

RECEIVING NO. 4123
DATE 12.10.08
CITY CLERK [Signature]
08-149

COMMUTE TRIP REDUCTION PROGRAM IMPLEMENTATION AGREEMENT

**between
King County, Department of Transportation, Metro Transit Division
and
The City of Woodinville**

This Commute Trip Reduction Program Implementation Agreement (the "Agreement") is entered into by and between King County, a home rule charter county of the State of Washington, through its Department of Transportation, Metro Transit Division (the "County" or "Metro Transit") and the City of Woodinville (the "City"), either of which entity may be referred to hereinafter individually as "Party" or collectively as the "Parties," for the purpose of implementing the Washington State Commute Trip Reduction Law of 1991.

WHEREAS, the purpose of RCW 70.94.521, *et seq.*, the "Commute Trip Reduction (CTR) Law," is to reduce air pollution, traffic congestion and fuel consumption by encouraging commuters to use alternative modes of transportation, such as buses, carpools, vanpools, bicycles, and walking, instead of single occupancy vehicles ("SOV"); and

WHEREAS the CTR Law requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement Commute Trip Reduction ("CTR") plans to reduce vehicle miles traveled per employee and drive alone commute trips; and

WHEREAS, the CTR Law also requires major employers to develop, implement and promote employee transportation programs to encourage their employees to shift away from drive alone commutes; and

WHEREAS, the City has within its jurisdictional boundaries one or more "major employers" and is required by RCW 70.94.527 to develop and implement a commute trip reduction plan; and

WHEREAS, the Parties hereto are authorized to enter into this Agreement pursuant to RCW 70.94.527(5); and

WHEREAS, King County Code Section 28.94.110 also authorizes the King County Executive to enter into agreements with state and local agencies for assistance in implementing the CTR Law; and

WHEREAS, CTR plans developed by local jurisdictions are required to be coordinated and consistent with the CTR plans of adjacent jurisdictions as well as applicable regional plans; and

WHEREAS, the Legislature appropriated funds to provide technical assistance funding to local jurisdictions required to develop and implement commute trip reduction plans; and

WHEREAS, the County in a separate Commute Trip Reduction Act Agreement with the State, Agreement Number GCA5354, is authorized to receive CTR funds on behalf of local jurisdictions in exchange for the County's implementation of Commute Trip Reduction Plans and Programs on behalf of those local jurisdictions and retain such funds as payment for the work performed; and

WHEREAS, the City desires to have the County perform the work necessary to satisfy the City's statutory obligations under the Commute Trip Reduction Act and to retain the City's allocation of state funds as payment for those services; and

WHEREAS, the City and the County desire through this Agreement to implement the CTR Law consistent with the rules established by the state Commute Trip Reduction Board; and

WHEREAS, the City can achieve cost efficiencies and administrative consistency by contracting with the County for CTR implementation;

NOW THEREFORE, in consideration of the terms, conditions, mutual promises and covenants set forth herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to establish a mechanism that will allow for certain tasks to be undertaken by the County on behalf of the City to implement the City's obligations under the CTR Law and to set forth the responsibilities of the Parties with respect to that objective.

2. DEFINITIONS

The following definitions shall apply for purposes of this Agreement:

"Administrative Representative" means the primary administrative contact for issues related to this Agreement as designated in Section 9.2 of the Agreement.

"Affected Employer" means an employer required by RCW 70.94.521 and the City's CTR Plan to implement a CTR program (see also "major employer").

"Commute Trip Reduction Plan (CTR Plan)" means a plan adopted by the City designed to reduce the proportion of drive alone commute trips and commute trip vehicle miles and to administer and enforce the CTR programs of affected employers located within its jurisdiction.

"Commute Trip Reduction Program (CTR Program)" means a program designed by an Affected Employer to reduce the proportion of drive alone commute trips and vehicle miles traveled by its employees.

"CTR Funds" means state funds appropriated by the state and allocated to counties and cities for implementation of commute trip reduction plans.

"Major Employer" means a private or public employer that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months during the year, as provided in RCW 70.94.521 (herein also known as an "Affected Employer").

"State" is the Washington State Department of Transportation (WSDOT) unless otherwise noted.

3. **DUTIES AND RESPONSIBILITIES**

- 3.1 **Provision of CTR Services.** Metro Transit will perform the CTR implementation services specified with particularity in the Scope of Work (the "Work") set forth as Exhibit A, which is attached hereto and incorporated herein by this reference.
- 3.2 **Authorization.** The City shall authorize and direct the State to reimburse the County directly.

4. **PAYMENT AND BILLING**

The County will invoice the state on a quarterly basis for direct reimbursement for the CTR functions to be performed pursuant to this agreement.

5. **WORK SCHEDULE AND PROGRESS REVIEW**

- 5.1 **Progress Reviews.** The County will submit a quarterly report of progress and anticipated activities to jurisdiction representatives. On-going, periodic review of issues and materials will also be conducted with the jurisdiction representatives.
- 5.2 **State Evaluation Requirements.** At the request of the City, the County will provide information to the State for monitoring or evaluation activities.

6. **EFFECTIVE DATE AND TERM OF AGREEMENT**

This Agreement shall be effective July 1, 2008 and will remain in effect through June 30, 2011, unless earlier terminated pursuant to the terms of this Agreement.

7. **TERMINATION**

- 7.1 **Termination for Default.** Either Party may terminate this Agreement in the event the other Party fails to perform a material obligation of this Agreement. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.1 shall be provided to the other Party not less than fifteen (15) calendar days prior to the effective date of termination.
- 7.2 **Termination for Convenience.** Either Party to this Agreement may terminate the Agreement, in whole or in part, for convenience and without cause. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.2 shall be provided to the other Party not less than thirty (30) days prior to the effective date of termination.
- 7.3 **County Funding and Termination for Non-Appropriation.** Performance of any Work undertaken by the County pursuant to this Agreement in advance of receiving reimbursement by the City beyond the current appropriation year is conditioned upon the appropriation by the County Council of sufficient funds to support the performance of the Work. Should such an appropriation not be approved, the Agreement shall terminate at the

close of the current appropriation year. The appropriation year ends on December 31st of each year.

- 7.4 Termination Due to Loss of State Funding.** If at any time during the Agreement period the State acts to terminate, reduce, modify, or withhold CTR State Funds allotted to the City pursuant to RCW 79.94.544 then either Party may terminate this Agreement by giving thirty (30) days advance written notice to the other Party.

8. CHANGES AND MODIFICATIONS

Either Party may request changes to the provisions of this Agreement. Any such changes must be mutually agreed upon and incorporated by written amendment to this Agreement. No variation or alteration of the terms of this Agreement will be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9. NOTIFICATION AND IDENTIFICATION OF CONTACTS

- 9.1 Administrative Representatives.** Both Parties shall designate an administrative representative to act as the contact person for matters pertaining to this Agreement.

9.2 Contact Persons and Addresses.

For the County: Mr. David Lantry, Supervisor of CTR Services or Designee
King County Metro Transit
400 Yesler Way, Rm. 650
Seattle, WA 98104
(206) 684-1139

For the City: Ms. Amy Ensminger, Senior Administrative Assistant
City of Woodinville
17301 133rd Avenue NE
Woodinville, WA 98072
(425) 489-2700

- 9.3 Notice.** Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be sent postage prepaid by U.S. Mail, return receipt requested, to the Parties' respective administrative representatives at the addresses identified in Subsection 9.2 of this Agreement.

10. DISPUTE RESOLUTION PROCESS

The Parties, through their designated representatives identified in Subsection 9.2 of this Agreement, shall use their best efforts to resolve any disputes pertaining to this Agreement that may arise between the Parties. If these designated representatives are unable to resolve a dispute, the responsible project managers of both Parties shall review the matter and attempt to resolve it. If they are unable to resolve the dispute, the matter shall be reviewed by the department directors of both Parties or his or her designee. The Parties agree to exhaust each of these procedural steps before seeking to resolve disputes in a court of law or any other forum.

11. AUDITING OF RECORDS, DOCUMENTS AND REPORTS

The State Auditor shall have full access to and the right to examine during normal business hours, and as often as the State Auditor may reasonably deem necessary, the non-privileged records of the City and the County with respect to the matters covered by this Agreement. Both Parties shall have similar access and rights with respect to the records of the other Party. The Parties' representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Agreement. Such rights last for three (3) years from the date final payment is made hereunder.

12. INDEMNIFICATION AND HOLD HARMLESS

Each Party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents or employees, while performing work pursuant to this Agreement, to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other Parties harmless from any such liability. In the case of negligence of multiple Parties, any damages allowed shall be assessed in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Parties in proportion to the percentage of negligence attributable to the other Parties.

The City acknowledges it is solely responsible for its compliance with the CTR Act, and for the adoption, implementation, and enforcement of any ordinances, plans, and programs related to the CTR Act. The City shall indemnify and hold King County harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits at law of equity, actions, penalties, losses, damages, or costs arising out of, in connection with, or incidental to any act or omission of the City or any of its officers, employees, subcontractors or agents in adopting or enforcing any ordinances, plans and programs related to the CTR Act.

13. LEGAL RELATIONS

13.1 No Third Party Beneficiaries. It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

13.2 No Partnership or Joint Venture. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.

13.3 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

13.4 Jurisdiction and Venue. The King County Superior Court, situated in Seattle, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

13.5 Mutual Negotiation and Construction. This Agreement and each of the terms and provisions hereof shall be deemed to have been explicitly negotiated between, and mutually drafted by, both Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.

13.6 Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

13.7 Waiver of Default. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by duly authorized representatives of the Parties, and attached to the original Agreement.

13.8 Assignment. Neither this Agreement, nor any interest herein, may be assigned by either Party without the prior written consent of the other Party.

13.9 Binding on Successors and Assigns. This Agreement and all of its terms, provisions, conditions, and covenants, together with any exhibits and attachments now or hereafter made a part hereof, shall be binding on the Parties and their respective successors and assigns.

13.10 Rights and Remedies. Both Parties' rights and remedies in this Agreement are in addition to any other rights and remedies provided by law.

13.11 Entire Agreement. This Agreement embodies the Parties' entire understanding and agreement on the issues covered by it, except as may be supplemented by subsequent written amendment to this Agreement, and supersedes any prior negotiations, representations or draft agreements on this matter, either written or oral.

13.12 Survival. The provisions of this Section 13 (Legal Relations) shall survive any termination of this Agreement.

14. FORCE MAJEURE

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, snow, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of any court of competent jurisdiction or authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing. In no event should this provision eliminate the obligation of the City to make payment to the County for the Work performed pursuant to this Agreement.

15. COMPLIANCE WITH APPLICABLE LAWS

The Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations, including those pertaining to nondiscrimination and agree to require the same of any subcontractors providing services or performing any of the Work using funds provided under this Agreement.

16. EXECUTION OF AGREEMENT – COUNTERPARTS

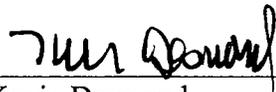
This Agreement may be executed in two (2) counterparts, either of which shall be regarded for all purposes as an original.

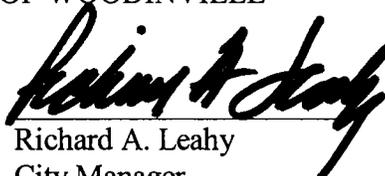
Dated this 12th day of January, 2008⁹.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the latest date written below.

KING COUNTY
DEPARTMENT OF TRANSPORTATION
METRO TRANSIT DIVISION

CITY OF WOODINVILLE

By: 
Kevin Desmond
General Manager
King County Metro Transit

By: 
Richard A. Leahy
City Manager

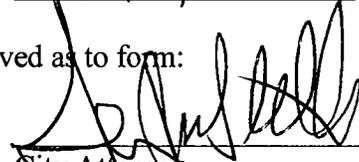
Date: ~~1/20/08~~

Date: 12/10/08

Approved as to form:

Approved as to form:

By: K.C.P.A.O.
Deputy Prosecuting Attorney

By: 
City Attorney

Date: _____

Date: 12/02/08

Exhibit A
City of Woodinville
Commute Trip Reduction Implementation Agreement Scope of Work
Period: July 1, 2008, through June 30, 2011

I. Required Activities

A) Notification of new worksites:

1. Identify contact for potential sites.
2. Send notification inquiry.
3. Follow up with site.
4. Confirm status (send second letter).
5. Secure state code.
6. Create timeline and legal file.
7. Conduct Baseline CTR surveys and Initial Employer Program Report.

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. Send survey results to employer.
9. Make recommendations for programs based on review of worksite policies and review of survey, site and zip code data.

C) Employer Report: (Initial Report Only)

1. Send report reminder letters for initial report.
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
 - Guaranteed Ride Home
 - Parking Management
 - Incentives/Subsidies or Pre-Tax benefit
 - Program Summary for employees
7. Recommend action to jurisdiction.
8. Generate approval letter for City signature.
9. Complete report entry and approve in the online system.

2. Schedule, promote, register and conduct ETC Basic Training
 - a. ETCs attendance at Part 1 of Basic Training (ETC Orientation)
 - b. ETCs attendance at Part 2 of Basic Training (Program Development)
 - c. ETCs attendance at survey briefings

B) Incentives:

Purchase incentives for worksites as needed.

C) Promotion, Marketing and Employer Outreach:

1. Analyze survey results and employer reports to determine areas and sites with potential for trip reduction; develop list of target sites for enhanced outreach to achieve trip reduction; activities may include (but aren't limited to):
 - a. Zip code analysis and mapping
 - b. Program enhancements
 - c. Policy recommendations
2. Meet with ETCs/PMs to discuss program and product opportunities on an ongoing basis (may include leveraging financial support, meeting with management, conducting a cost analysis of parking vs. subsidies).
3. Assist sites in developing site-specific Program Summary Brochure.
4. 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.
5. Schedule, promote, engage speakers and facilitate Employer Network group meetings.
6. Send traffic alert reports via email to all ETCs.
7. Send other transportation related news/announcements via email to all ETCs.
8. Mail transportation related packets to all sites.
9. Coordinate, promote and mail Wheel Options/Bike to Work Day packets to sites.
10. Coordinate City-specific promotion (as applicable).

III. General Administration and Coordination

1. Work collaboratively with the City and Major Employer worksites to provide technical guidance to reduce drive alone trips in the City.
2. Implement plans and procedures which enable affected employers to meet the requirements of the City's CTR Ordinance.
3. Achieve inter-jurisdictional consistency and cost savings by coordinating workshops and the production and distribution of employer assistance materials with other jurisdictions in King County.
4. Implement the City's CTR plan.
5. Report to the regional transportation agency as needed.



King County
Department of Transportation
Metro Transit
Yesler Building, YES-TR-0650
400 Yesler Way
Seattle, WA 98104-2683

RECEIVED
JAN 21 2009
City of Woodinville

January 20, 2009

Ms. Amy Ensminger
City of Woodinville, Public Works Department
17301 133rd Avenue NE
Woodinville, WA 98072

Dear Ms. Ensminger:

Enclosed please find your signed copy of the Commute Trip Reduction agreements for July 2008–June 2011. Thank you for your assistance in finalizing these agreements.

If you have any questions or need more information please do not hesitate to call your Employer Transportation Representative Debbie Jaksich or to call me at (206) 684-1139. We look forward to working with you!

Thank you again for your participation in our efforts to improve commute mobility in King County.

Sincerely,



David N. Lantry
Supervisor, Commute Trip Reduction Services

Cc: Debbie Jaksich

Enclosures