



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: October 4, 2018

Accounting Software Conversion. City Clerk Terpstra and I, together with our IT consultant, met with a representative of BS&A regarding conversion of our accounting software – general ledger, utility billing, accounts payable and cash receipts – to their products. As I previously reported, the software we currently use for these functions has significant limitations. We already use BS&A products for assessing, property tax administration and building inspection/code enforcement. Their products are well designed and have become the standard for smaller units of government in Michigan. We are awaiting an updated proposal from the company and will be seeking authorization to proceed with the conversion in the near future.

Budgeting Solutions. Budget preparation is another area of finance operations that I am looking to transform with a software solution. At present, and like many municipalities, we use Excel spreadsheets to prepare budget documents. This process is inefficient and error-prone. I am currently exploring a couple of cloud-based, multi-user products that will streamline the process while increasing the amount of information that can be captured through the budget process. I hope to have a recommendation to Council by the end of October.

Airport. Bryan Myrkle, Airport Manager Todd Cotter and I attended the annual Michigan airport planning meeting at MDOT Aero headquarters this week. This meeting is the occasion for reviewing the status of various airport projects and to discuss any issues regarding operations. As you know, our current focus is on the updating of the airport layout plan, a project that should be complete by mid-2019. There were no significant issues raised during the meeting. We continue to enjoy an excellent relationship with Aero staff.