



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: Notification of Contract for Accounting Services

DATE: March 23, 2018

I am hereby providing notice to Council that I have signed an engagement letter with Rehmann Robson, LLC of Jackson for payroll and other accounting services in order to address the need for such services arising from the vacancy in the position of Finance Director. Due to the urgency of our need for such services, it was impractical to solicit competitive proposals.

Rehmann Robson is an 800 person firm that has been in business since 1941 providing a range of finance services to government organizations, private firms and individuals.

Their initial estimate of work contemplated between 16-20 hours of services each week. We will be charged \$150 per hour plus mileage at the IRS reimbursement rate for days when it is necessary for them to work on site. The majority of their work will be in payroll processing and other accounting tasks such as journal entries, bank reconciliations, preparation of monthly reports and the like.

As noted in his report, the City Attorney reviewed and approved the standard terms associated with this engagement.

I expect to operate under the terms of this agreement at least for the remainder of the current fiscal year.