



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

Current Projects & Issues

- **July 2020** – The financial results through July 31st have been compiled and summarized in the monthly Financial Condition Report, which was previously distributed and is currently available on the city's website. We have not yet received the 2nd August settlement from RITA, so I'm not able to provide an update on June's income tax collections at this time.
- **2022 Budget** – I've completed my annual analysis and review of current revenue collections in order to update the 2020 forecast. Those updated numbers were then used as the basis for the 2021-2025 revenue projections. I've received capital improvement program (CIP) from all of the departments and have provided them with the resulting budget information to include in their operating budget submissions.
- **Employee Handbook Update** – We have completed the process of reviewing the employee handbook which was last done in 2018. Since that time, a number of labor-related laws and regulations have changed during that time. In addition, the recently ratified union contracts have resulted in a number of differences between union and non-union employees, including holidays, longevity pay, overtime, etc. The goal of this process is to update the handbook so that all documents align and are not contradictory. After Council approval, we'll make bound copies for all employees and publish to the city's website to ensure that everyone needing access to the document has it.
- **Human Resources**: Beginning the recruiting process for the replacement of a part-time Police Clerk and Equipment Operator due to pending retirements later this year.
- **2021 Medical Insurance Renewal**: The COHCC Board is beginning to work with USI (our agent) to review recent claims history, plan design options and recent related legal changes that might impact our employee health insurance program. We would anticipate having renewal rates by either late-September or early-October. Once that information is known, we'll bring it to Council for ratification.
- **Information Technology Updates**: Working with Keytel, we coordinated the upgrading of the operating systems (to Windows 10) on a number of city-owned computers where the age of the equipment justified that change. For quite a few computers, the age of the equipment and operating system (some were still on Windows 7!) required that the old equipment be scrapped and replaced with current hardware.