

## 2023-2025 CTR Administrative Workplan – City of Redmond

### 1. Organization

City of Redmond

### 2. Agreement number

PTD 0827

### 3. Local agency contact

Kim Keeling

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### 4. Employer engagement

#### ***a. Identify worksites and employee transportation coordinators***

Activities:

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

Deliverables:

- Over 100 Employees report.
- Copies of letters/email to new employers.
- Copies of completed inquiry forms.

#### ***b. Engage and educate 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 to attend the Washington State Ridesharing Organization conference and other educational trainings and events.
- Send encouragement and reminder emails.

Deliverables:

- Training slides and handouts.
- Newsletter for employee transportation coordinators.
- List of employee transportation coordinators who completed training or attended events.
- Copies of email invitations.

#### ***c. Support distribution of information about transportation options to commuters***

Activities:

- Develop promotions.
- Create promotions, produce materials, and distribute them to employee transportation coordinators.
- Convene colleagues from nearby jurisdictions to create regional promotions and share materials.

Deliverables:

- Copy of promotions calendar.
- Examples of promotional materials.
- Documentation of promotions results and ideas for future improvement.

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### ***d. Enable incentives, subsidies, and disincentives***

#### Activities:

- Promote the Commute Trip Reduction business-and-occupation tax/public-utilities-tax credit.
- Provide resources and contacts to employers for King County Metro to develop programs to offer transit passes to their employees.
- 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 educational materials that indicate how much workers value commute benefits.
- Provide safe biking accessories.
- Provide information to employers for telework/compressed-work-week consultant available to employee transportation coordinators.

#### Deliverables:

- Documentation of results of promotions.
- Summary of benefit trends.

### **5. Commute trip reduction plan**

#### Activities:

- Comply with WSDOT CTR Plan guidance.
- Develop workplan and timeline.
- Public and stakeholder engagement.
- Identify and review resources.
- Develop plan content and draft plan.
- Integrate with regional 4-year plan.
- Obtain approvals from governing authorities of the CTR law and ordinance.

#### Deliverables:

- Draft plan.
- Final plan.

### **6. Performance reporting**

#### ***a. Worksite surveys***

#### Activities:

- Review revised policies and tutorials.
- Attend WSDOT trainings and workshops.
- 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.

#### Deliverables:

- Survey results.
- Report on trends.

#### ***b. Program reports***

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### Activities:

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

### Deliverables:

- Copy of program report.
- Briefing paper on trends.

#### **a. *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 create action plan to meet needs.

### Deliverables:

- Reports.
- Action plan.

## **7. Administration**

#### **a. *Financial management***

### Activities:

- Complete quarterly billing to WSDOT.
- Maintain financial records.
- Apply for additional grant funding.

### Deliverables:

- Invoices
- Quarterly reports
- Financial records
- Grant application

#### **b. *Program management***

### Activities:

- Provide quarterly reports to WSDOT.
- Maintain employer information.
- Maintain plan and ordinance.
- Provide feedback to WSDOT to improve processes and program performance.

### Deliverables:

- Quarterly reports to WSDOT.
- Employer information list.
- Local CTR plan.
- Local CTR ordinance.

#### **c. *Policymaker engagement***

### Activities:

- Provide updates to executive management and city council.

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Deliverables:

- Slides and or reports.

### ***d. Community of practice***

Activities:

- Attend TDM Technical Committee, TDM Executive Board meetings, and CTR implementers meetings.
- Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
- Attend regional TDM forums, committees, boards, working groups.

Deliverables:

- Meeting agendas and participants.