

MUNICIPAL HOME RULE  
PILOT PROGRAM

City of Grafton

2023  
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](mailto: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.

<b>A. General Information</b>		
Name of Municipality:		
Certifying Official: Kevin M. Stead	Title: City Manager	
Contact Person: Kevin M. Stead	Title: City Manager	
Address: 1 West Main Street		
City, State, Zip: Grafton, WV 26354		
Telephone Number: 304-265-1412 Ext. 16	Fax Number: 304-265-0119	
E-Mail Address: cityofgrafton@hotmail.com		
2010 Census Population: 5489		
<b>B. Municipal Classification</b>		
<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	<input checked="" type="checkbox"/> Class III
<input type="checkbox"/> Class IV		
<b>C. Pilot Program Entry Phase</b>		
<input type="checkbox"/> Phase I (2007 Legislation)	<input type="checkbox"/> Phase II (2014 Legislation)	<input checked="" type="checkbox"/> Phase III (2015 Legislation)
<b>D. Attest</b>		
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.		
Kevin M. Stead		11/22/23
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.

<b>Initiative: Grant authority to Code Enforcement Officials to issue on the spot citations</b>			
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 Yes 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? October 20, 2015			
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>This new authority that has been granted has assisted with a more timely cleanup of problem properties throughout the city. To date, over 200 tickets have been issued, many dismissed after the property was properly resolved and the possibility of receiving a ticket has caused many property violations to be resolved in a more timely manner.</p> <p>We are witnessing residents maintaining their property more consistently with this authority.</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>None to date</p>			

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<b>Initiative: Expanding Police Civil Service Applicant's Maximum Age and Hiring Part Time Police Officers</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	<input type="checkbox"/> Administration	<input checked="" type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application Yes 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? October 20, 2015			
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>This new authority that has been granted has allowed the city to hire multiple individuals that would have otherwise been over the previously stated mandated age of 40. The city has hired multiple police officers since the ordinance passed.</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>None to date</p>			

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<b>Initiative: Authority under the property registration procedures of Section 8-12-16a to allow the City of Grafton to require lenders/trustees to register foreclosed properties at the beginning of the foreclosure process, to retain a property maintenance company, to maintain the property, and to provide contact information for the maintenance company to the municipality at registration.</b>			
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 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?			
If no, please describe challenges faced in enacting the related ordinance(s) None			
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.			
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.			
None to date			

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<b>Initiative: Removal of party affiliation on various City Boards and Appointments</b>			
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		or	a plan amendment X?
Has the ordinance(s) needed to implement this initiative been enacted?		Yes	<input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted?			
If no, please describe challenges faced in enacting the related ordinance(s)			
None			
<p><b>SUCSESSES</b> – 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><b>LESSONS LEARNED</b> – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>			
None to date			







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<b>Initiative: A shortened time period under Section 8012016a for Forfeiture of Structures when owners refuse to address code violations at Uninhabitable Properties to a period of 12 months.</b>			
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 Yes 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? February 16, 2016			
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 is still in the process of working through all proper paperwork to force property owners to adequately maintain and register their property before administering any foreclosure process.</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>None to date</p>			

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<b>Initiative: Removing the residency requirement for reinstatement of a Police Officer</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	Administration	X Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application Yes or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? June 19, 2017			
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>An ordinance has been passed but to date this authority has not been needed. We have not reinstated any prior police officers since the ordinance passed. This opportunity will allow the city to utilize this important “tool” in the future if needed.</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>None to date</p>			

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<b>Initiative: Reducing the minimum number of eligible from certified list of Police Civil Service Board</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	Administration	X Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application Yes or a plan amendment <input type="checkbox"/> ?			
Has the ordinance(s) needed to implement this initiative been enacted? X Yes <input type="checkbox"/> No			
If yes, when was the ordinance enacted? July 11, 2017			
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 Grafton strongly feels this new authority will be one of the most beneficial proposals for the city. Many times the Police Civil Service Board administers an examination for original appointment where only 1 or 2 individuals pass which severely limits the hiring process where the previous requirement of 3 or more individuals must pass before an officer is hired. To date, the city has utilized this new authority with hiring many police officers for original appointment. This authority has allowed the city to hire those individuals without going through the large expense of advertising and scheduling for another written examination. This has been a huge benefit to the city since implementation.</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>None to date</p>			

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<b>Initiative: Authority to allow Grafton to sell municipal property without public auction, when deemed for public purpose after public notice and sold for adequate value.</b>	
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 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? August 25, 2017	
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>This new authority has allowed the city along with Grafton City Hospital to sell a Long Term Care Facility that was owned by the City of Grafton/Grafton City Hospital to a purchaser who will keep or build a new facility within the corporate limits of Grafton. This authority allowed the Grafton City Council and the Board of Directors of Grafton City Hospital to interview various corporations and determine which would be the proper “fit” for the long term beds that are currently provided for at Grafton City Hospital. The city and board where able to take into consideration the permanent location of the facility, employment concerns, company background, history and performance, and current and future healthcare needs of the community in deciding which company to sell the long term beds to instead of basing the sale solely on the highest bid received.</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>None to date</p>	

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<b>Initiative: Brunch Bill</b>	
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 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? June 5, 2018	
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>Since the “Brunch Bill” ordinance passed multiple businesses have taken advantage of this new authority. Offering this has increased their profits and given them an opportunity to reach new clientele.</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>None to date</p>	

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<b>Initiative: Fire Civil Service Hiring – reducing the minimum number of eligible from certified list of fire civil service board</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	Administration	X Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application		or	a plan amendment X?
Has the ordinance(s) needed to implement this initiative been enacted?		X Yes	<input type="checkbox"/> No
If yes, when was the ordinance enacted? August 14, 2018			
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 Grafton strongly feels this new authority will be one of the most beneficial proposals for the city. Many times, like the Police Civil Service Board, the Fire Civil Service Board administers an examination for original appointment where only 1 or 2 individuals pass which severely limits the hiring process where the previous requirement of 3 or more individuals must pass before an officer is hired. To date, the city has utilized this new authority with hiring multiple firemen for original appointment. This authority has allowed the city to hire those individuals without going through the large expense of advertising and scheduling for another written examination.</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>None to date</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.

<b>Initiative: Fire Civil Service Employment-Expand Applicants Maximum Age</b>			
Category of Issues Addressed (check all that apply)			
<input type="checkbox"/> Organization	Administration	<input checked="" type="checkbox"/> Personnel	<input type="checkbox"/> Other
Was this non-tax initiative a part of your original plan application Yes or a plan amendment X?			
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?			
If no, please describe challenges faced in enacting the related ordinance(s)			
City Attorney is currently finalizing this ordinance to present to City Council. This ordinance should be approved by City Council during the first quarter of 2024.			
<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>This new authority once passed will allow the city to easily hire individuals in fire service similar to the Grafton Police Department.</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>None to date</p>			





<b>Initiative: Authority to impose a 1% sales tax with reductions in B&amp;O tax</b>	
Was this tax initiative a part of your original plan application YES	or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted?	X Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? November 17, 2015	
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 city has collected over 1 million dollars since enacting the 1% sales tax with a decrease in the B&amp;O tax of an estimated \$700,000.00 with a net gain of \$950,000.00 that has been spent on the projects listed under “successes”.</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, in accordance with the original application seeking authority to impose a 1% sales tax utilized the net gain for the demolition of abandoned and dilapidated structures, the construction of new sidewalks, more activities during the Spirit of Grafton and other festivals, purchase of equipment, contracted with Thrasher Engineering for improvements to Maple Avenue Playground, the continued development of an indoor farmer’s market, and many other beautification projects throughout the city.</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>	