

MUNICIPAL HOME RULE
PILOT PROGRAM

City of Dunbar

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, 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: Dunbar, West Virginia 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		11/10/2015
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.

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>SUCCESES – 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 Citations are numbered sequentially similar to traffic citations. 1 copy is given to the property owner or posted on the property, 1 copy is given to the Municipal Court Clerk, and 1 copy is kept by the issuing person. There is a master file kept and a ticket log to insure follow-up inspections are performed prior to the date listed on the summons to appear in court. The City issued 177 citations from May 2015 through October 2015. 171 took proper corrective action and 6 have appeared in court.</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 a sanitation or common nuisance. The city has not had to place any liens on property to date for abatement issues.</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>Under Ordinance 1729 (725 as enacted) there needs to be two separate court dates during the months of March through October set aside specifically for property citations. This will expedite the handling of these issues and result in a faster resolution due to the statutory delays built into the citation for time of correction and notice to appear in court. The mixing of these citations with traffic and other police related citations has slowed the court process and resulted in the continuation of numerous hearings because of an over crowded docket.</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 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 is currently in the process of preparing an ordinance allowing the City to impose a 1% sales and use tax on retail sales. We hope to have it completed and submitted to the Tax Department the first week of January 2016.
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.
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.
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.