



PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

September 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 Service 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.

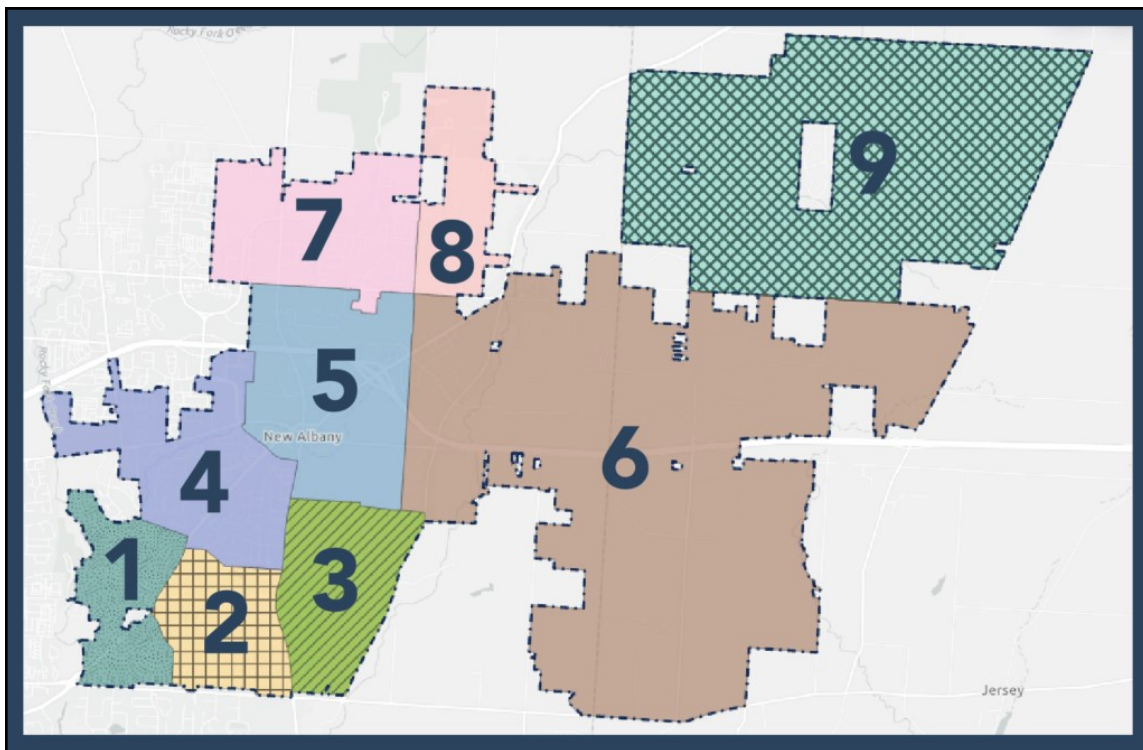
City Forester Forestry Specialist (2)

PROJECT UPDATES

September 2023

Administrative

- Director of public service Mike Barker held a cookout for all service employees on September 15th to show his appreciation for the hard work of the team.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck held meetings to discuss the 2024 Budget.
- Open interviews were held at the public service department for winter seasonal work opportunities.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck attended the New Albany Chamber Community Update on September 13th, 2023.
- Public service manager Angie Hobart held a meeting to discuss the new leaf collection process for the 2023 leaf season. Leaf season is held from October 1st through December 1st.



2023 leaf collection map.

PROJECT UPDATES

September 2023

Streets Division

Street light maintenance

The street division maintains seven different styles of street lights throughout the city. The street division has an inventory for each style to address damage resulting from traffic accidents.



Shaun Bush and Ian Hurst showing Keith Unterbrink the proper installation procedure for the city's 30ft light pole.

PROJECT UPDATES

September 2023

Special Projects

Special projects supervisor Steve Kidwell and parks crew re-built a stone wall located at Rose Run Park after the wall collapsed during Pelotonia.



Rose Run Park rebuild

PROJECT UPDATES

September 2023

Facilities Division

City Improvements

The facilities division set up a new office in the Phelps house. They moved furniture and cleaned carpet to accommodate over flow from Village Hall.



Doug Wittman and Tyler Myers setting up new cubicle in Phelps House

PROJECT UPDATES

September 2023

Utilities Division

Sanitary Sewer Inspection

The utilities division set up a sanitary line inspection for the recently installed Worthington Road subtrunk Extension Phase I and Phase II. The utilities team is taking a proactive approach with newly installed infrastructure. The utilities team inspected all manholes for obstructions, infiltration, and if top of casting is at final grade. The team also inspected the mainline thoroughly with the sewer camera and sewer inspection software. The data was logged related to these inspections and any defects are shared with the contractor to correct.

This proactive work ensures that when the City takes ownership of the infrastructure, the infrastructure is issue free and ready for use. Since implementing these inspections, the utilities team has identified problems and prevented multiple sanitary backups for future business owners and the City of New Albany. The utilities team inspected a total distance of 16,616'.



David Thatcher and Kerry Gastaldo setting up sanitary line inspection.

PROJECT UPDATES

September 2023

Parks and Open Space Division

Bridge maintenance

The parks and open space division crew cut and painted fence boards to add a fourth rail to the SR605/US161 guardrail. The work on the SR605/US161 guardrail will continue thru the month of October.



Mike Cligrow and Carl McNeal painting fence boards for SR605/US161 guardrail

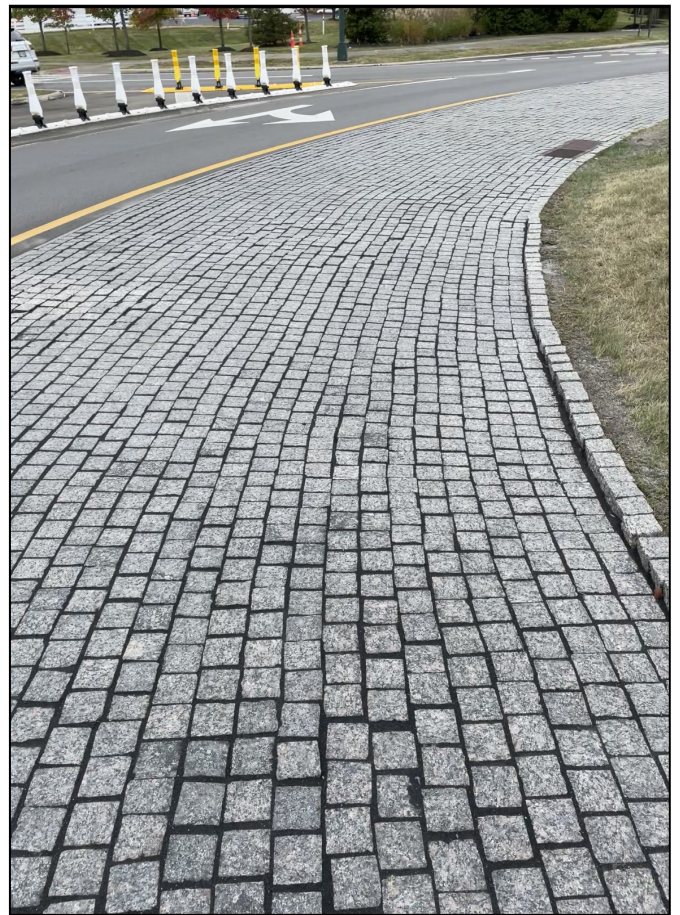
PROJECT UPDATES

September 2023

Right of Way Division

City maintenance

The right of way crew has been working on many different projects throughout the city. The US62/Morse Road roundabout project was completed by McCullough's Landscape.



Before and after of the 62/Morse roundabout

PROJECT UPDATES

September 2023

Forestry Division

Holkham Underdrain Root Pruning

The forestry team worked alongside the utilities and right of way crews to expose and prune roots that were in the way of a new underdrain installation. Many of the trees on Holkham are large and would not have survived having an excavator tear out their roots.



Sam Darnall and Chase Loughman use a combination of the vac truck and airspade to safely excavate around the large roots of London plane trees on Holkham.

PROJECT UPDATES

September 2023

Forestry Continued



Curtis Reed, Sam Darnall, Chase Loughman, and Nick Sgandurra use the vac truck and airspade to excavate and prune roots on Holkham.

PROJECT UPDATES

September 2023

Forestry Continued

Pruning

Contract pruning this year has completed trees on Byington Ln, Farley Ct, Decker Dr, and Goodheart Ct while Pembroke Pass and Willow Grove are underway. The next streets to be pruned are Sutton Pl, Leverett Pk, and Ogden Woods.

Aspinwall is currently being pruned in-house. In-house pruning in October will shift to oak trees as they can only be pruned in the dormant season, but spot pruning of other trees will continue as needed.

Emergency Removal

The forestry team removed a large sycamore street tree after a tree root and infrastructure conflict led to many of the primary supportive roots being severed. Upon inspection it was clear that the tree had previously lost structural roots due to past infrastructure conflict and up to 70% of the root zone had been impacted. The size and location of the tree made this a dangerous situation and so the tree was removed immediately.



Sam Darnall prepares to safely bring down sections of the tree while Carl McNeal watches for traffic.

PROJECT UPDATES

September 2023

Forestry Continued

Stump Grinding

The forestry team began stump grinding this month and will complete the majority of stump grinding in October. Several stumps will be ground by a contractor before planting season. Planting will begin in October and continue through December as weather permits.



Sam Darnall grinds a stump while Chase Loughman watches for underground obstacles.



Sam Darnall dumps excess wood chips from stump grinding into the dump trailer.

PROJECT UPDATES

September 2023

Fleet Division

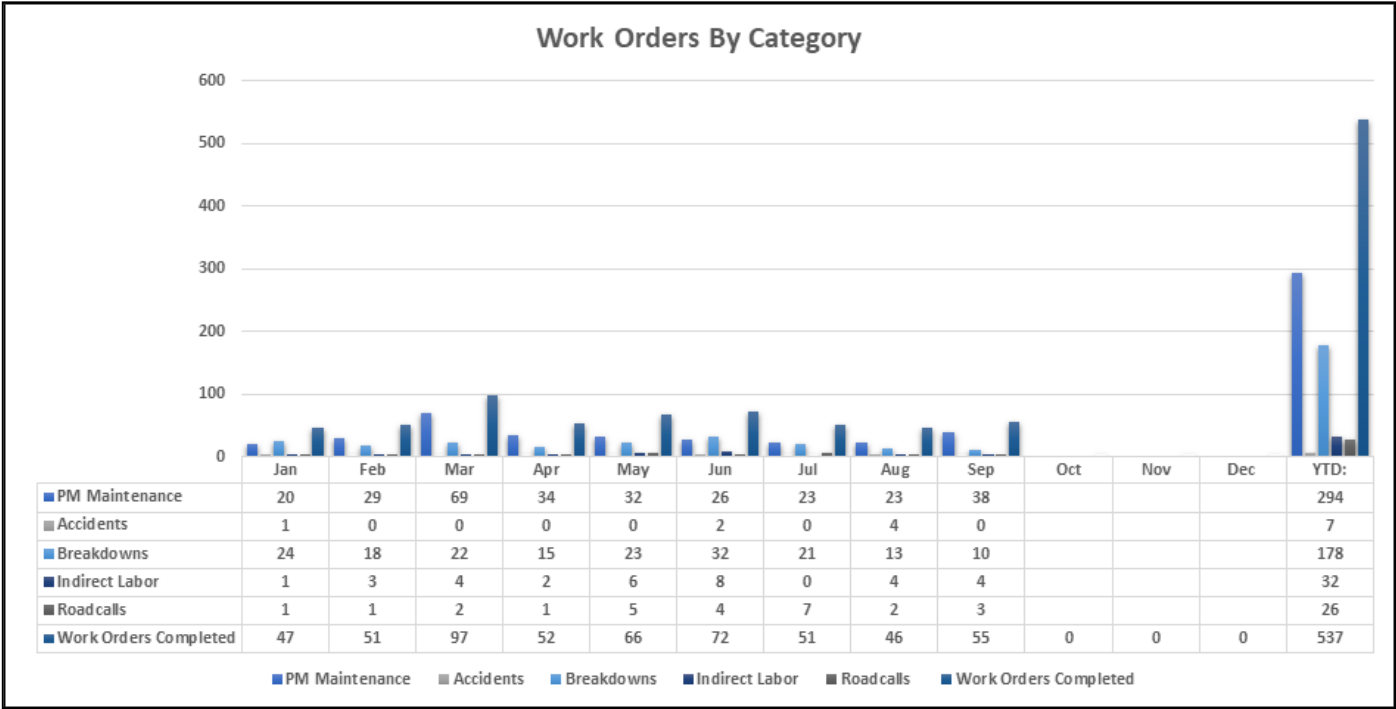
Fleet showcase

The fleet division successfully prepared the leaf equipment for the upcoming leaf season. The fleet division executed a total of 38 Preventive Maintenance (PM) Services for city vehicles and started preparing the necessary equipment for that first snowfall.



Preparing the leaf equipment for the upcoming leaf season

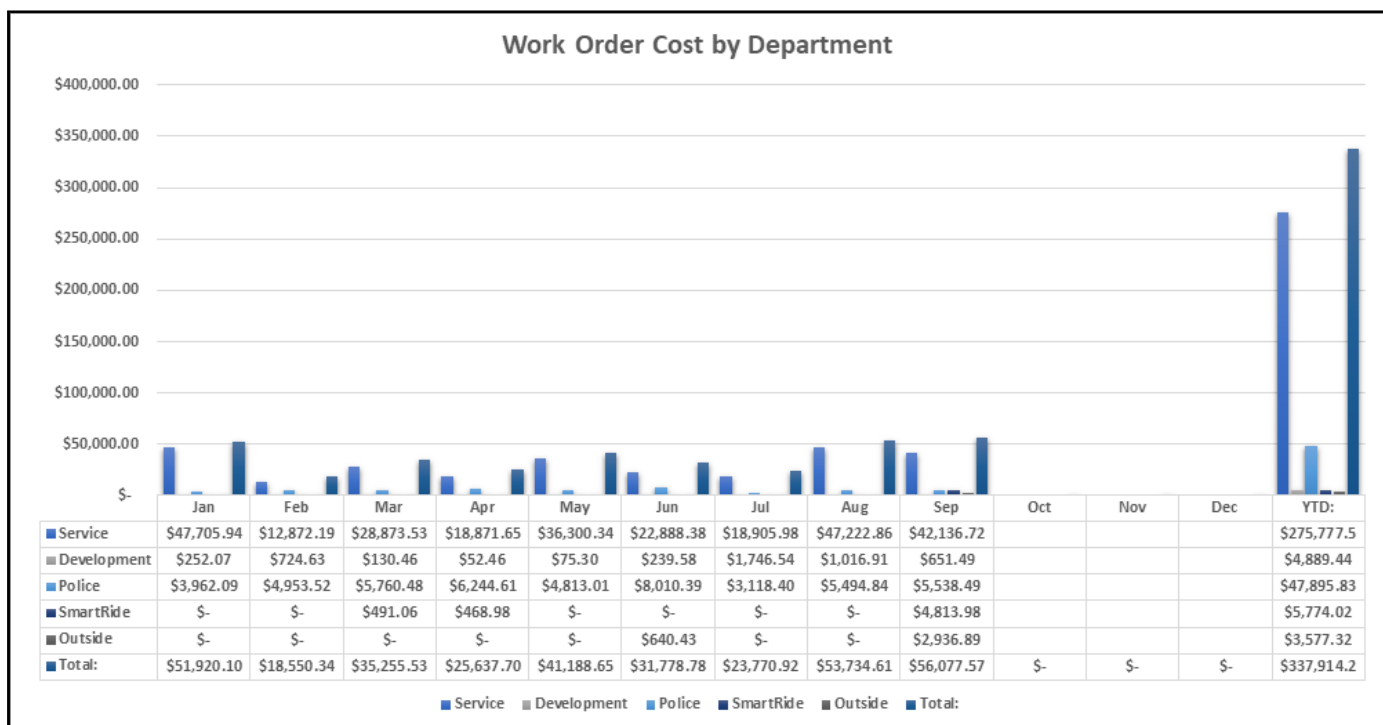
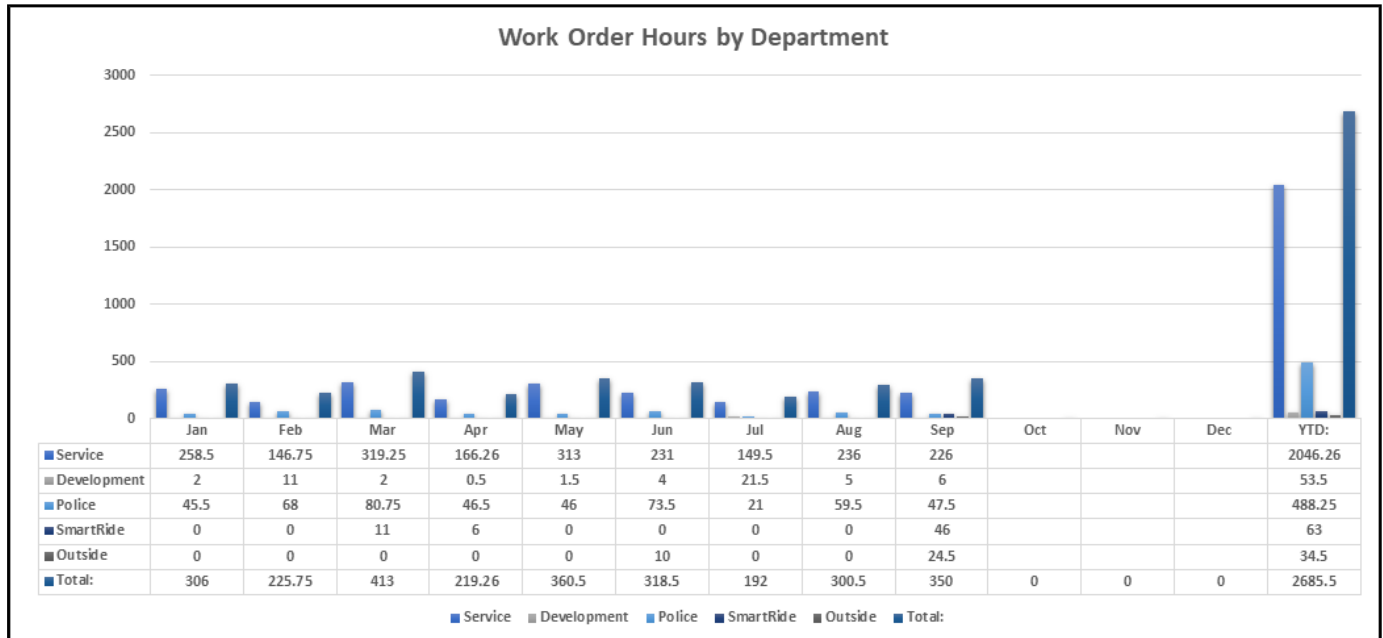
Fleet Work Orders



PROJECT UPDATES

September 2023

Fleet Work Orders (continued)

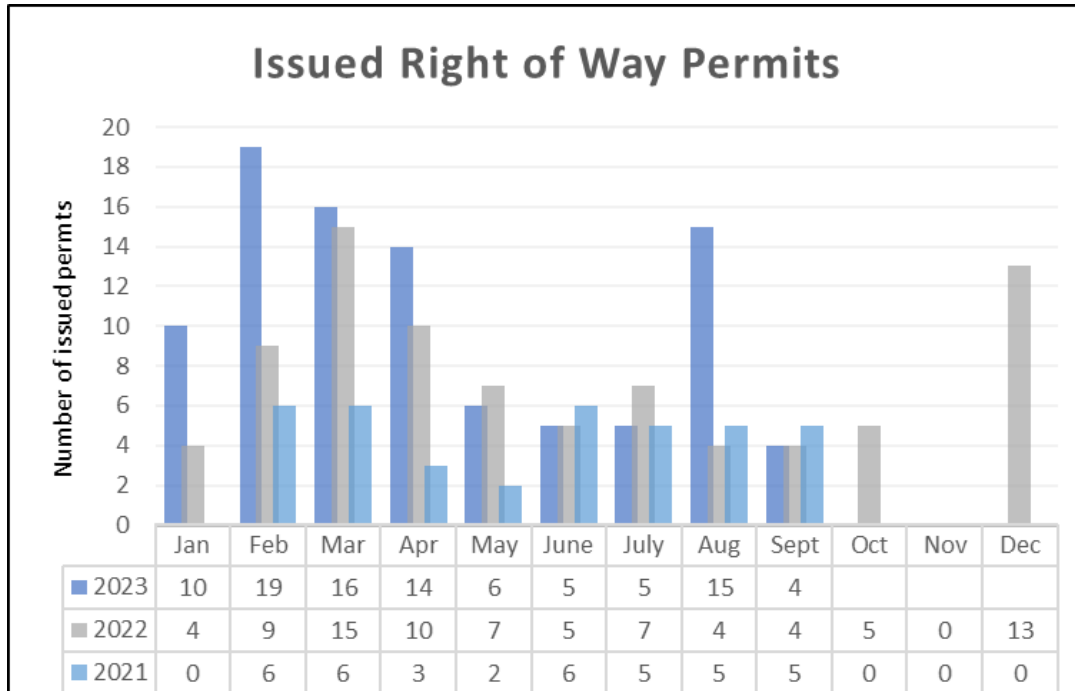


STATISTICS

September 2023

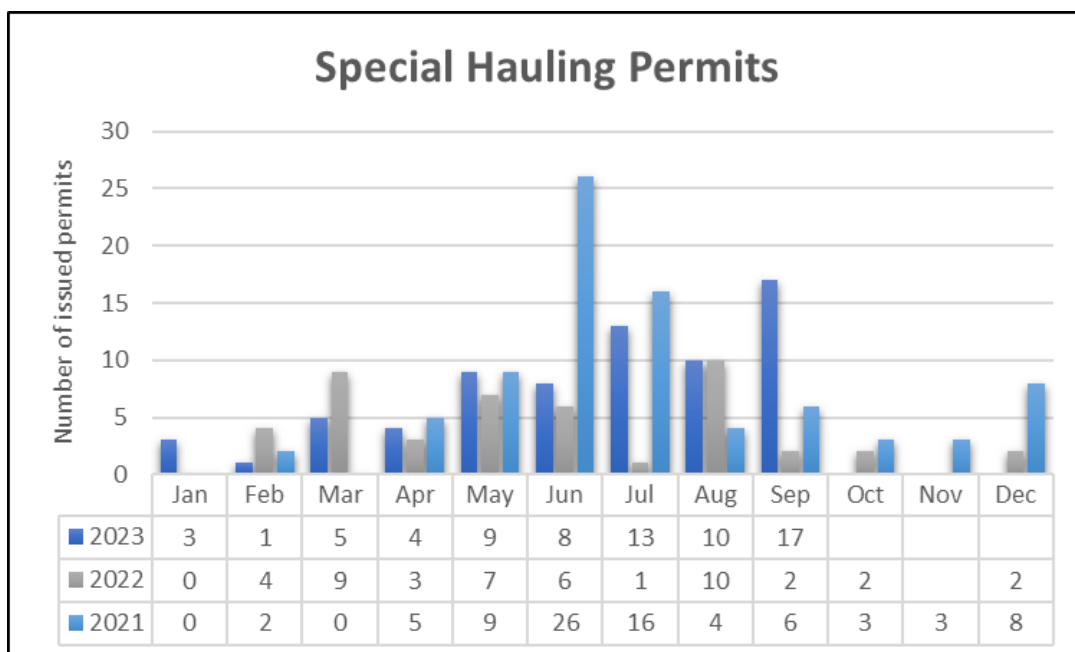
Right of Way Permits

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

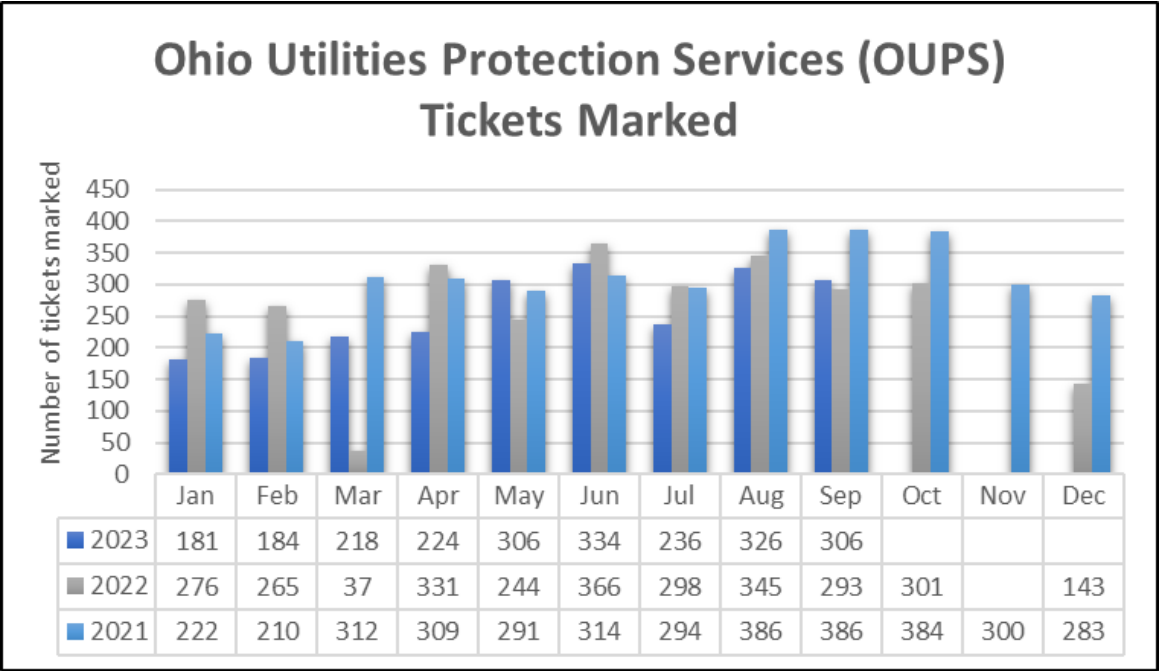
Special hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS
September 2023

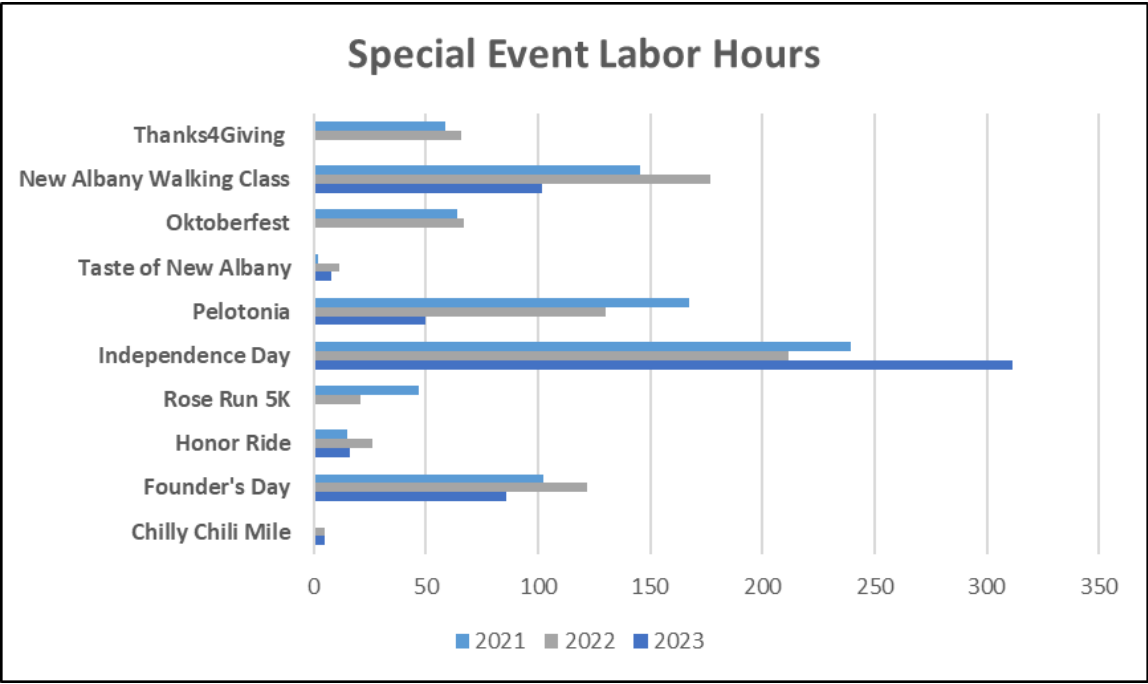
OUPS

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.

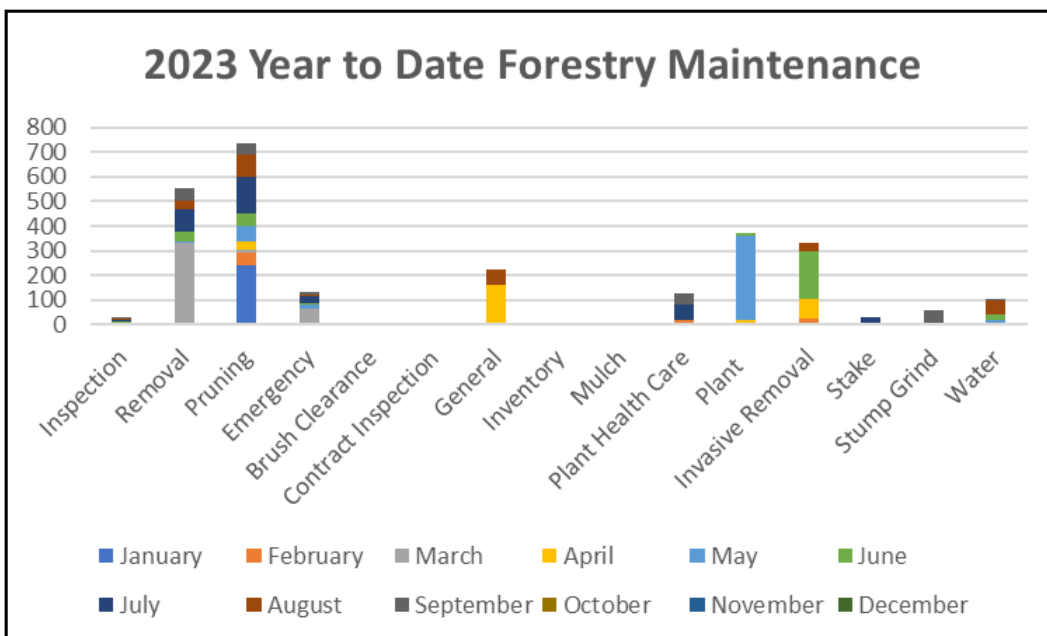
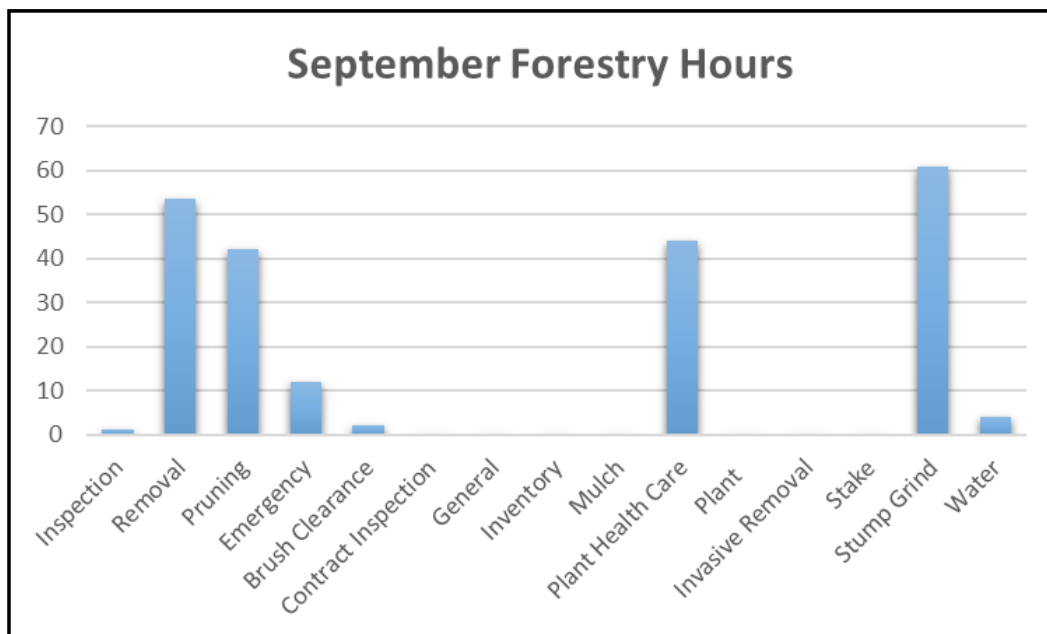


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Forestry

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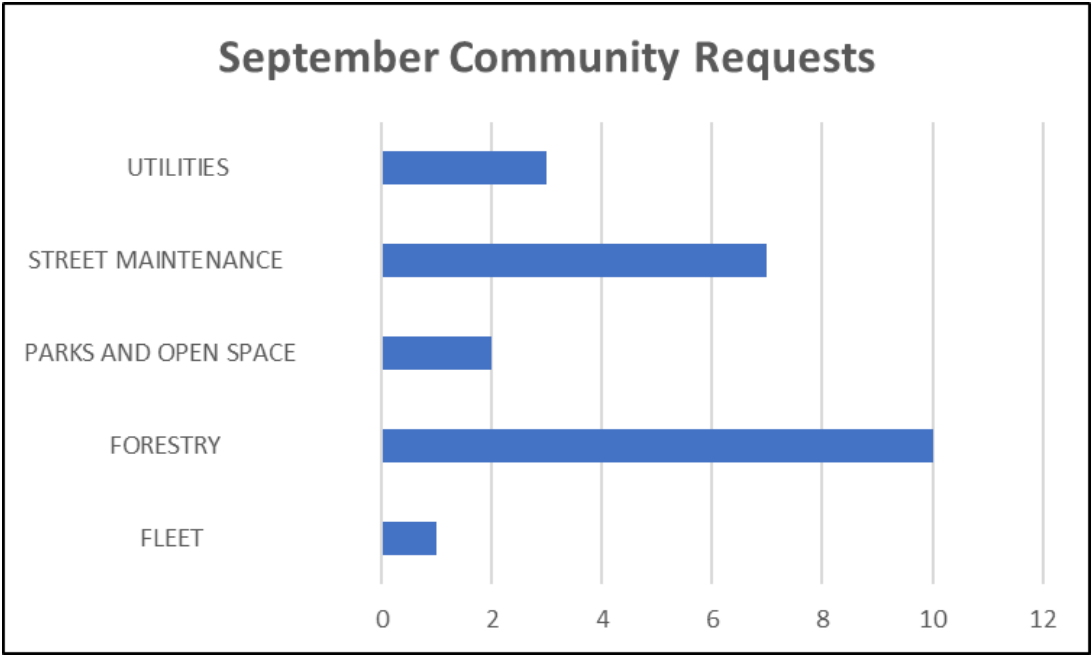
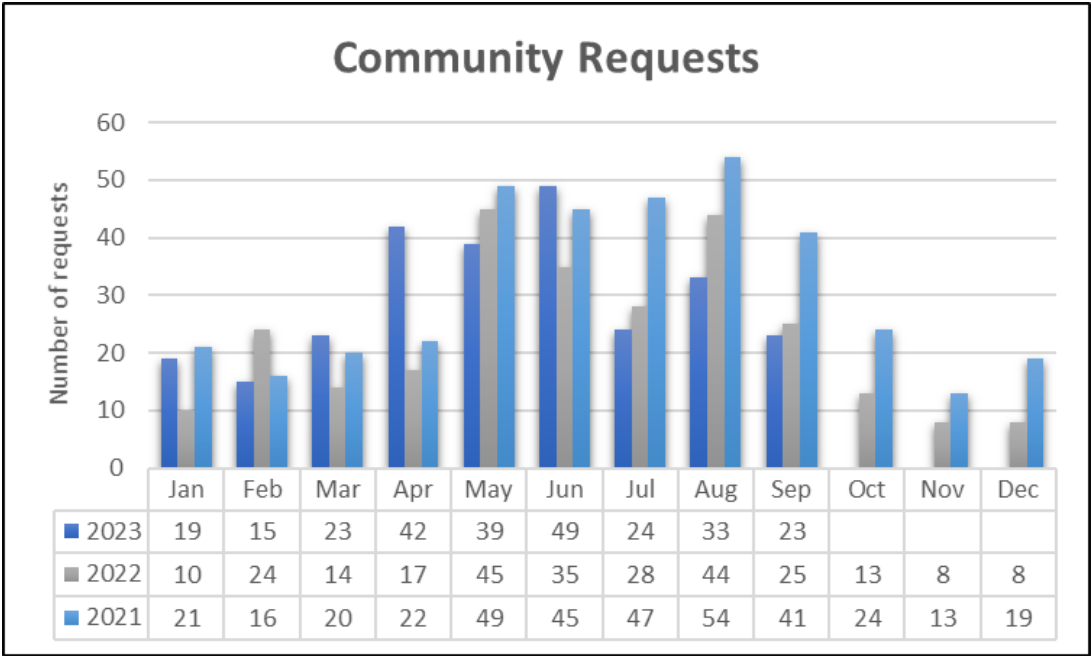


STATISTICS

September 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

September 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.

