



# LEVY TO MOVE SEATTLE OVERSIGHT COMMITTEE RESPONSIBILITIES, POLICIES, and PROCEDURES

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## I. PURPOSE

To monitor revenues, expenditures, and program and project implementation, and to advise the City Council, the Mayor, and the Seattle Department of Transportation on responding to program and project cost savings or overruns. The Levy Oversight Committee (LOC) will annually review the Seattle Department of Transportation's program and project priorities, spending, and revised financial plans. The LOC may make recommendations to the Mayor and City Council regarding the spending of Levy Proceeds. (Ordinance [124796](#))

## II. COMMITTEE RESPONSIBILITIES

Committee responsibilities are defined throughout the [Ordinance](#).

- 2.1 The LOC will serve as a vital mechanism of accountability on how Levy revenues are spent.
- 2.2 The LOC is an advisory body that monitors revenues, expenditures, and program and project implementation.
- 2.3 The LOC advises the City Council, the Mayor, and SDOT on responding to program and project cost savings or overruns.
- 2.4 The LOC reviews SDOT's program and project priorities and financial plans, and makes recommendations to the Mayor and City Council regarding the spending of levy proceeds. The Committee, or designee (i.e. Chair or Co-Chairs) will review and provide input on all SDOT annual reports and other communications pertaining to the levy, including review and approve meeting minutes.
- 2.5 The LOC will review SDOT's Levy program and project priorities, spending and revised financial plan.
- 2.6 The LOC will publish annual reports to the Mayor, City Council and people of Seattle.
- 2.7 Between January 1 and April 30 of 2024, the LOC will make a recommendation to the Mayor and City Council regarding the advisability of proposing to the voters of Seattle another levy to authorize a renewal of property taxes for implementation of transportation improvements. Factors to be considered by the LOC in making any such recommendations will include, but are not limited to:
  - 2.7.1 The City's success in project implementation, including its ability to manage and control project cost.
  - 2.7.2 The availability of alternative revenue sources that provide a more direct link between the tax or fee paid and the use of the City's transportation system.
  - 2.7.3 The underlying need for funding to support the uses identified in Section 6 of the approved Levy [legislation](#).

## III. MEMBERSHIP

LOC membership is defined by Section 9 of the [Ordinance](#).

**3.1 Number and criteria.** The Oversight Committee consists of 16 members

- 3.1.1 The Chair of the City Council Transportation Committee
- 3.1.2 The City Budget Director
- 3.1.3 One representative each chosen by and among the respective members of the Seattle Pedestrian Advisory Board, the Seattle Bicycle Advisory Board, the Seattle Transit Advisory Board and the Seattle Freight Advisory Board
- 3.1.4 Five Seattle residents appointed by the City Council
- 3.1.5 Five Seattle residents appointed by the Mayor and confirmed by the City Council

**3.2 Terms.** Initial terms for appointed board members and residents shall be four years, except for two two-year terms (one mayoral appointee and one Council appointee) and four three-year terms (two mayoral appointees and two Council appointees). Subsequent terms for all appointed members shall be four years.

- 3.2.1 All terms commence on January 1 and terminate on December 31, except for the four members appointed by and among the Seattle Bicycle, Freight, Pedestrian, and Transit Advisory Boards. These members shall adhere to the terms of their positions on the respective advisory boards.
- 3.2.2 Upon the resignation, retirement, death, incapacity or removal of a member, the appointing authority may appoint a replacement for the balance of that term. Late appointments or confirmations shall also be for the balance of a term.

**3.3 Vacancy.** Any vacancy in an unexpired term shall be filled in the same manner as the original appointment. A member whose term is ending may continue on an interim basis as a member with voting rights until such time as a successor for that position has been appointed.

**3.4 Compensation.** Committee work is voluntary, and members shall serve without pay.

- 3.4.1 Members may be reimbursed for expenses including transportation to meetings and childcare while attending meetings. Members shall submit an invoice to the SDOT staff liaison requesting reimbursement.

## IV. Leadership/Officers

**4.1 Leadership.** LOC leadership will consist of an Executive Committee, including two Co-Chairs, one Secretary, and one Vice Chair. If the LOC establishes standing subcommittees, the standing subcommittee leads may serve on the Executive Committee at the invitation or request of the Executive Committee. The size of the Executive Committee shall not meet or exceed a quorum of the full Committee.

**4.2 Duties of the Executive Committee.** The roles and responsibilities of the Executive Committee include:

- 4.2.1 Meet regularly with the City staff coordinator as deemed appropriate, to discuss ongoing business and priorities of the LOC and plan LOC meetings and agendas;

- 4.2.2 Develop proposals and recommendations for LOC consideration or review;
- 4.2.3 The Secretary shall be lead organizer in drafting official letters and memos for LOC contribution, review, and approval, or manage delegation of such tasks to other Committee members.

4.3 **Duties of the Co-Chairs.** In addition to their roles and responsibilities as part of the Executive Committee, duties of the Co-Chairs include:

- 4.3.1 Preside over and facilitate LOC meetings, including public comment, with an option to delegate or rotate meeting facilitation to others on the Executive Committee.
- 4.3.2 Act as spokesperson for the LOC and represent LOC decisions and actions.
- 4.3.3 Serve as point of contact for the LOC in for SDOT, elected officials, and community.
- 4.3.4 Communications from the LOC will come from the Co-Chairs, whether with the public, Council and Mayor, SDOT staff, media or other audience.

Co-Chairs may delegate to any willing LOC member performance of the duties described in this section.

4.4 **Terms of office.** All positions of the Executive Committee should serve two-year terms and be determined by an annual vote of the Committee, as outlined in Section 6.3, and on alternating years. One Co-Chair shall be elected in the same year as the Secretary. The other Co-Chair shall be elected in the same year as the Vice Chair.

4.5 **Subcommittees.** The LOC may establish subcommittee as it determines necessary, to research and develop proposals or recommendations for LOC review and approval, or to meet with SDOT staff for subject-matter briefings and discussion. Unless specifically authorized otherwise, actions by subcommittees are subject to ratification by the full Oversight Committee. The parameters of LOC subcommittees include:

- 4.5.1 Subcommittees shall be established at a regular meeting of the LOC.
- 4.5.2 Subcommittees should be established as either standing or ad hoc and be defined by a statement of purpose.
- 4.5.3 Subcommittees shall consist of two or more LOC members, including a designated subcommittee lead, and shall not meet or exceed a quorum.
- 4.5.4 Subcommittees should organize their own meetings but may request information, materials, or briefings from SDOT in support of their purpose. SDOT may request or offer briefings or materials to subcommittees by contacting the subcommittee lead.
- 4.5.5 Updates from standing and ad-hoc subcommittees shall be considered for all regular meetings agendas. Subcommittee updates shall be given by the subcommittee lead or a delegate.

## V. Meetings & Attendance

5.1 **Public Meetings.** All meetings of the LOC shall be open to the public and comply with the Open Public Meetings Act ([RCW 42.30](#)).

5.2 **Public Comment.** The public may speak on issues which come before the LOC. Public comment shall be limited to 2 minutes per person or another duration of time as identified by the Co-Chairs prior to the start of public comment. Additional rules:

- 5.2.1 Public comments made at meetings must be related to the issues on the agenda for that meeting.
- 5.2.2 Speakers should address their comments to the LOC, not to individual members.
- 5.2.3 The LOC does not answer questions or engage in discussion during public comment.
- 5.2.4 Participation by members of the public shall be limited to the public comment period.

### 5.3 Meeting schedule

- 5.3.1 **Regular meetings.** The LOC shall meet 6-12 times per year. A regular meeting schedule will be established annually, at the end of each calendar year, to start at the beginning of a new year.
- 5.3.2 **Annual retreat.** The LOC will participate in an annual retreat planned and facilitated by the Executive Committee and/or an ad-hoc planning subcommittee. The LOC may request budget for external facilitation and such a request will be considered if budget is available. Annual retreats typically occur in December and shall focus on a work plan for the next year.
- 5.3.3 **Special meetings.** A special meeting may be called at any time by the Executive Committee or by a majority of the LOC members. Special meetings of the LOC must comply with the Open Public Meetings Act.

5.4 **Attendance and participation.** To ensure oversight and accountability of LMS funds, LOC members are expected to attend and participate in meetings to the greatest extent possible.

- 5.4.1 Committee members are expected to attend all LOC meetings and uphold good standing; review meeting materials in advance and be prepared for agenda discussions and action; and are encouraged to ask questions of staff and each other toward the goal of understanding the topics at hand.
- 5.4.2 Participation in the LOC, including attending regular meetings, involvement in subcommittees, and material review and consideration, is estimated to involve 6-8 hours per month for regular members and 10-12 hours per month for officers.

5.5 **Good standing.** To remain in good standing as an official member, LOC members must participate in a minimum of 75% of regularly scheduled meetings per annual term. A member not in good standing is subject to replacement. Good standing is enforced in coordination between the SDOT staff liaison and the Executive Committee. If the Committee chooses to appoint members to ad-hoc or standing subcommittees, attendance at subcommittee meetings does not count towards regularly scheduled meeting attendance.

## VI. Conduct of Business

6.1 **Quorum.** A simple majority (more than 50%) of active LOC members in good standing constitutes a quorum. Provided there is a quorum, LOC meetings may proceed and/or the LOC may make decisions or take formal actions.

6.2 **Decision making.** The LOC will strive to make decisions by modified consensus whenever possible to assure that the opinions of everyone are heard, discussed, and valued. In a modified consensus approach, when there is disagreement, members have the opportunity to stand aside or block consensus:

6.2.1 Stand asides provide a way for LOC members to express concerns, but allow the group to proceed with the decision (“I can’t support this proposal because...but I don’t want to stop the group so I’ll let the decision happen without me.”)

6.2.2 Blocks provide a way for LOC members to express firm opposition to the issue or proposal

6.3 **LOC actions.** Formal actions such as officer votes, LOC responses to SDOT proposals, written LOC communications, approval of documents, and other decisions will undergo a vote, facilitated by a Co-Chair and led by a motion of an active LOC member.

6.3.1 The process for making a final decision should include: a clearly stated final proposal and confirmation that everyone understands what is being proposed; check for any blocks or stand asides; check for active agreement either by a show of hands or verbally; conclude the decision by summarizing the result including the decision that was reached and by what vote count.

6.3.2 All final decisions, including results from voting, shall be included in LOC meeting minutes.

6.3.3 Voting by e-mail whether before or after the meeting is allowed by consent of the Executive Committee and determined on a case-by-case basis.

6.3.4 No proxy votes are allowed.

6.4 **Good engagement agreement.** LOC members agree to the following statements outlining how the Committee will work together respectfully and effectively:

6.4.1 Value time: be present and come to meetings prepared; commit to good facilitation and timekeeping; take responsibility for your contributions.

6.4.2 Share airtime: be aware when it’s appropriate to step up and when to step back; one speaker at a time, don’t speak over or interrupt others when they are speaking; at in-person meetings, use the standing name tent to indicate you’d like to speak next.

6.4.3 Propose something better, don’t just criticize: no blame – accept collective responsibility for decisions the group has made; avoid making references or assumptions – seek understanding; don’t react – first, listen to understand and then comment.

6.4.4 Be willing to accept a level of discomfort and be courageous and kind: addressing issues of racism and social inequities challenges dynamics and can put people in vulnerable positions; commit to facing these issues with courage and kindness to seek authentic solutions

- 6.4.5 Pay attention to power dynamics: call out when you see an abuse of power; call in when someone is being pushed out, neglected, or ignored.
- 6.4.6 Balance between knowledge and lived experience: value the lived experience of communities who collectively drive solutions as well as evidence-based approaches to improving inequity
- 6.4.7 Think outside the box and challenge our own lens: be open to new and different ideas than the ones you hold.
- 6.4.8 Respect different learning, communication, and processing styles: accommodate all styles by allowing time for reflection; include a variety of decision-making and processing; ask for clarity when needed and spend time to ensure shared understanding.
- 6.4.9 Keep focus on the common goal: avoid getting caught in unnecessary details to ensure focus on the accomplishing the task at hand.

## VII. SDOT RESPONSIBILITIES

SDOT is responsible for the implementation of the Levy to Move Seattle.

- 7.1 **Reporting.** SDOT will provide an annual report on progress toward implementation of the Levy, as outlined in the legislation, to the Oversight Committee, Mayor and Council. Additionally, SDOT will provide the Oversight Committee with other financial and program reports, presentations and information as requested by the Oversight Committee to accomplish its oversight duties.
- 7.2 **Staff liaison.** SDOT shall provide a staff liaison for the LOC. SDOT will work together with the LOC and with the appropriate City departments to help make the Committee’s work successful. SDOT staff provides organization, communication, and meeting support as follows:
  - 7.2.1 Organization and general support:
    - Maintain and distribute member rosters.
    - Facilitate communication with appointing authorities.
  - 7.2.2 Meeting support
    - Assist the Executive Committee in developing and distributing meeting agendas.
    - Provide information or follow-up with department staff on questions or request by the LOC.
    - Manage room reservations, audio-visual equipment needs, and/or set up online meeting platform according to City IT requirements/availability.
    - Maintain meeting schedule.
    - Assist in coordinating and communicating with presenters for LOC meetings.
    - Assist in scheduling meetings between the LOC and the Mayor’s Office and City Council.
    - Assist in distributing information, materials, reports, presentations, etc. to the LOC and on behalf of City staff three days in advance of LOC meetings.
  - 7.2.3 Communication
    - Field and respond to requests from the public for information about the Committee.
    - Assist with formatting and distributing board correspondence and minutes.

- Maintain an accurate, up-to-date web site, including posting meeting agendas, minutes and other materials.
- Help the LOC assure that internal and external LOC communications comply with the Open Public Meetings Act.
- Assist with drafting reports, recommendations, advice, or correspondence with the Mayor, City Council, and SDOT when assigned by the LOC.

## **VIII. Amendment to Responsibilities, Policies, and Procedures**

This document may be amended by the LOC at any regular meeting with 2/3 votes of a quorum.