



Public Service Department

MONTHLY REPORT

June 2021

Professionalism

Integrity

Reliability

Quality

Pride

Inside This Issue:

Public Service Department Operations	2
Project Updates	3
Capital Improvement Project Updates	4
Forestry Division	6
Forestry Division Project Updates	7
Right-of-Way Division	8
Fleet Division	12
Maintenance Division	13
Community Response Updates& Statistics	14

PUBLIC SERVICE DEPARTMENT OPERATIONS

JUNE 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.



PROJECT UPDATES

Rick Goldhardt and Curtis Reed worked to restore areas of right of way along Rose Run Park that were disturbed during utility installations.



Steve Kidwell showcased his handy wood-working skills by building and installing a fish net and boot combination rack at Rose Run Park.



The Wagnor Cemetery on Central College Road was spruced up with a coating of fresh mulch and newly planted flowers by the maintenance crew.



CAPITAL IMPROVEMENT PROJECT UPDATES

JUNE 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 June report.



CAPITAL IMPROVEMENT PROJECT UPDATES

JUNE 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: \$4,791,950.67 (+/- 85% of budget)
- Budget status: The project is tracking consistent with the approved budget

Construction Schedule:

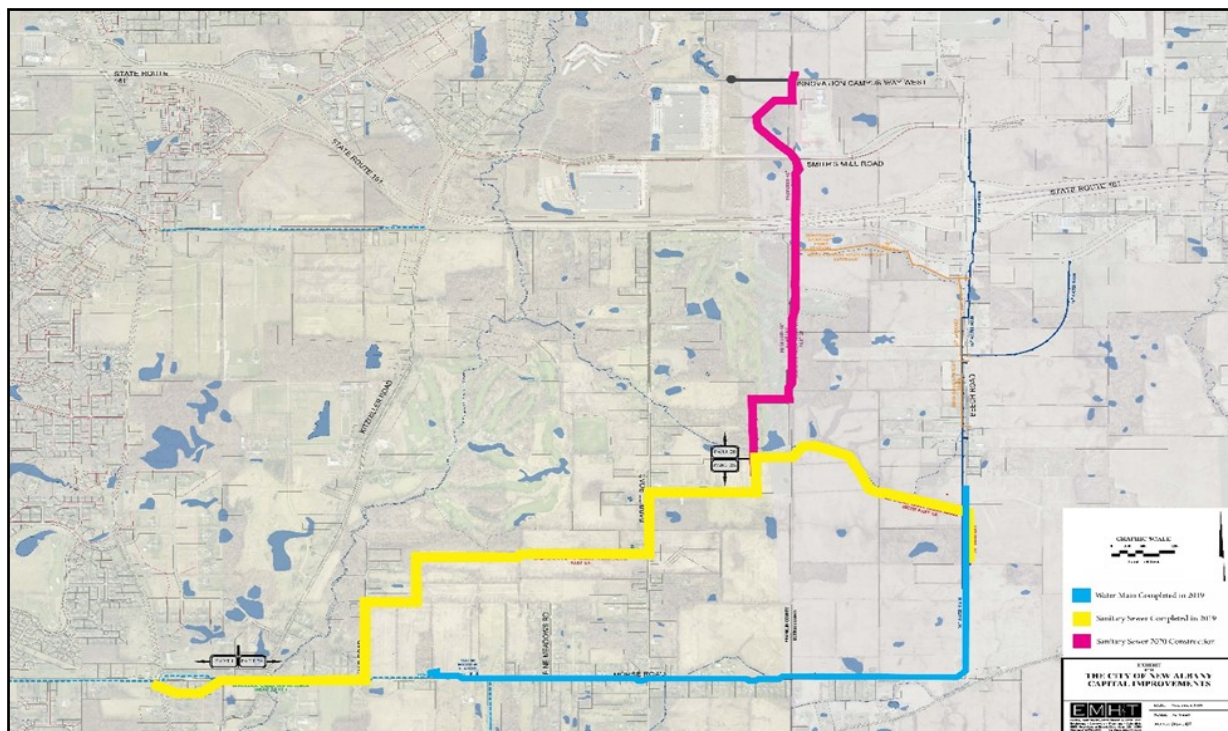
- Construction start date: November, 2020
- Estimated project duration: 15 months

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 5,200 feet of sanitary sewer to date. The contractor has completed the installation of the casing pipe under SR161. The project is tracking in accordance with the approved schedule.



FORESTRY DIVISION

JUNE 2021

The forestry division includes the following staff members:

City Forester, Marylou Hoessle
Forestry Specialist, Chase Loughman

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 DIVISION PROJECT UPDATES

JUNE 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 25,000 +/- 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:

Park trees will be the next focus for inventory.

Project: Tree Pruning

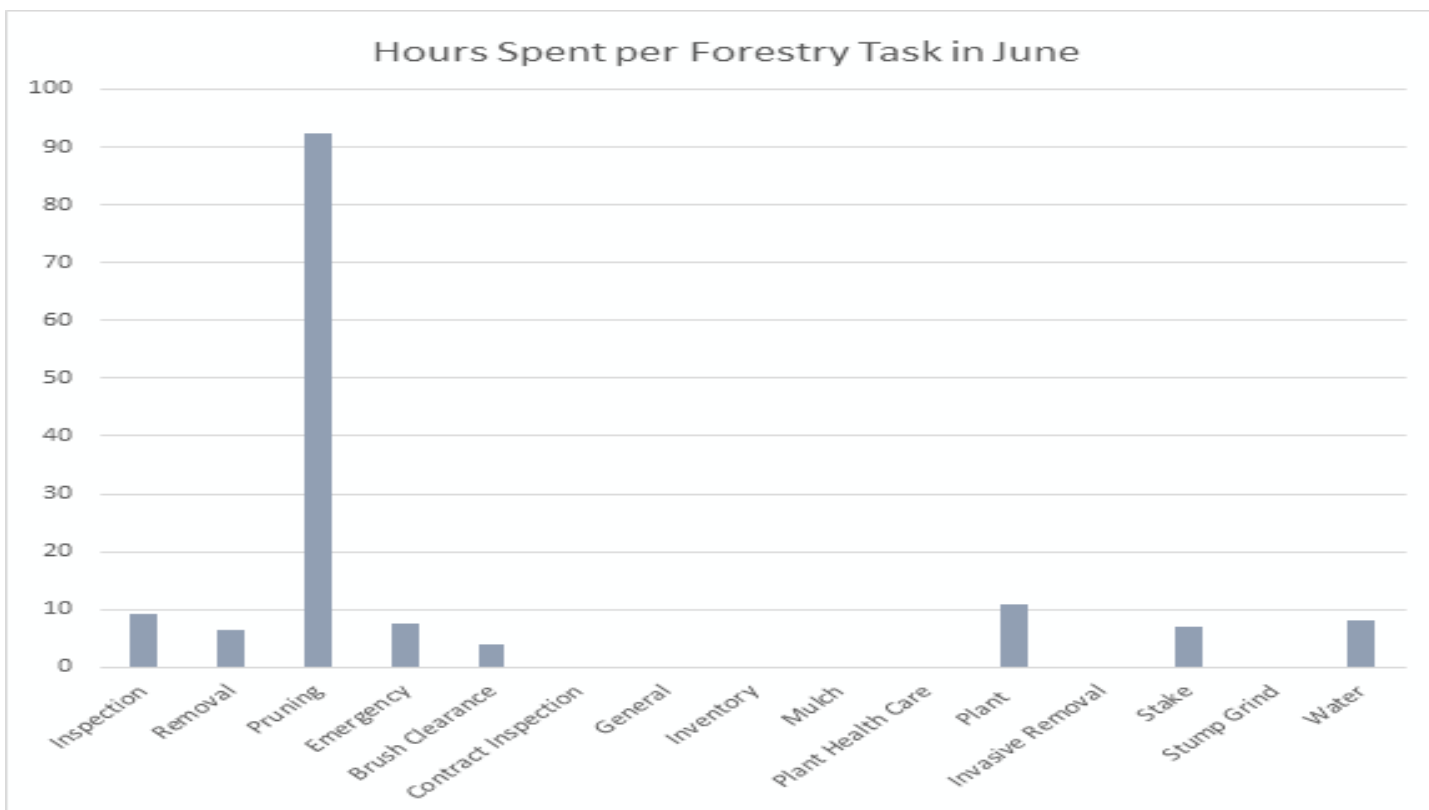
- Summer pruning to remove dead branches, improve structure and provide clearance to vehicles and pedestrians.

Pruning Schedule:

- Fernridge Road and Lambton Park Road are currently in progress.

Project Description:

Tree pruning takes place year round. In the summer, the focus is on trees that are less stressed, younger or otherwise tolerant of growing season pruning. Pruning of oak trees and other less tolerant trees will resume in the dormant season after leaf fall.

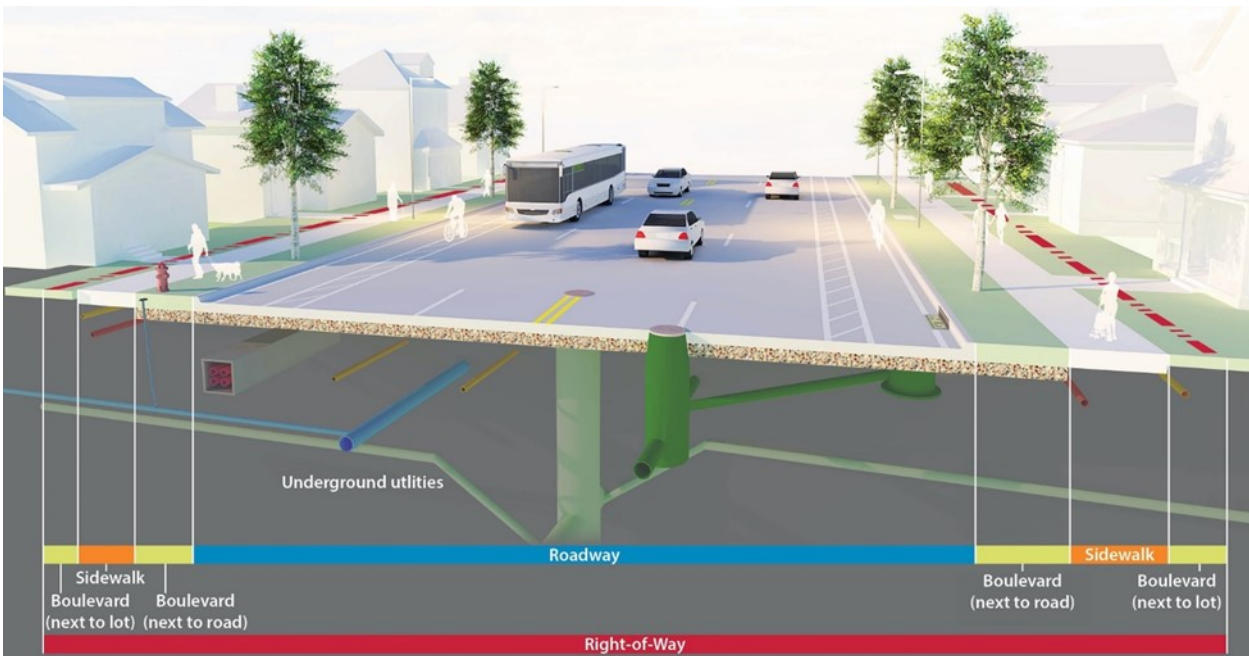


RIGHT OF WAY DIVISION

JUNE 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

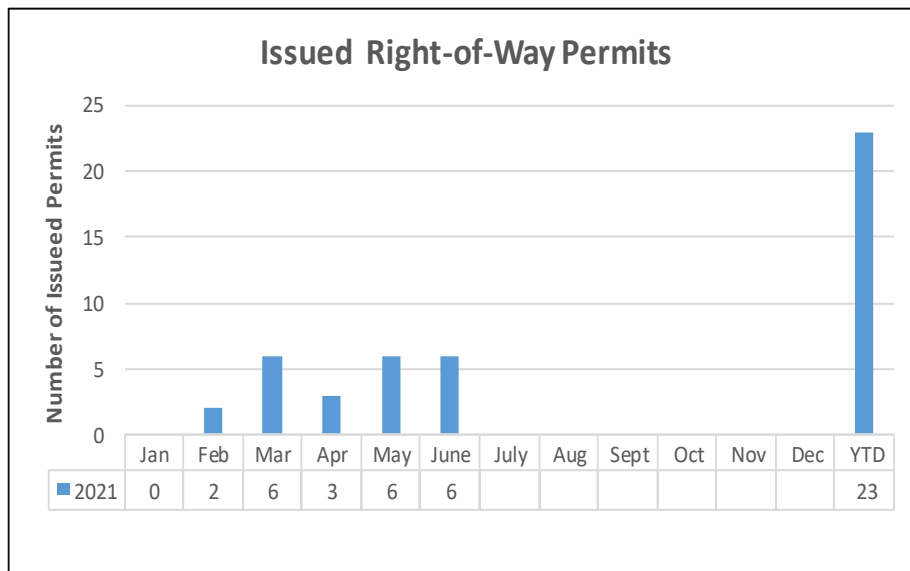
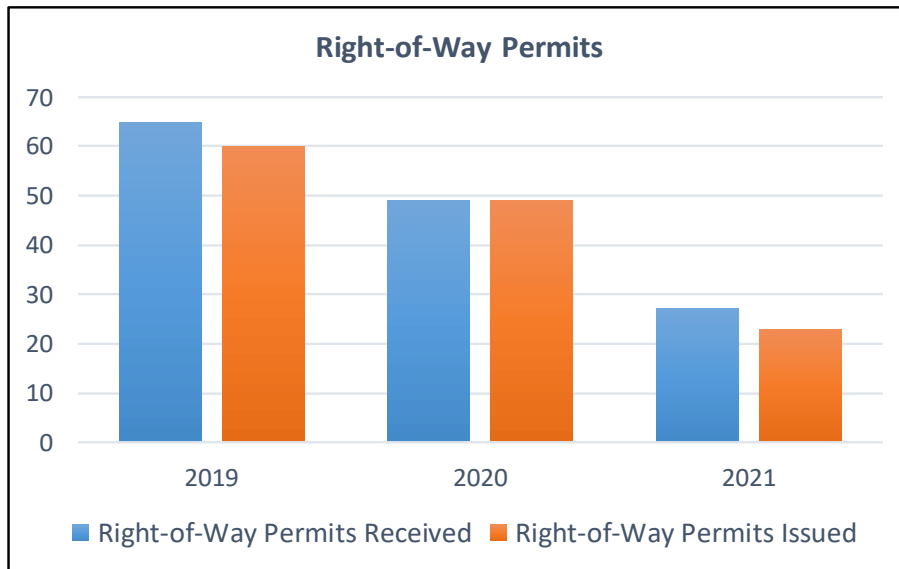
RIGHT OF WAY DIVISION

JUNE 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.

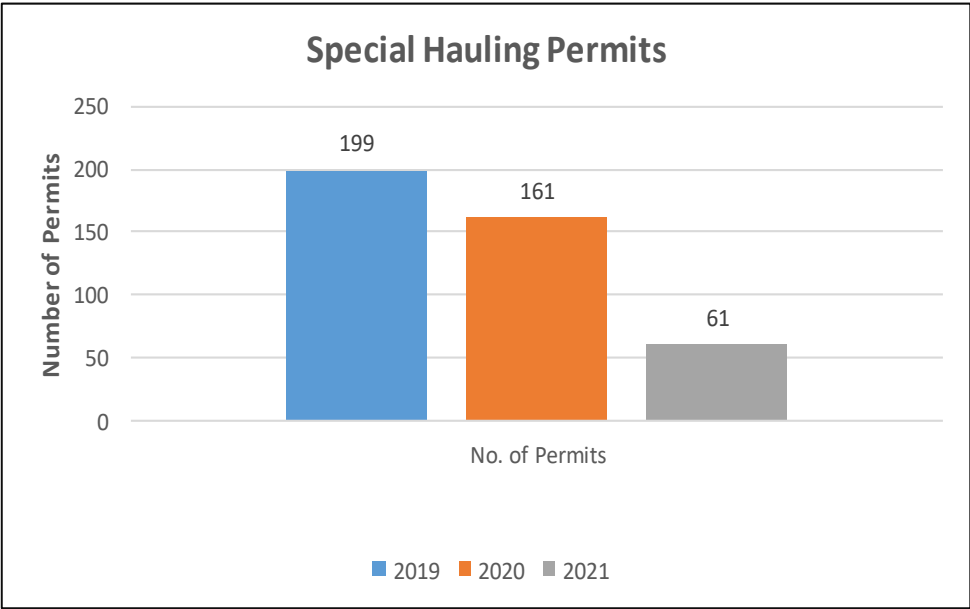


RIGHT OF WAY DIVISION
JUNE 2021

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.



RIGHT OF WAY DIVISION JUNE 2021

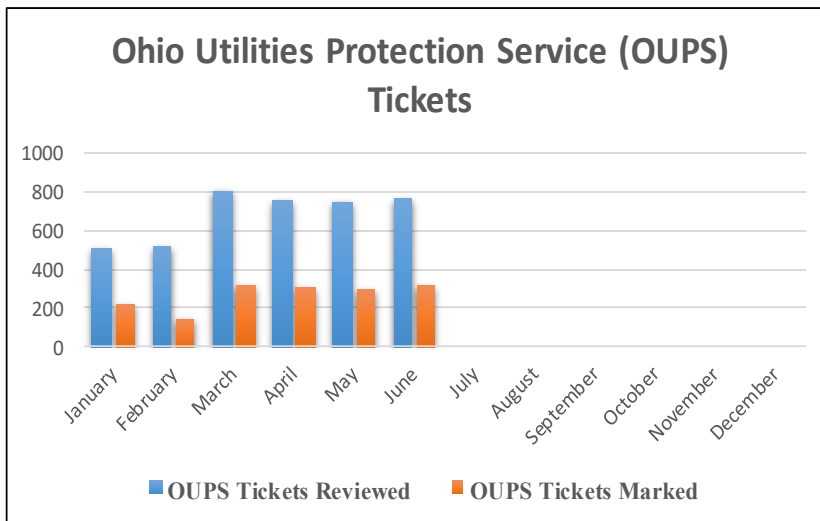
Utility Locating—Ohio Utilities Protection Service (OUPS) Tickets


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

JUNE 2021

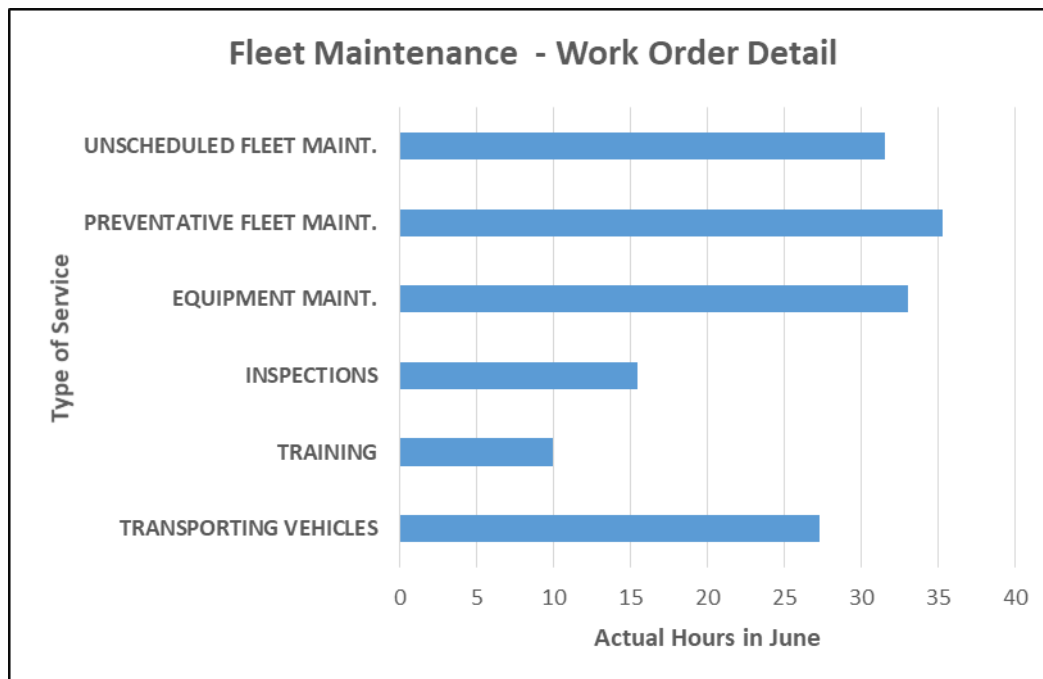
The following staff members comprise the fleet division and provide logistical and mechanical support to city departments:

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.



MAINTENANCE DIVISION

JUNE 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

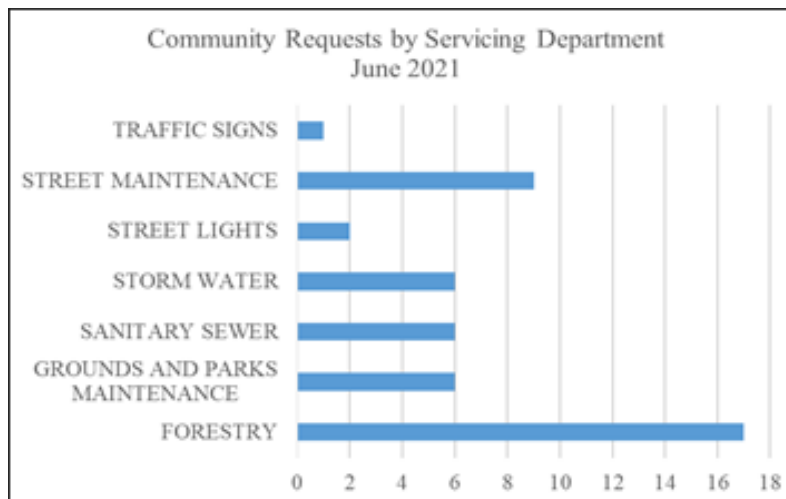
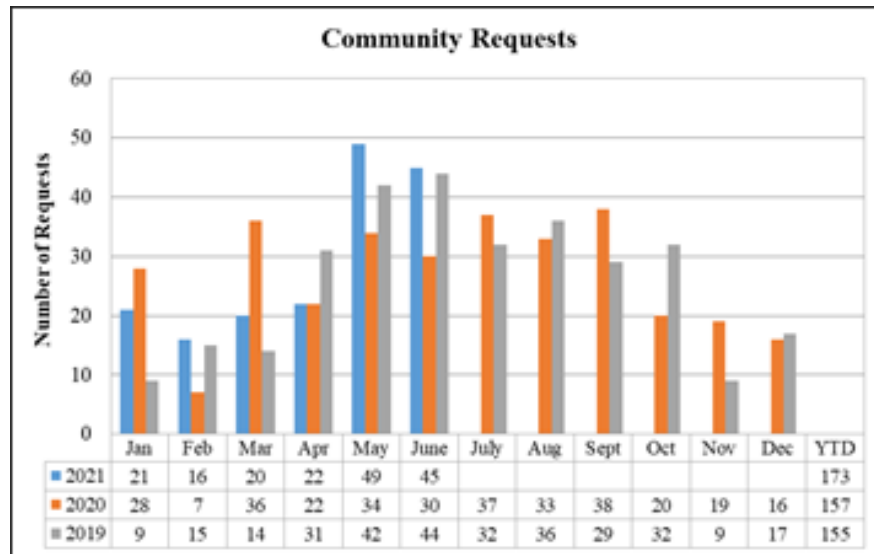
The third crew is managed by acting supervisor, Nick Cichanowicz. This crew is responsible for fire hydrant flushing, maintenance and repair, maintenance, sanitary sewer maintenance, storm sewer maintenance, catch basin repair, wye installation and utility locating. The crew is staffed by the following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

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

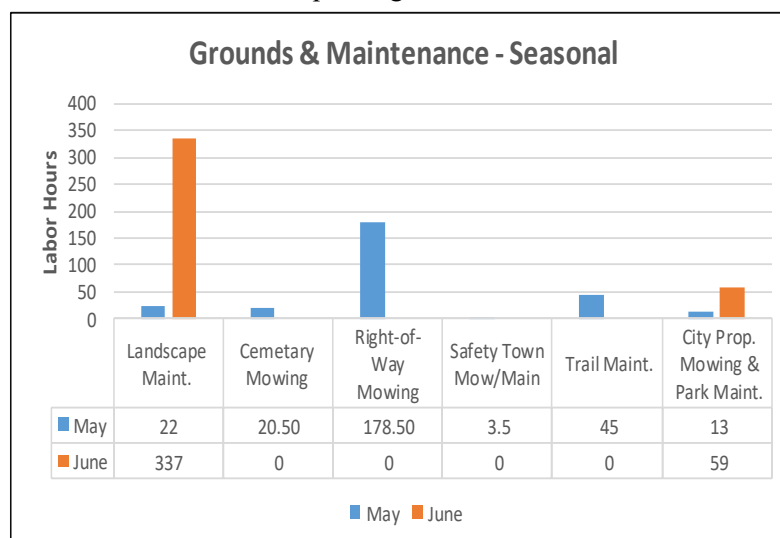
Building custodian Tim Duraj is responsible for routine cleaning needs of Village Hall, the public service department and the police department. General tasks include cleaning floors, windows and carpets, taking out trash and maintaining all entrances and common areas.

COMMUNITY RESPONSE STATISTICS

JUNE 2021



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



The grounds and park maintenance graph represents hours of mowing, landscaping or weeding completed by maintenance staff in June.