



City of Seattle
Edward B. Murray, Mayor

Department of Transportation
Scott Kubly, Director

MEMORANDUM

Date: January 27, 2105
To: Transportation Committee
From: Scott Kubly, Director
Subject: SDOT Director Letter of Expectations Report for Fourth Quarter 2014

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

- The charts below are requests received from all sources for two weeks in December. We can provide you with information for the entire quarter if you would like.
- We provide weekly updates to your staff on the status of constituent requests
 - SDOT provides a weekly spreadsheet indicating requests made and their status
 - In Q4 we received 29 requests from your office; we closed 35 requests including some from previous quarters; we closed 18 of the 29 requests received in Q4
 - 62% of our Q4 inquiries are closed
 - We are working to improve the turn-around time on requests

SR Type	Received	Closed	Total Open	Total Received YTD
SDOT-ADA request				34
SDOT-Damaged sidewalk	8		1	521
SDOT-General Inquiry	37	9	402	3,276
SDOT-Mayors Office Correspondence	2	6	38	371
SDOT-Pothole	119		1	4,706
SDOT-Safe Routes to School				28
SDOT-Sign and Signal Maintenance	29			2,177
SDOT-Traffic Calming	2	1	18	560
SDOT-Vegetation	2			456

SR Type	Received	Closed	Total Open	Total Received YTD
SDOT-ADA request	1			34
SDOT-Damaged sidewalk	10		1	513
SDOT-General Inquiry	53	72	371	3,238
SDOT-Mayors Office Correspondence	22	21	41	369
SDOT-Pothole	123		1	4,590
SDOT-Safe Routes to School				28

SDOT-Sign and Signal Maintenance	52			2,145
SDOT-Traffic Calming	3	8	17	558
SDOT-Vegetation	18			454

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

- Per our 12-2-14 meeting with you, information about each of these specific projects and other significant projects is provided in our monthly director’s report to the Transportation Committee and in my monthly meetings with you.
- **47th and Admiral:** see the revised schedule below:

Milestone	Original Schedule	Actual/Anticipated	Reason	Delay Added
60% Design	April 11	April 17	Survey Provided 3/21 (ASAP)	1 week
90% Design	June 3	June 18	1 week behind from previous milestone, 1 week for extra comment resolution	1.5 weeks
100% Design	June 27	August 21	Aggressive schedule, late scope change, and late review comments from Project Sponsor	6 weeks
Ad	August 15	November 19	Department Circ from SCL was delayed. CPCS misplaced package for 2 weeks. No advertisements or bid openings during holiday weeks.	4 weeks
NTP (Construction Start)	October 21	February 10	Cumulative delays plus holidays	0 to date
Substantial Completion (Construction Finish)	April 28 (longer duration for weather related striping delay)	June 9	The construction duration is shorter with the delayed schedule. Channelization work was delayed in the original schedule.	TBD
Physical Completion	June 30	August 11		TBD

*Physical Completion is after final inspections and punchlist work completion

- **First Hill Street Car:**
 - Vehicle manufacturing:
 - The manufacturer submitted an updated schedule showing the sixth car delivery in June 2015
 - SDOT has requested a revised schedule to allow service to begin by May 1; the manufacturer is currently working on revisions to the schedule and staffing plan to try to meet this milestone
 - Please see Q4 report for additional information – provided separately
- **Center City Connector:**
 - **Vintage Street Cars:** In response to SDOT’s proposed conditions for considering integration of vintage streetcar on the Center City streetcar system, vintage streetcar advocates made two requests: storage

space for two vintage streetcars, and technical assistance with evaluation of battery drive retrofit of the vintage cars. SDOT has identified some vacant City land that could be made available to store two vintage streetcars; a fabric structure could be installed for \$25K to \$50K.

- **Local Match:** We will brief CM Rasmussen on 1-7-14 on our plan to raise funds for the local match

- **2014 Bridging the Gap Bicycle Master Plan Projects:**

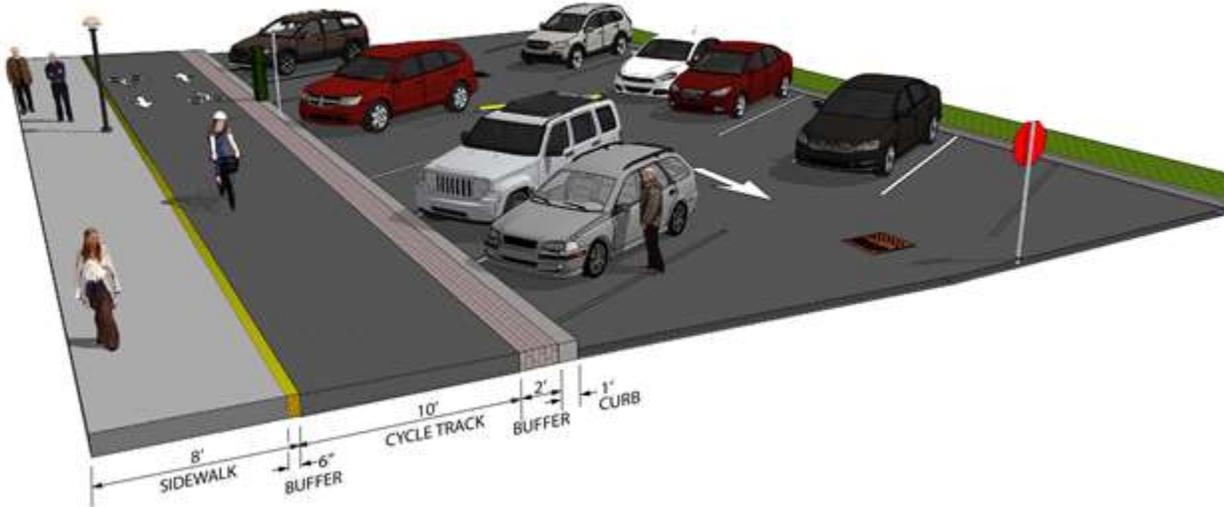
2014 BTG BMP Deliverables	Unit	2014 Target	2014 Delivered
Inspect trails	miles	40	40
Trail spot improvements	improvements	10	10
Bicycle facility maintenance	lane miles	60	60.5
Bike lanes and sharrows striped	miles	6	6.3
Bike route signs installed	miles	25	25.2
Neighborhood greenways installed	miles	4	4
Bicycle parking Spaces	spaces	500	515

- Neighborhood Greenways completed in 2014:
 - Lake City/Olympic Hills
 - University District/12th Avenue
 - Jackson Place/Hiawatha
 - Madison Park/37th Av E
 - Wedgwood (extended existing Greenway)
- Other project highlights included:
 - Westlake Cycle Track - 30% design was completed this Fall and project is on track to begin construction in Fall 2015
 - Second Avenue Protected Bicycle Lane Demonstration Project - installation was completed in September
- Items noted as “delayed” in the September 2014 SLI response:
 - The two items noted as “delayed” (100% design for Seventh Avenue and a funding plan for Seventh, Second or Fourth, and connections) and the one item noted as “partially delayed” (30% design for two downtown miles) are being addressed as part of the Center City Bicycle Network contract.
 - The contract has taken slightly longer than expected to finalize, but we still expect to meet the milestones described in the September 2014 SLI response. Updates on the Center City work will be included in the twice-yearly BMP Implementation Plan status reports.
- **Burke Gilman Trail Missing Link:** The Burke Gilman Trail Missing Link’s environmental work is underway for the final alignment. In addition, a safety project to address bicycle falls has been implemented on NW 45th Street. A two-way bicycle lane was installed as part of the interim operational change, which has been working fairly well. We are making some minor changes to the two-way bicycle lane based on some public feedback.
- **Westlake Cycle Track:** SDOT has developed a draft Parking Management Strategy for the parking area of Westlake Avenue N. A flier sharing information about the strategy is being mailed the first week of December. Feedback is being collected via an online survey. The survey closes December 19 and SDOT expects to start implementing parking changes the first quarter of 2015.

The cycle track is currently at 30% design. SDOT presented this design to the DAC on Nov. 19. Feedback primarily focused on pedestrian safety crossing the cycle track; speeds of people biking on the cycle track; back-in angle

parking along the west side of the parking area and how drivers would unload from their trunks in the planting strip. SDOT will present 90 percent design to the DAC in February 2015.

A sample cross section of the 30% Design follows:



- **Multi-Modal Corridor Projects:** Sara Zora, our Multi-Modal Corridor program manager introduced the Multi-Modal Corridor planning effort, specifically to generate interest in the Lake City Way corridor planning effort, to the North District Council the week of 12-5-14.
- **Fautleroy Way Improvement Project:**
 - The project team met with the local fire station to discuss Chief Gary English's 60% design comments and get their input on local fire operational needs
 - Geotechnical drilling started on Wednesday, December 17
 - Updated project information was distributed along the corridor to area businesses
 - No construction dollars have been identified at this time; project will require additional non-SDOT funding for undergrounding; approximately \$6 million
- **Grant Applications under consideration:**
 - 2014 WSDOT Grant Programs - WSDOT staff announced their recommendations for most of their 2014 grant programs; the state legislature often makes adjustments to the lists before final approval:
 - Highway-Bridge program – staff recommended \$3 million to remove Post Ave. Bridge and retrofit N.E. 45th St. Bridge
 - Regional Mobility program (transit) – no SDOT projects recommended for funding
 - Ped-Bike and Safe Routes to School programs – no SDOT projects recommended for funding
 - City Safety – recommendations not released yet; SDOT has requested \$1 million
- **SR 99 and West Seattle Emergency Response:** please see page 9
- **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 can provide a briefing to you or the committee if you would like.

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

- Alaskan Way Viaduct:
 - SDOT continues to work with WSDOT, other City departments, the County, and private utilities to monitor ground settlement centered in the Pioneer Square neighborhood
 - SDOT has engaged CH2M Hill to conduct an independent analysis of the safety of the viaduct
 - Staff from SDOT and SPU briefed Councilmembers O'Brien and Godden on 12-19.

Provide advance notification of delays in implementing Council-directed policies, programs, and projects

- My staff is in regular communication with your staff regarding issues of concern both large and small
- Additional time to submit this quarterly report was requested and approved on 12-23-14

Develop a standard practice of high-quality customer service and courtesy to the public provided by department staff, consultants and contractor

- Providing weekly updates to your staff on the status of constituent requests
 - SDOT provides a weekly spreadsheet indicating requests made and their status
 - In Q4 we received 29 requests from your office; we closed 35 requests including some from previous quarters; we closed 18 of the 29 requests received in Q4
 - 62% of our Q4 inquiries are closed
 - We are working to improve the turn-around time on requests
- Adhering to the Mayor's Office's new protocol for responding to SDOT-related requests that come to the Mayor
- Developing new, department-wide outreach standards (to be rolled out early February)
 - Baseline outreach for all projects/programs
 - Up-to-date website
 - Social media posts
 - Project/program hashtag
 - Fact sheet/brochure
 - Mailings, fliers, or door hangers
 - Project signage
 - Photos
 - Additional requirements depending on the project
 - In-person community contact (attend community meeting, door-to-door, host a meeting or drop-in session)
 - Project email list with regular updates
 - Thank you letter to project proponents and supporters
 - Program and project updates to relevant boards/commissions
 - Press release
 - Attend community, stakeholder, and boards/ commissions meetings
 - Council and Mayor briefings as needed
 - Host meetings/events around milestones
 - Earned media
 - Press release
 - Ad buys

- Feedback survey(s)
- E-newsletters and/or regular email updates
- Focus groups
- Advisory committee
- Use public outreach and engagement liaisons
- Community celebration or thank you event
- Op-eds
- Trainings for staff to be held every other month
 - How to develop an inclusive public involvement plan
 - Media training
 - Public speaking
 - Powerpoint 101
 - Writing tips for print and website

- SDOT maintains a three-month calendar of outreach activities related to our current projects. Please see example below which includes activities for September, October, and November

DIV	INTERNAL / OUTREACH ACTIVITIES	SEP	OCT	NOV
CPRS	23rd Ave Corridor: Madrona Farmer's Market	5		
	47th/ Admiral Signal Project- Admiral Neighborhood Association	9		
	2014 Pedestrian Projects - North Beacon Safety Connections Drop-in Session	9		
	23rd Avenue Corridor Improvements Project - Drop-in Session	10		
	Fauntleroy Way Blvd- Open House	23		
	23rd Avenue Corridor Improvements Project -Central Area Block Party participation, host table	27		
	Bridge Rehab/Replacement Fairview Ave N-Open House		End	
	Bridge Rehab/Replacement Yesler Way Over 4th Ave S - Open House		End	
	23rd Ave Corridor Improvements Project - Open House			Mid
MP	Center City Streetcar Outreach-East West Alternatives, Construction Phasing Options, Urban Design	Mid		
	SR 520 west end concept design open house	Mid		
	AWV Stakeholders briefing	Mid		
P&P	Community Access and Parking Program in Ballard Community Outreach - Ballard Ave Landmark Advisory Update, Ballard District Council Update, and Central Ballard Residents' Association Meeting	10, 11		
	Attending DowntownSeattleParking.com partnership marketing meetings with WSDOT, Alliance for Pioneer Square and DSA to implement SR-99 Parking Mitigation Marketing Plan	11,25	9 , 23	

	PSRC Public Comment period opened on federal grant awards	11		
	Pioneer Square Sunday time limits final plan mailer	Mid		
	Community Access and Parking Program in Ballard - Ballard Parking Advisory Group meetings	24		
	Madison Corridor Bus Rapid Transit Project Definition Study - First Open House	Mid		
	Quarterly network meetings with CTR employer representatives (8 mtgs)	Mid		
	Freight Master Plan advisory committee convened	Mid		
	Third Avenue Urban Design Study Community Engagement (multiple briefings and events)		Mid	
TM	Rainier Valley Neighborhood Greenway Open House #2	2		
	Central Columbia Neighborhood Greenway Open House #1	22		
	School Traffic Safety Committee	26	24	21
	Westlake Cycle Track Design Advisory Committee Meetings	30		
	Back to School Traffic Safety Awareness (yard signs)	Ongoing		
	Pedestrian Safety for Seniors (outreach)	Ongoing	Ongoing	Ongoing
	Lake City Way Traffic Safety Corridor Project - Public launch of project, extra enforcement patrols begin	Ongoing	Ongoing	Ongoing
	School Road Safety Action Plan (task force meetings, outreach, plan development)	Ongoing	Ongoing	Ongoing
	2014 parking rate changes	Ongoing	Ongoing	Ongoing
	Westlake Cycle Track Open House		22	
	35th Avenue SW Road Safety Corridor Project (public launch of planning process)		22	Mid
	Rainier Valley (north-south) Neighborhood Greenway Open House #1			Mid
SUUF	Parklet program public notice periods	Ongoing		
	Friends of Shoreline Street Ends Meeting	4		
	Bike Share public notice periods conclude	5		
	Extended deadline for PARK(ing) Day applications	5		
	Newsstand Maintenance Stakeholder Meeting	12		
	Targeted schools outreach related to Play Street Pilot Program begins	Mid		
	Ballard Public Restroom Siting Project Steering Committee Meetings (related to the siting of a facility in central Ballard)	18	16	
	Newsstand website launch		End	

University District Alley Activation Task Force Meeting (concept design and activation plan for 3 blocks of alleys in the University District)		Early	
Public review/comment period begins for Draft Trees & Sidewalks Operations Plan		Early	
Weedin Place Steering Committee Meetings (related to the design of a partial closure and community gateway on Weeding Place in the Roosevelt neighborhood)	-	Mid	
Bike Share launch		13	
City of Seattle Arbor Day		18	

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

- Current projects and plans that we are (and will be shortly) 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 Mercer and the Streetcar
- SDOT provides extensive outreach to the community for a number projects both large and small; these efforts are also listed on the project pages on our website. Please see below for an example:

2015 Arterial Paving Project: Roosevelt Way NE AAC Project

December 9, 2014

Project updates – December 2014

Thank you to those who were able to attend our November 17 open house! If you missed the meeting, check out the event recap and project materials [below](#).

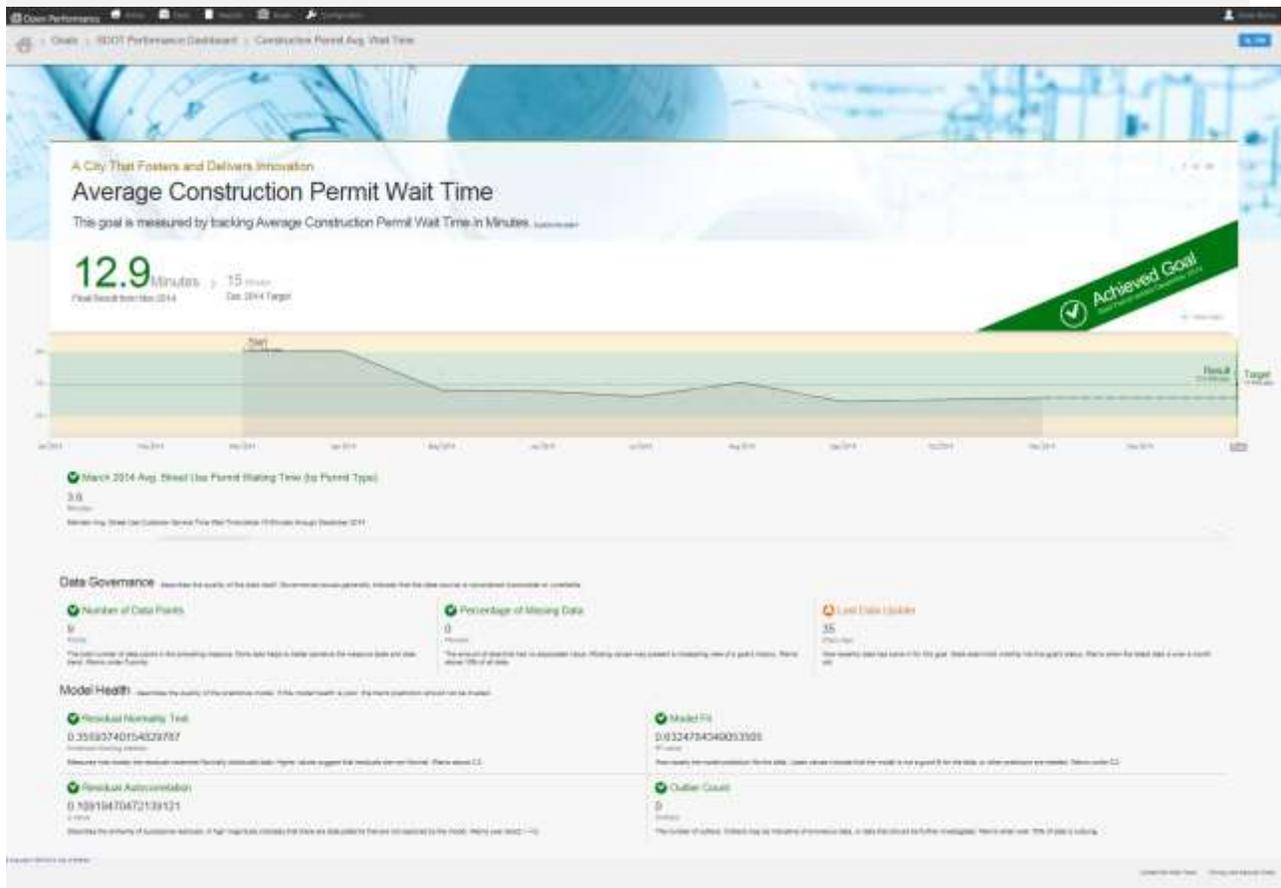
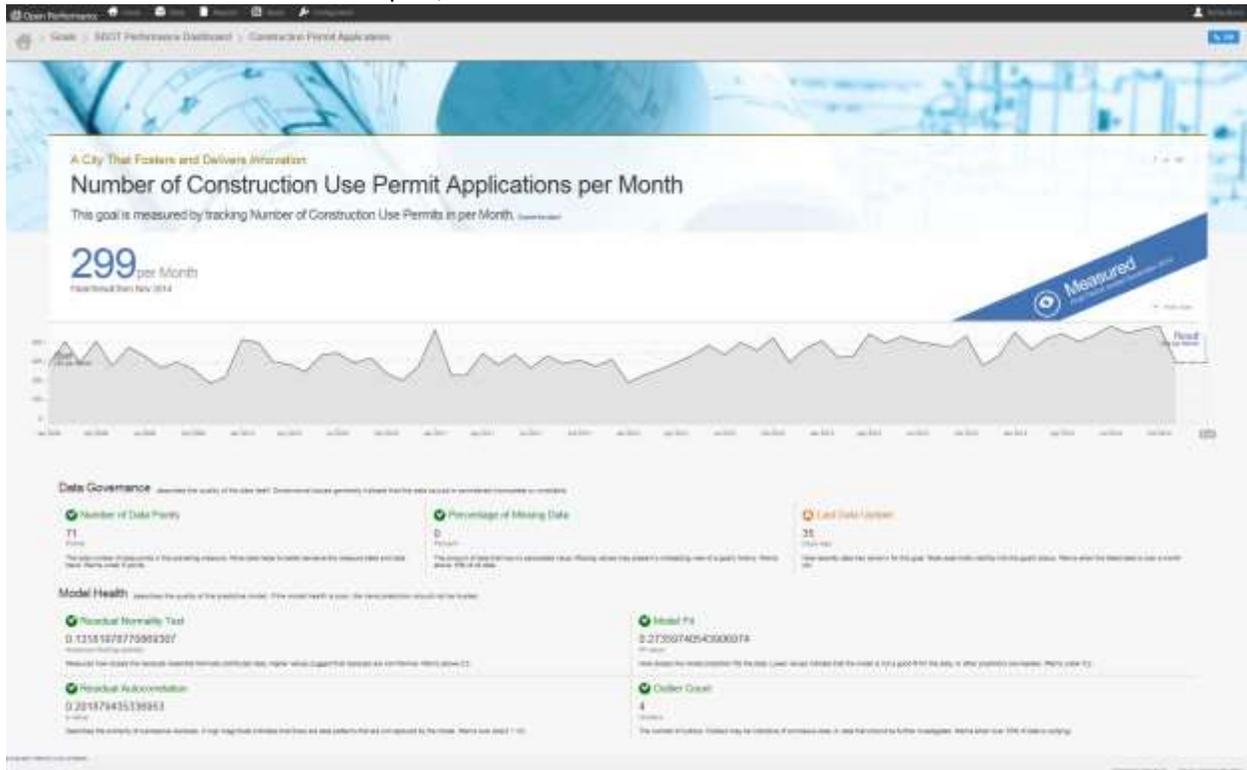
SDOT will repave Roosevelt Way NE between NE 65th Street and the University Bridge, beginning summer 2015. A [protected bike lane](#) will be constructed as part of the project. In order to improve safety and predictability for all travelers in the area in the near-term, the protected bike lane will be installed in January 2015. The new facility will require parking removal on the west side of Roosevelt (between NE 45th and NE 40th streets). SDOT is working with properties adjacent to the future protected bike lane to understand their specific access needs. Read below for more information about the protected bike lane.

Seek Council input on the proposed SDOT comprehensive citizen satisfaction survey; brief the Transportation Committee on the results of this survey

- Seek input on the proposed SDOT citizen satisfaction survey; brief Transportation Committee on the survey
- Sent draft survey on 9-11-14; received suggestions and approval on 10-1-14
- Results of customer satisfaction survey sent to your office on 12-15-14; briefing to be scheduled in 2015

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

- Permit counter dashboard examples; SDOT dashboard to be live on 2-17-15



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

- On 11-15-14, we briefed you on Move Seattle
- Further briefings for you and other councilmembers and presentation to Transportation Committee to take place in 2015

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

- We will be submitting a report on 1-31-15 that outlines the following:
 - Solutions for problems that exist today
 - Anticipation of what's in the pipeline and how we will handle those impacts
 - Putting standards and procedures in place for future projects

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
 - Staff presented an update on incident coordination with SPD and other departments and agencies to the Transportation Committee on 12-9-14
 - The presentation included an overview of the plan submitted to Council at the end of September, an explanation by SPD of the incident investigation and a report of accomplishments.
 - Remodeled Traffic Management Center; now 24/7 capable



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 budget process

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
- 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

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

- SDOT RSJ committee will be reporting to the Transportation Committee on 1-13-15
 - Upward Mobility Manual, email accounts for all staff, RET training, staff development programs
 - A WMBE/RJS report is included in the monthly director’s report
- Recently hired two SDOT division directors: both are men of color
- Recently hired one white, female deputy director
- We continue to diversify our staff to better reflect Seattle’s population

WMBE/HUB Program:

Overall YTD WMBE Spend

Overall SDOT YTD Spend Broken Down by WMBE vs NONWMBE (Summit Data) (1/1/2014 – 11/30/2014)							
	Consulting 59%		Purchasing 41%			Other <1%	Total
	Consultant Contract	Consultant Roster	Purchasing Blanket	Purchasing Contract	Purchasing Direct Voucher	Emergency Contracts/ NonCompliant	
NON WMBE	\$38,873,306.31	\$1,742,846.17	\$19,756,721.82	\$7,405,688.07	\$1,176,793.96	\$92,636.30	\$69,047,992.63
WMBE	\$3,344,638.15	\$1,411,950.53	\$1,925,141.04	\$279,405.45	\$96,649.96	\$30,706.54	\$7,088,491.67
TOTAL	\$42,217,944.46	\$3,154,796.70	\$21,681,862.86	\$7,685,093.52	\$1,273,443.92	\$123,342.84	\$76,136,484.30

- Edson Zavala has developed a WMBE Opportunity Review Form for Purchasing. This form will enable SDOT to have a better understanding of procurements in purchasing for which we have a 10% department goal. This initiative will form part of the new 2015 SDOT WMBE Utilization Plan that is due in the beginning of next year.
- We provide a WMBE report in each monthly report we submit to the Transportation Committee

Inter-Departmental, Intergovernmental Updates

- Utility restoration
 - Revise rules for pavement opening and restoration
 - Extend moratorium from three to five years
 - Enhance restoration standards
- Access Seattle – working closely with DPD to address these issues and determine future policies