



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager's Report

DATE: August 19, 2016

108 and 110 E. Lawrence. Closing on the City's purchase of these properties took place on August 17. The check for the purchase is shown on the list of invoices for this Council meeting. Donations totaled \$35,300 so we have a little bit of a start on other costs of the project. I have received the environmental reports for the property and am awaiting the results of the asbestos survey. We will then prepare the specifications for the building demolition which we wish to complete as soon as possible. Interest has been expressed in a community-based process for designing the pocket park. That will push the redevelopment portion of the project into 2017.

Purchasing Procedures. Christine Mossner, Ginger Terpstra and I met with one of our auditors to discuss the City's purchasing practices. My specific concern was whether lapses in adherence to policies create the potential for fraud that we should be addressing. The auditor did not feel that there was a correlation between the two. She felt that our processes were not atypical for an organization our size. We discussed ideas for modifying procedures so that adherence to policy is tested earlier in the purchasing process than is currently the case. I will be developing an administrative policy to establish such practices. At the same time, we will be using a Michigan Government Finance Officers Association model purchasing policy which the auditor provided as the starting point for revising the City's purchasing ordinance.

Property Sales. The two vacant lots the City is proposing to sell are now listed and "For Sale" signs have been installed.

Camp Frances Open House. This is another reminder of the open house at Camp Frances on Saturday, August 27 from 5:00 p.m. to 8:00 p.m.

Vacation. I will be out of the office for a week beginning August 29. I will be available via cell phone and email. Please feel free to contact Bryan Myrkle during my absence if you have matters that need immediate attention.