

ORDINANCE NO. 566

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REVISING THE COMMUTE TRIP REDUCTION (CTR) PLAN AND IMPLEMENTING MEASURES REQUIRED BY CHAPTER 70.94.527 RCW.

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, the City Council adopted Ordinance No. 73 on October 11, 1993, establishing the Commute Trip Reduction (CTR) Plan for the first time for the City of Woodinville; and

WHEREAS, the City Council adopted Ordinance No. 195 on July 27, 1998, revising the Commute Trip Reduction (CTR) Plan for the City of Woodinville; and

WHEREAS, the City Council adopted Ordinance No. 474 on November 4, 2008, revising the Commute Trip Reduction (CTR) Plan for the City of Woodinville to meet revised goals and policies by the State; and

WHEREAS, the State Commute Trip Reduction Board has issued revised goals for reduction in the Drive Alone Rate (DAR) and Vehicle Miles Traveled per Employee (VMT) for implementation and incorporation by the City into its Commute Trip Reduction Plan;

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

Section 1. The Commute Trip Reduction Plan adopted with Ordinance No. 474 is hereby amended as follows:

- A. The cover sheet is replaced with Attachment 1, attached to this ordinance.
- B. Section II and III, Baseline Goals and Targets, page 8 of the plan, is replaced with Attachment 2, and attached to this ordinance.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

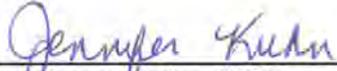
Section 3. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS 24th DAY OF SEPTEMBER 2013.**



Bernard W. Talmes, Mayor

ATTEST/AUTHENTICATED:



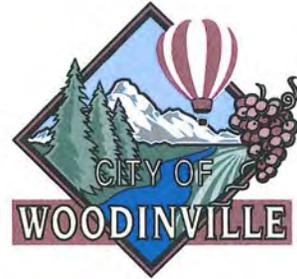
Jennifer L. Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY



Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 09-24-2013
PUBLISHED: 09-30-2013
EFFECTIVE DATE: 10-07-2013
ORDINANCE NO. 566



City of Woodinville COMMUTE TRIP REDUCTION PLAN

Council Approved
November 4, 2008, Ordinance 474
Amended September 24, 2013, Ordinance No. 566



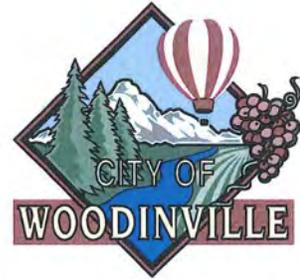
II. and III. BASELINE, GOALS AND TARGETS

A. City or County

Area of Jurisdiction	2005 Drive Alone Rate	2015 Drive Alone Target Rate	2005 VMT	2015 Target VMT
Overall - City of Woodinville	83%	78.7%	12.90%	11.1%
Sub areas (optional)				

B. Major Employers

Employer	2005 Drive Alone Rate	2015 Drive Alone Target Rate	2005 VMT	2015 Target VMT
City of Woodinville - worksite E84970	84%	76.14%	13.78%	11.48%
Bensussen Deutsch Associates E86900	88%	77.8%	9.82%	9.0%
Loud Technologies, Inc. E85688	87%	74.9%	14.36%	10.61%
Precor Inc E87262	80%	79.1%	13.26%	12.18%
Ste Michelle Wine Estates E85027	85%	83.5%	11.56%	11.2%



City of Woodinville COMMUTE TRIP REDUCTION PLAN

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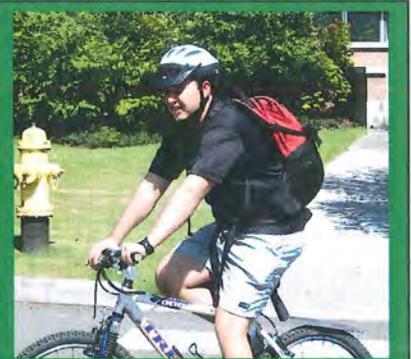


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INTRODUCTION

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

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Address 2:

Jurisdiction: Woodinville

State: Washington

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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

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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

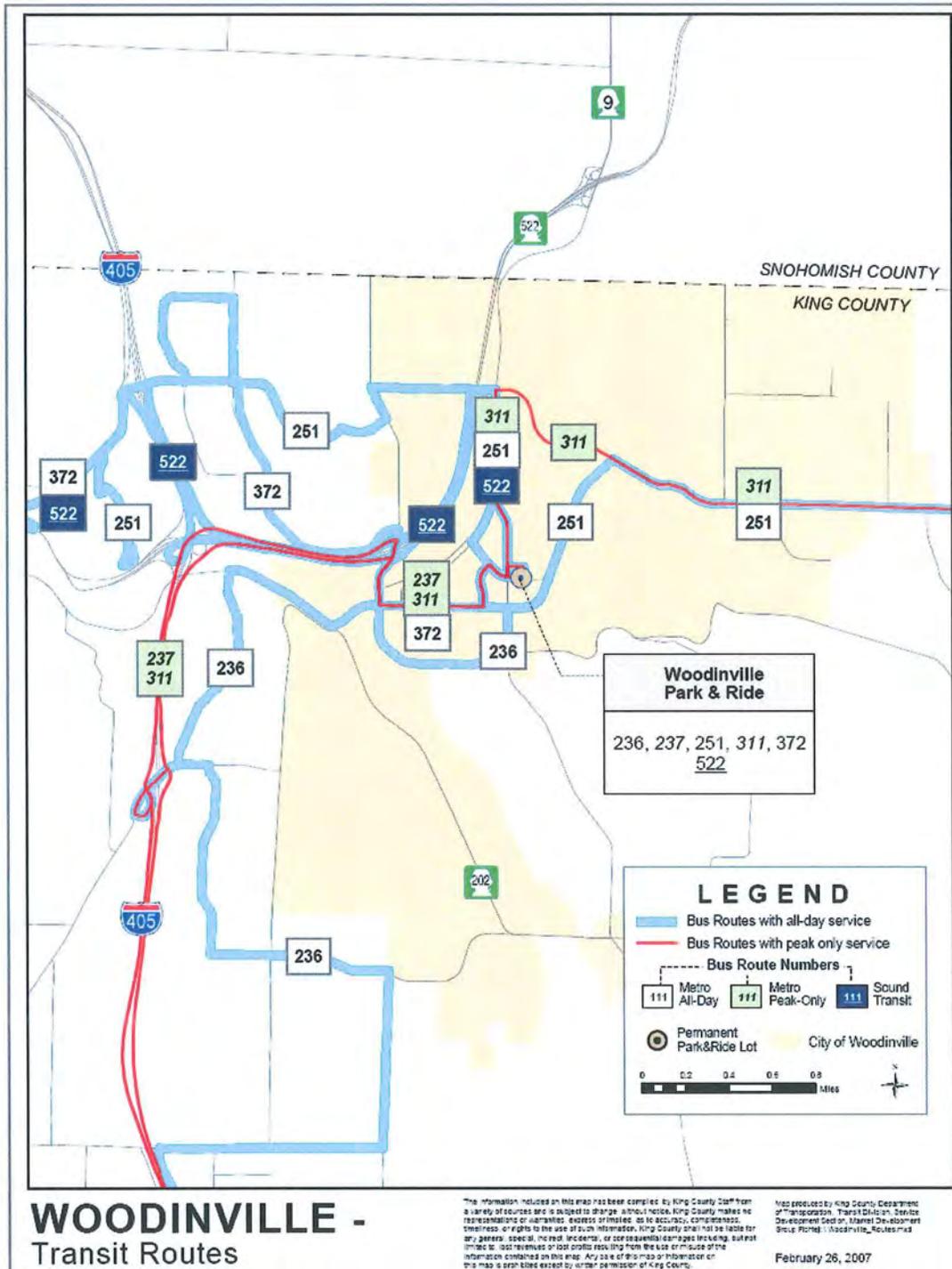
Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
None		
Services and Facilities		
None		
Marketing and Incentive Programs		
<ul style="list-style-type: none"> 50/50 incentives match for qualifying CTR employers who implement a subsidy or increase 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



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