



City of Ann Arbor City Administrator's Report August 2, 2021

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. The City of Ann Arbor has experienced significantly reduced numbers of new COVID-19 cases as has the county. It remains vitally important for everyone to follow the latest public health guidelines, both inside and outside of the workplace, and to get vaccinated when eligible.

City facilities are open to the public. The city has shared the re-opening date via all channels — including Facebook (<https://www.facebook.com/TheCityOfAnnArbor>), Twitter (<https://twitter.com/a2gov>), NextDoor and via email (subscribe at http://service.govdelivery.com/service/subscribe.html?code=MIANNA_5).

City staff continue to serve the community and residents can always contact the city's customer service center for assistance Monday–Friday, 7:30 a.m.–5:30 p.m. (except holidays) at 734.794.6320 or via email at customerservice@a2gov.org with questions or concerns.

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/>. For city related business, 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!

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! The City extends appreciation to the Ann Arbor community for their patience; cooperation with mask wearing and distancing; increased handwashing; support of local businesses; and for getting/planning to get vaccinated all in a united effort to bring the pandemic to an end.

Certificate of Achievement for Excellence in Financial Reporting by GFOA. The City of Ann Arbor has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Association of the United States and Canada for its comprehensive annual financial report for the fiscal year ended June 30, 2020 (<https://www.a2gov.org/departments/finance-admin-services/financial-reporting/Pages/default.aspx>). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Learn more at <https://www.gfoa.org>. Congratulations to the finance team!

Advancing Equity: Equitable Engagement Project. To establish a solid foundation prior to an external launch, an internal City team has been researching and gaining a deeper understanding of: practices in other communities, existing City practices; and local and regional conditions related to equity. The project publicly launched in May with a call for steering committee applicants. This call went out through variety of channels, including a press release, social media, a broad distribution of flyers that included Meals on Wheels clients, an email announcement, the June community newsletter, a letter from the Ann Arbor Public Schools Superintendent to student families, direct outreach, and a public service announcement on CTN: https://youtu.be/m4_S3VtpyZM. In return we received almost 80 applications. Members of the project team reviewed the applications and used a systematic scoring process to select 30 applicants to serve on the steering committee. The project team found that the impressive and diverse pool of applicants made steering committee selection challenging. The project team notified all applicants of their selection status at the start of July and will host the first steering committee meeting on August 3 at 5pm. Steering committee meetings will be held as open public meetings, and will be announced on the project website, www.a2gov.org/A2EquitableEngagement. Please visit this site for additional information about the steering committee, resources on equitable engagement, and project updates. More information is available in the attached project summary.

Sustainability & Innovations Corner

- **Special Sustainability Seminar: Plant-Based Diets.** Join the Office of Sustainability and Innovations on August 18th from 6-7:30pm for an evening exploring plant-based diets. Learn about the health benefits of a plant-based diet and the environmental impacts of animal agriculture, then enjoy a cooking demonstration focused on a delicious and nutritious plant-based meal! Presenters include Dr. Melissa Sunderman; Marc Ramirez; Andrea Wotan, RDN; and chef Jeff Tritten. Register at https://a2gov.zoom.us/webinar/register/WN_3qW6TP6uS8Wzr0ZnCj7h4Q
- **A²ZERO Scavenger Hunt.** Spend an afternoon strolling around town learning about some of the sustainability features within our community by taking the A²ZERO Scavenger Hunt (<https://www.a2gov.org/departments/sustainability/Newsletter-Events/a2zero-week/Pages/A2ZERO-Scavenger-Hunt.aspx>).

- **Did you know** Four local restaurants are working with the City to pilot reusable containers? Known as **Ann Arbor Reduce, Reuse, Return (A2R3)** (<https://www.a2gov.org/departments/sustainability/Newsletter-Events/a2zero-week/Pages/Green-Fare.aspx>), this pilot is helping us explore different pathways to reducing plastic waste in our community. You can participate by ordering from Zingerman's Delicatessen's At Home Menu, or by ordering a vegan dish from El Harissa, the Del Burger from Detroit Street Filling Station, or a vegetarian dish from Miss Kim's.
 - **Ann Arbor Solar Stories.** Want to hear more about your friends and neighbors experience with solar? Join us on August 5th for the third Ann Arbor Solar Stories event. More details available here: <https://www.a2gov.org/pages/calendar.aspx?trumbaEmbed=view%3Devent%26eventid%3D153735583>
 - **Solar Group Buy Program.** Join your neighbors and community members to learn all about solar and whether it could work for you. Have the chance to come together for group-buy discounts with area installers. Groups are ongoing, contact Julie Roth at Jroth@a2gov.org or see website link for more information. a2gov.org/solar
 - **2030 District and Solar Faithful.** Have you been searching for a way to bring your faith-based community into the climate conversation? Check out the sources put together by **HoW** (Houses of Worship) by going to this website: <https://www.2030districts.org/annarbor/ann-arbor-houses-worship>
 - **Aging in Place Efficiently:** Do you know an older adult (60+) looking to stay in their home for as long as possible? The City of Ann Arbor and community partners are excited to collaborate with up to 25 qualified residents to make home improvements focused on comfort, lower energy bills, and home safety. This program is completely free thanks to funding from the Ann Arbor Area Community Foundation and Partners for Places. To learn more or check eligibility please visit www.a2gov.org/AIP.
 - **Green Fair.** Come join OSI staff as we host our first Autumnal Green Fair on Friday, October 1st from 6-9pm. We will be showcasing Washtenaw County Green Businesses and non-profits along with, our A²ZERO Collaborators to spread the word on what you can do to help us achieve Carbon Neutrality. You will find energy saving appliances, solar displays and installers, alternate modes of transportation, and live entertainment. There will be something for everyone!
- Climate, Coffee and Conversation.** Join us for our next climate, coffee, and conversation, scheduled for August 12th at 8am. More details available here: <https://www.a2gov.org/pages/calendar.aspx?trumbaEmbed=view%3Devent%26eventid%3D151673178>

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 2021 for purchases over \$3,000.

Council Resolution Reporting. Staff reported on the following items pursuant to Council direction:

ITEM	TITLE	DUE DATE	STATUS
R-20-285	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 **August 2 Council Meeting** will feature the following items of interest:

Consent Agenda (19). There are 19 items on the consent agenda.

Public Hearings (1). There is one (1) public hearing which is listed under second readings.

Ordinances – Second Readings (1)

- **A public hearing and an Ordinance to Amend Section 8.530 of Chapter 105 (Housing: Entry to Show Premises and Time for Rental Agreements) of Title VII (Building Regulations) of the Ann Arbor City Code.** This proposed amendment requires landlords to communicate the terms of a subsequent lease no later than 180 days and gives tenants a right to renew leases for residential premises within 210 days, unless just cause exists to not renew a lease. The ordinance defines the reasons and exceptions for just cause and prohibits a landlord from entering the premises to show them to prospective tenants until 210 days has passed.

Ordinances – First Readings (4)

- **An Ordinance to Amend Sections 5.25, 5.33, 5.37.2.B, 5.37.2.C, 5.37.2.F, 5.37.2.G, 5.37.2.I, 5.37.2.L, 5.37.2.P, and 5.37.2.S Of Chapter 55 (Unified Development Code) Of Title V of The Code of The City of Ann Arbor (Outdoor Lighting).** The proposed amendments would expand the regulation of outdoor lighting in the following ways:
 - The regulations apply to any outdoor lighting in the City.
 - Temporary light installations on private property are allowed for 90 days in the exemptions. This could include holiday lights, art installations, special event lighting, etc. (Note, when such temporary displays occur on Non-Residentially zoned property, then they must comply with other provisions of the proposed code that prohibit movement, flashing, and other such characteristics).
 - Light trespass is limited to certain levels at the property line. Properties abutting residential zones have the strictest limits; D1 and D2 districts allow higher levels of light.
 - New light fixtures are to be fully or partially shielded, depending on the type of installation.
 - Decorative building and landscaping illumination is largely prohibited between midnight and 6 am, except for businesses open during those hours.
 - Parking lot lighting is limited to 6 Foot-candles and must be extinguished beyond business hours for non-residential uses. (Currently, the UDC requires less than

one Foot-candle of lighting minimum, but it must remain on all night. No maximum is specified.)

- Nonconforming lighting may be maintained, however any replacement of outdoor luminaires must be compliant (i.e. use of compliant fixtures), and site plan would require full compliance.
- **An Ordinance to Amend Section 5.16.6 of Chapter 55 (Unified Development Code) of Title V of The Code of the City of Ann Arbor (Home Occupations).** The City has applied regulations and limitations to Home Occupations in the City Code. Over history, the regulations have sought to provide the opportunity for Home Occupation, however, to limit and regulate such uses to ensure that they do not have adverse impacts on neighboring properties, infrastructure, and safety.

Over the past year, there have been shifts in commerce, work patterns and methods, and for some, a blurring between residence and workplace. These changes have resulted in a handful of circumstances in which work was shifted to a home occupation nature, and perhaps not in full compliance with the City's current codes and standards.

Additionally, providing greater opportunity for more utilization of homes for Home Occupations could have the impact of reducing vehicle miles traveled in the City, helping to contribute to meeting the City's carbon neutrality goals.

In response, staff presented proposed amendments to the City's current Home Occupation regulations in April of 2021. The initial regulations presented were intended to improve the understanding and clarity of performance regulations, and to establish a more comprehensive and detailed list of permissible and prohibited home occupations. After community feedback, the Planning Commission reconsidered the action. As part of this reconsideration, modifications were drafted, and ultimately recommended for approval by the Planning Commission on May 18, 2021.

- **An Ordinance to Add Chapter 123 (Prohibition of Conversion Therapy on Minors) to Title IX of the Code of the City of Ann Arbor.** This ordinance prohibits the practice of sexual orientation and gender change efforts by licensed health care providers.
- **An Ordinance to Amend Sections 7:360, 7:361 and 7:362 and to Amend by Adding New Sections Which Sections Shall Be Designated as 7:363, 7:364 and 7:365 of Chapter 91 (Endangered Species) of Title VII (Businesses and Trades) of the Code of the City of Ann Arbor.** This ordinance renames Chapter 91 from "Endangered Species" to "Sale of Animal Products" and adds a provision that bans the sale of fur products in the City of Ann Arbor.

Other

City Launches New Online Short-term Rental Licensing System. The City of Ann Arbor is continuing its efforts to launch additional components of the new online portal STREAM with the debut of short-term rental license registrations beginning Saturday, July 31.

“At your convenience from a computer, tablet or mobile device you can complete the application process and submit for review,” said Building and Rental Services Manager Lisha Turner-Tolbert. Additionally, you can upload documents, submit payments and print issued licenses from your dashboard. An added convenience will be the automated renewal reminder customers will receive via the dashboard, and email notification, 60 days prior to expiration.

Process details include:

- Apply through STREAM under the license tab, https://stream.a2gov.org/EnerGov_Prod/selfservice/AnnArborMIProd#/home.
- Select short term rental license for the appropriate property structure.
- Licenses will be issued by the corresponding unit within the City of Ann Arbor. Please note the review process could take up to 21 business days.
- Properties with several units for rent will need a separate license for each unit. The fee for each license is \$500 to be paid at the time of application submission.
- The application fee includes police, fire treasury and rental review, administration cost for processing and the certificate to post onsite.
- Each license will be renewed on an annual basis (one year from the date of issuance). Short Term rentals that fail to register and retain a license will be subject to enforcement.

To learn more visit the short-term rental website, <https://www.a2gov.org/departments/planning/Pages/Short-Term-Rentals.aspx>

Ann Arbor to Celebrate Arbor Day in 2021 with Tree Plantings. The City of Ann Arbor will [plant new trees](#) in the rights of way in front of 40 homes beginning this fall, in celebration of Arbor Day. Residents can submit specific sites for consideration by Sept. 3.

Washtenaw County Residents Affected by the June 25-26 Flooding May Apply for Federal Disaster Assistance. Washtenaw County homeowners and renters with uninsured or underinsured home damage from the severe storms and flooding of June 25–26, 2021, may register for disaster assistance from FEMA (Federal Emergency Management Agency) online at www.DisasterAssistance.gov (or <https://www.fema.gov/disaster/4607>) or by calling 1.800.621.3362 (TTY: 800-462-7585). FEMA Helpline services are available seven days a week 7 a.m.–11 p.m. ET. Information is available in English and Spanish.

Please note:

- Individuals must still register with FEMA, even if they reported damage to local officials or spoke to a FEMA representative during the preliminary damage assessments in early July.

If you are having technical issues reaching FEMA, call FEMA's Internet Help Desk at 1.800.745.0243. They are available 24 hours a day, seven days a week.

For details on this declaration for disaster assistance, visit <https://www.fema.gov/press-release/20210716/washtenaw-wayne-county-residents-register-fema-assistance-now>. For more information about FEMA's individual assistance programs, visit www.fema.gov/assistance/individual.

Ann Arbor's Road Construction Season and Planned 2021 Road, Sidewalk, Utility and Resurfacing Projects. Ann Arbor's 2021 road construction "season" is ongoing with many projects underway and more to come this summer and fall. This year's projects include resurfacing/restoration of nearly 9 miles of roads, 6.2 miles of preventative maintenance and 5,700 feet of new sidewalk construction. All projects are listed online at www.a2gov.org/roadconstruction. Projects and schedules are subject to change. Construction work will cause road and lane closures, so travelers are advised to sign up for email or text alerts, at www.a2gov.org/roads.

August Events with NAP. For anyone wanting to get better acquainted with their community's parks, and to make a difference at the same time, Ann Arbor Natural Area Preservation has several opportunities planned for August! Volunteer events are planned at Bandemer, Barton, Black Pond Woods, Brokaw, Buttonbush and Furstenberg nature areas. Please see the news release, below and online at <https://www.a2gov.org/news/pages/article.aspx?i=809>, for all of the details.

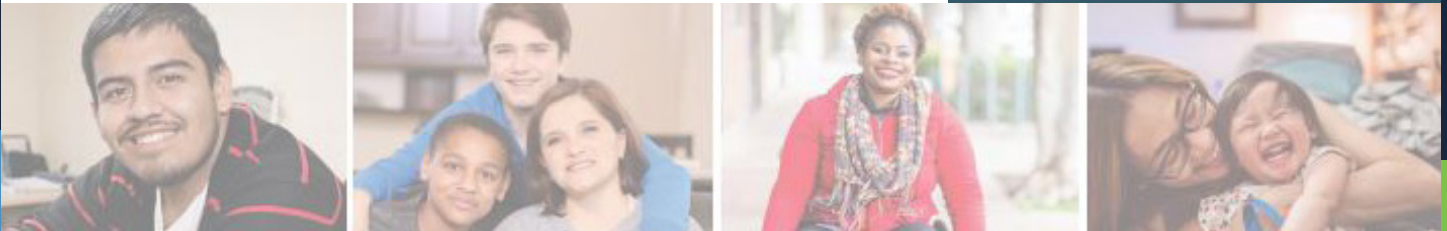
City of Ann Arbor Natural Area Preservation (NAP) works to protect and restore Ann Arbor's natural areas and to foster an environmental ethic among its citizens. This involves conducting plant and animal inventories, ecological monitoring and stewardship projects in Ann Arbor's parks. These tasks are performed by both staff and volunteers. For more information about NAP, visit www.a2gov.org/NAP.

Streetlight Outage Reporting. Did you know you can help the community be and feel safer by reporting streetlight outages? Simply visit www.a2gov.org/a2fixit (<https://www.a2gov.org/services/pages/report-a-problem.aspx>), or download the A2 Fix It app on your smartphone, to report streetlights that are no longer working. And remember, A2 Fix It isn't just for streetlights. You can use the tool to report potholes and missed cart pickups as well.

ADVANCING EQUITY: EQUITABLE ENGAGEMENT PROJECT SUMMARY JULY 2021



equitable engagement
CITY OF ANN ARBOR



> GETTING READY

To establish a solid foundation prior to an external launch, the internal team has been researching and gaining a deeper understanding of:

- Promising practices in other communities
- Existing city practices; and
- Local and regional conditions related to equity

Additionally, the team is using the city's Community Engagement Toolkit to set the framework for the project's engagement strategy. The Toolkit helps establish a more thoughtful project approach through group discussion and deliberation.

> LAUNCH!

The project publicly launched in May with a call for steering committee applicants. This call went out through variety of channels, including a press release, social media, a broad distribution of flyers that included Meals on Wheels clients, an email announcement, the June community newsletter, a letter from the Ann Arbor Public Schools Superintendent to student families, direct outreach, and a public service announcement on CTN: https://youtu.be/m4_S3VtpyZM.

In return we received almost 80 applications. Members of the project team reviewed the applications and used a systematic scoring process to select 30 applicants to serve on the steering committee. The project team found that the impressive and diverse pool of applicants made steering committee selection challenging.

The project team notified all applicants of their selection status at the start of July and will host the first steering committee meeting on August 3 at 5pm. Steering committee meetings will be held as open public meetings, and will be announced on the project website, www.a2gov.org/A2EquitableEngagement. Please visit this site for additional information about the steering committee, resources on equitable engagement, and project updates.

The project team has also planned a series of small group interviews and shared a survey with those not selected for the steering committee to gather their insights and inputs. Through the interviews and survey, the project team hopes to gain more insight into people's experiences with the city and what would help make a more equitable future. This is just the start to many discussions we'll have with community members and a learning and growing process aimed at advancing equitable engagement in Ann Arbor.



MEMORANDUM

TO: John Fournier, Assistant City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 7/30/2021
SUBJECT: Sole/Best Source Data for July 2021

Pursuant to changes made to Chapter 14, 1:316 on 7/15/19 by Council, attached is the Sole/Best Source data for July 2021 for purchases over \$3,000. Any questions, comments or concerns please do not hesitate to reach out.

cc: Marti Praschan, Chief Financial Officer
Sara Higgins, Strategic Planning Coordinator

Sole/Best Source for July 2021

Unit	Amount	Vendor	Item	Description	Type	Notes
Fleet & Facilities	\$ 10,000.00	Diuble Equipment	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS	Sole Source	
Fleet & Facilities	\$ 12,000.00	Boullion Sales	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR WESTERN, RED MAX & STIHL EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 10,000.00	CSI Emergency Apparatus	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR SPARTAN & CRIMSON FIRE EQUIPMENT	Sole Source	
Financial Services	\$ 20,000.00	Resource Exploration	*AP Invoice	PBB SOFTWARE RENEWAL	Sole Source	
Police	\$ 25,000.00	Strategic Innovation Associates	*AP Invoice	AAPD Executive Team Coaching and Development	Best Source	
WWTP	\$ 119,350.00	D3W Industries	CHEMICALS, BULK (NOT OTHERWISE ITEMIZED).19036	ODOR CONTROL CHEMICAL (YEAR 3)	Sole Source	Council Approved (19-1072, 7/1/19)
WWTP	\$ 13,312.00	Systems Specialties	ACTUATORS AND CONTROLS (FOR ROBOTICS, SERVO SYSTEMS, ETC.).22004	ROTORK MECHANICAL ACTUATOR	Sole Source	
Fleet & Facilities	\$ 90,000.00	Cummins Sales and Service	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS	Sole Source	Council Approved (20-0802, 7/6/2020)
Fleet & Facilities	\$ 24,999.99	Truck & Trailer Specialties	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS	Sole Source	
Fleet & Facilities	\$ 24,999.99	Terex Utilities	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS	Sole Source	
Fleet & Facilities	\$ 10,000.00	Dows Equipment Service	MAINTENANCE SERVICES, BUILDING (NOT OTHERWISE CLASSIFIED).91052	GARAGE HOIST AND LIFT REPAIR AND MAINTENANCE	Best Source	
Fleet & Facilities	\$ 24,999.99	Varsity Ford	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS	Best Source	
Fleet & Facilities	\$ 8,000.00	Am-Dyn-Ic Fluid Power	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	REBUILT PUMPS AND CYLINDERS, ETC.	Best Source	

Sole/Best Source for July 2021

Unit	Amount	Vendor	Item	Description	Type	Notes
Water Treatment	\$ 5,473.00	EMSL Analytical	LABORATORY AND FIELD TESTING SERVICES (NOT OTHERWISE CLASSIF.96148	WTP CRYPTOSPORIDIUM AND GIARDIA LAB SERVICES	Best Source	
Water Treatment	\$ 12,366.00	Labworks	COMPUTER MANAGEMENT SERVICES.95823	WTP COMPUTER MANAGEMENT SUPPORT	Sole 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	
Water Treatment	\$ 36,000.00	IDEXX Distribution	LABORATORY AND FIELD TESTING SERVICES (NOT OTHERWISE CLASSIF.96148	WTP BACTERIOLOGICAL MEDIA AND SUPPLIES	Sole Source	Council Approved (20-0774, 7/6/2020)
IT	\$ 65,000.00	Zoom Video Communications	*AP Invoice	MONTHLY SUBSCRIPTION FOR VIDEO CONFERENCING	Best Source	Council Approved (21-0660, 7/6/2021)
Fire	\$ 9,597.35	Cummins Sales and Service	*AP Invoice	LADDER 5: ENGINE REPAIRS	Sole Source	
Fire	\$ 15,000.00	Bound Tree Medical	*AP Invoice	AAFD MEDICAL SUPPLIES	Best Source	
Transportation	\$ 41,410.00	Spring City Electrical Manufacturing	STREET LIGHT POLES AND STANDARDS.28580	STADIUM BLVD LIGHT POLES	Sole Source	Council Approved (21-1016, 6/21/2021)
Fleet & Facilities	\$ 16,000.00	Bandit Industries	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	REPAIRS FOR BANDIT EQUIPMENT	Sole Source	
Fleet & Facilities	\$ 5,136.00	R. W. Mercer	FUEL SYSTEM PARTS AND ACCESSORIES.55736	MICRO-DATAPASS - Z-FLO-DPVB09	Best Source	
Water Treatment	\$ 8,106.00	Siemens Industry	*AP Invoice	WTP HVAC SUPPORT	Sole Source	
Systems Planning	\$ 5,000.00	Hesco Group	ELECTRONIC EQUIPMENT MAINTENANCE AND REPAIR.93937	RAIN GAUGE MAINT & REPAIR	Sole Source	

Sole/Best Source for July 2021

Unit	Amount	Vendor	Item	Description	Type	Notes
IT	\$ 4,500.00	CDW Government	*AP Invoice	SECURITY INCIDENT RESPONSE	Best Source	
Public Works	\$ 12,250.00	DTE Energy	GASOLINE, AUTOMOTIVE.40515	COMPRESSED NATURAL GAS - WASTE	Sole Source	
Fleet & Facilities	\$ 10,000.00	Compressor Industries	HVAC SYSTEMS MAINTENANCE AND REPAIR, POWER PLANT.94155	HVAC SYSTEMS MAINTENANCE AT THE JUSTICE CENTER	Best Source	
Fleet & Facilities	\$ 95,000.00	Interstate Truck Source	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	PARTS FOR MACK	Best Source	Council Approved (20-0799, 7/6/2020)