

## Work Plan

DATES & TIME	MEETING TOPICS, GOALS, & MATERIALS	COMMUNICATIONS
<p><b>Housing Quality Task Force – Convene All</b></p> <p><b>Date:</b> Monday, May 2<sup>nd</sup>  <b>Time:</b> 2-3:30PM  <b>Location:</b> City Conference Room 5A  <b>Meeting 1:</b> Convene All</p>	<p><b>Meeting 1. Introductions &amp; Develop Common Framework.</b> Task force will be convened and an overview of the Housing Quality Task force process will be presented. Presentation includes the meeting schedule, stakeholder committees and responsibilities, and an introduction to the six areas of housing.</p> <p>Meeting Goals:</p> <ul style="list-style-type: none"> <li>• Convene task force.</li> <li>• Present charter overview, outcomes, timeline, &amp; stakeholders.</li> <li>• Online Housing Quality resource page.</li> <li>• Presentations: <ul style="list-style-type: none"> <li>○ Spokane’s housing stock overview</li> <li>○ Begin presentation on the background of the six housing areas <ul style="list-style-type: none"> <li>▪ Substandard properties</li> <li>▪ Homes in foreclosure</li> <li>▪ Abandoned homes</li> <li>▪ Chronic nuisance properties</li> <li>▪ Vacant residential lots</li> <li>▪ Housing affordability.</li> </ul> </li> <li>○ Brief introduction to current City policies/programs dealing with six housing areas.</li> </ul> </li> <li>• Confirm next meeting date, time, &amp; topic.</li> </ul> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"> <li>• <i>Continuation of overview for the key areas of housing.</i></li> <li>• <i>Overview of city’s current expenditures/costs related to substandard, abandoned, and foreclosed homes.</i></li> <li>• <i>Research on policies and programs to positively impact areas of housing.</i></li> </ul>	<p>Introduction to Housing Quality webpage.</p> <p><b>Materials:</b></p> <p>Introduction:</p> <ul style="list-style-type: none"> <li>• Mayor’s Housing Quality Task force Charter</li> <li>• Stakeholder list</li> <li>• Work plan</li> </ul> <p>Presentations:</p> <ul style="list-style-type: none"> <li>• Spokane housing overview</li> <li>• Substandard housing, homes in foreclosure, abandoned homes</li> </ul> <p><b>Public Engagement - Strategies &amp; Tactics:</b></p> <p>Introduce the Housing Quality Taskforce</p> <ul style="list-style-type: none"> <li>• Blog post with open discussion</li> <li>• Social media</li> <li>• Podcast 1: Introduction/overview</li> <li>• Initial Benchmark Survey – Will be submitted to taskforce between first and second meeting. <ul style="list-style-type: none"> <li>○ 6-10 questions</li> <li>○ 4-5 core questions to measure awareness/sentiment</li> </ul> </li> <li>• Print and electronic brochure available.</li> <li>• Virtual meeting: <ul style="list-style-type: none"> <li>○ Compile email addresses</li> <li>○ Send invitations prior to next meeting.</li> </ul> </li> </ul>

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<p><b>Housing Quality Task Force – Convene all</b></p> <p><b>Date:</b> Wednesday, May 19<sup>th</sup></p> <p><b>Time:</b> 10:30AM-12PM</p> <p><b>Location:</b> Council Briefing Center</p> <p><b>Meeting 2:</b> Convene All</p>	<p><b>Meeting 2. Continue presentations of Spokane’s current state of abandoned homes, homes in foreclosure, chronic nuisance properties, substandard properties, vacant residential lots and housing affordability.</b></p> <p><b>Begin discussion on policies and programs to be implemented by the City to address areas of housing.</b></p> <p>Meeting Goals:</p> <ul style="list-style-type: none"> <li>• Complete overview of housing conditions and city policies/programs. <ul style="list-style-type: none"> <li>○ Discuss the impacts to the community.</li> </ul> </li> <li>• Committee shares and discusses program &amp; policy research to improve housing conditions in Spokane. <ul style="list-style-type: none"> <li>○ Discuss gaps in programs and policies for the City of Spokane.</li> </ul> </li> <li>• Committee shares the barriers/gaps to improving housing conditions.</li> </ul> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"> <li>• <i>Identify funding investment strategies and incentives to implement programs and policies.</i></li> <li>• <i>Compile list of programs/policies to improve housing</i></li> <li>• <i>Compile list of programs/policies and impacts to the community.</i></li> </ul>	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Presentations: <ul style="list-style-type: none"> <li>○ Chronic nuisance properties</li> <li>○ Vacant residential Lots</li> <li>○ Housing affordability</li> <li>○ Housing conditions policies &amp; programs</li> <li>○ Housing affordability policies &amp; programs</li> </ul> </li> </ul> <p><b>Public Engagement - Strategies &amp; Tactics:</b></p> <ul style="list-style-type: none"> <li>• Blog post by Taskforce facilitator with open discussion</li> <li>• Social media: <ul style="list-style-type: none"> <li>○ NEW post</li> <li>○ Gather data for previous post and evaluate recommendations &amp; comments.</li> <li>○ Provide to taskforce facilitator to present to the committees.</li> </ul> </li> <li>• Podcast 2: Discuss results of bench mark survey</li> <li>• Virtual meeting: <ul style="list-style-type: none"> <li>○ Compile email addresses</li> <li>○ Send invitations prior to next meeting.</li> </ul> </li> </ul>
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<p><b>Bank Representatives Roundtable</b></p> <p><b>Date:</b> Monday, May 23<sup>rd</sup>  <b>Time:</b> 2-3:30PM  <b>Location:</b> City Conference Room 5A  <b>Meeting:</b> Roundtable meetings with Bank Representatives</p>	<p><b>Roundtable discussion: Bank Representatives.</b> Overview of the Housing Task Force will be provided. The background materials should be reviewed by the roundtable representatives prior to the meeting. The bank and real estate representatives will meet separately but the meeting goals will be the same. The information to come out of the two meetings will be shared at the all task force meeting on June 7<sup>th</sup>.</p> <p><b>Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>• Discussion of the current state of Spokane’s housing and specifically the six areas of housing. <ul style="list-style-type: none"> <li>○ <i>Review background PowerPoints on the cities web page and other necessary materials.</i></li> </ul> </li> <li>• Deliberate on various means to improving housing in Spokane: <ul style="list-style-type: none"> <li>○ Funding incentives &amp; strategies</li> <li>○ Programs &amp; policies</li> <li>○ Collaboration between bank and real estate groups, the City and local agencies.</li> </ul> </li> </ul>	<p><b>Materials:</b></p> <p><b>Public Engagement - Strategies &amp; Tactics:</b></p> <ul style="list-style-type: none"> <li>• Virtual meeting: <ul style="list-style-type: none"> <li>○ Compile email addresses</li> <li>○ Send invitations prior to next meeting.</li> </ul> </li> </ul>
<p><b>Real Estate Representatives Roundtable</b></p> <p><b>Date:</b> Thursday, June 2<sup>nd</sup>  <b>Time:</b> 10:30-12PM  <b>Location:</b> City Conference Room 5A  <b>Meeting:</b> Roundtable meetings with Real Estate Representatives</p>		

## Work Plan

<p><b>Housing Quality Task Force – Convene All</b></p> <p><b>Date:</b> Tuesday, June 7<sup>th</sup>  <b>Time:</b> 10:30AM-12PM  <b>Location:</b> Council Briefing Center  <b>Meeting:</b> Convene All</p>	<p><b>Meeting 3. Present information learned from meeting with the Bank and Real Estate Representatives. Discuss funding investment strategies and incentives that address programs and policies.</b></p> <p>Meeting Goal:</p> <ul style="list-style-type: none"> <li>• Overview of roundtable discussions with Banks and Real Estate groups.</li> <li>• Discuss funding investment strategies and/or incentives to improve housing. <ul style="list-style-type: none"> <li>○ Integrate strategies and/or incentives to improve housing for next meeting.</li> <li>○ Create matrix with this information for next meeting.</li> </ul> </li> <li>• Continued discussion of the barriers and gaps to improving housing.</li> </ul> <p>The task force will be divided into two sub-committees that will work independently on Housing Conditions and Housing Affordability.</p> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"> <li>• <i>Committee members prioritize programs and policies when considering the funding investment strategies, and/or incentives that address housing conditions.</i> <ul style="list-style-type: none"> <li>○ <i>A priority list will be compiled at the next meeting to be used to make recommendations.</i></li> </ul> </li> <li>• <i>Research the financial implications of implementing the strategies.</i> <ul style="list-style-type: none"> <li>○ <i>Implications to the city staffing, budget and other support.</i></li> </ul> </li> <li>• <i>Research and present recommendation of community and/or legislative activity necessary to implement.</i></li> </ul> <p><b>Breakout groups:</b> Over the course of the next two meetings the Task Force will be divided into two sub-committees; the Housing Conditions committee and the</p>	<p>Materials:</p> <ul style="list-style-type: none"> <li>• Funding investment strategies</li> </ul> <p>Public Engagement - Strategies &amp; Tactics:</p> <ul style="list-style-type: none"> <li>• Blog post by Taskforce facilitator with open discussion</li> <li>• Social media: <ul style="list-style-type: none"> <li>○ NEW post</li> <li>○ Gather data for previous post and evaluate recommendations &amp; comments.</li> <li>○ Provide to taskforce facilitator to present to taskforce committees</li> </ul> </li> <li>• Podcast 3: Topic TBD</li> <li>• Virtual meeting: <ul style="list-style-type: none"> <li>○ Online feedback mechanisms</li> <li>○ 6-8 question digital email survey</li> </ul> </li> </ul>
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	Housing Affordability committee. The two sub-committees will meet separately until the July 29 <sup>th</sup> after which there will be a meeting to convene all to present their recommendations to the Mayor. An additional meeting for the task force has been reserved on July 12 <sup>th</sup> if the task force would like to convene all once more before making their recommendations.	
<b>Housing Conditions (HC) Committee</b>  <b>Date:</b> Tuesday, June 14 <sup>th</sup> <b>Time:</b> 10:30AM-12PM <b>Location:</b> Council Briefing Center	<b>Meeting 4HC. Begin finalizing priority list of housing condition strategies.</b> The priority list will be used to make housing condition policy recommendations to the Mayor. Committee finalizes research financial implications of implementing the strategies. Programs and policy research, financial strategies, and financial implications compiled in to one master list.  <b>Meet Goal:</b> <ul style="list-style-type: none"> <li>Committee finalizes priority list of programs and policies, funding strategies, incentives, and barriers.</li> <li>Review and discuss the findings of the financial implications of implementing due to staffing and budgeting.</li> <li>Review and discuss community and/or legislative activity.</li> </ul> <b>Next Meeting Materials:</b> <ul style="list-style-type: none"> <li><i>Compile community and legislative activity into final recommendation list.</i></li> <li><i>Discuss methods for tracking progress for one year.</i></li> </ul>	<b>Materials:</b> <ul style="list-style-type: none"> <li>Work completed under meeting goals.</li> </ul> <b>Public Engagement - Strategies &amp; Tactics:</b> <ul style="list-style-type: none"> <li>Blog post by Taskforce facilitator with open discussion</li> <li>Social media:               <ul style="list-style-type: none"> <li>NEW post</li> <li>Gather data for previous post and evaluate recommendations &amp; comments.</li> <li>Provide to taskforce facilitator to present to taskforce committees</li> </ul> </li> <li>Podcast 4: Result of second survey</li> <li>Print and electronic brochure available.</li> <li>Midpoint summary update &amp; feedback               <ul style="list-style-type: none"> <li>6-10 questions, TBD</li> <li>Include 4-5 core questions to measure awareness and sentiments</li> <li>Test initiative concepts</li> </ul> </li> <li>Virtual meeting:               <ul style="list-style-type: none"> <li>Online feedback mechanisms</li> <li>6-8 question digital email survey</li> </ul> </li> </ul>
<b>Housing Affordability (HA) Committee</b>  <b>Date:</b> Wednesday, June 15 <sup>th</sup> <b>Time:</b> 10:30AM-12PM	<b>Meeting 4HA. Committee discusses and makes priority list of housing affordability strategies.</b> The priority list will be used to make housing affordability policy recommendations to the Mayor. Committee shares research and insight on financial implications of implementing the strategies.  <b>Meet Goal:</b> <ul style="list-style-type: none"> <li>Committee finalizes priority list of programs and policies, funding</li> </ul>	

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<p><b>Location:</b> City Conference Room 5A</p> <p><b>Meeting:</b> Housing Affordability Committee</p>	<p>strategies, incentives, and barriers.</p> <ul style="list-style-type: none"><li>• Review and discuss the findings of the financial implications of implementing due to staffing and budgeting.</li><li>• Review and discuss community and/or legislative activity.</li></ul> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"><li>• <i>Compile community and legislative activity into final recommendation list.</i></li><li>• <i>Discus methods for tracking 1-year of progress.</i></li></ul>	
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## Work Plan

<p><b>Housing Conditions Committee</b></p> <p><b>Date:</b> Tuesday, June 28<sup>th</sup>  <b>Time:</b> 3:30-5PM  <b>Location:</b> Council Briefing Center</p>	<p><b>Meeting 5HC. Committee finalizes research on the financial implications of housing condition strategies and the community and/or legislative activity to implementing.</b></p> <p>Meeting Goal:</p> <ul style="list-style-type: none"> <li>Finalize list of community and legislative activity needed for implementation.</li> <li>Finalize recommendations list for next meeting with the Mayor.</li> <li>Discuss methods for tracking progress to include in final recommendation list.</li> </ul> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"> <li><i>Final recommendation list will be compiled and presented to the Mayor.</i> <ul style="list-style-type: none"> <li><i>Programs &amp; policies.</i></li> <li><i>Investment strategies, incentives, &amp; barriers.</i></li> <li><i>Implications to implementing due to staffing &amp; budgeting.</i></li> <li><i>Community &amp; legislative activities necessary to implement.</i></li> <li><i>Methods for tracking 1-year of progress.</i></li> </ul> </li> </ul>	<p>Materials:</p> <ul style="list-style-type: none"> <li>Work completed under meeting goals.</li> </ul> <p>Public Engagement - Strategies &amp; Tactics:</p> <ul style="list-style-type: none"> <li>Blog post by Taskforce facilitator with open discussion</li> <li>Social media: <ul style="list-style-type: none"> <li>NEW post</li> <li>Gather data for previous post and evaluate recommendations &amp; comments.</li> <li>Provide to taskforce facilitator to present to taskforce committees</li> </ul> </li> <li>Podcast 4: Result of second survey</li> <li>Print and electronic brochure available.</li> <li>Virtual meeting: <ul style="list-style-type: none"> <li>Online feedback mechanisms</li> <li>6-8 question digital email survey</li> </ul> </li> </ul>
<p><b>Housing Affordability Committee</b></p> <p><b>Date:</b> Wednesday, June 29<sup>th</sup>  <b>Time:</b> 10:30AM-12PM  <b>Location:</b> Council Briefing Center</p>	<p><b>5HA. Committee finalizes research on the financial implications of housing affordability strategies and the community and/or legislative activity to implementing.</b></p> <p>Meeting Goal:</p> <ul style="list-style-type: none"> <li>Finalize list of community and legislative activity needed for implementation.</li> <li>Finalize recommendations list for next meeting with the Mayor.</li> <li>Discuss methods for tracking progress to include in final recommendation list.</li> </ul> <p>Next Meeting Materials:</p> <ul style="list-style-type: none"> <li><i>Final recommendation list will be compiled and presented to the Mayor.</i></li> </ul>	

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	<ul style="list-style-type: none"><li>○ <i>Programs &amp; policies.</i></li><li>○ <i>Investment strategies, incentives, &amp; barriers.</i></li><li>○ <i>Implications to implementing due to staffing &amp; budgeting.</i></li><li>○ <i>Community &amp; legislative activities necessary to implement.</i></li><li>○ <i>Methods for tracking 1-year of progress.</i></li></ul>	
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## Work Plan

<b>Housing Conditions Committee</b>  <b>Date:</b> Tuesday, July 12 <sup>th</sup> <b>Time:</b> 3:30PM-5PM <b>Location:</b> Council Briefing Center	<b>Committee continues to prioritize recommendations.</b>  Meeting Goal: <ul style="list-style-type: none"> <li>• Prioritize recommendations</li> </ul> Next Meeting Materials: <ul style="list-style-type: none"> <li>• Complete homework as assigned</li> </ul>	Survey #2 continue to collect responses.
<b>Housing Affordability Committee</b>  <b>Date:</b> Wednesday, July 13 <sup>th</sup> <b>Time:</b> 10:30AM-12PM <b>Location:</b> City Conference room 5A	<b>Committee continues to prioritize recommendations.</b>  Meeting Goal: <ul style="list-style-type: none"> <li>• Prioritize recommendations</li> </ul> Next Meeting Materials: Complete homework as assigned	
<b>Housing Quality Task Force – Convene all</b>  <b>Date:</b> August 17 <sup>th</sup> <b>Time:</b> 2pm-3:30pm <b>Location:</b> Spokane Public Library	<b>6 Convene all task force members for final meeting to make recommendations to improve Spokane’s housing.</b>  Meeting Goal: <ul style="list-style-type: none"> <li>• Present final recommendations to each sub-committee</li> <li>• Final prioritization</li> <li>• Determine presentations of final recommendations to the Mayor at the next meeting.</li> </ul> Next Meeting: <ul style="list-style-type: none"> <li>• August 31<sup>st</sup> from 10:30am-12pm – Final Recommendations</li> <li>• May 2017 – Review programs and policies that have been implemented to improve six key areas of housing.</li> </ul>	Materials: <ul style="list-style-type: none"> <li>• Work completed under meeting goals.</li> </ul>

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<b>Housing Quality Task Force – Convene all</b>  <b>Date:</b> August 31 <sup>st</sup> <b>Time:</b> 10:30am-12pm <b>Location:</b> Spokane Public Library	<ul style="list-style-type: none"><li>• <b>Present final recommendations to the Mayor.</b></li></ul>	Close survey #2
<b>Housing Quality Task force – Convene all May 2017</b>	Convene all task force committee members to evaluate programs and policies that have been implemented over the past year.	Materials: <ul style="list-style-type: none"><li>• Benchmarks and other tracking materials</li></ul>