## STAFF REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:** | 5 | **Name:** | Erin Auzins |
| **Proposed No.:** | 2020-0320 | **Date:** | October 28, 2020 |

**SUBJECT**

Proposed Ordinance 2020-0320 would adopt the initial catalog for the Skyway-West Hill and North Highline Community Needs Lists.

**SUMMARY**

As part of the 2021-2022 biennial budget, the Executive transmitted the initial catalogs for the Skyway-West Hill and North Highline subarea geographies, as required by King County Code. The initial catalogs are the first step in the process to create Community Needs Lists (CNLs), which are expected to be transmitted in January 2022. While the Code requires that the initial catalogs be transmitted, there is no requirement to adopt them this year, so the Council may wish to defer further review until the final CNLs are transmitted in 2022 for Council consideration.

**BACKGROUND**

As part of the 2020 King County Comprehensive Plan update,[[1]](#footnote-1) the Council updated the responsibilities of the Department of Local Services (DLS) to create, and transmit to the Council for adoption, CNLs for each of the six rural community service areas (CSAs) and five largest potential annexation areas (PAAs). King County Code (K.C.C.) section 2.16.055.C. sets the requirements for the CNLs.

As stated in the code, the CNLs are required to:

* Be consistent with and implement the adopted subarea plans;
* Include potential services, programs, facilities and capital improvements that respond to community-identified needs, including building on a community’s strengths and assets;
* Use the tools and resources developed by the Office of Equity and Social Justice, including community engagement, language access and equity impact review; and
* For community engagement, the level of engagement is required to be, for the entirety of development and implementation of the CNL, at the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in OESJ’s Community Engagement Guide.
* Coordination with the Council office(s) that represent the geography for each CNL.

Development of the CNLs includes:

* Creation of an initial catalog that identifies all requests from the community for potential services, programs and improvements;
* Review by DLS and other County agencies to refine the initial catalog, including review of whether each initial catalog request:
  + Meets or strengthens the community vision and policies in the subarea plan;
  + For consistent with other county plans, feasibility, budget constraints, timing, resources needs and other barriers to implementation; and
* Ongoing community engagement that identifies, discusses and prioritizes community needs.

CNLs, once they go through this development process, are required to be transmitted to the Council, and each CNL is required to include, for each need:

* A prioritization of high, medium or low;
* Identification of the County agency or agencies responsible for implementation, or identification of possible partnerships with or implementation by community-based organizations;
* An anticipated timeline for completion;
* For those items listed in the initial catalog that are not included in the final CNL, an explanation of why is was not advanced and whether a noncounty entity could advance that item; and
* Performance metrics to monitor the implementation of the CNL and the vision in the subarea plan. Reporting on these metrics is required annually with ongoing monitoring by the community and the Council.

Transmittal of an ordinance that adopts the CNLs is required at three points:

1. Concurrent with each subarea plan;
2. Concurrent with each biennial budget; and
3. When there is a need identified through the ongoing work of DLS or other agencies.

With this timeframe in the Code, Skyway-West Hill and North Highline would have adopted CNLS concurrent with the adoption of the subarea plans. For the other 9 geographies, CNLs would be adopted as part of the next biennial budget, expected to be adopted in November 2022.

The Code also required transmittal of the initial catalogs for Skyway-West Hill and North Highline concurrent with the 2021-2022 biennial budget.

**ANALYSIS**

Proposed Ordinance 2020-0322 was transmitted as part of the Executive’s proposed 2021-2022 biennial budget. This Proposed Ordinance would adopt “initial catalogs” for Skyway-West Hill and North Highline. As described above, initial catalogs are the first step in the process of creating CNLs, and are more of a listing of all community desires that will be whittled down through a process that includes further community engagement and vetting by County agencies to a CNL that is prioritized, has responsible parties, and includes a timeline for implementation.

The initial catalogs transmitted with this Proposed Ordinance are dated July 2020. Executive staff states that they continue to receive additional requests for inclusion in the initial catalog, and expect to continue seeking ideas through the end of 2020. Executive staff report that the initial catalogs are expected to be more fully developed and refined in 2021, including sharing the requests with other County agencies, and work to “draft Community Needs List to review and refine with the community and representative Councilmembers through 2021.”

The **Skyway-West Hill initial catalog** primarily comes from the Skyway-West Hill Action Plan (SWAP) which was developed through a community-led process prior to the 2016 KCCP Update and proposed a series of local implementation actions. The initial catalog includes many of the proposals from the SWAP, as well as additional requests identified during development of the Skyway-West Hill Community Service Area Land Use Strategy.

The **North Highline initial catalog** was developed, according to Executive staff, by parsing the responses to a 2017 community survey in White Center, and from previous community plans (from 1977, 1981 and 1994). Items from those documents that were considered customer service requests (such as filling potholes), were excluded from the initial catalog.

Transmittal of this Proposed Ordinance complies with the requirement outlined in K.C.C. 2.16.055.C.5. However, the Council may choose not to adopt this Proposed Ordinance, as these initial catalogs have not gone through the required process to develop final CNLs. Executive staff state that the initial catalogs “are not yet ready for adoption by the Council. The initial catalogs of requests are not CNLs. They have not been refined with the community nor prioritized or evaluated for feasibility by responsible agencies.”

**INVITED**

* Dwight Dively, Director, PSB
* John Taylor, Director, DLS

**ATTACHMENTS**

1. Proposed Ordinance 2020-0320 (and its attachments)
2. Fiscal Note

1. Ordinance 19146 [↑](#footnote-ref-1)