

**12/15/2025 | 7:00 PM**

**Municipal Services Center, Council Chamber  
3600 Tremont Road**

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance Led By Vice President Close**
- 3. Consent Agenda**
  - a. Approve City Council Meeting Minutes for December 8, 2025
  - b. Ordinance No. 48-2025 - An ordinance to appropriate and transfer funds - 2025 Budget
  - c. Resolution No. 16-2025 - A resolution setting the 2026 City Council schedule of meetings
- 4. Reports/Presentations**
  - a. Finance Director Report - November 2025
- 5. Legislative Item for Third Reading/Public Hearing/Council Action**
  - a. Ordinance No. 44-2025 - An ordinance to amend Chapter 155 - Personnel Code of the Upper Arlington Code of Ordinances (*Walter*)
- 6. Legislative Items for First Reading/Public Hearing/Council Action**
  - a. Ordinance No. 49-2025 - An ordinance authorizing salary amendments for the City Manager, City Attorney, and City Clerk (*Close*)
- 7. Liquor Control**
  - a. Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D2 and D3 Liquor Permit for UMI Buffet of Columbus, LLC 1841 West Henderson Road
  - b. Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D3 Liquor Permit for US Restaurant and Catering LLC, 3018 Kingsdale Center, Upper Arlington, OH 43221

- c. A motion to approve the transfer of liquor license (TRES) to Buckeye SSC-UA LLC, Sunny Street, 4733 Reed Road, for economic development purposes  
*(Kulewicz)*

**8. City Manager Update**

**9. Council Liaison Report**

**10. Recognition of Vice President Brian C. Close and Council Member Jim Lynch**

**11. Adjournment**

**December 8, 2025**

City Council met in regular session in the Council Chamber of the Municipal Services Center, 3600 Tremont Road, and the meeting was called to order by President Awakessien Jeter at 7:00 p.m.

**Members Present:** President Ukeme Awakessien Jeter, Vice President Brian Close, John Kulewicz, Jim Lynch, Heidi Munc, and Todd Walter

**Staff Present:** City Manager Steven Schoeny, City Attorney Darren Shulman, Assistant City Manager Jackie Thiel, City Clerk Krystal Gonchar, Finance Director Brent Lewis, IT Director Ross Morrow, Community Development Director Chad Gibson, Parks & Recreation Director Debbie McLaughlin, Community Affairs Director Emma Speight, Public Service Director Gary Wilfong, Fire Chief Chris Zimmer, HR Director Don Essex, Economic Analyst James Russell, and Police Lieutenant Branden Staiger

**Pledge of Allegiance**

The Pledge of Allegiance was led by Council Member Jim Lynch.

**Consent Agenda**

**a. Approve City Council Meeting Minutes for December 1, 2025**

Mr. Kulewicz moved, seconded by Mr. Lynch, to approve the Consent Agenda. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

**Legislative Items for Fourth Reading/Public Hearing/Council Action**

- a) Ordinance No. 42-2025 - An ordinance to adopt amendments to the 2025-2026 Municipal Program of Services (the 2025-2026 Biennial Budget Supplement) and to approve the 2026 Master Schedule of Fees.**

In response to President Awakessien Jeter’s invitation to speak, there were no questions or comments from the public relative to Ordinance No. 42-2025.

Mr. Walter moved, seconded by Ms. Munc, to adopt Ordinance No. 42-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

**b) Ordinance No. 43-2025- An ordinance to adopt 2026 annual appropriations**

In response to President Awakessien Jeter’s invitation to speak, there were no questions or comments from the public relative to Ordinance No. 43-2025.

Mr. Close moved, seconded by Ms. Munc, to adopt Ordinance No. 43-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

**Legislative Items for Second Reading/Public Hearing/Council Action**

**a. Ordinance No. 45-2025- An ordinance authorizing the City Manager to enter into contract with OHM Advisors for the Master Plan Update and to appropriate funds**

In response to President Awakessien Jeter’s invitation to speak, the following speakers came forward:

- Todd Jaquith – expressed concern about the proposed \$600,000 consulting contract, noting it equates to approximately \$200 per hour. He questioned the City’s overall spending on consultants and whether past consultant recommendations have been evaluated or implemented, referencing previous studies and master planning efforts for areas such as Lane Avenue, Kingsdale, major parks, and Tremont Road. He noted the City already has in-house expertise and suggested reviewing the value received from prior consultant engagements. While acknowledging the quality of OHM’s work, he stated that \$600,000 is a significant amount for a consultant.

Mr. Kulewicz moved, seconded by Ms. Munc, to adopt Ordinance No. 45-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

**Legislative Items for First Reading/Public Hearing/Council Action**

**a. Ordinance No. 46-2025 - An ordinance authorizing the City Manager to enter into a three-year agreement with the International Association of Firefighters, Local 521 (IAFF)**

In response to President Awakessien Jeter's invitation to speak, there were no questions or comments from the public relative to Ordinance No. 46-2025.

Assistant City Manager Jackie Thiel stated that the negotiations were successful. The team met transparently, and the parties worked well together. To remain competitive with other agencies in central Ohio, wages were adjusted. We have also incorporated memorandums of understanding that have been successful over the years.

Mr. Lynch moved, seconded by Mr. Walter, to adopt Ordinance No. 46-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

**b. Ordinance No. 47-2025 - An ordinance authorizing the issuance of not to exceed \$30,000,000 of General Obligation Limited Tax Bonds, in one or more series, for the purpose of acquiring, constructing, installing, and equipping capital projects and public infrastructure with related equipment, acquiring land and interests in land, and all necessary appurtenances thereto; and authorizing and approving related matters**

In response to President Awakessien Jeter's invitation to speak, there were no questions or comments from the public relative to Ordinance No. 47-2025.

In response to questions from Mr. Kulewicz, Finance Director Brent Lewis explained that the need for approximately \$27 million in bonds is outlined in the budget book. He noted that the City does not have sufficient cash reserves to fund the full Capital Improvement Plan (CIP), and while no bonds were issued for the 2025 CIP, using \$8–\$10 million in cash instead, the City now needs to issue bonds to cover the next two years.

President Awakessien Jeter asked about the philosophy behind using debt for CIP items, and Mr. Lewis stated that bonds are typically used for projects with a useful life of more than 20 years, such as water/sewer lines and street reconstruction, while cash is used for items with a shorter life span, subject to available balances.

Vice President Close inquired about expected bond terms and current rates. Mr. Lewis said the City generally issues 20-year bonds, not exceeding 30 years, and that current rates for AAA-rated communities are just over 4%. Mr. Kulewicz asked whether the community bond-purchase pilot program would be offered again; Mr. Lewis confirmed it would, with improvements to address prior issues.

President Awakessien Jeter also asked why the City opted not to issue bonds last year. Mr. Lewis explained that due to a high General Fund unreserved balance, the decision was made to use cash rather than issue new debt.

Ms. Munc moved, seconded by Mr. Lynch, to adopt Ordinance No. 47-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

### **Legislative Items for Second Reading/Public Hearing**

**a. Ordinance No. 44-2025- An ordinance to amend Chapter 155- Personnel Code of the Upper Arlington Code of Ordinances**

In response to President Awakessien Jeter’s invitation to speak, there were no questions or comments from the public relative to Ordinance No. 44-2025.

President Awakessien Jeter advised that the Third Reading/Public Hearing/Council Action will occur on December 15, 2025.

### **Legislative Items for First Reading/Public Hearing**

**a. Ordinance No. 48-2025- An ordinance to appropriate and transfer funds-2025 Budget**

In response to President Awakessien Jeter’s invitation to speak, there were no questions or comments from the public relative to Ordinance No. 48-2025.

Mr. Lewis noted that it is unusual to come forward with a decrease in appropriations. He highlighted the request for advance of funds for the Kingsdale Center TIF, as the TIF approval is hung up at state and county levels. The City should see the money in first half of 2026. When the City receives the money, it will be paid back in the general fund.

President Awakessien Jeter advised that the Second Reading/Public Hearing/Council Action will occur on December 15, 2025.

### **City Manager Update**

No update provided.

### **Executive Session**

A motion was made by Mr. Kulewicz, seconded by Mr. Lynch, to enter Executive Session pursuant to O.R.C. Section 121.22 (G)(1)- to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. The motion carried with the following vote:

<b><u>Roll Call</u></b>	<b><u>Vote</u></b>
Kulewicz	Aye
Lynch	Aye
Walter	Aye
Close	Aye
Munc	Aye
Awakessien Jeter	Aye

Council entered Executive Session at 7:29 p.m. and reconvened into open session at 8:40 p.m.

\* \* \*

There being no further business to come before City Council, President Awakessien Jeter called for a motion to adjourn the meeting. Mr. Walter moved to adjourn, seconded by Mr. Lynch. The motion carried unanimously, and the meeting adjourned at 8:40 p.m.



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<b>Authors:</b>	Brent Lewis, Finance Department Director
<b>Council Meeting Date:</b>	December 15, 2025
<b>Subject/Legislative Item:</b>	Ordinance No. 48-2025 - An ordinance to appropriate and transfer funds - 2025 Budget
<b>Purpose:</b>	To have the the City Council authorize certain amendments to the 2025 adopted budget as required by City Code and to authorize the advance of funds.
<b>Executive Summary:</b>	City staff has conducted a year-end review of the City's 2025 budget and is proposing the noted amendments for the City Council's approval. City staff is also requesting the City Council's authorization to advance of funds from the General Fund to the Kingsdale Center TIF Fund.

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### **Purpose and Impact**

The Finance staff has completed a comprehensive review of the 2025 budget year's revenue estimates and appropriations for anticipated amendments.

Exhibits 1 and 2 have been included to supplement this report to show the impact of the proposed adjustments on each affected fund and provide further details to each proposed adjustment. It should be noted that revenue adjustments are not required to be approved by the City Council. However, adjustments that staff will be making have been included in Exhibit 1 to help show the impact on fund balance.

It should be noted that the only adjustments proposed at this time are for those items that need to be made to ensure year-end compliance with budgetary rules/regulations. Staff has not proposed reductions for projected unused appropriations or reductions/additions in projected revenue estimates if they are not needed for compliance purposes (realized less than projected department budget spending).

Amendments typically consist of:

- Requesting new appropriations related to unbudgeted goods or services that have come up in the second half of the year and have been estimated as potential needs before the end of the year;
- Requesting additional (reducing) appropriations for goods or services that were determined to be initially under/over budgeted; or,
- Requesting a re-allocation of existing appropriations.



## Summary

The proposed appropriation amendments include an overall *reduction* of approximately \$3.2M in appropriations across several funds. There are also several re-allocations of personal service dollars within the Public Service and Public Works departments to align appropriations with how payroll has been charged throughout the year.

The most significant of the proposed amendments is the need for a \$1M advance from the General Fund to the Kingsdale Center TIF Fund. The advance is needed in order to make required debt payments. This fund did not receive the anticipated PILOT payments in 2025 due to hold-ups at the state/county with processing the TIF. It is anticipated that all PILOT payments will be reconciled and received in 2026. The amount will be returned to the General Fund when the funds are received.

As noted previously, revenue estimates are not required to be approved by the Council but are provided to show the true impact on a particular fund's balance. An overall reduction of \$1.77M in revenue estimates is being made as noted on Exhibit 1.

## History

Every December, the Finance Department seeks Council approval for budgetary compliance.

## Alternatives

Amendments to the year-end appropriations are being made to meet compliance with budgetary rules/regulations. Council could also propose additional amendments.

## Attachments

1.	Exhibit 1 - YE Budget Summary
2.	Exhibit 2 - YE Budget Summary
3.	Ordinance No. 48-2025



**2025 YEAR END Budget Adjustments**

ALL #S PRESENTED ROUNDED TO WHOLE  
DOLLAR ON THIS SUMMARY SHEET

	101	102	105	215	231	253	254	256	259	265	266	301	404	405
	General Fund	Capital Asset Management	Self Insurance Fund	Law Enforcement Fund	Mayor's Court Special Fund	LAMU TIF	Lane Ave. TIF	Arlington Crossing TIF	Kingsdale Core TIF Fund	Kingsdale Center TIF	Gateway TIF	General Bond Retirement Fund	Infrastructure Improvement Fund	Estate Tax Improvement Fund
<b>Revenue Adjustments from Adopted:</b>														
Payments in lieu of taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (38,000)	\$ (33,000)	\$ (50,000)	\$ -	\$ (1,130,000)	\$ (1,028,000)	\$ -	\$ -	\$ -
Investment Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	(8,000)	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	-	-	50,000	300,000	-	-	-	-	-	-	-	-	1,000,000	-
OFU - Transfers In	-	-	-	-	-	-	-	-	-	-	-	(1,654,000)	-	-
OFU - Advances In	(194,000)	-	-	-	-	-	-	-	-	1,000,000	-	-	-	-
<b>Total Revenue</b>	<b>(194,000)</b>	<b>-</b>	<b>50,000</b>	<b>300,000</b>	<b>(8,000)</b>	<b>(38,000)</b>	<b>(33,000)</b>	<b>(50,000)</b>	<b>-</b>	<b>(130,000)</b>	<b>(1,028,000)</b>	<b>(1,654,000)</b>	<b>1,000,000</b>	<b>-</b>
<b>Appropriation Changes:</b>														
Supplemental Appropriations	1,000,000	(1,300,000)	-	-	-	-	-	-	61,000	(190,000)	(150,000)	(1,600,000)	(194,000)	85
Transfer of Appropriations	-	-	-	-	-	-	-	-	-	-	-	-	(100,000)	-
<b>Total Appropriations</b>	<b>1,000,000</b>	<b>(1,300,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,000</b>	<b>(190,000)</b>	<b>(150,000)</b>	<b>(1,600,000)</b>	<b>(294,000)</b>	<b>85</b>
<b>Effect on Fund Balance</b>	<b>(1,194,000)</b>	<b>1,300,000</b>	<b>50,000</b>	<b>300,000</b>	<b>(8,000)</b>	<b>(38,000)</b>	<b>(33,000)</b>	<b>(50,000)</b>	<b>(61,000)</b>	<b>60,000</b>	<b>(878,000)</b>	<b>(54,000)</b>	<b>1,294,000</b>	<b>(85)</b>
<b>Current Amended Budget Fund Balance (ENDING)</b>	<b>36,441,775</b>	<b>26,458,652</b>	<b>1,056,300</b>	<b>2,262,532</b>	<b>49,128</b>	<b>734,455</b>	<b>296,086</b>	<b>1,029,724</b>	<b>1,077,801</b>	<b>29,832</b>	<b>1,010,909</b>	<b>352,116</b>	<b>2,712,199</b>	<b>85</b>
<b>NEW Amended Budget Fund Balance (ENDING)</b>	<b>\$ 35,247,775</b>	<b>\$ 27,758,652</b>	<b>\$ 1,106,300</b>	<b>\$ 2,562,532</b>	<b>\$ 41,128</b>	<b>\$ 696,455</b>	<b>\$ 263,086</b>	<b>\$ 979,724</b>	<b>\$ 1,016,801</b>	<b>\$ 89,832</b>	<b>\$ 132,909</b>	<b>\$ 298,116</b>	<b>\$ 4,006,199</b>	<b>\$ -</b>
<b>Consolidated effect on all fund balances</b>	<b><u>407,915</u></b>													

**2025 YEAR END Budget Adjustments**

ALL #S PRESENTED ROUNDED TO WHOLE  
DOLLAR ON THIS SUMMARY SHEET

	610	710	720	730	740	750	948	949	950	
	Employee	Solid	Water	Sanitary	Stormwater	Swimming		Construction	Mayor's	
	Benefits	Waste	Surcharge	Sewer	Management	Pools	Rotary	Withholding	Court	
	Fund	Fund	Fund	Surcharge	Fund	Fund	Fund	Fund	Agency	Grand Totals
				Fund					Fund	of All Adjusted
										Funds
<b>Revenue Adjustments from Adopted:</b>										
Payments in lieu of taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,279,000)
Investment Revenue	-	30,000	-	-	-	-	-	-	-	30,000
Charges for Services	(400,000)	260,000	70,000	140,000	-	(100,000)	-	-	-	(30,000)
Fines and forfeitures	-	-	-	-	-	-	-	-	(50,000)	(58,000)
Miscellaneous revenue	-	10,000	360,000	-	-	-	200,000	(500,000)	-	1,420,000
OFU - Transfers In	-	-	-	-	-	-	-	-	-	(1,654,000)
OFU - Advances In	-	-	-	-	-	-	-	-	-	806,000
<b>Total Revenue</b>	(400,000)	300,000	430,000	140,000	-	(100,000)	200,000	(500,000)	(50,000)	(1,765,000)
<b>Appropriation Changes:</b>										
Supplemental Appropriations	-	-	-	-	-	-	250,000	-	(50,000)	(2,172,915)
Transfer of Appropriations	-	-	50,000	20,000	30,000	-	-	-	-	-
<b>Total Appropriations</b>	-	-	50,000	20,000	30,000	-	250,000	-	(50,000)	(2,172,915)
<b>Effect on Fund Balance</b>	(400,000)	300,000	380,000	120,000	(30,000)	(100,000)	(50,000)	(500,000)	-	407,915
<b>Current Amended Budget Fund Balance (ENDING)</b>	1,984,415	1,345,535	1,707,265	2,596,101	2,123,159	571,863	1,158,254	1,608,854	26,257	86,633,297
<b>NEW Amended Budget Fund Balance (ENDING)</b>	\$ 1,584,415	\$ 1,645,535	\$ 2,087,265	\$ 2,716,101	\$ 2,093,159	\$ 471,863	\$ 1,108,254	\$ 1,108,854	\$ 26,257	\$ 87,041,212

Consolidated effect on all fund balances

2025 YEAR END REVIEW  
Supplemental Appropriations

Fund	Department	Supplemental/Transfer			Breakdown By Budget Category					Description
		Supplemental Appropriations	Transfer of Appropriations	Total	Personal Services	Other than Personal Services	Capital	Transfers/Advances	Total	
101	General Fund	Public Service	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	Transfer appropriations from the Infrastructure Fund to align budgets with how payroll is being charged.
101	General Fund	Public Works		(100,000)	(100,000)	(100,000)	-	-	(100,000)	Transfer appropriations to the utility funds to align budgets with how payroll is being charged.
101	General Fund	Transfers	1,000,000	-	1,000,000	-	-	1,000,000	1,000,000	Additional appropriations requested to advance funds to the Kingsdale Center TIF Fund in order to make debt payments. This fund did not receive the anticipated PILOT payments in 2025 due to hold ups at the state/county with processing the TIF. It anticipated that all PILOT payments will be reconciled and received in 2026.
<b>Total General Fund</b>			<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	
102	Capital Asset Management Fund		(1,300,000)	-	(1,300,000)	-	-	(1,300,000)	(1,300,000)	Reduce appropriations as a result of the debt refunding that occurred during 2025.
<b>Total Capital Asset Management Fund</b>			<b>(1,300,000)</b>	<b>-</b>	<b>(1,300,000)</b>	<b>-</b>	<b>-</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>	
259	Kingsdale Core TIF Fund	Finance	61,000	-	61,000	-	75,000	(14,000)	61,000	Additional appropriations requested for the payment of the UA schools share of the TIF due prior year late payment being received in 2025. These additional appropriations are offset by a reduction in appropriations as a result of the debt refunding that occurred during 2025.
<b>Total Kingsdale Core TIF Fund</b>			<b>61,000</b>	<b>-</b>	<b>61,000</b>	<b>-</b>	<b>75,000</b>	<b>(14,000)</b>	<b>61,000</b>	
265	Kingsdale Center TIF Fund	Finance	(190,000)	-	(190,000)	-	-	(190,000)	(190,000)	Reduce appropriations due expected TIF payments not being received. Debt payments were realigned.
<b>Total Kingsdale Core TIF Fund</b>			<b>(190,000)</b>	<b>-</b>	<b>(190,000)</b>	<b>-</b>	<b>-</b>	<b>(190,000)</b>	<b>(190,000)</b>	
266	Gateway TIF Fund		(150,000)	-	(150,000)	-	-	(150,000)	(150,000)	Reduce appropriations due expected TIF payments not being received. Debt payments were realigned.
<b>Total Gateway TIF Fund</b>			<b>(150,000)</b>	<b>-</b>	<b>(150,000)</b>	<b>-</b>	<b>-</b>	<b>(150,000)</b>	<b>(150,000)</b>	
301	General Bond Retirement Fund	Finance	(1,600,000)	-	(1,600,000)	-	(1,600,000)	-	(1,600,000)	Reduce appropriations as a result of the debt refunding that occurred during 2025.
<b>Total General Bond Retirement Fund</b>			<b>(1,600,000)</b>	<b>-</b>	<b>(1,600,000)</b>	<b>-</b>	<b>(1,600,000)</b>	<b>-</b>	<b>(1,600,000)</b>	
404	Infrastructure Improvement Fund	Public Service	-	(100,000)	(100,000)	(100,000)	-	-	(100,000)	Transfer appropriations to the General Fund to align budgets with how payroll is being charged.
404	Infrastructure Improvement Fund	Transfers	(194,000)	-	(194,000)	-	-	(194,000)	(194,000)	Reduce appropriations (return of advance to General Fund) due to UACC donations not being received in 2025 as budgeted. Amounts will be carried over to 2026.
<b>Total Infrastructure Improvement Fund</b>			<b>(194,000)</b>	<b>(100,000)</b>	<b>(294,000)</b>	<b>(100,000)</b>	<b>-</b>	<b>(194,000)</b>	<b>(294,000)</b>	
405	Estate Tax Improvement Fund	Various	85	-	85	-	-	85	85	Additional appropriations requested to eliminate remaining balance in the fund.
<b>Total Estate Tax Improvement Fund</b>			<b>85</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>85</b>	
720	Water Surcharge Fund	Public Works	-	50,000	50,000	50,000	-	-	50,000	Transfer appropriations from the General Fund to align budgets with how payroll is being charged.
<b>Total Water Surcharge Fund</b>			<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	
730	Sewer Surcharge Fund	Public Works	-	20,000	20,000	20,000	-	-	20,000	Transfer appropriations from the General Fund to align budgets with how payroll is being charged.
<b>Total Sewer Surcharge Fund</b>			<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	

2025 YEAR END REVIEW  
Supplemental Appropriations

Fund	Department	Supplemental/Transfer			Breakdown By Budget Category					Description
		Supplemental Appropriations	Transfer of Appropriations	Total	Personal Services	Other than Personal Services	Capital	Transfers/Advances	Total	
740	Stormwater Management Fund		30,000	30,000	30,000	-	-	-	30,000	Transfer appropriations from the General Fund to align budgets with how payroll is being charged.
<b>Total Stormwater Management Fund</b>		<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	
948	Rotary Fund	250,000	-	250,000	-	250,000	-	-	250,000	Additional appropriations requested for the passthrough payments of PACE assessments, not fully included in the original budget.
<b>Total Rotary Fund</b>		<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	
949	Mayor's Court Collection Fund	(50,000)	-	(50,000)	-	(50,000)	-	-	(50,000)	Reduce appropriations due to expenditures and revenues being less than budgeted.
<b>Total Mayor's Court Collection Fund</b>		<b>(50,000)</b>	<b>-</b>	<b>(50,000)</b>	<b>-</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	
<b>Total Non-General Funds</b>		<b>(3,172,915)</b>	<b>-</b>	<b>(3,172,915)</b>	<b>-</b>	<b>(1,325,000)</b>	<b>85</b>	<b>(1,848,000)</b>	<b>(3,172,915)</b>	
<b>TOTAL ALL FUNDS</b>		<b>\$ (2,172,915)</b>	<b>\$ -</b>	<b>\$ (2,172,915)</b>	<b>\$ -</b>	<b>\$ (1,325,000)</b>	<b>\$ 85</b>	<b>\$ (848,000)</b>	<b>\$ (2,172,915)</b>	

**RECORD OF ORDINANCES**  
CITY OF UPPER ARLINGTON  
STATE OF OHIO

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**ORDINANCE NO. 48-2025**

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**TO APPROPRIATE AND TRANSFER FUNDS – 2025 BUDGET**

**WHEREAS,** it is necessary to make adjustments to appropriations and effect certain transfers.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The Finance Director is hereby authorized and directed to appropriate \$1,000,000 from the unappropriated balance of the General Fund to the Fund Transfers – Fund Transfers category.

**SECTION 2.** The Finance Director is hereby authorized and directed to transfer \$100,000 in appropriations within the General Fund between the following: from Public Works – Personal Service category to Public Service – Personal Service category.

**SECTION 3.** The Finance Director is hereby authorized and directed to *reduce* \$1,300,000 in appropriations in the Capital Asset Management Fund - Fund Transfers – Fund Transfers category.

**SECTION 4.** The Finance Director is hereby authorized and directed to appropriate \$75,000 from the unappropriated balance of the Kingsdale Core TIF Fund and allocate to the Finance – Other Than Personal Services category.

**SECTION 5.** The Finance Director is hereby authorized and directed to *reduce* \$14,000 in appropriations in the Kingsdale Core TIF Fund - Fund Transfers – Fund Transfers category.

**SECTION 6.** The Finance Director is hereby authorized and directed to *reduce* \$190,000 in appropriations in the Kingsdale Center TIF Fund - Fund Transfers – Fund Transfers category.

**SECTION 7.** The Finance Director is hereby authorized and directed to *reduce* \$150,000 in appropriations in the Gateway TIF Fund - Fund Transfers – Fund Transfers category.

**SECTION 8.** The Finance Director is hereby authorized and directed to *reduce* \$1,600,000 in appropriations in the General Obligation Bond Retirement Fund - Fund Transfers – Fund Transfers category.

**SECTION 9.** The Finance Director is hereby authorized and directed to *reduce* \$294,000 in appropriations in the Infrastructure Improvement Fund: Public Service – Personal Service category (-\$100,000); Fund transfers – Fund transfers category (-\$194,000).

**SECTION 10.** The Finance Director is hereby authorized and directed to appropriate \$85 from the unappropriated balance of the Estate Tax Improvement Fund to the Capital category.

**SECTION 11.** The Finance Director is hereby authorized and directed to appropriate \$50,000 from the unappropriated balance of the Water Surcharge Fund to the Public Works – Personal Services category.

**SECTION 12.** The Finance Director is hereby authorized and directed to appropriate \$20,000 from the unappropriated balance of the Sanitary Sewer Surcharge Fund to the Public Works – Personal Services category.

**SECTION 13.** The Finance Director is hereby authorized and directed to appropriate \$30,000 from the unappropriated balance of the Stormwater Management Fund to the Public Works – Personal Services category.

**SECTION 14.** The Finance Director is hereby authorized and directed to appropriate \$250,000 from the unappropriated balance of the Rotary Fund to the Finance – Other Than Personal Services category.

**SECTION 15.** The Finance Director is hereby authorized and directed to *reduce* \$50,000 in appropriations in the Mayor’s Court Agency Fund – Finance – Other Than Personal Services category.

**SECTION 16.** The Finance Director is hereby authorized to advance \$1,000,000 from the General Fund to the Kingsdale Center TIF Fund.

**SECTION 17.** The Finance Director is hereby authorized to make transfers as needed between appropriation line items of funds in order to bring expenditures in line with appropriation line items and restore appropriations reduced within this ordinance if necessary to bring expenditures in line with appropriation line items.

**SECTION 18.**

The Finance Director is hereby authorized to increase appropriations as needed up to \$100,000 in order to accommodate unforeseen expenditures and ensure amounts are within appropriations.

**SECTION 19.**

This ordinance shall take effect immediately upon passage.

# RECORD OF RESOLUTIONS

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## RESOLUTION NO. 16-2025

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### TO SET THE 2026 CITY COUNCIL SCHEDULE OF MEETINGS

**WHEREAS,** Section XI of the City Charter provides that:

“Council shall, by ordinance or resolution, fix a time and place for holding its regular meetings”; and

**WHEREAS,** Article II, Rule 1 of the Council Rules provides that:

“Regular meetings of the City Council shall be held pursuant to a time and date fixed by ordinance or resolution”; and

**WHEREAS,** Council has reviewed the calendar for 2026 and determined that some of the regular meeting dates established by Article II, Rule 1, should be canceled or rescheduled to a different date.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The 2026 Schedule of Meetings of City Council is hereby approved as follows: January 12 (organizational meeting), January 26, February 2, February 9, March 2 (annual retreat), March 9, April 13, April 20, May 4, May 11, June 1, June 8, June 15, August 17, August 24, September 14, September 28, October 5, October 12, November 9, November 16, November 30, December 7, and December 14.

**SECTION 2.** The regular meeting dates listed in Section 1 of this resolution may be canceled or rescheduled, provided proper public notice is given in accordance with R.C. 121.22 (Ohio Open Meetings Act).

**SECTION 3.** This resolution shall be effective immediately upon passage.

## Monthly Financial Report As of November 2025

### General Fund (101)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Income Tax	\$ 34,595,400	\$ 34,595,400	\$ 32,474,618	\$ 33,645,939	\$ 1,171,321	3.61%
Real & Personal Property Tax	10,230,600	10,285,700	10,285,700	10,054,409	(231,291)	-2.25%
All Other Operating Revenues	14,137,400	14,414,900	12,833,310	15,118,733	2,285,423	17.81%
Transfers/Advances In	10,052,500	10,052,500	8,407,515	8,407,515	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>69,015,900</b>	<b>69,348,500</b>	<b>64,001,143</b>	<b>67,226,596</b>	<b>3,225,453</b>	<b>5.04%</b>
<u>Obligations:</u>						
Police Division	12,262,800	12,262,800	11,322,893	10,985,352	337,541	2.98%
Fire Division	12,519,900	12,519,900	10,528,018	10,260,013	268,005	2.55%
Board of Health	400,000	400,000	393,566	393,566	-	0.00%
Parks and Recreation	8,383,300	8,401,300	7,441,251	6,888,968	552,283	7.42%
Community Development	1,563,300	1,563,300	1,316,526	1,238,470	78,056	5.93%
Public Service Administration	1,397,800	1,397,800	1,431,317	1,362,293	69,024	4.82%
Public Works	1,700,400	1,700,400	1,426,313	1,314,308	112,005	7.85%
City Manager	2,087,400	2,087,400	1,817,348	1,710,521	106,827	5.88%
City Attorney	983,700	1,033,700	820,697	728,839	91,858	11.19%
City Clerk	334,800	334,800	265,050	241,046	24,004	9.06%
City Council	208,900	208,900	174,083	169,897	4,186	2.40%
Finance	1,638,800	1,638,800	1,499,502	1,377,745	121,757	8.12%
Facilities Maintenance	4,818,400	4,818,400	4,772,286	4,369,641	402,645	8.44%
Information Technology	2,522,200	2,522,200	2,218,349	2,043,895	174,454	7.86%
General Administration	3,800,600	4,300,600	3,463,984	3,343,952	120,032	3.47%
Transfers/Advances Out	10,624,300	18,943,300	17,984,931	17,984,931	-	0.00%
<b>Total Obligations</b>	<b>65,246,600</b>	<b>74,133,600</b>	<b>66,876,114</b>	<b>64,413,437</b>	<b>2,462,677</b>	<b>3.68%</b>
Excess of Revenue and Other Sources over Obligations:	3,769,300	(4,785,100)	(2,874,971)	2,813,159		
Total Beginning Fund Balance	34,761,336	34,761,336	34,761,336	34,761,336		
Prior Year Lapsed Encumbrances	-	-	-	285,256		
Anticipated Appropriation Lapses	1,415,000	1,415,000	1,415,000	-		
<b>Total Ending Fund Balance</b>	<b>\$ 39,945,636</b>	<b>\$ 31,391,236</b>	<b>\$ 33,301,365</b>	<b>\$ 37,859,751</b>	<b>\$ 4,558,386</b>	<b>13.69%</b>

### Capital Asset Management Fund (102)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Income Tax	\$ 13,453,700	\$ 13,928,200	\$ 12,629,018	\$ 13,084,895	\$ 455,877	3.61%
<b>Total Revenues and Other Sources</b>	<b>13,453,700</b>	<b>13,928,200</b>	<b>12,629,018</b>	<b>13,084,895</b>	<b>455,877</b>	<b>3.61%</b>
<u>Obligations</u>						
Transfers/Advances Out	9,776,200	9,776,200	3,666,955	3,666,955	303,631	0.00%
<b>Total Obligations</b>	<b>9,776,200</b>	<b>9,776,200</b>	<b>3,666,955</b>	<b>3,666,955</b>	<b>303,631</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	3,677,500	4,152,000	8,962,063	9,417,940		
Beginning Fund Balance	20,368,117	20,368,117	20,368,117	20,368,117		
<b>Ending Fund Balance</b>	<b>\$ 24,045,617</b>	<b>\$ 24,520,117</b>	<b>\$ 29,330,180</b>	<b>\$ 29,786,057</b>	<b>\$ 455,877</b>	<b>1.55%</b>

## Monthly Financial Report As of November 2025

### Capital Equipment Fund (106)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Real & Personal Property Tax	\$ 1,312,400	\$ 1,293,700	\$ 1,293,700	\$ 1,282,155	\$ (11,545)	-0.89%
Homestead & Rollbacks	173,500	170,600	170,600	169,797	(803)	-0.47%
All Other Operating Revenues	-	-	15,818	15,818	-	0.00%
Transfers In	500,000	500,000	500,000	500,000	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>1,985,900</b>	<b>1,964,300</b>	<b>1,980,118</b>	<b>1,967,770</b>	<b>(12,348)</b>	<b>0.00%</b>
<u>Obligations</u>						
Capital Equipment	2,548,300	2,634,900	2,442,595	2,442,595	-	0.00%
<b>Total Obligations</b>	<b>2,548,300</b>	<b>2,634,900</b>	<b>2,442,595</b>	<b>2,442,595</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	(562,400)	(670,600)	(462,477)	(474,825)		
Beginning Fund Balance	1,208,768	1,208,768	1,208,768	1,208,768		
<b>Ending Fund Balance</b>	<b>\$ 646,368</b>	<b>\$ 538,168</b>	<b>\$ 746,291</b>	<b>\$ 733,943</b>	<b>\$ (12,348)</b>	<b>-1.65%</b>

### Street Maintenance and Repair Fund (207)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Gasoline Taxes	\$ 1,800,000	\$ 1,800,000	\$ 1,640,765	\$ 1,738,892	\$ 98,127	5.98%
Motor Vehicle License Taxes	450,000	450,000	409,882	417,086	7,204	1.76%
All Other Operating Revenues	138,000	138,000	45,857	66,949	21,092	46.00%
<b>Total Revenues and Other Sources</b>	<b>2,388,000</b>	<b>2,388,000</b>	<b>2,096,504</b>	<b>2,222,927</b>	<b>126,423</b>	<b>6.03%</b>
<u>Obligations</u>						
Public Service Administration	1,129,200	1,129,200	908,636	859,059	49,577	5.46%
Public Works	1,582,700	1,582,700	1,315,772	1,237,880	77,892	5.92%
<b>Total Obligations</b>	<b>2,711,900</b>	<b>2,711,900</b>	<b>2,224,408</b>	<b>2,096,939</b>	<b>127,469</b>	<b>5.73%</b>
Excess of Revenue and Other Sources over Obligations:	(323,900)	(323,900)	(127,904)	125,988		
Beginning Fund Balance	1,927,174	1,927,174	1,927,174	1,927,174		
<b>Ending Fund Balance</b>	<b>\$ 1,603,274</b>	<b>\$ 1,603,274</b>	<b>\$ 1,799,270</b>	<b>\$ 2,053,162</b>	<b>\$ 253,892</b>	<b>14.11%</b>

### Bonded Improvement Fund (402)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Sale of Bonds and Notes	\$ 19,973,700	\$ -	\$ -	\$ -	\$ -	0.00%
All Other Operating Revenues	475,000	475,000	435,417	473,735	38,318	8.80%
<b>Total Revenues and Other Sources</b>	<b>20,448,700</b>	<b>475,000</b>	<b>435,417</b>	<b>473,735</b>	<b>38,318</b>	<b>8.80%</b>
<u>Obligations</u>						
Capital Improvements	9,119,100	7,504,000	6,477,490	6,477,490	-	0.00%
<b>Total Obligations</b>	<b>9,119,100</b>	<b>7,504,000</b>	<b>6,477,490</b>	<b>6,477,490</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	11,329,600	(7,029,000)	(6,042,073)	(6,003,755)		
Beginning Fund Balance	7,509,727	7,509,727	7,509,727	7,509,727		
Prior Year Lapsed Encumbrances	-	-	-	2,055,492		
<b>Ending Fund Balance</b>	<b>\$ 18,839,327</b>	<b>\$ 480,727</b>	<b>\$ 1,467,654</b>	<b>\$ 3,561,464</b>	<b>\$ 2,093,810</b>	<b>142.66%</b>

**Monthly Financial Report  
As of November 2025**

**Infrastructure Improvement Fund (404)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
All Other Operating Revenues	\$ 6,700,000	\$ 10,700,000	\$ 10,700,000	\$ 12,026,150	\$ 1,326,150	12.39%
Transfers/Advances In	5,750,000	14,069,000	14,069,000	14,069,100	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>12,450,000</b>	<b>24,769,000</b>	<b>24,769,000</b>	<b>26,095,250</b>	<b>1,326,150</b>	<b>5.35%</b>
<u>Obligations</u>						
Capital Improvements	9,986,900	20,306,500	12,452,906	12,452,906	-	0.00%
Transfers/Advances Out	6,100,000	7,300,000	6,087,977	6,087,977	-	0.00%
<b>Total Obligations</b>	<b>16,086,900</b>	<b>27,606,500</b>	<b>18,540,883</b>	<b>18,540,883</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	(3,636,900)	(2,837,500)	6,228,117	7,554,367		
Beginning Fund Balance	5,549,699	5,549,699	5,549,699	5,549,699		
Prior Year Lapsed Encumbrances	-	-	-	428,437		
<b>Ending Fund Balance</b>	<b>\$ 1,912,799</b>	<b>\$ 2,712,199</b>	<b>\$ 11,777,816</b>	<b>\$ 13,532,503</b>	<b>\$ 1,754,687</b>	<b>14.90%</b>

**Solid Waste Management Fund (710)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,900,000	\$ 1,900,000	\$ 2,162,189	\$ 2,162,189	\$ -	0.00%
All Other Operating Revenues	45,000	45,000	41,250	103,724	62,474	151.45%
Transfers/Advances In	2,000,000	2,000,000	2,000,000	2,000,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>3,945,000</b>	<b>3,945,000</b>	<b>4,203,439</b>	<b>4,265,913</b>	<b>62,474</b>	<b>1.49%</b>
<u>Obligations</u>						
Public Works	4,134,100	4,134,100	4,148,102	3,972,827	175,275	4.23%
<b>Total Obligations</b>	<b>4,134,100</b>	<b>4,134,100</b>	<b>4,148,102</b>	<b>3,972,827</b>	<b>175,275</b>	<b>4.23%</b>
Excess of Revenue and Other Sources over Obligations:	(189,100)	(189,100)	55,337	293,086		
Beginning Fund Balance	1,534,635	1,534,635	1,534,635	1,534,635		
<b>Ending Fund Balance</b>	<b>\$ 1,345,535</b>	<b>\$ 1,345,535</b>	<b>\$ 1,589,972</b>	<b>\$ 1,827,721</b>	<b>\$ 237,749</b>	<b>14.95%</b>

**Water Surcharge Fund (720)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 855,000	\$ 855,000	\$ 761,085	\$ 927,968	\$ 166,883	21.93%
Miscellaneous	-	513,600	513,600	880,345	366,745	0.00%
<b>Total Revenues and other sources</b>	<b>855,000</b>	<b>1,368,600</b>	<b>1,274,685</b>	<b>1,808,313</b>	<b>533,628</b>	<b>41.86%</b>
<u>Obligations</u>						
Public Works	490,700	570,700	527,027	446,137	80,890	15.35%
Capital Equipment	10,000	10,000	-	-	-	0.00%
Capital Improvements	246,000	246,000	212,218	212,218	-	0.00%
Finance (Debt Service)	-	513,600	513,521	513,521	-	0.00%
Transfers Out (including intra-city services)	99,900	99,900	22,944	22,944	-	0.00%
<b>Total Obligations</b>	<b>846,600</b>	<b>1,440,200</b>	<b>1,275,710</b>	<b>1,194,820</b>	<b>80,890</b>	<b>6.34%</b>
Excess of Revenue and Other Sources over Obligations:	8,400	(71,600)	(1,025)	613,493		
Beginning Fund Balance	1,778,865	1,778,865	1,778,865	1,778,865	-	
<b>Ending Fund Balance</b>	<b>\$ 1,787,265</b>	<b>\$ 1,707,265</b>	<b>\$ 1,777,840</b>	<b>\$ 2,392,358</b>	<b>\$ 614,518</b>	<b>34.57%</b>

## Monthly Financial Report As of November 2025

### Sanitary Sewer Surcharge Fund (730)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,333,000	\$ 1,333,000	\$ 1,202,294	\$ 1,470,890	\$ 268,596	22.34%
All Other Operating Revenues	1,500	45,400	45,400	46,631	1,231	2.71%
<b>Total Revenue</b>	<b>1,334,500</b>	<b>1,378,400</b>	<b>1,247,694</b>	<b>1,517,521</b>	<b>269,827</b>	<b>21.63%</b>
<u>Obligations</u>						
Public Works	1,214,000	1,214,000	1,199,638	1,075,397	124,241	10.36%
Capital Equipment	13,000	13,000	-	-	-	0.00%
Capital Improvements	315,000	315,000	165,966	165,966	-	0.00%
Finance (Debt Service)	-	43,900	43,880	43,880	-	0.00%
Transfers Out (including intra-city services)	27,600	27,600	18,631	18,631	-	0.00%
<b>Total Obligations</b>	<b>1,569,600</b>	<b>1,613,500</b>	<b>1,428,115</b>	<b>1,303,874</b>	<b>124,241</b>	<b>8.70%</b>
Excess of Revenue and Other Sources over Obligations:	(235,100)	(235,100)	(180,421)	213,647		
Beginning Fund Balance	2,831,202	2,831,202	2,831,202	2,831,202		
<b>Ending Fund Balance</b>	<b>\$ 2,596,102</b>	<b>\$ 2,596,102</b>	<b>\$ 2,650,781</b>	<b>\$ 3,044,849</b>	<b>\$ 394,068</b>	<b>14.87%</b>

### Stormwater Management Fund (740)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 753,000	\$ 753,000	\$ 753,403	\$ 780,346	\$ 26,943	3.58%
Investment Earnings	70,000	70,000	64,167	105,067	40,900	63.74%
Miscellaneous income	-	365,900	365,900	374,732	8,832	100.00%
<b>Total Revenues and other sources</b>	<b>823,000</b>	<b>1,188,900</b>	<b>1,183,470</b>	<b>1,260,145</b>	<b>76,675</b>	<b>6.48%</b>
<u>Obligations</u>						
Public Works	690,000	690,000	614,299	529,125	85,174	13.87%
Capital Equipment	470,000	470,000	103,287	103,287	-	0.00%
Capital Improvements	449,800	449,800	343,586	350,000	(6,414)	0.00%
Finance (Debt Service)	-	365,900	365,854	365,854	-	0.00%
Transfers Out (including intra-city services)	77,600	77,600	23,949	23,949	-	0.00%
<b>Total Obligations</b>	<b>1,687,400</b>	<b>2,053,300</b>	<b>1,450,975</b>	<b>1,372,215</b>	<b>78,760</b>	<b>5.43%</b>
Excess of Revenue and Other Sources over Obligations:	(864,400)	(864,400)	(267,505)	(112,070)		
Beginning Fund Balance	2,987,559	2,987,559	2,987,559	2,987,559		
<b>Ending Fund Balance</b>	<b>\$ 2,123,159</b>	<b>\$ 2,123,159</b>	<b>\$ 2,720,054</b>	<b>\$ 2,875,489</b>	<b>\$ 155,435</b>	<b>5.71%</b>

### Swimming Pool Fund (750)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,013,800	\$ 1,013,800	\$ 1,011,933	\$ 884,088	\$ (127,845)	-12.63%
Transfers/Advances In	300,000	300,000	300,000	300,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>1,313,800</b>	<b>1,313,800</b>	<b>1,311,933</b>	<b>1,184,088</b>	<b>(127,845)</b>	<b>-9.74%</b>
<u>Obligations</u>						
Parks and Recreation	1,140,600	1,140,600	1,061,351	942,852	118,499	11.16%
<b>Total Obligations</b>	<b>1,140,600</b>	<b>1,140,600</b>	<b>1,061,351</b>	<b>942,852</b>	<b>118,499</b>	<b>11.16%</b>
Excess of Revenue and Other Sources over Obligations:	173,200	173,200	250,582	241,236		
Beginning Fund Balance	397,663	397,663	397,663	397,663		
<b>Ending Fund Balance</b>	<b>\$ 570,863</b>	<b>\$ 570,863</b>	<b>\$ 648,245</b>	<b>\$ 638,899</b>	<b>\$ (9,346)</b>	<b>-1.44%</b>

## Monthly Financial Report As of November 2025

### Statement of Receipts and Disbursements (cash basis rounding)

Fund	Beginning Balance	Year to Date & Transfer In	Year to Date & Transfer Out	Ending Balance	Percentage Change
General	\$ 43,870,708	\$ 67,226,596	\$ 62,034,252	\$ 49,063,052	11.8%
Capital Asset Management	24,410,352	13,084,895	3,666,955	33,828,292	38.6%
Police Pension	1,499,760	871,172	435,378	1,935,554	29.1%
Fire Pension	1,499,759	871,172	435,377	1,935,554	29.1%
Self Insurance	1,084,300	76,646	21,766	1,139,180	5.1%
Capital Equipment	1,720,307	1,967,770	2,046,828	1,641,249	-4.6%
Police & Fire Pension	1,422,653	1,486,239	1,448,783	1,460,109	2.6%
Technology Fund	425,843	141,125	446,302	120,666	-71.7%
Street Maintenance and Repair Fund	1,965,631	2,222,927	2,044,058	2,144,500	9.1%
EMS Billing Fund	1,691,000	1,034,578	155,134	2,570,444	52.0%
Law Enforcement	2,739,032	470,563	248,360	2,961,235	8.1%
Tree Planting Fund	92,965	34,060	(1)	127,026	36.6%
Enforcement Education	20,650	521	(1)	21,172	2.5%
Mayor's Court Computer	45,728	9,915	-	55,643	21.7%
Mayor's Court Special Project	171,505	15,225	4,335	182,395	6.3%
Local Fiscal Recovery Fund	2,192,062	-	2,122,498	69,564	-96.8%
OneOhio Opioid Fund	141,353	56,843	9,564	188,632	33.4%
Economic Development	2,078,781	2,500,000	18,883	4,559,898	119.4%
Arlington Centre TIF Fund	116,976	25,759	16,253	126,482	8.1%
Tremont Road TIF Fund	18,760	40,534	397	58,897	213.9%
Lane Avenue Mixed Use TIF Fund	738,355	1,035,934	568,337	1,205,952	63.3%
Lane Avenue TIF Fund	304,986	79,348	75,177	309,157	1.4%
Arlington Crossing TIF Fund	1,068,524	110,878	126,609	1,052,793	-1.5%
Horizon TIF Fund	1,053,912	448,247	255,465	1,246,694	18.3%
Kingsdale West TIF Fund	395,386	57,924	568	452,742	14.5%
Kingsdale CORE TIF Fund	668,801	1,818,042	1,043,144	1,443,699	115.9%
Civil Service	60,960	-	10,280	50,680	-16.9%
Riverside North TIF Fund	19,946	2,891	28	22,809	14.4%
Riverside South TIF Fund	224,430	44,861	440	268,851	19.8%
W. Lane Northwest TIF Fund	22,542	18,115	178	40,479	79.6%
Lane II TIF Fund	1,265,563	1,307,566	553,916	2,019,213	59.6%
Kingsdale Center TIF Fund	30,032	534,043	475,791	88,284	194.0%
Gateway TIF Fund	39,409	1,814,496	441,951	1,411,954	3482.8%
Neighborhood Lighting Utility	318,423	77,169	44,199	351,393	10.4%
Clerk of Courts Fund	21,343	6,417	2,947	24,813	16.3%
UA Visitor's Bureau Fund	572,453	124,805	50,000	647,258	13.1%
General Bond Retirement	315,716	33,053,187	33,166,101	202,802	-35.8%
Bonded Improvements	13,072,564	473,736	9,805,619	3,740,681	-71.4%
Infrastructure Improvement Fund	25,102,125	26,095,251	25,707,689	25,489,687	1.5%
Estate Tax Fund	85	-	-	85	0.0%
Community Fiber Optic Fund	352,606	263,916	71,037	545,485	54.7%
Employee Benefit	2,014,911	4,693,427	4,702,985	2,005,353	-0.5%
BWC Administration Fund	1,340,044	338,637	278,987	1,399,694	4.5%
Solid Waste Management	1,919,144	4,265,913	3,644,313	2,540,744	32.4%
Water Surcharge	1,952,948	1,808,313	973,484	2,787,777	42.7%
Sanitary Sewer Surcharge	3,532,735	1,517,521	1,047,737	4,002,519	13.3%
Stormwater Management	3,301,276	1,260,145	1,230,402	3,331,019	0.9%
UA Swimming Pools	397,663	1,184,088	921,799	659,952	66.0%
Unclaimed Funds	8,491	713	-	9,204	8.4%
Revolving Fund	53,814	1,394,310	1,368,569	79,555	47.8%
Construction Withholding	3,108,854	711,048	3,182,013	637,889	-79.5%
Payroll Clearing Fund	330,833	30,844,259	30,519,214	655,878	98.3%
<b>Totals (ROUNDED)</b>	<b>\$ 150,816,999</b>	<b>\$ 207,521,740</b>	<b>\$ 195,424,100</b>	<b>\$ 162,914,639</b>	<b>ROUNDED TOTALS</b>

## Monthly Financial Report As of November 2025

### Income Tax Comparisons

	<u>Projections</u>	<u>Year to date</u>	<u>Difference</u>	<u>% Difference</u>
Withholdings	\$ 28,353,525	\$ 30,210,393	\$ 1,856,868	6.55%
Individuals	10,792,876	10,185,035	(607,841)	-5.63%
Net Profits	5,957,234	6,335,406	378,172	6.35%
<b>Total</b>	<b>\$ 45,103,635</b>	<b>\$ 46,730,834</b>	<b>\$ 1,627,199</b>	<b>3.61%</b>

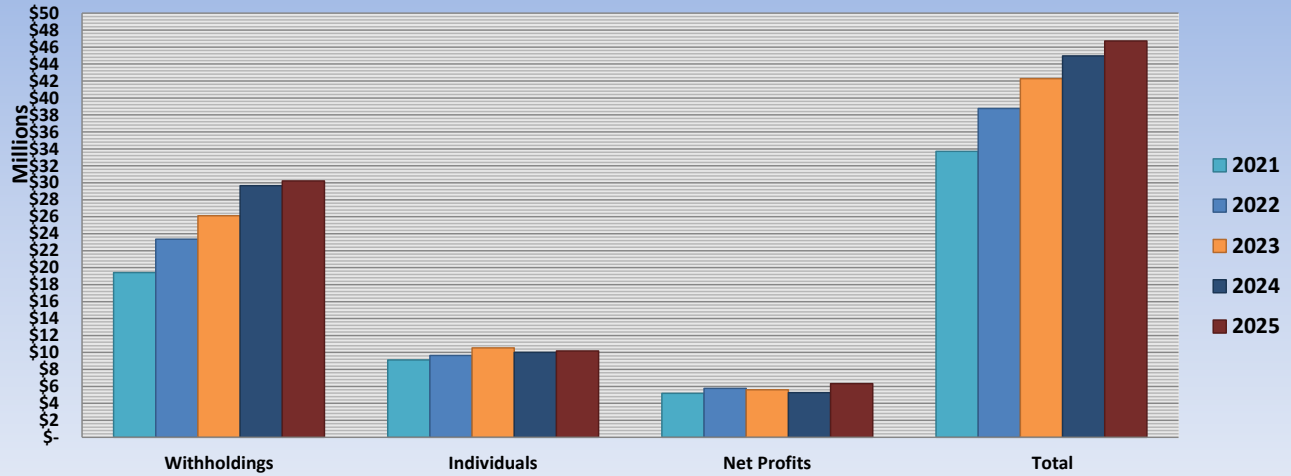
### Income Tax Five Year Comparison

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Withholdings	\$ 19,409,869	\$ 23,363,689	\$ 26,131,300	\$ 29,673,555	\$ 30,210,393
Individuals	9,113,234	9,638,748	10,554,124	10,006,083	10,185,035
Net Profits	5,187,108	5,774,326	5,590,296	5,276,938	6,335,406
<b>Total</b>	<b>\$ 33,710,211</b>	<b>\$ 38,776,763</b>	<b>\$ 42,275,720</b>	<b>\$ 44,956,576</b>	<b>\$ 46,730,834</b>

### Percentage Increase (Decrease) From Prior Year

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Withholdings	14.34%	20.37%	11.85%	13.56%	1.81%
Individuals	27.85%	5.77%	9.50%	-5.19%	1.79%
Net Profits	13.44%	11.32%	-3.19%	-5.61%	20.06%
<b>Total</b>	<b>17.55%</b>	<b>15.03%</b>	<b>9.02%</b>	<b>6.34%</b>	<b>3.95%</b>

### Income Tax Five Year Trend vs Prior YTD Monthly



**Interest & Investment Income**  
**Nov-25**

<b>General Investments</b>	<b>Beginning Balance</b>	<b>Purchased</b>	<b>Matured/Sold</b>	<b>Deposited/Withdrawn</b>	<b>Investment Acct.</b>	<b>Ending Balance</b>
Municipal Securities	5,552,786.00					\$ 5,552,786.00
Corporate / General Investments	9,622,955.50		(727,455.00)			\$ 8,895,500.50
Federal Agency	55,105,302.17	3,633,996.00	(4,646,758.63)			\$ 54,092,539.54
US Government Bonds	25,123,693.28	1,430,351.57	(198,304.69)			\$ 26,355,740.16
<b>Total Bonds</b>	<b>\$ 95,404,736.95</b>	<b>\$ 5,064,347.57</b>	<b>\$ (5,572,518.32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 94,896,566.20</b>
Short Term Fixed Maturity Commercial Paper	-					\$ -
Other Assets (Savings Cert - Market Traded)	\$ 3,439,988.55	737,152.50				\$ 4,177,141.05
<b>Bond and Investments:</b>						
<b>CIP Bonds</b>						
Federal Agency	-					\$ -
Corporate / General Investments	-					\$ -
Short Term Fixed Maturity Commercial Paper	-					\$ -
US Government Bonds	-					\$ -
<b>Total Bonds &amp; Investments</b>	<b>\$ 98,844,725.50</b>	<b>\$ 5,801,500.07</b>	<b>\$ (5,572,518.32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,073,707.25</b>
<b>Money Markets:</b>						
General	52,504.70	(5,801,500.07)	5,588,843.83	(8,900.18)	245,883.72	\$ 76,832.00
CIP Bonds	-					\$ -
<b>Total Money Markets</b>	<b>\$ 52,504.70</b>	<b>\$ (5,801,500.07)</b>	<b>\$ 5,588,843.83</b>	<b>\$ (8,900.18)</b>	<b>\$ 245,883.72</b>	<b>\$ 76,832.00</b>
General Investment	55,786,607.82			(10,731,733.85)	184,274.02	\$ 45,239,147.99
Bond Proceeds	50,294.36			(10,449.61)	154.20	\$ 39,998.95
Federal ARPA (Gen. Inv.)	1,323,904.54			(1,254,340.86)	2,796.35	\$ 72,360.03
Gateway	1,010,749.02				3,430.92	\$ 1,014,179.94
Kingsdale	238,407.09				809.26	\$ 239,216.35
Community Center	2,606,774.92				8,848.52	\$ 2,615,623.44
Office (Comm. Center)	1,085,010.63			(3,475.68)	3,678.29	\$ 1,085,213.24
<b>Total STAR Ohio</b>	<b>\$ 62,101,748.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,000,000.00)</b>	<b>\$ 203,991.56</b>	<b>\$ 50,305,739.94</b>
<b>Total Investments</b>	<b>\$ 160,998,978.58</b>	<b>\$ 0.00</b>	<b>\$ 16,325.51</b>	<b>\$ (12,008,900.18)</b>	<b>\$ 449,875.28</b>	<b>\$ 149,456,279.19</b>
<b>NW Huntington Bank</b>	<b>\$ 1,618,522.73</b>					<b>\$ 13,458,363.39</b>
<b>Total Cash &amp; Investments</b>	<b>\$ 162,617,501.31</b>					<b>\$ 162,914,642.58</b>

**ITEMS PURCHASED BETWEEN \$25,000 & \$150,000 NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/4/25	Loth, Inc.	Furniture for Station 72 Renovation	\$30,533.85
11/11/25	Water Technology	Reed Road Water Park Finish Replacement	\$38,071.00
11/17/25	Bright Light Technologies	EVOLV Metal Detectors	\$104,986.00
11/17/25	DHDC	Subsurface Utility Eng Services	\$51,750.00
11/21/25	Chuck's Septic Tank Sewer	Sidewalk and Concrete Pads	\$38,217.00
11/25/25	CESO, Inc.	Curb Ramp Improvements Detailed Design	\$40200.00

**QUALITY BASED SELECTION CONSULTANTS – NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/25/25	V3 Companies, Ltd	Task Order Design Services for On-Call Roadway Design	\$150,000.00



**NOTIFICATION OF CHANGE ORDERS: NON-CONSTRUCTION, CITY MANAGER APPROVAL NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>CHANGE ORDER AMOUNT</u>	<u>New Total</u>
None				

**GRANTS NOVEMBER 2025**

<u>DATE</u>	<u>ORGANIZATION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
None			



**Authors:** Darren Shulman, City Attorney

**Council Meeting Date:** December 15, 2025

**Subject/Legislative Item:** Ordinance No. 44-2025 - An ordinance to amend Chapter 155 - Personnel Code of the Upper Arlington Code of Ordinances (*Walter*)

**Purpose:** These code sections were reviewed as part of the administrative code cleanup project. This legislation is being brought this year to allow substantive changes to take effect with the new calendar year.

**Executive Summary:** This legislation includes cleanup changes and substantive changes that impact employees. The most notable substantive change is to allow the city manager to create an hour-for-hour (not time and a half) compensatory time program for overtime exempt employees.

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**Purpose and Impact  
Summary of Changes:**

- Clarifies that employees don't get a raise for performance until they've completed probation.
- Added language authorizing a compensatory time program for exempt employees as long as its 1-1 (straight) time. This provision is being added to help address situations where flexing a schedule within a pay period to account for evening/weekend assignments is not possible. A copy of the proposed program is attached to this item.
- Under holidays, provides City Manager, City Clerk, and City Attorney the power to designate part time employees who work less than 30 hours to get the holiday pay for days they are normally scheduled to work but don't due to holiday. This is intended to cover situations we did not account for when we amended the code last year to account for community center opening.
- Clarified the time and a half overtime for working a holiday is for non-exempt employees
- Added language on vacation for deceased employees noting we'll pay according to applicable state and federal requirements. This clarifies how city will handle a final payout while making sure we comply with any law changes.
- Removes language requiring employees to tell us what they have when they use sick leave, as this is a potential HIPAA violation.



- Per HR Director recommendation, strikes injury leave (wage continuation) for safety forces executives (155.07). If they are in union, that would control.
- Short and long term disability section amended to spell out the pension names.
- Clarifies that insurance is maintained during leaves of absence but employees still have to pay their portion of the premium. This matches current practice.
- Strike reference to employees who are “residing in the United States” which seems not to be relevant given the location of City employees

12/15/25 Update: Revision to **§ 155.07 WAGE CONTINUATION POLICY** has been removed from legislation at request of the HR Director. As a result, C.O. 155.07 will remain unchanged.

## History

### Alternatives

1. Council can decline to adopt these changes, resulting in the status quo
2. Staff can adjust the compensatory time program

### Attachments

1.	Exempt Compensatory Leave Policy_DRAFT
2.	Ordinance No. 44-2025
3.	Exhibit A - CHAPTER 155 PERSONNEL CODE Proposed Changes 12.15.25



**No. yr – mo - day**

- I. **TITLE:** Exempt Non-FLSA Compensatory Leave
- II. **PURPOSE:** To establish policies and procedures for exempt employee overtime
- III. **DISTRIBUTION:** All employees who are exempt from the overtime provisions of state and federal law
- IV. **ACTION:** The City Manager is hereby adopting the following policy to be administered by Finance
- V. **RETENTION:** Until such time it is amended or modified

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The hiring manager or his/her designee may authorize exempt employees to accrue compensatory time, at their straight time rate, for time spent in excess of their normal working schedule, that contributes to the City’s mission, goals and objectives. When the accrued compensatory time is used for time off it is considered exempt compensatory leave. The following provisions will apply exempt compensatory leave:

1. Compensatory time is earned on an hour-for-hour basis for each hour of overtime worked beyond a standard schedule or eighty (80) hours per pay period. The employee must report the hours on the employee’s official time record, or no compensatory time will be earned.
2. The employee must obtain approval from their supervisor to work hours which may result in the accrual of exempt compensatory time. Supervisors should do their best to flex schedules in lieu of awarding exempt compensatory time.
3. Exempt compensatory leave cannot be earned for travel or time exceeding eight (8) hours per day when attending conferences or training events.
4. Each fiscal year (ending with the last payroll period of the same fiscal year), exempt employees are allowed up to earn a maximum of forty (40) hours of accrued compensatory time for exempt compensatory leave.
5. Any compensatory time exceeding forty (40) hours will not be considered for the exempt compensatory leave and should be flexed within the eighty (80) hour pay period.
6. Exempt employees must request to use exempt compensatory leave in the same manner as any other benefit leave and it must be approved by their supervisor prior to it being used.
7. Exempt Compensatory Leave can be used in same intervals as other leave usage 0.25 hours intervals up to forty (40) hours.
8. Exempt compensatory leave has no monetary value and **will not** be converted to a cash pay under any circumstances.
9. Any unused exempt compensatory leave **will not** be paid out at the time of an employees’ separation or retirement from City employment.



10. Exempt compensatory leave expires at the end of the last pay period of the fiscal year it was accrued.
11. Nothing in this policy guarantees any employee in an exempt position will be allowed to work hours resulting in the accrual or use of exempt compensatory leave.
12. Employees will continue to record all hours worked, even after hitting the forty (40) hours Exempt Compensatory Leave time.
13. This policy takes effect on January 2, 2026



**RECORD OF ORDINANCES**  
CITY OF UPPER ARLINGTON  
STATE OF OHIO

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**ORDINANCE NO. 44-2025**

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**TO AMEND CHAPTER 155 – PERSONNEL CODE OF THE UPPER ARLINGTON CODE OF ORDINANCES**

**WHEREAS,** Chapter 155 of the Personnel Code has been reviewed as part of the City’s administrative code cleanup project; and

**WHEREAS,** the amendments include both technical corrections and substantive changes affecting employee compensation and benefits; and

**WHEREAS,** the most significant substantive change authorizes the City Manager to create an hour-for-hour compensatory time program for overtime-exempt employees, intended to address situations when schedule flexing within a pay period is not possible.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio, that:

**SECTION 1.** Chapter 155 – Personnel Code of the Upper Arlington Code of Ordinances is hereby amended as described in Exhibit A.

**SECTION 2.** This ordinance shall take effect 30 days after passage.

## Ordinance No. 44-2025 Exhibit A

Part 1 - ADMINISTRATIVE CODE  
CHAPTER 155. PERSONNEL CODE

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### CHAPTER 155. PERSONNEL CODE

#### § 155.02 COMPENSATION.

- (A) The compensation plan is designed as a fair and equitable method for payment of employees in the city with a target market rate of one hundred three percent (103%). The plan shall establish a basic salary schedule as approved by the city council. The salary schedule shall include minimum and maximum rates of pay for all positions included in the classification plan. In addition to the basic salary schedule, the compensation plan consists of two (2) components. These two (2) components, market adjustments and performance award, shall be used to determine the employee compensation.
- (1) *Market adjustment:* The market adjustment is the component that is used ~~to insure that~~ to ensure that the salary schedule is adjusted equally across-the-board to reflect changes in the wage index. Three (3) considerations, not all inclusive, dictate whether or not a wage adjustment will be administered: changes in union contract positions which cause salary compression with positions not covered by the contract, changes in the wage index based upon the Bureau of Labor Statistics wage index for state and local governments (BLS wage index) and the budgetary constraints of the city. Each year city council may vote on wage adjustment(s) to the salary schedule; a percentage increase will be applied to the salary ranges as determined by council. City council may utilize the BLS wage index to determine any wage adjustment(s) to the salary schedule.
- (2) *Performance award:* The performance award component is designed to reward job performance, therefore, serving as an incentive system. Base salary increases and bonuses are awarded to employees whose performance is evaluated as consistently ~~competent, satisfactory and/or exceed expectation~~ meeting expectations, exceeding expectations, or outstandings. The performance appraisal is essential to the effective utilization of this component. The merit system is based upon the principle that satisfactory, or above, performance should be rewarded because such performance is a greater contribution to the city than unsatisfactory. The performance award is strictly used to monetarily reward satisfactory or above satisfactory performance.
- (B) Employees shall be paid a salary or wage based on the salary range for their position as set forth in the salary schedule adopted by city council. Salary increases from the performance award component shall be effective beginning in the payroll period that includes the employee's anniversary date. The resulting salary shall not exceed the maximum rate for the position. New employees shall not be entitled to a salary increase from the performance award component unless they have ~~completed probation~~ been employed by the city for at least six (6) months.
- (C) *Part-time employment:* The same principles, which apply to the compensation plan for full-time regular employees shall determine salary procedures for part-time employees.
- (D) It shall be the responsibility of the appointing authority to implement the performance appraisal process by conducting or having conducted, an appraisal of performance.
- (E) The pay schedule of all employees, except city council members, shall be on a bi-weekly basis. The pay schedule of city council members shall be on a monthly basis.

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- (F) The entry level of pay for all positions shall be recommended to the appointing authority or determined by the appointing authority at the amount necessary to employ that applicant with the best overall set of qualifications, as determined by the employment process.
- (G) Eligible ~~E~~employees shall be compensated for overtime, as follows:
- (1) Employees working a forty-hour work week, at the rate of one and one-half (1½) times their regular hourly rate.
  - (2) All overtime compensation shall be by cash payment unless the employee elects to receive compensatory time off in accordance with this section. An eligible full-time employee, prior to performing overtime, may elect to receive compensatory time in lieu of the cash payment. For seasonal and part-time employees, the city expressly reserves its right to require compensation of overtime by cash payment in the manner provided in C.O. § 155.02(G)(1). No one should coerce or pressure the employee to receive compensatory time instead of the cash payment. Such compensatory time shall not exceed a total accumulation of over two hundred forty (240) hours.
  - (3) The use of compensatory time shall be approved in advance by the department head or designee.
  - (4) Any compensatory time earned in excess of the two hundred forty-hour limitation or earned during the month of December shall be by cash payment. Public service employees shall be paid a cash payment for earned but unused compensatory time in the pay period prior to November 1. For all other eligible employees, compensatory time that has not been used by December 1 of each year shall be paid by cash payment at the rate of pay in effect in the first December pay period unless otherwise approved by the appointing authority. An employee may be permitted to carry over compensatory time to the following year upon approval by the appointing authority.
- (H) The City Manager may establish a compensatory time program for employees exempt from overtime, provided any hours earned under this program are accrued at an hour for hour (straight time) rate.
- (I) Reinstated employees: A reinstated employee shall be paid at a salary rate within the approved salary range for the position in which the employee is reinstated. The salary level in the range will be related to, but not limited to, such factors as performance, experience and length of previous service in the jurisdiction and shall be set by the city manager.
- (J) Temporary work at a higher classification: An employee assigned temporarily to a position of higher classification shall be compensated at the minimum of that class or seven percent (7%) above the employee's present rate, whichever is higher, for all hours worked at the higher classification, provided a minimum of sixteen (16) consecutive hours are worked in the higher class.
- (K) The city manager shall maintain a performance bonus program not to exceed .0066 of non-union wages as an incentive for highly meritorious service. The performance bonus may include, but is not limited to, a certificate of appreciation or a cash payment.
- (L) The city manager shall maintain a discretionary fund to be used for acts of appreciation to employee teams, not to exceed .001 of total wages.
- (M) The city manager shall have the authority to make salary adjustments within the established ranges, exclusive of the collective bargaining agreements, for good cause shown and to ensure that the goal of a fair and equitable compensation system is properly administered.

(Ord. No. 6-2012; Ord. No. 6-2012, 2-13-2012; Ord. No. 54-2013; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

### **§ 155.03 HOLIDAYS.**

- (A) The following days are declared paid holidays from which employees will be excused from work:

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New Year's Day: January 1

Martin Luther King Day: Third Monday in January

President's Day: Third Monday in February

Memorial Day: Last Monday in May

Juneteenth: June 19

Independence Day: July 4

Labor Day: First Monday in September

Veteran's Day: November 11

Thanksgiving Day: Fourth Thursday in November

Christmas Day: December 25

- (B) Full-time employees are eligible to receive eight (8) hours of holiday pay. Part-time employees who work an average of thirty (30) or more hours a week on a year-round basis are eligible to receive holiday pay for the number of hours normally scheduled to work on that day, up to eight (8) hours. Part-time employees who work an average of less than thirty hours per week are not eligible to receive holiday pay unless authorized by the city manager. The city attorney and city clerk ~~is~~ are authorized to designate ~~deputy clerks~~ part-time employees in their departments who work less than thirty (30) hours a week to receive the holiday pay described in this section.
- (C) When any holiday listed above falls on Saturday, the preceding work-day shall be considered the holiday. When the holiday falls on a Sunday, the following work-day shall be considered the holiday. In the event the federal and state governments shall designate a day of the week for any of the holidays specified above, then said day shall be observed in accordance with said designation.
- (D) In order for an employee to receive holiday pay, the employee must have actually worked on their scheduled day before and after the holiday unless the employee had scheduled approved leave time. Employees on an approved leave of absence, such as FMLA or parental leave, are eligible for holiday pay.
- (E) When any holiday listed above falls while an employee is on approved vacation time, such holiday shall not be charged against vacation leave.
- (F) Each non-exempt full-time and part-time employee who is required to work on a day designated as a holiday shall, in addition to receiving holiday pay for the holiday (if applicable), be paid at the rate of one and one-half (1½) times the rate of pay for all hours worked on the holiday. When the actual holiday and observed holiday do not fall on the same day and the employee is assigned to work on either or both, the employee will be eligible to be paid at the rate of one and one-half (1½) times the rate of pay for all hours worked on those days. Holiday pay does not count towards the forty-hour workweek for the purpose of overtime.
- (G) If an employee's work schedule is other than Monday through Friday, the employee will receive holiday pay for holidays observed on their day off regardless of the day of the week on which they are observed.
- (H) Each full-time employee working four (4) workdays of ten (10) hours per day shall be paid eight (8) hours pay for a holiday. The employee has the option of supplementing the remaining two (2) hours with leave time or modifying work week to eight (8) hour days so that the employee's hours for the week are still forty (40) hours.

(Ord. No. 32-2022, § 1, 4-11-2022; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022; Ord. No. 62-2024, § 1(Exh. A), 11-4-2024)

**§ 155.05 VACATION TIME.**

- (A) *Accruals:* Each full-time employee shall accrue vacation based on the schedules listed in the tables below effective January 1, 2022. The appointing authority may approve a member of the senior executive class who is within three (3) years of his or her retirement date to maintain the vacation plan effective prior to January 1, 2022 if that person provides notice of retirement for a date prior to January 1, 2025 by December 31, 2021. Employees currently on the grandfathered vacation accrual plan will be given the option to move to the current vacation accrual plan effective January 1, 2022 for the remainder of their service with the city.

Table 1: Current Vacation Accrual Plan (Full-time general employees hired after January 1, 2011)

Years of Service	Accrual per pay period (hours)	Annual rate (hours)
<1	3.077	80
5	4.615	120
15	6.154	160
20	7.690	200

Table 2: Grandfathered Vacation Accrual Plan (Full-time general employees hired before January 1, 2011)

Years of Service	Accrual per pay period (hours)	Annual rate (hours)
<1	3.077	80
5	4.615	120
10	5.385	140
13	6.154	160
13+	Additional .3077 per pay for each additional 3 years of continuous service	

Table 3: Full-time employees in the senior executive class hired after January 1, 2011

Years of Service	Accrual per pay period (hours)	Annual rate (hours)
<1	4.615	120
5	6.154	160
15	7.077	184
20	7.690	200

Table 4: Full-time employees in the senior executive class hired before January 1, 2011

Years of Service	Accrual per pay period (hours)	Annual rate (hours)
<1	4.615	120
5	6.154	160
12	7.69	200
12+	Additional .3077 per pay for each additional 3 years of continuous service	

- (B) *Accrual exceptions:* The appointing authority shall have the authority to make adjustments in the amount of vacation leave accrued or credited for new hires in non-bargaining unit positions to ensure the hiring of the best qualified candidate for the position. The appointing authority may consider previous public or private

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employment and credit the employee with time worked in the relevant positions. Such credit will be applied on an individual basis to a placement within this vacation schedule.

- (C) Vacation time shall be at full pay at the current salary rate.
- (D) All full-time employees shall begin accrual of vacation in the first full pay period and upon completion of all regular work days within a pay period thereafter. Vacation time is not accrued if separation occurs prior to completion of all regular work days within a pay period.
- (E) The accrual balance will appear to the credit of the employee, but will not be available for use as approved vacation leave until the employee has served for a period of one hundred eighty (180) days, unless otherwise approved by the appointing authority. Vacation use will not be permitted within one hundred eighty (180) days unless negotiated at the time of hire because of previous commitments, or unless approved by the appointing authority. Only requests for vacation less than or equal to the accrued balance will be approved.
- (F) *Vacation carryover:* Each full-time employee shall be permitted an annual standard maximum carryover of three (3) times the employee's annual vacation accrual rate. Any accrued vacation leave in excess of the maximum carryover limits standing to the credit of the employee on December 31 shall become void on that date. Requests to carry over additional hours into the following year may be approved by the appointing authority. Approval of such requests will be limited to instances where factors beyond the employee's control or directly related to the operational needs of the city prevented the employee from using the accrued vacation.
- (G) The city is permitted to offer a program under which employees with five (5) years of service with Upper Arlington may elect to cash in up to eighty (80) hours of vacation time each year.
- (H) *Scheduling:* Employees shall request vacation leave as far in advance as possible and approval is at the discretion of the supervisor. In the event of conflicting requests, the department director shall resolve the conflict based on the operating needs of the department/division.
- (I) *Vacation payout upon ending employment:*
  - (1) Where an employee becomes deceased while in paid status in city employment, any accrued but unused vacation leave to the employee's credit shall be paid in a lump sum [pursuant to applicable state and federal requirements](#).
  - (2) Any employee leaving the city shall be paid a lump sum amount for any accrued but unused vacation leave.
  - (3) Prior to their retirement, an employee who anticipates being a rehired retiree may make a request in writing to the city manager to carryover vacation into their rehired position. The city manager has the authority to approve this request.
- (J) Accrual of the annual vacation rate is based upon twenty-six (26) regular pay dates within the calendar year. No additional accrual will be credited when a 27th pay date occurs within the calendar year.

(Ord. No. 118-2009; Ord. No. 5-2011; Ord. No. 6-2012; Ord. No. 79-2012; Ord. No. 82-2021, § 1, 12-13-2021; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

### **§ 155.06 SICK LEAVE.**

- (A) All full-time employees shall accrue sick leave at the rate of 4.615 hours for each pay period.
- (B) After the third consecutive day of illness, the employee may be required to secure a certificate from a doctor [giving information as to the circumstances involved or nature of the illness](#).
- (C) Unused sick leave shall be cumulative with no maximum.

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- (D) Employees may use sick leave upon approval by their supervisor or manager. The employee must give the ~~reason for the sick leave and~~ location of convalescence, if different than the home address.
- (E) Sick leave may be used in as small as one-fourth of an hour (fifteen-minute) increments.
- (F) Reserved.
- (G) Reserved.
- (H) Reserved.
- (I) Reserved.
- (J) Reserved.
- (K) New employees may transfer unused sick leave credit which was not converted to a cash benefit from another Ohio public agency as long as: 1) Employment occurs within ten (10) years of the employee's termination date from the transferring agency. 2) The employee has not already converted the sick leave credit into a cash benefit with the transferring agency. 3) The sick leave credit to transfer does not exceed one thousand nine hundred twenty (1,920) hours. 4) The employee submits required documentation from the transferring agency within ninety (90) days of their start date, as specified in the city's personnel rules.
- (L) Reserved.
- (M) Payment for unused sick leave.
- (1) All full-time employees shall at the time of their retirement, receive payment in a lump sum of one (1) hour of pay for each four (4) hours of accumulated unused sick leave to their credit for accruals up to and including one thousand nine hundred twenty (1,920) hours.
  - (2) *Senior executive sick leave conversion upon retirement:* Executives at the time of retirement shall receive payment in a lump sum in accordance with the following schedule:
    - (a) Up to one thousand four hundred forty (1,440) hours, at the rate of one (1) hour of pay for each four (4) hours of accumulated and unused sick leave to the executive's credit.
    - (b) From one thousand four hundred forty (1,440) hours to one thousand nine hundred twenty (1,920) hours, at the rate of one (1) hour of pay for each three (3) hours of accumulated and unused sick leave to the executive's credit.
    - (c) Above one thousand nine hundred twenty (1,920) hours, at the rate of one (1) hour of pay for each two (2) hours of accumulated and unused sick leave to the executive's credit.
    - (d) For executives, the hourly rate of pay shall be computed on the basis of a forty-hour work week.
  - (3) Executives who have in excess of one thousand nine hundred twenty (1,920) hours to their credit at the end of the calendar year may convert the hours in excess of one thousand nine hundred twenty (1,920) into cash at the rate of one (1) hour of pay for each two (2) hours of sick leave.
  - (4) Prior to their retirement, an employee who anticipates being a rehired retiree may make a request in writing to the city manager to carry\_over sick leave into their rehired position. The city manager has the authority to approve this request.
- (N) *Donating sick leave.* When any employee of the City of Upper Arlington (non-contractual and/or contractual, if not governed by a bargaining unit agreement which is contradictory to this section) has exhausted all sick leave, vacation, personal, compensatory or other time bank available to them due to a disabling illness or injury of themselves or an immediate household family member, other employees of the city may volunteer to donate sick leave, vacation, compensatory time, personal or holiday time to the affected employee according to the administrative guidelines established by the city manager

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(Ord. No. 6-2012, 2-13-2012; Ord. No. 5-2017, § 4, 2-13-2017; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

### § 155.07 WAGE CONTINUATION POLICY.

- (A) Wage continuation.
- (1) A full-time employee may be granted wage continuation not to exceed two hundred forty (240) hours per injury or occupational disease. Safety forces' executives shall be granted wage continuation not-to-exceed one thousand forty (1,040) hours per injury. Wage continuation shall be charged at the rate of one (1) hour for each hour absent.
  - (2) Wage continuation may be granted to any full-time employee only for injuries or other disabilities which are incurred in the performance of city employment and which are determined by a licensed physician to have so disabled such employee that the duties of his/her position cannot be performed and have been approved as workers compensation. Musculoskeletal, cardiovascular, respiratory, and pulmonary disabilities are some, but not all, possible examples of such service-related injuries.
  - (3) Pending the determination of the workers compensation claim, wage continuation request approval will be pending that determination. An employee may use other leave, which would be re-credited to the employee if the wage continuation is approved.

(Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

### § 155.08 SHORT-TERM AND LONG-TERM MEDICAL DISABILITY.

- (A) Each full-time employee is eligible for the short-term medical disability program. Each full-time employee, not eligible under the Ohio Public Employees Retirement System (OPERS) or the Ohio Police and Fire Pension Fund (OP&F)-for disability coverage, is eligible for the long-term medical disability program for non-work-related illnesses and injuries. Such illnesses and injuries include, but are not limited to serious diseases; disabilities caused by pregnancy, child-birth, or related medical conditions or physical impairment due to accidents. The city may require certification of an employee's continuing illness or disability by a physician.
- (B) The short-term program provides ~~for~~ payment to the employee from the 46th day of accident or illness for a maximum of one hundred eighty (180) days at sixty percent (60%) of the employee's gross wages.
- (C) The long-term program provides for payment to the employee from the 181st day of the accident or illness until the employee becomes eligible under the public employees retirement system OPERS or the police and fire pension fund OP&F, up to a maximum of two (2) years at sixty percent (60%) of the employee's gross wages in effect at that time.
- (D) The employee may elect to use all or part of their accumulated sick leave in order to make up any difference between one hundred percent (100%) of their gross wages and the amount which they receive under the disability programs.
- (E) If an employee exhausts all sick leave benefits, other approved leave may be granted by the city manager.
- (F) If, while receiving payments for short-term or long-term disability, the employee performs work for the city or another employer, the amount of payment under the disability program shall be reduced by the compensation which he receives during that time period.
- (G) While an employee is paid short-term or long-term disability benefits pursuant to this section, vacation and sick leave accruals shall cease and step/merit increases would not be awarded until returning to work.
- (H) The city shall maintain applicable insurance benefits for the employee while on short-term disability.

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(Supp. No. 12, Update 1)

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- (I) Upon returning to work following a short or long-term medical disability leave, an employee must present written certification from a physician attesting to the employee's ability to perform the duties listed in the employee's job description.
  - (J) In the event that a disability claim is denied by the ~~third-party~~third-party administrator, the employee may follow the appeal process in the employee benefit plan in the employee handbook.
  - (K) The city manager or designee shall be responsible for the administration of the short-term and long-term disability programs.

(Ord. No. 7-2013; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

### **§ 155.10 LEAVES OF ABSENCE.**

- (A) In an effort on behalf of the city to be flexible and provide latitude to employees in unique or special circumstances, leaves of absence may be granted to employees by the city under special circumstances. Eligibility for a leave of absence will be reviewed on a case-by-case basis and will be limited to full-time, regular employees with at least two (2) consecutive years of service or to situations where the city must accommodate a disability under the Americans with Disabilities Act ([ADA](#)).
- (B) Leaves of absence for the following situations or emergencies will be considered:
  - (1) To allow employees to attend courses in training, or recognized colleges or universities.
  - (2) Personal leave of absence may be granted to an employee to attend to personal matters in cases in which the city determines that an extended period of time off would be in the best interest of the employee and the city, including but not limited to inpatient substance abuse treatment.
  - (3) For other purposes deemed beneficial to the city and the employee.
- (C) Leaves of absence are granted without pay except in special and unusual circumstances. Insurance benefits are continued during leaves of absence provided the employee continues paying the employee's portion of the premium-.
- (D) Requests for a leave of absence must be made in writing by the employee. All leaves must be approved by the department director and the appointing authority. permitted leaves are limited to six (6) weeks at which time any request for additional leave must be made.
- (E) An employee returning to work from leave shall be reinstated to the employee's former position or a comparable position.
- (F) If an employee fails to return to work at the conclusion of a permitted leave, the employee will be terminated from employment, unless the city manager and department director grant an extension.
- (G) Leave of absence may be paid leave by using personal days, vacation and sick leave. When an employee is on leave of absence without pay, vacation and sick leave accruals shall cease and merit increases would not be retroactive while in unpaid status.

(Ord. No. 62-2022, § 1(Exh. A), 10-3-2022)

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## § 155.13 MISCELLANEOUS BENEFITS.

- (A) The city shall provide an employee assistance program (EAP) or similar mental health or substance abuse counseling services as offered by the city's chosen insurance provider, to improve the quality of life of employees and their families and as a result increase productivity of employees. The program will confidentially deal primarily, but not exclusively, with alcoholism, emotional disturbances, familial or marital crises, drug dependencies, work stress and other miscellaneous problems.
- (B) *Employee coverages:* The city shall provide health, life, accidental death and dismemberment and dental coverages for all full-time employees, all in accordance with the respective plans adopted by the city governing each such benefit.
- (C) *Dependent insurance:* The city shall provide health and dental coverages for the eligible dependents of employees, as defined by the city's health and dental programs. The provision of such dependent coverage shall be at the option of the employee.
- (D) *Premium costs:* The city and the employee shall pay the premium costs for employee and dependent insurance coverage as follows:
  - (1) The city shall pay the premium cost minus the employee's contribution as set forth in subsections (2) and (3).
  - (2) A non-bargaining unit employee shall pay the same amount of contribution paid by the bargaining unit employees.
  - (3) The employee shall equally incur the cost of any increase in premium costs.
  - (4) The year before implementation will serve as the base year for determining the city's premium cost and the employee's contribution of any premium increase.
- (E) Senior executive class group term life insurance coverage has a death benefit of an amount equal to two (2) times the executive's base salary rounded to the nearest one thousand dollars (\$1,000.00).
- (F) All active full-time employees ~~residing in the United States~~, excluding executives, firefighters, police officers, temporary and seasonal employees are eligible for city-paid employee group term life and accidental death and dismemberment insurance coverage with a death benefit of an amount of fifty thousand dollars (\$50,000.00) through the age of sixty-five (65) at which time the benefit reduces pursuant to the approved policy. Coverage amounts for police officers and firefighters are as specified in their respective bargaining unit agreements.

(Ord. No. 79-2012; Ord. No. 71-2014, § 1, 12-8-2014; Ord. No. 62-2022, § 1(Exh. A), 10-3-2022; Ord. No. 37-2024, § 1(Exh. A), 6-3-2024)

# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 49-2025

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### TO AUTHORIZE SALARY AMENDMENTS FOR THE CITY MANAGER, CITY ATTORNEY, AND CITY CLERK

**WHEREAS,** the City of Upper Arlington recognizes the high quality of professional services and community involvement provided by the City Manager, City Attorney, and City Clerk and wishes to continue to provide this level of service to its citizens; and

**WHEREAS,** pursuant to the employment agreements for each of these employees, Council provides a performance review of the employees, which can result in adjustments to the employment agreements; and

**WHEREAS,** based on outcomes of their performance reviews, City Council proposes amendments to the agreements for each of their appointed officials.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** City Manager Steven Schoeny's annual salary shall be amended to \$260,565.84 (annualized based on 2080 hours), effective January 1, 2026, matching the average raise for all City non-bargaining unit employees in 2026. In recognition of Steven Schoeny's superior performance during 2025, effective January 1, 2026, the City shall pay Steven Schoeny a deferred performance bonus of \$15,000. The amount shall be paid in a lump sum amount and deposited in a deferred compensation account as designated by the City Manager.

**SECTION 2.** City Attorney Darren Shulman's annual salary shall be amended to \$220,168.17 (annualized based on 2080 hours), effective January 1, 2026, matching the average raise for all City non-bargaining unit employees in 2026. In recognition of Darren Shulman's superior performance during 2025, effective January 1, 2026, the City shall pay Darren Shulman a deferred performance bonus of \$3,500. The amount shall be paid in a lump sum amount and deposited in a deferred compensation account as designated by the City Attorney.

**SECTION 3.** City Clerk Krystal Grove's annual salary shall be amended to \$120,750.08 (annualized based on 2080 hours), effective January 1, 2026, matching the average raise for all City non-bargaining unit employees in 2026. In recognition of Krystal Grove's superior performance during 2025, effective January 1, 2026, the City shall pay Krystal Grove a deferred performance bonus of \$2,000. The amount

shall be paid in a lump sum amount and deposited in a deferred compensation account as designated by the City Clerk.

**SECTION 4.**

This ordinance shall take effect immediately upon passage.



<b>Authors:</b>	Suzanne Beach, Executive Assistant
<b>Council Meeting Date:</b>	December 15, 2025
<b>Subject/Legislative Item:</b>	Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D2 and D3 Liquor Permit for UMI Buffet of Columbus, LLC 1841 West Henderson Road
<b>Purpose:</b>	To review the liquor permit request for an application filed for new D2 and D3 Liquor Permits for, UMI Buffet of Columbus, LLC
<b>Executive Summary:</b>	The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for new D2, and D3 Liquor Permits for, UMI Buffet of Columbus, LLC 1841 West Henderson Road, Upper Arlington, OH 43220. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

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### **Purpose and Impact**

The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for UMI Buffet of Columbus, LLC 1841 West Henderson Road, Upper Arlington, OH 43220

Description:

D2 - Wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.

D3 - The sale of "spirituous liquor" only for on-site consumption and only until 1 am.

### **History**

The Ohio Department of Commerce, Division of Liquor Control, submits legislative notice of liquor permit applications. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

### **Alternatives**



If there are no Council objections, the City Clerk will notify the Division of Liquor Control that the City does not request a hearing.

**Attachments**

1.	UMI Buffet 1841 W Henderson Rd
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CLERK OF UPPER ARLINGTON CITY COUNCIL
3600 TREMONT RD
UPPER ARLINGTON OH 43221-1595

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form with fields: PERMIT NUMBER (10010369-1), TYPE (NEW), ISSUE DATE, FILING DATE (10/28/2025), PERMIT CLASSES (D-3 D-2), TAX DISTRICT (25242), RECEIPT NO (FEB), and recipient info (UMI BUFFET OF COLUMBUS LLC, 1841 W Henderson Rd, Upper Arlington OH 43220, Muni/Village/Twp: Upper Arlington).

FROM 11/24/2025

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO.

MAILED 11/24/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 12/26/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: FEB NEW 10010369-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ]

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title section with checkboxes for Clerk of County Commissioner, Clerk of City Council, and Township Fiscal Officer. Includes fields for (Signature), (Title), (Date), (Printed Name), (Email Address), and (Telephone No.).



Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166  
**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)  
**MAIL:** Ohio Division of Liquor Control  
 Attn: Licensing Unit  
 6606 Tussing Road  
 PO Box 4005  
 Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,  
Division Licensing Section  
(rev. 2.12.25)



**Authors:** Suzanne Beach, Executive Assistant

**Council Meeting Date:** December 15, 2025

**Subject/Legislative Item:** Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D3 Liquor Permit for US Restaurant and Catering LLC, 3018 Kingsdale Center, Upper Arlington, OH 43221

**Purpose:** To review the liquor permit request for an application filed for a new D3 Liquor Permit for US Restaurant and Catering LLC.

**Executive Summary:** The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for new D3 Liquor Permit for US Restaurant and Catering, LLC, 3108 Kingsdale Center, Upper Arlington, OH 43221. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

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### **Purpose and Impact**

The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for US Restaurant and Catering, LLC 3108 Kingsdale Center, Upper Arlington, OH 43221

#### **Description:**

D3 - The sale of "spirituous liquor" only for on-site consumption and only until 1 a.m.

### **History**

The Ohio Department of Commerce, Division of Liquor Control, submits legislative notice of liquor permit applications. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

### **Alternatives**

If there are no Council objections, the City Clerk will notify the Division of Liquor Control that the City does not request a hearing.



## Attachments

1.	US Restaurant and Catering LLC 2
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**FAX COVER SHEET**

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**To:** UPPER ARLINGTON CITY  
COUNCIL**From:** DLA ADMIN**Company:****Date:** 12/08/25 02:28:26 PM**Fax Number:** 6144576620**Pages (Including cover):** 3**Re:** Legislative Notice Permit # 09176308-1 OPAL Email Tracker:034600400

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**Notes:****Re: PERMIT # 09176308-1**

US RESTAURANT AND CATERING LLC

DBA TIKKA MASALA INDIAN GRILL &amp; BAR

3108 KINGSDALE CTR

UPPER ARLINGTON, OH 43221

Dear Legislative Authority Official:

Attached in this email is the Liquor Permit Notice for Permit # 09176308-1 . You will also receive a certified letter with this notice enclosed in a few days. We kindly ask that you fill out and return the form as soon as possible, so that we may promptly process the application. It is important that you sign the attached form (signature stamps are okay) as typewritten signatures are not acceptable for the intended purpose of this report.

If you have any questions concerning this matter, please feel free to contact us at [fileinquiry@com.ohio.gov](mailto:fileinquiry@com.ohio.gov), or go to [com.ohio.gov/ineedhelp](http://com.ohio.gov/ineedhelp) for additional Guides & Resources. Don't miss out on important information, sign-up at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Sincerely,

Division of Liquor Control, Licensing Section

**AH**

\*\*\*\*\*  
The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.  
\*\*\*\*\*





UPPER ARLINGTON CITY COUNCIL
ATTN CLERK
3600 TREMONT RD
UPPER ARLINGTON OH 43221-1595

NOTICE TO LEGISLATIVE AUTHORITY

TO
09176308-1 PERMIT NUMBER NEW TYPE
ISSUE DATE:
FILING DATE: 3/19/2025
PERMIT CLASSES: D-3
25242 TAX DISTRICT FEB RECEIPT NO
US RESTAURANT AND CATERING LLC
3108 KINGSDALE CTR
UPPER ARLINGTON OH 43221
Muni/Village/Twp: Upper Arlington

FROM 12/8/2025

PERMIT NUMBER TYPE
ISSUE DATE:
FILING DATE:
PERMIT CLASSES:
TAX DISTRICT RECEIPT NO

MAILED 12/8/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 01/08/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: FEB NEW 09176308-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD IN OUR COUNTY SEAT IN COLUMBUS

WE DO NOT REQUEST A HEARING

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title) - Clerk of County Commissioner Clerk of City Council Township Fiscal Officer (Date)

(Printed Name) (Email Address) (Telephone No.)



**Authors:** Suzanne Beach, Executive Assistant

**Council Meeting Date:** December 15, 2025

**Subject/Legislative Item:** A motion to approve the transfer of liquor license (TRES) to Buckeye SSC-UA LLC, Sunny Street, 4733 Reed Road, for economic development purposes (*Kulewicz*)

**Purpose:** To approve the TRES Letter of Endorsement for Buckeye SSC-UA LLC, Sunny Street, related to their D-1, D-2, and D-3 liquor License

**Executive Summary:** The City Clerk's Office has received a request as a part of a pending application to the Ohio Division of Liquor Control for a TRES Letter of Endorsement for a proposed D-1, D-2, and D-3 permits for Buckeye SSC-UA LLC, Sunny Street, 4733 Reed Road, Upper Arlington, Ohio. The Division of Liquor Control requires a TRES when specific types of liquor licenses are unavailable due to quota.

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### **Purpose and Impact**

Buckeye SSC-UA LLC, Sunny Street, Upper Arlington, to be located at 4733 Reed Road, has requested through the Ohio Division of Liquor Control that Buckeye SSC-UA LLC, Upper Arlington a letter of endorsement for a proposed D-1, D-2, and D-3 permits. Such an endorsement is required per O.R.C. Section 4303.290. Permit privilege requested is:

D1 - Beer only for on-premises consumption or in original sealed containers for carry out only until 1:00am.

D2 - Beer only for on-premises consumption or in original sealed containers for carry out only until 1:00 a.m.

D3 - The sale of "spirituous liquor" only for on-site consumption and only until 1 am.

The City Manager's Office has reviewed the request and found that the application meets the City's criteria and found no objection. Once the ODLC receives the legislative approval from the City, the applicant will be required to apply for the actual liquor license, which will be brought back before Council when received.

### **History**

### **Alternatives**



## Attachments

1.	TREX Sunny Street Cafe - Reed Road
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Division Use Only	
Check #: _____	Permit # _____
# of Checks: _____	
Check Amt: _____	

## ECONOMIC DEVELOPMENT TRANSFER FORM (TRES)

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 [TRES Resource Guide](#). This form covers the specific permit classes that can be TRES'd under the Ohio law provision noted at the top of this application. A few things to understand before proceeding with the TRES option are that:

- The Division can **ONLY** process the TRES 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 TRES 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:

**Gitta's Table LLC**

\* Issued Permit Holder #:

**03204927-1**

#### 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):

**Buckeye SSC-UA LLC**

#### Section C – New Permit Premises Address Information

\* This section **MUST** be completed.

\* New Permit Premises Address:

**4733 Reed Road**

\* New Township (if outside city limits):

\* New City:

**Upper Arlington**

\* New County:

**Franklin**

**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: \$ 1,000,000
- Total number of jobs that will be created by this project: 30-35
- Existing or estimated Tax Revenue generated by this project:
  - Ohio Unemployment Tax                      \$ 4,100
  - Property Tax                                      \$ \_\_\_\_\_
  - Sales Tax    \$ 68,000
  - State Withholding Tax                         \$ 10,000
  - 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.

**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.



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

**Michael J. Stasko**

(Please Print Name)

**Managing Mbr.**

(Title)

**11/18/25**

(Date)

**1177 Clubview Blvd N., Columbus OH 43235**

(Street Address, City, State, Zip Code)

**(614) 946-6661**

(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](mailto:fileinquiry@com.ohio.gov)

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