

COMMUTE TRIP REDUCTION WORK PLAN

For the Interlocal Agreement
covering the
2019-2023 Biennium
July 1, 2019 - June 30, 2023

COMMUTE TRIP REDUCTION WORK PLAN

I. Introduction

The purpose of this work plan is to establish commute trip reduction (CTR) task descriptions and responsibilities, and associated budgets for each public agency party to the Interlocal Agreement, effective July 1, 2019 - June 30, 2023, between the City of Vancouver, Clark County, City of Camas and City of Washougal.

The work plan is divided into four sections: Introduction, Agency Task Descriptions and Responsibilities, Major Goals and Budget.

II. Agency Task Descriptions and Responsibilities

City of Vancouver:

TASK	PURPOSE/GOAL
Employee Transportation Coordinator Networking Meetings	To keep ETC's updated with current information, motivated and trained. Attendance goal – 80%.
Plan regional Transportation Demand Management (TDM) promotional campaigns that will include CTR participating worksites and provide the messaging and content for the campaign promotional materials.	Keep the employees at the CTR participating worksites aware of the benefits of alternative commute options and current campaigns to encourage trying an alternative commute
Identify and notify worksites that may be affected by the CTR law	Employer worksites with 100+ employees that work between 6-9AM are required by law to participate in the CTR program. The CTR Jurisdiction representatives are to contact those worksites to verify its status and notify the employer if it is a CTR affected worksite.
Conduct ETC Basic Training workshops at least once/year. More workshops will be added if the need exists.	Fulfill the WSDOT requirement to provide ETC Basic Training using the ETC Handbook template provided by WSDOT
Administer the regional Emergency Ride Home (ERH) program	The ERH program provides “peace of mind insurance” to employees to help them overcome the barrier of not having a car accessible at work in the event of an emergency. The local ordinances require CTR employer worksites to offer an ERH program to its employees participating in the CTR program. The current budget supports the CTR program providing an ERH program.
Participate in CTR employer benefit and transportation fairs	The CTR program is committed to supporting the worksite efforts to increase employee participation in CTR by staffing CTR information booths at employer sponsored events. ETC's are encouraged to include the CTR program at the employer sponsored events.
Administer the SW Washington regional TDM Website, GetThereSWWashington.org	Perform routine reviews assuring content, links, etc. are current. Recruit Traveler Spotlight participants featuring regional citizens who utilize non-drive alone travel modes. Update users of

	campaigns, etc.
Oversee the bi-annual employee survey process	The CTR office will coordinate with WSDOT to oversee the CTR employee survey process, making sure 100% of the CTR affected worksites comply with the CTR survey requirement. The next survey is scheduled for Spring, 2021.
Provide technical guidance and support to worksite employers in developing, implementing and/or modifying an employer's CTR program. Oversee the CTR worksite annual reporting process	Provide the training and program materials necessary for CTR affected worksites to submit a CTR Annual Program Report. This includes review of the report and recommendation to the worksites that may increase non-drive alone commutes by the employees. Once reviewed, the CTR Program Report will be submitted to the appropriate CTR Jurisdiction representative for final approval.
Submit a four-year work plan to WSDOT which outlines the major tasks and activities including, but not limited to, employer training and networking activities, employer program review, survey activities, and advertising and promotional campaigns.	Submitted with first Quarterly billing of new four-year contract on or about October following the signing of the WSDOT Transportation Demand Implementation Agreement.
Serve as a liaison between WSDOT CTR office, Clark County, City of Vancouver, City of Camas, and City of Washougal	Fulfill obligation in RCW 70.94.521.551
Coordinate with SW Washington Region Transportation Council (RTC) regarding update of CTR regional plans	Per WSDOT direction, the region's current CTR Plan is going to be implemented for four more years.
Submit invoice to WSDOT on WSDOT approved invoice format along with progress reports, in the format provided in Attachment 1 of the State CTR Contract that accurately assesses the progress made by the county and affected jurisdictions in implementing RCW 70.94.521.551.	Submitted within forty-five (45) days of the end of each six month period. The final progress report filed will discuss lessons learned, challenges and barriers.

All Parties to this Agreement (as appropriate)

- A. Meet as needed with the Commute Trip Reduction Steering Group which is made up of Clark County, the City of Vancouver, the City of Camas, City of Washougal and other city jurisdictional representatives if applicable.
- B. Maintain and administer a CTR ordinance and local CTR plans for affected employers in their respective jurisdictions.
- C. Provide WSDOT with a public hearing notice and copies of any proposed amendments to the CTR ordinance, local CTR plans, and/or administrative guidelines within the first week of the public review period and final copies of all actions within one (1) month of adoption.
- D. Establish and maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred solely for the performance of this Agreement. To facilitate the administration of the work described in this agreement, separate accounts shall be established and maintained within the existing accounting system or independently set up. Such accounts are referred to herein collectively as the "CTR Account". All costs charged to the CTR Account, including any approved services contributed by the jurisdictions or others, shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or products, proving in proper detail, the nature and propriety of the charges.
- E. Maintain an appeals process. This process must be consistent with RCW 70.94.534(6) and procedures contained in the Commute Trip Reduction Task Force Guidelines whereby employers in the local jurisdictions may obtain an exemption or modification of CTR requirements, including the establishment of alternative SOV/VMT goals. The county, affected jurisdictions, or their designee, will submit requests for exemptions or modifications including requests for goal modifications, to the WSDOT for review and comment within five (5) days of receiving such requests. The county, affected jurisdictions, or their designee, shall not approve or deny any such request until receiving comment on the request as specified by the Clark County/WSDOT CTR Agreement under WSDOT Task, Section 2 Exemption and Modifications.

Washington State Department of Transportation, SW Region

- A. Washington State Department of Transportation is not a formal signatory to the interlocal Agreement. It has, however, provided support for commute trip reduction activities over the past fourteen years. It has assisted with training, surveying, developing marketing materials, and has led the effort to make Clark County's CTR program a successful county-wide effort. The Washington State Department of Transportation will be encouraged to continue its involvement and provide its expertise for local commute trip reduction efforts.

III. Major Goals

GOAL	PLAN
Increase carpool and vanpool rates by 2% from 2007 baseline of 7.85% carpool rate to 9.85% (or 516 or more new daily carpool trips – actual numbers vary based on total number of employees surveying, if carpooling decreased since baseline, etc.) by 2023.	<ul style="list-style-type: none"> • Encourage CTR affected worksites to host carpool matching event at the worksite • CTR staff will provide support, materials and subsidy rewards (from TRPP Performance fund) to encourage drive alone commuters to shift to carpool commute • Encourage C-TRAN Vanpool program to attend CTR network meetings to promote and explain vanpool formation for the region • Utilize GetThereSWWashington to promote carpooling through monthly reward drawings
Increase bicycle commute rates by 2% from 2007 baseline of 1.23% bicycle rate to 2.23% (or 310 or more new daily bicycle trips – actual numbers vary based on total number of employees surveying, if carpooling decreased since baseline, etc. Note this is an exceptionally high goal given national average is 0.6% commuters bike to work.) by 2023.	<ul style="list-style-type: none"> • Utilize GetThereSWWashington to promote cycling through monthly reward drawings • Implement Bike Commuting campaigns and other activities to support and encourage bicycling as a commute option
Coordinate regional transportation partners (C-TRAN, SW-WSDOT, RTC, CTR Jurisdictions) to provide input for the statewide WSDOT CTR planning and advance practical solutions in SW Washington	<ul style="list-style-type: none"> • Attend WSDOT TDM Technical Committee meetings as needed • Provide comments and suggestions representative of the SW region as appropriate
Increase vanpool participation	<ul style="list-style-type: none"> • Increase coordination with C-TRAN's vanpool program coordinator to increase awareness and vanpool formation opportunities
Increase awareness of the advantage of using non-drive alone trip options by increasing network opportunities and coordinated efforts with community organizations particularly leading up to and during the I5 Bridge Trunnion Project in the Fall of 2020.	<ul style="list-style-type: none"> • Promote community transportation options to CTR employer worksites • Reach out to non-traditional CTR target audiences, such as churches, multi-family housing communities, etc. to educate about transportation options
Integrate CTR program with the City of Vancouver's Destination Downtown program	<ul style="list-style-type: none"> • Work with the Destination Downtown Coordinator to promote alternative transportation modes for the downtown businesses • Consider impact on parking and ways to address parking demand
Participate and support in local planning efforts to increase awareness about TDM	<ul style="list-style-type: none"> • Participate in technical advisory committee meetings, coordination meetings, etc. on • Provide comments and suggestions representative of the SW region as appropriate

IV. Budget

There is a total of \$408,022 for 2019-2023 with \$204,011 for the current 2019-2021 biennium and \$204,011 Projected funds (subject to the appropriation by the Washington State Legislature for the 2021-2023 biennium). The projected budget allocation is outlined below:

FUND ALLOCATION

Project/Task	2019-2023 Budget	2021-2023 Budget
Program Administration/Implementation	\$199,071	\$199,071
Emergency Ride Home Program	\$ 750	\$ 750
Mailroom Charge	\$ 300	\$ 300
PC ER&R	\$ 3,890	\$ 3,890
Biennium Total	\$204,011	\$204,011