

September 5, 2017

## CITY COUNCIL AGENDA MEMORANDUM

### **SUBJECT**

Ordinance authorizing execution of an interlocal agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) for receipt of 2017-2019 state funds in the amount of \$204,946 to support the City's Commute Trip Reduction (CTR) program; 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$204,946; and, 3) authorizing execution of an interlocal agreement (and supplements if necessary) with King County Metro (KCM) in an amount up to \$240,079 for CTR services at CTR-affected employer worksites and at Transportation Management Program (TMP)-affected building sites.

### **FISCAL IMPACT**

This Ordinance will allow the City to enter into two new CTR agreements, one with WSDOT and one with KCM. The following provides the fiscal impacts associated with each agreement:

#### **WSDOT Agreement**

The agreement with WSDOT allows Bellevue to receive its proportionate share of state technical assistance funding, on a reimbursable basis, for commute trip reduction activities during the Washington State 2017-2019 biennium. This action will increase the 2017-2018 Operating Grants, Donations and Special Reserves Fund budget and appropriation by \$204,946. No City match is required.

#### **KCM Agreement**

The agreement with KCM obligates the City to pay KCM up to \$240,079 for services described below. Sufficient funds exist in the 2017-2018 budget to fully fund this agreement. If costs extend past 2018, staff will request budget thru the 2019-2020 Budget process.

<b>Service Provided</b>	<b>Amount</b>	<b>Funding Source</b>
Support and monitoring at CTR-affected employer worksites	\$204,946	WSDOT CTR (tonight's agreement)
Support and monitoring at TMP-affected building sites	\$28,133	Transportation Operating Budget
Special projects relating to CTR-affected employer worksites and TMP-affected building sites	\$7,000	Transportation Operating Budget
<b>Total KCM Agreement</b>	<b>\$240,079</b>	

- Up to \$204,946 for CTR implementation services at CTR-affected employer worksites for the period July 1, 2017 through June 30, 2019. Upon acceptance of the WSDOT grant, sufficient funds will exist to fully fund this element of the agreement.
- Up to \$28,133 for trip reduction implementation services at TMP-affected building sites for the period September 15, 2017 through December 31, 2018. Sufficient funds exist in the Transportation Department 2017-2018 operating budget to fully fund this element of the agreement.
- Up to \$7,000 for special projects for the period July 1, 2017 through June 30, 2019. Special projects are beyond the basic support and monitoring activities provided in the base agreement amount stated above and may involve additional analysis of data or outreach to affected worksites or buildings. All projects will be conducted only upon authorization by the City Project Manager.

Sufficient funds exist in the Transportation Department operating budget for 2017-2018. Funding for 2019 costs will be requested as part of the 2019-2020 Budget.

### **STAFF CONTACTS**

Dave Berg, Director, 452-6468

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*Transportation Department*

### **POLICY CONSIDERATION**

#### City Code:

BCC Chapter 14.40 codifies the City's Commute Trip Reduction 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.

Sections 14.60.070 and 14.60.080 specify the City's Transportation Management Program regulations for large buildings, as adopted by Ordinance No. 4822 (1995).

#### Comprehensive Plan:

Commute trip reduction at large employer worksites and at large buildings is supported by the following Comprehensive Plan policies:

**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."

**TR-14:** "Require new developments that place significant impacts on the transportation system to implement transportation management programs to reduce drive-alone commute trips to the site."

### **BACKGROUND**

The regulatory framework for commute trip reduction involves two facets. One facet is state requirements (implemented through BCC 14.40) for "Commute Trip Reduction" (CTR) at large employer worksites (100 or more employees commuting in the 6:00 a.m. to 9:00 a.m. peak period). There are currently 57 worksites in Bellevue with nearly 40,000 employees affected by these requirements. The other facet is City requirements (specified in BCC 14.60.070 and 14.60.080) for implementation of "Transportation Management Programs" (TMPs) at large real estate developments. There are currently 62 buildings in Bellevue with TMP agreements on file. The CTR and TMP requirements have significant elements in common and some overlap of population (City-wide, approximately 27,000 employees work for a CTR employer located in a TMP building). However, over 11,000 employees located in TMP buildings work for small employers not affected by CTR regulations. The action requested of Council concerns supporting and monitoring compliance with both types of requirements. Additional background about CTR and TMP requirements is included in Attachment A.

The CTR and TMP activities are two elements of the [City's 2015-2023 Transportation Demand Management \(TDM\) Plan](#) completed in 2015, which 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 61.4 percent in 2016. Vehicle miles traveled (measured across all commuters, including those using non-drive-alone modes) have decreased moderately from 11.4 miles/employee (one-way) in 2008 when measurement began, to 10.3 miles in 2016. For TMP buildings, analysis of available data shows a decline [of 0.9 percent each year](#) in the rate of drive-alone commuting to the buildings. This rate of reduction is similar to what is seen at CTR-affected worksites and is *better* than overall measures of change in Downtown (as measured by US Census and Bellevue mode share surveys).

#### WSDOT Agreement for CTR Funding

The State CTR Board determines jurisdiction-level allocations for state CTR funding. Current allocations are based on the Board's CTR Program Funding Allocation Policy adopted in December 2008. This policy provides funds on a per-worksite basis to support the costs of required program activities, as well as to help jurisdictions meet the goals in their CTR plans. There are currently 57 CTR worksites in Bellevue. The state is awarding two years of funding at the start of the biennium, resulting in a two-year Implementation Agreement with an administrative work plan.

The previous CTR implementation agreement with the state was adopted by Council on September 8, 2015 (Ordinance No. 6256).

#### EFFECTIVE DATE

If approved, this Ordinance becomes effective on September 12, 2017.

#### OPTIONS

1. Adopt the Ordinance authorizing execution of an interlocal agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) for receipt of 2017-2019 state funds in the amount of \$204,946 to support the City's Commute Trip Reduction (CTR) program; 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$204,946; and, 3) authorizing execution of an interlocal agreement (and supplements if necessary) with King County Metro (KCM) in an amount up to \$240,079 for CTR services at CTR-affected employer worksites and at Transportation Management Program (TMP)-affected building sites.
2. Do not adopt the Ordinance and provide alternate direction to staff.

#### RECOMMENDATION

Option 1

#### MOTION

Move to adopt Ordinance No. 6370 authorizing execution of an interlocal agreement (and supplements if necessary) with the Washington State Department of Transportation (WSDOT) for receipt of 2017-2019 state funds in the amount of \$204,946 to support the City's Commute Trip Reduction (CTR) program; 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund to increase the appropriation by \$204,946; and, 3) authorizing execution of an interlocal agreement (and supplements if necessary) with King County Metro (KCM) in an amount up to \$240,079 for CTR services at CTR-affected employer worksites and at Transportation Management Program (TMP)-affected building sites.

**ATTACHMENTS**

A. Additional Background on Commute Trip Reduction Requirements  
Proposed Ordinance No. 6370.

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

A. WSDOT Transportation Demand Management Implementation Agreement (CTR funding)  
B. King County Metro Commute Trip Reduction Implementation Agreement