



PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

January 2024

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 four 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 (2)

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)

DEPARTMENT UPDATES

January 2024

Highlights

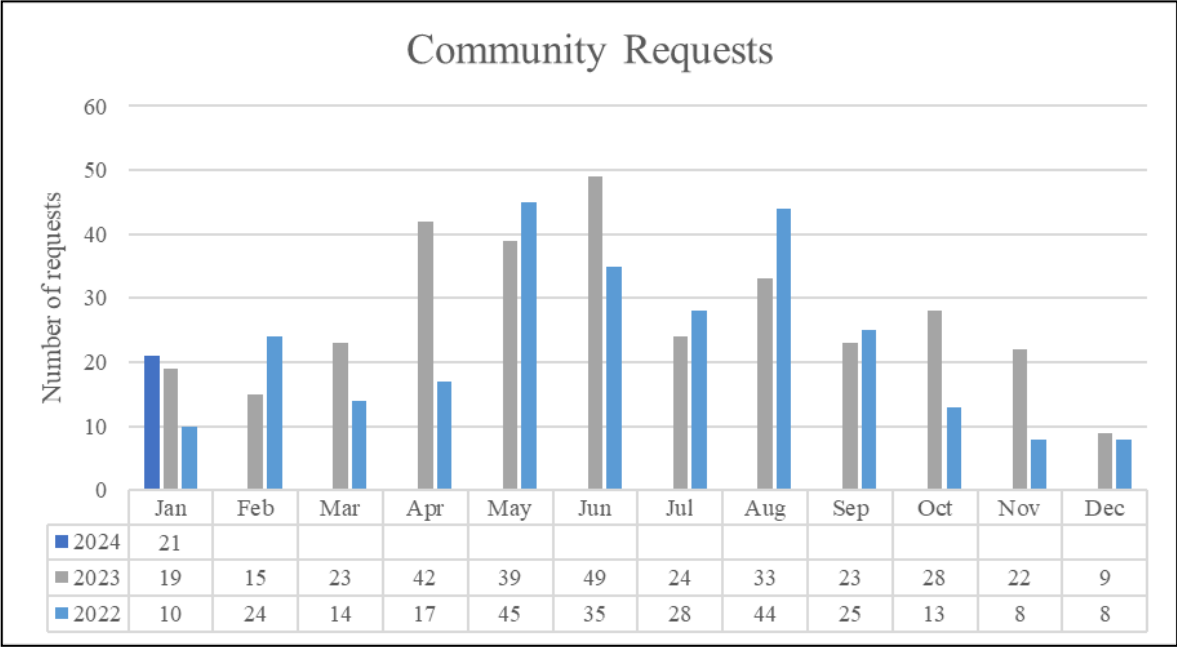
- The public service department welcomed Lili Harding as the new administrative assistant.
- Director of public service Mike Barker, public service manager Angie Hobart and public service supervisors attended the Performance Evaluation Workshop on January 10th at Village Hall.
- Director of public service Mike Barker, public service manager Angie Hobart and administrative assistant Bridget Beck reviewed accounts for 2024 purchase orders.
- Special projects supervisor Steve Kidwell and administrative assistant Bridget Beck attended the special event meeting for the Chilly Chili Mile event.
- Director of public service Mike Barker, public service manager Angie Hobart, administrative assistant Lili Harding and asset control tech Brent Rush met with the supervisors to review training needs for 2024.
- The public service department attended the All Employee CONNECTS meeting at the Heit Center on January 25th.
- Director of public service Mike Barker attended the Regional Planning-Northeast Area Luncheon presented by MORPC on January 31st.



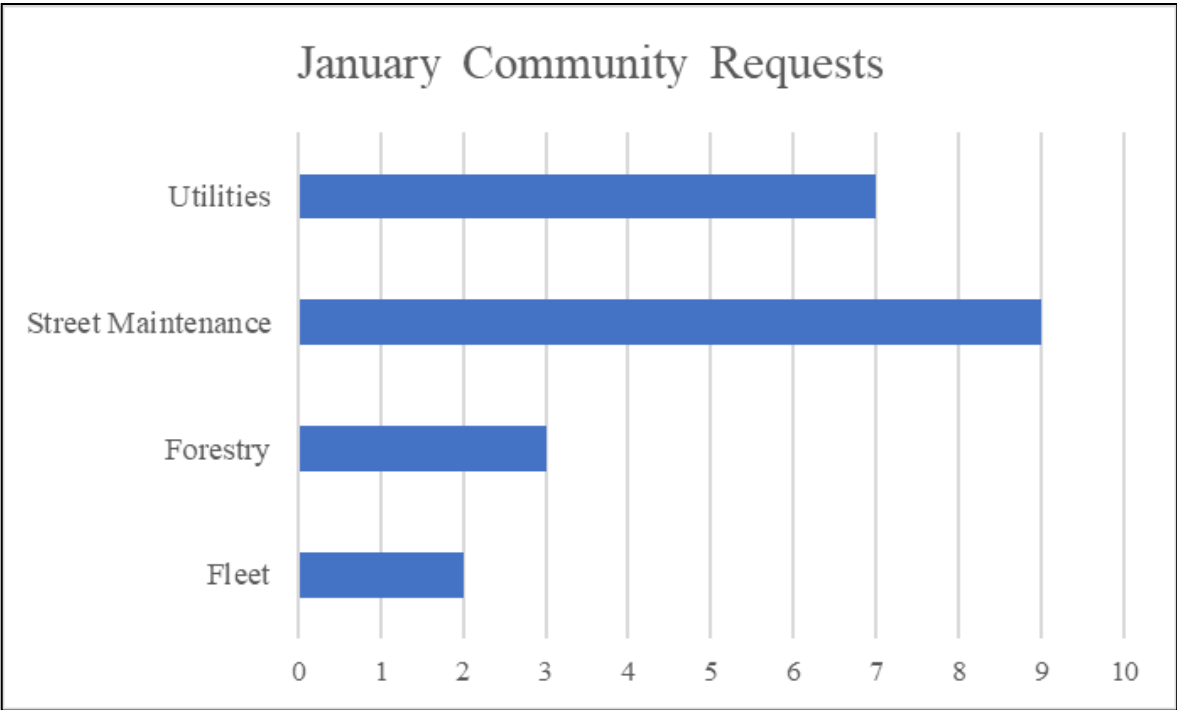
All employee CONNECTS meeting January 25th

DEPARTMENT UPDATES
January 2024

Community Requests



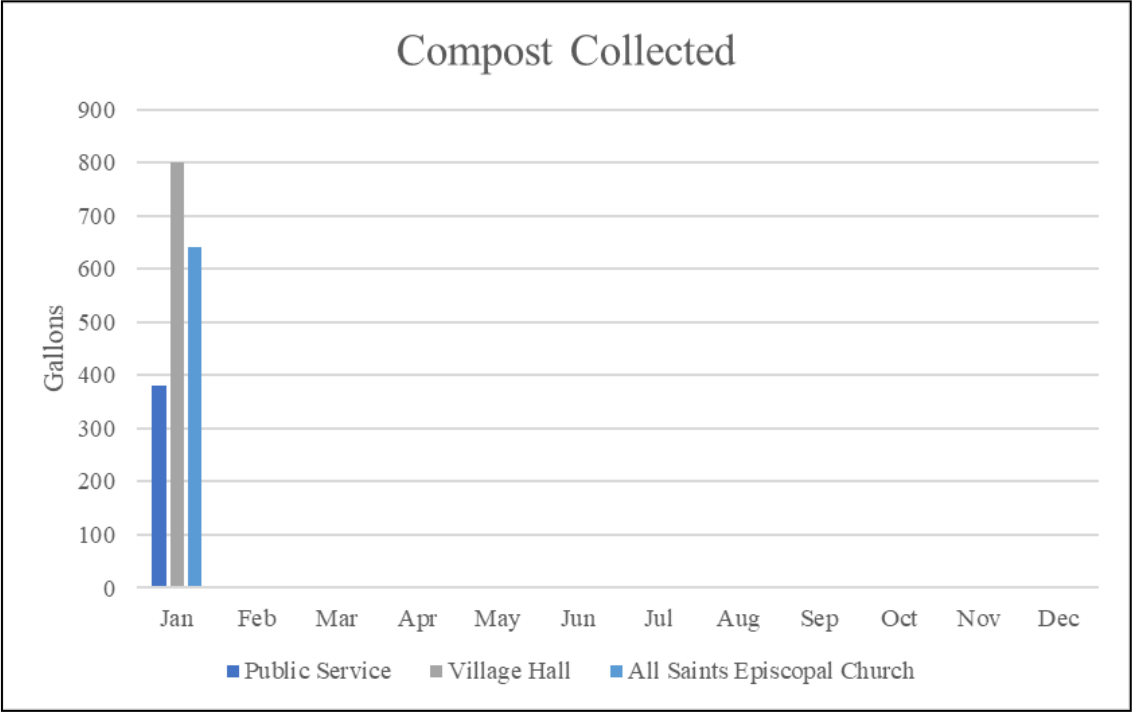
This graph represents the number of requests received from residents for public services.



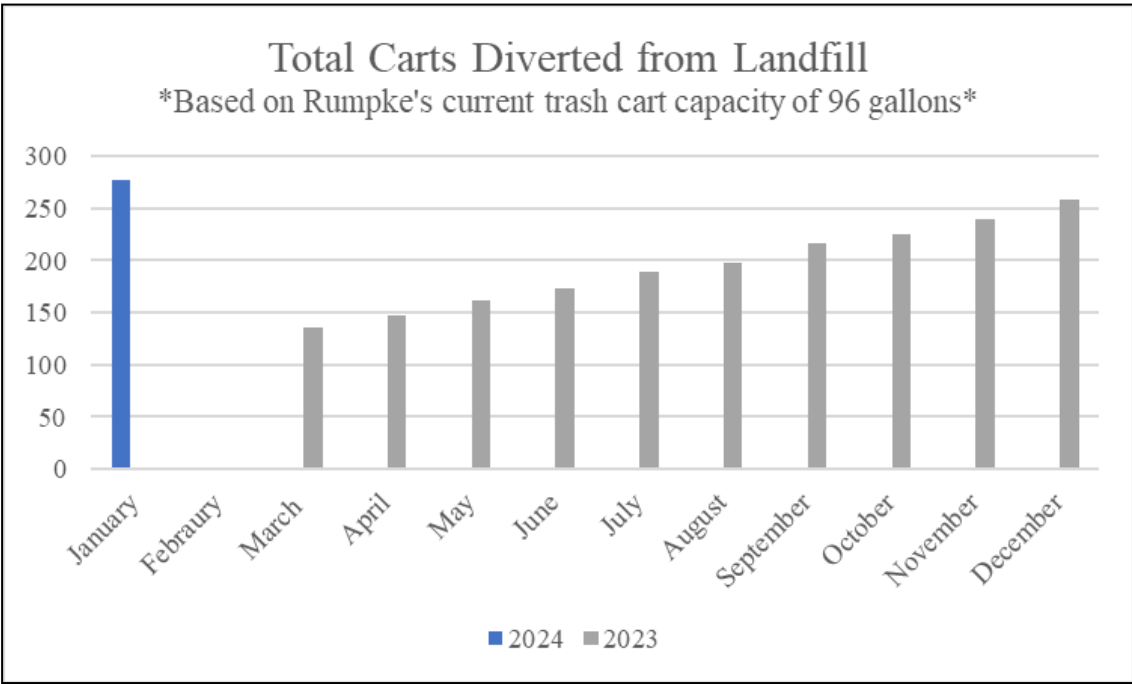
This graph represents the types of requests received from residents for public services.

DEPARTMENT UPDATES
January 2024

Composting



This graph shows the volume of compostable waste collected at the three designated locations throughout the city.



This graph shows the total number year to date of Rumpke trash carts diverted from the landfill.

STREETS DIVISION

January 2024

Overview

The primary purpose of the city's street division is to actively maintain all city-owned infrastructure, roadside mowing, street sweeping, street light maintenance, signal maintenance and leaf collection in a manner consistent with the demonstrated quality and aesthetic of New Albany. The street division is responsible for providing a wide range of maintenance including:

- 30 traffic signals
- 22 bridges
- 372 roadway lane miles
- 1,650 street lights
- Litter pickup
- Roadside mowing
- Street signs

This work is completed by way of planned routine maintenance, in response to extreme weather events and traffic accidents. The streets division strives to maintain a clean and safe environment for our residents.



Streets division

STREETS DIVISION

January 2024

Pothole Restoration

The street division started the year filling potholes. The winter season has been mild thus far, which has caused an abundance of potholes to form. As part of the crew's daily routine, they are consistently looking for potholes around the city. By the end of the winter season, the streets division will have gone through a projected 12,300 lbs. of perma patch.



Pothole restoration

SPECIAL PROJECTS DIVISION

January 2024

Overview

The primary roles of the special projects division consist of monitoring the annual stormwater inspection program as required by Ohio EPA and providing direct support to all special events city wide. Some events this division provides help with are as follows:

- Founders Day
- 4th of July
- Pelotonia
- Walking classic
- Taste of New Albany
- Touch-A-Truck
- Oktoberfest



Snow Rodeo 2023

SPECIAL PROJECTS DIVISION

January 2024

Recycle Right Program

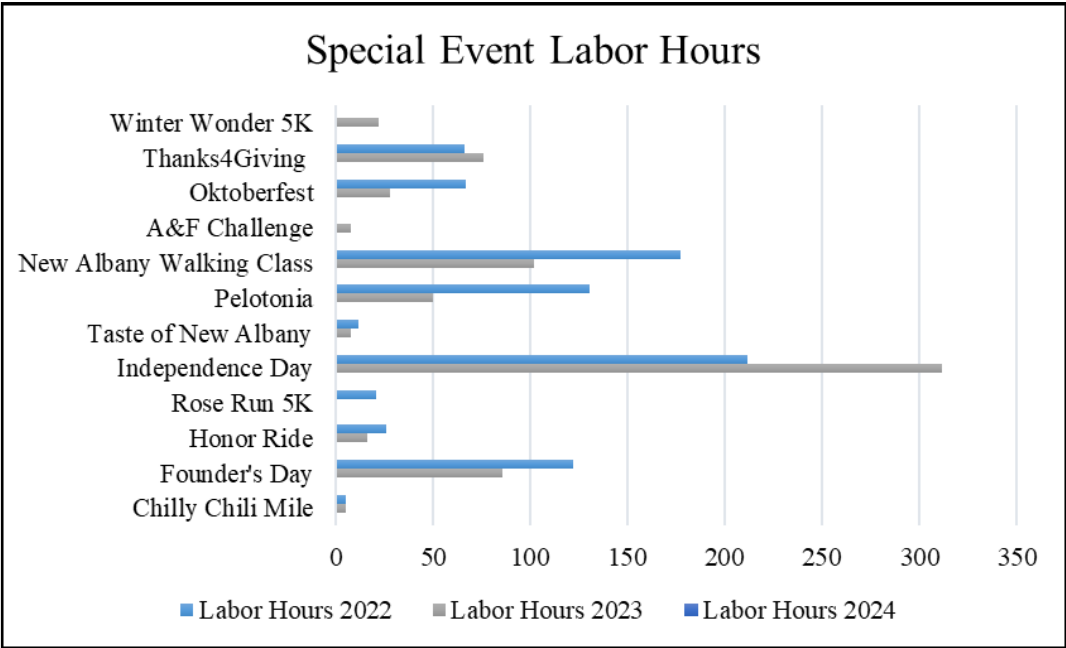
The special projects division helped with the Recycle Right program held at Village Hall, Plain Township Fire Department and Plain Township Offices from November 20, 2023, through January 19, 2024. A total of 940 lbs. of lights were collected and delivered to a recycling center located in central Ohio. Great Job!



Recycled holiday lights

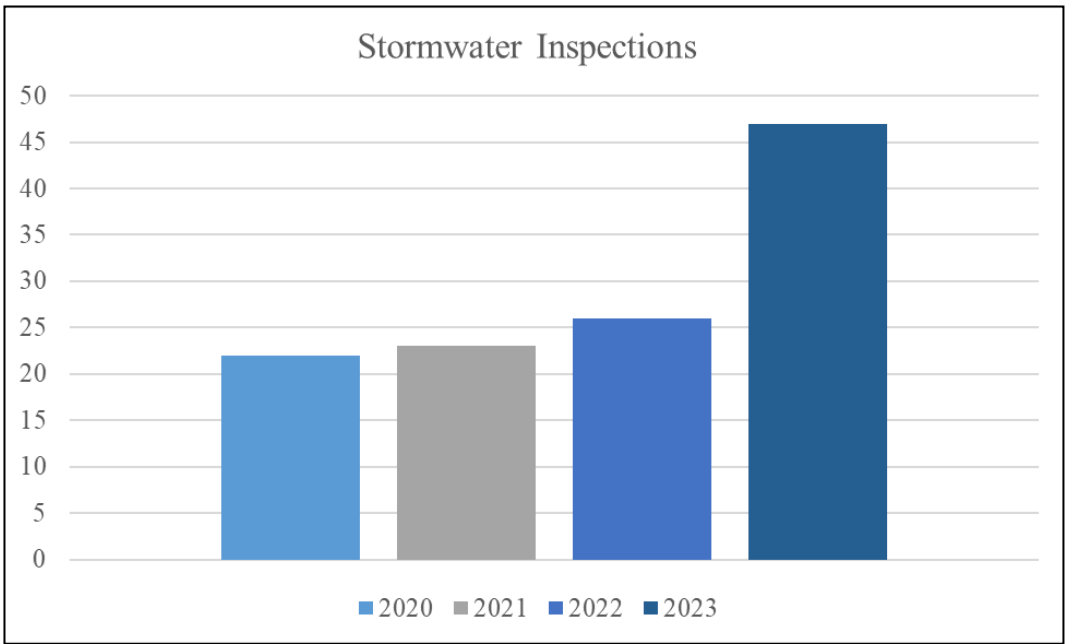
SPECIAL PROJECTS DIVISION
January 2024

Special Events Labor



This graph depicts the number of hours the public service department participates and assists with special events and projects throughout the year.

Stormwater Inspections



This graph depicts the stormwater management performed by city staff each year.

FACILITIES DIVISION

January 2024

Overview

The primary purpose of the city's facilities division is to actively maintain all city-owned buildings and utility structures in a manner consistent with the demonstrated quality and aesthetic of New Albany. This division is responsible for providing a wide range of maintenance and vital community services that generally include the following facilities:

- City-owned buildings and facilities including Taylor Farm Homestead
- Village Hall
- Police Department
- Public Service Department
- Phelps House
- Guzzo building
- 3 water booster stations
- 2 water towers

This work is completed by way of planned routine maintenance. The facilities division strives to maintain a clean and safe facilities for city staff, residents and buildings.



Village Hall

FACILITIES DIVISION

January 2024

Morse Rd. Booster Station

The facilities division replaced a faulty grinder pump at the Morse Rd. booster station. The replacement came from the Jug St. booster station which is now hooked into the main sanitary line.



Jerry Smith and Tyler Myers wiring up replacement grinder pump at booster station on Morse Rd.

UTILITIES DIVISION

January 2024

Overview

The primary purpose of the city's utilities division is to actively maintain all city-owned utilities in a consistent manner that demonstrates the quality and aesthetic of New Albany. The utilities division is responsible for the following:

- 5,100 storm sewer catch basins
- 1,508 fire hydrants
- 2,230 sanitary sewer manholes
- 98 miles of storm sewer
- 98 miles of sanitary sewer lines
- 104 miles of water line

This work is completed by way of planned routine maintenance. The utilities division strives to maintain the city utility infrastructure to the highest standards to ensure that dependable utility services are provided to our residents and businesses.



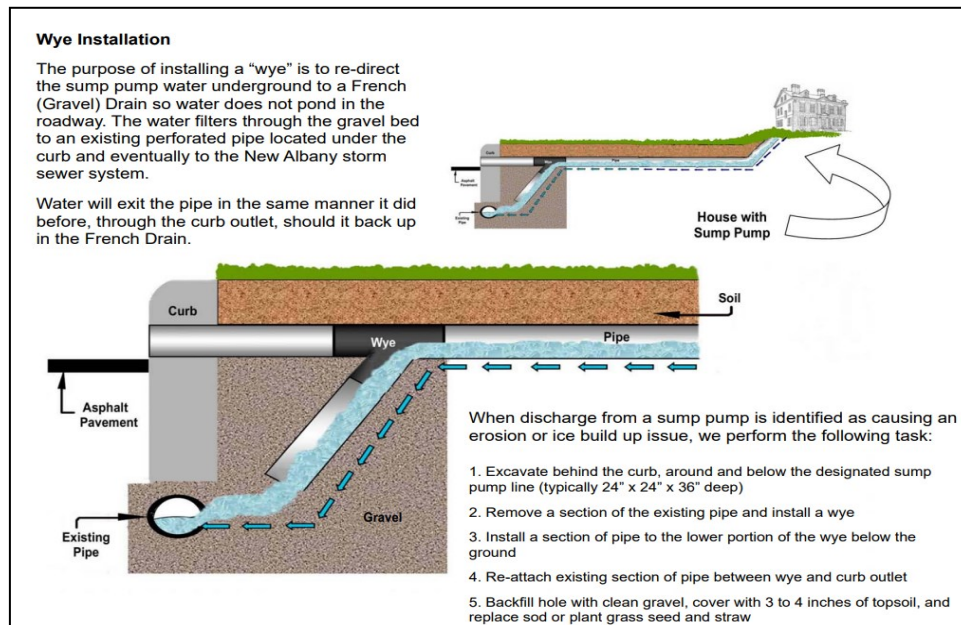
Kerry Gastaldo and Dave Thatcher flushing hydrants

UTILITIES DIVISION

January 2024

Wye Installation

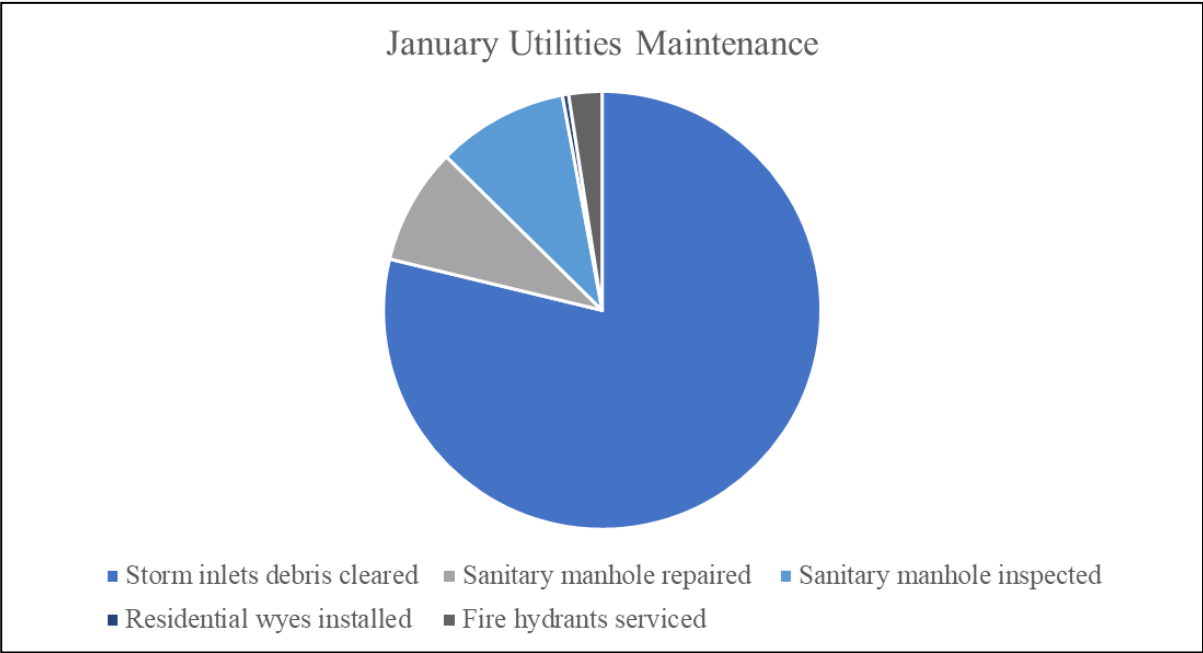
The utilities division installed wye connections to divert the flow of water off the street, rerouting the flow directly to the storm sewer system. This work aids in the preservation of our streets and minimizes excessive ice buildup on streets during the winter months.



Maintenance workers Christian Duane, Dave Thatcher, John Mikulec and Tommy Diamond working on a wye installation (Gilg St)

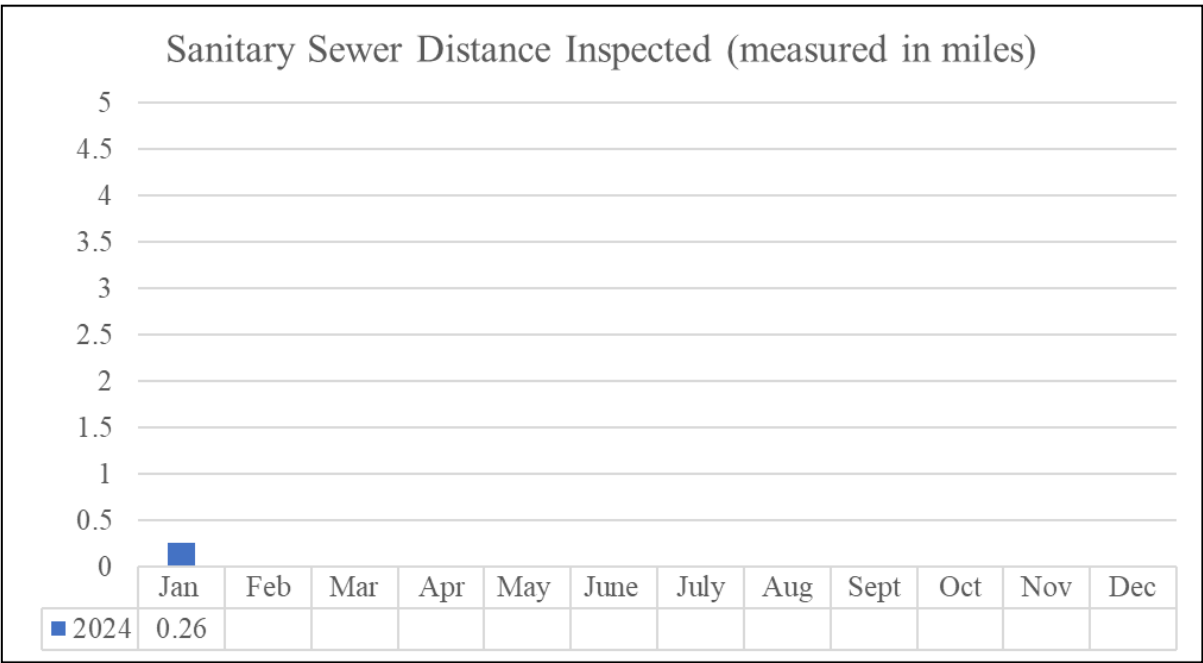
UTILITIES DIVISION
January 2024

Year to Date Utility Maintenance



This graph shows the year to date utility maintenance for sanitary sewers, storm sewers, wye installments and fire hydrant maintenance.

Sanitary Sewer Distance Inspected



This graph shows the distance of sanitary sewers the utilities crew inspected year to date.

PARKS AND OPEN SPACE DIVISION

January 2024

Overview

The primary purpose of the city's parks and open space division is to actively maintain all city-owned parks, playgrounds and common areas in a manner consistent with the demonstrated quality and aesthetic of New Albany. This division is responsible for providing a wide range of maintenance and vital community services that generally include the following destination and pocket parks:

- Rose Run Park
- Taylor Farm Park
- 11 Pocket Parks

This division is also responsible for the following throughout the city:

- Flowers within village center
- Irrigation throughout the city
- Trash and litter pickup throughout city parks and open spaces

This work is completed by way of planned routine maintenance and receptive to extreme weather events. The parks and open space division strives to maintain a clean and safe environment for our residents.



Byington Park

PARKS AND OPEN SPACE DIVISION

January 2024

Playground Repairment

The parks and open space division inspected and repaired fences around Planters Grove playground and the James River paddocks. The crew will continue to inspect and make repairs through the month of February.



Rick Goldhardt and Carl McNeal repairing fencing at Planters Grove playground

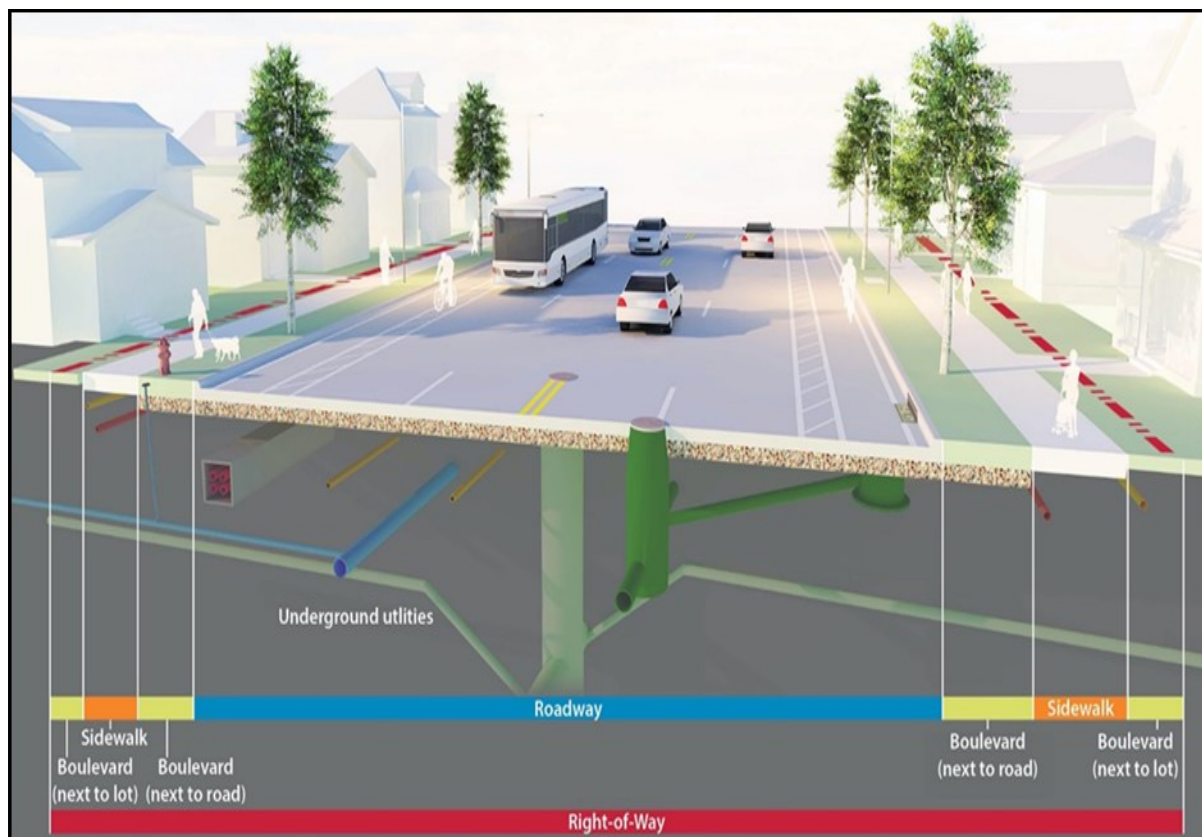
RIGHT OF WAY DIVISION

January 2024

Overview

Right of way refers to a portion of land that is owned by the city and generally includes a roadway, tree lawns, sidewalks, bike lanes, street trees and street lights. Right of way also functions as a public and private utility corridor. Public storm sewers, sanitary sewers, waterlines and fiber optic lines are located within the right of way. Private utility providers are also permitted to locate within the right of way. The most common private utilities that locate in the right of way are electric, natural gas, telephone, cable and fiber optic. They can be located underground or above ground on poles. The right of way division is responsible for the following:

- Populate and maintain GIS data of city-owned utilities and assets
- Process and oversee the issuance of right of way permits
- Process and oversee the issuance of special hauling permits (oversized load, heavy load)
- Field locate and mark city-owned utilities



Right of way description

RIGHT OF WAY DIVISION January 2024

Utility Locating (OUPS)

Utility locators identify and map the location and depth of utilities such as water, sewer, gas, cable, oil and electric lines. It is important for each utility locator to follow a checklist of best practices to identify utility lines. Utility locating is one of the most important steps in any excavation. It represents the groundwork that determines everything excavators need to know about the job site. Without locating utilities first, digging would be extremely dangerous as it puts vulnerable underground utility lines at risk.



Know the Color Code	
WHITE:	Proposed Excavation
PINK:	Temporary Survey Markings
RED:	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW:	Gas, Oil, Steam, Petroleum or Gaseous Materials
ORANGE:	Communication, Alarm or Signal Lines, Cables or Conduit
BLUE:	Potable Water
PURPLE:	Reclaimed Water, Irrigation and Slurry Lines
GREEN:	Sewer and Drain Lines

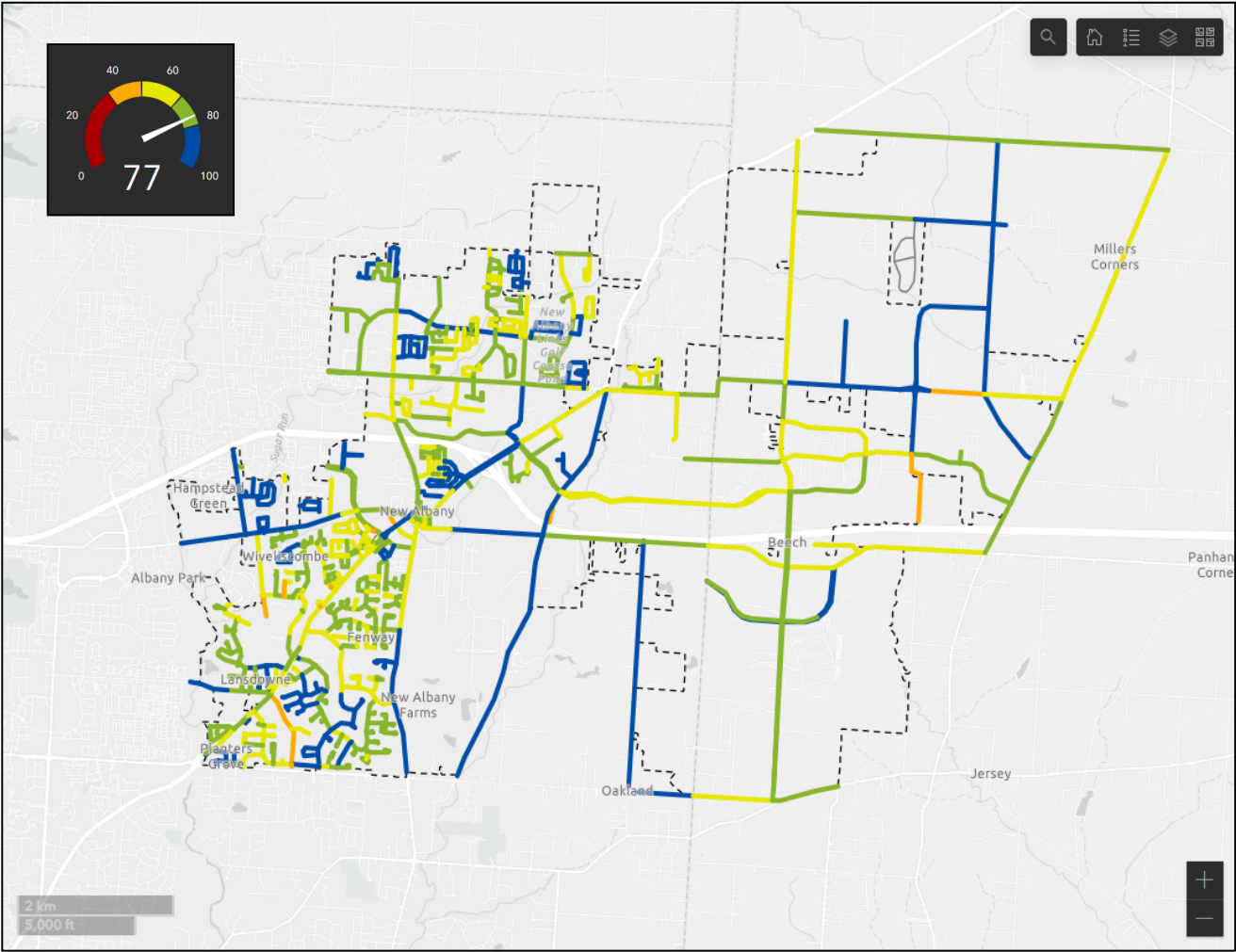
Call 811 before you dig

RIGHT OF WAY DIVISION

January 2024

Pavement Management Group Collaboration

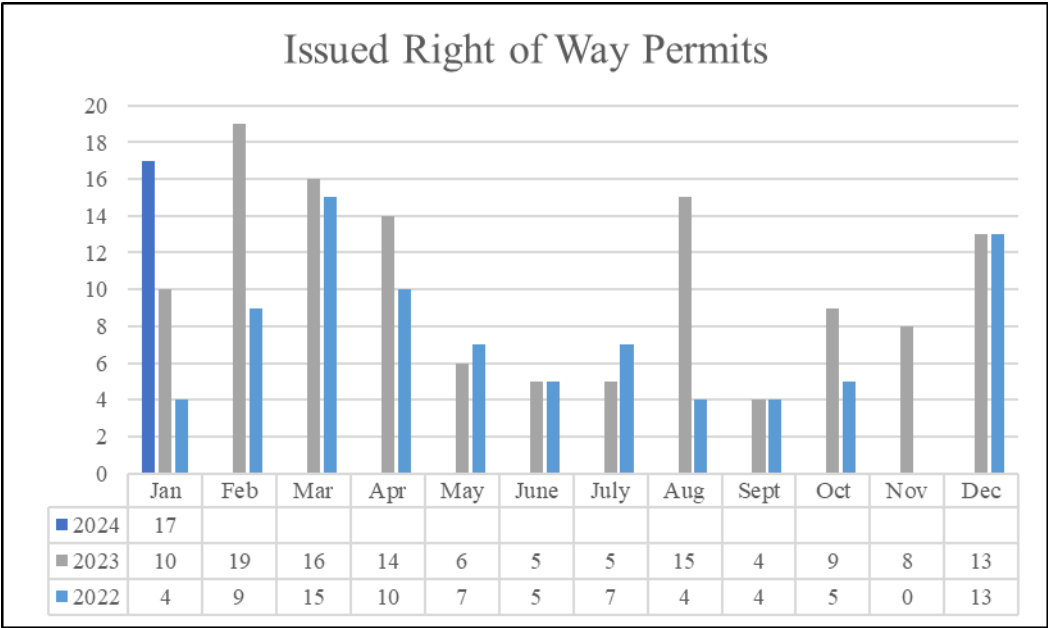
The right of way division is collaborating with the Pavement Management Group (PMG) in an effort to have a more data driven street program for 2024. PMG has graded the city’s roadways at a 77 out of 100. We are currently structuring a program that will help drive our decisions about asphalt pavement preservation with a more predictive approach.



PMG dashboard of out streets and grade

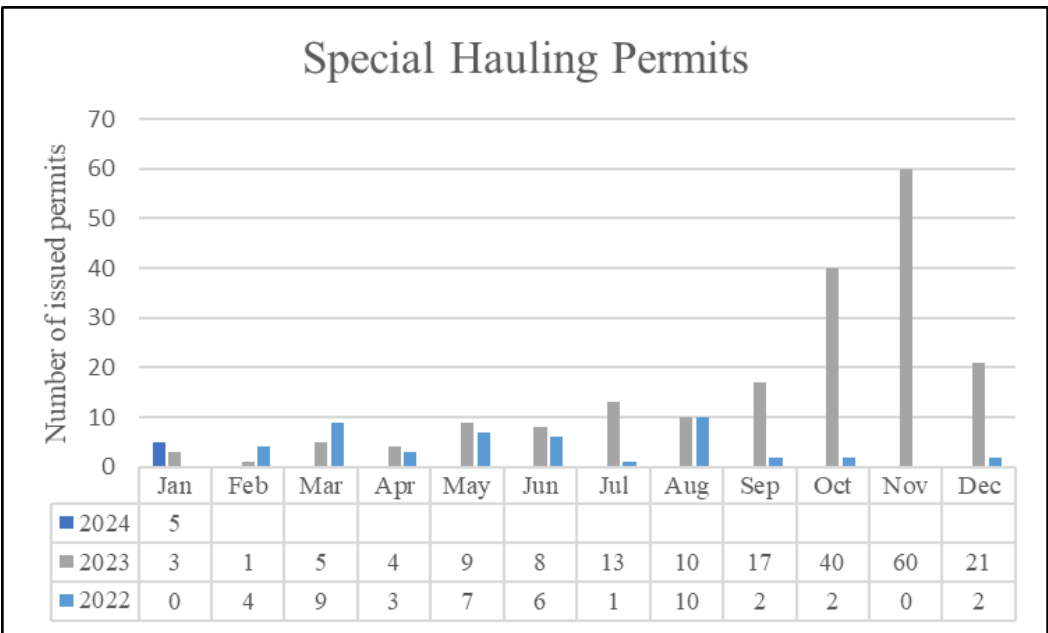
RIGHT OF WAY DIVISION
January 2024

Right of Way Permits



This graph shows the number of right of way permits issued each month by the city for utilities planned to be installed within the public right of way.

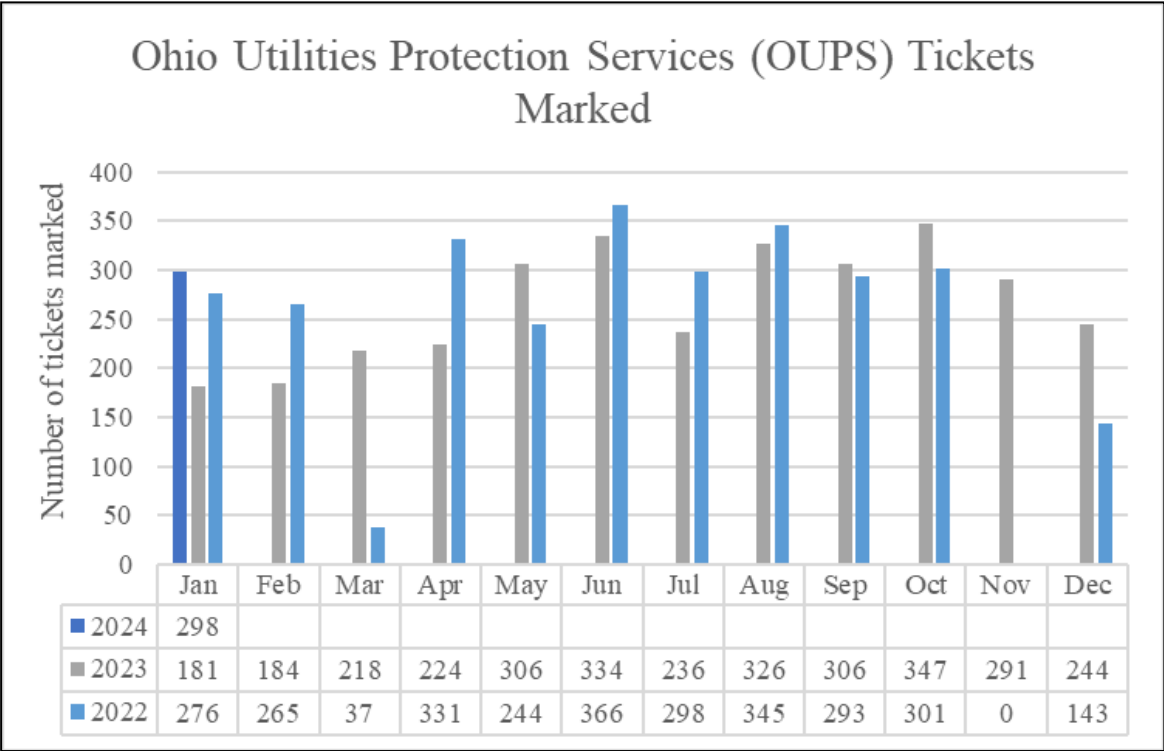
Special Hauling Permits



This graph shows the special hauling permits are facilitated and issued for the operation of vehicles exceeding the maximum roadway weight, width, height and/or length and are considered ‘oversized’.

RIGHT OF WAY DIVISION
January 2024

Utility Locating (OUPS)



This graph shows the number of utility protection service (OUPS) markings are ticketed each month.

FORESTRY DIVISION

January 2024

Overview

The forestry division manages the health and safety of New Albany's 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 wood chippers, and the city's bucket truck, along with establishing and maintaining traffic control as needed.

The following is a condensed list of services and tasks that are managed by the forestry division:

- Provide GIS mapping of city trees
- Establish collaborative annual street tree replacement programs with HOA groups and residents
- Inspect newly planted trees for city and residential development projects
- Administer Tree City USA certification and Arbor Day Event activities
- Engage with New Albany-Plain Local School's Environmental Science Program promoting forestry education
- Assist city staff with zoning complaints involving tree protection and conservation zones
- Provide assistance on capital projects that include tree planting and removal
- Manage annual invasive species treatment and clearing program

This work is completed by way of planned routine maintenance. The forestry division strives to maintain a healthy tree canopy throughout the city, encourage plant health initiatives and implement best practices that prioritize environmental stewardship.



Dublin-Granville Rd. along Rose Run Park

FORESTRY DIVISION

January 2024

Pruning

Contract pruning this year will begin on Walton Parkway. The forestry team completed pruning along the Central College leisure trail south of the Links Golf Course, as well as deadwood pruning on Prince George Lane.

Emergency Work

The forestry team removed storm damaged branches and trees after days of high wind and snow in January. The team also removed a spruce tree after the utilities team needed to remove many roots in order to access the manhole cover buried nearly underneath the tree.



Left: Chase Loughman ties off a broken branch so that it can be removed without damage to the fence



Right: Chase Loughman ascends a spruce tree while climbing on spurs to avoid damage to surrounding trees and landscaping during removal

FORESTRY DIVISION

January 2024

Removals

The forestry team removed a total of 18 norway maple trees on Prince George Lane. These trees were dying as a result of girdling root damage caused by the trees being planted at excessive depth. Many of the trees appeared vigorous with full canopies, but had severe structural instability due to the large cavities and hollows in the trunks caused by the girdling root.



*Cade Dunlap, Sam Darnall, Mike Cligrow and Chase Loughman
remove a norway maple on Prince George Ln.*



*A stump of a norway maple tree that was removed on Prince George Ln. is shown with the roots encircling the tree.
The black line running through the bottom on the stump shows where trunk
growth ceased leading to a large cavity and structural instability*

FORESTRY DIVISION

January 2024

Removals continued...

The forestry team alongside many other public service staff removed many dangerous trees from Byington Park following the recent removal of invasive species. Many of the trees were ash and elm that had been killed by the invasive emerald ash borer and dutch elm disease. In addition to dangerous trees, the team removed large tree-of-heaven trees that are invasive and a favored host of the invasive spotted lanternfly.



Chase Loughman and Sam Darnall cut up a large dead ash tangled in grape vine so that it can be moved to the chipper in Byington Park

FORESTRY DIVISION January 2024

Removals continued...



Kenny Geiger uses the backhoe to pull large fallen trees out of the creek at Byington Park



Sam Darnall preps a snagged fallen tree for removal to avoid damage to a residential fence on the edge of Byington Park

FORESTRY DIVISION January 2024

Removals continued...



Chase Loughman removes a leaning, decaying cherry tree in Byington Park

FORESTRY DIVISION January 2024

Removals continued...



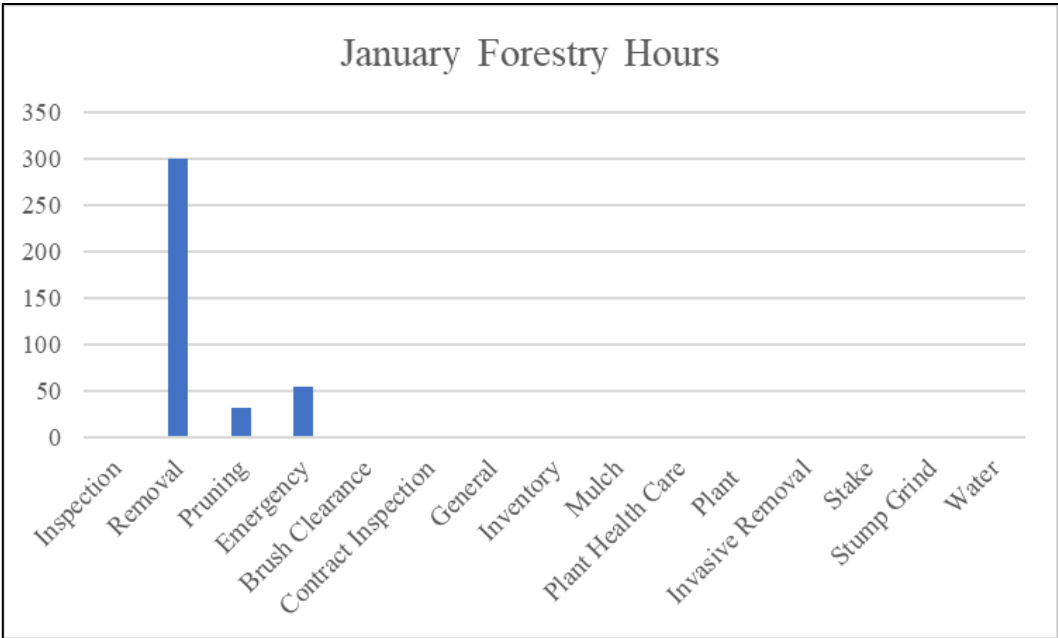
Tommy Diamond, Curtis Reed, Mike Cligrow, Daitan Rood, John Nickels, Chase Loughman and Sam Darnall cut, stack, transport and chip brush and trees removed near the playground at Byington Park



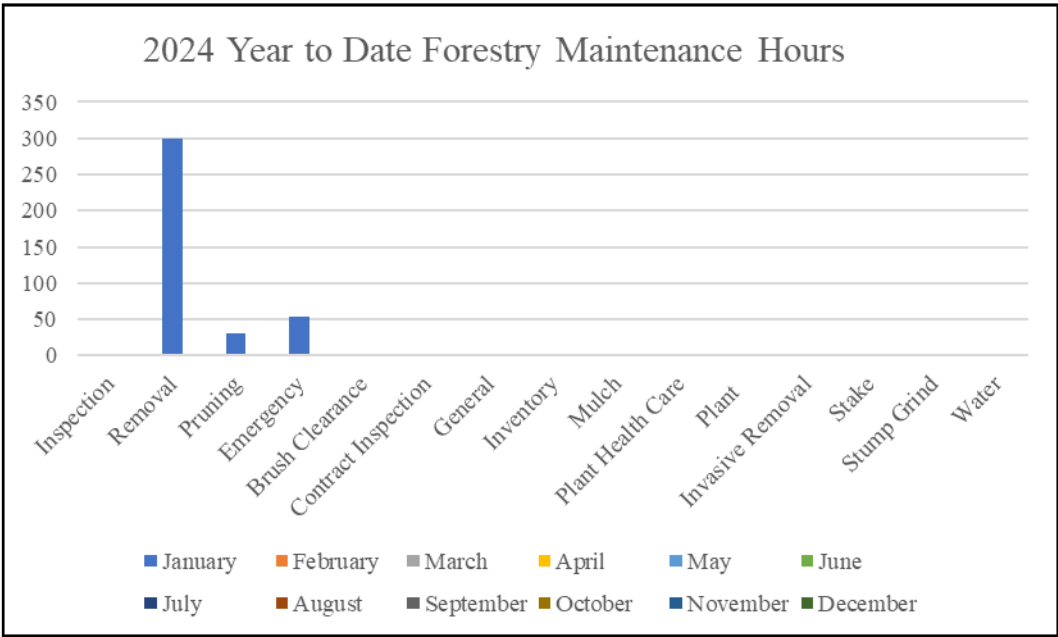
Daitan Rood, Mike Cligrow and Carl McNeal chip brush at Byington Park

FORESTRY DIVISION
January 2024

Forestry Hours



This graph shows the number of hours in January forestry spent on each respective category.



This graph shows the number of hours year to date during each month the forestry division spent on each respective category.

FLEET DIVISION

January 2024

Overview

The primary purpose of the city's fleet division is to actively maintain all city owned vehicles and equipment in a manner consistent with the demonstrated quality and aesthetic of New Albany. The fleet division is responsible for providing a wide range of maintenance that include the following:

- Maintenance on city-owned vehicles/trucks
- Maintenance on city-owned equipment
- Installing proper safety equipment
- Participate in operator training
- Graphic installation in accordance with city branding
- Adding equipment to the city's fuel and electronic asset management (EAM) system.

This work is completed by way of planned routine maintenance. The fleet division strives to maintain dependable vehicles and equipment to city staff in order to provide essential safety and quality of life services to our residents and businesses.



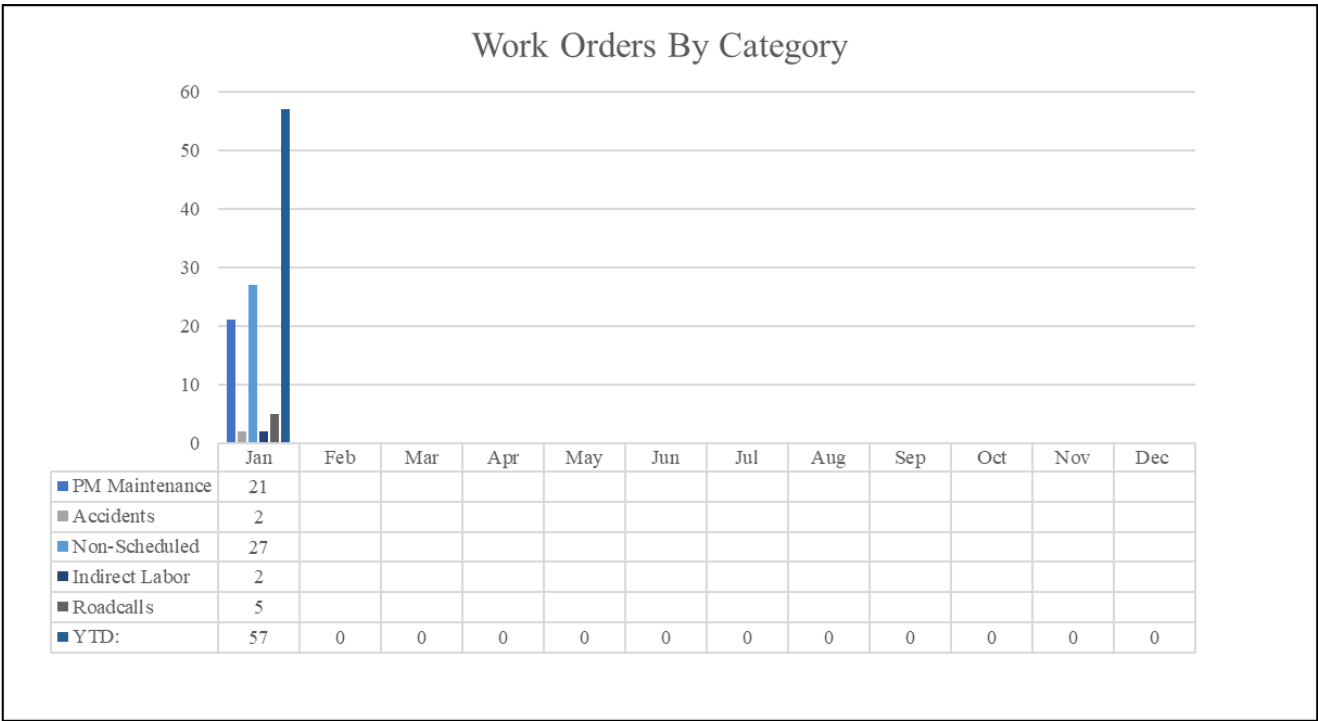
Fleet division

FLEET DIVISION
January 2024

Fleet Maintenance

The fleet division directed their efforts towards snow and ice control, addressing necessary repairs and maintenance activities before, during and after each snow event. The team successfully executed twenty-one preventive maintenance services. The older leaf machine remains on track for maintenance repairs to ensure it is ready for the next season.

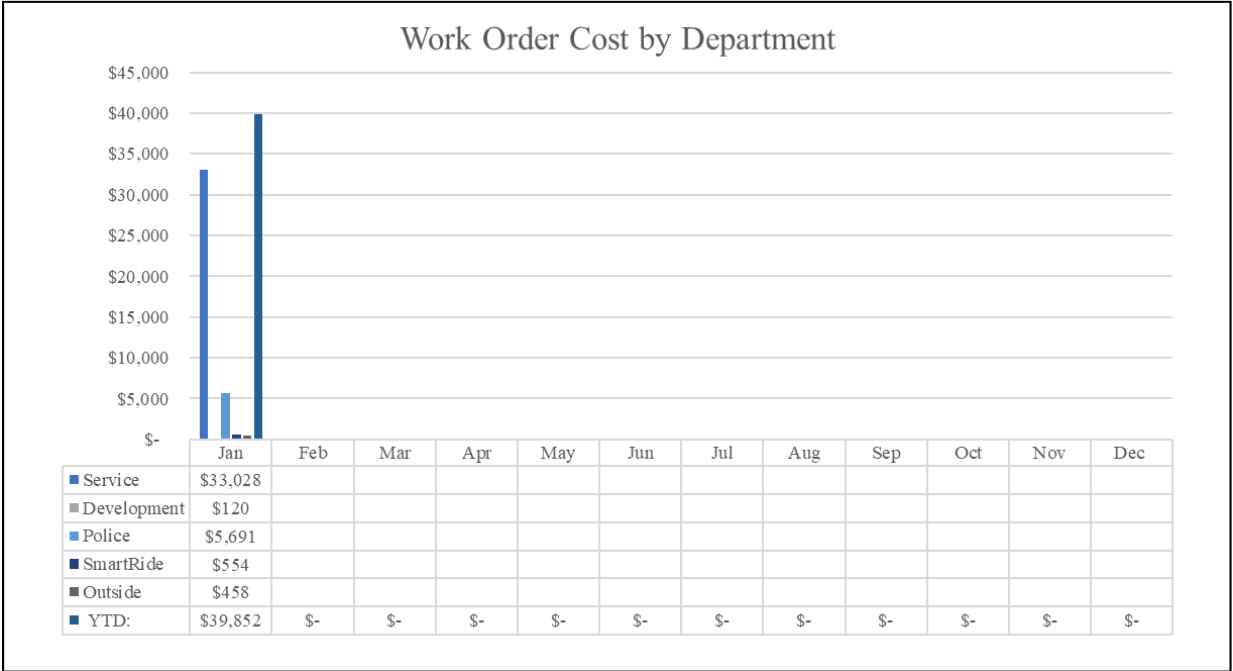
Fleet Work Orders



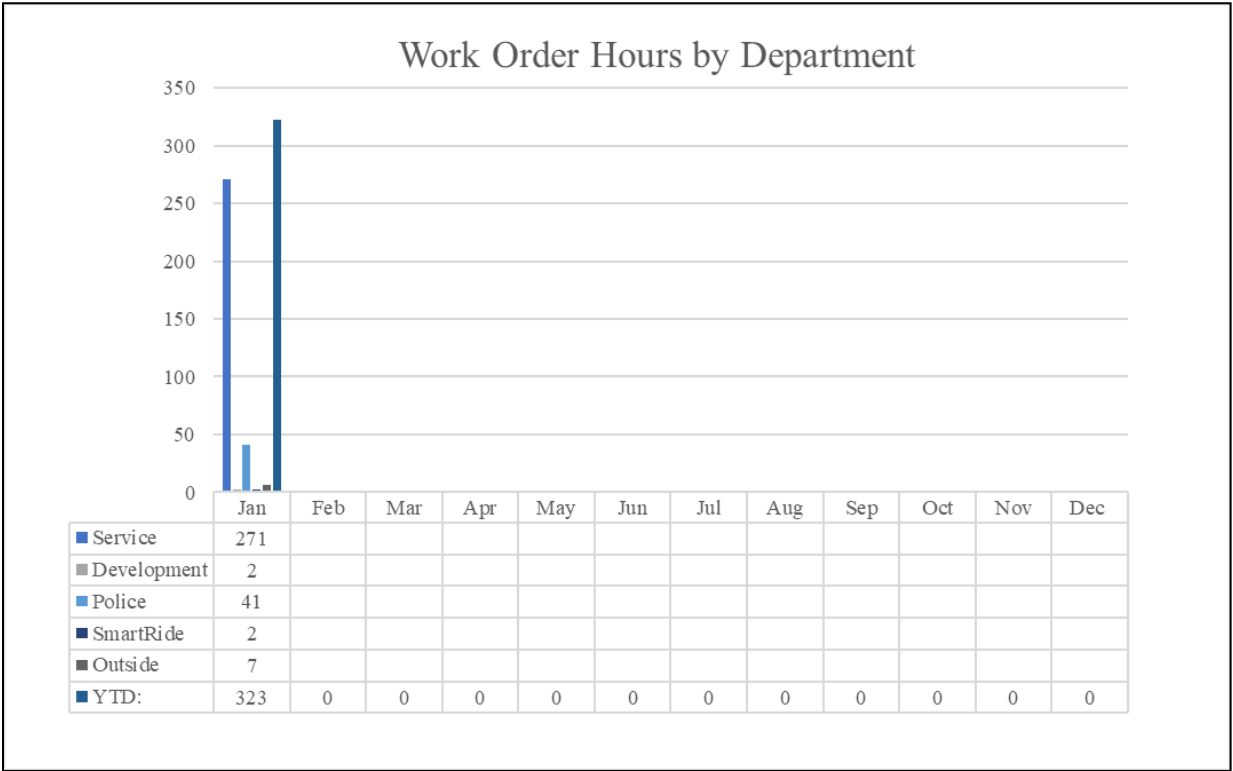
This graph shows the work orders year to date broken down by each category.

FLEET DIVISION
January 2024

Fleet Work Orders continued...



This graph shows the year to date breakdown of work order costs by department in public service.



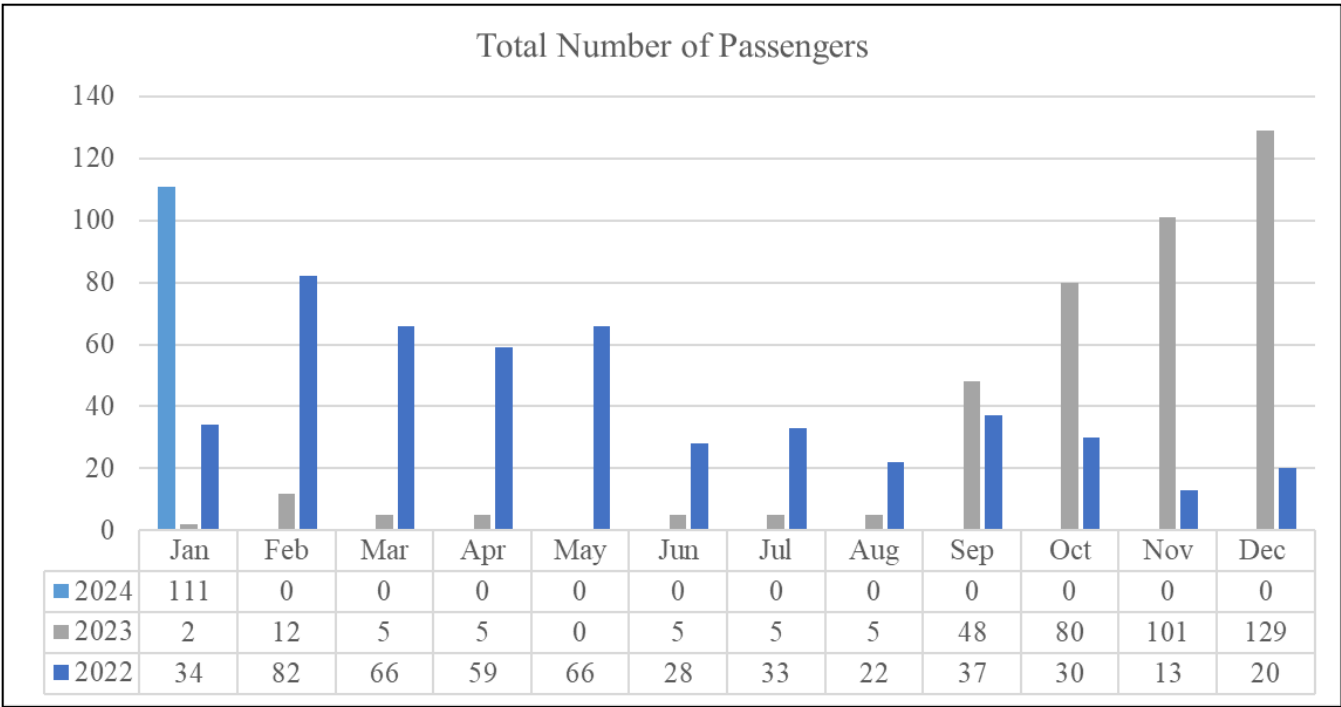
This graph shows year to date breakdown of work order hours by department.

FLEET DIVISION
January 2024

New Albany SmartRide



This graph shows the number of monthly passengers on the blue, red and green SmartRide routes.



This graph shows the total number of SmartRide passengers broken down by each month.