CITY OF MONROE
RESOLUTION NO. 024/2017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, ADOPTING THE 2017-2019 COMMUTE TRIP REDUCTION (CTR) PLAN FOR MONROE TO ENSURE CONSISTENCY WITH THE WASHINGTON STATE COMMUTE TRIP REDUCTION BOARD STATE CTR PLAN FOR 2015-2019 AND APPLICABLE COMMUNITY TRANSIT GOALS AND TARGETS

WHEREAS, the Commute Trip Reduction Act (CTR) is locally initiated and enforced per the requirements of the Revised Code of Washington (RCW); and

WHEREAS, the City of Monroe is subject to CTR requirements and has an inter-local agreement with Community Transit to administer the requirements of the CTR Act on behalf of the City of Monroe; and

WHEREAS, in 2000, the City of Monroe adopted Ordinance No. 1192, establishing the City's Commute Trip Reduction provisions, which are contained in Monroe Municipal Code (MMC) Chapter 18.88 entitled "Commute Trip Reduction (CTR)"; and

WHEREAS, On September 26, 2014, the Washington State CTR Board adopted the State CTR Plan for 2015 – 2019 that includes new statewide program goals and targets and new options for local goals and targets; and

WHEREAS, local jurisdictions have been asked by Community Transit to update and amend their CTR regulations to incorporate the new statewide goals and targets; and

WHEREAS, the Council adopted Ordinance No. 001/2017 on January 17, 2017, updating and clarifying the City's Commute Trip Reduction Regulations by amending Monroe Municipal Code Chapter 18.88, Commute Trip Reduction (CTR), to ensure consistency with the State CTR Plan for 2015-2019 and applicable Community Transit goals and targets; and

WHEREAS, MMC 18.88.040 adopts by reference and incorporates therein the CTR plan as updated in 2017 and approved by the council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Monroe CTR Plan. The Monroe 2017 Updated CTR Plan set forth in Exhibit A is approved and adopted for incorporation by reference into MMC 18.88.040.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 14th day of November, 2017.

Approved: November 14, 2017
Effective: November 14, 2017

CITY OF MONROE, WASHINGTON

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

Elizabeth M. Adkisson, MMC, City Clerk

Commute Trip Reduction Plan For Monroe

2017-2019

MONROE
WASHINGTON

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 5

Employer Goals and Targets
Requirements for Major Employers
Barriers to Achieving Goals

III. IMPLEMENTATION 9

Roles and Responsibilities
Program Administration and Support
Supportive Plans, Policies, and Programs
City of Monroe Comprehensive Plan
Community Transit: Transit Development Plan
Curb the Congestion

IV. FINANCIAL PLAN 12

CTR Program Costs and Resources
Supportive TDM Program Costs and Resources

V. CONSULTATION AND REVIEW 15

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 Monroe 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 Monroe 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 Monroe, along with other agencies, will implement to assist employers in meeting the goals of the plan. Revisions are also being made to Monroe's Commute Trip Reduction Ordinance No. 001/2017 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 Bothell, along with 7 other jurisdictions in Snohomish County, 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 an 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 – 4th Quarter	76,904	1,240
2015 – 4th 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 Monroe because of the Commute Trip Reduction (CTR) program reach 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 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 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 Monroe 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

With the exception of the City of Monroe itself, all current major employment sites are located in a Monroe Regional Urban Center or a Regional Business Park. Because these are the major employment areas in the city, it would be expected that future major employers would also be located in these areas. Community Transit provides transit service to most of these areas with some service from King County Metro Transit and Sound Transit. Community Transit also provides vanpool services to worksites in Snohomish County.

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.

REQUIREMENTS FOR MAJOR EMPLOYERS

To achieve the goals and targets, affected major employers and voluntary employers 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: • 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 non-drive alone trips into RideshareOnline.com. This data will be used for goal measurement purposes.
Implementation of a Set of Measures	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: • Transit • Vanpool • Carpool • Bicycle or walking • Telework, compressed work week, or flexible work schedule • Other non-single occupant vehicle modes

	Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to: • 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) • 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 Basic 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 MMC1.04.050. Violations and penalties can be appealed to the Hearing Examiner. Appeals of the Hearing Examiner's decisions may be made to the City Council.

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 Monroe 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 Monroe 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 Monroe plans to work in partnership with Community Transit, the Puget Sound Regional Council (PSRC), the Washington State Department of Transportation (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 majority of CTR worksites in Monroe. In addition to Community Transit, Everett Transit and Sound Transit also provide bus service to many employment areas in Snohomish County

City of Monroe – Monroe is responsible for developing and implementing the local CTR plan and ordinance and ensuring that the CTR plan is consistent with the Monroe comprehensive plan. Monroe is also responsible for ensuring that CTR worksites are in compliance with the Monroe CTR ordinance. Monroe will work with Community Transit, 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 Monroe 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 Monroe 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

The City of Monroe has developed and implemented a variety of plans, policies and programs that support and increase the impact of commute trip reduction.

City of Monroe Comprehensive Plan

The City of Monroe's Comprehensive Plan was updated on December 8, 2015 and includes many policies that support CTR, pedestrian and bicycle use, and multi-modal strategies. The City is continuing to implement these policies which promote non-single occupant vehicle (SOV) travel through transit supportive land uses with higher densities, mixed use development and transit oriented development, reducing parking requirements, providing pedestrian access to transit facilities, and incorporating transit facilities into roadway improvement projects.

Key goals and policies that support CTR include several policies that promote the development of a safe and accessible pedestrian and bicycle network, transit access and multi-modal connections for all ages and abilities, and aesthetically pleasing activity centers that promote and encourage active transportation uses.

The Transportation Element of the comprehensive plan provides an overview of the City's existing transportation conditions, community needs, and discusses opportunities and challenges..

Appendix B includes an analysis of 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.

IV. FINANCIAL PLAN

The City of Monroe 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. Monroe 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 Monroe	$5,000	$5,000	$5,000
TOTAL		**$330,000**	**$330,000**	**$330,000**

* 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. Monroe will provide the resources necessary 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 Monroe	$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 Monroe 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/196th/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 Monroe was developed in consultation with the following agencies:

- City of Arlington
- 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, 2016

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

Worksite	Worksite Address	Status
City of Monroe	806 W Main Street Monroe, WA 98272	Affected
Canyon Creek Cabinet Company	16726 Tye Street SE Monroe, WA 98272	Affected
Monroe Correctional Complex	16700 177th Ave SE Monroe, WA 98272	Affected
Natural Factor	14224 167th Ave SE Monroe, WA 98272	Affected

APPENDIX B: COMPREHENSIVE PLAN POLICIES THAT SUPPORT CTR

Supportive comprehensive plan goals and policies in the Monroe Comprehensive Plan:

P.031, Promote alternative modes of transportation.

P.058, Enhance the street and pedestrian connections between the Highway 2/North Kelsey commercial district and downtown.

P.067, Encourage preferential parking for carpools and vanpools.

P.096, Encourage the provision of higher density housing in close proximity to retail, health care services, parks, and transportation routes.

P.120, Seek investment in streetscape improvements, transportation infrastructure, and public facilities.

P.121, Promote integration of parking facilities in the downtown area with pedestrian, bicycle and transit circulation.

P.125, Coordinate with transit providers to establish public transit service in area of higher density land use and mixed-use development.

P.131, Promote transportation system improvements that support efficient transport of goods and convenient access to businesses.

P.132, Promote land use patterns that facilitates multi-purpose trips and reduce the quantity and length of trips by single-occupancy vehicles.

P. 4, Promote alternative modes of transportation by providing:

- Sidewalks
- Walking and biking paths
- Interconnected street networks
- Improved transit systems

P.135, Require new development to include site and building features that support alternative modes of transportation including: walking, bicycle, carpool, and transit.

P.141, Develop compatible land use strategies and public education programs that encourage public transportation use in cooperation with surrounding communities.

P.142, Request that public transit providers construct passenger shelters at all bus stops.

P.143, Promote features that facilitate safer crossings for pedestrians and bicyclists where need has been identified.

P.144, Conserve unimproved public rights-of-way to assure availability for future transportation needs, including non-motorized routes connecting neighborhoods, employment, shopping, and transit centers.

P.146, Review site plans with transit providers to foster compatibility with public transportation.

P.150, Explore opportunities with Snohomish County/WSDOT to coordinate facility and transportation improvements, corridor beautification and development/redevelopment.

P.156, Direct new development to those areas where adequate transportation facilities exist or will be provided as defined in City-adopted facilities plans.

P.168, Use inter-jurisdictional planning to identify goals, policies and development regulations that promote significant regional transportation linkages and multimodal connections between aviation facilities and employment centers.

P.215, Encourage new development and redevelopment in the downtown area, including related investment in streetscape improvements, transportation infrastructure and public facilities.

P. 216, Promote integration of parking facilities in the downtown area with pedestrian, bicycle and transit circulation.

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.