



# City of CHARLOTTE

## MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: July 20, 2018

**Audit.** The City's auditors, Plante & Moran, will be in our offices on Monday, July 23 for preliminary work in advance of the commencement of their more extensive work this fall. The audit is usually available for presentation to the Council in early November.

**Property Taxes.** Summer property tax bills were mailed on schedule and payments are being collected as in past years. The first checks to disburse taxes to other taxing jurisdictions are being prepared this week and are expected to be mailed today or Monday at the latest.

**Accounting Software Conversion.** I reported previously to you that we would be converting accounting software over the next year. The first conversion will be to the payroll system. There are significant complexities to payroll systems and, at present, I believe it is in the City's best interests to pursue a strategy that continues to rely on outsourcing payroll processing. City Clerk Terpstra and I will be meeting with representatives of Rehmann Robson in August to begin this process with a cut-over date to a new system planned for January 1. We will also be making plans to convert cash receipts, utility billing and general ledger systems to BS&A software products, the software we use now for assessing, property taxes and building inspection, effective July 1, 2019.

**Summer Storytellers.** CanDo! will be holding the 2<sup>nd</sup> annual Summer Storytellers event at Windwalker Underground Gallery on Wednesday, July 25 beginning at 6:00 p.m. I will be MC for the event and also one of the storytellers along with former mayor Dee Smith and four others.

**Vacation.** I will be on vacation the week of July 30. I do not have plans to travel and will, therefore, be available should any urgent matters arise.