



## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

APRIL 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**  
**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

### APRIL 2023

#### Administrative

- The public service supervisors and maintenance crews participated in the Tymco Street Sweeper Training. This training was an all-day event held in the training conference room at public service.
- The E-waste recycling drive took place at the public service department as part of the Earth Day to Arbor Day celebration. E-waste (electronic waste) is anything that contains plugs, cords and electronic components.
- Public Service manager Angela Hobart and Special Projects supervisor Steve Kidwell provided a tour of the public service department to the New Albany Men's Group. The New Albany Men's Group is a small group of older men who meet at different New Albany locations every two weeks.
- The public service supervisors and maintenance crews participated in the C-TEC Electrical Safety Arc Flash training. This training was an all-day event held in the training conference room at public service.
- Director of Public Service Mike Barker was presented with a cake and well wishes from service department employees as he reached the milestone of "365 Days of PS!" Congratulations, Mike!





## PROJECT UPDATES

### APRIL 2023

#### Streets

##### Keep New Albany Beautiful!

Littering has become a serious problem in our community and the streets department is committed to reducing public litter on city streets and roadways. Street maintenance crews pick up litter weekly in the city in an effort to provide residents with a clean and safe environment in which to live, work and play.

The streets department recently invested in a mechanical “litter picker” utilized for trash removal from large grassy areas, soil and paved surfaces. The tractor-towed machine has already increased task efficiency and reduced manpower hours!



*The litter picker is operated by one person from the seat of the towing tractor*



## PROJECT UPDATES

### APRIL 2023

#### Special Projects

##### New Albany Community Gardens

Special Projects supervisor Steve Kidwell organized delivery of a 2,500 gallon water tank with assistance from the facilities maintenance crew. The tank will supply the community gardens with water for the growing season.



*Facilities crew members Mike Cligrow and Jerry Smith assist Special Projects supervisor Steve Kidwell with the delivery of the water tank to the New Albany Community Gardens.*

## PROJECT UPDATES APRIL 2023

### Facilities

#### Successful Office Transition

The facilities team successfully completed the finance department's relocation to 8000 Walton Parkway with minimized disruption to business operations.



*Facilities crew member Mike Cligrow repaints the walls in the former finance department at Village Hall.*

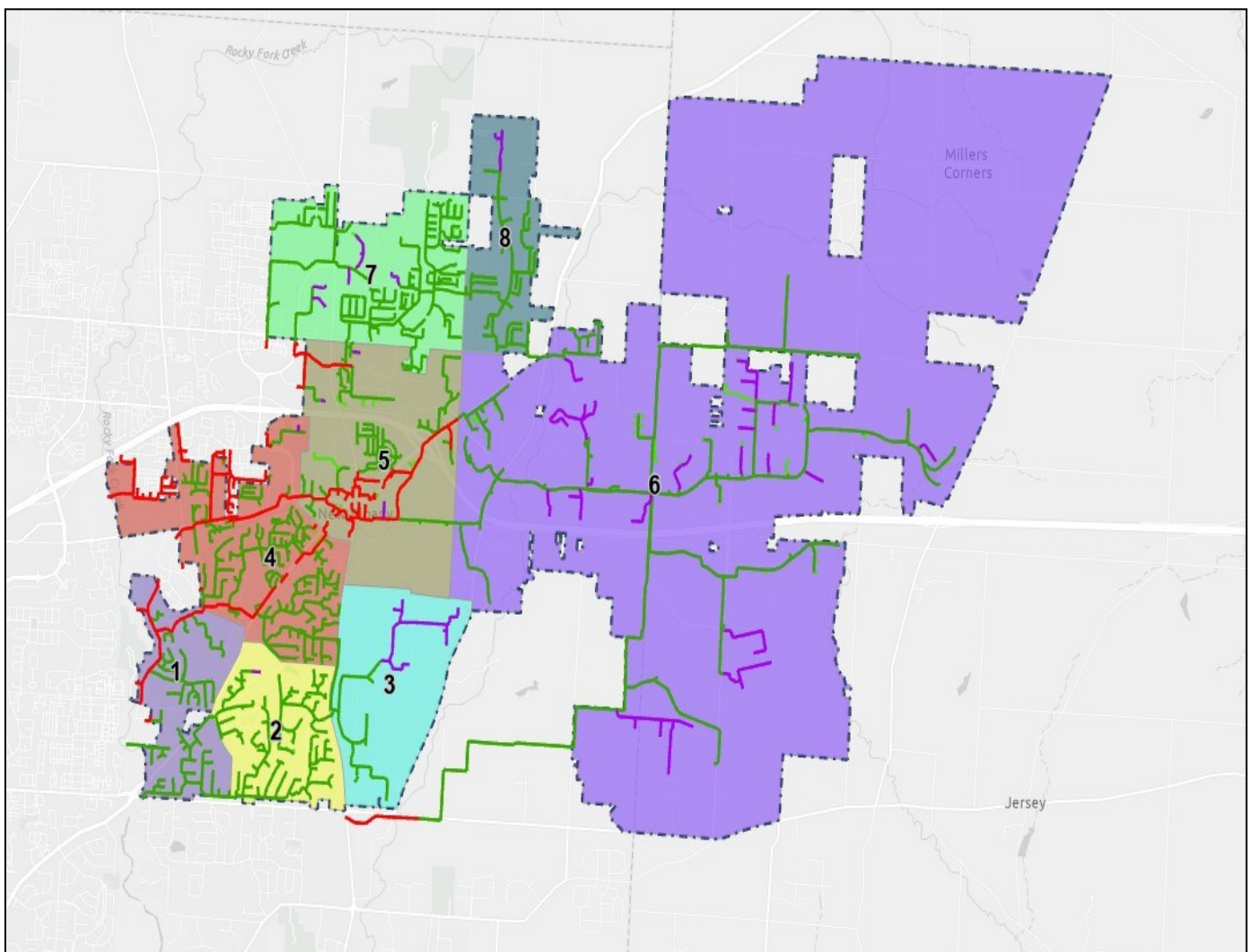
## PROJECT UPDATES

### APRIL 2023

#### Utilities

##### Sanitary Line Inspections

The utility division continued sanitary line inspections in district one and district two in April. The crews were divided into two teams to strategically inspect and repair all utilities in their assigned districts as part of routine maintenance.



- Team one surveyed 77.25% of sewer line in district one and evaluated a total of 28,191 feet.
- Team two surveyed 44.80% of sanitary sewer line in district two and evaluated a total of 21,274 feet.



## PROJECT UPDATES

### APRIL 2023

#### Parks and Open Space

#### Spring Clean Up and Maintenance

During the month of April, the parks and open space crew began spring clean up and maintenance at Rose Run park. The crew re-stained all of the bridge decks and playgrounds, mulched the play area and walking paths and washed and re-stained the playground equipment. Spring maintenance at Rose Run park will continue until mid-May.



*Rick Goldhardt and Carl McNeal apply freshly decomposed granite to the Birch Walk at Rose Run park*





## PROJECT UPDATES

### APRIL 2023

#### Right of Way

#### Right of Way Restoration

The right of way maintenance crew restored the distressed areas located in the city's right of way. Affected areas included roadways, sidewalks and curb ramps damaged from inclement weather, plows and vehicular accidents. The city's high restoration standards have reduced long-term maintenance costs and helped protect the city's right of way.



*Andrew Love adds the final touch of restoration on a stretch of roadway on US 62 at Miller Avenue*



## PROJECT UPDATES APRIL 2023

### Fleet

#### Fleet Acquisitions

The fleet department installed tracks on the skid steer, a new clutch on the chipper and acquired a new snow blower and litter picker.



*Matt Shafer installs a new clutch on the chipper*



*Brand new snow blower*

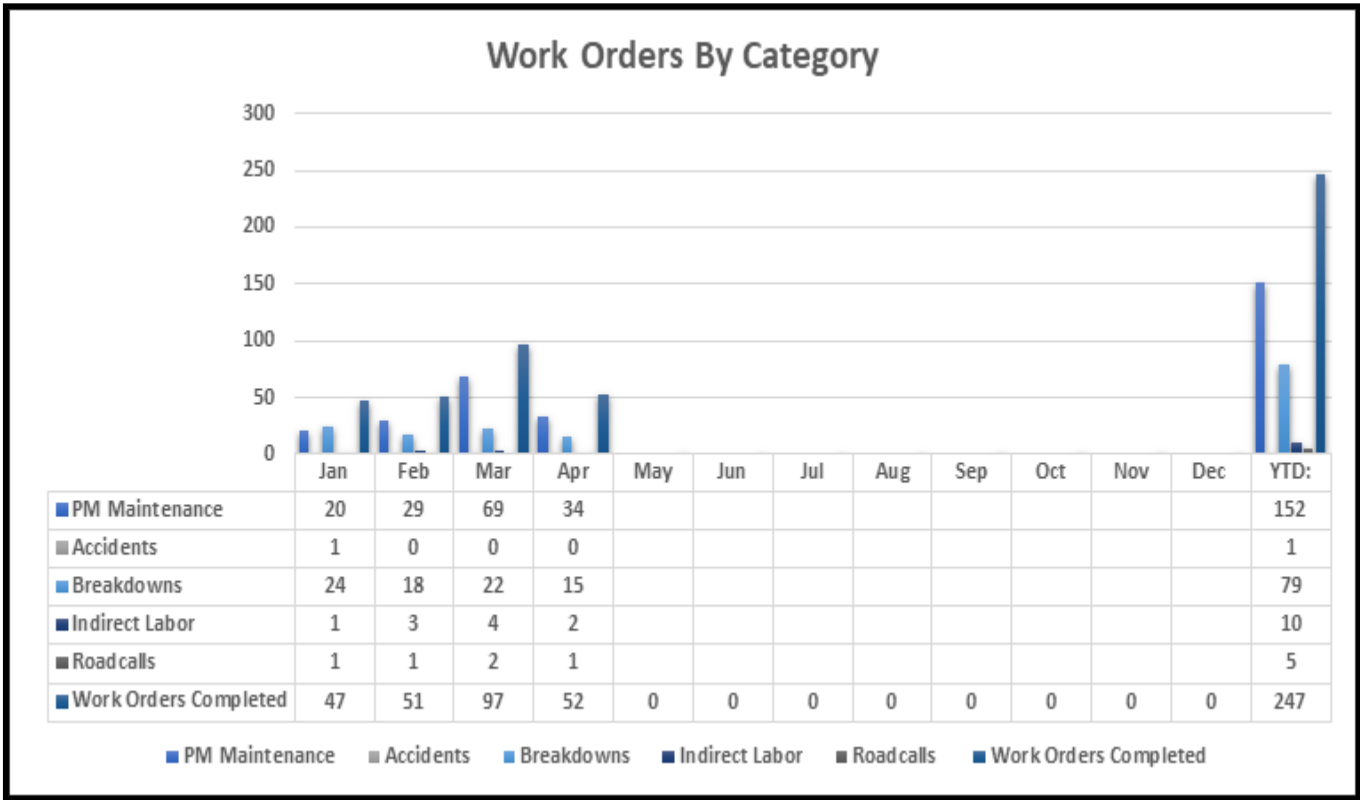
PROJECT UPDATES  
APRIL 2023

Fleet (continued)



*Newly installed tracks on the skid steer*

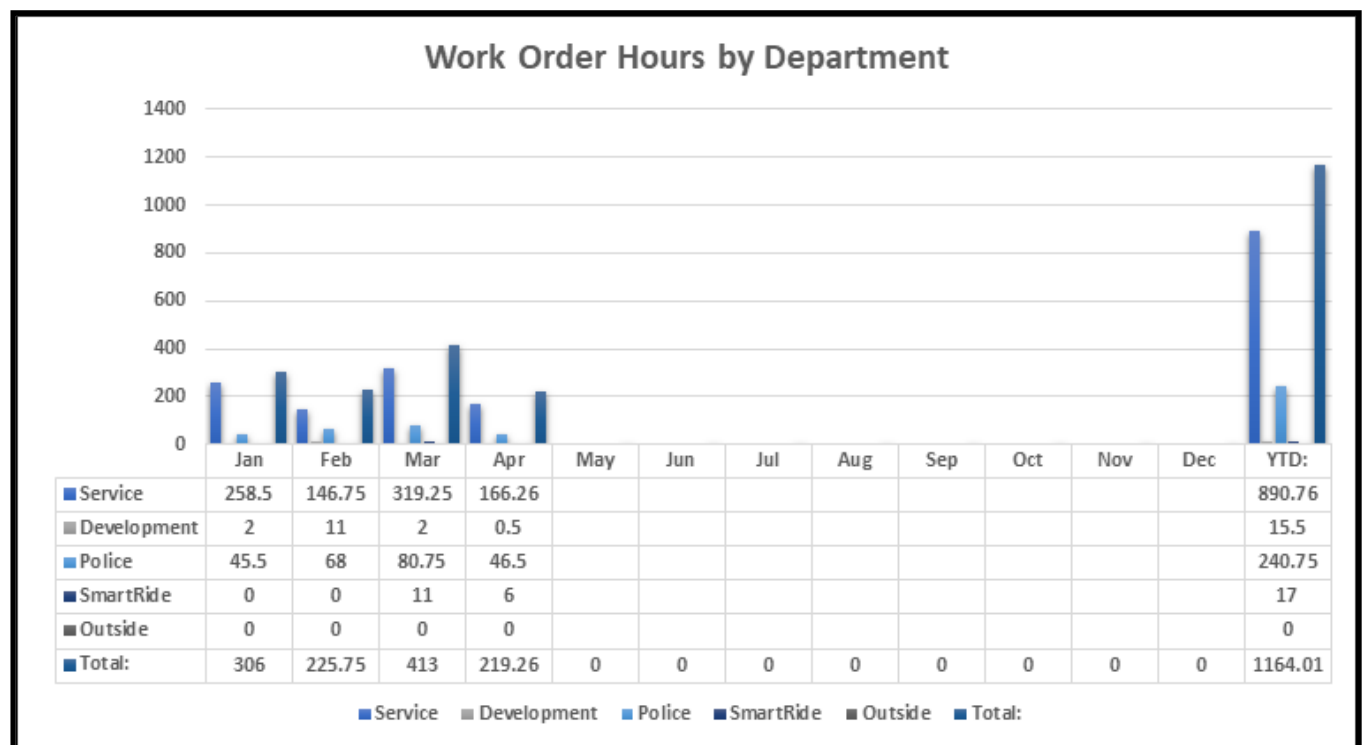
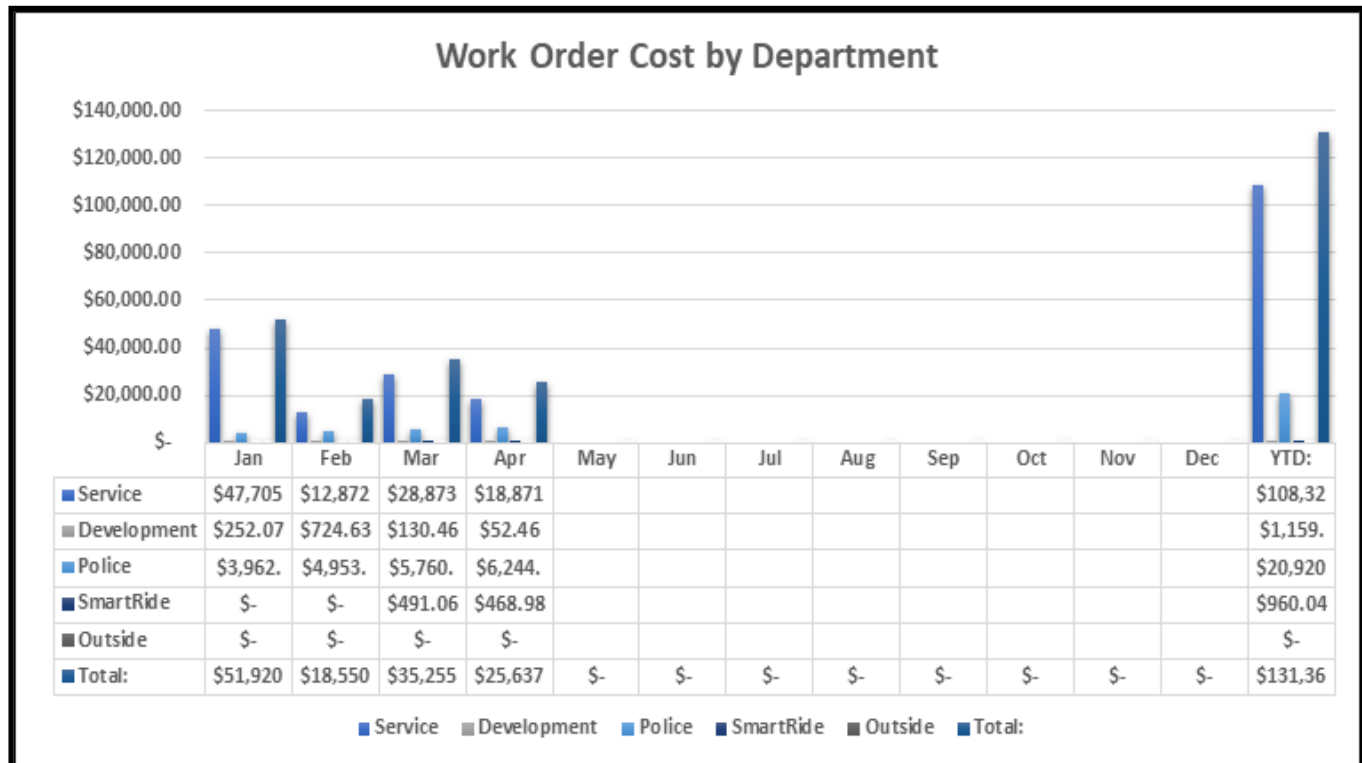
Fleet Work Orders





## PROJECT UPDATES APRIL 2023

### Fleet Work Orders (continued)



## PROJECT UPDATES

### APRIL 2023

#### Forestry

##### Arbor Day

The forestry team and city staff facilitated our annual Arbor Day celebration with a great turn out from City Council, Mayor Spalding, Mr. Barnes' 5th grade class, NAPLS teachers and a crew from Intel. Attendees planted 32 trees in less than 45 minutes!



*Marylou Hoessle explains to students the proper technique of tree planting. Chase Loughman, Sam Darnall and Jim Waggoner assist students and attendees with their supplies.*

##### Invasive Species Removal

The forestry team removed invasive plants including poison hemlock from the Rose Run corridor in April. Early spring is a great time to remove invasive plants since many plants have not 'leafed out' making identification quick and efficient.



## PROJECT UPDATES

### APRIL 2023

#### Forestry (continued)

#### Training

Forestry Specialists Chase Loughman and Sam Darnall attended a weeklong arborist training class in Stow, Ohio put on by ACRT Arborist Training. Climbing was the main focus for the training and included topics such as aerial rescue and general rigging, as well as tree safety inspection and tree physiology. Tree climbing allows for more efficient, higher quality pruning in trees with tight, closed canopies, long reaching branches, and trees that are too small for an aerial lift but too large to prune from the ground. Climbing also makes work possible on trees that are not accessible with lift equipment, such as those in Swickard Woods and other large greenspaces.



*Forestry Specialist Sam Darnall performs aerial rescue practice at the ACRT training event.*

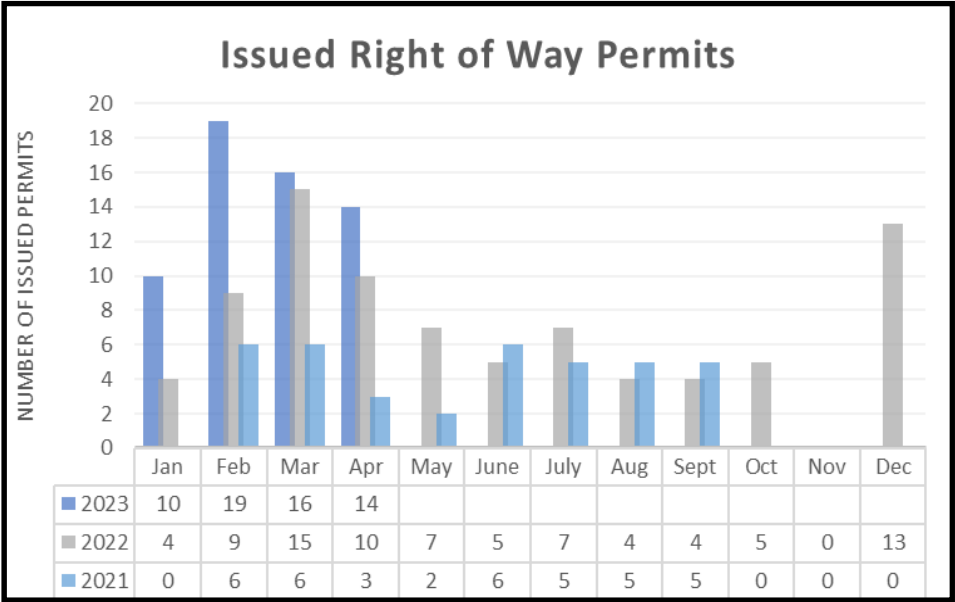


*Forestry Specialist Sam Darnall practices setting ropes in trees for tree climbing at the ACRT training event.*

STATISTICS  
APRIL 2023

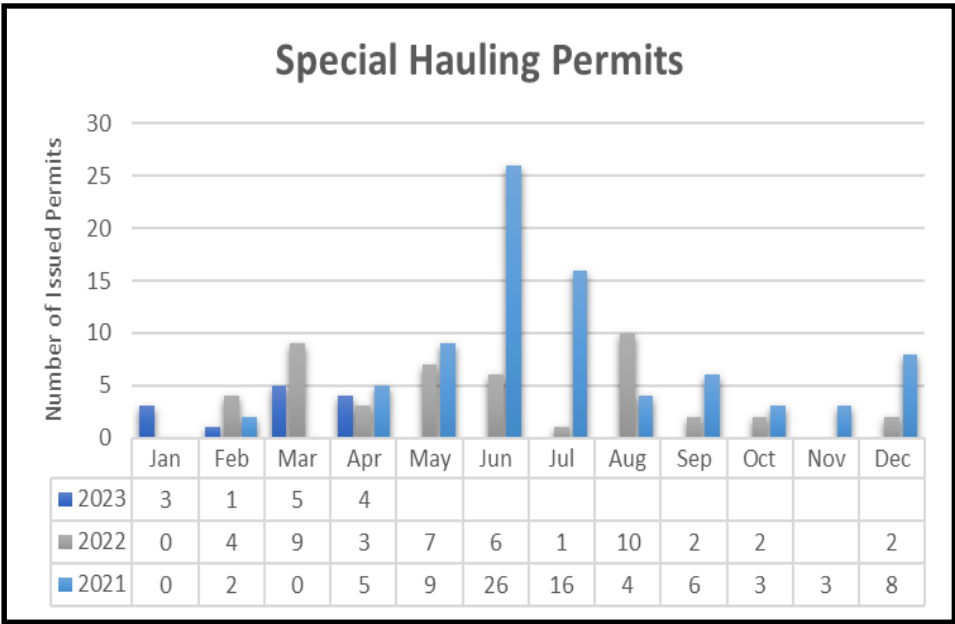
Right of Way Permits

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

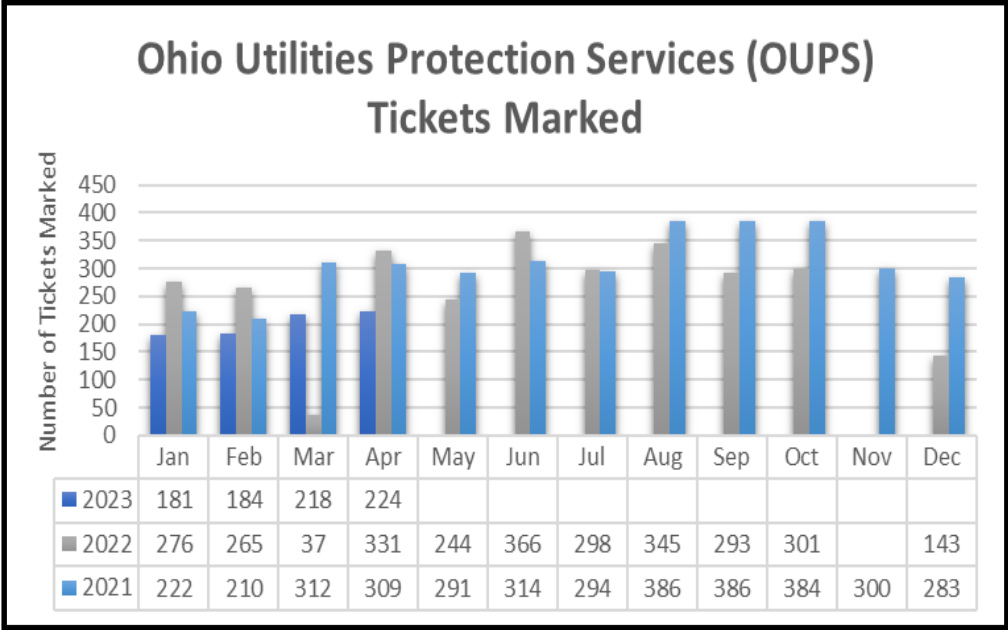
Special Hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS  
APRIL 2023

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.



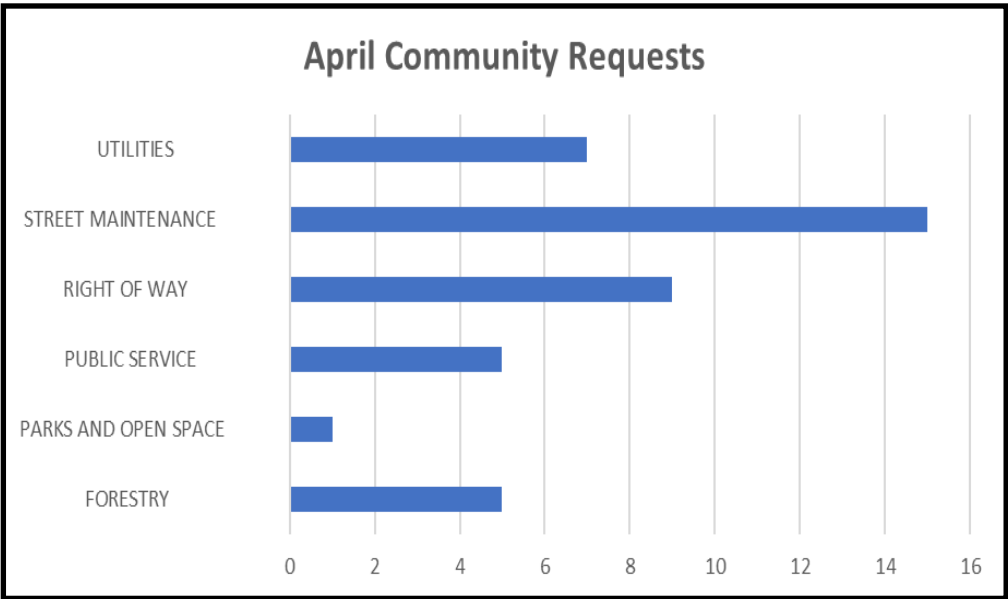
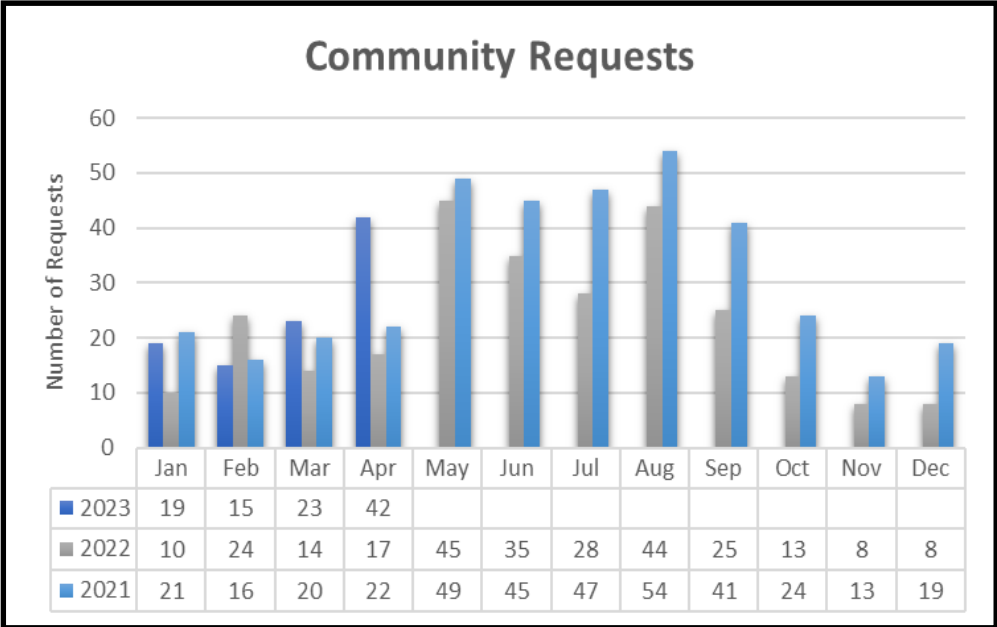


# STATISTICS

## APRIL 2023

### 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.



STATISTICS  
APRIL 2023

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.

