

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: June 5, 2020

TO: Top Management

FROM: Mark A. Washington, City Manager

SUBJECT: **City Manager Administrative Order 2020-13: Resumption of City Services Following Governor's Stay Home, Stay Safe Period**

We continue to closely monitor the COVID-19 pandemic in collaboration with our partner agencies including the State of Michigan, Kent County Health Department, Kent County and our neighboring cities.

On March 23, Governor Whitmer issued EO 2020-21 establishing a Stay Home, Stay Safe order for the State of Michigan that was effective through April 13, 2020.

In response, we issued City Manager Administrative Order 2020-03 to establish the services the City of Grand Rapids provides as essential public services in recognition of our critical role and responsibility to do our part in the global fight against the spread of COVID-19 at the local level.

We have a responsibility to our residents and to our staff members. It is important to take steps to both protect our community and ensure continuity of essential city services.

In Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92 and 2020-96 the Governor ordered that everyone in Michigan Stay Home and businesses close unless they met conditions or exceptions outlined in the orders.

On June 1, 2020 Governor Whitmer rescinded the current Stay Home orders and issued Executive Order 2020-110 to allow the entire State to move to phase 4, the "improving" stage of the MI Safe Start Plan. As a result, City Manager Administrative Order 2020-13 replaces City Manager Administrative Order 2020-11 and allows many services to resume with some conditions and restrictions. It is effective immediately and extends until it is otherwise amended or rescinded.

Temporary Service Changes

It is for the reasons stated above that I am ordering the following:

1. Effective Monday, June 8, 2020, Grand Rapids City Hall, the Grand Rapids Development Center at 1120 Monroe NW, the City Parks and Public Works Departments at 201 Market Avenue SW, the Water Resource Recovery Facility at 1300 Market Avenue SW, Water Administration Building at 1900 Oak Industrial Drive NE and Mobile GR at 50 Ottawa NW will be open to the public on a limited basis. City Staff members will provide services to the public according to the COVID-19 Phase 1 citywide re-entry plan as approved by the policy group and consistent with their departmental re-entry plans.
 - a. During the limited re-entry period (June 8-July 5th), departments will implement their transitional staffing and service models and continue to direct resident transactions through online and telephonic services to the extent possible. In-person transactions should be limited to appointments only, to the extent possible. General walk-in service at the 3-1-1 Storefront and Income Tax services will be provided from 9 a.m. to 3 p.m. Appointments will be available from 8 a.m. to 5 p.m.
 - b. During the formal re-entry period beginning June 8, departments should continue to strongly encourage online, telephonic and by-appointment transactions but should have processes in place to accommodate potential walk-in service requests.
 - c. Employees must wear face coverings in accordance with the COVID-19 Citywide Re-entry Plan as approved by the Policy Team.
 - d. Visitors to City facilities are strongly encouraged to wear face coverings, provided it is safe for them to do so.
 - e. City Commission meetings transitioned to electronic means of virtual participation on April 14, 2020. Electronic means of participation in virtual meetings will be announced in advance of r public meetings. No in-person attendance will be permitted. City Commission meetings will continue with electronic means of virtual participation through at least the June 16 meeting as provided for by the Governor's EO 2020-75.
2. No on-site meetings of Boards and Commissions shall be held until after June 30, 2020. Depending on the business necessity, meetings should be rescheduled or may proceed using electronic protocols established by the City Clerk and City Attorney's Office as established by the Governor's EO 2020-75.
3. Consistent with Executive Orders 2020-75 and 2020-103 any public hearing that is required to take place under a tax abatement statute may be held electronically, including by telephonic conferencing or video conferencing, in a manner that allows all persons and entities entitled to notice under the applicable tax abatement statute to participate by electronic means through June 30, 2020. Notice provisions for public hearings related to a tax abatement statute shall be provided in a manner that is consistent with Executive Order 2020-103.
4. All in-person public engagement meetings shall be postponed and rescheduled after June 30, 2020 unless it can be effectively accommodated consistent within

State guidelines at the time of the meeting (see Section 9, below). Electronic means of conducting these meetings may be deployed.

5. Water System service shut offs are suspended until the termination of the state of emergency in Michigan in accordance with the Governor's Executive Order 2020-28. Currently, the state of emergency declaration under Executive Order 2020-99 continues through June 19, 2020. Services currently in shut-off status have been restored. Water system capital projects will continue, and accommodations will be developed for projects involving lead service line replacement.
6. Residential and commercial cross-connection inspections resumed June 1, 2020 per guidance from the EPA and EGLE and in accordance with EO 2020-96.
7. Special Events permitting may resume so long as the outdoor gathering or event does not exceed 100 people and those not part of the same household maintain six feet of distance from one another.
8. Parks and Recreation facility rentals may resume so long as the outdoor gathering or event does not exceed 100 people and those not part of the same household maintain six feet of distance from one another. If the facility rental is for an enclosed space, no more than 10 people who are not part of the same household may gather and face coverings must be used.
9. The Indian Trails Golf Course will remain open in a manner that protects customers and employees and provides food and beverage services consistent with Executive Order 2020-110. Carts will be permitted to be used by players on a one player per cart basis, unless the players are part of the same household.
10. Funerals may continue to be conducted, so long as people who are not part of the same household maintain six feet of distance from one another and the assemblage consists of no more than 100 people. If the funeral service or gathering is conducted in an enclosed space, no more than 10 people who are not part of the same household may gather and face coverings must be used.
11. Interior inspections of occupied residential units for building trades, code enforcement, water services, sewer maintenance and lead remediation projects will be consistent with City Manager Administrative Order 2020-12.
12. Rental Certification inspections of all types will be suspended through June 7, 2020. Existing certifications due in April and May have been extended through June 30, 2020. Code Enforcement Staff will issue extensions and reschedule certification inspections as necessary.

13. Accepting new applications for housing rehabilitation and lead remediation programs will be suspended through June 7, 2020.
14. Mobile GR will institute several operational changes affecting downtown and neighborhood parking:
 - a. *On-street metered parking* – Metered parking enforcement in Downtown and in neighborhood business districts was temporarily suspended with CMAO 2020-03. Metered parking enforcement will resume on Monday, July 6.
 - b. *Focus on safety violations* – Reprioritize enforcement on safety violations like “No Parking” blocking crosswalks and timed parking including loading zones will be the focus. Specific attention will be paid to medical facilities, Grand Rapids Police Department and areas that are providing food pick – up/drop off services.
 - c. *Temporary free parking zone program for area businesses* – For business providing drop-off or take-out service, the Department will provide at least two parking spaces in front of a business at their request. This program is to support local businesses in Downtown and all neighborhood business districts. These spaces will be hooded or marked with the attached signage. This will be available anywhere, including areas without metered parking and shall continue as part of recovery from the pandemic recovery until further notice.
 - d. *Neighborhood Parking* – Shift resources away from any neighborhood parking enforcement.
 - i. *Residential Parking Permit (RPP) Zones* – We will temporarily suspend enforcing in the RPP zones. All permits are extended at no cost to residents through October 31. RPP enforcement will resume Monday, August 3.

15. Park amenity availability and closures are as follows:

Open with Warnings

- Athletic courts (basketball, bike polo, futsal, pickleball, tennis, volleyball)
- Athletic fields (soccer, baseball, softball)
- Disc golf
- Exercise equipment
- Grills
- Picnic shelters and tables
- Playgrounds
- Skateboarding features
- Splashpads

Closed Until Further Notice

- Drinking fountains
- Restrooms

Closed for the 2020 Season

- Pools

16. Park lands, trails and dog parks remain open. Members of the community should continue to observe social distancing practices.

17. Yard Waste Management services shall resume per the COVID-19 Citywide Re-entry Plan as approved by the Policy Team. These plans should conform with the Governor's EO 2020-110.

- a. Enforcement of code provisions relating to neatly stacked and temporarily stored materials will continue to be temporarily suspended through June 14, 2020.

COVID-19 Citywide Re-entry Plans and Workforce Flexibility

Department Directors are empowered to develop plans to provide excellent city services according to their COVID-19 re-entry plans as approved by the policy group. Workforce flexibility should be offered and any work that is capable of being performed remotely should be performed remotely consistent with Executive Order 2020-110. Workforce flexibility includes:

1. Establishing schedules or plans that enable staff members to telecommute and/or use accrued leave as work requirements allow*

2. Establishing rotational schedules should a minimum number of staff be required at your facility/office
3. Establishing virtual meetings with staff on a regularly scheduled basis
4. General walk-in service at the 3-1-1 Storefront and Income Tax services will be provided from 9 am to 3 pm, Monday through Friday. Appointments will be available from 8 am to 5 pm, Monday through Friday.

** For employees who are telecommuting, please have them use the payroll code HOMWK for appropriate tracking.*

Labor Relations agreements for special pay and rotational schedules shall be lifted and/or revised consistent with the conditions of those agreements and in a way that maintains workplace safety and continuity of services. Agreements will be expired or revised no later than June 14, 2020.

In addition to City leave policies, the Human Resources Department has provided guidance and direction on application of Emergency Paid Sick Leave and Expanded FMLA pursuant to the Families First Coronavirus Response Act (FCCRA). Employees can refer to Administrative Order 2020-05 for detailed guidance on this, and on return-to-work procedures related to COVID-19. We will also continue to allow the use of earned sick time to care for school-aged children affected by local school closures.

Employees who have been temporarily reassigned during the pandemic response shall return to their normal work assignments no later than June 14, 2020. Departments may continue to collaborate with Labor Relations on shared resources and reassignments consistent with current collective bargaining agreements as operational needs may require.

Please refer to the FAQ on this topic prepared by the Human Resources Department. For additional guidance and/or information, please contact Human Resources directly.

Community Resiliency and Recovery

Application, permit, inspection, barricading, and similar service fees for temporary outdoor seating areas will be waived in their entirety through July 31, 2020. Special Events equipment rental rates will be discounted for permitted Social Zones through July 31, 2020 according to the following schedule:

- Fifty (50) percent discount for the period June 1 through June 30, 2020
- Twenty-five (25) percent discount for the period July 1 through July 31, 2020
- No discount after July 31, 2020

You are directed to implement any necessary changes immediately.

Please work with your Deputy City Manager, Assistant City Manager or Managing Director to resolve any questions or concerns.

cc: Eric DeLong
Doug Matthews
Allison Farole