

December 31, 2019

**RE: Overview of optional tasks for supplemental work to the Transportation Plan Update**

**Optional Task 1**

*Scope:* Sam Schwartz will review the recruitment effort underway for the Transportation Engineer III/IV position and provide guidance on the skills and/or job responsibilities that will be important in the candidate for the City to achieve success in Vision Zero.

*Deliverable:* 1-page memorandum summarizing recommendations

*Hours/Cost Estimate:* 2 hours; \$0

**Optional Task 2**

*Scope:* Sam Schwartz will conduct a staffing resources gap analysis to identify gaps in the current structure and opportunities to strengthen the City's ability to respond to safety concerns. Sub-tasks will include:

- Review of current staff structure
- Series of key staff interviews to understand job responsibilities
- Peer city interviews
- Comparative analysis of Ann Arbor to peer and/or aspirational cities

*Deliverable:* Memorandum (up to 5 pages) summarizing findings and recommendations

*Hours/Cost Estimate:* 40 hours; \$5,000

**Optional Task 3**

*Scope:* Sam Schwartz will assess the procedures and practices of the operations and maintenance of the City's pedestrian and bicycle infrastructure. Sub-tasks will include:

- Inventory of current facilities using digital data sources to understand the scale of the operations and maintenance of these facilities.
- Review and documentation of existing resources and processes, including staffing levels and responsibilities, data availability and equipment and funding resources. Staff interviews including representation across departments and/or agencies and will include staff at various levels of their organizations. We anticipate conducting up to 10 interviews by phone for this task.
- Best practices review of peer and aspirational cities to include interviews with staff from 4-6 cities, as agreed upon by the City of Ann Arbor. Cities interviewed will include those known to have a strong safety record and that have similarities to Ann Arbor in characteristics such as size, population, population density, and climate.
- Develop an Operations and Maintenance Report highlighting recommendations for Ann Arbor to improve processes and procedures to consistently maintain a safer transportation network. The

report will focus on the practices and procedures found to be the best approaches as well as the resources necessary to implement them.

- Staff Meetings to hear feedback and identify potential challenges to implementation. Input received from these meetings will inform revisions to the draft report.
- Committee Meetings and Commission Presentations to accommodate additional advisory committee meetings and presentations to the Transportation Commission.

*Deliverables:*

- Technical memorandum summarizing existing infrastructure
- Interview questions
- Memorandum summarizing existing resources
- Memorandum summarizing interview notes and key findings
- Final Operations and Maintenance Practices Report
- Meeting materials and Transportation Commission Presentations

*Hours/Cost Estimate:* 206 hours; \$26,200

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**Sam  
Schwartz**