



**COVID-19 Economic Assistance Initiatives**

To assist the community in the reopening of the State, these initiatives have been prepared as an initial step to mitigate the existing challenges that residents and businesses will face in a new COVID environment.

**1. Delay invoicing and collection of Special Assessment Payments.**

Suspend invoicing of current year special assessment bills for sidewalk, street, water and sewer lateral assessments until after January 1, 2021. This will delay of special assessment revenue would postpone collection from fiscal year 2019-2020 to 2020-2021.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$163,500 est.**

<b>Funds Impacted</b>	<b>General</b>	<b>Major St.</b>	<b>Local St.</b>	<b>Water</b>	<b>Sewer</b>
<b>Fund Balance*</b>	<b>17,508,448</b>	<b>1,837,828</b>	<b>522,320</b>	<b>2,793,381</b>	<b>6,086,244</b>

\*Balances as of May 5, 2020

**2. Waive annual fees for outdoor dining platforms.**

In order to assist local restaurants struggling with the financial difficulties of the COVID-19 pandemic, the City will not charging permit fees for Outdoor Dining Permits for 2020. Outdoor Dining Permits are still required to be obtained from the City Clerk’s Office, but no permit fees will be charged. For restaurants that have already paid the fee for 2020, a refund will be issued.

More than 30 applications have already been received with payment that could be refunded and there are approximately 40 or more business that could benefit from having outdoor dining fees waived. Waiving the fees for outdoor dining will offer some financial relief to our local restaurants and encourage business throughout the city.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$9,800 est.**  
**Funds Impacted: General Fund**  
**Fund Balance: \$17,508,448**

**3. Waive fees for outdoor dining platform meter fees.**

To further assist local restaurants, the City will not be charging for the use of metered on-street parking spaces for outdoor dining platforms in 2020. A valid license agreement for the use of public property is still required as part of the Outdoor Dining Permit to be obtained from the City Clerk's Office, but the daily fee for the use of metered on-street parking spaces will not be charged. For restaurants that have already paid for the use of on-street parking for the 2020 outdoor dining season, a refund will be issued.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$44,500 est.**  
**Funds Impacted: Automobile Parking Fund**  
**Fund Balance: \$20,383,867**

**4. Waive annual fees for valet licenses.**

This program will relieve some of the economic burden the local restaurants and bistros whose businesses have been severely affected by the COVID-19 pandemic. The liquor license renewal fee is \$350 per applicant.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$15,600 est.**  
**Funds Impacted: General Fund**  
**Fund Balance: \$17,508,448**

**5. Waive liquor license renewal fees.**

This program will relieve some of the economic burden the local restaurants and bistros whose businesses have been severely affected by the COVID-19 pandemic. The liquor license renewal fee is \$350 per applicant.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$13,300 est.**  
**Funds Impacted: General Fund**  
**Fund Balance: \$17,508,448**

**6. Waive fees for temporary signage / eliminate temporary signage permits.**

In order to assist local businesses struggling with the financial difficulties of the COVID-19 pandemic and to promote goods and services being offered under current public health orders, the City will not be requiring Sign Permits for Temporary Signs for all retail and commercial businesses that hold a valid Business License with the City of Birmingham. These businesses are permitted to post temporary signage relating to hours of operation, pick-up and delivery services and other specials offered during the COVID-19

pandemic through September 8, 2020 without a permit. All such temporary signage must comply with any size and placement standards as may be adopted by resolution of the City Commission. For businesses that applied for and obtained Sign Permits for Temporary Signs on or after March 16, 2020 related to COVID-19 that meet the parameters noted, a refund will be issued.

**Program Term: Through September 8, 2020**  
**Economic Impact: \$7,500 est.**  
**Funds Impacted: General Fund**  
**Fund Balances: \$17,508,448**

#### **7. Waive e-check fees for online payments.**

Residents and businesses have the option to pay their bills online using the City's payment portal. When paying their bill, they have the option to pay by credit card or by an e-check and pay the related convenience fee. An e-check is basically an electronic check, whereby the person making the payment enters their bank routing number and account number and the funds are transferred from their bank to the City. Currently, the convenience fee for an e-check is \$3/transaction. If the City were to absorb this fee until June 30, 2021, it would cost the City approximately \$70 per month or approximately \$1,000 until the end of June 2021 based on current usage. By making this service free, it may encourage more people to use it, rather than using a paper method of payment. If this is the case, then the amount the City would absorb would be greater. Unfortunately, it would be cost prohibitive for the City to absorb the credit card convenience fee, so this is not recommended.

**Program Term: Through June 30, 2021**  
**Economic Impact: \$1,000 est.**  
**Funds Impacted: General Fund**  
**Fund Balance: \$17,508,448**

#### **8. Waive field/park/shelter rental fees.**

When permitted to engage in group sports and social activities, it is proposed to waive fees for field and park rentals along with fees for shelter rentals through the end of the summer. This proposal may or may not be permitted based on future public health orders. Costs were developed based on what it would be for a full season of full fees.

**Program Term: Through September 30, 2020**  
**Economic Impact: \$16,000 est.**  
**Funds Impacted: General Fund**  
**Fund Balance: \$17,508,448**

## 9. Waive access to BS&A records.

Currently, BS&A charges for access to public records, except for residents. Residents must create an account in order to use the service. If the City were to pay for the public records access, residents would not have to register to use the service making their information more accessible. In addition, companies like real estate offices and title companies would use this service more and reduce the amount of calls in the Treasury department. The annual cost of this service is approximately \$8,000.

<b>Program Term:</b>	<b>Indefinite</b>
<b>Economic Impact:</b>	<b>\$8,000 per year</b>
<b>Funds Impacted:</b>	<b>General Fund</b>
<b>Fund Balance:</b>	<b>\$17,508,448</b>

## 10. On-street parking.

The City will more aggressively promote and develop marketing to increase awareness and adoption of the ParkMobile parking application. Increased ParkMobile usage will reduce reliance on coin and credit card transactions thus reducing the need for individuals to physically touch the parking meter. High usage areas will be cleaned more frequently.

The cost to increase promotion that will be on-going from June through September is estimated at \$20,000 and will be done in cooperation with other City promotions.

<b>Program Term:</b>	<b>Through September 1, 2020</b>
<b>Economic Impact:</b>	<b>\$20,000 est.</b>
<b>Funds Impacted:</b>	<b>Automobile Parking Fund</b>
<b>Fund Balance:</b>	<b>\$20,383,867</b>

## 11. Waive fees in parking structures for public.

In an effort to encourage parking in the five municipal parking decks, the City will offer free parking in the decks from June 1 through September 1.

Staff evaluated last year revenue and the first quarter trend with respect to demand in each of the garages. The true financial impact will remain unknown until staff has actual parking demand data as businesses begin to come back on-line. The following financial impact estimate is based on past trends involving transient parking revenue and is expected to be between approximately \$185,000 per month from June 1 – September 1 (3 Months) for a total impact of \$555,000.

<b>Program Term:</b>	<b>Through September 1, 2020</b>
<b>Economic Impact:</b>	<b>\$555,000 est.</b>

**Funds Impacted: Automobile Parking Fund**  
**Fund Balance: \$20,383,867**

**12. Waive fees for monthly permit parking holders.**

As businesses begin to come back on-line, the City will offer a period where no fees will be charged for monthly discount permit holders to help reduce financial burden as they work to rebuild their operations. The following financial impact estimate is based on total monthly permits currently issued that total \$224,000 per month from June 1 – September 1 (3 Months) for a total impact of \$672,000.

The City has not charged for monthly or transient parking in the garages since March 17, 2020. There have been no more than 30 vehicles in any of the five garages per day. The revenue lost compared to last year is \$409,000 per month, but this figure does not represent an actual loss due to a free parking initiative. This loss in revenue is a direct result of such low occupancy.

Compared to last year, overall revenue will be down roughly \$2.2 million by September 1.

Parking reserves are just over \$20 million. The system can absorb the loss in revenue and continue to maintain and improve its infrastructure and technological enhancements.

**Program Term: Through September 1, 2020**  
**Economic Impact: \$672,000 est.**  
**Funds Impacted: Automobile Parking Fund**  
**Fund Balances: \$20,383,867**

**13. Waive initial merchants License fee.**

This program will encourage new businesses in Birmingham and offer a small bit of financial relief by waiving the fees from the required initial merchant's license.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$2,000 est.**  
**Funds Impacted: General Fund**  
**Fund Balances: \$17,508,448**

**14. Waive temporary structure permit fees and permit with Administrative Approval.**

In order to assist local businesses to expand their operations outdoors to comply with social distancing guidelines and other public health orders, the City will be waiving all fees for temporary structures and temporary uses on both public and private property through September 8, 2020. Temporary uses may include providing an outdoor waiting area, or host, concierge or other point of sale services to patrons from a temporary station or location outside of the business, on private or public property. A valid Temporary Structure Permit and/or Temporary Use Permit will be continue to be required, at no cost. All temporary structures and/or uses must comply with all standards as may be adopted by resolution of the City Commission. For businesses that applied for and obtained Temporary Structure or Temporary Use Permits on or after March 16, 2020 for expanded outdoor operations due to COVID-19 that meet the parameters noted, a refund will be issued.

**Program Term: Through September 8, 2020**  
**Economic Impact: \$10,000 est.**  
**Funds Impacted: General Fund**  
**Fund Balances: \$17,508,448**

**15. Waiving fees for pet licenses.**

This program would be a minor benefit to all of the pet owners in the City of Birmingham. Residents would still have to fill out the application and show proof of vaccination, pet licenses could be issued at no cost for the remainder of the year.

**Program Term: Through January 1, 2021**  
**Economic Impact: \$3,000 est.**  
**Funds Impacted: General Fund**  
**Fund Balances: \$17,508,448**



## **COVID-19 Operational Initiatives**

### **1. Provide hand sanitizer stations around business districts.**

This project will place hand sanitizer dispensers around the downtown in key locations with high pedestrian traffic such as at intersections and in parking structures. Signage will be placed above the dispensers.

### **2. Provide hand sanitizer stations in city parks.**

This project will place hand sanitizer dispensers at the large parks, tennis and basketball courts and playgrounds for those using City park amenities. In addition, regular cleaning will occur for all playgrounds and site furnishings in City parks.

### **3. Increase regular cleaning and sanitation of playground equipment, park furnishings and bus shelters.**

DPS will initiate a daily cleaning regiment for public access touch points for the playground equipment, park furnishings and bus shelters.

### **4. Allow curb-side pick-up in business districts with dedicated pick up locations.**

BSD and police department will designate one parking meter in front of each restaurant to allow for 5-minute parking to pick up takeout orders. Additionally, 2-4 "Buy and Fly 5-minute parking" spaces will be designated on each block of downtown to allow retailers to conduct curbside pick-up of purchases.

### **5. Develop program to allow businesses with indoor group classes to utilize City parks for an outdoor venue.**

BSD and DPS will work together to designate hours and parks that are available for downtown businesses to conduct fitness classes throughout the week. The BSD and DPS will work together on an IT solution on the city website that allows residents, businesses, and city departments to see a centralized calendar of usage and availability. DPS will manage overall usage of all parks in the city. The BSD will vet and approve requests for businesses to schedule classes.

**6. Install Plexiglas partitions at public access counters in municipal buildings.**

This project will install screening partitions at all public counters where staff will interact with the public.

**7. Expand online service offerings.**

In order to address social distancing restrictions and providing continuity of services, current City applications, permits and licenses will be transitioned to online submittals with online payment functions. This stage of the project will include all departments with the exception of the Community Development Department.

The Community Development Department will be going live with online permit applications on June 15, 2020. While we will start with simple permits, the program will expand to allow submissions requiring construction documents for more complex review processes of the building, engineering and planning departments. The system will allow applicants to submit applications and pay for permits and various review processes online.

**8. Temporarily modify outdoor dining area regulations to allow for greater social distancing.**

In order to assist local restaurants to expand their outdoor dining areas to comply with social distancing guidelines and other public health orders, the City will be temporarily modifying outdoor dining standards through September 8, 2020. In addition to previously approved outdoor dining areas, all existing food and drink establishments will be permitted to expand their outdoor dining areas up to double the size, either on the sidewalk, into the street or into vias, as space permits. Administrative approval from the Planning Division is required, but no fees will be charged for this approval. All expanded outdoor dining areas must comply with all relevant standards as may be adopted by the City Commission.

**9. Install additional seating along sidewalks near restaurants to support carry out services.**

The City will provide picnic tables along the edge of the sidewalks where spacing permits to allow additional seating for restaurants that may not have designated outdoor dining areas. Seating in parks will also be expanded based on demand.

**10. Increase communication and promote information about voting and upcoming elections.**

The city will encourage voters to be proactive in making sure they are registered to vote. The Clerk's office encourages the use of mail in voting and the online voter registration tool that is supported by the Secretary of State visit [mi.gov/vote](https://mi.gov/vote). Mail in and online voter registration methods are effective up until 14 days prior to the election. After the 14th day prior to an election voters will have to register with their local clerk in person by appointment with protective measures in place due to COVID-19.

The Clerk's office will also encourage voters to be proactive about requesting an absentee ballot. Postcards will be sent out soon to all Birmingham voters, these postcards give the voter the opportunity to join a mailing list which will prompt an absentee ballot application to be sent to them prior to each election. Absentee voting is a safe and recommended method which will allow us to reduce COVID-19 related health risks taken by our citizens and employees.

RESOLUTION # 05-073-20 A

**TEMPORARY COVID-19 OUTDOOR DINING STANDARDS**

WHEREAS the novel coronavirus (COVID-19) is a respiratory disease that is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person;

WHEREAS the spread of COVID-19 has resulted in the State of Michigan declaring a State of Emergency under Section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, and the Emergency Powers of the Governor Act, 1945 PA 302, as amended, as evidenced in Executive Order 2020-4;

WHEREAS the City of Birmingham has activated their Emergency Operation Center to respond to the COVID-19 pandemic;

WHEREAS the City of Birmingham is committed to encouraging economic activity and assisting local businesses impacted by the COVID-19 pandemic to ease back into operation while containing the spread of COVID-19;

WHEREAS the City of Birmingham wishes to ensure that establishments permitted to open to the public have the ability to accommodate social distancing guidelines currently in force within the State of Michigan;

NOW THEREFORE BE IT RESOLVED, all food and drink establishments in existence as of the date of this resolution that hold a valid Outdoor Dining Permit and a License for Use of Public Property for outdoor dining, will be permitted to operate outdoor dining areas in accordance with the following Temporary COVID-19 standards through September 8, 2020:

1. Establishments may expand their outdoor dining area up to, but not exceeding, 200% of the previously approved area, if space permits;
2. Establishments with outdoor dining areas between buildings and the curblines may expand their outdoor dining area to extend across no more than 50% of neighboring storefronts that are not currently in use as food and/or drink establishments;
3. Establishments located on streets with speed limits of 25 mph or less and traffic volumes of less than 5000 cars per day may apply for the use of one or more on-street parking space(s) to expand their outdoor dining into the street without the use of an elevated platform;
4. Establishments located along vias may utilize a portion of the via adjacent to their building for the expansion of outdoor dining areas if there is not

sufficient space to expand along the street / sidewalk side of the restaurant;

5. All establishments seeking temporary changes in accordance with this resolution must submit an Administrative Approval application to the Planning Division, and include the following documents:
  - i) A plan view of the proposed outdoor dining area showing all fixtures and furnishings with all distances clearly marked for pedestrian paths and between seating;
  - ii) Proof of insurance to include coverage of the existing outdoor dining area and the area proposed for expansion; and
  - iii) A revised license agreement to include permission to use the existing and expanded outdoor dining area, if located on public property.

BE IT FURTHER RESOLVED, that all existing and expanded outdoor dining areas on both public and private property are required to alter the design and layout of tables, chairs, fixtures and enclosure systems to meet social distancing guidelines in effect and contain the spread of COVID19 as follows:

1. Reconfigure the layout of the entire outdoor dining area, to the maximum extent practical, to provide a minimum 6' clear pedestrian walking path adjacent to the dining area;
2. Reconfigure tables and chairs to allow seating for patrons only in accordance with social distancing guidelines in effect;
3. Remove all previously approved chairs and other seating that does not meet social distancing guidelines;
4. Install temporary signage to encourage compliance with social distancing guidelines;
5. Provide a temporary hand sanitizing station adjacent to the outdoor dining area; and
6. Provide a temporary service station outdoors that includes a trash receptacle and disinfecting wipes or other supplies for the cleaning of tables and chairs between patrons and of high touch points in the outdoor dining area.

BE IT FURTHER RESOLVED, that the City of Birmingham will waive all application fees, license and rental fees for the expanded portion of the outdoor dining area permitted by this resolution, including the use of both on street and off street right-of-ways and City owned property.

BE IT FURTHER RESOLVED, Except as herein specifically provided, all ordinances of the City of Birmingham in effect at the time of the issuance of this resolution, and as they may be subsequently amended, shall remain in force. Failure to comply with all the ordinances of the City may result in enforcement action and/or termination of an existing Special Land Use Permit.

I, Alexandria Bingham, City Clerk Designee, of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on May 11, 2020.

Alexandra D. Bingham

Alexandria Bingham, City Clerk Designee

RESOLUTION # 05-073-20 B

**REVISED TEMPORARY SIGNAGE REGULATIONS DUE TO COVID-19**

WHEREAS the novel coronavirus (COVID-19) is a respiratory disease that is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person;

WHEREAS the spread of COVID-19 has resulted in the State of Michigan declaring a State of Emergency under Section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, and the Emergency Powers of the Governor Act, 1945 PA 302, as amended, as evidenced in Executive Order 2020-4;

WHEREAS the City of Birmingham has activated their Emergency Operation Center to respond to the COVID-19 pandemic;

WHEREAS the City of Birmingham is committed to encouraging economic activity and assisting local businesses impacted by the COVID-19 pandemic to ease back into operation while containing the spread of COVID-19;

WHEREAS the City of Birmingham wishes to ensure that establishments permitted to open to the public have the ability to accommodate social distancing guidelines currently in force within the State of Michigan;

NOW THEREFORE BE IT RESOLVED, all retail and commercial businesses in existence as of the date of this resolution that hold a valid Business License with the City of Birmingham will be permitted to post temporary signage relating to hours of operation, pick up and delivery services and specials offered during the COVID-19 pandemic. Temporary Sign Permits shall not be required for such signage through September 8, 2020, if the following requirements are met:

1. Total Temporary signage may not exceed the lesser of 100 square feet in size or 25% of the storefront width;
2. Signage required under Executive Orders issued by the Governor does not count toward the total temporary signage amount permitted;
3. No signage may be placed so as to obstruct a minimum 6' wide pedestrian path on public property to allow safe access to each business and safe travel in the public right-of-way;
4. No signage may be placed so as to obstruct a minimum 3' of width for clear and unobstructed ingress and egress to all required entrances/exits.

BE IT FURTHER RESOLVED, that the City of Birmingham will waive all application fees, license and/or rental fees for the temporary use of public or private property outdoors permitted by this resolution.

BE IT FURTHER RESOLVED, Except as herein specifically provided, all ordinances of the City of Birmingham in effect at the time of the issuance of this resolution, and as they may be subsequently amended, shall remain in effect. Failure to comply with all the ordinances of the City may result in enforcement action and/or termination of an existing Special Land Use Permit.

I, Alexandria Bingham, City Clerk Designee, of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on May 11, 2020.

  
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Alexandria Bingham, City Clerk Designee

RESOLUTION # 05-073-20 C

**REVISED TEMPORARY USE REGULATIONS DUE TO COVID-19**

WHEREAS the novel coronavirus (COVID-19) is a respiratory disease that is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person;

WHEREAS the spread of COVID-19 has resulted in the State of Michigan declaring a State of Emergency under Section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, and the Emergency Powers of the Governor Act, 1945 PA 302, as amended, as evidenced in Executive Order 2020-4;

WHEREAS the City of Birmingham has activated their Emergency Operation Center to respond to the COVID-19 pandemic;

WHEREAS the City of Birmingham is committed to encouraging economic activity and assisting local businesses impacted by the COVID-19 pandemic to ease back into operation while containing the spread of COVID-19;

WHEREAS the City of Birmingham wishes to ensure that establishments permitted to open to the public have the ability to accommodate social distancing guidelines currently in force within the State of Michigan;

NOW THEREFORE BE IT RESOLVED, all retail and commercial businesses in existence as of the date of this resolution that hold a valid Business License with the City of Birmingham will be permitted to shift portions of their operations outdoors to accommodate social distancing guidelines in accordance with the following Revised Temporary Use Regulations due to COVID-19 through September 8, 2020:

1. Establishments may provide a waiting area or host, concierge or other point of sale services to patrons from a temporary station or location immediately adjacent to and outside of their establishment, on private or public property, as space permits;
2. Establishments may place temporary fixtures and furnishings immediately adjacent to and outside of their establishment for the purpose of displaying or offering goods or services for sale to the public, on private or public property, as space permits;
3. All establishments seeking temporary use changes in accordance with this resolution must submit a Temporary Use Permit application for approval to the Planning Division, and include the following documents:
  - i) A plan view of the proposed use of outdoor space, showing all existing elements (such as trees, parking meters, street

- lights etc.), as well as all proposed temporary fixtures and furnishings, including measurements clearly marked to show pedestrian pathways and to demonstrate compliance with social distancing guidelines; and
- ii) Proof of insurance to include coverage of the proposed outdoor area to be utilized as an extension of the business, if located on public property.

BE IT FURTHER RESOLVED, that any retail and commercial businesses that shift portions of their operations outdoors to accommodate social distancing guidelines under this resolution are also subject to the following regulations:

1. A 6' wide pedestrian path must be maintained on public property to allow safe access to each business and safe travel in the public right-of-way;
2. All required entrances/exits to establishments must maintain 3' of width for clear and unobstructed ingress and egress;
3. Temporary signage must be installed in the outdoor area of use to encourage compliance with social distancing guidelines;
4. A temporary hand sanitizing station must be installed in the outdoor area of use; and
5. A temporary service station must be present in the outdoor area of use that includes a trash receptacle and disinfecting wipes or other supplies for the cleaning of fixtures and furnishings and other high touch points in the outdoor area.

BE IT FURTHER RESOLVED, that the City of Birmingham will waive all application fees, license and/or rental fees for the temporary use of public or private property outdoors permitted by this resolution, including the use of both on street and off street right-of-ways and City owned property.

BE IT FURTHER RESOLVED, Except as herein specifically provided, all ordinances of the City of Birmingham in effect at the time of the issuance of this resolution, and as they may be subsequently amended, shall remain in effect. Failure to comply with all the ordinances of the City may result in enforcement action and/or termination of an existing Special Land Use Permit.

I, Alexandria Bingham, City Clerk Designee, of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on May 11, 2020.

  
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Alexandria Bingham, City Clerk Designee