MUNICIPAL HOME RULE PILOT PROGRAM

City/Town of Harpers Ferry

2018
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 3, 2018, 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.

A. General Information	
Name of Municipality: Corporation of Harpers Ferry	
Certifying Official: Wayne Bishop	Title: Mayor
Contact Person: Deborah Kelly	Title: Bookkeeper
Address: PO Box 217	
City, State, Zip: Harpers Ferry, WV 25425	
Telephone Number: 304-535-2206	Fax Number: 304-535-6520
E-Mail Address: mayor@harpersferrywv.us	
2010 Census Population: 284	

B. Municipal Classification

☐ Class I ☐ Class II ☐ Class III ✓ Class IV

C. Pilot Program Entry Phase

☐ Phase I (2007 Legislation) ☐ Phase II (2014 Legislation) ✓ 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.

Wayne Bishop		12-3-2018
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: On -the-Spot Code Violation Enforcement
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? 09/08/2014
If no, please describe challenges faced in enacting the related ordinance(s)

SUCCESSES – 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.

Harpers Ferry now has an Ordinance Compliance Officer (OCO) who regularly inspects non-criminal violations. As a result of Home Rule authority, the OCO of Harpers Ferry issues civil citations and presents cases in our municipal court. This authority has resulted in an improvement of some of the more troublesome properties in Harpers Ferry.

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.

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: Blighted and Derelict Properties

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? 09/08/2014
If no, please describe challenges faced in enacting the related ordinance(s)

SUCCESSES – 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 1109, Nuisances and property Maintenance, was amended to specifically address various components of blighted and neglected properties. Minimum maintenance standards were developed and codified. The standards cover not only the structure but also maintenance and upkeep of the land. The Ordinance Compliance Officer (OCO) regularly enforces Article 1109. If we realize success we will consider modifying the ordinance to add additional derelict property enforcement actions, taking into consideration the rich historical value of most properties in Harpers Ferry.

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.

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: Authority to Dispose of Municipal Property

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? 09/08/2014

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

SUCCESSES – 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.

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.

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: Enact 1% Sales and Use Tax
Was this 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? 07/01/2016
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.
Article 735 Sales and Use Tax became effective July 1, 2016. Its enactment was preceded by reductions in both our municipal business and occupation and our hotel occupancy tax. The Corporation of Harpers Ferry brought in $141,363.03 in Sales Tax Revenue in FY 2018. This is an almost 12% gain over FY 2017.

SUCCESSES – 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 has provided further financial stability during FY 2018. It has continued to offset losses from gaming. We have been able to add a part-time maintenance/public works position for special projects, upgrade Town Hall computers and improve public safety with the addition of personnel to our Police Department.

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.