



## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

December 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

### December 2023

#### Administrative

- Interviews were held at the public service department for fleet mechanic, administrative assistant and public services engineer throughout the month of December.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck met with finance to review the requisition entry process for 2024.
- Director of public service Mike Barker and public service manager Angie Hobart hosted a staff meeting for the public service staff on December 14th at Village Hall.
- Director of public service Mike Barker held a holiday breakfast for all service employees on December 22nd to show his appreciation for all the hard work that has been accomplished in 2023.



*Staff picture 12/14/23*



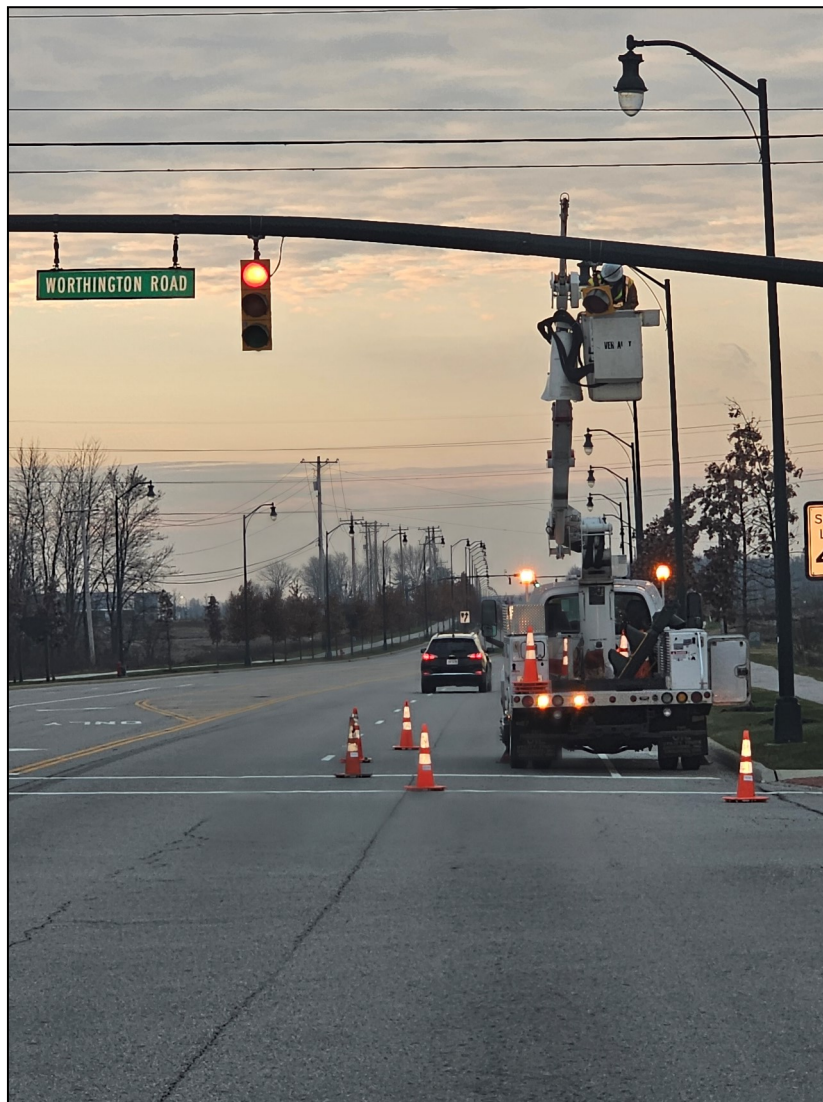
## PROJECT UPDATES

### December 2023

#### Streets Division

##### Signal maintenance

The street division oversees traffic signal inspection and repairs. The City of New Albany has 30 signalized intersections throughout the city. There are two employees who hold certifications that allow them to work on traffic signals and their components. The crew completes two yearly inspections. One inspection is looking over the cabinet and the other is an aerial of the heads and brackets. The street division also maintains the functions to provide flawless operation of each signal.



*Street division working on signals at Worthington Rd*

## PROJECT UPDATES

### December 2023

#### Special Projects Division

##### Wall rebuild

The special projects division worked to rebuild the stone wall located along the New Albany Road East leisure trail in the New Albany Links neighborhood. The stone wall was leaning along the leisure trail causing walking hazards to the residents.



*Rebuild of stone wall*



## PROJECT UPDATES December 2023

### Facilities Division

#### City Improvements

The facilities division ran new wiring in the finance department to support additional employees and equipment.



*Adding new wires to the finance department*

## PROJECT UPDATES

### December 2023

#### Utilities Division

##### Sanitary sewer maintenance

The utilities division provides recurring service to all city owned facilities. Many of the services include regular cleaning of oil/water separators and storage tanks and involve the use of our sanitary sewer jet and vac truck. This service is completed one to two times a month depending on the usage. The team records all maintenance tasks by using a site maintenance log.



*David Thatcher and Christian Duane servicing the Johnstown Rd. Water Tower facility*



## PROJECT UPDATES

### December 2023

#### Utilities Division

#### Sanitary manhole structure maintenance

After the service is complete the team applied a seal to the manhole frame. The sealing helps to prevent tree roots and surface water from entering the structure.



*Nick Sgandurra sealing the sanitary structure*

## PROJECT UPDATES

### December 2023

#### Parks and Open Space Division

##### Bench restoration

The parks and open space division continued to restore park benches in the James River and Head of Pond area. Park bench restoration will continue through the month of January with the benches getting restored at Sump-tion park and Grate Park.



*Daitan Rood seen staining park benches*



## PROJECT UPDATES

### December 2023

#### Right of Way Division

#### City maintenance

The right of way division rebuilt the collapsed ADA detectable warnings brick at the intersection of Ackerly Farm Road and Aspinwall North. The bricks naturally settle over time and require routine maintenance.



*Right of way maintenance worker Curtis Reed fixing the ADA intersections*

The crew power washed the stamped concrete median on Fodor Road and applied two coats of sealer. Doing this helps preserve the concrete due to road salt and changing weather conditions.



*Stamped concrete in median along Fodor Rd*



## PROJECT UPDATES

### December 2023

#### Right of Way Division continued

#### City maintenance

The right of way division also reattached a granite pillar along Dublin Granville Road at Raines Crossing. The team cleaned out the base and reformed it along with straightening the rebar that holds the pillar in place. Great job!



*Straightening and reattaching granite pillar*



## PROJECT UPDATES

### December 2023

#### Forestry Division

##### Pruning

Contract pruning wrapped up in December with pruning completed on Farley Ct, Willow Grove, Head of Pond, Goodheart Ct, Sutton Pl, Pembroke Pass, Farber Ct, Leverett Park, and Landon Lane. Contract pruning for 2024 begins in January.

The forestry team continued seasonal pruning of Oak, London Plane and sycamore trees during their dormant season.



*Chase Loughman prunes trees on South High Street while carefully avoiding street lights*



## PROJECT UPDATES December 2023

### Forestry continued



*Sam Darnall prunes from the bucket while Chase Loughman prunes on the ground along North High Street*



*Chase Loughman, Sam Darnall, Mike Cligrow, Daitan Rood and Tommy Diamond prepare to prune inside of a temporary traffic control zone along East Main Street*



## PROJECT UPDATES

### December 2023

#### Forestry Continued Planting

The forestry team completed all plantings in December. Trees were planted along the street right of way as well as in Rose Run Park. The team also re-planted a landscape bed near the nature playground.



*Chase Loughman uses a hammer and chisel to remove a girdling root uncovered while prepping a tree rootball for planting at the Rose Run nature playground*



## PROJECT UPDATES

### December 2023

#### Forestry Continued Planting



*Chase Loughman cultivates the soil at the Rose Run nature playground with the Airspade*



*Chase Loughman, Sam Darnall, Tommy Diamond, Daitan Rood, Cade Dunlap and Mike Cligrow incorporate compost and plant native trees and shrubs in a landscape bed at the Rose Run nature playground*



## PROJECT UPDATES

### December 2023

#### Forestry Continued Planting



*Chase Loughman, Marylou Hoessle and Sam Darnall pose for a picture before planting a 4" caliper sugar maple tree at Rose Run Park with Mike Cligrow, Tommy Diamond and Cade Dunlap*



*Chase Loughman and Sam Darnall prepare to lower a 4" sugar maple tree into a hole*

PROJECT UPDATES  
December 2023

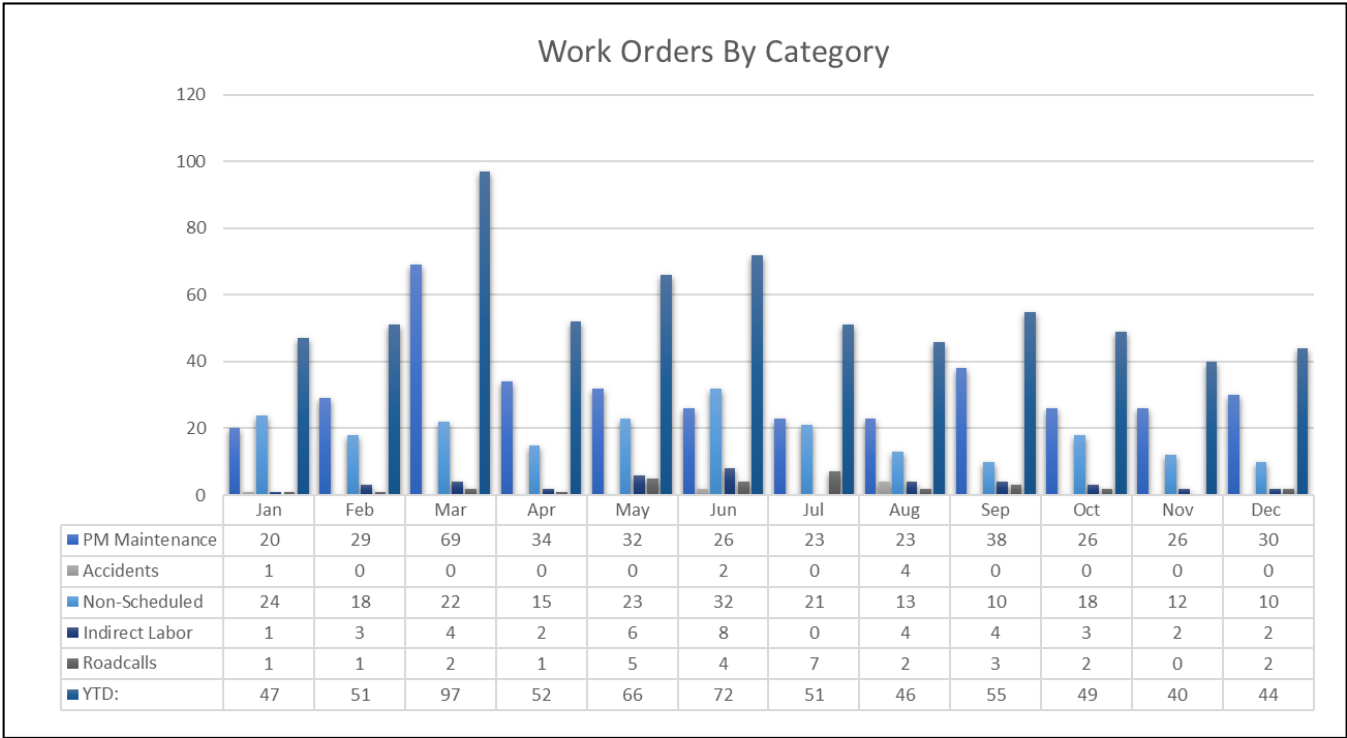
Fleet Division

Fleet showcase

The fleet division focused on fleet preparation in anticipation of the upcoming winter season. The team finished the leaf season by addressing any repairs needed before dismantling the leaf machines. As the team was dismantling the larger of the two leaf machines, an extensive fabrication project is taking place that will enhance the operator’s comfort, visibility and protection from the elements during weather conditions and exposure to leaf dust.

The fleet division also focused on last minute preparations for the first two snow events ensuring a smooth transition into winter operations. Great job!

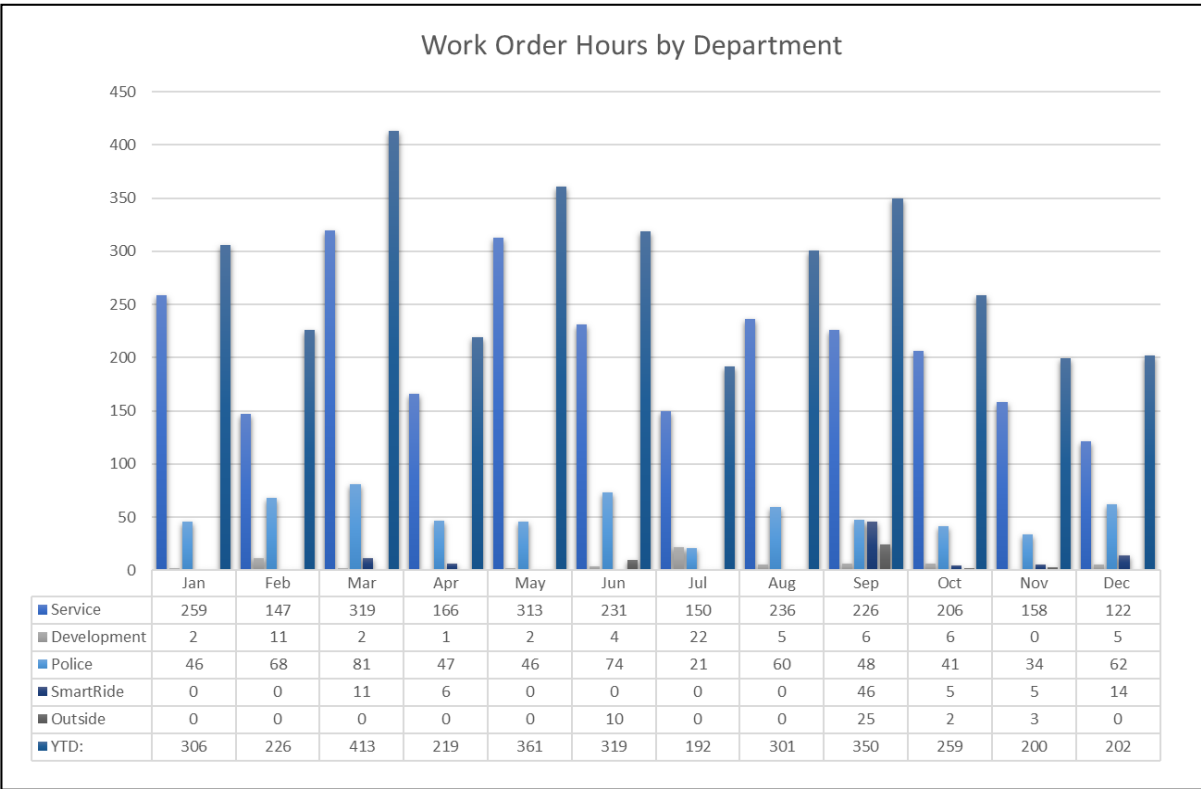
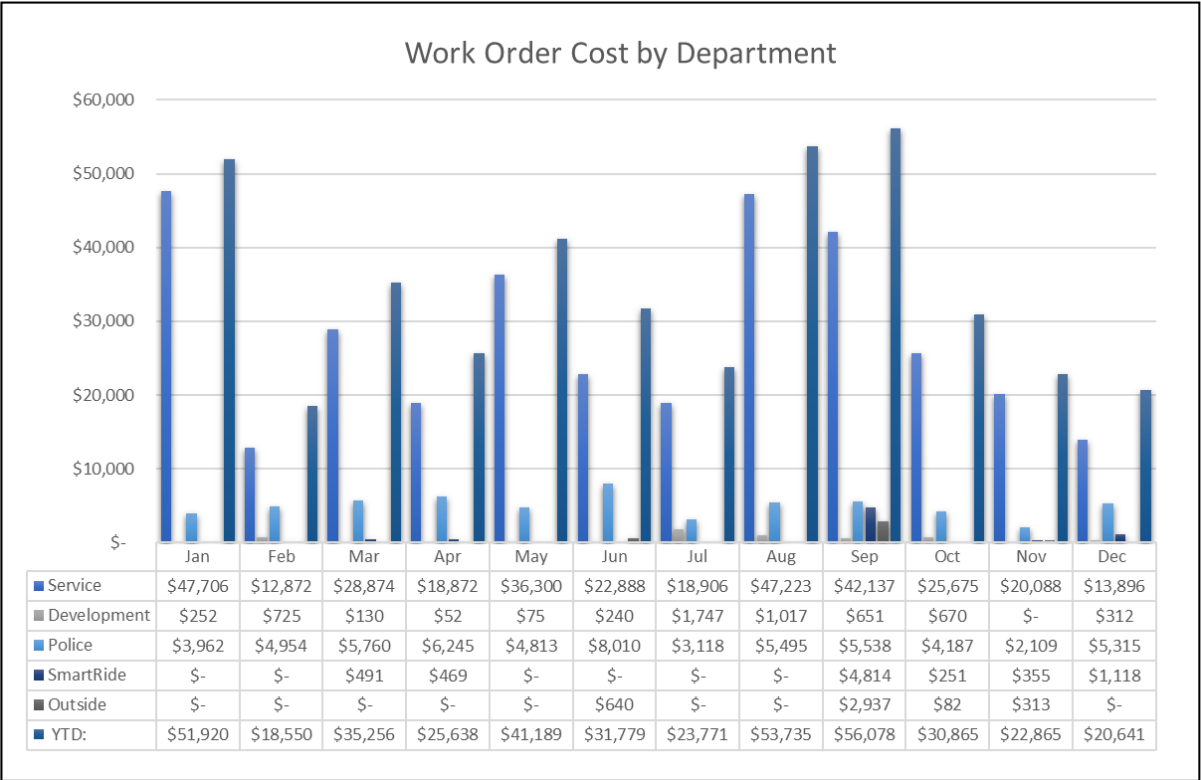
Fleet Work Orders





PROJECT UPDATES  
December 2023

Fleet Work Orders (continued)

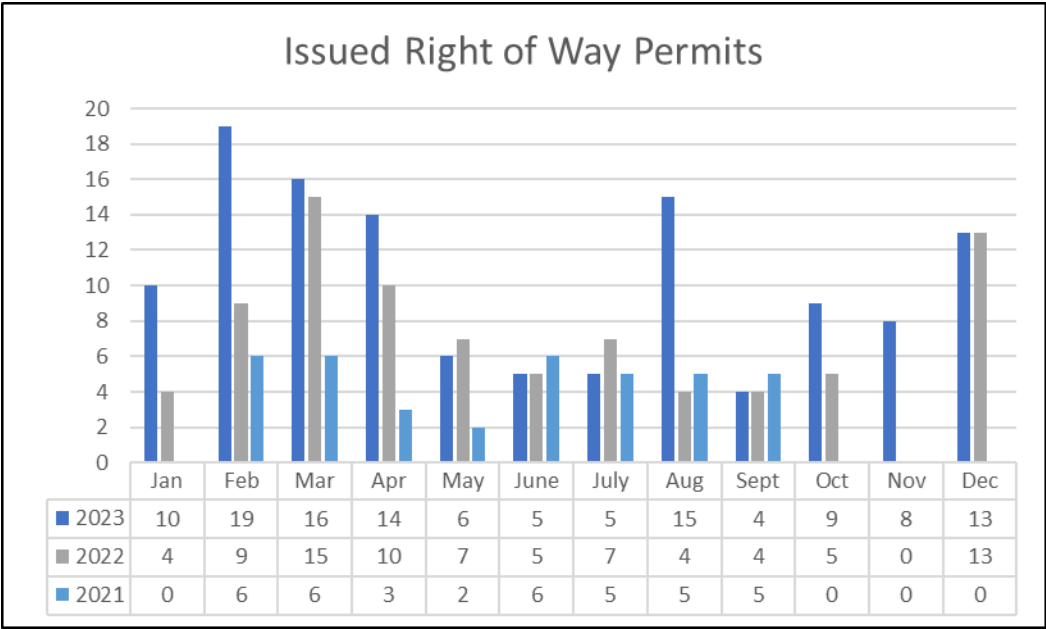


# STATISTICS

## December 2023

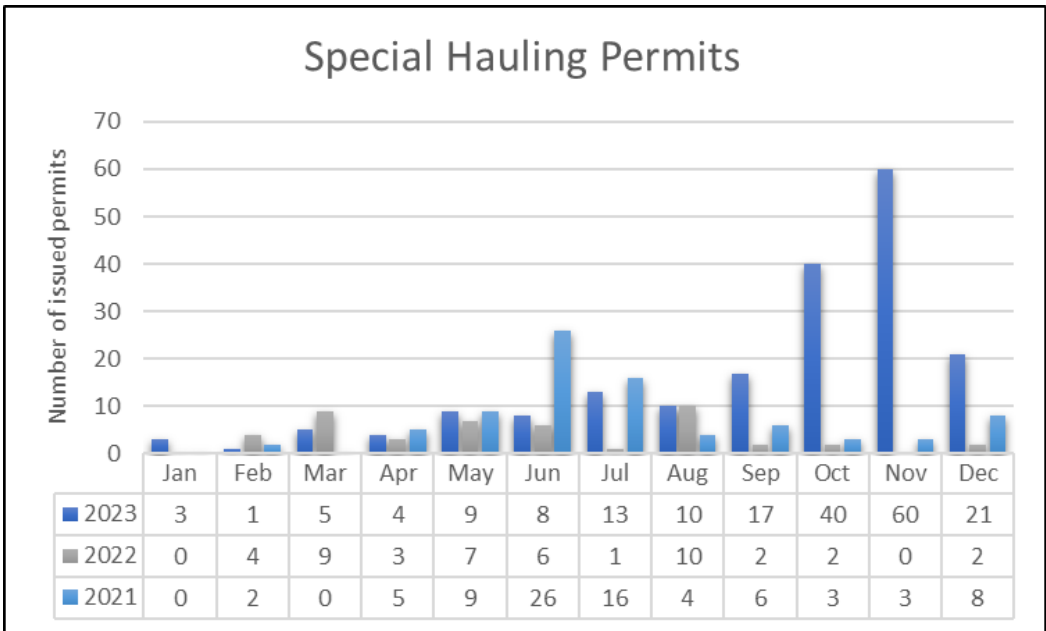
### Right of Way Permits

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’.

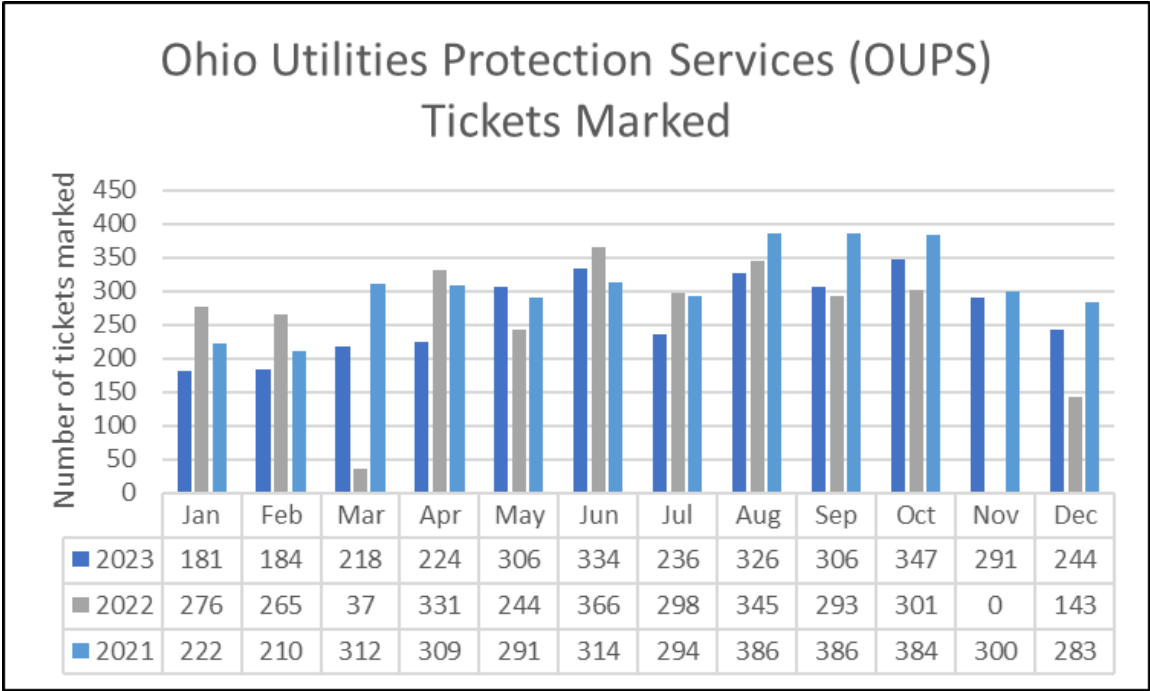


# STATISTICS

## December 2023

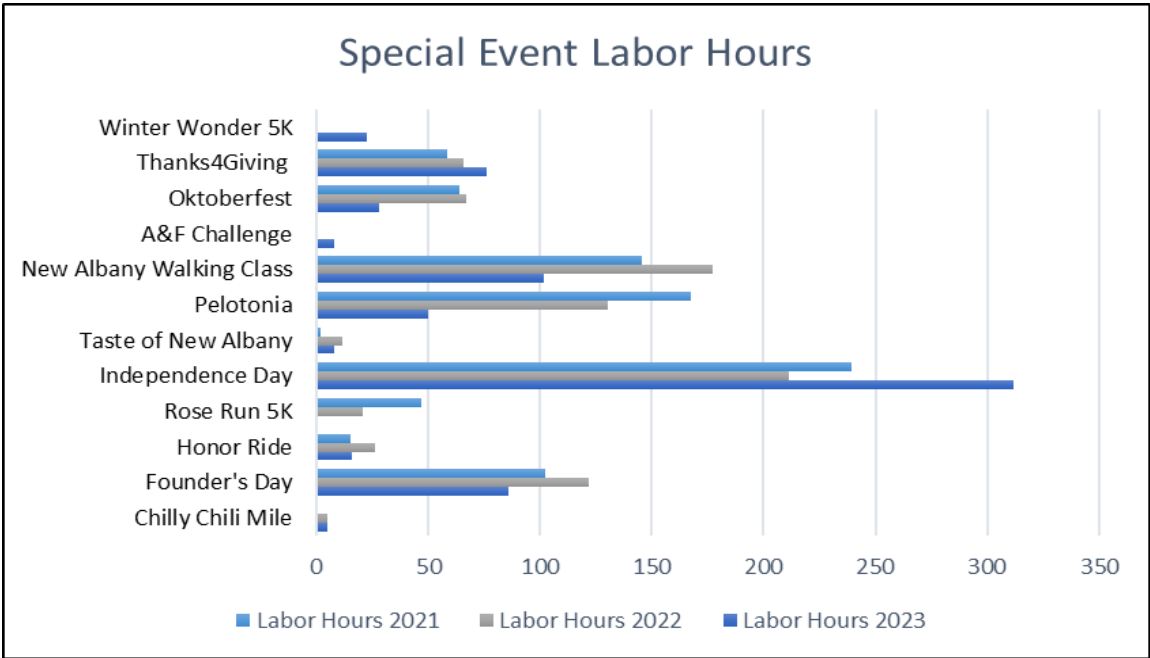
### OUPS

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

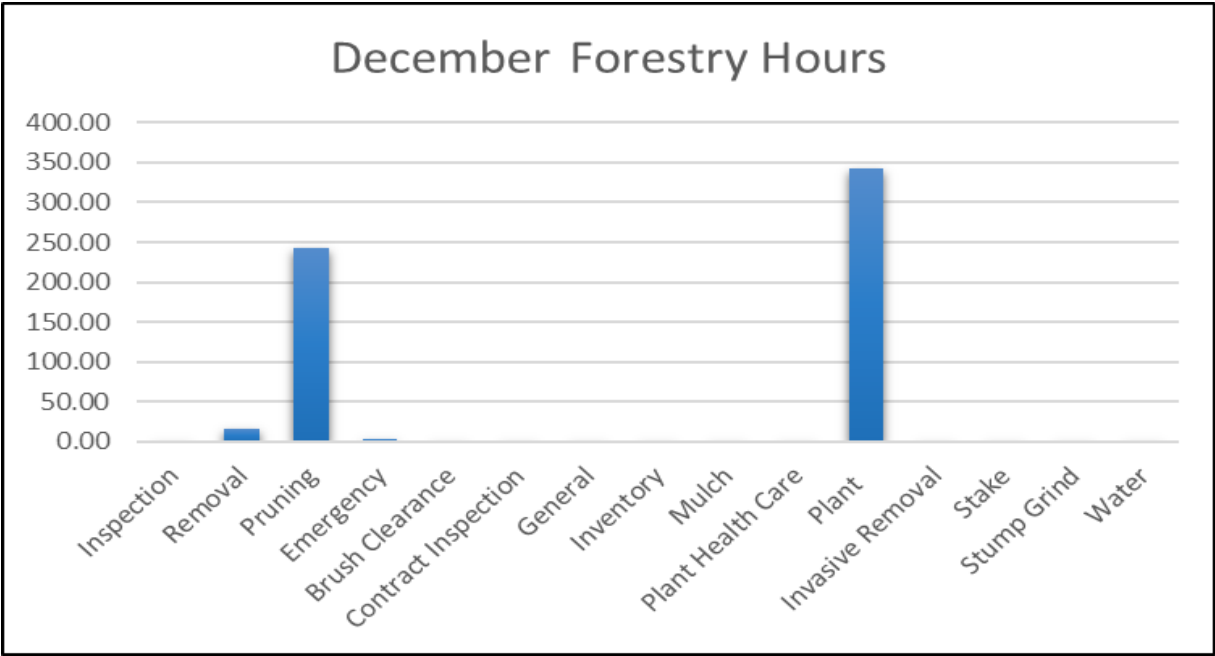
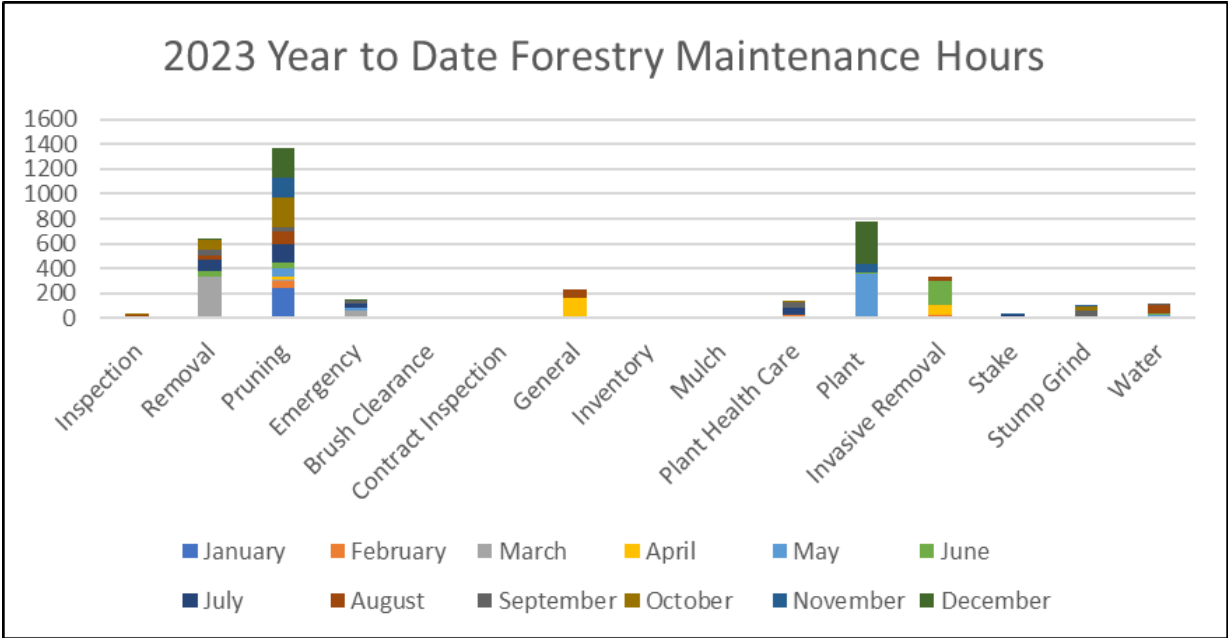
The public service department participates and assists with many special events and projects throughout the year often requiring significant labor hours from our team.



STATISTICS  
December 2023

Forestry

The forestry division 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 a dedicated forestry truck along with establishing and maintaining traffic control as needed.



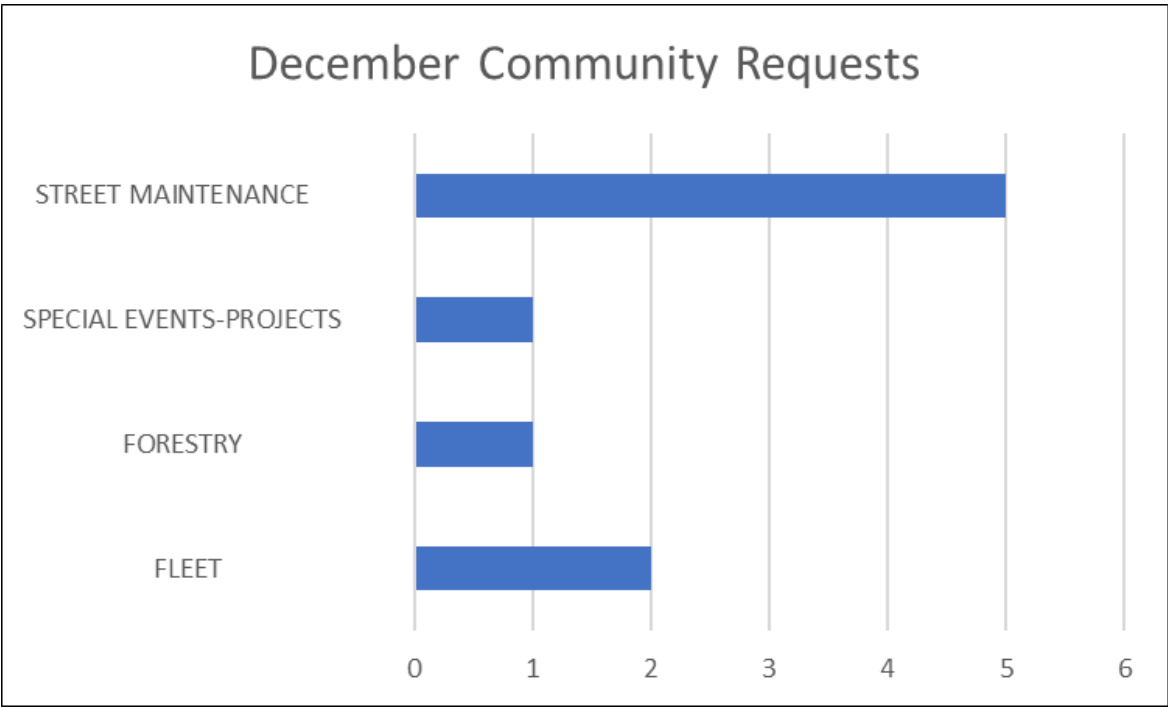
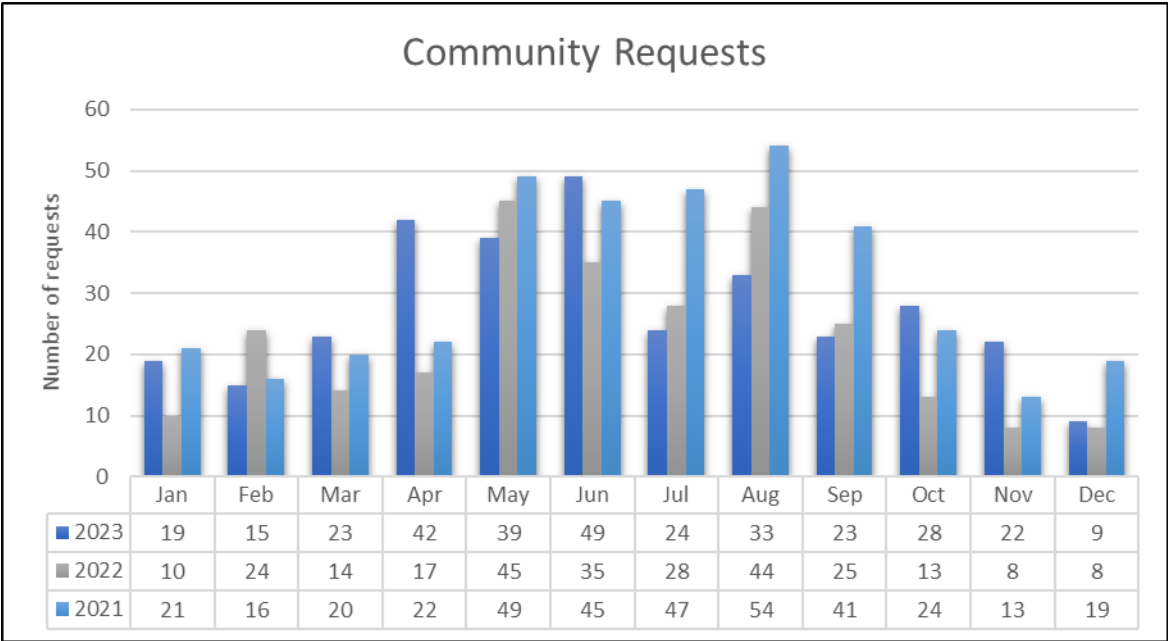


# STATISTICS

## December 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

## December 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.

