



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

Current Projects & Issues

- **2017 Budget** – The development of the departmental operating budget models and instructions have been completed and distributed to the department heads. We are continuing to accomplish key budget milestones well in advance of the originally planned deadlines. As a result, the budget schedule has been updated, and we are planning for a mid-November budget approval. I updated the 2016 revenue projections prior to closing the ledger for June, so that the 2017-2021 revenue projections will be based upon the most up to-date forecast. The revised revenue projections will be distributed to the departments in early-August.
- **Financial Reporting** – The June summary and comprehensive financial reporting have both been updated and published. If anyone would like a printed copy of either document, please let me know so that I can print them for you.
- **Parks & Recreation** – I am working with Dave Ramsey to have all of the soccer referees have their accounts payable/vendor enrollment materials submitted on a simplified form (see accompanying document). Hopefully, this document will be more user-friendly, and easier for them to complete.

In order for the Parks department to be able to accept credit cards for program registration fees, I've established an account with Square, a 3rd party card processor. The staff will use an iPad with a card scanner attached in order to accept payments. We are currently working to finalize the hardware aspects of this process.

- **City Planner** – I prepared and sent letters of non-selection to all of the other City Planner applicants.
- **HR Manager** – Three applicants were identified for personal interviews. The Planning Director and I held the interviews last week, and we were quite impressed with one of the candidates. This individual has since gone through the background (BCI/reference) checks, and we are waiting for the results of their fingerprint submission. We would anticipate formally offering the position sometime in the next several weeks.
- **Finance Director Vacation** – Please remember that I will be on vacation from July 13 – 29, and will not have access to either email or voicemail. During my absence, Finance Manager Janice Smith will serve as the acting Finance Director, and she should be able to answer any questions or address any financial issues you might have.
- **Police Station Design Funding** – I continue to work with bond counsel, Dennis Schwallie (Dinsmore & Shohl), and our Financial Advisor, John Lewis (New Albany Capital Partners) on the private placement note with PNC. This approach has a much lower cost of issuance (e.g. no ratings

expense, underwriter's fee and other miscellaneous issuance costs), and will provide greater flexibility to the city. The short-term funding will be structured so that it could be rolled into the permanent construction financing transaction. I anticipate closing on the loan within the next 30 days. As we are not yet in a position to enter into an agreement for design services, I have deferred the transaction closing to avoid incurring unnecessary interest expense.



**CITY OF PATASKALA, OHIO
Parks & Recreation Program Staff Set-Up Form**

Last Name: _____ First: _____ Middle: _____

Soc Sec #: _____ - _____ - _____ Email Address: _____

Telephone: _____

Address: (Required, used for mailing 1099 documents – checks)

Street Number: _____ Street Name: _____

Line 2: _____

Line 3: _____

City: _____ State: _____ Zip: _____

It is city policy to require direct deposit of all payments for services rendered. In order to process the ACH payments, please provide the information below:

Bank Account Type: Savings Checking I do not have a bank account, check requested

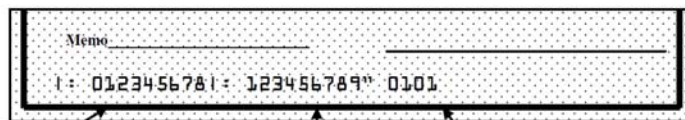
Banking Institution Name: _____

ABA Routing/Transit #: _____

Bank Account #: _____

Employee Signature: _____

Date



Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(this number matches the number in the upper right corner of the check – not needed for sign-up)

Official Use Only:

Vendor Code (3-4 digit): _____ Alternate Vendor Code (4-digit): _____

Date Entered into System: _____

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer’s classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board’s satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. If entering into a contract to provide services as an independent contractor to the same employer from which you retired, or to any employer if less than two months after the retirement allowance commences, the pension portion of your benefit will be forfeited during the period of the contract. The annuity portion of your benefit will be suspended and will be paid in a lump sum upon termination of the contract.

This acknowledgement will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer’s classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer’s failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature _____ Today’s Date ____/____/____
Do not print or type name