

Staff Memo to Council (Agenda Item Companion)

TO: Mayor and City Council

FROM: [City Manager / Public Works Director / Transportation Director]

DATE: [Insert Date]

SUBJECT: Authorization to Establish a Crash Analysis Studio Process

PURPOSE

The purpose of this item is to request City Council authorization to establish a Crash Analysis Studio as a standard internal process for reviewing fatal and serious traffic crashes.

BACKGROUND

Following a fatal or serious traffic crash, the City currently responds through emergency services, law enforcement investigation, and claims management processes. While these functions are necessary, they are primarily designed to determine fault, manage liability, and restore normal operations. They do not provide a structured mechanism for multidisciplinary learning or for identifying timely safety improvements.

The proposed Crash Analysis Studio process provides a formal, city-led framework for reviewing fatal and serious crashes in order to identify contributing factors related to street design, operations, and policy. The process is modeled after established professional review practices used in other high-risk fields and is intended to complement, and not replace existing investigative and legal processes.

DISCUSSION

The Crash Analysis Studio would be convened after fatal or serious crashes and would include relevant City departments and other participants as deemed appropriate by the City Manager or designee. The focus of the process is forward-looking: identifying practical actions that may reduce the risk of future crashes.

Key features of the process include:

- Multidisciplinary participation
- Structured review of available information
- Documentation of findings and recommendations
- Identification of immediate, near-term, and long-term safety responses
- Execution of identified safety responses

The process does not assign fault or determine liability, and participation and implementation remain subject to existing authority, policy, and resource availability.

FISCAL IMPACT

Initial implementation of the Crash Analysis Studio process can be accommodated within existing staff resources. Any recommended improvements would be evaluated and prioritized through normal budgeting and capital planning processes.

RECOMMENDATION

Staff recommends that City Council adopt the attached resolution authorizing the establishment of a Crash Analysis Studio process for the review of fatal and serious traffic crashes.