



Office of Economic Development

Mary Jean Ryan, Director

Mission Statement

The mission of the Office of Economic Development (OED) is to provide business assistance and community and workforce development services to businesses, community organizations, and residents, so that Seattle has a strong economy, thriving neighborhoods, and broadly shared prosperity.

Goals

- Increase the percentage of working-age adults who find and retain family-wage employment -- with special emphasis on people of color, women, and people with disabilities.
- Strengthen neighborhood business districts and support community-based economic development across Seattle -- with special emphasis on low-income communities.
- Retain and expand Seattle's family-wage business sectors and encourage small business development.
- Improve customer satisfaction for businesses accessing City services.

Appropriations

Fund/Line of Business (in thousands of dollars)	Summit Code	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund					
Office of Economic Development	X1D	6,373	6,084	6,774	6,862
Department Total		6,373	6,084	6,774	6,862
Positions (in Full Time Equivalents)		35.50	37.50	37.50	37.50

Economic Development

Key Performance Targets

- Enable 65% of Seattle Jobs Initiative participants to retain employment after one year.
- Support 11 community development organizations through contracts, grants, and loans.
- Enable 10 Neighborhood Business Districts to access services through the new Neighborhood Business District Support program.

Resources

Program (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
Business Development	720	785	850	858
Management and Administration	1,038	1,098	1,206	1,370
Neighborhood and Community Development	407	420	428	487
Workforce Development	4,208	3,781	4,290	4,148
Line of Business Total	6,373	6,084	6,774	6,862
Positions (in Full Time Equivalents)	35.50	37.50	37.50	37.50

Business Development

Purpose Statement

The purpose of the Business Development Program is to provide technical and financial assistance, business development and expansion services, and policy advice to Seattle's industrial, high tech, and small business community, so that Seattle maintains a diverse family-wage job base and low-income residents have access to these jobs.

Program Highlights

Eliminate a 0.1 FTE position from the Business Development Program.

Increase the program budget to fund assistance to "micro-enterprise" activities such as farmers' markets.

Provide Community Capital Development, a non-profit organization, with the resources necessary to meet targets in providing financing and technical assistance to small businesses in Seattle.

Develop, fund, and implement loans and other programs that increase financial incentives for businesses to clean up and reinvest in brownfield sites. Assist industrial businesses in Seattle with using locally available energy conservation and water quality programs.

Identify, develop, recommend, and support the implementation of City policies, regulations, and investments that promote the start-up, retention, expansion, and location of high tech businesses in Seattle.

Facilitate communication between small businesses and the City through discussion forums with the Mayor, visits by City officials to small businesses, and other small business recognition events.

Help manufacturing/industrial businesses to understand and comply with City permit requirements; provide siting assistance as well. Evaluate impacts of proposed regulations/regulatory changes on the industrial sector and make recommendations regarding the adoption/amendment of such regulations.

Promote Seattle as a film-friendly environment and work with all City departments to coordinate permitting procedures for Master Film Permits. Act as a liaison between production companies, businesses, and neighborhoods regarding film projects.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	720	785	850	858
Program Total	720	785	850	858
Positions (in Full Time Equivalents)	4.00	4.00	3.90	3.90

Economic Development

Management and Administration

Purpose Statement

The purpose of the Management and Administration Program is to provide leadership and financial, administrative, communications, human resources, and special initiatives management to department personnel so that they can effectively accomplish the mission and goals of the OED.

Program Highlights

Enhance OED's visibility in the business community and create general public awareness of OED's programs.

Help boost family incomes by increasing utilization of public benefits such as childcare, health care, foodstamps, and the Earned Income Tax Credit.

Finalize the Economic Opportunity Strategy, an action plan with measurable benchmarks, to help low-income families and individuals achieve economic self-sufficiency.

Administer City policies and procedures including classifications, compensation, disability leave, disciplinary management, and employee records.

Oversee and ensure the smooth operations of accounts receivable/accounts payable and payroll, manage all OED General Fund and Community Development Block Grant contracts, and establish a comprehensive database system for tracking contract performance and grant reporting.

Increase budget authority, by \$50,000 in 2001 and \$52,000 in 2002, to reflect the transfer of the City's contribution to the Sports Council as well as additional general fund dollars, which assists in attracting major sporting events to the City, from Finance General.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	1,038	1,098	1,206	1,370
Program Total	1,038	1,098	1,206	1,370
Positions (in Full Time Equivalents)	10.35	11.35	11.35	11.35

Economic Development

Neighborhood and Community Development

Purpose Statement

The purpose of the Neighborhood and Community Development Program is to provide operating, grant and loan, and project management support to neighborhood business districts and community-based development organizations, as well as for special projects, so that Seattle has thriving neighborhoods and broadly shared prosperity.

Program Highlights

Eliminate a 0.4 FTE position from OED's Neighborhood and Community Development Program and create a 1.0 FTE position for the program. This results in a net add of 0.6 FTE position.

Increase the program budget to provide a menu of programs and tools that individual business districts can access as well as to pay for the expanded position. The increased investment will enable the program to respond to desires articulated in neighborhood plans.

Establish operation of a business relocation program to assist businesses impacted by Sound Transit. Coordinate efforts to gain the Sound Transit Board's approval of an operational plan and governance structure for the Southeast Community Development Fund.

Provide at least three loans per year to real estate projects that provide benefits to low-income individuals and neighborhoods.

Continue to facilitate implementation of the South Lake Union Neighborhood Plan, including the development of the South Lake Union Park; implementation of various transportation improvements; redevelopment of surplus City properties; and progress on other neighborhood requested activities.

Extend an agreement approved in 1998 and continue to perform work on the region's light rail project that will be paid for by Sound Transit. This work includes issuing permits, reviewing design plans, providing for public safety during construction and operations, and planning for development around light rail stations. The budget authority and positions necessary to accomplish this work in 2001 and 2002 were included in Ordinance 120120 and are not included in this budget. Due to changes in Sound Transit's budget and schedule, further modifications to Sound Transit's contribution are proposed in Council Bill 113560 for consideration in early 2001.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	407	420	428	487
Program Total	407	420	428	487
Positions (in Full Time Equivalents)	4.15	4.15	4.75	4.75

Economic Development

Workforce Development

Purpose Statement

The purpose of the Workforce Development Program is to provide Workforce Development services to businesses, community organizations, residents, the Mayor, City Council, and other public decision-makers, so that employers meet their need for qualified workers, and all residents, particularly those who are disadvantaged, secure and retain family wage jobs.

Program Highlights

Maintain a staffing level of 15.5 FTE positions for the Seattle Jobs Initiative (SJI), as this function will not spin off from the City in 2000 as originally planned. Eliminate a 0.5 FTE community development position.

Increase the program budget to reflect increased usage of contracted services provided by community-based organizations.

Through the SJI, develop retention programs and strengthen the delivery of case management services through the development of standards and common practices. Also, implement a technology occupation training strategy in 2001 that aims to address the digital divide by identifying the needs of the industry and providing the training and program design necessary to ensure that SJI clients are ready for these jobs.

Strengthen SJI's partnership with the Seattle Community College District through SJI's cooperative provision of State-approved curricula and joint strategic planning as it relates to the low-income population that SJI serves.

Generate new sources of funding over the next four years through SJI's development and marketing of new products and training programs to employers as well as implementation of an aggressive fundraising campaign with local and national foundations and philanthropic organizations.

Take action to ensure that the Seattle/King County Workforce Development Council includes community-based organizations as part of the One Stop delivery system. Also, work with the Council and other community partners to implement new wage progression strategies, develop new industry sector strategies to meet businesses' demand for skilled labor, and ensure that the countywide dislocated worker program provides quality services.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund (Human Services Program)	713	727	754	781
General Subfund (Casey Foundation Grant)	1,636	0	700	700
General Subfund	1,859	3,053	2,837	2,667
Program Total	4,208	3,781	4,290	4,148
Positions (in Full Time Equivalents)	17.00	18.00	17.50	17.50

Economic Development

Position Changes

Program/Position Change (in Full Time Equivalents)	2001 Adopted	2002 Endorsed
Prior Year FTE Total	37.50	37.50
<u>Business Development</u>		
Delete Community Development Specialist	-0.10	
<u>Neighborhood and Community Development</u>		
Add Senior Community Development Specialist	1.00	
Delete Community Development Specialist	-0.40	
<u>Workforce Development</u>		
Add Workforce Development Specialists	15.50	
Delete Workforce Development Specialists	-15.50	
Delete Community Development Specialist	-0.50	
New FTE Subtotal	0.00	0.00
FTE Total	37.50	37.50