

Worthington, OH

City Council Organizational Meeting Agenda

Tuesday, January 2, 2024 at 7:00 pm

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Oaths of Office- Newly Elected and Re-Elected Councilmembers**
- 4. Roll Call**
- 5. Election of President of City Council**
 - a. Administer Oath of Office**
- 6. Election of President Pro-tem of City Council**
 - a. Administer Oath of Office**
- 7. Election of Mayor**
 - a. Administer Oath of Office**
- 8. Election of Vice-Mayor**
 - a. Administer Oath of Office**
- 9. Appointment of City Council Liaisons to Various Boards, Commissions and Committees**
 - a. Municipal Planning Commission**
- 10. Designation of Clerk of Council as Council Members' Designee for Open Records Certification**
- 11. Adjournment**



City Council Agenda

Tuesday, January 2, 2024 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Visitor Comments

New Legislation - Resolution(s)

5. Resolution No. 01-2024 - Adopting a Job Description for the Position of Engineering Project Supervisor

Adopting a Job Description for Engineering Project Supervisor

Executive Summary: This Resolution adopts a job description for Engineering Project Supervisor.

Recommendation: Introduce and approve as presented.

6. Resolution No. 02-2024 - Adopting a Job Description for the Position of Part-Time Public Service Coordinator

Adopting a Job Description for Part-Time Public Service Coordinator

Executive Summary: This Resolution adopts a job description for Part-Time Public Service Coordinator.

Recommendation: Introduce and approve as presented.

7. Resolution No. 03-2024 – Preliminary Participatory Legislation for ODOT Project FRA-161-8.66, PID 119049

A Resolution requesting the Director of the Ohio Department of Transportation to Proceed with the Construction of Safety Improvements to the Olentangy River Road and State Route 161 Intersection (FRA-161-8.66, PID 119049).

Executive Summary: This Resolution allows the City Manager to enter into an agreement with the Ohio Department of Transportation (ODOT) for construction of a roadway safety improvement project.

Recommendation: Introduce and approve as presented.

New Legislation - Ordinance(s)

8. Ordinance No. 01-2024 – Appropriation – Fiber Connectivity Project

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Fiber Connectivity Project and all Related Expenses and

Determining to Proceed with said Project. (Project No. 758-24)

Executive Summary: This Ordinance appropriates funds from the Capital Improvement Fund unappropriated balance to pay the costs of the Fiber Connectivity Project and all related expenses and determines to proceed with said project (Project No. 758-24).

Recommendation: Introduce for public hearing on January 16, 2024.

9. Ordinance No. 02-2024 - Bicycle Boulevard Pilot Project

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Bicycle Boulevard Pilot Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 759-24)

Executive Summary: This ordinance appropriates funds for a Bicycle Boulevard Pilot Project on Greenglade Avenue and Highland Avenue.

Recommendation: Introduce for public hearing on January 16, 2024.

10. Ordinance No. 03-2024 - Park Overlook Waterline Improvements, Project # 737-22

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Park Overlook Waterline Improvements Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 737-22)

Executive Summary: This Ordinance appropriates funds for the construction of the Park Overlook Waterline Improvements in the Colonial Hills neighborhood.

Recommendation: Introduce for Public Hearing on January 16, 2024.

11. Ordinance No. 04-2024 - Village Green Arboretum Marker

Approving the Installation of Tree Identification Markers Adjacent to each Tree on the Village Green

Executive Summary: This Ordinance authorizes the placement of small identification markers adjacent to each tree on the Village Green.

Recommendation: Introduce for public hearing on January 16, 2024.

Reports of City Officials

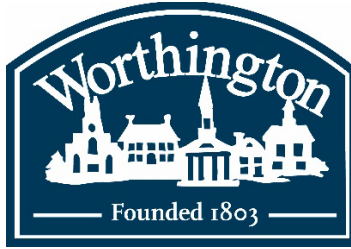
Reports of Council Members

Other Business

Executive Session

Adjournment

12. Motion to Adjourn



STAFF MEMORANDUM
City Council Meeting – January 2, 2023

Date: December 26, 2023

To: Robyn Stewart, Acting City Manager

From: Angela Harris, Personnel Director

Subject: **Resolution No. 01-2024 Adopting a Job Description for the Position of Engineering Project Supervisor**

EXECUTIVE SUMMARY

This Resolution adopts a job description for Engineering Project Supervisor.

RECOMMENDATION

Introduce and Approve as Presented.

BACKGROUND/DESCRIPTION

The engineering portion of the Service and Engineering Department has experienced strain from an increased number and type of projects pursued within the Capital Improvements Program. In recent history, workload that exceeded the abilities of the Engineering Division staff was absorbed by the Department's Administrative Assistant Position. With the retirement of that Administrative Assistant in January 2023, staff is recommending the conversion of that position to the Engineering Project Supervisor.

The Engineering Project Supervisor will handle the more technical/specialized work currently performed by the Administrative Assistant along with expanded right of way permitting and internal project management support.

Salary for the position will be within range 19, to be competitive in an strong local market for positions in the engineering field. Pay range 19 is \$73,310.12 to \$92,411.02.

The staffing chart adopted in the 2024 Operating Budget includes the Engineering Project Supervisor.

ATTACHMENTS

Resolution No. 01-2024

Engineering Project Supervisor Position Description

RESOLUTION NO. 01-2024

Adopting a Job Description for Engineering Project Supervisor.

WHEREAS, City Council wishes to adopt a job description for the classified position of Engineering Project Supervisor; and,

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Engineering Project Supervisor (Class Specification No. 265) as per the description attached hereto be and the same is hereby adopted.

SECTION 2: That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted _____

President of Council

Attest:

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: ENGINEERING PROJECT SUPERVISOR

CLASS: 265

Department: Service and Engineering

Title Originated: 2024

Date: January 2, 2024

Reports To: Director of Service and Engineering

FLSA Status: Non-Exempt

General Statement of Duties

Under the direction of the Assistant City Engineer, the Engineering Project Supervisor will provide support and assistance by performing a wide range of engineering and construction related tasks including; construction management of capital improvement projects, public improvements completed with land development projects, and work within the public right of way by private utility companies.

Essential Functions of the Position:

Provides construction administration and supervision for capital improvement projects, right of way permitting, and private development projects to ensure conformity to contract documents and specifications, City requirements and budgets

Responsible for ensuring that work is performed in accordance with good construction practices; monitoring contract labor requirements; ensuring that applicable construction safety standards are met; and verifying the accuracy of Contractor submittals;

Coordination and supervision of consulting firms involved in the inspection and contract administration of projects;

Receives and processes requests for information from the public related to right of way, construction, traffic, hazardous conditions, and related issues. Meets with the public on project related issues and communicates regularly with citizens regarding construction projects;

Under the direction of Engineering leadership, assists with bidding, construction, inspection, close-out, and conflict resolution for Capital Improvement Projects;

Processes, reviews, and approves permits for private construction work within the public right of way;

Generates and maintains complex, routine, and non-routine reports.

Assists with the data entry and administration of the City's asset management program;

May assist with surveying, design, drafting, and cost estimating for in-house engineering projects;

Assists in the administration and reporting requirements of the City's Stormwater Management Program and MS4 permit;

Demonstrates regular and predictable attendance;

Performs other duties as assigned. May serve as backup for other positions within the department.

Knowledge, Skills and Abilities:

Knowledge of engineering principles, practices, concepts, and procedures;

Knowledge of methods, equipment, and materials used in public works projects such as roadway, waterline, storm sewer, and sanitary sewer construction;

Considerable knowledge of construction management and construction inspection;

Considerable knowledge of safety procedures in construction;

Strong written and verbal communication skills;

Ability to maintain accurate and organized physical and digital records;

Ability to read and interpret engineering drawings;

Ability to resolve conflicts tactfully and effectively;

Ability to establish and maintain effective working relationships with other employees, department/divisions heads, vendors and the public;

Minimum Requirements of the Position:

Associate's degree or equivalent from an accredited two-year college or technical school and five (5) years progressively responsible related experience; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Bachelor of Science in Civil Engineering and registration as an Engineering Intern (EI) preferred.

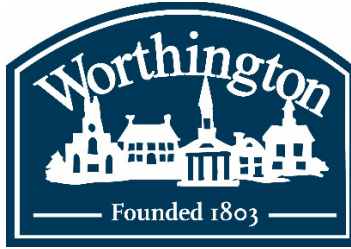
At least two (2) years of federal, state, or local government employment is preferred.

Possession of a valid Ohio Drivers License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution _____-23; Effective _____ - _____ -23



STAFF MEMORANDUM
City Council Meeting – January 2, 2023

Date: December 26, 2023

To: Robyn Stewart, Acting City Manager

From: Angela Harris, Personnel Director

Subject: **Resolution No. 02-2024 - Adopting a Job Description for the Position of Part-Time Public Service Coordinator**

EXECUTIVE SUMMARY

This Resolution adopts a job description for Part-Time Public Service Coordinator.

RECOMMENDATION

Introduce and Approve as Presented.

BACKGROUND/DESCRIPTION

The Service and Engineering Department celebrated the retirement of our long-time Administrative Assistant in January 2023. A conversion of that position to Engineering Project Supervisor is proposed to support increasing workload for the Engineering Division.

To maintain the Administrative Assistant's clerical, public communication, solid waste management, and other responsibilities, staff proposed the adoption of a new position for Part-Time Public Service Coordinator.

Salary for the position will be within range 11. Pay range 11 is \$25.94 – 32.66 per hour.

The staffing chart adopted in the 2024 Operating Budget includes the Part-Time Public Service Coordinator.

ATTACHMENTS

Resolution No. 02-2024

Part-Time Public Service Coordinator Position Description

RESOLUTION NO. 02-2024

Adopting a Job Description for Part-Time Public Service Coordinator.

WHEREAS, City Council wishes to adopt a job description for the classified position of Part-Time Public Service Coordinator,

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Part-Time Community Risk Reduction Service Coordinator (Class Specification No. 264) as per the description attached hereto be and the same is hereby adopted.

SECTION 2: That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted _____

President of Council

Attest:

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: PART-TIME PUBLIC SERVICE COORDINATOR

CLASS:

Date: September 2023

FLSA Status: Non-Exempt

General Statement of Duties

Under the direction of the Director of Public Service, the PT Public Service Coordinator performs administrative duties involving a variety of responsibilities within the Department. They coordinate solid waste management programming including program planning, implementation, special projects, evaluation, and education, as well as serving as a liaison to the City's solid waste hauler.

The PT Public Service Coordinator assists in data collection and preparation of Department reports and projects, assists in the development and supervision of employee training and environmental and safety programs. This position will assist colleagues and supervisors by supporting them with planning and distributing information. In addition, they will be a point of reference for queries, requests or issues. The PT Public Service Coordinator may also perform other duties and assignments as required by the Director.

Essential Functions of the Position:

Serve as a receptionist by greeting visitors, answering telephone calls and giving general information in response to public queries;

Prepares, updates, and distributes correspondence, reports and spreadsheets for the department;

Establishes and maintains filing systems; scans and indexes records ensuring accuracy;

Assists staff members with daily operational tasks;

Maintains records and files (electronic and hard copy) in accordance with records retention and disposition schedules;

Administers solid waste contract compliance, the resolution of resident concerns, and other solid waste management issues;

Provides and maintains clearing house of solid waste information for residents;

Organizes and conducts recycling, yard waste/composting, and solid waste reduction workshops and education efforts for residents;

Analyzes staff reports and Departmental data to assist in preparation of quarterly reports;

Assists Director in analysis and development of Departmental policy and programming;

Conducts research and develops written reports as directed;

Prepares media releases, advertising, and related concerns for public dissemination;

Prepares brochures, flyers, and other public education information/materials;

Assists Director in management of office operations;

Administers code enforcement activities of the Department. Prepares notices to property owners, communicates with affected property owners, and recommends actions where needed.

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of Microsoft applications, including Outlook, Word, Excel, and Teams; familiarity with Adobe Acrobat;

Ability to establish and maintain effective working relationships with other employees, Department/Division Heads, vendors and the public;

Strong interpersonal, written, and oral communication skills;

Excellent organization, attention to detail, accuracy, time management and critical thinking skills;

Adeptness in learning various systems/processes and their interrelationships;

Possession of a valid State of Ohio Motor Vehicle Operator's License and ability to maintain insurability under the City's vehicle insurance policy;

Regular and reliable attendance.

Minimum Requirements of the Position:

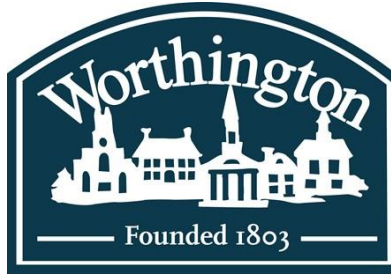
Possession of a high school diploma or equivalent and two (2) or more years administrative experience.

Graduation from an accredited college or university with a Bachelors degree in Natural Resources, Environmental Science, Public Administration, Business Administration, or equivalent educational experience.

Experience in municipal solid waste collection programming, research, and/or data analysis and local government operations is highly desired.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.



STAFF MEMORANDUM
City Council Meeting – January 2, 2024

Date: December 27, 2023

To: Robyn Stewart, Acting City Manager

From: John Moorehead, P.E., Director of Service & Engineering

Subject: Resolution No. 03- 2024 – Preliminary Participatory Legislation for ODOT
Project FRA-161-8.66, PID 119049

EXECUTIVE SUMMARY

This Resolution allows the City Manager to enter into an agreement with the Ohio Department of Transportation (ODOT) for construction of a roadway safety improvement project.

RECOMMENDATION

Introduce and Approve as Presented.

BACKGROUND/DESCRIPTION

On December 20, 2023, staff received a letter from ODOT District 6 requesting the passage of legislation establishing Worthington's participation with ODOT for completion of a safety related improvement at the intersection of State Route 161 and Olentangy River Road.

In 2022, Worthington partnered with ODOT and the Franklin County Engineer's Office for an application to the State's High Safety Improvement grant program. That application proposed the addition of an eastbound right turn lane on SR 161 and the conversion of Olentangy River Road's southbound through/right lane to a through/right/left lane. The application was successful, and the project was awarded up to \$375,000 in grant funds. Worthington was the sponsoring agency for the grant and is serving as the Local Public Agency (LPA) administering the project's design stage. Construction oversight and administration will be performed by ODOT District 6.

Grant funds are covering the \$78,577 of engineering services and estimated \$204,000 of construction costs. Work is tentatively expected to begin in August 2024 and is estimated to require 45 days to complete. During the construction period traffic will be maintained along the adjacent roadways. The project reconfigures a shared use path at this intersection, requiring the path's closure between Alrojo Street and Olentangy River Road. Successful passage of this resolution is necessary to allow the City Manager to enter into agreement to allow ODOT to complete the project.

ATTACHMENT(S)

Resolution No. 03-2024

ODOT Letter

RESOLUTION NO. 03-2024

A Resolution requesting the Director of the Ohio Department of Transportation to Proceed with the Construction of Safety Improvements to the Olentangy River Road and State Route 161 Intersection (FRA-161-8.66, PID 119049).

WHEREAS, the State of Ohio has identified the need for safety improvements to the Olentangy River Road and State Route 161 intersection to convert the southbound Olentangy River Road through/right lane to a shared through/right/left lane and add an eastbound through lane/right lane on State Route 161, along with other associated work within the City of Worthington (the “Project”); and,

WHEREAS, the City of Worthington (the “City”) partnered with the Ohio Department of Transportation (“ODOT”) and the Franklin County Engineer’s Office in 2022 to submit a grant application to the State of Ohio’s Highway Safety Improvement Program and the Project has been awarded up to \$375,000 in grant funds with Worthington as the sponsoring agency for the grant; and,

WHEREAS, the City will be administering the Project’s design and ODOT District 6 will perform the construction oversight and administration; and,

WHEREAS, the City desires that the Director of the Ohio Department of Transportation (“Director”) proceed with the Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That City Council hereby determines that the Project is in the public interest and gives consent to the Director to complete the Project.

SECTION 2. That the City agrees to participate in the cost of construction, up to a maximum of \$375,000.

SECTION 3. That the City agrees to pay One Hundred Percent (100%) of the cost of those features requested by the City which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

SECTION 4. That the City agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed, the State shall not approve a change order or extra work contract until it first gives notice, in writing, to the City, and the City shall contribute its share of the cost of these items in accordance with the other sections of this Resolution.

SECTION 5. That the City agrees to pay One Hundred Percent (100%) of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

SECTION 6. That upon completion of the Project, and unless otherwise agreed, the City shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION 7. That the City Manager or Acting City Manager of the City of Worthington is hereby empowered on behalf of the City of Worthington to enter into contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project and to enter into contracts with the Director of Transportation necessary to complete the Project.

SECTION 8. That upon the request of ODOT, the City Manager or Acting City Manager is hereby empowered to assign all rights, title, and interests of the City of Worthington to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION 9. That the City agrees (1) that if Federal Funds are used to pay the cost of any consultant contract, the City shall comply with 23 CFR 172 in the selection of its consultant and the administration of the consultant contract; (2) to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts; (3) to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project; (4) to include a completion schedule acceptable to ODOT; and (5) to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System..

SECTION 10. That the City Manager, Acting City Manager, and Finance Director are each hereby authorized, acting singly or jointly, to take all actions, including without limitation entering into agreements, submitting applications for reimbursements or grant distributions, and making payment of appropriated funds, necessary for the completion of the Project in accordance with this Resolution and all applicable state and federal law.

SECTION 11. That the City Clerk is hereby directed to record this Resolution in the appropriate record book and to transmit a fully executed and certified copy of this Resolution to the Director of Transportation.

SECTION 12. This Resolution shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.



OHIO DEPARTMENT OF TRANSPORTATION

Mike DeWine, Governor

Jack Marchbanks, Ph.D., Director

District 6

400 E. William St., Delaware, OH 43015

740-833-8000

transportation.ohio.gov

December 20, 2023

John Moorehead, PE
Director / City Engineer
380 Highland Ave.
Worthington, OH 43085

**RE: Preliminary Participatory Legislation
FRA-161-8.66, PID 119049**

Dear Mr. Moorehead:

Enclosed is a sample preliminary participatory legislation document for an upcoming ODOT project to convert the southbound Olentangy River Rd through/right lane to a shared through/right/left lane and add an eastbound through right lane on SR 161, along with other associated work within the City limits. Tentatively, the construction work will begin during the summer of 2024.

If you have questions regarding the estimates or scope for this project, please contact Danilo Puozzo (Danilo.Puozzo@dot.ohio.gov).

After your preparation and approval of the legislation document, please forward it to the Council for their necessary action. After the legislation has been executed, please return an electronic copy to my email address (below).

In order to assure that project development proceeds in a timely manner, the legislation will need to be fully executed and returned to this office prior to January 12, 2024. If you have any questions, please feel free to contact me at 740-833-8269 or via e-mail at danilo.puozzo@dot.ohio.gov.

Respectfully,

Danilo Puozzo
Project Manager
ODOT D6 Planning & Engineering

Attachments*

C: Legislation file*, K. Vandia*, B. Davidson*

PRELIMINARY PARTICIPATORY LEGISLATION

RC 5521.01

Ordinance/Resolution# _____

PID No. 119049

County/Route/Section FRA-161-8.66

The following is _____ enacted by the City of Worthington of Franklin
(An Ordinance/a Resolution) (Local Public Agency)
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I - Project Description

WHEREAS, the STATE has identified the need for the described project:

Convert the southbound Olentangy River Rd through/right lane to a shared through/right/left lane and add an eastbound through right lane on SR 161, along with other associated work within the City limits.

NOW, THEREFORE, be it ordained by the City of Worthington of Franklin County, Ohio.
(LPA)

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of construction, up to a maximum of \$375,000.

The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

The LPA further agrees to pay One Hundred Percent (100%) of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

SECTION IV - Maintenance

Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION V - Authority to Sign

The _____ of said _____ City of Worthington _____ is hereby empowered on
(Contractual Agent) (LPA)
behalf of the _____ City of Worthington _____ to enter into contracts with ODOT pre-qualified consultants
(LPA)
for the preliminary engineering phase of the Project and to enter into contracts with the Director of Transportation necessary to complete the above described project.

Upon the request of ODOT, the _____ is also empowered to assign all rights,
(Contractual Agent)
title, and interests of the _____ City of Worthington _____ to ODOT arising from any agreement with its
(LPA)
consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and the administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

Passed: _____, 20____
(Date)

Attested: _____
(Clerk) (Officer of LPA - title)

Attested: _____
(Title) (President of Council)

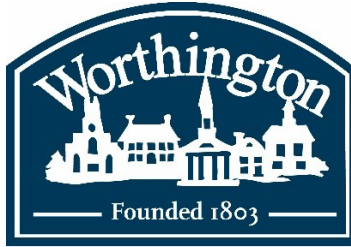
This _____ is hereby declared to be an emergency measure to
(Ordinance/Resolution)
expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

_____, City of Worthington
(LPA) of _____ Franklin County, Ohio,
_____, as Clerk of the _____ City of Worthington
(LPA)
of _____ Franklin County, Ohio, do hereby certify that the forgoing is a true and
correct copy of _____ adopted by the legislative Authority of the said
(Ordinance/Resolution)
_____ City of Worthington on the _____ day of _____, 20 _____
(LPA)
that the publication of such _____ has been made and certified of
(Ordinance/Resolution)
record according to law; that no proceedings looking to a referendum upon such
_____ have been taken; and that such _____
(Ordinance/Resolution) _____ (Ordinance/Resolution)
and certificate of publication thereof are of record in _____ Page _____
(Ordinance/Resolution Record No.)

CITY SEAL

The foregoing is accepted as a basis for proceeding with the project herein described.
For the City of Worthington of Franklin County, Ohio
(LPA)

Page 23 of 35



STAFF MEMORANDUM
City Council Meeting – January 2, 2024

Date: December 26, 2023

To: Robyn Stewart, Acting City Manager

From: Gene Oliver, IT Director

Subject: **Ordinance No. 01-2024 – Appropriation – Fiber Connectivity Project**

EXECUTIVE SUMMARY

This Ordinance appropriates funds from the Capital Improvement Fund unappropriated balance to pay the costs of the Fiber Connectivity Project and all related expenses and determines to proceed with said project (Project No. 758-24).

RECOMMENDATION

Introduce for public hearing on January 16, 2024.

BACKGROUND/DESCRIPTION

A new, expanded investment included in the approved CIP is a fiber optic connectivity project in 2024. This project takes advantage of the opportunity to expand upon a City of Hilliard fiber optic project that will run through Worthington to connect to a data center northeast of Worthington. The project will extend fiber from Hilliard's project at SR-161 and High Street south into the central business district area of Old Worthington, providing for future utilization of the fiber for traffic signal connectivity and expanded Wi-Fi capacity. Project objectives include:

- Connecting three buildings, one of which is not currently connected and the other two for the purpose of improving redundancy/diversity;
- Connecting several traffic signal cabinets along 161; and
- Creating a foundation for additional improvements planned for 2025, including improving Wi-Fi access in Old Worthington, providing a diverse connection to NRECC, and connectivity to Hilliard and Westerville for potential shared services opportunities.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

\$245,000 is being appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533488 to pay the cost of the Fiber Connectivity Project (Project No. 758-24). Funds were included for this project in the 2024 Capital Improvements Program.

ATTACHMENT

Ordinance No. 01-2024

ORDINANCE NO. 01-2024

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Fiber Connectivity Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 758-24)

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533488 an amount not to exceed two-hundred forty-five thousand dollars (\$245,000) to pay the cost of the Fiber Connectivity Project (Project No. 758-24)

SECTION 2. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – January 2, 2024

Date: December 27, 2023

To: Robyn Stewart, Acting City Manager

From: John Moorehead, P.E., Director of Service & Engineering

Subject: Ordinance No. 02-2024 Bicycle Boulevard Pilot Project

EXECUTIVE SUMMARY

This ordinance appropriates funds for a Bicycle Boulevard Pilot Project on Greenglade Avenue and Highland Avenue.

RECOMMENDATION

Introduce for Public Hearing January 16, 2024.

BACKGROUND/DESCRIPTION

Worthington's Bicycle and Pedestrian Master Plan identifies a network of neighborhood streets as potential bicycle boulevards. At the December 11, 2023 committee of the whole, staff provided an update on a feasibility study for implementing bicycle boulevards in Worthington. Based on that study, staff and the Bicycle and Pedestrian Advisory Board recommend moving forward with a pilot Bicycle Boulevard project.

The project will involve traffic calming on Highland Avenue and Greenglade Avenue, Community outreach and education, and an analysis of the pilot's effectiveness at promoting bicycle and pedestrian safety.

Staff will contract with Burton Planning Services to assist with data collection, analysis, and public outreach. Consulting services will be funded through the Capital Improvements Program's allocation for Bike and Pedestrian Improvements up to \$40,000.

Service Division staff will install and maintain the traffic calming features for this pilot. Those will include pavement markings, speed cushions, and signage.

Equipment and materials will be funded from the Capital Improvements Program's allocation for Bike and Pedestrian Improvements.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

\$140,000 from the Capital Improvements Program's 2024 allocation for Bike & Pedestrian Improvements.

ATTACHMENTS

Ordinance 02-2024

ORDINANCE NO. 02-2024

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Bicycle Boulevard Pilot Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 759-24)

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8150.533489 an amount not to exceed One Hundred Forty Thousand Dollars (\$140,000.00) to pay the cost of the Bicycle Boulevard Pilot Project (Project No. 759-24)

SECTION 2. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of Burton Planning Services for the provision of the aforementioned services.

SECTION 3. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 4. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – January 2, 2024

Date: December 27, 2023

To: Robyn Stewart, Acting City Manager

From: John Moorehead, P.E. Director of Service & Engineering

Subject: Ordinance No. 03-2024 Park Overlook Waterline Improvements, Project # 737-22

EXECUTIVE SUMMARY

This Ordinance appropriates funds for the construction of the Park Overlook Waterline Improvements in the Colonial Hills neighborhood.

RECOMMENDATION

Introduce for Public Hearing on January 16, 2024.

BACKGROUND/DESCRIPTION

In 2020 Strand Associates was engaged to prepare a comprehensive study of Worthington's water system. That study evaluated the condition of our public water main inventory by considering age, material, history of breaks, and relative importance to the community. The study identified and prioritized 49 separate water main replacement projects. This is the 2nd of those projects the City will be undertaking.

The project includes replacement of 1,800 feet of aging water lines along Park Overlook Avenue, Andover Street, and Indianola Avenue. Water services for sixty-one homes will be transferred to the new mains upon completion of work.

Staff will open sealed bids on January 5th with anticipated public hearing and award by council on January 15th. Construction is expected to occur over a roughly 120-day period and be completed by October 30, 2024.

EMH&T was retained in 2022 for engineering design and construction administration

using funds from the 2022 CIP. Staff will be adding on-site construction observation and testing to EMH&T's scope for an additional amount not to exceed \$65,120 using funds appropriated with this ordinance.

The ordinance is being introduced with blanks for the firm and amount pending the results of the bids. This information will be available at the public hearing.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The 2023 Capital Improvements Program included \$1,348,000 for construction of the Park Overlook water line improvements.

ATTACHMENTS

Ordinance No. 03-2024

ORDINANCE NO. 03-2024

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance to Pay the Costs of the Park Overlook Waterline Improvements Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 737-22)

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8160.533465 an amount not to exceed _____ to pay the cost of the Park Overlook Waterline Improvements Project (Project No. 737-22)

SECTION 2. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of _____ for the provision of the aforementioned services.

SECTION 3. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 4. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – January 2, 2024

Date: December 27, 2023

To: Robyn Stewart, Acting City Manager

From: Darren Hurley, Parks & Recreation Director

Subject: Ordinance No. 04-2023 - Village Green Arboretum Marker

EXECUTIVE SUMMARY

This Ordinance authorizes the placement of small identification markers adjacent to each tree on the Village Green.

RECOMMENDATION

Introduce for Public Hearing on January 16, 2024.

BACKGROUND/DESCRIPTION

Section 12.03 of the Charter of the City of Worthington states the construction, installation, erection or placement of any permanent structure on the Worthington Village Green requires approval of six members of Worthington City Council.

The Arbor Advisory Committee, along with Parks and Recreation Department staff, have been working on a project to create an Arboretum on the Village Green. This project proposes to place small tree identification markers adjacent to each tree on the green which would identify the tree and include a QR code or link to enable visitors to learn more about the tree. This would be done as a part of a larger project creating a Worthington Village Green Arboretum. The Arboretum would have the following objectives:

- To preserve and care for the current and future trees on the Village Green.
- To provide education to visitors about basic tree planting, maintenance, and care.
- To celebrate trees through events such as Arbor Day.

The arboretum development would be overseen by the City of Worthington staff/arborists and the Arbor Advisory Committee. A catalogue of trees and shrubs would be kept in a computer database and available on-line for people who would like to learn more, identify the species they see, and more about tree planting and care.

City arborists and the Arbor Advisory Committee are recommending approval of the Ordinance.

Funding Source

The markers and their installation would be funded through existing city funds.

ATTACHMENT(S)

Ordinance No. 04-2024

ORDINANCE NO. 04-2024

**Approving the Installation of Tree Identification
Markers Adjacent to each Tree on the Village Green.**

WHEREAS, Section 12.03 of the Charter of the City of Worthington provides that the construction, installation, erection or placement of a permanent structure on the Village Green shall require the approval of six members of Worthington City Council; and,

WHEREAS, sustainability is a stated goal of the Worthington City Council and City of Worthington and Worthington has been awarded with Tree City USA status by the National Arbor Day Foundation for 34 consecutive years; and,

WHEREAS, the Arbor Advisory Committee and City Arborists are proposing the creation of a Village Green Arboretum Education Program, which would help preserve and care for current and future trees on the Village Green and provide education to residents and visitors about basic tree planting, maintenance, and care of trees;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio, six-sevenths of the members elected thereto herein concurring:

SECTION 1. That the Director of Parks and Recreation be and hereby is authorized and directed to proceed with the purchase and installation of tree identification markers adjacent to each tree on the Village Green.

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____.

President of Council

Attest:

Clerk of Council

Introduced January 2, 2024
P.H. January 16, 2024
Effective _____