



CITY OF DES MOINES COMMUTE TRIP REDUCTION PLAN



Agency: City of Des Moines
Date: October 2008

TABLE OF CONTENTS

INTRODUCTION.....	1
I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT	2
II. AND III. BASELINE, GOALS AND TARGETS.....	11
IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS	12
V: REQUIREMENTS FOR MAJOR EMPLOYERS.....	18
VI. DOCUMENTATION OF CONSULTATION.....	20
VII. A SUSTAINABLE FINANCIAL PLAN.....	22
VIII. IMPLEMENTATION STRUCTURE.....	27
IX. GROWTH AND TRANSPORTATION EFFICIENCY CENTERS	31

INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which requires 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 RCW 70.94.521.

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

The proposed Plan has been developed through involvement by employers, transit agencies, organizations and individuals who helped identify strategies and ways for successful achievement of the goals. This plan helps to support the achievement of the vision and the goals of the Des Moines Comprehensive Plan.

Agency: City of Des Moines

Department: Planning, Building, and Public Works

Contact Person Denise Lathrop, AICP
(Person Preparing CTR Plan): Planning Manager

Address 1: 21630 11th Avenue South, Suite D

Address 2:

Jurisdiction: Des Moines

State: WA

Zip Code: 98198

Phone #: 206-870-6563

Fax #: 206-870-6544

Email Address: dlathrop@desmoineswa.gov

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

The purpose of this section is to describe the existing and planned land use and transportation context that affects Des Moines' ability to meet its goals for reducing drive alone trips and vehicle miles traveled. The information in this section has been prepared by using the Des Moines' existing comprehensive plan and other planning documents. Information on transit services and facilities has been prepared by Des Moines' respective transit agency.

REQUIRED INFORMATION

A. Location of CTR Work Sites.

See attached map of the jurisdiction and the locations of the CTR work sites. The location of CTR affected sites can be described in two locations:

- City Hall Site- at 11th Avenue S and S 216th Street located near downtown. Multifamily residential, senior housing and single-family residential development characterize the existing and designated land use adjacent to the City Hall Site. A portion of Des Moines downtown neighborhood is also located within one quarter mile of the City Hall Site. Land use in the Downtown neighborhood includes commercial, business and multifamily residential uses.
- Highline Community College -- located off Pacific Highway S at 2400 S 240th Street. Single family residential, multi family residential, townhouse, and highway commercial uses are designated adjacent to the Highline Community College Site.

B. Identify Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites or Work Site Cluster.

- The City of Des Moines has a limited amount of transit service for both its CTR affected sites, making it difficult for employees to utilize transit due to schedule conflicts (long waiting periods to transfer to different routes). A majority number of employees live within 4-5 miles of their CTR affected worksite. Lengthy waiting periods for bus transfers, make the transit mode undesirable for employees to consider. Additionally, the wide distribution of where employees reside, makes it difficult for employees to enroll in vanpool groups or to form carpools. As the college is the only large employer in the city with a significant employee population, it is difficult for employees to find a match of other commuters in the regional rideshare database.
- Existing and planned transportation facilities: Currently there are no transportation facilities at either CTR site.

Transit Facilities

The closest transit facility to the City of Des Moines is the Kent-Des Moines Park and Ride (P&R). This facility is located 1.2 miles from the Highline Community College CTR site and 2.5 miles from the City Hall site.

The Burien Transit Center is located 5.5 miles from the City Hall CTR site and 9.9 miles from the Highline Community College site. The Burien Transit Center provides transit connections to other

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

employment centers throughout the Puget Sound region; however there are limited connections to either of Des Moines CTR sites.

Existing and Planned Transit Services and Facilities

Attached are three maps that reflect transit routes that are in proximity to the two CTR affected sites. These maps show peak/mid-day route services, frequency of service, bus stops located within a quarter mile radius, and transit facilities. The following routes are considered to service either of the CTR affected sites:

Route 121

Route 122

Route 131

Route 132

Route 166

Route 175

Route 191

Route 121-Provides all day service from downtown Seattle/ Burien/Normandy Park to Highline Community College/ downtown Des Moines. Service is 30 minutes from the mid-day to early evening.

Route 122 – Provides direct service from downtown Seattle/Burien Transit Center to Highline Community College/downtown Des Moines. Service is 30 minutes from 2:00pm to early evening.

Route 131 -- Service from downtown Seattle/Burien to Highline Community College/downtown Des Moines. Service is hourly and serves only morning and evening peak hours

Route 132 -- Service from downtown Seattle/Burien to Highline Community College/downtown Des Moines. Service is hourly and serves only morning and evening peak hours

Route 166 -- Service from Kent to Downtown Des Moines. This route stops at the City Hall site. This route provides all day, 30-minute service.

Route 177 – Two way directional service between Seattle/ SeaTac /Des Moines/Federal Way. Route 177 only serves Highline Community College via Pacific Highway S. Service is limited to late afternoon to early evening schedule. This route is not viable to address those employees that are affected by the CTR law.

Route 191 -- Two way directional service between Seattle/ SeaTac /Des Moines/Federal Way. Route 191 only serves Highline Community College via Pacific Highway S. Service is limited to late afternoon (4:30pm) to early evening schedule (6:30pm). This route is not viable service to address those employees that are affected by the CTR law.

The Kent/Des Moines Park and Ride is located outside the city boundary. It is served by 11 routes.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Planned Service to CTR Affected Companies

Highline Community College-King County Metro's Transit Now Plan (Transit Now) describes improvements to take place in 2009-2010. The most significant improvement is the Bus Rapid Ride (BRT) along Pacific Highway S. BRT along this corridor will be designed to operate between Federal Way and SeaTac. Frequencies of trips will be every ten minutes.

City Hall-Transit Now service improvements may involve improvements of east/west service from Kent to the Burien Transit Center. Those improvements would positively impact the Route 166. Timelines for this corridor improvement is not clear, potentially in 2010.

Service to CTR Affected Companies

City Hall CTR site is located three blocks from the downtown area. Routes 121,122,131, 132 primarily serve this area. Route 166 provides direct service to the City Hall Site and to existing and proposed business park uses located one-half mile east of this site along S 216th Street. It should be noted that despite the proximity to transit service, the schedules of connecting routes is problematic. Employees describe long waits to transfer from one route to another. Given the current level of service, this experience is common and therefore makes transit as the least likely mode choice for further drive alone trip reduction.

Highline Community College is located less than a quarter mile from Pacific Highway S. It is served by three Metro routes (Routes 122, 131 and 132). The following is a description of those routes:

Route 122 – This route is direct service from downtown Seattle/Burien Transit Center to Highline Community College/downtown Des Moines. Service is 30 minutes from 2:00pm to early evening. This route does not address those employees that start in the early morning

Route 131-Service from downtown Seattle/Burien to Highline Community College/downtown Des Moines. Service is hourly and serves only morning and evening peak hours

Route 132- Service from downtown Seattle/Burien to Highline Community College/downtown Des Moines. Service is hourly and serves only morning and evening peak hours

B. Transportation Context

Existing Transportation Network

The City of Des Moines is highly developed and has a well-established traditional (vehicular) transportation system. Most of major transportation corridors are oriented in a North-South and East-West grid pattern that serves the area well during most hours of the day. There are few opportunities to develop new corridors.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Existing Parking Conditions

Employee parking is provided free of charge at the City Hall Site. Parking is shared with City Hall and library patrons. There are no dedicated HOV spaces.

Highline Community College experiences a shortage of parking spaces in the morning and early afternoon hours. The college charges staff and faculty \$32 per quarter parking fees. Students are charged \$32 or \$20 per quarter depending on the number of credit hours taken. For those employees that arrive by carpool or vanpool, there are HOV spaces assigned.

C. Potential Actions for the Jurisdiction to Eliminate Barriers

Land Use

During 2008-09, the City will be updating the Downtown Element of the Comprehensive Plan. As part of this effort, the City will be evaluating opportunities for improving pedestrian circulation and connections throughout downtown and to other neighborhoods to the east via Kent-Des Moines Road, S 216th Street and Des Moines Creek Trail. Des Moines Creek Trail is a pedestrian and bicycle trail that will eventually connect to the City of SeaTac's trail system.

The City is also working with the Port of Seattle on the proposed Des Moines Creek Business Park (DMCBP) located one-half mile east of the City Hall CTR Site. DMCBP is estimated to create between 1,200 and 2,100 direct jobs thereby making CTR programs a priority for this area. Frontage improvements along S 216th Street and 24th Avenue S and the main spine road through the business park will include sidewalks and bike lanes, further enhancing connections to transit. It is anticipated that a connection from the business park to the Des Moines Creek Trail will also be provided as part of this project. Construction of DMCBP could begin as early as 2010.

Des Moines is currently working with the City of Kent to coordinate planning efforts for the Midway and Pacific Ridge areas along Pacific Highway South (SR-99) where our jurisdictional boundaries meet. The project includes a visioning process with stakeholders and community members that will help to guide future land use and regulatory planning in anticipation of the expansion of Pacific Highway South as a regional transit corridor by both King County METRO and Sound Transit. This joint planning effort is intended to result in work programs for both the Cities of Des Moines and Kent that may include a Subarea Plan, transit oriented development (TOD) overlay, transit center location/s, economic development strategies, Planned Action Ordinance and the possible designation of an Activity Center, depending on the needs of our individual jurisdictions. This work is being coordinated with key stakeholders such as WSDOT, Puget Sound Regional Council, Sound Transit, King County Metro, Highline Community College and other public agencies. In 2007, the cities were successful in securing grant funds from the Washington State Department of Community Trade and Economic Development to help cover the cost of community outreach, a new web site, and virtual reality software designed to help users view different development scenarios in 3-D.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Transportation Facilities and Services

Pedestrian and bicycle improvements to Pacific Highway S from Kent-Des Moines Road to the vicinity of Highline Community College Site are nearing completion. Improvements will enhance pedestrian and HOV connections to and from this CTR site.

Des Moines Transportation Improvement Plan's proposed South 216th Improvement Project would add sidewalks to both sides of the street, install a bike lane and provide other improvements between Pacific Highway S and Marine View Drive. Although not fully funded, these phased improvements would result in enhance pedestrian and bicycle connections to and from the City Hall CTR site, the downtown neighborhood and the business park to the east. Construction is estimated for the 2010-2014 period.

Transit

Barrier: Most sites have limited number of transit routes that serve their location. See route description and employers served in Section - I. Assessment of Land Use and Transportation Context. The level of bus service improvements will not increase remarkably to those CTR affected employment sites in the near future.

Elimination of Barrier: In 2009 and 2010 there will be significant service improvements along Pacific Highway S with the implementation of BRT. This will assist Highline Community College to obtain their CTR drive alone reduction goals.

Barrier: It is difficult for employees to utilize transit due to schedule conflicts (long waiting periods to transfer to different routes). A majority number of CTR affected employees live within 4-5 miles of their employer. Lengthy waiting periods for bus transfers and lack of adequate shelters, make the transit mode undesirable for employees to consider.

Barrier: The wide distribution of where employees reside makes it difficult for employees to enroll in vanpool groups or to form carpools. As the college is the only large employer in the city, with a significant employee population, it is difficult for employees to find a match of other commuters in the regional rideshare database that have the City of Des Moines as a point of destination.

Elimination of Barrier: Continue to promote RideShare week and other Vanpool turnkey promotions. Aggressively promote RideShare Online (regional rideshare database) to employees. Seek to increase the number of registrants to increase the change for successful ridematches.

The City will also be exploring the FlexPass program as an option for improving commute trip reduction by employees.

Barrier: Use of the Sounder train from Seattle and Pierce County is restricted due to the lack of northbound/southbound trips. Also, there is extremely limited bus service from the Kent station to the City of Des Moines to get employees to their work sites.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Elimination of Barrier: With the advent of two new train trips in September 2007 and potentially four new northbound/southbound trips in 2008, it is possible that the train can become an effective HOV mode choice. Promoting VanShare as a viable option to provide connectivity between the Kent train station and CTR affected sites will be one of the primary strategies to obtain the ten percent reduction of drive alone trips by 2011.

Parking

New developments should provide adequate off-street parking to meet their needs. Develop and maintain regulations that foster balance between meeting the need for public parking and ensuring developers provide adequate parking to meet the demand generated by new development.

D. Review of Comprehensive Plan Policies

Des Moines Comprehensive Plan was updated in March 2006. Comprehensive Plan goals and policies that support CTR include:

- Promote a land use pattern, scale, and density that supports public transportation services and encourages people to walk and bicycle, as well as provide convenient and safe automobile usage.
- Encourage the use of high occupancy vehicles (bus, vanpool, train, and carpool) through both private programs and under the direction of Metro Transit.
- Promote reduced employee travel during the daily peak travel periods through flexible work schedules and programs that allow employees to work part-time or compress work schedules.
- Encourage employers to maintain and enhance their CTR programs that provide HOV incentives.
- In making funding decisions, consider transportation investments that support TDM approaches by providing alternatives to SOV, such as transit, bikeways and pedestrian paths.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

E. Planning Coordination

Des Moines' plan has been coordinated with the following agencies:

Agency	Date	Issues
King County Metro	April-June 2007	CTR Plan Development
Des Moines Planning Agency	July 2007 & September 2008	CTR Plan Briefing
Des Moines City Council	October 2008	CTR Plan Briefing

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

OPTIONAL INFORMATION

F. Broad Assessment of Jurisdiction's Existing and Planned Land use, Transportation and Transit Conditions

Land Use

Growth and development within Des Moines are influenced by activities outside the city, including: Seattle-Tacoma International Airport (STIA), regional economic trends, regional transportation systems and commuting patterns, regional development plans, development within bordering jurisdictions and state regulations. Des Moines is predominantly developed as a single family residential community, with multifamily and commercial development located in the Downtown/ Marina District, and along Pacific Highway, Interstate-5, and arterial streets, such as Kent-Des Moines Road.

Multifamily residential, senior housing and single-family residential development characterize the existing and designated land use adjacent to the City Hall Site. A portion of Des Moines downtown neighborhood is also located within one quarter mile of the City Hall Site and business park uses are located within one-half mile of the Site. Land use in the Downtown neighborhood includes commercial, business and multifamily residential uses.

Single family residential, multi family residential, townhouse, and highway commercial uses are designated adjacent to the Highline Community College Site. Commercial, mixed use development and high density residential uses are designated for the Pacific Ridge Neighborhood located about one-half mile to the north of this CTR site. The proximity of the higher density uses to the Highline Community College CTR Site and high capacity transit routes are supportive of the City's Comprehensive Plan goals aimed at reducing single-occupancy trips and promoting CTR programs.

Development of the Des Moines Creek Business Park is estimated to generate between 1,200 and 2,100 jobs making the business park eligible for designation as a CTR site.

Transportation

As discussed in Section I.D., the Des Moines Comprehensive Transportation Plan (CTP) identifies transit, carpooling, bicycles, pedestrians, rail systems, and intermodal systems as important components that to have been underutilized and underdeveloped in the past. CTP and Comprehensive Plan goals and policies support transportation demand management (TDM) measures such as car pooling, van pooling and flextime that reduce reliance upon single occupancy vehicles and minimize traffic congestion.

I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

Transit

As described in Section I of this CTR Plan, transit service to and from Des Moines is provided by the following King County Metro Transit routes:

Route 121
Route 122
Route 131
Route 132
Route 166
Route 175
Route 191

Parking

Public parking in residential neighborhoods and business districts in Des Moines is provided free of charge. Des Moines development standards are intended to ensure that adequate parking is provided for new residential and business development.

II. and III. BASELINE, GOALS AND TARGETS

City of Des Moines

The City of Des Moines goals are an aggregate, weighted average, of all the trips reduced city-wide by all CTR affected employees.

Area of Jurisdiction	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Des Moines	84.2%	75.8%	11.48	9.99

Major Employers

Employer	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Des Moines	76.9%	69.2%	12.49	10.87
Highland Community College	85.2%	76.7%	11.34	9.87

Note: The City of Des Moines targets for drive alone trips and VMT reduction will be the same as the State of Washington minimum reduction goals- a ten percent reduction in drive alone rates and 13% reduction of VMT from a 2005 baseline survey.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

The Jurisdiction proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011:

A. Policies and Regulations (N/A)

The Jurisdiction has identified the following policies and regulations that will be updated and will help reduce drive alone trips and vehicles miles traveled. The proposed changes and their scheduled adoption date are listed below.

1. Comprehensive plan policies (N/A)

In addition to the existing Comprehensive Plan policies, the jurisdiction is considering revising and/or adding the following policies that will strengthen Des Moines' policies for supporting Commute Trip Reduction:

- In 2008, Transportation Element policies will be updated to reflect the addition of concurrency management strategies and updates to parking, commute trip reduction, and transportation demand management policies. Policy changes identified as part of the Comprehensive Transportation Plan update (see Section IV.A.5 of this CTR Plan) will be incorporated into the Transportation Element as appropriate.

2. Land use regulations (N/A) (Identify proposed land use changes)

- During 2008-09, Des Moines will be evaluating the land use development regulations for the Downtown Neighborhood to determine whether opportunities exist for making modifications that will help foster economic development and increase job and housing capacity and facilitate jobs to housing balance.

3. Zoning code regulations (N/A) (Identify proposed changes to the Jurisdiction's zoning code such as parking codes, design standards, etc.)

- Des Moines is in the process of reviewing and updating its zoning code. This work effort will incorporate changes to parking standards, street design standards and design guidelines as part of the work activities identified in Sections IV.A.1-5 of this CTR Plan.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

4. Street design standards (N/A)

(Identify proposed changes to the Jurisdiction's street standards, including pedestrian and bicycle design guidelines)

During the summer and fall of 2008, the City will be updating its street design and construction standards. Elements of the plan will address bicycle facilities (classification, signing and striping), HOV lanes, sidewalks, trails, lighting and streetscape.

During the 2008-09 time periods, the City will be evaluating land use and economic conditions in the Downtown/Marina District. As part of this effort, the City will develop concepts for way finding, streetscape improvements and related products, for the Des Moines' Downtown/Marina District. A primary goal for this project will be to integrate and connect the downtown and waterfront areas of the City.

Key planning activities that will implement the City's CTR program include:

- Design development drawings and preliminary cost estimates to create a walkable Downtown/Marina District showing the application of design guidelines to general streetscape improvements, and complete an overall streetscape to include: entryways, landmarks, tourism kiosks, open space, plazas, landscaping, locations of car, tour bus and RV parking, bus shelters and pedestrian amenities (benches, sidewalk lighting, bike racks, trash receptacles, shelters).
- Develop signage design to define and show vehicle, transit and pedestrian connections from major transportation corridors: I-5, Pacific Highway, SR 518, SR 509, Des Moines Memorial Drive, South 216th Street, Kent-Des Moines Road, to the Downtown/ Marina District located between Marine View Drive South and the Des Moines Marina and Des Moines Beach Park and from Kent-Des Moines Road and South 227th Street to South 216th Street at Des Moines Memorial Park.

5. Concurrency regulations (N/A)

(Identify proposed changes to the Jurisdiction's concurrency requirements)

- Des Moines is in the process of updating its Comprehensive Transportation Plan at which time the City is reevaluating and updating concurrency regulations.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

B. Services and Facilities

As part of its capital improvement program, Des Moines is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the City's investments, Des Moines is working with its transit agency partners to improve transit services and facilities.

Note: If the transit agency will be implementing services and/or facilities, the jurisdiction should attach a letter of commitment from the transit agency stating that it will follow through within the planned time frame.

Elements that are being planned and/or being implemented include:

1. High occupancy vehicle lanes (N/A)
2. Transit services (N/A)
 - Transit Now includes proposed improvements to core service connections and high ridership corridors. This may include improvements of east/west service from Kent to the Burien Transit Center. Additionally, in 2010 Bus Rapid Transit will run along Pacific Highway S. This service will operate between Federal Way and SeaTac
3. Vanpool services and vehicles (N/A)
 - Continue to market vanpool services and coordinate with employers and employees to expand both vanpool and VanShare services. Given the additional train trips planned for Kent Station in September 2007 and additional trips in 2008-2009, VanShare will be a large component of determining how the City of Des Moines will strive to obtain the 10% reduction in drive alone trips to CTR affected work sites.
4. Ride matching services (N/A)
 - Continue to promote Rideshare Online to CTR affected companies and their employees.
5. Car sharing services (N/A)
 - Aggressively work with CTR affected employers to encourage increases to existing carpool subsidies. Also, encourage adoption of new carpool incentives that encourage SOV employees to try carpooling for the first time (Carpool Joining Incentive). Encourage KC/Metro to continue to use 50/50 grant matching programs that provide seed dollars to employers willing to expand car sharing programs.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

6. Transit facilities (N/A)
- Develop design guidelines for general streetscape improvements, including bus shelters, as part of the Downtown planning process. Evaluate opportunities to locate a transit center in the downtown neighborhood.
 - Des Moines is evaluating potential locations to site a future transit center along Pacific Highway S to support proposed redevelopment in the area. It is anticipated that this transit center would be coordinated with Sound Transit, Metro and other public agencies.
7. Bicycle and sidewalk facilities (N/A)
- The Storefront Studio Project developed a Marina District Enhancement plan that included ideas and recommendations to create a walkable Downtown/Marina District. This work, coupled with the updated street standards will provide the City with a road map of where to prioritize future improvements related to the development and improvement of sidewalk and bicycle facilities.
8. Other (N/A)

C. Marketing and Incentives

The Jurisdiction plans to implement the following marketing and incentive programs that will help reduce drive alone trips and vehicle miles traveled.

- Employer outreach (N/A)
- Continue outreach via the established CTR/TDM programs
- Area wide promotions (N/A)
- Continue to encourage employers to participate in Rideshare week. "Fill It Up" (a promotion to encourage vanpool ridership), and/or turnkey campaigns. Offer additional incentives to those Employer Transportation Coordinators (ETC) that participate and offer the promotion
- Transit pass discounts (N/A)
- Promote King County Metro transit pass (FlexPass) when appropriate. In the future, assist employers with the transition for traditional pass products to the new regional ORCA card for employers.
- Parking cash-out programs (N/A)
- Carpool subsidies (N/A)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

- Parking charges and discounts (N/A)
- Preferential parking (N/A)
- Flexible work schedules (N/A)
 - Encourage continued use or expand use of Alternate work weeks with CTR affected employers.
- Program to allow employees to work at home or a closer worksite (N/A)
- Individualized marketing programs (N/A)
- Neighborhood social marketing programs (N/A)
 -
- Other (N/A)

D. Special Programs for Mitigation of Construction Activities (N/A)

The Des Moines Creek Business Park and several downtown development projects present opportunities to use the CTR program to help mitigate the impacts of the construction activities.

Strategies for mitigating the impacts include the following elements: (N/A)

- Work collaboratively with developers and the Port to review opportunities for establishing additional CTR sites.

E. Schedule for Implementing Program Strategies and Services

The jurisdiction has identified the following schedule for implementing the CTR program strategies and services. The agency responsible for implementing the strategy or service is also listed.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Downtown Design Guidelines	Des Moines	2008-09
Update Street Standards	Des Moines	2008-09
Comprehensive Plan City Code/Zoning	Des Moines	2007-09; as needed
Comprehensive Transportation Plan Update	Des Moines	2008-09
Pacific Highway S Land Use and Transportation Planning	Des Moines	2008-09
Services and Facilities		
Transit Now	Des Moines, KC Metro	Transit Now, 2010
Marketing and Incentive Programs		
Commuter Bonus vouchers, Rideshare Week, Bike to Work Day	KC Metro	2008; On-going
Construction Mitigation Programs		

V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the jurisdiction's required contributions from major employers. Jurisdictions should identify what expectations that they have of major employers. The CTR Law specifies that major employers are required to provide four elements as part of their CTR programs. However, the local jurisdiction can opt to require additional elements in their CTR ordinances.

Required Element	Description
Designate Employee Transportation Coordinator	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 local jurisdiction to track the employer's progress in meeting CTR requirements
Regular Distribution of Information to Employees	<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"> • Description of the employer's commute options program • Transit system maps and schedules • Vanpool rider alerts • Weekly traffic alerts • Wheel Options campaign promotional materials
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to complete the Employer Annual Report and Program Description Form and submit to the local jurisdiction. Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. 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.
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none"> • Transit • Vanpool • Carpool • Bicycle or walking • Telework • Other non-single occupant vehicle modes <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p>

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<ul style="list-style-type: none"> • Provision of preferential parking or reduced parking charges for high occupancy vehicles • Instituting or increasing parking charges for single-occupant vehicles • Provision of commuter ride matching services • Provision of subsidies for transit fares • Provisions of vans for vanpools • Provisions 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 of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes • Establishment of a program of alternative work schedules such as compressed work week schedules • Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services • Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to assist members in developing and implementing commute trip reduction programs
Optional Elements	Description

VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was used to develop the local jurisdiction's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

A. Local or County Jurisdiction (N/A)

1. Department of Planning, Building and Public Works (N/A)
Contact: Denise E. Lathrop, AICP in coordination with Grant Fredricks (Director), Dan Brewer, P.E., Len Madsen, Rohini Nair and Ken Thomas
Issues: Comprehensive Plan, Comprehensive Transportation Plan, 2007-2012 Transportation Improvement Plan, street standards, parking and concurrency management development activities
2. Department of Public Works (N/A)
Contact: Combined department with Planning, Building and Public Works
Issues:
3. Department of Finance (N/A)
Contact: _____
Issues: _____
4. Planning Commission (N/A)
Contact: Robert Ruth, Development Services Director
Issues: Briefing to Planning Agency on CTR Plan on July 2, 2007 and September 8, 2008.
5. City or County Council (N/A)
Contact: Tony Piasecki, City Manager
Issues: Briefing to City Council and Council Transportation Committee on CTR Plan and Ordinance in October 2008.

B. WSDOT (N/A)

Contact: _____
Issues: _____

C. Regional Planning Organization (N/A)

Contact: Kirste Johnson, Senior Planner, Puget Sound Regional Council (PSRC)
Issues: RTPOs are responsible for ensuring that local CTR plans are consistent with the CTR rules (Washington Administrative Code 468-63) and the regional CTR plan. PSRC reviewed Des Moines CTR Plan and recommended approval.

D. Neighboring Local Jurisdictions (N/A)

Contact: _____
Issues: _____

E. Major Employers (N/A)

VI. DOCUMENTATION OF CONSULTATION

Contact: _____
 Issues: _____

F. Business Groups (N/A)

Contact: _____
 Issues: _____

G. Transit Agencies (N/A)

Contact: Tim Apicella and Debbie Jaksich, King County
 Issues: CTR plan development

H. Transportation Management Associations (N/A)

Contact: _____
 Issues: _____

I. Community Groups (N/A)

Contact: _____
 Issues: _____

J. Special Interest Groups (N/A)

Contact: _____
 Issues: _____

I. Individuals (N/A)

Contact: _____
 Issues: _____

Organization/Party	Meeting Date	Contact Person

VII. A SUSTAINABLE FINANCIAL PLAN

The Jurisdiction has prepared a financial analysis to identify revenues and expenses that are associated with Des Moines' Commute Trip Reduction Plan. The following is a description of the available funding sources that the Jurisdiction may use to implement its CTR Plan. After identifying the available funding sources, the Jurisdiction has identified the expenses which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

A. Funding Sources

1. WSDOT CTR grant (N/A)

The WSDOT CTR Grant is the annual allocation that is given to jurisdictions to help them administer their CTR programs.

Describe: City of Des Moines will receive \$4,032.28 for July 2007-June 2008 to implement the CTR law.

2. Local jurisdiction operating funds and capital investment program funds
(N/A)

Local jurisdictions resources include funds from their operating budgets and capital investment programs. Capital investment programs funds are usually earmarked for certain projects such as bicycle and sidewalk facilities, ITS equipment and road improvements.

Describe:

3. Federal funds (N/A)

Federal funds include the grants from the Congestion Mitigation and Air Quality Improvement program, Surface Transportation Program, and the Federal Transit Administration.

Describe:

4. Employer contributions (N/A)

These funding sources include contributions both financial and in-kind from employers.

Describe:

5. Other state funding sources (N/A)

The funding sources include other state programs that provide assistance to programs that can contribute to helping make progress toward CTR goals. Funding sources may include the Safe Route to Schools Program, Competitive Public Transportation grants, etc.

Describe:

King County Metro provides a twelve month grant matching program for all CTR affected employers. Employers receive 50/50 dollar match that implement a new subsidy that pertain to either transit, vanpool, or carpool modes. Additionally, they will match dollar for dollar for any increase to existing subsidy that a company may already have in place.

VII. A SUSTAINABLE FINANCIAL PLAN

6. Construction TDM funds (N/A)

Funds may be available through construction mitigation programs. These programs can be used to enhance Des Moines' CTR program and provide program assistance to CTR work sites.

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR State Funds	King County Metro CTR Services	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 16,129.12
Other State Funds	WSDOT, CTED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
CMAQ Funds	RTPO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Local Funds from Operating Budgets	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00	\$0.00
Capital Investment Program	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Transit Revenue	Transit Agency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Employer Contributions	TMA or Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Developer Contributions	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
TOTAL		\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 4,032.28	\$ 16,129.12

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration (N/A)

Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.

Agency:

Responsibility:

2. Facilities (N/A)

Facilities include capital elements that help to reduce the number of drive alone trips. Elements include high occupancy vehicle lanes, bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.

Agency:

Responsibility:

3. Services (N/A)

Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.

Agency:

Responsibility:

4. Marketing (N/A)

Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

Agency:

Responsibility:

5. Incentives (N/A)

Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.

Agency:

Responsibility:

6. Training (N/A)

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR, attendance at conferences and other training opportunities that will help improve program performance.

Agency:

Responsibility:

VII. A SUSTAINABLE FINANCIAL PLAN

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance	Des Moines and KC Metro	\$.00	\$.00	\$.00	\$.00	\$.00
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	Des Moines and KC Metro CTR Services	\$ 4,032	\$ 4,032	\$ 4,032	\$ 4,032	\$ 16,129.12
Training	KC Metro Services	NA	NA	NA	NA	NA
Conduct employer outreach	KC Metro Services	NA	NA	NA	NA	NA
Implement supporting transit services		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implement supporting transit facilities		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implement supporting vanpool services	KC Metro Services	NA	NA	NA	NA	NA
Implement bicycle and pedestrian facilities		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Offer program incentives	KC/Metro partnership programs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Car sharing services		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Conduct special area wide promotions	Contact via KC/Metro	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prepare updates to Comprehensive Plans		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total		\$ 4,032	\$ 4,032	\$ 4,032	\$ 4,032	\$ 16,129.12

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
			\$.00	
			\$.00	
			\$.00	
			\$.00	

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, Des Moines plans to work in partnership with the transit agencies, neighboring jurisdictions, and if available, transportation management associations.

Listed below are the organizations that will be involved with the implementation of Des Moines' CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdiction (N/A)

Local jurisdictions 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, local jurisdictions will set the goals and targets for the affected employers. For CTR program administration, local jurisdictions are responsible for ensuring that affected employers are in compliance with the CTR law. Local jurisdictions may contract with another agency for employer outreach, program review and annual reporting of employer progress.

Des Moines currently contracts with King County for assistance and consultation in meeting the requirements of the CTR law, employer outreach, program review and annual reporting of employer progress.

Roles

- Local jurisdictions will be responsible for developing and implementing their own local CTR plans.

Responsibilities

- They are responsible for ensuring that CTR plans are consistent with their local comprehensive plans. The City of Des Moines will set the goals for the CTR affected employers. For CTR program administration, The City will require that employers are in compliance with the CTR law. Local jurisdictions may contract with local agencies to implement CTR ordinance requirements.

Des Moines currently contracts with King County for assistance in implementing the CTR ordinance requirements. King County provides assistance and consultation for employer outreach, program review and annual reporting of employer progress.

B. Contractor (N/A)

Local jurisdictions may opt to hire a contractor to perform various services as part of the GTEC program. The jurisdiction should identify the contractor and their assigned responsibilities.

Roles

-

Responsibilities

VIII. IMPLEMENTATION STRUCTURE

-

C. Transit Agency (N/A)

The transit agency will be responsible for providing transit and ridesharing services to the major employers. In some cases, transit agencies will also conduct employer outreach and be responsible for tracking employer progress.

Transit Agency is responsible for providing transit and ridesharing services within the City of Des Moines. This includes to employment sites (both CTR and non-CTR affected). Additionally, the transit agency is contracted to implement Des Moines CTR law to provide employer outreach, track survey results, and report SOV reduction progress.

Roles

- Transit service provider
- Capital facility provider
- Maintain transit capital facilities

Responsibilities

- Provide transit services to transit centers and employment sites as supported by local land use and growth targets established by GMA
- Provide rideshare services.
- Provide CTR affected employer outreach
- Responsible for tracking and reporting employee SOV progress
- Provide Park and Ride facilities, and other capital investments
- Develop and implement rideshare and transit promotions to encourage employee HOV usage.

D. Transportation Management Association (N/A)

Transportation Management Associations will be responsible for conducting employer outreach activities, promoting and educating employees about drive alone options and administering special programs, i.e., transit discount programs, guaranteed ride home, etc. that will help affected employers make progress toward meeting their goals.

Roles

-

Responsibilities

-

E. Employer (N/A)

The employer will be responsible for complying with the requirements of the State CTR Law. These requirements include designating an employee transportation coordinator, regular

VIII. IMPLEMENTATION STRUCTURE

distribution of information to employees, regular review of employee commuting and reporting of progress to the local jurisdiction, and implementing a set of measures that will help achieve progress toward meeting goals.

Roles

- Communicate with the City of Des Moines as how the local and State CTR Law should be administered, progress measured and reported.

Responsibilities

- Implement all CTR program elements as described in employers CTR program
- Promote CTR program to employees
- Measure and report employee survey data every two years.

VIII. IMPLEMENTATION STRUCTURE

Based on the strategies and services that were identified in Section IV, the jurisdiction should identify the different tasks that are part of the CTR program and assign responsibility to the respective agency that will be performing the tasks. The following table has been provided to help jurisdictions identify the tasks, assign responsibility for completing the various tasks and indicate when the task will be completed.

Note: if the jurisdiction is planning on using a contractor to administer the CTR program on the behalf of the jurisdiction, the jurisdiction should identify name of the contractor

CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Downtown Design Guidelines	Des Moines	2008-09
Update Street Standards	Des Moines	2008-09
Comprehensive Plan City Code/Zoning	Des Moines	2007-09; as needed
Comprehensive Transportation Plan Update	Des Moines	2008-09
Pacific Highway S Land Use and Transportation Planning	Des Moines	2008-09
Services and Facilities		
Transit Now (10 year plan) Six Year Plan	King County Metro	Transit Now-2007 and in the future.
Marketing and Incentive Programs		
Rideshare Week, Bike to Work,	King County Metro/WSDOT	On-going promotions are twice yearly.
Construction Mitigation Programs		

King County is Des Moines' contractor for administering the City's CTR Plan and helping the City and CTR affected worksites develop and implement our CTR plans and meet the requirements of the CTR law.

IX. Growth and Transportation Efficiency Centers

NOTE: This section is only applicable to jurisdictions that are applying for a GTEC designation.

N/A

(INSERT MAP OF GTEC AREA)-NA