



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

Current Projects & Issues

- **January 2018** – The financial results through January 31st have been compiled and summarized in the January Financial Condition Report, which was previously distributed and is currently available on the city's website. We have not yet received the mid-month settlement from RITA, information which is required in order to calculate total collections for the month of February. As a result, I am unable to provide you with an update on February collections at this time.
- **Police Station Financing** – We have held several conference calls regarding the financing transaction, and the deal is scheduled to close on February 20th. Formal wiring instructions have been provided to JP Morgan Chase, and Park National Bank has been notified of the incoming wire to facilitate the settlement transaction. In addition, all of the required bond documents have been fully executed and provided to the city's bond counsel. At this point in time, all required tasks have been completed in anticipation of the settlement date.
- **2017 Financial Reporting & Audit** – Over the next 3-4 months, we will be working to create all of the schedules and documents required to support the development of the 2017 GAAP accrual-based financial statements for the city, as well as the development of the 2017 Comprehensive Annual Financial Report (CAFR). Most of these schedules involve accrued wages, accounts payable and accounts receivable. In addition, we will also be updating the fixed asset inventory with all purchases and disposals during 2017, and supporting the audit of the 2017 financial statements.
- **Accounting Clerk** – We've begun the recruiting process by creating an employment ad and advertising it in the Dispatch and Newark Advocate, as well as posting it on the city's website, the Ohio GFOA website and the Ohio Municipal League website. We have set an application deadline of March 16th, although the first round of application reviews will take place on March 7th. Hopefully, we'll get a large pool of qualified candidates to review.
- **Employee Handbook Update** – The current version of the Employee Handbook & Policy Manual was adopted by Council in April, 2016 in Ord. 2016-4254. Since that time, the city adopted three (3) new collective bargaining agreements (CBA) with our unions, which sought to standardize a number of personnel policies which differed significantly between the CBAs and the handbook (e.g. non-union employees). Having different personnel policies for the various units/departments made personnel/payroll administration more difficult, and standardizing policies should result in improved personnel management. Many of the updates to the handbook were proposed to make the document reflect those revisions required to match the handbook with the CBAs. In addition, our labor counsel, Jeff Stankunas (Isaac Wiles), reviewed the document in detail, and had a significant number of language revisions that he felt were important to make to the document. Generally speaking, these were either to: (1) clarify a provision that was currently unclear; (2) reflect current federal and state laws; or (3) modify language so that the document would better represent and protect the city's interests. In my legislative report, I

provided additional detail on the specific areas that were changed, but which were not changed simply to reflect language clarifications. No changes have been made to the document since Council held a first reading of the legislation.