

MUNICIPAL HOME RULE  
PILOT PROGRAM

City of Grafton

2016  
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, 2016, by emailing Debbie Browning at [debbie.a.browning@wv.gov](mailto: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.

<b>A. General Information</b>		
Name of Municipality: City of Grafton		
Certifying Official: Kevin Stead	Title: City Manager	
Contact Person: Kevin 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: 5149		
<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 Stead		11/28/16
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 – Ordinance 836			
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 passage of this ordinance now permits the City of Grafton to issue on-site citations for property nuisance violations. This has allowed the city to quickly address problem areas. To date the city has issued 54 tickets to violators. At this time no on-site citations have been challenged in municipal court. The city continues to see success with this initiative.</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 ordinance has been well received by residents desiring the community to be cleaned of rubbish and tall grass. This ordinance provides for a more effective and efficient means of managing property nuisance issues.</p>			



<b>Initiative: Allow the city to require lenders to register foreclosed property.</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) The City Attorney, City Manager, and Code Enforcement Officials are still working on the administrative process to fully enforce this initiative before an Ordinance is proposed to City Council.			
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.			

<b>Initiative: Allow a shortened forfeiture time period for uninhabitable properties.</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 – Ordinance 840			
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>Due to the recent passage of this ordinance (has not been 1 year in accordance with the ordinance), the city has not seen any successes from this initiative.</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>			



<b>Initiative: Expand 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 – Ordinance 837			
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 has administered 3 written examinations since the passage of this ordinance and hired one individual. With the passage of this ordinance, the city received more applicants to take the written examination with 1 or 2 taking the examination between the ages of 40 and 45. The city has also effectively used part time certified police officers to fill in any vacancies due to vacations, sick or personal leave.</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 ordinance has eased some of the problems with state mandated hiring requirements for police civil service employment. Further changes need to be examined and possibly changed to lessen the more restrictive requirements.</p>			

<b>Initiative: Allow the city to sell or lease municipal owned real and personal property by online auction.</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)			
<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 has not utilized this initiative to date.</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>			



**Initiative:** Appropriate adequate funding for advertising the city not exceeding \$1 per capita per annum

Category of Issues Addressed (check all that apply)

☐ Organization

X 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 X No

If yes, when was the ordinance enacted?

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

No challenges.

**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.

The city is in the process of adopting this ordinance. An ordinance should be approved by Grafton City Council in early 2017.

**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.

<b>Initiative: Impose 1% Sales 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 – Ordinance 838
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 only received one sales tax check from the West Virginia Department of Tax and Revenue in the amount of \$60,923.07. This check was received in late October 2016. Additional revenues will be received throughout this fiscal year. The city is anticipating a loss of over \$75,000.00 to \$85,000.00 from the reduction of its B&amp;O Tax. An overall net gain will be witnessed by the 1<sup>st</sup> quarter of 2017. More evaluations will be reported during the 2017 Municipal Home Rule Pilot Program Progress Report.</p>
<p>SUCCESES – 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 already invested over \$10,000.00 towards replacement of sidewalks in town, which was outlined as one of the projects the city earmarked from the 1% sales tax.</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>