



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

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**Current Projects & Issues**

- **February 2019** – 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.
- **2018 Financial Reporting & Audit** – We are continuing our efforts to create all of the schedules and documents required to support the development of the 2018 GAAP accrual-based financial statements for the city, as well as the development of the 2018 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 2018 and supporting the audit of the 2018 financial statements. Many of these required schedules have already been completed and submitted to the auditors.
- **Facility Cleaning Services** – As the construction of the Police station is nearly done, we have begun the process of identifying an appropriate cleaning service for the facility. Additionally, we believe that it is an excellent time to go through a similar process for the City Hall and old Town Hall buildings. Combining cleaning of all the facilities under a single contract will simplify the management of the services and potentially lead to some cost savings. We've begun drafting an RFP for cleaning services which has been reviewed by the Law Director. To facilitate this process, we've solicited similar RFP documents from other communities. At this point, we are developing the cleaning requirements, scheduling, etc. for each of the facilities. Once that has been completed, we'll advertise and go through a formal bid evaluation process.
- **GFOA Ethics Task Force** – I attended the GFOA Ethics Task Force meeting in Chicago from February 26-27 and the meeting was extremely productive and informative. I believe that the efforts of this smaller group of the task force will result in a very effective code of ethics for the organization. I plan to share the final version with Council and will propose adoption for the organization.
- **Utility Financial Support** – I have been providing BJ, Chris and the Utility Committee with financial support for proposed rate increases over our current 5-year forecast. There have been numerous charts prepared, and it sounds like they are now in a position to make a proposal. In addition, I assisted the Utility Director in completing and submitting the OEPA grant application for the design services.
- **SSI System Migration** – The financial accounting and budgetary control system, Software Solution's VIP system, was initially installed on an in-house server more than 5 years ago. As a part of our ongoing efforts to improve business continuity planning (e.g. disaster recovery), we migrated the system to a cloud-based server hosted by our IT provider, Keytel. In addition to removing the physical risk of loss, it now provides us with the ability to access it remotely if access to City Hall was not available. In addition, this migration frees up valuable space on the server for the court's software.