



# City of Tacoma Economic Development Committee Minutes

747 Market Street Tacoma, WA 98402

Conference Room 248

November 28, 2017

10:00 AM

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Chair Marty Campbell, Ryan Mello,  
Marilyn Strickland, Robert Thoms, Conor McCarthy (alternate)

## Call To Order

Chair Campbell called the meeting to order at 10:02 a.m.

**Present:** 3 - Campbell, Thoms and McCarthy

**Absent:** 2 - Mello and Strickland

Council Member McCarthy, alternate, was in attendance.

## Approval of Minutes

1. [17-1221](#) Approval of the minutes of the meeting of September 26, 2017.

2. [17-1222](#) Approval of the minutes of the meeting of October 10, 2017.

**MOTION: Deputy Mayor Thoms moved to approve the minutes of the September 26, 2017 and October 10, 2017 meetings.**

**SECONDED BY: Council Member McCarthy.**

**ACTION: Voice vote was taken and carried. The motion was declared adopted.**

**Ayes:** 3 - Campbell, Thoms and McCarthy

**Absent:** 2 - Mello and Strickland

## Briefing Items

3. [17-1223](#) Adaptive Reuse of the Old Post Office - Past, Present and Future Plans.  
[Gloria Fletcher, Business Development Manager, community and Economic Development]

At approximately 10:03 a.m., Gloria Fletcher, Business Development Manager, Community and Economic Development (CED), introduced John Hunt, developer of the Courthouse Square Building, to discuss the renovations that have taken place on the Court Square Building. Mr. Hunt presented the project finances, event rental spaces, restaurants, continued updates to the building, and plans for the available space in the near future.

Discussion ensued regarding the potential businesses to rent the available space in the building and feedback on the process of renovating this building.

4. [17-1242](#) SBE/LEAP Proposed Code Changes.  
[Keith Armstrong, SBE & LEAP Supervisor, Community and Economic Development and Carrie Lynn, Contract & Program Auditor in Community Economic Development]

At approximately 10:26 a.m., Keith Armstrong, Small Business Enterprise (SBE) and Local Employment and Apprenticeship Training Program (LEAP) Supervisor, CED, introduced his staff, Clifford Armstrong and Carrie Lynn, Contract and Program Auditors, to discuss the SBE and LEAP programs. Mr. Keith Armstrong presented an update on the SBE program with the current issues and the proposed code revisions for the future of the program. Mr. Clifford Armstrong discussed an overview of the LEAP program, privileges and immunities, apprentice training, and suggested policy modifications.

Discussion ensued regarding the current challenges of the SBE and LEAP programs and the proposed changes for the future, including a pilot for a one-year period with greater enforcement.

**MOTION: Council Member Campbell moved to forward the SBE and LEAP code changes to the full Council with a presentation to come to Study Session next Tuesday.**

**SECONDED BY: Deputy Mayor Thoms.**

**MOTION: Council Member McCarthy moved to amend the motion to include the three additional zip codes for the LEAP program and staff recommendations to a Study Session.**

**SECONDED BY: Deputy Mayor Thoms.**

**ACTION: Voice vote was taken and adopted. The amendment was adopted.**

**Ayes:** 3 - Campbell, Thoms and McCarthy

**Absent:** 2 - Mello and Strickland

**ACTION: Voice vote was taken and carried on the motion as amended. The motion, as amended, was declared adopted.**

**Ayes:** 3 - Campbell, Thoms and McCarthy

**Absent:** 2 - Mello and Strickland

## Topics for Upcoming Meetings

5. [17-1224](#) December 12, 2017 - NBD Program Activity Update [Informational Briefing]; Foss Waterway Development Authority Interviews.

Lynda Foster, Committee Liaison, stated the next meeting will be on December 12, 2017, and will include the Neighborhood Business District Program activity update and Foss Waterway Development Authority interviews.

## Other Items of Interest

Ms. Foster stated the Tacoma Arts Commission would like to streamline the interview process by suggesting ranked alternates in case of a vacancy mid-term for a one-year period. Ms. Foster named the potential nominees as Kristina Sutton and William Elder.

**MOTION: Council Member Campbell moved to appoint William Elder as an alternate ranked number one and Kristina Sutton ranked number two for the Tacoma Arts Commission.**

**SECONDED BY: Deputy Mayor Thoms.**

**ACTION: Voice vote was taken and carried. The motion was declared adopted.**

**Ayes:** 3 - Campbell, Thoms and McCarthy

**Absent:** 2 - Mello and Strickland

## **Public Comment**

There was no public comment.

## **Adjournment**

There being no further business, the meeting adjourned at 12:09 p.m.

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Marty Campbell, Chair

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Lauren Young, City Clerk's Office