

RESOLUTION No. 31119

A RESOLUTION establishing the 2009 work
program for the Office of Housing.

Law Department

Quinn J. McLean

RM - Pass

BH - Pass

JD - Pass

Introduced:	By:
<u>3-2-09</u>	<u>McLuer</u>
Referred:	To:
<u>3-2-09</u>	<u>Housing and</u>
Referred:	To:
	<u>Economic Development</u>
Reported:	
Passed:	Signed:
<u>4-6-09</u>	<u>4-15-09</u>
Filed:	Published:
<u>4-15-09</u>	<u>Title 2D</u>

US5171

4-6-09 Adopt 9-0



City of Seattle

Gregory J. Nickels, Mayor

Office of the Mayor

February 17, 2009

Honorable Richard Conlin
President
Seattle City Council
City Hall, 2nd Floor

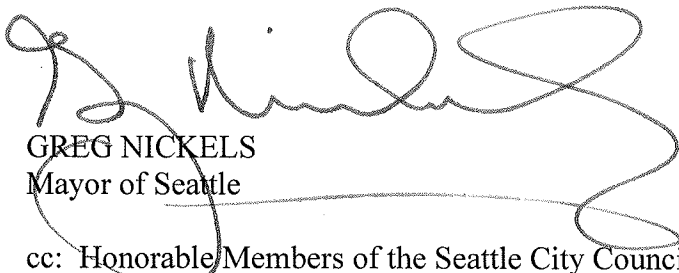
Dear Council President Conlin:

I am pleased to transmit the attached Resolution that establishes the Office of Housing's 2009 Strategic Work Program in accordance with Seattle Municipal Code Section 3.14.750. The Work Program, which is designed to support and realize OH's mission of building strong families and healthy communities, and to increase opportunities for people of all income levels to live in Seattle, is organized around the following five priorities:

- 1) Investing in the production and preservation of affordable rental housing;
- 2) Investing in housing linked with supportive services for people who are homeless or have special needs;
- 3) Increasing homeownership opportunities for first-time buyers and assisting low-income homeowners;
- 4) Strategic planning and program development that emphasizes neighborhood revitalization and community development; and
- 5) Improving the organization so that OH will be recognized as a model, high performing agency with a culture that promotes and rewards excellent performance.

Thank you for your consideration of this legislation and for supporting the important body of work being undertaken by OH in 2009. 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

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RESOLUTION 31119

A RESOLUTION establishing the 2009 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;

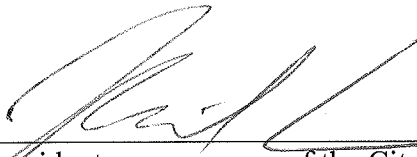
WHEREAS, the Seattle Office of Housing has prepared a work program for 2009 and submitted it to the City Council; NOW, THEREFORE,

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 2009.

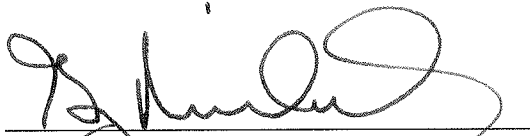


Adopted by the City Council the 6th day of April, 2009, and
signed by me in open session in authentication of its adoption this 6th day
of April, 2009.



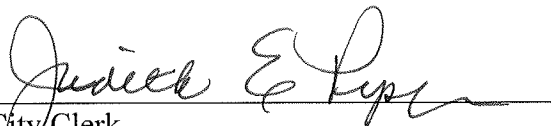
President _____ of the City Council

THE MAYOR CONCURRING:



Gregory J. Nickels, Mayor

Filed by me this 15th day of April, 2009.



City Clerk

(Seal)

Attachment A: Office of Housing 2009 Strategy Work Program



January 13, 2009

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

2009 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 homeless housing from County sources - Integrate updated asset management information into NOFA underwriting process - Review approximately 25 applications in Spring & Fall funding rounds, including RAHP and Seattle CTED applications - Recommend funding awards to Credit Committee and Director - Announce awards with media and community event	Bill, Debbie, Tom, Gretchen Bill, Debbie, Lending staff Debbie, Lending staff Cindy, Asset Mgmt staff Debbie, Lending staff, Asset Mgmt staff Debbie, Lending staff Julie, Gretchen, Debbie	Spring & Fall NOFA Rounds	
Produce production reports to track income/affordability/other 2002 Levy, Ten Year Plan, bridge loan, incentive programs, and all OH fund source requirements	- Expand and update Multi Family database - Build new reports for Ten Year Plan goals - Clarify method of documenting bridge loans in accounting system. - Scope changes needed to track incentive program projects and pipeline—MFTE and Incentive Zoning	Tom, Jerry, Debbie, Cindy, Dave Debbie, Bill Debbie, Denise, Gregg Rick, Laura, Debbie	Q1 Q1 Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Transaction work on funded and existing projects – legal closings, refinances, subordinations, amendments, work-outs	- Process monthly disbursements for approx. 15 prior year funded projects - Prepare legal documents and complete legal closings for 10 projects - Maintain priority schedule for legal dept. to meet closing deadlines and work internally to prioritize closings	Debbie, Dan, Tom, Quinnie, Lindsay	Ongoing	
Administer site acquisition program for potential affordable housing projects	- Review applications - Work with Impact Capital, Enterprise Foundation and other organizations to facilitate site acquisition	Debbie	As needed	
Administer Wage Rate policy in conjunction with DEA	- Convene pre-construction meetings - Conduct site visits - Evaluate implementation	Debbie, Tom, Dan, Quinnie, Lindsay, Brenda (DEA)	Q2	
Promote and monitor WMBE utilization	- Assess WMBE utilization semi-annually - Develop new monthly report for DEA	Debbie, 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, Debbie		
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	Debbie, Lending staff Debbie, Lending staff, Cindy, Sandi		
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 - Prepare project review materials and participate in Spring & Fall State CTED NOFA Review Comm.	Debbie Debbie Debbie, Lending staff	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- Participate in McKinney APR review committee - Partner with HDC to develop "dashboard" tool to assess operating performance - Provide 2008 Asset Management Report	Cindy	Q2 Q3	
MacArthur Window of Opportunity Grant	If approved by MacArthur, implement joint effort with CTED and Impact Capital to preserve affordable housing: - Develop portfolio and recapitalization plans - Update underwriting policies and strategies - Collaborate in launching statewide (web-based) data collection system - Provide financial resources for nonprofits to develop capital needs assessments on individual projects - Deliver best-practices information and tools to housing providers	Adrienne, Bill, Cindy, Debbie, Asset Mgmt staff		
Bonus project monitoring of affordability requirements	- Transfer monitoring function and contract information to Asset Management Unit - Maintain system of monitoring projects for compliance - Incorporate data into database, build reports and track compliance	Cindy, Asset Mgmt staff, Laura	Q3	
Implement incentives and policy to increase reserve levels in OH funded projects	- Assess replacement reserves as part of project performance reviews - Promote policy options to encourage owners to make stronger reserve deposits - Amend contracts as appropriate consistent with policy and guidelines	Cindy, Bill, Asset Mgmt staff Cindy, Asset Mgmt staff Cindy, Asset Mgmt staff	Q3	
Assessment and Intervention, transfers and work-out of troubled projects	- Collaborate to develop work-out options and implementation - Update intervention strategies and policies for transfers, refinancing, and troubled projects - Facilitate workouts and change of ownership of projects as needed	Cindy, Debbie, Asset Mgmt Staff, Lending Staff, Bill	As needed	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Emergency Management Housing Strategy	Work with City Emergency Management officials to create housing plan as part of emergency preparedness strategy	Joanne , Julie		

C. Sustainability

2009 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 HomeWise WZ - Promote sustainable building program and assist newly funded projects in achieving (Evergreen) sustainable building plans and report results - Coordinate design charrettes between City dept reps and development team to achieve "sustainable design" elements in OH-funded projects - Participate in PAT Subcommittee for Evergreen to assure that the standard is workable for Seattle projects	Joanne, Cindy Cindy, Joanne, Debbie, John, Lending & Asset Mgmt staff Cindy, Joanne Joanne, Cindy	Ongoing Ongoing Ongoing Ongoing	
Provide weatherization (WZ) services to low income renters / homeowners / low income multi-family buildings	- Utilize streamlined mail-in WZ application process - Utilize MOSC Emergency Rate Assistance and SCL referrals and income certification for WZ - Contract WZ services for 700 units by year end - Implement new contracting procedures for single-family WZ - Implement field testing program for lead paint - Explore oil heat fuel switching policy and seek approval from WZ funders, if needed - Align and market HomeWise Program with Seattle Climate Action Now program - Draft updated HomeWise policies and procedures manual to reflect new WA State WZ specifications and current OH practices - Develop WZ database	John, Maria, Theresa John, Maria Rehab Specialists, John, Maria John, Bryan, HomeWise staff Rehab Specialists, John John, HomeWise staff John, HomeWise staff John, Bryan Bryan, Jerry, Dave	Ongoing Ongoing Ongoing Q2 Q1 Q1 Q3 Q2 Q1	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Implement program change to target HomeWise services to the Southeast. Continue cooperative focus w/KCHA on White Center	- Develop HomeWise staffing, staff roles and responsibilities to increase marketing, outreach and intake in the Southeast Seattle communities - Continue marketing and tracking projects in White Center area w/ KCHA cooperative effort	John, Bill, Julie, Gretchen John, Julie, Maria	Ongoing 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

2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Gates Foundation Homeless Family Initiative	Work with Gates Foundation, United Way, King County and other partners on new Gates/UWKC family housing initiative.	Adrienne	Q1-Q3	
Continue and enhance countywide combined homeless funding coordination	- 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 in joint initiative with United Way and King County - Work to improve alignment and coordination of housing and services funding, including with Human Services/Vets Levy, 2163 and new mental health sales tax	Bill, Debbie Bill, Debbie Bill, Debbie Debbie, Bill	Ongoing Q1	
Promote supportive housing and employment best practices	- Facilitate training sessions and partnerships on employment of homeless people - Provide input on funding decisions and project service design to expand options for chronically homeless people	Bill, Debbie	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Advance the public-private Washington Families Fund, which provides multi-year services funding for housing serving homeless families with children	• Work with Gates Foundation, UWKC, King County and other partners on new Gates/UWKC Family Homeless Initiative • Participate in the steering committee advising Building Changes on program development and implementation • Assist with coordination with local initiatives, including OH funding and evaluations program • Work with Building Changes, the WLHA, Homeless Coalition and Housing Authorities to maintain and increase the funding during the 2009 legislative session	Adrienne, Bill Maureen Debbie Maureen, Debbie	Ongoing Ongoing Q1-Q2 Ongoing	
Ten Year Plan Committee Participation	• Participate on Families, Single Adults, Youth, Interagency Council, Legislative, and Communications Committees	Maureen, Debbie, Cindy, Bill, Adrienne, Julie		
Jail Diversion and Re-Entry	• Work with Corporation for Supportive Housing, HSD, Municipal Court and County to identify housing options to complement other efforts to reduce the need for jail beds, particularly for mentally-ill and disabled homeless people	Adrienne, Bill, Quinnie, Debbie	Ongoing	
Systems Change	• Fresh Start—how to access existing housing stock • Coordinated Intake and Referral • Coordinated Funding	Adrienne Maureen Bill, Debbie		

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

2009 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 Quarterly payment requests for approx. 50 annual subsidy requests, and renew contracts for 2009. Generate summary information, as available, on service cost levels	Cindy, Sandi Sandi, Cindy, Bill	Ongoing Q1-Q4	



	Evaluate the availability and risks of Section 8 operating subsidies	Cindy, Bill	Q3	
Leverage 2060 state and county O&M funds for Seattle housing projects	- Refer appropriate projects to KC and CTED for 2060 operating subsidy - Work to better utilize existing housing stock by leveraging services funding and operating subsidies to convert units including Section 8, 2060 buy down, or other sources - Participate on KC 2060 O&M Work group and CTED PAT subcommittee - Coordinate project reviews with other funders	Cindy, Asset Mgmt staff, Lending staff Debbie, Lending staff, Cindy, Asset Mgmt staff Debbie Cindy	Ongoing	

PRIORITY #3: INCREASING HOMEOWNERSHIP OPPORTUNITIES FOR FIRST-TIME BUYERS AND ASSISTING LOW-INCOME HOMEOWNERS

A. Homebuyer Assistance

2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Allocate Program Funds	- Budget and allocate homeownership funds on an as needed basis to facilitate loan closings - Apply to WSHFC for House Key Plus Seattle Funds - Support development of HomeSight Pontadera Project at Dearborn Hiawatha - Support development of LIHI Dearborn Commons at Dearborn Hiawatha	Mark, Sandy W Mark Amy, Mark Mark	Q1, Q3 Ongoing Ongoing Ongoing	
Market City Homebuyer Programs	- Update OH Web Site monthly - Develop new homeownership outreach materials	Mark, Sandy W, Gretchen Mark, Julie	Ongoing Ongoing	
Develop Home Ownership Programs	- Work with local employers, WA State Housing Finance Commission, and State Legislature to create Employer Assisted Housing Legislation - Support and modify as necessary Foreclosure Prevention Program to provide stabilization loans to low-income homeowners facing default	Mark, Maureen Mark	Ongoing Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	Pursue additional state and/or federal funds for foreclosure prevention and counseling	Mark	Q1, Q2	
Support Homebuyer Education and Counseling Services	Execute and administer the Homebuyer Education and Counseling Contract with HomeSight by 2/28	Mark	Q1	
Process Home Purchase Closings	- Process individual closing transactions for approximately 60 units in current projects by year end - Work with OH Finance to develop and implement Loan Servicing Database	Mark, Sandy W Mark, Sandy W	Ongoing Ongoing	
Manage Homebuyer Loan Portfolio	- Process loan subordination/refinance requests and loan pay-off reconveyances by year end - Monitor OH Portfolio for compliance with loan terms and loan payments; modify loan notes as necessary	Mark, Sandy W Mark, Sandy W	Ongoing Ongoing	
12 th Avenue	Work with selected partners to redevelop 12th Ave site	Mark, Amy	Q1-Q4	

B. Assistance for Low Income Homeowners

2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Minor home repair	Administer contract for 2009 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	- Modify HomeWise policies, practices, as needed - Continue to develop HomeWise staffing, staff roles and responsibilities regarding marketing, outreach	John, , Bill John, , Bill	Ongoing Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
program to the Southeast. Continue cooperative focus w/ KCHA on White Center	- and intake in the Southeast - Continue updating and translation of marketing materials for HomeWise Program as needed - Continue marketing and tracking program projects in White Center area	Julie, John, Gretchen Julie, John, Maria	Ongoing Ongoing	
Revise and implement new HomeWise marketing strategy	- 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 project - Develop stronger public identity and branding for HomeWise Program - Increase outreach and services to non-English speaking communities and clients	Julie Julie, John, Maria John, Gretchen, Maria John, Julie John, Julie, Gretchen John, Julie, Maria	Ongoing Ongoing Ongoing Ongoing	

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

2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Housing Levy Renewal	- Review issues and status regularly with Mayor and Senior Staff - Review issues and status regularly with City Councilmembers and staff - Update relevant housing needs data; conduct analysis and incorporate into reports/processes - Create and staff Citizens Advisory Committee-prepare discussion and outcome materials - Complete and transmit Mayor's formal Levy recommendations to City Council - Present recommendations to Council/prepare background materials	Adrienne, Bill, Maureen, Rick, Debbie, Mark, Cindy, Gregg, John, Julie, Laura, Jess, additional OH staff as needed	Q1, Q2	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Workforce Housing Incentive--Incentive Zoning	- Complete work as needed on Ordinance creating new code section - Assist DPD in developing land use legislation: multifamily zones, Northgate, South Downtown, South Lake Union, Southeast - Assist DPD with contract rezoning processes that link to incentive zoning provisions	Adrienne , Rick, Laura, Julie	Q1 Ongoing Ongoing	
Neighborhood Planning	- Participate on IDT to coordinate NP efforts - Work with neighborhoods and City staff on housing issues/elements - Address housing issues that arise during the planning processes	Amy , Rick	Ongoing	
Consolidated Plan: 2010	- Update housing needs data; update strategies and policies sections - Update Table of Proposed Projects for 2010 - Draft consistency letters as requested - Participate in 2009 Substantial Amendment	Laura , Rick, Gregg, additional OH staff as needed	Ongoing	
County wide affordable housing search engine	Work with SHA, King County to explore/develop an affordable housing search engine that can be applied/used county wide	Bill , Adrienne	Ongoing	
2008 CAPER Report	Prepare OH section on accomplishments and transmit to HSD	Debbie , Laura , Rick	Q2	
Mid-Year and Annual Housing Levy Reports	- Prepare Levy Annual Report covering all OH funding; 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	Maureen , Debbie , Cindy , Tom , Julie Maureen Maureen	Q1 Q3 Ongoing	
King County Benchmarks Report	Provide 2008 data to King County staff	Laura	Q3	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
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 - Administer the TDR Bank Program, including negotiating with buyers of TDR that is within the TDR Bank Program---sale of TDR is subject to City Council approval - Work with DON on Historic TDR Program - Work with DPD to create Director's Rule related to incentive zoning ordinance - Work with DPD to improve project review and tracking systems	Laura, Rick Laura, Debbie Laura, Cindy, Jerry Laura Laura Laura, Rick Laura	Ongoing	
Seattle Homes Within Reach--Multifamily Property Tax Exemption	- Send new project apps/legislation to Council - Process previously approved projects as required - Continue to market program - Incorporate MFTE projects into Asset Mgmt function	Amy, Rick Amy, Cindy	Ongoing	
Southeast / Rainier Valley	- Facilitate development of projects consistent with affordable housing objectives in SE - Continue marketing of first-time homebuyer assistance and HomeWise housing repair and weatherization assistance to low income homeowners in the Rainier Valley - Assist DPD/DON with Neighborhood Planning efforts in Southeast	Debbie, Amy	Ongoing Ongoing	
Support and Monitor redevelopment of Fort Lawton	- Monitor approval process for Fort Lawton redevelopment plan through HUD and DOD - Work with Magnolia Community to keep them apprised of the redevelopment process - Together with SHA, negotiate with DOD over disposition of property	Mark, Adrienne Mark, Adrienne, Julie Mark, Adrienne	Ongoing Ongoing Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Building 9 Redevelopment	• Work with LORIG Associates to determine feasibility of redevelopment of Building 9 • Work with DOD, Dept of Education, and other federal departments on redevelopment process	Adrienne, Mark Adrienne, Mark	Q1, Q2 Q1, Q2	
Housing Levy Oversight Committee	• Staff the Committee during 2009	Maureen	Ongoing	
Comprehensive Plan	• Staff housing issues review	Laura, Rick		
South Lake Union	• Work with OPM/DPD to draft additional Code changes to promote affordable housing through TDR/Bonus provisions/create density bonus proposal—facilitate public benefits community discussion • Work with SDOT on RFP re Maintenance Base site utilizing SLU Funding	Rick, Laura	Ongoing Ongoing	
State Legislation	• Develop Employer Assisted Housing, HEFT, and incentive zoning legislation for consideration in 2009 session • Provide information to legislators and legislative staff, in coordination with OIR during the 2009 session • Participate on the Legislative Advocacy committee of CEH, assisting to develop and advance a King County and statewide homelessness agenda consistent with Seattle's adopted agenda • Participate on the board of the WLIHA and on legislative committees • Identify affordable housing and homeless initiatives to introduce and support in 2010 session for inclusion in the City legislative agenda • Continue to work with new partners on jointly supported legislation (PSRC, CLC, Futurewise)	Maureen, Mark, Adrienne	Ongoing	
Surplus Property Disposition	• Support construction on HomeSight Project • Monitor lease agreement for 6th and Yesler	Amy, Mark	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- LIHI starts construction on Dearborn Parcel - Transfer 12th Ave parcel to CHH			

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

2009 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 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 - 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 - 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 but not limited to: IDIS, Loan Ledger, SFDB, MFDB	Gregg, Dave, Denise, Glen, Anita Gregg, Denise, Dave, Glen, Anita Gregg, Denise, Dave, Anita, Glen Dave, Gregg, Denise, Anita, Glen Denise, Dave, Gregg, Anita, Glen Gregg, Denise, Dave, Anita, Glen Dave, Denise, Gregg, Anita, Glen Denise, Dave, Gregg, Anita, Glen	Q1-Q4 Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
Loan Servicing	Provide aging reports on a monthly basis, for the	Glen, Anita	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- MF program - Draft department wide loan servicing policies and procedures for the different programs - Complete LSDB development data entry and reconciliation to Loan Ledger for Single Family and Homebuyer loans - Single Family Home Rehab Loans - Homebuyer Program - Multifamily	Jerry, Gregg, Debbie, Tom, Dan John, Paula, Gregg Mark, Gregg Cindy, Gregg	Ongoing Q2-Q3 Q2-Q3 Q2-Q3	
Provide IT application development services to OH Staff	- Continue to upgrade and maintain current databases - Assist with Summit budget module - Continue to refine reports in databases - HomeWise database design	Jerry, Gregg Jerry, Dave, Don Jerry, Dave, Denise, Tom Jerry, Gregg	Ongoing Q2-Q3 Ongoing Ongoing	
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, Gregg Don, Gregg Don, Gregg Don, Gregg Don, Gregg	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, Judy, Trinette	Ongoing	
Provide Comprehensive	Manage the human resource function including all	Jean	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Human Resource services and functions to OH staff	- 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/yr), workers compensation issues/claims (approx 2/yr), 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) - 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	Jean Ongoing Jean Ongoing Jean Ongoing Jean Ongoing Jean Ongoing	Ongoing	
Implement department performance management system	- 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	OH everyone	Q4 establish next year's goals/plan	
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	Julie, Gretchen	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	- 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		Q3-Q4 Q3-Q4	
OH 2008 Annual Report	- Produce and distribute Report - Send PDF to HDC, constituents and key press	Maureen, Julie , Gretchen, Cindy, Debbie, Mark E, Tom, Jerry	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 information	Gretchen, Julie , staff, stakeholders, City Web Team	Q2, with ongoing maintenance	
Paper Reduction	- Implement and achieve goals under Paper Cuts - paper reduction policy	OH Everyone		

Note: Deadlines listed in the 2009 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
HLOC = 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	Rick Hooper/4-0338	Amanda Allen/4-8894

Legislation Title:

A RESOLUTION establishing the 2009 work program for the Office of Housing.

• **Summary of the Legislation:**

The resolution adopts the Office of Housing's 2009 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 2009 in accordance with this requirement. It is 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.

237509
CITY OF SEATTLE, CLERKS OFFICE

No. TITLE ONLY

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.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:31119-20,27&30

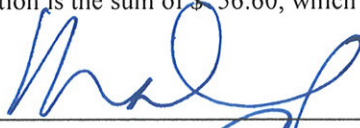
was published on

04/17/09

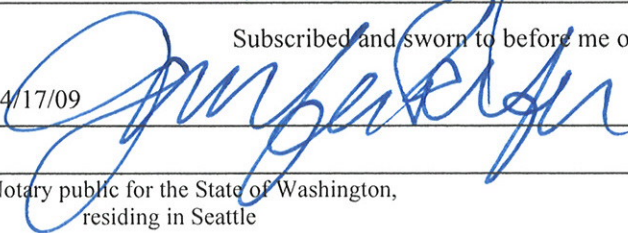
The amount of the fee charged for the foregoing publication is the sum of \$ 56.60, which amount has been paid in full.



Affidavit of Publication


Subscribed and sworn to before me on

04/17/09


Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following resolutions, passed by the City Council on April 6, 2009, and published here by title only, will be mailed upon request, or can be accessed at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

RESOLUTION NO. 31119

A RESOLUTION establishing the 2009 work program for the Office of Housing.

RESOLUTION NO. 31120

A RESOLUTION authorizing the Director of Housing to enter into a Multifamily Housing Limited Property Tax Exemption Agreement between the City of Seattle and the Housing Authority of the City of Seattle for new multifamily owner-occupied housing to be constructed on property situated at 2800 South Lilac Street and 4015 Martin Luther King Jr. Way South, Seattle, Washington, under Seattle's Multifamily Housing Property Tax Exemption Program, Chapter 5.73 SMC.

RESOLUTION NO. 31127

A RESOLUTION approving the proposed budget of the Skagit Environmental Endowment Commission for fiscal year 2009.

RESOLUTION NO. 31130

A RESOLUTION to the United States Congress in support of further expansion of the State Children's Health Insurance Program (SCHIP).

Publication ordered by JUDITH PIPPIN,
City Clerk

Date of publication in the Seattle Daily
Journal of Commerce, April 17, 2009.

4/17(287509)