

CITY OF BELLEVUE
BELLEVUE TRANSPORTATION COMMISSION
MINUTES

November 14, 2019
6:30 p.m.

Mercer Slough Environmental Education
Center

COMMISSIONERS PRESENT: Chair Wu, Commissioners Bishop, Leitner, Tropin, Ting

COMMISSIONERS ABSENT: Commissioners Marciante, Teh

STAFF PRESENT: Kevin McDonald, Andrew Singelakis, Franz
Loewenherz, Department of Transportation; Jesse
Canedo, Culture and Economic Development,
Department of Community Development

OTHERS PRESENT: None

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. by Chair Wu who presided.

Upon the call of the roll, all Commissioners were present with the exception of Commissioners Marciante and Teh, both of whom were excused.

2. APPROVAL OF AGENDA

Chair Wu added several items to the agenda under Unfinished Business and New Business.

A motion to approve the agenda as amended was made by Commissioner Leitner. The motion was seconded by Commissioner Ting and the motion carried unanimously.

3. ORAL AND WRITTEN COMMUNICATIONS

Mr. Bruce Whitaker, 1924 160th Avenue NE, commented in regard to the Northeast Bellevue transportation study. He said he had spent a lot of time looking at the Transportation Facilities Plan and doing research on the issue. The neighborhood has been told the study is on hold, though when discussed in September the Commission wanted the study to be scoped and reviewed by the public before coming back to the Commission. The neighbors are both frustrated and disappointed that the study has been put on hold with no set date for starting it.

Chair Wu noted that later in the meeting the transportation department director would be discussing the Commission's work plan and she said she understood that study would be addressed.

Mr. Steward Hargraves, 16111 NE 100th Street, Redmond, said he works in Bellevue at the Microsoft Aventa campus and serves as a member of the Redmond Parks and Trails Commission. He noted that two or three days per week he rides his bike to work by traveling

south on West Lake Sammamish Parkway. On occasion cyclists are encountered riding north on the southbound shoulder. While sufficient room is not an issue, there is no established norm for cyclists approaching each other should pass on the left or the right. It is not a good situation and the possibility of collisions and injuries is high. There is nothing on point in the city's Pedestrian and Bicycle Transportation Plan, but in the Bicycle Corridor Report there is a section focused on West Lake Sammamish Parkway in which it is clear the issue is understood. It does not, however, address the contraflow safety concern.

Ms. Claire Marteen, a policy manager for Cascade Bicycle Club, said she rides her bicycle in Bellevue and would like the streets to be safer for riders. She noted the Commission would be receiving a report on the Safe Systems approach Bellevue can adopt as part of its Vision Zero work. The Club is appreciative that Bellevue has adopted a commitment to eliminate traffic deaths and serious injuries by 2030, but clearly there is much to be done to achieve that goal. Nationwide, people who are walking or biking are being killed or injured at rising rates, a trend that Bellevue is following. Since the time schools adjourned for the summer, at least four Bellevue families have had their lives irreversibly changed. On June 12 a woman sitting on a bench waiting for a bus was hit by a car and seriously injured. A bicycle rider was hit by a car on August 14 and was killed. On September 6 a camper driver died, and on October 22 a senior citizen and grandfather was hit by a car and later died from his injuries. None of that needs to be accepted as the status quo. Vision Zero shows that every one of those crashes was preventable. On the heels of the successful Vision Zero summit in February, the city has thoughtfully prepared strategies as part of the Safe Systems approach. She thanked the Commission for its ongoing support of bike-friendly policies and investments. While the work is serious, it is not rocket science and it can be accomplished.

4. COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS, AND MEMBERS OF THE TRANSPORTATION COMMISSION

Commissioner Bishop reported that he recently attended a presentation on autonomous vehicles and the use of artificial intelligence. He said it was noted that there are people from around the nation who are working on the technology of autonomous vehicles and how they connect to the 5G grid. There were three or four national university representatives present along with representatives from three or four major corporations. Three Bellevue City Council members were present as well. In the presentation, the city of Bellevue was identified as being a leader in the field and for moving forward in addressing supporting issues aimed at implementation.

Chair Wu reported that she and Commissioner Leitner recently met with Assistant City Attorney Monica Buck where it was discussed that the Commission meetings are the platform for the public to observe and understand the deliberative process that includes discussions and making motions. She urged the Commissioners to read through the information Ms. Buck recently sent out, and noted the staff are looking into having her provide the Commission with a presentation at a later date.

5. STAFF REPORTS

Principal Transportation Planner Kevin McDonald reported that he attended the November 5 Council meeting along with Chair Morisseau from the Planning Commission to present the Transportation Commission's recommendation for the projects associated with the Eastgate Transportation Study. He said the Council welcomed the project list and praised the

Commission for the work done. The projects will be adopted into the Comprehensive Plan at the Council's December 9 meeting.

6. PUBLIC HEARING – None

7. STUDY SESSION

A. Economic Development

Chief Economic Development Officer Jesse Canedo said his role at the city involves oversight of the city's business assistance programs, the partnership programs for economic development, and the arts program. He commented that when he meets with companies in the city, transportation is one of the most discussed topics in terms of how to move employees into and out of Bellevue faster and more consistently. Economic development is any work that improves community living standards, creates opportunities for residents to find pathways to prosperity, generates jobs in the community, and generates revenue to support the city's delivery of services. The work can include everything from developing and investing in infrastructure, cultural amenities, the recruitment of companies, and assisting small businesses to start up and expand.

Bellevue's economic development strength helps provide resources that improve the quality of life of residents, the experience of visitors, and creates jobs and pathways to prosperity for residents of Bellevue and the region. Accordingly, attention is given to the intersection and overlap between the needs and wants of businesses, visitors and residents in order to support a better experience for all of them. Business taxes are used in part to support service delivery in the form of parks, police officers and other services. The amenities economic development brings, including restaurants, stores and health services, are accessible to all. Direct business taxes contribute 16 percent of the city's general fund, which is about \$181 million in the biennial budget.

Mr. Canedo said Bellevue punches above its weight across the world in terms of economic development. For a community of its size, Bellevue has unrivaled resources. More than 50 companies have their corporate headquarters in Bellevue and the city is home to over 100 international firms, most of which specialize in software in the enterprise, technology and video games clusters. The companies are largely attracted by the exceptional talent that exists in Bellevue and across the region; they love Bellevue's future focus; and they are impressed by the stunning natural environment. Bellevue is positioned as a global hub for technology and does not seek to compete with the neighboring cities of Kirkland, Redmond and Renton. Bellevue stacks up very well with other major competitive regions of the country in terms of the percentage of residents in the business, science and arts occupations, which include technology, math, science and engineering.

Mr. Canedo said an analysis to update the city's economic development strategic plan is currently under way. The consultant hired to assist in the work has indicated Bellevue has a location quotient of 57 in software, which means Bellevue has a concentration in software that is 57 times above the national average.

In terms of where Bellevue's employees come from, of the 150,000 people who work in Bellevue, 80 percent live outside the city. Of those who live in Bellevue but work elsewhere, the majority work in Seattle and Redmond. That data can be traced in commute patterns.

Commissioner Bishop commented that the statement indicating Seattle is a dominant employment destination for Bellevue residents is not consistent with what the Commission has been previously told, which is that commute trips to Seattle represent only 10 or 15 percent of the total, with the other 85 percent coming from up and down I-405. Mr. Canedo clarified that Seattle is the largest destination but not the majority destination. He said he would gladly share his data with the Commission.

In terms of how employees get into Bellevue, nearly three-quarters drive alone. Eleven percent carpool and almost nine percent take public transportation. The median age of a transit rider in Bellevue is 33.7, while the median age of an SOV driver is 41.9. The largest commute origins are Seattle, Redmond, Kirkland, Issaquah, Sammamish and Renton. Connections to those communities is very important for the future economy of the city. Bellevue workers are largely younger, more male and slightly less diverse than Bellevue residents as a whole. Employers in the city are dependent on that demographic pool, who may make different choices relative to their commute and transportation options than Bellevue residents overall.

Of workers in Bellevue, more than half are between the ages of 25 and 44, which is a larger percentage than the city's residents for that age demographic. Bellevue generally has more older and younger residents than workers. Fifty-four percent of Bellevue's workers are engaged in math, science, business and creative industries. Many more workers are engaged in sales and service.

The city conducts a survey of all businesses with a Bellevue business license in odd-numbered years. In addition, quarterly thematic focus groups are conducted, and businesses are engaged during routine community events such as Chamber lunches and tech hackathons to hear their comments. From the most recent business survey, 91 percent feel Bellevue's economy is better than other cities in the Puget Sound area. They also believe the city is headed in the right direction due to its business-friendly policies and area growth. The themes identified in the survey included traffic and transportation, affordable housing and affordability of commercial space, access to quality talent, and difficulties in retaining talent due to living costs. Businesses in the services economy, including hotels, retail establishments and restaurants, are seeing price pressures because of housing and commute issues.

The Commissioners were shown a graph depicting how the city has fared over the three instances of the business survey since 2015. It was noted that things have largely held steady with only a few statistically significant changes in responses. Mr. Canedo pointed out that businesses are indicating more satisfaction with the appearance and aesthetics of the community, which meshes with all the redevelopment and reinvestment that is happening. There has also been a significant increase in satisfaction relative to being able to get around by walking or biking. The one statistically significant drop in satisfaction was in the area of affordable housing for employees.

In partnership with the Bellevue Downtown Association, a representative sample of the largest downtown employers was convened. There were more than 27 individuals in the room who engaged in a 90-minute discussion focused primarily on transportation and real estate and the factors they use in trying to decide where to open or expand an office, or when to retreat from a market. The themes highlighted by the participants were that transportation is critical, including access to transit options, the high costs of driving, and less reliable commutes for employees due to increasing congestion.

Commissioner Leitner asked if any of the businesses are reporting an increase in teleworking.

Mr. Canedo said employers are looking at a variety of different options ranging from working from home, working remotely from different offices, and allowing employees to stagger their schedules. Only a small percentage of employees currently work from home. Employers have found that the practice diminishes collaboration, and many employees actually choose to commute to the office specifically to work together collaboratively.

Commissioner Ting noted that there have been incentives for shifting work schedules and he asked if there are incentives for telecommuting or generally reducing drive-alone commutes. Mr. Canedo said the Transportation Department works in partnership with the Bellevue Downtown Association on the Choose Your Way Bellevue program that provides a variety of options. The program is heavily marketed to employees. He said he did not know if there is anything new in the pipeline.

Mr. Canedo said downtown employers are looking for improved pedestrian experiences; more intra-Eastside transit service; transit priority lanes; expanded bicycle options; improved curb space management; and shared shuttle parking options. On the real estate side, improved pedestrian experience was also highlighted along with more child care options; more public space; active public spaces; and expanded food and beverage options. There are a variety of ways in which the city is responding to those issues.

It was pointed out that in 2017 the three largest employers in Bellevue were Microsoft, T-Mobile and Expedia. Projecting forward to 2025, the thinking is that Amazon will become the large employer, followed by Microsoft and T-Mobile. Facebook is likely to bring around 5000 employees and REI some 2000 employees in the Spring District. Those companies and others that have chosen to locate in the Spring District have specifically cited proximity to light rail stations as a key factor.

All things being constant, the future could see as many as 20,000 more employees in the city's growth centers by 2035, largely focused on the tech niche.

Commissioner Bishop pointed out that in 2013 when the Downtown Transportation Plan was updated the projection was that employment in the downtown would grow from 42,000 to 70,000 over 20 years. He asked how things are tracking six years into that plan, and suggested that with Amazon coming into the downtown if the long-range plan for the downtown will be upended. Mr. McDonald said staff would supply the Commission with the most recent information for the downtown from the city's demographer.

B. Vision Zero Action Plan Strategies

Principal Transportation Planner Franz Loewenherz said the action plan is intended to make good on the goal established by the Council of getting to zero fatalities and series injuries on Bellevue's streets by 2030. The Vision Zero concept originated in Scandinavia where its implementation has proven to be effective even as traffic volumes have increased. Other countries are taking note and implementing similar programs. At the federal level in the United States is the Road to Zero program, and at the state level is the Target Zero effort. Vision Zero is a local program and fundamentally it is about getting everyone home safely every night.

Achieving the Vision Zero goals requires a very deliberative process that started with the Council establishing the goal. The staff have been digging deeply into the data, including crash data and industry best practices and community input. On the table is the task of determining an approach and identifying strategies. Input from the Commission will enable staff to

prioritize the actions in the plan and set in place a performance monitoring system.

Mr. Loewenherz said the Council set Vision Zero in motion in 2015 by adopting Resolution No. 9035. The commitment to get to zero is therefore integrated into the Comprehensive Plan. Direction to develop an action plan was given by the Council.

The Commissioners were told that when the data is normalized for population, Bellevue compares favorably relative to its peers. The data shows that Bellevue is a safer city than Washington state as a whole, and relative to the top five cities in the state. Even so, the city can do better. In 2018 there were 1518 police-reported collisions in Bellevue resulting in 450 injuries. There are a lot of collisions that occur, even some that are injury related, that do not get reported to the police and therefore are not included in the dataset. Aggregating all of the collisions and serious injuries yields the statistic that every 19 days someone in Bellevue is killed or seriously injured.

Commissioner Bishop said the database he has always worked from is reported accidents, of which police reports is a subset. Mr. Loewenherz said the data under review was all derived from the Washington State Department of Transportation crash database. The data in that database is derived from police records. There are datasets available through Norcom that are not reflected in the database; they include reports filed by EMS rather than police.

Mr. Loewenherz noted that pedestrians and bike riders represent only five percent of all police-reported collisions. Not surprisingly, however, they represent 46 percent of all serious injury and fatality collisions. The top five significant contributing factors are failing to yield, distracted drivers, not granting right-of-way, alcohol and drugs, and speeding. It is not uncommon for more than one of those factors to contribute to an event.

With regard to failure to yield, Mr. Loewenherz noted that roughly a quarter of Bellevue School District buses have been fitted with stop paddle cameras. Between January and September 2019, almost 1500 tickets were issued. The district intends to add ten more cameras to bus stop paddles by the end of March 2020 and intend to have stop paddle cameras on all district buses by the beginning of the 2020 school year. The program has generated new data, including information about where the occurrences are taking place. The data provides the city with insight on where the work with the police department to get the word out.

The city has been working with a number of companies on the use of video intelligence, including at the intersection of 108th Avenue NE and Main Street where one vehicle was clocked going 55 mph where the posted speed limit is 30 mph. A sizable number of vehicles in the eastbound direction exceed the posted speed limit. Five percent of all eastbound through movements at the intersection are in the 95th percentile of 40 mph and above.

Mr. Loewenherz said the amount of data the city has is unparalleled. He noted that staff are currently processing 40 terabytes of data. A report is being developed for delivery for the Transportation Research Board on the analysis.

Distracted driving is a topic of concern. Mr. Loewenherz said the state instituted a distracted driving law in 2018 and as part of the city's outreach process staff have been reaching out to different groups using keypad polling. He said at a recent Youth Link meeting he engaged with the board and posed the question "How many times during the last 30 days did you ride in a car or other vehicle driven by someone who was texting or emailing?" The responses indicated that distracted driving is prevalent. In addition to Youth Link, recent outreach efforts have

involved the meeting with the English Language Learners Alliance, the India Association of Western Washington and the Bellevue Network on Aging. Additionally, outreach was conducted in the Spring District.

In terms of geography, the data when aggregated at the corridor level shows that 66 percent of all fatal or serious injury collisions occurred on just nine percent of the city's streets, or what has been called the high-injury network.

Mr. Loewenherz said another input to the overall data has come from collaborating with the Washington Traffic Safety Commission and the Washington State Department of Transportation and the effort to update the state's Target Zero plan. Part of the motivation for going to Olympia came from a desire to make sure Bellevue's strategies are in alignment with the statewide strategies. The conclusion reached is that they do.

The online questionnaire included responses from over 1500 residents. The same questions were asked of Bellevue staff to gauge the internal culture, and 221 responded. There were variations between the responses from the community and the responses from the staff.

Mr. Loewenherz said the Vision Zero summit held in February 2019 was well attended, despite the fact that it was a very snowy day. Chair Wu attended along with other Commissioners and some Councilmembers. It was gratifying to have a large diversity of talent present representing the federal and state levels as well as private industry and the research community, all present to provide insight on how to get to zero. At the summit Bellevue staff had the opportunity to share local data and initiate partnerships with others in the community to address concerns such as the fact that young drivers account for 25 percent of all killed/serious injury collisions in Bellevue. The Deputy Mayor, in partnership with the Bellevue School District and the Washington DECA organization, launched a partnership at the summit to address distracted driving among teens. Photos were taken of summit attendees holding the Towards Zero Together poster.

Commissioner Ting asked if there is a way to do rapid prototyping or experimentation of some of the newer or more novel ideas around safety. Mr. Loewenherz answered in the affirmative after pointing out that the theme of innovation permeates every facet of the organization. One illustration of that is the prototyping of a separated bikeway on 108th Avenue NE. The local corporate culture also embraces that philosophy.

Commissioner Bishop commented that collision data is rare and therefore difficult to use in establishing trends. He suggested that near misses happen far more often and getting a handle on them would provide a clearer picture of what is going on. Mr. Loewenherz said the near miss exercise, also known as the Video Analytics Towards Vision Zero Partnership, came to an end at the end of last year when Microsoft pivoted its team of machine learning specialists. Undeterred, the city created a new partnership funded by a non-profit called Together for Safer Roads. The effort has generated 40 terabytes of data that is being reviewed, including data on near misses. Once processed, the data will be shared with the Commission.

Commissioner Tropin observed that there is clearly a lot of work still to do. Mr. Loewenherz said once the Safe System approach and strategies are approved, the next step will be to prioritize the actions. He said he would be meeting on November 19 with the city department heads to discuss prioritization of the actions.

Noting that she and the other Commissioners had a number of questions in regard to the action

items, Chair Wu proposed holding off making a recommendation to a future meeting. Mr. Loewenherz pointed out that the Commission discussed the issues in January and again in March and made unanimous votes of approval for both the approach and the strategies. Since then, staff have been working diligently to develop actions and discussing them with all of the department heads in a very robust effort. He said putting a pause on the process will have implications in terms of influencing budget proposals and the like.

Chair Wu told the staff another meeting could be added to the Commission's schedule to take up the issue again. She also said the staff could assume that in general the framework looks good and could move it forward on the understanding that down the road there may be some revisions made.

8. APPROVAL OF MINUTES

- A. September 26, 2019
- B. October 10, 2019

A motion to approve both sets of minutes as submitted was made by Commissioner Bishop. The motion was seconded by Commissioner Ting and the motion carried unanimously.

9. UNFINISHED BUSINESS

- A. Bike Share Program

Chair Wu noted that there had been a staff report at the Commission's September 26 meeting regarding the bike share program. Staff invited comments regarding the written report and after the meeting she along with Commissioners Bishop and Leitner asked two questions, namely whether or not the bike share permit process now considered permanent or still considered to be in the pilot phase, and if there are metrics that define how the pilot program is to be deemed a success or a failure. She said the three Commissioners drafted a report and shared it with staff and was informed by the Assistant City Attorney that a Commission meeting should be used as the platform for expressing opinions or comments on the report. She said it was her desire that the report would be from the Commission to the staff as opposed to from three Commissioners to the staff.

Commissioner Leitner said the intent was to make sure the full Commission and the public received the same level of information the three Commissioners gained from the staff.

Commissioner Bishop asked if Limebike is actively under permit and operating a business in Bellevue. Mr. McDonald said he assumed the company was still operating in Bellevue given that there are still Likebikes on the streets in the downtown. He said he did not know the status of their permit or any planned future activities.

Commissioner Bishop said he was shocked to learn during the summer that the pilot bike share program had been declared by the staff to be a success and that it should be moved forward. That was done without input from the Commission. The staff indicated to the Commission that a new set of permitting conditions for bike share for the 2020 timeframe would be drafted and published for vendors to apply for, but the Commission has not seen anything along those lines. Mr. McDonald said a study session is planned for January 9 with the program manager. In addition to data from the 2019 pilot program, the program manager will have information about what is anticipated to happen going forward. Commissioner Bishop said he looked

forward to the report on the data but suggested that by January decisions will have already been made to move forward.

Chair Wu said the draft document represents the Commission's requests and answers to the issues can be expected from the staff.

Commissioner Ting suggested that in addition to the metrics for determining the success or failure of the program it would be useful to consider program costs in terms of right-of-way usage, equipment used to create the bike parking spots, staff time and opportunity costs. He said it was his understanding that the program has been revenue neutral with the permit fee has offset the costs. He said he would also like to know how the city calculates the costs for the right-of-way for the bike share program as well as for other users of the right-of-way such as Lyft and Uber.

Commissioner Leitner proposed sending any additional questions directly to the program manager. That would be one way of not having to go through the Commission process.

B. Retreat Notes

Chair Wu apologized for failing to send out the Commission's retreat notes from the facilitator until just a week ago.

Mr. McDonald stated that the notes had been included in the packet materials as an attachment and suggested they could be reviewed at the next Commission meeting. He added that the notes were in line with the minutes for the retreat that the Commission approved earlier in the meeting.

C. Joint Meeting With Planning Commission

Chair Wu commented that the notion of the Transportation Commission having a joint meeting with the Planning Commission had been raised multiple times. Andrew Singelakis looked into the options and found a document at the Planning Commission level stating any joint meeting requires Council approval. Aside from Council approval, there is a need to be very intentional in regard to any joint meeting. She said she spoke with Commissioner Barksdale of the Planning Commission, who is soon to take a seat on the City Council, and he suggested that where a joint meeting is deemed to be needed, the officers from the Transportation Commission should attend a Planning Commission meeting to convey the recommendation for a joint meeting and the reasons for it.

Commissioner Bishop said that approach would assume the Transportation Commission has specific recommendations for the Planning Commission about a specific issue. He said that is not what he had in mind.

Chair Wu said Mr. McDonald recently attended a Planning Commission meeting to convey the Transportation Commission's recommendations relative to the Eastgate Transportation Study. The policy recommendations regarding Vision Zero will also need to be presented to the Planning Commission, and she said she and Commissioner Leitner could do that.

Commissioner Bishop said that is nothing more than a formal process for transmitting the Transportation Commission's recommendation for a change to the Comprehensive Plan. He said he had in mind getting the two commissions together to openly discuss the importance of

land use to transportation and the importance of transportation to land use.

Mr. Singelakis said there are a few things on the Commission's work program that might merit a joint meeting.

D. Transportation Commission Work Plan Review

Mr. Singelakis said it was his intention to send out with each meeting agenda a rolling list of items that will be coming before the Commission. He stressed that things change for various reasons.

Chair Wu said that would be helpful for the Commissioners but also to the public.

Mr. Singelakis said for December the schedule calls for the Commission to receive an update regarding the 2020 census and the concurrency report. In January the list of agenda items includes the Environmental Sustainability Initiative and the bike share report. In February the Commission will have on its plate the Transportation Improvement Program and possibly Vision Zero.

Chair Wu asked what role the Commission will play in the Environmental Stewardship Initiative. Mr. McDonald said there have been a number of strategies proposed to help set and achieve targets. Many of those strategies involve transportation-related items, including greenhouse gases emissions, the largest source of which involve transportation elements. At the direction of the Council, the Environmental Stewardship Initiative will come before each of the city's boards and commissions that have specific subject matter expertise. Each will be asked to review the initiative and weigh in on the strategies.

Commissioner Ting said it would be very helpful to have the rolling list of agenda items. He asked if it would be made available to public. Mr. Singelakis said it would be by virtue of posting it along with Commission agendas. Commissioner Ting proposed making it clear that the list is not set in stone and is subject to change.

Mr. Singelakis said there are issues on the work plan that are not currently programmed, including the Transportation Master Plan, the Northeast Bellevue Transportation Plan, the Wilburton subarea plan, the Transportation Facilities Plan update, downtown curbside management and the access to the downtown from I-405 study. Many of those issues are on hold due to other departments not having sufficient resources to engage appropriately. Staff have been meeting to put together a timeline to allow for sequencing the items.

Chair Wu said it was her understanding that a lack of staff resources was the reason for the delay relative to the Northeast Bellevue Transportation Plan. She said it also was her understanding that the plan was still to engage the community in a very open process. Mr. Singelakis confirmed that and said once things have been scoped out the Commission will be updated.

10. NEW BUSINESS

A. Transportation Master Plan Scoping Process

Commissioner Bishop said he had understood there was going to be a role for the Commission in helping to scope the Transportation Master Plan, possibly involving a subcommittee of the

Commission. Mr. Singelakis said that was correct and adding that work would not necessarily involve other city departments. That work could happen at any time.

Chair Wu commented that when she and Commissioner Leitner met with the Assistant City Attorney, the idea of forming a subcommittee was discussed. The Assistant City Attorney was not alarmed at the prospect but agreed to make sure the approach is allowed.

Commissioner Leitner stressed that prior to jumping into forming a subcommittee to have a very clear understanding of the expectations of the staff, the Commissioners serving on the subcommittee, the timeframe, the time commitment, and how to have the discussions open to the rest of the Commission and the public.

Mr. McDonald said it would be appropriate for the full Commission to provide guidance to a subcommittee if and when one is formed. He said he had proposed the subcommittee approach based on his experience in the past of working with time-sensitive items that require an intense amount of focus for a short period of time. The approach was used previously in regard to the Complete Streets policy where there was a need to have a Council-approved policy in order to be eligible to apply for a substantial grant. The objective at the end of the Transportation Master Plan scoping subcommittee process will be a budget proposal to be forwarded to the Council seeking the resources needed to develop a Transportation Master Plan.

Mr. Singelakis asked if subcommittees of commissions must be open to the public with official minutes. Mr. McDonald said they do not need to be if the subcommittee has less than a quorum of Commissioners.

Commissioner Tropin asked about having an additional meeting focused on the Vision Zero issue. Commissioner Leitner said she understood the sense of urgency and noted she would be willing to commit to holding another meeting sooner rather than later in order to keep the momentum going. Mr. Singelakis said he would need to check with Mr. Loewenherz about when to schedule another meeting.

Chair Wu stated that the staff have a very heavy workload and said she did not want to add to it. She said the most important thing will be for the Commissioners to review the materials, understand what the ask is, and be able to stand behind the Commission's recommendations.

With regard to the bike share issue, Chair Wu noted that the Commission had not heard much about how things have progressed. She proposed adding the issue to the Commission's work plan. If that cannot be done because the issue has not been assigned to the Commission by the Council, the Commission should make a formal request to the Council asking to have the matter sent to the Commission.

Commissioner Bishop said he was anxious to get some reports from staff and to give feedback. The Commission should not just be sitting on the sidelines and if the Commission needs to make a formal request to the Council, it should do so. Mr. Singelakis said the first step should be having staff give the Commission a presentation. He said he would add the item to the talks he has with the chair and vice chair to see where it could be fit in.

B. Remote Participation

Chair Wu noted that Commissioners Marciante and Ting would not be able to attend the December 12 Commission meeting but could participate remotely if approved to do so.

A motion to allow Commissioners Marciante and Ting to participate remotely in the December 12 Commission meeting was made by Commissioner Leitner. The motion was seconded by Commissioner Tropin and the motion carried unanimously.

C. Quarterly Communications

Chair Wu commented that at the Commission's retreat it was stated that the Commission should be communicating with the Council on a quarterly basis. She said one thing that should be shared with the Council is the Commission's work plan. In general the communication should outline for the Council what the Commission is working on and items that are coming up.

Commissioner Bishop suggested that the Commission should add to its agenda for the meeting just prior to sending a quarterly report to the Council a discussion of what should be included in the report.

Commissioner Leitner suggested delaying submission of the Commission's quarterly report to the Council from December until February. Submitting it during the holidays could result in it being given very little attention by the Council. The report needs to be meaningful and not rushed, and it should be representative of all the Commissioners. Mr. McDonald said he would research the Council's calendar availability with the City Manager's Office and report back to the Commission at the December meeting.

11. ORAL AND WRITTEN COMMUNICATIONS – None

12. REVIEW OF COMMISSION CALENDAR

Mr. McDonald said the next Commission meeting was slated for December 12.

13. ADJOURNMENT

A motion to adjourn was made by Commissioner Ting. The motion was seconded by Commissioner Tropin and the motion carried unanimously.

Chair Wu adjourned the meeting at 8:36 p.m.

Secretary to the Transportation Commission

Date

Chairperson of the Transportation Commission

Date