

# **PUBLIC WORKS DEPARTMENT**

## **INTRODUCTION**

The goals established for the Public Works Department are as varied as the responsibilities with which it has been entrusted. These goals reflect the expectations of those who benefit from services the Department provides, namely citizens of this community and City employees.

In summary, these goals are:

- Provide the community with a safe and efficient roadway system.
- Assist the Morgantown Utility Board(MUB) in providing the community with a properly operated drainage system, stormwater management system, and sediment and erosion control system.
- Minimize disruption and return life to normalcy during and after natural disasters.
- Protect the citizens' life and health from problems associated with substandard housing and hazardous buildings.
- Provide City employees with a safe and healthy work place.
- Maintain a safe and efficient City fleet.

## **CURRENT PROGRAMS AND SERVICES**

The Public Works Department is made of three different divisions:

- Engineering Division
- Code Enforcement Division
- Public Works Division

The three Divisions are currently involved in the following programs and services:

### **ENGINEERING DIVISION**

- **Street Paving:** A preliminary list of streets to be considered for paving in 2003 has been prepared. \$250,000 has been escrowed for the program.
- **Landfill:** The construction of the landfill closure is complete. At this point, landfill work is maintenance. The City is responsible for cover maintenance and environmental monitoring. This requires the periodic testing of groundwater, leachate, and methane gas emissions.
- **Drug & Alcohol Testing Program:** The Engineering Division administers this program for Public Works employees who hold commercial drivers licenses.
- **Small Projects:** These projects result from citizens' complaints and observation by Department staff and are undertaken to alleviate problems related to drainage, roadways, and traffic.

- NFIP for FEMA: The Engineering Division administers the Flood Insurance Program for the Federal Emergency Management Agency for the City. Any development occurring within the 100-year flood plain must meet all federal and local requirements prior to the development. A draft revision of the flood plain ordinance is currently in review. This new ordinance will bring the City into compliance with new FEMA's regulations. All parcels in City limits have been identified on the current tax map as well as a spreadsheet developed for tracking purposes for compliance issues. The information is now being used by the Monongalia County's Office of Emergency Services for its Hazardous Mitigation Plan. This will be an ongoing project.
- Pavement Management System: A computer program for inventory and rating the City's street system has been implemented. This will continue to be an ongoing project. An inventory and rating system has been placed on each street within the City. The rating will be used to prioritize the streets for paving during a fiscal year. It will also keep a historical track of the streets to determine what repairs have been done in the past and to help determine if additional and more extensive repairs are needed.
- Sign Management System: A computer program for inventory and rating the City's signs has been implemented. This will also continue to be an ongoing project. An inventory and rating have been placed on all the signs within the City. The program will be used to monitor compliance with the Manual on Uniform Traffic Control Devices (MUTCD). It will also keep a historical track of the signs to determine when signs were placed, replaced, or repaired.
- Geographical Information System: A geographical information system (GIS) is being designed for use within the Engineering Division. This system will help keep a historical record of work done within the City (storm repair, street repair, traffic signal work, curb painting, signage, new construction). Computer hardware and software have been purchased and the Department is in the process of getting the system in place. Like the Pavement Management System, this will be an ongoing project.  
The State Legislature has created the West Virginia State-Wide Addressing and Mapping Board. Verizon has given the Board a grant of \$15,000,000 to provide digital mapping and city-style addressing for the entire State. The mapping will be used to enhance and improve the quality of the 911 systems. This mapping will also be available to the City of Morgantown for use in the GIS system. The mapping will be at a scale of 1" = 400'. Verizon has also agreed to map areas such as towns, municipalities, and other high population areas at a scale of 1" = 100'. This mapping may then be used for more detailed work such as planning, engineering, etc. The Engineering Division has been working with the Monongalia County Office of Emergency Services and MUB to help establish the limits of the 1" = 100' boundaries. The Engineering Division is also working with WVU and MUB to obtain their recent updates to their mapping.
- Records Management: All of the files, records, and maps are being reviewed, reorganized, and upgraded for proper records retention. This is also an ongoing project due to the monumental amount of valuable information kept in the Engineering Division. The storage needs of all City Departments are also being evaluated and the necessary physical changes within City Hall are being implemented to meet those needs.

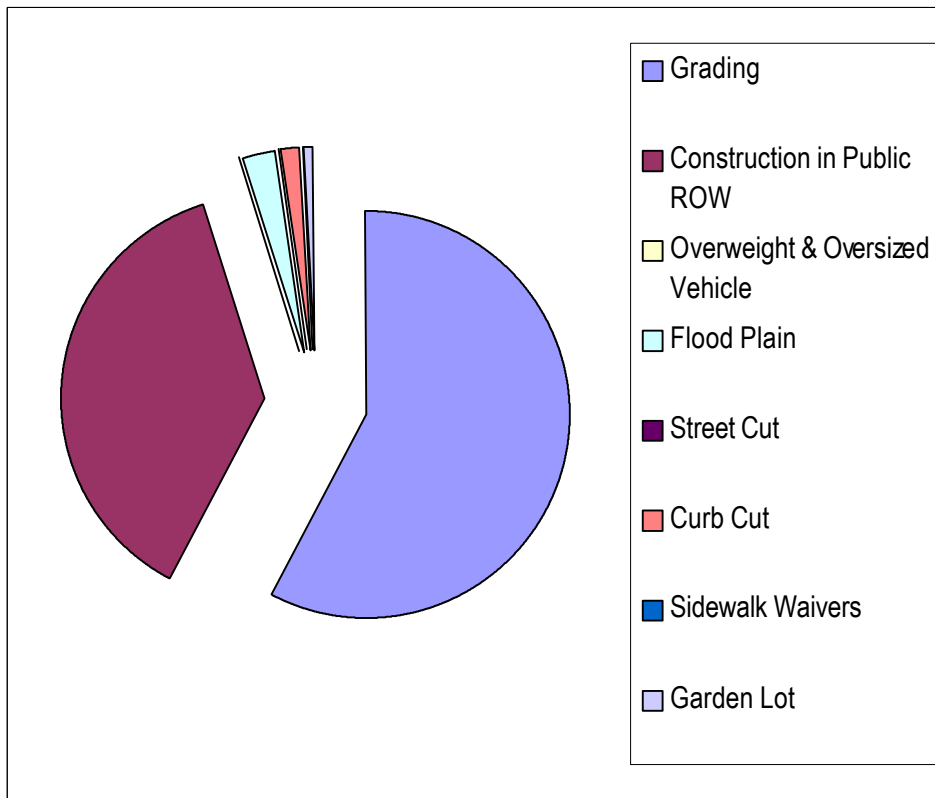
Scanning, indexing, and organizing the map room is a large ongoing project. Approximately 1,500 maps and drawings have been scanned and documented. Countless other maps have been rerouted to other agencies and departments as they have been found. Other maps and drawings which are too old or delicate to be scanned have been put aside for consideration for other forms of preservation. Some drawings and maps, due to their historical value, have been framed and put on display so the public can enjoy them. Others are also planned to be put on display as time and space allows.

- Grants: The Engineering Division works with other Departments to prepare different grant applications such as the West Virginia Transportation Enhancement Grant (TEA-21). These are ongoing grants which are applied for on a yearly basis.
- Engineering Projects: Many large projects within the City, such as TEA-21 grants, require outside engineering consultants to design the projects. Although the projects are designed by outside engineering firms, the Engineering Division is highly involved with the projects.
- West Virginia State Department of Highways Projects: The Engineering Division works closely with the WV DOH to help coordinate DOH projects within the City of Morgantown.
- Stormwater Management: The Engineering Division worked closely with MUB to help establish a new stormwater utility. As of August 1, 2002, MUB is responsible for all stormwater and drainage issues. This was in response to the EPA's Phase II NPDES mandate. The Engineering Division will continue to work with MUB and stormwater issues as MUB develops its policies and procedures with respect to the stormwater matters.
- Services and Permits:
  - Street Addresses: Engineering coordinates with the U.S. Post Office issuance of addresses for new residential and commercial buildings in the City. The City is also working with MUB to coordinate addresses for the ongoing GIS project.
  - New Developments: Engineering staff reviews new development plans to insure compliance with City regulations and standard engineering practices.
  - Illegal Sewer Connections: Engineering has assisted MUB in eliminating illegal connections to the sanitary sewers in the City. As of August 1, 2002, this however is completely under the jurisdiction of MUB.
  - Storm Water Management: Engineering advises citizens on the proper procedure for discharging of roof drains, foundation drains, and parking lots and provides information about flood zones. As of August 1, 2002, MUB is also responsible for these issues.
  - Street Lights: Processes requests and make recommendations for installation of street lights.
  - Street Annulments: Engineering staff reviews requests for the annulment of streets and alleys.
  - Technical Services: Occasionally the Engineering Division is called upon by other City Departments to provide technical support in the form of information, recommendations, or counsel involving legal, cadastral, and other issues.

Technical services are also provided to outside agencies such as the WV DOH, WV Board of Education, and the Monongalia County Commission.

- Citizen and Council Complaints, Inquiries, and Requests: Engineering acts as a clearinghouse for all of the complaints, queries, and requests which involve the Public Works Department. A procedure is being developed to record requests, relegate them to the appropriate sections, and follow-up to assure completion. This will be computerized so that an ongoing data base of complaints and work done within the City can be maintained.
- Engineering now writes stop work orders and citations to those who are found not in compliance with their grading permits. A total of six (6) stop work orders were issued this year along with seven (7) citations for noncompliance.
- Permits: Engineering issues and inspects the following permits:

	12 Month Total
Grading Permits	325
Construction in the Public Right-of-Way	212
Overweight and Oversized Vehicle Permits	1
Flood Plain Permits	13
Street Cut Permits	0
Curb Cut Permits	8
Sidewalk Waivers/Permits	1
Garden Lot Permits	4



## CODE ENFORCEMENT DIVISION

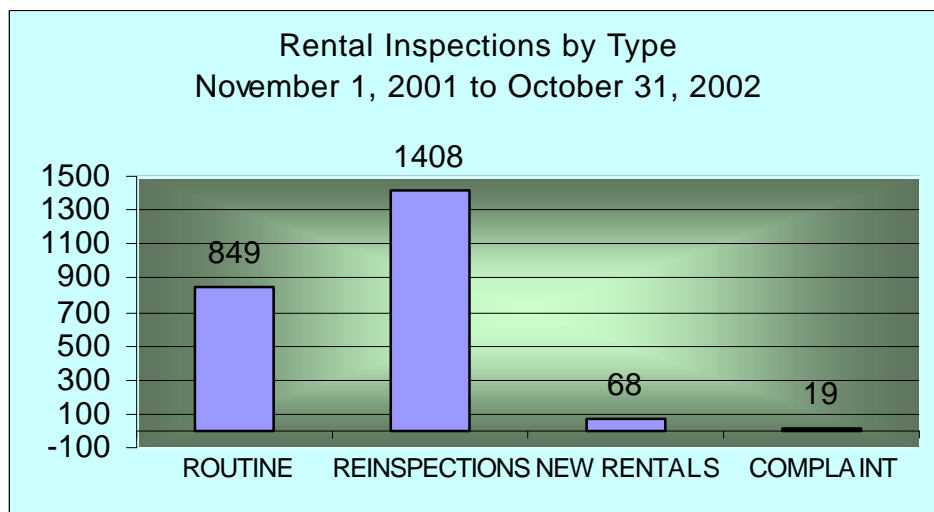
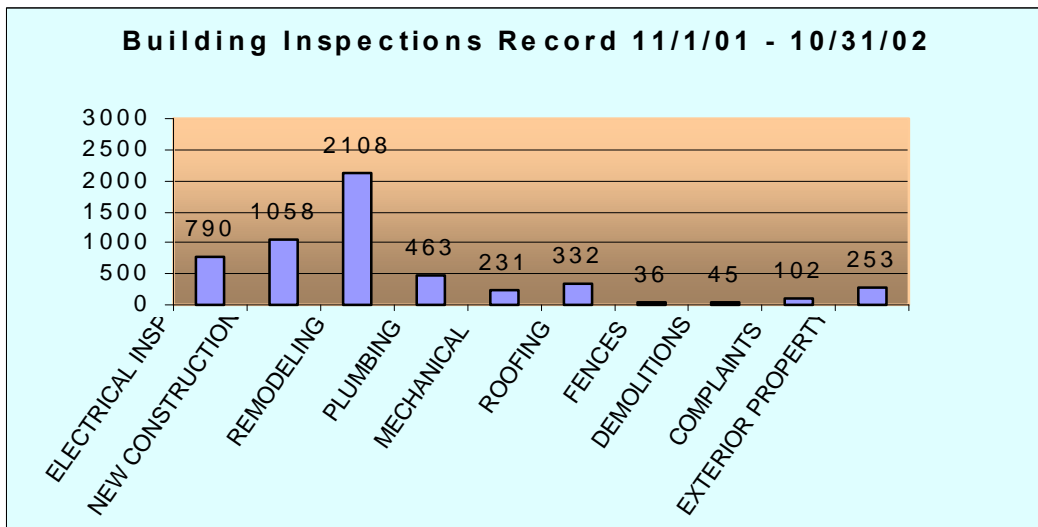
The Code Enforcement Division of Public Works Department handles the following on a daily basis:

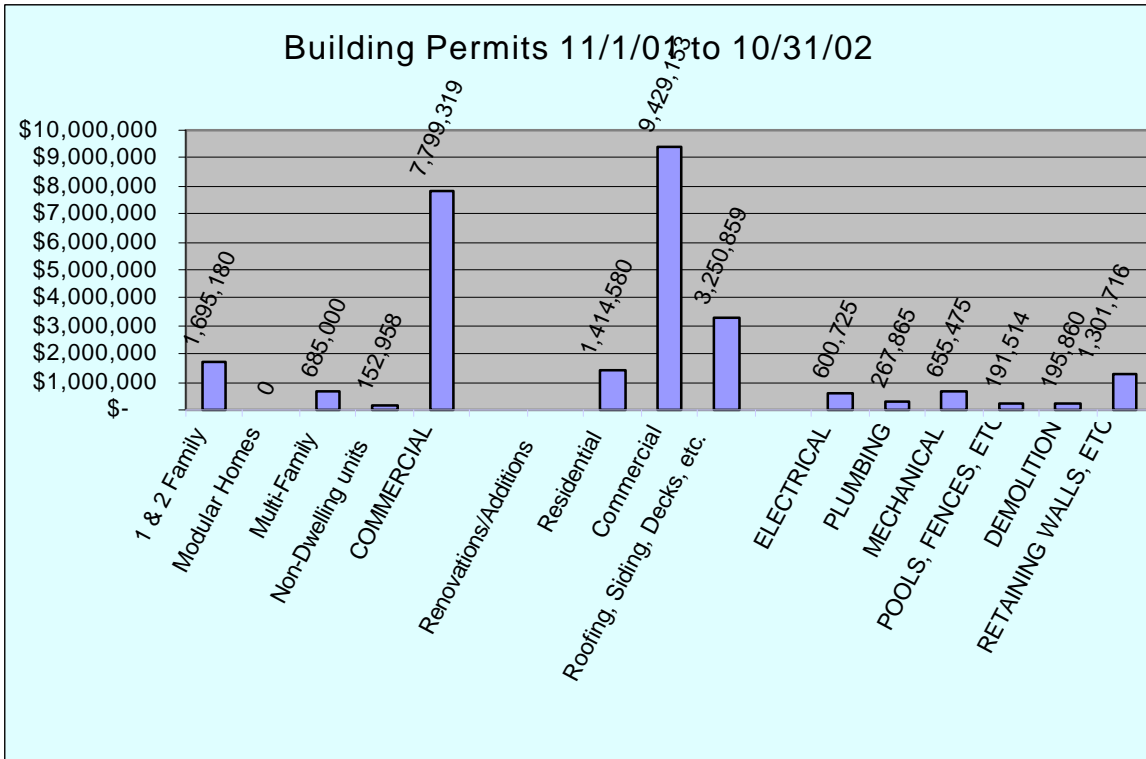
- Issue Building Permits: Code Enforcement Division issues building permits for new constructions, building additions, and remodeling and repairs to existing structures.
- Inspection: Code Enforcement Division inspects new construction jobs, building additions, and remodeling and repairs to existing structures. A minimum of ten inspections are performed for new structures.
- Issue Sign Permits: Code Enforcement Division, after receiving approval from the City Planner, issues sign permits and inspects the signs for compliance as it pertains to the construction and attachment. They also respond to complaints pertaining to signs.
- Issue Grading Permits: In cooperation with the Engineering Division, Code Enforcement issues grading permits for any grading being done, either in conjunction with new construction and remodeling or for landscaping alone.
- Plans Review: All plans for new one & two family dwellings as well as remodeling and additions for commercial property are reviewed for compliance to code. Code Enforcement Division coordinates all plans review through Planning, Engineering, and the Fire Department. Any structures outside the expertise of the Code Enforcement Division are sent to BOCA for review and approval.
- Enforce West Virginia Building Code: All appropriate parts of the West Virginia State Building Code are enforced by Code Enforcement personnel. These consist of:

BOCA National Building Code	BOCA National Plumbing Code
BOCA National Mechanical Code	BOCA National Property Maintenance Code
National Electrical Code	Cabo One and Two Family Dwelling Code
FEMA Flood Plain Code	National Fire Code Series & WV State Fire Codes

- Condemn Structures: Personnel seek out and cause dilapidated houses and structures to be demolished and the lots reclaimed.
- Enforce Municipal Code of Morgantown: Code Enforcement personnel enforce all appropriate provisions of the Municipal Code of Morgantown pertaining to housing and building codes.
- Inspect Rental Housing: All new rental housing is inspected and existing rental housing is reinspected for compliance with all applicable codes. Inspections are done on a three-year rotation.
- Complaint Inspection: Complaints pertaining to rental housing, weeds, trash and debris, junk cars, and other unsightly items are inspected as per the applicable building code.
- Unregistered and Over-Occupied Rental Units: Code Enforcement personnel are continuing to seek out all unregistered and over-occupied rental housing units in the City.

- Smoke Detectors: Issue and install, if necessary, smoke detectors to homeowners who cannot afford one at the present time.
- Assistance to Homeowners: Code Enforcement personnel assist homeowners who cannot afford to paint their homes with discounts on paint through local paint suppliers.
- Public Meetings: Code Enforcement personnel hold periodic meetings throughout the year with rental property owners, homeowners, contractors, and tenants to discuss and clarify code and code changes.
- Computer Access: A computer is set in the Code Enforcement Office for public use with the BOCA code installed.



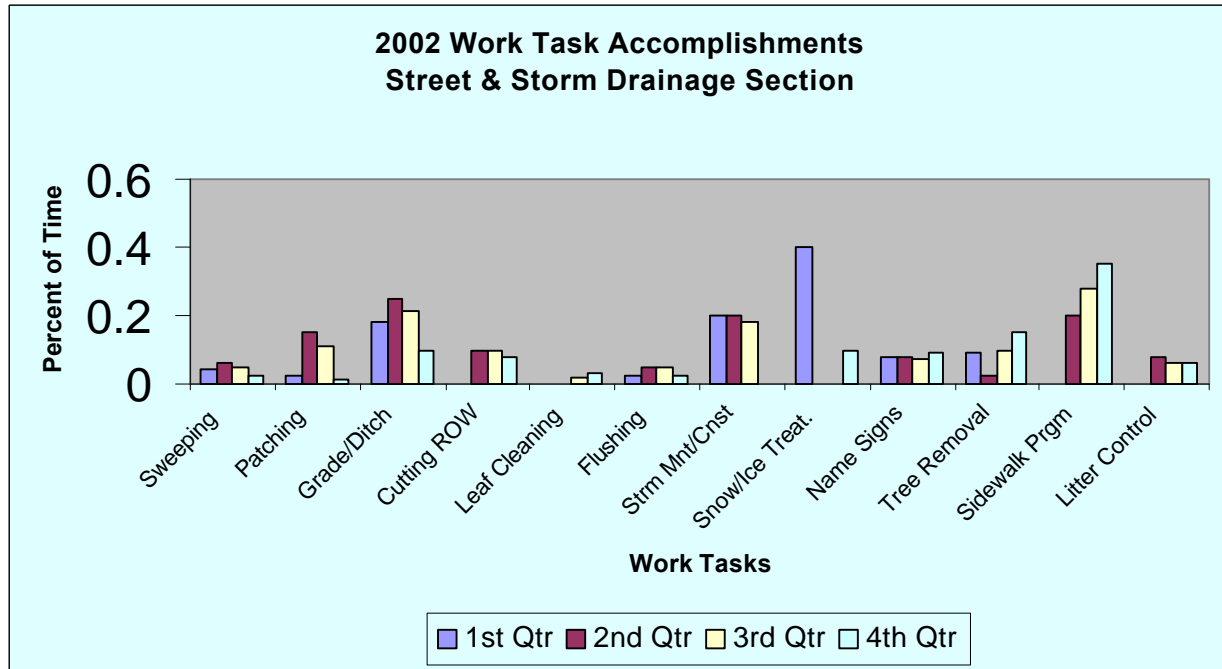


## PUBLIC WORKS DIVISION

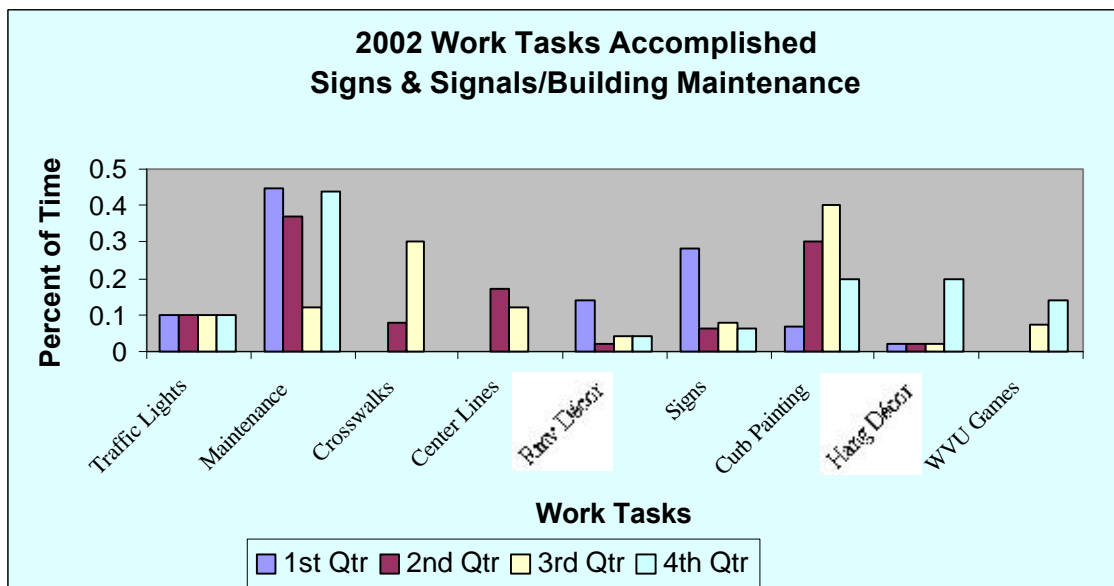
Street and Storm Sewer Section: As of August 1, 2002, the Morgantown Utility Board took over responsibility for the storm sewers and other drainage issues. After August 1, 2002, the role of the Storm Sewer Section was reduced. The City has supplied assistance to MUB during a transition period. The City will also continue to provide assistance to MUB for drainage and stormwater issues due to the close relationship between roadway issues and drainage issues. The Street and Storm Sewer Section of Public Works Division handles the following on a daily basis:

- Answers a wide variety of complaints ranging from streets to drainage to trees.
- Maintains roadways, curbs, sidewalks, and rights-of-way.
- Repairs, maintains, and constructs storm sewer systems. (MUB took control as of Aug. 1, 2002)
- Sweep and flush streets and certain public sidewalks.
- Trim trees and weeds, along with the control and removal of the same.
- Monitor and maintain drainage adjacent to City Landfill sites.
- Snow removal and deicing.
- Traffic control and clean up for special events - - WVU football games, parades, etc.
- Maintains and constructs roadway drainage. (MUB took control as of Aug. 1, 2002, but the City will continue to assist in this when necessary to maintain the roadway.)

- Repairs and installs street name signs. This is in cooperation with the Signs/Signals Section.
- Repairs and maintains guardrails and certain pedestrian handrails.
- Cleans and flushes storm sewers. (MUB took control as of Aug. 1, 2002)
- Assists other Departments and City organizations as needed.

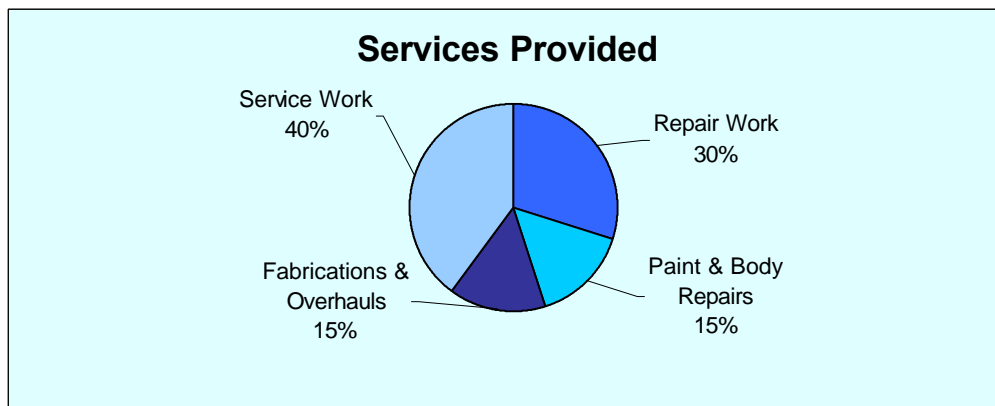
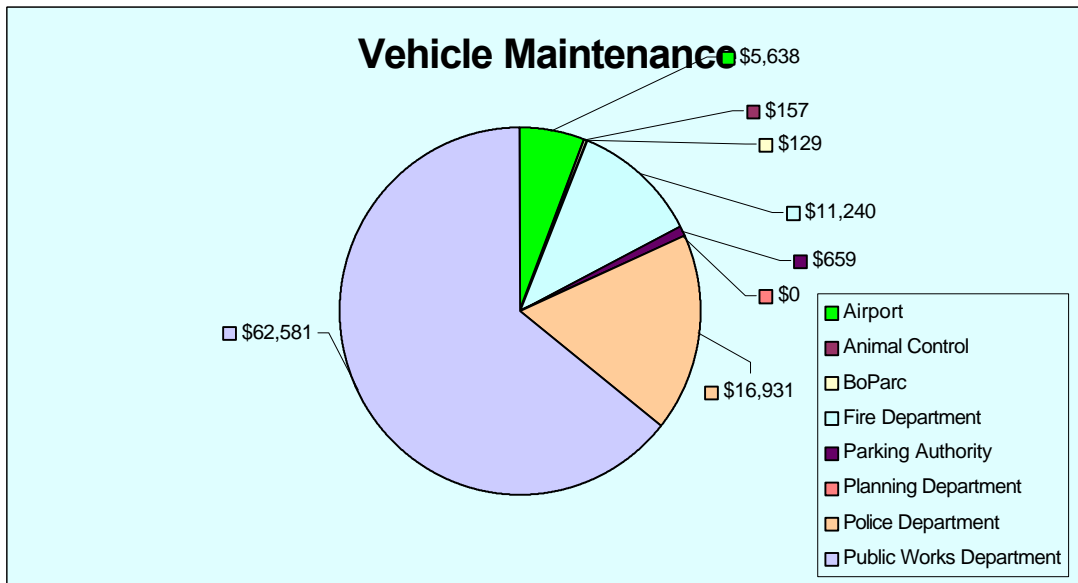


Signs and Signals/Building Maintenance Section: The Signs & Signals/Building Maintenance Section of Public Works Division handles the following on a daily basis:



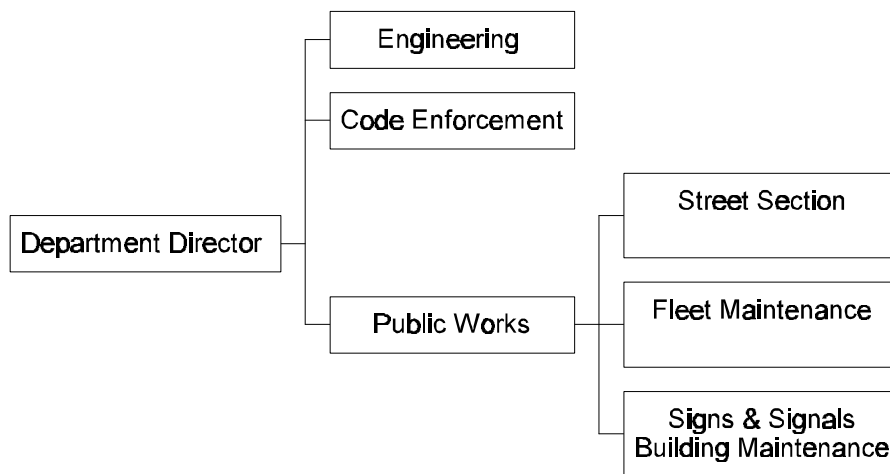
- Installs and maintains traffic signs and signals and street lights.
- Installs and maintains pavement and curb markings.
- Maintains City Hall, Public Safety Building, and other City Government facilities.
- Provides janitorial services for City Hall and Public Safety Building.
- Operates a sign-making machine.
- Installs signs as needed and requested by City Administration and other City Departments.
- Posts streets with appropriate signage for parades and athletic events.

Fleet Maintenance Section: The Fleet Maintenance Section handles the following on a daily basis:



- Maintains and inspects the City fleet which includes approximately 180 vehicles and other pieces of equipment.
- Fabricates new items as needed to make existing vehicles and equipment work more efficiently.
- Refurbishes existing equipment and vehicles with new or updated items to allow for long life of the equipment and vehicles.
- Performs body work on vehicles to extend the usable life of the vehicles.
- Performs body work on vehicles involved in accidents.
- Operates and maintains the computerized fuel pump station.
- Operates and maintains a parts room.

**RESOURCES**



The work force in each of the Divisions and Sections is as follows:

**Engineering Division (5 employees)**

City Engineer	1	Engineering Technician III	1
Secretary II	1	Engineering Interns (temporary)	2

**Code Enforcement Division (9 employees)**

Chief Code Enforcement Officer	1	Code Enforcement Officers	5
Secretary II	1	Temporary Compliance Officer	1
Part Time Secretary	1		

At present, the Code Enforcement Officers have the following certifications:

- 1 Officer: BOCA PM/HI
- 1 Officer: BOCA PM/HI, CABO Mechanical, CABO Building
- 1 Officer: Master Electrician registered by the State of West Virginia (Scheduled for BOCA Electrical certification exams in January 2003)
- 1 Officer: Master Electrician registered by the State of West Virginia, BOCA PM/HI, CABO Plumbing, CABO Electrical, CABO Building, BOCA Electrical, Representative for the State of West Virginia of the International Association of Electrical Inspectors
- 1 Officer: BOCA PM/HI, CABO Mechanical, CABO Building, serves on the Board of Directors for WV Code Official Association

**Public Works Division (56 Total Employees)**

Division Manager 1 Secretary II 1

**Street & Storm Sewer Section (27 Employees Full Time; 12 Temporary)**

Section Manager	1	Equipment Operators	4
Truck Drivers	8	Skilled Laborers	4
Laborers	10	Temp. Brush Crew	6
Beechurst Ave. Sidewalk Proj.	4	Temp. Litter Crew	2

**Signs & Signals/Building Maintenance (9 Employees)**

Section Manager	1	Building & Grounds	3
Signs & Signals	3	Janitors	2

**Fleet Maintenance Section (6 Employees)**

Section Manager	1	Accounting Clerk/Parts	2
Master Mechanic	1	Mechanics	2

Operation of the Public Works Department requires special equipment, machines, and tools. All divisions and sections within the Public Works Department use computers and printers. All Code Enforcement Officers are now equipped with lap top computers that are carried into the field with them. The computers have all BOCA codes and NEC codes on them. The Engineering Division uses a full size map scanner, a full size copy machine, and surveying equipment.

The Public Works Division uses more than seventy (70) pieces of large equipment (including skid steer loaders, 1-ton dump trucks, a bucket truck for street and traffic lights, 1 ½ ton dump trucks, vactor truck, grader, sweeper, flusher, backhoes, endloader, brine trucks, 4x4 ATV for snow/ice removal on sidewalks, and mowing equipment)

## **PAST YEAR'S ACTIVITIES**

The Public Works Department's activities during the past 12 months included the general and routine functions of the different divisions and some special tasks and projects. The following is a summary of these activities:

### **Engineering Division:**

- Processed 463 work orders and complaints from citizens and council. These requests included complaints and inquiries. They were divided between divisions as follows:

Street and Storm Sewer Section	131
Signs & Signals/Building Maintenance	141
Engineering	103
Code Enforcement	88
- Designed and administered the 2002 Paving Program which resulted in resurfacing 26 street sections totaling approximately 17,114 linear feet (approximately 3.24 miles using 4333.42 tons of asphalt).
- Began work on the 2003 Paving Program.
- Continued installing bypass pipes on Burroughs Run.
- Completed the contract for the construction of a new Salt Storage Building at the City Garage.
- Completed the contract for the TEA-21 1999 Grant for the Sidewalks on Patteson Drive, Burroughs Street, Marilla Park, and Mississippi Street.
- Completed the contract for the TEA-21 1999 Grant for the Pedestrian Bridge at Marilla Park.
- Completed the contract for the TEA-21 2000 Grant for the Rail/Trail Safety Improvements and Crosswalks.
- Assisted in selecting a design engineer for the TEA-21 2001 Grant for the Monongahela Boulevard Sidewalk/Bike Lane Project.
- Assisted in selecting a design engineer for the TEA-21 2001 Grant for the Clay Street Streetscape Project.
- Administered the construction contract for the Hazel Ruby McQuain Amphitheater Roof and Restroom project.

- Designed and built the remainder, approximately 1450 lf, of the Beechurst Avenue Sidewalk Project. This section went from Fourth Street to Eighth Street.
- Administered the construction contract for the Norwood Fire Station Addition.
- Administered the contracts for the landfill environmental monitoring.
- Administered the contract for the uniform rental services.
- Continued the contract for the removal of an underground storage tank at the City Garage in order to meet Federal deadlines for compliance of UST's. The rehabilitation portion of the project was designed and completed. The treatment of the contaminated ground water is now proceeding.
- City Engineer attended several seminars in order to maintain Professional Development Hours requirements to meet State Licensing Requirements.
- Public Works Director spoke about the City's brine project at the Eastern Winter Road Maintenance Symposium.
- Continued implementing the NFIP for FEMA.
- Purchased equipment, including a new 4 x 4 ATV, and two ½ ton pickup trucks.
- Attended Traffic Commission meetings for technical and City staff input.
- Assisted the West Virginia DOH in several construction projects including Elmer Prince Drive Traffic Signal, Beechurst Avenue Survey, and Pedestrian Audible Signals.
- Assisted with video projects for City Council as needed.
- Reviewed the first major revision of the new Zoning Ordinance with the Planning Director and the City Attorney.
- Participated in the Weapons of Mass Destruction mock disaster.
- Designed a spreadsheet program to improve the tracking of purchase orders and inventories for budgetary purposes for all divisions.

#### **Code Enforcement Division:**

- Processed 1,621 permits for work valued at \$27,640,204. This includes eighteen 1 & 2 family dwellings, two multi-family dwellings, six commercial structures, and sixteen accessory buildings and brought in \$63,768 in fees for these permits.
- Inspected 936 routine and new rental units per the City's rental housing inspection program for compliance with the BOCA Property Maintenance Code. An additional 1,408 units required re-inspection for corrections of code violations for a total of 2,344 inspections.
- All Code Enforcement Officers now carry cell phones along with 2-way radios. This aids in protection for the Officer as well as making them more accessible to the contractors. It has also increased the number of inspections that are performed daily.
- Two Officers' hours are 7:00 a.m. - 4:00 p.m. to provide better access to contractors. Along with staying open during lunch, the Code Enforcement Office is open ten hours a day.
- A program has been instituted to detect property owners with over-occupied apartments. This has been successful as several have been cited. This is an ongoing project.

- The Exterior property maintenance program has continued to progress. Sixty-two houses installed new siding. Another twenty-eight property owners were required to paint buildings. Twenty-one owners were required to collect trash on their property, 155 lots/yards were cleared of high grass and weeds, and fifty-one general exterior property violations were processed.
- Razed and removed twenty-six structures and the lots reclaimed.
- Investigated 452 complaints.
- Officers attended several educational seminars to obtain C.E.U.s to maintain certification and to better serve the public.
- Issued forty-two citations (total fines were \$5,666) to achieve compliance. Citations were issued for tampering with smoke detectors, over-occupancy, unregistered rentals, and interior furniture on porches.
- Issued fifty-one stop work orders (total of \$1,600 in fees) for working without a building permit, not building to code standards, no contractor's license, and falsifying contractors' license.
- Seven BOCA Board of Appeals hearings were held for code interpretation of discrepancies found during inspections that were challenged by property owners. Six decisions made by the inspectors were upheld, with only one decision modified for the owner.
- More B.O.C.A. codes have been installed on the library computer for faster response to public questions and requests for assistance. This will also enhance time and quality of work performed by Code Enforcement Officers.
- A video camera and still cameras are used for better documentation of problems and for use in court appearances.

**Public Works Division:**

- Maintained City streets and storm sewers; treated streets for snow and ice; and cleaned leaves. The leaves are now being dumped at WVU farms for composting/recycling.
- Performed extensive ditching and culvert replacement prior to the 2002 Paving Program. This included evaluating and repairing all storm drop inlets and other storm sewer facilities.
- Performed extensive base repairs on North High Street, White Avenue, Mississippi Street, and St. Mary's Street prior to paving.
- Replaced or installed new driveway culverts in several locations including White Avenue, Charles Avenue, Pythian Street, Putnam Street, Avalon Street, and Kiwanis Avenue.
- Installed two gabion basket retaining walls on White Avenue prior to paving. A slow moving, extensive landslide has been occurring over the past several years. This slide has resulted in a narrowing of the roadway and the elimination of the road ditch. By installing the gabion walls, the ditch line was re-established and the road was widened by several feet. The walls were 12 feet in height and were 75 feet and 150 feet in length.
- Installed a new storm line/system on Harding Avenue to accommodate new construction in that area.

- Installed new storm line in the unopened section of Fifth Street to handle runoff from the alley below Grant Avenue.
- Repaired several storm drops throughout the City in areas other than the paving list. These areas include McCullough Avenue, Snider Street, Wade Street, Madison Avenue, East Prospect Street, and Windsor Avenue.
- Installed bypass pipe on Burroughs Run at crossings at Meridan Street. The work at Aspen Street and Eastern Avenue will follow once a right-of-way is obtained. Although MUB has taken over the storm system, the Street Section will finish the bypass pipes once the right-of-way has been obtained.
- Constructed new sidewalks on Beechurst Avenue from Fourth to Eighth Street. This project required a separate construction crew that was hired on a temporary basis. Approximately 1,450 linear feet of sidewalk and curb were installed. This included approximately 900 feet of significant storm sewer box culvert repair. Six new decorative street lights were also installed. (At the time of this writing, the sidewalk was done to Seventh Street. The project will continue through winter until it is completed at Eighth Street.)
- Installed new ADA ramps on Patteson Drive at University Avenue and on McLane Avenue.
- Repaired sidewalks on Listravia Avenue, Grant Avenue, and Willey Street. North High Street, North Spruce Street and Overhill Street steps were also repaired.
- Installed two new benches with concrete slabs at Hazel Ruby McQuain Park.
- Several improvements to the Hazel Ruby McQuain Park were performed. These include hanging new banners, planting flowers, removing trees, preparing a road for paving, installing a water line, installing safety fence, repairing lights, and painting handrails.
- Patched and repaired pavement City wide using approximately 345 tons of hot asphalt mix and 50+ tons of cold asphalt mix. Due to the aggressive paving program, the nature of asphalt repairs has changed over the past few seasons. The paving program has helped lessen the number of streets that require patching. Asphalt repair of potholes is still done when needed. However, asphalt is used more for curbing and utility cuts. Asphalt was also used to recover the edge of Beechurst Avenue after sidewalk construction.
- Corrected the road base failure on Hillview Drive with a slab replacement.
- Graded, stoned, and repaired all unpaved alleys at least once a year. Most of the alleys in the student-populated areas such as Sunnyside are addressed twice a year during low population times.
- Repaired and installed new guardrails on Willowdale Road, Dorsey Avenue, Darst Street, Meridan Street, White Avenue, and Quay Street. Pedestrian handrails were repaired on University Avenue, Fife Avenue, Richwood Avenue, and Willey Street.
- Assisted with the installation of the memorial at the South University Avenue Park.
- Removed more than 90 hazardous trees City wide. Removed tree stumps where possible. Assisted in Arbor Day plantings.
- Located and installed eighteen new trash receptacles in the Sunnyside area.
- Cleaned streets and sidewalks after the winter season. This involved many man and equipment hours.

- The street sweeper was put into service for double and triple shifts. During the WVU Spring Break, a major clean up involving most of the Street Department and private landlords produced a noticeable result. During that week, more than 600 man hours and 300 equipment hours were used to clean the City for approximately \$20,000. In addition, new areas were added to the five-day trash zone as a result of this clean-up. Increased enforcement has continued.
- Assisted Main Street Morgantown with maintenance of trash recepticals and tree grates. All the trash recepticals Downtown were rotated through the City Garage where they were steam cleaned and deodorized.
- Continued to monitor active landslide areas on Mineral Street, Forest Avenue, Union Avenue, and Kirk Street.
- Continued a litter crew to collect litter in the high-density population areas. The crew consisted of three individuals, two of which are temporary personnel who patrolled these areas for at least a portion of each day. Persons assigned community service hours were often included in the crews. Pickups ranged from street fire debris to household trash and often amounted to a full truck daily.
- Assisted various Departments such as drainage and mowing issues at the Airport; barrier posts and drainage issues on the Caperton Trail for BOPARC; and traffic control assistance to the Police and Fire Departments.
- Installed a 200-amp service for the hitching post for the Mountain Line Transit buses.
- Repaired and replaced lights at the airport.
- Installed TV cables in Council Chambers and Engineering Conference room.
- Made signs for the Balloon Festival. Changed 40 signs and made 60 new signs.
- Installed all new road markings on the roadway on University Avenue.
- Placed 5,910 linear feet of thermal plastic crosswalk material.
- Painted 6.6 miles of centerlines.
- Painted 24.5 miles of curb.
- Hung all Christmas lights and various banners for Main Street.
- Assisted in repairing street lights on Don Knotts Blvd. and Monongahela Blvd.
- Maintained traffic signs and signals.
- Installed/replaced traffic control signs throughout the City.
- Installed/replaced street signs throughout the City.
- Modified a four-wheeler to accept a brine tank and salt spreader for snow/ice treatment of sidewalks within the City.
- Modified an older dump truck for use as a water truck for the Beautification Commission during summer months and for use as a brine truck during the winter months.
- Refurbished cinder/salt spreaders which are becoming outdated.
- Used parts from the old street sweeper to create a leaf vacuum for the removal of leaves during the fall months.
- Continued a preventive maintenance program to track the work done to vehicles and equipment belonging to all Departments of the City.
- Continued the inventory program of all parts and supplies purchased and used by the City.
- Continue to refurbish older equipment and vehicles to extend their life span.

In addition to the above activities, the Public Works Department provided services in the form of technical support and consultation to citizens and other City Departments.

### **PLANS FOR 2003**

In addition to the regular services, the Public Works Department has plans to:

- Resurface approximately three miles of City streets.
- Coordinate with WV DOH for rehabilitation of state roads within City limits.
- Continue coordination with WV DEP for maintenance of the Morgantown Municipal Landfill.
- Continue to work with Federal programs to obtain grant monies to enhance the transportation system in Morgantown. This includes sidewalks, bike trails, and recreational trails.
- Continue to improve sidewalks and curbs throughout Morgantown.
- Continue installation/repair of ADA ramps in the Downtown area as they are needed.
- Continue to rehabilitate and improve the appearance of the City's older vehicles and equipment.
- Institute more public information announcements on the radio and in public forums as needed to keep the public informed of changes to the building codes and property maintenance codes. New ICC (International Code Council) Codes will be replacing the BOCA Codes in 2003, and the public and contractors will need to be notified as to these changes. There will also be the creation of the State Building Safety Commission which will have a direct impact on how the Code Enforcement Office enforces the codes. Code Enforcement Officers will meet more frequently with contractors, rental property owners, private homeowners and tenants to inform all concerned of the changes within the codes and to discuss what impact they may encounter.
- Continue all programs within Code Enforcement Division including upgrading rental housing standards in the City. The Division will also place greater emphasis on code provisions pertaining to cleaning the City, both structures and properties, so that it will be a more desirable place to live.
- All Code Enforcement Officers will be testing for additional certification in other disciplines of the codes. Multiple certification is necessary in order for the Code Enforcement to keep pace with the rapid growth of Morgantown and the new laws that will be imposed on the Division.
- Code Enforcement has received the Insurance Service Office (ISO) rating of three. This is the highest rating of any city in West Virginia.
- West Virginia passed legislation requiring all Code Enforcement Officers to be certified by B.O.C.A. in the type of inspections they perform and be registered with the State. A mandatory 15 hours of continuing education per certification is also required each year. Currently, all the City Officers are certified in one or more disciplines.

- Fleet Maintenance Section, in addition to its functions, will work on getting all of its records computerized so that informed decisions can be made regarding whether to keep a piece of equipment or vehicle or to upgrade and/or replace it.
- Other special projects will be added as the need arises.

## **SUMMARY**

The Public Works Department is responsible for a great deal throughout the City. This Department is able to accomplish an exceptional amount of work with a minimum staff. This speaks highly for the employees that are within this Department.

The coming year promises to be as challenging and successful as this year. Development will continue in the Wharf District. This includes both private (West Virginia Public Theater) and public development (Clay Street Streetscape). Work will continue throughout the City to make it safer for pedestrians and bicyclist by addressing sidewalk issues. This includes a proposed \$200,000 sidewalk project and the Monongahela Blvd. Sidewalk/Bike Lane Project. A streetscape project for Chancery Row is scheduled. Next year's paving program will be just as successful as past years. The City's brine project will continue to be a powerful snow fighting strategy (Communities from West Virginia and other States continue to observe the brine program and repeatedly request information to institute their own program). The Code Enforcement Division will continue to improve and be a model for the entire State (several West Virginia municipalities continue to send their personnel to Morgantown for help in developing their programs). Code Enforcement will continue its education; certifications for officers; removal of dilapidated structures; and improving existing housing and structures. It is anticipated that within the next few years a powerful GIS system will be in place along with other record keeping programs to help serve the citizens of Morgantown by increasing efficiency and productivity. It is an exciting time for the Public Works Department of the City of Morgantown.