
The 2012 Annual Report

of the City of Columbus – City Garage

City of Columbus





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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.

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.





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.

Sanitation

The City of Columbus Sanitation Department is consisted of 23 full-time employees. Jeff Whittington, foreman directs Cathy Pavey and Debbee 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
- Commercial cardboard collection
- Special pick-ups
- Litter patrol
- Special event clean-up
- Assemble/repair/deliver trash toters
- 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 Manager of Garage Operations 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 manager 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
- 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 work closely with Dave Hayward, City Engineer, and Bryan Burton, Manager of Garage Operations.

- 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





2012 Budget

The following is a breakdown of the four Department's 2012 budget and returns:

- Shop and Garage started with \$473,109 and returned \$144,235.51 or 30%
- Sanitation started with \$2,214,578 and returned \$329,446.17 or 14%
- MVH started with \$1,514,480 and returned \$208,405.42 or 13%
- Traffic started with \$436,675 and returned \$47,708.03 or 10%

2012 Accomplishments

Shop and Garage

- Continued drug and alcohol testing per the City's testing policy
- Attended monthly safety meetings, provided MSDS sheets for all employees
- Improved and increased vehicle maintenance program
- Reduced the number of outside vehicle repairs
- Improved safety and cleanliness of shop
- Replaced roof on salt storage dome
- Constructed new parts room yielding better inventory of parts
- Repaired structural columns on building
- New interior and exterior entrance doors on building
- Promoted assistant mechanic to mechanic position
- Hired new assistant mechanic

Sanitation

- Repealed trash toter fees except for "additional toters"
- Continued to work closely with schools, housing authority and city utilities on billing for trash collection
- Educated public with ordinance changes with flyers, magnets and webpage



- Automated packer trucks collected 13,277.8 tons of household debris, equaling \$365,139.50 in tipping fees
- Extra pick-up 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 396.7 tons of extra pick-ups equaling \$10,909.25 in tipping fees
- Compost crews collected 446 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 647 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
- Issued new Class II safety equipment in compliance with federal mandated law
- Encouraged business participation in the City cardboard/office paper collection program
- Increased number of businesses participating in the cardboard program, by adding four new customers
- Strive and increase our enforcement to eliminate loose trash problems within the city
- Implemented sanitation and compost routes in newly developed annexed area

Motor Vehicle Highway (MVH)

- Promoted and supported safety on the job
- Continued drug and alcohol testing per the City's testing policy
- Attended monthly safety meetings, provided MSDS sheets for all employees
- Continued and improved blood borne pathogen, hazard communication and alcohol training programs
- Attended 98th annual Purdue Road School
- Collected 5,021 large piles of brush from residents





- Maintained superior street maintenance (1,354 tons of sweeper dirt), response time and general service programs
- Worked with city engineers on storm water projects, repairing 43 inlets
- Periodically clean inlets and drywells to continue proper working order – cleaning 167 inlets
- Pilot program with City Utilities on street utility cuts – 65 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
- Implemented services for newly annexed/developed areas
- Checked and repaired substandard alley approaches
- Filled 2,395 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 and Fire Memorial, Pleasant Grove flood buyout properties, old REMC acreage and I65 West medians

Traffic

- 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
- Replaced outdated engineer grade, information, regulatory and warning signs with HI intensity sheeting to meet MUTCD sign reflectivity regulation changes



- Installed bike route signs on three new bike routes
- Resolved corner sight distance problems/complaints and other hazardous situations provided by the public
- Purchased square post hole driver
- Started upgrading sign posts to square posts, changing round street name posts to square posts reducing inventory of different types of posts
- Provided snow removal for all City parking lots
- Purchased two pickups and a paint truck
- Increased on the job training and safety awareness

2013 Goals/Ideas

Shop and Garage

- 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 and service compound
- Increase training for mechanic and assistant
- Improve vehicle maintenance program
- Improve blood borne pathogen, hazard communication, drug and alcohol training, AED and CRP training programs
- Improve our in-house "Storm Water Pollution Prevention" plan
- Complete strategic planning

Sanitation

- Explore new ways to cut costs and become more efficient
- Reorganize sanitation routes to better distribute work loads
- Continue to educate residents on sanitation changes, etc. including web, radio and newspaper
- Improve our enforcement violation policies
- Remain in compliance with federal law for safety equipment and gear



- Improve drug/alcohol testing process per the City's testing policy
- Conduct monthly safety meetings
- Continue and improve blood borne pathogen, hazard communication, drug and alcohol, CPR and AED training programs
- Implement federally mandated drug testing to current and new CDL holders
- Encourage business participation in the City's cardboard/office paper collection program that currently has 244 customers
- Work with the in-house mechanic to improve safety and mechanical problems that exist with refuse packers
- Maintain close working relationships with SWMA, county and highway departments, youth, non-profit agencies and city departments
- Complete strategic planning

Motor Vehicle Highway (MVH)

- Persevere in finding ways to cut budget costs, yet provide continued superior service to residents
- Improve our "user friendly" technique and safety awareness in dealing with the public
- Attend monthly safety meetings
- Continue and improve blood borne pathogen, hazard communication, alcohol training, first aid, AED and CPR programs
- Work closely with the Sanitation Department on large clean-up areas
- Revisit pilot program with City Utilities to see if cost efficient and timely repairs are made
- Continue to work closely with engineering on storm water repairs and maintenance
- Improve our "Storm Water Pollution" plan
- Maintain superior street maintenance, response time and general service programs
- Maintain (mowing/weeding, brush trimming) for Streetscape, POW/MIA Plaza, Police and Fire Memorial, Pleasant Grove flood buyout properties, REMC building and I65/SR 46 medians
- Check and repair substandard alley approaches and review alleys for next alley overlay program
- Evaluate and improve loose leaf program
- Improve snow removal and street safety



- Increase snow removal training, snow crews make “dry” runs to review routes and make necessary changes to newly annexed/developed areas
- Complete strategic planning
- Continue to work with SWMA Recycling Center, youth and non-for-profit agencies on special projects

Traffic

- Continue to install thermoplastic at various locations
- 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
- Continue to change out u-channel post to square post for street name signs
- Install new information, regulatory and warning signs with HI intensity sheeting to meet MUTCD sign reflectivity regulation changes
- Begin upgrading all school x-walks
- Install new bike route signs as new bike routes are designated by engineering
- Provide snow removal for all City parking lots
- Resolve corner sight distance problems/complaints and other hazardous situations provided by the public
- Increase on the job training and safety awareness
- Complete strategic planning