

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into the Commute Trip Reduction Program Agreement with King County
DEPARTMENT:	Public Works
PRESENTED BY:	Nora Daley-Peng, Senior Transportation Planner
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The Washington State Commute Trip Reduction (CTR) Efficiency Act requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement a CTR Plan to reduce vehicle miles traveled per employee and drive alone commute trips, and develop, implement, and promote programs to encourage their employees to use transportation alternatives to drive alone commutes.

The City has historically contracted with King County Metro Transit (King County) to help implement the City's CTR program. These are typically biennial contracts. However, King County has begun the process of transitioning the regulatory CTR work to jurisdictions. This transition has necessitated a new Program Agreement between King County and the City that reflects the roles, responsibilities, and one-year timeline of this transition.

Staff received the Program Agreement from King County, which requires authorization from the City Council for the City Manager to enter into the Agreement. Tonight, staff is seeking this Council authorization.

RESOURCE/FINANCIAL IMPACT:

The State of Washington funds the CTR program for all affected jurisdictions. King County, per a separate CTR Agreement with the State of Washington, receives funds from the State earmarked for Shoreline, and those funds are used by King County to support this Interlocal Agreement. The funding is based on a fixed amount per affected worksite. Per King County's CTR Agreement with the State, the City's total one-year estimated allocation (July 1, 2021, through June 30, 2022) for the six affected worksites in the City is \$15,238.50, which is passed through to King County.

Because of the transitional nature of the proposed Interlocal Agreement, the City will be able to invoice King County for a total of approximately \$7,620 for six months of CTR work performed between January 1, 2022, to June 30, 2022.

The City's responsibility to execute all CTR actions in order to remain compliant with state law is new for City staff. Staff are yet to fully understand how large an effort will be required, if these funds will fully cover that effort, and whether the City may need to supplement this funding for future efforts. Staff will notify Council if additional funds are determined to be necessary to remain compliant with state law.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to enter into the 2021-2022 Commute Trip Reduction Program Agreement with King County.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The State CTR Efficiency Act directs governments to develop plans that reduce vehicle miles traveled and drive-alone commute trips per employee. The CTR Efficiency Act also requires major employers to develop, implement and promote employee transportation programs to support these plan goals. For the Shoreline jurisdiction, the CTR Act targets worksites with 100 or more employees arriving at work between the hours of 6:00 a.m. and 9:00 a.m. In accordance with the CTR Act, the City of Shoreline must manage the programs of all six affected CTR sites in Shoreline. The six CTR sites in Shoreline include: Shoreline Community College, the Washington State Department of Transportation (WSDOT), Crista Ministries Campus, State of Washington Public Health Lab, Fircrest School, and the City of Shoreline City Hall campus.

King County has implemented CTR work for jurisdictions across King County since the initial legislation was passed in 1991. However, stagnant funding levels, increasing worksites, and less staff capacity to engage employers has meant that King County's work has focused solely on the regulatory components of the CTR program. Because of this, King County made plans to transition the regulatory CTR work to jurisdictions by the end of 2021. King County will continue to partner with jurisdictions and CTR affected employers through consultation, resources, and policy advocacy/coordination to better achieve CTR goals across the County.

DISCUSSION

The City of Shoreline is required by state law (RCW 70A.15.4020) to develop and implement a CTR plan. The State appropriates minimal funding to assist with implementation. Historically, the City has contracted with King County to implement requirements on its behalf and receive pass-through Shoreline funding from the State for its efforts. King County managed this effort for many local jurisdictions to create a cohesive vision for the region and shared resources. As King County has now determined that it will no longer have the staff and means to continue this effort on local jurisdiction's behalf, they are transitioning this requirement back to the local jurisdictions.

King County has contracted with the State for one year - July 1, 2021, through June 30, 2022. This agreement between King County and the State was late in execution and is part of the reason for the delay in the proposed agreement between King County and Shoreline. For 2021, the agreement states that King County implements all aspects of the Shoreline program on the City's behalf. From January 1, 2022, through June 30, 2022, the City becomes responsible for implementation with minor transitional support from King County. Since King County has a one-year agreement with the State and is receiving the City funds, Shoreline will need to invoice King County for that part of the 2022 funding earmarked through June 30, 2022.

The 2021-2022 CTR Program Agreement (Attachment A) is a contract between King County and the City of Shoreline for the transitional period between July 1, 2021, and June 30, 2022. Tonight, staff is seeking Council authorization for the City Manager to enter into this Program Agreement.

In the future, the City will enter into agreements directly with the State to meet its CTR goals and requirements. The contract with the State will need to be in place by July 1, 2022. Therefore, City staff will be returning to Council with the specifics of a future CTR Agreement with the State in late spring or early summer of 2022.

COUNCIL GOAL(S) ADDRESSED

This program supports Council Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment. The major goals for the CTR program are to improve transportation system efficiency, conserve energy, and improve air quality.

RESOURCE/FINANCIAL IMPACT

The State of Washington funds the CTR program for all affected jurisdictions. King County, per a separate CTR Agreement with the State of Washington, receives funds from the State earmarked for Shoreline, and those funds are used by King County to support this Interlocal Agreement. The funding is based on a fixed amount per affected worksite. Per King County's CTR Agreement with the State, the City's total one-year estimated allocation (July 1, 2021, through June 30, 2022) for the six affected worksites in the City is \$15,238.50, which is passed through to King County.

Because of the transitional nature of the proposed Interlocal Agreement, the City will be able to invoice King County for a total of approximately \$7,620 for six months of CTR work performed between January 1, 2022, to June 30, 2022.

The City's responsibility to execute all CTR actions in order to remain compliant with state law is new for City staff. Staff are yet to fully understand how large an effort will be required, if these funds will fully cover that effort, and whether the City may need to supplement this funding for future efforts. Staff will notify Council if additional funds are determined to be necessary to remain compliant with state law.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to enter into the 2021-2022 Commute Trip Reduction Program Implementation Agreement with King County.

ATTACHMENTS

Attachment A – 2021-2022 Commute Trip Reduction Program Agreement Between the King County Department of Metro Transit and the City of Shoreline

COMMUTE TRIP REDUCTION PROGRAM AGREEMENT

**Between
King County Department of Metro Transit
and
City of Shoreline**

This Commute Trip Reduction Program Agreement (the "Agreement") is entered into by and between King County, a political subdivision of the State of Washington, through its Metro Transit Department (the "County" or "Metro") and the City of Shoreline (the "City"), a municipal corporation of the State of Washington, either of which entity may be referred to hereinafter individually as "Party" or collectively as the "Parties," for the purpose of administering the City's commute trip reduction ("CTR") program consistent with the transportation demand management ("TDM") and CTR requirements of the Washington Clean Air Act, Chap. 70A.15 RCW (the "Act").

WHEREAS, the purpose of RCW 70A.15.4000 through RCW 70A.15.4110 (formerly RCW 70.94.521 through RCW 70.94.555), which together comprise the TDM and CTR components of the Act, is to reduce air pollution, traffic congestion and fuel consumption by encouraging commuters to use alternative modes of transportation, such as buses, carpools, vanpools, bicycles, and walking, instead of single occupancy vehicles ("SOV"); and

WHEREAS the Act requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement CTR plans to reduce vehicle miles traveled per employee and drive alone commute trips; and

WHEREAS, the Act also requires major employers to develop, implement and promote employee transportation programs to encourage their employees to shift away from drive alone commutes; and

WHEREAS, the City has within its jurisdictional boundaries one or more "major employers" and is required by RCW 70A.15.4020 (formerly RCW 70.94.527) to develop and implement a commute trip reduction plan; and

WHEREAS, CTR plans developed by local jurisdictions are required to be coordinated and consistent with the CTR plans of adjacent jurisdictions as well as applicable regional plans; and

WHEREAS, the state legislature appropriated funds to provide technical assistance funding to local jurisdictions required to develop and implement commute trip reduction plans; and

WHEREAS, the County in a separate Commute Trip Reduction Act Agreement with the State of Washington, Agreement Number PTD0448, is authorized to receive CTR funds on behalf of local jurisdictions in exchange for the County's implementation of CTR plans and programs on behalf of those local jurisdictions and retain such funds as payment for the work performed; and

WHEREAS, the City desires to have the County perform the work necessary to satisfy the City's CTR-related obligations under the Act and to retain the City's allocation of state funds as payment for those services; and

WHEREAS, consistent with the terms and conditions of this Agreement, the County will provide specified CTR program services to the City, primarily to support local CTR efforts to reduce air pollution, traffic congestion and fuel consumption by encouraging commuters to use alternative modes of transportation, such as buses, carpools, vanpools, bicycles, and walking, instead of driving alone; and

WHEREAS, the City can achieve cost efficiencies and administrative consistency by contracting with the County for CTR program administration related work;

NOW THEREFORE, in consideration of the terms, conditions, mutual promises and covenants set forth herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions pursuant to which Metro will undertake certain tasks, as identified in the Scope of Work, to be undertaken by the County on behalf of the City to administer the City's CTR program.

2. DEFINITIONS

The following definitions shall apply for purposes of this Agreement:

Administrative Representative means the primary administrative contact for issues related to this Agreement as designated in Section 9.2 of the Agreement.

Affected Employer means an employer required by RCW 70A.15.4000 (formerly RCW 70.94.521) and the City's CTR Plan to implement a CTR program (see also "major employer").

Commute Trip Reduction Plan (CTR Plan) means a plan adopted by the City designed to reduce the proportion of drive alone commute trips and commute trip vehicle miles and to administer and enforce the CTR programs of affected employers located within its jurisdiction

Commute Trip Reduction Program (CTR Program) means a program designed by an Affected Employer to reduce the proportion of drive alone commute trips and vehicle miles traveled by its employees.

Employer Transportation Coordinator (ETC) means point of contact between the employer and its employees to implement, promote and administer the employer's CTR program.

CTR Funds means state funds appropriated by the state and allocated to counties and cities for implementation of commute trip reduction plans.

Major Employer means a private or public employer that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve (12) continuous months during the year, as provided in RCW 70A.15.4000 (formerly RCW 70.94.521) (herein also known as an "Affected Employer").

State is the Washington State Department of Transportation (WSDOT) unless otherwise noted.

3. DUTIES AND RESPONSIBILITIES

- 3.1 **Provision of CTR Services by the County.** From July 1, 2021 to December 31, 2021, the County will perform the CTR services specified with particularity in the Scope of Work ("SOW") set forth as Exhibit A, which is attached hereto and incorporated herein by this reference (the "Work").
- 3.2 **Assumption of CTR Services by the City.** Starting on January 1, 2022, the City will assume responsibility for performance of the Work specified in Exhibit A. At that point in time, the County will have no further responsibility for the performance of the Work specified in Exhibit A.

4. PAYMENT AND BILLING

- 4.1 **Invoicing.** The County will invoice WSDOT on a quarterly basis for direct reimbursement for the Work to be performed pursuant to this Agreement. Starting on January 1, 2022, the City will invoice the County to receive the remainder of State funds from WSDOT for Q1 and Q2 of 2022.
- 4.2 **WSDOT Payment Authorization.** The City shall authorize and direct WSDOT to reimburse the County directly.

5. WORK SCHEDULE AND PROGRESS REVIEW

- 5.1 **Progress Reviews.** From July 1, 2021 to December 31, 2021, the County will submit a quarterly report of progress and anticipated activities to the City and to WSDOT. During the same time period, periodic review of issues and materials will also be conducted with the City.
- 5.2 **Submitting Quarterly Reports.** The City is responsible for drafting complete and accurate quarterly reports of progress and anticipated activities and submitting the quarterly reports to the County. The City must submit the Q1 report to the County no later than April 8, 2022. The City must submit the Q2 report to the County no later than July 8, 2022. The County will review the quarterly reports to assess their compliance with WSDOT's reporting

requirements and will submit the reports to WSDOT on the City's behalf. Timely submittal of the reports by the City to the County is essential to ensure that the County has sufficient time to submit the reports to WSDOT. Delays in receiving the required reports from the City may result in delayed receipt of funding.

- 5.3 **WSDOT Evaluation Requirements.** From July 1, 2021 to December 31, 2021, the County will provide information to WSDOT for monitoring or evaluation activities, as directed by and on behalf of the City.

6. **EFFECTIVE DATE AND TERM OF AGREEMENT**

This Agreement shall be effective July 1, 2021 and will remain in effect through June 30, 2022, unless earlier terminated pursuant to the terms of this Agreement.

7. **TERMINATION**

- 7.1 **Termination for Default.** Either Party may terminate this Agreement in the event the other Party fails to perform a material obligation of this Agreement. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.1 shall be provided to the other Party not less than fifteen (15) calendar days prior to the effective date of termination.

- 7.2 **Termination for Convenience.** Either Party to this Agreement may terminate the Agreement, in whole or in part, for convenience and without cause. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.2 shall be provided to the other Party not less than thirty (30) days prior to the effective date of termination.

- 7.3 **County Funding and Termination for Non-Appropriation.** Performance of any Work undertaken by the County pursuant to this Agreement in advance of receiving reimbursement by the State beyond the current appropriation year is conditioned upon the appropriation by the County Council of sufficient funds to support the performance of the Work. Should such an appropriation not be approved, the Agreement shall terminate at the close of the current appropriation year. The County is on a biennial budgeting cycle and appropriations year end on December 31 of the last year of the biennium (even calendar years).

- 7.4 **Termination Due to Loss of State Funding.** If at any time during the Agreement period the State acts to terminate, reduce, modify, or withhold State CTR funds allotted to the City pursuant to RCW 70A.15.4080 (formerly RCW 79.94.544) then either Party may terminate this Agreement by giving thirty (30) days advance written notice to the other Party.

8. CHANGES AND MODIFICATIONS

Either Party may request changes to the provisions of this Agreement. Any such changes must be mutually agreed upon and incorporated by written amendment to this Agreement. No variation or alteration of the terms of this Agreement will be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9. NOTIFICATION AND IDENTIFICATION OF CONTACTS

9.1 **Administrative Representatives.** Both Parties shall designate an administrative representative to act as the contact person for matters pertaining to this Agreement.

9.2 **Contact Persons and Addresses**

For the County: Stacie Khalsa, Project Manager
King County Metro Transit
201 S. Jackson St., KSC-TR-0326
Seattle, WA 98104-2615
(206) 477-5868
Stacie.khalsa@kingcounty.gov

For the City: Nytasha Walters, Transportation Services Manager
City of Shoreline
17500 Midvale Ave. N.
Shoreline, WA 98133-4905
(206) 801-2481
nwalters@shorelinewa.gov

9.3 **Notice.** Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be sent postage prepaid by U.S. Mail, return receipt requested, to the Parties' respective administrative representatives at the addresses identified in Subsection 9.2 of this Agreement.

10. DISPUTE RESOLUTION PROCESS

The Parties, through their designated representatives identified in Subsection 9.2 of this Agreement, shall use their best efforts to resolve any disputes pertaining to this Agreement that may arise between the Parties. If these designated representatives are unable to resolve a dispute, the responsible project managers of both Parties shall review the matter and attempt to resolve it. If they are unable to resolve the dispute, the matter shall be reviewed by the department directors of both Parties or his or her designee. The Parties agree to exhaust each of these procedural steps before seeking to resolve disputes in a court of law or any other forum.

11. AUDITING OF RECORDS, DOCUMENTS AND REPORTS

The State Auditor shall have full access to and the right to examine during normal business hours, and as often as the State Auditor may reasonably deem necessary, the non-privileged records of the City and the County with respect to the matters covered by this Agreement. Both Parties shall have similar access and rights with respect to the records of the other Party. The Parties' representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Agreement. Such rights last for three (3) years from the date final payment is made hereunder.

12. INDEMNIFICATION AND HOLD HARMLESS

Each Party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents or employees, while performing work pursuant to this Agreement, to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other Parties harmless from any such liability. In the case of negligence of multiple Parties, any damages allowed shall be assessed in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Parties in proportion to the percentage of negligence attributable to the other Parties.

The City acknowledges it is solely responsible for its compliance with the Act, and for the adoption, implementation, and enforcement of any ordinances, plans, and programs related to the Act. The City shall indemnify and hold King County harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits at law of equity, actions, penalties, losses, damages, or costs arising out of, in connection with, or incidental to any act or omission of the City or any of its officers, employees, subcontractors or agents in adopting or enforcing any ordinances, plans and programs related to the Act.

13. LEGAL RELATIONS

- 13.1 **No Third Party Beneficiaries.** It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.
- 13.2 **No Partnership or Joint Venture.** No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.
- 13.3 **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 13.4 **Jurisdiction and Venue.** The King County Superior Court, situated in Seattle, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

- 13.5 **Mutual Negotiation and Construction.** This Agreement and each of the terms and provisions hereof shall be deemed to have been explicitly negotiated between, and mutually drafted by, both Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.
- 13.6 **Severability.** If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.
- 13.7 **Waiver of Default.** Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by duly authorized representatives of the Parties, and attached to the original Agreement.
- 13.8 **Assignment.** Neither this Agreement, nor any interest herein, may be assigned by either Party without the prior written consent of the other Party.
- 13.9 **Binding on Successors and Assigns.** This Agreement and all of its terms, provisions, conditions, and covenants, together with any exhibits and attachments now or hereafter made a part hereof, shall be binding on the Parties and their respective successors and assigns.
- 13.10 **Rights and Remedies.** Both Parties' rights and remedies in this Agreement are in addition to any other rights and remedies provided by law.
- 13.11 **Entire Agreement.** This Agreement embodies the Parties' entire understanding and agreement on the issues covered by it, except as may be supplemented by subsequent written amendment to this Agreement, and supersedes any prior negotiations, representations or draft agreements on this matter, either written or oral.
- 13.12 **Survival.** The provisions of this Section 13 (Legal Relations) shall survive any termination of this Agreement.

14. **FORCE MAJEURE**

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, snow, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or

acts of war; order of any court of competent jurisdiction or authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing. In no event should this provision eliminate the obligation of the City to make payment to the County for the Work performed pursuant to this Agreement.

15. COMPLIANCE WITH APPLICABLE LAWS

The Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations, including those pertaining to nondiscrimination and agree to require the same of any subcontractors providing services or performing any of the Work using funds provided under this Agreement.

16. EXECUTION OF AGREEMENT – COUNTERPARTS

This Agreement may be executed in two (2) counterparts, either of which shall be regarded for all purposes as an original.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the latest date written below.

KING COUNTY

CITY OF SHORELINE

By: _____
Christina O’Claire, Director
Metro Transit Department,
Mobility Division

By: _____
Debbie Tarry
City Manager

Date: _____

Date: _____

Approved as to form:

By: _____
City Attorney

Date: _____

EXHIBIT A

SCOPE OF WORK: Commute Trip Reduction (CTR) Services for Affected Employers

Metro will be responsible for the tasks in Exhibit A through December 31, 2021. On January 1, 2022, the City will become the primary point of contact for ETCs and CTR-affected sites and will assume responsibility for all tasks in Exhibit A.

Strategy 1: Program Administration

Brief description	Administer the CTR program to meet City program objectives and requirements.
Activities and outputs	<p>A. <u>Administer the employer site registration and inventory record-keeping</u>: Identify, notify and register new sites into the program in order to prepare them for their baseline surveys. Negotiate steps for compliance with non-compliant worksites with the onboarding component.</p> <p>B. Maintain database and master file records on basic site information for all sites. Provide the City and WSDOT with an electronic copy of City's CTR-affected employers and ETCs, as requested by the City or required by WSDOT. Keep website updated.</p> <p>C. <u>Administer, or assist the City with administering, WSDOT and City program requirements</u>: Perform general update and implementation of the CTR Plan and ordinance, including development and execution of implementation contract between King County CTR Services, the City and their Administrative Work Plan. Draft quarterly report information for County to complete WSDOT funds billing and reporting requirements. Meet regularly with City staff to review activities, current issues, ongoing challenges and accomplishments. Provide the City with draft responses to inquiries by state CTR committees and others, when warranted and as requested by the City. Conduct other administrative activities as needed.</p> <p>D. Provide historical data from past CTR cycles. Train staff on data tracking and systems for organizing information.</p>
Potential issues and risks	Outputs may be dependent on the actions of external organizations or other external factors; unresponsive sites.

Strategy 2: Employer Program Development, Engagement and Marketing

Brief description	Engage worksite ETCs with assistance, training, communications, resources, and information to operate successful programs. Train City staff to engage with worksite ETCs including train-the-trainer, providing past templates, communications needed to help ETCs operate successful programs.
Activities and outputs	<p>A. <u>Training</u>: Train new employee transportation coordinators (ETCs) (at existing and new worksites) on CTR requirements, implementation strategies and their sites' performance to date. Training classes can be taken online and include basic ETC training and survey training as needed. Update and maintain informational CTR website and other training resources.</p> <p>B. <u>Marketing Assistance</u>: Assist ETCs with marketing of commute programs and ensure they meet their program information distribution requirements.</p> <p>C. <u>Program Assistance</u>: Focusing primarily on sites that have not made progress toward goal, conduct survey analyses, review program summaries and make recommendations for program improvements.</p> <p>D. <u>Targeted Promotions</u>: Identify highly congested employment areas, corridors, industries, and/or sites that have not made progress toward goals for targeted outreach. Actively work with ETCs to promote alternatives to drive-alone commuting at these locations or sites.</p> <p>(For C and D, the number and composition of worksites toward which such activities will be targeted shall be determined in consultation with City project manager, with larger worksites generally receiving more focus and time than smaller ones.)</p> <p>E. <u>Information Provision</u>: Help ETCs become a major resource to their employees by providing them with up-to-date commute information, tools for communicating with employees, turnkey commuter promotions, and opportunities to attend networking events. Send transportation-related news and announcements via email to all ETCs; coordinate and distribute electronic materials and information for promotions such as Wheel Options and Bike Everywhere Month and Day; and schedule, promote, engage speakers and invite ETCs to employer network group meetings approximately 2-3 times per year.</p> <p>F. <u>Strategic Planning</u>: Develop strategies to help ETCs communicate and promote their programs to employees and achieve success with their programs.</p>
Potential issues and risks	Sites are non-responsive or unable to make resource investments in program; ETCs are not given the time to use resources available to market program to employees; sites non-responsive to events and promotions.

Strategy 3: Program Measurement and Reporting (Survey or Alternate and Employer Program Reports)

<p>Brief description</p>	<p>Train City staff to track and notify employers of surveying and reporting requirements, gather and manage survey and program report data, and provide technical assistance for and administration of measurement/reporting activities and program review/modification as warranted. Metro will be the point of contact relating to the survey until December 31, 2021. Starting January 1, 2022, the City will be the primary point of contact for the surveying, reporting requirements and notifications.</p>
<p>Activities and outputs</p>	<p>Assist site representatives with: (1) baseline survey and initial program development for new sites; (2) ongoing survey and program reporting for existing sites; and (3) for worksites not making progress toward goal, review of the existing program and recommendations for program modifications to improve performance as warranted for existing sites. This strategy includes sending survey and program notifications to all sites; reviewing and administering extensions and exemptions requests; and setting up and assisting sites with paper and online surveys and program reporting. Receive program report submittals and manage/organize program report data. Negotiate steps for compliance with non-compliant worksites. Maintain or edit report formats as needed; database; and keep master file records on all sites. Provide survey results and program reporting information to the City, WSDOT and worksite.</p>
<p>Potential issues and risks</p>	<p>Timely processing of survey and report data by WSDOT and accuracy of tools and data; unresponsive sites; ETC turnover.</p>
<p>Estimated budget of WSDOT pass-through funds for Strategies 1-3</p>	<p>Estimated budget of \$15,238.50 for six (6) worksites based on WSDOT funding allocation received by the County pursuant to the terms and conditions of the Agreement.</p>