

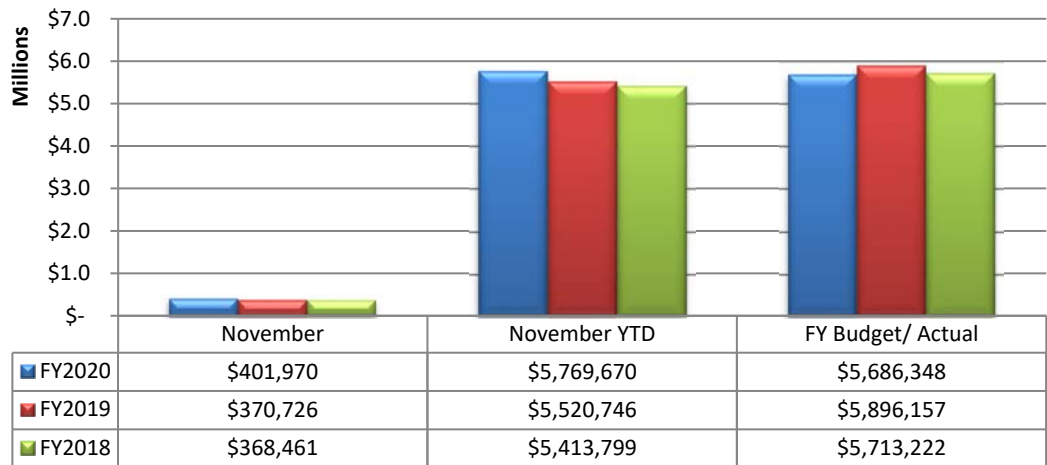


City of Pataskala Finance Department
James M. Nicholson, Finance Director
Finance Director's Report to Council

Current Projects & Issues

- **November 2020** – We’ve completed posting ledger entries for the month of November and have preliminarily closed the books. I plan to have the comprehensive monthly financial report prepared and distributed sometime next week. At this point in time, however, I can update Council on the status of November’s income tax collections.
 - **Income Tax Revenue** - Collections for the month of November were \$401,970 and are approximately \$31.2 thousand (8.43%) higher than the November 2019 collections. On a year to-date basis, total collections are \$5.77 million and are \$246.9 thousand (4.47%) higher than last year. This amount equates to 101% of the revised full year budget and is dramatically more than the 91.67% straight-line rate (assuming revenues were to be collected evenly throughout the year). In 2019 this rate was equal to 93.63% and it was 94.76% in 2018. If this trend were to continue into December, the full-year forecast could end up being as much as \$300-400 thousand higher.

Income Tax Collections - All Funds



- **Internal Control Audit** – We held an initial planning meeting for the IC audit with Schneider Downs & Co. and have agreed to a timetable. They will begin working on the audit in January and plan to have a report completed by the end of February. Once we have the final work product, I will distribute it to Council and have the auditors attend a future Council meeting to review the report and answer any questions that might arise.
- **Accounting Clerk** – We received a total of 16 applications prior to the deadline which were submitted to the Personnel Board of Review (PBR) to establish an eligibility list. The PBR met (virtually) on November 25th and certified a list containing 15 applicants. I am in the initial stages of reviewing the applications. It’s my intention to interview applicants in early-December, with a

job offer being extended by the end of December. Taking that approach should provide me with an opportunity to bring the clerk position up to speed prior to recruiting Janice's replacement.

- **Bid Openings:** On November 19th bid openings were held for two projects: (1) Karr Park Improvements; and (2) Foundation Park Improvements. We only received two (2) bids for the Karr Park project for \$108,119 and \$156,464. The engineer's estimate for this project was \$100,604. As a result, we are recommending that the city formally reject all bids. For the Foundation Park project a total of 6 bids were received which ranged from \$111,247 to \$133,462. The engineer's estimate for the project was \$130,641.
- **Human Resources:** Currently working on the recruiting process for the replacement of a part-time Police Clerk and Maintenance Worker due to pending retirements later this year. We've placed advertisements online and in the Newark Advocate, and the postings will remain open until December 3rd. To date, we've received a number of applications for both positions.