

#4
C531994

City of Seattle
Notice of Appointment

Name: Mark Ellerbrook		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Admiral	Zip Code: 98116	Contact Phone No.: (206) 233-0026
Appointed to: Pike Place Market PDA Capital Renovation Committee		Date of Appointment: <i>December 13, 2011</i>
Authority (Ord., Res.): Ordinance 122737		Term of Office: Two Years From: <i>January 1, 2012</i> To: <i>December 31, 2013</i>
Comments: Succeeds Jan Oscherwitz		
Authorizing Signature: 	Name and Title of Officer Making Appointments: Glen Lee, City Finance Director	

Confirmed by the Following Vote at City Council

In Favor:	Against:	Date:
Attested by:		Title:



Mark R. Ellerbrook

Seattle, WA 98116

EMPLOYMENT HISTORY

Manager, Strategic Partnerships - City of Seattle, Office of Housing, 7/11 to Present

- Manage key projects and relationships between City of Seattle and external partners, including Public Development Authorities, private developers, and the public.
- Provide strategic and financial analysis for complex, publicly funded projects, including renovation of Pike Place Market, Pacific Place Garage, and PDA-funded redevelopment.
- Direct City of Seattle management of \$73 million Pike Place Market levy, including budget and financial oversight, payment for renovations, management of tax exempt bonds and reporting to Mayor's Office and City Council.

Manager, Homeownership Program - City of Seattle, Office of Housing, 11/05 to 7/11

- Direct Homeownership Program with \$3.5 million annual budget, resulting in over 372 homes purchased by low-income households in the City of Seattle between 2007 and 2010, and the repair of over 75 low-income owned homes since 2009. Includes frequent work with City Council and State and Federal agencies.
- Manage staff of four, ensuring that income qualification, loan documents, and other closing procedures are followed per City and federal HOME and CDBG regulations.
- Direct City's foreclosure response, including program development for use of federal Neighborhood Stabilization Program funds, creation of a foreclosure prevention loan pilot program and working with elected officials to draft and present at committee state foreclosure prevention legislation.
- Co-lead City of Seattle's work on the redevelopment of the Fort Lawton Army Reserve Center, including management of a multidisciplinary team of city staff and consultants, that resulted in a mixed-income housing plan being submitted to City Council, the Army and the Dept. of Housing and Urban Development.
- Work with stakeholders, including nonprofits, lending institutions, and other public entities to develop streamlined program guidelines, improving program operation and increasing the number of loans closed.
- Direct disposition of City-owned property for reuse as affordable housing, including managing staff in the evaluation of property suitability, disposition through an RFP process, and negotiation of sale terms and legal documents for transfer to developers.
- Direct the City of Seattle's efforts to reuse Building 9 at Magnuson Park as workforce housing, including negotiation with the University of Washington, the Department of Education, and the Navy for property transfer, draft city legislation to promote redevelopment, and engage community stakeholders to support reuse.
- Lead Office of Housing's workforce housing/employer assisted housing initiative by meeting with developers, employers, and elected officials and drafting and presenting at committee state legislation supporting employer assisted housing programs.

Project Manager/Sr. Development Finance Specialist - City of Seattle, Office of Housing, 9/04 to 10/05

- Underwrote 6 to 8 loans per year, providing approximately \$5 million in permanent, low interest capital to support the construction and ongoing operation of affordable rental housing in Seattle.
- Assumed and managed 5 previously funded housing projects, including loan closing, construction administration, and project closeout, resulting in the creation of over 300 units of affordable housing.
- Drafted loan documents, reviewed construction plans and specifications, and closed financing for nonprofit affordable rental housing, ensuring proper security for City of Seattle and guaranteeing affordable housing for fifty years.

- Created marketing presentation, highlighting accomplishments of Seattle Office of Housing and increasing the profile of the office.
- Represented the City of Seattle on various affordable housing funding committees and working groups, including serving as lead Office of Housing staff for the development of a homeless service center and co-lead for the rewriting of the State of Washington Housing Trust Fund application.

Program Officer - Impact Capital/L.I.S.C., Seattle, WA, 9/02 to 9/04

- Underwrote approx. 14 predevelopment and bridge loans per year, providing over \$2 million in risk capital for the construction of over 300 units of rental and homeownership housing throughout Washington State.
- Supervised regional loan committee of eight, charged with administering funds to support rental and homeownership housing in Western Washington.
- Managed use of all Impact Capital loan funds, in conjunction with Chief Financial Officer, to ensure compliance with Impact Capital investors and maximize investment return on idle funds.
- Marketed program to tribes, housing authorities, service providers and housing developers, increasing access to "risk" capital throughout the state and increasing the organization's profile among affordable housing stakeholders throughout Washington State.

Project Manager - Neighborhood of Affordable Housing, East Boston, MA, 2/01 to 8/02

- Managed organization's multi-family rental/homeownership rehabilitation program, including site selection, development of project construction plans and specifications, bidding and contractor selection, construction oversight and participation in EnergyStar weatherization program.
- Directed multi-disciplinary team, including contractor, architect, and lender, in the rehabilitation of affordable, multi-family rental and homeownership properties in East Boston.
- Administered use of \$500,000 in state/city grant funds and \$1 million line of credit from the Local Initiatives Support Corporation, yielding 7 units of affordable homeownership housing.

Environmental Policy Analyst - Marasco Newton Group/ISSI Consulting, Washington D.C., 10/98 to 8/00

- Managed the development of a report detailing accomplishments made on the Brownfields National Partnership Action Agenda announced by Vice President Gore in May 1997.
- Directed sub-contractor participation, resulting in seamless report development.
- Analyzed impact of Federal agency commitments in leveraging public and private sector funds for brownfields redevelopment

Environmental Education Specialist - Peace Corps, Costa Rica, 1/96 to 3/98

- Organized and directed community library committee in the construction of a school resource center, including financing, design, and selection and purchase of materials.
- Prepared a successful grant proposal for the purchase of didactic resources for school resource center.
- Team-taught environmental lessons in five elementary schools, improving the incorporation of participatory teaching styles into the lesson plans of teachers.

EDUCATION

MCP, Dept. of Urban Studies and Planning, M.I.T.

MSRED, Center for Real Estate, M.I.T.

- Course work focused on financing, constructing, and evaluating real estate projects
- Thesis: Financing and managing CDC sponsored mixed use redevelopment

B.A., Political Science/Environmental Studies, Middlebury College, Cum Laude

PRESENTATIONS AND TRAININGS

Presenter, Bring Workers Home, National Housing Conference, Dec. 2009

- "Employer Assisted Housing in Seattle"

Presenter, King County Bar Association, October 2008

- "State of Foreclosures in Seattle/King County"

Presenter, Housing Washington Conference, September 2008

- "Making Employer Assisted Housing a Reality in Washington State"

Presenter, Washington State Housing Finance Commission Annual Meeting, Jan 2008

- "Workforce Housing in Washington State"

Presenter, Financing Community Facilities - Rural Community Assistance Corporation Conference, Portland, March 2004

- "The Role of Risk Capital in Financing Community Facilities"

Instructor, Housing 101 - Pierce County Housing Consortium, Tacoma, February 2004

- "Acquisition Strategies for Affordable Housing"

CERTIFICATIONS

Certified HOME Specialist, April 2006

Certified Housing Development Professional, National Development Council,
June 2003

VOLUNTEER ACTIVITIES

Board Member, Washington Homeownership Center, Dec. 2007 to 2010

Advisory Board Member, Washington CASH, May 2005 to 2006

One Night Homeless Count, 2004 - Present

"Market" means the Pike Place Market.

"Market Infrastructure Program" means the multi-phase program to construct the Market Infrastructure Projects.

"Market Infrastructure Projects" means the Core Market Infrastructure Projects and Supplemental Market Infrastructure Projects.

"PDA" means the Pike Place Market Preservation and Development Authority or its successors, established by the City pursuant to RCW 35.21.730 et seq. and SMC Chapter 3.110.

"PDA Projects" means improvements that are not Market Infrastructure Projects, to be funded by Federal new market tax credit funds or other PDA funds that are not Levy Proceeds.

"PDA Representative" means the person or persons designated from time to time by the PDA to act on behalf of the PDA.

"SMC" means the Seattle Municipal Code.

"State" means the State of Washington.

"Supplemental Market Infrastructure Projects" means the infrastructure projects identified in Exhibit C.

"Total City Amount" equals \$4.4 million, as adjusted under Section 4.4 and 4.6.

"Total PDA Amount" equals \$68.6 million, as adjusted pursuant to Section 4.5.

"RCW" means Revised Code of Washington.

ARTICLE 3. Projects

Section 3.1 Market Projects.

(a) Subject to Section 3.2 and 6.2, the PDA agrees to complete the Core Market Infrastructure Projects. The PDA will serve as project manager for the Market Infrastructure Projects and PDA Projects. The PDA will make all management decisions regarding the Market Infrastructure Project and PDA Project design, construction, selection and management of contractors and vendors, change orders and all other components of project development.

(b) The PDA's Capital Renovation Committee will include three non-voting members appointed by the City as described further in this section. The City Council will appoint two non-voting members, who are not members of the PDA Council, to the PDA Council's Capital Renovation Committee as follows: one member with expertise in finance, and one member with expertise in construction and/or project management. Each of these two members will serve a two-year

term, and the City Council may reappoint a member to additional term(s). In addition, the Director will appoint, subject to confirmation by the City Council, a City employee with expertise in public finance, and/or other areas of interest to the City, to be a non-voting member of the PDA Council's Capital Renovation Committee, to serve a term established by the Director. Additionally, the fact that the City appoints members to the Capital Renovation Committee shall not be construed to modify or lessen the obligations of the PDA to manage and complete the Core Market Infrastructure Projects.

"Capital Renovation Committee" means a committee formed for the purpose of providing recommendations and information to the PDA Council for the purpose of guiding the PDA Council's decisions regarding the Market Infrastructure Program.

"PDA Council" means the twelve member group governing the PDA and the Core Market Infrastructure Program.

Section 3.2 Changes to a Core Market Infrastructure Project. The PDA will not delete or materially reduce in scope any Core Market Infrastructure Project without City approval as provided in Section 6.2. Any other material revision to the scope of a Market Infrastructure Project funded with Levy Proceeds, which does not constitute deletion or material reduction in scope of a Core Market Infrastructure Project, requires prior written approval of the Director.

ARTICLE 4. Application of Levy Proceeds

Section 4.1 Amount to be Allocated. Subject to the requirements of this Agreement, the Total PDA Amount shall be provided to the PDA. The Total City Amount shall be retained by the City to pay City financing costs.

Section 4.2 Annual PDA Requests. The projected cash flow incorporated as Exhibit A sets forth the anticipated timing and amount of monthly draws of increments of the Total PDA Amount expected to be paid to the PDA. On an annual basis, the PDA shall provide an updated cash flow to the Director. The updated cash flow shall be in the same form as Exhibit A, and shall show the portion of the Total PDA Amount previously disbursed as well as anticipated remaining monthly draws. The updated cash flow shall be submitted by the PDA Representative to the Director on or before October 1 of each year, except that the PDA's initial (October 1, 2008) updated cash flow shall be submitted to the Director no later than November 5, 2008. The PDA's updated cash flows may include monthly draw amounts that differ from the monthly draw amounts set forth in Exhibit A. If the PDA requests a monthly draw amount that is less than the amount set forth for the same month in Exhibit A, the difference shall accumulate to be available to the PDA for inclusion in a draw amount for a subsequent month or months, as determined by the PDA. If the PDA requests a monthly draw amount that is more than the draw amount set forth for the same month in Exhibit A, the difference shall be deducted from an amount requested for a subsequent month or months, as determined by the PDA.