



# City of CHARLOTTE

## MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: May 25, 2018

**Financial Statements.** Your agenda packet includes the financial statements for the month ended April 30, 2018. With this report, we are now back to our regular schedule of providing statements to Council by the second regular meeting following the end of the month.

**Claims Report.** As previously discussed, we have begun the transition to new procedures for processing accounts payable claims. As you know, a list of these claims is emailed to Council on the Wednesday preceding each regular Council meeting. The document you will receive on June 6 will look very different from those with which you have been familiar. Instead of a listing of the claims, you will receive a document that contains a copy of a payment authorization form for each vendor to be paid. I believe you will find these forms a bit more informative in that their format permits the inclusion of more descriptive information about the purchases.

**National Historic Register Presentation.** Community Development Director Bryan Myrkle joined Courthouse Square executive Julie Kimmer in a program about Charlotte's application for listing the downtown area on the National Register of Historic Places. This was an outstanding presentation. A searchable pdf of the documents associated with the application is available through Courthouse Square. That organization is also coordinating efforts to provide property owners with signs indicating the designation.

**Burn Permit Application Online.** The Fire Department has added a burn permit application form to the City's website. In the past, it was necessary to call the department each time a permit was needed, the duration of which was a week. This permit, good for the year, simplifies the application process and is expected to improve record keeping while reducing staff time devoted to issuing thousands of permits each year. This website change was undertaken by volunteer Fire Fighter Ron Smith.