



City of Ann Arbor City Administrator's Report October 5, 2020

Prepared for City Council. Kindly forward questions, comments, or suggestions for input to tcrawford@a2gov.org, jfournier@a2gov.org, or shiggins@a2gov.org.

Safety Notes

A2 Be Safe! Coronavirus (COVID-19) update. City of Ann Arbor Emergency Management personnel are in active collaboration with the Washtenaw County Health Department, local hospitals, the University of Michigan, and the American Red Cross for the coronavirus outbreak. It's important to note that the Washtenaw County Health Department is the lead agency as they have emergency operations plans to address infectious disease and pandemics.

The city will continue to monitor this situation and coordinate closely with its local partners, including Washtenaw County Health Department, to determine if this closure date should be expanded. This and other information will be shared via the city's website at www.a2gov.org/covid19 as well as its [Facebook](#), [Twitter](#) and [NextDoor](#) pages.

For the latest COVID-19 health information, please visit www.washtenaw.org/COVID19 or the Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/about/>. Individual safety reminders include:

- Please check the [city's meeting calendar](#) for the most up-to-date information on public meetings.
- To pay parking tickets, water bills, property taxes, apply for permits as well as other customer service options, residents and visitors are encouraged to take advantage of online services by visiting www.a2gov.org/services.

A2 Be Safe! Be safe, be well!

Success Stories

Success. Thank you to staff throughout the organization who have worked and continue to work tirelessly, and those who have gone above and beyond during the COVID-19 pandemic. You are appreciated!

Satellite City Clerk's Office located in U-M Museum. The first of its kind in the state, the satellite City Clerk's office, located inside the U-M Museum of Art Stenn Gallery, first floor, 525 S. State St., will be open with the following hours until Tuesday, Nov. 3:

- Tuesday, Sept. 22–Friday, Oct. 23: 10 a.m.–7 p.m. Monday through Friday.
 - Tuesday, Sept. 22–Wednesday, Sept. 23: Voter registration only.
 - Thursday, Sept. 24: Absentee voting begins.
- Saturday, Oct. 24–Saturday, Oct. 31:

- 10 a.m.–7 p.m. Monday through Friday.
- 8 a.m.–4 p.m. Saturdays.
- Monday, Nov. 2: 8 a.m.–4 p.m.
- Election Day Tuesday, Nov. 3: 8 a.m.–8 p.m.

Thank you to Jacqueline Beaudry, City Clerk, and team for their efforts!

Sustainability & Innovations Corner

A²ZERO — Our carbon neutrality work is continuing to move swiftly, so to stay up to date, check out our website: www.a2zero.org. Individuals interested in helping support implementation should send a note to sustainability@a2gov.org. Other current efforts of the Office of Sustainability and Innovations (OSI) include:

- **RE4M** — The City has just launched a 4-part internal learning series focused on how to pair renewable energy, efficiency, electrification, and equity into a program for all Ann Arborites. This initiative is funded through a small grant from the Urban Sustainability Directors Network and will provide insights the OSI team will use to craft a community-wide program. More details coming soon.
- **Solar on your home** — Interested in getting solar on your home? If yes, check out our new A2Solarize program which helps reduce the upfront cost of solar by 5%–15% through a coordinated bulk buy. The program is available to all Washtenaw County residents. Learn more here: <https://www.youtube.com/watch?v=nGt5JTxnyY&feature=youtu.be>. You can join one of our live events and bulk buys by contacting Julie Roth (juliekayeroth111@gmail.com).
- **Electric and Traditional Bicycles** — Ann Arbor's e-bike discount program is going strong! We've just signed up Sic Transit to join our list of vendors, who is offering discounts on traditional bicycles. Check a2gov.org/evs for updates, and email Simi Barr (sbarr@a2gov.org) with any questions.
- Governor Whitmer announces bold action to protect public health and create clean energy jobs by making **Michigan carbon neutral by 2050** — Read more here: <https://a2central.a2gov.org/A2%20News%20Notes%20Images/michigan%20carbon%20neutral%20news%20release.pdf>.
- The OSI team has been and is looking for more opportunities to volunteer around town. If you have opportunities that you'd like us to know about, please send an email to Galen Hardy at ghardy@a2gov.org.

Council Priorities/Initiatives

Ordinance Chapter 14, 1:316 Sole/Best Source Data. Pursuant to changes approved by City Council on July 15, 2019, to [Chapter 14, 1:316](#), attached is the Sole/Best Source data for September 2020 for purchases over \$3,000. **Council Resolution Reporting.** Staff reported on the following items pursuant to Council direction:

| ITEM | TITLE | DUE DATE | STATUS |
|--------------------------|---|-------------------|--|
| R-18-291 | Resolution to Support One Community Initiative and Ongoing Equity Work | Quarterly | FY2021 Q1 Report attached as a written communication from City Administrator on 10/5/20 Council Agenda |
| R-20-285 | Resolution to Implement a 'Rooney Rule' for Executive and Management Level Hires in the City of Ann Arbor | September 1, 2020 | Research ongoing. |

Previews

The **October 5 Council Meeting** will feature the following items of interest:

Introductions.

Consent Agenda. There are (9) items on the consent agenda.

Public Hearings. There are (2) public hearings which are listed below under Second Readings

Ordinances – Second Readings

- **A Public Hearing and an Ordinance to Amend Chapter 55 (Zoning), Zoning of .74 Acres from TWP (Township District) to R1C (Single-Family Dwelling District), 1780 Scio Church Road (CPC Recommendation: Approval - 8 Yeas and 0 Nays) (ORD-20-26).** Approval of this resolution will zone this .74 acre parcel from TWP to R1C. This site was recently annexed into the City.
- **A Public Hearing and an Ordinance to Amend Sections 5.24, 5.29.2, 5.33.2, 5.35.2, 5.36.2 and 5.37 of Chapter 55 (Unified Development Code) Of Title V of The Code Of The City Of Ann Arbor - Sign Regulations (ORD-20-27).** In 2017, the City started work on updates to the City's Sign Ordinance. The resulting product for this work seeks to modernize City sign regulations and philosophically approaches sign regulation from a content-neutral regulatory framework consistent with recent Supreme Court law.

Ordinances – First Readings

- **An Ordinance to Amend Temporary Emergency Ordinance Section 1:327a (Face Coverings and Gathering Size) to Title 1 of Chapter 15 (Emergency and Disaster Management of the Code of the City of Ann Arbor).** Governor Whitmer's Executive Orders 2020-176 and 2020-183 allow for the opening of ice rinks for organized sports. As a result, most ice rinks in the

area have reopened or are preparing to. For example, the Ann Arbor Ice Cube reopened on September 8th.

Ann Arbor's Emergency Ordinance allows for social gatherings or organized events among people not part of the same household, but if it is indoors, the gathering or event may not exceed 10 people. The Ordinance as written applies to ice arenas, limiting the amount of people to 10 or less, resulting in organized sports not being able to take place. The ordinance amendment before you proposes amending Ann Arbor's Emergency Ordinance to allow for organized sport, such as High School hockey, hockey leagues and figure skating to take place. Veteran's Ice Arena is host to numerous high school hockey teams, including Dexter, Pioneer and Skyline/Huron. Drop-in offerings and public skates would still not be allowed at this time.

Staff believe it is possible to offer these services in a way that is safe for participants and staff. Extensive operating procedures to minimize risk will be implemented, as is the case at the golf course and over the summer at Fuller Pool and the canoe liveries. Staff have had the opportunity to see how other rinks have safely opened over the past few weeks and can implement some of those strategies when opening Veterans Memorial Ice Arena.

Other

Fee Wood Chips for Ann Arbor Residents Available. City of Ann Arbor Public Works is making free wood chips available to residents at five locations located around the city beginning Saturday, Sept. 19. Residents will be required to load and haul the material away themselves. The wood chips will be available until November or while supplies last. <https://www.a2gov.org/news/pages/article.aspx?i=732>

Fall Leaf Season. On Monday, Oct. 12, fall leaf operations will expand at the Ann Arbor Compost facility, located at 4170 Platt Road, to allow contractors to begin dropping off unlimited amounts of leaves. If a resident or contractor must use many paper yard bags, the city strongly encourages those be brought to the compost facility instead of being left at the curb. Large volumes of bags not only present a safety issue to the staff who must load them by hand, it also hinders the city's ability to service all properties.

To help deal with fall leaves, and to save putting large numbers of paper yard bags at the curb, residents are encouraged to:

- Use a mulching mower to feed grass clippings and leaves back into your lawn (<https://www.leaveleavesalone.org/home/how-to-mulch/>).
- Utilize a compost cart.
- Create a compost pile. This step-by-step guide shows you exactly how to do it, <https://www.wikihow.com/Build-a-Compost-Pile>.

More information about wood chips, fall leaves and other compost issues is available at www.a2gov.org/compost.

Natural Area Preservation Fall Controlled Ecological Burn Season to Begin Oct. 22. City of Ann Arbor Natural Area Preservation (NAP) will be conducting controlled ecological burns in local natural areas between Oct. 22 and Dec. 23. Burns are conducted on weekdays between 11 a.m. and 7 p.m., weather permitting. On the day of a controlled burn, signs will be posted around the park and staff will be available on site for questions. The fire will be under control at all times.

Annual Fall Fire Hydrant Maintenance. The City of Ann Arbor’s annual fire hydrant inspections and system maintenance will resume Monday, Oct. 5, 2020. This annual process is necessary to prepare for approaching cold temperatures and is conducted to eliminate the potential for frozen hydrants.

Once winter weather does arrive, residents can also play a role when it comes to fire hydrants. If able, residents should keep fire hydrants adjacent to their property or in their neighborhoods free from snow and ice. Leaving a 3-foot clearing around hydrants can provide easy access for firefighters in the event of fire.

If you have any questions or concerns regarding the hydrant maintenance process, please call City of Ann Arbor Customer Service at 734.794.6320 or visit www.a2gov.org/departments/public-works/Pages/Hydrant-Flushing.aspx.



MEMORANDUM

TO: Tom Crawford, City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 9/30/2020
SUBJECT: Sole/Best Source Data for September 2020

Pursuant to changes made to Chapter 14, 1:316 on 7/15/19 by Council, attached is the Sole/Best Source data for September 2020 for purchases over \$3,000. Any questions, comments or concerns please do not hesitate to reach out.

cc: Matthew Horning, Interim Chief Financial Officer
Sara Higgins, Strategic Planning Coordinator

Sole/Best Source for September 2020

| Unit | Amount | Vendor | Item | Description | Type | Notes |
|--------------|--------------|--------------------------------------|--|--|-------------|--|
| IT | \$ 14,974.14 | CDW Government | *AP Invoice | MICROSOFT EA Y3 TRUE UP ADDED WINDOWS SERVER STANDARD & DESKTOPS | Best Source | |
| Police | \$ 6,390.00 | Axon Enterprises | *AP Invoice | FY21 ADDITIONAL LICENSES | Sole Source | |
| Police | \$ 3,975.00 | Axon Enterprises | *AP Invoice | FY21 TASER CARTRIDGES | Best Source | |
| Police | \$ 14,825.00 | Axon Enterprises | *AP Invoice | FY21 TASERS | Best Source | |
| WWTP | \$ 5,000.00 | Utilities Instrumentation Service | PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258 | FRANKLIN LIFT STATION SCADA MODIFICATIONS | Best Source | |
| WWTP | \$ 6,377.00 | Utilities Instrumentation Service | LAMPS AND LIGHTS, DENTAL: OPERATING, ULTRAVIOLET, ETC | UPGRADE TO TRIP UNIT ON AN ACPROMP-II-KIT | Best Source | |
| Parks & Rec | \$ 4,218.79 | Mid America Rink Services | *AP Invoice | ZAMBONI REPAIR SERVICE | Best Source | |
| Police | \$ 5,316.00 | SF Mobil-Vision | *AP Invoice | FY21 CAMERA AND SOFTWARE WARRANTY | Sole Source | |
| Police | \$ 18,000.00 | Net Transcripts | *AP Invoice | FY21 TRANSCRIPTION SERVICES | Best Source | |
| Parks & Rec | \$ 5,938.55 | Penchura, LLC | *AP Invoice | MEMORIAL PROGRAMS - BENCH/TABLE | Sole Source | |
| IT | \$ 4,725.00 | CDW Government | *AP Invoice | PROFESSIONAL SERVICES SECURITY INCIDENT RESPONSE | Best Source | |
| City Admin | \$ 75,000.00 | Ann Arbor Spark | *AP Invoice | FY21 ECONOMIC DEVELOPMENT SERVICES | Best Source | Council Approved (20-0748, 6/15/20) |
| Parks & Rec | \$ 9,900.00 | Albanese & Kutzke | *AP Invoice | BENZ CREEK PROJECT AT HHGC - PROFESSIONAL SERVICES | Best Source | |
| Public Works | \$ 19,000.00 | Azteca Systems | DATABASE SOFTWARE.20837 | WORK ORDER API EXTENDED LICENSE | Sole Source | |
| IT | \$ 3,456.96 | CDW Government | *AP Invoice | MICROSOFT EA LICENSE RECONCILIATION (MID- YEAR ADDITIONS) | Best Source | |
| IT | \$ 6,609.76 | SHI International | *AP Invoice | KNOWBE4 SUBSCRIPTION UPGRADE TO DIAMOND | Best Source | |
| IT | \$ 5,490.00 | Merit Networks | INTERNET DATABASE SUBSCRIPTIONS.95635 | INTERNET ATTACHMENTS | Best Source | |
| Police | \$ 8,714.90 | PowerDMS | *AP Invoice | FY21 POLICIES AND PROCEDURES ONLINE | Sole Source | |

Sole/Best Source for September 2020

| Unit | Amount | Vendor | Item | Description | Type | Notes |
|--------------------|---------------|---------------------------|---|--|-------------|-------------------------------------|
| Systems Planning | \$ 3,500.00 | Hesco Group | ELECTRONIC EQUIPMENT MAINTENANCE AND REPAIR.93937 | RAIN GAUGE REPAIRS PARTS | Sole Source | |
| Parks & Rec | \$ 3,190.00 | Arbor Inspection Services | *AP Invoice | LSNC FIRE INSPECTION REPAIRS | Best Source | |
| Public Works | \$ 4,300.00 | Wegmueller, Heidi | CONSTRUCTION, WATER SYSTEM, MAIN AND SERVICE LINE.91360 | GALVANIZED REPLACEMENT -WATER | Sole Source | |
| IT | \$ 441,425.95 | CDW Government | *AP Invoice | MICROSOFT ENTERPRISE AGREEMENT YEAR 3 ANNUAL PAYMENT | Best Source | Council Approved (20-1333, 9/21/20) |
| Water Treatment | \$ 4,500.00 | McNaughton-McKay | *AP Invoice | EAST HIGH VFD SUPPORT | Sole Source | |
| Fleet & Facilities | \$ 24,999.00 | Thermalnetics | HVAC SYSTEMS MAINTENANCE AND REPAIR, POWER PLANT.94155 | REPLACE AC COIL ON MCQUAY UNIT 2-2 | Best Source | |
| WWTP | \$ 101,000.00 | Trojan Technologies | BALL BEARINGS AND PARTS.10512 | VARIOUS ITEMS | Sole Source | Council Approved (20-1204, 9/21/20) |