

CITY COUNCIL AGENDA TOPIC

Ordinance 1) approving an update of the City of Bellevue Commute Trip Reduction (CTR) Plan for 2025 through 2029; 2) authorizing execution of a two-year interlocal funding agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) to accept up to \$515,000.00 of state funds to support the City of Bellevue's CTR Program; and, 3) amending the 2025-2026 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$515,000.

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EXECUTIVE SUMMARY**ACTION**

This Ordinance approves an update to the state-required City of Bellevue CTR Plan for 2025-2029, authorizes the execution of a two-year interlocal agreement with WSDOT to accept up to \$515,000.00 in state CTR Program funding for the city to focus on CTR-affected companies in compliance with state CTR law and Bellevue City Code (BCC 14.40) requirements. The Ordinance also increases the appropriation to the 2025-2026 Operating Grants, Donations and Special Reserves Fund to account for the new funding.

RECOMMENDATION

Move to adopt Ordinance No. 6860

BACKGROUND/ANALYSIS

The CTR regulatory framework involves policy implemented in accord with Bellevue City Code (BCC 14.40) to engage large employer worksites (100 or more employees commuting in the 6:00 a.m. to 9:00 a.m. peak period). There are currently 82 worksites in Bellevue with over 46,000 employees affected by these requirements. Since the start of CTR regulations in 1993, affected sites in Bellevue have demonstrated a significant decline in drive-alone-rate (DAR), from 76.1 percent in 1993 to 43.1 percent in 2025.

The CTR Plan is an element of the city's 2024-2033 Transportation Demand Management (TDM) Plan (available in the Council Document Library), which incorporates and updates CTR plans and other prior city TDM-related plans and strategies into a single coordinated document.

CTR Plan Update

The city's original CTR plan was developed by the city in 1997. The city conducted a comprehensive rewrite and update of its CTR Plan in 2008 as required by the 2006 State CTR Efficiency Act. The updated 2008-2011 CTR Plan Update and revised CTR Code language, incorporating the 2006 state

requirements, were adopted by Council in March 2008 (Ordinance No. 5795). A state-required time extension for 2011-2015 was adopted by Council in September 2013 (Ordinance No. 6124). In fall 2015, the state notified jurisdictions again of a requirement to update and extend their CTR plans, and associated trip reduction goals, through 2019. Then, in December 2022, the state's TDM Technical Committee allowed extension of the CTR Plan and 2019 jurisdiction targets to June 2025. This decision was based on trends related to the COVID-19 pandemic and to improve alignment with the state's work on the statewide CTR program.

For the 2025 CTR plan update, jurisdictions are required to set drive-alone-rate (DAR) targets for the plan's horizon year of 2029. Bellevue's DAR targets were calculated by the "weighted average DAR of a locally specific percent for CTR-affected worksites at the jurisdictional level," as was provided as a target setting option by WSDOT. Based on this guidance, Bellevue determined that a 7.5 percent reduction from the 2023-2025 CTR survey baseline weighted DAR of 43.1 percent would result in a 2029 DAR target of 39.9 percent for citywide CTR worksites. This percentage reduction aligns with the CTR program's historical performance and aligns with the city's TDM and Comprehensive Plan DAR targets. Each worksite's DAR target was calculated using the 7.5 percent reduction from their respective 2023-2025 CTR survey weighted DARs.

Council adoption of the state-required CTR plan update will allow the city to continue CTR implementation activities under the existing planning framework. The CTR plan update is provided in the Council Document Library.

Both the Puget Sound Regional Council (PSRC) and the state's TDM Technical Committee approved Bellevue's 2025-2029 CTR Plan and its DAR targets in 2024.

WSDOT Agreement for CTR Funding

CTR funding for 2023-2025 was allocated to all eligible Washington State jurisdictions based on the number of CTR affected sites per jurisdiction. Beginning with the 2023-2025 biennium, the Washington State Department of Transportation (WSDOT) increased the City of Bellevue's two-year CTR allocation to \$478,200. Per the process of onboarding newly affected CTR companies based in Bellevue, WSDOT increased the 2025-2027 funding amount to \$515,000.00 (an increase of \$36,800). This funding and monetary increase will be used by the city to identify and assist all CTR affected employers with their commute programs and to help support the costs of required program protocols and assistance to CTR affected companies with their non-drive-alone commute program policies, plans and activities.

Method of CTR Implementation

The city anticipates using the state CTR funds to facilitate employer compliance with the surveying and reporting requirements under state law and city code. Additional funding sources, including other state and federal grants, will support additional CTR outreach and assistance activities (along with other broader, non-CTR TDM initiatives) to ensure effective employer CTR programs as follows:

- Appointing CTR company Employer Transportation Coordinators (ETCs) who are provided one-on-one training, including overviews of CTR regulations, commute benefit options, promotional activities, employee mode survey and program report instructions, and more.
- Hosting ETC networking meetings that are held three to four times each year, highlighting activities/updates from stakeholders (e.g., King County Metro, Sound Transit) and King County

Metro Rideshare Online resources, and city assistance offered through the city's Choose Your Way Bellevue travel options program.

- Assisting with hosting employee transportation fairs, classes and webinars, as well as promoting statewide events such as Bike Everywhere Month and Ride Transit Month, Switch Your Trips Washington, etc.
- Continuously updating the city's "CTR Resource Center" webpage that has proven to be a helpful tool for Bellevue's CTR implementors. The website includes tax information, best practices, information on various commute modes, state legislative updates, and more.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code - BCC 14.40 - codifies the City's CTR regulations as adopted by Ordinance No. 5795 (March 2008), which amended the city's CTR regulations as required by the state CTR Act of 1991, later amended in 2006. Acceptance of these state CTR funds and authorization of the funding agreement with WSDOT is consistent with the following policies in the Transportation Element of the Comprehensive Plan.

- **TR-7:** This plan requires large employers to implement a commute trip reduction program for employees, as mandated by the state Commute Trip Reduction law, and evaluate program effectiveness on a regular basis.
- **TR-8:** encourages employers to help reduce peak hour commute trips by facilitating employees' use of teleworking, flexible work hours, compressed work week schedules, and other scheduling options.

Fiscal Impact

This Ordinance has several actions that support the city's CTR program.

2025-2029 City of Bellevue CTR Plan

Council adoption of the state-required 2025-2029 City of Bellevue CTR Plan allows the city to continue CTR implementation activities under the existing planning framework.

WSDOT Funding Agreement

The agreement with WSDOT allows Bellevue to receive its proportionate share of state CTR technical assistance funding, on a reimbursable basis, for CTR activities during the Washington State 2025-2027 biennium. This action accepts funding for the full biennium from July 1, 2025, through June 30, 2027, and will increase the 2025-2026 Operating Grants, Donations and Special Reserves Fund budget and appropriation by \$515,000. There is no city match requirement.

OPTIONS

1. Adopt the Ordinance 1) approving an update of the City of Bellevue Commute Trip Reduction (CTR) Plan for 2025 through 2029; 2) authorizing execution of a two-year interlocal funding agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) to accept up to \$515,000.00 of state funds to support the City of Bellevue's CTR Program; and, 3) amending the 2025-2026 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$515,000.

2. Do not adopt the Ordinance and provide alternative direction.

ATTACHMENTS

A. Site Map: Current CTR Affected Companies
B. Current List of Bellevue-Based CTR Affected Companies
Proposed Ordinance No. 6860

AVAILABLE IN COUNCIL LIBRARY

City of Bellevue 2025-2029 CTR Plan
WSDOT CTR Funding Agreement
City of Bellevue 2024-2033 TDM Plan