

CITY OF HOPKINSVILLE

An Overview of the Services of the Public Works Department



PUBLIC WORKS

- STREET DIVISION
- CITY GROUNDS MAINTENANCE DIVISION
- PARKS AND RECREATION DIVISION
 - SERVICE CENTER DIVISION

Revised January 2009

**THE CITY OF HOPKINSVILLE
PUBLIC WORKS DEPARTMENT
OVERVIEW OF SERVICES**

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**THE CITY OF HOPKINSVILLE
PUBLIC WORKS DEPARTMENT
MISSION STATEMENT**

The mission of the Public Works Department is to provide citizens of Hopkinsville effective and professional services that will enhance their quality of life through clean and well maintained city streets and right-of-ways; well maintained city parks, facilities and cemeteries; diverse community wide recreational opportunities; and a thoroughly maintained fleet of vehicles and equipment.

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THE CITY OF HOPKINSVILLE
PUBLIC WORKS DEPARTMENT

The Public Works Department consists of a Public Works Director who is a registered Professional Engineer and an Executive Secretary. It provides an interface between the four divisions within the Public Works Department (Street, City Grounds Maintenance, Parks and Recreation and Service Center), the City Administration (Mayor, CAO, City Clerk), and City Council. The Public Works Department also provides a point of contact for City residents and taxpayers when situations require it.

The Public Works Director provides a direct link of contact between City Administration, other City departments and agencies, and all four Public Works Divisions. By providing this link, the Director is the key person in keeping the lines of communication open, strong and effective. The Director must be a strong and effective communicator and able to represent each of the four Divisions to City Administration and City Council. Additionally, the Director coordinates Public Works projects with the Hopkinsville Surface and Stormwater Utility Board (HSSUB) for drainage projects within the City street's right-of-ways and with the Planning Commission on engineering related projects. The Director must be unbiased in his/her political views and always maintain an open line of communication with all facets of government. The Director must understand city ordinances and be capable of explaining their intent when called upon to do so. The Director should also be a confident and informed representative of City government.

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The Public Works Department provides necessary reporting to keep City Administration informed of the Department's activities. This relieves individual division superintendents from this duty and allows them time to concentrate on operating their individual divisions.

The Director and Executive Secretary work with consultants, engineering firms, and other City departments and agencies to maintain the positive working relationship required to carry out the mission of the Public Works Department.

Additionally, the Secretary deals with the general public and responds and tracks citizen concerns relating to Public Works. The Secretary also interfaces with other City Administration secretarial areas. Additional functions include providing and scheduling weekly activities for the Director and division superintendents and coordinating and scheduling training classes and continuing education classes for all divisions.

THE CITY OF HOPKINSVILLE

STREET DIVISION

MISSION STATEMENT

The mission of the Hopkinsville Street Division is to maintain and enhance the streets and right-of-ways within our community. The Street Division seeks to ensure the citizens of Hopkinsville that the Division consistently meets or exceeds customer expectations.

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THE CITY OF HOPKINSVILLE
STREET DIVISION

The Street Division has 18 employees, including a Superintendent, Assistant Superintendent, and a Secretary. The annual budget is approximately \$1.5 million, including Municipal Road Aid Fund (MRA), salaries and benefits.

Equipment fleet includes:

- two bush hogs
- three backhoes
- two sweepers
- three mowers
- one trash/knuckle boom truck
- two ¾ ton dump trucks (used for pothole repair and concrete related work)
- eight pick-ups
- one dual axle dump truck
- five single axle dump trucks
- one skid steer (Bobcat)
- vibratory roller

General and specific duties:

- maintain approximately 150 to 160 miles of streets
- minor surface and subsurface repair of streets
- sidewalk repair and some construction as directed
- maintain drainage ditches and tiles within right-of-ways
- mow right-of-ways along streets and numerous on/off ramps at the Pennyrile Parkway and Ft. Campbell Boulevard
- abate property as directed by City Clerk's Office

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- maintain, build, and install new signs throughout the City limits
- remove trees along the river and its bank as authorized by Hopkinsville Storm Water Utility Board
- clean ditch lines including regrading in City right-of-ways
- remediate sinkholes in City right-of-ways
- clean storm drain inlet boxes and culverts in City right-of-ways
- work with other City and County agencies during natural disasters such as flood situations and tornadoes. Make and distribute sandbags and place high water signs and closed street signs in conjunction with the Hopkinsville Police & Fire Departments and disaster and emergency services
- assist in the cleanup after a tornado or high winds, including clearing downed trees
- remove snow and spread salt before and during snow events
- provide subdivision and miscellaneous street construction supervision and inspection in partnership with the Hopkinsville/Christian County Planning Commission
- provide annual or biannual street evaluations using the evaluation/inspection/score sheet and provide a prioritized list of streets to be paved
- provide annual or biannual sidewalk evaluations using the evaluation/inspection/score sheet and provide a prioritized list of sidewalks to be replaced
- sweep city streets daily (primarily downtown, main arteries into and out of town, and subdivisions as requested)
- assist in implementation of city Trash for Cash Program

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THE CITY OF HOPKINSVILLE
CITY GROUNDS MAINTENANCE DIVISION
MISSION STATEMENT

The mission of the City Grounds Maintenance Division is to provide a professional, cost effective, reliable, and safe organization to maintain City parks, cemeteries and public properties.

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THE CITY OF HOPKINSVILLE
CITY GROUNDS MAINTENANCE DIVISION

The City Grounds Maintenance Division has twelve employees including one (1) Superintendent and one (1) Assistant Superintendent. The annual budget is approximately \$814,000. City Grounds Maintenance Division has a fleet of:

- thirteen mowers
- two backhoes
- six pick-ups
- three, one-ton dump trucks
- four tractors
- one bush hog
- seven utility trailers
- three John Deere Gators
- two finishing mowers

The City Grounds Maintenance Division provides management and maintenance caretaking of the two City owned cemeteries including opening and closing of all graves. The two cemeteries, Riverside Cemetery on North Main Street and Cave Spring Cemetery on Greenville Road, consist of approximately 100 acres. Occasionally, the division will be asked to disinter a body and move it to a different place in the cemetery or to another cemetery. The division also fills in low areas in the cemeteries and levels tombstones throughout the year.

The two cemeteries provide revenue for the City in the range of approximately \$210,000 to \$220,000 per year.

In addition to the two City owned cemeteries, City Grounds Maintenance Division maintains all City owned parks including:

- Fitness Trail
- Rose Bed
- Peace Park

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- Westside Park
- West 18th Park
- East 18th Park
- Virginia Park
- Joe Mumford Park
- Ft. Campbell Memorial Park
- Tie Breaker Ball Fields
- Tie Breaker Aquatic Center
- Ruff Park
- North Drive Recreational Complex

City Grounds Maintenance Division maintains Little River Park and Fountain. (When the fountain is operating, it has to be backwashed and strainers cleaned daily.)

City Grounds Maintenance Division provides mowing and trash pick-up at the Library, Old Carnegie Library, Pioneer Cemetery, Walnut Street Center, Municipal Building, Police Station, Gun Range and FOP.

There are 12 right-of-ways and medians maintained by City Grounds Maintenance Division:

- Horseshoe Restaurant on Ft. Campbell Boulevard
- Highway 68 East at Belmont School
- Pembroke Road medians
- Industrial Park medians
- Virginia Street
- Country Club Lane
- Lafayette Road at the Pantry median
- West 7th Street and Glass Avenue
- Cadiz Road and Princeton Road median
- Kenwood Drive Circle median

- Convention Center median
- North Main Street at 1st Street (Roundies Restaurant) median

There are 55 flood buyout lots City Grounds Maintenance Division maintains in Cherokee Park, one on Country Club Lane, one (1) on Michael Drive and eight (8) in Givens Addition. The total area of all City owned grounds mowed by the City Grounds Maintenance Division is 322 acres.

The Division mows other areas that are agencies affiliated with the City such as Trail of Tears Park and Walnut Street Center. Other City Grounds Maintenance duties include: mowing, weed eating, spraying weed killer, tree trimming, litter control, cleaning flowerbeds, mulching, leaf removal, planting flowers, shrubs, etc. City Grounds Maintenance Division prepares the riverbanks at Jeffers Bend for Take Kids Fishing Day and Nature Fest. City Grounds Maintenance Division helps clean for Little River Days, Trail of Tears Pow Wow event, Veterans Parade, Christmas Parade and other special events. City Grounds Maintenance Division is responsible for the maintenance of the Recreation Building on Thomas Street, Herb Hays Pavilion and restrooms, Tommy Gates Pavilion and restrooms and North Drive Pavilion and restrooms.

City Grounds Maintenance Division places and decorates the downtown Christmas tree and places other Christmas decorations throughout the City of Hopkinsville (for example, Trail of Tears, Little River Park, Old Depot, Fort Campbell Boulevard, Ninth Street, and Founders Square).

City Grounds Maintenance Division has helped citizens during floods to remove items from homes and will continue to help during natural disasters. There are times City Grounds Maintenance Division is asked to cut trees or shrubs in medians or right-of-ways or move furniture at the Municipal Building, etc.

During winter months (January – March), City Grounds Maintenance Division performs preventive maintenance on lawn mowers and other small equipment. All maintenance on lawn mowers is done in house. By doing t preventive maintenance in house, it saves several thousands of dollars a year.

City Grounds Maintenance Division Mowing Areas

Acres	Destination	Acres	Destination
6.37	Police Dept. & Fitness Trail on Riverfront	33.98	Trail of Tears
0.8	Lot 1500 Walnut Street	0.58	18th and Hospital Park
32.14	303 Conference Center Drive	1.43	Pioneer Cemetery
65	Riverside Cemetery	1.68	Founders Square
0.04	Bill Byran Blvd. Right-of-ways	2.34	West Side Park
0.12	Bill Byran Blvd. Right-of-ways	3.48	Joe Mumford Park
0.35	Bill Byran Blvd. Right-of-ways	3	Gun Range (Woodburn Hay Rd.)
3.86	City Hall - FOP Park	1.72	Little River Park
0.34	2nd Street Park	9.49	Walnut Street Center
1.19	Peace Park	3	Public Works
0.11	East 9th Right-of-ways	3	Library
0.08	Belmont Hill	0.13	1st and Virginia Right-of-ways
2.26	Virginia Park	0.05	Horseshoe Right-of-ways
7.82	Gander Park	0.21	Virginia and Country Club Right-of-ways
0.13	Gateway Right-of-ways	0.15	Kenwood Drive Right-of-ways
35	Cave Springs Cemetery	16	Cherokee Park Flood Buyout Lots
0.38	McLean Avenue Right-of-ways	0.72	111 Country Club Flood Buyout Lot
0.09	Pembroke Road Right-of-ways	6.13	Givens Addition Flood Buyout Lots
0.13	Princeton Road Right-of-ways	25	North Drive Complex
1.06	Rose Bed	25	Ruff Park
0.81	18th and Campbell Park	20	Tie Breaker Park
0.41	South Virginia and Country Club Right-of-ways	7	Tie Breaker Park (Aquatic Center)
<u>TOTAL ACRES 322.58</u>			

**THE CITY OF HOPKINSVILLE
PARKS AND RECREATION DIVISION
MISSION STATEMENT**

The mission of the Hopkinsville Parks and Recreation Division is to serve the recreational and leisure interests and needs of the community, through providing and managing a variety of facilities and diverse programs, which offer year-round opportunities for physical activity, outdoor experiences, personal challenge, self-expression, social interaction, and an enhanced quality of life.

January, 2009

THE CITY OF HOPKINSVILLE PARKS AND RECREATION DIVISION

The Division of Parks and Recreation is responsible for programming, scheduling, and supervising of a variety of year-round, indoor and outdoor, leisure activities, for our citizens and visitors, within the community's parks, recreation areas, and recreation center.

Full-time staff includes a Superintendent, a Recreation Programs Coordinator, and a Secretary. We also utilize part-time and seasonal workers in our sports leagues, Summer Adventure Day Camp, and the Tie Breaker Park concessions operation. The Division's FY08-09 operating budget is \$410,300.00, excluding Tie Breaker Family Aquatic Center.

Tie Breaker Family Aquatic Center, within Tie Breaker Park, opened in 2007. Open each summer, from Memorial Day weekend through Labor Day weekend, management of the facility and the concessions is through closely supervised contracts with private partners.

Tie Breaker Park is a regional park, with a complex of five lighted softball fields, a concessions/restrooms/scorekeepers building, covered bleachers, and ample parking. One of the finest softball complexes in the area, numerous tournaments are hosted throughout the season. In 2008, Tie Breaker Park was awarded the National Softball Association/Baseball Players Association "National Park Award" for Kentucky. Tie Breaker Park also offers patrons with a walking trail, a playground, sand volleyball courts, and a large picnic shelter, which is available for public rental.

Ruff Park and North Drive Recreation Complex are large community parks with game fields, playgrounds, and picnic shelters. Ruff Park also has twelve tennis courts and several soccer fields. North Drive Recreation Complex has been re-designed to include two soccer fields, two multi-use fields, a group picnic shelter, a community built playground, and a disc golf course. Construction began in 2008, with completion scheduled for 2009. North Drive Recreation Complex will be the home of Ambush Soccer and the site of numerous regional and state-wide soccer events.

The Thomas Street Recreation Center, adjacent to North Drive Recreation Complex, includes a full-size gym, meeting rooms, a kitchen, offices, and a maintenance shop. The gym, meeting rooms, and kitchen are routinely and frequently rented to the public for parties, reunions, and banquets. The gym, which is used for dances and indoor basketball and volleyball leagues, is also open to the public each weekday afternoon.

Little River Park, downtown, is frequently used for community wide events, such as the Derby Arts Festival and Little River Days held in May, and the annual City Christmas Tree Lighting. Virginia Park is also used for community events, such as Fall Fest.

In addition to the regional and community parks, there are seven neighborhood parks, including: East 18th Street Park, East 2nd Street Park, Joe Mumford Park, Peace Park, West 1st Street Park, West 18th Street Park, and Westside Park.

There are currently no planned or scheduled activities for Fort Campbell Memorial Park, Jeffers Bend Environmental Center & Botanical Gardens, Kenny Litchfield Complex, Trail of Tears Park, or Walnut Street Center. Fort Campbell Memorial Park is a passive, memorial park, open to the public, but reserved for ceremonial use by Fort Campbell. Jeffers Bend Environmental Center & Botanical Gardens is an outdoor recreation and environmental studies area leased and operated by the Jeffers Bend Steering Committee. The Kenny Litchfield Complex, within Ruff Park, is operated, managed, and maintained by the Hopkinsville-Christian County Youth League, Inc. Trail of Tears Park is operated and managed by the Trail of Tears Park Commission. Walnut Street Center is the home of the Boys and Girls Club of Hopkinsville - Christian County.

Annually planned and scheduled programs include:

- Youth and Adult Basketball Leagues
- Valentine's Day Dance for Special Needs Population
- WHOPPER of an Easter Egg Hunt
- Adult Softball Leagues
- Pennyrile Senior Games
- Disc Golf Tournament
- Little River Days Festival
- Summer Adventure Day Camp
- International Festival
- Downtown Cruise In
- Fall Fest
- Adult Volleyball League
- Haunted House

- Halloween Party
- Halloween Costume Contest
- Downtown Trick or Treat
- Downtown Christmas Parade
- Christmas Holiday Dance
- City Christmas Tree Lighting

Currently, the 2002 Recovery Action Plan, which inventoried and evaluated our community parks and recreation resources, is being updated to provide us with a comprehensive analysis of our present needs, challenges, and opportunities. Ultimately, the 2009 Recovery Action Plan will provide us with a guide to continued operation, management, and development of our community parks and recreation resources.

THE CITY OF HOPKINSVILLE
PARKS AND RECREATION DIVISION

Parks and Recreation Areas:

East 18th Street Park

Located on East 18th Street, at the intersection of South Campbell Street, East 18th Street Park is a one acre neighborhood park, with a playground, tennis court, park benches, and picnic tables.

East 2nd Street Park

Located on East 2nd Street, near the intersection of Brown Street, East 2nd Street Park is a one-half acre neighborhood park, with a playground, park benches, and a basketball goal.

Joe Mumford Park

Located off Woodmill Road, at the southeast end of Falls Lane, Joe Mumford Park is a three and one-half acre neighborhood park, with a playground, two picnic shelters, and a basketball court.

Fort Campbell Memorial Park (Gander Park)

Located on the southeast corner of Fort Campbell Boulevard and the Edward T. Breathitt/Pennyrile Parkway this eight acre memorial park commemorates the deaths of 248 soldiers of the U.S. Army's 101st Airborne Division, and eight crewmen, who, during their return from a middle-east peace keeping mission, lost their lives in a plane crash near Gander, Newfoundland, on December 12, 1985.

Thomas Street Recreation Center (Recreation Department)

Located at 2600 Thomas Street, off North Drive, adjacent to North Drive Recreation Complex, the Thomas Street Recreation Center, formerly known as the Recreation Department, includes a full-size gym, meeting rooms, a kitchen, park maintenance and storage areas. Indoor, seasonal basketball and volleyball leagues, summer adventure day camp, as well as various community events take place here. The gym, meeting rooms, and kitchen are available for reservations and rental. A nine-hole disc golf course is located on the grounds behind the center.

Jeffers' Bend Environmental Center & Botanical Gardens

Located off North Main St., at the east end of Metcalf Lane, the center is leased from the Hopkinsville Water Environment Authority to the Jeffers' Bend Steering Committee, which manages the facility. This 40-acre converted water treatment facility offers nature trails, a windmill-aerated lake, bird observatory, amphitheatre, botanical gardens, a welcome center, and environmental classrooms. Trails are open year round during daylight hours. Several annual events are held at Jeffers Bend, including Take Kids Fishing Day, Nature Fest, and Christmas at the Bend.

Kenny Litchfield Complex

Owned by Christian County Fiscal Court and located off North Drive, on Litchfield Drive, in Ruff Park, the Kenny Litchfield Complex includes eight baseball and softball fields and is the home of Hopkinsville-Christian County Youth League, Inc. baseball and softball programs. League information is available at 270-885-6575.

Little River Park

Located in downtown Hopkinsville, on Bethel Street, between 7th and 9th Streets, Little River Park encompasses 2.78-acres along Little River, and includes sidewalks, rose beds, and a fountain. It is a portion of a greenway which extends south from West 7th Street past the Hopkinsville-Christian County Public Library, and west to Westside Park, on the bed of an abandoned rail spur.

North Drive Recreation Complex

Located on North Drive, at Thomas Street, North Drive Recreation Complex is a 20 acre community park, being renovated in 2008 with two soccer fields, two multi-purpose fields, a restroom/concessions building, a picnic shelter, a playground, a nine-hole disc golf course, and paved parking areas. (Scheduled for reopening in 2009.)

Peace Park

Located on the southwest corner of East 9th Street and South Campbell Street, Peace Park is a one-acre historic park, bequeathed to the City by the late John C. Latham in 1909, after his tobacco warehouse on this site was destroyed by fire during the Black Patch Tobacco Wars and the Night Riders' protests. The park includes a tennis court, sidewalks, park benches, abundant shade trees, and is surrounded by a beautiful stone wall.

Ruff Park

Located off North Drive, at Litchfield Drive, Ruff Park is a 49 acre community park, with 12 tennis courts (six lighted), a playground, open game field areas, paved parking, and the Herb Hays pavilion, which is available for reservations and rental.

Tie Breaker Family Aquatic Center

Located at 9503 Eagle Way Bypass, Tie Breaker Family Aquatic Center opened in 2007. The facility offers the community and surrounding counties affordable summer fun, with features including Hurricane Alley, Riptide Express, Ripple River, the Splash Zone, and the Snack Attack. Visit www.tiebreakerpark.com for additional information.

Tie Breaker Park

Located at 9501 Eagle Way Bypass, Tie Breaker Park opened in 2001. This 33 acre regional park features five lighted softball fields with a centrally located scorekeepers/concessions/restrooms building, and accommodates local, regional, state, and national tournaments. The facility includes a walking trail, a playground, two outdoor volleyball courts, horseshoe pits, small picnic shelters, public restrooms, paved parking, and the Tommy Gates Pavilion, which is available for reservations and rental.

Trail of Tears Park

Located at 100 Trail of Tears Drive, off East 9th Street, this 34-acre park is on a portion of the campground used by the Cherokee Indians on the infamous Trail of Tears, and includes the Heritage Center, the gravesites and statues of Chiefs White Path and Fly Smith, a flag court, walking trails, a playground, small picnic shelters, and public restrooms. Each September, on the first full weekend after Labor Day, the Trail of Tears Park Commission hosts an intertribal Pow Wow at the park.

Virginia Park

Located on the northeast corner of East 9th Street and South Campbell Street, Virginia Park is a two acre, historic park, bequeathed to the City by the late John C. Latham in 1909, in honor of his mother. Originally designed by the landscape architectural firm of Frederick Law Olmstead, who also designed New York City's Central Park, and many of the parks in Louisville, Kentucky, Virginia park currently includes the original band stand, sidewalks, park benches, and picnic tables.

Walnut Street Center (Boys and Girls Club)

The Boys and Girls Club of Hopkinsville-Christian County is located at 1600 Walnut Street. Walnut Street Center, as it was formerly known, is also the site of the original Hopkinsville High School stadium.

This 10 acre facility includes four basketball courts, two playgrounds, horseshoe pits, picnic tables, grills, a multi-purpose soccer/softball field, and paved parking. The Boys and Girls Club may be contacted at 270- 887-4020.

West 1st Street Park

This three acre park is located at the corner of West 1st Street and Riverfront Drive, adjacent to Hopkinsville Fire Department Station #1, and includes a playground, a sidewalk with fitness stations, and park benches.

West 18th Street Park

Located on W. 18th Street, across from Jennie Stuart Medical Center, this one- half-acre neighborhood park includes a playground, park benches, and picnic tables.

Westside Park

Located at 533 W. 9th Street, near the Christian County Justice Center, this Two & one-half-acre park is one of the three historic parks deeded to the City by William A. Wilgus, who, in 1909, left his fortune to the children of Hopkinsville for playgrounds and their upkeep. Originally dedicated at the Wilgus Playground in 1919, today there is a shelter, a playground, picnic tables, and grills.

HOPKINSVILLE PARKS AND RECREATION AREA INVENTORY

01/09/gm

PARK, REC. AREA, OR FACILITY	ACRES	WARD											
		1	2	3	4	5	6	7	8	9	10	11	12
East 18 th Street Park	0.81												X
East 2 nd Street Park	0.34	X											
Joe Mumford Park	3.48								X				
Fort Campbell Memorial Park (Gander Park)	7.82							X					
Thomas Street Recreation Center(1)												X	
Jeffers Bend Environmental Center & Botanical Gardens	40		X										
Kenny Litchfield Complex(2)				X									
Little River Park	2.78												X
North Drive Recreation Complex	20											X	
Peace Park	1.19												X
Ruff Park	48.7			X									
Tie Breaker Family Aquatic Center(3)								X					
Tie Breaker Park	33							X					
Trail of Tears Park	33.98							X					
Virginia Park	2.26								X				
Walnut Street Center (Boys and Girls Club)	9.49								X				
West 1st Street Park	3												X
West 18 th Street Park	0.58												X
Westside Park	2.34												X
TOTALS	209.77	1	1	2	0	0	0	2	2	3	0	2	6
	<i>WARD</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>

(1) Within North Drive Recreation Complex

(2) Within Ruff Park

(3) Within Tie Breaker Park

THE CITY OF HOPKINSVILLE
SERVICE CENTER
MISSION STATEMENT

The mission of the Service Center is to ensure all vehicles and equipment within the City's vehicle fleet (Fire, Police, Public Works, and Administration) are routinely inspected and maintained.

January, 2009

THE CITY OF HOPKINSVILLE

SERVICE CENTER

The Service Center provides a cost effective, timely, and technical support maintenance program for the entire City's vehicle fleet which includes City Administration, Public Works, Police Department and Fire Department. Six skilled employees in the division, including a superintendent and a lead technician and four automotive/truck technicians provide the work in an environmentally friendly and safety conscious work site. The technicians are certified by the National Institute for Automotive Service Excellence (ASE) with five employees certified as Master Automotive Technicians.

The employees in the division stay current with all technology involved in maintaining 187 pieces of equipment, which includes automobiles, medium/heavy trucks, construction equipment, farm tractors & implements, trailers, and associated items. The daily workload consists of monthly scheduled services, unscheduled maintenance requests, and on-site break down service. Both on-site and off-site schooling and training opportunities are utilized to keep employee job skills updated. The employees must stay current on the ever changing technology and computerization of today's newer vehicles while still maintaining the rudimentary skills required to service the older pieces of equipment that are part of the City's fleet.

Technical support maintenance includes the following:

1. Scheduled monthly services on equipment
 - a. Thorough inspection
 - b. Routine filter and fluid changes
 - c. Repair/replacement of worn parts
 - d. Timely return to fleet

2. Unscheduled maintenance requests
 - a. Diagnostic procedures

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- b. Parts procurement
 - c. Timely return to fleet
3. On-site breakdown service
 - a. Two service trucks with basic tools for on-site repairs
 - b. Diagnostic service to determine whether on-site repair or towing services to Service Center is required
 4. Interdepartmental coordination to schedule regular maintenance and prioritize work requests.
 5. Interdepartmental training to ensure safe operation of vehicles and equipment.

THE CITY OF HOPKINSVILLE
SERVICE CENTER
SHORT TERM GOALS

- Develop a technical position, classification, job description, and career track for the creation of a Fire Apparatus Technician. This will be a tremendous accomplishment for the City.
- Upgrade and update technician's skills
 1. National Institute for Automotive Service Excellence (ASE) certification.
 2. Increase safety awareness and adherence to safety guidelines.
 3. Increase use of diagnostic equipment which is more efficient and often required for modern equipment repairs.
 4. On-site and off-site training programs to sharpen existing skills as well as learn new technology that will be incorporated into equipment added to the City's fleet.
- Update Service Center equipment
 1. Update diagnostic equipment (on-going process).
- Automate Service Center
 1. Create permanent equipment database.
 2. Train personnel to utilize computer system for service/parts/manuals.
 3. Install satellite computer terminal in shop area.
- Add a computer literate clerk position. Duties of this position would include inputting data concerning services, parts, time, maintaining an inventory and key control log, and assisting with forms/database development as automation progresses.

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THE CITY OF HOPKINSVILLE
SERVICE CENTER
LONG TERM GOALS

1. Procure 4-wheel alignment machine for the capability of performing alignments in-house. Local vendors currently charge \$40 to \$70 per vehicle.
2. Procure tire-balancing machine and tire repair/breakdown equipment for the capability of repairing tires in-house. Local vendors currently charge \$5 plus per tire.
3. Develop a technical position, classification, job description, and career track for the creation of a Fire Apparatus Technician to service the City's Fire Department vehicles/equipment.

Create position using certification standards developed by the National Fire Protection Association (NFPA), NFPA 1071 Standard for Emergency Vehicle Technician Professional Qualifications, and the Emergency Vehicle Technician Certification Program developed by the EVT Certification Commission, Dundee, IL.

CITY OF HOPKINSVILLE
SERVICE CENTER
NECESSARY ACTIONS

1. Plan and prioritize daily work schedule
2. Schedule and monitor daily work flow
3. Perform road tests to locate defects in equipment operation
4. Repair equipment off-site if needed
5. Coordinate parts requisitions and procurement
6. Perform final checks on repair work prior to return to active service
7. Implement and enforce OSHA regulations
8. Monitor and ensure adequate supply of petroleum products
9. Conduct safety training and ensure existence of safe working conditions
10. Monitor on-site cleanliness of maintenance area
11. Communicate status of vehicles to appropriate department supervisors
12. Ensure environmental safety requirements are met
13. Safeguard City property
14. Extend full support to all City departments with their requirements for vehicle service and repair
15. Conduct performance evaluations of assigned employees
16. Active in recommendation of annual budget and ensuring actions remain within fiscal year budgetary requirements
17. Recommend cost-cutting procedures
18. Research and recommend diagnostic tool replacement/procurement
19. Ensure sound maintenance practices to include professional development of employees

January, 2009

**CITY
OF
HOPKINSVILLE
SERVICE CENTER**

FACTS

As of :January 2009

**CITY OF HOPKINSVILLE
VEHICLE / EQUIPMENT TOTALS**

	TOTAL EQUIPMENT	AUTOMOBILE & LIGHT TRUCKS	MED/HEAVY TRUCKS	FARM				LEAF MACHINE		TRAILERS	CONTRACT MAINTENANCE	UNECONOMICALLY		
				SWEeper	TRACTOR	BACKHOE	EXCAVATOR	BobCat	BLACKTOP ROLLER			REPAIRABLE	EXCESS	SURPLUS
				KNUCKLEBOOM	BUSH-HOG	FORKLIFT		Welder						
POLICE	90	89							1			5		
FIRE	19	11	6						2					
STREET	36	11	8	3	2	3		3	6					
SERVICE CENTER	3	3												
GROUNDS & MAINT	23	9	1		5	2			6					
PLANNING COMM	9	9												
ADMIN	5	5												
PARKS & REC	2	2												
TOTALS	187	139	15	3	7	5		3	15			5		

**CITY OF HOPKINSVILLE
SERVICE CENTER
FACT SHEET**

1. Personnel utilization
 - a. Superintendent
 - b. Five Automotive/Truck Technicians
 1. Two technicians dedicated to Police Department
 2. One technician dedicated to Fire Department
 3. Technicians on standby basis for snow emergency breakdown service
2. Vehicles
 - a. 07 Ford Ranger Utility Pick-up Truck
 - b. 06 Ford F-250 Utility Pick-up Truck
 - c. 04 GMC 2500 Utility Pick-up Truck

3. Monthly Maintenance Statistics - May thru October 2008

	MAY	JUN	JUL	AUG	SEP	OCT	Total
Services	40	33	49	34	37	41	234
Minor Repairs	101	82	74	56	78	92	483
Major Repairs	0	0	1	4	2	2	9
Roadside Repairs	4	2	6	3	5	7	27
Total	145	117	130	97	122	142	753

1. Budget:

Wages	\$229,807
Retirement & Pension	\$35,804
Health Insurance	\$30,240
FICA/S.S.	\$16,701
Workers Comp Ins.	\$10,782
Advertising & Printing	\$500
Professional Services	\$1,500
Hepatitis Vaccine	\$450
Vehicle Repair	\$2,500
Supplies	\$8,000

Technical Supplies	\$3,000
Uniforms	\$5,219
Gas & Oil	\$6,500
Miscellaneous	\$500
Travel & Lodging	\$4,000
Seminars & Schools	\$2,000
Shop Equipment	\$5,000
Radio Maintenance	\$550

TOTAL \$363,004

5. Other departments' vehicle repair budgets utilized by the Service Center for equipment repair:

City Administration	\$3,000
Public Works Admin	\$1,000
Fire Department	\$38,000
Grounds & Maintenance	\$11,600
Police Department	\$90,000
Animal Control	\$2,500
Street Department	\$60,000
Parks & Recreation	\$3,000

HOPKINSVILLE STREET DIVISION BUSH-HOG LIST

LOCATION	DAY OF SERVICE				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Shallow Lake Circle (water basin)					
Tie Breaker Park					
West 68 and 80 bypass					
Pembroke Road off ramps (4)					
Christian Quarry Road					
Fort Campbell Boulevard					
Training Center					
Cox Mill Road					
Singletree Drive (water basin)					
Calvin Drive					
Bradshaw Road					
Katie Pedin Drive					
Iroquois Drive					
Cherokee Trace Boulevard					
Sequoyah Drive					
Casky Lane					
Mitsubishi Lane					
Commerce Court					
Krusteaz Way					
Frank Yost Lane					
John River Road					
Nagel Avenue					
Evans Street					
Commonwealth Avenue (water basin)					
Glass Avenue					
North Elm Street					
East 21st Street					
Parrish Place					
Atkins Avenue					
Milton Street					
Durrett Avenue (4 dead ends)					
Woodmill Road					
18th Street					
Goodrich Street					
Sharpe Street					
Jones Street					
Falls Lane					
College Avenue					
Central Avenue					
East 9th Street					
Hope Street					
East 7th Street					
Shipp Street					
Avalon Hills					
Cayce Avenue					
Butler Road					

HOPKINSVILLE STREET DIVISION BUSH-HOG LIST

LOCATION	DAY OF SERVICE				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hillcliff Drive					
Hubbardsville Road					
Mumford Lane					
North Vine Street					
Williams Street					
Moayon Street					
Sycamore Street					
Cottage Street					
Circle Drive					
Cardinal Drive					
South Walnut Street					
Canton Street					
Robin Road (4 lots)					
Douglas Street					
North Clay Street					
Crescent Street					
North 41 across from Citgo Lot					
Old Clarksville Pike					
Hammond Drive					
Sivley Road					
Griffin Bell Drive					
Lovers Lane					
Richard Street					
Phelps Avenue					
Cypress Street					
West 15th Street					
Country Club Lane					
Pardue Lane					
Radford Street					
Henry Street					
Pyle Lane					
Pin Oak Drive					
Millbrooke Drive					
Great Oaks Drive					
South Virginia Street					
Susan Avenue					
Marietta Drive					
Moores Drive					
1st Street					
Lowes Street					
Jago Road					
Greenville Road					
Cedar Avenue					
Gant Street					
Bussel Street					
Mason Street					
Babb Lane (HWEA)					

HOPKINSVILLE STREET DIVISION MOWING AND WEED EATING LIST

LOCATION	DAY OF SERVICE				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pembroke Road/Industrial Park Guardrails					
Ft. Campbell Boulevard to Eagle Way by-pass					
Parkway/41-A interchange on/off ramps					
Right-of-ways by Sisk Auto Mall					
Right-of-ways in front of Eagle Cove Subdivision					
Parkway-Exit 12 on/off ramps					
Intersection HWY 68 East and East 7th Street					
Street Department Grounds					
Public Works office/grounds					
Welcome to Hopkinsville signs (41-A-HWY, HWY 68 East, HWY 68 West, HWY 41 North)					
Ditch behind Pennyrile Plumbing					
Ditch behind Kings Motel					
Ditch behind Radio Shack					
Canton Street Bridge					
Ditch on South Walnut Street					
Circle on Southgate Drive					
Field across from U.S. Tobacco					
Stadium of Champions					
Ditch on Colonette Drive					
Vacant lot on Apache Drive					
Sinkhole/storm drains Springmont Drive					
Sinkhole on Sunset Circle					
River bank by Piggly-Wiggly parking lot					
Ditch next to Dodge Store on West 7th Street					
Ditch in Singletree Subdivision					
Cox Mill Road at old railroad overpass					
68 East at Linwood Drive side road					
Ditch line behind thrift store on Ft. Campbell Blvd.					
Lot on Walnut Street					
4th Street Warehouse					
Railroad tracks on 9th Street					
Lot on 17th Street and Campbell Street					
Ditch line on Old Virginia Street					
Lot on corner of Dale Drive					
Guardrails on Lafayette Road					
Fire Training Center					
Firearm training (pistol range)					
Guardrails on 9th Street by Riverside Truck Parts					
Trail of Tears sign on Pembroke Road					
Ditch line on Glass Avenue					
Ditch line on Susan Avenue					
Hillside on Buttermilk Road					
Hillside on corner of 41-A and Lovers Lane					
Both sides of Sivley Road					
Ditch line in front of Office Max					
Ditch line on Jennette Circle					
Ditch line on Nelson Drive					
Hillside across from Piggly Wiggly					
Ditch line on Pine Ridge Drive					

CITY GROUNDS MAINTENANCE DIVISION AREAS MOWED

PARKS	DATE	DATE	DATE	DATE	NOTES
FITNESS TRAIL					
ROSE BED					
LITTLE RIVER					
LIBRARY					
WEST SIDE					
PIONEER					
WEST 18TH					
EAST 18TH					
VIRGINIA					
PEACE					
EAST 2ND					
JOE MUMFORD					
WOODMILL					
TRAIL OF TEARS					
MEMORIAL PARK					
RUFF PARK					
TIE BREAKER PARK					
TIE BREAKER FAMILY AQUATIC CENTER					
NORTH DRIVE COMPLEX					
BOYS & GIRLS CLUB					
RIGHT OF WAYS	DATE	DATE	DATE	DATE	NOTES
HORSESHOE ON BOULEVARD					
68 EAST & BELMONT					
TRIANGLE AT BELMONT SCHOOL					
MCLEAN AVENUE - FENCE					
68 AND 7TH					
VIRGINIA & COUNTRY CLUB					
17TH AND CAMPBELL					
RIGHT-OF-WAYS AT TRAIL OF TEARS					
HILL AT PIGGLY WIGGLY					
KENWOOD DRIVE CIRCLE					
CONVENTION CENTER					
ROUNDIES					
CAVESPRINGS CEMETERY					
FLOOD BUYOUT LOTS	DATE	DATE	DATE	DATE	NOTES
CHEROKEE PARK (54 LOTS)					
GIVENS ADDITION (6 LOTS)					
202 MICHAEL					
111 COUNTRY CLUB LANE					
OTHER CITY OWNED PROPERTIES	DATE	DATE	DATE	DATE	NOTES
OLD LIBRARY					
GUN RANGE					
FOP					
CITY HALL					
POLICE					

**WORK ORDER
STREET DIVISION
PUBLIC WORKS DEPARTMENT**

CONTROL NUMBER: (08-xxxxxxx)

ASSIGNED TO:

DATE OF ORDER:

EQUIPMENT ASSIGNED:

DATE ASSIGNED:

CHECK BOX	TASK	DESCRIPTION OF WORK		LABOR
	STREET SWEEPING	LOCATIONS		HOURS
	LITTER CONTROL	LOCATIONS		HOURS
	STREET SIGNS	TASK	LOCATION	HOURS
	◆POTHoles ◆STREET REPAIR ◆SIDEWALKS	TASK	LOCATION	HOURS
	◆MOWING/WEED EATING ◆PROPERTY ABATEMENT	TASK	LOCATION	HOURS
	OTHER WORK INCLUDING SNOW REMOVAL OR WEATHER RELATED EVENT	DESCRIPTION OF WORK	LOCATION	HOURS

DATE COMPLETED: COMPLETED BY: SUPERVISOR SIGNOFF:

Hopkinsville Street Division

Street Construction Inspection Log

Project:

Contractor:

Actual Street Names for Maintenance Acceptance:

- Date & Time of Inspection First Notification
- Weather & Temperature
- Project Plans
- Traffic Control/Signage
- Street Width
- Driveway Tiles with Positive Flow
- Curb & Gutter
- Subgrade Density Reports with date recorded
- Dense Grade Density Reports with date recorded
- Pavement Date

=====

Our division has reviewed the referenced project concerning the line items listed above.
If further assistance is needed please call our office, thank you.

Signature

Date

Evaluation By: _____

Sidewalk Evaluations

(For Residential and Business)

Public Works Department
City of Hopkinsville, Kentucky

Location: _____ House #: _____ Property Owner: _____

Length: _____ Width: _____ Thickness: _____ Date: _____

Material Type: _____ Curb & Gutter: YES NO Right of Way: YES NO

SCORE:

Types of Defects	Defect Size		Remarks	Percentage of Area		
	W	D		1% - 25%	26% - 50%	51% - PLUS
CRACKS - Breaks - Splits - Separations Transversing - Cracks that run across - Longitudal cracks that run with the flow of walking traffic				1	2	3
(1/2 inch wide and 1/2 inch deep) ("stub toes" of 1/2 inch rise for residential and 1/4 inch rise for business)						3
BULGES - Swelling - Increasing in size - Bending upward outward - Protruding or projecting				1	2	3
(raised area 4 inches higher than grade)						3
SCALING - Flaking - Chipping - Peeling				1	2	3
(1/2 inch wide and 1/2 inch deep)						3
HOLE S - Man made - Caused by erosion - Sinks - Depressions				1	2	3
(1/2 inch wide and 1/2 inch deep)						3
CURB & GUTTER - Breaks - Cracks or Damages caused by erosion or vehicle parking				1	2	3
TOTAL:						

<i>ABUTS: STREET or GRASS (Circle One)</i>			
Utilities / Obstructions	YES	NO	Give Brief Description of Conditions
Water Meter or Valve Box			
Guy Lines			
Signs			
Poles			
Sump Pump / Gutter Discharge			
ADA Ramps			
Grates			
Tree Roots			
OTHERS			

Hopkinsville Street Division Street Assessment

STREET NAME:

SECTION:

FROM:

TO:

DATE OF SURVEY:

SCORE:

LENGTH:

WIDTH:

TYPES OF DISTRESS	DEGREE OF DISTRESS	PERCENTAGE OF AREA		
		1-15%	16-30%	30-100%
RUTTING DEPRESSIONS IN STREET	SLIGHT	0	2	5
	MODERATE	5	7	10
	SEVERE	10	12	15
RAVELING EDGE OF STREET OR CRACKING	SLIGHT	5	8	10
	MODERATE	10	12	15
	SEVERE	15	18	20
FLUSHING ASPHALT SEPARATING FROM AGGREGATE	SLIGHT	5	8	10
	MODERATE	10	12	15
	SEVERE	15	18	20
CORRUGATIONS ROLLING (WAVES)	SLIGHT	10	8	10
	MODERATE	12	12	15
	SEVERE	15	18	20
ALLIGATOR CRACKING AREA CRACKS	SLIGHT	5	10	15
	MODERATE	10	15	20
	SEVERE	15	20	25
		S PS NS	S PS NS	S PS NS
TRANSVERSE CRACKS CRACKS ACROSS ROAD	SLIGHT	2 5 8	3 7 10	3 7 12
	MODERATE	5 8 10	7 10 15	7 13 15
	SEVERE	8 10 15	10 15 20	12 15 20
LONGITUDINAL CRACKS CRACKS RUNNING PARALLEL WITH THE STREET	SLIGHT	2 5 8	3 7 10	3 7 12
	MODERATE	5 8 10	7 10 15	7 13 15
	SEVERE	8 10 15	10 15 20	12 15 20
PATCHING MOSTLY UTILITY REPAIRS	SLIGHT	0	2	5
	MODERATE	5	7	10
	SEVERE	7	15	20

TERMS: S = SCALED

PS = PARTIALLY SCALED

NS = NOT SCALED

CITY GROUND MAINTENANCE DIVISION

PLAYGROUNDS EQUIPMENT CHECK LIST

Name of Park

Date

- 1. Cushioning material
- 2. Vegetation growth
- 3. Swings:
 - a. Chains
 - b. Chain hangers
 - c. Seats
 - b. S-Hooks
- 4. Tire Swings
- 5. Slides
- 6. Climbers

Overall Condition

Repairs

Replacement Parts

Parts for Order

Inspection by:
Name

Date

