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CITY OF SEATTLE

City of Seattle
Notice of Appointment

2014 MAR 14 AM 11: 52

Name: Quinnie Tan		<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: Ballard	Zip Code: 98117	Contact Phone No.: 206-615-1277
Appointed to: Housing Levy Oversight Committee		Date of Appointment: March 18, 2014
Authority (Ord., Res.): Ordinance 123013		Term of Office: From: Appointment To: December 31, 2016
<p>Background:</p> <p>Quinnie Tan currently staffs housing issues as a policy advisor in the Office of Policy and Innovation for Mayor Ed Murray. For over 15 years, she has worked on issues of equity, housing, and community development from the non-profit and government sectors. Most recently, she helped craft policy to ensure that City facilities are accessible to people with disabilities from the Department of Finance and Administration at the City of Seattle. Previously, at the Seattle Office of Housing, she worked in housing finance in both the multi-family rental and homeownership programs, contributing to projects ranging from permanent supportive housing to permanently affordable homeownership developments. Prior to local government, Quinnie worked at a Community Land Trust, was part of a design team at an architecture firm, and earned a degree in architecture and ethnic studies from Yale University. Born in Hong Kong and raised in New York City, Quinnie now lives with her family in Seattle's Ballard neighborhood.</p>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: Edward B. Murray, Mayor



QUINNIE TAN

RELEVANT WORK EXPERIENCE

City of Seattle Office of Policy and Innovation, Office of Mayor Edward B. Murray || Current
Policy Advisor, Housing

City of Seattle Department of Finance and Administrative Services (FAS) || October 2012 – February 2014
Citywide ADA Program Manager (Strategic Advisor II), Strategic Planning and Partnerships

Ensured the City of Seattle's compliance with the Americans with Disabilities Act (ADA) when developing facilities and other built environments through the Citywide ADA Program:

- Managed a multi-year capital program that responds to the Department of Justice (DOJ) review of City facilities, including establishing the City's funding priorities, recommending and monitoring budget allocations, overseeing departments' efforts to carry out improvement projects, and reporting on the City's status and progress on compliance issues identified by the DOJ
- Crafted City policy that establishes structure for centralized quality control and quality assurance of ADA compliance, working across multiple capital departments and coordinating with the Office of Civil Rights and the City Attorney's Office
- Led development of a new web-based database to track ADA citations, allowing users access to current information on legal negotiation status, funding allocation, project expenditures, program reports, and compliance documentation

City of Seattle Office of Housing (OH) || Seattle, Washington || August 2006 – October 2012
Senior Development Finance Specialist, Multi-family Lending and Homebuyer Program

Served as project manager representing the City's interests as Lender in affordable multi-family rental housing projects, responsible for underwriting, negotiating and closing construction loans ranging from \$.5 million to \$6 million:

- Evaluated applications for financial feasibility, alignment with policy objectives, and compliance with City, State, and federal regulations
- Provided technical assistance to Borrowers and acted as a liaison between Borrowers and other City departments during pre-development and construction
- Prepared legal documents for deadline-driven and complex real estate closings, coordinating with the Borrower, commercial lending institutions, public funders, and respective counsel to ensure proper protections for City lien position
- Reviewed and approved loan funds disbursement during construction and close-out

Managed OH's Homebuyer Program, overseeing approximately \$2 million annually distributed through multiple program agreements:

- Evaluated program efficacy and worked with external partners to achieve production goals and program objectives
- Crafted work-out loan to prevent foreclosure of a multi-family homeownership project, coordinating with Council Central Staff and outside lenders to negotiate and fund loan under tight timeline

Provided analysis on policy issues to the Director on special projects:

- Represented OH in an interdepartmental project to re-use a City-disposed site for affordable housing, working with FAS Real Estate Services, Human Services Department, and Mayor's Office to respond to a City Council Statement of Legislative Intent
- Analyzed the role of supportive housing in improving recidivism rates of chronic misdemeanants and reduction of jail costs to City; worked with Municipal Court, Public Health of Seattle and King County, and King County Department of Adult and Juvenile Detention to gather and study restricted data regarding frequency of jail use, criminal charge and health status of jail inmates
- Evaluated budget and operational implications of Council resolutions, legislation, or other proposals to amend policy documents such as the Housing Levy Administrative and Financial Plan

RELEVANT WORK EXPERIENCE, continued

Homestead Community Land Trust (HCLT) || Seattle, Washington || October 2003 – August 2006

Homebuyer Program Coordinator

- Provided homeownership counseling for applicants to HCLT's affordable homebuyer program; duties include general education about the CLT model, affordability analysis calculations, facilitation of mortgage applications, and legal documents review for each applicant household
- Improved agency cooperation between HCLT and other affordable housing providers
- Conducted culturally competent outreach campaign for homebuyer program for new immigrant communities and communities of color

STUDIOS Architecture || New York, New York || July 2001 – April 2003

Designer, Business Development/Public Relations Coordinator

- Designed aspects of architectural and environmental graphics projects within creative teams
- Drafted construction documents and created multimedia and graphical presentations
- Responded to requests for proposals from potential public and commercial clients; generated content and visuals for qualification books and other marketing collateral

EDUCATION

Yale University || New Haven, Connecticut || August 1997 – May 2001

Bachelor of Arts, double major in Architecture and in Ethnicity, Race and Migration, with Distinction

- Concentration in cultural criticism and globalization
- Completed thesis critiquing the history and design of emergency housing deployed during refugee crises
- Coordinated FOCUS on New Haven, an orientation program introducing 150 Yale College sophomores to the city of New Haven and to community service, 1999-2001

TRAINING

City Leadership Institute, Class of 2008

Certificate in Geographic Information Systems (GIS), University of Washington, June 2008

HOME Certified Specialist, Regulations and Administration, U.S. Department of Housing and Urban Development

SKILLS

Computer: Microsoft Office Suite; Adobe Creative Suite; Web: HTML, CSS

Languages: Fluency in Cantonese and Mandarin Chinese, proficiency in Spanish and French

SERVICE

Washington Low Income Housing Alliance Board of Directors || Seattle, Washington || December 2012 - Current

Tenants Union of Washington Board of Directors || Seattle, Washington || June 2008 – June 2010

President, January 2009 – June 2010

- Oversaw hiring of new Executive Director and implemented austerity budget including staff and program reductions; stabilized operating budget over two-year term through fundraising efforts and budget controls

Housing Levy Oversight Committee

Thirteen members: Per Ordinance 123013, all subject to City Council confirmation

- 3 Appointed by Mayor: 2-year term
- 3 Appointed by Mayor: 3-year initial term, followed by 2-year terms
- 1 City employee appointed by Mayor: 6 ½-year term
- 2 Appointed by City Council: 2-year term
- 3 Appointed by City Council: 3-year initial term, followed by 2-year terms
- 1 City employee appointed by City Council: 6 ½-year term

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
1	f	1	Quinnie Tan	3/14	12/16	1		Mayor
3	m	2	Rebecca Saldaña	11/13	6/14	1		Mayor
6	f	3	Christine Rush	6/10	6/14	2		Mayor
1	f	4	Maiko Winkler-Chin	6/10	6/14	2		Mayor
6	m	5	Hal Ferris	7/13	6/15	2	Vice Chair	Mayor
6	m	6	Marty Kooistra	7/13	6/15	2		Mayor
		7	vacant		6/15			Mayor
6	f	8	Traci Ratzliff	6/10	12/16	1		Council
6	m	9	Ezra Basom	12/12	6/14	1		Council
6	m	10	Jonathan Grant	6/13	6/14	1		Council
6	f	11	Nicole Macri	2/14	6/15	2		Council
1	f	12	Josephine Tamayo Murray	2/14	6/15	3	Chair	Council
		13	vacant		6/15			Council

*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latino	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	2	4		3	2		1			3
Council	2	3		1	1					4
Total	4	7		4	3		1			7

**Other includes diversity in any of the following: race, gender and/or ability