

**Informational Material  
For  
May 7, 2019  
City Council Meeting**

**Application for Annexation  
By Minor Boundary Adjustment**

**The City of Morgantown, West Virginia  
3.8 square miles in the Suncrest, Mileground, and First Ward Areas**

**(1) The number of businesses located in and persons residing in the additional territory;**

The additional territory contains approximately 12,830 residents.

The additional territory contains approximately 367 businesses, 26 of which are tax-exempt entities.

**(2) An accurate map showing the metes and bounds of the additional territory;**

Allegheny Surveys is preparing a survey of the territory.

**(3) A statement setting forth the municipality's plan for providing the additional territory with all applicable public services such as police and fire protection, solid waste collection, public water and sewer services and street maintenance services, including to what extent the public services are or will be provided by a private solid waste collection service or a public service district;**

**(a) Police**

The Morgantown Police Department (“MPD”) will protect and serve the territory. MPD is a full-service, urban police department with 72 sworn officers and 11 civilian employees. The department operates three shifts with a minimum of five officers on duty at all times and as many as 10 on duty at any given time. The average response time to service calls is 3.5 to 4 minutes.

MPD offers specialized services not available through other agencies serving the territory. The department has a detective division, with 6 detectives and a supervisor, which is dedicated to

investigations. The department also maintains a Special Response Team to respond to high risk situations and a dive team to perform water search and rescue. The Special Response Team conducts high risk entry on search warrants and arrest warrants as well as hostage situations.

Serving these officers are 42 marked cruisers and 28 unmarked vehicles, along with two vans for crime scene processing and prisoner transport. Additional equipment includes a boat and trailer, two motorcycles, an all-terrain vehicle, and bicycles.

MPD already serves a total area encompassing the additional territory, but five officers will be added to its staff to maintain current response times and capacity to serve residents. Many incidents in the additional territory already require MPD to assist other responding agencies due to MPDs more numerous staff and specialized training and skills. Service call responses require officers to travel the additional territory, as well. The City expects that adding the territory will provide more efficient and effective police protection for all residents while diminishing the burden on the Monongalia County Sheriff's Department and the West Virginia State Police.

### **(b) Fire**

The Morgantown Fire Department ("MFD") will provide fire protection services, plan review, and fire code inspection services to the area. MFD comprises sixty-one (61) sworn personnel and one (1) Administrative Assistant. Of the 61 sworn employees, four (4) are assigned to the Fire Marshals Division and three (3) are assigned to the Administrative Division. The other fifty-four (54) personnel are assigned to the Operations Division. MFD Standard Operating Procedure 202.1 addresses the staffing model for the Operations Division. The SOP allows for an average of 15 firefighters on duty at any given time, with a variant range between 14 and 18 personnel. Not included within the model are the Fire Marshals Division (four personnel) or the Administrative Division (3 Personnel). These personnel generally work a regular business week schedule.

MFD maintains five engines, with an additional engine scheduled for purchase in 2022, including two aerial units – one straight ladder and one tower. In addition, MFD has six staff vehicles for regular use by the fire chief, training officer, and fire marshals, and five auxiliary vehicles consisting of two pickup trucks, one John Deere Gator, one Dodge Durango, and one Jeep Liberty. MFD utilizes three trailers – one for its hazardous materials team, one for its dive team, and one for public education. The department has two watercraft – one john boat and one Boston Whaler fire boat.

MFD's average response time for emergency calls with its Primary Response area apparatus (generally – the use of lights and sirens) is 5 minutes and 31 seconds. Response time with secondary arriving apparatus (without lights and sirens) is 7 minutes 13 seconds. This data is based on a response area of 1.5 miles for engines, 2.5 miles for aerial apparatus. Areas outside the designated 1.5 mile/2.5 mile areas would have increased response times. This extended territory already includes areas within the city boundary such as the WVU Agronomy Farm and the National Guard Armory. Most of the additional territory is within the designated radius, and the expected construction of a new public safety station would place these large community assets within easier reach of fire protection apparatus as well.

MFD has responded to ninety (90) incidents outside the corporate limits of the City since 2007. Several of these responses are for Dive Team related incidents. MFD's Public Safety Dive Team is available to regional agencies as a part of the Coast Guard grant that provided the equipment for the team. Many fire calls are also within the additional territory: Incident Number 2018-2317 (a building fire at Pearand Apartments on 872 Stewart Street, Incident Number 2018-2246 (a building fire at the Blue Parrot, 1869 Mileground Road), Incident Number 2018-1905 (passenger vehicle fire on Hartman Run Road), Incident Number 2018-1488 (medical assistance at Stadium View Apartments, 296 McCullough Street), and others.

MFD has an ISO rating of 2, the best among all county firefighting agencies. Many of its services already encompass the additional territory – either through the existing primary service area footprint or due to calls for assistance from other agencies with less staffing or equipment. The planned addition of four firefighters, a fire engine, and plans for an additional public safety building would promote efficient provision of fire service to all residents.

Residents of the territory would also enjoy the addition of services provided by city fire marshals. The fire marshals division enforces the fire code within the city. These services includes review of building plans for compliance and inspection of business and rental structures to ensure safety requirements are met. The fire marshals also investigate and charge arson and other fire-related offenses in which the office has specialized knowledge and training. These services contribute to protection of property from fire damage and ensure safety of residents.

#### **(c) Solid Waste**

Solid waste collection will be provided by Allied Waste Services of North America, LLC, doing business as Republic Services of West Virginia. Residents will receive weekly curbside trash collection and weekly curbside single-stream recycling collection on the same day each week. Residents will receive regular electronics recycling at curbside and a set amount of bulk collections at curbside upon request. All residential billing will be integrated with the combined water, sewer, and stormwater billing through the Morgantown Utility Board. Commercial recycling is available in addition to several schedules for commercial solid waste collection.

#### **(d) Public Water and Sewer**

Public water and sewer will be provided by the Morgantown Utility Board. Residents of the additional territory will also benefit from stormwater management provided through the combined system operated by the Utility Board.

#### **(e) Street Maintenance**

The City expects to assume maintenance responsibility for all roads in the territory other than primary state routes. The transfer will require consent of the West Virginia Division of Highways, and the City will offer to clean and maintain the primary routes as well under a maintenance agreement with the Division of Highways. The area contains approximately 43 total miles of roadway.

City streets are currently on a 10-year resurfacing schedule, which is funded by the municipal service fee. Streets undergo a roadway condition assessment and, subject to staff and resident input, are scheduled for resurfacing according to condition and usage. The City provides resurfacing and larger sidewalk installation projects through an annual Street Improvement Project contract with outside contractors. The 2019 resurfacing project will expend \$1.8 million to resurface portions of 21 streets and install several segments of sidewalk. Information on the project and planning is available at <https://www.morgantownwv.gov/502/Paving-Plan>. The streets transferred to the City following addition of the territory would be incorporated into the resurfacing plan.

The City directly provides street cleaning services – through operating of street cleaning equipment and personnel services directly clearing streets of trash and debris, pretreatment of streets for weather events, and snow plowing and other clearing services with a dedicated Street Department staff. Additions to these staff and the road improvement budget, noted in the application, will promote effective extension of street maintenance services to the additional territory. Increased efficiency is expected due to the inclusion of the territory in the existing service footprint of the City’s road maintenance and improvement areas.

**(4) A statement of the impact of the annexation on any private solid waste collection service or public service district currently doing business in the territory proposed for annexation in the event the municipality should choose not to utilize the current service providers;**

**(a) Private solid waste**

Solid waste service in the territory is provided by Republic Services pursuant to a certificate of convenience and necessity granted by the West Virginia Public Service Commission. Republic Services also provides solid waste services to city residents pursuant to a franchise granted by the City and authorized by the Public Service Commission through a motor carrier permit. The solid waste provider for the additional territory would not change.

However, residents would benefit from services available to city residents under the franchise agreement:

- single-stream curbside recycling collected weekly;
- regular curbside electronics recycling;
- contractual protections for the materials available for recycling;
- collection of all residential waste, regardless of service or billing disputes;
- a single bill for solid waste, water, sewer, and stormwater service managed by the Morgantown Utility Board;
- Rates set by agreement and approved by local representatives (rather than by the state-level tariff process through the Public Service Commission)

**(b) Public service districts**

The Morgantown Utility Board provides services in the territory. Information about other public service districts that may serve the territory will be supplied. Any change in the operations of those public service districts would be subject to independent review and approval by the Public Service Commission.

**(5) A statement of the impact of the annexation on fire protection and fire insurance rates in the territory proposed for annexation;**

The Morgantown Fire Department has a rating of 2 from the Insurance Service Office (“ISO”).

The Volunteer Fire Departments currently serving the territory as their “first due” area prescribed by the State Fire Commission have lower ISO ratings (signified by higher rating numbers).

A better ISO rating generally leads to a reduction in fire insurance or homeowners’ insurance rates for residents of the area.

New benefits to residents will be the availability of a full-time, professionally staffed fire department with low response times and specialized equipment. Residents will also benefit from proactive fire protection services through the plan review and inspection services performed by the Fire Marshals.

**(6) A statement of how the proposed annexation will affect the municipality's finances and services; and**

Services

The additional territory is within the footprint of the territory served by the City. City police, fire, and road maintenance workers pass through these territories to perform municipal services. The City plans specific increases in capital improvements, staff, and equipment to serve the territory but also expects to provide more efficient service to all residents through the addition of the territory.

- 5 police officers will be added to the 72 current officers and 11 dedicated support staff.
- 5 new police cruisers will be added to the vehicle fleet.
- 4 fire fighters will be added to the fire department staff currently comprising 55 fire fighters and 7 administrative staff (including the Fire Chief and Fire Marshals).
- A new fire engine will be purchased.
- A public safety substation will be constructed. It will be staffed by additional police and fire personnel and served by the regular city administrative staff.
- A residential housing inspector and a residential and commercial building inspector will be added to the Code Enforcement Department, along with vehicles for each new staff member. These two officers will supplement a current staff of 10 inspectors.

- Two truck drivers will be added to the Street Department to service the additional roads.
- Two plow trucks will be added to the vehicle fleet for operation by additional drivers.
- The streets within the territory will be included in the City's regular maintenance and paving schedule. The current cycle targets repaving on a 10-year cycle.
- The police department budget will increase by \$1,030,000.00 annually, excluding capital improvement expenditures.
- The fire department budget will increase by \$991,000.00 annually, excluding capital improvement expenditures.
- The code enforcement department budget will increase by \$174,000.00 annually, excluding capital improvement expenditures.
- The Street Department budget will increase by \$1,010,000.00 annually, excluding capital improvement expenditures.
- General administrative expenditures will increase by \$235,000.00 annually to add an accounting/revenue manager and a planning and zoning consultant.
- The total projected service budget increase is \$3,440,000.00 annually.
- When accounting for the annual cost of expected replacement of equipment, the total service cost is \$4,297,000.00 per year, excluding capital improvements and their maintenance and replacement.
- The increase in budgeted expenses does not account for the cost of constructing new facilities, such as a planned shared police and fire substation. The anticipated cost of that facility is \$5,500,000.00. Additional fire vehicles and equipment for the station would cost \$1,800,000.00, and a crew of fifteen firefighters to staff the station would require \$1,500,000.00 annually.

### Revenues

A study prepared by Grossman, Yanak, & Ford, LLP, certified public accountants, projects the anticipated revenues and costs of adding this territory to the City.

- The expected annual revenue from the business and occupation tax is \$2,587,090.00 for general commercial business.
- The expected annual revenue from the business and occupation tax is \$452,335.00 for residential rental business.
- The expected annual revenue from the business and occupation tax is \$282,402.00 for commercial rental business.
- Among all categories of business and occupation tax, total estimated revenue is \$3,321,827.00.
- Expected annual revenue from the municipal service fee dedicated to police services and public rights-of-way is \$1,061,424.
- Expected annual property tax revenue is \$2,454,641.00.
- Expected annual fire protection service charge revenue is \$969,850.00.
- Total expected annual revenue from the additional territory is \$7,807,742.00.

The reported figures assure residents that the City will be able to provide effective and efficient service to the additional territory. The projections also reflect the community benefit to be realized

from operating with economies of scale within the City's existing service footprint. The additional territory is entirely or partially surrounded by current city boundaries, so the area to be served by municipal services remains similar. In fact, Morgantown police and fire personnel already provide services in the additional territory when other agencies lack the necessary resources, and city streets provide access to much of the additional area for city and county residents.