

Employer Annual Report & Program Description



Washington State's Commute Trip Reduction (CTR) law requires employers to implement programs that encourage alternatives to drive-alone commuting to their worksites. Reducing commute trips helps improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels.

Employers affected by the CTR law must submit an *Employer Annual Report & Program Description* form for each affected worksite. The information is used by your jurisdiction and the Washington State Department of Transportation (WSDOT) to help develop and maintain effective CTR programs.

Before your program can be considered complete, please attach a copy of your current the Program Summary described in Questions 29 & 30.

Please complete the following report as carefully and completely as you can. Specific instructions are available in the online version at URL...If, after filing the report for this reporting period, your organization is unable to completely implement its CTR program, contact your local jurisdiction to amend your program. If you have any questions on how to fill out this form, please call the CTR Representative in your local jurisdiction.

Worksite Description

Program Due Date (Mo/Yr):

E82438

1 Worksite CTR ID number (if known)

North Seattle Community College

2 Organization name

North Seattle Community College

3 Worksite/branch

9600 college way n

4 worksite physical address

seattle

5 City

wa

6 State

98103

7 Zip code

Darryl JOHnson

8 ETC name

Transportation Coordinat

9 Title

(206) 934-3646

10 Phone

9600 College way N Seattle, WA 98103

11 ETC mailing address (if different from above)

darryl.johnson@seattlecolleges.edu

12 ETC e-mail address

13 ETC fax

Darryl Johnson

14 Program manager name (if different from ETC's)

Security Director

15 Title

(206) 934-3646

16 phone

9600 College Way N Seattle, WA 98103

17 Program manager address (if different from above)

darryl.johnson@seattlecolleges.edu


18 Program manager e-mail address

Employee Information

- 19 Total number of employees: 449 20 Total number of CTR-affected employees: 142
- 21 Is your CTR program offered to all employees? Yes No
- 22 Is your CTR program subject to collective bargaining? Yes No
- 23 Does this worksite have multiple shifts? Yes No

If yes, describe:

Custodial work 10pm-6am; Security works various shifts from 5am- 11:30pm; Admin support also works various shifts depending on department need

 Required Element: State law requires your organization to appoint an employee transportation coordinator (ETC), prominently post the ETC's name, location and phone number for your employees, distribute information at least once a year to employees regarding alternatives to single-occupant-vehicle commuting, and implement a set of measures designed to achieve Commute Trip Reduction goals. Some local ordinances may have additional requirements.

ETC Information

- 24 Is the ETC's name, location and telephone number prominently displayed at this worksite? Yes No
- Where: In the Security Office, the TMP information board by the cafeteria, and the TMP info rack by
- 25 Has the ETC completed a program developer/ETC basic training course? Yes No
- 26 Has the ETC completed a survey course? Yes No
- 27 What month and year did this person begin serving as an ETC? 4 / 2013
month year
- 28 Does the ETC serve as ETC for more than this worksite? Yes No
- If yes, how many CTR-affected worksites in Washington? _____
- 29 On average, how many hours per week does the ETC spend on CTR activities for all CTR-affected worksites in Washington? 20
hours
- 30 Does the ETC have an active worksite committee to assist with the CTR program? Yes No

Program Information and Promotion



All ordinances require that information about your CTR program be distributed in the following two ways:

- 31 When did you last distribute a summary of your worksite's CTR program to all employees? 12 / 2014
month year
- 32 Do you distribute information about the worksite CTR program to all new hires during new employee orientations and/or in hiring packets? Yes No

Program Information and Promotion (continued)

Which of the following do you do to promote your program?	Do you do this?	
33 Provide information via a commuter information boards or kiosk?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
34 Post CTR promotional materials for employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
35 Give CTR presentations to managers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
36 Give CTR presentations to employees, in addition to new hire orientations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
37 Conduct transportation events/fairs and/or participate in county/state CTR promotions/campaigns?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
38 Send electronic mail messages to employees about the CTR program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
39 Publish CTR articles in employee newsletters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
40 Distribute CTR information with employee paychecks?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
41 Publish and update an employee CTR website?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
42 What changes to program information and/or promotions, if any, are anticipated in the next 12 months?		

None

Worksite Characteristics

43 What is the primary business at this worksite?

- | | | |
|---|---|---|
| <input type="checkbox"/> Agriculture, forestry, fishing, mining | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Finance, insurance, real estate | <input type="checkbox"/> Health care | <input type="checkbox"/> Government |
| <input type="checkbox"/> Info. services/software/technical | <input type="checkbox"/> Public utilities | <input checked="" type="checkbox"/> Education |
| <input type="checkbox"/> Professional/personal services | <input type="checkbox"/> Military | <input type="checkbox"/> Other |
| <input type="checkbox"/> Retail/trade | <input type="checkbox"/> Construction | |

44 Is this employer a government or non-profit organization? Yes No

Are any of the following facilities located on site or within 3 blocks of this worksite and accessible to employees?

	No	Onsite	Within 3 blocks
45 Bus stop(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a) If bus stops are onsite or within 3 blocks, list the 5 route numbers most frequently used by employees:	345 346 316 40 16		
46 Ferry terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47 Bike trail or lane	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
48 Sidewalks or pedestrian trails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
49 Train (rail) station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 Restaurants/Cafeteria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
52 Child care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
53 Cash machine/bank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Worksite Parking Information and Parking Management



Parking costs include items such as leasing costs, security, maintenance and signage.

54 When your employees drive alone to work, do they pay for parking?

Yes they pay

No they don't pay

Some employees pay. Please explain who pays

55 When your employees carpool to work, do they pay for parking?

Yes they pay

No they don't pay

Some employees pay. Please explain who pays

56 When your employees vanpool to work, do they pay for parking?

Yes they pay

No they don't pay

Some employees pay. Please explain who pays

Employer Owned Parking	On site Parking	Off site Parking
57 How many parking spaces does your organization own for employee usage?	# <u>1551</u>	# <u>0</u>
58 How many of the total parking spaces listed above in 57 are reserved for HOV parking?	# <u>88</u>	# <u> </u>
Leased Parking	On site Parking	Off site Parking
59 How many parking spaces does your organization lease, or have included in your property lease, for employee usage?	# <u>0</u>	# <u>0</u>
60 How much does your organization pay per month per leased parking space?	\$ <u>0</u>	\$ <u>0</u>
61 How many of the total parking spaces listed above in 59 are reserved for HOV parking?	# <u>0</u>	# <u> </u>
How much are employees charged per month for:	On site	Off site
62 carpool parking?	\$ <u>22</u>	\$ <u>0</u>
63 vanpool parking?	\$ <u>22</u>	\$ <u>0</u>
64 drive-alone (SOV) parking?	\$ <u>40</u>	\$ <u>0</u>
65 Are other free parking spaces available within 3 blocks of the worksite?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
66 Are other paid parking spaces available within 3 blocks of the worksite?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How much is the average charge per month?	\$ <u> </u>	
67 If you charge employees for parking, do any of the proceeds from, your parking charges go to your CTR program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
68 How many employer-owned or -leased SOV spaces were eliminated in the past 12 months?	# <u>70</u>	

Worksite Parking Information and Parking Management (continued)

69 Briefly explain how you manage and monitor your worksite parking program below:

North Seattle College operates under the direction of a Board of Trustees that sets fees, fines and procedures for the college. On this campus, parking enforcement with reduced fees for carpoolers, subsidized ORCA passes, vanpool subsidy, and use of Zipcar by Commute Trip Reduction participant

70 What changes to parking information and management, if any, are anticipated in the next 12 months?

s in

Financial Subsidies (Employer-provided financial contribution to Employee that directly lowers cost of employee commute)



Identify the monthly subsidies the employer pays per participating employee.

71 Do you offer to employees transit passes?
(including ORCA Pass, Puget Pass, U-Pass, etc.)

No, skip to question 72 on next page

Yes

Ave. # employees receiving each month # 150

Maximum face (trip) value on pass \$ 4.75 OR Maximum monthly value of pass \$ _____

a) How much of the employee pass cost is paid by the employer per month? \$ _____ OR % 82.7

In addition to bus fare, does the pass apply toward:

b) train (rail) fare? Yes No

c) vanpool fare? Yes No

d) vanshare fare? Yes No

Financial Subsidies (continued)

Do you offer to employees:	Yes	No	Average # employees receiving each month	Maximum monthly subsidy paid per employee
72 Bus subsidy (if not given in the form of a pass as described above but rather as tickets, vouchers, reimbursement, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____
73 Vanpool subsidy (if not given in the form of a pass as described above but rather as tickets, vouchers, reimbursement, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	# 0	\$ 58
74 Ferry subsidy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	# 0	\$ 58
75 Train (rail) subsidy (if not given in the form of a pass as described above but rather as tickets, vouchers, reimbursement, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____
76 Vanshare subsidy (if not given in the form of a pass as described above but rather as tickets, vouchers, reimbursement, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____
77 Carpool subsidy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	# 10	\$ 22
78 Walking subsidy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____
79 Bicycling subsidy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____
80 Other transportation allowance/stipend? Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	# _____	\$ _____

81 Are you aware that employers can received a tax credit or grant for ridesharing subsidies?

- No, skip to question 83 below
 Yes

82 Has this employer received a tax credit or grant for ridesharing subsidies?

- Yes
 No

83 Are you aware that employers may allow employees to set aside a portion of their pre-tax income for the purpose of purchasing a transit or vanpool pass?

- No, skip to question 85 below
 Yes

84 Does this employer allow employees to set aside a portion of their pre-tax income for transit or vanpool fare?

- Yes
 No

85 What changes to subsidy programs, if any, are anticipated in the next 12 months?

none

Financial Incentives (Employer-provided reward other than direct, regular financial assistance to employee)

86 Do you offer any other opportunity for CTR participants to receive cash or prizes, paid leave, other incentives?

- Yes, describe
 No

ZIPCAR - up to 4 hours use per working day per participating employee TWO FREE PARKING DAYS per week ANNUAL PARKING PERMIT CHECK-OUT for access to sister-college parking lots CTR SURVEY - prize drawings for participants QUARTERLY DRAWINGS if funds are available WHEEL OPT

Site Amenities

Do you offer...

- 87 Covered spaces, cages, racks, or lockers for bicycles? Yes No
- 88 Uncovered spaces or racks for bicycles? Yes No
- 89 Clothes lockers? Yes No
- 90 Showers? Yes No
- 91 On-site loading/unloading zones or shelters for non-SOVs? Yes No
- 92 What changes in site amenities, if any, are anticipated in the next 12 months?

none

Work Schedules and Schedule Changes

93 Does your organization offer compressed work week schedules used to support your CTR program?

Schedule
(days/hours)

- 3/36 Yes No
- 4/40 Yes No
- 9/80 Yes No
- Other Yes No

If other, please explain

94 Does your organization offer flex time (allow employees to vary their start and end times)?

- Yes
 No

95 Does your organization allow employees to eliminate a commute trip by working at home, a telework center, or satellite office?

- Yes
 No

Work Schedules and Schedule Changes (continued)

96 Do you have a plan to increase participation in telework in the coming year?

- Yes, describe
 No

97 Has your organization modified work schedules so that some or all employees who formerly arrived at work between 6 and 9 a.m. are now scheduled to begin work outside the 6 to 9 a.m. peak commute window?

- Yes → When did the shift change(s) occur? 06/01/2004
 No How many employees' schedules were changed? 35

98 Was the shift change identified as an element of the worksite's approved CTR program for a previous year?

- Yes → What year(s) was this a CTR program element? _____
 No

99 Did the shift change occur because of impacts directly associated with the Growth Management Act of 1990?

- Yes, explain
 No

100 Do you plan to modify some or all employees' work schedules within the next 12 months?

- Yes, describe
 No

Flexitime offering will be expanded for the Summer months only.

Other Programs

101 Does your organization offer employer provided vehicles for any of these purposes?

- | | | |
|----------------------------------|---|--|
| a Guaranteed/emergency ride home | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b Vanpooling | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| c Carpooling | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d Work-related business trips | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e Non-work-related errands | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

102 Are the following services available at your worksite?

- | | | |
|---|---|--|
| a Employer-provided shuttle or custom bus or van from transit station/stop or park& ride lots to worksite | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b Employer-provided internal circulator system | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| c Guaranteed/emergency ride home program | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d Employer-provided bicycles | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| e Internal ridematch service conducted for employees | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f Statewide or regional ridematch service information to employees (such as RideshareOnline.com or NWCarpool.org) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| g ZipCar or other shared car program | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Other Programs (continued)

103 What changes to other programs, if any, are anticipated in the next 12 months?

none

104 If your organization conducts or plans to conduct other CTR activities that are not covered in this report, please describe these activities below.

n/a

105 Are you participating in any public, private or grant funded programs not covered in this report?

Yes, describe

No

CTR Program Costs

The Washington State Legislature requires the Department of Transportation to report on how much employers spend on complying with the state's Commute Trip Reduction (CTR) program and working toward the program's objectives. WSDOT does this by surveying employers to determine how much they spend on various activities related to the program, and how much is from other sources.

The Legislature is interested in totals and general types of costs – not in details. The categories we provide in this survey are designed to help you organize information. Use your best judgment when determining the appropriate categories for various expenses

106 For each activity in the table below, we would like to know how much cost your organization has incurred for supporting and overseeing your CTR program. Please give us an estimate of your monetary costs and in-kind costs during the past 12-months as described on the previous pages of this report.



Monetary Cost Estimate: This is the value of goods and services that your organization contributed in order to administer your CTR Program. Examples of monetary costs include the time your organization's staff spent administering the CTR Program, including any dues paid to local Transportation Management Associations (TMAs). It could also include financial incentives to encourage the use of alternative modes.

In-Kind Cost Estimate: This is the value of goods and services that you received from sources outside of your organization. Examples of this type of cost include donated gift certificates, staff time from local bike shops for workshops held at your organization, and any donated merchandise.

Please do not include contributions from local governments or transit agencies. We already have this information from the local governments and transit agencies.

12-Month Cost Evaluation Period

(Only record those activities that occurred during the 12-month evaluation period)

Type of Activity	Yearly Monetary Cost Estimate	Yearly In-Kind Cost Estimate
a Promoting the CTR Program to employees (including ETC time, supplies, etc.), helping employees with transportation questions, arranging carpools and vanpools, providing transportation services to employees, and program overhead (time spent processing incentive payments, in meetings, etc.).	\$ 11628	\$
b Conducting surveys, completing the Employer Program Report reports, etc.	\$ 7650	\$
c Financial incentives and subsidies paid to employees.	\$ 0	\$
d Facilities such as bike racks, bus shelters lockers, etc.	\$ 0	\$
e Any other costs that are not covered in the categories above. Please describe these costs in the box provided below	\$ 0	\$

Please describe:

Report Preparation

107 Identify the individual(s) responsible for completing this *Employer Annual Report & Program Description*

- Employee transportation coordinator
 Other, please provide the following information:

Darryl Johnson

108 Name

Transportatin Coordinat

109 Title

North Seattle College

110 Organization

(206) 934-3646

111 Phone

112 Fax

darryl.johnsoon@seattlecolleges.edu

113 E-mail

Employer Commitment

I understand that our worksite is required by the City/County of _____ to submit an Employer Annual Report and Program Description and to implement the program it describes. These actions comply with Washington State's Commute Trip Reduction (CTR) Law.

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite. I am also aware that our worksite is required to make a good faith effort to achieve the single occupant vehicle (SOV) and vehicle miles traveled (VMT) reduction goals. The CTR Law defines a good faith effort as one that includes meeting the minimum requirements outlined in the law and local ordinance, working collaboratively with the jurisdiction CTR representative, and continuing an existing CTR program or making program modifications likely to result in improvements over an agreed upon length of time.

I have reviewed the referenced document and I commit to the implementation of all the elements listed and submitted for your approval. I will ensure that the jurisdiction is notified if information in the document changes.

Signature of CEO or highest ranking official at the worksite

Date

Warren Brown

114 Name

Prresident

115 Title

9600 College Way N Seattle, WA 98103

116 Mailing address of person who signed this form

(206) 934-3601

Phone

(206) 934-3606

Fax

warren.brown@seattlecolleges.edu

E-mail



Print this page and get the signature of your CEO or highest ranking official and submit to your local CTR representative.