

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion on Proposed Ordinance No. 498, Relating to Commute Trip Reduction (CTR) Ordinance Revisions.		Meeting Date: March 23, 2009
Department: Community Development	Attachments: 1. CTR Revision Summary Sheet 2. Comprehensive Plan Policy TR 1.1.8 3. Proposed Ordinance No. 498 – strikeout version 4. Proposed Ordinance No. 498 – clean version 5. Commute Trip Reduction Plan	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Liz Ockwell, Assistant Planner		
Telephone: (206) 812-7575		
Adopted Work Plan Priority: Yes X No	Work Plan Item Description: Revise Development Codes	
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for the Council to discuss the revisions required by Washington State to the Commute Trip Reduction (CTR) ordinance. No action is required at this meeting.</p> <p>BACKGROUND (Include prior Council action & discussion): On March 18, 1996, the Burien City Council adopted Ordinance No.170 establishing program requirements for the Commute Trip Reduction (CTR) Program. Subsequently, the CTR ordinance was revised on February 23, 1998, in order for Burien’s CTR ordinance to be in compliance with changes to state law. In December 2008, the City Council approved a policy amendment to the Comprehensive Plan that provides policy support for the CTR Program. This new policy language was a precursor for the required changes to the CTR ordinance as required by the CTR Efficiency Act of 2006 (ACT).</p> <p>In 2006, the Washington State Legislature enacted the CTR Efficiency Act, which requires state and local governments to develop and/or revise CTR plans and programs. The goal of the 2006 Efficiency Act is to provide clear benefits to the community, employers, and employees by reducing greenhouse gas emissions, air pollution, traffic congestion, and energy consumption. This is to be accomplished by measures to reduce drive-alone trips and vehicle miles traveled through the use of alternative modes of transportation.</p> <p>Proposed changes to the Commute Trip Reduction ordinance language can be described as a reorganization and streamlining of program elements. In addition, the state has established goals in order to provide targets to accomplish a reduction of commute trips. The proposed changes will allow the program to be more effective and efficient overall. A summary sheet has been provided in Attachment 1 outlining the required changes.</p> <p>On March 10, 2009, staff presented a preliminary version of the proposed CTR ordinance revisions to the Planning Commission. The commission discussed the changes to the ordinance, asked clarifying questions, and suggested a few edits. These edits have been incorporated into the CTR ordinance.</p> <p>OPTIONS (Including fiscal impacts): N/A</p>		
Administrative Recommendation: Hold discussion and consider placing on the April 6, 2009 consent agenda.		
Committee Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: None required		
Submitted by: Liz Ockwell, Assistant Planner		
Administration _____		City Manager _____
Today’s Date: March 16, 2007	File Code: R:\CC\Agenda Bill 2009\032309cd-1 CTR Ord.docx	

Summary of Commute Trip Reduction Ordinance Changes required by the CTR Efficiency Act of 2006

2006 Legislative Efficiency Act (ACT) changes to the 1991 CTR Law (r.1996)

1. Change: A Mandatory baseline survey is required from all new CTR affected worksites. The previous RCW and rules stated the baseline was optional. If the employer chose not to complete a baseline survey they could use the jurisdictions zone goals for baseline. Zones goals were eliminated from most jurisdictions CTR plans in the 2006 revision.
2. New: A Biennial Survey requirement is now included in the law. Previously it was not part of the legislation.
3. Change: New sites have 90 days to complete a baseline survey versus the old 12 month timeframe to complete the baseline survey after becoming affected.
4. Change: New sites have 90 days versus the old 180 days to submit their initial program.
5. Change: The initial program shall be implemented not more than ninety days after approval by the jurisdiction.
6. Change: The annual report requirement for employers was changed to a biennial or regular reporting requirement. This report is to be submitted along with or after the biennial survey. The program review cycle will alternate with the survey cycle to realize administrative efficiencies. In order to keep in "touch" with the employers and keep track of the employers' program status an enhanced survey response form was developed. The new form requires an employer to update contact names, site and program amenities and anticipated changes to the program during the non-measurement reporting period, as well as making a commitment to continue implementing the program as previously approved during the Measurement Review cycle.
7. Change: The term drive-alone replaces Single Occupancy Vehicle (SOV) in the trip reduction goals. SOV was a reduction derived from calculated survey results using a formula that included credits (-.20) for teleworking and non-motorized modes to determine a sites SOV % of reductions.
8. Change: The ACT establishes new goals for the jurisdiction to achieve in commute trip reduction of a 10% reduction in Drive Alone and/or a 13% Vehicle Miles Traveled (VMT), by 2011.

The goals for trip reduction are based on the jurisdictions' baseline numbers taken from the 2007 employer survey cycle. The new goals are very ambitious considering that many jurisdictions have made huge progress in reducing their SOV/VMT since 1991. New goals will require stronger city programs and employer efforts to help the jurisdiction make these goals.

The previous goals of the RCW were established for a new work site to reduce it's SOV by 15% in two years, 20% in four years, 25% in six years and 35% by 2005, the year the RCW and CTR Task Force were scheduled to sunset.

9. New: CTR Board replaces the previous CTR Task Force, to review progress toward implementation of commute trip reduction plans and programs and the costs and benefits of CTR and to make recommendations to the governor and the legislature by December 1, 2009, for continuation, modification, or termination or an or all requirements of the new chapter.

Comprehensive Plan Policy TR 1.1.8 – Commute Trip Reduction

Pol. TR 1.1.8 The City should encourage employers to establish and maintain a commute trip reduction program that supports and promotes reducing the number of single-occupant vehicle commute trips by encouraging alternative modes of transportation such as riding the bus, vanpool and carpool, biking to work, working from home, or a compressed workweek.

Discussion: Changes in commute behavior will result in a reduced number of single-occupancy vehicles and increased compliance with the Commute Trip Reduction Efficiency Act goals which are to improve the transportation system efficiency, conserve energy, and improve air quality.

**CITY OF BURIEN, WASHINGTON
ORDINANCE 498**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, RELATING TO TRANSPORTATION DEMAND MANAGEMENT, ESTABLISHING RELATING TO COMMUTE TRIP REDUCTION (CTR) PROGRAM REQUIREMENTS AS PRESCRIBED IN CHAPTER 70.94 OF THE REVISED CODE OF WASHINGTON (RCW), AND AMENDING ORDINANCE 170 REPEALING AND REENACTING CHAPTER 10.60 OF THE BURIEN MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted Ordinance No. 170 March 18, 1996, and Ordinance No 217 on February 23, 1998, which established the Commute Trip Reduction Ordinance; and

WHEREAS, this ordinance is consistent with Policy TR 1.1.8 of the Comprehensive Plan; and

WHEREAS, the City of Burien has complied with the requirements of the State Environmental Policy Act and the City Environmental Procedures Code; and

WHEREAS, motor vehicle traffic is a major source of emissions that pollute the air, and air pollution causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Burien; and

WHEREAS, traffic congestion imposes significant cost on City business, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit and do business; and

WHEREAS, capital and environmental costs of fully accommodating the existing and projected motor vehicle traffic on roads and highways are prohibitive while decreasing the demand for vehicle trips is significantly less costly and is at least as effective in reducing traffic congestion and its impacts as constructing new transportation facilities; and

WHEREAS, employers have significant opportunities to encourage and facilitate the reduction of ~~single-occupant vehicle~~ drive-alone commuting by employees; and

WHEREAS, the City of Burien recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues; and

WHEREAS, state policy, as set forth in RCW 70.94.521-551 and the Commute Trip Reduction ~~Task Force~~ Board Guidelines, requires the City of Burien to develop and implement a plan to reduce ~~single-occupant vehicle~~ drive-alone commute trips; and

WHEREAS, the Commute Trip Reduction ordinance must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees; and

WHEREAS, a transportation demand management element such as this ordinance is required pursuant to RCW 36.70A.070(6)(e), the Washington State Growth Management Act; and

WHEREAS, adoption of this ordinance is necessary to bring the current Commute Trip Reduction Plan codified at Chapter 10.60 of the Burien Municipal Code into compliance with state law and will promote the public health, safety, and general welfare within the City of Burien and the region; and

WHEREAS, this ordinance is consistent with the CTR ~~Task Force~~ Board Guidelines;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DO ORDAIN THAT ORDINANCE 217 IS AMENDED TO READ AS FOLLOWS:

Section 1: Repeal and Re-enactment of Chapter 10.60 BMC (Commute Trip Reduction Plan. Chapter 10.60 of the Burien Municipal Code is hereby repealed in its entirety and re-enacted as set forth in ~~The City Council hereby adopts the changes to the Commute Trip Reduction ordinance, as attached in Exhibit A and attached hereto~~ and incorporated by this reference as if fully set forth herein.

Section 2: Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3: Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF OF ON THE ____ DAY OF _____, 2009, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF _____, 2009 ~~THE CITY OF BURIEN, WASHINGTON,~~ at a Regular Meeting thereof this ____ day of _____, ____.

CITY OF BURIEN
/s/ Joan McGilton, Mayor

ATTEST/AUTHENTICATED:
/s/ Monica Lusk, City Clerk

APPROVED AS TO FORM:
/s/ Christopher Bacha
Kenyon Disend, PLLA
Interim City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
~~PUBLISHED:~~
ORDINANCE NO.: 498
DATE OF PUBLICATION:

CITY OF BURIEN, WASHINGTON
ORDINANCE 498

AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, REVISING COMMUTE TRIP REDUCTION (CTR) PROGRAM REQUIREMENTS AS PRESCRIBED IN CHAPTER 70.94 OF THE REVISED CODE OF WASHINGTON (RCW), REPEALING AND REENACTING CHAPTER 10.60 OF THE BURIEN MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted Ordinance No. 170 March 18, 1996, and Ordinance No 217 on February 23, 1998, which established the Commute Trip Reduction Ordinance; and

WHEREAS, this ordinance is consistent with Policy TR 1.1.8 of the Comprehensive Plan; and

WHEREAS, the City of Burien has complied with the requirements of the State Environmental Policy Act and the City Environmental Procedures Code; and

WHEREAS, motor vehicle traffic is a major source of emissions that pollute the air, and air pollution causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Burien; and

WHEREAS, traffic congestion imposes significant cost on City business, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit and do business; and

WHEREAS, capital and environmental costs of fully accommodating the existing and projected motor vehicle traffic on roads and highways are prohibitive while decreasing the demand for vehicle trips is significantly less costly and is at least as effective in reducing traffic congestion and its impacts as constructing new transportation facilities; and

WHEREAS, employers have significant opportunities to encourage and facilitate the reduction of drive alone commuting by employees; and

WHEREAS, the City of Burien recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues; and

WHEREAS, state policy, as set forth in RCW 70.94.521-551 and the Commute Trip Reduction Board Guidelines, requires the City of Burien to develop and implement a plan to reduce drive alone commute trips; and

WHEREAS, the Commute Trip Reduction Plan must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees; and

WHEREAS, a transportation demand management element such as this ordinance is required pursuant to RCW 36.70A.070 (6) (e), the Washington State Growth Management Act; and

WHEREAS, adoption of this ordinance is necessary to bring the current Commute Trip Reduction Plan codified at Chapter 10.60 of the Burien Municipal Code into compliance with state law and will promote the public health, safety, and general welfare within the City of Burien and the region; and

WHEREAS, this ordinance is consistent with the CTR Board Guidelines;

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

Section 1: Repeal and Re-enactment of Chapter 10.60 BMC (Commute Trip Reduction Plan). Chapter 10.60 of the Burien Municipal Code is hereby repealed in its entirety and re-enacted as set forth in Exhibit A attached hereto and incorporated by this reference as if fully set forth herein.

Section 2: Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3: Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF OF ON
THE ____ DAY OF _____, 2009, AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS ____ DAY OF _____, 2009.**

CITY OF BURIEN
/s/ Joan McGilton, Mayor

ATTEST/AUTHENTICATED:
/s/ Monica Lusk, City Clerk

APPROVED AS TO FORM:
/s/ Christopher Bacha
Kenyon Disend, PLLA
Interim City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.: 498
DATE OF PUBLICATION:



COMMUTE TRIP REDUCTION PLAN



Agency: City of Burien

Date: Revised March 16, 2009

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INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act that requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. This plan has been prepared in accordance with RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of jurisdiction-adopted goals and policies, facility and service improvements and marketing strategies about how the jurisdiction will help make progress for reducing drive-alone trip and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the jurisdiction strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

The proposed plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the jurisdiction who helped identify strategies and ways for successful achievement of the goals (see Section E). This plan helps support the achievement of the jurisdiction's vision and the goals of its comprehensive plan.

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I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

The purpose of this section is to describe the existing and planned land use and transportation context that affects the City's ability to meet its goals for reducing drive-alone trips and vehicle miles traveled. The information in this section has been prepared by using the City's existing comprehensive plan and other planning documents. Information on transit services and facilities has been prepared by King County.

REQUIRED INFORMATION

A. Location of CTR work sites

The CTR-affected sites can generally be described as two locations (see attached map of the jurisdiction and the locations of the CTR work sites):

1. City Hall and Parks and Recreation - in the downtown center. Temporarily, City Hall has relocated in order to build a new City Hall near the former site. For the purpose of this report, the location will address those conditions at what will be considered the permanent City Hall site.

Address: City Hall - 400 SW 152nd Street, Suite 300
Parks and Recreation – 425 SW 144th Street

2. Highline Medical Center - Located south of the city center in an office zone.

Address: 16251 Sylvester Rd SW

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

Existing and planned transportation facilities:

The Burien Transit Center currently serves 12 routes that use curbside loading. There is a Park and Ride (P&R) facility next to the center. Total parking capacity is 385 parking stalls. Currently, the lot is at 90 percent capacity. In 2008-2009 a new transit center is under construction that will allow buses to unload at off-street bays rather than at the curb on 4th Avenue SW as they do now. Passengers will be able to transfer between routes without crossing a busy street. The bus layover spaces will reduce the time required for buses to travel between offsite layovers and the transit center, lowering cost and improving service. New amenities will include new passenger shelters, benches, improved lighting for security, and public art.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Transit Service

Attached is a series of maps reflecting the location of CTR-affected employers' work sites. Additionally, these maps reflect those transit routes located near the CTR-affected work sites.

The City of Burien has a number of peak hour bus routes directly serving the CTR-affected employers. The primary routes that serve the employer market are:

Route 120	Route 134
Route 121	Route 140
Route 123	Route 180
Route 131	Route 560
Route 132	

Peak Service Hours:

Morning – Monday to Friday 6-9am

Evening – Monday to Friday 3-6pm

- Route 120 originates in downtown Seattle and serves White Center to the Burien Transit Center. The bus service frequency in the morning peak hours is 20 minutes.
- Route 121/122 originates in downtown Seattle and serves the Burien Transit Center. Bus service frequency at peak hours is 30 minutes.
- Route 123 originates in downtown Seattle and serves the Burien Transit Center. Bus service to Burien runs only in the mid-afternoon. This route is not considered viable service to those CTR-affected sites.
- Route 131/132 originates in downtown Seattle and serves the Burien Transit Center. Additionally, in the reverse direction it serves Highline Community College in Des Moines. Bus service frequency is every hour.
- Route 133/134 originates from the University District, serving the Burien Transit Center via White Center.
- Route 139 is a circular route serving downtown, residential neighborhoods, and Highline Community Hospital. Morning bus service frequency is excellent from the Burien Transit Center to the hospital, occurring at 10-minute intervals. In the afternoon, service frequency is every 30 minutes.
- Route 140 originates in Renton, serving the Tukwila train station, SeaTac and Burien Transit Center.
- Route 180 is a new route originating in southeast Auburn. It serves the Auburn train station, Kent train station, SeaTac Airport, and the Burien Transit Center. This is an early morning two-way bus service.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- Route 560 is a bi-directional route serving Bellevue, South Bellevue, Renton Transit Center, SeaTac Airport and Burien Transit Center. Bus routes in the other direction serve West Seattle, White Center, and Burien Transit Center. Peak-hour morning bus service frequency is every 30 minutes.

Service to CTR-affected companies

The City Hall site will be able to use all the above-mentioned routes, most of which originate in Seattle. In September 2006, Route 180 began to provide service from the south end of the county. This route provides a connection point from the Kent train station to potentially serve employees residing in Pierce County.

Highline Medical Center is served only by the circular Route 139. This route provides connectivity from the Burien Transit Center. It is possible for employees to use a variety of routes to the transit center and transfer to Route 139. Transit use of this route as per 2005 employee survey data is 2 percent of all employee trips to the hospital.

B. Transportation Context

- Existing parking conditions: Highline Medical Center has ample parking for both employees and patients. The City Hall site has 80 spaces and Parks and Recreation has 66 spaces. There are 146 spaces total between the two sites with 49 CTR-affected employees.

C. Potential Actions for the Jurisdiction to Eliminate Barriers

- **Transportation Facilities and Services**

Barrier: There is currently not enough layover area for buses at the Burien Transit Center.

Elimination of Barrier: In 2008 - 2009 a new transit center is under construction. The improvement will eliminate the on-street loading and allow new layover spaces.

- **Transit**

Barrier: It is reported from Highline Medical Center staff that many employees are not using transit due to the long transfer wait times from those routes arriving at the Burien Transit Center to Route 139 that serves the hospital.

Elimination of Barrier: VanShare potentially can eliminate the need for employees to wait for a connector route in order to arrive to the hospital. At the Burien Transit Center there is parking space available to allow a VanShare.

Barrier: There are not enough routes to serve areas from where employees live.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Elimination of Barrier: Route 180 serves areas in the Southeastern King County, service that has not been available in the past. Again, with the use of VanShare there may be new opportunities to increase transit ridership.

Additionally, in the summer of 2009 the new Link service will serve SeaTac. Route 140 will serve the Link station and travel to the Burien Transit Center. This new service could potentially attract employees to use the new service.

Barrier: The current limited Sound Transit's Sounder commuter train schedule prohibits its use due to the lack of mid-afternoon southbound trips. The train schedule does not meet most employers' early hospital shift start times (6:30 am, 7:00 am). As many of these employees work a standard eight-hour shift, there is not a returning southbound trip for these employees to return home. Currently, in most cases employees now have to wait 1.5-2 hours to use the train.

Elimination of Barrier: New trips have been added to the existing train schedule. The added trips allow employees that begin work at 7:00 am, to use the 3:45 p.m. return trip to Pierce County. With the use of VanShare, (a Metro van providing connectivity from train station to work site) it will now be possible for employees to consider a new alternate HOV method.

Barrier: Many employment sites have early start times (6:00 am, 6:30 am, and 7:00 am) due to the nature of their working environment.

Elimination of Barrier: Coordinate with King County Metro to examine employers' start shift times and determine if transit schedules can be adjusted. Example: new Route 180.

- **Parking**

New developments should provide adequate off-street parking to meet their needs, develop and maintain regulations that foster balance between meeting the need for public parking, and ensure developers provide adequate parking to meet the demand generated by new development.

D. Review of Comprehensive Plan Policies

The Burien Comprehensive Plan supports the City's value of encouraging employers to establish and maintain a commute trip reduction program promoting a reduction in the number of single-occupant vehicle commute trips by encouraging alternative modes of transportation.

E. Planning Coordination

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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

Agency	Date	Issues
King County Metro CTR Services	Ongoing June 2006 through June 2007	Coordinate transportation information and transit service routes and maps
Puget Sound Regional Council (PSRC)	11/15/06, 5/1/07, 5/30/07, 9/6/07	CTR Plan topics including using the plan template, calculating baseline goals and targets, linking of plans with the City's Comp plan, measuring progress, expectations of PSRC and WSDOT
Technical Advisory Group (TAG)	4/25/07	Discussed and reviewed CTR Plan updates
WSDOT	7/12/06, 7/18/06, 7/14-16/06, 1/31/07, 2/7/07	CTRs attended meetings, training sessions and workshops related to the new CTR Efficiency Act and the required CTR plans for the purpose of assisting cities in writing new CTR plans.

II. and III. BASELINE, GOALS AND TARGETS

City of Burien

The City of Burien goals are an aggregate, weighted average of all the trips reduced city-wide by all CTR affected-employees.

Area of Jurisdiction	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Burien	76%	69%	10.36	9.01

Major Employers

Employer	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City Of Burien - City Hall & Parks	88%	80%	12.75	11.09
Highline Medical Center	76%	68%	10.22	8.89

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

The City proposes implementing the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

A. Policies and Regulations

The City has identified the following policies and regulations that will be updated and will help reduce drive-alone trips and vehicles miles traveled. The proposed changes and their scheduled adoption date are listed below.

1. Comprehensive plan policies –
 - The City has revised its Comprehensive Plan to provide greater support for Commute Trip Reduction. Policy TR 1.1.8 was adopted in December 2008.
 - Transit-related policies were amended to support improved transit service both locally and regionally. Policies TR 4.1.5 and 4.1.6 were adopted in December 2008.
2. Zoning code regulations – no changes
3. Street design standards – no changes
4. Concurrency regulations
 - The City has adopted transportation impact fees. Ordinance 493 was adopted in October 2008.
5. Transportation Benefit Districts
 - The City is working to create transportation benefit districts that would be independent taxing districts created for the sole purpose of constructing, improving, providing, and funding transportation improvements within that district. There are no formal policies at this time.

B. Services and Facilities

As part of its capital improvement program, the City is planning the following improvements to help reduce drive-alone trips and vehicle miles traveled. In addition to the City's investments, they are working with King County Metro and its partners to improve transit services and facilities.

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

Elements that are being planned and/or implemented include:

1. Transit services

- TransitNow includes proposed improvements to core service connections and high-ridership corridors. This may include areas between Kent and Burien. Additionally, in the summer of 2009, the new Link service will serve SeaTac. Route 140 will serve the Link station and travel to the Burien Transit Center. This new service could potentially attract employees to use the new service.

2. Vanpool services and vehicles

- The City will continue to market vanpool services and coordinate with employers and employees to expand both vanpool and VanShare services. Given the additional train trips, VanShare is a key component of determining how the City will strive to obtain the 2011 10 percent reduction goal in drive-alone trips to CTR-affected work sites.

3. Ride matching services

- The City will continue to promote Rideshare Online to CTR-affected work sites and their employees.

4. Car sharing services

- Encourage increases to existing carpool subsidies, if any. Also encourage adoption of new carpool incentives encouraging SOV employees to try carpooling for the first time (Carpool Joining Incentive). Encourage King County/Metro to continue to use 50/50 grant matching programs providing seed dollars to employers willing to expand car sharing programs when available.

2. Transit facilities

- A new transit center in Burien is currently under construction and is planned to open in spring of 2009.

3. Bicycle and sidewalk facilities

- The City has a bike/pedestrian plan with planned improvements for sidewalks and bicycle lanes.

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

C. Marketing and Incentives

The City plans to implement the following marketing and incentive programs to help reduce-drive alone trips and vehicle miles traveled.

Employer outreach

- Continue outreach via the established CTR/TDM programs provided through King County/Metro.

Area wide promotions

- Continue encouraging employers to participate in Wheel Options, vanpool/carpool promotions, and/or other turnkey campaigns. Offer additional incentives to the Employer Transportation Coordinators (ETCs) that participate and offer the promotion.

Transit pass discounts

- Provide and promote King County Metro transit pass (FlexPass) when appropriate. In the future, assist employers with the regional ORCA card to employers.

Flexible work schedules

- Encourage continued use or expanded use of alternate work weeks such as 9/80s, 4/10s, or telecommuting with CTR-affected employers.

D. Special Programs for Mitigation of Construction Activities

The City is planning a number of construction projects that are expected to impact the transportation system. To help mitigate the impacts of the construction activities, the City is planning to use the CTR program. Major construction projects include the following:

- Construction of a new Town Square. Scheduled completion date is 2009/2010.
- Reconstruction of 1st Avenue South – a major transportation corridor in Burien.

Strategies for mitigating the impacts include the following elements:

- Provide clear direction for relocated transit stops.

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

E. Schedule for Implementing Program Strategies and Services

The City has identified the following schedule for implementing the CTR program strategies and services. The agency responsible for implementing the strategy or service also is listed.

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Comprehensive Plan	Burien	2009 – Implemented
Services and Facilities		
Transit Now New Burien Transit Center	Burien, King County Metro	2009
Marketing and Incentive Programs		
Wheel Options two-week biannual promotion, Bike to Work Month and Day challenge, Fill It Up or other vanpool/carpool ridematch campaigns, and gift cards or vouchers	King County Metro	2008-Ongoing

V. REQUIREMENTS FOR MAJOR EMPLOYERS

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

Required Element	Description
Designate Employee Transportation Coordinator	The ETC is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements.
Regular Distribution of Information to Employees	<p>Information about commute alternatives will be distributed regularly to employees. Examples of information that will be distributed include:</p> <ul style="list-style-type: none"> • Description of the employer's commute options program • Transit system maps and schedules • Vanpool rider alerts • Weekly traffic alerts • Wheel Options campaign promotional materials.
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to complete the Employer Biennial Report and Program Description Form and submit it to the local jurisdiction. Every two years, the employer shall conduct a program evaluation measurement to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none"> • Transit • Vanpool • Carpool • Bicycle or walking • Telework • 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-

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>occupant vehicles</p> <ul style="list-style-type: none">• Provision of commuter ride matching services• Provision of subsidies for transit fares• Provisions of vans for vanpools• Provisions of subsidies for carpooling or vanpooling• Permitting the use of the employer's vehicles for carpooling or vanpooling• Permitting flexible work schedules• Cooperation with transportation providers to provide additional regular or express service to the worksite• Construction of special loading and unloading facilities for transit, carpool, and vanpool users• 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 worksite closer to their homes• Establishment of a program of alternative work schedules such as compressed work week schedules• Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services• Employers or owners of worksites may form or use an existing transportation management association or other transportation-related associations by RCW 35.87A.010 to assist members in developing and implementing commute trip reduction programs
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VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process used to develop the City's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

A. Local or County Jurisdiction

1. Department of Planning and Community Development
Contact: Assistant Planner
2. Department of Public Works
Contact: Public Works Director
3. Department of Finance
Contact: Finance Director

B. WSDOT

Contact: Keith Cotton
Issues: Overview of CTR planning tools and expectation

C. Regional Planning Organization

Contact: Lindy Johnson
Issues: Overview of CTR planning review tools, expectations, and timeline of submittal of draft CTR plans and review for CTR Board.

D. Neighboring Local Jurisdictions

Contact: Issaquah – Mary Joe DeBeck, Mercer Island – Nancy Fairchild, Des Moines – Sue Bowman, Renton – Nate Johnson, Sea-Tac – Desmond Marchuka, Tukwila – Maggie Johnson, Seattle – Kathy Anderson
Issues: Discussion of plan contents, SEPA review, and City Council approval processes.

E. Major Employers

Contact: Highline Medical Center – Helen Scipper, ETC, and Diane Jensen, PM
Issues: Transit Service, Pedestrian and bicycle plans

F. Transit Agencies

Contact: Debbie Jaksich, King County Commute Trip Reduction Services
Issues: CTR Program, Plan and Ordinance Revisions

VI. DOCUMENTATION OF CONSULTATION

G. Transportation Management Associations – There are no TMAs in Burien

H. Community Groups

Contact: Southwest King County Chamber of Commerce, Discover Burien,
Sustainable Burien

VII. A SUSTAINABLE FINANCIAL PLAN

The City has prepared a financial analysis to identify revenues and expenses that are associated with the Commute Trip Reduction plan. The following is a description of the available funding sources that the City may use to implement its CTR plan. After identifying the available funding sources, the City has identified the expenses, which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

A. Funding Sources

1. WSDOT CTR State funding

The WSDOT CTR funding is the annual allocation derived from the MVET given to jurisdictions to help them administer their CTR programs.

2. City operating funds and capital investment program funds:

City resources include funds from their operating budgets and capital investment programs. Capital investment programs funds usually are earmarked for certain projects such as bicycle and sidewalk facilities, ITS equipment and road improvements.

2. Federal funds

Federal funds include the grants from the Congestion Mitigation and Air Quality Improvement Program, Surface Transportation Program, and the Federal Transit Administration.

3. Employer contributions

These funding sources include contributions both financial and in-kind from employers.

Describe: The City of Burien provides a FlexPass to each CTR affected employee.

4. Other state funding sources

The funding sources include other state programs providing assistance to programs that can contribute to helping make progress toward CTR goals. Funding sources may include the Safe Route to Schools Program, Competitive Public Transportation grants, etc.

Describe: King County Metro provides a 12- month grant matching program for all CTR affected employers. Employers receive 50/50 dollar match that implements a new subsidy pertaining to transit, vanpool, or

VII. A SUSTAINABLE FINANCIAL PLAN

carpool modes. Additionally, it will match dollar for dollar for any increase to existing subsidy that a company may already have in place.

5. Construction TDM funds

Funds may be available through construction mitigation programs. These programs can be used to enhance the jurisdiction's CTR program and provide program assistance to CTR work sites.

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$0	\$0	\$0	\$0	\$0
Other State Funds	WSDOT, CTED	\$0	\$0	\$0	\$0	\$0
CMAQ Funds	RTPO	\$0	\$0	\$0	\$0	\$0
Local Funds from Operating Budgets	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Capital Investment Program	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Transit Revenue	Transit Agency	\$0	\$0	\$0	\$0	\$0
Employer Contributions	TMA or Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Developer Contributions	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
Mitigation Funds for Construction Projects	Local Jurisdiction	\$0	\$0	\$0	\$0	\$0
TOTAL		\$ 0	\$0	\$0	\$0	\$0

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration

Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.

Agency: King County Metro CTR Services

Responsibility: All administrative duties of CTR implementation at the City and at the other worksites

2. Facilities

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

Agency: City of Burien, Sound Transit, and WSDOT

Responsibility: High-occupancy vehicle lanes, bicycle lanes, sidewalks, transit signals and bus shelters.

3. Services

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

Agency: King County Metro CTRs and Vanpool Services

Responsibility: Implement, promote, and assist with ridematch systems and recruit and inform participants.

4. Marketing

Marketing includes activities helping to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites promoting commute options programs, and outreach to employers.

Agency: King County Metro Transit and King County CTR Services

Responsibility: Conduct promotions through direct mail, e-mail, and in person visits and events including outreach to employees, promotions, and marketing of the company's CTR program.

VII. A SUSTAINABLE FINANCIAL PLAN

5. Incentives

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

Agency: King County Metro Market Development/ Transit and CTR Services

Responsibility: Through contractual services, provide site analysis of employee survey results to recommend enhanced program elements and other program developments that may include bus pass programs (e.g. FlexPass), vanpool or carpool programs, bike, walk, telework, or compression or work schedules.

6. Training

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR. Attendance at conferences and other training opportunities also will help improve program performance.

Agency: King County Metro CTR Services

Responsibility: Through contractual services, provide training for worksite ETCs and jurisdictions on the development of CTR plans and programs designed to reduce employee drive-alone commutes, reduce congestion, improve air quality and reduction of the need for petroleum products and reduce vehicle miles traveled to the workplace. Plan, develop, schedule and invite employers to relevant topics for the purpose of development and implementation of worksite CTR employee programs.

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance	City of Burien	\$5,000	\$0	\$0	\$0	\$5,000
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	Burien and KC Metro CTR Services	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 16,128

VII. A SUSTAINABLE FINANCIAL PLAN

Training	KC Metro Services	NA	NA	NA	NA	NA
Conduct employer outreach	KC Metro Services	NA	NA	NA	NA	NA
Implement supporting transit services	KC Metro Services	\$0	\$0	\$0	\$0	\$0
Implement supporting transit facilities	City of Burien	\$0	\$0	\$0	\$0	\$0
Implement supporting vanpool services	KC Metro Rideshare Services	NA	NA	NA	NA	NA
Implement bicycle and pedestrian facilities	City of Burien	\$0	\$0	\$0	\$0	\$0
Offer program incentives	King County	\$0	\$0	\$0	\$0	\$0
Car sharing services	None	\$0	\$0	\$0	\$0	\$0
Conduct special area wide promotions	None	\$0	\$0	\$0	\$0	\$0
Prepare updates to Comprehensive Plans	City of Burien	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$ 16,128

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
Transportation Facilities Matching Grant Funds – project specific only	Residents and employers located in the Urban Center	Offer reliable transit service for residents and employers	Project specific grants	Various public or private agencies
Bike & Pedestrian Lane Improvements	Residents and employers located in the City's Urban Center	Offer safe lanes and trails for pedestrians and bicyclists traveling in Burien	As funds/grants become available	Various public or private agencies

VIII. IMPLEMENTATION STRUCTURE

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

Listed below are the organizations that will be involved with the implementation of the City's CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdictions

The City will be responsible for developing and implementing its local CTR plans. It is responsible for ensuring that CTR plans are consistent with the comprehensive plan. As part of the CTR plan, the City will set the goals and targets for the affected employers. For CTR program administration, the City is responsible for ensuring that affected employers are in compliance with the CTR law. The City may contract with another agency for employer outreach, program review and annual reporting of employer progress.

B. Contractor

The City may opt to hire a contractor to perform various services as part of the Growth and Transportation Efficiency Centers (GTEC) program. The City should identify the contractor and its assigned responsibilities.

C. Transit Agency

A transit agency is responsible for providing transit and ridesharing services within the City, including to employment sites (both CTR and non-CTR affected). Additionally, the transit agency is contracted to implement the City's CTR law, providing employer outreach, tracking survey results, and reporting drive-alone reduction progress.

Roles

- Transit service provider
- Capital facility provider
- Maintain transit capital facilities

Responsibilities

- Provide transit services to transit centers and employment sites as supported by local land use and growth targets established by GMA
- Provide rideshare services
- Provide CTR affected employer outreach
- Responsible for tracking and reporting employee SOV progress
- Provide Park and Ride facilities, and other capital investments

VIII. IMPLEMENTATION STRUCTURE

- Develop and implement rideshare and transit promotions to encourage employee HOV usage.

D. King County Commute Trip Reduction Services

King County's CTR group (under contract with the City) will be responsible for conducting employer outreach activities, promoting and educating employees about drive-alone options and administering special programs, i.e., transit discount programs, guaranteed ride home, etc, that will help affected employers make progress toward meeting their goals.

E. Employer

The employer will be responsible for complying with the requirements of the State CTR law. These requirements include designating an employee transportation coordinator, regular distribution of information to employees, regular review of employee commuting and reporting of progress to the local jurisdiction, and implementing a set of measures that will help achieve progress toward meeting goals.

Roles

- The City will communicate how the local and State CTR law should be administered, progress measured, and reported.
- The employer will report back to the City on its administration, implementation and promotion of the required elements of the CTR program

Responsibilities of the Employer

- Implement all CTR program elements as described in employer's CTR program
- Promote CTR program to employees
- Measure and report employee survey data every two years.

VIII. IMPLEMENTATION STRUCTURE

CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Comprehensive City Code and Zoning	City of Burien	2009 and in the future.
Services and Facilities		
Transit Now (10-year plan) Six Year Plan	King County Metro	Transit Now-2007 and in the future.
Marketing and Incentive Programs		
Wheel Options, Bike to Work, other turnkey promotions	King County Metro/WSDOT	On-going promotions are 3-4 times per year

IX. Growth and Transportation Efficiency Centers

The City of Burien is not applying to be included as part of the GTEC area.