

ORDINANCE No.

116480

COUNCIL BILL No.

109655

AN ORDINANCE adopting a Commute Trip Reduction Program for City of Seattle Employees.

Law Department

The City of Seattle

Honorable Members:

Your Committee on _____

to which was referred the subject Ordinance of _____
REPORT that we have _____

CONTROLLER FILE No.

Introduced: APR 1 1980	By: CHOE
Referred: APR 1 1980	To: Committee to Study
Reported: _____	To: _____
Reported: APR 10 1980	Second Reading: APR 10 1980
Third Reading: APR 12 1980	Signed: APR 10 1980
Presented to Mayor: APR 12 1980	Approved: APR 12 1980
Returned to City Clerk: APR 12 1980	Published: _____
Vetoed by Mayor: _____	Veto Public: _____
Passed over Veto: _____	Veto Sustained: OK

Full Committee

Commissioner
Commissioner

116680

9655

Commuter Trip
for City of Seattle

Law Department

The City of Seattle - Legislative Department

Date Reported
and Subject

REPORT OF COMMITTEE

Honorable President:

Your Committee on

Transportation

to which was referred the within Council Bill No.

102655

which has been assigned the same number by the Council and the

Pass 2-0

Full Committee 9-0

Wesley Chu
Committee Chair

TO	
BY	
DATE	
APPROVED	
PREPARED	
VERIFIED	
FILED	

51

ORDINANCE 116680

AN ORDINANCE adopting a Commute Trip Reduction Program for City of Seattle Employees.

WHEREAS, the Washington Clean Air Act, RCW 70.94.527 (4) (d), requires the City of Seattle to adopt a Commute Trip Reduction ("CTR") Program for City employees, and

WHEREAS, by Resolution 28336 the City Council authorized the development of a CTR program for City employees, and

WHEREAS, Exhibit A to this ordinance is a CTR Program for City Employees which the City Council finds will help City employees commute to work in other than single occupancy vehicles; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The City of Seattle Employee Commute Trip Reduction Program, attached as Exhibit A and incorporated by reference, is adopted.

Section 2. This ordinance shall take effect thirty days after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the City Charter.

Passed by the City Council the 10th day of May, 1993, and signed by me in open session in authentication of its passage this 10th day of May, 1993.

Geo. A. Benson
President of the City Council

Approved by me this 12 day of May, 1993.

Norman B. Rice
Norman B. Rice, Mayor

Filed by me this 12 day of May, 1993.

(SEAL)

Published _____

By Margaret Carter
Deputy Clerk

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

Exhibit A

City of Seattle Employee Commute Trip Reduction Program

In July of 1991, the Washington State Legislature enacted the Commute Trip Reduction (CTR) law (RCW 70.94.521-551). The CTR law requires cities and counties to develop plans and programs to reduce single occupant vehicle (SOV) commute trips and the related vehicle miles traveled (VMT). These cities and counties are to establish and implement Commute Trip Reduction **Plans** by ordinance specifying the requirements for all major employers within their jurisdiction. In addition, each jurisdiction's plan will also include its own employee Commute Trip Reduction **Program**.

In March 1991, the Seattle City Council adopted Resolution 28336 directing staff to begin the development of a City Employee Transportation Management Program.

City Employee CTR Program

Listed below are the elements of the City's Employee Commute Trip Reduction Program.

1. Designation of an Employee Transportation Coordinator.

The Seattle Engineering Department (SED) will administer the City of Seattle Employee Commute Trip Reduction Program and will be provided support from each Department.

A. The SED Director will appoint the City of Seattle's Employee Transportation Coordinator (ETC). The City of Seattle ETC will:

- o develop and execute a program promotion plan;
- o administer the Guaranteed Ride Home Program;
- o conduct biennial employee surveys;
- o monitor program participation; and
- o prepare periodic progress reports about the effectiveness of the program measures.

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- B. Each department director will designate a Department Transportation Coordinator (DTC) in a manner that ensures good flow of information to each employee about the advantages of commuting by high occupancy vehicle (HOV), bicycle and walking, and the City's Employee CTR Program. The DTCs will provide the City's ETC with department support in distributing program information, executing special events, and conducting biennial employee surveys.
- C. The DTCs will also display the names of the City ETC and the DTC for the department prominently at each work-site.

2. Distribution of Information.

The ETC will develop and execute a program promotion plan to provide more information about the Employee CTR program. The plan includes:

- A. Ongoing and semi-annual distribution of program information to all employees about:
 - 1. The existence and benefits of the transit subsidy and location of timetables.
 - 2. Carpooling and vanpooling, including location of parking spaces at CBD and non-CBD work-sites, parking rates, eligibility requirements, and application procedures.
 - 3. Bicycling, including the location of bicycle racks, showers, and lockers.
 - 4. Ferry commuting, the ticket book and pass subsidy, and location of timetables.
 - 5. Walking as a commute option.
- B. Work-site transportation events at affected work-sites.
- C. Participation in new employee orientation to inform them of the City's program and the advantages of HOV, walk, and bike commuting.

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3. CTR Program Measures.

The City of Seattle's CTR Program includes the following measures to be implemented in 1993.

- A. The City of Seattle will provide the following incentives for non-SOV modes.**
 - 1. The City will provide a monthly subsidy of \$15 for monthly Metro transit passes, monthly Community Transit passes, monthly Pierce Transit passes, and monthly Washington State Ferry Ship to Shore passes and monthly Washington State Ferry foot passenger ticket books. Monthly transit passes may be applied at their face value towards monthly vanpool fares.**
 - 2. Up to 25 certified carpools and vanpools will be provided discounted monthly parking in the CBD parking facilities (the Municipal and Public Safety Building and 5th and James garages). The parking discount is \$15 per City employee per month. Carpool applicants will be certified for discount eligibility by Commuter Services.**
 - 3. Each department will establish preferential parking for certified carpools and vanpools for each of its non-CBD work sites and where established, site committees will recommend the configuration of preferential carpool and vanpool parking spaces at non-CBD sites. Each Department Transportation Coordinator will work with the site committee and provide staff support.**
 - 4. Departments will allow City employees with assigned take-home vehicles to carpool with other City employees as passengers as a certified carpool.**
 - 5. The ETC and DTCs will assist current and new employees in using regional ridematch services.**

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6. The City will provide covered bicycle racks, locker and shower facilities at all work-sites.
 7. At their discretion, department directors may allow employees to use alternative work schedules and telecommute whenever feasible.
- B. The City will provide a guaranteed ride home to all HOV commuters.
1. SED will register participants who are documented transit commuters, certified carpoolers and vanpoolers, registered bicyclists, and pedestrian commuters who will then be eligible for 100% reimbursement of taxi fare up to 40 miles per year to commute home from work. Registered participants will be eligible when normal commute arrangements fail and transit use is not an alternative, and:
 - a. accident or illness affects the employee or a family member; or
 - b. an unplanned situation at home requires the employee to be present.
 2. Departments that require employees to work overtime will be authorized to reimburse employees for taxi fare when registered employees commuting by transit, carpool or vanpool, ferry, bicycle or foot are required to work overtime and miss their regular transportation mode. These expenditures do not meet the proposed criteria for guaranteed ride home service, but the need to work overtime should not preclude an employee from commuting by non-SOV.
- C. As a disincentive to SOVs, the City raised monthly parking rates for the Central Business District parking facilities in January 1993. The City will annually review and evaluate the relationship of existing parking rates to SOV commuting, and recommend further changes, if necessary, to discourage SOV commuting.

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D. The ETC will continue to develop the City's CTR Program to refine the existing program and recommend modifications as appropriate. Participants will include the existing Joint Labor Management Committee, along with Department Transportation Coordinators and any representatives designated by department directors. Commuter Services will provide staffing for this activity.

4. Description of Work-Site Characteristics

The City of Seattle has seven work-sites affected by the Commute Trip Reduction requirements. Employees in the Central Business District and some employees at the Seattle Center pay for parking. The other sites have free parking for employees. Imposition of parking fees would require agreement by the unions representing employees at each of these sites.

Employee counts and work-site characteristics are based on a 1992 survey of all employees at affected non-CBD sites and 15% of CBD employees.

The sites and their characteristics include:

The Central Business District

This site includes six buildings. The Municipal Building is located at 600 4th Avenue. The Public Safety Building is located at 610 3rd Avenue. The Dexter Horton Building is located at 710 2nd Avenue. The Arctic Building is located at 700 3rd Avenue. The Alaska Building is located at 618 2nd Avenue, and the City Light building is located at 1015 3rd Avenue. Transit service to these buildings is considered to be excellent. The total employee population is 4,446, of which 3,852 arrive between 6 and 9 a.m. On-site parking supplies are limited, and are used mainly for fleet and department vehicles, and some employee parking.

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Haller Lake Shops

This site is located at 12645 Ashworth Avenue North. The total employee population is 113, of which 101 arrive between 6 and 9 a.m. Transit service to the site is poor. The site has a large supply of parking provided at no cost to employees constituting a past practice. Imposition of parking fees would require agreement by the unions representing employees at the site.

Charles Street Complex

This site is located at 714 Charles Street. The total employee population is 331, of which 286 arrive between 6 and 9 a.m. Transit service to the site is fair. The site has a large supply of off-site parking in an adjacent lot that has been provided to employees for the last three years, in addition to on-street parking. Imposition of parking fees would require agreement by the unions representing employees at the site.

City Light North Service Center

This site is located 1300 North 97th Street. The total employee population is 382; all arrive between 6 and 9 a.m. Transit service to the site is poor. The site has a large supply of both on-site and on-street parking that is provided to employees at no cost. Imposition of parking fees would require agreement by the unions representing employees at the site.

City Light South Service Center

This site is located at 3613 4th Avenue South. The total employee population is 469, of which 435 arrive between 6 and 9 a.m. Transit service to the site is poor. The site has a large supply of on-site parking that is provided to employees at no cost. Imposition of parking fees would require agreement by the unions representing employees at the site.

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Water Department South Service Center

This site is located at 2700 Airport Way South. The total employee population is 183, of which 178 arrive between 6 and 9 a.m. Transit service to the site is very poor. The site has a large supply of on-site parking that is provided to employees at no cost. Imposition of parking fees would require agreement by the unions representing employees at the site.

Seattle Center

This campus-like site is located at 305 Harrison Street. The total employee population is 246, of which 116 arrive between 6 and 9 a.m. Transit service to the area is fair, with routes requiring transfers from the Central Business District. The site has a large supply of parking that is provided to some employees at no cost. Imposition of parking fees for those who don't currently pay would require agreement by the unions representing employees at the site.

5. Commitment of Resources.

Ordinance 116440 adopting the 1993 budget appropriated \$478,000 for transit pass, and ferry pass and ticket subsidies; guaranteed ride home; an Employee Transportation Coordinator; program promotion; and the installation of Commuter Information Centers at affected work-sites.

6. Recordkeeping.

SED's Commuter Services Program will keep program records for each work-site showing:

- A. the kinds of information distributed to employees and the frequency of distribution;
- B. the number of monthly pass and ticket book purchases as reported by the Department of Finance;

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- C. the number of carpool and vanpool parking spaces;
- D. the number of carpool and vanpool participants based on eligibility certification;
- E. Guaranteed Ride Home participation.

Exhibit A.EAR

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RECEIVED OMB



**Seattle
Engineering Department**

Gary Zarker, Director
Norman B. Rice, Mayor

April 16, 1993

Honorable Norman B. Rice
Mayor, City of Seattle
12th Floor Municipal Building
600 Fourth Avenue
Seattle, Washington 98104

Attention: Diana Gale, Director Office of Management and Budget

SUBJECT: The City's Employee Commute Trip Reduction Program

We request adoption of the attached ordinance. This legislation adopts and establishes the City's Employee Commute Trip Reduction Program. This program is required by the Washington State Commute Trip Reduction Law and the Seattle Commute Trip Reduction Ordinance. It is also, I believe, an expression of the City's commitment to leadership in improving air quality, and reducing both vehicle emissions and traffic congestion by making alternatives to driving alone to work available to our employees.

In addition, I am asking for adoption of two companion ordinances which make the technical amendments necessary to implement two of the elements of this program.

The major elements of the program are as follows:

Transit subsidies. City employees will receive a \$15 subsidy on monthly passes for Metro, Community Transit, Pierce Transit, and the Washington State Ferry System. The subsidy also can be used to offset the cost of monthly vanpool fares of the three transit agencies.

Discounted parking for registered carpools in the Central Business District, and preferential parking for registered carpools at non-CBD sites. The Department of Administrative Services has made 25 parking spaces available in the City's downtown parking facilities for certified carpools. Spaces are in the Municipal Building, Public Safety Building, and Fifth and James Garages. The monthly parking fee of \$100 will be discounted by \$15 per City employee in each carpool. No-cost, preferential parking will be provided at non-CBD sites with recommendations for the configuration to come from union-management site committees.

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Seattle Engineering Department, Room 910, Seattle Municipal Building, 600 Fourth Avenue, Seattle, Washington 98104-1873 (206) 684-5000 VTDD (206) 233-1038

Norman B. Rice
April 16, 1993
Page 2

Guaranteed Ride Home. In the event of an emergency, illness, or unscheduled overtime, and when normal ridesharing or transit use is not an option, the City will pay for a taxi ride home for employees who are registered participants. Participants must be documented High Occupancy Vehicle (HOV) commuters to be eligible. Eligible employees will be limited to 40 miles of service per year.

Other Elements. These include provisions for bicycle commuters and telecommuting.

The 1993 budget already includes \$478,000 for subsidies and administration of the program. This amount should be sufficient to cover both the transit subsidies and administrative costs of the program. Program oversight will be conducted by the Engineering Department.

Finally, I want to note that a Labor Management Committee, consisting of union representatives and representatives from various City departments, is responsible for refining the original program recommendations. The committee worked diligently to come up with a program that, I believe, provides powerful incentives for employees to use alternative means to get to work.

Sincerely,


Gary Zarker, Director
Seattle Engineering Department

EAR:waw

CTR.GZ1

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City of Seattle

Executive Department—Office of Management and Budget

Diana Gale, Director
Norman B. Rice, Mayor



April 20, 1993

The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT Engineering

SUBJECT: AN ORDINANCE adopting a Commute Trip Reduction
Program for City of Seattle Employees.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMB. Any specific questions regarding the legislation can be directed to Bob Goldstein at 684-8075.

Sincerely,

Norman B. Rice
Mayor

by


DIANA GALE
Budget Director

DG/bg/rsx

Enclosure

cc: Director, SED

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TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Martha Choe

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

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STATE OF WASHINGTON - KING COUNTY

30581
City of Seattle
City of Seattle

-SS-

No. ORDINANCES T

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

TO: 1166/9, 80, 82-93

was published on

05/24/93

The amount of the fee charged for the foregoing publication is the sum of \$ _____ which amount has been paid in full.

Adwardness

Subscribed and sworn to before me on

05/24/93

AKOB

Notary Public for the State of Washington,
residing in Seattle

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TITLE-ONLY PUBLICATION
The full text of the following ordi-

AN ORDINANCE relating to the Planning Department, authorizing an agreement with King County for receipt of funds for growth management planning purposes; approving county-wide funding formula and programs; increasing an expenditure allowance in the 1993 Budget of the Planning Department; forwarding an item in Finance Committee; and requesting a reimbursable appropriation from the General Fund

AN ORDINANCE relating to the Engineering Department; authorizing the execution of grant agreements with the Washington State Department of Transportation for partial funding of Phase II of the Seattle Multi-modal Transportation Terminal project; authorizing the acceptance, deposit and appropriation of the grant funds when received; making a contingent increase of expenditure allowance in the 1993 Budget of the Engineering Department; and authorizing the hiring of expert and consultant services.

AN ORDINANCE relating to the Engineering Department; authorizing the sale of City owned automated map products, services and data; establishing 1993 charges and a method for assessing future charges; and establishing an operating procedure to receive revenue resulting from sales for the purpose of maintaining and enhancing the City's Central Geographic Database.

AN ORDINANCE relating to the Department of Housing and Human Services; authorizing applications to and agreements with the Seattle-King County Private Industry Council for additional financial assistance; creating certain positions and increasing certain expenditure allowances in the 1993 Budget of the Department of Housing and Human Services for the provision of employment and related services for youth by appropriation of monies received from the Private Industry Council and by reappropriation and transfer from the 1993 Budget of the Department of Finance General for such purposes.

AN ORDINANCE relating to the Department of Housing and Human Services; increasing certain expenditure allowances in the 1993 Budget of the Department of Housing and Human Services for the provision of the KidsDay

FILED

Subscribed and sworn to before me on

05/24/93
PROB

Notary Public for the State of Washington,
residing in Seattle

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE
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AN ORDINANCE relating to the Department of Housing and Human Services; authorizing applications to and approval by the Seattle-King County Private Industry Council for additional financial assistance, creating certain positions and increasing certain support services; in the 1993 budget of the Department of Housing and Human Services for the provision of employment and related services for youth by appropriation of moneys received from the Private Industry Council and by reappropriation and transfer from the 1993 Budget of the Department of Finance General for each purpose.

ORDINANCE NO. 110000

AN ORDINANCE relating to the Department of Housing and Human Services increasing certain expenditures in the 1993 Budget of the Department of Housing and Human Services for the conduct of the Holiday Shelter by reappropriation and transfer from the 1993 Budget of the Department of Finance General for each purpose.

ORDINANCE NO. 110001

AN ORDINANCE authorizing execution of a Memorandum of Understanding with District Council of Carpenters, including Appendix "A" of the collective bargaining agreement between the City and District Council of Carpenters to add the City Carpenters Agreement.

ORDINANCE NO. 110002

AN ORDINANCE relating to the Water Department authorizing the sale and conveyance by Gift Claim Deed of a portion of real property commonly known as the Lake Youngs community known as the Lake Youngs Addition, Right-of-Way (L.Y.A. R/W) located in Section 15, Township 22 North, Range 6 East, W. M., King County, Washington, to Frank and Helen Christensen, husband and wife.

ORDINANCE NO. 110003

AN ORDINANCE relating to the Water Department authorizing the sale and conveyance by Gift Claim Deed of a portion of real property commonly known as the Lake Youngs community known as the Lake Youngs Addition, Right-of-Way (L.Y.A. R/W) located in Section 15, Township 22 North, Range 6 East, W. M., King County, Washington, to Frank and Helen Christensen, husband and wife.

ORDINANCE NO. 110004

AN ORDINANCE relating to the Water Department authorizing the sale and conveyance by Gift Claim Deed of a portion of real property commonly known as the Lake Youngs community known as the Lake Youngs Addition, Right-of-Way (L.Y.A. R/W) located in Section 15, Township 22 North, Range 6 East, W. M., King County, Washington, to David A. Hanson and Barbara J. Murphy, husband and wife.

ORDINANCE NO. 110005

AN ORDINANCE relating to the Water Department authorizing the sale and conveyance by Gift Claim Deed of a portion of real property commonly known as the Lake Youngs community known as the Lake Youngs Addition, Right-of-Way (L.Y.A. R/W) located in Section 15, Township 22 North, Range 6 East, W. M., King County, Washington, to Frank M. Hansen, as her separate estate.

ORDINANCE NO. 110006

AN ORDINANCE relating to the Department of Parks and Recreation and the Department of Housing and Human Services increasing certain expenditures in the 1993 Budget of the Department of Parks and Recreation and the Department of Housing and Human Services for the conduct of programs to serve Asian/Pacific Islander youth at-risk and their families by reappropriation and transfer from the 1993 Budget of the Department of Finance General for each purpose.

ORDINANCE NO. 110007

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIP-
PIN, City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, May 24, 1993.
5/24/93(661)