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## Public Service Department

### MONTHLY REPORT

April 2021

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*Professionalism*

*Integrity*

*Reliability*

*Quality*

*Pride*

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## PUBLIC SERVICE DEPARTMENT OPERATIONS

APRIL 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:

<b>Director</b>	<b>Deputy Director</b>	<b>Public Services Coordinator</b>
<b>Engineering Technician</b>	<b>Administrative Assistant</b>	<b>Clerk</b>

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:

<b>Maintenance Superintendent (1)</b>	<b>Maintenance Supervisor (3)</b>
<b>Maintenance Worker (14)</b>	<b>Seasonal Maintenance Worker (4)</b>
<b>Custodian (1)</b>	

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:

<b>Fleet Manager (1)</b>	<b>Fleet Mechanic (2)</b>
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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:

<b>Forester (1)</b>	<b>Forestry Specialist (2)</b>
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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.



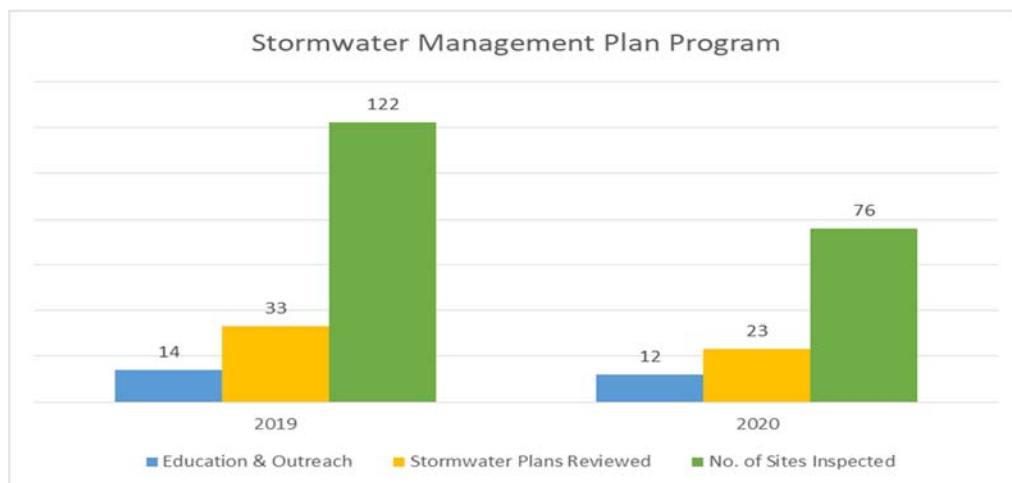
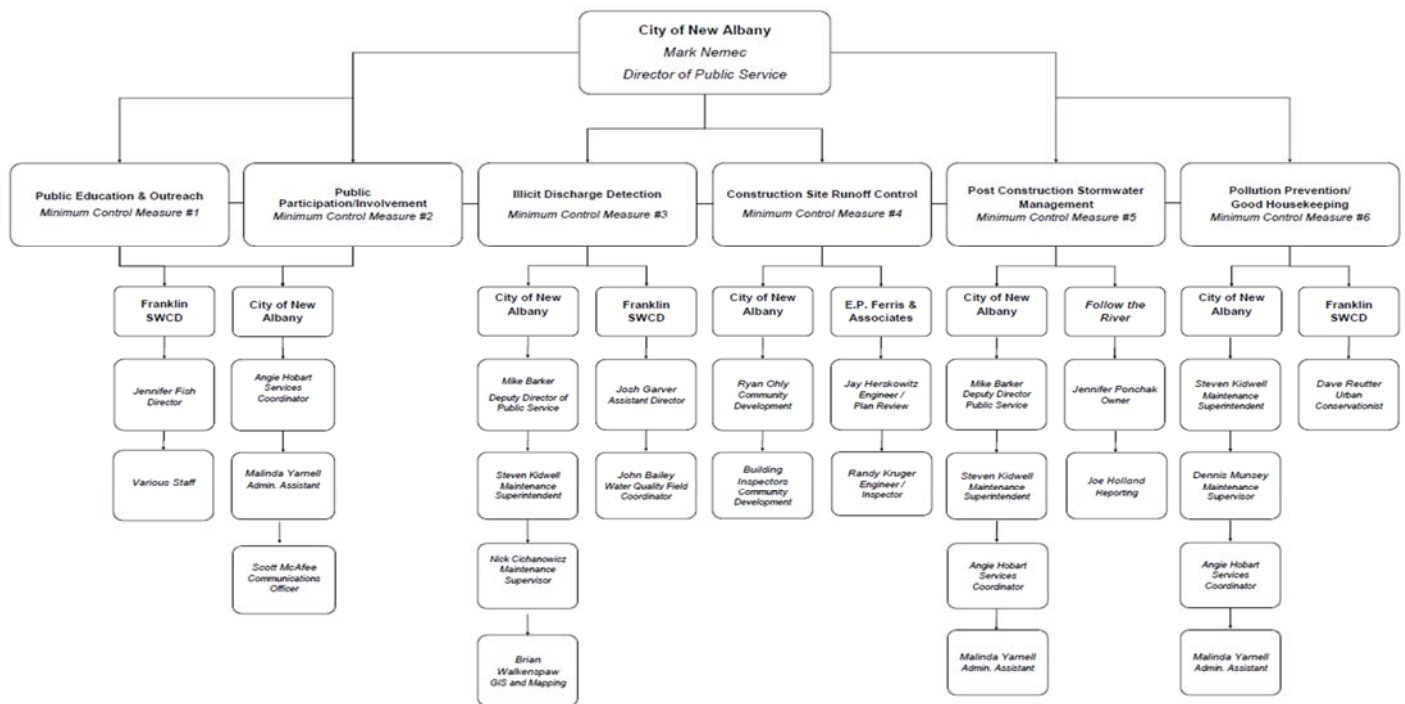
# CITY STORMWATER MANAGEMENT

## APRIL 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**

### **APRIL 2021**

#### **Summer Seasonal Employment**

The public service department is preparing for summer seasonal employment opportunities. Seasonal staff members are utilized on a regular basis to supplement the work of our full time staff. Summer seasonal employees perform general maintenance activities that include painting fire hydrants, street sign posts and street lights, as well as maintaining city owned grounds and facilities. Seasonal workers are also used to assist full time staff with a variety of summer projects.

## CAPITAL IMPROVEMENT PROJECT UPDATES

### APRIL 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:

AEP is waiting for the final telecommunication utilities to be removed from the poles and will remove the poles immediately thereafter. The area will then be restored and seeded.





## CAPITAL IMPROVEMENT PROJECT UPDATES

### APRIL 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: \$2,053,395.46 (+/- 25% of budget)
- Budget status: The project is tracking consistent with the approved budget

#### Construction Schedule:

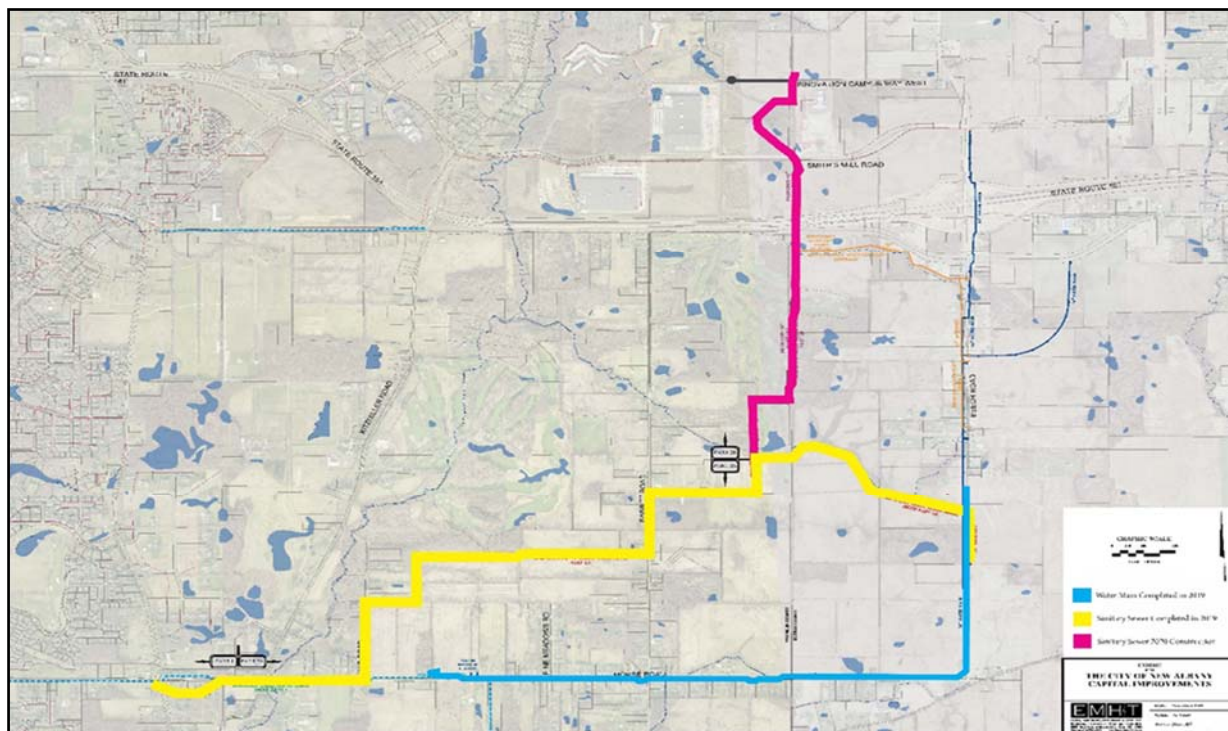
- Construction start date: November, 2020
- Estimated project duration: 15 months

#### 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 3,600 feet of sanitary sewer to date. The contractor has made significant progress tunneling under SR161 and is current ahead of schedule.



## CAPITAL IMPROVEMENT PROJECT UPDATES

### APRIL 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 has completed all of the grading for the parking lot, and anticipates pavement being placed in May. The contractor is working on final seeding of work areas and anticipates start up of the facility and turn over to the city in May.



## CAPITAL IMPROVEMENT PROJECT UPDATES

### APRIL 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:

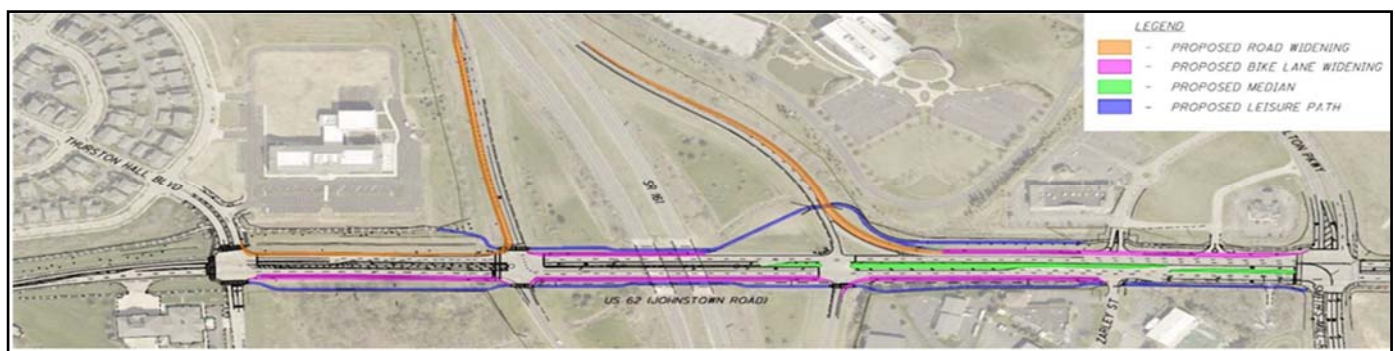
This project will greatly enhance the safety, movement of traffic and pedestrians and the overall aesthetics of this prominent gateway into the city. The project will include several primary improvements that include:

- 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:

This project remains in stage 2 design phase with ODOT. Staffed received approval from city council to bid and the project. The first phase of construction will include the installation of a traffic signal at Thurston Hall and US 62. This portion of the project is being prepared for bid and construction will commence in July.





## FORESTRY DIVISION

APRIL 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

### APRIL 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:

Planning and assessing park trees.

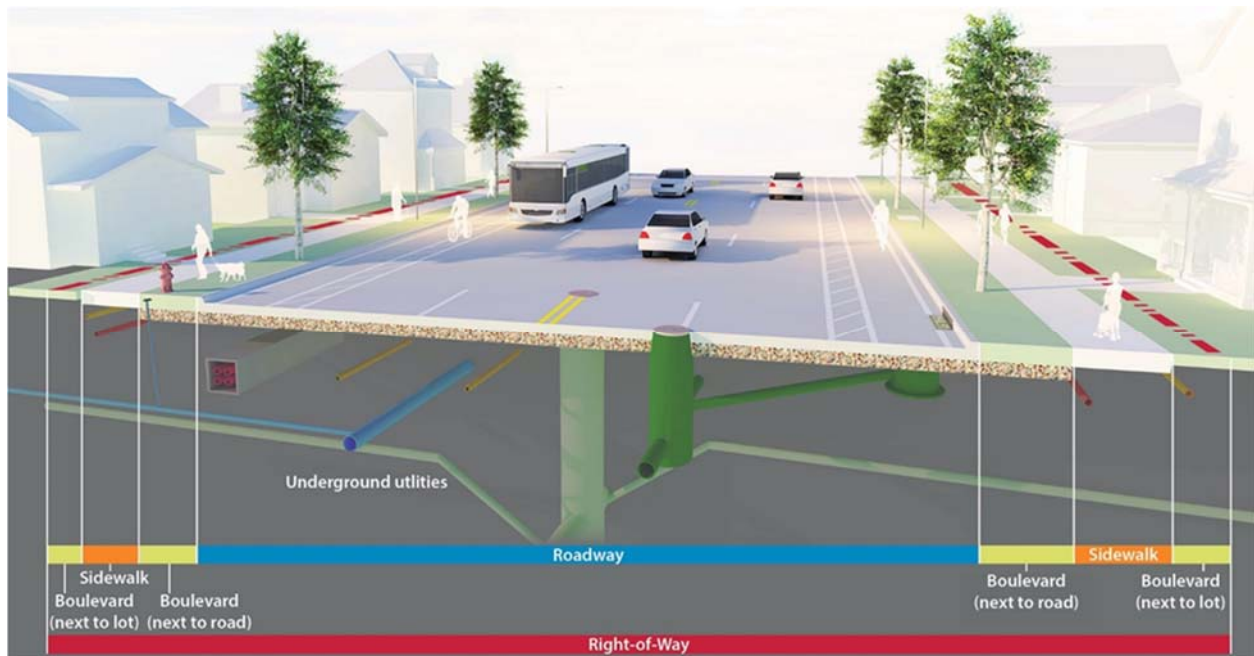


## RIGHT OF WAY DIVISION

APRIL 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:

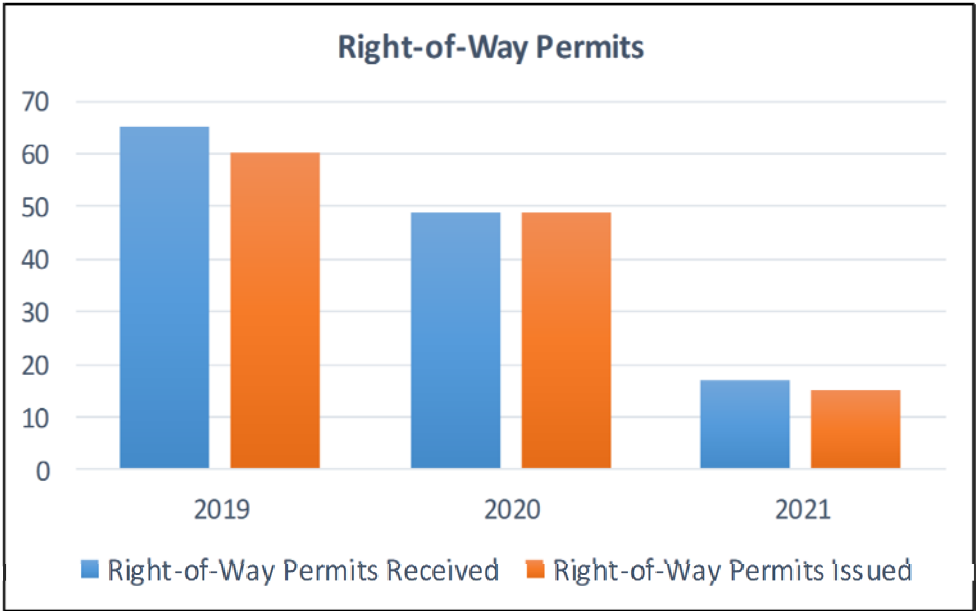
- Populate and maintain GIS data of city owned utilities and assets
- Process and oversee the issuance of right of way permits
- Review and process special hauling permits (oversized load, heavy load)
- Provide the physical marking of utilities owned by the city
- Actively manage and oversee the efficient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

**RIGHT OF WAY DIVISION**  
**APRIL 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**  
**APRIL 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.

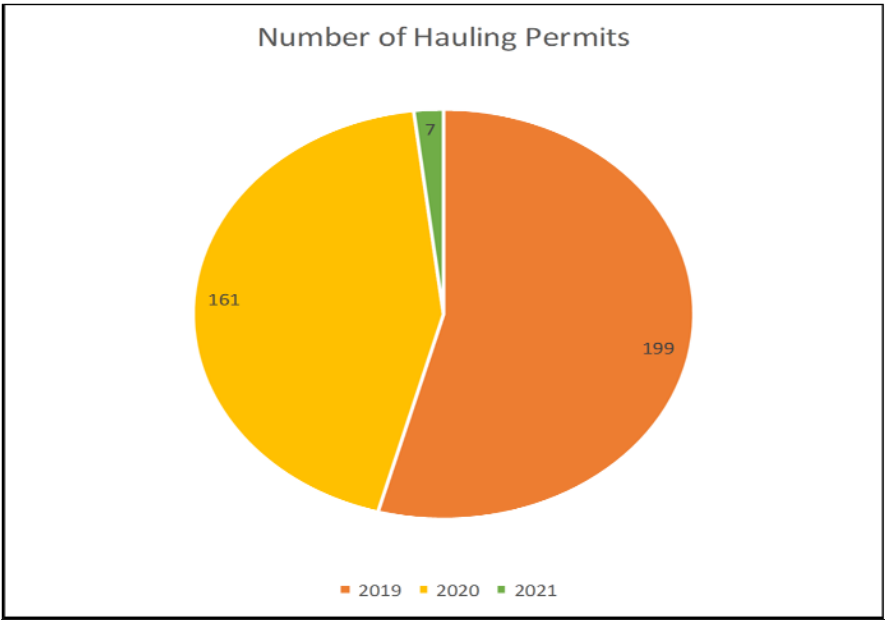
New Albany charges a fee of \$75 to applicants to cover the cost of issuing a permit and/or inspecting the roadway condition before, during and after the permitted movement.



Superload



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





## RIGHT OF WAY DIVISION APRIL 2021

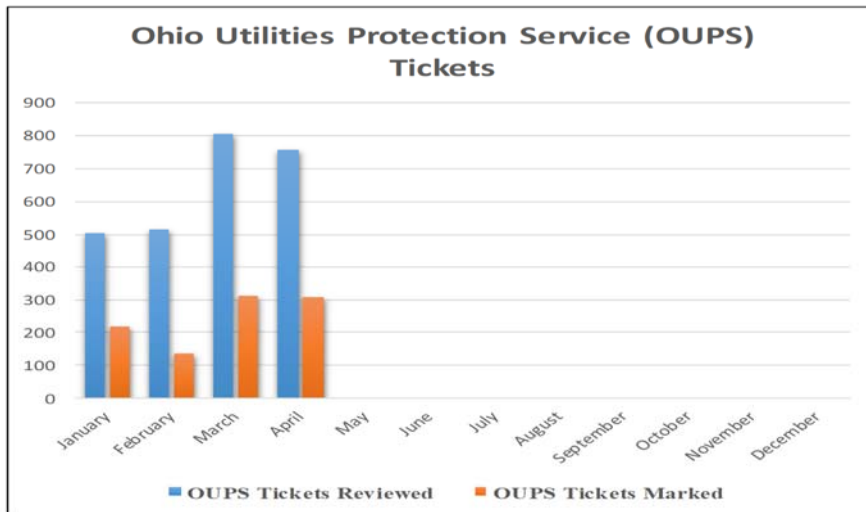
### Utility Locating—Ohio Utilities Protection Service (OUPS) Tickets


#### 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.





**811** Know what's below.  
Call before you dig.

### 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

APRIL 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

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

Department	Assets Managed	Total Value of Assets
Development	4 vehicles	\$84,934.00
Police	21 vehicles	\$1,259,875.00
Police	3 speed trailers	\$31,500.00
Service	38 vehicles	\$3,155,840.00
Service	78 small equipment	\$70,781.00
Service	45 heavy equipment	\$1,117,704.00
Service	37 snow equipment	\$225,122.00
Service	37 general equipment	\$3,600,500.00
SmartRide	3 buses	\$173,100.00

Assets maintained by the fleet division.

#### 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 service 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)

## MAINTENANCE DIVISION

APRIL 2021

The primary purpose of the city's maintenance division is to actively maintain all city owned infrastructure in a manner consistent with the demonstrated quality and aesthetic of New Albany.

This division is responsible for providing a wide range of maintenance and vital community services that generally include the following:

- 275 miles of roadway
- 25 signalized street intersections
- 4,914 storm sewer catch basins
- 1,412 fire hydrants
- 296 miles of water main, storm and sanitary sewer
- 17 parks
- 22 bridges
- 1,527 streetlights
- 6 buildings and facilities
- 41 miles of roadside mowing
- Street sweeping
- Utility marking and locating
- Litter pickup
- Leaf pick up
- Snow removal



This work is completed by way of planned routine maintenance activities and responsive to extreme weather events and traffic accidents. The maintenance division strives to maintain a clean and safe environment for our residents,.

The acting maintenance superintendent, Steve Kidwell, oversees the operations of the maintenance division. The division consists of three crews as follows:

The first crew is supervised by Doug Wittman. This crew manages and facilitates street light maintenance, traffic signal maintenance, flags/banners/flowers, leaf collection and infrastructure painting. The crew is staffed by the following maintenance workers.

Brent Rush     Rob Runyon     Shaun Bush     Tyler Myers     Chad Smith

The second crew is supervised by Dennis Munsey. This crew is responsible for street sweeping, roadside mowing, pavement and berm maintenance, special events, grounds maintenance, trash pickup and playground maintenance. The crew is staffed by the following maintenance workers.

Andrew Love     Kenny Geiger     Tyler Ashcraft     Ian Hurst

The third crew is managed by acting supervisor, Nick Cichanowicz. This crew is responsible for fire hydrant flushing, maintenance and repair, maintenance, sanitary sewer maintenance, storm sewer maintenance, catch basin repair, wye installation and utility locating. The crew is staffed by the following maintenance workers.

Carl McNeal     Jordan Gambill     Curtis Reed     Jerry Smith     Nick Sgandurra     Rick Goldhardt

Building custodian Tim Duraj is responsible for routine cleaning needs of Village Hall, the public service department and the police department. General tasks include cleaning floors, windows and carpets, taking out trash and maintaining all entrances and common areas.



## MAINTENANCE DIVISION

APRIL 2021

Our team installed overpass signs along SR161 at both SR605 and Kitzmiller Road at the request of city council.



The New Albany Bike Share Program was launched during the month of April. Our team assembled the bikes and installed the concrete pad and equipment necessary to establish the rental facility. This facility is located at the intersection of SR605 and Walton Parkway. Pictured below are Tyler Ashcraft, Dennis Munsey and Andrew Love.



Nick Cichanowicz and crew members Jerry Smith and Rick Goldhardt are shown below locating, uncovering, repairing and raising water valves. This is an important routine maintenance activity that is vital to the operation of the city's water mains. Should we encounter a water main or hydrant break, having quick access to valves is crucial to stop the leak itself and to make the necessary repairs. Jerry Smith has taken ownership of the project and has been responsible for the repair of more than 120 hydrant and mainline valves.





## COMMUNITY RESPONSE UPDATES

### APRIL 2021

In 2010, the city of New Albany proudly achieved the designation as a “Tree City USA” by the Arbor Day Foundation. The city achieved this status by meeting the four core standards of urban forestry management:

- Maintaining a tree board or department
- Having a community tree ordinance
- Spending at least \$2/capita on urban forestry
- Celebrating Arbor Day

Tree City USA is a nationwide movement that provides the necessary framework for communities to manage and expand their public trees. The city’s forestry division has planted shade trees, under-story trees and shrubs throughout the community. In honor of this year’s Arbor Day celebration, the city introduced a new tree species, *Fagus Sylvatica*, also known as the Fernleaf European Beech tree to plant at James River Pocket Park.



### Volunteers Take a Stand Against Waste

The city of New Albany benefitted from two community cleanup projects in conjunction with Earth Day during the month of April. A total of 630 pounds of unsightly trash and litter were collected by volunteers representing the New Albany High School Key Club and Healthy New Albany. Malinda Yarnell of the Public Service Department provided the volunteers with maps, trash bags, vests and pickers. Members of the Key Club cleaned up Dublin Granville Road between Babbitt Road to Beech Road. Healthy New Albany volunteers partnered with the Public Service Department to spruce up Swickard Woods, Rose Run and E. Dublin-Granville Road.

These cleanup initiatives help the city meet clean water standards set by the Ohio Environmental Protection Agency (OEPA) through the National Pollutant Discharge Elimination System (NPDES) program.

Volunteer participation in these programs fosters a sense of community ownership and pride in our city!



Swickard Woods



Rose Run

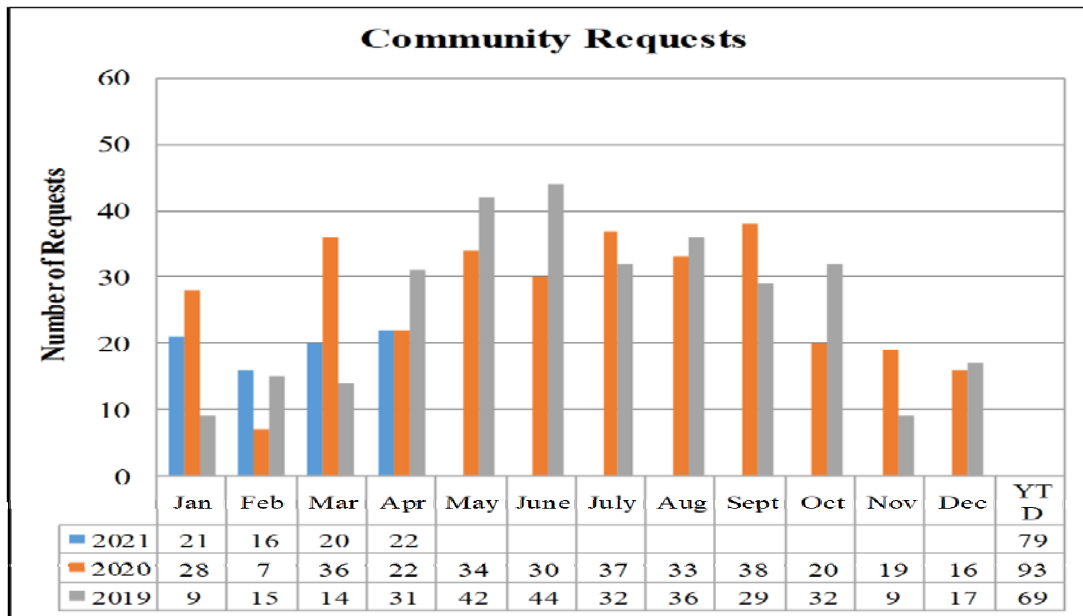


E. Dublin-Granville Road

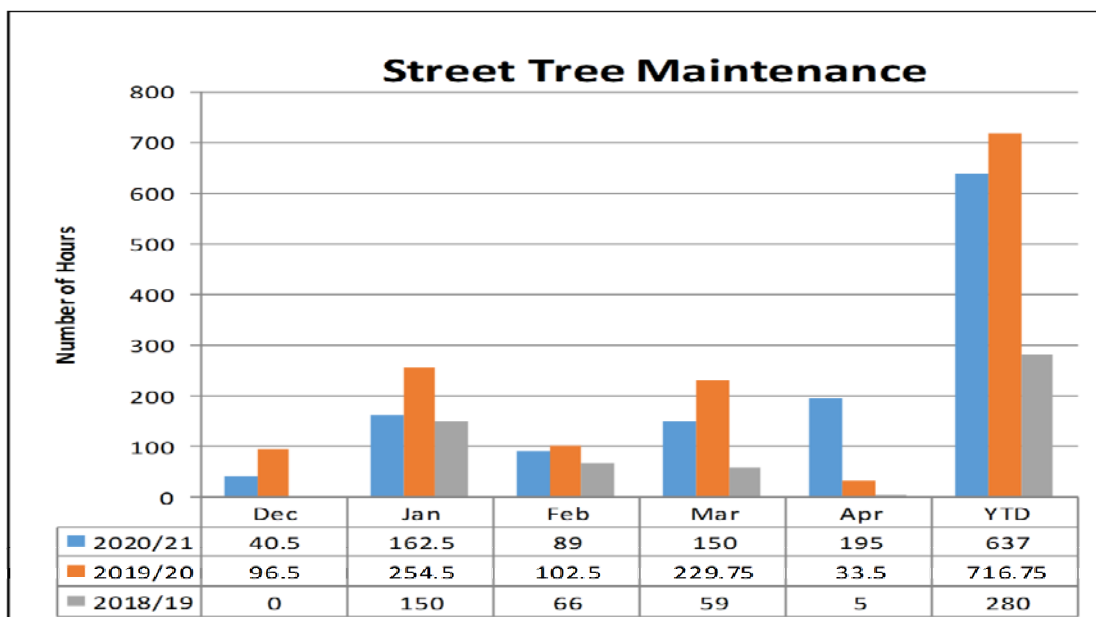
Photo Credit by Sarah Higgiston

## COMMUNITY RESPONSE STATISTICS

### APRIL 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.