



August 19, 2020

# FISCAL OFFICER REPORT

### Resolutions for consideration:

1. 2020-0819-06 Accepting the Rates and Amounts as set by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
2. 2020-0819-07 Approve Purchase Orders

### Request for Funding:

With the retirement of Joniann Goldberg, the Fiscal Office will be resuming all responsibilities for maintaining records of the township. I have attached the new Position Description for the Fiscal Office Administrative Assistant which will include these additional duties.

I am requesting \$26,000.00 of Goldberg’s budgeted compensation (\$88,901.26), to be allotted toward the salary of Maartje Eagle. The additional funding will allow Eagle to move to full-time on August 31, 2020, when Goldberg retires.

By choosing to:

- not back-fill the front desk position;
- utilizing a part-time Assistant Fiscal Officer, instead of a full-time one;
- changing the Fiscal Office Administrative Assistant to full-time;
- and the Fiscal Office not utilizing hours of a previous part-time Office Assistant;
- the township is saving \$132,487.37 annually:

Tremblay	\$ 111,312.65
Portier	\$ 23,773.46
Goldberg	\$ 88,901.26
Asst. Fiscal Officer	\$ (12,000.00)
Admin. Asst.	\$ (26,000.00)
Paychex HR Solution	\$ (20,000.00)
Move Admin Asst to FT	\$ (26,000.00)
	\$ 139,987.37

Motion to attribute an additional \$26,000.00 annually to the Fiscal Office for salaries, made by

\_\_\_\_\_, second by \_\_\_\_\_. Motion passed/failed with a vote

of \_\_\_\_ to \_\_\_\_.



### Employee Handbook:

I will have a first draft of the employee handbook from our Paychex assigned HR Professional, Julie Woodall, for your review by our next meeting. I will also send the draft to Ed Drobina and Mike Little at the same time.

If there are any specific changes you would like to see, from the current version to the new, please let me know.

### Investment Accounts:

I am consistently looking for ways to save the township money and increase the return on investments. I have asked the Redtree Investment Group to make a short presentation to you at the next meeting, as I will be asking for your approval to contract with them to handle our investments currently held at 5/3 Bank.

The Redtree Investment Group is a relationship-based firm focused on creating customized investment solutions specifically for public entities. The City of Pickerington, the Pickerington Local School District, and many other larger townships like our own, also invest with Redtree.

### Credit Card Accounts:

I am currently researching and comparing credit card rates with local banking institutions. I will be bringing you a request to contract with a different vendor once my analysis is complete.

### Ratification of Bills:

**Motion to ratify the payment of bills from 08/05/2020 to 08/18/2020, made by**

\_\_\_\_\_, second by \_\_\_\_\_. Motion passed/failed with a vote  
of \_\_\_\_ to \_\_\_\_.