



PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

February 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 five 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
Public Services Engineer 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 four 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 (3)

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

February 2024

Highlights

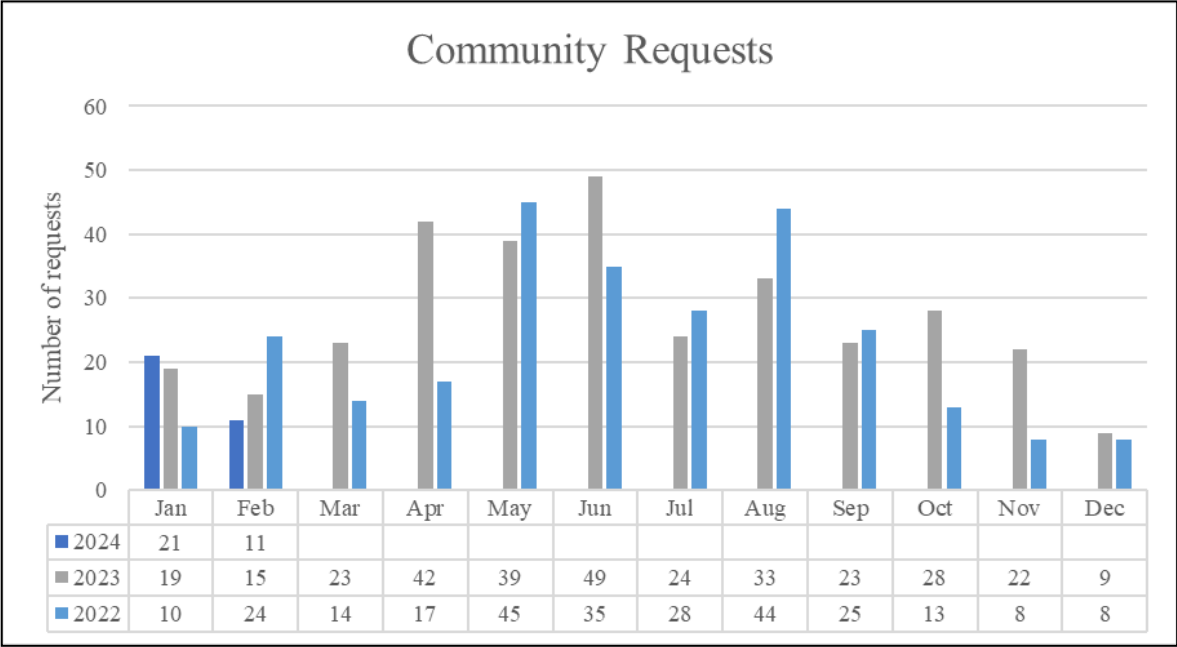
- The public service department welcomed Justin Wilkinson as the new public services engineer along with Chris Parsons as the new fleet mechanic.
- Director of public service Mike Barker attended the OCMA (Ohio City & County Management Association) conference on Wednesday February 28th and Thursday February 29th. OCMA encourages personal and professional growth of local administrators.
- Director of public service Mike Barker, public services engineer Justin Wilkinson and right of way supervisor Jordan Gambill discussed the street program for the 2024 season.
- Public service supervisors and maintenance workers attended a mandatory LTAP training about work zone traffic control on Wednesday February 28th in the service training room.



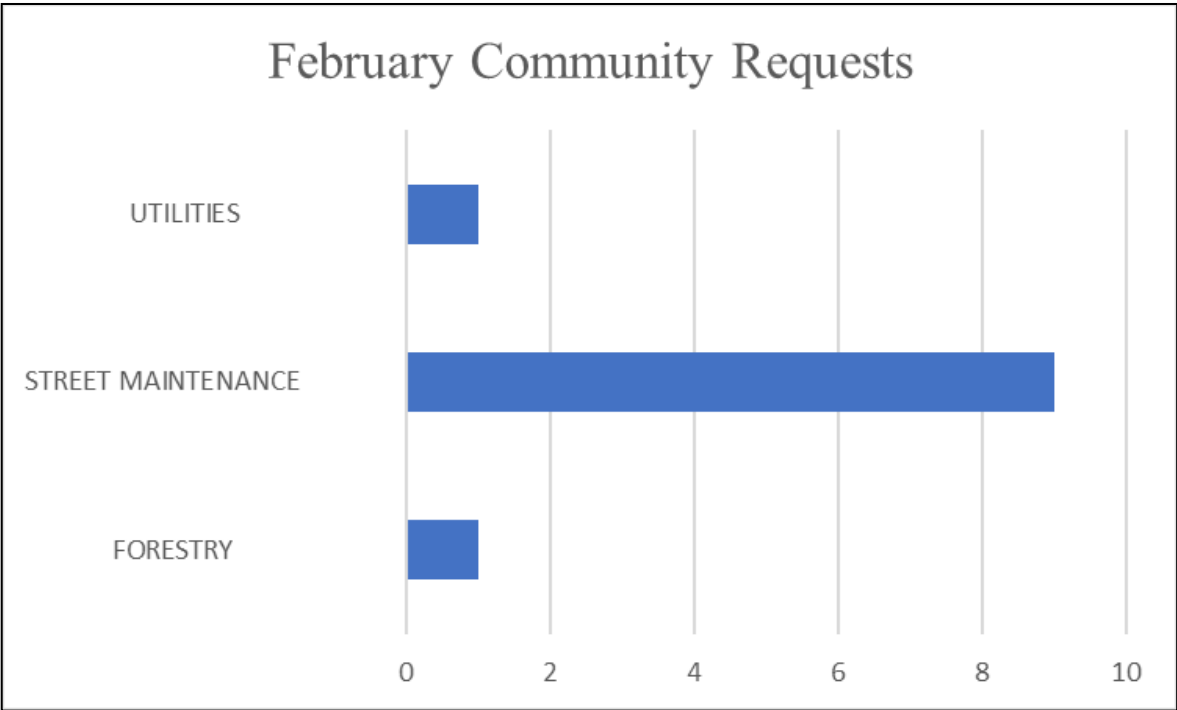
Andrew Love, Nick Cichanowicz, Chad Smith and Jordan Gambill in the garage after a tailgate talk

DEPARTMENT UPDATES
February 2024

Community Requests



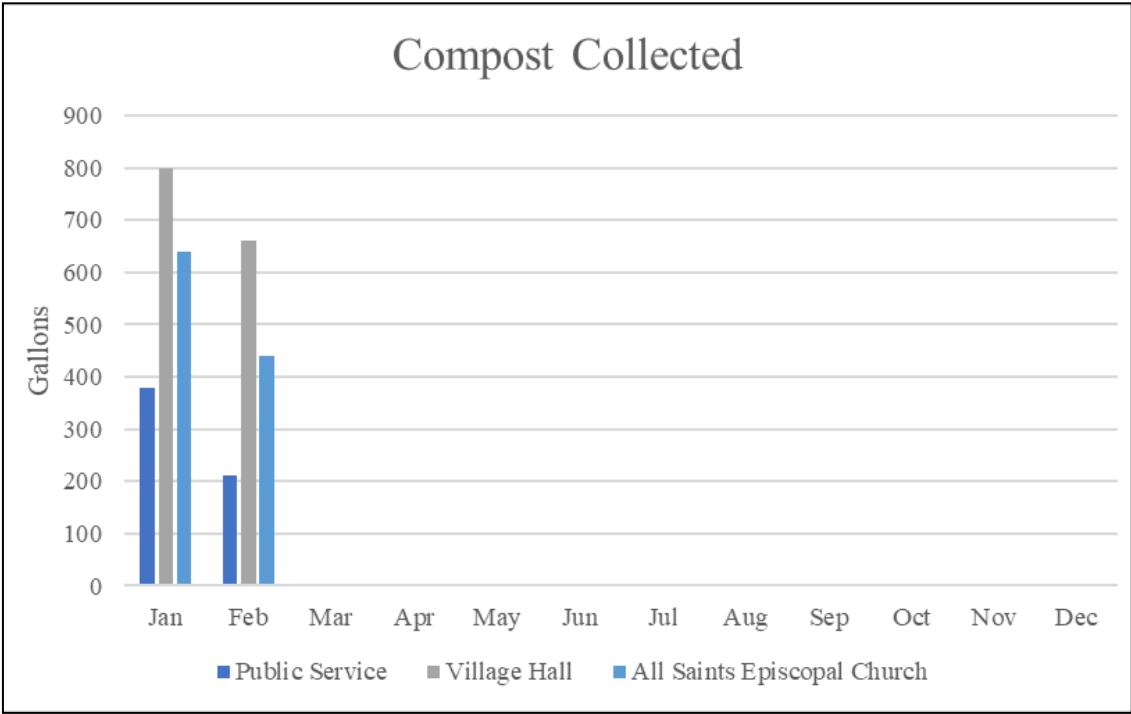
This graph represents the number of requests received from residents for public services.



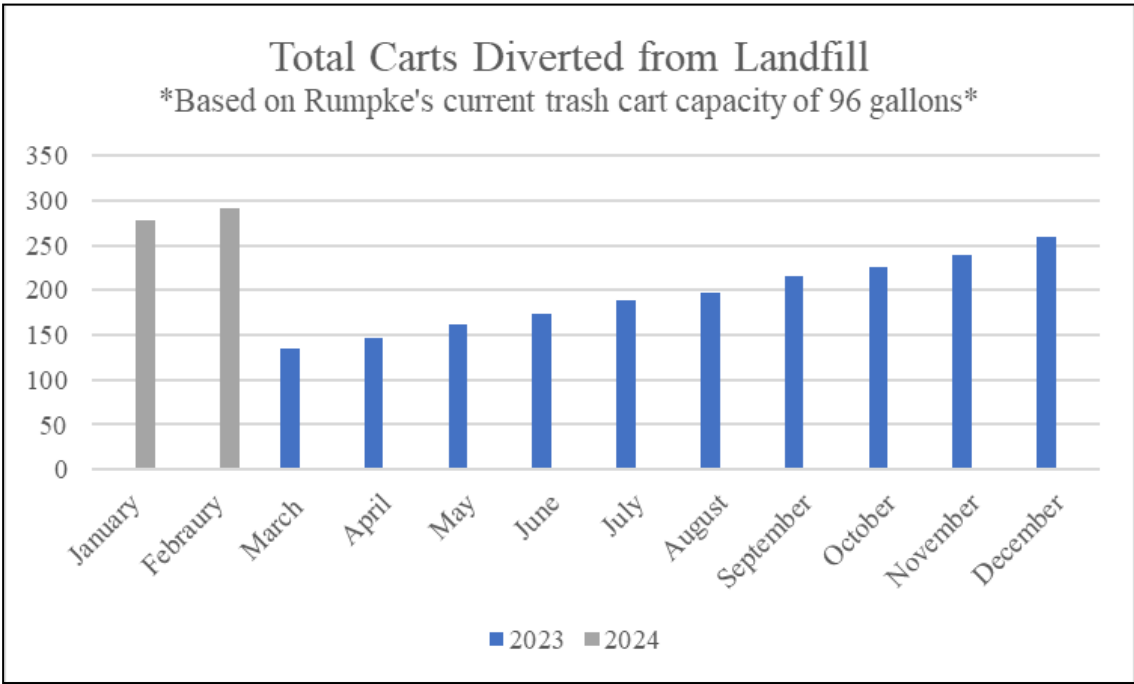
This graph represents the types of requests received from residents for public services.

DEPARTMENT UPDATES
February 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

February 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.

Litter Pick Up

Streets division got an early start with the litter picker along SR 161. In early February, the streets crew picked up bigger pieces along the north and south sides of SR 161. Due to the median under construction causing congested traffic, the streets crew decided to protect the litter picker and operate with a 2½ ton truck and attenuator trailer to follow along the route.



Dennis Munsey and Keith Unterbrink using the litter picker and attenuator trailer on SR 161

SPECIAL PROJECTS DIVISION

February 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.

Annual Best Management Practice (BMP) Inspections

Special projects supervisor Steve Kidwell performed stormwater pond and basin inspections around New Albany on an annual basis. Each year the city of New Albany randomly selects no less than 20% of these facilities and conducts our own internal inspection and evaluation. These are completed out of compliance with the Ohio EPA guidelines.



Stormwater drain inspections

6th Annual Chilly Chili Mile Walk

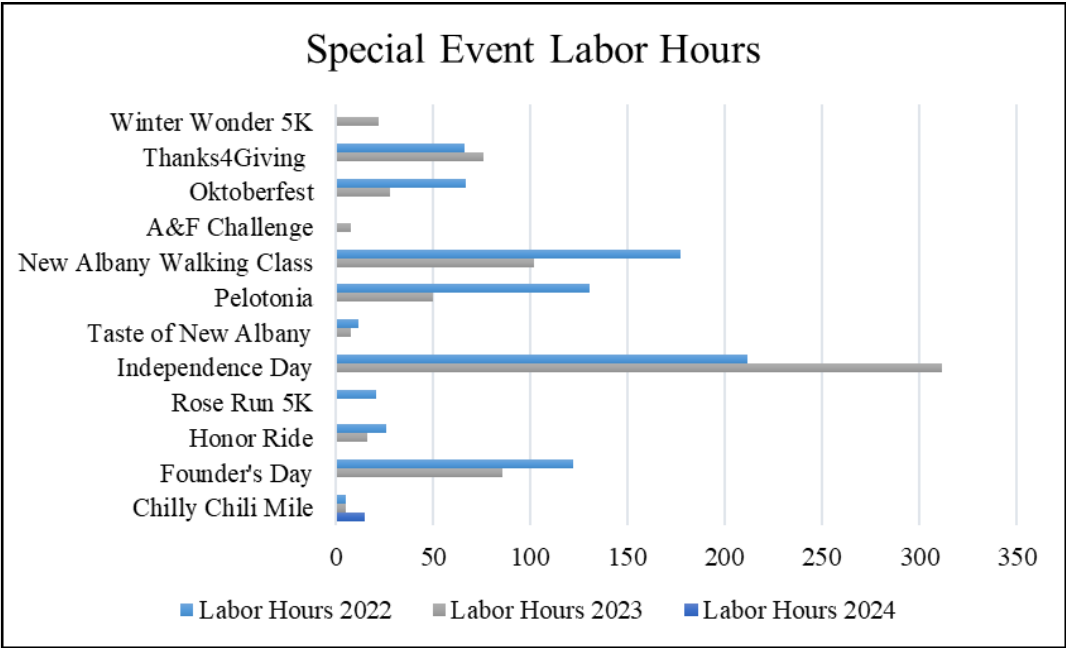
New Albany Heit Center held the annual Chilly Chili Mile event on Sunday, February 25th, 2024. Special projects supervisor Steve Kidwell prepared by placing message boards, barricades and cones throughout the village center and New Albany streets to ensure roads and streets were blocked to keep attendees safe during the event.



2024 Chilly Chili Mile

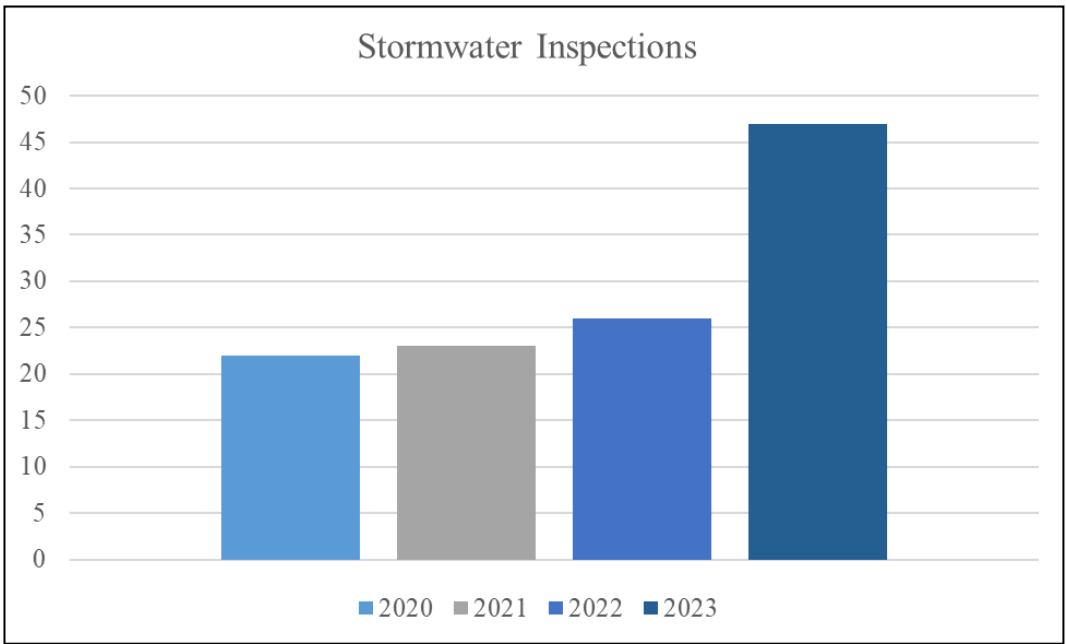
SPECIAL PROJECTS DIVISION
February 2024

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. In February, crew members helped with the Chilly Chili Mile special event.

Stormwater Inspections



This graph depicts the number of stormwater inspections performed by city staff each year.

FACILITIES DIVISION

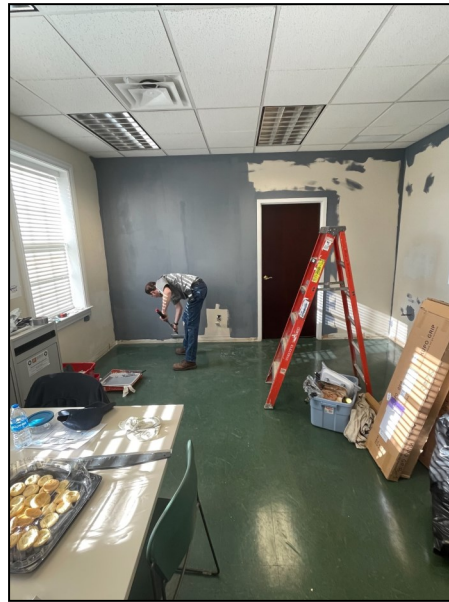
February 2024

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.

Kitchen Renovation at Village Hall

The facilities crew has been busy renovating the kitchen at Village Hall. The crew tore out the old cabinets and began patching and painting the walls. The cabinets are scheduled for installment the first week of March. The kitchen will be equipped with all new appliances. Good job!



Facilities crew demoing and repainting the kitchen at Village Hall



The kitchen floor has been installed and the walls are painted

UTILITIES DIVISION

February 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.

Storm Sewer Curb Inlet Rehab

The utilities division rebuilt all storm sewer curb inlets on Snider Loop. The project had a total of 14 storm sewer structures that were rebuilt. The crew demolished the existing bricks between the frame of the structure and the precast basin that deteriorated over time, causing pavement issues. Once completed, the team constructed concrete forms and poured a new concrete frame foundation to aid in preserving the existing roadway.

Upcoming 2024 Curb Inlet Rehab Projects

- Tidewater
- Windsor



Tommy Diamond and Christian Duane jackhammering the frame to rebuild the cement surrounding storm drain curb inlet

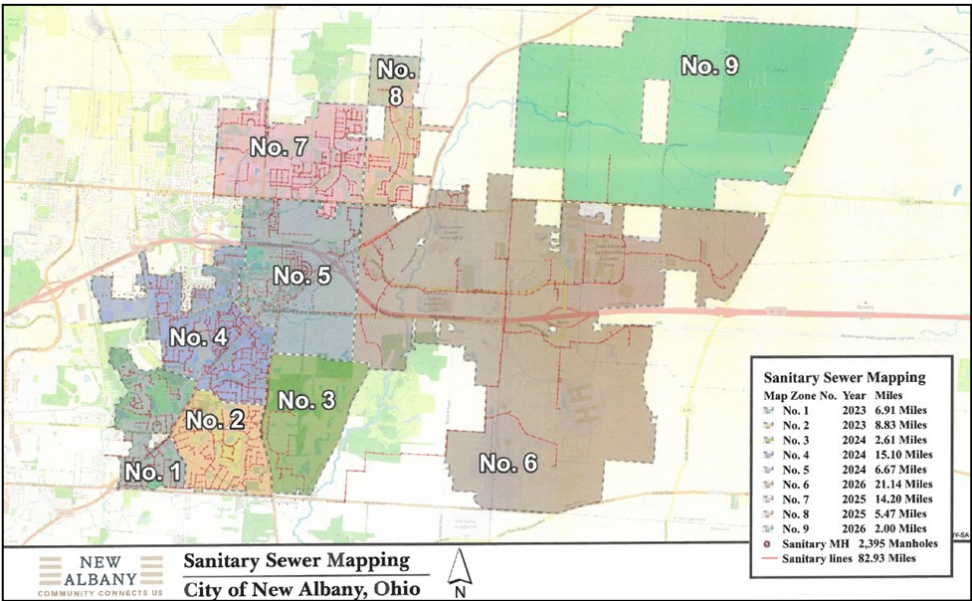


Tommy Diamond and Nick Sgandurra fixing the cement around storm drain curb inlet

UTILITIES DIVISION
February 2024

Sanitary Sewer Mainline Inspections – Zone 4

Zone 4 is the 2nd largest zone in the City of New Albany, with a total length of sanitary sewer pipe of 15.10 miles. The crew is currently utilizing the PACP scoring system. Scoring defects using the PACP standards have vastly improved how they approach the inspections, data and terminology. Thus creating a more intentional approach to managing the city’s infrastructure.



Dave Thatcher and Kerry Gastaldo performing zone 4 sanitary sewer pipe and structure inspections

UTILITIES DIVISION

February 2024

Sanitary Manhole Structure Grade Adjustments

Maintenance worker Nick Sgandurra raised existing sanitary sewer manhole structures to grade. The structures were classified as buried on inspection data forms filled out by the utilities team. Nick gathered all data on the buried structure access covers, including the exact location (verified with a metal detector) and the sized grade adjustment ring needed to complete the work.



*Left: Inside a sanitary sewer manhole structure 12" below the existing grade
Right: Sanitary sewer structure from street view*

Nick Sgandurra and seasonal maintenance worker John Mikulec located the structure, excavated it to the existing cover, and added adjustment rings to the existing grade. Nick discovered over 75% of the structure was covered in tree roots, catching the issue before the roots reached the sanitary sewer pipes. This structure is scheduled for root removal and full rehab. A special thanks to the forestry team for taking quick action to remove the tree, and making the structure more accessible to maintenance crews.

Emergency Response

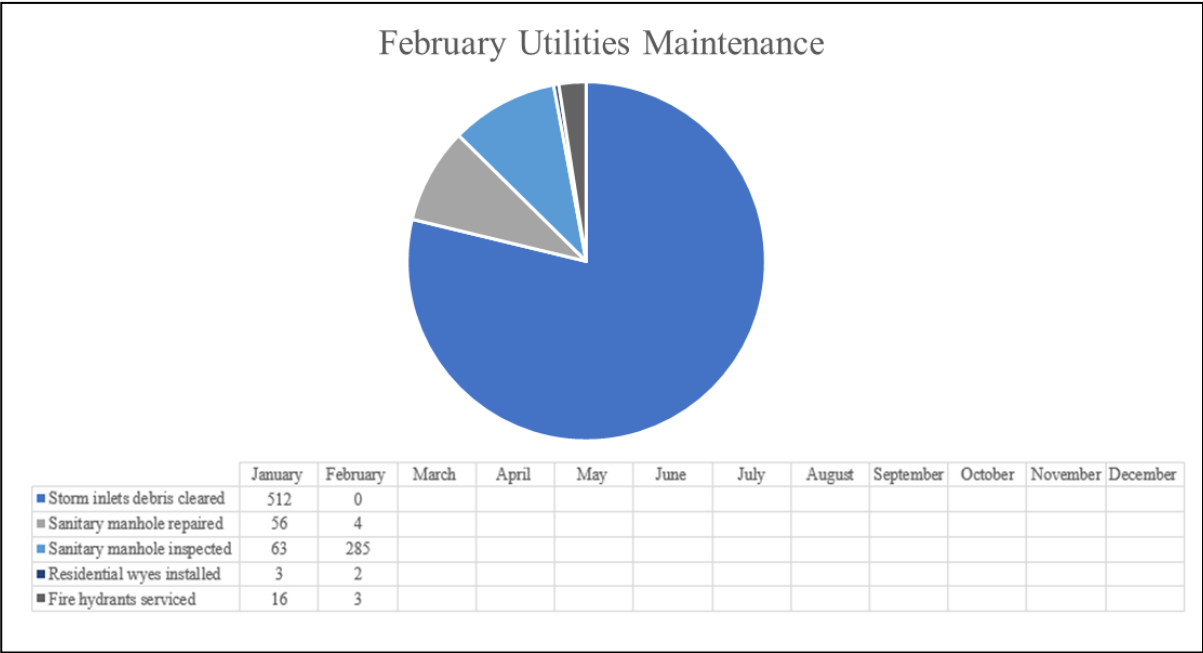
The utilities team responded to a motor vehicle accident on Camden Dr. where a fire hydrant was struck by a motor vehicle. The team made the necessary repairs, tested and placed the hydrant back in service the following day. The hydrant was out of service for less than 24 hours.



Fire hydrant emergency response servicing

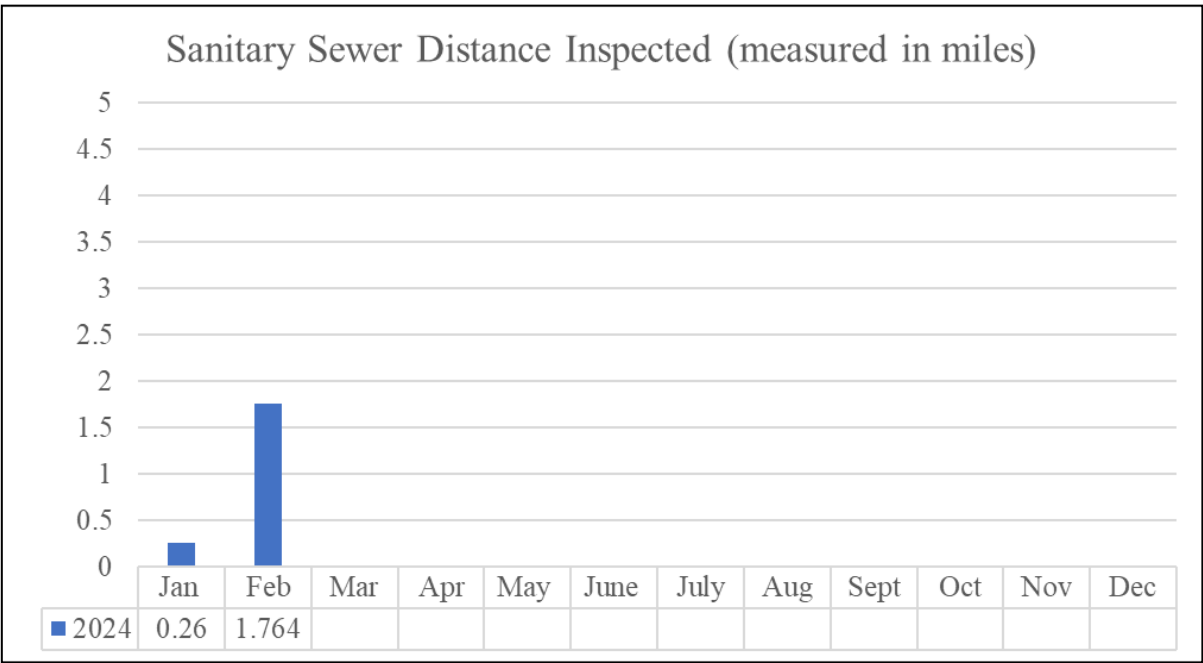
UTILITIES DIVISION
February 2024

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

February 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.

Re-Mulching Walking Path

During February, the parks and open space crew re-mulched the walking path between the police department and Village Hall. Carl McNeal, Daitan Rood and Rick Goldhardt used 7 yards of playground mulch to complete the project.



Carl McNeal and Daitan Rood mulching the pathway

Dog Waste Station Installations

The parks crew installed two new dog waste stations in city parks, one in North of Woods and one in Lambton Park. The parks and open space crew now maintain 23 dog waste stations.



Carl McNeal, Daitan Rood and Rick Goldhardt installing dog waste station

RIGHT OF WAY DIVISION

February 2024

Overview

Right of way refers to a portion of city-owned land, varying from 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 in the right of way are electric, natural gas, telephone, cable and fiber optic.

Street Program

The main focus of the street program is pavement preservation. The five maintenance options the right of way crew uses to help preserve the city pavement include mill and overlay, micro surfacing, asphalt patching, crack fill and rejuvenation/reclamite. Other maintenance items included in the program are the installation of ADA-compliant ramps, curb replacement and street striping. The right of way crew has already identified 50% of the improvements that will be included in 2024 street program. The balance of the improvements will be determined in March.



Left and center: Examples of curbs in need of curb replacement

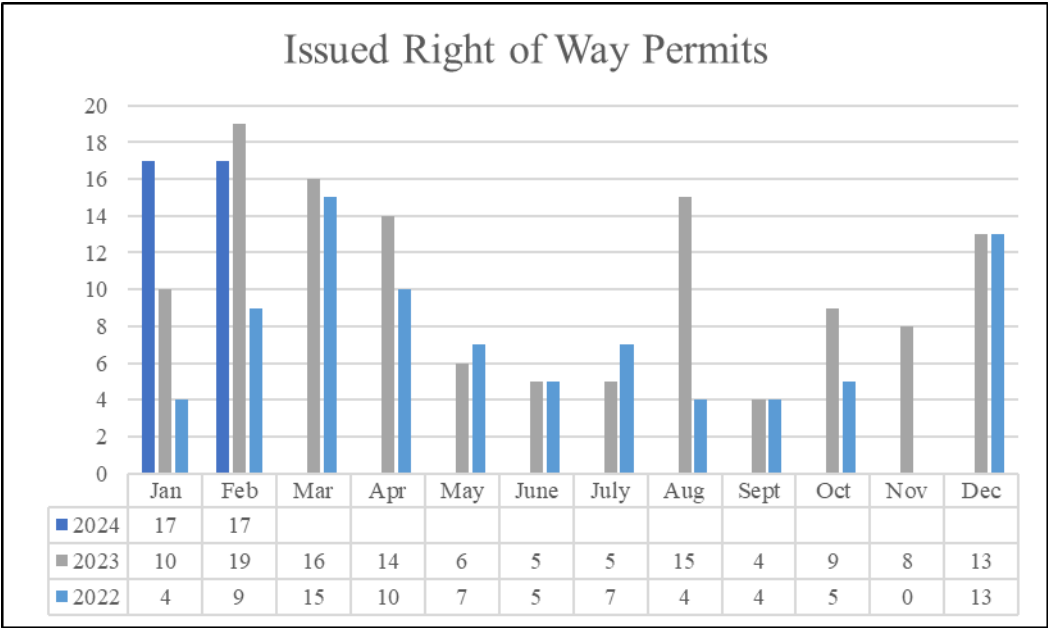
Right: An example of roadway that will need mill and overlay

Training

Curtis Reed, Andrew Love and Jordan Gambill attended a hardscape webinar to learn tips and tricks on maintaining hardscapes. Hardscape work isn't part of the team's daily work items, but they occasionally have to tackle small jobs. The right of way crew also attended a work zone traffic control safety training held at the public service building for the whole department. The department uses work zone safety every day and it is always nice to review annually.

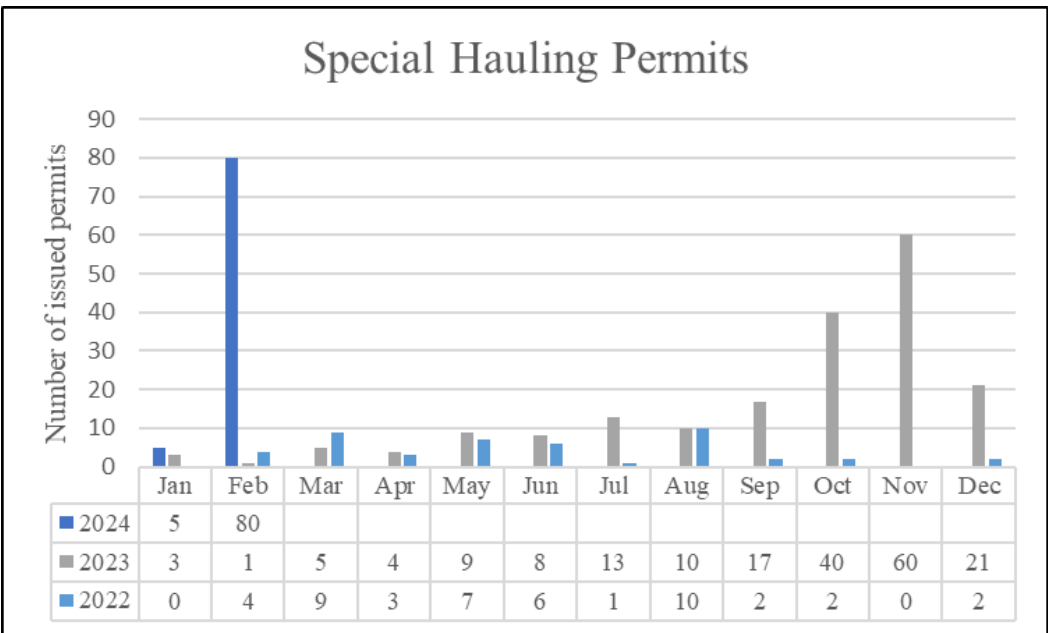
RIGHT OF WAY DIVISION
February 2024

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.

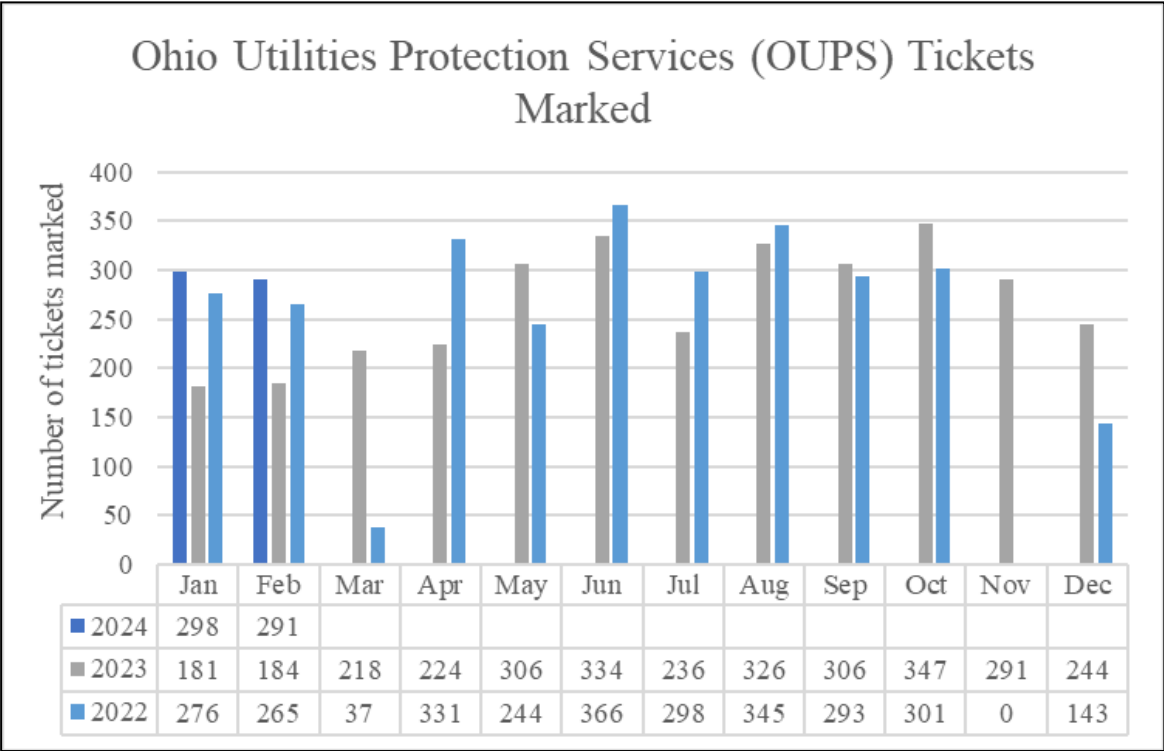
Special Hauling Permits



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
February 2024

Utility Locating (OUPS)



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

FORESTRY DIVISION

February 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, the city's bucket truck along with establishing and maintaining traffic control as needed.

Emergency Work

The forestry team removed a tree on Camden Rd. that had been struck and uprooted by a vehicle. The tree will be replaced in the fall.

Training

The forestry team attended the Ohio Tree Care Conference in Newark, Ohio in early February. This 3 day event featured educational sessions from both local and international experts in arboriculture.

Pruning

Annual contract pruning has commenced on Walton Parkway. The forestry team completed pruning on Millbrook Farm, Longfield Ct., Marwithe Ct., Marwithe Pl., Gray Loop and Upper Clarenton Dr. Pruning was also completed on the oak trees along the Taylor Farm parking lot and other parks and greenspace oak trees.



Chase Loughman prunes an oak tree on Upper Clarenton Dr. with Mike Cligrow ready to chip brush

FORESTRY DIVISION

February 2024

Tree Risk Inspection

The forestry team has been completing tree risk inspections in parks and greenspaces and mitigating hazards found during those inspections. In February this included pruning dead and damaged branches from a large oak and a large maple over the playground on James River Road, as well as deadwood from a large oak tree bordering residential property.



Chase Loughman sets rigging lines in an oak tree with help from Sam Darnall on the ground

FORESTRY DIVISION February 2024

Tree Risk Inspection continued...



*Left: Sam Darnall slowly lowers a large dead branch to avoid damage to the playground at James River Park
Right: Chase Loughman sets rigging lines to remove a damaged branch from the same oak tree at James River Park*

FORESTRY DIVISION February 2024

Tree Risk Inspection continued...



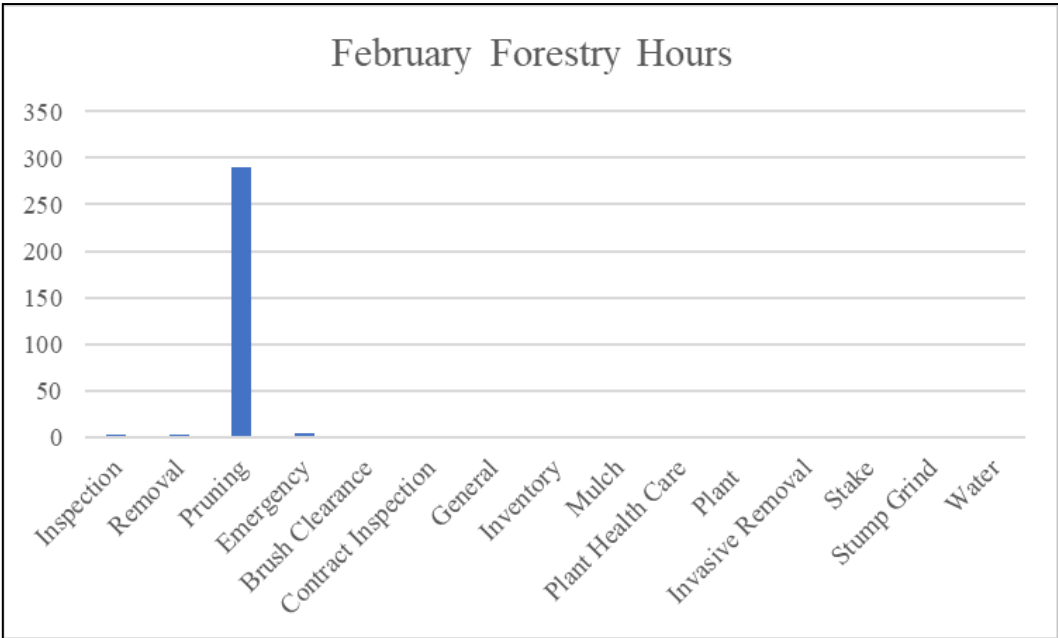
Chase Loughman prunes a damaged branch over the playground at James River Park



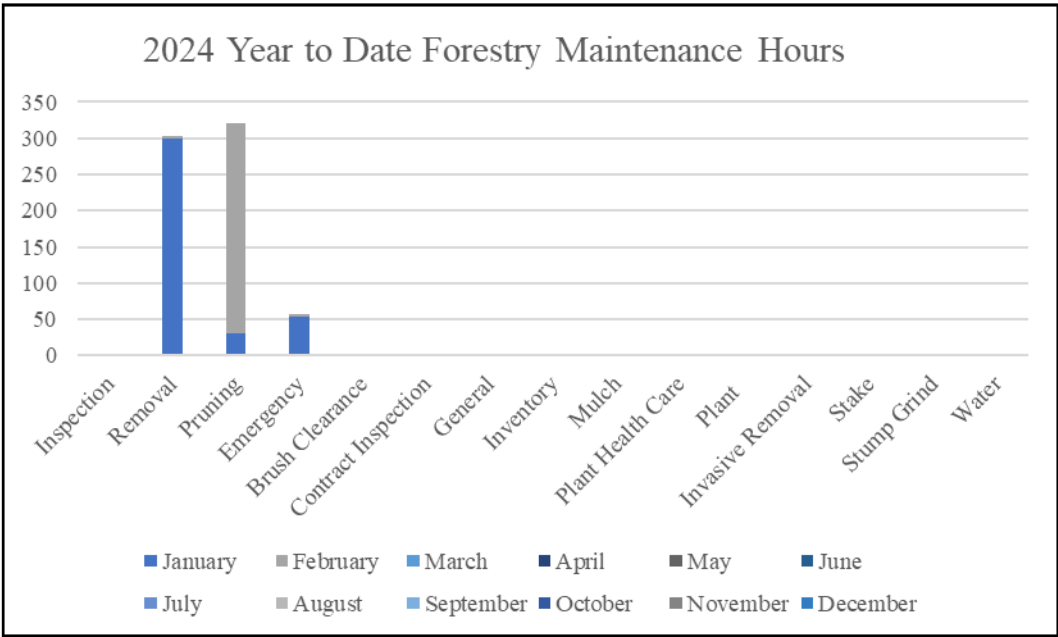
Mike Cligrow, Sam Darnall and Chase Loughman prepare to cut and lower a branch over the playground at James River Park

FORESTRY DIVISION
February 2024

Forestry Hours



This graph shows the number of hours in February 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

February 2024

Overview

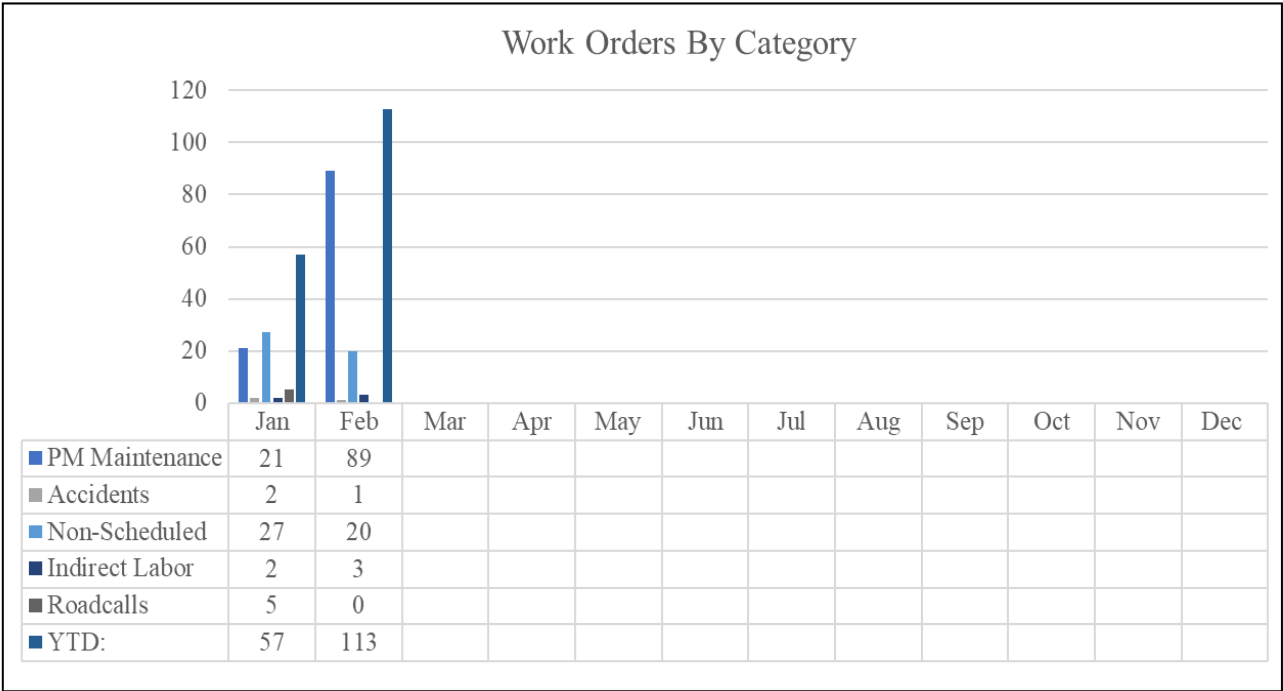
The primary purpose of the city’s fleet division is to actively maintain all city-owned vehicles and equipment in a manner consistent with the demonstrated quality and aesthetic of New Albany.

Fleet Maintenance

February presented challenging weather conditions and the fleet team ensured all of our equipment was fully functional and ready for use.

The fleet crew accomplished a significant milestone by completing preventive maintenance on 89 pieces of equipment. This included comprehensive servicing of all leaf removal equipment and smaller machinery. The crew proactively serviced all mowing equipment, ensuring their optimal readiness for upcoming tasks.

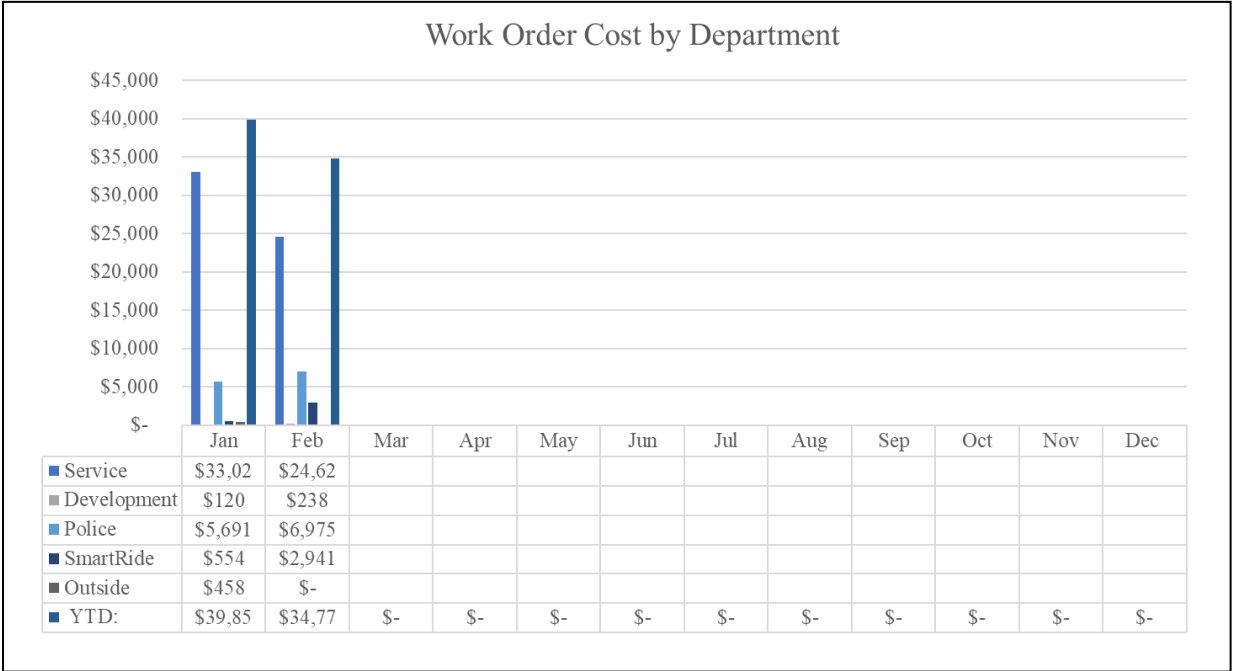
Fleet Work Orders



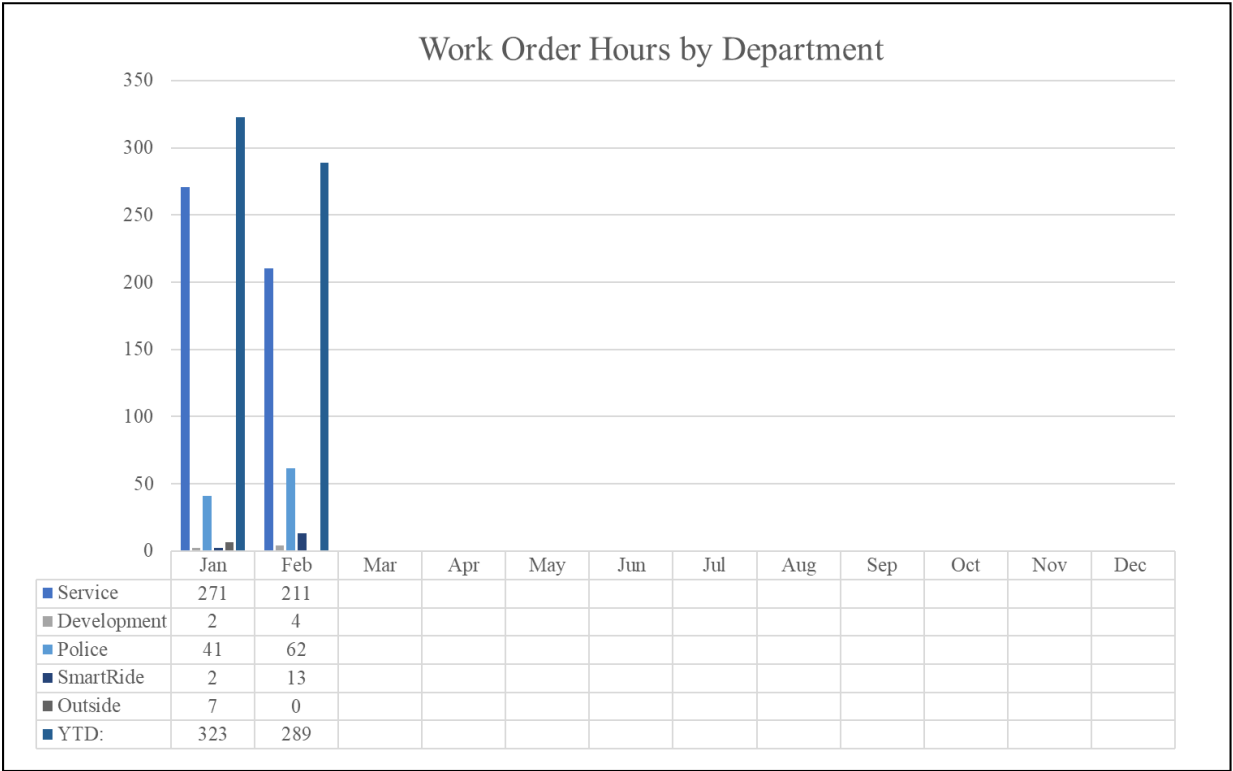
This graph shows the work orders year to date broken down by each category.

FLEET DIVISION
February 2024

Fleet Work Orders continued...



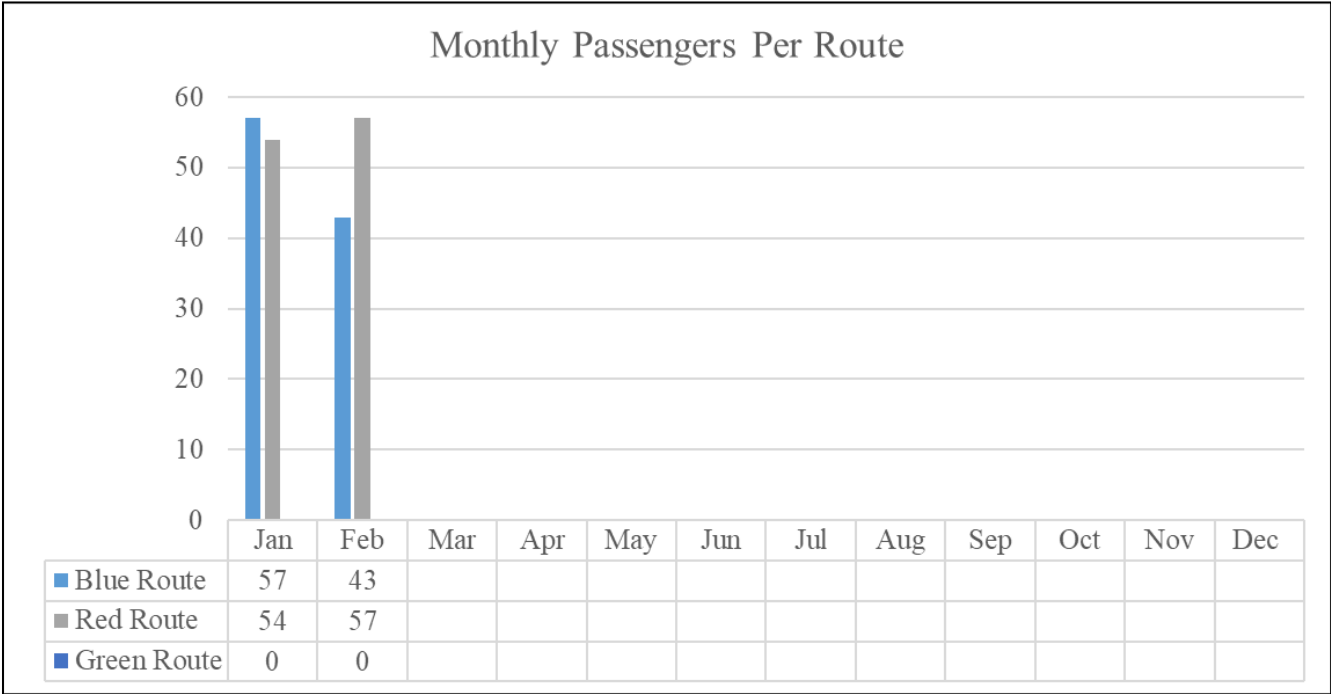
This graph shows the year to date breakdown of work order costs by department in public service.



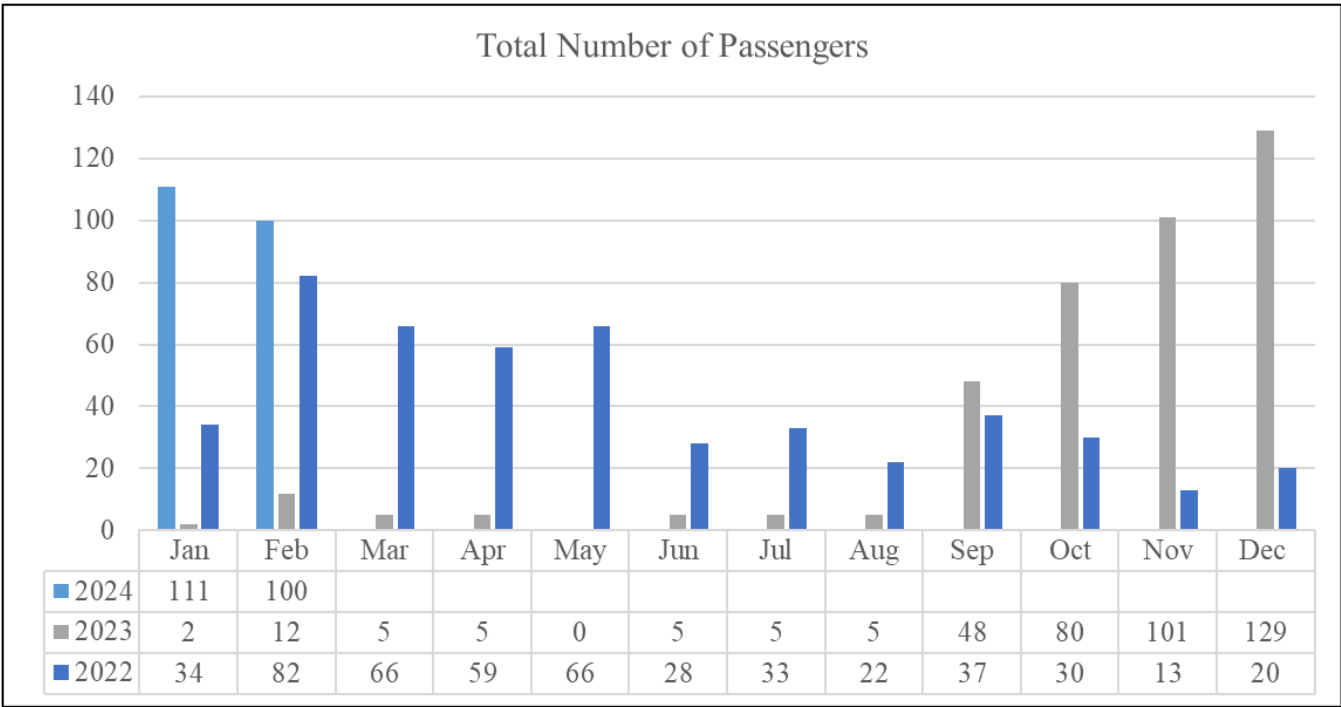
This graph shows year to date breakdown of work order hours by department.

FLEET DIVISION
February 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.