



City of Tukwila
**Planning and Community
 Development Committee**

- ◆ Kathy Hougardy, Chair
- ◆ Verna Seal
- ◆ Thomas McLeod

Distribution: K. Hougardy V. Seal T. McLeod K. Kruller	Mayor Ekberg D. Cline R. Bianchi C. O'Flaherty A. Youn L. Humphrey
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AGENDA

MONDAY, OCTOBER 18, 2021 – 5:30 PM

HAZELNUT CONFERENCE ROOM
 (At east entrance of City Hall)

**THIS MEETING WILL NOT BE CONDUCTED AT CITY FACILITIES
 BASED ON THE GOVERNOR'S PROCLAMATION 20-28.**

**THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS
 MEETING IS: 1-253-292-9750, Access Code 292841299#**

Click here to: [Join Microsoft Teams Meeting](#)
For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. A resolution adopting the South King Housing and Homelessness Partners (SKHHP) 2022 Work Plan and 2022 Operating Budget. <i>Laurel Humphrey, Legislative Analyst</i>	a. Forward to 10/25 C.O.W. and 11/1 Regular Meeting.	Pg.1
b. An update on the Trusted Community Partner Network. <i>Derek Speck, Economic Development Administrator</i>	b. Forward to 10/18 Regular Meeting.	Pg.13
c. An update regarding the Department of Community Development. <i>Nora Gierloff, Community Development Director</i>	c. Discussion only.	Pg.25
2. MISCELLANEOUS		

Next Scheduled Meeting: *November 1, 2021*



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INFORMATIONAL MEMORANDUM

TO: Planning & Community Development Committee
FROM: Angela San Filippo, Executive Manager, SKHHP
Laurel Humphrey, Legislative Analyst
DATE: October 12, 2021
SUBJECT: South King County Housing & Homelessness Partnership 2022 Work Plan

ISSUE

Resolution to adopt SKHHP's 2022 Work Plan and Operating Budget

BACKGROUND

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock. In accordance with the Interlocal Agreement the annual SKHHP work plan and budget must be approved by the legislative body of each member jurisdiction in addition to the SKHHP Executive Board. Each SKHHP jurisdiction had an opportunity to review and provide feedback on the work plan and budget prior to Executive Board adoption. The 2022 SKHHP work plan and budget priorities were shared with Councilmembers via email on June 9, 2021. The feedback from member jurisdictions was used to draft the 2022 SKHHP work plan and budget adopted by the SKHHP Executive Board on July 23, 2021, see attachment to proposed resolution.

The SKHHP 2022 work plan and budget operationalizes the SKHHP mission and goals and provides an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services. Consistent with the SKHHP Interlocal Agreement, the SKHHP 2022 work plan and budget must be approved by each legislative body and adopted by the SKHHP Executive Board.

DISCUSSION:

WORK PLAN

The 2022 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. The 2022 work plan builds on work done in 2020 and 2021 to establish the SKHHP Housing Capital Fund through pooled public resources, increase philanthropic and corporate investment through creation of a SKHHP 501(c)(3) fundraising branch, and establish a SKHHP Advisory Board made up of community members that will help to ground SKHHP decision in community needs and interests.

The governance and administration work area includes strategic planning to set 3-5 year goals for the organization, annual work plan and budget process, quarterly progress and budget reports, and annual reporting to stakeholders and non-SKHHP south King County cities. The policy and planning work area includes: administering and allocating funds from the SKHHP Housing Capital Fund and coordinating with partner jurisdictions to enhance and develop new local housing policies and programs. The outreach and education work area includes: representing south King County at local and regional decision tables and further strengthening regional stakeholders' understanding of housing needs and opportunities in south King County.

OPERATING BUDGET

Attributable to the Interlocal Agreement including an adopted budget before staff was hired and before the City of Auburn became the administering agency, the adopted budget for 2019 and 2020 was a projection of operating costs that did not cover the full SKHHP operating costs. In light of the COVID-19 pandemic and resulting revenue shortfalls and budget uncertainties original jurisdictions contributions were maintained in 2021, this was made possible by personnel cost savings from 2019 and 2020. This decision intentionally spent down some of the cost savings from the previous two years to cover operating costs and deferred consideration of increasing member contributions to the 2022 operating budget.

During the development of the 2022 SKHHP operating budget, feedback from SKHHP partner jurisdictions and the SKHHP staff work group identified the following budget priorities for 2022:

- Work towards a balanced budget
- Increase staff capacity to two full time positions
- Consider a compensation structure for SKHHP Advisory Board members

The 2022 SKHHP operating budget operationalizes these priorities by increasing jurisdiction contributions by 15%. The SKHHP budget contributions are based on population size, as shown in the attachment to the resolution, Tukwila's 2022 SKHHP contribution is \$8,625.

If there are any additional contributions to SKHHP's operating budget from sources such as: existing SKHHP partners, additional partners become part of SKHHP, or contributions or donations from outside sources, each SKHHP partner contribution could be reduced through an amended budget.

The 2022 SKHHP work plan and budget operationalizes the agreed upon priorities by the SKHHP Executive Board to implement the Interlocal Agreement by acting cooperatively to formulate housing policies and strategies that address housing stability, foster efforts to preserve and provide affordable housing by combining public funding and private-sector resources, and support implementation of other local policies and programs relating to affordable housing.

RECOMMENDATION

Staff recommends adoption of the resolution and is seeking a Committee recommendation on the proposed resolution to forward to the October 25, 2021 Committee of the Whole.

ATTACHMENTS

Draft resolution

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS' 2022 WORK PLAN AND 2022 OPERATING BUDGET.

WHEREAS, on February 21, 2019, the City of Tukwila entered into an Interlocal Agreement (ILA) with 8 other south King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP); and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve an annual work plan each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and to implement the overarching SKHHP goals to work together and share resources to increase the available options for south King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, on July 28, 2021, the SKHHP Executive Board adopted Resolution No. 2021-03 adopting the 2022 SKHHP Work Plan and 2022 SKHPP Operating Budget effective upon approval by the legislative body of each participating jurisdiction;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The City Council approves adoption of the South King Housing and Homelessness Partners (SKHHP) 2022 Work Plan and 2022 Operating Budget dated July 23, 2021, and hereby incorporated by reference as "Exhibit A."

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2021.

ATTEST/AUTHENTICATED:

Christy O'Flaherty, MMC, City Clerk

Kate Kruller, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____
Passed by the City Council: _____
Resolution Number: _____

Office of the City Attorney

Exhibit A: South King Housing and Homelessness Partners Resolution No. 2021-03, dated July 23, 2021, with Attachment A (SKHHP 2022 Work Plan) and Attachment B (2022 SKHHP Operating Budget)

RESOLUTION NO. 2021-03

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2022 SKHHP WORK PLAN AND 2022 SKHHP OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2022 work plan includes three major streams of work: governance and administration; policy and planning; and education and outreach; and

WHEREAS, the governance and administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening a community advisory board; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the SKHHP 2022 Work Plan as shown in Attachment A.

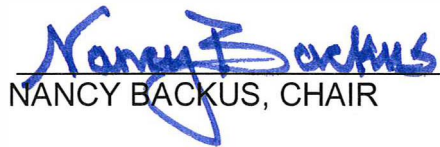
Section 2. The Executive Board adopts the SKHHP 2022 Budget as shown in Attachment B.

Section 3. Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

Section 4. This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and Signed this 28 day of July , 2021.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS



NANCY BACKUS, CHAIR

RESOLUTION 2021-03 – ATTACHMENT A
SKHHP 2022 WORK PLAN

SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

OBJECTIVES

- Share technical information and resources to promote sound housing policy
- Coordinate public resources to attract greater private and public investment for affordable housing in South King County
- Provide a unified voice to advocate for South King County needs at a local, regional, and state levels

Purpose

Establish a 2022 SKHHP Work Plan that is shaped by member jurisdictions, consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

Background

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock.

The SKHHP 2022 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. The 2022 work plan builds on work done in 2020 and 2021 to establish a SKHHP Housing Capital Fund through pooled public resources, increase philanthropic and corporate investment through the creation of a SKHHP 501(c)(3) fundraising branch, and establish a SKHHP Advisory Board made up of community members that will help to ground SKHHP decisions in communities needs and interests.

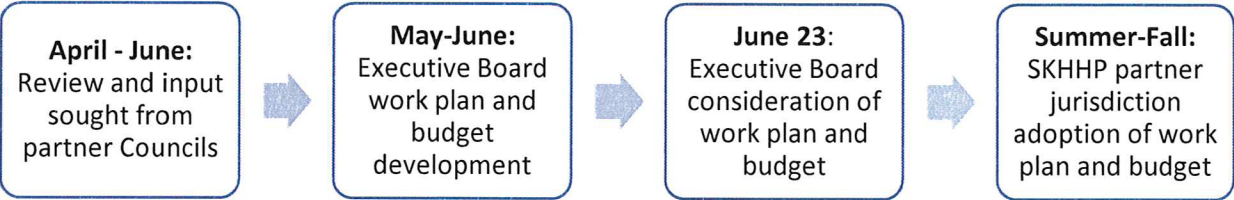
Progress reports

Consistent with the Interlocal Agreement, the SKHHP Executive Manager will submit quarterly budget performance and progress reports on the status of the work plan elements to the SKHHP Executive Board and the legislative body of each member

jurisdiction. To be consistent with the administering agency's finance department, quarterly progress reports will be provided as follows:

- Quarter 1: May
- Quarter 2: August
- Quarter 3: November
- Quarter 4: February

Next steps: In accordance with the Interlocal Agreement, the 2022 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the SKHHP Executive Board. The timeline for review and adoption of the 2020 SKHHP Work Plan is as follows:



GOVERNANCE AND ADMINISTRATION

GOAL 1: Define strategy, direction, and long-term goals, and provide direction to staff on implementation of the SKHHP Interlocal Agreement.

Outcomes:

- 1) Functioning and collaborative entity with clear measures of success.
- 2) Implementation supports equitable outcomes across jurisdictions, community members, and stakeholders.
- 3) Added value for SKHHP partners and South King County subregion.

Activities/Actions:

- 1) Develop annual work plan and budget
 - a. Partner jurisdiction input and review
 - b. Partner jurisdiction adoption
- 2) Quarterly progress and budget reports
- 3) Annual updates to stakeholders and non-SKHHP South King County cities
- 4) Strategic planning – establish 3-5 year goals and objectives

POLICY AND PLANNING

GOAL 2: Administer and allocate South King County Housing Capital Funds.

Outcomes:

- 1) Increase resources dedicated to affordable housing preservation, rehabilitation, and production in South King County.
- 2) Pool resources to address the growing affordable housing and homelessness needs in South King County.

Activities/Actions:

- 1) SKHHP Housing Capital Fund application and allocation process
- 2) Build funding support through advocacy with philanthropic and private corporations

GOAL 3: Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.

Outcomes:

- 1) Number of jurisdictions that adopt new or enhanced legislation or programs that support equitable affordable housing production and preservation strategies.
- 2) Increased number of affordable rental housing units in participating programs.

- 3) Improved collective efforts to address systemic and institutional racism and create greater racial equity and justice in housing.

Activities/Actions:

- 1) Support implementation of housing strategy/action plans to increase equitable housing production and preservation strategies
- 2) Maintain inventory & assessment of existing city policies and regulations for affordable housing preservation programs and housing production strategies
- 3) Assist cities in enacting policies and strategies that address tenant protections through anti-displacement, fair housing, and healthy housing
- 4) Develop subregional affordable housing preservation strategies.
- 5) Maintain catalog of successful affordable housing development projects

OUTREACH AND EDUCATION

Goal 4: Represent South King County and its unique affordable housing needs at all decision tables and foster collaboration between partners.

Outcomes:

- 1) Establish credibility of SKHHP with potential partners and funders.
- 2) South King County is authentically heard, considered, and supported by regional and state stakeholders and policy makers.
- 3) Changes in policies, practices, and funding streams that support affordable housing and homelessness programs in South King County.

Activities/Actions

- 1) Represent SKHHP at local & regional meetings and forums.
- 2) Develop annual SKHHP State advocacy priorities
- 3) Develop annual SKHHP Federal advocacy priorities
- 4) Conduct work sessions with state legislators

Goal 5: Further strengthen regional stakeholders' understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system .

Outcomes:

- 1) South King County decision makers are informed and prepared to act based on current information and facts.
- 2) Increased interest from nonprofit and for-profit developer to partner with South King County cities to produce affordable housing.
- 3) The broader community is engaged on local housing issues.

Activities/Actions

- 1) Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing
- 2) Support SKC engagement and elected official participation in affordable housing development tours
- 3) Coordinate monthly educational topics that promote understanding of the full housing system and practices that have led to inequities in the system, and opportunities to address racial equity and justice
- 4) Generate educational information for the public including brochures, website, housing tours, and other outreach programs.

RESOLUTION 2021-03 – ATTACHMENT B

2022 SKHHP Operating Budget

Projected beginning fund balance - January 1, 2022	\$211,801.80
Projected ending fund balance - December 31, 2022	\$143,573.11

REVENUES

Auburn	\$29,900
Burien	\$17,250
Covington	\$8,625
Des Moines	\$8,625
Federal Way	\$29,900
Kent	\$39,100
Normandy Park	\$4,600
Renton	\$39,100
Tukwila	\$8,625
Unincorporated King County**	\$39,100
King County Housing Authority	\$15,000
King County**	\$35,900
Interest earnings	
Office space (in-kind donation)	\$12,000
Contributions & Donations	

TOTAL REVENUES	\$287,725.00
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<i>Spend down balance</i>	<i>\$68,228.69</i>
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TOTAL	\$355,953.69
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EXPENSES

Salaries and benefits	\$254,685.17
Misc - travel, phone, postage	\$12,000.00
Advisory Board compensation	\$14,400.00
Office space (in-kind donation)	\$12,000.00
Supplies	\$1,000.00
Professional development	\$5,000.00
Interfund IT	\$25,600.00

Subtotal	\$324,685.17
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Administering agency – 10% Administrative Fee*	\$31,268.52
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TOTAL	\$355,935.69
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*10% administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carry forwards.

**King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.



INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Derek Speck, Economic Development Administrator

CC: Mayor Ekberg

DATE: October 11, 2021

SUBJECT: Trusted Community Partner Network

ISSUE

The Port of Seattle and the Seattle Metropolitan Chamber of Commerce have proposed creating a Trusted Community Partner Network to help small businesses recover from the pandemic and are seeking cities to participate.

BACKGROUND

The COVID-19 pandemic has severely impacted many businesses, including small businesses. In response to the pandemic, federal funds to businesses have flowed in record amounts. However, due to size, historical inequities, language, and cultural challenges, many BIPOC-owned small businesses faced greater challenges accessing federal, state, and local funding and other resources. The Port of Seattle (Port) and Seattle Metropolitan Chamber of Commerce (Chamber) are partnering to develop a Trusted Community Partner Network to address some of these pandemic-related challenges to small businesses.

The Trusted Community Partner Network (TCPN) will help small businesses in King County through “navigators” who will provide culturally relevant, translated assistance and advice to help those businesses access resources. The Chamber will contract with the navigators and cities. Participating cities will contribute annual funding of \$1 per capita up to a cap of \$50,000. Cities can choose their source of funds such as general funds, American Rescue Plan Act (ARPA) funds, or their annual economic development grant from the Port. The funding would be for two years (2022 and 2023).

DISCUSSION

Staff sees a significant need for Tukwila’s small businesses, especially BIPOC businesses, to access more of the available resources that can help them recover from the pandemic and grow. Additional small business navigators would help address that need and staff recommends the City participate in the TCPN.

Staff does not anticipate that the TCPN will fulfill all needs of our small businesses for navigation support and expects that over the next three years we will find additional gaps that we will fill with the ARPA funds.

FINANCIAL IMPACT

Tukwila’s contribution would be \$21,970 per year for a total of \$43,940. The City could use its annual economic development grant from the Port (which would equal or slightly exceed the city’s contribution), ARPA funds (staff has requested \$200,000 for small business support, including navigation), or other funding sources.

RECOMMENDATION

Information Only.

ATTACHMENTS

TCPN Presentation

TCPN Frequently Asked Questions

Trusted Community Partner Network



King County
Cities

Challenge: Recession and Equity Crisis Growing Among Small Business

Over the past two years King County's small businesses have been staggered by the COVID pandemic:

- Over 1000 restaurants and bars permanently shut down in King County;
- Leisure and Hospitality employment dropped 23 percent in 2020. Education services employment dropped 15 percent. Layoffs reflect that many small businesses in these sectors (or dependent on these sectors) were heavily impacted; and
- BIPOC businesses were disproportionately impacted by COVID yet near or at the end of the line in terms of accessing resources to support relief/recovery

Trusted Community Partner Network

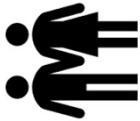
- Provides “**Navigators**” to help small businesses get the critical help and resources they need to survive
- **Supports significant outreach/technical assistance** at time when federal resources for recovery are flowing to states and local communities
- **Initiative built on successful community-based outreach** conducted when first round of federal relief funding was distributed
- **Prevents duplication of efforts** and leverages capacity of current small business advisors/lenders/etc.



Josephina from Burien needs a working capital loan to fully reopen her catering company



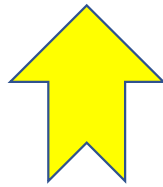
Assad needs city permitting assistance to support his retail clothing store in Kent



Joe and Tina need help to grow online sales for their wine bar/bistro café in North Bend



Benjie needs to hire employees and secure funding to support his metal fab shop in Shoreline



How Can I Help?
Sideen ku caawin karaa?
Cómo puedo ayudar?
Paano Ko Kayo Matutulungan?



Trusted
Community
Partner Network

Small Business
Development Centers

Community Development
Lending Institutions

Federal ARRA Recovery
Funding

Banks and other lenders

Minority Business
Development Centers

Chambers of Commerce
and Neighborhood
Business Districts

SCORE, Startup 425 and
other business advisors

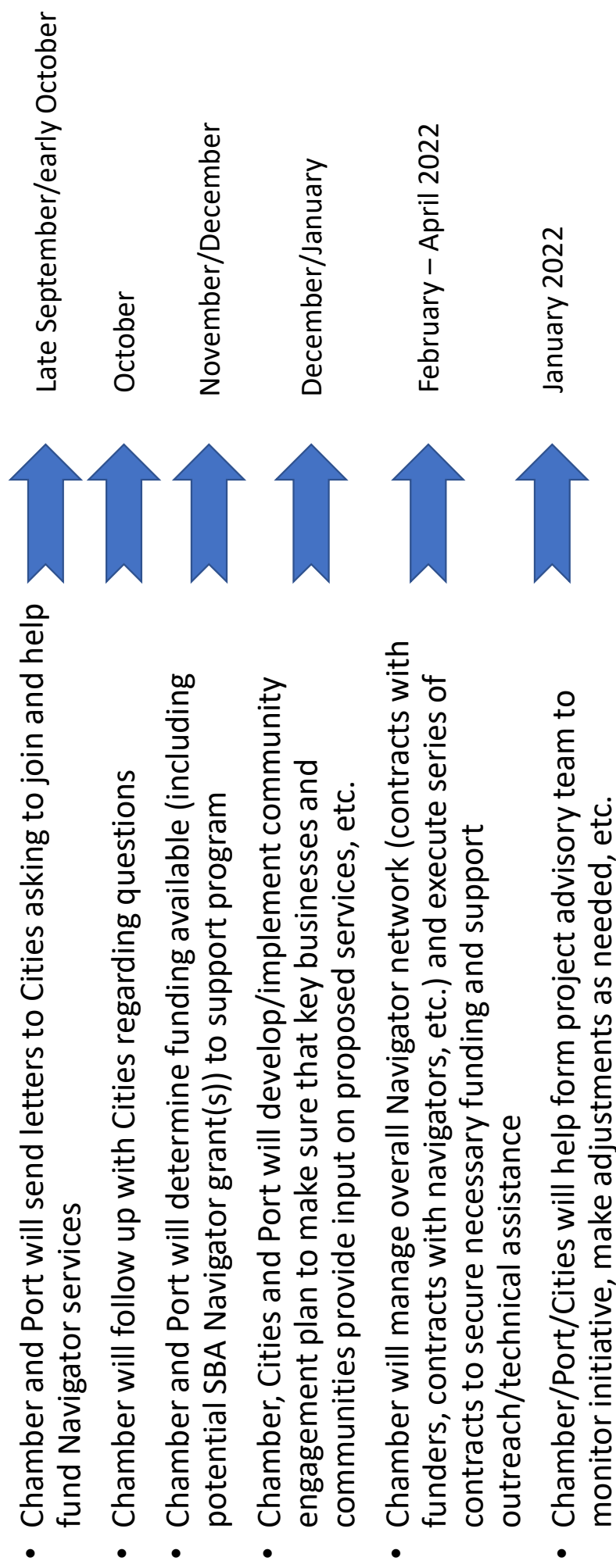
Workforce Training and
Placement Partners

Funding and Sustaining the Navigators

- We are asking the Cities to partner with the Chamber and Port to fund and help sustain the TCPN
- We are proposing a per cap funding formula where cities provide per capital funding for two years (based on 2021 population estimates. **Funding would be capped at \$50,000/year**
- Cities can use Federal ARPA funding, Port grant funding or general fund resources to support this regional partnership
- Funding partnership would generate approximately \$900,000 annually to support navigation services

Algona	\$ 3,265	Federal Way	\$50,000	North Bend	\$ 7,700
Auburn (part)	\$50,000	Hunts Point	\$ 425	Pacific (part)	\$ 6,960
Beaux Arts Village	\$ 300	Issaquah	\$39,840	Redmond	\$50,000
Bellevue	\$50,000	Kenmore	\$23,770	Renton	\$50,000
Black Diamond	\$ 5,990	Kent	\$50,000	Sammamish	\$50,000
Bothell (part)	\$30,000	Kirkland	\$50,000	SeaTac	\$29,890
Burien	\$50,000	Lake Forest Park	\$13,370	Shoreline	\$50,000
Carnation	\$ 2,285	Maple Valley	\$27,570	Skykomish	\$ 210
Clyde Hill	\$ 3,055	Medina	\$ 3,335	Snoqualmie	\$14,370
Covington	\$20,890	Mercer Island	\$24,990	Tukwila	\$21,970
Des Moines	\$32,820	Milton (part)	\$ 1,615	Woodinville	\$12,800
Duwall	\$ 8,090	Newcastle	\$ 13,410	Yarrow Point	\$ 1,030
Enumclaw (part)	\$ 13,030	Normandy Park	\$ 6,740	Chamber	\$100,000
				TOTAL	\$969,720*

Next Steps/Timelines



Why?

- ☑ **Provides a network of community-based organizations and culturally knowledgeable advisors** who are on the ground helping businesses in our underserved communities.
- ☑ The TCPN **augments the network of Small Business Development Centers, Chambers of Commerce, Community Development Finance Institutions, and other organizations** providing resources to small businesses.
- ☑ By **sharing costs** and promoting a regional network, local partners can leverage their own limited resources and benefit from economies of scale in outreach/support to business
- ☑ **Cities and community partners can tap into an array of outreach and technical assistance resources** to help businesses of all shapes, sizes, and ethnic backgrounds
- ☑ Comprehensive outreach to underserved communities works to ensure that recovery resources can be equitably accessed

Q&A

Trusted Community Partner Network -- Frequently Asked Questions

What issues or problems will the Trusted Community Partner Network (TCPN) Address?

There are more COVID recovery resources available than ever before, but small businesses and particularly BIPOC businesses face additional barriers to accessing relief. Without a stronger outreach and coaching plan, our local business owners may never tap resources they need and deserve.

The TCPN will support the needs of small businesses who have been negatively impacted by the COVID pandemic. Many smaller firms need capital and other resources to overcome losses of revenues, reopening costs, and public health related operating challenges.

The TCPN will also help ensure that BIPOC and geographically underserved businesses gain access to culturally competent navigators who can help them connect to federal, state, and local recovery resources

How will the TCPN Work?

The Chamber will contract with up to 15 navigators who can provide culturally relevant translated assistance to impacted small businesses. Three of the navigators will support companies in underserved rural and unincorporated portions of King County.

Navigators will provide linkages to help available from small business development centers, banks, chambers of commerce, workforce organizations and other partners.

Cities will be able to refer local businesses to navigators for general or specialized assistance.

How will the TCPN be funded?

The Chamber and Port are asking King County cities to help fund the navigator network. We are asking Cities to invest \$1 dollar/capita based on 2021 population estimates for two years (2022 and 2023). We would cap contributions at \$50,000 for larger cities. The following table identifies each City's contribution:

Algona	\$ 3,265	Federal Way	\$50,000	North Bend	\$ 7,700
Auburn (part)	\$50,000	Hunts Point	\$ 425	Pacific (part)	\$ 6,960
Beaux Arts Village	\$ 300	Issaquah	\$39,840	Redmond	\$50,000
Bellevue	\$50,000	Kenmore	\$23,770	Renton	\$50,000
Black Diamond	\$ 5,990	Kent	\$50,000	Sammamish	\$50,000
Bothell (part)	\$30,000	Kirkland	\$50,000	SeaTac	\$29,890
Burien	\$50,000	Lake Forest Park	\$13,370	Shoreline	\$50,000
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Clyde Hill	\$ 3,055	Medina	\$ 3,335	Snoqualmie	\$14,370
Covington	\$20,890	Mercer Island	\$24,990	Tukwila	\$21,970
Des Moines	\$32,820	Milton (part)	\$ 1,615	Woodinville	\$12,800
Duvall	\$ 8,090	Newcastle	\$ 13,410	Yarrow Point	\$ 1,030
Enumclaw (part)	\$ 13,030	Normandy Park	\$ 6,740	Chamber	\$100,000
				TOTAL	\$969,720*

Cities could use their general fund resources, ARPA funds, or Port grant funding to make this per capita investment. Our model to hire 15 navigators is based on raising approximately \$900,000 **annually**.

How Many Small Business Will Get Help? What's the Return on Investment?

We estimate that the navigator network can help 3500 impacted businesses across King County. Special emphasis will be made to help BIPOC businesses and firms in rural or unincorporated areas.

It is hard to predict how many businesses will be served in each city. Each participating city will have access to the cadre of navigators and be able to make referrals to this network when local businesses need help. City partners can also partner with navigators to conduct outreach to businesses in their communities.

As businesses get the help to recover, they will also generate new sales, hire (or rehire) employees, and generate tax revenues and economic impacts that benefit local jurisdictions.

One Redmond has applied for an SBA navigator grant. What will become of this proposed partnership if they get this grant?

The Seattle Metro Chamber and Port will modify their proposal if OneRedmond gets the grant. We will likely reduce funding required from cities covered by the OneRedmond grant although there may also be a need for additional navigators to serve all communities across King County.

What other benefits do Cities get by participating in the TCPN?

By sharing costs and promoting a regional network, Cities can leverage their own limited resources and benefit from economies of scale in outreach/support to business. Comprehensive outreach to underserved communities also works to ensure that recovery resources can be equitably accessed.

What are the next steps and associated timelines for the Trusted Community Partner Network?

The Chamber and Port will follow up on our invitation to join the TCPN within three to four weeks (by early November). We will contact each city to answer questions and see how each local jurisdiction wants to participate in the TCPN.

In November and December, we plan to formalize support for the initiative with each City. We will also begin implementing community engagement plans in partnership with the Cities to make sure the TCPN is based on strong input from BIPOC businesses and firms within underserved communities.

During the first quarter of 2022, the Chamber will execute a series of contract to secure necessary funding and support outreach/technical assistance. As the contracts are executed to establish the TCPN an advisory team will be created to monitor the initiative and guide its implementation.

Other Questions?

Please contact us if you have other questions about the Trusted Community Partner Network:

David McFadden – Managing Director, Port of Seattle Economic Development Division

Mcfadden.d@portseattle.org – 206-390-4205

Markham McIntyre – Director of Engagement, Greater Seattle Chamber of Commerce

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Vaughn Taylor – VP Economic Development, Greater Seattle Chamber of Commerce

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INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Nora Gierloff, DCD Director

CC: Mayor Ekberg

DATE: October 11, 2021

SUBJECT: Community Development Update

ISSUE

Update on Department of Community Development (DCD) progress in hiring and permit review.

BACKGROUND

The 2021-2022 City budget showed 28 funded full time equivalents (FTEs) for DCD and three frozen positions. Based on improving financial projections, in May the Council granted approval to unfreeze the positions and fill the Development Review Engineer early to cover an expected retirement, see the organization chart at Attachment A. Originally streamlined sales tax funding was targeted to cover this increase, but currently Tukwila's American Rescue Plan Act funds are planned to be used.

The reorganization and hiring over the last six months has resulted in the following changes:

- Max Baker taking on the Development Supervisor role (formerly Planning Supervisor);
- Nancy Eklund moving into the new Long Range Planning Manager role;
- Hiring a Code Enforcement Officer, Joseph Mose, who will be able to cover the rental housing program when Kia Shagena goes on leave in January;
- Hiring two Associate Planners, Isaac Gloor and one pending offer;
- Hiring a Senior Plans Examiner, Kevin "KC" Ellis; and
- Hiring a Development Review Engineer who has unfortunately just given notice that he will be leaving so we will need to start over on this position.

We have been unable to fill the Combination Inspector position but are still recruiting. This leaves the Department at 30 FTEs. DCD still has one vacant position, which would bring the Department's FTE total to 31. I would like to focus on filling the current set of positions, onboarding, and training that group before deciding where an additional staff person would make the most difference.

DISCUSSION

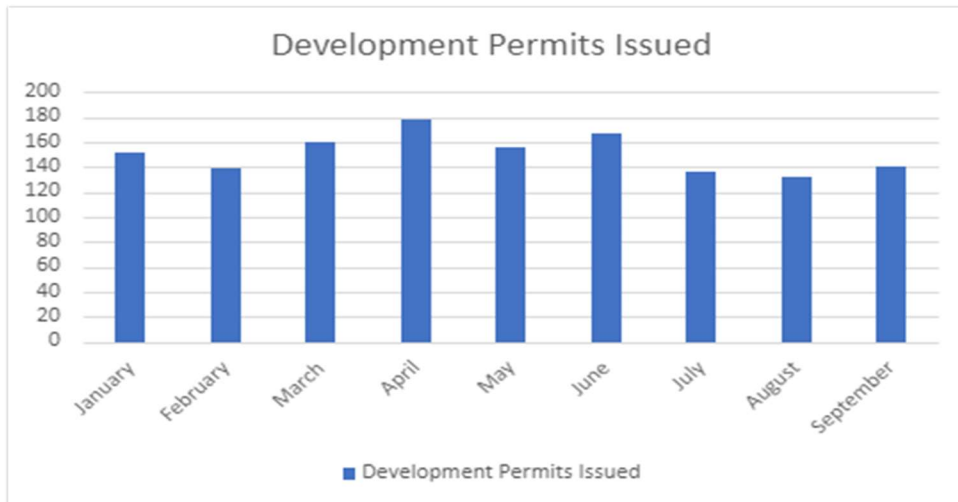
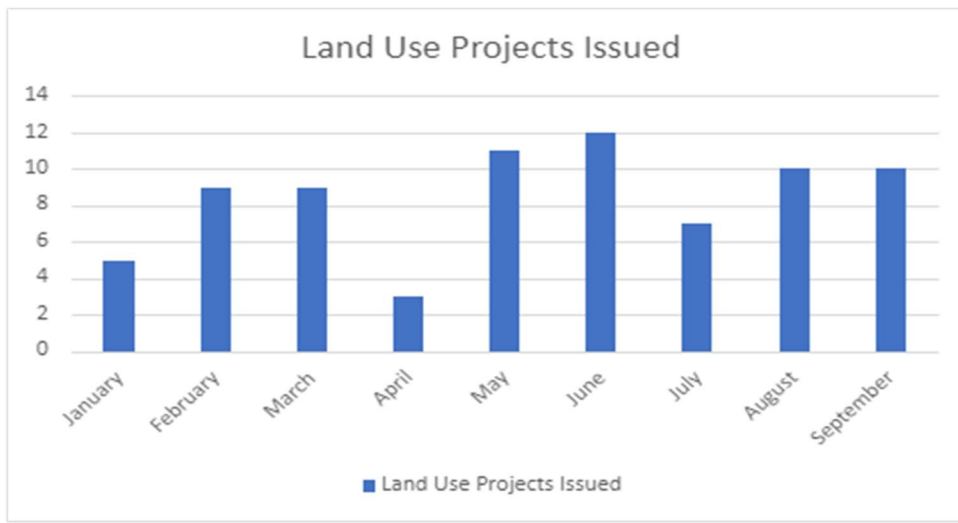
The department expenditures are on track to be slightly below the budgeted amount at the end of the year, though the different divisions are higher and lower than budgeted. It has been hard to project forward due to the substantial cash outs for retiring employees, hiring for different positions than shown in the budget, the need to bring staff in above the midpoint of the salary range, and use of consultant contracts to cover vacancies in plan review and inspection services.

The number and valuation of development permit applications continue to show a downward trend this year, see table below. DCD's YTD expenditures are \$2,362,000 while combined development and land use permit revenues are approximately \$1,700,000. In past years permit revenues have equaled or exceeded the Department budget.

Building Permit Activity
Per Month thru August 2021



Project and Permit Issuance



We have been onboarding and training the new staff, a process that will continue with the latest hires. We should see some productivity gains as they begin to work more independently. The loss of the new development review engineer will set the engineering group back. The Building Division may need to assist with Fire plan review during the vacancy in the Fire Marshal's office which would increase their workload.

Recent Achievements

- The Transit Oriented Development Housing Action Plan has been adopted and we have joined with other South King Housing and Homelessness Partnership (SKHHP) cities on a grant to address two of the action items in the Plan. This would allow SKHHP to perform regional tracking of regulated and unregulated affordable housing.
- The small cell ordinance updating our wireless communications regulations has been adopted and we are working on streamlining the franchise permit process.
- The HB 1220 shelter/housing code changes have been adopted.
- Tukwila South residential design guidelines will return to Council with final recommended language.

FINANCIAL IMPACT

Information only.

RECOMMENDATION

Information only.

