**LEVY TO MOVE SEATTLE**

**OVERSIGHT COMMITTEE**

***RESPONSIBILITIES, POLICIES, and PROCEDURES***

**Adopted April 27, 2017**

*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 Committee will annually review the Seattle Department of Transportation's program and project priorities, spending, and revised financial plans. The Oversight Committee may make recommendations to the Mayor and City Council regarding the spending of Levy Proceeds. (City Council Ordinance 124796)

*II. COMMITTEE RESPONSIBILITIES AS OUTLINED IN THE LEGISLATION:*

1. The Levy to Move Seattle Oversight Committee will serve as a vital mechanism of accountability on how levy revenues are spent.
2. The Oversight Committee is an advisory body that monitors revenues, expenditures, and program and project implementation.
3. The Oversight Committee advises the City Council, the Mayor, and SDOT on responding to program and project cost savings or overruns.
4. The Oversight Committee 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.
5. The Oversight Committee will publish annual reports to the Mayor, City Council and people of Seattle.

*III. THE OVERSIGHT COMMITTEE*

The Oversight Committee will work with SDOT staff to accomplish its oversight responsibilities.

1. Committee Membership: The Oversight Committee consists of 16 members:
	* The Chair of the Transportation Committee
	* The City Budget Director
	* One representative each chosen by and from 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
	* Five Seattle residents appointed by the City Council
	* Five Seattle residents appointed by the Mayor and confirmed by the City Council
2. 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. The Oversight Committee shall meet six times a year or as otherwise determined by the Committee.
4. The Committee and SDOT will always give high regard to members’ time and efforts. To that end, specific delegation of responsibility may be given to sub-committees to pursue goals that the Committee desires to be met. Unless specifically authorized otherwise, actions by sub-committees are subject to ratification by the full Oversight Committee.
5. Communications from the Committee will come from the Chair / Co-Chairs, whether with the public, Council and Mayor, SDOT staff, media or other audience.
6. The Committee, or designee (i.e. Chair or Co-Chairs) will provide input on all documents including meeting minutes, annual reports and other communications
7. The Committee will annually review SDOT’s LMS program and project priorities, spending and revised financial plan.
8. Between January 1 and April 30 of 2024, the Oversight Committee is requested to make a recommendation to the Mayor and City Council regarding the advisability of proposing to the voters of Seattle another levy to authorize additional property taxes for implementation of transportation improvements. Factors to be considered by the Oversight Committee in making any such recommendations will include, but are not limited to:
	* 1. The City’s success in project implementation, including its ability to manage and control project costs
		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
		3. The underlying need for funding to support the uses identified in Section 6 of the approved levy legislation.

*IV. SDOT RESPONSIBILITIES*

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

SDOT provides a staff liaison for the Oversight Committee. SDOT will work together with the Committee

to help make the Committee’s work successful. SDOT staff provides organization, communication, and meeting support as follows:

1. Organization
	* Maintain and distribute member rosters.
	* Facilitate communication with appointing authorities.
2. 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.
	* Assist with drafting reports or correspondence with the Mayor, City Council, and the SDOT Director.
3. Meetings
	* Assist Chair (or Co-chairs) in developing meeting agendas;
	* Keep the Committee updated on upcoming projects or decisions.
	* Provide information or follow up with department staff on questions or requests by the Committee.
	* Work with the Committee Chair (or Co-chairs) to distribute meeting agendas.
	* Manage room reservations and audio-visual equipment needs.
	* Maintain meeting schedule.
	* Assist in coordinating and communicating with presenters for committee meetings.
	* Assist in scheduling meetings between the Committee and the Mayor and City Councilmembers.
	* Help support special committee meetings such as annual retreats.
	* Appropriate City officials are expected to provide the Committee with information/plans/maps/drawings/occasional oral presentations, etc. that may be needed for the Committee to conduct an adequate review. The City shall distribute materials to the Committee three days in advance of the Committee’s monthly meeting. Distribution may be via email.

*V. COMMITTEE PROCEDURES AND EXPECTATIONS*

1. Committee members are expected to attend all Oversight Committee meetings to the extent possible; 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 to best ensure oversight and accountability of LMS funds.
2. To remain in good standing as an official member, an Oversight Committee member must participate in a minimum of four regularly scheduled meetings per each annual term. A member not in good standing is subject to replacement. If the committee chooses to appoint members to special subcommittees, attendance at subcommittee meetings does not count towards regularly scheduled meeting attendance.
3. The Levy to Move Seattle Chair (or Co-chairs) shall be elected at the first meeting each year by a majority of all official members of the Committee who vote, either in person or by e-mail, on individuals nominated at a regular meeting of the Committee. Official Committee nominations for the above positions will take place at the last meeting of the year prior. Co-chairs will serve two-year terms and be elected in alternate years.
4. The Committee recognizes the occasional need to appoint sub-committees of members to enhance the effectiveness of its actions. Members of a sub-committee shall be appointed by the Chair (or Co-chairs), who shall specify the sub-committee’s charge and time frame in which the sub-committee will carry out its charge.
5. All formal actions or decisions of the Committee require approval by a majority of voting Committee members in good standing, provided that a quorum of at least 50% of the official members. Voting by e-mail whether before or after the meeting is allowed by consent of the Chair (or Co-chairs) determined on a case-by-case basis.
6. All formal actions or decisions on recommendation statements require a final draft to be sent to the entire Committee in advance of the vote.
7. The agenda for any meeting will be approved by the Chair (or Co-chairs) and shall be sent via e-mail (if possible) to all Committee members and other interested parties and posted to a recognized web site at least five days in advance of the relevant meeting.
8. All meetings of the Committee shall be open to the public. Members of the public are welcome to speak at the beginning of the meeting, but will have no vote on actions or decisions of the Committee. The Chair may limit the time that any one member of public will be allowed to speak.
9. The Open Public Meeting Act (Revised Code of Washington Chapter 42.30) (OPMA) has two primary requirements – that meetings be publicly announced in advance, and that they be open to the public. A board’s regular meeting time and place should be posted (for example, on the board’s website). The time and place of sub-committee and any special meeting (a meeting held at a different time or place), along with the agenda for that meeting, must be publicized by providing at least twenty-four hours advance notice. All meetings, regular and special and sub-committee, must be open to the public. Also, minutes of all meetings must be recorded and made available to the public.
10. The Committee Chair (or Co-chairs) will act as liaison to the mayor’s office and the chair of the city council’s transportation committee.
11. Copies of minutes of all Committee meetings and actions taken by the Committee will be kept on file in the office of the Liaison and available on the Levy to Move Seattle website.
12. This document titled “Responsibilities, Policies, and Procedures” may be amended at any general Committee meeting with 2/3 votes of a quorum.
13. Remember, most e-mails that are sent and received that are related to city business, even on a member’s personal computer, are subject to public disclosure.

*VI. CONCLUSION*

1. Participation on the Levy to Move Seattle Oversight Committee is a very important community service and requires a significant commitment of time, energy and responsibility. Dynamic and successful boards and commissions are essential for the city of Seattle to carry out its work, and the energy and dedication of committee members to this endeavor will ensure that the interests of the public are being served.