



City of
CHARLOTTE

MEMORANDUM

TO: Mayor Ridge and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: City Manager Report

DATE: March 20, 2020

COVID-19 Response. I have been updating Council daily via email in regard to the actions we are taking to adapt to maintaining services during a pandemic. The most significant of those actions is the decision to close municipal buildings to the general public until further notice. We will regularly remind the public of methods available to them to do business with the City other than visiting those buildings.

Credit Card Fee Waiver. The City utilizes a service offered by Oakland County called G2G for processing credit and debit card transactions. The card holder is responsible for paying merchant fees as well as an enhanced access fee. The latter is the way in which Oakland County is paid for providing this service. Oakland County is providing an option to its G2G clients for them to absorb that fee as a means of reducing the cost of credit and debit card payments. This is helpful as we close the City Hall counter to customers and encourage using other means. Card holders will still be responsible for paying the merchant fee. A resolution to implement the change is on Monday's agenda.

Virtual Council Meetings. The Michigan Municipal League presented a webinar today on the subject of conducting meetings as a teleconference or video conference. My interpretation of the Governor's executive order was largely correct. There is an additional notice requirement associated with the order. In addition, we will need to arrange for providing real-time closed captioning should we use video conferencing. The recommended video conferencing solution is Zoom, the option I had selected. We will be working with Council to arrange a test of this technology before rolling it out for a regular Council meeting. Two citizens have offered to assist as participants in our test so that we can have reaction from that perspective.

Council Policy Calendar. Each of you should have received an email sharing the policy calendar the Mayor and I developed using Google Sheets. As previously noted, the objective of the calendar is to stay on track with the major issues Council will be addressing this year.