



Transportation Commission Study Session

DATE: September 2, 2015
TO: Chair Lampe and Members of the Transportation Commission
FROM: Kevin McDonald, AICP, Senior Transportation Planner, 425-452-4558
kmcDonald@bellevuewa.gov
SUBJECT: STAFF REPORT: Transportation Commission Agenda Changes

DIRECTION REQUESTED

Action

Discussion

Information

This memo is a follow-up to the Transportation Commission requests expressed at the Commission's retreat on July 9, 2015. Beginning with the Transportation Commission meeting on September 10, 2015, a new agenda format will be used, and staff will provide information in a new memo format. Staff requests input from the Commission on the agenda format and the memo format. *Sidebar: According to the Transportation Commission by-laws, staff support is provided by an "Executive Secretary".*

BACKGROUND

At the Transportation Commission retreat on July 9, 2015, Commissioners requested changes be made in the meeting agendas to make the time spent in meetings more productive and efficient. What follows in this memo is a recap from the Executive Secretary's notes of the Transportation Commission discussion on the topic of meeting agendas (minutes were not taken):

Commissioner discussion:

- Commission meeting agendas should specify time slots for agenda items, ie: 7:15 to 7:45, and specify a meeting adjournment time, ie: 9:00
- During Transportation Commission meetings, staff who are part of the meeting agenda should work within the allocated time budget for the agenda item – the Chair will be mindful of the clock
- Commissioners expressed that staff (Executive Secretary) is programming too many agenda items for one meeting – as a consequence, meetings go too late

- Executive Secretary should advise/coach presenters who are city of Bellevue staff members to get to the point in preparing discussion materials and delivering presentations
- City of Bellevue staff who are part of the agenda should assume that every member of the Transportation Commission has read the background materials, so it is not necessary to repeat background information during the presentation
- For some complex issues, it may be helpful to provide Commissioners with the staff PowerPoint presentation prior to the meeting if it is available
- Send all of the packet materials electronically to the Commissioners– also continue to provide the printed and mailed packet
- For Commission meeting agenda memos prepared by city of Bellevue staff:
 - Executive Secretary should restructure the memo format to be clear about:
 - What is the question to address
 - What is the Transportation Commission role
 - What are the issues the Commission needs to know about
 - What is staff asking the Commission to consider
 - What is the relevant background (put later in the memo so the important information is first)
- Staff Presentations:
 - Staff should be very concise and get to the point - what is the issue that the Commission should know about
 - Highlight the pertinent questions the Commission is being asked to address
 - What are the implications for Bellevue of alternative choices that may be available
 - Allow more time on the agenda for interaction between Commissioners and staff after the presentation.
 - Other than for points of clarification, Commissioners should allow staff to deliver the presentation in total, or in logical chapters
- Commission Feedback to Staff Executive Secretary:
 - Prioritize Transportation Commission meeting agenda time to address the most important issues early in the agenda when there is the most energy
 - Place these most important issues **first** on the agenda
 - Place FYI briefings at the **end of the agenda**

EARLY IMPLEMENTAATION

- Agenda format: Updated for the September 10, 2015 packet. Note agenda item time slots (that the Chair would be mindful of) and adjournment time (beyond which an affirmative vote of the Commission would be needed to extend the meeting)
- Memo format: Included in materials provided by staff in the September 10, 2015 packet
- Presentations format: Direction to staff is to be informative yet concise.

STAFF RECOMMENDATION/FOLLOW-UP

Would the Commission be interested in giving feedback or an evaluation of materials and presentations provided by staff? Similar to feedback/evaluation forms at conferences, staff would use this information to prepare better for the next engagement with the Commission. Such written feedback could be a component of an employee's annual evaluation. If the Commission is interested in providing written feedback, the Executive Secretary will provide some sample formats from which the Commission may choose.

NEXT STEPS

The Transportation Commission Executive Secretary will continue to work with Commissioners and staff to refine/revise meeting agendas as directed by the Commission.

ATTACHMENTS

None