



City of Seattle
Edward B. Murray, Mayor

Department of Transportation
Scott Kubly, Director

Letter of Expectations – Report for Q3/4 2015
December 8, 2015

Maintain a constructive working relationship with the Council as demonstrated by timely and complete responses to inquiries and requests for information

- The charts below are two examples from the second quarter. We send a detailed report to your office each week detailing the specific requests that come through your office.

SDOT Service Requests From: Sep 25, 2015 To Oct 1, 2015

Date Report Run: Oct 2, 2015

Description	Received	Closed	Total Open	Total Overdue	Total Received YTD
SDOT-ADA request					24
SDOT-Damaged sidewalk	16				871
SDOT-General Inquiry	102	91	263	156	3,120
SDOT-Mayors Office Correspondence	26	17	46	22	400
SDOT-Pothole	62		2		3,872
SDOT-Safe Routes to School					21
SDOT-Sign and Signal Maintenance	62		1		2,020
SDOT-Traffic Calming	9	12	12	10	284
SDOT-Vegetation	8				521

SDOT Service Requests From: Sep 18, 2015 To Sep 24, 2015

Date Report Run: Sep 25, 2015

Description	Received	Closed	Total Open	Total Overdue	Total Received YTD
SDOT-ADA request	1				24
SDOT-Damaged sidewalk	21				854
SDOT-General Inquiry	97	126	245	134	3,015
SDOT-Mayors Office Correspondence	25	9	37	16	374
SDOT-Pothole	51		2		3,808
SDOT-Safe Routes to School	1				21
SDOT-Sign and Signal Maintenance	49		1		1,959
SDOT-Traffic Calming	11	9	14	11	274
SDOT-Vegetation	12				514

Provide regular and timely updates and information on significant policy development, capital projects, and operational and financial matters at meetings with the Chair of the Transportation Committee

Current issues are addressed at each Transportation Committee meeting. The list below are the specific capital projects that you've requested we report on each quarter.

- **47th and Admiral:** Completed
- **First Hill Street Car:**
 - All six streetcars in the First Hill Streetcar fleet have completed performance testing and reached Substantial Completion
 - Mainline operational testing is underway. Currently this occurs with up to four cars in operation, 7:30 AM to 11 PM. Concurrent with this activity, cars are completing their post-performance testing, which requires 500 kilometers per car, on the route, with no failures in the last 100 kilometers. If there are any failures in the last 100 kilometers, the test of the last 100 kilometers is re-started until successfully completed. Four of six cars have completed this step
 - The week of December 7, mainline operational testing will expand to fully simulate passenger service, expanding the span to 5 AM to 1 AM and adding a fifth car during peak periods
 - Safety certification documentation is being finalized with completion expected the week of December 7
- **2015 Bridging the Gap Bicycle Master Plan Projects:** - Status Report
 - Submitted 12-4-15
- **Burke Gilman Trail Missing Link:**
 - Q3: Data collection completed and alternatives design (10%) continued
 - Q4: Alternatives design completed; discipline reports continued; draft EIS started
- **Westlake Cycle Track:**
 - Notice to Proceed has been issued; construction completion is expected in summer of 2016
 - A drop-in session to share the final design was held on 11-19-15
 - An agreement reached with Westlake business Nautical Landing allows the Westlake Cycle Track project to move into construction
 - To minimize impacts to neighboring businesses, the cycle track will use the existing pedestrian bridge in the 2400 block of Westlake Avenue N to create a separated bike lane.
- **23rd Ave Corridor Project – Phase 1 is currently under construction and is expected to be complete in early 2017**
 - Modifying 23rd Avenue from a four-lane street to a three-lane street - one lane in each direction with a center left-turn lane (key intersections will stay four lanes)
 - New pavement
 - Widening sidewalks to at least five feet and repairing broken and buckling sidewalks
 - Installing new streetlights
 - Upgrading traffic signals to give transit priority at key locations
 - Consolidating bus stops to improve transit speed
 - Replacing a 100 year-old water main that runs underneath 23rd Avenue
 - Construction underway:
 - From S Jackson St to E Cherry St, crews are rebuilding the street. A full northbound closure with detour to Martin Luther King Jr Way is in effect.
 - Crews have finished replacing the water main from E Cherry St to E Union St. Travel is reduced to one lane in each direction, though drivers can still travel both north and south on 23rd Ave. The full northbound closure with detour to Martin Luther King Jr Way started November 30.

- From E Union St to E John St, crews are working to replace the water main. Drivers can travel both north and south on 23rd Ave, but travel is reduced to one lane in each direction.
- **Fauntleroy Way Improvement Project:** This program is paused while we determine the costs and feasibility of undergrounding. Funding is secured in the Move Seattle levy, so the project is now mostly funded.
- **King Street Station:**
 - Legislation to authorize the Amtrak lease will go to Council in January 2016
 - We continue to work with the Office of Arts & Culture regarding the potential for them to occupy the 3rd Floor and, possibly, a portion of the 2nd Floor
 - We have also met with a non-profit that trains members of immigrant communities in Seattle to operate food trucks. Their concept is to use spaces on the 2nd Floor as an incubator for new food truck concepts, providing a food service venue for the surrounding areas, sort of a cross between Melrose Market and Fare Start.
 - We are preparing to continue to activate the station for several short-term exhibits through 2016, or until the space is leased and ready to be occupied.
- **Bike Share next steps:** We are preparing our response to the Council Budget Proviso requesting a business plan; we expect to complete that in 2015.
- **Winter Storm Response:** We are in a state of readiness during the critical winter months. Crews will be called out if/when needed. We updated our snow and ice response protocols in 2014. We have increased the number of brochures that we print and added additional languages that had been missing.

Apprise the Council President and the Transportation Committee Chair of any significant emergent transportation matters such as closures of major highways and streets, serious traffic or transportation related incidents, and the like

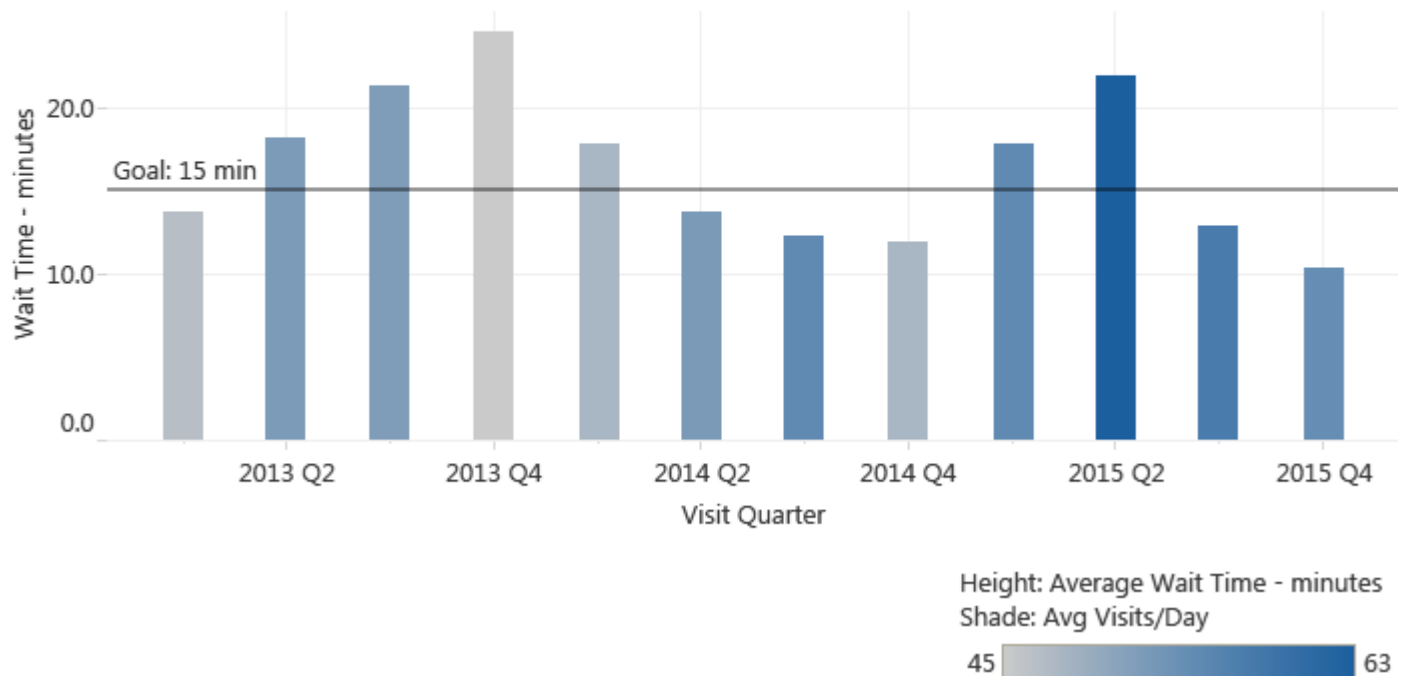
- SDOT has implemented a Duty Officer program. The Duty Officer is charged with keeping the Mayor and Council informed if a serious event occurs. Duty Officer protocol is listed below:
 - Consistent Approach; train to it
 - Most vulnerable locations impacting N-S mobility: Rainier, I-5, SR 99, Battery Street Tunnel, West Seattle High Rise, moveable bridges
 - Times to be diligent – peak hour and hour before, during significant events (Mariners + Seahawks or Sounders)
 - Role: Monitor activity, assess urgency
 - Communication:
 - Nature of the incident, what we are doing, answer questions
 - Contact Scott Kubly
 - Contact Mayor's Office
 - Contact Mayor Murray
 - Contact Council members
 - Contact SPD leadership if event is growing to assess for SPD presence in Transportation Operations Center
 - Who else should be informed – Metro, Sound Transit, Port
 - Who leads the incident/directs the resources – SDOT Maintenance Operations Division, Traffic Operations Division depending on the incident
- SDOT maintains a three-month calendar of outreach activities related to our current projects.

Provide timely information and assistance to people who may be affected by projects or changes in policies

- Public participation – community outreach and engagement is critical to the work we do. Seattle is a diverse and growing city; we attempt to engage all residents, including historically underrepresented communities. We use a wide array of tools – both conventional and innovative – to reach diverse audiences. And we take care to strike a delicate balance between overburdening a community (and ourselves) with process and doing our work
- Current projects and plans that we are keeping the public informed of include: Move Seattle, Access Seattle, Vision Zero, the Elliott Bay Seawall, the Active Streets Program, the Active Transportation Program, Bridging the Gap/levy renewal implementation, Center City Bike Network development, Freight Master Plan and large capital projects such as Mercer and the Streetcar
- SDOT provides extensive outreach to the community for a number of projects both large and small; these efforts are also listed on the project pages on our website.

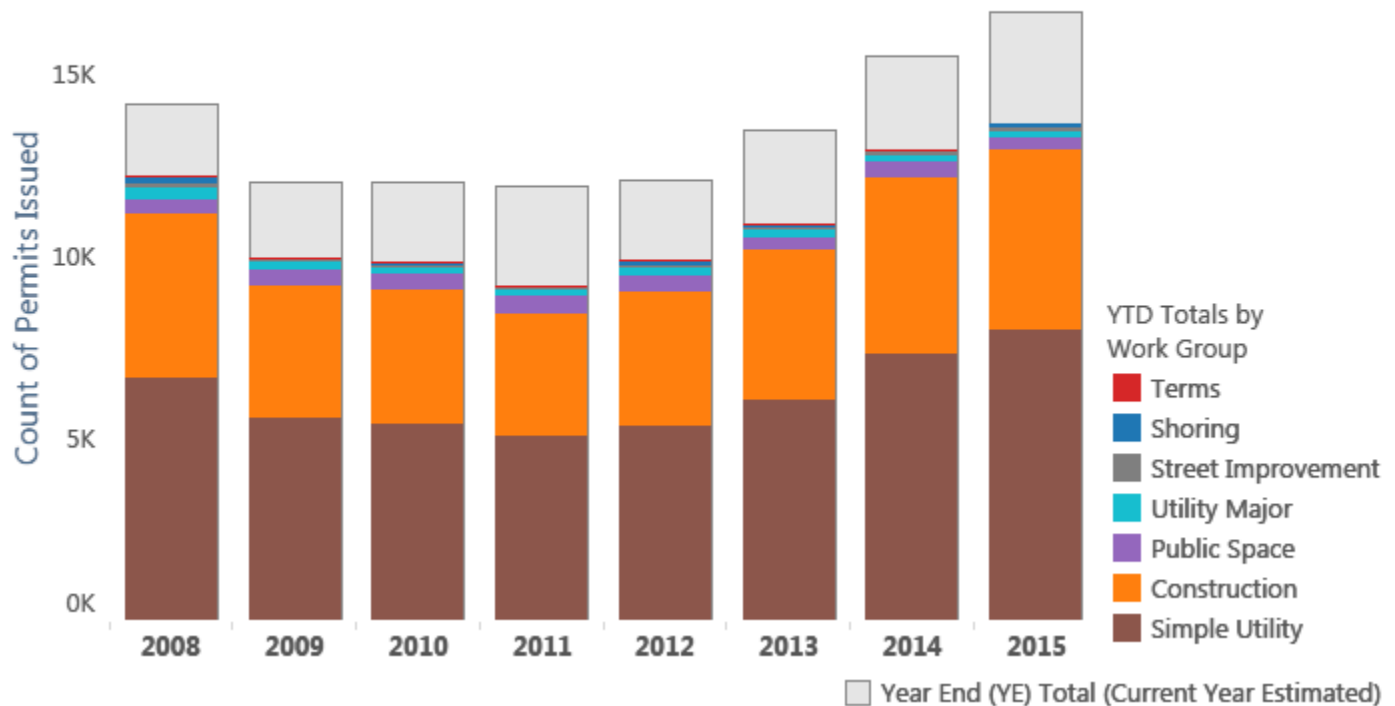
Review and establish measurable goals relating to permitting process; regularly report to Council and public on SDOT permitting performance results

Applicant Services - Annual Average Wait Times vs Average Visits Per Day 2013 - 2015 YTD (11/6/2015)



Permit Volumes - Annual Permits Issued

2015 YTD (11/6/2015)



Ensure coordination and integration of projects while implementing the City's adopted plans

SDOT relies on the following policies and plans to coordinate our work:

- Move Seattle
- Bicycle Master Plan implementation
- Center City Streetcar
- Seattle Transportation Benefit District
- Pedestrian Master Plan Update
- Comprehensive Plan Update
- Right of Way Improvement Manual
- Complete Streets (e.g., 23rd Avenue, Roosevelt)
- Pavement Opening and Restoration Rules – As part of our right-of-way coordination efforts, SDOT is preparing some changes to SMC 15.21 and Pavement Opening and Restoration Rules.
- Center City Mobility Plan
- Shared Mobility Plan

Develop and report on protocols with other relevant departments, including SPD on lines of authority and coordination of construction projects to reduce impacts to businesses, pedestrians, bicyclists, transit and motor vehicles

- **Incident Response:**
 - Action Highlights for 2015
 - Improving notification system to Transportations Operations Center
 - Improving coordination between SPD and Transportations Operations Center
 - Escalating command across departments for major decisions
 - Providing training to majority of staff involved in response

- Distributing appropriate labor, material, and equipment for mitigation and clearance
 - Providing public facing alerts and alerts to transportation partners
 - Establishing performance measurement procedures
 - Coordinating with towing company for appropriate equipment and timing
 - Recurring multi-agency meetings
 - Holding After-Action Debriefs
- Looking Ahead to 2016
 - Report progress to the Mayor and Council early in the year
 - Develop Transportation Incident Management (TIM) Policy Manual
 - Integrate TIM into major construction closures
 - Continue work on remaining recommendations
- **Access Seattle:**
 - The Outreach Plan
 - Access Seattle outreach targets four key groups with a core message and additional information tailored to each group's specific needs
 - An up-to-date website
 - Fact sheet/brochure
 - Social media activity
 - Stakeholder notifications
 - FAQs
 - Council and Mayor briefings
 - E-newsletters and/or regular email updates
 - Measuring success
 - Increased participation in collaboration and coordination activities
 - Perception that impacted areas are accessible
 - Intercept survey year-to-year changes

Develop and report on protocols with SPD for responding to emergencies to ensure safe and effective incident response while minimizing traffic disruption

- Please see SR 99 Incident Response After-Action Plan submitted on 9/24/2014
- Transportation Committee was briefed on the Traffic Incident Management strategies that resulted from the recent study at the 8/13/2015 meeting
- Transportation Committee was briefed again on 11/24/15

Develop Department Capital Improvement Program (CIP) in consultation with the City Council, including review of options and alternatives with Council prior to adoption of the CIP

- This took place during the 2015 and 2016 budget processes

Review proposed financial grant applications with Council where Council approval is required, including showing options and alternatives for which grants could be used prior to applying for the grants

- We currently report to you monthly (and more often when we have the information) on any upcoming grant processes

Ensure continued productive working relationships with other city departments, as well as other governmental entities, such as Sound Transit and Metro Transit

- Metro/Seattle transit purchase agreement completed at the end of 2014; this agreement is being implemented as of June 1, 2015
- Sound Transit – provide staffing to CM O’Brien and the Mayor for their roles as board members; work closely with staff on how best to participate in discussions for ST3
- Working with Sound Transit and Metro on changes related to U-Link and the Alaskan Way Viaduct
- Work closely with WSDOT on the Seawall and Waterfront projects
- Provide briefings for councilmembers regarding the Metro Transit Service Guidelines Task Force
- Provide briefings and background materials for councilmembers who are members of the PSRC

Continue to support the City's important RSJI goals and a positive work environment that fosters open communication, inclusivity, diversity and equity

Provide regular updates to the Council on WMBE achievements

WMBE/HUB Program:**Overall YTD WMBE**

	Overall SDOT YTD Spend Broken Down by WMBE vs NONWME (Summit Data)						
	(1/1/2015 – 10/31/2015)						
	Consulting 60% \$38,805,068.78		Purchasing 39% \$25,871,480.99			Other <1% \$139,561.23	TOTAL
	Consultant Contract 55%	Consultant Roster 5%	Purchasing Blanket 36%	Purchasing Contract 1%	Purchasing Direct Voucher 2%	Emergency Contracts/ Non-Compliant	
NON WMBE	\$32,691,808	\$1,851,489	\$21,921,409	\$824,422	\$982,117	\$139,561	\$58,410,806
WMBE	\$2,686,799	\$1,574,972	\$1,980,733	\$11,135	\$151,666	\$0	\$6,405,305
TOTAL	\$35,378,607	\$3,426,461	\$23,902,141	\$835,557	\$1,133,783	\$139,561	\$64,816,111

- This data only reflects payments made to prime contractors as per City guidelines on WMBE tracking. Subcontractor data is not reflected.
- SDOT 2015 Consultant WMBE Goal is 12% and we are presently at **10.98%**
 - We are on track for our 2015 SDOT Consulting WMBE Goal.
- SDOT 2015 Purchasing WMBE Goal is 10% and we are presently at **8.29%**.
 - We have more to do on our 2015 SDOT Purchasing WMBE Goal.

Inter-Departmental, Intergovernmental Updates

- Utility restoration
 - As part of our renewed right-of-way coordination efforts, SDOT is preparing to make some changes to SMC 15.32 and the Pavement Opening and Restoration Rules (http://www.seattle.gov/transportation/docs/dr_sspor5-2009.pdf)
 - These changes will bring Seattle in line with national and regional practices for pavement preservation after utilities and others cut into it. We are working with the public and private utilities to get their input.