



City of Ann Arbor City Administrator's Report August 6, 2020

Prepared for City Council. Kindly forward questions, comments, or suggestions for input to tcrawford@a2gov.org, ifournier@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.
- **Ann Arbor Officials Warn of Safety Requirements Amid Coronavirus and the State Executive Order.** Many downtown Ann Arbor merchants and restaurants have enjoyed some relief from the COVID-19 business impacts due, in part, to the city's decision to close several streets to vehicle traffic Fridays–Sundays (details at www.a2gov.org/news/pages/article.aspx?i=699). The city's expectations are consistent with other protocols being set in the community. University of Michigan has announced that all faculty, staff, students and visitors are being required to wear a face covering everywhere on campus — indoors and outdoors — and inside U-M buses. Ann Arbor Public Schools also shares the city's emphasis on the importance of wearing a mask.
- **Sign up with the new emergency notification system.** Your safety is a top concern — that's why the City of Ann Arbor wants to make sure you know about emergencies and incidents as they happen. Beginning in August, the City of Ann Arbor will begin to use Washtenaw County's emergency notification system, powered by Everbridge, to make sure you know about issues that may affect your safety. This system, www.washtenaw.org/alerts, allows the City of Ann Arbor and Washtenaw County to contact thousands of residents in seconds via phone, email or text so you can find out

about an emergency right away. Those who work in Washtenaw County — including City of Ann Arbor staff — can also sign up using their workplace address.

The success of this service relies on YOU. Having your latest contact information is the only way to ensure you can be contacted in an emergency. Please sign up for emergency notifications from the City of Ann Arbor at www.washtenaw.org/alerts. It only takes a minute to enroll!

- **Taking Care of Maize & Blue and A2.** Fall is approaching, and that means Ann Arbor’s population is about to increase as many college students return to their school-year homes away from home (student move in is scheduled for Aug. 24–30). This influx of people in the city makes it critical to practice safety measures to prevent coronavirus such as frequent hand washing, physical distancing and wearing masks over nose and mouth.

The city has been working with local partners to help emphasize these necessary safety measures. In collaboration with the Ann Arbor Downtown Development Authority, city streets throughout downtown are closed on weekends through Aug. 23 to provide merchants and restaurants extra space for distancing among diners and patrons. Signage promoting masks, distance, kindness and “A2gether” can be found on storefronts, in flowerbeds and on street barricades. Learn more here: www.a2gov.org/news/pages/article.aspx?i=713. And recently, the city has joined forces with the University of Michigan to continue echoing the importance of safety. “Taking Care of Maize & Blue and A2” messages featuring university students and city residents can soon be seen on campus and throughout the city.

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!

August 4 Primary Election. Thank you to City Clerk Jackie Beaudry and the City Clerk’s Office team, election inspectors, Public Services, Safety Office, Communications, IT, City Attorney, and City Administrator’s Office for the assistance, support and dedication to the City’s election. The election was extremely professional, efficient, and safe during extraordinary times. Overall voter turnout was just over 34% of registered voters, a very good Primary election turnout with 36723 ballots cast in the City of Ann Arbor. Complete election results can be found here: <https://electionresults.ewashtenaw.org/electionreporting/aug2020/index.jsp>

The following candidates were nominated in the Democratic Primaries for City Council:

Lisa Disch – Ward 1

Linh Song – Ward 2

Travis Radina – Ward 3
 Jen Eyer – Ward 4
 Erica Briggs – Ward 5

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.

Solar on your home — Are you interested in getting solar on your home? If yes, check out the new Solarize Ann Arbor program which helps reduce the upfront cost of solar by 5%–15% through a coordinated bulk purchase. The program is available to all Washtenaw County residents. Learn more here: <https://www.youtube.com/watch?v=nGt5xJTxyY&feature=youtu.be>. The next Solarize group-buy meeting is via Zoom on Saturday, Aug. 8. Join in by contacting Julie Roth at juliekayeroth111@gmail.com.

Electric Bicycles — The Ann Arbor community e-bike discount program is under way! There are currently two e-bike models eligible for a \$100 discount and \$50 store credit from Human Electric Hybrids. Learn more about e-bikes and the program at <https://www.a2gov.org/departments/systems-planning/planning-areas/climate-sustainability/Pages/Electric-Vehicles.aspx>. To express your interest in e-bikes, and to keep up to date with discount opportunities, email Simi Barr at sbarr@a2gov.org. Learn more about e-bikes at <https://www.bicycling.com/skills-tips/a20044021/13-things-about-e-bikes/>.

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 July 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-20-225	Resolution Directing Evaluation of City Pedestrian and Cycling Transportation Environment by a Professional Engineer with Vision Zero Expertise	Preliminary report by July 15, 2020	Resolution sponsors were advised that report won't be available for another 6 weeks due to scope revisions.

Previews

The **August 6 Council Meeting** will feature the following items of interest:

Consent Agenda. There are (8) items on the consent agenda.

Public Hearings. There are (3) public hearings which are listed below and under second readings.

- **A Public Hearing and Resolution to Approve Liberty Townhomes Site Plan and Development Agreement, 2658 W. Liberty St. (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** Approval of this resolution will allow for the construction of the Liberty Townhomes development, 52 townhomes in nine 3-story building on a 4.6 acre zoned R4B (Multiple-Family Dwelling)

Ordinances – Second Readings.

- **A Public Hearing and An Ordinance to Amend Section 1:265 of Chapter 11 (Risk Fund) of Title I of the Code of the City of Ann Arbor.** The City maintains a Risk Fund to fund liabilities such as worker’s compensation claims, settlement of certain legal claims, health benefits, insurance payments, and other items as outlined in Section 1:265 of Chapter 11 in the City’s Code. The Financial and Administrative Services Unit, along with the City Attorney’s Office, recently conducted a review of Chapter 11 to ensure it conforms with practice and is in-line with the City interests. Proposed changes to Section 1:265 of Chapter 11, Risk Fund, are proposed to: (1) ensure emergency expenditures pursuant to Chapter 14 and Chapter 15 of the City Code can be funded through the Risk Fund (if necessary) without an appropriation by City Council or Board of Insurance pre-approval; and (2) ensure health and employee benefits, and related administrative costs, for City employees, retirees, and their authorized dependents can be paid without Board of Insurance pre-approval if such payments are pursuant to a Council-approved contract. City staff recommends approval of these changes.
- **A Public Hearing and An Ordinance to Amend Title VII (Businesses and Trades) of the Code of the City of Ann Arbor by Adding a New Chapter Which Shall be Designated As Chapter 97 (Short-Term Rentals).** Upon direction of the City Council in Resolution R-19-112, City Staff initiated the work to prepare a report on the feasibility of regulating short term rentals in the City. This report included evaluation of peer city regulations as well as consideration of short-term rentals under the circumstances of both owner and non-owner occupancy.

This report, created with assistance of the City’s consultant Carlisle Wortman Associates, was presented to City Council in January of 2020. The report provided:

The ordinance would regulate short term rentals consistent with the direction provided by City Council. Some of the notable components are as follows:

- Defines Short Term Rental Unit as any dwelling that is rented wholly or partly for a fee for less than thirty (30) consecutive days by persons other than the permanent resident or owner.
- Requires issuance of a Short-Term Rental License to the property, specifies information

required with application process, and establishes a fee.

- Prohibits any short-term rental unless licensed.
- Requires advertisement of any short-term rental to include City Short Term Rental License number.
- Primary Residence short term rentals are permissible as Homestay (owner present) and Whole House (owner not-present) in all Residential and Mixed-Use Zoning Districts that allow residential use.
- Primary Residence Homestay and Whole House short-term rentals shall not require inspection.
- Non-Owner-Occupied Short-Term Rentals (Commercial Rentals) are permitted in any Mixed-Use District and are not permitted in Residential Zoning Districts.

Ordinances – First Readings - None

New Business – None

- **Resolution to Extend Resolution R-20-194 Downtown Street Closures.** Beginning at 2 p.m. Friday, June 12, various streets in downtown Ann Arbor closed to vehicle traffic to facilitate expanded patio services and shopping for restaurants, bars and retail businesses. The closures, per Ann Arbor City Council [resolution](#), will last until 8 p.m. Sunday and will continue every weekend until August. 23, 2020. This resolution, if approved, would extend the closures until September 21, 2020.

Other

August A2H2O: Quality Water Matters. [This issue](#) includes important water research initiatives the city is undertaking; July testing data; and how to sign up for emergency water notifications.

Ann Arbor to Reconfigure Some City Streets for 90 Days. The City of Ann Arbor, working alongside the Ann Arbor Downtown Development Authority (DDA), will reconfigure several city streets beginning the week of Aug. 10, 2020, to implement City Council's commitment to vision zero, carbon neutrality, equity and access. These changes are part of the city's [Healthy Streets pilot program](#) and the [DDA's People Friendly Streets project](#). These changes will be in place through Nov. 10, during which time DDA and city staff will monitor the effectiveness of the road alterations. More information on the streets that will undergo this treatment are available at: <https://www.a2gov.org/news/pages/article.aspx?i=718>.

Public Input Sought for Gallup Park Project. The vehicle bridge at Gallup Park has been identified for replacement and public input is being sought for how Ann Arbor Parks and Recreation could improve the bridge and adjacent segments of the park road and the Border-to-Border trail. The goal is to gather initial thoughts from the community that will help develop draft designs. The scope of this project is limited to the area outlined in red on this aerial image (see attached).

An online survey is now available to gather input from the community. The survey closes Thursday, Aug. 13, at 5 p.m. This fall, community members will have an opportunity to view draft designs that result from public input and can offer additional feedback. Please visit www.opentownhall.com/9333 to participate and share your thoughts.

Questions can be directed to city Park Planner and Landscape Architect Hillary Hanzel, 734.794.6230, ext. 42548, or hhanzel@a2gov.org.

2020 Census. April 1 was 2020 Census Day, bringing extra attention to the importance of being counted in our community ... and presenting the perfect time to fill out your census form, if you haven't already! By now, households throughout the country have received their invitations in the mail to respond to the 2020 Census. If you haven't received a census form in the mail or if you've misplaced it, you can still respond online by using your address. You can also respond to the census via phone, in English or in one of the 12 additional languages if needed. Visit 2020census.gov to learn more and to respond online.

For information with a local focus, visit [the city's 2020 Census website](#) tailored just for students and residents of Ann Arbor.

Be counted, Ann Arbor! There's too much at stake not to be. Providing funding for roads, healthcare, food assistance and education as well as representation, our community depends on you.



MEMORANDUM

TO: Tom Crawford, Interim City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 7/31/2020
SUBJECT: Sole/Best Source Data for July 2020

Pursuant to changes made to Chapter 14, 1:316 on 7/15/19 by Council, attached is the Sole/Best Source data for July 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 July 2020

Unit	Amount	Vendor	Item	Description	Type	Notes
WWTP	\$ 5,120.00	Sytech, Inc.	SUPPORT SERVICES, COMPUTER.92047	TECHNICAL SUPPORT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Bader & Sons	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR JOHN DEERE MOWERS, TRACTORS	Sole Source	
Fleet & Facilities	\$ 24,999.00	Truck & Trailer Specialties	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR MONROE SNOW EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Boullion Sales	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR WESTERN, RED MAX, AND STIHL EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Emergency Vehicle Services	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR SPARTAN AND CRIMSON FIRE EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Rowerdink	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	HEAVY EQUIPMENT PARTS FOR ACDELCO, MOPAR, MOTORCRAFT	Best Source	
Fleet & Facilities	\$ 24,999.00	Fleetpride	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR HEAVY EQUIPMENT	Best Source	
Fleet & Facilities	\$ 24,999.00	AIS Construction Equipment	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR JOHN DEERE EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Spartan Distributors	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR TORO AND EZGO EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 24,999.00	Truckpro	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR HEAVY EQUIPMENT	Best Source	
Fleet & Facilities	\$ 24,999.00	Varsity Ford	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	LIGHT EQUIPMENT PARTS FOR MOTORCRAFT	Best Source	
Fleet & Facilities	\$ 24,999.00	Terex Utilities	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR TEREX EQUIPMENT	Sole Source	
Public Works	\$ 13,672.00	Eagle Security	INSTALLATION AND REMOVAL SERVICES (NOT OTHERWISE CLASSIFIED).96246	CAMERA/GATE READER INSTALLATION	Best Source	
Public Works	\$ 3,360.00	Eganix Inc	INSTALLATION AND REMOVAL SERVICES (NOT OTHERWISE CLASSIFIED).96246	MICROTAB HF INSTALLATION - 1 TAB TREATS 150 LF OF SANITARY LINE	Sole Source	

Sole/Best Source for July 2020

Unit	Amount	Vendor	Item	Description	Type	Notes
Water Treatment	\$ 7,870.00	Siemens Industry	HVAC SYSTEMS MAINTENANCE AND REPAIR, POWER PLANT.94155	WTP HVAC SUPPORT	Sole Source	
Water Treatment	\$ 12,186.00	Labworks	COMPUTER MANAGEMENT SERVICES.95823	WTP COMPUTER MANAGEMENT SUPPORT	Sole Source	
Police	\$ 6,441.20	MicroSurvey	*AP Invoice	CRASH MAPPING SYSTEM	Best Source	Council Approved (20-0544, 5/18/20)
Parks & Rec	\$ 4,231.34	Enertron, LLC	*AP Invoice	NEW NETWORK CABLING FOR FULLER POOL BUILDING - SERVICES	Best Source	
Fleet & Facilities	\$ 40,000.00	Wolverine Freightliner	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	FREIGHTLINER/WESTERN PARTS	Sole Source	Council Approved (20-0805, 7/6/2020)
Fleet & Facilities	\$ 95,000.00	Interstate Truck Source	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	MACK REPAIR PARTS	Sole Source	Council Approved (20-0799, 7/6/2020)
Fleet & Facilities	\$ 90,000.00	Cummins Bridgeway	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	CUMMINS REPAIR PARTS	Sole Source	Council Approved (20-0802, 7/6/2020)
Fleet & Facilities	\$ 80,000.00	Bell Equipment Company	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	ELGIN PARTS	Sole Source	Council Approved (20-0800, 7/6/2020)
Fleet & Facilities	\$ 50,000.00	Fredrickson Supply	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	LABRIE REPAIR PARTS	Sole Source	Council Approved (20-0801, 7/6/2020)
Public Works	\$ 7,850.00	Emergency Restoration Company	BUILDINGS AND STRUCTURE MAINTENANCE AND REPAIR (PORTABLE, MO.93614	DROP-OFF STATION REPAIRS	Best Source	
Engineering	\$ 8,023.00	Leica Geosystems	ELECTRONIC EQUIPMENT MAINTENANCE AND REPAIR.93937	SURVEY EQUIPMENT REPAIRS PER QUOTE 21040545	Sole Source	
Water Treatment	\$ 9,880.00	SGS North America	LABORATORY AND FIELD TESTING SERVICES (NOT OTHERWISE CLASSIF.96148	WTP CERTIFIED PFAS TESTING	Best Source	
WWTP	\$ 119,350.00	D3W Industries	CHEMICALS, BULK (NOT OTHERWISE ITEMIZED).19036	ODOR CONTROL CHEMICALS/YEAR 2	Sole Source	Council Approved (19-1072, 7/1/2019)
Public Works	\$ 24,500.00	DTE Energy	GASOLINE, AUTOMOTIVE.40515	COMPRESSED NATURAL GAS - WASTE/RECYCLING	Sole Source	

Sole/Best Source for July 2020

Unit	Amount	Vendor	Item	Description	Type	Notes
Fleet & Facilities	\$ 24,999.00	Trane U.S. Inc.	SOFTWARE MAINTENANCE/SUPPORT.92045	ANALYZE AND PROGRAM CONTROL CIRCUITS ON RTU'S	Sole Source	
Fire	\$ 4,390.00	Graph-X Signs & Designs	*AP Invoice	ENGINE 1-3 GRAPHICS	Sole Source	
Water Treatment	\$ 36,000.00	IDEXX Distribution	LABORATORY SUPPLIES: ASBESTOS SQUARES, CORKS, FILES, GLASS C.17554	WTP BACTERIOLOGICAL MEDIA AND SUPPLIES	Sole Source	Council Approved (20-0774, 7/6/2020)
Engineering	\$ 3,600.00	Equipment Watch	COST ESTIMATING.96121	COST ESTIMATING PACKAGE THRU 07/02/21	Sole Source	
Fleet & Facilities	\$ 50,000.00	Jack Doheny Supplies	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS/REPAIRS	Sole Source	Council Approved (20-0804, 7/6/2020)
IT	\$ 23,644.06	CBTS, LLC	SOFTWARE MAINTENANCE/SUPPORT.92045	MITELVOIP PHONE MAINTENANCE AND SUPPORT	Best Source	
Fire	\$ 20,000.00	Bound Tree Medical	*AP Invoice	AAFD MEDICAL SUPPLIES	Best Source	
Water Treatment	\$ 5,226.00	EMSL Analytical	LABORATORY AND FIELD TESTING SERVICES (NOT OTHERWISE CLASSIF.96148	WTP CRYPTOSPORIDIUM AND GIARDIA LAB SERVICES	Best Source	
IT	\$ 8,500.00	Valimail	*AP Invoice	DEFEND PRODUCT FOR 300 MAILBOXES WITH DMARC PROTECTION	Best Source	
Fleet & Facilities	\$ 24,999.00	Bandit Industries	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR BANDIT EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 5,355.00	Metro Airport Truck	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	#8630 - TRANSMISSION REPAIR	Best Source	
Fire	\$ 32,750.00	West Shore Services	*AP Invoice	EMERGENCY SIREN REPAIRS, UPGRADES, AND MAINTENANCE	Sole Source	Council Approved (20-0307, 6/1/2020)
IT	\$ 50,000.00	Zoom Video Communications	*AP Invoice	ZOOM FY21 MONTHLY SUBSCRIPTION SERVICES	Best Source	Council Approved (20-0967, 7/20/2020)
Public Works	\$ 85,000.00	Jack Doheny Supplies	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS AND SERVICES TO MAINTAIN THE VACTOR & RODDING TRUCKS	Sole Source	Council Approved (20-0804, 7/6/2020)