



## **Public Service Department**

### **MONTHLY REPORT**

**February 2023**

*Professionalism*

*Integrity*

*Reliability*

*Quality*

*Pride*

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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, 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 the 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 for 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 is the foundation for our success.

## DEPARTMENT STRUCTURE

### Administration:

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

**Director      Public Services Manager      Public Services Coordinator**  
**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 25 employees responsible for owning and maintaining all of the city's public infrastructure and facilities. This includes maintaining 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 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, three water booster stations and a water tower.

**Asset Control Technician      Engineering Technician      Maintenance Supervisor (6)**  
**Maintenance Worker (16)      Custodian**

### Fleet Maintenance Division:

The fleet division is staffed by three employees responsible for servicing and maintaining a fleet of more than 100 vehicles along with a wide variety of equipment valued at +/- 11 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 fleet maintenance division also manages the New Albany Smart Ride Program.

**Fleet Manager      Fleet Mechanic (2)**

### Forestry Division:

The forestry division is staffed by three employees and 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 woodchippers and the city's bucket truck along with establishing and maintaining traffic control as needed.

**City Forester      Forestry Specialist (2)**

## PROJECT UPDATES

### Administrative

- Public Services Manager Angie Hobart, Right of Way Supervisor Jordan Gambill, Public Services Coordinator Noel Fohl, Engineering Technician Brian Walkenspaw and Administrative Assistant Bridget Beck met to coordinate the process for the right of way permit fees and development of updated forms.
- Director of Public Service Mike Barker and Public Services Coordinator Noel Fohl attended a tabletop training provided by Reliability First for emergency response in events of electricity blackouts.
- Director of Public Service Mike Barker held a supervisor meeting to discuss accounting updates and purchase orders for 2023.
- Streets Supervisor Rob Runyon attended the National Farm Machinery Show in Lexington, KY to evaluate possible equipment for the Service Department in 2023.



*Foresters Chase Loughman and Sam Darnall remove invasive species at Lambton Park*



## Streets

### Pothole Season

Inclement weather has wreaked havoc on city roadways. City roadways are inspected weekly by the streets department crew to check for potholes and general wear and tear on the pavement. This season, 12,000 pounds of Perma-Patch have been used to patch potholes on state routes and city thoroughfares.

The streets department will acquire an asphalt hot box to utilize for storing, hauling and dispensing hot asphalt for year-round pavement repairs.

#### *Pothole Methodology*



*Step 1*



*Step 2*



*Step 3*



## Special Projects

### 5<sup>th</sup> Annual Chilly Chili Mile Walk

Special Projects supervisor Steve Kidwell and the public service maintenance crew provided logistical assistance and set up the one-loop walking course for the **5<sup>th</sup> Annual Chilly Chili Mile Walk** on Sunday, February 26<sup>th</sup> conducted by Healthy New Albany. Walkers were treated to a warm bowl of Wendy's® chili and a side of cornbread at the completion of the event. Families throughout Central Ohio have benefitted from the comprehensive health initiatives and programs provided by Healthy New Albany.



*Families enjoying the day!*



*Wendy's® hot chili and cornbread*



*Cheering the participants on to the finish line!*

## Facilities

### Office Refresh

Facilities crew members Tyler Myers, Mike Cligrow and Jerry Smith re-painted the walls of the conference rooms and staff offices at the public service department.

- Tyler Myers installs a new door closure at the Police Department. After the installation, Tyler made the proper adjustments so the door would have a soft closure.



*Tyler Myers adjusts the door closure at the Police Department*

## Utilities

### Preventative Curb Inlet Structure Maintenance

The utilities team has taken preventative measures to keep our streams and waterways clean and healthy for drinking water, wildlife populations and recreational use.

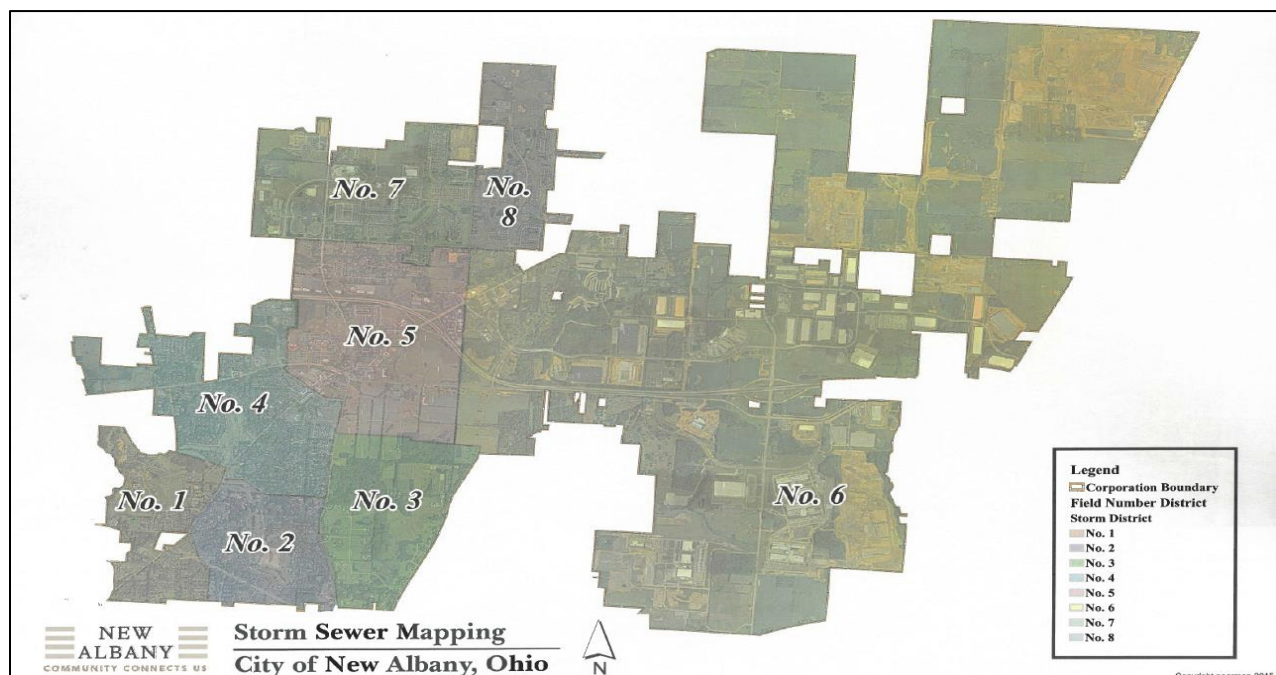
Preventative maintenance has helped to identify structures that are failing or in need of rehabilitation.

Last month, 433 curb inlet structures were cleaned and inspected in District #6:

- Business Campus
- Beech Road
- Forest Drive
- Smith's Mill Road (between Beech Road and Johnstown Road)

Next month, the team is scheduled to clean and inspect the alleys and curb inlet structures in District #5:

- Walton Parkway
- Main Street
- High Street
- Village Hall Road
- Market Street



*Storm districts #1 - #8*



### *Curb Inlet Maintenance Structure Maintenance*



*Nick Sgandurra and Keith Unterbrink perform preventative curb inlet structure maintenance*



*Before*



*After*

## Parks and Open Space

### Drainage Tile Installation at Lambton Park

The parks and open space crew installed 860' of drainage tile in the greenspace at Lambton Park to alleviate problematic drainage issues. Tile work is scheduled to continue at Lambton Park throughout March and April.



*Jon Endicott, Rick Goldhardt and Carl McNeal install drainage tile in the greenspace at Lambton Park*

## Forestry

### Playground Upgrades

The forestry crew teamed up with the parks and open space crew to install new playground equipment and assist with the demolition of the playground structures at Lambton Park. The teams collaborated with the contractor to preserve the root system of mature oak trees.



*Sam Darnall assists with the demolition of Lambton Park*



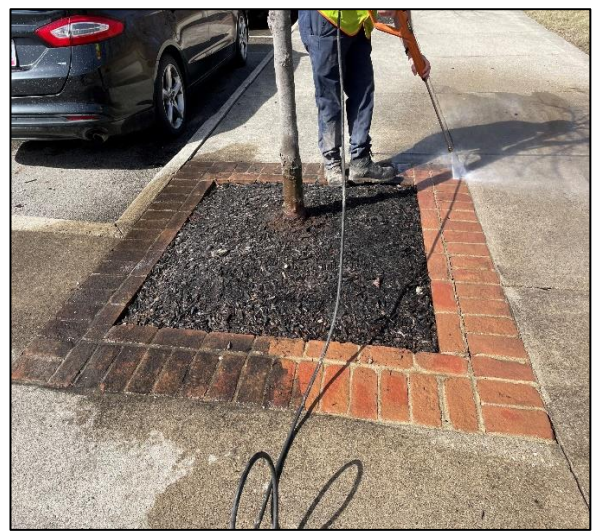
## Right-of-Way

### Village Center Beautification Project

The right of way crew took full advantage of the mild temperatures last month to perform some much-needed prep work in anticipation of the Village Center Beautification Project. Trailheads were straightened, mortared bricks were power washed, a brick sidewalk was repaired and city tree wells were inspected for sunken bricks. In addition, the crew gathered 20 bags of trash and debris in the Village Center.



*Sunken brick sidewalk repair*



*Tree well power wash and inspection*



*Curtis Reed performs trailhead repair on Market Street*

## Fleet

### Spring Service

The fleet team serviced and repaired tractors and mowing equipment for the upcoming spring season. The fleet manager prepared specifications for new vehicles and equipment with a total cost of \$1.5M + for 2023.



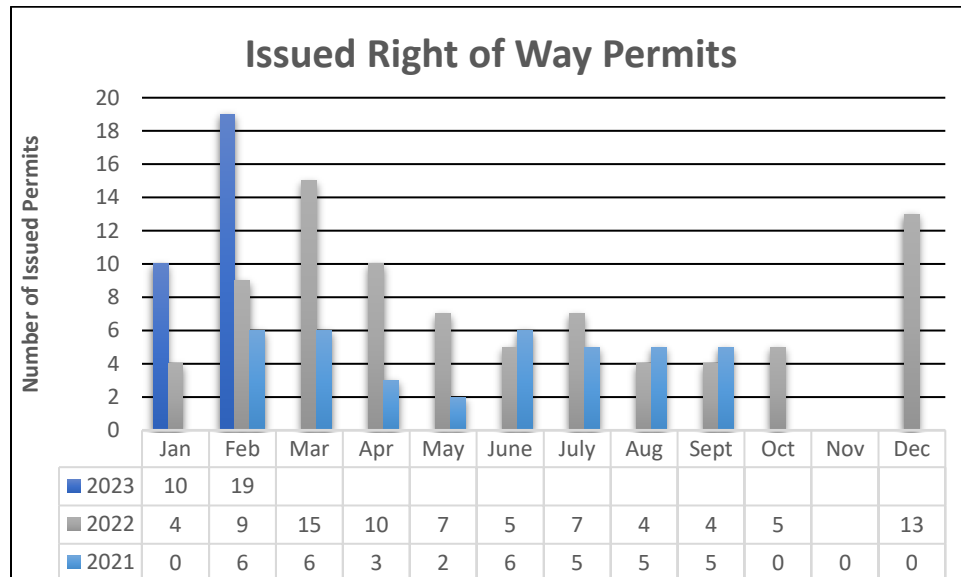
*The Fleet team completed 51 work orders during the month of February*



## STATISTICS

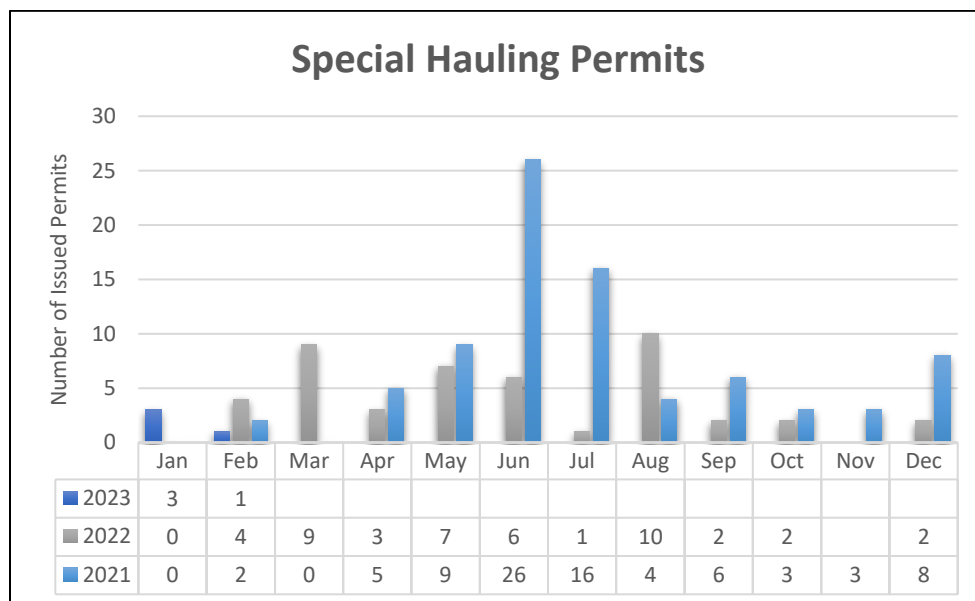
### Right of Way Permits

Right of Way permits are facilitated and issued by the City of New Albany for utilities planned to be installed within the public right of way.



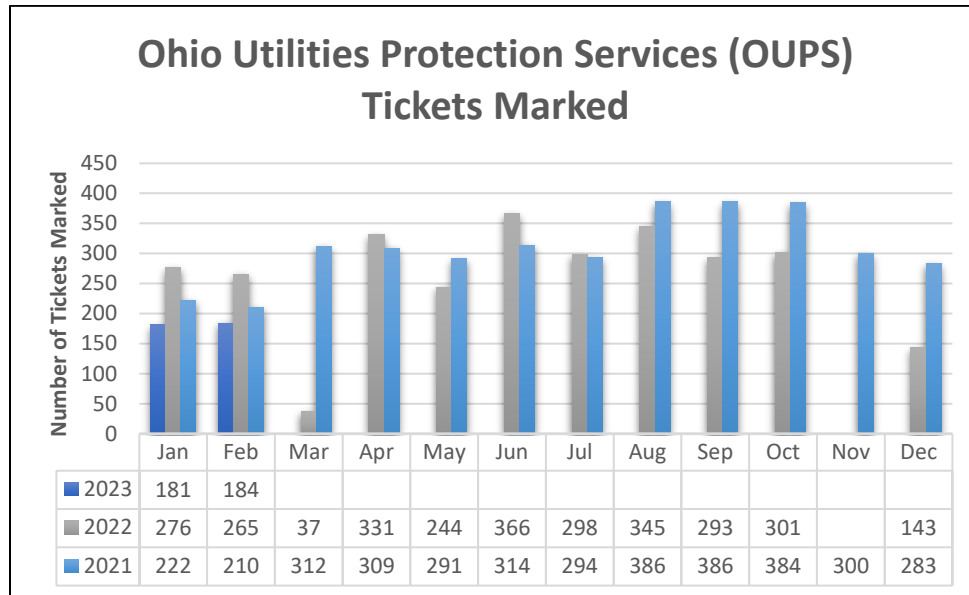
### Special Hauling Permits

Special Hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum roadway weight, width, height and/or length and are considered 'oversized'.



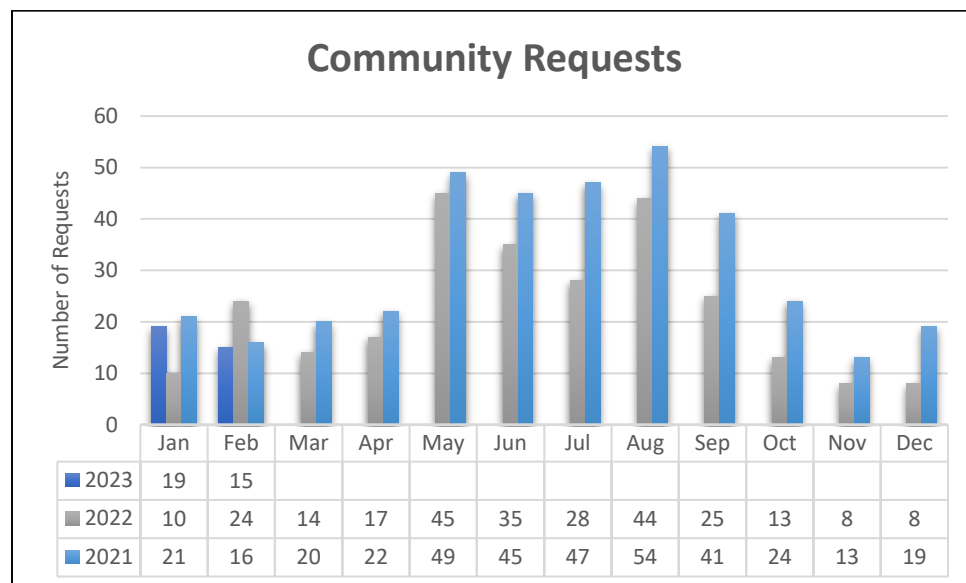
## OUPS

The right of way division provides utility marking service for all city-owned utilities located within the public right of way and city-owned property.



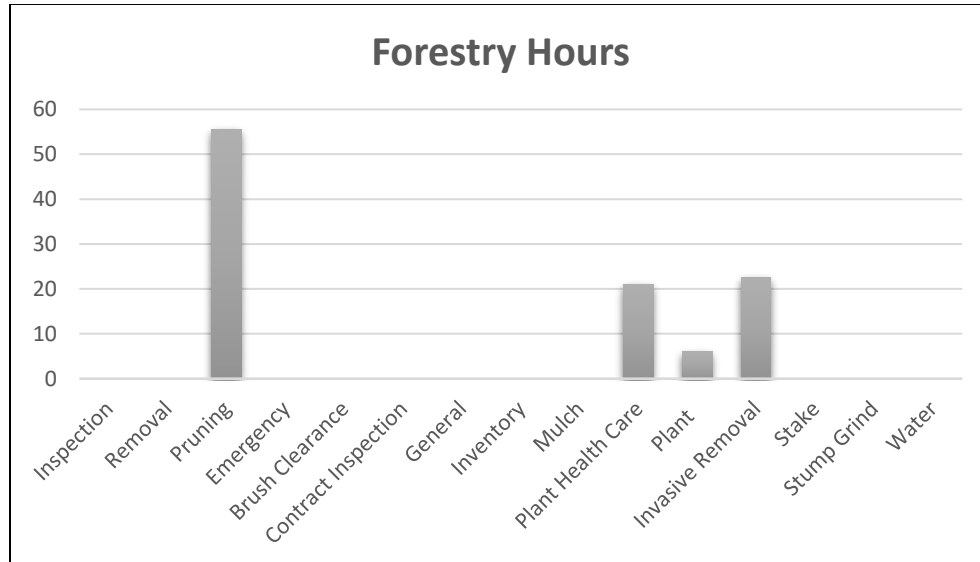
## Maintenance

The maintenance division is responsible for responding to community requests related to city-owned infrastructure and services. The community requests graph represents the number of requests and types of requests received from residents for public services.



## Forestry

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 woodchippers and a dedicated forestry truck along with establishing and maintaining traffic control as needed.



## Special Projects

The Public Service department participates and assists with many events and projects throughout the year often requiring significant labor hours from the crews.



## Composting

Residents are encouraged to collect their compostable waste in a designated 5-gallon bucket in a compostable liner and drop it off at one of three designated areas, throughout the city. These locations include Public Service, Village Hall and All Saints Episcopal Church.

