

ORDINANCE NO. 474

AN ORDINANCE OF THE CITY OF WOODINVILLE AMENDING WMC CHAPTER 14.12 RELATING TO TRANSPORTATION DEMAND MANAGEMENT, ADOPTING A COMMUTE TRIP REDUCTION (CTR) PLAN, AND IMPLEMENTING MEASURES REQUIRED BY CHAPTER 70.94.527 RCW.

WHEREAS, motor vehicle traffic is a major source of emissions that pollute the air, and air pollution causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Woodinville; and

WHEREAS, traffic congestion imposes significant cost on City business, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit, and do business; and

WHEREAS, capital and environmental costs of fully accommodating the existing and projected motor vehicle traffic on roads and highways are prohibitive while decreasing the demand for vehicle trips is significantly less costly and is at least as effective in reducing traffic congestion and its impacts as constructing new transportation facilities; and

WHEREAS, employers have significant opportunities to encourage and facilitate the reduction of single-occupant vehicle commuting by employees; and

WHEREAS, State policy, as set forth in RCW 70.94.527 and the CTR Task Force Guidelines, requires the City of Woodinville to develop and implement a plan to reduce single occupant vehicle commute trips; and

WHEREAS, the plan must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees; and

WHEREAS, a transportation demand management element such as this ordinance is required pursuant to RCW 36.70A.070(6)(e), the Washington State Growth Management Act; and

WHEREAS, adoption of this ordinance will promote the public health, safety, and general welfare within the City of Woodinville and the region; and

WHEREAS, the City of Woodinville recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues, and

WHEREAS, this ordinance is consistent with the CTR Task Force Guidelines;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Woodinville Municipal Code, Chapter 14.12 is replaced in its entirety as follows:

14.12.010 Definitions

For the purpose of this ordinance, the following definitions shall apply in the interpretation and enforcement of this ordinance:

1. **“Affected Employee”** means a full-time employee who begins his or her regular work day at a single worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays per week for at least twelve continuous months who is not an independent contractor. Seasonal agricultural employees including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.
2. **“Affected Employer”** means an employer that employs one hundred (100) or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.
3. **“Alternative Mode”** means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work week schedules if they result in reducing commute trips.
4. **“Alternative Work Schedules”** mean programs such as compressed work week schedules that eliminate work trips for affected employees.
5. **“Base Year”** means the twelve-month period which commences when a major employer is determined by the jurisdiction to be participating within the CTR program. The City of Woodinville uses this twelve-month period as the basis upon which it develops commute trip reduction goals.
6. **“Base Year Survey” or “Baseline Measurement”** means the survey, during the base year, of employees at a major employer worksite to determine the

drive-alone rate and vehicle miles traveled per employee at the worksite. The jurisdiction uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the City of Woodinville.

7. **“Carpool”** means a motor vehicle, including a motorcycle, occupied by two (2) to six (6) people of at least 16 years of age traveling together for their commute trip, resulting in the minimum reduction of one motor vehicle commute trip.
8. **“Commute Trips”** mean trips made from a worker’s home to a worksite with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.
9. **“CTR”** is the abbreviation of Commute Trip Reduction
10. **“CTR Program”** means an employer’s strategies to reduce affected employees’ SOV use and VMT per employee.
11. **“Commute Trip Vehicle Miles Traveled per Employee”** means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.
12. **“Compressed Work Week”** means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements.
13. **“Custom Bus/Buspool”** means a commuter bus service arranged specifically to transport employees to work.
14. **“Dominant Mode”** means the mode of travel used for the greatest distance of a commute trip.
15. **“Drive Alone”** means the mode of travel used for the greatest distance of a commute trip.
16. **“Drive Alone Trips”** means commute trips made by employees in single occupant vehicles.
17. **“Employee Transportation Coordinator (ETC)”** means an person who is designated as responsible for the development, implementation and monitoring of any employer’s CTR program.

18. **“Employer”** means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, non-profit, or private, that employs workers.
19. **“Exemption”** means a waiver from any or all CTR program requirements granted to an employer by the City of Woodinville based on unique conditions that apply to the employer or employment site.
20. **“Flex-Time”** is an employer policy allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.
21. **“Full-Time Employee”** means a person, other than an independent contractor, scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week.
22. **“Good Faith Effort”** means that an employer has met the minimum requirements identified in RCW 70.94.531 and this ordinance, and is working collaboratively with the City of Woodinville to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed- upon length of time.
23. **“Implementation”** means active pursuit by an employer of the CTR goals of RCW 70.94.521-555 and this ordinance as evidenced by appointment of a transportation coordinator ETC, distribution of information to employees regarding alternatives to drive alone commuting, and commencement of other measures according to their CTR program and schedule.
24. **“A Major Employer”** means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.
25. **“Major Employer Worksite”** or **“Affected Employer Worksite”** or **“Worksite”** means the physical location occupied by a major employer, as determined by the local jurisdiction.
26. **“Major Employment Installation”** means a military base or federal reservation, excluding tribal reservations, or other locations as designated by City of Woodinville, at which there are one hundred or more affected employees.

27. **“Mode”** means the type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, and walking, compressed work schedule and telecommuting.
28. **“Notice”** means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service, unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.
29. **“Peak Period”** means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.
30. **“Peak Period Trip”** means any employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.
31. **“Proportion of Drive Alone Trips”** or **“ Drive Alone Rate”** means the number of commute trips over a set period made by affected employees in single occupancy vehicles divided by the number of potential trips taken by affected employees working during that period.
32. **“Teleworking or Telecommuting”** means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.
33. **“Transit”** means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle, or vanpool.
34. **“Transportation Demand Management (TDM)”** means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.
35. **“Transportation Management Association (TMA)”** means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent employers within specific city limits, or may have a sphere of influence that extends beyond city limits.
36. **“Vanpool”** means a vehicle occupied by from seven (7) to fifteen (15) people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. A vanpool counts as zero (0) vehicle trips.
37. **“Vehicle Miles Traveled (VMT) Per Employee”** means the sum of the individual vehicle commute trip lengths in miles made by affected employees

over a set period divided by the number of affected employees during that period.

38. **“Week”** means a seven-day calendar period, starting on Monday and through Sunday.

39. **“Weekday”** means any day of the week except Saturday or Sunday.

40. **“Writing,” “Written,” or “In Writing”** means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.

14.12.020 CTR Plan

The goals established for the City of Woodinville and affected employers in the City of Woodinville’s Commute Trip Reduction Plan set forth in Attachment A are incorporated herein by reference. City of Woodinville staff is directed to make any corrections for typographical errors, include any graphical materials for information, and complete the Commute Trip Reduction Plan.

14.12.030 CTR Goals

City of Woodinville goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in the City of Woodinville’s jurisdiction, major employment installations, and other areas designated by City of Woodinville are hereby established by the City of Woodinville’s CTR Plan incorporated by (*Section 14.12.020 above*). These goals establish the desired level of performance for the CTR program in its entirety in the City of Woodinville.

14.12.040 Responsible Agency

The City of Woodinville Public Works Department shall be responsible for implementing this ordinance, the City’s CTR Plan and the City’s CTR program, and should be identified together with any authority necessary to carry out such responsibilities such as rule-making or certain administrative decisions.

14.12.050 Applicability

The provisions of this ordinance shall apply to any affected employer within the geographic limits of the CTR Plan adopted in (*Section 14.12.020 above*).

A. Notification of Applicability

1. In addition to the City of Woodinville’s established public notification for adoption of an ordinance, a notice of availability of a summary of this ordinance, a notice of the requirements and criteria for affected employers to comply with this ordinance, and subsequent revisions shall be published at

least once in the City's official newspaper not more than 30 days after adoption of this ordinance or revisions.

2. Affected employers located in Woodinville are to receive written notification that they are subject to this ordinance. Such notice shall be addressed by to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the City of Woodinville.
3. Affected employers that, for whatever reason, do not receive notice within 30 days of passage of this ordinance and are either notified or identify themselves to the City of Woodinville within 90 days of the passage of the ordinance will be granted an extension to assure up to 90 days within which to perform a baseline measurement consistent with the measurement specified by the City of Woodinville.
4. Affected employers that have not been identified or do not identify themselves within 90 days of the passage of this ordinance and do not perform a baseline measurement consistent with measurement requirements specified by the City of Woodinville within 90 days from passage of the ordinance are in violation of this ordinance.
5. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City of Woodinville, under previous iterations of this ordinance, the employer is not required to perform another baseline measurement.

B. New Affected Employers

1. Employers that meet the definition of "affected employer" must identify themselves to the City of Woodinville within 90 days of either moving into the boundaries outlined in the CTR Plan adopted in (*Section 14.12.020 above*) or growing in employment at a worksite to one hundred (100) or more affected employees. Employers that do not identify themselves within 90 days are in violation of this ordinance.
2. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement consistent with the measurement requirements specified by the City of Woodinville. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this ordinance are in violation of this ordinance.
3. Newly appointed ETC shall attend ETC training, as offered, within 90 days of appointment.

4. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to the City of Woodinville. The program will be developed in consultation with City of Woodinville staff (*listed in Section 14.12.040 above*) to be consistent with the goals of the CTR Plan adopted in (*Section 14.12.020 above*). Employers who do implement an approved CTR Program according to this schedule are in violation of this ordinance and subject to the penalties outlined in (*Section 14.12.120(D) below*).

C. Change in Status as an Affected Employer

Any of the following changes in an employer's status will change the employer's CTR program requirements:

1. If an employer initially designated as an affected employer no longer employs one hundred (100) or more affected employees and expects not to employ one hundred (100) or more affected employees for the next twelve (12) months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the City of Woodinville that it is no longer an affected employer. The burden of proof lies with the employer.
2. If the same employer returns to the level of one hundred (100) or more affected employees within the same twelve (12) months, that employer will be considered an affected employer for the entire twelve (12) months and will be subject to the same program requirements as other affected employers.
3. If the same employer returns to the level of one hundred (100) or more affected employees twelve (12) or more months after its change in status to an "unaffected" employer, that employer shall be treated as a new affected employer, and will be subject to the same CTR program requirements as other new affected employers.

Optional:

4. *This section only applies when the CTR Plan as approved in (Section 14.12.020 above) designates the employer as affected based on location within the geographic limits of the plan. If the CTR Plan affects the employer based on a location within a Growth and Transportation Efficiency Center, and the employer meets the criteria laid out for that Center, then the Center's requirements will apply.*

14.12.060 Requirements for Employers

An affected employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and drive alone commute trips. The CTR program must include the mandatory elements as described below.

A. Mandatory Program Elements

Each employer's CTR program shall include the following mandatory elements:

1. **Employee Transportation Coordinator (ETC).** The employer shall designate a transportation coordinator to administer the CTR program. The ETC and/or designee's name, location, and telephone number must be displayed prominently at each affected worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the City of Woodinville. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one ETC for all sites. New ETC shall be required to attend ETC training within 90 days of appointment.
2. **Information Distribution.** Information about alternatives to drive alone commuting shall be provided to employees at least once a year and to new employees at the time of hire. The summary of the employer's CTR program shall also be submitted to the City of Woodinville with the employer's program description and regular report.

B. Additional Program Elements

In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:

- a. Promotional events
- b. Transportation fairs
- c. Commuter information center
- d. Ridematching services
- e. Bicycle training program
- f. Provision of preferential parking for high occupancy vehicles
- g. Guaranteed ride home program
- h. Compressed work week
- i. Alternative work schedules
- j. Telecommuting programs
- k. Secure bicycle parking facilities, lockers, changing areas, and showers
- l. Pedestrian facilities or improvements
- m. Signage for residential parking zone
- n. Reduction of SOV parking supply
- o. Discounted HOV parking price
- p. Increase or institution of SOV parking price
- q. Transportation allowance/voucher
- r. Transportation subsidy or discount
- s. Rideshare bonuses
- t. Carpool subsidy
- u. Carpool fuel incentives
- v. Vanpool sponsorship and subsidies
- w. Fleetpool
- x. Vanpool program

- y. On-site child care services
- z. Shuttle services
- aa. Alternative measures designed to facilitate the use of high-occupancy vehicles.

14.12.70 CTR Program Report and Discussion

Affected employers shall review their program and file a regular progress report with the City of Woodinville in accordance with the format provided by the City of Woodinville.

The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commute trip reduction goals for the reporting period. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other to implement program elements.

At a minimum, the employer's CTR Program Report and Description must include:

1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;
2. The number of employees affected by the CTR program and the total number of employees at the site;
3. Documentation on compliance with the mandatory CTR program elements (as described in *Section 14.12.060(A)*);
4. Description of any additional elements included in the employer's CTR program (as described in *Section 14.12.060(B)*); and
5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

Biennial Measure of Employee Commute Behavior

In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) at least once every two years, and strive to achieve at least a 70% response rate from employees at the worksite.

14.12.080 Record Keeping

Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City of

Woodinville for a minimum of 48 months. The City of Woodinville and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

14.12.090 Schedule and Process for CTR Program Description and Report

a) Document Review

City of Woodinville shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. City of Woodinville may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

b) Schedule

Upon review of an employer's initial CTR program, City of Woodinville shall establish the employer's regular reporting date. This report will be provided in a form provided by City of Woodinville consistent with (*Section 14.12.70 above*).

c) Modification of CTR Program Elements

Any affected employer may submit a request to City of Woodinville for modification of CTR requirements. Such request may be granted if one of the following conditions exist:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or
2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

City of Woodinville may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request.

d) Extensions

An employer may request additional time to submit a CTR Program Description and Report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. City of Woodinville shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's regular reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of City of Woodinville.

e) Implementation of Employer's CTR Program

Unless extensions are granted, the employer shall implement its approved CTR program not more than 90 days after receiving written notice from the City of Woodinville that the program has been approved or with the expiration of the program review period without receiving notice from the City of Woodinville.

14.12.100 Enforcement

A. Worksite Exemptions

1. An affected employer may request the City of Woodinville to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this ordinance as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of SOV trips and VMT per employee. Exemptions may be granted by the City of Woodinville at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. City of Woodinville shall grant or deny the request within 30 days of receipt of the request. The City of Woodinville shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

B. Employee Exemptions

1. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City of Woodinville will use the criteria identified in the CTR Board Administrative Guidelines to assess the validity of employee exemption requests. The City of Woodinville shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

C. Modification of CTR Program Goals

1. Any affected employer may request the City of Woodinville modify its program goals. Such request shall be filed in writing at least 60 days prior to the date which the worksite is required to submit its program description or annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must clearly demonstrate that it has implemented all of the elements contained in its approved CTR program.

2. The City will review and deny or grant requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines.
3. An employer may not request a modification of the applicable goals until one year after City of Woodinville's approval of its initial program description or annual report.

D. Extensions

An employer may request additional time to submit a CTR program or CTR annual progress report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested.. Requests for extensions must be made prior to the due date anytime a program submission is going to be more than one week late. Extensions not to exceed 90 days shall be considered for reasonable causes. Employers will be limited to a total of 90 allowed extension days per year. Extensions shall not exempt an employer from any responsibility for meeting program goals. Extensions granted due to delays or difficulties with any program elements shall not be cause for discontinuing or failing to implement other program elements. An employer's annual reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of the City Manager.

14.12.110 Appeals of Administrative Decisions

A. Appeal of Final Decisions. Employers may file a written appeal to the City's Hearing Examiner of the City's final decisions regarding the following actions:

1. Rejection of an employer's proposed program.
2. Denial of an employer's request for an exemption or modification of any of the requirements under this ordinance or a modification of the employer's program.

B. Appeals Filed Under this Section. Appeals must be filed with the City within twenty (20) days after the employer receives notice of a final decision. Timely appeals shall be heard by the City's Hearing Examiner. Determinations on appeals shall be based on whether the decision being appealed was consistent with the state law.

14.12.120 Enforcement

A. Compliance

For purposes of this section, compliance shall mean:

1. Fully implementing in good faith all mandatory program elements as well as provisions in the approved CTR Program Description and Report;

2. Providing a complete CTR Program Description and Report on the regular reporting date; and
3. Distributing and collecting CTR Employee Questionnaire during the scheduled survey time period.

B. Program Modification Criteria

The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program.
2. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, but has not met the applicable drive alone or VMT goal, no additional modifications are required.
3. If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this ordinance, and fails to meet the applicable drive alone or VMT reduction goal, City of Woodinville shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to the recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. City of Woodinville shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, City of Woodinville will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by City of Woodinville within 10 working days of the conference.

C. Violations

The following constitute violations if the deadlines established in this ordinance are not met:

1. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and drive alone goals as specified in this Ordinance;
2. Submission of false or fraudulent data in response to survey requirements;
3. Failure to self identify as an affected employer;

4. Failure to perform a baseline measurement, including:
 - a. Employers notified or that have identified themselves to City of Woodinville within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City of Woodinville within 90 days form the notification or self-identification;
 - b. Employers not identified or self-identified within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City of Woodinville within 90 days form the adoption of the ordinance;
5. Failure to develop and/or submit on time a complete CTR program;
6. Failure to make a good faith effort, as defined in RCW 70.94.534 and this ordinance; or
7. Failure to revise a CTR program as defined in RCW 70.94.534(4) and this ordinance.

D. Penalties

1. No affected employer with an approved CTR program which has made a good faith effort may be held liable for failure to reach the applicable SOV or VMT goal;
2. Each day of failure to implement the program shall constitute a separate violation, subject to penalties as described in RCW 7.80;
3. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employees shall be presumed to act in good faith compliance if they:
 - a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
 - b. Advise the union of the existence of the statute and the mandates of the CTR program approved by the City of Woodinville and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

E. Appeals of Penalties

1. An affected employer to whom a notice of violation and imposition of monetary penalties is directed may appeal the notice including the determination that a violation exists or may appeal the amount of any monetary penalty imposed to the City Hearing Examiner.

2. An affected employer may appeal a notice of violation by filing a written notice of appeal with the Department of Planning and Community Development within seven calendar days from the date of service of the notice of violation and imposition of monetary penalties.
3. The monetary penalty for a continuing violation does not accrue during the pendency of the appeal; however, the Hearing Examiner may impose a daily monetary penalty from the date of service of the Notice of Civil Infraction if he finds that the appeal is frivolous or intended solely to delay compliance.
4. The hearing before the Hearing Examiner shall be conducted as follows:
 - a. The Hearing Examiner shall give notice of the hearing before the Hearing Examiner to the appellant at least seventeen calendar days before such hearing.
 - b. The Hearing Examiner shall conduct a hearing on the appeal pursuant to the rules of procedure as provided by the Administrative Procedure Act, Chapter 34.05 RCW. The City and the appellant may participate as parties in the hearing and each may call witnesses. The City shall have the burden of proof by a preponderance of the evidence that a violation has occurred.
5. The Hearing Examiner shall determine whether the City has proved by a preponderance of the evidence that a violation has occurred and shall affirm, vacate, suspend or modify the amount of any monetary penalty imposed by the notice of civil violation with or without written conditions.
6. The Hearing Examiner shall consider the following in making his/her determination:
 - a. Whether the intent of the appeal was to delay compliance, or
 - b. Whether the appeal is frivolous, or
 - c. Whether the appellant exercised reasonable and timely effort to comply with applicable requirements, or
 - d. Any other relevant factors.
7. The Hearing Examiner shall mail a copy of his decision to the appellant by certified mail, postage prepaid, return receipt requested.
8. The decision of the Hearing Examiner may be reviewed for illegal, corrupt or arbitrary or capricious action in King County Superior Court. The petition for review must be filed within thirty (30) calendar days of the final decision of the hearing examiner.

9. The collection of the monetary penalty shall be as follows:
 - a. The monetary penalty constitutes a personal obligation of the person to whom the civil infraction is directed. Any monetary penalty assessed must be paid to the City Clerk within seven (7) calendar days from the date of service of notice of violation and imposition of monetary penalties or, if an appeal was filed pursuant to this Chapter, within seven (7) calendar days of the Hearing Examiner's decision.
 - b. The City Attorney, on behalf of the City, is authorized to collect the monetary penalty by use of appropriate legal remedies, the seeking or granting of which shall neither stay nor terminate accrual of additional per diem monetary penalties so long as the violation continues.
 - c. In the event of failure to appear at a hearing provided herein, the Hearing Examiner shall assess the monetary penalty prescribed and a penalty of twenty-five (\$25) dollars.
 - d. In the event of a conflict between this Chapter and any other city ordinance providing for a civil penalty, this Chapter shall control.
10. A person who willfully fails to pay a monetary penalty as required by provisions of this Chapter may be found in civil contempt of court after notice and hearing.

Section 2. Severability

If any section, subsection, sentence, clause, phrase, part or portion of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date

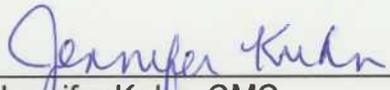
This Ordinance shall be in force and effect five days from and after its passage by the Woodinville City Council and publication, as required by law.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS 4th DAY OF NOVEMBER 2008.**



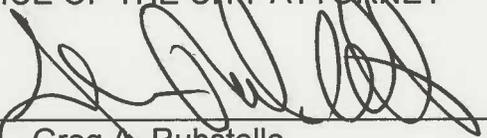
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

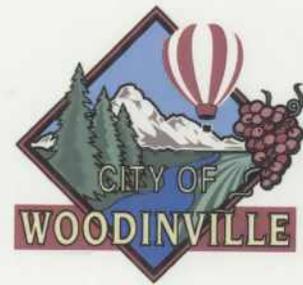
Jennifer Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 

Greg A. Rubstello
City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED: 11-10-2008
EFFECTIVE DATE: 11-17-2008
ORDINANCE NO. 474



City of Woodinville COMMUTE TRIP REDUCTION PLAN

Council Approved
November 4, 2008
Ordinance 474



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INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

In 1993, the City of Woodinville adopted its first Commute Trip Reduction Ordinance, No. 73, implementing measures required by chapter 70.94 RCW adopted by the Washington State Legislature in 1991. In 1998, the aforementioned ordinance was repealed and replaced by Woodinville Ordinance, No. 195.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which 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. The City of Woodinville has prepared its CTR Plan in accordance with RCW 70.94.521, and the intent of the Washington State Legislature.

The City of Woodinville's CTR Plan is a collection of goals and policies, facility and service improvements and marketing strategies about how the jurisdiction will help make progress for reducing drive alone trips and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the City will strive to meet its goals by working in partnership and coordination with employers, agencies and other organizations that share these goals.

This 2007 CTR Plan has been developed through involvement of Woodinville employers, transit agencies, organizations and individuals from throughout the jurisdiction who helped identify strategies and ways for successful achievement of the goals. This Plan helps to support the achievement of the jurisdiction's vision and the goals of its comprehensive plan.

INTRODUCTION

Prepared by:

Agency: City of Woodinville

Department: Public Works

Contact Person
(Person Preparing CTR Plan): Amy Ensminger, Senior Administrative Assistant

Address 1: 17301 133rd Ave NE

Address 2:

Jurisdiction: Woodinville

State: Washington

Zip Code: 98072

Phone #: 425-489-2700 X 2240

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Email Address: Amye@ci.woodinville.wa.us

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 City of Woodinville'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 City'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

All current CTR affected worksites are located within the City's Urban Growth Area. Two of the five sites are located in Valley Industrial, one in the Tourist District, one in the North Industrial and one in the Town Center neighborhood.

<u>CTR</u>	<u>City Designated Neighborhood</u>	<u>Address</u>
Bensussen Deutsch & Assoc.	Valley Industrial	15525 Woodinville Redmond Road NE
City of Woodinville	Town Center	17301- 133 rd Avenue NE
Loud Technologies, Inc.	Valley Industrial	16220 Woodinville Redmond Road NE
Precor Inc.	North Industrial	20031- 142 nd Avenue NE
Ste Michelle Wine Estates	Tourist District	14111 NE 145 th Street

Maps including Transit Routes, Route Frequency and Active CTR Work Sites are included in Appendix A.

B. Major Barriers to Transportation Demand (TDM)

General: The City of Woodinville's Comprehensive Plan (updated September 30, 2002) has liberally integrated Transportation Demand Management policies within its land use and transportation elements and in general, supports trip reduction efforts. There are however, several barriers to the City's CTR Plan:

- Travel within and through Woodinville is heavily dependent on the automobile.
- Woodinville has a limited arterial network.
- Transit service near or to 80% of the CTR worksites is lacking.
Transit is mainly oriented to peak-hour connections to the I-405 and SR 522 corridors.
Transit is non-existent along SR 202 (Valley Industrial) and in the Tourist District.
Transit connections to Snohomish County do not provide direct routes.
- Historically, major employers have either provided limited or no TDM incentive funds to assist employees in reducing commute trips.
- Periodic employee reductions or increases in the labor force by major employers contrasted with seasonal or cyclical business trends have posed increased or reduced availability of on-site parking. Parking availability drives sites to impose or relax TDM measures.

C. Potential Actions for the Jurisdiction to Eliminate Barriers

- Land Use: The City has seven non-motorized projects on its 6-year Transportation Improvement Plan.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- Transportation Facilities and Services: New road projects with enhanced frontage will improve sidewalk connectivity. Sidewalks on 140th Avenue NE are scheduled for repair and upgrades.
- Transit: None
- Parking: None

D. Review of Comprehensive Plan Policies

The City of Woodinville's Comprehensive Plan contains the minimum following comprehensive plan policies and goals which support Commute Trip Reduction (CTR) and Transportation Demand Management (TDM):

Land Use

- LU-2 Establish land use patterns, densities, and site designs that encourage less reliance on single-occupant vehicle travel.
 - LU-2.1.1 Make it possible for people to safely walk or bicycle to work and shopping.
 - LU-2.1.2 Reduce reliance on automobiles and reduce commuting time and distance.
 - LU-2.3.0 Encourage the most intensive residential and employment land uses along major transportation routes to support transit service.
 - LU-2.4.0 Encourage development of a transit system and facilities that link the Town Center Neighborhood and the Tourist District.
- LU-6 To plan and develop a pedestrian-oriented multimodal transportation system approach to the downtown area that accommodates the needs of retail, office and residential uses.
 - LU-6.2 Require non-motorized transportation facilities throughout downtown that promote pedestrian activity and ease of access to housing and commercial outlets.
 - LU-6.3 Where feasible and desirable, incorporate transit amenities into the design.

Transportation

- 9.1.1 **Purpose of the Transportation Element** - it is intended that the transportation element:
 - 6. Promote efficient use of the existing transportation system components through Transportation System Management, and reduce the growth in single-occupant vehicle (drive alone) travel via Transportation Demand Management.
- 9.1.2 **Transportation Setting** -
 - 9. Travel Demand Management is a way to relieve traffic congestion that does not require capital improvements. TDM can be used to help reduce the number of vehicle trips (drive alone trips) and the times at which trips are made. Promoting TDM is a requirement of the Growth Management Act (GMA) and since 1991 has been a requirement for all employers within urban areas that employ over 100 persons at a single worksite.

Goal T-1 To establish and maintain a transportation system which supports the land use plan and incorporates transportation/land use linkages.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

T-1.5 Prepare solutions in cooperation with neighboring cities, transit agencies, and WSDOT for areas where movement of employees, goods, and services are impeded by traffic congestion during peak and mid-day periods.

Goal T-2 To ensure development is consistent with the transportation goals and policies.

T-2.4 Encourage private development to support public transportation facilities.

T-2.5 Encourage parking facilities designed to facilitate transit use and pedestrian access.

T-2.14 Provide for a complete system of sidewalks in the downtown area that connects the retail areas to transit, the regional trail system, parking parks and public facilities.

T-2.16 Develop a transportation network that supports the City's Land Use goals.

T-2.20 Encourage transit services that are accessible to all users and provide a viable transportation alternative with the City.

Goal T-5 To improve and increase use of public transit, paratransit, and ridesharing in cooperation with transit providers, adjacent jurisdictions, and the private sector.

T-5.1-1 Encourage commuters to use car/vanpool programs, public transit, and non-motorized transportation as alternatives to the single-occupancy vehicle.

T-5.1-2 Develop ride sharing, transit use, and incentive programs through the development review process and/or in accordance with state and local legislation for residential and commercial development.

Goal T-6 To promote non-motorized travel and ensure its safety, convenience, and comfort.

T-6.1 Actively promote the use of bicycle and pedestrian transportation as viable alternatives to motorized transportation.

T-6.8 Incorporate the role of non-motorized travel modes as a viable and legitimate element of the overall transportation system.

Goal T-7 To develop and implement Transportation Demand Management programs and policies.

T-7.1 Utilize Transportation Demand Management techniques to:

1. Help increase the person-carrying capacity of the transportation system;
2. Reduce peak period traffic congestion;
3. Encourage the use of high-occupancy vehicles, and;
4. Increase use of public transportation.

T-7.2 Implement the requirements of the Commute Trip Reduction Act and meet mandated deadlines.

T-7.3 Encourage small employers not mandated to meet the Commute Trip Reduction Act requirements to offer trip reduction programs for employees.

T-7.4 Encourage the development of coordinated traffic demand management in areas where employers are clustered within the same vicinity.

T-7.8 Promote Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) program activities.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

E. Planning Coordination

The City of Woodinville has coordinated with the following agencies when developing its CTR Plan:

Agency/Employers	Date	Issues
King County Metro CTR Services	March - June 2007	Scope of work planning, employer network meetings, CTR Plan drafting, target measurements, site analysis
CTR/ GTEC East Jurisdiction Coordinating Meeting (Bellevue)	April 30, 2007	Timelines, plan pre-approval, formatting
Woodinville Employer Networking	February 22, 2007 May 2007	Introduction to CTR Redesign Meeting Follow-up with employers

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

- No additional information added to this section.

II. and III. BASELINE, GOALS AND TARGETS

A. City or County

Area of Jurisdiction	2005 Drive Alone Rate	2011 Drive Alone Target Rate	2005 VMT	2011 Target VMT
Overall - City of Woodinville	83%	75%	12.90%	11.22%
Sub areas (optional)				

B. Major Employers

Employer	2005 Drive Alone Rate	2011 Drive Alone Target Rate	2005 VMT	2011 Target VMT
Bensussen Deutsch & Assoc.	84 %	75 %	13.78%	11.98%
City of Woodinville	88 %	80 %	9.82%	8.54%
Loud Technologies, Inc.	87 %	79 %	14.36%	12.49%
Precor Inc.	80 %	72 %	13.26%	11.54%
Ste Michelle Wine Estates	85 %	76 %	11.56%	10.06%

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

The City of Woodinville proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of these 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 (N/A)

The City of Woodinville has no policies or regulation changes at this time that have been identified to help reduce drive alone trips and vehicles miles traveled.

1. Comprehensive plan policies (Not Applicable)
2. Land use regulations (N/A)
3. Zoning code regulations (Not Applicable)
4. Street design standards (N/A)
5. Concurrency regulations (N/A)

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

B. Services and Facilities

As part of its capital improvement program, the City of Woodinville is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the jurisdiction's investments, the jurisdiction is working with its transit agency partners to improve transit services and facilities.

Note: If the transit agency will be implementing services and/or facilities, the jurisdiction should attach a letter of commitment from the transit agency stating that it will follow through within the planned time frame.

1. High occupancy vehicle lanes (Not applicable)
2. Transit services (Not applicable)
3. Vanpool services and vehicles (Not applicable)
4. Ride matching services (Not applicable)
5. Car sharing services (Not applicable)
6. Transit facilities (Not applicable)
7. Bicycle and sidewalk facilities
 - **Pedestrian Overpass/Gateway over SR-522 NM-7:** The overpass would provide non-motorized access between the Wedge Neighborhoods and neighborhoods east of SR-522 and the Little Bear Creek Linear Trail as well as downtown and the regional trail. It would provide pedestrian access to Rotary Community Park and local schools from downtown and will link Woodinville facilities with future Brightwater facilities. (Project number)
 - **134th Avenue NE (LBC Pkwy to south Lumpkin property) NM-5:** This project will provide multi-modal improvements to connect the downtown to the future Little Bear Creek Linear Trail System.
 - **Pedestrian Bridge (Industrial area to Woodin Park) NM-8:** This phase of the project would perform a design study for a bridge to connect the Valley industrial and West Ridge neighborhoods to the downtown area.
 - **Wood-Duvall Road (City limits to N Woodinville Way) NM-16:** This project would provide a multi-modal facility from east City limits to North Woodinville Way along Woodinville-Duvall Road. This project would provide a safe separated connection from the Leota neighborhood to the downtown area.
 - **Non-Motorized Bicycle/Boat Rental Facilities NM-28:** This project is a public/private partnership between the Tourist District businesses and the City to promote non-motorized transportation between the CBD and Tourist District via bicycle and water craft such as kayaks and canoes.

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

- **Derby Pedestrian Path PED-3:** Construction of a pedestrian/cycling track in the Tourist District adjacent to NE 145th Street bridge from the Sammamish River bridge to the Hollywood Schoolhouse intersection.
- **Downtown Bike-Ped Loop PK-23:** A system of bike and pedestrian facilities that links existing facilities and creates non-motorized

8. Other (N/A)

C. Marketing and Incentives

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

- Employer outreach
Provide continued support to new and existing CTR-affected employers:

New sites:

Provide written information on basic requirements of CTR ordinance and explanation of goals.

Provide materials that explain a range of measures and activities that may help the employer achieve their CTR goals.

Review annual programs for completeness.

Assist with voluntary baseline survey, analyze survey data and make program recommendations.

New ETC - consultation/orientation.

Existing sites:

Provide program development efforts required to maintain and enhance existing site CTR programs.

Review annual program reports and assist with periodic survey reporting.

Recommend necessary action to jurisdiction regarding exemptions, modifications and compliance.

Generate appropriate letters for jurisdiction to sign.

Provide basic and enhanced training to ETC's.

Provide periodic opportunities to network with surrounding area employers.

Provide promotional /incentive support and materials.

Follow-up/additional communication.

- Area wide promotions
- Provide turn key transit agency programs (such as Wheel Options) by offering to CTR-affected and key small employer sites.

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

- Transit pass discounts
 - Provide 50/50 incentive match information and encouragement through the transit agency - to qualifying employer sites.
- Parking cash-out programs (Not Applicable)
- Carpool, Vanpool and Vanshare subsidies
 - Provide 50/50 match incentive match information and encouragement through the transit agency - to qualifying employer sites
- Parking charges and discounts (Not applicable)
- Preferential parking
 - Provide assistance to CTR -affected and small employers (where applicable) on the use and availability of preferential parking signs and program implementation.
- Flexible work schedules
 - Provide information and assistance to CTR-affected and small employers (as needed). Encourage employers to implement 4/10, 9/80 or other flexible schedules as a low cost means of allied trip reduction efforts.
- Program to allow employees to work at home or a closer worksite
 - Provide information, encouragement and assistance to CTR-affected and small employers to implement this policy driven trip reduction element.
- Individualized marketing programs (N/A)
- Neighborhood social marketing programs (N/A)
- Other
 - Provide continued information to CTR-affected and small employers regarding biking and walking opportunities within City limits - including new facilities and biking and walking paths connecting employers to City services and housing.

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

D. Special Programs for Mitigation of Construction Activities (☒ N/A)

The Jurisdiction is planning for a number of construction projects that are expected to impact 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:

Strategies for mitigating the impacts include the following elements: (☒ N/A)

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		
Services and Facilities		
Marketing and Incentive Programs		
Construction Mitigation Programs		

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

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <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

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. Local or County Jurisdiction (X N/A)

1. Department of Planning and Community Development (N/A)

Contact:

Issues:

2. Department of Public Works

Contact: Mick Monken - Director of Public Works

Issues: Provide Comprehensive Plan and TIP Plan information. Provide direction on Planning Commission and Council approval process.

3. Department of Finance (N/A)

Contact:

Issues:

4. Planning Commission (N/A)

Contact: Sarah Ruether, Transportation Planner

Issues: The CTR Plan update will be provided to the Planning Commission by the Transportation Planner.

5. City or County Council (N/A)

Contact: Sarah Ruether, Transportation Planner

Amy Ensminger, Employee Transportation Coordinator

Issues: The CTR Plan update will be provided to Council by the City Manager in July. Upon approval by the state and PSRC, the CTR Plan will be brought forward to Council for adoption.

B. WSDOT (N/A)

Contact:

Issues:

C. Regional Planning Organization (N/A)

Contact:

Issues:

D. Neighboring Local Jurisdictions (N/A)

Contact:

Issues:

E. Major Employers

Contact: CTR Employment Sites - Networking meetings; one-on-one phone calls.

Issues: Multiple - Mainly, lack of transit availability and available budgets by the City or the employer to provide ridesharing incentives to employees.

VI. DOCUMENTATION OF CONSULTATION

F. Business Groups (N/A)

Contact:

Issues: _____

G. Transit Agencies: King County Metro, Commute Trip Reduction Services

Contact: David Hollar

Issues: CTR employer contacts and meetings; CTR ordinance planning and review.

H. Transportation Management Associations (Not Applicable)

Contact:

Issues:

I. Community Groups (N/A)

Contact:

Issues:

J. Special Interest Groups (N/A)

Contact:

Issues:

I. Individuals (N/A)

Contact:

Issues:

Organization/Party	Meeting Date	Contact Person

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 City of Woodinville may use to implement its CTR Plan. After identifying the available funding sources, the City of Woodinville 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.
 - The City of Woodinville utilizes State CTR grant funds to support local CTR efforts.
2. Local jurisdiction operating funds and capital investment program funds (N/A)
3. Federal funds (N/A)
4. Employer contributions
Sources may include financial and in-kind contributions from employers.
 - King County Metro would require CTR-affected employer worksites to contribute a 50/50 match to any new subsidy program or a 50/50 match to the increased portion of any existing subsidy offered to employees whenever CMAQ funds are used for trip reduction incentives.
 - Employers typically allow Employer Transportation Coordinators (ETC's) sufficient work time to attend or promote CTR work planning, networking and transportation events and meetings.
5. Other state funding sources (N/A)
The City hopes to acquire some state funding from PSRC and Safe Routes for School in order to fund non-motorized projects.
6. Construction TDM funds (N/A)
Currently, the city has not received mitigation money specifically for non-motorized projects; however city frontage requirements assure new sidewalks in road projects.

VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$40,000.00
Other State Funds	WSDOT, CTED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CMAQ Funds	RTPO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Funds from Operating Budgets	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Investment Program	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transit Revenue	Transit Agency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer Contributions	TMA or Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Developer Contributions	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL		\$10,000.00	10,000.00	\$10,000.00	\$10,000.00	\$40,000.00

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 CTR program reports.

Agency: King County Metro inter-local agreement
Responsibility: King County Commute Trip Reduction Services

2. Facilities

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

Agency: City of Woodinville
Responsibility: Public Works Department

3. 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: King County Metro Transit
Responsibility: King County CTR Services and Rideshare Operations

4. 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: King County Metro Transit
Responsibility: Commute Trip Reduction Services

5. Incentives

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

Agency: King County Metro Transit
Responsibility: Commute Trip Reduction Services - Product Sales

6. 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: King County and City of Woodinville
Responsibility: Commute Trip Reduction Services and Public Works Department

VII. A SUSTAINABLE FINANCIAL PLAN

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance - 2007	King County Metro	Unable to estimate	\$ 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 • Conduct special area-wide promotions 	King County Metro	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ 40,000.00
Implement supporting transit services	King County Metro	Unknown at this time	\$.00	\$.00	\$.00	\$.00
Implement supporting transit facilities	King County Metro	Unknown at this time	\$.00	\$.00	\$.00	\$.00
Implement supporting vanpool services	King County Metro, Rideshare Operations	Unknown at this time	\$.00	\$.00	\$.00	\$.00
Implement bicycle and pedestrian facilities		Unknown at this time	\$.00			
Offer program incentives		\$.00	\$.00	\$.00	\$.00	\$.00
Car sharing services		\$.00	\$.00	\$.00	\$.00	\$.00
Prepare updates to Comprehensive Plans	City of Woodinville	To be determined	\$.00	\$.00	\$.00	\$.00
Total		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$40,000.00

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
			\$.00	
			\$.00	
			\$.00	
			\$.00	

VIII. IMPLEMENTATION STRUCTURE

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

Listed below are the organizations that will be involved with the implementation of the Jurisdiction's CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdiction

Local jurisdictions will be responsible for developing and implementing their local CTR plans. They are responsible for ensuring that CTR plans are consistent with their local comprehensive plans. As part of their CTR plans, local jurisdictions will set the goals and targets for the affected employers. For CTR program administration, local jurisdictions are responsible for ensuring that affected employers are in compliance with the CTR law. Local jurisdictions may contract with another agency for employer outreach, program review and annual reporting of employer progress.

Roles/Responsibilities

- King County Metro will be the lead agency responsible for implementing the City of Woodinville's CTR program.

B. Contractor (Not applicable)

Local jurisdictions may opt to hire a contractor to perform various services as part of the GTEC program. The jurisdiction should identify the contractor and their assigned responsibilities.

C. Transit Agency

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

Roles/Responsibilities

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

D. Transportation Management Association (Not Applicable)

E. Employer

City of Woodinville CTR - affected employers 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

- City of Woodinville employers who are affected by the CTR ordinance will work with King County Metro's designated Employer Transportation Representative (ETR) to comply with and implement CTR program requirements. In addition, employers will survey periodically and develop a program with elements designed to make progress towards reducing drive alone trips and vehicle miles traveled.

VIII. IMPLEMENTATION STRUCTURE

- Based on the strategies and services that were identified in Section IV, the jurisdiction should identify the different tasks that are part of the CTR program and assign responsibility to the respective agency that will be performing the tasks. The following table has been provided to help jurisdictions identify the tasks, assign responsibility for completing the various tasks and indicate when the task will be completed.

Note: if the jurisdiction is planning on using a contractor to administer the CTR program on the behalf of the jurisdiction, the jurisdiction should identify name of the contractor

CTR Implementation Plan

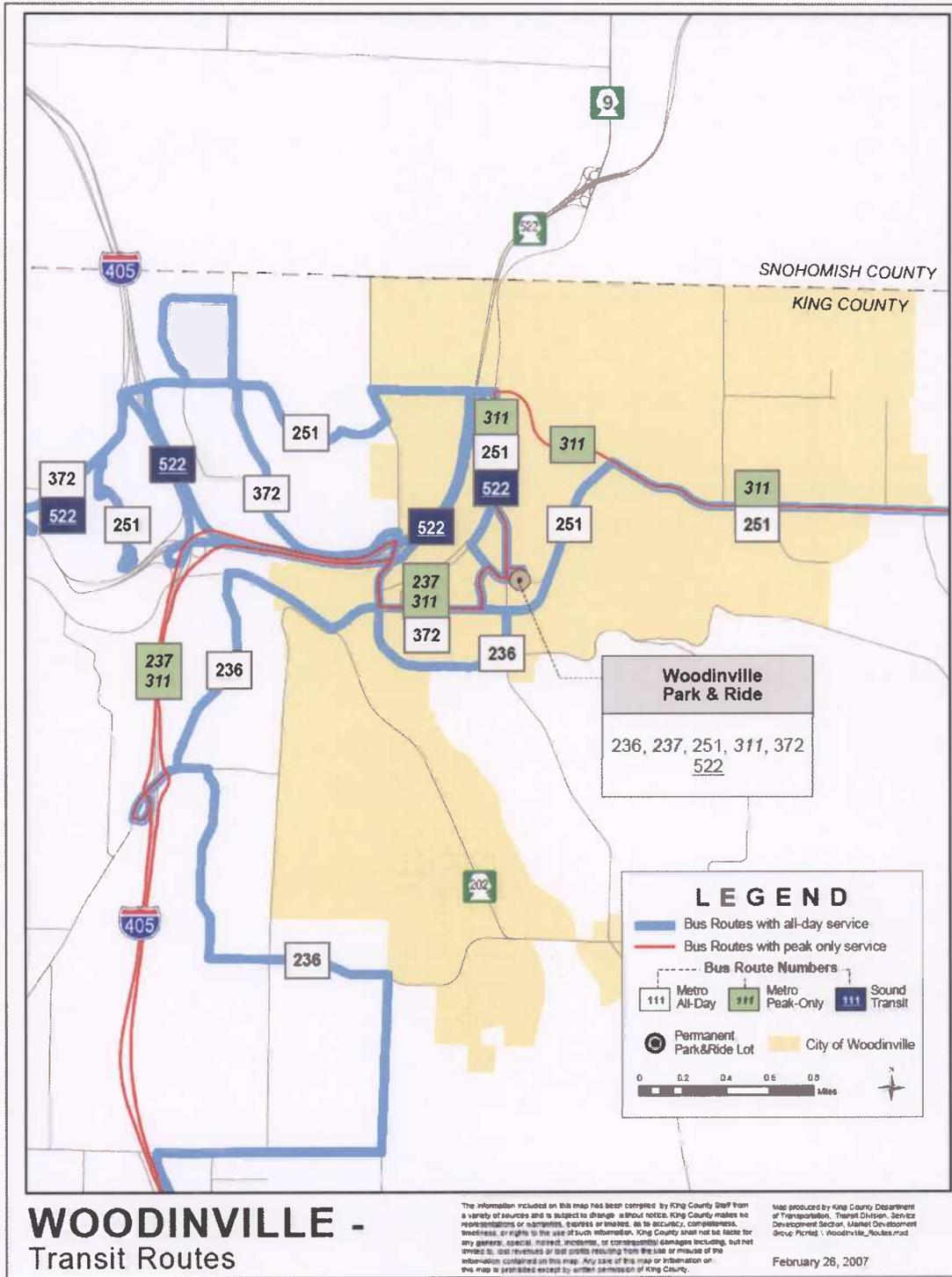
Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
None		
Services and Facilities		
None		
Marketing and Incentive Programs		
<ul style="list-style-type: none"> 50/50 incentives match for qualifying CTR employers who implement a subsidy or increase subsidies 	<ul style="list-style-type: none"> King County Metro 	<ul style="list-style-type: none"> As requested and approved within the period of time this plan is enacted
Construction Mitigation Programs		
None		

IX. Growth and Transportation Efficiency Centers

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

- The City of Woodinville is not planning to submit an application for a GTEC designation.

APPENDIX A





APPENDIX A

