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Introduced By: Maggi Fimia
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Proposed No.: 98-494

ORDINANCE NO. **13321**

AN ORDINANCE relating to King County's commute trip reduction policies; amending Ordinance 10733, Sections 1, 2, 4, 5, 6, 7, 8, 9, and 10 and King County Code 14.60.010, 14.60.020, 14.60.040, 14.60.050, 14.60.060, 14.60.070, 14.60.080, 14.60.090, and 14.60.100.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 10733, Section 1, and K.C.C. 14.60.010 are hereby amended to read as follows:

Definitions. The following definitions shall apply in the interpretation and enforcement of this chapter:

A. "Affected employee" means a full-time employee who begins his or her regular work day at a single work site between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays.

B. "Affected employer" means a public or private employer that, for twelve ~~((12))~~ consecutive months, employs one hundred ~~((100))~~ or more affected employees at a single work site who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays. The intent is to include any employer that has one hundred ~~((100))~~ or more full-time employees on site between 6:00 a.m. and 9:00 a.m. (inclusive), even if the individual employees vary over time. Construction work sites

1 are excluded from this definition when the expected duration of the construction is less
2 than two years.

3 C. "Alternative mode" means any means of commute transportation other than
4 that in which the single-occupant motor vehicle is the dominant mode, including
5 telecommuting and compressed work weeks if they result in reducing commute trips.

6 D. "Alternative work schedules" mean programs such as compressed work
7 weeks that eliminate work trips for affected employees.

8 E. "Base year" means the period from January 1, 1992 through December 31,
9 1992, on which goals for vehicle miles traveled (~~((VMT))~~) per employee and proportion of
10 single-occupant vehicle (~~((SOV))~~) trips are based.

11 F. "Carpool" means a motor vehicle occupied by two (~~((2))~~) to six (~~((6))~~)
12 people traveling together for their commute trip that results in the reduction of at least one
13 (1) motor vehicle commute trip.

14 G. "Commute trips" mean trips made from a worker's home to a work site for a
15 regularly scheduled work day beginning between 6:00 a.m. and 9:00 a.m. (inclusive) on
16 weekdays.

17 H. "CTR plan" means the county's commute trip reduction plan₂ (~~((4))~~) as adopted
18 by Ordinance 10733(~~((3))~~)₂ to regulate and administer the CTR programs of affected
19 employers within its jurisdiction.

20 I. "CTR program" means an employer's strategies to reduce affected
21 employees' SOV use and VMT per employee.

22 J. "CTR zone" means an area, such as a census tract or combination of census
23 tracts, within unincorporated King County characterized by similar employment density,

1 population density, level of transit service, parking availability, access to high occupancy
2 vehicle facilities((,)) and other factors that are determined to affect the level of SOV
3 commuting.

4 K. "Commute Trip Reduction Task Force Guidelines, July 1992" means the
5 guidelines adopted by the ((S))state Commute Trip Reduction Task Force as established by
6 RCW 70.94.537.

7 L. "Compliance" means fully implementing all provisions in an approved CTR
8 program within the deadlines established in this chapter and meeting or exceeding VMT
9 and SOV goals of this ordinance.

10 M. "Compressed work week" means an alternative work schedule, in
11 accordance with employer policy, that regularly allows a full-time employee to eliminate at
12 least one (((1))) work day every two (((2))) weeks by working longer hours during the
13 remaining days, resulting in fewer commute trips by the employee. This definition is
14 primarily intended to include weekly and bi((-))weekly arrangements, the most typical
15 being four (((4))) ten-hour working days or eighty (((80))) hours in nine (((9))) working
16 days, but may also include other arrangements. Compressed work weeks are understood to
17 be an ongoing arrangement.

18 N. "Director" means the director of the department of ((public works))
19 transportation or his or her authorized designee.

20 O. "Employee" means anyone who receives financial or other compensation in
21 exchange for work provided to an employer, including owners and partners of the
22 employer.

1 P. "Employer" means a sole proprietorship, partnership, corporation,
2 unincorporated association, cooperative, joint venture, agency, department, district or other
3 individual or entity, whether public, non~~((-))~~profit~~((,))~~ or private, that employs workers.

4 Q. "Exemption" means a waiver from CTR program requirements granted to an
5 employer by the county based on unique conditions that apply to the employer or
6 employment site.

7 R. "Flex-time" is an employer policy allowing individual employees some
8 flexibility in choosing the time, but not the number, of their working hours to facilitate the
9 use of alternative modes.

10 S. "Full-time employee" means a person other than an independent contractor,
11 scheduled to be employed on a continuous basis for fifty-two ~~((52))~~ weeks for an average
12 of at least thirty-five ~~((35))~~ hours per week.

13 T. "Good faith effort" means that an employer has met the minimum
14 requirements identified in RCW 70.94.531 and this chapter, and is working collaboratively
15 with the county to continue its existing CTR program or is developing and implementing
16 program modifications likely to result in improvements to its CTR program over an agreed
17 upon length of time.

18 ~~((T))~~U. "Implementation" means active pursuit by an employer of the CTR
19 goals of RCW 70.94.521~~((-))~~through .551 and this chapter as evidenced by appointment of
20 a transportation coordinator, distribution of information to employees regarding
21 alternatives to SOV commuting~~((,))~~ and commencement of other measures according to
22 their CTR program and schedule.

1 ~~((U))~~V. "Mode" means the means of transportation used by employees, such as
2 single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry,
3 bicycle~~((s))~~ and walking.

4 ~~((V))~~W. "Peak period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive),
5 Monday through Friday, except legal holidays.

6 ~~((W))~~X. "Peak period trip" means any employee trip that delivers the employee
7 to a work site to begin his or her regular workday between 6:00 a.m. and 9:00 a.m.
8 (inclusive), Monday through Friday, except legal holidays.

9 ~~((X))~~Y. "Proportion of single-occupant vehicle trips" or "SOV rate" means the
10 number of commute trips over a set period made by affected employees in ~~((SOV's))~~
11 single-occupant vehicles divided by the number of affected employees working during that
12 period.

13 ~~((Y))~~Z. "Single-occupant vehicle (SOV)" means a motor vehicle occupied by
14 one ~~((1))~~ employee for commute purposes, including a motorcycle.

15 ~~((Z))~~AA. "Single-occupant vehicle (SOV) trips" mean trips made by affected
16 employees in ~~((SOV's))~~ single-occupant vehicles.

17 ~~((AA))~~BB. "Single work site" means a building or group of buildings occupied
18 by one or more major employers which are on physically contiguous parcels of land or on
19 parcels separated solely by private or public roadways or rights-of-way.

20 ~~((BB))~~CC. "Telecommuting" means the use of telephones, computers~~((s))~~ or
21 other similar technology to permit an employee to work from home, eliminating a
22 commute trip, or to work from a work place closer to home, reducing the distance traveled
23 in a commute trip by at least half.

1 ~~((CC))~~DD. "Transit" means a multiple-occupant vehicle operated on a for-hire,
2 shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus(~~(,)~~) or vanpool.

3 ~~((DD))~~EE. "Transportation demand management (TDM)" means a program
4 designed to reduce SOV commute travel during the peak commute traffic period between
5 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday.

6 ~~((EE))~~FF. "Transportation management organization (TMO)" means a group of
7 employers or an association representing a group of employers in a defined geographic
8 area. A TMO may represent employers within specific city limits, or may have a sphere of
9 influence that extends beyond city limits.

10 ~~((FF))~~GG. "Vanpool" means a vehicle occupied by seven (~~((7))~~) to fifteen
11 (~~((15))~~) people traveling together for their commute trip that results in the reduction of a
12 minimum of one motor vehicle trip. A vanpool trip counts as zero (~~((0))~~) vehicle trips.

13 ~~((GG))~~HH. "Variable work schedule" means a work schedule that includes
14 rotating shifts (~~((whereby))~~)in which the employee is assigned different start times during
15 the year, non(~~((-))~~)continuous schedules (~~((whereby))~~)in which an employee reports to the
16 work site only during specified periods of a continuous twelve (~~((12))~~) month period(~~((,))~~) or
17 other work schedule arrangements outside of a regularly scheduled continuous work
18 period.

19 ~~((HH))~~II. "Vehicle miles traveled (VMT) per employee" means the sum of the
20 distance in miles of individual vehicle commute trips made by affected employees over a
21 set period divided by the number of affected employees during that period.

22 ~~((II))~~JJ. "Week" means a seven (~~((7))~~) day calendar period, starting on
23 Monday and continuing through Sunday.

1 ~~((J.))~~KK. "Weekday" means any day of the week except Saturday or Sunday.

2 ~~((K.))~~LL. "Writing," "written," or "in writing" means original signed and dated
3 documents. Facsimile (fax) transmissions are a temporary notice of action that must be
4 followed by the original signed and dated document via mail or delivery.

5 SECTION 2. Ordinance 10733, Section 2, and K.C.C. 14.60.020, are hereby
6 amended to read as follows:

7 Commute trip reduction ~~((P))~~plan, base year values and zones.

8 A. The ~~((1993))~~ 1998 King County Commute Trip Reduction Plan, which is
9 Attachment A to this ordinance, is ~~((wholly incorporated herein by reference))~~ hereby
10 adopted.

11 B. The goals for reducing vehicle miles traveled per employee and the SOV rate
12 for all major employers shall not be less than a fifteen ~~((15))~~ percent reduction from the
13 worksite base year value or the base year value for ~~((of))~~ the commute trip reduction zone
14 in which their work site is located by January 1, 1995, twenty~~((five (25)))~~ percent
15 reduction from the base year values by January 1, 1997, ~~((and))~~ twenty-five ~~((thirty-five~~
16 ~~((35)))~~ percent reduction from the base year values by January 1, 1999, and thirty-five
17 percent reduction from the base year values by January 1, 2005. Employers which become
18 affected employers after the passage of Ordinance 10733 shall have two ~~((2))~~ years to
19 meet the first goal of fifteen ~~((15))~~ percent, four ~~((4))~~ years to meet the second goal of
20 ~~((twenty-five (25)))~~ twenty percent, ~~((and))~~ six ~~((6))~~ years to meet the third goal of
21 ~~((thirty-five (35)))~~ twenty-five percent and twelve years to meet the final goal of thirty-five
22 percent reduction from the time they begin their commute trip reduction program.

1 C. Commute trip reduction zones shall be the zones in Attachment B to Ordinance
 2 10733, which are applicable to the unincorporated areas of the county. The base year
 3 values for affected employers shall be the base year values for SOV and VMT in
 4 Attachment C to Ordinance 10733, which are applicable to the unincorporated areas of the
 5 county. ~~((Base year values shall be reconsidered after the 1990 U.S. Census work-end
 6 commute trip data is available. If base year values are revised, the new base year values
 7 will take effect one hundred eighty (180) days after being adopted by ordinance.))~~

8 SECTION 3. Ordinance 10733, Section 4, and K.C.C. 14.60.040 are hereby
 9 amended to read as follows:

10 Employer Program Requirements. An affected employer is required to make a
 11 good faith effort, as defined in RCW 70.94.534(2) and K.C.C. 14.60.010T, to develop and
 12 implement a CTR program that will encourage its employees to reduce VMT per employee
 13 and SOV commute trips. The employer's CTR program description shall be prepared
 14 according to a format provided by the county.

15 A. The employer's CTR program is to contain the following required elements:

16 1. At a minimum, the employer's CTR program description must include:

17 a. ~~((A))~~ a general description of the employment site location,
 18 transportation characteristics, and surrounding services, including unique conditions
 19 experienced by the employer or its employees that affect commute mode choice;

20 b. ~~((F))~~ total number of employees at the work site and the number
 21 of employees affected by the CTR program;

22 c. ~~((D))~~ documentation of compliance with the mandatory CTR
 23 program elements, ~~((G))~~ as described in K.C.C. 14.60.040A.2(~~((G))~~);

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d. ((D))description of the additional elements included in the CTR program, ((C)) as described in K.C.C. 14.60.040A.3((Q));

e. ((S))schedule of implementation, assignment of responsibilities((R)) and commitment to provide appropriate resources.

2. The employer's CTR program shall include the following mandatory elements:

a. ((T))the employer shall designate a transportation coordinator to administer the CTR program. An affected employer with multiple sites may have one transportation coordinator for all sites. The coordinator's name, location((R)) and telephone number must be displayed prominently at each affected work site. The coordinator shall oversee all elements of the employer's CTR program.

b. ((T))the employer shall provide information about alternatives to SOV commuting to employees at least once a year. This information shall consist of, at a minimum, a summary of the employer's program, including the name and telephone number of the ((ETC's (C)) Employee Transportation Coordinator(~~name and telephone number~~)). Employers must also provide a summary of their program to all new employees at the time of hire. Each employer's program description and annual report must report the information to be distributed and the method of distribution.

c. ((T))the CTR program must include an annual review of affected employee commuting and of progress and good faith efforts toward meeting the SOV and VMT reduction goals as established in K.C.C. 16.40.020.

1 d. ~~((F))~~ the CTR program shall list all records to be maintained to
 2 document the employer's program and progress toward meeting SOV and VMT goals.
 3 Records shall be retained for a minimum of twenty-four ~~((24))~~ months.

4 3. The employer's CTR program shall include at least one additional
 5 element needed to meet CTR goals. Such additional elements may include, but are not
 6 limited to, the following options:

7 a. ~~((P))~~ provision of preferential parking or reduced parking charges,
 8 or both, for high occupancy vehicles;

9 b. ~~((I))~~ instituting or increasing parking charges for ~~((SOV's))~~ single-
 10 occupant vehicles;

11 c. ~~((P))~~ provision of commuter ride matching services to facilitate
 12 employee ridesharing for commute trips;

13 d. ~~((P))~~ provision of subsidies for transit fares;

14 e. ~~((P))~~ provision of vans for vanpools;

15 f. ~~((P))~~ provision of subsidies for carpools or vanpools;

16 g. ~~((P))~~ permitting the use of the employer's vehicles for carpooling
 17 or vanpooling;

18 h. ~~((P))~~ permitting flexible work schedules to facilitate employees'
 19 use of transit, carpools~~((s))~~ or vanpools;

20 i. ~~((C))~~ cooperation with transportation providers to provide
 21 additional regular or express service to the work site;

22 j. ~~((C))~~ construction of special loading and unloading facilities for
 23 transit, carpool and vanpool users;

1 k. ((P))provision of bicycle parking facilities, lockers, changing
2 areas((,)) and showers for employees who bicycle or walk to work;

3 l. ((P))provision of a program of parking incentives such as a rebate
4 for employees who do not use the parking facilities;

5 m. ((E))establishment of a program to permit employees to work
6 part or full time at home or at an alternative work site closer to their homes;

7 n. ((E))establishment of a program of alternative work schedules,
8 such as a compressed work week, which reduce commuting; and

9 o. ((I))implementation of other measures designed to facilitate the
10 use of high-occupancy vehicles, such as on-site day care facilities and emergency taxi
11 services.

12 B. Transportation management organizations or other business partnerships,
13 may submit a single program description that describes common program elements among
14 two or more affected employers. The program should also describe specific program
15 elements at each individual employer's work site. The transportation management
16 organization, as an agent for its members, should provide individual performance data for
17 each company as well as combined measurements to the county. Program modifications
18 shall be specific to an employer. Each employer shall remain responsible for meeting the
19 requirements of this ordinance.

20 SECTION 4. Ordinance 10733, Section 5, and K.C.C. 14.60.050 are hereby
21 amended to read as follows:

22 Schedule for submittal, review and implementation.

1 A. Not more than one((-) hundred eighty (~~((180))~~) calendar days after ~~((the~~
2 ~~effective date of this ordinance~~ (-) March 8, 1993 ((~~3~~)) or within one((-) hundred eighty
3 (~~((180))~~) calendar days after an employer achieves status as an affected employer as
4 provided in K.C.C. 14.60.030, an affected employer shall submit to the county for review a
5 CTR program description as provided in K.C.C. 14.60.040. The employer shall implement
6 a CTR program not more than one hundred eighty (~~((180))~~) days after the CTR program
7 description submittal. The employer shall implement approved program modifications
8 within thirty (~~((30))~~) calendar days of the final administrative decision on such
9 modifications.

10 B. Upon review of an employer's CTR program description, the county shall
11 establish the employer's annual reporting date. Each year on the employer's reporting date,
12 the employer shall submit an annual CTR program report to the county. The county shall
13 provide the format for the annual report. At least thirty (~~((30))~~) calendar days prior to the
14 date an annual report is due or program modifications are to be implemented, an employer
15 may make written request for an extension of up to ninety (~~((90))~~) calendar days to
16 complete this action. The county shall grant all or part of the extension request((~~3~~)) or shall
17 deny the request within ten (~~((10))~~) working days of receipt. If the county fails to respond
18 within ten (~~((10))~~) working days, the extension is automatically granted for thirty (~~((30))~~)
19 calendar days.

20 C. The county shall complete review of the employer's program description,
21 annual report, or exemption request within ninety (~~((90))~~) calendar days of receipt. The
22 county shall provide the employer with written notification of the decision to approve
23 required program modifications((~~3~~)) or to disapprove the employer's CTR program, annual

1 report((,)) or exemption request including the cause for disapproval. If the employer does
2 not receive written notification of the acceptance or rejection of the employer's CTR
3 program description, annual report, revised CTR program((,)) or exemption within the
4 deadlines established in this subsection, they shall be deemed accepted. An affected
5 employer shall implement a CTR program within one((,)) hundred eighty ((180))
6 calendar days of submitting its initial CTR program description regardless of the status of
7 decisions concerning its approval. Thereafter the employer shall implement required
8 program revisions within thirty ((30)) calendar days of the final administrative decision
9 on program requirements.

10 D. In response to recommended modifications, the employer shall submit a
11 revised CTR program description, including the requested modifications or equivalent
12 measures, within thirty days of receipt. The county shall review revisions made in
13 response to recommended modifications and notify the employer of acceptance or rejection
14 of the revised program. If a revised program is not accepted, the county will send written
15 notice to that effect to the employer within thirty days and, if necessary, require the
16 employer to attend a conference with program review staff for the purpose of reaching a
17 consensus on the required program. A final decision on the required program will be
18 issued in writing by the county within ten working days of the conference.

19 E. Employers may request exemptions, goal modifications((,)) or credit for
20 TDM programs that existed prior to 1992 at least two ((2)) months prior to the due date
21 for the employer's initial CTR program description submittal. Employers may request
22 exemptions, goal modifications, program modifications((,)) and program exemption credit

1 as part of the annual report. Employers may request exemptions and program
2 modifications at any time.

3 F. At least one year after its initial CTR program implementation, an affected
4 employer may request a modification of the applicable CTR goals. Such requests shall be
5 filed in writing at least sixty days prior to the date the worksite is required to submit its
6 program description and annual report.

7 SECTION 5. Ordinance 10733, Section 6, and K.C.C. 14.60.060 are is hereby
8 amended to read as follows:

9 Criteria for goal attainment. A CTR survey supplied by the state Department of
10 Transportation to determine progress toward goal attainment shall be conducted at affected
11 work sites in odd numbered years through 2005. The following criteria for achieving goals
12 for VMT per employee and proportion of SOV trips shall be applied ((during the review of
13 employer programs and progress reports))-in determining requirements for employer CTR
14 program modifications:

15 A. If an employer meets either or both goals, the employer has satisfied the
16 objectives of the CTR program and will not be required to modify the CTR program;

17 B. ~~((If an employer meets the goal for proportion of SOV trips but not for VMT~~
18 ~~per employee, the county may recommend program modifications, but in recognition of the~~
19 ~~employer's successful efforts in reducing SOV trips, will not penalize the employer if it~~
20 ~~does not implement recommended modifications;))If an employer makes a good faith
21 effort, as defined in RCW 70.94.534(2) and K.C.C. 14.60.010T, but has not met or is not
22 likely to meet the applicable SOV nor VMT goal, the county shall work collaboratively
23 with the employer to make modifications to the CTR program. After agreeing on~~

1 modifications, the employer shall submit a revised CTR program description to the county
 2 for approval within thirty days.

3 C. ~~((If an employer fails to meet both the VMT per employee goal and the SOV~~
 4 ~~rate goal, the county shall propose modifications to the CTR program and direct the~~
 5 ~~employer to revise its program, and may penalize the employer if it does not implement~~
 6 ~~recommended modifications.))~~If an employer fails to make a good faith effort, as defined
 7 in RCW 70.94.534(2) and K.C.C. 16.40.010T, and fails to meet the applicable SOV or
 8 VMT reduction goal, the county shall work collaboratively with the employer to identify
 9 modifications to the CTR program and shall direct the employer to revise its program
 10 within thirty days to incorporate the modifications.

11 SECTION 6. Ordinance 10733, Section 7, and K.C.C. 14.60.070 are hereby
 12 amended to read as follows:

13 Credits, goal and program modifications(~~(,)~~) and exemptions.

14 A. Employers that have implemented TDM programs to reduce SOV commute
 15 travel by employees prior to the 1992 base year may apply for TDM program exemption
 16 credit at least two (~~((2))~~) months prior to the due date for the employer's initial CTR
 17 program description submittal. Such employers shall be considered to have met their 1995
 18 CTR goals if their VMT per employee and proportion of SOV trips are equivalent to a
 19 twelve (~~((12))~~) percent or greater reduction from the employers' base year zone values.
 20 This three (~~((3))~~) percentage point credit applies only to the 1995 CTR goals. Application
 21 shall include results from a survey of employees or equivalent information that establishes
 22 the applicant's VMT per employee and proportion of SOV trips. The survey or equivalent

1 information shall conform to all applicable standards established in the Commute Trip
2 Reduction Task Force Guidelines (July 1992).

3 B. Affected employers that have rates of VMT per employee and proportion of
4 SOV trips that are equal to or less than goals for one or more future goal years, may apply
5 to be exempted from CTR program requirements at least two (~~((2))~~) months prior to the
6 due date for their initial in their CTR program description submittal or as part of an annual
7 progress report. Application shall include results from a survey of employees or equivalent
8 information that establishes the applicant's VMT per employee and proportion of SOV
9 trips. The survey or equivalent information shall conform to all applicable standards
10 established in the Commute Trip Reduction Task Force Guidelines (July 1992).

11 Employers that apply for an exemption and whose rates of VMT per employee and
12 proportion of SOV trips are determined by the county to be equal to or less than goals for
13 one or more future goal years, and commit in writing to continue their current level of
14 effort, shall be exempt from the requirements of this chapter except for the requirement to
15 report performance in annual reports for their goal years as specified in K.C.C.

16 14.60.010A. If any of these reports indicate the employer does not satisfy the next
17 applicable goal, the employer shall immediately become subject to all requirements of this
18 chapter.

19 C. Adjustments to SOV and VMT Rates.

20 1. For purposes of counting commute vehicle trips, telecommuting,
21 alternative work schedules (excluding flex-time), bicycling(~~((,))~~) and walking shall count as
22 one and two-tenths (~~((1.2))~~) vehicle commute trips eliminated. This also applies to VMT

1 per employee. A transit trip counts as zero (~~(0)~~) vehicle trips. A vanpool trip counts as
2 zero (~~(0)~~) vehicle trips.

3 2. For purposes of counting commute vehicle trips, employers that have
4 modified their employees' work schedules out of the 6 a.m. to 9 a.m. window in response
5 to the CTR law or for impacts associated with the Growth Management Act, chapter
6 36.70A RCW, may apply for credit toward calculating SOV trips and VMT per employee.
7 Such credit shall be two-tenths of a trip reduced per employee whose work schedule has
8 been shifted out of the 6 a.m. to 9 a.m. window. Credit will be calculated automatically
9 beginning with program reports submitted after 1997. The following information should
10 be submitted in support of this credit:

- 11 a. an explanation of how the schedule change is relate to provisions
12 of the Growth Management Act of 1990;
13 b. the number of employees whose schedules were changed;
14 c. the date on which the schedule change became effective; and
15 d. the previous schedule for those employees for which the credit is
16 being claimed.

17 D. An employer may request a modification of CTR program goals under the
18 following conditions:

- 19 1. The employer demonstrates that it requires employees to use the vehicles
20 they drive to work during the work day for work purposes. Under this condition, the
21 applicable goals will not be changed, but those employees who need daily access to the
22 vehicles they drive to work will not be included in the calculations of proportion of SOV
23 trips and VMT per employee used to determine the employer's progress toward program

1 goals. The employer shall provide documentation indicating how many employees meet
2 this condition and must demonstrate that no reasonable alternative commute mode exists
3 for these employees and that the vehicles cannot reasonably be used for carpools or
4 vanpools.

5 2. The employer demonstrates that its work site is contiguous with a CTR
6 zone boundary and that the work site conditions affecting alternative commute options are
7 similar to those for employers in the adjoining CTR zone. Under this condition, the
8 employer's work site may be made subject to the same goals for VMT per employee and
9 proportion of SOV trips as employers in the adjoining CTR zone. The employer's request
10 for a modification based on these conditions must be made to the county at least ((90))
11 ninety days prior to the due date for submittal of the employer's CTR program description.

12 3. The employer demonstrates that it has significant numbers of its
13 employees assigned to variable work schedules which makes it unreasonable to expect that
14 such employees regularly participate in CTR programs. The employer shall provide
15 documentation indicating how many employees meet this condition and must demonstrate
16 that no reasonable alternative commute mode program can be developed for these
17 employees. Under this condition, the applicable goals will not be changed, but those
18 employees who are assigned to variable work schedules will not be included in the
19 calculations of the proportion of SOV trips and VMT per employee used to determine the
20 employer's progress toward program goals.

21 4. Beginning with the employer's first goal year, goal modifications may be
22 requested due to unanticipated conditions:

1 a. ~~((T))~~the employer demonstrates that opportunities for alternative
2 commute modes do not exist due to factors related to the work site, its work force~~((,))~~ or
3 characteristics of the business that are beyond the employer's control.

4 b. ~~((Other conditions that can be demonstrated by the affected
5 employer to warrant a modification))~~the employer clearly demonstrates why the work site
6 is unable to achieve the applicable goal. The work site must also demonstrate that it has
7 implemented all of the elements contained in its approved CTR program. The county will
8 review and grant or deny requests for goal modifications as follows:

9 (1) a site specific goal set by survey;

10 (2) five percent lower than applicable goal for minor modification
11 requests meeting the standards set forth in the state CTR Task Force Guidelines; or

12 (3) ten percent lower than applicable goal for major modification
13 requests meeting the standards set forth in the state CTR Task Force Guidelines.

14 E. An affected employer may request modification of CTR program elements,
15 other than the mandatory elements specified K.C.C. 14.60.040. Such request may be
16 granted if one of the following conditions exist:

17 1. The employer demonstrates that it would be unable to comply with one
18 or more of the additional CTR program elements for reasons beyond the control of the
19 employer; or

20 2. The employer demonstrates that compliance with one or more of the
21 additional program elements would constitute an undue hardship; or~~((,))~~

22 3. The employer demonstrates that another program element would be as
23 effective or more effective than an approved additional program element. Modifications

1 granted for the first two conditions must be re((-))approved as part of the annual program
2 review.

3 F. An affected employer may request an exemption from all CTR program
4 requirements for a particular work site in the CTR program description or annual reports.
5 An exemption may be granted if and only if the employer demonstrates that it faces
6 extraordinary circumstance, such as bankruptcy, and is unable to implement any measures
7 that could reduce the proportion of SOV trips and VMT per employee. The county shall
8 review annually all employers receiving exemptions((,+)) and shall determine whether the
9 exemptions will be in effect during the following program year.

10 SECTION 7. Ordinance 10733, Section 8, and K.C.C. 14.60.080 are hereby
11 amended to read as follows:

12 Appeals. Any affected employer may request reconsideration of the decision by the
13 director of the department of transportation,~~((public works))~~ who shall issue the final
14 appealable decision on CTR exemptions, modification of goals, or modification of CTR
15 program elements and of finding of violation pursuant to K.C.C. 14.60.090. A written
16 appeal must be filed within fifteen ~~((15))~~ calendar days of the employer's receipt of the
17 county's final administrative decision with the King County ~~((zoning and subdivision))~~
18 hearing examiner pursuant to K.C.C. chapter 20.24. The appeal must state the decision
19 being appealed and the grounds for the request. Appeals will be evaluated to determine if
20 the administrative decisions were consistent with this chapter.

21 SECTION 8. Ordinance 10733, Section 9, and K.C.C. 14.60.090 are hereby
22 amended to read as follows:

1 Enforcement.

2 A. Each day an employer fails to accomplish the following shall constitute a
3 separate violation and may be subject to civil penalty of ~~(((\$250))~~ two hundred fifty dollars
4 per violation pursuant to applicable procedures established in K.C.C. Title 23 (~~(K.C.C.)~~).

5 1. By the deadlines established in this chapter, implement an approved CTR
6 program including the submittal of a complete CTR program description upon which the
7 approval shall be based.

8 2. By the deadlines established in this chapter, modify an unacceptable
9 CTR program after 1995 and to submit annual reports by which the need for program
10 modifications will be determined.

11 3. Make a good faith effort, as defined in RCW 70.94.534(2) and
12 K.C.C. 14.60.010T, to implement its approved program.

13 4. Revise a CTR program as required in RCW 70.94.534(4) and
14 K.C.C. 14.60.060.

15 B. Submission of fraudulent data shall be a violation and may be subject to
16 civil penalty of ~~(((\$250))~~ two hundred fifty dollars per violation pursuant to applicable
17 procedures established in K.C.C. Title 23 (~~(K.C.C.)~~). Each day from the date of receipt of
18 such information by the county shall constitute a separate violation.

19 C. An employer shall not be liable for civil penalties if failure to achieve a
20 CTR program goal or to implement an element of an approved CTR program was the result
21 of an inability to reach agreement with a certified collective bargaining agent under
22 applicable laws where the issue was raised by the employer and pursued in good faith.
23 Unionized employers shall be presumed to act in good faith compliance if they propose to

1 a recognized union any provision of the employer's CTR program that is subject to
2 bargaining as defined by the ((N))national Labor Relations Act and advise the union of the
3 existence of the statute and the mandates of the employer's approved CTR program and
4 advise the union that the proposal being made is necessary for compliance with state law.

5 D. No affected employer may be held liable for failure to reach the applicable
6 SOV or VMT goal.

7 E. Affected employers shall be given fifteen ((15)) days written notice of the
8 county's intent to seek civil penalties.

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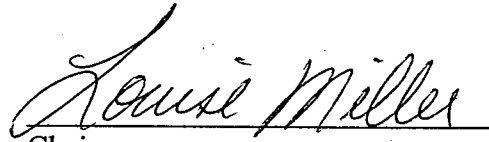
SECTION 9. Ordinance 10733, Section 10, and K.C.C. 14.60.100 are hereby amended to read as follows:

Administrative Rules and Procedures. The director of the department of ~~((public works))~~ transportation is hereby instructed and authorized to adopt such administrative rules and procedures as are necessary to implement the provisions of this act.

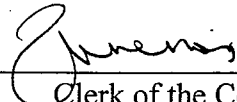
INTRODUCED AND READ for the first time this 24th day of August, 1998.

PASSED by a vote of 13 to 0 this 9th day of November, 1998.

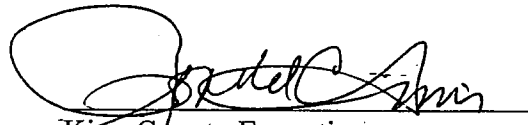
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chair

ATTEST:


Clerk of the Council

APPROVED this 20 day of November, 1998


King County Executive

Attachment: King County Commute Trip Reduction Plan (1998)

ATTACHMENT**King County Commute Trip Reduction Plan (1998)**

This plan is produced in conformance with the requirements of the state Commute Trip Reduction (CTR) law (RCW 70.94.521-551) and guidelines. Local governments in King, Pierce, Snohomish, Kitsap, Thurston, Clark, Yakima, Spokane, and Whatcom counties must adopt commute trip reduction ordinances with requirements for major employers. This plan includes policies for implementing CTR requirements for major employers located in unincorporated King County and a commitment to continue the transportation management program for King County employees.

I. RELATIONSHIP TO CTR ORDINANCE

This plan is the policy basis and statement of intent that accompanies the King County Commute Trip Reduction ordinance. The plan is descriptive and does not carry regulatory weight. The ordinance is regulatory and subject to enforcement action if compliance is not achieved.

II. POLICY STATEMENTS**Findings**

Automobile traffic, which is dominated by single-occupant vehicles (SOVs), is the major source of air-polluting emissions. Air pollution causes significant harm to public health and degrades the quality of the environment.

Increasing drive-alone automobile traffic aggravates traffic congestion in unincorporated King County. Traffic congestion imposes significant costs to King County businesses, government, and individuals in terms of lost working hours and delays in delivery of goods and services. Traffic congestion worsens automobile-related air pollution and increase fuel consumption, making King County a less desirable place in which to live, work, visit, and do business.

Capital and environmental costs of fully accommodating existing and projected automobile traffic on roads and highways are economically and environmentally prohibitive. King County is committed to an efficient multiple mode transportation system to improve mobility and protect the environment.

Transportation demand management actions are an important part of efforts to enhance mobility. To accomplish the County's transportation goals, a coordinated program is required that: 1) reduces travel demand through programs like CTR and transportation demand management (TDM); 2) increases system capacity by facilitating high occupancy

vehicles (HOVs); and 3) improves the road system to promote alternatives to driving alone such as walking, bicycling, and using transit. County policy places the lowest priority on building new capacity. Reduced demand on the roadways and constructing new facilities when absolutely necessary can provide needed capacity while reducing air pollution and energy consumption.

New road construction through undeveloped land often fragments habitat and hydrologic connections, creates barriers to wildlife, and acts as a corridor for introduction of invasive plant and animal species. Reduced demand for new facilities, especially in sensitive environmental areas, will help minimize these impacts.

Single-occupant vehicle automotive transportation is a major factor in consumption of gasoline and reliance on imported sources of petroleum. Moderation in the growth of automotive travel is essential to stabilize and reduce dependence on imported petroleum and improve the nation's energy security.

King County finds reducing the number of commute trips made in single-occupant vehicles is an effective way to reduce automobile-related air pollution, traffic congestion, and energy use. Employers have significant opportunities to encourage and facilitate the reduction of drive alone commutes by their employees.

State policy, as set forth in RCW 70.94.521 through 551, and the Commute Trip Reduction Task Force Guidelines, requires King County to develop and implement a plan to reduce single-occupant vehicle commute trips. The plan must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees. Goals for reduction in vehicle miles traveled per employee are set in the law as follows: fifteen percent by January 1, 1995; twenty percent by January 1, 1997; twenty-five percent by January 1, 1999; and thirty-five percent by January 1, 2005.

Commute trip reduction efforts implemented by King County under RCW 70.94.521-555 have been incorporated into the state implementation plan for attainment of federal standards for ozone and carbon monoxide. Commute trip reduction efforts implemented under the ordinance meet, in part, the transportation demand management requirements of the Washington State Growth Management Act (RCW 36.70A.070[6e]).

King County recognizes the importance of public awareness to the success of employer efforts to reduce drive-alone commuting by their employees.

Adoption of this plan and ordinance will promote the public health, safety, and general welfare within King County and the region.

Goals and Objectives

The King County Commute Trip Reduction plan and ordinance are consistent with the following goals and objects, stated in the Commute Trip Reduction Task Force Guidelines (July, 1992), Chapter 1 Section 3:

Goals

King County is acting to:

1. Reduce automobile-generated air and water pollution, relieve traffic congestion, reduce energy consumption, and reduce air pollution-related health problems.
2. Reduce peak period motor vehicle trips and the number of vehicle miles traveled associated with commute trips.
3. Make optimal use of existing and future transportation systems in order to minimize costs and preserve business opportunities in King County and the region.
4. Treat affected employers in a fair and reasonable manner.
5. Establish a plan consistent with the guidelines established by the state Commute Trip Reduction Task Force and the commute trip reduction plans of counties and cities with which King County has common borders or mutual transportation and growth issues.
6. Minimize the administrative burden of King County and affected employers in achieving commute trip reduction goals.
7. Participate in public awareness and outreach efforts to motivate employee response to employer vehicle trip reduction actions.

Objectives

The objectives of the King County's CTR plan are to:

1. Require all major employers to develop and implement commute trip reduction programs designed to:
 - a. Reduce the vehicle miles traveled per employee from the base year value established for commute trip reduction zone in which they are located. These reductions shall be at least 15 percent by January 1, 1995; 20 percent by January 1, 1997; 25 percent by January 1, 1999, and 35 percent by January 1, 2005.
 - b. Reduce the proportion of single-occupant vehicle trips from the base year value established for commute trip reduction zone in which they are located. These

reductions shall be at least 15 percent by January 1, 1995; 20 percent by January 1, 1997; 25 percent by January 1, 1999, and 35 percent by January 1, 2005.

- c. Inform and educate employees about commute alternatives.
2. Establish by ordinance, consistent with RCW 70.94.527(4), the following:
 - a. commute trip reduction zones for unincorporated King County;
 - b. base year values for commute trip vehicle miles traveled per employee and the proportion of single-occupant vehicle commute trips for each commute trip reduction zone;
 - c. means for measuring progress toward meeting commute trip reduction goals;
 - d. methods for assuring consistent treatment of employers who have worksites subject to the requirements of commute trip reduction ordinances in more than one jurisdiction;
 - e. appeals and administrative process by which affected employers may obtain waivers or modifications of those requirements;
 - f. methods to ensure that employers receive full credit for the results of transportation demand management efforts and commute trip reduction programs implemented prior to 1992;
 - g. a method to set alternative CTR goals for affected employers that cannot meet the goals because of the unique nature of their business; and
 - h. a method to set alternative CTR goals for affected employers whose worksites change and that contribute substantially to traffic congestion in a CTR zone.

III. RELATIONSHIP TO OTHER PLANS AND POLICIES

In addition, the County's commute trip reduction plan is consistent with and furthers the goals of the following state and regional plans and local comprehensive and transportation plans:

- Growth Management Act
- Vision 2020, Metropolitan Transportation Plan (1995)
- King County Comprehensive Plan, Transportation Element (1996)
- Long Range Policy Framework for Public Transportation (LRPF) (1993)
- Six-Year Transit Development Plan (1995)

Discussion

Growth Management Act

The goals of the Growth Management Act include "Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans. Among the mandatory comprehensive plan elements required under GMA is a transportation element that includes "demand management strategies." Continued implementation of the Commute Trip Reduction law furthers the realization of this policy and mandatory element of GMA.

Vision 2020, 1995 Metropolitan Transportation Plan

The 1995 Metropolitan Transportation Plan (MTP) is the transportation element of Vision 2020, the region's growth management, economic and transportation strategy produced by the Puget Sound Regional Council. The MTP is a detailed, long-range plan for future investments in the central Puget Sound region's transportation system. City, county, and transit agency plans, adopted multi-county and countywide planning policies, and the Washington State Department of Transportation Multimodal and Transportation System plans form the building blocks for the MTP. Transportation Policy RT-8 states that the region should "develop a transportation system that emphasizes accessibility, includes a variety of mobility options, and enables the efficient movement of people, goods and freight, and information.

The Multicounty Transportation Policies similarly emphasize making optimal and managed use of transportation facilities and services and managing travel demand to address traffic congestion and environmental objectives. The policies include the following:

- RT-8.1 Develop and maintain efficient, balanced, multimodal transportation systems which provide connections between urban centers and link centers with surrounding communities...
- RT-8.21 Promote demand management and education programs that shift travel demand to non-single-occupant vehicle travel modes and to off-peak travel periods, and reduce the need for new capital investments in surface, marine and air transportation.
- RT-8.12 Support transportation system management programs, services, and facility enhancements which improve transit's ability to compete with single-occupant vehicle travel times.
- RT-8.14 Emphasize transportation investments that provide alternatives to single-occupant vehicle travel to and within urban centers and along corridors connecting centers.

These and other policies within the Puget Sound Regional Metropolitan Transportation Plan are mutually supportive with this commute trip reduction plan.

King County Comprehensive Plan, Transportation Element

The King County Comprehensive Plan, Transportation Element, was adopted under the Growth Management Act in 1996 and provides the framework for King County transportation decisions. The Transportation Element includes Section F. Transportation Demand Management, which contains the following policy statements, all of which are supported by implementation of the CTR ordinance for King County:

- T-525 Transportation Demand Management (TDM) strategies should be used to promote travel efficiency and energy conservation and reduce the adverse environmental impacts of the transportation system. These strategies should include commute trip reduction, demand and system management. TDM measures may include telecommuting, congestion pricing, parking management, non-motorized travel, site design standards, public information, ridesharing, public transportation, joint use of parking facilities, and park and ride and other intermodal transfer facilities.
- T-527 Management of employee parking should be used to discourage commuting by single-occupant vehicles, such as provision of preferred parking for high-occupancy vehicles and bicycle parking. Regulations should consider the accessibility to adequate public transportation and high-occupancy vehicle facilities and services. The Guidelines for Commuter Parking Policies, approved by the Growth Management Planning Council on January 19, 1994, should be used as a guideline for parking facility and service requirements instituted by the County.
- T-528 The County should recognize and financially support efforts to advance Transportation Demand Management. To this end, funds should be identified in the annual Capital Improvement Program or operating funds to implement transportation demand management, strategies, public education/information, research and planning.

Long Range Policy Framework for Public Transportation (1993)

Long range policies included in this Policy Framework include the following;

Within subareas, give priority (such as a larger share of that subarea's service subsidy, earlier implementation of service improvements, capital improvements, or technical assistance) to areas or employers implementing effective demand management programs...

Work with employers to ensure that viable, non-SOV commute options exist for employees in order to achieve reductions in SOV use.

These policies commit the King County Metro Transit Division to work with local jurisdictions, employers and Transportation Management Associations to develop viable options to driving alone for employees.

Six-Year Transit Development Plan (1995)

Among its implementation strategies, the Six-Year Transit Development Plan includes the following strategy specifically aimed at employment centers:

Improve commuter access to the major employment areas outside of downtown Seattle, ...using a combination of traditional and nontraditional products. Provide operating subsidy for products other than fixed-route transit. Work to improve services for commuters not traveling in the predominant peak period direction, including those commuting from Central Seattle to suburban locations.

Within this strategy are ideas for innovative services for the commuter market, e.g. shuttles, circulators, business use of vans, and quick trip, and innovative programs such as parking debit, flexpass, guaranteed ride home, and pass subsidies, all of which are aimed at helping employers get employees to use public transportation or other non-SOV mode.

IV. COORDINATION WITH OTHER JURISDICTIONS

An intergovernmental staff group of representatives from the Washington State Department of Transportation, the King County Department of Transportation, Transit and Transportation Planning divisions, and all affected cities within King County participate in a CTR Coordinating Committee, which shares information and establishes consistent policies to deal with issues that arise across the county. In addition, the King County Department of Transportation represents all of the interests of jurisdictions within the county on the 9 County CTR Coordinating Group and acts as a liaison between the state and local jurisdictions on CTR issues.

V. EMPLOYER INVOLVEMENT

King County has worked and will continue to work with major employers to assure equitable and realistic implementation of the CTR law and guidelines. Through the Commuter Challenge, a partnership of public and private groups, King County is working to involve employers in reducing drive-alone commuting. The Commuter Challenge is sponsored by the Economic Development Council, the Washington State Department of Transportation, the City of Seattle, the Puget Sound Air Pollution Control Agency, CTR-affected jurisdictions in south and east King County and King County. The Commuter Challenge recognizes employers whose efforts to reduce employee drive-alone commuting are exemplary and provides training and tools to assist employers in their trip reduction efforts. This group has been recognized nationally for its work to involve employers in shaping the implementation of the CTR law in Washington state and for its program to recognize employer trip reduction actions.

VI. REVIEW OF LOCAL PARKING POLICIES AND ORDINANCES

The Commute Trip Reduction law mandates that each affected jurisdiction's CTR plan "include...a review of local parking policies and ordinances as they relate to employers and major worksites and any revisions necessary to comply with commute trip reduction goals and guidelines."

The King County Department of Transportation staff worked with Department of Development and Environmental Services staff during the Code Revision Project in 1995 to consider major parking and site design standard changes. The revisions identified and adopted were generally consistent with the CTR guidelines. Maximum parking ratios or consideration of a public parking management program to facilitate developer contributions in-lieu of on-site parking, as recommended in the CTR guidelines, were not included in the regulatory changes.

Because there is a close relationship between commuter behavior and the supply and cost of parking, the CTR guidelines suggest local jurisdictions establish an administrative process that encourages new and existing developments to reduce excess parking as an element of their CTR programs. There is no such process included in current County code.

VII. KING COUNTY EMPLOYEE TRANSPORTATION MANAGEMENT PROGRAM

A. The following is a general description of the employment locations, transportation characteristics, and surrounding services, including unique conditions experienced by King County or its employees at major County work sites.

1. Downtown Seattle

The County has about 4500 affected employees in several buildings in downtown Seattle including the 7300 Building, Central Building, County Administration Building, County Correctional Facility, County Courthouse, County Parking Garage, Downtown Public Health Center, Exchange Building, First Interstate Building, Key Tower, Public Safety Building, Union Bank of California Building and Yesler Building. This includes major worksites and sites separated by one or more blocks with fewer than 100 employees; but does not include the Kingdome. Many adult detention and public safety personnel work various rotating shifts, 24 hours a day, seven days a week.

Most of the buildings are in the south end of downtown, near transit routes providing service to most parts of the region. The area is characterized by ample carpool and vanpool opportunities and parking, limited and metered on-street parking, abundant commercial parking lots and garages, and high parking costs (over \$100.00 plus per month). The King

County parking garage has 576 spaces with some reserved employee parking. Employee parking is at approximately market rate for the area. Showers and lockers are available.

Many services are available nearby including department stores, convenience stores, restaurants, shoe repair, drugstores, banks, daycare, video stores, dry cleaners, a major public library, licensing and government offices, and other personal service facilities. Free transit service is available within the downtown central business district.

2. Youth Services Center - 1211 East Alder Street, Seattle

The Youth Services Center has about 400 affected employees and is located to the south and east of Seattle's First Hill area. This facility is a youth detention facility, which is in operation 24 hours a day, seven days a week. Staff work three shifts daily and rotate days and hours on a regular basis.

There are about 260 free parking spaces for employees and visitors. There is an average of 60 visitors per day, with about 40 spaces allocated for visitors. Some employees arrive early to get a parking space. Showers and lockers are available.

The transit stops closest to the facility are two blocks away and riders must transfer downtown to make connections with routes to and from other areas.

There are limited personal services in the vicinity of the Youth Services Center.

3. Black River DDES - 900 Oakesdale Ave SW, Renton

The County's Black River facility has about 200 affected employees and is located in southwest Renton. The Department of Development and Environmental Services are located there. Black River is a remote suburban site with four Metro bus routes from South and East King County that stop within two or three blocks of the facility. Free parking is plentiful, with a 4 to 1 parking space ratio per employee. There are no services easily reached by foot in the area.

The site is located north of highway 520, with fairly easy automobile access and visibility.

Employees frequently need vehicles for site inspections, or public hearings and other meetings held in the evenings. There are currently 70 field inspection and code enforcement staff who travel directly home from their last inspection of the day.

4. Renton Complex - 155 Monroe Ave. NE, Renton

The Renton site has about 300 affected employees and is located southeast of downtown Renton. It includes Road Services, Parks shops, the Southeast Public Health Center, and the Renton District Courts. The closest transit service is about four blocks away. It provides service primarily in the opposite direction of desired travel to and from the site (to

downtown Seattle in the morning; to Renton in the afternoon). There is abundant free parking provided on site. Showers and lockers are available. Employees work several shifts.

Services located about one-half to one mile from the site include day care, dry cleaning, video stores, and banks.

5. Cedar Hills - 16645 - 228th Ave. SE, Maple Valley

The Cedar Hills site has about 135 affected employees and includes the sanitary landfill and the alcohol and drug treatment facility. It is located in a rural area southeast of Seattle. Employees work several shifts. There is no transit service in the area. There is free employee parking at the site. Showers and lockers are available. There are no services in the area.

6. Atlantic Central Base - 1301 Airport Way S, Seattle

Metro's Atlantic Central Base has about 180 affected transit division employees and is located south of downtown Seattle with major transit access on 4th avenue. 507 Free parking spots are available to affected and non-affected employees which includes over 600 transit employees who work multiple shifts outside of the CTR affected morning commute hours. Showers and lockers are available.

There are limited personal services in the vicinity of Atlantic Central Base.

7. South Base - 11911 E. Marginal Way - Tukwila

Metro's South Base has about 250 affected transit division employees and is located north of South Center and south of Boeing Field. There are a few bus routes on East Marginal Way that travel near the base. 465 free parking spots are available to affected and non-affected employees which includes over 250 transit employees who work multiple shifts outside of the CTR affected morning commute hours.

There are few personal services in the vicinity of Atlantic Central Base.

8. Regional Justice Center - 404 4th Avenue N., Kent

The Kent Regional Justice Center (RJC) has about 500 affected employees and is located in downtown Kent. The RJC serves as a county correctional facility and provides court services in South King County. The RJC is located within 3 blocks of the Kent Transit Center which provides convenient Metro bus service to downtown Seattle and south or east King County. 200 free parking spaces are available to employees.

There are some services available within 3 blocks of the facility that includes several banks, a few restaurants and other commercial services.

B. Documentation of compliance with the mandatory CTR program elements:**(1) Employee Transportation Coordinator**

There are 50 ETCs in the County's downtown and outlying worksites. More ETCs will be assigned as needed for CTR implementation. ETCs currently provide commuting information to coworkers and act as liaison to transit agencies and ridematch services. The attached ETC job description gives a detailed description of the function of King County ETCs.

(2) Information Distribution

Several County sites already have Commuter Information Centers and Plexiglas information boards, which hold Metro timetables and other transportation brochures.

ETCs distribute materials to coworkers about the County's transportation management program, including information from Metro and other service providers about alternatives to drive alone commuting. Materials are also distributed at new employee orientations, along with a presentation from Transportation Planning staff. ETCs also coordinate subsidy disbursements for employees who carpool, bicycle and walk to work on a regular basis.

Transportation fairs are held at worksites with high SOV rates, new facilities, parking management problems or upon request.

(3) Annual Progress Report

Unless otherwise excused from the reporting requirements of the CTR law and guidelines, an annual report will be submitted to the appropriate jurisdictions. These reports will conform to standard information required to determine progress toward achievement of the CTR goals.

C. Description of Program Elements

In addition to the minimum actions required under the CTR law, King County is committed to continue the following transportation demand management actions:

- Fully subsidized transit pass valid on Metro, Community and Pierce Transit for employees with for leave and insured benefits.
- Fully subsidized transit passes valid on Kitsap Transit for employee with leave and insured benefits who reside on the westside of Puget Sound or Vashon Island.

Kitsap Transit/Ferry passes will also be available for eligible employees who will be responsible for paying for the Ferry portion of the Kitsap Transit/Ferry pass.

- **\$45 vanpools subsidy for employees with leave and insured benefits.**
- **Commuter Bonus Plus Vouchers (\$20) will be issued to carpoolers, bicyclists and walkers, who are full-time employees and located at a worksite outside of the downtown Seattle area. Eligibility for the program requires that employees carpool, bike or walk more than 50% of their total workdays and commute miles a month.**
- **Home Free Guarantee rides will be provided up to eight times a year to employees who arrive to work by means than driving alone and who have an unexpected emergency.**
- **County transportation management policies, including:**
 - **Alternative work schedules authorized by Executive policy (PER-18-1[AEP]) - helps employees meet transit and rideshare schedules and avoid peak commute times by allowing flex time, compressed work weeks, and telecommuting, which allows employees to work at home based on arrangements with management.**
 - **High Occupancy Vehicle Parking Policy (FES12-4 [AP]) - encourages County facilities to provide designated parking spaces for carpools and vanpools.**
 - **Fleet Carpools - Executive policy allows employees assigned a vehicle as a part of their job to carpool with other King County employees who live on the route they usually take to and from work.**
- **New employee orientation and promotional events**
 - **commuter information presented at monthly personnel orientations; transportation fairs held annually at major worksites.**
- **Bicycle facilities available at major locations**
 - **Secured lockers, covered racks, showers; bicycles available for County business**
- **Employee transportation surveys**
 - **The County surveys its employees every two years to determine their commuting habits. This practice will continue. A survey will be done in fall 1998.**
- **Transportation Management Program Task Force working on new incentives**
 - **King County, Metro, Community Transit, and Pierce Transit staff will continue working on proposals for carpool parking, and enhancements to existing actions.**

- **Charges for Parking**

King County charges for parking at its downtown facilities. Over the last few years the County has raised its parking rates to reflect market prices in an effort to encourage employees and others to make use of transportation other than driving alone.

VIII. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.

King County will continue to offer transportation management incentives to its employees in an effort to reduce drive alone commuting by employees at all locations. Primary responsibility for oversight of the CTR plan and programs instituted by employers in unincorporated King County is the responsibility of the King County Employee Transportation Program, located in the Department of Transportation, which may use appropriate procedures to contract with another agency or agencies for required administrative services.