

## 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 2010 has been prepared. \$400,000 has been escrowed for the program. This year was the third year combining the City of Morgantown's Street Paving Project with the City of Westover. The Town of Granville will also be combining with the paving Project for 2010. Engineering staff works with the City of Westover and the Town of Granville in providing information on the contract documents and how the process works along with 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. DEP and the Engineering Division continue to monitor any settlement issues which are found by the Engineering Division.

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. The Engineering Division has updated and returned the addressing information and will be going through another revision this winter prior to the actual census taking place.

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 is being researched. This will be an ongoing project. An inventory and rating system has been applied to each street within the City. The rating will help 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 is being researched. 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 Division is in the process of getting the system in place. Like the Pavement Management System, this is an ongoing project.
- 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. Along with the SAFTEA-21 Grants, the Division also worked towards obtaining monies from the stimulus program.
- 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.
- Permits: Engineering issued and inspected the following permits:

	<u>12 Month Total</u>	
Grading Permits	333	
Overweight and Oversized Vehicle Permits		0
Flood Plain Permits	7	
Construction in the Right-of-Way Permits	96	
Curb Cut Permits	3	
Sidewalk Waivers/Permits	6	
Garden Lot Permit	1	
New Addresses Issued	167	

## **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

- 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:

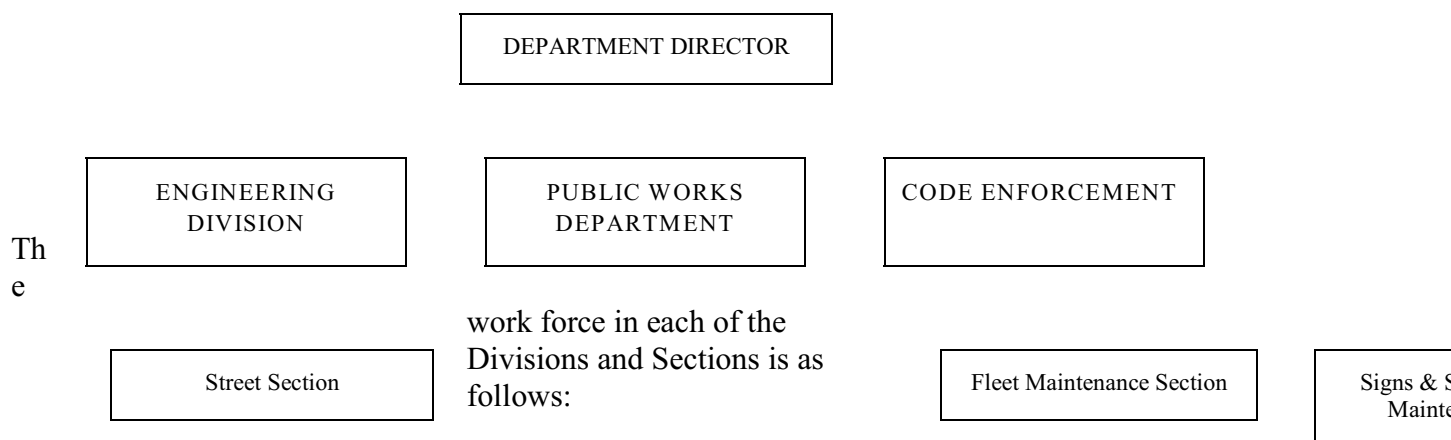
- Install and maintain traffic signs and signals and street lights.
- Install and maintain pavement and curb markings.
- Maintain City Hall, Public Safety Building, and other City Government facilities.
- Provide janitorial services for City Hall and Public Safety Building.
- Operate a sign-making machine.
- 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.
- Perform mandatory State vehicle inspections.
- Perform regular maintenance such as changing and balancing tires, suspension repairs, rebuilding engine transmissions, air conditioning repairs, and hydraulic repairs
- Repair and preparation of snow removal equipment.

### RESOURCES



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

**Engineering Division (5 Full Time; 1 Temporary)**

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

**Code Enforcement Division (13 Full Time; 1 Part Time; 1 Temporary)**

Chief Code Enforcement Officer	1	Building Inspection Officers	3
Secretary II	2	Rental Housing Inspection Officers	4

Part Time Building Inspection Officer	1	Code Compliance Officers	2
Permit Technician	1	Code Enforcement Intern (temporary)	1

**Public Works Division (62 Total Employees)**

Assistant Public Works Director 1      Secretary II 1

**Street Section (27 Employees Full Time; 4 Part Time; 14 Temporary)**

Section Manager	1	Equipment Operators	4
Truck Drivers	8	Skilled Laborers	6
Laborers	7	Temp. Brush Crew	6
Temporary Laborers for Sidewalk Projects	4	Temp. Litter Crew	2
Part Time Laborers	4	Temporary Laborers	2

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

Section Manager	1	Building & Grounds	2
Signs & Signals	4	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 180 vehicles and machines (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, street sweeper, sidewalk sweeper, flusher, backhoes, endloader, brine trucks, 4x4 ATV for snow/ice removal on sidewalks, and mowing equipment). Other equipment used include Mig-welders, test equipment for electrical and computer systems, lathe and milling machines, cutting torches, Freon leak detectors, Freon recyclers, air and hydraulic jacks, tire changer and balancer, computerized engine analyzer, and many other types of tools and test 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:**

- Designed and administered the 2009 Paving Program which resulted in resurfacing approximately 2.03 miles of City streets, the customer parking area at the Airport, a parking area at White park, the entrance road to the new North Side Fire Station, speed humps on Laurel Street and Junior Avenue, and partnering with the Board of Education for a parking lot and curb installation by Morgantown High School on Prairie Avenue. In addition, 277 sq. yards of concrete was placed on Southpoint Circle. Worked with Westover to administer the combined paving project.
- Began work on the 2010 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 and the Town of Granville in the 2010 Paving Project.
- Worked on the contract for the combined 2009 salt bid with the City of Westover, Town of Granville, and Town of Star City. This was the second year of combining efforts with all four Cities/Towns and will be continued in the future. This year's efforts went much smoother due to the previous year's experiences.
- Worked on the design for and overseeing construction of the sidewalk on Protzman Street.
- Continued worked on the design for the High Street Phase IV Streetscape Project.
- Worked with the criteria developer, the project developer, and the contractor to continue the construction and project administration of the Event Center. Obtained bids and administered the construction projects for the ongoing restoration of the Metropolitan Theatre including the installation of new entrance doors, the plastering project, decorative painting project, and the backstage dressing room project. Worked with the selected Energy Savings Contractor to implement the Investment Grade Audit performed last year. Responded to complaints from Citizens pertaining to right-of-way and sight distance issues. Performed traffic studies and provided technical support to the Traffic Commission. Worked on various plans and implementation of projects for the Traffic Commission. This included traffic calming, the Pedestrian Safety Board, and the Bicycle Board.

Worked in conjunction with the Morgantown MPO to submit a proposed Bicycle Lane along Monongahela Blvd to the WV DOH.

Created maps for the Bicycle Board for proposed locations of bicycle racks along High Street.

Created a Streetlight Database.

Created a Traffic Signal Database.

Issued RFP for Stop Line to be installed at 18 intersections.

Worked on design and placement of Speed Humps on Laurel and Junior Ave.

Worked with August Environmental and the Public Works Division to connect additional monitoring wells to the City's remediation system at the City Garage.

Worked on building permits.

Worked to complete a new City policy for parking on narrow streets.

Worked to complete a new City policy on Utility Cuts in the Right-of-Way.

Working on a street closure notification system to be used in conjunction with the new policy on utilities cuts.

- Designed and administered the 2009 City Sidewalk Repair/Replacement Program.
- Worked with the MPO on the Transportation Improvement Plan for Monongalia County.
- Personnel worked with the Green Team to promote environmental awareness within City policies.
- Administered the contract 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.
- Personnel attended training on Pedestrian and Bicycle Facilities design.
- Attended FEMA Floodplain training course and received CFM certification.
- 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.
- 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.
- 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 1,925 permits for work valued at approximately \$66,186,000. This includes 19 one & two family dwellings, 5 multi-family dwellings, 5 commercial structures, 10 accessory buildings, 6 garages and collected \$54,596 in fees for these permits.
- Inspected rental housing units. 8,344 rental units currently need inspected every three- (3) years. In 2009, 2,154 rental housing units were inspected, including 248 new rental units and 1,997 units were re-inspected for compliance with the 2003 ICC Property Maintenance Code. 69 vacant structures had routine inspections with 18 re-inspections. This resulted in a total of 4,238 housing inspections performed for 2009.
- Exterior property maintenance program. 18 houses have installed new siding. Also, property owners were sent 1,294 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 36 demolitions. In addition, Compliance Officers investigated 1,126 complaints, 28 of which were unfounded complaints. 241 complaint inspections were performed by rental housing inspectors for a total of 1,395 complaints that were inspected.
- Two employees' 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 56 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 164 citations, 62 were dismissed when work was completed (total fines were \$15,875) to achieve compliance with smoke detectors, over-occupancy, unregistered rentals, etc. Issued 41 stop work orders (total of \$3,075 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 has worked extensively with the City Manager's office for the upcoming conversion of software to the New World System 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. 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. Additional “down time” was experienced this year due to the aging sweeper. The new sweeper has been ordered and should be delivered in time for Spring sweeping to start. Also by keeping the old machine, a back-up machine will be maintained to be used during service interruptions. Man power is not available to run both machines together, but it should be easier to keep one operational. 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 swept on a daily basis. The 4 man crew allows for coverage 7 days a week with all four men working on the heaviest days of Friday, Saturday, and Sunday and 2 men on the lighter days of Monday through Thursday. This crew also works all holidays except Christmas and Thanksgiving. Removed snow and ice. The Snow Plan in effect this year did not change significantly from previous years. An extensive pre-treatment brine program has continued along with the use of salt only on City streets. At the time of this report there has been difficulty in obtaining the brine from the supplier that has been used in the past. While other sources are available, care must be taken to assure that the chemical makeup is suitable to meet environmental requirements. At least one well has been approved for use, and the Department is working with that supplier to arrange deliver agreements. Hopefully this brine will continue to be a cost effective material for the City’s ice and snow removal needs. 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. Unlike last year salt appears to be in abundant supply this season. Both of the salt storage buildings are currently full of salt to meet the oncoming demands of the winter season.

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. However, the amount that was accepted this year was less than before as more agencies utilize this method of disposal. Leaves not accepted at the WVU Farm were dumped at the City Garage and are composting along with wood chips generated by the tree crew. Several loads have been removed by citizens who have requested them for gardening.

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 continued 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.

Picked up hundreds of bags of trash that had been collected by Community Service individuals as directed by the Police Department.

Coordinated the Adopt a Street Program.

Responded to over 100 requests for street light repair. While these repairs are mostly an Allegheny Power responsibility, the complaint must be checked after dark and proper pole number obtained to report to Allegheny for repair. Allegheny will not respond by intersection location.

Removed 96 small to medium and 36 large hazardous trees. Most of these were the result of storm related damage but a few diseased trees were removed as well. 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 over 10 consecutive years.

Continued the annual sidewalk program. An early spring allowed the Protzman Street project to get underway sooner than originally planned. There were difficulties, as anticipated, with the steep grade, the overall terrain in the area, and the heavy traffic flow. This project was completed earlier than expected. Therefore, there was enough construction time available to replace deteriorated sidewalk/steps on the heavily traveled section of Overhill Street at University Avenue. A new sidewalk was also able to be constructed adjacent to Woodburn Elementary School along both the Fortney Street and Richwood Avenue sides of the school. This season, 1176 linear feet of new sidewalk was installed on Protzman Street. Fortney Street and Richwood Avenue received 216 linear feet and 311 linear feet respectively. The replacement on Overhill accounted for 237 linear feet. The combined projects required placing nearly 250 cubic yards of concrete.

Installed/Repaired guardrails and handrails at various locations due to damage from accidents or vandalism. Locations included Stewart Street, Protzman Street, Richwood Ave, Darst Street, and Willowdale Road.

Performed work in preparation for the 2009 Paving Program. This work involved ditch and culvert repairs.

The Division continued 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.

Continued 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. Department requests logged this year were numbered at 219 with 214 having been logged out completed.

Patched or repaired pavement City-wide utilizing approximately 425 tons of hot asphalt and 56 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.

Continued to monitor active landslide areas on Mineral Street, Forest Avenue, Union Avenue, and Kirk Street.

Assisted MPD with traffic control and cleanup from WVU football and basketball games as well as other special events including July 4<sup>th</sup>, FallFest, Mountainfest Motorcycle Rally, the Ironman Triathlon, WVU-MHS Homecoming Parades, Christmas Parade, Veterans Parade, Snowboard and X-Games Event, 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 employees attended training sessions held by the LTAP Center at WVU on a variety of topics.

Assisted with "Operation Evacuation", the student exodus, which resulted in significant time and resources. Up over 150% from last years' totals, over 1,696 man hours were logged in the clean-up effort including over 1,100 at overtime rates. Also 840 equipment hours were logged for this event. Likewise hours for the Blue and Goldmine Yard Sale event increased this year to 232 man hours and 104 equipment hours. The Mountainfest Motorcycle Festival accounted for over 470 man hours this year. This total was slightly lower than last as a result of better understanding of the needs of the event and scheduling accordingly.

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.

Reconstructed sections of the traffic islands on Arch Street in the Greenmont Neighborhood. This was at the request of the Greenmont Neighborhood Association. This project helped remove water hazards in that area along with adding landscaping. As a return, the Association is maintaining these green spaces freeing City crews to mow elsewhere.

Repainted the snow plow blades. After 3 years of service it was necessary to repaint the snow plows that had been decorated by school children in 2006. This year the program expanded to include six schools. Woodburn Elementary School, North Elementary School, South Middle School, Suncrest Middle School, Morgantown High School and Trinity Christian School have all created works that will be displayed on Public Works vehicles this season. Barring an early snow, these vehicles are scheduled to lead the Christmas Parade down High Street.

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/repared 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/repared crosswalks using over 4,800 feet of thermoplastic material.

Installed approximately 720 linear feet of thermoplastic material for newly installed speed humps

Painted over 54 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.

Remodeled several parts of City Hall including new tile, new ceiling, painting, and window replacements.

Assisted with the yearly inspections of the elevators in the Public Safety Building and City Hall.

Installed new electrical and computer wire for the cameras for internet in Council Chambers.

Installed new roadway markings in conjunction with the Paving Project.

Assisted the contractor for the energy performance contract with the installation of energy saving lighting in the Public Safety Building, City Hall, and the City Garage.

Assisted the contractor for the energy performance contract with heating upgrades at the Public Safety Building and City Hall.

Assisted the contractor for the energy performance contract with changing all traffic lights to LED fixtures.

Assisted State DOH in repairing street lighting along Monongahela Blvd.,

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.

Serviced an average of 30 to 40 vehicles per week.

Perform regular maintenance and repair to the City's fleet. This continues to be a challenging area as the fleet ages. Employees from the Street Section of the Division assist in the garage on a daily basis as mechanic helpers.

Spent additional time in the fabrication, repair, and body work of the older used pieces of equipment such as snow plows, spreaders, and dump trucks used as plow trucks. This is due to the increased age of these pieces of equipment along with the corrosive nature of the salt and brine that is used for snow and ice removal.

## PLANS FOR 2010

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

Resurface approximately 2.0 miles of City streets.

Incorporate and administer the 2009 Paving Program with the City of Westover and the Town of Granville.

Incorporate and administer the 2009 Salt Bid with the City of Westover, Town of Granville, and Town of Star City.

Continue work on the 2010 census.

Work on the High Street Phase IV Streetscape Project.

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 salt.

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.

Begin using the New World software program 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.

Continue the Sidewalk Program.

Continue to work with the Traffic Commission, the Bicycle Safety Board, and the Pedestrian Safety Board to help improve vehicular, bicycle, and pedestrian traffic throughout Morgantown.

## **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 projects and the continuing High Street BID Streetscape Project. Next year's paving program will be just as successful as in 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!

