



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: October 19, 2018

Payroll Conversion. City Clerk Terpstra and I are continuing our series of weekly conference calls that will lead to the implementation of a new payroll process system on January 1. As you might imagine, there are significant complexities involved in this conversion process, including addressing variations among union contracts in the manner in which certain features of the payroll and benefits are structured. We remain on track for completing this process on schedule.

Utility Billing. Several staff members and I participated in a demonstration of the BS&A Software utility billing application this week. In general, there are significant similarities to our current software that learning to use it should be fairly straightforward. In addition, however, there are a number of enhancements that will simplify certain tasks that not are handled very inefficiently. Staff members seemed very pleased with what they had seen.

Budgeting Solutions. I am continuing to explore budget solutions in an effort to improve efficiencies and reduce errors in this process. In addition to the two stand-alone applications I have researched, I have also had a demonstration of the budget tool available through the BS&A Software general ledger program. It is not as robust as the others I have been considering and would also require the purchase of a human resources module in order to capture payroll and benefits costs effectively. I suspect that the decision as to how to proceed will involve weighing cost against features while also considering the implications of educating staff on utilizing another software package. Since all applications work with prior year accounting data, I have determined that it is better to wait until after the conversion of general ledger software before proceeding with implementing a new budget tool.

Audit. We encountered some delays in completing accounting tasks necessary for the auditors to make significant progress on their field work. As a result, their schedule was postponed for a few weeks and will start up again on October 29. As a consequence, presentation of their findings to Council will be later this year than usual.

Township Tax Sharing Payments. The list of claims included in this agenda packet includes payments to both Eaton and Carmel Townships that are required by the development cooperation agreements that we have with them. In brief, we share property taxes levied on properties annexed to the City and, in the case of Eaton Township, state revenue sharing for population that was also added to the City. In preparing this year's payments, I discovered that we had not developed a mechanism, as required by the agreements, for adjusting payments to recognize the change in funding when the state passed legislation eliminating the personal property tax. I have spoken with Carmel Township Supervisor Steve Willard about this matter and will be working with both townships to arrive at an agreeable and equitable means of distributing state payments that are a replacement for the personal property tax. Whatever agreement is reached will, of course, require Council approval.

Street Reconstruction Plan. We are a little behind schedule in returning to Council with an update to the street reconstruction 6-year plan. We are planning a presentation and discussion on this subject for the November 12 Council meeting.

Charlotte Soup. The October CanDo! meeting this month features a return of Charlotte Soup, an event launched last year. Attendees purchase a ticket to attend and have a light dinner (of soup, of course). A portion of the proceeds of the ticket sales go to fund a community improvement project that is designed and voted upon by attendees. CanDo! matches those proceeds to fund a second project. Last year's Charlotte Soup led to two events: A Charlotte Christmas and Art of Charlotte, both of which will be repeated. Charlotte Soup will take place on Wednesday, October 24 at 5:30 p.m. at the Eaton Area Senior Center.