

COMMUTE TRIP REDUCTION PLAN

2025-2029

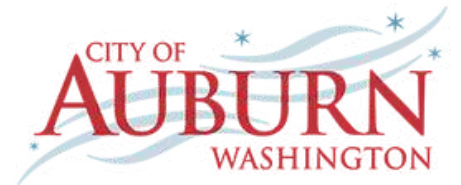


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Introduction

In 1991, the State of Washington adopted its Commute Trip Reduction (CTR) law. The law's intent is to reduce traffic congestion and air pollution by shifting drive-alone commutes to other modes. Today, more than 1,000 worksites take part in the CTR program statewide and the program is well-known nationally as an example of impactful transportation demand management (TDM).

The law requires local jurisdictions to adopt ordinances detailing requirements for employers to implement employee CTR programs that encourage the reduction of the number of trips and miles people drive alone to work. In 2010, the City of Auburn adopted Ordinance 6218, codified by Auburn City Code (ACC) Chapter 10.02, which provides these requirements for employers within the City limits.

The State CTR law and Auburn City Code requires all major employers, with over 100 employees at a single site and arriving between 6:00 and 9:00 AM, to develop programs and strategies to reduce the number of commuter automobile trips made by their employees.

The State CTR law also requires that the City develop a local CTR Plan, to be updated every four years. This plan lays out the benefits of CTR, CTR performance targets, CTR services and strategies, how this plan aligns with other plans, and the public engagement undertaken when developing this plan. This plan is also a reference point in updates to the City's CTR ordinance and CTR-affected worksite's individual CTR programs.

Benefits of CTR

1) Describe the local land use and transportation context and objectives.

a) Describe the setting in Auburn as it is today or will be in the near future.

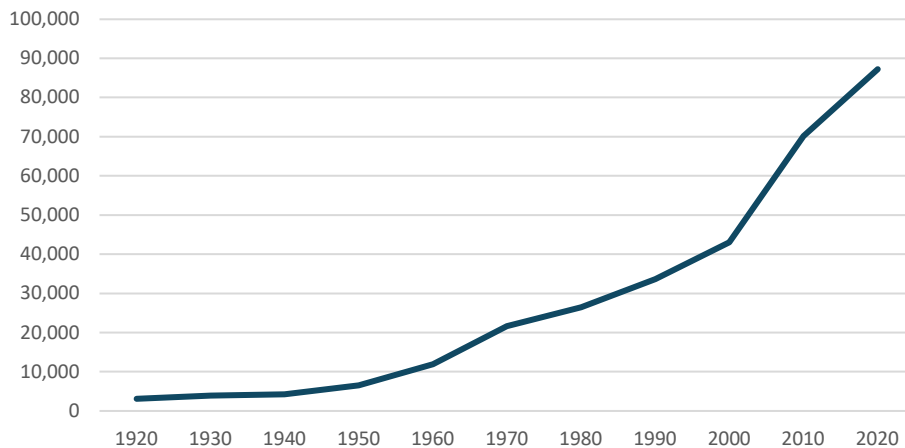
In the 100+ year history of Auburn, it has risen from a small railroad and farming community to a small town, and now the 14th largest city in the state. Continued growth has caused the city to become a place of regional significance.

Nestled between Seattle and Tacoma, the largest and third largest cities in the state, respectively, Auburn retains a uniqueness to the grander metropolitan area. Likewise, the future of Auburn foresees an exciting, vibrant city where businesses want to locate, where people want to live, and that people want to visit.

Located alongside the SR-167 corridor in the valley between Renton and Kent, approximately mid-way between Seattle and Tacoma, Auburn is primarily situated within King County, with a portion of the city extending south into Pierce County. As of 2023, it was ranked the 14th most populous city in Washington, with a population of 88,820.¹ Its location in the densely populated and urbanized area of Central Puget Sound has provide for substantial population growth since World War II and particularly since 2000, as shown in Figure 1.

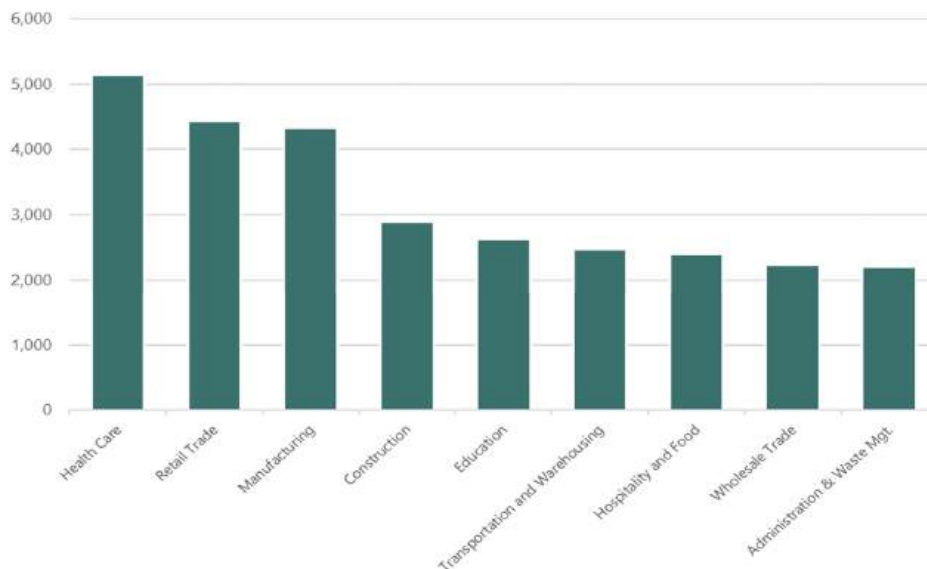
¹ Washington Office of Financial Management (OFM) April 1, 2023 Official Population Estimates.

Figure 1: Auburn Population (1920 – 2020)²



Traditionally, Auburn has been a blue-collar community since its initial early 20th century population boom stemming from the construction of a railroad freight terminal. Despite a decrease in manufacturing employment in the 1990s and early 2000s, 12% of Auburn residents were employed in the manufacturing industry in 2020. Since the recession of 2008, the number of Auburn residents employed in health care, retail, and construction have increased substantially and the overall diversity of jobs worked by Auburn residents have increased. As of 2020, the top ten industries in which Auburn residents were employed, as seen in Figure 2, were health care, retail, manufacturing, construction, education, transportation and warehousing, hospitality and food, wholesale trade, and administration and waste management.

Figure 2: Auburn Workforce Top Industry Sectors (2020)³



² OFM.

³ US Census Longitudinal Employer Household Dynamics (LEHD), via Census On The Map

Looking toward the future, King and Pierce Counties have allocated Auburn a combined target of 12,112 new housing units and 19,520 new jobs between the baseline of 2019 and 2044. The 2024 Comprehensive Plan is intended to accommodate these 2044 housing and job targets through new zoning and land uses in various corridors and nodes throughout Auburn, and in the Downtown area in particular, further described in the next section.

b) Describe features of land use and transportation facilities and services that affect commuters.

Past and Current Land Use

A broad overview of Auburn’s existing land use designations shows industrial (light and heavy) designations in the west side of the valley floor portion of the City, extensive commercial development (light and heavy) located along Auburn Way N, Auburn Way S, and A Street SE, and sizable heavy commercial designated areas near the SR 18 and 15th Street SW interchange and between 15th Street NW and 37th Street NW (Emerald Downs). Residential development generally exists along the east side of the valley floor and the surrounding hillsides of West Hill, Lea Hill, and Lakeland Hills. A major land use activity in Lea Hill to the east includes Green River College (a CTR-affected site) located on SE 320th Street.

The existing land use element identifies Industrial as the City’s second most predominant zoning designation (Residential being first). Consequently, the City’s land use plan establishes a development pattern that has traffic generated by these industrial uses directed toward the State Highway System.

Another key feature in the land use element is a Heavy Commercial designation at 15th Street SW, adjacent to SR 167 and SR 18. This commercial designation is the site of The Outlet Collection. The Outlet Collection generates high volumes of local and regional traffic that utilizes State highways and City streets. Auburn’s “Auto Row”, along Auburn Way N, to the north of downtown also generates large volumes of local and regional traffic.

Downtown Auburn is near the geographic center of the City, located generally east of the Interurban Trail, north of SR 18, west of F Street SE/NE, and south of 3rd Street NW/NE and 4th Street NE. Downtown Auburn is designated as a Regional Growth Center by the Puget Sound Regional Council (PSRC) as part of Vision 2050. Designated Regional Growth Centers are identified for housing and employment growth. Downtown Auburn contains a mix of land uses, including residential, commercial, and industrial uses. Commercial uses in Downtown are focused along Main Street, Auburn Way, and A Street SE. Historically, this commercial development has served predominantly local needs. However, the presence of Auburn Station, MultiCare, City Hall, and new development projects, combined with regulations and policies that encourage transit-oriented developments (TODs), downtown commercial development will serve a broader range of needs in the future.

The City’s Comprehensive Plan land use map focuses residential development in the eastern portion of the valley and in the West Hill, Lea Hill, and the Lakeland Hills area. Access to the State Highway System in Lea Hill is limited to SR 18 at SE 304th Street. Future impacts on the State Highway System in the Lea Hill area will primarily be commuter traffic due to the predominance

of residential comprehensive plan designations in that area and the continued growth of Green River College. The development of Lakeland Hills will also principally result in increased commuter traffic.

Future Land Use

To address the growth targets of 12,112 new housing units and 19,520 new jobs, the 2024 Comprehensive Plan was developed to accommodate the housing and job targets through new zoning and land uses in various corridors and nodes throughout Auburn, and in the Downtown area in particular.

Table 1, below, shows the employment capacity by zone. The employment capacity estimates accommodating 20,701 new jobs at the maximum buildable capacity by 2044, exceeding the City’s target of 19,520. Growth is targeted for the Downtown Urban Center (DUC) and in Growth Centers, whose core is primarily R-NM Neighborhood Mixed-Use. Additional growth in commercial space is also anticipated, following a recent trend in industry job growth in auburn.

Table 1: Employment Development Capacity by Zone⁴

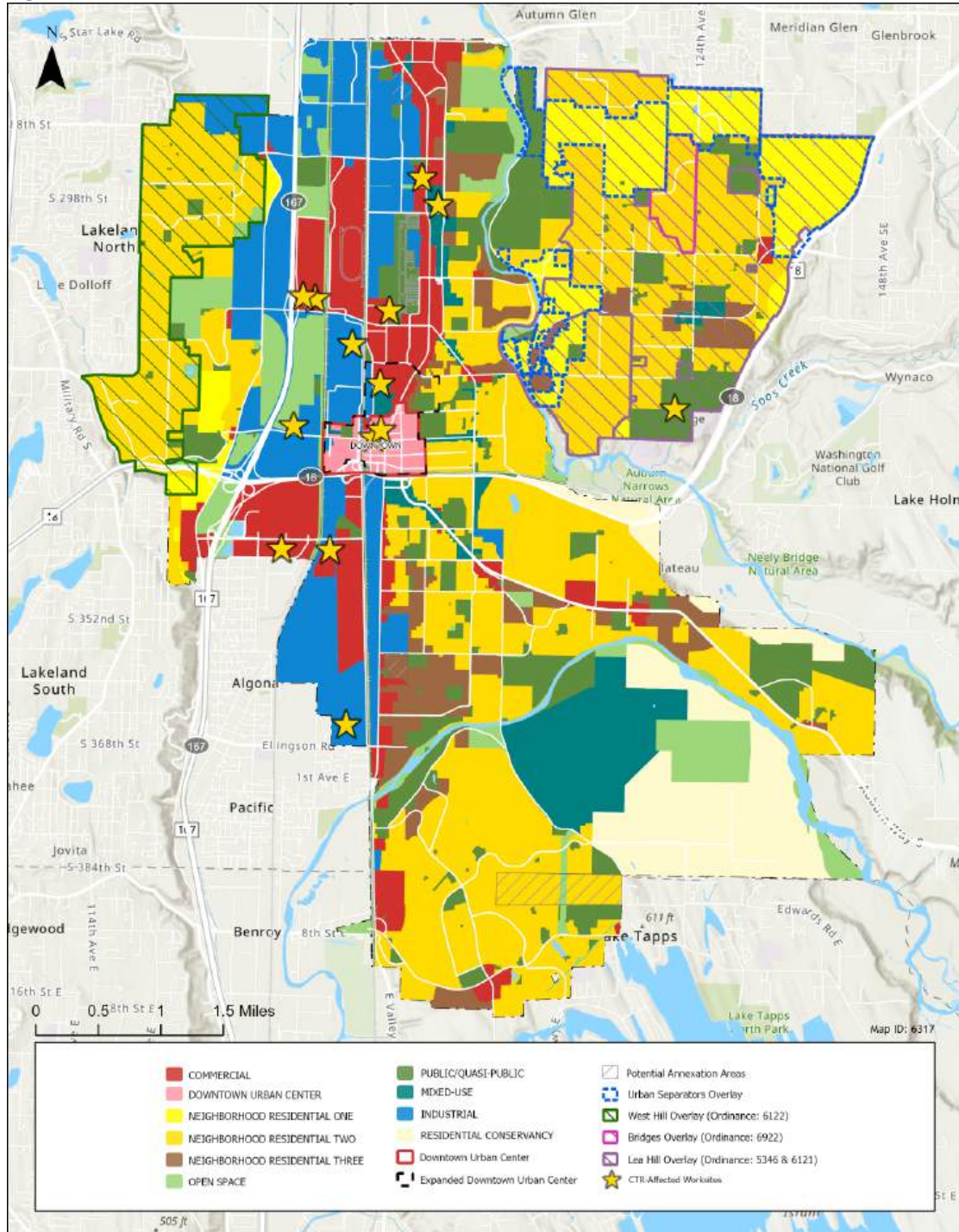
Non Residential Districts	Developable Acres	Net zoning changes (acres)	Assumed Density DU/Acres	Employment Capacity (units)
Light Commercial (C-1)	32	-13	845,391	2,254
Heavy Commercial District (C-2)	8	-8	-	-
Auburn Gateway District (C-AG)	0	15	653,400	653
Light Industrial (M-1)	132	-41	3,945,338	3,945
Heavy Industrial (M-2)	81	-9	3,122,925	3,123
Airport Landing Field (AF)	5	0	233,038	233
Mixed Use Districts	Developable Acres	Net zoning changes (acres)	Assumed Density DU/Acres	Employment Capacity (units)
DUC Downtown Urban Center – 125	0	5	163,350	408
DUC Downtown Urban Center – 75	0	5	163,350	408
DUC Downtown Urban Center – 55	0	4	130,680	327
DUC Neighborhood Residential	0	3	98,010	245
DUC Health and Wellness – 125	0	2	87,120	218
DUC C-1	0	13	566,280	1,510
DUC C-2	0	12	522,720	1,394
DUC M-1	0	39	1,698,840	1,699
Neighborhood Mixed-Use (R-NM)	0	89	1,938,420	5,169
Total New (2044) Jobs Capacity				21,587

As seen in the map of future land use in Auburn (see Figure 3), mixed-use and commercial land use is concentrated along Auburn Way N and I St SE where frequent transit is planned to start

⁴ *Imagine Auburn: City of Auburn Comprehensive Plan Update 2024.*

operating in 2026, as well as in locations of known future development plans, including the Outlet Collection area along 15th Street SW, Icon Material mining operations and adjacent lands along the east side of Kersey Way (known as the Segale devilment area), and vacant or underdeveloped land areas on Lea Hill and West Hill. Industrial land use, where future job growth is also targeted, is concentrated along the C Street SW, A Street NW/B Street NW, and West Valley Highway corridors.

Figure 3: Future Land Use in Auburn



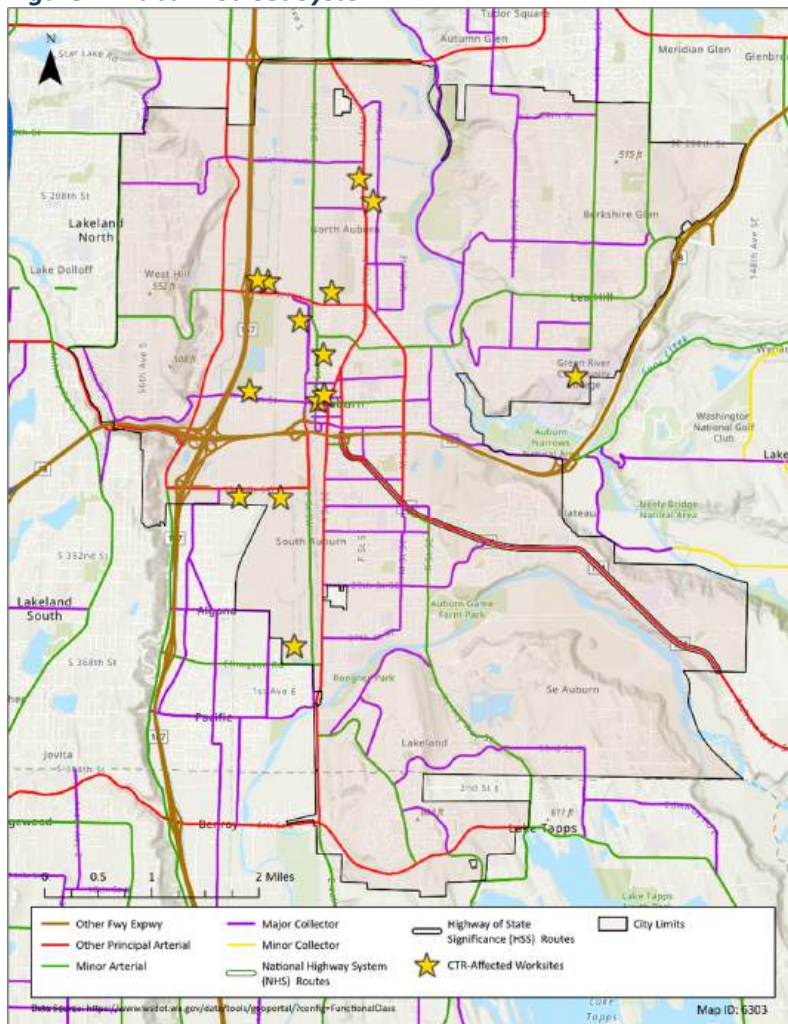
Transportation Facilities

Streets System

The City has roughly 250 centerline miles of public roadways.⁵ The City’s planned arterial street network is mostly established with existing roadways with only a few new arterials that have yet to be constructed. Many of the City’s arterial and other streets were not built to current City design standards as the network itself is a product of almost a century of evolving standards and design approaches. Many older roads, including those inherited through several annexations, do not include robust pavement sections and do not accommodate active transportation users.

The street system functions as a network. Functional classification is the hierarch by which streets and highways are defined according to the service they provide. There are three main classes of streets in Auburn: arterials, collectors, and local streets. Figure 4 provides the currently adopted classification of Auburn’s existing and planned streets, with current CTR-affected worksites shown for reference.

Figure 4: Auburn Street System



⁵ City of Auburn 2024 Comprehensive Transportation Plan.

Future Streets System Conditions

Using the City's VISUM-based travel demand model and the 2044 Preferred Land Use Future model of the 2024 Comprehensive Plan, it is forecasted that AM peak hour (7:00 – 9:00 AM) trips will increase by 28% (from 22,900 trips today to 19,300 trips in 2044), and PM peak hour (4:00 – 6:00 PM) trips by 37% (from 30,700 trips today to 42,200 trips in 2044).⁶

Active Transportation

The City recognizes that the past development of the transportation system has prioritized the automobile as the primary travel mode. A side effect of this has been conditions less conducive to active transportation travel. The City seeks to redress the balance by enhancing conditions in which active transportation modes are a realistic and attractive travel option.

Over the last 15 years, there have been significant improvements to active transportation facilities in Auburn's Regional Growth Center (Downtown Auburn). Sidewalk, Americans with Disabilities Act (ADA), and lighting improvements have been made to main Streets, S Division Street Promenade, City Hall Plaza and Plaza Park, and behind the shops on E Main Street. Growth in the downtown core has resulted in the development of multi-story residential and office buildings and senior housing, helping renew the pedestrian infrastructure and creating a need for continued effort to maintain and improve the sidewalk system. In addition, the Sounder Auburn Station and transit hub at W Main Street and C Street SW provide pedestrians with more options for connecting to regional destinations.

These improvements contribute to a more hospitable environment for pedestrians. Despite the progress that has been made over the past years, there are still many areas of need and gaps in active transportation systems in Downtown Auburn and in other areas throughout the city.

Commercial development outside Downtown exists primarily along arterials and is dominated by strip development and auto-oriented businesses. Although sidewalks are provided on most arterials, pedestrians may feel exposed to the traffic. Surface parking lots border the sidewalks, and driveways interrupt the continuity of the sidewalk system. The high volumes of vehicular traffic and wide streets along arterials, such as Auburn Way, pose a barrier for pedestrians crossing the roadway.

Residential areas, such as southwest Lea Hill, were built under King County's jurisdiction and sidewalk construction was not required. Breaks in the sidewalk network require pedestrians to maneuver around parked cars, into private yards, or into the street. In newer neighborhoods such as Lakeland Hills, sidewalk built to the City standards applicable at the time of their construction are provided on both sides of the streets.

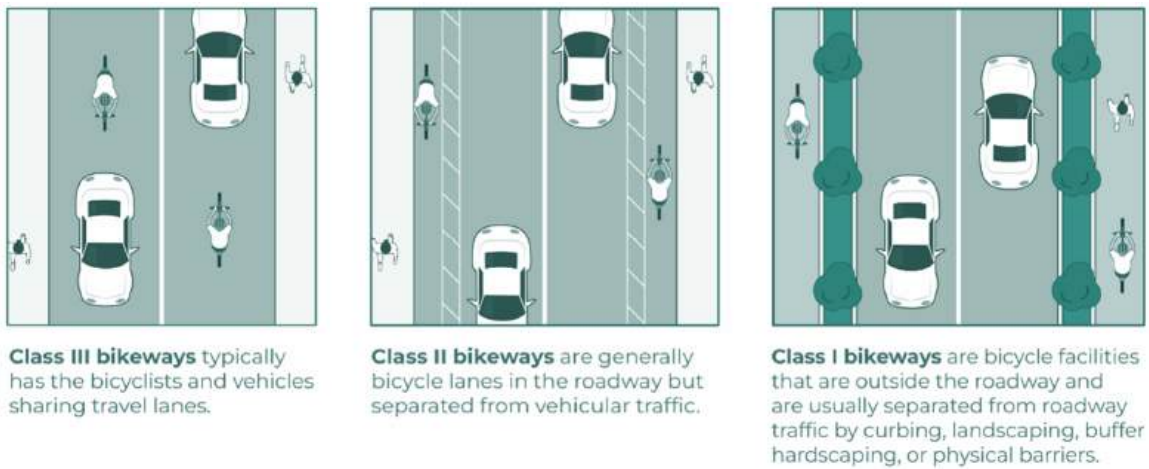
Lea Hill and West Hill neighborhoods have a sporadic and often disconnected sidewalk system. Most newer residential developments have sidewalks, but many of the older residential areas and arterial streets are missing large segments of sidewalk, resulting in an inconsistent pedestrian environment.

⁶ *City of Auburn 2024 Comprehensive Transportation Plan.*

The Auburn Valley is flat and conducive to cycling for a range of skill levels and has a good network of existing or planned north-south biking routes and trails. Areas along the Green and White Rivers provide opportunities for multi-use trails that accommodate bicyclists and pedestrians. The Interurban Trail is part of a major north-south regional trail system. The Green River Trail is also an extension of a north-south regional trail. Conversely, there are few existing east-west connections between the West Hill and Lea Hill areas of Auburn which are more challenging due to steep topography. Many bicycle lanes exist throughout the City but often have gaps before forming a fully connected network or connection to transit and trails.

In 2024, the City’s existing bike facilities were mapped using aerial photography and field verification. Bike facilities are categorized into three classes: Class I Bikeways, Class II Bikeways, and Class III Bikeways. These categories are shown and described in Figure 5.

Figure 5: Types of Bicycle Facilities

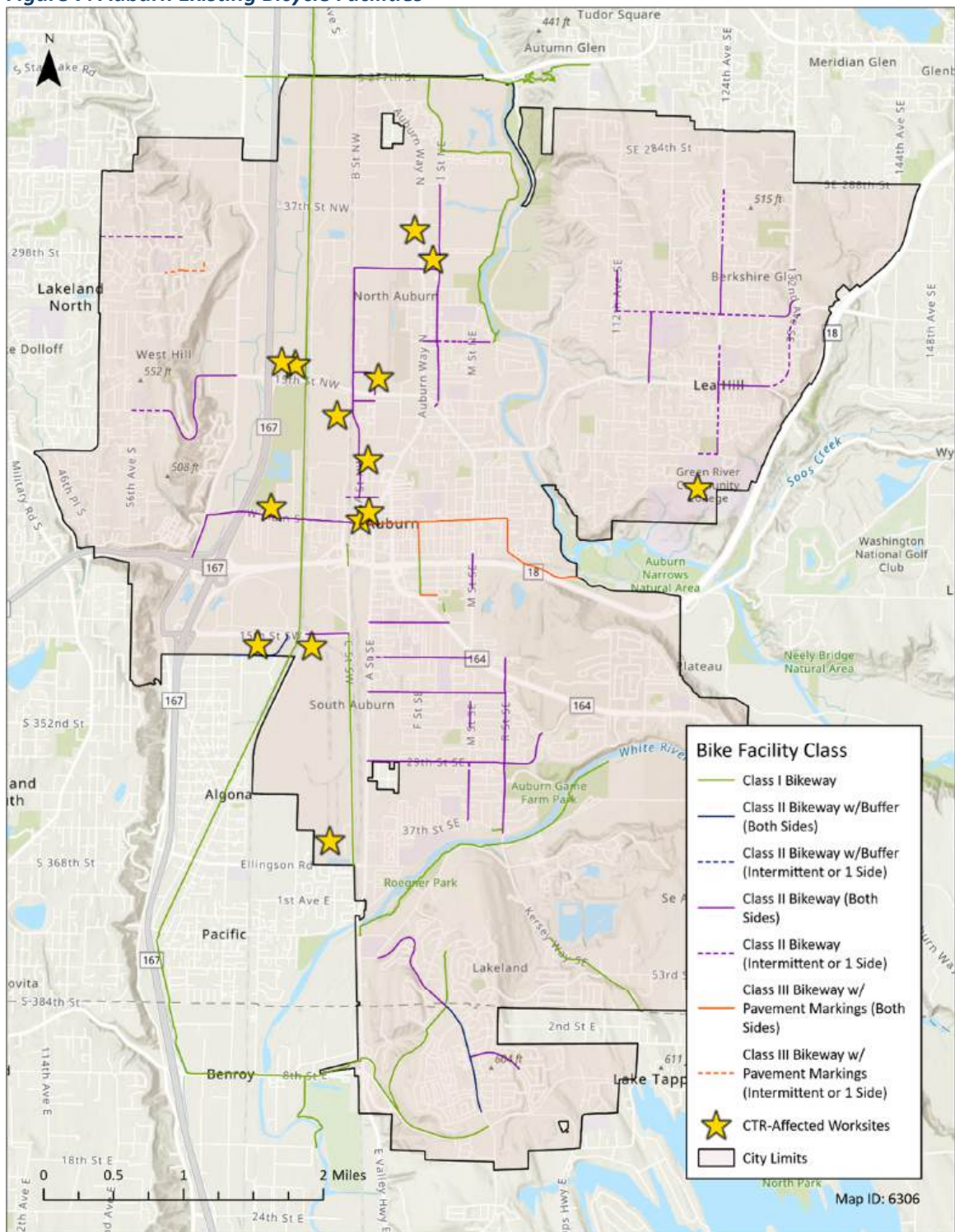


All roads in the City are considered Class III Bikeways. However, only bike facilities of Class III Bikeways with Pavement Markings level and higher were included in the inventory. The inventory, with current CTR-affected sites shown as reference, is depicted in Figure 7 and yielded the statistics shown in Figure 6.

Figure 6: Existing Bike Facility Statistics as of January 2024

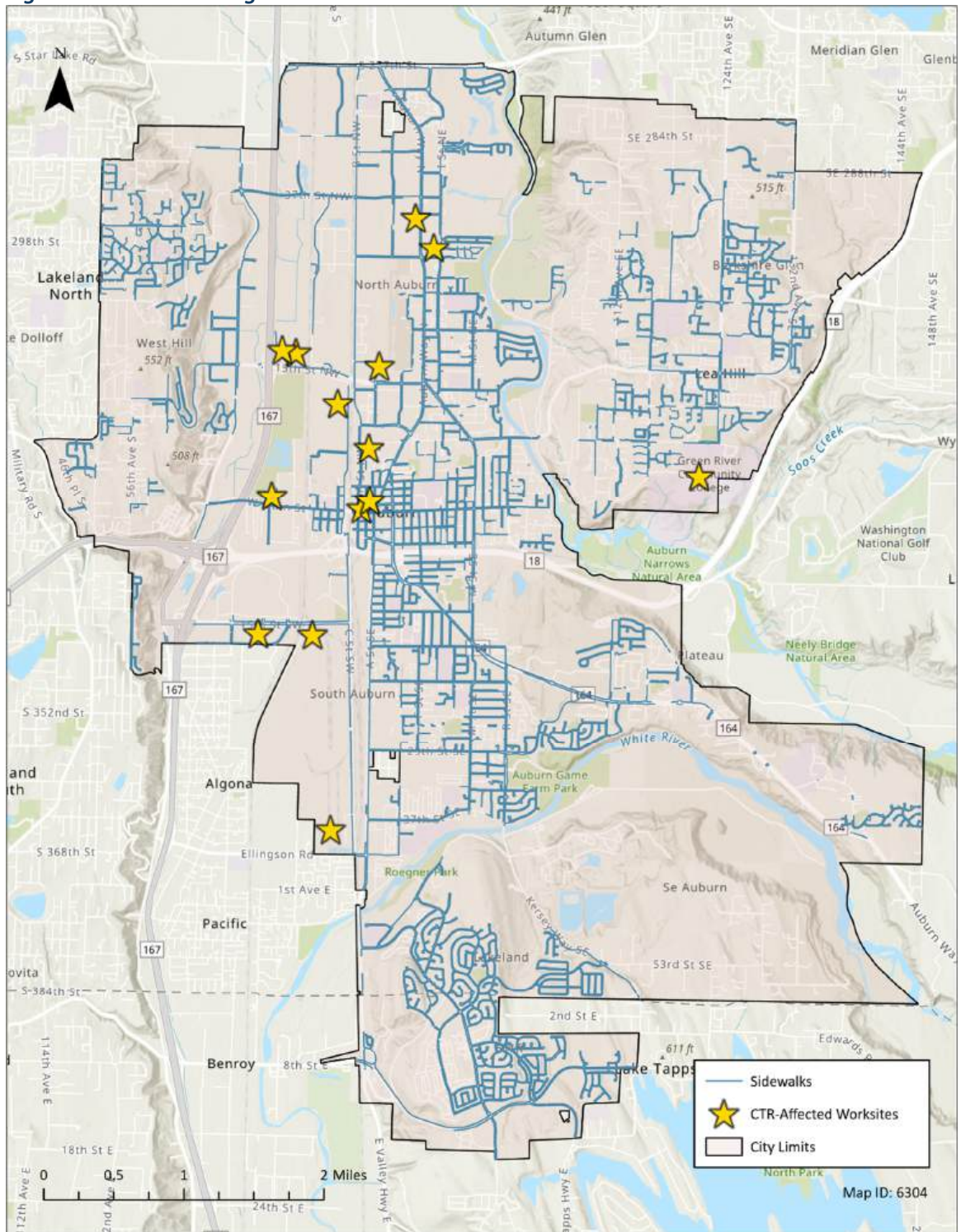


Figure 7: Auburn Existing Bicycle Facilities



Similar to bicycle facilities, a citywide sidewalk inventory was completed in 2022 for citywide sidewalk. This inventory includes location, surface type, width, length, and surface area. When mapped out, it shows where there are sidewalk gaps throughout the City. See Figure 8.

Figure 8: Auburn Existing Sidewalks



Future of Active Transportation Facilities

The 2024 Comprehensive Transportation Plan (CTP) policies establish active transportation LOS standards based on the Level of Traffic Stress (LTS). LTS, depicted in Figure 9, describes how comfortable a pedestrian or bicycle route feels to its users based on a variety of variables. The City rates the LTS of its bicycle and pedestrian facilities on a scale of “1” to “4”, with “1” being the most comfortable and “4” being the least comfortable facilities. For more details on how the LTS is calculated and how pedestrian and bicycle facilities are scored, please refer to the CTP.

Figure 9: Level of Traffic Stress (LTS)

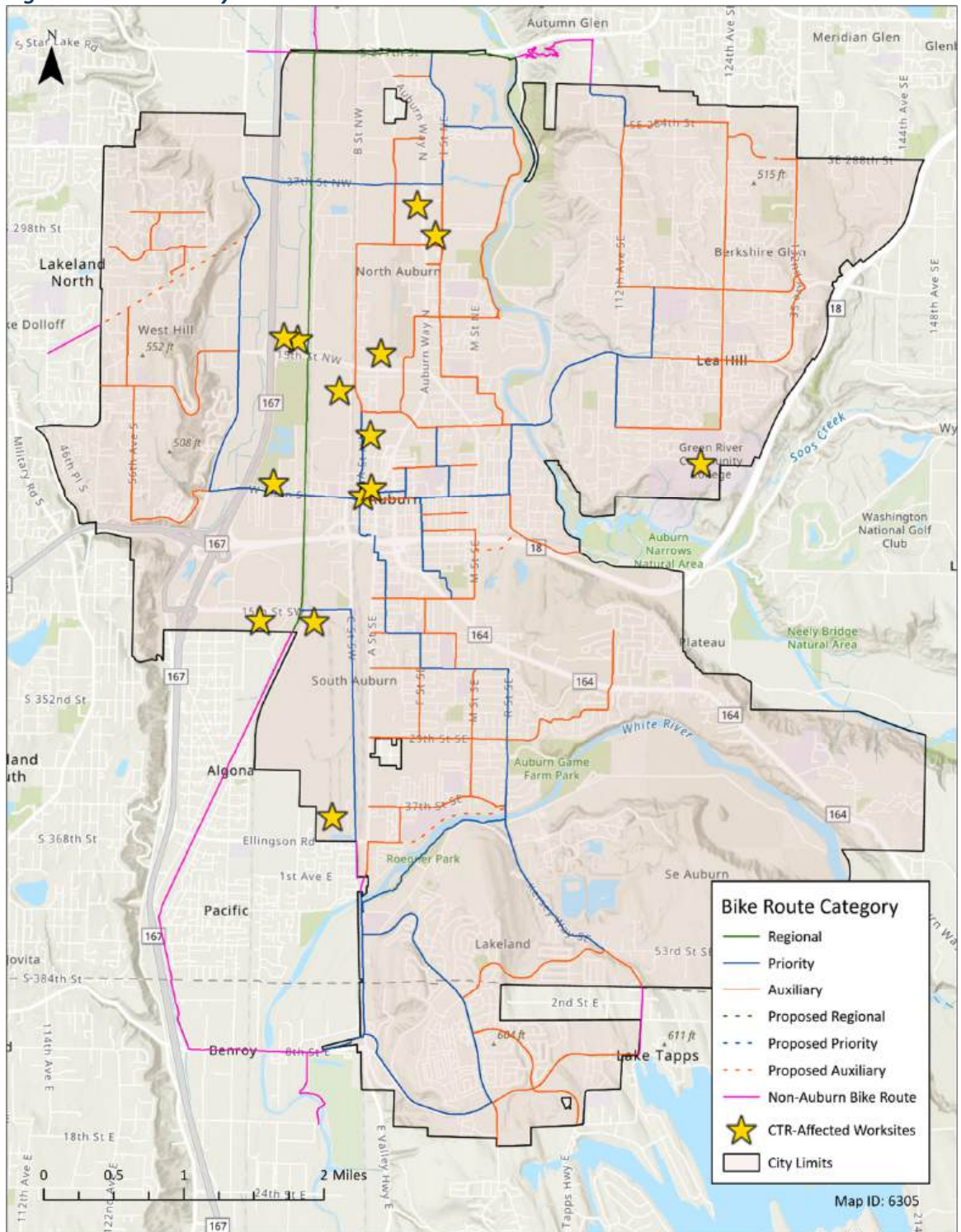


The CTP policies establish an LTS of “2” as the minimum standard for new and upgraded pedestrian facilities. The CTP also establishes that new and upgraded pedestrian facilities meet current ADA requirements.

As part of the 2024 CTP, the City has classified existing and planned bicycle routes as either Regional, Priority, or Auxiliary Routes. Regional Routes provide connectivity through the City to areas outside the City. Priority Routes provide connectivity from Auxiliary Routes to Regional Routes, frequent transit stops, and Auburn Station. Auxiliary Routes provide connectivity to Priority Routes from neighborhoods, commercial areas, schools, services, and non-frequent transit stops. Together, these routes create a network that, when completed, will support general movement of cyclists throughout the City and provide connectivity between neighborhoods and commercial areas to transit stops, regional trail connections, and the downtown urban center. Figure 10 shows what the bicycle network will look like when it is built out.

The CTP policies establish standards that require Regional Routes to have the lowest LTS of “1”, Priority Routes to have a slightly higher LTS of “2” or less, and Auxiliary Routes to have an LTS of no more than “3”.

Figure 10: Auburn Bicycle Network








Transit

The current transit service available, shown in Figure 12, in Auburn includes:

- Sound Transit Sounder commuter rail service
- Sound Transit express bus service
- King County Metro (KC Metro) frequent route service
- KC Metro and Muckleshoot Tribal Transit local route service
- KC Metro DART service
- Pierce Transit express route service

The service levels for bus routes – frequent routes, local routes, and DART and express routes – are described in Figure 11, below.

Figure 11: Service Levels for Bus Routes

	 Level of Service	 Service/ Frequency	 Distance Between Stops
Frequent Routes BRT – Bus Rapid Transit (RapidRide) 	HIGHEST service frequency/ hours	< 15 MINS OR LESS headways during service hours Minimum 4 buses/hour during peak times (currently route 160)	STOPS EVERY 1/2 MILE
Local Routes 	MEDIUM service frequency/ hours	≤ 30 MINS headways during peak hours ≤ 60 MINS during service hours outside of peak hours (currently routes 181, 184, Muckleshoot Tribal Transit)	STOPS EVERY 1/4 MILE
DART & Express Routes 	LIMITED service frequency/ hours	Service with few stops between destinations, intended to take riders quickly to the key destinations. • Express routes are currently routes 497, 566, and 578 • Dial-A-Ride Transit Service (DART) routes are currently routes 915 and 917	STOPS EVERY 1/4 MILE

King County Metro Transit (KC Metro)

KC Metro provides frequent, local, and DART bus services linking destinations within the community and providing regional connections to Auburn Station.

Route 160 provides connection between Auburn Station, Kent Station, and the Renton Transit Center with very limited stops in between. It provides a maximum of 15-minute service during peak hours and 30-minute service during off-peak, and operates from 4 am to 3 am on weekdays and from 5 am to 3 am on weekends. This route will become the RapidRide I Line in 2026 and will provide service every 10 to 15 minutes.

Route 165 provides regional service between Kent, Auburn, and Green River College. It connects with Route 181 at Green River College. This route provides 20-minute service during peak hours and 30- to 60-minute service during off-peak, operating from 5 am to 12 am on weekdays and 6 am to 12 am on weekends.

Route 181 provides daily service between the Twin Lakes Park-and-Ride, Federal Way Commons mall, Federal Way Transit Center, the Outlet Collection, Auburn Station, and Green River College. It provides 15- to 30-minute service during peak hours and 30- to 60-minute service during off-peak, operating from 5 am to 11:30 pm on weekdays and 6:45 am to 11:30 pm on weekends.

Route 184 provides daily service from Auburn Station to south Auburn. It provides 20- to 30-minute service during the day, and 30- to 60-minute service during nights and weekends, and operates from 4:30 am to 1:30 am on weekdays and 5:30am to 2 am on weekends.

Route 915 provides weekday and Saturday service between Auburn Station and Enumclaw via Auburn Way South. The route also includes a small portion of DART service with limited variable routing in response to rider requests in downtown Enumclaw and the northern part of the Auburn Downtown Urban Center around the MultiCare Auburn Medical Center. This route provides 40- to 60-minute service operating from 4:30am to 7:45 pm during weekdays, and 90-minute service operating from 10am to 6:30 pm on weekends.

Route 917 provides weekday and Saturday service between A Street SE, 41st Street SE, Algona, the Outlet Collection, and Auburn Station. The route offers DART service (limited variable route) in portions of Pacific. This route provides 25- to 40-minute service on weekdays, and 60-0minute service on weekends. It operates from 5 am to 7 pm on weekdays and from 8:30 am to 5:45 pm on weekends.

ACCESS Transportation is KC Metro paratransit service, providing door-to-doo, shared-ride van transportation within most of King County. The ADA requires door-to-door paratransit service for persons whose disability prevent use of accessible fixed-route bus service.

KC Metro sponsors **vanpool services** that serve residents and employees in Auburn. Vanpool is a shared-ride service that provides group transport for commuters with proximate origins and destinations.

Pierce Transit

Route 497 is operated by Pierce Transit in partnership with the City of Auburn and KC Metro. It operates peak hour weekday service between Lakeland Hills and Auburn Station. As a morning

and evening service meeting Sounder commuter rail schedule, Route 497 is a commuter-oriented route, but is open to all riders. Route 497 primarily serves Sounder passengers and significantly reduces the demand for commuter parking at the Auburn Station parking garage managed by Sound Transit.

Pierce Transit also provides **vanpool services** similar to those offered by KC Metro.

Sound Transit

Sound Transit operates the **Sounder commuter rail** service on the Lakewood to Tacoma to Seattle route (S Line) via the BNSF Railway. The S Line provides weekday peak hour trips northbound to Seattle in the morning and southbound from Seattle to Tacoma to Lakewood in the afternoon. Limited reverse direction trips are also provided in each peak hour, as well as limited midday service. Some connections are available between S Line Sounder trains, which terminate in Seattle, and N Line Sounder trains from Everett to Seattle. Additional special event service to and from Seattle for Mariners, Seahawks, and Sounders games is available on some weekends.

Currently, nine trains operate northbound to Seattle in the morning peak and ten trains return southbound during the evening peak. Three trains operate southbound to Tacoma/Lakewood in the morning and northbound to Seattle in the evening. There is currently one midday train running northbound to Seattle.

Route 566/567 offers daily weekday, limited-stop service between Auburn Station, Kent Station, Renton Transit Center, Bellevue Transit Center, and Overlake Transit Center. It provides 20- to 30-minute service northbound during the morning peak from 5:30 am to 11:00 am, and 20- to 30-minute service southbound during the evening peak from 1:40 pm to 8:00 pm.

Route 577/578 offers daily limited-stop service between Puyallup, Sumner, Auburn, Federal Way, and Seattle. Route 577 provides service between the Federal Way Transit Center and Seattle during the peak periods when the Sounder train is in operation. The 578 provides service between Puyallup and Seattle during the off-peak hours when train service is not currently provided. Route 578 provides 30- to 60-minute service on weekdays. On weekends, Route 578 provides hourly service.

Sound Transit operates **Auburn Station** located in downtown Auburn. This full-service multimodal facility provides parking for a total of 633 vehicles in a six-story parking garage and a surface parking lot. A number of parking stalls are reserved for carpool/vanpool, and a number of stalls are reserved for paying single-occupant vehicles.

Auburn Station currently handles approximately 470 daily bus trips. Approximately 3,000 passengers ride bus service to/from the station on a daily basis. Boardings at Auburn on the Sounder commuter rail are approximately 1,300 per day.⁷

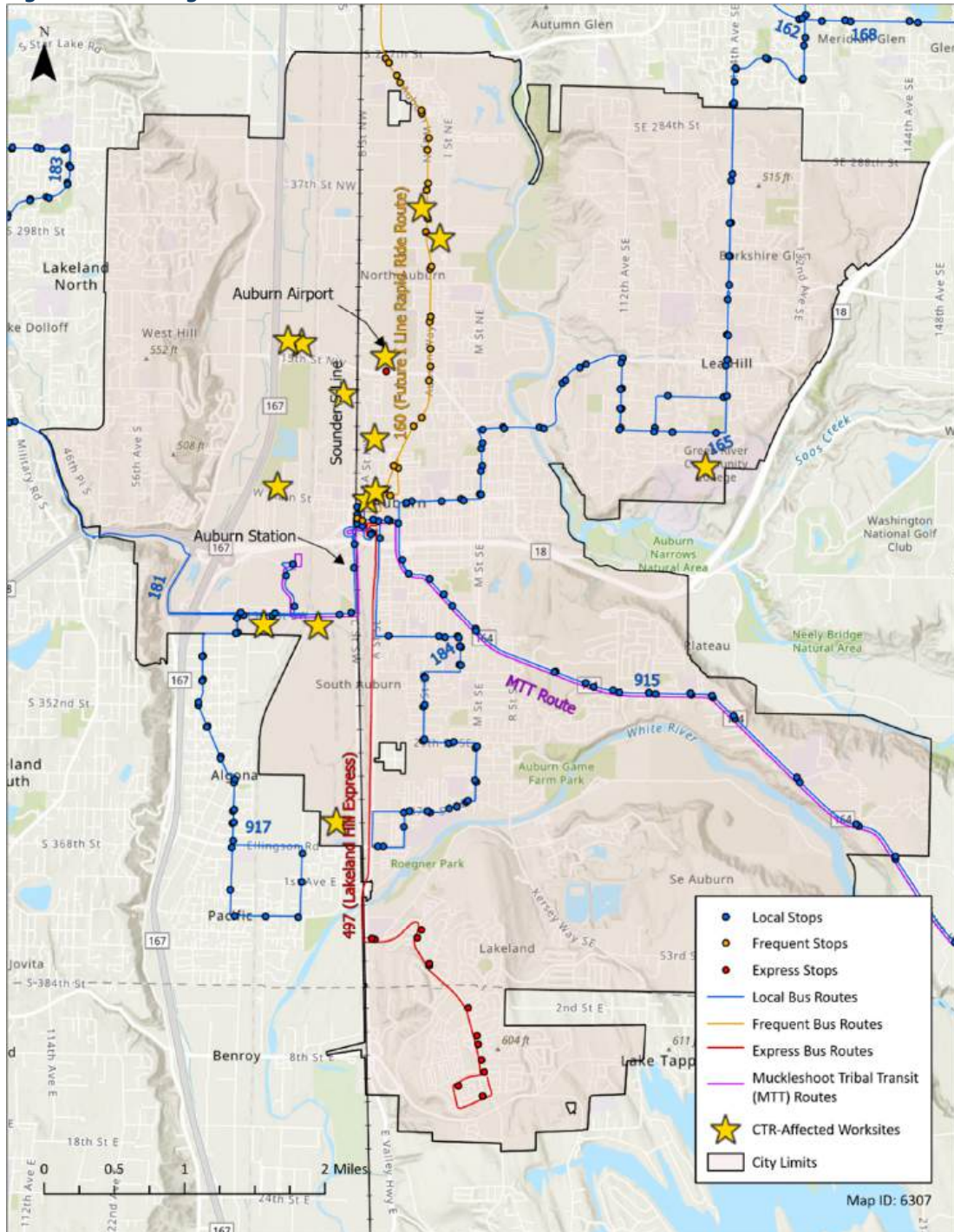
Muckleshoot Tribal Transit

Muckleshoot Indian Tribe (MIT) currently operates the Muckleshoot Tribal Transit (MTT) services that offers two publicly available transit routes. The Reservation Hot Lap provides local service

⁷ *City of Auburn 2024 Comprehensive Transportation Plan.*

between SE 384th Street and SE 416th Street with 30- to 60-minute service from 7 am to 8 pm on weekdays. The Reservation Route serves the SR 164 corrido generally between SE 416th Street, Downtown Auburn, and the Outlet Collection with 30-minute service from 5:30 am to 8:30 pm on weekdays, and 30-minute service from 10 am to 4:30 pm on Saturdays and holidays. MTT shares many stop locations with KC Metro and is a valuable resource to the community as the service is free to all passengers.

Figure 12: Existing Transit Service in Auburn



Current Transit Needs and Gaps

The **West Hill** of Auburn is currently not directly served by any transit service, making its 7,500 residents the least transit served people in Auburn. Auburn's West Hill is also unique in that it sits between Auburn Station and the Federal Way Transit Center. This presents an opportunity to provide transit connections from West Hill to the Federal Way Transit Center, Auburn Station, or both.

With the Link Light Rail expanding south to Federal Way with an expected opening in 2026, there is an opportunity and need to improve Auburn's overall access to regional transit systems through frequent and efficient transit services **between Auburn Station and the Federal Way Transit Center**.

When the light rail is complete to the Federal Way Transit Center, the demand for this route is likely to increase significantly.

The **Lea Hill** area of Auburn, which is a predominantly residential community, has two transit routes that primarily serve Green River College, leaving a large portion of the residents unable to walk or bike to a transit route. In 2014, a license plate survey of the Auburn Station garage indicated that a substantial number of Lea Hill residents utilize transit service at Auburn Station. This suggests that a commuter-oriented shuttle serving Lea Hill, similar to Route 497 in Lakeland Hills, could be successful.

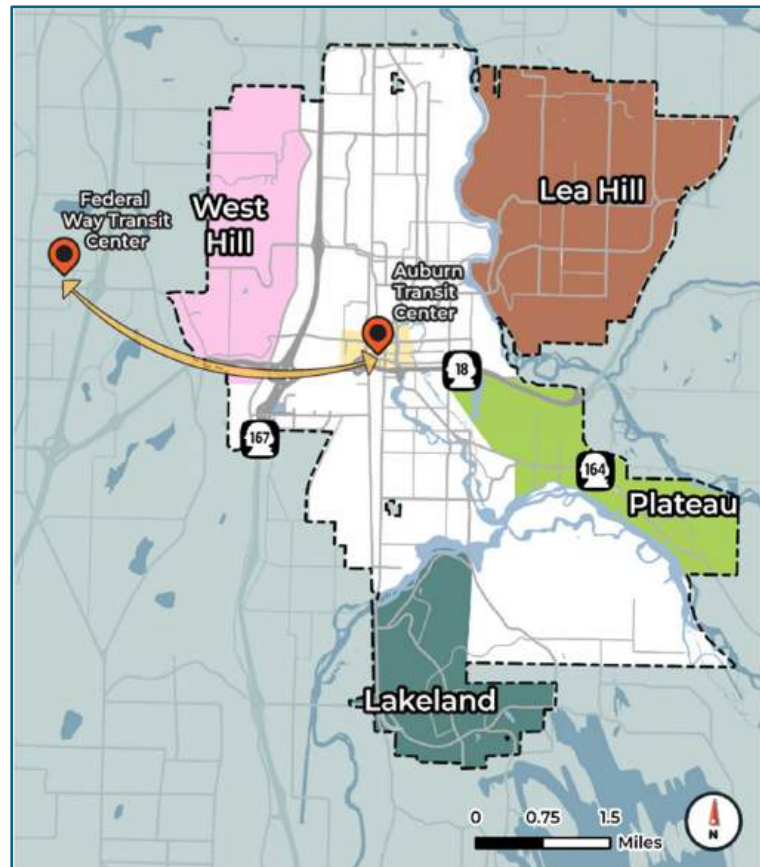
The **Plateau** is currently served by KC Metro Route 915 and MTT. With both of these routes running, headway time ranges from 30 to 60 minutes. This provides an opportunity for KC Metro and MTT to work together to shorten headways along Auburn Way South.

Future of Transit Service

Sounder Commuter Train

Due to shifts in Sounder commuter train ridership since the COVID-19 pandemic and changes in many commuters' work schedules, particularly the increase in telework, Sound Transit is re-

Figure 13: Auburn Neighborhoods with Transit Needs and Gaps



examining the priorities from the 2020 Sounder South Strategic Plan. Prior to the pandemic, near capacity ridership growth was expected during the peak periods, resulting in the plan prioritizing longer trains (from second cars to ten cars) during the peak periods. However, since the pandemic, peak ridership has lowered, leading Sound Transit to consider prioritizing new trips, including more trips during off-peak hours, over longer trains. Any new trips, however, will require approval from BNSF Railway, which owns most of the tracks the Sounder runs on.

As part of its re-examination of its priorities, Sound Transit conducted public engagement around the question of longer trains during peak hours versus more trips. The survey results showed that approximately 90% of respondents preferred adding new trips over longer trains. Sound Transit will use the feedback from its public engagement, along with other research, to inform Sound Transit Board discussions regarding its Sounder S Line operations.

Sound Transit Link Light Rail

Approved by voters in 2016, Link Light Rail Line 1 will be extended down to Federal Way, with a planned opening in 2026. When it opens, this will add nearly eight miles to the regional light rail system, connecting Federal Way to Seattle via light rail and will include stops at Kent Des Moines Station, Star Lake Station, and Federal Way Transit Center. As noted in the Transit Needs and Gaps section above, when this light rail extension opens, demand for a frequent and efficient connection between the Federal Way Transit Center and Auburn Station is anticipated.

South Link Connection Project

KC Metro, in collaboration with Sound Transit and other partners, is undertaking the South Link Connections Project that will prepare a study that identifies and evaluates potential service changes to better connect its system with the upcoming Federal Way light rail extension. In Auburn, the project has identified potential changes to Route 165, increased frequency in Route 181, and inclusion of Auburn in Metro Flex service areas.

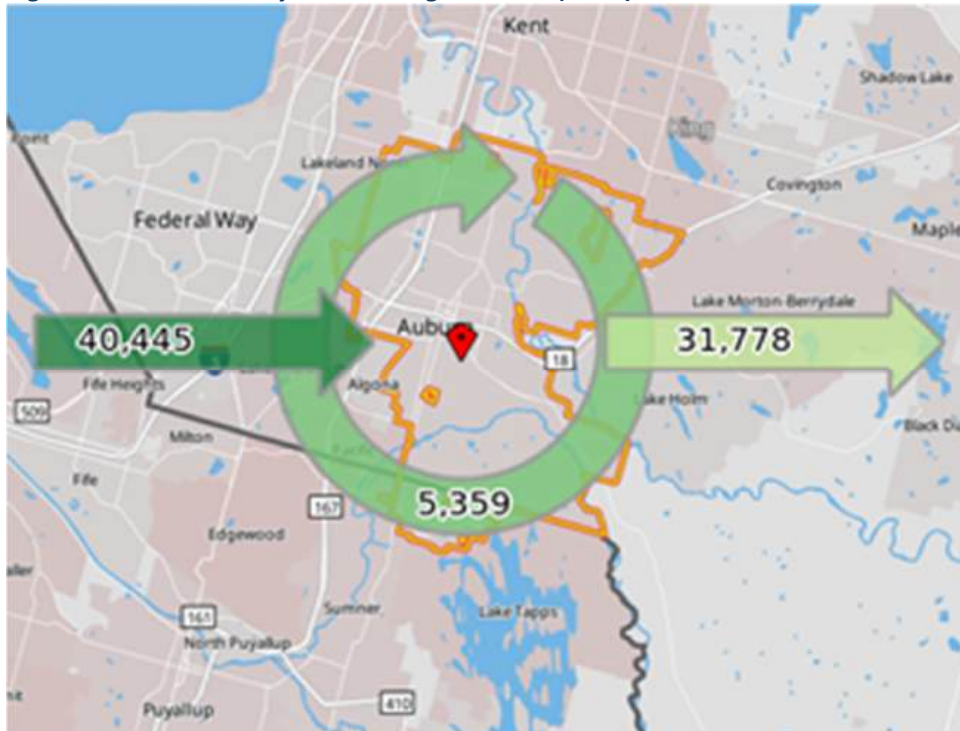
Route 165 currently connects Green River College to Kent Station, Kent-Des Moines Station, and the Burien Transit Center. The proposed change to this route would split Route 165 at Kent-Des Moines Station to create a new Frequent Route 164, with 15-minute weekday headways, and new Local Route 166.

The South Link Connections Project is also proposing creation of two new Metro Flex service areas that would serve Auburn residents and employees. Metro Flex is an on-demand neighborhood ride share service, allowing transit users to ride anywhere within its service area at the same cost as a KC Metro bus trip. Metro Flex provides service in places that are not near frequent bus or rail service, helping to fill transit gaps in the areas that it serves. To provide service to West Hill, which currently has no transit service at all, KC Metro is proposing a Federal Way Metro Flex service area, which would connect West Hill residents to the Federal Way Transit Center. This service area, however, would not connect West Hill to Auburn Station. KC Metro is also proposing a South Auburn service area. This service area will provide Metro Flex service to the south valley area and a portion of the plateau, connecting them to Auburn Station.

c) Describe whether and how commuting patterns have changed in the past few years.

As of 2020, 5,359 Auburn residents both live and work in the city, while 31,778 residents worked outside of the city. Additionally, 40,445 people commuted from outside the city to work in Auburn. Figure 14 shows these figures, demonstrating that more people work in Auburn and live elsewhere than those who live in Auburn and work elsewhere. This results in an increased pool of residents and employees who engage with City services and businesses.

Figure 14: Auburn Daily Commuting Patterns (2020)⁸



While the above data predates the COVID-19 pandemic, the large share of jobs in the city that tend to be in-person – health care, retail, manufacturing, construction, transportation and warehousing, and hospitality and food – suggests that the commuting patterns may have been less affected by the pandemic in Auburn compared with other areas in the region that have a higher share of jobs suitable for telework.

Transit

Prior to the COVID-19 pandemic, monthly boardings of the S Line Sounder commuter train at Auburn Station tended to be between 25,000 to 35,000 passengers. In 2020, however, this dropped to between 2,500 and 4,800. While ridership has been increasing since 2020, and particularly since 2021, total ridership is still well below 2019 levels. Individual station ridership numbers are not currently available for the S Line, but the total line ridership numbers show that 2024 ridership is at roughly half of what it was in 2019. For January through August of 2024,

⁸ US Census on the Map, 2020.

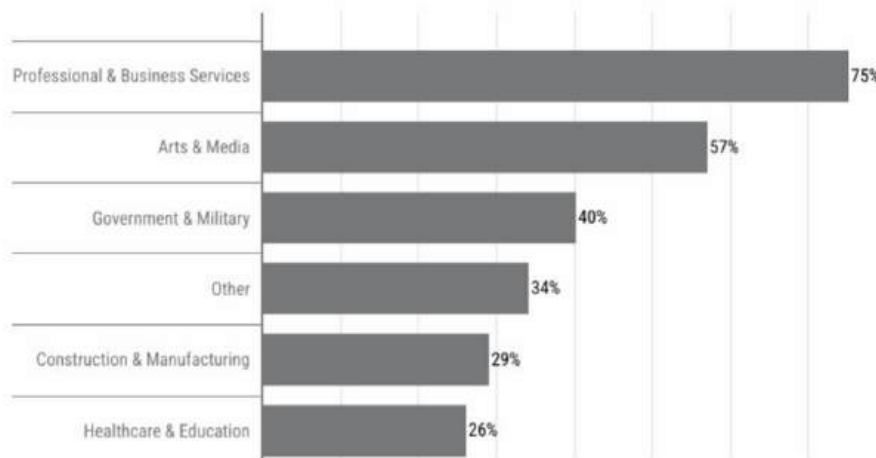
ridership totaled 1,222,827 for the S Line. In 2019, the January to August ridership totaled 2,234,184, putting 2024 ridership at 54.7% of the 2019 ridership.⁹

On the other hand, while total ridership on KC Metro routes dropped significantly during the COVID-19 pandemic and has not yet caught back up with pre-pandemic levels, boardings in Auburn have actually increased slightly from pre-pandemic numbers. For the system as a whole, weekly ridership for January to July 2019 averaged 400,473 weekly boardings. In 2024, January to July ridership averaged 257,565 weekly boardings, only 64.3% of the 2019 levels.¹⁰ However, in the fall of 2019, daily boardings in Auburn averaged 3,678.2, while daily boardings in the spring of 2024 averaged 3,821.9, a 4% increase.¹¹ This demonstrates a greater reliance and need for transit within Auburn compared to other parts of King County.

Working at Home

The COVID-19 pandemic also resulted in a significant change in how many workers have been given the opportunity to work from home at least one day a week. In 2023, PSRC conducted its Household Travel Survey (HTS) throughout the Central Puget Sound region, which includes Snohomish, King, Pierce, and Kitsap Counties. This survey showed that throughout the region, 12% of workers work entirely at home, 25% work part of the time at home and part of the time at a worksite (hybrid), and 63% of workers work fully in-person at a worksite. The survey results also showed a strong correlation between industry and working at home rates. As seen in Figure 15, some of the industries with the lowest working from home rates include healthcare and education, and construction and manufacturing. In Auburn, health care is the largest industry, and manufacturing and construction are the third and fourth largest industries, respectively. This indicates that while working from home rates have likely increased in Auburn, the increase is likely less than the region overall.

Figure 15: Working at Home Rates by Industry in the Central Puget Sound¹²



⁹ <https://www.soundtransit.org/ride-with-us/system-performance-tracker/ridership>

¹⁰ <https://kingcounty.gov/en/dept/metro/about/data-and-reports/performance-reports>

¹¹ King County Metro Ridership by Area Report, accessed November 27, 2024.

¹² PSRC 2023 Household Travel Survey

d) List the most important land use and transportation objectives from Auburn's plans that CTR most directly affects.

Land Use Objectives

Throughout the 2024 Comprehensive Plan, reference to the City's values are made. Within the Land Use Element, the values of Wellness and Sustainability are particularly linked to CTR. In reference to Industrial Land Uses, the City values properties and businesses to be connected to nonmotorized corridors that offer alternative means to commute, contributing to both wellness and sustainability.

Policies in the Land Use Element pertaining to Industrial designations propose development incentives to encourage the creation of electric car charging stations, use of sustainable building practices, development of nonmotorized infrastructure, and proximity and connection to public transit. Additionally, landscaping, sidewalks, and bike paths should be integral parts of site design for industrial developments, if it is located in an impression corridor or located within or adjacent to an identified nonmotorized corridor. Overall, the policies emphasize the need for industrial sites to accommodate multimodal travel, tying in with the goals of CTR.

Furthermore, the Land Use Element focuses denser residential areas closer to multimodal transportation options. In the description of the Neighborhood Residential Three designation, which encourages a mix of Middle Housing residential, apartment buildings, and mixed-use development, the Land Use Element notes that these communities should be served by high-capacity transit and have nonmotorized connections to surrounding amenities and services or have access to on-site amenities. Additionally, density bonuses should be available to incentivize nonmotorized connectivity to parks and commercial areas and proximity to transit service, among other characteristics. Live-work units are also encouraged in this residential designation, lending itself to increased working from home rates.

Similarly, the Mixed-Use designation, which encourages higher densities and proximity between housing and commercial uses, is primarily located within designated Growth Centers or other areas where walkable communities is desired. This land use designation is not intended to be auto-oriented, and should encourage sustainable transportation options by creating viable options for non-drive-alone transportation.

These values and policies, along with an overall theme of increased density and sustainability, work hand-in-hand with the objectives and goals of CTR.

Transportation Objectives

The 2024 CTP provides 11 transportation goals for the City of Auburn. While all transportation goal, policies, and actions are connected to CTR since transportation in the City is an interconnected system, the goals that are most directly linked to CTR include:

Planning: Plan, expand, and improve the transportation system in cooperation and coordination with adjacent and regional jurisdictions to ensure concurrency compliance with the Growth Management Act, and to improve safety and efficiency of the multimodal system to meet the community needs, facilitate the land use plan, and reduce vehicle miles traveled and greenhouse gas emissions.

Environmental: Comply with environmental laws and regulations.

Multimodal Accessible Network: Ensure Auburn’s transportation system is designed to be comprehensive, integrated, accessible for users of all abilities, and facilitates different types of traffic flows, including pedestrians, bicyclists, motorists, transit riders and operators, truck operators, and aviation users.

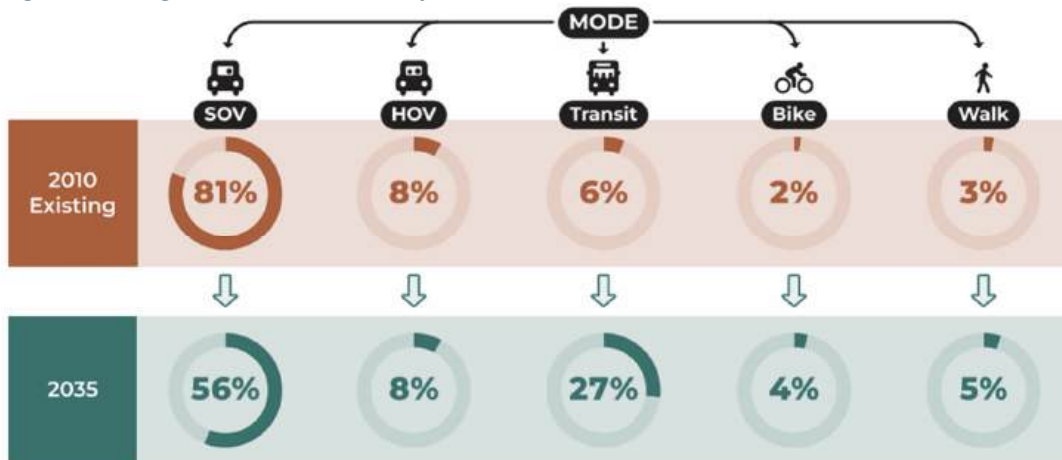
Multimodal Level of Service (MMLOS) Standards: Establish MMLOS for all City streets, active transportation facilities, and access to transit service to serve as a gauge to judge performance of the system and success in helping achieve the comprehensive plan goals consistent with environmental justice.

Multimodal Concurrency: Ensure that those transportation system facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy without decreasing current service levels below established minimum standards.

Demand and System Management: Use Transportation Demand Management (TDM) and Transportation System Management (TSM) strategies to reduce capacity demand on the transportation system.

Using TDM strategies, the City will continue to encourage drivers of single occupancy vehicles to consider alternate modes of travel such as carpools, vanpools, transit, active transportation travel, and alternative work schedules, and has identified mode split goals for the Auburn Regional Growth Center. The existing and 2035 mode split goals are summarized in Figure 16. These goals reflect the desire to significantly reduce automobile travel as a share of work trips, with the most significant increase in transit trips. The reduction in the vehicle mode split will be the result of the right mix of land use changes, transportation investments, and roadway pricing tools. Additionally, factors such as shifting demographic trends, preferences, and technology may contribute to mode shifts above and beyond the identified goals.

Figure 16: Regional Center Mode Split Goals



Parking: Ensure a balance between on-street and off-street parking provided to meet the needs of existing land use, development, and other community needs and as allowed by law.

e) Describe critical aspects of land use and transportation that should be sustained and key changes that should be considered to improve CTR's contribution to the land use and transportation objective referenced.

In past discussions with CTR-affected worksites, some themes that have stood out regarding how to improve non-drive-along trip rates include better connections to transit and bicycle and pedestrian infrastructure. Many of the policies and goals described above in both the Land Use Element and the CTP support improvements in these areas.

The focus in the CTP on growing the multimodal network lends itself to better connecting CTR worksites with bicycle and pedestrian infrastructure. Additionally, focusing active transportation projects in areas with higher levels of transit service will help better connect workers to existing transit service. Continuing to coordinate with transit agencies that serve Auburn, which is included in the policies of the CTP, will help to encourage connection of transit service and major worksites in Auburn.

The focus of the Land Use Element on concentrating both housing and job growth near frequent transit also supports future potential CTR-affected sites. Having housing and jobs near frequent transit would make it easier for Employee Transportation Coordinators (ETCs) to encourage workers to use transit as an alternate mode of transportation. The additional emphasis in the Land Use Element on ensuring future developments include multimodal connections in their sites plans also goes hand-in-hand with CTR objectives.

Because both land use and transportation objectives emphasize multimodal transportation and focusing housing and job density near transit and nonmotorized connections, very little about either should be changed to improve CTR's contribution the objectives. Future iterations of the Land Use Element and CTP should continue its emphasis on multimodal transportation options.

2) Describe how the CTR program will help achieve Auburn's land use and transportation objectives.

a) Describe how and to what extent Auburn's CTR program will help Auburn achieve the land use and transportation objectives referenced in Question 1.

Auburn's CTR Plan and the City's focus on increasing housing density and completing the multimodal networks are mutually reinforcing. By encouraging people to commute via non-drive-alone modes, the CTR Plan supports the market for higher density housing close to transit and the demand for multimodal networks. In turn, the higher density housing near transit and the multimodal networks offer more opportunities for people to commute via non-drive-alone modes.

3) Describe how the CTR program will help achieve Auburn’s environmental objectives.

a) Describe how the CTR program will support Auburn’s greenhouse gas emission reduction efforts.

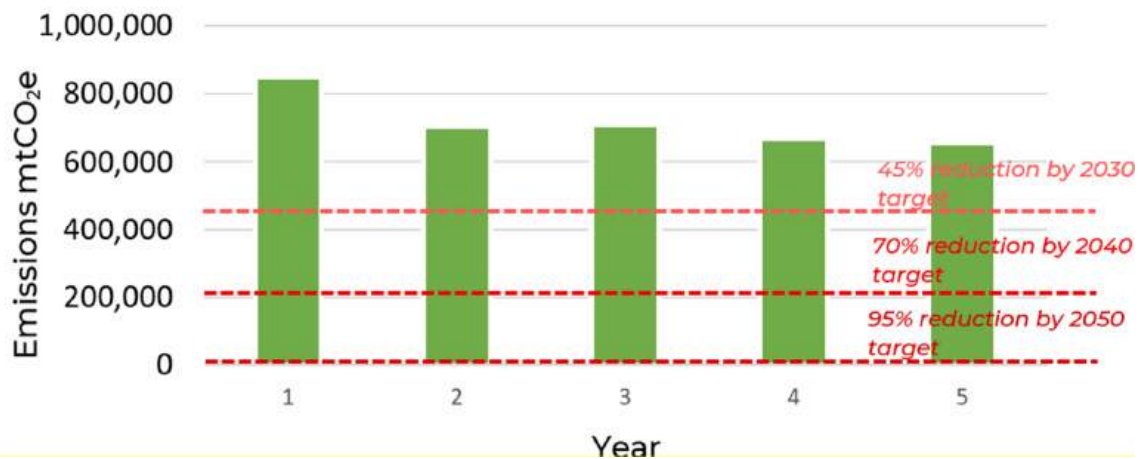
The City’s State and County partners have adopted ambitious emissions reductions timelines. Table 2 provides these greenhouse gas emissions (GHG) reduction targets.

	2030	2040	2050
Statewide*	-45%	-70%	-95%
PSRC**	-50%	-	-80%
King County**	-50%	-	-80%
Pierce County*	-45%	-70%	-95%

Table 2: Greenhouse Gas Emissions Reductions Targets¹³

Figure 17 depicts Auburn’s emissions forecast and reduction goals. This indicates that while Auburn has found modest success in its approach to emissions reduction in the past, the City will have to take on a more aggressive stance of curbing its emissions sources in order to meet its reduction targets on time.

Figure 17: Auburn Community Emissions Forecast and Reduction Goals¹⁴



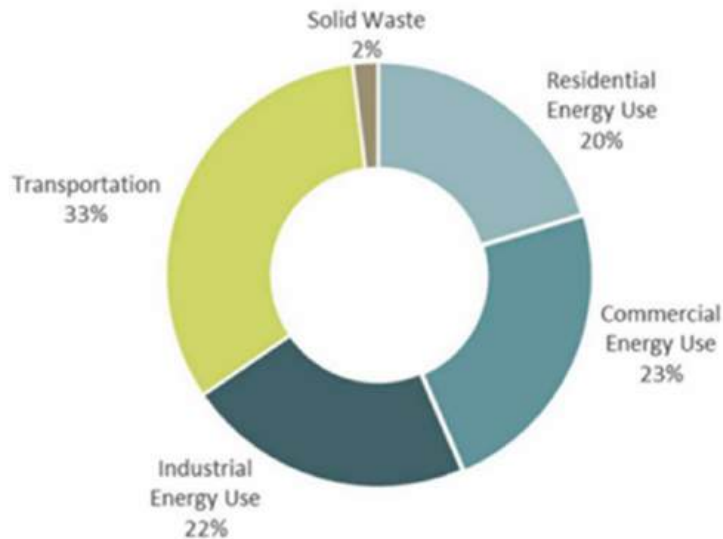
The source of GHG emissions in the City can be broken down into five categories: solid waste, residential energy use, commercial energy use, industrial energy use, and transportation. Of those five categories, transportation is responsible for the largest share of GHG emissions, at 33% (see Figure 18). This makes CTR directly relevant to the City of Auburn meeting its GHG emissions reduction goals. By reducing the drive alone rate at the major employers in Auburn, GHG emissions will, too, be reduced. Since transportation is the largest contributor to GHG emissions,

¹³ Pierce County and Statewide targets are based on 1990 GHG emission levels. PSRC and King County targets area based on 2007 levels.

¹⁴ *Greenhouse Gas Inventory for the City of Auburn, Washington (2018)*

it stands to reason that reductions in transportation emissions will have significant impacts on overall emissions reductions.

Figure 18: Auburn Emissions Inventory by Sector (MTCO₂e) in 2015¹⁵



b) Describe how the CTR program will support Auburn’s environmental objectives in addition to greenhouse gas emission reductions.

As drive-alone trips shift to transit, rideshare, and nonmotorized trips, the demand for new roadways decreases and more land area can be left in a natural, unbuilt state which also improves air quality.

4) Describe how Auburn’s CTR program will help achieve regional and state objectives.

a) Summarize the local, regional, and state benefits that would be gained if you achieve your CTR targets.

Regional Objectives

In its 2022-2050 Regional Transportation Plan (RTP), PSRC notes the following as objectives regarding TDM:

Improving TDM Integration in Planning: TDM and CTR should be considered and addressed at the planning, programming, and implementation stages of regional and local comprehensive plans.

Measuring Program Effectiveness and Efficiency: Define program goals, identify the best TDM strategies to support those goals, and measure how effectively the strategies achieve the goals.

¹⁵ *Climate Action Plan of the City of Auburn*

Evaluating and Addressing Equity in TDM: Evaluate the equitable distribution and benefits of TDM programs and, if there are deficiencies, identify opportunities to improve equity.

Modernize the CTR Law: The goals and priorities of the CTR law should be evaluated in coordination with WSDOT, including an exploration of expanding its scope.

More broadly, the RTP also speaks to working towards an integrated multimodal transportation system that serves diverse demands. Adequate sidewalks and paths should provide safe walking routes to local destinations. High-quality infrastructure should provide convenient routes for those who want to bicycle. Well-maintained roads, highways, and bridges provide routes for cars, buses, freight haulers, and delivery trucks, as well as cyclists, pedestrians, and people riding scooters, and other new emerging modes of transportation. Fast and frequent high-capacity and local transit should be connected to these other modes of transportation and link important concentrations of jobs and housing and other amenities.

The RTP also addresses environmental concerns and objectives, with climate change being a primary focus of VISION 2050, PSRC's plan for growth. VISION 2050 has a goal for the region to substantially reduce GHGs that contribute to climate change in accordance with the goals of the Puget Sound Clean Air Agency. These goals are 50% below 1990 levels by 2030 and 80% below 1990 levels by 2050.

State Objectives

In its Draft 2023-2025 State Commute Trip Reduction Plan, WSDOT has an overarching goal of increasing the use of high-efficiency transportation options for commuters. To reach this goal, it lists the following objectives:

Improve Delivery of CTR Programs: Pursue programmatic changes to benefit performance, advance customer experience, streamline program administration, and address resource constraints.

Expand the CTR Market to Address Equity: Provide TDM services in more places, to more people, with a focus on vulnerable populations in overburdened communities and tribes.

Produce More Useful Transportation Behavior Data: Monitor, evaluate, and improve data collection.

Expand Investment and Service to Advance Equity and Environmental Justice: Research, evaluate, and implement strategies that address environmental justice in alignment with the Climate Commitment Act (CCA).

Respond to Shifting Mobility Patterns: The CTR program must adapt to changing conditions regarding shifts in response to the COVID-19 pandemic and employer shifts in expectations for employees to physically report to the office.

Reduce Greenhouse Gas Emissions: The State CTR Program encourages use of TDM across the state, which reduces GHG emissions by encouraging use of non-drive-alone modes.

How CTR in Auburn Contributes

As with local land use and transportation objectives, many of the regional objectives and goals go hand-in-hand with CTR success. Through encouraging workers to commute by non-drive-alone modes, the CTR program supports the demand for the integrated multimodal network PSRC calls for. Likewise, building out the regional multimodal network will encourage workers to commute via non-drive-alone modes. Similarly, as drive-alone trips shift to transit, rideshare, and nonmotorized trips, GHG

emissions will lower. As with the City's GHG emissions, transportation – and particularly on-road vehicles – accounts for the greatest share of GHG emissions (see Figure 19).¹⁶ Thus, success in CTR will contribute to the shift from drive-alone trips to alternative modes and toward the region's GHG emissions goals.

Additionally, successfully implementing CTR, including all of the regulatory requirements, will help toward data- and CTR-related regional and state objectives. Ensuring that all CTR-affected worksites complete their CTR surveys and program reports will provide the City, region, and state with relevant data to assist with evaluating the effectiveness and efficiency of local, regional, and state CTR and TDM strategies. Additionally, continued coordination through various regional and state meetings and workshops moves the CTR program forward, benefiting the regional objective of modernizing the CTR law and the state objective of improving delivery of the CTR program.

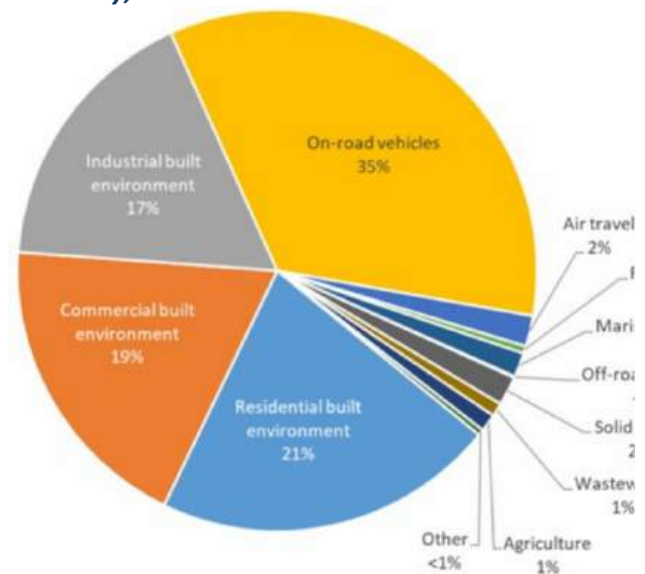
b) List adjacent CTR-affected cities and counties.

The City of Auburn lies mostly within King County, with a portion of the southern part of the City within Pierce County. In King County, Auburn is bordered to the City of Kent to the north and the City of Federal Way to the west. The City of Pacific and Algona are west and south of Auburn, but are not CTR-affected. Unincorporated King County lies to the east and northwest of Auburn. In Pierce County, Auburn is bordered by the City of Sumer and unincorporated Pierce County.

c) Describe the top few cross-border and regional transportation issues that affect Auburn.

Being in two counties places the City of Auburn in a unique position and can provide its own challenges. Because it crosses the county border, Pierce Transit Route 497, which provides the

Figure 19: Regional Greenhouse Gas Emissions Inventory, 2015



¹⁶ Puget Sound Clean Air Agency, 2018.

only transit service in the Lakeland Hills area, operates through an interagency agreement between Pierce Transit, King County Metro, and the City of Auburn. Decreases in ridership and budget constraints has put the future of this route into question.

An additional cross-border challenge that arises is linked to the geographical constraints of the City. As discussed in the land use section of this plan, Auburn consists of a valley, a plateau, and hills – West Hill, Lea Hill, and Lakeland Hill. These geographical constraints can, at times, isolate the hills, particularly Leah Hill and West Hill, or push residents towards other jurisdictions. The geography also lends itself to making east-west transit, bicycle, and pedestrian connections more difficult than north-south connections. Looking toward the future Link Light Rail 1 Line Federal Way extension, ensuring an efficient and effective connection between the light rail, West Hill, Auburn, and Lea Hill is important but challenging connection that must be addressed.

Additionally, the Central Puget Sound region is a diverse area regarding city sizes, transit access, and densities. It contains dense, urban cities such as Seattle and Tacoma, more suburban areas, such as Auburn, and also rural areas such as Sultan and Graham. Transit service also varies widely throughout the region, with more densely populated areas like Seattle or Bellevue having many transit options available and less dense areas having little to no transit access. This not only affects Auburn in that we must ensure we are advocating for the needs of Auburn residents, but also because workers who commute into Auburn are coming from a wide variety of environments. This affects the strategies that will be effective for different worksites and different workers.

d) Describe the strategies Auburn, adjacent cities and counties, and the Central Puget Sound have agreed to use to address the top issues described in the previous bullet.

A primary strategy for addressing regional and cross-border issues is maintaining effective coordination between the City and its regional partners. This includes coordination with the transit agencies that service Auburn, PSRC, WSDOT, and neighboring jurisdictions. Auburn meets with nearby CTR-affected jurisdictions monthly to discuss issues that affect us and coordinate implementation efforts, as well as participating regional and state meetings and workshops. Attending various regional and state meetings and workshops ensures that Auburn has a voice in any regional and state changes that may take place.

Coordination with Sound Transit, King County Metro, Pierce Transit, and Muckleshoot Tribal Transit – the transit agencies that provide service in Auburn – is also important for addressing the regional and cross-border issues. The South Link Connections Project is an example of interagency coordination in which such cross-border issues as the east-west connection and West Hill and Leah Hill connections have been discussed. Coordination between Pierce Transit, Metro, and Auburn are working to address the future of Route 497 and transit access for Lakeland Hills.

Regional coordination amongst the CTR-affected jurisdictions will assist with addressing the diversity of the region and how to best serve workers who are commuting from so many different areas. Sharing CTR and TDM strategies that have been proven to be effective and collaborating on future solutions is an important way to make sure we serve all workers in the region, and not just those in urban areas. Sharing data, such as geospatial data for transportation infrastructure

like park-and-rides in other jurisdictions, can also be helpful when discussing workers' needs with CTR-affected employers.

Performance Targets

5) List Auburn's CTR performance target.

a) List performance targets that reflect only CTR-affected worksites.

The City of Auburn is using the weighted average drive alone rate (DAR) of 15.5% below, or less, of Auburn's census performance in 2019 for CTR-affected worksites at the jurisdictional level. For the City of Auburn, this comes out to a DAR performance target of 67% for CTR-affected worksites.¹⁷

b) List any additional performance targets.

The City of Auburn will not have any additional performance targets.

6) List the base value Auburn will use for each performance target.

a) For each performance target, provide the number Auburn will use as the baseline.

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 the 2025-2027 and 2027-2029 survey results.

7) Describe the method Auburn used to determine the base value for each target.

a) Provide 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 the 2025-2027 and 2027-2029 survey results.

8) Describe how Auburn will measure progress toward each target.

a) List the method Auburn will use to measure progress for each target.

The City of Auburn will measure progress using the 2025-2027 and 2027-2029 survey results.

¹⁷ *Guidance for 2025-2029 City, County, Regional Commute Trip Reduction Plan*, Transportation Demand Management Technical Committee, Washington State Department of Transportation.

9) List Auburn's CTR-affected worksites.

a) List all Auburn's CTR-affected worksites.

The current CTR-affected worksites, as of September 2024 in the City of Auburn include:

- City of Auburn – City Hall/Annex
- City of Auburn – Auburn Justice Center
- Costco Optical Lab
- Doxon Toyota of Auburn
- Green River College
- Hospital Central Services
- Leonard's Metal, Inc.
- MultiCare Auburn Medical Center
- Orion Industries
- ProAmpac
- Safeway Stores, Inc. (distribution center)
- Skills, Inc.
- The Boeing Company
- United Postal Service
- Zones

10) List a performance target for each CTR-affected worksite.

a) For any performance targets tied to the CTR survey, indicate that Auburn will establish performance targets during the 2023-2025 survey cycle.

Base year performance targets for each CTR-affected worksite will be established during the 2023-2025 survey cycle.

11) List the base value Auburn will use for each site.

a) For any performance targets tied to the CTR survey, indicate that Auburn will establish a base value during the 2023-2025 survey cycle.

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

Services and Strategies

12) Describe the services and strategies Auburn will use to achieve CTR targets.

Transportation Demand Management (TDM)

TDM is an important toolset that Auburn will use to achieve CTR targets. Figure 20 summarizes the various TDM strategies that Auburn will utilize in its CTR efforts.

Figure 20: TDM Strategies

Mode Shift Through Infrastructure

In addition to TDM strategies, changes to infrastructure can help to shift residents' and workers' modes of travel. Through the 2024 CTP update process, the City has identified bicycle infrastructure projects to further build out the bike network, with particular focus on bike infrastructure that would provide a connection to transit. This focus will ensure that residents and workers can access transit to best utilize transit in their daily commutes.

Mode Shift and Land Use

Concentrating new housing and jobs near frequent transit, as is a focus of the Land Use Element in the Comprehensive Plan, will encourage the residents and employees at these new developments to use transit rather than driving alone. Additionally, ensuring nonmotorized connections with new developments will encourage shifts to those travel modes.

Engagement

Engagement with CTR-affected worksites, other employers in Auburn, and the general public is an important component to shifting commute modes. Working towards consistent and meaningful engagement with CTR-affected worksites will assist the worksites in better promoting non-drive-along trips to their employees and influencing mode shifts. Additionally, promoting TDM events and promotions to not only the worksites but also with the general public can help spread awareness of other travel mode opportunities and provide some incentives for changing how people travel. Some TDM related events or promotions include Bike Everywhere Month, Transit Month, and Switch Your Trips Washington, among others.

Interagency Coordination and Advocacy

Transit service in Auburn is provided and operated by Sound Transit, King County Metro, Pierce Transit, and Muckleshoot Tribal Transit. Thus, the City does not have direct control over transit service within Auburn. Therefore, it is essential that the City continues to cultivate good working relationships with the transit agencies and coordinate with them during service discussions. Continued lines of open communication is how the City can advocate for and influence transit service in Auburn, and ensure that the transit agencies know the priorities for the Auburn community.

13) Describe how Auburn’s services and strategies will support CTR-affected employers.

Auburn’s services and strategies aim to improve transit access, bike infrastructure, pedestrian infrastructure, and general multimodal connectivity throughout the City. This lends itself to encouraging more people to switch from drive-alone trips to multimodal trips, supporting CTR-affected employers. Additionally, continuing to engage with CTR-affected worksites provide support and education to the employers, allowing them to better serve their workers.

14) Describe barriers Auburn must address to achieve CTR targets.

a) Describe how Auburn will address these barriers.

Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but they do not know this until they arrive at work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

To address these barriers, the City will work with CTR-affected worksites to better educate them on non-drive-alone options that are not fixed-route transit. This may take the form of vanpooling, carpooling, or, in the future, Metro Flex. Discussions with CTR-affected worksites regarding what active transportation infrastructure is available near their worksite is also important in providing non-fixed route transit. Additionally, bringing CTR-affected worksite feedback to the transit agencies is important to ensure they are aware of the needs of Auburn worksites.

To encourage active transportation, the City needs to also focus on expanding its nonmotorized infrastructure. This is addressed in the 2024 CTP, which presents a bicycle network and multimodal levels of service.

Finally, a key element to helping CTR-affected worksites achieve their targets is for the City to build open communication and rapport with the worksites and, specifically, the ETCs. The City will ensure that it maintains contact information and provide consistent communication with worksites.

15) Describe the transportation demand management technologies Auburn plans to use to deliver CTR services and strategies.

The City of Auburn and the ETCs plan to use the RidesharOnline.com platform to for car and vanpools, to track their use, and to promote and incentivize non-drive-alone modes. They also use the state’s CTR tool to conduct CTR surveys and gather program reports.

16) Transcribe or link to Auburn’s local CTR ordinance.

The current CTR ordinance, Ordinance No. 6218, can be found in Appendix A. The City plans on updating the ordinance to reflect changes in RCW numbers, changes in WSDOT guidance

pertaining to teleworkers and survey response rates, and other minor changes. The City is considering updating the ordinance to provide additional clarification on steps CTR-employers must take if they do not meet their CTR goals.

17) Describe Auburn’s financial plan.

a) Describe the estimated average annual costs of Auburn’s plan.

Table 3 breaks down the estimated annual cost to implement Auburn’s CTR Plan. The estimate annual costs are based upon the assumption that Auburn’s biennial CTR Grant will remain at the same level as the 2023-2025 biennium.

Table 3: Auburn’s CTR Annual Cost

Activity	Estimated average annual cost
Employer engagement*	\$13,500
CTR 4-year plan	\$5,950
Performance reporting**	\$7,500
Administration***	\$13,500
Total	\$40,450

- * Includes identifying worksites and ETCs, conducting trainings, providing technical assistance, and reviewing employer CTR plans.
- ** Includes worksite surveys and program reports.
- *** Includes financial and program management and interagency coordination

b) Describe likely funding sources, public and private, to implement Auburn’s plan.

The City of Auburn’s funding for its CTR program comes from the WSDOT CTR Grant, at \$40,450 per year.

18) Describe Auburn’s implementation structure.

a) Describe who will conduct the activities listed in Auburn’s plan.

The City of Auburn Public Works Department will implement and administer the City’s CTR Plan.

b) Indicate who will monitor progress on Auburn’s plan. List job title, department, and name.

Veronica Bean, the Transportation Planner in the Public Works Department, will monitor progress of Auburn’s CTR Plan.

19) List Auburn’s implementation schedule.

a) Provide the timeline for anticipated projects.

Table 4 provides the CTR implementation schedule for 2025 – 2029.

Table 4: City of Auburn CTR Implementation Schedule

	1st Biennium July 2025 – June 2027	2nd Biennium July 2027 – June 2029
Actions	<p>Employer Engagement</p> <p>a. Identify worksites and ETCs.</p> <ul style="list-style-type: none"> • Identify prospect worksites. • Notify employers of legally required activities. • Verify and maintain list of worksites and ETCs in survey and program report system. <p>b. Engage and train ETCs.</p> <ul style="list-style-type: none"> • Conduct training sessions. • Provide outreach and consultation. • Provide technical assistance for worksite commute programs and employee surveys. • Send encouragement and reminder emails. <p>c. Support distribution of information about transportation options to commuters.</p> <ul style="list-style-type: none"> • Develop promotions calendar. • Provide information, materials, and support for ETCs to promote commute options at wellness fairs, sustainability fairs, and other employee engagement events. • Convene colleagues from nearby jurisdictions to create regional promotions and share materials. <p>d. Enable incentives, subsidies, and disincentives.</p> <ul style="list-style-type: none"> • Promote the CTR business-and-occupation tax/public-utilities-tax credit. • Provide information and promote ORCA business choice and business passport to employers. • Organize promotional events and provide funds for individuals and campaigns. 	<p>Employer Engagement</p> <p>a. Identify worksites and ETCs.</p> <ul style="list-style-type: none"> • Identify prospect worksites. • Notify employers of legally required activities. • Verify and maintain list of worksites and ETCs in survey and program report system. <p>b. Engage and train ETCs.</p> <ul style="list-style-type: none"> • Conduct training sessions. • Provide outreach and consultation. • Provide technical assistance for worksite commute programs and employee surveys. • Send encouragement and reminder emails. <p>c. Support distribution of information about transportation options to commuters.</p> <ul style="list-style-type: none"> • Develop promotions calendar. • Provide information, materials, and support for ETCs to promote commute options at wellness fairs, sustainability fairs, and other employee engagement events. • Convene colleagues from nearby jurisdictions to create regional promotions and share materials. <p>d. Enable incentives, subsidies, and disincentives.</p> <ul style="list-style-type: none"> • Promote the CTR business-and-occupation tax/public-utilities-tax credit. • Provide information and promote ORCA business choice and business passport to employers. • Organize promotional events and provide funds for individuals and campaigns.

	<p>Program Administration</p> <ul style="list-style-type: none">a. Financial management.<ul style="list-style-type: none">• Complete quarterly billing to WSDOT.• Maintain financial records.b. Program management.<ul style="list-style-type: none">• Provide quarterly reports to WSDOT.• Maintain employer information.• Maintain plan and ordinance.• Provide feedback to WSDOT to improve processes and program performance.• Develop a two-year program schedule.c. Policymaker engagement.<ul style="list-style-type: none">• Provide updates to executive management, City Council, and	<p>Program Administration</p> <ul style="list-style-type: none">a. Financial management.<ul style="list-style-type: none">• Complete quarterly billing to WSDOT.• Maintain financial records.b. Program management.<ul style="list-style-type: none">• Provide quarterly reports to WSDOT.• Maintain employer information.• Maintain plan and ordinance.• Provide feedback to WSDOT to improve processes and program performance.• Develop a two-year program schedule.c. Policymaker engagement.<ul style="list-style-type: none">• Provide updates to executive management, City Council, and

	<p>Transportation Advisory Board, as applicable.</p> <p>d. Community of practice.</p> <ul style="list-style-type: none"> • Attend regional and state TDM forums, committees, boards, and working groups. • Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans. 	<p>Transportation Advisory Board, as applicable.</p> <p>d. Community of practice.</p> <ul style="list-style-type: none"> • Attend regional and state TDM forums, committees, boards, and working groups. • Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
		<p>CTR Plan Develop the 4-year CTR Plan.</p>

20) Describe the CTR plan for Auburn employees.

a) Describe the services, programs, information, and other actions Auburn put in place to help its employees reduce their drive alone commute trips.

The City of Auburn has two CTR-affected worksites: Auburn City Hall/Annex and the Auburn Justice Center. For these two worksites, and for all City employees regardless of their work location, the City provides a CTR program, which is administered by the City’s Human Resources Department. The City administers the required program elements, including:

- Designation of an employee transportation coordinator (ETC).
- Regular distribution of information to employees about alternatives to single-occupant vehicle commuting. This information is distributed to each new employee during orientation, as well as during the City’s annual benefits fair.
- A regular review of employee commuting and reporting of progress toward meeting the worksites’ CTR goals. This is accomplished through administering the CTR survey every other year.
- A regular review of the City’s CTR program through the completion of the CTR Program Report every other year.
- Implementation of the following measures design to achieve the City’s CTR goals:
 - Provide subsidized ORCA transit cards to all full-time, regular employees who are eligible to participate. The City loads \$75 per month on each employee ORCA card through the ORCA Business Choice Program.
 - Permit teleworking through a formal City teleworking policy. Employees are permitted to telework one or two days per week, depending upon their job responsibilities, work schedule, and departmental needs.
 - Permit compressed work weeks. Employees are permitted to work a 9-80 work week, in which they work 80 hours over 9 days, having one day off every other week, depending on their work duties and departmental needs.
 - Provide a City-owned fleet vehicles for employees to use for work-related trips.

- Promote and advertise TDM related events or promotions, such as Bike Everywhere Month and Switch Your Trips Washington.

21) Describe how the CTR plan for Auburn employees contributes to the success of the overall plan.

a) Describe how the plan for Auburn employees contributes to the success reinforces the success of the Auburn plan.

The actions included in the City's CTR Program indicate the City's commitment and are similar to those included in all the CTR-affected worksite programs. Thus, they create a mutually reinforcing community focused on CTR. Employers know that the City is involved and committed to CTR along with them. This strengthens the program at all affected worksites in the City.

Alignment with Plans

22) List the transit agencies that provide services in Auburn.

The following transit agencies provide services in Auburn:

- Sound Transit
- King County Metro
- Pierce Transit
- Muckleshoot Tribal Transit

23) List the transit plans Auburn reviewed while developing this plan.

While developing this plan, Auburn reviewed:

- Sound Transit Transit Development Plan 2024-2029
- King County Metro Long-Range Plan: Metro Connects
- Pierce Transit Long Range Plan Update: Destination 2040

24) Describe how this CTR plan supports the transit plans.

The City's CTR Plan supports the above transit plan through a variety of ways:

Employer engagement and promotion: Through engaging with CTR-affected worksites and promoting transit services, use of transit will increase through awareness and increased availability of subsidized transit passes.

Incentive: Promoting incentive-based TDM events, such as Switch Your Trips Washington, will encourage more workers to change drive-alone trips to transit or other alternative modes.

Marketing: Increased marketing will make workers more aware of the transit options that are available.

Engagement with the planning process: This increases awareness of and support for transit and other travel modes.

25) Describe any comprehensive plan updates that are needed and when they will be made.

This 2025-2029 CTR Plan is aligned with the 2024 Comprehensive Plan and the 2024 CTP. Updates to either plan is not needed for the implementation of this CTR Plan.

Engagement

26) Describe stakeholder engagement.

a) Who did you talk to? When did you talk to them? What did they have to say?

CTR-Affected Worksite Feedback

The City engages with the ETCs at CTR-affected worksites when reviewing CTR survey results and throughout the year. Additionally, whenever a new ETC starts at a worksite, the City provides training to that ETC and their manager, which includes additional conversations about the worksite and their programs. Through this ongoing engagement, conversations with the ETCs revealed some common themes regarding challenges CTR-worksites face in meeting their goals. Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but not know this until they arrive at work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

Additionally, many of the CTR-affected worksites are industries that do not lend themselves to teleworking. Of the 15 CTR-affected worksites, 9 are industrial (manufacturing and warehousing/distribution). Two more are health care. As evidenced by the PSRC Household Travel Survey, the industries that saw the lowest work from home share were healthcare and education, and construction and manufacturing (see Question 1).

Business Community Survey

To directly inform Auburn's CTR Plan, the City sent a short online survey to all businesses with an Auburn business license with more than 5 employees, regardless of their CTR status. Because CTR affects more than just CTR-affected employers, it was important to gather feedback from a variety of businesses throughout the City. This survey asked businesses the same questions as the CTR-affected worksites.

While this survey was emailed out to over 800 businesses, the City received only 9 responses. These responses, however, did reveal some trends. Of the 9 responses, 7 noted that better bus routes and schedules would make it easier for employees or customers to commute to their workplace via a non-drive-alone mode. Four respondents also noted that they need better information about how to take transit or how to find a transit route. Additionally, five respondents

replied that kids or family obligations make non-drive-alone trips difficult, and that it feels unsafe to take transit, carpool, or bike.

The survey also asked a few demographic questions to better understand who was responding. The 9 businesses that responded represented employees who spoke Arabic, Chinese, English, Punjabi, Spanish, Tagalog, Ukrainian, Vietnamese, Swahili, Twi (Akan), and Burmese. The employers also represented a range of wage levels, from \$17/hour - \$24/hour (\$25,001 - \$50,000/year) bracket to \$48/hour – \$72/hour (\$100,001/year - \$150,000/year). These businesses also represent a mix of 9 to 5 shifts and multi-shift schedules.

Comprehensive Transportation Plan Outreach

Public outreach was a critical component of the comprehensive planning process, which also greatly informed the drafting of this CTR Plan. Throughout the years of 2023 and 2024, City staff attended several public events and provided a webpage with a survey for public participation in the CTP. The information provided on the webpage was available in English, Spanish, Ukrainian, Russian, and Tagalog, where are prevalent languages in Auburn.

As part of the adoption process, the CTP was also reviewed by the Transportation Advisory Board (TAB), which is comprised of members of the public representing various groups, such as transit users, bicyclists, pedestrians, the disabled community, seniors, youth, and the business community, among others. The CTP was also reviewed by the Planning Commission.

The first online survey conducted for the CTP asked Auburn residents:

- Do you have any suggestions on how we can encourage more people to walk, ride a bike, or take a bus instead of driving a car?
- Do you have any suggestions on how we make sure we are providing transportation facilities in an equitable way and that we are considering the needs of the entire community, including typically underserved and disadvantaged groups?
- Do you have any suggestions on how we should prioritize limited funding for the wide range of transportation needs throughout the City?
- Do you have any other comments about transportation in Auburn?

Responses to these questions brought out themes of expanding the nonmotorized network, safety, and education/marketing. The responses also emphasized that focusing funding and projects on multimodal infrastructure would serve the entire community, including those of underserved communities.

In-person events were also held to garner public feedback about the CTP. An open house was held on April 25, 2023. Bike Everywhere Day Celebration Stations in both 2023 and 2024 presented information and asked for feedback. Staff displayed information at the Kid's Day even on June 23, 2023, to let the community know about the plan and ask for feedback. A booth was set up at the Auburn Farmer's Market on July 23, 2023, and also at the Church of Nazarene resource fair on August 5, 2023. The City also gave a presentation to the Senior Center Advisory Committee and tabled in the Senior Center lobby on May 21, 2024.

The feedback received from these in-person events informed the CTP, which has also informed this CTR Plan. Themes of a desire for improved bicycle facilities, safety, expanded transit service, and comfort of bicycle, pedestrian, and transit facilities came through in these in-person events.

A detailed description of the public involvement and comments received can be found in the 2024 Comprehensive Transportation Plan.

b) How did what they said influence the plan?

Previous sections of this plan detail the importance of plans to expand the multimodal network, particularly bike infrastructure and sidewalks, in Auburn. This reflects common threads heard in engagement with CTR-affected businesses, the general Auburn business community, and the Auburn community as a whole. Additionally, the feedback from engagement with the general Auburn business community regarding the need for greater education and awareness of non-drive-alone commute options goes hand-in-hand with this CTR Plan.

27) Describe vulnerable populations considered.

When considering this CTR Plan and public engagement, as well as outreach during the CTP planning process, the City wanted to ensure that all residents and workers in Auburn had opportunities to be heard, regardless of their background or circumstances. Auburn is a diverse community, and therefore the City made sure to provide outreach opportunities in different formats, with both online and in-person outreach events. Information was also made available in different languages. Presenting information at the City's Transportation Advisory Board (TAB), which consists of members of the public representing various groups, also ensures we heard feedback from a wide variety of populations in Auburn.

28) Describe engagement focused on vulnerable populations.

a) Who did you talk to? When did you talk to them? What did they have to say? How did what they said influence the plan?

In addition to the online open houses and surveys, which were available in multiple languages, the City also spoke directly to Auburn's senior community. The City gave a presentation to the Senior Center Advisory Committee and also tabled in the Senior Center lobby. This gave seniors the opportunity to discuss various transportation topics, concerns, and issues with the City. These discussions touched on themes of safety when walking and transit access. As with other feedback we heard from the general public, these themes reflect the need for expanded pedestrian infrastructure and transit service, which is addressed in this plan.

29) List employers' suggestions to make CTR more effective.

Engagement with CTR-affected worksites revealed some common themes. Some CTR worksites are not located close to transit stops, which makes the first mile / last mile connection difficult, which, in turn, makes using transit to commute to the worksite difficult. Additionally, even if the worksite is located near transit service, many of the CTR-affected worksites offer schedules that do not line up well with transit schedules. Furthermore, some worksites require flexibility that fixed-route transit cannot provide. For example, MultiCare Auburn Medical Center, noted that many of their employees will end up working double shifts, but not know this until they arrive at

work for the day. Thus, transportation flexibility is highly desired to allow them to take on the second shift, making transit less attractive.

Additionally, many of the CTR-affected worksites are industries that do not lend themselves to teleworking. Of the 15 CTR-affected worksites, 9 are industrial (manufacturing and warehousing/distribution). Two more are health care. As evidenced by the PSRC Household Travel Survey, the industries that saw the lowest work from home share were healthcare and education, and construction and manufacturing (see Question 1).

Increased education and awareness of non-drive-alone commute options that are not fixed route transit was mentioned by several ETCs. This includes helping the businesses and workers understand vanpool and potentially Metro Flex in the future. Another suggestion was to help employers understand where their workers are commuting from. This, in turn, will help them better understand how to assist workers in their commute options.

30) Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive and transit plan updates.

All engagement that has influenced Auburn's CTR Plan has also been influential in 2024 CTP and Comprehensive Plan Update. These plans and the CTR Plan have been updated and drafted alongside one another, with open communication between the departments writing all plans.

Regional Transportation Planning Organization CTR Plan Review

31) RTPO Comments

The City of Auburn CTR Plan was reviewed by PSRC and is consistent with the regional CTR Plan.

Appendix A

Ordinance No. 6218

ORDINANCE NO. 6 2 1 8

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, AMENDING
CHAPTER 10.02 OF THE AUBURN CITY CODE
RELATING TO COMMUTE TRIP REDUCTIONS**

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

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

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

WHEREAS, decreasing the demand for vehicle trips is a significantly less costly method of reducing traffic congestion and vehicle pollution than constructing new transportation facilities; and

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

WHEREAS, RCW 70.94.527 sets forth state policy on commute trip reduction; and

WHEREAS, Auburn City Code Chapter, 10.02, Commute Trip Reduction (CTR) Plan was adopted pursuant to RCW 70.94.527; and

WHEREAS, the Legislature has significantly amended Chapter 70.94, making significant revisions to the Auburn City Code necessary; and

WHEREAS, adoption of this Ordinance will promote the public health, safety, and general welfare within the City of Auburn and the region; and

WHEREAS, the Washington State Commute Trip Reduction Board has approved the City of Auburn Draft Commute Trip Reduction Plan,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. That Chapter 10.02, Commute Trip Reduction (CTR) Plan, of the Auburn City Code be and the same hereby is amended to read as follows.

Chapter 10.02
COMMUTE TRIP REDUCTION (CTR) PLAN

Sections:

- 10.02.005 Findings.
- 10.02.010 Definitions.
- 10.02.020 Commute trip reduction goals.
- 10.02.030 ~~Designation of CTR zone and base year values~~Repealed.
- 10.02.040 City of Auburn CTR plan.
- 10.02.050 Responsible agency.
- 10.02.060 Applicability.
- 10.02.070 Requirements for employers.
- 10.02.080 Recordkeeping.
- 10.02.090 ~~Annual reports~~Repealed.
- 10.02.095 Program review and modifications.
- 10.02.100 Requests for exemptions or goal modifications of CTR requirements.
- 10.02.110 Commute Trip Reduction Certificate of Leadership.
~~Credit for transportation demand management efforts~~
- 10.02.120 Appeals.
- 10.02.130 Enforcement.

10.02.005 Findings.

The City of Auburn recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues. (Ord. 5246 § 1 (Exh. A), 1999.)

10.02.010 Definitions.

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

A. "Affected Employee" means a full-time employee who is scheduled to begin his or her regular work day at a single 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, and who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees. ~~Shareholders, principles and associates in a corporation, general or limited partners in a partnership and participants in a joint venture are to be considered employees.~~

B. "Affected Employer" means a public or private employer that, for 12 continuous months, employs 100 or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m., inclusive, on two or more weekdays. ~~The individual employees may vary during the year.~~ Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.

C. "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 commute trips.

D. "Alternative Work Schedules" means programs such as compressed work weeks that eliminate work trips for affected employees.

E. "Base Year" means the twelve-month period which commences when a major employer is determined by the City to be participating within the CTR program. The City uses this twelve-month period as the basis upon which it develops commute trip reduction goals. ~~the~~

~~period from January 1, 1992, through December 31, 1992, on which goals for vehicle miles traveled (VMT) per employee and proportion of single-occupant vehicle (SOV) trips shall be based.~~

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

GF. "Carpool" means a motor vehicle, including a motorcycle, occupied by two to six people of at least sixteen years of age traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

HG. "City" means the City of Auburn.

IH. "Commute Trips" mean trips made from a worker's home to a worksite with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m., inclusive, on weekdays.

J. "CTR" is the abbreviation of Commute Trip Reduction.

KI. "CTR Plan" means the City's plan to regulate and administer the CTR programs of affected employers within its jurisdiction.

LJ. "CTR Program" means an employer's strategies to reduce affected employees' drive alone commutes ~~SOV use and average~~ VMT per employee.

~~K. "CTR zone" means an area, such as a census tract or combination of census tracts, within the city characterized by similar employment density, population density, level of transit service, parking availability, access to high occupancy vehicle facilities, and other factors that are determined to affect the level of SOV commuting.~~

M. "Commute Trip Vehicle Miles Traveled per Employee" means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.

NE. "Compressed Work Week" means an alternative work schedule in accordance with employer policy that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly 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.

O. "Custom Bus/Buspool" means a commute bus service arranged specifically to transport employees to work.

PM. "Dominant Mode" means the mode of travel used for the greatest distance of a commute trip.

Q. "Drive Alone" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

R. "Drive Alone Trips" means commute trips made by employees in single occupant vehicles.

SN. "Employee" means anyone who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer.

T. "Employee Transportation Coordinator (ETC)" means a person who is designated as responsible for the development, implementation and monitoring of an employer's CTR program.

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

VP. "Exemption" means a waiver from any or all CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment site.

WQ. "Flex-time" is an employer policy that provides work schedules allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

XR. "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.

YS. "Good Faith Effort" means that an employer has met the minimum requirements identified in RCW 70.94.531 and this chapter and is working collaboratively with the City to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed upon length of time.

ZT. "Implementation" means active pursuit by an employer of the CTR goals stated in RCW 70.94.521 through 70.94.551 and in this chapter as evidenced by 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 their approved CTR program and schedule.

AA. "Major Employer" means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.

BB. "Major Employer Worksite" or "Affected Employer Worksite" or "worksite" means the physical location occupied by a major employer, as determined by the City.

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

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

EEW. "Peak Period" means the hours from 6:00 a.m. to 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~FFX.~~ "Peak Period Trip" means any commute employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~GGY.~~ "Proportion of Drive Alone ~~single-occupant vehicle~~ Trips" or "Drive AloneSOV Rate" means the number of commute trips over a set period made by affected employees in single occupancy vehicles SOVs divided by the number of potential trips taken by affected employees working during that period.

~~HH.~~ "Ride Matching Service" means a system which assists in matching commutes for the purpose of commuting together.

~~Z.~~ "Single-occupant vehicle (SOV)" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

~~AA.~~ "Single-occupant vehicle (SOV) trips" means commute trips made by affected employees in SOVs.

~~BB.~~ "Single worksite" means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way occupied by one or more affected employers.

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

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

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

~~FF.~~ "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, or may have a sphere of influence that extends beyond city limits.~~

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

~~LLHH. "Vehicle Miles Traveled (VMT) per Employee" means the sum of the individual vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.~~

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

~~NNJJ. "Weekday" means any day of the week except Saturday or Sunday.~~

~~OOKK. "Writing," "written," or "In Writing" means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.020 Commute trip reduction goals.

A. Commute Trip Reduction Goals. The City's goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in the City are established by the City CTR Plan. These goals establish the desired level of performance for the CTR program in its entirety in Auburn. The City will set the individual worksite goals for affected employers based on how the worksite can contribute to Auburn's overall goal established in the City CTR Plan. The goals will appear as a component of the affected employer's approved CTR Plan.

B. Commute Trip Reduction Goals for Affected Employers:

1. The drive-alone and VMT goals for affected employers in Auburn are hereby established as set forth in the City CTR Plan.
2. If the goals for an affected employer or newly affected employer are not listed in the City CTR Plan, they shall be established by the City at a level designed to achieve Auburn's overall goals for the jurisdiction and

other areas as designated by the City. The City shall provide written notification of the goals for each affected employer worksite by providing the information when the City reviews the employer's proposed program and incorporating the goals into the program approval issued by the City.

~~The commute trip reduction goals for employers affected by this chapter are to achieve the following reductions in SOV trips and VMT per employee:~~

- ~~A. Fifteen percent reduction after two years;~~
- ~~B. Twenty percent reduction after four years;~~
- ~~C. Twenty five percent reduction after six years;~~
- ~~D. Thirty five percent reduction after 12 years. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

~~10.02.030 Repealed. Designation of CTR zone and base year values.~~

~~Employers in the city are included within the South King County CTR zone which is designated by the boundaries shown on the map in Attachment "B" to this chapter and incorporated herein. The base year value of this zone for proportion of SOV trips shall be 85 percent. The base year value for vehicle miles traveled (VMT) per employee shall be set at 9.3 miles. Commute trip reduction goals for major employers shall be calculated from these values, or the worksite base year value. Therefore, affected employers in the city shall establish programs designed to result in SOV rates of not more than 72 percent in 1995, or two years after program implementation begins; 68 percent in 1997, or four years after program implementation begins; 64 percent in 1999, or six years after program implementation begins; and 55 percent in 2005, or 12 years after program implementation begins. The VMT goals should be 7.9 miles in 1995, or two years after program implementation begins; 7.4 miles in 1997, or four years after program implementation begins; 7.0 miles in 1999, or six years after program implementation begins; and 6.0 miles in 2005, or 12 years after program implementation begins. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

~~10.02.040 City of Auburn CTR plan.~~

~~The 1992 City of Auburn CTR plan, dated January 15, 2010, a copy of which is attached to the ordinance adopting this Chapter as Exhibit "A," and a copy of which plan will be on file with the City Clerk, is hereby adopted. is set forth in Attachment "A" to this chapter and incorporated herein. The city's CTR plan shall be~~

~~reviewed annually by the city council and revised if necessary to be consistent with applicable plans developed under RCW 36.70A.070.~~ (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.050 Responsible agency.

The City Public Works Department shall be responsible for implementing this chapter, and the CTR plan, ~~and~~ The City's CTR program for its own employees shall be administered by the City Human Resources Department. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.060 Applicability.

The provisions of this chapter shall apply to any affected employer at any single 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. Known affected employers located within the City shall be notified in writing by certified mail that they are subject to the provisions of this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the City.
2. Affected employers that, for whatever reason, do not receive written notice, must identify themselves to the City upon determining they are defined as "affected employers." Once they identify themselves, such employers will be granted 90 ~~180~~ days within which to perform a baseline measurement consistent with the measurement requirements specified by the City. ~~develop and submit a CTR program.~~
3. Any existing employer of 75 or more persons who obtains a business license or business registration from the City will be required to complete an employer assessment form to determine whether or not an

employer will be deemed affected or non-affected in accordance with the provisions of this chapter.

4. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City, under previous iterations of this Chapter, the employer is not required to perform another baseline measurement.

B. Newly Affected Employers.

1. Employers that meet the definition of "affected employer" in this Chapter must identify themselves to the City within 90-180 days of either moving into the boundaries of the City or increasing employment at a worksite to 100 or more affected employees. Such newly affected employers that do not identify themselves within 90 days are in violation of this Chapter.
2. Newly affected employers identified as such shall be given 90 days from the date of identification to perform a baseline measurement consistent with the measurement requirements specified by the City. Newly affected employers that do not perform a baseline measurement within 90 days of receiving such written notification that they are subject to this Chapter are in violation of this Chapter. Once they identify themselves, such employers shall be granted 180 days to develop and submit a CTR program. Employers that do not identify themselves within 180 days are in violation of this chapter. New affected employers shall have two years to meet the first CTR goal of a 15-percent reduction from the base year values identified in ACC 10.02.030; four years to meet the second CTR goal of a 20-percent reduction; six years to meet the third CTR goal of a 25-percent reduction; and 12 years to meet the fourth goal of a 35-percent reduction from the time they begin their CTR program.
3. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to the City. The program will be developed in consultation with City of Auburn staff to be consistent with the goals of the City CTR Plan. The program shall be implemented by the employer not more than 90 days after approval by the

City. Employers who do not implement an approved CTR Program according to this schedule are in violation of this Chapter and subject to the penalties outlined in this Chapter.

- C. Change in Status as an Affected Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:
1. If an affected employer can document that it faces an extraordinary circumstance that will change its status as an affected employer, it can apply for an exemption pursuant to ACC 10.02.100(A).
 2. If an employer initially designated as an affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is placed on a twelve month watch and is subject to the same program requirements as any other affected employer. At the end of the twelve month watch, if the employer no longer employs 100 or more affected employees, it is no longer an affected employer. It is the responsibility of the employer to ~~notify provide documentation to the City~~ that it is no longer an affected employer, and provide documentation to the City of its change in status. The burden of proof lies with the employer.
 3. If the same employer returns to the level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.
 4. If the same employer returns to the level of 100 or more affected employees 12 or more months after its change in status to an "unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.070 Requirements for employers.

An affected employer is 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 drive alone SOV-commute trips.

The CTR program must include the mandatory elements described herein, including submittal of a CTR program description and annual progress report on employee commuting and progress toward meeting the SOV goals. Transportation management associations may submit CTR program descriptions and annual reports on behalf of employers; however, each employer shall remain accountable for the success of its own program.

A. ~~Description of Employer's CTR Program. Each affected employer is required to submit a description of its CTR program to the City on the official form available from the public works department. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals for each goal year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing CTR program. At a minimum, the employer's description must include:~~

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

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

1. Employee Transportation Coordinator. The employer shall designate an Employee Transportation Coordinator to administer the CTR program. The coordinator's and/or designee's name, location, and telephone number must be displayed prominently displayed physically or electronically at each affected worksite. The coordinator shall oversee all elements

of the employer's CTR program and act as liaison between the employer and the City. The Employee Transportation Coordinator must complete the basic ETC training course as provided by King County within six months of assuming the status of designated transportation coordinator, in order to help ensure consistent knowledge and understanding of CTR laws, rules and guidelines statewide. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one transportation coordinator for all sites.

2. Information Distribution. Information about alternatives to drive alone SOV commuting shall be provided to employees at least once a year. This shall consist of, at a minimum, a summary of the employer's CTR program, including ETC name and phone number. Employers must also provide a summary of their CTR program to all new employees at the time of hire. Each employer's CTR program description and progress annual-report must describe what information is to be distributed by the employer and the method of distribution.
3. Description of Employer's CTR Program. Each affected employer is required to submit a description of its CTR program to the City on the official form available from the Public Works Department. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals for each goal year. 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. At a minimum, the employer's description must include:
 - a. General description of each employment site location within the city limits, including transportation characteristics, surrounding services, and unique conditions experienced by the employer or its employees;

- b. Number of employees affected by the CTR program and the total number of employees at the worksite;
- c. Documentation of compliance with the mandatory CTR program elements as described in this section 10.02.070;
- d. Description of the additional elements included in the CTR program; and
- e. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources to carry out the CTR program.

B. CTR Program Report and Description. Affected employers shall review their programs and file a regular progress report with the City in accordance with the format provided by the City. The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commuter trip reduction goals for the reporting period. At a minimum, the employer's CTR Program Report and Description must include:

- 1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;
- 2. The number of employees affected by the CTR program and the total number of employees at the site;
- 3. Documentation of compliance with the mandatory CTR elements as described in this section 10.02.070;
- 4. Description of any additional elements included in the Employer's CTR program;
- 5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

C. Biennial Measure of Employee Commute Behavior. In addition to the 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 strive to achieve at least a 70% response rate from employees at the worksite.

- ~~3. Annual Progress Report. Affected employers shall file a progress report annually with the City in accordance with ACC 10.02.090.~~
- D4. Additional Program Elements. In addition to the specific CTR program elements described above, the employer's CTR program shall include a set of measures designed to meet CTR goals. Measures may include, but are not limited to, one or more of the following:
- 1a. Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;
 - 2b. Instituting or increasing parking charges for drive alone vehiclesSOVs;
 - 3e. Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;
 - 4d. Provision of subsidies for rail, vanpool, or transit fares and/or transit passes;
 - 5e. Provision of vans or buses for employee ridesharingfor vanpools;
 - 6f. Provision of subsidies for carpools, or vanpools, walking, bicycling, teleworking, or compressed schedules;
 - 7g. Permitting the use of the employer's vehicles for carpooling or vanpooling;
 - 8h. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
 - 9i. Cooperation with transportation providers to provide additional regular or express service to the worksite;
 - 10j. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
 - 11k. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
 - 12l. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
 - 13m. Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes;
 - 14n. Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; and
 - 15o. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as

on-site day care facilities and emergency taxi services or guaranteed ride home programs.

16. Provision of incentives for employees that do not drive alone to work;
17. Charging employees for parking and/or the elimination of free parking; and
18. Other measures that the employer believes will reduce the number and length of commute trips made to the site. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.080 Recordkeeping.

Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Program Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City for a minimum of 48 months. The City and the employer shall agree on the record keeping requirements as part of the accepted CTR program. ~~all records as required by the public works director.~~ (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.090 ~~Repealed. Annual Reports~~

~~An affected employer's CTR program must include an annual review of employee commuting, progress, and good faith efforts toward meeting the SOV reduction goals. The employer should contact the City's Public Works Department for the format of the report. Survey information or alternative information approved by the Public Works Director must be provided in the reports submitted in the second, fourth, sixth, eighth, tenth, and twelfth years after program implementation begins. Note: For worksites which have been participating in the CTR program since the beginning, this requirement applies to the 1995, 1997, 1999, 2001, 2003, and 2005 annual reports.~~

~~A. CTR Annual Reporting Date. Employers will be required to submit an annual CTR report to the city beginning with the first annual reporting date assigned during the initial CTR program submittal. The annual reporting date shall be no less than 12 months from the day the initial CTR program description is submitted. Subsequent years' reports will be due on the same date each year.~~

~~B. Content of Annual Report. The annual progress 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.

1. Annual reports will be deemed acceptable if the annual report form is complete and contains information about implementation of the prior year's CTR program elements and proposed new program elements and implementation schedule. Annual reports must also contain a review of employee commuting and report of progress toward meeting SOV goals. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.095 Program review and modifications.

The City shall provide the employer with written notification indicating whether a CTR program or progress report was approved or deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or progress report within 90 days of submission, the employer's program or progress report is deemed accepted. The City may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

- A. An initial CTR program descriptions will be deemed acceptable if all required information on the CTR program description form set forth in ACC 10.02.070 is provided. Upon review of an employer's initial CTR program, the City shall establish the employer's regular reporting date.
- B. Modification of CTR Program Elements. Any affected employer may submit a request to the City for modification of CTR requirements. Such request may be granted if one of the following conditions exist:
 1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or
 2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.
- C. Program Modification Criteria. The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program;
 2. If an employer makes a good faith effort, as defined in RCW 70.94.534 and this chapter, but has not met the applicable drive alone or VMT goal, no additional modifications are required.
- D. The City may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request for a program modification.
- E. 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 drive alone or VMT reduction goal, the City shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer 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.
- ~~B. If an employer makes a good faith effort, as defined in RCW 70.94.543(2) and this chapter, and meets either or both the applicable SOV or VMT goal, the employer has satisfied the objectives of the CTR plan and will not be required to modify its CTR program.~~
- ~~C. 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 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 an agreement.~~
- ~~D. 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 either the applicable 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 send written notice to that effect to the employer 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.~~

~~E. Implementation of Employer's CTR Program. The employer shall implement the approved CTR program not more than 180 days after the CTR program was first submitted to the City unless extensions allow for late implementation. Implementation of CTR programs that have been modified based on non-attainment of CTR goals must occur within 30 days following City approval of such modifications. (Ord. 5246 § 1 (Exh. A), 1999.)~~

10.02.100 Requests for exemptions or goal modifications of CTR requirements.

A. Employer Exemptions. An affected employer may submit a request to the City to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this Chapter as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement measures that could reduce the proportion of SOV drive alone commute trips and VMT per employee. Exemptions may be granted by the City at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The City shall

grant or deny the request within 30 days of receipt of the request. The City shall review annually all employers receiving exemptions and shall determine whether the exemption will be in effect during the following CTR program year.

B. **Employee Exemptions.** Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City will use the criteria identified in the CTR Board Administrative Task Force 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.

C. **Goal Modification.**

1. An affected employer may request that the City modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description and progress 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.

2. The City will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Task Force Guidelines.

3. An employer may not request a modification of the applicable goals until one year after the City approves its initial program description or annual report.

D. **Modification of CTR Program Elements.** Any affected employer may submit a request to the City for modification of CTR program elements, other than the mandatory elements specified in this chapter, including recordkeeping requirements. Such request may be granted if one of the following conditions exist:

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

2. ~~The employer can demonstrate that compliance with the program elements would constitute an undue hardship. This may include evidence from employee surveys administered at the worksite: first, in the base year, showing that the employer's own base year values of VMT per employee and SOV rates were higher than the CTR zone average; and/or secondly, in the goal measurement year(s), showing that the employer has achieved reductions from its own base values that are comparable to the reduction goals established for the employer's CTR zone.~~
- E. Extensions. An employer may request additional time to submit a CTR program description or CTR annual progress report, or to implement or modify a program for reasonable causes.
1. Such requests shall be made in writing to the City's Public Works Director 30 days before the due date for which the extension is being requested. In addition, all requests for extensions must be made prior to the due date anytime a program submission is going to be more than one week late. 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.
 2. Extensions shall not exceed 90 days. Employers shall be limited to a total of 90 allowed extension days per year.
 3. Extensions shall not exempt an employer from any responsibility in meeting CTR 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 CTR program elements.
 4. An employer's regular annual-reporting date shall not be adjusted permanently as a result of these extensions. An employer's biennial annual-reporting date may be extended at the discretion of the public works director.
 5. Implementation of employer's CTR Program. Unless extensions are granted, the employer shall implement its approved CTR Program, including approved program modifications, not more than 90 days after

receiving written notice from the City that the program has been approved or with the expiration of the program review period without receiving notice from the City. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.110 Commute Trip Reduction Certificate of Leadership Credit for transportation demand management efforts.

~~A. As public recognition for their efforts, employers with VMT per employee and proportion of SOV drive alone commute trips lower than the goal zone average will receive a Commute Trip Reduction Certificate of Leadership from the City.~~

~~B. Credit for Programs Implemented Prior to the Base Year. Employers with successful TDM programs implemented prior to the 1992 base year may apply to the city for program credit.~~

~~1. Employers whose VMT per employee and proportion of SOV trips are already equal to or less than the goals for one or more future goal years, and who commit in writing to continue their current level of effort, shall be exempt from the following year's annual report.~~

~~2. Employers applying for the program credit in their initial 1993 program description shall be considered to have met the 1995 CTR goals if their VMT per employee and proportion of SOV trips are equivalent to a 12 percent or greater reduction from the base year zone values. This three percentage point credit applies only to the 1995 CTR goals.~~

~~3. For the initial year, employer requests for program credit are due within three months after notification that the employer is subject to this chapter. Requests for program credit must be received by the employer's assigned reporting dates in 1995 and 1997 for succeeding years.~~

~~4. Application for a program credit shall include an initial program description, written commitment on an official report form to maintain program elements, and results from a survey of employees, or equivalent information that establishes the applicant's VMT per employee and proportion of SOV trips.~~

~~C. Credit for Alternative Work Schedules, Telecommuting, Bicycling and Walking, by Affected Employees.~~

~~1. The city will count commute trips eliminated through alternative work schedules, telecommuting options,~~

~~bicycling and walking as 1.2 vehicle trips eliminated. This assumption applies to both the proportion of SOV trips and VMT per employee.~~

~~2. This type of credit is applied when calculating the SOV and VMT rates of affected employers. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.120 Appeals.

A. Employers may file a written appeal of final administrative decisions regarding the following actions:

1. Rejection of an employer's proposed CTR program.
2. Denial of an employer's request for a waiver or modification of any of the requirements under this chapter or a modification of the employer's CTR program.

~~3. Denial of credits requested under ACC 10.02.110.~~

B. Appeals of the Public Works Director's determinations made pursuant to this Chapter must be filed with the City's Public Works Department within 20 days after the final administrative decision is issued. Appeals shall be heard by the City's Hearing Examiner in accordance with Chapter 18.66 ACC. Determinations on appeals shall be based on whether the decision being appealed was consistent with applicable state law and the guidelines of the State Task Force. The Hearing Examiner's determination shall be final unless appealed to the superior court of the county in which the employer's primary offices/facilities are located within the City of Auburn in accordance with the procedures in RCW 34.05.510 through 34.05.598, and with the appeal being filed with the City Clerk within 30 days after issuance of the decision of the Hearing Examiner. (Ord. 6182 § 1, 2008; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.130 Enforcement.

A. Compliance. For purposes of this chapter, "compliance" shall mean:

1. ~~s~~Submitting required reports and documentation at prescribed times;
2. ~~and f~~Fully implementing in good faith all provisions in an approved CTR program; and
3. Distributing and collecting the CTR Program Employee Questionnaire during the scheduled survey time period.

- B. Violations. Any violation of this chapter shall be enforced pursuant to the provisions of Chapter 1.25 ACC. 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 quantifiable evidence to meet or exceed VMT and SOV drive alone commute goals as specified in this chapter. Failure to implement a CTR program includes but is not limited to:
 - a. Failure of any affected employer to submit a complete CTR program within the deadlines specified in ACC 10.02.090;
 - b. Failure to submit required documentation for annual reports;
 - c. Submission of fraudulent data.
 2. Failure to modify a CTR program found to be unacceptable by the City under ACC 10.02.095(D).
 3. Failure to make a good faith effort, as defined in RCW 70.94.534(4) and this Chapter.
 4. Failure to self identify as an affected employer.
 5. Failure to perform a baseline measurement within the applicable deadline set forth in this chapter.
- C. Penalties.
1. No affected employer with an approved CTR program may be held liable for failure to reach the applicable SOV drive alone commute or VMT goals.
 2. Each day of failure by an employer to comply with the requirements of this chapter ~~(a) implement a CTR program, or (b) modify an unacceptable CTR program~~ shall constitute a separate violation, subject to penalties as described in Chapter 1.25 ACC.
- D. Exemption from Civil Liability. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they: (a) Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and (b) Advise the union of the existence of the statute and the mandates of the CTR program approved by the City and advise the union

that the proposal being made is necessary for compliance with RCW 70.94.531. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

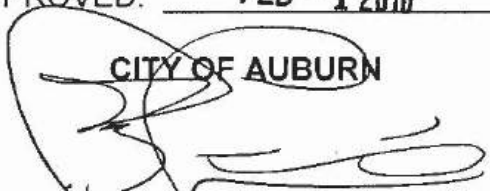
Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: FEB - 1 2010

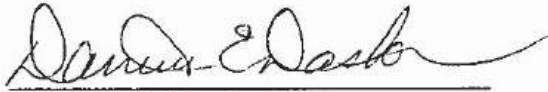
PASSED: FEB - 1 2010

APPROVED: FEB - 1 2010


CITY OF AUBURN

PETER B. LEWIS
MAYOR

ATTEST:



Danielle E. Daskam,
City Clerk

APPROVED AS TO FORM:



Daniel B. Heid,
City Attorney

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