



PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

August 2023

Professionalism

Integrity

Reliability

Quality

Pride

Inside This Issue:

Public Service Values	2
Department Structure	3
Project Updates	4
Statistics	16

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.

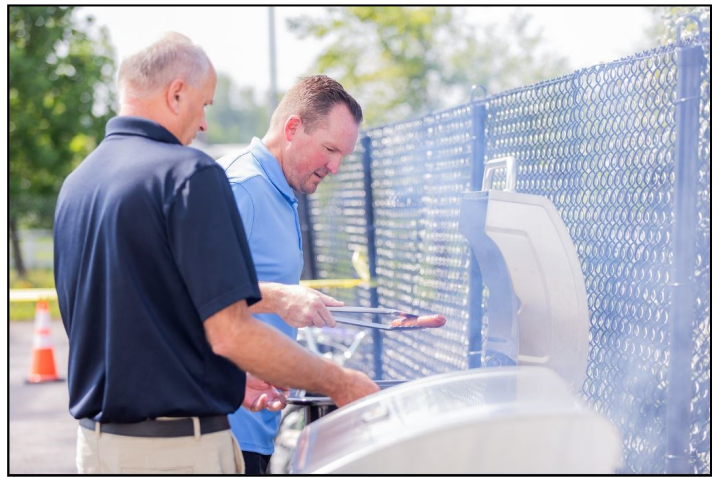
City Forester Forestry Specialist (2)

PROJECT UPDATES

August 2023

Administrative

- Director of public service Mike Barker held a cookout for all service employees on August 4th to show his appreciation for the hard work of the team.
- The utilities crew participated in respirator fit tests on Wednesday August 16th.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck participated in the 2024 pre-budget meeting with the finance department.
- The public service department hosted the annual Touch-A-Truck event on Saturday August 19th. Record attendance of 2,227 and 621 pounds of food was donated. Great Job!



Left: Public service crews smile for a picture during Touch-A-Truck. **Right:** Director of public service Mike Barker and facilities supervisor Doug Wittman working the grill. **Bottom:** Touch-A-Truck crowd enjoying the day!



PROJECT UPDATES

August 2023

Streets Division

Guard Rail painting

The street division refinished the wood guardrails along Smiths Mill road. The guardrails took 3 coats of stain and used 20 gallons to produce the end result.



Top: The bridge before staining the guardrails

Bottom: The bridge during the staining process



PROJECT UPDATES

August 2023

Special Projects

Special projects supervisor Steve Kidwell and New Albany public service staff helped supply cones, barricades, message boards and blocked roads for the Pelotonia event that was held August 4th - 6th, 2023.



Public service crew blocking Dublin-Granville for the Pelotonia event.

PROJECT UPDATES

August 2023

Facilities Division

City Improvements

The facilities division caulked around an upper window at the service department. The facilities crew caught the leak when the heavy rains came up from the south.



Tyler Myers seen caulking the window at the service department.

PROJECT UPDATES

August 2023

Utilities Division

Basin inlet structures

The utilities division rebuilt several road curb inlets along James River Rd. This project allowed the utilities team to reconstruct curb inlets in advanced of work related to the annual street program. The reconstruction will eliminate the need for costly year to year maintenance. This program has been a huge success and the team will continue this work in coordination with the 2024 Street Program.



Maintenance workers Christian Duane and Nick Sgandurra put the finishing touches on a reconstructed curb inlet

PROJECT UPDATES
August 2023

Utilities Division (continued)

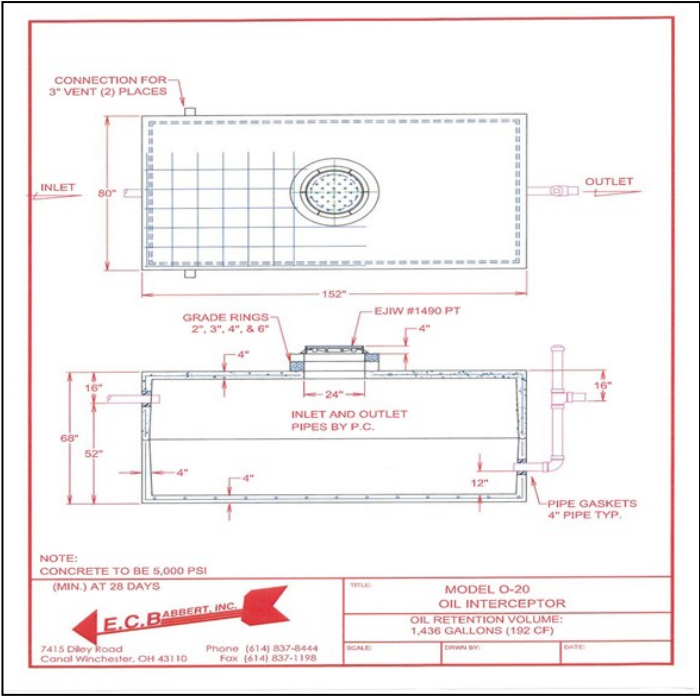
Oil interceptor maintenance

The utilities team began a proactive approach, tracking and recording the amount of sediment built up in our oil interceptors. The Service Department has two 1500 gallon underground oil interceptor tanks that are serviced twice a year. Tracking the sediment levels on a bi-weekly basis helps identify the frequency to which the tanks need to be maintained. The floor drains located in the vehicle wash bay and fleet garage are directly tied into oil interceptors. The preventive maintenance on the tanks is vital to our facilities operations on a day to day basis.



Dave Thatcher measuring and recording Sediment levels for the fleet Garage interceptor

Fleet garage interceptor diagram



PROJECT UPDATES

August 2023

Parks and Open Space Division

Bridge maintenance

The parks and open space division worked to get Taylor Farm playground and leisure trail areas ready for its grand opening. The parks and street crews mowed, cleaned playground equipment, installed new signage and removed brush before the grand opening.



Daitan Rood mowing grass near the new playground at Taylor Farm

Rick Goldhardt mowing an area of Taylor Farm



PROJECT UPDATES

August 2023

Right of Way Division

City maintenance

The right of way crew continued work throughout the city with the repair and resealing of the leisure trails. The crew also had McCullough's landscape at 62/Morse roundabout to fix the granite cobbles. This project will be completed mid September.



Leisure Trail repair and resealing



Granite cobbles at 62/Morse round-a-bout

PROJECT UPDATES

August 2023

Forestry Division

Taylor Farm

The forestry team put some finishing touches on Taylor Farm in August by removing invasive plants and pruning deadwood over the trails.

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.

Aspinwall is currently being pruned in-house. The dense canopies and close spacing of these trees requires a mix of aerial lift and climbing to prune the entire tree.



Sam Darnall climbs a honey locust tree on Aspinwall to reach dead branches over the sidewalk near the park.

PROJECT UPDATES

August 2023

Forestry Continued

Spot Pruning

The forestry team prunes individual trees in parks or on the street as needed throughout the city to remove low, dead, or broken branches.



Sam Darnall prunes dead branches from black locust trees. These trees are in Ratchford Fens Park and border a residential property. They are inaccessible by vehicle due to a stream and steep terrain.

PROJECT UPDATES

August 2023

Fleet Division

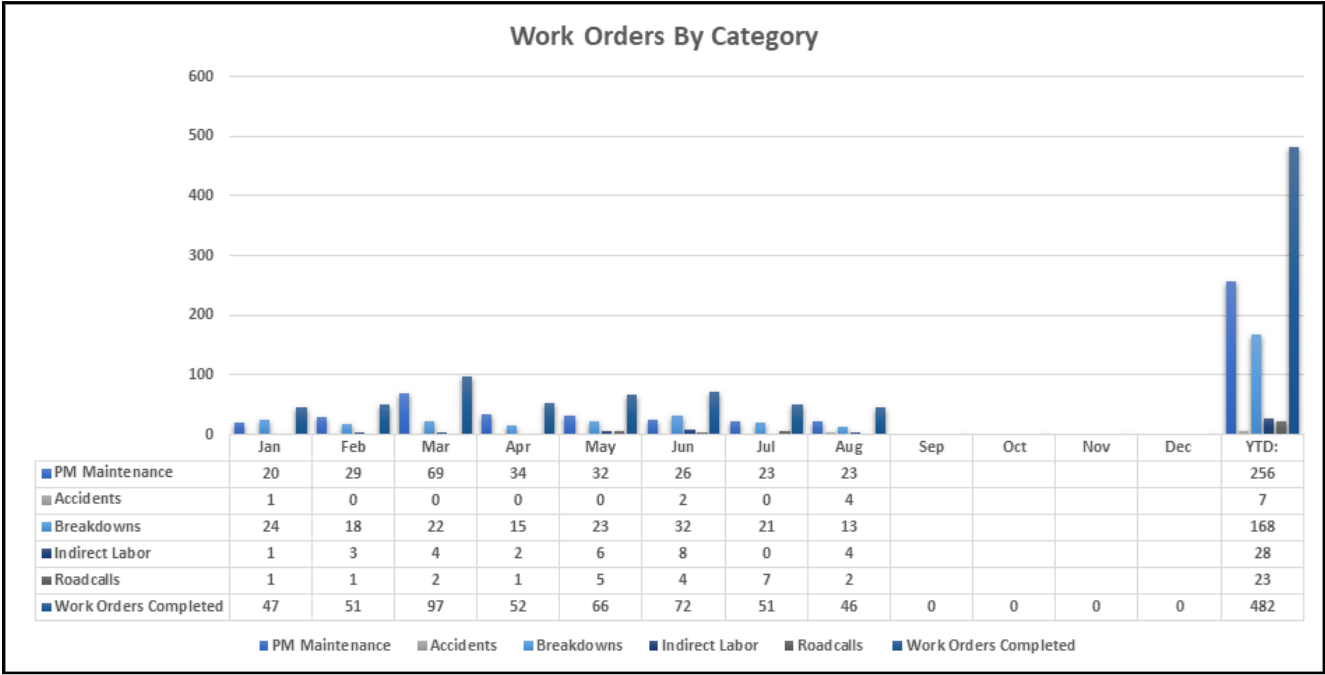
Fleet showcase

The fleet division has transitioned from summer operations into fall. The fleet division has been diligently working on advancing our winter preparedness efforts, in addition to servicing a substantial portion of our leaf removal equipment. The fleet division had the loader disassembled and refurbished for the upcoming season. Furthermore, the fleet division actively engaged in our annual Touch-A-Truck event.



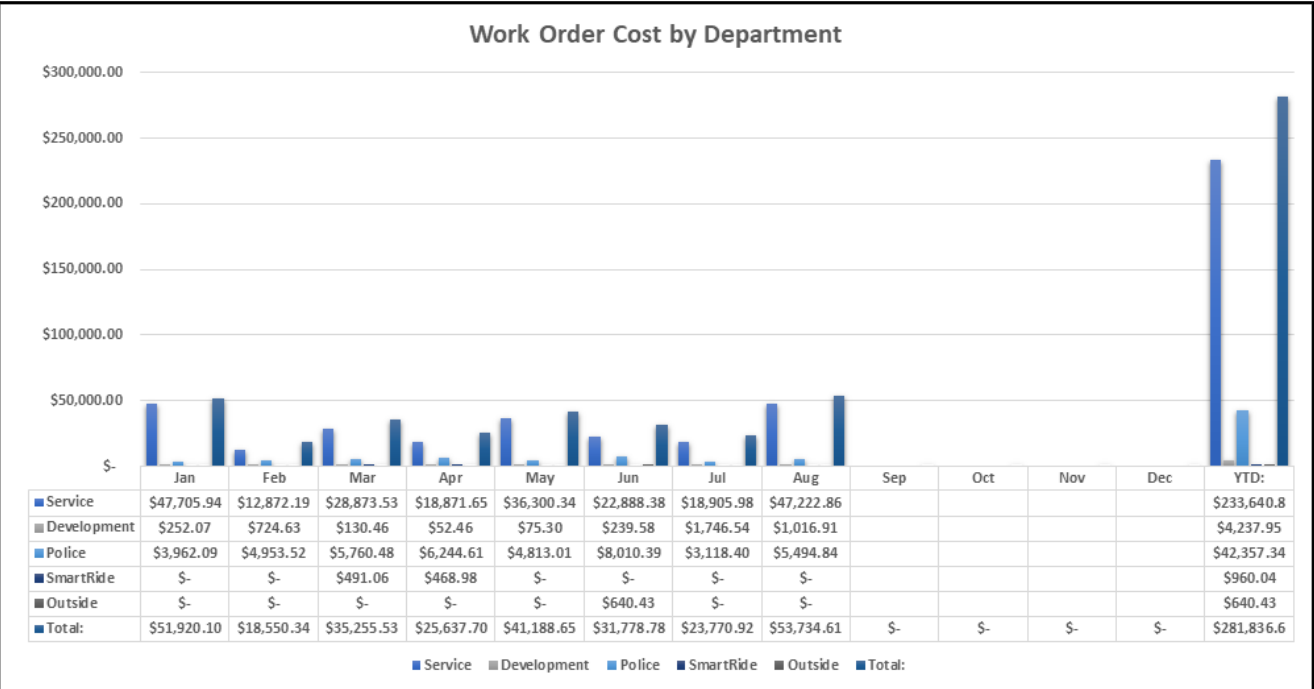
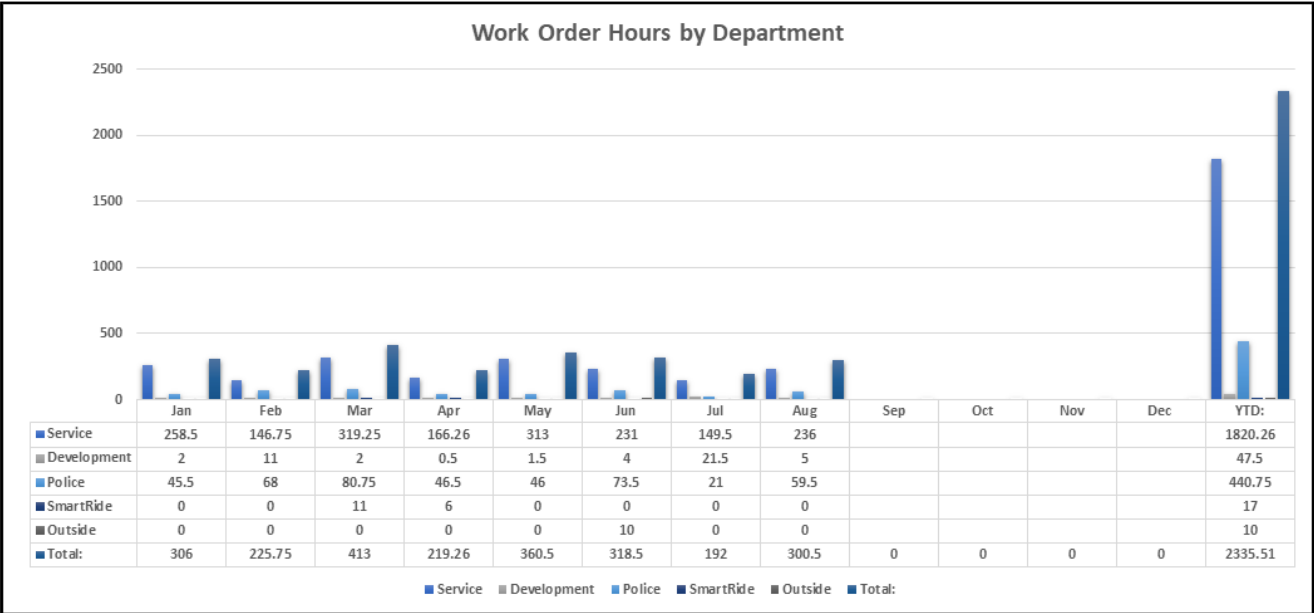
Refurbished loader for the upcoming season

Fleet Work Orders



PROJECT UPDATES
August 2023

Fleet Work Orders (continued)

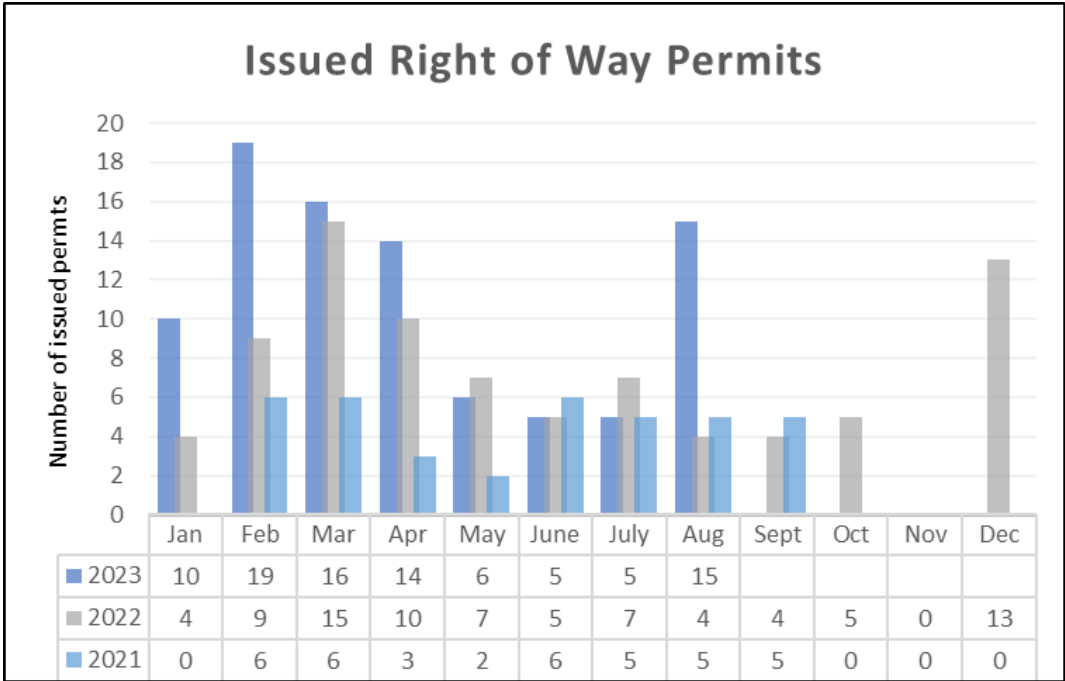


STATISTICS

August 2023

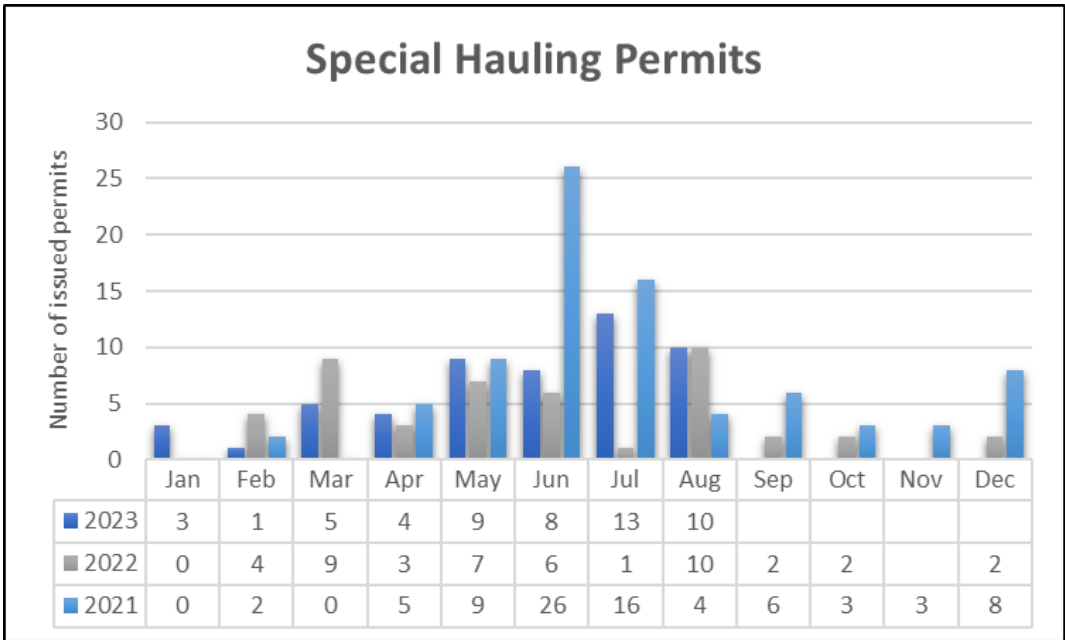
Right of Way Permits

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

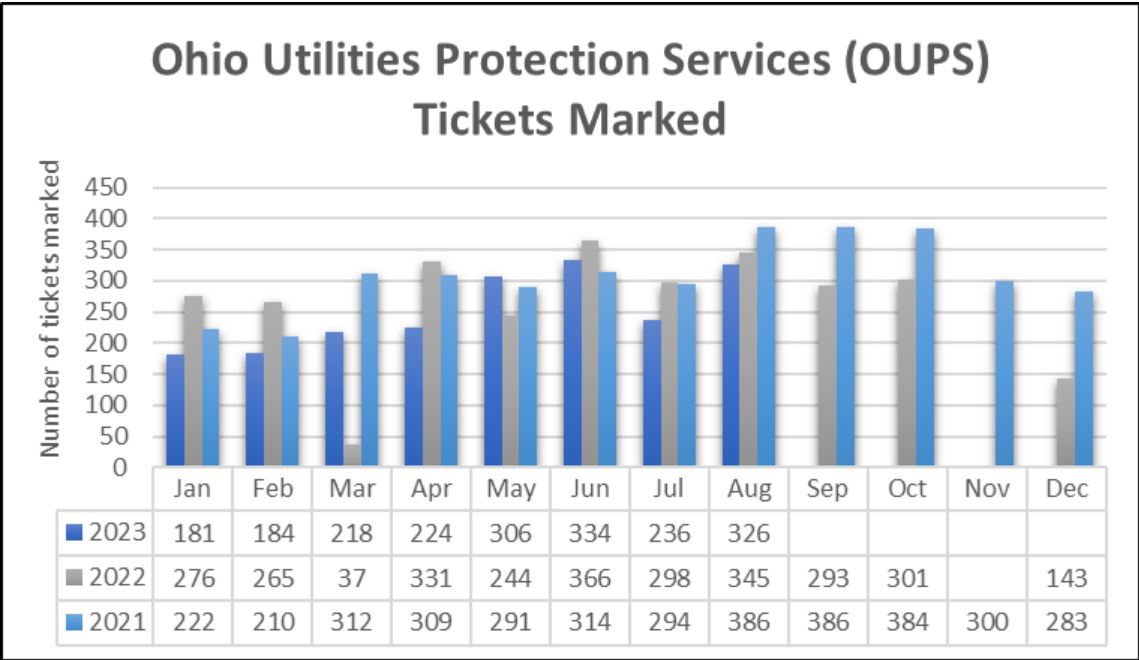
Special hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS
August 2023

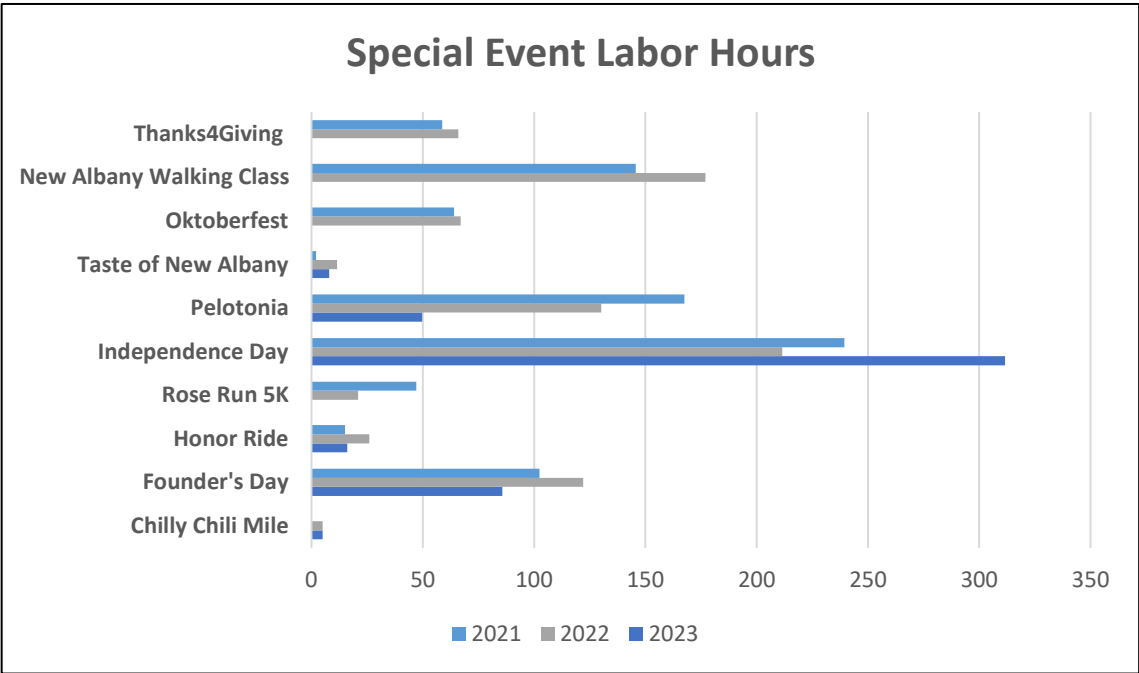
OUPS

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.

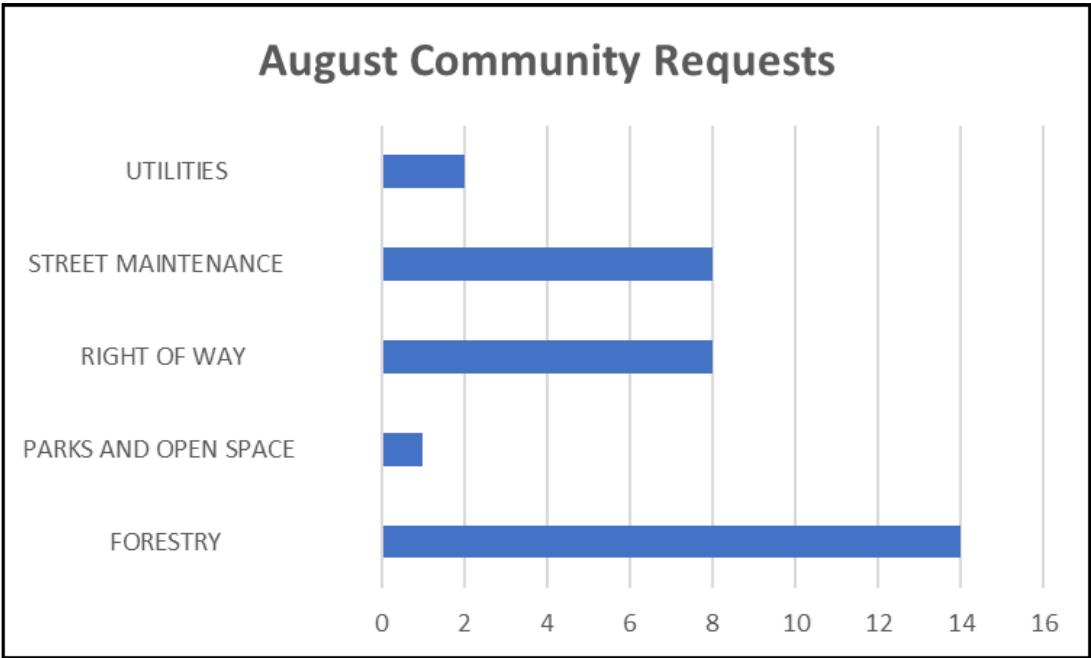
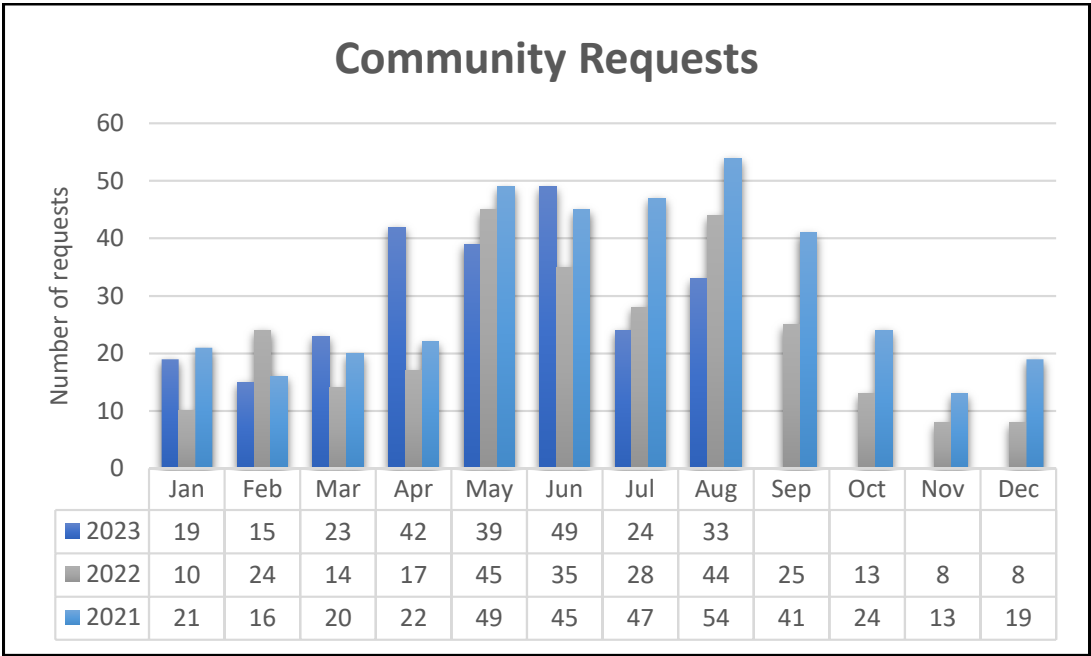


STATISTICS

August 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

August 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.

