

CITY OF BOTHELL

Commute Trip Reduction Four-Year Plan Update: 2025–2029

November 27, 2024



City of Bothell™

Contents

Contents.....	ii
Appendices	iii
Abbreviations	iv
Summary	v
Benefits of CTR.....	6
1. Local Land Use and Transportation Context and Objectives	6
2. How the CTR Program Will Help Achieve Bothell’s Land Use and Transportation Objectives	8
3. How the CTR Program Will Help Achieve Bothell’s Environmental Objectives	8
4. How the CTR Program Will Help Achieve Regional and State Objectives	8
Performance Targets	10
5. CTR Performance Targets.....	10
6. Base Values for Each Performance Target.....	10
7. Method Used to Determine the Base Value for Each Target.....	10
8. How Bothell Will Measure Progress Toward Each Target	10
9. CTR-Affected Worksites in Bothell.....	10
10. Performance Targets for Each CTR-Affected Worksite.....	10
11. List the Base Value for Each Site	10
Services and Strategies	11
12. Services and Strategies Bothell Will Use to Achieve CTR Targets	11
13. How Bothell’s Services and Strategies Will Support CTR-Affected Employers	12
14. Barriers Bothell Must Address to Achieve CTR Targets.....	13
15. The Transportation Demand Management Technologies Bothell Plans to Use to Deliver CTR Services and Strategies	14
16. Bothell’s Local CTR Ordinance	15
17. Bothell’s Financial Plan	15
18. Bothell’s Implementation Structure.....	16
19. Bothell’s Implementation Schedule.....	16
20. CTR Plan for Bothell Employees.....	16
21. How the CTR Plan for Bothell Employees Contributes to the Success of the Overall Plan	16

Alignment with Plans..... 17

 22. Transit Agencies That Provide Service in Bothell 17

 23. Transit Plans Reviewed While Developing this Plan..... 17

 24. How This CTR Plan Supports the Transit Plan(s)..... 17

 25. Comprehensive Plan Updates Needed and When They Will Be Made 17

Engagement..... 18

 26. Bothell’s Stakeholder Engagement 18

 27. Vulnerable Populations Considered..... 27

 28. Engagement Focused on Vulnerable Populations..... 28

 29. Employers’ Suggestions to Make CTR More Effective..... 32

 30. Increase bus routes, service hours, and public transportation options. Results of Engagement Focused on Vulnerable Populations that Will Be Provided for Use in Comprehensive Plan and Transit Plan Updates..... 32

Regional Transportation Planning Organization CTR Plan Review 33

References..... 34

Appendices

Appendix A

City of Bothell CTR Affected Employers

Appendix B

City of Bothell CTR Ordinance

Appendix C

City of Bothell Employees CTR Plan

Appendix D

2025-2029 Draft Commute Trip Reduction Plan Consistency Review

Abbreviations

ACS	American Community Survey
Census	U.S. Census Bureau
City	City of Bothell
Comprehensive Plan	Imagine Bothell... Comprehensive Plan
County	King/Snohomish Counties
CTR	Commute trip reduction
ETC	Employee Transportation Coordinator
PSRC	Puget Sound Regional Council
RCW	Revised Code of Washington
RTPO	Regional Transportation Planning Organizations
TDM	Transportation Demand Management
WAC	Washington Administrative Code
WSDOT	Washington State Department of Transportation

Summary

The Commute Trip Reduction (CTR) Plan for the City of Bothell (Bothell) 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 have 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 updated and prepared in accordance with those revisions.

This plan applies to “affected major employers” in Bothell who employ 100 or more full-time employees at a single worksite and who are scheduled to begin their workday 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. The plan sets a goal for these worksites of increasing non-drive alone trips by 15.5 percent from baseline conditions for this 2025 – 2029 Plan.

Building upon the accomplishments of the existing commute trip reduction program, as well as other successful TDM strategies, the plan outlines strategies Bothell, along with other agencies, will implement to assist employers in meeting the goals of the plan. Revisions are also being made to Bothell’s Commute Trip Reduction Ordinance No. 2207 (2016) to align with this update.

PROGRAM HISTORY

For over 25 years, jurisdictions in Snohomish County have partnered with state, regional and local agencies to implement the CTR program with the goal of improving air quality and reducing traffic congestion. The Washington State Commute Trip Reduction Law (RCW 70A.15.4000-4110) was passed and 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 have seen participating in coordinated CTR marketing and monitoring programs with Community Transit to meet CTR requirements and prepare the current updated 2025 - 2029 Plan.

Benefits of CTR

1. Local Land Use and Transportation Context and Objectives

a. Setting In Bothell as it is Today or Will Be in the Near Future

The City of Bothell is a crossroads at the northern end of Lake Washington. It acts as a gateway between King and Snohomish County for all modes of transportation from cars to buses to bikes. Bothell offers many opportunities for employment, education, and recreation. As a crossroads for transportation, its transition from a predominantly motorized vehicle-only suburban community to a multimodal community is critical to ensure accessibility and safe mobility for residents and visitors of all ages and abilities. The City of Bothell was incorporated in 1909 and is located in both King and Snohomish Counties. It currently has a population of 50,213 residents and 25,900 jobs offering a fairly good balance between housing and employment. Future population and employment projections are currently being evaluated as a part of the 2024 Comprehensive Plan update. Transit services are currently provided by Community Transit, Sound Transit, and King County Metro. These three services combined provide a comprehensive service to the City of Bothell. There are a number of future changes that will impact Bothell commuters, including an updated bus network from Community Transit, and updated rapid ride routes that will impact those who commute to the eastside.

b. Features of Land Use and Transportation Facilities and Services that Affect Commuters

Land Use Features that Affect Commuters

With the exception of the City of Bothell itself and the University of Washington Bothell/Cascadia College, all current major employment sites are either located in a Bothell Regional Urban Center or a Regional Business Park. Since 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 and Sound Transit. Community Transit also provides vanpool services to all worksites in Snohomish County. Land use zoning in the regional growth centers and traditional business parks are also allowing residential developments to provide a mixed-use environment and access to transit which will allow people to live and work in the same area without having to drive a vehicle.

Transportation Facilities and Services that Affect Commuters

Sound Transit is currently improving the NE 185th Street Corridor for long term transit use. WSDOT has plans to provide a new ramp system for a transit facility at the I-405/SR 522 Interchange in addition to a new Express Toll Lane access ramp near the I-405 and SR 527 Interchange. The City of Bothell is also widening the Bothell-Everett Highway/Bothell Way Corridor from 240th Street SE to the Downtown Bothell core to include a second travel lane in each direction with will accommodate the expansion of the Community Transit SWIFT Green Line to the University of Washington Bothell/Cascadia College campus. Bothell adopted a citywide Bike Plan in 2023 that will guide the development of future bicycle facilities through a citywide network. Improved pedestrian access and bicycle facilities from Bothell’s non-motorized network plans will also provide for alternative travel modes within the denser mixed-use development zones. Lack of affordable housing near transit and

worksites continues to impact commuters as the further away they live, the more inaccessible transit becomes. A lack of density along transit corridors means that transit is not as accessible as it could be for many. Transit facilities and land use features also impact ridership, specifically lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) or well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors to larger population centers.

c. How Commuting Patterns Have Changed in the Past Few Years

As a result of the COVID era, commute patterns within Bothell have changed significantly over the last few years with a higher proportion of employees working remotely from home and or having non-traditional work hours that expand the a.m. and p.m. peak hours. Transit commuter ridership has decreased, while off hour daily and weekend specialty trip demand has increased. In Bothell, commuting by transit, walking, and biking were never major modes of transportation; participation peaked at 5.3% in 2009/2010. The COVID-19 pandemic greatly impacted commuting patterns, changing ridership significantly across the County. In Bothell, active transportation declined to 2.0% in 2019/2020 and 2021/2022, and use of public transit declined to 0.9% in 2021/2022. Ridership is now increasing, with more consistent times and peaks throughout the day and week. Transit agencies have observed that there are fewer peaks on weekdays and during traditional commuting hours. Instead, ridership is more spread throughout the day and the weekend. This reflects a change from traditional working hours, flexibility in remote work, and the use of transit for more weekend activities. Most employer representatives who attended the employer workshop on 5/14/2024 reported that telework increased during the COVID-19 pandemic and continues to be at a higher rate now than before the pandemic. Some employers noted a decline in vanpool use during the pandemic but shared that demand is increasing now. Regardless, some employers noted that driving alone has been steady and popular over the last five years.

d. The Most Important Land Use and Transportation Objectives from Plans that Commute Trip Reduction Most Directly Affects

The CTR program and Bothell's plans for increased density and improved multimodal transportation options would mutually benefit land use and transportation goals by providing options for non-drive alone commute modes including transit accessibility, non-motorized network enhancements, and alternative micro-transportation options.

e. Critical Aspects of Land Use and Transportation that Should Be Sustained and Key Changes that Should Be Considered to Improve Commute Trip Reduction's Contribution to the Land Use and Transportation Objectives Referenced

Critical Aspects of Land Use and Transportation that Should Be Sustained

Bothell's current land use and transportation plans are geared toward sustainable transportation modes with the Comprehensive Plan update and coordination with Community Transit and Sound Transit long range plans to provide transit capable networks for expanding frequent and reliable service. Additionally, the City's recent subarea update plans include transportation demand management plans that will be implemented to supplement CTR plans and objectives.

Key Changes that Should Be Considered

Bothell's land use and transportation will need to continue to enhance land use density and improved pedestrian and bicycle facilities along with transit accessibility.

2. How the CTR Program Will Help Achieve Bothell’s Land Use and Transportation Objectives

a. How and to What Extent the CTR Program Will Help Bothell Achieve the Land Use and Transportation Objectives Referenced in Question 1

The CTR Program will help Bothell achieve land use and transportation objectives by encouraging multimodal transportation options which in turn will reduce congestion and allow for expanded transit service and increased safety for non-motorized trips. The land use objectives will create more livable and affordable housing and allow for more equitable transportation options to serve an increasing diverse population.

3. How the CTR Program Will Help Achieve Bothell’s Environmental Objectives

a. How the CTR Program Will Support Bothell’s Greenhouse Gas Emission Reduction Efforts

The CTR Program will support Bothell's greenhouse gas emission reduction goals by reducing the amount of single occupant vehicles and thus reducing congestion and operating expanded transit service which reduces vehicle miles traveled and emissions.

b. How the CTR Program Will Support Bothell’s Environmental Objectives in Addition to Greenhouse Gas Emission Reductions

The CTR Program encourages non-driving transportation alternatives which will increase health and wellness from increased physical activity and reduction of pollutants to waterways and air quality. Reducing vehicular capacity demand will preserve and sustain the natural environment.

4. How the CTR Program Will Help Achieve Regional and State Objectives

a. The Local, Regional, and State Benefits that Would Be Gained If Bothell Achieves the CTR Targets

Local Benefits

The CTR Program will benefit the City of Bothell by reducing the amount of single occupant vehicles which in turn will reduce congestion, the need for capacity projects, and greenhouse gas emissions. The CTR Program will also advance equity by expanding alternative travel options for all residents and employees to the City of Bothell.

The CTR Plan goals and objectives align with the Puget Sound Regional Council (PSRC) Regional Transportation Plan (RTP) 2022-2050 and Vision 2050. These regional plans align local, regional, and state trip reduction goals to obtain benefits that mitigate congestion, reduce greenhouse gases, and provide alternatives to drive-alone trips. Incorporating the CTR Plan is consistent with Transportation Demand Management (TDM) objectives in the PSRC Regional Transportation Plan and is also outlined in the City of Bothell's Comprehensive Plan Transportation Element as a strategy to reduce the projected traffic volumes expected with growth. Bothell's TDM Program is underway for the Canyon Park Regional Growth Center which is also the hub for many of the City's CTR affected employers and integrates the effort for both programs seamlessly. The TDM Program is applicable to all businesses

and residents in the Canyon Park RGC, not only CTR affected employers. The CTR Plan will contribute to the TDM priorities through the provision of transportation alternatives, incentives such as transit subsidies, financial support, rewards, and ultimately monitoring and evaluations to measure effectiveness and equity.

Regional Benefits

The regional benefits of the CTR Program will help move people and goods, improve air and water quality, achieve greenhouse gas emission reduction goals, strengthen the region's economy, advance equity, invest in neighborhoods, and foster innovative transportation options.

State Benefits

The state benefits include improved delivery of the CTR Programs, expand CTR investment and service market to advance equity and environmental justice, produce more useful transportation behavior data, respond to shifting mobility patterns, and reduce greenhouse gas emissions.

b. Adjacent CTR-Affected Cities and Counties.

Cities of Kirkland, Kenmore, Woodinville, Mill Creek, Lynnwood, and King and Snohomish Counties

c. The Top Few Cross-Border and Regional Transportation Issues that Affect Bothell.

The top cross-border regional transportation issues that the City of Bothell faces is that the city is located within two counties which creates issues for transportation service primarily related to transit operations or alternative transit service options which are operated by either Community Transit or King County Metro. Other cross-border issues may include micromobility options that may be available but are under different local contracts and conditions.

Additional cross border issues that are common among most jurisdictions include traffic congestion, greenhouse gas emissions and climate change, as well as accessibility for diverse underserved communities including but not limited to age, income, disabilities, or non-English speaking communities.

d. The Strategies Bothell, Adjacent Cities and Counties, and the Region Have Agreed to Use to Address the Top Issues Described in Section #4c

The strategies to address the cross-border issues include coordination with transit agencies to utilize available business access and transit only facilities (i.e., BAT lanes) to encourage reliable and dependable transit service that crosses municipal and regional boundaries to provide service with minimal transfers which in turn offers reduced service delay for riders, reduced greenhouse gases from unnecessary transfer stops, and improved accessibility.

Coordinated payment systems have also been improved to utilize pre-paid service for either transit service. And finally, transit agencies are coordinating on grant opportunities with joint applications.

Performance Targets

5. CTR Performance Targets

a. Performance Targets that Reflect Only CTR-Affected Worksites

Weighted average drive-alone rate (DAR) of 15.5 percent below, or less, of the jurisdiction's census performance in 2019 for CTR-affected worksites at the jurisdictional level. For Bothell the DAR performance target is 67%.

b. Additional Performance Targets

None

6. Base Values for Each Performance Target

a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

7. Method Used to Determine the Base Value for Each Target

a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

8. How Bothell Will Measure Progress Toward Each Target

a. The Method Used to Measure Progress for Each Target

We will measure progress using 2025-2027 survey results.

9. CTR-Affected Worksites in Bothell

a. List of CTR-Affected Worksites

A list of the CTR affected worksites in Bothell is shown in Appendix A

10. Performance Targets for Each CTR-Affected Worksite

a. Performance Targets Established during the 2023–2025 Survey Cycle

Base year performance targets will be established during the 2023-2025 survey cycle.

11. List the Base Value for Each Site

a. Base Values Established during the 2023–2025 Survey Cycle

We will establish a base value during the 2023-2025 survey cycle.

Services and Strategies

12. Services and Strategies Bothell Will Use to Achieve CTR Targets

To help achieve the goals and targets of the CTR plan, Bothell will revise the CTR ordinance to require affected employers to implement additional measures 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 flexibly work schedule; and other non-single occupant vehicle modes. The revised ordinance will require affected employers to choose at least five of the following measures including one from each category. Alternative measures may be submitted by the employer to Community Transit for review and approval.

Commuting Support and Incentives

- Subsidized or free transit passes for employees.
- Pre-tax payroll deductions for transit or vanpool expenses.
- Provision of subsidies for carpooling or vanpooling.
- Incentives rewarding avoidance of single-occupancy commuting such as gift cards or a parking cash-out program.
- Guaranteed ride home programs for emergencies.
- Shuttle services from transit stations to the workplace.
- Employer telework program.
- Flexible or compressed workweek schedules.
- Options for working at alternative sites closer to employees' homes.
- Incentives for walking or biking, such as gift cards or discounts on outdoor gear.
- Rideshare matching events for vanpools and carpools.

Information and Education

- Commute options information and orientation for new hires.
- Communication plan for sharing print and digital information on the employer's CTR program.
- Information on commute options and resources displayed in common areas at the workplace and/or available online or by mobile app.
- Educational campaigns on the benefits of alternative commuting.
- Outreach campaigns to promote walking or biking, such as a "bike to work" month.
- Workshops or fairs promoting sustainable transportation options.
- Personalized travel planning assistance for employees, which could include guidance on transportation benefits, planning routes, or finding rideshare partners.
- Real-time transit information display at the workplace or in a centrally accessible location.

Amenities and Infrastructure*

*Worksites located next to other employers may wish to partner to provide shared commuting amenities and distribute costs and benefits more broadly.

- Preferential parking for carpoolers and vanpoolers.
- Amenities for bike commuters including secure bike storage, showers, or bike repair stations.
- Onsite amenities like a cafeteria, fitness center, micro-market, or daycare to reduce off-site trips.
- Parking space for carshare vehicles or company-owned cars for employee use.

13. How Bothell's Services and Strategies Will Support CTR-Affected Employers

Community Transit Services and Strategies

Through agreements with Bothell and the Washington State Department of Transportation (WSDOT), Community Transit is responsible for employer outreach, education and training, technical assistance, marketing incentives, program review, and administration of the employer data collection process. Community Transit acts as the liaison between Bothell and major affected employers and assists with preparation of CTR notification documentation and enforcement recommendations.

Community Transit also manages and implements complimentary and mutually reinforcing transportation demand management programs, including partnerships with multifamily communities, youth focused partnerships with schools and youth-serving organizations, and field marketing at neighborhood events.

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

- Employee Transportation Coordinator (ETC) Development and Support - The ETC is an integral part of the trip reduction program. Their job duties include coordination of annual fairs, conducting promotions, distributing information, notifying the City 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 ride matching.
- 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.
- Affordable Transportation Alternatives – Community Transit provides affordable transportation alternatives 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, while King County Metro provides service in the King County portion of the city. 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.

Bothell Services and Strategies

Key steps to reduce commute trips for CTR-affected employers include promoting more transit-oriented development for affordable housing, improving infrastructure around transit locations, and marketing around the time saving benefits of transit. Jurisdictions and their transit service providers should also coordinate with major employers to promote a shared understanding and coordination around CTR planning and service times.

14. Barriers Bothell Must Address to Achieve CTR Targets

a. How Bothell Will Address the Barriers

To address barriers to achieving CTR targets, Bothell must confront several key issues. In the online open house held April 18 - May 18, 2024, respondents living and working in Bothell indicated a heavy reliance on personal vehicles. Respondents also shared that existing transit routes and stops do not provide enough options, making it difficult for them to switch to alternatives like buses or bikes. Safety was also noted as a top concern, especially for pedestrians and cyclists due to fast-moving vehicles and inadequate infrastructure. Furthermore, many respondents noted they have long commutes or need to make inconvenient transfers, making public transit less attractive. Finally, respondents noted that some employers don't support alternative work arrangements like telecommuting or compressed work weeks.

CTR worksites are by their nature larger than non-CTR sites. As a result, their facilities are more likely to be located on larger lots farther away from dense urban centers, surrounded by free parking. In addition, larger companies have yielded more political power to shape transportation infrastructure to their benefit, increasing roadway capacity to their facilities. As a result, it's only natural that workers at large companies would tend to drive more than workers at small companies.

Without any fear that jurisdictions will penalize employers for failure to comply with the CTR law, employers may be insufficiently motivated to conduct surveys, create CTR plans, and provide CTR programs and services to their employees.

The land use patterns and transportation systems of Snohomish County favor driving to such a strong degree that CTR strategies are difficult to implement for effectiveness.

Transit service:

How addressing: The CTR affected employers in the City of Bothell are primarily located within regional growth centers and business parks that offer frequent service routes and possible expansion of service as density increases with mixed use development and land use zoning revisions.

Non-motorized access incomplete: Many of the CTR affected work sites, including in the regional growth center, have limited access for non-motorized modes due to gaps in the non-motorized infrastructure networks (mainly trails and bikeways)

How addressing: The City of Bothell adopted a Citywide Bike Plan along with a sidewalk plan that will improve non-motorized access to the CTR affected employers.

High employee transportation coordinator turnover and lack of worksite support: Designation of an employee transportation coordinator is the responsibility of the CTR-affected employer. Often these duties are tacked onto a wholly unrelated job with no internal support.

How addressing: The City will coordinate with Community Transit as their CTR Administrator to provide training and support to employee transportation coordinators (ETC) along with annual ETC meetings to share experiences and solutions.

Employer and ETC Investment: Lack of major employer cooperation and investment in CTR worksite programs and lack of support for their appointed employee transportation coordinators is a frequent and universal CTR barrier. The employer and ETC are the backbone of CTR programs. But at many sites the ETC is not given the opportunity to succeed because of lack of time and resources.

How addressing: The City will designate a CTR coordinator to collaborate proactively with Community Transit to identify and notify CTR affected worksites of requirements, and to determine that employers are demonstrating a good faith effort to achieve targets. As appropriate, the city will implement enforcement actions as outlined under City of Bothell Ordinance No. 2207 (2016)

Additionally: The City of Bothell will encourage businesses with 20 or more employees to allow their employees the opportunity to make a monthly pre-tax payroll deduction for transit or vanpool expenses. Employers may instead offer a partially or wholly employer-paid transit pass to satisfy its obligations under this law. This encourages commuters to use transit or vanpool to reduce traffic congestion and carbon emissions. Because the deduction is pre-tax, the law has the added benefit of lowering costs for both workers and businesses.

15. The Transportation Demand Management Technologies Bothell Plans to Use to Deliver CTR Services and Strategies

Rideshare Online: Employee transportation coordinators use the Rideshareonline.com platform to join and form carpools and vanpools, and for trip logging in support of non-drive alone incentives.

WSDOT CTR survey tool: The CTR RideAmigos tool is used for data collection purposes including biennial CTR surveys and worksite program reports.

16. Bothell’s Local CTR Ordinance

The CTR Ordinance adopted by Bothell in 2016 (Ordinance 2207) is attached in Appendix B. This ordinance will be amended to reflect the 2025-2029 CTR Plan.

17. Bothell’s Financial Plan

a. The Estimated Average Annual Costs

Table: Estimated Average Annual Costs

\$49,750 is the WSDOT formula funding amount for the City of Bothell, allocated to Community Transit to administer the CTR program.

Activity	Estimated Average Annual Cost
Employer Engagement*	\$22,388
Commute Trip Reduction 4-Year Plan	\$12,462
Performance Reporting**	\$4,975
Administration***	\$14,925
Total	\$54,750

* Includes identifying worksites and employee transportation coordinators, conducting training, providing technical assistance, and reviewing employer CTR plans.

** Includes worksite surveys, program reports, and periodic request for information from WSDOT, jurisdictions, and stakeholders.

*** Includes financial and program management; jurisdiction coordination with Community Transit, involvement in interagency implementation meetings, WSDOT coordination, TDM Technical Committee coordination, and transit service planning.

b. Likely Funding Sources, Public and Private, to Implement the Plan

Table: Estimated Average Annual Revenue

Source of Revenue	Estimated Average Annual Revenue
WSDOT	\$49,750
City of Bothell	\$5,000 in-kind services
CMAQ Grant	TBD
Total	\$54,750

18. Bothell’s Implementation Structure

a. Who Will Conduct the Activities Listed in the Plan

The City of Bothell has contracted with Community Transit to administer and implement this plan.

b. Who Will Monitor Progress on the Plan

Job Title	Name	Department
Transportation Planner	Sherman Goong, P.E.	Public Works

Sherman Goong is the CTR program coordinator for the City of Bothell and will coordinate with Community Transit routinely on behalf of the City.

19. Bothell’s Implementation Schedule

a. Timeline for Anticipated Projects and Actions

Project Name	Start	End
Canyon Park TDM Program	January 2024	June 2027 or beyond

20. CTR Plan for Bothell Employees

a. Services, Programs, Information, and Other Actions Bothell Put in Place to Help Employees Reduce Their Drive Alone Commute Trips

The CTR Plan for City of Bothell employees is shown in Appendix C.

21. How the CTR Plan for Bothell Employees Contributes to the Success of the Overall Plan

a. How the Plan for Bothell Employees Reinforces the Success of the Jurisdiction Plan

The Bothell Employees CTR Plan aligns with the City of Bothell CTR Plan by encouraging commute alternatives to drive alone with rideshare based cash incentives, guaranteed ride home service, and holding transportation fairs, all of which support the goals the City of Bothell has for its CTR Program.

Alignment with Plans

22. Transit Agencies That Provide Service in Bothell

Transit Agencies:

- Community Transit
- King County Metro
- Homage Senior Services of Snohomish County
- Sound Transit

23. Transit Plans Reviewed While Developing this Plan

Information Sources:

- Community Transit 2023-2028 Transit Development Plan
- Journey 2050 Community Transit Long Range Plan
- Transit Changes in 2024 & Beyond (Community Transit)
- Homage 2022 Annual Report
- Sound Transit Development Plan 2023-2028
- Sound Transit's System Performance Tracker
- Metro Connects Long Range Plan, November 17, 2021

24. How This CTR Plan Supports the Transit Plan(s)

This CTR Plan supports transit plans by providing incentives to encourage transit ridership, reduces the number of single occupant vehicles on the road, thereby creating more capacity to provide and expand transit service either for fixed route or potentially microtransit service options.

25. Comprehensive Plan Updates Needed and When They Will Be Made

The City of Bothell is currently updating its Imagine Bothell... Comprehensive Plan with completion of the draft by the end of 2024. The CTR Plan is being updated in tandem with the Comprehensive Plan.

The City also supports the additional transit routes and frequency planned to serve the CTR worksite walksheds including Community Transit's 2024 and Beyond network in the Canyon Park Regional Growth Center, planned Swift Green Line and Sound Transit's Stride S3 routes serving Downtown Bothell and the University of Washington Bothell/Cascadia College campus, and Stride S2 connections between Lynnwood City Center Station, Canyon Park, and the Bothell/Woodinville Transit Center. Support would also involve assisting ETCs with information to share, event concepts, ORCA promotions, and ridership challenges.

Engagement

26. Bothell's Stakeholder Engagement

On behalf of CTR-affected jurisdictions in Snohomish County, Community Transit along with local jurisdictions organized a series of stakeholder engagement activities on CTR topics throughout the development of this CTR Plan. Community Transit developed outreach activities designed to engage members of the community, vulnerable populations, employers, and community-based organizations. Bothell partnered with Community Transit in the delivery and promotion of these outreach activities and encouraged residents and employees in Bothell to participate. Community Transit offered the following outreach activities on behalf of all CTR-affected jurisdictions in Snohomish County. CTR engagement activities included:

- Online open house and surveys for two public comment periods:
 - Phase 1: Online open house and community survey to engage residents and inform plan development (CTR concepts public comment period held April 18 to May 18, 2024)
 - Phase 2: Online open house to encourage public comment on draft plans (Draft CTR Plan public comment period held July 22 to July 31, 2024)
- Tabling events
- Transit agency interviews
- CTR-affected employer workshops
- Notifications and other digital distribution
- Community-based organization interviews
- Community Transit hosted Phase 2 of the online open house, posting Bothell's draft plan and providing an opportunity for stakeholders and the public to review and provide comments. During Phase 2, Bothell collaborated with Community Transit by promoting and participating in stakeholder engagement activities including posting the Bothell CTR draft plan on the city website for review and comment.
- In addition to the Community Transit outreach activities above, Bothell also conducted an extensive online survey for the Canyon Park Subarea and Regional Growth Center (RGC) to help identify transportation behaviors and patterns to help formulate a Transportation Demand Management (TDM) Program for the subarea. The CTR Plan and TDM Program goals are closely related so outreach efforts from the TDM Program are relevant and informative to the proposed CTR Plan elements. The TDM Program survey also covered an area where a significant number of Bothell's CTR employers are located which provides focused outreach to develop solutions to support the CTR Plan. The Community Transit efforts conducted were general transit outreach efforts that also have similar responses for CTR employees and provide feedback to developing alternative travel options that would assist in the participation of the CTR Plan. The TDM Program survey received 785 responses from employees and residents in the subarea; however, a significant number of the responses were from CTR affected company employees.

a. Who Bothell Talked To

Community Transit and Snohomish County-area jurisdictions reached out to community members through a two-phase online open house engagement period. The first phase conveyed information about commute trip reduction, the CTR plan update process, and invited visitors to participate in a survey. The second phase of the online open house sought feedback on jurisdiction's draft CTR plans and allowed the visitor to select which plan they commented on based on the jurisdictions in which they live and/or work.

During the first phase of the online open house, 2,137 people visited the open house website, and 144 responded to the survey. Of the Community Transit generated survey responses, 11 responses indicated they live in Bothell and 4 work in Bothell. A total of 15 online open house participants indicated they live or work in Bothell. During the second phase of the open house, 908 visitors to the Community Transit website reviewed draft CTR plans for all jurisdictions and 20 submitted comments. However, Bothell did not receive any written comments.

Community Transit attended six community events around Snohomish County to discuss transit services and upcoming services changes, CTR initiatives, and to provide attendees an opportunity to comment on the jurisdictional draft CTR Plans. Tabling events included the following:

- Arlington Farmers Market (engaged with 90 people)
- Everett Public Library Drop-In (engaged with 43 people)
- Marysville Farmers Market (engaged with 107 people)
- Everett Farmers Market (engaged with 165 people)
- Marysville Public Library Drop-In (engaged with 32 people)
- Latino Educational Training Institute (LETI) Expo (160 people)

From the Bothell's Canyon Park TDM survey, a total of 785 responses were received with 720 responses indicating they worked in the Canyon Park Subarea, while 65 respondents indicated they lived in the subarea. Of the 720 respondents indicating they worked in the subarea, 571 of them indicated they worked for companies with 100 or more employees, with Pfizer/Seagen, Fujifilm/Sonosite, Leviton, and AR Modular RF/Ametek responding with at least 2 percent or more of the total employees responding to the survey. Bothell's TDM outreach also included in-person visits for the retail core of the Canyon Park Subarea.

Community-based organizations

Community Transit interviewed representatives from a variety of community-based organizations in Snohomish County. Each community-based organization also received an engagement toolkit including social media posts and newsletter copy allowing them to easily engage community members in their networks with the CTR Plan update project. The community organizations interviewed as part of the CTR Plan update project include the following:

- Hopelink
- Community Health Centers
- Snohomish County Transportation Coalition (Snotrac)
- Homage
- North Sound Bicycle Advocacy Group
- BIKES Club / Sharing Wheels Community Bike Shop

Community Transit arranged interviews for the following community-based organizations serving

populations in Bothell: Homage, Hopelink, and Snotrac.

CTR-affected employers

Community Transit hosted a virtual workshop May 14, 2024, for ETCs and management staff from CTR-affected businesses in Snohomish County to discuss the draft CTR plans, provide feedback on increasing local CTR ordinance requirements for employers, and to make suggestions for improving CTR programs. Community Transit also provided CTR-affected employers with information about the CTR online open house and survey in the CTR newsletter and provided related outreach materials for ETCs to share with their employees.

Thirty-eight individuals representing 30 Snohomish county-area, CTR-affected employers attended a virtual workshop. Employers represented in the virtual workshop are listed in the table below.

Table: Employer Workshop Participation

Employer Name	Worksite Location
City of Arlington	Arlington
Skagit Regional Health/Cascade Valley Hospital	Arlington
DSHS	Arlington/ Unincorporated Snohomish County
City of Bothell	Bothell
Nelson Nygaard (Transportation Consultant)	Bothell
AGC Biologics	Bothell
AT&T (and Move Redmond)	Bothell
GE Digital / Vernova	Bothell
Leviton Network Solutions / Wellington Hills Bothell Park	Bothell
Pfizer	Bothell
T-Mobile	Bothell
University of Washington Bothell/Cascadia College	Bothell
City of Edmonds	Edmonds
Edmonds College	Edmonds
City of Lynnwood	Lynnwood
City of Marysville	Marysville
The Everett Clinic	Marysville
City of Monroe	Monroe
Canyon Creek Cabinet Company	Monroe
Natural Factors	Monroe
City of Mountlake Terrace	Mountlake Terrace
Premera Blue Cross Mountlake Terrace	Mountlake Terrace
City of Mukilteo	Mukilteo
Novanta	Mukilteo
Snohomish County	Snohomish County
Boeing	Unincorporated Snohomish County
Korry Electronics	Unincorporated Snohomish County
Partner Therapeutics	Unincorporated Snohomish County
Reid Middleton	Unincorporated Snohomish County

Employers from Bothell that participated in the workshop include T-Mobile, University of Washington

Bothell Campus/Cascadia College, Leviton Network Solutions/Wellington Hills Bothell Park, Pfizer, AT&T with Move Redmond (TMA), AGC Biologics, GE Digital/Vernova, and the City of Bothell all participated in an employer workshop on May 14, 2024.

Transit Agency Interviews

Community Transit and MFA interviewed transit agencies to help inform the CTR plans and invite feedback on the drafts. The interview questions related to the Alignment with Plans section of the CTR Plan (Section #22-25) and Section #1c, “whether and how commuting patterns have changed in the past few years.” Transit agencies also received email invitations to comment on the draft CTR plans. The transit agencies interviewed include the following:

- Snow Goose Transit
- Community Transit
- Everett Transit
- Homage
- King County Metro
- Sound Transit

b. When Bothell Talked to Them

Community members engagement activities

- Online open house and community survey: April 18 - May 18, 2024
- Online open house and draft plan public comment period: July 1 - 31, 2024
- Canyon Park Subarea retail in-person TDM outreach: March 19 and March 28, 2024

Community events

- Arlington Farmers Market: July 13, 2024
- Everett Public Library Drop-In: July 15, 2024
- Marysville Farmers Market: July 19, 2024
- Everett Farmers Market: July 21, 2024
- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

Community-based organization interviews

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024
- Snotrac: May 1, 2024
- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

CTR-affected employer workshops

- Employer workshop: May 14, 2024

Additionally, Community Transit reached out to CTR-affected employers to provide information and outreach materials:

- CTR newsletter article (April Issue) about Phase 1 of the online open house and survey: April 2, 2024
- Email with outreach materials reminding ETCs to share the Phase 1 online open house and survey: April 24, 2024
- CTR newsletter article (July Issue) about Phase 2 of the online open house and survey: July 2, 2024
- Email with outreach materials encouraging ETS to share Phase 2 of the online open house and draft CTR plans: July 11 and July 19, 2024
- City of Bothell held a virtual ETC outreach meeting to CTR affected employers on April 9, 2024, as a part of the TDM Program development process.

Transit agencies interviews

- Email and phone interviews: April 2024
- Invitation to provide draft plan comments: July 2024

c. What Stakeholders Said**Community Members**

Visitors to the online open house who completed surveys, noted the following:

- Transportation Modes/Work from Home: By far, the most common transportation mode mentioned is driving alone in a car, followed by riding the bus, and working from home. A few respondents mentioned bicycling or walking, carpooling/vanpooling, or working a compressed schedule.
- Commute patterns: Nearly every respondent mentioned that increased traffic, especially on area highways, was a noticeable change. A few mentioned that shifts in jobs and lack of employer support for work-from-home options required them to change their commute.
- Convenience of single-occupancy vehicle trips: Nearly every survey participant affirmed that it would be difficult to get around without a personal vehicle because of long commute times, transit stops that are not convenient to their home or workplace, transit routes that require too many transfers, and transit commute times that are up to three times longer than single-occupancy vehicle commutes.
- Safety Concerns: Most cited safety concerns as reasons they do not choose to take transit or other alternative transportation modes. Respondents noted high vehicle speeds, and the lack of sidewalks and bike lanes deter them from walking or biking as part of their commute. Some respondents fear crime where transit stops lack amenities like lighting.
- Benefits of CTR: Respondents commonly recognized that CTR programs have the potential to reduce traffic congestion, improve road safety, reduce traffic noise, and improve air quality.
- Suggestions: Many respondents indicated a desire for more frequent transit services, more convenient transit stop locations, infrastructure improvements for biking and walking safety, and flexible work schedules that allow employees the option to work from home.

- Phase 1 Open House Comments (specific to City of Bothell respondents): Respondents from Bothell primarily commute to Seattle or other nearby cities such as Lynnwood, Edmonds, Bellevue, or Mercer Island, with half commuting within Bothell itself. Driving alone is the most common transportation mode, followed by riding the bus, carpooling, or working from home. Challenges, benefits, and suggestions, reflect the countywide responses above including personal vehicle dependence, limited transit options, safety concerns, long commutes, and lack of employer support for alternative arrangements. Increased traffic congestion, job changes, and relocation have altered commuting patterns, often increasing reliance on personal vehicles. Benefits of reducing commute trips include decreased traffic congestion, improved air quality, environmental benefits, enhanced road safety, and noise reduction. Suggestions for improvement include better transit infrastructure, safety enhancements, environmental considerations, and education on alternative transportation modes.

Visitors to the second phase of the online open house had an opportunity to review the draft CTR plans. No additional comments were submitted on the City of Bothell draft CTR plan. However, invitations to review and comment on the draft CTR plan were included on both the Community Transit website and the City of Bothell’s website.

Visitors to community events (listed in Section #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers. Key feedback includes the following:

- Service Area
 - Several visitors asked when the light rail would reach Everett.
 - Several visitors expressed their enthusiasm for the opening of a new light rail line.
 - A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.
 - A visitor asked for bus service in Marysville on 67th Street.
 - A visitor said they would love to see frequent commuter times and routes that connect to Arlington Business Center.
 - A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
 - A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
 - A couple visitors did not know the light rail would have a stop in Shoreline.
 - A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
 - A visitor identified a need for bus stops near Arlington High School.
 - A visitor asked if buses could go directly to the new Everett Stadium in the future.
 - A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.
- Service Times
 - A visitor shared they don’t ride transit from Marysville through Everett to Lynnwood in the morning as the buses don’t pass frequently enough.
 - A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September 2024.
- Barriers to Commute Trip Reduction

- A few visitors noted they don't use transit because they have a car.
- A visitor expressed concern about safety on buses and the drug usage on them.
- Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
- Several visitors asked about where to obtain free ORCA cards.

Community-based organizations

Community-based organizations noted the following:

- **Limited transit service area:** Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- **Limited transit service hours:** Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.
- **Time and flexibility:** Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.
- **ADA Services:** Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- **Land Use Planning:** The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.
- **Criminal Activity:** Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- **Amenities and Infrastructure:** Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops.

Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.

- **Outreach and Education:** Multiple interviewees shared that enhanced education, and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

Transit agencies interviews

Transit agencies interviewees discussed recent changes in commute patterns and noted planned service expansions.

- **Changes in commute patterns:** Community Transit, Everett Transit, King County Metro, Sound Transit indicated that post-pandemic ridership numbers are rising but have not returned to pre-pandemic levels. Everett Transit noted that they are at 82 percent of their pre-pandemic ridership levels and that peak commute hour trips are still below pre-pandemic levels. King County Metro indicated that peak-only routes (routes that only run during peak commuting hours) continue to underperform and thus, they are prioritizing increasing service on all-day and all-week routes. Sound Transit indicated that service levels have bounced back from the pandemic faster on light rail, commuter rail, and express buses.
- **Service expansions:** Sound Transit and Community Transit indicated that there is a planned light rail service extension to Lynnwood Center and bus service expansion along the light rail line. In response to recent community surveys, Community Transit is planning to increase mid-day, evening and weekend service and direct resources toward providing more local routes and enhancing access to the light rail for regional travel.
- **Bothell Transit Enhancement:** Community Transit will be extending SWIFT service to the UW Bothell/Cascadia campus in conjunction with the widening of Bothell Way/Bothell-Everett Highway and potentially adding local route service to neighborhood areas that currently do not have easily accessible fixed route service. Sound Transit and King County Metro are also revising service plans to and through the Downtown Bothell area to the campuses with frequent fixed route service that enhances access to the light rail for regional travel.

CTR-affected employers

T-Mobile: The company currently provides an employee organized vanpool, bicycle parking facilities, lockers, changing areas and showers, and hybrid schedule options. They also offer emergency ride home services and hold a commute fair each year. They mentioned that they could implement paid parking measures, but it is already hard enough to get people to come into the office, and paid parking could further deter this. They also offer a free ORCA Pass for employees but does not see much use. The EV chargers are a high demand benefit. Their shuttle service is from regional transit hubs in Seattle (King St) and Bellevue (Transit Center) to their offices in Bellevue; but they don't offer shuttle service to Canyon Park. They are looking closely at the new light rail for its impact on their shuttle service but also as an opportunity.

University of Washington Bothell/Cascadia College: In response to the question about charging for parking, the university ETC commented that in their experience charging for parking is difficult

because you need enforcement and there are costs associated with implementing parking enforcement programs. They may need to hire additional staff to manage the parking program. Parking in surrounding neighborhoods had become an issue in some locations which was addressed through a neighborhood parking pass. A community van program for student/employee outings has been a popular service. They use preferential carpool parking as a CTR incentive and offer free EV parking with carpool permit or a paid parking site.

City of Bothell: The City mentioned that there was tension with street parking in the surrounding neighborhoods of work sites, specifically around UW Bothell. They implemented a parking pass system ten years ago to keep parking available for the residents.

Leviton Network Solutions/Wellington Hills Bothell Park: They provide a monthly payment as a reward for using transit. The money can be used by the employee for any purpose, not just transit purposes. After COVID they now offer a remote or hybrid schedule. They provide a new hire orientation on the available benefits and arrange a transportation fair. Onsite expectations vary by team. They identified a barrier for employees to take transit is the distance between their bus stop and the office.

Pfizer: They offer internal shuttles between worksites which have successfully reduced driving between worksites as well as access to micromobility options. They haven't considered offering offsite/home shuttle service because it would take the shuttles too far away and limit circulation around the campus. They have also seen an increase in working from home and would like to see increased and enhanced public transit. ETC is less than three weeks into job and is getting up to speed on their benefits including bike parking, showers, and ORCA Passes. They also noted their communications about benefits is lacking a bit.

AT&T: AT&T implemented a work-from-home policy during COVID but started a return-to-office policy in 2023.

Fujifilm: They provide a transportations options guide for new hires, and pamphlets in the breakrooms. Their Wellness Fairs are popular, and they plan to run that again this year. Twenty-two employees have ORCA Passes, but no one uses vanpools. They identified a barrier for employees to take transit is their office being on top of the hill in Canyon Park. Also, their shift times make it difficult to coordinate ridesharing.

T-Mobile, Pfizer, Leviton, and Fujifilm all indicated that parking availability is not an issue for their employees and increased coordination across all employers would enable easier access to shared rides and vanpools.

Employers noted the following general comments:

- Local CTR ordinances: Employers noted that providing CTR information and worksite amenities is easier than offering transit pass subsidies and incentives, increasing vanpool and transit services, and facilitating parking management programs.
- Smaller employers noted that offering vanpool vehicles, onsite daycare, and other services is more difficult given their smaller size.
- Providing information about commuting options and resources accessible and easy to find is key.
- Not everyone knows about the pre-tax CTR incentive, so it is not always offered or well marketed.
- Parking benefits have room for exploration; managing programs and monitoring parking spaces are the biggest barriers. Challenges to parking management include the sunk costs of parking spaces and employee expectations of "convenient" parking.

- Incentives and promotions are preferable to deterrents, such as charging for parking that was previously free.
- From the Canyon Park TDM survey, employees are most likely to commute on Tuesdays, Wednesdays, and/or Thursdays with 87 percent driving alone. Carpooling is the next most common commute mode with 5 percent. Transit (2 percent) is used consistently across all weekdays.

d. How Stakeholders' Comments Influenced the Plan

The stakeholder responses were considered and helped identify the challenges and barriers to which both employers and employees experience. The plan responds to that feedback by including alternative transportation options that can address the challenge and or avoid options that would not benefit the stakeholders. Plans and travel options will be reviewed over time and adjusted based on demand, future concerns, and opportunities to incorporate additional options.

The City of Bothell's CTR ordinance as detailed in Section #12 above requires affected employers to implement a choice of measures to increase the percentage of employees using commuting alternatives to driving alone. The list of pre-approved implementation measures relates to feedback received from employers, community members, and community-based organizations on barriers to using commute trip options other than driving alone. Examples of this include:

- Providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by employers, community-based organizations)
- Providing bicycle storage and amenities onsite (suggested by employers)
- Informing employees about pre-tax deductions for commuting options to driving alone (suggested by employers)
- Providing trip planning support for using alternative commute options (suggested by community members)

The City of Bothell also plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above.

27. Vulnerable Populations Considered

As part of a concerted effort to ensure the interests of vulnerable and highly impacted communities were represented in each jurisdiction's draft CTR Plan, Community Transit engaged representatives from a variety of community-based organizations in Snohomish County that serve vulnerable populations including people who are low-income, disabled, unhoused, or speak English as a second language, as well as youth and the elderly. Additionally, several of the community events that Community Transit tabled at were held at libraries that serve vulnerable populations. Community Transit also provided an information table at the Latino Educational Training Institute (LETI) Expo at Edmonds College. In addition, these events created opportunities to meet people where they are at, removing barriers to participation.

The response from the Bothell's TDM Survey efforts also yielded a diverse demographic response covering multiple ethnic groups, income/economic status, age groups, and employment status. Continued outreach to these populations will be considered as the TDM program develops further and employers and residents begin to try alternative transportation modes to single occupant

vehicles. The results of this continued outreach will be shared and incorporated to the CTR Plan and employers as appropriate to the demand. The goals of the CTR Plan and TDM Program are closely related, and the outreach effort conducted for both engaged with a diverse population that covered many of the vulnerable populations generally underserved.

28. Engagement Focused on Vulnerable Populations

a. Who Bothell Talked To

Hopelink, Snotrac, and Homage are organizations that generally represent vulnerable populations.

- Hopelink: provides services for multiple frontline communities, including disabled and unhoused populations, they serve homeless and low-income families, children, seniors, and people with disabilities in King and Snohomish counties by providing a network of critical social services through programs for housing, transportation, family development, financial assistance, employment programs, adult education, financial literacy training, and five food banks.
- Community Health Centers: a nonprofit provider which offers affordable primary healthcare services, including medical, medical walk-in, dental, physical therapy, and pharmacy.
- Snohomish County Transportation Coalition (Snotrac): advocates for improvement in transportation service and solutions for people in Snohomish County with specialized transportation needs through community engagement, coordination of resources, and strategic partnerships. Snotrac promotes mobility services for youth, the elderly, people with disabilities, and those in low-income communities.
- Homage: The largest provider of services for older adults and people with disabilities in Snohomish County, with programs in food and nutrition, health and wellness, home repair, social services, and transportation. Homage serves people who are low-income, disabled or over 55. They also serve the Sauk-Suiattle tribe as well as a broad range of multicultural groups who attend culturally appropriate meals provided by Homage every week, which include Korean, Chinese, Hispanic, and Filipino communities.
- North Sound Bicycle Advocacy Group: works with local jurisdictions and transportation departments to raise safety awareness for cyclists and pedestrians and find workable solutions related to intermodal transportation, public safety, clean air, and quality of life for local communities.
- Sharing Wheels Community Bike Shop: is a nonprofit bike shop located in Everett providing refurbished, used bicycles to thousands of adults and children as well as offering programs and resources for bike repair and upkeep.
- BIKES Club: is a recreational club which hosts rides and events year-round, in addition to advocating and fundraising for bike-related grants.

Community Transit also provided information tables at community events held at the Marysville Library, Everett Library, and the Latino Expo (LETI) at Edmonds College.

b. When Bothell Talked to Them

Community-based organizations

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024
- Snotrac: May 1, 2024

- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

Community events

- Everett Public Library Drop-In: July 15, 2024
- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

c. What Stakeholders Said

Homage discussed how there's not enough service. They work outside the DART corridor, which targets riders within a 0.75-mile bubble surrounding existing service lines. Homage stated that they need more drivers and more buses, and even doubling the current system would only scratch the surface of demand. They've had to turn away a lot of people who need to go to the grocery store, for instance. The same applies for going to the park, or any other normal services people would catch a bus for. Other notable barriers include safety concerns and transit systems not being timely or flexible enough. They suggested ADA-compliant service improvements, microtransit, and dedicated bus lanes.

Hopelink noted that time, location, safety, and convenience were the biggest barriers for communities using public transit. People want flexibility in their transit options especially when it comes to service hours and speed; many people don't have the time to spend taking transit if it will take double the time compared to driving. Locating affordable housing near public transit would be a key strategy to improve people's mobility.

Snotrac suggested that jurisdictions and agencies work to improve transit services for frequent, fast buses especially in Bothell. They also suggested that worker shuttles be expanded across worksites in Bothell's Canyon Park district. Additionally, worksites can be stronger advocates for the infrastructure around them, such as increased housing near worksites, more density and transit-oriented development, sidewalks, and bike lanes. Part of the ETC training program could be helping ETCs become advocates in their communities and empowering their coworkers to be advocates. Snotrac as a TMA could potentially fill a role here.

Community-based organizations

Community-based organizations serving vulnerable populations noted the following (also referenced in Section #26c):

- Limited transit service area: Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- Limited-service hours: Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.

- Time and flexibility: Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.
- ADA Services: Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- Land Use Planning: The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.
- Criminal Activity: Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- Amenities and Infrastructure: Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.
- Outreach and Education: Multiple interviewees shared that enhanced education, and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

Visitors to community events (listed in Section #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers (also referenced in Section #26c). Key feedback includes the following:

- Service Area
 - Several visitors asked when the light rail would reach Everett.
 - Several visitors expressed their enthusiasm for the opening of a new light rail line.
 - A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.

- A visitor asked for bus service in Marysville on 67th Street.
- Would love to see frequent commuter times and routes that connect to Arlington Business Center.
- A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
- A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
- A couple visitors did not know the light rail would have a stop in Shoreline.
- A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
- A visitor identified a need for bus stops near Arlington High School.
- A visitor asked if buses could go directly to the new Everett Stadium in the future.
- A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.
- Service Times
 - A visitor shared they don't ride transit from Marysville through Everett to Lynnwood in the morning as the buses don't pass frequently enough.
 - A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September 2024.
- Barriers to Commute Trip Reduction
 - A visitor expressed concern about safety on buses and the drug usage on them.
 - Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
 - Several visitors asked about where to obtain free ORCA cards.

d. How Stakeholders' Comments Influenced the Plan

The stakeholder comments identified needs and concerns that can be addressed in coordination with other agencies in the current plan and further developed as opportunities arise based on the demand and utilization of alternative transportation options. Input from employee transportation coordinators (ETCs) in annually scheduled meetings to share successes and challenges will also be conducted to identify enhancements to the CTR Plan. The City of Bothell plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above. A few examples of comments received that are incorporated into the plan are:

- Providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by community-based organizations)
- Providing trip planning support for using alternative commute options (suggested by community members)

29. Employers' Suggestions to Make CTR More Effective

Pfizer suggested increasing bus routes and public transportation options.

Employers made the following suggestions during the Employer Workshop:

- Make information about commuting options and resources easier to find. Use newsletters and other forms of engagement sent directly to employees along with campaign posters and bulletin board notices.
- Increase awareness about pre-tax transit passes.
- Offer resources for managing parking programs and parking benefits.
- Focus on incentives for commute trip reductions rather than deterrents like charging for parking.
- Hold yearly wellness fairs featuring commute trip reduction options.
- Provide vanpool programs for employee work trips during the day.
- Implement parking programs aimed to reduce parking tension with surrounding neighborhoods.
- Offer internal shuttles for campuses and businesses with multiple locations.
- Improve safety and reduce crime around transit stops.
- Focus on “last mile” connections where transit stops are not convenient to the business’ location.
- Provide more grant funding and incentives for employers’ CTR programs.
- Help widely promote CTR programs and options.

30. Increase bus routes, service hours, and public transportation options. Results of Engagement Focused on Vulnerable Populations that Will Be Provided for Use in Comprehensive Plan and Transit Plan Updates

The City of Bothell will continue to engage vulnerable populations through expanded public outreach efforts to ensure equity and inclusion objectives are addressed. Bothell currently incorporates a diversity, equity, and inclusion (DEI) program for the development of plans and programs to raise awareness and identify biases that may impact marginalized communities.

In addition, comments and suggestions from vulnerable populations and other groups will be considered as part of Community Transit’s future transit planning processes. Community Transit is currently implementing its [Transit Changes in 2024 and Beyond](#) service plan. Many suggestions about increased frequency and new service areas will be implemented as part of the service plan update process which will continue through 2026.

Community Transit makes changes to bus service up to four times per year. When considering changes, the Planning team considers many factors including input from the public.

Regional Transportation Planning Organization CTR Plan Review

Bothell provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review in September 2024

PSRC Comments have been incorporated into this document and are attached in Appendix D.

References

1. City of Bothell Municipal Code, Ordinance No. 2207 (2016)
2. City of Bothell Personnel Policies and Procedures, 12.6 Commute Trip Reduction Program, October 15, 2021

Appendices

Appendix A

City of Bothell CTR Affected Employers

Organization	Worksite	Physical Address	Zip	Industry
AGC Biologics	AGC Biologics	22021 20th Ave SE	98021	Life Sciences, Biotech & Research
AT&T Company	AT&T Bldg 7, 8 & 9	20309 North Creek Pkwy	98011	Telecommunications
Bristol Myers Squibb	Jump	1522 217th Pl SE	98021	Life Sciences, Biotech & Research
City of Bothell	Dawson Building	18415 101st Ave NE	98011	Government
FUJIFILM SonoSite	FUJIFILM SonoSite	21919 30th Dr SE	98021	Medical equipment
GE Digital	GE Digital	19015 North Creek Parkway	98011	Software
Leviton Network Solutions	Leviton Network Solutions	2222 222nd St SE	98021	Technology, Software & Web Services
Panasonic Avionics Corporation	Panasonic Canyon Park	3303 Monte Villa Pkwy	98021	Aerospace
Philips Healthcare	Philips Medical Systems/Ultrasound	22100 Bothell Everett Hwy	98021	Manufacturing
Puget Sound Energy	Puget Sound Energy	19900 North Creek Pkwy	98011	Utilities
Pfizer	Pfizer	21823 30th Dr SE	98021	Life Sciences, Biotech & Research
T-Mobile USA, Inc.	T-Mobile Canyon Pointe	22213 30th Dr SE	98021	Utilities & Communications
University of Washington	University of Washington Bothell	18115 Campus Way NE	98011	Education
UW Bothell	Cascadia College	18345 Campus Way NE	98011	Education
Verathon, Inc	Verathon, Inc	20001 North Creek Pkwy	98011	Medical equipment
Wave Broadband	Wave Broadband	3700 Monte Villa Parkway, suite 200	98101	Telecommunications

Appendix B

City of Bothell CTR Ordinance

ORDINANCE NO. 2207 (2016)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON,
CONCERNING COMMUTE TRIP REDUCTION IMPLEMENTATION
REGULATIONS; AMENDING CHAPTER 14.06 OF THE BOTHELL
MUNICIPAL CODE

WHEREAS, in 2006 the state legislature updated the state Commute Trip Reduction (CTR) Law, now known as the Commute Trip Reduction Efficiency Act, first enacted in 1992 and codified in RCW 70.94.521 to extend the effective date and to make other significant revisions; and

WHEREAS, the City first implemented the requirements of the state Commute Trip Reduction Law in 1994, and has gained useful implementation experiences and found ways to improve implementation efficiency; and

WHEREAS, the City has considered the current requirements of the state Commute Trip Reduction Efficiency Act and has proposed revisions to the implementing regulations found in Chapter 14.06 of the Bothell Municipal Code to make the City's implementing regulations consistent with these current requirements; and

WHEREAS, the proposed amendments incorporate CTR elements that further enhance the City's affected employers ability to meet their CTR goals and targets by providing updated programs and methods; and

WHEREAS, the City Council conducted a public hearing on and considered the proposed amendments to Chapter 14.06 of the Bothell Municipal Code, and has determined that the proposed amendments are in the best interest of the public health, safety, and welfare of the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 14.06 of the Bothell Municipal Code is amended to read as set forth in **Exhibit A** to this ordinance, which by this reference is incorporated herein as if fully set forth.

Section 2. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. EFFECTIVE DATE. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Section 4. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

APPROVED:



ANDREW J. RHEAUME
MAYOR

ATTEST/AUTHENTICATED:



LAURA HATHAWAY
CITY CLERK

APPROVED AS TO FORM:



PAUL BYRNE
INTERIM CITY ATTORNEY

FILED WITH THE CITY CLERK: 12/09/2016
PASSED BY THE CITY COUNCIL: 12/13/2016
PUBLISHED: 12/16/2016
EFFECTIVE DATE: 12/21/2016
ORDINANCE NO.: 2207 (2016)

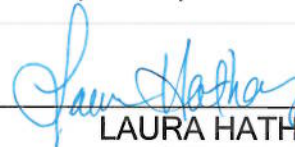
SUMMARY OF ORDINANCE NO. 2207 (2016)

City of Bothell, Washington

On the 13th day of December, 2016, the City Council of the City of Bothell passed Ordinance No. 2207 (2016). A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, CONCERNING COMMUTE TRIP REDUCTION IMPLEMENTATION REGULATIONS; AMENDING CHAPTER 14.06 OF THE BOTHELL MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.



LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: 12/09/2016
PASSED BY THE CITY COUNCIL: 12/13/2016
PUBLISHED: 12/16/2016
EFFECTIVE DATE: 12/21/2016
ORDINANCE NO.: 2207 (2016)

Exhibit A

Chapter 14.06 COMMUTE TRIP REDUCTION*

Sections:

- [14.06.010](#) Definitions.
- [14.06.020](#) Commute trip reduction goals.
- [14.06.030](#) Designation of base year values.
- [14.06.040](#) City of Bothell CTR plan and administrative guidelines.
- [14.06.050](#) Responsible agency.
- [14.06.060](#) Applicability.
- [14.06.070](#) Requirements for employers.
- [14.06.080](#) Transportation management associations.
- [14.06.090](#) Program approval and modification criteria.
- [14.06.100](#) Goal modifications, adjustments, program amendments, and exemptions.
- [14.06.110](#) Schedule for CTR program and annual reports submittal, review, and implementation.
- [14.06.120](#) Enforcement.
- [14.06.130](#) Appeals of administrative decisions.

*Prior legislation: Ords. 1631 and 1507.

14.06.010 Definitions.

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

1. "Affected employee" means a full-time employee who is scheduled to begin his or her regular work day at a major employer worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays per week for at least 12 continuous months, who is not an independent contractor, and who is scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week. **The employee will only be counted at his or her primary worksite. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees**
2. "Affected urban growth area" means:
 - a. An urban growth area, designated pursuant to RCW [36.70A.110](#), whose boundaries contain a state highway segment exceeding the 100 person hours of delay threshold

Exhibit A

calculated by the Washington State Department of Transportation, and any contiguous urban growth areas; and

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

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

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

4. "Alternative work schedules" means work schedules that allow employees to work their required hours outside of the traditional Monday to Friday, 8:00 a.m. to 5:00 p.m. schedule. Programs such as compressed work weeks eliminate peak period work trips for affected employees.

5. "Base year" means the 12-month period that commences when the city of Bothell determines an employer is required to comply with the CTR law. The city of Bothell uses this 12-month period as the basis upon which it develops local commute trip reduction goals.

6. "Base year survey" or "baseline measurement" "**Baseline Data Collection**" means the **collection of employee trip data** survey, during the base year, of employees at a major employer worksite to determine the **drive-alone rate and vehicle miles traveled per employee at non-drive alone trips to and from** the worksite. The jurisdiction uses this measurement to develop commute trip reduction **targets** goals for the major employer. The baseline measurements must be implemented in a manner that meets the requirements specified by the city of Bothell.

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

8. "City" means the city of Bothell.

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

Exhibit A

10. "Commuter trip reduction (CTR) administrative procedures" means the procedures adopted by the city which describe how to complete and submit CTR reports and forms and requirements for records described in the CTR ordinance.
11. "CTR guidelines" means the set of guidelines prepared by the CTR board in accordance with RCW [70.94.527](#). The city will use these guidelines to interpret and administer the Bothell CTR ordinance.
12. "CTR plan" means the city of Bothell's plan as set forth in this chapter to regulate and administer the CTR programs of major employers located within the Bothell city limits.
13. "CTR program" means a major employer's strategies to ~~reduce~~ **increase** affected employees' **non-drive alone trips** single-occupant vehicle (SOV) commutes and **vehicle miles traveled (VMT)** per employee to achieve **trip reduction CTR targets and** goals.
14. "CTR law" means the commute trip reduction law passed by the Washington State Legislature in 1991 (Chapter 202, Laws of 1991) and codified in RCW [70.94.521](#) through [70.94.551](#), and amended in 1997 and 2006, requiring counties of over 150,000 residents, with one or more major employers, to implement a CTR ordinance and plan. All cities in such counties with one or more major employers are also required to adopt a CTR ordinance and plans.
15. "Commuter matching service" means a system that assists in matching commuters for the purpose of enabling them to commute together, **such as RideshareOnline.com**.
16. "Compressed work week" means an employer approved work schedule that regularly allows a full-time employee to eliminate at least one work day every one or two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements. Compressed work weeks are understood to be an ongoing arrangement.
17. "Custom bus/bus pool service" means a commuter bus service specifically arranged to transport employees to work.
18. "Days" means calendar days, unless otherwise qualified by the text.
19. "Distribution" means the transmittal directly to each employee of information on the availability and benefits of ridesharing, public transit and other commute alternatives to driving alone. Transmittal may occur by

Exhibit A

direct mailing this information to each employee, posting information on bulletin boards and kiosks, distributing information at transportation fairs and/or by electronic communications.

20. "Dominant mode" means the mode of travel used for the greatest distance of the commute trip.

21. "Drive-alone" means a motor vehicle occupied by one affected employee for commute purposes, including motorcycles.

22. "Employee" means anyone who receives financial or other remuneration for work provided to an employer, including owner(s) or partner(s).

23. "Employee transportation coordinator (ETC)" means an individual designated by the employer to implement and manage commute trip reduction programs for all employees at each worksite **as required pursuant to RCW 70.94.531(3)**.

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

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

26. "Flexible work schedules (flextime)" means an employer policy which allows employees to vary the times they arrive and depart work daily, not the number of their working hours, to facilitate use of **alternative modes**.
HOV.

27. "Full-time employee" means a person other than an independent contractor scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week **which are performed during two or more weekdays per week**.

28. "Goal" means **the established criteria for measuring effectiveness of employer programs as outlined in the City of Bothell's CTR plan** ~~a purpose toward which efforts are directed~~.

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

Exhibit A

30. “Growth and transportation efficiency center (GTEC)” means a defined, compact, mixed-use urban center that contains jobs or housing and supports multiple modes of transportation. For the purpose of funding, a GTEC must meet minimum criteria established by the CTR board under RCW [70.04.537](#), and must be certified by a regional transportation planning organization as established in RCW [47.80.020](#). [Reserved]

(Note: GTECs are no longer funded and are not relevant to CTR plan implementation so the definition above should be removed.)

31. “High occupancy vehicle (HOV)” means any motor vehicle occupied by two or more people for commuting purposes.

32. “HOV subsidies” means a payment in addition to the normal salary given to an employee who commutes by carpool, vanpool, bus, or nonmotorized alternatives.

33. “Implementation” means the active pursuit by an employer of the CTR goals of RCW [70.94.521](#) through [70.94.551](#) and this chapter as evidenced by the appointment of an **employee** transportation coordinator, distribution of information to employees regarding alternatives to **SOV drive alone** commuting, and commencement of other measures according to this chapter and the employer’s CTR program and schedule.

34. “Jurisdiction’s base year measurement” means the proportion of **single-occupant vehicle non-drive alone** commute trips by CTR commuters and commute trip vehicle miles traveled per CTR commuter on which **commute trip reduction CTR goals and** targets for the local jurisdiction shall be based. The jurisdiction’s base year measurement, for those jurisdictions with an affected urban growth area as of March 1, 2007, shall be determined based on employee **commute trip data collected in fiscal year 2016**. **surveys administered in the 2006 – 2007 survey cycle**. If complete employee **commute survey** data from **fiscal year 2016** the **2006 – 2007 survey cycle** is not available, then the base year measurement shall be calculated from the most recent and available set of complete employee survey data.

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

36. “Major worksite” or “worksite” means a building or group of buildings that are on physically contiguous parcels of land or on parcels of land separated solely by private or public roadways or rights-of-way, and at

Exhibit A

which there are 100 or more full-time affected employees, who begin their regular workday between 6:00 a.m. and 9:00 a.m. on **at least two** weekdays **each week**, for at least 12 continuous months.

37. "Mode" means the type of transportation used by employees, such as single-occupant motor vehicle, **rideshare vehicle**/HOV (carpool, vanpool and/or transit), ferry, bicycle, walking, compressed work schedule and telecommuting.

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

39. "Peak period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

40. "Peak period trip" means any employee trip that delivers the employee to his or her worksite on a regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

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

(Note: No longer a measurement used for CTR program performance)

412. "Preferred or preferential parking" means parking spaces or area(s) provided by the employer or developer in a location preferred by the majority of employees and set aside for employees who commute by carpool, vanpool or bicycle.

43. "Proportion of single-occupant vehicle (SOV) trips" means the number of commute trips made by single-occupant automobiles divided by the number of full-time employees.

(Note: No longer a measurement used for CTR program performance)

44. "Ridematch service" means a service provided by an authorized group which assists in matching commuters for the purpose of commuting together.

(Note: Included in the definition of "Commuter Matching Service" above)

Exhibit A

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

~~46. "Single-occupant vehicle (SOV) trips" means commute trips made by affected employees in single-occupant vehicles.~~

(Note: No longer a measurement used for Snohomish County CTR program performance)

~~47. "Survey" means a survey using the commute trip reduction program employee questionnaires provided by the state and conducted in accordance with the procedures described in the CTR board guidelines.~~

(Note: No longer the data collection method used for Snohomish County CTR Programs)

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

449. "Telecommuting **or teleworking**" means the use of telephones, computers, facsimile (FAX), or other **similar technology** means to permit an employee to work at home **or anywhere at any time**, eliminating a commute trip, or to work at a work place closer to home, reducing the distance traveled in a commute trip by at least half.

4550. "Transit" means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

4651. "Transportation demand management (TDM)" means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

4752. "Transportation fair" means a promotion held in a prominent, convenient, central location within the worksite or within a one-fourth mile walk distance in a business park, downtown, mall or other employment center.

4853. "Transportation information center" means an ongoing, on-site display of information explaining alternative transportation modes available for the worksite. A transportation information center must be available in an area of high employee traffic.

Exhibit A

4954. "Transportation management association (TMA)" means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent employers within specific city limits and may include employers located outside city limits.

505. "Vanpool" means a motor vehicle occupied by five to 15 employees traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip.

56. "Vehicle miles traveled (VMT) per employee" means the sum of the individual vehicle commute trip lengths in miles divided by the number of full-time employees.

(Note: No longer a measurement used for Snohomish County CTR program performance)

517. "Voluntary employer worksite" means the physical location occupied by an employer who is voluntarily implementing a CTR program.

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

539. "Weekday" means any day of the week except Saturday and Sunday.

5460. "Writing, written, or in writing" means original signed and dated documents. Facsimile (FAX) transmissions are a temporary notice of action that must be followed by the original signed and dated documents delivered via mail or other personal delivery means. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.020 Commute trip reduction goals. SHARE

Employers affected by this chapter are required to make a good faith effort as defined in RCW 70.94.534(2) and this chapter to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and SOV increase non-drive alone commute trips. The goals for reducing increasing Bothell's proportion of non-drive-alone vehicle trips and vehicle miles traveled per employee are established in the Bothell CTR plan. The city will set the individual worksite goals for major employers based on how the worksite can contribute to the city's overall goal established in the CTR plan. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.030 Designation of base year values. SHARE

The base year proportion of SOV trips and VMT non-drive alone commute trips for all Bothell major employers shall be determined by the jurisdiction's base year measurement.

Exhibit A

New major employers shall collect employee trip data during the first fiscal year after becoming affected conduct a base year survey to determine the base year proportion of non-drive alone trips SOV trips and VMT. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.040 City of Bothell CTR plan and administrative guidelines. SHARE

A copy of the Bothell CTR plan and administrative guidelines is on file with the city clerk. The Bothell CTR plan may be amended by the Bothell city council in accordance with RCW [70.94.521](#) at any time with a public notice. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.050 Responsible agency. SHARE

The public works department shall be responsible for the administration and for the preparation of procedures to implement this chapter. The city manager shall be responsible for developing and implementing the required CTR program for the city, as a major employer under this chapter. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.060 Applicability. SHARE

The provisions of this chapter shall apply to any major employer or voluntary worksite within the corporate limits of the city. Employees will only be counted at their primary worksite. The following classifications of employees are excluded from the counts of employees: (1) seasonal agricultural employees, including seasonal employees of processors of agricultural products; and (2) employees of construction worksites when the expected duration of the construction is less than two years.

A. Notification of Applicability.

1. In addition to Bothell's established public notification for adoption of an ordinance, a summary of the ordinance that establishes this chapter, a notice of availability of the full text of the same, a notice of the requirements and criteria for major employers to comply with the same, and subsequent revisions shall be published at least once in a local newspaper of general public circulation, within 30 days after passage or revision of the same.
2. Major employers located in the city are to receive written notification that they are subject to this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, or CTR manager at the worksite. The major employer shall collect baseline data within ninety days of notification. After the results of the baseline data are provided to the major employer, the major employer shall submit a CTR program to the city within ninety days.

Exhibit A

~~Known major employers located in Bothell will receive formal written notification by certified mail that they are subject to the ordinance codified in this chapter within 30 days after adoption.~~

3. ~~Major employers that, for whatever reason, do not receive notice within thirty days of passage of the ordinance codified in this chapter and are either notified or identify themselves to the city within ninety days of the passage of said ordinance shall collect baseline data within ninety days of notification or the major employer shall submit a CTR program within ninety days of receipt of the baseline data results.~~ A major employer that, for whatever reason, does not receive notice within 30 days of adoption of the ordinance codified in this chapter must identify itself to the city within 90 days of the adoption of the ordinance codified in this chapter. The employer shall comply with all requirements of new major employers as specified in subsection B of this section.

B. New Major Employers.

1. Employers that meet the definition of "major employer" in this chapter must identify themselves to the city within 90 days of either moving into the boundaries of Bothell or growing in employment at a worksite to 100 or more affected employees as specified under BMC [14.06.010\(1\)](#). The employer will be given 90 days to ~~complete a~~ begin baseline data collection survey, and an additional 90 days to submit a CTR program once the baseline survey results are given to the employer. The CTR program will be developed in consultation with the city and implemented not more than 90 days after the program's approval. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

2. An employer that does not identify itself within 90 days is in violation and subject to penalties described in BMC [14.06.120](#), Enforcement.

3. ~~New major employers shall have four years from the city's acceptance of the program to meet the CTR reduction goals as stated in the city's CTR plan.~~

(Note: This would depend on when the employer fell into the CTR plan period.)

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

1. If an employer initially designated as a major employer no longer employs a sufficient number of employees to qualify as a major employer as specified under BMC [14.06.010\(35\)](#) and can provide documentation that it will not employ a sufficient number of full-time employees

Exhibit A

to qualify as a major employer as specified under BMC [14.06.010\(35\)](#) for the next 12 months, that employer is no longer a major employer. It is the responsibility of the employer to provide documentation to the city that it is no longer a major employer.

2. If the same employer returns to the level of employment of a sufficient number of full-time employees to qualify as a major employer as specified under BMC [14.06.010\(35\)](#) within the same 12 months, that employer is required to notify the city and will be considered a major employer for the entire 12 months, and will be subject to the same program requirements as other major employers.

3. If the same employer returns to the level of employment of a sufficient number of full-time employees to qualify as a major employer as specified under BMC [14.06.010\(35\)](#) 12 or more months after its change in status to a "voluntary" employer or an unaffected employer, that employer shall be treated as a new major employer and will be subject to the same program requirements as other new major employers. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.070 Requirements for employers.

Major employers are required to make a good faith effort, as defined in RCW [70.94.534\(2\)](#) and this chapter, and to develop and implement a CTR program that will encourage its employees to ~~reduce drive-alone commute trips and VMT per employee~~ **increase non-drive alone commute trips** at each major worksite. The employer shall submit a description of its program to the city and provide **quarterly** ~~an annual or biannual~~ progress reports to the city on employee commuting and progress toward meeting the goals **and targets**. The employer CTR program must include the mandatory elements described below:

A. Description of Employer's CTR Program. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals. The goals are stated in the city's CTR plan. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management associations in developing and implementing CTR programs. Each major employer is required to submit a description of its CTR program to the city on the official form provided by the city and shown in the CTR administration procedures. At a minimum, the employees' description must include:

Exhibit A

1. General description of each worksite location in the city, transportation characteristics, surrounding services, and unique conditions experienced by the employer or its employees;
2. Number of employees affected by the CTR program and total number of employees per worksite;
3. Documentation of compliance with the mandatory CTR program elements, as described in subsection B of this section;
4. Description of the additional elements included in the CTR program as described in subsection B of this section; and
5. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources to implement the CTR program.

B. **Mandatory Program Elements.** Each major employer's CTR program for each major worksite shall include the following mandatory elements:

1. **Employee Transportation Coordinator (ETC).** The employer shall designate at least one ETC to administer its CTR program. The ETC's name, location, and telephone number must be displayed prominently at each major worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the city. A major employer with multiple major worksites in Bothell and/or the region may have one transportation coordinator for more than one major worksite, provided the workload permits them to perform required CTR implementation tasks. **The objective is to have an effective ETC presence at each worksite.** The ETC is not required to be an employee of the major employer.
2. **Information Distribution.** Information about commute alternatives shall be distributed to all employees at least twice a year. One of the items distributed must be a description of the employer's worksite program. Program information shall be posted permanently and regularly updated, in a conspicuous place that is easily accessible to all employees at bulletin boards, via electronic communications and/or kiosks. An information center is to be maintained in each worksite building used by 50 or more affected employees. Program information shall consist of, at a minimum, a summary of the employer's program, including ETC name and phone number. Employers must also provide a summary of their program to all new employees at the time of

Exhibit A

hire. Each employer's program description and ~~quarterly~~ ~~annual~~ reports must describe what information is to be distributed by the employer and the method of distribution.

3. ~~Quarterly~~ ~~Annual or Biannual~~ Progress Report. The CTR program must include a ~~quarterly~~ ~~an annual or biannual~~ review of employee commuting, progress and good faith efforts toward meeting the SOV and VMT reduction goals ~~and targets as outlined in the CTR plan.~~

~~Determination of annual or biannual reporting requirement is dependent on worksite commute trip reduction performance and the city will advise the major employer of required report frequency. Major employers shall file a quarterly an annual or biannual progress report with the city in accordance with the format established by this chapter and consistent with the CTR board guidelines which can be found at: www.wsdot.wa.gov/transit/CTR/law.htm to the city on or before October 1st of each year unless otherwise directed. The report shall describe each of the CTR measures that were in effect for the previous year, the results of any commuter surveys undertaken during the year and the number of employees participating in CTR programs. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the worksite's CTR goals and targets. Survey information or approved alternative information must be provided every two years after implementation begins. Data from the state of Washington commute trip reduction employee questionnaire with a minimum 70 percent response rate or approved alternative information shall be required. The format of the reports shall be provided by the city.~~

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

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

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

Exhibit A

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

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

9. Record Keeping. Major employers shall maintain all records required to document the performance of their accepted or approved CTR program for 48 months. Requirements are described in the CTR administrative procedures.

10. Transportation Demand Management Elements. In addition to the specific program elements described above, the employer's CTR program shall include a set of transportation demand management elements designed to achieve the trip reduction goals established by this chapter.

a. Mandatory Transportation Demand Management Elements. An employer's CTR program shall include at least one element selected from the list below and subject to the guidelines for the selected element, or the combined portions of selected elements, as provided in the administrative guidelines:

- i. Preferential parking **or reduced parking charges** for carpools and vanpools which is signed, monitored and enforced;
- ii. Financial incentives, including but not limited to subsidized bus passes, vanpool subsidies or a transportation allowance for non-SOV commuting;
- iii. Establishment of a program of alternate work schedules which eliminates work trips for affected employees;
- iv. Establishment of a program of telecommuting which permits affected employees to work at home or at an alternative worksite closer to their home;
- v. Provision of **commuter ride matching services to facilitate ridesharing for commute trips, and/or** vans or buses for employee ridesharing;

Exhibit A

- vi. Participation in a transportation management association (TMA); and
- vii. Imposition of parking charges for SOV commuters.

b. Additional Transportation Demand Management Program Elements. Each major employer shall include one or more additional CTR program element(s) designed to help employers meet CTR goals. Employers are encouraged to develop and implement innovative strategies, which are tailored to the specific situation at their worksite. Employers may also select elements from a list of recognized transportation demand management activities which include, but are not limited to, the following:

- i. Any element listed in subsection (B)(10)(a) of this section that has not been selected as required under subsection (B)(10)(b) of this section;
- ii. Permitting the use of employer's vehicles for carpooling or vanpooling;
- iii. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- iv. Cooperation with transportation providers to provide additional regular or express service to the worksite;
- v. Construction of special loading and unloading facilities for transit, carpool and vanpool users;
- vi. Provision of bicycle parking facilities, lockers, changing area and showers for employees who bicycle or walk to work;
- vii. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- viii. Provision of a guaranteed ride home or emergency taxi service program;
- ix. Special, on-site promotions of alternatives to SOV commuting, in addition to the required promotion program described in subsection (B)(5) of this section;

Exhibit A

- x. Implementation of other measures designed to facilitate the use of HOV, including but not limited to on-site day care facilities, concierge service or provision of company-provided vehicles for personnel use during break periods; and/or
- xi. Provision of commuter ride matching services to facilitate employee ridesharing for commute trips.

C. Consideration of Other Program Elements. Consideration will be given by the city when reviewing CTR programs which include TDM elements that are designed to promote the use of HOV alternative modes in ways other than those specified in subsections (B)(10)(a) and (b) of this section. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.080 Transportation management associations. SHARE

In lieu of submitting an initial CTR program and quarterly annual reports as described in BMC 14.06.070(B)(3), a major employer may join a transportation management association (TMA) that submits a single program or quarterly annual reports on behalf of its members. In addition to describing program measures which are common to its members, the CTR program and quarterly annual reports shall describe specific program measures which are unique to individual members' worksites.

Each employer is responsible for meeting the requirements of this chapter regardless of the employer's participation in a TMA. Program modifications shall be specific to an employer. If an employer elects to satisfy its CTR program requirements through a TMA program and/or quarterly annual reports, the employer shall notify the city in writing, designating the TMA as its agent. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.090 Program approval and modification criteria. SHARE


The following criteria shall be used to guide the review and development of CTR programs and quarterly annual or biannual CTR progress reports submitted to the city:

- A. Initial Program Submittal. Beginning with the initial CTR program submittal, and for all CTR annual progress report submittals prior to 1995, or prior to the employer's first goal year, a program or progress report shall be approved if all required elements, as described in BMC 14.06.070, are included in the submittal.
- B. Criteria for Program Modifications. The following criteria shall be applied in determining requirements for employer CTR program modifications:

Exhibit A

1. If an employer makes a good faith effort, as defined in RCW [70.94.534\(2\)](#) and this chapter, and meets ~~either or both goals~~ **their CTR goals and targets**, the employer has satisfied the objectives of the CTR plan and will not be required to modify its CTR program.
2. If an employer makes a good faith effort, as defined in RCW [70.94.534\(2\)](#) and this chapter, but has not met or is not likely to meet the applicable **CTR goals and targets**, ~~SOV or VMT goal~~, the city shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the city for approval within 30 days of reaching agreement.
3. If an employer fails to make a good faith effort as defined in RCW [70.94.534\(2\)](#) and this chapter, and fails to meet the applicable **CTR goals and targets** ~~SOV or VMT reduction goal~~, the city shall work collaboratively with the employer to identify modifications to the CTR program, and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The city shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city will inform the employer in writing within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city within 10 working days of the conference. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.100 Goal modifications, adjustments, program amendments, and exemptions.

 **SHARE**

A. **Modification of CTR Program Goals.** An employer may request a modification of CTR program goals under the following conditions:

1. Major employers may request that the city modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description and ~~quarterly~~ **annual** report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.

Exhibit A

2. The city will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR board guidelines. An employer may not request a modification of the applicable goals until one year after the city's approval of its initial program description or ~~quarterly~~ ~~annual~~ report. The city shall respond to requests for goal modifications within 30 days of the receipt of the request.

B. CTR Program Amendments. At least 90 days after the approval of a program description or ~~quarterly~~ ~~annual~~ report, any major employer may, as specified below, amend any CTR program elements listed in BMC [14.06.070\(B\)\(10\)](#).

1. An employer may amend their CTR program by replacing a program element selected as required under BMC [14.06.070\(B\)\(10\)\(a\)](#) with any other element required under BMC [14.06.070\(B\)\(10\)\(a\)](#) without prior city approval. The employer must, however, notify the city in writing prior to the implementation of such a change.
2. An employer may request permission from the city to amend any program element included as required under BMC [14.06.070\(B\)\(10\)\(b\)](#). Such request may be granted if one of the following conditions exists:
 - a. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer;
 - b. The employer can demonstrate that compliance with the program elements would constitute an undue hardship; or
 - c. The employer can demonstrate a significant change in local service or the transportation infrastructure that impacts the effectiveness of their adopted CTR program, or will increase the effectiveness of other program elements.

The city shall respond to such a request within 30 days of the receipt of the request.

C. CTR Exemptions. A major employer may request an exemption from all CTR program requirements or penalties for a particular worksite. An exemption may be granted if and only if the major employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could ~~contribute to meeting the CTR goals and targets of the employer.~~ ~~reduce the proportion of SOV trips and VMT per employee.~~ The city shall respond to a request for an exemption within 30 days of the

Exhibit A

receipt of the request. The notice should clearly explain the conditions for which the major employer is seeking an exemption from the requirements of the CTR program. The city shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city will use the criteria identified in the CTR board guidelines to assess the validity of employee exemption requests. The city shall grant or deny the request within 30 days of receipt of the request. The city shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.110 Schedule for CTR program and annual reports submittal, review, and implementation.

A. CTR Program Submittal and Implementation. **Not more than ninety days after the adoption of the ordinance codified in this chapter, or within ninety days after an employer qualifies under the provisions of this chapter, the employer will be given the fiscal year following notification to collect baseline data and ninety days to submit a CTR program as provided in BMC 14.06.070.** The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval by the city. **Employers who do not implement an approved CTR program according to this section are in violation of this chapter.** **Not more than 90 days after the adoption of the ordinance codified in this chapter, or within 90 days after an employer qualifies under the provisions of this chapter, the employer shall develop a CTR program and shall submit to the city for review a description of that program as provided in BMC 14.06.070.** The employer shall implement **a an approved** CTR program not more than 90 days after the initial program submittal to the city. Implementation of the approved program modifications will occur within 30 days of the final administrative decision on such modifications **to the CTR program or CTR quarterly reports**, or within of 90 days of the initial program submittal, whichever is greater.

B. CTR Quarterly Progress Reports. **Upon approval of an employer's initial CTR program, the employer shall submit quarterly reports on the dates requested from the city, the first of which shall be submitted no less than ninety days after program approval.** **Employer Annual Reporting Date.** Upon review of an employer's initial CTR program, the city shall establish the employer's annual reporting date, which shall not be less than 12 months from the day the program is submitted. Each year on the employer's reporting date, the employer shall submit

Exhibit A

~~the annual CTR report to the city. October 1st of each year is the current submittal date to the city for most employers.~~

C. Extensions. An employer may request additional time to complete any action required under this chapter; provided, that no extension shall apply to the requirements of BMC [14.06.130](#). Such requests shall be made in writing no less than 30 days before the due date for which the extension is being requested. The city shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions not to exceed 90 days shall be considered for reasonable causes. Employers will be limited to a total of 90 extension days per year. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's ~~annual~~ reporting date shall not be adjusted permanently as a result of these extensions. An employer's ~~annual~~ reporting date may be extended at the discretion of the city designee.

D. Schedule for Review of Programs, ~~Annual Reports~~, and Required Program Modifications. ~~The city shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. The employer shall have thirty days to resubmit a modified program. If the employer receives no written notification of extension of the review period of its CTR program or comments on the CTR program or quarterly report within ninety days of submission, the employer's program or quarterly report is deemed accepted. The city may extend the review period up to ninety days. The implementation date for the employer's CTR program will be extended an equivalent number of days. The city shall complete review of the employer's program or annual report within 90 days of receipt. The city shall, as necessary during this review period to facilitate approval, discuss with the employer any issues of concern relating to the submitted program or report. For any submittal except the initial CTR program submittal, the city may, upon notification of the employer, extend this review period for up to 90 days. The city shall provide the employer with written notification of the decision of approval or rejection of the employer's CTR program or annual report, including the cause for rejection.~~

If the decision is to reject an initial CTR program or ~~quarterly~~ ~~annual~~ report submittal, the employer shall resubmit the revised CTR program or annual report within 10 city business days of receipt of this decision notice.

Within 30 days of receipt of the revised program, the city shall review the revision and notify the employer in writing of the approval or rejection of the revised program or report. If the city's decision is to reject the revised

Exhibit A

program or report, the employer may appeal this decision as provided in BMC [14.06.130](#). (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.120 Enforcement.

A. Compliance. For purposes of this section, “compliance” shall mean submitting required reports and documentation at prescribed times and fully implementing in good faith all provisions in an accepted CTR program.

B. Violations. The following actions shall constitute a violation of this chapter:

1. Failure to implement an approved CTR program unless the program elements that are carried out can be shown through data collected as specified in BMC [14.06.070\(B\)\(3\)](#) to meet or exceed the applicable CTR goals and targets proportion of SOV trips and/or VMT goals as specified in this chapter. Failure to implement a CTR program includes but is not limited to:

a. Failure of existing or new major employers to identify themselves to the city within the time frames indicated in BMC [14.06.060](#);

b. Failure to perform baseline data collection:

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

db. Failure of employers to submit a complete CTR program within the deadlines specified in BMC [14.06.110](#);

ee. Failure of major employers to submit required documentation for quarterly annual reports;

fd. Failure to make a good faith effort, as defined in RCW [70.94.534](#) and this chapter; or

ge. Submittal of fraudulent data.

2. Failure of major employers to modify a CTR program found to be unacceptable by the city under BMC [14.06.090](#).

Exhibit A

C. Civil Penalties. Each city business day during which an employer fails to (1) implement a commute trip reduction program, or (2) modify a commute trip reduction program that does not meet the goals shall constitute a separate violation of this chapter. No major employer with an approved CTR program may be held liable for failure to reach the applicable CTR SOV or VMT goals. This chapter shall be enforced by the code compliance officer as provided in the Bothell Municipal Code; provided, that:

1. Any violations of the provisions of this chapter shall be considered a Class I civil infraction pursuant to RCW [7.80.120](#), and shall subject the violator to a cumulative penalty in an amount not to exceed \$250.00 per day for each violation from the date set for compliance until compliance is achieved; and
2. A major employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith.

Major employers shall be presumed to act in good faith compliance if they:

- a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
- b. Advise the union of the existence of the statute and the mandates of the CTR program approved by the city of Bothell and advise the union that the proposal being made is necessary for compliance with state law (RCW [70.94.531](#)). (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

14.06.130 Appeals of administrative decisions.

A. Reconsideration of Decisions – Conference. Any major employer wishing to appeal a decision regarding program approval, goal modifications, program amendments, or exemptions must request a conference with the public works director, or his or her designee, to request a reconsideration of the decision. Such a conference must be requested within 10 city business days of the decision, and shall be scheduled within 30 days of the decision. When requesting a conference, an employer may indicate an intention to seek a recommendation from the peer review board, and request that the conference be scheduled or continued after such a recommendation has been issued. The city of Bothell public works director or designee shall issue a decision on the reconsideration request within 10 business days of the completion of the conference.

Exhibit A

B. Appeal of Administrative Decisions. Any person adversely affected by an administrative decision under this chapter may appeal that decision to the hearing examiner within 14 days of the decision on the reconsideration request. The hearing examiner shall render a final decision in all appeals filed under this subsection. Appellants shall be notified at least 10 days in advance of the date, time, and place at which the hearing examiner will consider the appeal. Administrative decisions shall be upheld if it is determined that they were consistent with this chapter, the CTR law (RCW [70.94.521](#) through [70.94.551](#)) and the CTR board guidelines. Appeals may be granted if the employer can show the administrative decision is not consistent with this chapter.

C. Appeals of Hearing Examiner Decisions. All actions seeking judicial review of any final decision of the hearing examiner under this chapter must be filed within 14 days from the date the decision is rendered. (Ord. 2017 § 1 (Att. A), 2009; Ord. 1789 § 1, 1999).

[Home](#) [<](#) [>](#)

Appendix C

City of Bothell Employees CTR Plan

HEALTH AND SAFETY

PERSONNEL POLICIES AND PROCEDURES

Personnel Policy Adopted by Res.: (N/A)

12.6 Commute Trip Reduction Program

Personnel Procedures Approved:10/15/2021

1. PURPOSE: To establish the City's procedures on implementation of and participation in Commute Trip Reduction (CTR) Program in accordance with State law.
2. ORGANIZATIONS AFFECTED: All departments/divisions.
3. REFERENCES: RCW 70.94.521-551, CTR Task Force Guidelines, Washington State Growth Management Act and Bothell Municipal Code (Chapter 14.06).
4. DEFINITIONS: Alternative Commute Mode: Alternative Commute Mode is any form of transportation that helps to reduce the carbon footprint including, but not limited to, biking, walking/jogging, carpooling (with 2 or more occupants), vanpool, rideshare, public transportation and teleworking.
5. PROCEDURES:
 - A. Requirements. The City is required to develop and implement a CTR Program that will encourage its employees to reduce single occupancy vehicles (SOV) commute trips and vehicles per mile trips (VMT) per employee at each affected work site.
 - B. Mandatory Program Elements. The CTR Program includes several mandatory elements.
 1. Employee Transportation Coordinator. The City shall designate at least one (1) Employee Transportation Coordinator (ETC) to administer the CTR program. The ETC's name, location and telephone number must be displayed prominently at each affected worksite. The ETC shall oversee all elements of the City's CTR Program.
 2. Information Distribution. Information about the City's CTR Program shall be distributed to all employees at least once a year and Program information shall be posted permanently and regularly updated in a conspicuous place that is easily accessible to all employees at bulletin boards and/or kiosks.
 3. The City will provide a summary of the program to all new employees at the time of New Employee Orientation.
 4. A quarterly progress report will be prepared and submitted which contains the information and data described in BMC 14.06.070(B,3).

12.6 Commute Trip Reduction Program

Page 2 of 3

5. The City will hold at least one (1) annual "transportation fair" or equivalent promotion which is available to all employees at each affected worksite.

- C. Annual Additional CTR Program Elements. The City will annually review its CTR Program Elements for effectiveness. The City may elect to continue those elements having the most employee participation and substitute or add additional elements to those with less participation.

Public education of City employees on the subject of Commute Trip Reduction is essential for a successful program to help reduce commute trips on Washington roads and streets. To achieve completion of CTR Program Elements, City funds will be appropriated to: provide nominal awards (value not to exceed \$100 per person) to employees who participate in the City's CTR Program if an event is not sponsored by an outside organization; allow the City to participate in promotional events sponsored by outside organizations, (value not to exceed \$200 per event) i.e., Metro Transit, Community Transit where there may be a cost to the City to participate; or to sponsor transportation fairs/events.

1. The City will include a Guaranteed Ride Home Program. If a suitable program is not available, the City will determine whether to continue this or another Program Element.
2. The City will pursue avenues for Ridematch participation.
3. The City will provide a Commuter Bonus/Bonus Plus subsidy in an amount up to \$20 per month per employee to employees who commute to and from work using an alternative commute mode between 60%- 89% of their scheduled work hours as outlined in the form provided by the City

As further incentive for employees to reduce single occupancy vehicles (SOV) commute trips, employees who use an alternative commute mode at least 90% of their days worked or more each month will be eligible for an additional \$10 per month (\$30 per month total).

Appendix D

2025-2029 Draft Commute Trip Reduction Plan Consistency Review



PSRC staff have reviewed the draft plan and noted our findings by section:

Benefits of Commute Trip Reduction

The draft plan outlines the broad benefits of commute trip reduction but does not mention the Regional Transportation Plan (RTP) or VISION 2050. The narrative could be strengthened by mentioning the Regional Transportation Plan and how the Bothell CTR plan relates to the TDM priorities in the [RTP \(Pages 93-98\)](#).

Performance Targets

The Bothell draft plan adopts Option 2 from the WSDOT CTR Plan guidance, a weighted average drive-alone rate (DAR) of 15.5 percent below, or less, of the jurisdiction's Census performance in 2019, to evaluate the performance of CTR-affected worksites in the jurisdiction, the DAR performance target is 67 percent using the WSDOT table. Like many other jurisdictions, this plan indicates the city will use 2023–2025 CTR survey data to set the baseline and 2025–2027 survey data to evaluate progress. PSRC may reach out in the future for further details to help develop a regional baseline and target for the regional plan.

Services and Strategies

PSRC reviewed the services and strategies described in this section and did not identify anything inconsistent with regional transportation goals.

Alignment with Plans

The draft plan accurately identifies all transit agencies providing service within and to Bothell and indicates the transit development plans have been reviewed as part of the development of this draft CTR plan. The plan could be strengthened by more information in Question 24 on how the CTR plan ties into specific elements of these Transit Development Plans (TDPs).

Engagement

The RTP identifies a need to better address equity in TDM, and understanding the transportation needs of underserved and historically marginalized populations is critical to achieving that goal. Bothell's draft CTR plan indicated the city collaborated with Community Transit, Hopelink, Homage, and others in engaging with vulnerable populations. PSRC encourages the city to continue engaging with people of limited



2025–2029 Draft Commute Trip Reduction Plan Consistency Review
Prepared for: City of Bothell

English Proficiency (LEP) as well as people of color, people with low incomes, older adults, youth, and people with disabilities in all planning processes.