



# City of CHARLOTTE

## MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: December 21, 2018

**Health Insurance Employee Contributions.** Some City employees will begin contributing a portion of the cost of their health insurance benefits in 2019. This is the first time that these contributions will be triggered by the “hard cap” provisions first instituted by state law in 2012. We notified all employees this week that amounts would be withheld from checks beginning with the January 4 pay. Employees with single coverage will not make any contribution. Those with two-person coverage will pay \$63.25 per pay; those with family coverage will contribute \$52.21 per pay.

**Payroll Conversion.** We launched the new payroll system on December 16 but are still finalizing various data inputs. The City Clerk and I have devoted considerable time to making various changes and correcting initial errors. We expect to be doing so throughout the following week, as we come to the end of the pay period, and into the first pay processing cycle.

**Finance Software Conversion.** The first conference calls to launch the conversion of the remaining portions of the City’s finance software are scheduled for December 27 and January 7. The nature of this conversion process is such that I anticipate much less involvement by staff as compared to the payroll conversion.

**Audit.** I received the final audit documents from Plante Moran this morning. They have advised that they will be uploading the report to the state today as well. We will be scheduling their presentation to Council.

**State and Lincoln Project.** The City received an award from the Southwest Michigan Branch of the American Public Works Association for the State and Lincoln Streets reconstruction project. We also received an award from the Asphalt Pavement Association of Michigan for this project.

**Marijuana.** City Attorney Tom Hitch has been preparing for other communities an “opt-out” ordinance pursuant to the recently adopted initiative regarding recreational marijuana. It was my plan to have Council start considering this issue in January. I have asked Mr. Hitch to prepare a similar ordinance for

Charlotte as a means to begin the discussion about Council's wishes in the matter. We will provide additional information on the subject as this is introduced.