



## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

May 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

### May 2023

#### Administrative

- Open interviews were held at the public service department for summer seasonal work opportunities.
- Public service supervisors and staff met to discuss roles and responsibilities for the upcoming 2023 Touch A Truck event to be held on August 19.
- Public records training was presented by Mark Weaver, Esq. for city employees at the public service department. Mr. Weaver discussed the Ohio records law in depth and the responsibilities a public office has when responding to a public records request.
- The public service maintenance crews facilitated road closures for the annual Founders Day celebration.
- Congratulations, Tim! A retirement reception for custodian Tim Duraj was well-attended by city staff at the public service department.
- Public Services Manager Angela Hobart helped place floral planters at Village Hall, Rose Run Park and Market Square.



*Floral planters outside of Village Hall*



## PROJECT UPDATES

### May 2023

#### Streets Division

##### Culvert and catch basin repair

The street division cleaned and maintained ditches along SR 62 south of town and SR 605 north of town. The first ditch along SR 62 required 270 feet of cleaning to drain off the local area. This job required two trucks to haul off dirt and the backhoe operator to dig. The second job was just north of town on SR 605 with the same operation but on a smaller scale. The street division finished both jobs and were able to reestablish positive drainage.



*SR 602 ditch repair (top), SR 605 ditch repair (bottom)*





## PROJECT UPDATES

### May 2023

#### Special Projects

#### Founders Day 2023

Special projects supervisor Steve Kidwell and public service crews organized and worked several hours in preparation for Founders Day 2023. Crews worked to place roadway detour signs, block roads and place barricades to make certain the parade and event was completed safely and enjoyable for residents, visitors and the public.



*Founders Day 2023*



## PROJECT UPDATES

### May 2023

#### Facilities Division

#### City Improvements

The facilities crew worked to prepare the Hinson Amphitheatre for the 2023 season. A safety strip was added to provide enhanced visibility along the front of the stage. A flag pole and lights were also added near the main entrance. The facilities crew also modified the lighting on Village Hall to represent patriotic colors through July 4th.



*The new flag pole with night lighting at the Hinson Amphitheatre.*

*Village Hall with patriotic uplighting*





## PROJECT UPDATES

### May 2023

#### Utilities Division

##### Catch Basin Rebuild

The utilities team worked to rebuild storm sewer along roadways planned for improvement with the 2023 street improvement project. During the month of May, the team focused on the Windsor subdivision. The team inspected the catch basins on Parson's Pass, Griswold Dr and Thurston Hall Blvd to determine needed repairs. The twenty catch basins were repaired in ten days. This work is strenuous and the team did an excellent job on this project!



*Dave Thatcher, Kerry Gastaldo, Keith Unterbrink, Christian Duane, and Nick Sgandurra all working on repairing the catch basin on Griswold Dr.*





## PROJECT UPDATES

### May 2023

#### Parks and Open Space Division

##### Village Center Beautification

During the month of May, the parks and open space crew hung 82 flower baskets along roadways in the village center. The crew also placed 15 floral planters at prominent locations throughout village center.



*Rick Goldhardt, Carl McNeal, and Rob Runyon placing flower boxes around the downtown area.*





**PROJECT UPDATES**  
**May 2023**

**Right of Way Division**

**Right of Way Restoration**

The right of way maintenance crew completed restorations throughout the city, however, their primary focus was on village center. Much of the restoration work required a tiller to loosen the rocky hard soil prior to adding additional topsoil and grass seed to complete the job.



*Restoration before*



*Restoration after*





## PROJECT UPDATES

### May 2023

#### Fleet Division

##### Fleet showcase

The fleet department completed 66 work orders during the month of May and 32 work orders were preventive maintenance. The fleet department also received two new supervisor pickup trucks and participated in an Early Learning Center (ELC) Touch A Truck event showcasing a few pieces of equipment that our service department utilizes in the summer months.



*Fleet department showcasing summer equipment for the ELC Touch a truck event*





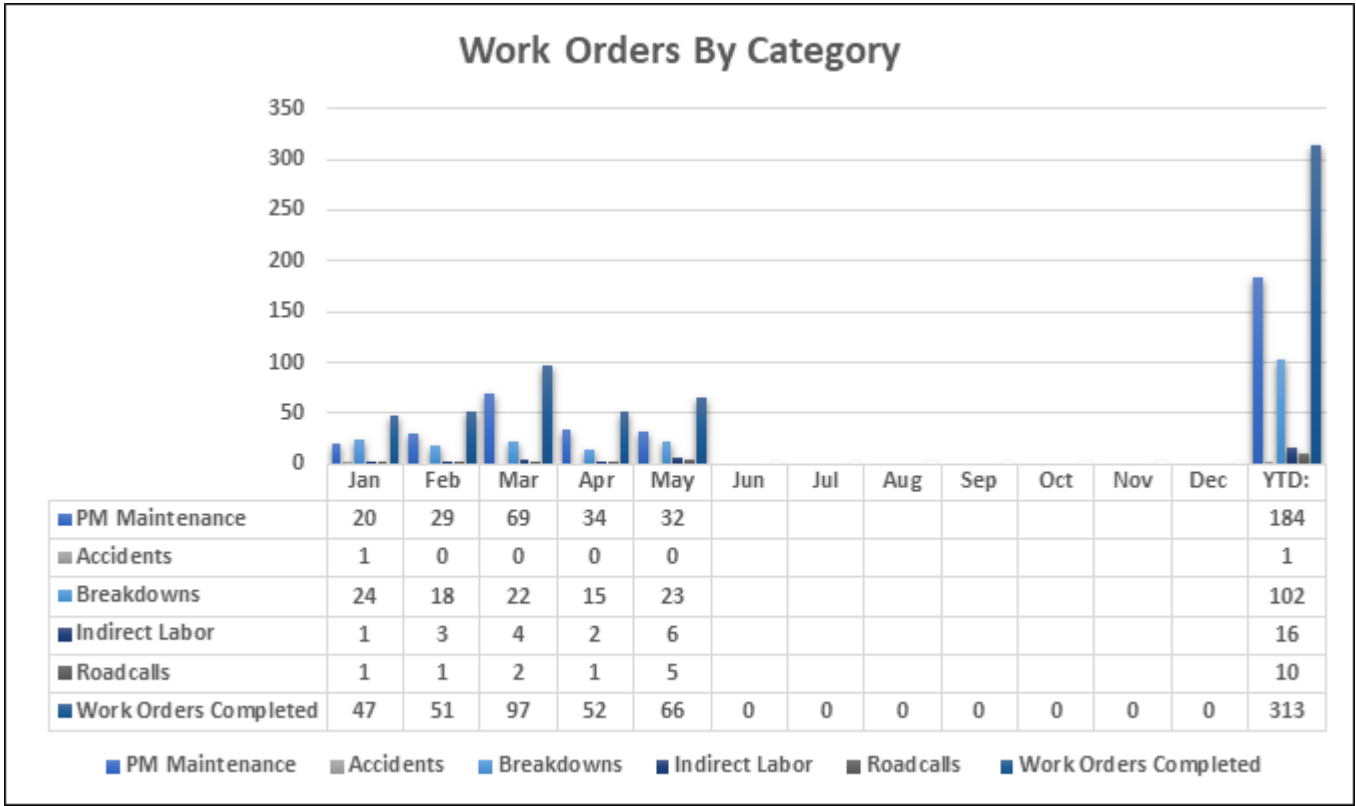
PROJECT UPDATES  
May 2023

Fleet (continued)



1 of 2 New Supervisor trucks

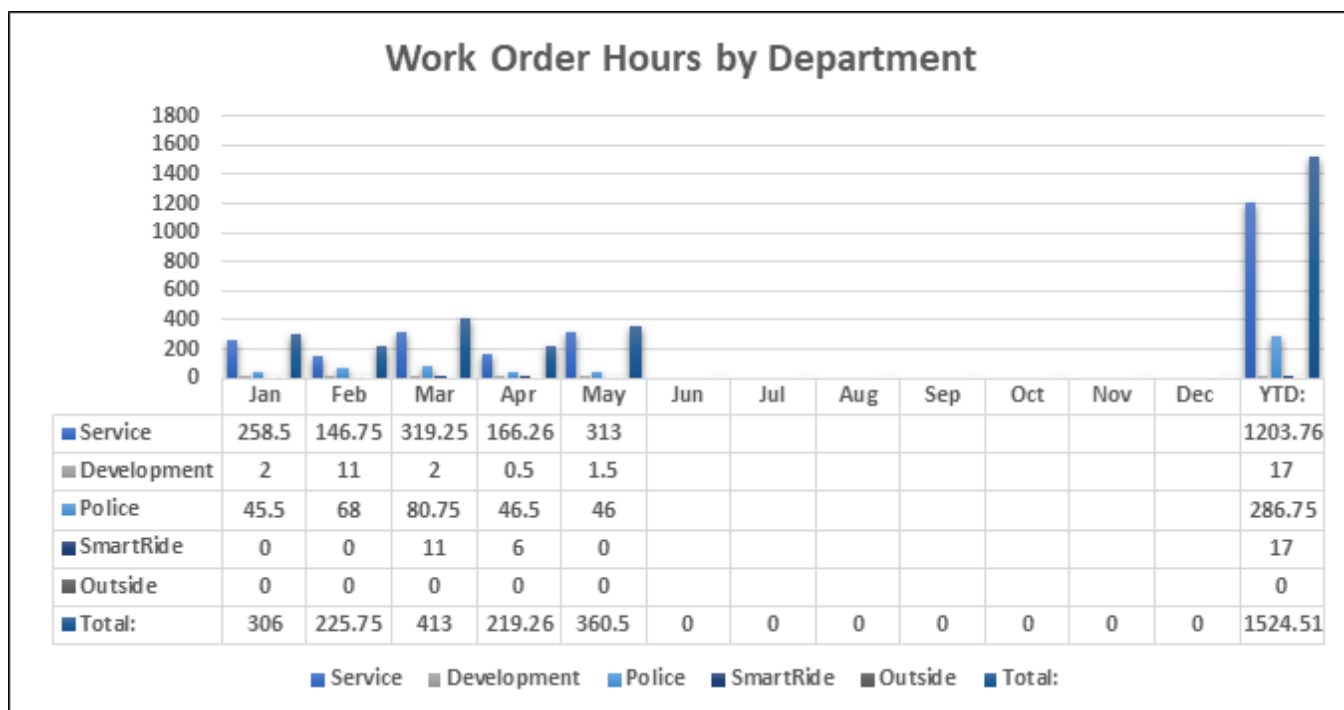
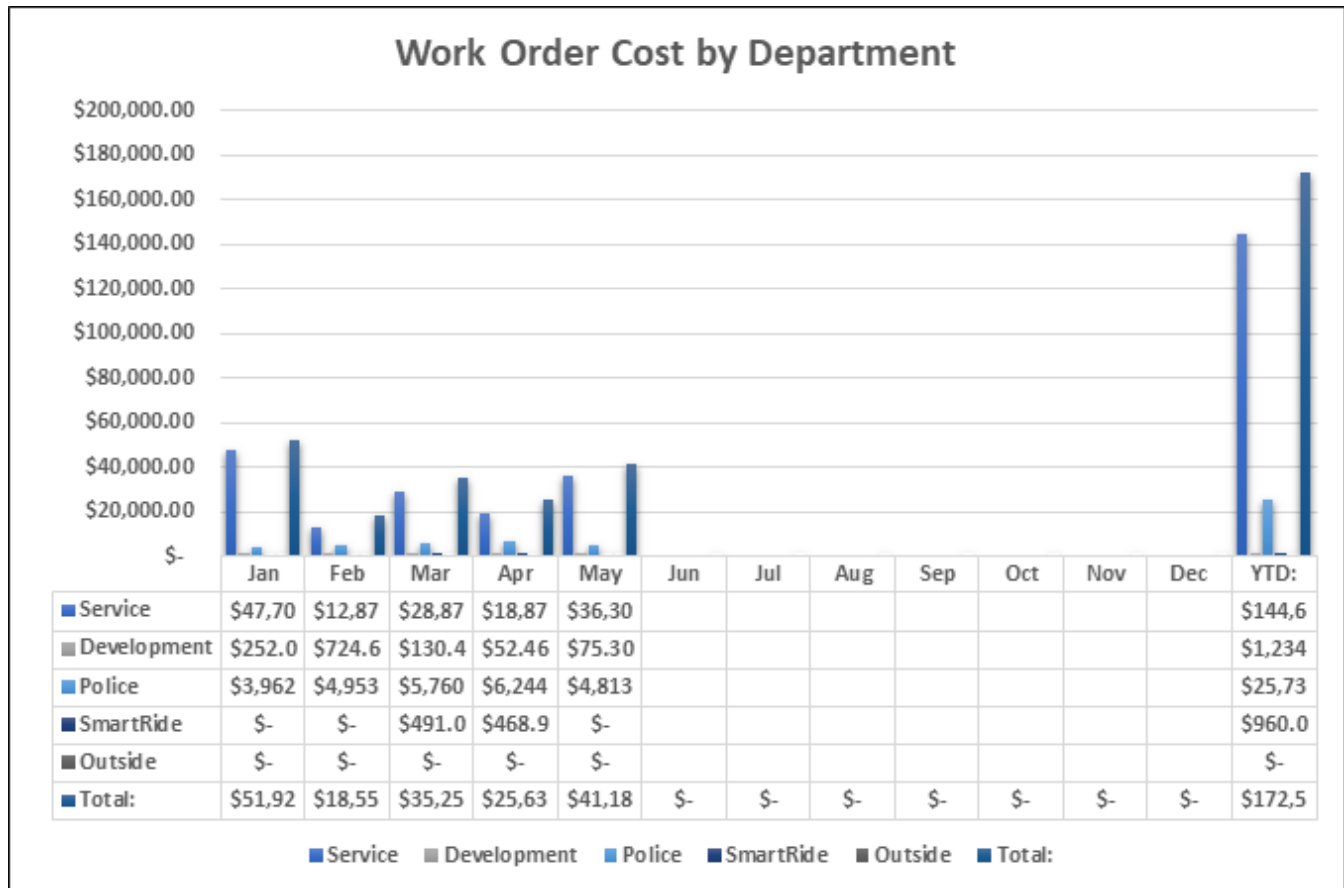
Fleet Work Orders



## PROJECT UPDATES

### May 2023

#### Fleet (continued)



## PROJECT UPDATES

### May 2023

#### Forestry Division

##### Planting

The forestry team continued Arbor Day plantings at Resch Park with the help of 267 volunteers and over 200 trees planted. Most of the volunteers were NAPLS students from 5th, 7th, 11th and 12th grades.

The forestry team planted new trees at three newly renovated parks: James River Pocket Park, Byington Park and North of Woods Park. Also planted was an underutilized area of Swickard Woods where many native trees and shrubs were added to increase the species diversity of the Arboretum.



*Forestry specialist Chase Loughman stands next to a 4" caliper yellowwood tree being prepped for planting at Byington Park.*

##### Emergency Work

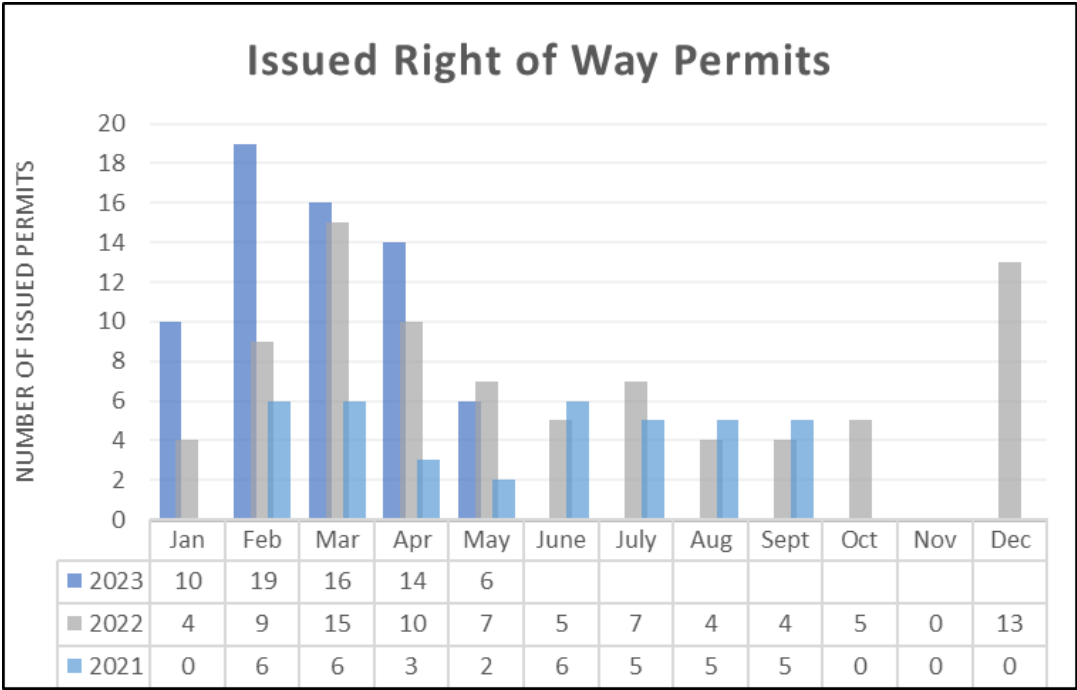
The forestry team responded to a large fallen limb at the Early Learning Center Campus that damaged several other trees on its way down. Damaged trees were pruned and all debris was removed.



STATISTICS  
May 2023

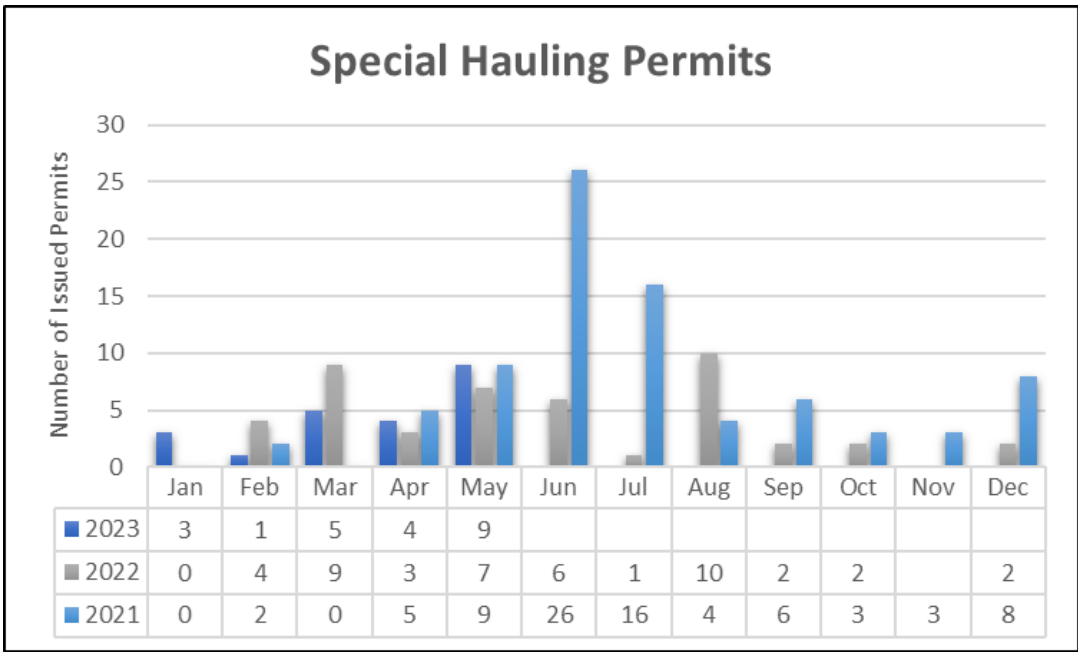
Right of Way Permits

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

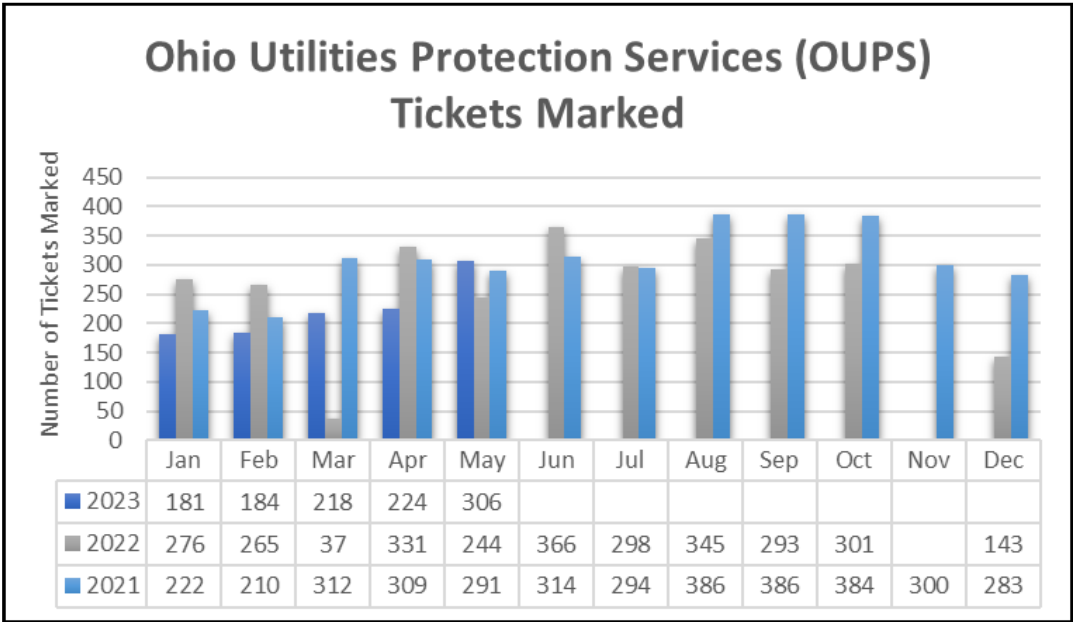
Special Hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS  
May 2023

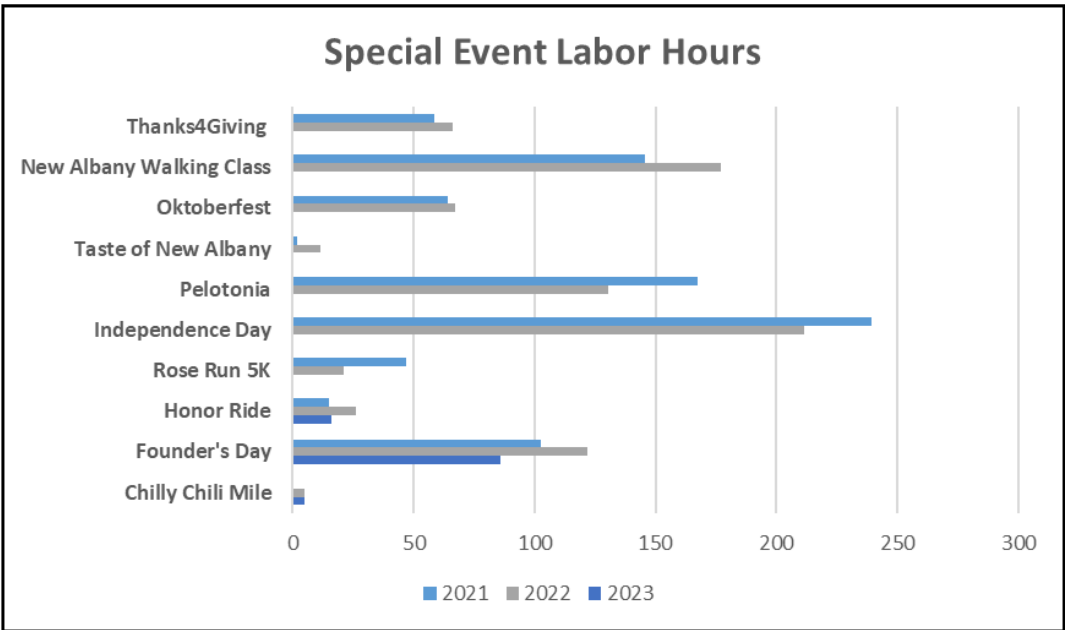
OUPS

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.



Special Projects

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





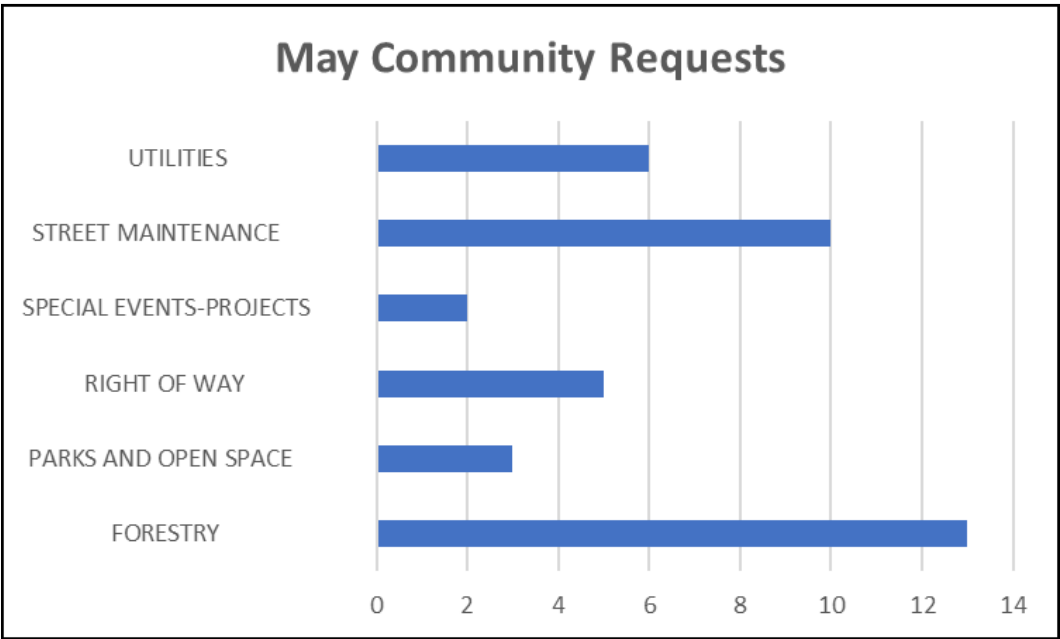
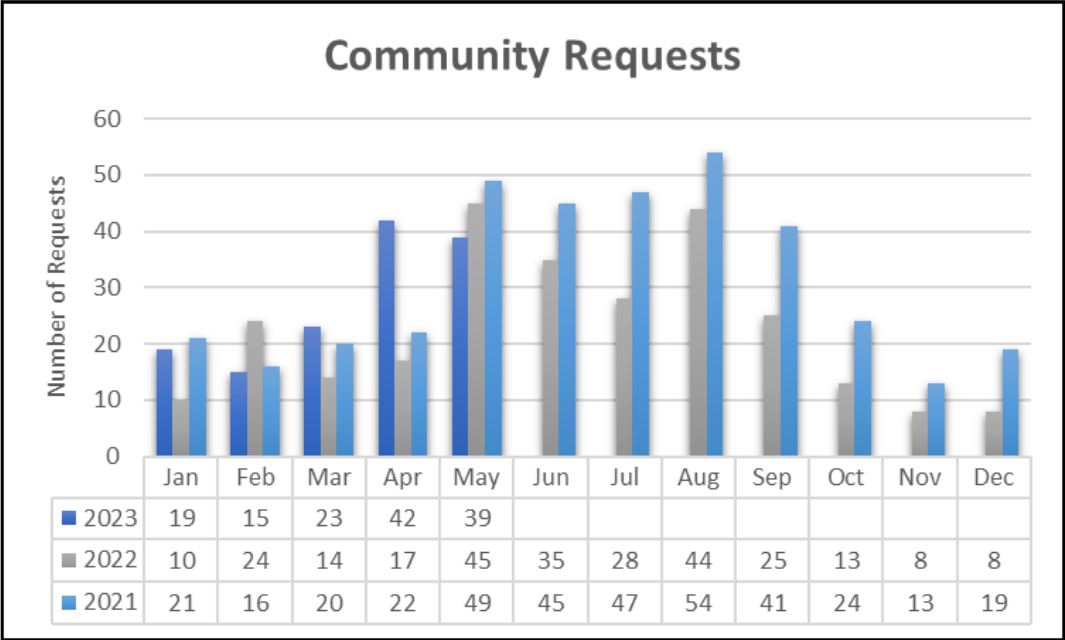


# STATISTICS

## May 2023

### General 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

## May 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.

