

SEATTLE TRANSPORTATION LEVY OVERSIGHT COMMITTEE

RESPONSIBILITIES, POLICIES, AND PROCEDURES

Originally drafted and adopted: March 3, 2026

1. PURPOSE

- 1.1. Conditioned upon voter approval of the ballot proposition submitted by this ordinance, there is established an Oversight Committee to monitor revenues, expenditures, and program and project implementation, and to advise the City Council, the Mayor and the Seattle Department of Transportation on the spending of Levy Proceeds and the performance of Levy programs consistent with this proposition in order to ensure transparency and accountability to Seattle taxpayers. The Committee will annually review the Seattle Department of Transportation's program and project priorities, spending, and revised financial plans; and the Committee may audit Levy funded programs. The Oversight Committee may make recommendations to the Mayor and City Council regarding the spending of Levy Proceeds. ([Council Bill 120788 - Seattle Transportation Levy Ordinance](#))

2. COMMITTEE RESPONSIBILITIES

- 2.1. Committee responsibilities are defined throughout the Seattle Transportation Levy Ordinance.
- 2.2. Conditioned upon voter approval of the ballot proposition submitted by this ordinance, there is established an Oversight Committee, which:
 - 2.2.1. Will monitor revenues, expenditures, and program and project implementation, and to advise the City Council, the Mayor and the Seattle Department of Transportation on the spending of Levy Proceeds and the performance of Levy programs consistent with this proposition in order to ensure transparency and accountability to Seattle taxpayers.
 - 2.2.2. Will annually review the Seattle Department of Transportation's program and project priorities, spending, and revised financial plans; and the Committee may audit Levy funded programs.
 - 2.2.3. May make recommendations to the Mayor and City Council regarding the spending of Levy Proceeds.
 - 2.2.4. Between January 1 and April 30 of 2032, may make a recommendation to the Mayor and City Council regarding the advisability of proposing to Seattle voters a replacement levy that would continue funding transportation improvements once this one expires at the end of 2032. The factors to be considered by the Oversight Committee in making any such recommendations will include but are not limited to: (a) the City's success in project implementation, including its ability to manage and control project costs; and (b) the underlying need for funding to support the uses identified in Section 6 of this ordinance. The Mayor and City Council will consider any timely recommendations that may have been made by the Oversight Committee.

3. MEMBERSHIP

3.1. LOC membership is defined by Section 7 of the Seattle Transportation Levy Ordinance.

3.2. Number and criteria. The Oversight Committee consists of 19 members:

3.2.1. The Chair of the City Council Transportation Committee

3.2.2. The City Budget Director

3.2.3. 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

3.2.4. Seven Seattle residents appointed by the City Council held by a representative of each Council District

3.2.5. Five Seattle residents appointed by the Mayor and confirmed by the City Council

3.2.6. A young member selected through the Get Engaged program

4. TERMS AND VACANCIES

4.1. The initial terms for appointed members shall be four years. The terms shall commence on January 1, 2025. Upon the resignation, retirement, death, incapacity, or removal of an Oversight Committee member, the authority appointing such member may appoint a replacement for the balance of the term. Late appointments or confirmations shall also be for the balance of a term. All five members appointed by the Mayor shall be subject to confirmation by the City Council. Any vacancy in an unexpired term shall be filled in the same manner as the original appointment.

4.2. 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.

5. COMPENSATION

5.1. Committee work is voluntary, and members shall serve without pay.

5.2. Members who experience financial hardship defined as qualifying for Seattle City Light and Seattle Public Utilities discount program are eligible to be compensated at a rate of \$75 per hour up to 5 hours per month. Members must submit an invoice to SDOT for work completed.

6. LEADERSHIP/OFFICERS

6.1. The Oversight Committee will select a Leadership Team, consisting of the following roles, each with a 1 year term with no term limit. The Leadership Team roles and associated responsibilities are below:

6.1.1. Co-chairs (2)

6.1.1.1. Preside over and facilitate LOC meetings, including public comment, with an option to delegate or rotate meeting facilitation to others on the Leadership Team. Co-chairs will alternate facilitation of each meeting.

6.1.1.2. Act as spokesperson for the LOC and represent LOC decisions and actions.

- 6.1.1.3. Serve as point of contact for the LOC for SDOT, elected officials, and community.
- 6.1.1.4. Formal communications on behalf from the LOC will come from the Co-Chairs, whether it be with the public, Council and Mayor, SDOT staff, media or other audience. If members are not communicating on behalf of board, they must indicate that they are speaking as member of the public.
- 6.1.1.5. Co-Chairs may delegate to any willing LOC member the performance of the duties described in this section.

6.1.2. Chair of Finance Subcommittee (1)

6.1.3. **See Section 7.2.** The LOC will have a standing Finance subcommittee. There will be a chair of the Finance subcommittee voted on by the full LOC. This chair will solicit other interested members for the subcommittee. This is a permanent committee which is in part tasked with overseeing use of the \$1M in funding provided for auditing and professional services for the LOC.

6.1.4. Member-at-large (1)

- Support Co-chairs as needed
- Attend leadership team meetings.

6.1.5. Get Engaged Member (optional role) (1)

6.2. The full Leadership Team has the following duties:

- 6.2.1. 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
- 6.2.2. Develop proposals and recommendations for LOC consideration or review

6.3. In order to have a meeting of the Leadership Team, at least 3 of 5 members must be present.

6.4. The size of the Leadership Team or subcommittees shall not meet or exceed a quorum of the full Committee.

6.5. Communication with Leadership Team: Any LOC member may email the full Leadership Team at any time with items such as agenda topic requests, questions or concerns, etc. The SDOT staff liaison should be copied on any email to the leadership team.

6.6. Leadership Team elections

- 6.6.1. 6-8 weeks prior to the LOC meeting during which elections will be held, the SDOT staff liaison will solicit statements of interest from LOC members interested in serving in a leadership position. The statement of interest must include the position the member is interested in serving in.
- 6.6.2. Statements of interest will be emailed to all LOC members prior to the LOC meeting during which elections will take place.
- 6.6.3. During the LOC meeting during which elections will take place, members interested in serving in a leadership role will be given an opportunity to further verbalize their interest in the given role.

- 6.6.4. LOC members will vote on the positions one-by-one by anonymously filling out a paper survey if in-person, OR Microsoft Teams form if virtual, in the meeting. If there is only one candidate for each position, there is an option for the LOC to vote to approve the full slate of candidates at once.
- 6.6.5. The SDOT staff liaison will count votes for each position after voting concludes for that position.
- 6.6.6. The candidates with the highest and second-highest amount of votes for co-chair will be elected co-chairs.
- 6.6.7. The candidates with the highest amount of votes for member-at-large will be elected member-at-large.
- 6.6.8. The candidate with the highest amount of votes for Chair of Finance Subcommittee will be elected Chair of Finance Subcommittee.
- 6.6.9. The candidate with the highest amount of votes for Get Engaged representative will be elected Get Engaged representative.
- 6.6.10. Elections will be held approximately every 11-13 months. Leadership team members will continue to serve in their role until the next election.
- 6.6.11. Terms will be effective after elections take place.

7. SUBCOMMITTEES

- 7.1. 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:
 - 7.1.1. Subcommittees shall be established at a regular meeting of the LOC.
 - 7.1.2. A vote will be taken to establish a subcommittee. See the Formal Decisionmaking and Actions section for how this vote would take place.
 - 7.1.3. Each subcommittee shall have a clear purpose statement and proposed duration.
 - 7.1.4. Subcommittees shall be established as either standing (permanent) or ad hoc and be defined by a statement of purpose.
 - 7.1.5. Subcommittees shall consist of two or more LOC members, including a designated subcommittee lead, and shall not meet or exceed a quorum.
 - 7.1.6. 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.
 - 7.1.7. 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.
- 7.2. The LOC will have a standing Finance subcommittee. There will be a chair of the Finance subcommittee voted on by the full LOC. This chair will solicit other interested members for the subcommittee. This is a permanent committee which is in part tasked with overseeing use of the \$1M in funding provided for auditing and professional services for the LOC.
- 7.3. If the subcommittee is taking formal action on behalf of the LOC, and there is not enough time to come back to the full LOC before this action must be taken, a vote must take place to enable Co-Chairs to approve the final action without going back to the full LOC for approval.

- 7.3.1. Co-chairs should be involved in these formal actions and provide approval on the actions being taken or formal documents, letters, etc. Co-chairs will determine if the action/document needs to be returned to the full LOC for review. If there is enough time for the full LOC to meet on the action, then the full LOC should vote on the action.
- 7.3.2. Example: If a subcommittee is tasked with writing a letter on behalf of the full LOC to Seattle City Council, the full LOC could vote to agree to allow the subcommittee to write and the Co-chairs to approve and submit the letter on the LOC's behalf. This means that the subcommittee would not need to provide the letter for the full LOC's approval prior to sending it.

8. PUBLIC COMMENT

- 8.1. The OPMA requires the governing body to provide an opportunity for public comment "at or before every regular meeting at which final action is to be taken" (RCW 42.30.240). The governing body has flexibility in deciding when and how it will accept public comment. The Municipal Research and Services Center (MRSC) in Washington State provides [guidance on public comment responses at this link](#).
- 8.2. 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.
- 8.3. Additional rules:
 - 8.3.1. Public comments must be related to issues within the purview of the LOC.
 - 8.3.2. Public commenters may also use other channels to reach the City of Seattle.
 - 8.3.3. Speakers should address their comments to the LOC, not to individual members.
 - 8.3.4. The LOC does not answer questions or engage in discussion during public comment.
 - 8.3.5. Participation by members of the public shall be limited to the public comment period.
 - 8.3.6. Public comment can be made via email in advance of the meeting. Any written public comments will be sent to the LOC.
 - 8.3.7. Co-chairs will coordinate providing a summary of written public comments at the beginning of each meeting, if public commenter is not present.

9. MEETINGS

- 9.1. Public Meetings. All meetings of the LOC shall be open to the public and comply with the Open Public Meetings Act (RCW 42.30).
- 9.2. 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.
- 9.3. Regular meetings. The LOC shall meet generally 6-10 times per year on the first Tuesday of each month from 5-7pm.
- 9.4. Special meetings. A special meeting may be called at any time by the Leadership Team or by a majority of the LOC members. Special meetings of the LOC must comply with the

Open Public Meetings Act. Special meetings occur outside of the schedule. Special meetings can include annual retreats/advances planned and facilitated by the Leadership Team 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.

10. ATTENDANCE AND PARTICIPATION; GOOD STANDING.

- 10.1. To ensure oversight and accountability of Levy funds, LOC members are expected to attend and participate in meetings to the greatest extent possible.
- 10.2. Committee members are expected to attend all LOC meetings and uphold Good Standing, as defined in subsection 10.4 below; 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.
- 10.3. Participation in the LOC, including attending regular meetings, involvement in subcommittees, and material review and consideration, is estimated to involve up to 8 hours per month for regular members and up to 10-12 hours per month for officers.
- 10.4. Good standing. To remain in good standing as an official member, LOC members must miss fewer than 3 consecutive meetings with an unexcused absence. To have an excused absence, a member must communicate that they are missing a meeting with either the Staff Liaison or Leadership Team. If a member has missed 3 consecutive meetings with unexcused absences, the Leadership Team will reach out to the member. A member not in good standing is subject to replacement. Good standing is enforced in coordination between the SDOT staff liaison and the Leadership Team. 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.

11. FORMAL DECISIONMAKING & ACTIONS

- 11.1. 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:
 - 11.1.1. 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.”)
 - 11.1.2. Blocks provide a way for LOC members to express firm opposition to the issue or proposal. In order to fully block a proposal, at least two LOC members need to agree to block the proposal.
- 11.2. Formal actions such as 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.

- 11.3. The process for making a final decision should include:
 - 11.3.1. a clearly stated final proposal and confirmation that everyone understands what is being proposed
 - 11.3.2. check for any blocks or stand asides
 - 11.3.3. check for active agreement either by a show of hands or verbally
 - 11.3.4. conclude the decision by summarizing the result including the decision that was reached and by what vote count.
- 11.4. All final decisions, including results from voting, shall be included in LOC meeting minutes.
- 11.5. Voting by e-mail whether before or after the meeting is allowed by consent of the Leadership Team and determined on a case-by-case basis.
- 11.6. No proxy votes are allowed.
- 11.7. This consensus model is modifiable as the LOC sees fit.

12. GOOD ENGAGEMENT AGREEMENT

- 12.1. Hybrid meeting guidelines
 - 12.1.1. If LOC members are participating in a meeting virtually, having cameras on is highly encouraged to facilitate effective discussion.
 - 12.1.2. Comments and questions should be made verbally regardless of whether the LOC member is participating virtually or in person. The virtual meeting “chat” should not be used for substantive discussion or questions.
 - 12.1.3. There is no minimum in-person requirement.
- 12.2. LOC members agree to the following statements outlining how they will work together respectfully and effectively:
 - 12.2.1. Value time: Be present and come to meetings prepared; commit to good facilitation and timekeeping; take responsibility for your contributions.
 - 12.2.2. 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.
 - 12.2.3. 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.
 - 12.2.4. 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
 - 12.2.5. 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.
 - 12.2.6. 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

- 12.2.7. Think outside the box and challenge our own lens: Be open to new and different ideas than the ones you hold.
- 12.2.8. 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.
- 12.2.9. Keep focus on the common goal: avoid getting caught in unnecessary details to ensure focus on the accomplishing the task at hand.

13. SDOT RESPONSIBILITIES

- 13.1. SDOT is responsible for the implementation of the Seattle Transportation Levy. The full text of the Seattle Transportation Levy can be found [at this link](#). Key responsibilities related to the LOC include:

- 13.1.1. Reporting. SDOT will prepare and submit an annual progress report on levy spending and project and program delivery, including accomplishments and progress on delivering Estimated Investments in Attachment A to this ordinance. The Oversight Committee will work with City staff in the first year of the levy to determine an evaluation and reporting structure and cadence that best allows the Oversight Committee to perform their oversight duties. SDOT will also annually revise and deliver to the City Council, the Mayor, and the Oversight Committee a Transportation Improvements financial plan. SDOT shall make on-line dashboard reporting of levy program spending and deliverables available to the public, similar to the dashboard reporting provided for the Levy to Move Seattle

- 13.1.2. 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 including but not limited to:

- 13.1.3. Organization and general support:

- 13.1.3.1. Maintain and distribute member rosters.
 - 13.1.3.2. Facilitate communication with appointing authorities.

- 13.1.4. Meeting support

- 13.1.4.1. Assist the Leadership Team in developing and distributing meeting agendas.
 - 13.1.4.2. Provide information or follow-up with department staff on questions or request by the LOC.
 - 13.1.4.3. Manage room reservations, audio-visual equipment needs, and/or set up online meeting platform according to City IT requirements/availability.
 - 13.1.4.4. Maintain meeting schedule.
 - 13.1.4.5. Assist in coordinating and communicating with presenters for LOC meetings.
 - 13.1.4.6. Assist in scheduling meetings between the LOC and the Mayor's Office and City Council.

13.1.4.7. Assist in distributing information, materials, reports, presentations, etc. to the LOC and on behalf of City staff two business days in advance of LOC meetings (typically the Friday prior to LOC meetings on Tuesdays).

13.1.5. Communication

13.1.5.1. Field and respond to requests from the public for information about the Committee.

13.1.5.2. Draft and distribute minutes.

13.1.5.3. Assist with formatting and distributing board correspondence.

13.1.5.4. Maintain an accurate, up-to-date web site, including posting meeting agendas, minutes and other materials.

13.1.5.5. Help the LOC assure that internal and external LOC communications comply with the Open Public Meetings Act.

13.1.5.6. Assist with drafting reports, recommendations, advice, or correspondence with the Mayor, City Council, and SDOT when the LOC needs support.

14. AMENDMENT TO RESPONSIBILITIES, POLICIES, AND PROCEDURES

14.1. This document may be amended by the LOC at any regular meeting with 2/3 votes of those present and voting.