



*City of Ann Arbor  
City Administrator's Report  
February 29, 2020*

Prepared for City Council. Kindly forward questions, comments, or suggestions for input to [jfournier@a2gov.org](mailto:jfournier@a2gov.org), or [shiggins@a2gov.org](mailto:shiggins@a2gov.org).

*Safety Notes*

**A2 Be Safe!** The City of Ann Arbor continues to closely monitor the outbreak of novel coronavirus (COVID-19) that was first detected in Wuhan City, China and has expanded to other countries. There are no confirmed cases in Michigan and currently there are no suspected cases in Michigan. Nationally, the virus is not spreading in the United States. Travel alerts have been updated by the CDC, which recommends that travelers avoid all nonessential travel to China and South Korea. The CDC also recommends that older adults and those with chronic medical conditions should consider postponing nonessential travel to Iran, Italy and Japan, which are experiencing sustained transmission of the virus. The City would like to remind residents that the flu virus continues to spread and encourages residents to get a flu vaccine, practice good hand hygiene, stay home when you are sick, and avoid close contact with those that are sick. Although no cases have been identified in Michigan, the City in coordination with local partners, and with guidance from the Centers for Disease Control (CDC), is preparing for the possibility of local cases. For more information, please visit the CDC's website: [www.cdc.gov/nCoV](http://www.cdc.gov/nCoV). **A2 Be Safe!**

*Success Stories*

**Success. Nearly \$5.6 million for Farmland Protection Allocated in Washtenaw County.** Great strides are being made in land preservation in southeast Michigan. Recent efforts from two Regional Conservation Partnership Program (RCPP) initiatives have resulted in securing a total of \$2.8 million, which is matched by local conservation funds 1:1, bringing the total for RCPP-supported conservation efforts up to \$5.6 million over five years. RCPP partners announced that nearly all the funds from both RCPP awards have been allocated to conservation projects in Washtenaw County. Initially, the partners aimed to preserve a total of 740 acres of land. However, it is now anticipated that more than 1,000 acres will be preserved by the time the two RCPP awards are fully utilized. This substantial increase represents the strategic coordination of the conservation partners, as well as increased interest in preservation by private landowners in the region. More information is available via the [press release](#).

*Sustainability & Innovations Corner*

**A<sup>2</sup>Zero** — Our carbon neutrality work is moving swiftly, so to stay up to date, check out our website: [www.a2zero.org](http://www.a2zero.org). Monthly reports will be included as written communications from the

City Administrator in Council Agenda packets. We launched our third survey and are again seeking public feedback via: <https://www.surveymonkey.com/r/V7DT23S>. While the previous phases of A2Zero planning focused on gathering ideas and prioritizing the recommended actions, this final stage will explore how the entire community can fully implement the actions needed to become carbon neutral by 2030. In addition to two previous public surveys, the A2Zero initiative has hosted dozens of events; launched technical advisory committees on issues related to energy, mobility, resource reduction and adaptation; and launched a website that includes numerous opportunities for public engagement and input.

In November 2019, Ann Arbor City Council passed a climate emergency declaration and tasked the city with creating a plan for how the entire Ann Arbor community could be carbon neutral by 2030. In response, the city and its partner organizations launched A2Zero to support a just transition to community-wide carbon neutrality.

To learn more, to share feedback or to get involved, please see [www.a2zero.org](http://www.a2zero.org).

**Town Hall.** A community-wide town hall was held on Saturday, Feb. 22 at Pioneer High School noon-5 p.m. Thank you to the Sustainability and Innovations Unit, Transportation Manager Raymond Hess, Executive Assistant Christine Schopieray, Senior Application Specialist Julius Alexander, and Community Services Assistant Zachary Waas Smith, community members, and to the many partners who volunteered and participated to make the event successful.

**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, 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.

**March 30 Council Work Session** – We will present our draft Climate Action Plan to City Council on Monday, March 30 at 7:00 p.m. in the Council Chambers.

## ***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 February 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
<a href="#">R-16-469</a>	Resolution Directing City Administrator to Develop New Administrative Policies Regarding Prevailing Wage Requirements		<a href="#">Memorandum from City Administrator: Prevailing Wage Report</a> included on the March 2 Council Agenda
<a href="#">R-19-238</a>	Resolution to Approve the FY2020 Budget – Budget Amendment No. 2		<a href="#">Memorandum from City Administrator</a> - Response to Council Resolution R-19-238 - FY20 Budget Amendment No. 2. Amendment to Acceleration the Nixon Corridor Improvement Projects in the CIP and to Include \$2,020,000.00 for the Phase 1 Improvements (Huron Parkway to Bluett-Project in the FY21 Capital Budget

**Previews**

The **March 2 Council Meeting** will feature the following items of interest:

**Consent Agenda.** There are 13 items on the consent agenda.

**Public Hearings.** Public hearings are referenced below.

- **Resolution to Approve The Standard at Ann Arbor Site Plan and Development Agreement at 405 South Main Street (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** Approval of this resolution will allow for the construction of a 202, 262 square foot apartment building on 1.16 acres.
- **Resolution to Approve the Lohmann Annexation, 1.52 Acres, 2511 Newport Road (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** Approval of this resolution will allow annexation of this property from Ann Arbor Township into the City. This property is within the City’s water and sewer service area, and the current use is consistent with the adjacent zoning, land uses and master plan. Council action on the proposed F1A zoning will be scheduled after the annexation process is complete.
- **Ordinances – Second Readings - None**

## Ordinances – First Readings

- **An Ordinance to Amend Chapter 55 (Ann Arbor Unified Development Code), Rezoning of 0.6 Acre from C2B (Business Service District) to C3 (Fringe Commercial District), MSGCU Rezoning, 2151 West Stadium Boulevard (CPC Recommendation: Approval - 6 Years and 0 Nays).** Approval of this resolution will rezone 0.6 acres of this parcel from C2B (Business Service District) to C3 (Fringe Commercial District) to match the zoning on the remainder of the parcel and allow the development of a credit union building proposed in the Michigan Schools and Government Credit Union Site Plan.

## Other

**A2H20: Quality Water Matters.** The March issue of [A2H20: Quality Water Matters](#) provides a summary of important Water Treatment Plant projects that will take place as well as February water quality test data. Read the issue at [www.QualityWaterMatters.org](http://www.QualityWaterMatters.org).

**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 7 a.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](mailto: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.

**March 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 March are listed below. For stewardship workdays, please 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](http://www.a2gov.org/NAP).

**Water Meter Upgrades Set to Begin this Winter.** The City of Ann Arbor began installation of upgraded water meters in Ann Arbor homes and businesses in February 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](http://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](http://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



## MEMORANDUM

TO: Howard S. Lazarus, City Administrator  
FROM: Colin Spencer, Purchasing Manager  
DATE: 2/28/2020  
SUBJECT: Sole/Best Source Data for February 2020

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

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## Sole/Best Source for February 2020

Department	Amount	Vendor	Item	Description	Type	Notes
IT	\$ 11,308.80	Amerinet of Michigan	NETWORK COMPONENTS: ADAPTER CARDS, BRIDGES, CONNECTORS, EXPA.20464	PA FW EAST-WEST OPTICS	Best Source	
Water Treatment	\$ 7,276.08	Luminultra Technologies	LABORATORY SUPPLIES: ASBESTOS SQUARES, CORKS, FILES, GLASS C.17554	WATER TEST KITS	Best Source	
Water Treatment	\$ 45,320.62	Amerinet of Michigan	NETWORKING SERVICES (INCLUDING INSTALLATION, SECURITY, AND M.92037	EXTREME NETWORK SWITCHES FOR WTP REFRESH PHASE 1	Best Source	Council Approved (19-2333, 1/6/20)
PS Admin.	\$ 5,250.00	OnSolve, LLC	PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258	CODERED SERVICES AGREEMENT 03/18/20 - 09/17/20	Best Source	
Water Treatment	\$ 3,935.00	Siemens Industry	*AP Invoice	HVAC SUPPORT	Sole Source	
Parks & Rec	\$ 8,443.50	Leslie Science & Nature Center	*AP Invoice	LSNC RELOCATION	Best Source	
Police	\$ 8,000.00	Graduate Ann Arbor	*AP Invoice	FY20 PROMOTIONAL PROCESS	Best Source	

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](http://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](http://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.