

CITY MANAGER'S REPORT  
FOR  
COUNCIL MEETING OF MARCH 1, 2005

Honorable Mayor and Members of City Council:

**INFORMATION:**

Item No. 1:

This week the City received a check for \$50,000 from the Monongalia County Commission to help fund a match requirement for a \$200,000 grant for the Metropolitan Theatre. The City is very appreciative of the County's support of this project and even more so of the County's partnership with the City to advance the overall quality of life in the area.

**NEW BUSINESS:**

Item No. 1:

The first attachment is a memo from the Public Work Director suggesting sidewalk projects for 2005. Based upon her comments, I recommend that the projects be approved. SPECIAL NOTE: The engineering for the Collins Ferry Project is estimated not to exceed \$12,000.

Item No. 2:

The second attachment is also a memo from the Public Works Director reporting bid results for the Willowdale Road Traffic Calming Project. Given the priority placed on this project, I recommend that the contract be awarded to the low bidder Laurita Excavating, Inc., for a price of \$24,207.50 (the \$9,757.50 deficit can be funded from the Capitol Escrow Account).

Item No. 3:

The third attachment is a memo from the Police Civil Service Commission approving the renaming of two ranks in the Police Department so as to be in compliance with State guidelines. I entirely agree with the merits of the issue, but the more appropriate way to effect it is to amend the City's pay and classification ordinance. As per State law, I recommend that the requested action be disapproved so it may be reconsidered in a new format in the near future.

Item No. 4:

The last attachment is another memo from the Public Works Director reporting bid results for asphalt to support the City's Paving Program. I agree with her comments and recommend that the contract be awarded to Greer Asphalt Company for a price of \$69,997.75.

This concludes the City Manager's Report.

  
Dan Boroff, City Manager

# Memo

## City of Morgantown Public Works Department

**To:** Dan Boroff, City Manager  
**From:** Terry Hough, Public Works Director *TH*  
**Subject:** 2005 Sidewalk Project  
**Date:** February 16, 2005

The following sidewalks are proposed for repair/installation for the 2005 Sidewalk Project:

### Main List

1. Stewart St. (Yoke Street to Willowdale Rd.) This is the completion of the project started in 2004.
2. Collins Ferry Road (Aspen St. to Department of Energy)
3. Pleasant St. (north side, Chestnut St. to High St.) This includes installing new lights. This is a completion of the project started in 2003.

### Contingency List

- 1 Jones Ave. (Highview Place to Overhill St.)

The sidewalks on the main list are proposed to be built/repared by City crews for an estimated cost of \$193,959.70. The proposed costs are for material costs, design costs, and temporary laborer costs only.

It is not anticipated that City crews will be able to complete the main list. Collins Ferry Road is approximately 3000 lf. It will probably take two seasons to complete Collins Ferry Road as we need to finish Stewart Street first. As always, the amount of work accomplished is dependent upon the weather. It should be noted that this list is not a total listing of proposed sidewalk projects, but rather it is a list of those sidewalks that is proposed for completion within this construction season. Any sidewalks not completed will be postponed until next year, funds allowing.

It should be noted that a retaining wall is needed on Stewart Street. This will result in an increase of the costs. Work on Stewart Street will continue where we left off last year and proceed to Yoke

Street. It will not go beyond Yoke Street due to the upcoming work at the Square at Falling Run. The sidewalks will be addressed at that time when this project is built.

Collins Ferry Road also has some challenges. Given the right-of-way available ( 30 feet) and in order to meet ADA requirements, we must either move the utility poles on the south side of Collins Ferry Road or install the sidewalk on the north side of Collins Ferry Road. In order to install the sidewalk on the north side, retaining walls will be needed due to the topography. Drainage issues must also be designed as Collins Ferry Road is a ditched system. Due to these issues, the sidewalk on Collins Ferry Road will need to be designed. The aforementioned costs include the cost for the design work.

Pleasant Street will be a continuation of the project started in 2003. It will include the installation of three (3) new decorative lights. If possible, we may be able to assign another crew to this project depending on the Street Division's workload.

We will be ready soon to begin hiring our temporary laborers for this year's project. Please let me know how to proceed. If you need to discuss this matter please do not hesitate to contact me.



# Memo

## City of Morgantown Public Works Department

**To:** Dan Boroff, City Manager  
**From:** Terry Hough, Public Works Director *TH*  
**Subject:** Bid Call 2005-18 Willowdale Road Traffic Calming  
**Date:** February 16, 2005

Bids were opened December 14, 2005 at 10:00 a.m. for the Willowdale Road Traffic Calming project. The results are as follows:

Laurita Excavating, Inc.	\$24,207.50
Green River Group, LLC	\$31,344.00

The original budget for this project was \$20,000.00. Currently, there is approximately \$16,700.00 remaining for construction. The other \$3,300.00 was for engineering. The construction price does not include construction stakeout, installing traffic control signs, or installing pavement markings. The construction stakeout will be an additional \$1,500.00. The City will provide and install the traffic control signs and the pavement markings. The cost for materials for this is approximately \$750.00. The construction project has come over budget due to the sharp increase in costs of materials such as cement and steel.

Given the above, I recommend that Laurita Excavating Inc. be awarded the contract for \$24,207.50. However, given the overrun for the construction along with the need for the construction stakeout and traffic control devices, an additional \$9,757.50 will be needed in order to complete the project. The breakdown is as follows:

Original Budget	\$20,000.00
Less \$ 3,300.00 for engineering	
Less \$24,207.50 for construction	
Less \$ 750.00 for materials	
Less \$ 1,500.00 for stakeout	<\$6,457.50>

If you have any questions or need any additional information, please do not hesitate to contact me.





CIVIL SERVICE COMMISSION

# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7439

## *MEMORANDUM*

To: Dan Boroff, City Manager  
From: Jerry Summers, President of the Police Civil Service Commission  
Subject: Police Department Rank Structure  
Date: February 16, 2005

The Police Civil Service Commission approved Chief Scotts request to change the Police Department Rank Structure and am requesting this be forwarded to Council for their review and approval.

Attached is a memo and the minutes from February 2005 Police Civil Service Meeting for your reference.

JS/III

enc:

cc: Chief Scott  
File



## MORGANTOWN POLICE DEPARTMENT

### MEMO

Date: February 15, 2005

To: Dan Boroff, City Manager  
Civil Service Commission  
Linda Little, City Clerk

From: Chief P.K. Scott

Re: Police Department Rank Structure

The Morgantown Police Department utilizes the rank of Corporal as a first line supervisor. The State of West Virginia does not recognize this rank as a supervisory position. Recently, the State Division of Criminal Justice Services, who regulates and approves training for police officers, has recommended that we restructure our supervisory rank in order to be in line with other criminal justice agencies.

Most law enforcement agencies across the state have either realigned the Corporal rank as a pay grade position similar to our current P.F.C. Grade or completely done away with it. Under current state regulations, only the rank of Sergeant and above are considered supervisors. The policy of the Morgantown Police Department has been that once an officer is promoted to Corporal, we require them to attend a state approved supervisory level training course, costing anywhere from \$600.00 to \$1,000.00. Although we continue to do this, Corporals are not given in-service credit as a supervisor, nor are they recognized as such by the state. Additionally, promotional testing given for Corporal is the same test given to candidates for Sergeant.

Based upon the above information, I am requesting that the rank of Corporal be deleted from the city pay classification plan. I would further request that all current employees holding the rank of Corporal be changed to Sergeant, with the pay grade remaining the same as that of Corporal.

Next I would suggest that the rank of First Sergeant be created, and all employees currently holding the rank of Sergeant would then become First Sergeants with the pay grade remaining the same as the Sergeant. The remaining ranks of Lieutenant and Captain would be unchanged.

This realignment will allow the Police Department to be in compliance with State regulations concerning supervisory requirements and will not have any additional costs associated with rank. Basically, the ranks will change in name only. If approved, the rank structure of the Morgantown Police Department would be as follow;

Probationary Police Officer  
Police Officer  
Police Officer First Class  
Sergeant  
First Sergeant  
Lieutenant  
Captain  
Chief

**POLICE CIVIL SERVICE COMMISSION**

February 15, 2005  
6:00 p.m.  
Public Safety Building  
Conference Room

**PRESENT:**

President Jerry Summers & Commissioner Ed Bodkin, City Clerk Linda L. Little, Chief Phil Scott and CPL Deborah Gordey.

**MINUTES:** The minutes from the October 15, 2004 meeting were approved by unanimous consent.

**NEW BUSINESS:**

A. Challenge of Test Questions by CPL Debra Gordey

After discussion and CPL. Gordey decided not to challenge questions 71 and 97 the Commission by acclamation decided to accept the companies answer and findings. (Attached for the record are the documents pertaining to this challenge).

B. Restructuring Rank to be in line with State Statute

After discussion motion by President Summers, second by Commissioner Bodkin to approve that Chief Scott move forward in the realignment of ranks to be in compliance with State Regulations. The City Clerk will do a memo to the City Manager requesting Council's approval. (Attached for the record is a memo from Chief Scott in reference to this change).

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 6:47 p.m. by unanimous consent.

Prepared by:  
Linda L. Little

Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
Jerry Summers, President

# Memo

## City of Morgantown Public Works Department

To: Dan Boroff, City Manager

From: Terry Hough, Public Works Director *TH*

Subject: Bid Call 2005-24 2005 Street Paving Project - Hot Laid  
Bituminous Asphaltic Cement

Date: February 24, 2005

Bids were opened February 24, 2005 at 9:30 a.m. for the 2005 Street Paving Project - Hot Laid Bituminous Asphaltic Cement. The results are as follows:

Greer Asphalt Company	\$69,997.75
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The unit bid price represents approximately a 5% increase over last year's price due to a rise in petroleum costs.

Given the above, I recommend that the bid be awarded to Greer Asphalt Company.

If you have any questions or wish to discuss this issue, please contact me.

