

DIVISION OF TRANSPORTATION AND TRAFFIC

Transportation Demand Management (TDM) Program Guidelines

What is a TDM Program?

A TDM is the incorporation of a variety of incentives, services, and actions that influence the reduction of automobile trips in order to provide additional relief from congestion, parking and air quality impacts.

TDM Approval Process

- Identify development requiring a TDM, per Community Development Department
- Include TDM requirements in Conditions of Approval (COA)
- Prior to issuance of building permits, owner must have a TDM Form approved by the City and a copy of the TDM Plan shall be on file with the City.

TDM Requirements

TDM Responsibility – All applicable TDM fees, penalties, reporting requirements, program implementation, and other TDM obligations are the sole responsibility of the property owner. Furthermore, since the TDM requirements are part of the conditions of permit(s) associated with the property, TDM requirements apply to the property regardless of ownership or use.

TDM Goals - TDM are intended to reduce automobile trips in order to provide additional relief from congestion, parking and air quality impacts. Therefore, TDM plans are required to set trip reduction goals. Trip reduction goals are outlined in the project conditions of approval.

TDM Form - The owner shall submit a TDM Form for each project site. Parcels sharing driveway access are to be considered a single site and single parcels with two or more separate access is also considered a single site.

Program implementation – Property owners shall implement TDM programs as soon as possible, however each site will not be subject to monitoring until it has reached 75% occupancy.

Monitoring - The TDM Coordinators shall submit TDM Status Update Forms to the City each monitoring year as determined by the City; one TDM Status Update Form shall be submitted per site. Additional monitoring and reporting requirements are noted in the Program Monitoring Procedures section below. It is the owner's responsibility to inform the city when sites have reached 75% occupancy. Driveway counts and staff review time as a way of monitoring trips are managed by the City, but funded by the owner.

TDM Coordinator - The owner is required to have a TDM Coordinator. The TDM Coordinator shall be responsible for implementing the TDM Plan and shall be the primary contact with the City. It shall be the owner's responsibility to notify the City if the TDM Coordinator or their contact information changes; the TDM Coordinator's name, mailing address, email address, and phone number shall always be kept up to date with the City's TDM Program Manager. TDM Coordinator changes shall be reported to the City in writing to the City TDM Program Manager.

TDM Plans

The owner shall have a current TDM Plan available at all times. When sites are found to be non-compliant with the maximum allowable trips, the owner shall cause the TDM plan to be adjusted. Upon the City’s request, the owner shall submit the most up-to-date TDM Plan to the Department of Public Works; the plan shall be submitted within five (5) calendar days of the City’s request.

Non-compliance Penalty

Non-compliance penalties will be determined by level of deficiency of the program. A \$3,000.00 per trip penalty will be used for the penalty calculation and may be assessed annually based on annual AM and PM peak hour trip counts. The fees and penalties will be adjusted annually based on Consumer Price Index (CPI) with the adoption of the city-wide fee schedule each fiscal year.

Calculation Detail:

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval (trips will be determined by the project trip generation analysis)
- Both AM and PM peak hour trips will be surveyed; the penalty is based on the highest deficiency of the two
- Reduction factors
 - Level 0: project is compliant, penalties are not applicable
 - Level 1: Achieve a 0%-9.9% reduction - Pay full penalty (\$3,000 per trip in excess of maximum allowable trips)
 - Level 2: Achieve a 10%-19.9% reduction - Pay 75 % penalty (\$2,250 per trip in excess of maximum allowable trips)
 - Level 3: Achieve 20%-29.9% reduction - Pay 50% penalty (\$1,500 per trip in excess of maximum allowable trips)
 - Level 4: Achieve 30% or more - Pay 25% of penalty (\$750 per trip in excess of maximum allowable trips)

Penalty Maximum:

The fees and penalties will be adjusted annually based on Consumer Price Index (CPI) with the adoption of the city-wide fee schedule each fiscal year.

Tier	Project Size	Maximum Annual Penalty
1	Less than 500,000 SF	\$300,000
2	500,000 SF to 1,000,000 SF	\$500,000
3	Greater than 1,000,000 SF	\$700,000

<p>Example 1:</p> <ul style="list-style-type: none"> o Project Size (P) = 425,000 SF o Expected AM Trips = 400 o Expected PM Trips = 350 o AM/PM Trip reduction goal = 30% o Maximum Allowable AM Trips = 280 o Maximum Allowable PM Trips = 245 o Actual AM Trips = 324 o Actual PM Trips = 213 o AM Reduction = 400-324=76 (19%) o PM Reduction = 350-213=137 (39%) o Highest Deficiency = AM Trips, 44 trips deficient of goal o Per trip penalty = \$2,250 o Total penalty = \$99,000 for cycle year 	<p>Example 2:</p> <ul style="list-style-type: none"> o Project Size (P) = 1,264,135 SF o Expected AM Trips = 2390 o Expected PM Trips = 3219 o AM/PM Trip reduction goal = 30% o Maximum Allowable AM Trips = 1673 o Maximum Allowable PM Trips = 2253 o Actual AM Trips = 2175 o Actual PM Trips = 1931 o AM Reduction = 2390-2175=215 (9%) o PM Reduction = 3219-1931 = 1288 (40%) o Highest Deficiency = AM Trips, 502 trips deficient of goal o Per trip penalty = \$3,000 o Total penalty = \$700,000 (maximum penalty)
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Penalties are subject to change at the City’s discretion.

Program Monitoring Procedures

The City will be processing TDM Status Update Forms on an annual basis. In advance of the monitoring cycle, the City will send out invoices to owners, via the designated TDM Coordinator(s). The invoices will be for costs associated with driveway counts and associated staff time. Payment of the invoices will be due approximately thirty (30) days from the invoice date. Delay in payment shall be taken into account in determination of trip reduction compliance. Failure to fund traffic counts shall result in application of maximum penalty. Upon receipt of payment, the City will schedule the driveway counts and upon completion of the counts, the data will be provided to the owner to complete the report. The annual TDM Status Forms will be due to the City every year on December 31st, unless otherwise specified by the City's TDM Program Manager.

Developments that are compliant with goals will continue on with the next annual monitoring cycle as scheduled. Developments that are not compliant with goals will be given a six-month grace period where developments have the opportunity to reach TDM trip reduction goals before incurring penalties. Owners will be re-invoiced for follow-up driveway counts. This grace period is only applicable to the first annual reporting following occupancy. Following this grace period, all non-compliant driveway counts will incur penalty hereafter.

While driveway counts will be done by the City, owners should conduct annual or semi-annual employee surveys to measure the effectiveness of the TDM program. The owner should conduct a survey before the TDM is implemented to establish a baseline.

TDM Status Update Forms

TDM Status Update Forms are due to the City on an annual basis based on the monitoring cycle as determined by the City and shall be submitted by the owner per the TDM monitoring procedures.

City TDM Program Manager Contact Information

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