



City Council Agenda

Monday, April 15, 2024 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

Special Presentation(s)

4. Oath of Office - City Manager
Oath of Office for City Manager Robyn Stewart
5. Visitor Comments

Approval of the Minutes

6. Approval of Minutes (2)

December 11, 2023 and December 18, 2023

Approval of the meeting minutes from the December 11, 2023 and December 18, 2023 meetings of the Worthington City Council.

Recommendation: Motion to approve minutes as presented.

Public Hearings on Legislation

7. Ordinance No. 14-2024 - Appropriation for 2024 Bicycle and Pedestrian Improvements Program

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the 2024 Bicycle & Pedestrian Improvement Program and all Related Expenses and Determining to Proceed with said Project. (Project No. 762-24)

Executive Summary: This Ordinance appropriates the 2024 Bike and Pedestrian Improvements Program Funding as included in the Capital Improvements Program.

Recommendation: Approve as presented.

New Legislation - Resolution(s)

8. Resolution No. 30-2024 - Amending Position Descriptions and Staffing Chart

Amending the Position Description for Economic Development Manager and for Assistant City Manager and Amending the Staffing Chart for Administration.

Executive Summary: This Resolution amends job descriptions for the positions of Economic Development Manager and Assistant City Manager and amends the Staffing Chart to add an Economic Development Manager and remove the Assistant City Manager/Economic Development Director position.

Recommendation: Introduce and approve as presented.

New Legislation - Ordinance(s)

9. Ordinance No. 15-2024 - Establishing Compensation for Economic Development Manager

Amending Ordinance No. 32-2023 (As Amended) to Establish Compensation for the Unclassified Position of Assistant to the City Manager/Economic Development Manager (Class Specification No. 229).

Executive Summary: This Ordinance establishes compensation for the Assistant to the City Manager/Economic Development Manager.

Recommendation: Introduce for Public Hearing on May 6, 2024.

10. Ordinance No. 16-2024 - Appropriation for Selby Bridge Replacement

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 Selby Bridge Replacement Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 736-22)

Executive Summary: This Ordinance funds the Selby Boulevard West Bridge project.

Recommendation: Introduce for Public Hearing on May 6, 2024.

11. Ordinance No. 17-2024 - Appropriation for Pickleball Court Conversion Project

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the Pickleball Court Conversion Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 757-24)

Executive Summary: This Ordinance appropriates funds from the Capital Improvement Fund for Parks Pickleball Court Conversion.

Recommendation: Introduce for Public Hearing on May 6, 2024.

Reports of City Officials

12. Policy Item(s)

a. TREX Application - Fleet Parking LLC

Executive Summary: This item acknowledges Fleet Parking LLC's (dba Paddle Taps) requested transfer of a D-5 permit into the City of Worthington as an economic development project (TREX).

Recommendation: Motion to acknowledge Paddle Taps as an economic development project by authorizing the City Manager to sign the TREX application and to not request a public hearing for their D-5 permit.

Reports of Council Members

Other Business

Executive Session

Adjournment

13. Motion to Adjourn

Contact: David McCorkle, Assistant City Manager (david.mccorkle@worthington.org) (614) 436-3100 | Agenda
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City Council Agenda

Monday, December 11, 2023 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

~MINUTES~

1. Call to Order

- a. **Minutes:** Worthington City Council met in person on Monday, December 11, 2023. President Robinson called the meeting to order at 7pm.

2. Roll Call

a. Minutes:

- **Members Present:** Katherine Brewer (virtually), Peter Bucher, Rebecca Hermann, Beth Kowalczyk, Bonnie Michael, Doug Smith, and David Robinson
- **Members Absent:** None
- **Also Present:** Acting City Manager Robyn Stewart, Assistant City Manager and Director of Economic Development David McCorkle, Director of Law Tom Lindsey, Director of Service and Engineering John Moorehead, Director of Parks and Recreation Darren Hurley, Acting Chief of Police Eric Grile, Chief of Fire and EMS Mark Zambito, Clerk of Council Grace Brown, and Director of Finance Scott Bartter.

3. Pledge of Allegiance

- a. **Minutes:** President Robinson invited those in attendance to stand and recite the Pledge of Allegiance.

4. Visitor Comments

- a. **Minutes:** Mr. Mark Gideon of 91 Chaucer Court communicated his appreciation for the current Worthington Visioning process and provided feedback on one of the vision items relating to environmental stewardship. He disagrees with the vision statement that Worthington appreciates its mature trees, native plants, and natural waterways and feels that the Northbrook sanitary project conflicts with this item. He suggests that this project could be forgone, and that the city could instead implement a two-mile trail along Rush Run, making it a protected ecological area. Mr. Gideon noted the history of interactions between himself and the city regarding the Northbrook sanitary project, his expectations regarding those interactions, and his overall dissatisfaction with those interactions. He notes how the city does many things very well, but that some things it does not do well, the way that it has dealt with the Northbrook sanitary project being one of them.

Public Hearings on Legislation

5. Ordinance No. 37-2023 - Code Change - Parks & Recreation Commission Student Members

Amending Section 151.03 (Boards and Commissions – Parks & Recreation Commission) of the Codified Ordinances of the City of Worthington and Re-appointing Student Members to the Parks & Recreation Commission.

Executive Summary: This Ordinance amends Section 151.03 of the Codified Ordinances to indicate the student members of the Parks & Recreation Commission are to be high school students at the time of the appointment and re-appoints two student members.

Minutes:

Introduced by Mr. Robinson

Ms. Stewart provided background on how the current code specifically states that student members of the Parks and Recreation Commission must be juniors in high school, and that this code change

removes the term “junior” and broadens the language to “high school students” to allow more flexibility to the students considered. This ordinance also reappoints the two existing student members, CJ Carpenter, and Noah Barnard.

Ms. Michael notes how wonderful it is to have two active student members on the commission and how active the students are in local government.

There being no additional comments, the clerk called the roll on Ordinance No. 37-2023.

Ordinance 37-2023 carried unanimously by the following vote:

Vote results: Ayes: 7 / Nays: 0

Ms. Hermann, Yes. Mr. Bucher, Yes. Ms. Kowalczyk, Yes. Mr. Smith, Yes. Ms. Michael, Yes. Mr. Brewer, Yes. Mr. Robinson, Yes.)

6. Ordinance No. 38-2023 Appropriation – Capital Equipment & Various Small Projects

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for Appropriations From the Capital Improvements Fund and DUI Education Fund Unappropriated Balance to Pay the Cost of the 2024 New and Replacement Equipment Items and for Certain Projects as Identified in the 2024 Five-Year Capital Improvements Program and all Related Expenses and Determining to Proceed with said Projects.

Executive Summary: This Ordinance appropriates funds to procure the new and replacement equipment provided in the Capital Improvement Plan (CIP) for Fiscal Year 2024. This Ordinance also appropriates funds for multiple projects identified in the 2024-20278 CIP.

Minutes:

Introduced by Mr. Robinson

Ms. Stewart notes how these appropriations are consistent with the Capital Improvements Plan for 2024 adopted by council last week and appropriates funds for equipment purchases and projects that are small enough that do not require bidding allowing the city to proactively move forward on these projects.

There being no additional comments, the clerk called the roll on Ordinance No. 38-2023.

Ordinance 38-2023 carried unanimously by the following vote:

Vote results: Ayes: 7 / Nays: 0

Mr. Bucher, Yes. Ms. Kowalczyk, Yes. Mr. Smith, Yes. Ms. Michael, Yes. Ms. Brewer, Yes. Ms. Hermann, Yes. Mr. Robinson, Yes.)

New Legislation - Resolution(s)

7. Resolution No. 69-2023 - Second Addendum to Acting City Manager Employment Agreement Services

Executive Summary: This resolution would extend the employment agreement with Acting City

Minutes:

Introduced by Mr. Robinson

Resolution will maintain acting City Manager Robyn Stewart for an additional six months or until a City Manager is appointed.

Mr. Lindsey noted on the necessity of always maintaining an acting city manager.

There being no additional comments, Mr. Robinson called for motions to be made.

MOTION: Ms. Hermann made the motion to approve Resolution 69-2023. Ms. Kowalczyk seconded the motion.

The motion carried unanimously by a voice vote.

Reports of City Officials

8. Policy Item(s)

a. Worthington Pools

Executive Summary: Time is provided for continued discussion of the funding request from Swiminc for the outdoor pool facility on the grounds of Thomas Worthington High School. Staff is seeking direction from City Council regarding the amount of funds, if any, to be provided and the strategy for provision of the funds.

Minutes:

Mr. Robinson asked that this item be placed on the agenda particularly because two of the city council task force members will not be serving beginning in January and that this might be a good opportunity to hear from everyone before the closing of the year.

Ms. Michael commented that moving forward she is willing to continue working on the task force as a citizen member after her time on council, should council allow it. A concern of hers is that an application deadline for a significant amount of state funding for this project is soon closing, and that she would like to see it applied for. Ms. Michael also recommends that the Swim Inc board do better about obtaining private funding, and that if they themselves can't do it she recommends they hire private help that can. She comments on the unique collaborative nature of this project in that the property is owned by the school district, is managed by Swim Inc, and a general concern from the city and that these stakeholders should better coordinate themselves to get an application in within a week for these state funds.

Ms. Stewart commented on the previous state grant funds that went to Swim Inc. approximately 6-7 years, which were approximately \$1,000,000. Ms. Stewart acknowledged that city staff are actively looking into these state strategic grant funds and the potential for applying to them under a joint application. Ms. Michael questioned whether the school, the city, and Swim Inc would all apply for together and Ms. Stewart agreed that could be the case.

Ms. Hermann commented that with the school owning the property and facility, it would have to be a joint application including the school district. She then commented about how the president position of the Swim Inc board is in transition and commended Mr. Smith and Ms. Michael on everything that they have done on the task force and looks forward to working with the new future council members that join on.

Mr. Smith agreed with the idea of applying for state funding. In the meantime, while the state is making decisions on those grant monies, the city should signal to Swim Inc and the school district what the city's intentions are regarding keeping the pool functional in operation.

Mr. Bucher added his support for any role that the city could play in obtaining some of the capital fund dollars, whether that is encouragement or joint grant application. He also encourages council to proactively outline some parameters for options to address the Worthington pools project going into next year for when there is a public hearing.

Mr. Michael White of 556 Hallmark Place noted how he and his family have enjoyed the city pool for several years. Mr. White is concerned about funding for the city pools and any necessary increases in taxes to achieve this and encourages state and private sources of funding to instead achieve this. He commented about how many residents that would pay taxes for the pool would not even utilize it and is curious about the current cost projections for the pool and whether the city has considered all of its options when sourcing these funds. Mr. White noted how in his experience, the natatorium at the school was regularly underutilized both by the students and his family. With the school housing the pools on their properties and using them more, they should be doing more to help sponsor this project. Ms. Hermann commented to Mr. White that the natatorium is being paid for by a bond and levy by the school district, and that the current discussions regarding the Worthington pools project is only referencing the outdoor pools. Mr. White ended his time by reiterating the large cost of the pool project and thanked Mr. Robinson, Ms. Hermann, and Mr. Lee Brown for their help on a recent issue on 286 South Street and their efficient and effective response in dealing with it.

b. Proposed Bicycle Boulevard Pilot Project

Executive Summary: In March of 2023, the City engaged Burton Planning Services to aide

with implementation of the Bicycle and Pedestrian Master Plan. This agenda item will present an overview of Burton's progress and present the concept of a Bicycle Boulevard Pilot project for discussion.

Minutes:

Ms. Rebecca Green at 74 Glenn Drive who is the current chairman of the Bike and Pedestrian Advisory Board. Ms. Green discussed the 2019 Bike and Pedestrian Master Plan which includes many bicycle boulevards, and how to date, the advisory board has struggled to find good applications for bicycle boulevards. She commended Mr. Darren Hurley and Mr. John Moorehead for their ability to persevere and find an application that would act as an east-to-west connection across the city from the Worthington Community Center to the multi-use Olentangy river trails. Ms. Green ended her comments by summarizing the advisory boards actions in getting this pilot project started.

Mr. Moorehead shared a presentation which was an update on the city's progress on implementing the Bicycle and Pedestrian Master Plan which follows from a previous presentation given to council in March where Burton Planning Services was engaged to assist the Service and Engineering department in identifying ways that the ongoing capital operations could help to implement some of the projects identified in the Master Plan. Mr. Moorehead hoped to identify tonight what a bicycle boulevard is and why they are being discussed, where a boulevard could be implemented, and how the city could go from where they are now to a point where they are a regular feature in our city landscape. He then introduced Ms. Caitlyn Ridge from Burton Planning Services who has been aiding the city in this work and who will be helping present.

Ms. Caitlyn Ridge introduced herself. Address is 10035 Northridge Street, Pickerington, Ohio.

Mr. Moorehead started his presentation with a summary of the 2019 Bicycle and Pedestrian Master Plan and the context behind the city adopting it. He continued by noting how nine miles of residential streets in the city are identified as potential bicycle boulevards and provided a timeline of the project steps.

Ms. Ridge then defined bicycle boulevards, explaining that they are slow-speed, low-volume streets that are shared by people driving and bicycling and include improvements that calm traffic and give people bicycling priority. Some key characteristics of these boulevards include speeds of 15-25 mph, traffic volumes of less than 3,000 vehicles per day, and where drivers and bicycles share the travel lanes. Ms. Ridge notes how most streets in Worthington are 25 mph, which is the maximum street speed preferred for these boulevards and that any implementation of these in the city would require these traffic calming features due to these faster vehicle speeds. Traffic calming techniques reduce vehicle speeds, which decreases the risk of serious injury and vehicle crashes, and which increases the comfort of people on foot and bicycles. Mr. Moorehead continued by presenting data on where bicycle crashes are most likely to occur, noting how arterial roads see the highest rates of bicycle crashes. These rates can be decreased by decreasing vehicle speeds and increasing driver attention. Mr. Moorehead then identified some of these traffic calming devices, demonstrating vertical deflection devices like speed tables, humps, and cushions, and horizontal deflection devices like chicanes, bulb-outs, and traffic circles. For Worthington's streets, speed cushions, traffic circles, and road diets, which is a narrowing of a street, would work best based on the advisory board's research. Speed cushions can be installed that still allow emergency vehicles to travel these streets without being affected, that are less abrupt than speed bumps, and that can be removable. Mr. Moorehead then summarized the bicycle boulevard street recommendations for Worthington to consider based on data obtained relating to those street's average and 85th percentile speeds, the speeds at which the average vehicle drives on that street, and the vehicle volume for those streets. No streets in Worthington are within the acceptable ranges of vehicle speed and volume, but a few of these streets can be brought into these acceptable ranges for implementing a bicycle boulevard with traffic calming devices. Specifically, Highland Avenue and Greenglade Avenue. Ms. Ridge continued with the specific traffic calming techniques that would be implemented on Highland and Greenglade avenue, the community outreach that they would conduct before and after, and the data they would collect on vehicle speed, volume, and public perception via surveying. Traffic speed, public perception, and unwanted impacts will all be evaluated.

Ms. Hermann inquired if the bicyclist count for this project has already been done, Ms. Ridge responded that it has not been done.

Mr. Robinson asked when this trial period will take place, and Mr. Moorehead responded that they would like this pilot to take place over the summer of 2024 with the intention of it

continuing into the school year to get representative data of both residents and students. He commented that they would coordinate with the school district with this project, and that after the pilot is complete, the bicycle boulevard installations would be removed, and the streets reverted to their previous states. Mr. Robinson then inquired further about the specific traffic calming devices that would be implemented and Mr. Moorehead elaborated that they would be installing speed cushions and achieving horizontal traffic calming measures by restricting parking to only the southside of Highland Avenue, effectively creating horizontal calming via a line of parked cars. Ms. Ridge also commented how delegating parking to only the south side of the road, this increases pedestrian and vehicle safety by allowing uniformity and consistency in parking expectations. Ms. Ridge continued by presenting the recommended features for Greenglade Avenue and the next steps for the advisory board moving forward, with the first step being this meeting and presentation and obtaining council feedback. From there, the board would then start designing and planning in 2024 and implement the pilot at the start of summer, 2024, and then monitor the installation for at least two months and then evaluate and summarize the results and present them back to the city to determine the next steps.

Mr. Robinson commended the timeline of the pilot, noting that running it into the school year is a great idea. He then asked how the data will be gathered both from vehicles and from the public. Ms. Ridge replied that they have devices for collecting vehicular data and that they will also manually gather some of the data by physically recording bike and pedestrian users. They also plan to engage residents via surveys, social media, and mailers.

Ms. Hermann likes the notion that turning Greenglade into a boulevard would hopefully convince the bicyclists to move over to one side of the road and that due to the geography, traffic patterns, and parking behaviors of that area. She is concerned about cut-through traffic, and how the board could account for or identify these patterns when there is congestion on arterial streets leading to increased traffic on these side streets like Greenglade Avenue, ideally incorporating this into the analysis and data collection. She also commented her hope for this project making it to Rieber Street to account for bicyclists that already utilize it and the streets adjacent to it. Ms. Hermann also made note that Greenglade Avenue in the evenings is often congested with parking on both sides. She finished by expressing her excitement for this project.

Mr. Bucher expressed his excitement for this project, and asked if the public engagement would happen on the front-end during the design phase so that any impacted residents may be able to see it while the project is evolving. Mr. Moorehead responded that yes, it will, and that one aspect of the public engagement process would be to ask residents local to these impacted streets if they park on the streets, to not disrupt any local parking behaviors. Mr. Bucher then asked if we would see a spike in parking tickets from this kind of project. Mr. Moorehead said that he cannot speak to any specific scenarios, but that they would not be ticketing during this pilot project. Mr. Moorehead continued, addressing some of Ms. Hermann's concerns, by acknowledging that the traffic counts that they collected occurred during the winter 2023, and they averaged several weeks of counts. Ms. Bridge continued in saying that a goal of this project was to utilize the right of way that the city currently has to not extend any roadways or right of ways. Due to this, while they may not be able to implement a bicycle boulevard on Rieber Street, they can still implement some traffic calming techniques.

Mr. Robinson asked if Mr. Moorehead would like any other specific feedback on this project, and Mr. Moorehead responded that he would simply just like their approval and the chance to present the project, which they did.

c. November 2023 Financial Report

Executive Summary: The financial report for November 2023 is attached.

Minutes:

Mr. Bartter gave a summary of the November 2023 financial report. He notes that income tax collections continue to be strong, expenditures are where he anticipates they will be, and that December is expected to be a big expenditure month due to three payrolls, the December 1st payroll being particularly big. The city will finish the year above the 50% threshold in the General Fund carry-over policy and he anticipates there will be a discussion in February to consider that.

Mr. Robinson inquired about the particularly large payroll in December and Mr. Bartter responded that this is because there is a large amount of holiday paid out to service and safety employees that don't use that time as well as some other supplemental pays. Mr. Robinson then asked if there were any large encumbrances that will be coming up in

December or January, and Mr. Bartter does not think so. Mr. Robinson then asked why the year-to-date income tax collections are above estimates and Mr. Bartter explained that it is because our current businesses continue to be successful which results in high net profit taxes, high bonuses paid which increases holding amounts, wage inflation, and work from home jobs that have also positively impacted withholdings. Mr. Robinson then asked about budgeted income tax predictions compared to 2022, and Mr. Bartter responded that we are approximately 3.5-4% above our estimate, and the budgeted income collections for next year are 6.5%.

Ms. Hermann called attention to page 24 of 25 of the financial report, looking at some outstanding debt statements noting that as council looks forward to any large expenditures in the future to keep in mind these outstanding loan amounts.

There being no additional comments, Mr. Robinson called for motions to be made.

Motion: Ms. Michael moved, seconded by Ms. Hermann to accept the November 2023 Financial Report as presented.

The motion carried unanimously by a voice vote.

Reports of Council Members

9. Discussion Item(s)

a. Current Initiatives

Executive Summary: Time is provided, as needed, to discuss the timeline and status of current initiatives. A document displaying the timelines for the initiatives is attached.

Minutes:

Ms. Stewart provided context that this the monthly check-in on the various initiatives being worked on. A few of the items listed will be extended into the next quarter as they finish wrapping up into 2024. She notes that a few of these items will fall off at the end of this year, items like flavored tobacco, the beer and wine rental for the Griswold, pay-to-stay legislation, and the Sharon Township fire levy.

Mr. Robinson asked for a status update on the deer task force. Ms. Stewart replied that they met for the first-time last month in November where they got to know each other and figure out how to organize themselves, and plan on meeting again this month. At this next meeting they will be electing a chair for the task force.

b. Visions Implementation- Status Update

Executive Summary: Time is provided to discuss the status and next steps for the Vision Implementation Teams.

Minutes:

Ms. Stewart made note of the open house event for the Vision Implementation process that will be held at the Griswold center on Wednesday, December 13th, from 4:30-6:30pm. There are also surveys available online and in-person for residents to provide feedback on the vision implementation action items. Another aspect that Ms. Stewart wanted to make note of was the city obtaining private help at designing and creating icons for the vision implementation teams, which she presented to council and solicited feedback.

Mr. Robinson asked if there was going to be any refreshments at the public feedback open house and Ms. Stewart responded that she isn't sure, but that there certainly can be.

Ms. Hermann then asks for an elaboration on the Wednesday open house, and Ms. Stewart providing it stating that its intention is to give the public an in-person chance to vote on and

provide feedback on vision implementation action items.

Reports from Council

Ms. Hermann reported on her experience with the Voinovich Academy for public officials and how some feedback that she had given them was how she would like to learn more about finance. The academy facilitated some speakers in finance relating to how council members can better understand the financing of public projects.

Mr. Bucher did not have any official business to share.

Ms. Kowalczyk seconded the importance and personal impact of the Voinovich Academy. She also noted the Worthington International Friendship Association is holding an event at the Griswold Center on Thursday, December 14th, at 7pm, where they are welcoming back the Worthington citizens delegation from Sayama, Japan, where you can learn about their experiences and travels.

Mr. Smith did not have any official business to share.

Ms. Michael noted the annual meeting with MORPC representatives and how it was a nice opportunity to discuss future funding opportunities. She also thanked the staff and city employees for a successful illuminated shopping event.

Ms. Brewer noted the next Architectural Review Board and Municipal Planning Commission meeting is this Thursday, December 14th, at 7pm. There are some items on the consent agenda, and there will be discussions regarding the natatorium and Chic Fil A restaurant, and that new business will include updates to sign code.

Mr. Robinson did not have any official business to share.

Ms. Grace Brown gave a shoutout to the Worthington City Fire Department in a successful toy drive that was held.

Mr. Robinson then discussed items of business including reasons to enter into executive session this evening.

Ms. Stewart requested that council enter into executive session to discuss the appointment of public officials.

Motion: Ms. Michael moved, Ms. Hermann seconded to enter into executive session to discuss the appointment of public officials at 8:41pm.

The clerk called roll on entering into executive session

The motion carried unanimously by the following vote:

Vote Results: Ayes: 7 / Nays: 0

Council exited Executive Session at 9:06pm.

10. Motion to Adjourn

Minutes:

There being no additional comments, Mr. Robinson called for a motion to adjourn the meeting.

MOTION: Ms. Hermann moved; Ms. Michael seconded to adjourn the meeting.

The motion carried unanimously by a voice vote and the meeting adjourned at 9:07pm.



City Council Agenda
Monday, December 18, 2023 at 7:00 pm
6550 N. High Street, Worthington, Ohio 43085

~MINUTES~

1. Call to Order

Minutes: President Robinson called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Katy Brewer, Pete Bucher, Rebecca Hermann, Beth Kowalczyk, Bonnie Michael, Doug Smith, and David Robinson.

Members Absent: None

Also Present: Acting City Manager, Robyn Stewart; Assistant City Manager, David McCorkle; Director of Law, Tom Lindsey; Director of Finance, Scott Bartter; Planning & Building Director, Lee Brown; Director of Parks & Recreation, Darren Hurley; Chief of Police, Eric Grile; and Chief of Fire & EMS, Mark Zambito; Director of Service & Engineering, John Moorehead.

3. Pledge of Allegiance

Approval of the Minutes

4. October 16, 2023 Regular Meeting

Recommendation: Introduce and approve as presented.

Motion:

Ms. Hermann moved to approve the Regular Meeting Minutes of October 16, 2023.
Ms. Brewer seconded the motion.

The motion carried unanimously by voice vote.

Special Presentation(s)

5. Resolution No. 70-2023 - Recognition of Councilmember Doug Smith

Executive Summary: Expressing the Appreciation and Best Wishes of the Worthington City Council to Doug Smith for his Outstanding Service as a Member of the City Council and for his Service to the Community.

Ms. Michael introduced Resolution No. 70-2023.

Motion:

Ms. Hermann moved to adopt Resolution No. 70-2023 – Recognition of Councilmember Doug Smith, and Ms. Brewer seconded the motion.

The motion carried unanimously by voice vote.

Minutes:

Mr. Robinson invited Mayor Holmes to come to the podium for the reading and presentation of the resolution.

Mayor Holmes recognized Doug Smith service to the Worthington City Council. He noted the hours of dedication and commitment to the community. He shared that we are very fortunate to have people that are willing to make that kind of commitment to serve our city. He asked for a round of applause for Mr. Smith and then read the Resolution in its entirety.

Mr. Smith thanked Mr. Holmes and those in attendance. He noted that much has changed during his years on Council and like democracy, it will continue to evolve. He again thanked the residents, staff, and fellow Councilmembers.

Ms. Stewart joined Mr. Smith at the podium to provide him with his framed nameplate. She noted several of Mr. Smith's accomplishments and shared that he has left an impact on community.

Ms. Michael stated that it has been great spending twelve years with Mr. Smith and believes they have worked together very well. She thanked him and wished him the best.

Mr. Bucher shared that it has been great getting to know Mr. Smith and wished him the best of luck.

Mr. Robinson shared that he has respected and appreciated Mr. Smith's positive demeanor and buoyant spirits. He thanked Mr. Smith for his service and wished him the best.

Ms. Kowalczyk shared that she appreciated Mr. Smith's unique perspective on things. She thanked him for his service and wished him the best.

Ms. Hermann thanked Mr. Smith for serving on the CIC with her, as well as several other initiatives. She wished him the best.

Ms. Brewer stated that when she first thought about running, she reached out to Mr. Smith about term limits. Mr. Smith was one of the first people to respond to her and has always been very open.

6. Resolution No. 71-2023 - Recognition of Councilmember Bonnie Michael

Executive Summary: Expressing the Appreciation and Best Wishes of the Worthington City Council to Bonnie Michael for her Outstanding Service as a Member

of the City Council and for her Service to the Community.

Ms. Hermann Introduced Resolution No. 71-2023

Motion:

Ms. Kowalczyk moved to adopt Resolution No. 71-2023 – Recognition of Councilmember Bonnie Michael, and Ms. Brewer seconded the motion.

The motion carried unanimously by voice vote.

Minutes:

Mr. Robinson invited Mayor Holmes to come to the podium for the reading and presentation of the resolution.

Mayor Holmes shared there is 38 years worth of service in this Resolution. Mr. Holmes shared a story about Ms. Michael going door to door for many years, getting to know residents and trying to understand important community issues. He noted her passion from 30 years prior carries into today. Mr. Holmes asked for a round of applause and read the Resolution in its entirety.

Ms. Michael thanked everyone that has impacted her time on Council. She referenced her 38 years of service to the community and shared multiple facts and stories about the work that she contributed towards and the lasting impact it has had on the community. She again thanked everyone that has touched her life and allowed her to be an active part of Worthington. She wished the community positivity and success.

Ms. Stewart shared that Ms. Michael has such a rich history of understanding and involvement within the community. Mr. Stewart referenced all of the organizations Ms. Michael has been involved with and the lasting impact she is leaving on the region. She thanked Ms. Michael for her thoughtful engagement with staff and presented her with a framed nameplate. The nameplate recognizes not only Ms. Michael's time as a council member, but also as President Pro Tem and President of Council.

Ms. Michael again thanked everyone, including the City staff.

Mr. Robinson asked if other Council members would like to make some remarks?

Ms. Kowalczyk recalled Ms. Michael encouraging her to run for Council and sharing how lucky we are to have someone serve the community for so many years. She shared that Ms. Michael will leave a legacy, with the biggest one being the push for more women on City Council. She thanked Ms. Michael for everything she has done for the community.

Mr. Smith stated that while he acknowledges they didn't agree on everything, he appreciated that they could always have an open conversation. He thanked Ms. Michael for her many years of service.

Ms. Hermann shared a story about first meeting Ms. Michael and the impact of the Third Grade Live Government program. She also noted the support of women in the community and is proud to have worked beside Ms. Michael.

Ms. Brewer said Ms. Michael is the definition of institutional knowledge and what she has taught her in just two short years is something she'll never forget.

Mr. Bucher shared that he has learned a lot from Ms. Michael and thanked her for her leadership of the community and of Council.

Ms. Michael: You may see me at this podium occasionally.

Mr. Robinson asked if members of Ms. Michael's family or friends in the audience would like to say a few words.

David Michael shared many stories of raising kids in the community with Ms. Michael. He shared her involvement with many community organizations and her many accomplishments throughout the years. He stated that Ms. Michael is known for making time for the Worthington residents and he challenged the new Council to work for the greater good of this community as Ms. Michael has sought to do over the last 28 years.

Ms. Culpepper spoke about her mom, Ms. Michael, and the 15,000 third graders that she has impacted over the years with the Live Government Program.

Carolyn, Ms. Michael's other daughter, shared memories of participating in events and supporting Ms. Michael as a young child. She stated that Ms. Michael deserves to be celebrated for everything she has done for the community.

Ms. Dorothy thanked Ms. Michael for being a positive influence and for pushing for compromise. She shared a story on how they first met and told Ms. Michael she was an inspiration as the lone woman on Council many years before. She said Ms. Michael has raised the bar as a Council member here in Worthington.

Ms. Marilyn Baker shared that instead of speaking about Ms. Michael's accomplishments, she wanted to comment on her character. She noted that Ms. Michael cares deeply, she listens, and she is very involved. She thanked Ms. Michael on behalf of the community.

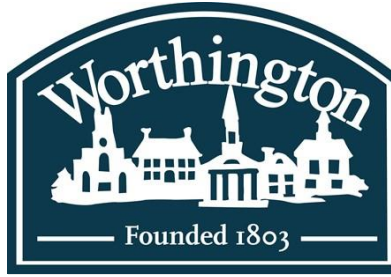
Mr. Glenn Luksik shared that Ms. Michael has always been the person from City Council that wanted to be in the parade and involved with events, and she has been immensely helpful. He thanked her for her service to the community.

Mr. Robinson thanked Ms. Michael and asked for another round of applause.

Adjournment

7. Motion to Adjourn

Ms. Brewer made a motion to adjourn. Second by Ms. Kowalczyk. The motion to adjourn passed unanimously. The meeting adjourned at 8:11 p.m.



STAFF MEMORANDUM
City Council Meeting – April 15, 2024

Date: March 27, 2024

To: Robyn Stewart, Acting City Manager

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

Subject: Ordinance No. 14-2024 – Appropriation - 2024 Bike and Pedestrian Improvements Program

EXECUTIVE SUMMARY

This Ordinance appropriates the 2024 Bike and Pedestrian Improvements Program Funding as included in the Capital Improvements Program.

RECOMMENDATION

Approve as presented.

BACKGROUND/DESCRIPTION

The City's Capital Improvements Program includes an annual allocation for Bicycle and Pedestrian improvements. The City's Bicycle and Pedestrian Advisory Board makes recommendations on the use of the funds, taking into consideration the Bicycle and Pedestrian Master Plan. The Advisory Board has identified nine priority projects to be advanced in 2024. The nine projects are as follows:

- Bicycle Boulevard Pilot
- MORPC Attributable Funds Grant Applications
- Sidewalk Gap Program – Highland Avenue
- Intersection Enhancements (bike boxes) – Caren Avenue and High Street
- Riverlea Sidewalk Connection
- Foster Avenue Pedestrian Enhancements
- SR-315 and SR-161 Pedestrian Improvement Strategies
- Park Boulevard "Five Points Intersection" Feasibility Study
- Shared Use Path Planning – Linworth Road

Some of these projects are “shovel ready” and will be constructed in 2024. Others require support from consulting firms for planning, scoping, cost estimating, and/or design. With authorization from the City Manager, the Service and Engineering Department will acquire consulting support following a review and evaluation of qualified firms.

Staff recommends appropriating the remaining 2024 Bike and Pedestrian CIP funds totaling \$170,000 to support the Board’s 2024 priority projects.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The 2024 CIP included \$350,000 for the Bike and Pedestrian Improvements. \$180,000 of this amount was previously appropriated through Ordinances No. 02-2024 and 11-2024 to support the Bicycle Boulevard Pilot Project and Sidewalk Gap Program.

ATTACHMENTS

Ordinance No. 14-2024

ORDINANCE NO. 14-2024

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the 2024 Bicycle & Pedestrian Improvement Program and all Related Expenses and Determining to Proceed with said Project. (Project No. 762-24)

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;

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. 308.8150.533492 an amount not to exceed one-hundred seventy thousand dollars (\$170,000) to pay the cost of the 2024 Bicycle and Pedestrian Improvement Program (Project No. 762-24).

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. Pursuant to Section 3.02 of the Charter of the City, the City Manager is authorized to execute any contract necessary for the completion of this public improvement; provided that the total of such contracts shall not exceed the total appropriation as authorized in Section 1 of this Ordinance.

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 _____

Attest:

Clerk of Council

President of Council

Introduced
P.H.



STAFF MEMORANDUM
City Council Meeting – April 15, 2024

Date: April 11, 2024

To: Robyn Stewart, City Manager

From: Angela Harris, Personnel Director

Subject: **Resolution No. 30-2024 – Amending Position Descriptions and Staffing Chart**

EXECUTIVE SUMMARY

This Resolution amends job descriptions for the positions of Economic Development Manager and Assistant City Manager and amends the Staffing Chart to add an Economic Development Manager and remove the Assistant City Manager/Economic Development Director position.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

Amending the job descriptions for Assistant City Manager and Economic Development Manager will facilitate the reorganization of the City Manager's Office and Administration Department. The City has operated in recent years with two Assistant City Managers, with one also performing Economic Development Director duties. This reorganization will allow for one Assistant City Manager and the second position will be an Economic Development Manager, who will be directed by the Assistant City Manager.

The staffing chart will also be amended to remove Assistant City Manager/Economic Development Director and add Economic Development Manager.

ATTACHMENTS

Resolution No. 30-2024
Economic Development Manager Job Description
Assistant City Manager Job Description
Amended 2024 Staffing Chart

RESOLUTION NO. 30-2024

Amending the Position Description for Economic Development Manager and for Assistant City Manager and Amending the Staffing Chart for Administration.

WHEREAS, City Council wishes to amend the position description for the position of Economic Development Manager to properly reflect the duties of this position; and,

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

WHEREAS, it is desirable and necessary to amend Resolution No. 63-2023 establishing the 2024 Staffing Chart of the City of Worthington to delete one Assistant City Manager/Economic Development Director and to add one Economic Development Manager position;

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 Economic Development Manager (Class Specification No. 229) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the job description for the position of Assistant City Manager (Class Specification No. 30) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That City Council does hereby amend the 2024 Staffing Chart of the City of Worthington by deleting one Assistant City Manager/Economic Development Director and adding one Economic Development Manager Position.

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 to the City Manager/Economic Development Manager **Class No:** 229

Department:	Administration	Title Originated: 2010
Date:	4/15/2024	Title Revised:
Reports To:	Assistant City Manager	Updated: 2024
FLSA Status:	Exempt (Administrative/Managerial)	

GENERAL STATEMENT OF DUTIES

Under the general direction of the City Manager and Assistant City Manager, this position plans, organizes, and implements an economic development program to promote the growth and development of the City's economic base; assists in the retention and expansion of existing businesses, and seeks out new businesses for the City. This position performs a variety of complex administrative, technical and professional work in the preparation and implementation of economic development plans, programs and services. The position has considerable interface with all departments of the City, the City Council, and the development and business community.

ESSENTIAL FUNCTIONS OF THE POSITION

Provides a leadership role in all issues related to economic development. Plans, directs and organizes the City's economic development activities.

Responsible for formulation, negotiation and implementation of economic development tools such as tax increment financing, community reinvestment areas, and Worthington's Venture Grant program. Prepares annual tax abatement reports and other documentation associated with the City's business incentive programs.

Proposes strategies to achieve goals and objectives for economic development to the City Manager and Assistant City Manager; exercises broad discretion and makes independent judgments to attain goals and objectives. Implements strategies identified in the City's economic development plan, Comprehensive Plan and other strategic documents.

Develops short- and long-range economic development plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Develops and maintains economic development information systems. Assists with marketing the community to attract and retain businesses.

Provides information on economic development issues, programs, services, and plans and

responds to requests for information for economic development purposes. Makes presentations to boards, commissions, City Council, civic groups and the general public.

Establishes and maintains relationships with Worthington businesses, developers, property owners and commercial real estate professionals to determine needs, identify and create opportunities for development/redevelopment, and to increase their familiarity with and interest in Worthington.

Responsible for establishing, maintaining and coordinating a working relationship with federal, state, county and regional agencies involved in economic development and workforce education and training. Prepares and maintains a list of local resources to assist businesses in finding training programs for employees, financing, developing marketing plans, locating business services.

Supports the Worthington Community Improvement Corporation, including administrative support and monthly meeting material preparation.

Engages in the development and implementation of Joint Economic Development Districts (JEDDs) as opportunities arise. Represents the City on established JEDD Boards

Coordinates and manages professional service contracts, as assigned.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of business development, economic development, municipal zoning and infrastructure, and planning programs and processes.

Comprehensive understanding of the operations of local and state government as they apply to economic development; advanced skills in finance, marketing, communications and problem solving.

Knowledge of state, federal and regional incentive and grant programs pertaining to economic and community development.

Ability to communicate effectively, both orally and in writing, and to make presentations before private and public groups.

Ability to make important judgments with regard to varied business matters of significance to the City.

Ability to establish and maintain effective working relationships with the business community; City staff; City Council; boards and commissions; federal, state, local and regional economic development officials; and the general public.

Ability to think analytically and creatively and work independently.

MINIMUM REQUIREMENTS OF THE POSITION

Bachelor's degree in urban planning, business or public administration, economics, marketing, finance or other related field and five years progressively responsible economic development experience, preferably with a municipality.

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. __ -2024; Effective

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT CITY MANAGER

Department: Administration
Date: April 15, 2024
Reports To: City Manager
FLSA Status: Exempt (Administrative/Managerial)

CLASS: 30

Title Revised: 2008
Updated: 2024

General Statement of Duties

Under the general direction of the City Manager, the Assistant City Manager performs a variety of responsible and independent work of an administrative nature encompassing all City functions. Acts as City Manager in the Manager's absence. Coordinates and oversees activities of the Department of Administration, including Information Technology, Public Information, Economic Development and Clerk functions. This is supervisory and administrative work of a highly responsible nature. This position serves as the City Manager's principal assistant engaged in a wide range of duties through both general and specific delegation by the City Manager. The Assistant City Manager performs both assigned and independent staff work and makes recommendations to the City Manager for development of overall administrative policies. This position gives policy guidance and interpretation to department heads and through frequent daily conferences and contacts with the City Manager and others, keeps informed and abreast of current projects and developments in City government.

The Assistant City Manager is liaison to numerous community groups, attending meetings and making presentations. This position also provides staff support to the City Council and the City's boards and commissions as needed.

Essential Functions of the Position:

Serves as Director of the Department of Administration; coordinates and oversees activities of Information Technology, Public Information, Economic Development, City Clerk and Mayor's Court.

Performs research and studies and generates reports containing recommendations on administrative policies and City initiatives to the City Manager.

Receives complaints from the public and channels items to the appropriate department or takes necessary action to resolve.

Attends meetings of the City Council and other boards and commissions as necessary. Prepares staff memos, ordinances and resolutions for the City Council.

Reviews and approves agenda materials for City Council meeting.

Provides policy guidance and interpretation to department heads and the Department of Administration.

Attends meetings of the Community Improvement Corporation and prepares reports for the Corporation as needed.

Prepares and makes presentations to City Council and community groups.

Reviews City codes and administrative regulations and makes recommendations for revision where required.

Negotiates agreements and contracts.

Coordinates the activities of the administrative staff. Represents the City Manager at meetings where assigned.

Coordinates and oversees development of the City's Capital Improvement Program.

Prepares operating budget requests for the Department of Administration and assists the City Manager and Finance Director on development of the City's annual operating budget.

Serves as City Manager in the Manager's absence.

Knowledge, Skills and Abilities:

Possess knowledge of local government in Ohio.

Possess the ability to write clear, concise reports, memoranda and letters.

Possess the ability to analyze complex public policy issues and manage diverse administrative projects.

Possess knowledge of municipal government budgeting practices and procedures.

Possess excellent oral and written communications skills.

Possess experience with Microsoft Windows based word processing, spreadsheet and graphics programs.

Possess the ability to accomplish tasks with a minimum of supervision.

Possess the ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Possess the ability to establish and maintain effective working relationships with the public, City Council members, department heads and other City employees.

Minimum Requirements of the Position:

The Assistant City Manager must possess a Bachelor's degree in Public Administration, Business Administration, Political Science or a related field (Master's degree preferred) and five or more years progressively responsible administrative and management experience in local government, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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. __ -2024; Effective_____

	Unit /Title	2021 FTE	2022 FTE	2023 FTE	2024 FTE
Safety Department - Division of Police					
1	Deputy Director of Safety/Police Chief	1	1	1	1
2	Lieutenants	2	2	2	2
3	Sergeants	5	5	5	5
4	Patrol Officers	25	25	25	25
5	Communication Technicians	0	0	0	0
6	Secretary	2	2	2	2
7	Operations Support Manager	1	1	1	1
8	Support Services Technician	2	2	2	2
9	Part-time Support Service Technician	0.5	0.5	0.5	0.5
10	School Resource Officer	0	0	0	0
11	Crossing Guards (5 positions)	1.5	1.5	1.5	1.5
12	Part-time Court Liaison	0.5	0.5	0.5	0.5
13	Part-time Communication Technicians	0.0	0.0	0.0	0.0
Total		40.5	40.5	40.5	40.5
Planning & Building Department					
1	Director	1	1	1	1
2	Field Inspector/Building & Zoning	1	1	1	1
3	Chief Building Inspector	1	1	1	1
4	Planning Coordinator	1	1	1	1
5	Planning and Building Assistant	1	1	1	1
6	Permit Technician/Paralegal	0	1	1	1
7	PT Code Enforcement Officer	0.5	0.5	0.5	0.5
Total		5.5	6.5	6.5	6.5
Finance Department					
1	Director	1	1	1	1
2	Finance Manager	1	1	1	1
3	Finance Assistant	1	1	1	1
4	Finance Specialist	1	1	1	1
Total		4	4	4	4
Court Clerk					
1	Court Clerk	1	2	2	1
2	Part-time Court Clerk	0.5	0.5	0.5	0.5
Total		1.5	2.5	2.5	1.5
Public Service/Engineering Department					
1	Director/City Engineer	1	1	1	1
2	Secretary	1	1	1	1
3	Mechanic	1	0	0	0
4	Fleet Manager	1	1	1	1
5	Field Inspector/Capital Improvements	1	1	1	1
6	Assistant City Engineer	0	0	0	1
7	Engineering Project Supervisor	0	0	0	1
8	Eng/GIS Manager	1	1	1	0
9	GIS Administrator	0	0	0	1
10	GIS Analyst	1	1	1	0
11	Fleet Maintenance Technician	1	2	2	2
12	Maintenance Superintendent	1	1	1	1
13	Maintenance Supervisor	4	4	4	4
14	Maintenance Technician	7	8	8	8

	Unit /Title	2021 FTE	2022 FTE	2023 FTE	2024 FTE
15	Signal Technician	1	1	1	1
16	Custodian	1.5	1.5	1.5	1.5
17	Seasonal Workers (6 positions)	0.5	0.5	0.5	0.5
18	Administrative Assistant	1	1	1	0
19	Part-Time Public Service Coordinator	0	0	0	0.5
Total		24	25	25	25.5

Administration

1	City Manager	1	1	1	1
2	Assistant City Manager	1	1	1	1
3	Assistant to the City Manager/Personnel Director	1	1	1	1
4	Human Resources Specialist	0	1	1	1
5	Management Assistant	1	1	1	1
6	Executive Assistant to the City Manager/City Clerk	1	2	2	1
7	Student Intern	0.25	0.25	0.25	0.5
8	Assistant to the City Manager/IT Director	1	1	1	1
9	Administrative Assistant/Communications Director	1	1	1	1
10	Information Technology Technician	1	1	1	1
11	Assistant City Manager/Economic Devl Director	1	1	1	0
12	Economic Development Manager	0	0	0	1
13	Systems Engineer	1	1	1	1
14	Help Desk Specialist	1	1	1	1
Total		11.25	13.25	13.25	12.5

Safety Department - Division of Fire

1	Deputy Director of Safety/Fire Chief	1	1	1	1
2	Assistant Chief - Operations	1	1	1	1
3	Ass't Chief of EMS & Community Risk Reduction	0	1	1	1
4	Batallion Chiefs	3	3	3	3
5	Lieutenants	6	6	6	6
6	Firefighters	24	24	24	27
7	Operations Support Technician	1	1	1	1
8	Fire Prevention Lieutenant	1	1	1	1
9	Fire Inspector/Prevention Officer	0	0	0	1
10	Part-time Social Service Coordinator	0	0	0.5	0.5
11	Part-time Firefighters	4	4	4	4
Total		41	42	42.5	46.5

Parks and Recreation Department

1	Director	1	1	1	1
2	Secretary	0	0	0	0
3	Summer Assistants	*	*	*	*
4	Seasonal Workers/ Part-time Maintenance (5 positio	*	*	*	*
5	Ass't Director/Parks and Recreation Superintendent	1	1	1	1
6	Parks Manager	1	1	1	1
7	Parks Supervisor	1	1	1	1
8	Parks Crew Leader	1	1	1	1
9	Parks Technician	4	4	4	4
10	Program Supervisors	0	0	0	0
11	Senior Center Manager	1	0	0	0
12	Recreation Program Manager	0	1	1	1

13 Recreation Operations Manager	0	1	1	1
Unit /Title	2021 FTE	2022 FTE	2023 FTE	2024 FTE
14 Recreation Supervisor - Griswold Center	2	1	1	1
15 Recreation Supervisor - Community Center	4	4	4	4
16 Marketing & Outreach Supervisor	1	1	1	1
17 Customer Service Supervisor	0	1	1	1
18 Building Maintenance Technician	1	1	1	1
19 Project Supervisor	1	1	1	1
20 Marketing & Outreach Coordinator	1	0	0	0
21 Customer Service Coordinator	2	0	0	0
22 Recreation Coordinator	0	2	2	2
23 Parks & Recreation Custodian	0	0	0	0
24 Building Maintenance Assistant	1	1	1	1
25 Parks & Recreation Part-Time (2 Year lag)	36.25	11	17.5	27.2
Total	59.25	34	40.5	50.2
Law Department				
1 Director	1	1	1	1
2 Assistant Director of Law	0	0	0	1
3 Paralegal	1	0	0	0
Total	2	1	1	2
Grand Totals	189.00	168.75	175.75	189.20

FTE Staffing Chart part-time positions are calculated using a base of 2080 full-time hours effective with 2014 Staffing Chart. Fire Dept part-time positions are calculated on a base of 2756 full-time hours.



STAFF MEMORANDUM
City Council Meeting – April 15, 2024

Date: April 11, 2024

To: Robyn Stewart, City Manager

From: David McCorkle, Assistant City Manager & Economic Development Director

Subject: Ordinance 15-2024 – Establishing Compensation for Economic Development Manager

EXECUTIVE SUMMARY

This Ordinance establishes compensation for the Assistant to the City Manager/Economic Development Manager.

RECOMMENDATION

Introduce for Public Hearing on May 6, 2024.

BACKGROUND/DESCRIPTION

City Council will consider amendments to the Economic Development Manager position description and 2024 staffing chart at the April 15, 2024 meeting. If approved, an amendment will be needed to Ordinance 32-2023 (as amended) to establish compensation for this position.

ATTACHMENTS

Ordinance No. 15-2024

ORDINANCE NO. 15-2024

Amending Ordinance No. 32-2023 (As Amended) to
Establish Compensation for the Unclassified Position of
Assistant to the City Manager/Economic Development
Manager (Class Specification No. 229).

WHEREAS, the salaries for the unclassified positions of the Municipal Service must be fixed by City Council;

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

SECTION 1. The salary of the Assistant to the City Manager/Economic Development Manager (Class Specification No. 229) shall not exceed \$95,000.

SECTION 2. The provisions of this ordinance supersede Ordinance 32-2023, passed December 4, 2023, to the extent it pertains to the position specified in Section 1.

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

Introduced
P.H.



STAFF MEMORANDUM
City Council Meeting – April 15, 2024

Date: April 10, 2024

To: Robyn Stewart, Acting City Manager

From: John Moorehead, Director of Service and Engineering

Subject: Ordinance No. 16-2024 Selby Blvd West Bridge (PID 116037)

EXECUTIVE SUMMARY

This ordinance funds the Selby Blvd West Bridge project.

STAFF RECOMMENDATION

Introduce for Public Hearing on May 6, 2024.

BACKGROUND/DESCRIPTION

City Council gave permission to bid the Selby Blvd West Bridge project on April 8, 2024. This project will include demolition and replacement of the existing bridge carrying Selby Boulevard West over Rush Run. Work is planned to occur in phases, so that access to the neighborhood is maintained at all times. This ordinance is being introduced with blanks pending the results of the bid opening. The project's bid opening is scheduled for Tuesday, April 30, 2024 at noon. Information for the appropriation amount and contractor will be provided for the public hearing.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The 2024 CIP budget included \$1,192,000 for the Selby Bridge Replacement. Worthington has been awarded up to \$1,102,000 through ODOT's Municipal Bridge Program to fund this project.

ATTACHMENT(S)

Ordinance No. 16-2024

ORDINANCE NO. 16-2024

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 Selby Bridge Replacement Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 736-22)

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. 308.8150.533464 an amount not to exceed _____ to pay the cost of the Selby Bridge Replacement Project (Project No. 736-22).

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 – April 15, 2024

Date: April 10, 2024

To: Robyn Stewart, City Manager

From: Darren Hurley, Parks & Recreation Director

Subject: Ordinance 17-2024 - Parks Pickleball Court Conversion

Appropriation

EXECUTIVE SUMMARY

This Ordinance appropriates funds from the Capital Improvement Fund for Parks Pickleball Court Conversion.

RECOMMENDATION

Introduce for Public Hearing on May 6, 2024

BACKGROUND/DESCRIPTION

The 2024 Capital Improvements Program (CIP) included \$130,000 for the conversion of existing tennis courts to pickleball. In 2018, the city converted two tennis courts at the Olentangy Parklands into six pickleball courts. The usage has been heavy, and people often must wait or get turned away as the popularity of pickleball continues to increase.

Staff have been working with the Parks and Recreation Commission to identify additional opportunities to expand outdoor pickleball for our residents. After reviewing our existing tennis courts and the usage of our pickleball facilities, staff are recommending we move ahead with the conversion of two additional tennis courts at the Olentangy Parklands for pickleball. This will add more courts in a concentrated area and allow for more pickleball options.

If funding is approved, we intend to schedule work during the summer and have the project completed by fall.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

The 2024 Capital Improvements Program (CIP) included \$130,000 for the project.

ATTACHMENT(S)
Ordinance 17-2024

ORDINANCE NO. 17-2024

Amending Ordinance No. 26-2023 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the Pickleball Court Conversion Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 757-24)

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;

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. 308.4010.533487 an amount not to exceed one hundred thirty thousand dollars (\$130,000) to pay the cost of the Pickleball Court Conversion Project (Project No. 757-24).

SECTION 2. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of Vasco Sports Contractors 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

Introduced
P.H.



STAFF MEMORANDUM
City Council Meeting – April 15, 2024

Date: April 10, 2024

To: Robyn Stewart, City Manager

From: David McCorkle, Assistant City Manager & Economic Development Director

Subject: **Economic Development-Related Transfer of Liquor Permits (TRES)**

EXECUTIVE SUMMARY

This item acknowledges Fleet Parking LLC's (dba Paddle Taps) requested transfer of a D-5 permit into the City of Worthington as an economic development project (TRES).

RECOMMENDATION

Motion to acknowledge Paddle Taps as an economic development project by authorizing the City Manager to sign the TRES application and to not request a public hearing for their D-5 permit.

BACKGROUND/DESCRIPTION

State law allows for the transfer of the ownership and location of liquor permits from one municipality to an economic development project located in another municipality in Ohio. Such a transfer may occur when no quota-based permits, of the same class as is sought, remain available within the new municipality. Transferring a permit to an economic development project in a new municipality is known as TRES.

To TRES a liquor permit, an applicant must notify the new municipality of the proposed transfer, and in turn, the new municipality must acknowledge, in writing, that the liquor permit will be transferred to an economic development project.

The Superintendent of Liquor Control ultimately determines whether the transfer qualifies as an economic development project. Factors used in their decision-making include, but are not limited to: the architectural certification of the plans and the cost of the project; the

number of jobs to be created; the projected earnings of the project; the projected tax revenues from the project; and the amount of project investment.

For the new municipality's written acknowledgment of the economic development nature of the pending transfer, the Ohio Division of Liquor Control allows for either (1) signature by an authorized Worthington representative on the applicant's TREX application form (filed with the State) or (2) by separate writing from the City addressed to the State.

Staff has taken the following steps to review the TREX application:

1. Applicant provided to the City its TREX application, to be submitted to the Ohio Division of Liquor Control, with all relevant portions completed and the document was signed and dated;
2. City economic development staff collected relevant project information from the application, including the business concept, location, hiring plans, the proposed level of fixed asset investment, and other relevant items of information; and
3. City economic development staff coordinated with Worthington Police Department and the Law Director concerning the appropriateness of the pending TREX application.

Proposed Project:

Fleet Parking LLC (dba Paddle Taps), an independently owned business, intends to open a new pickleball facility in the former Play CBUS space located at 535 Lakeview Plaza Boulevard. The owner, Mohamed Warsame, is a local dentist. Mr. Warsame created Fleet Parking LLC in 2006 and the entity currently operates several logistics facilities and terminals in the Columbus region. Paddle Taps would be the first pickleball operation for Fleet Parking LLC.

Fleet Parking LLC is seeking to TREX a D-5 liquor permit to the Worthington location. The permit would allow for on-premises and off-premises sales of beer, wine, pre-packaged low-proof mixed beverages, as well as on-premises-only consumption of high-proof spirits until 2:30am. Paddle Taps' hours of operation will be from 6:00am to 9:00pm Monday through Saturday, with Sunday hours being 8:00am to 8:00pm.

In the TREX application, the owners describe the following economic development impacts to the City of Worthington from the project:

- Total investment: \$400,000
- Total number of jobs to be created: 15 - 20
- Annual Payroll: \$500,000 (\$12,500 collected in City income tax revenues)

The Worthington Police Department expressed no opposition to the proposed liquor permit transfer. The Department of Law provided City economic development staff with relevant, publicly available information concerning the business and the owners.

In addition to acknowledging Paddle Taps as an economic development project, staff have proactively included the recommendation to not request a public hearing for their D-5 permit to avoid having to bring the applicant back to Council a second time.

ATTACHMENTS

TREX Application from Fleet Parking LLC



**Department
of Commerce**

Division of Liquor Control

Division Use Only	
Check #: _____	Permit # _____
# of Checks: _____	
Check Amt: _____	

ECONOMIC DEVELOPMENT TRANSFER FORM (TREX)

Ohio Revised Code 4303.29(B)(2)(b)

READ BEFORE YOU START THIS APPLICATION

Certain permits in Ohio are subject to a quota based upon a formula that factors in the total population of the city, village, or township where the permit will be issued and a ratio, specific to particular permit classes, as set forth in Ohio law (Learn more in our [Quota Resource Guide](#)). When transferring a specific quota permit (i.e., D-1, D-2, etc.) that will move locations to a NEW city, village, or township from where it is currently issued, there must be available spots in that new quota before the Division can process the transfer. If, for a particular quota permit class, there are **NO** spots available in the new quota, then the applicant has a few choices as discussed in our [TREX Resource Guide](#). This form covers the specific permit classes that can be TREX'd under the Ohio law provision noted at the top of this application. A few things to understand before proceeding with the TREX option are that:

- The Division can **ONLY** process the TREX transfer application if the city, village, or township where the permit will transfer to APPROVES the transfer as an economic development project. The city, village, or township can document its approval by signing our form below in Section E.
- **ONLY** after we receive this completed form with the transfer application will the Division Superintendent review it for processing.
- The city, village, or township, despite approving the TREX transfer can still object to the issuance of your permit at the applied for location and the applicant must still be WET ([Review our Local Option Election Guide](#) for more information) for the requested sales at that address and meet all other rules and regulations before the permit(s) can be issued at that new location.

For this form to be deemed complete, you must fully and legibly complete this application, including:

- Answering all required questions ("*" indicates a required field);
- Submitting this application with your Transfer Application; **and**
- Securing signatures from the appropriate local government officials listed below.

SECTION A – Issued Permit Holder Information (i.e. Seller)

* This section **MUST** be completed.

* Issued Permit Holder's Business Name as on File with the Division:

OCharleys LLC

* Issued Permit Holder #:

65031850055

SECTION B – New Business Owner's Information (i.e., Buyer) ☐ N/A-Seller **REMAINS** the owner and is **ONLY** moving locations.

* **ONLY** fill out this section if the **ownership and location** is changing.

* Business Entity or Sole Proprietor Name ("Applicant") (**MUST** match name listed on transfer application):

Fleet Parking LLC

Section C – New Permit Premises Address Information

* This section **MUST** be completed.

* New Permit Premises Address:

535 Lakeview Plaza Blvd

* New Township (if outside city limits):

N/A

* New City:

Worthington

* New County:

Franklin

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SECTION D – Transferred Permits subject to TREX

* This section identifies the permit classes that are being transferred into a **NEW** city, village, or township, consistent with the Transfer Application, that **REQUIRE** TREX sign-off from the local government official that signed below.

* Select the Permit Type(s) being transferred that need to be TREX'd:

☐ C-1 ☐ C-2 ☐ D-1 ☐ D-2 ☐ D-3 ☒ D-5

* Note – there may be other permit types, like a C-2X, D-3A, or D-6, that are also part of your transfer that are not listed above. Your complete transfer listing needs to be identified on your transfer application (DLC 4120) that you must send with this signed TREX form.

Remember this form is **ONLY** for those permit classes that are subject to the quota and would require TREX sign-off because there are no permits available for the given class in the NEW locality when the transfer is filed. For example, you can be transferring a D-1, D-2, D-3 permit from City A to City B. In City B, there are D-1 and D-3 permits available, but no D-2 permits. In this situation, the only permit class that would REQUIRE TREX sign-off is the D-2.

Section E – Information that MAY be Used to Determine if the Transfer is an Economic Development Project

R.C. 4303.29(B)(2)(b)(ii) lists several factors the local legislative authority (City, Village or Township) can use when determining if it should approve this transfer as an Economic Development Project. While the law provides broad discretion to the legislative authority when making this decision, **SOME** factors that may be useful to the legislative authority in making its decision, include the:

- Total amount invested in this project: \$ 400,000.⁰⁰
- Total number of jobs that will be created by this project: 15-20
- Existing or estimated Tax Revenue generated by this project:
 - Ohio Unemployment Tax \$ 15,000.⁰⁰
 - Property Tax \$ 199,474.32
 - Sales Tax \$ 165,000.⁰⁰
 - State Withholding Tax \$ 62,500.⁰⁰
 - Other: _____ \$ _____

You may also be asked to provide a projected earnings statement (brand new business), or a profit and loss statement (existing business), or a copy of building plans/drawings outlining any construction plans.

* Pulled from County Auditor, for amount for entire Plaza

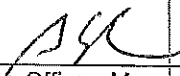
Section F – Applicant Signature

* This section **MUST** be signed by either the applicant in:

- Section A if the seller **REMAINS** the owner of the permit and is **ONLY** moving the permit address to a **NEW** city, village, or township from where it is currently issued; **OR**
- Section B if the ownership of the permit is changing **AND** the new permit address will be in a **NEW** city, village, or township from where the permit is currently issued.

By signing below, I certify and understand that:

- I have authority to execute this document;
- The information provided is true, correct, and complete to the best of my knowledge and belief;
- Failing to complete this form, consistent with the above listed instructions, will result in this form and/or transfer application being returned to me, unprocessed, until a corrected, complete application is received by the Division;
- During the review of this form and/or my transfer application, further documentation may be needed, and I agree to comply timely and understand that failure to comply could delay the processing of my application;
- Even if the city, township, or village approves my TREX transfer application, the Division **MUST** still notify the applicable legislative authority about your transfer application and that legislative authority has the right to object to the issuance of the permit even for those permit classes that it approved as part of this TREX process; **AND**
- If this TREX form is required, the Division **CANNOT** process the transfer application until it is submitted with this completed (in its entirety) and signed form.

 Mohamed Warsame
(Signature of Individual, Partner, Officer, Managing Member, or 5% or more Shareholder or Member)

Mohamed Warsame

(Please Print Name)

OWNER
(Title)

7.19.24
(Date)

535 LAKEVIEW PLAZA BLVD, LAKELAND OHIO 43085
(Street Address, City, State, Zip Code)

614 805 5821
(Telephone with Area Code)

SECTION G – NEW City, Village, or Township Signature

* This section MUST be completed by the City, Village or Township in which this Economic Development Project (TRES) will be located. Legislative officials who can sign this section are, as applicable, the/a:

- Mayor,
- City Council Member,
- Law Director,
- Clerk of Council,
- Township Fiscal Officer,
- County or Township Trustee Board Member; or
- Other legislative office holder not specified with the authority to act on behalf of the applicable jurisdiction where the permit will be located.

THE APPLICANT MUST PROVIDE AN EXECUTED COPY OF THIS FORM WITH ITS TRANSFER APPLICATION.

The City, Village or Township of _____ has considered the above-named applicant's TRES application consistent with the factors outlined in R.C. 4303.29(B)(2)(b) and hereby agrees and accepts that this transfer will be an economic development project within its jurisdiction.

By signing this form, I, the city, village, or township official listed below, acknowledges and understands that:

- I have the authority on behalf of my local government to sign this form;
- My signature, on behalf of my jurisdiction, means the Division can continue to process the applicant's transfer application for the applicable TRES'd permit classes;
- The city, village, or township will still be notified about the potential issuance of this permit and that it retains the right to object to this transfer for any and all permit classes applied for by the applicant;
- Once the applied for permit classes are transferred to the applicant within the city's, village's, or township's jurisdiction, the permit can then be transferred to other owners at the same location or to other locations within the city, village, or township by either the current or future owners subject to notice and hearing provisions under R.C. 4303.26;
- The TRES process ONLY contemplates the Division's ability to start processing the applicant's transfer application for the affected permit classes, the applicant MUST still meet any rules and regulations before the permit can be issued and the new location must also be wet for the type of permit classes that the applicant seeks to operate at the new location; and
- It is within the city, village, or township's sole discretion, consistent with Ohio law, to decide whether to approve the applicant's TRES application as an economic development project.

(Signature of Local Official specified above)

(Please Print Name)

(Title)

(Date)

(Government Email Address)

(Telephone with Area Code)

Applicant MUST submit the transfer application, this TRES form, and any other required forms to:

Ohio Department of Commerce – Division of Liquor Control
c/o Licensing New & Transfer Section
6606 Tussing Road
Reynoldsburg, OH 43068-9005

For Questions call (614) 644-3155
Or email fileinquiry@com.ohio.gov

Office Hours: 8:00 a.m. - 5:00 p.m. EST