



## MEMORANDUM

TO: Mayor and City Council  
FROM: Howard S. Lazarus, City Administrator  
DATE: December 2, 2019  
SUBJECT: Response to Council Resolution R-19-460 – Resolution Directing Review of City Transportation Planning and Operations Management and Related Staffing

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This memorandum is provided in response to approved Council Resolution [R-19-460](#) “Resolution Directing Review of City Transportation Planning and Operations Management and Related Staffing” which directed the City Administrator to provide an update on transportation related items. Specifically, the resolution requires the following:

- The City Administrator negotiate with Sam Schwartz Consulting to amend the existing contract to include an assessment of our pedestrian and cycling environment before December 31, 2019.
- The City Administrator provide Council with a description of how the City uses the resources provided to develop and operate the right of way to achieve safe and efficient movement of all modes of travel, including the status of hiring of the additional FTE added in the FY2020 budget. The City Administrator will present this description to the Transportation Commission in its November 2019 meeting, and to City Council not later than the first Council meeting in December 2019.
- The City Administrator identify current standing requirements and consolidate the reporting requirements into a single quarterly report concerning design, construction, operation (including safety and crash data) and maintenance to Council.

While the Council resolution does not establish a requirement for the Transportation Commission to provide a formal response, the Administrator’s intent is to capture comments and integrate them into the memorandum that will be sent to Council.

### ***Amendment of Sam Schwartz Consulting Agreement***

Subsequent to the discussion at the Transportation Commission, the Council sponsor (Councilmember Griswold) clarified her intent in Resolution R-19-460, which was to have Sam Schwartz review a quick review of the City’s transportation staffing and provide some thoughts on what skills could be added through the hire of the new position added in the FY19 budget. Due to the limited nature of this request, the scope of work presented to the Transportation Commission is no longer needed. Staff will approach Sam Schwartz about providing this review within the current contracted services and budget.

## ***Use of Transportation Resources***

The detailed discussion of resources dedicated to operation, maintenance, and improvement of the City's transportation network is provided in the paragraphs that follow. A staff organization chart is provided as an attachment to this memorandum.

### **Personnel**

City Administrator and City Legal - City Administrator, City Attorney, Mayor and City Council account for 11% of the expenditures of the FY2020 Municipal Budget.

- *City Administration* is responsible for oversight of the City's overall operation. This work includes but is not limited to: strategic direction development; coordination with community stakeholders and elected officials; and execution of City Council policy. It should also be noted that Human Resources support all staff but listing HR staff is less critical since those working directly on transportation issues in other departments are identified throughout this memo. Staff who may work on transportation issues: Administrators/Attorney = 3; City Attorneys = 10; Administrative Support/Paralegal = 5.

Public Services Area – Public Services accounts for 6% of the expenditures of the FY2020 Municipal Budget.

- *Area administration* is responsible for oversight of the division. This work includes but is not limited to: strategic direction; coordination with community stakeholders and elected officials; budget setting and tracking; oversight of personnel. Staff who may work on transportation issues: Area Administrator = 1; Administrative support = 1; Finance Specialists = 4.
- *Engineering* is responsible for the capital improvements to and operations of the public rights-of-way. This work includes but is not limited to: the planning, design, standards development, and construction oversight of improvements to the public rights-of-way including vehicular travel lanes, bicycle facilities, and pedestrian facilities as well as coordination on transit facilities; installation, operations and maintenance of traffic control devices including signs and signals; installation and maintenance of City-owned streetlights; review of private developments which impact the public rights-of-way; administration of the traffic calming program; and inspection of any work performed in the public rights-of-way. Staff who may work on transportation issues: Management = 3; Capital Project Management Engineers = 6; Private Development Engineers = 3; Design Engineers = 2; Transportation Engineers = 3; Transportation Planner = 1; Drafters and Inspectors = 12; Signs and Signals Team = 12.<sup>1</sup>
- *Public Works* is responsible for the maintenance of the public rights-of-way. This work includes but is not limited to: winter maintenance of the roadways; street sweeping; pothole patching; and maintenance of vegetation in the rights-of-way. Staff who may work on transportation issues: Management = 2; Streets Team = 12.
- *Systems Planning* is responsible for the capital program planning, mapping, and public outreach coordination. This work includes but is not limited to: the development and maintenance of the Capital Improvements Plan; GIS inventory of assets; public engagement and stakeholder coordination.

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<sup>1</sup> A fourth Transportation Engineer was included in the current fiscal year budget. The position description has been researched and finalized, and the recruitment process has been initiated.

Staff who may work on transportation issues: Management = 1; Engagement Specialists = 2; GIS Specialists = 2; Capital Program = 1.

- *Fleet and Facility* is responsible for the Ann Arbor Airport and overseeing the maintenance of city-owned facilities. This work includes but is not limited to: support and maintenance of vehicles used by City staff to conduct work on the transportation network; operation and maintenance of the municipal airport. Staff who may work on transportation issues: Management = 1; Fleet maintenance staff = 10.

Community Services – Community Services account for 16% of the expenditures of the FY2020 Municipal Budget.

- *Planning and Development* is responsible for providing information to advise and guide development, redevelopment, improvements and preservation for those who live in, work in, and visit the City. This work includes but is not limited to: review of private development; development and maintenance the City's Master Plan; and development of land use codes and standards. Staff who may work on transportation issues: Management = 1; City Planners = 5.

Financial and Administrative Services – Financial and Administrative Services account for 7% of the expenditures of the FY2020 Municipal Budget.

- *Customer Service* is responsible for engaging the public and processing their requests and certain payments. This work includes but is not limited to: residential parking permit administration; street light outage reports to DTE; and routing customer concerns about transportation to the appropriate department. Staff who may work on transportation issues: Management = 1; Customer Service Representatives = 8.

Support from other departments – Financial and Budget Planning, Information Technology, and Risk Management Services all provide support to the other departments which work on transportation issues. This support is crucial but listing staff is less critical since those working directly on transportation issues from other departments are identified throughout this memo.

Safety Services – Safety Services account for 42% of the expenditures of the FY2020 Municipal Budget.

- *Community Standards* (within the Ann Arbor Police Department) is responsible for enforcing the city codes and ordinances that protect the public health, welfare and safety of residents. This work includes but is not limited to: parking enforcement of vehicles, bicycles, and e-scooters; vegetation/sight distance enforcement. Staff who may work on transportation issues: Management = 1; Enforcement Officers = 12.
- *Police Services* is responsible for providing protection and service. This work includes but is not limited to: enforcement of traffic laws and traffic control orders; serious crash investigations; and special event transportation operations. Staff who may work on transportation issues: 126 sworn officers.

## Resources

The Capital Improvements Plan outlines a schedule of public service expenditures over the ensuing six-year period (<https://www.a2gov.org/departments/systems-planning/programs/Pages/FY2016-2021-Capital-Improvements-Plan.aspx>). The categories related to transportation in the CIP are:

- Airport
- Active Transportation
- Bridges
- New Streets
- Other Transportation
- Parking Facilities
- Street Construction
- Transit

The City Budget sets the operating budget for the City over a two year period (<https://www.a2gov.org/departments/finance-admin-services/financial-reporting/budget-guide/Pages/BudgetPublicProcess.aspx>). The funds in the FY2020 budget related to transportation are:

- Major Street Fund (0021) = \$16,550,159
- Local Street Fund (0022) = \$7,778,783
- Metro Expansion (0036) = \$436,495
- Alternative Transportation (0061) = \$2,521,618
- Street, Bridge & Sidewalk Millage (0062) = \$22,638,465 (note: this funding also supports utility work and the entire amount should not be assumed to go towards transportation initiatives)
- General Fund - There are some activities related to transportation that are funded through the general fund. It fronts the money for design & public engagement for sidewalk gap projects; funds special transportation initiatives like the Transportation Plan Update; and is the funding source for paving gravel roads.

### **Reporting**

The requirement to provide a consolidated quarterly report is already being met. Staff provides a consolidated report concerning ongoing transportation issues to the Transportation Commission at its monthly meeting. That report is then forwarded to City Council as an attachment to the City Administrator's Update. Similarly, crash data is also included as a City Administrator Communication. However, these reports will be consolidated into a single document going forward to highlight their visibility.

As always, please do not hesitate to contact me if I can be of further assistance or if you have any questions.

1 ATTACHMENT

Engineering and Transportation Organization Chart

cc: J Fournier  
R Hess  
S Higgins  
C Hupy  
N Hutchinson  
C Redinger

Howard Lazarus  
City Administrator

Craig Hupy  
Public Services Administrator

Nick Hutchinson  
City Engineer

Raymond Hess  
Transportation Manager

**Transportation Planning:**  
Eli Cooper – Transportation  
Program Manager

**Transportation Engineering:**  
Cyrus Naheedy –  
Transportation Engineer II  
Cynthia Redinger –  
Transportation Engineer IV  
Luke Liu – Transportation  
Engineer IV  
Vacant – Transportation  
Engineer III or IV

**Signs and Signals:**  
Chuck Fojtik – Signs and  
Signals Supervisor

Kevin Braun – Technician V  
Dennis Fischer – Technician V  
John Tomich – Technician V  
Jeremy Sype – Technician V  
Steve Longworth – Technician  
IV  
Scott Hogan – Technician III  
Adam Michelson – Technician  
III  
Jerry Perrine – Technician III  
Derek Van Stone – Technician  
III  
Kevin Wachowiak – Technician  
III  
Vacant – Technician III  
Vacant – Technician III