

MUNICIPAL HOME RULE
PILOT PROGRAM

City of Dunbar

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, 2016, 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 Dunbar		
Certifying Official: Terry D. Greenlee	Title: Mayor	
Contact Person: William Cunningham	Title: Administrative Assistant	
Address: 210 12th Street		
City, State, Zip: 25064		
Telephone Number: 304-766-0220	Fax Number: 304-766-0230	
E-Mail Address: mayorgreenlee@cityofdunbarwv.gov		
2010 Census Population: 7,810		
B. Municipal Classification		
<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input checked="" type="checkbox"/> Class III <input type="checkbox"/> Class IV		
C. Pilot Program Entry Phase		
<input type="checkbox"/> Phase I (2007 Legislation) <input checked="" 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.		
Terry D. Greenlee, Mayor		
<hr/> Type Name of Certifying Official	 <hr/> Signature of Certifying Official	<hr/> 11/30/2016 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.

Initiative:
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? April 20, 2015
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>Ordinance 1729 (725 as enacted) gives the Building Inspector the authority to issue on the spot citations for external sanitation and nuisance violations. The City issued 141 citations from May 2016 through November 2016 for external violations, 29 failed second inspection, 14 properties were mowed by the City for failure to comply and 97 were summoned to court, 48 are still pending in the court system.</p> <p>Ordinance 1730 (726 as enacted) allows the City to place liens on property for failure to pay for costs incurred by the City to abate an external violation. The City has placed liens on two properties for abatement expenses that were not reimbursed to the City by the property owner.</p> <p>The City demolished 5 structures that were a nuisance to the community this year as a result of enforcement action through the spot citation inspections and abandoned building ordinance.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this administrative initiative that would benefit other municipalities.</p> <p>Cities need to develop a method to log the external violations. Our experience has shown that 80% are repeat offenders. These properties need to be targeted for frequent inspections and expedited action to help prevent them from being a blight on their neighborhoods.</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.

Initiative:
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? December 21, 2015
If no, please describe challenges faced in enacting the related ordinance(s)
<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 City received the first check for two months of sales tax paid in October 2016 for \$96,860.42 which is \$48,430.21 per month. The City projected gross sales tax receipts after payment of WV Tax Dept administrative fees of \$52,171 per month.</p> <p>The City attributes the variance in the projected payment and actual payment received due to the inability to accurately separate food and non food items in combined use businesses. The next several payments will establish whether this is an error in estimating or a seasonal variance.</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>The City has dedicated funds from the first payment towards bringing the Public Works Dept salt storage facility into compliance with MS4 and DEP containment standards. Funds were used in the demolition of a structure on Fletcher Drive that was condemned by the City. The City will continue to use these funds for one time capital improvement projects during this fiscal year. Next year these funds will be placed in the operating budget during the budget review and preparation process.</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>Send a letter to each of your businesses each month for 4 months prior to the tax going into effect. This gives the owners ample notice and a chance to contact you about the changes, if any, in B&O taxes that may affect them. Our transition has been very smooth without incident.</p>