



## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

October 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 2 water towers.

**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

### October 2023

#### Administrative

- Open interviews were held at the public service department for winter seasonal work opportunities.
- The public service department participated in Life Saving Training (CPR) on October 17th. The training was offered by the Plain Township Fire Department. Thank you to everyone who participated.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck prepared the departments budget book pages for the 2024 budget book.
- Director of public service Mike Barker, public service manager Angie Hobart, administrative assistant Bridget Beck and special projects supervisor Steve Kidwell met with community program administrator Abbey Brooks to discuss the Diwali event that is taking place on Saturday November 11th.



*New Albany 101-Taylor Farm open house*



## PROJECT UPDATES

### October 2023

#### Streets Division

#### Leaf Season

The street division oversees the leaf pickup process for the City. This year the leaves have been falling equally with the mild fall that we have seen. New this year is the interactive map that is available to residents on the city's website. This map shows the residents what areas have been completed and when the next leaf pickup will start. The city is divided into 9 zones north and south like in years past.



*Leaf machines working around the city.*



## PROJECT UPDATES

### October 2023

#### Special Projects

New Albany public service held it's Annual Snow Rodeo on October 6<sup>th</sup>. Special Projects Supervisor Steve Kidwell set up a truck obstacle course for public service employees to show their driving skills. Every year the public service department gears to ensure that our staff and equipment are fully prepared for the upcoming winter season.



*Snow Rodeo October 6th, 2023.*



## PROJECT UPDATES

### October 2023

#### Facilities Division

#### City Improvements

The facilities division oversaw the replacement of the front gate at the public service department. The project will be complete and operational in November.



*New public service gate.*

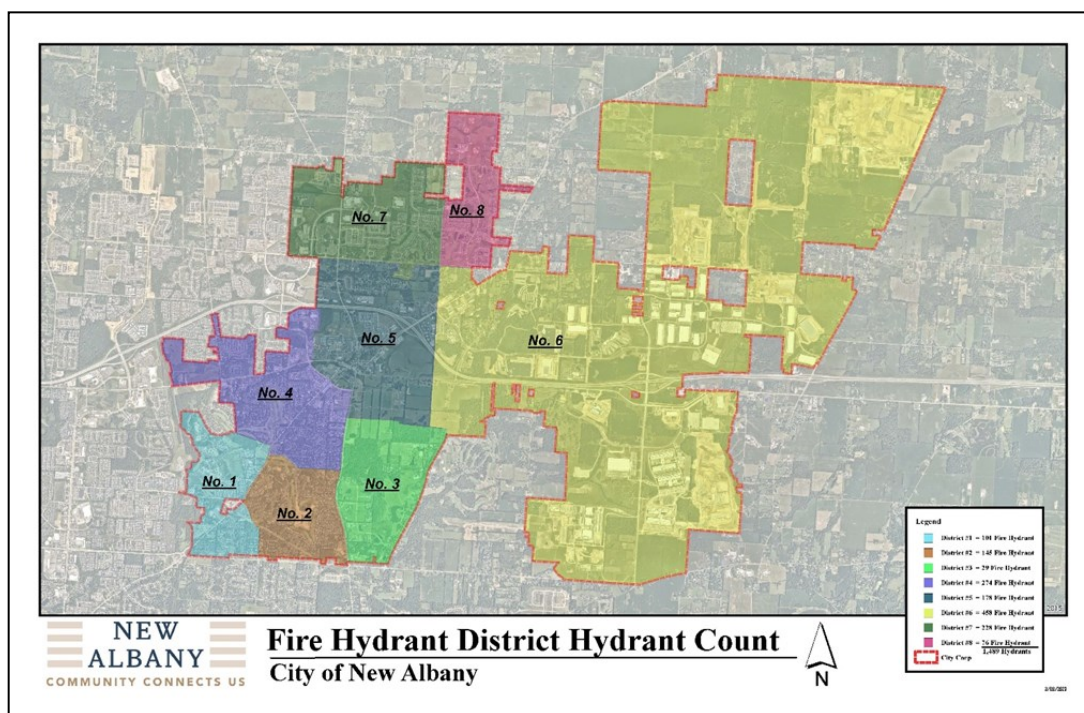
## PROJECT UPDATES

### October 2023

#### Utilities Division

#### Hydrant flushing

The utilities division completed the fall flushing of all city fire hydrants. The utilities division is responsible for the planning and execution of fire hydrant flushing within a 4 week timeframe. The team created a standard operating procedure (SOP) for the flushing process, which serves as a guideline for training seasonal employees. All fire hydrants for the City of New Albany are flushed on a bi-annual basis.



*Nick Sgandurra led the fall hydrant flushing process for 2023.*

#### Training:

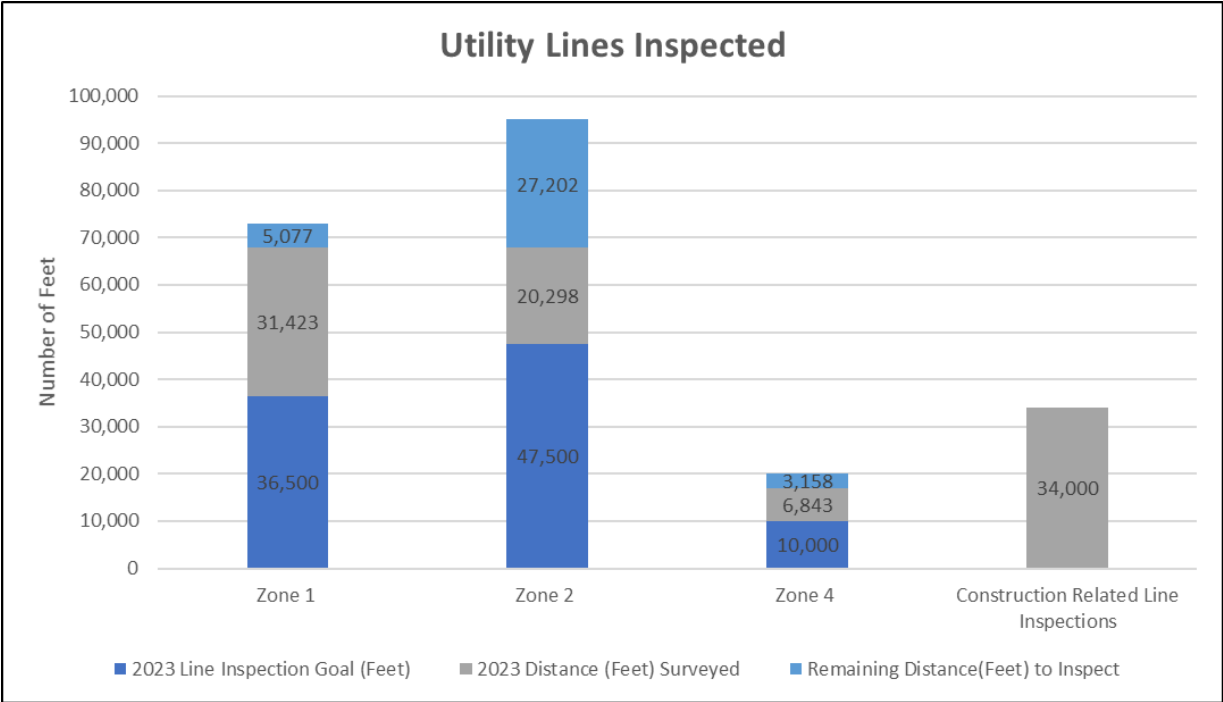
The utilities division attended the NASSCO Pipeline Assessment Certification Program. This is a comprehensive program designed to educate individuals on inspection and assessment of underground pipelines. The training covered various aspects of pipeline condition assessment including the use of standardized software for data collection and reporting. The utilities division learned how to assess the structural integrity and condition of sewer and stormwater pipelines and structures in a manner that is consistent with industry standards.

PROJECT UPDATES  
October 2023

Utilities Division cont.

Sanitary Sewer Lines Inspected

The utilities division set forth sanitary sewer line inspection goals for 2023. The team has been working throughout the year and the chart below is an update of the progress.



Kerry Gastaldo conducting zone 1 sanitary sewer mainline inspection.



## PROJECT UPDATES

### October 2023

#### Parks and Open Space Division

##### Bridge maintenance

The parks and open space division installed an additional rail to the existing fence along SR 605 at the SR 161 overpass.



*Crew members Carl McNeal, Mike Cligrow and Rick Goldhardt  
seen installing the fourth rail along the bridge.*

## PROJECT UPDATES

### October 2023

#### Right of Way Division

##### City maintenance

The right of way division oversees the annual sidewalk replacement program and is currently working through the second phase of work scheduled for this year. Depending on the temperatures some remaining work may be carried over to the spring.

The right of way division also worked closely with AEP when the fiber backbone was hit. The crew was able to pinpoint the location of the damaged line before AEP. This helped save time and speed up the repair.

##### Training

Right of way supervisor, Jordan Gambill and maintenance worker, Andrew Love attended the OUPS Excavator training. The training was designed to get the excavators point of view. As locators we sometimes don't fully see their point of view.



*Call 811 before you dig.*



## PROJECT UPDATES

### October 2023

#### Forestry Division

##### Pruning

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

The forestry team started pruning oak trees in October and this will continue throughout the dormant season, with spot pruning of other trees as necessary. London plane trees and sycamore trees are also targeted during the dormant season.



*Sam Darnall, Chase Loughman, Mike Cligrow, and Tommy Diamond work in a temporary traffic control work zone on Bevelhymer Road pruning oak trees.*



## PROJECT UPDATES October 2023

### Forestry continued



*Sam Darnall sets rigging lines in a large tree to carefully remove dead branches that grew out over a residential garage.*



*Chase Loughman, Mike Cligrow, Sam Darnall and Tommy Diamond work in the Windsor neighborhood.*



## PROJECT UPDATES

October 2023

### Forestry Continued Pruning



*Chase Loughman prunes oak trees away from houses in the Windsor neighborhood.*



## PROJECT UPDATES

### October 2023

#### Forestry Continued

#### Stump Grinding

The forestry team completed the majority of stump grinding with a few stumps remaining to be ground in November. Several stumps will also be ground by a contractor before planting. Planting began in October and will 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.*

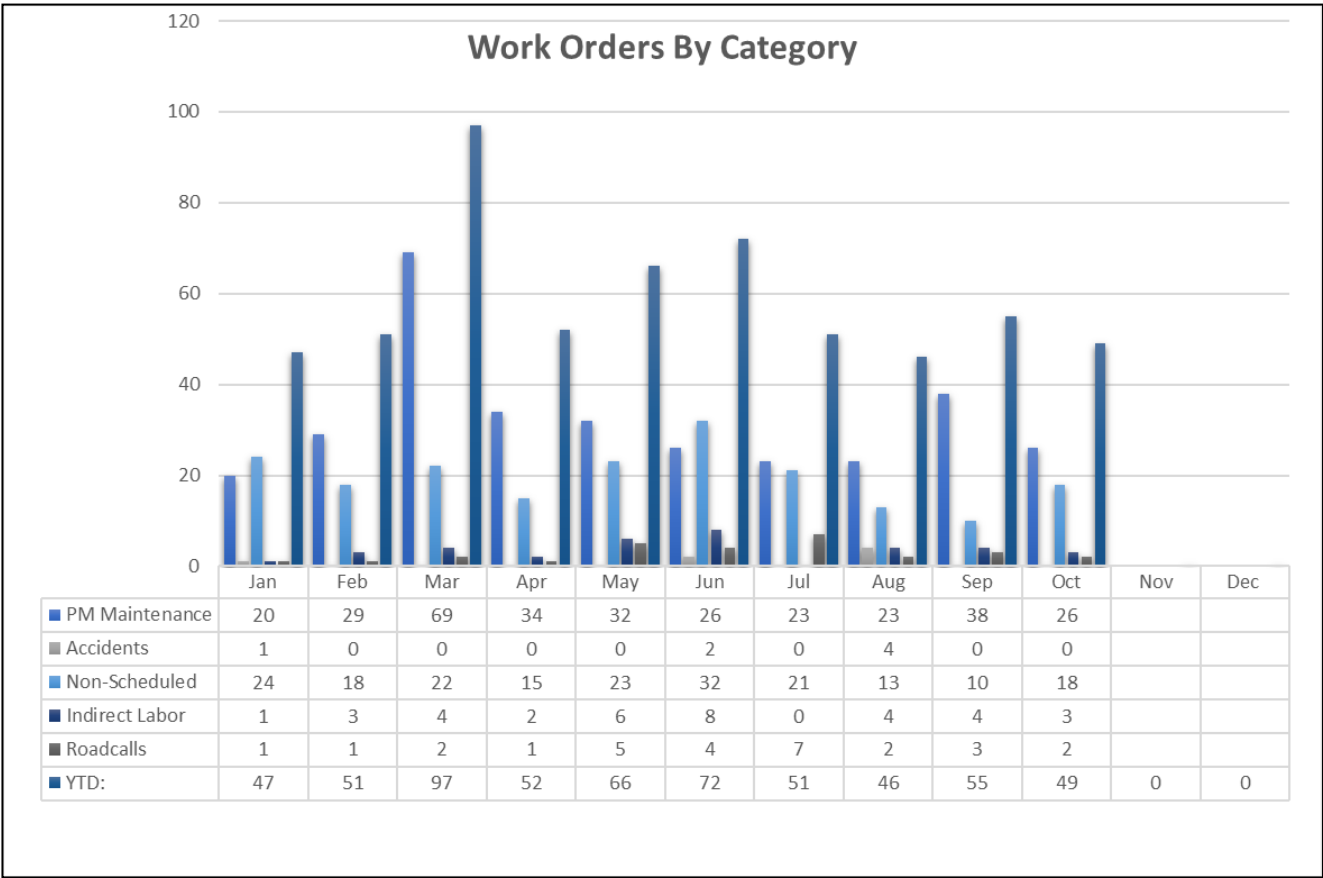
PROJECT UPDATES  
October 2023

Fleet Division

Fleet showcase

The fleet division focused on fleet preparation in anticipation of the upcoming winter season. The team also completed the upfitting activities needed to put five police cruisers in service. Lastly, the team worked to improve efficiency by implementing storage solutions within our workshop and reorganizing our inventory of tools within newly acquired toolboxes.

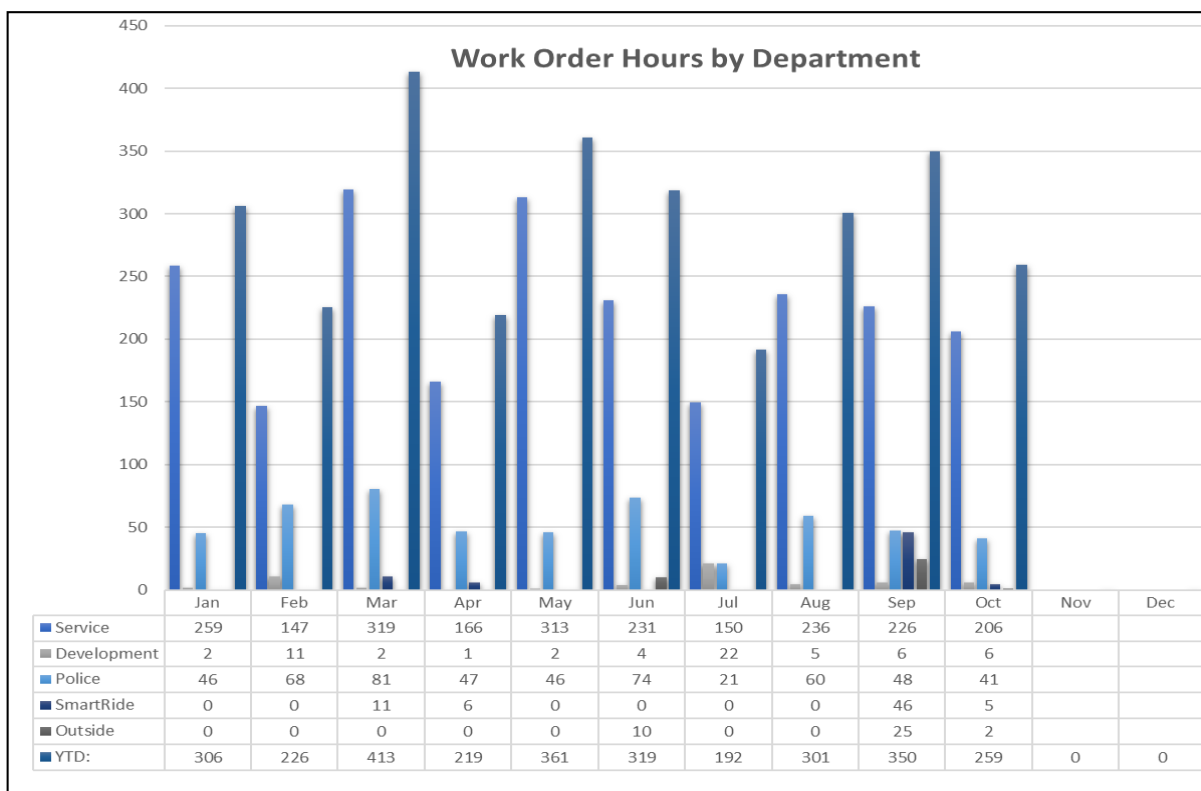
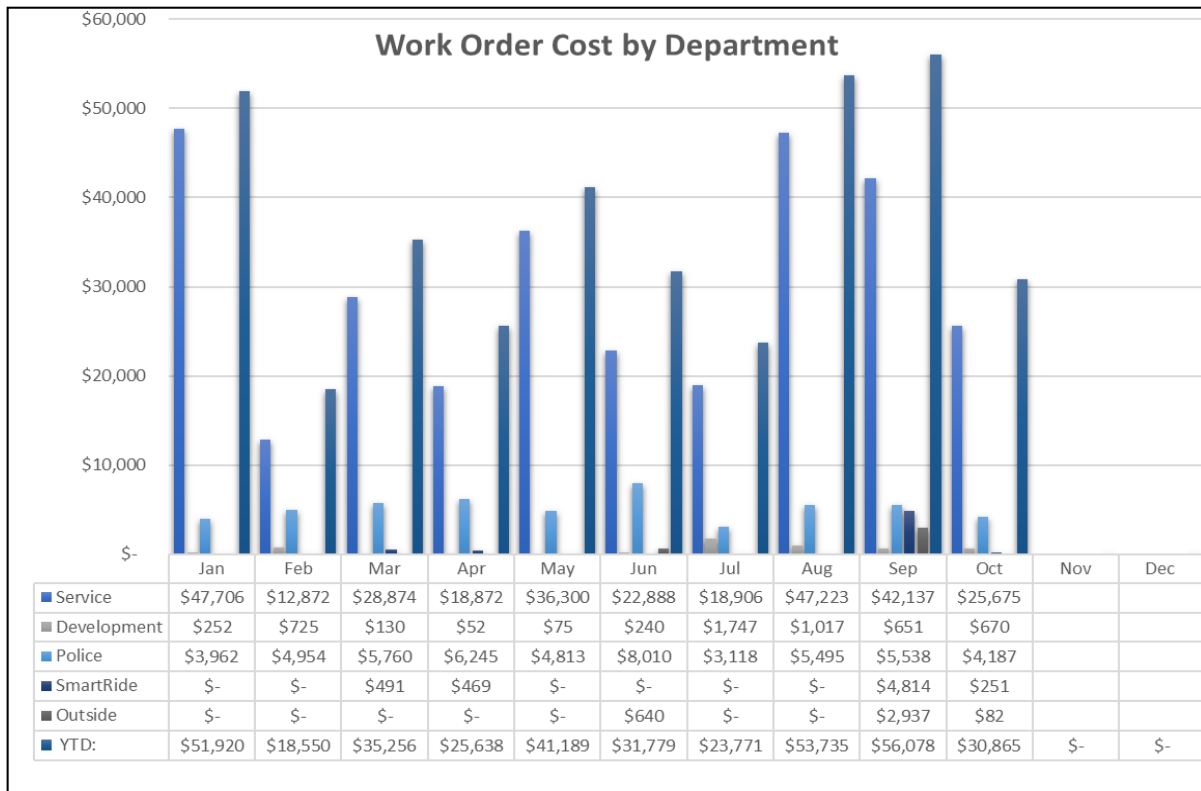
Fleet Work Orders



# PROJECT UPDATES

## October 2023

### Fleet Work Orders (continued)



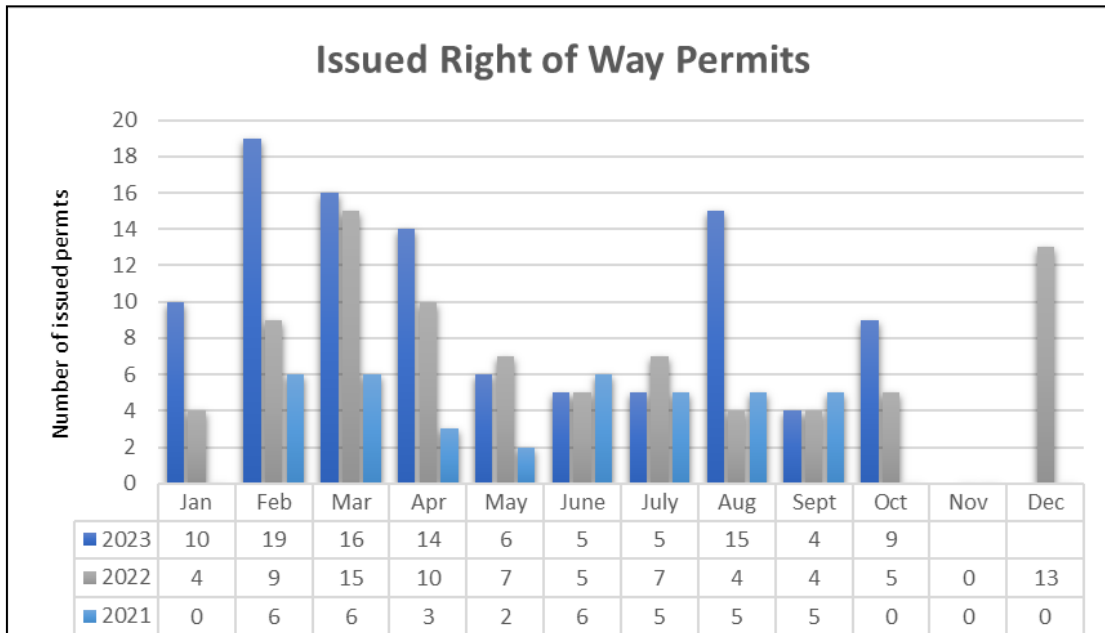


## STATISTICS

### October 2023

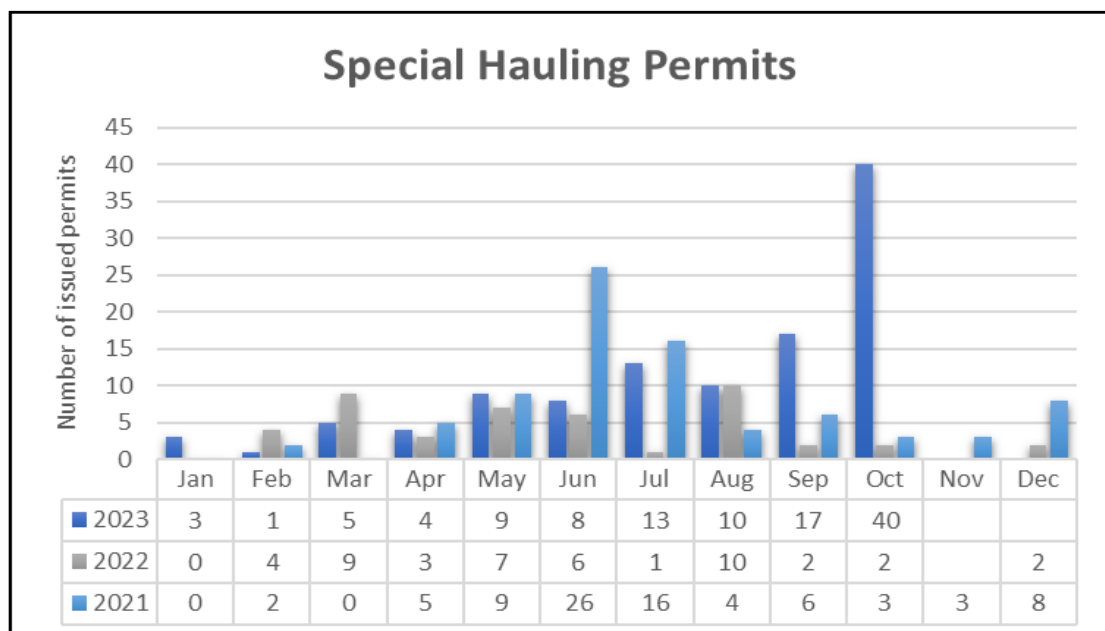
#### Right of Way Permits

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

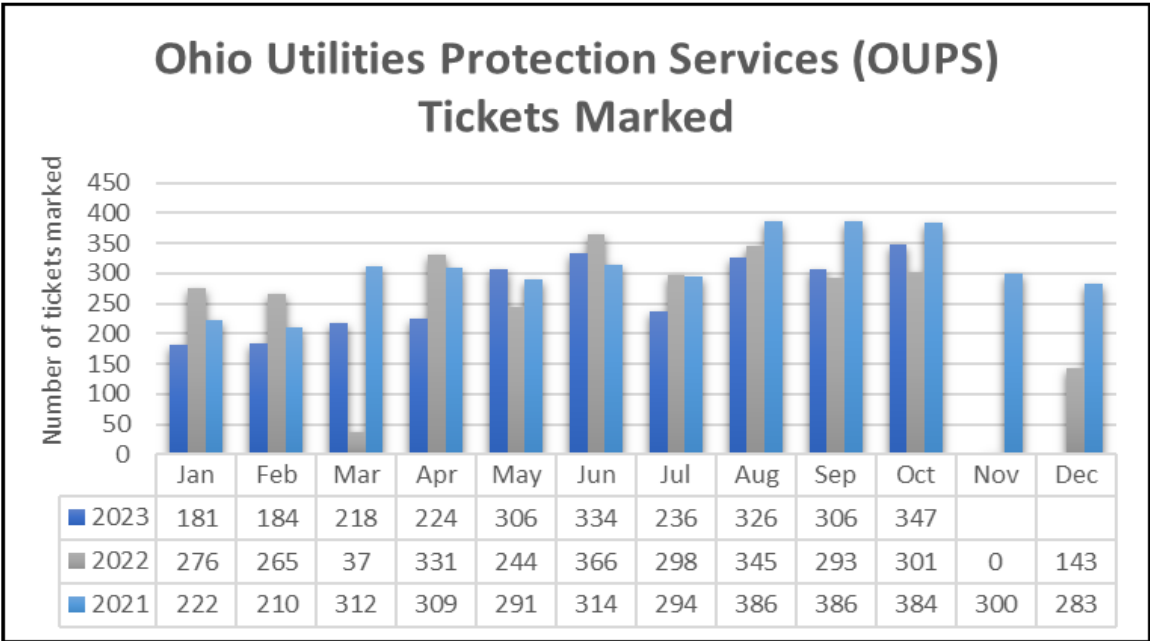
Special hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum road-way weight, width, height and/or length and are considered ‘oversized’.



STATISTICS  
October 2023

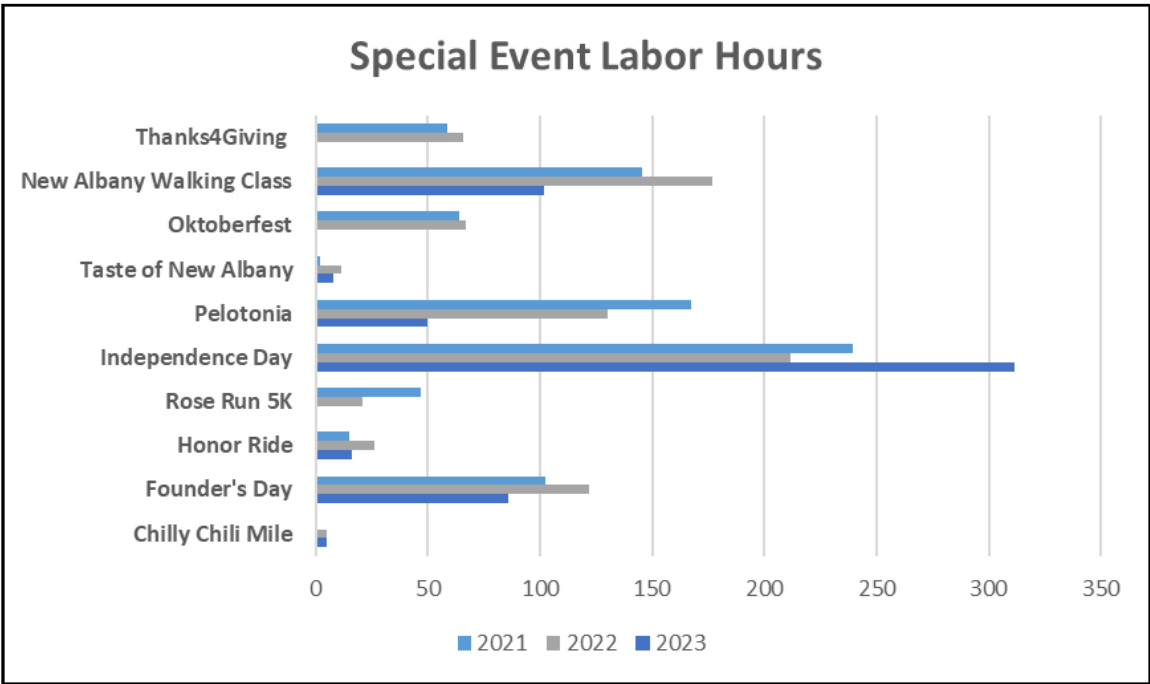
OUPS

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.

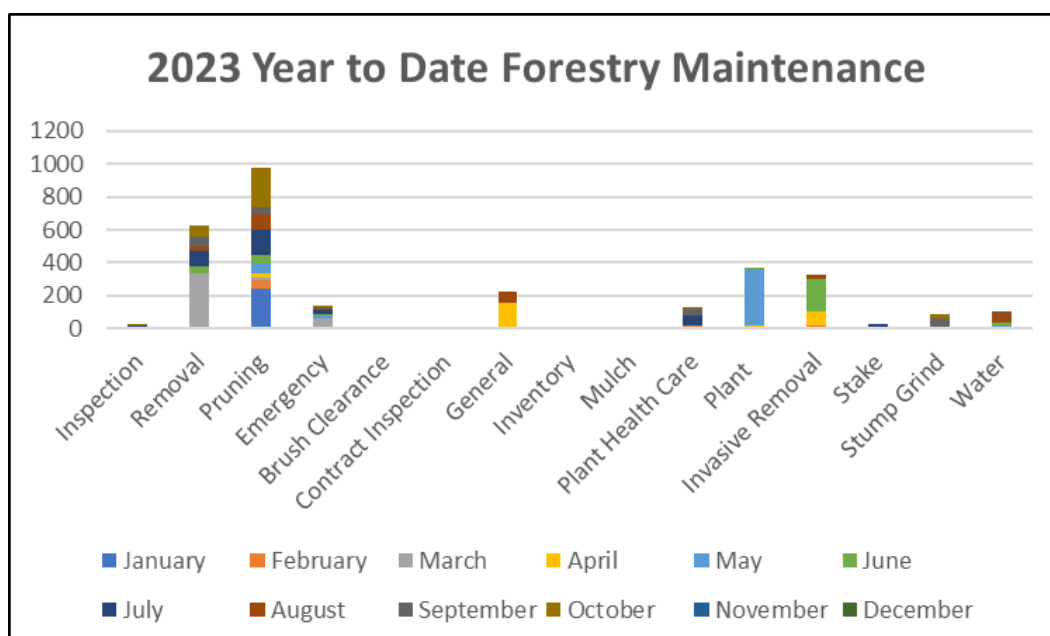
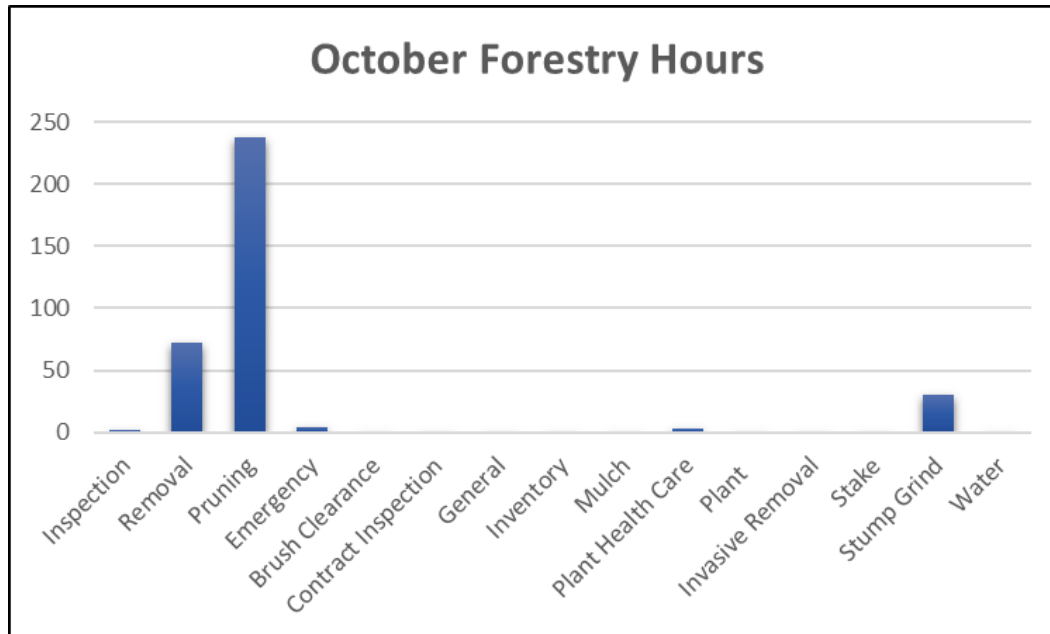


## STATISTICS

October 2023

## Forestry

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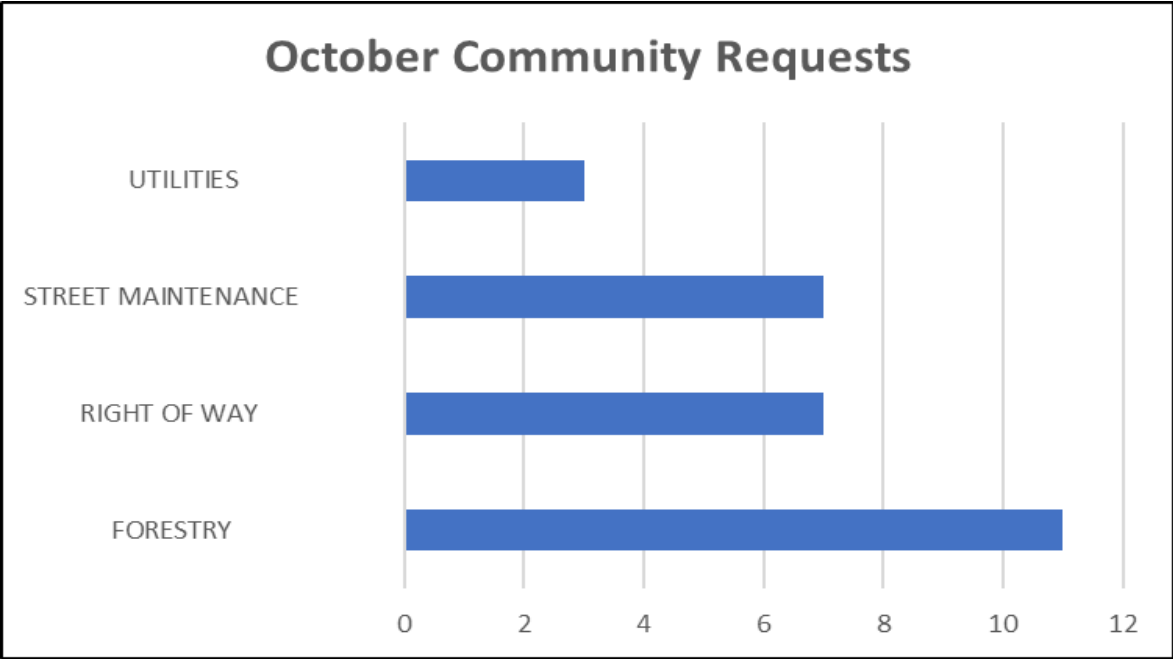
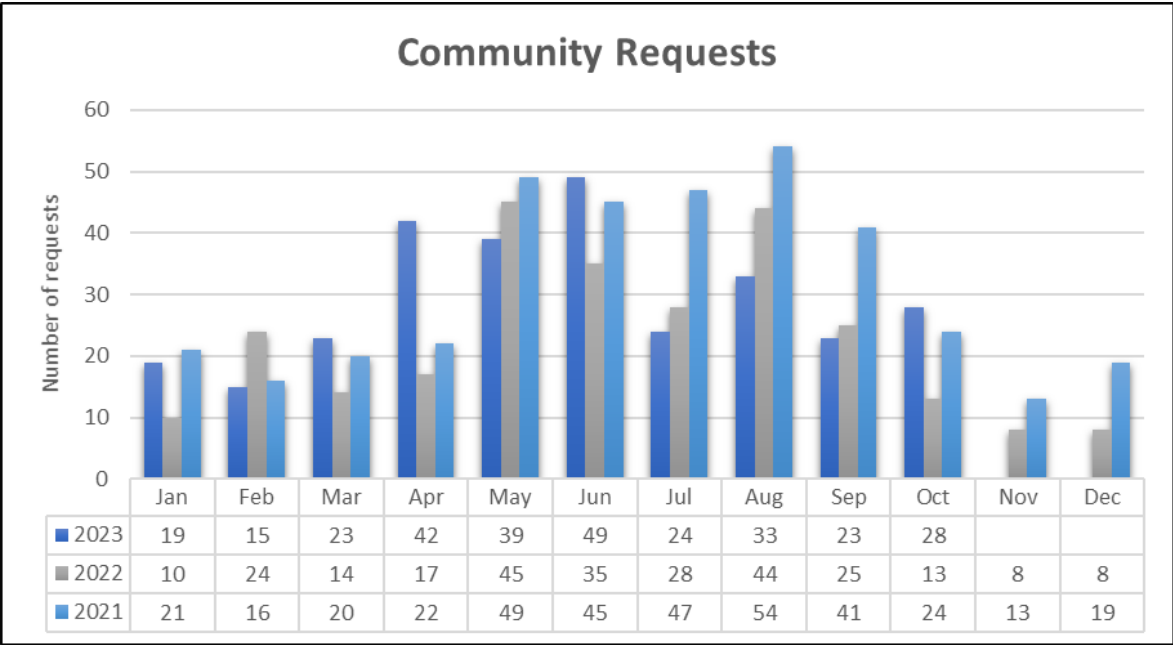


# STATISTICS

## October 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

## October 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.

