



MONTHLY REPORT

JUNE 2022

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PUBLIC SERVICE VALUES

Mission Statement

Providing high quality services to the community and maintaining the public infrastructure is the mission of the New Albany Public Service Department. With knowledge, innovation and collaboration services like snow removal and leaf collection are performed and assets like roadways and utilities are managed. Through the efforts of a motivated and professional workforce and citizen involvement our mission is carried out.

Vision Statement

The New Albany Public Service Department pledges to be the organizational leader in providing benchmark services and infrastructure management to the community. With a strong commitment to its citizens and business partners we serve to ensure safety and quality of life in New Albany. Working collectively, we find success in solving problems confronting our community so we can move forward for a better tomorrow.

As members of the New Albany Public Service Department and partners with the community, we hold to these core values:

Professionalism

Being the employees of a highly trained force, we maintain the skill, competence and character expected in delivering services to the community.

Integrity

In the performance of our duties we remain steadfast in adhering to high moral principles and standards of our profession.

Reliability

As a trusted member of the community we carry out our work in a manner that is timely and dependable.

Quality

Setting high standards in the performance, workmanship and completion of our duties is essential in the way we operate.

Pride

Taking ownership and satisfaction in achievements made as individuals and as a team in the foundation for our success.

DEPARTMENT STRUCTURE

Administration

The Public Service office is staffed by 5 employees each weekday between the hours of 7:30am and 4:30pm. The office staff supports the administrative and operational needs of every division within the Public Service Department.

- **Director**
- **Public Services Coordinator**
- **Administrative Assistant**
- **Clerk**

Fleet Maintenance Division

The Fleet Division is staffed by 3 employees responsible for servicing and maintaining a fleet of more than 100 vehicles along with a wide variety of equipment valued at approximately 9.5 million dollars. This team oversees the fuel management system for all departments, performs preventative maintenance and equipment repair, manages the acquisition and decommissioning of fleet vehicles, and manages the New Albany SmartRide Program.

- **Fleet Manager**
- **Fleet Mechanic (2)**

Right of Way Division

The Right of Way Division is staffed by 4 employees responsible for managing the efficient use and maintenance of the right of way within residential and commercial developments. Right of way includes roadways, tree lawns, sidewalks, bike lanes, street trees and street lights in which the Division locates storm sewers, sanitary sewers, waterlines, fiber optic lines, and public utilities underground or on poles.

- **Right of Way Supervisor**
- **Engineer Technician (1)**
- **Maintenance Worker (2)**

Maintenance Division

Public Services Manager

The Public Services Manager oversees 6 sectors within the Maintenance Division, which consists of 25 employees with specialized duties.

- **Special Projects Supervisor**
Manages and assists other departments with City-wide events and special projects including Safety Town, Founder's Day, 4th of July, Pelotonia, and Touch-a-Truck.

The Special Projects Supervisor is also responsible for managing the turf grass mowing contract, electric vehicle charging, adopt-a-highway program, and the bike share program.

- **Utilities Supervisor**
- **Maintenance Worker (3)**
Responsible for water mains, fire hydrants, sanitary sewers, storm sewers, utility inspections, construction inspections, and WYE connections.
- **Streets Supervisor**
- **Maintenance Worker (6)**
The Streets crew is responsible for traffic signals, street lights, street name and traffic signs, leaf pickup, street sweeping, street maintenance, flower baskets and flags, and roadside mowing.
- **Facilities Supervisor**
- **Maintenance Worker (3)**
- **Custodian**
The facilities crew manages 16 city owned buildings which include water booster stations, fiber huts, water towers, as well as four stand-alone parking lots.
- **Parks and Open Space Supervisor**
- **Maintenance Worker (3)**
The Parks and Open Space crew is responsible for destination parks which include Rose Run Park and Taylor Park, pocket parks which include James River and Byington Parks, and city grounds.
- **City Forester**
- **Forestry Specialist (2)**
The Forestry crew is responsible for an inventory of more than 30,000 trees located within the public right of way and on city owned properties. The Forestry Division is responsible for pruning and care of the trees, along with the planting of new and replacement trees throughout the city.

PROJECT UPDATES

Administrative

- **Record Retention Schedule**

Administrative Assistant Malinda Yarnell began virtual training on the Ohio Record Retention Schedule in an effort to update and modernize the Service Department's current record retention schedule. This training is expected to be completed in July and will commence an internal review of the current state of hard-copy and electronic records.

- **Compostable Waste Containers**

Public Service Clerk Marlene Donaldson has continued efforts in encouraging residents to utilize the City's new composting program. Marlene contacted more than 40 residents to pick up their complementary compost bucket, and the Public Service Department received a total of 330 gallons of compostable waste for the month of June (totaling 520 gallons for the Service Department alone since the projects inception).

- **Policy and Procedure Manual Update**

Public Services Coordinator Noel Fohl began work on the Public Service's manual to encompass all departmental policies and procedures. This project is estimated to take approximately 12 months to complete in its entirety which includes updating each policy and procedure, adding new department policies, and collaborating with different Divisions for input.

Fleet Division

- **New Hire**

The Fleet Division welcomed David Woosley to the team this month as a new fleet mechanic. He comes to New Albany from Franklin County Economic Development and Planning where he was a building inspector/coding enforcement officer.

Right of Way Division

- **Street Light Wiring and Fiber Optic Categorization**

Right of Way maintenance crew members Andrew Love and Curtis Reed have begun the process of labeling street light wiring and fiber optic lines in manholes located specifically at city intersections. This method of categorization will aid our locators in processing OUPS tickets in a more efficient and expedient manner.



- **2022 Street Resurfacing Project**

The 2022 City Street Program is nearing completion. If weather continues to cooperate, the resurfacing, micro-surfacing, crack sealing and rejuvenation of city streets will be completed by the end of July. Sidewalk replacement and restoration, along with curb repair and other miscellaneous repairs, remain in progress of completion.



Special Projects

- **Touch-a-Truck Event**

Planning has continued for the annual Touch-a-Truck event scheduled for August 20th. Administrative Assistant Malinda Yarnell has begun the process for purchase orders for the event and ordering the necessary supplies. Planning meetings have taken place to begin discussions on the addition of new trucks being featured including Clark Mosquito and the Franklin County Dog Shelter, as well as preparing the Public Service complex for the event.

Streets

- **New Hire**

The Streets section welcomed Jonathan Endicott to the team this month as a new maintenance worker. Jonathan joins the team from the City of Columbus where he served as a heavy equipment operator since 2011.

Facilities

- **New Hire**

The Facilities section welcomed Mike Cligrow to the team as a new maintenance worker. Mike comes to New Albany from the State of Ohio Department of Natural Resources where he also served as a maintenance worker.

Parks and Open Space

- **Parks and Open Spaces Preservation**

Maintenance crew members Rick Goldhardt, Carl McNeal and Christian Duane added top soil and grass seed to granite seating located in front of New Albany High School. The Parks and Open Spaces crew work daily to inspect and manicure areas throughout the City.



- **Byington Park Demolition**

Supervisor Steve Kidwell and maintenance crew members Rick Goldhardt, Carl McNeal and Christian Duane are in the process of demolishing Byington Park located on Dublin-Granville Road. Byington Park is currently closed and is in the construction phase of park improvements to include addition of wooded trails, a picnic shelter, and upgrade to the existing playground equipment. The site is scheduled for completion in early fall 2022.



Forestry

- **Trail Mulching at Swickard Woods**

Wood chips from tree trimming and removal around the City are being used to mulch the trails at Swickard Woods. Forestry Specialists Chase Loughman and Aaron Noblet, and seasonal employee McKinley Thomas began mulching the trails at Swickard Woods Arboretum. The mulch helps prevent the trails from becoming muddy and protects the surface roots growing across the trail, as well as reduces the chance of tripping over small surface roots. This project is expected to continue into July.



- **Street Tree Pruning**

Street tree pruning has been completed in Gunston Hall and has begun in the Early Crossing neighborhood and Aspinwall.

CAPITAL IMPROVEMENT PROJECT UPDATES

2022 City of New Albany Street Improvement Project

Construction Cost: \$1,457,846.85

- Funding sources:
 - Street Construction, Maintenance and Repair Fund
 - Capital Improvement Fund

Construction Schedule:

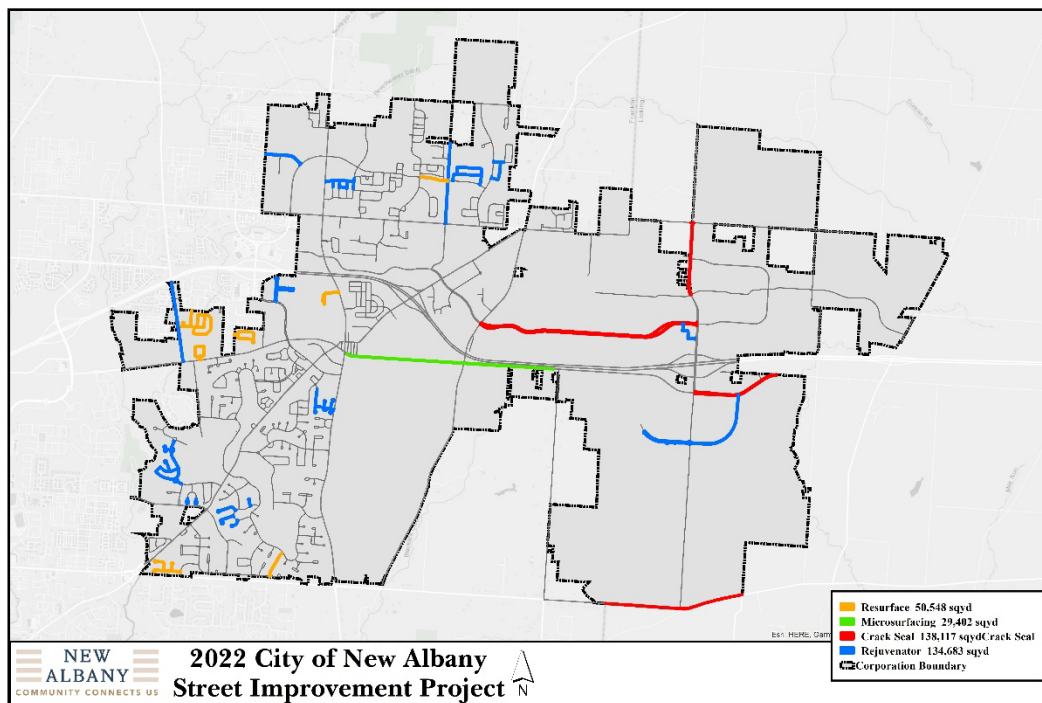
- Construction start date: May 1, 2022
- Estimated construction completion date: August 31, 2022

Project Description:

This is an annual capital improvement project which covers both preventative maintenance and full-scale pavement replacement. Construction activity includes crack sealing, curb repair, ADA ramp replacement, pavement patching, pavement striping and asphalt mill and overlay.

Project Status:

This project has been awarded to Strawser Paving Inc. Construction activity began mid-May.



2022 City of New Albany Sidewalk Replacement Project

Construction Budget: \$200,000.00

- Funding Sources:
 - Capital Improvement Fund

Construction Schedule:

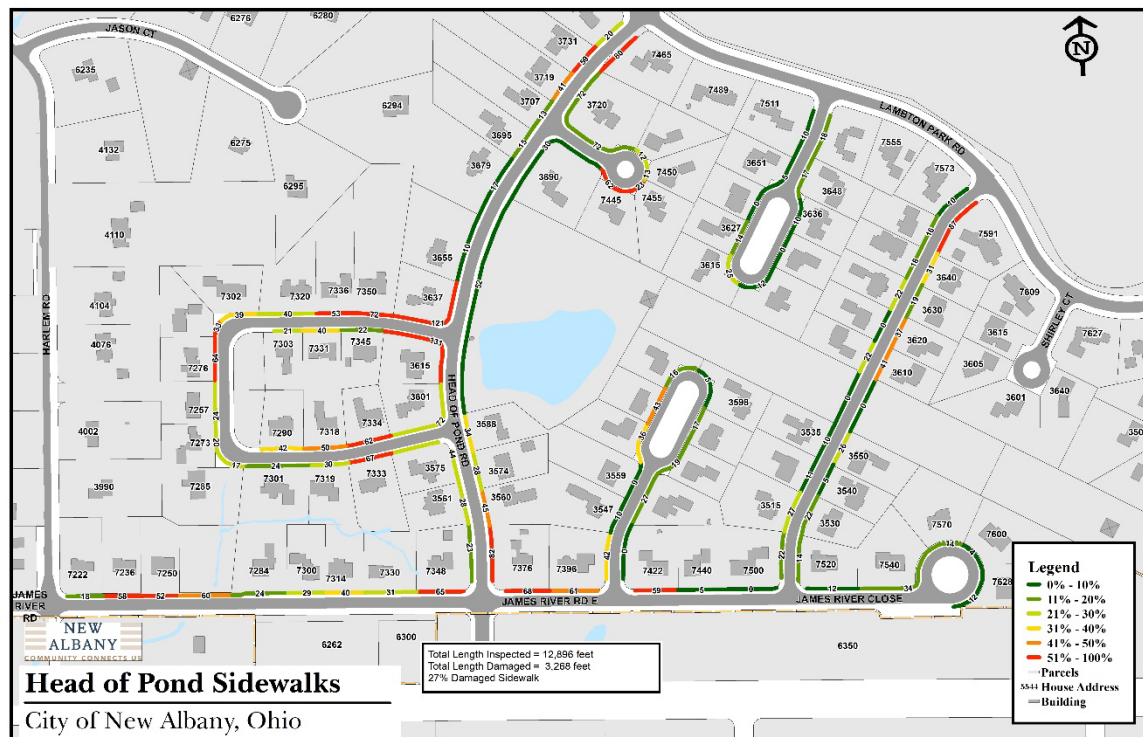
- Construction start date: July 1, 2022
- Estimated construction completion date: August 31, 2022

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 Strawser Paving, Inc.



2022 City of New Albany Leisure Trail Improvement Project

Construction Budget: \$239,616.00

- Funding Sources:
 - Park Improvement Fund

Construction Schedule:

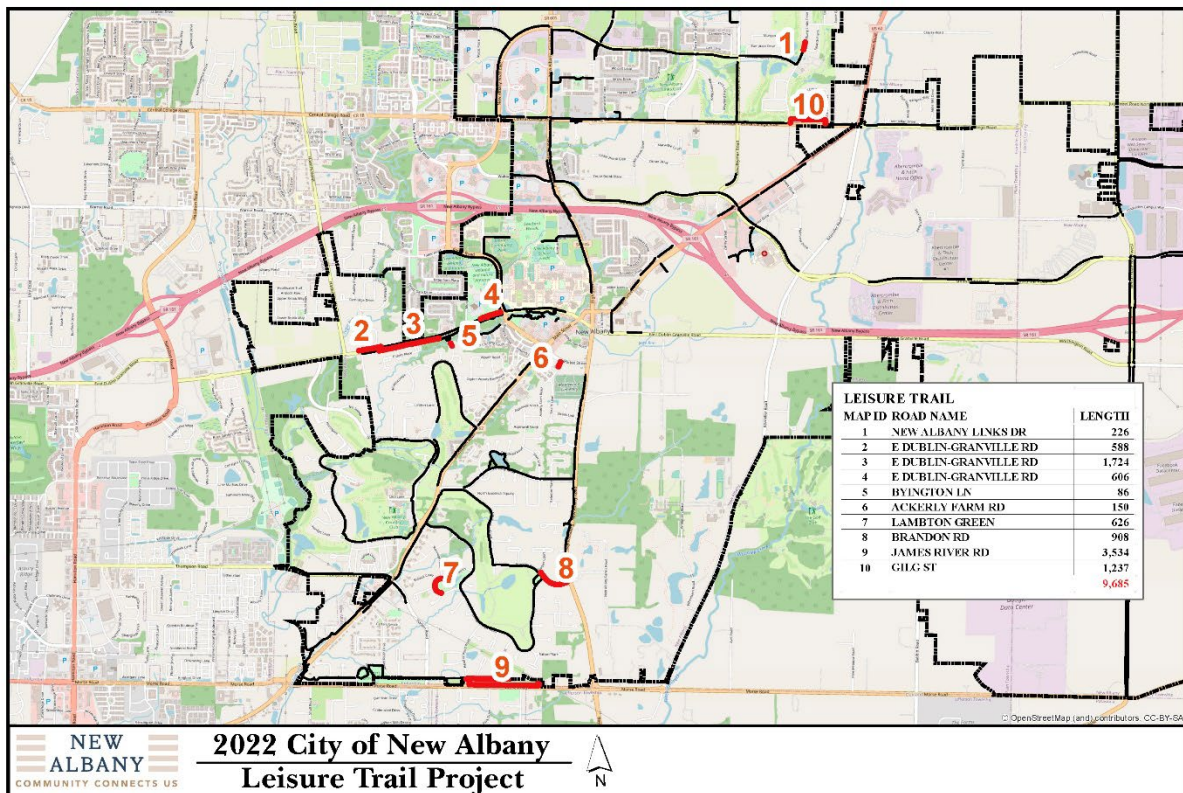
- Construction start date: May 1, 2022
- Estimated construction completion date: August 31, 2022

Project Description

The New Albany Leisure Trail Improvement Project will be an annual program where repair, replacement, and preventative maintenance work is performed on the city's leisure trail system. Continued maintenance is vital to keep the asphalt trail system in good condition.

Project Status

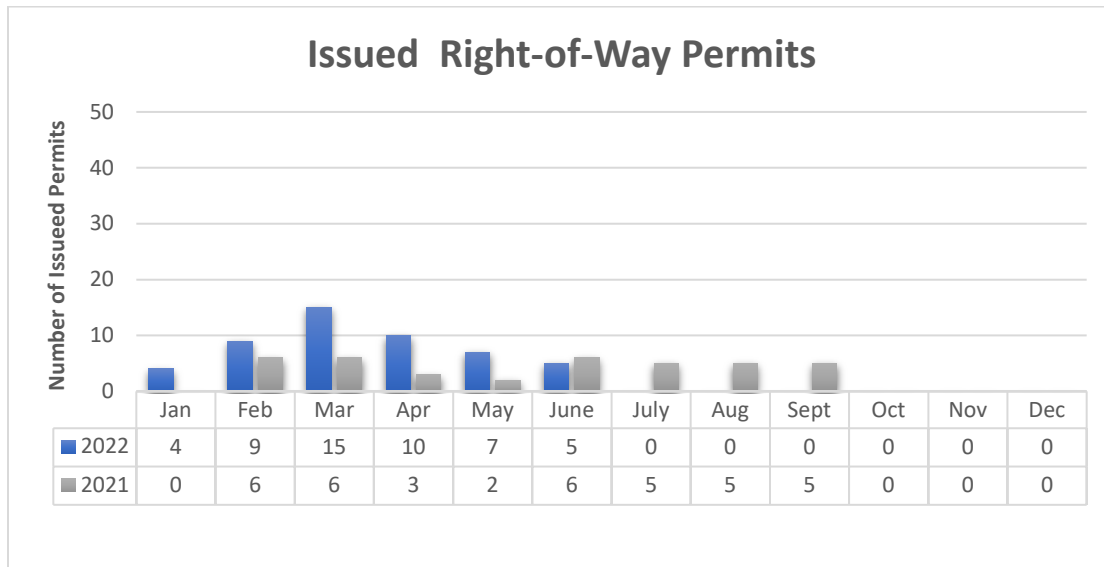
The project has been awarded to CAP-STONE & Associates. Construction activity is expected to begin in early May.



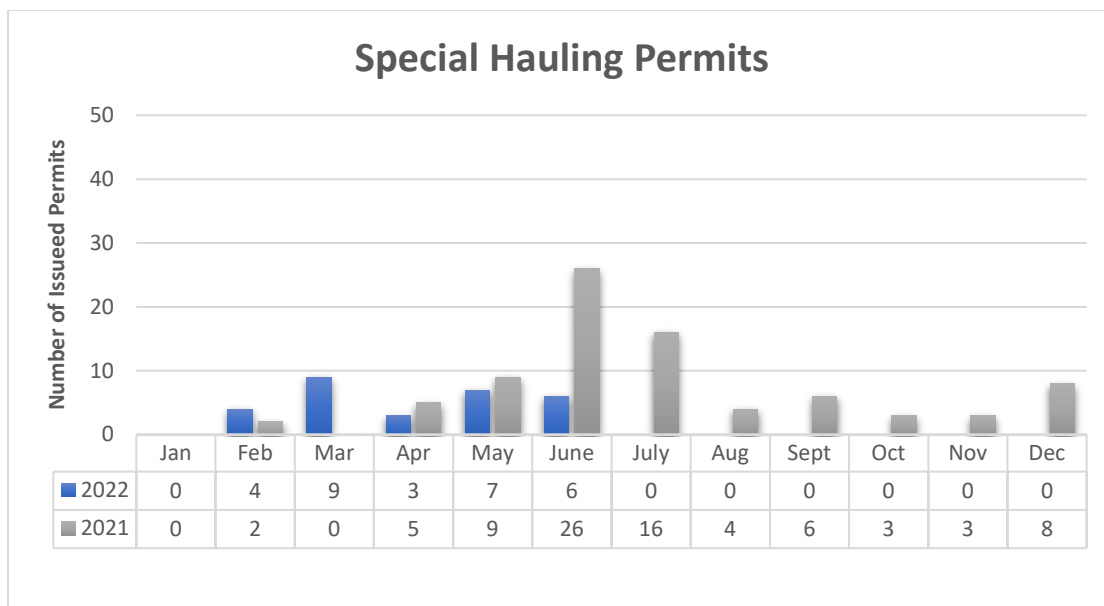
STATISTICS

Right of Way

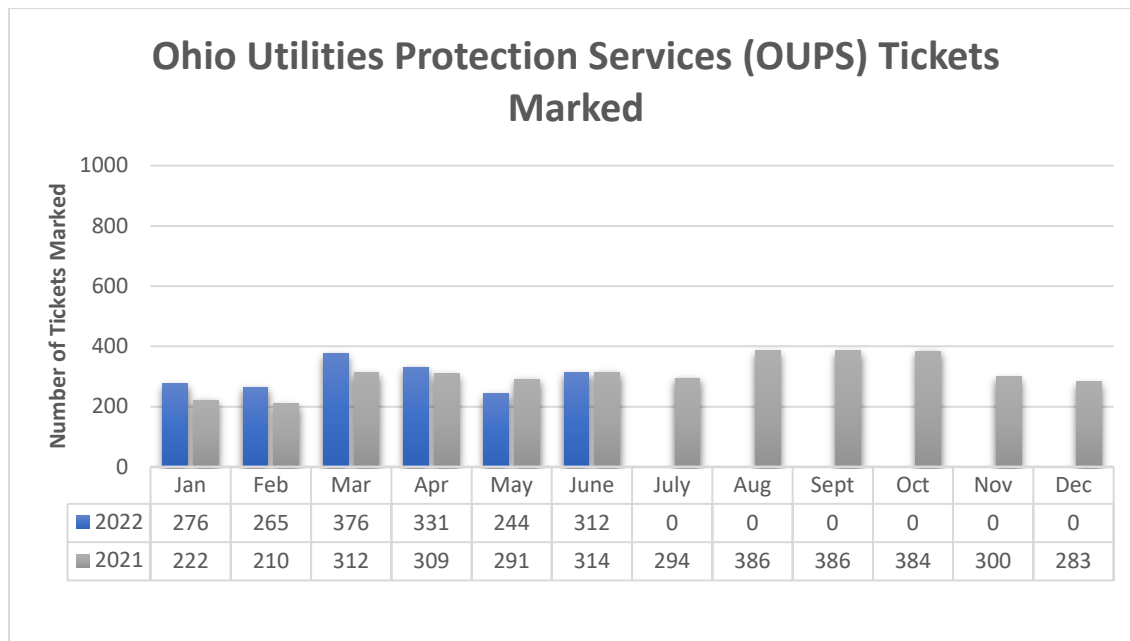
Permits are issued by the City of New Albany for utilities to be installed within a right of way, a process managed by the Public Service Department.



Hauling Permits are required for the operation of vehicles exceeding the maximum roadway weight limitations, width, height, and/or length which are considered ‘oversized’.

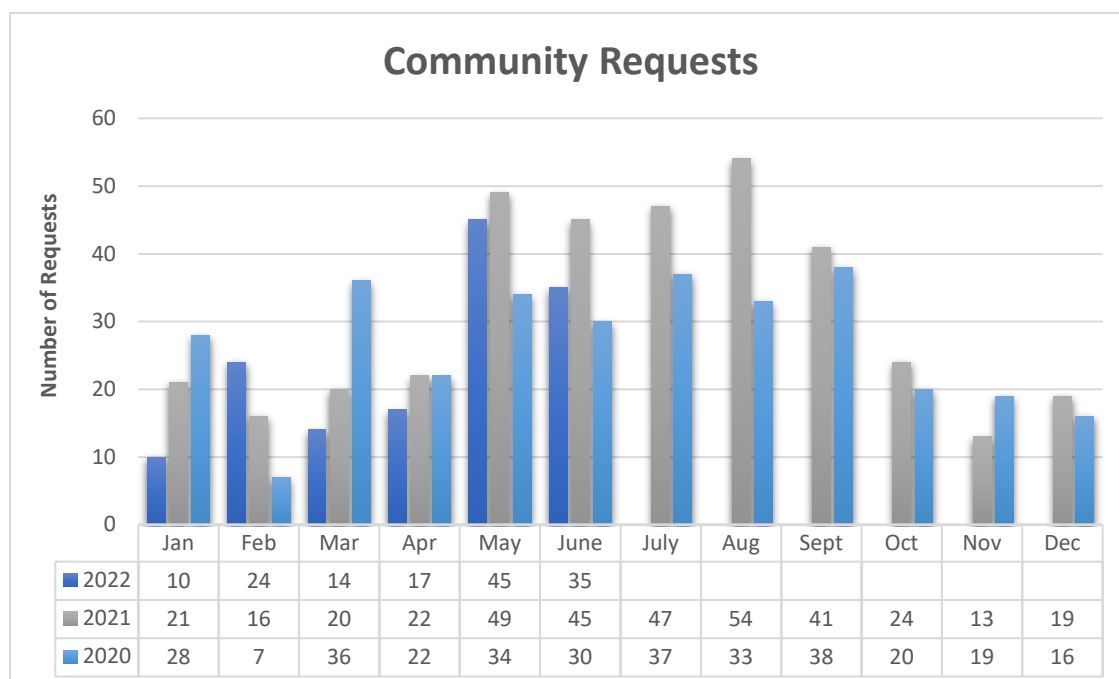


Ohio Utilities Protection Service (OUPS) are locators identified and mapped with location and depth of utilities such as water, sewer, gas, cable, oil, and electric lines.



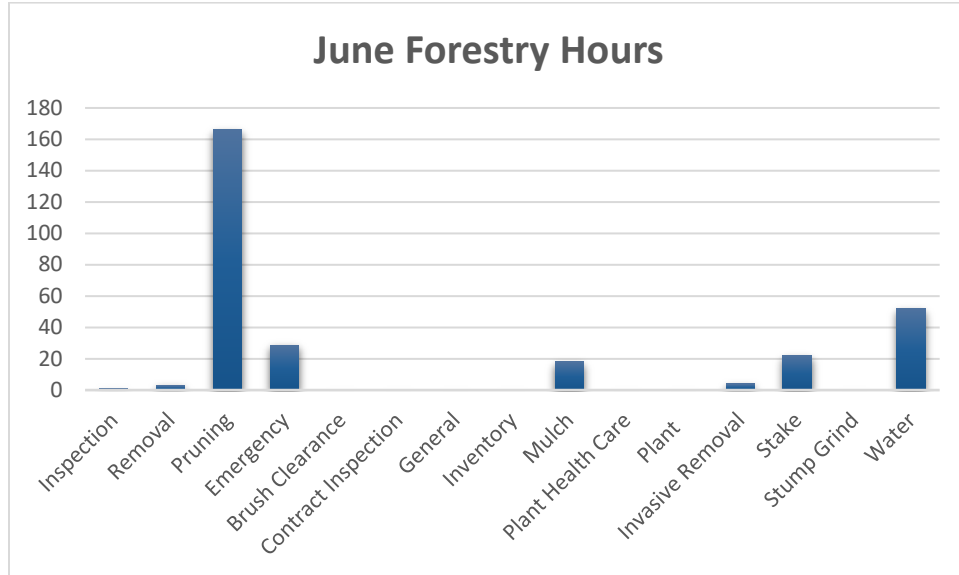
Maintenance

The Maintenance Division is responsible for responding to community requests throughout the City for various concerns which typically include roadways, storm sewer catch basins, fire hydrants, water mains, streetlights, etc.



Forestry

Forestry tasks include management of tree replacement, inspection of newly planted trees, zoning complaints involving tree protection, and efforts to preserve and rehabilitate trees with root compaction and/or infested by invasive species.



Composting

The City of New Albany residents are encouraged to collect their compostable waste in a designated 5-gallon bucket in a compostable liner and drop off at one of three City designated areas, one being the Public Service Department.

