

## 2023-2025 CTR Administrative Workplan – City of Vancouver – Clark County CTR

### Introduction

The purpose of the 2023-2025 CTR Administrative Workplan is to establish commute trip reduction task descriptions and responsibilities, and associated budgets for each public agency party to the Interlocal Agreement effective July 1, 2023 to June 30, 2029, between the City of Vancouver, Clark County, and the City of Camas.

### 1. Organization

City of Vancouver

### 2. Agreement number

PTD0832

### 3. Local agency contact

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### 4. Employer engagement

**Agency Responsibility: City of Vancouver**

#### A. Identify worksites and employee transportation coordinators.

Activities:

- Identify prospective worksites.
- Notify employers of legally required activities.
- Verify and maintain list of worksites and employee transportation coordinators in survey and program report system.

Deliverables:

- List of prospective affected worksite.
- Letters to new worksites and employers notifying employers of legally required activities.
- List of worksites in survey and program report system.

#### B. Engage and train employee transportation coordinators.

Activities:

- Conduct training sessions.
- Provide outreach and consultation.
- Provide technical assistance for worksite commute programs and employee surveys.
- Encourage employee transportation coordinators attend the Washington State Ridesharing Organization conference and other educational events.
- Explore hosting recognition and networking events.
- Send encouragement and reminder emails.

Deliverables:

- Employee transportation coordinator training slides and handouts.
- Newsletter for employee transportation coordinators.
- List of employee transportation coordinators who completed training or attended events.
- Copies of email invitations.
- Brief on employer recognition status or copies of award certificates.

#### C. Support distribution of information about transportation options to commuters.

Activities:

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- Develop promotions calendar.
- Promote commute options with employee transportation coordinators at wellness fairs, sustainability fairs, and other employee engagement events.
- Create promotions, produce materials, and distribute them to employee transportation coordinators.
- Convene colleagues from nearby jurisdictions to create regional promotions and share materials.
- Explore scholarships for Employee Transportation Coordinators who attend the WSRO annual conference.

### Deliverables:

- Copy of promotions calendar.
- Examples of promotional materials.
- Lists of events attended.

### D. Enable incentives, subsidies, and disincentives.

#### Activities:

- Promote the CTR business-and-occupation tax/public-utilities-tax credit.
- Administer the regional Emergency Ride Home (ERH) program in accordance with local ordinances.
- Administer, manage, and promote the SW Washington regional TDM Website, GetThereSWWashington.org, to employers and people who live and work in SW Washington.
- Host promotions and rewards programs on GetThereSWWashington.org to promote and encourage climate-friendly travel.
- Provide information to encourage employers to offer improved commute benefits; commute benefits offered by industry peer organizations, how commute benefits contribute to sustainability, effects of commute benefits on employee satisfaction, recruitment, or retention.
- Provide digital and print educational materials that indicate how much workers value commute benefits and climate-friendly travel options.
- Provide bike lights and other active transportation safety and reflective gear to promote climate-friendly travel.
- Provide secure bicycle parking (BikeLink locker subscriptions) and/or bicycle racks to encourage and promote bicycling and small mobility like e-scooters.
- Work with employers to:
  - Use GetThereSWWashington.org to host rewards programs.
  - Connect with C-Tran on transit passes and/or vanpool for their employees.
  - Institute or increase parking fees or shift from monthly fees to daily fees.
  - Establish telework/compressed-work-week policies.
  - Leverage the Public Rideshare Grant Program subsidy and encourage state workers to take advantage of the program.
  - Foster competition among employers to offer commute incentives.

### Deliverables:

- Brief documenting promotions results and ideas for future improvement.
- Photos or case study of bicycle parking implemented.

## 5. Commute trip reduction plan

**Agency Responsibility: Clark County, City of Camas, City of Vancouver**

### A. Work with local jurisdictions to update local CTR plans to ensure the local plans adhere to the guidance shared by WSDOT.

#### Activities:

- Follow WSDOT timeline for plan development and adoption.

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### Deliverables:

- Draft and Final local Commute Trip Reduction Plans.

## 6. Performance reporting

### Agency Responsibility: City of Vancouver

#### A. Worksite surveys.

##### Activities:

- Review revised policies and tutorials.
- Attend WSDOT trainings and workshops.
- Consider use of equivalent data of instead of WSDOT worksite survey.
- Survey worksites.
- Provide training and technical assistance to employers.
- Monitor online dashboards and help employers interpret and use dashboards to guide their programs.
- Analyze survey results and identify trends, including summary results for employers.

##### Deliverables:

- Survey results.
- Employer summary results.
- Briefing paper on employee commute survey trends.

#### B. Program reports.

##### Activities:

- Review revised policies and tutorials.
- Attend WSDOT trainings and workshops.
- Provide training and technical assistance to employee transportation coordinators.
- Analyze program reports and identify trends.

##### Deliverables:

- Reports.
- Briefing paper on employer program report trends.

#### C. Worksite needs assessments.

##### Activities:

- Obtain regular reports from employee transportation coordinators which include updates on progress toward CTR program requirements, activities, trip tracking, and/or worksite commute trends.
- Analyze reports from employee transportation coordinators, identify needs, and as necessary, create action plan to meet needs.

##### Deliverables:

- Worksite needs assessment reports and/or action plans.

## 7. Administration

### Agency Responsibility: City of Vancouver

#### A. Financial management

##### Activities:

- Complete quarterly billing to WSDOT.

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- Maintain financial records.
- Apply for additional grant funding.

### Deliverables:

- Invoices.
- Financial records.
- Grant application.

## B. Program management

### Activities:

- Provide quarterly reports to WSDOT.
- Maintain employer information.
- Coordinate with SW Washington Region Transportation Council (RTC), the City of Camas, and Clark County regarding update of CTR regional plans.
- Maintain local CTR plans and local CTR ordinances.
- Provide feedback to WSDOT to improve processes and program performance.
- Develop a two-year program schedule and administrative workplan.

### Deliverables:

- Quarterly reports to WSDOT.
- Employer information list.
- Copy of local CTR plan.
- Copy of local CTR ordinance.
- Two-year program schedule.

## C. Policymaker engagement

### Activities:

- Provide updates to executive management, city council, county council and/or transit board.
- Educate legislature and policy makers Transportation Demand Management issues and strategies.
- Work with decision makers to implement TDM policy at a local, regional, state, and federal level.

### Deliverables:

- Emails communications and/or calendar meetings with transportation leaders.

## D. Community of practice

### Activities:

- Provide WSDOT examples of efforts to provide CTR services to vulnerable populations.
- Serve as a liaison between WSDOT CTR office, Clark County, City of Vancouver, and City of Camas.
- Attend and participate on the TDM Technical Committee, TDM Executive Board meetings, and as needed, coordinate the CTR implementers meetings.
- Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
- Participate in regional TDM forums, committees, boards, working groups.
- Participate and support in local planning efforts to increase awareness about TDM.
- Serve on local and regional planning and transportation committees to increase awareness about TDM.
- Participate in the TDM Technical Committee's Legislative Subcommittee, an Association of Commuter Transportation committee or board, and/or a Washington State Ridesharing Organization committee or board.

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- Make a top-five presentation at a TDM Technical Committee meeting.

### Deliverables:

- Presentation slides.
- Briefing paper and/or case study outlining efforts to support vulnerable populations.

### E. Interagency coordination to maintain local policy requirements

*Agency Responsibility: Clark County, City of Camas, City of Vancouver*

### Activities:

- Coordinate with local jurisdictions to ensure implementation of the Commute Trip Reduction Program.
- Maintain and administer a CTR ordinance and local CTR plans for affected employers in their respective jurisdictions.
- 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.
- 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.
- Maintain an appeals process.