

**City of Bellevue**  
**Commute Trip Reduction Implementation Guidelines**

1 February 2024

**Supporting Bellevue City Code Chapter 14.40**

**Purpose**

The purpose of these CTR Implementation Guidelines is to provide City of Bellevue (“city”) staff, Affected Employers, and other interested parties with a standard process for administering Chapter 14.40 of the Bellevue City Code (Commute Trip Reduction) in a manner consistent with the 2006 Commute Trip Reduction Efficiency Act.

**14.40.010 Definitions**

The City of Bellevue CTR Implementation Guidelines apply the same definitions to key terms as defined in the Bellevue City Code 14.40.010.

The “city’s agent for CTR implementation” is referenced throughout these guidelines. The city currently contracts with the following agent for CTR implementation:

King County Metro, Customer Communications & Services, Business Transportation Solutions

201 S. Jackson St., KSC-TR-0434, Seattle, WA 98104

[Employer.Services@kingcounty.gov](mailto:Employer.Services@kingcounty.gov), 206-684-4444,

<http://www.kingcounty.gov/CommuteSolutions>

**14.40.020 City of Bellevue CTR Plan**

The City of Bellevue Commute Trip Reduction Plan, updated to reflect changes from the 2006 Commute Trip Reduction Efficiency Act, is available upon request in paper form or can be found online at <http://www.bellevuewa.gov/gtec.htm>.

**14.40.030 CTR Goals**

Consistent with state guidance, in 2015 the City of Bellevue set an overall jurisdiction goal of a 16.3 percent reduction in drive-alone rates and 18 percent reduction in vehicle miles traveled (VMT) to CTR sites from 2008, which is the baseline year, to the two-year 2019/2020 survey cycle.

To establish performance goals for Affected Employers, the city applied the same parameters (16.3 percent reduction in drive-alone rates and 18 percent reduction in vehicle miles traveled) to the performance of each CTR site from 2008, which is the baseline year, to the two-year 2019/2020 survey cycle.

Bellevue City Code 14.40.050, consistent with the 2006 Commute Trip Reduction Efficiency Act, requires that each newly Affected Employer perform a baseline measurement within 90 days of identifying itself under the law or otherwise having been given notice of being affected by the law. Established goals for each newly Affected Employer will be a 16.3 percent reduction in drive-alone rate and a 18 percent reduction in vehicle miles traveled from that employer's baseline measurement. The city or its agent for CTR implementation will provide the employer with guidance on how best to accomplish the baseline measurement within the parameters of the law.

Where extraordinary circumstances exist, the city may approve an extension of 30 days to complete the baseline survey. A request for extension should be in writing and provide adequate documentation to support the asserted need for additional time. Such a request should be submitted to the city's agent for CTR implementation.

#### **14.40.040 Responsible Department**

The City Manager has designated the Transportation Department as the responsible entity for administering Bellevue City Code Chapter 14.40. The Transportation Director may delegate that responsibility to a specific workgroup within the department. The current contact person is as follows:

Alison Crosier  
Commute Trip Reduction Program Administrator  
City of Bellevue Transportation Department  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98004  
425-452- 4318  
acrosier@bellevuewa.gov

#### **14.40.050 Applicability**

##### Affected Employees

As stated in Bellevue City Code 14.40.010, "Affected employee' means a full-time employee who begins his or her regular workday at a single worksite covered by the commute trip reduction plan between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months 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."

##### Teleworking Employees

Teleworking employees are typically considered to be affected employees. However, if all three of the following criteria are met by an employee, that employee will be considered a virtual worker and thus not an affected employee:

1. Employee's residence is located beyond commuting distance of the worksite (more than 2 hours of driving time or 100 miles);
2. Employee is rarely or never required to report to worksite; and
3. Employee has no work-related connection to the worksite other than being assigned to the worksite for payroll or other administrative purposes.

If some but not all of the criteria are met, the city will make a determination as to whether or not the employee is affected on a case-by-case basis, depending on the degree to which the employee meets the criteria.

#### Employer Notification

The CTR Law and 14.40.050 of the Bellevue City Code require employers to identify themselves to the city within 90 days of moving an affected worksite into the city limits or of growing the number of Affected employees at a worksite to 100 or more. An employer may send a letter or email stating its status as an Affected Employer, as defined in 14.40.010 of the Bellevue City Code, to the following contact:

Alison Crosier  
Commute Trip Reduction Program Administrator  
City of Bellevue Transportation Department  
450 110th Avenue NE  
Bellevue, WA 98004  
425-452- 4318  
acrosier@bellevuewa.gov

#### City Notification

The city or its agent for CTR implementation may identify potentially Affected Employers of the law and its possible applicability to their worksite(s) within the City of Bellevue limits. Each employer receiving the letter shall have 90 days to provide documentation that confirms or disputes its status as an Affected Employer. The documentation should be sent in email or hard-copy form to the address in the notification letter or to:

Alison Crosier  
Commute Trip Reduction Program Administrator  
City of Bellevue Transportation Department  
450 110th Avenue NE  
Bellevue, WA 98004  
425-452- 4318  
acrosier@bellevuewa.gov

### Change in Status

Should an employer experience a change in status, as defined in Bellevue City Code 14.40.050, it may send documentation directly from the Chief Executive Officer or worksite highest ranking official supporting that assertion to the city's agent for CTR implementation or to:

Alison Crosier  
Commute Trip Reduction Program Administrator  
City of Bellevue Transportation Department  
450 110th Avenue NE  
Bellevue, WA 98004  
425-452- 4318  
acrosier@bellevuewa.gov

### Baseline Measurement

The baseline measurement will be accomplished using the commute trip reduction program employee questionnaire (survey), available from the city's agent for CTR implementation. The survey may be conducted in paper or online format. The employer will strive to achieve at least 70 percent employee participation in the process. **If less than a 50 percent response rate is achieved, the employer should repeat the survey until a 50% response rate is achieved.**

## **14.40.060 Requirements for Affected Employers**

### Program Elements

Bellevue City Code 14.40.060 requires each Affected Employer to develop and implement a program designed to achieve site goals for the reduction of drive alone commute trips and vehicle miles traveled. Mandatory elements of that program include a designated Employee Transportation Coordinator (ETC) and the distribution of information about commute alternatives to all employees and to new hires. A template for summarizing program information is available online at <http://www.kingcounty.gov/transportation/CommuteSolutions/Report/summary.aspx> or from the city's agent for CTR implementation. In addition, each employer should prominently display the name of the ETC physically or electronically at each worksite, and ETCs are strongly advised to attend free training sessions offered by the city on subjects that provide basic information about implementing employer CTR programs. These training sessions may include but are not limited to the following topics: ETC Basic Training Part 1: Orientation to the Commute Trip Reduction Law, and ETC Basic Training Part 2: Implementing and Promoting Your CTR Program. ETCs are also strongly encouraged to attend workshops and forums such as networking group meetings with other employers, Washington State Ridesharing Organization events, and telework workshops.

The program may contain one or more additional elements deemed by the employer as necessary to achieve site goals, such as the following:

- 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
- Implementation of other measures designed to facilitate the use non-drive-alone commute modes, such as on-site day care facilities and emergency taxi services
- Form or utilize an existing transportation management association or other transportation-related associations authorized by RCW 35.87A.010 = Parking & Business Improvement Areas – to assist members in developing and implementing commute trip reduction program
- Conduct a company-sponsored event to promote the use of non-drive-alone commute modes to employees
- Conduct a company-sponsored incentive campaign for calendaring trips, potentially using the state's RideshareOnline (or city's Choose Your Way Bellevue) trip logging and ridematching tool

The city encourages employers to develop a program customized to the site and its company culture. At any time, an employer may propose other program elements for approval by the city, through its agent for CTR implementation. City-approved program elements that have broad applicability to other employers may be added to the above list in future revisions of these Implementation Guidelines.

Affected Employers will work with the city’s agent for CTR implementation to ensure the timely distribution and collection of the commute trip reduction program employee questionnaires (survey) at least once every two years, with the goal of achieving at least 70 percent participation in the process. **If less than a 50 percent response rate is achieved, the employer should repeat the survey until a 50% response rate is achieved.** The survey may be conducted in paper or online format.

#### CTR Program Description and Program Report Format

The city or its agent for CTR implementation will provide to Affected Employers forms or templates to complete for their CTR program descriptions. (As noted above, a template is also available online at <http://www.kingcounty.gov/transportation/CommuteSolutions/Report/summary.aspx> and from the city’s agent for CTR implementation.)

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. The city or its agent for CTR implementation will provide Affected Employers with instructions for accessing and completing the full report form (typically online) and short report forms for their program reports.

If these forms and/or templates are not provided to an Affected Employer, the employeeer is nonetheless obliged to fulfill its responsibility to file a CTR program description and/or program report. In absence of a prescribed form/template, an employer should produce a program description or program report as described in Bellevue City Code 14.40.060.

#### **14.40.070 Record Keeping**

Employers are required to keep records of the CTR Program and performance for 48 months. Questions about specific documentation needed for compliance with this section of the Bellevue City Code should be directed to the city’s agent for CTR implementation.

#### **14.40.080 Schedule and Process for CTR Program Review, Reports, and Implementation**

See program report form referenced in section 14.40.060 of these Implementation Guidelines.

#### **14.40.090 Modification, Exemption, and Credit of CTR Requirements**

Affected Employers may submit documented requests for Modification to Program Goals or Exemptions to a CTR Worksite’s Program to the city’s agent for CTR implementation for consideration by the city.

Requests for Modification to Program Goals will be considered by the city on a case-by-case basis only in the case of extraordinary circumstances that render an Affected Employer wholly unable to reach or make progress toward its goal.

Exemptions may be granted by the city for specific employees or groups of employees, including those who are required to drive alone to work as a condition of employment and those who work variable shifts throughout the year and do not rotate as a group to identical shifts. The following conditions will be considered when a request for exemption is received:

- Employees who work variable shifts throughout the year. To qualify under this situation the employees must meet the following conditions:
  - Must work variable shifts during the year, some of which begin between 6 and 9 a.m. and some of which do not, and
  - must not rotate from one shift to another with the same group of people. (If a significant number rotate with the same group, they still have a consistent pool of potential carpool and vanpool partners.)
- Employees who are required to drive their own vehicles to work because of the type of work they do or their work schedule. To qualify under this situation, the employee must be required to drive a vehicle to work and use it during the work day for work purposes. This must be a condition of their hiring and specified on their job description.
- Additional unique circumstances that wholly render employees unable to use a commute mode other than driving alone, which are a condition of their hiring and specified their job descriptions, will be considered by the city on a case-by-case basis.

Affected employees who are exempted from a worksite's CTR program are counted when determining the total number of affected employees at the worksite. Affected worksites that receive exemptions for some employees based on the conditions identified above measure progress toward the applicable SOV or VMT goals based on the employees who remain affected by the program, even if this number is less than 100 employees.

#### **14.40.100 Appeal of Administrative Decisions**

Affected Employers may request an [Appeal Notification](#) and formal appeals with the City Clerk at the following address:

City Clerk  
City of Bellevue  
PO Box 90012  
Bellevue, WA 98009-9012

The Street address for delivering appeal documentation is 450 110<sup>th</sup> Avenue NE, Bellevue, WA, 98004.

**14.40.110 Compliance, Civil Violations, and Penalties**

No additional guidance provided.

**14.40.120 Guidelines Review and Update Schedule**

These CTR Implementation Guidelines will be reviewed annually and, if warranted, updated on July 1<sup>st</sup> of each year, with the following exception:

1. The list of approved additional elements that an employer may add as deemed necessary to achieve site goals, shown in the section entitled “**14.40.060 Requirements for Affected Employers**” may be modified on an ad-hoc basis.
2. Administrative and clerical changes such as correcting links, updating contact persons, etc., may be made on an ad-hoc basis.



**City of Bellevue  
Commute Trip Reduction Program Zones**

Currently, the city does not use CTR zones or “Zone average” values in CTR implementation.