

## **Central Services**

*Tim Ryan, Street Commissioner*

The Central Service Division was created in 2010 with the merging of two departments, Street and Motor Pool, along with the grounds maintenance portion of the Park Department. The Central Service Division has responsibilities that include mowing and grounds maintenance, janitorial services in all City buildings, fleet maintenance, snowplowing, and street maintenance. All these tasks are accomplished by the dedicated efforts of the employees in the Central Service Division.

2015 was a good year for The Central Services Division as we continued to provide “World Class Services” such as snow removal, grounds maintenance, vehicle repairs and leaf pick up. The highlight of the year was the completion and moving into the new Mike Watson Central Services Facility.



*Mike Watson Central Services Ribbon Cutting*

The renovations of the Mike Watson Central Services Facility, formerly Scott Brass, were started in 2012. The final construction phase was bid out in March of 2015. This final phase included the interior cleaning, painting, and ventilation system along with a new car wash and fueling facility. The timetable for completion was aggressive and finally, after many pitfalls, on December 2, 2015 a ribbon cutting ceremony was held to introduce the public to our facility. After 52 years of residing at our former Cedar Street site, our new home was ready.

***“...the highlight of the year was the completion and moving into the new Mike Watson Central Services Facility”***

Also in 2015 we made several purchases to help us continue to provide the services the residents of Mishawaka have come to expect. Listed below are our major purchases for 2015.

- Single axle snow plow with wing blade
- One-Ton mini dump with snow plow
- Trommel Screen to produce a viable dirt product from our compost pile
- Free standing vehicle hoist to accommodate our larger fleet vehicles

As we move into 2016, The Central Services Division looks forward to increasing our efficiency and service level to the residents of Mishawaka.

## Fleet Maintenance

We are all very excited to be working out of our new Motor Pool. The six Fleet Mechanics have significantly more work space and new state of the art equipment to help maintain the City's full fleet of vehicles and equipment. There is always the normal servicing of the police cars, and the service and repair work for almost all City-owned vehicles. One of the new additions has been the six portable lifts. They make it possible for us to put our fire trucks and large salt trucks up in the air to perform service work and maintenance. This alone makes it faster and easier for the mechanics to accomplish repairs, while also providing a safer work environment for everyone. Another new addition is the two new wash bays that will accommodate our largest vehicles. In 2015, we completed more than 967 repair work orders. We hope to have an even more productive year in 2016.

The Motor Pool Department of Central Services also tracks the fuel consumption for all City-owned vehicles. The table above is an overview of unleaded/diesel usage by each department:

Department	Unleaded Gasoline (gal)	Diesel Fuel (gal)
Building	940.1	
Code Enforcement	992.8	
Controller	138.8	
Electric	16,352.4	8,807.7
Engineering	919.0	
Fire	6,165.6	25,782.9
Mayor	847.0	
Motor Pool	672.0	
Motor Vehicle	6,797.8	23,424.7
Parks	12,499.7	12,049.6
Police	88,991.8	116.6
School City	9,728.3	6,474.7
Sewer	9,925.2	5,018.0
Wastewater	2,266.8	234.5
Water	13,698.9	4,057.6
Cost/Gal	\$1.64	\$1.78
<b>Total City Fuel Cost</b>	<b>\$285,512.23</b>	<b>\$163,489.44</b>

## Building/Facilities Maintenance

It is the responsibility of the Central Services Facilities Maintenance Dept. to service and maintain over 100,000 square feet of City-owned buildings. Some examples are the fire stations, Police Dept., City Hall and other business offices. The maintenance Dept. addresses plumbing, electrical issues, lighting issues, and general environmental issues in and around these facilities. In addition, we maintain an extensive amount of irrigation systems throughout these buildings and parks within the City.

Our department is also responsible for janitorial services in each of these buildings on a daily basis. In the past year we have revamped the cleaning procedures with a new check off system. This allows our employees to be able to perform in a more efficient and timely manner. It also allows our employees to be able to better address other areas within the facilities, helping make these environments cleaner and safer for everyone.

With the expansion of the City and its facilities, we hope to continue to address each issue as it comes effectively and efficiently. We feel confident that we will be able to continue our level of service as well as being able to improve moving forward.

## **Grounds Maintenance**

It is the responsibility of the Central Services Department to maintain all green areas of City-owned properties that consists of nearly 700 acres. We are currently on a 5-day mowing schedule that has 8 full-time employees and up to 8 seasonal workers. Some of our smaller projects include weed eating, edging, blowing off sidewalks, picking up trash and tree removal in all City parks. Some of our larger projects include stump grinding, cutting down trees along the Riverwalk and pouring concrete for new benches and trash cans. We are also responsible for maintaining the City's baseball/softball diamonds and the set-up and break-down for special events within the City.

During the winter months, we remove nearly 8 miles of snow on all City-owned sidewalks. These areas include the Riverwalk, all City lots, business office, City Hall, sidewalks on all bridges and all other walk ways adjacent to City-owned property. We also repair and paint all picnic tables for City parks and pavilions.

Some of this year's purchases were a John Deere 1600 turbo 2 diesel mower which has 57-hp turbo charged liquid-cooled diesel engine which will mow up to 14 acres per hour cutting at over 11ft per pass. The City also purchased 2 diesel 7000 series with 72-inch decks which will mow 8.7 acres and hour. Other purchases were 2 cub cadet edgers for edging sidewalks. A new pull behind roller for City ball diamonds and parks and a new John Deere Gator TX club cart for working on the Riverwalk or at City events. A few accomplishments performed by Central Services this year were:

- Central park wall project
- Start of park removal list
- Diesel Batwing mower purchase
- 2 diesel mowers purchase
- Battell Rock Garden Project
- Castle Manor update project
- George Wilson disc golf renovations

Next year some of our goals include the following items.

- Completion of park removal project
- 4-day park mowing list
- GIS snow blowing and mowing routes
- Completion of CPM classes
- Approval of new trash cans for downtown area for 2017
- Leaf rake for parks approval for 2017
- 1 diesel mower/1 bagger mower approval for 2017

## **Motor Vehicle Highway**

Motor Vehicle Highway, more commonly known as Street Department, is an essential part of the Central Service Division. The Street Department is responsible for the maintenance of all the public streets in the City of Mishawaka. The majority of our work is dictated by the seasons, so as seasons change so does our work process. Spring is the time of year when we break out our

three street sweepers to begin the process of cleaning up the debris left from the winter. Once sweeping begins, we continue to sweep for approximately 9 months out of the year. We make a complete cycle throughout the City every nine to eleven days. Spring also brings out the potholes, keeping six to eight employees busy making repairs.

Warmer weather allows us to work on many jobs, such as alley grading, street painting, street sweeping and resurfacing the roads that didn't fare well over the winter.

As fall approaches, we gear up for our annual leaf pick-up program. The leaf pick-up program begins in mid-October and continues through the first week of December. During this time, we make one complete pass through the City on a weekly basis. This program is one of the most successful programs in the area, serving the citizens of Mishawaka with pick up opportunities up to seven times over the course of the program. During the 2015 season, we removed 12,775 cubic yards of leaves.

Once leaf pick-up is completed, we gear up for the winter months. With 164.5 miles of roadway, snow removal is one of the most important tasks we perform. 2015 was a fairly normal year for snow removal. However a few large snowfalls called us to task.

Major Purchases in 2015:

- Single Axle Plow Truck with Wing Blade
- Trommel Screen
- One-Ton Dump with Plow
- Brine Making System
- Portable Post Lifts

## **Traffic Department**

The Mishawaka Traffic Department recorded 1,140 tasks in 2015. These entries consisted of sign repairs, new installations, inspections, field data collection and manufacturing of signs.

Along with the daily maintenance and installation of signs, the Traffic Department is also responsible for the pavement markings applied to the road surfaces, such as center lines, skip lines, fog lines, stop bars, crosswalks and directional arrows. In 2015, we used 1705 gallons of yellow paint, 770 gallons of white paint, 24,000 pounds of glass beads and 6,000 pounds of thermoplastic to maintain the pavement marking in Mishawaka.

As in past years, we continue to support the various Departments in the City with their graphic needs. In 2015 we purchased a large format graphic printer which has allowed us to make custom graphics for the City. This has reduced the cost of outsourcing projects to private businesses, saving money and turnaround time.