



City of Tacoma

City Council Action Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Kacee Woods, Program Manager, Community & Economic Development
Jeff Robinson, Director, Community & Economic Development
COPY: City Council and City Clerk
SUBJECT: Request for Resolution for Tacoma Training & Employment Program (TTEP) – First Reading
March 19, 2024
DATE: February 28, 2024

SUMMARY AND PURPOSE:

The Community and Economic Development Department is requesting a resolution to modify program components for the Tacoma Training & Employment Program (TTEP). A resolution will allow for staff to publish a Request for Proposal (RFP).

BACKGROUND:

In 1997, the City Council enacted Ordinance 26128 establishing the Youth Building Tacoma Training and Employment Program, codified at TMC Chapter 1.80. The intent of the program was to "provide opportunities to Tacoma youth for the training and education necessary for the formation of a highly trained and capable workforce" and at that time, it was administered by the Neighborhood and Community Services Department (NCS).

In 2016, through Resolution 39492, the City Council changed the Youth Building Tacoma program title to the Tacoma Training and Employment Program, confirming the City's commitment to provide for the development of a trained and capable workforce. This program does not require legislative authorization or codification within the TMC.

As it is currently written, the purpose of the Tacoma Training and Employment Program (TTEP) is to provide for the development of a trained and capable workforce by providing training and education opportunities to residents of the City of Tacoma and the retail service areas of Tacoma Public Utilities. Such workforce shall allow the City to draw upon a pool of qualified workers, enabling the City to efficiently and effectively meet its obligations. In addition, such workforce shall provide employment opportunities for Tacoma citizens and residents within the service areas of Tacoma Public Utilities, thereby facilitating the expansion of the local economy.

Current components of the program include:

1. Employment readiness training
2. Case management and mentoring to address barrier reduction that supports program completion
3. Participant support services that include math and reading classes to achieve 9th-grade level prior to graduation, work-related clothing, tools, and transportation
4. Participation in a pre-apprenticeship training program that includes an industry-related math component
5. Job placement assistance with Tacoma Public Utilities, the City of Tacoma, Local Employment and Apprenticeship Program employers ("LEAP") and employers that must comply with Local Section 3 Hiring Policy, and private industry firms; and
6. Third-party evaluation

CEDD Staff propose a resolution for City Council consideration to modify components of the program.



This Department’s Recommendation is Based On:

CEDD Staff recommendation is based on experience from past program implementation, as well as recommendations from internal staff in the City’s Legal department and Tacoma Public Utilities. Staff recommends the request for resolution in support of publishing a new Request for Proposal (RFP) and overall program implementation.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

To shape our recommendation, we reviewed the report and recommendations from a third-party evaluation done by Puget Sound Educational Services District. This evaluation included quantitative data, as well as qualitative data from past participants, who are representative of those in underrepresented communities. Many of the recommendations have been incorporated into this current proposal. The revisions were vetted internally with stakeholders across several departments, including Tacoma Power, Tacoma Water, Human Resources, Public Works, Office of Equity & Human Rights, Environmental Services, and others.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility: (Mandatory)

These changes are part of structural change needed to support increasing diverse representation in our workforce. This legislation will reduce racial or other inequities by increasing access to industry specific education programs and increasing opportunity for Tacoma households to have livable wage jobs.

Economy/Workforce: Equity Index Score: High Opportunity

Increase the availability of industry-specific education programs to support identified growth sectors.
Increase the number of Tacoma households that have livable wage jobs within proximity to the city.

Education: Equity Index Score: High Opportunity

Increase the number of adults with post-secondary degrees or certifications.

Civic Engagement: Equity Index Score: Moderate Opportunity

Increase the percentage of residents who believe they can have a positive impact on the community and express trust in the public institutions in Tacoma.

Livability: Equity Index Score: Low 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).

This resolution will increase the entry-level access to long-term employment opportunities at the City of Tacoma and surrounding areas, thereby improving outcomes for Economy/Workforce and Livability indicators.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1.Do nothing	Utilize funding for other workforce programming	Lack of access to industry specific education programs to support identified growth sectors
2.Adopt as presented	More geographic diversity	Less overall trainees per year



	More individuals hired by City of Tacoma (General Government or Tacoma Public Utilities)	
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EVALUATION AND FOLLOW UP:

Key Performance Indicators

1. Quantity of individuals employed by the City of Tacoma (General Government and Tacoma Public Utilities)
2. % of individuals who are employed in industry aligned areas within 30, 60, 90 days of training completion
3. % of individuals who are employed in industry aligned areas within 6, 12, 24 months of training completion

STAFF/SPONSOR RECOMMENDATION:

Staff recommends Council pass a resolution to update components of the Tacoma Training & Employment Program (TTEP). Next steps include publishing a Request for Proposal, awarding contract(s), and beginning training programs.

FISCAL IMPACT:

There is no new fiscal impact. The program will utilize current budget.

What Funding is being used to support the expense?

FUND 5086

Are the expenditures and revenues planned and budgeted in this biennium’s current budget?

YES

The funding for the program was included in the 2023-2024 budget.

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

YES

Will the legislation change the City’s FTE/personnel counts?

No

Please enter Explanation.

ATTACHMENTS:

- Exhibit A – Proposed Changes to Program