



## City of Ann Arbor City Administrator's Report March 1, 2021

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

### Safety Notes

**A2 Be Safe! Coronavirus (COVID-19) update.** The City of Ann Arbor continues to experience the effects of the pandemic both internally and throughout the community. Despite the promise of a vaccine in the near future, it's not anticipated broad availability will be available for months. It remains vitally important for everyone to follow the latest public health guidelines – both inside and outside of the workplace.

As the City navigates through these challenging times, it will continue to share the latest information on city operations via the city's website at [www.a2gov.org/covid19](http://www.a2gov.org/covid19) as well as its [Facebook](#), [Twitter](#) and [NextDoor](#) pages.

Continuing efforts to slow the spread of the COVID-19 virus and remain in compliance with the Michigan Department of Health and Human Services' (MDHHS) most recent order ([https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-545136--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-545136--,00.html)), Ann Arbor Larcom City Hall are closed to the public Wednesday, Nov. 18, 2020 – Wednesday, March 31, 2021. Per the MDHHS order, the city will conduct all non-essential operations remotely.

<https://www.a2gov.org/news/pages/article.aspx?i=747>

For the latest COVID-19 health information, please visit [www.washtenaw.org/COVID19](http://www.washtenaw.org/COVID19) or the Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/about/>. 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](http://www.a2gov.org/services).
- **Vaccine Update:** Essential service distribution has started. Group 1A is close to being completed. Group 1B (many essential service employees) is in process. The quantity of available vaccine is much lower than originally anticipated by the State, so distribution will take quite some time to roll-out. The city will keep you informed in the weeks/months ahead as distribution continues its ramp-up.

**A2 Be Safe! Be safe, be well, be six feet apart!**

## 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!

**Public Services Excellence.** A special thanks was shared from a resident to public services staff who cleared their street with 24-hours of the February 16<sup>th</sup> winter storm and for repairing a streetlight quickly within reported outage. Kudos!

**Allen Creek Berm Project Recognized.** The City of Ann Arbor's Allen Creek Berm Project has been recognized as a Project of the Year by the Michigan Chapter of the American Public Works Association. The \$9.4 million Allen Creek Railroad Berm project [was completed](#) in the fall of 2020, nearly 13 years after city officials proposed the project in the city's flood mitigation plan. The award-winning project created two massive culverts, each measuring roughly 200 feet long, 12 feet wide and 7 feet high, which will eliminate or greatly reduce flooding risk for dozens of properties on or near Depot Street along the Huron River. Construction also created safe passage, for the first time, under the railroad, connecting Kerrytown and downtown Ann Arbor to the Border-to-Border trail. The Michigan Chapter of the American Public Works Association will now forward this project to the National office for competition at that level.

## Sustainability & Innovations Corner

- **A<sup>2</sup>ZERO** — Our carbon neutrality work is continuing to move swiftly, so to stay up to date, check out our website: [www.a2zero.org](http://www.a2zero.org).
- **Energy Criteria and Principles:** OSI has been working on a draft set of Energy Criteria Principles to help guide energy-related investments necessary to meet A<sup>2</sup>ZERO. These principles were discussed at a working session in January, adopted by the Energy Commission, and will be presented to the Environmental Commissions in January. OSI plans to bring the final set of principles to City Council for formal adoption in early 2021 as they will be instrumental when seeking solutions to achieve some of the goals identified in A<sup>2</sup>ZERO. You can learn review the draft principles [here](#).
- **Energy Benchmarking** – Public comment is being sought on the proposed Commercial and Multifamily Benchmarking and Transparency ordinance, an initiative of A<sup>2</sup>ZERO. Developed in partnership with the City's Office of Sustainability & Innovations (OSI) and a community Task Force, the draft ordinance seeks to provide insight into the energy and water usage of commercial and multifamily buildings in the community. Interested stakeholders can learn more, read the draft ordinance, and submit comments at [www.a2gov.org/benchmarking](http://www.a2gov.org/benchmarking).
- **Solar** — Individuals interested in learning more about solar are invited to check out our A<sup>2</sup>Solarize program which helps reduce the upfront cost of solar by 5%–15% through a coordinated bulk buy. The program is available to all Washtenaw County residents. Learn more [here](#). You can join one of our live events and bulk buys by contacting Julie Roth

([juliekayeroth111@gmail.com](mailto:juliekayeroth111@gmail.com)). And stay tuned for some potential new solar opportunities for City facilities and commercial entities.

- Join us for **Climate, Coffee, and Conversations** at 8am the second Thursday of every month. This informal conversation provides an opportunity for members of the public to share their ideas and concerns, to learn more about A2ZERO, and to find ways to get engaged in local sustainability activities.
- Do you know community-based organizations that could help distribute **energy savings kits** or **emergency preparedness kits**? OSI is looking for partners to help provide these kits to residents in need. If you know of an organization we could partner with to get these kits into our community, please let OSI know.
- **Aging in Place Efficiently Program**: In summer of 2020, the City of Ann Arbor, along with Meals on Wheels, Program for Multi-Cultural Health, Habitat for Humanity, Washtenaw County, Michigan Saves, and the Housing Bureau for Seniors won a grant to support low-income seniors with aging in place for longer through a combination of social services and physical improvements to their residence. The program is currently in the design phase, but if you know any organizations we should be partnering with, please let OSI know.
- **Climate, Coffee and Conversation** — Join us the second Tuesday of each month at 8 a.m. for an open community chat about anything and everything A2ZERO and sustainability in Ann Arbor, in Michigan and abroad. Attendance is online and free, but Zoom registration is required at [https://a2gov.zoom.us/meeting/register/tJYsf-iggj0oEtdo\\_gc\\_7sYUDACgGBTmR2Qi](https://a2gov.zoom.us/meeting/register/tJYsf-iggj0oEtdo_gc_7sYUDACgGBTmR2Qi).
- **Upcoming events**  
Join us at one of the following upcoming events (register and see more events, which are being added weekly, on the city's public calendar at <https://calendar.a2gov.org/CalendarNOW.aspx?fromdate=10/1/2020&todate=10/31/2020&display=Month&more=1/1/0001>):
- **2021 Sustainability Forum Series**  
The OSI is proud to announce the return of the annual Sustainability Forum Series for 2021! This year's series will be held virtually via Zoom. Attendance is free but [registration is required](#). See the series schedule below for more information
  - March 24, 2021 [TENTATIVE] - "**Waste Reduction & Circular Economy**"
  - April - Stay tuned for more!
  - May - Stay tuned for more!
- **City Seeks Public Comment on Multifamily Energy and Water Use Reporting Ordinance**. The City of Ann Arbor is seeking community feedback on policies outlined in the Commercial and Multifamily Benchmarking and Transparency draft ordinance. This initiative is part of the city's A2ZERO Carbon Neutrality Plan. Please see the news release, below and online at <https://www.a2gov.org/news/pages/article.aspx?i=762>, for details.

## 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 2021 for purchases over \$3,000.

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

ITEM	TITLE	DUE DATE	STATUS
<a href="#">R-20-285</a>	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 **March 1 Council Meeting** will feature the following items of interest:

**Consent Agenda.** There are (7) items on the consent agenda.

**Public Hearings.** There is (1) public hearing which is listed below.

**A public hearing and Resolution Establishing the Fee to Cover the Cost of Annual Investigation and Review of On-Premises Liquor Licenses for 2021.** On Thursday, February 18, the City Council Liquor License Review Committee met to discuss the City's annual renewal process for on-premise liquor licensed businesses, as outlined in Chapter 109 of the City Code. The committee discussed the current process and the impact of the pandemic on local businesses. One of the requirements of the current review process is an annual permit application and \$90 fee. The fee is charged to offset the cost of administering the annual renewal process, which includes review and recommendations by Police, Fire, Treasury, Building and the City Attorney's Office of all establishments in the City that have State licenses for on-premise consumption of liquor. The Committee discussed a reduced fee for this year's process due to the impact of the pandemic and the fact that many of these businesses have had restrictions on indoor dining service for much of the last year. This resolution establishes a \$50 fee for the annual investigation and review of on-premises liquor licenses for 2021, a reduction from the existing \$90 annual fee.

**Ordinances –Second Readings - none**

**Ordinances– First Readings (5)**

- **An Ordinance to Amend Chapter 55 (Unified Development Code), Rezoning of 6.58 Acres from R4A (Multiple-Family Dwelling District) to PL (Public Land District), Oakwoods Nature Area Addition, 3382 Green Road (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** This ordinance will rezone a 6.58-acre addition to Oakwoods Nature Area. The land was added to the nature area from the Owl Creek (formerly known as The Annex) multiple-family

development. Only an ordinance to amend the UDC and its Zoning Map can change the zoning designation of any land, including land purchased or accepted by the City. The PL zoning designation is intended for publicly owned land used for public purposes. The proposed zoning is consistent and coordinates with the adjacent zoning, the existing land use and the surrounding land uses, the City's Master Plan and policies. The City Planning Commission, at its meeting of January 5, 2021, recommended approval of the request.

- **An Ordinance to Amend Chapter 55 (Unified Development Code), Rezoning of 8.48 Acres from R1A (Single-Family Dwelling District) to PL (Public Land District), Ruthven Nature Area Addition, 3301 Geddes Road (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** This ordinance will rezone a 8.48-acre addition to Ruthven Nature Area. The land was recently purchased from the property owner with support from the Washtenaw County Parks and Recreation Commission. Only an ordinance to amend the UDC and its Zoning Map can change the zoning designation of any land, including land purchased or accepted by the City. The PL zoning designation is intended for publicly owned land used for public purposes. The proposed zoning is consistent and coordinates with the adjacent zoning, the existing land use and the surrounding land uses, the City's Master Plan and policies. The City Planning Commission, at its meeting of January 5, 2021, recommended approval of the request.
- **An Ordinance to Amend Chapter 55 (Zoning) of 1.55 Acres from TWP (Township District) to R1A (Single-Family Dwelling District), 2511 Newport Road (CPC Recommendation: Approval - 9 Yeas and 0 Nays).** Approval of this resolution will zone this 1.55 acre parcel from TWP to R1A to allow access to City utilities. The site was recently annexed into the City, in July of 2020 as notified by the Secretary of State to the City Clerk. The City Planning Commission determined that the proposed zoning is consistent with the adjacent zoning, the surrounding land uses, and the City's Master Plan and recommended approval of the request at its meeting on January 7, 2020.
- **An Ordinance to Amend Section 1:271(4) of Chapter 12 (Financing Local Public Improvements) of Title I of the Code of the City of Ann Arbor.** On November 3, 2020, voters approved a millage to fully fund eligible new sidewalk projects starting 2021 through the life of the millage and replace special assessments for the construction of new sidewalks subject to some exceptions. The Use Memo approved by Council on July 20, 2020 provides that, if approved, the new sidewalk millage would not change the obligation of developers to install sidewalks at their cost along a parcels right-of-way frontages when those parcels are developed or redeveloped, and the costs of constructing new sidewalks on tax-exempt parcels are also excluded from being funded from the millage; thus, those new sidewalk projects would be special assessed to or paid for by the adjacent benefitted owner(s). To recognize the voters' approval of the new sidewalk millage, Chapter 12 of the City's Code pertaining to Financing Local Public Improvements must be amended. The attached ordinance amendment removes new sidewalk projects eligible for funding by the new sidewalk millage from the definition of "local public improvement" which will continue to be

funded by special assessment. See, also, Code Sections 1:272(1), 1:274(2), and Chapter 13 (Special Assessments). Consistent with the approved Use Memo, the amendment would retain the special assessment requirements and procedures for new local public improvement projects that are not eligible to be funded by the new sidewalk millage, including the examples above. City staff recommends approval of this ordinance amendment to reflect the voters' approval of the new sidewalk millage.

- **An Ordinance to Add Chapter 122 (Fair Chance Access to Housing) to Title IX of the Code of the City of Ann Arbor.** Formerly incarcerated people experience significant barriers in access to rental housing beyond just the high cost of rent. Often, formerly incarcerated people are screened out when applying for rental housing due to their criminal background. Persons with criminal records have not been shown to be a source of criminal activity, property destruction, or rental housing policy violations any more than have persons without a criminal history. Obtaining stable housing enables people to successfully reintegrate into their communities and significantly reduces recidivism rates. Such housing opportunities will also reduce the incidence of homelessness for persons with criminal records.

Fair Chance Housing ordinances and legislation are being enacted across the county to prohibit the use of criminal histories in determining access to housing. Fair Chance Housing legislation helps remove barriers to housing and allows landlords to consider the merits of housing applicant, providing formerly incarcerated people with a fair chance.

The Ann Arbor Human Rights Commission has drafted a Fair Access to Housing ordinance to eliminate the use of criminal history in tenant selection by Ann Arbor Housing Providers in order to give persons with a criminal record a fair opportunity to compete for rental housing and to be able to reside with family members and others, thus putting them in a better position to return to their communities and to obtain gainful employment.

The only exemptions in the ordinance are for Public Housing Agencies, like the Ann Arbor Housing Commission, which are governed by federal law, and Permanent Supportive Housing providers, such as Avalon Housing, who work to provide housing those who need it most, with no pre-conditions, offer a broad array of supports to help individuals stay housed, and practice harm reduction to engage and support people on their path to recovery.

## Other

**March Water Quality Matters.** The March issue of Quality Water Matters includes an overview of Water Treatment Plant security measures in place to protect drinking water processes from cyber security threats as well as upcoming Huron River Day and Huron River Watershed virtual events and is available [online](#).

**Input Sought for ADU Ordinance Proposed Amendments.** The City of Ann Arbor Planning Commission will be considering proposed amendments to the existing Accessory Dwelling Unit (ADU) ordinance on Tuesday, March 2, 7 p.m. A public hearing will be held to invite community input on the proposed ordinance amendment and to share feedback directly to the commission.

The proposed amendments include:

- Expanding the Zoning Districts which would permit ADU's to all Residential Zoning Districts – Currently ADU's are only permissible in single-family zoning districts.
- Removal of the current 5,000 square feet minimum lot size requirement to construct an ADU.
- Amend the requirements that previously limited detached ADUs on those properties that had an existing accessory structure prior to Dec. 31, 2016. The proposed amendments would allow a detached ADU in any legally conforming detached accessory structure.
- Removing additional parking requirements if an ADU is constructed.
- Removing the requirement that the owner of the property resides on the property.

A public hearing will be held to provide for community input on the proposed amendments, and more information can be found at <https://www.a2gov.org/departments/planning/Pages/Accessory-Dwelling-Units.aspx>.

Questions can be sent to [planning@a2gov.org](mailto:planning@a2gov.org).

\*This meeting will be available via Zoom in accordance with current local and state government guidelines. Audience members are invited to address the planning commission at this and other meetings for up to three minutes. Input may be submitted in advance to City of Ann Arbor Planning Services by emailing to [planning@a2gov.org](mailto:planning@a2gov.org).

**Ann Arbor Community Academy Launches Interest Signup Form Ahead of March 10 Kickoff.**

The Ann Arbor Community Academy (A2CA) is returning for a fourth year to provide a broad view of local government for community members 18 years of age and older. During a series of weekly sessions, from Wednesday, March 10, to Wednesday, April 28, 6:30–8:30 p.m., participants will connect with city staff and officials and learn more about long-term city planning efforts, day-to-day operations and the importance of civic involvement. The program, formerly named Ann Arbor Citizens Academy, is free to participants. The academy will not meet March 31, to coincide with Ann Arbor Public Schools spring break.

A form for those interested in participating in A2CA is currently online at <https://www.a2gov.org/departments/city-clerk/A2CA/Pages/Ann-Arbor-Community-Academy.aspx>. The deadline to submit the interest form is Friday, Feb. 19, 2021. Those who

submit the form will be contacted with more information about the program and next steps once planning is complete.

After participating in A2CA tours, presentations and activities designed to deepen the understanding of governmental functions and services, city leadership hopes participants will be motivated to play a more active role in shaping the future of Ann Arbor. Graduates from past academies have served on the City Council, Planning Commission, Public Art Commission, Water System Advisory Board and have participated in other city projects and programs.

A2CA is designed to give an overview of city government for adult residents of the city of Ann Arbor. Based on program capacity, preference will be given to residents of the city of Ann Arbor over nonresidents.

For more information, visit [www.a2gov.org/A2CA](http://www.a2gov.org/A2CA) or contact the A2CA coordinator, Robert Mulcihy, at [rmulcihy@a2gov.org](mailto:rmulcihy@a2gov.org).

**Natural Area Preservation (NAP) Spring Controlled Ecological Burn Season Began Feb. 19.** City of Ann Arbor Natural Area Preservation (NAP) will be conducting controlled ecological burns in local natural areas between Feb. 19 and May 29. Burns are conducted on weekdays between 11 a.m. and 7 p.m., weather permitting. On the day of a controlled burn, signs will be posted around the park, and staff will be available onsite for questions. The fire will be under control at all times.

An online public meeting and Q & A on controlled burns will be held Wednesday, Feb. 17, 7–8:30 p.m., on Zoom: <https://tinyurl.com/BurnMeeting021721>. Passcode: 296115

To join by telephone: US: +1 206 337 9723 or +1 213 338 8477 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) Webinar ID: 935 6427 1984. International numbers available: <https://a2gov.zoom.us/j/93564271984>. Those unable to attend who would like to learn more can contact NAP at 734.794.6627, email [NAP@a2gov.org](mailto:NAP@a2gov.org) or visit [a2gov.org/NAPburn](http://a2gov.org/NAPburn).

**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 community. This involves conducting plant and animal inventories, ecological monitoring and stewardship projects in Ann Arbor’s parks. NAP is releasing its schedule for March with such events as salamander, frog and toad surveying kickoffs and trainings. These tasks are performed by both staff and volunteers. For more information about NAP, visit [www.a2gov.org/NAP](http://www.a2gov.org/NAP).

**Golden Paintbrush Awards Now Accepting Nominations.** Nominations are now being accepted for the Ann Arbor Public Art Commission Golden Paintbrush Awards. This award recognizes adults, children and organizations who have encouraged creativity in Ann Arbor's publicly visible spaces. Nomination forms are online and must be submitted by April 30, 2021. Please see the news release, below and at <https://www.a2gov.org/news/pages/article.aspx?i=761>, for details.

**Shelter from the Cold.** The Washtenaw County Office of Community and Economic Development and the Shelter Association of Washtenaw County (SAWC) are again providing information regarding emergency warming centers for those experiencing homelessness during severe, cold

temperatures. Due to the need to maintain proper distancing, the winter capacity for the Delonis Center has been reduced; however, to help fill the gap, six congregations have partnered with SAWC to provide rotating overnight shelter (and, in some cases, daytime shelter), for an entire month each through March. Washtenaw County Parks and Recreation Meri Lou Murray Recreational Center may also serve as an overnight shelter overflow as needed throughout the winter.

The Washtenaw County Health Department recognizes the safety measures that are/will be in place at congregate sites. The Delonis Center, for example, is conducting weekly COVID testing for clients and staff, as well as temperature screenings, and also requires mask wearing and proper distancing. The health department will also provide ongoing oversight to ensure a healthy environment is maintained, including CDC cleaning standards and COVID-19 screenings prior to entry to facilities. Those exhibiting symptoms will be immediately transported to Michigan Medical for evaluation.

Anyone who is homeless or experiencing a housing crisis should contact Housing Access of Washtenaw County 734.961.1999.

Learn more! A recent episode of CTN's FYI features the Shelter Association of Washtenaw County Executive Director Daniel Kelly discussing the winter warming shelters and keeping those who are vulnerable safe amid COVID-19. Watch FYI at <https://youtu.be/FesNqP-w0xk>.



## MEMORANDUM

TO: Tom Crawford, City Administrator  
FROM: Colin Spencer, Purchasing Manager  
DATE: 2/26/2021  
SUBJECT: Sole/Best Source Data for February 2021

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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 2021 for purchases over \$3,000. Any questions, comments or concerns please do not hesitate to reach out.

cc: Matthew Horning, Interim Chief Financial Officer  
Sara Higgins, Strategic Planning Coordinator

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## Sole/Best Source for February 2021

Unit	Amount	Vendor	Item	Description	Type	Notes
Fire	\$ 6,564.00	Praetorian Group	*AP Invoice	AAFD ONLINE LEARNING PORTAL	Best Source	
Public Works	\$ 19,305.00	Kennedy Industries	VALVES, PRESSURE REDUCING.81578	PRESSURE REDUCING VALVES (PRV), INCL START-UP ASSISTANCE	Sole Source	
IT	\$ 9,578.98	Access Michigan	*AP Invoice	FIRE SUPPRESSION REPAIR WHEELER	Best Source	
WWTP	\$ 15,311.00	Hach Company	*AP Invoice	VARIOUS ITEMS	Sole Source	
Public Works	\$ 24,336.64	Mountain States Pipe & Supply	METERS, WATER.89044	WATER METERS AND SHIPPING	Sole Source	
Fire	\$ 7,176.00	CSI Emergency Apparatus	*AP Invoice	KRAKEN EXO FIRE HOSE PER ESTIMATE 270	Sole Source	
Fire	\$ 3,268.00	Graph-X Signs & Designs	*AP Invoice	QUOTE 4700 GRAPHICS FOR TOWER 1-1	Best Source	
Police	\$ 21,000.00	Ann Arbor Arms	*AP Invoice	FY21 INDOOR RANGE FEE FOR TRAINING	Sole Source	