

## 2023 Transportation Management Plan (TMP) Biennial Program Report

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A Transportation Management Program (TMP) is an agreement between the owner of a property and the City of Seattle. The TMP agreement is in effect for the life of the property and requires the property manager – through its representative, the Building Transportation Coordinator (BTC) – to take measures to encourage tenants at the site to travel to and from the building in ways other than driving alone.

**The Program Report covers the 2023-2024 reporting cycle and is due no later than December 22, 2023.**

Satisfactory completion of this document and submission of any required attachments will demonstrate compliance with the biennial Program Report requirement for this property. Commute Seattle will review the report for completeness before submitting it to the City of Seattle to determine compliance with the terms of your TMP agreement.

Program reports address what is available to the entire building. Even if there are one or more large companies in your building that are affected by the Commute Trip Reduction Law, you must still provide information for the entire building. If you need any assistance, or have any questions, contact Commute Seattle at [tmp@commuteseattle.com](mailto:tmp@commuteseattle.com).

This document contains short answer and multiple-choice questions. Some research into facilities and benefits will be required; please prepare your responses in advance. The report will take about 15 minutes to complete. You can pause and come back to your report by using the "Save" button and copying the Save URL or having the link sent to your email. Once ready to resume, just navigate to the Save URL or click on the link in your email.

You can preview the questions online at: <https://www.commuteseattle.com/program-report-requirement/>

We understand that since the beginning of the COVID-19 Pandemic your building may be seeing lower occupancy and/or utilizing altered operational protocols and transportation programs. Please accurately fill out the survey based on transportation elements currently offered.

Program Report Outline:

- Property Information
- Commuter Information and Encouragement
- New Tenant Information
- Subsidies and Modal Support
- On Site Amenities
- Parking Management
- Additional Programs and Strategies
- Certification

For more information on the Transportation Management Program, contact Commute Seattle at [tmp@commuteseattle.com](mailto:tmp@commuteseattle.com).

## Property Information

(1) Select the TMP Address matching your city record from the drop-down menu below. The address on your TMP may vary from the address associated with the building today.

Contact Commute Seattle at [tmp@commuteseattle.com](mailto:tmp@commuteseattle.com) if you are unsure.

TMP Name \*

(2) Please indicate if this property is affected by any of the following conditions.

- We understand these conditions may impact your answers to the questions in the remainder of this survey; they are not grounds for skipping the entire Program Report.
- Businesses currently working fully remote are not considered vacant unless they have terminated their lease.

100% Vacant

More than 50% Vacant

Under initial construction

Under major renovation

Initial construction not started

Project described in TMP is cancelled

Pending Sale

Other

(3) If this property is affected by any of the conditions listed above, please share the anticipated completion, occupancy, or sale date(s).

Expected Occupancy Date \*

(4) Building Transportation Coordination (BTC) Contact Information

Name \*

Last

Email \*

Phone \*

Job Title \*

(5) Program Manager (or alternate BTC) Contact Information

Name \*

Last

Email \*

Phone \*

Job Title \*

**(6) Supervisor or Highest Ranking On-Site Official**

**Name \***

First

Last

**Email \***

**Phone \***

**Job Title \***

**(7) How many regular users (e.g. employees working in person one or more days per week or residents living) are there in your building today?**

**Total Property Users \***

**(8) Currently, what percentage of tenant employees are working in the physical office space two or more days per week?**

**(9) What percentage of tenant staff do you expect to be on site two or more days per week in the next year?**

- No Change
- More than current
- Less than current

**(10) Generally, how has the COVID-19 pandemic impacted the commuter programs and benefits the property offers to employees? (Check all that apply)**

- No Change
- Offer Increased Schedule and Workplace Flexibility
- Offer Increased Commuter Benefits
- Offer Decreased Schedule and Workplace Flexibility
- Offer Decreased Commuter Benefits

**(11) Please provide a list of all tenants in your building and their employee counts.**

- For regular staff employed in building operations and management, include as a separate "Tenant", and provide a number of employees.
- For any permanent residents of the building, write down "Residents" under Tenant line and number of residents under the employee count line.
- Employees who telework full-time, part-time, or occasionally should generally be included with this count. They do not need to be counted if they meet all four of the following requirements:
  1. Work from home or a site near home.
  2. Come to the worksite once per year or less.
  3. Live more than 150 miles from their worksites.

**Does your site have more than 10 tenants? \***

Yes  No

**Tenant 1 \***

**Tenant 1 Employee Count \***

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Does your site have more than 10 tenants? \*

Yes  No

If your site has >10 Tenants, please submit an Excel file (.xlsx or .csv) with column A containing tenant names and column B containing tenant employee counts

Tenant File Upload \*

or drag files here.

## Commuter Information and Encouragement

Transportation Management Program agreements require the regular distribution of BTC contact information and transportation program information to tenants.

(12) In what ways is BTC contact information readily available to your tenants? (Check all that apply)

- Electronic Resources (Email/Electronic Communication/Website/Etc.)
- Physical Resources (Tenant Handbook/Pamphlet/Posters in Building/Etc.)
- BTC Contact Information Not Available

Other

(13) Does your building display commuter information via any of the following? Check all that apply.

- Electronic Resources (Email/Electronic Communication/Company Website/Etc.)
- Physical Resources (Employee Handbook/Pamphlet/Posters in Workplace/Etc.)
- No Commuter Information Distributed

Other

(14) How frequently do you distribute information about your building's transportation options to tenants via email or other method?

- Tenant Move-In or New Employee Onboarding
- Daily
- Weekly
- Monthly
- Annually
- Never

Other

Please indicate why you never send info. Is there any support we could provide to make this easier?

(15) When did you last distribute transportation program information to your tenant(s)? If available online 24/7, when did you last remind them of the information's availability?

(16) In the past year, have you, a previous BTC, or other building staff attended a transportation or TMP themed event or training hosted by SDOT, King County Metro, or Commute Seattle?

Yes

No

If No, please select reason: \*

I was not aware of any TMP events

I was unavailable at the time of each event

None of the events seemed relevant to me

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## New Tenant Information

Transportation Management Program agreements require the distribution information and transportation program information to new tenants.

**(17) In what formats do you typically distribute information to your new tenants? (Check all that apply)**

Electronic Resources (Email/Electronic Communication/Company Website/Tenant Leases/Etc.)

Physical Resources (Employee Handbook/Pamphlet/Posters in Workplace/Tenant Leases/Etc.)

In-Person New Employee/Tenant Orientation

No Commuter Information Distributed

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## Subsidies and Modal Support

Transportation Management Program agreements emphasize the importance of, and sometimes require investment in, subsidies and other support for non-drive-alone commutes. Some questions can be skipped if they do not apply.

(18) Please select which King County Metro Business ORCA Program the property participates in, if any? Descriptions of ORCA Passport and Choice can be found [here](#).

ORCA Business Passport

(19) What percentage does your property pay towards each individual's ORCA Business Passport?

% of Passport Paid Per Employee

(20) What is the total cost of your annual ORCA Contract at this property?

(22) Approximately what percentage of tenants are regularly utilizing your ORCA Business program?

% Employees using ORCA

(23) Do you offer tenants and/or their employees a general transportation subsidy? (e.g. a dollar amount that can be applied to any transportation cost)

General Subsidy Offered \*

Yes  No

Dollar Amount Per Month \*

(24) Do you offer [Vanpool](#) and/or [Vanshare](#)?

Vanpool/Vanshare Offered \*

Yes  No

(25) Is vanpool offered through ORCA or subsidized separately?

Vanpool Type \*

- ORCA  
 Separate Subsidy  
 Not Offered

(26) Do tenants using Vanpool/Vanshare receive parking subsidy or discount? \*

Yes  No

(27) Approximately what percentage of tenants are regularly utilizing the Vanpool/Vanshare benefits?

% Employees using Vanpool/Share

## Subsidies and Modal Support

Transportation Management Program agreements emphasize the importance of, and sometimes require investment in, subsidies and other support for non-drive-alone commutes. Some questions can be skipped if they do not apply.

(18) Please select which King County Metro Business ORCA Program the property participates in, if any? Descriptions of ORCA Passport and Choice can be found [here](#).

ORCA Business Choice

(21) What dollar amount does the property pay towards each individual's ORCA Business Choice per month?

Employer Pays Full Amount of Choice

(22) Approximately what percentage of tenants are regularly utilizing your ORCA Business program?

% Employees using ORCA

(23) Do you offer tenants and/or their employees a general transportation subsidy? (e.g. a dollar amount that can be applied to any transportation cost)

General Subsidy Offered \*

Yes  No

Dollar Amount Per Month \*

(24) Do you offer [Vanpool](#) and/or [Vanshare](#)?

Vanpool/Vanshare Offered \*

Yes  No

(25) Is vanpool offered through ORCA or subsidized separately?

Vanpool Type \*

- ORCA
- Separate Subsidy
- Not Offered

(26) Do tenants using Vanpool/Vanshare receive parking subsidy or discount? \*

Yes  No

(27) Approximately what percentage of tenants are regularly utilizing the Vanpool/Vanshare benefits?

% Employees using Vanpool/Share

(28) Do you offer a guaranteed ride home to tenants and their employees who do not drive and must take an unplanned trip?

- No
- Yes, through ORCA
- Other

(29) Do you provide or promote carpool matching (via an internal site or a partner like Rideshare Online)?

Carpool Match Promoted \*

- Yes  No

(30) Do tenants who carpool receive parking subsidy or discount? \*

- Yes  No

(31) Do tenants who carpool receive a subsidy towards their carpool (other than a parking benefit)? \*

- Yes  No

Carpool Subsidy Amount \*

(32) Approximately what percentage of tenants are regularly utilizing carpools?

(33) Do you offer active transportation subsidies? (biking, scootering, running, walking, etc.)

Active Transportation Subsidy \*

- Yes  No

(34) Please fill in details for any of the active transportation subsidies you offer. (e.g. "Reimbursement - \$20 per month")

Active Transportation Subsidies Offered \*

- Incentive  Reimbursement  Subsidy  Gear Discount  Maintenance  Equipment Lease

Other

Incentive Amount \*

Incentive Frequency \*

- Ad Hoc  Daily  Weekly

- Monthly  Annual

Other

(35) Approximately what percentage of tenants are regularly utilizing active transportation subsidies?

(36) Does your worksite provide any bike safety or bike commuting training for employees?

- No
- Bike Safety
- Bike Commuting

Other

(37) Does your building have group accounts or discounts for tenant use of the following?

- Zipcar, Gig, or other carshare platform
- Lyft, Uber, Taxi, or other rideshare
- Bikeshare or scootershare (JUMP, Lime, Link, Spin, and Wheels)
- Waze, iCarpool, Scoop, or other carpool app

Other

(38) Are the following available to tenants and/or employees in your building?

- Building-provided shuttle service
- Building-provided cars for tenants to travel to off-site appointments
- Building-provided bicycles or scooters
- Building-incentivized telework program
- Building-incentivized flexible working hours or compressed work weeks
- Bicycle safety/commuting training

Other

(39) Is your garage accessible to paid parking for the public? What time frequency passes are available to the public?

- Yes  No

(40) Would you consider offering vanpool parking to non-tenant registered vanpools? For instance, if there is interest from nearby commuters in using your garage for vanpools, would you be willing to provide this parking?

- Yes  No

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## On-Site Amenities

Transportation Management Program agreements emphasize the need for and in some cases require buildings to manage on-site amenities for sustainable uses like bicycles, scooters, showers and locker rooms, etc.

**(41) Does the building offer the following active transportation amenities at your building? Add quantity for all that apply.**

- Showers
- Lockers
- Bicycle cage or secure bike room
- Covered bike racks
- Uncovered bike racks
- Bicycle maintenance or on-site repair
- E-bike, e-scooter, or other micromobility device charging
- Designated shared micromobility parking proximal to building
- Other

**Number of Showers \***

**Number of Covered Bike Racks \***

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## Parking Management

Transportation Management Program agreements emphasize the need for and in some cases require buildings to manage and price parking, and/or reserve parking space specifically for sustainable uses (e.g. HOV, bicycle parking).

(42) How many total parking spaces are available at your building? If none, enter 0.

Total Spaces \*

(43) How many parking spaces at your property are reserved for the following uses? Please enter a whole number. Enter "0" if no spaces are allotted.

Total Monthly Reserved Spaces \*

ADA Reserved \*

Reserved for Building/Employer Fleet \*

Reserved for Electric Vehicle Charging (Separate from Parking Reserved for Fleet Vehicles) \*

Reserved for Carshare \*

Reserved for Carpools \*

Reserved for Vanpools \*

Reserved for Short Term Parking / Visitors \*

Reserved for Upper Management or Tenured Staff \*

Other Reserved \*

(44) Do you have any off-site parking reserved for employees?

Yes  No

Number of Offsite Spaces (enter largest if multiple offsite locations) \*

Offsite Parking Location (enter largest if multiple offsite locations)

<input type="text"/>	<input type="text"/>
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(45) Which of the following parking options are available to employees? Please enter the number of passes sold and the price per pass for each parking option.

Parking Payment Options

Daily Parking  Weekly parking  Monthly parking  Annual parking  Other (Please describe below)

Daily parking passes available \*

Daily Parking Rate \*

Annual parking passes available \*

Annual Parking Rate \*

(46) Do you offer a parking cash out for people who do not drive and park at the building? \*

Yes  No

Please Briefly Describe Parking Cashout System \*

(47) Please provide any additional information about parking pass options and pricing that you were unable to specify previously.

Additional Parking Information

(48) Which of the following are provided to tenants and/or employees who drive alone? (check all that apply)

Free Parking

Parking subsidy or reimbursement

General transportation subsidy or stipend

Other

(49) How many tenants and/or employees receive parking benefits? \*

(50) Do you bundle parking spaces as part of any of your tenant leases? \*

Yes  No

(51) Are the parking spots offered through your leases to tenants: \*

Priced below market value  Priced at or around market value  Priced above market value

(52) Does your building garage participate in customer parking or reservation programs (e.g. Spot Hero, Parkaide, etc.)?

Yes  No

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## Additional Programs and Strategies

(53) Any programs or offerings that have been implemented in the last year that help you fulfill the terms of your building's TMP?

(54) What are your building's top three transportation program priorities for the next year?

First Priority

Second Priority

Third Priority

(55) What was the estimated direct cost to your organization over the past 12 months to implement the transportation program? Please record a yearly monetary cost estimate for each of the categories below.

Meeting TMP program requirements & promoting your program to employees, including BTC/staff time, overhead, materials, other costs integral to the administration of the program

CTR Program Cost Estimate \*

Financial incentives & subsidies paid to tenants and/or employees (all program costs, including ORCA, parking etc.)

Incentives & Subsidies Cost Estimate \*

Facilities such as bike racks, bus shelters, lockers, etc.

Facilities Cost Estimate \*

Any other costs not covered above

Other Costs \*

(56) Anything you feel like we didn't cover here? Let us know about any benefit, amenity or program that you think we didn't capture in this survey.

Additional Program Information

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## Certification

### Building Commitment

I understand that my property is required to submit information on the transportation program described above to comply with my building's Transportation Management Program (TMP) requirements.

As the Designated Building Transportation Coordinator, I acknowledge that information in this program report will be used by the City of Seattle to monitor compliance with TMP requirements established for this property. I will notify Commute Seattle by emailing [TMP@commuteseattle.com](mailto:TMP@commuteseattle.com) with any substantive changes to this information.

I confirm that I am designated by my supervisor or highest-ranking on-site official to commit to the implementation of the program, and I have shared this report with that official.

(57) Please enter the signer's name and job title below.

Signer's Name \*

Job Title \*

(58) Please provide an e-signature. \*

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