

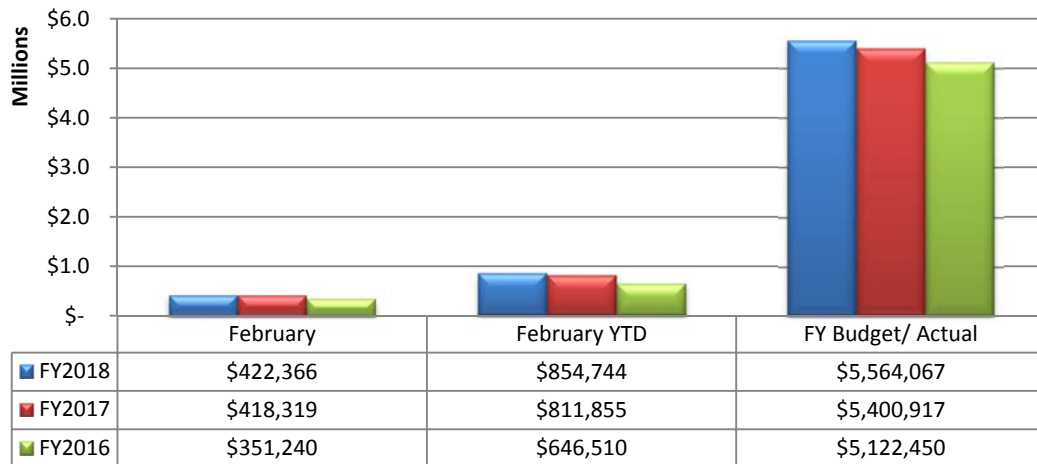


City of Pataskala Finance Department
James M. Nicholson, Finance Director
Finance Director's Report to Council

Current Projects & Issues

- **February 2018** – Although we are still posting entries for the month of February, I would anticipate closing the month by the end of the week. I plan to have the monthly financial report prepared and distributed with the next Finance Director's Report to Council. At this point in time, however, I am able to update Council on the status of February's income tax collections.
 - **Income Tax Revenue** - Collections for the month of February were \$422,366 and are \$4,047 (0.97%) higher than the February 2017 collections. On a year to-date basis, total collections are \$854,754 and are \$42,889 (5.28%) higher than last year. This amount equates to 15.36 of the full-year budget, slightly lower than the 16.67% straight-line rate if revenues were collected evenly throughout the year. In 2017, the February year to-date collections amount equated to 15.03% of full-year collections, and the rate was 12.62% in 2016. Although it is too early in the year to consider modifying our projections, collections through 2016 appear to be performing in line with expectations. We will monitor this trend closely over the next 3-4 months to determine whether or not a trend (positive or negative) exists, and if the forecast should be updated to reflect the new trend.

Income Tax Collections - All Funds



- **2017 Financial Reporting & Audit** – Over the next several 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). Over the past two weeks, I've been able to complete most of these schedules, particularly those that involve accrued wages, accounts payable and accounts receivable. In addition, I've also completed an update of 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 to receive applications for the new position. To date, I’ve received a total of 8 applications. We have set an application deadline of March 16th, although the first round of application reviews will take place on March 7th. I would anticipate having first round interviews scheduled during the 2nd full week of March.
- **City Planner** – City Planner Zack Cowan recently submitted his resignation effective March 15th. In response to that action, I’ve had Jessica post the employment opportunity on the city’s website, and have already placed advertisements on the following: (1) Columbus Dispatch; (2) Ohio Municipal League website (OML); and (3) Ohio City/County Management Association (OCMA). The opening has been listed as open until filled.
- **Employee Handbook Update** – The current version of the Employee Handbook & Policy Manual was adopted by Council in April, 2016 by 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 differing 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 the 2nd reading of the legislation.