

The image features a large, light blue graphic of the letters 'R' and 'A' in a stylized, rounded font. In the center of the 'A' is a circular seal. The seal has a yellow border with Latin text: 'SIGILLUM REIPUBLICAE METROPOLITANAE PHOENIX' and '1845'. The central part of the seal depicts a figure holding a torch, standing on a green landscape with a sunburst above. The text 'The Office of the City Clerk' is overlaid in a bold, black, sans-serif font with a light blue glow effect.

**The Office  
of the  
City Clerk**

# **MORGANTOWN CITY CLERK**

## **MISSION STATEMENT**

The Mission of the City Clerk's Office is to manage and preserve the official records of the City; to assist the public in accessing public documents and information; to support the needs and requirement of City Council; to administer all Elections held in the City; and to provide these services in a manner that is high quality, efficient, fair and courteous.

# **MORGANTOWN CITY CLERK**

## **VISION STATEMENT**

The vision of the City Clerk's Department is to develop cutting edge systems for exceptional value to better support citizens, City Council, colleagues and our profession; to maintain excellence in the area of records management and grow into current technology that will give access to the public, showing our government is being transparent.

# **METRICS**

## **SUPPORT COUNCIL:**

- 1. All required legal postings, including agendas, minutes are posted in compliance with state law**
- 1. Accurate accumulation, preservation, and accessibility of official City documents**
- 2. Accurate and timely preparation of Council Meeting packet materials**
- 3. Advance document accessibility through technology**

## GOALS & OBJECTIVES

- Enhance volunteerism and engage citizens by having more effective recruiting for Boards and Commission vacancies. (Granicus or other programs)
- Working with Muni-Metrix to have Paper Vision available for Citizens to search for documents. (Such as, Ordinance, Resolution, Agreements, Minutes from 1990 to present for Citizens to view; and also all Departments/Library can utilize this program to get their information to the public.
- Working with Council on solutions for City Election options. ( Marion County Clerk is letting us use the Ivotronic for our 2015 Election, and am planning on doing an agreement with them for 5 Years.
- To focus efforts on improving our service to Council and community through technology.
- To update the Ward and Boundary Maps and coordinate that information with the County.
- To continue the education process with the achievements of Master Municipal Clerk for the City Clerk.

## CURRENT PROGRAMS AND SERVICES

- ***CODIFICATION***
- ***ARCHIVES***
- ***CITY COUNCIL & MEETINGS***
- ***CIVIL SERVICE***
- ***ELECTION***
- ***OTHER CORE FUNCTIONS***

# CODIFICATION

- The Resolutions and Ordinances are on the web at [www.morgantownwv.gov](http://www.morgantownwv.gov), click on Mayor/Council and you will see the title of Resolutions and also find there another link to the Ordinances.
- The City Code is also on-line at [www.morgantownwv.gov](http://www.morgantownwv.gov). Click on City Departments then City Clerks Office then City Codes Online to use this online resource.
- Each Council Member gets a hard copy of the code for reference. All City Departments, various Attorneys, WVU Law School, the Municipal Library, the WV Municipal League and the State Government are also provided a copy. After the year's codification, all of the above parties are provided with a supplement containing new codified Ordinances.

# ARCHIVES

- The indexing and microfilming of Council Journals, Deeds, Ordinances, and Resolutions
- Microfilm has been used to preserve Council Journals for the past 18 years. The Microfilm is stored at the Morgantown Public Library, and can be accessed by all citizens. A copy of the Microfilm is kept at the WVU Library and in the Vault here in City Hall.
- Journals also have been scanned for the past 18 years to a program called Munimetrix. All of the City Council Meetings also are converted to DVD's and are stored at the Library for viewing and for archival purposes.
- Currently working with Munimetrix to purchase a Paper Vision server that we can host for the public to have access to enable them to search documents i.e. Ord, Res, Min. Deeds, Agreements.

# CITY COUNCIL and COUNCIL MEETINGS

- Timely preparation and distribution of Council meeting information packets, which include all Ordinances, Resolutions, Minutes and Manager's Report items on which Council will take action upon at a given meeting.
- Preparation of the Minutes following a Council meeting for inclusion in the next Council meeting packet.
- Daily correspondence on behalf of Mayor and Council
- Other duties, including research or tasks requested by Council as assigned

# CIVIL SERVICE COMMISSIONS

## FIRE & POLICE

*The City Clerk's Office performs secretarial and other services for both the Fire and Police Civil Service Commissions.*

Civil Service Duties include:

- Schedule of Civil Service Commission Meetings
- Preparation and Retention of Meeting Minutes and Agendas
- Coordination of Promotional and New Hire Testing Processes
- Custodian of Civil Service Records
- Posting and Notification of Meetings, Test Results and other pertinent information

# MUNICIPAL ELECTION

*The City Clerk's Office is responsible for administering the Municipal Election, on the last Tuesday of each April in odd years.*

- The next Municipal Election will be on April 28, 2014.
- The City Clerk's Office will organize and perform all critical duties of the electoral process in compliance with all State and Federal election laws
- A comprehensive report was issued by the office detailing the process for elections and recommending key changes for the future of Morgantown's success

# OTHER CORE FUNCTIONS

- Partners in Education Certificates
- Boards and Commissions:
  - *Advertisement of openings, letters to new members and oaths of office, certificates commemorating those who have completed service*
- Update City website and Clerk's Facebook page to help keep public informed
- Attend West Virginia Municipal League Conferences and continuing education classes through the International Institute of Municipal Clerks
- Municipal Government Week celebrated by having Woodburn Elementary students write letters to the City "If I Were Mayor..."

Civil Service Performance Measures Chart

Civil Service Commission	2011	2012	2013	2014	% Change 11-12	% Change 12-13	% Change 13-14	Notes
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**Police**

Entry Level Tests	0	1	1	1	100%	0%	0%	
Promotions	0	2	3	3	200%	50%	0%	
Grievances	0	0	0	0	0%	0%	0%	

**Police Entry Level Testing Statistics**

Number of Names on Waitlist	79	83	93	33	8%	9%	-62%	Police Entry Level Exam was in August 2014.
Applications Given Out	n/a	n/a	101	73			-26%	
Applications Turned In	32	74	82	73	42%	11%	-9%	
Present at Written Exam	43	32	44	44	-26%	38%	0%	
Withdraw from Written Exam	3	15	2	3	400%	-87%	30%	
No-Show to Written Exam	6	23	36	3	317%	44%	-92%	
Pass Written Exam	22	26	27	30	18%	4%	11%	
Fail Written Exam	21	6	17	21	-71%	183%	24%	
Pass Physical Agility	16	26	25	23	63%	-6%	-8%	
Fail Physical Agility	6	2	2	7	-67%	0%	230%	
Applicant Self-Withdraw before Oral Interviews begin	0	1	4	0	100%	300%	-100%	
Total Applicants Given Oral Interview	16	23	24	14	36%	-6%	-42%	
Withdraw after Oral Interview	3	3	8	1	-40%	167%	-88%	
Automatically Disqualified by Detectives after Background Investigation	0	0	3	0	0%	300%	-100%	
Disqualified by Commission after Review of Background Investigation	3	4	13	2	-20%	225%	-83%	
Total Number of Officers Hired From the Eligibility List	4	6	0	6	30%	-100%	n/a*	

**Fire**

Entry Level Tests	0	1	1	0	100%	0%	-100%	
Promotions	2	1	1	2	-50%	0%	100%	
Grievances	0	0	0	0	0%	0%	0%	

**Fire Entry Level Testing Statistics**

	2007	2009	2012	2015	% Change 07-09	% Change 09-12	% Change 12-15	
Number of Names on Waitlist	n/a	n/a	n/a	34				Fire El. tests are held on a 1-3 year basis. Note the Different Years above this category only. Next test may not take place until 2015.
Applications Given Out	n/a	n/a	n/a					
Applications Turned In	49	40	47		-18%	18%		
Pass Physical Agility	26	28	31		8%	11%		
Fail Physical Agility	15	6	4		-60%	-33%		
Withdrawal or No-Show to Agility	8	6	12		-25%	100%		
Present at Written Exam	28	36	30		29%	-17%		
No-Show to Written Exam	1	3	1		400%	-80%		
Pass Written Exam	27	28	22		4%	-21%		
Fail Written Exam	0	3	8		300%	167%		
Total Applicants Given Oral Interview	8	12	22		50%	83%		
Passed Over or Declined Employment	4	3	1		25%	-80%		
Total Number of Officers Hired From the Eligibility List	4	6	3		50%	-17%		

City Clerks Office Performance Measures Chart

City Clerk's Office	2011	2012	2013	2014	%Change 11-12	%Change 13-14	%Change 14-15	Notes
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**Council Meetings**

Regular	24	24	24	24	0%	0%	0%	Change as of December 9, 2014.
Special	1	6	12	6	500%	100%	-50%	
Committee of the Whole	10	11	10	9	10%	-9%	-10%	
Conference Sessions	1	5	6	11	400%	20%	83%	

**Records**

*Current Records*

Ordinances	51	56	66	52	10%	18%	-21%	Change as of December 9, 2014.
Resolutions	24	35	22	27	46%	-37%	23%	

*Permanent Archives*

	1900's	1990-2010	2011-2013	2014-2015	% Completed			Council has looked at the Paperless Solution Cost would be \$1,214.10 2015 Budget.
Annual Codification	n/a	✓	✓	✓		updated til 9-14		
MuniMetriX (Digitization)	n/a	✓	✓	✓	100%	updated til 1-14		
Microfilm	✓	✓	✓	✓	✓	updated til 9-13		

**Municipal Election**

*Voter Statistics*

Registered Voters	16,621	-	16,622	-	0%	-		2011: Vote by Mail reason for increase, not indicative of any trend in traditional balloting.
Total Votes	3,699	-	2,080	-	-44%	-		
Percentage of Elecorate	22.25%	-	12.06%	-	-46%	-		

*Detail of Total Votes*

Early Votes	-	-	495	-	-	-		*Next Municipal Election scheduled for April 2015.
Election Day Votes	-	-	1,588	-	-	-		
Provisional	-	-	6	-	-	-		
Absentee	-	-	8	-	-	-		