

ORDINANCE NO. 02-2013

To Amend Chapters 143 and 149 of the Codified Ordinances of the City of Worthington to Establish the Department of Service and Engineering and the Department of Planning and Building.

WHEREAS, City Council wishes to reorganize City departments in order to meet current service demands and better serve the community; and,

WHEREAS, Article III, Section 3.04 of the Charter of the City of Worthington provides for the establishment of additional departments and the combination of departments in the administrative structure of the City; and,

WHEREAS, Article III, Section 3.05 of the Charter of the City of Worthington provides for a Director of each Administrative Department;

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

SECTION 1. That Chapter 143 of the Codified Ordinances of the City be amended to be titled Department of Service and Engineering.

SECTION 2. That Chapter 143 of the Codified Ordinances of the City be and the same is hereby amended to read as follows:

143.01 DEPARTMENTAL DIVISIONS

The Department of Service and Engineering shall be under the direction of the Director of Service and Engineering and who shall have supervision and control of the Department subject to the direction of the City Manager. The Department of Service and Engineering shall be composed of the following divisions which shall have the functions hereinafter set forth and such others as may be delegated to it by the City Manager:

- (a) Public Service.
- (b) Engineering.

143.02 DIVISION OF PUBLIC SERVICE

The Division of Public Service shall be under the direction of the Director of Service and Engineering. It shall perform the following duties:

- (a) Formulate and administer procedures pertaining to the management, operation, development, construction, repair and maintenance of the street and highway system of the City.
- (b) Formulate and administer procedures pertaining to the management, operation, development, construction, repair, maintenance, improvement and extension of the storm and sanitary sewer system of the City.
- (c) Maintain, clean and repair all public buildings owned and operated by the City.

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- (d) Keep and maintain such maps and records as are necessary for the fulfillment of its functions.
- (e) Apply and maintain all markings for traffic control upon the streets or curbs.
- (f) Administer the noxious weed abatement activities of the City.
- (g) Answer inquiries arising out of the operation of the Division.
- (h) Maintain and repair all fire hydrants in the City and replace same when necessary.
- (i) Manage and administer all structures, plantings and activities in the public rights-of-way.
- (j) Monitor and administer residential on-site sewage disposal facilities.
- (k) Perform maintenance of the water distribution system that is not provided by the City of Columbus under its contract with the City of Worthington.
- (l) Perform snow removal and ice control and leaf collection and disposal.
- (m) Manage and service vehicles in the City fleet.
- (n) Administer contracts for solid waste management, recycling, and yard waste collection.
- (o) Prepare and submit reports and documents to appropriate governmental bodies as required for service functions.
- (p) Perform such other duties as may be required by the City Manager.

143.03 DIVISION OF ENGINEERING

The Division of Engineering shall be under the direction of the City Engineer. Should the City Engineer not be the Department Director, the City Engineer shall be the Assistant Director. The Division of Engineering shall perform the following duties:

- (a) Formulate, administer and supervise contracted consultant engineering services to the City.
- (b) Conduct engineering investigations of relevant City issues, particularly with regard to the safety and welfare of the citizenry.
- (c) Establish and maintain pertinent records and reports.
- (d) Perform liaison services between consulting engineers and Council and City staff.
- (e) Formulate, administer, inspect and supervise capital improvement projects where such work is to be executed in accordance with a set of engineering drawings and specifications.
 - (1) Street and highway system;
 - (2) Utilities;
 - (3) Building Improvements.
- (f) Establish and maintain pertinent records, engineering drawings, specifications and maps.
- (g) Administer the Geographic Information System of the City.
- (h) Perform such other duties as may be required by the City Manager.

SECTION 3. That Chapter 149 of the Codified Ordinances of the City be amended to be titled Department of Planning and Building.

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SECTION 4. That Chapter 149 of the Codified Ordinances of the City be and the same is hereby amended to read as follows:

149.01 DEPARTMENTAL DIVISIONS

The Department of Planning and Building shall be under the direction of the Director of Planning and Building and who shall have supervision and control of the Department subject to the direction of the City Manager. The Department of Planning and Building shall be composed of the following divisions which shall have the functions hereinafter set forth and such others as may be delegated to it by the City Manager:

- (a) Planning.
- (b) Building.

149.02 DIVISION OF PLANNING

The Division of Planning shall be under the supervision of the Director of Planning and Building. It shall perform the following duties:

- (a) Plan, organize, and direct the activities and staff related to land-use planning and zoning code enforcement.
- (b) Manage the administration of the Worthington Comprehensive Plan, and recommend amendments to the codes and new or revised ordinances.
- (c) Manage the preparation of short and long-range planning studies, research reports, policy documents, and comprehensive plan reviews; advise the City Manager, City Council, and City boards and commissions on planning, zoning, and development issues.
- (d) Work with development applicants to resolve rezoning and development issues.
- (e) Advise and provide staff for the Municipal Planning Commission, Board of Zoning Appeals, Architectural Review Board, and other groups as necessary.
- (f) Oversee the work of outside consultants for planning services.
- (g) Respond to a variety of inquiries from the general public concerning policies related to planning and development.
- (h) Provide information to, negotiate with, and solicit cooperation of citizens, community organizations and the development community regarding planning and development issues.
- (i) Perform such other duties as may be required by the City Manager.

149.03 DIVISION OF BUILDING

The Division of Building shall be under the supervision of the Chief Building Inspector who shall be under the supervision of the Director of Planning and Building. It shall perform the following duties:

- (a) Enforce all applicable laws and ordinances of the City regulating building, housing, property maintenance, zoning, plumbing, heating and electrical installations.

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- (b) Issue permits in conformity with the codes and laws applicable to building inspection.
- (c) Institute proceedings for the repair or destruction of unsafe buildings in conformity with the codes and laws of the City.
- (d) Approve plans and enforce the Ohio Building Code and the Residential Code of Ohio within the City for all the occupancies named in such code, as is authorized by Ohio R.C. Chapters 3781 and 3791.
- (e) Perform such other duties as may be required by the City Manager.

SECTION 5. 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 February 4, 2013

[Signature on File]
President Pro-Tem of Council

Attest:

[Signature on File]
Clerk of Council

Introduced January 22, 2013
P.H. February 4, 2013
Effective February 27, 2013