TRANSPORTATION MANAGEMENT PROGRAM

Biennial Reporting Form

TMP # and Name: _____ TMP Address: _____

Type of TMP Affected Use: _____

The Transportation Management Program (TMP) agreement between the owner of the property and the City requires property management to observe certain practices and undertake certain activities so as to reduce the impact of the property on the transportation system. The TMP agreement runs for the life of the property and requires the property manager/owner to take measures to encourage workers at the site to commute to work in ways other than driving alone. Provisions of TMP agreements vary according to the property size and type of use and according to the regulations in effect at the time of property development. Satisfactory completion of this form and submission of any required attachments satisfies the biennial reporting requirement for this property.

This report is **due by October 16, 2015** and covers the period from October 1, 2013 to September 30, 2015**.**

The City has engaged King County to support TMP monitoring and reporting. King County staff will review the report for completeness and evaluate the report content for fulfillment of the terms of the TMP agreement. General questions regarding the TMP program can be e-mailed to: Employer.Services@kingcounty.gov.

I. General Information

A. Building Name: _____

B. Official Contact Name: _____

C. Official Contact Address: _____

D. Phone Number: _____ F. Website: _____

E. Email Address: _____

II. Property Characteristics

A. Square Footage (net): _____ D. Total Number of Employees: _____

B. Percent Space Vacant: _____ E. Total Number of Parking Spaces: _____

C. Total Number of Tenants: _____ a. Garage: _____ b. Surface: _____

F. Did any significant changes occur in the property design or in the tenant or occupancy characteristics during this reporting period?

☐ YES ☐ NO If YES, please explain.

G. Amenities offered on site (check all that apply):

- ☐ Pickup/drop off area for carpools, vanpools; indicate location _____
- ☐ commuter bicycle parking in covered area
- ☐ visitor bicycle parking at building entrance(s)
- ☐ clothes lockers for employees
- ☐ showers
- ☐ other _____
- ☐ other _____

III. Transportation Management Program Elements

A. Commuter Information Center

All TMP buildings are required to maintain a CIC.

A Commuter Information Center (CIC) is a kiosk providing ridesharing, transit and other materials posted in a common area.

1. Is a CIC currently installed? ☐ YES ☐ NO
2. How many CICs are installed? _____
3. Describe the locations of each CIC.

4. What types of materials are provided at the CIC(s)? Check all that apply.

   ☐ Metro Transit Info ☐ Rideshare Materials ☐ Bicycle maps

   ☐ Sound Transit Info ☐ Vanpool information ☐ Other:

5. Who restocks the CIC(s)? _____
6. How often is (are) the CIC(s) restocked? _____
7. If the element above is a requirement not currently being fulfilled, please explain how and when it will be fulfilled.

8. Do you have a brochure for your building that describes commute options and available facilities?

   ☐ YES ☐ NO (If yes, please submit a copy with this reporting form.)

B. Transportation Coordinator

For this property element "B1" is:

☐ Required ☐ Voluntary

A designated Transportation Coordinator is an agent of the property owner assigned to administer and implement the TMP.

1. Is there a contract with a third party specializing in transportation, to implement provisions of the Transportation Management Program? ☐ YES ☐ NO
   (e.g. TransManage, the transportation service arm of the Bellevue Downtown Association)

Please provide the following information about the Transportation Coordinator:

a. Name: _____

b. Address/Zip: _____

c. Phone Number: _____

d. Email Address: _____

2. The Transportation Coordinator should distribute information to all tenants and employees on an annual basis and to all new tenants/employees. Describe the type of transportation materials that were distributed during this reporting period, and how and when they were distributed. Common examples are to: include transportation brochures in information packages, discuss transportation options at new tenant/employee orientations, and offer periodic promotional events.

3. The Transportation Coordinator should provide personalized ridematching service for building employees to encourage carpool/vanpool matching, enhancing the computerized ridematching service available from King County Metro (RideshareOnline.com or comparable service). Please provide a description of the ridematch service(s) in the box below. A common example is to post origins, dates, travel times, and contact information of employees who desire to rideshare.

For this property element "B3" is:
☐ Required
☐ Voluntary

4. If the element above is a requirement not currently being fulfilled, please explain how and when it will be fulfilled.

C. Preferential Parking for Carpools and Vanpools

For this property element "C" is:
☐ Required ☐ Voluntary

1. Are parking spaces set aside for vanpool parking? ☐ YES ☐ NO

   Are parking spaces set aside for carpool parking? ☐ YES ☐ NO

2. How many parking spaces are currently reserved for vanpool parking? _____

   How many parking spaces are currently reserved for carpool parking? _____ Combined? _____

3. Is the supply of designated vanpool and carpool parking spaces adequate to meet demand?

   ☐ YES - Always ☐ YES - Usually ☐ No

   If the supply sometimes falls short of the demand, please explain.

4. Describe the location of the building's vanpool/carpool parking spaces.
   (e.g. "Carpool spaces are protected from the elements and are next to employee entrances.")

5. Are **"Vanpool Parking Only"** signs posted at each designated parking space? ☐ YES ☐ NO

   Are **"Carpool Parking Only"** signs posted at each designated parking space? ☐ YES ☐ NO

6. Carpool and Vanpool spaces should be monitored three times a week if feasible. How and when are the carpool / vanpool spaces monitored for proper use?

7. Are parking permits issued specifically for carpools and/or vanpools?

a. Carpools ☐ YES If YES, how many? _____ ☐ NO

b. Vanpools ☐ YES If YES, how many? _____ ☐ NO

8. Please describe the carpool/vanpool registration/certification process.

9. If this element is a requirement not currently being fulfilled, please explain how and when it will be fulfilled.

D. Incentives for Non-Drive-Alone Commuters

For this property element "D" is:

☐ Required ☐ Voluntary

The minimum required subsidy amount for on site employees commuting by carpool, vanpool or public transit is: $ _____

Incentives may be in the form of a discounted parking fee, free parking days, or a transit pass subsidy. (The transit pass subsidy is often provided by the tenant to their employees.)

1. Do carpools receive a discount on the monthly parking rate? ☐ YES ☐ NO

   If yes, what is the amount of the discount per vehicle? $ _____

2. Do vanpools receive a discount on the monthly parking rate? ☐ YES ☐ NO

   If yes, what is the amount of the discount per vehicle? $ _____

3. Are any free park days offered to registered non-drive-alone employees? (Free park days accommodate the occasional need to drive to work, attend appointments or run errands.)

   ☐ YES ☐ NO ☐ N/A (Parking is free to all employees)

a. If YES, how many free days of parking are offered to each non-drive-alone employee per month? _____

b. If YES, please describe how the program works for users and how the program is administered.

4. Do building management or tenants provide transit subsidies (free or reduced cost ORCA passes) to their employees?

   ☐ YES ☐ NO ☐ Don't Know (go to question 5)

a. If YES, how many tenants offer subsidies (free or reduced cost ORCA passes)? _____

b. If YES, what percentage of the building employee population do their employees represent? _____

5. If the element above is not currently being fulfilled please explain how an when it will be fulfilled.

E. Guaranteed Ride Home

For this property element "E" is: ☐ Required ☐ Voluntary

1. Do you offer a guaranteed ride home program (e.g. provision of taxi scrip) to non-drive-alone commuters who are required to work late or need to leave work early owing to illness or emergency?

☐ YES
☐ NO

(If YES go to to question 2; If NO, go to question 3)

2. Please describe how your Guaranteed Ride Home Program works for users, and how many rides were provided during the two-year reporting period.

3. Do any building tenants offer a guaranteed ride home to their employees? (Transit pass programs purchased by employers typically include a guaranteed ride home element.)

☐ YES ☐ NO ☐ Don't Know

If YES, please explain.

4. If the element above is a requirement not currently being fulfilled for all employees in the building, please explain how and when it will be fulfilled.

F. Tenant Participation

For this property element "F" is: ☐ Required ☐ Voluntary

1. Do tenant leases include language obligating the tenant to participate in periodic commute surveys required by the City of Bellevue?

☐ YES, (for all leases) ☐ YES, (for some leases) ☐ NO

2. Do tenant leases identify parking costs as a separate line item and specify a minimum per stall rate for monthly long-term parking not less than the cost of a two zone Metro pass?
(Two zone metro pass costs in 2013, 2014 = $108 per month; 2015 = $117 per month)

☐ YES, (for all leases) ☐ YES, (for some leases) ☐ NO

a. If YES, what is the average monthly parking stall rate identified in tenant leases? $ _____

3. If the "Tenant Participation" element is not currently being fulfilled, please explain how and when it will be fulfilled.

ATTACHMENT A: When submitting this report form, please include a copy of the lease language that demonstrates fulfillment of lease requirements specified above.

G. Performance Goal

For this property element "G" is: ☐ Required ☐ Voluntary

The applicable performance target is: _____ by _____

The property is obligated to limit or reduce the rate of drive alone commuting by the employees in the building. To track performance a building commute survey is typically required every two years, with survey forms provided by the City of Bellevue.

1. What was the date of your most recent building commute survey? (e.g. "2014") _____

a. What was the drive-alone rate in this survey? _____

2. Please summarize the latest survey process, the survey results, and note any factors that may have affected the rate of employee participation in the survey or the measured results. (If a survey was not required or conducted at your building, please indicate your basis for tracking performance status.)

3. How does the drive-alone rate in the most recent survey compare to the overall reduction goal for drive-alone commutes?

☐ Exceeding the performance goal ☐ At the performance goal ☐ Below the performance goal

4. Please describe any self-set incremental performance targets for the property (e.g. a 7% drive alone reduction from baseline every two years).

5. If the current drive-alone rate exceeds the baseline, isn't meeting self-set performance targets, or fails to meet the performance goal, please explain how the drive-alone commute rate will be reduced by the time of the next survey.

H. Other Activities

Provide a summary of any additional activities undertaken to encourage commuting choices (e.g. providing secure, covered bicycle racks, shower facilities, Zip car vehicles on site, flexible parking options, etc.) or any unusual circumstances which have affected drive-alone use. Either enter the information below or submit it as a separate attachment with this report.
TMP sites #7, #10, #11 and #45 have requirements for provision of a pickup/drop off area for carpools, vanpools and/or provision of bicycle parking. Please use this area to explain compliance with these requirements.
TMP #85 also has additional special requirements noted in the notification letter.

I. Additional Information

Please share any thoughts regarding successes or challenges of implementing the TMP.

Thank you for your time and commitment to supporting Bellevue mobility!

IV. Preparer Information and Official Signature

A. Preparer

This TMP Annual Report was prepared by:

- ☐ Building Transportation Coordinator
- ☐ Other (please complete information below):

Name: _____

Title: _____

Phone Number: _____ Email Address: _____

Submittal Date: _____

V. Submitting the TMP Report

Submitting the TMP Report and Attachments via Email

After completing the report, save the document and attach it along with applicable attachments to Employer.Services@kingcounty.gov. You will need Adobe Reader 8 to save your information on the TMP Report.
The TMP Report is due on October 16, 2015.

Attachments (If applicable)
Please scan and attach in the same email the following documents:
a. The commuter options summary brochure for your building tenants.
(If applicable, see Item III A)
b. A copy of your lease language that demonstrates the leasing requirements are being met.
(If applicable, see Item III F)