

MUNICIPAL HOME RULE
PILOT PROGRAM

City of Princeton, WV


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.

A. General Information		
Name of Municipality: City of Princeton, WV		
Certifying Official: David E. Graham	Title: Mayor	
Contact Person: Kenneth E. Clay	Title: City Manager	
Address: 100 Courthouse Road		
City, State, Zip: Princeton, WV 24740		
Telephone Number: 304-487-5023	Fax Number: 304-487-5030	
E-Mail Address: claybranch@hotmail.com		
2010 Census Population: 6432		
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 checked="" 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.		
David E. Graham, Mayor		11/22/17
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.

Initiative: Conveyance 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? 1/11/16
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>On October 11, 2016, Princeton City Council conveyed by ordinance an unopened portion of an alleyway situated between two lots owned by a City businessman, thereby allowing a planned expansion of the business to proceed onto and across the aforementioned alley.</p> <p>This ordinance was approved after the publication of a Class II legal notice and a public hearing at which no objections were received from citizens. The aforementioned business is located on Rogers Street in the Commercial C-2 Zone.</p> <p>On April 10, 2017, City Council conveyed by ordinance a second unopened portion of a City alleyway situated between two lots to a local business owner to enable a further expansion of his business in the Commercial C-2 zone.</p> <p>This ordinance was approved after the publication of a Class II legal notice and a public hearing at which no objections were received from citizens. The aforementioned business is located on Rogers Street in the Commercial C-2 Zone.</p> <p>On May 8, 2017, Council, by ordinance, conveyed a third unopened alleyway for the purpose of promoting economic development in the form of a business expansion in the Commercial C-1 Zone.</p> <p>This ordinance was approved after the publication of a Class II legal notice and a public hearing at which no objections were received from citizens. The aforementioned business is located on Mercer Street in the Commercial C-1 Zone.</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>This has proven to be an excellent economic development benefit for Princeton and has fostered the creation of partnerships with private developers.</p>

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Initiative: Disposition of Municipal Property to Nonprofit Organizations
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? 1/11/16
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>Following the procedure specified in the authorizing ordinance, on April 15, 2016, the City’s Code Enforcement Department purchased a 2001 Chevrolet Ventura Van from the Princeton Public Library for use by the Animal Control Officer. Otherwise, this transaction would have required an auction after storing the vehicle for an undetermined time until enough surplus vehicles were available to warrant an auction as mandated by State Law.</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>This initiative will enable the timely and convenient exchange of municipal property with other nonprofits in and around Princeton, thereby enhancing the delivery of services to the public.</p>

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Initiative: Contracts for Architectural and Engineering Services
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? 1/11/16
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>The City of Princeton has not, as yet, approved any projects that would benefit from this initiative. However, City Officials are considering a number of projects that would be initiated after January 1, 2018, if sufficient funding and legal issues are resolved.</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 have a separate page.

Initiative: Municipal Sales and Use 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? 12/12/16, effective 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>Ordinance approved by State’s Attorney General and scheduled for 1st and 2nd readings by Council— November 14th and December 12th, 2016, respectively. Implementation date of July 1, 2017. Appointed City’s Finance Director and Assistant City Manager to compile the data required by State Department of Commerce and State Tax Division to collect and disburse the tax proceeds.</p> <p>The first installment of sales tax proceeds for two months arrived on or about October 25, 2017, in the amount of \$175,503.23.</p> <p>On February 13, 2017, City Council adopted an ordinance reducing the rate for retail B. & O. Taxes from .5% to .35% with projected loss of \$238,287 expected annually.</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 funds realized through the 1% sales tax have been dedicated to the financing of construction of a new Municipal Complex. Any surplus funds will be used to supplement the Fire and Police Pension Funds and the purchase of capital equipment.</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>City officials have come to realize that, although the B. & O. Tax on retail merchandise was reduced by .15%, the implementation of the sales tax might have enhanced B. & O. collections. However, not enough time has elapsed to accurately make a precise accounting over an extended period.</p>