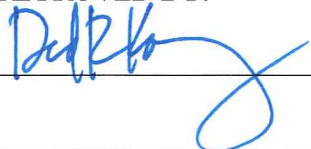


CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: January 9, 2017

AGENDA ITEM: PA 16044 – Commute Trip Reduction Ordinance and Plan amendments	AGENDA SECTION: New Business	
PREPARED BY: Angela Gemmer, Senior Planner	APPROVED BY: 	
ATTACHMENTS: 1. Memo to PC dated December 8, 2016 2. PC Recommendation dated December 13, 2016 3. PC Minutes dated November 22 and December 13, 2016 4. Existing Commute Trip Reduction Ordinance 5. Proposed Commute Trip Reduction Adopting Ordinance 6. Commute Trip Reduction Plan		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

In accordance with the State of Washington Commute Trip Reduction (CTR) Act (RCW 70.94.521-555), the City of Marysville administers a CTR program the goals of which are to reduce drive alone motor vehicle trips and the associated traffic congestion and pollution. Community Transit helps the City administer its CTR program. In response to amendments to State law, and the adoption of the State CTR board’s 2015-2019 CTR Plan, amendments to the City’s CTR ordinance and plan are proposed. The purpose of the amendments is to: harmonize the plans of the various jurisdictions that Community Transit provides CTR program administrative services to; allow for easier administration of required CTR activities by affected employers; and enhance reporting of compliance as required by MMC Chapter 11.52. The major changes to the CTR ordinance are moving from: a) biennial paper surveys to online data collection through Community Transit’s RideshareOnline.com (RSO) system, and b) from annual reporting to quarterly reporting.

The Planning Commission (PC) held a public workshop on November 22, 2016 and a duly advertised public hearing on December 13, 2016 to review the amendments to MMC Chapter 11.52, *Commute Trip Reduction (CTR) Plan*, and received testimony from staff. There was no public testimony provided at the public hearing.

Following the public hearing, the PC made a motion to recommend the Commute Trip Reduction Plan and code amendments for adoption by ordinance.

RECOMMENDED ACTION: Affirm the PC’s Recommendation and adopt the updated Commute Trip Reduction code amendments and Commute Trip Reduction Plan, by Ordinance.
COUNCIL ACTION:



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

MEMORANDUM

DATE: December 8, 2016
TO: Planning Commission
FROM: Angela Gemmer, Senior Planner
RE: Commute Trip Reduction (CTR) Plan and Ordinance Updates
CC: Dave Koenig, Community Development Director
Chris Holland, Planning Manager

In 2015, the Washington State Legislature updated the Commute Trip Reduction Act (RCW 70.94.521 – 70.94.555), which was initially adopted in 1991, to allow greater flexibility at the jurisdiction level for application of transportation demand management (TDM) strategies that better address local conditions. In response to these changes, Community Transit, which helps administer the City’s Community Trip Reduction (CTR) program, prepared a CTR plan template and model ordinance which they provided to impacted jurisdictions. The CTR plan template and model ordinance are intended to harmonize the plans and ordinances of the various jurisdictions that Community Transit serves so that the jurisdictions’ CTR programs are consistent, and future updates to plans and ordinances are easier to make. Information specific to the City of Marysville has been incorporated into the template plan and model ordinance provided by Community Transit.

The CTR Plan and ordinance applies to “affected major employers” in the City of Marysville who employ 100 or more full-time employees at a single worksite, and who are scheduled to begin their work day on weekdays between 6:00 and 9:00 a.m. The Plan also applies to “voluntary employers” who choose to participate in the program even though they do not meet the criteria to be affected. The Plan sets a goal for these worksites of increasing non-drive alone trips by 7 percent from 2017 levels.

CTR Plan

The [CTR Plan](#) outlines policies and strategies to improve air quality and reduce traffic congestion through employer-based transportation programs that encourage the use of alternatives to single-occupant vehicle trips for commute purposes. The CTR Plan incorporates discussion on anticipated future growth; future traffic generating centers such as the Smokey Point Master Plan and Arlington-Marysville Manufacturing Center (MIC); and incorporates pertinent goals and policies from the Land Use, Environmental, and Transportation Elements of the 2015 Comprehensive Plan.

CTR Model Ordinance

The [CTR model ordinance](#) has been reviewed against the City’s [existing CTR ordinance](#). The following is a summary of the proposed changes to the CTR ordinance:

The major changes to the CTR ordinance are moving from:

- Biennial paper surveys to online data collection through Community Transit’s RideshareOnline.com (RSO) system; and
- Annual reporting to quarterly reporting.

Other changes between the existing CTR ordinance and the proposed ordinance include:

- Elimination of several definitions that are no longer relevant to the program;
- Modifications to several definitions. For example, the definition of “affected employee” is being modified to include the following additional caveats:

- The employee will only be counted at his or her primary worksite.
- Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees;
- Inclusion of voluntary worksites in the ordinance (voluntary worksites are those that elect to participate in CTR but are not required to); and
- Changes in the names of different terms. For example, 'single-occupant motor vehicle' is now replaced in many instances by 'drive alone motor vehicle', and 'telecommuting' is now replaced by 'teleworking'.

Staff respectfully requests that the Planning Commission forward a recommendation of approval of the updated Commute Trip Reduction (CTR) Plan and Ordinance to the City Council.



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

PC Recommendation – Commute Trip Reduction (CTR) Plan & Ordinance Update

The Planning Commission (PC) of the City of Marysville, having held a public hearing on December 13, 2016 in review of a NON-PROJECT action amendment of the Marysville Municipal Code, proposing adoption of an updated Commute Trip Reduction (CTR) Plan and Ordinance, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

FINDINGS:

1. The PC held a public work session to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action Commute Trip Reduction (CTR) Plan and Ordinance as described above, on November 22, 2016.
2. The PC held a duly-advertised public hearing on December 13, 2016 and received testimony from city staff and the public.
3. At the public hearing, the PC reviewed and considered the Commute Trip Reduction (CTR) Plan and Ordinance.

CONCLUSION:

At the public hearing, held on December 13, 2016, the PC recommended **APPROVING** the Commute Trip Reduction (CTR) Plan and Ordinance.

RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as the Commute Trip Reduction (CTR) Plan and Ordinance update, this **December 13, 2016**.

By:


Stephen Deifer, Planning Commission Chair

PLANNING COMMISSION



MINUTES

November 22, 2016

7:00 p.m.

City Hall

CALL TO ORDER

Chair Leifer called the November 22, 2016 meeting to order at 7:00 p.m. noting the excused absence of Tom Thetford.

Marysville

Chairman: Steve Leifer

Commissioners: Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Brandon Whitaker

Staff: Community Development Director Dave Koenig, Senior Planner Angela Gemmer

Absent: Tom Thetford

APPROVAL OF MINUTES

November 9, 2016

Motion made by Commissioner Richards, seconded by Commissioner Smith, to approve the November 9 Meeting Minutes as presented. **Motion** passed unanimously.

AUDIENCE PARTICIPATION

Chair Leifer noted that there was no one present in the audience.

NEW BUSINESS

MMC Chapter 11.52 Commute Trip Reduction Update

Angela Gemmer explained that this is an update to Marysville's Commute Trip Reduction Ordinance. The object is to reduce single-occupant vehicle trips to reduce congestion and pollution. The State is the entity that has adopted this law, but the City

contracts with Community Transit (CT) to administer the program. CT would like to synchronize the ordinances between the various jurisdictions they coordinate with. This is basically reformatting what the City presently has. The main change is from annual reporting to quarterly reporting. Another change is to move from biennial surveys to a rideshareonline.com (RSO) system. Other changes involve elimination of several definitions that are no longer relevant to the program, modification to several definitions, inclusion of voluntary worksites in the ordinance, and changes in the names of different terms.

Commissioner Whitaker asked how many staff members are dedicated to administering this program. Ms. Gemmer replied it is just her. Commissioner Whitaker asked which site has more than 100 people showing up within three hours in the morning. Senior Planner Gemmer replied it is the Public Works and Community Development campus. Commissioner Whitaker asked if there are a lot of voluntary programs. Ms. Gemmer replied that there are not at this time, but there may be in the future.

Commissioner Hoen expressed a concern with the CT bus system. He noted that low income or no income people who are trying to get around the community can't get a transfer if they don't have an Orca card. This seems unfair to him. Senior Planner Gemmer stated they would pass that concern along to Community Transit.

Chair Leifer referred to the proposed format, page 9, where it talks about additional elements that can be implemented as needed. He asked how "as needed" would be determined. Senior Planner Gemmer explained that generally speaking if people are doing the things that are expected (obtaining training, notifying employees of their programs, and collecting data), but still aren't meeting the target it is acceptable since it is a program based on good faith effort. If someone is lacking progress they might be encouraged to take extra steps to adopt other techniques to improve progress.

Chair Leifer referred to page 11, D (2), and asked what "undue hardship" would be. Chair Leifer referred to the potential penalties and noted that a "good faith effort" and "undue hardship" appear to be somewhat subjective and could cause an issue in the future. Senior Planner Gemmer noted that the penalties language is part of the existing ordinance. Her experience is that they focus on positive solutions. She explained that the expectations for a good faith effort are fairly minimal and include six hours of training a year for the administrator, holding a transportation fair, completing surveys, and distributing information.

Commissioner Andes asked how many people in the Public Works building are currently carpooling. Senior Planner Gemmer replied that she is aware of only a couple. She noted that the flex work schedules contribute toward the reduction in trips. She commented that reducing trips is generally a challenge in North Snohomish County.

Chair Leifer asked for more information on the table on page 4 of the Plan. Senior Planner Gemmer replied this is an illustration of how the program has performed for 26,000 employees in eight South Snohomish County jurisdictions and the City of Bothell specifically. They are only identifying the non-drive alone trips. Chair Leifer noted that

this represents about 5% of people. Director Koenig commented that Community Transit has a large number of commuter vans. They are actually the second largest provider of ride sharing vans in the country. There are also businesses that have come up with their own solutions.

Chair Leifer then referred to the Barriers to Achieving Goal section at the bottom of page 9 and noted that one of the barriers is the availability of abundant free parking in the area. He then referred to page 11 on the sixth paragraph where it talks about Marysville's responsibility to make sure the CTR program is consistent with the Comprehensive Plan. He asked if they need to take a look at the Comprehensive Plan to see how it coincides with this comment about excess parking being a barrier to the program. Senior Planner Gemmer said she doesn't recall much in the Comprehensive Plan about parking as it relates to these goals. She thinks in general it is consistent with the goals of the CTR program. She noted she would take a closer look at this.

Commissioner Hoen commented that the State used to provide free bus passes for its employees. He asked if Marysville does this. Senior Planner Gemmer replied that there is currently a small monetary incentive, but she doesn't think anyone has taken advantage of that.

Code Amendments (Part 1)

Senior Planner Gemmer stated that this batch of code amendments is the first of several amendments that staff will be presenting. These are items staff has observed that are inconsistent with the code or that need to be amended to clarify code, or to streamline the process.

Amendment 1 – This provides clarification on parking expectations for single-family residences, duplexes, townhouses, and mobile homes.

Amendment 2 – This would clarify that the entity that grants licensure for radio frequency analysis is the Federal Communications Commission (FCC) and not the State of Washington. This would allow a broader group of engineers to submit those reports.

Chair Leifer asked if the FCC reviews all of the items. Senior Planner Gemmer stated that the City does the review. This would just clarify the credentials the engineer would need to do the analysis.

Amendment 3 - This would bring consistency between Permitted Uses matrices and the Density and Dimensional matrices for minimum lot sizes for duplexes in the Single Family, Medium Density Zone (R-4.5).

Chair Leifer referred to the Suggested Code Amendment on page 5 and asked if this means that they need to build to the maximum density. Senior Planner Gemmer replied that it does not. Some jurisdictions have a minimum and maximum, but Marysville does not. It would just afford a little more flexibility.

Amendment 4 – This is for single family and duplex uses that occur in multifamily zones. This would allow duplexes to benefit from using the lesser setbacks that a single family residence would use if it were built in a multifamily zone.

Chair Leifer asked if this was similar to LDMRs. Director Koenig explained that LDMRs were higher density single family units with reduced setbacks. Senior Planner Gemmer noted that there is one in Marysville that turned out pretty nice, but it has bigger setbacks than required.

Amendment 5 – This adds a new definition for *social services*.

Amendment 6 – This would allow administrative variances to the age requirements for manufactured homes. The City has issued a couple variances over the past couple years, and they had to go to the Hearing Examiner. This would minimize staff's and the applicant's time and reduce the expense of processing a variance. It would still uphold the expectation that someone in a standard subdivision would need to put in a newer home. The intent is to reduce hardship to people where it's not impacting neighbors negatively.

Chair Leifer commented that it seems very difficult to meet all the conditions on page 7 under item c. Senior Planner stated that the goal isn't to make the criteria easy to meet making these variances widely available, but rather to make it easier to obtain and process the variance if a property is eligible.

CITY COUNCIL AGENDA ITEMS AND MINUTES

ADJOURNMENT

Motion made by Commissioner Smith, seconded by Commissioner Richards, to adjourn the meeting at 8:00 p.m. **Motion** passed unanimously.

NEXT MEETING:

December 13, 2016



Laurie Hugdahl, Recording Secretary

DRAFT

CITY OF MARYSVILLE Marysville, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON, AMENDING CHAPTER 11.52 OF THE MARYSVILLE MUNICIPAL CODE RELATING TO THE CITY'S COMMUTE TRIP REDUCTION (CTR) PLAN AND REPEALING ORDINANCE NO. 2746.

WHEREAS, the City last updated its Commute Trip Reduction Ordinance in 2008; and

WHEREAS, the Washington State Legislature has passed amendments to the Commute Trip Reduction Act – RCW 70.94.521-555 since that time; and

WHEREAS, on September 26, 2014, the State Commute Trip Reduction board adopted the State CTR Plan 2015 – 2019 which includes new statewide program goals and targets, and new options for local goals and targets; and

WHEREAS, Community Transit has requested that local jurisdictions adopt Commute Trip Reduction Plans and Ordinances that are more uniform to allow for easier administration; and

WHEREAS, the City's new Commute Trip Reduction Plan and Ordinance will allow for easier administration of required commute trip reduction activities by affected employers while providing enhanced reporting of compliance; and

WHEREAS, amendments to the City's Commute Trip Reduction Plan and Ordinance have been made in accordance with the amendments to the Commute Trip Reduction Act and State Commute Trip Reduction Plan 2015-2019; and

WHEREAS, the Marysville Planning Commission, after review of the proposed Commute Trip Reduction (CTR) Plan and Ordinance, held a public workshop on November 22, 2016, and held a public hearing on December 13, 2016, and received testimony from staff and other interested parties following public notice; and

WHEREAS, the Planning Commission prepared and provided its written recommendation that said proposed amendment be approved by the Marysville City Council; and

WHEREAS, on January 9, 2017 the Marysville City Council reviewed the Planning Commission's recommendation relating to the proposed Comprehensive Plan amendment; and

WHEREAS, the Marysville City Council has considered the Commute Trip Reduction (CTR) Plan and Ordinance;

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

Section 1: Chapter 11.52 MMC, *Commute Trip Reduction (CTR) Plan*, is hereby amended to read as follows:

Sections:

- 11.52.010 Title.
- 11.52.020 Jurisdiction.
- 11.52.030 Purpose.
- 11.52.040 Administration.
- 11.52.050 Definitions.
- 11.52.060 City's CTR plan.
- 11.52.070 Responsible city agency.
- 11.52.080 Applicability – Timeline for compliance.
- 11.52.090 Requirements for employers.
- 11.52.100 Record keeping.
- 11.52.110 Schedule and process for CTR reports.
- 11.52.120 Enforcement.
- 11.52.130 Exemptions and goal modifications.
- 11.52.140 Appeals.
- 11.52.150 Severability.

11.52.010 Title.

The ordinance codified in this chapter shall be known as the "Commute Trip Reduction Ordinance" of the City of Marysville.

11.52.020 Jurisdiction.

The requirements set forth in this chapter shall apply to all major employers at any single worksite within the city limits of the City of Marysville.

11.52.030 Purpose and Intent.

The purpose of this chapter is to comply with statewide Commute Trip Reduction Law of 1991 (RCW 70.94.521 through 70.94.555; Chapter 202, Laws of 1991) as amended. The chapter is intended to reduce the overall number of commute trips by reducing single-occupancy vehicle trips and increasing the use of alternative modes of transportation or alternative work schedules.

The Commute Trip Reduction Ordinance will not be used as a substitute for reviews of projects under other city requirements or for compliance with the State Environmental Policy Act.

11.52.040 Administration.

The Chief Administrative Officer or designee is responsible for administering the provisions of this chapter and has the authority to promulgate rules and regulations to implement and administer this chapter, the City's CTR plan, and the City's CTR program.

11.52.050 Definitions.

"Affected employee" means a full-time employee who begins their regular work day at a major employer worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months. For the purpose of defining affected employees the following apply:

(1) A full-time employee is a person, other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week on two or more weekdays per week.

(2) The employee will only be counted at his or her primary worksite.

(3) Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

"Alternative mode of transportation" means any means of commute transportation other than commuting in a single-occupant vehicle, including rideshares (carpool or vanpool), use of transit, bicycling, or walking.

"Alternative work schedules" means work schedules which allow employees to work their required hours outside of the traditional Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, thereby allowing for a reduction of single-occupant vehicle commute trips. Examples include compressed work weeks, flex-time, and teleworking.

"Baseline data collection" means the collection of employee trip data at a major worksite to determine the non-drive alone trips per employee at the worksite. The City uses these measurements to develop commute trip reduction targets for the major employer. The baseline measurements must be implemented in a manner that meets the requirements and timeframe specified by the City.

"Carpool" means a motor vehicle occupied by at least two people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

"City" means the city of Marysville.

"Commute trip" means trips made from a worker's home to a worksite during the peak time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.

"Commuter matching service" means a system that assists in matching commuters for the purpose of commuting together, such as RideshareOnline.com.

"Compressed work week" means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four ten-hour days or eighty hours in nine days, but may also include other arrangements.

"CTR law" means a law passed in 1991 (Chapter 202, Laws of 1991), amended in 2006 and codified in RCW 70.94.521 through 70.94.551 requiring each county containing an urban growth area, designated pursuant to RCW 36.70A.110, and each city within an urban growth area with a state highway segment exceeding the one hundred person hours of delay threshold calculated by the department of transportation, as well as those counties and cities located in any contiguous urban growth areas. Counties and cities within the designation above shall adopt a commute trip reduction plan and ordinance for major employers within their jurisdictional boundaries.

"CTR plan" means the City's plan and ordinance to regulate and administer the CTR programs of major employers within the City.

"CTR program" means an employer's strategies to increase affected employees' non-single occupancy vehicle trips.

"Employer" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, nonprofit, or private, that employs workers.

"ETC" means employer transportation coordinator as required pursuant to RCW 70.94.531(3).

"Goals" means the established criteria for measuring effectiveness of employer programs as outlined in the City of Marysville CTR plan.

"Good faith effort" shall have the meaning provided in RCW 70.94.534(2), as now enacted or subsequently amended.

"Implementation" means active pursuit by an employer of the CTR goals of RCW 70.94.521 through 70.94.555, this chapter, and the CTR plan as evidenced by appointment of an ETC, distribution of information to employees regarding alternatives for non-drive alone commuting, and commencement of other measures according to its approved CTR program and schedule.

"Major employer" means a private or public employer, including state agencies, that employs one hundred or more affected employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on at least two weekdays each week for at least twelve continuous months.

"Major worksite" or "worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels of land separated solely by private or public roadways or rights-of-way, and at which there are one hundred or more affected employees.

"Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the postal service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

"Single-occupant vehicle (SOV)" means a motor vehicle occupied by one employee for a commute trip, including a motorcycle. If there are other passengers occupying the motor vehicles, but the ages of these passengers are under sixteen, the motor vehicle is still considered a single-occupant vehicle for measurement purposes.

“Target” means a quantifiable or measurable value that is expressed as a desired level of performance, against which actual achievement can be compared in order to assess progress, such as increase in non-drive alone trips.

“Teleworking” means the use of telephones, computers, or other similar technology to permit an employee to work anywhere at any time, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

“Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

“Vanpool” means a vehicle occupied by from five to fifteen people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip.

“Voluntary worksite” means the physical location occupied by an employer that is voluntarily implementing a CTR program.

“Week” means a seven-day calendar period starting on Monday and continuing through Sunday.

“Weekday” means any day of the week except Saturday or Sunday.

“Writing,” “written,” or in “writing” means original written signed and dated documents delivered via the United States Postal Service.

11.52.060 City’s CTR plan.

The city’s CTR plan, as approved in 2016 and adopted in 2017 and as set forth in the ordinance codified in this chapter as Exhibit B, is adopted wholly and incorporated herein by reference.

11.52.070 Applicability – Timeline for compliance.

The provisions of this chapter shall apply to any “major employer” or voluntary worksite within the city limits of the city of Marysville.

(1) In addition to city’s established public notification for adoption of an ordinance, a notice of availability of a summary of the ordinance codified in this chapter, a notice of the requirements and criteria for major employers to comply with said ordinance, and subsequent revisions shall be published at least once in city official newspaper not more than thirty days after passage of said ordinance or revisions.

(2) Major employers with a major worksite located in the city are to receive written notification that they are subject to this chapter within thirty days. Such notice shall be addressed to the company’s chief executive officer, senior official, or CTR manager at the worksite. The major employer shall perform baseline data collection within ninety days of notification. After the results of the baseline data are provided to the major employer, the major employer shall submit a CTR program to the city within ninety days.

(3) Major employers that, for whatever reason, do not receive notice within thirty days of passage of the ordinance codified in this chapter and are either notified or identify themselves to the city within ninety days of the passage of said ordinance shall perform baseline data collection within ninety days of notification or the major employer shall submit a CTR program within ninety days of receipt of the baseline data results.

(4) New Major Employers. Employers that meet the definition of "major employer" in this chapter must identify themselves to the city within ninety days of either moving into a worksite within the city limits of the city of Marysville or growing in employment at a worksite to one hundred or more affected employees. Such employers shall complete baseline data collection within ninety days of identification as a major employer and shall submit a CTR program within ninety days of the baseline data results. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval. Major employers who do not implement an approved CTR program according to this section are in violation of this chapter.

(5) Change in Status as a Major Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:

(a) If an employer initially designated as a major employer no longer employs one hundred or more affected employees and does not expect to employ one hundred or more affected employees for the next twelve months, that employer is no longer a major employer. It is the responsibility of the employer to notify city that it is no longer a major employer.

(b) If the same employer returns to the level of one hundred or more affected employees within the same twelve months, that employer will be considered a major employer for the entire twelve months and will be subject to the same program requirements as other major employers.

(c) If the same employer returns to the level of one hundred or more affected employees twelve or more months after its change in status to a "voluntary" employer, that employer shall be treated as a new major employer and will be subject to the same program requirements as other new major employers.

11.52.080 Requirements for employers.

A major employer is required to make a good faith effort to develop and implement a CTR program that will encourage its employees to increase in non-single vehicle commute trips. The employer shall submit a description of its program to the city and provide quarterly progress reports to the city on employee commuting and progress toward meeting the goals and targets. The CTR program must include the mandatory elements as described below.

(1) CTR Program Description Requirements. The CTR program description presents the strategies to be undertaken by an employer to achieve the program goals and targets stated in the city's CTR plan. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing CTR programs.

At a minimum, the employer's description must include: (1) general description of the employment worksite location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees; (2) number of employees affected by the CTR program; (3) documentation of compliance with the mandatory CTR program elements (as described in subsection 2 of this section); (4) description of the additional elements included in the CTR program (as described in subsection 2 of this section); and (5) schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.

(2) Mandatory Program Elements. Each employer's CTR program shall include the following mandatory elements:

(a) Employee Transportation Coordinator. The employer shall designate an ETC to administer the CTR program. The ETC and/or designee's name, location, and contact information must be displayed prominently at each major worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and city. The objective is to have an effective transportation coordinator presence at each worksite; a major employer with multiple sites may have one ETC for all sites.

(b) Information Distribution. Information about alternative modes of transportation, other than commute trips in single-occupant vehicles, shall be provided to employees at least twice a year. One of the items distributed must be a description of the employer's worksite program. The employer's program description and quarterly report must identify the information to be distributed and the method of distribution.

(c) Quarterly Progress Report. The CTR program must include a quarterly review of employee commuting and progress and good faith efforts toward meeting the goals and targets as outlined in the CTR plan. Major employers shall file a quarterly progress report with the city in accordance with the format established by this chapter and consistent with the CTR board guidelines*. The report shall describe each of the CTR measures that were in effect for the previous quarter, and the number of employees participating in the CTR program. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the worksite's CTR targets. The format of the report shall be provided by the city. The employer should contact the city for the format of the report. *CTR Guidelines can be found at www.wsdot.wa.gov/transit/CTR/law.htm

(d) Trip Data Measurement. Employers shall conduct a quarterly program data evaluation as a means of determining worksite progress toward meeting CTR targets.

(e) Annual Worksite Promotion of Employer CTR Program. Major employers will hold at least one annual transportation fair or equivalent promotion which is available to all employees at each major worksite.

(f) ETC Training. ETCs will be required to attend an ETC basic training session within six months of appointment.

(g) Employer Notification. Employers will be required to notify the city or designee when there are proposed changes to their CTR program, changes in ETC or contact information, and/or changes in number of employees at the worksite.

(h) ETC Networking/Advanced Training. ETCs will be required to attend at least six hours of networking or advanced training per year. Training and networking sessions may include marketing CTR programs to employees, trip planning, ridesharing, joint promotions and networking meetings.

(i) Additional Program Elements. In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals and targets. Elements may include, but are not limited to, one or more of the following:

- (i) Provision of preferential parking or reduced parking charges, or both, for rideshare vehicles (carpool or vanpool);
- (ii) Instituting or increasing parking charges for single-occupant vehicles;
- (iii) Provision of commuter matching services to facilitate employee ride-sharing for commute trips;
- (iv) Provision of subsidies for transit fares;
- (v) Provision of vans for vanpools;
- (vi) Provision of subsidies for carpools or vanpools;
- (vii) Permitting the use of the employer's vehicles for carpooling or vanpooling;
- (viii) Permitting alternative work schedules to facilitate employees' use of transit, carpools, or vanpools;
- (ix) Cooperation with transportation providers to provide additional regular or express service to the worksite;
- (x) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- (xi) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- (xii) Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes;
- (xiii) Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; and
- (xiv) Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site daycare facilities and emergency taxi services.

11.52.090 Record keeping.

Major employers shall include a list of the records they will keep as part of the CTR program they submit to the city for approval. Employers will maintain all records listed in their CTR program for a minimum of forty-eight months. The city and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

11.52.100 Schedule and process for CTR reports.

(1) CTR Program. Not more than ninety days after the adoption of the ordinance codified in this chapter, or within ninety days after an employer qualifies under the provisions of this chapter as a major employer, the employer will be given ninety days to complete baseline data collection, and an additional ninety days to submit a CTR program once the baseline data results are given to the employer. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval by the city. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

(2) Document Review. The city shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. The employer shall have thirty days to resubmit a modified program. If the employer receives no written notification of extension of the review period of its CTR program or comments on the CTR program or quarterly report within ninety days of submission, the employer's program or quarterly report is deemed accepted. The city may extend the review period up to ninety days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

(3) CTR Quarterly Progress Reports. Upon approval of an employer's initial CTR program, the employer shall submit quarterly reports on the dates requested from the city, no less than ninety days after program approval.

(4) Modification of CTR Program Elements. Any major employer may submit a request to the city to modify a CTR program element, other than the mandatory elements specified in this chapter, including record keeping requirements. Such requests may be granted if one of the following conditions exist:

(a) The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or

(b) The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

(5) Extensions. An employer may request additional time to submit a CTR program or CTR report, or to implement or modify a program. Such requests shall be via written notice at least ten working days before the due date for which the extension is being requested. Extensions not to exceed ninety days shall be considered for reasonable causes. The city shall grant or deny the employer's extension request by written notice within ten working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for thirty days. Extensions shall not exempt an employer from any responsibility in meeting program goals and targets. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's reporting date shall not be adjusted permanently as a result of these extensions. An employer's reporting date may be extended at the discretion of the city.

(6) Implementation of Employer's CTR Program. The employer shall implement its approved CTR program not more than ninety days after the program was first submitted to the city. Implementation of the approved program modifications shall begin within thirty days of the final decision or ninety days from submission of the CTR program or CTR quarterly report, whichever is greater.

11.52.110 Enforcement.

(1) Compliance. For purposes of this section, compliance shall mean fully implementing in good faith all provisions in an approved CTR program.

(2) Program Modification Criteria. The following criteria for achieving targets for non-drive alone trips per employee shall be applied to determine requirements for employer CTR program modifications:

(a) If an employer makes a good faith effort and meets either or both targets, the employer has satisfied the objectives of the CTR plan and will not be required to modify its CTR program.

(b) If an employer makes a good faith effort but has not met or is not likely to meet the applicable targets, the city shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the city for approval within thirty days of reaching agreement.

(c) If an employer fails to make a good faith effort and fails to meet the applicable targets, the city shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within thirty days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within thirty days of receiving written notice to revise its program. The city shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city will send written notice to that effect to the employer within thirty days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city within ten working days of the conference.

(3) Violations. The following constitute violations if the deadlines established in this chapter are not met:

(a) Failure to self-identify as a major employer within the timeframes indicated in the *Applicability—Timeline for compliance* section above;

(b) Failure to perform a baseline data collection including:

(i) Employers notified or that have identified themselves to the city within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the notification or self-identification;

(ii) Employers not identified or self-identified within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the adoption of the ordinance codified by this chapter;

(iii) A new major employer that does not perform baseline data collection consistent with the requirements specified by the city within ninety days of identification as a major employer;

(c) Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed the goals and targets as specified in this chapter;

(d) Submission of false or fraudulent data in response to data collection requirements;

(e) Failure to make a good faith effort; or

(f) Failure to revise a CTR program as defined in RCW 70.94.534(4).

(4) Penalties.

(a) No major employer with an approved CTR program which has made a good faith effort may be held liable for failure to reach the applicable goals and targets;

(b) Each day that a major employer fails to implement the program shall constitute a separate Class 1 civil infraction as described in Chapter 7.80 RCW. The penalties and assessments for a Class 1 civil infraction shall be as set by state law. Base penalties shall be as set forth in RCW 7.80.120, as now enacted or subsequently amended.

(c) A major employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they:

(i) Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and

(ii) Advise the union of the existence of the statute and the mandates of the CTR program approved by city and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

11.52.120 Exemptions and target modifications.

(1) Worksite Exemptions. A major employer may request the city to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this chapter as a result of the characteristics of its business, its work force, or its locations. An exemption may be granted if and only if the major employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures of the approved CTR plan. Exemptions may be granted by the city at any time based on written notice provided by the major employer. The notice should clearly explain the conditions for which the major employer is seeking an exemption from the requirements of

the CTR program. The city shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

(2) Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city will use the criteria identified in the CTR board guidelines* to assess the validity of employee exemption requests. The city shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year. *CTR Guidelines can be found at www.wsdot.wa.gov/transit/CTR/law.htm

(3) Modification of CTR Program Targets. A major employer may request that the city modify its CTR program targets. Such requests shall be filed in writing prior to the date the worksite is required to submit its program description or quarterly report. The target modification request must clearly explain why the worksite is unable to achieve the applicable target. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.

The city will review and grant or deny requests for target modifications in accordance with procedures and criteria identified in the CTR board guidelines. An employer may not request a modification of the applicable targets until one year after the city approval of its initial program description or report.

11.52.130 Appeals.

(1) Appeals. Any major employer may appeal administrative decisions regarding exemptions, modification of goals or elements, or modification of the major employer's plans using the procedures set forth in Chapter [22G.010](#) MMC, Article VIII, used for appeals of administrative determinations on interpretations of land use regulations.

(2) Notice of Violation and Assessment of Civil Penalties. Any person receiving a notice of violation and assessment of civil penalties for violation of this chapter may appeal the same in accordance with the provisions set forth in Chapter [4.02](#) MMC.

11.52.140 Severability.

If any section, subsection, sentence, clause, phrase or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this chapter.

Section 2: Ordinance No. 2746 is hereby repealed for the reason that it is replaced by this Ordinance.

Section 3: Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2017.

CITY OF MARYSVILLE

By: _____
JON NEHRING, MAYOR

Attest:

By: _____
APRIL O'BRIEN, DEPUTY CITY CLERK

Approved as to form:

By: _____
JON WALKER, CITY ATTORNEY

Date of Publication: _____

Effective Date: _____
(5 days after publication)

EXISTING CTR ORDINANCE TO BE REPEALED

Chapter 11.52 COMMUTE TRIP REDUCTION (CTR) PLAN

Sections:

- [11.52.010](#) Purpose.
- [11.52.020](#) Definitions.
- [11.52.030](#) Marysville commute trip reduction (CTR) plan.
- [11.52.035](#) CTR goals.
- [11.52.040](#) Responsible city department.
- [11.52.050](#) Applicability.
- [11.52.060](#) New major employers.
- [11.52.070](#) Change in status as a major employer.
- [11.52.080](#) General requirements for employers.
- [11.52.090](#) CTR program description requirements.
- [11.52.100](#) Mandatory CTR program elements.
- [11.52.110](#) Additional CTR program elements.
- [11.52.120](#) Record keeping.
- [11.52.130](#) CTR program submittal.
- [11.52.140](#) Annual CTR reports.
- [11.52.150](#) Document review.
- [11.52.160](#) Modification of CTR program elements.
- [11.52.170](#) Extensions.
- [11.52.180](#) Implementation of employer's CTR program.
- [11.52.200](#) Enforcement.
- [11.52.210](#) Penalties.
- [11.52.220](#) Exemptions and goal modifications.
- [11.52.230](#) Appeals.
- [11.52.240](#) Severability.

11.52.010 Purpose.

The purpose of this chapter is to provide a method for compliance with the Washington State Commute Trip Reduction Law of 1991 (RCW [70.94.521](#) through [70.94.555](#)), as amended in 2006 by the Commute Trip

Reduction Efficiency Act. The Commute Trip Reduction Law was passed to reduce traffic congestion, air pollution, and dependency on fossil fuels through employer-based programs encouraging alternative commute methods to the single-occupancy vehicle. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.020 Definitions.

For the purpose of this chapter, the following definitions shall apply in interpretation and enforcement of this chapter:

“Affected employee” means a full-time employee who begins his or her regular work day at a major employer worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays, for at least 12 continuous months, which employee is not an independent contractor and is scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week.

“Affected urban growth area” means:

(1) An urban growth area, designated pursuant to RCW [36.70A.110](#), whose boundaries contain a state highway segment exceeding the 100 person hours of delay threshold calculated by the Washington State Department of Transportation, and any contiguous urban growth areas; and

(2) An urban growth area, designated pursuant to RCW [36.70A.110](#), containing a jurisdiction with a population over 70,000 that adopted a commute trip reduction ordinance before the year 2000, and any contiguous urban growth areas; or

(3) An urban growth area identified by the Washington State Department of Transportation as listed in WAC [468-63-020\(2\)\(b\)](#).

“Alternative mode” means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work weeks if they result in reducing commute trips.

“Alternative work schedules” means work schedules that allow employees to work their required hours outside of the traditional Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, including programs such as compressed work weeks that eliminate work trips for affected employees.

“Base year” means the 12-month period that commences when the city of Marysville determines an employer is required to comply with the CTR Law.

“Base year survey” or “baseline measurement” means the survey, during the base year, of employees at a major employer worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The city uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurements must be implemented in a manner that meets the requirements specified by the city.

“Carpool” means a motor vehicle occupied by at least two people traveling together for their commute trip, which results in the reduction of a minimum of one motor vehicle commute trip.

“City” means the city of Marysville.

“Commute trip” means a trip made from a worker’s home to a worksite during the peak period of 6:00 a.m. to 9:00 a.m. on weekdays.

“Commute trip reduction (CTR) plan” means the city’s plan and ordinance that regulate and administer the CTR program of a major employer within the city’s jurisdiction.

“CTR commuter” means a resident or employee in an affected urban growth area who is participating in the city’s commute trip reduction program, including any growth and transportation and efficiency center programs, implemented to meet the city’s established targets.

“CTR Law” means the Commute Trip Reduction Law passed by the Washington State Legislature in 1991 (Chapter 202, Laws of 1991), codified in RCW [70.94.521](#) through [70.94.555](#), and amended in 1997 and 2006, requiring counties of over 150,000 residents, with one or more major employers, to implement a CTR ordinance and plan. All cities in such counties with one or more major employers are also required to adopt CTR ordinances and plans.

“CTR program” means an employer’s strategies to reduce affected employees’ SOV use and commute trip vehicle miles traveled per employee (VMT).

“Commute trip vehicle miles traveled per employee (VMT)” means the sum of the individual commute trip lengths in miles over a set period divided by the number of full-time employees.

“Commuter matching service” means a system that assists in matching commuters for the purpose of commuting together.

“Compressed work week” means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer

hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements. Compressed work weeks are understood to be an ongoing arrangement.

“Custom bus/buspool” means a commuter bus service arranged specifically to transport employees to work.

“Dominant mode” means the mode of travel used for the greatest distance of a commute trip.

“Drive-alone” means a single-occupant vehicle.

“Employee transportation coordinator (ETC)” means a person who is designated as responsible for the development, implementation, and monitoring of an employer’s CTR program.

“Employer” means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, that employs workers.

“Exemption” means a waiver from CTR program requirements granted to an employer by the city, based on unique conditions that apply to the employer or employment site.

“Flex-time” is an employer policy allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

“Full-time employee” means a person, other than an independent contractor, scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week.

“Goal” means a purpose toward which efforts are directed.

“Good faith effort” means that an employer has met the minimum requirements identified in RCW [70.94.531](#) and this chapter, and is working collaboratively with the city to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed upon length of time.

“Growth and transportation efficiency center (GTEC)” means a defined, compact mixed-use urban center that contains jobs or housing and supports multiple modes of transportation. For the purpose of funding, a GTEC

must meet minimum criteria established by the CTR Board under RCW [70.94.537](#), and must be certified by a regional transportation planning organization as established in RCW [47.80.020](#).

“Implementation” means active pursuit by an employer toward the goals of this chapter as evidenced by appointment of a transportation coordinator, and commencement of other measures according to their CTR program and schedule.

“Jurisdiction’s base year measurement” means the proportion of single-occupant vehicle commute trips by CTR commuters, and commute trip vehicle miles traveled per CTR commuter, on which commute trip reduction targets for the local jurisdiction shall be based. The jurisdiction’s base year measurement, for those jurisdictions with an affected urban growth area as of March 1, 2007, shall be determined based on employee surveys administered in the 2006-2007 survey cycle. If complete employee survey data from the 2006-2007 survey cycle is not available, then the base year measurement shall be calculated from the most recent and available set of complete employee survey data.

“Major employer” (formerly referred to as “affected employer”) means a private or public employer, including a state agency, that employs 100 or more full-time employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least 12 months.

“Major worksite” means a building or group of buildings that are on physically contiguous parcels of land, or on parcels of land separated solely by private or public roadways or rights-of-way, and at which there are 100 or more full-time employees, who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least 12 continuous months.

“Mode” means the type of transportation reduction used by employees, such as single-occupant motor vehicle, ride-share vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and telecommuting.

“Notice” means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service, unless the third day falls on a weekend or legal holiday, in which case the notice is deemed accepted the day after the weekend or legal holiday.

“Peak period” means the hours from 6:00 a.m. to 9:00 a.m., Monday through Friday, except legal holidays.

“Peak period trip” means any employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m., Monday through Friday, except legal holidays.

“Person hours of delay” means the daily person hours of delay per mile during the peak period of 6:00 a.m. to 9:00 a.m., as calculated using the best available methodology by the Washington State Department of Transportation.

“Proportion of single-occupant vehicle trips” or “SOV rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of affected employees working during that period.

“Single-occupant vehicle (SOV)” means a motor vehicle occupied by one employee for commute purposes, including a motorcycle. If there are other passengers occupying the motor vehicle, but the ages of these passengers are 16 or under, the motor vehicle is still considered a “single-occupant vehicle” for measurement purposes.

“Single-occupant vehicle (SOV) trips” means trips made by affected employees in SOVs.

“Target” means a quantifiable or measurable value that is expressed as a desired level of performance, against which actual achievement can be compared in order to assess progress.

“Telecommuting” means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a workplace closer to home, reducing the distance traveled in a commute trip by at least half.

“Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool. A transit trip counts as zero vehicle trips.

“Transportation demand management (TDM)” means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

“Transportation management organization (TMO)” means a group of employers, or an association representing a group of employers, in a defined geographic area. A TMO may represent employers within specific city limits, or may have a sphere of influence that extends beyond city limits.

“Vanpool” means a vehicle occupied by seven to 15 people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. A vanpool trip counts as zero vehicle trips.

“Voluntary employer worksite” means the physical location occupied by an employer that is voluntarily implementing a CTR program.

“Week” means a seven-day calendar period, starting on Monday and continuing through Sunday.

“Weekday” means any day of the week except Saturday or Sunday.

“Writing,” “written,” or “in writing” means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.030 Marysville commute trip reduction (CTR) plan.

The Marysville CTR plan, as updated in 2008 and set forth in the ordinance codified in this chapter, is adopted wholly and incorporated herein by reference and enacted as the Marysville commute trip reduction plan. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.035 CTR goals.

The goals for reducing Marysville’s proportion of drive-alone vehicle trips and commute trip vehicle miles traveled per employee are established in the Marysville CTR plan as set forth in the ordinance codified in this chapter. The city will set the individual worksite goals for major employers based on how the worksite can contribute to the city’s overall goal established in the CTR plan. (Ord. 2746 § 1, 2008).

11.52.040 Responsible city department.

The community development director is hereby authorized and directed to enforce all the provisions of this chapter. The community development director may prepare and require the use of such forms and procedures as are essential to the administration of this chapter. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.050 Applicability.

The provisions of this chapter shall apply to all major employers within the corporate limits of the city of Marysville.

(1) In addition to Marysville’s established public notification for adoption of an ordinance, a notice of availability of a summary of this chapter, a notice of the requirements and criteria for major employers to comply with this chapter, and subsequent ordinance revisions shall be published at least once in Marysville’s official newspaper not more than 30 days after passage of the ordinance codified in this chapter;

(2) Major employers located in the city shall receive written notification that they are subject to this chapter, within 30 days of passage of the ordinance codified in this chapter. Such notice shall be by certified mail, return receipt requested, addressed to the company's chief executive officer, senior official, or CTR manager at the worksite. Such notification shall provide 90 days for the major employer to perform a baseline survey. After the results of the baseline survey are provided to the major employer, it has 90 days to submit a CTR program to the city;

(3) Major employers that, for whatever reason, do not receive notice within 30 days of passage of the ordinance codified in this chapter, and are either notified or identify themselves to the city within 90 days of the passage of the ordinance, will be granted an extension to assure the employers have up to 90 days within which to perform a baseline survey. After the results of the baseline survey are provided to the major employer, they have 90 days to submit a CTR program to the city;

(4) Major employers that have not been identified or do not identify themselves within 90 days, do not complete a baseline survey within 90 days, or do not submit a CTR program within 180 days of the passage of the ordinance codified in this chapter are in violation of this chapter;

(5) If a major employer has already performed a baseline survey, the major employer is not required to perform another survey and is required to submit a CTR plan to the city within 90 days of the passage of the ordinance codified in this chapter. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.060 New major employers.

(1) Employers that meet the definition of "major employer" in this chapter must identify themselves to the city within 90 days of either moving into the boundaries of Marysville or growing in employment at a worksite to 100 or more affected employees. Such employers shall be given 90 days to complete a baseline survey, and an additional 90 days to submit a CTR program, once the baseline survey results are given to the employer. The CTR program will be developed in consultation with the city and implemented no more than 90 days after the program's approval. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

(2) Employers that do not identify themselves within 90 days of becoming an affected employer are in violation of this chapter.

(3) New major employers shall have four years from the city's acceptance of the CTR program to meet the CTR reduction goal of 10 percent. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.070 Change in status as a major employer.

Any of the following changes in an employer's status will change the employer's CTR program requirements:

(1) If an employer initially designated as a major employer no longer employs 100 or more affected employees, and expects not to employ 100 or more affected employees for the next 12 months, that employer is no longer a major employer. It is the responsibility of the employer to notify the city that it is no longer a major employer;

(2) If the same employer returns to the level of 100 or more affected employees within the same 12 months, that employer will be considered a major employer for the entire 12 months. The employer must notify the city in writing that it is an affected employer, and will be subject to the same program requirements as other major employers; and

(3) If the same employer returns to the level of 100 or more affected employees 12 or more months after its change in status to an "unaffected" employer, that employer shall be treated as a new major employer, and will be subject to the same program requirements as other new major employers. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.080 General requirements for employers.

A major employer is required to make a good faith effort, as defined in RCW [70.94.534\(2\)](#) and MMC [11.52.020](#), to develop and implement a CTR program that will encourage its employees to reduce drive-alone commute trips and commute trip vehicle miles traveled per employee. The employer shall submit a description of its program to the city and provide an annual progress report to the city on employee commuting and progress toward meeting the SOV goals. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.090 CTR program description requirements.

(1) The CTR program description shall present the strategies to be undertaken by a major employer to achieve the commute trip reduction goals. The goal is currently 10 percent reduction in the base year measurement by the year 2011. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing CTR programs.

(2) At a minimum, the employer's CTR program description must include:

- (a) General description of the employment site location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees;
- (b) Number of employees affected by the CTR program;
- (c) Documentation of compliance with the mandatory CTR program elements as described in MMC [11.52.100](#);
- (d) Description of the additional elements included in the CTR program as described in MMC [11.52.110](#); and
- (e) Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.100 Mandatory CTR program elements.

Each employer's CTR program shall include the following mandatory elements:

- (1) Employee Transportation Coordinator (ETC). The employer shall designate an employee transportation coordinator to administer the CTR program. The ETC's and/or designee's name, location, and telephone number must be displayed prominently at each affected worksite. The ETC shall be trained in CTR program development and administration through a program approved by the city. The ETC shall attend annual ETC training and a minimum of six hours of other training or network meetings annually, or as organized by the city. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the city. The objective is to have an effective ETC presence at each worksite; a major employer with multiple sites may have one ETC for all sites.
- (2) Information Distribution. Information about alternatives to drive-alone commuting shall be provided to employees at least twice a year. Each employer's program description and annual report must report the information to be distributed and the method of distribution.
- (3) Annual or Biennial Progress Report. The CTR program must include an annual or biennial review of employee commuting and of progress and good faith efforts toward meeting the SOV and VMT reduction goals. Determination of annual or biennial reporting requirement is dependent on worksite commute trip reduction performance, and the city will advise the major employer of required report frequency. Major employers shall file an annual or biennial progress report with the city in accordance with the format established by this chapter

and consistent with the CTR task force guidelines. The report shall describe each of the CTR measures that were in effect for the previous year(s), the results of any commuter surveys undertaken during the year(s), and the number of employees participating in CTR programs. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the CTR goals. Survey information or approved alternative information must be provided every two years after implementation begins. The employer should contact the city for the format of the report.

(4) Biennial Survey or Measurement. In addition to the specific program baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect commute trip reduction program employee questionnaires (surveys) at least once every two years and shall achieve a 70 percent response rate from employees at the worksite. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.110 Additional CTR program elements.



In addition to the specific program elements described in MMC [11.52.100](#), the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:

- (1) Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;
- (2) Instituting or increasing parking charges for SOVs;
- (3) Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;
- (4) Provision of subsidies for transit fares;
- (5) Provision of vans for vanpools;
- (6) Provision of subsidies for carpools or vanpools;
- (7) Permitting the use of the employer's vehicles for carpooling or vanpooling;
- (8) Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- (9) Cooperation with transportation providers to provide additional regular or express service to the worksite;
- (10) Construction of special loading and unloading facilities for transit, carpool, and vanpool users;

- (11) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- (12) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- (13) Establishment of a program to permit employees to work part-time or full-time at home or at an alternative worksite closer to their homes;
- (14) Establishment of a program of alternative work schedules, such as a compressed work week, which reduce commuting;
- (15) Promotional activities for ride-sharing and transit, as well as fixed commuter information centers;
- (16) Guaranteed rides in emergency situations for ride-share participants;
- (17) Reduction of parking provided in accordance with the Marysville Zoning Code;
- (18) Charging employees for parking and/or the elimination of free parking; and
- (19) Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.120 Record keeping.

Major employers shall include a list of the records they will keep as part of the CTR program they submit to the city for approval. Records shall reflect the measures selected by the employer. For example, an employer providing transit and vanpool pass subsidies shall keep monthly records of pass sales; employers with parking charges and reduced rates for carpools and vanpools shall record parking pass sales by type. Employers will maintain all records listed in their CTR program for a minimum of 48 months. The city and the employer shall agree on the record keeping requirements as part of the accepted CTR program. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.130 CTR program submittal.

Not more than six months after the adoption of the ordinance codified in this chapter, or within six months after an employer qualifies under the provisions of this chapter, the employer shall develop a CTR program and shall submit to the city a written description of that program for review by the city. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.140 Annual CTR reports.

Upon review of an employer's initial CTR program, the city shall establish the employer's annual reporting date, which shall not be less than 12 months from the day the program is submitted. Each year on the employer's reporting date, the employer shall submit to the city the annual CTR report. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.150 Document review.

The city shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for the rejection. If the employer does not receive written notification of extension of the review period for the CTR program or city comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. The city may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.160 Modification of CTR program elements.

Any major employer may request that the city allow for the modification of CTR program elements, other than the mandatory elements specified in this chapter, including record keeping requirements. Such request may be granted by the city if one of the following conditions exist:

- (1) The employer can demonstrate that it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or
- (2) The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

The city may require the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.170 Extensions.

- (1) An affected employer may request additional time to submit a CTR program or CTR annual progress report, or to implement or modify a program. Such requests shall be made in writing at least 30 days before the due date for which the extension is being requested. Extensions, not to exceed 90 days, shall be considered for reasonable cause shown.

(2) The city shall grant or deny the employer's extension request in writing within 10 working days of receipt. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program elements shall not be cause for discontinuing or failing to implement other program elements. An employer's annual reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of the community development director. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.180 Implementation of employer's CTR program.

Unless extensions are granted, the employer shall implement its approved CTR program not more than 90 days after receiving written notice from the city that the program has been approved or with the expiration of the program review period without receiving notice from the city. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.200 Enforcement.

(1) Compliance. For purposes of this section, "compliance" shall mean fully implementing, in good faith, all provisions in an approved CTR program.

(2) Program Modification Criteria. The following criteria for achieving goals for VMT per employee and proportion of drive-alone trips shall be applied in determining requirements for employer CTR program modifications:

(a) If an employer meets either or both goals, the employer has satisfied the objective of the CTR plan and will not be required to modify its CTR program;

(b) If an employer makes a good faith effort, as defined in RCW [70.94.534\(2\)](#) and MMC [11.52.020](#), but has not met or is not likely to meet the applicable drive-alone or VMT goal, the city shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the city for approval within 30 days of reaching agreement;

(c) If an employer fails to make a good faith effort as defined in RCW [70.94.534\(2\)](#) and MMC [11.52.020](#), and fails to meet the applicable drive-alone or VMT reduction goal, the city shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications or equivalent measures, the employer shall submit

a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The city shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city will send the employer written notice of that effect within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city within 10 working days of the conference.

(3) Violations. The following constitute violations if the deadlines and/or other requirements established in this chapter are not met:

(a) Failure to develop and/or submit on time a complete CTR program;

(b) Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and drive-alone goals as specified in this chapter;

(c) Submission of false or fraudulent data in response to survey requirements;

(d) Failure to make a good faith effort, as defined in RCW [70.94.534\(2\)](#) or MMC [11.52.020](#), to achieve the goals outlined in RCW [70.94.527\(4\)](#), MMC [11.52.080](#), and this chapter; or

(e) Failure to revise a CTR program as defined in RCW [70.94.534\(4\)](#) and this chapter. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.210 Penalties.

The following penalties apply:

(1) No major employer with an approved CTR program that has made a good faith effort may be held liable for failure to reach the applicable drive-alone or VMT goal;

(2) Each day of failure to implement the CTR program shall constitute a separate violation, subject to penalties as described in Chapter 4.02 MMC and consistent with Chapter [7.80](#) RCW;

(3) A major employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable

laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they:

(a) Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and

(b) Advise the union of the existence of the statute and the mandates of the CTR program approved by the city and advise the union that the proposal being made is necessary for compliance with state law (RCW [70.94.531](#)). (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.220 Exemptions and goal modifications.

(1) **Worksite Exemptions.** A major employer may request the city to grant an exemption from all CTR program requirements for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this chapter as a result of the characteristics of its business, its workforce, or its location(s). An exemption may be granted if and only if the major employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of drive-alone trips and VMT per employee. Exemptions may be granted by the city at any time based on written notice provided by the major employer. The notice should clearly explain the conditions for which the major employer is seeking an exemption from the requirements of the CTR program. The city shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

(2) **Employee Exemptions.** Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city will use the criteria identified in the CTR Board Guidelines to assess the validity of employee exemption requests. The city shall review annually all employee exemption requests, and shall determine whether the exemption be in effect during the following program year.

(3) **Modifications of CTR Program Goals.**

(a) A major employer may request that the city modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description and annual report. The goal modification request must clearly explain why

the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all elements contained in its approved CTR program.

(b) The city will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines.

(c) An employer may not request a modification of the applicable goals until one year after the city approval of its initial program description or annual report. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.230 Appeals.

(1) Appeals. Any major employer may appeal administrative decisions regarding exemptions, modification of goals or elements, or modification of the major employer's plans using the procedures set forth in Chapter [22G.010](#) MMC, Article VIII, used for appeals of administrative determinations on interpretations of land use regulations.

(2) Notice of Violation and Assessment of Civil Penalties. Any person receiving a notice of violation and assessment of civil penalties for violation of this chapter may appeal the same in accordance with the provisions set forth in Chapter [4.02](#) MMC. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

11.52.240 Severability.

If any section, subsection, sentence, clause, phrase or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this chapter. (Ord. 2746 § 1, 2008; Ord. 2152 § 1, 1997).

Commuter Trip Reduction Plan For Marysville

DRAFT

February 2017



Table of Contents

INTRODUCTION	3
Program History	
Past Program Performance	
Benefits of the CTR Program	
I. LOCAL PROGRAM ASSESSMENT	5
Affected Major Employers	
Land Use and Transportation Conditions at Major Employment Sites	
II. TRIP REDUCTION STRATEGY FOR MAJOR EMPLOYERS	7
Employer Goals and Targets	
Requirements for Major Employers	
Barriers to Achieving Goals	
III. IMPLEMENTATION	11
Roles and Responsibilities	
Program Administration and Support	
Supportive Plans, Policies, and Programs	
Marysville Comprehensive Plan	
Community Transit: Transit Development Plan	
Curb the Congestion	
Other TDM Plans, Policies and Programs	
IV. FINANCIAL PLAN	15
CTR Program Costs and Resources	
Supportive TDM Program Costs and Resources	
V. CONSULTATION AND REVIEW	17
APPENDICES	
Appendix A: Current Program Participants	A-1
Appendix B: Comprehensive Plan Policies that Support CTR	A-2
Appendix C: Employer Workshop Summary	A-4

INTRODUCTION

The Commute Trip Reduction (CTR) Plan for the City of Marysville outlines policies and strategies to improve air quality and reduce traffic congestion through employer-based transportation programs that encourage the use of alternatives to single-occupant vehicle trips for commute purposes. This plan as well as previous CTR plans and ordinances has been developed to meet the requirements of the Washington State Commute Trip Reduction Act (RCW 70.94) initially adopted in 1991. In 2015, the Washington State Legislature updated the program to allow greater flexibility at the jurisdiction level to apply transportation demand management (TDM) strategies that better address local conditions. This plan has been prepared in accordance with those revisions.

This plan applies to “affected major employers” in the City of Marysville who employ 100 or more full-time employees at a single worksite and who are scheduled to begin their work day on weekdays between 6:00 a.m. and 9:00 a.m. The plan also applies to “voluntary employers” who choose to participate in the program even though they do not meet the criteria to be affected. The plan sets a goal for these worksites of increasing non-drive alone trips by 7% from 2017 levels.

Building upon the accomplishments of the existing commute trip reduction program, as well as other successful TDM strategies, the plan outlines strategies the City of Marysville, along with other agencies, will implement to assist employers in meeting the goals of the plan. Revisions are also being made to the Marysville Commute Trip Reduction Ordinance (MMC 11.52) to coincide with this update.

PROGRAM HISTORY

For over 25 years, jurisdictions in Snohomish County have partnered with state, regional and local agencies to implement the Commute Trip Reduction program with the goal of improving air quality and reducing traffic congestion. The Washington State Commute Trip Reduction Act (RCW 70.94) was adopted in 1991. In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which focused the CTR program on urban growth areas that were experiencing the greatest automobile-related air pollution and traffic congestion.

In 2013, the Washington State CTR Board approved a four-year pilot rulemaking experiment to evaluate new trip reduction strategies, improve performance measurement and identify administrative efficiencies. The City of Marysville, along with 7 other jurisdictions in Snohomish County and the city of Bothell, were selected to participate in an alternate CTR program during the pilot period. The alternate plan focused program resources in the areas with the greatest trip reduction potential. It streamlined worksite reporting and moved data collection from a biennial survey to a daily online trip calendar using the state’s online ridematching and calendaring system, RideshareOnline.com. This plan uses the flexibility provided within the 2015 CTR law revisions to continue the successful strategies of the pilot alternate plan program.

PAST PROGRAM PERFORMANCE

The CTR program performance analysis below shows the effect of commute habits of approximately 26,000 employees from CTR affected major employers in eight Snohomish County jurisdictions and the city of Bothell in 2015.

The table below compares employee commute information from the 4th quarter of 2014 with associated information from 2015. The comparison shows that commuters at these worksites chose

to take almost 15,000 more non-drive alone commute trips during that period, more than a 15% improvement.

Period	Non-drive alone trips	Daily non-drive alone trips
2014 – 4 th Quarter	76,904	1,240
2015 – 4 th Quarter	91,320	1,472
Difference	14,416	232
Percent Change	+15.7%	+15.7%

BENEFITS OF THE CTR PROGRAM

The impacts and benefits to Marysville of the Commute Trip Reduction (CTR) program reaches beyond the employments sites. CTR has continued to grow as the county grows and the program can be used to address a variety of transportation and environmental issues, especially as our ability to add capacity to roadways becomes a challenge:

Meeting State and County Climate Change Goals – In Snohomish County 62% of greenhouse gas emissions are attributable to transportation. By working to reduce vehicle miles traveled, CTR supports both the Governor’s and County Executive’s executive orders on climate change and reduction of GHG. In the last year alone, the CTR program in Snohomish County and the city of Bothell reduced greenhouse gas emissions by over 8 million pounds of carbon dioxide.

Avoiding the costs of Roadway Expansion –The cost of expanding roadways is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply.

Meeting the needs of increased urbanization –By 2035, the Snohomish County population is expected to grow by over 230,000 and employment is estimated to increase by almost 150,000 jobs. Most of this growth will go to the areas that are already urbanized. These are also areas where traffic problems are significant and alternative modes can be effective.

Energy costs – Rising and unpredictable fuel costs have put strains on the personal budgets of the residents of Snohomish County. The CTR program, through subsidies and assistance with lower cost commuting options, can help commuters meet their household needs.

Consumer preferences and market trends – CTR is addressing current consumer preferences in which more consumers want to live in multi-modal communities where it is possible to walk and bicycle safely, use neighborhood services, and have access to quality public transportation.

Other environmental concerns – CTR helps to address concerns over air pollution, depletion of natural areas, and other environmental impacts by reducing the demand for automobiles. For each car that is taken off the road, there is a significant benefit to the environment.

I. LOCAL PROGRAM ASSESSMENT

AFFECTED MAJOR EMPLOYERS

The Washington State Commute Trip Reduction Efficiency Act (RCW 70.94.521-555) and the Washington Administrative Code (WAC 468-63) require that major employers in the most congested urban growth areas (UGA) in the state develop and implement a program to encourage their employees to increase their use of non-drive alone transportation options. The act defines a major CTR employer as one that employs 100 or more full-time employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on at least two weekdays for at least twelve months. In Snohomish County the affected UGAs includes the Southwest, Marysville, Arlington, Lake Stevens, Snohomish, and Monroe. The number of major employers in Marysville fluctuates and will vary during the life of this plan. A table listing the current major employers is in Appendix A.

In addition to the major work sites there are other employer sites in the program that are defined as “voluntary”. These sites are involved for a variety of voluntary reasons including the desire to mitigate traffic and environmental impacts at their worksite and decrease the cost of commuting for their employees.

LAND USE AND TRANSPORTATION CONDITIONS AT MAJOR EMPLOYMENT SITES AND FUTURE EMPLOYMENT AREAS

Presently there are three major employers in the City of Marysville. These employers are spread out throughout the City with the Everett Clinic at Smokey Point in the north end, Zodiac Aerospace roughly midway through town, and the City of Marysville in downtown Marysville. Through 2035, the City of Marysville is expecting to experience significant job growth with over 15,000 additional employees anticipated in the north Marysville area. Much of this growth is anticipated to occur in the Smokey Point Master Plan area and the joint Arlington-Marysville Manufacturing Industrial Center (MIC) with growth also anticipated in the Lakewood Master Plan area. Transportation Element Policy T-14 indicates that “funding priority [should be given] to transportation improvements that serve growth centers and manufacturing and industrial centers, as allocated by the Regional Growth Strategy.”

The **Smokey Point Master Plan** is an area designated for development of a commercial/light industrial park. The vision of the Smokey Point Master Plan is to establish a commercial/light industrial park that provides jobs for the residents of Marysville and expands the City’s commercial-light industrial base. The area is intended to promote an attractive and positive development for workers, employers, and businesses located within the area.

The **Arlington-Marysville Manufacturing Industrial Center (MIC)** is a locally designated area which includes all Light Industrial (LI) zoned land, and some limited areas of commercial along Smokey Point Boulevard and a portion of 152nd Street NE. The area encompasses approximately 1,728 acres, most of which is zoned Light Industrial. The designation of this area as a MIC supports concentrated uses for high intensity manufacturing and business parks, while limiting large areas of retail and residential. MICs are intended to accommodate a significant amount of regional employment. By locally designating the area as a MIC, the City will have access to Infrastructure Coordinating Committee (ICC) funding which provides planning, funding, and implementation of infrastructure and transportation systems. A joint

MIC, including industrial areas within the cities of Marysville and Arlington, may be considered in the future for County and regional designation once specific criteria established by the Puget Sound Regional Council (PSRC) are met.

Community Transit provides some transit service to the Smokey Point Master Plan, Arlington-Marysville MIC, and Lakewood Master Plan areas. Community Transit also provides vanpool services to all worksites in Snohomish County. As these areas develop further, it is anticipated that demand for these services will increase.

II. TRIP REDUCTION STRATEGY FOR MAJOR EMPLOYERS

Local jurisdictions with affected major employers are required to develop programs and strategies for successful CTR programs that comply with the guidance and minimum requirements of the Washington State Commute Trip Reduction Efficiency Act (RCW 70.94.521) and the Washington State Commute Trip Reduction Board. Eight Snohomish County jurisdictions (Arlington, Edmonds, Lynnwood, Marysville, Monroe, Mukilteo, Mountlake Terrace, Snohomish County) and the city of Bothell have worked together with Community Transit to develop common goals, requirements, and strategies that will provide for a successful and coordinated CTR program.

EMPLOYER GOALS AND TARGETS

This plan sets a goal for affected major employment worksites of increasing non-drive alone trips by 7% from a 2017 baseline level by 2019. This goal is a target, and failure to achieve the goal is not a violation of state law or local ordinance. Progress towards the trip goal will be based on non-drive alone trip counts recorded in the RideshareOnline.com calendaring system.

Targets for newly affected CTR worksites will be determined from their time of entry into the program based on the two-year goals. For these sites, a baseline assessment of employee commute habits will be completed within 90 days of approval of CTR program and a target set for the worksite for the remaining period of the CTR plan period.

REQUIREMENTS FOR MAJOR EMPLOYERS

To achieve the goals and targets, major employers that are voluntary or affected by the CTR Law are required to implement the following program elements:

Required Element	Description
Designate Employee Transportation Coordinator	The employer will designate an Employee Transportation Coordinator (ETC). The ETC is the point of contact on-site 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. Employers will be responsible for providing ETCs with adequate time to attend training, network meetings and to administer the program.
Regular Distribution of Information to Employees	The employer will distribute information to employees about commute alternatives at least twice a year. At least one of the items distributed will be a description of the employer's worksite program. Examples of other information that will be distributed may include: <ul style="list-style-type: none">• Transit system maps and schedules• Vanpool rider alerts• Weekly traffic alerts• Regional or state ridesharing campaign promotional materials

CTR Reporting Quarterly	The employer will complete a quarterly employer report and submit to the local jurisdiction. The CTR law requires that the employer conduct a program evaluation to determine worksite progress toward meeting the CTR goals.
RideshareOnline.com Data Collection	The employer will promote and encourage employees to log trips into RideshareOnline.com. This data will be used for goal measurement purposes.
Implementation of a Set of Measures	<p>The employer will 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, compressed work week, or flexible work schedule • Other non-single occupant vehicle modes <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> • Provision of preferential parking or reduced parking charges for high occupancy vehicles • Instituting or increasing parking charges for single-occupant vehicles • Provision of commuter ridematching services • Provision of subsidies for transit fares • Provision of vans for vanpools • Provision of subsidies for carpooling or vanpooling • Permitting the use of employer’s vehicles for carpooling or vanpooling • Permitting flexible work schedules • Cooperation with transportation providers to provide additional regular or express service to the work site • Provision of bicycle parking facilities, lockers, changing areas and showers • Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility • Establishment of a program to permit employees to work part or full time at home or at an alternative work site closer to their homes • Establishment of a program of alternative work schedules such as compressed work week schedules (such as 4/40 or 9/80)

	<ul style="list-style-type: none"> • Implementation of measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi service • Employers or owners of worksites may form or utilize an existing Transportation Management Association (TMA) or other transportation-related associations to assist members in developing and implementing commute trip reduction programs
ETC Training	The employer ETC will attend an ETC basic training session within six months of appointment.
Employer Notification	The employer will notify the jurisdiction or designee when there are proposed changes to their CTR program, changes in ETC or contact information, and/or significant changes in number of employees at the worksite.
ETC Networking/ Advanced Training	The employer ETC will attend at least six hours of networking or advanced training per year. Training and networking sessions may include marketing CTR programs to employees, trip planning, ridesharing, joint promotions and networking meetings.
Annual Worksite Promotion of Employer CTR Program	Employers will be required to hold at least one annual “transportation fair” or equivalent promotion which is available to all employees at each CTR-affected worksite.

Compliance, Violations, and Penalties for Noncompliance - There are no violations for failure to achieve CTR goals, only for failure to make a CTR good faith effort. Civil penalties may be assessed for violations as defined in MMC Chapter 11.52 Violations and penalties can be appealed to the City Hearing Examiner. Appeals of the Hearing Examiner's decisions may be made to the Snohomish County Superior Court.

BARRIERS TO ACHIEVING GOALS

The following barriers to the achievement of the program goals have been identified:

Transit Service – While about half of the affected employment sites in Marysville are located near good transit service, some of the employment sites have little or no transit service.

Pedestrian Pathways – Some of the sites near transit have barriers caused by poor pedestrian pathways between the business and transit or the business and other needed services which make the use of an auto necessary.

Abundant Free Parking – Consistent with the business and industrial park location is the abundance of free parking. Most of the CTR-affected worksites in Marysville offer free parking to their employees

and in most cases there is no constraints on parking capacity. Parking management is difficult in most of these cases because of large amounts of available off-site parking with the potential for spill-over impacts on neighboring properties.

Ability to Implement Telework and Flexible Schedules – As an effective technique to reduce greenhouse gas emissions (GHG), telework and the flexible scheduling of employees can be a strong strategy among CTR worksites. The barriers to these techniques are often tradition and the culture of business. There is a perception among the management at some CTR employers that alternative work schedules can result in decreased employee productivity. There are also often technological problems with connecting a remote employee with the businesses systems.

Lack of Employee Transportation Coordinator (ETC) Support – The ETC is the backbone of any CTR program but at many sites the ETC is not given the opportunity to succeed because of training or lack of time and resources. ETC success is often dependent on the support that the ETC is getting from the management of the company. An employer program where the ETC is not getting the training and support necessary from within the company will not succeed.

III. IMPLEMENTATION

ROLES AND RESPONSIBILITIES

The City of Marysville plans to work in partnership with Community Transit, the Puget Sound Regional Council (PSRC), WSDOT, other affected Snohomish County jurisdictions, and its affected worksites to implement the CTR plan. Implementation of the plan will be carried out predominantly by the following parties:

Major Employers – The most important partners in the success of this plan are the participating employers. These employers are responsible for designing and implementing CTR programs consistent with the program goals and requirements as outlined in Section II of this plan. This includes developing a program, designating an ETC, delegating adequate time for ETCs to perform duties, distributing information on the program to employees, submitting program reports, and other necessary or desired elements.

Community Transit – The role of Community Transit is also critical to the success of this plan. For more than twenty-five years, Community Transit has worked with employers to develop and implement successful CTR programs. Through agreements with each CTR-affected jurisdiction and the Washington State Department of Transportation (WSDOT), Community Transit will be responsible for employer outreach, education and training, program review, and administering the employer data collection process. Community Transit also manages and implements the Curb the Congestion program, another tool in the employer trip reduction toolkit.

Transit Service Providers – Quality transit service is important for the success of this plan, Community Transit is the provider of vanpool and transit services to the CTR worksites in Marysville. In addition to Community Transit, Everett Transit and Sound Transit also provide bus service to many employment areas in Snohomish County.

Marysville – The City of Marysville is responsible for developing and implementing the local CTR plan and ordinance and ensuring that CTR plan is consistent with the Marysville Comprehensive Plan. The City of Marysville is also responsible for ensuring that CTR worksites are in compliance with the Marysville CTR ordinance. The City of Marysville will work with Community Transit, the Puget Sound Regional Council (PSRC), WSDOT, and the other Snohomish County jurisdictions to develop and fund the programs necessary to meet the CTR plan goals.

PROGRAM ADMINISTRATION AND SUPPORT

Community Transit will provide technical assistance and marketing incentives to help affected major employers meet the requirements and achieve their goals.

Employer Notification and Enforcement – Community Transit acts as the liaison between the City of Marysville and major affected employers and assists with preparation of notification documentation and enforcement recommendations.

Employer Assistance – Through a long-term agreement with each CTR-affected jurisdiction and WSDOT, Community Transit works with affected and voluntary employers to develop and successfully implement CTR programs. This assistance includes:

- ETC Development and Support - The ETC is an integral part of the trip reduction program. Their job duties should include coordination of annual fairs, conducting promotions, distributing information, notifying the City of Marysville about program changes, and the collection and reporting of data. Community Transit provides training courses, networking meetings, and other

assistance to the ETC designed to help meet the requirements of the program and increase the success of this key person.

- Program and Strategy Development – Community Transit provides consultation with employers to help worksites design and develop appropriate trip reduction strategies. Strategies may include carpool and vanpool programs, parking management, incentives programs, bicycling and walking programs, alternative work schedules, and telework programs.
- Promotions – Community Transit works with employers to design and conduct promotions, on-site transportation fairs, and other special events to increase awareness and use of commute alternatives. Assistance includes design and provision of materials, promotional items, staffing information booths and on-site ridematching.
- Incentives – Community Transit provides incentives to employees at affected worksite, such as the quarterly Smart Commuter Rewards program, to encourage the use of non-drive alone commute modes.
- Guaranteed Ride Home – Through an agreement with the employer, Community Transit offers emergency transportation to employees who choose an alternative to driving alone.
- Transit Pass Programs – Community Transit can work with employers to help identify appropriate ORCA Business Account programs for worksites.

Transportation Services – Transportation service providers provide alternative transportation options to single occupancy vehicle commuting.

- Vanpool Services – Community Transit operates one of the largest vanpool programs in the nation. Vans are provided to groups of 5-15 commuters who pay a monthly fare based on travel distance and number of passengers.
- Transit Services – Community Transit, Everett Transit and Sound Transit provide bus and commuter rail service within Snohomish County. Community Transit staff assists ETCs with identifying potential riders, planning individual trips and marketing specific routes. Transit schedules and on-site transit pass programs are also available.

SUPPORTIVE PLANS, POLICIES, AND PROGRAMS

Snohomish County and other local partner agencies have developed and implemented a variety of plans, policies and programs that support and increase the impact of commute trip reduction in the City of Marysville.

Marysville Comprehensive Plan and Transportation Improvement Plan

By 2035, the City of Marysville is projected to grow by 31,700 people which is an increase of approximately 60 percent over the 2007 population. The Comprehensive Plan lays out a 20-year strategy to address this growth. The Comprehensive Plan's Transportation Element identifies improvement projects and programs, and sets forth policies to guide the development of an integrated multimodal transportation system that will accommodate the increasing pressure on the transportation system.

The City of Marysville Comprehensive Plan was updated in September 2015 and includes many policies that support CTR, traffic demand management, and multi-modal transportation options. The City implements policies which promote non-single occupant vehicle travel through transit supportive

land uses with higher densities, mixed use development and transit-oriented development; providing pedestrian access to transit facilities; and incorporating transit, bicycle, and pedestrian facilities, where needed, into roadway improvement projects.

The Transportation Element of the Comprehensive Plan discusses numerous roadway improvement projects on City roads to address growth, congestion and safety. With the 2015 Transportation Element update, an increased emphasis has been placed on prioritizing pedestrian improvements and creating more opportunities for multi-modal transportation options.

Another area of focus is the Arlington-Marysville MIC and the Smokey Point Master Plan areas which are future “centers” where significant industry and employment growth is anticipated and actively being encouraged. These centers are intended to be compact areas for industry and employment that, as development occurs, may lend themselves to increased use of transit, bicycling and walking.

Appendix B identifies the Comprehensive Plan goals and policies that support CTR. The Comprehensive Plan policies have been reviewed for consistency with this Plan and with State law.

Community Transit: Transit Development Plan 2016-2021

Community Transit’s Transit Development Plan (TDP) and Long Range Plan look ahead to forecast sales tax revenue, and to match proposed future service expansions with the labor and fleet needed to provide that service. By 2021, Community Transit will need 167 new buses to replace aging vehicles and expand its fleet by more than 60 buses. The agency operated 235 buses in 2015.

In addition, the agency will need to hire approximately 200 new employees over the next six years, primarily bus drivers and mechanics. There are currently 627 people who work for the agency.

Community Transit plans a service expansion that will add about 138,000 hours of service, or a 40 percent increase over 2015 service levels. That expansion added two new routes in September 2016 and will add more bus trips throughout the system in both September and March 2017.

In fall 2017, the TDP outlines the desire to add more new trips on existing routes with a focus on commuter routes to Seattle. Many of those buses are standing room only, but more buses need to be purchased and delivered in order to expand peak-time operations.

In 2019, a major service expansion would include the launch of *Swift Green Line*, Community Transit’s second bus rapid transit (BRT) line, between Canyon Park and Boeing/Paine Field. The service proposals beyond this year are concepts and will need to be vetted by Community Transit’s Board of Directors each year.

Within the six-year timeframe, a third *Swift* route will be studied with the intent to launch as part of a south county service restructure to meet up with Sound Transit’s Link light rail when it reaches Lynnwood in 2023. Eventually, a network of *Swift* lines will crisscross the county to provide fast, frequent transit connections throughout Snohomish County.

Curb the Congestion

This origin-based transportation demand management (TDM) program targets strategies to where commuters begin their travel. Community Transit, in partnership with Snohomish County, developed Curb the Congestion, a progressive, community-based TDM program proven to reduce single occupancy vehicle trips on congested corridors in Snohomish County through a focus on both commute and non-commute trips. Program corridors include (as of January 2017): 128th Street, 164th Street, 196th Street, Bothell-Everett Highway, Highway 99, I-405 and Highway 522.

Snohomish County funds Curb the Congestion on 128th Street, 164th Street, 196th Street, Highway 99 and Bothell-Everett Highway in partnership with Community Transit using a regional Congestion Mitigation and Air Quality (CMAQ) grant. The I-405 Regional Mobility Grant funds Curb the Congestion on I-405 (from Lynnwood to Highway 522) and Highway 522 (from Monroe to Bothell). Both funding partners utilize Curb the Congestion as part of a strategy to alleviate traffic in congested corridors during peak commute hours.

This program has produced measurable results, fostering long-term behavior change. In 2015, Curb the Congestion eliminated 398,381 drive alone trips on the 6 target corridors and reduced vehicle miles driven by 7 million miles. The program also demonstrated valuable environmental benefits, by preventing 3.7 million pounds of carbon dioxide from being emitted.

Developer Transportation Demand Management (TDM)

Under the Marysville Municipal Code, Transportation Demand Management (TDM) techniques apply to developments that either require 20 or more parking spaces, or want to pursue a reduction in their required motor vehicle parking spaces. Developer TDM techniques outlined in code include the following:

- Allowance for joint use of parking where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times;
- Requiring bicycle parking for any new use which requires 20 or more motor vehicle parking spaces;
- Requiring designated carpool parking spaces for any office, industrial or institutional use which requires 20 or more motor vehicle parking spaces;
- Allowance for a reduction of up to 10 percent of the required number of motor vehicle parking spaces when non required bicycle parking spaces are provided; and
- Reduction of required motor vehicle parking spaces by up to 40 percent when effective alternative to motor vehicle access are proposed. These alternatives may include, but are not limited to, provision of: a private vanpool operation; transit/vanpool fare subsidy; imposition of a fee for parking; provisions of subscription bus services; flexible work-hour schedules; preferential parking for carpools/vanpools; and establishment of a transportation coordinator position to implement carpool, vanpool and transit programs.

IV. FINANCIAL PLAN

The City of Marysville and the other eight jurisdictions working together on this CTR plan have developed a joint financial plan outlining the estimated costs and the resources needed for program success.

CTR PROGRAM COSTS & RESOURCES

Costs

Table 1 is a summary of the estimated costs necessary to maintain the CTR program through 2019. Community Transit will administer and implement the CTR program. The City of Marysville will provide the development, adoption, and implementation of the CTR plan and ordinance including code revisions, additions to the comprehensive plan, and any necessary enforcement.

Table 1: CTR Program Costs 2017-2019

Activity	Responsible Agency	Estimated Cost 2017	Estimated Cost 2018	Estimated Cost 2019
CTR Administration*	Community Transit	\$125,000	\$125,000	\$125,000
CTR Services**	Community Transit	\$200,000	\$200,000	\$200,000
Ordinance and Plan Maintenance/Compliance	City of Marysville	\$1,500	\$1,500	\$1,500
TOTAL		\$326,500	\$326,500	\$326,500

* Includes program administration, promotions, marketing, guaranteed ride home, outreach and education.

**Includes program staff time, outreach and education.

Identified Resources

The resources for the programs administered for the CTR worksites come from a number of sources as shown in Table 2. WSDOT provides funds to cover some of the costs of administering the CTR program. Community Transit provides the resources to cover the remainder of the administration costs and for the outreach and marketing. The City of Marysville will provide the resources necessary to for maintenance and compliance with the CTR ordinance.

Table 2: Identified Resources for CTR Program 2017-2019

Description	Source of Revenue	Identified Revenue 2017	Identified Revenue 2018	Identified Revenue 2019
Ordinance and Plan Maintenance/Compliance	City of Marysville	\$5,000	5,000	5,000
CTR Administration	WSDOT	\$125,000	\$125,000	\$125,000
CTR Services	Community Transit	\$200,000	\$200,000	\$200,000
TOTAL		\$ 330,000	\$ 330,000	\$ 330,000

Employer funding – Missing from the tables above are the considerable resources that employers put into this program. Based on data from CTR worksite reporting, for every \$1 invested by state CTR funding, businesses invest \$18 toward meeting CTR program goals.

SUPPORTIVE TDM PROGRAM COSTS & RESOURCES

Costs

Table 3 is a summary of the estimated costs for other transportation demand management (TDM) programs, strategies and measures that will support commute trip reduction in the City of Marysville through 2019. These supportive strategies target residents and small employers through the county's corridor TDM program, Curb the Congestion. The availability of these additional resources and incentives can increase the impact of trip reduction for CTR affected employees along targeted corridors.

Table 3: Supporting TDM Program Costs 2017-2019

Activity	Responsible Agency	Estimated Cost 2017	Estimated Cost 2018	Estimated Cost 2019
Curb the Congestion*	Community Transit	\$739,000	\$504,000	\$384,000
TOTAL		\$739,000	\$504,000	\$384,000

*Includes program costs for management and implementation of the Snohomish County program on 128th/164th/196th/SR 527/SR 99 and the WSDOT/King County program on I-405 and SR 522.

Identified Resources

Curb the Congestion is funded through a variety of sources as shown in Table 4. Snohomish County has sponsored Congestion Mitigation and Air Quality (CMAQ) grants through PSRC to fund the 128th/164th/198th/SR-527/SR-99 program. Snohomish County and Community Transit are providing matching funds for these grants. The Snohomish County matching funds will come from developer TDM mitigation fees. The SR-522 and I-405 programs are also receiving funding through the state Regional Mobility grant program.

Table 4: Supporting TDM Program Resources 2017-2019

Description	Source of Revenue	Identified Revenue 2017	Identified Revenue 2018	Identified Revenue 2019
Curb the Congestion 2012 CMAQ Grant	WSDOT	\$160,000		
Curb the Congestion 2012 CMAQ Grant	Snohomish County	\$100,000		
Curb the Congestion 2014 CMAQ Grant	WSDOT	\$120,000	\$120,000	
Curb the Congestion 2016 CMAQ Grant	Snohomish County	\$225,000	\$325,000	\$317,000
Curb the Congestion I-405 Regional Mobility	King County	\$75,000		
Curb the Congestion Grant Match/TDM Mitigation	Snohomish County	\$34,000	\$34,000	\$42,000
Curb the Congestion Grant Match	Community Transit	\$25,000	\$25,000	\$25,000
TOTAL		\$ 739,000	\$504,000	\$384,000

V. CONSULTATION AND REVIEW

Agencies:

The CTR Plan for City of Marysville was developed in consultation with the following agencies:

- City of Arlington
- City of Bothell
- City of Edmonds
- City of Lynnwood
- City of Monroe
- City of Mountlake Terrace
- City of Mukilteo
- Community Transit
- Snohomish County
- Puget Sound Regional Council
- Washington State Department of Transportation

These consultations were done so as to present common plans and requirements across all of the CTR-affected jurisdictions in Snohomish County and the city of Bothell. The following issues were discussed at these coordination meetings: the goals of the CTR Plan, CTR strategies, a financing plan, an implementation plan, and coordination of CTR services. These meetings resulted in substantially similar plans among the jurisdictions in Snohomish County and the city of Bothell providing for continuity for the affected employers.

Employers:

Consultation with affected CTR employers was held on September 27, 2106.

These workshops were held for all affected employers in Snohomish County and the city of Bothell, and were also attended by all of the cities and transit agencies involved with CTR. During these workshops, employers were informed about the changes to state CTR law and were consulted as to what strategies should be used to meet the new requirements. A summary of these meetings is contained in Appendix C.

Internal Review:

APPENDICES

APPENDIX A: CURRENT PROGRAM PARTICIPANTS

Work Site	Address	Status
City of Marysville	80 Columbia Avenue	Affected
Everett Clinic at Smokey Point	2901 174 th Street NE	Affected
Zodiac Aerospace	12810 State Avenue	Affected

APPENDIX B: COMPREHENSIVE PLAN POLICIES THAT SUPPORT CTR

Supportive comprehensive plan goals and policies in the City of Marysville Comprehensive Plan.

COMPREHENSIVE PLAN POLICIES THAT SUPPORT CTR	
LAND USE POLICIES	
Continue to require commercial uses on the ground floor. Such uses are critical in developing a vibrant, pedestrian-oriented city center. Existing zoning encourages office and/or residential uses on upper floors – which are important in adding “around-the-clock” vitality, providing more housing options, and supporting the street level retail uses. Retain the existing 85 foot height limits west of State Avenue to encourage multi-story, mixed use development.	Downtown Action A-1
Reduce reliance on the private automobile and promote physical activity, and encourage suitable combinations and locations of land uses, such as employment, retail, and residences, including mixed use development.	Policy LU-11
Locate convenience/commercial services at transit transfer centers and Park and Ride lots to make these locations more pleasant and to accomplish daily tasks without use of the private automobile.	Policy LU-72
Encourage alternatives to the automobile for short trips within downtown.	Policy LU-87
Encourage alternatives to the automobile for short trips to neighborhood commercial.	Policy LU-112
Encourage alternatives to the automobile for short trips.	Policy LU-147
ENVIRONMENTAL POLICIES	
Where appropriate, provide pedestrian and bicycle trails in association with open spaces and natural areas.	Policy EN-6
Encourage practices that maintain or improve air quality, such as encouraging emissions testing; use of alternative transportation; appropriate relationship of land uses; and discouraging slash burning, burning of yard wastes, and use of uncertified wood stoves and fireplaces.	Policy EN-22
Conserve fossil fuels. Staff should practice efficient driving habits, carpool, avoid idling vehicles for longer than 30 seconds, and use appropriately-sized vehicles. The City should continue to participate in the Commute Trip Reduction (CTR) program.	Policy EN-53
Promote the reduction of greenhouse gas emissions from the transportation sector by encouraging alternative modes of travel such as transit, bicycling, and walking; reducing vehicle miles traveled; and increasing use of transportation demand management strategies such as expanding the	Policy EN-54

availability of sustainable transportation alternatives; reducing demand for the single occupancy vehicle; and incentivizing sustainable travel habits.	
Support appropriate Federal and State policies and legislation that will lead to the reduction of greenhouse gas emissions.	Policy EN-60
TRANSPORTATION POLICIES	
Maintain and improve the safety of the transportation system for all travel modes.	Policy T-3
Reduce the need for new capital improvements through investments in operations, demand management strategies, and system management activities that improve the efficiency of the current system.	Policy T-4
Construct transportation improvements based on adopted design standards, by roadway function, to meet the multimodal needs of the City.	Policy T-7
Work with WSDOT, Community Transit, and other agencies to ensure compatibility of traffic signal timing to improve efficiency of travel.	Policy T-10
Encourage and solicit public participation from transportation advocacy groups, such as Healthy Communities, in the planning, design, and implementation of a multimodal transportation system.	Policy T-11
Work with WSDOT and other stakeholders to improve multimodal access to the regional highway system.	Policy T-12
Coordinate the planning, implementation, and operation of a safe and efficient multimodal transportation system with stakeholders including WSDOT, PSRC, Snohomish County, neighboring cities and counties, the Tulalip Tribes, and transit providers.	Policy T-13
Give funding priority to transportation improvements that serve growth centers and manufacturing and industrial centers, as allocated by the Regional Growth Strategy.	Policy T-14
Prioritize investments in transportation facilities and services that support compact, pedestrian- and transit-oriented densities and development.	Policy T-15
Make transportation investments that improve economic and living conditions so that industries and skilled workers continue to be retained and attracted to the region.	Policy T-16
Apply livable urban design principles for growth centers and transit areas.	Policy T-20
Protect the investment in the existing and future street system and associated facilities (e.g., sidewalks, transit stops, landscaping) through an ongoing street maintenance and preservation program as well as incorporating the concept of “Complete Streets” as supported by the National Complete Streets Coalition.	Policy T-23
Promote and incorporate bicycle and pedestrian travel as a major element to improve the health of the community through active transportation by providing facilities and reliable connections.	Policy T-25
Continue to upgrade and enhance the non-motorized system based on appropriate design criteria to encourage walking and bicycling as a safe and efficient mobility option for all-ages.	Policy T-26

Improve local street patterns – including their design and how they are used – for walking, bicycling, and transit use to enhance communities, accessibility, connectivity, and physical activity.	Policy T-27
Support pedestrian and bicyclist education and safety programs such as Safe Routes to Schools and Healthy Communities.	Policy T-28
Encourage the connection of streets when considering subdivision or street improvement proposals, unless topographic or environmental constraints would prevent it. Limit the use of cul-de-sacs, dead-end streets, loops, and other designs that form barriers in the community. Recognize that increasing roadway and non-motorized connections can reduce traffic congestion and increase neighborhood unity.	Policy T-29
Ensure mobility choices for people with special transportation needs, including persons with disabilities, the elderly, the young, and low-income populations.	Policy T-30
Work with Community Transit to expand transit and paratransit service to/from and within the City.	Policy T-31
Coordinate with Community Transit and other jurisdictions on Commute Trip Reduction programs for major employers in Marysville and the region. Monitor and expand on program to meet the goals and requirements of the Commute Trip Reduction Act.	Policy T-32
Work with Community Transit, WSDOT, and other stakeholders to locate, construct and operate transit centers, Park & Ride and park-and-pool lots.	Policy T-33
Increase the proportion of trips made by transportation modes that are alternatives to driving alone through non-motorized system improvements, transportation demand management tools, and Commute Trip Reduction programs.	Policy T-34
Develop a system that encourages active transportation and minimizes negative impacts to human health and promotes a healthy community.	Policy T-36
Support implementation of transportation modes, technologies, and other transportation demand management tools that reduce pollution, reduce vehicle-miles-traveled (VMT), reduce greenhouse gas emissions, and improve system performance.	Policy T-37
Consider establishing a multimodal level of service standard. Monitor how other similar cities within the region address multimodal level of service and concurrency, and implement when feasible.	Policy T-45
Pursue grants for funding a range of multimodal transportation improvements.	Policy T-47
Work with Community Transit to add TDM programs to transit and paratransit to reduce the need or delay the need of capital roadway improvements.	Policy T-54

APPENDIX C: EMPLOYER WORKSHOP SUMMARY

Employer Networking Meetings

Tuesday, September 27, 2017, 2:00 – 3:30 p.m., Everett Clinic Smokey Point

Thursday, September 29, 2016, 2:00 – 3:30p.m., Community Transit

Meeting Summary

Two employer networking meetings were held to review the proposed changes to the jurisdiction CTR plans. ETCs and their management were invited to the meetings via email.

Community Transit presented a basic overview of the proposed changes to the CTR Plans for the Employee Transportation Coordinators (ETCs) affected by the CTR law. The CTR Plan review for the nine jurisdictions in Snohomish County and the City of Bothell (Edmonds, Bothell, Lynnwood, Marysville, Monroe, Mountlake Terrace, Mukilteo and Unincorporated Snohomish County) included the following:

- Review of the current CTR program under the pilot
- Pilot program successes
- Proposed 2017 – 2019 CTR program
- Next steps

The overview discussed that there would be no changes to employer requirements for the worksites located in the Southwest Urban Growth Area of Snohomish County. Worksites located in Arlington, Marysville and Monroe would follow the same requirements as the worksites located in the SWUGA beginning in July 2017. The requirements unique to these CTR Plans include completion of quarterly reports and online trip data collection using RideshareOnline.com instead of annual reports and biennial surveys as well as a target of a 7% increase in non-drive alone trips over the established baseline. All other state and local requirements will still apply.

Each jurisdiction then discussed their specific plans with the ETCs that have worksites in their jurisdictions. A summary of those discussions is below.

CITY OF BOTHELL

In attendance:

Sabrina Combs, City of Bothell

Karen Sprague, FUJIFilm Sonosite

Pamela Michie, Randstad

Phyllis Gillman, Vertafore

Tanya Julson, T-Mobile

Tina Bailey, Seattle Genetics

Alex Mehn, Community Transit

Group discussion:

- Quarterly reporting is simple.
- Networks in RSO have confused some employees but ETC assistance can help ensure correct network association.
- Worksite with contracted outside employees creating a strain on the worksite programs.
- Infrastructure improvements on local corridors would improve the motivation for carpooling.

CITY OF MUKILTEO

In attendance:

Brian Belin, Boeing

Camron Fichtner, Synrad

Marko Liias, City of Mukilteo

Megan Ranes, Travis

Pamela Tyler, Boeing

Stacey Gunnerson, Community Transit

Group discussion:

- Tracking trips in RSO is helpful, one worksite is doing the survey and annual reporting for their worksites outside CT jurisdiction and they strongly prefer using RSO.
- More training on how to use communication tools in RSO would be helpful.
- Employees are often confused by the Wheel Options campaign as it looks different than the other RSO pieces and the link is different so people are often confused if they have to log trips in both places to be eligible for both Choice Connections and Wheel Options.
- Getting information for Wheel Options more in advance would be helpful for worksite promotion.
- Worksites would like more support and resources to encourage a bicycle commute. Including onsite training for their employees on bicycle basics as well as trip planning.
- Financial resources for worksite bike investments would help to increase bicycle trips.
- Several employers would like to see support from Community Transit for safe routes to schools within Snohomish County and specifically the City of Mukilteo.
- Major challenge for the majority of these worksites continues to be the limited bus service on Beverly Park Road.

NORTH COUNTY – ARLINGTON, MARYSVILLE AND MONROE

In attendance:

Angela Gemmer – City of Marysville

Jeanne Killgore – The Everett Clinic Smokey Point

Amy Rusko – The City of Arlington

Gail Ogden – Senior Aerospace AMT

Kathy Gaeta – Natural Factor

Shannon Flaugh – Cascade Valley Hospital

Alex Mehn – Community Transit

Caryn Walline – Community Transit

Debbie Anderson – Community Transit

Jennifer Hass – Community Transit
Stacey Gunnerson – Community Transit

Group discussion:

- It is a challenge to get CTR participation and to figure out which of their employees are actually using an alternative to driving to work alone.
- Some concern about the 7% trip reduction goal over the next two years, and whether it will be achievable.
- Employers that offer an incentive program see a benefit to tying their incentive directly to tracking trips in RSO.
- ETCs will need onsite support to transition to RSO as well as continued training on RSO since they aren't really using the system at this time.

UNINCORPORATED SNOHOMISH COUNTY

In Attendance:

Cheryl Carder – Aviation Technical Services
Melissa Angelo – Aviation Technical Services
Jessie Gentle – BE Aerospace
Alan Douglas – Cypress Semiconductor
Tonya Denny – Eldec
Sylvia Peacock – Trade Products
Caryn Walline – Community Transit

Group Discussion:

- Worksites stated that they liked the new reporting and data collection method through RSO, and appreciated being able to get information on employees on a more regular basis.
- One worksite mentioned that employees are confused by the different incentive programs in RSO and suggested that we create a piece of collateral that showed how they all relate and who qualifies for which program.
- There was some concern that the 7% goal would be unachievable for the two year period, but the ETCs had no problem with that being the stated goal for the plan.
- Comments on advanced training:
 - Interested in having recorded trainings for ETCs who can't commit to a full training. They would prefer to be able to watch it in sections when time allows in their work day.
 - Have more in person training options available.
 - Allow for different times for trainings.

Mountlake Terrace

In Attendance:

Kevin Kullberg – Premera Blue Cross
Edith Duttlinger – City of Mountlake Terrace

Debbie Anderson – Community Transit

Group Discussion:

- Worksites stated that they liked the new reporting and data collection method through RSO, and appreciated being able to get information on employees on a more regular basis.
- One worksite mentioned that in person transportation events are no longer feasible at the worksite and consideration should be given to alternative to meet the requirement such as virtual events.
- The ETC had no problem with a 7% increase in non-drive alone trips as the stated goal for the plan.

Edmonds and Lynnwood

In Attendance:

Bertrand Hauss – City of Edmonds
Karen Westling – Swedish Edmonds
Mark Melnyk – Swedish Edmonds
Sarah Daoust – Edmonds Family Medicine
Janet David – DSHS Lynnwood
Kelvin Nesvog – Edmonds Community College
Paul Coffett – City of Lynnwood
Megan Tudor – City of Lynnwood
Jennifer Hass – Community Transit

Group Discussion:

- ETCs shared that they have no concerns with the current program.

ETCs had no specific comments regarding the proposed CTR plan.