

MUNICIPAL HOME RULE
PILOT PROGRAM

City of Elkins

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.

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| A. General Information | | |
| Name of Municipality: Elkins | | |
| Certifying Official: Jessica Sutton | Title: City Clerk | |
| Contact Person: Jessica Sutton | Title: City Clerk | |
| Address: 401 Davis Avenue | | |
| City, State, Zip: Elkins, WV 26241 | | |
| Telephone Number: 304-636-1414 ext.1211 | Fax Number: 304-635-7973 | |
| E-Mail Address: jsutton@cityofelkinswv.com | | |
| 2010 Census Population: 7,094 | | |
| 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 type="checkbox"/> Phase II (2014 Legislation) | <input checked="" 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. | | |
| Jessica Sutton |  | 12/1/16 |
| 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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|---|--|------------------------------------|--------------------------------|
| Initiative: "On the spot" citations | | | |
| 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? July 21, 2016 | | | |
| 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>The authority provided to our Code Enforcement Officer by this initiative has provided a three-fold benefit to the City. First, the officer has the ability to directly confront unsanitary, unsightly and potentially dangerous issues with immediate effect. Second, the citizens of Elkins have renewed confidence that the City is interested in and addressing problems that they see often and feel are important. Third and final is the relief that is provided to our police department through the transference of responsibility to code enforcement for what they may consider low priority calls. Since implementation our Code Enforcement Officer has issued sixteen citations. Twelve of these were abated, three were issued and have paid fines and one fine issued remains unpaid. What may be imbibed from these statistics is that the ability of the Code Enforcement Officer to quickly address what are typically very public issues, has prompted immediate redress in most cases an ultimately improving the quality of neighborhoods and neighbors throughout the city.</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>More public education would have been helpful during and immediately after implementation so that citizens could have a better understanding of the process, the authority granted and more importantly, the limitations on what the code enforcement officer is able to do. In many cases, high visibility issues include a combination of code enforcement and public safety issues, which take coordination and time to resolve.</p> | | | |

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| Initiative: Registration and Maintenance of Foreclosed Properties | | | |
| 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? June 16, 2016 | | | |
| 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>The successful expansion of the City’s Vacant Structures Registration Program to include lenders and trustees who are in the process of foreclosing is a significant tool in the struggle to abate the blight of dilapidated properties around town. The process of foreclosure can be lengthy and imposes no requirements for property maintenance throughout, allowing what are typically already neglected properties to continue to negatively affect communities for significant amounts of time. Since the implementation of the vacant structures registration program, the Code Enforcement Officer has registered fifty-seven properties and has had some contact with every one of the property owners. Of these fifty-seven properties, nine of them are owned by either a lender or a trustee.</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>The problem still exists that even though the City has the authority to require a lender or trustee who is in the process of foreclosing on a property to register as the owner, identifying who the foreclosing entity is can be difficult. Once ownership is identified, contact and compliance improve in a majority of cases.</p> | | | |

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| Initiative: Public Nuisance Liens |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, when was the ordinance enacted? |
| If no, please describe challenges faced in enacting the related ordinance(s) The City of Elkins is still pursuing the best way to implement this authority. |
| 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. |
| 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. |

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| Initiative: Satisfaction of Demolition Liens |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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| Initiative: Transfer or Lease of City Property to Private and Non-profit Entities |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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| Initiative: Civil Service, Party Affiliation, Administrative, and Economic Development Authorities |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, when was the ordinance enacted? |
| If no, please describe challenges faced in enacting the related ordinance(s) The City of Elkins intends to proceed on this initiative in early 2017. |
| 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. |
| 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. |

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| Initiative: Part-time Police Officers | | | |
| Category of Issues Addressed (check all that apply) | | | |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Administration | <input checked="" 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 7, 2016 | | | |
| 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>Since the adoption of our Ordinance allowing the hiring of part-time police officers for longer than three months, the City has utilized this ability twice. In the first instance, an officer who has been hired on and off since 2010, but previously limited in the time he can serve, can stay on as needed with the department, while maintaining other employment in the area. His familiarity with department procedures and personnel allows for a smooth transition in and out as needed. The ability to hire this officer for longer than three months, grants the department flexibility in his use and time to make other long term adjustments without sacrificing the integrity of the police force.</p> <p>The second example is an officer who began his part time employment on October 31, 2016. Effective January 20, 2017 a full-time officer will be retiring. Without the ability to keep the part-time officer employed beyond three months, the police department would suffer the loss of two officers at once and likely remain under staffed for several months. The ability to keep a part-time officer in the field, helps significantly during these times of loss.</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>We suffered no negative effects from the adoption of this initiative. The public and the police department were both in favor of and have responded positively to the City’s adoption of this policy.</p> | | | |

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| Initiative: Raising Maximum Age for Joining Civil Service Police Departments | | | |
| Category of Issues Addressed (check all that apply) | | | |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Administration | <input checked="" 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? January 7, 2016 | | | |
| 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>The City has not yet had the opportunity to utilize this initiative, but believes that the adoption of it provides a potential benefit to the police department that cannot be undervalued. Given the small size of our community and competing law enforcement opportunities, the larger the pool of candidates for future police department positions the better.</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: Party Membership Requirements for Election Boards and Civil Service Commissions |
| 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 |
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| Has the ordinance(s) needed to implement this initiative been enacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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| Initiative: Business License Categories and Fees | | | |
| 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? June 16, 2016 | | | |
| 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>The consolidation of the categories of business license fees was not a significant change in coordinating various fees as all categories were previously charged the same amount, regardless of being identified separately. However, what the initiative did provide is consistency and efficiency for both business owners and the City Treasurer’s department. In addition, the City was able to both raise the fee and institute a penalty for late payment universally. The ability to affect changes across the board has provided an ease to doing business that did not exist before.</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>The Ordinance to implement this changed was not approved on final reading until June 16, 2016, only a few weeks prior to the start of the fiscal year. This created a delay in the ability of the treasurer’s department to issue license renewal forms and inform business owners of the change in the fee and the new penalty structure.</p> | | | |

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| Initiative: Distance between WVABCA License Holders and Churches |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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