

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 787 - Amending the City's Commute Trip Reduction Plan
DEPARTMENT:	Public Works
PRESENTED BY:	Nytasha Sowers, Transportation Services Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In 2006, the Washington State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act updating the 1991 Commute Trip Reduction Law, which 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. The City of Shoreline is located within the affected urban growth area and is required to prepare a CTR Plan. In 2008, the City adopted its CTR plan which responded to the CTR Efficiency Act (Attachment B).

Per State law, local CTR plans must be updated at least once every four years in order to establish any new four-year targets and program strategies. The City updates its CTR Plan by adoption of an ordinance which enables the City to amend and update its CTR Plan. The Puget Sound Regional Council and the Washington State CTR Board have reviewed and approved the City's 2015-2019 CTR Implementation Plan Update for consistency with their updated regional plan (Attachment C).

A public hearing was held on August 7, 2017 for Ordinance No. 787 which would amend the City's CTR Plan with the approved 2015-2019 updates. No public comments were received. Council agreed with updates with Council indicating that the City should continue to do as much as possible toward these goals in future years. The public hearing staff report can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport080717-8a.pdf>.

Tonight's action is to adopt Ordinance No. 787 (Attachment A) which amends the City's CTR Plan by adding the 2015-2019 CTR Implementation Plan Update (Exhibit A).

RESOURCE/FINANCIAL IMPACT:

There is no financial impact associated with tonight's action.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 787 which amends the 2008 CTR Plan with the 2015-2019 CTR Implementation Plan Update.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 787
Exhibit A: 2015-2019 CRT Implementation Plan Update
Attachment B: City of Shoreline 2008 CTR Plan
Attachment C: WSDOT CTR Board approval of Plan

Approved By: City Manager ***DT*** City Attorney ***JA-T***

ORDINANCE NO. 787

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING THE CITY OF SHORELINE COMMUTE TRIP
REDUCTION PLAN, AS SET FORTH IN SECTION 14.10.020 OF THE
SHORELINE MUNICIPAL CODE**

WHEREAS, RCW 70.94.527 requires the City of Shoreline to adopt a commute trip reduction plan; and

WHEREAS, with the adoption of Ordinance 516, the City adopted a commute trip reduction plan and Shoreline Municipal Code (SMC) Chapter 14.10 Commute Trip Reduction Plan which, at SMC 14.10.020, incorporates by reference the City of Shoreline's Commute Trip Reduction Plan (CTR Plan), dated August 25, 2008, which was approved by the Washington State Commute Trip Reduction Board, to satisfy RCW 70.94.527's mandate for the 2007-2011 planning period; and

WHEREAS, with the adoption of Ordinance 526 and Ordinance 658, the CTR Plan planning period was subsequently extended for the 2011-2015 planning period and additional language was added to specific sections of the CTR Plan; and

WHEREAS, on June 26, 2015 the Washington State Commute Trip Reduction Board approved an update to the CTR Plan, extending it for the 2015-2019 planning period and providing for additional language; and

WHEREAS, the CTR Plan currently incorporated by reference within SMC 14.10.020 provides for a planning period ending 2015; and

WHEREAS, an amendment is needed to incorporate the amendments as set forth in the 2015-2019 CTR plan as approved by the Washington State Commute Trip Reduction Board;

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

Section 1. Amendment to SMC 14.10.020. SMC 14.10.020 City of Shoreline CTR Plan, dated August 25, 2008, as amended by Ordinance No. 526 and Ordinance No. 658, is amended as set forth in Exhibit A to this Ordinance and is to cover the 2015-2019 planning period.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER 11, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2017

Effective Date: _____, 2017

Commute Trip Reduction Implementation Plan Update: 2015-2019

Jurisdiction: Shoreline

Goals, targets and other performance measures

See Goal and Target Worksheet (attached).

Strategies

What specific steps and strategies will you implement to meet your goal? Please include (a) policies and regulations, (b) services and facilities, and (c) marketing and incentives.

The City of Shoreline will continue their TDM strategies through 2019 as outlined in the city's Commute Trip Reduction Plan (CTR), adopted on August 25, 2008. These strategies have proven to be effective in the reduction of drive alone trips and vehicle miles traveled into and out of the city. We will focus our energy on strategies that include elements such as:

- ◆ Employer Outreach to CTR employers to provide assistance in the development of TDM programs and promotions that encourage HOV and non-motorized commute modes and to provide personal assistance for employees.
- ◆ Provide turn-key promotions to employers for various local and regional trip reduction campaigns such as: Wheel Options, Bike-To-Work Day.
- ◆ Encourage employers to offer employees commute benefits such as: transit pass discounts, carpool or vanpool subsidies, preferential parking, pre-tax, flexible work schedules and teleworking as an option to making a commute trip.
- ◆ Continue to require CTR affected employers to offer comprehensive commute options benefits to their employees designate employee transportation coordinators, distribute information on commute options regularly to employees; and, submit regular program reports and conduct biennial survey's as required.
- ◆ Encourage Shoreline CTR employers to attend the biannual network meeting for information sharing, increase ETC knowledge, training and growth in providing strong TDM programs for their employees.

Comprehensive planning & community goals

Governor's Executive Order 14-04 Washington Carbon Reduction and Clean Energy Action directs state agencies to assist local governments to update their comprehensive plans to produce travel and land-use patterns that maximize efficiency in movement of goods and people, and reduce greenhouse gas emissions.

How does trip reduction support the goals of your community and comprehensive plan, and vice versa? How will you further integrate trip reduction through the updating of your comprehensive plan (e.g., parking, land use)?

In 2016, the City of Shoreline plans to develop a Transit Service Integration Plan (TSIP). Through development of the TSIP, the City will identify policies addressing future transit needs throughout Shoreline once light rail service begins (2023) and as the city's population and employment base grow. This process will identify service levels and areas the City wants to see served when future service changes are implemented. This will be a coordinated process with Metro, Community Transit and Sound Transit that looks at their current policies for service distribution and redistribution of service hours in conjunction with commencement of light rail service.

The City of Shoreline has begun a study to analyze and ultimately to determine the future design of the 145th Street/SR 523 corridor. The corridor study will include development of a master plan for improving pedestrian and bicycle mobility, safety and operations and transit speed and reliability. The corridor study will take one year, concluding in December 2015. Upon completion of the study, the City of Shoreline will proceed with design, right-of-way acquisition and construction, contingent upon available funding.

In 2016, the City will implement the majority of the its adopted Bicycle System Plan through the installation of bicycle lanes, sharrows and route signage. Wayfinding signage that helps guide nonmotorized travelers to destinations throughout Shoreline and in neighboring jurisdictions will accompany the installation of facilities. Implementation will include the design of facilities, procurement of materials, construction and project management.

The City will use CTR survey results from affected worksites as a measurement tool to determine progress in meeting the identified goals.

Land use and transportation conditions

How do existing and future anticipated land-use and transportation conditions affect CTR worksites?

The *City of Shoreline Comprehensive Plan (2012)* is built on framework goals originally developed in 1996–1998 and updated in 2008–2009. In both cases, an extensive public process was used to reach out to the citizens of Shoreline. The goals speak to a city of neighborhoods, with diverse and affordable housing, a variety of transportation options, a business-friendly environment that expands jobs and the tax base, and protection of the environment.

The land use element includes the following goals:

- “Establish land use patterns that promote walking, biking, and using transit”
- Achieve “two light-rail stations in Shoreline”
- Connect “all areas of the city to high-capacity transit”

Financial plan

What are the anticipated funding sources and amounts for local trip reduction, including grants and local funding?

NA

GTEC report (if your jurisdiction has a designated GTEC)

Are you continuing to implement?

Optional: Describe the (a) strategies, (b) land use and transportation conditions, (c) population and employment demographics, and (d) financial plan, and how they differ from those in the CTR plan.

NA

What specific policy, service changes and land-use steps will be accomplished during this period for the GTEC area?

NA

Regional transportation planning organization CTR plan review

- Recommended
- Not recommended

RTPO comments:



**CITY OF SHORELINE
COMMUTE TRIP REDUCTION
PLAN**

**Adopted:
August 25, 2008**

**Amended:
November 3, 2008**

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INTRODUCTION

CITY OF SHORELINE COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which 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. The City of Shoreline is located within the affected urban growth area and is required to prepare a Commute Trip Reduction Plan. This plan has been prepared in accordance with RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of city-adopted goals and policies, facility and service improvements and marketing strategies about how the City 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 City of Shoreline strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

This Plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the City of Shoreline, King County and Snohomish County who helped identify strategies and methods for successful achievement of the goals. This plan helps to support the achievement of the City of Shoreline's vision and the goals of its comprehensive plan.

Agency: City of Shoreline

Department: Planning and Development Services

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I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

The City of Shoreline is located in north King County, just north of the City of Seattle and south of Snohomish County. The City is predominantly residential, with established business and commercial areas adjacent to major state highways and arterials. The City was incorporated in 1995 and grew to a population of 52,730 in 2003. As the population in King County increases, it is estimated that the City's population and number of jobs will continue to grow during the Commute Trip Reduction Planning period from 2007-2011

The Commute Trip Reduction (CTR) Efficiency Act uses partnerships among employers, local jurisdictions, planning organizations, transit systems, and the state to encourage employees to ride the bus, vanpool, carpool, walk, bike, work from home, or compress their workweek. The major goals for the CTR program are to:

- Improve transportation system efficiency
- Conserve energy
- Improve air quality

The CTR Efficiency Act requires that all employers that have one hundred or more employees arriving at the work site between the hours of 6 a.m. and 9 a.m. implement a program to reduce single occupancy vehicle trips. This program must be consistent with the jurisdiction's adopted CTR ordinance and programs and policies therein. The City of Shoreline currently has six work sites that are required to implement commute trip reduction strategies under RCW 70.94.527. These are:

- The City of Shoreline
- CRISTA Ministries
- Washington State Public Health Lab
- Washington State Department of Transportation
- Washington State Department of Social and Health Services (DSHS) Fircrest School
- Shoreline Community College

Attachment A identifies the locations of these CTR work sites.

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

The six CTR works sites in the City of Shoreline are currently designated by the City's Comprehensive Plan as follows:

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

EMPLOYER	COMPREHENSIVE PLAN LAND USE DESIGNATION
City of Shoreline	Public Facilities
CRISTA Ministries	Single Family Institution
Washington State Public Health Lab	Public Facilities
Washington State Department of Transportation	Public Facilities
Washington State DSHS Fircrest School	Single Family Institution
Shoreline Community College	Single Family Institution

The majority of these facilities are located in or adjacent to areas designated as low density residential areas. The City of Shoreline City Hall and the Washington State Department of Transportation are also bordered by areas designated as Community Business. With the exception of the City of Shoreline, all of the sites are located in predominantly single family residential neighborhoods. These neighborhoods are significantly built-out, with little vacant land. At this time, the existing zoning is consistent with the planned future land uses for these sites. Sites designated as Single Family Institution must develop specific plans for Conditional Use permits, Special Use permits or Master Plans to expand or modify their uses. It is anticipated that residential growth may occur in the location of these facilities, especially if specific permits or plans listed above call for additional residential growth. The City is experiencing some high density residential development on Aurora Avenue North, which is in close proximity to the City of Shoreline City Hall, the Washington State Department of Transportation and Shoreline Community College. There are currently no planned high density residential developments in the immediate vicinity of these work sites. High density residential development is currently present near the Washington State Public Health Lab and the Washington State DSHS Fircrest School. The entire City is located within the King County Urban Growth Area and it is anticipated that residential and employment growth will continue throughout the City during the planning period.

The six existing CTR works sites are all located on designated collector, minor or principal arterial streets, as designated in the City's Transportation Master Plan. Each site is served by public transit, with varying degrees of frequency and levels of service. All sites have access to public transit within a quarter mile of the facility, and are served by 1 – 4 bus routes. Metro is the only public transit provider directly to the sites. Community Transit provides bus service to the City of Shoreline, however, a transfer to any sites within the City is required at the Aurora Village Transit Center. Sound Transit provides limited service to the City of Shoreline via I-5 and Bothell Way NE (SR 522). The Shoreline Park and Ride lot at North 192nd Street and Aurora Avenue North is located near CRISTA Ministries and has regular service during the a.m. peak time. Two park and ride lots are located approximately ¼ - 1/3 of a mile from the Washington State DSHS Fircrest School and Washington State Public Health Lab and are well served during the a.m. peak time. Transit service to Shoreline CTR employers connects with downtown Seattle, Northgate, Aurora Village and other northend neighborhoods such as Jackson Park and Richmond Beach. There are also connections with Lake Forest Park and the SR 522 corridor. The Aurora Village transit center has many routes feeding into it, including Metro routes 301, 303, 331, 342, 346, 358, 373, and Community Transit routes 100, 101, 118, 130, 131. The Shoreline Park and Ride lot is served by

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Metro routes 301, 303, 342, 358, 373. There is no Community Transit or Sound Transit service at this Park and Ride lot.

Transit service from southend locations such as Renton, Auburn and Kent or eastside such as Bellevue, Redmond and Kirkland is lacking. Employees commuting from these areas including the westside of Seattle such as Ballard, West Seattle, and Queen Anne have to transfer in downtown Seattle.

At this time, Metro has no plans to expand transit service to the existing CTR work sites. Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. The City of Shoreline is in the process of planning for and constructing business access – transit lanes on Aurora Avenue North. Bus Rapid Transit (BRT) service is planned for this corridor, but it will not begin until approximately 2013. Community Transit and Sound Transit have indicated that they are not interested in providing additional service within the City of Shoreline within the CTR planning timeline.

Vanpool service is provided by Metro Transit, Kitsap Transit and Community Transit to Shoreline employment sites. Eleven vanpool groups serve Washington State Department of Transportation and one vanpool serves Fircrest. Metro also has one vanshare group from the Edmonds ferry terminal serving WSDOT.

Sidewalks and bicycle facilities are located sporadically around the CTR work sites. Some sidewalk access is available to all sites, although not for all access points of each facility. Pedestrian access is supported with sidewalks that link some work sites. Bicycle lanes are only present at the Washington State DSHS Fircrest School and Washington State Public Health Lab and are not well connected to other bicycle facilities. Cycling amenities are offered at each worksite and bicycle access is supported on major arterials which link to the Aurora Village Transit Center and the Shoreline Park & Ride.

The City's municipal code contains established parking requirements based upon land uses. Allowances for reduction in parking requirements, such as proximity to transit routes, commuter trip reduction programs, supplementary on-site nonmotorized and high occupancy vehicle facilities, are permitted subject to approval by the City's Planning Director. All of the existing CTR work sites have free on-site parking and three include designated parking for HOVs.

Potential Actions for the Jurisdiction to Eliminate Barriers

In order for the City to remove barriers to the success of its CTR plan, the land use and transportation policies must be carefully evaluated. The location of these facilities in low density residential areas is likely to continue to restrict increased transit service to them. Higher density housing adjacent to these employers is not currently identified in the City's Comprehensive Plan, further reducing the likelihood for additional transit service. As Community Transit and Sound Transit are not interested in providing service within the City of Shoreline, the need for transfers at the Aurora Village Transit Center or in downtown Seattle may continue to prove discouraging for

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

those employees traveling from north, east or south of the city that would otherwise use transit. The CTR employers have all identified that transit service is available at their sites, however, they often require transfers, making transit unappealing or inconvenient.

As part of the Transit Now package passed by King County voters in November 2006, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs. All six CTR employers have identified that their sites are more suited toward ridesharing, biking or walking. As the City continues to evaluate tools for improving CTR participation, efforts to improve ridesharing, biking and walking should be continuously examined. These tools should be considered at the City updates its Comprehensive Plan, Transportation Master Plan and development regulations.

Review of Comprehensive Plan Policies

The City's Comprehensive Plan has several goals and policies supporting transportation methods other than single occupancy vehicles, including the following:

- **Goal LU I:** Ensure that the land use pattern of the City encourages needed, diverse, and creative development, protects existing uses, safeguards the environment, reduces sprawl, promotes efficient use of land, encourages alternative modes of transportation and helps to maintain Shoreline's sense of community.
- **LU61:** Require large commercial or residential projects to include transit stop improvements such as bus pullouts or shelters when supported by the transit agency. Transit agencies should be notified of major developments and have the opportunity to suggest improvements that will improve transit operations or attractiveness.
- **LU62:** Ensure that the transit agencies maintain park and ride lots and bus zones so that they are clean, safe, secure and do not negatively impact surrounding land uses.
- **LU63:** Develop guidelines that ensure adequate parking supply. Parking requirements should be designed for average need, not full capacity.
- **Goal T II:** Work with transportation providers to develop a safe, efficient and effective multimodal transportation system to address overall mobility and accessibility. Maximize the people carrying capacity of the surface transportation system.
- **Goal T III:** Support increased transit coverage and service that connects local and regional destinations to improve mobility options for all Shoreline residents.
- **Goal T IV:** Provide a pedestrian system that is safe, connects to destinations, accesses transit, and is accessible by all.
- **Goal T V:** Develop a bicycle system that is connective and safe and encourages bicycling as a viable alternative method of transportation.
- **Goal T VII:** Encourage alternative modes of transportation to reduce the number of automobiles on the road.
- **Goal T X:** Coordinate the implementation and development of Shoreline's transportation system with our neighbors and regional partners.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- **T22:** Develop a detailed transit plan in coordination with transit providers to identify level of service targets, facilities and implementation measures to increase Shoreline residents' and students' transit ridership.
- **T23:** Work with transit service providers to provide safe, lighted, and weather protected passenger waiting areas at stops with high ridership, transfer points, Park and Ride, and park and pool lots.
- **T24:** Work with all transit providers to support "seamless" service into Shoreline across the county lines and through to major destinations.
- **T27:** Place high priority on sidewalk projects that abut or provide connections to schools, parks, transit, shopping, or large places of employment.
- **T29:** Provide sidewalks on arterial streets and neighborhood collectors.
- **T36:** Develop an off-street trail system that serves a recreational and transportation function. Preserve rights-of-way for future non-motorized trail connections, and utilize utility easements for trails when feasible.
- **T42:** Accommodate bicycles in future roadway or intersection improvement projects.
- **T44:** Reduce barriers to bicycle travel and reduce bicycle safety problems.
- **T48:** Work with major employers, developers, schools, and conference facilities to provide incentives to employees, tenants, students, and visitors to utilize alternatives other than the single occupant vehicle.
- **T49:** Support educational programs for children and residents that communicate transportation costs, safety, and travel choices.
- **T50:** Support state and federal tax policies that promote transit and ridesharing.
- **T51:** Develop parking system management and regulations to support alternatives to the single occupant vehicle.
- **T52:** Analyze alternatives by which employers and/or developers not subject to the Commute Trip Reduction Act can encourage their employees and tenants to pursue alternative transportation choices.
- **T53:** Work with Shoreline Community College and King County Metro to reduce employee and student use of single occupant vehicles and promote transit and carpooling.
- **T65:** Advocate the City's strategic interest in high capacity transit, local and express bus service and other transit technologies. Work with local and regional agencies to obtain a fair share of transit service and facilities.

E. Planning Coordination

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

Agency	Date	Issues
Metro – Ted Day	April 30, 2007	<ul style="list-style-type: none"> • Increase in transit services during the a.m. peak period to CTR work sites during the planning period • Lack of interest in providing service to Snohomish County

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Community Transit – Carol Thompson	May 23, 2007	<ul style="list-style-type: none">• Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center• Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning time frame
Sound Transit – Matt Shelden	May 30, 2007	<ul style="list-style-type: none">• No plans for major expansion of express bus service planned during the planning period.• Minor changes to existing express bus service may be implemented during the planning period.

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

According to the CTR Efficiency Act, local jurisdictions are required to set goals and targets for their entire jurisdiction and for their CTR work sites, or work site cluster. The minimum target that each jurisdiction is required to establish for its urban growth area is a 10 percent reduction in drive alone commute trips by CTR commuters and a 13 percent reduction in vehicle miles traveled (VMT) per CTR commuter. Table 1 identifies the current and target rates for SOV use and vehicle miles traveled (VMT) for all of the City of Shoreline CTR employers combined. Table 2 identifies the current and target rates for the individual six CTR affected worksites. The 2011 target rates for SOV use represent a reduction of ten percent from 2007 and the 2011 target rates for VMTs represent a reduction of thirteen percent from 2007.

Table 1
Current and Target Rates for SOV Use and VMT for all City of Shoreline CTR Employers

Area of Jurisdiction	2007 SOV Rate	2011 SOV Target Rate	2007 VMT	2011 Target VMT
Overall jurisdiction	69.2%	62.3%	8.3	7.2

Table 2
Current and Target Rates for SOV Use and VMT for individual City of Shoreline CTR Employers

Employer	2007 SOV Rate	2011 SOV Target Rate	2007 VMT	2011 Target VMT
City of Shoreline	69.0%	62.1%	9.6	8.3
CRISTA Ministries	73.7%	66.3%	7.3	6.4
Washington State Department of Transportation	57.7%	51.9%	8.7	7.5
Washington State DSHS Fircrest School	76.6%	69.0%	11.2	9.8
Washington State Public Health Lab	68.4%	61.6%	11.1	9.7
Shoreline Community College	62.7%	56.4%	6.2	5.4

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

The City of Shoreline proposes to implement 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 as appropriate. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

A. Policies and Regulations

1. Comprehensive plan policies (N/A)

At this time, the City has no plans to modify its existing policies and regulations as part of its Commute Trip Reduction plan. As identified previously, the City's Comprehensive Plan addresses this issue and provides support for the City's Commute Trip Reduction program.

2. Land use regulations (N/A)

At this time, the City has no plans to modify its existing land use regulations as part of its Commute Trip Reduction plan. The City's current land use regulations include requirements for specified development to construct sidewalks and bicycle facilities, and allows for reduced parking when located near transit routes.

3. Zoning code regulations (N/A)

At this time, the City has no plans to modify its existing zoning regulations as part of its Commute Trip Reduction plan. The City's current zoning regulations include requirements for specified development to construct sidewalks and bicycle facilities, and allows for reduced parking when located near transit routes.

4. Street design standards (N/A)

The City's current Comprehensive Plan and Transportation Master Plan, both adopted in 2005, include recommended improvements to the City's bicycle and pedestrian facilities and prioritize projects. The City's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle improvements including:

- a. Improvements to the Aurora Avenue North Corridor
- b. Sidewalks – Priority Routes

5. Concurrency regulations (N/A)

B. Services and Facilities

As part of its capital improvement program, the City of Shoreline is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the

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

City's investments, the City of Shoreline is working with Metro, Community Transit and Sound Transit to improve transit services and facilities.

Elements that are being planned and/or being implemented include:

1. High occupancy vehicle lanes (N/A)
 - There are currently high occupancy vehicle lanes in the City of Shoreline only on Interstate 5. The City has no plans to construct high occupancy vehicle lanes on any of its streets at this time.

2. Transit services (N/A)
 - As part of the Transit Now package, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs.
 - Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. These services are planned as part of improvements to transit services associated with the Transit Now package.
 - Bus Rapid Transit (BRT) service is planned for Aurora Avenue North corridor, but it will not begin until approximately 2013.
 - The Transit Now package was passed by King County voters in November 2006 and implementation is still being planned. At this time, Metro does not have defined schedules for implementation of the services listed.

3. Vanpool services and vehicles (N/A)
 - The City of Shoreline does not provide direct vanpool services and vehicles. Inquiries about the availability of vanpool services and vehicles are directed to King County Metro and/or Community Transit.

4. Ride matching services (N/A)
 - The City of Shoreline does not provide direct ride matching services. Inquiries about the availability of ride matching services are directed to King County Metro and/or Community Transit.

5. Car sharing services (N/A)
 - The City of Shoreline does not provide direct car sharing services. Inquiries about the availability of car sharing services are directed to Zipcar.

6. Transit facilities (N/A)
 - The City of Shoreline is in the process of planning for and constructing business access – transit (BAT) lanes on Aurora Avenue North. When complete, BAT lanes in Shoreline will extend the entire three mile length of the Aurora Corridor in Shoreline. They will provide continuous lanes dedicated to

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

providing service primarily to transit, which will improve speed and reliability for buses. The Aurora Corridor improvement project will also construct sidewalks along both sides of Aurora Avenue North along the entire three mile stretch. In conjunction with Metro, the City will install new bus shelters, including improved lighting. These improvements will create a safer environment for transit users. Improvements to Aurora Avenue North from North 145th Street – North 165th Street are complete and improvements from North 165th Street – North 205th Street are currently in the environmental and design stage, with construction scheduled to begin in mid 2009.

7. Bicycle and sidewalk facilities (N/A)
- The City's current Comprehensive Plan and Transportation Master Plan, both adopted in 2005, include recommended improvements to the City's bicycle and pedestrian facilities and prioritize projects. The City's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle improvements including:
 - Improvements to the Aurora Avenue North Corridor
 - Sidewalks – Priority Routes
 - The City of Shoreline Transportation Master Plan has adopted sidewalk priority routes. Attachment B shows the location and prioritization of these routes. In 2007, the City constructed walkways on Dayton Avenue North and 25th Avenue NE. In 2008, the City is scheduled to construct walkways on Fremont Avenue North and North 192nd Street.
8. Other (N/A)

C. Marketing and Incentives

The City plans to implement the following programs that will help reduce drive alone trips and vehicle miles traveled.

- Employer outreach (N/A)
- As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), employer outreach to employees is identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Employer outreach can include transportation fairs, commuter information center, ridematching services, bicycle training program, or a guaranteed ride home program.
- Area wide promotions (N/A)
- As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), area wide promotions are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Examples are turnkey campaigns such as Wheel Options, Bike to Work, and rideshare promotions.

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

- ☒ Transit pass discounts (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), transit pass discounts are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Parking cash-out programs (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking cash-out programs, such as discounted HOV parking prices are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Carpool subsidies (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), carpool subsidies are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Parking charges and discounts (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking charges and discounts programs, such as discounted HOV parking prices and increase or institution of SOV parking prices, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Preferential parking (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), preferential parking programs are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Flexible work schedules (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), flexible work schedules, such as compressed work week, alternative work schedules and telecommuting programs, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- ☒ Program to allow employees to work at home or a closer worksite (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), programs that permit employees to work at home are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

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

- Individualized marketing programs (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), individualized marketing programs may be approved as an alternative measure approved by the City Manager designed to facilitate the use of high-occupancy vehicles as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

- Neighborhood social marketing programs (N/A)

- Other (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), a variety of measures are provided to allow employers to create a program that works best for them to assist them in reaching the employer's and City's Commute Trip Reduction goals.

D. Special Programs for Mitigation of Construction Activities (N/A)

The City of Shoreline does not expect to use the CTR program to mitigate the impacts of any construction activities, as planned construction projects are not anticipated to significantly impact CTR affected worksites. Where significant impacts occur, CTR employers will be given notice (i.e. such as sidewalk construction at employer sites and bus stops) by a King County representative.

E. Schedule for Implementing Program Strategies and Services

The City of Shoreline has identified the following schedule for implementing the CTR program strategies and services. The agencies responsible for implementing the strategy or service are also listed.

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

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations <ul style="list-style-type: none"> • CTR Ordinance 	City of Shoreline	Present through 2011 August 2008
Services and Facilities	City of Shoreline	Present through 2011
Marketing and Incentive Programs	City of Shoreline CTR affected employers King County Metro	Present through 2011
Construction Mitigation Programs	N/A	N/A

V. REQUIREMENTS FOR MAJOR EMPLOYERS

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

Required Element	Description
Designate Employee Transportation Coordinator	<p>The Employee Transportation Coordinator 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.</p> <p>Affected employers will be responsible for providing adequate training for the ETC, allow them to attend networking meetings, and provide them with the necessary time to administer the program.</p>
Regular Distribution of Information to Employees	<p>A written summary of employer's commute program plus information about commute alternatives will be distributed annually to all employees and at the time of hire to new employees. Examples of other information that will be distributed throughout the year in print and/or electronically will include:</p> <ul style="list-style-type: none"> • Description of the employer's commute options program • Transit system maps and schedules • Vanpool rider alerts • Traffic alerts • Wheel Options and other campaign promotional materials
Regular Review of Employee Commuting and Reporting of Progress	<p>The employer is required to regularly complete the Employer Report and Program Description Form and submit to the local jurisdiction.</p> <p>Every two years, the employer shall conduct a program evaluation 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.</p>
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using some or all of the following modes:</p> <ul style="list-style-type: none"> • Transit • Vanpool • Carpool • Bicycle or walking • Telework • Other non-single occupant vehicle modes

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>If neither SOV nor VMT goals are met, the employer must propose modifications designed to make progress toward the applicable goal in the coming year.</p> <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> • Promotional events • Transportation fairs • Commuter information center • Bicycle training program • Provision of preferential parking for carpools and vanpools • Guaranteed ride home program • Telecommuting programs • Pedestrian facilities or improvements • Signage for residential parking zones • Reduction of single-occupancy vehicle parking spaces • Discounted parking charges for high-occupancy vehicles • Provision of commuter ride matching services • Provision of subsidies for transit fares • Transportation vouchers or allowance • Rideshare bonuses • Carpool fuel incentives • Provisions of subsidies for carpooling or vanpooling • Secure bicycle parking facilities, lockers, changing areas, and showers • 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 shuttle services
Optional Elements	Description
N/A	N/A

VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was 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 (N/A)
1. Department of Planning and Community Development (N/A)
Contact: Alicia McIntire
Issues: The Planning and Development Services Department prepared the plan.
 2. Department of Public Works (N/A)
Contact: Mark Relph, Public Works Director
Issues:
 3. Department of Finance (N/A)
Contact: Debbie Tarry
Issues:
 4. Planning Commission (N/A)
Contact: Joe Tovar/Steve Cohn
Issues: The Planning Commission will review the plan at the time of the City's Comprehensive Plan update.
 5. City or County Council (N/A)
Contact:
Issues: The Shoreline City Council will authorize final approval of the plan.
- B. WSDOT (N/A)
Contact:
Issues:
- C. Regional Planning Organization (N/A)
Contact: Puget Sound Regional Council
Issues:
- D. Neighboring Local Jurisdictions (N/A)
Contact: City of Edmonds, City of Seattle
Issues:
- E. Major Employers (N/A)
Contact: Network meeting 1-18-06; network meeting 11-8-06; network e-mail 4-24-07
Issues: Transit service; rideshare
- F. Business Groups (N/A)
Contact:
Issues:

VI. DOCUMENTATION OF CONSULTATION

G. Transit Agencies (N/A)

Contact: Metro Transit, Community Transit

Issues: Metro: Increase in transit services during the a.m. peak period to CTR work sites during the planning period; Lack of interest in providing service to Snohomish County. Community Transit: Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center; Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning timeframe.

H. Transportation Management Associations (N/A)

Contact:

Issues:

I. Community Groups (N/A)

Contact:

Issues:

J. Special Interest Groups (N/A)

Contact:

Issues:

I. Individuals (N/A)

Contact:

Issues:

VII. A SUSTAINABLE FINANCIAL PLAN

The City of Shoreline has prepared a financial analysis to identify revenues and expenses that are associated with its Commute Trip Reduction Plan. The following is a description of the available funding sources that the City of Shoreline 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 grant (N/A)

The WSDOT CTR Grant is the annual allocation that is given to the City of Shoreline to help administer the CTR program. The City has an interlocal agreement with King County Metro to administer its program. Therefore, the funds are directed to King County.

2. Local jurisdiction operating funds and capital investment program funds (N/A)

The City's capital improvement program includes money for several programs that will help the City achieve its CTR goals. Capital improvement projects that will help the City reach its CTR goals include the Interurban Trail, Sidewalks – Priority Routes, Curb Ramp, Gutter & Sidewalk program and Aurora Avenue North.

3. Federal funds (N/A)

Federal funds have been secured for the Aurora Corridor Improvement Project, including Federal STP (C) funds, Federal STP (U) funds, and Federal SAFETEA-LU funds.

4. Employer contributions (N/A)
Affected employers contribute through administration of their individual programs. However, no funds are directly submitted to the City for CTR program development or administration.

5. Other state funding sources (N/A)

State funds have been secured for the Aurora Corridor Improvement Project, including Nickel Gas Tax funding and New Gas Tax funding.

6. Construction TDM funds (N/A)

VII. A SUSTAINABLE FINANCIAL PLAN

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	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Other State Funds	WSDOT, CTED	\$3 million*	\$9.1 million*	\$50,000	\$50,000	\$12.2 million*
CMAQ Funds	RTPO	\$.00	\$.00	\$.00	\$.00	\$.00
Local Funds from Operating Budgets	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Capital Investment Program	City of Shoreline	\$2.5 million*	\$3.8 million*	\$342,500*	\$3.7 million*	\$10.3 million*
Transit Revenue	Transit Agency	\$.00	\$1 million*	\$.00	\$.00	\$1 million*
Employer Contributions	TMA or Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Developer Contributions	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
TOTAL		\$12,097.	\$12,097	\$12,097	\$12,097	\$48,388

* Funds listed include those for the entire Aurora Corridor Improvement project 165th – 205th. Revenues associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration (N/A)

The City of Shoreline currently has an interlocal agreement with King County Metro to administer its CTR Program. 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: City of Shoreline/King County Metro

Responsibility: Administration of CTR Program

2. Facilities (N/A)

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

Agency: City of Shoreline/King County Metro/WSDOT

Responsibility: Roadways, bicycle lanes, sidewalks/Bus shelters, transit signal priority improvements/Roadways

3. Services (N/A)

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

Agency: City of Shoreline/King County Metro

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

4. Marketing (N/A)

Marketing includes activities that help 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 to promote commute options programs, and outreach to employers.

Agency: City of Shoreline/King County Metro

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

5. Incentives (N/A)

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

Agency: City of Shoreline/King County Metro

VII. A SUSTAINABLE FINANCIAL PLAN

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

6. Training (N/A)

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 that will help improve program performance.

Agency: City of Shoreline/King County Metro/Affected Employers

Responsibility: Coordination of training opportunities for affected workplace ETCs and attendance at training sessions by affected workplace ETCs.

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 Shoreline	\$2,600	\$.00	\$.00	\$.00	\$2,600
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	City of Shoreline /King County Metro	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Training	King County Metro	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.
Conduct employer outreach	N/A	\$.00	\$.00	\$.00	\$.00	\$.00
Implement supporting transit services	King County Metro/ Community Transit/Sound Transit	unavailable on individual jurisdiction basis	\$.00	\$.00	\$.00	\$.00
Implement supporting transit facilities	City of Shoreline /King County Metro	\$2.7 million*	\$2.5 million*	\$19.9 million*	\$16.6 million*	\$41.7 million*
Implement supporting vanpool services	King County Metro/ Community Transit	\$.00	\$.00	\$.00	\$.00	\$.00

VII. A SUSTAINABLE FINANCIAL PLAN

Implement bicycle and pedestrian facilities	City of Shoreline	\$1.1 million	\$1.1 million	\$1.1 million	\$1.1 million	\$4.4 million
Offer program incentives	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car sharing services	Referred to FlexCar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conduct special area wide promotions e.g. Wheel Options; vanpool	King County Metro, Washington State Rideshare Organization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prepare updates to Comprehensive Plans	City of Shoreline	\$5,200	\$0.00	\$0.00	\$0.00	\$5,200
Total		\$ 19,897	\$12,097	\$12,097	\$12,097	\$56,188

* Funds listed include those for the entire Aurora Corridor Improvement project 165th – 205th. Expenditures associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
N/A			\$0.00	

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, the City of Shoreline plans to work in partnership with the transit agencies and neighboring jurisdictions.

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 Jurisdiction (N/A)

The City of Shoreline is responsible for developing and implementing its CTR plan. The City is responsible for ensuring that its CTR plan is consistent with its comprehensive plans. As part of the CTR plan, the City will set the goals and targets for the affected employers. For CTR program administration, the City will maintain its existing interlocal agreement with King County Metro, who will provide services including employer outreach, program review and annual reporting of employer progress. The City is responsible for ensuring that affected employers are in compliance with the CTR law. Where non-compliance occurs, King County Metro will recommend compliance actions to the City.

Roles

- Act as the City of Shoreline's overall Commute Trip Reduction coordinator

Responsibilities

- Development of the City's CTR plan
- Implementation of the City's CTR plan
- Set goals and targets for affected employers
- Ensure affected employers are in compliance with CTR law (administered through King County)

B. Contractor (N/A)

C. Transit Agency (N/A)

Metro, Community Transit and Sound Transit will be responsible for providing transit and ridesharing services to the major employers. In some cases, they will also conduct employer outreach and be responsible for tracking employer progress.

Roles

- Provide safe, clean, efficient transit service and alternatives to SOV travel for employees traveling to the City of Shoreline.

Responsibilities

- Ensure transit routes provide efficient, reliable service to transit riders.
- Develop and administer a ridesharing program that allows employees to find rides in carpools or vanpools.
- Perform outreach to CTR affected work sites.

D. Transportation Management Association (N/A)

VIII. IMPLEMENTATION STRUCTURE

E. Employer (N/A)

CTR affected employers are responsible for complying with the requirements of the State CTR Law, as well as the City's adopted CTR program. 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 City of Shoreline, and implementing a set of measures that will help achieve progress toward meeting goals.

Roles

- Comply with the requirements of the State CTR law and the City's adopted CTR program

Responsibilities

- Designate an employee transportation coordinator
- Regularly distribute information to employees about commuting options
- Perform regular review of employee commuting patterns and report progress to the City of Shoreline
- Implement measures to help achieve progress toward meeting CTR goals.

Based on the strategies and services that were identified in Section IV, the City has identified the different tasks that are part of the CTR program and assigned responsibility to the respective agency that will be performing the tasks. The following table identifies the tasks, assigns responsibility for completing the various tasks and indicates when the task will be completed.

CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations	City of Shoreline/King County Metro	December 2007
Services and Facilities	City of Shoreline	Present through 2011 (on-going)
Marketing and Incentive Programs	City of Shoreline/King County Metro/Affected Employers	Present through 2011 (on-going)
Construction Mitigation Programs	N/A	N/A

Email documenting CTR Board adoption of the City of Shoreline's CTR Plan for 2015 to 2019

From: Ward-Ryan, Anne [<mailto:Anne.Ward-Ryan@kingcounty.gov>]

Sent: Thursday, July 20, 2017 10:55 AM

To: Catherine Lander <clander@shorelinewa.gov>

Cc: Nytasha Sowers <nsowers@shorelinewa.gov>

Subject: [EXTERNAL] 2015-2019 CTR Plan

Hi Catherine and Nytasha. Please see what Kathy Johnston from the WSDOT sent below regarding approval for the CTR plans for 2015-2019 and let me know if this will work. Thank you, Anne Ward-Ryan

From: Johnston, Kathy

Sent: Monday, June 29, 2015 5:07 PM

Subject: 2015-2017 Contracts

Hello,

I know that you are anxiously awaiting the contracts for the next biennium which begins on July 1. I am working on sending contract details to our contract people so they can put those documents together. I don't have a timeline because I am not sure where I am in the queue, but I am trying to be in the front of the line. As a reminder, the amount of funding will remain the same for the next biennium.

Note for those of you who submitted the **CTR Plan Update Drafts:** Last Friday, the CTR Board approved all the plan updates contingent on final numbers and drafts. Although the substance of your plan was approved, we will continue to work on finalizing the goals and targets in the aggregate report. Once you get notice from us that the aggregate report has been finalized, you will need to submit a pdf document of your plan with those numbers and any other changes to the draft you submitted previously. We will keep you updated on timeline changes as needed.

Please let me know if you have any questions or concerns.

Thanks,

Kathy

360-705-7925

Kathy Johnston from the WSDOT: CTR Board Minutes

MOTION:

Matt: I move to approve the plans, contingent upon expected funding approval by the Legislature.

Jamie seconds. All in favor, the motion passes.