

Central Service Department

Mike Watson, Manager

At the beginning of 2011, the City of Mishawaka negotiated one working agreement for all Central Services employees in an effort to improve efficiency. In 2010 the employees that joined the Central Services Department retained working agreement coverage. They retained coverage under the same Union agreement until a new agreement was negotiated at the beginning of 2011.

The Central Services Department is responsible for all facilities, grounds, vehicle and street maintenance. We operate the Central Services utilizing three different departmental budgets because of the different revenue monies used for maintenance of all the different facilities, maintenance of park property and the maintenance of all public right-of-ways, and also the maintenance of Mishawaka Utilities property. We had great cooperation throughout 2011 from the International Brotherhood of Teamsters Local 364, which has made for a good transition to one working agreement.

Employees

The Central Services Department is budgeted for a total of 57.5 employees. The Motor Vehicle Highway portion of those 57.5 is 32, but is currently running at 29 employees. The Park department portion of the 57.5 is 15 and is currently staffed with 14. The Central Services Department is budgeted for 10.5 employees and is currently at full strength.



Three members of the Central Services Department retired in 2011. Bill Weimer retired after 25 years of service, Harold Fleming after 32 years of service, and Carol Coryn retired after 25 years of service. The citizens of Mishawaka are extremely grateful to Bill, Harold and Carol for their hard work and service to the City of Mishawaka.

St. Joseph County Solid Waste District

Our Department also works in conjunction with the Saint Joseph County Solid Waste District to provide the Household Hazardous Waste (HHW) drop-off location at 1105 East Fifth Street. The goals of the HHW are to maximize the amount of hazardous waste that would normally go to the landfill, and dispose of it in other safe manners. The HHW site will also accept old electronic devices for disposal. The HHW site, on average, serves approximately 5,000 customers a year, with approximately 2,500 being Mishawaka citizens. At our Fifth Street location, we also allow Mishawaka citizens to bring in brush, tree limbs, and miscellaneous yard waste for disposal.

Grounds Maintenance

Our Grounds Maintenance has a great responsibility with many acres of grass to be cut, weeding of flower beds, trimming bushes and trees, weed eating around fences, sidewalks, trees and utility poles, and maintaining the ball diamonds for league play. Grounds is also in charge of collecting all the trash in the parks and helping to set up for all events that take place in our City parks. During the winter months, Grounds must remove the snow from the sidewalks that are adjacent to all City owned property. We also call upon the Grounds employees to help repair and paint all the picnic tables during the winter months. With the new contract in place, the union employees at the Golf Course, Merrifield Pool and Ice Rink fall under the Central Services Department making it easier for everyone to work together.

Building Maintenance



Central Services has well over 100,000 square feet of buildings to clean and maintain. In the past, many of the buildings had a custodian on staff to perform some of the minor repairs or clean-up duties during the day. With the need to improve efficiencies, and the very tight budgets that everyone is under, we have had to make changes. Each Department is asked to submit a request for repairs, so that we can prioritize and complete them in a timely manner. We also ask each facility to let us know if they have any major repairs, so we can determine if our employees can handle the request, or if we need to hire the work

done. Each building that is accessed by the public is cleaned Monday through Friday. Other aspects of building maintenance are, at times, remodeling all or portions of buildings. This past year employees from Central Services totally gutted the restrooms at Battell Park to make them handicap accessible and to install all new vandal resistant floors, walls, ceilings and fixtures. We were also able to complete the same type project for the Hillis Hans restrooms.

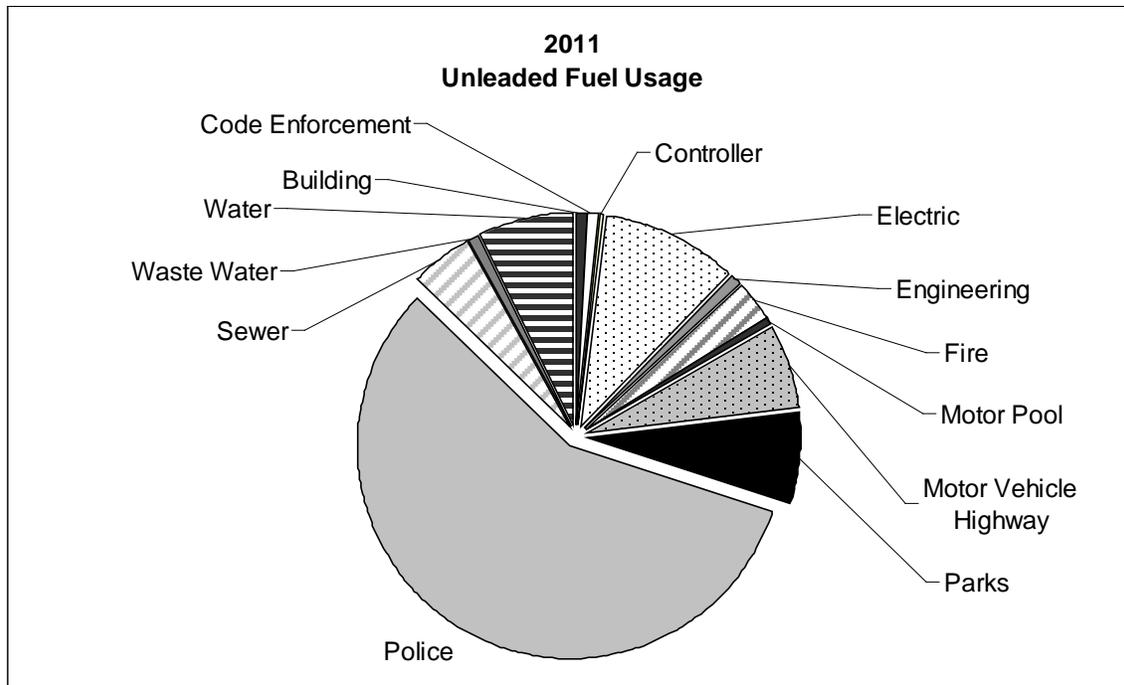
Fleet Maintenance Technicians

Our Motor Pool employees, now known as Fleet Maintenance Technicians, are also under the Central Services Department. We currently have six (6) Fleet Maintenance Technicians that are responsible for maintaining all City vehicles and small hand-held equipment. Keeping the nearly 300 vehicles up and running for all the departments is no small task. They not only perform regular maintenance, but are also called upon to perform major repairs to many of the vehicles. The Fleet Maintenance Technicians can also assist in all the duties that Central Services must deliver. The Fleet Maintenance Department of Central Services also tracks the fuel consumption for all City vehicles.

The following is an overview of the fuel used by departments:

Fuel use:	Unleaded	Diesel
Building	1387.8	
Code Enforcement	1506.6	
Controller	595.2	
Electric	17,509.2	
Engineering	1419.2	
Fire	5,357.4	21,058.4
Motor Pool	906.4	971.3
Motor Vehicle Highway	11,089.5	31,853.9
Parks	11,777.9	3,802.3
Police	98,354.6	4.9
Sewer	8,276.3	4,866.2
Waste Water	1,414.8	359.6
Water	12,363.4	4230.0
Total	171,958.3	67,146.6

Average cost for Unleaded	$\$3.04 \times 171,958 = \$522,752.32$
Average cost for Diesel	$\$3.28 \times 67,146 = \$220,238.88$
Total fuel cost City only	\$742,991.20



Motor Vehicle Highway

Motor Vehicle Highway, more commonly known as the Street Department, must be factored into the work load for the Central Services Department. Much like the Grounds portion of Central Services is seasonal, so is the Street workload. We will begin with spring time since no one likes to think about snow. Spring is the time when we clean up the City from all the winter debris that is left after the snow melts. Our employees take great pride in the work they perform on behalf of the citizens we serve. Our street sweepers are out for approximately nine months each year. We are in most neighborhoods at least once every nine to eleven working days. Spring is when the dreaded potholes keep 6 to 8 employees busy until the weather warms up and we can make permanent repair. The last couple of years we have made a one-week leaf pick-up for the leaves that just don't want to come down in the Fall. We also begin work on our list of streets that did not fare well during the winter. We must compile a list for summer Street Paving. Utilizing Summer Street money, we were able to pave approximately 85 blocks of residential streets. A typical block is 350 ft. long and 30 ft. wide.



Eighty-five blocks equates to 5.8 miles repaved with Summer Street Paving money. The warmer weather of the Summer and Fall months allow our department to paint center lines, crosswalks, stop bars and fog lines on the roadways. Like most citizens, we take advantage of the warmer months to perform repairs to the outsides of our buildings such as roof and fascia repair, painting and, at times, construction of new buildings in the Parks. In the Fall of the year, we gear up for our Leaf Pick-up on the public streets in all residential areas. We believe our Leaf Pick-up Program is second to none. Beginning in mid-October and continuing through the end of November allows our citizens ample time to place their leaves at the curb for pick-up. Most Leaf Pick-up Programs offer pick-up only once or twice for the season. We will be in front of your home at least 7 to 8 times for pick-up. This year we picked up approximately 14,500 cubic yards of leaves.



Winter is right behind the Leaf Pick-up Program, and sometimes even during the program. Clearing the snow from our public right-of-ways is the biggest responsibility for the Central Services. All aspects of travel are affected by the snow and ice on the public right-of-ways. We also believe that our snow clearing of the public right-of-ways is second to none. The employees again take great pride in keeping our roadways as safe as possible. I

believe the snowfall over the weekend of January 8th and 9th, 2011 tells our story the best. A record setting amount of snow fell in a 24-hour time frame, yet our employees were able to keep up with the clearing of our streets in a timely and organized manner. Yes, we can always improve in all aspects of our jobs; therefore, we will continue to look further for ways to deliver what we believe are world class services to our citizens in a more efficient and timely manner.