

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 citizens' lives 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 2006 has been prepared. \$350,000 has been escrowed for the program. An experimental product, asphalt reinforcement by TruPave, was used in one of the streets for the 2005 paving season. The benefits from using this product are to extend the life expectancy of the pavement by strengthening the asphalt, reduce reflective cracking, and reduce shoving.
- **Landfill:** The construction of the landfill closure is complete. At this point, all landfill work is maintenance. The City is now responsible for cover maintenance and environmental monitoring. This requires the periodic testing of groundwater, leachate, and methane gas emissions. DEP completed two projects this past year. They flushed the leachate lines as a maintenance issue and obtained a contractor to fix two leachate outcrops which were found as a part of the settlement issues reported. DEP and the Engineering Division continued to monitor settlement issues which were found by the

Engineering Division last year. The Engineering Department has also been working to determine different disposal options of the leachate to reduce the current cost of disposing of the leachate to the Morgantown Utility Board's sanitary sewer system.

- 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. All 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, if passed, will bring the City into compliance with FEMA regulations. All parcels in the 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. WVU was contracted by FEMA to create FIRM maps and currently Monongalia County is in the review stage and will be on-line soon to be used by the general public and the Engineering Division. The FIRM maps are digitized mapping of the floodplain. Several Code Enforcement Officers and an Engineering Technician attended FEMA training.
- Pavement Management System: A computer program for inventory and rating the City's street system has been implemented. This will be an ongoing project. An inventory and rating system has been applied to 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 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 continue to be an ongoing project. An inventory and rating have been applied to 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 (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 is 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 911 dispatches. This mapping will be available to the City of Morgantown for use, as needed, in the GIS system.
- 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 will be put on display as time and space allows.

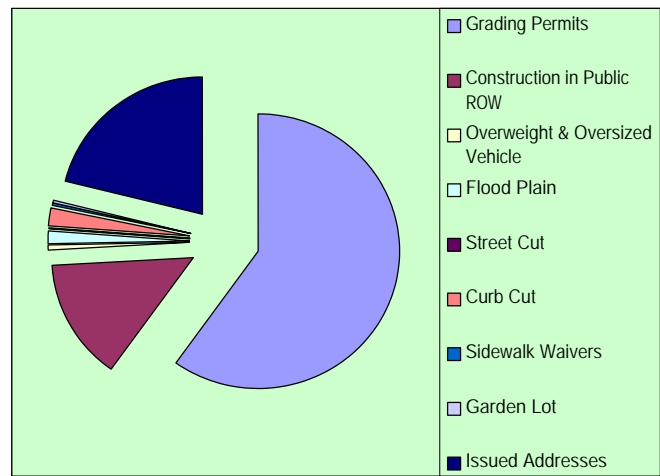
- Grants: The Engineering Division works with other Departments to prepare different grants such as the West Virginia Transportation Enhancement Grants (TEA-21). These are ongoing grants which are applied for on a yearly basis.
- Engineering Projects: Many large projects within the City, such as TEA-21 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 including construction administration.
- 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 the Morgantown Utility Board (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 worked with MUB to develop policies and procedures with respect to the stormwater matters and to revise the stormwater ordinance to reflect the technical information needed. Engineering personnel attended stakeholders meeting for the proposed Burroughs Run and Poponoe Run Stormwater Project. As an ongoing process, Engineering will continually work with MUB with respect to permits and other stormwater issues.

- 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. This year City Council passed an Addressing and Mapping Ordinance which will bring the City of Morgantown into compliance with the rest of the State on how addresses are assigned. Because of this, the City has taken on the task of assigning suite/apartment numbers in addition to already assigning building addresses.
 - New Developments: Engineering staff reviews new development plans to insure compliance with City regulations and standard engineering practices.
 - 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. All inquiries in reference to Storm Water Management are being forwarded to the appropriate personnel at the Morgantown Utility Board.

- Street Lights: Processes requests and makes recommendations for installation of street lights.
- Street Annulments: Engineering staff reviews requests for the annulment of streets and alleys.
- Technical Services: Occasionally the Engineering Department 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 writes stop work orders and citations to those who are found not in compliance with their grading permits. A total of five stop work orders were issued this year. However, there were no citations issued for non-compliance.
- Permits: Engineering issues and inspects for the following permits:

	<u>12 Month Total</u>	
Grading Permits	431	
Overweight and Oversized Vehicle Permits		3
Flood Plain Permits	11	
Construction in the Right-of-Way Permits	98	
Curb Cut Permits	15	

Sidewalk Waivers/Permits	3
Garden Lot Permits	2
New Addresses Issued	151



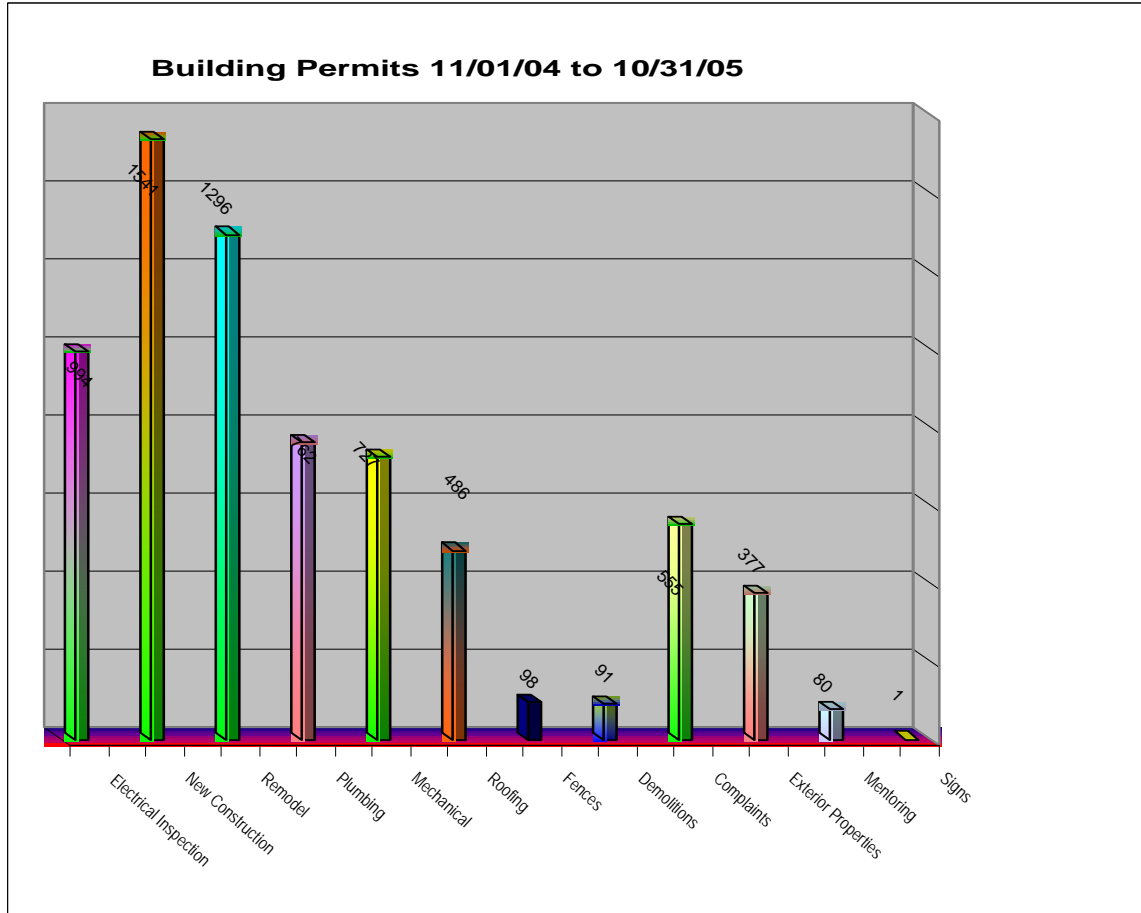
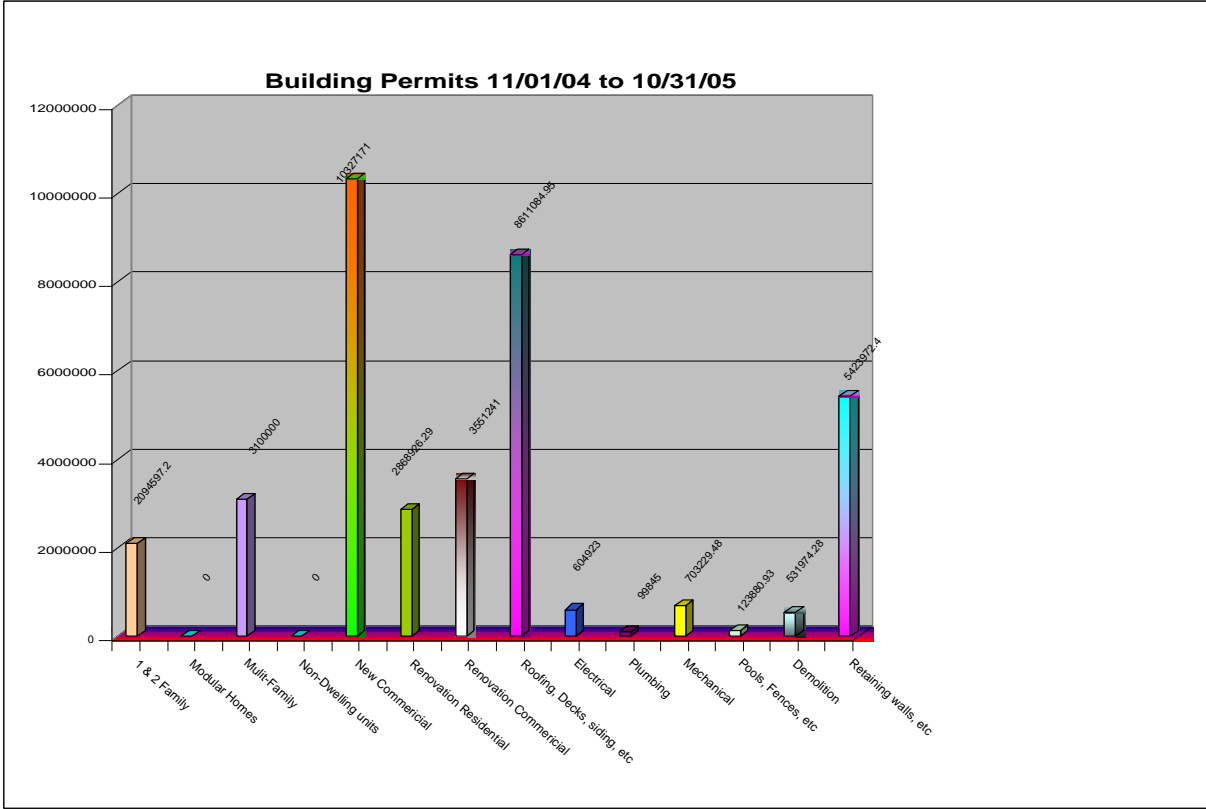
CODE ENFORCEMENT DIVISION

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

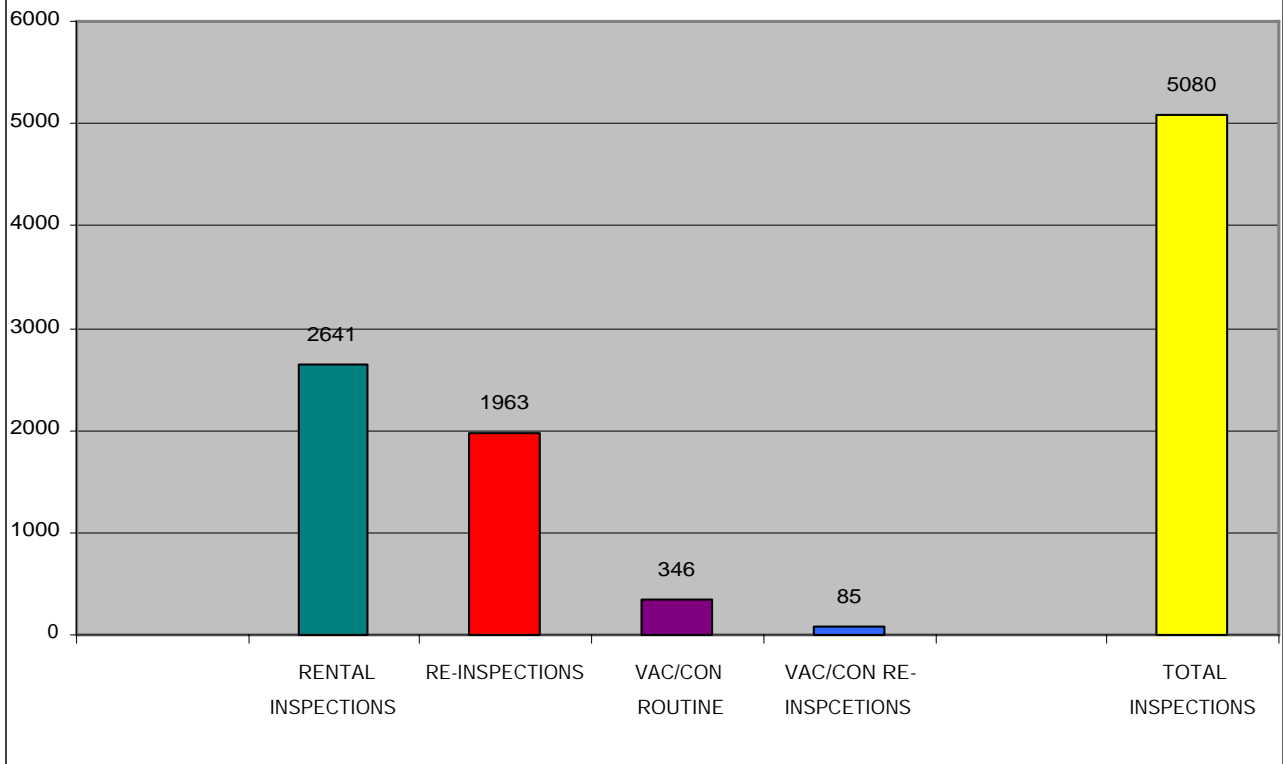
- Issue Building Permits: Code Enforcement Division issues building permits for new construction, building additions, and remodeling and repairs to existing structures.
- Inspection: The Code Enforcement Division inspects new construction, building

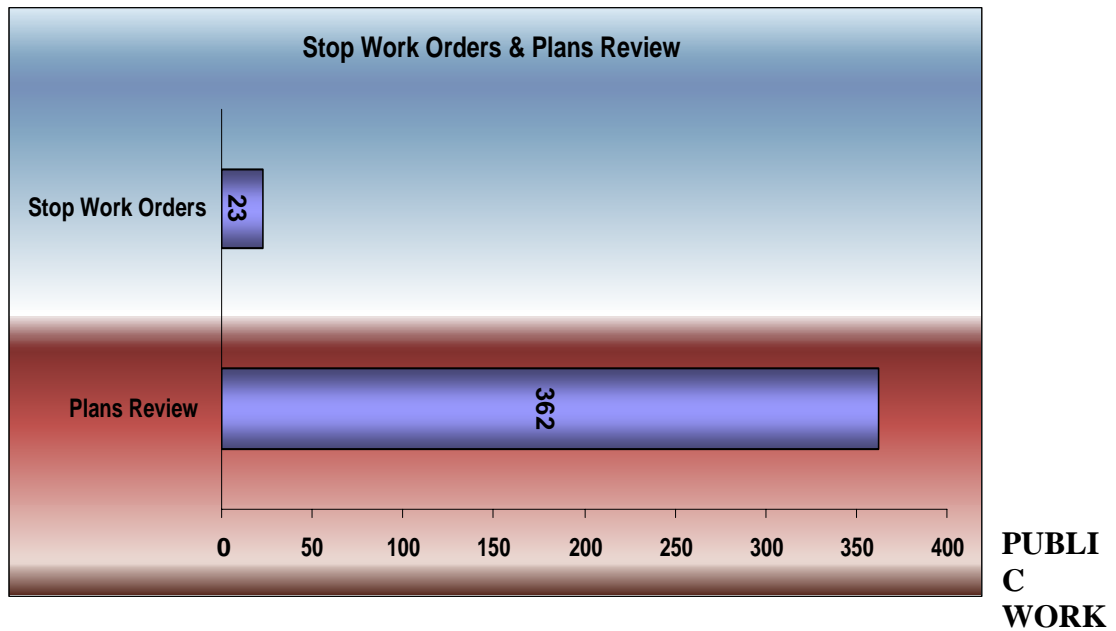
additions, and remodeling and repairs to existing structures. A minimum of ten inspections is performed for new structures.

- Issue Sign Permits: The Code Enforcement Division, after receiving approval from the City Planner, issues sign permits and inspects the signs for compliance as per construction and attachment. The Division also responds 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. The 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 ICC 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. The State of West Virginia and the City of Morgantown currently follow the 2000 ICC Codes, which consist of the following Building Codes:
 - ICC International Building Code - IBC
 - ICC International Plumbing Code - IPC
 - ICC International Mechanical Code - IMC
 - ICC International Property Maintenance Code - IPMC
 - National Electrical Code
 - ICC International Energy Conservation Code - IECC
 - ICC International Residential Code - IRC
 - FEMA Flood Plain
 - ICC International Existing Building Code (2003) - IEBC
 - ICC International Fuel Gas Code- IFGC
- Vacant Structures: All vacant structures are registered and inspected for compliance with all applicable codes. Inspections are done yearly. Re-inspections are performed as needed. This includes all condemned structures.
- Condemn Structures: Personnel 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 deemed appropriate and as per the applicable building code.



HOUSING INSPECTIONS FROM 11/1/04 TO 10/31/05



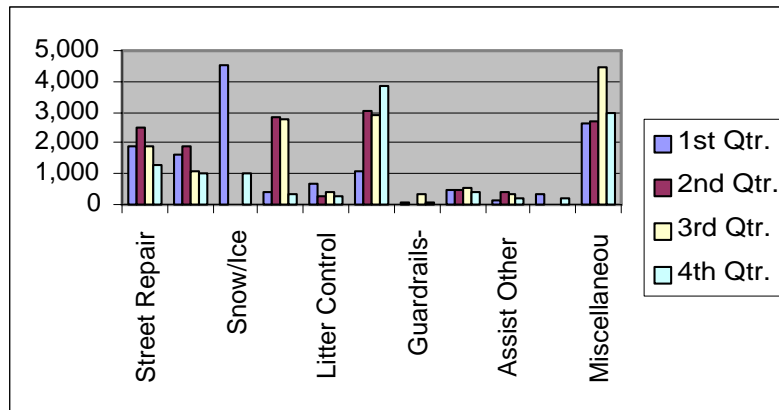


S DIVISION

Street Section: The Street Section of the Public Works Division handles the following on a daily basis:

- Answer a wide variety of complaints ranging from streets to drainage to trees.
- Maintain roadways, curbs, sidewalks, and rights-of-way.
- Trim trees and weeds, along with the control and removal of the same.
- Monitor and maintain drainage adjacent to City Landfill sites and other City properties.
- Snow removal and deicing.
- Sweep and flush streets and certain public sidewalks.
- Traffic control and clean after special events - - WVU football games and parades.
- Assist MUB maintaining and constructing roadway drainage.
- Assist MUB drainage problems.
- Repair and install street name signs. This is in cooperation with the Signs/Signals Section.
- Repair and maintain guardrails and certain pedestrian handrails.
- Assist other Departments and City Organizations as needed.

2005 Work Task Accomplishments Street Section

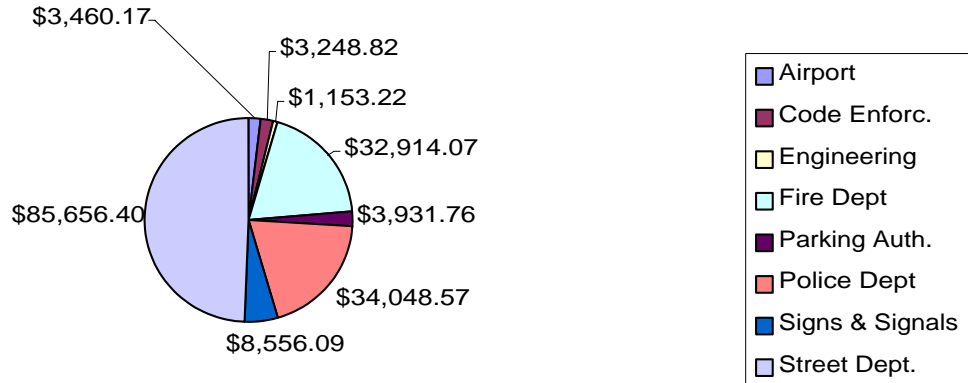


Signs and

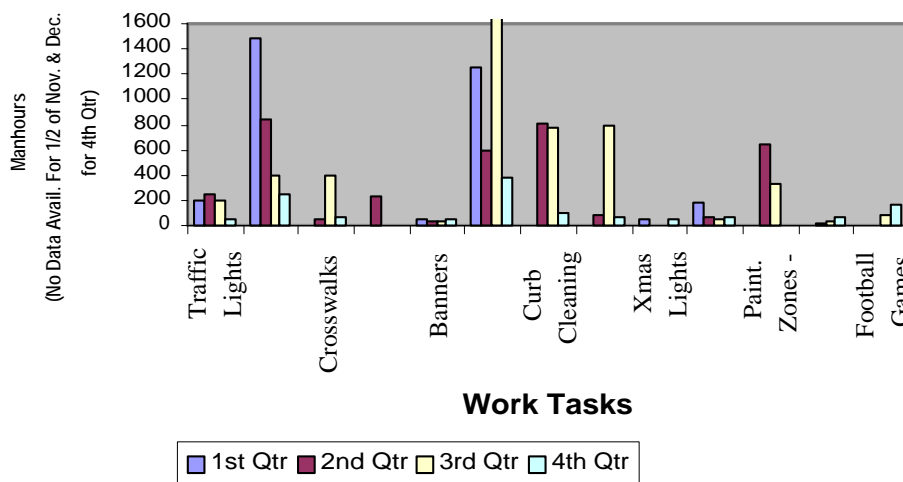
Signals/Building Maintenance Section: The Signs & Signals/Building Maintenance Section of Public Works Division handles the following on a daily basis:

- Install and maintain traffic signs and signals and street lights.
- Install and maintain pavement and curb markings.
- Maintain City Hall, Public Safety Building, and other City Government facilities.
- Provide janitorial services for City Hall and Public Safety Building.
- Operate a sign-making machine.
- Install signs as needed.
- Post streets with appropriate signage for parades and athletic events.

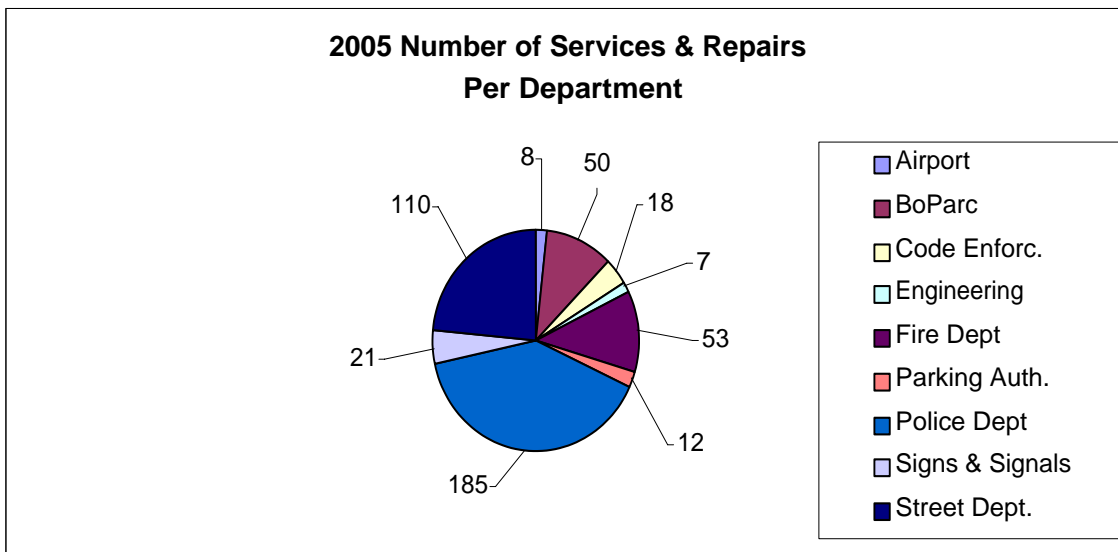
2005 Work Task Accomplishments Fleet Maintenance



2005 Work Tasks Accomplished Signs & Signals/Building Maintenance



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

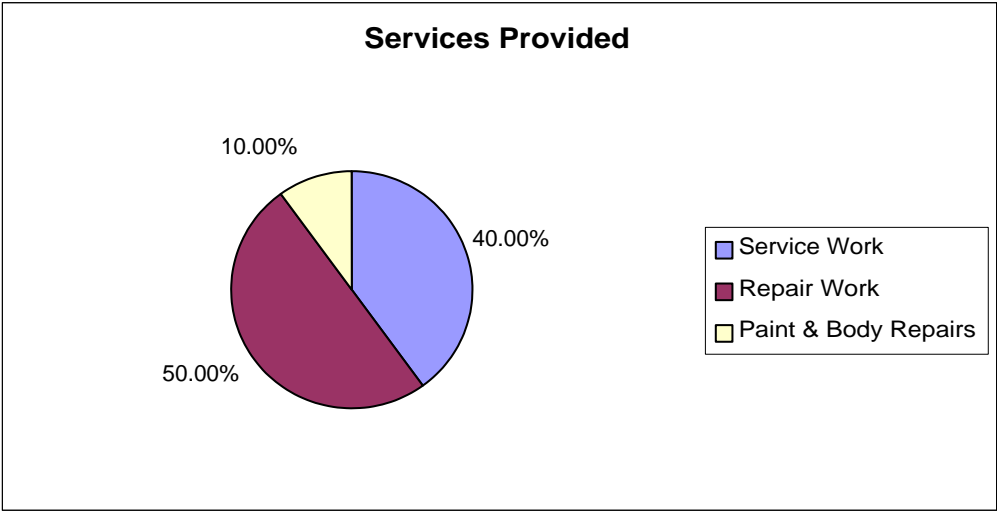


spect City fleet which includes approximately 180 vehicles and other pieces of equipment.

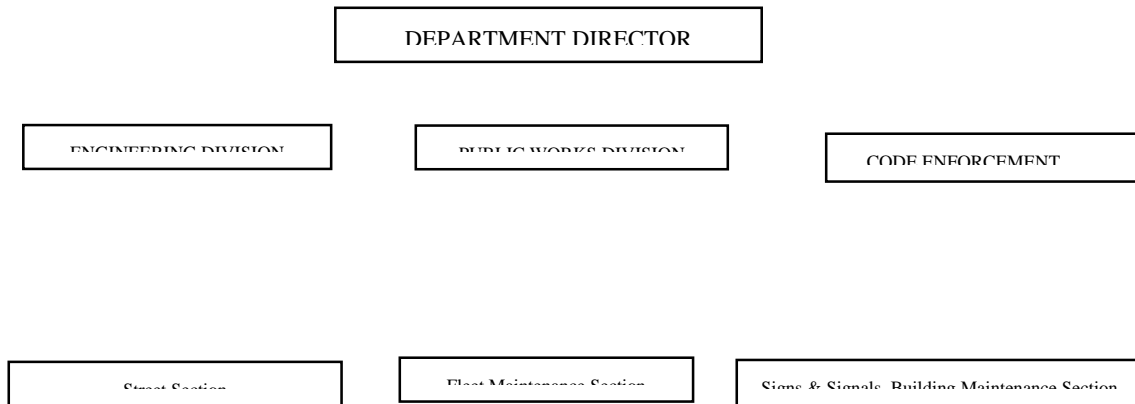
- Fabricate new items as needed to make existing vehicles and equipment work more efficiently.

- Refurbish existing equipment and vehicles with new or updated items to allow for longer life of the equipment and vehicles.
- Perform body work on vehicles to extend the usable life.

- Perform body work on vehicles involved in accidents.
- Operate and maintain the computerized fuel pump station.
- Operate and maintain a parts room.



RESOURCES



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

Engineering Division (4 Full Time; 1 Temporary)

Public Works Dir./City Engineer	1	Engineering Technician III	2
Secretary II	1	Engineering Interns (temporary)	1

Code Enforcement Division (8 Full Time; 1 Part Time; 1 Temporary)

During the past year, three (3) temporary compliance officers were hired to help address the ongoing exterior code maintenance issues. After six (6) months, this number dropped down to one (1).

Chief Code Enforcement Officer	1	Building Inspection Officers	3
Secretary II	1	Rental Housing Inspection Officers	3
Part Time Secretary	1	Temporary Compliance Officer	1

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

- 1 Officer: ICC PM/HI, IRC, IMC, AACE IMPC, serves on the Board of Directors for WV Code Official Association
- 1 Officer: Testing for IBCPR
- 1 Officer: Master Electrician registered by the State of West Virginia, ICC PMHI, and testing for ICC Plumbing certification
- 1 Officer: ICC PMHI
- 1 Officer: Master Electrician registered by the State of West Virginia, and testing for ICC 1 & 2 Family Dwellings
- 1 Officer: Master Electrician registered by the State of West Virginia, and testing for ICC Plumbing certification
- 1 Officer: Testing for 1 & 2 Family Dwelling

Public Works Division (56 Total Employees)

Division Manager 1 Secretary II 1

Street 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
Temporary Laborers for Sidewalk Projects	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 equip with lap top computers that are carried into the field with them. The computers have all Building codes and NEC codes on them. The Engineering Division uses a full size map scanner, a full size copy machine, a full size plotter, and surveying equipment.

The Public Works Division uses more than seventy pieces of large equipment (including skid steer loaders, 1-ton dump trucks, a bucket truck for street and traffic lights and tree removal, 1 ½ ton dump trucks, vector 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 approximately 223 work orders and complaints from citizens and City Council and 306 requests from Request Partner. These requests included complaints and inquiries as follows:

Street	40
Signs & Signals/Building Maintenance	86
Engineering	36
Code Enforcement	61
Request Partner	306
- Designed and administered the 2005 Paving Program which resulted in resurfacing approximately 1.07 miles of City streets along with the Dorsey Knob Entrance Road and Parking Area and approximately 6,300 square feet of the new Skate Park for BOPARC. In addition, 191.55 sq. yards of concrete was placed on Southpoint Circle. Approximately 133 square yards of concrete placed for 16 ADA access ramps.
- Began work on the 2006 Paving Program. A big difference with the 2005 Paving Program is the necessity to include handicapped ramp installation in any sidewalk abutting any street to be paved in order to meet the Americans with Disabilities Act requirements as well as preparing the agreement and revising the contract to include the City of Westover in the 2006 Paving Project.
- Worked on the design for the “Welcome to Morgantown” sign in Sabraton
- Worked on the design for the sidewalk on Collins Ferry Road.
- Conducted a review of the City’s building permit system. Several recommendations were submitted which will be implemented next year.
- Assisted Assistant City Manager in the implementation of the new City-wide tracking system Request Partner.
- Worked on the design for a new boiler to be installed in City Hall.
- Completed the construction and administration for the TEA-21 2001 Clay Street Streetscape Project.
- Assisted in the design of the TEA-21 Patteson Drive Sidewalk from Laurel Street to Monongahela Boulevard.
- Assisted in the selection of the engineering firm to re-design the intersection of Protzman St., Stewart St., Hoffman Ave., and Vangilder St.
- Began the design for the TEA-21 2003 Grant for the Upper High Street BID High

Street Streetscape Project. The project was bid but prices came in over budget. Therefore the bids were rejected. This block will be combined with the next block of High Street for bid.

- Worked closely with different Departments and private entities to begin the Square at Falling Run Project.
- Continued the design process for the West Virginia Public Theatre and the Marina in the Wharf District.
- Completed the construction of the traffic calming on Willowdale Road.
- Designed and administered the 2004 City Sidewalk Repair/Replacement Program.
- Administered the contracts for the landfill environmental monitoring.
- Administered the contract for the uniform rental services.
- Continued the administration of the contract for the rehabilitation of the contamination of the groundwater and soil at the City garage due to a leaking UST
- City Engineer attended several seminars in order to maintain Professional Development Hours requirements to meet State Licensing Requirements.
- Engineering Technician III attended FEMA workshop in Emmitsburg, PA
- Public Works Director spoke at the APWA Northern Ice and Snow Conference regarding training of snowfighters. This was also an APWA Click, Listen and Learn session that was broadcasted nationwide and also in Canada.
- Public Works Director worked on the 2006 APWA Northern Ice and Snow Conference planning committee to determine the agenda for the conference.
- Continued implementing the NFIP for FEMA.
- Purchased equipment and vehicles for the Public Works Department.
- Administered the contract for the acquisition of salt.
- Attended Traffic Commission meetings for technical and City staff input.
- Worked with the Traffic Commission to develop a “Traffic Calming” program.
- Assisted the West Virginia DOH in several construction projects.
- Continued updating the Flood Plain Ordinance to reflect FEMA regulations.
- Continued an extensive project to index, scan, and organize the maps and drawings in the Engineering Division’s Map Room.
- Continued reorganizing and upgrading the filing system and records retention for the Public Works Department.
- Continued reorganizing and general cleaning of the storage area and basement of City Hall.
- Assisted with video projects for City Council as needed.
- Participated in the Weapons of Mass Destruction mock disaster and other workshops.

Code Enforcement Division:

- Processed 1,933 permits for work valued at \$42,704,742.25. This includes 20 one & two family dwellings, 8 multi-family dwelling, 12 commercial structures, 11 accessory buildings, 9 garages and 1 carports, and brought in \$23,222.44 in fees for these permits.
- Inspected rental housing units. A total of 7,780 rental units currently need inspected every three (3) years. In 2005, 2,693 rental housing units were inspected and 2,366 units were re-inspected. Also, 64 vacant structures had routine

- inspections with 10 of them being re-inspected. There were 21 sting inspections held. This resulted in a total of 5,080 housing inspections performed for 2005.

 - Exterior property maintenance program. There have been 17 houses that have installed new siding. Along with this, the following letters have been sent to property owners: 13 paint letters, 21 letters regarding trash on property, 47 letters regarding high grass and weeds, 78 exterior property letters, and 19 abandoned, unlicensed vehicle letters. The number of letters sent in 2005, was less than previous years. Code Enforcement took a different approach for some exterior maintenance issues, especially repeat offenders, in that official notices of violation were issued rather than letters. A total of 450 official notices were written which resulted in greater compliance for various exterior code violations. This appears to be a better approach for the Division in that it saves time along with resulting in better compliance. Code Enforcement was also responsible for 49 structures being razed and removed and the lots reclaimed. In addition, the compliance officer investigated 215 complaints, 29 of which were unfounded complaints. 305 complaint inspections were performed by rental housing inspectors for a total of 488 complaints that were inspected.
 - Two officers' hours have been changed from 7:00 a.m. to 4:00 p.m. to provide better access for contractors. Along with staying open during lunch, the office is now open 10 hours daily. One officer is also floating his 40-hour week through the evenings and weekends to stop illegal construction; catch unlicensed, unregistered contractors; and catch people working without a permit.
 - The Division has been working on preparation for a visit from the ISO. The visit is scheduled for the end of January, 2006.
 - A Sting program is still being implemented to catch property owners with over-occupied apartments. This is an on-going project and has been very successful. Code Enforcement was successful in getting the media to go along with the Division on the sting operations to publicize that over-occupancy and illegal, unregistered rentals will not be tolerated.
 - The Division also cooperated with the West Virginia Division of Labor in conducting their sting operations.
 - Officers attended several educational seminars to obtain C.E.U.'s to maintain certifications and to better serve the public.
 - The Division has issued 44 citations (total fines were \$3,615.00) to achieve compliance with smoke detectors, over-occupancy, unregistered rentals, and interior furniture on porches. Issued 23 stop work orders (total of \$920.00 in fees) for working without a building permit, not building to code standards, no contractor's license, and falsifying contractors' license.
 - Two ICC Appeals Meeting were conducted of the ICC Board of Appeals for code interpretation of discrepancies found during inspections that were challenged by the property owners.
 - A video camera and still cameras are used for better documentation of problems and for use in court appearances.
 - Work continued on a new computer system. Its purpose is to track and report a variety of planning, building, zoning, licensing, and code enforcement records. It is currently being used on a limited basis to verify flood plain properties, map and parcel numbers, and zoning districts. When it is fully implemented, it will track permits, licenses, and code enforcement actions as well as plan reviews, inspections, inspection scheduling, fees, receipts, parcels, and owners and

contractors information. The type of work being performed, certifications of occupancy, citations, stop work orders, and other information will also be tracked. The program will also track housing inspection information such as landlords, rental property, number of units in the properties, non-conforming occupancy, condemnation, letter of compliance, vacant structures, complaints, court dates and outcomes, plus a host of other items.

Public Works Division:

- Maintained City streets: This includes regular sweeping and flushing as well as snow and ice removal. Sweeping and flushing also includes State Routes that are within the City limits. New areas were added this year for sweeping and flushing due to completed roadway improvements. This included WV Route 7 in Sabraton and Clay Street in the Wharf District. Double shifts are used when appropriate to keep streets as clean as possible. Leaf collection is also performed from the street and ROW areas. These leaves are still being dumped at the WVU farm for composting. Winter maintenance is utilizing salt and brine. No abrasives are used except on a few unpaved streets as salt cannot be used on any unpaved street. The pretreatment with brine and the proactive approach to winter maintenance has resulted in City maintained streets often in better shape sooner than those treated by other agencies.
- Cleaned streets and sidewalks after the winter season. Spring cleanup of winter debris was significantly reduced due to the absence of abrasives. Only the DOH routes required extensive cleaning.
- Mowed several lots and City rights-of-way. Seasonal employees were utilized to mow in good weather and pick up litter on wet days.
- Removed over 100 hazardous trees. Tree stumps were routinely removed where possible. The snowstorm of October 25th caused an enormous amount of tree damage. Trees from private property falling into the roadway caused the most problems. Most of the trees involved would not have been considered a hazard prior to the storm. The heavy snow on limbs still full of leaves caused too much strain for the limbs. In the weeks after the storm, over 450 truckloads of debris were hauled and processed (chipped). This does not include the truckloads of debris that were processed on site. A crew was provided by the Governor's office to assist with the chipping process. This crew was shared with the City of Westover, the Town of Star City, and BoParc. Assisted in Arbor Day plantings and other requests by the Morgantown Tree Board.
- Continued the Annual Sidewalk Program. Completed sidewalk construction on Stewart Street from Lorentz Ave. to the intersection with Yoke St. A limited section was completed on College Avenue. Both of these areas have high pedestrian use and many daily users expressed their thanks for the work. The Pleasant Street sidewalk/lighting project was completed. Allegheny Power will be installing the actual light fixtures in the very near future. This project included bricks salvaged from the Clay Street Streetscape Project. The use of these bricks not only ties the look of the Wharf District to the Downtown area, it also allowed for the installation of the light footings without disturbing several cubic yards of excellent sidewalk. Next year, Collins Ferry Road sidewalk project is scheduled to begin.

- Reconstructed a set of concrete steps connecting Wellen Street and Lorentz Ave. This is also a highly traveled pedestrian route that is used by students and residents alike.
- Constructed new sidewalk and retaining wall on Locust Ave. This was a very involved project that involved outside engineering and cooperation from MUB along with three separate property owners.
- Repaired/constructed pedestrian handrails on Stewart Street, Richwood Ave., Gem Street, and University Ave.
- Installed/Repaired guard rail on Willowdale Road, Eighth Street, Huntington Ave., University Ave., Poplar Street, Alley D in Sunnyside, Yoke Street, and Buchannon Ave.
- Performed work in preparation for the 2005 Paving Program.
- Reconstructed wall on Lyndhurst that was damaged by the paving contractor.
- Patched or repaired pavement City-wide utilizing approximately 310 tons of hot asphalt and 80 tons of cold patch asphalt.
- Repaired streets including concrete slabs, base repair, and drainage issues on Raymond Street, Cayton Street, Putnam Street, Duquesne Ave., Hirshman Street, Diamond Ave., Woodland Drive, Grand Street, Hillwood Drive, and Clearview Ave.
- Graded and stoned all unpaved alleys City-wide. The highly traveled alleys in the student-populated areas (i.e. Sunnyside) required several applications up to three 3 to four 4 times annually.
- Continued to monitor active landslide areas on Mineral Street, Forest Avenue, Union Avenue, Kirk Street, and Mason St. No new movement has been noted. Also monitored a slide on Koontz Ave. that has made it necessary to close one lane and limit traffic to one-way flow.
- Continued to collect litter and burn debris in certain areas. Collected bagged trash for Trash Officer generated by community service personnel.
- Assisted MPD with special events including traffic control and cleanup from WVU football games, Fall Fest, parades down High Street, Mountainfest Motorcycle Rally, and the visit of President Bush on July Fourth.
- Assisted MFD with post game celebrations involving street fires and the cleanup associated with these activities.
- Director and Assistant Director participated in additional training by the Department of Homeland Security.
- Several employees attended training sessions held by the LTAP Center at WVU on a variety of topics. Among others, this year's classes included backhoe operator certification for six Public Works employees.
- Provided special yard waste collections for sections of the City not serviced by BFI.
- Collected and properly disposed of items left on the street that BFI cannot collect (tires and appliances containing refrigerant).
- Assisted Main Street Morgantown with maintenance of trash receptacles and street trees.
- Assisted Code Enforcement to secure several condemned buildings
- Installed asphalt curb for stormwater control on a case by case basis as approved by the Morgantown Utility Board.
- Collected and disposed of dead deer as per agreement with Mon County Animal Control.
- Hung and repaired street Christmas decorations in the Downtown and Wharf District.

- Responded to traffic light complaints and performed repairs as needed.
- Installed/repaired crosswalks using over 3,000 feet of thermoplastic material.
- Painted over 30 miles of curb line including yellow and blue zones as well as Truck Loading Zones and on street Disabled Parking.
- Painted over 6 miles of centerlines.
- Hung all Christmas decorations and various banners for Mainstreet.
- Installed/replaced street name and traffic control signs as needed. Work continues on an agreement with Verizon to allow the utilization of utility poles to erect street signs that will make them much more “vandal-proof”. Letters of approval are already on file from Allegheny Power and the DOH.
- Completed renovations in the basement of City Hall to create new secure storage space for Engineering, Code Enforcement and the City Attorney.
- Worked to prepare the boiler room in City Hall for the installation of a new boiler. The new boiler weighs over 6,000 pounds and required the expertise of workers from all three sections of Public Works to place the boiler in the basement.
- Assisted Mountainline Transit in its move to the Westover locations and began to plan for the best use of the space created at the City Garage.
- Continued to serve as a “recycling clearing house” for equipment and vehicles to keep other Departments operational at minimal cost. Continued to look for ways to recycle and reuse equipment and vehicles throughout the various City Departments.

PLANS FOR 2006

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

- Resurface approximately three miles of City streets.
- Incorporate and administer the 2006 Paving Program with the City of Westover.
- Coordinate with WV DOH for rehabilitation of State roads within City limits.
- Continue coordination with WV DEP for maintenance of Morgantown Municipal Landfill (\$2.42 million project).
- 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 work with local citizens and developers to assure that developments within Morgantown meet all local, state, and federal regulations.
- Implement changes to the building permit system to allow for citizens, developers, and contractors to obtain the necessary permits in a more efficient manner
- Continue to meet with homeowners, rental property owners, contractors, and tenants to keep them well informed of all code updates, changes, and interpretations. This creates trust and good working relations with all involved.
- Continue to improve sidewalks and curbs throughout Morgantown.
- Continue installation/repair of ADA ramps in the Downtown area as they are needed.
- Work with the Traffic Commission to resolve traffic problems in the City.
- Continue to rehabilitate and improve the appearance of the City’s older vehicles and equipment.
- Continue to develop a Policies and Procedures Manual for the regular duties performed by the Public Works Department.

- Remove and replace the roof of the "old" salt enclosure to utilize for dry storage of winter abrasives.
- Establish acceptable procedure for dealing with abandoned appliances.
- 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 tested for additional certification in other disciplines of the codes. Multiple certification is necessary in order for 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. Another visit from ISO is scheduled for January, 2006. It is anticipated that the City will receive another three rating with the hopes of bringing it to a two.
- West Virginia has passed legislation requiring all Code Enforcement Officers to be certified by ICC in the type of inspections they perform and be registered with the State. A mandatory 15 hours of continuing education per certification is required each year. Currently, all Officers are certified in one or more disciplines.
- Continue the Sting program with media involvement.
- Install new software for Code Enforcement tracking purposes. It will track permits, licenses, and Code Enforcement actions, as well as plans reviews, inspections, inspections scheduling, fees, receipts, parcels, owners, and contractor's information. It will help manage the entire Division thereby increasing efficiency of the staff. Other components that can be tracked will be the type of work being performed, certificates of occupancy, citations, stop work orders, and other information. It will also track all landlords, rental property, number of units in each property, non-conforming occupancy, condemnation, letter of compliance, vacant structures, complaints, court dates and outcomes plus a host of other items.
- Continue to cooperate with the West Virginia Division of Labor in conducting sting operations.
- Hold two public information seminars twice a year. The seminars will include Property Maintenance Codes and Rental Registration/Building Codes (Electrical, ADA, Flood Plain, etc.)
- Fleet Maintenance Section will be involved in rehabilitating and improving the appearance of the City's older vehicles and equipment. They will also assure safe and reliable vehicles and equipment for the City. The Section will also continue the work on getting the records computerized so that enhanced decisions can be made regarding whether to keep a piece of equipment or vehicle or to upgrade and/or replace it.

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 of 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 the West Virginia Public Theatre and Marina. Work will also continue throughout the City to make it safer for pedestrians and bicyclist by addressing sidewalk issues. This includes the continuation of sidewalk project and the continuing High Street BID Streetscape Projects. 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 City's 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. By the sheer nature of Code Enforcement's job, the Division is more in-tune to the problems of housing in Morgantown than any group or person. Code Enforcement is very aware of the destructive

nature these problems have on neighborhoods, not to mention the problems of occupants living in substandard conditions. The collective goal is to make every applicable code section and law work to rid the City of substandard housing.

It is an exciting time for the Public Works Department of the City of Morgantown.