



TO: Steven D. Powers, City Administrator

FROM: Craig Hupy, Public Services Area Administrator

CC: Connie Pulcifer, Systems Planner
Cresson Sloten, Systems Planning Manager

DATE: March 27, 2014

SUBJECT: Pedestrian Safety and Access Task Force Project Information

On November 18, 2013 City Council passed Resolution R-13-367, which established a Pedestrian Safety and Access Task Force to “explore strategies to improve pedestrian safety and access within a framework of shared responsibility through community outreach and data collection, and will recommend to Council improvements in the development and application of the Complete Streets model, using best practices, sound data and objective analysis.” The resolution notes that “one of the tools recommended for implementing the Complete Streets model is to develop a task force to consider steps toward the creation of a comprehensive Pedestrian Safety Action Plan.” The work approach uses the Federal Highway Administration (FHWA) guidebook titled *How to Develop a Pedestrian Safety Action Plan* as a guide for the Pedestrian Safety and Access Task Force efforts.

The work approach recommends that professional facilitation services be obtained to support the Pedestrian Safety and Access Task Force in their work efforts which began on April 4, 2014 and is expected to continue through August, 2015 as shown in the probable timeline (attached, Exhibit 3). To this end, staff is preparing and issuing a request for proposal (RFP) and is involving the Task Force in the interviews and selection of a consultant to provide facilitation services for the duration of the project to support their work approach components:

- Task A. Identify Goals & Objectives
- Task B. Develop Community Outreach & Engagement Plan
- Task C. Ongoing Communications
- Task D. Determine Data Types & Issues Identification
- Task E. Analysis & Prioritization
- Task F. Safety Solution Alternatives & Funding Options
- Task G. Pedestrian Safety Action Plan Elements

Staff anticipates a consultant will be selected by staff and the Task Force for City Council consideration at their June 16 meeting.

The estimated amount for the facilitation work is \$70,000 to \$90,000. Of this amount, \$75,000 is currently budgeted for pedestrian safety and sidewalk-gap planning. The remaining \$15,000 will be included in the City Administrator's recommended FY 14 budget amendment.

Contracted facilitator services are necessary to allow staff to remain focused on other priorities and assignments and to provide the level of support the Pedestrian Safety and Access Task Force will require.