

May 21, 2018

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Ordinance 1) authorizing execution of an Amended and Restated Interlocal Agreement (and supplements if necessary) with the King County Metro (KCM) for acceptance of \$250,000 in pass-through grant funds from KCM for Phase II of the Bellevue SchoolPool program; and 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund by increasing the appropriation by \$250,000.

FISCAL IMPACT

This action will allow the City to amend an existing agreement with KCM to continue work underway for Bellevue SchoolPool, the City's marketing, education, and assistance program for reducing vehicle trips to school for Bellevue students from kindergarten through grade 12.

The amended agreement will add \$250,000 to the existing \$50,000, passed through KCM, for their "Community Trip Reduction Initiative" (CTRI) federal Congestion Mitigation & Air Quality (CMAQ) grant. The total amount for the amended agreement will be \$300,000. The amendment will also extend the current end date of the agreement from December 31, 2018 to December 31, 2020. For this grant, KCM is continuing to provide the local match; therefore, the City is not required to provide a separate local match.

Appropriating the entire amount of the Phase II funding provides flexibility in implementing SchoolPool activities and the use of the grant funds. Any unspent grant funds will be included in the 2019-2020 budget.

Program Phase	Amount
SchoolPool CTRI Grant Phase I, July 1, 2016-December 31, 2018	\$ 50,000
SchoolPool CTRI Grant Phase II (Amendment), June 1, 2018-December 31, 2020	\$250,000
Total CTRI Grant Funds	\$300,000

STAFF CONTACTS

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Transportation Department

POLICY CONSIDERATION

The Bellevue SchoolPool program is supported by Comprehensive Plan policies TR-8, TR-9, TR-11, TR-15, and TR-18, which direct the City to coordinate with other organizations to facilitate the use of transit, carpooling, vanpooling, walking, bicycling and alternative work schedules through increasing awareness of travel options and encouraging their use through outreach and assistance.

BACKGROUND

Transportation Demand Management (TDM) is defined as strategies to reduce vehicle demand on the transportation system by increasing the use of transit, carpooling, vanpooling, walking, bicycling, teleworking, flexible work hours, and compressed work weeks. TDM program staff work with the traveling public, as well as those who affect transportation choices of others, including schools, to encourage modes other than driving or being chauffeured alone, through activities such as outreach, education and assistance. The City has been engaged in TDM measures and activities since the mid-1980s, and TDM has a strong basis in policy support and longstanding practice. TDM plays a supporting role in the City's work to plan and implement a multimodal transportation system.

Bellevue SchoolPool is a program that encourages families and students to walk, bike, ride the bus and carpool to and from school and school activities rather than driving or being chauffeured alone.

In 2016 the City received CMAQ SchoolPool grant funds from KCM for the period of July 1, 2016 to December 31, 2018. This grant helped the City launch a pilot SchoolPool program for the 2016-2017 school year. For the pilot, the City selected the eight schools facing the most-serious traffic congestion and provided information, resources, and assistance to school families in finding ride matches with other families for carpooling to school.

Based on the findings from the pilot and additional research, the City designed the 2017-2018 SchoolPool program to include other non-drive-alone transportation modes in addition to carpooling, and opened the program to all schools in the Bellevue School District. Thirteen schools opted to become SchoolPool Partner Schools, representing about 9,150 students (47 percent of all students in the district). For this year the City structured the program around two, one-month long campaigns (October 2017 and April/May 2018) during which the SchoolPool team encourages students and their families to increase their walking, biking, carpooling, and busing trips to and from school.

With this new grant, the City will extend the program for another two years. The program extension will expand SchoolPool to new schools, while strengthening ties with current partner schools. The City will continue to provide outreach, education, and assistance to partner schools to help them reduce school-related traffic.

The City aims to modify the SchoolPool program to require minimal City assistance to schools after 2020. As part of this effort, the City will develop a SchoolPool toolkit with activities for schools to choose from. Along with this, the program will allow schools to apply for mini-grants to help finance transportation related projects at schools such as Walk and Bike to School Day events, a Walking School Bus program, a Bike Train program, student safety patrol, pedestrian crossing flags, intersection painting, traffic circulation changes on school property, and installing bike racks.

Consultant Selection for the current trip reduction services vendor contract

The City has contracted with a trip reduction services consultant to conduct outreach, education and assistance for the SchoolPool program. The trip reduction services consultant is one of three collaborators, including the City and KCM, who work closely together to implement the City's SchoolPool program. For this work to date, the consultant utilized by the City has been TransManage, the transportation services division of the Bellevue Downtown Association (BDA).

For the 2016 process for the contract under way, a Request for Proposals (RFP) was issued on September 22 and 29, 2016, in both *The Seattle Times* and the *Daily Journal of Commerce*. The

BDA/TransManage submitted the only proposal received, which was complete and thorough in its approach. Thus, the BDA/TransManage was chosen as the vendor for this project.

This additional federal grant will be utilized in part to amend the existing BDA contract to add \$40,000 for continuation of the same scope of services through an extended end date of December 31, 2020. The grant will not require a separate process for procuring a SchoolPool services vendor due to an option to extend the existing contract with the BDA for two more years beyond its existing end date of December 31, 2018. Therefore, securing SchoolPool services for the additional federal grant is not part of tonight's action.

Project Measurement

Each May, the City conducts a voluntary mode survey that is distributed to parents and guardians via school email newsletters, in order to measure progress toward the program goal of reducing trips to school by driving or being chauffeured alone. The survey aims to understand the transportation modes used by students to and from school. Analysis will be conducted for all schools in the Bellevue School District, including the SchoolPool partner schools. A baseline survey was conducted in May 2017. Additional indication of program uptakes will be tracked by monitoring levels of students engaged with program activities over time.

EFFECTIVE DATE

If approved, this Ordinance becomes effective on June 1, 2018.

OPTIONS

1. Adopt the Ordinance 1) authorizing execution of an Amended and Restated Interlocal Agreement (and supplements if necessary) with the King County Metro (KCM) for acceptance of \$250,000 in pass-through grant funds from KCM for Phase II of the Bellevue SchoolPool program; and 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund by increasing the appropriation by \$250,000.
2. Do not adopt Ordinance and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Ordinance No. 6414 1) authorizing execution of an Amended and Restated Interlocal Agreement (and supplements if necessary) with the King County Metro (KCM) for acceptance of \$250,000 in pass-through grant funds from KCM for Phase II of the Bellevue SchoolPool program; and 2) amending the 2017-2018 Operating Grants, Donations and Special Reserves Fund by increasing the appropriation by \$250,000.

ATTACHMENTS

Proposed Ordinance No. 6414

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

- A. Amended and restated Interlocal Agreement with KCM
- B. Existing trip reduction services contract with BDA