



## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

July 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 three 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**

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 26 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 (18)**

### 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

### July 2023

#### Administrative

- Director of public service Mike Barker held a cookout for all service employees on July 7th to show his appreciation for all that is done.
- The public service department participated in the 4th of July parade downtown New Albany.
- Special projects supervisor Steve Kidwell and Administrative assistant Bridget Beck attended special event meetings for Taste of New Albany, Pelatonina, Walking Classic and A&F Challenge.
- Director of public service Mike Barker held a neighbor meeting regarding South Harlem Rd. on July 25th at Village Hall.
- The public service department attended the All Employee CONNECTS meeting at the Heit Center on July 27th.



*Public service truck with Touch-A-Truck banner for the 4th of July parade*

*Parade watchers at 62 and Main for the 4th of July*





## PROJECT UPDATES

### July 2023

#### Streets Division

##### Traffic signal painting

The street division began the process of painting street lights, traffic poles and street signs on all main thoroughfares through out the city. The street division ended the month with painting the traffic and pedestrian poles at Main and High street the weekend of July 28th and 29th.



*Main and High street July 28th and 29th*



## PROJECT UPDATES

### July 2023

#### Special Projects

##### Special Projects around the city

Special projects supervisor Steve Kidwell and public service employees prepared Rose Run Park for the Taste of New Albany event that was held on Sunday July 30th. The crew also worked to setup message boards in the Windsor neighborhood to notify residents about the Street improvement program and how it will impact the neighborhood.



*Preparing for Taste of New Albany*



*Placing message board sin Windsor neighborhood*



## PROJECT UPDATES

### July 2023

#### Facilities Division

#### City Improvements

The facilities division completed the parking lot improvement project at the Heit Center. Portions of the parking lot received a mill and overlay, crack seal and the entire lot was sealed and restriped.



*Seal coating being applied at the Heit Center*

## PROJECT UPDATES

### July 2023

#### Utilities Division

##### Curb inlet rebuild

The utilities division completed structure rebuilds on Southfield Rd, Holkham Rd, Strange Pass and New Albany Road East giving the crew a total of 47 structure rebuilds for the month of July. The crew also tested, repaired and replaced 16 fire hydrants.



*Nick Sgandurra and Kerry Gastaldo removing existing brick around the basin.*



*Dave Thatcher and Christian Duane repairing fire hydrant on Prestwould Close*



## PROJECT UPDATES

### July 2023

#### Parks and Open Space Division

##### Bridge maintenance

The parks and open space division repaired, power washed and repainted the bridge and guardrail along SR 605 over SR 161.



*Mike Cligrow along with seasonal employees Kameron, Maxwell and David help paint the bridge.*

*Daitan Rood is seen painting the curb along the bridge.*





## PROJECT UPDATES

### July 2023

#### Right of Way Division

#### City maintenance

The right of way crew continued work in village center and replaced the brick around the tree wells. The street program also started in Windsor with milling and paving of half the neighborhood. The other half is planned to be finished in 2024.



*Top: Before and after of the brick tree wells*

*Bottom: Windsor paving*





## PROJECT UPDATES

### July 2023

#### Forestry Division

##### Taylor Farm

The forestry division decompacted soil around the large trees near the new Taylor Farm parking lot after construction activity in the area. Afterwards the area was seeded with a cover crop grass and fast growing wild-flowers. Flowering invasive plants such as cutleaf teasel and common reed were cut near the area to prevent new invasive seeds from spreading.



*Sam Darnall uses compressed air to break up compacted soil around a large pin oak at Taylor Farm Park.*

## PROJECT UPDATES

### July 2023

#### Forestry Continued

##### Emergency Removal

The forestry and parks team worked together to remove a large black locust tree that was uprooting and soon to fall on the leisure trail.

##### Removals

The forestry and right of way teams removed dead and dying trees on Goodrich Square and Tumblebrook Drive.



*Sam Darnall prepares to safely remove the top of a sawtooth oak tree on Goodrich Square.*

##### Pruning

Contract pruning this year has completed trees on Byington Ln, Willow Grove, Decker Dr, and Goodheart Ct while Pembroke Pass and Farley Ct are underway.



PROJECT UPDATES  
July 2023

Fleet Division

Fleet showcase

The fleet division remained engaged in servicing and preparing for the upcoming seasons.

Our team, acquired and commissioned three Toyota Rav4 vehicles, which are now in active service in our development department. Our team, also integrated a new rotary mower attachment into our Mowermax equipment. Our team has been trained on its utilization to maximize its effectiveness.

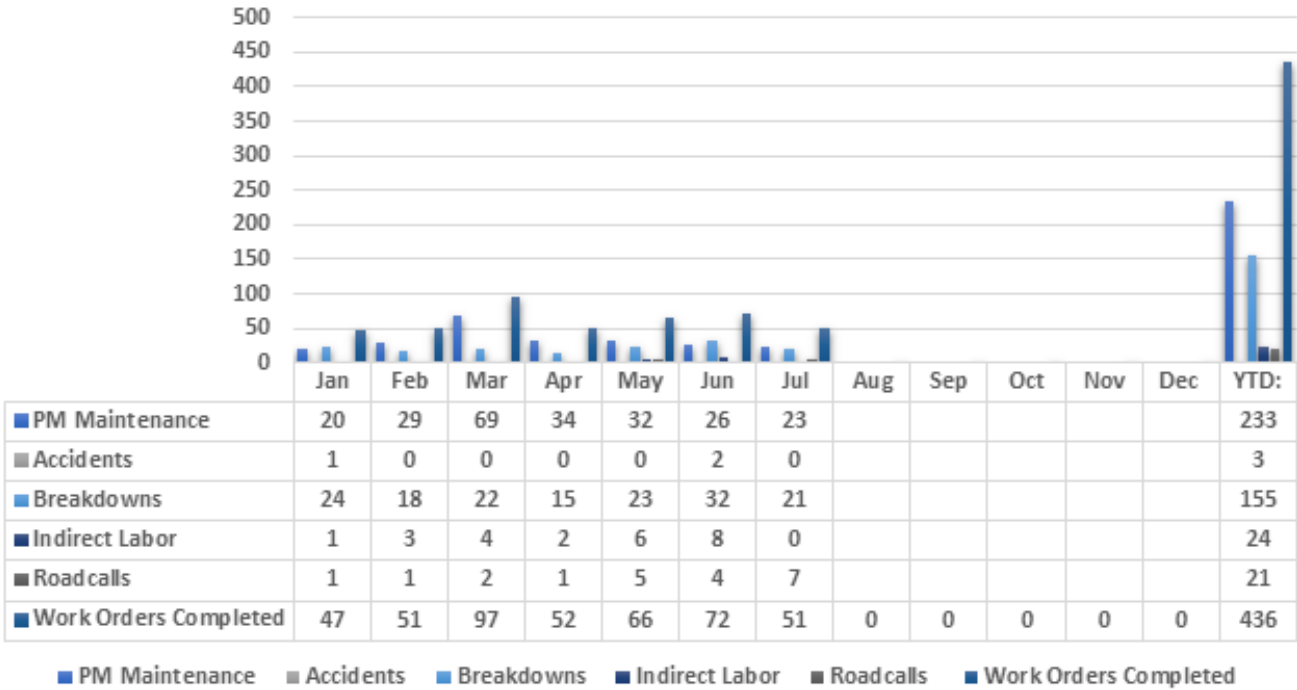
The Fleet team also acquired four new police cruisers. The new cruisers are currently being upfit for use and will become available to the Police department in the coming weeks.

*New Toyota RAV4 for Development*



Fleet Work Orders

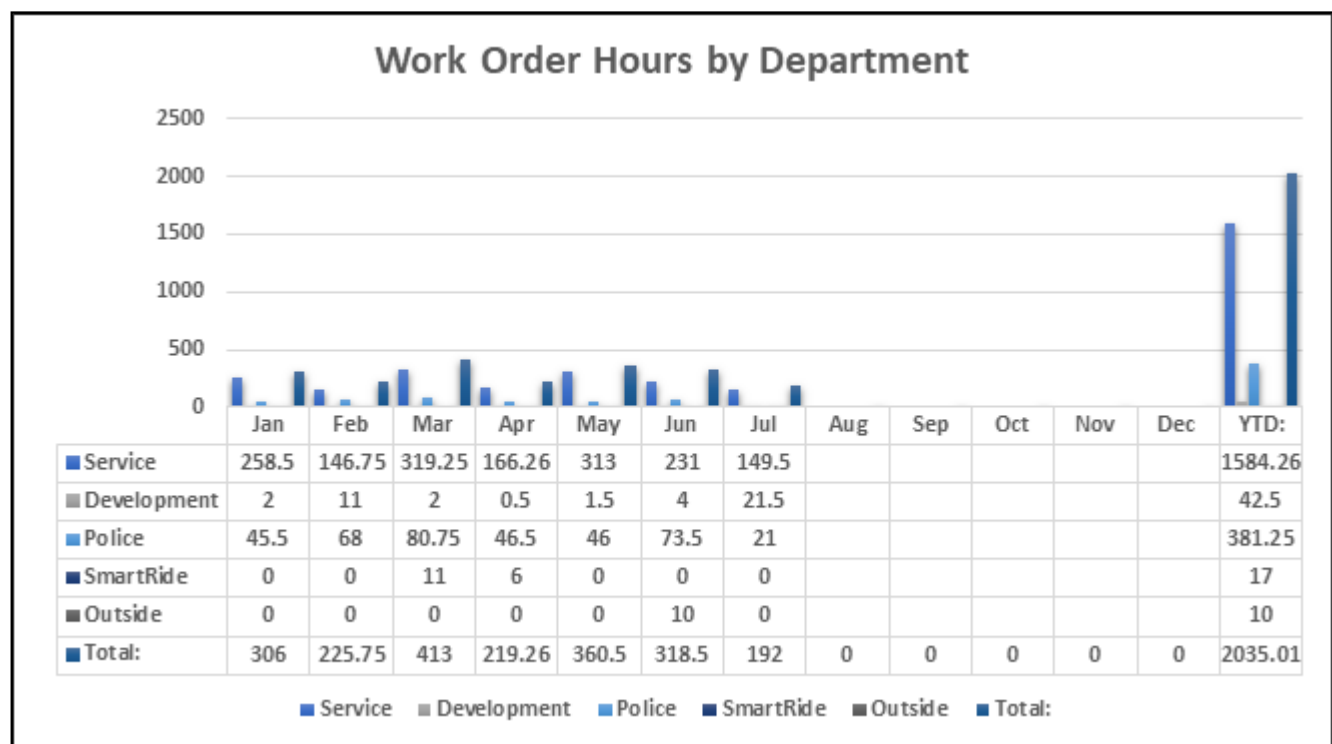
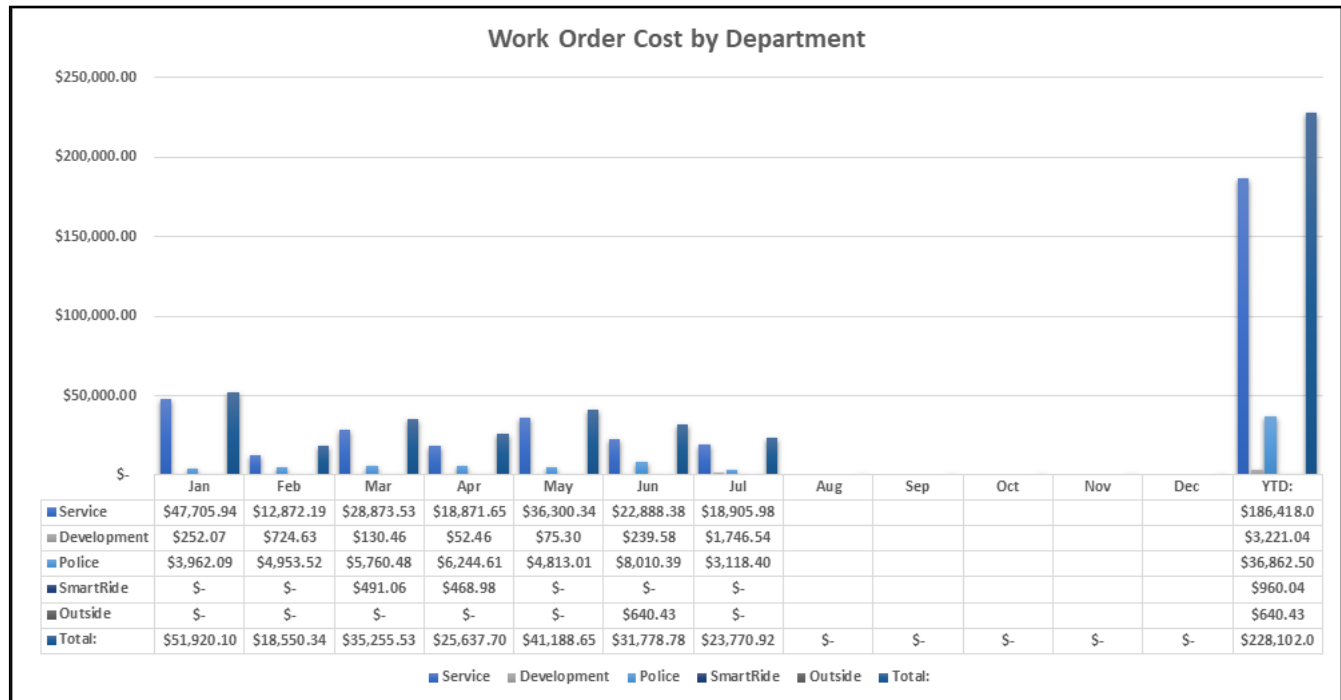
Work Orders By Category



## PROJECT UPDATES

### July 2023

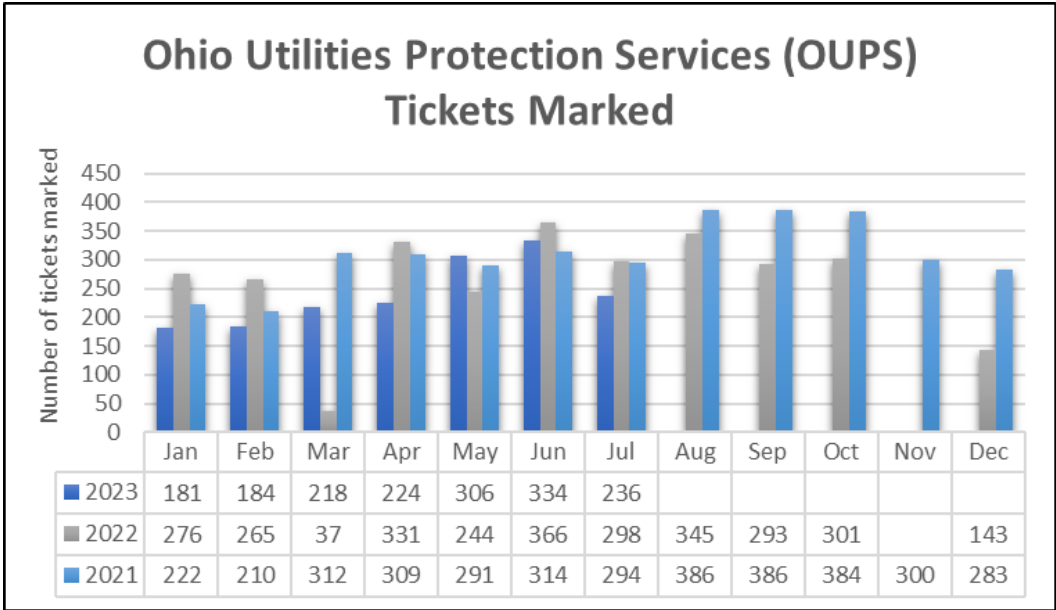
#### Fleet Work Orders (continued)



STATISTICS  
July 2023

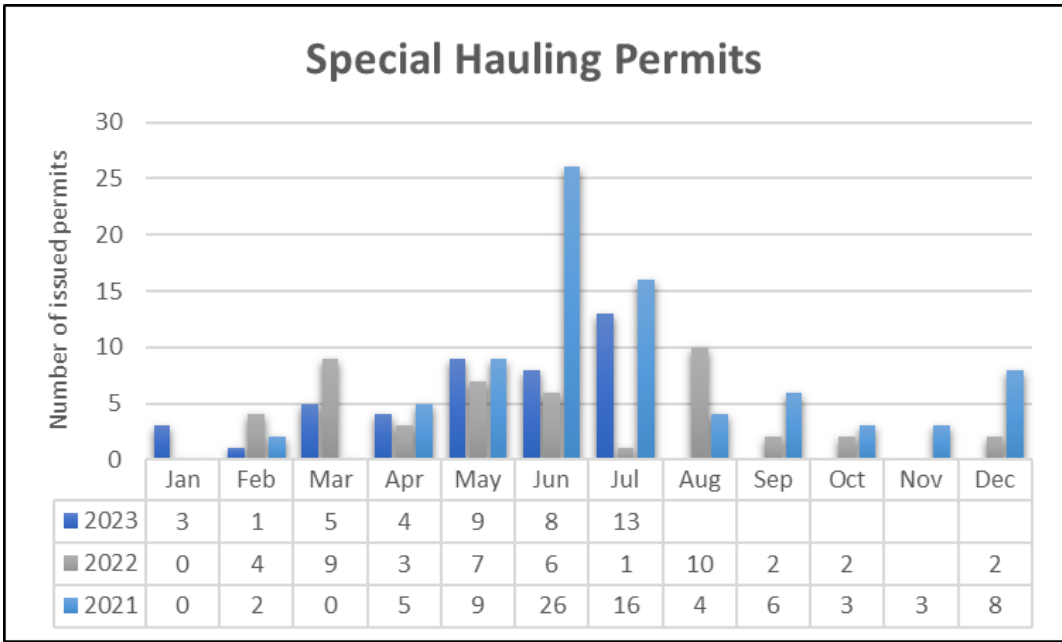
Right of Way Permits

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’.

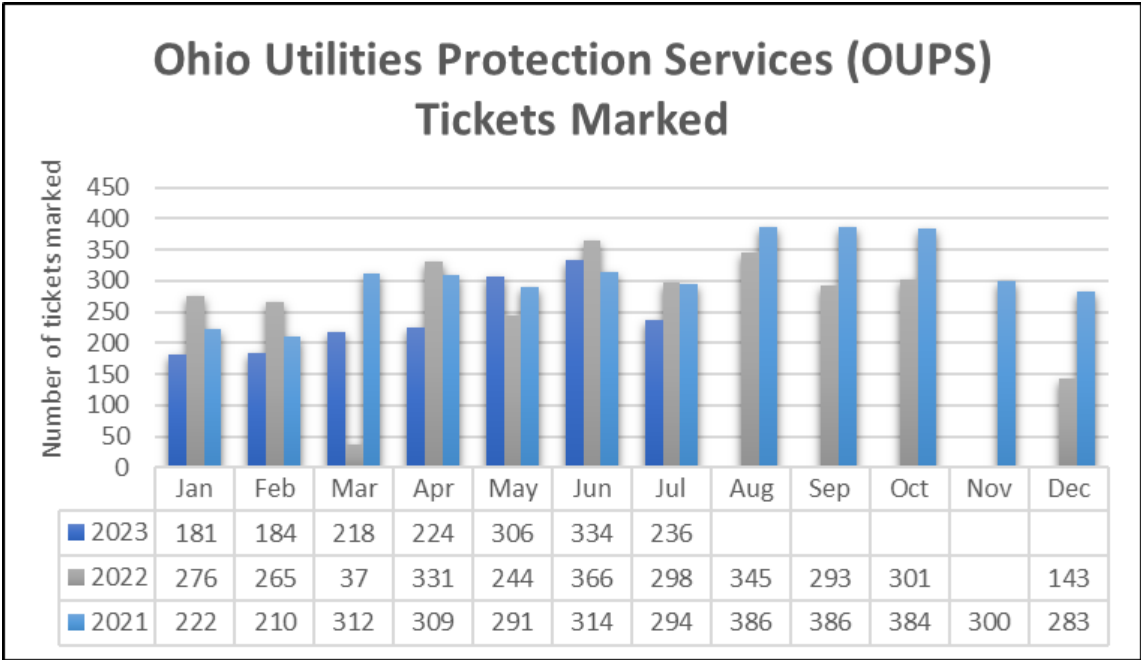


# STATISTICS

## July 2023

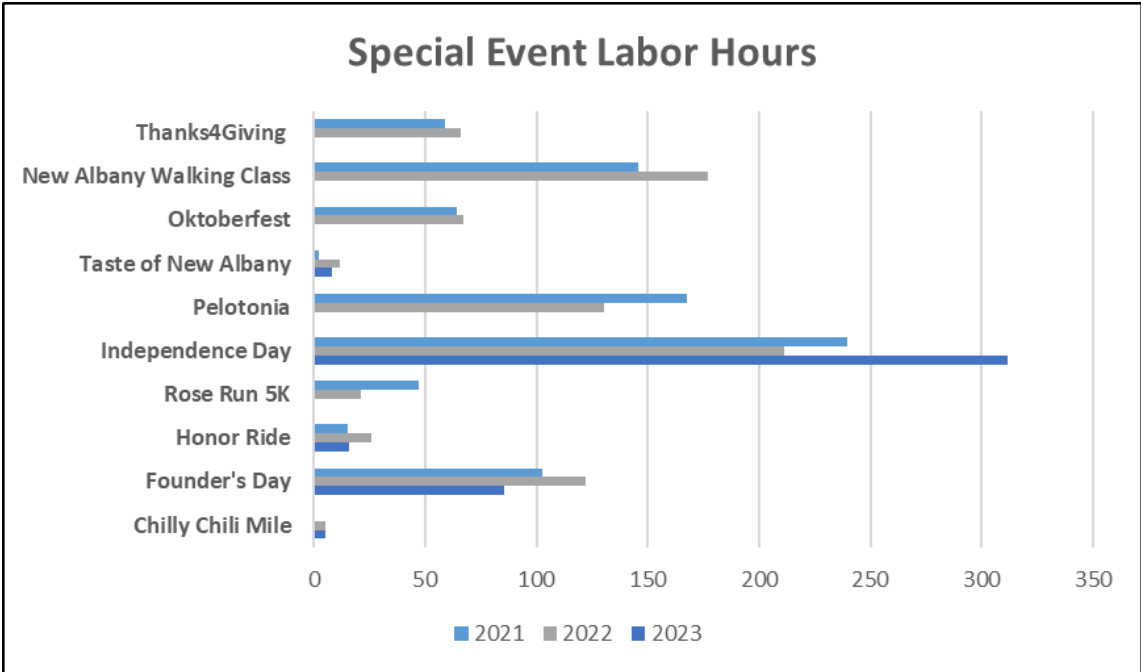
### OUPS

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.

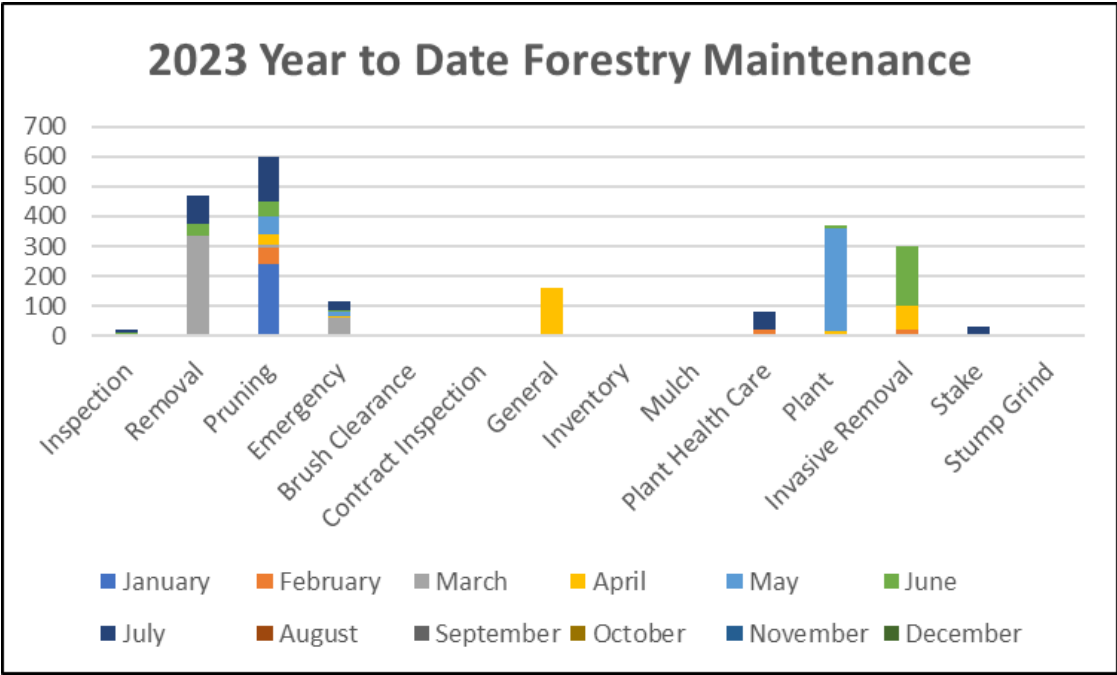
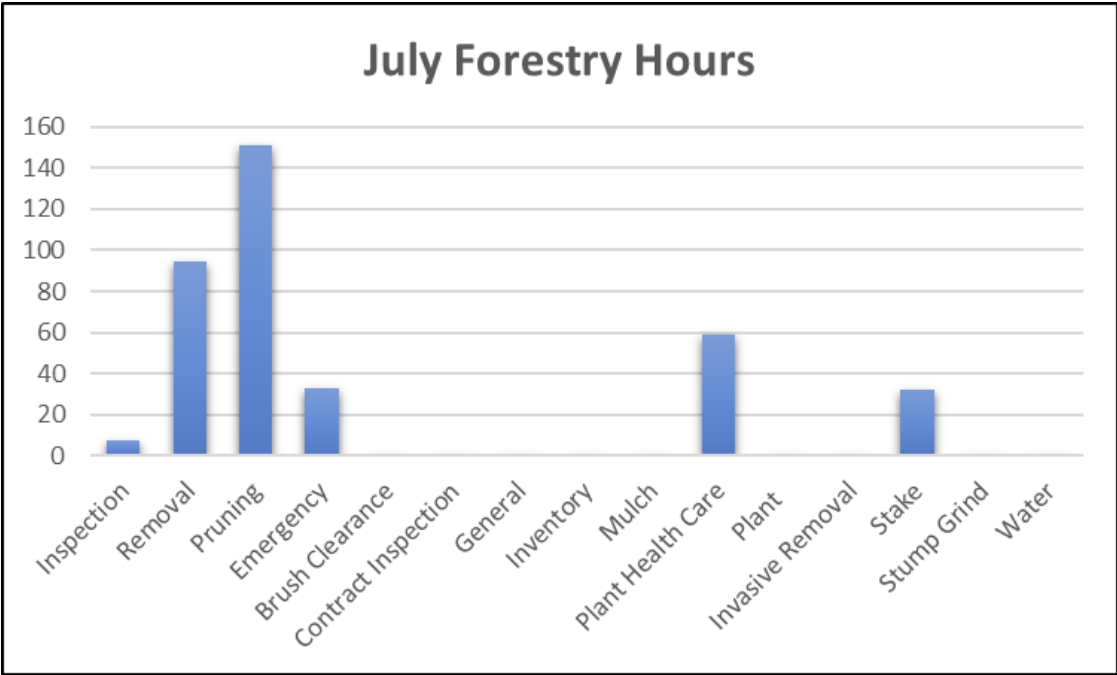


# STATISTICS

## July 2023

### Forestry

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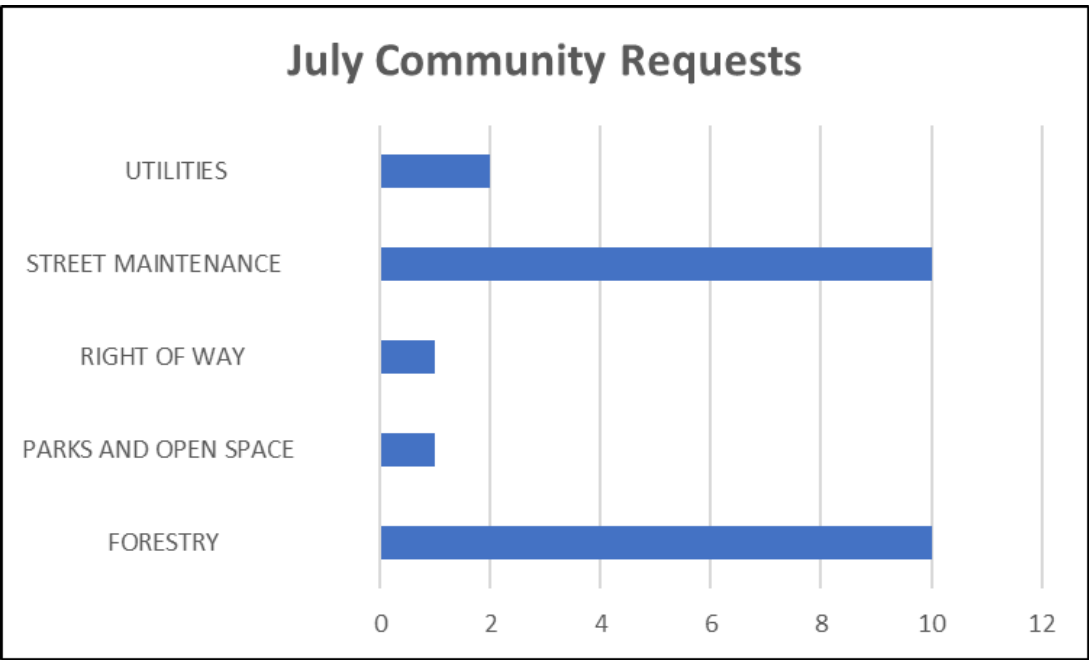
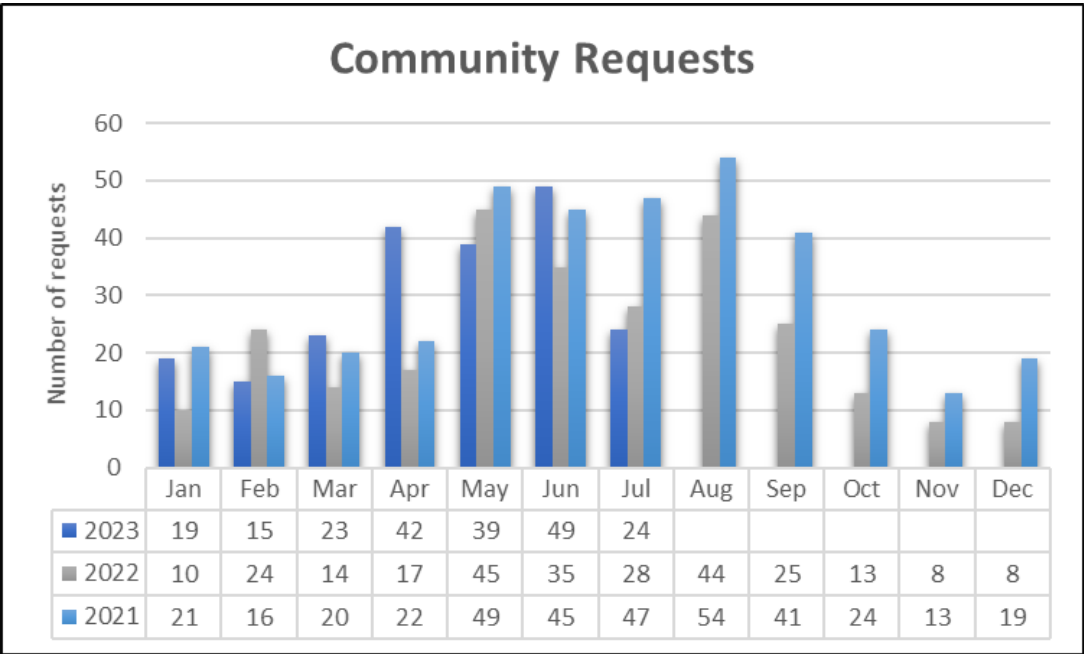


# STATISTICS

## July 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

## July 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.

