



City Council Agenda

Monday, April 3, 2023 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

Public Hearings on Legislation

5. Ordinance No. 10-2023 – Capital Transfer and Appropriation for the Purchase of Fire Apparatuses

Amending Ordinance No. 39-2022 (As Amended) to adjust the annual budget by providing for an appropriation from the General Fund and Capital Improvement Fund unappropriated balance.

Executive Summary: This Ordinance would appropriate funds in the General Fund to transfer into the Capital Improvement Fund and appropriate funds in the Capital Improvement Fund for the purchase of a Ladder Truck and Engine Rescue in the Division of Fire.

Recommendation: Approve as Presented

New Legislation - Resolution(s)

6. Resolution No. 17-2023 Appointment to Board of Zoning Appeals

Appointing Beth Benzenberg to the Board of Zoning Appeals

Executive Summary: This Resolution makes an appointment to the Board of Zoning Appeals

Recommendation: Introduce and approve as presented

7. Resolution No. 18-2023 New Telecommunication and Utility Permit (City of Hilliard)

Approving an Agreement and Permit for the City of Hilliard, an Ohio Municipal Corporation, to Operate and Maintain a Telecommunications System Within the City of Worthington Pursuant to and Subject to the Provisions of Chapter 949 of the Codified Ordinances of the City of Worthington.

Executive Summary: This Resolution approves a new Telecommunication and Utility Permit for the City of Hilliard to install new aerial fiber cable on existing poles within Worthington's right-of-way.

Recommendation: Introduce and approve as presented

8. Resolution No. 19-2023 Northeast Area Plan - Consultant Selection

Directing the Acting City Manager to Finalize the Scope of Work with NBBJ for the Development of the Northeast Area Plan.

Executive Summary: This Resolution authorizes the Acting City Manager to enter into an agreement with NBBJ for consulting services associated with the Northeast Area Plan

Recommendation: Introduction and Approval as Presented

9. Resolution No. 20-2023 Job Description - Assistant City Engineer

Amending the Position Description for Assistant City Engineer and Amending the Pay Resolution and Staffing Chart to Accommodate Said Position in the Department of Service and Engineering.

Executive Summary: This Resolution amends the position description for Assistant City Engineer, amends the Classified Pay Resolution to move the position from Range 24 to Range 25 and amends the Staffing Chart to accommodate this position.

Recommendation: Introduce and Approve as Presented

10. Resolution No. 21-2023 Staff Memo - Fire Contract Negotiations with Sharon Township

Authorizing the City Manager to Execute A Memorandum of Agreement with Sharon Township Related to the Provision of Fire and Emergency Medical Services.

Executive Summary: This Resolution authorizes the City Manager to execute a Memorandum of Agreement with Sharon Township related to the provision of fire and EMS services to Sharon Township

Recommendation: Introduce and Approve as Presented

New Legislation - Ordinance(s)

11. Ordinance No. 11-2023 Time Extension – Food Waste Curbside Collection Program

Temporarily Waiving Section 945.02 of Codified Ordinances of the City of Worthington for Curbside Collection of Household Food Waste.

Executive Summary: This Ordinance would extend the temporary waiver of the requirements of Section 945.02 of the Codified Ordinances to permit the curbside collection of household food waste.

Recommendation: Introduction for public hearing on April 17, 2023.

Reports of City Officials

12. Discussion Item(s)

a. Worthington Pools Task Force Update

Executive Summary: Members of the group meeting with SwimInc will provide a status update on the discussions thus far.

Reports of Council Members

Other Business

Executive Session

Adjournment

13. Motion to Adjourn

Contact: Grace Brown, Clerk of Council (grace.brown@worthington.org) (614) 436-3100 | Agenda published on 03/30/2023 at 9:55 AM



STAFF MEMORANDUM
City Council Meeting – April 3rd, 2023

Date: March 30, 2023

To: Robyn Stewart, Acting City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 10-2023 – Capital Transfer and Appropriation for the Purchase of Fire Apparatuses

EXECUTIVE SUMMARY

This Ordinance would appropriate funds in the General Fund to transfer into the Capital Improvement Fund and appropriate funds in the Capital Improvement Fund for the purchase of a Ladder Truck and Engine Rescue in the Division of Fire.

RECOMMENDATION

Approve as Presented

BACKGROUND/DESCRIPTION

The 2023-2027 Capital Improvement Program proposed the purchase of two major pieces of equipment in the Division of Fire. The first is replacement of the current ladder truck, originally purchased in 2012. The anticipated cost of replacement is \$1,611,071, the City does expect to trade in the existing ladder truck for a credit of \$175,000. Current anticipated delivery time is thirty-four months.

The second purchase is an Engine Rescue. This is replacement of a 2006 Spartan Gladiator Engine that has collected over 121,000 miles and is becoming expensive to maintain. The anticipated cost of replacement is \$842,670, with a build time of forty-four months.

The legislation appropriates funds for the purchase of both of these vehicles.

Additionally, this legislation appropriates funds in the General Fund to transfer into

the Capital Improvement Fund. Once the transfer is complete, these funds will be encumbered in the Capital Improvement Fund to enter into a purchase contract with the selected vendor. No payment is due until delivery of the vehicles in three to four years. At that time, the City may choose to issue debt to make the payment and either repay the General Fund or leave the transferred funds in the Capital Improvement Fund.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

Moves \$2,500,000 from the General Fund into the Capital Improvement Fund at least until delivery of the first vehicle.

Appropriates \$2,500,000 in the CIP to encumber for the purchase of the ladder truck and engine rescue.

ATTACHMENTS

Ordinance 10-2023

ORDINANCE NO. 10-2023

Amending Ordinance No. 39-2022 (As Amended) to
Adjust the Annual Budget by Providing for an
Appropriation from the General Fund and Capital
Improvement Fund Unappropriated Balance.

WHEREAS, the 2023-2027 Capital Improvement Program, adopted by Resolution No. 53-2022, proposes the purchase of a replacement Ladder Truck (Ladder 101) and Engine Rescue (Engine 102), and;

WHEREAS, the Sutphen Corporation was selected as the vendor and pricing obtained through the use of a joint purchasing cooperative as authorized by City of Worthington Codified Ordinance Section 111.05 (a), and;

WHEREAS, the anticipated cost of these vehicles is \$1,611,071 for the Ladder Truck and \$842,670 for the Engine Rescue, and;

WHEREAS, staff has requested Council to transfer \$2,500,000 from the General Fund to the Capital Improvement Fund and to encumber these funds so the City can enter into contract for the purchase of these two vehicles, with the possibility that debt may be issued for final payment upon delivery of these vehicles, and;

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.

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 General Fund unappropriated balance to Account No. 101.6070.560987 an amount not to exceed two million five hundred thousand dollars (\$2,500,000.00) to be transferred to the Capital Improvement Fund unappropriated balance.

SECTION 2. That there be and hereby is appropriated from the Capital Improvement Fund unappropriated balance to Account No. 308.8120.533475 an amount not to exceed one million six hundred fifty thousand dollars (\$1,650,000.00) for the acquisition of a Ladder Truck.

SECTION 3. That there be and hereby is appropriated from the Capital Improvement Fund unappropriated balance to Account No. 308.8120.533476 an amount not to exceed eight hundred fifty thousand dollars (\$850,000.00) for the acquisition of an Engine Rescue vehicle.

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

Introduced
P.H

RESOLUTION NO. 17-2023

Appointing Beth Benzenberg to the Board of Zoning Appeals

WHEREAS, the Board of Zoning Appeals consists of five members, four of whom are appointed to three-year terms and one of whom is designated annually by the Municipal Planning Commission; and,

WHEREAS, one of the three-year terms is vacant; and,

WHEREAS, City Council has reviewed applications from interested individuals and conducted interviews for this vacancy; and,

WHEREAS, City Council desires to appoint Beth Benzenberg to fill the vacancy.

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

SECTION 1. That Beth Benzenberg is hereby appointed to the Board of Zoning Appeals to fill an unexpired term which will expire on December 31, 2025.

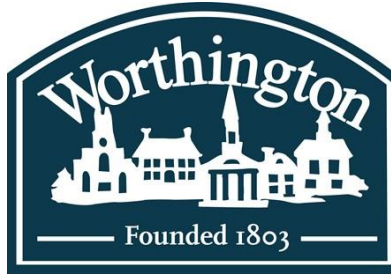
SECTION 2. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book upon its adoption.

Adopted _____

President of Council

Attest

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – April 3, 2023

Date: March 27, 2023

To: Robyn Stewart, Acting City Manager

From: Ethan Barnhardt, Management Assistant/Special Projects Coordinator

Subject: City of Hilliard – New Telecommunication and Utility Permit

EXECUTIVE SUMMARY

This Resolution approves a new Telecommunication and Utility Permit for the City of Hilliard to install new aerial fiber cable on existing poles within Worthington's right-of-way.

RECOMMENDATION

Introduce and approve as presented

BACKGROUND/DESCRIPTION

Section 949 of the City's Codified Ordinances requires that persons desiring to utilize the City's Rights of Way to provide public utility and/or telecommunications services, other than cable television service, obtain a Telecommunication and Utility Permit. The City has received an application from the City of Hilliard to install new aerial fiber cable on existing poles in the City of Worthington.

This Resolution authorizes the Acting City Manager to sign the above-mentioned permit for the use of the Rights of Way in Worthington. The permit is for three years.

ATTACHMENTS

Resolution No. 18-2023
Telecommunications and Utility Permit Agreement

RESOLUTION NO. 18-2023

Approving an Agreement and Permit for the City of Hilliard, an Ohio Municipal Corporation, to Operate and Maintain a Telecommunications System Within the City of Worthington Pursuant to and Subject to the Provisions of Chapter 949 of the Codified Ordinances of the City of Worthington.

WHEREAS, the City of Hilliard, an Ohio municipal corporation, has requested authority to provide telecommunications services in the City of Worthington; and,

WHEREAS, the City of Worthington has enacted a comprehensive Right-of-Way Ordinance, Chapter 949 of the Codified Ordinances of the City of Worthington; and,

WHEREAS, City Council found the technical ability, and plan for services of The City of Hilliard, acceptable; and,

WHEREAS, the authority is nonexclusive; and,

WHEREAS, the City of Hilliard, has certified that the company meets the criteria of Section 949.05 of the Codified Ordinances of the City of Worthington for the issuance of a permit;

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

SECTION 1. That pursuant to Chapter 949 of the Codified Ordinances of the City of Worthington, an agreement between the City of Worthington and the City of Hilliard, an Ohio municipal corporation, as attached hereto and made a part hereof is hereby authorized and approved and the City Manager is hereby authorized and directed to execute said agreement on behalf of the City, upon approval thereof by the Director of Law.

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

**TELECOMMUNICATIONS AND UTILITY PERMIT FOR THE USE OF PUBLIC
RIGHTS-OF-WAY WITHIN THE CITY OF WORTHINGTON, OHIO**

This Agreement is executed on this _____ day of _____, 2023, by and between the City of Hilliard an Ohio municipal corporation, ("Company") and the City of Worthington, Ohio, an Ohio municipal corporation (the "City") pursuant to Resolution No. _____ adopted by the Worthington City Council on _____, 20____.

Now, therefore, in consideration of the foregoing and of the covenants, promises and conditions hereinafter set forth it is hereby agreed as follows:

- I. That the Company, a municipal corporation, organized under the laws of the State of Ohio, its successors and assigns, is hereby granted the non-exclusive right, privilege and authority in accordance with the provisions of Chapter 949 of the Codified Ordinances of the City to acquire, construct, maintain and operate a telecommunications system and/or utility in the City in and under, above, across and along the streets, alleys, thoroughfares, public rights-of-way, public property and easements as the same now exist or may hereafter be laid out in the City, with minimum interference with the proper use of same, for the provision of all competitive telecommunications services as authorized by the Public Utilities Commission of Ohio.
- II. The Company shall construct and operate the telecommunications and/or utility system in accordance with all laws, ordinances, construction standards, governmental requirements, FCC technical standards and any other standards incorporated by reference. Nothing in this Agreement permits the Company to provide any other utility services or cable television services.
- III. The Company shall comply with the applicable requirements of Chapter 949 of the City Codified Ordinances.
- IV. The Company shall pay the annual permit fee as determined by City Codified Ordinances Section 949.07.
- V. The Company agrees that all contractors and subcontractors proposed for work on construction, installation, operation, maintenance and repair of the system shall be properly licensed under the laws of the state of Ohio and all City ordinances.
- VI. Subject to the final requirements of this Section VI, in those areas where telephone and electric services are provided by underground facilities, the Company shall place all new facilities underground. In all other areas, the Company agrees to use its Best Efforts (as defined in Chapter 949 of the City Codified Ordinances) to place all facilities in the City right-of-way underground except for equipment which is customarily placed on or above the ground in conjunction with underground transmission facilities. In addition, where the City Manager or his designee determine that such transmission facilities should not be located underground, the City Manager shall have the authority to relieve the Company of the requirement to do so. In making such a determination, the City Manager may take into account unusual circumstances or physical characteristics including but not limited to the existence of underground facilities which might interfere with the operations of the Company, topographical features or use requirements which may interfere with existing facility locations. The City Manager may also relieve the Company of the requirement to locate transmission facilities underground when to do so in a particular circumstance

would not be in the best interest of the City. The installation of above-ground locator wire markers is prohibited.

- VII. The rights, privileges and authority hereby granted shall not be effective prior to acceptance of this Agreement by the Company and the City and shall terminate three years from the date of acceptance.
- VIII. The Company shall, at its sole cost and expense, fully indemnify, defend and hold harmless the City, its officers, public officials, boards and commissions, agents and employees from and against any and all lawsuits, claims, causes of action, actions, liability, and judgments for injury or damages in connection with this permit, the Company system, and construction, installation, maintenance, and repair thereof.
- IX. Whenever in this Agreement the City or Company is referred to, such reference shall be deemed to include the respective successor or assign of either, and all rights, privileges, and obligations herein contained shall bind and inure to the benefit of such respective successor or assign, in which the predecessor of such successor or assign is divested of all such rights, privileges, or obligations, whether so expressed or not.
- X. The terms and provisions of this Agreement are joint and several, and the invalidity of any part shall not affect the validity of the Agreement.
- XI. If this permit involves the installation of small cell facilities or wireless support structures in the right of way, then the Company shall also comply with the applicable requirements of Chapter 955 of the City Codified Ordinances. In the case of any conflict between the requirements of Chapter 955 and Chapter 949 of the City Codified Ordinances, the provisions of Chapter 955 shall control.

CITY OF HILLIARD

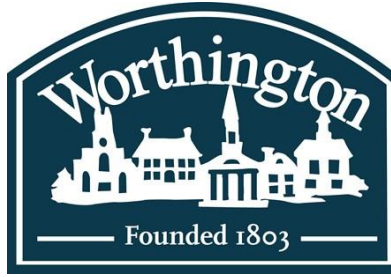
By: Michelle Z Crandall
Name: Michelle Crandall
Title: City Manager

CITY OF WORTHINGTON

By: _____
Name: _____
Title: _____

Approved as to Form:

Law Director, City of Worthington



STAFF MEMORANDUM
City Council Meeting – April 3, 2023

Date: March 29, 2023

To: Robyn Stewart, Acting City Manager

From: Lee Brown, Director of Planning & Building

Subject: RESOLUTION NO. 19-2023 - NORTHEAST AREA PLAN – CONSULTANT
SELECTION

EXECUTIVE SUMMARY

This Resolution authorizes the Acting City Manager to enter into an agreement with NBBJ for consulting services associated with the Northeast Area Plan

RECOMMENDATION

Introduction and Approval as Presented

BACKGROUND/DESCRIPTION

In November 2022 City Council directed staff to undertake a corridor area plan focusing on the Northeast Gateway/Huntley Road/Proprietors Road Corridors. The corridor area plan will include recommendations related to detailed land use, zoning, fiscal and environmental sustainability, and other implementation elements to facilitate the planned future redevelopment of this area. The corridor plan will be a living document for day-to-day planning and budgetary guidance.

City staff drafted a Request for Proposals (RFP) that was posted on January 3, 2023, with a deadline of February 3, 2023. City staff received a total of five (5) RFP's and interviewed four (4) of the firms. The interview committee has recommended NBBJ. NBBJ will also be partnering with the Montrose Group to assist in the economic development and marketing analysis portion of the corridor area plan. Money was budgeted in 2022 and 2023 with the anticipation of undertaking a corridor area plan and a housing assessment in 2023. Approximately \$150,000 has been allocated for the Northeast Area Plan.

RFP & Project Timeline:

- Issued RFP Tuesday, January 3, 2023
- Questions were due in writing by 12:00 PM Wednesday, January 25, 2023
- **RFP Submittal Deadline of Friday, February 3, 2023, at 12:00 PM**
- Project Team Review – Week of February 6, 2023 & February 13, 2023
- Interviews with 3-5 selected firms – Weeks of March 6, 2023, and March 13, 2023
- Selection of recommended firm by March 27, 2023
- City Council Contract Approval – April 2023 (approx.)
- Project Initiation – May/June 2023 (approx.)
- Project Completion - Fall 2024 (approx.)

Interview Committee:

- David McCorkle
- Lee Brown
- Lynda Bitar
- Mikel Coulter
- Matt Gregory

Submitted RFPs:

- NBBJ
- Stantec
- American Structurepoint
- MA Design
- KZF Design

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The contract will be for \$150,000 which will be funded by consulting services funding included in the 2022 and 2023 Operating Budgets for planning initiatives.

ATTACHMENT(S)

Resolution No. 19-2023

Corridor Area Plan Exhibit

NBBJ & Montrose Consulting Team

NBBJ Scope of Work

RESOLUTION NO. 19-2023

Directing the Acting City Manager to Finalize the Scope of Work with NBBJ for the Development of the Northeast Area Plan.

WHEREAS, City Council recognizes that this is the time to undertake a corridor area plan to better guide redevelopment and to capitalize on the investment of Intel's \$20 billion semiconductor fabrication plant being constructed and other investment associated with Intel that is coming to the central Ohio region; and,

WHEREAS, the City aspires to make decisions about this and other issues facing the City with the long-term interests and desires of our residents, property owners, business owners and workers in the City in mind; and,

WHEREAS, a corridor area plan focusing on the Northeast Gateway/Huntley Road/Proprietors Road corridors should be developed that makes recommendations for repositioning it in the marketplace to make it attractive and competitive in the region; and,

WHEREAS, the City recognizes the fact that the existing Comprehensive Plan Update and Strategic Plan for the City of Worthington have not undergone a comprehensive update since 2005, and recognizes the need to further explore the existing plan's recommendations for the corridor while providing an updated market analysis and focus on updating the goals, policies, and the creation of an implementation strategy to better enhance the potential redevelopment opportunities in the area; and,

WHEREAS, in November 2022, City Council directed staff to undertake a corridor area plan.

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

SECTION 1. That the Acting City Manager is hereby authorized and directed to enter into an agreement with the planning and design firm of NBBJ for services related to the Northeast Area Plan.

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



0.2

Miles

Northeast Corridor



0.2

Miles

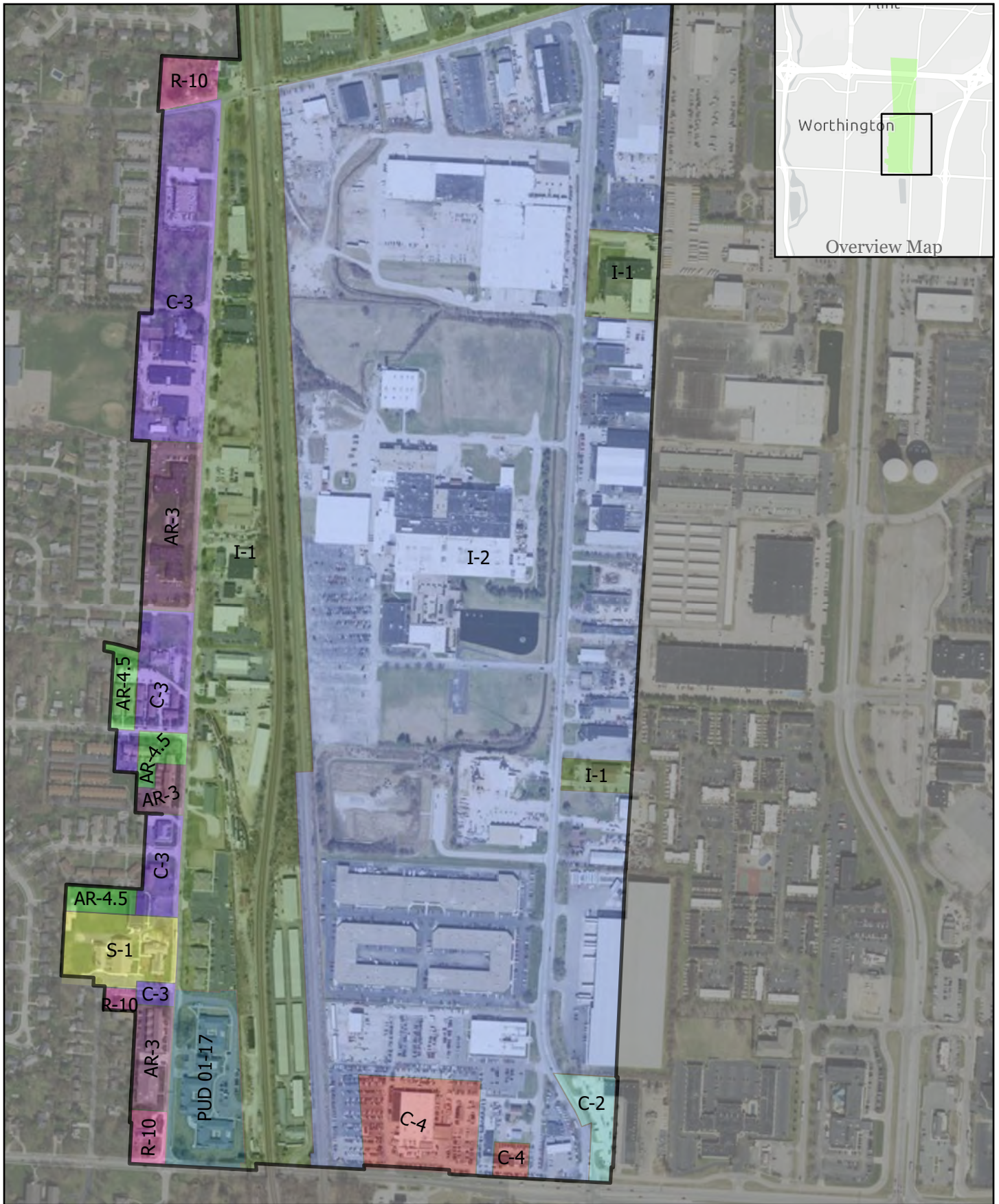
Northeast Corridor



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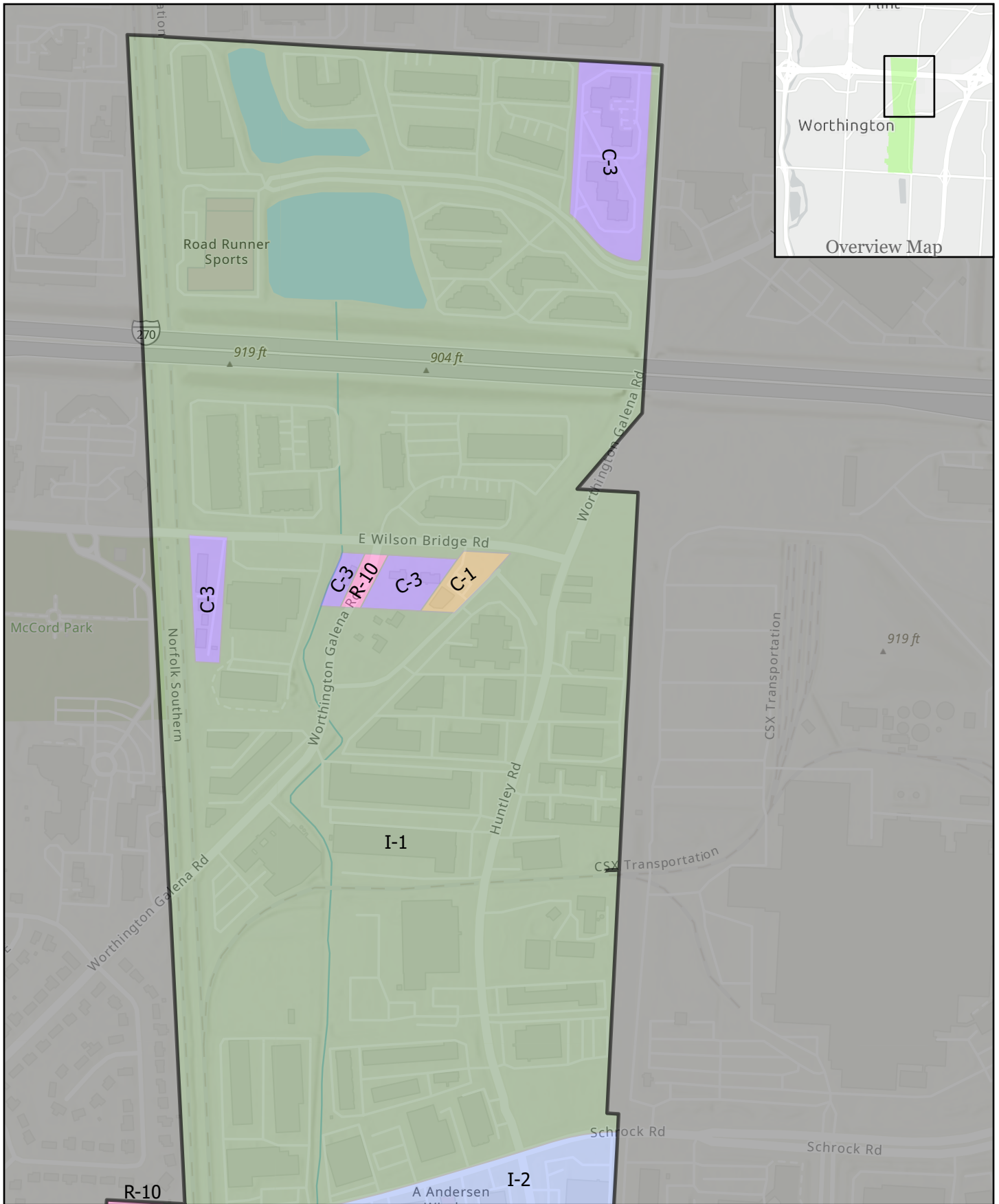
Northeast Corridor & Zoning



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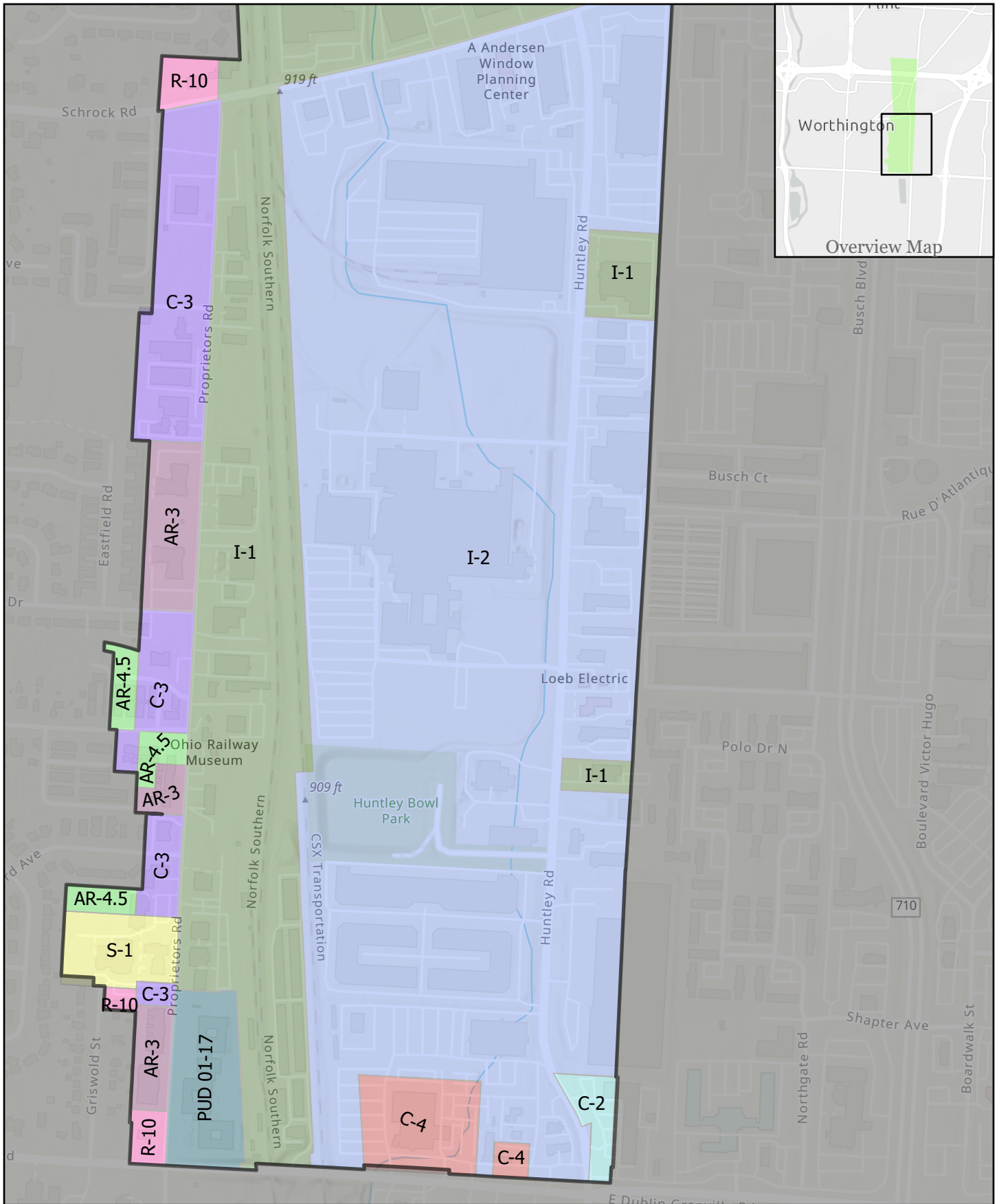
Northeast Corridor & Zoning



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Miles

Northeast Corridor & Zoning



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Northeast Corridor & Zoning

ABOUT NBBJ

For nearly 80 years, NBBJ has helped pioneering organizations thrive by harnessing the power of design to create dynamic, inclusive places and experiences.

The Strongest Ideas for the Best Clients

By partnering with some of Central Ohio’s most forward-thinking communities and the world’s most innovative organizations, we’re able to break out of typical planning and design norms to deliver new value to our clients, which include:

City of Bexley, Ohio	Capital University
City of Columbus, Ohio	Columbus State Community College
City of Dublin, Ohio	The Ohio State University
City of Grandview Heights, Ohio	Google
City of Westerville, Ohio	LinkedIn
City of Upper Arlington, Ohio	Massachusetts General Hospital
City of Utica, New York	Microsoft
Delaware County, Ohio	Samsung
Mid-Ohio Regional Planning Commission	University of Cambridge
RAPID 5	University of Oxford
Experience Columbus	Warner Bros.

A Proven Track Record for Design Excellence

We are regularly recognized by our peers and outside organizations for work that elevates beauty and performance. NBBJ is the recipient of more than 1,000 awards from design and business organizations, such as the American Institute of Architects, *FastCompany*, *Interior Design* magazine, the Urban Land Institute and MIPIM.

Working Toward a Safe and Healthy Planet

NBBJ is committed to reducing carbon emissions within our firm and in our projects around the world. We are:



A CarbonNeutral Company



A signatory of the Climate Pledge

AIA 2030 COMMITMENT

An early adopter of the AIA 2030 Commitment

Local Insights with Global Reach

NBBJ is a powerful network of studios based in creative capitals so that we can quickly deliver the right team, with the right expertise, to our clients around the world.



We have nearly seven million square feet of net zero projects in design and millions of additional square feet of projects that meet sustainability criteria such as LEED, BREEAM and LBC.

What Makes a Community Healthy and Successful?

A vibrant and competitive community drives economic, environmental and social progress, understanding that all three are intricately linked.

Rather than prioritize one need at the expense of another, a healthy and successful community embraces innovative strategies that are mutually supportive, enabling enterprise to flourish, natural environments to thrive and all people to enjoy better lives.

Economic Needs

Supporting Enterprise

Job Creation

Equitable Prosperity

Social Needs

Health and Well-Being

Purpose and Dignity

Ensuring Equality

Environmental Needs

Climate Change Resilience

Environmental Justice

Beauty

*Community
Success*



Kim’s planning and urban design expertise includes work for corporate and commercial enterprises, science and education institutions, healthcare organizations and public agencies.

Kim brings value to his clients and their projects through strategic planning, development strategies, site selection studies, master planning, urban design, landscape and environmental enhancement and sustainable implementation strategies. With more than 40 years of national and international experience, Kim participates in all aspects of the design and development process.



35%
Availability

182
Hours

RELEVANT PROJECT EXPERIENCE

- City of Dublin, West Bridge Street Corridor Plan / Dublin, OH / Principal in Charge, Lead Urban Designer
- City of Westerville, South State Street (SR3) Corridor Study / Westerville, OH / Principal in Charge
- City of Bexley, Southwest Bexley Master Plan Update / Bexley, OH / Principal in Charge, Lead Urban Designer
- The Ohio State University, Transportation Plan Engineering and Design Study / Columbus, OH / Principal in Charge
- Upper Arlington Highest & Best Use Study / Upper Arlington, OH / Principal
- Utica Downtown Vision Plan / Utica, NY / Principal In Charge, Lead Urban Designer
- Grandview Civic Spaces and Places Plan / Grandview Heights, OH / Principal
- Delaware County, 36|37 Corridor Study / Delaware County, OH / Principal
- Southwestern Medical District Master Plan / Dallas, TX / Principal in Charge
- nuCLEus Mixed-Use Development / Cleveland, OH / Planner, Urban Designer
- Capital University Master Plan / Bexley, OH / Principal in Charge, Campus Planner
- Gravity Mixed-Use Development / Columbus, OH / Planner, Urban Designer
- Franklinton Neighborhood Action Plan / Columbus, OH / Principal in Charge
- Washington State University, Spokane Campus Master Plan / Spokane, WA / Campus Planner
- Wright State University, Campus Master Plan / Dayton, OH / Principal in Charge, Planner, Urban Designer

EDUCATION

- Masters Degree, Landscape Architecture, 1981, University of Virginia
- Bachelor of Science in Environmental Design, 1978, University of Vermont

PROFESSIONAL AFFILIATIONS

- American Society of Landscape Architects (ASLA)
- Council of Landscape Architectural Registration Boards (CLARB) Certified

REGISTRATIONS

- Registered Landscape Architect: MD, MI

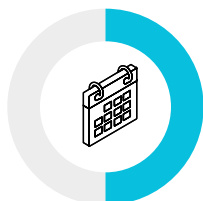
OFFICE LOCATION

- Columbus



Megha's project management and planning experience includes planning for urban communities, acting as a primary resource for stakeholder and community engagement.

Megha participates in all aspects of planning—from visioning through implementation. As Project Manager, Megha will ensure the project stays on time and budget and support project coordination and day-to-day communication with the project team and the city. As an Urban Planner, Megha will be co-leading the Planning and Community Engagement process. Megha currently serves on the American Planning Association OH Board and speaks frequently at a number of planning conferences.



50%
Availability

199
Hours

RELEVANT PROJECT EXPERIENCE

Southwest Bexley Strategic Framework / Bexley, OH / Project Manager, Urban Planner

Capital University Master Plan / Bexley, OH / Project Manager, Campus Planner

Columbus Metropolitan Library, Driving Park Branch, Main Library Precinct Plan / Columbus, OH / Site Evaluation, User Engagement

Delaware County, 36|37 Corridor Study / Delaware, OH / Project Manager, Lead Planner

Berlin Township Industrial & Commercial Overlay Guidelines / Delaware, OH / Project Manager, Planner

City of Westerville, South State Street (SR3) Corridor Study / Columbus, OH / Project Manager, Urban Planner

City of Dublin, West Bridge Street Corridor Plan / Dublin, OH / Project Manager, Urban Planner

Southwestern Medical District Master Plan / Dallas, TX / Project Manager

City of Dublin, Mobility Study / Dublin, OH / Urban Planner

Upper Arlington Highest & Best Use Study / Columbus, OH / Planner

Utica Downtown Vision Plan / Utica, NY / Project Manager, Urban Planner

City of Grandview Heights, Civic Spaces and Places Plan / Grandview Heights, OH / Project Manager, Urban Planner

Columbus Convention District Master Plan / Columbus, OH / Project Manager

EDUCATION

Masters Degree, Urban and Regional Planning, 2006

University at Buffalo, State University of New York, Bachelor of Architecture, 2003
University of Mumbai, India

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Society of College and University Planning (SCUP)

SCUP North Central Regional Council Committee At-Large Member

REGISTRATIONS

American Institute of Certified Planners (AICP), 2010

LEED Accredited Professional Building Design & Construction (LEED AP BD+C), 2008

OFFICE LOCATION

Columbus



Sayee is an urban designer and planner who cultivates designs that propel cities forward, presenting next-level, long-term solutions to problems facing our clients today.

Sayee’s portfolio of work defies client expectations through an unparalleled and collaborative process. Her unique understanding for the creation and implementation of communities, and the sense of place within, acts as the catalyst to her approach to every opportunity.



70%
Availability

410
Hours

RELEVANT PROJECT EXPERIENCE

- Utica NY Downtown Vision Plan /
Utica, NY / Urban Planner
- Grandview Civic Spaces and Places Plan /
Grandview Heights, OH / Urban Planner
- Belmont College Master Plan &
Programming / Belmont, OH /
Urban Planner
- Southwestern Medical District Master
Plan / Dallas, TX / Urban Planner
- Nickel Plate Trail Master Plan /
Fishers, IN / Planner
- OSU TRAC Site Feasibility Study /
Columbus, OH / Urban Planner
- CSP Cincinnati Landscape /
Cincinnati, OH / Graphics Support
- Tencent Dachanwan Urban Design &
Landscape / Shenzhen, China /
Urban Designer, Graphics Support
- Tencent DY01 Conference Center /
Shenzhen, China / Urban Designer,
Graphics Support
- OSU Transportation & Parking Plan /
Columbus, OH / Urban Planner
- Charoen Pokphand Medical Center
(CPMC) / Bangkok, Thailand / Urban
Designer, Graphics Support
- Linden Community Plan* / Linden, OH /
Urban Planner, Graphics Support
- Hilltop Community Plan* / Hilltop, OH /
Urban Planner, Graphics Support

EDUCATION

- Master of City & Regional Planning, 2018
The Ohio State University
- Bachelor of Architecture, 2015
Mumbai University

REGISTRATIONS

- Leadership in Energy and Environment
Design Green Associate (LEED GA)

OFFICE LOCATION

- Columbus

* Experience prior to NBBJ
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The Montrose Group, LLC

Montrose brings an experienced, multi-disciplinary team of business consulting professionals equipped with economic development planning, lobbying, marketing and communications and public finance and incentive services for public and private sector clients and trade associations.

Formed 13 years ago, Montrose leaders have negotiated over \$1.2B in project finance and corporate site location projects for private and public sector entities and assisted private and public sector clients in Arizona, Iowa, Missouri, and Ohio. Montrose developed over 40 economic development strategic plans for cities, counties, companies and utilities throughout Ohio, Michigan, and Missouri. Montrose, and its sister law firm, Montrose Law, negotiate entitlements, incentives, and infrastructure finance deals for national industrial, office and residential developers across the United States.



Economic Development Planning

Montrose works with economic development organizations, state and local governments, universities, hospitals, and private-sector companies to develop economic development plans to create high-wage jobs and capital investment. Montrose researches who a community is by first learning about a community's economic and labor market, industry clusters and market assets. Next, Montrose listens to what a community wants to become through stakeholder engagement, private briefings, and community surveys. Finally, Montrose develops specific action steps around land use, workforce, infrastructure, tax, and quality of life initiatives that can transform a community from what they are to what they want to become.

Project Financing and Corporate Site Location Incentives

When millions of dollars are on the line, the Montrose Group can help. We negotiate economic development incentives, project finance capital, capital access including traditional financing, venture capital and EB-5 funding, economic development deals through credit and economic analysis, evaluation of deal viability and financing, Tax Increment Financing (TIF) structuring and analysis, and infrastructure financing for water, sewer, power, broadband, and workforce training/talent attraction through various local, state, and federal government programs.

Lobbying, Marketing and Communications

Montrose helps you position your brand and engage your stakeholders to carry out priorities. We develop and implement creative marketing, lobbying and public relations campaigns with services including local, state, and federal government lobbying, media relations, social media, newsletters, blogs, website development, and paid media campaigns. This work is tied to economic development, workforce development, public policy, and business development around client needs.

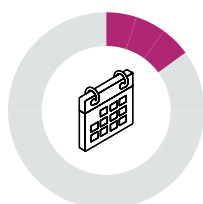
Nate Green

Lead Economic Development



Nate provides economic development planning and corporate site location services to companies and communities.

Based upon 20 years of public and private sector economic development service, he helps exceptional clients including a major investment bank, JobsOhio, Ohio Department of Development, Pickaway Progress Partnership, and the Cleveland-Cuyahoga County Port Authority. Nate has successfully negotiated and closed over \$1 billion in financing, has substantial economic development strategy experience including co-researching and drafting the 30 economic development strategic plans and infrastructure and incentive strategies, and advises local communities such as the city of Pataskala, Forest Park, Strongsville, Ohio on the day to day operation of their economic development programs



15%
Availability

39
Hours

PROFESSIONAL SKILL SET

- Substantial expertise in the tools that state and local governments use to attract and retain business, finance infrastructure, and fund development activities.
- Proficient in state and local government processes, regulations and functions to assist businesses and developers with their desires to expand and locate corporate assets.
- Exceptional understanding of business markets, finance and corporate decision making to assist governments in their efforts to retain and attract business.
- Excellent leadership, management and coaching abilities demonstrated in past and current positions.
- Possess the foresight and direction to work with a team to develop strategies, tactics and processes to move agendas forward.
- Adept at managing a board of directors, corporate and community leaders, and elected officials to advance community and organizational initiatives.
- Considerable knowledge and skill in garnering Federal and State legislative and administrative support for development and transportation projects.
- Enthusiastic selling and persuasive skills including one-on-one and mass audience presentations.

EDUCATION

Master of Business Administration,
Ohio University, 2010

Bachelor of Arts, Interpersonal
Communication, Bowling Green State
University, 1997

PROFESSIONAL AFFILIATIONS

Bexley Community Improvement
Corporation

Ohio Economic Development Association

International Economic Development
Council

Mid-Ohio Development Exchange

OFFICE LOCATION

Columbus

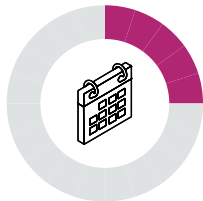
Jamie Beier Grant

Economic Development Planning



Jamie brings more than 20 years' experience supporting economic development at the local, regional, state, and national levels.

Jamie is a highly knowledgeable and innovation-driven professional with more than twenty years' experience supporting the competitiveness of the business community and the creation of new investment opportunities at the local, regional, state, and national levels. She has demonstrated success re-building an organization, integrating, and aligning organizational objectives with business demands, fiscal responsibility, developing and implementing business plans. Jamie is a trusted business partner with proven abilities in hiring, organizational planning, program development and project management.



25%
Availability

22
Hours

PROFESSIONAL SKILL SET

Provide corporate site location, economic development planning, site development and workforce development services. Work closely with federal, state, and local economic development organizations, business owners, senior leadership teams, elected officials, and community stakeholders to advance organizational, business and community priorities for clients.

- Economic and workforce development research and analytics.
- Strategic planning, economic development planning and workforce development planning.
- Structure creative financing and negotiate incentives on behalf of communities and companies.
- Advocate and access funding at federal, state, and local levels for economic and workforce development projects.
- Manage contracts, grants, and loan programs on behalf of clients.

EDUCATION

Master of Business Administration,
University of Cincinnati, Ongoing

Executive Leadership Program, John F.
Kennedy School of Government, Harvard
University, 2017

Bachelor of Arts, Economics, Denison
University, 2002

Bachelor of Arts, German, Denison
University, 2002

OFFICE LOCATION

Columbus

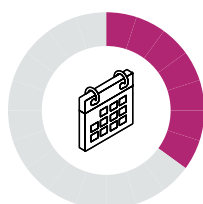
Harrison Crume

Economic Development



Harrison is an outgoing individual who enjoys the competitive nature of working to solve problems and see results.

Harrison brings excellent written and verbal communication skills that translate to team-building and inclusiveness. Analytical mindset who thrives in the observation and interpretation of data for purposeful usage. Able to scope and lead projects to a successful conclusion. Enjoys and excels at client relationship management and creating positive outcomes for all parties.



35%
Availability

48
Hours

RECENT PROFESSIONAL EXPERIENCE

Novogradac & Company LLP, Market Analyst

- Constructed market studies for affordable housing developers to assess the cost-effectiveness of residential markets.
- Produced tax analysis reports to determine the affordability of developing residential infrastructure.
- Consulted clients on the successfulness of forecasted developments within specific market segments.
- Utilized resources provided by the United States Department of Housing and Urban Development (HUD) to determine legally permissible housing rates.

The Ohio Bankers League, Data Analyst

- 1099 independent contractor leading data conversion between CRM systems.
- Project centered around new association management software conversion (CRM).
- Tracked and entered data entries into organized spreadsheets for easy conversion into the new system.
- Researched and updated data on all new and old entries to ensure accuracy and integrity.
- Elevated the firm's ability to accurately market members through taxonomy.

EDUCATION

Bachelor of Business Administration,
University of Cincinnati, 2021

Associate of Arts and Sciences, Columbus
State Community College, 2019

OFFICE LOCATION

Columbus

March 15, 2023

R. Lee Brown, AICP
Director of Planning & Building
City of Worthington
374 Highland Avenue
Worthington, OH 43085

Re: **Northeast Corridor Area Plan, Revised Scope & Fee**

Dear Mr. Brown and Members of the Selection Committee,

On behalf of the NBBJ/Montrose Team, I would like to thank you for allowing us to opportunity to submit our revised scope and fee in response to your time (12 months) and budget (\$150,000) expectations. We are more than happy to further tailor this scope to meet the City of Worthington's needs.

PROJECT SCOPE

STEP 1: Data Gathering and Analysis

First step in the process entails research and information gathering. During this step, we dedicate ourselves to evaluating the existing sites opportunities and constraints, market assessment, understanding needs and aspirations, and community outreach.

1. **Project Kick-Off & Visioning:** Conduct a process workshop with City staff to get organized and aligned around process, schedule, and milestones, project goals and objectives. We will discuss our strategy for engaging with community, digital engagement, Municipal Planning Commission, Community Improvement Corporation and City Council, communication protocols, confirm milestone public meetings, and plan approval steps. We will also identify specific stakeholders, in addition to the general public, who need to be engaged in the process. We recommend bi-weekly virtual project check-in meetings with your core team and our project leadership team throughout the process.
2. **Prior Plans Review:** Review relevant prior plans including Comprehensive Plan Update & 2005 Strategic Plan for Worthington, 2021 Vision Worthington Planned Infrastructure Investments, Bicycle and Pedestrian Master Plan, Complete Streets Policy, Economic Development Needs and Strategies, Branding/Wayfinding Plan, and Sustainability initiatives.
3. **Steering Committee Visioning Session:** Conduct a consultant facilitated visioning session with Steering Committee and City staff to discuss study area opportunities, key ideas, and themes.
4. **Stakeholder Interviews:** We will engage with identified stakeholders/property owners in a one-on-one or focus group setting. The goal of these virtual meetings will be for stakeholders to share the opportunities and challenges of the study area, from their perspective, and to gauge their aspiration for the future of the area.
5. **Site Area Base Conditions & Analysis:** Collect relevant data to develop a baseline of existing conditions – land use, zoning, property ownership, built environment, development characteristics, urban design, streetscape, vehicular/pedestrian/bike circulation infrastructure. We will use current data available with the City and County, relevant studies and projects that impact this area, as well as our own site observations. Our team will use various mapping tools including GIS to create study area base maps and a 3d computational model to be used throughout the study. We will analyze area opportunities and constraints for development and summarize the outcomes in a series of planning analysis diagrams that provides the basis for area planning concepts.
6. **Preliminary Market Assessment:** A baseline assessment of the city of Worthington will be conducted, which includes a macroeconomic, industry cluster, demographic and workforce analysis that defines the City's economy, assesses the various assets within the community, and identifies future economic challenges and

opportunities for the City. The preliminary market assessment will be the foundational research that sets the stage for the recommendation of tactics for the overall Northeast Area Corridor Plan. To collect relevant data for the preliminary market assessment, the following research will be compiled:

- **Macroeconomic Analysis.** Montrose will conduct a macroeconomic analysis through use of the ESRI, Inc. research platform as well as federal government data to measure the overall economic performance of the City as it relates to factors such as the Gross Domestic Product and Personal Income as compared to like communities.
- **Industry Cluster Analysis.** Montrose will conduct an industry cluster analysis to determine the concentrations of industries producing jobs in the City as compared to the national average in the United States to provide a picture of industry strengths and weaknesses in the community. This analysis will examine growth trends across industry sectors, identify growing sectors the City should focus on, and help the City shape business attraction efforts and development opportunities.
- **Demographic Analysis.** Montrose will conduct a demographic analysis based upon U.S. Census Bureau data to define the population, prosperity and social measures that impact the future growth and development of the City as compared to like communities.
- **Workforce Analysis.** Montrose will conduct an Employment Analysis to measure the availability and characteristics of workers within the City, wage data, commuting patterns, educational attainment, and other demographic data for Worthington to better understand existing and future industry targets based upon the availability of skilled workers.
- **Meta Analysis of Existing Strategic Plans.** The Montrose Team recognizes the City has invested in various community and economic development plans that contain important data, stakeholder perspectives, and recommendations. In partnership with the NBBJ Team, Montrose will review relevant planning documents to take into account important planning elements like infrastructure, surrounding land use, and commercial and industrial development to build recommendations that are compatible with the community. Additionally, the Team will also look to regional partners such as OneColumbus and MORPC for priorities impacting the City.

Using analyses completed in this city of Worthington “learn” phase, preliminary market driven needs will be identified that will help to shape future elements of the Worthington Northeast Area Corridor Plan and be used as a benchmark for delivery of development strategies around industry sectors and markets to pursue for development based on sector strengths, gaps in the market, and compatibility in the surrounding corridor; highest and best use of land, buildings, and public infrastructure along the corridor; and economic and community development programs that support implementation of such strategies.

7. **Community Outreach:** Facilitate a public workshop to seek broad community input on how they envision the future of this planning area. We will begin the workshop with a brief presentation on the project goals, planning process, the community’s role in guiding the development vision, and our team’s preliminary analysis. Most of the workshop will then be facilitated as an interactive session to gather community feedback on opportunities, constraints, needs, and aspirations that will guide the next steps in the process. We will give them hands-on visual tools to help them articulate and draw their thinking. These visioning sessions will further refine our analysis and eventual area plan concepts. Through this process we will build a consensus-based community vision for this area.

**Public meeting notifications will be posted using existing communication channels for The City of Worthington (city websites, neighborhood civic association, water bills, newsletter, e-blasts, social media channels etc.)*

Online/Digital Content—We recommend that online/digital communication be posted/managed by the City’s communication team through City of Worthington website and other platforms per City protocols. City’s social media channels can be leveraged to advertise public meetings and share links to the website where digital updates can be viewed. The nbbj team will provide material generated as part of the process to the City for this task. If City would like any tailored or reformatted content for digital outreach, then we can do so as an additional service and added cost.

8. **Municipal Planning Commission, Community Improvement Corporation and City Council Input:** Facilitate one joint meeting to update City leadership on outcomes of community outreach and outcomes of Step 1 and get leadership input before proceeding to Step 2. (We will seek City staff guidance to determine the most appropriate times and methods to get input from City leadership and adjust as needed.)

Step 1 Deliverables:

- All material necessary for public presentations
- Meeting notes and presentations made at each meeting
- Final project workplan, schedule, milestones, goals and objectives
- 2d and 3d base condition study area maps
- Comprehensive study area analysis
- Preliminary market assessment
- Summary of stakeholder and community needs and aspirations

Step 2 – Market Assessment and Development Options

9. Updated Market Assessment and Land Use Goals: The updated market analysis will help define land use goals and provide the background information to inform development concepts and guide City’s policy decisions. In order to define land use goals and development concepts, a review of existing site development, infrastructure, and competitor benchmarking will be completed to ensure recommendations generate the highest and best use of the Corridor area, and can compete from a cost perspective with likely regional competitor communities. This updated market assessment will include activities such as:
 - **Site Development and Infrastructure Analysis.** Montrose understands the successful implementation of the Worthington Northeast Corridor Plan must be tailored to capitalize on the assets and strengths within a community that present a comprehensive and compelling argument for why doing business in Worthington is advantageous. Recognizing that economic activity is becoming more concentrated, creating a compelling argument for attraction must be pointed and concise and reflect the assets available to attract and nurture new businesses no matter how large or small. Key to this effort is building an inventory of site and infrastructure attributes of the Worthington Northeast Corridor together with our project team partners. Montrose will account for the existing business makeup of the Worthington Northeast Corridor area and the city as a whole, being sensitive to existing business and property owners within the Corridor study area.
 - **Cost Competitive Benchmarking Analysis.** In an effort to understand comparable costs of land, tax rates, and other relevant business costs, the Montrose Team will benchmark Worthington against its regional competitors that share similar economic and demographic characteristics. Communities such as Bexley, Grandview Heights, and New Albany are examples of like communities the Montrose Team would consider when examining “cost of doing business” factors such as land prices and lease rates, and overall cost of doing business for comparable retail, office, and manufacturing sites in Worthington versus its competitors. Montrose will conduct this research using city-specific information and real estate brokerage information such as Loopnet as well as through discussions with real estate brokers and developers working in these markets. Further, the Montrose Team will compare the economic development incentives offered by the city with its regional competitors, as well as comparing income tax rates and property tax rates of these communities.
10. Steering Committee Meeting: Consultant facilitated virtual meeting with Steering Committee Steering Committee to share market assessment and resulting land use goals and get input on the emerging development concepts.
11. Development Concepts: Test various site development and urban design scenarios for the area to help maximize economic development in a contextually sensitive manner to existing businesses and property owners. We anticipate using 3D digital modelling and GIS to test various scenarios and to evaluate the extent to which each approach contributes to and “fits” within the larger City context and economic development goals. Driven by economic development goals and placemaking principles, the concepts will address issues such as land use, placemaking, building massing and coverage, stormwater impacts, and possible road and infrastructure improvements. The concepts will indicate alignment with existing adopted plans and investments the city has already undertaken, as well as provide rationale for any ideas that deviate from adopted plans. An evaluation matrix will be created to compare the concepts.
12. Steering Committee Workshop: Consultant to share development concepts for Steering Committee input.

13. Municipal Planning Commission, Community Improvement Corporation and City Council Input: Facilitate one joint meeting to update City leadership and get their buy-in on market assessment and resulting land use goals. We will also seek feedback on emerging development concepts and resulting potential zoning updates. (We will seek City staff guidance to determine the most appropriate times and methods to get input from City leadership and adjust as needed.)
14. Stakeholder Feedback: Share concepts virtually with identified stakeholders/property owners to get their input, and buy-in, before sharing the ideas publicly.
15. Refine Development Concepts: Further adjust the concepts based on feedback received from Steering Committee, City leadership, and stakeholder, before sharing with community.
16. Community Outreach: Conduct a public workshop to share the concepts with the community. We will facilitate the workshop with the goal of maximizing engagement and open dialogue. Our exhibits will be designed to illustrate the concepts and vision for the Northeast Area Corridor and give the community easy ways to provide comments and feedback on each concept.
**Public meeting notifications will be posted using existing communication channels for The City of Worthington (city websites, neighborhood civic association, water bills, newsletter, e-blasts, social media channels etc.)*

Step 2 Deliverables:

- All material necessary for public presentations
- Meeting notes and presentations made at each meeting
- Updated market assessment
- Development concepts
- Summary of stakeholder and community feedback

STEP 3 – Final Plan and Deliverables

17. Draft Plan: Refine the preferred concept to develop the Draft Plan. The Draft Plan will include Implementation Strategies that will provide a roadmap for implementing the development vision. The feedback received will inform the development of a preferred solution and the draft master plan. The draft concepts will be refined further into a draft final plan. building renovation, aesthetics, lot size and coverage, stormwater impacts, and possible road and infrastructure improvements.”
18. Steering Committee Workshop: Present Draft Plan to the Steering Committee for any final comments. If critical changes are expected to be made before sharing the Draft Plan with the public, then those changes will be made.
19. Community Outreach: Present Draft Plan to the community. Feedback will be collected and considered as we finalize the plan.
**Public meeting notifications will be posted using existing communication channels for The City of Worthington (city websites, neighborhood civic association, water bills, newsletter, e-blasts, social media channels etc.)*
20. Market Assessment Report: A final Market Assessment Report will be prepared and submitted as part of the final deliverables. The report will include a summary of the market data and assessment as well as:
 - **Targeted Business Attraction Strategy**
 - Specific approach to developing and redeveloping sites that include consideration for research and development companies, creation of a technology-focused park, demand for a corporate office park, and potential light manufacturing growth and identify company targets of focus;
 - Identify the need for entrepreneurial support services and business incubator facilities; and
 - Specific economic development marketing goals, strategies, objectives and tactics to attract new corporate headquarters, research and development, information technology, bio-health, and consumer brand industry growth.

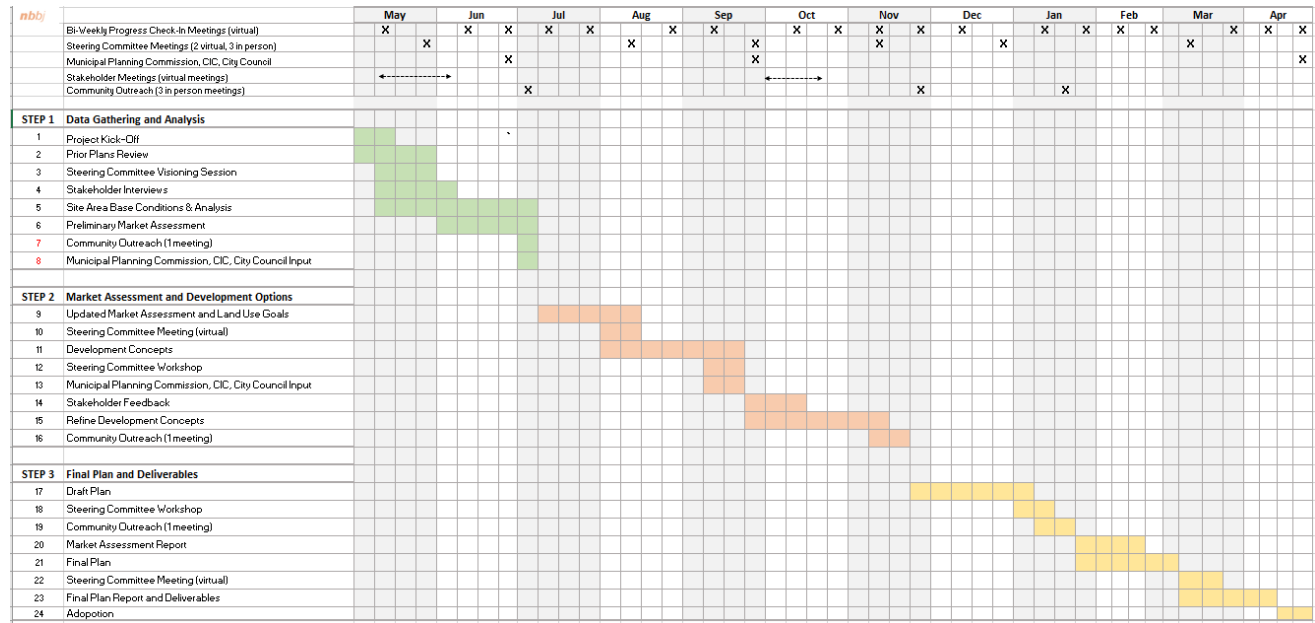
- **Northeast Gateway Site Development Strategy**
 - Incorporate an overview of current utility and infrastructure services along the Northeast Gateway corridor from NBBJ project team partners;
 - Generate an inventory of relevant development sites along the Northeast Gateway corridor and recommend highest and best uses for development and/or redevelopment of sites; and
 - An overview of federal, state, and local site development funding mechanisms (Northeast Gateway Funding Program Analysis).
 - **Economic Development Funding Strategy**
 - Using Montrose’s breadth of experience working with innovative and trusted financial programs and incentives in Ohio and throughout the U.S., the team will recommend various local, state, regional, and federal financing and incentives programs that help Worthington advance its Corridor Plan;
 - The team will analyze how economic development financial and incentive programs are used in other communities to compare and contrast the way financing and incentives are used in Worthington for the purpose of ensuring Worthington resources are both innovative and providing maximum benefits to the community and client; and
 - Recommend innovative methods Worthington can use to attract and grow target companies in areas such as corporate office, technology, research and development, and light industrial.
21. Final Plan: Develop Final Plan to include recommendations for economic development, land use, placemaking, redevelopment areas, development guidelines, zoning implications, stormwater impacts, road and infrastructure improvements. The recommendations will be communicated in compelling 2D and 3D visuals and accompanying narratives.
 22. Steering Committee Meeting: Consultant to share final recommendations (in a virtual meeting format) to get any final comments from Steering Committee to be incorporated in final report and deliverables.
 23. Final Plan Report and Deliverables: The Final Plan document will be prepared per the format and expectations noted in the RFP and reiterated below.
 - 8 ½ “x 11” vertically oriented.
 - Maps shall be standardized in format and size as directed by the City during the final scoping. All maps will be delivered in separate high quality PDF format.
 - Hard copy (at an added cost depending on the number of copies needed) and digital formats (including PDF & Word versions). Final number and quantities of hard copy prints of the report to be determined with final scoping. These shall be in formats acceptable to the city to enable low-cost reproduction, revision, and direct web and social media posting. High resolution versions shall also be delivered.
 - Maps, input data, and new GIS layers (incorporating selected maps from existing work) shall be produced in ArcGIS format
 24. Adoption: Our team will follow the City of Worthington’s process for adoption and attend the hearings. As noted in the step above, we will produce final plan report for review and recommendation by Planning Commission and approval and adoption by City Council.

Step 3 Deliverables:

- All material necessary for public presentations
- Digital, web and social media ready updates
- Meeting notes and presentations made at each meeting
- Implementation Strategy/Next Steps
- Market Assessment Report
- Final Plan Report
- ArcGIS input data and map layers

PROJECT SCHEDULE

The schedule chart below illustrates a 12-month process from start to finish.

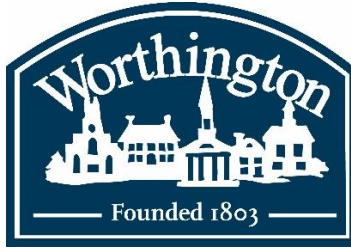


PROPOSED FEE

Our proposed fee for the scope described in this document is \$150,000.

Respectfully Submitted,

Megha Sinha, AICP, LEED AP BD+C
Principal / Project Manager
NBBJ
msinha@nbbj.com
6142323133



STAFF MEMORANDUM
City Council Meeting – April 3, 2023

Date: March 30, 2023

To: Robyn Stewart, Acting City Manager

From: Angela Harris, HR Manager

Subject: **Resolution No. 20-2023 Amending the Position Description for Assistant City Engineer and Resolution 54-2022 and Resolution 55-2022**

EXECUTIVE SUMMARY

This Resolution amends the position description for Assistant City Engineer, amends the Classified Pay Resolution to move the position from Range 24 to Range 25 and amends the Staffing Chart to accommodate this position.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The longtime Engineering and GIS Manager recently resigned to accept a position with another City. This presents an opportunity to assess the current staffing and operational needs of the department. Staff recommends filling the vacancy with an Assistant City Engineer. Adding an additional professional engineer will provide much needed assistance with the increasing volume and complexity of capital improvement projects. The individual will also help reduce the Department's reliance on engineering consulting services.

The position of Assistant City Engineer has not been filled since 2012. The original job description has been significantly amended to include essential functions of the Engineering and GIS Manager, such as oversight of GIS operations and supervision of Engineering Division staff. Additional changes include expansion of the position's role in pursuing and administering grants, developing long-term asset management strategies and providing project management support to city staff.

The salary range will move from range 24 to range 25 to more closely match the very competitive area market for engineering positions. Pay range 25 is \$85,906.91 to \$108,284.11.

The staffing chart will also be amended to remove Engineering/GIS Manager and include Assistant City Engineer.

ATTACHMENTS

Resolution No. 20-2023

Assistant City Engineer Position Description

RESOLUTION NO. 20-2023

Amending the Position Description for Assistant City Engineer and Amending the Pay Resolution and Staffing Chart to Accommodate Said Position in the Department of Service and Engineering.

WHEREAS, City Council wishes to amend the position description for the position of Assistant City Engineer to properly reflect the duties of this position; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 54-2022 establishing the 2023 Staffing Chart of the City of Worthington to delete one Engineering and GIS Manager and to add one Assistant City Engineer position in the Department of Service and Engineering; and,

WHEREAS, it is necessary to amend Resolution No. 55-2022 to adjust the salary range of the Assistant City Engineer (Class Specification No. 144) position from Range 24 to Range 25;

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 Assistant City Engineer (Class Specification No. 144) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That City Council does hereby amend the 2023 Staffing Chart of the City of Worthington by deleting one Engineering and GIS Manager and adding one Assistant City Engineer Position in the Department of Service and Engineering.

SECTION 3. That Resolution No. 55-2022 establishing compensation for classified positions in the City be and the same is hereby amended to adjust the salary range for the Assistant City Engineer position from Range 24 to Range 25.

SECTION 4: 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: Assistant City Engineer

Department: Service & Engineering

Date: April 3, 2023

Reports To: Director of Service and Engineering

FLSA Status: Exempt (Administrative/Managerial)

CLASS: 144

Title Originated: 1998

Title Revised:

Updated: 2023

General Statement of Duties:

Under the general direction of the Director of Service and Engineering / City Engineer, the Assistant City Engineer plans, directs, coordinates, and manages the personnel, equipment, and budget of the Engineering Division. This position coordinates the overall operations of the Division of Engineering, including GIS, asset management, capital improvement, and other functions. Provides technical support and project management assistance to other City departments and operational staff.

Essential Functions of the Position:

Serves as project manager for assigned basic to complex capital improvement projects. Oversees all phases of project development, from feasibility analysis through construction administration.

Leads the Engineering Division in the review of plans and specifications for improvement projects in the City submitted by property owners or developers. Assists and engages in the permitting workflow of other Departments within the City.

With support from Department staff, administers construction projects including facilitating construction and preconstruction meetings, making field visits, coordinating prevailing wage requirements, reviewing pay estimates, change orders and other reports.

Maintains as built drawings and other project records.

Processes and coordinates the review and approval of permits for private utility work within public rights of way. Administers the City's right of way regulations.

Receives requests for information and services from members of the public related to rights of way, construction, traffic, drainage, and related issues. Meets with the public and communicates regularly with citizens regarding construction projects.

Responsible for the design, consultant oversight, plan review, and plan preparation of capital projects including transportation, stormwater, water and wastewater systems. May perform basic engineering calculations and in-house designs.

Develops contacts with other regional entities for the purposes of knowledge sharing and resource pooling.

Supervises Engineering Division staff, monitors and prioritizes work, provides training, support, and performance evaluations.

Presents information to a wide variety of audiences through oral, visual, and written methods.

Prepares grant applications to fund infrastructure projects. Ensure projects meet criteria of grants received and provides reporting and project management functions related to funding agreements.

Provides training and technical guidance in asset management principals and decision-making processes.

Supports management and operational staff in condition assessments of existing assets to improve and enhance infrastructure planning and budgeting.

Provides direct oversight of GIS operations. Assists the GIS staff with data management, mapping, and development of workflow processes and tools related to a city-wide asset management system.

Demonstrates regular and predictable attendance.

Performs other duties as required.

Knowledge, Skills and Abilities:

Thorough knowledge of Civil Engineering principles, practices, concepts, procedures, and methods.

Significant knowledge of geometric design of roadways, stormwater management, ADA compliance, water and wastewater utilities, and traffic control.

Knowledge and experience with GIS application software and hardware configurations.

Experience with general construction practices, methods, and procedures.

Dedicated to meeting the expectations and requirements of internal and external customers.

Strong written and verbal communication skills.

Experience effectively communicating with employees, contractors, and the public.

Ability to establish and maintain effective working relationships with employees, department heads, consultants, other governmental officials and the public.

Uses rigorous logic and methods to solve difficult problems with effective solutions.

Strong mathematical and statistical skills.

Minimum Requirements for the Position:

Bachelor's Degree in Civil Engineering from an ABET accredited institution.

A minimum of 5 years as a Registered Professional Engineer practicing civil engineering, with significant experience in one of more areas relating to municipal engineering. Two or more years' experience in a supervisory role preferred.

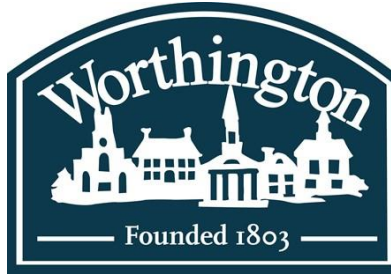
Must possess a license to practice as a registered Professional Engineer issued by the State of Ohio.

Current, valid Ohio Commercial Driver's 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 No. __ -2023; Effective _____



STAFF MEMORANDUM
City Council Meeting – April 3, 2023

Date: March 29, 2023

To: City Council

From: Robyn Stewart, Acting City Manager

Subject: RESOLUTION NO. 21-2023 - FIRE CONTRACT NEGOTIATIONS WITH SHARON TOWNSHIP

EXECUTIVE SUMMARY

This Resolution authorizes the City Manager to execute a Memorandum of Agreement with Sharon Township related to the provision of fire and EMS services to Sharon Township

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The City provides fire and EMS services to Sharon Township under the provisions of a contract entered into between the City and Township with an effective date of January 1, 1994. The area served under the contract includes unincorporated Sharon Township and the Village of Riverlea which is captured within a Township Fire District. The amount collected by the property taxes levied in the District have remained essentially the same since 1994. Last November, the City of Worthington, pursuant to the contract, requested an increase in the amount paid by the Township Fire District.

The contract dictates the Township promptly seek an increase in the property tax to cover the cost of the increase. If the Township does not agree on the amount of the increase, the City and Township enter into a 45-day negotiation period. This has occurred and negotiations have been ongoing since February 9th. On March 24th, the parties mutually agreed to extend the negotiation period until April 7th.

The negotiating teams have come to agreement on the terms of a Memorandum of Agreement related to the City's requested increase. The Memorandum of

Agreement is currently being drafted and City staff will brief Council on the terms included in it. This Resolution authorizes me to sign the Memorandum of Agreement.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The Memorandum of Agreement dictates future property tax levies on the ballot to increase the millage that supports the Township Fire District and is paid to the City for the provision of services.

ATTACHMENT(S)

Resolution No. 21-2023

RESOLUTION NO. 21-2022

Authorizing the City Manager to Execute A
Memorandum of Agreement with Sharon Township
Related to the Provision of Fire and Emergency
Medical Services.

WHEREAS, the Board of Trustees of the Township previously created a Township Fire District (the “Fire District”), pursuant to O.R.C. 505.37(C); and

WHEREAS, the City operates a division of fire and provides fire, emergency medical, and fire inspection and prevention services to the Fire District pursuant to the provisions of a contract entered into by and between the Township and City with an effective date of January 1, 1994 (the “Agreement”); and,

WHEREAS, the provisions of Section 4 of the Agreement guide the process by which the City may request, and the parties may negotiate, an increase in the amount to be paid by the Fire District to the City; and,

WHEREAS, Section 4 of the Agreement provides the parties with a forty-five (45) day period to engage in said negotiations before referring the matter to arbitration; and

WHEREAS, the Fire District and City representatives have had productive discussions and extended the forty-five (45) day deadline for this negotiation period to April 7, 2023 in order to provide the parties with sufficient time to finalize a written agreement and avoid the need for arbitration; and

WHEREAS, the parties have agreed it is in the best interest of the City and the Fire District to enter into this MOA to provide for a process to seek an increase in the amount to be paid to the City, and the parties desire by the execution of this MOA to document the process and negotiated terms.

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

SECTION 1. That the City Manager be authorized and directed to execute on behalf of the City a Memorandum of Agreement between the Board of Trustees of the Sharon Township and the City of Worthington consistent with the terms negotiated in response to the City’s request for an increase in the amount paid by the Township Fire District.

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

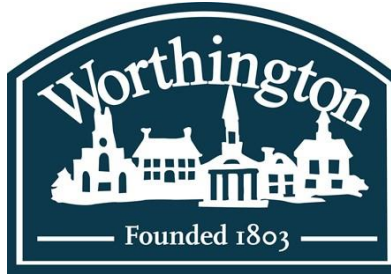
Adopted _____

RESOLUTION NO. 21-2022

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – April 3, 2023

Date: March 30, 2023

To: Robyn M. Stewart, Acting City Manager

From: Tom Lindsey, Law Director

Subject: Household Food Waste Collection

EXECUTIVE SUMMARY

This Ordinance would extend the temporary waiver of the requirements of Section 945.02 of the Codified Ordinances to permit the curbside collection of household food waste.

RECOMMENDATION

Introduction for public hearing on April 17, 2023.

BACKGROUND/DESCRIPTION

The City of Worthington, with support from the Solid Waste Authority of Central Ohio and a partnership with GoZERO, has for several years provided a drop off location at the Department of Service and Engineering for the collection and composting of household food waste. The Compost Exchange has provided a bucket drop off program at the Worthington Farmer's Market for the collection and composting of household food waste. Since 2021, the Worthington Partnership has partnered with The Compost Exchange to offer a subscription service in which residents pay a monthly fee to voluntarily participate in the curbside collection of their household food waste.

Section 945.02 of the Codified Ordinances restricts who may collect or remove solid waste, including household food waste, from residential units. Only the City or a

company having a contract with the City is permitted to engage in residential garbage collection. City Council previously passed Ordinance No. 15-2021 waiving the requirements of Section 945.02 until May 1, 2022 to permit The Compost Exchange and/or GoZERO to offer curbside collection of household food waste without having a contract with the City.

The proposed ordinance would waive the requirements of Section 945.02 until May 1, 2025. This will allow additional time for staff and City Council to evaluate the curbside collection of food waste before recommending any permanent amendments to Section 945.02.

ATTACHMENT(S)

Proposed Ordinance

ORDINANCE NO. 11 – 2023

Temporarily Waiving Section 945.02 of Codified Ordinances of the City of Worthington for Curbside Collection of Household Food Waste.

WHEREAS, the City of Worthington, with support from the Solid Waste Authority of Central Ohio and a partnership with GoZERO, has provided a drop off location at the Department of Service and Engineering for the collection and composting of household food waste; and

WHEREAS, the Worthington Partnership and The Compost Exchange has provided a subscription service in which residents pay a monthly fee for curbside collection of their household food waste; and

WHEREAS, Section 945.02 of the Codified Ordinances currently restricts who may collect or remove solid waste, including household food waste, from residential units; and

WHEREAS, City Council passed Ordinance No. 15-2021 to temporarily waive Section 945.02 to permit The Compost Exchange and/or GoZERO to offer curbside collection of household food waste to evaluate the interest and viability of a voluntary curbside collection program paid by the residents; and

WHEREAS, staff is recommending that City Council continue to waive the requirements of Section 945.02 to allow the current subscription service to continue and to provide additional time for evaluation of the curbside collection of food waste before making any permanent changes to Section 945.02; and

WHEREAS, City Council has deemed approval of this Ordinance to be in the best interest of the residents and citizens of the City of Worthington and to further the public health, safety and welfare.

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

SECTION 1. That City Council hereby temporarily waives the provisions of Section 945.02 of the Codified Ordinances to permit The Compost Exchange and/or GoZERO to collect and remove household food waste from residents without having a contract with the City of Worthington.

SECTION 2. That the waiver provided in Section 1 shall expire on May 1, 2025, unless earlier terminated, extended, or modified by City Council.

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 NO. 11 – 2023

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:

P.H.:

Effective: