

Central Services

Mike Watson, Manager

Central Services was created by merging two departments, Streets and Motor Pool, along with the grounds maintenance of the Parks Department. The Central Services Department has responsibilities that include mowing and grounds maintenance, janitorial in all City buildings, fleet maintenance, snowplowing, and street maintenance. All these tasks are accomplished by the dedicated effort of employees in the Department.

Central Services is headquartered at 500 North Cedar Street, behind the Ace Hardware store. Over the past 49 years, the City expanded the complex with the purchase of the South Bend Modern Molding property located on the east end of our current location in 1998. The Sewer Maintenance Department is also located at our complex.

The Department has outgrown its current facilities and has been exploring options for alternate accommodations. In 2010, Forum Architects was hired to provide us with a quote to erect a new steel building on the current site. The dimensions of this building would be 105 feet wide and 210 feet long. As they researched the subsoil and the topography at the Cedar Street site, it was discovered that substantial excavation of the subsoil would be required. A substantial retaining wall and drainage system on the north side of the building would also be required. The cost estimate for this 22,000 square foot building was \$1.7 million.



We also considered building a new salt barn at our 5th Street location. The salt barn cost estimate was \$350,000. In addition, there were some large imminent building repair expenses that would add to the cost of remaining at our current location. With the cost of remaining at 500 North Cedar Street growing over \$2 million, we decided to look into the possibility of relocating our operations.

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144,510 square feet while our current buildings have only about 50,000 square feet and will not accommodate equipment storage. The building sits on approximately 11.5 acres and is 6.5 acres larger than our current site. With these facts alone, it was apparent that the former Scott Brass facility would be ideal for our operations. The City made an offer of \$785,000 for this property that was accepted by the owner. The City closed on the property in late December of 2012.



We estimate spending approximately \$1.8 million in renovations to the building and site improvements. Our Fire Department and Electric Department will also occupy a portion of this facility which will free-up room at their respective facilities. Our goal is to be operating Central Services from this building by early December of 2013.

Fleet Maintenance

Our Motor Pool employees, now known as Fleet Maintenance Technicians, are part of the Central Services Department. We currently have six Fleet Maintenance Technicians that are responsible for maintaining all City vehicles and small hand-held power equipment. Keeping the nearly 300 vehicles up and running for all the departments is no small task. They not only perform routine 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 delivers.

The Motor Pool Department of Central Services also tracks the fuel consumption for all City vehicles. The following is an overview of the fuel used by department:

Department	Unleaded	Diesel
Building	1016.8	
Code Enforcement	1135.6	
Controller	595.2	
Electric	17138.2	7497.0
Engineering	1048.2	
Fire	4986.4	20860.4
Motor Pool	906.4	971.3
Motor Vehicle	10718.5	31675.1
Parks	11406.9	3623.5
Police	96715.3	4.9
Sewer	7905.3	4687.4
Wastewater	1426.0	359.6
Water	11992.4	4051.2
Cost/gal	\$2.85	\$3.09
Total City Fuel Cost	\$475,924.35	\$227,825.70

Revenue from sale of used oil: \$1,133.00

Grounds Maintenance

It is the responsibility of the Central Services Grounds Maintenance to maintain the green areas of all city-owned properties. This consists of approximately 700 total acres. With newer equipment the city has purchased in the past few years, we have been able to reduce the amount of mowing time from a 9 day rotation to a 5 day regimented schedule. Projects handled by Grounds Maintenance included tree removal in some city parks and areas of the riverbank, seeding of city-owned lots, and over-seeding in park areas which have enhanced the beauty and safety of these areas. City baseball diamond maintenance, trash removal throughout the city and its parks, and the set-up and break-down for city special events is handled by the Grounds Maintenance crew.

In the fall, we are responsible for the leaf removal in the city parks and offices, and play a large role in the city's leaf pick up program.

During the winter months, we are responsible for snow removal on approximately 8 miles of sidewalks. This consists of the River Walk, all city parking lots, business offices, City Hall, sidewalks on bridges, and all other walkways adjacent to city-owned property. We also repair, paint, or rebuild all of the picnic tables for the city parks and pavilions.

Traffic

The Mishawaka Traffic Department recorded 1,243 event entries in 2012. These entries consisted of sign repairs, new sign installations, inspections and collection of field data. Since the inception of our Asset Management software in 2004, we have collected data on 7,497 active signs, and 915 signs removed from service due to vandalism, theft, accidents, or failure to meet federal standards.

Along with the daily maintenance and installation of signs, the Traffic Department is also responsible for pavement markings applied to road surfaces such as center lines, skip lines, fog lines, stop bars, crosswalks, and directional arrows. In 2012, we used 1,485 gallons of yellow paint, 1,000 gallons of white paint, and 20,000 pounds of glass beads for these markings. In 2010 we reduced our center line and fog line widths from 6-inch lines to 4-inch, remaining in compliance with Federal and State standards. In 2012, this reduction saved \$13,442 in traffic paint costs.

As in past years, we continue to support the various Departments in the City with their graphic needs. This reduces the cost of outsourcing projects to private businesses, saving money and turnaround time.