



# City of CHARLOTTE

## MEMORANDUM

TO: Mayor Armitage and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: September 11, 2020

**Tabulator.** You will recall that among the budget items that were sequestered was a tabulator for use in the upcoming election. Ms. Terpstra reported to Council on the need for this equipment during a recent Council meeting. As she noted, this tabulator could function as a spare should a tabulator malfunction or be used as a second tabulator by the absentee ballot counting board to expedite its work. It was learned this week that a deadline was approaching Thursday to apply for CARES Act funding that would cover 50% of the \$5545 cost of this machine. Despite the sequestration action, I authorized Ms. Terpstra to proceed with acquiring the tabulator and applying for the CARES Act funding. I based this decision on the concerns expressed by Council members for ensuring that this election was conducted as professionally as possible to guarantee that all votes are counted.

**Police Academy Reimbursement.** Chief Brentar learned that the City could apply for reimbursement for a portion of the tuition cost associated with sending our two newest patrol officers through the police academy at Lansing Community College. The application for this reimbursement was made earlier this week.

**Audit.** A two-week period of field work for the audit of FY 2019-20 begins Monday. My staff and I have been working with our Rehmann accountant to prepare for this undertaking. This will be the first audit for which we have used BS&A for accounting for the entire 12-month period. We will be providing the auditors remote access to the BS&A applications which will enable them to conduct the entire audit without coming to the City's premises, which is consistent with our continuing measures to minimize the potential for employees' exposure to the coronavirus.

**Director of Elections.** Ginger Terpstra returned Monday from a week of vacation and settled into her new role as Director of Elections. I think she has made a far better transition into this role than I have into the role of acting clerk-treasurer.

**Dangerous Building Hearing.** A hearing on a property at 117 S. Clinton will be held this week. The Fire Department has been proceeding under the provisions

of the City's dangerous buildings ordinance to address conditions at this property. Inaction to this point has triggered a process of a determination by a hearing officer that the property needs to be demolished or otherwise made safe. If the owner fails to take appropriate steps in accordance with the hearing officer's orders, a further hearing is conducted before City Council. Another property in the community has also been identified that might also proceed through the dangerous buildings steps.