

NEW ALBANY

PUBLIC SERVICE

Public Service Department

MONTHLY REPORT

July 2024

Professionalism

Integrity

Reliability

Quality

Pride

Inside This Issue:

Public Service Values	2
Department Structure	3
Department Updates	4
Capital Projects	7
Streets	9
Special Projects	10
Facilities	12
Utilities	13
Parks & Open Space	16
Right of Way	17
Forestry	21
Fleet	24

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 (3)

DEPARTMENT UPDATES

July 2024

Highlights

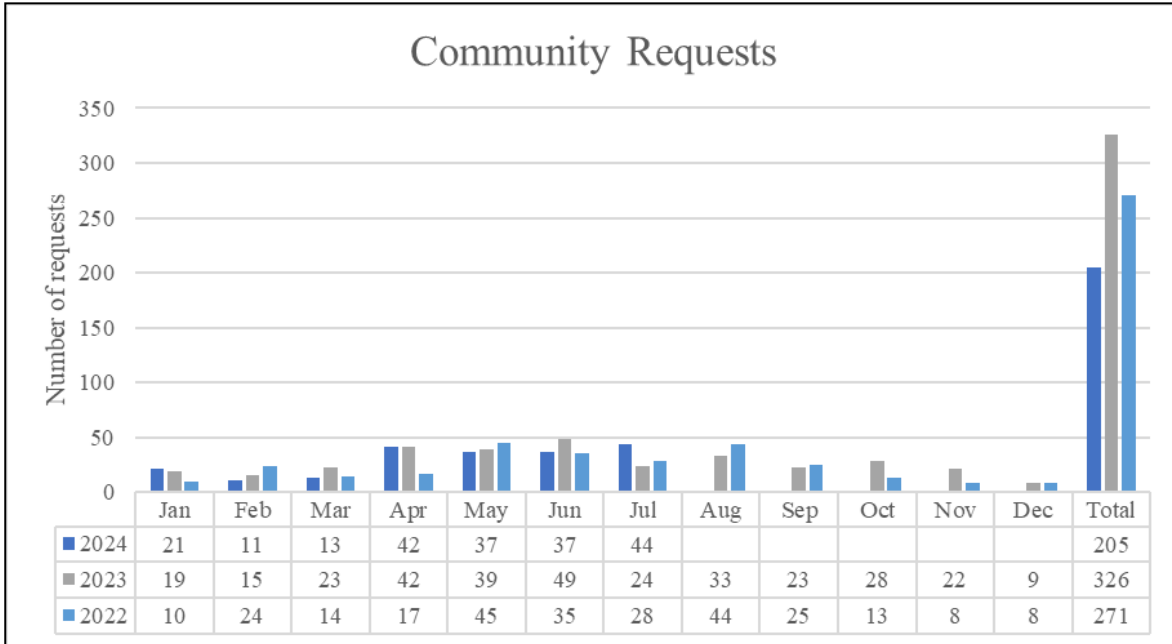
- All of public service worked and supported the 4th of July events. The public service department helped block roads, set up detour signs, barricades and no parking signs around town.
- Special projects supervisor Steve Kidwell and administrative assistant Bridget Beck attended the special event meeting to discuss Taste of New Albany and the A&F Challenge. Both events will take place in the next few months.
- Director of public service Mike Barker and administrative assistant Bridget Beck met with the Joint Parks District on Tuesday, July 16th, to discuss the pickleball tournament.
- HTI hearing was onsite to test the hearing for all service employees on Monday, July 29th.
- Shaun Bush, a CDL self-certified trainer for the City of New Albany, started a CDL class for four new employees needing their CDL Class A license. The classroom portion finished August 2nd.



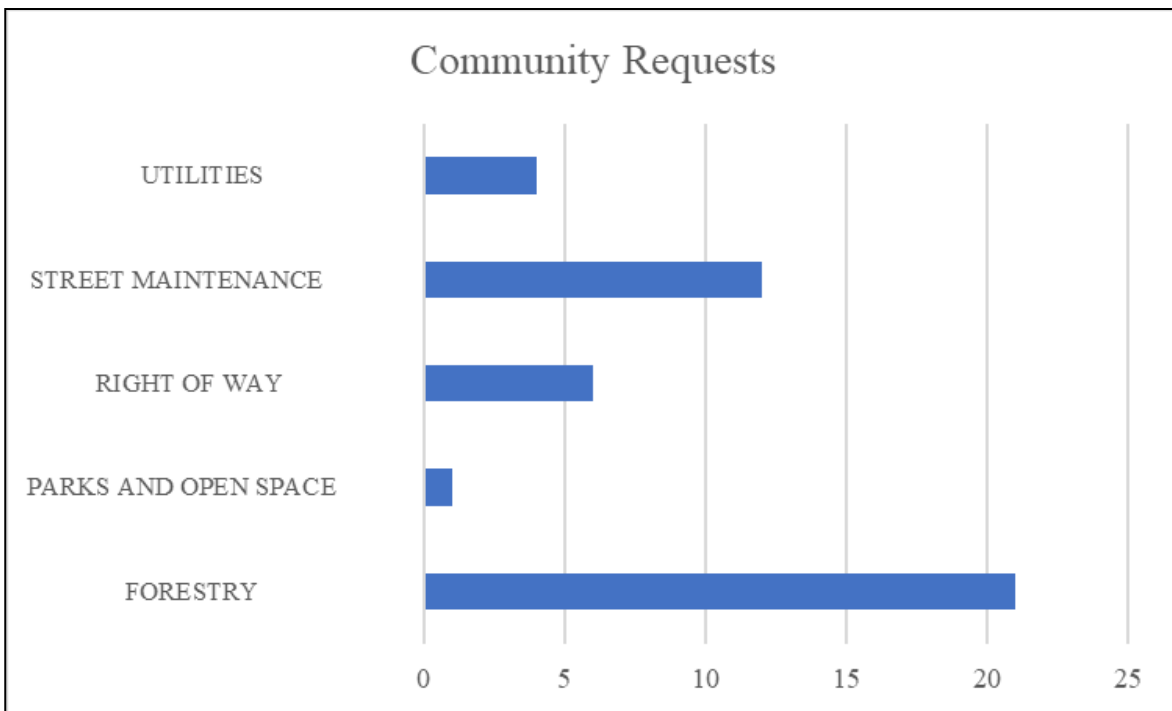
2024 fourth of July parade

DEPARTMENT UPDATES July 2024

Community Requests



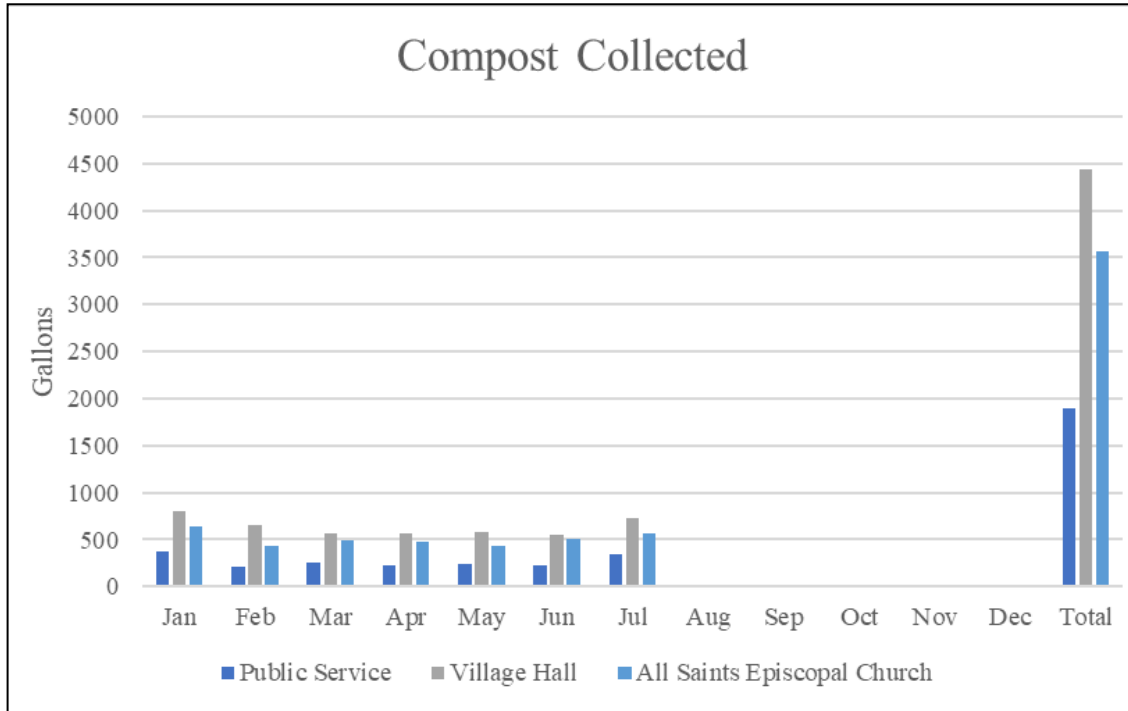
This graph represents the number of requests received from residents for public services.



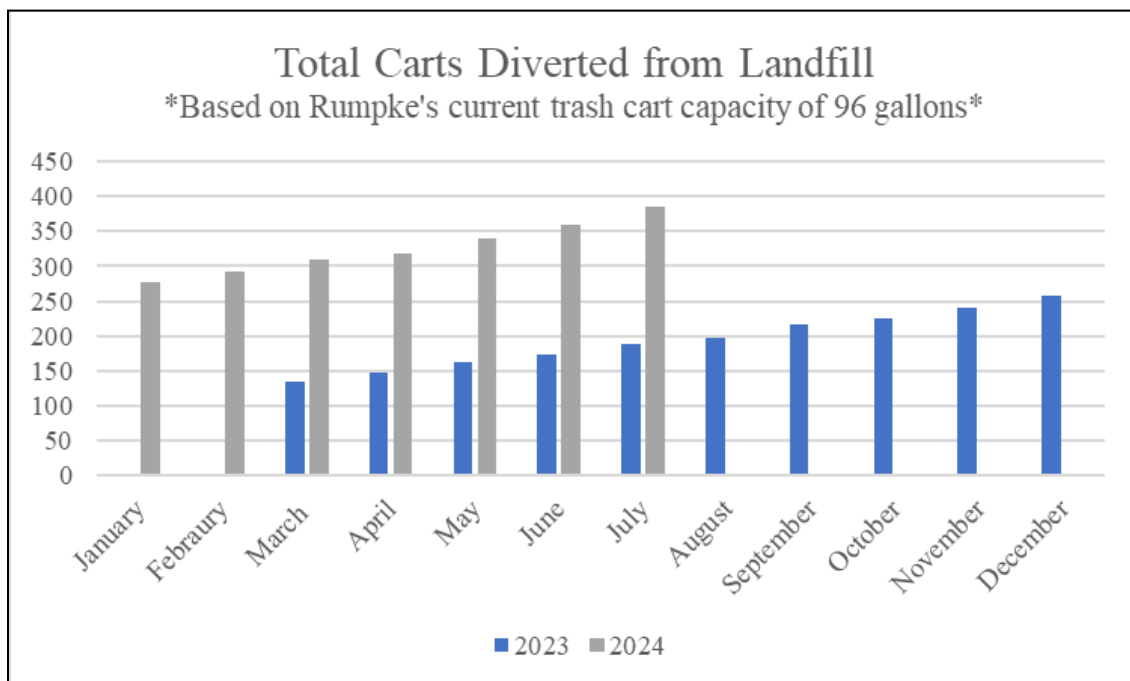
This graph represents the types of requests received from residents for public services.

DEPARTMENT UPDATES July 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 **July 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: July 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:

The project is substantially complete having only minor work and restorations remaining.



SR605 Drop Lane Improvement Project

CAPITAL PROJECTS July 2024

South Harlem Road Improvement Project

Permitting Schedule:

- 2022

Construction Budget: \$2.8M

- 2024 Capital Improvement Fund

Construction Schedule:

- Construction start date: July 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 is well underway. Minor widening has occurred by adding an island at the south end of Harlem and James River Rd. Widening of the east side of the road is currently underway.



S. Harlem and James River Rd.

STREETS DIVISION July 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.

Replacing Safety Town Lights

The street division maintains the traffic signals, crosswalks and street signs for Safety Town. The division had plans to upgrade the old traffic signals from the 1950s and 1960s. Unfortunately, the new signals were not delivered before the start of this year's program. The new heads will be installed next spring and will function for the 2025 Safety Town program.



Light signal heads from the 1950s/60s and the new light signal heads from 2024

SPECIAL PROJECTS DIVISION July 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.

Weeding and Trimming

Special projects supervisor Steve Kidwell and seasonal Henry Briggs worked throughout the City of New Albany, weeding and clearing trees from guardrails, road signs, leisure trails and bridges. Over 2,500 lbs. of trees and brush were collected.



Before trimming



After trimming



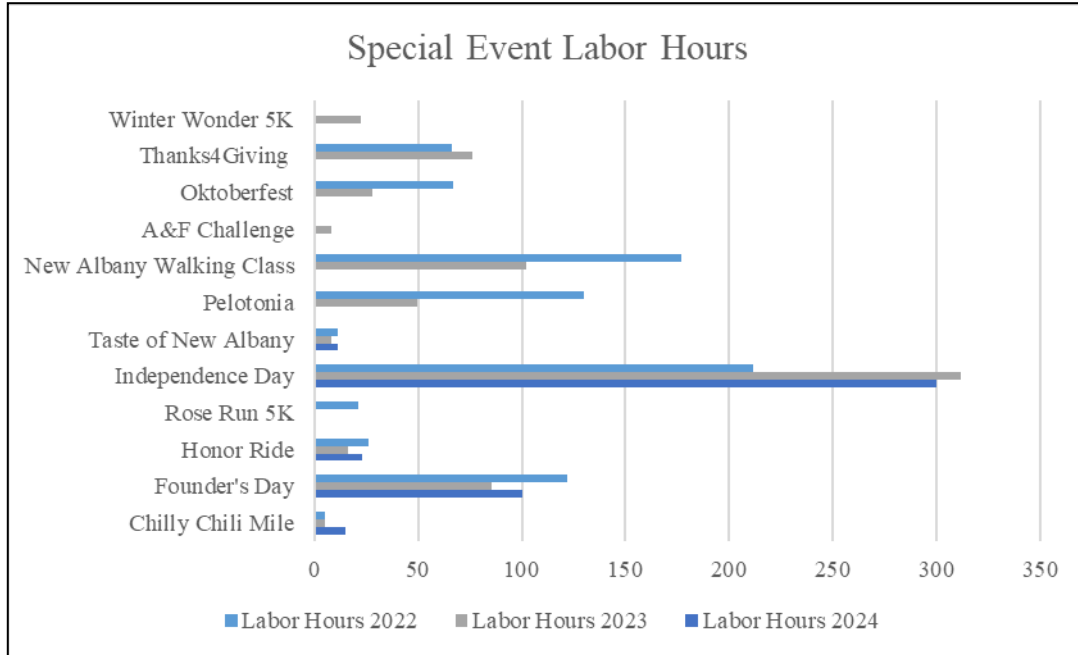
Before trimming



After trimming

SPECIAL PROJECTS DIVISION July 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 July, crew members helped with Independence Day and Taste of New Albany.



4th of July parade

FACILITIES DIVISION July 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.

Taylor Farm House Clean-up

The facilities crew boarded up the windows on the Taylor Farm House to help keep animals and debris out of the house. The crew cleaned up the area around the property.



Tyler Myers and Mike Cligrow boarding up the windows on the Taylor House

UTILITIES DIVISION July 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.

James River Area Catch Basin Reconstruction Project

The utilities team successfully reconstructed a total of 21 structures. The project encompassed several streets, including James River Rd., Evelyton Rd., Upper & Lower Bremo Ln., Carters Grove and Prince George Ln.

The reconstruction work on the catch basins were carried out efficiently, improving stormwater management across the designated streets. Further, inspections and maintenance plans will follow to ensure the long-term functionality of the newly reconstructed catch basins.



Nick Sgandurra and Christian Duane working on a catch basin frame replacement and structure reconstruction

UTILITIES DIVISION July 2024

James River Area Catch Basin Reconstruction Project continued...



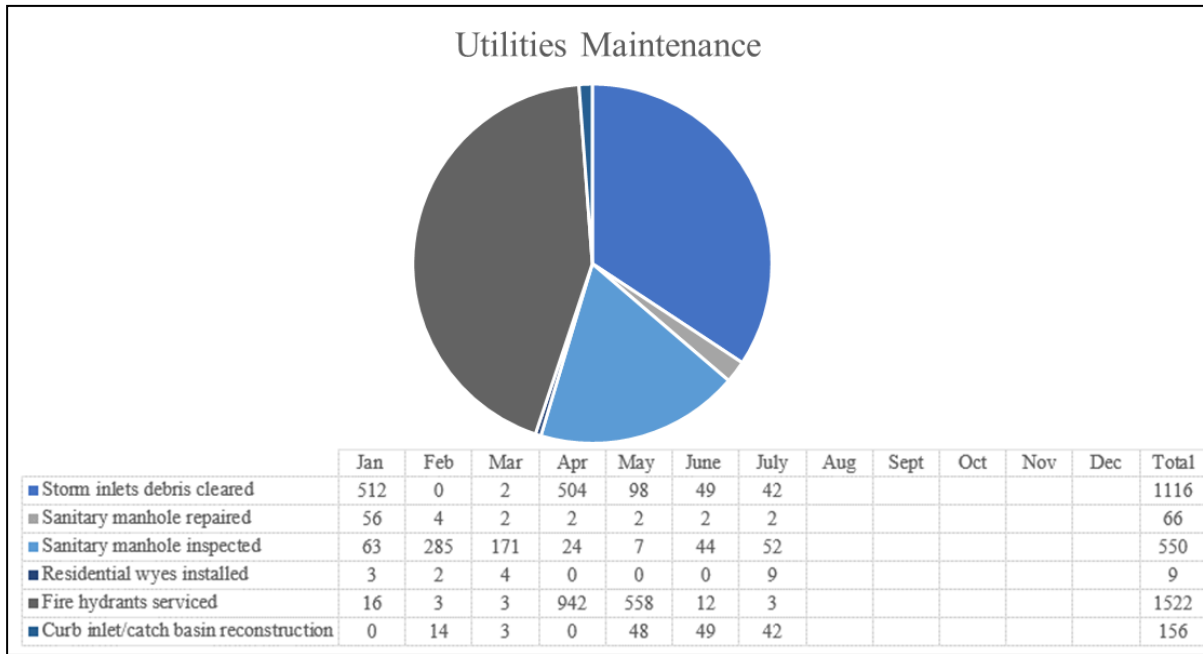
Nick Sgandurra performing a post-reconstruction cleaning of the storm sewer on James River Rd.

Next Steps:

- Conduct post-reconstruction inspections
- Address any minor issues or adjustments required
- Begin planning for ongoing maintenance and monitoring

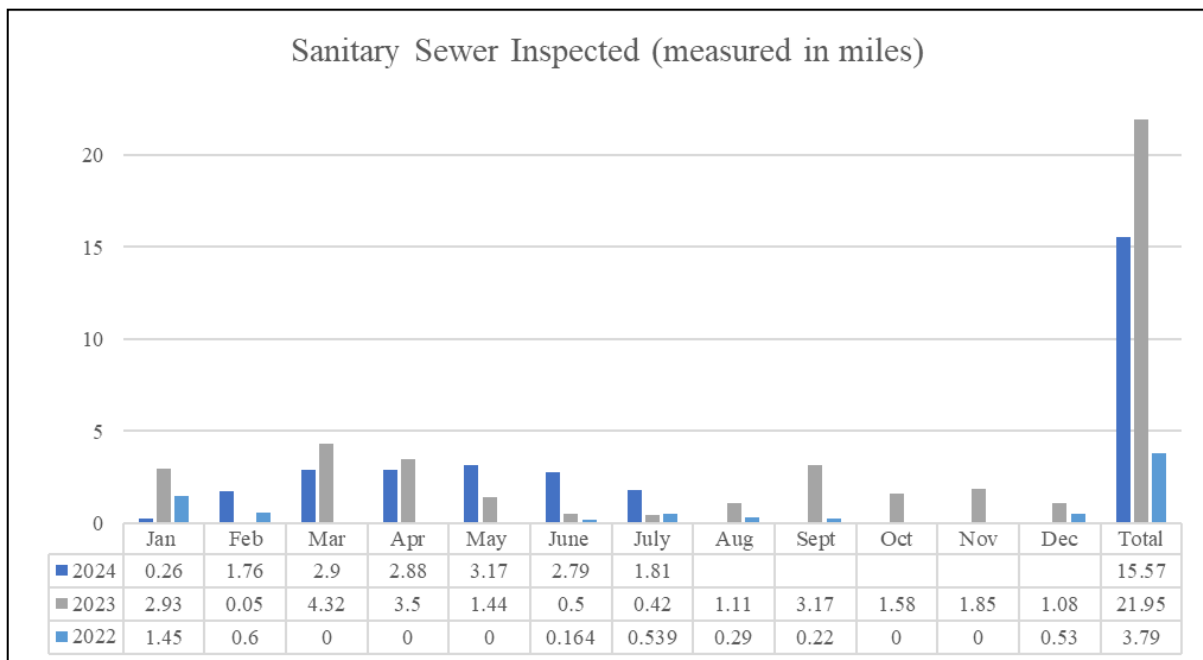
UTILITIES DIVISION July 2024

Year to Date Utility Maintenance



This graph shows the year to date utility maintenance for sanitary sewers, storm sewers, wye installation 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 July 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.

Taylor Farm Park Clean-out Finished

The parks division removed large amounts of scrap metal and old car parts from the wooded area on the back side of the park. Crew members used the dingo and backhoe to remove the items. Five dump trailer loads of scrap metal were removed from the park.



*Left: Carl McNeal using the dingo to carry scrap metal out of the wooded areas of Taylor Farm
Right: Trailer full of scrap metal*

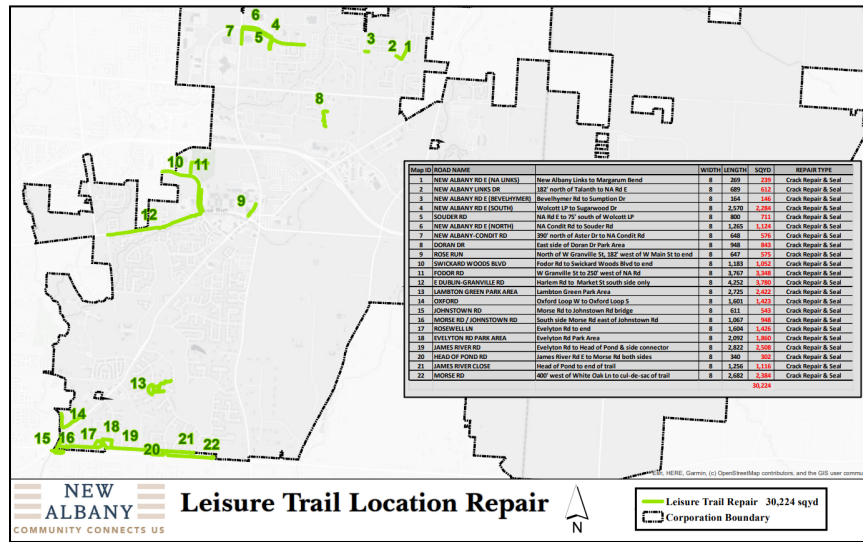
RIGHT OF WAY DIVISION July 2024

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 — Leisure Trail

Premier Patching has completed the majority of the leisure trail work slated, which included a spray patch, crack fill and resealing. They will be back the second week of August to finish.



2024 leisure trail map



Left: Before resealing leisure trail
Right: After resealing pathway

RIGHT OF WAY DIVISION July 2024

Contractor Management — Landscaping

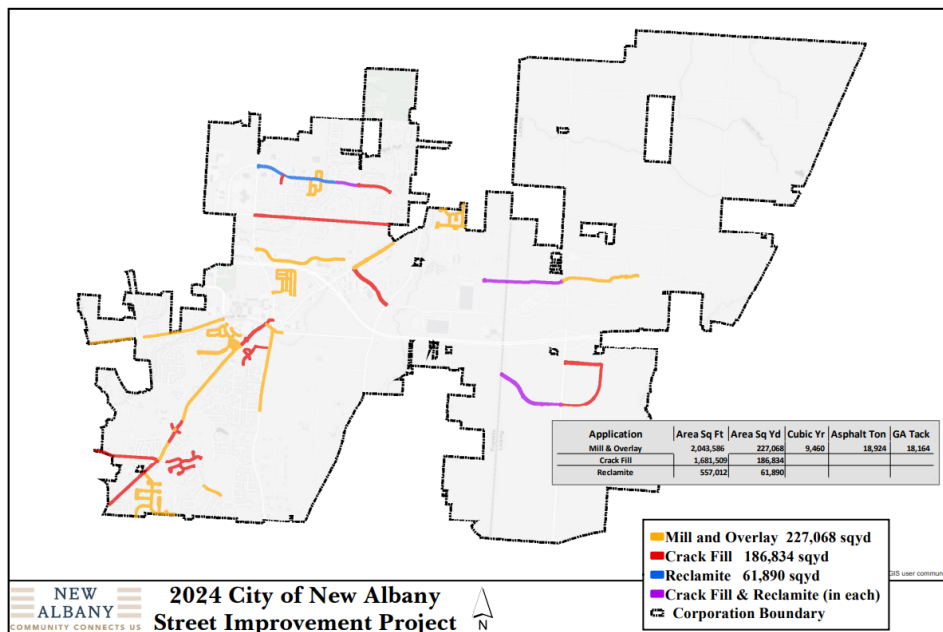
Mid-West Landscaping started work on the tree wells at High St. and Main St. Every tree wells in the village center have a brick border around each tree well. The city hired Mid-West to come in and repair many of the mortar joints that have separated or deteriorated over time.



Tree well landscaping after restoration

Contractor Management — Streets Program

Shelly and Sands started the 2024 street program. The program is projected to run into November and includes concrete curb repair, ADA ramp repair, crack fill, reclaimer, milling of streets and overlaying with new asphalt. This year's program is more than double the size of 2023's. The program includes repairs throughout the city but is focused on more heavily trafficked arterial streets like US 62, SR-605, Dublin Granville, Walton Parkway, etc.



2024 street improvement map

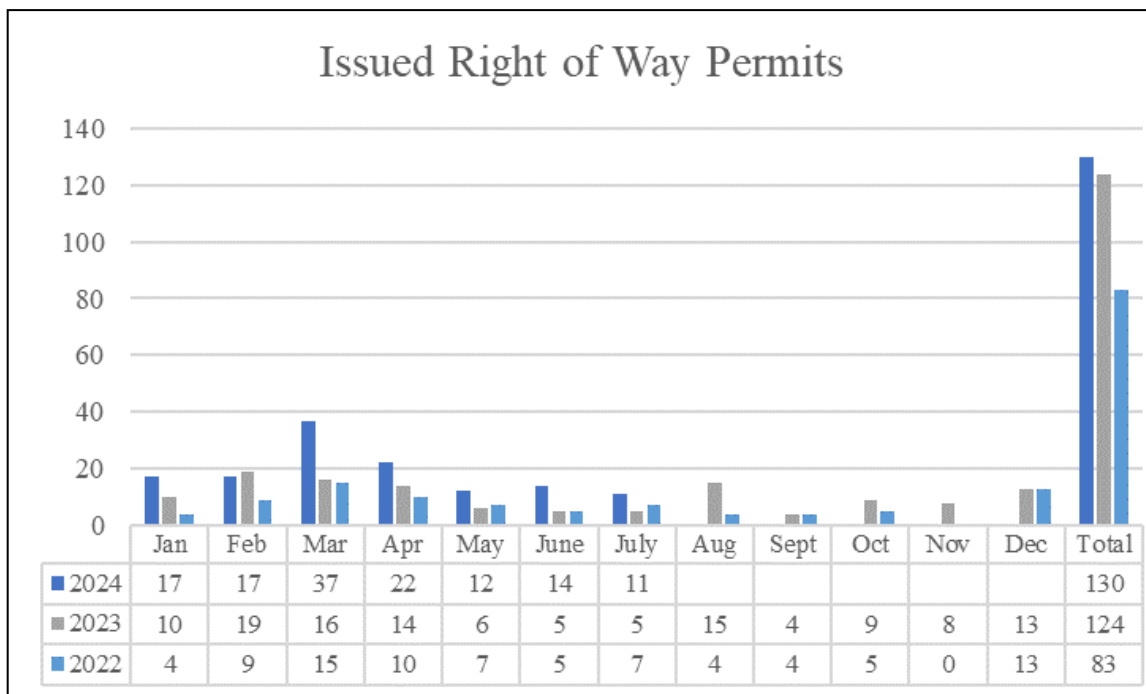
RIGHT OF WAY DIVISION July 2024

With the active influx of right of way 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 right of way division currently has 16 permits the team is actively overseeing. Here is the current list:

Active Permits

- Summit IG 131.1-23 (605/NA Rd E/CC)
- Summit IG 141.1-23 (Beech Rd)
- AT&T 27.1-24 (Hampsted/Brooksvew)
- AT&T 102.0-24 (9895 Johnstown)
- AT&T 114.0-24 (5900 Zarley)
- AEP 42.1-24 (Innovation)
- AEP 115.0-24 (605 from CC to NA Rd E)
- AEP 116.1-23 (Worthington Rd)
- Spectrum (Innovation Campus Way West)
- Spectrum 122.0-24 (20 Wiveliscombe)
- Spectrum 123.0-24 (5870 Zarley)
- Everstream Leisure Trails (3)
- Verizon 29.1-24 & 60.0-24 (605 by Hawkmoor)
- Columbia Gas 99.0-24 (Nottingham Trace)
- Columbia Gas 117.0-24 (Nottingham Trace)
- Columbia Gas 121.0-24 (4570 Ackerly Farm)

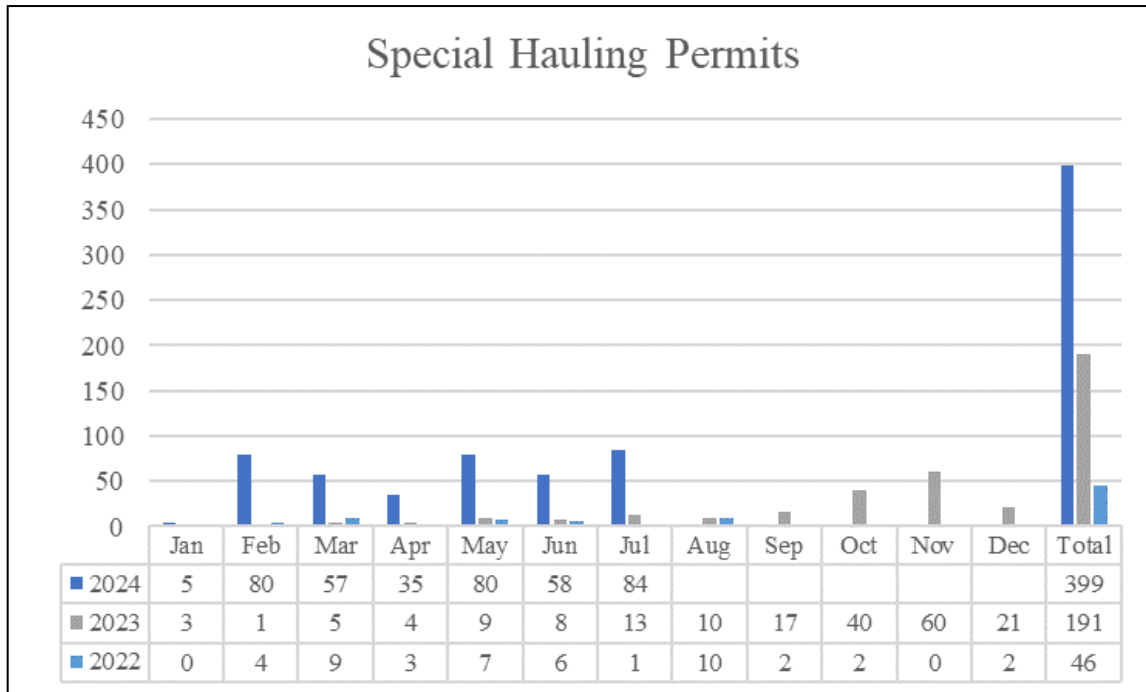
Right of Way Permits



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.

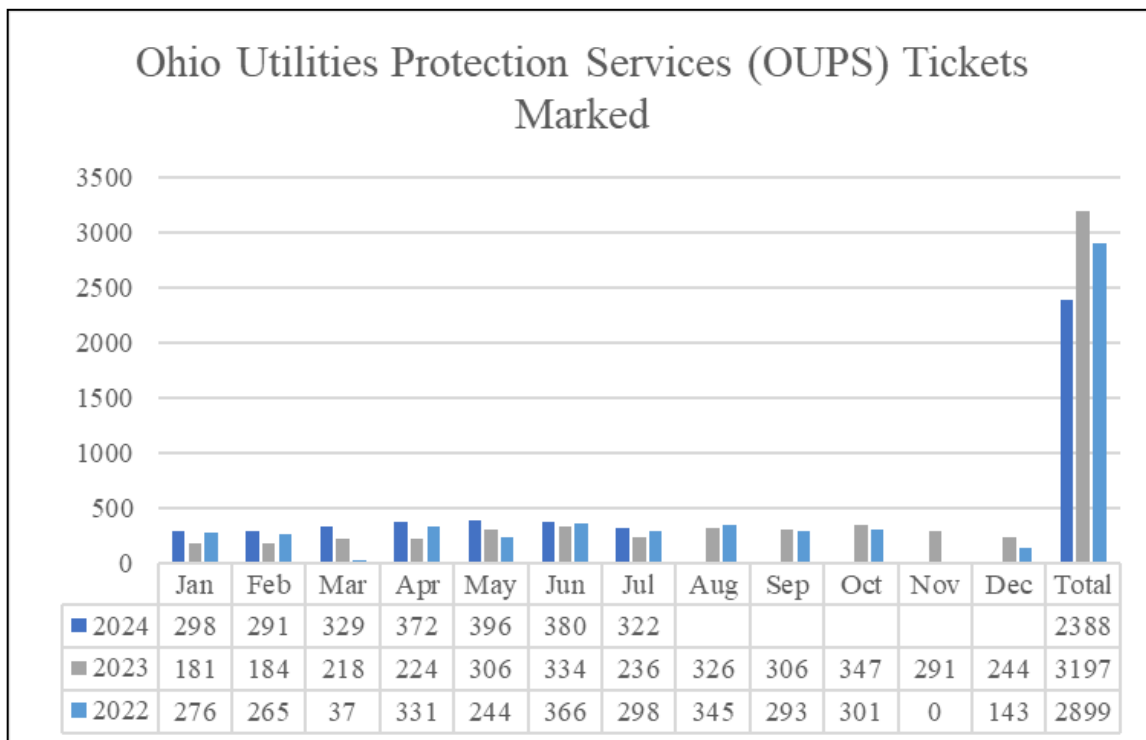
RIGHT OF WAY DIVISION July 2024

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 July 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 is complete on Holkham, Antmon Round and Pickett Pl. The forestry team pruned trees to clear obstructed views and overgrowth along SR161, Dean Farm Rd., Dublin Granville Rd., Straits Farm N., Cavendish Ct. and the Village Center.



Gabe Hilts pruning trees along Straits Ln.

FORESTRY DIVISION July 2024

Pruning continued...



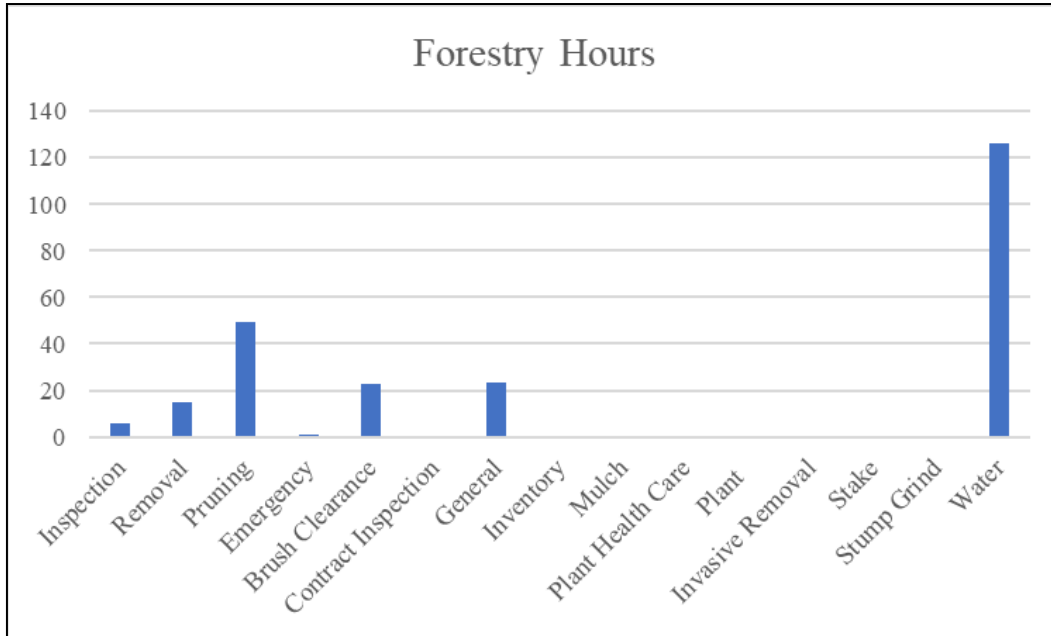
Otavio Bressan pruning along Straits Farm

Watering

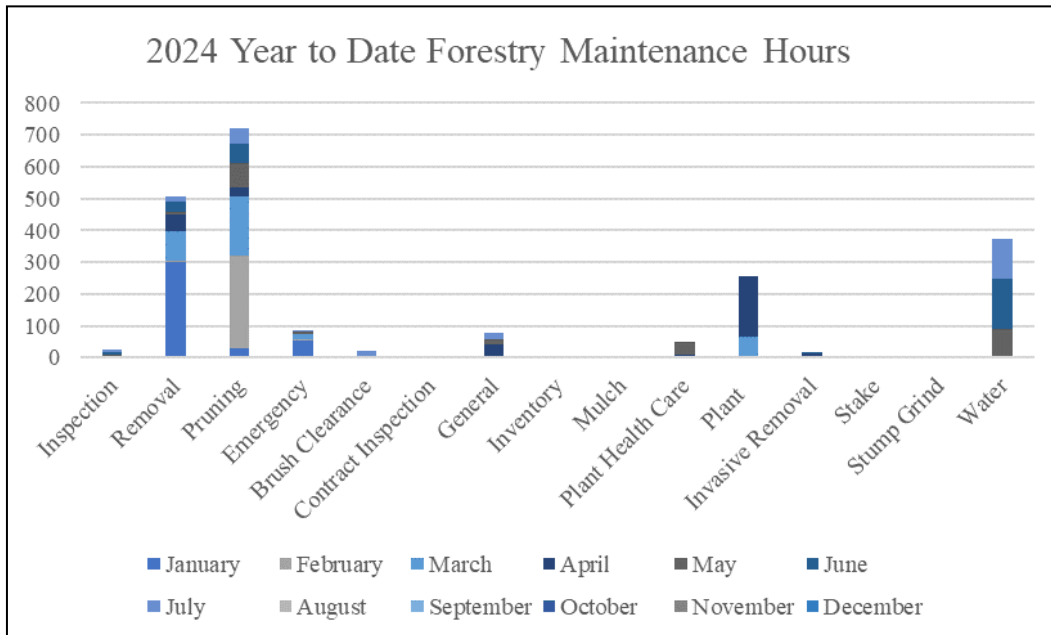
The forestry team has been watering park and street trees regularly. The high heat stressed many trees, including well established trees and watering was critical to the survival of newly planted trees.

FORESTRY DIVISION July 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 July 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.

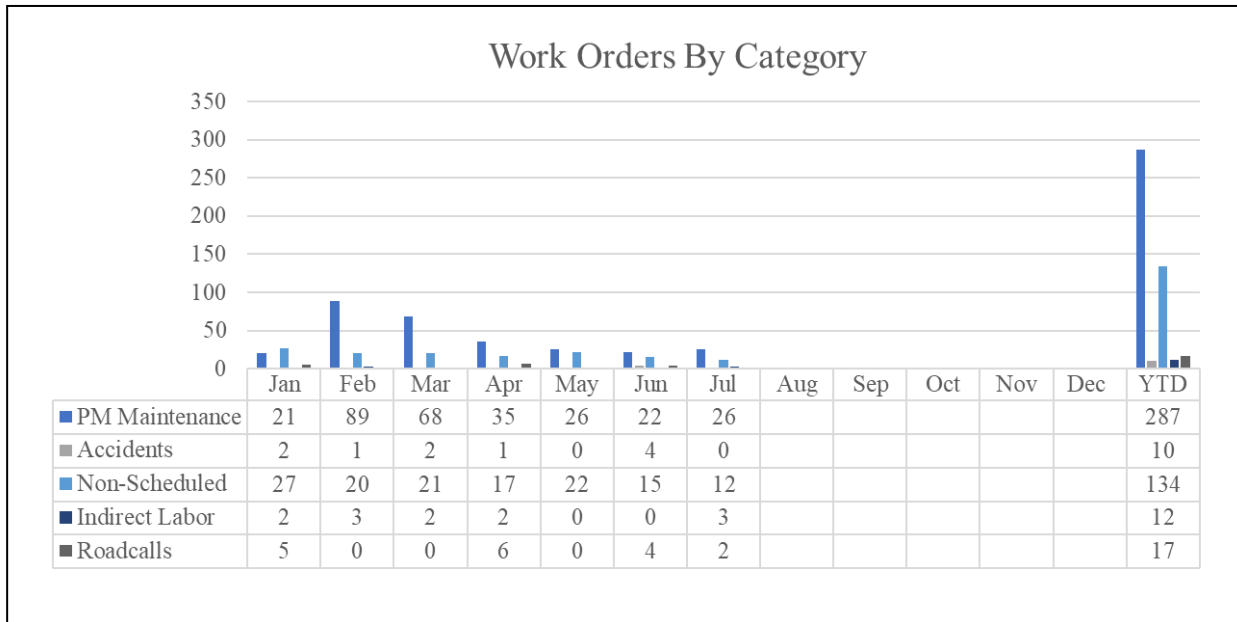
New Plow Trucks

The service department received two new plow trucks in preparation for the winter season. Receiving these trucks is the first step in making sure they are ready for the snow season. The fleet team delivered the vehicles to Parr to help prepare for the winter.

Fleet Maintenance

The fleet division focused on preventative maintenance ranging from oil changes, annual inspections and assembling a condenser for a shuttle bus. The fleet crew helped with 12 breakdowns.

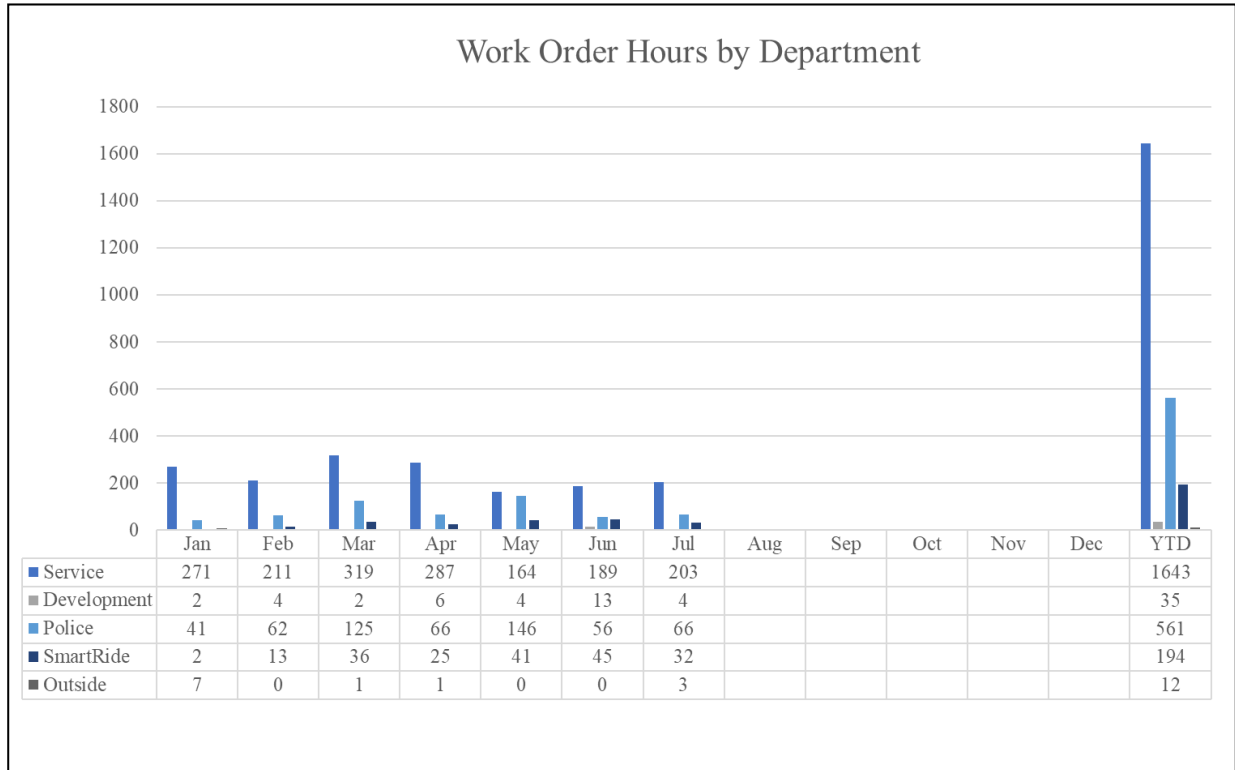
Fleet Work Orders



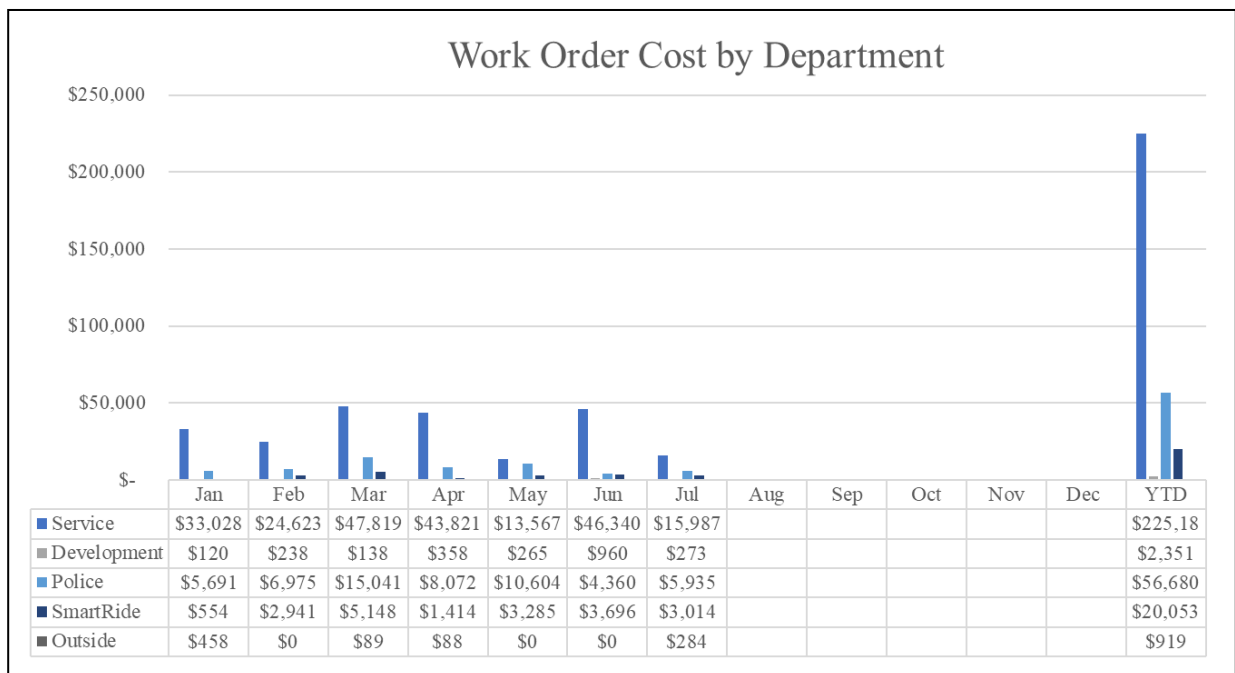
This graph shows the work orders year to date broken down by each category.

FLEET DIVISION July 2024

Fleet Work Orders continued...



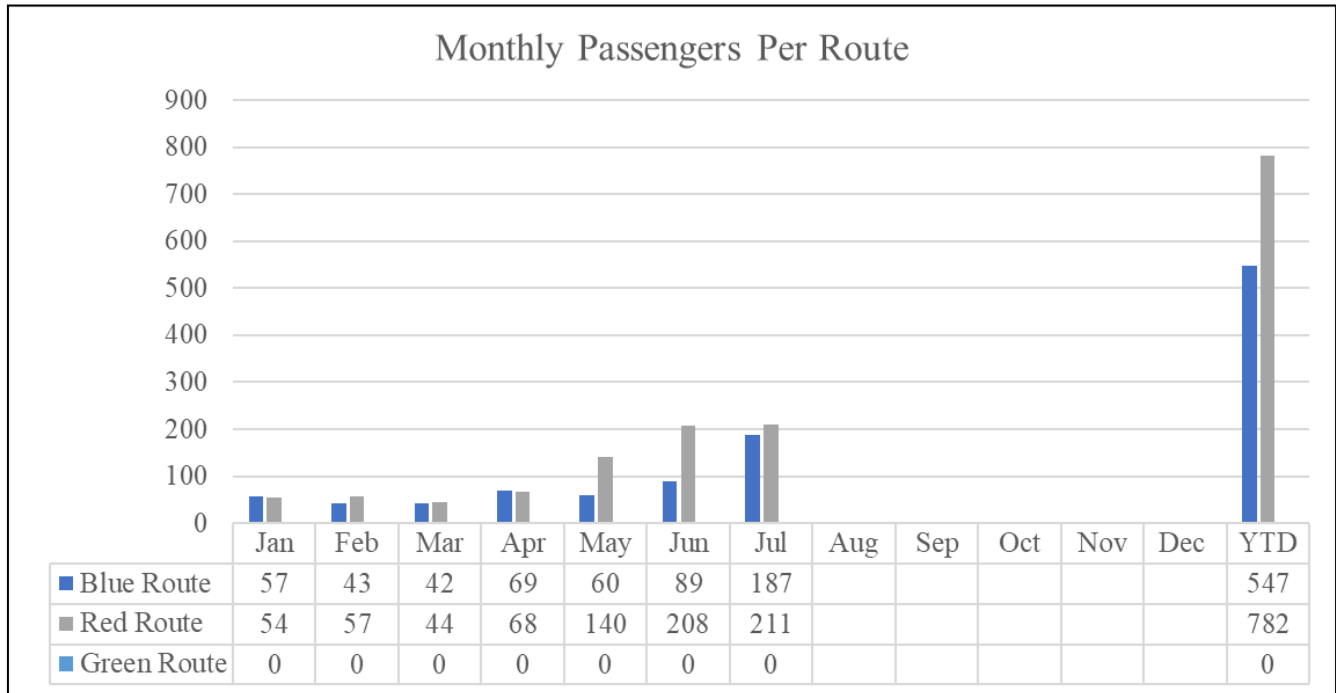
This graph shows year to date breakdown of work order hours by department.



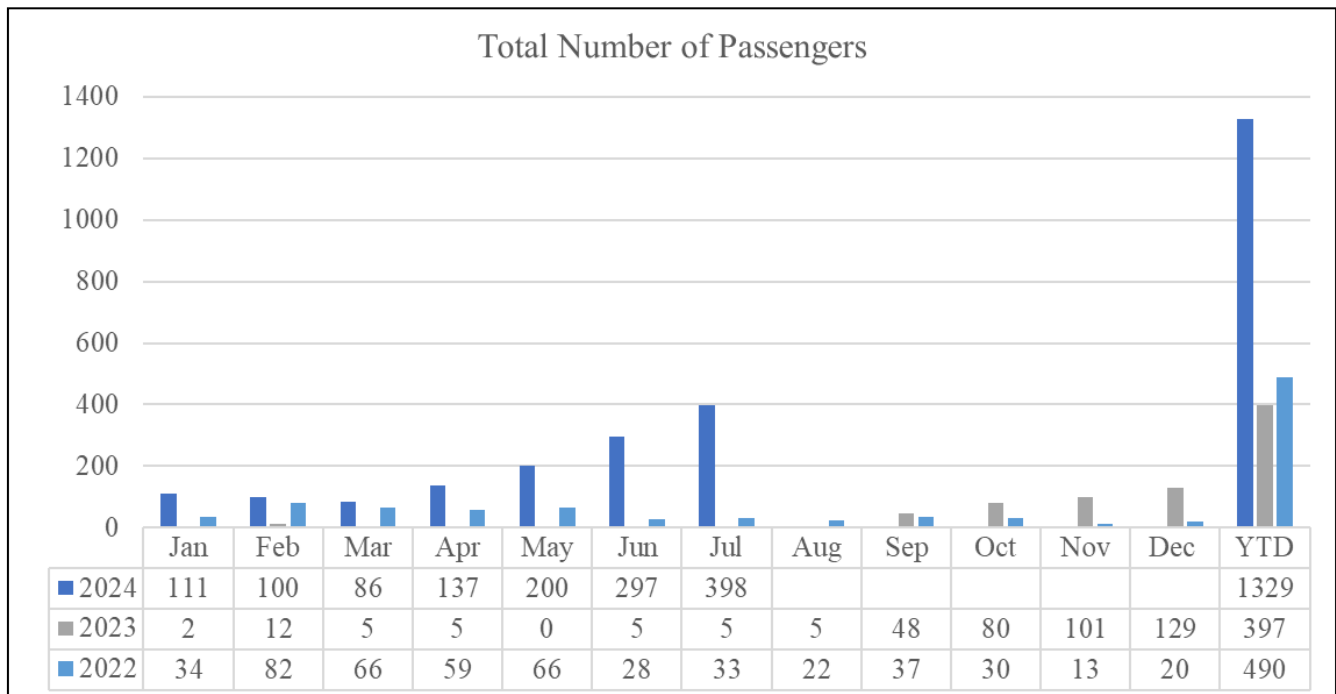
This graph shows the year to date breakdown of work order costs by department in public service.

FLEET DIVISION July 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.