

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.

A. General Information		
Name of Municipality: <i>Corporation of Shepherdstown</i>		
Certifying Official: Arthur J. Auxer, III	Title: Mayor	
Contact Person: Amy L. Boyd	Title: Town Clerk	
Address: P.O. Box 248		
City, State, Zip: Shepherdstown, WV 25443		
Telephone Number: 304-876-2398	Fax Number: 304-876-1473	
2010 Census Population: 805		
B. Municipal Classification		
<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	<input type="checkbox"/> Class III <input checked="" 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.		
<i>Arthur J. Auxer, III</i>	<i>Arthur J. Auxer, III</i>	<i>12-1-14</i>
Type Name of Certifying Official	Signature of Certifying Official	Date

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: Impose a 1% Sales Tax

Was this tax initiative a part of your original plan application Yes or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted? Yes No

If yes, when was the ordinance enacted? June 2016

If no, please describe challenges faced in enacting the related ordinance(s)

The ordinance cannot be implemented until July 1, 2017 per WV State Code

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.

N/A

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.

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

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: Allocate Funding for Marketing and Tourism

Category of Issues Addressed (check all that apply)

Organization Administration Personnel Other

Was this non-tax initiative a part of your original plan application Yes or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted? Yes No

If yes, when was the ordinance enacted? N/A

If no, please describe challenges faced in enacting the related ordinance(s)

Proposed ordinance is on schedule to be adopted within the next 3-6 months.

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

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: Impose Liens for Delinquent Town Fees
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input type="checkbox"/> Administration <input type="checkbox"/> Personnel <input checked="" type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> Yes or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? Yes <input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted? N/A
If no, please describe challenges faced in enacting the related ordinance(s) Proposed ordinance is on schedule to be adopted within the next 3-6 months.
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

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: Purchase Tax Liens on Properties Subject to Delinquent Property Taxes....			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> Yes or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, when was the ordinance enacted? N/A			
If no, please describe challenges faced in enacting the related ordinance(s) This ordinance has not yet been drafted as research is being done to determine how other municipalities worded their ordinance.			
<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>N/A</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>N/A</p>			

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: Reduction of Speed Limits and Placement of Other Restrictions on State Roadways within Municipal Boundaries

Category of Issues Addressed (check all that apply)

- Organization Administration Personnel Other

Was this non-tax initiative a part of your original plan application Yes or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted? Yes No

If yes, when was the ordinance enacted? N/A

If no, please describe challenges faced in enacting the related ordinance(s)

Drafting ordinance specific to location of proposed changes is scheduled to go to the next Public Works Committee Meeting for review and then on to Town Council for adoption.

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

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: Ability for the Town of Shepherdstown to Exercise the Same Enforcement Authority as the ABCA/Regulate Locations of Establishments Selling Alcohol

Category of Issues Addressed (check all that apply)

Organization Administration Personnel Other

Was this non-tax initiative a part of your original plan application Yes or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted? Yes No

If yes, when was the ordinance enacted? N/A

If no, please describe challenges faced in enacting the related ordinance(s)

Ordinance has been drafted and is scheduled for first reading at the December 12, 2016 Town Council Meeting.

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

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: Ability to Enter into Contracts with Other Jurisdictions by Resolution			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> Yes or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? Yes No N/A			
If yes, when was the ordinance enacted? N/A			
If no, please describe challenges faced in enacting the related ordinance(s) A resolution is necessary in lieu of an ordinance. It's expected to be adopted within 3-6 months.			
<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>N/A</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>N/A</p>			

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: Fee to be imposed Upon Persons Convicted in Town Court
Category of Issues Addressed (check all that apply) <input type="checkbox"/> Organization <input type="checkbox"/> Administration <input type="checkbox"/> Personnel <input checked="" type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> Yes 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? November 2016
If no, please describe challenges faced in enacting the related ordinance(s) N/A
<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>Ordinance was adopted in November 2016 and will be implemented at December’s Municipal Court</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>Clear communication, to the public, of the intent of the proposed ordinance is imperative along with advance notice of the proposed adoption allowing all concerned parties to have the opportunity to review and comment.</p>

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: Grant of Authority to Shepherdstown Town Code Enforcement Officials to Immediately Issue Citations for External Sanitation Violations and Common Nuisances

Category of Issues Addressed (check all that apply)

Organization Administration Personnel Other

Was this non-tax initiative a part of your original plan application Yes or a plan amendment ?

Has the ordinance(s) needed to implement this initiative been enacted? Yes No

If yes, when was the ordinance enacted? September 2016

If no, please describe challenges faced in enacting the related ordinance(s)

N/A

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.

Steps have been put in place for implementation and enforcement, however, it's too early to speak of its success.

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.

Clear communication, to the public, of the intent of the proposed ordinance is imperative along with advance notice of the proposed adoption allowing all concerned parties to have the opportunity to review and comment.