



City of Ann Arbor City Administrator's Report February 3, 2020

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

Safety Notes

A2 Be Safe! The City is closely monitoring the outbreak of coronavirus originating from Wuhan, China. On January 27, 2020, The Michigan Department of Health and Human Services reported that three possible cases of 2019 Novel Coronavirus in Washtenaw and Macomb counties have been tested and found to be negative. On January 31, 2020, a fourth possible case has now been confirmed to be negative for coronavirus. At this time there are no known cases of coronavirus in Michigan, but the City continues to monitor the situation via health officials at the county, state and federal level. The Centers for Disease Control has issued a travel notice and recommends that travelers avoid all nonessential travel to China.

As a reminder, it is flu season and influenza cases are on the rise in Washtenaw County. The City encourages residents to get vaccinated against the flu and practice preventative actions to prevent the spread of viruses in general, which includes:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Success Stories

Bipartisan Policy Center Elections Task Force Report Released. City Clerk Jacqueline Beaudry concluded her year-long participation on the Bipartisan Policy Center's Task Force on Elections with the release of the Task Force's findings on ways to ensure the American voting process is more secure, accessible, and accurate. Called *Logical Election Policy*, the report is a roadmap for legislators—particularly at the state level—to understand their policy options and highlight the upstream and downstream effects of policy reforms. 21 election officials from 17 states—including Ohio, Georgia, Michigan, Florida, Nevada, Virginia, and others—met three times across

the country to analyze the current election ecosystem and to work together to develop innovative ways to improve the voting experience. At the conclusion of their work, task force members unanimously endorsed a package of reforms to improve U.S. elections that they believe are implementable on realistic timeframes and under tight budget deadlines. The recommendations include: ways to meet voter expectations for more modern, integrated, and secure voter rolls; updated and more efficient methods of casting ballots; and better ways to count votes that increase public confidence in the integrity of elections. To see the full set of recommendations and more, visit <https://bipartisanpolicy.org/report/logical-election-policy/>

City Clerk’s Office wins National Election Assistance Commission Award. The City Clerk’s Office was notified by the United States Election Assistance Commission that their Election Day Line Tracker won the 2019 Clearinghouse, or “Clearie” award for Outstanding Innovations in Election Administration. The award from the US Election Assistance Commission recognizes the City’s collaboration with the University of Michigan’s School of Information in developing the Voting Line Tracking Application. The Line Tracking Project is the culmination of several years of extensive research studying voter wait times in Ann Arbor. The project features a new public website allowing voters to check wait times at their local polling place and access additional tools to facilitate the voting process. The website and tools were introduced in 2018 and improved upon and made public during the 2019 elections. The public can check on the wait times at their polling places in the upcoming March 10 Presidential Primary at www.a2gov.org/elections The link to the EAC announcement provides additional information on the City of Ann Arbor project and the other five award winners at <https://www.eac.gov/news/six-winners-announced-eacs-national-award-outstanding-innovations-election-administration>.

Kindly join City staff in further recognizing the outstanding efforts of the U-M collaboration, the City Clerk’s Office, and City Clerk Jacqueline Beaudry.

Fire Event Planning in a Downtown District. Congratulations to Fire Chief Michael Kennedy who was published in the January 2020 edition of “Fire Engineering,” The article, entitled, “Event Planning in a Downtown District,” describes the improvements we have made over the past few years to ensure the safety of the Ann Arbor Art Fair. The article describes the collaboration among many entities, including AAFD, AAPD, our Information Technology group, and the Art Fair organizers. A copy of the publication is attached to this report.

Forestry Staff. In December, five members of the city’s forestry staff received certified arborist certification from the International Society of Arboriculture (ISA). These experienced urban foresters worked hard to prepare for the intensive four-day program, culminating in the comprehensive certification exam.

The certified arborist designation officially states achievement of a professional level of knowledge and skill in the field of arboriculture, including tree biology, diagnosis, maintenance practices, safety and other subject and practice areas within the tree-care profession.

The city now has seven ISA certified arborists: Tiffany Giacobazzi, Matt Waldsmith, Ethan Baab, Bill Dale, Nick Jacob, Logan Stolly and Eric Wagoner. Congratulations!

Police. Congratulations to Deputy Chief Aimee Metzger who was sworn in to this role on January 27, 2020.

Sustainability & Innovations Corner

A²Zero — OSI launched A²Zero, the carbon neutrality planning initiative. Our carbon neutrality work is moving swiftly, so to stay up to date, check out our website: www.a2zero.org. We've also launched our second public survey on Carbon Neutrality to gather feedback, launched technical advisory committees on issues related to energy, mobility, resource reduction, and adaptation, and have hosted over 20 events! Check out the website to learn about upcoming events, share feedback, or learn more about the A²Zero process. More information on the second survey and the February 22 Carbon Neutrality Town Hall is available via [the press release](#). [Monthly reports](#) will be included as written communications from the City Administrator in Council Agenda packets. To make this second phase of A2Zero successful, the city and partner organizations are seeking public feedback in two primary ways:

1. Through completion our second public survey, open now through Monday, Feb. 3, which explores the types of activities respondents are interested in seeing included in the final carbon neutrality strategy.
2. Attendance at public events, including a community-wide town hall to be hosted on Saturday, Feb. 22 at Pioneer High School noon-5 p.m.

Sustainability Forums — You're invited to the next OSI sustainability forums, which take place at the Ann Arbor District Library Downtown Branch. Learn about emerging ideas, share ideas, and find out how to help the city achieve its carbon neutrality goals. Be sure to save the date for these sustainability forums as well:

- Thursday, Feb. 13, 7 p.m., will include a discussion about carbon neutrality in the transportation sector.
- Thursday, March 19, 7 p.m., will include a discussion about carbon neutrality in the resource sector.
- Thursday, April 9, 7 p.m., will include a discussion about carbon neutrality in the adaptation and resilience sector.

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 January 2020 for purchases over \$3,000.

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

ITEM	TITLE	DUE DATE	STATUS
R-18-259	Resolution to Adopt the City's Legislative Agenda for FY2019	Quarterly	FY20Q2 Legislative Update included as a written communication from the City Administrator on the February 3 Council Agenda

Previews

The **February 3 Council Meeting** will feature the following items of interest:

Consent Agenda. There are 11 items on the consent agenda.

Public Hearings. Public hearings are referenced below and under second readings.

- **Resolution to Approve the Hosford Annexation, 3.56 Acres, 2260 Traver Road (CPC Recommendation: Approval - 7 Yeas and 0 Nays)**

Ordinances - Second Readings

- **An Ordinance to Amend Section 1:237 of Chapter 8 (Organization of Boards and Commissions) of the Code of the City of Ann Arbor.** This amendment revises Section 1:237 of City Code to add two youth voting members (aged 14 to 25) to the Environmental Commission with one-year terms.

Ordinances – First Readings

- **An Ordinance Authorizing the Issuance and Sale of Water Supply System Revenue Bonds, Series 2020 to the Michigan Finance Authority (Roll Call Vote Required - One Reading Only)**
- **An Ordinance to Amend Section 1:171 of Chapter 8 (Organization of Boards and Commissions) of the Code of the City of Ann Arbor.** This proposed ordinance amendment revises the vacancies section of the ordinance.

New Business – Staff

- **Resolution to Appropriate \$5,000.00 from General Fund to Fund Additional Tasks Associated with the Comprehensive Transportation Plan Update Project and to Approve an Amendment to the Professional Services Agreement with Sam Schwartz Consulting, LLC (\$356,670.00) (8 Votes Required)** (Postponed from the January 21, 2020 Council meeting). A proposed substitute resolution is attached to the file.

Other

February Water Quality Matters Newsletter. The February issue of [A2H2O: Quality Water Matters](#), provides a summary of two important water-related meetings that took place in January as well as monthly water quality test data.

Temporary Closure of the Gallup Park Vehicle Bridge Begins in February. The wooden vehicle bridge in Gallup Park, located along the park road, is in need of repair as part of ongoing maintenance. Work is scheduled to start in early February with an estimated completion date of early March, weather permitting. During construction, the bridge will be closed to vehicles when the contractor is actively working on repairs, which shall occur during working hours of 7a.m.-8 p.m. Monday through Friday. One of the two pedestrian paths on the bridge will remain open at all times. Signs and barricades will be installed to safely direct vehicles away from the construction zone.

Vehicles may enter Gallup Park from Fuller Road, but there will only be limited parking available while the bridge work is underway. There is additional parking located at the park entrance off of Geddes Road near the boat launch.

While the temporary closure is an inconvenience to users, the repairs to the bridge will provide longer-term durability. The city thanks park users in advance for their patience.

Any questions can be directed to Landscape Architect/Park Planner Hillary Hanzel at hhanzel@a2gov.org. Please see the [Gallup Park map](#) (PDF) for further details on the closure and available parking.

Washtenaw County Warming Centers for Winter Months. Effective Monday, November 11, 2019, any individuals seeking emergency shelter during the upcoming cold winter months can find a safe and warm place to sleep each night at the Delonis Center (312 W Huron St, Ann Arbor, MI 48103) and partnering religious congregations throughout Washtenaw County. Shelter will be available following the Center's nightly, open-to-the-public, 5pm dinner. In addition to providing beds and meals, individuals will be able available to access a wide variety of services including case management, medical care, and assistance finding safe, permanent housing. Winter shelter is operated by the **Shelter Association of Washtenaw County (SAWC)**, and financially supported by Washtenaw County, the City of Ann Arbor, and SAWC itself.

February Events with NAP. 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. Volunteer opportunities coming up in November are listed below.

If participating in stewardship workdays, please wear long pants, dress in layers and wear shoes suitable for snow or wet ground. All participants must complete a release form, and all minors should be accompanied by a guardian. Tools, snacks and know-how provided.

For more information about NAP, visit www.a2gov.org/NAP.

Water Meter Upgrades Set to Begin this Winter. The City of Ann Arbor will begin installation of upgraded water meters in Ann Arbor homes and businesses beginning in January 2020. This two-year project will replace approximately 26,500 meters, which are coming to the end of their useful life, with newer equipment that uses the latest metering technology and longer battery life. Once installed, these upgraded meters will provide more accurate readings.

To accomplish this task, the city has contracted with Utility Metering Solutions (UMS), whose professional staff will perform the upgrades. All UMS staff have undergone background checks and will carry identification and drive marked vehicles. The project will be carried out by sectioning the city into work areas with occupants and property owners receiving detailed scheduling instructions and work details by mail. In addition to the upgrade, the city will be conducting inspections to verify drinking water service line material, to comply with Michigan's new Lead and Copper Rule (www.a2gov.org/LCR), as well as examinations of cross-connection/backflow prevention devices that help protect drinking water. For more information, and a video explaining the work, please visit www.a2gov.org/meterupgrade.

Ann Arbor City Clerk's Office Notes New Appearance of Mailed Absentee Ballots. If you requested to vote absentee in the March 10 Presidential Primary Election, the Ann Arbor City Clerk's office wants to make sure you don't mistake the ballot in your mailbox for junk mail. Absentee ballots will arrive in the mail in the coming days and will have a different appearance, inside and out.

What to watch for (PDF): Look for the outer envelope, which is now white with blue. Inside will be the ballot-return envelope, which is white with green. Instructions for completing and returning the ballot are still included on the ballot secrecy sleeve and the ballot envelopes.

With the passage of Proposal 3 in November 2018, registered voters are no longer required to have a reason for requesting an absentee ballot. All voters may now vote early and from the convenience of home, dorm room, workplace or anywhere.

Those who haven't yet can still apply for an absentee ballot by mail until the Friday before the election, March 6, or apply in person at the Ann Arbor City Clerk's office now through 4 p.m. March 9, the day before the election. An application is also available online and can be returned

to the city clerk's office via email, U.S. mail or fax. Find full details about voting absentee at www.a2gov.org/departments/city-clerk/Elections/Pages/Voting.aspx or call 734.794.6140.

“I Voted” Sticker Design Contest Kicks Off in the City of Ann Arbor. Calling all creative types, the City of Ann Arbor is looking for new designs for its “I voted” stickers. The city clerk’s office has launched a new contest, searching for new, unique designs to help get out the vote in the November 2020 election. Not only will the winning design(s) be featured on stickers distributed at city polling places, the winning artist(s) will receive a monetary prize.

The contest is open to all city of Ann Arbor residents and kindergarten-12th-grade students in the city of Ann Arbor. Winner(s) will be chosen in three categories: Citywide (any age, but must still be an Ann Arbor resident) | Grades 7-12 | Grades K-6. The public will be invited to vote on the final design entries.

“I voted” stickers are proudly worn by voters to both declare they exercised their voting rights and to encourage others to do the same. The works of art, combined with the City of Ann Arbor’s other efforts such as selfie stations outside of polling places, are aimed at helping to get out the vote and encouraging new voters to share their civic pride.

Interested artists can go online for the complete contest schedule, participation criteria and details: www.a2gov.org/departments/city-clerk/Elections/Pages/Sticker-Design-Contest.aspx. Here, you will also find a digital version of the entry form. Those with further questions can call 734.794.6140.

All contest entries must be received by the Ann Arbor City Clerk’s office no later than 5 p.m. Tuesday, March 31, 2020.



MEMORANDUM

TO: Howard S. Lazarus, City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 1/31/2020
SUBJECT: Sole/Best Source Data for January 2020

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

cc: Tom Crawford, Chief Financial Officer
Sara Higgins, Strategic Planning Coordinator

Sole/Best Source for January 2020

Department	Amount	Vendor	Item	Description	Type	Notes
Building & Rental	\$ 7,500.00	Safe Provisions	PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258	2020 DEER MANAGEMENT PROGRAM	Best Source	
HR	\$ 6,000.00	U of M Visiting Care	*AP Invoice	FLU SHOTS	Best Source	
Public Works	\$ 9,750.00	Emergency Restoration Company	BUILDINGS AND STRUCTURE MAINTENANCE AND REPAIR (PORTABLE, MO.93614	TRANSFER STATION WIND DAMAGE REPAIRS	Best Source	
Water Treatment	\$ 51,240.00	Universal Filtration	POWER AND DRIVE TRAIN COMPONENT AND PARTS	HYDRAULIC POWER UNITS	Best Source	Council Approved (19-2209, 12/16/19)
Parks & Rec	\$ 5,083.30	Penchura, LLC	*AP Invoice	SUGARBUSH PLAY STRUCTURE PANEL REPLACEMENT	Best Source	
Parks & Rec	\$ 3,455.52	Metro Controls	*AP Invoice	VETS RINK BOILER MAINTENANCE AND REPAIR	Best Source	
Police	\$ 3,475.00	On Duty Gear	*AP Invoice	BODY ARMOR	Best Source	
WWTP	\$ 22,429.90	DLZ Michigan	PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258	BRIDGE REPAIR DESIGN AND CONSTRUCTION PHASE SERVICES	Best Source	
Water Treatment	\$ 6,744.00	Floyd's Rigging & Machinery Movers	*AP Invoice	CRANE SUPPORT	Best Source	
Systems Planning	\$ 4,260.00	Hesco Group	ELECTRONIC EQUIPMENT MAINTENANCE AND REPAIR.93937	RAIN GAUGE MAINT & REPAIR	Best Source	
HR	\$ 23,860.00	eQuest	*AP Invoice	JOB POSTING VENDOR	Best Source	
Police	\$ 3,568.90	Superior Uniform Sales	*AP Invoice	CSO UNIFORMS	Best Source	