

**RESOLUTION NO. 2009-15**

**A RESOLUTION** of the City of Bainbridge Island, Washington, to accept and adopt an updated Commute Trip Reduction Plan.

**WHEREAS**, the Washington State Legislature passed the original Commute Trip Reduction Law in 1991; and

**WHEREAS**, the City of Bainbridge Island accepted a Commute Trip Reduction Plan prepared for the City by Kitsap Transit, and subsequently passed Ordinance No. 93-09 creating Bainbridge Island Municipal Code (BIMC) Chapter 10.24 entitled *Commute Trip Reduction Program* in 1993; and

**WHEREAS**, as an affected employer, the City has created a Commute Trip Reduction program for its employees, including elements such as covered bicycle parking, locker room, designated carpool parking spots, and a quarterly stipend; and

**WHEREAS**, the “Commute Trip Reduction (CTR) Efficiency Act” was passed by the Washington State Legislature in 2006, modifying the previous CTR law; and

**WHEREAS**, said 2006 legislation requires that the City update its Commute Trip Reduction Plan and BIMC Chapter 10.24; and

**WHEREAS**, Kitsap Transit has coordinated the preparation of updates to the local CTR plans for Kitsap County, and the Cities of Bremerton, Port Orchard, and Bainbridge Island, by contracting with Perteet, Inc., a transportation planning firm, to assist them in preparing the local CTR plans, coordinating with representatives from the jurisdictions throughout the plan development process; and

**WHEREAS**, Kitsap Transit submitted the Draft CTR Plans to the Puget Sound Regional Council (PSRC) in April 2007 and PSRC approved the plans in February 2008 under its regional transportation planning authority; and

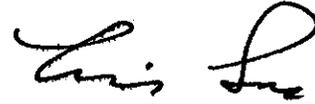
**WHEREAS**, it is recommended that the City Council formally accept and adopt the CTR Plan that has been reviewed and approved by PSRC; now, therefore

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

The City of Bainbridge Island hereby officially accepts and adopts the updated and attached *City of Bainbridge Island Commute Trip Reduction Plan*.

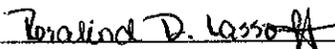
**PASSED** by the City Council this 9<sup>th</sup> day of November 2009.

**APPROVED** by the Mayor this 16<sup>th</sup> day of November 2009.



\_\_\_\_\_  
Christopher Snow, Mayor

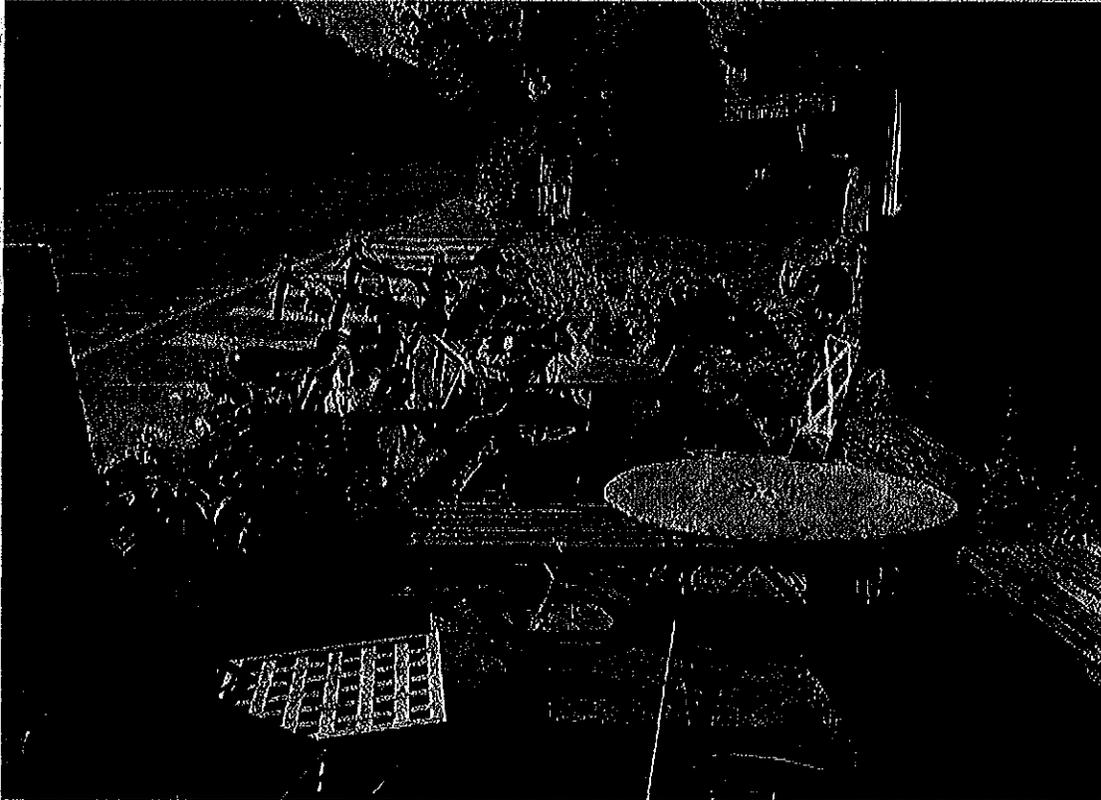
**ATTEST/AUTHENTICATE:**

  
\_\_\_\_\_  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 20, 2009
PASSED BY THE CITY COUNCIL:	November 9, 2009
RESOLUTION NO.:	2009-15

# City of Bainbridge Island Commute Trip Reduction Plan

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February 2009

Attachment B

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## INTRODUCTION

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In 1993, the City of Bainbridge Island adopted the Commute Trip Reduction Ordinance (BIMC Ord.93-09). The purpose of this ordinance was to comply with the Commute Trip Reduction Act, RCW 70.94.521, adopted by the Washington State Legislature in 1991. This law requires employers of 100 or more employees who arrive between 6 and 9 a.m. to develop and implement a program to encourage their employees to reduce vehicle miles traveled and single occupant vehicle trips.

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

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

This proposed Plan has been developed through extensive involvement by employers, transit agency, organizations and individuals from throughout the City who helped identify strategies and ways for successful achievement of the goals. This plan helps to support the achievement of the City's vision and the goals of its comprehensive plan.

### **Benefits of the CTR Program to Bainbridge Island**

Although the Commute Trip Reduction Program only applies to a few sites in Bainbridge Island, the CTR program will continue to grow and address a variety of transportation and environmental issues. Several trends are increasing the value of CTR on Bainbridge Island, particularly as an alternative to expanding roads and parking facilities. Those trends include:

- *Rising facility costs.* The cost of expanding highways and parking facilities is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply. If the CTR program is successful, it will help reduce the demand on state, regional and local streets. This in turn helps to reduce the need to expand the roadway system.
- *Demographics.* As the population becomes older and more mature, it will become more important to increase the availability of quality travel options for non-drivers. Senior citizens will be more dependent on transit and non-motorized travel options.
- *Energy Costs.* Vehicle fuel costs have recently risen dramatically and are projected to increase in the future due to depletion of oil supplies and environmental constraints. Rising costs have increased the demand for non-drive alone travel alternatives. The

vanpool market, in particular, has exceeded demand and there are currently waiting lists for available vanpools.

- *Consumer preferences and market trends.* CTR is addressing current consumer preferences in which more consumers want to live in more multi-modal communities where it is possible to walk and bicycle safely, use neighborhood services, and have access to quality public transportation.
- *Environmental concerns.* CTR helps to address concerns over air pollution, sprawl and other environmental impacts by reducing the demand for automobiles. Automobiles comprise 55% of air pollutants. For each car that is taken off the road, there is a significant benefit to the environment.

In summary, the CTR program is a cost-effective program that addresses a number of issues on Bainbridge Island. Although CTR has been applied to only a few work sites, the program will continue to grow and expand as solutions are needed to complex transportation and environmental issues.

## I. BASELINE ASSESSMENT

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### Affected CTR Work Sites

Under the CTR ordinance, BIMC Chapter 10.24, there are two affected work sites the City of Bainbridge Island. Those work sites include the following:

Work Site	Address
City of Bainbridge Island	280 Madison Ave. N
Sage Manufacturing	8500 NE Day Rd

The attached map of the City shows the locations of the CTR work sites (see Appendix A).

**Table 10 - Existing and Planned Land Use and Transportation Conditions around City Work Site**

**City of Bainbridge Island - 280 Madison Ave. N, Bainbridge Island, WA**

Existing and planned land use conditions:	<p>This work site is located in the Winslow area and is zoned Mixed-Use Town Center (MUTC)/ Core District. This area is also located in the Winslow Master Plan Planning area.</p> <p>This area is planned to be an urban center, with mixed-use commercial and residential uses and higher density residential uses.</p>
Existing and planned transportation facilities:	<p>This work site is located on Madison Avenue north of Winslow Way E. There are sidewalks, bike lanes and other pedestrian amenities.</p> <p>Roadway improvements for the area near the City offices include planned non-motorized improvements at the intersection of Wyatt Way NW and Madison Avenue and redesigning Winslow Way to improve the safety of bicyclists and pedestrians.</p>
Existing and planned transit services and facilities:	<p>This work site is served by Kitsap Transit bus service, which offers local and commuter service throughout Bainbridge Island and Kitsap County. Bus routes connect the City offices with the ferry terminal on the waterfront.</p> <p>System wide plans for Kitsap Transit improvements include increased service for popular routes, increasing efficiency for the system and increasing ridership.</p>
Existing parking conditions:	<p>Parking is free and there are some capacity constraints at this work site. The City has future plans to build a parking garage, possibly in conjunction with a downtown redevelopment project.</p>

**City of Bainbridge Island - 280 Madison Ave. N, Bainbridge Island, WA**



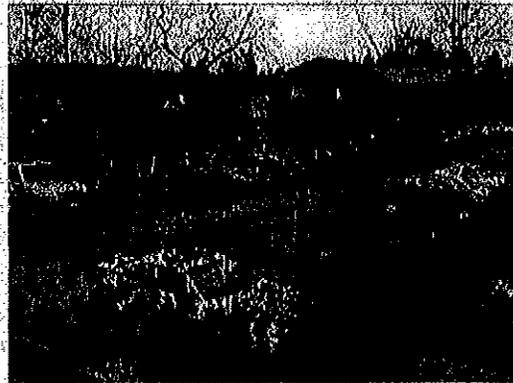
City Hall bike rack



Bus stop



Crosswalk on Madison



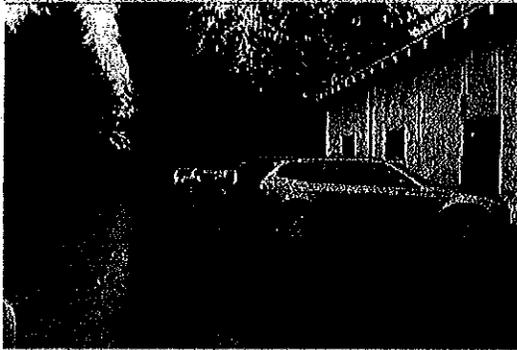
Parking lot

City of Bainbridge Island	City of Bainbridge Island
ID Number:	E40089
Affected CTR Employees:	156
2011 Drive-Along Goal:	64%
2011 VMT/Employee Goal:	8 Miles/day
Services Available:	Kitsap Transit Bus Service Routes: 90, 96, 98, 100, 106, 305
Parking:	Parking is free and there are some capacity constraints at this work site. The City has plans to build a parking garage, possibly in conjunction with a Downtown redevelopment project.

**Sage Manufacturing - 8500 NE Day Rd, Bainbridge Island, WA**

Existing and planned land use conditions:	<p>This work site is located in the center of Bainbridge Island, in an area zoned Light Manufacturing.</p> <p>This work site is located in area designated as Light Manufacturing. No further land use changes are planned for this area.</p>
Existing and planned transportation facilities:	<p>This work site is located on NE Day Road. It has signaled access to SR 305.</p> <p>Non-motorized improvements are planned for NE Day Road.</p>
Existing and planned transit services and facilities:	<p>One Kitsap Transit bus route serves this site. It has local service throughout Bainbridge Island, with a connection to the Winslow Ferry Terminal. Two commuter routes are available on SR 305 with service to Kitsap County.</p> <p>System wide plans for Kitsap Transit improvements include increase and increase in service for popular routes, increasing efficiency for the system, increasing ridership.</p>
Existing parking conditions:	<p>Parking is free and there are no apparent capacity constraints at this work site.</p>

**Sage Manufacturing - 8500 NE Day Rd, Bainbridge Island, WA**



Parking lot



Additional parking lot



Building entrance

City of Bainbridge Island	SAGE Manufacturing
ID Number:	E40048
Affected CTR Employees:	168
2011 Drive Alone Goal:	62%
2011 VMT/Employee Goal:	12 Miles/day
Services Available:	Kitsap Transit Bus Service Routes: 94, 96
Parking:	Parking is free and there are no apparent capacity constraints at this work site.

## Potential Actions to the CTR to Eliminate Parking

- Transit:

The City of Bainbridge Island can work with Kitsap Transit to develop a strategy to improve transit facilities and service on Bainbridge Island. The City should also promote alternative modes of transportation such as walking, biking, car pooling and vanpooling.

- Parking:

To increase the percentage of commuters using transit, vanpool, carpool and non-motorized forms of transportation, the City could work with CTR employers to implement a parking management program. This may include implementing preferential parking for vanpool and carpool vehicles.

- Local Networking Opportunities:

To increase opportunities for ridesharing and creating partnerships between employers, the City can create local networking opportunities. Local networking with other CTR-affected employers will provide opportunities to discuss CTR and transportation issues, conduct joint promotions, and offer coordinated programs that can benefit their employees.

- Subsidies:

Many CTR-affected work sites offer subsidies to their employees. For the work sites that currently do not offer subsidies, the City should work with those work sites to provide subsidies to their employees.

## Supporting Comprehensive Plan Policies

The City contains the following comprehensive plan policies which support CTR. Key policies that support CTR include the City's goals to develop secondary urban centers, called Neighborhood Service Centers, to direct residential and commercial growth to the Winslow Planning Area and promote transit use and non-motorized transportation. Those urban areas include Winslow, Lynwood Center, Island Center, and Rolling Bay. The City is also planning to make numerous pedestrian improvements that will encourage more non-motorized transportation. These include enhancements to pedestrian safety, adding sidewalks and trails that allow better connections across town for pedestrians, and employing design standards that encourage pedestrian uses. In addition, the City is supportive of passenger only ferry service to Seattle and ensuring that bus service is linked to the ferry schedule.

The City has also made a financial commitment to many non-motorized capital improvements such as acquiring open space and pedestrian connections, improving pedestrian access near schools and along roads through the use of sidewalks on both sides of the street, widening shoulders for bike lanes, making improvements to downtown parks, acquiring off-road trail segments, and extending the waterfront trail.

The Commute Trip Reduction plans in Kitsap County were coordinated between the Cities of Bremerton, Bainbridge Island, Port Orchard and Unincorporated Kitsap County. The City of Poulsbo is also adjacent to these jurisdictions but is not required to prepare a CTR plan.

Representatives from the CTR-affected jurisdictions met together regularly to develop and coordinate their CTR plans. The plans were presented to the elected officials at a joint meeting of Kitsap County elected officials.

Many of the goals and policies of the CTR-affected jurisdictions are consistent with each other and the Puget Sound Regional Council. All of the CTR-affected jurisdictions in Kitsap County contain policies that support CTR which include encouraging multi-modal transportation systems in coordination with other jurisdictions, providing the public with choices for alternative modes of travel that get them to their destination conveniently and in acceptable time periods.

The following issues were identified that relate to cross-boundary issues:

- A large number of commuters travel from Mason County into Kitsap County using State Route 3. However, Mason County does not participate in the CTR program.
- A number of vanpools which are serviced by Pierce County originate from Pierce County and travel to Kitsap County. Kitsap Transit works closely with Pierce County to coordinate the vanpools and assists with ride matching services.

- A large number of riders commute from Seattle to Bremerton using the Washington State Ferries. To assist ferry commuters, the Cross Sound pass program enables ferry commuters to use Kitsap Transit services under one pass.
- A number of commuters travel from Jefferson County to Keyport and the Bainbridge Island ferry terminal using Jefferson County Transit services. There are also a few vanpools that originate from Mason County that travel to Kitsap County. Transit service is coordinated between Kitsap Transit and Jefferson Transit, including the provision of vouchers.

## II. and III. BASELINE AND GOALS FOR 2011

The goal of the Bainbridge Island CTR plan is to reduce drive alone trips by 10% and vehicle miles traveled by 13% at CTR-affected work sites. The base rates have been determined using the most recent CTR survey data. At the time that this plan was prepared, survey data from 2005 was used to prepare the base rates.

The overall goals and target rates for Bainbridge Island have been calculated by aggregating the CTR work sites in Bainbridge Island. The tables below show the base rate, goal and target rates.

Activity	2005 AV Rate	Goal	2005 VMT Rate	2005 VMT Rate	Goal	2011 Target VMT Rate
<b>Overall City</b>	70%	Reduce by 10%	63%	12.5	Reduce by 13%	9.9

Employer	2005 AV Rate	Goal	2005 VMT Rate	2005 VMT Rate	Goal	2011 Target VMT Rate
<b>City of Bainbridge Island</b>	70.9%	Reduce by 10%	63.8%	11	Reduce by 13%	7.7
<b>Sage Manufacturing</b>	69.1%	Reduce by 10%	62.2%	15	Reduce by 13%	11.9

## IV. STRATEGIES FOR ACHIEVING GOALS AND TARGETS

Based on the existing conditions of the CTR-affected work sites, the following strategies are planned that will help the CTR-affected work sites make progress towards their 2011 goal. These strategies will be performed in coordination with Kitsap Transit, Kitsap County, the City of Bainbridge Island and the City of Port Orchard.

<b>Policies and Regulations</b>	
<b>Employer Notification and Enforcement</b>	Under contract with the City, Kitsap Transit will work to improve the system for notifying new employers and require existing employers to notify their City about program changes.
<b>Employee Transportation Coordinator (ETC) Training and Guidelines</b>	Employee Transportation Coordinators are essential for a successful CTR program. Their job duties include coordination of annual fairs, conducting promotions, distributing information, notifying cities about program changes, and reporting employee numbers. Guidelines and training should be provided to ETCs to assist them with their duties.
<b>Amend Comprehensive Plan to include language about the CTR Efficiency Act and the revised goals.</b>	The City will amend its comprehensive plan by adding goals and policies that refer to the CTR Efficiency Act and the new goals.
<b>Parking Management</b>	Work with CTR-affected work sites to develop parking management programs such as providing preferential parking for carpools and vanpools.
<b>Transportation Management Plans</b>	The City should work with developers to develop and implement Transportation Management Plans (TMPs) for new development. TMPs could include bus stops, commuter information boards, preferential parking for carpools and vanpools, bike lockers and shower facilities.
<b>Services and Facilities</b>	
<b>Transit Services</b>	Kitsap Transit will continue to provide transit services to CTR work sites. Kitsap Transit will continue to offer the worker/driver program.
<b>Vanpool Services</b>	Kitsap Transit will target adding 10 new vans in 2008.

<b>SCOOT Program</b>	Kitsap Transit will continue to offer the SCOOT program which is a car sharing program. Under the program, cars are available for errands and personal use.
<b>Telework Program</b>	The City will work to create a Telework education program that would educate employers on how to implement telework at their work site. The program includes education on human resource policies and IT assistance.
<b>Ferry Services</b>	Kitsap Transit will continue to work with Washington State Ferries to provide ferry service to commuters.
<b>Guaranteed Ride Home</b>	CTR Program will provide a limited number of rides to non-drive alone participants from their work site to their home in the case of an emergency.
<b>Employer Assistance</b>	The City will work with Kitsap Transit to provide assistance to affected employers to help them meet the requirements of the CTR Efficiency Act and implement their programs.
<b>Ridematching Program</b>	Kitsap Transit will continue to offer ridematching services via RideshareOnline.com to help commuters find ridematching partners.
<b>Marketing and Incentives</b>	
<b>Management Support</b>	The City will work with CEOs to educate them about the benefits of CTR to their organizations.
<b>Subsidies</b>	Continue to work with CTR-affected work sites to provide financial incentives to their employees.
<b>Smart Commuter Discount Program</b>	Kitsap Transit will continue to offer the Smart Commuter Discount Program. Commuters who participate in non-drive alone travel will be eligible for discounts off a variety of merchandise and services from local merchants.
<b>Marketing and Education</b>	This program would expand education efforts to CTR employees about alternative commuting. Program could include workshops, information brochures, and advertising.
<b>Transportation Fairs</b>	Work with major employers to conduct on site promotions and transportation fairs to increase awareness of commute alternatives.
<b>Networking Opportunities</b>	The City will work with the major employers to create networking opportunities for them to discuss CTR issues, coordinate ridesharing programs, and conduct joint promotional efforts.

## V. REQUIREMENTS FOR MAJOR EMPLOYERS

Employers that are affected by the CTR Act will be required to implement the following program elements:

Required Element	Description
<p><b>Designate Employee Transportation Coordinator</b></p>	<p>The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the City to track the employer's progress in meeting CTR requirements</p> <p>The City will work with Kitsap Transit to provide adequate training for the ETC, encouraging employers to allow the ETC to attend networking meetings and provide ETCs with the necessary time to administer the program.</p>
<p><b>Regular Distribution of Information to Employees</b></p>	<p>Information about commute alternatives will be distributed regularly to employees. Examples of information that will be distributed will include:</p> <ul style="list-style-type: none"> <li>• Description of the employer's commute options program</li> <li>• Transit system maps and schedules</li> <li>• Vanpool rider alerts</li> <li>• Weekly traffic alerts</li> <li>• Wheel Options campaign promotional materials</li> <li>• Quarterly announcements</li> </ul>
<p><b>Regular Review of Employee Commuting and Reporting of Progress</b></p>	<p>The employer is required to complete the Employer Report and Program Description Form and submit to the City. Every year, the employer shall conduct a program evaluation to determine work site progress toward meeting the CTR goals. Every two years as part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.</p>
<p><b>Implementation of a Set of Measures</b></p>	<p>The employer will be required to implement at least two of the following measures that are designed to increase the percentage of employees using some or all of the following modes:</p> <ul style="list-style-type: none"> <li>• Transit</li> <li>• Vanpool</li> <li>• Carpool</li> <li>• Bicycle or walking</li> <li>• Telework</li> <li>• Alternative Work Schedules</li> <li>• Other non-single occupant vehicle modes</li> </ul>

	<p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Provision of preferential parking or reduced parking charges for high occupancy vehicles</li> <li>• Instituting or increasing parking charges for single-occupant vehicles</li> <li>• Provision of commuter ride matching services</li> <li>• Provision of subsidies for transit fares</li> <li>• Provisions of vans for vanpools</li> <li>• Provisions of subsidies for carpooling or vanpooling</li> <li>• Permitting the use of the employer's vehicles for carpooling or vanpooling</li> <li>• Permitting flexible work schedules</li> <li>• Cooperation with transportation providers to provide additional regular or express service to the work site</li> <li>• Construction of special loading and unloading facilities for transit, carpool, and vanpool users</li> <li>• Provision of bicycle parking facilities, lockers, changing areas, and showers</li> <li>• Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility</li> <li>• Establishment of a program to permit employees to work part or full time at home or at an alternative work site closer to their homes</li> <li>• Establishment of a program of alternative work schedules such as compressed work week schedules</li> <li>• Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services</li> <li>• Employers or owners of work sites 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 commute trip reduction programs</li> </ul>
Additional Elements	Description
<b>ETC Training</b>	ETCs shall be required to attend an ETC training session. Training sessions may include marketing CTR programs to employees, trip planning, and ride matching services.
<b>ETC Networking</b>	At least once per year, ETCs shall be required to attend networking opportunities with other ETCs to discuss CTR issues, ridesharing coordination, joint promotions, etc.

## VI. FINANCIAL PLAN

The City of Bainbridge Island has entered into an inter-local agreement to work with other Kitsap County Cities to implement the CTR program. The following financial plan has been jointly prepared for the cities of Bremerton, Port Orchard, Bainbridge Island and Unincorporated Kitsap County.

### Financing Sources

Source of Funding	Responsible Agency	Estimated Amount 2008	Estimated Amount 2009	Estimated Amount 2010	Estimated Amount 2011
CTR Grants	WSDOT	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Transit Revenue	Transit Agency	\$ 137,000	\$ 137,000	\$ 137,000	\$ 137,000
<b>TOTAL</b>		<b>\$ 217,000</b>	<b>\$ 217,000</b>	<b>\$ 217,000</b>	<b>\$ 217,000</b>

### Program Expenses

Expense	Responsible Party	Estimated Amount 2008	Estimated Amount 2009	Estimated Amount 2010	Estimated Amount 2011
Prepare local CTR plan and ordinance (90% paid to Perteet)	Kitsap Transit	\$17,000.00	\$0.00	\$0.00	\$0.00
Administer CTR program (contract management, annual reporting, coordinate meetings) *One Full time Employee 8hrs a week Service Development time	Kitsap Transit	\$83,458.00 Time: Marketing: 20% Admin: 30% Enforcement: 10% Program Review: 20% Training: 20%			

Training ETC Workshops	Kitsap Transit	\$1,353.00 (ETC Workshops)	\$1,353.00 (ETC Workshops)	\$1,353.00 (ETC Workshops)	\$1,353.00 (ETC Workshops)
Conduct employer outreach Transit Fairs	Kitsap Transit	\$3,550.00 (Transit Fairs)	\$3,550.00 (Transit Fairs)	\$3,550.00 (Transit Fairs)	\$3,550.00 (Transit Fairs)
Implement supporting transit services TIP GRH Worker Driver Program	Kitsap Transit	\$ 7,144.00 (GRH) \$ 5,963.00. (TIP) \$717,570.00 (Worker Driver Program)	\$ 7,144.00 (GRH) \$ 5,963.00. (TIP) \$717,570.00 (Worker Driver Program)	\$ 7,144.00 (GRH) \$ 5,963.00. (TIP) \$717,570.00 (Worker Driver Program)	\$ 7,144.00 (GRH) \$ 5,963.00. (TIP) \$717,570.00 (Worker Driver Program)
Implement supporting transit facilities Shelters & Routed Service	Kitsap Transit	\$1,340.00 (Shelters – Maintenance only_) \$331,520.00 Routed Service (4% of total cost for KT)	\$1,340.00 (Shelters – Maintenance only_) \$331,520.00 Routed Service (4% of total cost for KT)	\$1,340.00 (Shelters – Maintenance only_) \$331,520.00 Routed Service (4% of total cost for KT)	\$1,340.00 (Shelters – Maintenance only_) \$331,520.00 Routed Service (4% of total cost for KT)
Implement supporting vanpool services 3 FTE's	Kitsap Transit	\$141,453.00 (42%)	\$141,453.00 (42%)	\$141,453.00 (42%)	\$141,453.00 (42%)
Implement bicycle and pedestrian facilities Bike Lockers/ Bike Barn	Kitsap Transit	\$9,617.00 (Bike Lockers/Bike Barn)			
Offer program Incentives Smart Commuter Incentives	Kitsap Transit	\$40,256.00 (Smart Commuter Incentives)			
Car sharing services Rideshare SCOOT	Kitsap Transit	\$45,595.00 (Rideshare 4% of total cost for KT) \$21,270.00 – (SCOOT)	\$45,595.00 (Rideshare 4% of total cost for KT) \$21,270.00 – (SCOOT)	\$45,595.00 (Rideshare 4% of total cost for KT) \$21,270.00 – (SCOOT)	\$45,595.00 (Rideshare 4% of total cost for KT) \$21,270.00 – (SCOOT)

Conduct special area wide promotions	Kitsap Transit	Included in CTR Admin costs			
Marketing	Kitsap Transit	\$44,000 (Includes printing and staff time) (4% of total cost)	\$44,000 (Includes printing and staff time) (4% of total cost)	\$44,000 (Includes printing and staff time) (4% of total cost)	\$44,000 (Includes printing and staff time) (4% of total cost)
<b>TOTAL</b>		<b>\$1,471,089.00</b>	<b>\$1,454,089.00</b>	<b>\$1,454,089.00</b>	<b>\$1,454,089.00</b>

**Financial Gap**

Service or Strategy	Target Market	What strategy will be provided?	Estimated Cost	Identified Funding Source
Develop Management Support	CEOs, program managers	Increase management support for CTR program by giving employer recognition and describing benefits of program to CEOs.	\$ 25,000	STP grants, Jurisdictions, Employers
ETC Training and Guidelines	ETCs	Training specifically tailored to ETCs to help improve their job performance.	\$10,000	Transit Agencies
Telework Education	CEOs, Commuters	Develop training program on how to develop telework program.	\$ 50,000	Private grants, Employer Trip Reduction Performance Grants
Marketing, Education and Promotion	Commuters	Increase awareness of commute alternatives through increased marketing, education and promotions.	\$100,000	Employer contributions, local jurisdictions contributions

## VII. IMPLEMENTATION STRUCTURE

The City of Bainbridge Island plans to work in partnership with Kitsap Transit and its affected work sites to implement the CTR program. Kitsap Transit will be under contract by the City to perform various services to assist affected employers implement their CTR programs.

Organization	Responsibility
<b>City of Bainbridge Island</b>	The City will be responsible for developing and implementing their local CTR plans. They are responsible for ensuring that CTR plans are consistent with their local comprehensive plans. As part of their CTR plans, the City will set the goals and targets for the affected employers. The City will contract with Kitsap Transit for employer outreach, program review and annual reporting of employer progress
<b>Kitsap Transit</b>	Under contract with the City, Kitsap Transit will be responsible for ensuring that affected employers are in compliance with the CTR law. Kitsap Transit will conduct employer outreach, program review, and administering the employer survey process. Kitsap Transit also will continue to offer CTR supporting programs such as the SCOOT program, transit services, guaranteed ride home and worker/driver program.
<b>Major Employers</b>	Employers that are affected under the CTR law are responsible for notifying the City when they are affected. Employers are responsible for implementing their CTR program requirements, including information distribution, designating an ETC, submitting program reports, and implementing program elements.

### CTR Program Activities

Program/Strategy/Service	Agency/Responsible	Start/End Date for Implementation
Update Comprehensive Plan	City of Bainbridge Island	2008 - 10
CTR Program Enforcement	City of Bainbridge Island	2008 - 11
Transit Services	Kitsap Transit	On-going
Vanpool Services	Kitsap Transit	On-going
Ridematching services	Kitsap Transit	On-going

Wheel Options Campaign	Kitsap Transit	2008 (twice a year)
Transit, Vanpool, Carpool and Non-Motorized Subsidies	Kitsap Transit	2008
Management Support	TBD	2008

## **VIII. DOCUMENTATION OF CONSULTATION**

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The City's CTR Plan was developed in consultation with the following organizations:

- Kitsap County
- City of Bainbridge Island
- City of Port Orchard
- Kitsap Transit
- Puget Sound Regional Council

The dates of the consultations with these cities occurred on

- October 31, 2006
- January 10, 2007
- March 14, 2007
- March 22, 2007

During these consultations, the following issues were discussed: the goals of the CTR Plan, CTR strategies, a financing plan, an implementation plan, and coordination of CTR services

On January 18, 2007, a CTR Employer Workshop was held for all Kitsap County jurisdictions. The event was held at the Kitsap Conference Center. At the workshop, employer requirements to comply with the CTR law and CTR strategies were discussed.

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## **APPENDICES**

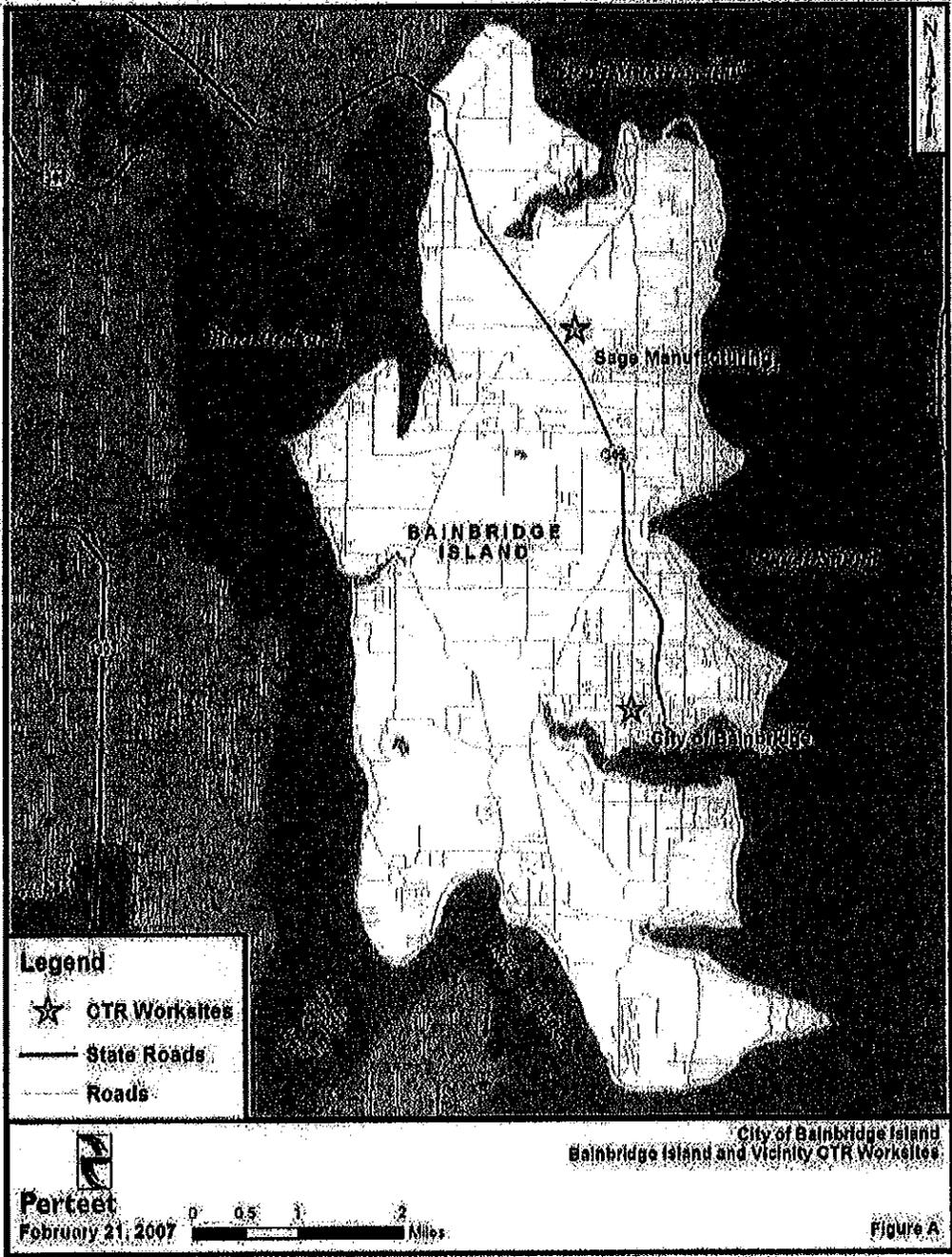
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# **Appendix A**

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## **CITY OF BAINBRIDGE ISLAND VICINITY MAP OF CTR WORK SITES**

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**Appendix B**

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**CITY OF BAINBRIDGE ISLAND  
COMPREHENSIVE PLAN LAND USE MAP**

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# **Appendix C**

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## **CITY OF BAINBRIDGE ISLAND ZONING MAP**

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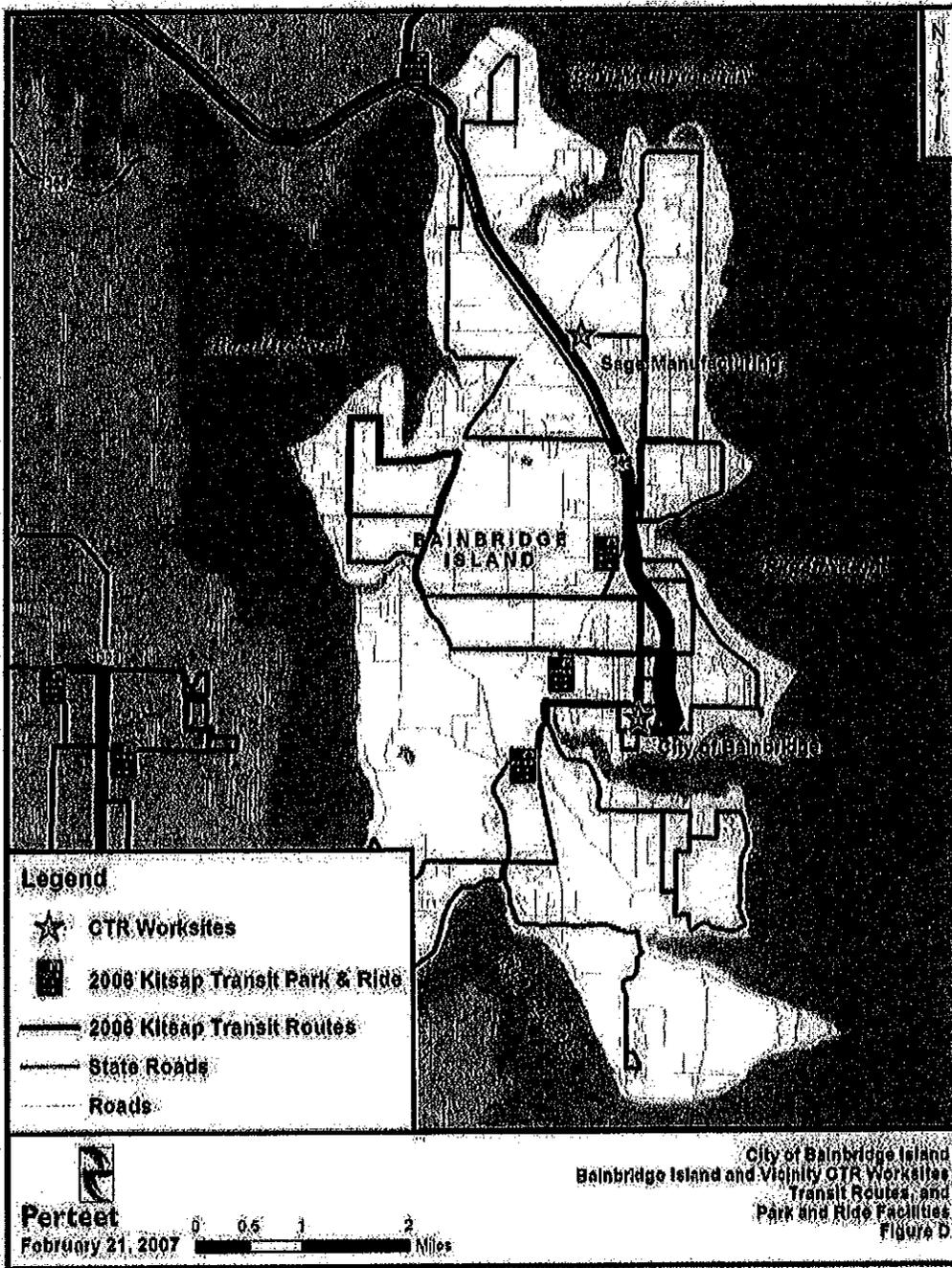


## **Appendix D**

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### **CITY OF BAINBRIDGE ISLAND TRANSIT SERVICES AND FACILITIES MAP**

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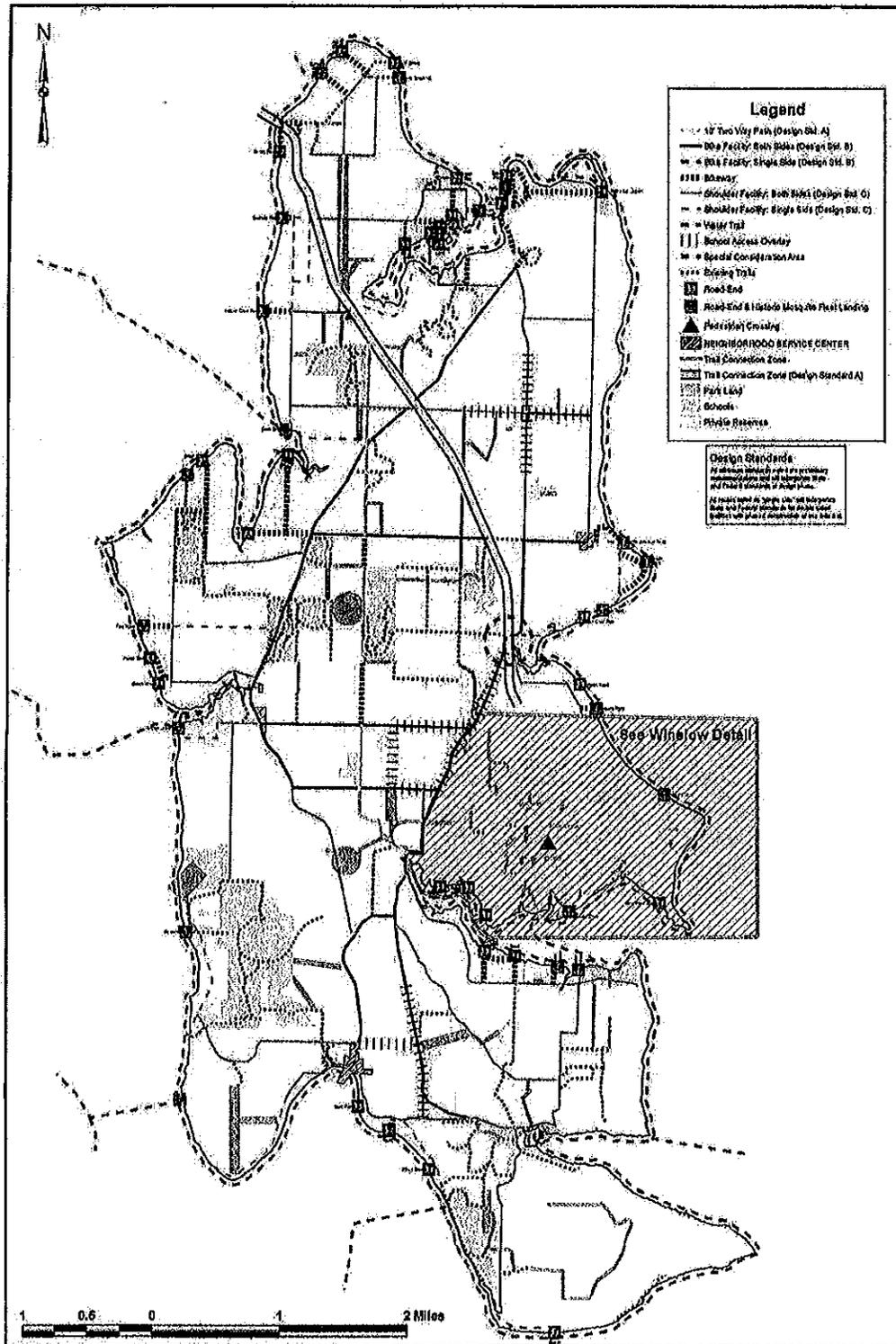


# **Appendix E**

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## **CITY OF BAINBRIDGE ISLAND NON-MOTORIZED SYSTEM PLAN**

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Non-Motorized System Plan  
 Map D: (Minimum Standards)  
 January 2003 Updated May 2008



1:13,268

**Appendix F**

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**COMMUTE TRIP REDUCTION  
WORKSHOP SUMMARY**

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**Kitsap Countywide CTR Employer Workshop Summary**  
**January 18, 2007**  
**Kitsap Conference Center**

**What are the benefits of the CTR program for your organization?**

- Gets cars off the road
- Guaranteed ride home
- Helps reduce tardiness and absenteeism
- Get to know your colleagues better
- Helps image of the organization, this is seen as a perk, new employees ask about the system before they even start
- Helps establish a set work pattern, people get to work and leave work at set times.
- Happier employees
- Closer parking for employees if they carpool
- Reduced parking costs

**What are the primary ways people get to work other than driving alone at your organization?**

- Carpooling and vanpooling

**What are the barriers of the CTR program, as perceived by your organization?**

- Makes it more difficult to have flexible schedules, work late, etc...
- Some people love the freedom to drive and run errands before, during, and after work
- Doesn't allow you to run home in an emergency with the kids, etc...
- Difficult to do when you have family obligations
- No perceived need when there is a lot of parking and little traffic, so difficult to implement especially without subsidies.
- Bus service is limited or non-existent to many CTR employers, sometimes the span of service is not sufficient either. A lot of military and manufacturing jobs require employees to punch in by 6:30 am.
- Lack of management support

**Is there management support for CTR?**

- Some employers have allowed people to change shifts or work hours slightly to accommodate carpooling, etc... - except when it is a production worker (LM)
- General support, as long as you can meet your mission and goals, but not specific support (EJB)
- Some employers have a lot of support (Keyport)

**What are some other incentives that ETCs think would help promote CTR in their organizations?**

- Offer at least a \$30 subsidy to cover bus pass cost to everyone who finds alternative transportation (carpool, vanpool, biker, etc)
- Government could require contractors to participate in CTR and provide a subsidy
- Limit parking, have preferential parking for carpoolers or high ranking officers/management.

- Coordinate with other nearby CTR employers on carpool arrangements and vanpools.
- Offer a free trial run participating in the vanpool program.

**Things that do work:**

- New employees get handouts about the program
- Develop a company specific brochure
- Bulletin board materials
- Wheel options program twice a year.
- Emails
- CTR committee to market and educate employees

**What can Kitsap Transit or the City do to help?**

- Add more bus service
- Coordinate guaranteed ride home service with other counties, some people live in Pierce Co or King Co and guaranteed ride home services stop at county line.
- More subsidies and incentives
- More focused action plan on how to achieve goals
- Bus stop at Keyport
- More information on how to make a worker-driver bus situation work, where would you park bus, etc... Don't want to have driver commute to Bremerton every day to get the bus.
- Develop a network email list so ETCs know how to contact each other. If this exists, circulate it more often.
- Need a motivator to get people to respond to the surveys – drawing, lunch, etc...
- Coordinate with other work sites on developing ridematching lists
- Provide better sidewalks
- Develop a program for telework

**What tools would ETCS find helpful?**

- Coordination with other companies
- Vanpool lists
- Brown bag lunches to coordinate rides
- Training for rideshare on-line
- More educational materials
- Need web site to show span of bus service
- Need list of vanpools serving Kitsap County.

**Kitsap Countywide CTR Employer Workshop - Attendees**  
**January 18, 2007**  
**Kitsap Conference Center**

<b>Name</b>	<b>Organization</b>
Michelle Merlino	City of Port Orchard/City Clerk
Patti Brewer	Teletech
Tanya Westby	Teletech
Christine Shufield	Teletech
Dale Parker	Washington Veterans Home
Michael Mecham	City of Bremerton
Cindy Brown	FISC
Linda Steinberg	City of Bainbridge
Gina Lindal	DSHS Bremerton
Jessica White	NUWC Keyport
David Bottonfield	EJB
Dana Hills	Kitsap County
Leslie Hopkins	Kitsap County Health District
Joseph Boosinger	Lockheed Martin
Charlotte Sampson	Kitsap Transit

## **Appendix G**

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### **COMMUTE TRIP REDUCTION SUMMARY OF POLICIES THAT SUPPORT CTR**

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## COMPREHENSIVE PLAN GOALS AND POLICIES ANALYSIS

This section provides a list of CTR supportive comprehensive plan goals and policies that Bainbridge Island either has or doesn't have. If the City doesn't have some of the recommended goals and policies listed below, then it may want to consider adding some of these recommended goals and policies to their comprehensive plan during the next update.

Commuter Trip Reductions, Green Building, and Smart Growth	
Land Use Element	
Work with transit providers to provide transit that is fast, frequent and reliable between urban centers, urban villages, GTEC's and accessible to most of the city's residences and businesses.	W4-1
Enter into agreements and establish procedures for setting priorities, programming, maintaining and financing for countywide, regional and state transportation facilities and services consistent with the GMA current federal transportation legislation.	None
Land use and transportation goals and decisions should be integrated with one another and coordinated with adjacent cities and with the Regional Transportation Plan to determine the types and levels of transportation facilities to be provided within the unincorporated county.	None
The county/city should use future land use projections to identify and provide for adequate safety, structural, rights-of-way and other possible improvements that support vehicle transportation, non-motorized and transit needs of the region plus use alternative transit modes as areas develop.	Capital Facilities Plan
Integrate Commute Trip Reduction land use planning by requiring non-motorized pedestrian connections between retail, living, and work places. Non-motorized connects shall include, but not be limited to: transit connections, bus stops, sidewalks, bike facilities, trails and encouraging employers to participate in ride sharing programs.	Non-motorized Transportation Plan (NMTP), subelement of Comprehensive Plan
When evaluating land use changes to the Comprehensive Plan, proposals should include an analysis of how the development furthers the goals of Commute Trip Reduction planning.	None
Pursue transportation demand management (TDM) strategies at the local/regional level by coordinating with regional and state partners so customers see their travel choices and the various TDM promotions as a coordinated, integrated system that makes a difference in the community. Example: Regulations to influence travel behavior Marketing Improvements in services and facilities	None

Require the integration of non-motorized and transit connections when planning and developing urban centers or GTEC's.	NMTP
Establish urban centers and/or GTEC's where they can be served by regional transit agency, or work with the appropriate transit agency to expand service to the urban center within a reasonable timeframe.	None
TRANSPORTATION	
Encourage new housing developments to be located in urban growth areas and small towns to help provide a sense of community and safe, non-motorized transportation to community facilities and public transit modes.	LU 2.1
Discourage transportation improvements that would trigger development that is premature or not consistent with applicable comprehensive plans, policies, or zoning.	None
Provide aesthetic and functional amenities along pedestrian facilities, such as water fountains, benches, trash receptacles, public art, and open spaces (such as seating plazas).	None
Provide pedestrian, and bicycle connections in newly developing areas of the city, promoting both internal access and linkages with the rest of the city.	LU 3.2, W 5.4, W 7.4
Incorporate transit-supportive and pedestrian friendly design features in new development through the development review process. Examples include: Provide pedestrian pathways that minimize walking distances to activities and to transit stops. Provide weather protection such as covered walkways or arcades connecting building developments, and covered waiting areas for transit and ridesharing.	LU 3.2
Incorporate guidelines for addressing that sidewalks and walkways are separated from the roadway by a landscaping strip or drainage swale.	W 1.3, W 5.4
Adopt pedestrian friendly design guidelines, especially in high pedestrian activity zones, such as wide sidewalks, landscape buffers or strips, street trees, adequate lighting, traffic calming measures (such as traffic circles, curb bulbs, raised medians, speed tables and chicanes), special pavements, and bollards.	W 5.4, NMTP
Adopt development design standards that promote a pedestrian friendly environment. Such standards may include reduced building setbacks, requirements for display windows, building entrances oriented toward the street, and locating parking lots to the rear or side of buildings.	LU 2.3, LU 3.2, W 1.3
Secure bike lanes and trail improvements or easements through the development review process to develop portions of the bicycle and pedestrian system.	NMTP

Require new developments to incorporate non-motorized features or programs designed to promote use of alternatives to single-occupant vehicles, such as; <ul style="list-style-type: none"> <li>• Preferential parking for car pools and van pools</li> <li>• Special loading and unloading facilities</li> <li>• Transit facilities, including comfortable bus stops, and waiting areas, adequate turning room, and where appropriate, signal preemption and queue-jump lanes</li> <li>• Bicycle parking and related facilities</li> </ul>	None
<b>Transit Oriented Development</b>	
Pursue strategies that make transit safe, secure, comfortable, and affordable.	Goal 8, TR8.1-8.4
Integrate multiple access modes, including buses, carpools, and vanpools, bicycles, and pedestrians.	Goal 8, TR8.1-8.4
Integrate transit-oriented development opportunities with the private and public sectors.	None
<b>Parking</b>	
Discourage the development of major, stand-alone park and ride facilities with City limits. Situations where additions to park and ride capacity could be considered include: At the terminus for a major, regional transit system. When opportunities exist for "shared parking" (e.g., where transit commuter parking can be leased from another development. Such as a shopping center, movie theatre, church, etc.) Areas where alternatives to automobile uses are particularly inadequate (e.g., lack of direct transit system, or pedestrian and bicycle access) or cannot be provided in a cost-effective manner.	BIMC Chapter 18.81
Allow a reduction in the number of required parking spaces if a development provides ride-share programs, car pool parking spaces, bike racks, lockers or other approved non-motorized parking options.	None
Encourage transit oriented development and pedestrian friendly land use characteristics through zoning and land use policies that encourage mixtures of land uses and increased densities in targeted areas with design standards.	Official Zoning Map, Comprehensive Plan Land Use Map
Adopt a parking credit program that allows developers to reduce the number of required parking spaces if they provide an alternative transportation program to single occupant vehicles.	None
<b>Housing Element</b>	
Work with other cities to achieve a jobs/housing balance that makes it possible for people to live closer to where they work.	None
Promote quality, community-friendly residential development, through features such as enhanced open space and pedestrian connectivity.	None

<b>Capital Facilities Element</b>	
Explore the possibility of encouraging cooperative funding for bicycle trails.	None
Implement a methodology for public-private partnerships when it would result in a more efficient use of public resources.	CF 1.8
Aggressively seek funding opportunities for safety, mobility, intermodal, bicycle, pedestrian, neighborhood, and transportation demand management improvements.	
Provide adequate and predictable funding to construct and maintain pedestrian and bicycle capital projects.	None
Effectively link pedestrian project funding and approval decisions to priorities identified in the CTR plan, as well as the Non-Motorized element of the city's Comprehensive Plan.	None
Support a greater investment in pedestrian enhancements, and ensure that all new transportation projects include funding for pedestrian improvements.	None
Continue programs to construct, maintain, and repair sidewalks.	None
Assign high priority to pedestrian and bicycle projects that provide access to major employment areas and activity centers, provide linkages to transit, complete planned bicycle facilities and provide system connectivity.	None
Effectively link TDM program funding and approval decisions to priorities identified in the CTR plan, as well as the transportation element of the city's Comprehensive Plan.	None
<b>Utilities Element</b>	
Secure sidewalk and trail easements over existing utility lines where ever feasible.	U 6.1
<b>Transportation Element</b>	
<b>Employment/Transportation</b>	
Ensure that the city as an employer sets a positive example by maintaining a strong transportation demand management program for its employees.	None
<b>Non-motorized/Transportation</b>	
The county should ensure that continuous and/or direct bicycle lanes are provided between all cities and major activity centers.	TR 9.1 NMTP Map (Non-motorized Transportation Plan)
Consider pedestrians along with other travel modes in all aspects of developing the transportation system. Provide safe and convenient pedestrian access in all new and improved transportation projects, unless exceptional circumstances exist.	TR 4.1, TR 4.2

Remove barriers and deterrents along the existing pedestrian system to create better access between employment facilities, residential and other uses.	NMTP
Coordinate the local city's existing and planned pedestrian system with adjacent cities to provide a continuous, coordinated system, especially when major employment and activity centers are nearby.	NMTP, TR Goal 6
Secure sidewalks and trail improvements or easements through the development review process to develop portions of the pedestrian system.	None
<b>Encouraging Local Initiatives</b>	
Adopt and use national (American Association of State Highway and Transportation Officials, AASHTO) design standards for pedestrian facilities.	None
Address the special needs of citizens with various degrees of mobility in planning, designing, implementing and maintaining pedestrian facilities.	NMTP
Provide consistently designed pedestrian activated signal crossings, and consider technologies that enhance pedestrian safety at crossings, such as longer crossing times and audible crossings.	None
Consider access management to reduce the number of conflict points (driveways) between pedestrians and vehicles, thereby improving pedestrian safety.	TR 3.3, TR 4.6
Ensure that pedestrian facilities are designed and monitored to improve security and safety, through lighting, openness, vegetation upkeep and security features such as panic buttons at key locations.	TR 1.3, TR 3.2, TR 5.2
Design midblock crossings with safety as a high priority, and consider improvements such as pedestrian crossing signals, flared curbs (bulbouts), pedestrian refuge islands, medians, and adequate sight distance around parked vehicles.	None
<b>Encouraging Local Initiatives</b>	
Conduct periodic analyses of bicycle and pedestrian environments in and around urban centers and regional transit stations to identify deficiencies and to plan access improvements.	None
Include bicycle facilities in the six-year capital improvement program (for trails that will be utilized by bikes) or the six-year transportation program (for widening shoulder projects that will accommodate bikes).	CFP
Implement way-finding (signage) along sidewalks and trails that direct pedestrians to key locations or destinations, such as major activity centers, business districts, institutions, major medical facilities, parks or recreational facilities.	NMTP

Provide internal pedestrian circulation systems within and between existing, new or redeveloping commercial, multi-family or single family developments, and other appropriate activity centers. Provide convenient connections to frontage pedestrian systems and transit facilities.	None
Encourage transit use by improving pedestrian and bicycle linkages to the existing and future transit and school bus system, and by improving the security of and utility of park and ride lots and bus stops.	None
Provide bicycle connections and secure bicycle parking and storage convenient to major transit facilities; increase the number of secure parking areas for bicycles.	None
Conduct bicycle transportation studies to improve safety and overall quality of bicycling.	None
Cooperate with the public and private schools, bicycle clubs and other interests groups to provide education and strategies to promote safe riding skills and the transportation and recreation opportunities of bicycling.	TR 9.4, TR 13.3
Improve mobility and safe access for walking and bicycling, and create incentives to promote non-motorized travel to employment centers, commercial districts, transit stations, schools and major institutions, and recreational destinations.	TR 4.1, TR 5, TR 9.2, TR 9.3
Update and review the Pedestrian and Bicycle transportation Plan every five years. The updates should consider the existing and future role of the single-occupant vehicle in relation to non-motorized and public transportation modes, as well as newly annexed areas, areas experiencing unforeseen development and/or redevelopment, and other emerging issues.	None
Develop an effective "share the road/share the trail" concept for pedestrian and bicycle education programs for the motorized and non-motorized public.	None
<b>AVAILABILITY</b>	
Sidewalks or pedestrian facilities should be located along all both sides of all arterials, collectors, and at least one side of most local streets.	TR 1.3, TR 9.1
Pedestrian facilities should be wide enough to allow the disabled, such as wheelchair users, to access them, usually a minimum of 5' to 6'. A wider facility should be provided along principal arterials (generally a minimum of 8'), or in business districts that attract more pedestrians.	NMTP
Direct pedestrian linkages should be considered whenever possible, to connect between internal land uses and arterials. This reduces walking distances to transit stops and commercial uses.	NMTP

Encourage interconnections and time coordination of public transportation modes (bus, coach and rail) to increase level of service and ridership.	TR 8.4
Work with transit providers to provide transit service that is fast, frequent, and reliable between urban centers and urban villages and that is accessible to most of the city's residences and businesses. Pursue strategies that make transit safe, secure, comfortable, and affordable.	TR 8.4
Support development of an integrated, regional high capacity transit system that links urban centers within the city and the region.	TR Goals 7 and 8
Develop partnerships with transit providers to implement projects providing neighborhood-to-transit links that improve pedestrian and bicycle access to transit services and facilities.	TR Goals 7, 8, 9, & 10
Coordinate with regional, state, and federal agencies, local governments, and transit providers when planning and operating transportation facilities and services in order to promote regional mobility for people and goods and the urban center approach to growth management.	TR 11, TR 11.1
Design transit access into large developments, considering bus lanes, stops, shelters, non-motorized lanes & facilities as part of the project design.	None
Coordinate with transit providers and the private sector to develop and implement compatible transportation demand management regulations and strategies that are consistent with the Commute Trip Reduction Act.	TR Goal 8
Work with car share companies to provide car share opportunities at key locations, such as major employers, business districts, and high density residential areas.	None
Provide preferential lanes, such as High Occupancy Vehicle (HOV) lanes on roads which will benefit commuters the most, such as those with major transit routes, and those experiencing the greatest congestion.	TR 10.3
For water-borne travel across Puget Sound, encourage the expansion of the passenger-only ferry service and land-side facilities and terminals that encourage walk-on (by-foot, bicycle, transit) trips rather than ferry travel with automobiles.	TR 7.2, TR 7.3
Coordinate ferry arrivals and departures with mass transit systems to ensure an efficient flow of people and traffic.	TR 7, TR 7.2, TR 8.2, TR 8.4
Educate the general public and public officials about the economic, transportation system performance, environmental, health and social benefits of walking and biking and develop improved programs to encourage increased levels of walking and biking.	TR 9.4, TR 13.3

Educate drivers and pedestrians about pedestrian safety issues, and enforce pedestrian related laws.	TR 9.4, TR 13.3
Consider the formation of a pedestrian advisory committee to provide input to the city (staff and elected officials) on pedestrian related issues and needs, as well as review of major transportation projects to ensure that pedestrian needs are adequately addressed or considered.	No policies, but there is a Non-Motorized Transportation Advisory Committee.
Develop a pedestrian walking/biking map that is focused on major activity centers, such as business districts or major employment areas. The map should identify sidewalks, trails, bike routes, transit corridors and bus stops/transit centers, and key activity centers such as institutional uses and government centers, major employers, commercial or retail areas, parks, and other points of interest.	NMTP & Walking, Paddling, Cycling Map
<b>Mode Split</b>	
Ensure that the local government monitors the results of its TDM programs and policies, and continually evaluate changes needed to improve mode split goals.	None
Continually evaluate large employer CTR program effectiveness and reduce the employer threshold if needed to achieve the city's mode split goals.	None
<b>Economic Development Element</b>	
<b>Public Awareness</b>	
Promote public awareness of the impact travel choices have on household finances, personal quality of life, society, and the environment, and increase awareness of the range of travel choices available.	None
<b>Employment</b>	
Require large employers to implement a commute trip reduction program for employees, as mandated by the Commute Trip Reduction Act.	None
The county/city should encourage employers in urbanized areas to offer staggered work hours or flextime and other Transportation demand Management programs such as parking management, ride match services and preferential parking of vanpools, carpools, covered bike racks, lockers and showers at work sites.	None
Encourage employers to provide information and marketing on commute alternatives, such as transit schedules, rideshare information, and guaranteed ride home programs.	None
Encourage employers to develop telecommuting options, which allow employees to work one or more days at home or at a "satellite work center" closer to their homes.	None
Encourage employers to allow flexible work schedules or compressed work weeks to help reduce the number of vehicles using local and regional roadways.	None

Encourage major employers to provide daycare opportunities onsite or nearby.	None
Encourage employers to provide subsidies to employees who commute using other modes, such as free or reduced prices for transit passes, or discounted parking for rideshare vehicles.	None
<b>Parks &amp; Open Space Element</b>	
Provide for adequate roadway, pedestrian, and bicycling connections in newly developing areas of the city, promoting both internal access and linkages with the rest of the city.	GW 3, GW 3.2
Identify areas to be designated as pedestrian promenades, with pedestrian friendly environments.	NMTP
Provide for uniform bicycle and pedestrian markings and design standards for travel along city bikeways and walkways.	NMTP

**Appendix G**  
**GLOSSARY OF TERMS**

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## GLOSSARY OF TERMS

**Affected Employee:** Under the Commute Trip Reduction (CTR) law, an affected employee is a full-time employee who regularly begins work between 6 a.m. and 9 a.m., at a single work site, on two or more weekdays for at least 12 continuous months.

**Affected Employer:** An employer is "affected" under the CTR law if there are at least 100 "affected" employees at a single work site.

**Alternative Work Schedules:** AWS programs offer alternatives to the typical eight-hour work day. Options include flex-time, a compressed work week, and staggered work hours.

**Automobile Dependency:** Transportation and land use patterns that result in high levels of automobile use and limited transportation alternatives. In this case, "automobile" includes cars, vans, light trucks, SUVs and motorcycles

**Base Year:** The CTR law requires affected employers to measure the results of their employee trip program against base year values for VMT and drive alone vehicles. The goal year is 2011.

**Bus Rapid Transit:** Special lanes dedicated to transit buses, often incorporating other features to insure high quality transit service.

**Carpool:** Two to six people age 16 and older, sharing the ride in an automobile to and from the work place.

**Commute:** The trip made by an employee between their home and work locations, regardless of the distance or mode used.

**Compressed Work Week:** A work week that is compressed from the typical five-day, 40 hour work week into a shorter work week but maintaining the same number of hours.

**Commute Trip Reduction Program:** A CTR program is comprised of strategies used by an employer to reduce employee use of single-occupant vehicles (SOVs) and the vehicle miles traveled (VMT) per employee. The CTR program specifies the measures to be used that will achieve the target goals.

**Drive Alone Vehicle:** A vehicle that is occupied by one person.

**Employee Transportation Coordinator:** The CTR law requires employers to appoint an employee transportation coordinator, or ETC. The person is a personal change agent who provides the "human touch" needed to remedy traffic congestion and air pollution problems. An ETC is the organization's key contact person providing commuting information to employees and liaison activities with transit agencies and local jurisdictions. The ETC creates marketing strategies, administers employee ridesharing programs, and measures results.

**Guaranteed Ride Home (GRH):** GRH programs provide an emergency ride home for employees who commute to work in a ridesharing mode and have an illness or emergency. Typically, an employee can take a cab ride home and charge the ride to their employer's account or be reimbursed for the expense.

**High-Occupancy Vehicle (HOV):** a passenger vehicle carrying more than a specified minimum number of passengers. HOVs include carpools, vanpools, and buses. HOV requirements are often indicated as 3+ (three or more passengers required) or 4+ (four or more passengers required).

**HOV Lane:** This is a traffic lane limited to carrying high occupancy vehicles (HOVs) and certain other qualified vehicles.

**HOT Lanes (High Occupancy Toll Lanes):** HOV facilities that allow lower occupancy vehicles, such as solo drivers, to use the facility if they pay a toll. This offers users three options: drive alone on an unpriced but congested general purpose lane, drive alone and pay to use a less congested lane, or rideshare (carpool, vanpool or ride transit) to use a less congested lane without any additional fee.

**Mobility:** The movement of people and goods.

**Mobility Management** (Also called *Transportation Demand Management*): Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions.

**Nonmotorized Transportation** (also known as *Active Transportation* and *Human Powered Transportation*) includes Walking, Bicycling, Small-Wheeled Transport (skates, skateboards, push scooters and hand carts) and Wheelchair travel.

**Parking Management:** Strategies aimed at making better use of available parking supply. Parking management strategies include preferential parking or price discounts for carpools and/or short-term parkers, and disincentives, prohibitions and price supplements for those contributing more to congestion.

**Parking Pricing:** Strategy to reduce automobile use by requiring motorists to pay directly for using parking facilities. Time variable parking pricing can be used as a congestion reduction strategy.

**Parking Cash-Out:** This means that people (typically commuters, and sometimes residents of multi-family housing) who are offered a free parking space are also offered the cash equivalent when they use alternative transportation modes and so do not impose parking costs.

**Ridesharing:** Ridesharing is any cooperative effort of two or more people sharing a motor vehicle traveling to a common destination, such as a work site. Carpools and vanpools are common forms of ridesharing.

**Smart Growth:** Land use development practices that create more resource efficient and livable communities, with more accessible land use patterns, an alternative to sprawl.

**Sprawl:** Dispersed, low-density, single-use, automobile dependent land use patterns.

**Stakeholder:** Individuals or groups that are affected by a decision and have an interest in its outcome.

**Teleworking:** Teleworking involves the use of telephones, computers, and other technology to work from a location other than a conventional office.

**Transportation Demand Management (TDM):** Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions. Also called *Mobility Management*.

**Transportation Management Association (TMA):** A TMA is a partnership or organization that brings interested parties together to work on transportation issues.

**Vanpool:** A vanpool consists of seven to fifteen people sharing their commute in a passenger van, generally riding to the same place of employment.

**Vehicle Miles Traveled:** Number of miles a vehicle has traveled for a commute.