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## WOODINVILLE COMMUTE TRIP REDUCTION (CTR) INFORMATION DISTRIBUTION REQUIREMENTS

The following guidelines have been adopted to assist you with minimum information distribution requirements.

1. Worksite program summary information to all employees: To satisfy program summary information requirements and satisfy completion of program implementation, an employer must demonstrate that they have distributed:
  - a) One written piece every year (at least once per year) that summarizes all the approved program elements in your CTR program. This summary must be ***distributed*** to all affected employees once per year and to all new employees at time of hire. In lieu of distribution of a written program, your company could choose to distribute information electronically. Should you decide to use this method, please maintain a printed hard copy of this information as a sample in your files.
  - b) Information about any new element to all affected employees as it is introduced.
2. Provide information to employees at the time of hire: New employees must receive the written general program information piece (1.a. above) at the time of hire.
3. Other information on alternatives to SOV commuting: At least once a year, the employer must provide information on alternatives to SOV commuting to employees.

This information can be a single program element (i.e. transit subsidy), single mode choice (i.e. carpooling) or general commute information distributed through means other than the general program summary noted above (i.e. transportation event, e-mail).

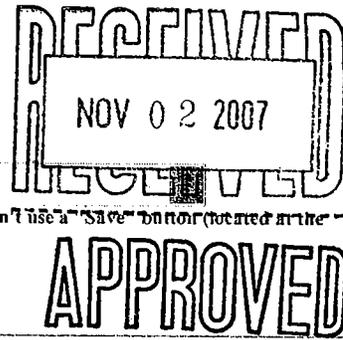
If you have any questions about these guidelines, please call your Employer Transportation Representative for assistance.



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**CTR Annual Report (Year: 2007)**

Jurisdiction Approved: WSDOT Approved:



Section List: --- Complete Form ---

Warning: If you use the section list to navigate, changes you may have made on this page will be lost if you don't use a "Save" button located at the bottom of the page) first.

**Worksite Description**

**Date Submitted:**

- 1 **Worksite CTR ID:** E84970
- 2 **Organization Name:** City of Woodinville
- 3 **Worksite/Branch:** City Hall
- 4 **Worksite Physical Address:** 17301 133rd AVE NE
- 5 **City:** Woodinville
- 6 **State:**
- 7 **Zip:** 98072
- 8 **ETC name:** Amy Ensminger
- 9 **ETC title:** Senior Administrative Assistant
- 10 **ETC phone:** 425-489-2700
- 11 **ETC mailing address:**
- 12 **ETC Extension:** 2240
- 13 **Fax:** 425-489-2756
- 14 **ETC Email address:** amye@ci.woodinville.wa.us
- 15 **Program manager name:**
- 16 **Title:**
- 17 **Phone:**
- 18 **Extension:**
- 19 **Program manager address:**
- 20 **E-mail address:**

**Employee Information**

- 19 **Total number of employees:** 63
- 20 **Total number of CTR-affected employees:** 44
- 21 **Is your CTR program offered to all employees?** Yes
- 22 **Is your CTR program subject to collective bargaining?** No
- 23 **Does this worksite have multiple shifts?** No

If yes, describe:

**Required Element:**

State law requires your organization to appoint an employee transportation coordinator (ETC), prominently post the ETC's name, location and phone number for your employees, distribute information at least once a year to employees regarding alternatives to single-occupant-vehicle commuting, and implement a set of measure designed to achieve Commute Trip Reduction goals. Some local ordinances may have additional requirements.

**ETC Information**

- 24 **Is the ETC's name, location and telephone number prominently displayed at this worksite?** Yes
- Where?** Employee Breakroom, City Hall, 2nd Floor.

- 25 Has the ETC completed a program developer/ETC training course? Yes
- 26 What month and year did this person begin serving as an ETC? Month: 1 Year: 2001
- 27 On average, how many hours per week does the ETC spend on CTR activities? 1 Hour
- 28 Does the ETC have an active worksite committee to assist with the CTR program? No

#### Program Information and Promotion

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- |  | <b>Do you do this?</b> |
|--|------------------------|
| 29 Distribute a summary of your worksite's CTR program to employees?   | Yes                    |
| 30 Provide information about the worksite CTR program during new employee orientations or in hiring packets? | Yes                    |
| 31 Provide information via a commuter information center?  | Yes                    |
| 32 Post CTR promotional materials for employees?   | Yes                    |
| 33 Give CTR presentations to managers?   | Yes                    |
| 34 Give CTR presentations to employees, excluding new hire orientations?                                     | Yes                    |
| 35 Conduct transportation events/fairs and/or participate in county/state CTR promotions/campaigns?          | Yes                    |
| 36 Send electronic mail messages about the CTR program?  | Yes                    |
| 37 Publish CTR articles in employee newsletters?   | Yes                    |
| 38 Distribute CTR information with employee paychecks?   | Yes                    |
| 39 Conduct an employee ridematch campaign?   | Yes                    |
| 40 Publish and update an employee CTR website?   | Yes                    |
| 41 What changes to program information and/or promotions, if any, are anticipated in the next 12 months?     |                        |

#### Worksite Characteristics

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- 42 What is the primary business at this worksite? government
- 43 Is this employer a government or non-profit organization? Yes

Are any of the following facilities located on site or within 3 blocks of this worksite and accessible to employees?

- |                                     | <b>On Site?</b> | <b>Within 3 Blocks?</b> |
|-------------------------------------|-----------------|-------------------------|
| 44 Bus stop(s)?                     | No              | Yes                     |
| 45 Ferry terminal?                  | No              | No                      |
| 46 Bike trail or lane?              | No              | Yes                     |
| 47 Sidewalks or predestrian trails? | Yes             | Yes                     |
| 48 Train (Rail) station?            | No              | No                      |
| 49 Shopping?                        | No              | Yes                     |
| 50 Restaurants/Cafeteria?           | No              | Yes                     |
| 51 Child care?                      | No              | Yes                     |
| 52 Cash machine/bank?               | No              | Yes                     |

#### Worksite Parking Information and Parking Management

*Parking costs include items such as leasing costs, security, maintenance and signage.*

	On site	Off site
53 How many total parking spaces does this worksite have for employee use that are controlled by the employer?	25	87
54 How many of the total parking spaces identified above are leased?	0	0
55 How many of the total parking spaces identified above are reserved for HOV(carpool/vanpool) parking?	2	0
56 If you charge for parking, how much do your employees pay on average, per month for an employer owned parking space?	\$0.00	\$0.00
57 If you charge for parking, how much do your employees pay on average, per month for an employer leased parking space?	\$0.00	\$0.00
58 How much does your organization pay per month per leased parking space (estimated)?	\$0.00	\$0.00
59 Are spaces, other than those provided by the employer, available within 3 blocks of the worksite?	Yes	
60 If you charge for parking, do any of the proceeds from your parking charges go to your CTR program?	No	
	<b>How Much Do You Charge Employees For:</b>	
61 Reserved or priority parking for carpools?	\$0.00	
62 Reserved or priority parking spaces for vanpools?	\$0.00	
63 Parking charge for single occupant vehicles?	\$0.00	
	<b>Eliminated In the Past 12 Months</b>	
64 How many SOV spaces were eliminated?	0	
65 Briefly explain how you manage and monitor your worksite parking program below or attach additional sheets if necessary. Parking available @ City Hall & Carol Edwards Cntr. Employee/customer/carpool signs posted.		
66 What changes to parking information and management, if any, are anticipated in the next 12 months: No changes at this time.		

#### Financial Incentives and Subsidies

*Identify the monthly subsidies the employer pays per participating employee.*

	Do you offer?	Average monthly subsidy paid per employee
67 Transit(bus)subsidy	No	\$0.00
68 Ferry subsidy	Yes	\$25.00
69 Vanpool subsidy	Yes	\$25.00 ?
70 Carpool subsidy/incentive	Yes	\$25.00
71 Walking subsidy/incentive	Yes	\$25.00
72 Bicycling subsidy/incentive	Yes	\$25.00
73 Train(Rail)subsidy	No	\$0.00
74 Flexpass/Other contracted pass program	Yes	\$5.58 ✓
75 Other transportation allowances/stipend	No	\$0.00
76 Opportunity for CTR participants to receive cash or prizes, paid leave, other incentives	No	

**Explain:**

We offer Commuter Bonus Plus vouchers to employees participating in the program. \$25 for full-time (at least 60% of the work month) \$10 for part-time (at least 30% of the work month)

Yes No

77 has this employer received a tax credit or grant for

ridersharingsubsidies?

No

78 Do you allow employees to set aside a portion of their-pre-tax income for the purpose of purchasing a transit or vanpool pass?

No

79 What changes to incentives and subsidy programs, if any, are anticipated in the next 12 months:

July 1, 2007 all employees received FlexPasses good through June 30, 2008, and we continue to offer Commuter Bonus Plus vouchers. We currently have six regular participants.

Site Amenities

Do you offer?

80 Covered spaces, cages, racks, or lockers for bicycles

Yes

81 Uncovered spaces or racks for bicycles

Yes

82 Clothes lockers

Yes

83 Showers

Yes

84 On-site loading/unloading zones or shelters for non-SOVs

No

85 What changes in site amenities, if any, are anticipated in the next 12 months:

No changes at this time.

Work Schedules and Schedule Changes

Compressed Work Week

86 Does your organization offer compressed work week schedules used to support your CTR program?

Schedule (days/hours)

Yes No

3/36

No

4/40

Yes

9/80

Yes

other

Yes

If other, please explain:

14/120 schedule for exempt employees. Normal workday is extended by 30 minutes 4 days each week for 3 weeks & by 1 hour for 2 days within the 3 week period so that 120 hours are worked over 14 days. This creates extra day off every 3 weeks (avail. only to exempt employees due to FLSA overtime req).

Yes No

Flex Time and Telework

87 Does your organization offer flex time(allow employees to vary their start and end times)?

Yes

88 Does your organization allow employees to eliminate a commute trip by working at home, a telework center, or satellite office?

Yes

Schedule Changes

89 Has your organization modified work schedules to that some or all employees who formerly arrived at work between 6 and 9 a.m. are now scheduled to begin work outside the 6 to 9 a.m. peak commute window?

No

If yes, when did the shift change(s) occur?

If yes, how many employees' schedules were changed?

90 Was the shift change identified as an element of the worksite's

approved CTR program for a previous year?

No

If yes, in what year(s) was this a CTR program element?

91 Did the shift change occur because of impacts directly associated with the Growth Management Act of 1990?

No

If yes, please explain:

92 Do you plan to modify some or all employees work schedules within the next 12 months?

No

If yes, please explain:

Other Programs

Fleet Vehicles

93 Does your organization offer employer provided vehicles for any of these purposes?

Yes No

- (a) Guaranteed/emergency ride home
- (b) Vanpooling
- (c) Carpooling
- (d) Work-related business trips
- (e) Non-work-related errands

- No
- No
- No
- Yes
- No

Other Services Available at the Worksite

94 Are the following services available at your worksites?

Yes No

- (a) Employer-provided shuttle or custom bus or van
- (b) Guaranteed/emergency ride home program
- (c) Employer-provided bicycles
- (d) Internal ridematch service
- (e) Flexcar or other shared car program

- No
- Yes ✓
- Yes
- No
- No

95 What changes to programs listed above? if any, are anticipated in the next 12 months:

We will conduct an internal ridematch campaign to promote carpooling & RideShare program. Anticipated in 1st Quarter of 2008.

Other CTR Activities or Program Elements

If your organization conducts or plans to conduct other CTR activities that are not covered in this report, please describe these activities below:

Report Preparation

96 Identify the individual(s) responsible for completing this Employer Annual Report & Program Description

Employee Transportation Coordinator

If other, please provide the following information:

97 name: Amy Ensminger      98 title: Sr Admin Assistant

99 organization: City of Woodinville

100

425-489-2700      425-      102 e-mail

telephone: Ext.: 2240 101 fax: 489-2756 address: amye@ci.woodinville.wa.us

## Employer Commitment

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I understand that our worksite is required by the city and/or county in which we are located to submit an *Employer Annual Report and Program Description* and to implement the program it describes. These actions comply with Washington State's Commute Trip Reduction (CTR) Law.

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite. I am also aware that our worksite is required to make a *good faith effort* to achieve the single occupant vehicle (SOV) and vehicle miles traveled (VMT) reduction goals. The CTR Law defines a good faith effort as one that includes meeting the minimum requirements outlined in the law and local ordinance, working collaboratively with the jurisdiction CTR representative, and continuing an existing CTR program or making program modifications likely to result in improvements over an agreed upon length of time.

I have reviewed the referenced document and I commit to the implementation of all the elements listed and submitted for your approval. I will ensure that the jurisdiction is notified if information in the document changes.

103 **signature of CEO or highest ranking official at the worksite:**

104 **date:** 10/25/2007

105 **name (please print):** Richard Leahy

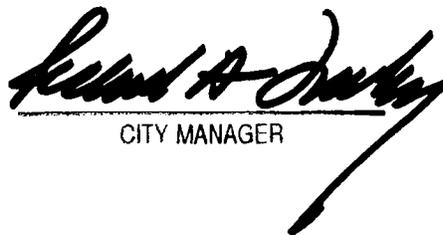
106 **title:** City Manager

107 **mailing address of person who signed this form:**  
17301 133rd Avenue NE Woodinville, WA 98072

108 **phone:** 425-489-2700

109 **fax:** 425-489-2705

110 **email:** richardl@ci.woodinville.wa.us

  
CITY MANAGER



RECEIVED

MAR 12 2008

City of Woodinville

March 7, 2008

Mr. Richard Leahy, City Manager  
City of Woodinville  
17301 133rd Ave. NE  
Woodinville, WA 98072

**RE: CTR PROGRAM APPROVAL – 2007  
E84970/City of Woodinville**

Dear Mr. Leahy:

I am pleased to inform you that your 2007 Commute Trip Reduction (CTR) Program has been approved. A copy is enclosed for your records. This approved version includes any changes that may have been incorporated since the form was initially submitted and following any discussions with Debbie Jaksich, Employer Transportation Representative, at Metro Transit.

Please review and become familiar with this modified program, as you are now required to implement this program as approved. According to the City's CTR Ordinance, implementation of your program is required to occur within 30 days following approval. Please let Debbie know if there are any discrepancies from your records. A copy of guidelines for information distribution requirements is also enclosed.

Thank you for your efforts in implementing a CTR Program. If you have any questions, please contact Debbie at (206) 684-1594 or via email at [debbie.jaksich@kingcounty.gov](mailto:debbie.jaksich@kingcounty.gov).

Sincerely,

David N. Lantry  
Supervisor, Commute Trip Reduction

Cc: Amy Ensminger, Sr. Admin. Asst.

Enc.

