

Memorandum

To: Steven Schoeny, Director, Department of Development

From: Heather E. Truesdell, Administrator, Code Enforcement Division

Date: 7/23/2019

Re: Property Maintenance Appeals Board Appointment

On July 31, 2019, a vacancy will be generated on the Property Maintenance Appeals Board when PMAB member Mark Kafantaris will have fulfilled his term. Mr. Kafantaris has expressed that he does not desire to seek an additional term.

The department has received a formal letter from Mr. Matthew Zenko requesting to serve on this Board. I have attached the letter and his resume for your review.

Mr. Zenko, who resides at 592 S. Grant Ave. Columbus, OH 43206, is a practicing attorney who specializes in accounting and tax law. This will satisfy the requirement of having a member with a legal professional background. In addition his experience in negotiation, mediation, and arbitration will be a valuable asset to the property maintenance appeals board.

I would recommend Mr. Zenko to begin a three (3) year term starting August 1, 2019. This appointment would have an expiration date of August 1, 2022.

If you have any questions or need further information regarding this matter, please contact me at 645-7897.

Matthew A. Zenko
CPA-Attorney
592 S. Grant Ave.
Columbus, OH 43206
City of Columbus
theosudoctor@yahoo.com

July 8, 2019

Mayor Andrew J. Ginther

City Hall, 2nd Floor
90 West Broad Street
Columbus, Ohio 43215

Mayor Ginther:

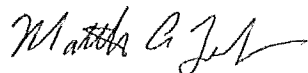
Good morning Your Honor.

I am writing to request an appointment to the Property Maintenance Appeals Board (PMAB). It would be an honor to have the opportunity to serve my community in this manner.

Since moving here in 1994, I have lived in the City of Columbus and witnessed all the positive aspects (and challenges) that come with the growth that the City and Central Ohio have been through and continue to experience. Additionally, I have more than 20 years combined experience as a Certified Public Accountant and attorney (both licenses held in good standing in Ohio) with a deep background in auditing, accounting, finance and law. I believe these skill sets along with my knowledge and understanding of the City of Columbus position me well to serve on the PMAB.

Thank you for your consideration.

Sincerely,



Matthew A. Zenko
CPA-Attorney

MATTHEW A. ZENKO, CPA-JD

592 S. Grant Ave. • Columbus, OH 43206 • 614-638-6654 • matt@matthewzenko.com

Summary of Qualifications

Highly motivated business attorney and CPA who is a critical thinker and uses process-based management techniques to improve business operations and results. Broad based legal and financial background in the areas of entity formation, tax planning and structure, contract drafting and negotiation, mergers and acquisitions (M&A), and employment law. Significant management experience in developing and leading teams and delivering exceptional client service.

Legal

- Complex commercial contracts and transactions
- Entity formation, tax planning, and M&A
- Labor and employment law
- Negotiation, mediation, and arbitration
- Legal research and motion drafting

Accounting, Finance, Tax, Strategy, and Operations

- Auditing, budgeting, and tax
- Process-based management
- Strategic planning and deployment
- Employee benefits sourcing and administration
- Financial and operational analysis

Professional Experience

ADR Notable, Columbus, Ohio

2018 – Present

Chief Operating Officer

C-Suite executive of legal software start-up company developing legal software for dispute resolution professionals aimed at improving the effectiveness and efficiency of the mediation process.

- Implemented the CEO's strategic vision through the development of software product demo and market validation survey.
- Identified market size potential and target market for product design and testing.
- Managed all legal, accounting, human resources, and informational technology business processes.
- Developed corporate budget and financial metrics and goals.

Tailored Management, Columbus, Ohio

2014 – 2017

VP Operations & General Counsel

Managed a team of 5 associates responsible for developing and optimizing the legal, accounting, financial, tax, and operational processes of this nationwide employment placement firm with more than 850 employees across 35 states and annual revenues of more than \$30 million for fiscal 2017 and consistent year over year revenue growth exceeding 30%. Key member of the senior leadership team with direct influence over the company winning the 2015 and 2017 Fast Fifty Award and Best Places to Work Award in Central Ohio in 2015 and 2016.

- Managed treasury functions including banking relationships, credit line management, and \$600,000 weekly payroll wire transfer ensuring accurate and timely payment of more than 850 employees.
- Oversaw successful completion of lender required annual financial review and the timely filing of all federal, state and local tax returns including forms 1040, 941, 5500, W-2, 1094 and 1095, CAT, sales and other state specific returns.
- Negotiated and drafted commercial leases, software licensing, payroll processing, managed service provider, sub-vendor, purchase and sale, health care benefit, and business insurance agreements.
- Drafted employee handbook, and non-compete and non-disclosure agreements, and researched E-verify, I-9, background check, "ban the box", H1B Visa/OPT, FCRA, FMLA, and FAA rules and regulations.
- Negotiated and managed administration of all health-related benefit plans including 3 ACA compliant health insurance plans, dental, vision, short and long-term disability policies, 401K plan, and 4 worker's compensation policies (monopolistic and private insurance) saving the company \$50,000 annually by enrolling in a variety of cost saving programs.
- Purchased more than \$150,000 in worker's compensation coverage and business insurance including property and casualty, general and professional liability, corporate umbrella, third party crime, cyber, and employment practices liability coverage.

Matthew A. Zenko – Attorney at Law, Columbus, Ohio**2007 – 2014*****External General Counsel and General Practitioner***

Advised and counseled family-owned companies and middle market business clients on business strategy, process improvement initiatives, business transactions, and civil litigation matters and represented personal injury victims.

- Coordinated expansion efforts of construction company from 1 to 4 states resulting in annual sales growth from \$1 million to \$9 million between 2009 – 2014. Representation included LLC formation, foreign entity registration, commercial lease review, accounts receivable collections, and drafting various agreements including operating, sales, vendor management, employment, and non-competition. Resolved breach of employment contract claim through post-suit mediation settlement and informally mediated numerous home owners' breach of contract claims via pre-suit negotiation settlements.
- Negotiated spa and salon company's expansion from 1 to 3 locations including a Florida condominium purchase involving a detailed review of condominium declaration document, negotiation of a commercial lease agreement, and drafting of a sub-tenant agreement. Managed a variety of collection and construction related disputes including the release of improperly filed mechanics' liens.
- Protected client's IP rights by prosecuting and maintaining character and design trademarks before the USPTO.
- Drafted mergers and acquisitions letters of intent, performed due diligence, negotiated purchase agreements, and coordinated tax planning issues with external CPA resulting in buyout of 2 co-members' LLC interests.
- Successfully formed 3 Ohio not for profit corporations and obtained federal tax-exempt status as an IRC Section 501(c)(6) Business League resulting in members being able to deduct 100% of membership dues as ordinary and necessary business expenses.
- Negotiated post-suit settlement in the amount of \$350,000 on behalf of client severely injured after being hit on a bicycle by a vehicle being driven by a drunk driver.
- Co-counseled complex wrongful death medical malpractice claim over a 2-year period involving discovery depositions of 6 defendants and multiple medical experts and negotiated mediation settlement of \$167,000.
- Successfully sued public company with revenue in excess of \$800 million on behalf of client who sustained significant injuries in a premises liability accident requiring 6 days hospital confinement and negotiated mediation settlement of \$112,000.

CLS Worldwide Services, LLC, Brooklyn, New York**2004 – 2005*****Manager, Special Projects***

- Advisor to COO and CFO on merger alternatives involving combination of 2 companies engaged in providing luxury chauffeured ground transportation service.
- Negotiated reduction of past due accounts payable balances resulting in \$1.2 million in cost savings.

NetJets Inc., Columbus, Ohio, Lucerne, Switzerland, and Oeiras, Portugal**2000 – 2004*****Quality Analyst***

- Pioneered organization's inaugural effort in strategic planning by deploying a Malcolm Baldrige-based strategic plan emphasizing 4 strategic pillars: people, planning, process improvement, and measurement and analysis.
- Implemented a company-wide ISO 9001:2000 quality assurance program involving the use of process-based management techniques to ensure company compliance with FAA rules and regulations.

Senior Financial Analyst

- Served as expatriate financial analyst in Portugal and Switzerland office locations and created budgets and financial models in support of a \$20 million flight center operations budget.
- Supported travel department's purchase of \$70 million in air, ground, and hotel contracts administered through RFPs.
- Developed standardized catering vendor management RFP process resulting in \$1 million in cost savings.

Ernst & Young, Columbus, Ohio

1998 – 2000

Senior Accountant

- Auditor in the retail, distribution, and manufacturing sectors.
- Supervised Audit teams responsible for completing audits of Fortune 500 public companies, private companies, and non-profit corporations.
- Drafted and filed 10Q and 10K SEC filings and prepared audit opinions.
- Client experience servicing chemical distributors, steel manufacturers, automotive parts distributors, engine manufacturers, constructions companies, restaurants, hospitals, universities, and real estate management companies.

Education

Capital University Law School, Columbus, Ohio

Juris Doctor, May 2006

- *Magna cum laude*, GPA 3.41/4.00
- Concentration in Dispute Resolution (Negotiation, Mediation, and Arbitration)
- Author, “The Single Member LLC: The Best Choice of Business Entity for a Sole Practitioner Lawyer”, 2005

The Ohio State University, Columbus, Ohio

BSBA Accounting, June 1998

- *Summa cum laude*, GPA 3.87/4.00
- Graduate of Max M. Fisher College of Business Honors Accounting

Oxford University, St. Anne’s College, Oxford, England

Summer 1996

- International Law Program, Moritz College of Law, GPA 4.00/4.00
- Best Paper Presentation, “Alternative Dispute Resolution: Bargaining in the Shadow of the Law or Hiding in the Law’s Shadow?”

Memberships, Licensures, & Certifications

- Member, Association of Corporate Counsel, 2015 – Present
- Member, Columbus Bar Association, 2007 – Present
- U.S. District Court Southern District of Ohio, 2008 – Present
- U.S. Bankruptcy Court Southern District of Ohio, 2008 – Present
- Certificate of Dispute Resolution – Mediation/Arbitration, Capital University Law School, 2006
- Supreme Court Ohio, 2006 – Present (License #0081349)
- Member, Ohio Society of CPAs, 2002 – Present
- Accountancy Board of Ohio, 2002 – Present (License #40174)
- ISO9001:2001 Accredited Lead Auditor, ANSI-RAB NAP, 2002