



Manager's Report December 20th Council Meeting

City Hall Holiday Closures

City Hall will be closed on the following days in observance of the Christmas and New Year's holidays.

Christmas – Thursday, December 23rd and Friday December 24th.

New Year's – Thursday, December 30th and Friday, December 31st.

Online services, including payment of taxes and utilities, are available anytime at www.charlottemi.org. Residents may also utilize the drop-boxes located in the parking lot or front lobby at any time.

Annual Audit

The City is in receipt of its annual audit for fiscal year ending June 30, 2021. A copy has been provided to Council and is posted online as well as filed with the state. Representatives from the auditing firm, Plante and Moran, will be at the January 3rd meeting to provide an overview of the audit and answer any questions of Council.

Revenue and Expense Report

The revenue and expense report for month of November 2021 and year-to-date is attached for Council's review. Please reach out to myself or Finance Director Smith with any questions.

Code Enforcement and Rental Inspection Program

The city's code enforcement officer began mid-November and she has begun learning the various areas of the city and reviewing the open enforcement matters. She is also working on creating informational materials to distribute to residents/property owners to help inform them of city codes and regulations.

The rental registration and inspection program is underway. Administration has been working with property owners to get their rental properties registered. We are in-process of recruiting an inspector and are anticipating filling that role in the next few weeks. This will align with the completion of the District 1 registration window.

City Owned Property

The city owns two residential properties which are vacant, 220 W Shaw and 332 N Cochran. These properties have been held for a number of years and the city does not plan for their use for any public purpose. We are seeking proposals from qualified real estate professionals to market the sale of these properties to interested buyers.

Water Billing Recovery

The City is preparing communications to water customers with outstanding balances to inform them of the resumption of water shutoffs in 2022. For customers facing financial difficulties, there are a number of assistance programs available. More information can be found on the city's website:

<https://www.charlottemi.org/assistance-programs-available/>

RAVE Alerts

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. These alerts can provide emergency notifications, street closures, and other important news. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; Register for a free and secure safety profile online at Smart911.com.