

Managing SDOT's Resources

Peter Hahn, SDOT Director
Lenda Crawford, Deputy Director

Transportation Committee

April 24, 2012

Presentation Overview

- Mission
- Organization
- Major Services
- System and Business Process Improvements
- Tracking Performance
- Challenges

Mission

- Serve as fiscal stewards of SDOT's resources
- Attract, hire and retain a skilled and diverse workforce
- Foster a safe and healthy work environment
- Provide state-of-the-art business systems, equipment and tools to help facilitate the work
- Ensure contracting equity on SDOT's projects

Resource Management

Resource Management
Lenda Crawford, Deputy Director

Contract Equity Compliance
Bobby Forch, SA2

Finance
Candice Chin, Manager

Budget & CIP

Rate Setting

Financial Forecasting

Manager – 1
Supervisors – 2
Staff – 12

Accounting
Kathy Mares, Manager

Accounting & Reporting

Payroll & Payables

Billings

Audits & Reviews

Manager – 1
Supervisors – 4
Staff – 18

IT
Amy Hughes, Manager

Systems & Applications

Geographic Information Systems (Mapping)

Manager – 1
Supervisors 5
Staff - 14

Human Resources
Evan Chinn, Acting Director

Employment

Labor & Employee Relations

Employee Services

Manager – 1
Staff 7.5

Safety & Logistics
Rodney Maxie, Manager

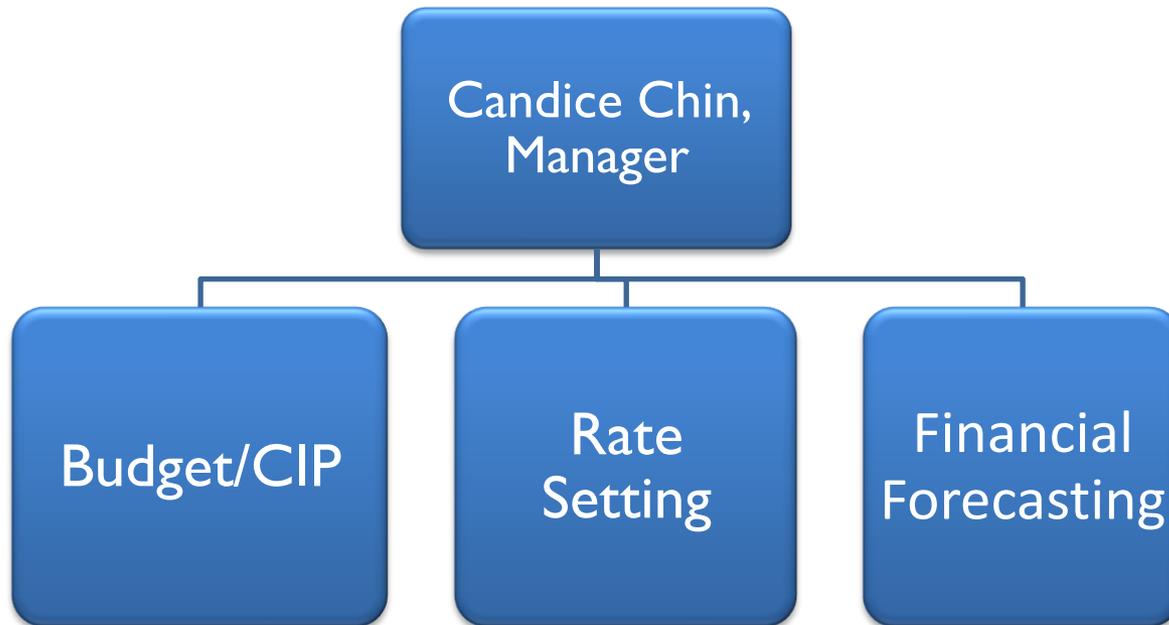
Safety

Claims

Logistics

Manager – 1
Supervisors – 5
Staff – 7

Finance



SDOT's Budget Development

Revenue Forecast



Mar-Apr



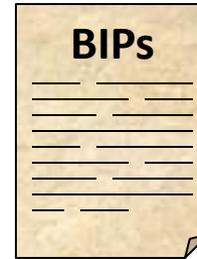
Budget Drivers

Priorities,
Emerging Issues,
Strategies

Mar-Apr



Budget Issue Papers



May-June



City Budget Office

SDOT's
Proposed Budget
and Six-Year CIP

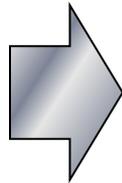
July



Mayor



July-Sep



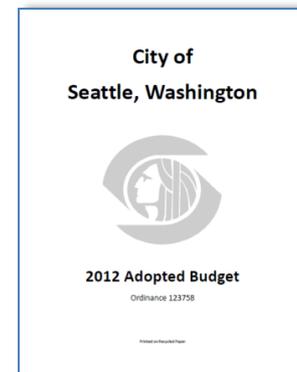
City Council



Sep-Nov



Adopted Budget



November

Managing the Budget and CIP

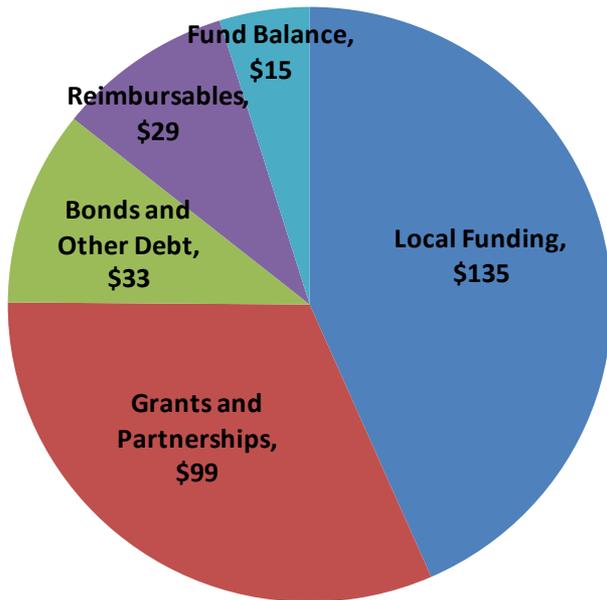
- Monitor SDOT's progress on meeting Budget and CIP goals
- Prepare monthly, quarterly and annual performance reports
- Track scope, timing and schedule changes to SDOT's capital projects
- Monitor revenues
- Ensure costs are properly allocated consistent with "color of money" restrictions
- Obligate grant funds in accordance with Local Agency guidelines
- Track debt obligations and cash flow requirements
- Identify emerging issues and make recommendations on corrective action
- Prepare budget amendments as required

SDOT's 2012 Adopted Budget

\$311M Total

Where Money Comes From

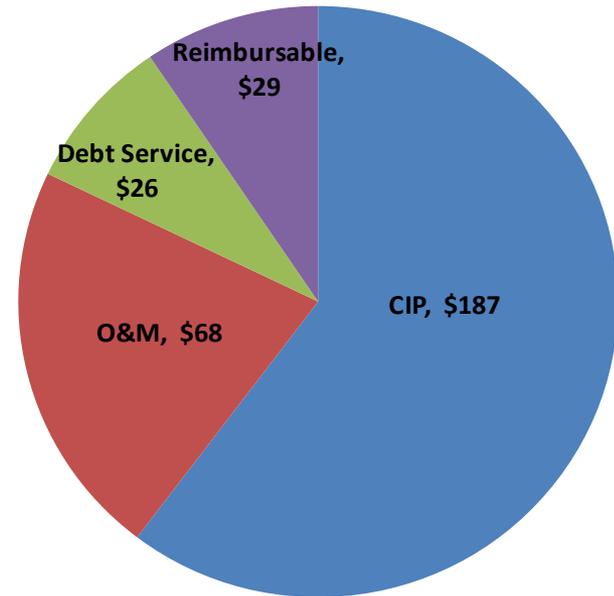
By Funding Source, \$s in millions



Local funding makes up slightly less than half of SDOT's revenue.

Where Money Goes

By Project Type, \$s in millions



Nearly 2/3 of SDOT's budget is allocated to the CIP.

Developing a Project Budget and Funding Plan

Example: Neighborhood Street Fund Project

Typical Project Costs

- **Direct Labor**
 - Cost of employees working directly on the project (e.g. regular pay, O.T.)
- **Overhead**
 - Each project is charged a share of City central costs, paid absences, fringe benefits, departmental support
- **Direct Purchases**
 - Cost of materials, professional services, etc. purchased for a specific project
- **Equipment**
 - Charged to project based on usage

2012 Eligible Funding Sources

Bridging The Gap Levy	\$2,047,000
Real Estate Excise Tax II	\$921,000
Federal Grants	\$587,000
General Fund	\$400,000
Gas Tax	\$7,000
Grants / Donations	\$100,000
Total	\$4,062,000

Rate Setting

- SDOT recovers the cost for some of its services through rates/fees.
- These services are accounted for in cost centers which are designed to be self-supporting business units.
- SDOT sets rates for 10 different cost centers.
 - Overhead
 - Equipment
 - Sign Shop
 - Rubble Haul
 - Aggregate Concrete
 - Street Use
 - Utility Cut Restorations
 - Restricted Parking Permits (RPZ)
 - Shoreline Street Ends
 - Carpool
- Rate/fee adjustments that require Council approval are submitted as part of the biennial budget.

Financial Forecasting

- Prepare multi-year forecast to assess sustainability of SDOT's budget
- Forecast acts as an early warning system of emerging fiscal problems.
- Allows time for corrective actions before problems become serious

2012 Adopted Budget Financial Plan							
Transportation Master Fund							
	2010	2011	2011	2012	2013	2014	2015
\$ in millions	Actuals	Adopted	Revised	Adopted	Projected	Projected	Projected
Revised Beginning Fund Balance	\$33	\$30	\$33	\$36	\$21	\$21	\$33
Total Revenues	\$270	\$302	\$331	\$296	\$327	\$370	\$340
Total Expenditures	-\$270	-\$306	-\$328	-\$311	-\$327	-\$358	-\$350
TBD Revenue or Expenditure ¹							\$2
Ending Fund Balance	\$33	\$26	\$36	\$21	\$21	\$33	\$25
Reserves							
Rubble Yard Reserve			-\$17	-\$2			
Continuing Appropriations	-\$32	-\$30	-\$23	-\$23	-\$23	-\$23	-\$23
<i>Total Reserves</i>	-\$32	-\$30	-\$40	-\$25	-\$23	-\$23	-\$23
Ending Unreserved Fund Balance ²	\$1	-\$4	-\$4	-\$4	-\$2	\$10	\$2
Notes:							
1. This plan reflects the proposal to use Rubble Yard proceeds to cover core services in 2013 and 2014. Beginning in 2015, this gap will need to be addressed either with new revenues, expenditures or a combination of the two.							
2. This plan assumes that the Fairview property will be sold to repay South Lake Union Streetcar Interfund loan in 2014.							

Tracking Performance

- Analysts track performance daily, monthly, quarterly and annually.
- Develop financial reports that cater to different stakeholders
 - Mayor, Council, CBO, SDOT management and divisions

Monitoring at a Global Level

Example: Performance Dashboard

Transportation Fund	
Financial Overview	
4th Quarter 2011	
Indicator	Target
Overall Budget Performance	Original Projection - \$375.4M
\$265.6M (70.7%)	Policy - None
TCIP Spending to Plan	Original Projection - 100% (\$259.6M)
\$169.8M (65.4%)	Target - $\geq 91.9\%$
Year-End Operating Cash	Original Projection - (-\$2.6M)
\$25.3M	Policy - (-\$17.5M)

Under-expenditure of budget primarily due to timing of CIP projects

Quarterly Council CIP Monitoring Report

Cover Letter

Date: February 29, 2012
To: All City Councilmembers
Via: Beth Goldberg, CBO
From: Lenda Crawford, Director, Resource Management Division, SDOT
 Mike Terrell, Director, Capital Projects Division, SDOT
Re: 2011 4th Quarter CIP Monitoring Report

Through the 4th Quarter of 2011, SDOT expended \$169.6 million in the Capital Improvement Program compared to a spending plan of \$259.6 million. This results in an accomplishment rate of 65%. The majority of these spending variances were in the following projects: Spokane Street Viaduct, Bridge Rehab and Replacement, Bridge Seismic Retrofit, Alaskan Way Viaduct & Seawall Replacement, Mercer Corridor East Phase, Mercer West Phase, King Street Station, First Hill Streetcar, and the Arterial Asphalt and Concrete program.

Project Milestones

BTG - Spokane Street Viaduct

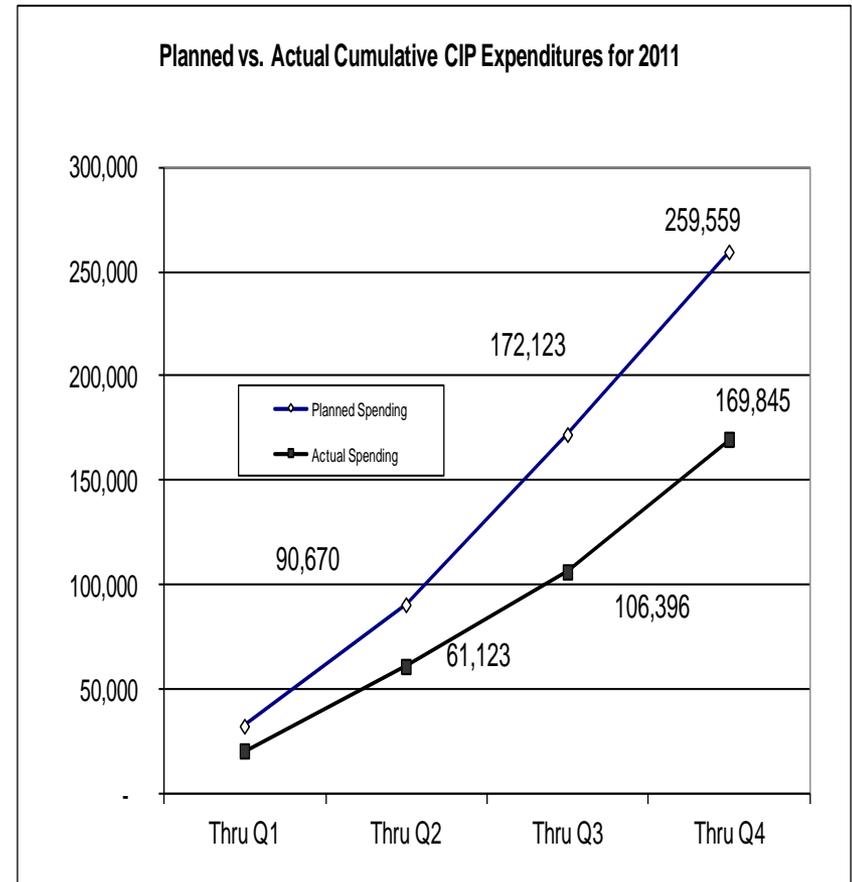
4th Avenue Off-Ramp: Documentation remains to be completed before a Recommendation for Acceptance letter can be sent to Contracting Services Division. This should occur early 2012.

Widening Phase: Except for section west of Colorado Avenue and the 1st Avenue ramp, the new bridge is now in use, carrying west bound traffic. Work on rehabilitating the existing bridge is now underway, and in early 2012 east bound traffic will be temporarily shifted to the new structure. Lower Spokane paving is now west of Colorado. Overall, construction of the project is about 80% complete as of the end of 4th Qtr 2011.

BTG – Mercer Corridor

Mercer Corridor construction continues to progress. Utility work, including electrical and communications undergrounding, waterline and sewer replacements, gas line relocation, and storm drainage installation along 9th Ave. between Aloha and Republican streets has been completed and street and sidewalk restoration work along 9th Avenue is mostly complete. 9th Avenue was re-opened in October. Installation of SCL's electrical distribution and transmission facilities along the north side of Mercer Street has been completed and street and sidewalk

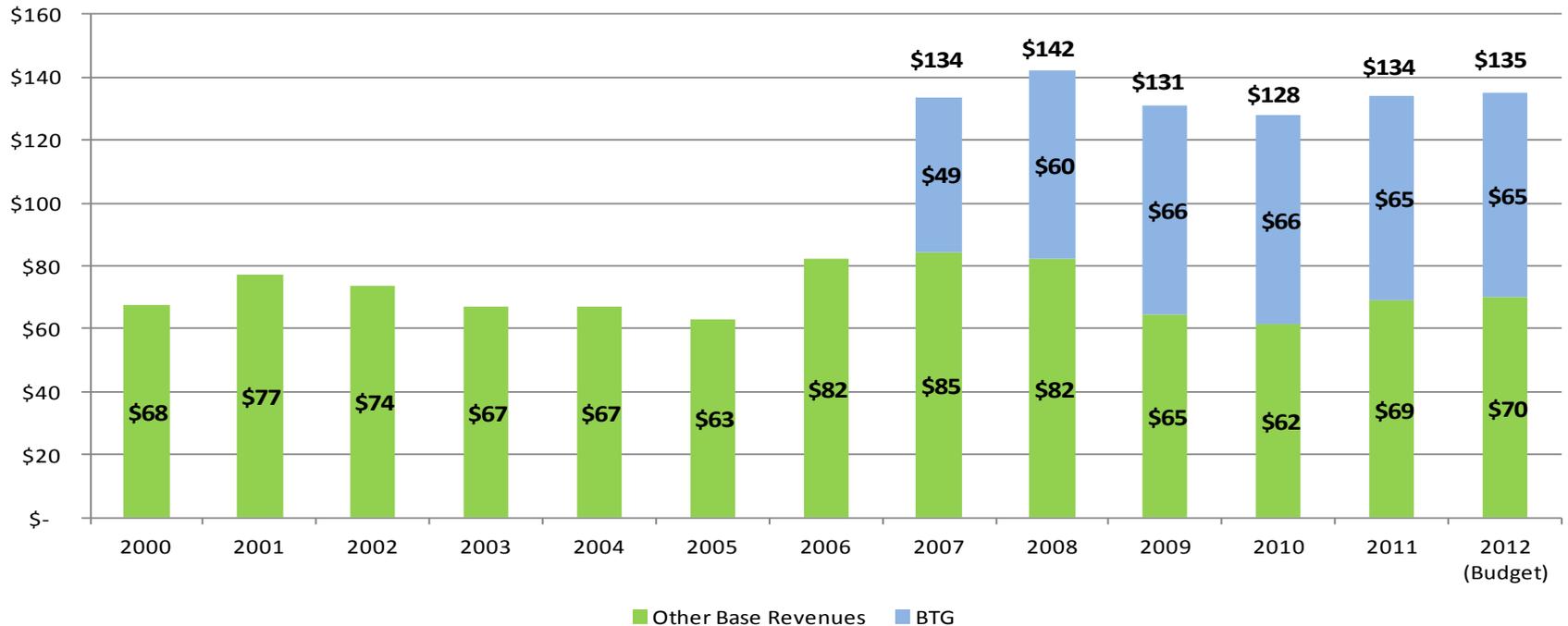
Performance Metrics



Revenue Monitoring

Bridging-the-Gap vs. Base Revenues

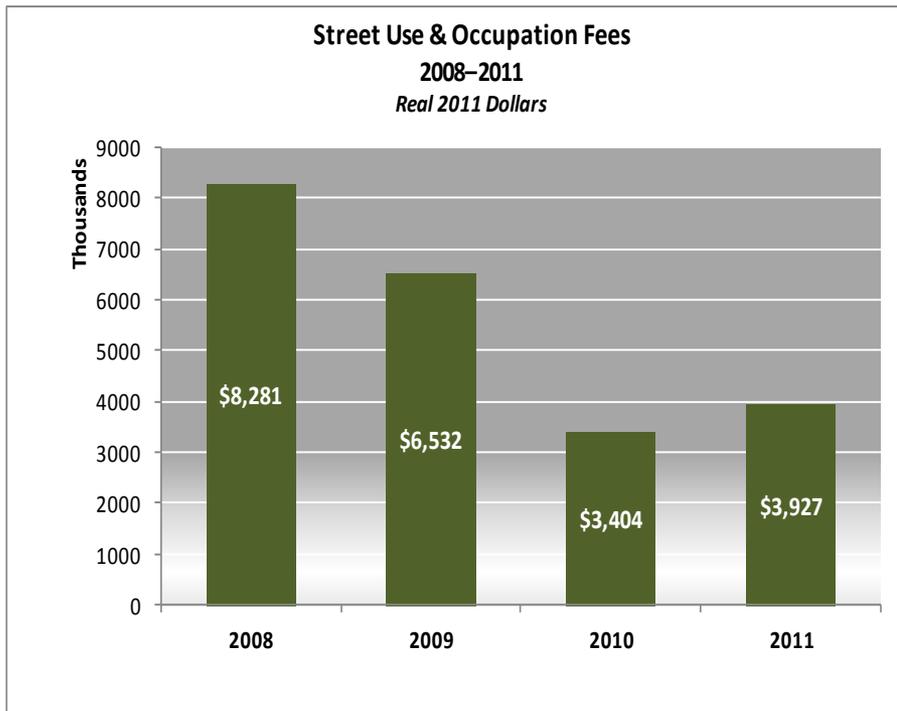
SDOT Actual Local Revenue
Real 2012 Dollars, in \$ millions



- *Base transportation revenues are down \$12M on an inflation-adjusted basis since 2006.*
- *Bridging-the-gap revenues are up.*
- *Two new revenue sources were added in 2011:*
 - 1) *A \$20 VLF to address maintenance and system improvements needs and*
 - 2) *A 2.5% Commercial Parking Tax Mercer & Seawall design and AWW parking program.*

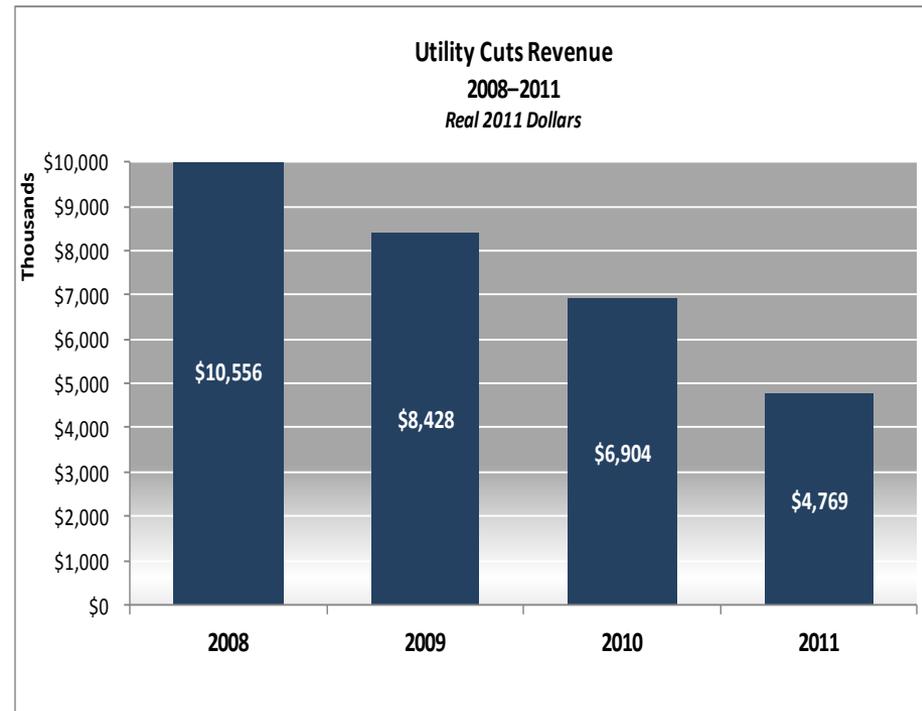
Other SDOT Revenue

Street Use and Occupation Fees



This revenue source is down 53% from the 2008 peak.

Utility Cut Restorations



Utility cut restoration revenue is down 55% from its peak in 2008.

SDOT's Fiscal Challenges

- Base transportation revenues are down \$12M or 15% on an inflation-adjusted basis since 2006.
- Maintenance backlogs and needed system improvements exceed available revenue with BTG
 - One-time gap for fair/poor facilities= \$1.8 B
 - Ongoing maintenance needs = \$141M annually
- Major capital system improvement investments and modal plans still unfunded
- Deficits in City's General Fund will continue to strain resources
 - An average \$32 million shortfall each year in 2013 and 2014

Accounting

Kathy Mares, Manager

Accounting
&
Reporting

Payroll &
Accounts
Payable

Billings

Audit &
Reviews

Accounting & Reporting

- Manage SDOT's accounting and financial systems
- Record all SDOT transactions--assets, liabilities, revenues, expenses and fund balances--in accordance with:
 - Accounting and auditing standards
 - Contract and grant terms
 - Federal, state and local grant requirements
 - City policies, ordinances, resolutions
 - Union contracts
 - “Color of money” restrictions
- Establish internal controls and policies and procedures to protect assets and prevent fraud



Payroll

- Process bi-weekly payroll for 700 employees
 - Comply with city, state and federal laws and regulations
- Track pay type, paid absences, benefits, and deductions
- Respond to employee inquiries
- Payroll forms the basis for labor distribution to SDOT projects



Earnings Statement

City of Seattle
700 5th Ave Suite 4300
Seattle, WA 98104

Period Ending: 01/13/2012
Pay Date: 01/13/2012

PD BOX 85008
TACOMA WA 98466

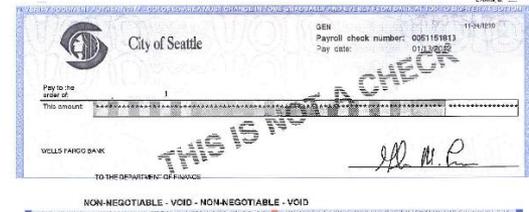
Earnings	rate	hours	this period	year to date	Other Benefits and information	this period	total to date
City Ho Pay	20.8500	16.00	477.60		Comp Time Avail	3.00	
Out Of Of Neg	31.4800	3.00	94.47		Sick Time Avail	102.10	
Regular Pay	20.8500	50.00	1,492.51		Vacation Avail	64.10	
Sick Leave	20.8500	1.00	29.85		Employee I.D. #		30038419
Vacation Pay	20.8500	10.00	298.50				
Gross Pay			\$2,392.93	2,392.93			

Deductions	Statutory	Amount	Year to Date
Federal Income Tax		-304.91	294.38
Social Security Tax		-99.49	99.49
Medicare Tax		-24.35	34.35
Other			
Charing		-1,639.15	
Death Benefit		-12.00	
Grp Health Etd		-24.20*	24.20
Industrial Ins		-2.86	2.86
Retirement		-216.00*	216.00
Net Pay			560.00

* Excluded from federal taxable wages
Your federal taxable wages this period are \$2,152.65

Business Process Improvement

- Implemented city-wide Paperless Payroll initiative
 - 93% of SDOT employees using direct deposit



Accounts Payable

- Pays SDOT bills
 - 1,149 Vendors in 2011
- Complies with the City's purchasing policies and federal regulations
- Take advantage of vendor discounts when offered

Business Process Improvements

- Automatic Receiving Ticket System replaced an intensive manual process
- Document management – Automated storage and retrieval processes



Automated Receiving Ticket System (ARTS)

- Department-wide Receiving Ticket Management System
 - Custom Developed Application, Oracle Database and Integrates with Document Management
 - Replaced an intensive manual process for Accounts Payable
 - City Light received demo and is implementing a similar system
 - Results of System
 - Improved AP productivity
 - Automated workflow with reminders keeps the process moving
 - Better separation of duties
 - Improved ability to take advantage of discounts for prompt payment
 - Management has the ability to track the transaction and view invoices
 - Reports for AP and Managers provide better status of AP activities



Customer Billings

1,220 Customers in 2011

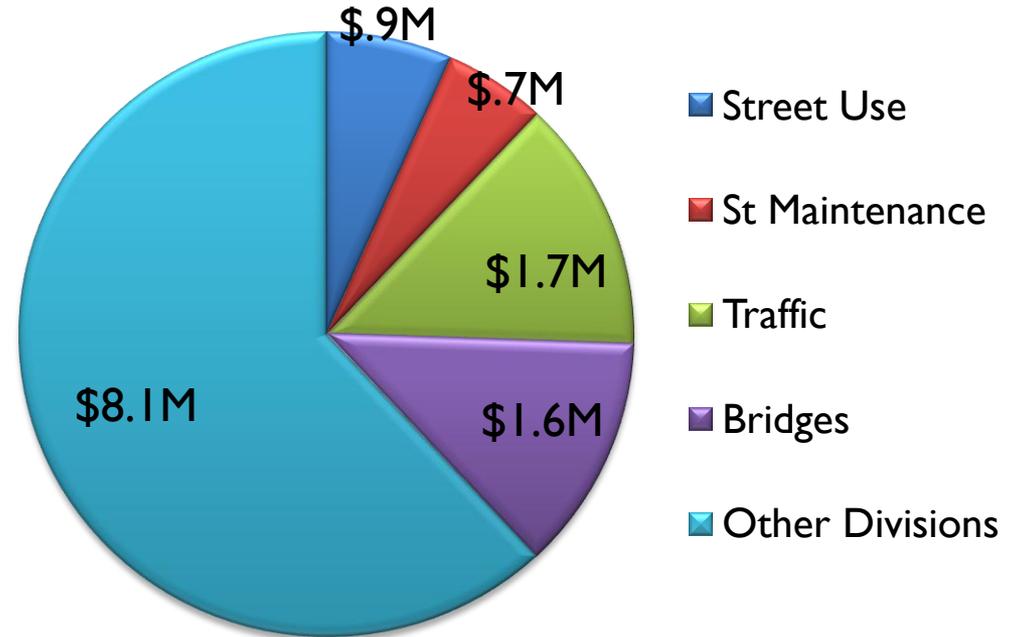
Types of Bills

- Permits
- Inspections
- RPZ, Accidents Recovery, Meter Hooding

Business Process Improvements

- Outsourced collection process
 - Average collection period decreased by 50 days since 2007 (28%)
- Improved billing practices
- Integrated billing and Work Management System
- Improved document management
- Automated distribution/mailing processes

2011 Revenue \$13.0M



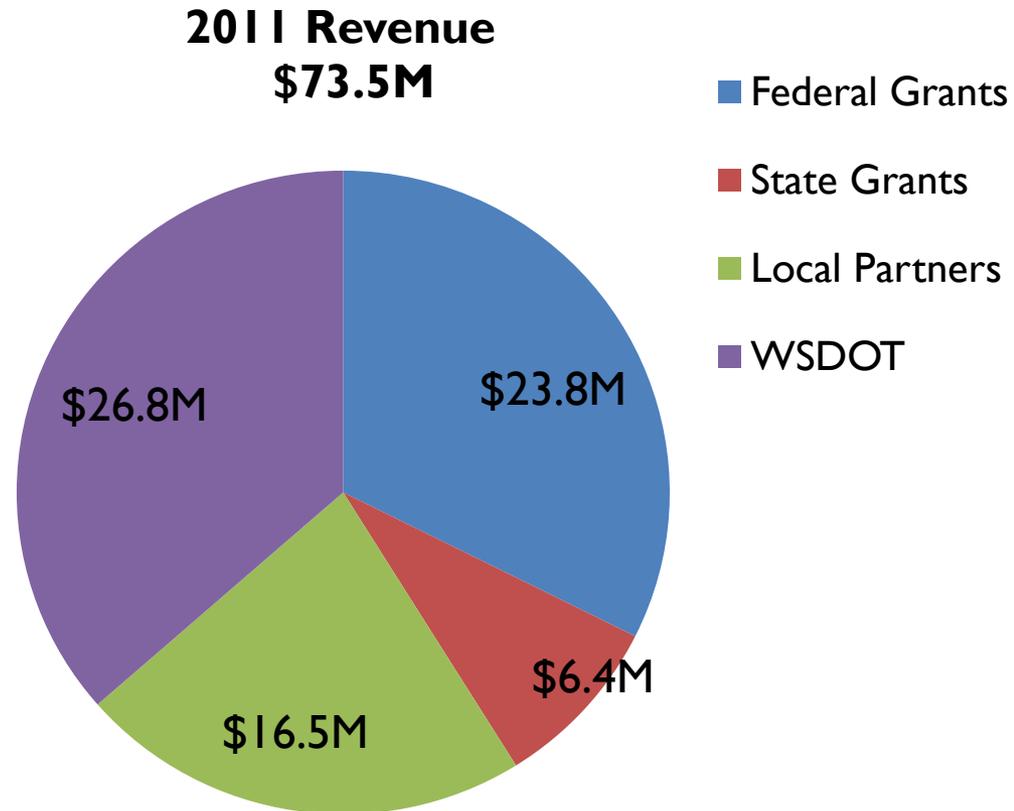
Partnership and Grant Billings

Grants

- Federal and state grants processed: \$30.2M in 2011
- Granting Agencies
 - FHWA (80% of Federal Grants)
 - FTA (20% of Federal Grants)
 - WA State (WSDOT, Dept of Ecology, Historical Society)

Partnerships

- SDOT partners with other governments (WSDOT, King County, Port of Seattle, and Sound Transit) and private utilities
- Received \$43.3M in partnership funds in 2011



Audits and Reviews

Agencies Conducting Audits and Reviews



- State Auditor's Office
 - Financial Audit
 - Single Audit for Federal Grants
 - Accountability Audit



- Federal Highway Administration-National Review Team (NRT)
 - Mercer
 - Spokane

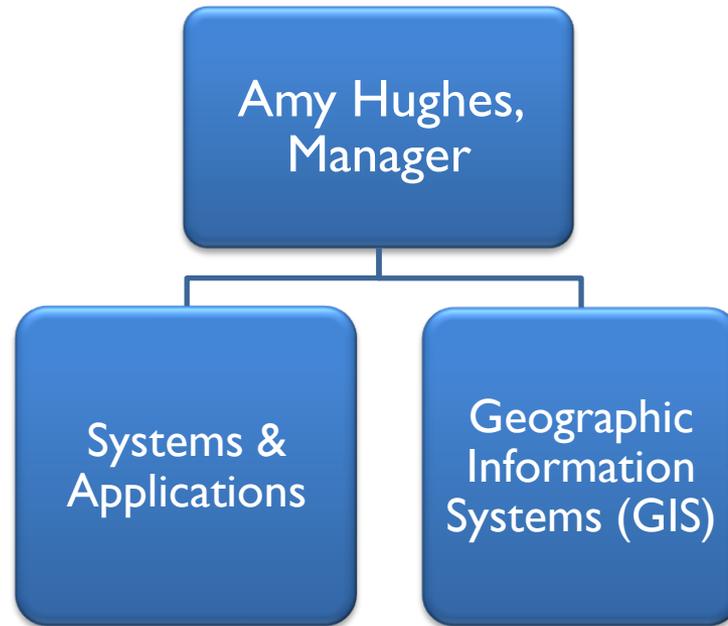


- Federal Transit Authority (King Street Station, Street Car and Monorail)
 - Procurement Review
 - Triennial Review



- Washington State Department of Transportation
 - Alaskan Way Viaduct

Information Technology (IT)



Systems & Applications

- Over 100 applications that support SDOT divisions, city business needs and citizens
 - Range from large customized Commercial-Off-the-Shelf (COTS) products; to business critical custom software developed in house
- Many applications integrate with City systems like SUMMIT, HRIS or Fleets Anywhere.
- SDOT standardizes platforms to improve supportability and efficiency and minimize training costs.
- Information Systems Governance Group prioritizes projects based on business needs.



Project Management Recognition

- Strong Project Management
 - SDOT-developed project management methodology is focused on Consistent Results for Information Systems Projects (CRISP).
 - DoIT has adopted our methodology and templates and teaches it to other Departments.
 - SDOT projects have won the city-wide PMCoE Project Management award 3 of the last 6 years.



Project: Replace GDV Legacy Systems
 Date: 03/08/2012
 Prepared By: Marie Nishida / Sandy Obuck
 Reporting Period: 12/1/2011 to 03/07/2012

Note: items displayed in gray text are unchanged from the previously distributed status report

Vitals

Vital Sign	Status	Variance Explanation
Schedule	Green	
Budget	Green	
Scope	Green	

Status Summary for Replace GDV Legacy Systems Project

Completed during reporting period:

Project Mgmt

- Project Charter Approved\Signed Off
- GDM Data Conversion\Dev Complexity Change Order Approved\Signed off

Design

- GDM User Interface Design Complete
- Auto Processes Design Complete (Inovah Interface, GDBillPay, SU Deposits, Audit Logging)

Development

- GDM User Interface Development Complete
- Auto Processes Development Complete

Testing

- GDM User Interface – IT Testing Complete
- Auto Processes – IT Testing Complete

Business Processes

- Business Process List Complete
- GDM Business Process Workshop Complete

Data Conversion/Cleanup

- Data Conversion Plan\Approach Complete

WMA Work Management

- The Hansen Work Management system enables engineers and crew managers to efficiently create and manage our crews' work orders.
- About 175 work orders per day are completed in Traffic, Street Maintenance, Roadway Structures and Urban Forestry.
- Accomplishments and costs are measurable almost real-time.
- Data is available for analysis, use on maps and uploaded to finance systems.

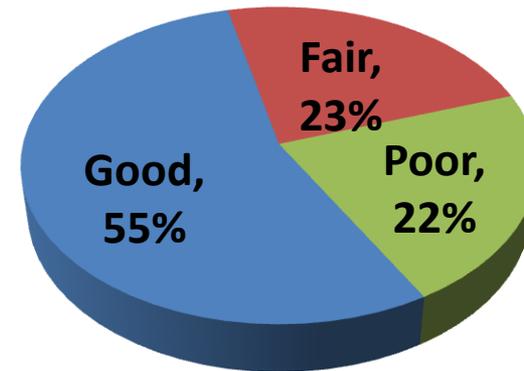


Asset Management



- IT supports and configures the Hansen 8 Asset Management System partnering with the Asset Management Program in Policy and Planning Division.
- The system tracks 486,000 assets valued at over \$13 billion.
- In 2011, SDOT staff added 37,500 assets to the inventory.
- Funded by Bridging the Gap
- Improved asset tracking has allowed SDOT to better understand the condition of its assets and measure maintenance backlog.

Seattle's Transportation Asset Condition



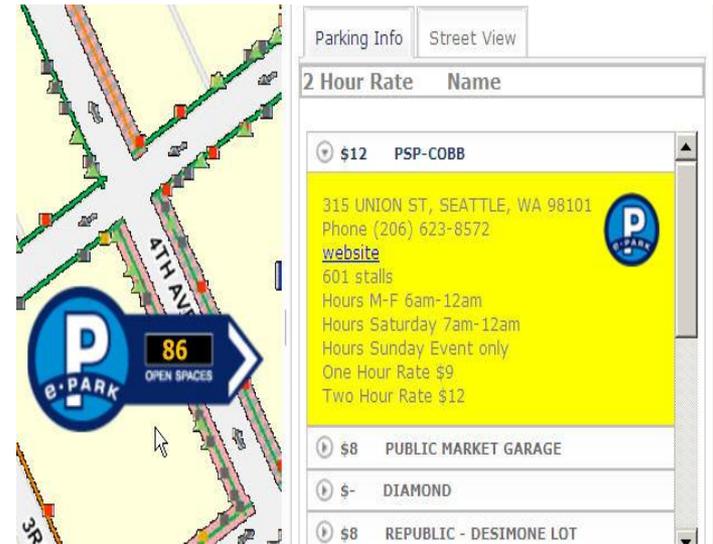
Parking Information Systems Projects

- **Seattle Parking Map**

- Part of the epark.seattle.gov project
- Map includes most commercial parking garages with space availability, pricing, address & hours.

- **Automated Parking Studies System**

- Analyzes parking data to support data driven fee changes
- Can take data from many sources:
 - Manual entry, contractor studies, information gathered by Parking Enforcement Officers
 - Webservice “feed” from pay station vendor
- Innovative design/code requested by City of San Francisco



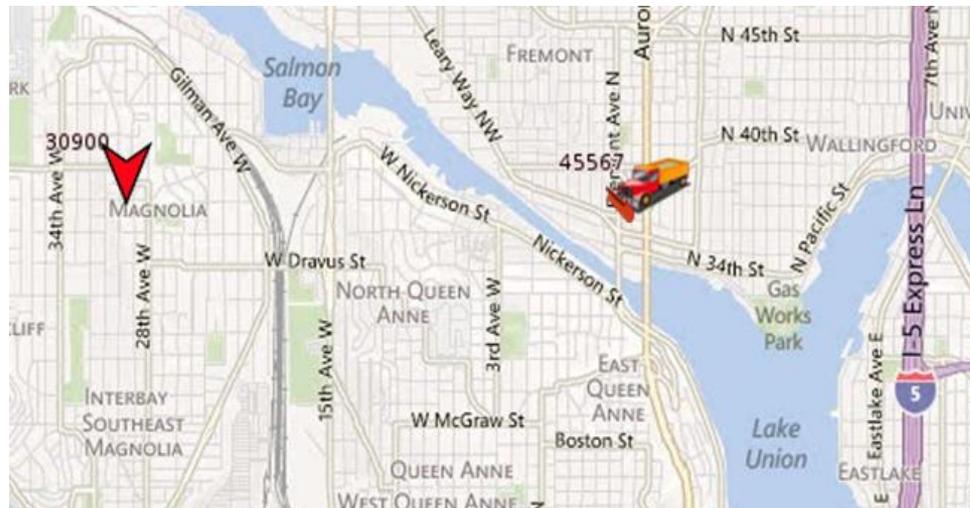
The screenshot displays a web-based parking information system. On the left, a map shows a street intersection with a blue 'P' icon and a yellow arrow pointing to a specific location. The arrow contains the number '86' and the text 'OPEN SPACES'. On the right, a sidebar provides details for a selected parking location:

2 Hour Rate	Name
\$12	PSP-COBB
315 UNION ST, SEATTLE, WA 98101	
Phone (206) 623-8572	
website	
601 stalls	
Hours M-F 6am-12am	
Hours Saturday 7am-12am	
Hours Sunday Event only	
One Hour Rate \$9	
Two Hour Rate \$12	
\$8	PUBLIC MARKET GARAGE
\$-	DIAMOND
\$8	REPUBLIC - DESIMONE LOT



Automated Vehicle Location (AVL) System

- Implemented Zonar in 2009 to improve SDOT's Snow and Ice response
 - Installed GPS units in 45 vehicles including snow plows, sanders, graders, spreaders and management vehicles
 - Data from Zonar feeds the Winter Weather Response Map
- Working with SPU on a joint project with Street Sweeping for Water Quality– installed in 4 Street sweepers



Financial Systems

IT builds systems to support our financial and accounting processes

- Data flow between SDOT systems and the City-wide Summit Financial and HRIS systems
- Generate financial and HR reports to assist decision-makers
- Department managers use our Budget System and Labor Management System to create their annual budgets



City of Seattle - Summit
PeopleSoft 8 Environment



Other Finance Projects

- The Guaranteed Deposit Management and Mitigation Payment Systems will
 - Modernize our management of customer deposits, improving visibility and accountability
 - Automate processing, allowing staff to focus on auditing and quality control rather than time-consuming manual data entry



GIS Maps

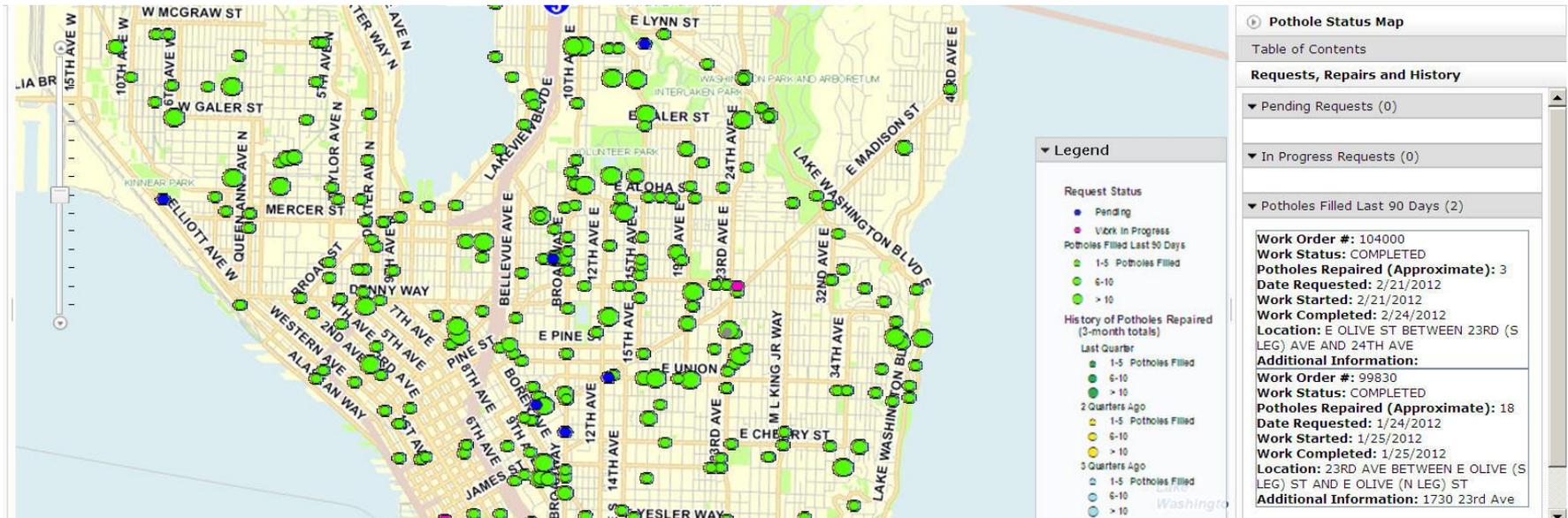
- Major Growth Area for SDOT
 - Provides visual information that benefits both Citizens and SDOT Staff
 - Data driven, standardized maps and spatially enabled data make it easy to create maps to support user needs, these map update and refresh as data changes unlike static maps.
 - SDOT GIS User Group, Citywide GIS Common GIS Database Group working towards standards to increase reusability of data to mash up special purpose maps and develop a common “look and feel.”
 - Most SDOT webmap layers are being made available to the public on Data.Seattle.Gov.

Maps Available at SDOT



Pothole Map

- First interactive public facing map, released Spring 2011
- Pulls work order data from work management and displays location and status of work to fill potholes



<http://web1.seattle.gov/SDOT/potholemap/>

Winter Weather Response Map

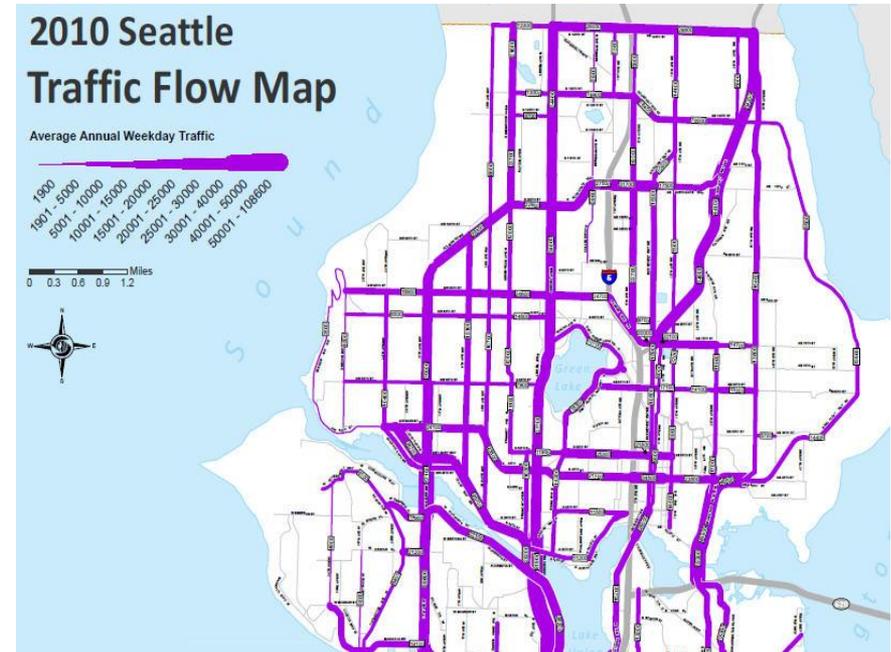
- Implemented first winter 2011-12
- Takes data from AVL in the snow plows and maps their path for the last 1, 3 or 12 hour period
- Includes a traffic camera layer so citizens can see what the roads look like
- Overwhelming response caused us to host the map separately
- Upgrades planned during summer of 2012



<http://web1.seattle.gov/sdot/winterweathermap/>

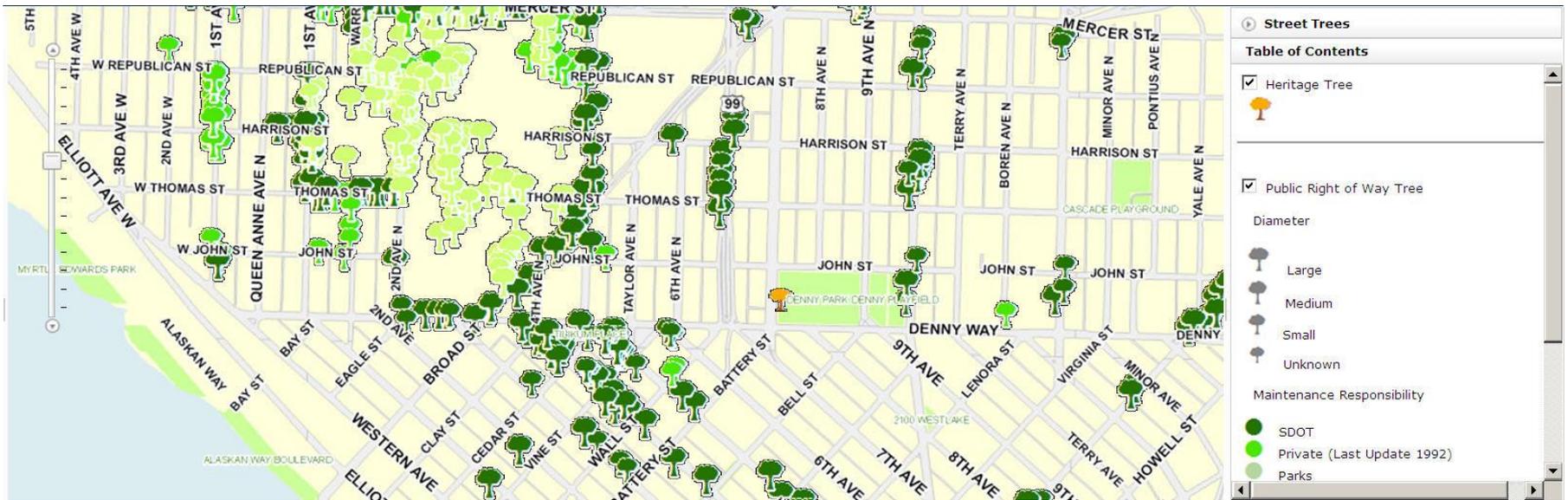
Traffic Flow Mapping & Counts Projects

- Replace manual hand drawn maps with data from counts
- Provides more consistent information for Traffic Engineers to improve traffic flow, reduce congestion, improve safety and enable alternate modes of transportation in the City.



Tree Map

- Maps heritage trees, City owned and maintained trees and privately owned trees
- Describes trees, giving approximate size and species of known trees
- Provides information about our urban forestry program



<http://web1.seattle.gov/SDOT/StreetTrees/>

Right-of-Way Map

- Internal facing map, supporting Street Use Division
- Map is also used throughout SDOT and by other City Departments
- Includes items needed by Street Use Inspectors and other agencies doing work in and around the right of way

Right of Way Management

Permit Conditioning

Permit Conditioning Layers

- SU Permits
- PACT Projects
- Pavement Moratoriums
- SDOT Assets
- Hazardous Material Sites
- Drainage and Wastewater
- Water Utilities
- Other Utilities
- Right of Way
- Property and Easements
- SU High Impact Areas
- Restricted Sidewalk Cafe Zones
- Critical Areas by Ordinance
- Zoning

Identify Results

PACT Projects

- 2011 Street Maintenance Crew Work**

Pavement Surface
DWW Mainline
DWW Non Mainlines Probable Flow
Water Line Features
Water Services
Right of Way Area
Right of Way Boundary

Impact ID	12088
Project ID	10957
Agency Project ID	TC365940
Project Name	2011 Street Maintenance Crew Work
Impact Name	1300 block of Alki Ave S
Agency	SDOT Street Maintenance
Agency Code	SDOT_StMaint
Project Contact	Chris Luedke
Contact Email	christopher.luedke@seattle.gov
Contact Phone	206-255-7170
Impact Type	Construction
Project Type	Unknown Project Type

What's next in IT?

SDOT-wide Customer Service

- Integrate with Work Management
- Mobile solution to quickly and easily report issues: graffiti, potholes

Pay Station Maintenance Project

- Data and analysis tools to improve efficiency and reduce SDOT's maintenance costs.
- Use of mobile devices will enable techs to access data on the Internet

Release of Bike Map with Bike Master Plan update

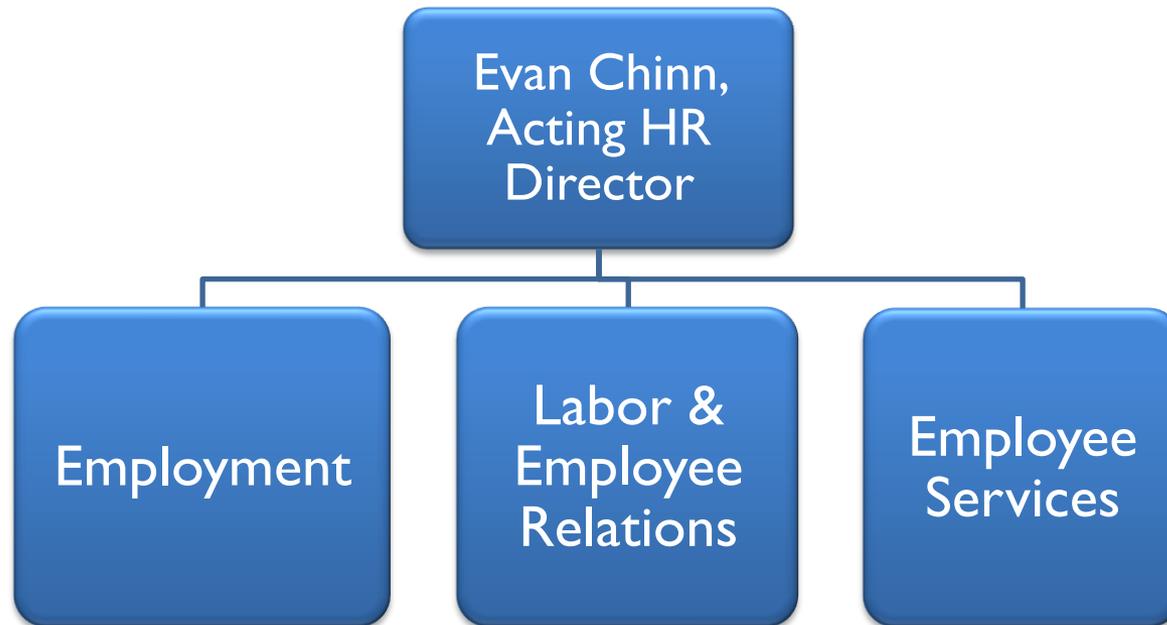
- Includes marked bike routes and facilities, like bike shops, coffee shops, farmers markets, restrooms, etc.

Upgrade our Permitting systems to Hansen 8

Update SDOT IT Strategic Plan



Human Resources (HR)



Employment

- Manage SDOT's hiring and recruiting
 - Outreach/Job Fairs
 - Temporary Employment Services
 - Internships and Youth Employment
 - Supported Employment





SDOT's Staffing of Women and Minorities

Total # of SDOT Filled Positions as of 1-23-2012 = 675

	Number of Employees	Percent of Total SDOT Staff	Seattle Population*
Women	225	33.3%	50.0%
Minority (ethnicity)	278	41.2%	33.7%
Asian American	140	20.7%	13.7%
African American	81	12.0%	7.7%
Hispanic American	37	5.5%	6.6%
Native American	19	2.8%	0.6%

*US Census Bureau, Census 2010

- These charts show some important information regarding the diversity of SDOT's staff compared to Seattle's population.
- As of January 23, 2012, 41.2% of SDOT's staff self-identifies as ethnic minority, by comparison 33.7% of Seattle's population self-identifies as minority.
- SDOT employs persons who self-identify as Asian American, African American, and Native American at percentages greater than the representative population of Seattle in each category.



Career Fairs/Community Outreach

SDOT HR has participated in recruiting & informational interviews at:

Nat'l Society of Black Engineers Career Fair (UW)

Women in Trades Career Fair

Seattle Seafair Indian Days Pow Wow

Pista Sa Nayon

Chinatown/ID Seafair Event

Central Area Seafair Event

America's Heroes

Pride Parade



Pista Sa Nayon



Shovel Test, Women in Trades Fair



Summer Youth Employment Program

- SDOT utilized 12 interns last summer coordinated through SDOT HR.
- Interns worked in administrative, engineering and field positions.
- SDOT is participating in the SYEP program during this academic year.
- Goal is to prepare and mentor youth for future employment.





Supported Employment

SDOT utilizes 6 Supported Employees who currently work as Office Aides.

Positions are funded by, and work for, each SDOT division.



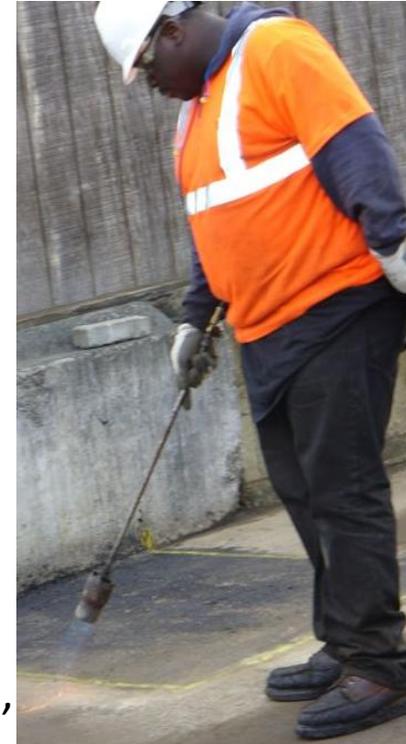
These employees are
an asset to our SDOT
team!

Tristan of Capital Projects & Roadway Structures



Labor & Employee Relations

- Manage SDOT's Labor/Management Relations
- Administer Collective Bargaining Agreements (CBAs)
- About 80% of SDOT employees represented by 8 labor unions
 - Carpenters NW
 - Joint Crafts Council Agreement Covers
 - Painters Council 5, IBEW Local 46, Boilermakers 104 & Laborers Local 1239
 - Local 17 Professional/Technical
 - Local 17 ITP
 - IBEW Local 77 Signal Electricians
 - IBEW Local 77 – CMEO
 - Local 21 – Truck Drivers
 - Local 21Z- Crew Chief
- Oversee performance management
 - Performance evaluations, progressive discipline, grievances, investigations





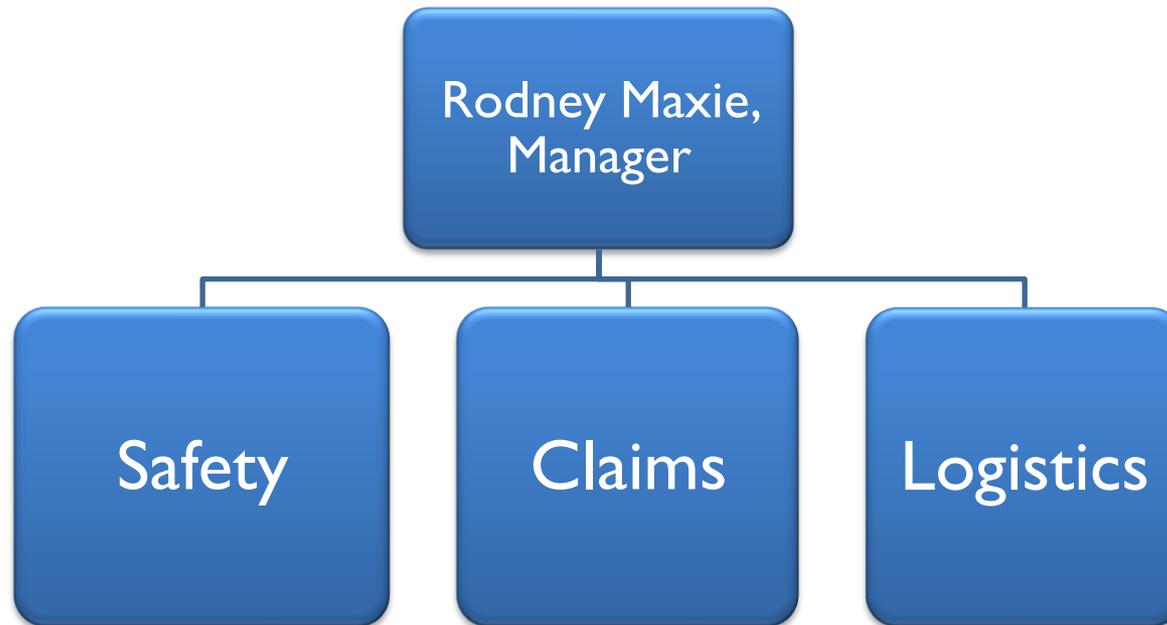
Employee Services

Providing services to SDOT's most valuable resource – it's people!

- Welcome to SDOT and City employment/New Employee Orientation
- Leaves – when you have to be away...
 - Sick/medical
 - Sabbatical
 - Personal
 - Bereavement
 - Military
- Classification/Compensation
- ADA Coordination
- Return-to-Work Coordination – Getting you back to work!
- Employee Support and Referral – Work/Life issues, EAP
- Project Hire Counseling – Getting laid off employees back to work!



Safety & Logistics



SDOT's Safety Program

- Foster safe work environment
- Anticipate, control and prevent hazards
- Train employees and enforce safe practices
- Investigate workplace incidents and injuries
- Take corrective actions to prevent future occurrences of unsafe conditions



Safety – Field Crews

- Routine SDOT site safety inspections
 - 2011 – 77 Inspections
 - 2010 – 73 Inspections
- Site visits check for:
 - Protective gear/equipment
 - Safe use of equipment
 - Proper set up of traffic control zones
 - Safe ingress and egress from work sites
- Perform accident investigations



Safety – Capital Projects

- Assist Capital Projects with safety, health, and environmental factors during:
 - Planning
 - Design
 - Construction
- Regularly scheduled site audits
 - 2011 – 227 site audits
 - 2010 – 188 site audits
- Responds to safety and environmental incidents
- Monitoring air quality and noise levels and mitigate hazards



Safety – Environmental

- Coordinate removal of hazardous waste from project sites
- Coordinate Right-of-Way Spill Response Cleanup
- Reduce Hazardous Chemicals used

Year	# of Product Chemicals
2011	374
2010	369
2009	525
2008	824
2007	629
2004 (Baseline)	1229



Safety Training

Basic

- First Aid
- Defensive Driving
- Flagging & Traffic Control
- Forklift
- Chainsaw Safety
- Hearing Conservation
- Heat Stress Prevention
- Ladder Safety

Advanced

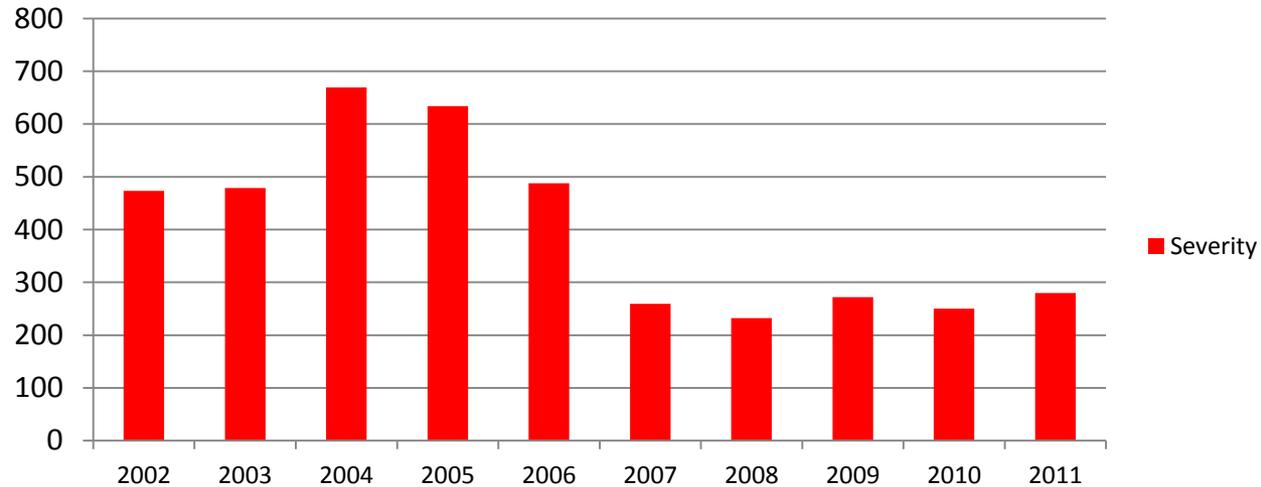
- Confined Space Entry/Rescue
- Certified Crane Operator
- Electrical Hazard Awareness
- High Voltage Safety
- Blood Borne Pathogens
- West Nile Virus
- Spill Response
- Railroad Safety Certification

Trained 1,122 participants in 2011 and 1,225 in 2010

Safety – Statistics

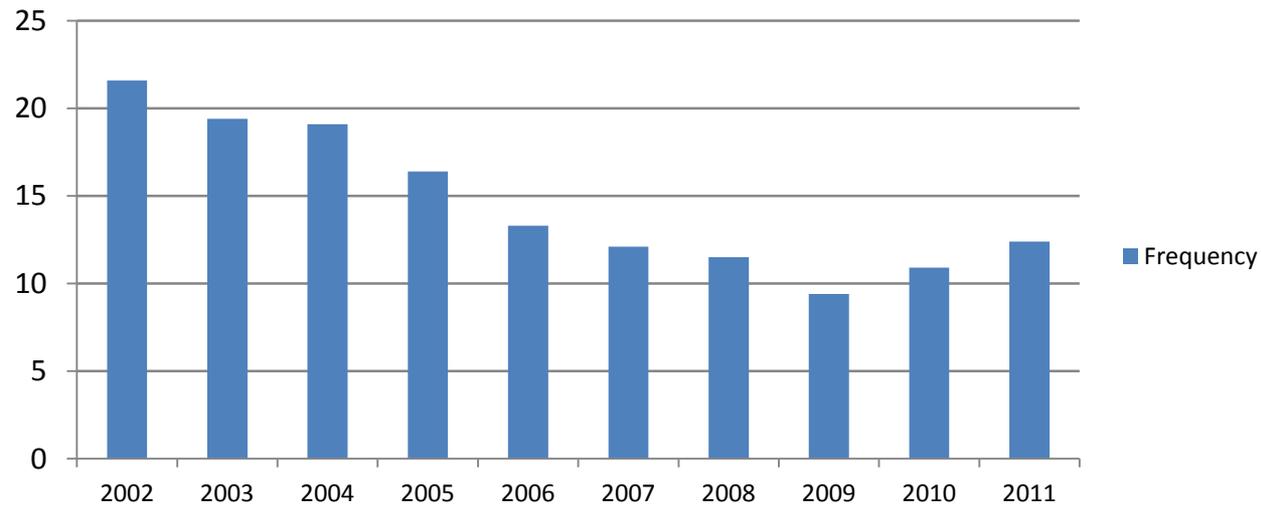
Severity Rate – Number of days lost per 100 employees

Severity



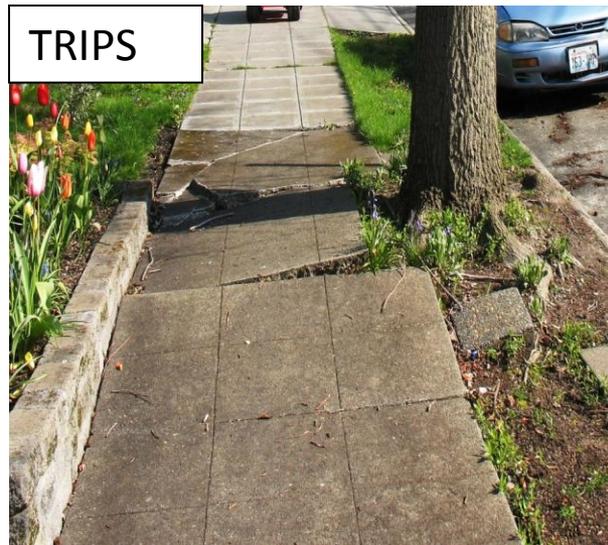
Frequency Rate – Number of claims filed per 100 employees

Frequency

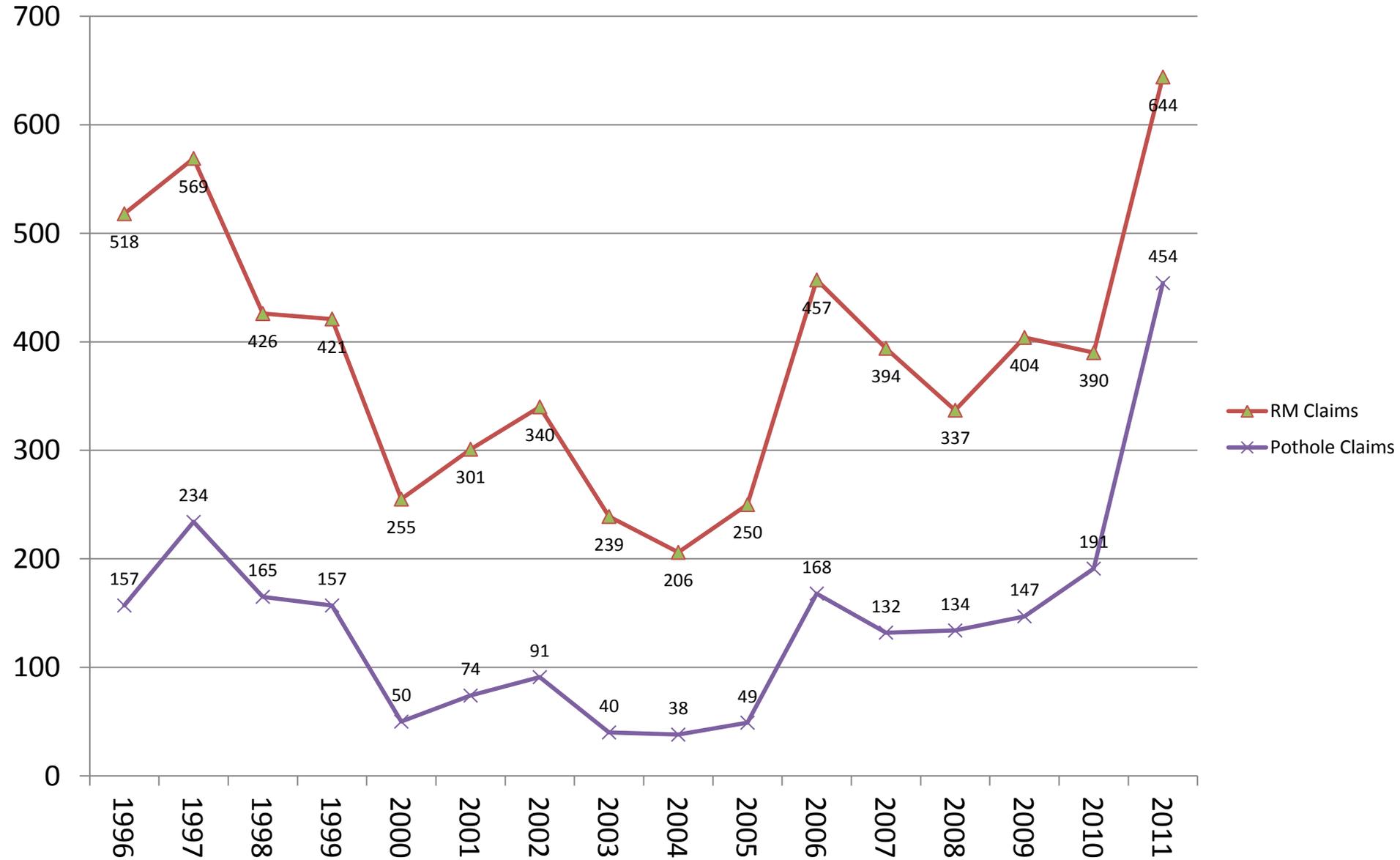


Claims & Risk Management

- Investigate claims
 - Personal Injury
 - Property Damage
- Analyze data to identify root cause and mitigate risk
- Provide litigation support
 - Records research
 - Interrogatories
 - Expert testimony



Claims – Statistics



SDOT's Fleet

Manages SDOT's fleet in conjunction with FAS

Coordinates the procurement and design of specialized equipment

Ensure that vehicles & equipment are replaced with hybrid alternatives when available

- Hybrid Mobile Crane
- Hybrid Platform Lift

Provide auxiliary battery backup to minimize engine idling



New SDOT Traffic Platform Truck with diesel electric hybrid technology

Facilities

Existing Facilities

- Seattle Municipal Tower
- Bank of America Plaza
- Charles Street
- Haller Lake
- West Seattle
- Traffic Shop
- Bridge Facilities
 - Spokane St, Ballard, Fremont & University

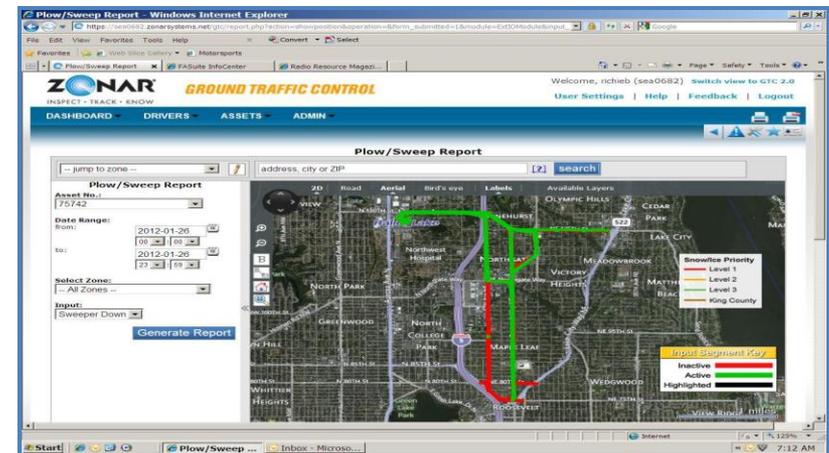
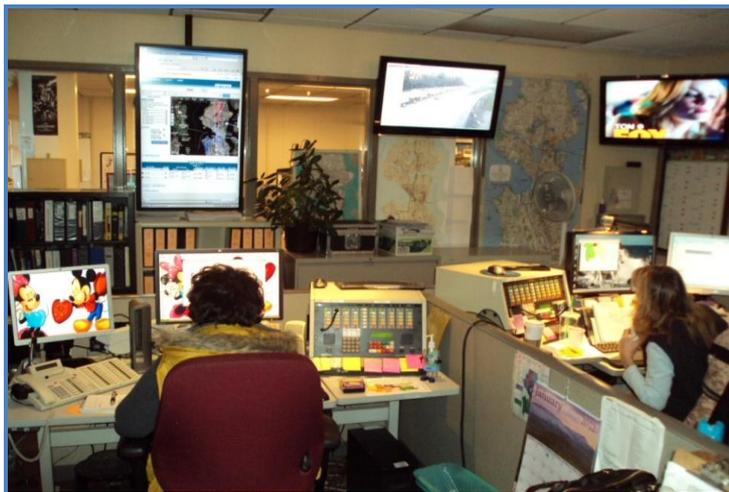
Future Needs

- Replacement of 6th and Harrison rubble yard
- Temporary trailers are currently housing Bridge Maintenance and Urban Forestry operations until a long-term solution can be identified and funded.



Radio Communications

- Maintains all radio communications within SDOT
- Installs and maintains approx 620 2-way radios
 - 500 vehicle radios
 - 120 handheld radios
- Maintains radio equipment in 5 dispatch centers
- SDOT is licensed to use:
 - 150 MHz (day-to-day operations)
 - 450 MHz (EOC)
 - 800 MHz (citywide)
- Ensures regulatory compliance with Federal Communications Commission (FCC)
 - Obtaining licenses to use radios
 - Ensure radio users follow established use & conduct rules



Contracting Equity

Bobby Forch,
Contract Equity Compliance

Contracting Equity: Guiding Principles

- To strive to use all legal means to see that minority-owned and women-owned businesses do not face unfair barriers in their competition for City contracts.
- SDOT sets voluntary targets for consulting contract and goods and services that reasonably achieve the goal.

Contracting Equity: Internal Efforts

- Lead SDOT's DBE/WMBE contract compliance and outreach efforts
- Develop and implement SDOT's Annual Outreach Plan
- Analyze and review SDOT's WMBE expenditures
- Work with FAS to develop and implement new City wide contracting tools and policies:
 - 1) City's New Inclusion Plan (requires utilization vs. outreach)
 - 2) HUD Section 3/ Worker Diversity Plan(Increase diversity on the job site)
 - 3) Job Order Contracting Program(300K or less done by work order)

Contracting Equity: Community Partnerships

Vendor Trade Fairs:

SDOT participates in local or regional outreach events. Including:

1. Regional Contracting Forum
2. Northwest Minority Showcase
3. City of Seattle Procurement Fair
4. Northwest Native American Development Fair

Community Meetings:

SDOT meets monthly with local business associations:

1. Tabor 100
2. Community Coalition for Contracts and Jobs (CCCJ)
3. Urban Enterprise Center (UEC)
4. National Association of Minority Contractors (NAMC)

City and Department Meet and Greets:

Citywide and Department “Meet & Greets” with local WMBE business.

Contracting Equity: 2012 Goals

SDOT has set a 2012 W/MBE goal of 10% for Purchasing and Consultant Spending.

Set specific goals for (4) Major Projects.

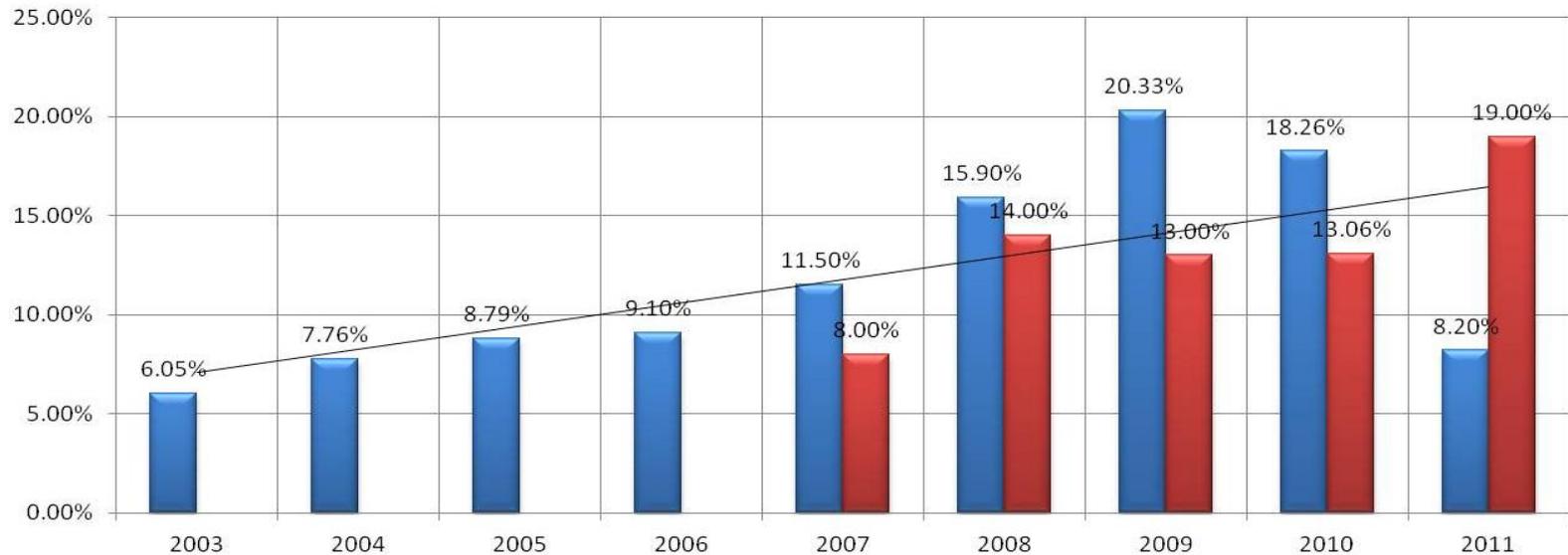
Track (4) Major Projects separately for W/MBE Prime and Sub- consultant utilization:

Project	Total Contract Exp	Goal	WMBE Total
First Hill SC	\$1,250,000	25%	\$312,500
Seawall	\$11,000,000	13%	\$1,430,000
Waterfront	\$3,083,000	10%	\$308,300
Mercer West	\$5,900,000	10%	\$590,000
Total	\$21,233,000	12%	\$2,640,800

Contracting Equity: Summary of Past Performance

Goods and Services

- 208% percent increase in Women and Minority-owned Businesses Enterprise (W/MBE) spending between 2006 and 2010
- Over 40 million dollars to W/MBE's for goods and services since 2006
- 5-year average of 30% WMBE utilization when using the Small Consultant Roster for projects \$250k or less



Contracting Equity: Construction Performance

Performance History

Year	# of Completed Projects	Total Payments	WMBE/HUB Payments	WMBE/HUB % of Total
2011	34	\$36,663,663	\$4,123,326	11.25%
2010	23	\$31,080,734	\$3,267,026	10.51%

- King Street Station has a 22.6% WMBE Participation (Feb 2010-2011)
- 25% Construction Goal for First Hill Streetcar



Contracting Equity: Outlook

Successes

- High five-year average
- JOC 60% WMBE Utilization
- High WMBE utilization on King Street and First Hill Streetcar
- New WMBE Inclusion Plan on Mercer and King Street (next phase)
- Recognized by community organizations

Challenges

- Mega Project Consultant spending skews data
- City Summit System does not track sub-consultants
- No WMBE opportunities for large purchases:
 - 1) Streetcars
 - 2) Street Car Rail
 - 3) Signals



End of Presentation

Questions?