**Levy to Move Seattle Oversight Committee Meeting Minutes**

**Date/Time:** Thursday, April 27, 2017 / 5:30 – 7:30 PM **Co-chairs:** Betty Spieth-Croll and Shefali Ranganathan **Recorder:** Elliot Helmbrecht **Location:** City Hall, L280

**Members Present:** Joe Laubach, Katie Garrow, Blake Trask, Brian Estes, Nick Paranjpye, Pat Cohn, Alex Krieg, Rachel Ben-Shmuel, Betty Spieth-Croll, Shefali Ranganathan, Mike O’Brien

**Members Absent:** Paul Muldoon, Ben Noble, Laurie Torres, Phyllis Porter, Ron Posthuma

**Guests:** Scott Kubly (SDOT), Karen Melanson (SDOT), Christian Diaz (SDOT), Darren Morgan (SDOT), Kevin Lo (SDOT), Christine Patterson (SDOT), Saroja Reddy (CBO), Kiersten Grove (MO), Terry Martin (SDOT), Genesee Adkins (SDOT), Lorelei Williams (SDOT)

**MEETING CALL TO ORDER: 5: 34 PM**

**CO-CHAIR REPORT:**

* New committee members, Blake Trask and Katie Garrow, were given an opportunity to introduce themselves
* The co-chairs offered the suggestion to advance the “New Business” items to beginning of the meeting to ensure enough discussion and the rest of the committee agreed

**NEW BUSINESS:**

* “Roles, Procedures, Responsibilities” document
	+ Brian Estes had comments about the annual report, Section 7, Section 6. Under communication, outline SDOT’s reporting responsibilities and complying with legislation.
	+ Nick Paranjpye also suggested that we can adjust the document as needed
	+ Brian Estes brought up the quorum requirement
	+ Brian Estes also requested a City budget item at the January meeting
	+ Blake Trask wants to make sure accomplishments are tracked annually, focusing on 9-year commitments
	+ Mike O’Brien commented that it is vitally important that the group has the authority to go wherever this group wants to go. Independent oversight body, independent part is really important. He wants the committee to:
		- Hold Department and Council accountable on behalf of the public
		- MOB will bring concerns to the group if he has any, as well
		- The beginning is both a challenge to get the group working together, but also critically important that the expectations are set
		- Doing a lot of work up front will help things go smoothly in the end
	+ Brian Estes would like more clarity about Section 9, reporting requirement timelines for report
	+ Scott Kubly mentioned that SDOT takes a couple of months to get invoices in at the end of the calendar year. We are right now at the beginning of the budgeting process. This would be a good time to communicate priorities to the department as well.
* “Cover Letter / Annual Report”: As a supplement to SDOT’s annual report
	+ The committee wanted to add more forward-looking language, specifically at budget and priorities before the budget process
	+ Alex Krieg suggested the committee provide feedback after budget is out to the public but before adopted
	+ Brian Estes wanted more information about releasing the committee report with the SDOT annual levy report

Motion to Approve “Roles, Procedures, Responsibilities” document passes, none opposed

Motion to Approve “Cover Letter / Annual Report” with amendments discussed: passes, none opposed, two abstained (Katie and Blake)

* Subcommittees
	+ The committee agreed to form the two following subcommittees to work on committee-related issues between regular oversight committee meetings

1. Finance subcommittee

2. Data/Performance measures

* + Elliot will send out message to group to sign up. Report back in July.
* Shefali Ranganathan (SR): Reminded the group about upcoming Board and Commissions ethics/elections meetings

**PUBLIC COMMENT:**

1. Cathy Tuttle: Wallingford neighborhood, Seattle Neighborhood Greenways
	* Written letter and thanking group for their work (below)
	* Tools to see the full picture, wants more disaggregated data
	* References Section 10, Section 7: Define benchmarks for Section 7
	* Encourages the committee to ask SDOT for more information

Full text of letter:

Thank you Move Seattle Levy Oversight Committee members for your service.

You are tasked with the important job of overseeing how nearly one billion dollars is spent to maintain and to modernize our streets over the next seven and a half years.

As you know, streets are our largest public asset. Our right of way is three times as large as our park system. That is a lot of land to maintain and upgrade. There is a lot to follow.

I appreciate each and every one of you and the expertise you bring to this committee. You are advocates for people who walk, bike and use transit, you represent freight interests, some of you are engineering experts, and a sizeable number of you come from a background in auditing and financial analysis.

Your expertise is one of the reasons I’d love to see you have the information you need to do your job well. To date, the financial information that is publicly available on the levy is pretty highlevel stuff. Your Chair, Betty, was quoted in the Seattle Times this week saying, “My gut is that there isn’t any issue that the money is not being spent on projects, but I don’t think, as a committee, we have yet seen the kind of reporting that shows us the

whole picture.”

You need to have the tools to see the whole picture. The dashboards are lovely as a public-facing tool, but given the sophistication of this committee, I am guessing you need to work with more disaggregated data in order to make informed decisions and do your most excellent work as an oversight committee. And it is what Section 10 of the Levy language requires of you.

I’m also asking that you spend some quality time to look at performance measures in the Levy, particularly those called out in Section 7 of Move Seattle, those of Vision Zero Safety, enhanced safe routes to school, and equity – and define what benchmarks you’d like to see reached through this levy to define those requirements.

Finally, I hope this committee takes time to discuss what projects are actually prioritized. In the Seattle Times article, it turns out benchmarks for important safety projects for people who walk and bike were not met – for protected bike lanes and greenways. You as a member of the Move Seattle Oversight Committee are in a unique position to ask to open the black box of prioritization and find out which projects are brought forward and why.

Thank you again for your work.

Cathy Tuttle, Executive Director

Seattle Neighborhood Greenways

www.SeattleGreenways.org

Public Comment Move Seattle Oversight Committee Meeting 4/27/17

**MODAL BOARD REPRESENTATIVE UPDATES:**

* No updates given.

**PRESENTATIONS:**

Levy to Move Seattle 2017 Q1 update

*Presenters: Scott Kubly, Karen Melanson, Christian Diaz*

* Scott Kubly thanked the committee for their time. SDOT spends a great deal of time on how we can report back on performance of the levy. This process of questioning results in better SDOT outcomes.
* Scott Kubly also addressed the need for a common language when discussing the budget.
* Scott Kubly mentioned the unprecedented risk to federal funding right now, can potentially impact timing and delivery of levy projects.
* Christian Diaz introduced the committee to SDOT financial terms and used the 2016 financial report as an example, walking the committee through the terms. He described the budgeting process, from adoption to revisions to spent.
* Christian Diaz explained committed funds to the committee and noted the 2016 committed levy funds. Projects follow their own schedules, if the funds are obligated, SDOT knows it is going to occur soon, but the timing is not always the same
* Christian Diaz also mentioned that spent funds are a lagging indicator and any unspent funds in that year are carried forward
* Christian detailed the historic trends from BTG, showing the committee spending trends per quarter.
* The committee received the Q1 report detailing financial summary and accomplishments in Q1.
* Many accomplishments in Q1 have not been delivered yet because most of them are built in the warmer, drier summer months and this winter/spring has been very wet and cold.

**Alex Krieg (AK):** Can the money in the unspent column be portioned out?

**CHRISTIAN DIAZ (CD):** Yes. And the next step in this process is adding a column that shows obligations so the committee is aware of this information, as well.

**Mike O’Brien (MOB):** Mentions that revisions will occur throughout the year.

**Brian Estes (BE):** Requested a way to highlight what projects have been accelerated

**BE**: Brian would like to revisit Attachment A for 2016 at a future meeting to ensure there was adequate due-diligence for 2016

\*The remaining presentation were limited to 10 minutes each due to previous agenda items running long.

SDOT Performance Measures

*Presenter: Terry Martin*

* Terry presented the committee with data and background information about the Levy to Move Seattle [performance dashboard](https://performance.seattle.gov/stat/goals/kppq-md9g)
* He briefly walked the committee through some of the data included for the various performance measures
* The accomplishments that SDOT tracks for the quarterly and annual reports are included on the dashboard by clicking on the individual tiles
* More data is available by clicking on “show more data” but right now SDOT is limited in the amount of information that can be displayed on this spreadsheet

**BE:** Asked a follow-up question about the relationship between outcomes and outputs tracked on the dashboard.

Due to time constraints, the committee agreed that the subcommittee formed on this topic would work with SDOT and report back on progress in July.

SDOT Urban Forestry

*Presenter: Darren Morgan*

* SDOT owns about 40,000 street trees
* New tree crew funded by the levy respond to obstructions in the right-of-way
* Tree plantings focused in management units selected for that year
* SDOT urban forestry is currently doing a community outreach survey and Unit 8 has received the most feedback
* The goal is to reduce inequity within our urban forestry scheduling process
* OSE is releasing their canopy coverage report assessment – May 8th, can send invitation

**Rachel Ben-Shmuel (RBS):** Very encouraged about Darren’s approach to this work

**Darren Morgan (DM):** The additional funds provided by the levy was a tipping point towards success for this program, looks forward to tracking accomplishments

**NEW BUSINESS:**

**(BE):** Asked the group if they would be willing to consider a September meeting to make up for the missed meeting in January. The group seemed open to the idea but a date was not set.

Future topic ideas:

* Timeline for feedback on budget process back to the group
* 2016 Attachment A
* SDOT’s annual levy report