

NEW ALBANY

PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

May 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 May 2024

Highlights

- Public services manager Angela Hobart held seasonal interviews for summer seasonal work opportunities.
- Director of public service Mike Barker and public services engineer Justin Wilkinson held a pre-construction meeting for S. Harlem Road and SR605 drop lane projects.
- Public service employees gathered to discuss Founders Day responsibilities on Friday, May 10th, ahead of the Founders Day parade on Saturday, May 11th.
- Director of public service Mike Barker, public services manager Angela Hobart and administrative assistants Lili Harding and Bridget Beck discussed feedback for the new website.
- Plain township fire department held their annual hose testing at the public service department on Thursday, May 30th.



Founder's Day 2024

DEPARTMENT UPDATES May 2024

Jerry Smith's Retirement

On Friday, May 3rd, the city of New Albany celebrated Jerry Smith's retirement. Jerry has worked for the city for the last 24 years and during his years with the service department, he worked on every crew. Happy Retirement; you will be missed!



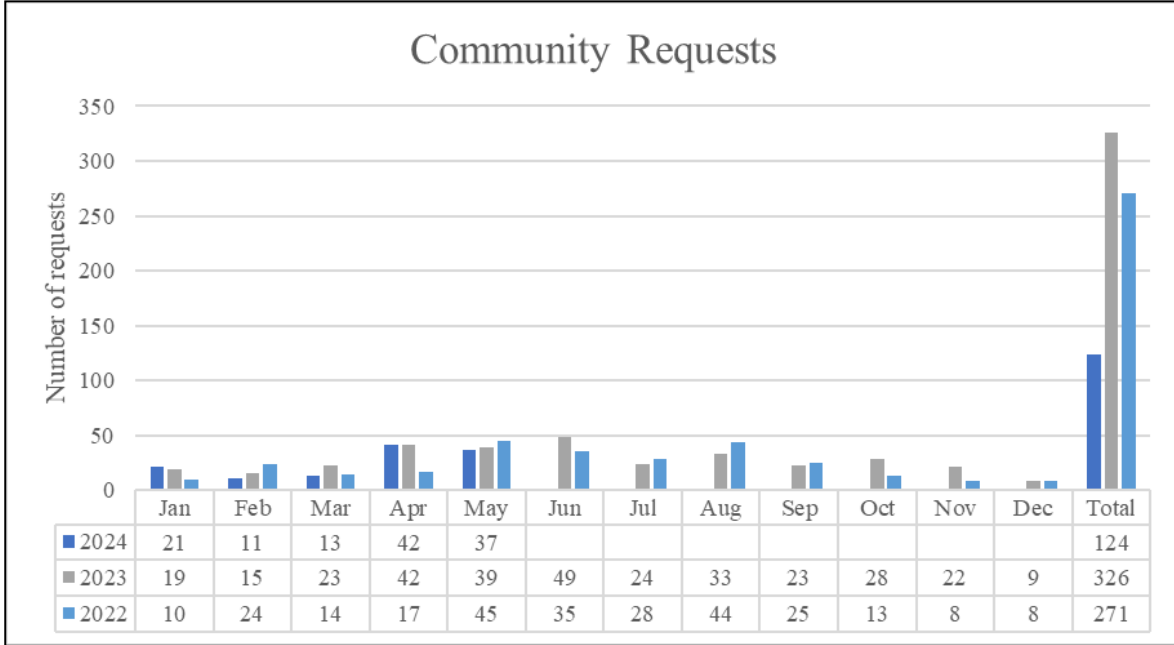
Jerry Smith on his last day



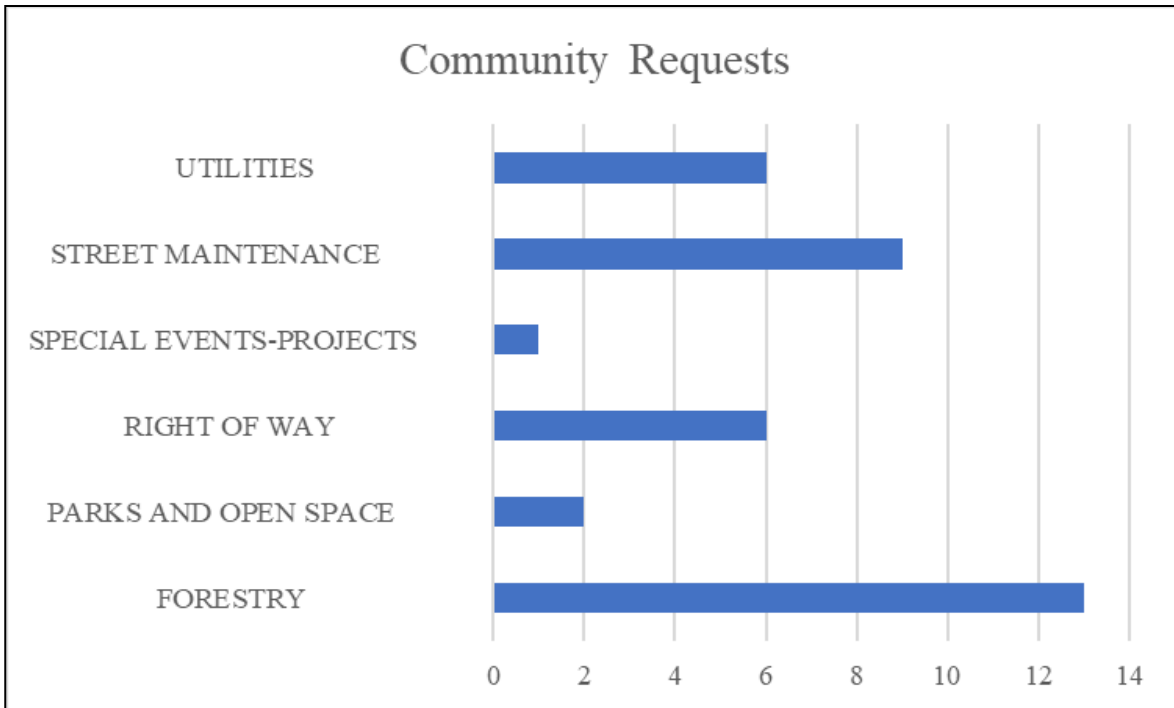
The city celebrated Jerry's retirement with cupcakes

DEPARTMENT UPDATES May 2024

Community Requests



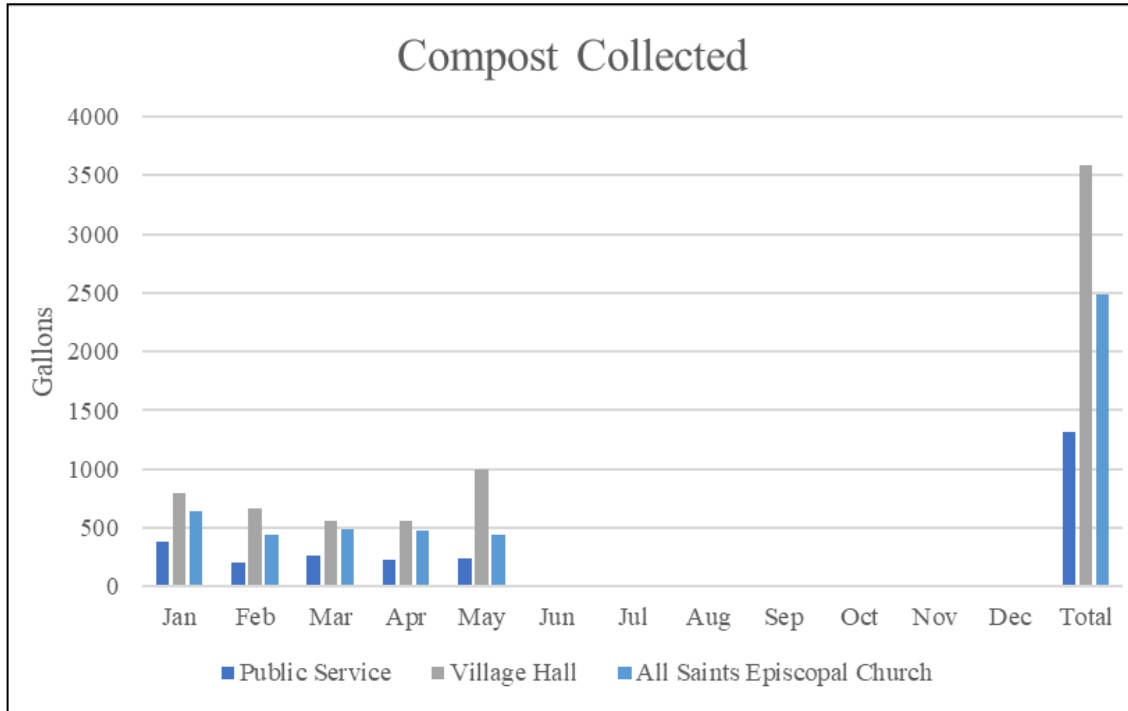
This graph represents the number of requests received from residents for public services.



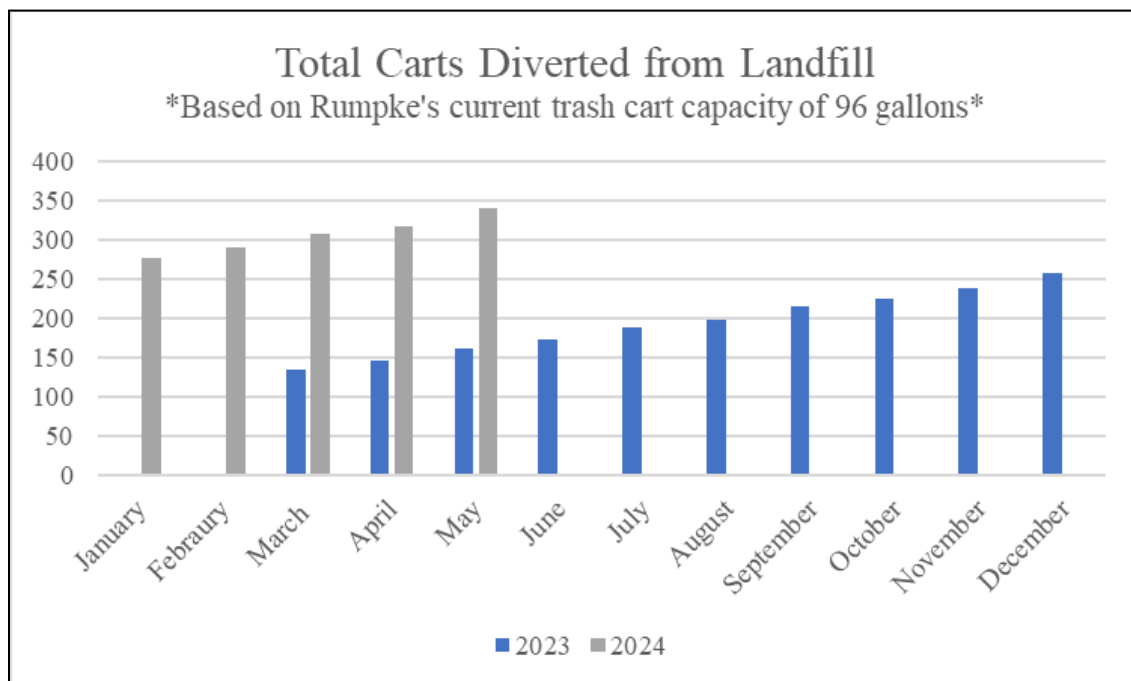
This graph represents the types of requests received from residents for public services.

DEPARTMENT UPDATES May 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.

CAPITAL PROJECTS May 2024

Overview:

The public service department actively maintains and improves city owned infrastructures. Capital projects are large scale projects that maintain or improve public assets. All capital projects are presented to City Council before starting a public bidding process and project construction.

SR 605 Drop Lane Improvement Project

Permitting Schedule:

- October 2023

Construction Budget: \$1.2M

- 2024 Capital Improvement Fund

Construction Schedule:

- Construction start date: May 2024
- Construction duration: 3 months

Project Description:

The project shall include adding a southbound right turn lane into the New Albany Schools property at Chatham Green. To accommodate this added lane, the pavement on the school property will be widened. The existing traffic signal and equipment will also be modified to accommodate road widening and introduce enhanced pedestrian safety.

Project Status:

This project went out for bid in April with Complete General winning the bid process. Construction is currently in progress.



SR605 Drop Lane Improvement Project

CAPITAL PROJECTS May 2024

South Harlem Road Improvement Project

Permitting Schedule:

- 2022

Construction Budget: \$2.8M

- 2024 Capital Improvement Fund

Construction Schedule:

- Construction start date: June 2024
- Construction duration: 18 months

Project Description:

The project will include a minor widening of the roadway, the installation of a separated leisure trail along the east side of the road and substantial ditch and stormwater drainage improvements.

Project Status:

This project went out for bid in April with Complete General winning the bid process. Construction is scheduled to start in June.



S. Harlem Rd design

STREETS DIVISION May 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.

Spaulding Hot Box

The streets division used the new spaulding asphalt hot box for a preliminary patch job on Dublin-Granville road. The crew used 300 pounds of patch to roll and seal the road until Dublin-Granville Rd. resurfacing begins this summer.



Dennis Munsey shoveling patch onto the roadway while Shaun Bush and Ian Hurst are flagging traffic



Keith Unterbrink, Chad Smith and Dennis Munsey placing patch and using the roller to seal patch job

SPECIAL PROJECTS DIVISION May 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.

Cemetery Light

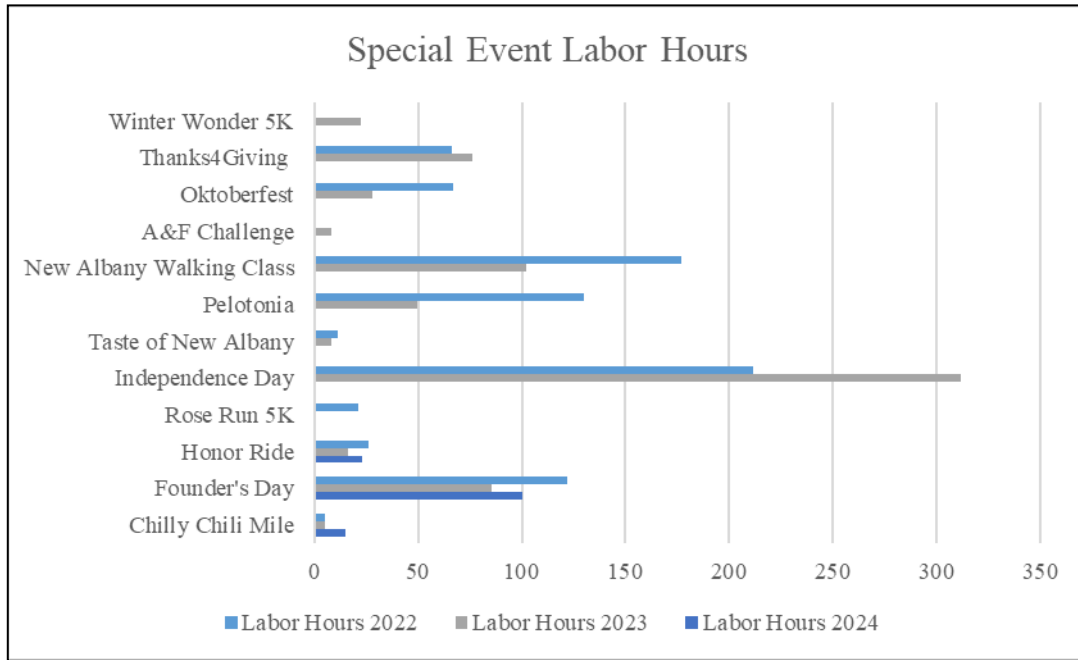
The special projects supervisor worked with Shaun Bush, a streets crew member, to install a new solar light on the flag pole at Wagner Cemetery, located on Central College Road.



New light at Wagner Cemetery flag pole

SPECIAL PROJECTS DIVISION May 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 May, crew members helped with Founder’s Day and Honor Ride.



2024 Honor Ride

FACILITIES DIVISION May 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.

Parking Lot Renovation

After contractors renovated the service department parking lot, the crew backfilled the new curb with topsoil. After the soil settles, the facilities crew will add more topsoil, followed by seed. The renovation project created 32 much-needed additional parking spaces.



Tyler Myers and Tommy Diamond backfilling the new curb



Mike Cligrow, Tommy Diamond and Tyler Myers placing down new soil

UTILITIES DIVISION May 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.

Tidewater Curb Inlet Repairs

The utilities division repaired 48 curb inlets within the Tidewater neighborhood. The repairs included removing the existing structure walls and pouring new concrete walls. Maintenance workers Nick Sgandurra, Kerry Gastaldo, Tommy Diamond and Christian Duane participated in the project.



Nick Sgandurra and Kerry Gastaldo working on a concrete form installation in a curb inlet basin on McClellan Dr.

UTILITIES DIVISION May 2024

Sanitary Sewer Extension CCTV Inspection at Taylor Farms Park

The utilities division inspected the sanitary sewer extension for Taylor Farm Park. David Thatcher and Christian Duane, both PACP/MACP certified, used a pan-and-tilt sewer camera to inspect the sanitary sewer pipe. The assessments made for the pipe and structure follow the current PACP/MACP guidelines.



Inspecting the sanitary sewer pipe that serves Taylor Farm Park

Upcoming Project

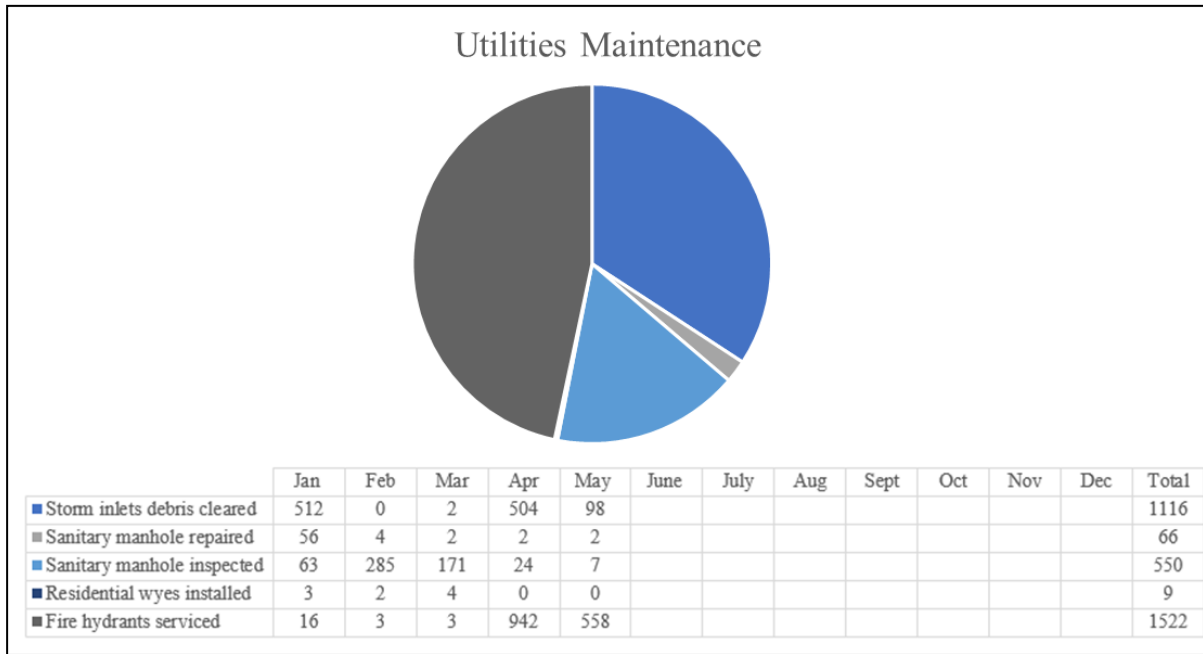
The Windsor curb inlet rehab project is scheduled to begin the first week of June and is projected to be completed by June 28th. The roads scheduled for inlet repairs are Chatham Green, Hearthstone Park Dr., Blackstone Edge Dr., Notting Hill Dr. , Loomis Dr., Butterworth Green Dr. and Scarborough Hall Dr.



Map of Windsor neighborhood curb inlets planned for restoration

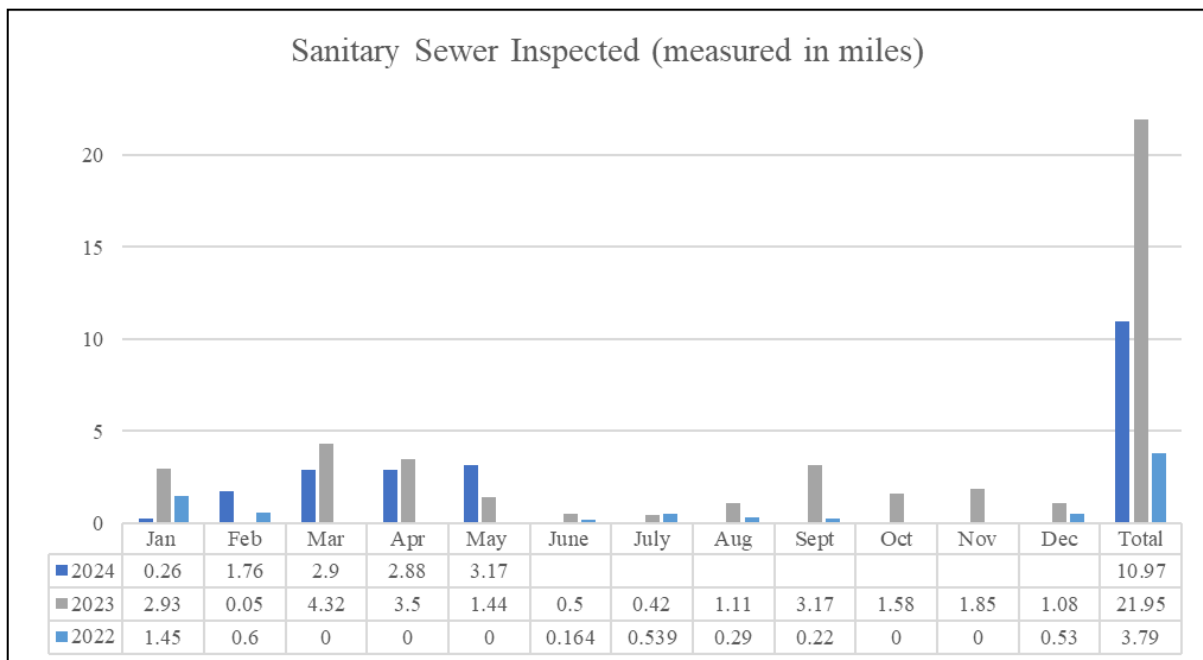
UTILITIES DIVISION May 2024

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 May 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.

Fencing Repairs and Flower Maintenance

Parks division removed brush from behind the fence along Swickard Woods Blvd. Crew members repaired, power washed and repainted the fence section. Parks crew trained summer seasonal worker on watering flower baskets and boxes around the city. The parks crew waters 90 hanging flower baskets and 15 flower boxes daily.



Rick Goldhardt and Carl McNeal repainting fencing



Daitan Road and McKaden Thomas watering flower boxes

RIGHT OF WAY DIVISION May 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

The sidewalk leveling contractors completed the sidewalks in the Waterson neighborhood and are currently working on the Tidewater neighborhood area. Letters notifying the remaining residents of phase 1 were sent out to the Keswick Dr., Saunton and Steele Ct. areas.



Waterson neighborhood leveling

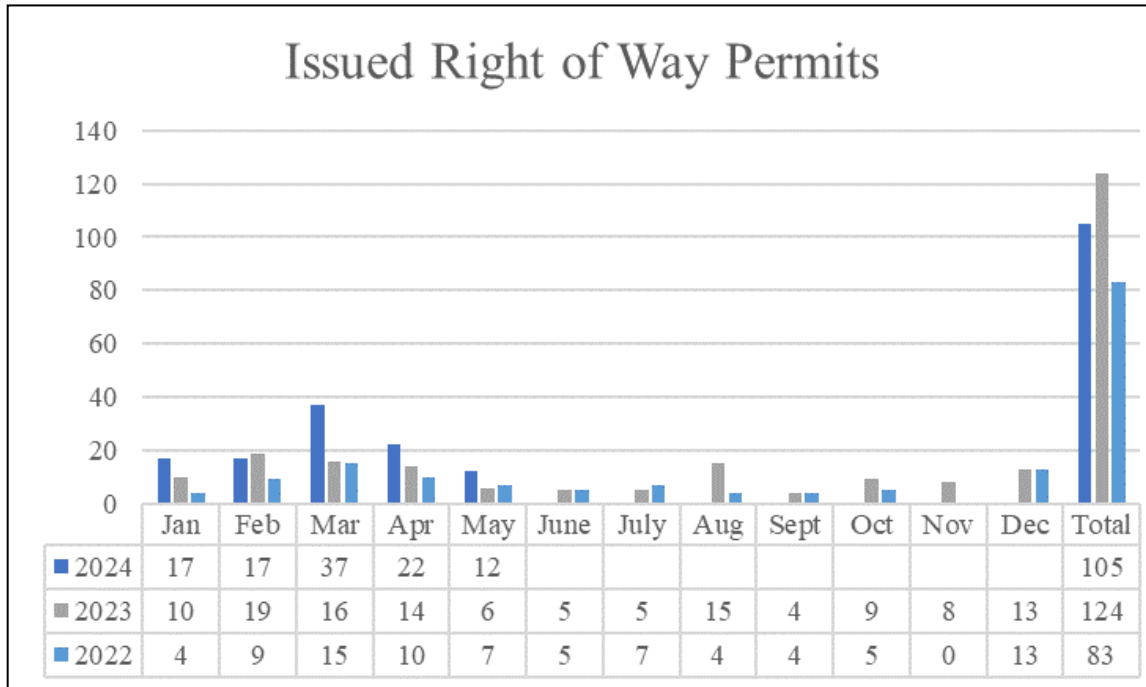
With the active influx of ROW permits, the ROW team is constantly monitoring the contractors in the field. The team ensures contractors run in the permitted path, potholing crucial city utilities, restoring areas the contractors have disturbed, etc. The ROW division had 7 site meetings in May and currently has 17 permits the team is actively overseeing. Here is our current list:

Active Permits

- | | | | |
|------------------------|---------------------------|-----------------------------|---------------------------|
| • Summit IG 131.1-23 | (605/New Albany Rd. E/CC) | • AEP 116.1-23 | (Worthington Rd) |
| • Summit IG 141.1-23 | (Beech Rd) | • Spectrum (Old) | (Innovation Campus Way W) |
| • AT&T 27.1-24 | (Hampsted/Brooksvie) | • Spectrum 61.0-24 | (Central College) |
| • AT&T 63.0-24 | (8111 Smith's Mill) | • Everstream 25.0-24 | (605/New Albany Rd. E) |
| • AT&T 65.0-24 | (Brandon) | • Everstream Trails (3) | |
| • AT&T 75.0-24 | (8200 Smith's Mill) | • Everstream 76.0-24 | (Beech Rd) |
| • AEP 42.1-24 | (Innovation Campus Way) | • Columbia Gas 79.0-24 | (Waterson) |
| • Columbia Gas 37.0-24 | (605) | • Verizon 29.1-24 & 60.1-24 | (605) |

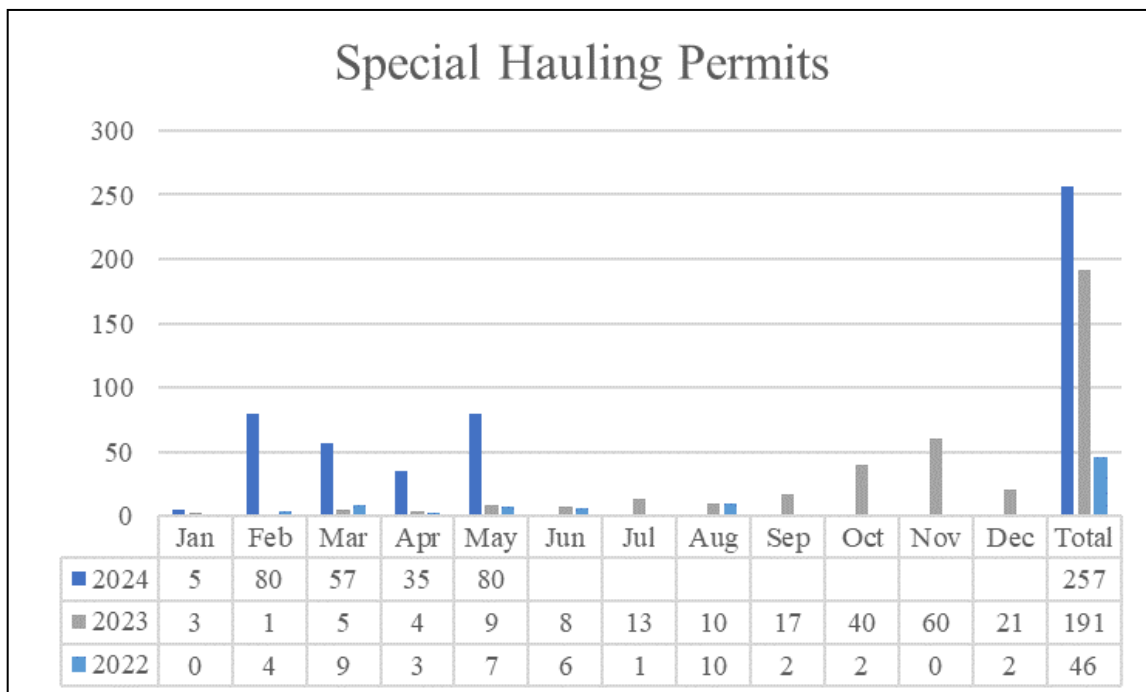
RIGHT OF WAY DIVISION May 2024

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.

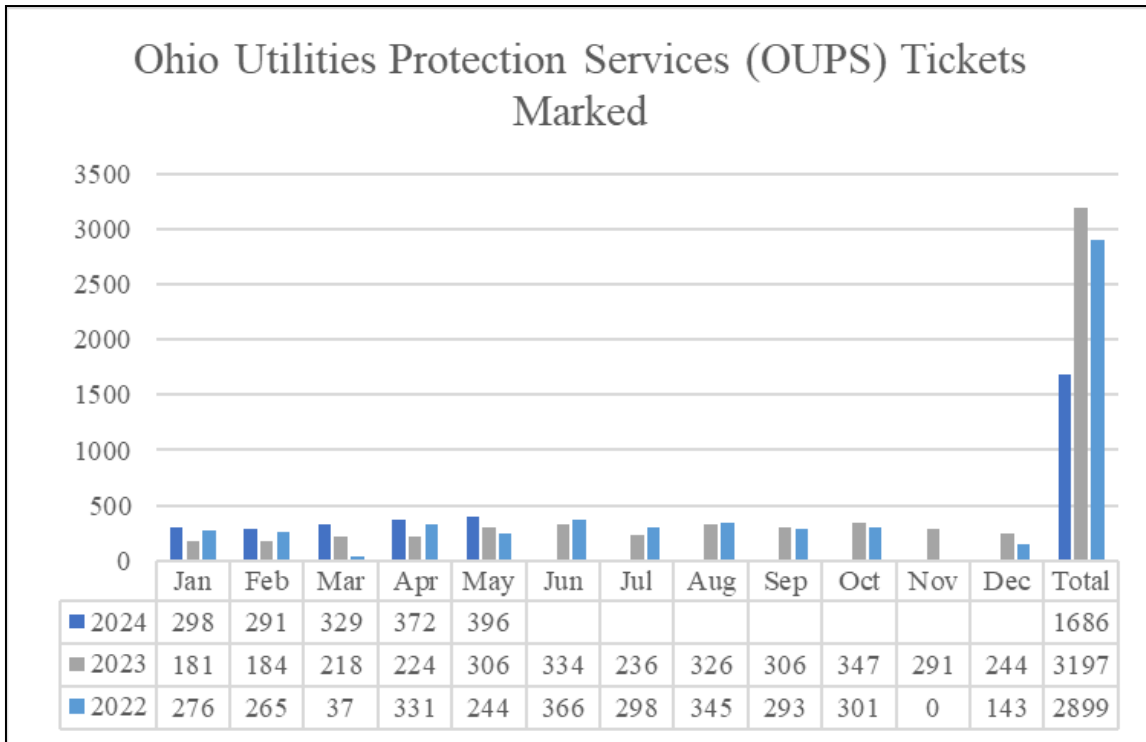
Special Hauling Permits



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 May 2024

Utility Locating (OUPS)



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

FORESTRY DIVISION May 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 Helmsley Green is complete. Triplett Sq. and Brooksvew Dr. are the next streets. The forestry team pruned trees on Market St. and Gilg St., as well as select trees for the parking lot expansion at Taylor Farm.



Chase Loughman prunes lacebark elm trees on Market Street

FORESTRY DIVISION May 2024

Removal

The forestry team removed several trees in the village center and Rose Run Park. It is common for trees that were struggling the year before to not survive the winter and fail to leaf out in the spring.



Colton Chrysler, John Burkart and Chase Loughman remove a dead tree near the Heit Center

Emergency Removal

The forestry team removed a portion of a mulberry tree that split off onto the leisure trail and road from the paddocks along James River Rd.

FORESTRY DIVISION May 2024

Emergency Removal continued...



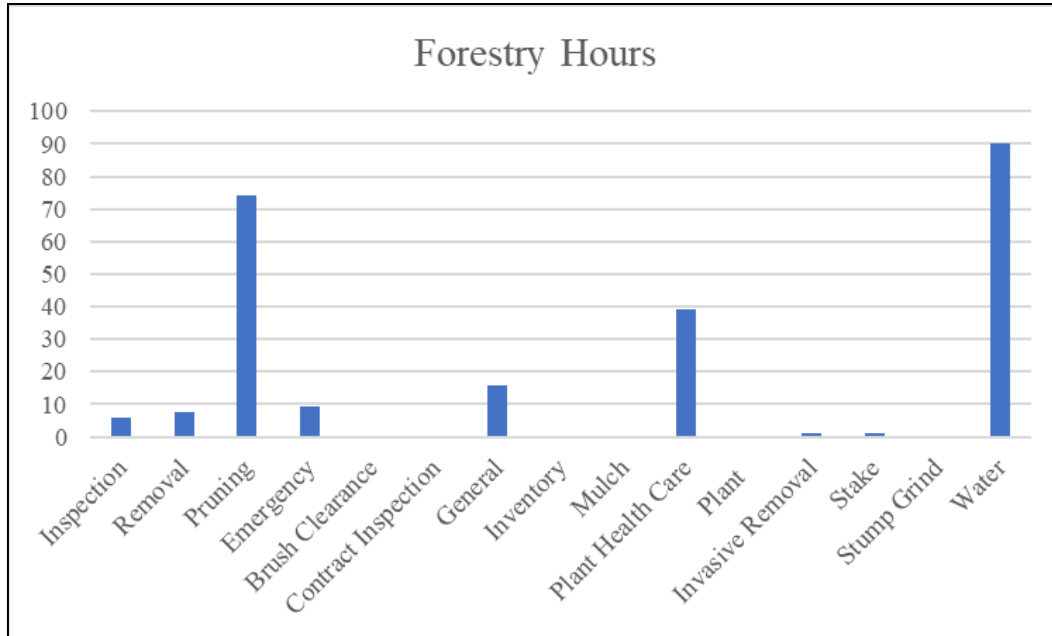
Chase Loughman prepares to remove the fallen section of a mulberry tree along James River Rd.

Training

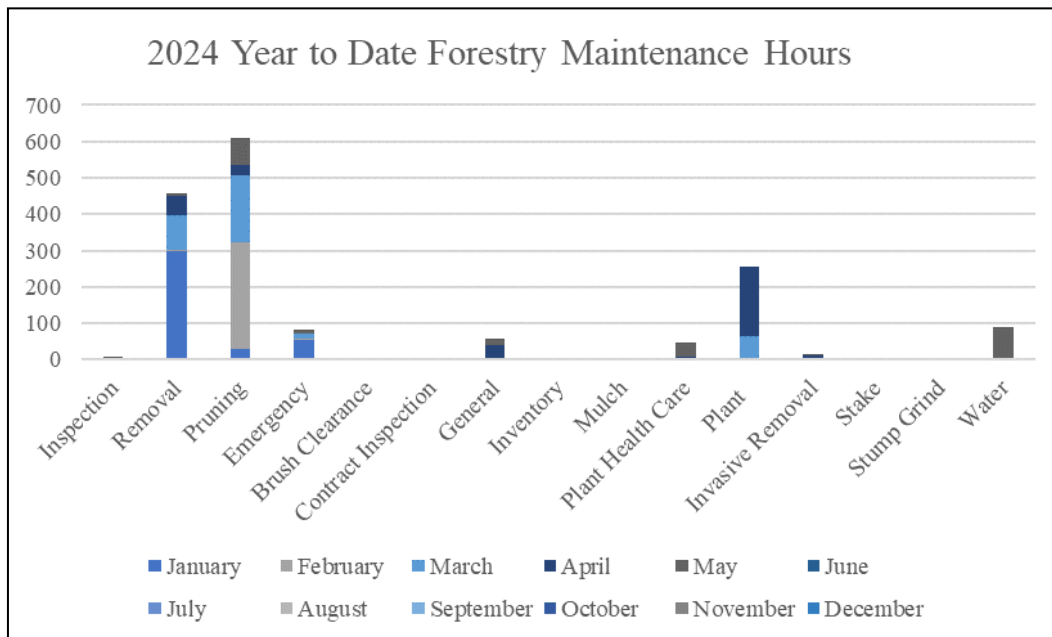
Chase Loughman and Marylou Hoessle attended the Tree Risk Assessment Qualification (TRAQ) renewal course at Franklin Park Conservatory. The course consists of 5 hours of class and 3 hours of practical and written exam and is required every five years for TRAQ arborists to maintain their qualification.

FORESTRY DIVISION May 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 May 2024

Overview

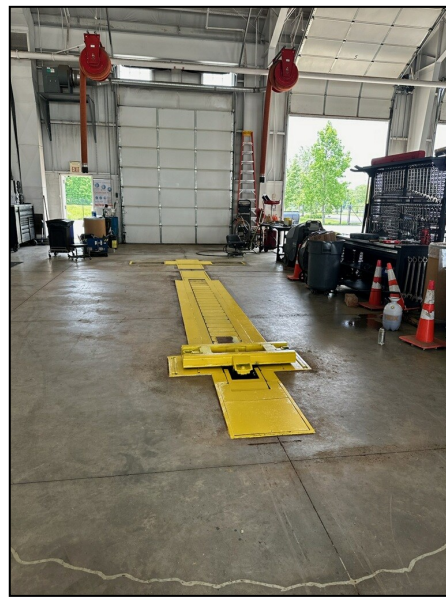
The primary purpose of the city’s fleet division is to actively maintain all city-owned vehicles and equipment in a manner consistent with the demonstrated quality and aesthetic of New Albany.

In-Ground Lift Restoration

The fleet team utilized the mobile sandblast unit to remove rust from the fleet’s 60,000-lb. in-ground lift. The lift was then sandblasted, primed and painted to extend its service life.



In-ground lift after being striped for repair



In-ground lift restoration completed



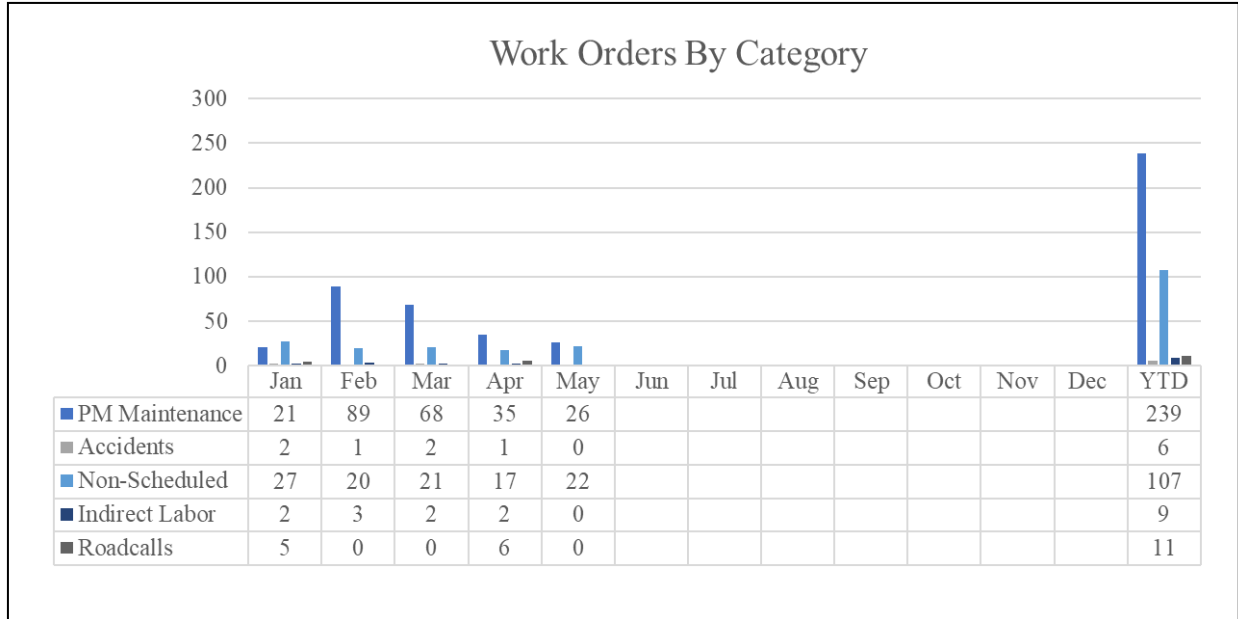
All pieces of the lift after sandblasting, priming and painting completed

New Vehicles

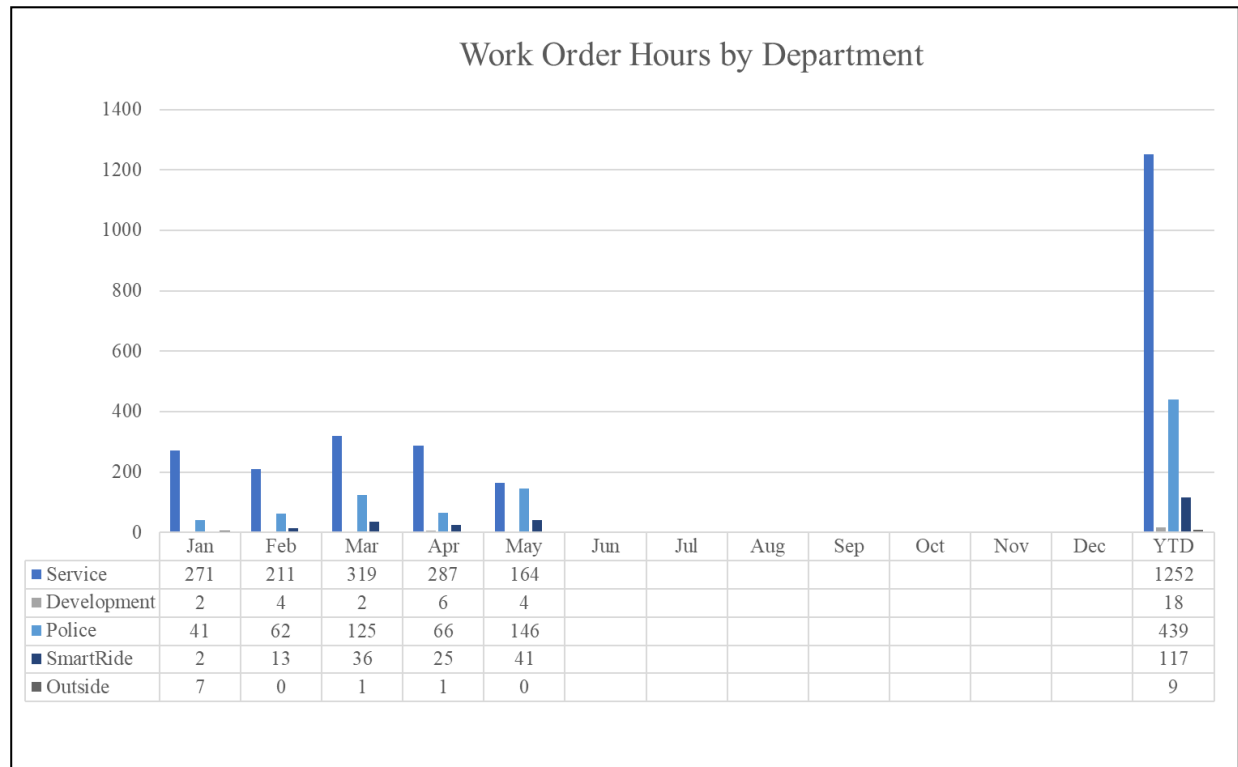
The service department received three pickup trucks, three plow trucks and a Kubota side-by-side. Receiving these vehicles marks the first step in a comprehensive process to up-fit, brand, undercoat and install all necessary equipment for each asset. The fleet team started delivering respective vehicles to each vendor to complete each task.

FLEET DIVISION May 2024

Fleet Work Orders



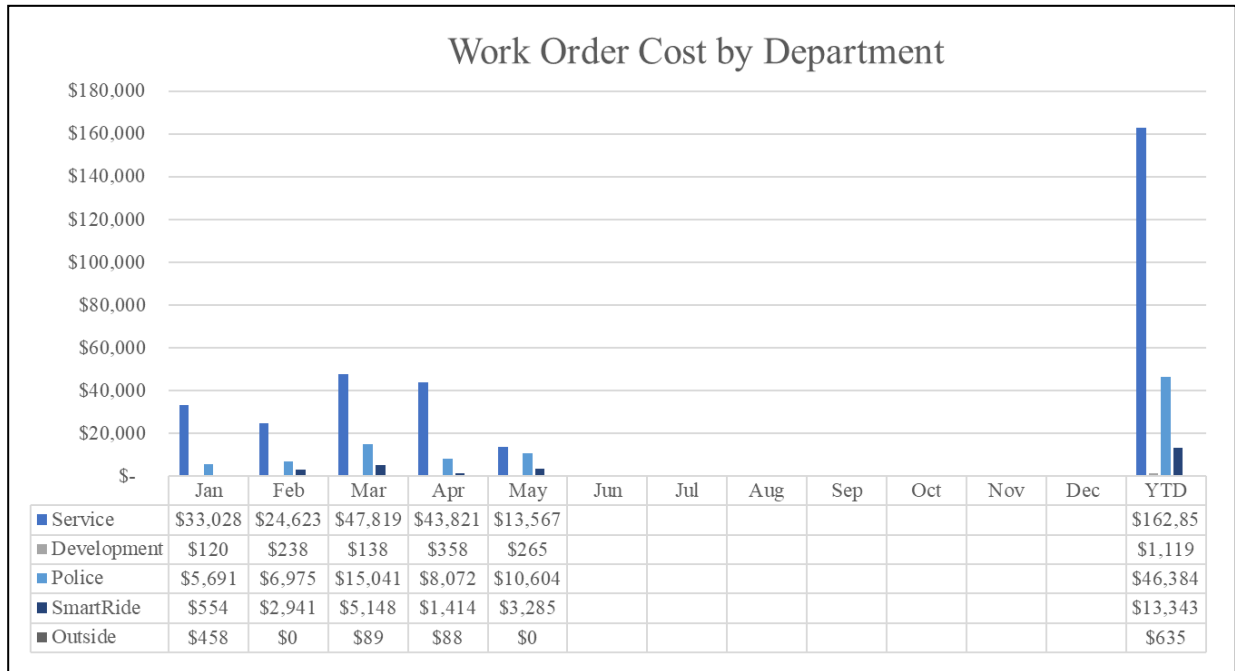
This graph shows the work orders year to date broken down by each category.



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

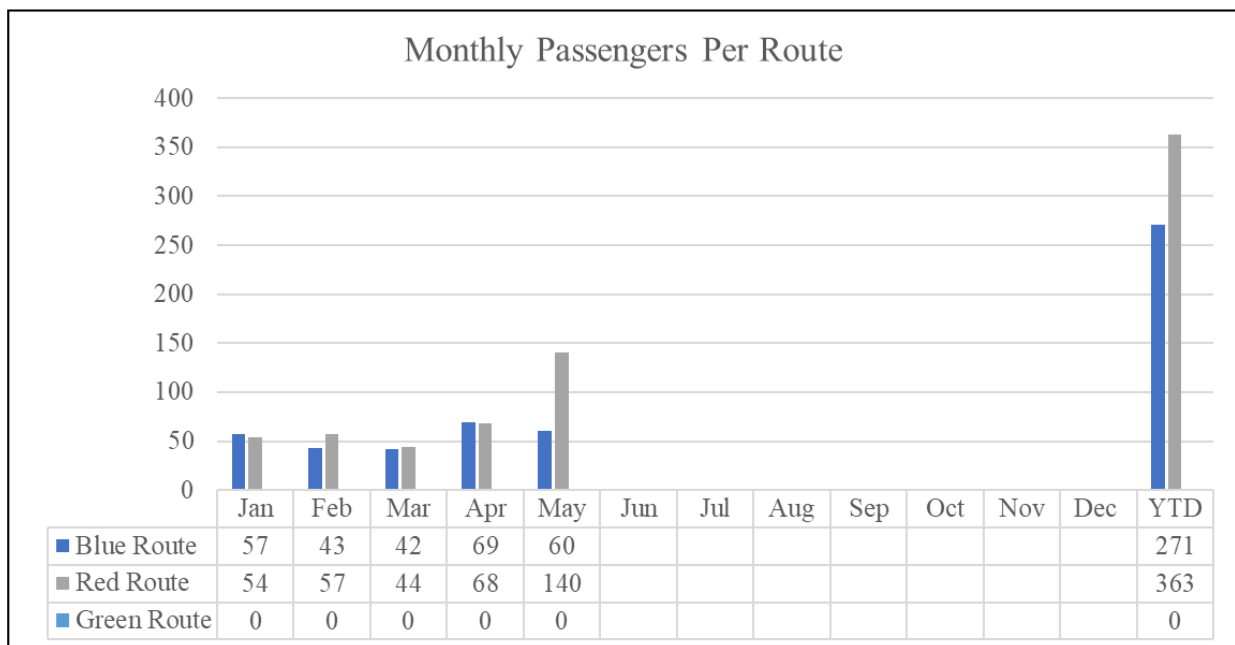
FLEET DIVISION May 2024

Fleet Work Orders continued...



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

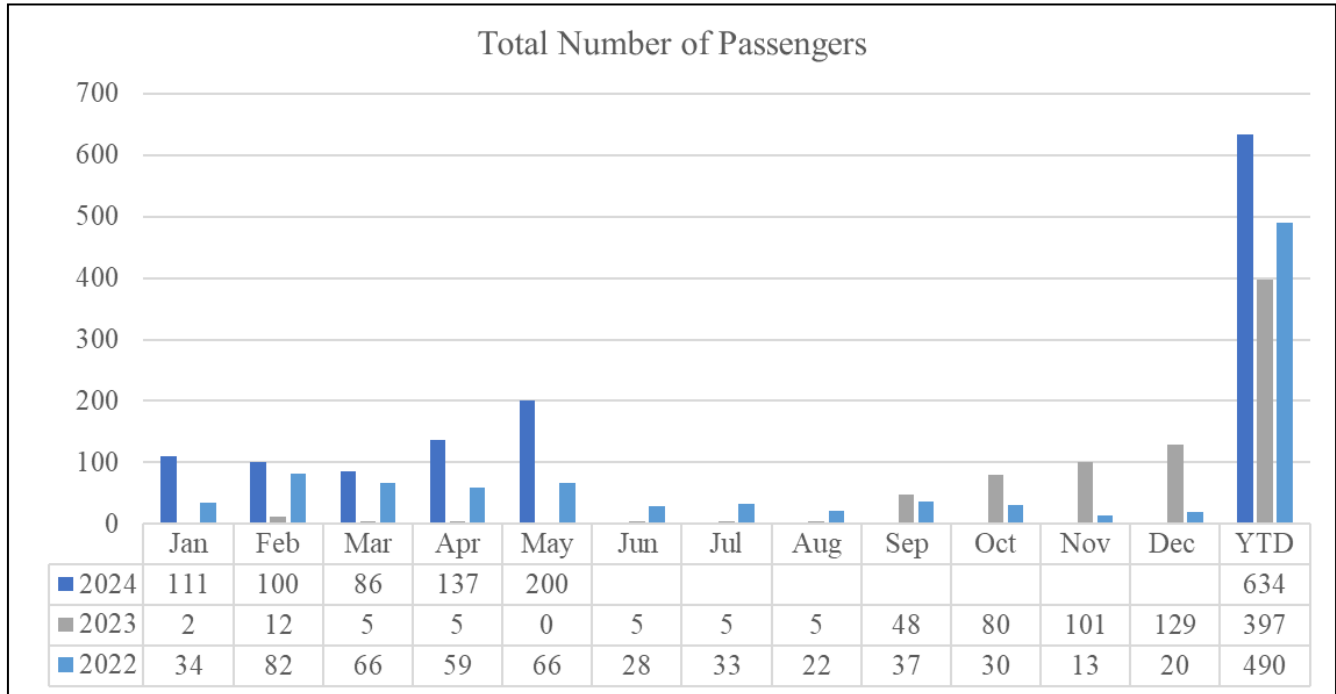
New Albany SmartRide



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

FLEET DIVISION May 2024

New Albany SmartRide continued...



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