

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 2008 has been prepared. \$400,000 has been escrowed for the program. This year was the second 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 information on the contract documents and how the process works, and answering numerous questions. Overall, the combined paving program has been 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 the prior year. DEP contracted 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.

- Census: The West Virginia Development Office has been coordinating/scheduling meetings for the upcoming 2010 census. The Engineering Division has attended these meetings to obtain timeframes and information that are required to be submitted for the 2010 census. The City is currently registered to participate in this program. This will be an ongoing project until after the 2010 census is conducted.
- 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.
- 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 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. As an ongoing process, Engineering will continue to work with MUB with respect to permits and other stormwater issues.
- **Services and Permits:**
 - **Street Addresses:** Engineering coordinates with the U.S. Post Office in the issuance of addresses for new residential and commercial buildings in the City. The addresses are assigned per the Addressing and Mapping Ordinance that the State, County, and City recently passed. Along with addressing buildings, the Engineering Division also assigns suite/apartment numbers. 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, State, and Federal regulations and standard engineering practices.
 - **Off-Street Parking:** Engineering staff reviews off-street parking requests to insure compliance with City regulations.
- **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	464
Overweight and Oversized Vehicle Permits	0
Flood Plain Permits	6
Construction in the Right-of-Way Permits	180
Curb Cut Permits	12
Sidewalk Waivers/Permits	1
Garden Lot Permit	1
New Addresses Issued	285

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 and commercial structures as well as remodeling and additions 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
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- 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 and existing rental housing is 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 with 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.

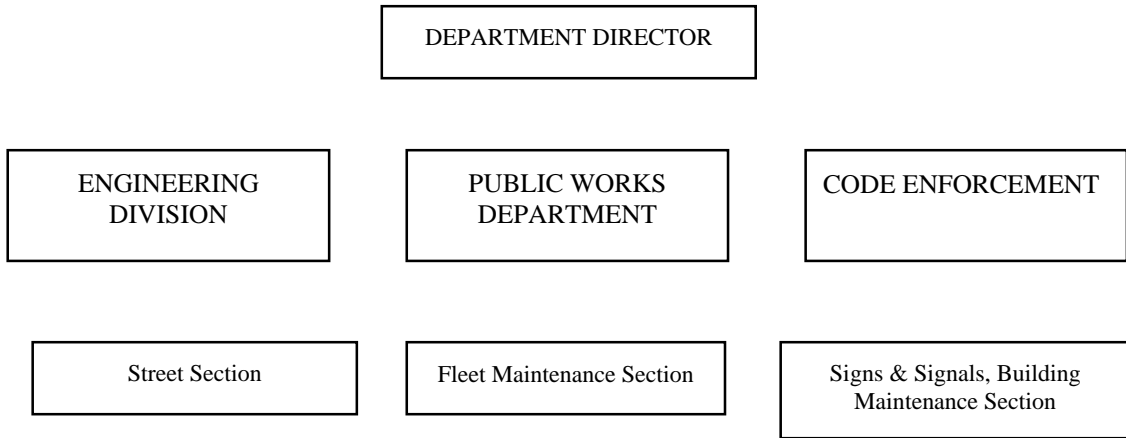
Signals/Building Maintenance Section: The Signs & Signals/Building Maintenance Section of Public Works Division handles the following on a daily basis:

- 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; 1 Temporary)

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

Code Enforcement Division (10 Full Time; 1 Part Time)

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

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	2
Laborers	12	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 443 complaints from citizens and City Council thru Request Partner.
- Designed and administered the 2007 Paving Program which resulted in resurfacing approximately 3.44 miles of City streets, the short term parking area at the Airport, the parking area at the new Senior Center at Wiles Hill, and the asphalt trail at Heritage Park. In addition, 183 sq. yards of concrete was placed on Southpoint Circle. Approximately 18 square yards of concrete was placed for one ADA access ramp. Worked with Westover to administer the combined paving project.
- Began work on the 2008 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 2008 Paving Project.
- Worked on the design, bid, and construction of the infrastructure for the Falling Run Road/Yoke Street project in conjunction with the Augusta Project.
- Worked on the design for the Walnut Street Streetscape Project.
- Worked on the design for the sidewalk on Collins Ferry Road.
- Worked on the design for the High Street Phase III Streetscape Project.
- Worked closely with different Departments and private entities for the construction of the Augusta Project.
- Worked closely with different Departments and private entities to continue the Square at Falling Run Project.
- Completed the construction of the Marina in the Wharf District.
- Aided in the selection of the Criteria Developer for work on the design-build Event Center Project.
- Worked with the Criteria Developer to begin the selection of the design-build team for the Event Center. This included the preparation of the RFQ and RFP for the project.
- Aided in the selection of architect for the Met Theatre.
- Began work on the RFQ/RFP for a Performance Based Contract Energy Conservation.
- Design, bid, and constructed speed humps/tables in the Evansdale neighborhood, Marilla Park, and White Park.
- Worked on a traffic study to optimize the Beechurst/University traffic light corridor.
- Worked on the design and bid for the Wayfinder signs for Mainstreet.
- Designed and administered the 2007 City Sidewalk Repair/Replacement Program.
- Worked with the MPO on the Transportation Improvement Plan for Monongalia County.
- Administered the contracts for the landfill environmental monitoring.
- Administered the contract for the uniform rental services.
- Worked with DEP and EPA for the removal of the used waste oil tank at the City Garage.
- 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.
- Personnel attended the varying levels of Homeland security training. This training will continue for all Engineering Division first responders.
- 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.
- The division worked with an outside agency to help produce educational information for the public to aid in the issuance of building permits. This will be an ongoing project.

Code Enforcement Division:

- Processed 1,839 permits for work valued at \$59,835,571. This includes 19 one & two family dwellings, 1 multi-family dwelling, 10 commercial structures, 13 accessory buildings, 8 garages and 1 carport, and collected \$226,926 in fees for these permits.
- Inspected rental housing units. 7,780 rental units currently need inspected every three (3) years. In 2007, 2,145 rental housing units were inspected, including 300 new rental units and 1,544 units were re-inspected for compliance with the 2003 ICC Property Maintenance Code. 64 vacant structures had routine inspections with 0 re-inspections. This resulted in a total of 3,753 housing inspections performed for 2007.
- Exterior property maintenance program. 28 houses have installed new siding. Also, property owners were sent 1,121 Official Notices concerning high grass and weeds, trash on property, exterior property maintenance, and abandoned or unlicensed vehicles. Because Notice of Violations were issued rather than letters, there was overall better 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 2 structures being razed and had a total of 25 demolitions. In addition, Compliance Officer investigated 1,175 complaints, 31 of which were unfounded complaints. 478 complaint inspections were performed by rental housing inspectors for a total of 1,653 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. A total of 43 sting operations were conducted. 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 117 citations (total fines were \$10,468) 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.
- Used a video camera and still cameras for better documentation of problems and for use in court appearances.
- Continued work on a new computer system. Code Enforcement is currently using part of PTWIN for all building permits, routing, and tracking contractor licenses and certificates of occupancy. 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. PTWIN is scheduled to be upgraded in the next calendar year.
- The Division worked with an outside agency to help produce educational information for the public to aid in the issuance of building permits. This will be an ongoing project.

Public Works Division:

- Cleaned City streets and sidewalks: This includes regular sweeping and flushing as well as snow and ice removal. Regular street cleaning and flushing is accomplished by the night shift with the street sweeper and flusher truck. Sweeping is only possible on paved street with a curb. It takes approximately six weeks to work through the rotation of residential streets. Various interruptions in the rotation occur due to weather and special events. Therefore, each residential street on the list is cleaned 3-4 times a year. Sweeping in the Downtown area occurs five nights a week (six on home football weekends). Additionally, several State routes within the City limits are cleaned on a regular basis, usually weekly. The flusher truck is also utilized in the Downtown area multiple nights each week. Flushing also occurs on State routes and major arteries across town on a rotating basis.

This rotation takes about 2 weeks to complete. Again, weather and special events affect this rotation. Double shifts were used in the spring season to allow for cleanup from winter debris and the buildup that occurs due to a necessary stoppage of sweeping and flushing activities during winter. Sidewalks in the Downtown area are cleaned on a daily basis from Wednesday through Sunday. This two man crew has made a marked difference in the condition of the Downtown sidewalk areas. The 4-8 a.m. Wednesday/Sunday shift allows them to address problems that had plagued the area in the past with respect to bar closings.

- Removed snow and ice. The Snow Plan in effect this year did not change significantly from the previous year. An extensive pre-treatment brine program has continued along with the use of salt only on City streets. Brine is still supplied on an as needed basis for free. This agreement helps to greatly stretch the snow and ice budget. State DOH continues to use cinder and stone abrasives on its routes which cause additional spring cleanup issues within the City. Unlike the sweeping arrangement, the Public Works Division does not perform snow removal on State routes within the City unless a request is made by the Police Department to assist at a crash site when the State is unable to respond. Sidewalks that are maintained by the City are not an after hours/overtime operation. They are addressed as soon as possible during regular daytime hours. The Downtown sidewalk crew does do limited snow removal (City areas and crosswalk areas) as well.
- Collected leaves from public rights-of-way and streets. This continues to be a co-operative effort with MUB as it directly affects Storm Water management. Leaves collected from streets and ditches were dumped at the West Virginia University Farm site for composting purposes. This again saves significant dumping fees and is good for the environment. The Public Works Division collects bagged leaves in areas of the City not serviced by Allied Waste such as the Hartley Addition and Blue Grass Village
- Mowed several lots and City rights-of-way. Seasonal employees were utilized to mow in good weather and pick up litter on wet days. The Division took over the mowing operation for the traffic islands on Don Knotts Blvd. which is a State route. This is a special challenge given the high volume and speed of the traffic. Along with the mowing, hundreds of bags of trash were collected. Hundreds of bags of trash were also picked up for the Police Department. These bags had been collected by individuals serving community service hours as ordered by Municipal Court.
- Removed 150 hazardous trees. Most of these were the result of storm related damage. Tree stumps were routinely removed where possible. Assisted in Arbor Day plantings and other requests by the Morgantown Tree Board. The ongoing tree work once again qualified the City of Morgantown to be recognized as a Tree City USA, an honor that has been awarded for 10 consecutive years.
- Continued the annual sidewalk program with the completion of the Collins Ferry Road sidewalk. The area completed spanned from the Greendale intersection to the existing sidewalk at the Department of Energy, a distance of 1,331 linear feet. A significant amount of fill dirt was necessary to complete the restoration of lawns for this project. The Division was able to obtain the necessary amount, free of charge, from the construction project at the new Erickson Alumni Center. As with last year, public relations along with traffic control were challenges that were resolved.
- Installed/Repaired guardrails and handrails at various locations due to damage from accidents or vandalism. Locations included Richwood, Dorsey, University Ave. and Willowdale Rd.
- Repaired concrete steps with the rights-of-way on North High, North Spruce, and Richwood Avenue.
- Installed a storm water collection structure across North High Street for MUB. MUB

- supplied the materials with the Public Works Division providing equipment and labor

 - Performed work in preparation for the 2007 Paving Program. This included new sidewalks and curbs for the paving of East Prospect Street. The sidewalk materials cost was willingly covered by the abutting property owner. The result of this project is a highly traveled pedestrian access to a student neighborhood. Additional streets on the list involved ditch and culvert repairs.
 - The Division resumed the responsibility for ditch maintenance as it pertains to streets repair. When MUB took control of the Storm Water Utility, it assumed all responsibility for the road ditches. After attempting to perform this maintenance for four years, it has been determined that 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 year. MUB still does ditch maintenance if the problem is solely a drainage issue. This will be an ongoing program.
 - Began to fully utilize the Request Partner system for logging complaints and documenting responses. This has become a very valuable resource for documentation purposes for not only citizen requests but also in-house repair requests.
 - Patched or repaired pavement City-wide utilizing approximately 310 tons of hot asphalt and 70 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) were addressed multiple times through the year.
 - Performed concrete slab replacement on Callen Avenue from Mississippi Street to Don Knotts Blvd. This section of roadway was in good shape except for major spalling and deterioration at several of the expansion joints. This project had been on the list of planned projects for several years. The completion has refurbished a major access to the First Ward area.
 - Continued to monitor active landslide areas on Mineral Street, Forest Avenue, Union Avenue, and Kirk Street. The slide on Mason Street was addressed during the construction of the Augusta. Additionally, a new slide on Harner Street was identified and repaired with the installation of a segmental concrete wall. This new wall also allowed the widening of Harner to a more desirable width in this location.
 - Assisted MPD with traffic control and cleanup from WVU football and basketball games as well as other special events including July 4th, FallFest, Mountainfest Motorcycle Rally, the Ironman Triathlon, WVU-MHS-UHS Homecoming Parades, Christmas Parade, WVU Presidential Inauguration, Veterans Parade, and Kids Day.
 - 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. The Division regularly patrolled fire prone areas prior to and immediately after all WVU sporting events. The result was several loads of furniture and building materials were loaded and hauled away before they were able to be set afire.
 - Several supervisors attended varying levels of Homeland security training with one completing all levels necessary. This training will continue for all Public Works Division first responders.
 - 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, such as tires and appliances with refrigerant. 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 Downtown and the 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.
- The sign shop continued 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.
- Continued 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 3,600 feet of thermoplastic material.
- Painted over 60 miles of curb line including No Parking (yellow), Permit Zones (blue), Truck Loading (red), and Disabled Parking (blue with signage).
- Painted over 7 miles of centerlines.
- Applied a coating to the City Garage roof and painted the exterior of the entire structure.
- Remodeled several parts of City Hall including new tile, new ceiling, painting, and window replacements.
- Installed emergency lighting at City Hall.
- Installed new office space for the Police Secretary
- Constructed the pedestal foundation for the new Welcome to Morgantown sign on Route 7 in Sabraton. Installed a new power drop for lighting at the site.
- 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 wiring for new lights on High Street.
- Replaced the hot water tank at the Public Safety Building
- Assisted with the installation of the new alarm systems at the Public Safety Building.
- Installed new temporary traffic pattern at the intersection of Stewart, Protzman, Hoffman, and VanGuilder.
- Assisted the contractor with the installation of traffic calming projects in the City’s parks and Evansdale neighborhood. Manufactured all signage necessary for the project.
- 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.
- Perform regular maintenance and repair to the City’s fleet. This continues to be a challenging area as the fleet ages.

PLANS FOR 2008

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

- Resurface approximately 1.86 miles of City streets.
- Incorporate and administer the 2008 Paving Program with the City of Westover.

- Continue work on the 2010 census.
- 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 Event Center. 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 Project. 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.