ordinance(s)

**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.

In July of 2017 the City of Vienna sold the following items by sealed bid:

- 10 Vehicles
- 1 Trailer
- 1 Topper
- 1 Stump Grinder
- 1 Saw
- 1 Sign Machine

**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.

Sealed bids allow the city to sell items in a more cost effective manner and also in a timelier manner. Sealed bid sales eliminate the need for an auctioneer.

<b>Initiative: Allow Regulation of Vehicle Wreckers Operating within Municipal Boundaries</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><b>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.</b></p> <p>The City of Vienna had 175 wrecks in 2017. The police did not issue any warnings or citations to any towing companies.</p>			
<p><b>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.</b></p> <p>This initiative keeps our streets and groundwater clean.</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: Reduction of Certain Business and Occupation Taxes and Imposition of a 1% Municipal 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? 12/18/2014 effective 7/1/2015
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’s Revenues for the 2016-2017 budget year totaled - \$3,463,744. We are pleased that the revenue has shown some increase and hope that it will continue in the future. We saw a reduction of approximately \$290,000 leaving a net gain in revenues of \$3,173,744.</p>
<p><b>SUCCESES</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>This past year we were able to put over \$500,000 towards the clean-up and revitalization of an industrial site left vacant in the middle of the city. Our Policemen’s Pension plan continues to be strong approaching the 70% funding level. The city was also able to appropriate \$850,000 in street and bridge 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. The City of Vienna would like for the State to furnish the cities documentation on who and who not is paying the tax so that we might work together to identify taxpayers who are not. We would also like the security of the Home Rule Program being made permanent.</p>

**Initiative: Permit Purchases through Public Entity Cooperatives**

Category of Issues Addressed (check all that apply)

Organization       Administration       Personnel       Other

Was this non-tax initiative a part of your original plan application  or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted?     Yes     No

If yes, when was the ordinance enacted? 12/18/2014

If no, please describe challenges faced in enacting the related ordinance(s)

**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.

The City of Vienna sold 48 tons of road salt to the City of St. Marys and 52 tons of road salt to Williamstown. We are able to buy at a cheaper rate because we buy larger quantities.

**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.

Multiple cities buying together allows us to get a better price for all.