

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Motion to Adopt Ordinance No. 498, Relating to Commute Trip Reduction (CTR) Ordinance Revisions.		Meeting Date: April 6, 2009
Department: Community Development	Attachments: 1. Proposed Ordinance No. 498 2. Exhibit A to Ordinance No. 498 3. Attachment 1 to Exhibit A to Ordinance No. 498	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Liz Ockwell, Assistant Planner		
Telephone: (206) 812-7575		
Adopted Work Plan Priority: Yes X No	Work Plan Item Description: Revise Development Codes	
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for the Council to consider Ordinance 498, relating to Commute Trip Reduction.</p> <p>BACKGROUND (Include prior Council action & discussion): In 2006, the Washington State Legislature enacted the CTR Efficiency Act, which requires state and local governments to develop and/or revise CTR plans and programs. The goal of the 2006 Efficiency Act is to provide clear benefits to the community, employers, and employees by reducing greenhouse gas emissions, air pollution, traffic congestion, and energy consumption. This is to be accomplished by measures to reduce drive-alone trips and vehicle miles traveled through the use of alternative modes of transportation.</p> <p>In December 2008, the City Council approved a policy amendment to the Comprehensive Plan that provides policy support for the CTR Program. This new policy language was a precursor for the required changes to the CTR ordinance as required by the CTR Efficiency Act of 2006 (ACT).</p> <p>Proposed changes to the Commute Trip Reduction ordinance language can be described as a reorganization and streamlining of program elements. In addition, the state has established goals in order to provide targets to accomplish a reduction of commute trips. The proposed changes will allow the program to be more effective and efficient overall.</p> <p>The proposed ordinance was reviewed and discussed by City Council on March 23, 2009. At which time, the Council requested the ordinance be placed on the April 6, 2009 consent agenda for adoption.</p>		
<p>OPTIONS (Including fiscal impacts):</p> <ol style="list-style-type: none"> 1. Adopt proposed Ordinance No. 498. 2. Modify proposed Ordinance No. 498. 3. Do not adopt proposed Ordinance No. 498. 		
Administrative Recommendation: Adopt Ordinance No. 498.		
Committee Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: A motion to approve the Consent Agenda will adopt Ordinance No. 498.		
Submitted by: Liz Ockwell, Assistant Planner Administration _____	Mike Martin City Manager _____	
Today's Date: March 24, 2009	File Code: R:\CC\Agenda Bill 2009\040609cd-1 CTR Ord.docx	

CITY OF BURIEN, WASHINGTON
ORDINANCE 498

AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, REVISING COMMUTE TRIP REDUCTION (CTR) PROGRAM REQUIREMENTS AS PRESCRIBED IN CHAPTER 70.94 OF THE REVISED CODE OF WASHINGTON (RCW), REPEALING AND REENACTING CHAPTER 10.60 OF THE BURIEN MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted Ordinance No. 170 March 18, 1996, and Ordinance No 217 on February 23, 1998, which established the Commute Trip Reduction Ordinance; and

WHEREAS, this ordinance is consistent with Policy TR 1.1.8 of the Comprehensive Plan; and

WHEREAS, the City of Burien has complied with the requirements of the State Environmental Policy Act and the City Environmental Procedures Code; and

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 Burien; 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 drive alone commuting by employees; and

WHEREAS, the City of Burien 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, state policy, as set forth in RCW 70.94.521-551 and the Commute Trip Reduction Board Guidelines, requires the City of Burien to develop and implement a plan to reduce drive alone commute trips; and

WHEREAS, the Commute Trip Reduction 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 is necessary to bring the current Commute Trip Reduction Plan codified at Chapter 10.60 of the Burien Municipal Code into compliance with state law and will promote the public health, safety, and general welfare within the City of Burien and the region; and

WHEREAS, this ordinance is consistent with the CTR Board Guidelines;

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

Section 1: Repeal and Re-enactment of Chapter 10.60 BMC (Commute Trip Reduction Plan). Chapter 10.60 of the Burien Municipal Code is hereby repealed in its entirety and re-enacted as set forth in Exhibit A attached hereto and incorporated by this reference as if fully set forth herein.

Section 2: Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3: Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF OF ON THE ____ DAY OF _____, 2009, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF _____, 2009.

CITY OF BURIEN, WASHINGTON

Joan McGilton, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Christopher Bacha
Kenyon Disend, PLLA
Interim City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.: 498
Date of Publication:

Chapter 10.60

COMMUTE TRIP REDUCTION

Sections:

- 10.60.010 Definitions.
- 10.60.020 Burien CTR Plan
- 10.60.030 CTR Goals
- 10.60.040 Responsible Agency
- 10.60.050 Applicability
- 10.60.060 Requirements for Employers
- 10.60.070 Mandatory Program Elements
- 10.60.080 Additional Program Elements
- 10.60.090 CTR Program Report and Description
- 10.60.110 Schedule and Process for CTR Reports, Program Review, and Implementation
- 10.60.120 Enforcement
- 10.60.130 Exemptions and Goal Modifications
- 10.60.140 Appeals

10.60.010 Definitions.

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

(1) “Affected Employee” means a full-time employee who is scheduled to begin his or her regular work day at a single worksite covered by the Commute Trip Reduction Plan 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.

(2) “Affected Employer” means a public or private employer that, for 12 continuous months, employs 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. The individual employees may vary during the year. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.

(3) “Alternative Commute Mode” means any type of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed workweeks if they result in reducing commute trips.

(4) “Alternative Work Schedules” means programs such as compressed workweeks that eliminate work trips for affected employees.

(5) “Base Year” means the twelve-month period that commences when a major employer is determined by the jurisdiction to be participating within the CTR program. This twelve-month period is the basis upon which commute trip reduction goals are developed.

(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. This measurement is used to develop commute trip reduction goals. The baseline measurement must be implemented in a manner that meets the requirements specified.

(7) “Carpool” means a motor vehicle, including motorcycle, occupied by two to six people of at least 16 years of age traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle commute trip.

(8) “City” means the City of Burien or its designee assigned to administer the City’s CTR Program.

(9) “Commute Trips” means 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.

(10) “CTR” is the acronym of Commute Trip Reduction.

(11) “CTR Plan” means the City of Burien’s plan as set forth in this Ordinance to regulate and administer the CTR programs of affected employers within its jurisdiction.

(12) “CTR Program” means an employer’s strategies to reduce affected employees’ drive-alone commutes and average VMT per employee.

(13) “CTR Zone” means an area, such as a census tract or combination of census tracts, within Burien characterized by similar employment density, population density, level of transit service, parking availability, access to high occupancy vehicle facilities, and other factors that are determined to affect the level of drive-alone commuting.

(14) “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.

(15) “Compressed Workweek” 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.

(16) “Custom Bus/ Buspool” means a commuter bus service arranged specifically to transport employees to work.

(17) “Dominant Mode” means the mode of travel used for the greatest distance of a commute trip.

(18) “Drive-Alone” means a motor vehicle occupied by one (1) employee for commute purposes, including a motorcycle.

(19) “Drive Alone Trips” means commute trips made by employees made in single-occupant vehicles.

(20) “Employee” means any person who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer, provided an independent contractor shall not constitute an employee.

(21) “Employee Transportation Coordinator (ETC)” means a person who is designated as responsible for the development, implementation and monitoring of an employer’s CTR program.

(22) “Employer” means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, that employs workers.

(23) “Exemption” means a waiver from any or all CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment site.

(24) “Flex Time” is an employer policy that provides work schedules allowing individual employee’s flexibility in choosing the start and end time, but not the number, of their working hours.

(25) “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.

(26) “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 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.

(27) “Implementation” means active pursuit by an employer of the CTR goals of RCW 70.94.521-551 and this ordinance as evidenced by appointment of an employee transportation coordinator (ETC), distribution of information to employees regarding alternatives to drive-alone commuting, and commencement of other measures according to its approved CTR program and schedule.

(28) “Major Employer” means a private or public employer, including state agencies, that employs 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. on weekdays for at least 12 continuous months.

(29) “Major employer worksite” or “affected employer website” or “worksite” means the physical location occupied by a major employer, as determined by the local jurisdiction.

(30) “Major employment installation” means a military base or federal reservation, excluding tribal reservations, or other locations as designed by the City, at which there are one hundred or more affected employees.

(31) “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 week schedule and telecommuting.

(32) “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.

(33) “Peak Period” means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

(34) “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 (inclusive), Monday through Friday, except legal holidays.

(35) “Proportion of Drive-Along Trips” or “Drive-Along Rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of potential trips taken by affected employees working during that period.

(36) “Ride Matching Service” means a system that assists in matching commuters for the purpose of commuting together.

(37) “Single-Occupant Vehicle (SOV)” means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

(38) “Single-Occupant Vehicle (SOV) Trips” means trips made by affected employees in SOVs.

(39) “Single Worksite” means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way occupied by one or more affected employers.

(40) “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 workplace closer to home, reducing the distance traveled in a commute trip by at least half.

(41) “Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, passenger ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

(42) “Transportation Demand Management” means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

(43) “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.

(44) “Vanpool” means a vehicle occupied by five (5) to fifteen (15) people traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle trip.

(45) “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.

(46) “Waiver” means an exemption from CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment.

(47) “Week” means a seven-day calendar period, starting on Monday and continuing through Sunday.

(48) “Weekday” means any day of the week except Saturday or Sunday.

(49) “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.

10.60.020 Burien CTR Plan

The City’s Commute Trip Reduction Plan set forth in Attachment 1 is incorporated herein by reference.

10.60.30 CTR Goals

(1) Commute Trip Reduction Goals

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

(b) The City will set the individual worksite goals for affected employers based on how the worksite can contribute to the City’s overall goal established in the CTR plan. The goals will appear as a component of the affected employers’ approved implementation plan as outlined in BMC 10.60.060.

(2) Commute Trip Reduction Goals for Affected Employers

(a) The drive-alone and VMT goals for affected employers in the City are hereby established as set forth in the CTR Plan.

(b) If the goals for an affected employer or newly affected employer are not listed in the CTR Plan, they shall be established by the City at a level designed to achieve the City's overall goals for the jurisdiction and other areas as designated by the City. The City shall provide written notification of the goals for each affected employer worksite by providing the information when the City reviews the employer's proposed program and incorporates the goals into the program approval issued by the City.

10.60.040 Responsible Agency

The City shall be responsible for implementing this ordinance, the CTR Plan, and the City's CTR program for its own employees. The City Manager shall have the authority to issue such rules and administrative procedures and delegate authority to other City departments as may be necessary to implement this ordinance.

10.60.050 Applicability

The provisions of this ordinance shall apply to any affected employer within the geographic limits of the CTR Plan.

(1) Notification of Applicability

(a) In addition to the City'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 a newspaper of general circulation of Burien within 30 days after adoption of this ordinance or revisions.

(b) Affected employers located in Burien are to receive written notification that they are subject to this ordinance. Such notice shall be addressed 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.

(c) Affected employers that, for whatever reason, did not receive notice within 30 days of adoption of this ordinance and are either notified or identify themselves to the City within 90 days of the adoption of this ordinance will be granted an extension to assure up to 90 days within which to perform a baseline measurement consistent with the measurement requirements specified by the City.

(d) Affected employers that have not been identified or do not identify themselves within 90 days of the passage of the ordinance and do not perform a baseline measurement consistent with the measurement requirements specified by the City within 90 days from the adoption are in violation of this ordinance and are subject to penalties as written in BMC 10.60.120.

(e) If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City under previous iterations of this ordinance, the employer is not required to perform another baseline measurement.

(2) Newly Affected Employers

(a) Employers meeting the definition of "affected employer" must identify themselves to the City within 90 days of either moving into the boundaries of Burien or growing in employment at a worksite to 100 or more affected employees. Employers will be notified of this requirement via the business license application process. Employers who do not identify themselves within 90 days are in violation of this ordinance.

(b) 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. 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.

(c) 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. The program will be developed in consultation with City staff to be consistent with goals of the CTR Plan. The program shall be implemented not more than 90 days after approval by the City. Employers who do not implement an approved CTR Program according to this schedule are in violation of this ordinance and subject to the penalties outlined in BMC 10.60.120.2.

(3) Changes in Status as an Affected Employer

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

(a) If an employer initially designated as an affected employer no longer 100 or more affected employees, the employer will be monitored for the next 12 months. If the employer does not return to 100 or more employees at that time, the employer is no longer an affected employer. It is the responsibility of the employer to notify the City that it is no longer an affected employer. The burden of proof lies with the employer.

(b) If the same employer returns to 100 or more employees, that employer shall be treated as a newly affected employer and will be subject to the same CTR program requirements as other newly affected employers.

10.60.060 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.

10.60.070 Mandatory Program Elements

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

(1) Employee Transportation Coordinator (ETC). The employer shall designate an Employee Transportation Coordinator (ETC) to administer the CTR program. The ETC and/or designee's name, location, and telephone number must be prominently displayed physically or electronically 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. The objective is to have an effective transportation coordinator present at each worksite; an affected employer with multiple sites may have one ETC for all sites.

(2) Information Distribution. Information about alternatives to drive-alone commuting as well as a summary of the employer's CTR Program 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 also shall be submitted to the City with the employer's program description and regular report.

10.60.80 Additional Program Elements

(1) 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) Provision of preferential parking for high-occupancy vehicles
- (b) Reduced parking charges for high-occupancy vehicles
- (c) Instituting or increasing parking charges for drive-alone commuters
- (d) Provision of commuter ride-matching services to facilitate employee ridesharing for commute trips
- (e) Provision of subsidies for rail, transit, or vanpool fares and/or transit passes
- (f) Provision of vans or buses for employee ridesharing
- (g) Provision of subsidies for carpools, walking, bicycling, teleworking, or compressed schedules
- (h) Provision of incentives for employees that do not drive alone to work
- (i) Permitting the use of employer's vehicles for carpooling and vanpooling
- (j) Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools
- (k) Cooperation with transportation providers to provide additional regular or express service to the worksite
- (l) Construction of special loading and unloading facilities for transit, carpool, and vanpool users
- (m) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work
- (n) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities
- (o) Establishment of a program to permit employees to work part or full-time at home or at alternative worksite closer to their homes that reduces commute trips
- (p) Establishment of a program of alternative work schedules, such as a compressed work week, which reduces commute trips
- (q) Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities, emergency taxi services, or guaranteed ride home programs
- (r) Charging employees for parking, and/or the elimination of free parking
- (s) Other measures that the employer believes will reduce the number and length of commute trips made to the site.

10.60.90 CTR Program Report and Description

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

(1) 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.

(2) At a minimum, the employer's CTR program report and description must include:

- (a) A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services
- (b) The number of employees affected by the CTR program and the total number of employees at the site
- (c) Documentation of compliance with the mandatory CTR program elements
- (d) Description of any additional elements included in the employer's CTR program
- (e) A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

(3) 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 percent response rate from employees at the worksite.

10.60.100 Record Keeping

Affected employers shall maintain a copy of their approved CTR program description and report, their CTR program employee questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City for a minimum for 48 months. The City and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

10.60.110 Schedule and Process for CTR Reports, Program Review and Implementation

(1) Document Review. The City 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. The City 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.

(a) Schedule. Upon review of an employer's initial CTR program, the City shall establish the employer's regular reporting date. This report will be in a form provided by the City.

(2) Modification of CTR Program Elements. Any affected employer may submit a request to the City for modification of CTR requirements. Such request may be granted if one of the following conditions exist:

(a) The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or

(b) The employer can demonstrate that compliance with the program elements would constitute and undue hardship.

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

(3) 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. The City of Burien 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 biennial reporting date may be extended at the discretion of City.

(4) Implementation of Employer's CTR Program. Unless extensions are granted, the employer shall implement its approved CTR program, including approved program modification, not more than 90 days after receiving written notice from the City that the program has been approved or with the expiration of the program review period without receiving notice from the City.

10.60.120 Enforcement

(1) Compliance. For purposes of this section, compliance shall mean:

(a) Fully implementing in good faith all mandatory program elements as well as provisions in the approved CTR program description and report,

(b) Providing a complete CTR program and description report on the regular reporting date, and

(c) Distributing and collecting the CTR program employee questionnaire during the scheduled survey time period.

(2) 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:

(a) 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,

(b) 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.

(c) 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, the City shall direct the employer to revise its program within 30 days to come into compliance, 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. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City 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 the City within 10 working days of the conference.

(3) Violations. The following constitutes violations if the deadlines established in this ordinance are not met:

(a) Failure to self-identify as an affected employer,

- (b) Failure to perform a baseline measurement, including:
 - (i) Employers notified or that have identified themselves to the City within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City within 90 days from the notification or self-identification,
 - (ii) Employers not identified or self-identified within 90 days of the ordinance being adopted and that did not perform a baseline measurement consistent with the requirements specified by the City within 90 days from the adoption of the ordinance.
- (c) Failure to develop and/or submit on time a complete CTR program,
- (d) 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,
- (e) Submission of false or fraudulent data in response to survey requirements,
- (f) Failure to make a good faith effort, as defined in RCW 70.94.534 and this ordinance, or
- (g) Failure to revise a CTR program as defined in RCW 70.94.534(4) and this ordinance.

(4) Penalties

- (a) No affected employer with an approved CTR program that has made a good faith effort may be held liable for failure to reach the applicable drive-alone or VMT goal,
- (b) Each day of failure to implement the program shall constitute a separate violation, subject to penalties as described in RCW 7.80.
- (c) 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. This can be accomplished through the following:
 - (i) 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
 - (ii) Advise the union of the existence of the statute and the mandates of the CTR program approved by the City and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

10.60.130 Exemptions and Goal Modifications

Worksite Exemptions. An affected employer may request the City 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 the 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 drive-alone trips and VMT per employee. Exemptions may be granted by the City 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. The City shall grant or deny the request within 30 days of receipt of the request. The City shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

(1) Employee Exemptions. 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 also may be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City will use the criteria identified in the CTR Board Administrative Guidelines to assess the validity of employee exemption requests. The City shall grant or deny the request within 30 days of receipt of the request. The City shall review annually all employee exemption requests and shall determine whether the exemption will be in effect during the following program year.

(2) Modification of CTR Program Goals

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

(b) The City will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines.

(c) An employer may not request a modification of the applicable goals until one year after the City's approval of its initial program description or biennial report.

10.60.140 Appeals

(1) Appeal of Final Decisions: Employers may file a written appeal to the City's Hearing Examiner pursuant to BMC Chapter 2.15 of the City's final decisions regarding the following actions:

(a) Rejection of an employer's proposed program.

(b) Denial of an employer's request for a waiver or modification of any of the requirements under this ordinance or a modification of the employer's program.

(c) Denial of credits requested.

(2) Appeals filed under this section must be filed with the City Clerk's Office within 14 calendar days after the employer receives notice of the final decision. Determinations on appeals shall be based on whether the decision being appealed was consistent with the state law.



COMMUTE TRIP REDUCTION PLAN



Agency: City of Burien

Date: Revised March 16, 2009

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INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

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

The Commute Trip Reduction Plan is a collection of jurisdiction-adopted goals and policies, facility and service improvements and marketing strategies about how the jurisdiction will help make progress for reducing drive-alone trip and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the jurisdiction strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

The proposed plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the jurisdiction who helped identify strategies and ways for successful achievement of the goals (see Section E). This plan helps support the achievement of the jurisdiction's vision and the goals of its comprehensive plan.

Agency:	City of Burien
Department:	Planning
Contact Person:	Elizabeth Ockwell
Address 1:	15811 Ambaum Blvd SW, Suite C
Jurisdiction:	Burien
State:	WA
Zip Code:	98166
Phone #:	206-812-7575
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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'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 King County.

REQUIRED INFORMATION

A. Location of CTR work sites

The CTR-affected sites can generally be described as two locations (see attached map of the jurisdiction and the locations of the CTR work sites):

1. City Hall and Parks and Recreation - in the downtown center. Temporarily, City Hall has relocated in order to build a new City Hall near the former site. For the purpose of this report, the location will address those conditions at what will be considered the permanent City Hall site.

Address: City Hall - 400 SW 152nd Street, Suite 300
Parks and Recreation – 425 SW 144th Street

2. Highline Medical Center - Located south of the city center in an office zone.

Address: 16251 Sylvester Rd SW

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

Existing and planned transportation facilities:

The Burien Transit Center currently serves 12 routes that use curbside loading. There is a Park and Ride (P&R) facility next to the center. Total parking capacity is 385 parking stalls. Currently, the lot is at 90 percent capacity. In 2008-2009 a new transit center is under construction that will allow buses to unload at off-street bays rather than at the curb on 4th Avenue SW as they do now. Passengers will be able to transfer between routes without crossing a busy street. The bus layover spaces will reduce the time required for buses to travel between offsite layovers and the transit center, lowering cost and improving service. New amenities will include new passenger shelters, benches, improved lighting for security, and public art.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Transit Service

Attached is a series of maps reflecting the location of CTR-affected employers' work sites. Additionally, these maps reflect those transit routes located near the CTR-affected work sites.

The City of Burien has a number of peak hour bus routes directly serving the CTR-affected employers. The primary routes that serve the employer market are:

Route 120	Route 134
Route 121	Route 140
Route 123	Route 180
Route 131	Route 560
Route 132	

Peak Service Hours:

Morning – Monday to Friday 6-9am

Evening – Monday to Friday 3-6pm

- Route 120 originates in downtown Seattle and serves White Center to the Burien Transit Center. The bus service frequency in the morning peak hours is 20 minutes.
- Route 121/122 originates in downtown Seattle and serves the Burien Transit Center. Bus service frequency at peak hours is 30 minutes.
- Route 123 originates in downtown Seattle and serves the Burien Transit Center. Bus service to Burien runs only in the mid-afternoon. This route is not considered viable service to those CTR-affected sites.
- Route 131/132 originates in downtown Seattle and serves the Burien Transit Center. Additionally, in the reverse direction it serves Highline Community College in Des Moines. Bus service frequency is every hour.
- Route 133/134 originates from the University District, serving the Burien Transit Center via White Center.
- Route 139 is a circular route serving downtown, residential neighborhoods, and Highline Community Hospital. Morning bus service frequency is excellent from the Burien Transit Center to the hospital, occurring at 10-minute intervals. In the afternoon, service frequency is every 30 minutes.
- Route 140 originates in Renton, serving the Tukwila train station, SeaTac and Burien Transit Center.
- Route 180 is a new route originating in southeast Auburn. It serves the Auburn train station, Kent train station, SeaTac Airport, and the Burien Transit Center. This is an early morning two-way bus service.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- Route 560 is a bi-directional route serving Bellevue, South Bellevue, Renton Transit Center, SeaTac Airport and Burien Transit Center. Bus routes in the other direction serve West Seattle, White Center, and Burien Transit Center. Peak-hour morning bus service frequency is every 30 minutes.

Service to CTR-affected companies

The City Hall site will be able to use all the above-mentioned routes, most of which originate in Seattle. In September 2006, Route 180 began to provide service from the south end of the county. This route provides a connection point from the Kent train station to potentially serve employees residing in Pierce County.

Highline Medical Center is served only by the circular Route 139. This route provides connectivity from the Burien Transit Center. It is possible for employees to use a variety of routes to the transit center and transfer to Route 139. Transit use of this route as per 2005 employee survey data is 2 percent of all employee trips to the hospital.

B. Transportation Context

- Existing parking conditions: Highline Medical Center has ample parking for both employees and patients. The City Hall site has 80 spaces and Parks and Recreation has 66 spaces. There are 146 spaces total between the two sites with 49 CTR-affected employees.

C. Potential Actions for the Jurisdiction to Eliminate Barriers

- **Transportation Facilities and Services**

Barrier: There is currently not enough layover area for buses at the Burien Transit Center.

Elimination of Barrier: In 2008 - 2009 a new transit center is under construction. The improvement will eliminate the on-street loading and allow new layover spaces.

- **Transit**

Barrier: It is reported from Highline Medical Center staff that many employees are not using transit due to the long transfer wait times from those routes arriving at the Burien Transit Center to Route 139 that serves the hospital.

Elimination of Barrier: VanShare potentially can eliminate the need for employees to wait for a connector route in order to arrive to the hospital. At the Burien Transit Center there is parking space available to allow a VanShare.

Barrier: There are not enough routes to serve areas from where employees live.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Elimination of Barrier: Route 180 serves areas in the Southeastern King County, service that has not been available in the past. Again, with the use of VanShare there may be new opportunities to increase transit ridership.

Additionally, in the summer of 2009 the new Link service will serve SeaTac. Route 140 will serve the Link station and travel to the Burien Transit Center. This new service could potentially attract employees to use the new service.

Barrier: The current limited Sound Transit's Sounder commuter train schedule prohibits its use due to the lack of mid-afternoon southbound trips. The train schedule does not meet most employers' early hospital shift start times (6:30 am, 7:00 am). As many of these employees work a standard eight-hour shift, there is not a returning southbound trip for these employees to return home. Currently, in most cases employees now have to wait 1.5-2 hours to use the train.

Elimination of Barrier: New trips have been added to the existing train schedule. The added trips allow employees that begin work at 7:00 am, to use the 3:45 p.m. return trip to Pierce County. With the use of VanShare, (a Metro van providing connectivity from train station to work site) it will now be possible for employees to consider a new alternate HOV method.

Barrier: Many employment sites have early start times (6:00 am, 6:30 am, and 7:00 am) due to the nature of their working environment.

Elimination of Barrier: Coordinate with King County Metro to examine employers' start shift times and determine if transit schedules can be adjusted. Example: new Route 180.

- **Parking**

New developments should provide adequate off-street parking to meet their needs, develop and maintain regulations that foster balance between meeting the need for public parking, and ensure developers provide adequate parking to meet the demand generated by new development.

D. Review of Comprehensive Plan Policies

The Burien Comprehensive Plan supports the City's value of encouraging employers to establish and maintain a commute trip reduction program promoting a reduction in the number of single-occupant vehicle commute trips by encouraging alternative modes of transportation.

E. Planning Coordination

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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

Agency	Date	Issues
King County Metro CTR Services	Ongoing June 2006 through June 2007	Coordinate transportation information and transit service routes and maps
Puget Sound Regional Council (PSRC)	11/15/06, 5/1/07, 5/30/07, 9/6/07	CTR Plan topics including using the plan template, calculating baseline goals and targets, linking of plans with the City's Comp plan, measuring progress, expectations of PSRC and WSDOT
Technical Advisory Group (TAG)	4/25/07	Discussed and reviewed CTR Plan updates
WSDOT	7/12/06, 7/18/06, 7/14-16/06, 1/31/07, 2/7/07	CTRs attended meetings, training sessions and workshops related to the new CTR Efficiency Act and the required CTR plans for the purpose of assisting cities in writing new CTR plans.

II. and III. BASELINE, GOALS AND TARGETS

City of Burien

The City of Burien goals are an aggregate, weighted average of all the trips reduced city-wide by all CTR affected-employees.

Area of Jurisdiction	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Burien	76%	69%	10.36	9.01

Major Employers

Employer	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City Of Burien - City Hall & Parks	88%	80%	12.75	11.09
Highline Medical Center	76%	68%	10.22	8.89

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

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

A. Policies and Regulations

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

1. Comprehensive plan policies –
 - The City has revised its Comprehensive Plan to provide greater support for Commute Trip Reduction. Policy TR 1.1.8 was adopted in December 2008.
 - Transit-related policies were amended to support improved transit service both locally and regionally. Policies TR 4.1.5 and 4.1.6 were adopted in December 2008.
2. Zoning code regulations – no changes
3. Street design standards – no changes
4. Concurrency regulations
 - The City has adopted transportation impact fees. Ordinance 493 was adopted in October 2008.
5. Transportation Benefit Districts
 - The City is working to create transportation benefit districts that would be independent taxing districts created for the sole purpose of constructing, improving, providing, and funding transportation improvements within that district. There are no formal policies at this time.

B. Services and Facilities

As part of its capital improvement program, the City is planning the following improvements to help reduce drive-alone trips and vehicle miles traveled. In addition to the City's investments, they are working with King County Metro and its partners to improve transit services and facilities.

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

Elements that are being planned and/or implemented include:

1. Transit services

- TransitNow includes proposed improvements to core service connections and high-ridership corridors. This may include areas between Kent and Burien. Additionally, in the summer of 2009, the new Link service will serve SeaTac. Route 140 will serve the Link station and travel to the Burien Transit Center. This new service could potentially attract employees to use the new service.

2. Vanpool services and vehicles

- The City will continue to market vanpool services and coordinate with employers and employees to expand both vanpool and VanShare services. Given the additional train trips, VanShare is a key component of determining how the City will strive to obtain the 2011 10 percent reduction goal in drive-alone trips to CTR-affected work sites.

3. Ride matching services

- The City will continue to promote Rideshare Online to CTR-affected work sites and their employees.

4. Car sharing services

- Encourage increases to existing carpool subsidies, if any. Also encourage adoption of new carpool incentives encouraging SOV employees to try carpooling for the first time (Carpool Joining Incentive). Encourage King County/Metro to continue to use 50/50 grant matching programs providing seed dollars to employers willing to expand car sharing programs when available.

2. Transit facilities

- A new transit center in Burien is currently under construction and is planned to open in spring of 2009.

3. Bicycle and sidewalk facilities

- The City has a bike/pedestrian plan with planned improvements for sidewalks and bicycle lanes.

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

C. Marketing and Incentives

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

Employer outreach

- Continue outreach via the established CTR/TDM programs provided through King County/Metro.

Area wide promotions

- Continue encouraging employers to participate in Wheel Options, vanpool/carpool promotions, and/or other turnkey campaigns. Offer additional incentives to the Employer Transportation Coordinators (ETCs) that participate and offer the promotion.

Transit pass discounts

- Provide and promote King County Metro transit pass (FlexPass) when appropriate. In the future, assist employers with the regional ORCA card to employers.

Flexible work schedules

- Encourage continued use or expanded use of alternate work weeks such as 9/80s, 4/10s, or telecommuting with CTR-affected employers.

D. Special Programs for Mitigation of Construction Activities

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

- Construction of a new Town Square. Scheduled completion date is 2009/2010.
- Reconstruction of 1st Avenue South – a major transportation corridor in Burien.

Strategies for mitigating the impacts include the following elements:

- Provide clear direction for relocated transit stops.

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

E. Schedule for Implementing Program Strategies and Services

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

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Comprehensive Plan	Burien	2009 – Implemented
Services and Facilities		
Transit Now New Burien Transit Center	Burien, King County Metro	2009
Marketing and Incentive Programs		
Wheel Options two-week biannual promotion, Bike to Work Month and Day challenge, Fill It Up or other vanpool/carpool ridematch campaigns, and gift cards or vouchers	King County Metro	2008-Ongoing

V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the City's required contributions from major employers.

Required Element	Description
Designate Employee Transportation Coordinator	The ETC 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 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 Biennial Report and Program Description Form and submit it to the local jurisdiction. Every two years, the employer shall conduct a program evaluation measurement 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 designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none"> • Transit • Vanpool • Carpool • Bicycle or walking • Telework • Other non-single occupant vehicle modes <p>Measures to reduce drive-alone trips and vehicle miles traveled include, but are not limited to:</p> <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-

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>occupant vehicles</p> <ul style="list-style-type: none">• 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 use an existing transportation management association or other transportation-related associations by RCW 35.87A.010 to assist members in developing and implementing commute trip reduction programs
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VI. DOCUMENTATION OF CONSULTATION

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

A. Local or County Jurisdiction

1. Department of Planning and Community Development
Contact: Assistant Planner
2. Department of Public Works
Contact: Public Works Director
3. Department of Finance
Contact: Finance Director

B. WSDOT

Contact: Keith Cotton
Issues: Overview of CTR planning tools and expectation

C. Regional Planning Organization

Contact: Lindy Johnson
Issues: Overview of CTR planning review tools, expectations, and timeline of submittal of draft CTR plans and review for CTR Board.

D. Neighboring Local Jurisdictions

Contact: Issaquah – Mary Joe DeBeck, Mercer Island – Nancy Fairchild, Des Moines – Sue Bowman, Renton – Nate Johnson, Sea-Tac – Desmond Marchuka, Tukwila – Maggie Johnson, Seattle – Kathy Anderson
Issues: Discussion of plan contents, SEPA review, and City Council approval processes.

E. Major Employers

Contact: Highline Medical Center – Helen Scipper, ETC, and Diane Jensen, PM
Issues: Transit Service, Pedestrian and bicycle plans

F. Transit Agencies

Contact: Debbie Jaksich, King County Commute Trip Reduction Services
Issues: CTR Program, Plan and Ordinance Revisions

VI. DOCUMENTATION OF CONSULTATION

G. Transportation Management Associations – There are no TMAs in Burien

H. Community Groups

Contact: Southwest King County Chamber of Commerce, Discover Burien,
Sustainable Burien

VII. A SUSTAINABLE FINANCIAL PLAN

The City has prepared a financial analysis to identify revenues and expenses that are associated with the Commute Trip Reduction plan. The following is a description of the available funding sources that the City may use to implement its CTR plan. After identifying the available funding sources, the City 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 State funding

The WSDOT CTR funding is the annual allocation derived from the MVET given to jurisdictions to help them administer their CTR programs.

2. City operating funds and capital investment program funds:

City resources include funds from their operating budgets and capital investment programs. Capital investment programs funds usually are earmarked for certain projects such as bicycle and sidewalk facilities, ITS equipment and road improvements.

2. Federal funds

Federal funds include the grants from the Congestion Mitigation and Air Quality Improvement Program, Surface Transportation Program, and the Federal Transit Administration.

3. Employer contributions

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

Describe: The City of Burien provides a FlexPass to each CTR affected employee.

4. Other state funding sources

The funding sources include other state programs providing assistance to programs that can contribute to helping make progress toward CTR goals. Funding sources may include the Safe Route to Schools Program, Competitive Public Transportation grants, etc.

Describe: King County Metro provides a 12- month grant matching program for all CTR affected employers. Employers receive 50/50 dollar match that implements a new subsidy pertaining to transit, vanpool, or

VII. A SUSTAINABLE FINANCIAL PLAN

carpool modes. Additionally, it will match dollar for dollar for any increase to existing subsidy that a company may already have in place.

5. Construction TDM funds

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

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	\$0	\$0	\$0	\$0	\$0
Other State Funds	WSDOT, CTED	\$0	\$0	\$0	\$0	\$0
CMAQ Funds	RTPO	\$0	\$0	\$0	\$0	\$0
Local Funds from Operating Budgets	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Capital Investment Program	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Transit Revenue	Transit Agency	\$0	\$0	\$0	\$0	\$0
Employer Contributions	TMA or Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Developer Contributions	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Mitigation Funds for Construction Projects	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
TOTAL		\$ 0	\$0	\$0	\$0	\$0

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration

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

Agency: King County Metro CTR Services

Responsibility: All administrative duties of CTR implementation at the City and at the other worksites

2. Facilities

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

Agency: City of Burien, Sound Transit, and WSDOT

Responsibility: High-occupancy vehicle lanes, bicycle lanes, sidewalks, transit signals and bus shelters.

3. Services

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

Agency: King County Metro CTRs and Vanpool Services

Responsibility: Implement, promote, and assist with ridematch systems and recruit and inform participants.

4. Marketing

Marketing includes activities helping 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 promoting commute options programs, and outreach to employers.

Agency: King County Metro Transit and King County CTR Services

Responsibility: Conduct promotions through direct mail, e-mail, and in person visits and events including outreach to employees, promotions, and marketing of the company's CTR program.

VII. A SUSTAINABLE FINANCIAL PLAN

5. Incentives

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

Agency: King County Metro Market Development/ Transit and CTR Services

Responsibility: Through contractual services, provide site analysis of employee survey results to recommend enhanced program elements and other program developments that may include bus pass programs (e.g. FlexPass), vanpool or carpool programs, bike, walk, telework, or compression or work schedules.

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 also will help improve program performance.

Agency: King County Metro CTR Services

Responsibility: Through contractual services, provide training for worksite ETCs and jurisdictions on the development of CTR plans and programs designed to reduce employee drive-alone commutes, reduce congestion, improve air quality and reduction of the need for petroleum products and reduce vehicle miles traveled to the workplace. Plan, develop, schedule and invite employers to relevant topics for the purpose of development and implementation of worksite CTR employee programs.

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	City of Burien	\$5,000	\$0	\$0	\$0	\$5,000
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	Burien and KC Metro CTR Services	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 16,128

VII. A SUSTAINABLE FINANCIAL PLAN

Training	KC Metro Services	NA	NA	NA	NA	NA
Conduct employer outreach	KC Metro Services	NA	NA	NA	NA	NA
Implement supporting transit services	KC Metro Services	\$0	\$0	\$0	\$0	\$0
Implement supporting transit facilities	City of Burien	\$0	\$0	\$0	\$0	\$0
Implement supporting vanpool services	KC Metro Rideshare Services	NA	NA	NA	NA	NA
Implement bicycle and pedestrian facilities	City of Burien	\$0	\$0	\$0	\$0	\$0
Offer program incentives	King County	\$0	\$0	\$0	\$0	\$0
Car sharing services	None	\$0	\$0	\$0	\$0	\$0
Conduct special area wide promotions	None	\$0	\$0	\$0	\$0	\$0
Prepare updates to Comprehensive Plans	City of Burien	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$ 16,128

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
Transportation Facilities Matching Grant Funds – project specific only	Residents and employers located in the Urban Center	Offer reliable transit service for residents and employers	Project specific grants	Various public or private agencies
Bike & Pedestrian Lane Improvements	Residents and employers located in the City's Urban Center	Offer safe lanes and trails for pedestrians and bicyclists traveling in Burien	As funds/grants become available	Various public or private agencies

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, the City 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 City's CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdictions

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

B. Contractor

The City may opt to hire a contractor to perform various services as part of the Growth and Transportation Efficiency Centers (GTEC) program. The City should identify the contractor and its assigned responsibilities.

C. Transit Agency

A transit agency is responsible for providing transit and ridesharing services within the City, including to employment sites (both CTR and non-CTR affected). Additionally, the transit agency is contracted to implement the City's CTR law, providing employer outreach, tracking survey results, and reporting drive-alone reduction progress.

Roles

- Transit service provider
- Capital facility provider
- Maintain transit capital facilities

Responsibilities

- Provide transit services to transit centers and employment sites as supported by local land use and growth targets established by GMA
- Provide rideshare services
- Provide CTR affected employer outreach
- Responsible for tracking and reporting employee SOV progress
- Provide Park and Ride facilities, and other capital investments

VIII. IMPLEMENTATION STRUCTURE

- Develop and implement rideshare and transit promotions to encourage employee HOV usage.

D. King County Commute Trip Reduction Services

King County's CTR group (under contract with the City) will be responsible for conducting employer outreach activities, promoting and educating employees about drive-alone options and administering special programs, i.e., transit discount programs, guaranteed ride home, etc, that will help affected employers make progress toward meeting their goals.

E. Employer

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

Roles

- The City will communicate how the local and State CTR law should be administered, progress measured, and reported.
- The employer will report back to the City on its administration, implementation and promotion of the required elements of the CTR program

Responsibilities of the Employer

- Implement all CTR program elements as described in employer's CTR program
- Promote CTR program to employees
- Measure and report employee survey data every two years.

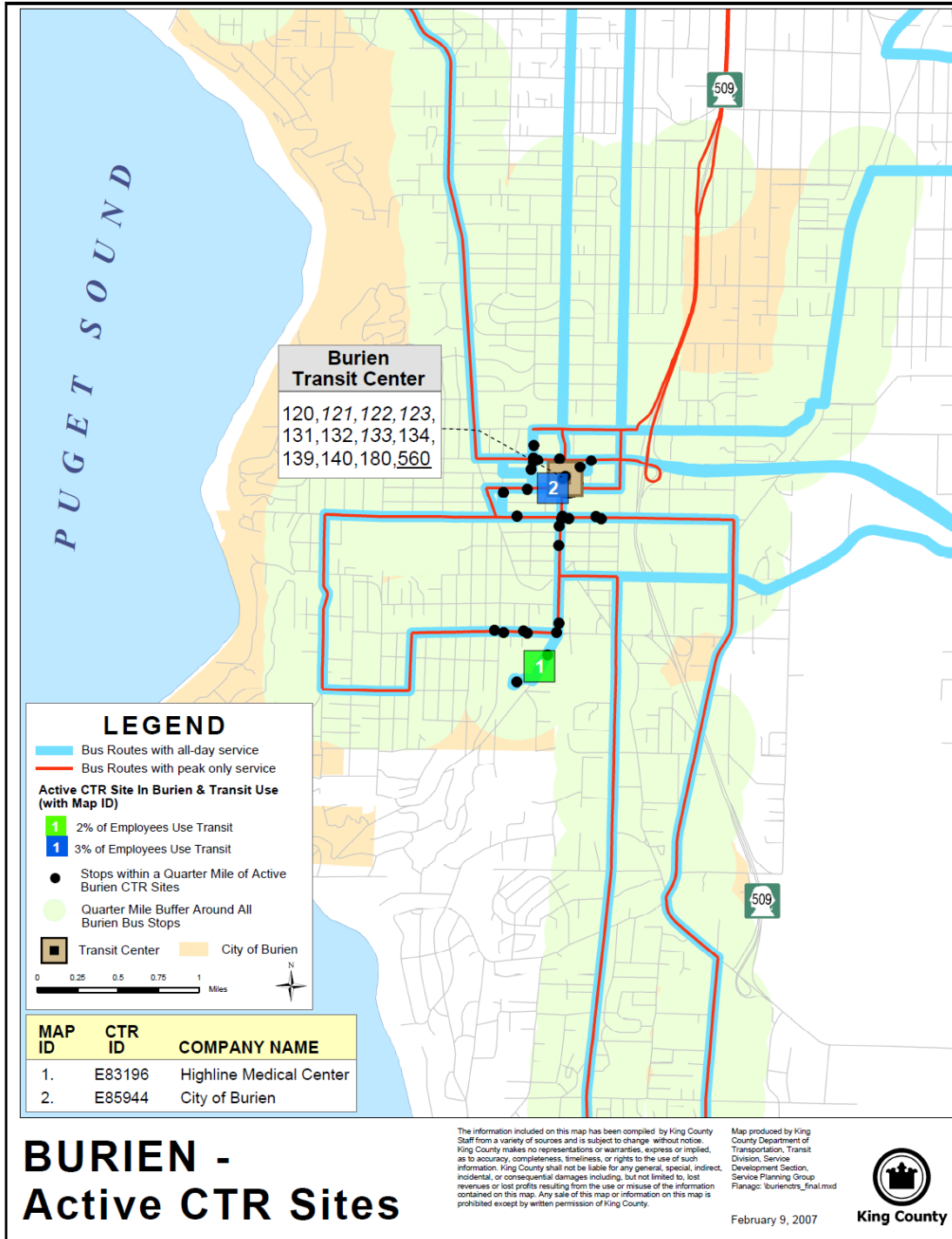
VIII. IMPLEMENTATION STRUCTURE

CTR Implementation Plan

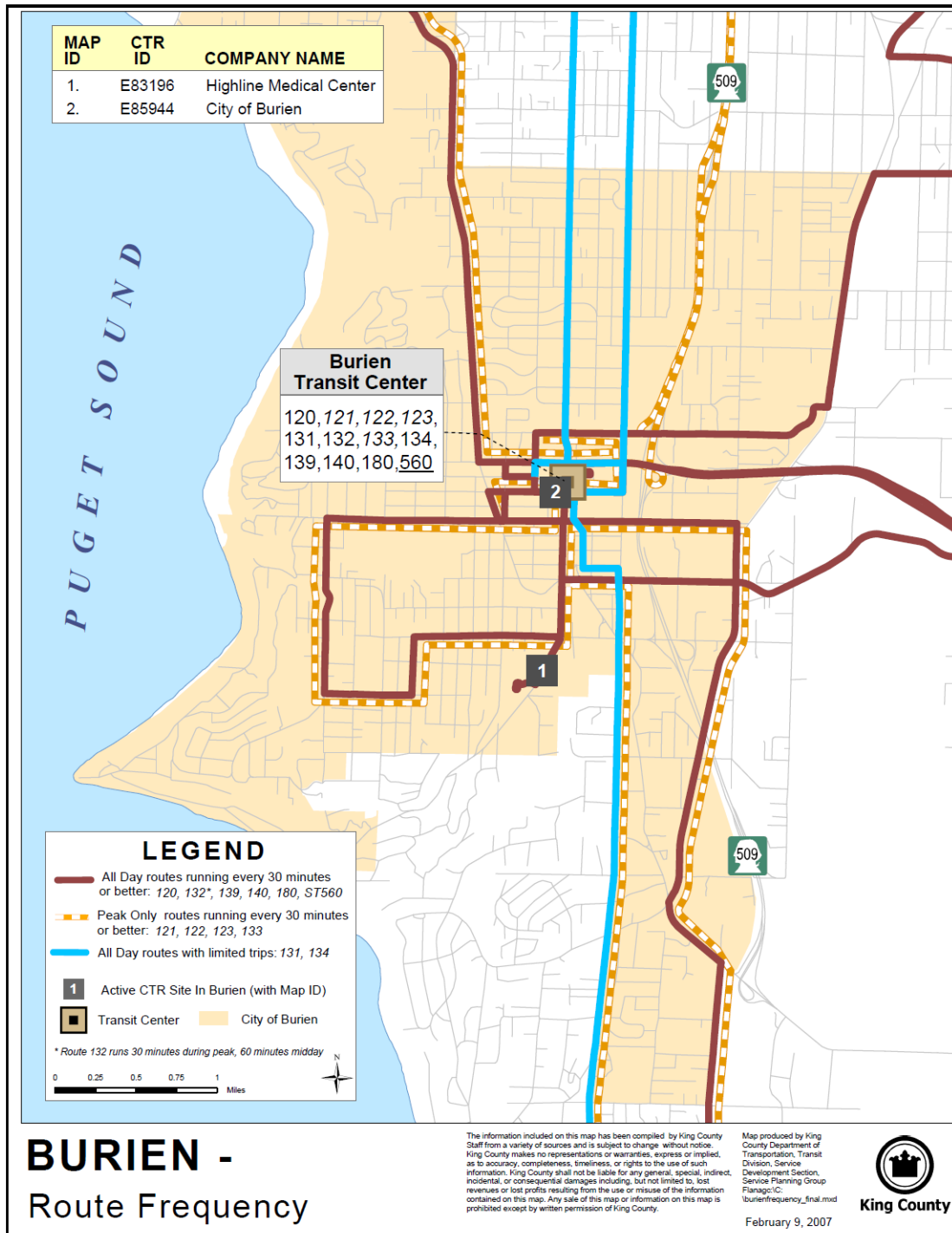
Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Comprehensive City Code and Zoning	City of Burien	2009 and in the future.
Services and Facilities		
Transit Now (10-year plan) Six Year Plan	King County Metro	Transit Now-2007 and in the future.
Marketing and Incentive Programs		
Wheel Options, Bike to Work, other turnkey promotions	King County Metro/WSDOT	On-going promotions are 3-4 times per year

ATTACHMENTS – ROUTE MAPS

The City of Burien is not applying to be included as part of the GTEC area.



ATTACHMENTS – ROUTE MAPS



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