

MUNICIPAL HOME RULE PROGRAM

Corporation of
Harpers Ferry

2022
PROGRESS
REPORT


West Virginia
Municipal Home Rule Board
P. O. Box 11360
Charleston, WV 25339-1360
MunicipalHomeRule@wv.gov
304.558.3356

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 Home Rule 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 the first business day of December, by emailing to WV Municipal Home Rule Board at MunicipalHomeRule@wv.gov.

A. General Information		
Name of Municipality: Corporation of Harpers Ferry		
Certifying Official: Gregory Vaughn	Title: Mayor	
Contact Person: Patty Morse	Title: Office Coordinator	
Address: PO Box 217		
City, State, Zip: Harpers Ferry, WV 25425		
Telephone Number: 304-535-2206	Fax Number: N/A	
E-Mail Address: Gvaughn@harpersferrywv.us		
2010 Census Population: 286		
B. Municipal Classification		
<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III x <input checked="" type="checkbox"/> Class IV		
C. 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.		
Gregory F. Vaughn		10/26/2022
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 and Amendment(s). Each non-tax related initiative must be listed on a separate page.

Initiative: Blight and derelict properties
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? 09-08-2014
If no, please describe challenges faced in enacting the related ordinance(s). The Town continues citing derelict properties to bring them into compliance with our ordinances. The Ordinance Compliance Officer has been able to communicate directly with property owners by initially sending written correspondence with follow up communication. Residents have made commitments to bring their properties up to code. During this reporting period an increased emphasis has been undertaken. Numerous compliance letters have been sent to non-compliant property owners with specifically imposed deadlines and sanctions.
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. The Town’s success rate in dealing with non-compliant properties has risen dramatically. Affected property owners have submitted action plans to correct the deficiencies.
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. Prior to submitting violation notices, the Town’s Compliance Officer makes numerous personal visits to the questioned property owners and this personal touch has become an effective tool of success.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: On-the-spot code violation enforcement
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <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? 09-08-2014
If no, please describe challenges faced in enacting the related ordinance(s).
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. Enactment of this initiative continues to save time, money, and extensive meeting time required to deal with non-compliance as the violation is reported to the municipal court with the Ordinance Compliance Officer in attendance. The ability to move any unresolved issues directly to municipal court has often produced positive results.
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. By having the Ordinance Compliance Officer work directly with residents, it eliminates the involvement of the Town Council and office staff.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Implementation of a 1% sales and use tax
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <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 (effective date 07-01-2016)
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 Corporation of Harpers Ferry received \$267,714.82 in sales and use tax revenue in FY 2022. This is a 32.7% increase over FY 2021. As with most municipalities in the State of West Virginia, Harpers Ferry would be unable to successfully fulfill its municipal obligations without the critical revenue source.</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 sales and use tax revenues continue to aid the Town as we continue to recover from the COVID-19 crises.</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>

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax related initiative must be listed on a separate page.

Initiative: Authority to dispose of municipal property without action.
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <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? 12-17-2020
If no, please describe challenges faced in enacting the related ordinance(s).
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. This initiative of selling tangible municipal property, such as retired electronics or police equipment, directly and at fair market value has saved the Town time this year in the disposal of old computer equipment, and several old vehicles without the seal-bid auction process which previously was a cumbersome and timely process often yielding in few, if any, interested bidders.
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. The process of selling tangible municipal property continue so save valuable time on behalf of the staff involved.