




TO: Elizabeth A. Pauli, City Manager
FROM: Liz Kaster, Active Transportation Principal Planner, Public Works, 
Ramiro A. Chavez, P.E. PgMP, Director/City Engineer, Public Works
COPY: City Council and City Clerk
SUBJECT: Ordinance – Adopting the Commute Trip Reduction Four-Year Plan Update: 2025–2029 – June 3, 2025
DATE: May 6, 2025

SUMMARY AND PURPOSE:

An ordinance adopting the City of Tacoma’s Commute Trip Reduction Four-Year Plan Update: 2025–2029, which outlines the City’s planned approach to meet Washington State’s Commute Trip Reduction requirements.

BACKGROUND:

This Department’s recommendation is based on compliance with RCW 70A.15.4020, which requires adoption of a local Commute Trip Reduction (CTR) plan. Under state law, CTR focuses on reducing vehicle miles travelled by working with large employers on transportation demand management programs to support and encourage the use of transit, rideshare, and active transportation.

The Washington State Department of Transportation (WSDOT) requires local adoption of the 2025-2029 CTR Plan by June 30, 2025 in order to remain in compliance with state CTR rules and maintain eligibility for CTR formula funding from the State (approximately \$167,800 per biennium).

The plan has been reviewed by and found to be concurrent with requirements by the Puget Sound Regional Council, WSDOT, and the Transportation Demand Management Technical Committee. A Preliminary Determination of Environmental Nonsignificance was issued under WAC 197-11-340(2) on May 8, 2025. Local adoption is the final step.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

The City’s CTR Plan most directly impacts large employers and their employees, who are required by state law to participate in the CTR program. While many of the program elements are dictated by state requirements (employee surveys, annual reports, etc.) – outreach for the plan update focused on how we can best support employers to meet these requirements and to develop shared strategies to enhance outreach and education and decrease barriers to using active transportation and transit.

The City contracts with Downtown On the Go to implement the City’s CTR program. They work closely with Pierce County’s Ride Together Pierce Team on shared strategies and outreach across the County. They partnered on extensive outreach with local employers to inform this plan including:

- Employee Transportation Coordinator Network Event
- Visioning Workshop with local jurisdictions and large employers
- Large Employer, Transit Agency, and Partner Organization Interviews

Downtown On the Go and Pierce County also sought community feedback via tabling at community events, an online survey and a CTR Open House. Tacoma’s CTR plan also integrated key takeaways from the One Tacoma visioning workshops.

The City of Tacoma’s Commute Trip Reduction Four-Year Plan Update: 2025–2029 was presented to the City’s Bicycle Pedestrian Technical Advisory Group on April 28, 2025.



2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

Our community, like the region, sees significant disparities in transportation safety and access and the environmental health impacts from air pollution. Approximately 64% of Tacoma's Vision Zero High Risk Corridors are located in areas with low or very low access to opportunity, according to the City's Equity Index. The [WA State Department of Health's Environmental Disparities Map](#) highlights environmental exposure risk in Tacoma's central, south, and eastside neighborhoods - much of which is tied to their close proximity to heavy traffic roadways. While CTR is only one piece of addressing these disparities, well-designed transportation demand management (TDM) programs can help reduce barriers to accessible and affordable multimodal transportation options, engage community members in transportation decisions that affect their daily lives, and support mode shift which can lead to safer streets and cleaner air and water. This work aligns with PSRC's [2022-2050 Regional Transportation Plan](#), which speaks to the importance of addressing equity in TDM.

Livability: *Equity Index Score: Moderate Opportunity*

Improve access and proximity by residents to diverse income levels and race/ethnicity to community facilities, services, infrastructure, and employment.

Explain how your legislation will affect the selected indicator(s).

As the City continues to invest in active transportation infrastructure and support a robust transit system - the CTR program helps enhance the impact of these investments through education, encouragement, and outreach. This combination of safe and connected infrastructure and transit service plus supportive programming so community members know these options exist and are encouraged to use them, is the key to mode shift.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. City of Tacoma does not adopt the Commute Trip Reduction Four-Year Plan Update: 2025–2029.		City would be out of compliance with RCW 70A.15.4020 and would no longer be eligible for Commute Trip Reduction funding.

EVALUATION AND FOLLOW UP:

The City of Tacoma's Commute Trip Reduction Four-Year Plan Update: 2025–2029 outlines the City's planned approach to meet Washington State's Commute Trip Reduction requirements. The City submits quarterly progress reports to WSDOT on our CTR work.

STAFF/SPONSOR RECOMMENDATION:

The Public Works Department recommends City Council adopt the City of Tacoma's Commute Trip Reduction Four-Year Plan Update: 2025–2029 by June 30, 2025.

FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENTS:

- City of Tacoma Commute Trip Reduction Four-Year Plan Update: 2025–2029