

CITY CLERK'S OFFICE 2008

Host City for the 39th Annual
WVML Annual Conference

“Cities Mean Business”



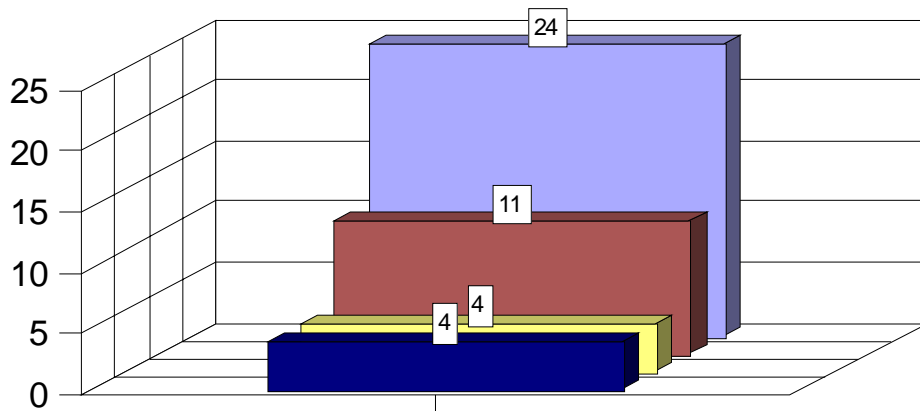
WEST VIRGINIA MUNICIPAL LEAGUE ALL STAR COMMUNITY AWARD PRESENTATION

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, or by City ordinance.

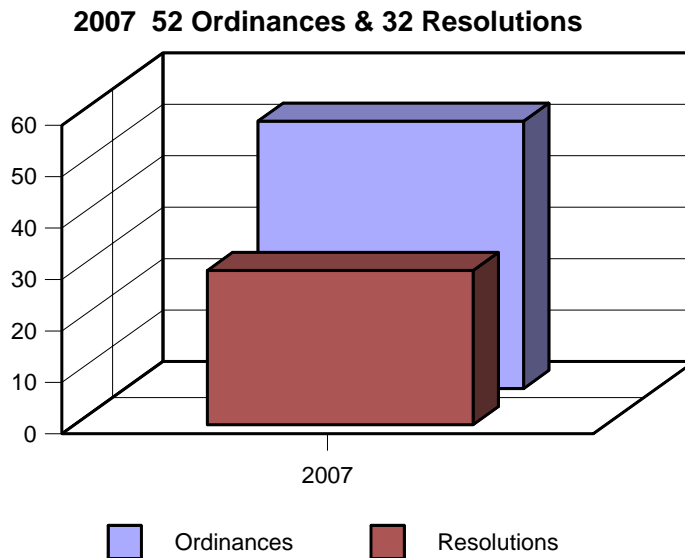
PAST YEAR ACTIVITIES:

In 2008 there were 4 Special Meetings, 24 Regular Meetings, 4 Conference Meetings, and 11 Committee of the Whole Meetings.



Number of Meetings

- Regular Meetings
- Committee of the Whole
- Special Meetings
- Conference Meetings



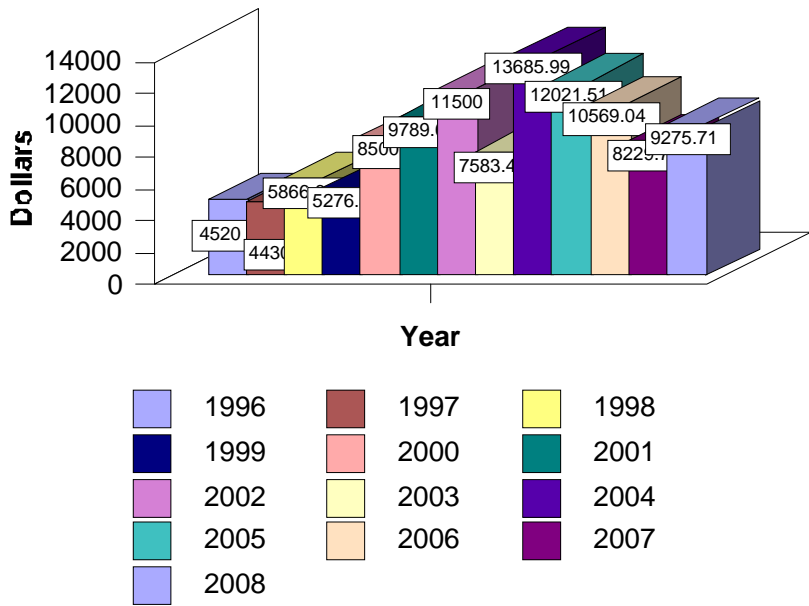
Now the City Code is on-line at www.morgantown.com

Click on City Departments then City Clerks Office then City Codes Online:

Each Council member receives a hard copy of the code for reference and also Departments and Various Attorney's, WVU Law School, City Library and WV Municipal League.

ARCHIVES: COUNCIL JOURNALS ARE NOW ON MICROFILM AND ARE KEPT AT THE CITY LIBRARY FOR CITIZENS TO REVIEW; A COPY IS IN THE CITY VAULT, AND A COPY IS AT THE WVU LIBRARY.

Resolutions and Ordinances are on the web at www.morgantown.com Click on Mayor/Council and you will see the title of Resolutions and also find there another link to the Ordinances.





2008 UNITED WAY HOT DOG SALE

- Thanks to Volunteers, the City of Morgantown United Way Campaign Hot Dog Sale brought in \$3,089 in September.
- The City Clerk's office sent letters to City Employees and they made a pledge of \$3,686 to the United Way. The City matched those pledges with \$2,500. Total raised for the campaign was \$9,275.

Fire Civil Service Commission:

- New Fire Fighters Eric Nelson, Adam Delbaugh, & Joshua Morgan started on September 22, 2008.
- Meetings of the FCSC were held on April 17 and 24, 2008, and October 29, 2008.
- Fire Fighter First Class & Fire Marshall Captain Promotional Testing was given on January 31, 2008.
- Promoted Ken Tennant to Captain on February 7, 2008.
- Promoted Devon Zeroda to FF First Class on February 7, 2008

Police Civil Service Commission

- Entry Level testing was administered on February 1, 2008.
- New Police Officers Nathan Harmon, Darren Crouse, Matthew Poremba, Bernie Molek, Nicole Lucas, Justin Judy started on May 10, 2008.
- New Police Officers Troy Webber and James Smith started on June 16, 2008
- Promotional Test for Lt. 1st Sgt. & Sgt. was administered on June 18, 2008.
- Deborah Mogus was promoted to Lt on June 18, 2008
- Robert Gilmore was promoted to Sgt. on June 18, 2008
- Stephen Ford was promoted to 1st Sgt. on June 18, 2008
- A meeting of the PCSC was held on April 21, 2008
- New Police Officer Kenneth Murphey started on October 27, 2008.

Other Department Activities:

- Packets for Council meetings
- Minutes and other daily correspondence
- Partners in Education Certificates
- Microfilming of Council Journals, Deeds, Ordinances, and Resolutions
Update web with agenda and minutes weekly
- United Way letters to employees

- West Virginia Municipal League Conference in August, City won an “All Star Community Award” for Channel 15. Jeff Mikorski was project officer.
- Municipal Government Week was held from October 13-17 and the Youth Commission attended a meeting and also held a candidate forum
- Boards and Commissions started giving Certificates for members retiring. 22 oaths for the Youth Commission were administered and 22 oaths for various other boards were given
- Wellness Seminars from October through March
- Municipal League Mid-Winter Conference/Election Seminar
- Wellness Bulletin Boards
- At Work Weight Watchers Program
- Blood Drive in honor of lives lost on Sept. 11, 2001. This year 22 pints were collected that can help save 68 lives. In honor of those that lost their lives, the Employees also autographed a WV flag, which was displayed at the site of the plane crash in PA. (See photo below.)
in PA. (See photo below.)



SPECIAL EVENTS:

- Employee Wellness Survey was done to identify the needs of City employees
- More MUB/City employees signed to use Exercise Room and a new piece of exercise equipment was purchased
- Smoking Cessation program was offered
- Flu shots & Purell hand sanitizer was offered to all employees to help fight the flu this winter
- City had 76 participants in the Walk 100 Miles in 100 Days campaign
- The City also participated in the American Heart Association Walk
- Weight Watchers “At Work WW Program” is still continuing at noon in City Hall Council Chambers with Downtown Businesses, WVU Offices and MUB Employees participating
- Breast Cancer Awareness Month
- Epilepsy Awareness Month
- Police Department donated tread mills for exercise room
- Healthy Halloween Luncheon
- Council Members attend Sister City Trip to Guanajuato, Mexico to attend The Sister City Festival from December 7-9, 2008
- Wellness Committee applied for Gold Status and was Awarded Gold Status in September by WV Wellness Council
- A Newsletter was published for employees by the Wellness Committee
- At Christmas, the Employees adopted a family for the Scotts Run Settlement House and participated in a Christmas Door Decorating contest.
- The City held a Christmas luncheon.

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.
- The West Virginia Municipal Clerks along with the WVML are in the process of updating the Records Retention Schedule for West Virginia Cities and hopefully will get legislation passed to enable the handling of documents systematically and properly. In the next year work will continue on the Records Management Program.
- Per Council's request, the Clerk has sent Oregon's Vote by Mail Bill to area Legislators to consider at the Legislative session in February.
- The City has all Council Journals, Deed Books, Resolutions, 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 Forbes at the 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 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 Deputy Clerk.
- The primary pieces of equipment being used are: 2 HP Computers; HP Desk Jet 9800 printer; and a Smith-Corona Typewriter.
- The Clerk's Office also has a few volunteers that come and help from the Senior Center and the United Way. The office also had WVU student interns who worked very well this year.
- The office has become more resourceful with file management programs, the Internet, the City's Web Page, and Email.

FORECAST OF COMING YEAR:

- The projection for next year's workload is to focus on the 2008 Wellness Program, Records Management, Microfilming, Munimetrix Program and preparing for the Election in April.
- Along with daily work, meetings, minutes, and working with the activities and functions of the WV Municipal League, and the Clerks Association, the Clerk hopes to return in October, 2009 to the Ohio Municipal Clerks Certification Program to continue professional 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.