

CITY OF CHARLOTTE
DEPARTMENT OF FINANCE & TREASURE
INTEROFFICE MEMORANDUM

TO: MAYOR LEWIS, CITY COUNCIL AND MANAGER GUETSCHOW
FROM: CHRISTINE K. MOSSNER, FINANCE DIRECTOR
SUBJECT: QUESTIONS REGARDING THE NOVEMBER 28, 2016 CLAIMS SUBMITTED FOR PAYMENT
DATE: NOVEMBER 25, 2016

The following questions were received from Councilmember Bahmer regarding specific items submitted for payment.

- On page #2 of this week's claims and accounts there is a charge for \$395 for an annual section 125 FSA plan renewal. This comes from the Clerk's budget. What does this charge cover?
 - This is an annual fee paid to our third party administrator BASIC for the administration of our employee's flex spending accounts.
- On page #6, Consultants on Call is receiving payment of \$3,375 for a desktop, printer maintenance kit. This is charged to the Finance department. I am curious what this maintenance entails?
 - Only \$425 of this total was for the roller replacement maintenance kit for one of our LaserJet printers. The printer was jamming due to worn out rollers.
- On page #9, the City Hall Building and Grounds fund is being charged \$644 for an ionic bed for the humidifier. What drives the cost of that product?
 - Replacing the 6 ionic beds is part of the City's annual maintenance to ensure that the humidifier works efficiently during the winter months. Purchasing directly from Gaullop saves the city approximately \$400 versus purchasing them from our heating and cooling contractor.
- On page #11 and #12 there are various charges being paid from the fund beginning 800-825.000. One is to HGB Hospital Development Council in the amount of \$2,000. Another to Dean Hunt for 2017 Website hosting for \$290. And the last, to Landscape Architects and Planners for \$965.24. As a refresher, what is this particular fund and how are these charges related to it?
 - These charges relate to the Charlotte Area Recreation Cooperative (CARC). As the fiscal agent for the CARC, all of their invoices are processed through the City's claims process. The HGB payment is the fourth installment of a five year commitment to ALIVE. The payment to Dean Hunt is an annual payment for his hosting of the CARC website. Landscape Architects and Planners is the consulting firm that is handling the grant and bid process for the planned ballfield in the Combs Industrial Park. These invoices were submitted and approved by the CARC Board.
- On page #19, Trees 'N Scapes is being paid \$5,500 for a Consumers Energy Tree Grant. Background on this charge would be highly appreciated as well.
 - The City periodically receives grant funds from Consumers Energy for the purchase of trees, which the City purchased from Trees 'N Scapes.