



Public Service Department

MONTHLY REPORT

March 2021

Professionalism

Integrity

Reliability

Quality

Pride

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PUBLIC SERVICE DEPARTMENT OPERATIONS

MARCH 2021

Administration:

The front office is staffed by 6 employees each weekday between the hours of 7:30am and 4:30pm. This staff consists of the following positions:

Director	Deputy Director	Public Services Coordinator
Engineering Technician	Administrative Assistant	Clerk

The front office staff supports the administrative and operational needs of every division within the public service department.

Maintenance Division:

The maintenance division is staffed by 23 employees operating on staggered shifts. This staff consists of the following positions:

Maintenance Superintendent (1)	Maintenance Supervisor (3)
Maintenance Worker (14)	Seasonal Maintenance Worker (4)
Custodian (1)	

The maintenance division is responsible for owning and maintaining all of the city's public infrastructure and facilities. This includes the maintenance of all city owned roadways, street lights, traffic signals, fire hydrants, storm sewers, sanitary sewers and waterlines. This team is also responsible for utility marking, roadside mowing, leaf collection, utility marking and snow and ice removal. In addition, this group maintains all city owned buildings and facilities including Rose Run Park, Village Hall, the police department, the public service department, the Phelps House, the Guzzo building, 3 water booster stations and a water tower.

Fleet Maintenance Division:

The fleet division is staffed by 3 employees each weekday between the hours of 7:00am and 3:30pm. This staff consists of the following positions:

Fleet Manager (1)	Fleet Mechanic (2)
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The fleet maintenance division services and maintains a fleet more than 100 vehicles along with a wide variety of equipment valued at +/- 9.5 million dollars. This team oversees the fuel management system for all departments, performs preventative maintenance and equipment repair and manages the acquisition and decommissioning of fleet vehicles. The maintenance division also manages the New Albany SmartRide.

Forestry Division:

The forestry division is staffed by three employees each weekday between the hours of 7:30am and 3:30pm. This staff consists of the following positions:

Forester (1)	Forestry Specialist (2)
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New Albany has an inventory of more than 20,000 trees located within the public right of way and on city owned properties. The forestry division is responsible for the pruning and care of the trees, along with the planting of new and replacement trees throughout the city.



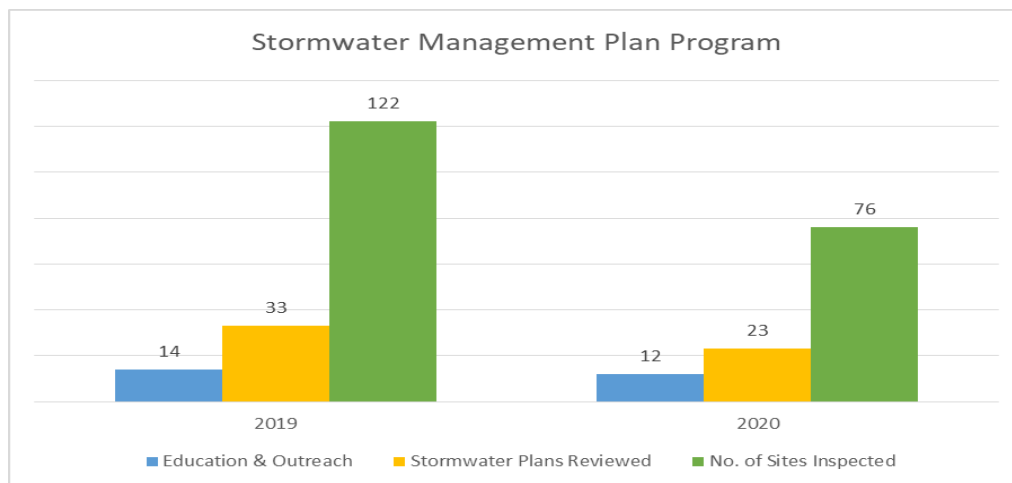
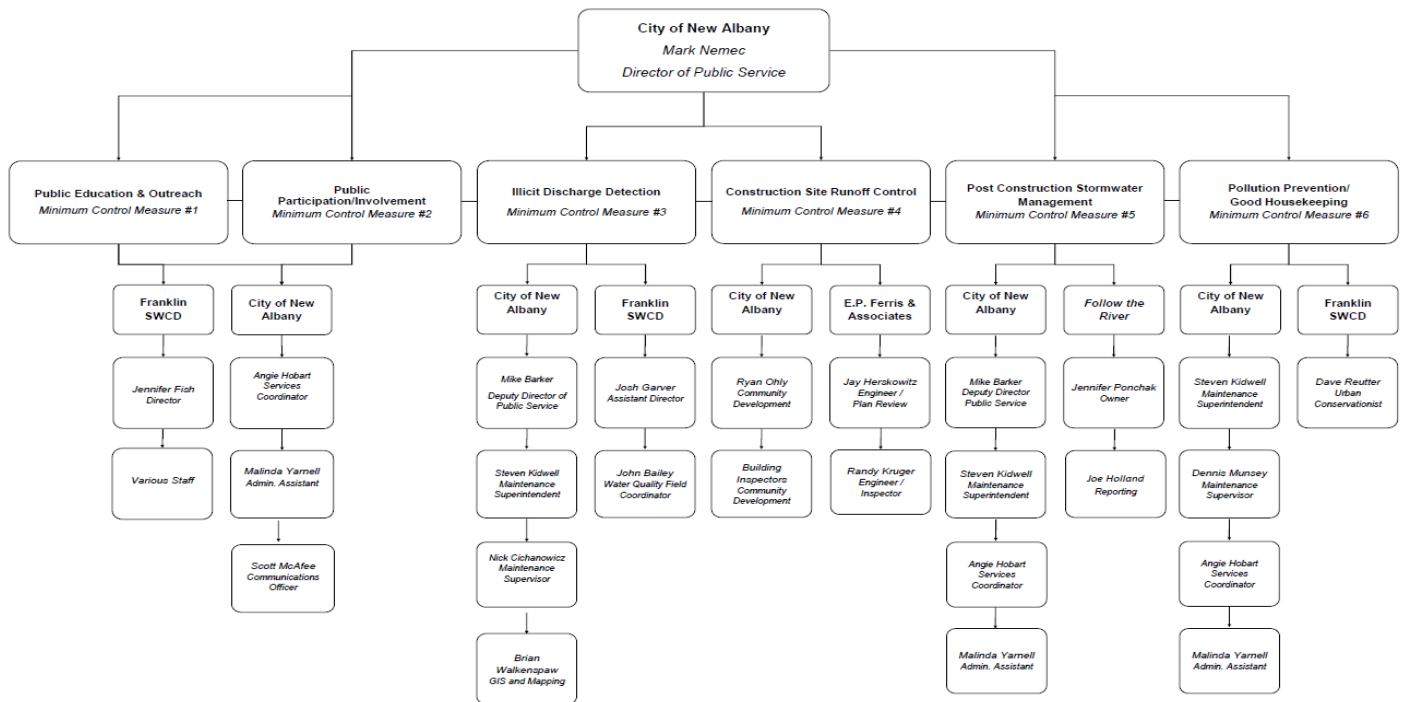
CITY STORMWATER MANAGEMENT

MARCH 2021

Stormwater Management Program

New Albany is recognized by the Ohio Environmental Protection Agency (OEPA) as a community that owns and maintains a separated storm sewer system. Because of this, New Albany is required to actively manage and enforce a stormwater management plan to ensure that the quantity and quality of stormwater drainage within the community is meeting or exceeding the requirements of the OEPA’s general permit.

The public service department is responsible for overseeing the management, implementation and annual reporting of the stormwater management program. This is coordinated and achieved through the collective effort of our stormwater committee which is comprised of a variety of city staff and consultants, each responsible for a portion of the overall program. The director meets with the stormwater committee on a quarterly basis to discuss progress, plan for implementation of all requirements and to develop action plans. The stormwater management program is enforced by way of New Albany codified ordinances 1181 and 1183.



PROJECT UPDATES

MARCH 2021

Online Bid Openings

Administrative staff attended a webinar to discuss the facilitation and management of on line bid openings. The meeting was hosted by Central Ohio American Public Works Association (APWA). Historically, bid openings for public entities have taken place in-person, where contractors would gather as a larger collective group as staff publicly opened and read aloud the bid received. In consideration of the pandemic, virtual formats are now being utilized to meet current health standards while ensuring that the process of opening bids remains transparent and accessible to the public. This webinar provided information on how online bid openings are held, potential legal issues, pros and cons of a variety of supporting software platforms, and specific vendor options all intending to streamline and simplify the online bid process.

MUNIS Work Order Report Training

Malinda Yarnell provided work order report training for department supervisors. The reports will provide supervisors with a variety of options to assist with the budgeting, staffing and tracking of department projects. Utilizing the reporting capacity within the MUNIS software will help staff to better forecast and anticipate the growing needs of department operations.

CAPITAL IMPROVEMENT PROJECT UPDATES

MARCH 2021

Main Street Utility Burial

General contractor: Messer Construction / Igel

Construction Budget: \$1,500,000

- Funding source: 2019 Capital Improvement Fund
- Payments to date: \$795,653
- Budget status: The project is tracking consistent with the approved budget

Construction Schedule:

- Construction start date: November 2019
- Estimated completion date: December 2020
- Schedule status: This project is behind schedule due to coordination with private utility companies and weather delays

Project Description:

This project will relocate the existing aerial utilities to an underground location along Main Street from a point north of the roundabout at Market Street to the bridge over the Rose Run stream south of Dublin-Granville Road. This project will be performed in conjunction with the Rose Run Park construction and the improvement of Dublin-Granville Road.

This project will enhance the aesthetics of the area by removing utility poles and overhead wires between CVS and a point north of Village Hall. Portions of sidewalk and curb along the length of this project will be replaced; particularly along the frontage of Village Hall.

Project Status:

No update from February report.



CAPITAL IMPROVEMENT PROJECT UPDATES

MARCH 2021

Blacklick Creek Trunk Sewer, Part 2B

General contractor: Complete General Construction

Construction Budget: \$9,462,037.25

- Funding source: OWDA Loan (Capital Improvement Fund)
- Payments to date: \$1,170,951.57 (+/- 12.7% of budget)
- Budget status: The project is tracking consistent with the approved budget

Construction Schedule:

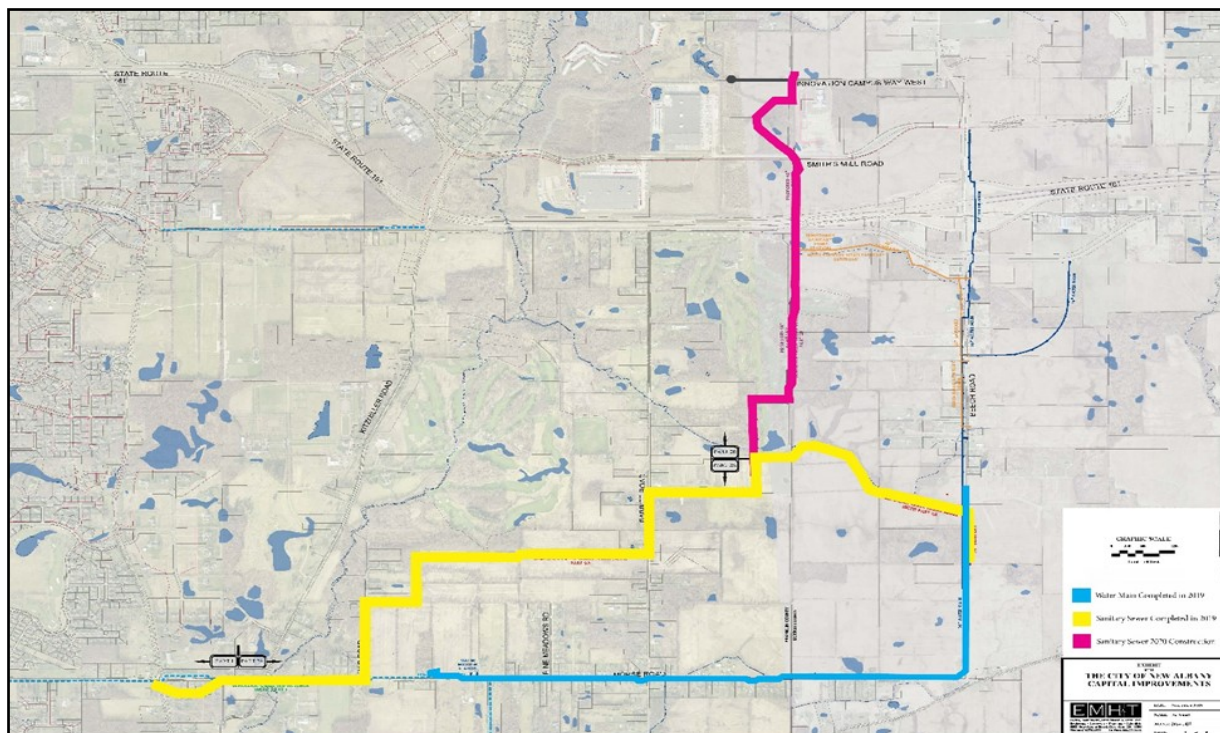
- Construction start date: November, 2020
- Estimated project duration: 15 months

Project Description:

The Blacklick Creek Trunk Sewer (BCTS) is the backbone of sanitary sewer system that will serve a tributary area of approximately 9,000 acres. This tributary area includes undeveloped ground within the New Albany International Business Park as well as existing development within the current diversion area (Personal Care and Beauty Campus). Construction of BCTS Part 1, 2A-1 and 2A-2 was completed in 2019. The completion of BCTS Part 2B will eliminate the current diversion area and provide the capacity necessary to support new and existing development sites along the eastern boundary of the city. Part 2B of the BCTS project will include the installation of approximately 10,000 linear feet of 48" and 42" sanitary sewer. The project also includes a +/- 600 foot bore under SR 161.

Project Status:

Complete General Construction is making significant progress and has installed approximately 2,300 feet of sanitary sewer to date. Construction of the bore pit is now complete and the crossing of SR161 will be in the coming weeks.



CAPITAL IMPROVEMENT PROJECT UPDATES

MARCH 2021

Jug Street Water Booster Station

General contractor: Howell Contractors, Inc.

Construction Budget: \$3,232,000.000

- Funding source: 2019 Capital Improvement Fund
- Payments to date: \$2,927,047.87 (+/- 90.3% of budget)
- Budget status: The project is tracking consistent with the approved schedule

Construction Schedule:

- Construction start date: April 2020
- Estimated completion date: April 2021
- Schedule status: The project is tracking in accordance with the approved schedule

Project Description:

There is currently a single water pressure district providing water service to the entire city. This district is referred to as the New Albany Pressure District. The continued growth of the business park in the northeast quadrant of the city has resulted in land areas beyond the limit of what can be appropriately serviced by the New Albany Pressure District. As such, plans have been developed to establish a second water pressure district, the Mink Pressure District, which will produce sufficient water flow and pressure necessary to support continued growth in this quadrant of the city. The Jug Street Water Booster Station is a key component to creating this new pressure district.

Project Status:

The contractor is actively working to complete the exterior site improvements that include the construction of the parking lot, fencing and sidewalk. Finishing touches are being made on the interior of the building that includes the painting of the process piping, installation of the phone line and final electrical work. The chlorination request has been approved by the City of Columbus Division of Water, and we are hopeful to have chlorination complete by the end of April.



CAPITAL IMPROVEMENT PROJECT UPDATES

MARCH 2021

US-62 and SR-161 Interchange Improvement Project

Permitting Schedule:

- Start date: February 2020
- Estimated approval: July 2021

Construction Budget: \$4,000,000

- Potential funding sources:
 - OPWC Round 33 Infrastructure Funds
\$187,792 grant, \$595,524 loan
 - ODOT Safety Funds FRA-62-30.34
\$2,079,675 grant
 - 2020 Capital Improvement Fund

Construction Schedule:

- Estimated construction start date: July 2021
- Estimated construction duration: 24 months (Phase 1, 6 months, Phase 2, 18 months)

Project Description:

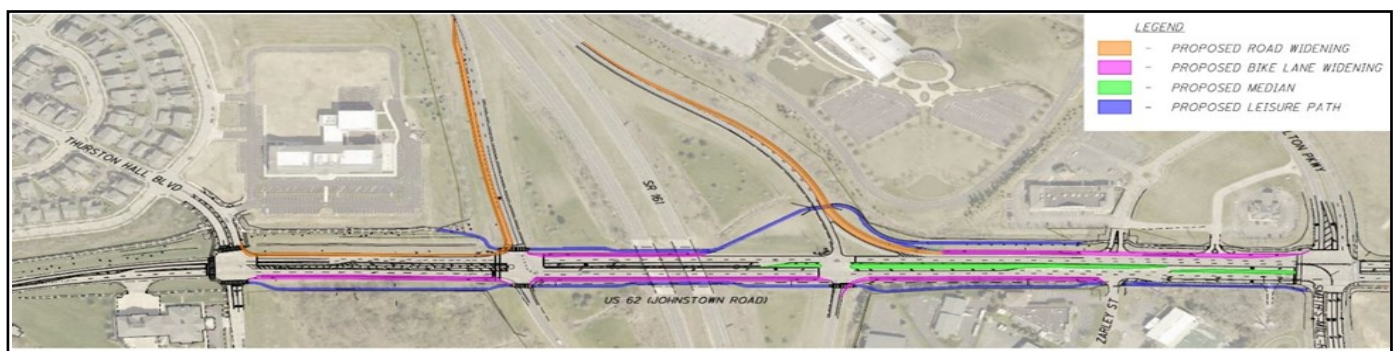
This project will greatly enhance the safety, movement of traffic and pedestrians and the overall aesthetics of this prominent gateway into the city. The project will include several primary improvements that include:

- The addition of a lane to the SR-161 eastbound off ramp to increase exit ramp capacity
- A modification to the SR-161 westbound on-ramp to provide additional merging distance
- The addition of protected bike lanes along both sides of US-62
- Construction of separated leisure trails along both side of US-62
- The installation and extension of a center median
- A lane addition at Thurston Hall Boulevard intersection to better accommodate through traffic
- The installation of a traffic signal at Thurston Hall/Theisen Drive/US-62

The listed improvements will be designed as traffic calming measures intending to better manage vehicle access and slow the travel speeds along the corridor. The improvements will also provide much needed pedestrian and alternative transportation infrastructure to connect the north and south sides of the city.

Project Status:

The design team is actively working with ODOT and advancing the design in accordance with the schedule. Construction plans continue to advance, and the team is anticipating a stage 2 submittal to ODOT near term. The design team is finalizing traffic signal improvement plans for Thurston Hall/Theissen Road and expect for that portion of the project to be in construction in July.



FORESTRY DIVISION

MARCH 2021

Street trees are among the most impactful public infrastructure elements responsible for establishing New Albany as the healthy, thriving and beautiful community that it is today. Trees also provide many economic, environmental and social benefits. It has been well studied and documented that tree lined streets and preserved greenspaces enhance the quality of everyday living. It is the responsibility of the urban forestry division to maintain and care for the city's substantial inventory of more than 20,000 trees.

As the city's urban forest continues to grow, so does the maintenance required to preserve tree health, aesthetics and public safety. Trees are a part of a city's infrastructure, no different than sewers, streets and traffic signals; and require comparable consideration and attention.

In 2019, the public service director recognized the need to prioritize the city's tree inventory after an evaluation completed by an expert consultant identified issues that threaten the long term health of the trees. In order to implement a proactive tree care and maintenance program and address the concerns identified, a forestry division was formed.

This one person division has since grown to a staff of 3, and provides the expert knowledge and labor to complete maintenance activities such as pruning street trees according to a best practice schedule, removing dead trees, grinding stumps, planting replacement street trees, providing emergency response for storm damaged or downed trees, and maintaining trees on city owned properties and green spaces.

The forestry division includes the following staff members:

City Forester, Marylou Hoessle
Forestry Specialist, Chase Loughman
Forestry Specialist, Nick McPherson

On average, sixty three trees are pruned on a weekly basis to achieve a five year pruning cycle. This work is performed in addition to mulching and root removal. The forestry division is also responsible for the safe operation of chainsaws, commercial wood chippers, and the city's bucket truck, along with establishing and maintaining traffic control as needed.

The following is a condensed list of services and tasks that are managed by the forestry division:

- Provide GIS mapping of city street trees—Includes determination of species, size and overall condition
- Establish collaborative annual street tree replacement programs with HOA groups and residents
- Inspect newly planted trees for city and residential development projects
- Administer Tree City USA certification and Arbor Day Event activities
- Engage with New Albany-Plain Local School's Environmental Science Program promoting forestry education
- Assist city staff with zoning complaints involving tree protection and conservation zones
- Provide assistance on capital projects that include tree planting and removal such as the Rose Run and Miracle Field projects

New Albany is on track to become a regional leader in the area of forestry. As the community continues to grow, the strategic involvement of the forestry division will ensure that our trees continue to be among our most appreciated assets.

FORESTRY PROJECT UPDATES

MARCH 2021

Project: Winter pruning

- Trees that can only be pruned in the dormant season such as oaks, elms, Honey Locust and trees under stress
- Trees that are currently obstructing snow plowing and leave removal

Pruning Schedule:

- Streets in progress include Audley Road and Snider Loop
- The next streets in line are Keswick Drive and Talanth Place

Project Description:

Citizen requests and snow plow obstruction generally determine the priority of winter pruning. Certain species of trees must be pruned while certain pests are dormant, as in the case of oak trees, or while the tree itself is dormant to limit pruning induced stress.

Project Status:

Crews continue with the winter pruning of seasonal specific trees.



FORESTRY PROJECT UPDATES

MARCH 2021

Project: Tree Inventory

- Collecting geospatial and biological data on street and park trees

Inventory Schedule:

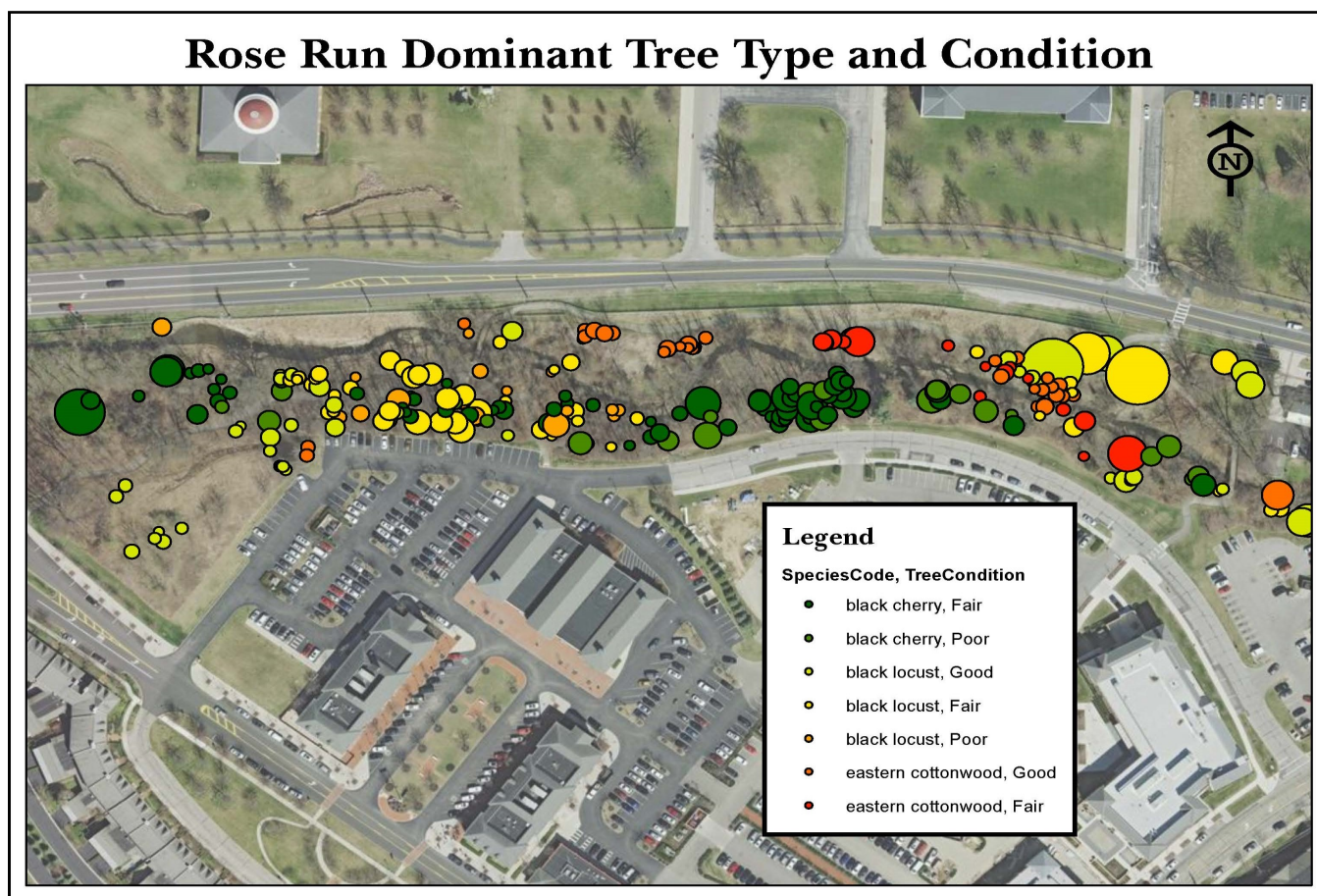
- Inventory is done throughout the year when pruning cannot be done

Project Description:

In order to properly manage our urban forest, an accurate inventory must be obtained. There are 20,000 +/- street trees in New Albany to manage. Tree location, size, species and condition are collected and the data is analyzed to improve our management strategies. The data is also used in our work order system to assign assets, or individual trees, to work orders. This allows us to track the resources spent on a specific tree, collect data on resources needed per tree and ensure accuracy on the job.

Project Status:

Ninety-Six percent of the street tree inventory in the city is complete.

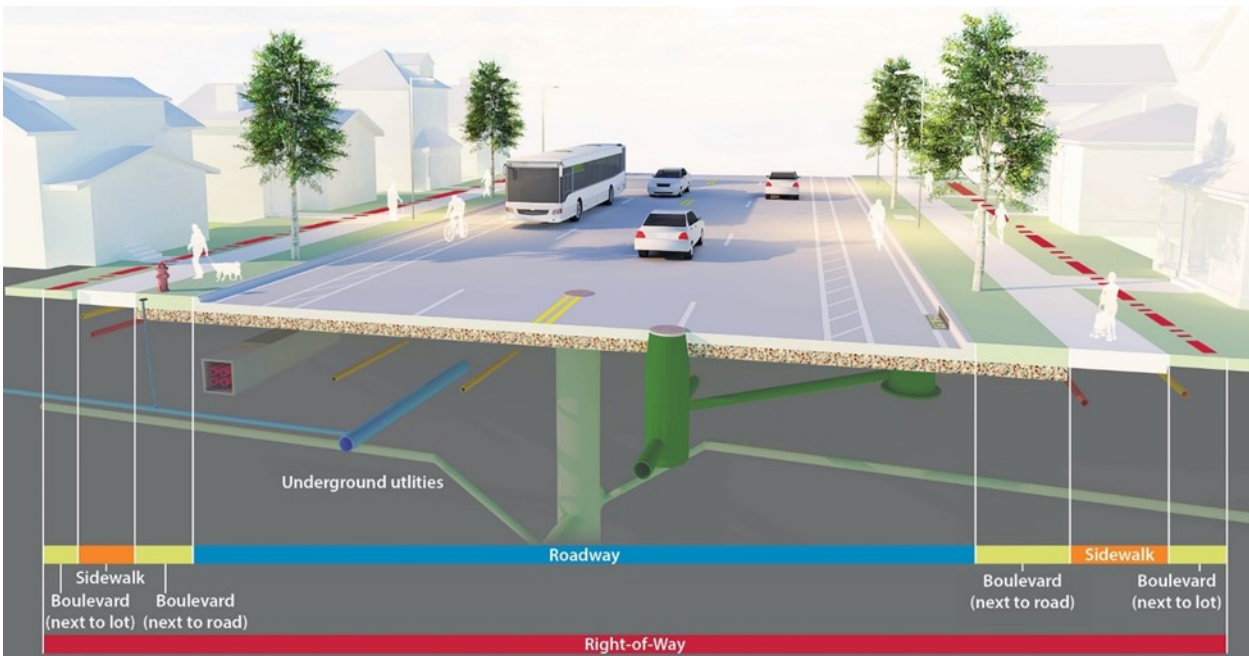


RIGHT OF WAY DIVISION

MARCH 2021

What is right of way?

Right of way refers to a portion of land that is owned by the city and generally includes a roadway, tree lawns and sidewalks, bike lanes, street trees and street lights. Right of way also functions as a public and private utility corridor. Public storm sewers, sanitary sewers, waterlines and fiber optic lines are located within the right of way. Private utility providers are also permitted to locate within the right of way. The most common private utilities that locate in the right of way are electric, natural gas, telephone, cable and fiber optic. They can be located underground or above ground on poles.



As residential and commercial developments in New Albany continues, so too does the amount of public and private infrastructure located within the public right of way. The public service department is responsible for managing the efficient use and maintenance of the right of way.

Right of way is managed by the following staff members:

Engineering Technician, Brian Walkenspaw
Maintenance Supervisor, Nick Cichanowicz
Maintenance Worker, Jordan Gambill

The following is a consolidated list of responsibilities and services that are provided by the right of way division:

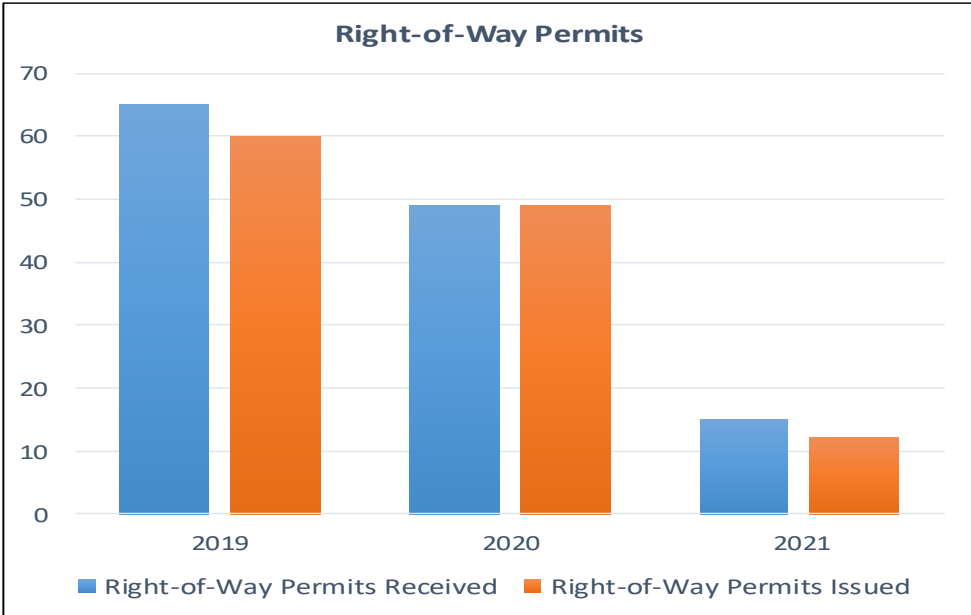
- Populate and maintain GIS data of city owned utilities and assets
- Process and oversee the issuance of right of way permits
- Review and process special hauling permits (oversized load, heavy load)
- Provide the physical marking of utilities owned by the city
- Actively manage and oversee the efficient use of the right of way

RIGHT OF WAY DIVISION
MARCH 2021

Right of Way Permitting

In order for a utility to be installed within the right of way, a right of way permit must be issued by New Albany. This process is managed by the public service department in accordance with section 907 of New Albany’s codified ordinances.

A private utility provider requesting to locate within the right of way must first obtain a certificate of registration. Unregistered utility providers are not permitted to locate within the right of way. There are currently 20 providers with active registrations.



RIGHT OF WAY DIVISION
MARCH 2021

Hauling Permits

Section 4513.34 of the Ohio Revised Code (ORC) requires jurisdictions to issue special permits for the operation of vehicles exceeding the maximum roadway weight limitations. Vehicles and loads exceeding the maximum allowable weight, width, height and/or length measuring 86’L x 8’6”W x 13’6”H are considered oversized. Vehicles which weigh over 80,000 lbs. are categorized as overweight and vehicles that weigh over 120,000 lbs. are identified as a superload.

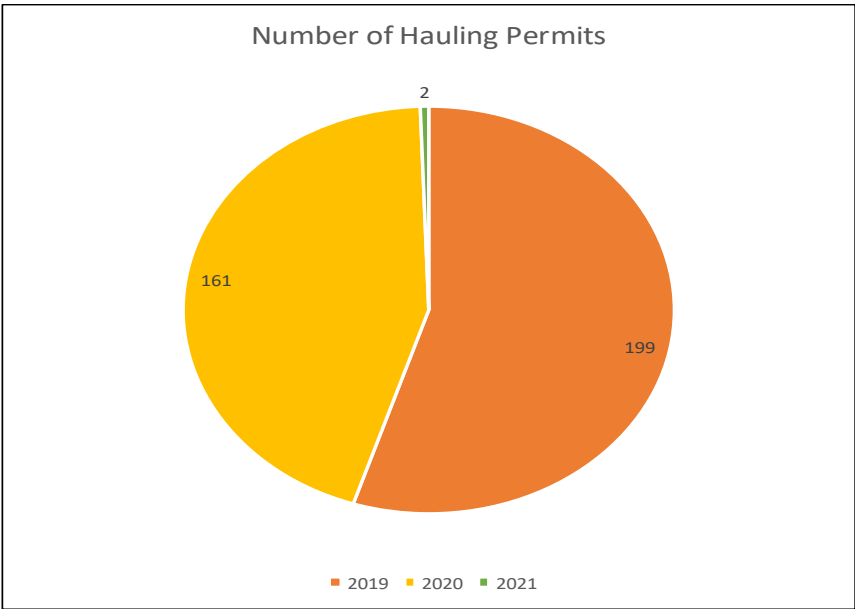
New Albany charges a fee of \$75 to applicants to cover the cost of issuing a permit and/or inspecting the roadway condition before, during and after the permitted movement.



Superload



A transformer is carried into the Google site by a Goldhofer trailer



RIGHT OF WAY DIVISION MARCH 2021

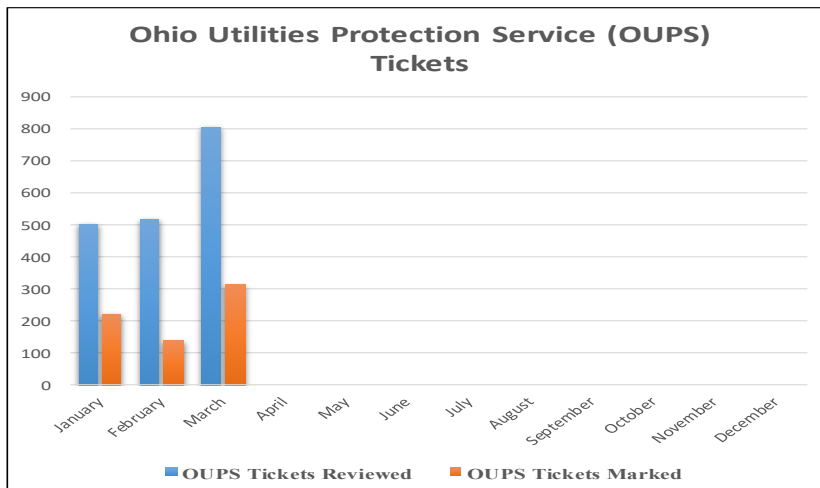
Utility Locating—Ohio Utilities Protection Service (OUPS) Tickets

Call 811 before You Dig

Utility locators identify and map location and depth of utilities such as water, sewer, gas, cable, oil and electric lines. It is important that each utility locator follows a checklist of best practices to identify utility lines.

Utility locating is one of the most important steps in any excavation. It represents the groundwork that determines everything excavators need to know about the job site. Without locating utilities first, digging would be extremely dangerous as it puts vulnerable underground utility lines at risk.

Once utility lines are located, locators use temporary markings to identify them. Typical markings may include stakes, flags or paint.



Know the Color Code

WHITE:	Proposed Excavation
PINK:	Temporary Survey Markings
RED:	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW:	Gas, Oil, Steam, Petroleum or Gaseous Materials
ORANGE:	Communication, Alarm or Signal Lines, Cables or Conduit
BLUE:	Potable Water
PURPLE:	Reclaimed Water, Irrigation and Slurry Lines
GREEN:	Sewer and Drain Lines

FLEET DIVISION

MARCH 2021

The purpose of the city's fleet division is to oversee, manage and maintain all of the city owned vehicles and equipment. The fleet division supports the operations for every city department and ensures that vehicles and equipment are in proper working order to provide reliable and efficient services to the community while maintaining operational efficiency.

The fleet division maintains over 250 assets that have a combined value of approximately \$9.5 million dollars. On average, the fleet division manages \$1 million dollars per year in capital equipment replacements. This division handles a variety of tasks associated with the management surrounding the operation and maintenance of the city's 250+ vehicles and assets used each day including:

- Evaluate departmental needs and procure and dispose of all vehicles and equipment
- Monitor and measure equipment utilization, lifecycle and operating costs
- Provide preventive maintenance and repair services
- Establish and maintain parts inventory
- Manage centralized fueling services and record fuel consumption data for each vehicle
- Provide a centralized fleet management database (for reports regarding vehicle inventory and operating expenses that integrates all applicable costs and information.

The following staff members comprise the fleet division and provide logistical and mechanical support to city departments:

Fleet Manager, Eric Umbleby
Fleet Mechanic, Scott Meadows
Fleet Mechanic, Matt Shafer

The fleet division maintains vehicles and equipment from procurement to disposal.

- More than 90% of all necessary repairs and maintenance are completed by our team

The fleet division works with city departments to provide vehicles and equipment that are economical, sustainable and designed to meet the immediate and long-term needs of the city. After a specific vehicle or piece of equipment is selected, work begins to establish a bid specification and total budget to include life cycle analysis, maintenance schedule, operator and maintenance training, necessary common and preventative parts and decommissioned vehicle values. When new equipment is purchased, asset documents (ex: serial numbers, tire sizes, specialty/safety equipment, filters and fluid capacities) are recorded, title work and vehicle plates are ordered, and the equipment is added to the city's insurance policy. Our team then works to install the required safety equipment, schedules operator training, installs graphics in accordance with city branding, and adds the equipment to the city's fuel and electronic asset management (EAM) system. All of this is completed before a key is placed in the hands of the customer.



FLEET DIVISION MARCH 2021

Who are the customers of the fleet division?

Public Service Department Police Department Community Development Department Administration

External customers: (Fuel Only)

Franklin County Engineer's Office New Albany Joint Parks District

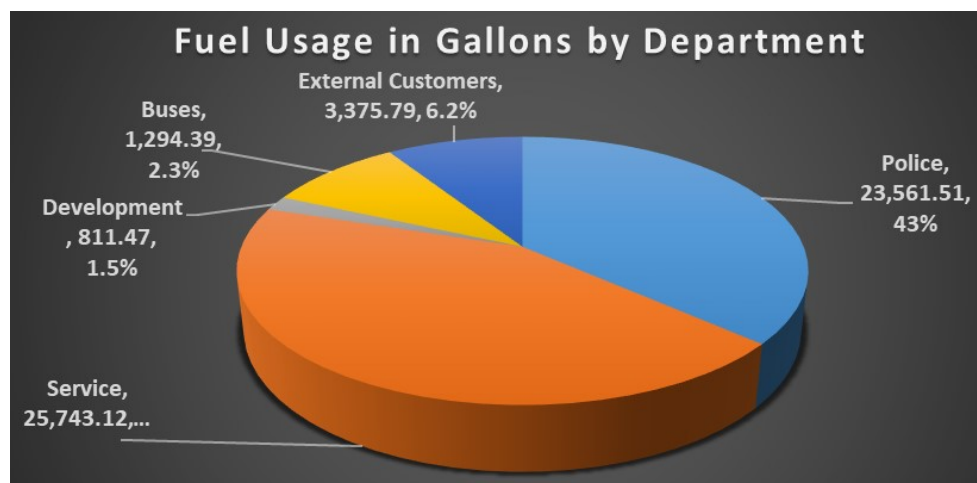
Operations supported by the fleet division:

- Forestry
- Leaf collection
- Utility maintenance
- Snow & ice removal
- Police
- Traffic signal maintenance
- Roadside mowing
- Right of way maintenance
- Leaf collection



Services Provided by the Fleet Division include:

- Preventative Maintenance and Repairs - 957 work orders were completed in 2020 including 360 maintenance services
- Parts Warehousing- \$220,000 is budgeted for repair parts and \$100,000 is budgeted for parts on-hand to service fleet
- Fuel Site Management - Fuel services include ten customers with 139 assets and 154 users. In 2020, there were 4,800 transactions and just under 55,000 gallons of fuel was used (gas and diesel combined)



COMMUNITY RESPONSE UPDATES

MARCH 2021

Horse Fence Repair

Ian Hurst and Andrew Love repaired and inspected the fence along Morse Road and found approximately 3,400 feet of bad fence boards to replace. The fence is inspected yearly and is re-painted every three years. The total area of fence scheduled to be painted this year is 12,800 LF.



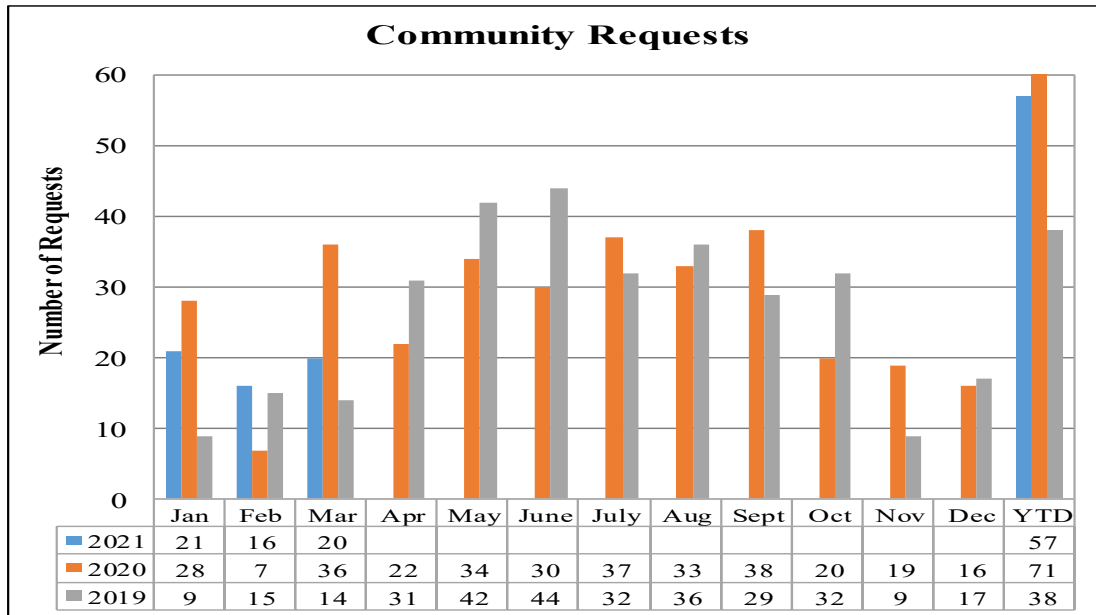
2021 Street Improvement Program

Public Service performs routine roadway repair and maintenance practices through its annual Street Improvement Program. This program is a large scale capital construction project designed to prolong the life of the city's roads. The program includes performing pavement replacement, curb repair, handicap ramp improvement and roadway restriping. The director and engineering technician are using a pavement condition rating system combined with field inspections to rank the streets based on their condition. The director provides a recommendation to council based on the information gathered and budgeted funds. A list of the street repair work is determined and preparation starts to go out for formal bid.

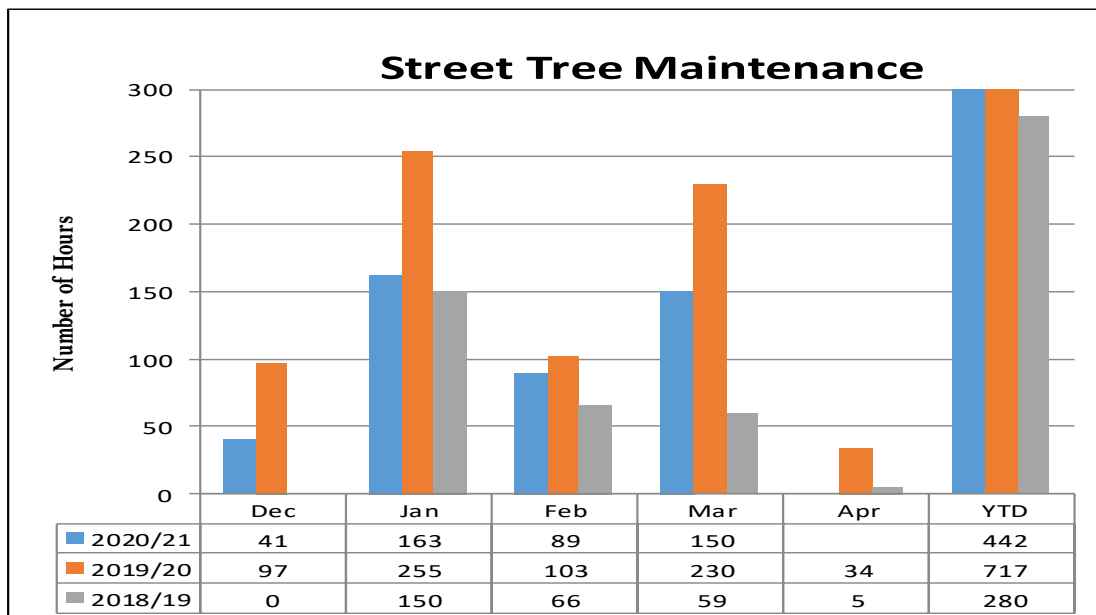


COMMUNITY RESPONSE STATISTICS

MARCH 2021



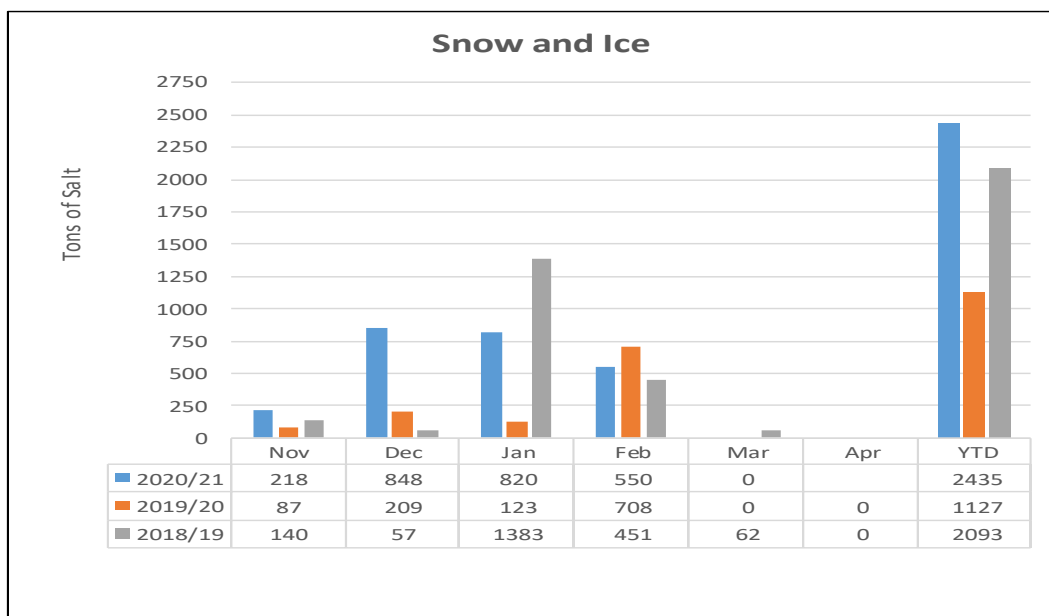
The community requests graph represents phone calls and emails received from residents requesting service.



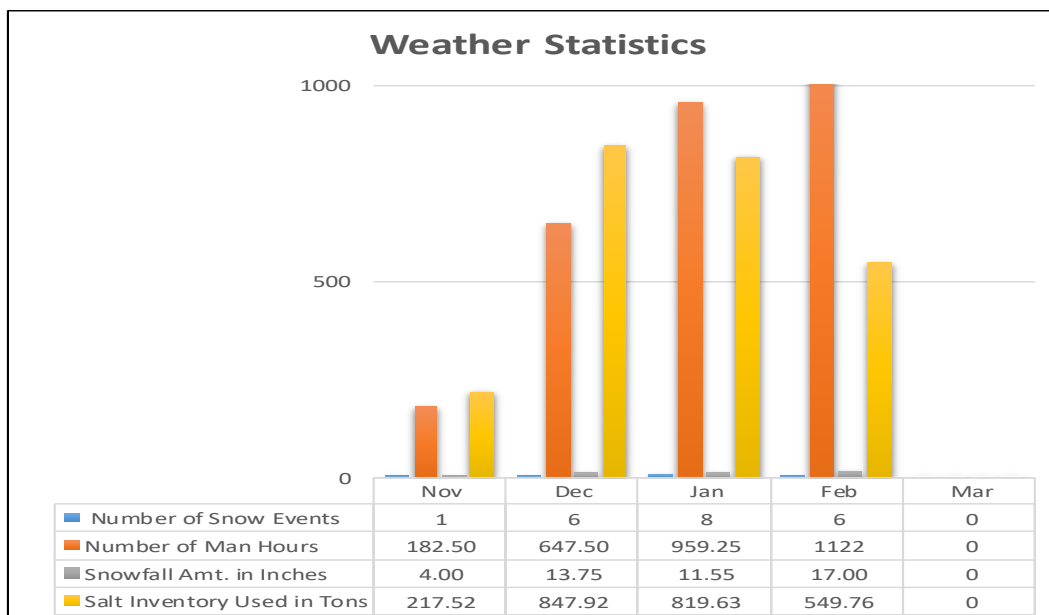
The street tree maintenance graph represents the number of street trees the urban forestry division has attended to by month.

COMMUNITY RESPONSE STATISTICS

MARCH 2021



This chart represents the use of road salt over multiple years.



This chart represents seasonal weather statistics broken down by number of events, man hours, snowfall amount in inches and salt usage.