

RESOLUTION No. 30953

EW

Law Department

Rasmussen

A RESOLUTION establishing the 2007 work program
for the Office of Housing.

passed 3-0 TR, SC, RM 2/6

2-12-07 Adopted 8-0 (Excused: Conlin)

Introduced: <u>1-22-07</u>	By: <u>Rasmussen</u>
Referred: <u>1-22-07</u>	To: <u>Housing, Human</u> <u>Services and Health</u>
Referred:	To:
Reported: <u>2-12-07</u>	
Passed: <u>2-12-07</u>	Signed: <u>2-12-07</u>
Filed: <u>2-12-07</u>	Published: <u>Title 2 pgs.</u>

US5171

Scw

RESOLUTION 30953

A RESOLUTION establishing the 2007 work program for the Office of Housing.

WHEREAS, the Seattle Municipal Code, Section 3.14.750, requires the Seattle Office of Housing to submit an annual work program to the City Council for approval; and

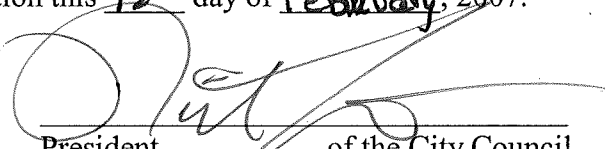
WHEREAS, the Seattle Office of Housing has prepared a work program for 2007 and submitted it to the City Council; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE
MAYOR CONCURRING, THAT:**

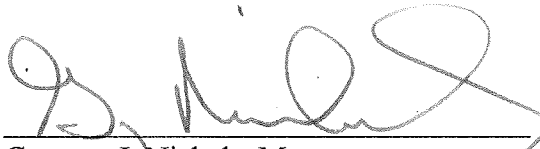
The City Council establishes the work program attached hereto as Attachment A for the
Seattle Office of Housing for the year 2007.



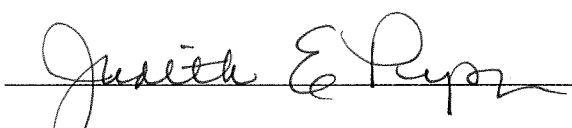
1 Adopted by the City Council the 12th day of February 2007, and signed by me in
2 open session in authentication of its adoption this 12th day of February, 2007.
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4 
5 President _____ of the City Council

6 THE MAYOR CONCURRING:

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9 Gregory J. Nickels, Mayor

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11 Filed by me this 21st day of FEB, 2007.

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14 City Clerk

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City of Seattle

Gregory J. Nickels, Mayor

Office of the Mayor

January 9, 2007

Honorable Nick Licata
President
Seattle City Council
City Hall, 2nd Floor

Dear Council President Licata:

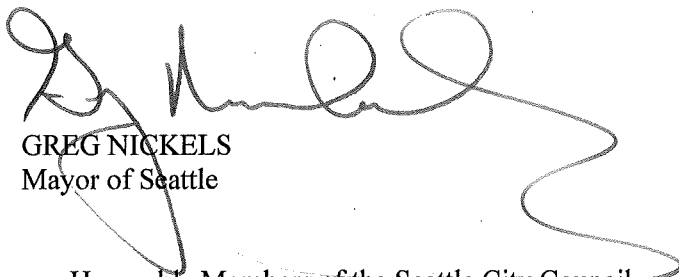
I am pleased to transmit the attached proposed Council Resolution that formally adopts the Office of Housing's (OH) 2007 work program. The work program is designed to support and realize the mission of OH, which is to build strong families and healthy communities, and increase opportunities for people of all income levels to live in the city of Seattle. The 1998 legislation that established the Office of Housing as a new office within the Executive Department requires that such a resolution be adopted annually.

OH's 2007 work program is organized around the following five priorities supporting OH's mission and specific work program activities, including many innovative initiatives designed to accomplish greater results in 2007:

- 1) Invest in the production and preservation of affordable rental housing;
- 2) Invest in housing linked with supportive services for people who are homeless or have special needs;
- 3) Increase homeownership opportunities for first-time buyers and assist low-income homeowners;
- 4) Focus on strategic planning and program development emphasizing neighborhood revitalization and community development; and
- 5) Constantly improve our organization so that OH will be recognized as a model, high performing organization with a culture that promotes and rewards excellent performance.

Thank you for your consideration of this legislation approving the important body of work being undertaken by OH in 2007. Should you have questions, please contact Rick Hooper at 4-0338.

Sincerely,



GREG NICKELS
Mayor of Seattle

cc: Honorable Members of the Seattle City Council



OFFICE OF HOUSING
2007 STRATEGIC WORK PROGRAM

December 7, 2006

MISSION: THE SEATTLE OFFICE OF HOUSING BUILDS STRONG AND HEALTHY COMMUNITIES AND INCREASES OPPORTUNITIES FOR PEOPLE OF ALL INCOME LEVELS TO LIVE IN OUR CITY.

PRIORITY #1: INVESTING IN PRODUCTION AND PRESERVATION OF AFFORDABLE HOUSING

A. Funding for Affordable Rental Housing

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Allocate funds through Fall, Spring NOFA	• Prepare NOFA capital application materials for publishing and web site, hold briefing • Coordinate combined countywide supportive housing NOFA with 5-8 sources including county, United Way, ARCH, CEH funds • Leverage funds for Housing First veterans proposal from County Vets and Human services Levy • Integrate updated asset management information into NOFA underwriting process • Review approximately 35 applications in Spring & Fall funding rounds, including Sound Families, RAHP and Seattle CTED applications • Recommend funding awards of approx. \$17 million to Credit Committee and Director • Announce awards with media and community event	Bill, Joanne L, Tom, Gretchen Joanne L, MF Lending staff Joanne L, MF Lending staff, Cindy, Asset Mgmt Staff Joanne L, MF Lending staff, Asset Mgmt staff LeAnne, Gretchen, Joanne L, Lending staff	Mid Jan Spring & Fall NOFA Rounds June and January	
Produce production reports to track income/affordability/other 2002 Levy, Ten Year Plan, bridge loan, MFTE program, and all OH fund source requirements	• Update MFDB • Build new reports for Ten Year Plan goals • Clarify method of documenting bridge loans in accounting system.	Tom, Jerry, Joanne L, Cindy Rick, Amy and Maureen, Denise, Josephine	Q1 Q1	
Transaction work on	• Process monthly disbursements for approx. 30	Dan, Tom, Jim M, Joanne L,	Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
funded and existing projects – legal closings, refinances, subordinations, amendments, work-outs	• prior year funded projects • Prepare legal documents and complete legal closings for 20 – 30 projects • Maintain priority schedule for legal dept. to meet closing deadlines and work internally to prioritize closings	Bill		
Increase efforts to facilitate site acquisition for potential affordable housing projects	• Work with Impact Capital and other organizations to facilitate site acquisition • Consider levy A&F Plan changes that will facilitate site acquisition	Joanne L	Ongoing	
Implement Wage Rate policy, meet with stakeholders, amend construction boiler plate materials and Borrower's Guide	• Develop updated policy, boiler plate documents, Borrower's Guide – work with Law Dept, HDC and stakeholders to strengthen enforcement and compliance	Tom, Joanne L, Dan, Jim M, Cindy	Q2	
Promote and monitor WMBE utilization	• Assess WMBE utilization semi-annually	Joanne L, Lending staff	Q1	
Monitor and advocate for changes in WSHFC tax credit and tax-exempt bond allocation policies	• Participate in HDC LIHTC affinity group & continue to work with WSHFC on LIHTC policies	Bill, Joanne L		
Leverage State and King County 2060/RAHP capital and operating funds for Seattle housing projects	• Participate on King County Inter-jurisdictional Working Group • Recommend appropriate projects to KC for capital and operating funding to secure full sub-regional share for Seattle projects	Joanne L, Lending staff Joanne L, Lending staff, Cindy, Earl		
Leverage and maximize resources, and advocate for Seattle projects	• Participate on monthly Impact Capital Loan & Investment Committee • Participate on monthly Impact Capital King/Pierce County Credit Committee • Participate in Spring & Fall State CTED NOFA Review Committee & assist in project review & preparation of materials • Attend Quarterly State Housing Trust Fund Policy Advisory Team meetings • Participate on Sound Families Review Committee & assist in organizational financial review &	Joanne L Joanne L Joanne L, Lending staff Joanne L	Ongoing	

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Zoning Code (1 st Hill) Bonus project monitoring of affordability requirements	- Transfer monitoring function and contract information to Asset Management Unit. Set Up system of monitoring projects for compliance. - Incorporate data into database, build reports and track compliance.	Cindy, Laura Asset Mgmt staff	Q3	
Create incentives and policy to increase reserve levels in OH funded projects. Update reserve requirements for OH-funded projects	- Assess replacement reserves as part of project performance reviews - Based on 2006 stakeholder work group input, develop policies and incentives to increase replacement reserve levels in OH-funded projects.	Cindy, Bill, Asset Mgmt staff, Joanne L, Dan	Q3 Q3	
Assessment and Intervention, transfers and work-out of troubled projects	- Convene meetings as appropriate with lending and asset management staff - Update intervention strategies and policies for transfers, refinancing, and troubled projects	Cindy, Bill, Asset Mgmt Staff, Joanne L, Lending Staff	Ongoing	
Change project ownership where owners request to terminate their agreements Review and approve refinancing requests	- Facilitate workouts and transfers of projects as needed - Develop recommendations on a case by case basis consistent with guidelines - Update guidelines to be consistent with preservation strategies and A&F Plan - Prepare legal documents and close transactions	Cindy, Bill, Asset Mgmt, and Lending staff	Ongoing	
Emergency Management Housing Strategy	Work with City Emergency Management officials to create housing plan as part of emergency preparedness strategy	Lending staff Joanne Q		

C. Sustainability

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Promote sustainable buildings through education & marketing available resources.	- Market conservation programs - Refer MF OH portfolio or newly NOFA-funded MF buildings to Home Wise WZ	Joanne Q, Cindy Joanne Q, Joanne L, John , Lending & Asset Mgmt staff	Ongoing Ongoing	
Direct SeaGreen strategies to new developments; bring other public resources to developers.	- Promote SeaGreen program & assist newly funded projects in achieving (SeaGreen) sustainable building plans and report results - Coordinate design charrettes between City dept	Cindy, Joanne Q Joanne Q, Cindy	Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Reduce operating costs in OH funded buildings and improve housing quality	• reps and development team to achieve "sustainable design" elements in OH-funded projects • Monitor State CTED adaptation of Enterprise Green Communities standard to assure that the standard is workable for Seattle projects.		Ongoing	
Provide weatherization grants to low income renters / homeowners	• Utilize streamlined mail-in application process for WZ • Utilize MOSC Emergency Rate Assistance and SCL referrals and income certification for WZ • Contract WZ services for 850 units by end of year • Increase emphasis and spending on Health & Safety measures for all WZ clients	John, Maria John, Maria Rehab Specialists, John, Paula Maria John, Bryan, HomeWise staff	Ongoing Ongoing Ongoing Ongoing	
Implement program changes needed to target services to the Southeast	• Modify HomeWise policies & practices to reflect new WA State WZ Specifications. • Develop HomeWise staffing, staff roles and responsibilities to increase marketing, outreach & intake in the Southeast	John, John, Bill, LeAnne, Gretchen	Ongoing Ongoing	
Continue cooperative focus w/ KCHA on White Center	• Continue marketing & tracking projects in White Center area w/ KCHA cooperative effort.	John, Leanne, Maria	Ongoing	

PRIORITY #2: INVESTING IN HOUSING LINKED WITH SUPPORTIVE SERVICES FOR PEOPLE WHO ARE HOMELESS OR HAVE SPECIAL NEEDS

A. Funding for Supportive Housing Projects

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Facilitate Gates Foundation funding for 100 - 200 more units of housing for homeless families	• Implement Spring 2007 final Sound Families round	Alice	Q1-Q3	
Pursue opportunities and coordinate SF funding with 10 year plan goals where possible.	• Reach out to prospective grantees in the three counties and foster partnerships between housing and service providers • Coordinate with AIDS Housing of Washington (AHW) and Corporation for Supportive Housing (CSH) to provide technical assistance to grantees and prospective grantees	Alice	Q1 Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Improve case management services in Sound Families housing	- Identify and contract with lead agency to staff emerging "shared learning network" - Build best practice learnings into Sound Family application and technical assistance practice	Alice	1Q Ongoing	
Sound Families Wrap-up	- Plan wrap-up of Sound Families and transition of any balance of funds to Washington Families Fund to new Gates Foundation homeless families initiative. - Share evaluation findings with grantees, partners, and broader public through conference presentations and outreach strategy	Alice, Adrienne Alice	Q1	
Expand inter-agency funding of service-enriched housing	- Work with providers to increase housing first projects in Seattle - Provide staff leadership for supportive housing public funder group including county service agencies and housing sources - Implement new funding to expand "housing first" projects for chronically homeless and other high need populations by leveraging Prop. 1 and other service and capital dollars. - Work to improve alignment and coordination of housing and services funding, including with Human Services/Vets Levy, 2163 and 2060 funds.	Bill, Tina, Joanne L Tina, Joanne L Adrienne, Bill, Rick Joanne L	Ongoing Q1	
Implement Taking Health Care Home Grant	- Carry out activities under Corporation for Supportive Housing grant, in conjunction with AIDS Housing of Washington. Major areas of activity will include: - Completion of baseline assessment and action plan on homeless employment. Facilitate training sessions on employment. - Participation in development of state mental health housing plan to encourage housing-based services - Provide input on funding decisions and project service design to expand options for chronically homeless people.	Tina, Bill	Ongoing	
Advance the public-private	Participate in the steering committee advising	Maureen, Alice	Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Washington Families Fund, which provides multi-year services funding for housing serving homeless families with children	- AIDS Housing of Washington (AHW) on program development and implementation - Participate in the Review Committee, evaluating applications for the 2007 funding round - Assist with coordination with local initiatives, including OH and Sound Families funding, and supportive housing recommendations of the CEH Families Committee - Provide information for the legislative briefings and hearings in support of additional State funding in the 2007 legislative session as needed - Work with AHW to convene private foundations and encourage their participation - Work with the WLIHA, Homeless Coalition and Housing Authorities during the 2007 legislative session and to prepare for the 2008 session.	Joanne L, Alice Alice, Maureen Maureen Alice Maureen	Q1-Q2 Ongoing Q1-Q2 Ongoing Ongoing	
Ten Year Plan Committee Participation	- Provide staff support for CEH Families and Single Adult committees - Participate on Families, Single Adults, Youth, Resources IAC, Legislative, and Communications Committees	Maureen, Tina, Joanne L Maureen, Tina, Joanne L, Cindy, Bill, Adrienne, Alice, LeAnne		
Systems Change	- Fresh Start – how to access existing housing stock - Seek funding for on-line vacancy/application for low-income housing - Shift from shelter to housing model - Employment - Coordinated Intake and Referral - Coordinated Funding	Adrienne, Maureen		

B. OH Supportive Housing Portfolio—ensuring sustainability of existing units

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Provide annual operating support to projects serving low income and special needs	- Continue administration of 1986, 1995 and 2002 O&M programs - Review and approve Q payment requests for approx. 50 annual subsidy requests, and renew contracts for 2007. Generate summary	Earl, Cindy Earl, Cindy, Bill	Ongoing 4Q	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Develop Home Ownership Programs	- development proposals - Work with local employers to create Employer Assisted Housing Model - Analyze Fannie Mae rehab loan product and applicability to HomeWise funds - Complete stakeholder process to create amendments to Levy A&F plan - Participate in State CTED stakeholder proves for modifications to HTF homeownership program - Execute and administer the Homebuyer Education and Counseling Contract with HomeSight by 2/28	Mark E Mark E Mark E, Jean M Mark E	Q3 Q2 Q3 Q2	
Support Homebuyer Education and Counseling Services	- Process individual closing transactions for approximately 60 units in current projects by 12/31 - Process loan subordination/refinance requests and loan pay-off reconveyances by 12/31 - Assess program outcomes. Administer RFP for program continuation, if assessment supports program extension	Mark E, Jean M Mark E, Jean M	Q1 Ongoing Ongoing	
Process Home Purchase Closings				
HomeTown Home Loan		Mark E, Jean,	Q3	

B. Assistance for Low Income Homeowners

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Minor home repair	Administer contract for 2090 minor home repairs on 688 homes. Conduct annual on-site and desk monitoring review of program	Bryan	Ongoing	
Provide rehabilitation loans to low income homeowners	- Continue to administer rehab loans to low-income homeowners - Continue to monitor results of mail-in loan application process; adjust as needed	Rehab Specialists, Paula W John, Paula W,	Ongoing Ongoing	
Implement program changes needed to target HomeWise Rehab loan program to the Southeast	- Modify HomeWise policies, practices, as needed - Continue to develop HomeWise staffing, staff roles and responsibilities regarding marketing, outreach & intake in the Southeast - Continue updating and translation of marketing materials for HomeWise Program as needed	John, Joanne L, Bill John, Joanne L, Bill	Ongoing Ongoing	
Continue cooperative focus	Continue marketing & tracking program projects in	LeAnne, John, Gretchen LeAnne, John, Maria	Ongoing Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
w/ KCHA on White Center	White Center area			
Revise and implement new Home Wise marketing strategy	- Create and run new bus signs with King County Metro - Continue identifying and utilizing marketing opportunities in other city department publications (City Light mailers, SHA mailers, MOSC newsletter, DON public outreach) - Develop and implement public outreach strategies - Maintain contact with neighborhood centers - Periodically invite press to completing or recently completed noteworthy projects - Develop stronger public identity and branding for Home Wise Program.	LeAnne LeAnne LeAnne LeAnne, John, Gretchen LeAnne, John LeAnne, John	Q2 Ongoing Ongoing Ongoing Ongoing Ongoing	
Assist with efforts to address predatory lending	- Participate on the steering committee of the Coalition for Responsible Lending, advancing education and advocacy efforts - Assist with developing and implementing a mortgage refinance program for victims of predatory lending - Develop and maintain an anti-predatory lending website on behalf of the Coalition for Responsible Lending	Maureen, LeAnne	Ongoing	

PRIORITY #4: STRATEGIC PLANNING / PROGRAM DEVELOPMENT: EMPHASIZE SUPPORT FOR NEIGHBORHOOD REVITALIZATION AND COMMUNITY DEVELOPMENT

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
2007-2008-2009 Levy A & F Plan	- Complete stakeholder process - Draft policy changes - Review recommendations with Housing Levy Oversight Committee - Develop legislation - City Council Review	Laura, Maureen, Rick, Joanne L, Cindy, Mark E, Alan Painter	Q1	
S Lake Union Fund Implementation	- Work with SDOT to scope out RFP process - Conduct RFP/select developer	Amy, Mark, Bill, Rick	Q1-Q2	
Consolidated Plan: Siting Policy	Update database, utilizing new data from OH and other public finders	Laura	Q4	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
2007-2008 Consolidated Plan---2008 update	- Draft consistency letters as requested - Review data/policies as necessary for 2008 update; update Table of Proposed Projects - Participate in 2007 Substantial Amendment	Laura, Rick, Josephine	Ongoing Q2-Q3	
County-wide affordable housing search engine	Work with King County to explore/develop an affordable housing search engine that can be applied/used county-wide	Adrienne, Bill	Ongoing	
2006 CAPER Report	Prepare OH section on accomplishments and transmit to HSD	Rick, Joanne L, Laura	Q2	
Mid-Year and Annual Housing Levy Reports	- Prepare Levy Annual Report covering all OH funding and incentive programs, review with HLOC and submit to Council - Prepare required mid-year Levy report, review with HLOC and submit to Council - Prepare additional, detailed Levy progress reports and program evaluations as requested by the HLOC to perform its oversight function.	LeAnne, Maureen, Joanne L, Tom Maureen	Q1 Q3	
King County Benchmarks Report	Provide 2006 data to Allan Johnson at King County	Laura	Q3	
TDR and Bonus Programs	- Facilitate use of programs by commercial and market-rate housing developers - Facilitate use of programs by affordable housing developers/owners - Incorporate TDR and Bonus projects into Asset Management function	Laura, Rick Laura, Joanne L Laura, Cindy, Jerry	Ongoing	
Multifamily Property Tax Exemption	- Review new project apps/legislation to Council - Process previously approved projects as required - Prepare Annual Report --follow-up as necessary with Council -- legislation likely - Incorporate MFTE projects into Asset Management function	Amy, Rick Amy, Cindy	Ongoing Ongoing Q1-Q2 Ongoing	
Promote Workforce Housing	Organize and sponsor speaker series on Employer-assisted housing---national models, new financing approaches and lessons from local practitioners	Adrienne, Rick, Mark	Q1-2	
Southeast / Rainier Valley	Participate in IDT led by OED and OMP to implement recommendations of the SE Action Agenda, including recommendations for housing development in urban centers and station areas	Amy, Laura, Joanne L., John, Mark	Q1-Q4	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- Form Community Action Group to formulate strategies to counter gentrification related displacement - Facilitate development of projects consistent with affordable housing objectives in SE - Continue marketing of first-time homebuyer assistance and Home Wise housing repair and weatherization assistance to low income homeowners in the Rainier Valley	Amy	Ongoing	
		LeAnne, John, Mark E	Ongoing	
		LeAnne, Gretchen W.	Q2	
Develop recommendations for the surplus Fort Lawton site.	- Participate on IDT convened by OIR to develop a Reuse Plan and Homeless Submittal for HUD and the Department of Defense - Review and evaluate Notices of Interest submitted by agencies proposing homeless and self-help housing uses, present recommendations to technical advisory group - Assist with development of proposed Ft. Lawton reuse plan for Council review - Prepare a detailed homeless submittal meeting HUD standards for stakeholder process and consideration of homeless uses on the site.	Mark, Maureen Mark, Maureen, Joanne L, MF Lending staff Mark, Maureen Maureen		
South Park	Work with OED to identify housing strategies	Dan	Q2-Q4	
Broadway	Work with OED and DPD to respond to Council Resolution re housing strategies	Rick	Ongoing	
South Downtown	Assist DPD in development of density bonus proposal to stimulate housing production and achieve diversity/affordability	Rick, Laura	Ongoing	
South Lake Union	- Work with OPM/DPD to draft additional Code changes to promote affordable housing through TDR/Bonus provisions/create density bonus proposal - Implement strategies to encourage preservation and employer-assisted housing efforts	Rick, Laura	Ongoing Q2 Ongoing	
First Hill	Assist DPD to make High-rise Bonus provisions consistent with new linkage programs in revitalization areas – include as part of Multifamily Code changes in 2007	Rick, Laura	Ongoing	
Chinatown-ID	Work with DPD, DON, and OED and community	Rick, Bill	Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- members to implement targeted action steps relating to reuse of vacant residential space in mixed use buildings - Encourage nonprofit acquisition of one MF building to facilitate building renovation	Joanne L, Lending staff		
INS Building	- Working with Fleets, conduct RFP process to identify developer - Provide status reports to Council	Amy, Rick Amy	Q1 Ongoing	
State Legislation	- Identify affordable housing and homeless initiatives to introduce and support in 2007 session for inclusion in the City legislative agenda - Participate on the Legislative Advocacy committee of CEH, assisting to develop and advance a King County and statewide homelessness agenda. - Participate on the board of the WLIHA and on legislative committees - Provide information to legislators and legislative staff, in coordination with OIR	Maureen	Ongoing	
Surplus Property Disposition	- Start construction on Hiawatha Artspace and Homesight Projects - Proceed with disposition of Parcel 39 6th and Yesler legislation to Council - Dispose of YA parcels 7b and 56	Amy Amy Amy Amy	Ongoing Q2 Q2 Q3	
Housing Inventory	Provide follow-up requested by City Council after 12/06 presentation	Rick	Ongoing	
Housing Needs Assessment	Research, conduct studies and hold focus group meetings on Seattle's future housing needs to shape policy changes and assess current successes or areas for change	Rick, Adrienne	2007	

PRIORITY #5: Constantly improve our organization so that OH will be recognized as a model, high performing organization with a culture that promotes and rewards excellent performance

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Provide comprehensive finance services to OH staff	Develop, prepare and secure approval of department operating and capital budgets, and	Josephine, Dave, Denise,, Glen	Q2-Q4	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
2007 Work plan item - quarterly budget supplementals, from DOF, Mayor and Council - Maintain financial controls, perform research and financial analysis to develop policy, procedural or operational changes impacting the operating and capital budgets - Develop and distribute monthly financial status reports to management, City authorities and grantors of funds - Maintain, monitor and reconcile the HUD-approved indirect cost rate for OH that is compliant with all applicable regulations - Administer and maintain the capital and operating budgets; monitor Federal and Local allocation and collection of revenues, oversee the budget revision process, monitor expenditures and revenues to insure timely collections. - Maintain general ledger including accounts payables and receivables, payroll and loan servicing functions - Update and revise the Policies and Procedures Manual - Collect, analyze, and interpret financial data and other program information to support the reportings on the status of each grant - Facilitate OH in meeting WMBE aspirational goals in purchasing and vendor contracts - Maintain and reconcile subsidiary ledgers with Summit. Areas include and not limited to: IDIS, Loan Ledger, SFDB, MFDB		Josephine, Denise, Dave, Glen	Ongoing	
		Denise, Ethel, Josephine, Dave, , Glen	Ongoing	
		Josephine, Denise, Dave	Ongoing	
		Dave, Josephine, Denise, Ethel, Glen	Ongoing	
		Denise, Dave, Josephine, Ethel, Glen	Ongoing	
		Josephine, Denise, Dave, Ethel, Glen	Ongoing	
		Dave, Josephine, Denise, Ethel, Glen	Ongoing	
		Josephine, Denise, Dave, Ethel, Glen	Ongoing	
		Dave, Josephine, Denise, Ethel, Glen	Ongoing	
		Josephine, Denise, Dave, Ethel, Glen	Ongoing	
Loan Servicing	- Provide aging reports on a monthly basis, for the MF program. - Draft department wide loan servicing policies and procedures for the different programs. - Single Family Weatherization and Rehab - Homebuyer Program - Multifamily	Denise,	Ongoing	
Provide IT application	Continue to upgrade and maintain current	John, Paula, Josephine Mark, Josephine Cindy, Josephine Jerry	Q2-Q3 Q2-Q3 Q2-Q3 Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
development services to OH Staff	- databases - Assist with Summit Upgrade - Continue to refine reports in databases - Stabilize and enhance Sound Families database	Jerry, Dave Jerry, Dave, Denise, Tom Jerry, Alice, Randi	Q2-Q3 Ongoing Q3-Q4	
Provide Comprehensive computer hardware and software support to OH staff	- Provide a full range of City supported hardware and software applications to OH staff - Analyze, troubleshoot, resolve computer issues in a timely manner, and inform the users about the issue and advise them on how to address said issues, if appropriate - Provide technical consultations, advice and services in all computer-related areas - Continue to install, update, upgrade, configure fileserver, SQL Server and other equipment for efficiency - Analyze user requirements and implement necessary system modifications, deploy new equipment and software, make system enhancements	Don, Josephine Don, Josephine Don, Josephine Don, Josephine Don, Josephine	Ongoing Ongoing Ongoing Ongoing Ongoing	
Provide excellent Administrative office support and customer service	Manage front desk reception, phones, cars, office support functions in a timely, courteous and professional manner	Ginny, Josephine, Judy, Trinette	Ongoing	
Provide Comprehensive Human Resource services and functions to OH staff	- Manage the human resource function including all employment and recruitments (approx 4 hiring processes per year), labor relations (approx 5 formal issues per year), employee training, employee relations, employee records, personnel program development, orientation, performance management and related duties - Provide expert analysis and guidance to managers and staff on human resource-related issues, including classification compensation and staffing issues (approx 5 per year), workers compensation issues/claims (approx 2 per year), and safety issues (approx 2 per year). - Serve as the benefits liaison; accurately maintain all human resource and benefit records in CSS (approx 50 per year)	Jean T, Josephine Jean T, Josephine Jean T, Josephine	Ongoing Ongoing Ongoing	



2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- Act as OH's liaison in all human resource functions - Serve as OH lead for Citywide Race and Social Justice coordination team - Serve as OH lead for emergency preparedness - Set agency strategic workplan each year - Each employee receives a performance evaluation at the end of the year - OH "Building Block" Awards – recognize outstanding performance	Jean T, Josephine Jean T, Bill Jean T, OH everyone	Ongoing Ongoing Ongoing Q4 establish next year's goals/plan	
Implement department performance management system				
Communications issues	- Provide analysis, guidance and support to OH managers and staff on communications, media relations, marketing and publications issues - Manage advertising/marketing budget and oversee advertising/outreach it is allocated to. - Keep regular contact with target media to identify news coverage opportunities and press needs - Work with Mayor's Office to prepare briefing materials for all housing-related events - Work with partners to plan and hold public events - Allocate marketing budget dollars and develop targeted advertising to raise awareness of OH programs - Keep OH staff informed of housing news - Track and respond to public information requests and housing-related public correspondence - Create OH Intranet - Create internal monthly OH electronic newsletter - Create communications plan relating to the next Housing Levy, working with the Housing Levy Oversight Committee to refine.	LeAnne, Gretchen	Ongoing Q3 – Q4 Q3 – Q4	
OH 2006 Annual Report	- Produce and distribute Report - Send PDF to HDC, constituents and key press	Maureen, LeAnne, Gretchen, Cindy, Joanne L, Mark E, Tom, Jerry, Mark	Feb March	
Website	Annual review and daily monitoring of website to update and revise to articulate current messages, compelling/logical look-and-feel, and new program	Gretchen, LeAnne, staff, stakeholders, City Web Team	Q2, with ongoing maintenance	

2007 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Paper Reduction	information • Implement and achieve goals under Paper Cuts paper reduction policy	OH Everyone		

Note: Deadlines listed in the 2007 Strategic Work Program are approximate and may change; deadlines and content of work program items that require City Council review may be adjusted following further discussion with Councilmembers or Council staff. Completion of specific activities listed may be subject to contingencies such as agreements from, or satisfaction of conditions by, other parties and the completion of environmental review and permit processes. This Program is not intended to designate any particular person, entity, or group who will or should be especially protected or benefited, or to confer any legal entitlements.

List of Acronyms

CDBG = Community Development Block Grant
 CDCC = Contractor Development & Competitiveness Center
 CDF = Rainier Valley Community Development Fund
 CHOC = Community Home Ownership Center
 CTED = Washington State Department of Community, Trade & Economic Development
 DHCP = Dynamic Host Configuration Protocol
 DNDA = Delridge Neighborhood Development Association
 DOF = Seattle Department of Finance
 DON = Seattle Department of Neighborhoods
 DPD = Seattle Department of Planning & Development
 EIS = Environmental Impact Statement
 HDC = Seattle/King County Housing Development Consortium
 HLCC = Housing Levy Oversight Committee
 HSD = Seattle Human Services Department
 HUD = U.S. Department of Housing & Urban Development
 ID = International District
 IDT = Interdepartmental Team
 KC = King County
 MF = Multifamily
 MFDB = Multifamily Database
 MOSC = Seattle Mayor's Office for Senior Citizens
 MOU = Memorandum of Understanding
 NHOP = Levy Neighborhood Housing Opportunity Program
 NOFA = Notice of Funding Availability
 O&M = Levy Operating & Maintenance Program
 OED = Seattle Office of Economic Development
 OH = Seattle Office of Housing
 OIR = Seattle Office of Intergovernmental Relations
 OPM = Seattle Office of Planning & Management
 PAT = Policy Advisory Team
 RFP = Request for Proposals
 RSN = Regional Support Network
 SFDB = Single Family Database
 SFI = Sound Families Initiative
 SHA = Seattle Housing Authority
 SLU = South Lake Union
 SPU = Seattle Public Utilities Department
 SQL = Structured Query Language
 TDR = Transferable Development Rights
 TOD = Transit Oriented Development
 WLIHA = Washington Low-Income Housing Alliance
 WMBE = Women/Minority Business Enterprise
 WSHFC = Washington State Housing Finance Commission
 WZ = Weatherization



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Office of Housing	Laura Hewitt Walker 4-0429	Kristi Beattie 4-5266

Legislation Title:

A RESOLUTION establishing the 2007 work program for the Office of Housing.

- **Summary of the Legislation:**

The attached proposed Resolution adopts the Office of Housing's 2007 work program.

- **Background:** *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

Seattle Municipal Code, Section 3.14.750, requires the Office of Housing to submit a work program annually to City Council for approval. OH has prepared a detailed work program for 2007 in accordance with this requirement, provided as Attachment A to the Resolution.

- *Please check one of the following:*

 X **This legislation does not have any financial implications.** *(Stop here and delete the remainder of this document prior to saving and printing.)*

 This legislation has financial implications. *(Please complete all relevant sections that follow.)*



STATE OF WASHINGTON – KING COUNTY

--SS.

207966
CITY OF SEATTLE, CLERKS OFFICE

No.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

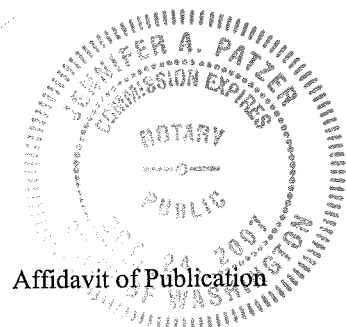
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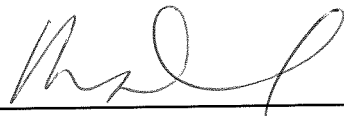
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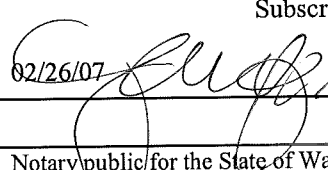
02/26/07

The amount of the fee charged for the foregoing publication is the sum of \$ 27.90, which amount has been paid in full.



Affidavit of Publication



Subscribed and sworn to before me on
02/26/07 

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

