



City of Ann Arbor City Administrator's Report May 3, 2021

Prepared for City Council. Kindly forward questions, comments, or suggestions for input to tcrawford@a2gov.org, ifournier@a2gov.org, or 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. It remains vitally important for everyone to follow the latest public health guidelines, both inside and outside of the workplace, and to get vaccinated when eligible.

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 as well as its [Facebook](#), [Twitter](#) and [NextDoor](#) pages.

City of Ann Arbor Larcom City Hall will remain closed due to the pandemic, and nonessential operations will continue to take place remotely until further notice. The purpose of the extended closure is to allow more time for vaccine distribution into the community and among city employee groups. In the meantime, city staff is continuing to serve the public, conducting city business during normal business hours via phone, email and online. See the "services" webpage, <https://www.a2gov.org/services/Pages/Home.aspx>, for details and also the "contact" webpage, <https://www.a2gov.org/contact/pages/contactus.aspx>, for how to reach city departments.

For the latest COVID-19 health information, please visit www.washtenaw.org/COVID19 or the Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/about/>. For city related business, 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.

A2 Be Safe!

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! The City extends appreciation to the Ann Arbor community for their patience; cooperation with mask wearing and distancing both indoors and outside; increased

handwashing; support of local businesses; and for getting/planning to get vaccinated all in a united effort to bring the pandemic to an end.

Public Service Recognition Week May 2-8, 2021. This week we recognize public servants for their dedication to building a better community and a better world. This is especially true over this past year as all of our city employees in one way or another have gone the extra mile to serve this community under extraordinary circumstances. Thank you for your service!

\$7.4 Million Awarded for Land and Water Conservation in Southeast Michigan. The United States Department of Agriculture's (USDA) Natural Resource Conservation Service (NRCS) has awarded \$7.4 million in funding to southeast Michigan land and water conservation organizations through its Regional Conservation Partnership Program (RCPP). More information is available via <https://www.a2gov.org/news/pages/article.aspx?i=788>. Congratulations to Greenbelt Program Manager Remy Long and team.

Sustainability & Innovations Corner

- **Call for Nominations for A²ZERO Champions.** Do you know an individual or organization that goes out of their way to advance sustainability, equity, and climate action? Nominate them to be an A²ZERO Champion. Nominations can be submitted [here](#) and all nominations are due by May 20, 2021.
- **Climate, Coffee and Conversation** — Join us the second Thursday 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/tJctfuyorzwsHtal_qn-HPQwfVoSbbb01001.
- **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
 - May 26, 2021, 6:00 p.m. – **“The Future of Carbon Neutrality (a Youth-focused Forum)”**
- **A²ZERO Ambassadors:** We are currently accepting applications for cohort two. Interested individuals can apply [here](#) (deadline to apply is May 21, 2021.)
- **Range Replacement:** OSI is working to support home electrification by promoting induction ranges through partnerships with local vendors, through educational segments, and through demonstration projects. In addition, OSI has been collaborating with IBEW Local 252 to unite A²ZERO with IBEW training and outreach programs. This has included soon to be launched new website: <https://www.ibewneca252.org/a2zero>.
- **Heat Pumps / Electrification:** Community interest in learning more about heat pump technology has been growing over the last several weeks. As such, OSI will be hosting a special workshop on Wednesday, May 12th at 7pm for individuals to learn more about how air-source and ground-source heat pumps work, recent advances in the technology, and the

impacts of switching from gas furnaces to heat pumps on both indoor air comfort and GHG emissions. There will also be a panel of builders, installers and experts to field a Q&A from participants. This is a great way to learn about the subject and get questions answered. Registration for the workshop is here: <https://a2gov.zoom.us/meeting/register/tJYscu6hqTgtGNTmiqQvhCNNOsRA8z1fIN89>

- **A²ZERO Week:** June 1st, 2021 marks the 1-year anniversary of the adoption of A²ZERO. In honor of this, OSI is launching A²ZERO week. Running for June 1- June 6th, this week-long event will be a series of decentralized and distributed virtual and in-person activities to help people: a) learn about sustainability activities; b) take action; and c) have fun. The full schedule is still being finalized but will be posted at www.a2gov.org/sustainability. If you'd like to partner with OSI in hosting an event, please contact Missy Stults (mstults@a2gov.org).

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 April 2021 for purchases over \$3,000.

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

ITEM	TITLE	DUE DATE	STATUS
R-20-285	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 **May 3 Council Meeting** will feature the following items of interest:

Consent Agenda. There are (14) items on the consent agenda.

Public Hearings. There are (10) public hearings which are listed below and under second reading.

- **A public hearing and Resolution to Approve 614 South Ashley Site Plan (CPC Recommendation: Approval - 8 Yeas and 0 Nays).** Approval of this resolution will allow for the construction of a 289-square foot, second-story addition on the rear of the existing office building with three parking spaces located beneath the structure.
- **A public hearing and Resolution to Approve New Fee for Fairview Cemetery.** This resolution proposes to establish a new fee at Fairview Cemetery to cover administrative costs for the purchase of an additional grave space fee in cases of two cremation interments within the same space, during the same grave opening. It recently came to the City Clerk's Office's

attention that a fee is required for this circumstance, as indicated in the current Fairview Cemetery Rules, but no fee has ever been established.

- **A public hearing and Resolution to Approve FY 2022 Fee Adjustments for the Community Services Area.** This resolution is authorizing fee adjustments and new fees for FY22 in the Community Services Area. Annually, in conjunction with the preparation of the budget, service units review fee revenues to determine if the costs of the services rendered are covered by their fees or are appropriate in relation to comparative data.
- **A public hearing and Resolution to Approve Fiscal Year 2022 Fee Adjustments for Public Services Area - Engineering, Systems Planning, Public Works, Water Treatment, and Waste Water Treatment Units.** This resolution is authorizing fee adjustments for FY22 in the Public Services Area. The anticipated increase in revenue resulting from the fee adjustments is important to balance expenditures and revenues in the proposed budget.
- **Public Hearing Only - Resolution to Adopt Ann Arbor City Budget and Related Property Tax Millage Rates for Fiscal Year 2022.** This is a public hearing for the proposed FY22 City Budget. The proposed City budget totals \$510 million in revenue and \$470 million in expenditures and is in compliance with City Charter. The resolution will be on the May 17th City Council Agenda.

Ordinances –Second Readings (5)

- **A public hearing and An Ordinance to Amend Chapter 55 (Zoning) of 3.56 Acres from TWP (Township District) to R1B (Single-Family Dwelling District), 2260 Traver Road (CPC Recommendation: Approval - 7 Yeas and 0 Nays) (ORD-21-11).** Approval of this ordinance will zone this 3.56 acre parcel from TWP to R1B to allow access to City sanitary utilities. The site was recently annexed into the City.
- **An Ordinance to Amend Chapter 55 (Unified Development Code), Rezoning of 1.1 Acres from TWP (Township District) to R1A (Single Family Dwelling District), 3411 Geddes Road (CPC Recommendation: Approval - 6 Yeas and 0 Nays) (ORD-21-10).** This ordinance will zone this property R1A (Single Family Dwelling District) now that the property has been officially annexed into the City.
- **An Ordinance to Amend Table 5.15-1, Table 5.15-2, Sections 5.33, 5.37.2.P and 5.37.2.S, of Chapter 55 (Unified Development Code) of Title V of the Code of the City of Ann Arbor (Short Term Rentals) (CPC Recommendation: Approval - 8 Yeas and 1 Nay) (ORD-21-12).** In September of 2020, the City enacted Chapter 97 of the City Code which established requirements for the operation, location, and licensing of short-term rentals in the City of Ann Arbor. Included in the adopted Ordinance are provisions that prohibit the operation of short-term rentals by in residential zoning districts when the location is not the principal residence of the property owner.

In December of 2020, the City Council instructed the City Administrator and Planning Commission, if applicable, to develop and proposed amendments to Chapter 97 – Short Term

Rentals and/or Chapter 55 – Unified Development Code, to create a regulatory structure that would enable the continued operation of pre-existing short-term rentals that do not meet the current requirements of Chapter 97. In response, City staff prepared the attached proposed amendment to Chapter 55 – Unified Development Code, which was recommended by the Planning Commission as responsive to the City Council Direction.

The proposed amendments:

1. Amendments to the Permitted Use Table –Section 5.15, Table 5.15-1

The proposed amendments to this section add Short-Term Rental – Non-Principal Residence as a permitted use in the Mixed-Use zoning Districts. This would enable any property, regardless of residence status, to be eligible for a Short-Term Rental Use in the identified zones.

2. Amendments to the Accessory Use Table –Section 5.15, Table 5.15-2

The proposed amendments to this section add Short-Term Rental –Principal Residence – Homestay, and Short-Term Rental – Principal Residence Whole House as a permissible Accessory Use in the Residential and Mixed-Use zoning districts. This would enable any principal residence (regardless of tenancy or ownership status) to be eligible to license the property for these two Short-Term Rental uses.

3. Amendments to Section 5.33 Nonconformities

The proposed amendments to this section add new text that would have the effect of allowing Non-Principal Residence Short-Term Rentals to operate within Residential Zoning Districts, if the use was established prior to March 1, 2021 (the effective date of Chapter 97). Establishment would be determined by the City, upon the submission of evidence by a property owner seeking to invoke this provision.

A property that met this provision would be subject to the UDC provisions for non-conforming use continuation and restriction.

4. Amendment to Section 5.37.2 – Specific Terms

These changes would add supporting definitions to the amendments summarized above.

- **An Ordinance to Amend Sections 7:651 and 7:654 of Chapter 97 (Short-Term Rentals) of Title VII of the Code of the City of Ann Arbor (ORD-21-13).** In September of 2020, the City enacted Chapter 97 of the City Code which established requirements for the operation, location, and licensing of short-term rentals in the City of Ann Arbor. Included in the adopted Ordinance are provisions that prohibit the operation of short-term rentals by in residential zoning districts when the location is not the principal residence of the property owner. In December of 2020, the City Council instructed the City Administrator and Planning Commission, if applicable, to develop and proposed amendments to Chapter 97 – Short Term Rentals and/or Chapter 55 – Unified Development Code, to create a regulatory structure that would enable the continued operation of pre-existing short-term rentals that do not meet the current requirements of Chapter 97. These presented amendments are proposed in

concert with proposed amendments to Chapter 55 – Unified Development Code presented concurrently. The combination of both Ordinances would achieve a prospective enactment of location restrictions for non-Principal Residence Short Term Rentals.

- **An Ordinance to Amend Section 2:69 of Chapter 29 (Stormwater Rates) of Title II of the Code of the City of Ann Arbor.** This would amend the ordinance to increase stormwater fees for upcoming operating and capital needs consistent with the City’s Stormwater Utility Rate Study, Capital Improvement Plan, and Stormwater Asset Management Plan.

Ordinances– First Readings (1)

- **An Ordinance to add a Temporary Emergency Ordinance Section 1.327b (Third-Party Delivery Services to Title 1 of Chapter 15 (Emergency and Disaster Management) of the Code of the City of Ann Arbor.** This proposed ordinance temporarily caps delivery fees during the COVID-19 pandemic and prohibits third-party delivery services from publishing inaccurate or misleading restaurant menus.

Other

May Water Quality Matters. The May issue of Quality Water Matters encourages residents to celebrate national Drinking Water Week May 2-8 by attending a virtual Water Treatment Plant tour. Those interested can [sign up](#) for a 45-minute tour to learn about how the city treats and delivers drinking water to more than 125,000 customers. There are multiple dates and times available during the week as well as two tour types, one for ages 10 to adult and one for ages under 10. Read the issue [online](#)

Free Wood Chips Available. City of Ann Arbor Public Works Department is making free wood chips available to residents at five locations around the city beginning Thursday, April 22, 2021. Residents are required to load and haul the material away themselves. The wood chips will be available while supplies last.

Locations for free wood chip pickup:

- Veterans Memorial Park.
- Southeast Area Park.
- Allmendinger Park.
- Furstenberg Park.
- 721 N. Main Street.

Location maps, as well as information about curbside composting and other compost issues, are available at www.a2gov.org/compost.

New Dog Licensing Ordinance Now in Effect. At the April 5, 2021, meeting, Ann Arbor City Council approved changes to the city's dog licensing ordinance with the hopes of simplifying the process and compelling more residents to comply with the law. The ordinance now has dog

licenses expiring at the end of the month in which the dog's rabies vaccination expires, with one- and three-year options.

Licensing fees have not changed. The fee to license a spayed or neutered dog remains at \$6 for one year, \$12 for unaltered dogs; and a three-year license is \$15 for spayed or neutered dogs, \$30 for unaltered dogs. Service dogs are licensed for free. Note in accordance with State Law, two-year licenses are no longer available.

Regardless of the month/date when the license is issued, in order to coincide with the effective dates of the rabies vaccinations, dogs having less than 24 months until their next rabies shot will be issued one-year licenses that expire on the last day of the month in which the shot must be administered. For dogs that have 24-months until their next rabies vaccination, a three-year option is available that will expire on the last day of the month of when their next rabies vaccine is due.

The city has issued approximately 3,300 dog licenses. With the changes to the ordinance and increased education efforts, the city aims to reach a licensing compliance rate of 40 percent in the coming years.

Why license? Michigan law requires all dogs over the age of 6 months to be licensed. Licensing protects community health and safety by requiring that rabies vaccinations are administered regularly. In addition, a dog license can help reunite lost dogs with their owners. What's more, only licensed dogs are permitted to play at the city's three off-leash dog parks, Broadway, Olson and Swift Run (www.a2gov.org/dogparks).

Visit the city website for more information on dog licenses, including the new application and rates, at www.a2gov.org/doglicense. Or to apply online, visit https://stream.a2gov.org/EnerGov_Prod/selfservice/AnnArborMIProd#/home

Did you know the City of Ann Arbor has a dog leash law? Per Chapter 107 of the city code, it is a violation to have a dog off leash in city parks, other than in a designated dog play area. The violation is punishable, per Chapter 107, 9:52, by a fine of not less than \$25 nor more than \$500 for a first offense and for a second offense not less than \$50 nor more than \$500.

AAPD is Accepting Applications for Police Chaplains Program. Applications are now being accepted for the [Ann Arbor Police Department Police Chaplains Program](#). This program will help the city provide a more comprehensive response to those in need, through support to both civilians and officers alike and during times of crisis and non-crisis incidents.

Ann Arbor Shares List of Planned 2021 Road, Sidewalk, Utility and Resurfacing Projects. The City of Ann Arbor released its list of road and sidewalk projects scheduled for construction in 2021. This year's projects include resurfacing/restoration of nearly 9 miles of roads, 6.2 miles of preventative maintenance and 5,700 feet of new sidewalk construction. All projects are listed online at www.a2gov.org/roadconstruction. Projects and schedules are subject to change. Construction work will cause road and lane closures, so travelers are advised to sign up for email or text alerts, at www.a2gov.org/roads.

May Events with NAP. The community is invited to participate with Ann Arbor Natural Area Preservation in the parks and nature areas this May. Events and volunteer opportunities include stewardship workdays to celebrate Arbor Day, International Migratory Bird Day and Huron River Day (all month long!), as well as the butterfly survey kickoff and much more. Please see the news release online at <https://www.a2gov.org/news/pages/article.aspx?i=783>, for details. For more information about NAP, visit www.a2gov.org/NAP.

17-year Cicadas. Ann Arbor, along with large parts of the Midwest and eastern United States, will experience a 17-year cicada emergence in May and June 2021. The cicadas, which do not bite and are harmless to humans, will present challenges to smaller saplings while benefiting larger and established trees. In response, the City of Ann Arbor is suspending its spring tree planting efforts and has established a website, www.a2gov.org/cicada (<https://www.a2gov.org/departments/forestry/Pages/17-Year-Cicada-Emergence-.aspx>), to help the community understand and prepare for the event.

Streetlight Outage Reporting. Did you know you can help the community be and feel safer by reporting streetlight outages? Simply visit www.a2gov.org/a2fixit (<https://www.a2gov.org/services/pages/report-a-problem.aspx>), or download the A2 Fix It app on your smartphone, to report streetlights that are no longer working. And remember, A2 Fix It isn't just for streetlights. You can use the tool to report potholes and missed cart pickups as well.



MEMORANDUM

TO: Tom Crawford, City Administrator
FROM: Colin Spencer, Purchasing Manager
DATE: 4/30/2021
SUBJECT: Sole/Best Source Data for April 2021

Pursuant to changes made to Chapter 14, 1:316 on 7/15/19 by Council, attached is the Sole/Best Source data for April 2021 for purchases over \$3,000. Any questions, comments or concerns please do not hesitate to reach out.

cc: Marti Praschan, Chief Financial Officer
Sara Higgins, Strategic Planning Coordinator

Sole/Best Source for April 2021

Unit	Amount	Vendor	Item	Description	Type	Notes
Parks & Rec	\$ 4,310.00	Penchura, LLC	*AP Invoice	MEMORIAL PROGRAMS - BENCH/TABLE	Sole Source	
WWTP	\$ 3,630.00	CBTS, LLC	TELEPHONE SERVICES INCLUDES INSTALLATION, MOVES, CHANGES, AD.91576	PHONE REPLACEMENT (WWTP)	Best Source	
Parks & Rec	\$ 14,000.00	Callaway Golf	*AP Invoice	GOLF MERCHANDISE	Sole Source	
Parks & Rec	\$ 14,000.00	Titleist	*AP Invoice	GOLF MERCHANDISE	Sole Source	
Transportation	\$ 54,000.00	Siemens Mobility	INTEGRATED SOFTWARE.20853	UTC-UX SOFTWARE LICENSE	Sole Source	Council Approved (21-0479, 4/5/21)
Fleet & Facilities	\$ 7,584.03	W.W. Williams	TRANSMISSIONS, COMPLETE.55775	#4616-TRANSMISSION REPLACEMENT	Best Source	
IT	\$ 3,386.00	Metro Controls	*AP Invoice	1 YEAR PREVENTATIVE MAINTENANCE WHEELER HVAC	Best Source	
Fire	\$ 4,078.08	Stryker Sales Corporation	*AP Invoice	2 AED's: LIFEPAK 1000	Sole Source	
WWTP	\$ 6,780.00	Goose Busters of Michigan	PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED).96258	GEESE CONTROL	Best Source	
Parks & Rec	\$ 6,255.00	Katz Raymond L	*AP Invoice	"TULIP" CANOE SCULPTURE REPAIR	Sole Source	
Systems Planning	\$ 24,400.00	Jacobs Engineering	SOFTWARE UPDATING SERVICES.92046	AM SCREAM MANHOLES PROGRAM ENHANCEMENT	Sole Source	
Safety	\$ 5,268.00	Roe-Comm, Inc.	*AP Invoice	HEARING PROTECTION AND COMMUNICATIONS SYSTEMS	Sole Source	