



MUNICIPAL BUILDING  
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**To:** Mayor, Members of City Council and Administrator

**From:** Jason Carr, CPA, Finance Director

**Date:** November 17, 2025

**RE:** Finance Director Report

**Ordinance 2025-034 – Adopting Annual Appropriations for Calendar Year 2026**

Analysis of this Ordinance can be found in a separate document titled “2026 Budget Memo – Finance Director”.

**Ordinance 2025-035 – Authorize the Creation of Building Clerk in the Building and Zoning Department**

Based on the expected retirement of the Building and Zoning Department Clerk, a trainee is budgeted for 4 months in 2026. This is an additional salary cost of \$24,129.00 and benefits cost of \$32,811.68 for a total of \$56,940.68. This position is budgeted for 700 hours.

**Ordinance 2025-036 – Authorize the Purchase Two (2) Police Vehicles Including Ancillary Equipment**

The 2026 budget has allocated \$200,600 for the purchase of vehicles and equipment for the Police Department.

**Ordinance 2025-037 – Adopt the 2026 General Fee Schedule for the City of Groveport**

The Finance Department has completed a review of all fees charged by the City of Groveport and recommends establishing a General Fee Schedule summarizing all fees and charges. This fee schedule will address a 2024 audit recommendation and provide ease for citizens and staff to identify current fees and charges.

The fee schedule provides that the City Administration shall review annually and submit to Council for its approval, all fees and charges assessed by the City of Groveport in order to recover the full costs necessary to provide the respective City service.

This Ordinance also stipulates that should it become necessary to establish a new service fee or charge during the year, or increase an existing fee or charge, the Administrator may set the fee administratively, provided that any such amendment to the fee schedule be reported to City Council at its next meeting.

The following is a summary of changes to fees and charges from existing legislation (Ordinances) approved by City Council incorporated into the General Fee Schedule:

Town Hall 648 Main Street, Groveport, OH 43125  
Groveport Recreation & Aquatic Center 7370 Groveport Road, Groveport, OH 43125  
Public Works Facility 7400 Groveport Road, Groveport, OH 43125  
Groveport Municipal Golf Course 1005 Richardson Road, Groveport, OH 43125  
Police Department 5690 Clyde Moore Drive, Groveport, OH 43125

**Ordinance 2025-037 – Adopt the 2026 General Fee Schedule for the City of Groveport (Continued)**

<b>Department</b>	<b>Existing Legislation</b>	<b>Description</b>	<b>Current Fees Approved</b>	<b>Fees Approved 01/01/2026</b>
Community Affairs	None	<b>Apple Butter Day Vendors</b> Vendor Space – 10 X 10 Table Rental Chair Rental Tent Rental – 10 X 10	\$35.00 \$8.00 Per Table \$2.00 Per Chair \$50.00	\$35.00 \$8.00 Per Table \$2.00 Per Chair \$50.00
Community Affairs	None	<b>Town Hall Ballroom Rental</b> Refundable Security Deposit – Resident Rental Fee – Resident  Refundable Security Deposit – Nonresident Rental Fee – Nonresident  Refundable Security Deposit - Full-Time City Employee Rental Fee - Full-Time City Employee	\$150.00 \$200.00  \$150.00 \$400.00  \$0.00 \$0.00	\$150.00 \$200.00  \$150.00 \$400.00  \$0.00 \$0.00
Community Affairs	None	Community Garage Sale Event	\$5.00	\$5.00
Community Affairs	None	Quilting Program	\$12.00	\$12.00
Community Affairs	None	<b>Other Programs</b> Military Banners – Hometown Heroes Veteran Bricks Log House Memory Walk Bricks	\$50.00 \$55.00 \$55.00	\$50.00 \$55.00 \$55.00
Police	None	Peddler Permits	\$25.00	\$25.00
Police	None	Printed Auto Accident Reports Paper Copy (Insurance Co. Only)	\$5.00	\$5.00
Police	None	<b>Flash Drives:</b> 4 Gigabyte, 8 Gigabyte, 16 Gigabyte, 32 Gigabyte, 64 Gigabyte 128 Gigabyte 256 Gigabyte	\$8.00 \$16.00 \$27.00	\$8.00 \$16.00 \$27.00

**Ordinance 2025-037 – Adopt the 2026 General Fee Schedule for the City of Groveport (Continued)**

<b>Department</b>	<b>Existing Legislation</b>	<b>Description</b>	<b>Current Fees Approved</b>	<b>Fees Approved 01/01/2026</b>
Police	None	<b>Law Enforcement Video Footage Fees:</b> The City of Groveport will charge a fee to produce video footage from body-worn cameras, dash-mounted cameras, or surveillance cameras. The fee is \$75 per hour of video footage produced, with a maximum of \$750 per request for a video record, rounded up to the nearest hour. This fee is necessary to cover the costs associated with reviewing, redacting, processing, storing, and distributing video files. The City of Groveport requires payment in advance based on the estimated cost of production. Fees and requests will comply with Ohio Revised Code Section 149.43(B)(1). Requests by victims or their representatives under Marsy's Law may be exempt from fees	See Description Column	See Description Column
Police	None	<b>Finger Printing:</b> BCI or FBI Electronic Fingerprints BCI & FBI Electronic Fingerprints	\$50.00 \$100.00	\$50.00 \$100.00
Public Services	None	<b>Additional Services Performed by Public Services Department – Section 153.03</b> Any additional work requested and authorized shall require full payment of the City's estimated cost prior to commencement of such work. The estimate shall include, but not limited to, labor, equipment usage, materials, contracted services, administrative expenses, and any other applicable fees as determined by the City. Rates and fees shall be established and applied in the same manner as those used by the City to calculate restitution for damage to public property.	See Description Column	See Description Column
Sr. Center	None	Thursday Lunch (90 Years and Older, Free)	\$5.00	\$5.00
Sr. Center	None	Annual Membership Fee (90 Years and Older, Free)	\$10.00	\$10.00
Sr. Center	None	Replacement Proximity Cards	\$5.00	\$5.00
Sr. Center	None	Day Trips	\$0.00 - \$80.00	\$0.00 - \$80.00
Sr. Center	None	Event Tickets	\$6.00 - \$60.00	\$6.00 - \$60.00
Sr. Center	None	Arts/Craft Classes	\$0.00 - \$20.00	\$0.00 - \$20.00
Sr. Center	None	Concert Series	\$2.00 or Table of 6, \$10.00	\$2.00 or Table of 6, \$10.00
Sr. Center	None	Dances and Special Events	None	Free

**Ordinance 2025-037 – Adopt the 2026 General Fee Schedule for the City of Groveport (Continued)**

Department	Existing Legislation	Description	Current Fees Approved	Fees Approved 01/01/2026
Transportation	None	<b>Trip Transportation Planned Senior Center Outings:</b> Approximately three (3) hour trips, one stop Approximately three to five (3-5) local round hour trips Approximately five or more hours (5+), multiple trip stops	\$1.00 per hour/per person \$1.50 per hour/per person \$2.00 per hour/per person	\$1.00 per hour/per person \$1.50 per hour/per person \$2.00 per hour/per person
Recreation & Aquatics	None	<b>Aquatic Program Fees - Resident:</b> Group Swim Lessons American Red Cross Lifeguarding Course American Red Cross Recertification Course American Red Cross Instructor Certification American Red Cross Instructor Re-Certification Movie Night Underwater Easter Egg Hunt Fourth of July Duck Race Pumpkin Plunge Private Swim Lessons Semi-Private Lessons Toddler Time Dog Paddle Palooza	\$45.00 \$100.00 \$100.00 \$100.00 \$100.00 \$10.00 \$10.00 \$3.00 \$12.00 \$30.00 \$40.00 \$20.00 \$5.00	\$65.00 \$150.00 \$100.00 \$200.00 \$150.00 \$10.00 \$12.00 \$3.00 \$12.00 \$50.00 \$60.00 \$20.00 \$8.00
Recreation & Aquatics	None	<b>Aquatic Program Fees – Non-Resident:</b> Group Swim Lessons American Red Cross Lifeguarding Course American Red Cross Recertification Course American Red Cross Instructor Certification American Red Cross Instructor Re-Certification Movie Night Underwater Easter Egg Hunt Fourth of July Duck Race Pumpkin Plunge Private Swim Lessons Semi-Private Lessons Toddler Time Dog Paddle Palooza	\$55.00 \$150.00 \$150.00 \$150.00 \$150.00 \$10.00 \$10.00 \$3.00 \$12.00 \$30.00 \$40.00 \$25.00 \$5.00	\$75.00 \$200.00 \$150.00 \$250.00 \$200.00 \$10.00 \$12.00 \$3.00 \$12.00 \$50.00 \$60.00 \$25.00 \$8.00
Recreation & Aquatics	None	<b>Athletic Program Fees</b> Adult Beginner Pickleball Class Adult Fall Pickleball Ladder League Youth Flag Football Youth Fishing Derby Youth Volleyball Junior Cavs Youth Basketball Fall Co-Ed Softball League	\$60.00 \$45.00 \$85.00 \$5.00 \$60.00 \$100.00 \$150.00	\$60.00 \$45.00 \$85.00 \$5.00 \$60.00 \$100.00 \$150.00

**Ordinance 2025-037 – Adopt the 2026 General Fee Schedule for the City of Groveport (Continued)**

Department	Existing Legislation	Description	Current Fees Approved	Fees Approved 01/01/2026
Golf	Ord. 2024-006	Golf Cart Fees – 9 Holes	\$10.00	\$12.00
		Golf Cart Fees – 18 Holes	\$18.00	\$20.00
		Pull Cart Fees – 9 Holes	\$3.00	\$2.00
		Pull Cart Fees – 18 Holes	\$6.00	\$4.00
		Golf Leagues – Green Fees, Including Cart	\$20.00	\$22.00
<i>The above fees apply to in-season and off-season rates.</i>				

**Ordinance 2025-038 – Add Three Seasonal Positions in the Public Services Department**

Three new seasonal employees for the Street and Parks Departments will result in additional cost of \$21,283.20 in salary and \$4,522.68 in benefits for a total of \$25,805.88. Each employee budgeted for 700 hours worked.

**Ordinance 2025-039 – Authorizing the Addition the Position of City Engineer in the Engineering Department.**

Based on the expected retirement of the Engineer in February 2027, a trainee Engineer is budgeted for 7 months in 2026. This results in an additional salary cost of \$76,855.20 and benefits of \$66,525.10 for a total of \$143,380.30.

**Ordinance 2025-040 – Authorizing the Creation of the Position of Transportation Coordinator For the Transportation Department.**

A new position will be created, Transportation Coordinator, which will report to the Director of Transportation and be responsible for managing the Senior Transportation Program. Upon the recommendation of the Director of Transportation this position was eliminated in 2020 with the Senior Services Manager pay rate adjusted to absorb these responsibilities. The creation of this position results in additional salary cost of \$53,773.20 and benefits of \$61,558.44 for a total of \$115,331.64. This position is budgeted for 9 months in 2026.

**Ordinance 2025-041 – Authorize the Purchase Ford F600 Cab and Chassis**

The 2026 budget has allocated \$132,000 for the purchase of a vehicle and equipment for Street Department.

**Ordinance 2025-042 – Amending Ordinance Number 2025-021 Setting Compensation for Council Members**

See the attached document titled “Employer Outreach – Your Resource for OPERS News October 2025” which indicates that the minimum salary for 2026 will increase to \$770.77 and the rate increase has changed to five (5) percent starting in 2026 through 2029. Ordinance 2025-042 complies with these requirements based on new information provided.

**Ordinance 2025-043 – Amending the Pay Grade to Include the Addition of Transportation Coordinator and Planner**

The creation of the Transportation Coordinator will be at Grade 5 and Planner will be Grade 6. The following are the current pay grades:

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
5	\$26.34	\$34.47	\$42.59
	\$54,792.40	\$71,699.16	\$88,584.60
6	\$30.67	\$39.87	\$49.07
	\$63,789.44	\$82,934.80	\$102,058.84

**Ordinance 2025-044 – Ordinance Authorizing City Administrator Contract with Stedman Floor Company for Replacement Carpet and Flooring at Golf Course**

The 2026 budget has allocated \$135,000 for the installation of new carpet and flooring at the Paddock Pub.

**Ordinance 2025-045 – Authorize the Purchase of John Deere Backhoe for Public Services Department**

The 2026 budget has allocated \$145,000 for the purchase of new equipment for the Street Department.

**Ordinance 2025-046 – Authorize the Contract with Accurate Mechanical for Replacement Heating and Cooling Equipment for Municipal Building**

The 2026 budget has allocated \$145,000 for the purchase of a new cooling tower at the Municipal Building.

**Ordinance 2025-047 – Authorize Solicit Bids for Elmont Force Main Phase 3, Part 2 Replacement Project**

This expense was included in the 2025 budget at an estimated cost of \$180,000.

**Ordinance 2025-048 – Solicit Bids for 2026 Street Maintenance Program, Groveport Park Lower Parking Lot Resurfacing and Groveport Park Shared Use Path Reconstruction**

The 2026 budget includes the following estimated costs for these projects:

- 2026 Street Maintenance Program - \$770,000**
- Groveport Park Lower Parking Lot Resurfacing - \$225,000**
- Groveport Park Shared Use Path Reconstruction - \$140,000**

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# Employer Outreach

*Your resource for OPERS news  
October, 2025*

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## **Earnable Salary Increase Changes to 5 percent, Contribution Rates Unchanged for 2026**

**The minimum earnable salary for 2025 is currently \$734.07 per reporting month and will increase to \$770.77 beginning with the first payroll reporting month ending in 2026 for pension credit.**

If an employee earns less than the minimum earnable salary in a reporting month, the amount of service credit that is earned will be pro-rated. The minimum earnable salary will continue to increase each year through 2029. The rate of increase from 2020 through 2025 was 1.75 percent, and the rate of increase has changed to 5 percent per year starting in 2026 and continuing through 2029.

**The contribution rates will remain the same for 2026** – 10 percent for members and 14 percent for employers reporting under regular codes, and 13 percent for members and 18.1 percent for employers for employers reporting under law enforcement codes.

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## **Election Workers Exempted from OPERS membership**

Ohio House Bill 96 became effective Sept. 30, 2025. The Act exempts from OPERS membership anyone who is appointed to serve as a precinct election official (formerly referred to as "election workers" or "poll workers") who receives compensation for that service during a calendar year. All precinct election officials must be qualified electors and constitute the election officers of the precinct. Ohio Revised Code Section 145.012 has been updated accordingly.

Election workers should still be included on the Non-Contributing List each year using the status of X-Excluded.

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## Disability Benefit Application online

Eligible OPERS members can initiate a request for disability benefits by filing the Disability Benefit Application (DR-1). Beginning Nov. 19, 2025, members will be able to apply online within their OPERS online account. This will allow them to monitor the progression of their request for benefits. Members will be able to view status details regarding the receipt of relevant third-party applications and documentation, medical reviews and exam scheduling, OPERS Board of Trustees dates for allowance determinations and payment status.

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## Keep ECS Contact information up to date

There are two employer user lists in ECS, the employer contact information and the ECS user list. It is important to keep both lists up to date.

The employer contact information is a list of individuals who are permitted to discuss your employer's account with OPERS and notates who is an authorized signer for the organization. This can be updated by your Delegated Administrator (DA) on ECS under the *Employer Contacts* button on the ECS main menu. The DA can add, disable or update the permissions available to any current employer contact. Consider reviewing your employer's contact list on a regular basis.

The ECS user list is a list of individuals who have been granted access to use ECS and should be reviewed periodically. Please remember to disable the ECS user account for any individuals who leave employment with your entity or who change positions and should no longer have access to ECS. This will notify OPERS that we can no longer discuss the entity's account with that individual. You can manage your ECS user list under the *User Management* button on the ECS main menu.

If you need assistance updating your employer contact information or the ECS user list, please contact Employer Outreach at 1-888-400-0965 or [employeroutreach@opers.org](mailto:employeroutreach@opers.org) (<mailto:employeroutreach@opers.org>).

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## Certification of Final Payroll

There are two types of certifications of final payroll that OPERS requests from employers when one of their employees is terminating employment – the SRF-85 is requested for those seeking a Service Retirement benefit, the DRF-85 is needed for those going out on Disability Retirement. If you are asked to fill out an SRF-85 or a DRF-85 before the employee has worked their final day, you can submit the form ahead of time, even if the person is still working or is still on payroll. You should use the last day of earnable salary (the last day they had earnings with your entity) as the final earnable salary date, and reporting period these final contributions will be remitted on. If the employee changes their intended termination date after a certification is submitted, you can invalidate the form and resubmit a corrected certification.

There is also the form LR-2 which is required when a member is refunding their OPERS account. The LR-2 cannot be submitted prior to the employee's termination date – the employee must work their final day before ECS will accept the LR-2.

*Please note that we have updated the form, LR-2, and are asking for the employee's termination date instead of the final earnable salary date. You will see this change occur in October 2025.*

Regardless of the form requested, each are an important part of the benefit and refund process.

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## Employer-Sponsored Disability Plan?

Do you have an employer-sponsored disability plan? Did you know if an employee is receiving benefits under an employer-sponsored plan, the employer should be reporting earnable salary in the wages that the employee would have earned if working (as opposed to reporting as earnable salary the percentage of the disability benefits that is wage replacement) and remitting contributions on this earnable salary.

# Avoid Double Reporting

At times, we receive duplicate reporting from employers. This can occur for any number of reasons. Two of the issues that we find more common are described here.

The first scenario is that the employer is unsure if the *Report of Retirement Contributions* has been submitted. To verify the report has been submitted, you can log into ECS, click *Online Reports* and then click the *View Reports* tab at the top – this will display your *Submitted Reports List* at the bottom of the screen. You can verify whether the report has been submitted. If your report has been submitted and you just need to schedule payment without going through your report again, log into ECS and click on the *Online Payments* button and then click on the *Payment Remittance Advices* link. This takes you directly to your normal payment screen and prevents you from accidentally duplicating your report.

Secondly, ECS will automatically default to the previous month's end date based on the current date when submitting a new report. You want to ensure you are verifying the report period date you are entering. If the report date is incorrect, you are able to correct the date before entering the employee data into ECS.

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## Notice of Re-Employment or Contract Services of an OPERS Benefit Recipient (Form SR-6)

The *Notice of Re-Employment or Contract Services of an OPERS Benefit Recipient* (SR-6) is required when hiring or engaging in services with any of the following benefit recipients (whether as a public employee, an independent contractor or in any other capacity):

- an OPERS age and service benefit recipient,
- an OPERS disability benefit recipient, or
- a retired elected or appointed official returning to employment to an elected office.

The SR-6 form should be submitted by the end of the month in which an OPERS benefit recipient begins re-employment or contracted services with an OPERS employer. If the individual starts within the last 10 days of the month, in addition to submitting this

completed form, the employer will need to contact Employer Services immediately to prevent overpayment of benefits. If the employer does not submit the SR-6 form in a timely manner, the employer will be billed for any overpayment of benefits.

When the employment or contract comes to an end, an *Employer Certification of Termination of Employment of an OPERS Benefit Recipient* (TERM-MP) must be submitted to notify OPERS that the individual has terminated re-employment. A TERM-MP can be submitted on ECS, under online forms for those who are being reported to OPERS. These individuals should also have their final re-employment contributions reported with a PPE (pay period end) code of "Q" (quit).

For individuals who are not reported to OPERS, such as independent contractors or an employee who has no earnable salary, the TERM-MP form can be found on [www.opers.org](http://www.opers.org) (<http://www.opers.org/>) under the *Employer Section* and *Forms and Documents*. The form can be submitted via email or faxed.

***Reminder: the SSN lookup under Online Forms on ECS can be used to identify those who are OPERS benefit recipients.***

If you have any questions regarding what is required as an employer when someone becomes re-employed, please review the [Re-employment Quick Reference Guide](https://www.opers.org/pubs-archive/employers/Re-employment-Quick-Reference-Guide.pdf) (<https://www.opers.org/pubs-archive/employers/Re-employment-Quick-Reference-Guide.pdf>).

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## Autumn Reminders

**Annual Non-Contributing list** - Each year employers are required to submit an annual non-contributing list identifying non-contributing individuals. Non-contributing individuals, , are those providing services to a public employer and earning compensation but are not contributing to OPERS such as independent contractors, someone who has no earnable salary or excluded by law.

### **Employers must:**

- Submit a Social Security Number for each person on the non-contributing list.
- Ensure they are using the correct indicator which describes the individual's non-contributing status.
- Submit the non-contributing lists to OPERS by Jan. 31, 2026. If you report on ECS, your

non-contributing list should be submitted via ECS.

**Annual Conversion Plans** - Plans must be submitted to Employer Services each calendar year by March 31. All plans must be approved before any conversion payments are made if the payment is to be reported as earnable salary. The payment is for leave accrued in the calendar year and cannot exceed the maximums defined in the plan document

Conversion payments must be submitted on a supplemental report and must be accompanied by the OPERS Conversion Payments document (CONVDOC). A copy of the CONVDOC template can be found by visiting [opers.org](http://opers.org) and clicking *Form and Documents* under the Employer tab at the top of the home page.

Plans can be submitted for review by mail, by fax at 614-857-1138 or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org) (<mailto:employeroutreach@opers.org>). Plans cannot be retroactively approved.

## 2026 Reporting and Payment Due Dates

<b>Pay period ends in</b>	<b>Due Date</b>
<b>January*</b>	3/2/2026
<b>February</b>	3/31/2026
<b>March</b>	4/30/2026
<b>April*</b>	6/1/2026
<b>May</b>	6/30/2026
<b>June</b>	7/31/2026
<b>July</b>	8/31/2026
<b>August</b>	9/30/2026
<b>September*</b>	11/2/2026
<b>October</b>	11/30/2026
<b>November</b>	12/31/2026
<b>December*</b>	2/1/2027

*\*Due dates are corrected for weekends and holidays if applicable*

# Year-End Reporting

As we approach the end of 2025, we want to remind you of the importance of timely and accurate year-end reporting. Timely year-end reporting allows us to generate accurate annual statements for members. **Please ensure that the December 2025 report is submitted no later than Feb. 2, 2026.**

For employers with employees meeting or exceeding the Internal Revenue Code Section 401(a)(17) limits, please ensure you have reported the correct amount of contributions up to the appropriate limit. **A breakdown of contributions for 2025 wages that would be considered earnable salary but are not reported because the member met the Internal Revenue Code Section 401(a)(17) limit, should be submitted no later than Jan. 22, 2026.** A letter will be sent to affected employers in early December.

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*It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to your OPERS account. This publication is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney. OPERS is not required to provide health care coverage to retirees or their dependents and will only do so at the discretion of the Board of Trustees.*