

Comparison Table -- TMP Requirements and CTR Requirements

Compiled by Mike Ingram and Kate Johnson, Bellevue Transportation Dept.

5 May 2016

<p>Current TMP Requirement (for large buildings, per BCC 14.60.70, 14.60.080)</p>	<p>CTR Requirements (for worksites with >=100 employees commuting in the AM peak, per BCC 14.40)</p>
<p>Current TMP requirement: Provide transportation coordinator. <i>The coordinator shall publicize the availability of ridesharing options, provide reports to the city, act as liaison to the city, and provide ridesharing matching assistance in conjunction with Metro or a private system sponsored by the property owner as approved by the city.</i> <i>(Applies to Office, Medical, Hospital and Retail uses.)</i></p>	<p>Yes, essentially similar. Per 14.40.060, the employer shall designate an employee transportation coordinator (ETC) to administer the CTR program. Additional practices encouraged by the city in the CTR Implementation Guidelines include the following: <u>Display of ETC name:</u> Each employer should prominently display the name of the ETC physically or electronically at each worksite. <u>Training:</u> ETCs are strongly advised to attend free training sessions offered by the city on subjects that provide basic information about implementing employer CTR programs. <u>CTR requirement for reporting to the city:</u> See below under “Other CTR Requirement – Reporting.”</p>
<p>Current TMP requirement: Post ridesharing and transit information. <i>Post ridesharing and transit information from Metro or other approved sources in a visible central location in the building, such as the lobby or other public area near the major entrance to the building on a continual basis. This requirement applies to each building in a building complex.</i> <i>(Applies to Office, Medical, Hospital and Residential uses.)</i></p>	<p>Optional element within a required program. This element may be chosen as part of a required CTR program. See note below on makeup of CTR programs. Related CTR Requirements: <u>CTR requirement for information distribution (14.40.060 B.2.):</u> “Information about alternatives to drive alone commuting as well as a summary of the employer’s CTR program shall be provided to employees at least once a year and to new employees at the time of hire.” In practice there is opportunity to utilize a brochure template provided by the city to meet this requirement.”</p>
<p>Current TMP requirement: Distribute information. <i>Distribute ridesharing and transit information from Metro or other approved sources annually to all tenants and employees and to new tenants and new employees. Such information must identify available ridesharing and transit services.</i> <i>(Applies to Office, Medical and Hospital uses.)</i></p>	<p>Optional element within a required program. This element may be chosen as part of a required CTR program. See below, “Note on Makeup of CTR Programs.”</p>

<p>Current TMP requirement: Provide preferential parking. <i>Provide specially marked parking spaces in a preferential location between 6:00 a.m. and 9:00 a.m. for each registered carpool and vanpool in which tenants and their employees participate. A preferential location includes proximity to the building and covered parking when possible.</i> <i>(Applies to Office, Medical, Hospital and Retail uses.)</i></p>	<p>Optional element within a required program. This element may be chosen as part of a required CTR program. See below, “Note on Makeup of CTR Programs.”</p>
<p>Current TMP requirement: Provide financial incentive. <i>Provide a minimum of \$15.00 per month financial incentive for employees on site who commute by carpool, vanpool or transit. The financial incentive for transit riders and Metro vanpool riders will be a discounted Metro Transit (or a comparable service) bus/vanpool pass. The financial incentive for each carpool and non-Metro vanpool participant will be a cash bonus to the participant, a coupon redeemable for gasoline, or an equivalent discount in parking charges.</i> <i>(Applies to Office, Medical and Hospital uses.)</i></p> <p><i>Note: Some buildings in Downtown Bellevue provide a financial incentive in the form of free park day vouchers each month to registered carpools, vanpoolers, transit riders and walk and bike commuters. The number of free park days varies by building, from one day to four days/month. The free park days accommodate the occasional need to drive and offer flexibility for commuters.</i></p>	<p>Optional element within a required program. This element may be chosen as part of a required CTR program See below, “Note on Makeup of CTR Programs.”</p>
<p>Current TMP requirement: Provide guaranteed ride home. <i>Provide a taxi scrip system of low-cost rides home for on-site employee transit riders or registered on-site employee carpools and vanpoolers who miss a bus or ride because of an employer requirement to work late or because of a need to leave early due to illness or home emergency.</i> <i>(Applies to Office, Medical and Hospital uses.)</i></p>	<p>Optional element within a required program. This element may be chosen as part of a required CTR program. See below, “Note on Makeup of CTR Programs.”</p>

<p>Current TMP requirement: Performance goal. Conduct a commute survey 1 year after certificate of occupancy; in ten years achieve a 35% reduction in drive-alone commuting from the baseline rate. Survey shall be conducted in a manner to produce a 70% response rate and shall be representative of the employee population. If the response rate is less than 70 percent, all nonresponses up to 70% shall be considered drive-alone trips. (Applies to Office buildings in Downtown.)</p>	<p>Yes, essentially similar: <u>Survey requirements:</u> Per 14.40.050, newly affected employers have 90 days from the date they identify themselves to perform a baseline measurement consistent with the measurement requirements specified by the city. Per 14.40.060, In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals at least every two years. <u>Survey response rate:</u> Per 14.40.050 and 14.40.060, affected employers shall strive to achieve at least a 70 percent response rate from employees at the worksite. Per CTR Implementation Guidelines, if less than a 50 percent response rate is achieved, the employer should repeat the survey until a 50% response rate is achieved. This is required for the baseline survey and strongly encouraged for the biennial survey. <u>Goal:</u> Per the 2015-2019 CTR Plan, each CTR site has a goal for increasing their non-drive-alone travel rate by 16.3% and decreasing their vehicle miles traveled per employee by 18% from 2008 (or upon becoming affected by CTR regulations) to 2020.</p>
<p>Current TMP requirement: Line-item parking cost. Tenant leases must identify parking cost as a separate line item, with a minimum monthly rate not less than the cost of a 2-zone Metro pass (currently \$117.00). (Applies to Office buildings in Downtown)</p>	<p>No – Not applicable to employers.</p>
<p>Current TMP requirement: Reporting Beginning one year after issuance of a final certificate of occupancy and every two years thereafter the property owner shall submit a report to the director, who shall then determine compliance. The report shall describe each of the required TMP program components that were in effect, the number of on-site employees, the expenditures for financial incentives and guaranteed ride home, the number of bus passes sold and number of registered carpools and vanpools. A report form will be provided to the property owner by the city.</p>	<p>Other CTR Requirement – Reporting: <u>Initial report:</u> 14.40.05 C requires an initial program report within 90 days of receiving results of the initial survey. <u>Ongoing reports:</u> Per 14.40.060 D, affected employers are required to review their program and file a regular progress report with the city in accordance with the format provided by the city as described in the implementation guidelines. Per 14.40.080 B, and the Implementation Guidelines, full program report forms are required biennially, on years when a Biennial Measurement of Employee Commute Behavior (survey) is not conducted, and a “short-form” program report is required in measurement (survey) years.</p>

Note on Makeup of CTR Programs: CTR provisions require that a worksite have a program in place, but the specific elements make up the program can be chosen by the employer. Thus, a particular CTR worksite program may or may not include elements that align with TMP provisions (ridematching, transit information posting, preferential, parking, financial incentives, guaranteed ride home, etc.). Per the Bellevue CTR Implementation Guidelines supporting 14.40.060, items the employer may incorporate include those such as the following (**those not included TMP requirements are shown in bold**):

- Provision of preferential parking and/or **reduced parking charges** for high occupancy vehicles
- **Instituting or increasing parking charges for single occupant vehicles**
- Provision of commuter ridematching services
- Provision of subsidies for transit fares
- **Provision of employer vehicles for work-related trips during the workday or employer participation in carsharing program for this purpose**
- **Provision of subsidies for carpooling or vanpooling**
- **Permitting the use of the employer's vehicles for carpooling or vanpooling**
- **Permitting flexible work schedules**
- **Cooperation with transportation providers to provide additional regular or express service to the worksite**
- **Construction of special loading and unloading facilities for transit, carpool, and vanpool users**
- **Provision of bicycle parking facilities, lockers, changing areas, and showers**
- **Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility**
- **Establishment or enhancement of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes (telework)**
- **Establishment or enhancement of a program of alternative work schedules such as compressed work week schedules**

	<ul style="list-style-type: none"> • Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services • Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCW 35.87A.010 to assist members in developing and implementing a commute trip reduction program. • Conduct a company-sponsored event to promote the use of non-drive-alone modes to employees • Conduct a company-sponsored incentive campaign for calendaring trips, potentially using the state RideshareOnline tool
	<p>Additional CTR Ordinance Provisions: Additional code provisions apply to CTR-affected employers, including Record Keeping (14.40.070); Modification, Exemption, and Credit of CTR Requirements (14.40.090); Appeal of Administrative Decisions (14.40.100); and Compliance, Civil violations, and Penalties (14.40.110).</p>