

Central Services

Tim Ryan, Director

The Central Service Division was created in 2010 with the merging of the street maintenance, grounds maintenance, building maintenance, fleet maintenance and the Traffic Division.

Motor Vehicle Highway

Motor Vehicle Highway, more commonly known as Street Department, is an essential part of the Central Services Division. The Street Department is responsible for the maintenance of all the public streets in the City of Mishawaka. The type of street maintenance work depends on the season. In the spring, three street sweepers begin cleaning up the debris left from the winter. Once sweeping begins, it will continue for approximately 9 months out of the year. A complete cycle is made throughout the city every nine to eleven days. Spring street maintenance also includes pothole repair, keeping six to eight employees busy making these repairs.

Warmer weather allows the department 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 in 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 year. During the 2018 season, we removed 20,387 cubic yards of leaves from residential homes.

Once leaf pick-up is completed, we gear up for the winter months. With 330 miles of roadway, snow removal is one of the most important tasks we perform. Utilizing 14 main-line plow trucks, our goal is to have the streets cleared 24-36 hours after the snow has stopped.



Traffic Department

The Mishawaka Traffic Department completed 1,139 tasks in 2018 at a cost of \$61,170. These tasks 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.

As in past years, we continue to support the various departments in the City with their graphic needs, utilizing our high definition printer to create banners, backgrounds and specialized graphics.

Grounds Maintenance

It is the responsibility of the Central Services Department to maintain all green areas of city owned properties consisting 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 bases 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.



Water Feature Improvements at Battell Park

During the winter months, we remove snow on nearly 19 miles of sidewalks. These areas include the Riverwalk, all City lots, business office, City Hall, sidewalks on all bridges and all other walkways adjacent to city-owned property.

Some accomplishments performed by Central Services in 2018:

- Installation of the play ground equipment at Mary Gibbard Park
- Installation of Fitness Court at Central Park
- Reopen and staff Household Hazardous Waste satellite site as a seasonal facility

Building/Facilities Maintenance

It is the responsibility of the Central Services Facilities Maintenance Department to service and maintain over 300,000 square feet of city owned buildings. Some examples are the Fire Stations, Police Department, City Hall and other business offices. The Maintenance Department addresses plumbing, electrical, lighting, and general environmental issues in and around these facilities. In addition, we maintain an extensive amount of irrigation systems surrounding 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 better able to 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 our level of service effectively and efficiently. We feel confident that we will be able to demonstrate continuous improvement in the services we provide.

Fleet Maintenance

The Fleet Maintenance Division is responsible for the maintenance, repairs and fueling of all City of Mishawaka and Mishawaka Utilities vehicles. These services range from oil changes to engine rebuilds. In 2018, Fleet Maintenance recorded 1,333 repairs at a cost of \$342,845.69. The City of Mishawaka also used 184,036 gallons of unleaded gas and 92,334 gallons of diesel fuel at total cost of \$546,943.