



City of Ann Arbor City Administrator's Report December 2, 2019

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

Holiday Season Fire Safety. Home fires have changed over the last four decades, according to the Fire Safety Research Institute. The contents of our homes, including furniture made with polyurethane foams and polyester, burn faster, produce more energy and dense, toxic smoke. As a result, the time we have to escape a home fire is way down, from 17 minutes, historically, to just 3 minutes today! This makes fire prevention and smoke detectors all the more important.

As we approach the holiday season, be extra careful while decorating and celebrating. Here are some tips to stay safe.

- Water your Christmas tree every day, and get rid of it when it dries out. For motivation, [watch this video](#) of a fire involving a dry tree.
- Turn your Christmas tree lights off while you are away.
- Inspect your holiday lights and throw away lights with frayed or pinched wires.
- Be careful with candles, which account for half of home decoration fires in December. Consider using battery-operated flameless candles instead.

A2 Be Safe!

Success Stories

HUD Awards Rent-subsidy Vouchers to Ann Arbor Housing Commission for Non-elderly Households with a Disability. Due to the high need in the community for rent subsidies for low-income households, and especially households with a family member with a disability, the Ann Arbor Housing Commission (AAHC) has been awarded 90 new non-elderly disabled (NED) vouchers from the Department of Housing and Urban Development (HUD). The AAHC had originally applied for a total of 200 NED vouchers. This is the second time AAHC has been awarded in two years. In 2017, the AAHC received 45 vouchers, which they quickly leased up. To learn more, visit www.a2gov.org/departments/Housing.

Four Michigan Cities Max Out on Municipal Quality Index. Ann Arbor, Detroit, East Lansing, and Ferndale each netted 100 out of a possible 100 on the Municipal Equality Index released today by the Human Rights Campaign Foundation, the educational arm of the lesbian, gay, bisexual, transgender and queer (LGBTQ) civil rights organization in partnership with the Equality Federation Institute.

The Municipal Equality Index assessed LGBTQ equality in 506 cities across the United States, including 11 in Michigan. The survey assesses each city on 49 criteria covering city-wide non-discrimination protections, policies for municipal employees, city services, law enforcement and the city's leadership on LGBTQ equality.

Here is how the 11 Michigan cities scored:

- Ann Arbor, Detroit, East Lansing, Ferndale - 100
- Grand Rapids - 92
- Lansing - 86
- Traverse City - 84
- Kalamazoo - 74
- Pleasant Ridge - 55
- Warren - 14
- Sterling Heights - 8

Sustainability & Innovations Corner

Public Power Hour. OSI is inviting residents to learn more about improving the energy efficiency of their homes along with information on solar panels at a free Energy Efficiency Power Hour. Residents can find out how to make their homes more comfortable, reduce the cost of energy bills, and help address climate change. There will also be a raffle for a free energy efficiency audit at each event. The event takes place Tuesday, Dec. 3, 7 p.m. at the Ann Arbor District Library, Westgate Branch. Presenters at the event will include:

- Ann Arbor Energy Commission members, presenting on energy efficiency opportunities.
- DTE, presenting on their community energy efficiency programs.
- Michigan Saves, presenting on their competitive energy efficiency financing options.
- Energy efficiency contractors will also be present for those who want to learn more about increasing the energy efficiency of their homes.

Snacks and a children's area will be provided, so feel free to bring the whole family!

A²Zero — OSI is happy to announce the launch of 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 just launched our first public survey to get feedback and have already hosted nearly 10 events! Check out the website to take survey, learn about upcoming events, or learn more about the A²Zero process.

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 October 2019 for purchases over \$3,000.

2020 Deer Management Program. On Nov. 18, City Council approved a [resolution](#) to contract with White Buffalo, Inc. for sharpshooting management services for the City of Ann Arbor's 2020 deer management activities, which is the fifth year of the program. Sharpshooting will not occur from a moving vehicle, but may occur from a parked vehicle. Sharpshooting will occur by the city's contractor on city-selected, privately owned parcels subject to the owner's consent and in compliance with all applicable laws and regulations. Residents can continue with their normal daily routines since all deer management activities will occur on private property only. Unauthorized trespassing is not permitted and will be subject to enforcement action.

Signage in multiple languages will be posted in closed parks, nature areas and university site entrances and notable access points at least 24 hours in advance of the Jan. 2 closures. Residents living adjacent to designated parks or nature areas will be informed of closures directly via postcard.

To view the closure map, read answers to frequently asked questions or sign up for deer management email notifications, visit www.a2gov.org/deermanagement. If you have specific questions, please email deermanagement@a2gov.org or leave a message on the deer hotline (734) 794-6295 and a staff member will return your call.

Annual Council Budget Planning Session. Council's annual budget planning session is scheduled for December 9th beginning at 4 PM in the Council Chambers. As a reminder, this session is not televised and is not recorded for replay.

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

| ITEM | TITLE | DUE DATE | STATUS |
|--------------------------|--|------------------|--|
| R-16-460 | Resolution Directing Review of City Transportation Planning and Operations Management and Related Staffing | December 2, 2019 | Included as a written communication from the City Administrator on the December 2 Council Agenda |

Previews

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

Introduction.

- **HUD Awards 90 New Vouchers for Non-Elderly Households with a Disability (NED) to the Ann Arbor Housing Commission.**

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

Public Hearings. The agenda includes three (3) Public Hearings referenced below and under second readings:

- **Resolution to Approve 212 S. State Street Site Plan and Development Agreement, (CPC Recommendation: Approval - 6 Yeas and 0 Nays).** Approval of this resolution will allow for the construction of a 6-story, 14,516-square foot residential building for a gross floor area total of 28, 172-square feet, which includes the existing Sava’s restaurant and office space on site. No vehicular parking is required nor proposed as part of this development.
- **Resolution to Approve 616 East Washington Planned Project Site Plan and Development Agreement, at 616 East Washington Street (CPC Recommendation: Approval - 6 Yeas and 0 Nays).** Approval of this resolution will allow for the construction of a 255,216-square foot apartment building on .65 acres.

Ordinances - Second Readings.

- **A public hearing and An Ordinance to Amend Section 7.34 of Chapter 77 (Fees and Bonds Required) of the Code of the City of Ann Arbor (Ordinance No. ORD-19-39).** The City’s fee schedule for Going out of Business permits is currently set at \$115.00. However, PA 39 of 1961 sets the maximum fee for these local permits at \$50.00. The proposed ordinance amendment to Section 7.34 of Chapter 77 will bring the City’s permit fees for Going out of Business Sales in line with the State’s statute, MCLA 442.216(3).

Ordinances – First Readings.

- **An Ordinance to Amend Section 1:207 of Chapter 8 (Transportation Commission).** The purpose of the proposed code amendment to section 1:207 is to allow the Ann Arbor Transportation Authority (AAATA) the flexibility to appoint one or more alternates to represent the AAATA, and vote on behalf of AAATA, at Transportation Commission meetings, AAATA has requested alternates to accommodate for staff scheduling conflicts.

Other

December Water Quality Matters Newsletter. The December issue of [A2H2O: Quality Water Matters](#), provides the most recent water quality test data as well as updates on two large water projects kicking off this winter: water meter upgrade and lead service line inventory.

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 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.

December 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 and closed-toe shoes. 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.

Housing and Affordability in Ann Arbor: Community Discussions Planned to Discuss Redevelopment of Two Vacant City Lots. What is affordable housing? Where should it be located? Why is it needed? How should it be developed? Because affordable housing is a complex topic, answers to these questions can vary depending on who is asked.

The city is beginning a public engagement process to assist in developing a shared understanding and language about affordable housing, and its relationship to jobs, development, growth and planning, by creating a framework for discussing or evaluating these issues. Specifically, issues will be discussed in the context of redevelopment of two key publicly owned sites in downtown Ann Arbor, as part of a larger context of housing and affordability in our city: vacant city-owned lots at 350 S. Fifth Ave. and 415 W. Washington St.

From Thursday, Dec. 5-Monday, Dec. 9, the city will host five, four-hour community discussions regarding the redevelopment of vacant lots at 350 S. Fifth Ave. and 415 W. Washington St. These honest and interactive conversations will be part of a larger context of housing and affordability discussions in Ann Arbor.

All people who live, work and/or spend significant time in Ann Arbor are invited to attend one of the below open-house style sessions. Weekend, day and evening options have been included to expand feedback opportunities from all.

Housing + Affordability: Community Discussion Dates

- **Thursday Dec. 5** at the Ann Arbor Downtown Development Authority, 150 S 5th Ave, Suite 301, 5 p.m.-9 p.m.
- **Friday, Dec. 6** at the Downtown Ann Arbor Library, 3rd Floor Freespace, 12 noon-4 p.m.
- **Saturday, Dec. 7** at the Ann Arbor YMCA, Michigan Room, 9 a.m.-1 p.m.
- **Sunday, Dec. 8** at Cirq, 210 S 1st St, 12 noon-4 p.m.
- **Monday, Dec. 9** at the Downtown Ann Arbor Library, 3rd Floor Freespace, 9 a.m.-1 p.m.

“These community discussions are intended to encourage candid and open conversations,” said Derek Delacourt, City of Ann Arbor community services administrator. “Our goal is the co-creation of solutions and development concepts for these two properties in order to assist City Council in understanding community sentiment regarding reuse of these sites.”

Those unable to attend a discussion can share feedback via the [project webpage](#) or email questions to Delacourt at ddelacourt@a2gov.org. Staff will be working to provide more feedback opportunities, including an online survey, in the near future.

Applications Accepted Through December 6 for Ready Ann Arbor Preparedness Training. The Ann Arbor Police and Fire departments have scheduled the next Ready Ann Arbor Community Preparedness Training for early 2020; and applications to attend are now being accepted, using the link below. This two-day program will take place Saturdays, Jan. 25 and Feb. 1, 2020, 8 a.m.–3 p.m. Participants selected into the program will be required to attend both days of training.

Modeled after the Department of Homeland Security's Ready campaign, Ready Ann Arbor will aim to educate and empower the public to prepare for, respond to and mitigate emergencies, including natural and manmade disasters, while promoting preparedness through public involvement. The topics covered during Ready Ann Arbor training will include crime prevention, hands-only CPR, personal safety, basic first aid, active shooter response training, home fire safety, an overview of resources in the community and how to use a fire extinguisher.

Ann Arbor residents, ages 18 years and older, interested in applying to attend the Ready Ann Arbor training can find the application on the police department website, on the “Community Engagement – Programs” page, at the following link:

www.a2gov.org/departments/police/community-engagement/Pages/Programs.aspx.

The deadline to apply to participate is Friday, Dec. 6, 2019. The class is limited to 25 people.

If you have questions, please contact Ann Arbor Police Service Specialist Susan Casey at 734.794.6900, ext. 49526, or scasey@a2gov.org. A background check will be conducted on all applicants; applicants will then be notified if accepted into the program.

Compost Season ends on Friday, Dec. 13. Compost carts are available and the first one per household is free of charge. Pick up is available from the Customer Service and Payment Center, located at Larcom City Hall, 301 E. Huron, open weekdays 7:30 a.m.–5:30 p.m. You can reach customer service at 734.794.6320. Compost carts can be delivered for a fee.

Ann Arbor Citizens Academy Applications to participate are due by 5 p.m. Saturday, Dec. 14, 2019. There are two components to the application process. All applicants must complete and submit an online form. The second step is a photo scavenger hunt. Details and the submission information are available on the A2CA website. Each component can be completed at different times.

A2CA is designed to give an overview of the city government for adult residents of the city of Ann Arbor. Therefore, applicants who are under 18 years of age will not be considered. Preference will be given to residents of the city of Ann Arbor over nonresidents. Applicants will be notified by Dec. 17, 2019. The first class begins Wednesday, Jan. 22.

For more information, visit www.a2gov.org/A2CA or contact the A2CA coordinator, Kelly Beattie, via email at KBeattie@a2gov.org.

15th District Court Warrant Resolution Day Scheduled for Monday, Dec. 16. An event is planned for next month that will give individuals the opportunity for same-day resolution of their 15th District Court misdemeanor warrants. Ann Arbor 15th District Court Warrant Resolution Day is set for Monday, Dec. 16, noon–8 p.m., providing a supportive network, all in one place, to facilitate the warrant resolution process. Multiple agencies will come together for the event, taking place in the Ann Arbor Justice Center located at 301 E. Huron St. The Justice Center is adjacent to Larcom City Hall; and parking is located on-street as well as in nearby parking structures and lots, including the Larcom City Hall lot off of Ann Street, east of Fifth Avenue. Additional information on public parking and transportation options can be found online at www.a2dda.org/transportation and www.theride.org. Questions about attending the event can be directed to the 15th District Court at 734.794.6750 or to the event organizer, Senior Assistant City Attorney Arianne Slay, at 734.794.6176 | aslay@a2gov.org.

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.



MEMORANDUM

TO: Howard S. Lazarus, City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 11/27/2019
SUBJECT: Sole/Best Source Data for November 2019

Pursuant to changes made to Chapter 14, 1:316 on 7/15/19 by Council, attached is the Sole/Best Source data for November 2019 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 November 2019

| Department | Amount | Vendor | Item | Description | Type | Notes |
|--------------------|--------------|--------------------------------------|--|---|-------------|-------------------------------------|
| Fleet & Facilities | \$ 23,000.00 | Terex Utilities | AUTOMOBILE, TRUCK AND BUS PARTS AND EQUIPMENT.99809 | AUTO PARTS | Sole Source | |
| Fleet & Facilities | \$ 15,000.00 | Trane U.S. Inc. | SOFTWARE MAINTENANCE/SUPPORT.92045 | PROPRIETARY SOFTWARE - ANALYZE AND PROGRAM | Sole Source | |
| Police | \$ 3,800.00 | Axon Enterprises | *AP Invoice | TASER CARTRIDGES | Best Source | |
| Police | \$ 4,761.80 | Axon Enterprises | *AP Invoice | TASER CARTRIDGES/BATTERIES | Best Source | |
| CTN | \$ 6,896.00 | AVI Systems | *AP Invoice | EDITSHARE SUPPORT & MAINTENANCE (2 YEARS) | Best Source | |
| Transportation | \$ 34,685.00 | Spring City Electrical Manufacturing | STREET LIGHT POLES AND STANDARDS.28580 | STADIUM BLVD LIGHT POLES AND LUMINAIRES QUOTE # AA STAD | Sole Source | Council Approved (19-1889, 11/4/19) |
| Water Treatment | \$ 18,435.00 | Hughes & Stewart Inc. | COMMUNICATIONS: PUBLIC RELATIONS CONSULTING.91826 | PHASE 2 MARKETING COMMUNICATIONS FOR WTP | Best Source | |
| Water Treatment | \$ 24,882.38 | Interstate Restoration | PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258 | PIT AREA CLEAN UP | Best Source | |