

CITY COUNCIL AGENDA TOPIC

Ordinance 1) authorizing execution of a two-year Interlocal Agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) to accept up to \$478,200 of state funds to support the City's Commute Trip Reduction (CTR) Program; and, 2) amending the 2023-2024 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$358,650.

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EXECUTIVE SUMMARY**ACTION**

This Ordinance authorizes the execution of an interlocal agreement with WSDOT to accept up to \$478,200 in state CTR Program funding for the City to assist CTR-affected companies in compliance with state CTR law and Bellevue City Code (BCC 14.40) requirements.

RECOMMENDATION

Move to adopt Ordinance No. 6756

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 68 CTR worksites in Bellevue with over 50,000 employees affected by these requirements. It is expected that additional CTR-affected companies will be identified and onboarded by the Spring of 2024 due to WSDOT tool baseline survey availability.

Additional background about CTR requirements is included in the Council Library.

CTR programs are an element of the City's 2015-2023 Transportation Demand Management (TDM) Plan (currently being updated; the current TDM Plan is also included in the Council Library). The plan incorporates City TDM-related goals, plans and strategies into a single coordinated document. Since the start of CTR regulations in 1993, affected sites in Bellevue have demonstrated a significant decline in drive-alone rate, from 74.3 percent in 1993 to 57.4 percent in 2021.

WSDOT Agreement for CTR Funding

Until 2023, CTR funding allocations to jurisdictions were based on the CTR Program Funding Allocation Policy adopted in December 2008 by the state TDM Technical Committee. The grant amount has

remained similar since then and has been frozen at \$204,946 per state funding biennium since 2011. Beginning with the 2023-2025 biennium, the Washington State Department of Transportation (WSDOT) has increased the CTR allocation to the City by \$273,254, for a new total of \$478,200. The number of worksites and jobs in the City has grown significantly since 2011, and the additional funding will be used to identify and assist new affected employers with their commute programs by bringing them into the program as well as increasing program elements for all CTR affected companies. The funding increase supports the costs of required program activities and funds assistance to CTR affected-companies with their non-drive-alone commute program policies, plans and activities.

Method of CTR Implementation

In the past, the CTR program was facilitated and funded by passing through the state funding to King County Metro personnel. Metro personnel no longer provide this service thus the City of Bellevue took over administration of the program “in-house” in 2022. New program administration personnel have been hired and will continue to be funded in part with the increase in WSDOT funding for the 2023-25 and subsequent biennium.

The City anticipates utilizing the state CTR funds to facilitate employer compliance with the surveying and reporting requirements under state law and City code. Other 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:

- Appointed CTR company Employer Transportation Coordinators (ETCs) are provided one-on-one training, including overview of CTR regulations, commute benefit options for large companies, promotional activities, employee mode survey and program report instructions, and more.
- ETC networking meetings are held three to four times each year, highlighting activities/updates from stakeholders (e.g., King County Metro, Sound Transit), Rideshare Online resources, and City assistance offered through the City’s Choose Your Way Bellevue travel options.
- Assistance with putting on employee transportation fairs, as well as promoting statewide events such as Bike Everywhere Month and Ride Transit Month.
- And, among other activities, a “CTR Resource Center” webpage convening was recently created and is a helpful tool for CTR implementors in Bellevue that includes tax information, best practices, information on various commute modes, and more.

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-10. Require 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-11. Encourage employers to help reduce peak hour commute trips by facilitating employees' use of telework, flexible work hours, compressed work week schedules, and other scheduling options.

Fiscal Impact

This Ordinance will allow the City to enter into a new CTR agreement with WSDOT. The agreement is for a two-year term (July 2023 through June 2025) for Bellevue to receive its proportionate share of state technical assistance funding, on a reimbursable basis, for CTR activities totaling approximately \$478,200. There is no City match requirement. This action will increase the City's 2023-2024 Operating Grants, Donations and Special Reserves Fund budget and appropriation by \$358,650, which is the amount anticipated to be reimbursed in 2023-2024.

OPTIONS:

1. Adopt the Ordinance 1) authorizing execution of a two-year Interlocal Agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) to accept up to \$478,200 of state funds to support the City's Commute Trip Reduction (CTR) Program; and, 2) amending the 2023-2024 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$358,650.
2. Do not adopt the Ordinance and provide alternative direction to staff.

ATTACHMENTS

- A. Site Map: Current Bellevue-based CTR Companies
 - B. Current List of Bellevue-based CTR Companies
- Proposed Ordinance No. 6756

AVAILABLE IN COUNCIL LIBRARY

WSDOT CTR Funding Agreement
City of Bellevue CTR Law Briefing
City of Bellevue 2024 – 2033 TDM Plan