

# NEW ALBANY

## PUBLIC SERVICE

### Public Service Department

#### MONTHLY REPORT

April 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**  
**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 (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 (1)**

## DEPARTMENT UPDATES April 2024

### Highlights

- Public service staff prepared for severe weather on Tuesday, April 2nd. Service staff stationed miscellaneous items/equipment on the north and south sides of town in case of an emergency.
- Public services manager Angela Hobart, administrative assistant Bridget Beck, special projects supervisor Steve Kidwell and planner Chelsea Nichols met to discuss the E-waste and household hazardous waste drives that occurred on Saturday, April 27th at New Albany Public Service Department.
- Director of public service Mike Barker, public services engineer Justin Wilkinson held a bid opening for S. Harlem Road and SR605 drop lane projects on Friday, April 5th. The two projects are set to begin in early summer.
- Public service staff participated in the solar eclipse on Monday, April 8th. The next solar eclipse to go through Ohio is year 2099.
- Director of public service Mike Barker held a public service staff meeting on Thursday, April 11th. The staff meeting provided updates on what is happening around the city, and what is coming for the rest of the year.
- New Albany 101 event, Adult Touch-a-Truck was held at public service on Tuesday, April 23rd, from 5:30 to 7 PM. Each supervisor contributed to the evening, which was a great success.

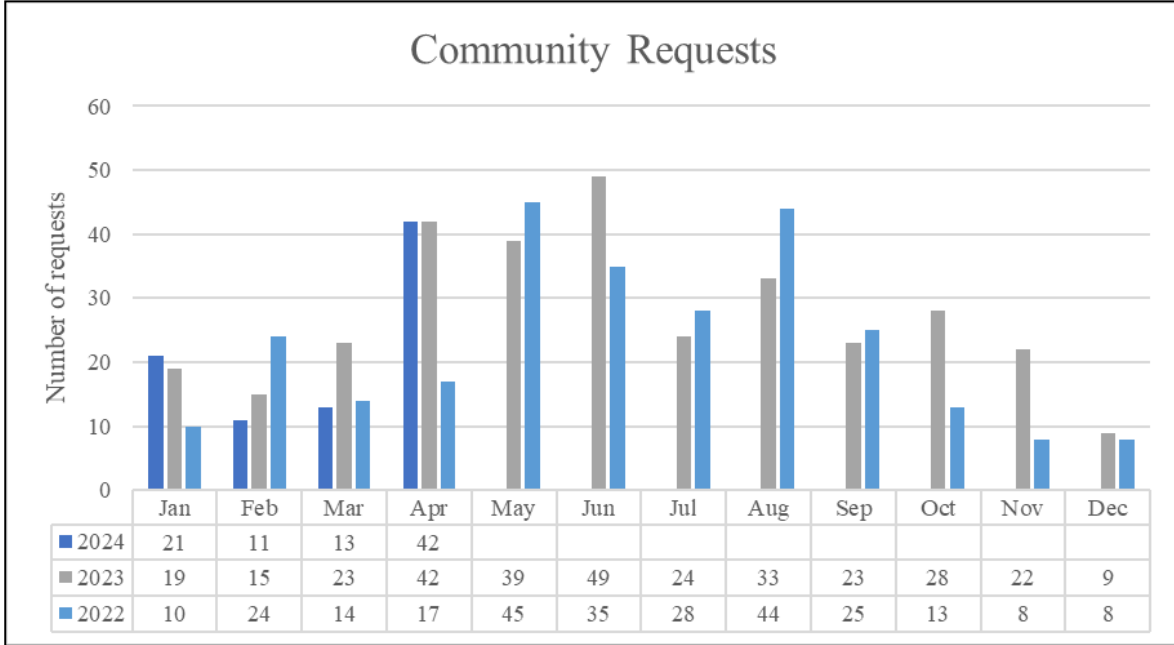


*Left: City cars parked in garage in preparation of severe weather  
Right: Public service department watching the solar eclipse*

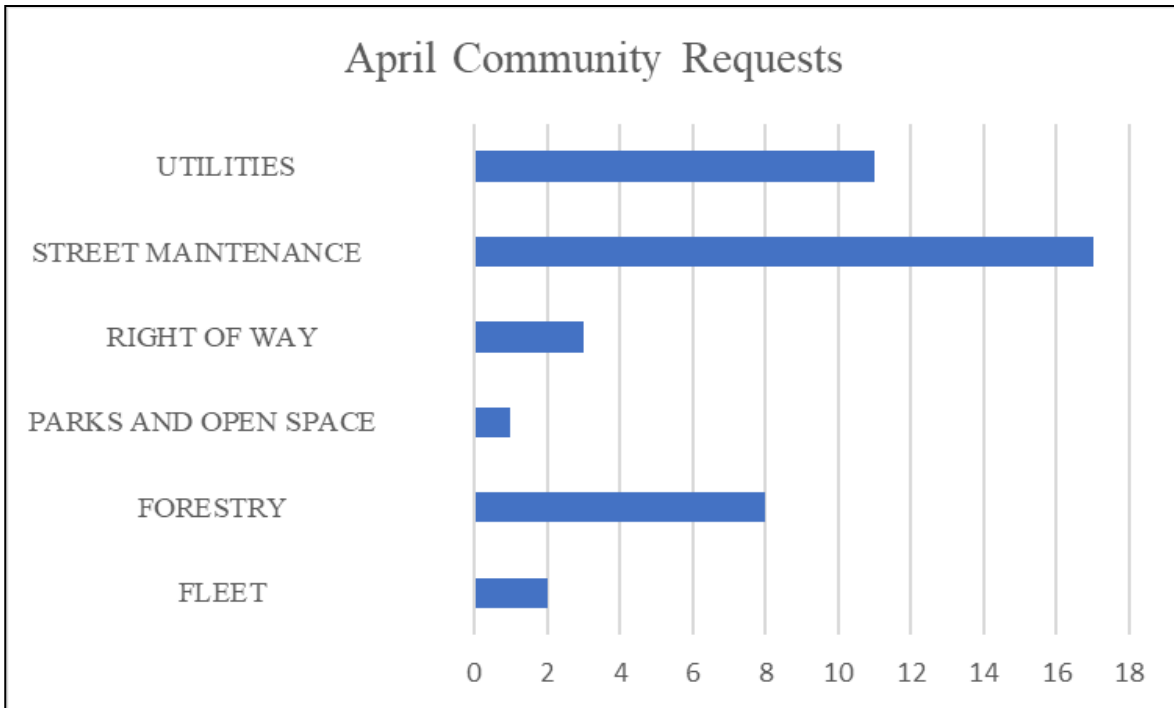


## DEPARTMENT UPDATES April 2024

### Community Requests



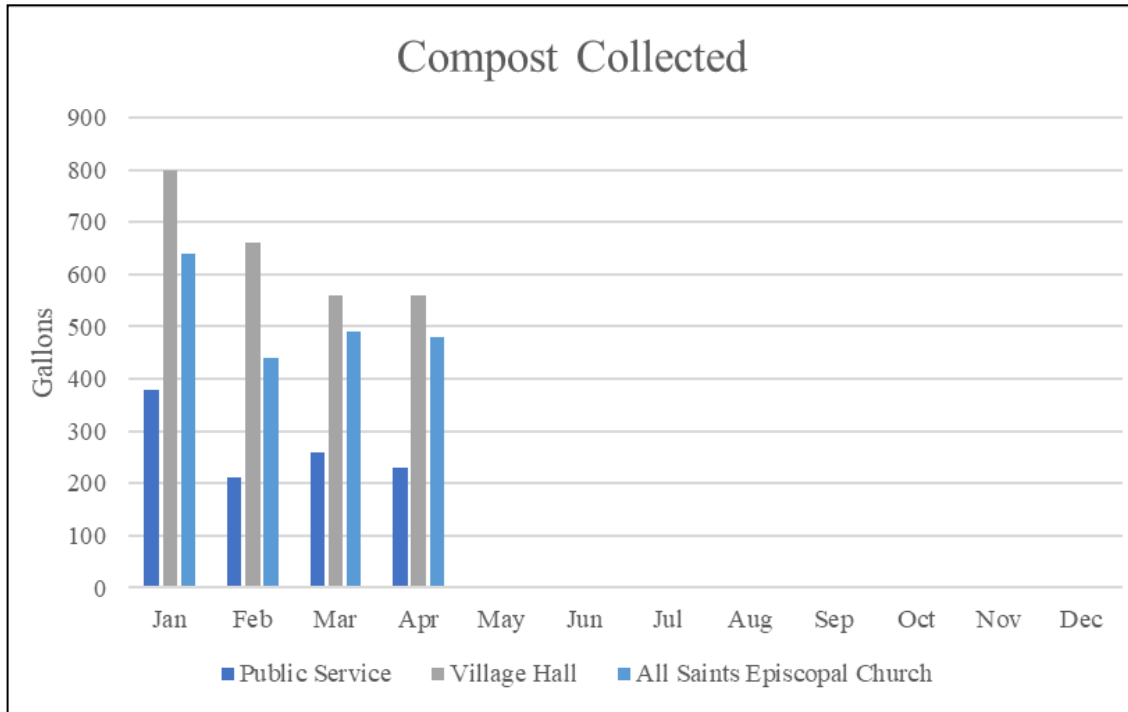
This graph represents the number of requests received from residents for public services.



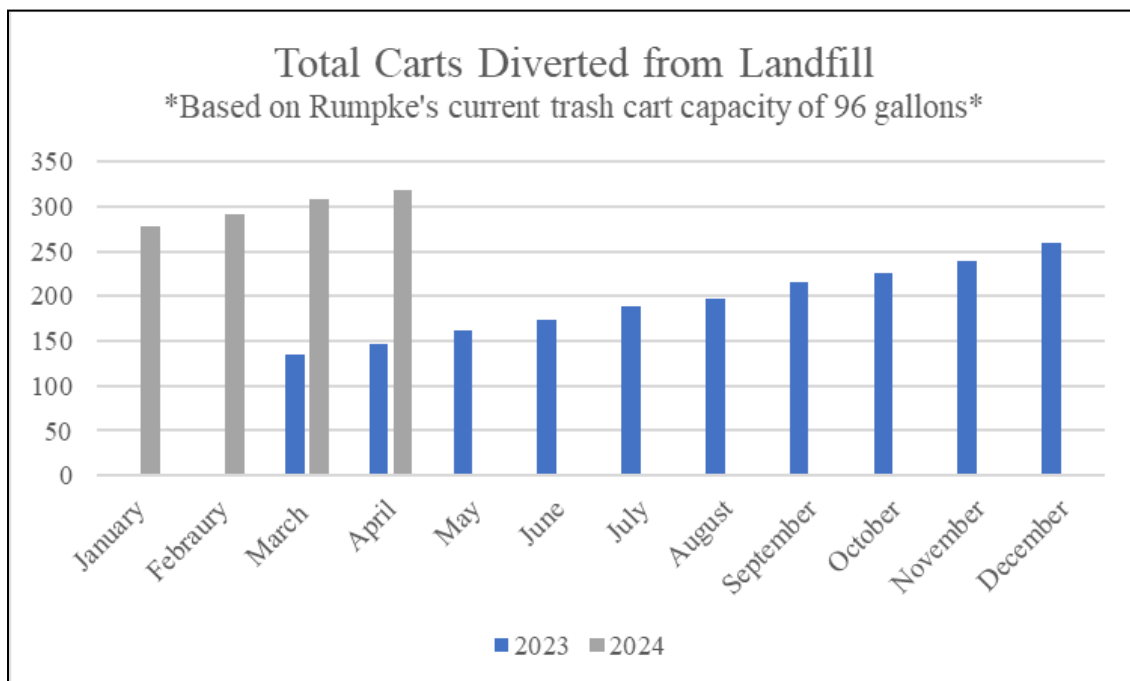
This graph represents the types of requests received from residents for public services.

## DEPARTMENT UPDATES April 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 April 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.

### Roadway Berm Work

The streets division commenced roadway berm maintenance throughout the city. This work includes the removal of excess dirt followed by the addition and compaction of gravel. Berm maintenance is necessary to ensure that positive roadway drainage is maintained and that a proper recovery zone is in place for the travelling public.



*Left: Berm in need of restoration*



*Right: Berm work completed*



*John Deere 5090M used for berm work*



## SPECIAL PROJECTS DIVISION April 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.

### Safety Town Set-Up

Special projects supervisor and seasonal workers cleaned, painted, power washed and repaired items at the New Albany Safety Town. The Safety Town event takes place in June.



*Left: Seasonal workers John Mikeluc, Tommy Diamond and Cade Dunlap setting up traffic lights  
Right: Aerial view of safety town*

### Early Learning Center Touch-a-Truck

Special projects supervisor Steve Kidwell and maintenance workers Rick Goldhardt, Kenny Geiger, Chad Smith and Shaun Bush participated in the New Albany Early Learning Center Touch-a-Truck event. The crew members interacted with students and talked with them about what each piece of equipment does and facts about each piece of equipment and vehicle.



*Left and Right: Early Learning Center kids lining up to look at the trucks*

## FACILITIES DIVISION April 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.

### End of Season Plow Truck Cleaning

At the end of each winter season, the public service department has a plow truck checklist to ensure all snow trucks are ready for the next winter season. The checklist varies from deep cleaning the trucks to removing liquids. The equipment removed is stored at the Beech Rd water tower during the off season.



*Tyler Myers cleaning truck 208*



## UTILITIES DIVISION April 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.

### Spring Fire Hydrant Flushing

The utilities division began the annual fire hydrant flushing on April 1st and has a scheduled completion date of May 15th. To keep track of the over 1600 active fire hydrants, they are grouped by zones (1-9). The total number of hydrants flushed in April was 942. During the flushing operation, 13 hydrants were placed out of service. All 13 hydrants were repaired and tested and are now back in service.



*Maintenance worker Christian Duane performs hydrant flush while documenting the current condition of the hydrant on Marwithe Ct.*

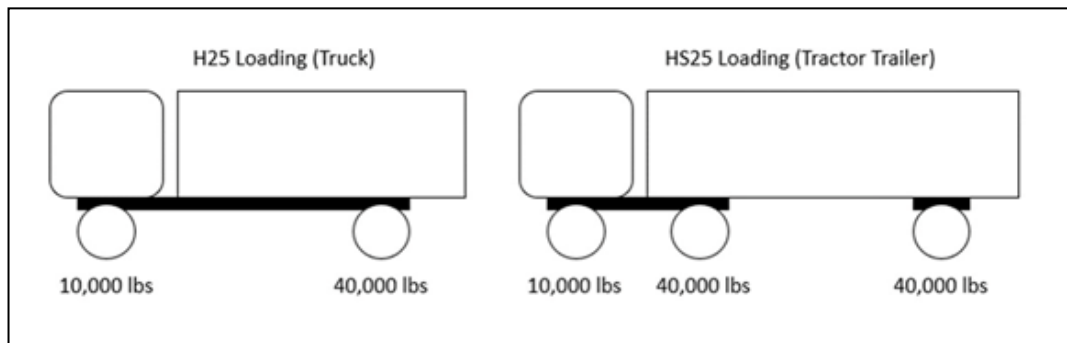
## UTILITIES DIVISION April 2024

### Emergency Response

Maintenance supervisors Nick Cichanowicz and Rob Runyon responded to an emergency where a storm sewer manhole cover was missing on Jug St. East of Beech Rd. The missing cover was found inside the structure and broken due to a heavy load passing over it. The broken cover was removed from the structure and a new cover was installed. The manufacturer states the covers on Jug Street exceeded the H25/HS25 rating = 20,000-pound wheel load, 40,000-pound axle.



*Storm sewer manhole cover on Eastbound lane on Jug St*



*Depiction of weight distribution on H25 and HS25 trucks*

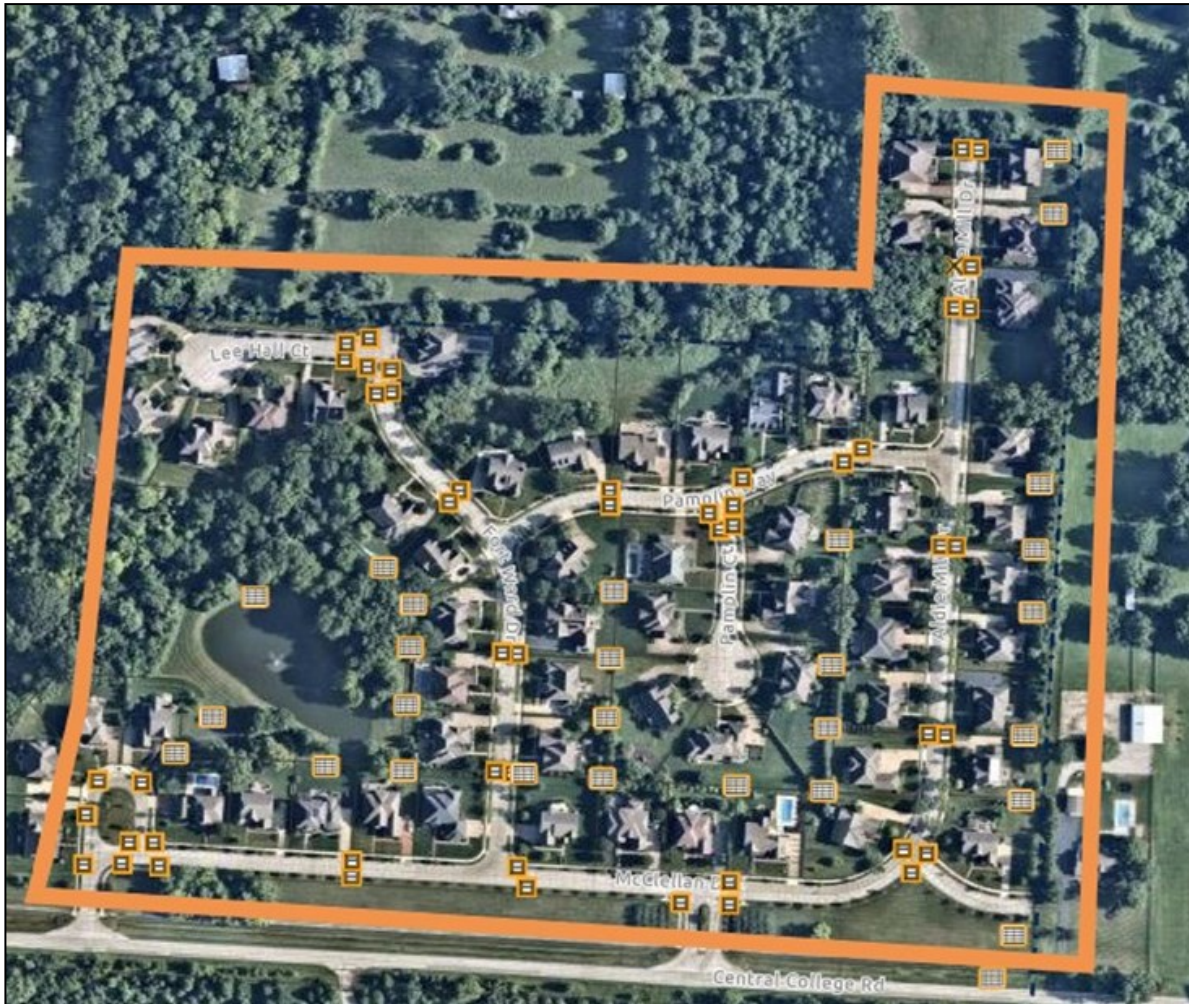


## UTILITIES DIVISION April 2024

### Tidewater Curb Inlet Structure Rehab Project

In preparation for the 2024 street program: mill and overlay operations, the utilities division is scheduled to rehab all curb inlet structures in the Tidewater neighborhood. This work includes demolishing the deteriorating concrete structure, forming the structure and pouring concrete, thus creating a sound structure. This work will prolong the life of the asphalt around the structure once the mill and overlay process is complete.

All curb inlet structures and frames were inspected and assigned a MACP score ranging from 1 to 5. In total, the utilities division is scheduled to rebuild 50 curb inlets. The project start date is May 27th, 2024, and will take 2-3 weeks to complete.

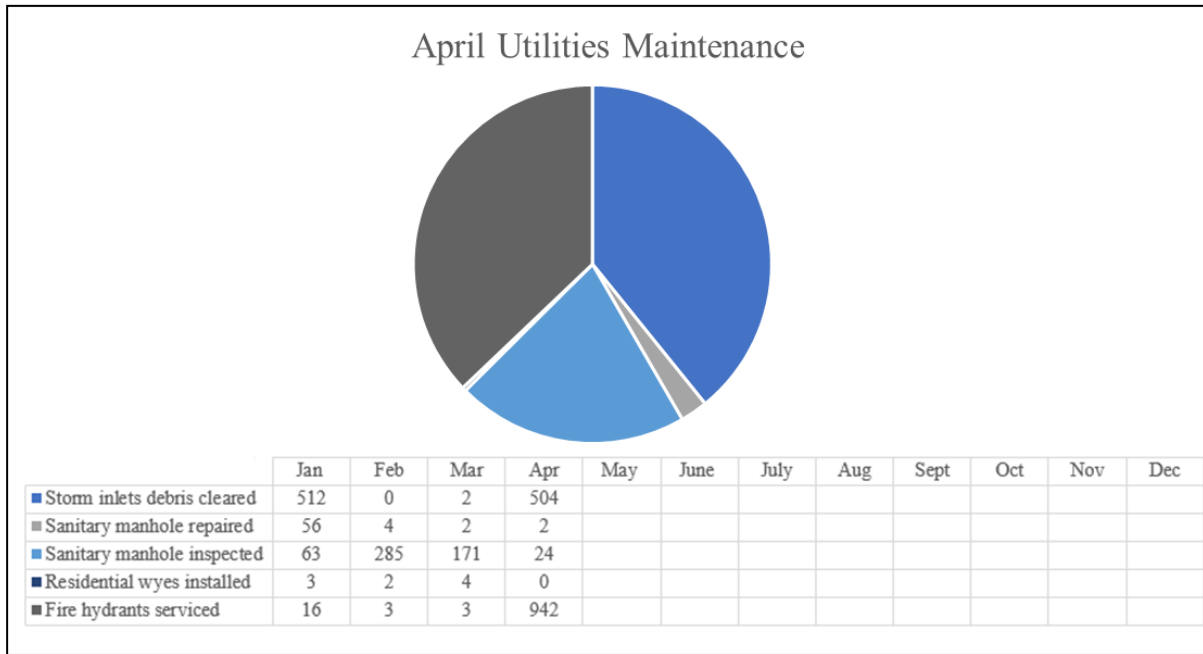


*Map of Tidewater neighborhood curb inlets planned for restoration*



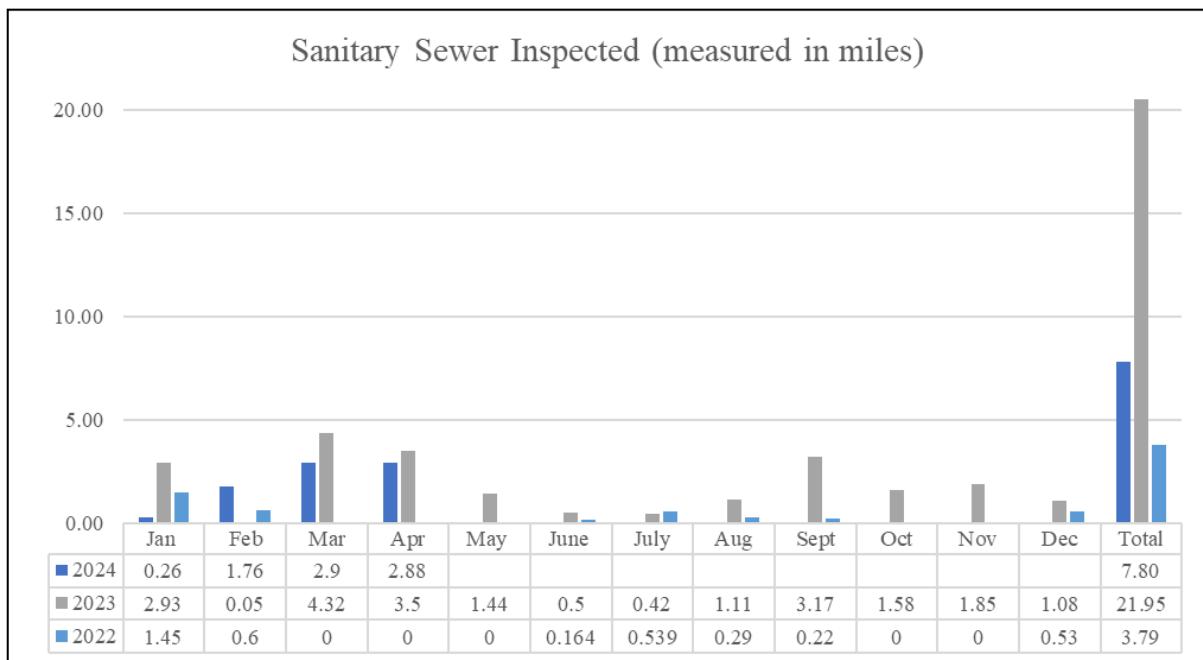
## UTILITIES DIVISION April 2024

### 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 April 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.

### Staining Bridges in Rose Run Park

The parks and open spaces division conducted spring maintenance at Rose Run Park by staining two pedestrian bridges and the overlook area.



*Carl McNeal and Rick Goldhardt staining the overlook in Rose Run Park*

### Mulching Rose Run Park

The parks crew mulched the playground area and two pedestrian paths within the park. In total, the parks crew added 18 yards of playground mulch to recover the three areas.



*Daitan Rood and Rick Goldhardt raking the mulch throughout Rose Run Park*

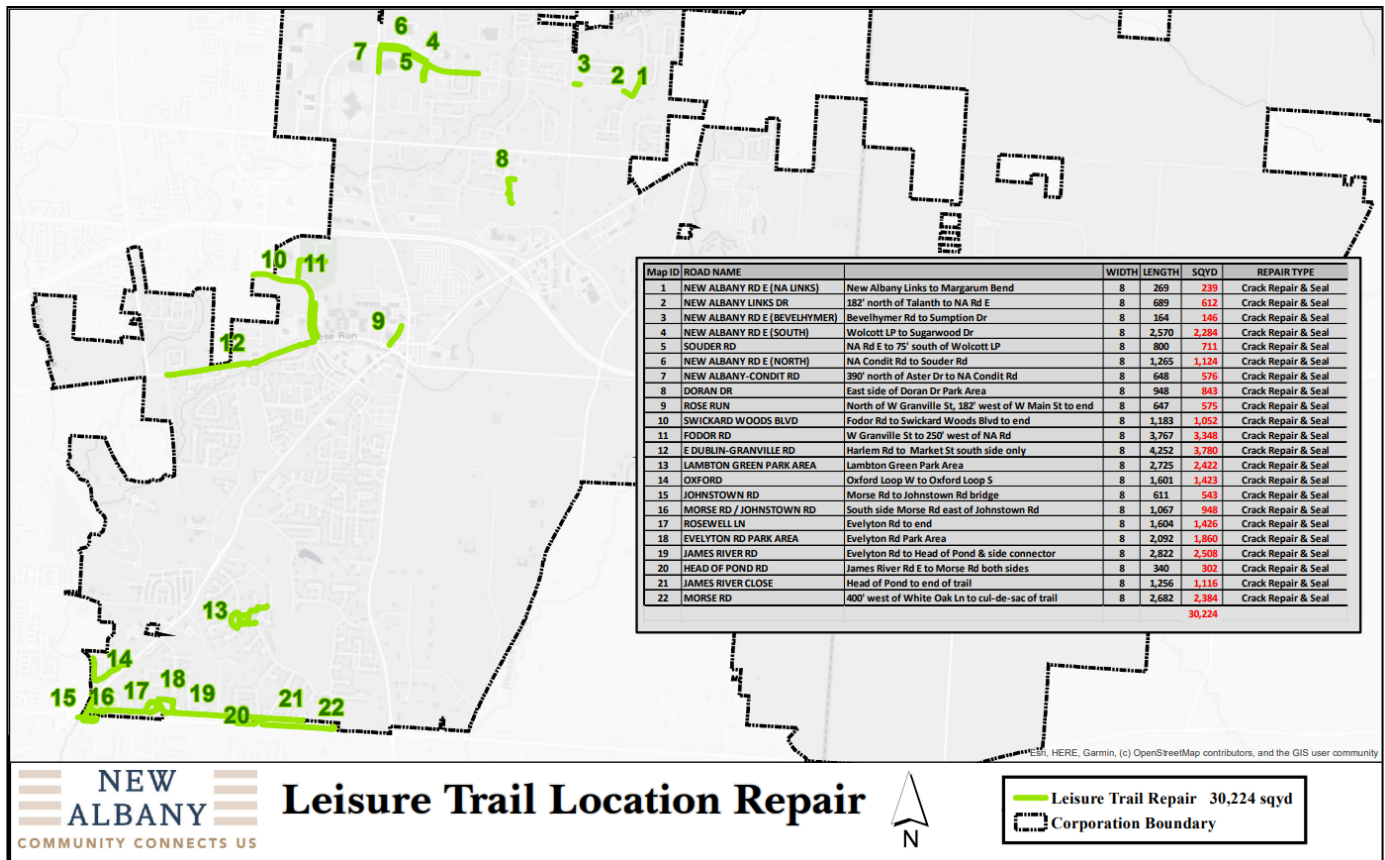
## RIGHT OF WAY DIVISION April 2024

### 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.

### Contractor Management

Right of way supervisor Jordan Gambill met with Premier Patching, for multiple quotes for leisure trail maintenance. Premier Patching will fill cracks, repair small sections with its spray machine and reseal all leisure trails as shown below.



*A map of the leisure trails scheduled for maintenance this year*

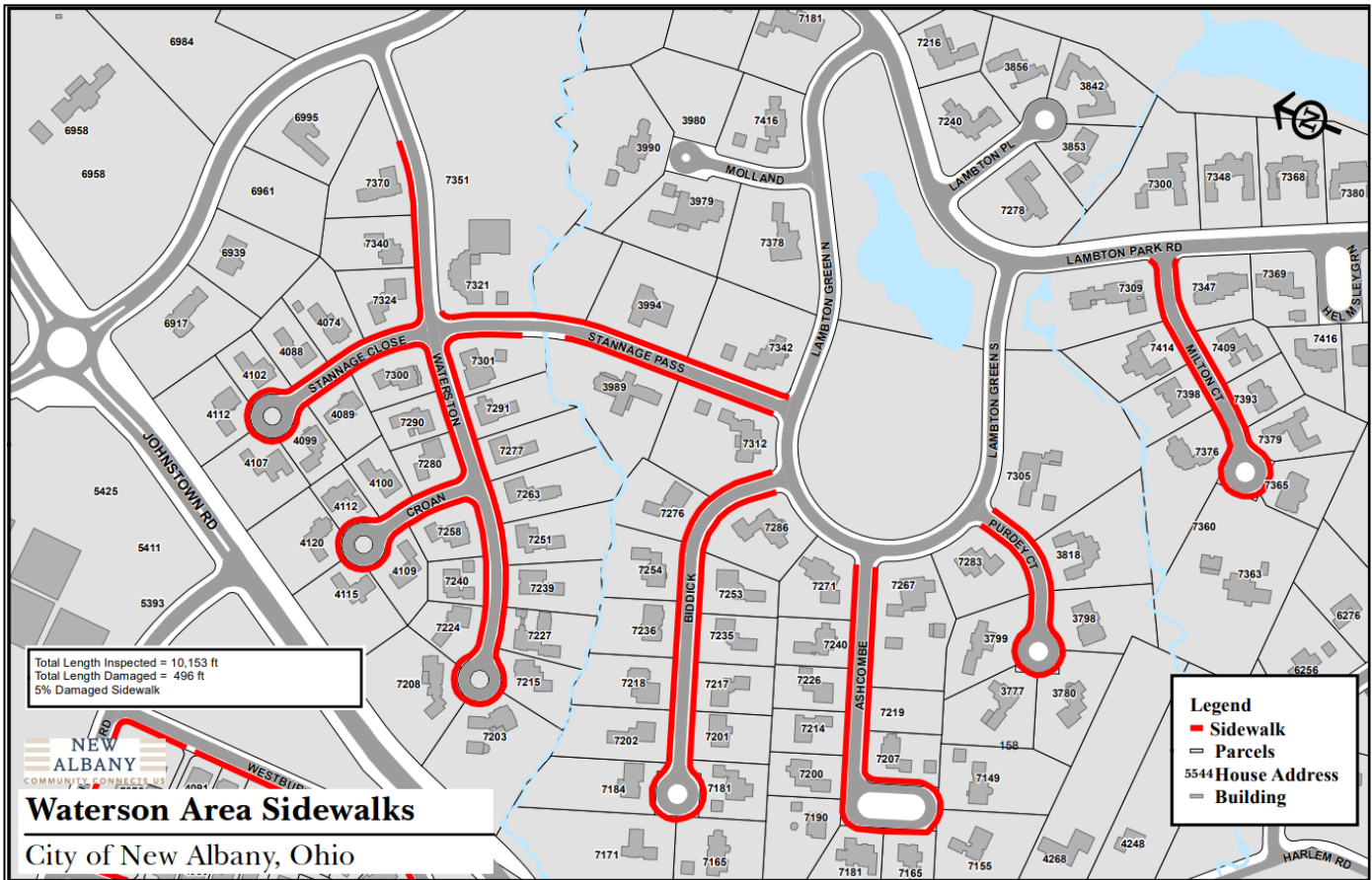


# RIGHT OF WAY DIVISION April 2024

## Contractor Management continued...

Similarly, the right of way supervisor met with B-Level, the city’s sidewalk leveling contractor. The city asked for quotes on 5-7 different areas around New Albany. Using leveling instead of the remove/replace technique allows the city to reach more sidewalks, which makes sidewalks safer and takes the burden off the homeowner. A list of the areas we asked for quotes on are below:

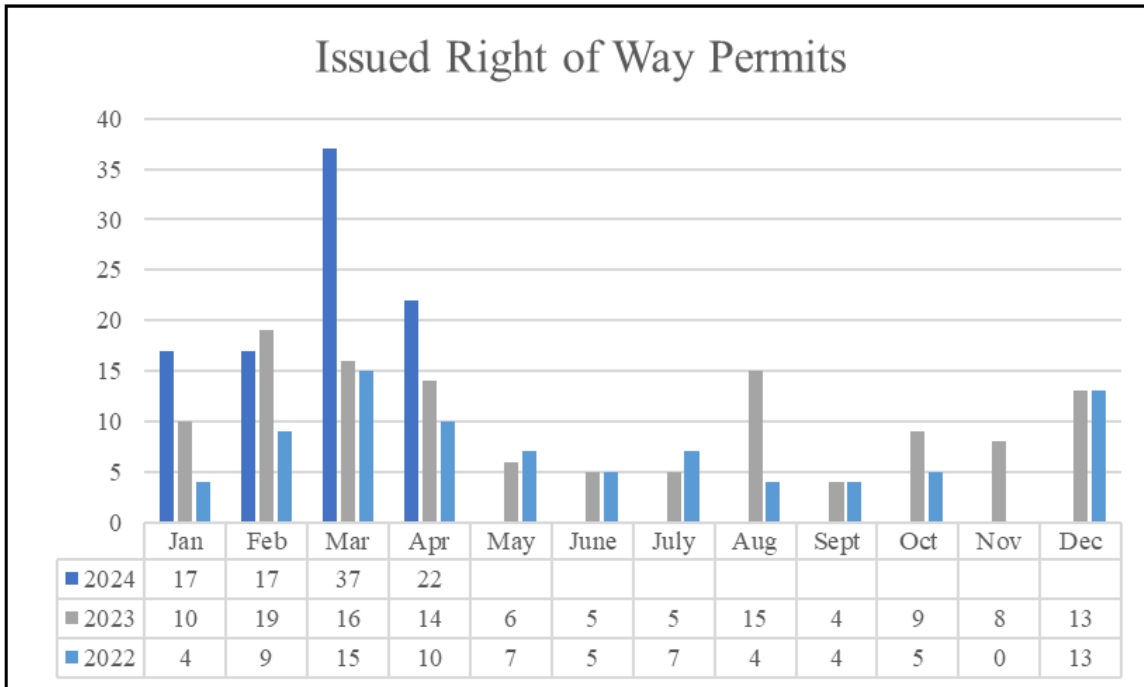
- Waterson Area
- Tidewater
- Keswick Area
- A part of Windsor
- The Enclave (Snider Loop and Steele Court)
- Saunton



An example of a map of sidewalk repair submitted for a quote

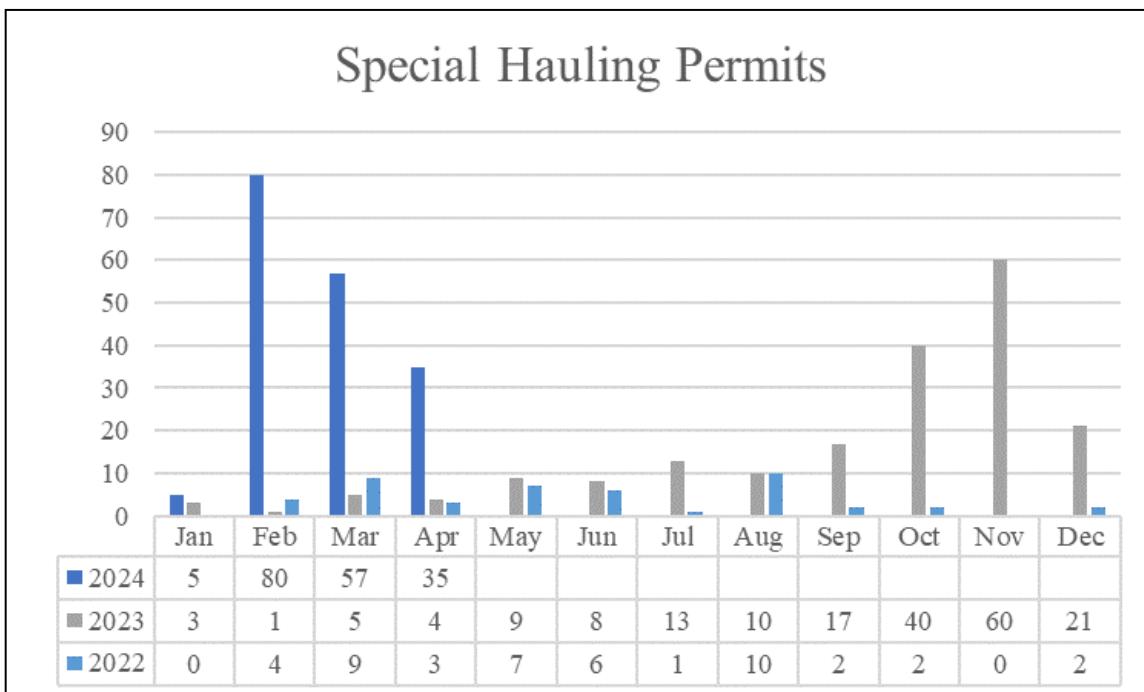
## RIGHT OF WAY DIVISION April 2024

### 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.

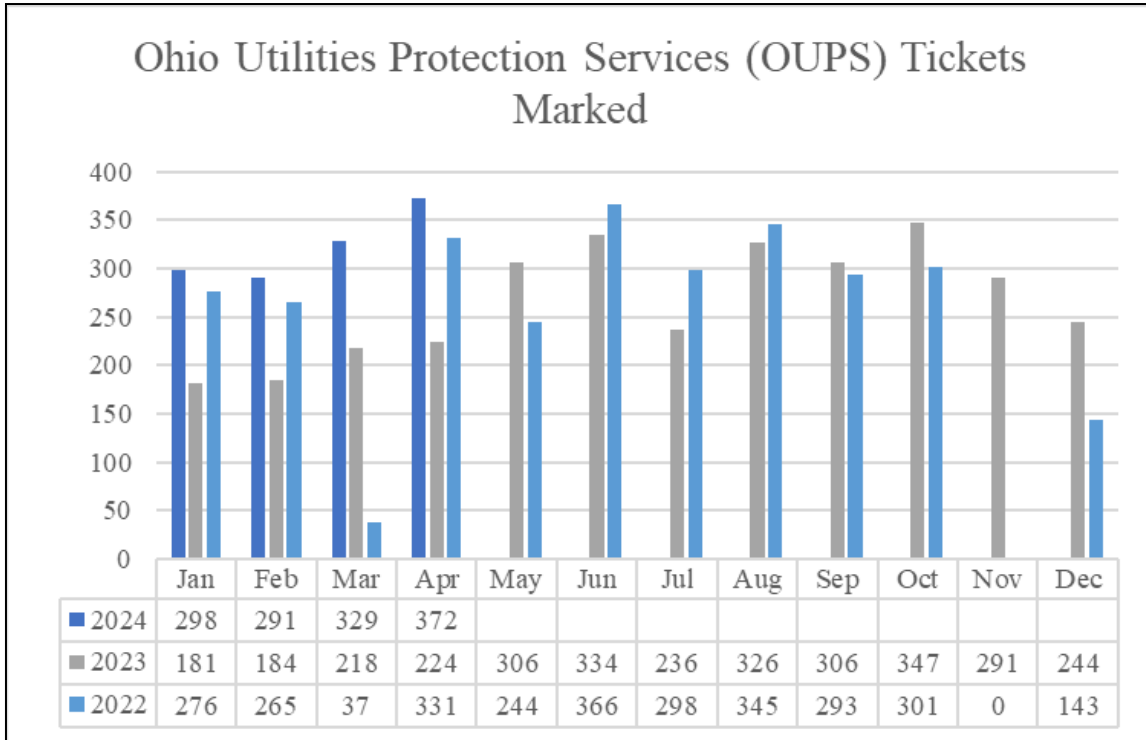
### Special Hauling Permits



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 April 2024

### Utility Locating (OUPS)



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

## FORESTRY DIVISION April 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.

### Pruning

Contract pruning on Sugarwood Drive is nearly complete and Helmsley Green, Triplett Sq. and Brooksvew Dr. are the next streets. The forestry team pruned select trees in the village center.

### Removal

The forestry team with help from the parks team removed trees from Resch Park that were a safety hazard ahead of our Arbor Day planting.



*Chase Loughman ties a rope off to the bollard on the new forestry grapple so  
Mike Cligrow can help direct the fall of a tree at Resch Park*



## FORESTRY DIVISION April 2024

Removal continued...



*Mike Cligrow transports logs to the chipper using the new forestry grapple*



## FORESTRY DIVISION April 2024

### Arbor Day

The city's annual Arbor Day celebration was held on Friday, April 26 this year, with over 320 students and volunteers! Over 400 trees were planted including pin oak, swamp white oak, buttonbush, gray dogwood, flowering dogwood, elderberry, spicebush, and shagbark hickory.



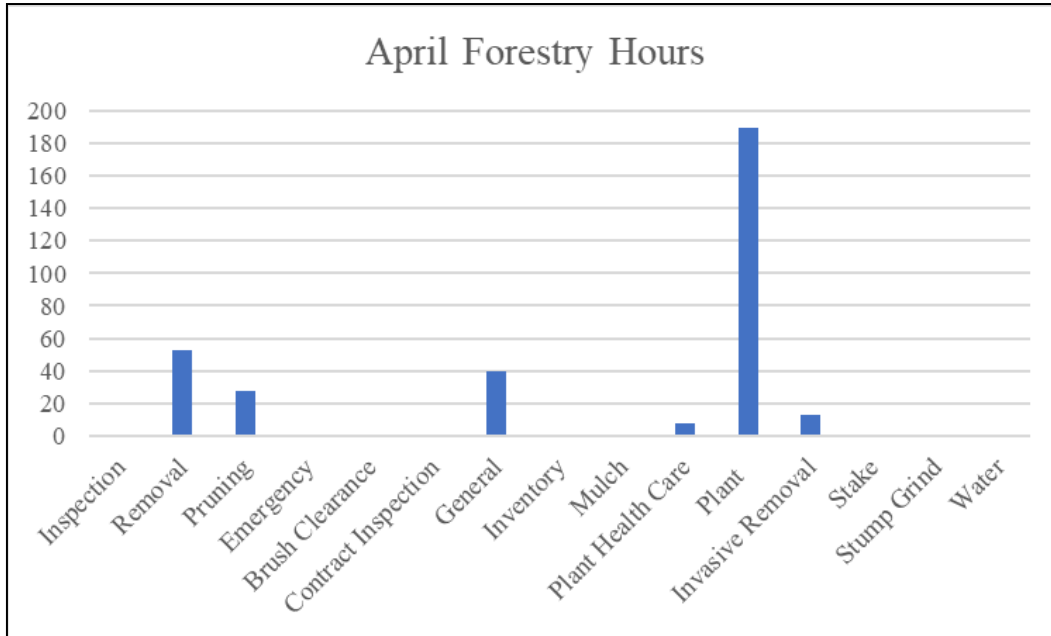
*City forester, Marylou Hoessle, teaching students about the variety of trees being planted*



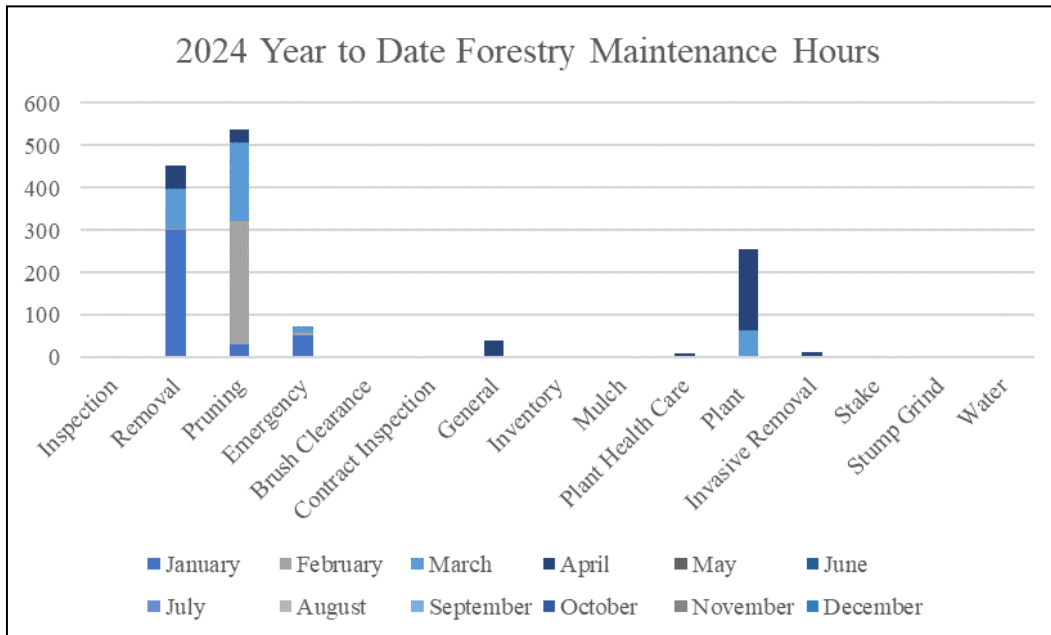
*Council members, Andrea Wiltrout and Matt Shull, sharing an Arbor Day proclamation with students*

# FORESTRY DIVISION April 2024

## Forestry Hours



This graph shows the number of hours 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 April 2024

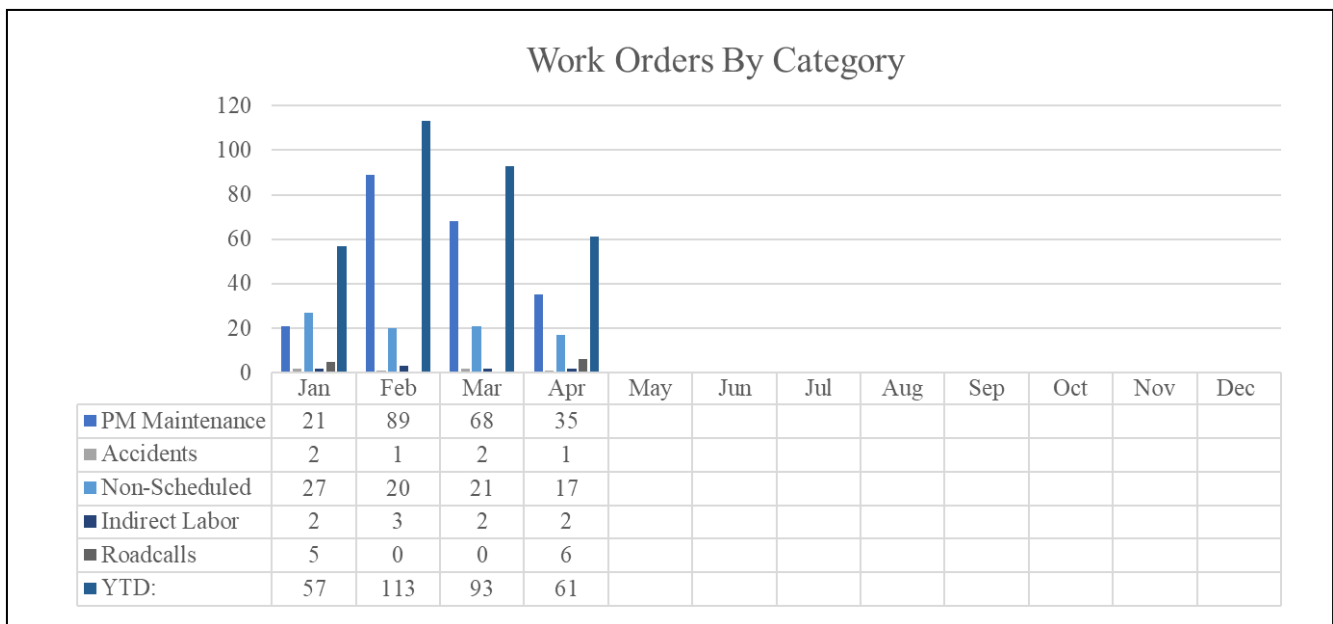
### Overview

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

As the final winter weather has officially ended, the fleet division has diligently made final preparations for summer operations. The fleet crew's primary focus transitioning from winter to spring has been ensuring all summer equipment is prepared and addressing the daily influx of repairs and maintenance items that require our attention.

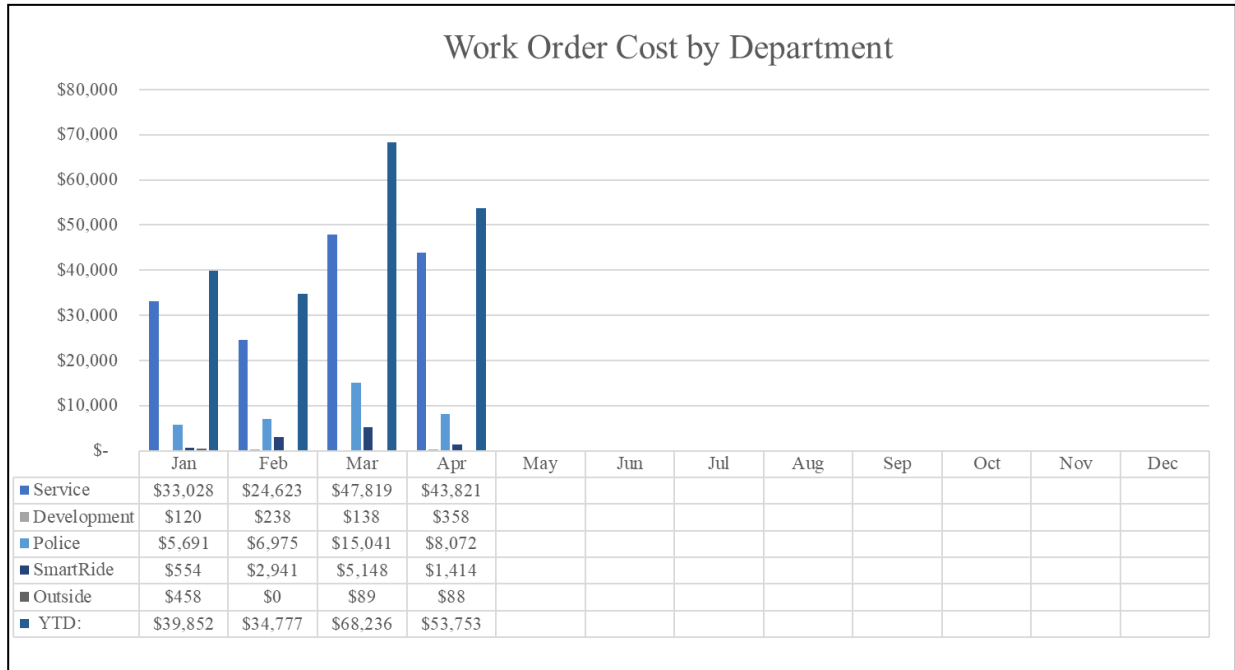
### Fleet Work Orders



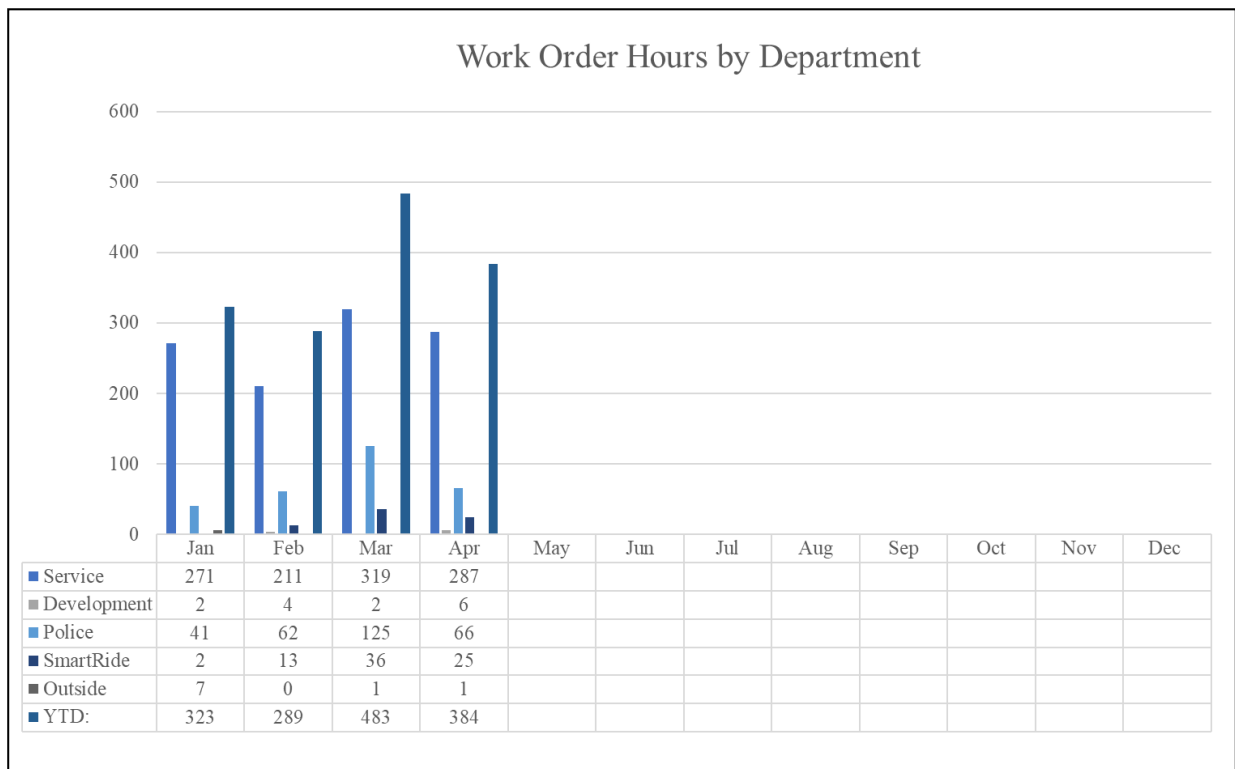
This graph shows the work orders year to date broken down by each category.

## FLEET DIVISION April 2024

### Fleet Work Orders continued...



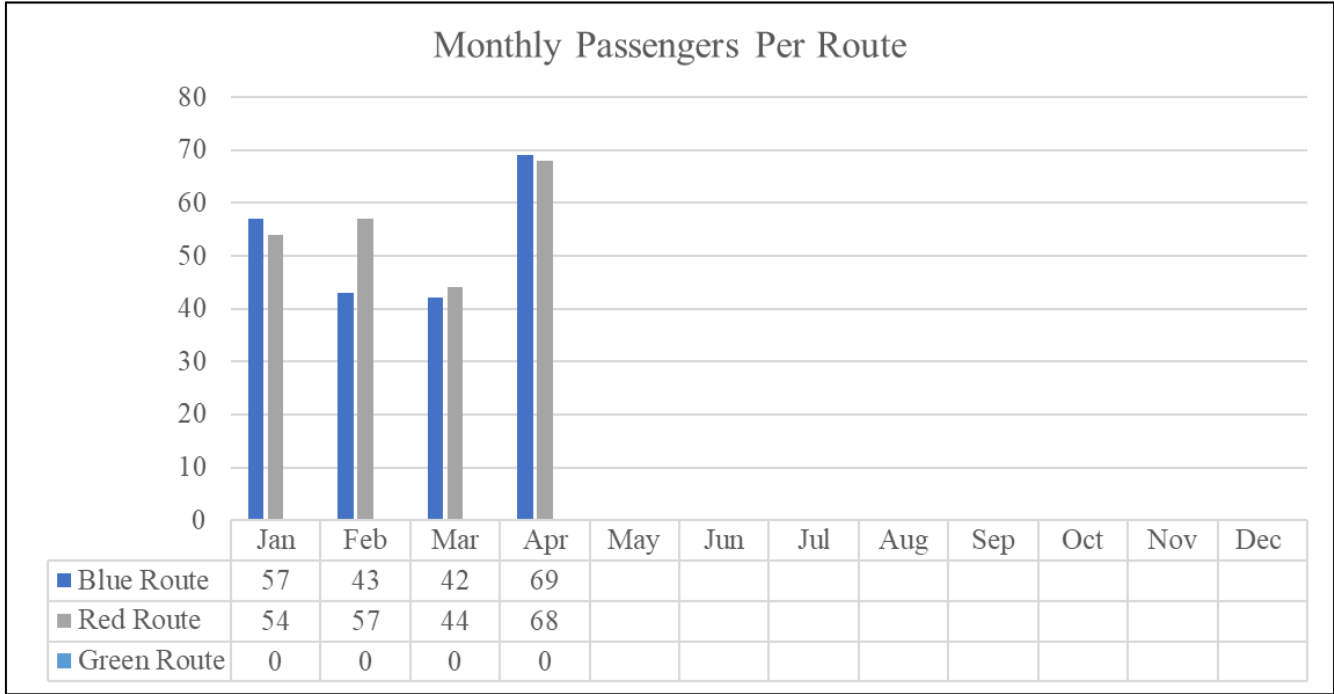
This graph shows the year to date breakdown of work order costs by department in public service.



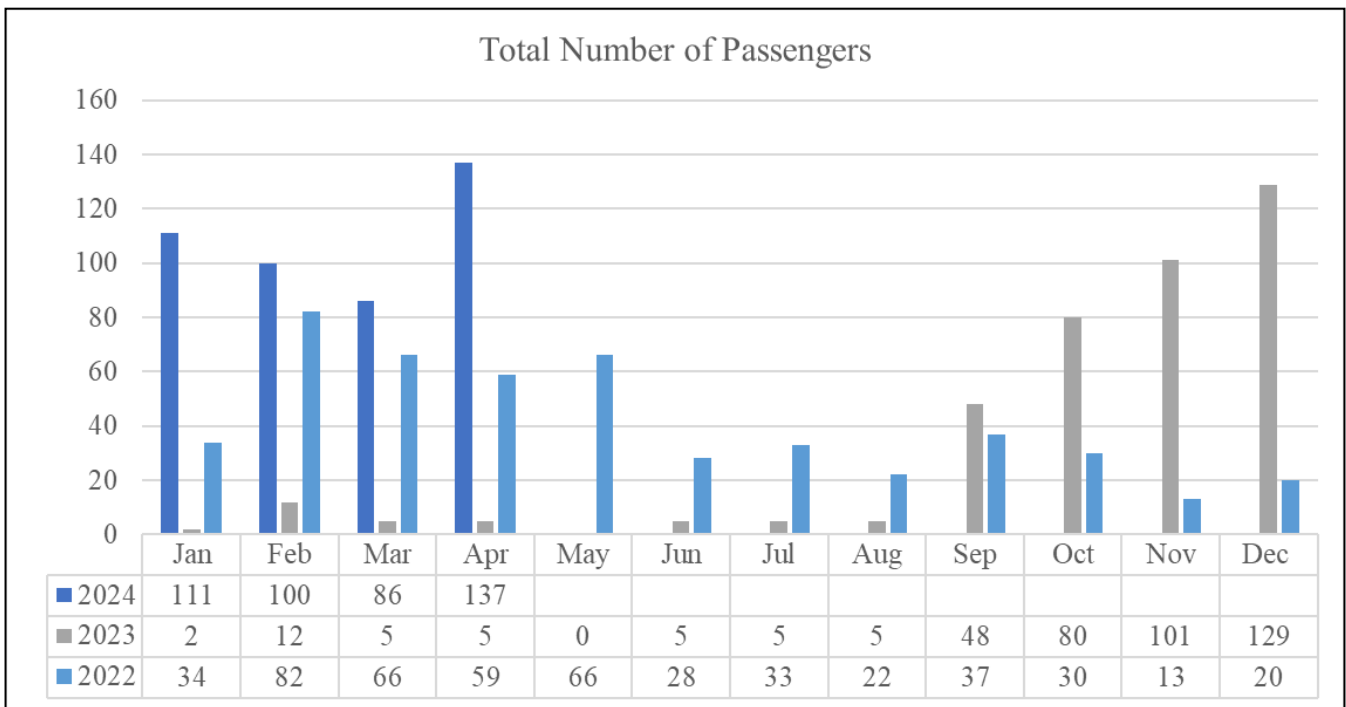
This graph shows year to date breakdown of work order hours by department.

## FLEET DIVISION April 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.