

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 2007 has been prepared. \$400,000 has been escrowed for the program. This year was the first year combining the City of Morgantown's Street Paving Project with the City of Westover. Engineering staff works with the City of Westover in providing training to their inspector during the paving of Morgantown's streets, providing information on the contract documents and how the process works, and answering numerous questions. Overall, the combined paving program was a success.
- **Landfill:** All 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. The Department of Environmental Protection (DEP) continued flushing leachate lines this past year. DEP and the Engineering Division continued to monitor settlement issues which were found by the

Engineering Division last year. DEP will be contracting to fix a broken pipe found while performing camera work during the cleaning of the leachate lines. Airport staff is now mowing the upper part of the landfill in conjunction with the airport property.

- 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 historic 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 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 historic 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 historic record of work done within the City (street repair, traffic signal work, curb painting, signage, and 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 1,540 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 (SAFTEA-21). These are ongoing grants which are applied for on a yearly basis.
- Engineering Projects: Many large projects within the City, such as SAFTEA-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.
 - Off-Street Parking: New off-street parking requirements were developed. Engineering staff reviews off-street parking requests to insure compliance with City regulations.
- 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.
- Engineering writes stop work orders and citations to those who are found not in compliance with their grading permits. A total of one stop work order was issued this year. However, there were no citations issued for non-compliance.
- Permits: Engineering issued and inspected the following permits:

	<u>12 Month Total</u>
Grading Permits	437
Overweight and Oversized Vehicle Permits	5
Flood Plain Permits	18
Construction in the Right-of-Way Permits	101
Curb Cut Permits	10
Sidewalk Waivers/Permits	3
Garden Lot Permit	2
New Addresses Issued	179

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 2003 ICC Codes, which consist of the following Building Codes:
 - ICC International Building Code - IBC
 - ICC International Residential Code - IRC C
 - ICC International Mechanical Code - IMC
 - ICC International Property Maintenance Code - IPMC
 - National Electrical Code
 - ICC International Energy Conservation Code - IECC
 - ICC International Plumbing Code - IP
 - 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 re-inspected 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.
- Unregistered and Over-Occupied Rental Units: Code Enforcement personnel work to find all unregistered and over-occupied rental housing units in the City and bring them into compliance. Several sting operations are held throughout the year to find unregistered and over-occupied rental units. Code Enforcement was successful in getting the media to accompany them on the sting operations in order to publicize that over-occupancy and illegal unregistered rentals will not be tolerated.
- Smoke Detectors: Issue and install smoke detectors to homeowners who cannot afford one.
- 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 codes and code changes.
- Computer Access: A computer is set in the Code Enforcement Office for public use with the ICC code installed.

PUBLIC WORKS 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.

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

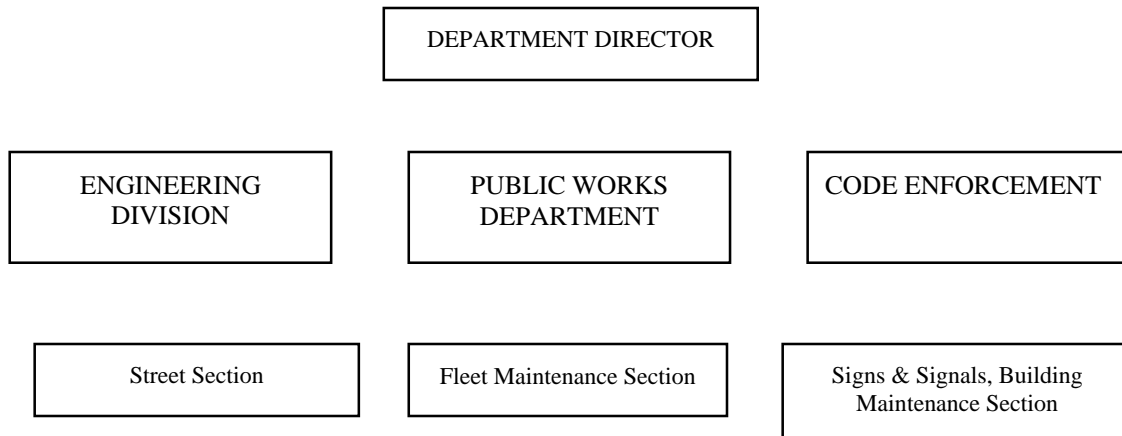
- Install and maintain traffic signs and signals and street lights.
- Install and maintain pavement and curb markings.
- Maintain City Hall, Public Safety Building, and other City Government facilities.
- Provide janitorial services for City Hall and Public Safety Building.
- Operate a sign-making machine.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

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

- Maintain and inspect 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; 2 Temporary)

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

Code Enforcement Division (9 Full Time; 3 Part Time)

During the past year, a new Permit Technician was hired to help with the increasing number of permits being issued. This employee will be working with the PTWIN software to track the permits along with other items.

Chief Code Enforcement Officer	1	Building Inspection Officers	3
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Secretary II	1	Rental Housing Inspection Officers	3
Part Time Secretary	1	Part Time Compliance Officers	2
Permit Technician	1		

At present, the Code Enforcement Officers have the following State certifications and licenses:

- 1 Officer: Building Code Official serves on the Board of Directors for WV Code Official Association as secretary/director, AACE Certified, PMHI Certified.
- 3 Officers: Building Code Inspector, Building Code Plans Examiner, Master Electrician, Associate Member of West Virginia Code Official Association
- 2 Officer: Building Code Inspector, Building Code Plans Examiner, Associate Member of West Virginia Code Official Association
- 1 Officer: Building Code Inspector, Associate Member of West Virginia Code Official Association

Public Works Division (58 Total Employees)

Division Manager 1 Secretary II 1

Street Section (27 Employees Full Time; 2 Part 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
Part Time Laborers	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 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, vactor truck, 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 356 complaints from citizens and City Council thru Request Partner.
- Designed and administered the 2006 Paving Program which resulted in resurfacing approximately 2.88 miles of City streets and the parking areas at Dorsey Knob Park, Jack Roberts Park, and the BOPARC maintenance building; the Civil Air Patrol area; the access road to the FAA building at the airport; and 40 aprons at the hangers at the Airport. In addition, 187.35 sq. yards of concrete was placed on Southpoint Circle. Approximately 27.72 square yards of concrete was placed for 5 ADA access ramps. Worked with Westover to administer the combined paving project.
- Began work on the 2007 Paving Program. A big difference which began with the 2005 Paving Program is the requirement to include ADA ramp installation in any sidewalk abutting any street to be paved. Preparing the agreement and revising the contract to include the City of Westover in the 2007 Paving Project.
- Worked on the design and construction for the repair of the Koontz Ave. slide.
- Worked on the design for the "Welcome to Morgantown" sign in Sabraton
- Worked on the design for the sidewalk on Collins Ferry Road.

- Completed the design, bid, construction and administration for the TEA-21 High Street Streetscape Project.
- Completed the design, bid, construction and administration for the TEA-21 Patteson Drive Sidewalk from Laurel Street to Monongahela Boulevard.
- Worked closely with different Departments and private entities to begin the Square at Falling Run Project.
- Completed the design, bid process for the Marina in the Wharf District. Started construction of the project.
- Designed and administered the 2006 City Sidewalk Repair/Replacement Program.
- Worked with the MPO to form the Transportation Improvement Plan for Monongalia County.
- 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.
- Obtained the raw data for several traffic studies.
- 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.

Code Enforcement Division:

- Processed 1,731 permits for work valued at \$30,048,233.38. This includes 40 one & two family dwellings, 2 multi-family dwelling, 8 commercial structures, 16 accessory buildings, 5 garages and 3 carports, and collected \$18,950.63 in fees for these permits.
- Inspected rental housing units. 7,780 rental units currently need inspected every three (3) years. In 2006, 1,818 rental housing units were inspected and 1,336 units were re-inspected. 87 vacant structures had routine inspections with 8 of them were re-inspected. This resulted in a total of 3,249 housing inspections performed for 2006.
- Exterior property maintenance program. 34 houses have installed new siding.

Along with this, letters have been sent to property owners: 34 letters regarding trash on property, 30 letters regarding high grass and weeds, 35 exterior property letters, and 11 abandoned, unlicensed vehicle letters. The number of letters sent in 2006, 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 522 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 responsible for 1 structure being razed and had a total of 44 demolitions. In addition, the compliance officers investigated 884 complaints, 33 of which were unfounded complaints. 192 complaint inspections were performed by rental housing inspectors for a total of 912 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. By 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.
- 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 47 citations (total fines were \$3,995) to achieve compliance with smoke detectors, over-occupancy, unregistered rentals, etc. Issued 23 stop work orders (total of \$920 in fees) for working without a building permit, not building to code standards, no contractor's license, and falsifying contractors' license.
- One ICC Appeals Meeting was conducted by 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. Code Enforcement is currently using part of PTWIN for all building permits, routing, and tracking contractor licenses. Its purpose is to track and report a variety of planning, building, zoning, licensing, and code enforcement records. It is currently being used 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. Most of the streets that are swept on a weekly basis are State highways. Residential streets that are possible to sweep are done about once every 6 weeks within the season. Cleaning in the Downtown has been continued despite the problems associated with the High Street Streetscape Project. Double shifts were used when appropriate to keep streets as clean as possible. Leaf collection is also performed from the street and ROW areas. These leaves are 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. Unlike the sweeping arrangement, State routes are not treated for snow and ice unless a request is made from the Police Department to assist in a crash when a State truck is not available.
- 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. A new crew has been added to clean sidewalks in the Downtown year round. This crew is made of 2 part time employees who work Wednesday through Sunday mornings from 4-8- am. This allows for cleanup after the bars close and before other business open. This also allows for a crew on duty on Saturday and Sunday mornings. This particular time frame has been a problem in the past.
- Mowed several lots and City rights-of-way. Seasonal employees were utilized to mow in good weather and pick up litter on wet days. Hundreds of bags of trash were picked up for the Police Department. These bags had been collected by individuals serving community service hours as ordered by Municipal Court.
- Removed 169 hazardous trees. Many of these were problems which were a result of last October's (05) early snowstorm. Tree stumps were routinely removed where possible. Assisted in Arbor Day plantings and other requests by the Morgantown Tree Board. These types of activities have aided the City to be named a Tree City USA annually for the past several years.
- Continued the Annual Sidewalk Program. This year's efforts were confined to the Collins Ferry Road sidewalk. One thousand seven hundred seventy-five (1,775) feet of new sidewalk was installed. Even though several months of public meetings and citizen input were collected prior to the start of this project, public relations remained a major issue through out this effort.
- Repaired/constructed pedestrian handrails on Richwood Avenue, University Avenue, and Stewart Street.
- Constructed a cosmetic enclosure for the power service in the Wharf District. This enclosure was patterned after the columns and signs in the area in an effort to blend in as much as possible. The materials used were primarily salvaged materials. The bricks are street bricks removed from Clay Street and the gate is constructed from tree protectors that had been removed from High Street. Street furniture and trash receptacles were also installed in the Wharf District.
- Installed/Repaired guard rail on Darst Street, Hampton Avenue, and Koontz Avenue.
- Performed work in preparation for the 2006 Paving Program. This involved substantial

work on several driveway openings abutting Vandalia Road. Another area that required substantial prep work was a section of Darst Street. Gabion basket retaining walls were installed and the traveled roadway widened by several feet. This area that had previously been a one-lane bottleneck, was paved the full two-lane width. New guardrail completed the upgrade.

- The Division resumed the responsibility for ditch maintenance as it pertains to streets repair. When MUB took control of the Storm Water Utility, they assumed all responsibility for the road ditches. After attempting to perform this maintenance for four years, they have determined they cannot keep up at a level that is satisfactory as it pertains to street conditions. The Division has been systematically addressing these ditches for the past few months. This includes approximately 12 streets with 896 man-hours since renewing this program. This will be an ongoing program.
- Patched or repaired pavement City-wide utilizing approximately 265 tons of hot asphalt and 65 tons of cold patch asphalt.
- 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 to four times annually.
- Continued to monitor active landslide areas on Mineral Street, Forest Avenue, Union Avenue, Kirk Street, and Mason St. While some minor asphalt repair was required at the Forest Ave. site, no real new movement has been noted. The slide that closed one lane of Koontz Ave. for several months was repaired. The gabion basket retaining wall and pavement repair has allowed for the reopening of two-way traffic on this street.
- Assisted MPD with traffic control and cleanup from WVU football and basketball games as well as other special events including FallFest, Mountainfest Motorcycle Rally, and the Triathlon. All parades this year have utilized a modified route due to the High Street Streetscape Project. The Spruce-Walnut-High route has worked well but not without additional work. Creative planning will be needed again next year as the High Street Streetscape Project continues.
- Assisted MFD with post game celebrations involving street fires and the cleanup associated with these activities. The number of street fires has been significantly less in number.
- Director and Assistant Director were asked to present sessions at two conferences with national exposure. This first was in Peoria IL for the American Public Works Association and the second was at a Winter Maintenance Conference for the Arizona Department of Transportation. The City of Morgantown was also featured with NYC in a national Public Works publication in September in regards to the plan for clean up of events and the street celebrations associated with WVU athletics.
- Several employees attended training sessions held by the LTAP Center at WVU on a variety of topics.
- Provided special yard waste collections and Christmas tree collection for areas within the City not serviced by Allied Waste.
- Continued to collect and properly dispose of materials set out for trash collection that Allied Waste will not remove. Tires and appliances with refrigerant are the main issues. They are collected and processed at the City Garage and disposed of through proper channels.
- Assisted Main Street Morgantown with maintenance, installation, and storage for trash receptacles, street trees, banners, Christmas decorations, and flags. This includes both the Downtown and Wharf District.
- Assisted Code Enforcement to secure several condemned buildings
- Installed asphalt curbs 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.
- Responded to traffic light complaints and performed repairs as needed.
- Installed/repaired street name signs and traffic control signs as needed. After many months of negotiations, permission was received from Verizon to utilize utility poles for street name signs in an effort to reduce the theft and vandalism of street name signs. The area permitted is in the Sunnyside neighborhood. Great success has been achieved with this program as theft of these signs has been reduced to zero in this area. There have been 2 minor vandalism issues that were easily repaired. The Division will continue to request the expansion of the permitted area to include other neighborhoods that are trouble areas.
- The sign shop continues to create and manufacture many types of signs and labels for other City Departments and agencies including Mainstreet Morgantown, MFD, MPD, BOPARC, Greater Morgantown Visitors Bureau, Airport, Parking Authority, Mon County Schools, and others.
- Continue to redefine and create storage space for all Departments in City Hall. Document storage is rapidly approaching “critical mass” proportions with available climate controlled areas at a minimum.
- Installed/repaired crosswalks using over 3,360 feet of thermoplastic material.
- Painted over 45 miles of curb line including No Parking (yellow), Permit Zones (blue), Truck Loading (red), and Disabled Parking (blue with signage).
- Painted over 6 miles of centerlines.
- 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.
- Constructed 2 dumpster sheds in the Downtown Area to combat the ongoing trash problems.
- Widened the turn at the intersection of Hyatt Ave. and Hillcrest Street to allow for better access for the MFD.
- Painted the salt storage building at the City Garage.
- Remodeled several parts of City Hall including new tile, new ceiling, painting and window replacements. Areas affected include the City Clerks Office, Map Room, Engineering Tech. Office, Computer Room, Intern Office, and Code Enforcement.
- Installed new roadway markings in conjunction with the Paving Project. These include turn arrows and stop bars as well as tactile warnings at ADA ramps.
- Installed roof coating at City Hall
- Assisted in the wiring and installation of the new streetlights on Pleasant Street and High Street.

PLANS FOR 2007

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

- Resurface approximately 2.35 miles of City streets.
- Incorporate and administer the 2007 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.
- 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 certifications are 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.
- 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.
- Continue using the 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.).
- Continue to have public information announcements on the radio as well as in the newspaper as ICC passes code changes. This includes clarifying the interpretation of some of the code sections.

- 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