

# November 2023



## Monthly *Caretaker* Report



Andy Souza, Public Works Director

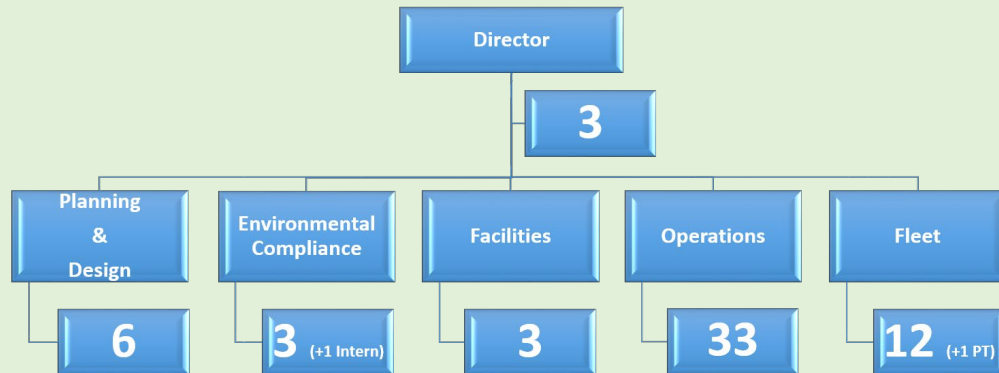
(270) 393-3657 andy.souza@bgky.org

To: Jeff Meisel, City Manager

RE: Public Works Monthly Report for November 2023

Available on the City's Website: <https://www.bgky.org/publicworks>

Date: Submitted **04 December 2023**



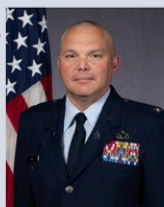
## Public Works Veterans



**Keith Patton**  
USMC  
Mechanic  
4-Yrs  
Basic Training  
Parris Island, SC  
**PW Fleet**



**Daniel Colter**  
USAF  
Air Transportation  
4-Yrs  
Basic Training  
San Antonio, TX  
**PW P&D**



**Andy Souza**  
USAF/USSF  
Intelligence  
26-Yrs  
Basic Training  
San Antonio, TX  
**PW Admin**



**Jesse James**  
USAF/TN ANG  
Services  
5-Yrs  
Basic Training  
San Antonio, TX  
**PW Ops**

Figure 1- Public Works Veterans



# Operations Update



Dave Delp, Operations Manager  
270-393-3202 (office)

- **Summary-** Operations completed **74 work orders** in November (169 for October). Operations milled and patched **4 sections of roadway** and repaired/installed **6 traffic signals** and **62 signs**. Operations conducted leaf pickup in all 10 work zones throughout the city in November.

## Current Month (November 2023)



**Potholes  
Repaired**  
**28**



**Street  
Sweeping  
Hours/miles/tons**  
**76/213/20.3**



**L/ft  
Sidewalks  
Repaired**  
**144**



**Tons of  
Asphalt Used**  
**12.3**

## Previous Month (October 2023)

**18**

**204/474/44.8**

**116**

**22**



Figure 2- Leaf Pick-up (7 Nov)



## Leaf Pick-up Statistics

Month of November

**Loads to date:**

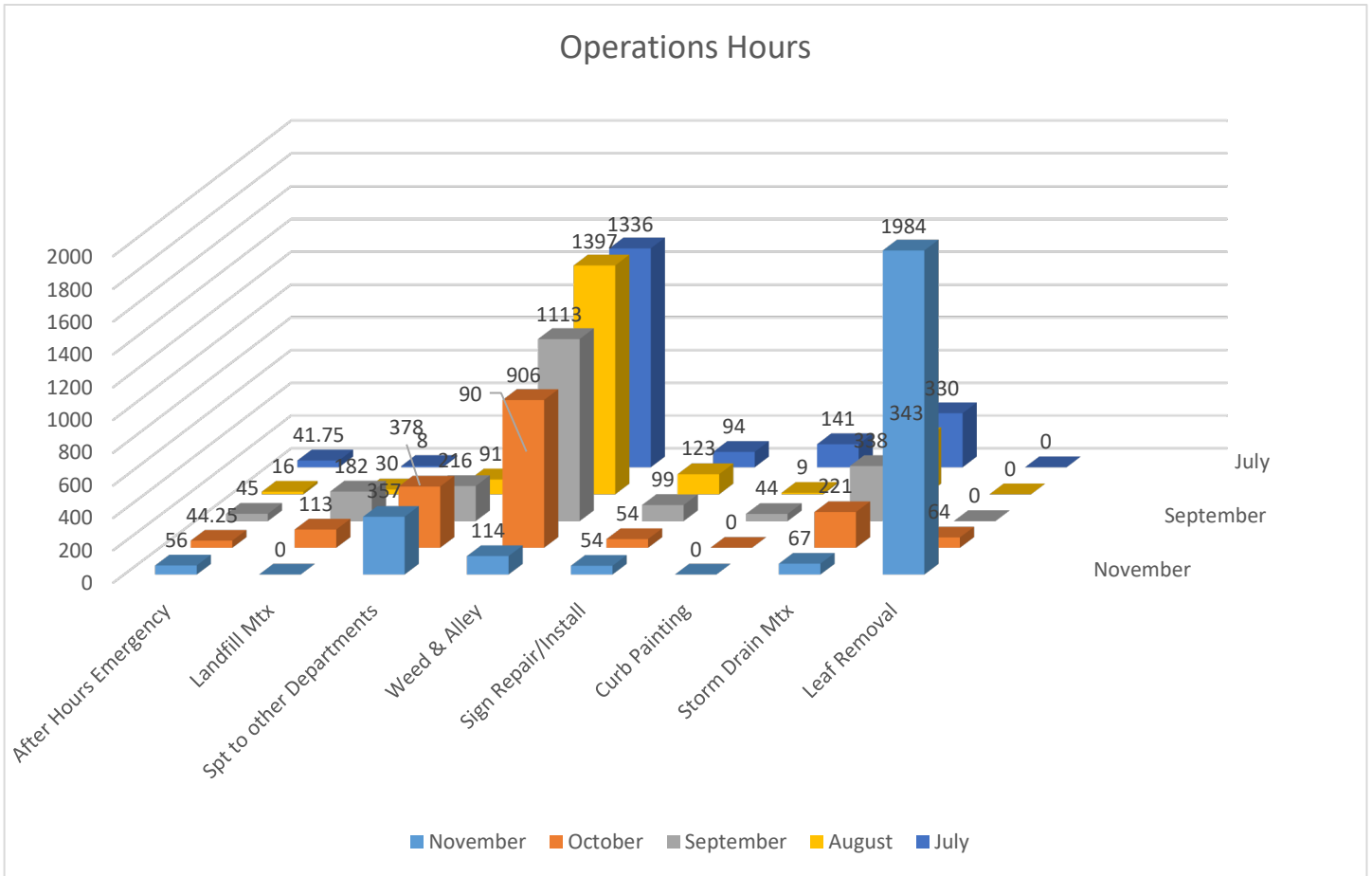
**115**

**Tons to date:**

**489**



Fun Fact: That is about the same weight as 3 Statues of Liberty



**Figure 3- Operations Hours (July - November)**

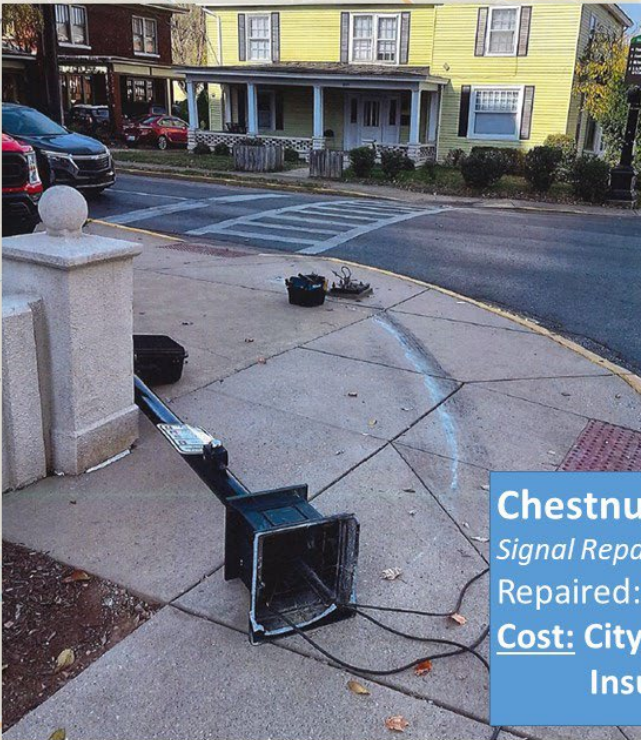


**Figure 4- Operations crews install rumble strip markings at Broadway Ave & High Street to help improve safety after multiple speeding accidents this year (16 Nov)**

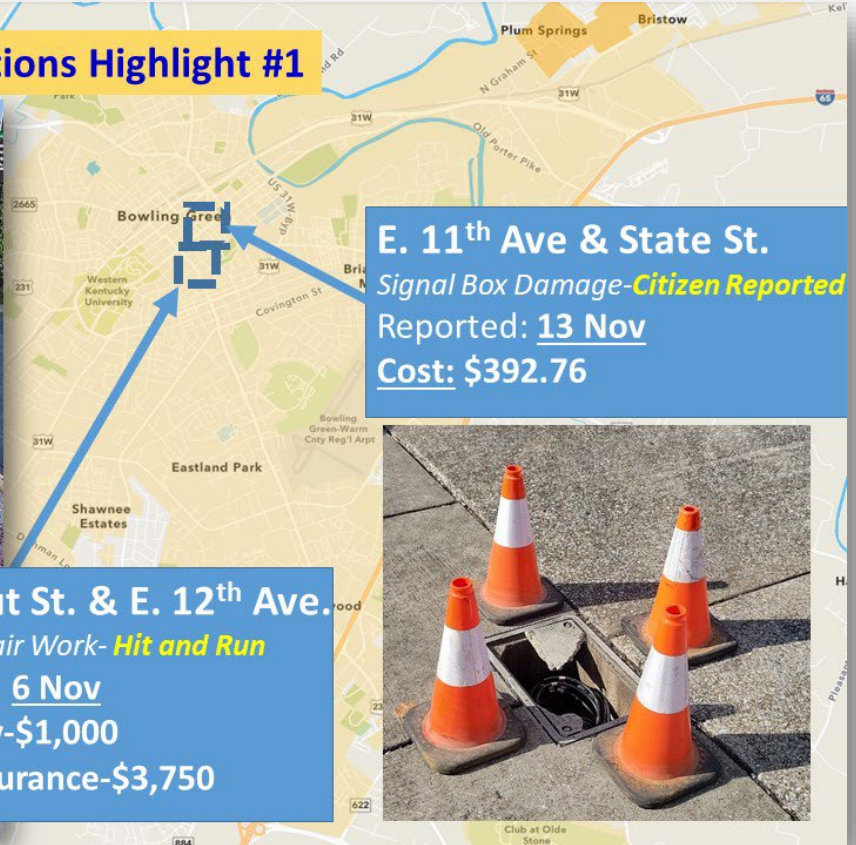


**Figure 5- Operations Maintenance Technician John Lyons winning a turkey for participating in Fraud Awareness Week (17 Nov)**

## Operations Highlight #1



**Chestnut St. & E. 12th Ave.**  
Signal Repair Work - **Hit and Run**  
Repaired: 6 Nov  
Cost: City-\$1,000  
Insurance-\$3,750



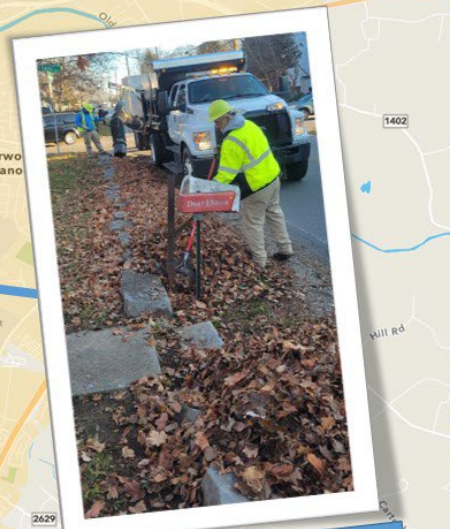
**E. 11th Ave & State St.**  
Signal Box Damage - **Citizen Reported**  
Reported: 13 Nov  
Cost: \$392.76



## Operations Highlight #2



**Leaf Drop Off (From Zone 2)**  
WKU Agriculture Expo Center  
Conducted: 28 Nov



**Leaf Pick Up**  
Smallhouse Rd  
Conducted: 28 Nov



# Planning & Design Update

Melissa Cansler, City Engineer  
270-393-3212 (office)



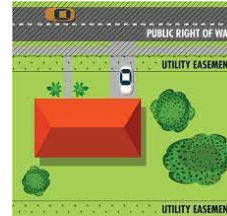
**Plats Reviewed**

**6**



**Subdivisions Inspected**

**13**



**ROW Permits**

**14**



**CDR Reviews**

**18**

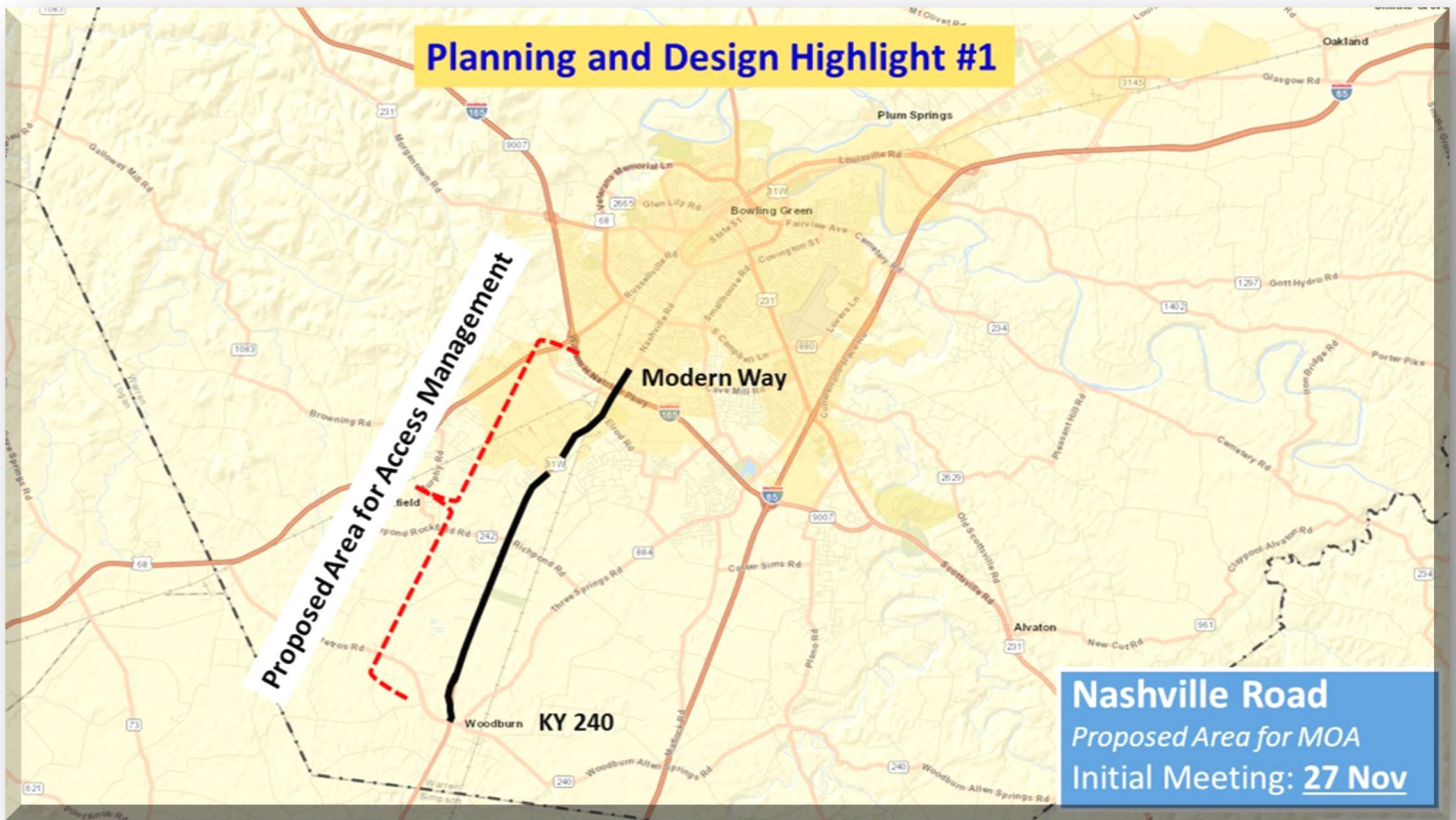
- **Cave Mill Road** – The Engineering staff has completed a review of the preliminary layout for the corridor and is currently identifying major impacts to property and existing utilities. A public meeting, as well as meetings with individual property owners significantly impacted by the project, will be held in January 2024.

- **Traffic Calming** – We are evaluating traffic in Forrest Park and Mt. Ayr neighborhoods, as well as continuing to monitor on Sandra Street. We are also researching alternative surface treatments to help improve safety on city streets.

- **Nashville Road Memorandum of Understanding (MOU) Draft-** City Engineer, Melissa Cansler, attended a meeting on 27 November with the Bowling Green-Warren County Metropolitan Planning Organization to develop an MOU for access management of Nashville Road in the future. The Federal Highway Administration (FHWA) defines "Access Management" as the process of balancing the competing needs of traffic movement and land access. The area in consideration for the MOA is in the southwestern corridor of the city and county and outlined in Planning and Design Highlight #1.



*Figure 6-Construction Coordinator II Tyler Phelps oversees construction at the Westen St. and Patrick Way Roundabout (29 Nov)*



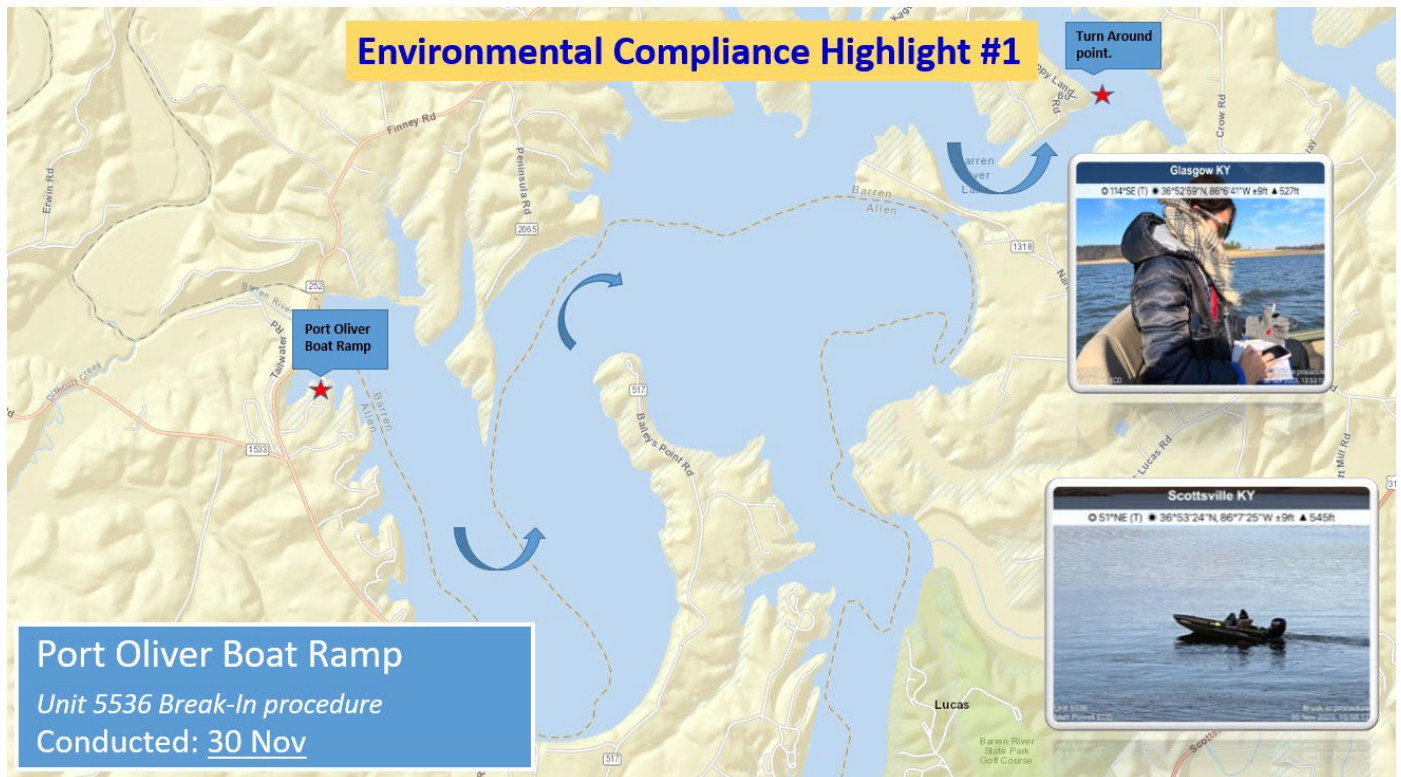
**Figure 7- Completed Roundabouts in Bowling Green (6 major, 5 minor)**

1. University Dr.
  2. Ashley and Westen St.
  3. Westen St and Rockingham Ave
  4. Middle Bridge Rd and Ken Bale Blvd
  5. Ken Bale Blvd/Shive Ln
  6. Southern Parkway and Kobe Way
  7. \*\*\*Fieldstone Blvd and Cave Springs
  8. \*\*\*Parkside Dr and Cove
  9. \*\*\*Woodway St and Cove
  10. \*\*\*Crossing Blvd/Chasefield/Pointe Ct
  11. \*\*\*Chasefield Ave/Andover St
- Future**
1. Westen St. and Patrick (Under Construction)
  2. Westen St. and Highland (after Patrick)
  3. Preston Miller PK and Tomblinson Way (Future)



# Environmental Compliance Update

Matt Powell, Environmental Manager  
270-393-3071 (office)



Boat Break In			Start Time	End Time
0:10	Max Throttle 50% 3500 RPM			
0:20	Max Throttle 50% 3500 RPM			
0:30	Max Throttle 50% 3500 RPM			
0:40	Max Throttle 50% 3500 RPM			
0:50	Max Throttle 50% 3500 RPM			
1:00	Max Throttle 50% 3500 RPM	60 Second Full Throttle		
1:10	Max Throttle 75% 4500 RPM	60 Second Full Throttle		
1:20	Max Throttle 75% 4500 RPM	60 Second Full Throttle		
1:30	Max Throttle 75% 4500 RPM	60 Second Full Throttle		
1:40	Max Throttle 75% 4500 RPM	60 Second Full Throttle		
1:50	Max Throttle 75% 4500 RPM	60 Second Full Throttle		
2:00	Max Throttle 75% 4500 RPM	60 Second Full Throttle		

*Boat Break-In for Environmental Compliance Team. Matt Powell and Journee Nickson.*

## Environmental Compliance Highlight #2



**Nutwood Steet Floodplain**  
*Floodplain prohibiting reconstruction efforts at tornado damaged home*  
Conducted: GPD Group Hired for Basin Design and CLOMR





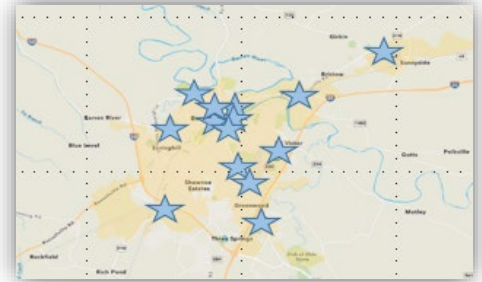


# Facilities Update

Dave Hehner, Facilities Management  
270-393-3055 (office)

**Work Orders**  
**65**

<i>Facility</i>	<i>Work Orders</i>	<i>Highlights</i>
<i>PW Admin</i>	<i>2</i>	<i>Plumbing</i>
<i>PW Operations</i>	<i>1</i>	<i>Painting</i>
<i>PW Fleet</i>	<i>7</i>	<i>Lights</i> <i>Ice Maker</i>
<i>City Hall</i>	<i>7</i>	<i>Leaf Pickup, Furniture Moves</i>
<i>City Hall Annex</i>	<i>14</i>	<i>Painting &amp; Plumbing</i>
<i>NCS</i>	<i>2</i>	<i>Preventative Mtx</i>
<i>BGPD</i>	<i>8</i>	<i>HVAC and Plumbing</i>
<i>BGFD Station #1</i>	<i>6</i>	<i>HVAC &amp; Brick Repair</i>
<i>BGFD Station #2</i>	<i>3</i>	<i>HVAC &amp; Countertop</i>
<i>BGFD Station #3</i>	<i>2</i>	<i>HVAC</i>
<i>BGFD Station #4</i>	<i>1</i>	<i>Temperature</i>
<i>BGFD Station #5</i>	<i>3</i>	<i>Construction &amp; HVAC</i>
<i>BGFD Station #6</i>	<i>3</i>	<i>HVAC</i>
<i>BGFD Station #7</i>	<i>2</i>	<i>HVAC &amp; Floor Heating</i>
<i>BGFD Station #8</i>	<i>2</i>	<i>Construction</i>
<i>Convention Center</i>	<i>1</i>	<i>HVAC</i>
<i>Hobson House</i>	<i>0</i>	
<i>The White Building</i>	<i>1</i>	<i>Plumbing</i>



*Figure 8- Maintenance Technician Caleb Houtchen prepares to service lighting at Fleet (2 Nov)*



*Figure 8-Commissioner Hill learning about micropiles at Fire Station #5 (20 Nov)*

## Facilities Management Highlight #1

**Facilities Manager Dave Hehner inspecting foundation work**

**Public Safety Trng Complex  
Porter Pike (Fire Station #5)  
Conducted: 1 November**

**Micropile Installation**



*Figure 9-Facilities Team visit to the Trane Controls Workshop in Louisville, KY (7 Nov)*

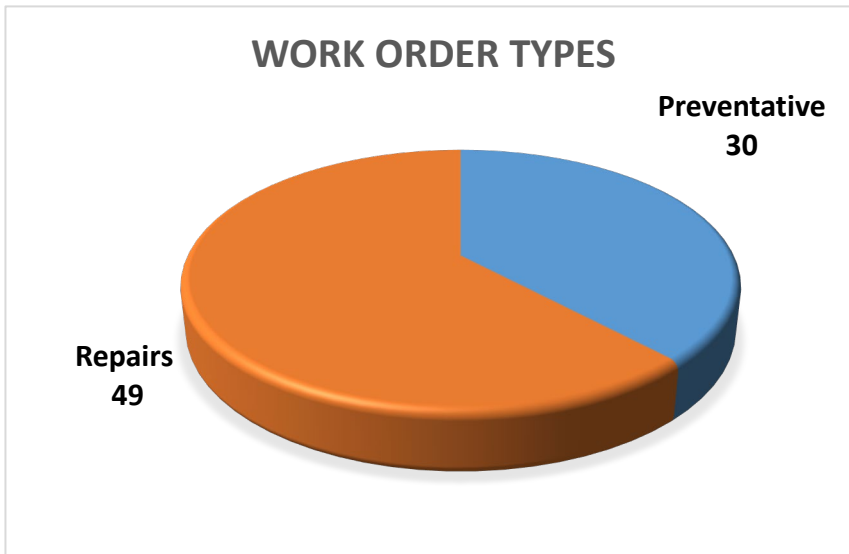


# Fleet Update

Denise Gilland, Fleet Manager  
270-393-3201 (office)



- **Summary**- To date, 21 of 36 new vehicles have been delivered to the city from Enterprise Fleet Management. Fleet oversees the process, marks the vehicles and assigns them to the correct departments.



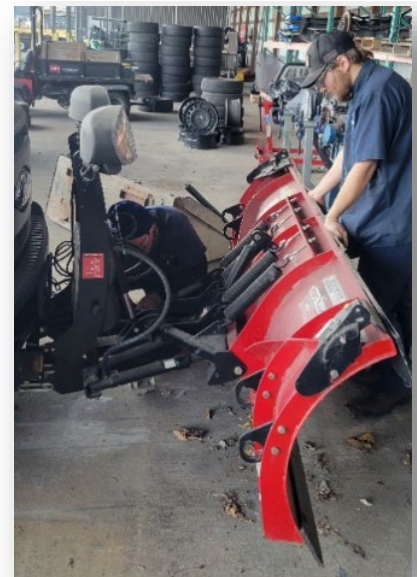
*Figure 11-Master Technician Josh Johnson is awarded the PW Shining Star for November*

## November Work Orders

**154 Created**

**79 Completed**

**51%**



*Figure 12-Service Technicians Trevor Noble and David Long repairing a plow for snow season (13 Nov)*

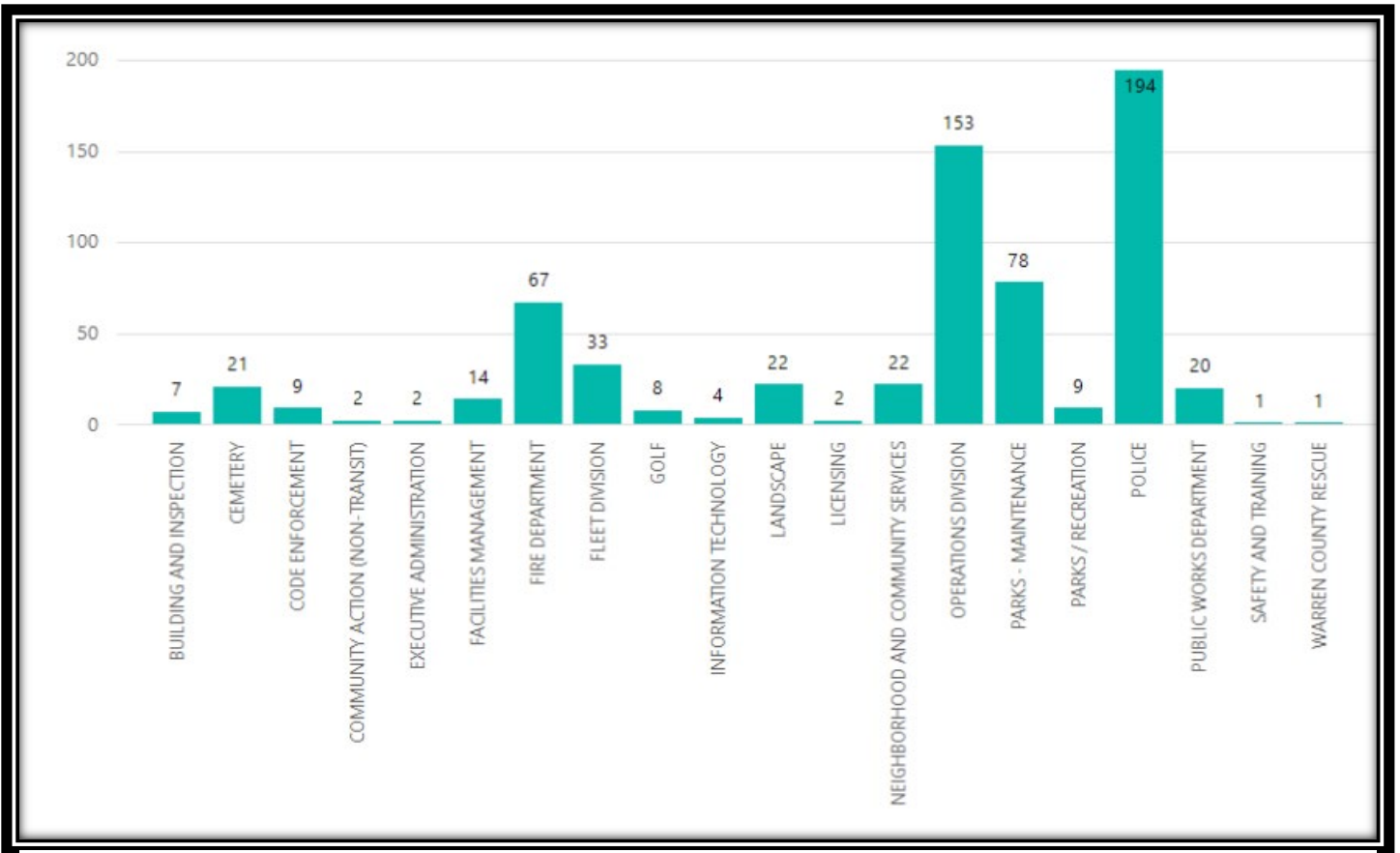
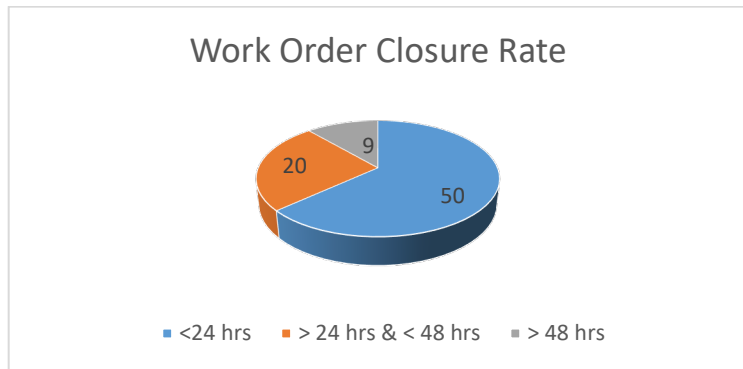


Figure 13- Vehicles & Major Pieces of Equipment assigned by department

Total Parts used in November

**254**

(283 in October)



## City Fleet Monthly Usage (Previous Month)

October



**16.2K**

**Gallons**



**3.7K**

**Gallons**



**67**

**Gallons**



**\$57,745**

**Dollars**



# Admin Update



<b>Vehicle GPS/Dashcam</b>	Department Wide	The Board of Commissioners approved Municipal Order #2023-253 for a cooperative purchase agreement to add GPS/Dashcam capability to 47 vehicles in Public Works. First year cost: \$27,836 Date: <b>7 Nov.</b> All delivered on <b>28 Nov.</b>
<b>Surplus</b>	Fleet Division	2004 Ford Crown Victoria (Asset #15470). Disposal Method 2. Approved on <b>15 Nov.</b>
<b>Surplus</b>	Fleet Division	2004 FORD F150 EXT. CAB 4X4 (Asset #7002). Disposal Method 6. Approved on <b>20 Nov.</b>
<b>Surplus</b>	Fleet Division	1986 CZ 30KT TANDEM TRAILER 15 TON WITH FOLDING DOVETAIL RAMP. Disposal Method 2. (Asset #0465). Approved on <b>20 Nov.</b>
<b>Surplus</b>	Fleet Division	2003 GEHL ASPHALT PAVER- SMALL 8' TO 13' width, 6 ton capacity. Disposal Method 2. (Asset #15537) Approved on <b>20 Nov.</b>
<b>Surplus</b>	Fleet Division	2004 Ford F150 1/2 ton pickup EXT CAB 4X4 W BED TOP. Disposal Method 2. (Asset #15474) Approved on <b>20 Nov.</b>
<b>Surplus</b>	Fleet Division	53 tires. Disposal Method 2. Approved on <b>20 Nov.</b>
<b>Promotion</b>	Operations Division	Mr. Doug Hoots was approved for career advancement to OMT-II by Municipal Order 2023-262 on <b>21 Nov.</b>
<b>PACT Agreement</b>	Facilities Division	Performance agreement with Trane U.S., Phase 4 was approved by Municipal Order #2023-266 in the amount of \$2.77M on <b>21 Nov.</b>
<b>Fire Station #5</b>	Construction Change Order	The BOC approved a requested Change order to address karst issues, athletic flooring install and other expenses in the amount of \$900K by Municipal Order 2023-34 on <b>21 Nov.</b> This C/O, when added to the 21 Sep C/O in the amount of \$707K would equate to 10% of the overall station cost. 10% is the standard planning factor for unforeseen expenses for the city.



**Figure 14-Public Works Director Andy Souza attending the PW Summit in Orlando, FL (8-10 Nov)**



**Figure 15-City Veterans in the Veterans Day Parade (11 Nov)**

**Take Home Vehicles (7)**

<b>Division</b>	<b>Fleet #</b>	<b>Employee</b>	<b>Vehicle Type</b>	<b>Mileage</b>
Fleet	<b>7027</b>	Stice	<b>2023</b> Chevy Silverado ½ Ton	<b>768</b>
Operations	<b>4159</b>	Delp	<b>2022</b> Ford 1/2 Ton	<b>21,773</b>
Operations	<b>4111</b>	Johnson	<b>2015</b> Dodge Ram 2500 3/4 Ton	<b>66,710</b>
Operations	<b>4160</b>	Walden	<b>2022</b> Ford 1/2 Ton	<b>15,723</b>
Facilities	<b>5531</b>	Hehner	<b>2023</b> Jeep Grand Cherokee	<b>8,273</b>
Environmental	<b>5538</b>	Powell	<b>2023</b> Chevy Silverado ½ Ton	<b>947</b>
Director	<b>5529</b>	Souza	<b>2020</b> Ford Explorer	<b>24,963</b>

