



## City of Ann Arbor City Administrator's Report August 5, 2019

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

### Safety Notes

**A2 Be Safe! City Hall Guest Services Desk Launches August 5.** On Monday, Aug. 5, the Larcom City Hall Guest Services Desk will open and be staffed by personnel from Liberty Security Group. The intent of this change is to improve safety and security in City Hall and to provide a more welcoming environment for visitors by having staff who can greet and direct them to the appropriate location in City Hall.

Along with the guest services desk opening, the elevators to floors 3-6 will be locked down 24/7, and visitors will need an elevator access card (proxy card) to access those floors. Access to the basement, first floor and second floor will not change. Visitors to City Hall who need to access floors 3-6 will be required to check in at the guest services desk and receive authorization to access upper floors. Issued elevator access cards will only allow access to the intended floor; and visitors will need to display the cards while they are in the building.

### Success Stories

**Ann Arbor Initiatives Recognized with American Planning Association Awards.** The City of Ann Arbor is pleased to announce that two projects have been recognized by the [Michigan Chapter of the American Planning Association](#) for planning excellence. The [Treeline-Allen Creek Urban Trail Master Plan](#) has been selected as the winner of the 2019 Transportation Planning award and the city's "Impacting Your City" project as the winner of its 2019 Public Outreach award. Selected by a jury of planning professionals, the awards will be presented at a ceremony on Sept. 25, 2019. The [Treeline project](#), which created a plan to transform the area along Allen Creek for a new non-motorized transportation path, was a collaborative effort that brought together city staff, community members, elected officials, businesses and local organizations.

### Sustainability & Innovations Corner

Welcome to the newest section of the Administrator's Report: The Sustainability and Innovations Corner. We will be using this section to share notable, high-level updates on things happening throughout the City to advance our sustainability-related goals and objectives.

- [Energy Efficiency RFP](#) – the City issued an RFP to identify firms that can do deep energy efficiency audits for 12 city facilities. RFP responses are currently being reviewed and we anticipate bringing a contract to Council for consideration in the coming weeks.

- Solar RFP – The City is currently working on an RFP for solar installations at 13-16 city facilities. We hope to have the RFP released for bidding in the coming weeks. Once responses are received, staff will return to Council with an update and potential contract for consideration.
- Volunteer Solar Installation – We are close to finalizing our volunteer solar installation at Fire Station 6. We have finalized all the safety details, done a preliminary energy assessment, sized our solar system, and are in the final phase of selecting our solar panels and our solar installer who will work in partnership with the volunteers to physically install the system. We anticipate coming to council in September with a formal contract to move this exciting project forward! Thanks to Josh MacDonald and Fire Chief Kennedy, as well as community members Wayne Appleyard, Mark Clevey, John Mirsky, and Dave Konkle (and many others) for helping move this initiative forward.
- Environmentally Preferable Purchasing – The City is updating its Environmentally Preferable Purchasing Policy to encourage more sustainable practices and sourcing at city facilities. We plan to include a functional ban on Styrofoam and plastic, as well as the elimination of dozens of toxic chemicals for our cleaning supplies and operations.
- Sustaining Ann Arbor Together – The SA2T grant program has reset with \$100,000 available for granting this fiscal year. We’ve already received two applications, and know of 3 more in the works. We will be reviewing applications in mid-August and making our first funding decisions shortly thereafter. If you have individuals interested in this program, please direct them to [www.a2gov.org/sa2t](http://www.a2gov.org/sa2t).

### Council Priorities/Initiatives

**FY20 Budget.** City Council adopted the final [FY20 budget](#) on May 20, 2019. FY20 began Monday, July 1, 2019 and continues through June 30, 2020. More information regarding financial reporting is available on the [budget public process web page](#).

**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 2019 for purchases over \$3,000.

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

ITEM	TITLE	DUE DATE	STATUS
<a href="#">R-19-112</a>	Resolution Directing Study of Potential Regulation of Short Term Rentals	July 31, 2019	<a href="#">Status report</a> included as a written communication from the City Administrator on the August 5 Council Agenda

ITEM	TITLE	DUE DATE	STATUS
<a href="#">R-19-110</a>	Resolution to Pursue Affordable Housing at 721 N. Main	August 1, 2019	<a href="#">Status report</a> included as a written communication from the City Administrator on the August 5 Council Agenda
<a href="#">R-19-138</a>	Resolution Directing Administrator and Housing Commission to Provide a Coordinated Analysis on the Feasibility of City-Owned Properties for Affordable Housing	August 1, 2019	<a href="#">Status report</a> included as a written communication from the City Administrator on the August 5 Council Agenda
<a href="#">R-18-276</a>	Resolution to Direct the City Administrator to Assess and Monitor Extent of Gypsy Moth Infestation and Develop Treatment Plan and Budget		<a href="#">Status report</a> included as a written communication from the City Administrator on the August 5 Council Agenda
<a href="#">R-18-259</a>	Resolution to Adopt the City's Legislative Agenda for FY2019.	Quarterly	<a href="#">FY19Q4 Legislative Update</a> included as a written communication from the City Administrator on the August 5 Council Agenda.
<a href="#">R-19-263</a>	Resolution Directing the City Administrator to Develop an Interim Plan for the Use of the Library Lot to Support Community Activities	September 30, 2019	In progress

## Previews

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

**Consent Agenda.** There are (15) items on the consent agenda.

**Public Hearings.** The agenda includes one (1) Public Hearing, which are referenced below under staff items.

- **Resolution to Approve the Wilson-Barry Annexation, 0.5 Acre, 614 Riverview (CPC Recommendation: Approval 9 Yeas and 0 Nays)**

**First Readings.** The agenda includes two (2) first readings.

- **An Ordinance to Amend Section 5.15, Table 5-15 and Section 5.16.6 of Chapter 55 (Unified Development Code) of Title V of the Code of the City of Ann Arbor (Office District Permitted Uses, Accessory Restaurant/Bar/Food Service Use Specific Standards)**

Approval of this ordinance will all accessory restaurant, bar and food service use in the O district, up to 10% of the total floor area of the site or 12,000 square feet.

- **An Ordinance to Amend Section 5.17.4 of Chapter 55 (Unified Development Code) of Title V of the Code of the City of Ann Arbor (Mixed Use Zoning District Dimensions)**  
Approval of this ordinance will correct an error and clarify the standards in the mixed use zoning districts.

#### **Unfinished Business – Staff.**

- **A Resolution to Proceed with a Road Reconfiguration and Safety Enhancement Project for Earhart Road, from US-23 to South Waldenwood Drive and Appropriate \$34,500.00 and \$40,500.00 Respectively from the General Fund and Alternative Transportation Fund Balances (8 Votes Required)** (Referred to the Transportation Commission at the June 17, 2019 Regular Session)
- **Resolution to Proceed with a Road Reconfiguration Pilot for Traverwood Drive, from Huron Parkway to Plymouth Road**(Referred to the Transportation Commission at the June 17, 2019 Regular Session)
- **Resolution to Proceed with a Road Reconfiguration Pilot for Green Road, from Burbank Drive to Plymouth Road**(Referred to the Transportation Commission at the June 17, 2019 Regular Session)
- **Resolution to Approve Fairview Cemetery Rules and Regulations** (postponed from the July 15, 2019 City Council meeting)

#### ***WIP (Work in Progress)***

**Solid Waste Resources Management Plan (SWRMP) Status.** The initial draft of the Solid Waste Resources Management Plan (SWRMP) has been submitted by the project consultant (APTIM) for review by the staff core team. Following this review by mid-July, the report will be revised and the final draft plan will be distributed to the SWRMP Advisory Committee for their review by early August. With City Council’s recent approval of Amendment #1 for the contract with APTIM, an additional fifth meeting will be held with the Advisory Committee in mid-August to discuss the draft plan. The plan will then be presented to the Environmental Commission at their August 22, 2019 meeting for their input and action. The final SWRMP and its recommendations will be included in the Solid Waste topic at the September City Council work session scheduled for September 9, 2019.

**Road Construction Season.** Road construction season in Ann Arbor is underway with much to accomplish in 2019. The City has plans to resurface or restore 12 major streets and 33 local streets, and an additional 40 major and local streets will undergo preventative maintenance. A list of roadways planned for construction this year is available so residents and visitors will know

what to expect (and where to avoid if possible). Updates are posted on the City's [road construction project page](#). You can also [subscribe to updates](#).

## Other

**August 6 Special Election Tips and Polling Location Information.** The Special Election will occur in all Ann Arbor wards on Tuesday, Aug. 6. All city polling places will be open from 7 a.m. until 8 p.m. For ballot information, visit [www.a2gov.org/elections](http://www.a2gov.org/elections). To locate your ward and/or polling place, go to the Michigan Voter Information web page at [www.michigan.gov/vote](http://www.michigan.gov/vote) or contact the city clerk's office at 734.794.6140, [cityclerk@a2gov.org](mailto:cityclerk@a2gov.org) or in person on the second floor of Larcom City Hall.

Any qualified Ann Arbor resident not already registered to vote can still register and vote up until 8 p.m. on Election Day. In-person voter registration is available at the city clerk's office. Proof of residency is required during the last 14 days prior to an election.

All absentee ballots must be returned to the city clerk's office by 8 p.m. on Election Day. In-person requests for absentee ballots will be accepted at the city clerk's office until 4 p.m. on Monday, Aug. 5. Voters requesting ballots on Aug. 5 must vote and return the ballot that same day.

Below are important voter tips and ward and precinct polling-location information:

- Don't forget to bring your photo ID to vote. Voters who do not have a valid photo ID will be required to sign an affidavit in order to vote.
- Polling place hours are 7 a.m. to 8 p.m. on Election Day. Registered voters standing in line by 8 p.m. will be eligible to vote.
  - **4-2 (Mary Street Polling Place, 926 Mary St.)** — Please note, voters leaving this polling place via Mary Street may be required to reroute due to the construction project on Greene Street between Hoover Avenue and Kipke Drive. An Election Day voter parking sign is located in front of this polling place.
- **New permanent polling place location:**
  - Due to the addition of new precincts in the city, voters assigned to Precinct 1–9 will be permanently relocated to a new polling place at Logan Elementary School, 2685 Traver Road, along with new Precinct 1–11.
- **Temporary Polling Place Relocations for Aug. 6 Special Election:**
  - **1–4** — Relocated to 2<sup>nd</sup> Baptist Church, 850 Red Oak Drive.
  - **1–1 and 1–12** — Relocated to Rackham Graduate School, 915 E. Washington Street, for the remainder of 2018 and 2019.
  - **4–1** — Relocated to U-M Coliseum, 721 S. Fifth Ave.
- **See the comprehensive list of [polling places \(PDF\)](#), also located on the [voting web page](#).**

**August 10 Parking Restrictions & Road Closures for Soccer Match at U-M Stadium.** Due to the LaLiga-Serie A Cup soccer event at University of Michigan Stadium 5 p.m. Saturday, Aug. 10, 2019,

parking restrictions (and vendor operations) on this day will follow the same protocols as U-M home football game-day Saturdays in Ann Arbor. This means there will be no on-street parking on select stadium-area streets for a 16-hour span: 8 a.m. Saturday, Aug. 10–midnight Sunday, Aug. 11. A map showing the streets with game-day parking restrictions is available at [www.a2gov.org/parking](http://www.a2gov.org/parking). Residents and visitors interested in information about the event itself can visit the [event page](#) on the U-M Athletics website.

**August Events & Opportunities 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. More information about NAP can be found at [www.a2gov.org/NAP](http://www.a2gov.org/NAP).

**Ann Arbor Farmers Market to Host Monthly Events in Celebration of 100<sup>th</sup> Birthday.** The [Ann Arbor Farmers Market](#) turns 100 years old this month and will celebrate with a birthday bash! Join the fun on Saturday, Aug. 17 during market hours 7 a.m.-3 p.m., with a performance by the Ann Arbor Symphony Orchestra, an instrument "petting zoo" for kids, free ice cream and more!

- 10 a.m.-2 p.m.: Kids instrument petting zoo.
- Noon and 1 p.m.: Performance by Reed Trio from A2SO.
- 11 a.m.-1 p.m.: Cooking demo with The Standard.
- 10 a.m.-1 p.m.: Free ice cream from Washtenaw Dairy.

Wear your favorite AAFM t-shirt when you come, and show off the designs from over the years.



## MEMORANDUM

TO: Howard S. Lazarus, City Administrator  
FROM: Colin Spencer, Purchasing Manager  
DATE: 7/31/2019  
SUBJECT: Sole/Best Source data for July 2019

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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 July 2019 for purchases over \$3,000. Any questions, comments or concerns please don't hesitate to reach out.

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

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## Sole/Best Source for July 2019

Department	Amount	Vendor	Item	Description	Type	Notes
Engineering	\$ 3,600.00	Equipment Watch	COST ESTIMATING.96121	ESTIMATOR PACKAGE THRU 07/02/20	Sole Source	
Engineering	\$ 16,340.00	Leica	SURVEYING SYSTEMS, GEO/SATELLITE NAVIGATION TYPE.30580	GS16 3.75G & UHF RX/TX PERFORMANCE SMART ANTENNA	Best Source	
Water Treatment	\$ 5,490.00	Boone & Darr	VALVE MAINTENANCE AND REPAIR (CONTROL, FUEL MODULATION, ETC..94191	OZONE TRAIN 2 VALVE REPLACEMENT	Best Source	
Public Works	\$ 8,800.00	Speedwrench	INSPECTION AND CERTIFICATION SERVICES.96145	MRF CONVEYOR INSP & MAINT FY20	Best Source	
Parks & Rec	\$ 6,570.00	Kerr Pump and Supply	*AP Invoice	DESIGN/BUILD VFD CONTROLLER FOR FULLER PARK SLIDE	Best Source	
Parks & Rec	\$ 11,190.00	Most Dependable Fountains	*AP Invoice	ARGO/GALLUP DRINKING FOUNTAINS W/ HAND WASHING STATION	Best Source	
Fleet & Facilities	\$ 15,000.00	Wolverine Freightliner	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTO PARTS, REPAIRS AND MAINTENANCE	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	
Fleet & Facilities	\$ 10,000.00	Bandit Industries	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTO PARTS, REPAIRS AND MAINTENANCE	Sole Source	
Fleet & Facilities	\$ 18,000.00	Spartan Distributors	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTO PARTS, REPAIRS AND MAINTENANCE	Sole Source	
Fleet & Facilities	\$ 15,000.00	Truck & Trailer Specialties	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTO PARTS, REPAIRS AND MAINTENANCE	Sole Source	
Fleet & Facilities	\$ 23,000.00	Varsity Ford	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTO PARTS, REPAIRS AND MAINTENANCE	Best Source	
City Admin	\$ 75,000.00	Ann Arbor Spark	*AP Invoice	FY20 Contract	Best Source	Council Approved (19-0966, 6/17/19)



## Sole/Best Source for July 2019

Department	Amount	Vendor	Item	Description	Type	Notes
City Admin	\$ 48,000.00	Governmental Consultant Services	*AP Invoice	FY20 Contract	Best Source	Council Approved (19-0967, 6/17/19)
Parks & Rec	\$ 3,600.00	Hopp Electric	*AP Invoice	WIRING OF VFD CONTROLLER FOR FULLER SLIDE PUMP	Best Source	
Parks & Rec	\$ 4,600.00	Aquatic Source	*AP Invoice	VETS CHLORINE TAB BUCKETS + FREIGHT	Best Source	
Fleet & Facilities	\$ 90,000.00	Interstate Trucksource	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTOMOTIVE AND TRUCK PARTS	Sole Source	Council Approved (18-1353, 9/4/18)
Fleet & Facilities	\$ 70,000.00	Cummins Bridgeway	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTOMOTIVE PARTS AND REPAIRS	Sole Source	Council Approved (18-1354, 9/4/18)
Fleet & Facilities	\$ 80,000.00	Bell Equipment	AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809	AUTOMOBILE AND TRUCK PARTS AND REPAIR	Sole Source	Council Approved (18-1351, 9/4/18)
Systems Planning	\$ 7,500.00	Avalon Housing	ENGINEER SERVICES, PROFESSIONAL.92533	1146 S. MAPLE SEWER SERVICE DESIGN	Best Source	
Public Works	\$ 23,965.00	Elster Amco Water	METERS, WATER.89044	EVOQ4 ELECTROMAGNETIC METERS & BATTERY REPLACEMENTS	Sole Source	
Fire	\$ 8,800.00	Williams Associates Architects	*AP Invoice	ARTISTIC RENDERINGS OF STATION 1 RENOVATION	Best Source	
WWTP	\$ 119,350.00	D3W Industries	CHEMICALS, BULK (NOT OTHERWISE CLASSIFIED)	ODOR CONTROL CHEMICAL	Sole Source	Council Approved (19-1072, 7/1/19)
Water Treatment	\$ 8,550.00	Universal Filtration	PUMPS AND PUMP ACCESSORIES MAINTENANCE AND REPAIR.93662	FILTER PRESS WILLETT PUMP #3 REVISION	Best Source	
WWTP	\$ 15,205.00	Boone & Darr	PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258	REPLACE HEAT EXCHANGER ON TRANE CHILLER	Best Source	

## Sole/Best Source for July 2019

Department	Amount	Vendor	Item	Description	Type	Notes
Public Works	\$ 3,639.00	Eagle Security	TELEPHONE SYSTEMS (2-60 STATIONS), ELECTRONIC KEY AND 1A2.72556	MULTIPLE ITEMS - TALK A PHONE, VOIP-201C3, CONDUIT, INSTALLATION	Best Source	
WWTP	\$ 3,888.00	Systems Specialties	ACTUATORS AND CONTROLS (FOR ROBOTICS, SERVO SYSTEMS, ETC.).22004	REPAIR TO ACTUATOR	Sole Source	
WWTP	\$ 14,693.32	Andritz Separation	SHEAVES/BELT SPROCKETS (V-BELT, POLY CHAIN, HTD, TIMING SPRO.69173	Various Items	Sole Source	
Police	\$ 8,910.06	Setcom Corporation	*AP Invoice	MICS FOR MOTORCYCLE UNIT	Best Source	
Fire	\$ 20,000.00	Bound Tree Medical	*AP Invoice	AAFD EMS SUPPLIES	Best Source	
Fire	\$ 4,735.40	Physio-Control, Inc.	*AP Invoice	LIFEPAK 1000 KIT #1	Best Source	
Parks & Rec	\$ 150,000.00	Community Action Network	*AP Invoice	FY20 OPERATION OF BRYANT & NORTHSIDE COMMUNITY CENTERS	Best Source	Council Approved (19-0392, 4/1/19)