

**FACT SHEET  
OCTOBER 2011  
JEFFREY P. NORMAN, STANDING CHAPTER 13  
TRUSTEE FOR THE SOUTHERN DISTRICT OF OHIO**

**I. STATEMENT OF PURPOSE – Job Creation**

The Department of Development recommends a Downtown Office Incentive of fifty percent (50%) for a period of three (3) years for the purposes of creating 19 new permanent full-time positions with an estimated total payroll of \$921,000.

**II. PROJECT HISTORY**

The Trustee is a duly appointed Standing Chapter 13 Trustee for the Southern District, Eastern Division of Ohio, vested with the duties as set forth in U.S.C. Section 1302(b), including the duty to furnish information concerning debtors’ estates, and the administration of these estates. There are currently 198 Chapter 13 Trustees in the United States. In this capacity the United States Trustee appoints a Standing Chapter 13 Trustee, who operates as trustee in each Chapter 13 case that is filed in a judicial district. Jeffrey P. Norman, was appointed Standing Chapter 13 Trustee for the Southern District of Ohio, Eastern Division and desires to expand in the Downtown Business District. Frank M. Pees has been the only Chapter 13 Trustee in the Southern District of Ohio for the past 27 years, which is located in Worthington, Ohio. Jeffrey P. Norman, Standing Chapter 13 Trustee, will expand, own, and operate a second location for the Southern District of Ohio, Eastern Division.

Jeffrey P. Norman, Standing Chapter 13 Trustee for the Southern District of Ohio is proposing to open a second location by entering into a 5-year lease agreement on a vacant office space consisting of approximately 9,500 square feet located at 10 W. Broad Street, 9<sup>th</sup> Floor (One Columbus Bldg). Jeffrey P. Norman, Standing Chapter 13 Trustee will invest approximately \$525,000, which includes machinery and equipment, furniture and fixtures. The company will also create 19 new full-time permanent positions.

Jeffrey P. Norman, Standing Chapter 13 Trustee for the Southern District of Ohio is requesting a 50%/3-year Downtown Office Incentive from the City of Columbus to assist in the expansion of a second location for the Chapter 13 Trustee office in the downtown business district.

**III. PROJECT INVESTMENT**

Machinery & Equipment	\$275,000
Furniture & Fixtures	\$250,000
<b>TOTAL INVESTMENT</b>	<b>\$525,000</b>

#### IV. DECISION & TIMING

The project will begin in October 2011 with a scheduled time of completion for January 2012, contingent upon Columbus City Council approval of the recommended tax incentive.

#### V. EMPLOYMENT

Position	Number of New Jobs	Hourly Rate	Annual Salary	Total Estimated Payroll for New Jobs
Attorney	1	\$50.48	\$105,000	\$105,000
Comptroller	1	\$39.42	\$82,000	\$82,000
IT	1	\$29.81	\$62,000	\$62,000
Analysis Supervisor	1	\$26.68	\$55,500	\$55,500
Accounting Supervisor	1	\$25.00	\$52,000	\$52,000
Post Confirmation	1	\$24.52	\$51,000	\$51,000
Accounting Supervisor	1	\$24.52	\$51,000	\$51,000
Case Set Up Lead	1	\$23.08	\$48,000	\$48,000
Plan Analysis	2	\$21.39	\$44,500	\$89,000
Internal Auditor	2	\$19.71	\$41,000	\$82,000
Case Administrator	4	\$18.75	\$39,000	\$156,000
Case Set Up Clerk	1	\$14.90	\$31,000	\$31,000
Case Set Up Clerk	1	\$13.94	\$29,000	\$29,000
Secretary	1	\$13.22	\$27,500	\$27,500
<b>Total</b>	<b>19</b>			<b>\$921,000</b>

The project will create 19 new full-time positions with an estimated annual payroll of \$921,000.

Benefits provided to new employees of Jeffrey P. Norman, Chapter 13 Trustee for the Southern District of Ohio upon hiring include the following:

- Paid Holidays
- Paid Vacation/Personal Days
- 401k Retirement Plan
- Medical/Dental Insurance

The proposed project will be located at 10 W. Broad Street, 9<sup>th</sup> Floor Columbus, Ohio 43215 and is accessible by public transportation (COTA).

## **VI. REQUESTED PUBLIC PARTICIPATION**

The Department of Development recommends a Downtown Office Incentive equal to fifty percent (50%) of the amount of new employee city income tax withholding for three (3) years.

## **VII. WORKFORCE DEVELOPMENT**

Employers granted a tax incentive will meet with the Central Ohio Workforce Investment Corporation (COWIC) within 90 days to develop a relationship to assure continuing employment opportunities for Columbus residents who are unemployed or underemployed.

## **VIII. NEW TAX IMPACT/ANNUAL AND 3-YEAR SUMMARY**

<b>NEW REVENUE 3-YEAR SUMMARY</b>		
<b>Revenue</b>	<b>Average Annual</b>	<b>3-year Summary</b>
A. New City Income Tax Revenue	\$23,000	\$69,000
<b>Incentive</b>	<b>Average Annual</b>	<b>3-year Summary</b>
B. Proposed Incentive is equal to 50% of New Employee withholding	\$11,500	\$34,500
<b>Total</b>	<b>Average Annual</b>	<b>3-year Summary</b>
C. (A-B) Net Value to City	\$11,500	\$34,500

## **IX. TAX BENEFIT**

The recommended 50%/3-year Downtown Office Incentive could yield cash payments totaling \$34,500 for Jeffrey P. Norman, Standing Chapter 13 Trustee for the Southern District of Ohio over the incentive period.

## **X. AREA IMPACT/GREEN INITIATIVES**

As a green initiative, Jeffrey P. Norman, Standing Chapter 13 Trustee for the Southern District of Ohio recycles paper used within their office.