



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

February 22, 2011

Ordinance 17034

Proposed No. 2010-0196.2

Sponsors Phillips

1 AN ORDINANCE relating to King County's commute trip
2 reduction policies; amending Ordinance 10733, Section 1,
3 as amended, and K.C.C. 14.60.010, Ordinance 10733,
4 Section 2, as amended, and K.C.C. 14.60.020, Ordinance
5 10733, Section 3, as amended, and K.C.C. 14.60.030,
6 Ordinance 10733, Section 4, as amended, and K.C.C.
7 14.60.040, Ordinance 10733, Section 5, as amended, and
8 K.C.C. 14.60.050, Ordinance 10733, Section 6, as
9 amended, and K.C.C. 14.60.060, Ordinance 10733, Section
10 7, as amended, and K.C.C. 14.60.070 and Ordinance
11 10733, Section 8, as amended, and K.C.C. 14.60.080,
12 decodifying K.C.C. 14.60.200 and repealing Ordinance
13 10733, Section 9, as amended, and K.C.C. 14.60.090.

14 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

17 The following definitions shall apply in the interpretation and enforcement of this
18 chapter:

19 A. "Affected employee" means a full-time employee who begins his or her
20 regular work day at a single work site between 6:00 a.m. and 9:00 a.m. (inclusive) on two
21 or more weekdays for at least twelve contiguous months who is not an independent
22 contractor. Seasonal agricultural employees, including seasonal employees of processors
23 of agricultural products, are excluded from the count of affected employees.

24 B. "Affected employer" means an an ~~((public or private))~~ employer that ~~((, for twelve~~
25 ~~consecutive months,))~~ employs one hundred or more affected employees at a single work
26 site ~~((who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m.~~
27 ~~(inclusive) on two or more weekdays))~~ covered by the CTR Plan. ~~((The intent is to~~
28 ~~include any employer that has one hundred or more full-time employees on site between~~
29 ~~6:00 a.m. and 9:00 a.m. (inclusive), even if the individual employees vary over time.))~~
30 Construction work sites are excluded from this definition when the expected duration of
31 the construction is less than two years.

32 C. "Alternative commute mode" means any means of ~~((commute))~~ transportation
33 to and from work other than ~~((that in which the))~~ driving a single-occupant motor
34 vehicle~~((is the dominant mode)), including ((telecommuting))~~ scheduled work from
35 home and ~~((compressed))~~ work ~~((weeks if they))~~ schedules that result in ~~((reducing))~~
36 fewer commute trips.

37 D. ~~((("Alternative work schedules" mean programs such as compressed work~~
38 ~~weeks that eliminate work trips for affected employees.~~

39 E. ~~Base year" means the period from January 1, 1992 through December 31,~~
40 ~~1992, on which goals for vehicle miles traveled per employee and proportion of single-~~
41 ~~occupant vehicle trips are based))~~ "Baseline measurement" means the survey of affected

42 employees conducted by an affected employer to determine the drive-alone rate and
43 VMT per affected employee.

44 ((F.)) E. "Carpool" means a motor vehicle occupied by two to six people who are
45 at least sixteen years old traveling together for their commute trip that results in the
46 reduction of at least one motor vehicle commute trip.

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

50 ((H.)) G. "CTR plan" means the county's commute trip reduction plan, as adopted
51 by this ((O)) ordinance((-10733)), to regulate and administer the CTR programs of
52 affected employers' worksites within ~~((its jurisdiction))~~ unincorporated King County.

53 ((I.)) H. "CTR program" means an affected employer's program, approved by the
54 director, including strategies to reduce affected employees' ~~((SOV use and))~~ VMT per
55 employee and drive-alone rate.

56 ((J.)) ~~"CTR zone" means an area, such as a census tract or combination of census~~
57 ~~tracts, within unincorporated King County characterized by similar employment density,~~
58 ~~population density, level of transit service, parking availability, access to high occupancy~~
59 ~~vehicle facilities and other factors that are determined to affect the level of SOV~~
60 ~~commuting.~~

61 K. ~~"Commute Trip Reduction Task Force Guidelines, July 1992" means the~~
62 ~~guidelines adopted by the state Commute Trip Reduction Task Force as established by~~
63 ~~RCW 70.94.537.~~

64 ~~L. "Compliance" means fully implementing all provisions in an approved CTR~~
65 ~~program within the deadlines established in this chapter and meeting or exceeding VMT~~
66 ~~and SOV goals of this chapter.~~

67 ~~M. "Compressed work week" means an alternative work schedule, in accordance~~
68 ~~with employer policy, that regularly allows a full-time employee to eliminate at least one~~
69 ~~work day every two weeks by working longer hours during the remaining days, resulting~~
70 ~~in fewer commute trips by the employee. This definition is primarily intended to include~~
71 ~~weekly and biweekly arrangements, the most typical being four ten-hour working days or~~
72 ~~eighty hours in nine working days, but may also include other arrangements.~~

73 ~~Compressed work weeks are understood to be an ongoing arrangement.~~

74 ~~N.)) I. "Director" means the director of the department of transportation or his or~~
75 ~~her authorized designee.~~

76 ~~((O. "Employee" means anyone who receives financial or other compensation in~~
77 ~~exchange for work provided to an employer, including owners and partners of the~~
78 ~~employer.~~

79 ~~P.)) J. "Drive-alone rate" means the percentage of affected employee commute~~
80 ~~trips made by single occupants of motor vehicles, including motorcycles.~~

81 ~~K. "Employer" means a sole proprietorship, partnership, corporation,~~
82 ~~unincorporated association, cooperative, joint venture, agency, department, district or~~
83 ~~other individual or entity, whether public, nonprofit or private, that employs workers.~~

84 ~~((Q.)) L. "Exemption" means a waiver from CTR program requirements granted~~
85 ~~to an employer by the county based on unique conditions that apply to the employer or~~
86 ~~((employment site)) worksite.~~

87 ~~((R. "Flex time" is an employer policy allowing individual employees some~~
88 ~~flexibility in choosing the time, but not the number, of their working hours to facilitate~~
89 ~~the use of alternative modes.~~

90 S.)) M. "Full-time employee" means a person other than an independent
91 contractor, whose position is scheduled to be employed on a continuous basis for fifty-
92 two weeks for an average of at least thirty-five hours per week.

93 ~~((T.))~~ N. "Good faith effort" means that an employer has met the minimum
94 requirement identified in RCW 70.94.531 ~~((and this chapter, and is working~~
95 ~~collaboratively with the county to continue its existing CTR program or is developing~~
96 ~~and implementing program modifications likely to result in improvements to its CTR~~
97 ~~program over an agreed upon length of time))).~~

98 ~~((U. "Implementation" means active pursuit by an employer of the CTR goals of~~
99 ~~RCW 70.94.521 through .551 and this chapter as evidenced by appointment of a~~
100 ~~transportation coordinator, distribution of information to employees regarding~~
101 ~~alternatives to SOV commuting and commencement of other measures according to their~~
102 ~~CTR program and schedule.~~

103 ~~V.))~~ O. "Mode" means the means of transportation used by employees, such as
104 single-occupant motor vehicle including motorcycle, rideshare vehicle such as
105 ~~((()carpool((;))~~ or vanpool((;)), transit, ~~((ferry;))~~ bicycle and walking.

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

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

111 ~~Y. "Proportion of single-occupant vehicle trips" or "SOV rate" means the number~~
112 ~~of commute trips over a set period made by affected employees in single-occupant~~
113 ~~vehicles divided by the number of affected employees working during that period.~~

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

116 ~~AA. "Single-occupant vehicle (SOV) trips" means trips made by affected~~
117 ~~employees in single-occupant vehicles.~~

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

121 ~~((CC. "Telecommuting" means the use of telephones, computers or other similar~~
122 ~~technology to permit an employee to work from home, eliminating a commute trip, or to~~
123 ~~work from a work place closer to home, reducing the distance traveled in a commute trip~~
124 ~~by at least half.))~~

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

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

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

134 ~~GG.) R.~~ R. "Vanpool" means a vehicle occupied by seven to fifteen people
135 traveling together for their commute trip that results in the reduction of a minimum of
136 one motor vehicle trip. A vanpool trip counts as zero vehicle trips.

137 ~~((HH. "Variable work schedule" means a work schedule that includes rotating~~
138 ~~shifts in which the employee is assigned different start times during the year,~~
139 ~~noncontinuous schedules in which an employee reports to the work site only during~~
140 ~~specified periods of a continuous twelve month period or other work schedule~~
141 ~~arrangements outside of a regularly scheduled continuous work period.~~

142 ~~H.) S.~~ S. "~~(Vehicle miles traveled))~~VMT(~~())~~ per employee" means the sum of the
143 distance in miles of individual vehicle commute trips made by affected employees over a
144 set period divided by the number of affected employees during that period.

145 ~~((J.) T.~~ T. "Week" means a seven day calendar period, starting on Monday and
146 continuing through Sunday.

147 ~~((K.) U.~~ U. "Weekday" means any day of the week except Saturday or Sunday.

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

151 SECTION 2. Ordinance 10733, Section 2, as amended, and K.C.C. 14.60.020 are
152 each hereby amended to read as follows:

153 A. The ~~((1998))~~ 2011 King County Commute Trip Reduction Plan, which is
154 Attachment A to this ~~((Θ))~~ ordinance ~~((13321))~~, is hereby adopted.

155 B. The CTR plan lists the county's goals for reducing ~~((vehicle miles traveled))~~
156 VMT per employee and the ~~((SOV))~~ drive-alone rate for ~~((all major))~~ the unincorporated
157 urban area and for two affected employers ~~((shall not be less than a fifteen percent~~
158 ~~reduction from the worksite base year value or the base year value for the commute trip~~
159 ~~reduction zone in which their work site is located by January 1, 1995, twenty percent~~
160 ~~reduction from the base year values by January 1, 1997, twenty five percent reduction~~
161 ~~from the base year values by January 1, 1999, and thirty five percent reduction from the~~
162 ~~base year values by January 1, 2005)).~~ ~~((Employers which become affected employers~~
163 ~~after February 16, 1993 shall have two years to meet the first goal of fifteen percent, four~~
164 ~~years to meet the second goal of twenty percent, six years to meet the third goal of~~
165 ~~twenty five percent and twelve years to meet the final goal of thirty five percent~~
166 ~~reduction from the time they begin their commute trip reduction program.))~~ The director
167 shall set goals for reducing VMT per employee and the drive-alone rate for any affected
168 employer not listed in the CTR plan.

169 C. ~~((Commute trip reduction zones shall be the zones in Attachment B to~~
170 ~~Ordinance 10733, which are applicable to the unincorporated areas of the county. The~~
171 ~~base year values for affected employers shall be the base year values for SOV and VMT~~
172 ~~in Attachment C to Ordinance 10733, which are applicable to the unincorporated areas of~~
173 ~~the county.))~~ The department website shall include a notice of the adoption of the CTR
174 plan and an explanation of its applicability to affected employers. The director shall

175 notify the affected employers listed in the CTR plan and any other employer who
176 becomes an affected employer of the CTR plan and its requirements.

177 SECTION 3. Ordinance 10733, Section 3, as amended, and K.C.C. 14.60.030 are
178 each hereby amended to read as follows:

179 ~~((The provisions of t))~~ This chapter ~~((shall apply))~~ applies to any affected
180 employer at any single work site within unincorporated King County. Employees will be
181 counted only at their primary work site. ~~((Seasonal agricultural employees, including~~
182 ~~seasonal employees of processors of agricultural products are excluded from the count of~~
183 ~~affected employees.))~~ It is the responsibility of the employer to notify the ~~((county))~~
184 director of a change in status as an affected employer.

185 ~~((A. Employers that meet the definition of an affected employer when Ordinance~~
186 ~~10733 becomes effective and that do not submit a CTR program description within one~~
187 ~~hundred eighty (180) calendar days from approval of Ordinance 10733 are in violation.~~

188 ~~B.))~~ An employer that ~~((meets the definition of))~~ becomes an affected employer
189 after this ~~((O))~~ ordinance ~~((10733))~~ becomes effective must ~~((submit a CTR program~~
190 ~~description))~~ identify itself to the director as an affected employer within ~~((one hundred~~
191 ~~eighty (180)))~~ ninety calendar days ~~((of the due date of the first quarterly submittal of~~
192 ~~Washington Employment Security Employer's Quarterly Report of Employee's Wages))~~
193 after ~~((having achieved))~~ becoming an affected employer~~((status)).~~ ~~((An employer whose~~
194 ~~number of employees increases to one hundred (100) or more affected employees shall be~~
195 ~~considered an affected employer beginning with the due date of the next quarterly~~
196 ~~submittal of the Washington Employment Security Employer's Quarterly Report of~~
197 ~~Employee's Wages.~~

198 C. ~~If a))~~An affected employer shall continue to be treated as an affected employer
199 for twelve months after it notifies the director that it no longer employs one hundred
200 ~~((100))~~ or more affected employees and expects not to employ one hundred ~~((100))~~ or
201 more affected employees for the next twelve ~~((12))~~ months~~((, that employer is no longer~~
202 ~~an affected employer beginning with the next quarterly submittal of the Washington~~
203 ~~Employment Security Employment Security Employers' Quarterly Report of Employee's~~
204 ~~Wages)). ((It is the responsibility of the employer to provide documentation to the~~
205 ~~county that it is no longer an affected employer.)) If the ((same)) employer ((returns to~~
206 ~~the level of)) no longer employs one hundred ~~((100))~~ or more affected employees
207 ~~((within the same)) at the end of the twelve ~~((12))~~ month period, that employer ~~((will be~~
208 ~~considered)) is no longer an affected employer ~~((for the entire twelve (12) month period~~
209 ~~and will be subject to the same program requirements as other affected employers)). If an~~
210 employer becomes an affected employer within twelve months after it ceased to be an
211 affected employer, the employer shall be treated as if it was continuously an affected
212 employer. ~~If ((the same)) an employer ((returns to the level of one hundred ((100)) or~~
213 ~~more affected employees)) becomes an affected employer more than twelve ~~((12))~~
214 ~~months after ((its change in status to an "unaffected")) it ceased to be an affected~~
215 ~~employer, that employer shall be treated as a new affected employer((beginning with the~~
216 ~~due date of the next quarterly submittal of the Washington Employment Security~~
217 ~~Employer's Quarterly Report of Employee's Wages, and will be subject to the same~~
218 ~~program requirements as other new affected employers)).~~~~~~~~~~

219 ~~((D. An affected employer that has a work site located in both unincorporated~~
220 ~~King County and an adjacent county or one or more cities may jointly, with one of those~~

221 jurisdictions, petition the county in writing at least sixty (60) calendar days prior to
222 submittal of the employer's CTR program description or annual report to request that the
223 employer be allowed to report to, and be governed by, the applicable commute trip
224 reduction laws and regulations of that jurisdiction. If such request is granted, it shall be
225 in effect for as long as the county receives copies of the employer's CTR program, annual
226 reports and any administrative decisions or actions taken by the jurisdiction or its agents
227 in regard to the employer.))

228 SECTION 4. Ordinance 10733, Section 4, as amended, and K.C.C. 14.60.040 are
229 each hereby amended to read as follows:

230 A. An affected employer is required to make a good faith effort, as defined in
231 RCW 70.94.534(2) ((and K.C.C. 14.60.010F)), to develop and implement a CTR
232 program that will encourage its employees to reduce VMT per employee and ((SOV
233 commute trips))the drive-alone rate. The employer's CTR program description shall be
234 prepared according to a format provided by the ((county)) director. ((A-)) The employer's
235 CTR program ((is to contain the following required elements:

- 236 1. At a minimum, the employer's CTR program description must include:
- 237 a. a general description of the employment site location, transportation
238 characteristics, and surrounding services, including unique conditions experienced by the
239 employer or its employees that affect commute mode choice;
 - 240 b. total number of employees at the work site and the number of employees
241 affected by the CTR program;
 - 242 c. documentation of compliance with the mandatory CTR program elements,
243 as described in K.C.C. 14.60.040A.2;

244 ~~d. description of the additional elements included in the CTR program, as~~
245 ~~described in K.C.C. 14.60.040A.3;~~

246 ~~e. schedule of implementation, assignment of responsibilities and~~
247 ~~commitment to provide appropriate resources)) must meet the requirements of RCW~~
248 ~~70.94.531.~~

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

251 ~~a. the employer shall designate a transportation coordinator to administer the~~
252 ~~CTR program. An affected employer with multiple sites may have one transportation~~
253 ~~coordinator for all sites. The coordinator's name, location and telephone number must be~~
254 ~~displayed prominently at each affected work site. The coordinator shall oversee all~~
255 ~~elements of the employer's CTR program.~~

256 ~~b. the employer shall provide information about alternatives to SOV~~
257 ~~commuting to employees at least once a year. This information shall consist of, at a~~
258 ~~minimum, a summary of the employer's program, including the name and telephone~~
259 ~~number of the employee transportation coordinator. Employers must also provide a~~
260 ~~summary of their program to all new employees at the time of hire. Each employer's~~
261 ~~program description and annual report must report the information to be distributed and~~
262 ~~the method of distribution.~~

263 ~~c. the CTR program must include an annual review of affected employee~~
264 ~~commuting and of progress and good faith efforts toward meeting the SOV and VMT~~
265 ~~reduction goals as established in K.C.C. 14.60.020.~~

266 d.) B. When approving the CTR program, the director shall list all records to be
267 maintained to document the employer's program and progress toward ((meeting SOV
268 and)) reducing VMT ((goals)) per employee and the drive-alone rate. Records shall be
269 retained for a minimum of ~~((twenty-four))~~ forty-eight months.

270 ~~((3. The employer's CTR program shall include at least one additional element~~
271 ~~needed to meet CTR goals. Such additional elements may include, but are not limited to,~~
272 ~~the following options:~~

- 273 ~~a. provision of preferential parking or reduced parking charges, or both, for~~
274 ~~high occupancy vehicles;~~
- 275 ~~b. instituting or increasing parking charges for single occupant vehicles;~~
- 276 ~~e. provision of commuter ride matching services to facilitate employee~~
277 ~~ridesharing for commute trips;~~
- 278 ~~d. provision of subsidies for transit fares;~~
- 279 ~~e. provision of vans for vanpools;~~
- 280 ~~f. provision of subsidies for carpools or vanpools;~~
- 281 ~~g. permitting the use of the employer's vehicles for carpooling or vanpooling;~~
- 282 ~~h. permitting flexible work schedules to facilitate employees' use of transit,~~
283 ~~carpools or vanpools;~~
- 284 ~~i. cooperation with transportation providers to provide additional regular or~~
285 ~~express service to the work site;~~
- 286 ~~j. construction of special loading and unloading facilities for transit, carpool~~
287 ~~and vanpool users;~~

288 ~~k. provision of bicycle parking facilities, lockers, changing areas and showers~~
289 ~~for employees who bicycle or walk to work;~~

290 ~~l. provision of a program of parking incentives such as a rebate for employees~~
291 ~~who do not use the parking facilities;~~

292 ~~m. establishment of a program to permit employees to work part or full time~~
293 ~~at home or at an alternative work site closer to their homes;~~

294 ~~n. establishment of a program of alternative work schedules, such as a~~
295 ~~compressed work week, which reduce commuting; and~~

296 ~~o. implementation of other measures designed to facilitate the use of high~~
297 ~~occupancy vehicles, such as on-site day care facilities and emergency taxi services~~

298 ~~B. Transportation management organizations or other business partnerships, may~~
299 ~~submit a single program description that describes common program elements among~~
300 ~~two or more affected employers. The program should also describe specific program~~
301 ~~elements at each individual employer's work site. The transportation management~~
302 ~~organization, as an agent for its members, should provide individual performance data for~~
303 ~~each company as well as combined measurements to the county. Program modifications~~
304 ~~shall be specific to an employer. Each employer shall remain responsible for meeting the~~
305 ~~requirements of this chapter.))~~

306 SECTION 5. Ordinance 10733, Section 5, as amended, and K.C.C. 14.60.050 are
307 each hereby amended to read as follows:

308 A. Not more than ~~((one hundred eighty))~~ ninety ~~((calendar days after March 8,~~
309 ~~1993 or within one hundred eighty calendar))~~ days after the director determines that an
310 employer ~~((achieves status as))~~ has become an affected employer~~((as provided in K.C.C.~~

311 ~~14.60.030, an)), the affected employer shall ((submit to the county for review a CTR~~
312 ~~program description as provided in K.C.C. 14.60.040)) perform a baseline measurement~~
313 ~~consistent with the rules established by the state department of transportation under RCW~~
314 ~~70.90.537. ((The employer shall implement a CTR program not more than one hundred~~
315 ~~eighty days after the CTR program description submittal. -The employer shall implement~~
316 ~~approved program modifications within thirty calendar days of the final administrative~~
317 ~~decision on such modifications.)) The director shall use this baseline measurement to set~~
318 ~~CTR program goals for the affected employer and shall notify the employer of these CTR~~
319 ~~program goals. The affected employer shall then have ninety days to develop a CTR~~
320 ~~program in consultation with the director and to submit it to the director for approval.~~

321 B. ~~((Upon review of an employer's CTR program description, the county shall~~
322 ~~establish the employer's annual reporting date. -Each year on the employer's reporting~~
323 ~~date, the employer shall submit an annual CTR program report to the county. -The county~~
324 ~~shall provide the format for the annual report. -At least thirty calendar days prior to the~~
325 ~~date an annual report is due or program modifications are to be implemented, an~~
326 ~~employer may make written request for an extension of up to ninety calendar days to~~
327 ~~complete this action. -The county shall grant all or part of the extension request or shall~~
328 ~~deny the request within ten working days of receipt. -If the county fails to respond within~~
329 ~~ten working days, the extension is automatically granted for thirty calendar days.)) The~~
330 ~~director shall approve or disapprove the affected employer's CTR program within ninety~~
331 ~~days. When approving an affected employer's CTR program, the director shall establish~~
332 ~~the employer's reporting date and a schedule for conducting CTR program surveys of~~
333 ~~affected employees. Every two years on the affected employer's reporting date, the~~

334 affected employer shall submit a CTR program report using a format provided by the
335 director. The employer shall implement its CTR program within ninety days after the
336 director approves it.

337 C. ~~((The county shall complete review of the employer's program description,~~
338 ~~annual report, or exemption request within ninety calendar days of receipt. The county~~
339 ~~shall provide the employer with written notification of the decision to approve required~~
340 ~~program modifications or to disapprove the employer's CTR program, annual report or~~
341 ~~exemption request including the cause for disapproval. If the employer does not receive~~
342 ~~written notification of the acceptance or rejection of the employer's CTR program~~
343 ~~description, annual report, revised CTR program or exemption within the deadlines~~
344 ~~established in this subsection, they shall be deemed accepted. An affected employer shall~~
345 ~~implement a CTR program within one hundred eighty calendar days of submitting its~~
346 ~~initial CTR program description regardless of the status of decisions concerning its~~
347 ~~approval. Thereafter the employer shall implement required program revisions within~~
348 ~~thirty calendar days of the final administrative decision on program requirements.))~~

349 D.)) In response to recommended modifications, the employer shall submit a
350 revised CTR program ~~((description))~~, including the requested modifications or equivalent
351 measures, within thirty days of receipt. The ~~((county))~~ director shall review ~~((revisions~~
352 ~~made in response to recommended modifications))~~ the revised CTR program and notify
353 the employer of acceptance or rejection~~((of the revised program))~~ within thirty days. If a
354 revised program is not accepted, the ~~((county will send written notice to that effect to the~~
355 ~~employer within thirty days and, if necessary,))~~ director has the discretion to require the
356 employer to attend a conference with program review staff for the purpose of reaching a

357 consensus on the required program. ~~((A))~~ The director shall issue a final decision on the
358 required program ((will be issued in writing by the county)) within ten working days of
359 the conference.

360 D. At least thirty days before a CTR program is to be implemented, a CTR
361 program report is due or program modifications are to be implemented, an employer may
362 request an extension of up to ninety days to complete this action. The director shall grant
363 all or part of the extension request or deny the request within ten working days of receipt.
364 If the director fails to respond within ten working days, the extension is automatically
365 granted for thirty calendar days.

366 E. ((Employers may request exemptions, goal modifications or credit for TDM
367 programs that existed prior to 1992 at least two months prior to the due date for the
368 employer's initial CTR program description submittal. Employers may request
369 exemptions, goal modifications, program modifications and program exemption credit as
370 part of the annual report. Employers may request exemptions and program modifications
371 at any time.)) The director shall complete review of the employer's CTR program report,
372 survey results, modification request or exemption request within thirty calendar days of
373 receipt. The director shall notify the employer of the decision to approve or disapprove
374 the employer's CTR program report, survey results, modification request or exemption
375 request including the cause for disapproval. If the director does not notify the employer
376 by the deadlines in this section, the employer's CTR program report, survey results,
377 modification request or exemption request shall be deemed accepted.

378 ((F. At least one year after its initial CTR program implementation, an affected
379 employer may request a modification of the applicable CTR goals. Such requests shall

380 ~~be filed in writing at least sixty days prior to the date the worksite is required to submit its~~
381 ~~program description and annual report.))~~

382 SECTION 6. Ordinance 10733, Section 6, as amended, and K.C.C. 14.60.060 are
383 each hereby amended to read as follows:

384 ~~((A CTR survey supplied by the state Department of Transportation to determine~~
385 ~~progress toward goal attainment shall be conducted at affected work sites in odd~~
386 ~~numbered years through 2005. The following criteria for achieving goals for VMT per~~
387 ~~employee and proportion of SOV trips shall be applied in determining requirements for~~
388 ~~employer CTR program modifications:))~~

389 A. If an employer meets either or both of its goals for reducing VMT per
390 employee and the drive-alone rate, the employer has satisfied the objectives of the CTR
391 plan and will not be required to modify the CTR program((;)).

392 B. If an employer makes a good faith effort, as defined in RCW 70.94.534(2)((
393 and K.C.C. 14.60.010F)), but has not met ~~((or is not likely to meet the applicable SOV~~
394 ~~nor VMT)) its goal, ~~((the county shall work collaboratively with the employer to make~~
395 ~~modifications to the CTR program. After agreeing on modifications, the employer shall~~
396 ~~submit a revised CTR program description to the county for approval within thirty days))~~
397 no additional modifications to the CTR program are required. An employer is presumed
398 to act in good faith if failure to implement a CTR program is the result of an inability to
399 reach agreement with a union, provided that the employer requests the union to approve
400 any CTR program provision that is subject to collective bargaining and the employer
401 advises the union that the employer is subject to this chapter.~~

402 C. If an employer fails to make a good faith effort, as defined in RCW
403 70.94.534(2) ~~((and K.C.C. 14.60.010F)), and fails to meet the applicable ((SOV or))~~
404 VMT reduction or drive-alone goal, the ((county)) director shall ((work collaboratively
405 with the employer to identify modifications to the CTR program and shall direct the
406 employer to revise its program within thirty days to incorporate the modifications)) notify
407 the employer of potential modifications to the CTR program and shall direct the
408 employer to revise the CTR program within thirty days to incorporate the modifications
409 to comply with the requirements of RCW 70.94.531. The employer shall submit a
410 modified CTR program to the director. The director shall review the revised program
411 and notify the employer that it is accepted or rejected. The director has the discretion to
412 require the employer to attend a conference with program review staff for the purpose of
413 reaching consensus on a revised CTR program. The director shall issue a final decision
414 on the required program within ten working days of the conference.

415 SECTION 7. Ordinance 10733, Section 7, as amended, and K.C.C. 14.60.070 are
416 each hereby amended to read as follows:

417 A. ~~((Employers that have implemented TDM programs to reduce SOV commute~~
418 ~~travel by employees prior to the 1992 base year may apply for TDM program exemption~~
419 ~~credit at least two months prior to the due date for the employer's initial CTR program~~
420 ~~description submittal. Such employers shall be considered to have met their 1995 CTR~~
421 ~~goals if their VMT per employee and proportion of SOV trips are equivalent to a twelve)~~
422 ~~percent or greater reduction from the employers' base year zone values. This three~~
423 ~~percentage point credit applies only to the 1995 CTR goals. Application shall include~~
424 ~~results from a survey of employees or equivalent information that establishes the~~

425 applicant's VMT per employee and proportion of SOV trips. The survey or equivalent
426 information shall conform to all applicable standards established in the Commute Trip
427 Reduction Task Force Guidelines (July 1992).

428 B. Affected employers that have rates of VMT per employee and proportion of
429 SOV trips that are equal to or less than goals for one or more future goal years, may
430 apply to be exempted from CTR program requirements at least two months prior to the
431 due date for their initial in their CTR program description submittal or as part of an
432 annual progress report. Application shall include results from a survey of employees or
433 equivalent information that establishes the applicant's VMT per employee and proportion
434 of SOV trips. The survey or equivalent information shall conform to all applicable
435 standards established in the Commute Trip Reduction Task Force Guidelines (July 1992).
436 Employers that apply for an exemption and whose rates of VMT per employee and
437 proportion of SOV trips are determined by the county to be equal to or less than goals for
438 one or more future goal years, and commit in writing to continue their current level of
439 effort, shall be exempt from the requirements of this chapter except for the requirement to
440 report performance in annual reports for their goal years as specified in K.C.C.
441 14.60.020A. If any of these reports indicate the employer does not satisfy the next
442 applicable goal, the employer shall immediately become subject to all requirements of
443 this chapter.

444 C. Adjustments to SOV and VMT rates.

445 1. For purposes of counting commute vehicle trips, telecommuting, alternative
446 work schedules (excluding flex time), bicycling and walking shall count as one and two-

447 tenths vehicle commute trips eliminated. This also applies to VMT per employee. A
448 transit trip counts as zero vehicle trips. A vanpool trip counts as zero vehicle trips.

449 2. For purposes of counting commute vehicle trips, employers that have
450 modified their employees' work schedules out of the 6 a.m. to 9 a.m. window in response
451 to the CTR law or for impacts associated with the Growth Management Act, chapter
452 36.70A RCW, may apply for credit toward calculating SOV trips and VMT per
453 employee. Such credit shall be two tenths of a trip reduced per employee whose work
454 schedule has been shifted out of the 6 a.m. to 9 a.m. window. Credit will be calculated
455 automatically beginning with program reports submitted after 1997. The following
456 information should be submitted in support of this credit:

- 457 a. an explanation of how the schedule change is relate to provisions of the
458 Growth Management Act of 1990;
- 459 b. the number of employees whose schedules were changed;
- 460 c. the date on which the schedule change became effective; and
- 461 d. the previous schedule for those employees for which the credit is being
462 claimed.

463 D-)) Beginning one year after the director has approved its CTR program, ((A))an
464 employer may request a modification of CTR program goals under the following
465 conditions:

- 466 1. The employer demonstrates that it requires employees to use the vehicles they
467 drive to work during the work day for work purposes. Under this condition, the
468 applicable goals will not be changed, but those employees who need daily access to the
469 vehicles they drive to work will not be included in the calculations of proportion of

470 ~~((SOV trips and))~~ VMT per employee and the drive-alone rate used to determine the
471 employer's progress toward program goals. The employer shall provide documentation
472 indicating how many employees meet this condition and must demonstrate that no
473 reasonable alternative commute mode exists for these employees and that the vehicles
474 cannot reasonably be used for carpools or vanpools~~((:));~~;

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

482 3.)) The employer demonstrates that it has significant numbers of its employees
483 assigned to variable work schedules which makes it unreasonable to expect that such
484 employees regularly participate in CTR programs. The employer shall provide
485 documentation indicating how many employees meet this condition and must
486 demonstrate that no reasonable alternative commute mode program can be developed for
487 these employees. Under this condition, the applicable goals will not be changed, but
488 those employees who are assigned to variable work schedules will not be included in the
489 calculations of the proportion of ~~((SOV trips and))~~ VMT per employee and the drive-
490 alone rate used to determine the employer's progress toward program goals~~((:)); and~~

491 ~~((4.))~~ 3. ~~((Beginning with the employer's first goal year, goal modifications may
492 be requested due to unanticipated conditions;~~

493 ~~a.-(t))~~The employer demonstrates that opportunities for alternative commute
494 modes do not exist due to factors related to the work site, its work force or characteristics
495 of the business that are beyond the employer's control;((

496 ~~b.))~~ and the employer clearly demonstrates why the work site is unable to
497 achieve the applicable goal. The work site must also demonstrate that it has implemented
498 all of the elements contained in its approved CTR program. ~~((The county will review and
499 grant or deny requests for goal modifications as follows:~~

500 ~~(1) a site specific goal set by survey;~~

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

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

505 ~~E. An affected employer may request modification of CTR program elements,
506 other than the mandatory elements specified in K.C.C. 14.60.040. Such request may be
507 granted if one of the following conditions exist:~~

508 ~~1. The employer demonstrates that it would be unable to comply with one or
509 more of the additional CTR program elements for reasons beyond the control of the
510 employer; or~~

511 ~~2. The employer demonstrates that compliance with one or more of the
512 additional program elements would constitute an undue hardship; or~~

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

515 ~~granted for the first two conditions must be reapproved as part of the annual program~~
516 ~~review.~~

517 F.)) B. An affected employer may request an exemption from all CTR program
518 requirements for a particular work site ~~((in the CTR program description or annual~~
519 ~~reports)). ((An exemption may be granted if and only if t))The employer must
520 demonstrate((s)) that it would experience undue hardship in complying with the program
521 requirements as a result of the characteristics of its business, its work force or its location
522 or locations. The director may grant an exemption only if the employer demonstrates that
523 it faces extraordinary circumstance, such as bankruptcy, and is unable to implement any
524 measures that could reduce the proportion of ((SOV)) drive-alone trips and VMT per
525 employee.~~

526 C. The director shall approve or disapprove modification or exemption requests
527 within thirty days of receipt. The ((county)) director shall review annually all employers
528 receiving modifications or exemptions and shall determine whether the exemptions will
529 be in effect during the following program year.

530 SECTION 8. Ordinance 10733, Section 8, as amended, and K.C.C. 14.60.080 are
531 each hereby amended to read as follows:

532 Any affected employer may request reconsideration of ~~((the))~~ a decision by the
533 director ~~((of the department of transportation, who shall issue the final appealable~~
534 ~~decision on CTR exemptions, modification of goals, or modification of CTR program~~
535 ~~elements and of finding of violation pursuant to K.C.C. 14.60.090)). A written appeal to~~ to
536 the hearing examiner must be filed within ((fifteen calendar days of the employer's
537 receipt of the county's final administrative decision with the King County hearing

538 ~~examiner pursuant to~~) the time period prescribed by K.C.C. chapter 20.24. The appeal
539 must state the decision being appealed and the grounds for the ~~((request))~~ appeal.
540 ~~((Appeals will be evaluated to determine if the administrative decisions were consistent~~
541 ~~with this chapter.))~~ The appeal shall be reviewed in accordance with K.C.C. chapter
542 20.24.

543 SECTION 9. Ordinance 10733, Section 9, as amended, and K.C.C. 14.60.090 are

544 each hereby repealed.

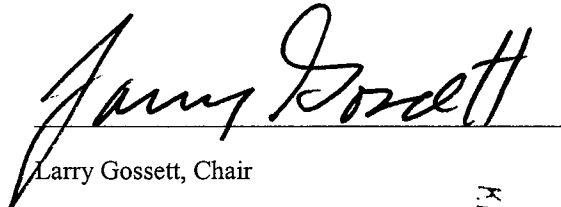
545 SECTION 10. K.C.C. 14.60.200 is hereby decodified.

546

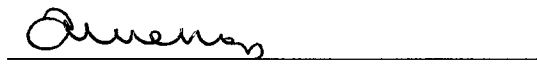
Ordinance 17034 was introduced on 3/29/2010 and passed by the Metropolitan King County Council on 2/22/2011, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Patterson, Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr.
McDermott
No: 0
Excused: 0

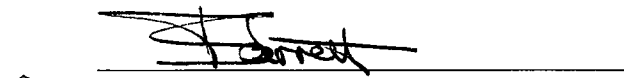
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Gossett, Chair

ATTEST:


Anne Noris, Clerk of the Council

APPROVED this 4 day of March, 2011.

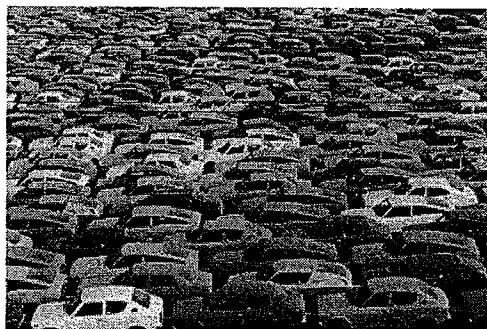

Dow Constantine, County Executive

RECEIVED
2011 MAR -4 PM 4:05
CLERK
KING COUNTY COUNCIL

Attachments: A. Commute Trip Reduction Plan--February 8, 2011



COMMUTE TRIP REDUCTION PLAN



Agency: Unincorporated King County
Date: February 8, 2011

TABLE OF CONTENTS

INTRODUCTION	1
I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT.....	2
II. AND III. BASELINE, GOALS AND TARGETS.....	14
IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS	16
V. REQUIREMENTS FOR MAJOR EMPLOYERS	26
VI. DOCUMENTATION OF CONSULTATION	28
VII. A SUSTAINABLE FINANCIAL PLAN.....	31
VIII. IMPLEMENTATION STRUCTURE	40
IX. GROWTH AND TRANSPORTATION EFFICIENCY CENTERS	41

INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act that requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. This plan has been prepared in accordance with RCW 70.94.521.

King County's Commute Trip Reduction Plan outlines goals and policies, facility and service improvements and marketing strategies to assist the County in meeting its goals for reducing drive alone trip and vehicle miles traveled over the next four years at the two CTR affected worksites in Unincorporated King County.

This proposed plan has been developed with the involvement of the affected employers and other agency staff that have helped identify strategies for achieving the goals. The plan is consistent with the transportation element of the King County Comprehensive Plan.

This plan is intended to replace the King County Commute Trip Reduction Plan developed in 1993. At that time King County was responsible for a plan for the entire county, including all of the incorporated cities. The new law gives responsibility for developing CTR Plans directly to counties and to cities in counties. Therefore, this plan only addresses the conditions of the two CTR affected sites that remain in unincorporated King County, within the Urban Growth Area. All other sites, including King County government as an affected employer, are subject to the plans and ordinances of other incorporated cities in King County.

Agency: King County Metro

Department: Department of Transportation

Contact Person David Lantry
(Person Preparing CTR Plan): Supervisor, Commute Trip Reduction Services

Address 1: King County Metro

Address 2: 400 Yesler Way, MS: YES-TR-0650, Seattle, WA 98104

Jurisdiction: Unincorporated King County

State: WA

Zip Code: 98104

Phone #: 206.684.1139

Fax #: 206.684.2058

Email Address: david.lantry@kingcounty.gov

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

The purpose of this section is to describe the existing and planned land use and transportation context that affects the jurisdiction's ability to meet its goals for reducing drive alone trips and vehicle miles traveled. The information in this section has been prepared by using the jurisdiction's existing comprehensive plan and other planning documents. Information on transit services and facilities has been prepared by the jurisdiction's respective transit agency.

REQUIRED INFORMATION

A. Location of CTR work sites

There are two CTR-affected worksites included in the Unincorporated King County plan. The two sites are located in Southwest King County and both present widely diverse and distinct challenges and solutions from the other.

1. **DSHS White Center CSO, 9650 15th Avenue SW**, a state agency delivering public assistance and social services to low-income clients is located in an active small-business district with a residential community nearby;
2. **Delta Marine Industries, 1608 South 96th Street**, a ship-building manufacturer is located off of Des Moines Memorial Drive South and 14th Avenue South in a light industrial area in South Park.

Proposed Annexation of Worksites

The City of Seattle is pursuing annexation of the northern portion of the North Highline PAA of White Center where DSHS White Center CSO and Delta Marine reside and has the opportunity to annex until 2012. If Seattle does not annex by that time, Burien has the right to annex the northern portion of the PAA.

B. Identify Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites or Work Site Cluster.

After assessing the land use and transportation conditions surrounding each CTR work site or work site cluster, the jurisdiction should discuss the major issues that they have identified for the major employer work sites. The jurisdiction should list the deficiencies for the following:

Existing and planned land use conditions:

DSHS CSO White Center worksite is located at 9650 15th Avenue SW in White Center. The site has approximately 130 employees who work with public assistance clients. There are nearly 50 other state-agency employees, whose function is to provide supportive services to DSHS clients, co-located at the worksite. The CSO provides assistance to approximately 5,000 clients each month. SeaMar Community Health Center, a nonprofit medical organization, is also co-located at the DSHS CSO building and has approximately 15 employees working at this location.

The worksite has sidewalks and paved streets and is situated among a small business district and a neighboring residential community.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

There is a large surface parking lot on the north side of the building with 80 parking stalls and 23 additional parking spaces on the south side of the building. The parking is free to employees and clients. There are two parking spaces utilized by Zipcar on-site; Zipcar is available for both employee and community use. There has been an on-going problem with bus riders parking their cars in the CSO's parking lot and using the parking lot as a Park and Ride Lot.

In April 2006, King County finalized the replacement of \$1.19 million worth of new sidewalks on both sides of 16th Avenue Southwest from Roxbury Southwest 100th Street in White Center. In addition to new sidewalks, the community received access and pedestrian safety improvements including new curb ramps, intersection bulb-outs and reconfigured back-in parking. The sidewalk improvement project was designed to create a more walkable, safe environment for White Center residents and is a component of King County's White Center Community Enhancement Initiative which includes nearly \$15 million of new actions and investments to the commercial and residential community.

New zoning requirements are in place to encourage revitalization of underdeveloped areas on the east side of 15th Avenue SW between SW 98th St and SW 100th St by allowing mixed-use development, housing and more retail in White Center.

King County is also collaborating with the White Center Community Development Association to provide safe and attractive pedestrian corridor between the new Greenbridge community and the Central Business District along 98th Street for walkers and bicyclers. This project implements the findings of the County's Land Use, Transportation, Air Quality, and Health Study (LUTAQH) which found that people who live in walkable communities are healthier.

DSHS White Center CSO is well served with excellent bus service due to its proximity to the White Center transfer point at Delridge Way SW and SW Roxbury Street. The area is served by the following King County Metro bus routes: 22, 23, 54, 60, 85, 113 (peak only), 120, 125, 128, 133 (peak only), and Sound Transit 560. The routes serve a variety of origins and destinations including downtown Seattle, White Center, Beacon Hill, Bellevue, Burien, Georgetown, SeaTac, Shorewood, South Seattle Community College, the University District, and West Seattle. Two routes, the 85 and 120, provide night owl service.

The DSHS White Center CSO offers employees a FlexPass with unlimited rides on King County Metro, Sound Transit, and Pierce Transit bus; unlimited rides on Sounder Train; unlimited rides on Link Light Rail; the Water Taxi; and Seattle Lake Union Trolley. It also includes \$65 monthly vanpool subsidy; and \$35 monthly vanshipare subsidy. The State of Washington provides eight emergency rides home for each employee with King County Metro's Guaranteed Ride Home program. Their program offers uncovered bike racks, showers, and lockers for bicyclists and walkers. In addition to the bike amenities, they offer bikers \$40 subsidy quarterly. For commuters who live between five to 15 miles from the worksite, there is some form of street network available to them. Bike promotions could create interest as a commute mode. In addition, Cascade Bicycle Club and Bike Alliance are two resources where staffs are willing to advocate, educate and promote safe biking as a commute option. Streets along SW Henderson, 26th Avenue SW near North Shorewood, White Center, the Park and Activity Center, and on 16th Avenue are streets with moderate to heavy traffic but have wide curb lane or paved shoulders that allows for biking.

Delta Marine Industries is located at 1608 South 96th Street, which is near SR99, West Marginal Place S, Des Moines Memorial Drive S, and 14th Avenue South in the South Park area. There are currently 385 total employees and 335 CTR-affected employees working at this shipbuilding

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

manufacturer worksite. In addition to their morning shift, they operate a second shift from 3:30 PM to 1:30 AM, Monday through Thursday.

There are sidewalks and a paved road leading off of West Marginal Way Place South to South 96th Street--the road leading into their workplace. However, to access West Marginal Place South on foot, a walker would have to pass a paved road where there is no crosswalk or sidewalk. As you continue toward the worksite on West Marginal Place South there are no sidewalks and only a narrow shoulder to walk along for the entire distance to Delta Marine. It is a busy roadway with truck traffic along the way and is one-half mile walk from the bus stops located at 14th Avenue and South Director Street.

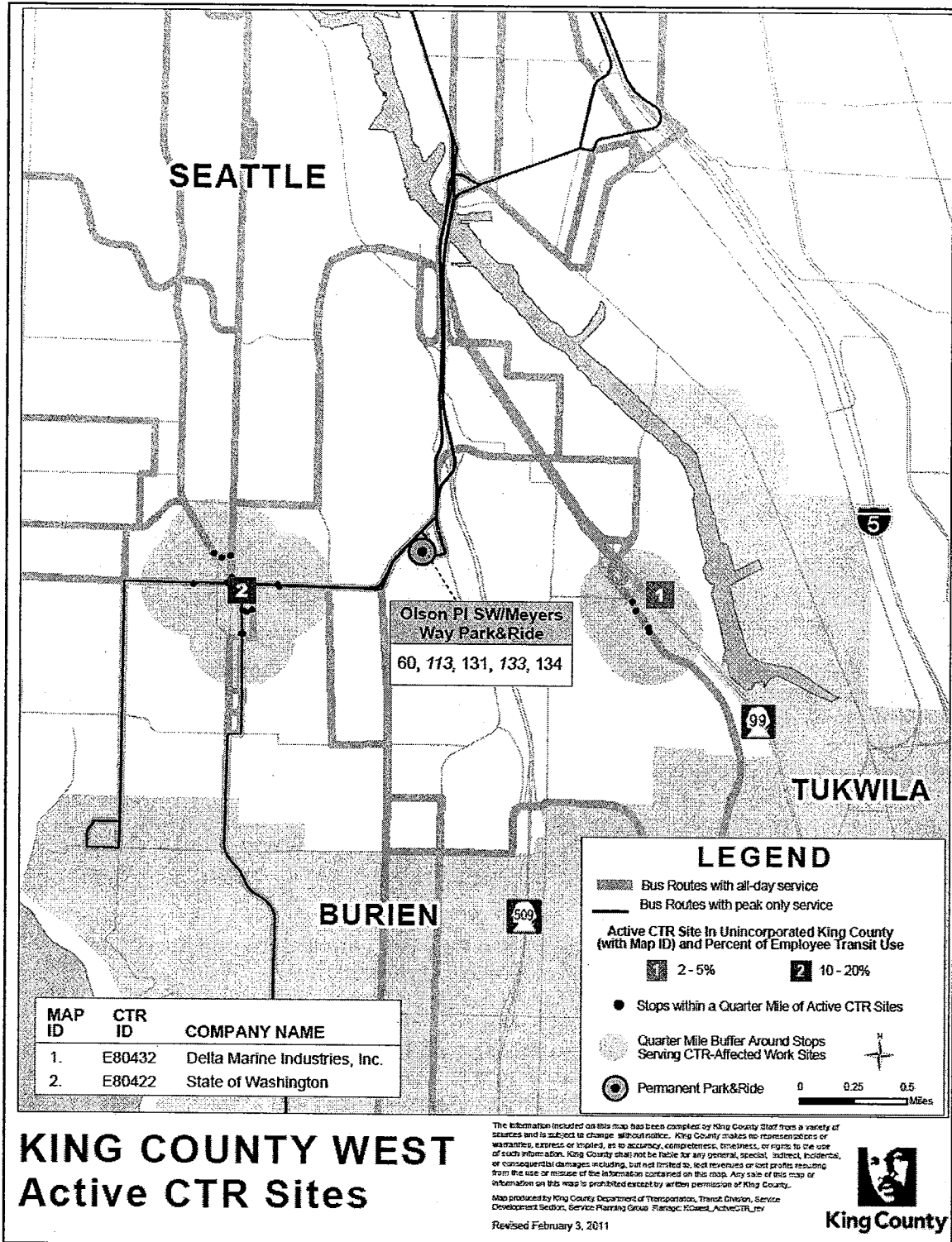
Delta Marine has 500 parking stalls on-site, which are available for their clients and free to employees. Currently 20 of the parking spaces are designated for HOV parking for carpools and vanpools. There currently are no vanpoolers, but all carpools must register with the ETC. Parking is monitored and unregistered cars found in the HOV carpool parking are asked to move their vehicles.

To encourage ridesharing at their worksite, the employer offers flextime so that employees can adjust their schedule to meet a carpool or vanpool partner. In addition, the ETC assists employees to find carpool partners.

The Route 132 service is currently the only route serving Delta Marine. The route serves Downtown Seattle, South Park, Burien Transit Center, Des Moines, and Highline Community College. The closest bus stop is located a half mile from the worksite. There is little available transit largely due to the location of the site which is off of West Marginal Way Place South a secondary road which does not allow room for transit to serve them. Bus passengers can take the Route 132 bus to 14th Avenue and South Director Street. There is a crosswalk for them to cross east and west at 14th Avenue South and South Director Street.

The employer offers uncovered bike racks for bicycles, clothes lockers, and showers for bicyclists. It is possible to take bus, rail, vanpool, and bike a portion of their commute in conjunction with the other modes. For those commuters who live between five to 15 miles from the worksite and where there is some form of street network available to them, bike commuting can be promoted. In addition, Cascade Bicycle Club and Bike Alliance are two resources where staff is willing to advocate, educate and promote safe biking as a commute option.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT



I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Existing and planned transportation facilities:

DSHS White Center CSO is well served with excellent bus service. This is demonstrated by the Transit Transfer Center located there serving the following King County Metro bus routes: 22, 23, 54, 60, 85, 113, 120, 125, 128, 133, and Sound Transit 560. The routes operate from a variety of origins and destinations including traveling downtown Seattle, White Center, Georgetown, Beacon Hill, Bellevue-SeaTac/West Seattle, Burien, Shorewood, South Seattle Community College, and the University District. There is a bus stop located on-site and throughout the community. White Center is well served with 30-minute service starting early morning, which continues, into late night including a connecting route providing "night owl" service. Also, the Route 113 serves the Olson Place/Myers Way Park and Ride with 30-minute service during peak hours.

The Route 120 is identified as a high-ridership, core route in Metro's Strategic Plan for Public Transportation. In February 2007, King County Metro added Saturday service frequency on Route 120 to every 15 minutes between approximately 9:30 AM and 6:30 PM, one of the first improvements implemented following the election that approved an addition 0.1% transit sales tax funding Transit Now.

White Center was selected by a King County-funded study as one of three target areas to examine Land Use, Transportation, Air Quality, and Health (LUTAQH) measuring how specific land use and transportation affects air quality, mobility, and congestion, and public health. The goal of the study was to guide the allocation of resources in King County as it works to reduce automobile dependency, increase transportation efficiency, improve air quality, and improve the health of county residents.

The study resulted in making recommendations improving pedestrian connections by installing additional sidewalks so that commuters can safely and comfortably walk to transit; that residents will walk more in neighborhoods that provide a wide variety of retail services and where connections to such services are facilitated through a connected street network. Another key finding was that when walking is supported there is likely higher usage of transit. The County has received state funding to design improvements along Southwest 98th Street that could include sidewalks and other enhancements to improve pedestrian safety, and possibly a new bike/pedestrian trail through the wetlands on the west side of Greenbridge.

DSHS White Center CSO offers employees a FlexPass with unlimited rides on King County Metro, Sound Transit, and Pierce Transit bus; unlimited rides on Sounder Train; unlimited rides on Link Light Rail; the Water Taxi; and Seattle Lake Union Trolley. It also includes \$65 monthly vanpool subsidy; and \$35 monthly vanshare subsidy. The State of Washington provides eight emergency rides home for each employee with King County Metro's Guaranteed Ride Home program. Their program also includes uncovered bike racks, showers, and lockers for bicyclists. In addition to the bike amenities, they offer bikers \$40 subsidy quarterly. For commuters who live between five to 15 miles from the worksite and there is some form of street network available to them, bike commuting can be promoted to them. In addition, Cascade Bicycle Club and Bike Alliance are two resources where staff is willing to advocate, educate and promote safe biking as a commute option. Streets along SW Henderson, 26th Avenue SW near North Shorewood, White Center, the Park and Activity Center, and on 16th Avenue are streets with moderate to heavy traffic but have wide curb lane or paved shoulders that allows for biking.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

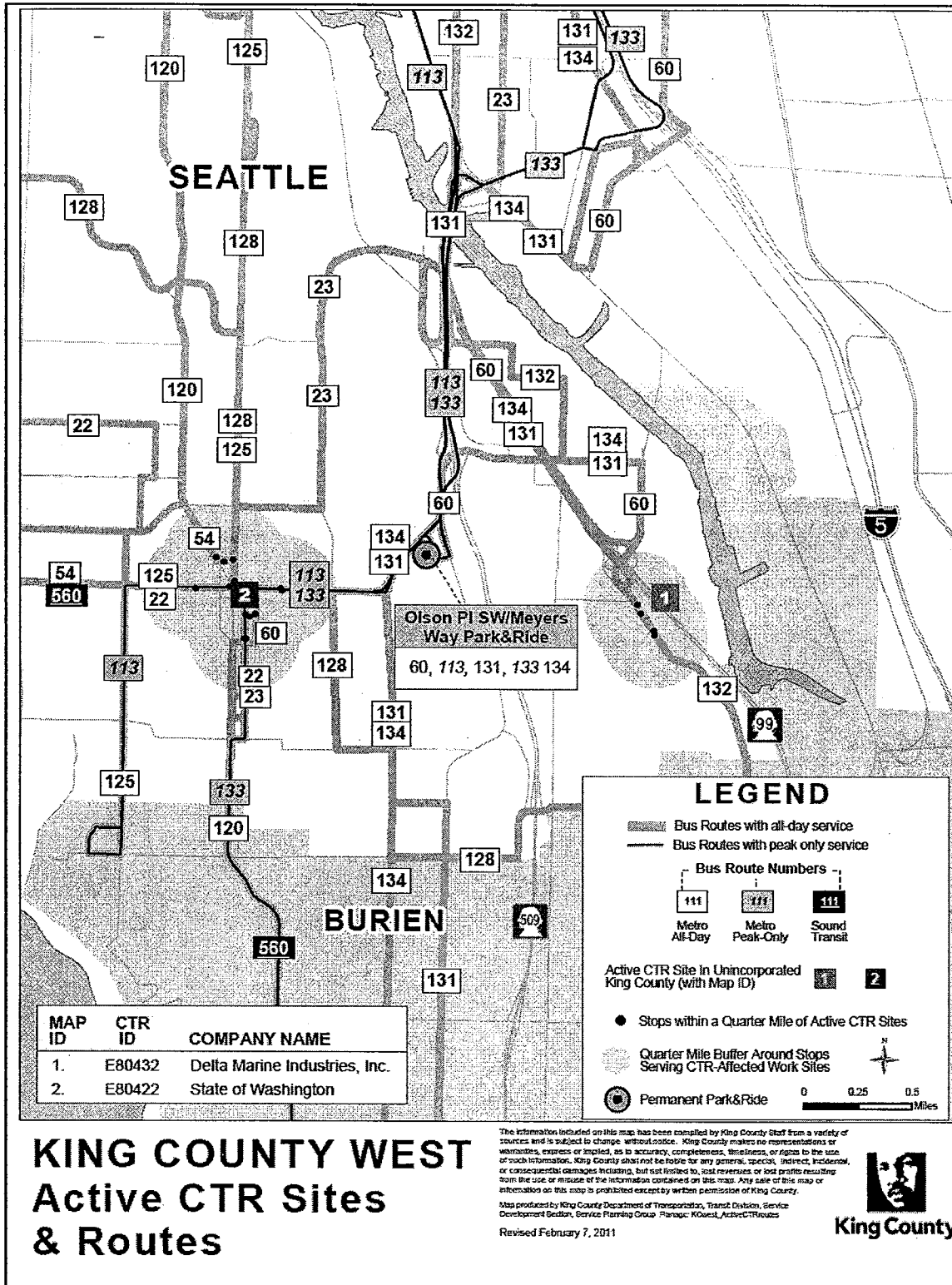
Delta Marine Industries the Route 132 is currently the only route serving the worksite. However, the closest bus stop is located a half mile from the employer. There is little available transit largely due to the location of the site which is off of West Marginal Way Place South a secondary road which does not allow room for transit to serve them. Bus passengers can take the Route 132 bus to 14th Avenue and South Director Street. There is a crosswalk for them to cross east and west at 14th Avenue South and South Director Street.

There are sidewalks and a paved road leading off of West Marginal Way Place South to South 96th Street—the road leading into their workplace. However, to access West Marginal Place South on foot, a walker would have to cross a road where there is no crosswalk or sidewalk. As you continue toward the worksite on West Marginal Place South, there are no sidewalks and only a narrow shoulder to walk along for the entire distance to Delta Marine. It is a busy roadway with truck traffic along the way and is one-half mile walk from the bus stops located at 14th Avenue and South Director Street.

Their 2009 survey indicates that Delta Marine had three bus riders commuting by bus. The low usage is likely because bus stops are located one-half mile walk from the worksite and the unsafe conditions a walker has negotiating a busy street with no sidewalks and not having a well-defined shoulder to walk along. Shelters were planned to be installed sometime in 2007 in both directions at the stops located at South Director Street but because of cost and because neither stop meets the warrant for a shelter (50 daily boardings), lack of safe access along West Marginal Way Place South is a big deterrent to increasing bus ridership. In addition, the Rt 132 hourly service may discourage further ridership growth.

Bus Routes serving CTR Worksites

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT



I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Delta Marine: Planned transit services include:

- There are no shelters scheduled to be constructed at the bus stops located at South Director Street for the foreseeable future due to cost and low ridership not meeting the warrant of a shelter.

Delta Marine's last survey shows that carpools are the most used mode by commuters at their worksite. However, Vanshare use at the Tukwila and Seattle Sounder Train Stations as well as the Park and Ride located at the Burien Transit Center could also be promoted by the worksite and could be a viable option for employees at Delta Marine.

The employer offers uncovered bike racks for bicycles, clothes lockers, and showers for bicyclists. It is possible to take bus, rail, vanpool, and bike a portion of their commute in conjunction with the other modes. For those commuters who live between five to 15 miles from the worksite and there are some form of street network available to them, bike commuting can be promoted to them. In addition, Cascade Bicycle Club and Bike Alliance are two resources where staff is willing to advocate, educate and promote safe biking as a commute option.

Existing parking conditions:

DSHS White Center CSO has a large surface parking lot on the north side of the building with 80 parking stalls and 23 additional parking spaces on the south side of the building. Five of the parking spaces designated for disabled parking.

In addition to the nearly 200 employees co-located at the CSO, there are 5,000 clients who come to DSHS for assistance each month. The parking is free to employees and clients. There are two parking spaces utilized by Flexcar on-site; the two Flexcars are available for both employee and community use.

Currently the building is partially occupied. When the building becomes fully leased with more employees occupying the building and added clients arriving, there will be limited parking.

Currently, DSHS Security is experiencing a problem with bus riders using available parking as a "park and ride" lot and this has been difficult for them to monitor.

Delta Marine Industries has a paved parking area with 500 parking stalls. Twenty parking spaces are designated HOV parking for carpools and vanpools. Currently they have only carpools using the HOV parking and they must register their carpool with the Employer Transportation Coordinator; violators are required to move their vehicles.

C. Potential Actions for the Jurisdiction to Eliminate Barriers

1. Land Use:

There are no planned land use changes in either of the areas near Delta Marine Industries. It is too soon to say with any certainty, be there may be changes in or near White Center. However, the final outcome of any land use planning effort under the King County Comprehensive Plan will be the result of final action by the King County Council.

2. Transportation Facilities and Services:

DSHS White Center CSO:

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- The County has received state funding to design improvements along Southwest 98th Street that could include sidewalks and other enhancements to improve pedestrian safety, and a new bike/pedestrian trail through the wetlands on the west side of Greenbridge.

Delta Marine Industries:

- There are no improvements planned at the bus stops located at South Director Street due to cost and lack of ridership meeting the standard to warrant a shelter.

3. Transit:

DSHS White Center CSO:

- West Seattle RapidRide *could* trigger some changes to service in the White Center area when RapidRide service is implemented in 2011. The nature of the changes is subject to a public planning and outreach process.
- The employer currently offers FlexPass to employees, which we would anticipate, would increase the use of transit at this worksite.

Delta Marine Industries:

- There are no immediate plans to increase service to this employer.

4. Parking:

DSHS White Center CSO: has a large surface parking lot on the north side of the building with 80 parking stalls and 23 additional parking spaces on the south side of the building. Five of the parking spaces are designated for disabled parking.

In addition to the nearly 200 employees co-located at the CSO, there are 5,000 clients who come to DSHS for assistance each month. The parking is free to employees and clients. Currently the building is partially occupied. When the building becomes fully leased with more employees occupying the building and added clients arriving, there will be limited parking.

- The worksite has had problems with bus riders parking their cars in the DSHS parking lot. The following are recommendations for the worksite to implement as parking management strategies:
 1. Designate priority parking to registered HOV carpool/vanpool/vanshare.
 2. Issue hangtags to registered carpoolers and to employees who need their car to do their job.
 3. Monitor parking early morning for those who use the parking lot for park and ride.
 4. Provide employees and clients with timetable and trip planning information to encourage bus for their commute trips to reduce parking usage.
 5. Promote Vanshare as a connection from Burien Transit Center or from the Tukwila Commuter Train Station to reduce drive alone commutes.

Delta Marine Industries has 500 parking stalls on-site which are available for their clients and free to employees. Currently 20 of the parking spaces are designated for HOV parking for carpools and vanpools. There currently are no vanpoolers, but all carpoolers must register with the ETC. Parking is monitored and unregistered cars found in the HOV carpool parking are asked to move their vehicles.

- The worksite has plenty of parking for both client and employee use and provides HOV parking.
- Recommend promoting Vanshare from the Tukwila Commuter Train Station, the Tukwila International Blvd Station, and the Burien Park and Ride lot to increase bus and rail usage to their worksite.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

5. Proposed Road Improvements

Below is a listing of a range of proposed road improvement projects currently unfunded. The improvements include pedestrian (e.g. shoulder-widening, crosswalks; ITS; operational (e.g. left turn obstacle); or safety (e.g. accident segment) projects.

Unfunded road projects near DSHS CSO White Center and Delta Marine Industries

worksites:

116 Ave SW	From SW Roxbury BLVD to SW 100 th St.	Pedestrian	Unfunded
17 Ave SW	From SW 100 St to SW 104 St.	Pedestrian	Unfunded
11 Ave SW	From SW 102St to SW 106 St	Pedestrian	Unfunded
SW 102 St	From 11 Ave SW to 17 Ave SW	Pedestrian	Unfunded
SW 98 St	From 17 Ave SW to 21 Ave SW	Pedestrian	Unfunded
16 Ave SW	From SW Roxbury to SW 116 St.	ITS	Unfunded
Roxbury St	From 4 Ave SW to 30 th Ave SW	Operational	Unfunded

D. Review of Comprehensive Plan Policies

The jurisdiction contains the following comprehensive plan policies, which support CTR:

In preparation of the CTR plan, we reviewed the Comprehensive Plan adopted by the King County Council Ordinance in July 2005. We also reviewed Chapter Six, the Transportation section, which includes the elements of the Plan that show that the policies are consistent with and supports our CTR plan.

The CTR plan will be incorporated into the King County Comprehensive Plan.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

E. Planning Coordination

The jurisdiction's plan has been coordinated with the following agencies:

Agency	Date	Issues
The following King County Metro Staff were Consulted Regarding the CTR Plan:	12/06 – Present	
Jack Lattemann Transit Planning	12/06 – Present	<ul style="list-style-type: none"> Proposed and new transit route service Transit Now Service
Sue Osterhoudt and Hossein Barahimi CIP & Planning Road Services	12/06 – Present	<ul style="list-style-type: none"> Proposed road improvements Reviewed CTR Plan
Carol Cooper Market Development	12/06 – Present	<ul style="list-style-type: none"> In-Motion Project Reviewed CTR Plan
Bob Flor/Ref Lindmark JARC Coordinator Market Development	12/06 – Present	<ul style="list-style-type: none"> In-Motion Project
Malva Slachowitz South Subarea Planner Market Development	12/06 – Present	<ul style="list-style-type: none"> Employer incentives
Robert Foxworthy Project/Program Manager Parks & Recreation	12/06 – Present	<ul style="list-style-type: none"> Bicycle routes, trails, services
Christina O'Claire Transit Planner Director's Office	12/06 - Present	<ul style="list-style-type: none"> Health Scapes, White Center Annexation Issues Land Use
Sarah Jepson, Elissa Benson Regional Governance Specialist Executive Office	12/06 – Present	<ul style="list-style-type: none"> Proposed Annexation Issues
Syd Pawlowski Supervisor Tom Devlin Transportation Planner Rideshare Operations	12/06 – Present	<ul style="list-style-type: none"> Vanpool/Vanshare/Carpool Outreach and Formations Rideshare Events Vanpool/Vanshare Incentives RideshareOnline.com Incentives
Paul Reitenbach Senior Policy Analyst Development and Environmental Services Executive Office	12/06 – Present	<ul style="list-style-type: none"> Comprehensive Plan, Land Use
Matt Hansen Supervisor Market Development	12/06 – Present	<ul style="list-style-type: none"> CTR Plan
Rick Cranford Data Information Commuter Trip Reduction Services	12/06 – Present	<ul style="list-style-type: none"> Data
Colette Flanagan GIS Specialist Service Development	12/06 – Present	<ul style="list-style-type: none"> Transit/Worksite Maps

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

OPTIONAL INFORMATION

**F. Broad Assessment of Jurisdiction's Existing and Planned Land use,
Transportation and Transit Conditions**

Note: No additional information being added to this Section

Land Use

Transportation

Transit

Parking

II. and III. BASELINE, GOALS AND TARGETS

A. City or County

Area of Jurisdiction	2007 Drive- Alone	Drive- Alone Goal	2011 Drive- Alone Target	2007 VMT	VMT Goal	2011 VMT Target
Overall jurisdiction - Unincorporated King County	74.0%	10.0% reduction	66.60%	13.48 miles per employee	13.0% reduction	11.66 miles per employee
	%		%	%		%
Sub areas (optional)						
	%		%	%		%
	%		%	%		%

B. Major Employers

Employer	2007 Drive- Alone	Drive- Alone Goal	2011 Drive- Alone Target	2007 VMT	VMT Goal	2011 VMT Target
DSHS, White Center CSO	62.5%	10.0% reduction	56.3%	8.30 miles per employee	13.0% reduction	7.18 miles per employee
Delta Marine Industries	78.5%	10.0% reduction	70.7%	15.50 miles per employee	13.0% reduction	13.41 miles per employee
	%		%	%		%
	%		%	%		%
	%		%	%		%
	%		%	%		%

II. and III. BASELINE, GOALS AND TARGETS

C. Local Benefits of Meeting CTR Goals

The expected benefits of reducing drive alone rates and VMT rates are the following by worksite:

DSHS White Center CSO:

The worksite is located in a within a small business district and neighboring residential community. King County has invested \$1.19 million worth of new sidewalks and pedestrian safety improvements including new curb ramps, intersection bulb-outs, and reconfigured back-in parking all designed to create a more pedestrian-friendly environment. Reducing the number of drive alone trips and VMT will contribute to reducing congestion leading into White Center and near the worksite.

Delta Marine Industries:

The worksite is located on a secondary roadway with truck traffic. Reducing the number of drive alone trips and VMT will reduce the amount of congestion in the South Park area and near the worksite.

D. Meeting Local CTR Goals Contributes to Broader Local Transportation and Land Use Goals

King County Executive Ron Sims outlined a number of initiatives with actions in the King County 2007 Climate Plan and in the 2007 King County Energy Plan. Both Plans were designed to reduce greenhouse gas emissions and reduce dependence on fossil fuels. In support of King County's effort to address these issues, the CTR Goals would contribute to meeting the goals in the following ways:

- Driving alone in our cars is the biggest contributor of greenhouse gas emissions. Meeting local CTR goals would make a difference in reducing drive alone trips by employees commuting by bus, rail, vanpool, vanshare, carpool, bike or walk and reducing our carbon footprint. The CTR Goals supports marketing and promoting public transportation options to employers and employees.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

The Jurisdiction proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

A. Policies and Regulations

The Jurisdiction has identified the following policies and regulations that will be updated and will help reduce drive alone trips and vehicles miles traveled. The proposed changes and their scheduled adoption date are listed below.

1. Comprehensive plan policies (N/A)

In addition to the existing Comprehensive Plan policies, the jurisdiction is considering revising and/or adding the following policies that will strengthen the Jurisdiction's policies for supporting Commute Trip Reduction:

2. Land use regulations (*Identify proposed land use changes*)

DSHS White Center CSO:

King County is collaborating with the White Center Community Development Association to provide safe and attractive pedestrian corridor between the new Greenbridge community and the Central Business District along 98th Street for walkers and bicyclers. This project implements the findings of the County's Land, Transportation, Air Quality, and Health Study (LUTAQH) which found that people who live in walkable communities are healthier.

There may be additional changes in or near White Center. The final outcome of any land use planning effort would come under the King County Comprehensive Plan and would be the result of final action by the King County Council.

Delta Marine Industries:

No proposed changes are planned at this time.

3. Zoning code regulations

DSHS White Center CSO:

New zoning requirements are in place to encourage revitalization of underdeveloped areas on the east side of 15th Avenue SW between SW 98th St and SW 100th St by allowing mixed-use development, housing and more retail in White Center.

Delta Marine Industries:

No proposed changes are planned at this time.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

4. **Street design standards** (*Identify proposed changes to the Jurisdiction's street standards, including pedestrian and bicycle design guidelines*)

DSHS White Center CSO:

In April 2006, King County finalized the replacement of \$1.19 million worth of new sidewalks on both sides of 16th Avenue Southwest from Roxbury Southwest 100th Street in White Center. In addition to new sidewalks, the community received access and pedestrian safety improvements including new curb ramps, intersection bulb-outs and reconfigured back-in parking. The sidewalk improvement project was designed to create a more walkable, safe environment for White Center residents and is a component of King County's White Center Community Enhancement Initiative which includes nearly \$15 million of new actions and investments to the commercial and residential community.

King County has been collaborating with the White Center Community Development Association to provide safe and attractive pedestrian corridor between the new Greenbridge community and the Central Business District along 98th Street for walkers and bicyclers. This project implements the findings of the County's Land, Transportation, Air Quality, and Health Study (LUTAQH) which found that people who live in walkable communities are healthier.

Delta Marine Industries:

No proposed changes are planned at this time.

5. **Concurrency regulations (X N/A)**
(*Identify proposed changes to the Jurisdiction's concurrency requirements*)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

B. Services and Facilities

King County is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. King County is working to improve transit services and facilities.

Elements that are being planned and/or being implemented include:

1. High occupancy vehicle lanes (X N/A)

2. Transit services

DSHS White Center CSO:

- West Seattle RapidRide *could* trigger some changes to service in the White Center area when RapidRide service is implemented in 2011. The nature of the changes is subject to a public planning and outreach process.
- Promote increased trips both northbound and southbound to their Sounder Rail existing service and promote bus service to Link Light Rail.
- The employer currently offers FlexPass to employees; anticipate increase in use of existing transit services at this worksite and as added service becomes available for both bus and rail.

Delta Marine Industries:

- There are no plans to increase bus service to the worksite at this time.
- Promote increased trips both northbound and southbound to existing Sounder Rail and promote bus service to Link Light Rail service.

3. Vanpool and Vanshare services and vehicles

DSHS White Center CSO:

- Promote RideshareOnline.com; personalized ride matching services, vanpool and vanshare formations at transportation events held at worksite.
- Promote vanshare formations for commuters arriving at Tukwila and Seattle Commuter Train Stations, Link Light Rail, and at Park and Ride Lots.
- Promote all RideshareOnline.com Ridematch campaigns planned to facilitate formations of vanpools to increase ridership in existing public vanpools.

Delta Marine Industries:

- Promote RideshareOnline.com; personalized ride matching services, vanpool and vanshare formations at transportation events held at each worksite.
- Promote vanshare formations for commuters arriving at Tukwila and Seattle Commuter Train Stations and at Park and Ride Lots.
- Promote the RideshareOnline.com Ridematch campaign planned between to facilitate formations of vanpools to increase ridership in existing public vanpools.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

4. Ridematching services

DSHS White Center CSO:

To facilitate vanpool, vanshare, and carpool formations:

- Promote ridematch services at transportation events held at the worksite.
- Promote all RidehareOnline.com Ridematch campaigns that are planned.

Delta Marine Industries:

To facilitate vanpool, vanshare, and carpool formations:

- Promote ridematch services at transportation events held at worksite.
- Promote all RidehareOnline.com Ridematch campaigns that are planned.

5. Car sharing services

DSHS White Center CSO:

- Promote carpool at transportation events held at the worksite.
- Promote any RidehareOnline.com Ridematch campaigns planned to facilitate formations of carpools.
- Assist employer to promote Zipcar services available to employees at the worksite.

Delta Marine Industries:

- Promote carpool at transportation events held at worksite.
- Promote any RidehareOnline.com Ridematch campaigns planned to facilitate formations of carpools.

6. Transit facilities

DSHS White Center CSO:

- No additional transit facilities are planned at this time for the worksite.

Delta Marine Industries:

- There are no transit facilities planned at this time for the worksite.

7. Bicycle and sidewalk facilities

DSHS White Center CSO:

- King County has collaborated with the White Center Community Development Association to provide a safe and attractive pedestrian corridor between the new Greenbridge community and the Central Business District along 98th Street for walkers and bicyclers. This project implements the findings of the County's Land, Transportation, Air Quality, and Health Study (LUTAQH) which found that people who live in walkable communities are healthier.

Delta Marine Industries:

- There are no plans for bicycle or sidewalk enhancements at this time.

8. Other (XNA)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

C. Marketing and Incentives

The Jurisdiction plans to implement the following marketing and incentive programs that will help reduce drive alone trips and vehicle miles traveled.

1. Employer outreach

DSHS White Center CSO:

- King County Employer Transportation Representative will communicate revised CTR Plan, goals, and strategies designed to reduce drive alone trips and vehicle miles traveled with Employer ETC at the worksite.
- Coordinate and conduct annual transportation events and Plan Your Commute sessions.
- Promote their FlexPass with emphasis on bus, rail, vanshare, along with carpool, vanpool, bike and walk.
- Promote Sounder Rail and vanshare from the Tukwila Train Station and from the Burien Park and Ride Lot. Promote Link Light Rail and vanshare from the Tukwila International Blvd Station, along with carpool, vanpool, bus, and bike.
- Continue to provide Wheel Options and Bike-To-Work campaign turnkey promotional materials.
- Promote any available incentives for vanpool, vanshare, or carpool formations.

Delta Marine Industries:

- King County Employer Transportation Representative will communicate revised CTR Plan, goals, and strategies designed to reduce drive alone trips and vehicle miles traveled with Employer ETC at worksite.
- Coordinate and conduct annual transportation events and Plan Your Commute sessions at worksite.
- Promote Sounder Rail and vanshare from the Tukwila Train Station and from the Burien Park and Ride Lot. Promote Link Light Rail and vanshare from the Tukwila International Blvd Station, along with carpool, vanpool, bus, and bike.
- Promote any incentives for vanpool, vanshare, or carpool when available.
- Continue to provide Wheel Options and Bike-To-Work campaign turnkey promotional materials.

2. Area wide promotions

DSHS White Center CSO:

- Continue to provide Fall and Spring Wheel Options and Bike-To-Work campaign turnkey promotional materials.
- Continue to promote any area-wide vanpool and vanshare incentives available.
- Consider new promotion and/or sub-area campaign to the employer designed to reduce drive alone trips and Vehicle Miles Traveled (VMT) to make progress toward goals.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

Delta Marine Industries:

- Continue to provide Fall and Spring Wheel Options and Bike-To-Work campaign turnkey promotional materials.
- Continue to promote any area-wide incentives for vanpool and vanshare participants.
- Consider new promotion and/or sub-area campaign for the employer designed to reduce drive alone trips and Vehicle Miles Traveled (VMT) to make progress toward goals.

3. Transit pass discounts

DSHS White Center CSO:

- Assist employer with marketing their current FlexPass to employees and present ORCA Business Passport and Business Choice at time of renewal.

Delta Marine Industries:

- Present the ORCA Business Passport and Business Choice bus pass products to employer.
- Explore with employer to implement bus subsidies for employees.
- King County Metro will set aside CMAQ grant funds for incentives, as available, up to \$5,000 per CTR-affected worksite in unincorporated King County to match 50/50 with employer funds for new or increased subsidies or other approved program enhancements.

4. Parking cash-out programs (X N/A)

5. Carpool subsidies

DSHS White Center CSO:

- Employer offers \$40 carpool subsidies each quarter.
- Explore with employer to consider increasing carpool subsidy.
- King County Metro will set aside CMAQ grant funds for incentives, as available, up to \$5,000 per CTR-affected worksite in unincorporated King County to match 50/50 with employer funds for new or increased subsidies or other approved program enhancements.

Delta Marine Industries:

- The employer currently offers no carpool subsidies at this time.
- Encourage employer to begin carpool subsidy program for employees.
- King County Metro will set aside CMAQ grant funds for incentives, as available, up to \$5,000 per CTR-affected worksite in unincorporated King County to match 50/50 with employer funds for new or increased subsidies or other approved program enhancements.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

6. Parking charges and discounts

DSHS White Center CSO:

- Employer currently does not charge for parking.
- Explore with the employer to consider charging employees for parking.

Delta Marine Industries:

- Employer currently does not charge for parking.
- Explore with the employer to consider charging employees for parking.

7. Preferential parking

DSHS White Center CSO:

The worksite reports that bus riders are parking their cars in the DSHS parking lot. Recommend that the employer implement the following parking policy:

- Implement designated HOV parking with signage.
- Register carpools/vanshare/vanpools.
- Issue hangtags for HOV parking.
- Monitor early morning parking for bus commuters using lot as Park and Ride.
- Identify and assist bus riders using lot as Park and Ride to locate other parking.

Delta Marine Industries:

- Promote current designated HOV parking policy.
- Work with employer to increase number of HOV spaces as needed.

8. Flexible work schedules

DSHS White Center CSO:

- Currently employer does not offer flextime start times or compressed work schedules.
- Explore with employer to implement compressed work schedule for employees.
- Work with employer to offer flextime that would allow employees to adjust the time and end schedule to meet a bus, carpool, vanpool, or train, schedule.

Delta Marine Industries:

- Flextime is offered allowing employees to vary their start and end times to meet a bus or rail schedule or meet carpool/vanpool partners.
- Compressed workweek schedule is offered to employees.

9. Program to allow employees to work at home or a closer worksite

DSHS White Center CSO:

- Currently employer does not have a telework program.
- Most positions would not allow telework because of the nature of their business; explore telework as an option with employer for those positions which could.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

Delta Marine Industries:

- Currently employer does not have a telework program.
- Most positions would not allow telework because of the nature of their business; explore telework as an option with employer for those positions which could.

10. Individualized marketing programs

DSHS White Center CSO:

- Ensure that worksite has current program summary information identifying all elements included in their program and that the brochure is distributed to all employees and to all new hires.
- Provide current bus, rail, vanpool, vanshare, carpool, bike, and walk program information as needed and updates as appropriate.
- Assist employer with marketing any new program element as appropriate.
- Offer "Plan Your Commute" sessions; personalized ride matching assistance; and vanpool, vanshare formation assistance to employees.

Delta Marine Industries:

- Ensure that worksite has current program summary information identifying all elements included in their program and that the brochure is distributed to all employees and to all new hires.
- Provide current bus, rail, vanpool, vanshare, carpool, bike, and walk program information as needed and updates as appropriate.
- Assist employer with marketing any new program element as appropriate.
- Offer "Plan Your Commute" sessions; personalized ride matching assistance; and vanpool, vanshare formation assistance to employees.

11. Neighborhood social marketing programs

White Center:

- A potential In-Motion project is planned for future in coordination with the 98th Street Pedestrian Corridor Improvement District in White Center and South Park areas. The project would include outreach to both the residential community and to Residential Transportation Coordinators providing HOV mode information to approximately 2,000 to 3,000 households. The goal of the project is to achieve a 10 percent mode shift. The \$86,000 project will be funded using \$43,000 from JARC funds and \$43,000 from the Washington State Para-Transit Fund.

Delta Marine:

- No social marketing programs are planned for this worksite at this time.

12. Other (NA)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

D. Special Programs for Mitigation of Construction Activities

The Jurisdiction is planning for a number of construction projects that are expected to affect the transportation system. To help mitigate the impacts of the construction activities, the Jurisdiction is planning to use the CTR program. Major construction projects include the following:

DSHS White Center CSO:

- Anticipate a number of construction projects in the region throughout the next 20 years which may/may not have direct impact on the worksites. King County Metro Employer Transportation Representative will work with the site as appropriate to provide them with traffic alert information and when available provide incentives to encourage HOV commutes.
- Promoted WSDOT's I-5/I-90/Spokane Street Bridge Repair Project and will promote other construction projects planned by the State.

Delta Marine Industries:

- Anticipate a number of construction projects in the region throughout the next 20 years which may/may not have direct impact on the worksites. King County Metro Employer Transportation Representative will work with the site as appropriate to provide them with traffic alert information and when available provide incentives to encourage HOV commutes.
- Promoted WSDOT's I-5/I-90/Spokane Street Bridge Repair Project and will promote other construction projects planned by the State.

Strategies for mitigating the impacts include the following elements:

DSHS White Center CSO:

- Anticipate a number of construction projects in the region throughout the next 20 years which may/may not have direct impact on the worksites. King County Metro Employer Transportation Representative will work with the site as appropriate to provide them with traffic alert information and when available provide incentives to encourage HOV commutes.
- WSDOT provided hard copy and pdf posters, e-mail messages for distribution to all CTR-Affected employers informing employers of the Bridge Repair Projects and plan to do so for future projects.

Delta Marine Industries:

- Anticipate a number of construction projects in the region throughout the next 20 years which may/may not have direct impact on the worksites. King County Metro will work with each site as appropriate to provide them with traffic alert information and when available provide incentives to encourage HOV commutes.
- WSDOT provided hard copy and pdf posters, e-mail messages for distribution to all CTR-Affected employers informing employers of Bridge Repair Projects and plan to do so for future construction projects.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

E. Schedule for Implementing Program Strategies and Services

The jurisdiction has identified the following schedule for implementing the CTR program strategies and services. The agency responsible for implementing the strategy or service is also listed.

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
None		
Services and Facilities		
RapidRide Service West Seattle to Downtown	King County Metro	2011
Marketing and Incentive Programs		
Potential In-Motion Project - White Center Residential Community and Residential Transportation Coordinators	King County Metro	To Be Coordinated with Alaskan Viaduct Activities
King County Metro will set aside CMAQ grant funds for incentives, as available, up to \$5,000 per CTR-affected worksite in Unincorporated King County to match 50/50 with employer funds for new or increased subsidies or other approved program enhancements.	King County Metro, CMAQ Funds	On-going as Funds are Available and Dependent Upon Employer 50/50 Match
Construction Mitigation Programs		
I-5/I-90/Spokane Street Bridge Repair and Other Construction Projects	WSDOT	On-Going

V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the jurisdiction's required contributions from major employers. Jurisdictions should identify what expectations that they have of major employers. The CTR Law specifies that major employers are required to provide four elements as part of their CTR programs. However, the local jurisdiction can opt to require additional elements in their CTR ordinances.

Required Element	Description
Designate Employee Transportation Coordinator	The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements
Regular Distribution of Information to Employees	<p>Information about commute alternatives will be distributed regularly to employees. Examples of information that will be distributed will include:</p> <ul style="list-style-type: none"> • Description of the employer's commute options program • Transit system maps and schedules • Vanpool rider alerts • Weekly traffic alerts • Wheel Options campaign promotional materials
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to complete the Employer Annual Report and Program Description Form and submit to the local jurisdiction. Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none"> • Transit • Vanpool • Carpool • Bicycle or walking • Telework • Other non-single occupant vehicle modes <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p>

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<ul style="list-style-type: none"> • Provision of preferential parking or reduced parking charges for high occupancy vehicles • Instituting or increasing parking charges for single-occupant vehicles • Provision of commuter ride matching services • Provision of subsidies for transit fares • Provisions of vans for vanpools • Provisions of subsidies for carpooling or vanpooling • Permitting the use of the employer's vehicles for carpooling or vanpooling • Permitting flexible work schedules • Cooperation with transportation providers to provide additional regular or express service to the worksite • Construction of special loading and unloading facilities for transit, carpool, and vanpool users • Provision of bicycle parking facilities, lockers, changing areas, and showers • Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility • Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes • Establishment of a program of alternative work schedules such as compressed work week schedules • Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services • Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to assist members in developing and implementing commute trip reduction programs
Optional Elements	Description
	<ul style="list-style-type: none"> • Provisions of vans for vansharing to promote connections with bus, rail, or ferry.

VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was used to develop the local jurisdiction's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

A. King County Jurisdiction

1. Department of Planning and Community Development (X)

Contact: _____

Issues: _____

2. Department of Public Works (XN/A)

Contact: _____

Issues: _____

3. Department of Finance (XN/A)

Contact: _____

Issues: _____

4. Planning Commission (X N/A)

Contact: _____

Issues: _____

5. City or County Council (X N/A)

Contact: _____

Issues: _____

B. WSDOT

Contact: Keith Cotton

Issues: CTR Plan Development

- Annexation and Ordinance Development: In the event the current unincorporated worksites become annexed to Cities, we should plan to write an Ordinance because other unincorporated sites may become affected in the future.

C. Regional Planning Organization

Contact: Benjamin Brackett, PSRC

Issues: CTR Plan Development

- Annexation and Ordinance Development: In the event the current unincorporated worksites become annexed to Cities, we should plan to write an Ordinance because other unincorporated sites may become affected in the future.

D. Neighboring Local Jurisdictions

Contact: Kathy Anderson, CTR Administrator, City of Seattle

Issues: Invited to review, comment on Unincorporated CTR Plan

Contact: Elizabeth Ockwell, CTR Administrator, City of Burien

Issues: Invited to review, comment on Unincorporated CTR Plan

Contact: Maggi Lubov, CTR Administrator, City of Tukwila

VI. DOCUMENTATION OF CONSULTATION

Issues: Invited to review, comment on Unincorporated CTR Plan
Contact: Joe Welsh, CTR Administrator, City of Auburn
Issues: Invited to review, comment on Unincorporated CTR Plan

E. Major Employers

Contact: Tea'Launna Brown, DSHS White Center CSO
Issues: CTR Plan
Contact: Mark Giustino, Delta Marine Industries
Issues: CTR Plan

F. Business Groups (X N/A)

Contact: _____
Issues: _____

G. King County

Contact: Cooper, Carol, Market Development
Issues:

- In-Motion Project
- Reviewed CTR Plan

Contact: Greg King, Commute Trip Reduction Services, Data Information Systems
Issues:

- Data Information

Contact: Devlin, Tom, Transportation Planner, Rideshare Operations
Issues:

- Vanpool/Vanshare/ Carpool Outreach
- Rideshare Events
- Vanpool/Vanshare Incentives
- RideshareOnline.com Incentives

Contact: Flanagan, Colette, GIS Specialist, Service Development
Issue:

- Maps showing Transit Usage, CTR Employer Worksite Location

Contact: Lindmark, Ref, JARC Coordinator, Market Development
Issues:

- In-Motion Project
- JARC Funding

Contact: Foxworthy, Robert, Project/Program Manager, Parks & Recreation
Issues:

- Bicycle routes, trails, services

Contact: Hansen, Matt, Supervisor, Market Development
Issues:

- CTR Plan

Contact: Jepson, Sarah and Benson, Elissa Regional Governance Specialist, Executive Office
Issues:

- Proposed Annexation Issues

Contact: Lattemann, Jack, Transit Planner
Issues:

- Proposed new transit route service
- Transit NOW Service

Contact: O'Claire, Christina Transit Planner, Director's Office
Issues:

- Health Scapes, White Center
- Annexation Issues
- Land Use

VI. DOCUMENTATION OF CONSULTATION

Contact: Osterhoudt, Sue and Barahimi, Hossein CIP & Planning, Road Services

Issues:

- Provided Proposed Road Improvements
- Reviewed CTR Plan

Contact: Pawlowski, Syd Supervisor, Rideshare Operations

Issues:

- Vanpool/Vanshare/Carpool Programs & Incentives

Contact: Reitenbach, Paul, Senior Policy Analyst, Development and Environment Services, Executive Office

Issues:

- King County Comprehensive Plan, Land Use

Contact: Slachowitz, Malva, South Subarea Planner, Market Development

Issues:

- CMAQ Grants
- Employer Incentives

H. Transportation Management Associations (N/A)

Contact: _____

Issues: _____

I. Community Groups (N/A)

Contact: _____

Issues: _____

J. Special Interest Groups (N/A)

Contact: _____

Issues: _____

I. Individuals (N/A)

Contact: _____

Issues: _____

VII. A SUSTAINABLE FINANCIAL PLAN

The Jurisdiction has prepared a financial analysis to identify revenues and expenses that are associated with the Jurisdiction's Commute Trip Reduction Plan. The following is a description of the available funding sources that the Jurisdiction may use to implement its CTR Plan. After identifying the available funding sources, the Jurisdiction has identified the expenses, which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

A. Funding Sources

1. WSDOT CTR grant

The WSDOT CTR Grant is the annual allocation that is given to jurisdictions to help them administer their CTR programs.

Describe:

- King County receives contracts from the State for our CTR funds.

2. Local jurisdiction operating funds and capital investment program funds

Describe:

- King County has made investments in White Center. In April 2006, King County finalized the replacement of \$1.19 million worth of new sidewalks on both sides of 16th Avenue Southwest from Roxbury Southwest 100th Street in White Center. In addition to new sidewalks, the community received access and pedestrian safety improvements including new curb ramps, intersection bulb-outs and reconfigured back-in parking. The sidewalk improvement project was designed to create a more walkable, safe environment for White Center residents and is a component of King County's White Center Community Enhancement Initiative which includes nearly \$15 million of new actions and investments to the commercial and residential community.

3. Federal funds

Describe:

- King County Metro will implement an In-Motion Project in coordination with the Viaduct Project and the 98th Street Pedestrian Corridor Improvement District in White Center and South Park areas. The project would use \$43,000 JARC funds and \$43,000 in WSDOT grants funds to support the project.
- King County Metro will set aside CMAQ grant funds for incentives, as available, up to \$5,000 per CTR-affected worksite in unincorporated King County to match 50/50 with employer funds for new or increased subsidies or other approved program enhancements.

VII. A SUSTAINABLE FINANCIAL PLAN

4. Employer contributions

These funding sources include contributions both financial and in-kind from employers.

Describe:

- King County Metro would require a CTR-affected employer worksite in unincorporated King County to contribute 50/50 match to any new subsidy program or 50/50 match to the increased portion of an existing subsidy or other approved program enhancement offered to employees an a total amount up to \$5,000 per worksite whenever CMAQ funds are being used for the incentive.

5. Other state funding sources

Describe:

- King County Metro will implement an In-Motion Project in coordination with the Viaduct Project and the 98th Street Pedestrian Corridor Improvement District in White Center and South Park areas. They would use \$43,000 from the Washington State Para-Transit Fund to support the project.

6. Construction TDM funds (N/A)

Funds may be available through construction mitigation programs. These programs can be used to enhance the jurisdiction's CTR program and provide program assistance to CTR work sites.

VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$5,125	\$3,558	\$3,558	\$12,241
WSDOT	King County Metro	\$0.00	\$ 0.00	\$43,000	\$43,000
JARC Funds	King County Metro	\$0.00	\$0.00	\$43,000	\$43,000
CMAQ Funds	King County Metro	\$ 0.00	\$5,000	\$ 5,000	\$10,000
Transit Revenue	Transit Agency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer Contributions	TMA or Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Developer Contributions	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL		\$5,125	\$ 8,558	\$94,558	\$108,241

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration

Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.

Agency/ Responsibility: King County Metro

- Please refer to **Attachment 1** describing the activities and services that support the CTR Plan.

2. Facilities

Facilities include capital elements that help to reduce the number of drive alone trips. Elements include high occupancy vehicle lanes, bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.

Agency/ Responsibility: King County Metro

DSHS White Center CSO:

- King County has made investments in White Center. In April 2006, King County finalized the replacement of \$1.19 million worth of new sidewalks on both sides of 16th Avenue Southwest from Roxbury Southwest 100th Street in White Center. In addition to new sidewalks, the community received access and pedestrian safety improvements including new curb ramps, intersection bulb-outs and reconfigured back-in parking. The sidewalk improvement project was designed to create a more walkable, safe environment for White Center residents and is a component of King County's White Center Community Enhancement Initiative which includes nearly \$15 million of new actions and investments to the commercial and residential community.
- King County has collaborated with the White Center Community Development Association to provide safe and attractive pedestrian corridor between the new Greenbridge community and the Central Business District along 98th Street for walkers and bicyclers. This project implements the findings of the County's Land, Transportation, Air Quality, and Health Study (LUTAQH) which found that people who live in walkable communities are healthier.

Delta Marine Industries:

- No improvements are planned at this time due to cost and low ridership.

VII. A SUSTAINABLE FINANCIAL PLAN

1. Services

Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.

Agency/Responsibility: King County Metro

- King County Metro CTR Services and Rideshare Operations staff will continue to provide employer and employee assistance with ridematching services, carpool, vanpool, and vanshare formations.
- Only RapidRide and service partnerships will be maintained.
- King County may increase transit service if funding is provided by employer partnerships.

3. Marketing

Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

Agency/ Responsibility: King County Metro

- Please refer to King County Unincorporated Worksites Scope of Work for description of the marketing activities CTR provides employer worksites. See page 36.

4. Incentives

Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.

Agency/ Responsibility: King County Metro

- King County Metro will use CMAQ funds to provide 50/50 match up to \$5,000 to each employer who either implement or increase their subsidy programs or other approved program enhancements that encourage employees to commute by bus, rail, carpool, vanpool, vanshare, bike, or walk.

5. Training

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR, attendance at conferences and other training opportunities that will help improve program performance.

Agency/Responsibility: King County Metro

- Please refer to King County Unincorporated Worksites Scope of Work for details relating to training for employees and employers. See page 36.

VII. A SUSTAINABLE FINANCIAL PLAN

King County Unincorporated Worksites Scope of Work for July 1, 2009, through June 30, 2011

King County will implement all elements CTR work plan through the following activities:

I. Required Activities

A) Notification of new worksites and consultation with new ETCs:

- 1) Notify new sites
 - a. Identify contact for potential sites
 - b. Send notification inquiry letter
 - c. Follow up with site
 - d. Confirm status and send second letter
 - e. Secure state code
 - f. Create timeline and legal file
- 2) Meet/consult with ETC at new sites
 - a) Discuss CTR timeline and requirements of the law
 - b) Assist with baseline survey
 - c) Assist with program development and submittal of initial program report
- 3) Meet/consult with new ETCs at existing sites
 - a) Discuss the requirements of the law, provide copy and discuss survey results and current approved program report, assist with updating CTR program summary, describe training and networking opportunities
 - b) Assist with program element implementation (when necessary)

B) Administration of CTR Surveys:

1. Prepare and send survey notifications and an enhanced survey response form (SRF) to each site
2. Schedule and hold survey briefings
3. Follow up with phone calls and emails for sites with late SRFs
4. Review and grant extensions
5. Set up and assist sites in the online survey system
6. Mail surveys to, and assist sites with paper surveys
7. Track survey completion and processing
8. Generate and send next steps letter and survey results report to site
9. Analyze survey results and make recommendations for program improvements for sites not making progress; recommendations based on review of survey data, site characteristics, worksite policies and zip code data
10. Meet with ETCs and PM or management to discuss program recommendations, explain product and incentive opportunities and program promotion

C) Employer Report:

1. Send report reminder letters
2. Monitor program report receipt
3. Follow up with sites with late program reports via phone or email
4. Review and grant extensions
5. Provide ongoing assistance to ETCs with the online report system
6. Review all program reports for completeness and potential for trip reduction
 - Incentives/Subsidies or Pre-Tax benefit
 - Parking Management
 - Guaranteed Ride Home
 - CTR Program Summary and program promotion plan
7. Assist with development or updating of CTR Program Summary
8. Provide jurisdiction with summary of programs and recommended actions
9. Generate approval letter
10. Complete report entry and approve in the online system

VII. A SUSTAINABLE FINANCIAL PLAN

E) Review of Exemptions and Modifications:

1. Inform ETCs about process and criteria for employee exemptions, employer exemptions, goal and/or program modifications.
2. Receive requests
3. Review and analyze request
4. Contact employer as needed for clarification of request
5. Make determination on approval
6. Generate and send response to employer

F) Record Maintenance:

1. Maintain database on all affected sites
2. Maintain database on all ETCs
3. Maintain master file records on all affected sites
4. Provide WSDOT with an electronic copy of the CTR database of the CTR-affected employers, quarterly or as required by WSDOT

G) Enforcement:

1. Non-compliance issues
 - a. Review legal guidelines (Code, WAC 468-63 and RCW 70.94.524-70.94-551)
 - b. Document infractions and actions towards resolution (emails sent, legal files, phone calls) and assemble information for review
 - c. Identify next steps with the employer
 - d. Provide files for the Director to review
 - e. Determine next steps to achieve compliance.
 - f. Prepare and send correspondence to site outlining proposed next steps
 - g. Meet with site managers and negotiate steps for compliance

A) Employer Training:

II. Employer Service Activities

1. Schedule, promote, register and conduct ETC Training:
 - a. Part 1 of Basic Training (Orientation to the CTR Law)
 - b. Part 2 of Basic Training (Program Implementation and Promotion)
 - c. Survey briefings
 - d. Pre-Tax Commuter Benefit Quick Course
2. Track training attendance and notify ETCs of training requirement
3. Provide other training (as applicable)

B) Incentives:

No activity proposed

C) Promotion, Marketing and Employer Outreach:

1. Respond to ETCs questions and requests regarding CTR requirements, surveying, reporting, transit service, commute options, commute products
2. Direct ETCs to utilize tools and resources available on the internet
3. Conduct employer commute and relocation events
 - a. Conduct origin and destination analysis and provide solution/recommendations
 - b. Conduct route planning and/or van and carpool formations
4. Schedule, promote, engage speakers and facilitate Employer Network group meetings
5. Update and maintain CTR website and printed with current information about transportation infrastructure, commute products and commute related tax information
6. Send transportation related news/announcements via email to all ETCs
7. Coordinate, promote and mail Wheel Options/Bike to Work Day packets to sites

VII. A SUSTAINABLE FINANCIAL PLAN

	Responsible Party	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance	King County Metro	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Administer CTR program (contract management, annual reporting, survey process, coordination meetings) <ul style="list-style-type: none"> • Training • Conduct employer outreach 	King County Metro	\$5,125	\$3,558	\$3,558	12,241
Implement supporting transit services	King County Metro	Unknown for the two sites	Unknown for the two sites	Unknown for the two sites	Unknown for the two sites
Implement supporting transit facilities	King County Metro	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implement supporting vanpool services	King County Metro, Rideshare Operations	Unknown for the two sites	Unknown for the two sites	Unknown for the two sites	Unknown for the two sites
Offer program incentives	King County Metro, Market Development, CMAQ Grant Funds	\$ 0.00	\$ 5,000	\$ 5,000	\$10,000
WSDOT	King County Metro	\$ 0.00	\$0.00	\$ 43,000	\$43,000
JARC Funds	King County Metro	\$0.00	\$0.00	\$43,000	\$43,000
Car sharing services	Zipcar in White Center	Unable to estimate	Unable to estimate	Unable to estimate	Unable to estimate
Prepare updates to Comprehensive Plans	King County	N/A	N/A	N/A	N/A
Total		\$5,125	\$8,558	\$94,558	\$108,241

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
King County Metro	Employer Worksites	Make up funding deficit	0	King County Operating Funds

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, the Jurisdiction plans to work in partnership with the transit agencies, neighboring jurisdictions, and if available, transportation management associations.

A. Local Jurisdiction

Roles/ Responsibilities

King County will be the lead agency responsible for implementing all aspects of the entire CTR program.

B. Contractor (X N/A)

King County does not intend to submit an application for a GTEC.

C. Transit Agency

The transit agency will be responsible for providing transit and ridesharing services to the major employers as budget allows. In some cases, transit agencies will also conduct employer outreach and be responsible for tracking employer progress.

Roles/ Responsibilities

King County staff will conduct outreach and will provide transit and ridesharing services to major employers as well as track employer progress.

D. Transportation Management Association (X N/A)

E. Employer

The employer will be responsible for complying with the requirements of the State CTR Law. These requirements include designating an employee transportation coordinator, regular distribution of information to employees, regular review of employee commuting and reporting of progress to the local jurisdiction, and implementing a set of measures that will help achieve progress toward meeting goals.

Roles/ Responsibilities

The Employer will appoint an Employee Transportation Coordinator who will work with King County Metro's designated Employer Transportation Representative to comply with and implement the CTR program requirements and develop a program with elements designed to make progress toward decreasing drive alone rates and vehicle miles traveled goals.

IX. Growth and Transportation Efficiency Centers

NOTE: This section is only applicable to jurisdictions that are applying for a GTEC designation.

King County is not planning to submit an application for a GTEC for unincorporated worksites.