



Public Service Department

MONTHLY REPORT

September 2021

Professionalism

Integrity

Reliability

Quality

Pride

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PUBLIC SERVICE DEPARTMENT OPERATIONS

SEPTEMBER 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

SEPTEMBER 2021

2021 New Albany Leaf Collection:

The Public Service Department offers a convenient and efficient curbside leaf collection service to all New Albany residents during an eight week period from mid-October to early December. Service crews collect leaves that are raked into piles at the curb or in the tree lawn. Leaf vacuum machines are pulled by trucks housing large volume boxes for collection. Leaf trucks will pass each New Albany home to collect leaves at least eight times during leaf collection season. In 2020, 686,000 pounds of leaves were collected and delivered to a yard waste processing facility that converts leaves to organic compost.



Fire Hydrant Repair:

Maintenance workers Nick Sgandurra and Jerry Smith work to repair a fire hydrant on SR62 in front of Oakland Nursery. They used the city's hydro-excavation truck to access the damaged hydrant flange. The repair was made, tested and the hydrant was back in service the same day.



James River Park Refresh:

Crew member Rick Goldhardt is shown staining the playground structure at James River Park. Recent work at James River Park also includes the clearing of vegetation from and staining the wood pedestrian bridge. The leisure trails within the park are scheduled for replacement this fall.



PROJECT UPDATES

SEPTEMBER 2021

Dublin-Granville Road & Harlem Road Water Main Break:

Water main breaks can happen at anytime day or night. The 20" water line at Dublin-Granville and Harlem Roads broke in the middle of the night. Staff member on-call, Brent Rush, did a nice job assessing the situation and sprung into action by placing detour signs for morning commuters. As crew members arrived for work, they were dispatched to the site to assist. The City of Columbus Water Dept. complimented staff members on their efficiency, teamwork and responsiveness. Staff members involved included: Brent Rush, Curtis Reed, Tyler Myers, Carl McNeal, Chase Loughman and Steve Kidwell.



TRAINING UPDATES

SEPTEMBER 2021

Certified Playground Safety Inspector Training:

Maintenance workers Brent Rush and Tyler Ashcraft attended the Certified Playground Safety Inspector training sponsored by the National Recreation and Playground Association and the Ohio Parks & Recreation Association. They reviewed general maintenance and safety, risk assessment and management, and surfaces for designated play areas.

Municipal Forestry Institute:

Forestry Specialist Chase Loughman completed the Municipal Forestry Institute that was hosted by the Society of Municipal Arborists. This week long, comprehensive course took place in Bowling Green, Ohio. Topics covered included leadership, strategic planning, partnerships, the relationships between people and trees, and applying put all of this into practice in urban forestry.

Good Housekeeping Training:

All public service staff members participated in Good Housekeeping Safety Training facilitated by David Reutter of Franklin Soil & Water Conservation District. The training is essential to meet a standard in the city's National Pollutant Discharge Elimination System (NPDES) requirements. The training is a refresher that occurs yearly with revolving subject matter based on safety. This year's training was a facility walkthrough noting floor maintenance, keeping combustible wastes to a minimum, maintenance of outside grounds, keeping work areas neat, organized and safe and how to dispose of hazardous waste.



CAPITAL IMPROVEMENT PROJECT UPDATES SEPTEMBER 2021

US-62 and SR-161 Interchange Improvement Project - Traffic Signal at Thurston Hall/Theisen Drive Permitting Schedule:

- Start date: February 2020

Construction Budget: \$2,324,870.86

- 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: September 27, 2021
- Estimated construction duration: 12 months

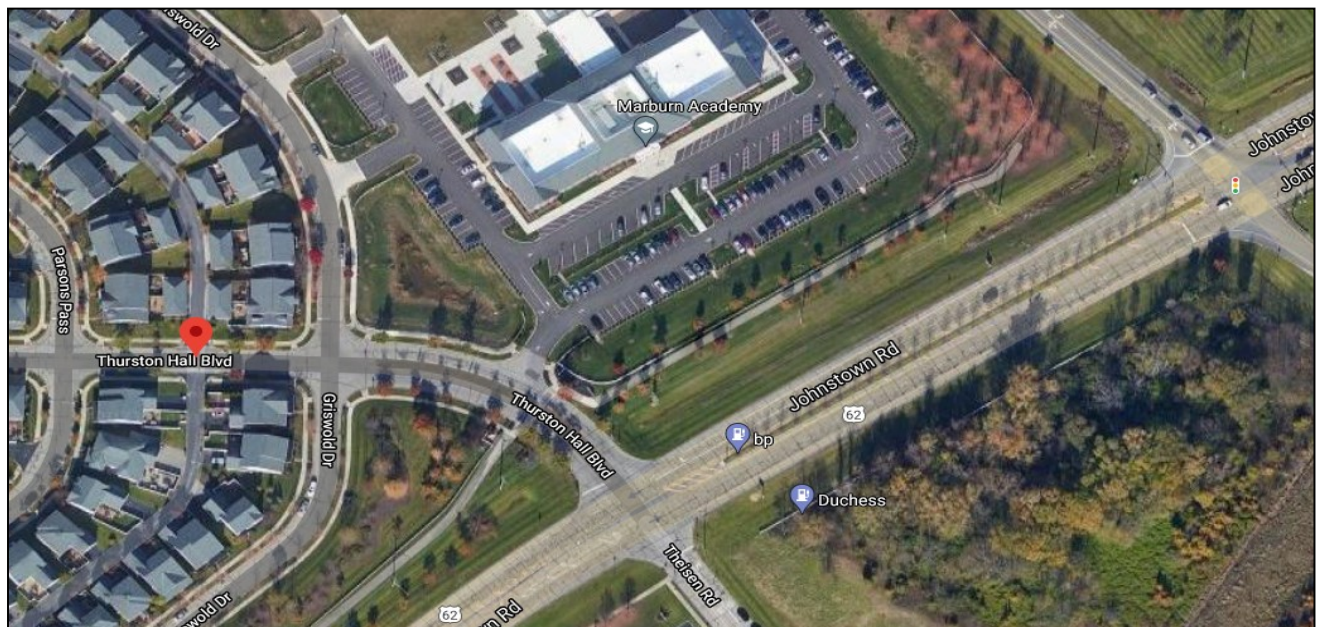
Project Description:

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 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

Project Status:

Complete General Construction Company has fully mobilized on site and established equipment and material staging areas. They have also set up the initial work zones along US-62. Construction activity will begin in October.



CAPITAL IMPROVEMENT PROJECT UPDATES SEPTEMBER 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: \$5,540,718.48 (+/- 59% of budget)
- Budget status: The project is tracking consistent with the approved budget

Construction Schedule:

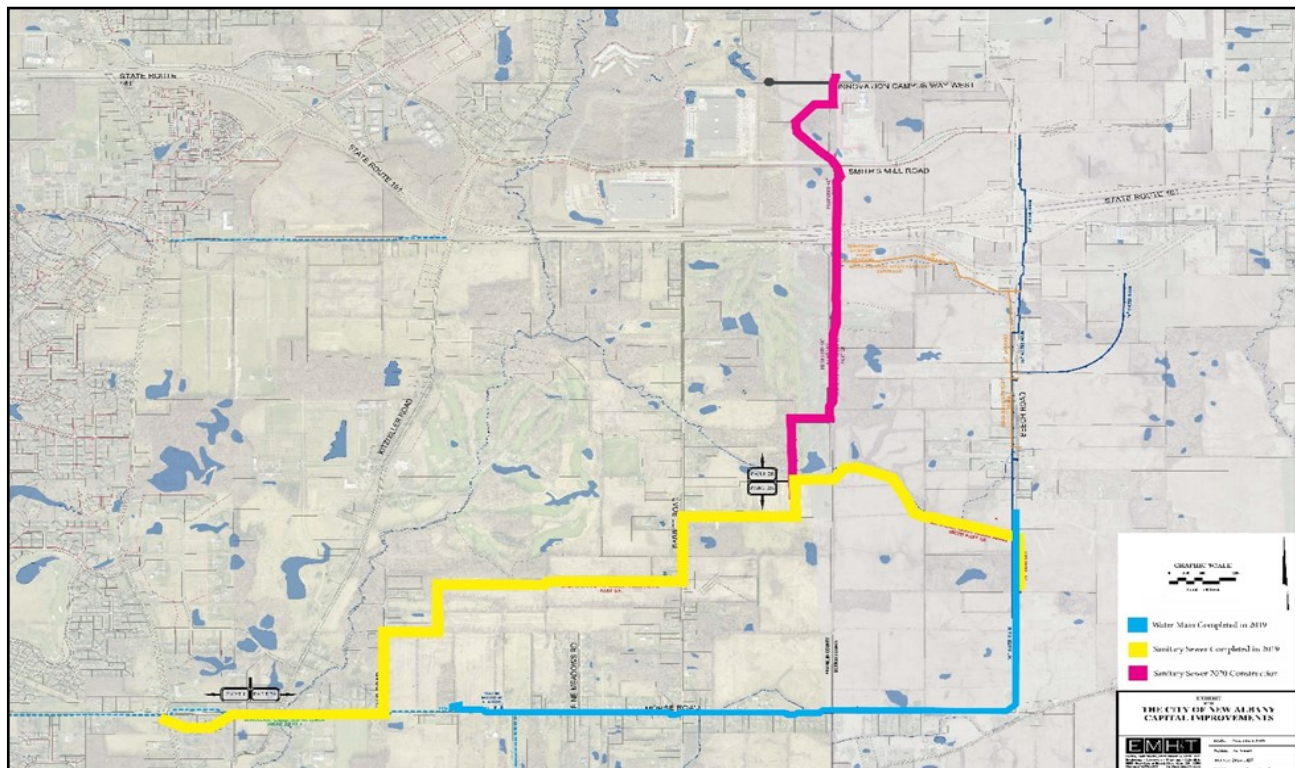
- Construction start date: November, 2020
- Estimated project duration: 15 months

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 Company is continuing the work between SR-161 and Smith's Mill Road. The project is tracking in accordance with the approved schedule and budget.



CAPITAL IMPROVEMENT PROJECT UPDATES SEPTEMBER 2021

Ganton Parkway East & West

General contractor: Nickolas Savko & Sons, Inc.

Construction Budget: \$6,075,051.04

- Funding source: JobsOhio Roadwork Development (629) Funds \$1,000,000 and Amazon.com contribution of \$494,430
- 1,672,876.72 (+/- 28% of budget)
- Budget status: The project is tracking consistent with the approved budget

Construction Schedule:

- Construction start date: June, 2021
- Estimated project duration: 15 months

Project Description:

The scope of roadway improvements for the project includes the continuation of Ganton Parkway East from its current termination point to Worthington Road; Ganton Parkway West to a point +/-2,200' east of Beech Road; and a +/-1,700' extension to the initial section of Ganton Parkway West.

Project Status:

East: Savko has completed installation of the 16" watermain and is currently anticipating final acceptance and chlorination. All of the storm sewer has been installed and the actual roadway construction is underway.

West: Savko has completed the majority of the underground utility work and roadway construction is underway. Concrete curbs are currently being installed.



2021 City of New Albany Street Resurfacing Project

NEW ALBANY
COMMUNITY CONNECTS US

Legend:

- Orange: Resurface 46,436 sqyd
- Green: Micro 37,998 sqyd
- Red: Crack Seal 65,327 sqyd
- Blue: Rejuvenator 45,008 sqyd
- Black outline: Corporation Boundary

CAPITAL IMPROVEMENT PROJECT UPDATES SEPTEMBER 2021

2021 City of New Albany Sidewalk Replacement Project

Construction Cost: \$78,129.75

- Funding sources:
 - Capital Improvement Fund

Construction Schedule:

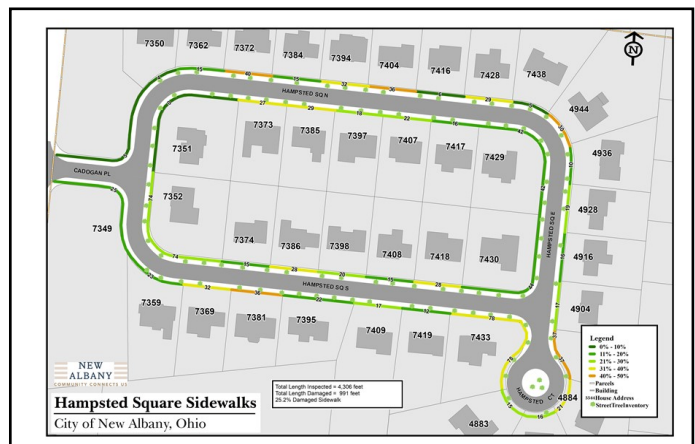
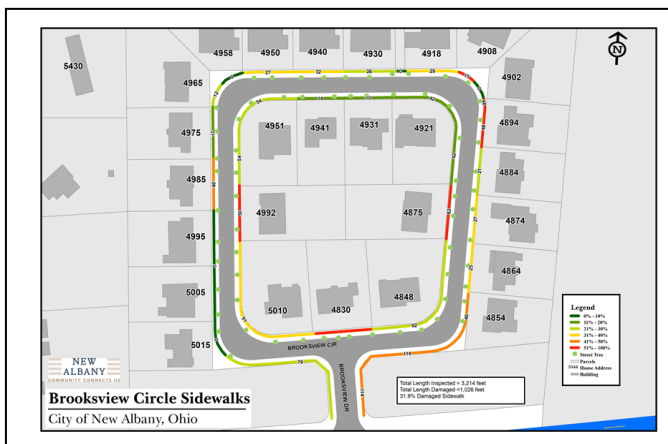
- Construction start date: July 1, 2021
- Construction completion date: October 15, 2021

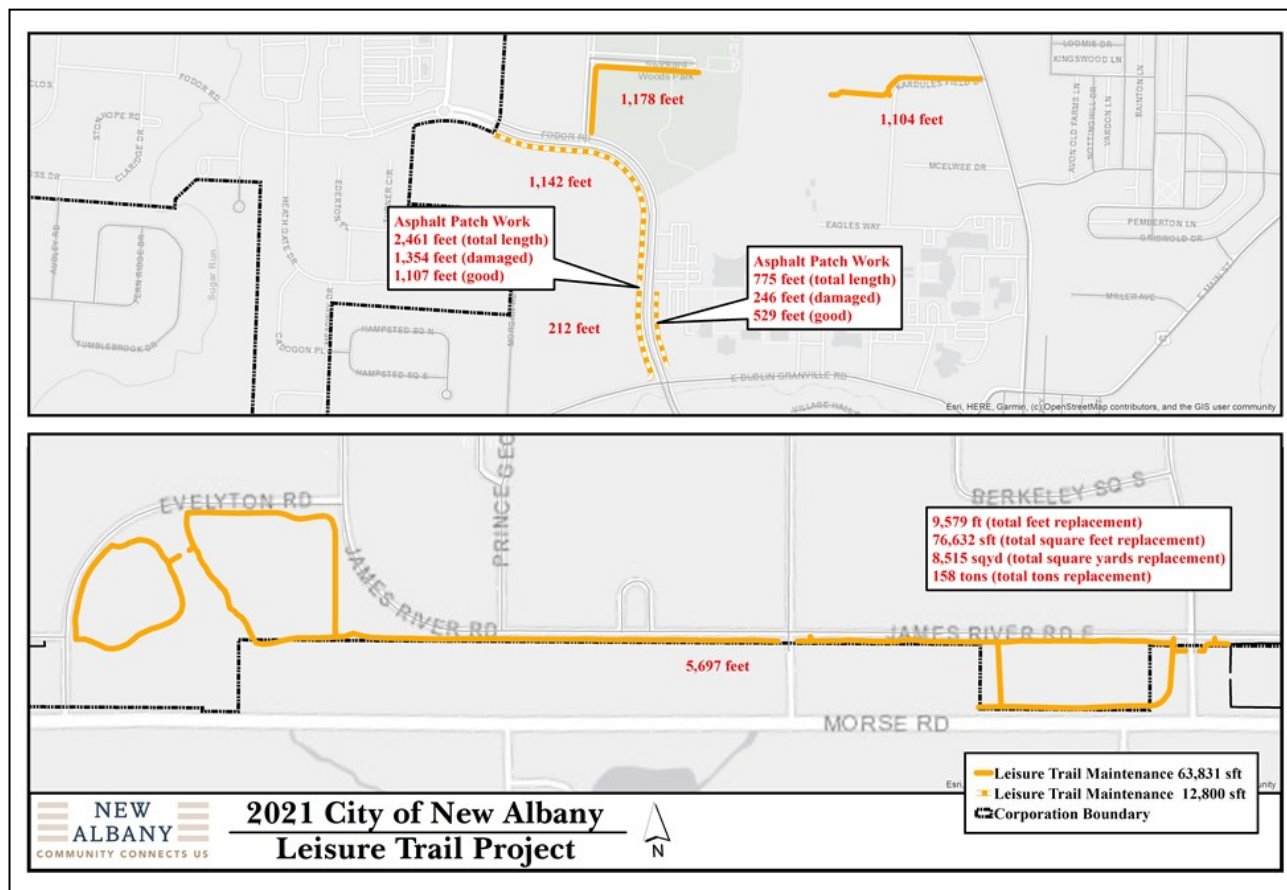
Project Description:

The city sidewalk replacement project is an annual program where unsafe public sidewalks are replaced for residents at the discretion of city council. The sidewalk replacement program exists in order to improve pedestrian safety and walkability throughout the community.

Project Status:

The project has been awarded to Columbus Asphalt Paving, Inc.. Construction activity began in early August in the Hampsted Square neighborhood whereby hazardous sidewalks were marked, removed and new concrete sidewalk panels poured. Work continued through September in the Brookview Circle Neighborhood and has been completed..





FORESTRY DIVISION

SEPTEMBER 2021

The forestry division includes the following staff members:

City Forester, Marylou Hoessle
Forestry Specialist, Chase Loughman
Forestry Specialist, Aaron Noblet

The forestry division manages the health and safety of New Albany's street and park trees through tasks such as pruning and removal. Work is planned seasonally according to the biological needs of different tree species. 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 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

SEPTEMBER 2021

Project: Tree Removal:

- Removing dead, dying and dangerous trees.

Removals Scheduled:

Two trees on Dublin-Granville Road near Morgan Road, one tree on Audley Road and other trees as needed will be removed in October. These trees will be replaced in the Fall of 2022.

Project Description:

- Street trees may die for a wide variety of reasons. One of the trees on Dublin-Granville Road and the tree on Audley Road are structurally unstable.

Project: Tree Pruning

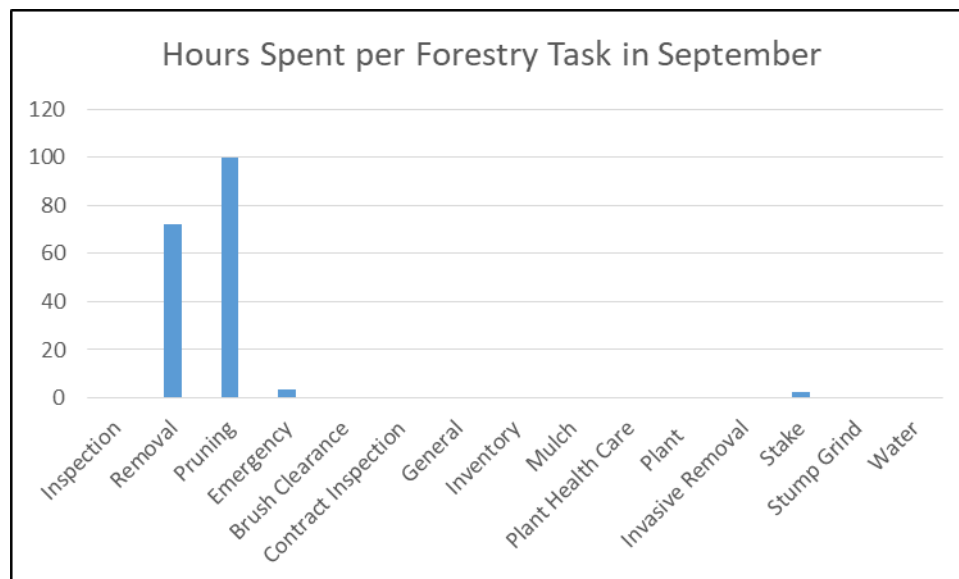
- Fall pruning to remove dead branches, improve structure and provide clearance to vehicles and pedestrians.

Pruning Schedule:

Fernridge Road has been completed and Ratchford Court is in progress. Belmont Place will be pruned next along with other individual trees as needed. Trees noted by staff that are impeding snow routes will also be prioritized.

Project: Tree Planting

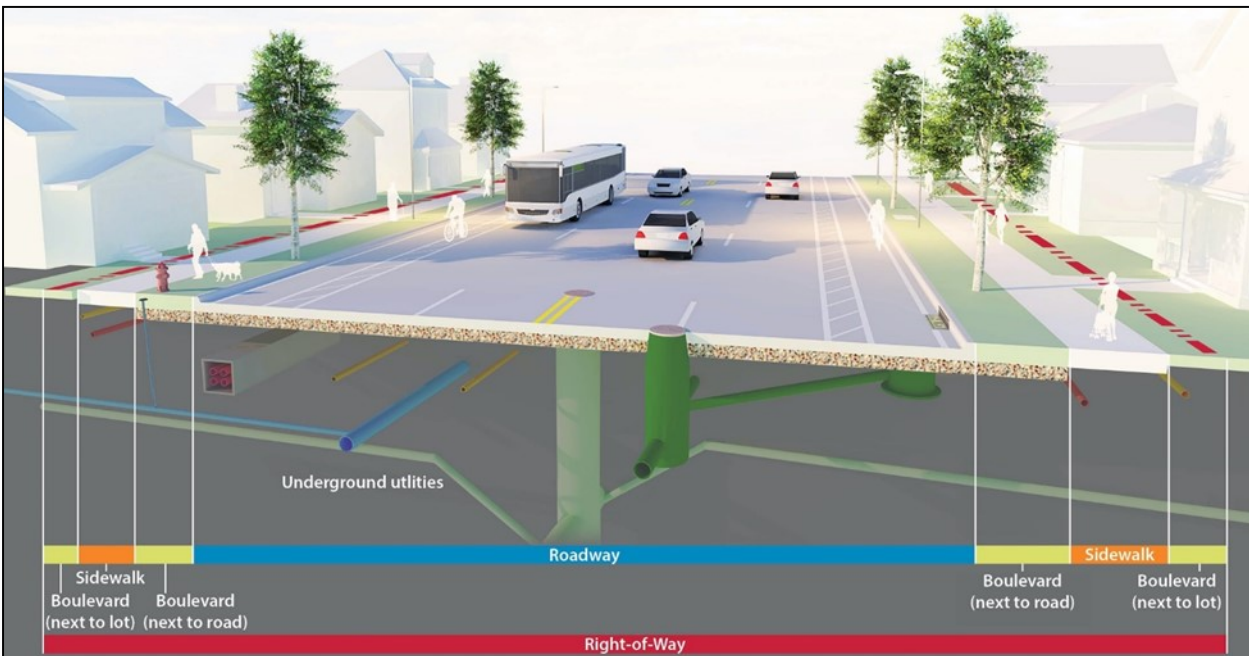
- Trees have been ordered for the fall/winter planting season; trees removed after this point will be replaced next fall 2022. Tree planting is weather dependent, but should take place from November-January.



RIGHT OF WAY DIVISION SEPTEMBER 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:

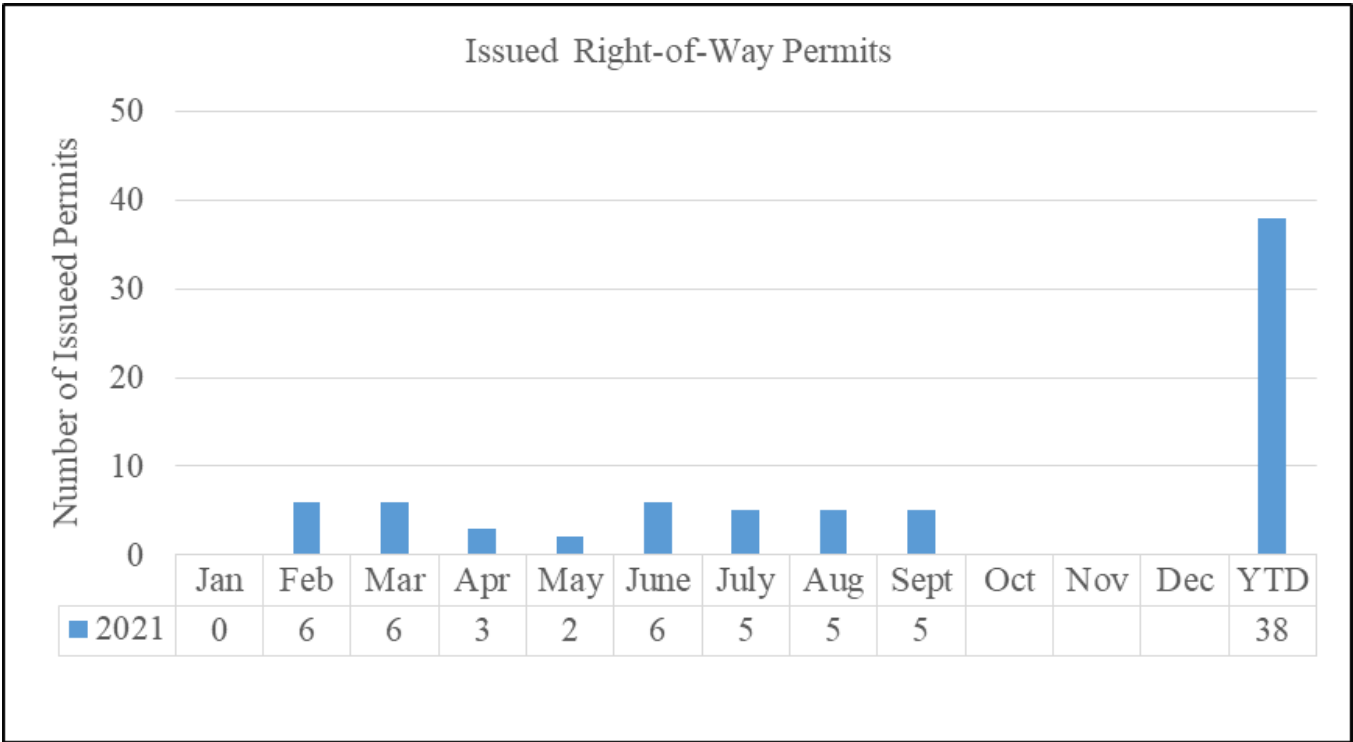
- Populate and maintain GIS data of city owned utilities and assets
- Process and oversee the issuance of right of way permits
- Review and process special hauling permits (oversized load, heavy load)
- Provide the physical marking of utilities owned by the city
- Actively manage and oversee the efficient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

RIGHT OF WAY DIVISION UPDATES
SEPTEMBER 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.

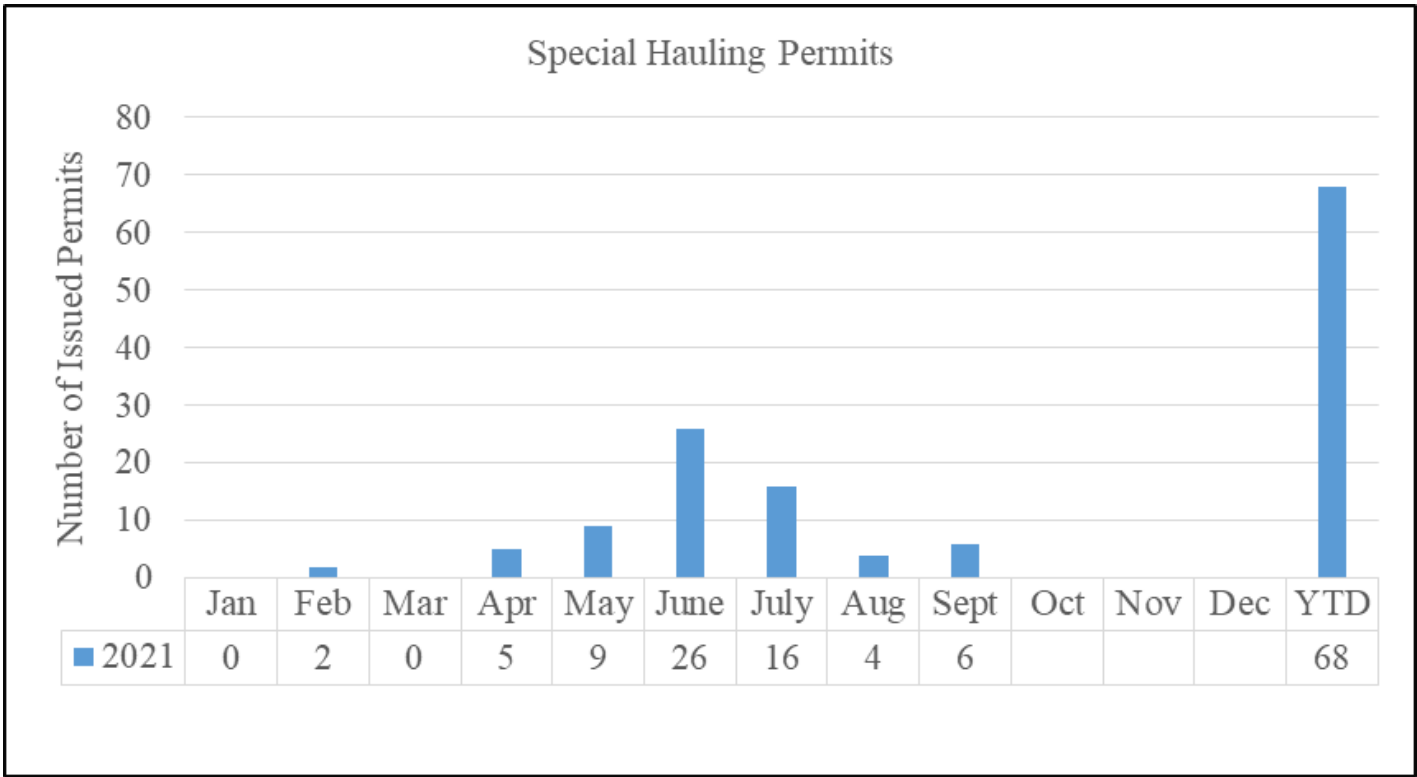
A private utility provider requesting to locate within the right of way must first obtain a certificate of registration. Unregistered utility providers are not permitted to locate within the right of way. There are currently 20 providers with active registrations.



RIGHT OF WAY DIVISION
SEPTEMBER 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 super-load. 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 SEPTEMBER 2021

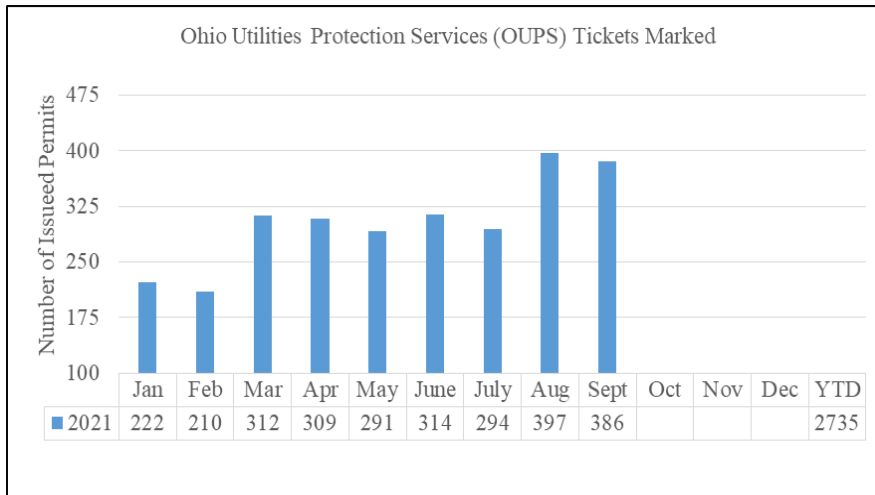
Utility Locating—Ohio Utilities Protection Service (OUPS) Tickets

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
SEPTEMBER 2021

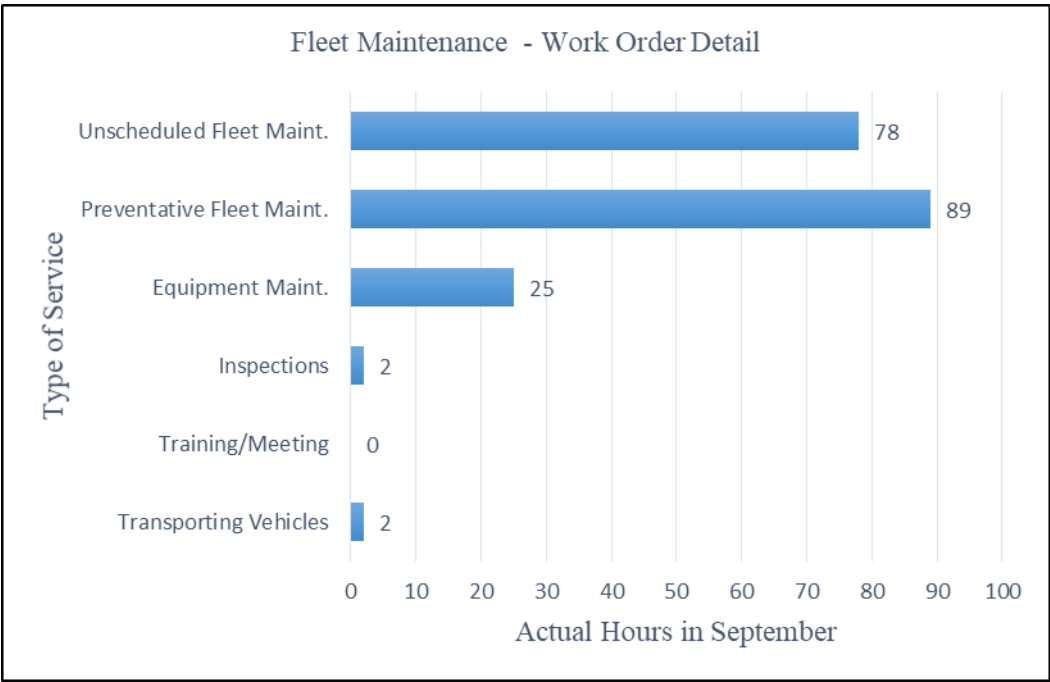
The following staff members comprise the fleet division and provide logistical and mechanical support to city departments:

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.



The fleet maintenance work order detail provides a snapshot of the work hours completed in September.

MAINTENANCE DIVISION SEPTEMBER 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.

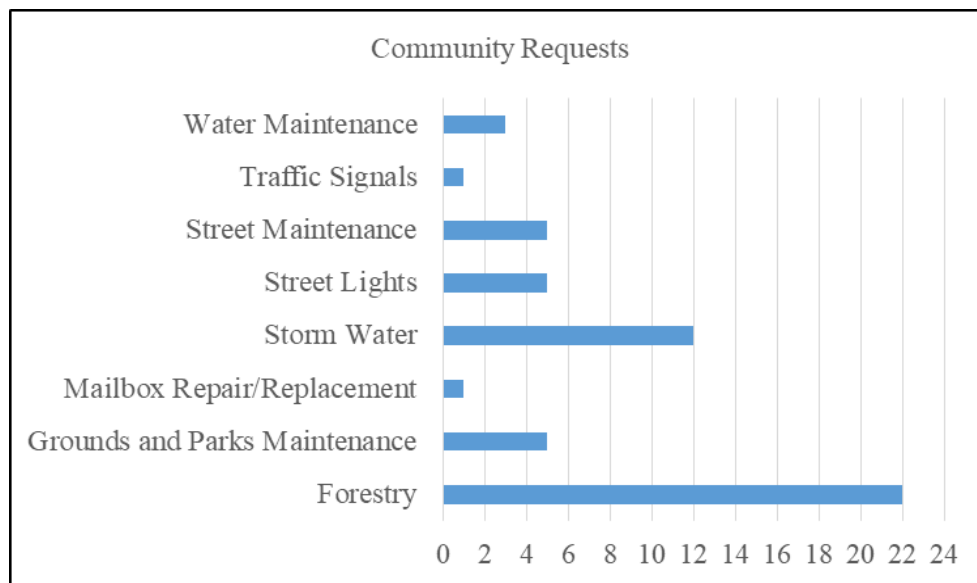
Andrew Love Kenny Geiger Tyler Ashcraft Ian Hurst

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 SEPTEMBER 2021



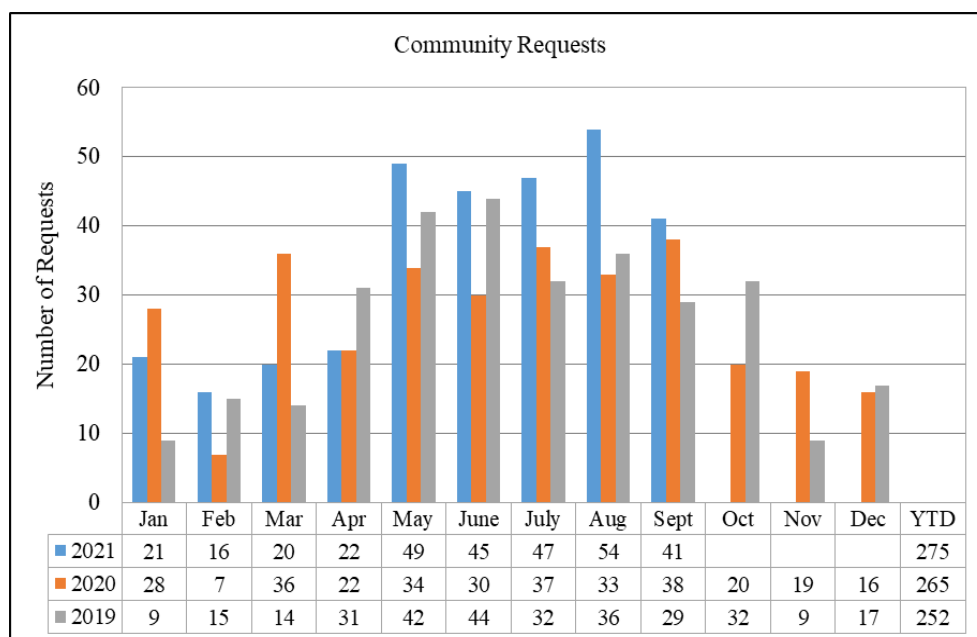
Street Maintenance requests represent requests for pot hole repair, curb and asphalt repair, street sweeping and the removal of dead animals on the roadway.

Street Light requests represent street light repair throughout the city.

Storm Water requests represent requests for storm sewer and ditch cleaning and maintenance repairs.

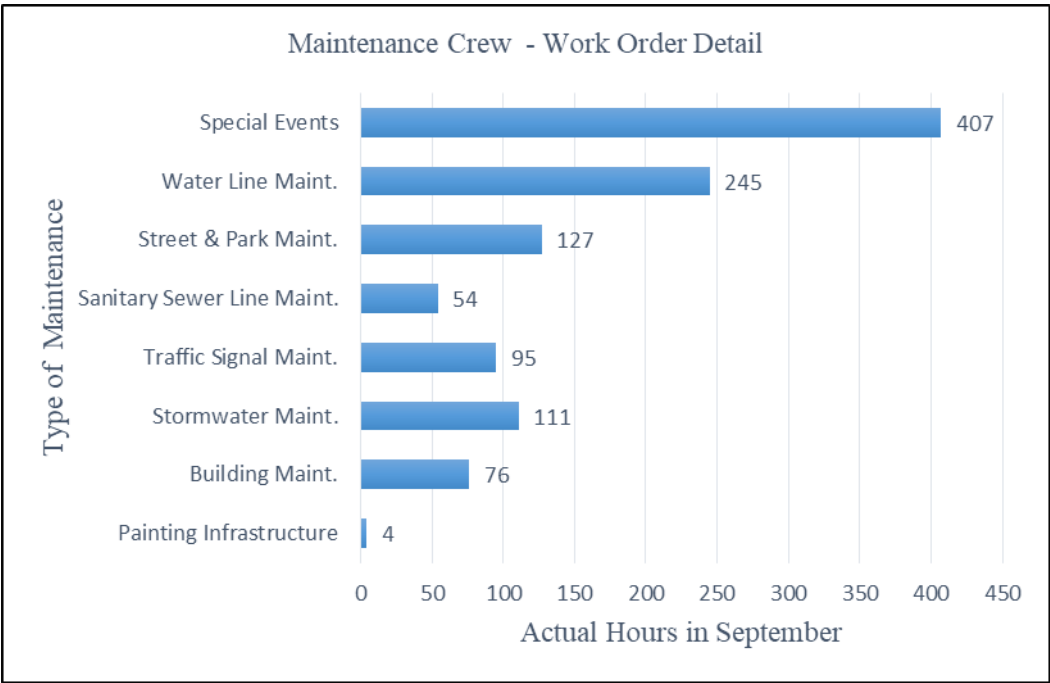
Grounds and Park Maintenance requests represent city property and park/landscape maintenance.

Forestry requests represent requests to prune, maintain, inspect, and remove dead street trees.



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

COMMUNITY RESPONSE STATISTICS
SEPTEMBER 2021



The maintenance crew work order detail provides a snapshot of the work hours completed in September by task.