

SDOT		SDOT Director's Rule 8-2009	
Applicant: CITY OF SEATTLE Seattle Department of Transportation (SDOT)	Page 1 of 3	Supersedes: SED DR 90-5	
	Publication: December 4, 2009	Effective: December 22, 2009	
Subject: Public Information	Code and Section Reference: SMC Chapters 3.02.070		
	Type of Rule: Code Interpretation		
	Ordinance Authority: SMC 3.12.020 Ordinance 118409 (1996) Sect. 3		
Index: Administrative Procedures, Public Information	Approved	Date	
	(signature on file)	12/21/2009	
	Grace Crunican, Director Seattle Department of Transportation		

1.0 PURPOSE

To comply with Seattle Municipal Code Chapter 3.02.070 regarding public information.

2.0 DESCRIPTION OF DEPARTMENT & COURSE OF OPERATIONS

2.1 The Seattle Department of Transportation (SDOT) is organized and operates as established by the provisions of Seattle Municipal Code Chapter 3.12. SDOT develops, maintains, and operates a transportation system that promotes the mobility of people and goods, and enhances the quality of life, environment, and economy of Seattle.

- 2.2 An organizational chart may be obtained at the Director's Office reception desk located on the 38th floor of the Seattle Municipal Tower, at 700 5th Avenue, Seattle, Washington.
- 2.3 Information about the department's mission and organization is available on-line at <http://www.seattle.gov/transportation/about.htm>.

3.0 LOCATION OF OFFICES

- 3.1 The Seattle Department of Transportation offices are primarily located in the Seattle Municipal Tower at 700 5th Avenue, Seattle, Washington.
- 3.2 Additional offices are located in the Bank of America Plaza at 800 5th Avenue, Seattle, Washington.
- 3.3 Field offices and shops are located at the Charles Street, Haller Lake, Sunny Jim, and West Seattle facilities, and at the Fremont, Ballard, University, and SW Spokane Street Swing Bridges.

4.0 PUBLIC ACCESS TO INFORMATION

- 4.1 General information may be obtained by calling (206) 684-ROAD (7623), by submitting an on-line request at <http://www.seattle.gov/transportation/contact.htm>, by writing to the Director of Transportation (mailing address: PO Box 34996, Seattle, Washington 98124-4996), or by visiting the reception desk located on the 38th floor of the Seattle Municipal Tower.
- 4.2 Public access to department records, including copies of agency decisions, shall be provided in accordance with Public Disclosure Policies & Guidelines for Executive Branch, dated November 3, 2009.

5.0 PUBLIC SUBMITTALS AND REQUESTS

- 5.1 This rule establishes methods for requesting information from SDOT and does not supersede any other laws or rules, including those related to review by the Director of Transportation, hearings, or appeals.
- 5.2 Except as otherwise provided below, general submittals and requests for information can be made by calling (206) 684-ROAD (7623), by submitting an on-line request at <http://www.seattle.gov/transportation/contact.htm>, by writing to the Director of Transportation (mailing address: PO Box 34996, Seattle,

Washington 98124-4996), or by visiting the reception desk located on the 38th floor of the Seattle Municipal Tower.

- 5.2.1 All requests for public records shall be made to the department's public disclosure coordinator as provided in Public Disclosure Policies & Guidelines for Executive Branch, dated November 3, 2009.
- 5.2.2 All bid submittals shall be made to the Department of Executive Administration's Contracting Services Division unless otherwise requested.
- 5.2.3 All responses to requests for proposals shall be submitted as specified in such requests for proposals.
- 5.2.4 All claims for damages against the City shall be filed with the City Clerk on the official Claim for Damages form and within the applicable statute of limitations.