

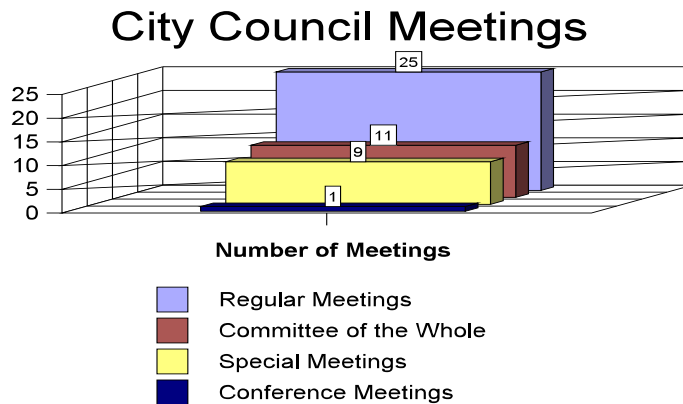
CITY CLERK'S OFFICE

PURPOSE

The main purpose of the City Clerk's office is to serve the public by keeping the permanent records of the City filed and properly indexed as required by charter, general law, and City ordinances.

PAST YEARS ACTIVITIES

In 2002, there were 9 Special Meetings, 25 Regular Meetings, 1 Conference Meeting, and 11 Committee of the Whole Meetings.



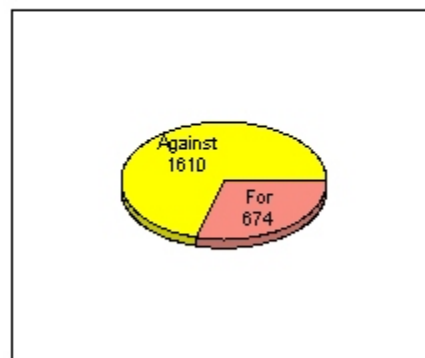
In 2002, Council adopted 37 Ordinances and 39 Resolutions.

Council Actions 2002



COLLECTIVE BARGAINING

July 23, 2002 Special Election



Fire Civil Service Commission:

- David Bean and Melvin Lewis retired.
- Hired Jayson Nicewarner and Gene Fye.
- Promotional testing 2/27/02 for Firefighter First Class:
- Jimmy Lipscomb promoted to Firefighter First Class effective March 30, 2002.
- Promotional testing on 10/01/02 for Captain and Lieutenant:
- Mark Caravasos promoted to Captain and Andy Laskody & Terry Rinehart to Lieutenant.

Police Civil Service Commission

- Stacy Groscup & Roy Zinn retired.
- Police Civil Service Testing January 10, 2002.
- Police Civil Service Commission had 6 meetings in 2002.
- Hired Michael Charlton, Robert Miranov, Matthew Beavers, Nicholas Schmidle, and Lawrence Hasley.
- Promotional testings were held on April 4, July 31, and December 4, 2002.

The following were promoted from the April 4, 2002, testing:

- Corporal Jeff Wells, Lieutenant James Downes Jr., and Corporal Mike Lantz.

From the July 31, 2002 testing:

- Sergeant Ron Snyder, Lieutenant Jim Nabors and Corporal Deborah Gordey were promoted from the April 4, 2002 testing, based on the Commission's decision. A grievance was filed by Debra Gordey on July 26, 2002, (those that were eligible to register for the 7-31-02 testing did not register and the test was not given - - promotions were taken from the previous testing).

Police Civil Service Commission amended the Police Civil Service Rules by adding effective

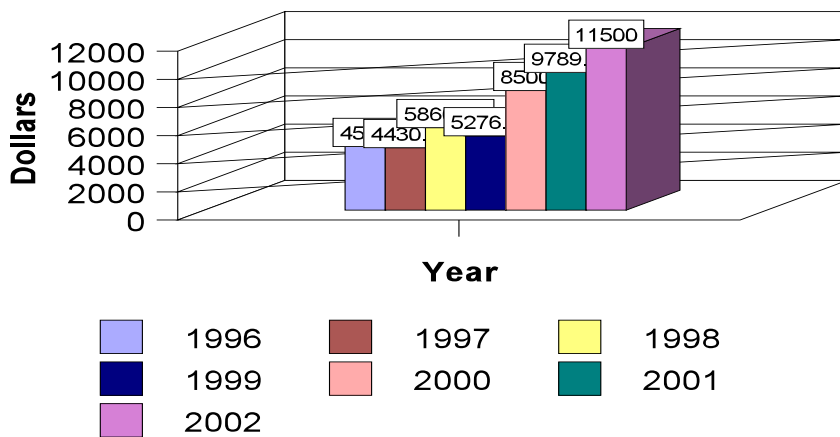
August 20, 2002, testing will be required for any promotion of any grade or rank (excluding Chief) within the Morgantown Police Department. Approved by City Council at the Regular Council meeting August 20, 2002.

- At the December 4 testing, promotions went to: Corporal Joel Smith, Sergeant Brett Watson and Lieutenant Jeff Thorne.

Along with the above activities, this office did the packets for Council meetings; minutes and other daily

United Way Campaign

Total Contributions



correspondence; Partners in Education; Mayor's calendar; finished the microfilming of Council Journals, Deeds, Ordinances; updated Web Page; Health & Wellness Seminars from October to March; Wellness Bulletin Boards; and Weight Watchers. A new Wellness Committee was also organized to get new and fresh ideas.

SPECIAL EVENTS

Wellness Seminars held in 2002, were Nutrition and Stress & Food. The Multiphasic blood testing was offered on January 8th, and the City participated in Walk 100 Miles in 100 Days with 35 employees participating. Other walks the City participated in were the Relay for Life and the American Heart Association Walk. Weight Watchers "At Work WW Program" is still continuing at noon in City Hall Council Chambers combining with Downtown Business & WVU Offices. The Wellness Committee has also developed new programs for the upcoming year such as CPR and Flu Shots. Weight Watchers will continue, and a Smoking Cessation Program will be offered. A Newsletter will be published and the Multiphasic Blood Screening and Flu Shot Campaign may be combined with the Senior Monongalian's Health Fair next year.

The City of Morgantown United Way Campaign had the Pepperoni Roll Sale in June, and the Hot Dog Sale in August. Letters were sent to employees about making a pledge to the United Way and the Restaurant Drawing for those that made a pledge was done in December.

Thanksgiving the employees adopted a basket for the Scotts Run Settlement House.

Christmas the employees adopted a family for the Scotts Run Settlement House.

GOALS

The primary goal of the City Clerk's office has been and will continue to be serving the City and the citizens of Morgantown as Record Keeper. In the next year the office will continue to work on the Records Management Program, which is an ongoing project. The City does have all of the Council Journals, Deed Books, and Ordinances microfilmed and will keep current books as needed. Journals also have been scanned for the past 10 years to a program called Munimetrix. The Library is willing to let citizens use the reader printer to review the microfilm. Harold Goff at WVU Library is making copies of the microfilm which will be kept on file there for archival and historical purposes. All of the City Council Meetings also are converted to CD's and are stored at the Library for viewing and for archival purposes. The City Clerk's office is connected to the Internet and before each Council meeting, the City Clerk's office updates the Web-page with current agendas and minutes for the public to view.

RESOURCES

The City Clerk's office consists of the City Clerk and one part-time Secretary. The primary pieces of equipment being used are: 1 HP computer and 2 IBM Computers; Laser Jet III printer; Epson Ink-jet printer; and Smith Corona Typewriter. The Clerk's office also has a few volunteers that come and help. Liz Miranov from the Senior Center volunteered on Thursday's. The Office also has had WVU student interns which worked very well this year. The office has become more resourceful with file management programs, scanners, the Internet, the City's WEB Page, and E-mail.

FORECAST OF COMING YEAR

The projection for next year's workload is to focus on Records Management, Microfilming, and the Munimetrix Program. The General Election will be in April, 2003. Along with daily work, meetings, minutes, and keeping up with the activities and functions of the WV Municipal League, Clerks Association, and working on the International Municipal Clerks Conference in 2003, in Ohio and in 2006 in Charleston, WV, I am hoping to return in October, 2003, to the Ohio Municipal Clerks Certification Program to continue my education in the Master Municipal Clerk Academy and become even more resourceful to the City and its citizens.

SUMMARY

The City Clerk's office will continue to sharpen its skills in order to interact with the citizens and the needs of the community.