



COMMUTE TRIP REDUCTION PROGRAM

The City of Kent encourages alternative methods of transportation to driving alone. The City of Kent follows its own CTR Ordinance Summary, that complies with the Commute Trip Reduction Law. The goal of the law is to reduce the number of drive-alone commuters, thus reducing traffic congestion and air pollution in our community.

Business Choice ORCA Pass

The City will contribute up to \$50 per month for a monthly ORCA pass or the ORCA E-purse option. Review the ORCA Product List for current rates.

To enroll, select the Commuter FSA benefit in Workday, then fully complete CTR Enrollment Form and return it to Human Resources. It will be on the payroll closing date. Employee and City contributions are processed each payroll. At the end of the month, we upload funds onto ORCA cards for use the FOLLOWING month. For example, if your form is received on February 18th, it would be in effect for the March 5th payroll. At the end of March, we would load the funds from both the March 5th and March 20th payrolls. Those funds would be available for use by April 1st.

This program is ongoing, and you may choose to enroll at any time. If your form is received and processed on the second payroll in the month, you will receive a prorated City contribution of \$25. The next month you would receive the full contribution of \$50.

New ORCA card participants

Please select the Commuter FSA benefit in Workday and bring your form to Human Resources and pick up an ORCA card. lost or stolen cards will be available for a \$5 fee.

Current ORCA card participants

If you would like to change your ORCA selection and/or contribution, please complete the CTR Enrollment Form and include your ORCA Card number at the bottom. Return the form to HR. This will allow us to change your election.



Important

- The maximum stored value for an E-purse is \$400. It is **YOUR responsibility** to monitor your balance and request changes to your City or payroll contribution to prevent your balance from exceeding \$400. If your E-purse balance exceeds \$400, your contributions will be stopped and you would need to re-enroll when the balance on the card is lower.
- All cards **MUST be tapped to an ORCA reader within 60 days** of funds being loaded onto your card or the funds will not be available for use.

Benefits of Business Choice

- Ability to register your card on-line. If lost or stolen, the card can then be blocked and the value issued to you on another card.
- Load bus, train, ferry and Metro vanpool passes, and per-trip fares on one card.
- You can add additional, post-tax funds to your card at an ORCA kiosk.

Carpool

A motor vehicle occupied by two to five people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle on the road. Preferred parking spaces are available for registered carpools. Please contact Ana-Maria Nemes in Human Resources to obtain a carpool pass.

Vanpool

Share the costs of commuting with fellow employees using pre-taxed dollars.

Alternative Work Schedules

Compressed work weeks (4/10s or 9/80s) upon approval of your supervisor

Bicycling to Work

Bike Racks are available at all City Facilities.

Links

- <http://www.rideshareonline.com/>
- <https://kingcounty.gov/depts/transportation/metro/schedules-maps.aspx>
- <https://www.soundtransit.org/>
- <https://www.kingcounty.gov/depts/transportation/commute-solutions/CTRHomepage.aspx>

For further information please contact Ana-Maria Nemes at 253-856-6289