

MUNICIPAL HOME RULE
PILOT PROGRAM

City/Town of St. Albans


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, 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.

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| A. General Information | | |
| Name of Municipality: St. Albans | | |
| Certifying Official: Scott James | Title: Mayor | |
| Contact Person: Barbara Hughes | Title: City Clerk/Treasurer | |
| Address: P. O. Box 1488 | | |
| City, State, Zip: St. Albans, WV 25177 | | |
| Telephone Number: 304-722-3391 | Fax Number: 304-722-6555 | |
| E-Mail Address: Mayorjames@stalbanswv.com | | |
| 2010 Census Population: 11,044 | | |
| B. Municipal Classification | | |
| <input type="checkbox"/> Class I <input checked="" type="checkbox"/> Class II <input 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. | | |
| Scott James, Mayor |  | 11-28-17 |
| 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.

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| Initiative: Enforcement of External Sanitation and Common Nuisance Violations |
| 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? 2/16/16 Article 406 |
| 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. |
| <p>Article 406 – This initiative is to provide additional and alternative methods and processes to enforce the municipal code provisions regarding exterior sanitation and common nuisances related to property located with the city in a fair, speedy and inexpensive manner, and to improve compliance with such provisions.</p> <p>278 notices of violation have been served since January 1, 2017. 255 took corrective action; 23 citations were issued.</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. |
| N/A |

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| Initiative: Placing Public Nuisance Liens Without Court Order |
| 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 No |
| If yes, when was the ordinance enacted? 2/16/16 Article 407 |
| 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. Article 407 – the City has not filed nuisance liens since this ordinance was enacted. |
| 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: Disposition of City Property Without Auction |
| 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? 2/16/16 Article 405 |
| 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. Article 405 – The City has not disposed of city property without auction since this ordinance was enacted. |
| 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: Intergovernmental Agreements by Resolution Rather than Ordinance |
| 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? 2/16/16 Article 404 |
| 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. Article 404 – The City has not entered into any intergovernmental agreements to date. |
| 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 |

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.

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| Initiative: Municipal Sales Tax |
| Was this 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? 9/6/16 passed by Council, enacted 7/1/17 |
| 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>To date the City has collected 1 quarter of the municipal sales tax (July-Sept. 2017), \$199,756.72. The City projected approximately 175,000 per qtr. The revenue category reduced was amusement Classification of B & O Tax. The amount collected for amusement category as of this date last fiscal Year was \$858.25.</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 toward additional contributions to the Police and Fire Pension Funds; have made infrastructure improvements to enhance downtown economic development in the Main Street area; have begun phases of study for future riverbank recreational area along Coal River. The City will continue to use these funds for said projects and projects of this nature.</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>Transition was smooth without incident.</p> |