

# NEW ALBANY

## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

March 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

### March 2024

#### Highlights

- Director of public service Mike Barker held a breakfast for all service employees in honor of employee appreciation day on March 1st.
- Administrative Assistant Bridget Beck and special projects supervisor Steve Kidwell met with Healthy New Albany employees to discuss the community cleanup event on March 16th.
- During the month of March, city staff members participated in a Boot Camp series about health at the service department. The topics covered were blood pressure, blood sugar, cholesterol and BMI.
- Administrative assistant Bridget Beck and special projects supervisor Steve Kidwell attended the special event meetings for Founders Day and Honor Ride.
- Director of public service Mike Barker and public services engineer Justin Wilkinson attended the MORPC State of the Region on March 15th.
- Director of public service Mike Barker, public services manager Angie Hobart, administrative assistant Bridget Beck and special projects supervisor Steve Kidwell met to discuss the Solar Eclipse that is taking place in April.
- A pre-bid meeting was held at the public service department for S. Harlem Rd and SR -605 projects on March 27th.

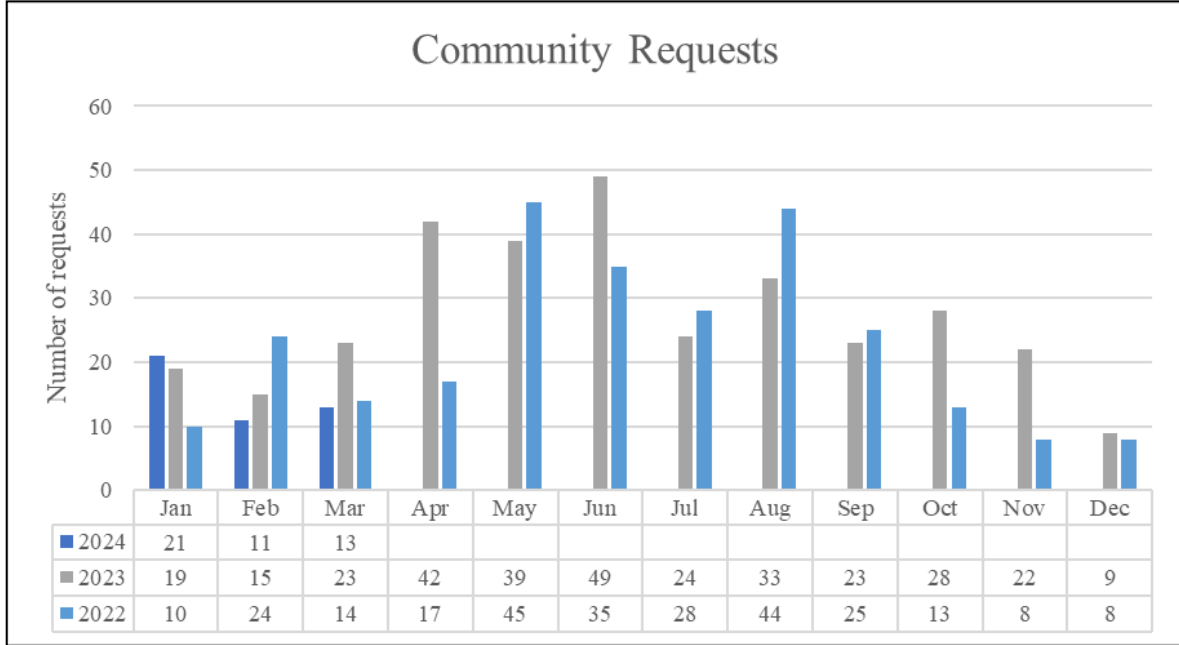


*Employee appreciation breakfast*

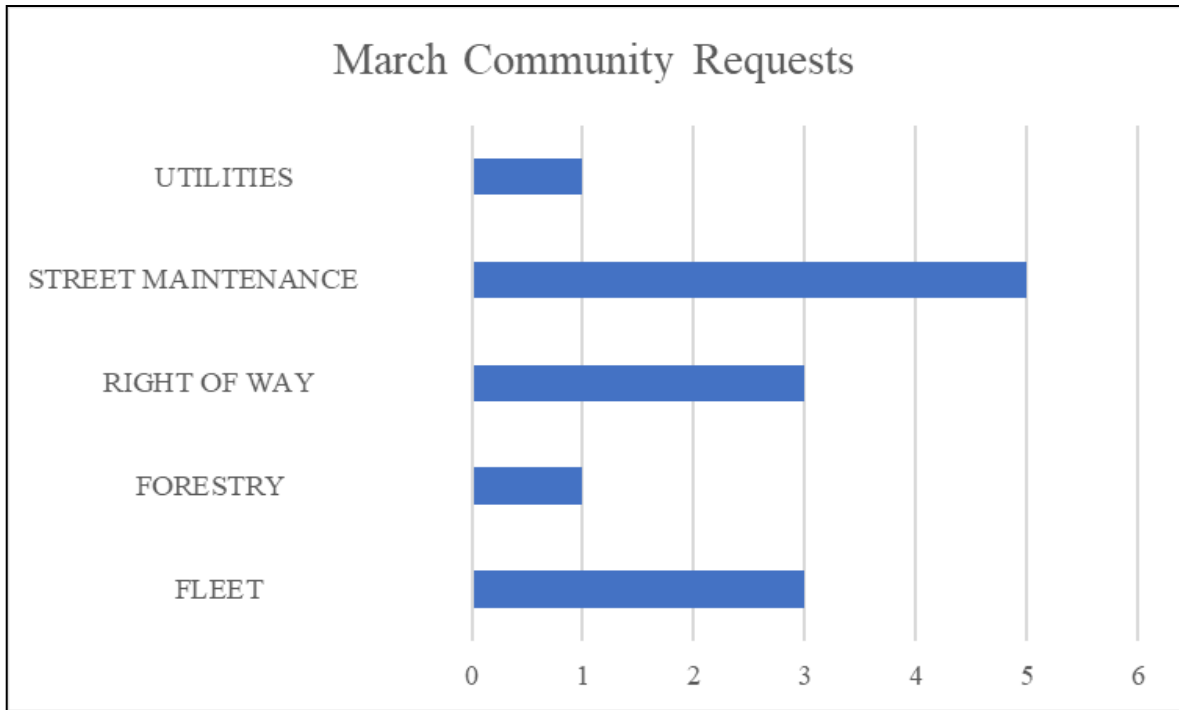


### DEPARTMENT UPDATES March 2024

#### Community Requests



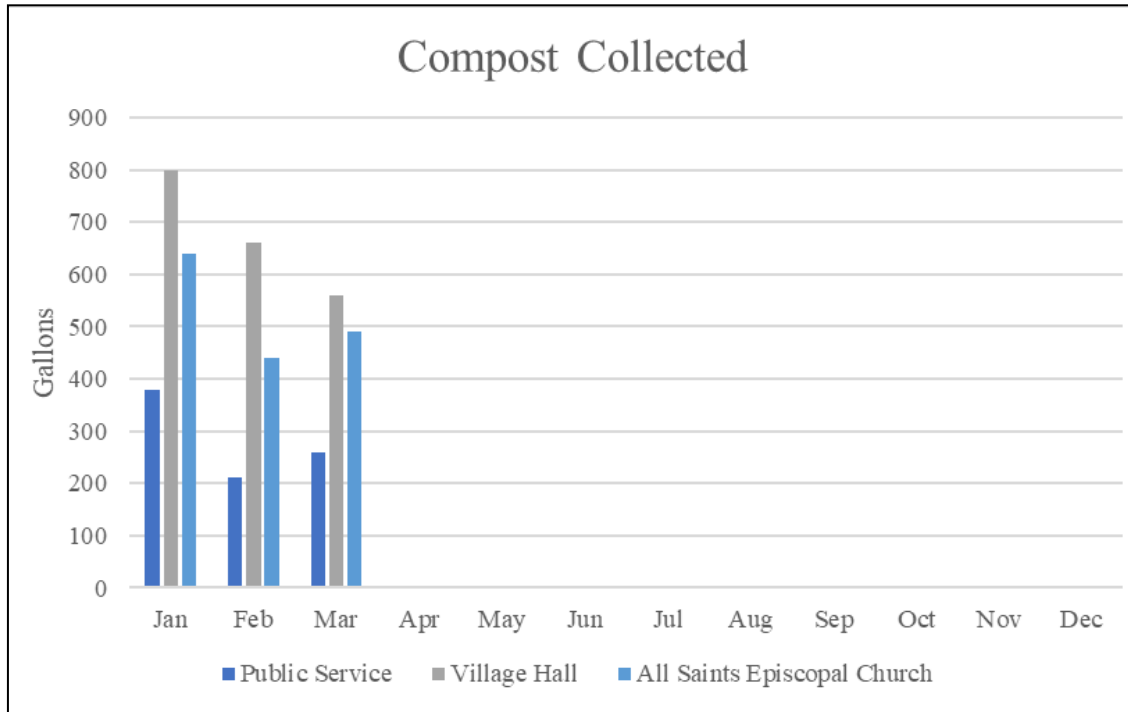
This graph represents the number of requests received from residents for public services.



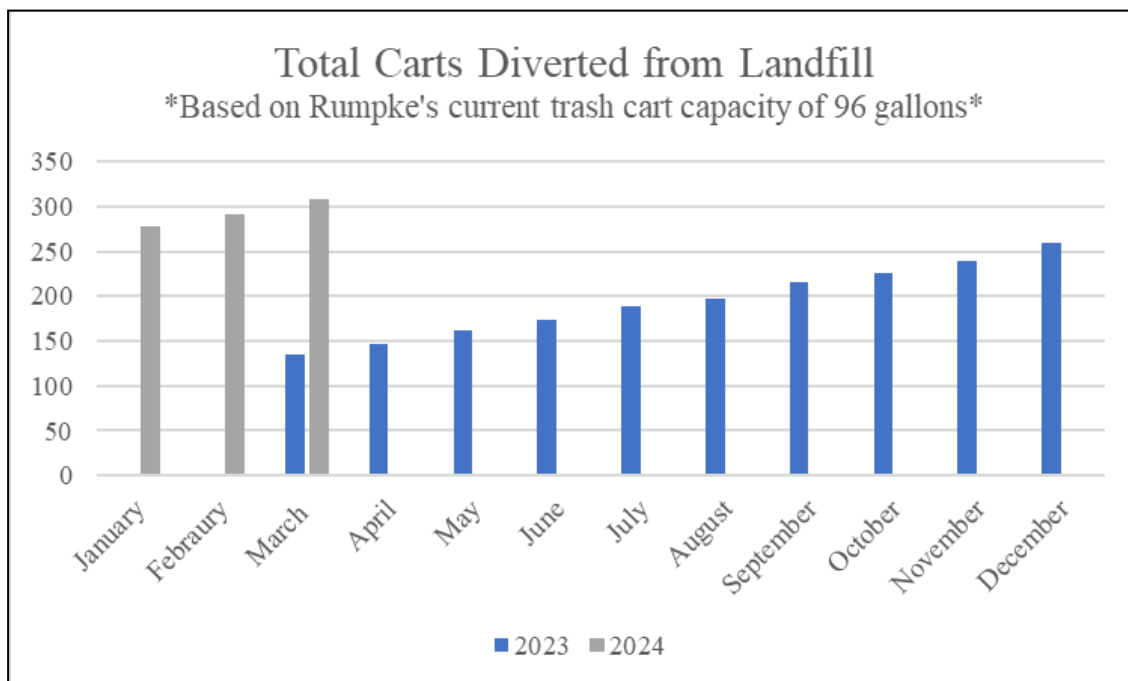
This graph represents the types of requests received from residents for public services.

## DEPARTMENT UPDATES March 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 March 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.

### Traffic Signal Training

The city has 32 signalized intersections. The streets division currently includes three IMSA certified employees who work on every component of our traffic signals. The International Municipal Signal Association (IMSA) provides the necessary training, knowledge and testing to become certified in traffic signals. In consideration of the continued advancements in technology, IMSA certifications are required to be updated every three years. Certified employees are currently in the process of renewing or upgrading their certifications.



*Signalized intersection at SR-161 and US 62*

## SPECIAL PROJECTS DIVISION March 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.

### Village Hall Water Tank

Special projects supervisor Steve Kidwell worked with facilities crew Jerry Smith and Tyler Myers to deliver a water tank to the Village Hall parking lot. The community gardens will have access to water to help with the summer growing season.



*Village Hall water tank delivery*

### Tree Removal on SR-605

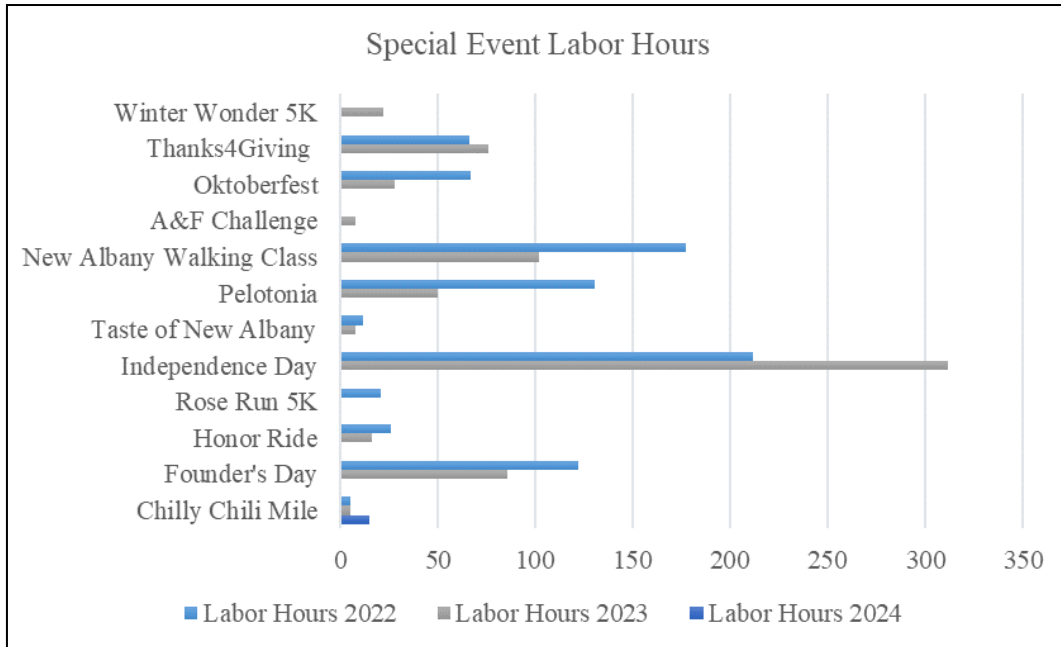
Special projects supervisor Steve Kidwell worked with public services engineer Justin Wilkinson to coordinate tree removal on SR-605 at the New Albany school entrance. A contractor removed several trees to allow the start of construction of school turn lanes to ease traffic congestion.



*Tree removal on SR-605*

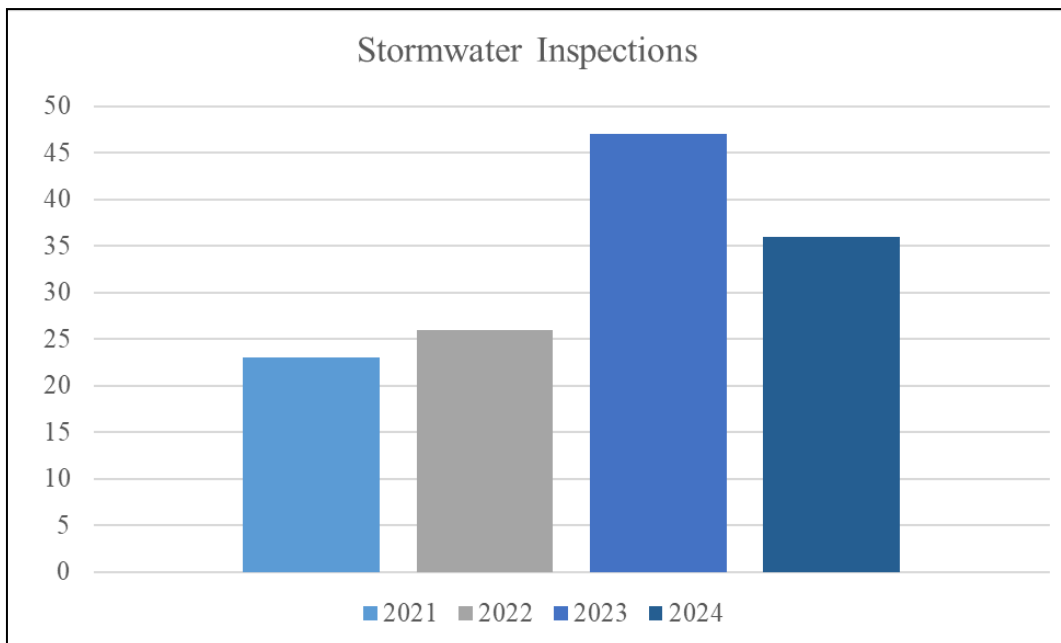
## SPECIAL PROJECTS DIVISION March 2024

### 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 March, the service department didn't have any special events.

### Stormwater Inspections



This graph depicts the number of stormwater inspections performed by city staff each year. This year there have been 36 inspections, which exceeded the 20% requirement of the Ohio EPA.



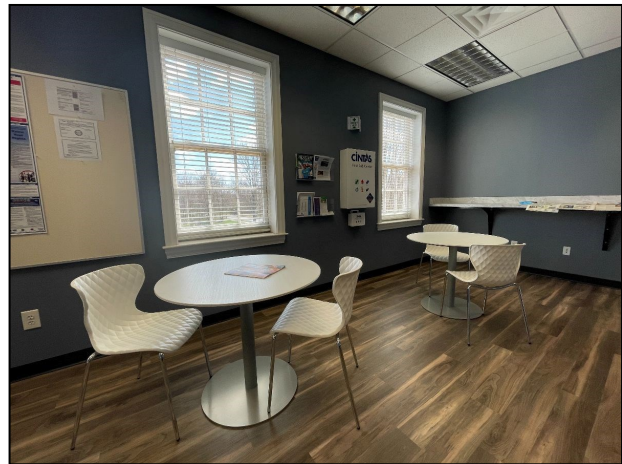
## FACILITIES DIVISION March 2024

### 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 finished the kitchen renovation at Village Hall. The crew finished installing cabinets, countertops and new appliances. In addition, two tables have been added, along with a high-top area for employees to enjoy their meals. Great job!



*Village Hall kitchen renovation completed*

### Incubator New Office Location

The facilities crew was busy moving the Incubator's office from 8000 Walton Parkway to Waters Edge. The move took a week to complete cleaning, patching, painting, sweeping, tearing down and putting together desks and other miscellaneous office items to make for a smooth transition.



*Jerry Smith, Tyler Myers and Mike Cligrow setting up the new office for the Incubator*

## UTILITIES DIVISION March 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.

### Windsor Drainage

The utilities division installed a drainage pipe within the Windsor neighborhood. The crew installed the drainage pipe to reroute the resident’s sump pump lines thus keeping the water off the pavement. In total, the crew installed 132’ of drainage pipe within the Windsor neighborhood.

### Purpose

- Prolongs the life of the pavement
- Prevents excessive ice buildup during the winter season
- Eliminates algae growth on the pavement



*Before restoration on Butterworth Green Dr*



*After restoration on Butterworth Green Dr*



## UTILITIES DIVISION March 2024

### Windsor Drainage cont...



*Maintenance workers Kerry Gastaldo and David Thatcher installed 30' of drainage pipe along Chatham Green Dr. Nick Sgandurra and Christian Duane managed the maintenance of local traffic throughout the area*

### Forest Drive Curb Inlet Frame Replacement

The utilities division replaced a total of three broken curb inlet frames located on Forest Dr. Curb inlet frames are often damaged by snow plows. Once damaged, the broken frame will affect the adjacent curb and surrounding pavement.



*Maintenance worker Nick Sgandurra and seasonal maintenance worker John Mikulec gather measurements while installing a new curb inlet frame*

## UTILITIES DIVISION March 2024

### Sanitary Sewer Manhole Structure Root Removal & Rehab

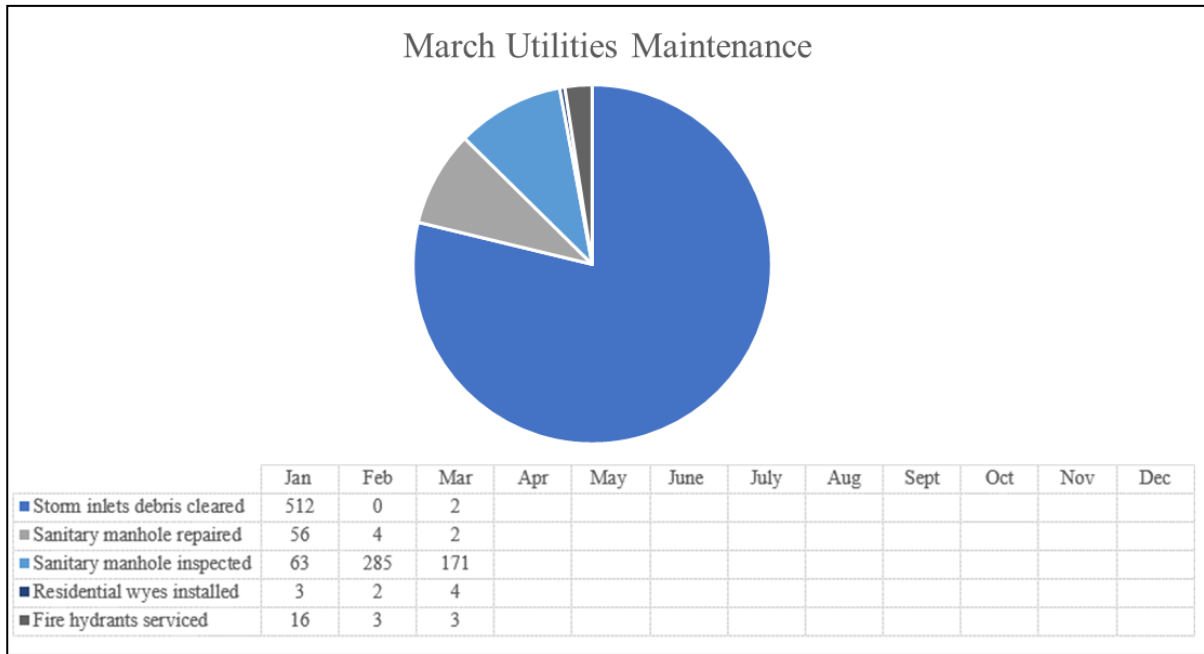
The utilities division contracted with Municipal & Contractors Sealing Products, Inc. The scope of work includes root removal, grouting the structure, applying a manhole liner on the interior and an epoxy coating over the liner. This work includes a 1-year warranty from the date of completion.



*Left: Before picture of sanitary sewer with roots  
Right: After picture of the sanitary sewer after root removal and liner application took place*

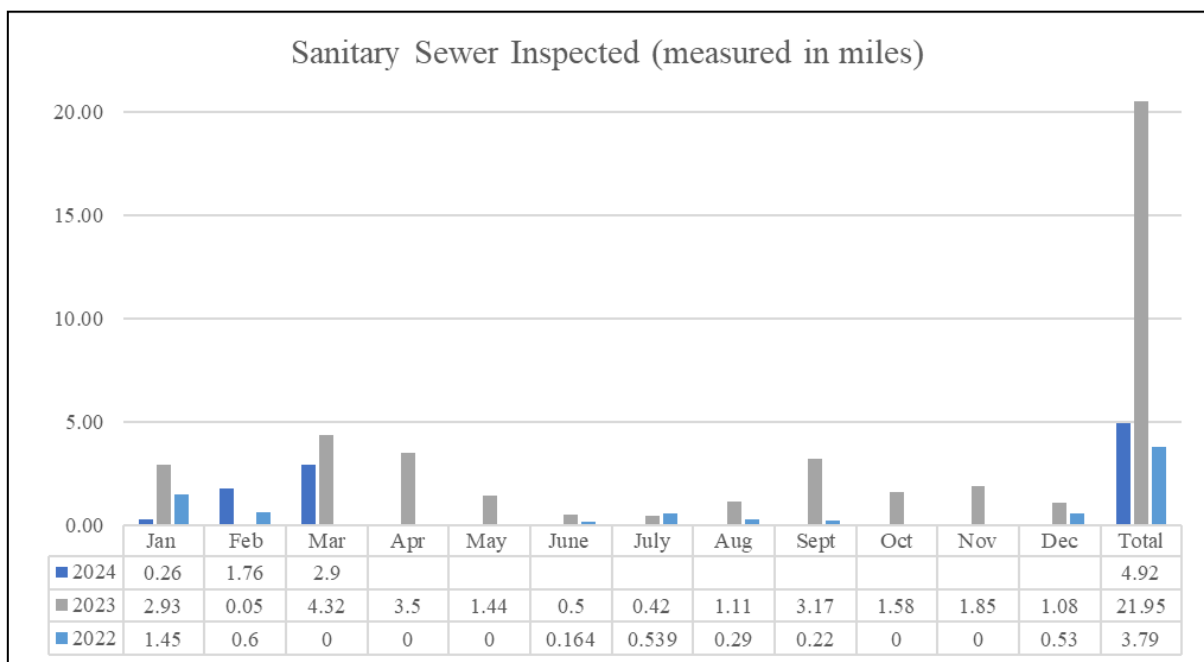
## UTILITIES DIVISION March 2024

### 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 March 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.

### Pickleball Courts Opening

During the month of March, the parks crew set up the pickleball court for the upcoming season. The crew hung wind-screens on the fences, re-installed nets and hung up signage on the courts.



*Left: Daitan Rood hanging wind screen on pickleball nets  
Right: Rick Goldhardt and Carl McNeal setting up pickleball nets*

### Lambton Park Tree Planting & Park Bench Restoration

The parks crew assisted the forestry division in Lambton Park with tree planting. The parks and open space crew helped plant 14 trees in the green space in front of Lambton Park playground. The crew also finished restoring all park benches in the city parks, which will be re-installed in April.



*Left and Center: Carl McNeal, Daitan Rood and Rick Goldhardt helping the parks plant trees at Lambton Park  
Right: Rick Goldhardt restoring park benches*

# RIGHT OF WAY DIVISION March 2024

## Overview

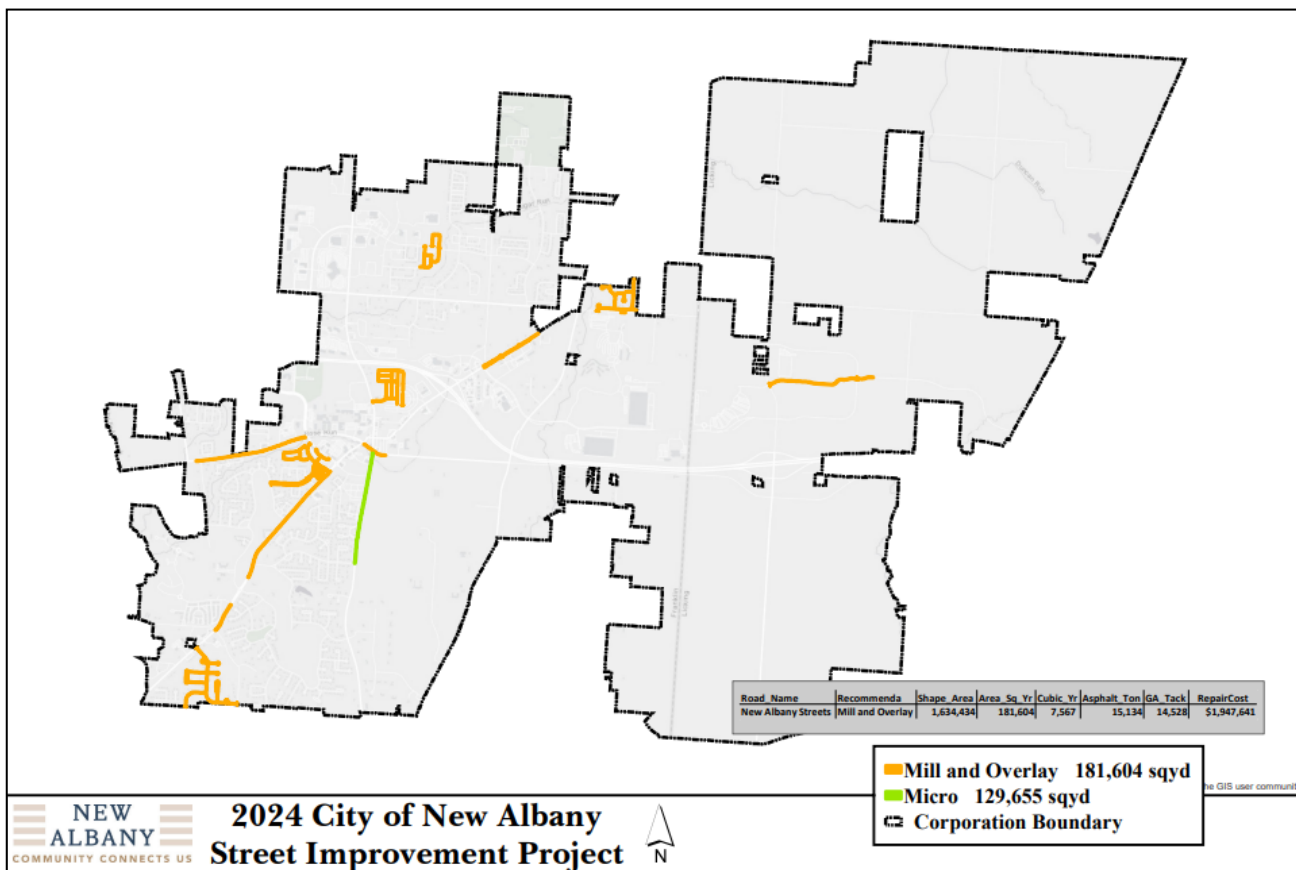
Right of way refers to a portion of city-owned land, varying from a roadway, tree lawns, sidewalks, bike lanes, street trees and street lights. Right of way also functions as a public and private utility corridor. Public storm sewers, sanitary sewers, waterlines and fiber optic lines are located within 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 right of way division focused heavily on the street program. With the help of the GIS team, the crew created the first draft of quantities and exhibits for everything included in the street program, such as:

- Mill and Overlay
- Micro Surfacing
- Curb Repair
- Crack Fill
- Asphalt Patch

The maps are first drafts, as locations and quantities constantly change, but the goal is to have the program finalized by mid-April. Once the finalized versions of the maps are completed, the street program will go out to bid.

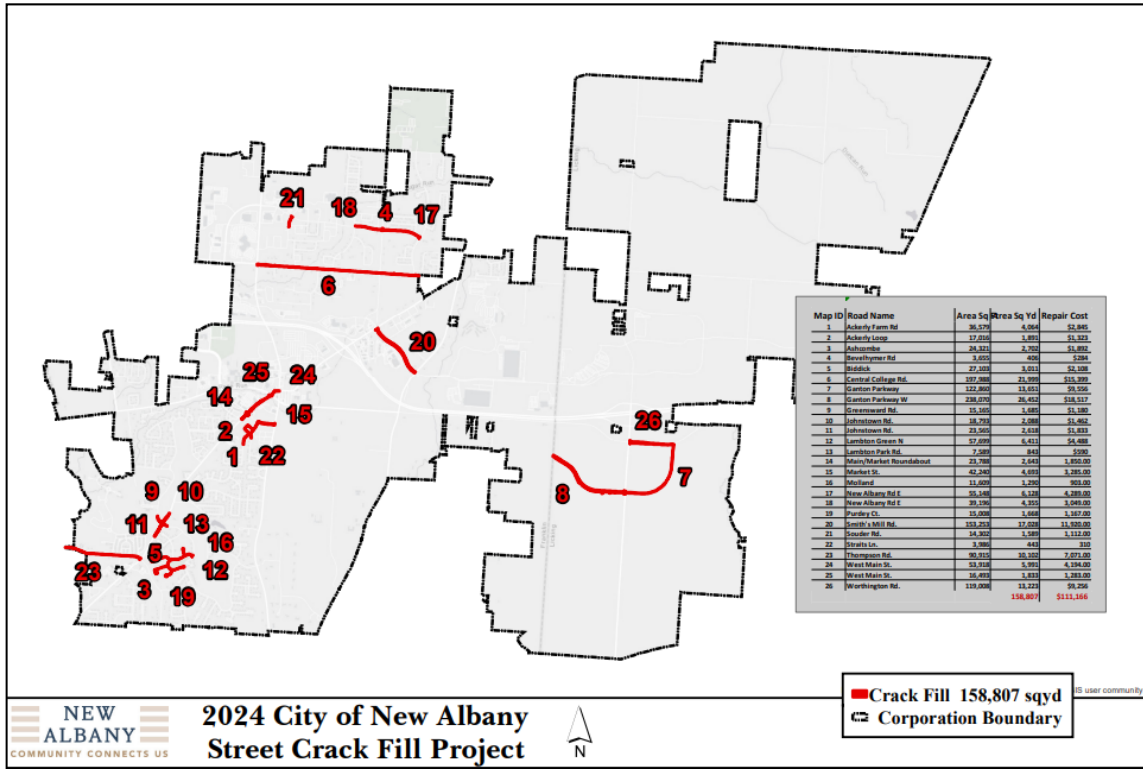


2024 map of streets receiving mill and overlay and micro surfacing repair

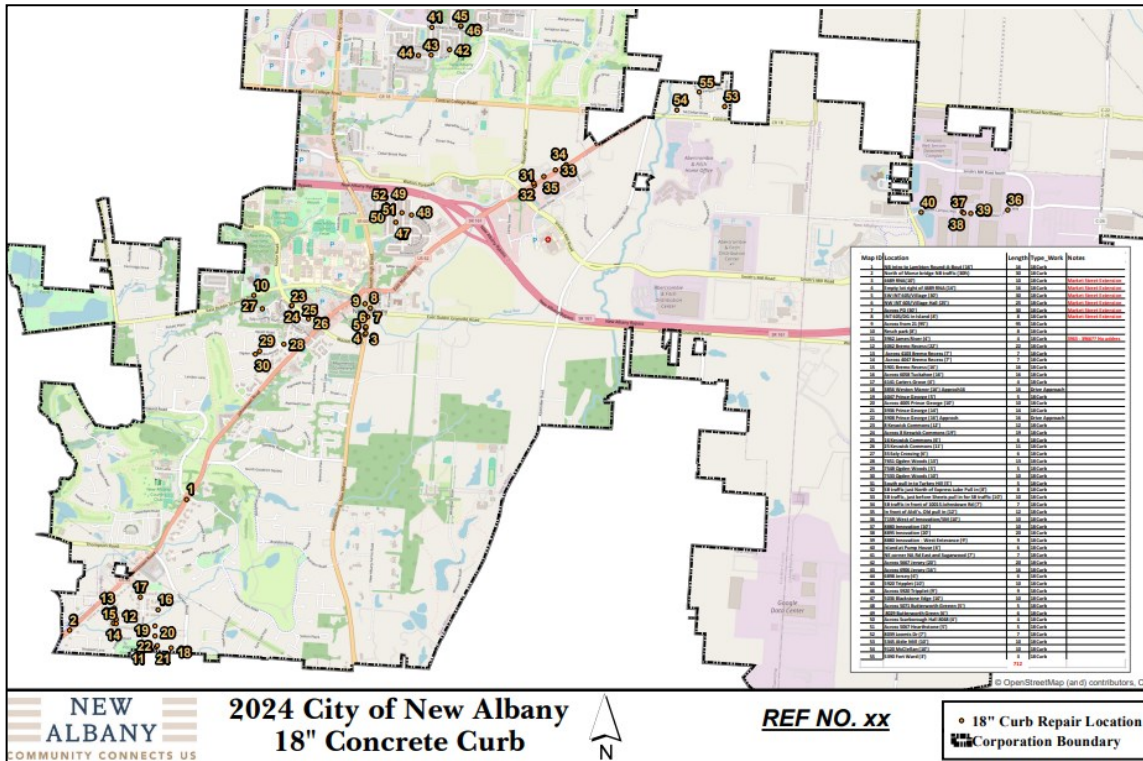
# RIGHT OF WAY DIVISION

## March 2024

Street Program cont...



2024 map of streets receiving crack fill repair



2024 map of streets receiving curb repair

## RIGHT OF WAY DIVISION March 2024

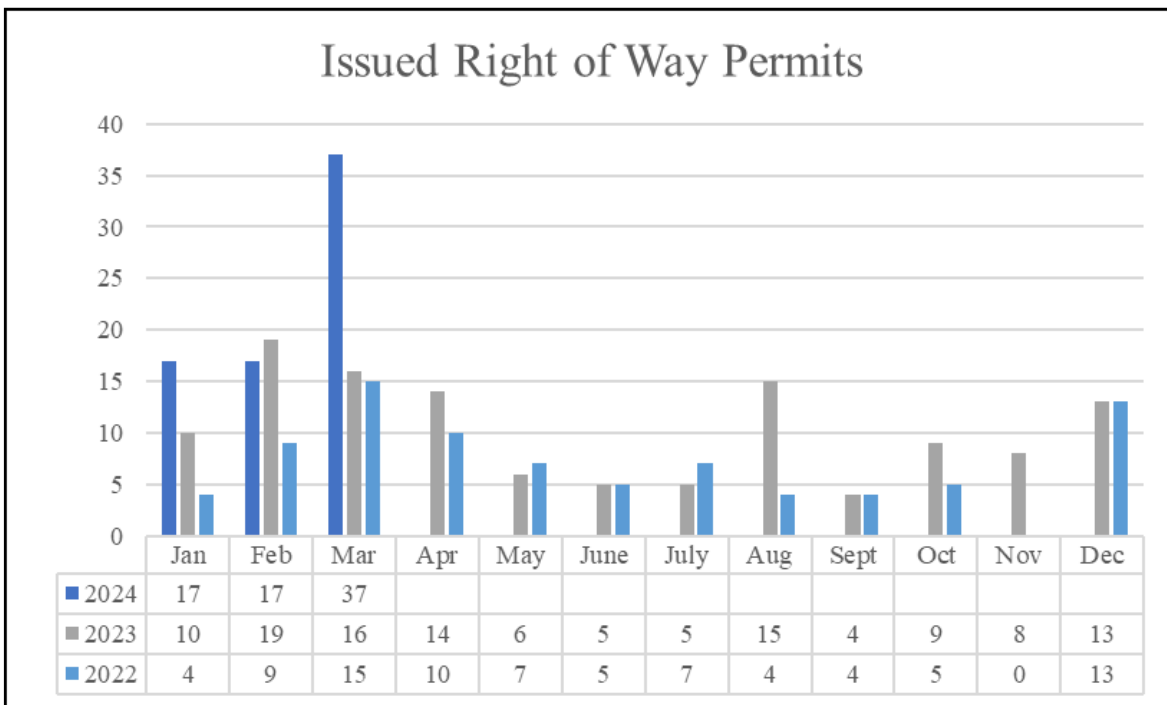
### Contractor Management

The right of way division met with MidWest Landscape to receive a quote for a variety of maintenance items in and around the village center, including:

- Roundabouts (Main/Market and 605/Morse)
- The 4 brick crosswalks at the intersection of Dublin Granville and Main Street
- Black brick crosswalk that connects the school to Rose Run Park
- Brick trail along Dublin Granville (From Main to Market)
- The brick tree wells throughout the village center
- Brick steps in the Keswick Common green space
- Brick area between Fox in the Snow and Hudson 29

The goal is to set up an annual maintenance program with the city’s most used contracting partners. In April, the right of way crew will have a better idea of the cost and timeframe for some of these maintenance items.

### Right of Way Permits

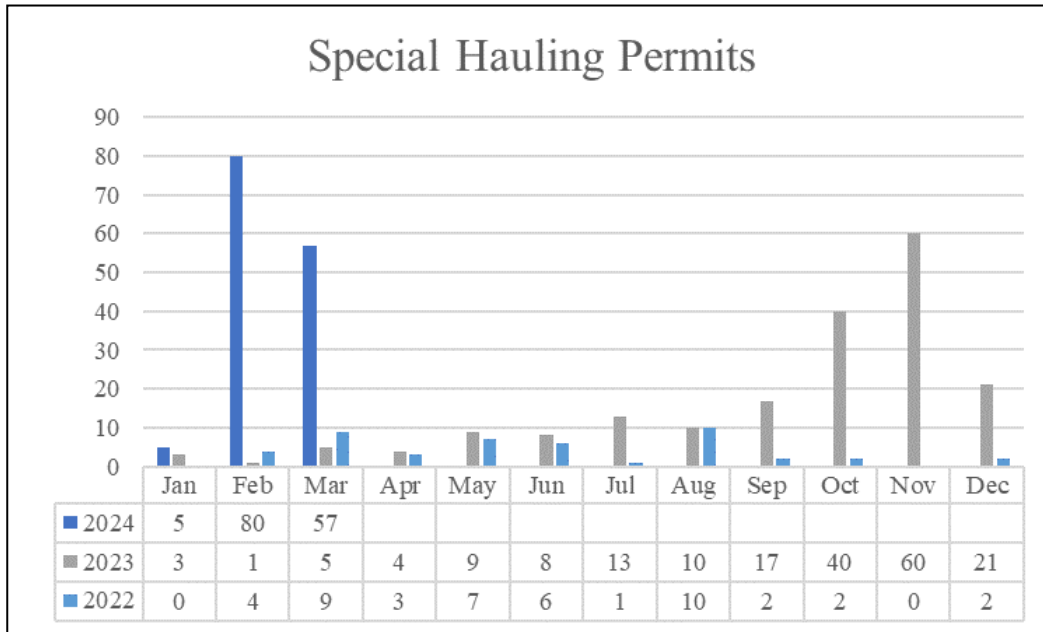


This graph shows the number of right of way permits issued each month by the city for utilities planned to be installed within the public right of way.



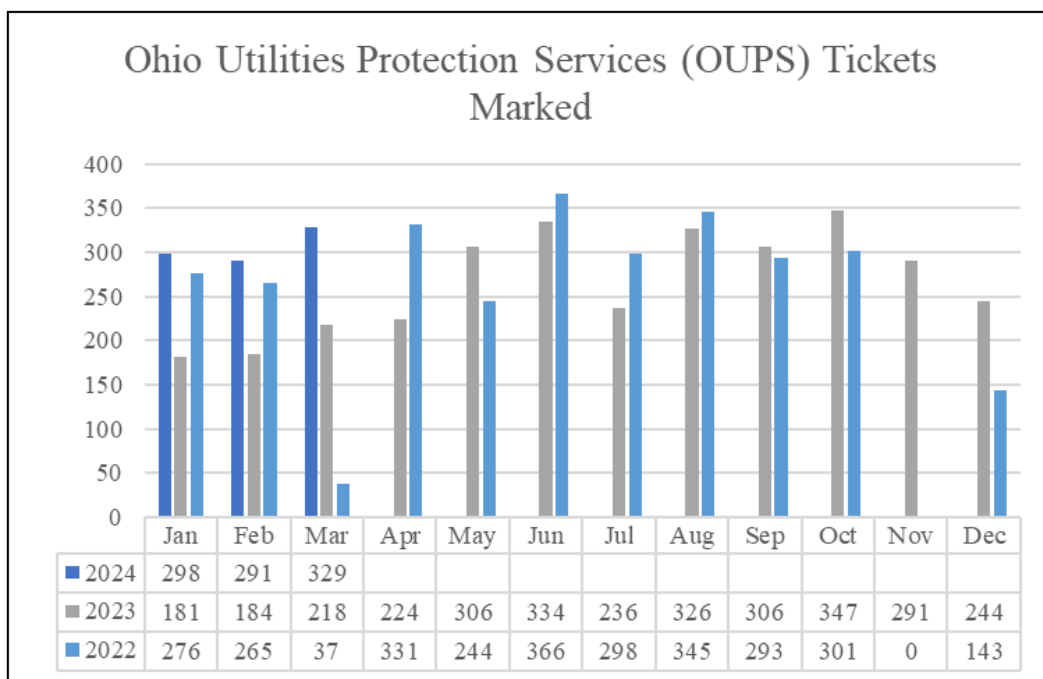
## RIGHT OF WAY DIVISION March 2024

### 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’.

### Utility Locating (OUPS)



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

## FORESTRY DIVISION

### March 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 large tree that fell into the right of way during high winds that left hanging branches in a street tree and a large branch damaged by a truck.



*Chase Loughman removes hanging branches from a street tree after another large tree fell into it during high winds*

#### Pruning

Annual contract pruning is completed on Walton Parkway. The next contract streets are Triplett Square and Sugarwood Drive. The forestry team completed pruning on Souder, Liatris Ln, Beech Rd, Highgrove, Coldicutt Leys, Hanby's Loop, the oak trees on Smith's Mill and park oak trees with large dead branches.

#### Removal

The forestry team with help from the parks team removed large dead and dying trees from Lambton and Fenway parks. Fenway Park had a large elm tree removed due to Dutch elm disease and a black locust that was structurally unstable. Lambton Park had a large silver maple removed that was structurally unstable.



## FORESTRY DIVISION March 2024

### Removal continued...



*Chase Loughman removing a structurally compromised silver maple leaning over the walking path at Lambton Park*



*Sam Darnall holding a rigging line to control the descent of a section of silver maple cut by Chase Loughman in the tree*



## FORESTRY DIVISION March 2024

### Tree Planting

The forestry team and parks team planted 14 native trees at Lambton Park playground. Tree species planted were northern red oak, eastern redbud, black tupelo and sugar maple.



*Daitan Rood, Carl McNeal, Sam Darnall, Cade Dunlap, Rick Goldhardt, Tyler Ashcraft and Chase Loughman working together to plant trees at Lambton Park*

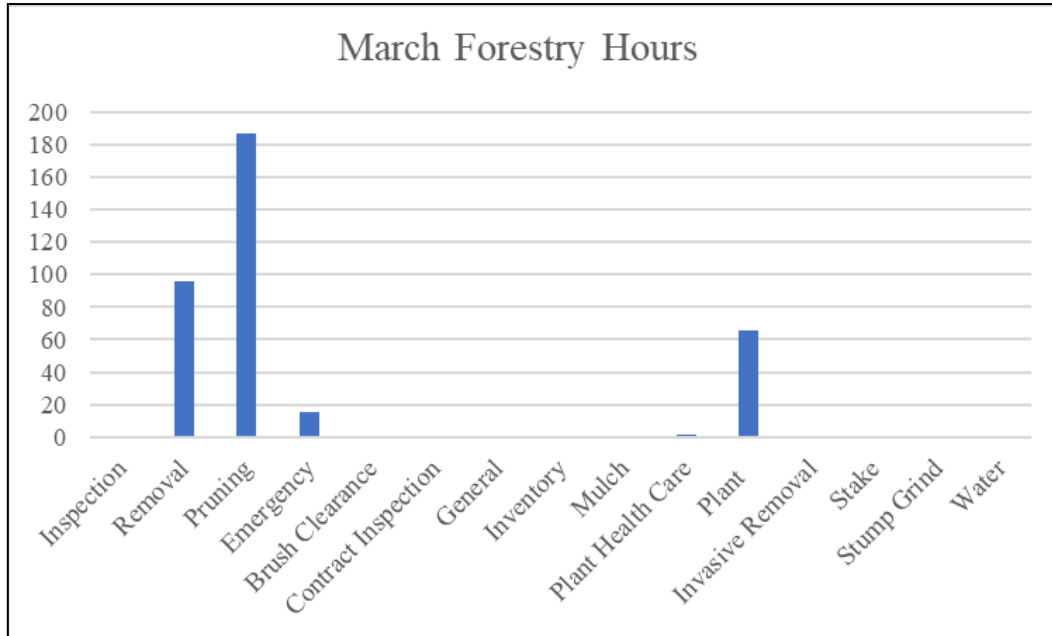


*Chase Loughman, Sam Darnall, Cade Dunlap and Rick Goldhardt cleaning up the job site after planting trees in Lambton Park*

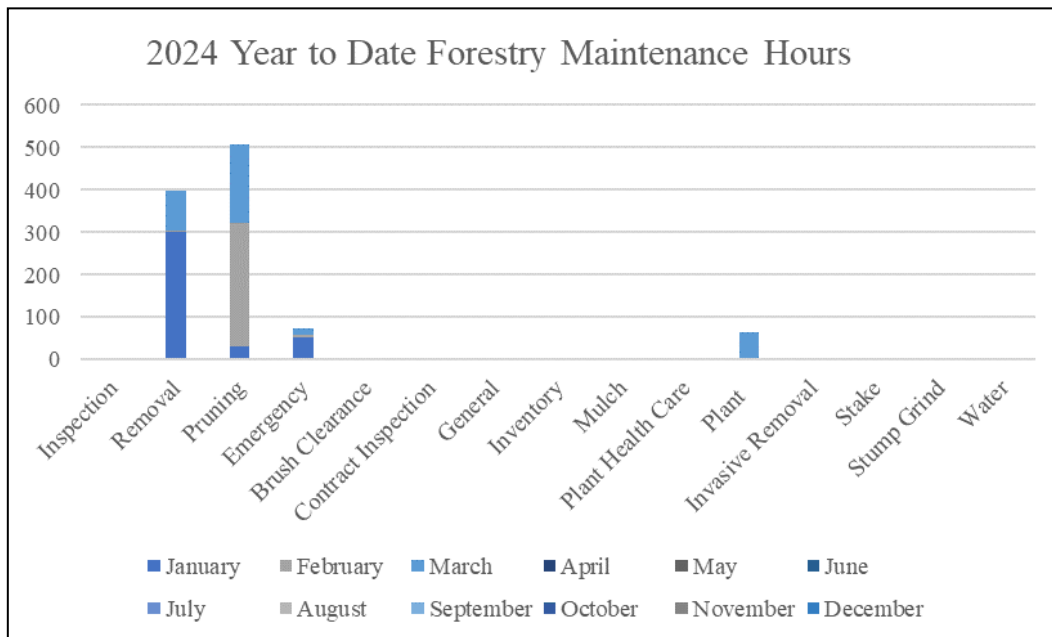


## FORESTRY DIVISION March 2024

### Forestry Hours



This graph shows the number of hours in March 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 March 2024

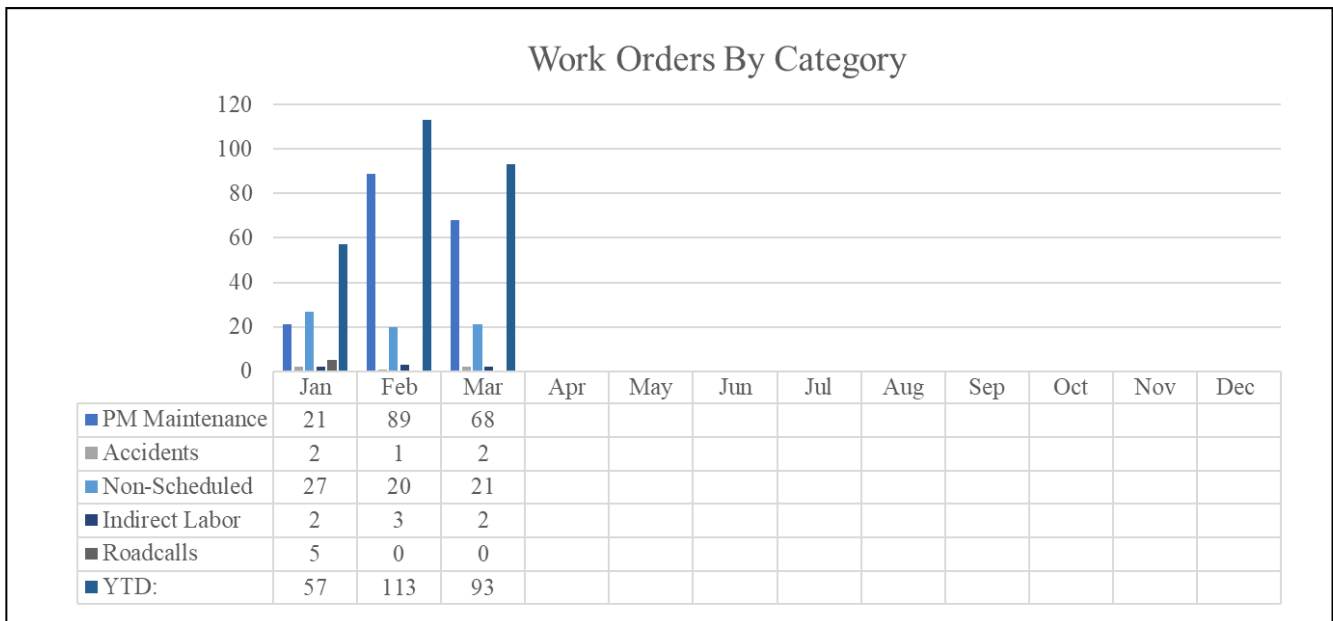
### Overview

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

In March, the fleet crew completed 68 preventive maintenance work orders. The fleet division successfully completed annual inspections on heavy equipment, trailers, message boards and small equipment. Additionally, the fleet division has commenced preparing equipment for summer operations.

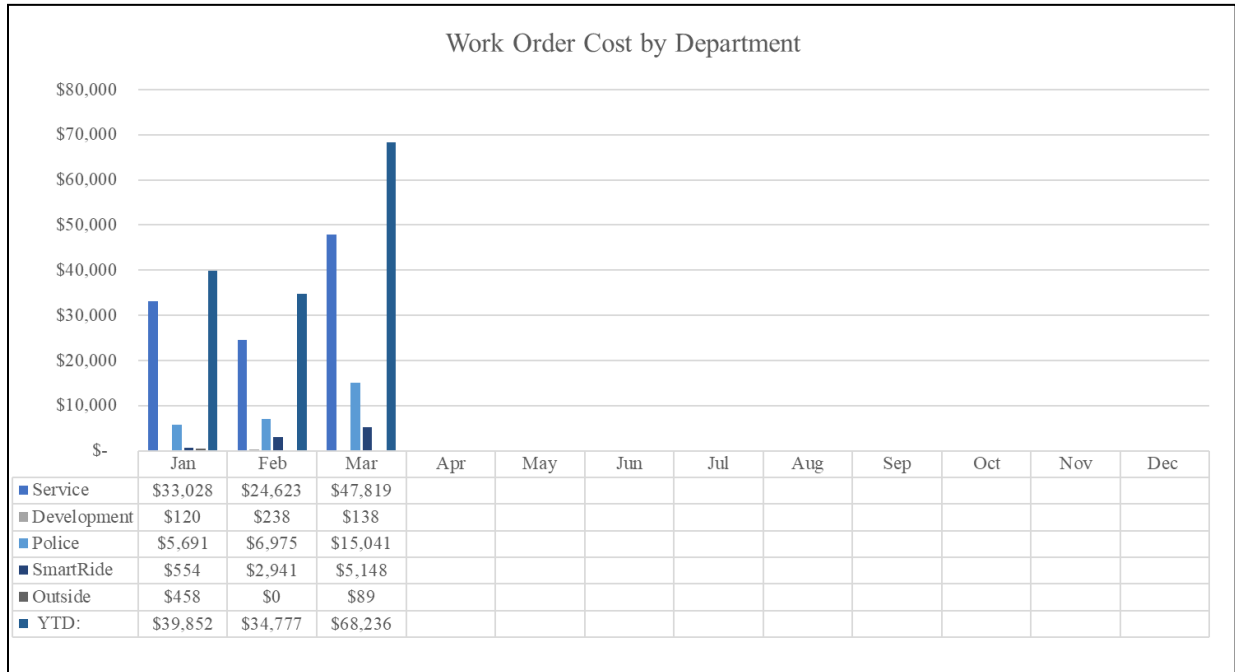
### Fleet Work Orders



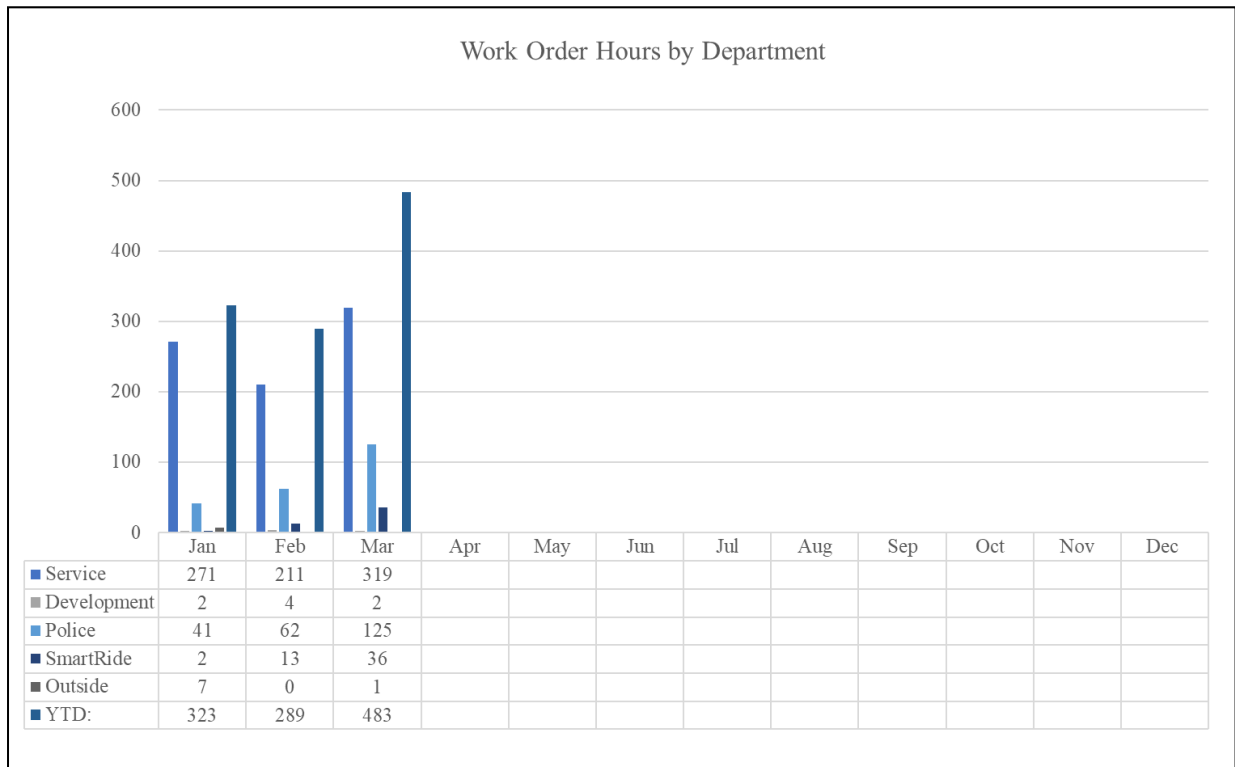
This graph shows the work orders year to date broken down by each category.

## FLEET DIVISION March 2024

### Fleet Work Orders continued...



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

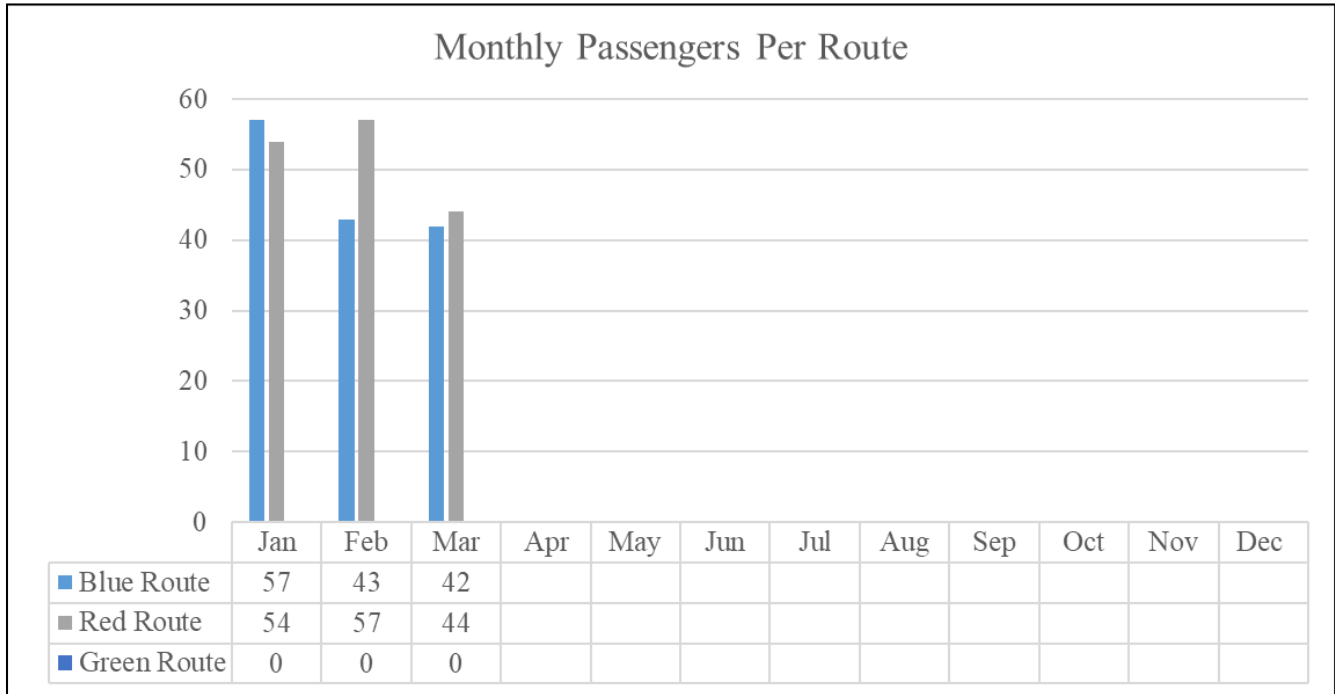


This graph shows year to date breakdown of work order hours by department.

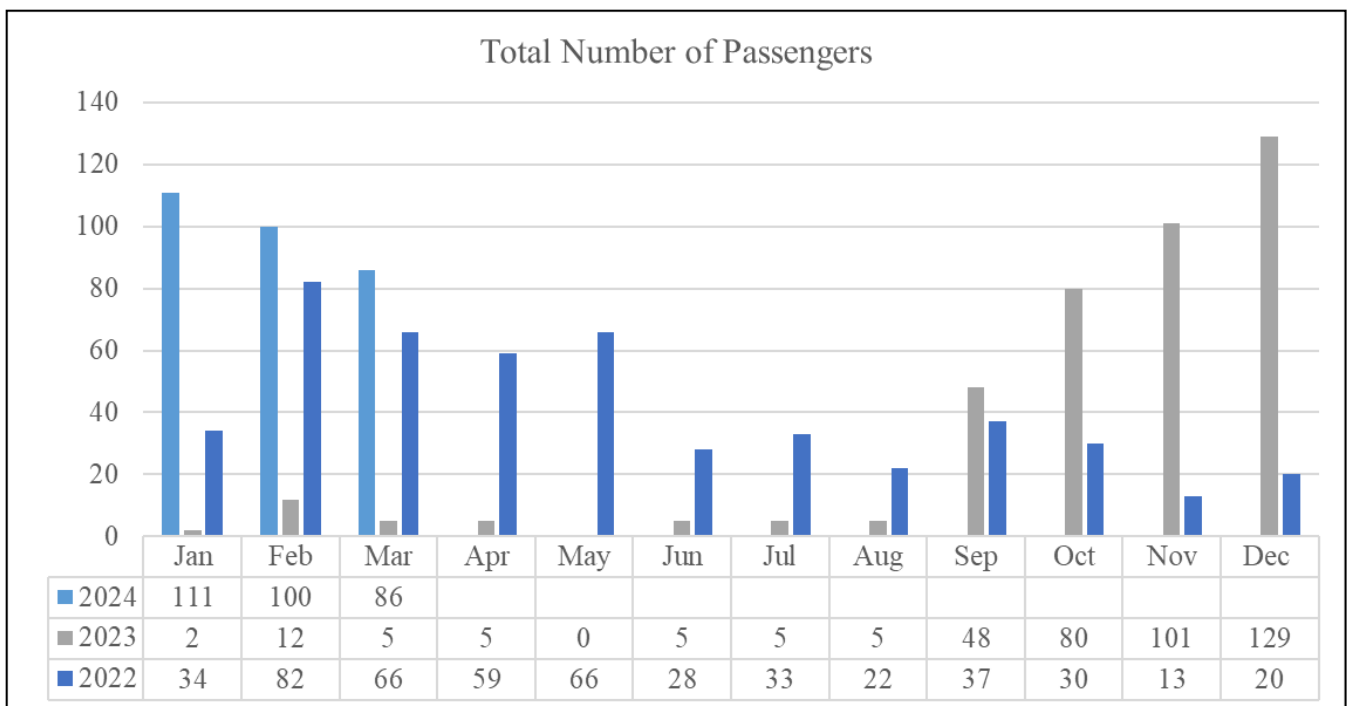


## FLEET DIVISION March 2024

### 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.