

Resolution No. 31210

A RESOLUTION establishing the 2010 work program for the Office of Housing

The City of Seattle - Legislative Department

Resolution sponsored by: *[Signature]*

Committee Action:

Date	Recommendation	Vote
<u>pass 3-0</u>	<u>NL, TR, SC</u>	<u>4/28/10 (LH)</u>

Related Legislation File: _____

Date Introduced and Referred: <u>4-26-10</u>	To: (committee): <u>Housing Human Services Health & Culture</u>
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: <u>5-3-10</u>	Date Presented to Mayor: <u>5-4-10</u>
Date Signed by Mayor: <u>May 10, 2010</u>	Date Returned to City Clerk: <u>May 11, 2010</u>
Published by Title Only <input checked="" type="checkbox"/>	Date Returned Without Concurrence:
Published in Full Text _____	

This file is complete and ready for presentation to Full Council. _____

Full Council Action:

Date	Decision	Vote
<u>5-3-10</u>	<u>Adopted</u>	<u>7-0 (Excused: Burgers, Starnell)</u>

Law Department

RESOLUTION 31210

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A RESOLUTION establishing the 2010 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 2010 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 2010.



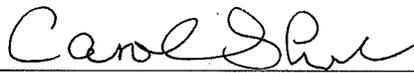
1 Adopted by the City Council the 3rd day of May, 2010, and signed by
2 me in open session in authentication of its adoption this 3rd day
3 of May, 2010.

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5 _____
6 President _____ of the City Council

7 THE MAYOR CONCURRING:

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9 _____
10 Michael McGinn, Mayor

11 Filed by me this 11th day of May, 2010.

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15 City Clerk

16 (Seal)

17 Attachment A: Office of Housing 2010 Strategic Work Program
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**OFFICE OF HOUSING
 2010 STRATEGIC WORK PROGRAM**

April 9, 2010

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

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Allocate funds through Fall, Spring NOFA (Notice of Funds Availability)	<ul style="list-style-type: none"> 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 Coordinate Public Funder Review of NOFA applications for State, Commission, County and ARCH Integrate updated asset management information into NOFA underwriting process Review approximately 25 applications including county document recording fee and State Housing Trust Fund applications Recommend funding awards to Credit Committee and Director Announce awards with media and community event 	<p>Debbie, Tom</p> <p>Debbie, Lending staff, Bill</p> <p>Debbie</p> <p>Cindy, Asset Mgmt staff</p> <p>Debbie, Lending staff, Asset Mgmt staff</p> <p>Debbie, Lending staff</p> <p>Julie, Debbie</p>	<p>Spring & Fall NOFA Rounds to be scheduled following news re State Trust Fund in March</p>	
Produce production reports to track income/affordability/other 2009 Levy, Ten Year Plan,	<ul style="list-style-type: none"> Expand and update Multi Family database Produce countywide reports for Ten Year Plan goals Coordinate with countywide funders to streamline 	<p>Tom, Jerry, Cindy, Dave, Tom</p> <p>Lindsay, Gregg</p>	<p>Q1</p> <p>Q1</p>	



2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
bridge loan, incentive programs, and all OH fund source requirements	data collection			
Transaction work on funded and existing projects – legal closings, refinances, subordinations, amendments, work-outs	<ul style="list-style-type: none"> 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 Acquisition and Opportunity Fund and work with other predevelopment lenders	<ul style="list-style-type: none"> Develop a NOFA for the A&O program with 2010 priorities Hold pre-application meetings and review applications Work with Impact Capital, United Way, Housing Finance Commission, Enterprise Foundation and other organizations to facilitate site acquisition 	Debbie, Mark, Bill Debbie, Mark, Tom, Dan, Quinnie, Lindsay Debbie	As needed	
Administer Wage Rate policy in conjunction with DEA	<ul style="list-style-type: none"> Hold Stakeholder meeting regarding wage monitoring changes Convene pre-construction meetings Conduct site visits, Evaluate implementation 	Debbie, Dan, Brenda (DEA), Lending Project Managers Debbie	Q2	
Create Section 3 Program. Promote and monitor WMBE utilization	<ul style="list-style-type: none"> Develop a new Section 3 program including forms, procedures, and compliance monitoring Develop “best efforts” assistance for contractors; maintain ongoing communication with referral sources. Assess WMBE utilization semi-annually 	Lindsay Ryan Lindsay	Q1	
Monitor and advocate for changes in WSHFC tax credit and tax-exempt bond	<ul style="list-style-type: none"> Participate in HDC LIHTC affinity group and continue to work with WSHFC on LIHTC policies Work with Commission to align funding decisions 	Bill, Debbie Debbie		



2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Facilitate a workgroup of public funders to align policies and procedures for more efficient combined funding Play an active leadership role in developing a new HDC affinity group on cost efficient development	<ul style="list-style-type: none"> Develop scope of topics to be covered Set regular meetings and agendas Work with HDC to develop agendas for meetings. Participate in each work session 	Debbie, Bill		
Leverage State and King County 2060/RAHP capital and operating funds for Seattle housing projects	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Participate on Impact Capital's Board Participate on monthly Impact Capital King/Pierce County Credit Committee Attend Quarterly State Housing Trust Fund Policy Advisory Team meetings Participate on other review committees such as Washington Families Fund, McKinney, Countywide Supportive Housing NOFA or HSD RFPs where appropriate Hold meetings with service and operating funders to ensure long-term investments at capital reservation 	Director Debbie Bill Tom, Dan, Quinnie, Lindsay Tom, Dan, Quinnie, Lindsay	Ongoing	
TDR/Bonus Transactions	<ul style="list-style-type: none"> Technical assistance to DPD staff, commercial developers and nonprofit housing developers Draft and execute Bonus Covenants and TDR Agreements as needed Draft TDR Bank legislation as needed Complete underwriting for TDR sending sites and 	Laura, Debbie, Lending staff Laura Laura Laura Lending staff	Ongoing	



2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Implement joint effort with Commerce and Impact Capital to preserve affordable housing	<ul style="list-style-type: none"> Collaborate in implementing statewide (web-based) data collection system Issue RFP offering grants for nonprofits to develop Portfolio Preservation Plans for their OH-funded properties Coordinate panel presentation of preservation plans developed by 2009 grant recipients Issue RFP for consultant to assist in developing Recapitalization Guide including best practices information and asset management tools 	Cindy, Bill, Asset Mgmt staff Cindy, Asset Mgmt staff Cindy, Asset Mgmt staff	Q3	
Implement incentives and policy to increase reserve levels in OH funded projects	<ul style="list-style-type: none"> 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, Debbie, Asset Mgmt staff, Lending staff, Bill Cindy, Asset Mgmt staff	As needed	
Assessment and Intervention, transfers and work-out of troubled projects	<ul style="list-style-type: none"> Collaborate to develop work-out options and implementation Implement intervention strategies and policies for transfers, refinancing, and troubled projects Facilitate workouts and change of ownership of projects as needed 	Joanne, Julie		
Emergency Management Housing Strategy	<ul style="list-style-type: none"> Work with City Emergency Management officials to create housing plan as part of emergency preparedness strategy 	Joanne, Julie		



C. Sustainability

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Promote sustainable buildings through education & marketing available resources	<ul style="list-style-type: none"> 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 Collaborate with Commerce on Evergreen program 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	
Provide weatherization (WZ) services to low income renters / homeowners / low income multi-family buildings	<ul style="list-style-type: none"> 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 Draft updated HomeWise policies and procedures manual to reflect new WA State WZ specifications and current OH practices Fully allocate federal stimulus (ARRA) funds for single family and multifamily housing Successfully administer Energy Efficiency & Conservation Block Grant (EECBG) for nonprofit multifamily housing retrofits 	John, Maria, Theresa John, Maria Rehab Specialists, John, Maria John, Bryan, HomeWise staff Rehab Specialists, John John, Bryan John, HomeWise staff Jack, Bryan, Bill	Ongoing Ongoing Ongoing Q2 Q1 Q3 Q2	
Implement program change to target HomeWise services to the Southeast. Continue cooperative focus w/KCHA on White Center	<ul style="list-style-type: none"> 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 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

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Gates Foundation Homeless Family Initiative	<ul style="list-style-type: none"> Work with Gates Foundation, United Way, King County and other partners on new Gates/UWKC family housing initiative 	Debbie	Q1-Q3	
Continue and enhance countywide combined homeless funding coordination	<ul style="list-style-type: none"> Provide staff leadership for supportive housing public funder group including county service agencies and housing sources Implement funding plan 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 Debbie, Tom, Dan, Quinnie, Lindsay	Q1	
Promote supportive housing and employment best practices	<ul style="list-style-type: none"> Provide input on funding decisions and project service design to expand options for homeless people needing a range of service and employment options 	Maureen	Ongoing	
Advance the public-private Washington Families Fund, which provides multi-year services funding for housing serving homeless families with children	<ul style="list-style-type: none"> Participate in the steering committee advising Building Changes on program development and implementation 	Maureen, Debbie, Cindy, Bill, Julie	Ongoing	
Ten Year Plan Committee Participation	<ul style="list-style-type: none"> Participate on Families, Single Adults, Youth, Interagency Council, Legislative, and 			



2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Jail Diversion and Re-Entry	Communications Committees <ul style="list-style-type: none"> Work with Corporation for Supportive Housing, King County MHCADSD, 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 Keep City Attorney and Council members up to date on OH progress 	Bill, Quinnie, Debbie Bill, Quinnie, Debbie	Ongoing	
Systems Change	<ul style="list-style-type: none"> Play an active role in the development and implementation of the Coordinated Care system for single adults with barriers to housing Play an active role in the development and implementation of the Family homeless system coordinated entry 	Bill, Debbie Debbie		

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

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Provide annual operating support to projects serving low income and special needs	<ul style="list-style-type: none"> Continue administration of 1986, 1995, 2002 and 2009 O&M programs. Evaluate 50-60 annual subsidy requests and award 2010 contract renewal to eligible agencies Make new 2009 Levy O&M subsidy awards in conjunction with NOFA awards. Maintain summary information and track projections on O&M funds Evaluate the availability and risks of Section 8 operating subsidies 	Cindy, Sandi, Bill Sandi, Cindy Cindy, Bill	Ongoing Q1-Q4 Q3	
Leverage 2060 state and	<ul style="list-style-type: none"> Refer appropriate projects to KC and Commerce 	Cindy, Asset Mgmt staff,	Ongoing	



county O&M funds for Seattle housing projects	<ul style="list-style-type: none"> 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 Commerce PAT subcommittee Coordinate project reviews with other funders 	Lending staff Debbie , Lending staff, Cindy , Asset Mgmt staff Debbie Cindy	
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PRIORITY #3: INCREASING HOMEOWNERSHIP OPPORTUNITIES FOR FIRST-TIME BUYERS AND ASSISTING LOW-INCOME HOMEOWNERS

A. Homebuyer Assistance

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Allocate Program Funds	<ul style="list-style-type: none"> Budget and allocate homeownership funds through a competitive Notice of Fund Availability process Apply to WSHFC for House Key Plus Seattle Funds Support development of HomeSight Pontedera Project at Dearborn Hiawatha including providing downpayment assistance and bridge financing Work with Homestead Community Land Trust and LIHI on the sale of units at Dearborn Commons at Dearborn Hiawatha 	Mark, Sandy W Mark Amy, Mark Mark	Q1, Q3 Ongoing Ongoing Ongoing	
Market City Homebuyer Programs	<ul style="list-style-type: none"> Update OH Web Site monthly Develop revised homeownership outreach materials 	Mark, Julie Mark, Julie	Ongoing Ongoing	
Support Homebuyer Education and Counseling Services	<ul style="list-style-type: none"> Execute and administer the Homebuyer Education and Counseling Contract with HomeSight by 2/28 Review and process quarterly disbursements 	Mark	Q1 Q1-Q4	
Process Home Purchase	<ul style="list-style-type: none"> Process individual closing transactions for 	Mark, Sandy W	Ongoing	



2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Closings	<ul style="list-style-type: none"> approximately 60 units in current projects by year end Work with OH Finance to develop and implement Loan Servicing Database 	Mark, Sandy W	Ongoing	
Manage Homebuyer Loan Portfolio	<ul style="list-style-type: none"> 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 Work with OH-homeowners facing foreclosure to offer loan modifications to keep families in homes 	Mark, Sandy W Mark, Sandy W	Ongoing Ongoing	
12 th Avenue	<ul style="list-style-type: none"> Work with Capitol Hill Housing to redevelop 12th Ave site Work w/ Law Dept. to address site contamination issues 	Mark, Amy	Q1-Q4	

B. Assistance for low-income homeowners facing foreclosure

2010 Work program item	Milestones	Staff (Lead in bold)	Timeline	Status
Develop Home Ownership Programs	<ul style="list-style-type: none"> Support and modify as necessary Foreclosure Prevention Program to provide stabilization loans to low-income homeowners facing default Pursue additional state and/or federal funds for foreclosure prevention and counseling Work w/ Low Income Housing Alliance to draft foreclosure prevention legislation 	Mark Mark Mark	Ongoing Ongoing Q1, Q2	
Administer federal Neighborhood Stabilization Program funds	<ul style="list-style-type: none"> Work with Commerce and Homestead CLT to administer Neighborhood Stabilization Program, including closing 5 loans in 2010 	Mark, Sandy W	Ongoing	



C. Assistance for Low Income Homeowners

2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Provide rehabilitation loans to low income homeowners	<ul style="list-style-type: none"> Continue to administer rehab loans to low-income homeowners Modify program terms to increase utilization of Home Repair Loan Program Expand program marketing and outreach to increase program utilization 	Paula W, Mark Mark, Paula W Mark, Julie	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	<ul style="list-style-type: none"> City Council approval of Administrative and Financial Plan City Council confirmation of Housing Levy Oversight Committee members 	Bill, Maureen, Rick, Debbie, Mark, Cindy, Gregg, John, Julie, Laura, additional OH staff as needed	Q1, Q2	
Incentive Zoning	<ul style="list-style-type: none"> Continue working with DPD to propose added sections as needed to SMC Ch. 23.58A (incentive zoning chapter of land use code) Assist DPD in proposing further amendments to the Multifamily chapter of the Land Use Code and in taking South Downtown ordinance housing related issues to Council Assist DPD with contract rezone processes that link to incentive zoning provisions Work with Mayor's Office and DPD on changes needed to simplify incentive zoning provisions Prepare reports on program status and submit prior to July 1 to meet Council requested deadline--2 reports requested (incentive zoning in general and commercial bonus program) 	Bill, Rick, Laura, Julie	Ongoing Ongoing Ongoing Q2, Q3	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Neighborhood Planning	<ul style="list-style-type: none"> 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 	Ryan, Rick	Ongoing	
Provide requested data to Council	<ul style="list-style-type: none"> Respond to Council request for data relating to the types of services provided to residents of housing created for people with disabilities---describe typical services provided either on-site or off-site 			
Consolidated Plan	<ul style="list-style-type: none"> Update housing needs data; update strategies and policies sections--Housing element of the 2011 Con Plan Consider adding language to the 2011 Consolidated Plan that encourages public agencies to replace affordable housing when their actions cause it to be demolished. Update Table of Proposed Projects for 2011 Draft consistency letters as requested Participate in 2010 Substantial Amendment process update 2010 Annual Allocation Plan Additional reports needed to comply with federal funding requirements 	Laura, Rick, Gregg, Debbie, Mark, additional OH staff as needed	Ongoing	
Margola settlement process	<ul style="list-style-type: none"> Work with Law and outside group on possible tenant/landlord activities to implement with Margola funding Consider Housing Locator service to start up with Margola funding 	Maureen, Rick	Ongoing	
2009 CAPER Report	<ul style="list-style-type: none"> Prepare OH section on accomplishments and transmit to HSD 	Debbie, Laura, Rick	Q1	
Annual Housing Levy Report	<ul style="list-style-type: none"> Prepare Levy Annual Report covering all OH funding and submit to Council Prepare additional, detailed Levy progress reports 	Maureen, Debbie, Cindy, Tom, Julie	Q1	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	and program evaluations as requested by the HLOC to perform its oversight function	Maureen	Ongoing	
Benchmarks Reports	<ul style="list-style-type: none"> Provide 2009 data to King County staff for the County Benchmarks Report Provide assistance to Planning Commission staff on the first annual Seattle Benchmarks Report 	Laura, Rick	Ongoing	
TDR and Bonus Programs	<ul style="list-style-type: none"> 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 MFDB 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 improve project review and tracking systems 	Laura, Rick Laura, Debbie Laura, Gregg, Jerry, Cindy Laura Laura Laura	Ongoing	
Multifamily Property Tax Exemption	<ul style="list-style-type: none"> Send new project apps/legislation to Council Process previously approved projects as required Continue to market program Incorporate MFTE projects into MFDB Prepare Annual Report as backup for complete program review--new legislation will need to be adopted by Council if program is to continue beyond the end of 2010 	Amy, Rick Amy, Gregg, Jerry, Cindy Rick, Amy	Ongoing	
Southeast / Rainier Valley	<ul style="list-style-type: none"> 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 	Debbie, Amy Julie	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Support and Monitor redevelopment of Fort Lawton	<ul style="list-style-type: none"> Assist DPD/DON with Neighborhood Planning efforts in Southeast 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 	<p>Mark, Bill</p> <p>Mark, Bill, Julie</p> <p>Mark, Bill</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Sand Point Building 9 Redevelopment	<ul style="list-style-type: none"> Draft comp plan changes, zoning overlay ordinance and Sand Point Plan resolution to allow Building 9 to be used for workforce housing and other uses Work with DOD, Dept of Education, and other federal departments on redevelopment process Work w/ UW to develop RFP for redevelopment of Building 9 Provide update to community and stakeholders on an as needed basis 	<p>Mark, Ryan</p> <p>Mark, Ryan</p> <p>Mark, Ryan</p> <p>Mark, Ryan</p>	<p>Q1, Q2</p> <p>Q1, Q2</p> <p>Q3, Q4</p>	
Housing Levy Oversight Committee	<ul style="list-style-type: none"> Staff the Committee during 2010 	Maureen	Ongoing	
Comprehensive Plan	<ul style="list-style-type: none"> Staff housing issues review 	Laura, Rick		
South Lake Union	<ul style="list-style-type: none"> Work with OPM/DPD to draft additional Code changes to promote affordable housing /create density bonus proposal—facilitate public benefits community discussion as needed in 2010 Work with SDOT re Maintenance Base site development utilizing SLU Funding Provide data and strategic information input into the EIS process underway in 2010 	Rick, Laura	Ongoing	
State Legislation	<ul style="list-style-type: none"> Develop foreclosure prevention legislation to provide additional funding for foreclosure 	Maureen, Mark	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	<ul style="list-style-type: none"> counseling and provide assistance to unemployed homeowners Provide information to legislators and legislative staff, in coordination with OIR during the 2010 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 WLHHA and on legislative committees Identify affordable housing and homeless initiatives to introduce and support in 2011 session for inclusion in the City legislative agenda Continue to work with new partners on jointly supported legislation (PSRC, CLC, Futurewise) 			
Federal funding opportunities	<ul style="list-style-type: none"> Look for opportunities to seek federal funding; submit comments when HUD requests; work with others to apply for funding 	Ryan, Bill, Rick, Maureen, Mark, Debbie	Ongoing	
Property Disposition	<ul style="list-style-type: none"> Monitor lease agreement for 6th & Yesler LHHI completes sales on Dearborn Parcel Address 12th Ave parcel hazardous materials issues Work with FAS on review of potential surplus and underutilized parcels for affordable housing SHA parcels at Rainier Vista 	Amy, Mark	Ongoing	
Children's Hospital Major Institution Master Plan	<ul style="list-style-type: none"> Work with DPD and Law to provide accurate testimony to City Council on the Housing Element of the Children's Hospital Major Institution Master Plan Finalize Memorandum of Understanding on how Housing Mitigation from Children's Hospital MIMP will be used 	Mark, Bill	Q1 Q2-Q3	





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	<ul style="list-style-type: none"> Develop, prepare and secure approval of department operating and capital budgets, and quarterly budget supplementals from CBO, 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, LSDB, HWDB and MFDB Legislation to update/streamline the various subfunds in the Low-Income Housing Fund 	<p>Gregg, Dave, Denise, Glen, Anita</p> <p>Gregg, Denise, Dave, Glen, Anita</p> <p>Gregg, Denise, Dave, Anita, Glen</p> <p>Dave, Gregg, Denise, Anita, Glen</p> <p>Denise, Dave, Gregg, Anita, Glen</p> <p>Gregg, Denise, Dave, Anita, Glen</p> <p>Dave, Denise, Gregg, Anita, Glen</p> <p>Denise, Dave, Gregg, Anita, Glen</p> <p>Gregg</p>	<p>Q1-Q4</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Q2-Q3</p>	
Loan Servicing	<ul style="list-style-type: none"> Provide aging reports on a monthly basis, for the MF program 	Glen, Anita	Ongoing	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
Provide IT application development services to OH staff	<ul style="list-style-type: none"> 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 	<p>Jerry, Gregg, Debbie, Tom, Dan</p> <p>John, Paula, Gregg Mark, Gregg Cindy, Gregg</p>	<p>Ongoing</p> <p>Q2-Q3 Q2-Q3 Q2-Q3</p>	
Provide Comprehensive computer hardware and software support to OH staff	<ul style="list-style-type: none"> Upgrade MFDB to SQL Server environment Continue to upgrade and maintain current databases Assist with Summit budget module Continue to refine reports in databases 	<p>Jerry, Gregg, Debbie, Cindy Jerry, Gregg</p> <p>Jerry, Dave, Don Jerry, Dave, Denise, Tom</p>	<p>Q1 – Q3 Ongoing</p> <p>Q2-Q3 Ongoing</p>	
Provide excellent Administrative office support and customer service	<ul style="list-style-type: none"> 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 	<p>Don, Gregg</p> <p>Don, Gregg</p> <p>Don, Gregg</p> <p>Don, Gregg</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
	<ul style="list-style-type: none"> Manage front desk reception, phones, cars, office support functions in a timely, courteous and professional manner 	<p>Ginny, Judy, Trinette</p>	<p>Ongoing</p>	



2009 Work plan item	Milestones	Staff (Lead in bold)	Timeline	Status
	<ul style="list-style-type: none"> 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 		Q3-Q4 Q3-Q4	
OH 2009 Annual Report	<ul style="list-style-type: none"> Produce and distribute Report Send PDF to HDC, constituents and key press 	Maureen, Julie, Cindy, Debbie, Mark E, Tom, Jerry	Feb March	
Website	<ul style="list-style-type: none"> Annual review and daily monitoring of website to update and revise to articulate current messages, compelling/logical look-and-feel, and new program information 	Julie, staff, stakeholders, City Web Team	Q2, with ongoing maintenance	
Paper Reduction	<ul style="list-style-type: none"> Implement and achieve goals under Paper Cuts paper reduction policy 	OH Everyone		

Note: Deadlines listed in the 2010 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 Abbreviations

A & O = 2009 Acquisition and Opportunity Loan Program
ARCH = A Regional Coalition for Housing
CBO = City Budget Office
CDBG = Community Development Block Grant
CEH = Committee to End Homelessness
CLT = Community Land Trust
Commerce = Washington State Department of Commerce (formerly CTED)
DEA = Department of Executive Administrations
DOF = Seattle Department of Finance
DON = Seattle Department of Neighborhoods
DPD = Seattle Department of Planning & Development
EIS = Environmental Impact Statement
FAS = Finance and Administrative Services
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
KCHA = King County Housing Authority
LHHC = Low Income Housing Tax Credits
MF = Multifamily
MFDB = Multifamily Database
MIMP = Major Institutions Master Plans
MOSC = Seattle Mayor's Office for Senior Citizens
MOU = Memorandum of Understanding
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
SCL = Seattle City Light
SFDB = Single Family Database
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
WLHA = Washington Low-Income Housing Alliance
WMBE = Women/Minority Business Enterprise

WSHFC or Commission = 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 2010 work program for the Office of Housing.

• **Summary of the Legislation:**

The resolution adopts the Office of Housing's 2010 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 2010 in accordance with this requirement. It is Attachment A to the resolution.

• *Please check one of the following:*

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.)*





City of Seattle

Michael McGinn, Mayor

Office of the Mayor

February 16, 2010

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 2010 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 2010. Should you have questions, please contact Rick Hooper at 4-0338.

Sincerely,

Michael McGinn
Mayor of Seattle

cc: Honorable Members of the Seattle City Council



STATE OF WASHINGTON – KING COUNTY

--SS.

254680
CITY OF SEATTLE, CLERKS OFFICE

No. 123286,87,88 31201,07,10

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.

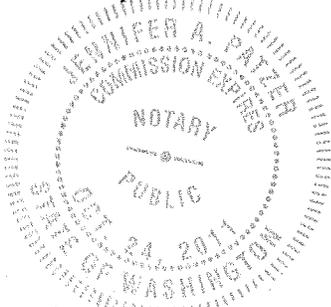
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

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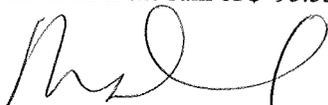
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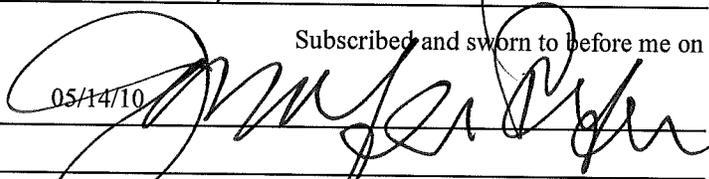
05/14/10

The amount of the fee charged for the foregoing publication is the sum of \$ 95.55, which amount has been paid in full.



Affidavit of Publication



Subscribed and sworn to before me on
05/14/10 

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 legislation, passed by the City Council on May 3, 2010, 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.

ORDINANCE NO. 123286

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

ORDINANCE NO. 123287

AN ORDINANCE accepting for general street purposes 23 deeds conveyed to the City of Seattle by the Central Puget Sound Regional Transit Authority or Sound Transit in connection with the Central Link Light Rail Transit Project as agreed to in a Property Acquisition and Transfer Procedures Agreement between the City of Seattle and Sound Transit; laying off, opening, widening, extending, and establishing portions of the rights-of-way located on Martin Luther King Jr. Way South between South Della Street and South Branford Street, South Findley Street and South Orcas Street, and South Ferdinand Street and South Bennett Street; placing the real property conveyed by the 23 deeds under the jurisdiction of the Seattle Department of Transportation; and ratifying and confirming certain prior acts.

ORDINANCE NO. 123288

AN ORDINANCE relating to a pedestrian skybridge across Western Avenue, approximately 300 feet north of Pike Street, amending Ordinance 114388, as amended by Ordinance 121855, to authorize the Pike Place Market Preservation and Development Authority to install and operate utilities on the skybridge, update the insurance and bond requirements, and amend the annual fee; provide for acceptance of the permit conditions; and ratify and confirm certain prior acts.

RESOLUTION NO. 31201

A RESOLUTION relating to Seattle Public Utilities, concurring in the submittal of the proposed 2010 Combined Sewer Overflow (CSO) Reduction Plan Amendment (the "2010 CSO Plan Amendment") and application for permit renewal to the Washington State Department of Ecology ("Ecology") to comply with the requirements of the City's National Pollutant Discharge Elimination System (NPDES) CSO Permit.

RESOLUTION NO. 31207

A RESOLUTION approving the route for the First Hill Streetcar line and stating additional steps needed to implement the First Hill Streetcar Project.

RESOLUTION NO. 31210

A RESOLUTION establishing the 2010 work program for the Office of Housing.

Date of publication in the Seattle Daily Journal of Commerce, May 14, 2010.

6/14(254680)