



**City of Pataskala Finance Department**  
**James M. Nicholson, Finance Director**  
*Finance Director's Report to Council*

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**Current Projects & Issues**

- **August 2023** – We are still processing entries for the month of August and will be doing so for the rest of this week. However, I would anticipate closing the month by Wednesday, September 6<sup>th</sup>. I plan to have the monthly financial report prepared and distributed with the next Finance Director's Report to Council.
- **2022 PAFR** –The Popular Annual Financial Report (PAFR) is a user-friendly version of the Annual Comprehensive Financial Report (ACFR) and attempts to improve fiscal transparency and to communicate the city's financial condition to its' residents. We are in the process of having the document printed and mailed to every residence in the city and are working to have it completed by the end of August.
- **2024 Budget** – I am finalizing the 2024-2028 revenue forecast and debt service expenditures and will have that process completed shortly. We've received the completed 2024 budget planning models from most city departments and are now in the process of consolidating them to determine what changes will need to be made to the proposals to maximize the carryover fund balance. Once we have an initial draft of the proposed budgets, the City Administrator and I will then meet with each of the departments to review the proposals and request any needed changes. As part of the budget process, I created a new fund that would be required to account for the Forrest Ridge Residential TIF revenues and expenditures.
- **2023-2025 Non-Union Pay Matrix** – As Council recently approved the 2023-2025 pay matrix for non-union employees, I completed the calculation and payment of these employees' retroactive pay back to January 8, 2023. This process covered a total of 15 pay periods in 2023.
- **Assistant Finance Director Search** – The application period closed on August 22<sup>nd</sup>, and we received a total of ten (10) applications for the open Assistant Finance Director position. These applications were taken to the Personnel Board of Review (PBR) who approved seven (7) of the applications. We've begun interviewing candidates and will complete the first round of interviews by the end of the week.
- **Departmental Recruiting** – I assisted the Public Service department in getting their Lead Equipment Operator and the Utility's Field Technician positions posted. We've already received several applications for each position.