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# The 2013 Annual Report

of the City of Columbus – City Garage

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*This Annual Report is prepared for the City of Columbus, Bartholomew County, the commissions and boards involved in City Garage operations as well as the following 2012 elected community leaders:*

**Columbus Mayor:**  
*The Honorable Kristen Brown*

**Columbus City Council:**  
*Dascal Bunch*  
*Ryan Brand*  
*Frank Jerome*  
*Frank Miller*  
*Tim Shuffett*  
*Aaron Hankins*  
*Jim Lienhoop*

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**Capital Improvements Committee Members:**  
*Kristen Brown, Mayor*  
*Luann Welmer, Clerk Treasurer*  
*Dave Hayward, Engineering Director and Member*  
*Dascal Bunch, Member*  
*Tim Shuffett, Member*  
*Jim Lienhoop, Member*

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## **Executive Summary**

### **Mission Statements by Departments**

#### **Shop and Garage**

Shop & Garage maintains and supports the operations and facility of street (MVH), sanitation and traffic departments by providing high quality and cost effective maintenance of the city fleet and facilities. Assets maintained by the department include 159 pieces of equipment and vehicles.

#### **Sanitation**

The Columbus Sanitation Department is committed to being an innovative, customer service driven, responsive organization that provides a clean and safe environment through cost effective solid waste management to city residents in an environmentally sound manner, all while continuing to help educate residents on responsible resource management.

#### **Motor Vehicle Highway (MVH)**

The City of Columbus Street Department (Motor Vehicle Highway) is responsible to provide a safe and healthy environment on streets of Columbus through effective, efficient delivery of street maintenance, snow removal, mowing services, and other various duties within budgetary restraints.

#### **Traffic**

Columbus Traffic Department's mission is to keep Columbus moving safely for all City residents and visitors that travel across City streets while being in compliance with the current "Manual Uniform Traffic Control Devices" manual including but not limited to, maintenance and installation of street signage, traffic signals, pavement marking, sight distance issues and many other daily tasks. This department keeps street and intersections flowing safety 24/7 from emergencies, weather related issues or accidents



## Overviews by Departments

### Shop and Garage

The Shop & Garage consists of one mechanic (Dave Johnson) one assistant mechanic (Mike Smith) and a facilities maintenance man. They have the responsibilities of maintaining the sanitation, MVH and traffic fleet to keep essential vehicles running and maintained so the crews can provide high quality service to city residents. Assets maintained by the department include 159 pieces of equipment and vehicles and department is overseen by Bryan Burton, Director of City Garage.

### Sanitation

The City of Columbus Sanitation Department is consisted of 23 full-time employees. Jeff Whittington, foreman directs Cathy Pavey and Debbie Bolenbaugh as office administration, 4 automated operators, 16 drivers and 3 seasonal part-time employees to provide superior customer service at its highest level.

- Automated trash collection
- Compost collection
- Chipper/brush collection
- Special pick-ups 1/mth
- Litter patrol
- Special event clean-up
- Assemble/repair/deliver trash totes
- Issue warnings concerning loose trash
- Clean-up loose trash issues

### Motor Vehicle Highway (MVH)

MVH provides many services that have a direct impact on all City residents, visitors, and those who have chosen to conduct business in our great City. This department consists of 18 employees: the Director of City Garage Bryan Burton, a working foreman Richard Macy, five heavy equipment operators and 11 drivers. These



employees are dedicated to a high quality of service and professionalism that allows our City to thrive & prosper. The director oversees all operations at the Columbus City Garage and the working foreman & his crews are assigned the following duties:

- Brush and miscellaneous heavy item pick-up
- Annual alley overlay program
- Leaf, snow removal and street sweeping schedules
- Sweeping downtown streets and sidewalks on Mondays and Fridays with street and sidewalk sweepers
- Mowing of City property and right-of-ways
- Mowing of property not properly maintained by residents (weed letters)
- Drywell and storm sewer maintenance
- Chuckhole patrol
- Provide City Hall with Christmas tree
- Maintain stone alleys/fronts
- Operator on-call 24/7 for emergencies
- Assist other City Departments with projects or equipment

## Traffic Department

This five-person team is led by a working foreman, Mike Patterson, along with four drivers. The Traffic Department keeps street and intersections flowing safely 24/7 from any emergencies, weather related issues or accidents. They worked closely with Dave Hayward and now Elizabeth Fizel, City Engineer, and Bryan Burton, Director City of Garage.

- Maintenance of traffic signs and signals
- Painting of all traffic control pavement markings
- Provide barricades for traffic control for emergency or special events
- Traffic counts and similar traffic data collection
- Hanging banners downtown



## 2013 Budget



The following is a breakdown of the four Department's 2013 budget and returns:

- Shop and Garage started with \$469,730 and returned \$45,627.96 or 9%
- Sanitation started with \$2,363,501 and returned \$85,111.15 or 3%
- MVH started with \$1,590,488.47 and returned \$31,570.71 or .5%
- Traffic started with \$3,692,491 and returned \$252,547.18 or 5%

## 2013 Accomplishments

### Shop and Garage Department

- Installed 2<sup>nd</sup> four post equipment lift to increase mechanics work area
- Received refurbished forklift from Toyota Manufacturing
- Improved safety & cleanliness of shop area



- Employees received updated CPR/Defibrillator Training



- Continued drug and alcohol testing per the City's testing policy
- Attended monthly safety meetings, provided MSDS sheets

for all employees

- Improved & increased vehicle maintenance program
- Reduced number of outside vehicle repairs
- Worked with other agencies: state highway garage, county garage, school corporation, City Utilities & SWMA

### Sanitation Department

- Started laying groundwork for Sanitation route study
- Continued to work closely with schools, housing authority & city utilities on billing for trash collection
- Educated public with ordinance changes with flyers, magnets & web page



- Automated packer trucks collected 12,594 tons of household debris, equaling \$346,307.50 in tipping fees
- Extra pickup is offered the first full week of each month to city residents that may have more than what fits in their toter. Residents took advantage of the service and crews collected 438 tons of extra pickups equaling \$12,045 in tipping fees.
- Compost crews collected 388 loads of compost from green yard waste toters that were taken to the Bartholomew County compost site to be turned into compost for residents to pick up. Compost material is diverted from the landfill and collected April-December saving tipping fees
- Our weekly brush collection program collected, mulched, and hauled 416 loads of wood chips to the Bartholomew County compost site to be turned into mulch that is offered free to city residents



- Continued drug and alcohol testing per the City's testing policy
- Conducted monthly safety meetings, provided MSDS sheets for all employees
- All employees had CPR & AED training
- Issued new Class II safety equipment in compliance with federal mandated law
- Encouraged business participation in the commercial cardboard/office paper program
- Increased number of businesses participating in the cardboard program, by adding four new customers



- Increased our enforcement to eliminate loose trash problems within the city within 24 hours of notification
- Implemented sanitation & compost routes in newly developed & annexed areas
- Provided smooth transition from city to county for commercial cardboard/office paper program

- Worked special events such as Ethnic Expo and Marathon for cleanup

## Motor Vehicle Highway (MVH)

- Annual alley overlay used 439 tons of asphalt resulting in 14 alleys completed



- Selected City Hall Christmas tree, cut down, hauled and decorated it
- Purchased two S.A. tandem plow trucks, two T.A. plow trucks, Bobcat excavator, street sweeper, 2 ton flatbed, pickup truck w/plow & a tilt trailer
- Two hundred and sixty three weed letters were sent out with “continuous abatement notice.” Mowed 60 properties for \$14,403 in which liens were applied
- Promoted & supported safety on the job
- Continued drug and alcohol testing per the City’s testing policy
- Attended monthly safety meetings, provide MSDS sheets for all employees
- Continued and improved bloodborne pathogen, hazard communication, and alcohol training programs



- Provided setup & tear down for Ethnic Expo
- Collected 10,589 tickets, creating 698 loads of brush from residents
- Maintained superior street maintenance & response time
- Swept & removed 749.64 tons of dirt from city streets
- Worked with city engineers on storm water projects, repairing 48 inlets
- Created six new positions from current staff for “skilled driver” to complete concrete, storm sewer & construction work (to begin in 2014)
- Periodically clean inlets and drywells to continue proper working order – cleaning 103 inlets
- City Utilities on street utility cuts - 57 street cuts repaired
- Improved our “user friendly” technique and safety awareness in dealing with the public
- Increased snow removal training, snow crews make “dry” runs to review routes and make necessary changes to newly annexed streets



- Pretreated mains/emergency snow routes with brine solution (water/salt spray) for quicker, more efficient snow removal (1,000 gallon tank on truck), 1 ton of salt = 4,500 gallons of brine
- Implemented services for newly annexed/developed areas
- Checked and repaired substandard alley approaches
- Filled 4,942 chuck holes in the city
- Continued to work with youth and non-for-profit agencies on special projects
- Assisted home schooling teachers on “Touch A Truck” program to make a wonderful learning experience for our young adults
- Maintained Streetscape, POW/MIA Plaza, Police & Fire Memorial, Pleasant Grove flood buyout properties, old REMC acreage & I65 West medians



## Traffic

- Provided traffic control for the marathon
- Installed thermoplastic at various locations
- Upgraded traffic signals with new LED lamps
- Upgraded 9” street name signs with HI intensity sheeting to meet new MUTCD sign reflectivity regulation changes
- Provided maintenance on the 4<sup>th</sup> Street gates and assisted in the 4<sup>th</sup> Street closures
- Replaced outdated engineer grade, information, regulatory & warning signs with HI intensity sheeting to meet MUTCD sign reflectivity regulation changes
- Replaced U-channel post to square posts for street name signs
- Installed bike route signs on three new bike routes
- Maintained banners throughout downtown area
- Worked with electrician installing electric receptacle boxes on Washington Street intersections between 3<sup>rd</sup> & 7<sup>th</sup> Streets for Christmas decorations on all four corners of intersections





- Hung Christmas lights downtown along Washington Street in the trees
- Removed Christmas decorations on 4<sup>th</sup> Street from Jackson to Franklin Street
- Resolved corner sight distance problems/complaints and other hazardous situations provided by the public
- Provided snow removal for City parking lots, sidewalks around the parking lots & downtown ramps
- Assisted MVH Department with snow removal and driving trucks
- Assisted Engineering with traffic counts & applying “detectable warning mats” on ramps for the visually impaired
- Purchased two pickups w/plows, Bobcat utility vehicle w/plow & broom, Bobcat skid loader & the three-man paint truck.
- Training completed on new vehicles & equipment
- Assisted Parks Department when needed with barricades, signage, line markings, traffic counts
- Increased on the job training and safety awareness, providing employees with CPR/AED training



**2014  
Shop &**

**Goals/Ideas  
Garage Department**

- Look at options to increase salt storage



- Purchase new welder for shop
- Improve drug/alcohol testing process per the City's testing policy
- Attend monthly safety meetings
- Increase safety walk through inspections in all areas of garage & service compound
- Increase training for mechanic and assistant
- Improve vehicle maintenance program
- Continue to look for efficiencies in purchasing parts as well as our maintenance program
- Improve bloodborne pathogen, hazard communication, drug & alcohol training, AED & CRP training programs
- Continue to & work with other agencies
- Improve our in-house "Storm Water Pollution Prevention" plan

### **Sanitation Department**

- Explore new ways to cut costs & become more efficient
- Respond to CSR's within 24 hours
- Complete reorganize of sanitation routes to better distribute workloads per sanitation route study
- Provide collection map on web page for new routes
- Media blitz for route changes, web, newspaper, radio
- Continue to educate residents on sanitation changes, etc.: web, radio, newspaper
- Trim N/S and E/W alleys for brush & other debris
- Improve our enforcement violation policies
- Remain in compliance with federal law for safety equipment & gear
- Improve drug/alcohol testing process per the City's testing policy
- Conduct monthly safety meetings



- Continue and improve bloodborne pathogen, hazard communication, drug & alcohol, CPR & AED training programs
- Implement federally mandated drug testing to current & new CDL holders
- Work closely with the county to ensure a smooth transition of the commercial cardboard program
- Work with the in-house mechanic to improve safety and mechanical problems that exist with refuse packers
- Maintain close working relationships with SWMA, county & highway departments, youth, non-for-profit agencies, city departments & utilities
- Work closely with no-profit organizations on neighborhood cleanups
- Continue to work with organizations on special events

### **Motor Vehicle Highway (MVH)**

- Add ninth leaf vac for fall loose leaf program
- Evaluate & improve loose leaf program
- Respond to CSR's within 24 hours of notification
- Improve our "user friendly" technique and safety awareness in dealing with the public
- Attend monthly safety meetings
- Continue and improve bloodborne pathogen, hazard communication, alcohol training, first aid, AED and CPR programs
- Work closely with Sanitation Department on large cleanup areas
- Persevere in finding ways to cut budget costs, yet provide continued superior service to residents
- Continue to assist City Utilities on utility cuts
- Continue to work closely with engineering on storm water repairs and maintenance
- Clean 25 storm water inlets per quarter
- Improve our "Storm Water Pollution" plan
- Maintain superior street maintenance, response time & general service programs
- Provide street sweeping two times per year for city streets (spring/fall)



- Maintain (mowing/weeding, brush trimming) for Streetscape, POW/MIA Plaza, Police & Fire Memorial, Pleasant Grove flood buyout properties, REMC building & I65/SR 46 median
- Weed-eat & clean curb lines in the big block, N/S, E/W from April - October
- Check and repair substandard alley approaches and review alleys for next alley overlay program
- Improve snow removal & street safety
- Increase snow removal training, review routes and make necessary changes to newly annexed areas
- Locate & make removal arrangements with resident for a beautiful Christmas tree for City Hall
- Implement services for newly annexed/developed areas
- Provide setup & tear down for Ethnic Expo
- Continue to work with SWMA Recycling Center, youth and non-for-profit agencies on special projects

## **Traffic Department**

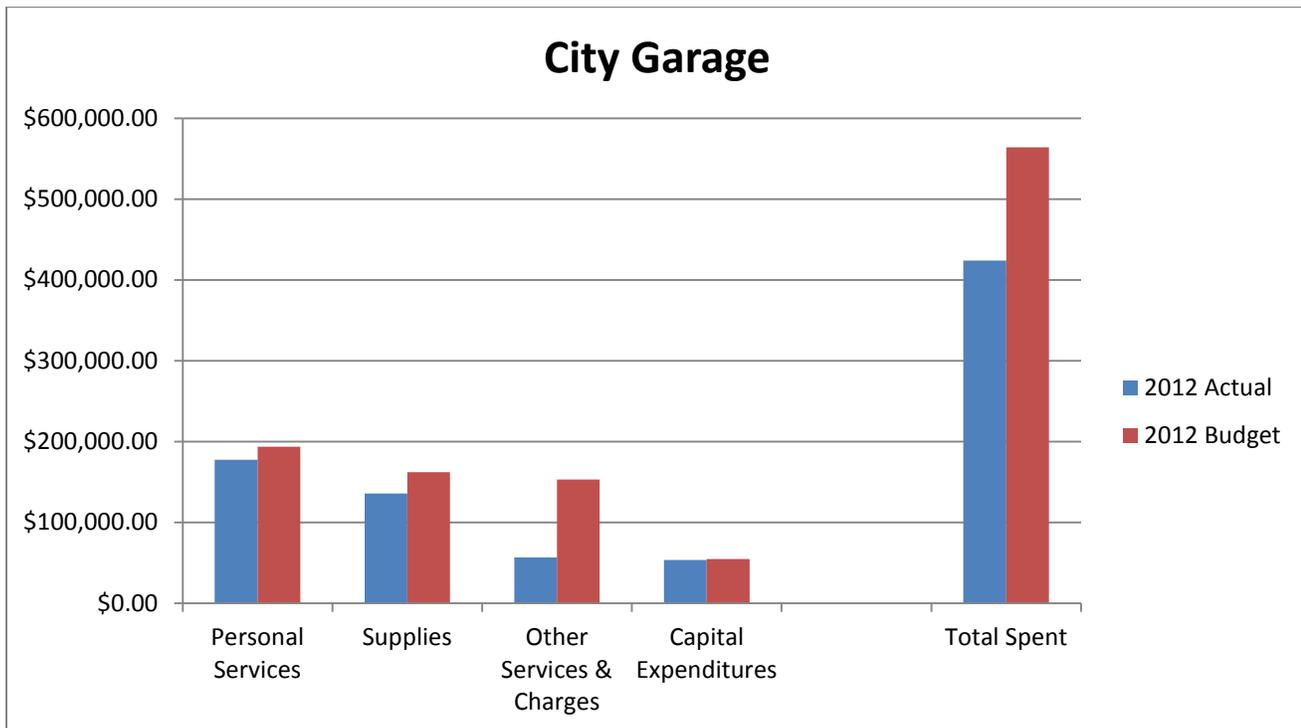
- Continue to upgrade traffic signals with new LED lamps
- Continue to upgrade to 9" street name signs, also with HI intensity sheeting to meet new MUTCD sign reflectivity regulation changes
- Install 30 thermoplastic x-walks,
- Paint 75 miles of street lines using 1,500 gallons of paint
- Continue to change out u-channel post to square post for street name, information, regulatory & warning signs
- Respond to CSR's within 24 hours after notification
- Continue to install new information, regulatory & warning signs with HI intensity sheeting to meet MUTCD sign reflectivity regulation changes
- Start upgrading one-way signs
- Begin upgrading all school x-walks signage
- Install new bike route signs as new bike routes are designated by engineering
- Provide superior snow removal for City parking lots, parking lot sidewalks & ramps



- Resolve corner sight distance problems/complaints and other hazardous situations provided by the public
- Increase on the job training and safety awareness
- Assist any department that our needs assistance

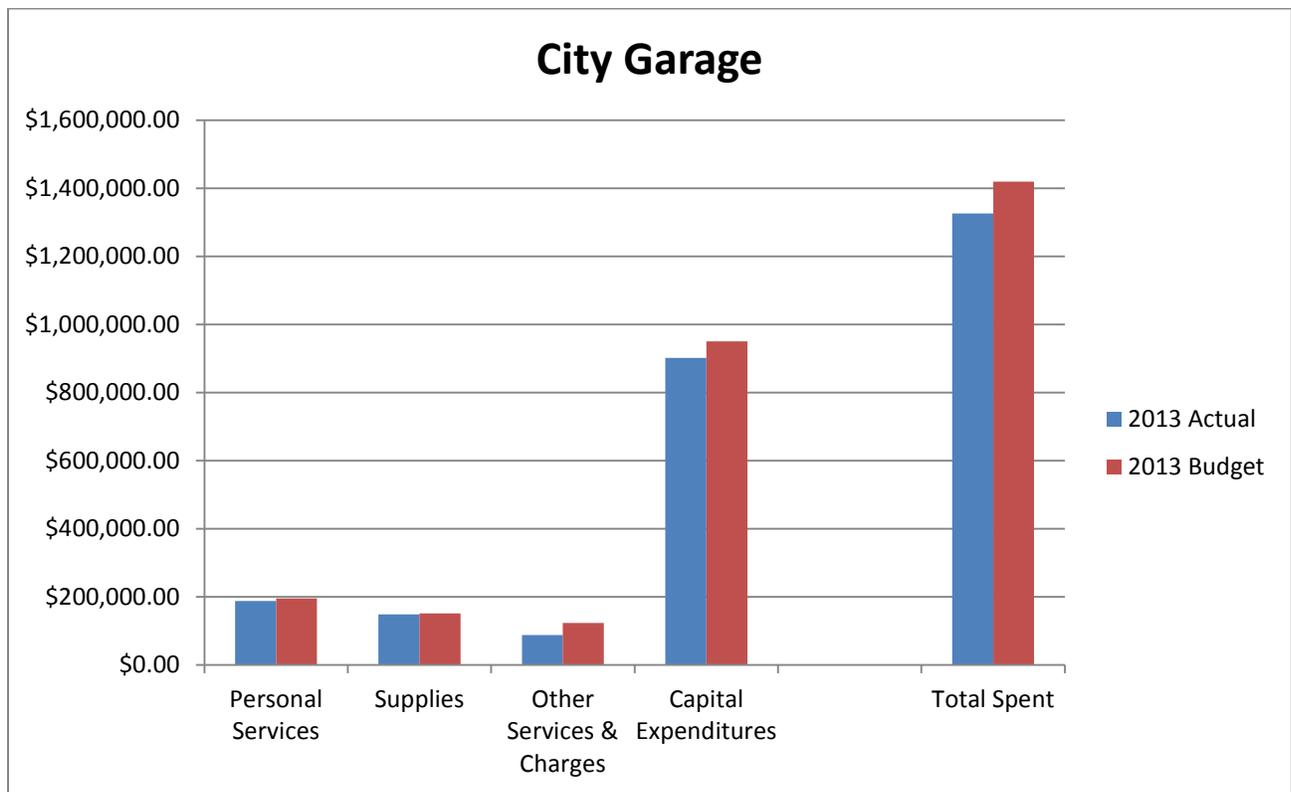
## Financials

<b>City Garage</b>	2012 Actual	2012 Budget	Difference	%
Personal Services	\$177,640.45	\$193,714.81	\$16,074.36	92%
Supplies	\$135,768.49	\$162,400.00	\$26,631.51	84%
Other Services & Charges	\$56,726.62	\$153,124.00	\$96,397.38	37%
Capital Expenditures	\$53,722.95	\$54,865.00	\$1,142.05	98%
<b>Total Spent</b>	<b>\$423,858.51</b>	<b>\$564,103.81</b>	<b>\$140,245.30</b>	<b>75%</b>



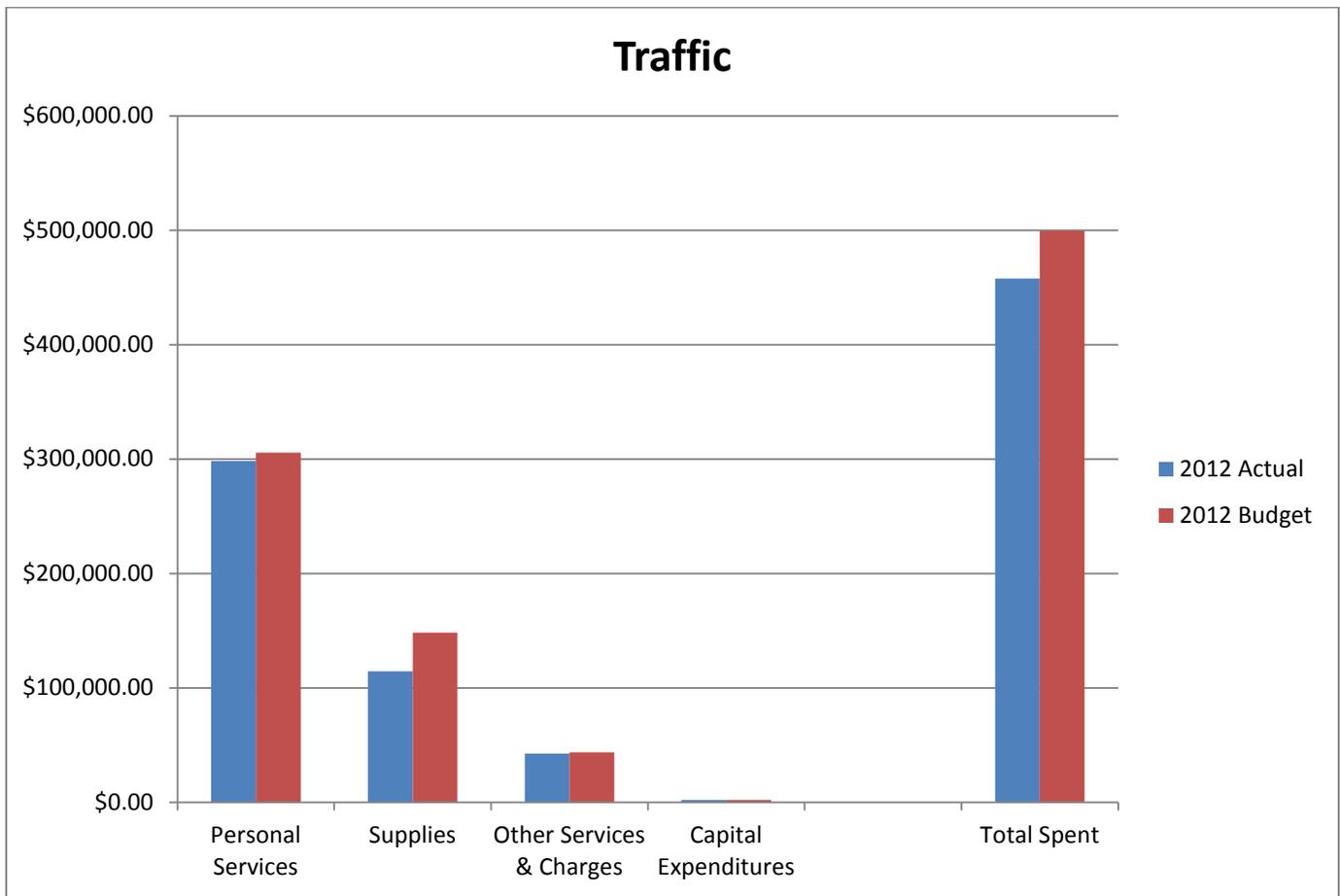


<b>City Garage</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$187,597.93	\$195,377.00	\$7,779.07	96%
Supplies	\$148,535.80	\$151,400.00	\$2,864.20	98%
Other Services & Charges	\$87,968.31	\$122,953.00	\$34,984.69	72%
Capital Expenditures	\$901,713.00	\$949,775.00	\$48,062.00	95%
<b>Total Spent</b>	<b>\$1,325,815.04</b>	<b>\$1,419,505.00</b>	<b>\$93,689.96</b>	<b>93%</b>
Year Over Year- 2012/2013	\$901,956.53	\$855,401.19	<b>\$46,555.34</b>	
Year Over Year- 2012/2013	212.80%	151.64%	<b>-33.20%</b>	



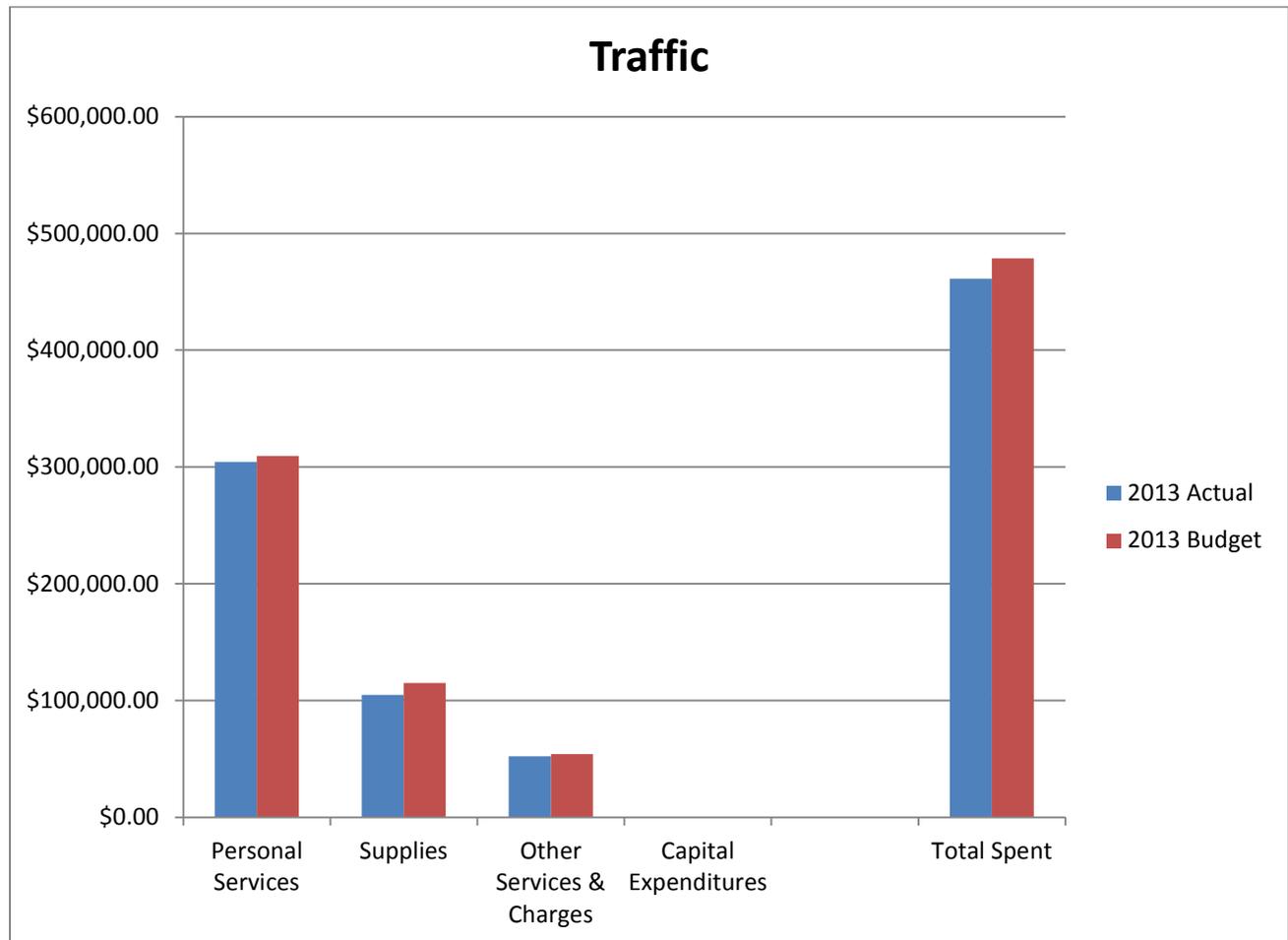


<b>Traffic</b>	2012 Actual	2012 Budget	Difference	%
Personal Services	\$298,426.91	\$305,503.84	\$7,076.93	98%
Supplies	\$114,604.29	\$148,314.79	\$33,710.50	77%
Other Services & Charges	\$42,621.84	\$43,724.63	\$1,102.79	97%
Capital Expenditures	\$2,000.00	\$2,000.00	\$0.00	100%
<b>Total Spent</b>	<b>\$457,653.04</b>	<b>\$499,543.26</b>	<b>\$41,890.22</b>	<b>92%</b>



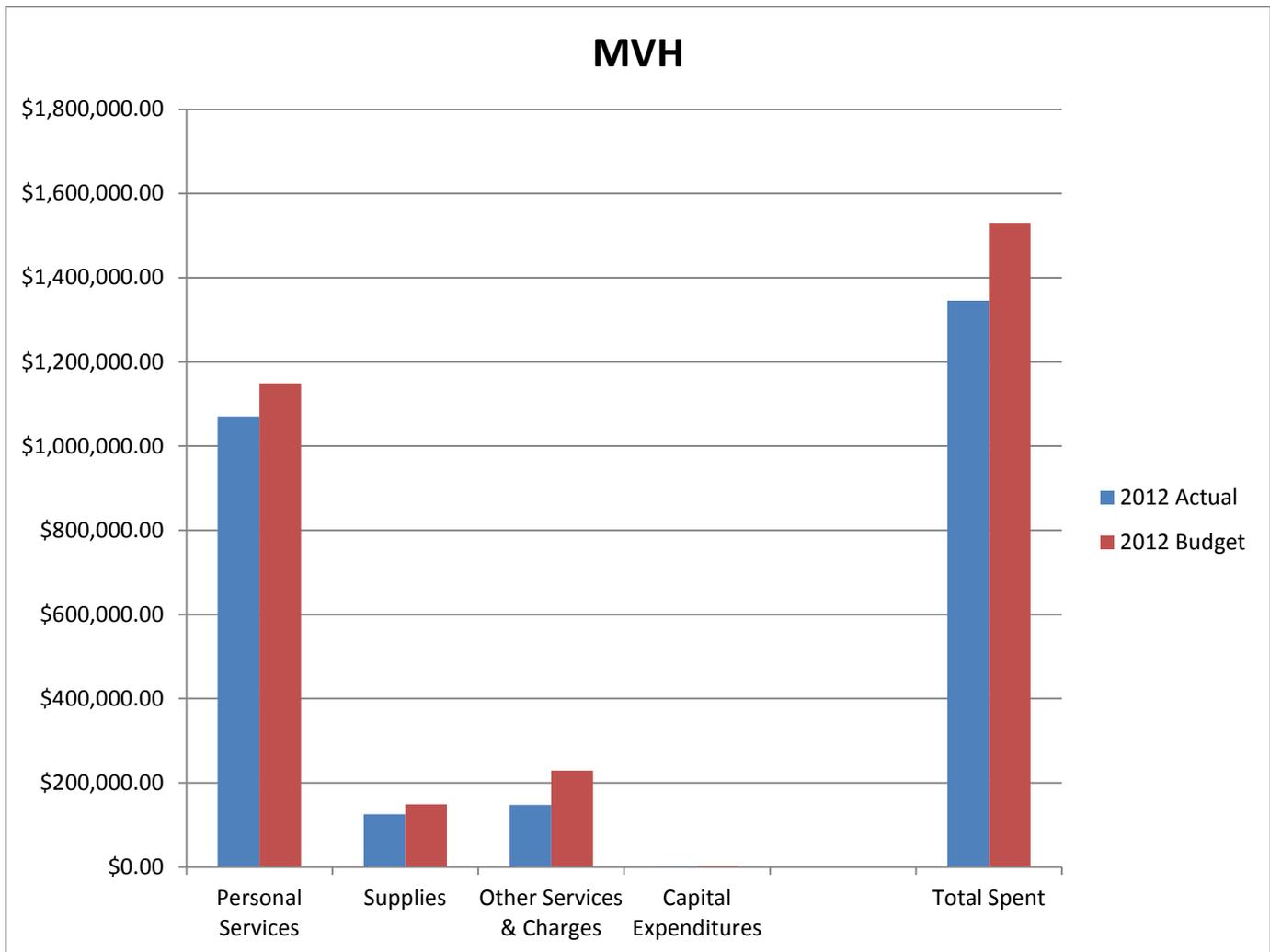


<b>Traffic</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$304,256.52	\$309,400.00	\$5,143.48	98%
Supplies	\$104,754.31	\$115,054.85	\$10,300.54	91%
Other Services & Charges	\$52,252.41	\$54,200.00	\$1,947.59	96%
Capital Expenditures				
<b>Total Spent</b>	<b>\$461,263.24</b>	<b>\$478,654.85</b>	<b>\$17,391.61</b>	<b>96%</b>
Year Over Year- 2012/2013	\$3,610.20	\$20,888.41	\$24,498.61	
Year Over Year- 2012/2013	0.79%	-4.18%	-58.48%	



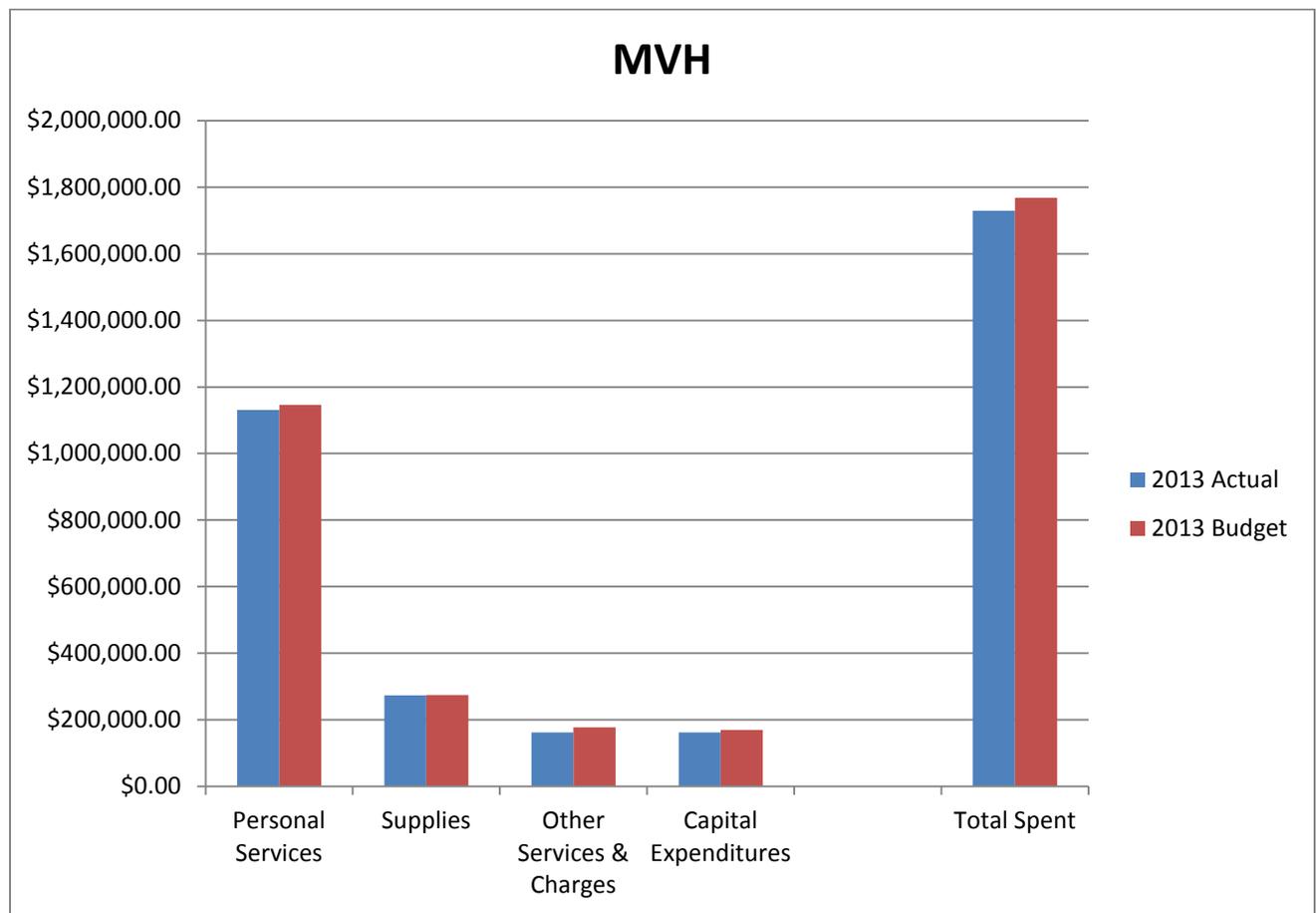


<b>MVH</b>	2012 Actual	2012 Budget	Difference	%
Personal Services	\$1,070,553.97	\$1,148,953.00	\$78,399.03	93%
Supplies	\$125,630.45	\$149,500.00	\$23,869.55	84%
Other Services & Charges	\$147,698.54	\$229,102.00	\$81,403.46	64%
Capital Expenditures	\$1,925.80	\$3,000.00	\$1,074.20	64%
<b>Total Spent</b>	<b>\$1,345,808.76</b>	<b>\$1,530,555.00</b>	<b>\$184,746.24</b>	<b>88%</b>





<b>MVH</b>	2013 Actual	2013 Budget	Difference	%
Personal Services	\$1,131,087.54	\$1,146,400.00	\$15,312.46	99%
Supplies	\$273,338.65	\$274,500.00	\$1,161.35	100%
Other Services & Charges	\$162,403.10	\$177,500.00	\$15,096.90	91%
Capital Expenditures	\$162,031.00	\$170,000.00	\$7,969.00	95%
<b>Total Spent</b>	<b>\$1,728,860.29</b>	<b>\$1,768,400.00</b>	<b>\$39,539.71</b>	<b>98%</b>
Year Over Year- 2012/2013	\$383,051.53	\$237,845.00	<b>\$145,206.53</b>	
Year Over Year- 2012/2013	28.46%	15.54%	<b>-78.60%</b>	





## SANITATION DEPARTMENT



## TRAFFIC DEPARTMENT



## MOTOR VEHICLE HIGHWAY DEPARTMENT



## SHOP & GARAGE DEPARTMENT

