

MUNICIPAL HOME RULE
PILOT PROGRAM

City Of Oak Hill

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 atdebbie.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: City of Oak Hill | | |
| Certifying Official: William C. Hannabass | Title: City Manager | |
| Contact Person: Same | Title: | |
| Address: PO Box 1245 | | |
| City, State, Zip: Oak Hill, WV 25901 | | |
| Telephone Number: 304 469 9541 | Fax Number: 304 469 2801 | |
| E-Mail Address: W.Hannabass@suddenlinkmail.com | | |
| 2010 Census Population: 7, 573 | | |
| 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. | | |
| William C. Hannabass |  | 12/1/2016 |
| 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: Collection of Municipal Liens at County Tax Sale |
| 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? 11/09/2015 |
| 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>Due to personnel changes at the county level and due to a low volume of delinquent property with municipal liens attached this provision was not enforced.</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: Issue citations for external sanitation violations and common nuisances |
| 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? 12/14/2015 |
| 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>There have been limited instances of citations issued by law enforcement to abate nuisance violations. In cases of citations being immediately issued the nuisance violations have generally been corrected in a timelier manner.</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 Police Department in the City of Oak Hill responds to a large volume of 911 calls and daily combats the drug epidemic plaguing West Virginia. Sanitation and Nuisance violations could better</p> |

be enforced by the Code enforcement Officer with authority to issue on the spot citations. A contemplated amendment for the City of Oak Hill is to expand the authority of the Code Enforcement Officer with powers to issue citations for common nuisances similar to the powers authorized by WVC 8-12-16B relating to littering.

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Initiative: File liens on real property for costs incurred in abating exterior sanitation and common nuisance violations.

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? 12/14/2015

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 Oak Hill has an active program for filing liens on real property relating to abating nuisance and unsanitary abatement issues. There have been approximately 30 liens filed during 2016 with the majority being for mowing overgrown grass.

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.

This ordinance is successful and proceeding as expected.

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| Initiative: Exempt the City's police civil service commission from the party affiliation requirement |
| 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? 12/14/2015 |
| 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>Recruiting dedicated volunteers for committees, boards and commissions often is a challenge. This ordinance has been a success by not restricting those who are willing to serve. There have not been changes to the civil service commission since the enactment of this ordinance; however, this will make the next appointment an easier and more sensible task for the governing body.</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: Alcohol sales on premises within 300 feet of a church |
| 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? 11/09/2015 |
| 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>One restaurant within 300 feet of a church is now licensed with the ABCC for alcohol sales. Though the number of businesses taking advantage of the ordinance is small, there will be instances in the future.</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: Cost of an audit |
| 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 provision for audits is in the charter section of the city's codified ordinances and cumbersome to amend. The city of Oak Hill remains on the bid list for audit by CPA'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. N/A |
| 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. N/A |

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| Initiative: Registration of vacant structures when owners are non responsive |
| 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? 11/09/2015 |
| 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>There are six properties in the process of registration by the city as vacant when the owner has not been able or willing to register. This ordinance will allow the financial burden of structures remaining vacant and dilapidating to remain with the property owners and not the taxpayer.</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> |

during implementation of this revenue initiative that would benefit other municipalities.

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| Initiative: Alcohol sales after 10am on Sundays |
| 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? 11/14/2016 |
| 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>There has been little time to judge the success of this ordinance to date.</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> |