



Monday, February 24, 2014

**ALEXANDRIA REDEVELOPMENT
AND HOUSING AUTHORITY**

Roy O. Priest, CEO

BOARD OF COMMISSIONERS

**MERRICK MALONE, CHAIRMAN
DANIEL BAUMAN, VICE CHAIRMAN**



**ALEXANDRIA
REDEVELOPMENT &
HOUSING AUTHORITY**



MERRICK T. MALONE
Chairman

DANIEL BAUMAN
Vice Chairman

Commissioners:

Christopher Ballard
Commissioner

Chyrell Bucksell
Commissioner

Carter D. Flemming
Commissioner

Brett J. Libresco
Commissioner

Michelle Millben
Commissioner

A. Melvin Miller
Commissioner

Karl Sandberg
Commissioner

Roy O. Priest
Secretary-Treasurer

February 24, 2014

Mr. Merrick T. Malone
425 Oronoco Street
Alexandria, VA 22314

Re: Monday, February 24, 2014 Regularly Scheduled Board Meeting

Dear Chairman:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, February 24, 2014 at 7:00 p.m., Ladrey Building 300 Wythe Street, VA 22314 (Community Room). The docket has (8) items; of which there are four (4) are consent and one (1) is an action item.

Sincerely,

Roy O. Priest,
Secretary-Treasurer

lh/ROP

cc: City Council (7 electronically)
ARHA Commissioners (9 delivered/electronically)
Rashad Young, City Manager (1 Electronically)
Mildrilyn Davis, Office of Housing (1 electronically)
Alexandria Libraries (4 delivered)
Alexandria Resident Advisory Board (1 electronically)
Ladrey High Rise Advisory Board (1 delivered)

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULARLY SCHEDULED MONTHLY MEETING

MONDAY, FEBRUARY 24, 2014

7:00 PM

LADREY BUILDING (*Community Room*)

300 Wythe Street Alexandria, VA 22314

ALEXANDRIA, VA 22314

1. **Public Discussion Period for Resident Groups – 10 minutes**
 - **Ladrey Advisory Board (LAB) – Maudie Hines, President**
 - **ARHA Resident Association (ARA) – Shanelle Gayden, President**
2. **Public Discussion Period on AGENDA and NON-AGENDA ITEMS – 5 minutes**
 - **Neighborhood Briefing – Lieutenant Scott Patterson of APD**
3. **Adopt Minutes for Monday, December 16, 2013**
4. **Vote Receipt of the Secretary-Treasurer’s Report**
5. **CONSENT DOCKET**
 - 5.1 ***Vote Approval of Resolution 578, Authorizing the Opening of Four (4) New bank Accounts for James Bland Housing IV***
 - 5.2 ***Vote Approval of Resolution 579, Authorizing the Opening of Four (4) New Bank Accounts for James Bland Housing V***
 - 5.3 ***Vote Approval of Resolution 580, Establishing New Signatories for All Authority Controlled Checking and Saving Accounts***
 - 5.4 ***Vote Approval of Resolution 581, Approval to Award a Contract for Janitorial Services***
6. **ACTION DOCKET**
 - 6.1 ***Approval Resolution 577, ARHA Non-Smoking Housing Policy***

Immediate:
No Item Submitted

Discussion:
No Item Submitted
7. **Other Business**
8. **Executive Session to Discuss Personnel, Legal and Real Estate Issues**

MINUTES

MINUTES

**MINUTES OF THE
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**REGULARLY SCHEDULED MEETING
CHARLES HOUSTON RECREATION CENTER (*Multi-Purpose Room*)
300 WYTHE STREET
ALEXANDRIA, VA 22314**

MONDAY, JANUARY 27, 2014

7:00 P.M.

THOSE PRESENT: Christopher Ballard, Chairman
Merrick Malone, Vice Chairman
Melvin Miller
Carter Flemming
Brett Libresco
Karl Sandberg
Daniel Bauman
Michelle Millben

ABSENT: Chyrell Bucksell

RECORDER: Connie Staudinger

The regular Board meeting was called to order at 7:10 pm. Others present were Roy Priest, Chief Executive Officer, ARHA Department Heads, ARHA staff, City Office of Housing staff and community citizens.

Chairman Ballard opened the floor to receive the Public Discussion Reports.

ITEM 1. PUBLIC DISCUSSION PERIOD FOR RESIDENTS GROUPS – 10 MINUTES:

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mrs. Maudie Hines, President began her report by asking that the members of the Advisory Board stand and be introduced and recognized. She also reported that the Advisory Board is hosting a Superbowl party on Saturday and that signage is posted to invite the residents. She also passed out one of the signs for the Board. She also passed out a second flyer that related to the Community Room rules.
- **Alexandria Resident Association (ARA)** – No representation this meeting.

ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS – 5 MINUTES:

- **Neighborhood Briefing (Alexandria Police Department)** - Lt. Scott Patterson of Alexandria Police Department – Absent

ITEM 3. VOTE TO ADOPT MINUTES FOR MONDAY, DECEMBER 16, 2013 BOARD OF COMMISSIONERS MEETING:

Chairman Ballard presented the minutes for Monday, December 16, 2013. Commissioner Libresco requested that the following change be made, "At 9:05 pm, Chairman Ballard adjourned the meeting." Commissioner Miller moved to accept the minutes with the requested change; the motion was seconded by Commissioner Flemming. The motion was approved with (8) Yeas and Nays (0) to accept the minutes of Monday, December 16, 2013.

ITEM 4. VOTE TO RECEIVE THE SECRETARY-TREASURER'S REPORT:

Chairman Ballard opened the floor to receive the Secretary-Treasurer's Report. Secretary-Treasurer presented his report and responded to questions raised by the Board. Chairman Ballard requested a motion to accept the Secretary-Treasurer's Report. Commissioner Flemming moved to accept the Secretary-Treasurer Report; the motion was seconded by Vice Chairman Malone. The motion was approved unanimously (8) Yeas to (0) Nays to accept the Secretary-Treasurer's Report of Monday, January 27, 2014.

ITEM 5. CONSENT DOCKET:

No item submitted

ITEM 6. ACTION DOCKET:

Annual Meeting and Election of Officers for 2014, ARHA Board of Commissioners:

{Chairman, Vice Chairman and Secretary-Treasurer}

CEO Priest called the Annual Meeting of the ARHA Board to order for the purpose of the Election of Officers for 2014. Three positions were up for consideration – Chairman, Vice Chairman, and Secretary-Treasurer.

CEO Priest opened the floor for nomination for the position of Chairman of the ARHA Board. Commissioner Ballard nominated Commissioner Malone. Hearing no other nominations Commissioner Bauman made a motion to close the nominations; seconded by Commissioner Libresco. There were no other nominations; CEO Priest announced that Commissioner Malone was elected by acclamation.

CEO Priest opened the floor for nomination for the position of Vice Chairman of the ARHA Board. Commissioner Ballard nominated Commissioner Bauman. Hearing no other nomination Commissioner Libresco made a motion to close the nominations; seconded by Commissioner Flemming. There were no other nominations CEO Priest announced that Commissioner Bauman was elected by acclamation.

CEO Priest opened the floor for nomination for the position of Secretary-Treasurer of the ARHA Board. Commissioner Miller nominated Roy Priest. There were no other nominations. Commissioner Ballard made a motion to close the nominations. The Board voted of the vote (8) YEAS and (0) Nays.

**MINUTES OF THE
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**SPECIAL MEETING
ARHA MAIN ADMINISTRATIVE OFFICES
600 FAIRFAX STREET
ALEXANDRIA, VA 22314**

**TUESDAY, FEBRUARY 11, 2014
5:00 P.M.**

THOSE PRESENT: Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Melvin Miller
Carter Flemming
Christopher Ballard
Michelle Millben
Karl Sandberg (joined at City Hall)
Chyrell Bucksell (joined at City Hall)

ABSENT: Brett Libresco

RECORDER: Connie Staudinger

The Special Board meeting was called to order at 5:10 pm. Others present were Roy Priest, Chief Executive Officer, and Connie Staudinger, COO of VHDLLC.

ITEM 1. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:

A motion was made by Commissioner Ballard and seconded by Vice Chairman Bauman, and unanimously adopted to convene in Executive Session for Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 5:15 pm.

Thereupon, Commissioner Miller made the following motion, seconded by Commissioner Ballard and adopted unanimously. No other actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters are fully exempted from open meeting requirement under the FOIA were discussed in the Executive Session, and (2) only public business matter identified in the motion by which are closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was approved on a roll call vote of unanimously (6) Yeas to (0) Nays.

At 5:40 pm the Board reconvened in public session.

ITEM 2. VOTE TO ADOPT RESOLUTION 575 OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY REGARDING WASHINGTON SUITES LOCATED IN ALEXANDRIA, VIRGINIA

Commissioner Miller made a motion to approve Resolution 575; Commissioner Ballard seconded the motion and the motion was approved unanimously (6) Ayes to (0) Nays.

ITEM 3. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:

A motion was made by Commissioner Ballard and seconded by Vice Chairman Bauman, and unanimously adopted to convene in Executive Session for Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 5:45 pm.

Thereupon, Vice Chairman Bauman made the following motion, seconded by Commissioner Sandberg and adopted unanimously. No other actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters are fully exempted from open meeting requirement under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion for which the closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was approved on a roll call vote of unanimously (8) Yeas to (0) Nays.

At 7:00 pm the Board reconvened in public session.

At 7:05 pm, the Chairman adjourned the meeting.

FINANCE

FINANCE



Commissioners:

Merrick Malone, *Chairman*

Daniel Bauman, *Vice Chairman*

Christopher Ballard

Melvin Miller

Carter Flemming

Brett Libresco

Chyrell Bucksell

Karl Sandberg

Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 19, 2014

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary Treasurer

SUBJECT: Monthly Financial Reports FY 2014

ISSUE:

Since the beginning of the year the Finance Department has been working on finalizing ARHA's financial statements and closing the books for FY 2013.

Simultaneously, we have been providing year-end information to auditors for eight (9) of our various LIHTC properties and finalizing FY2014 Budget. We plan to have our financial records for FY 2013 closed and the Annual Financial Data Schedule Report submitted to HUD prior to the March 15th deadline.

Staff would like to schedule a budget work-session for FY 2014 in the month of March and prior to the next Board meeting. If the Board's schedule permits we hope to have the FY 2014 Budget approved at our regularly scheduled Board meeting on March 24, 2014.

In anticipation of the above schedule and final budget approval, the Finance Department will provide the Board with updated monthly financial reports for the first quarter of FY 2014 by our April board meeting.

ASSET MANAGEMENT/ SOCIAL SERVICES

ASSET MGMT /
SOCIAL SERVICES



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Melvin Miller


Carter D. Flemming
Brett J. Libresco
Christopher Ballard

Karl Sandberg
Chyrell Bucksell
Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 18, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: **ASSET MANAGEMENT SUMMARY REPORT**

I. Performance Indicators for Board Monitoring

The Asset Management Department is responsible for the management and operations of ARHA's public housing developments, including but not limited to all leasing activities, rent collections, maintenance and grounds, and the enforcement and compliance of ARHA policies, as well as HUD, State and local government regulatory requirements.

ARHA's Admission and Continuing Occupancy Plan, also referred to as the ACOP, is the official document to set forth all policies in accordance with HUD's regulations and other policies approved by the ARHA Board of Commissioners.

In addition to the ACOP policies, HUD requires all Public Housing Authorities to abide by certain rules and regulations designed to measure the PHA's performance against national benchmarks, as well as other industry standards used to measure the operational and financial status of the organization.

The following report provides an overview of the Asset Management performance, including but not limited to the following activities:

- Leasing and Occupancy
- Tenant's Account Receivables (TAR's)
- Vacant units turnaround time (down time + make ready [turn-over] + lease up time)
- Work Order performance pursuant to HUD standards
- Public Housing Assessment Systems (PHAS) score, annually revised by HUD, based on information gathered by HUD from electronic submittals, REAC inspections and other components provided by the authority.

The Tables and Charts provide a summary and overview of Asset Management activities and where applicable, include comparisons of performance indicators versus HUD standards, industry benchmarks or ARHA's own goals. Further performance indicators not covered in this section may be included in the Secretary-Treasurer's report.

Table A below shows the Performance Indicators Benchmark and Goals, as determined by the Board of Commissioners or the CEO. Additionally, Table-A shows HUD's standards for each indicator, whenever it is applicable, or a range of values assigned to the indicator, which shows the level of achievement. In some cases, ARHA's benchmarks may be higher than HUD's standards.

Comments contain information pertinent to each indicator to help in the analysis of the scores shown below. Some of the scores are percentile values, while other scores are numerical values based on specific units. Chart "A" provides a graphic presentation of Table A.

Table A
Performance Indicators for Board Monitoring Report Period Ending January 31, 2014

| Performance Indicators for Board Monitoring of ACC Units, HCVP & Market Rent | | | | | |
|--|--|---------|-----------------|--|--|
| INDICATOR | | SCORE | BENCHMARK /GOAL | HUD's STANDARD | COMMENTS |
| 1 | Occupancy Rate ACC units (PH) | 98% | 98% | 98% | See vacancy rate on the attached PH Vacancy Tracking report details |
| 2 | Occupancy Rate HCVP (Mkt. Rate) | 96% | 98% | 96%-99% | See vacancy rate on the attached Market Rate Vacancy Tracking Report |
| 3 | Tenant Account Receivables (TARs) - Occupied Units | 1%. | 1% | 2% = A - >2%≤4% = B - >4%≤6% = C | Percent of rents uncollected 2% = A, >2%≤4% = B, |
| | Tenant Account Receivables (TARs) - Vacated/Evictions | 3% | 2% | >6%≤8% = D - >8%≤= E - >10%=F | >4%≤6% = C, >6%≤8% = D, >8%≤= E, >10%=F |
| 4 | Vacant Unit Turnaround Time (down time + make ready days + lease up = VU Turnaround Time | 30 days | 19 days | 20 days | Vacant units down time + make ready time (8 days) + lease up (20 days) during the reporting period (30 days) ≤ 20 days =A, |
| 5 | Emergency Work Orders Completed/Abated w/in 24 hrs. | 100% | 100% | 100% = A | 36 Emergency Work Orders Issued and Completed within 24 hrs. 99% -100% = A |
| 6 | Outstanding Routine Work Orders Number of Days | 14 days | 15 days | 21 days | 319 total work orders issued; 104 total completed; 215 work orders remain open (including VU's, exterminator, Inspections (UPCVS, HQS), system transfer, etc.) |
| 7 | PHAS Score | 80 | 91 | 90 – 100 = High Performer - 70 – 89 = Standard 60 – 69 = Near Troubled, <60 = Troubled | Standard performer rating as of the 2012 Period (UNDER REVIEW) |
| SPECIAL PROJECTS | | | | | |
| Disposition Action Saxony Square & Park Place | | | | | See attached |
| Replacement Units | | | | | See attached |
| ARHA Strategic Plan | | | | | See attached |

Chart A

Performance Indicators for Board Monitoring Reporting Period Ending January 31, 2014

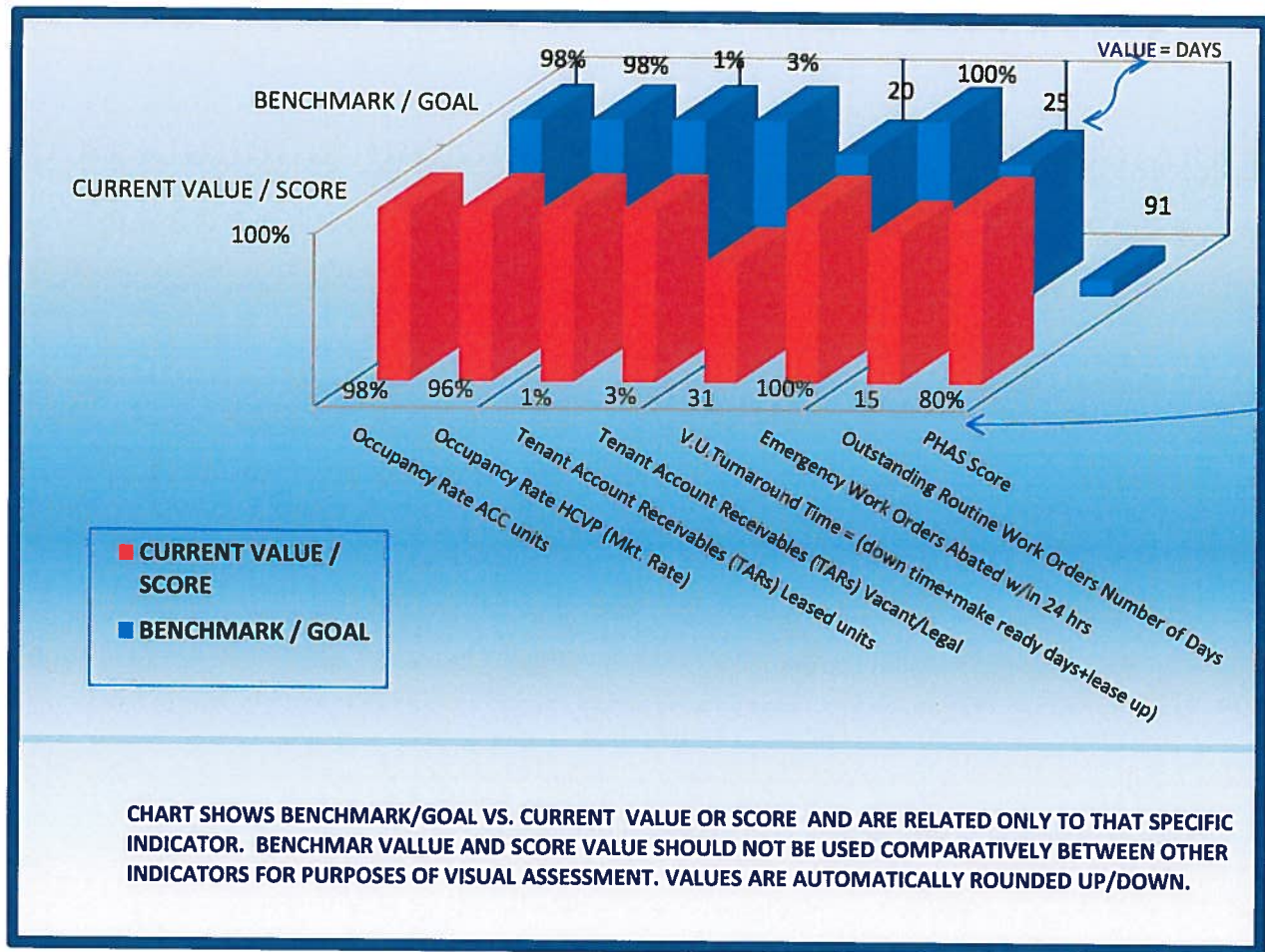


Table B

**Vacancy Activity Tracking Report for Market Rent Units/Section 8
for the Period Ending January 31, 2014**

| | Total Units | Vacant Units | Average Vacancy Rate % |
|----------------------------|-------------|--------------|------------------------|
| Jefferson Village (*) | 68 | 9 | 13% |
| Quaker Hill | 60 | 2 | 3% |
| Hopkins-Tancil Courts (**) | 108 | 5 | 4% |
| Miller Homes | 16 | 0 | 0% |
| Pendleton Park | 24 | 0 | 0% |
| TOTALS: | 276 | 16 | 4% (AVG) (***) |

(*) Total units + 69. One (1) unit occupied by a RPO – net lease units = 68

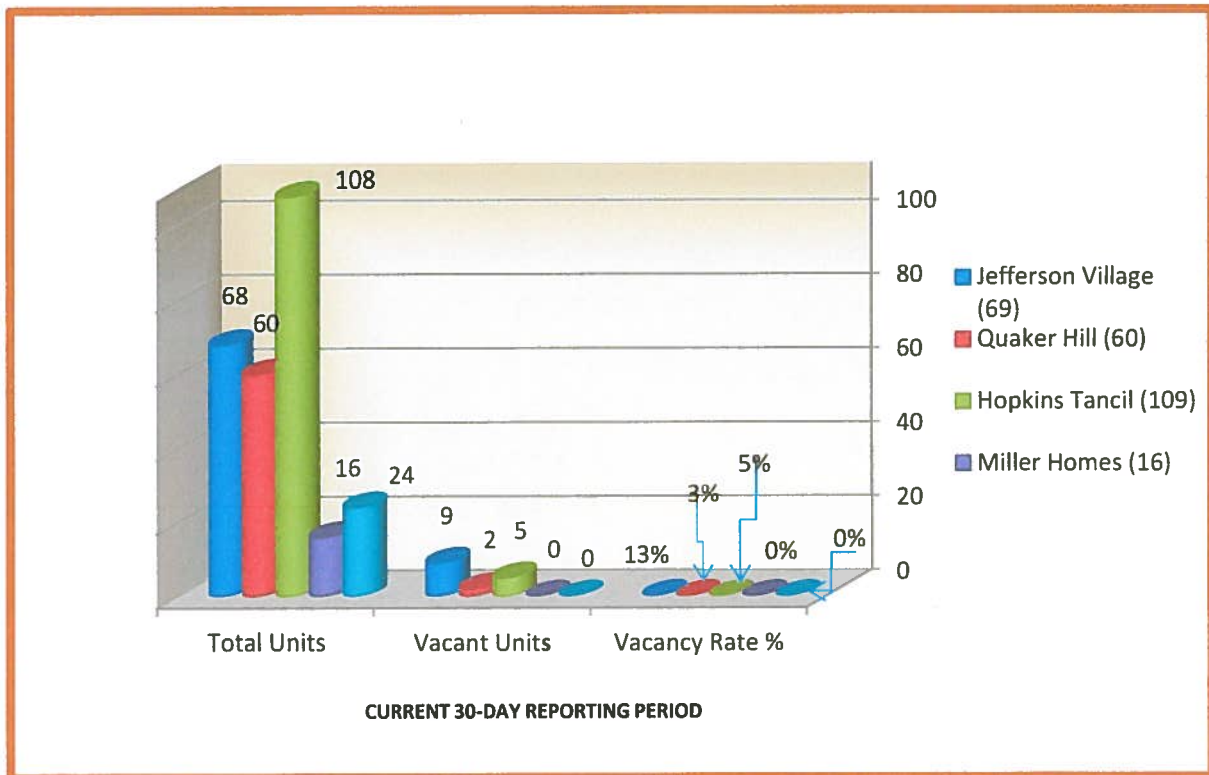
(**) Total 111 Units: one (1) unit occupied by a RPO, two (2) units converted into the Ruby Tucker Center. Net unit count 108.

(***) Percentile values have been rounded up or down for chart purposes.

Chart B below provides a graphic representation of the above Table B showing the vacancy activity report for Market Rent and Section 8 units for the current reporting period. Please note that chart values are automatically rounded up to the nearest unit.

Chart B

Vacancy Activity Report Market Rate & Section 8 Units as of January 31, 2014



Note:

Jefferson Village is undergoing a substantial rehab and upgrades of vacant units to increase marketability and to compete with newly built rentals in the same area.

Table C below provides a view of the ACC units, per development, showing the total unit numbers, vacant units under rehab, off line or demolition, the total of occupied units and occupancy and average vacancy rates for the current reporting period.

Please note that chart values are automatically rounded up to the nearest unit.

Table C

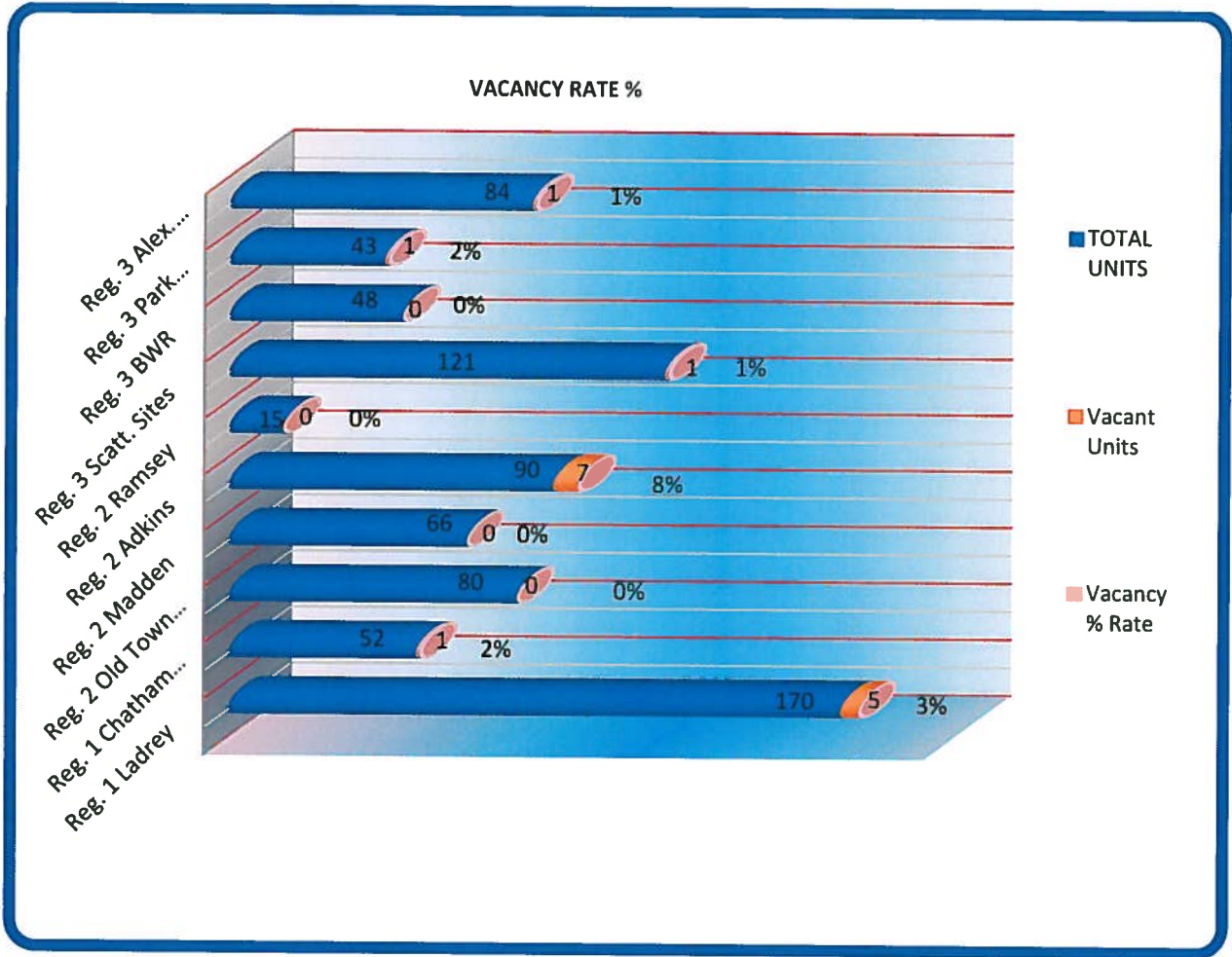
**Vacancy Activity Tracking Report for ACC Units
for the Period Ending January 31, 2014**

| | TOTAL UNITS | VACANT/DEMO OFF- LINE UNITS | TOTAL UNITS OCCUPIED | OCCUPANCY RATE % | AVERAGE VACANCY RATE % |
|--|------------------------|--|-------------------------------------|-----------------------------|---------------------------------------|
| Ladrey Building (170 – one RPO unit) | 170 | 5 | 165 | 97% | 3% |
| Andrew Adkins Homes (*) | 90 | 7 | 83 | 93% | 7% |
| Samuel Madden Homes (2) | 66 | 0 | 66 | 100% | 0% |
| Ramsey Homes | 15 | 0 | 15 | 100% | 0% |
| Scattered Sites I | 50 | 1 | 49 | 98% | 2% |
| Scattered Sites II | 41 | 0 | 41 | 100% | 0% |
| Scattered Sites III | 30 | 0 | 30 | 100% | 0% |
| Park Place Condos | 38 | 1 | 37 | 98% | 2% |
| Saxony Square Condos | 5 | 0 | 5 | 100% | 0% |
| Alexandria Crossing at Old Dominion | 36 | 1 | 35 | 97% | 3% |
| Chatham Square | 52 | 1 | 51 | 98% | 2% |
| W. Braddock Rd. | 6 | 0 | 6 | 100% | 0% |
| W. Whiting St. | 24 | 0 | 24 | 100% | 0% |
| S. Reynolds St. | 18 | 0 | 18 | 100% | 0% |
| Alexandria Crossing at West Glebe | 48 | 0 | 48 | 100% | 0% |
| Old Town Commons (all phases) | 80 | 0 | 80 | 100% | 0% |
| TOTALS: (VALUES ROUNDED UP/DOWN) | 769 | 16 | 753 | n/a | 2% |
| (1) S. Madden Homes: off line unit used by Alexandria Residents Association (ARA) | | | | | -1 |
| (2) Andrew Adkins Homes : 1-RPO unit & 1 off line unit for substantial rehab (modernization) | | | | | -1 |

(*) Current vacancy rate does not reflect unit occupied by the RPO.

The Chart C below shows the vacant unit activity per sites based on the content of Table C. Please note that some developments have been accumulated under one name due to the limitations of the graphic (i.e.: Scattered Sites I, II and III, are all under “Reg. 3 Scattered Sites”, Braddock, Reynolds and Whiting are under “BWR”, etc.) All vacancy rate values are percentiles. Vacant Units are numeric values based on actual number of units concentrated within the development description shown in the chart.

Chart C
Vacancy Activity for Public Housing (ACC) Units, as of January 31, 2014



II. Year-to-Date Administrative & Legal Activities

The following Table and Chart(s) provide a summary of the legal activities initiated by staff to enforce lease compliance, including but not limited to non-payment of rent or other charges, violation of the lease agreement unrelated to rent payment, and actions initiated by the Alexandria Police Department as a result of illegal activities, including drugs.

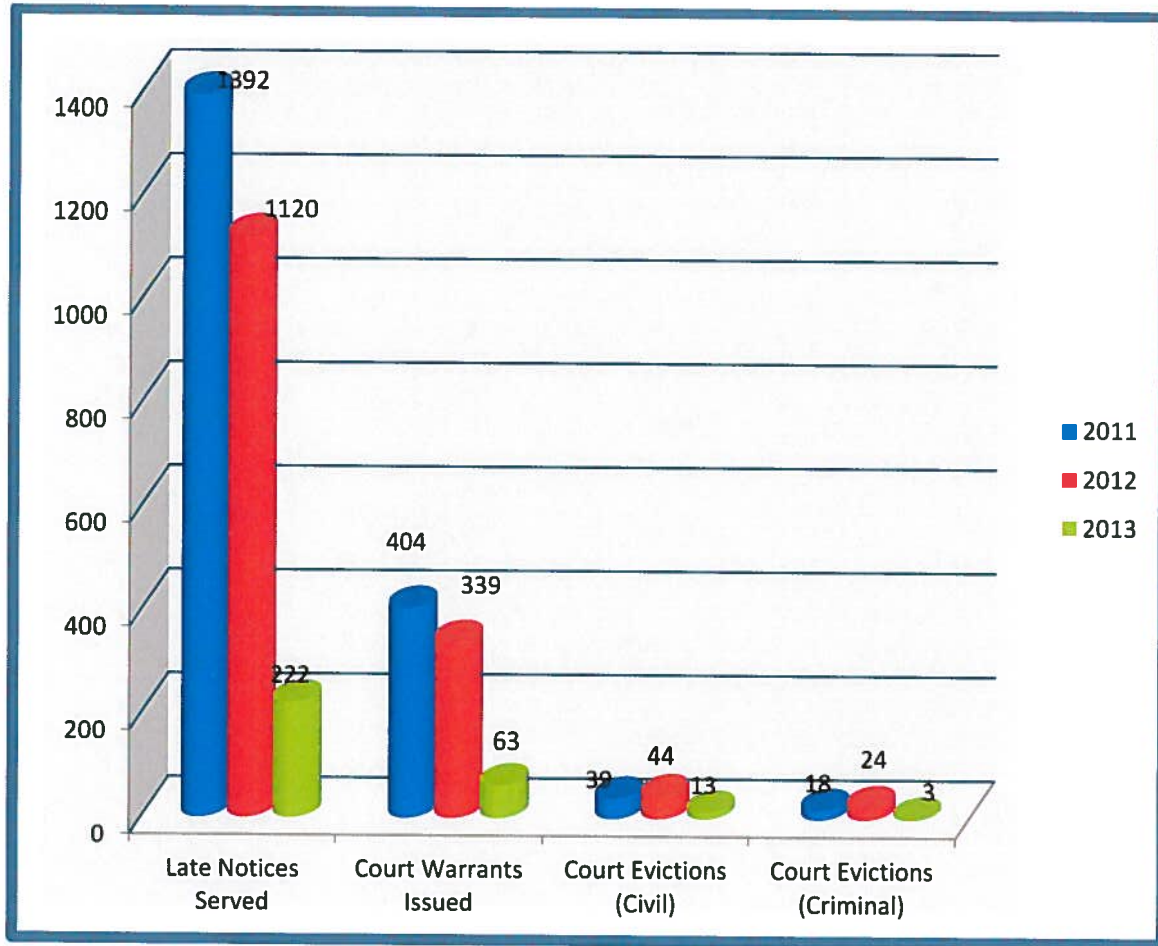
Staff may start legal after the issuance of a late notice for non-payment of rent, by issuing a 21/30 Notice. Upon receiving a 21/30 Notice, the resident may take corrective action within 21 days, or face eviction proceedings. Some 21/30 notices may be related to lease violation issues other than non-rent payment. Most 21/30 Notices are satisfied within the 21-day period and no further action is taken by staff.

When a resident fails to take corrective action after 21 days, it triggers further actions that may lead to a Court issued Warrant and would usually require a Court hearing. If during the hearing, the court finds the resident at fault, it may, among other actions, issue an Eviction Warrant or seek other remedies as allowed by Law.

Chart D below, shows the Year-To-Date numbers that quantify the above steps. The variances shown in the chart also illustrates how the various step-actions are carried out based on the residents' response and the judicial adjudication of the cases.

Chart D

Year to Date Administrative & Legal Activities from 2011 to 2013



Note: There is no data for the current reporting period of January 31, 2014



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
 Christopher Ballard

Melvin Miller
 Carter Flemming
 Brett Libresco

Chyrell Bucksell
 Karl Sandberg
 Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 10, 2014
TO: Merrick Malone, Chairman and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary-Treasurer *Roy Priest*

SUBJECT: Housing Choice Voucher Program (HCVP) Activity Report

I. HOUSING CHOICE VOUCHER PROGRAM SUMMARY OF ACTIVITIES

The current program utilization rate is 79% of the annual contributions contract (ACC) with 103% of the budget authority expended. All voucher issuance and new applicant leasing activity has been suspended due to funding constraints. The waiting list is closed. The HCVP Department is currently working on certifications for the 54 Project Based Section 8 units scheduled to become available beginning March 2014 for the final phase of Old Town Commons. See various Charts related to the HCVP activities during the current reporting period.

Chart A: Housing Choice Voucher Program Utilization Rate and Leasing Activities for current period.

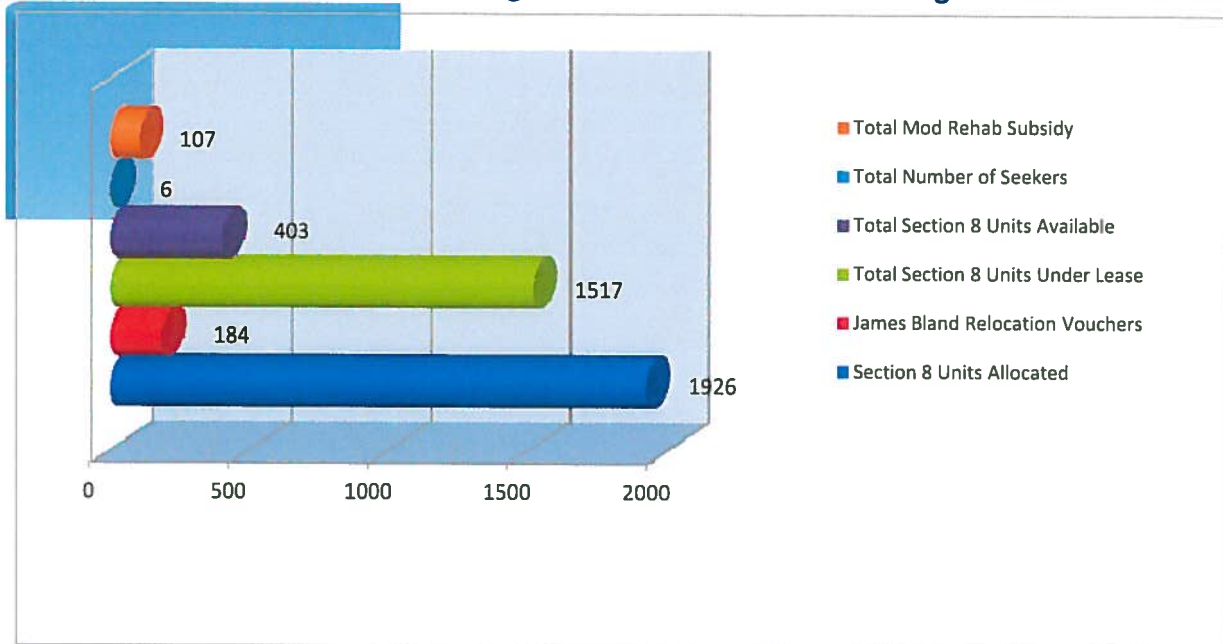


CHART B: Family Self Sufficiency Program (FSS) activities for current reporting period.

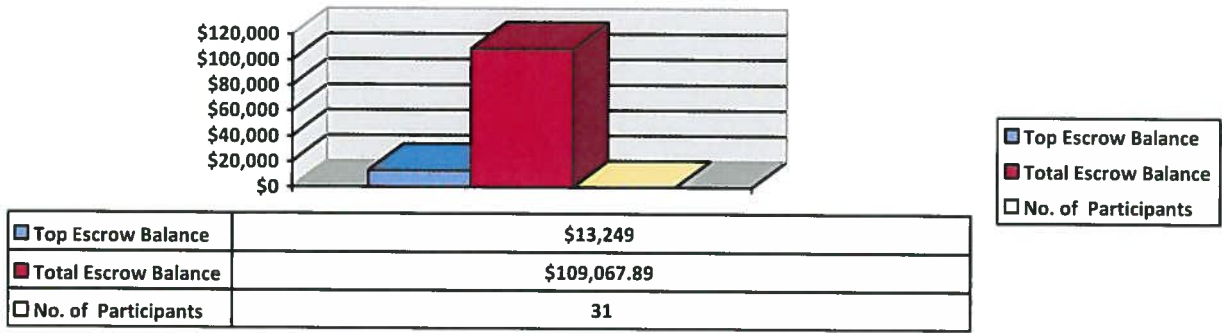
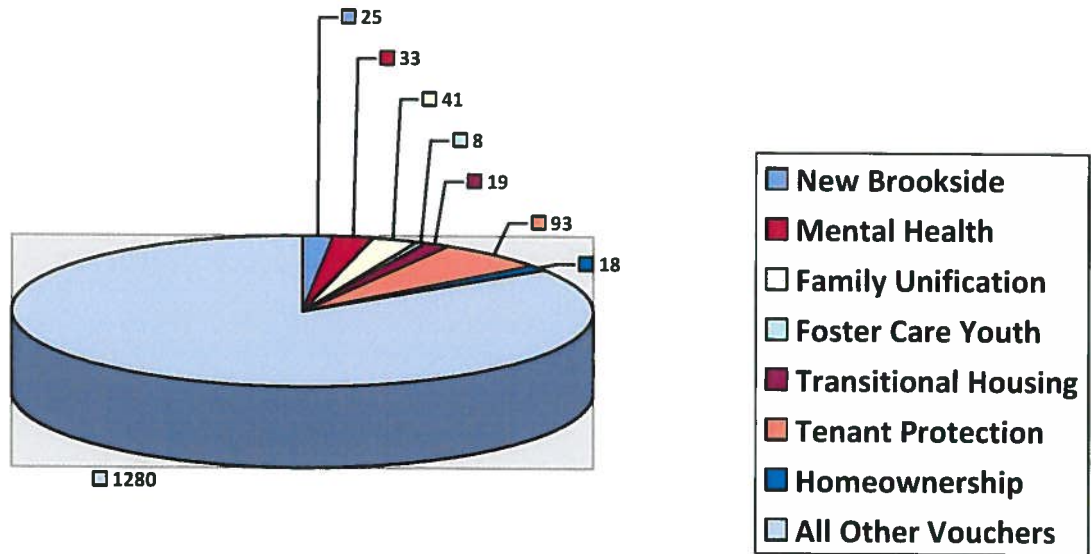


CHART C: Section 8 Vouchers Unit Lease breakdown for current reporting period.





Commissioners:
Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Libresco

Chyrell Bucksell
Karl Sandberg
Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 18, 2014

TO: ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: SOCIAL SERVICES SUMMARY OF ACTIVITIES

SOCIAL SERVICES – YOUTH ARTS FESTIVAL

On January 28, 2014, Mayor William Euille presented ARHA with a Proclamation declaring 2014 as the “Year of Celebrating the Arts and a Year of Extraordinary Arts Anniversaries” in the City of Alexandria. The Proclamation was accepted by Mr. Roy Priest and Mrs. Marvel Robertson on behalf of ARHA. ARHA was recognized for their continued dedication and support of the arts, along with the Fifth Year Anniversary of the Youth Arts Festival.



SENIOR SERVICES – KRUNCH BUNCH/CHARLES HOUSTON SENIOR CENTER

Participant Information for the month of January:

- 53 participants and guests were served;
- 24 ARHA and Annie B. Rose residents were served;
- The total breakfast meals served were 114; and
- The total lunch meals served were 89.

Summary of Services/Activities for the month of January:

- Health, Wellness, and Medical Services – 55 clients (duplicated count) participated in pickle ball, musical chairs, bowling, yoga, walking, and arthritis exercise classes;
- Assessments – There was 1 for the month;
- Referrals/Deaths – There were no Referrals or Deaths for the month of January;
- Activities – 53 clients (duplicated count) participated in a variety of activities and programs which included: shopping excursions Forest Village Mall, the Dutch Farmer’s Market, the Stores of Kingstowne, and Hagerstown Premium Outlets; weekly bingo, weekly current events, cyber teens/cyber senior computer classes, and weekly expressions of faith.

SENIOR SERVICES – LADREY HIGHRISE

Summary of Services for the month of January:

- Health and Medical Services –11 residents received Medicare Counseling, Medicaid/SNAP Assistance, completed Medicaid/Medicare Extra Help Applications, or received assistance from EMS;
- Assessment /Family Planning – 17 residents were assisted with Family Planning, Hoarding Management/Housekeeping, Hospital Discharge/Planning Information, Mental Health Coordination, or Adult Protective Services;
- Referrals – 15 referrals were provided for assistance with Companion Aide/Home Health Care Services, Optometry Services, Senior Taxi, METRO Access, Furniture Assistance, Rental Assistance, Medical Bill Assistance, or Medical Equipment/Prescription Assistance;
- Senior Services – 37 residents were provided with general assistance which included home visits, completing applications, making appointments, file updates, Case Management planning with the Office of Aging, and communicating with Social Services;
- Activities – 154 (duplicated count) residents participated in activities, which encompassed events sponsored by Community Partners and Organizations. These included the Faith Based Services provided by Oakland Baptist Church and Fox Chase Baptist Church, a Luncheon and Faith Based Service sponsored by Third Street Baptist Church, Ladrey Resident Advisory Board Meeting, Bingo sponsored by Christ Church, a Senior Luncheon sponsored by Alfred Street Baptist Church, a luncheon program sponsored by the Think Well Feel Well Program, the Individual Pursuits Variety Activities, and the monthly shopping trip to Wal-Mart; and
- There were no volunteer hours provided for the month.

January Food Distributions at Ladrey:

| | Number of Distributions | Amount of Donation (Dollars or Weight) | Number of Residents/Families |
|-------------------------|--------------------------------|---|-------------------------------------|
| Trader Joe's | 16 | \$6,475 | 435 |
| Safeway | 4 | \$900 | 160 |
| Capital Area Food Bank* | 1 | 6,010 Pounds | 227 |
| ALIVE* | 1 | 6,000 Pounds | 217 |

*Note: These distributions also serve families from the community and residents outside of Ladrey.

FAMILY SOCIAL SERVICES – RUBY TUCKER FAMILY CENTER & FAMILY RESOURCE LEARNING CENTER

RTFC Participant/Center Information for the month of January:

- Active Students – 63/ New Youth Registrations – 1/ # Inactive Students - 44
- Avg. Daily Youth Attendance – 20/ # Relocated Youth – 72/ # Youth Contacts – 323
- Active Adults – 40/ New Adult Registrations – 0/ Avg. Daily Adult Attendance – 3/# Relocated Adults - 90
- Active Volunteers – 41/New Volunteers – 2/# Volunteer Hrs – 40/Community Service Volunteers – 3/Community Service Volunteer Hours – 18.5;
- Budget - **\$240.00** was spent from the AAAS Science in the Summer Grant; and
- Center Donations - \$875 which primarily consisted of food and clothing for residents.

RTFC Programming Information:

- 5 ARHA Families attended the NBC4 Health & Fitness Expo held in Washington, DC. Attendees were able to view cooking demonstrations, participate in exercise classes, and gain valuable information for their health and wellness; and
- As part of the continuing science education activities related to Science in the summer, 16 students were taken on a field trip to the Science Museum of Virginia.

FRLC Participant/Center Information for the month of January:

- Active Students – 38/ New Youth Registrations – 0/ # Inactive Students - 14
- Avg. Daily Youth Attendance – 16/ # Youth Contacts – 225
- Volunteers – None

FRLC Programming Information:

- Discussions were held with the staff at the Charles Houston Recreation Center to ensure consistent participation of ARHA youth in the after school tutoring program as well as having their staff assist with the instructional time. Alexandria City Public Schools has also offered additional assistance in fostering closer working relationships with school administrators. All partners were contacted and engaged in conversations about the direction the agency is taking with regards to the operations of the learning center and how best they can work with ARHA to accomplish this goal.
- Currently there are no volunteers working at the learning center, but there have been ongoing conversations with ARHA property managers about identifying residents, who have community service requirements, to assist with the after-school tutoring program.
- The previous Center director, Joyce Rawlings, retired at the end of December and much of January was spent reorganizing and restructuring operations. A temporary staffer, Leah Gitters,

was hired to help with the transition and a significant degree of work was done in developing programming processes that mimic the operations at the Ruby Tucker Family Center.

FAMILY SELF SUFFICIENCY PROGRAMS

Participants:

| | Public Housing FSS Program | HCVP FSS Program |
|--|----------------------------|---------------------|
| Number of Participants | 26 | 31 |
| Number of Participants Earning Escrow | 12 | 14 |
| Highest Individual Escrow Amount | \$14,693 | \$13,248.55 |
| Total Escrow Amount for Program | \$44,520.00 | \$109,067.77 |

Programs and Events:

- FSS “Taxes and Wealth Building Seminar” – January 18th at Charles Houston Recreation Center. Representatives from Jackson Hewitt led the seminar on taxes. Participants learned about changes in the tax law and how they affect them. This includes the ACA Healthcare system. A representative from Money Management International was scheduled to present on IDA programs but was absent due to illness. There will be a follow-up workshop for participants interested in Wealth building.

Case Management/Challenges:

- The following needs predominated amongst PH FSS Participants:
Rental Assistance – One PH FSS participant received assistance with rent.
Resources for food and utility assistance – Referrals for assistance to several agencies such as ALIVE, Old Presbyterian Meeting House, St. Vincent De Paul, Salvation Army, and Christ Church were made on behalf of six ARHA families.
- The PH FSS coordinator reviewed escrow accounts and Individual Training and Services Plans in preparation for Mid-year updates and status of contract activities and goals with participants.

Success Stories/ Outreach Work:

- Both the PH & HCV FSS Coordinators volunteer at Christ Church as Lazarus Ministry Counselors on a weekly basis. In addition to interacting with other agencies, the Coordinators assist a large number of ARHA residents with referrals for assistance with rent and utilities. For the month of January, 16 hours was devoted to the Lazarus Ministry.
- Community Outreach, which included 6 hours working with the Lazarus Ministry and 12 hours volunteering with the ARHA Winter Wonderland Event.

UPCOMING EVENTS

- February 20 – FSS 1st Time Homebuyer’s Seminar 6:30 PM - CHRC
- February 22 – Money Management International Workshop on Wealth Building - CHRC
- February 22 – ALIVE End of Month Food Distribution 8:00 AM- Ladrey
- February 24 – Cooking Matters Class 6:00 PM- RTFC
- February 26 – FSS Program Coordinating Committee Meeting
- February 26 – CH Senior Center Annual Black History Program 11:00 AM - CHRC
- March 11 – FSS Capitol Hill Advocacy Day – Washington DC

FACILITIES & MODERNIZATION

FACILITIES &
MODERNIZATION



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
 Christopher Ballard


Melvin Miller
 Carter Flemming
 Brett Libresco

Chyrell Bucksell
 Karl Sandberg
 Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 18, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: **DEPARTMENT OF FACILITIES AND MODERNIZATION**

PART I FACILITIES MANAGEMENT REPORT

A. Work Order Summary

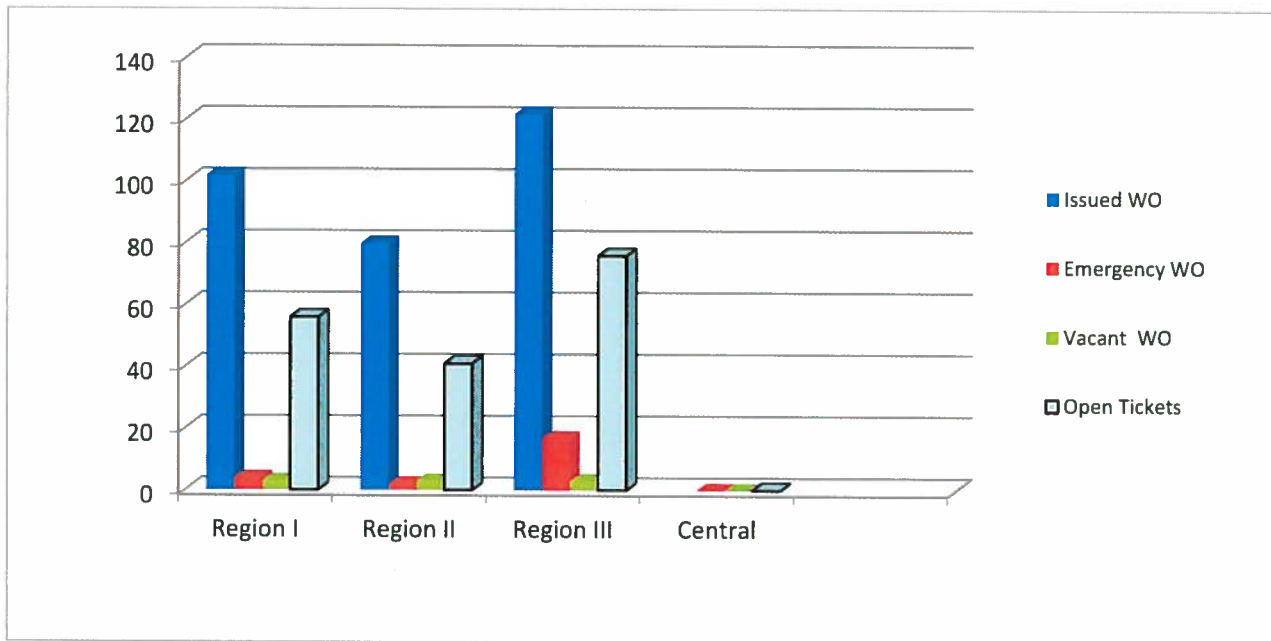
A total of 305 work orders (W.O.) were issued during the current reporting period ending January 31, 2014. Following is Table I, which provides a breakdown of the work orders. Chart I, provides a graphic summary of the number of work orders by each Region comprising the Asset Management Projects (AMP).

| | | |
|----------------------------------|-----|---|
| Issued W.O.s | 305 | Includes all work orders generated from 1/1/2014 to 1/31/2014 |
| Completed W.O.s | 131 | Includes all work orders completed from 1/1/2014 to 1/31/2014 |
| Emergency W.O.s | 23 | Includes all emergency work orders issued and completed within 24 hours |
| Open W.O.s (1) see note below | 174 | Includes routine WO, exterminator services, and vacant units WO summary is as of the closing of the period ending 1/1/2014 to 1/31/2014 |

(1) Open work order tickets by regional Asset Management groups, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 18.42%
 Region II = 13.49%
 Region III = 25.00%

Chart I – Work Orders by Regions



PART II OVERVIEW OF FACILITIES AND MODERNIZATION ACTIVITIES

A. Current Facilities and Modernization activities in progress as of the closing of this report include:

1. **Capital Fund's Substantial Rehabilitation of Vacant Units**

Andrew Adkins Homes: One unit was completed and another unit taken off-line for substantial rehabilitation and is scheduled for completion and lease up for January 31st 2014.

2. **Vacant Units Turn Over**

The Department had a total of thirteen units undergoing rehabilitation work and seven (7) of those units have been completed and turned over to Asset Management for leasing as of the closing of this report.

3. **Preventive Maintenance (PM)**

HVAC preventive maintenance has been an ongoing activity that will continue through the current wintry season, concentrating mostly in heating and energy conservation issues. Electrical PM for exterior lighting, property wide has been ongoing and will continue through the remaining of the season.

4. **Jefferson Village Improvements**

4. Jefferson Village Improvements

There are no new exterior works to report due to the wintry weather. Some of the exterior upgrade work has been completed previously, while the landscaping and some of the exterior work (paint and repair of some of the building components) are on hold until spring time when the weather permits its execution.

Some of the existing vacant units are still undergoing substantial rehabs and as new vacant units are becoming available, we will be upgrading the kitchen cabinets, appliances, washer/dryer combo, dishwasher, light fixtures, and other features to make these units more competitive with other market rentals in the area.

PART III ARHA Smoke Cessation Program

ARHA'S Smoke Cessation Team, with the support of Mr. Richard E. Merrit, Chair of the Alexandria Public Health Advisory Commission, and the Clean and Smoke-Free Air Coalition of Alexandria and his dedicated team, as well as Katie Leonard, MPH, from the Virginia Department of Health, in conjunction with the Alexandria Health Department, has been working on the development and implementation of a Smoke-Free Housing Policy ("*Policy*"), including but not limited to public meetings and forums with ARHA residents, the distribution of educational materials in various languages, and a Survey form to assess resident's support to this initiative.

Attached herein, Staff is presenting a comprehensive report to the Chair and members of the Board of Commissioners to review and consider the approval of the *Policy* during the regularly scheduled Board Meeting of March 24, 2014.

DEVELOPMENT

DEVELOPMENT




Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Libresco

Chyrell Bucksell
Karl Sandberg
Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 19, 2014
TO: Chairman Merrick Malone and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary-Treasurer 
SUBJECT: DEVELOPMENT UPDATE

JAMES BLAND V

Construction is progressing well on this phase. As of February 7th (date of last certificate for payment from EYA), the land development was 80.8% completed; the triplex construction is 21.43% completed and the multifamily buildings 42 and 49 are 40.77% and 24.20% completed respectively. The first two buildings on Phase 5 are scheduled to turn over to ARHA March 9, 2014. EYA has taken reservations for 26 of the 32 condominium units (Figure 1), and 28 of the 62 townhomes (Figure 2). Sales graphics are located at the end of this report.

REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES

The RFP was released on January 6, 2014. The Pre-Proposal meeting and bus tour was held on Monday, January 27, 2014 at 11:00 AM. All comments received were that the event was well planned and executed. The pre-proposal conference minutes, the sign-in sheets and the Power Point presentation were distributed on February 5th, along with answers to questions we had received as of the date of the addendum. The minutes, sign-in sheet and Power Point are included for your information in the board book. The deadline for submission of all questions is 2/25/2014 after which we will publish the final addendum to this RFP. To date the document has been downloaded 136 times and ARHA staff has sent the document out to 94 requesters.

ACQUISITION OF WASHINGTON SUITES HOTEL

Information on these efforts is included in Resolution 576 and on the action docket. By any standards the schedule on this acquisition was aggressive and staff has been consumed with negotiating agreements, completing diligence efforts and getting lined up for closing. The closing is now scheduled for March 26th.

FIGURE 1: PHASE V SALES

Old Town Commons - Phase V



- 3/4 - Ashton
- 1/1 - Ashton 2
- 4/4 - Belhaven
- 1/1 - Cameron
- 3/5 - Delaney
- 2/4 - Ellsworth
- 1/1 - Ellsworth 2
- 3/3 - Franklin
- 1/1 - Franklin 2
- 3/3 - Gadsby
- 2/3 - Gadsby 2
- 1/1 - Gadsby 3
- 1/1 - Gadsby 4
- 26/32 - Total



Weekly Sales Update on Site Plan

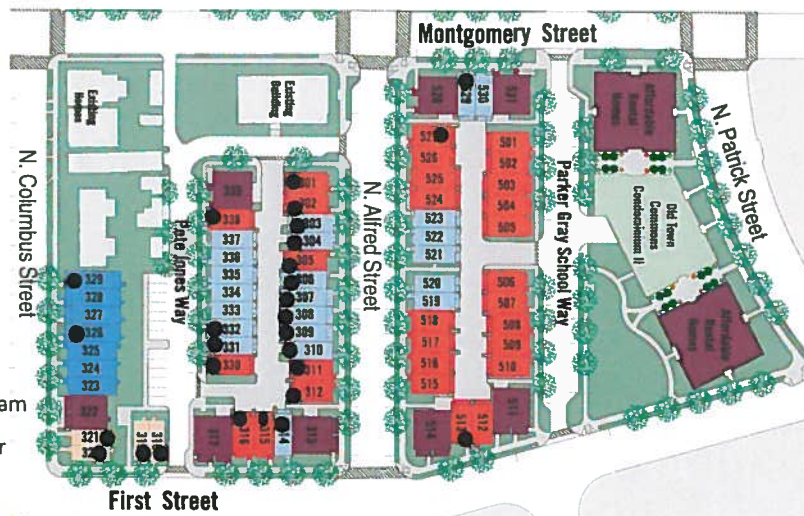
1

FIGURE 2: PHASE V TOWNHOUSE SALES

Old Town Commons - Phase V



- 2/7 - Buckingham
- 4/4 - Alexander
- 11/29 - Duncan
- 11/22 - Carlyle
- 28/62 - TOTAL



● SOLD

Weekly Sales Update on Site Plan

2

CONSENT DOCKET

CONSENT
DOCKET



Commissioners:

Merrick Malone, Chairman

Daniel Bauman, Vice Chairman

Christopher Ballard

Melvin Miller

Carter Flemming

Brett Libresco

Chyrell Bucksell

Karl Sandberg

Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 19, 2014

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary Treasurer

SUBJECT: VOTE APPROVAL OF RESOLUTION 578, AUTHORIZING THE OPENING OF FOUR (4) NEW BANK ACCOUNTS FOR JAMES BLAND HOUSING IV

ISSUE:

Alexandria Redevelopment and Housing Authority and James Bland Housing IV Limited Partnership entered into a Regulatory and Operating Agreement on March 30, 2012 for James Bland Apartments, Phase IV. The regulatory and operating agreement requires for separate operating bank accounts and reserve accounts be opened with a financial institution in the name of the limited partnership. ARHA's policies require the Board of Commissioners to authorize the opening or closing of any bank accounts.

DISCUSSION:

Per the Regulatory and Operating Agreement between ARHA and James Bland Housing IV Limited Partnership the following bank accounts must be established in the name of James Bland Housing IV LP.

1. *Operating and Security Deposit bank account*- All Development Income shall be deposited by Owner in a Development-wide operating account maintained in a financial institution whose deposits are insured by an agency of the Federal government
2. *Affordability Reserves*- Owner shall establish, by way of deposits as and when provided herein, an account designated as the Affordability Reserve in one or more financial institutions whose deposits are insured by an agency of the Federal government. Funds placed in the Affordability Reserve (including interest thereon and including any additional amounts deposited therein from time to time pursuant to the terms hereof) shall be invested at the direction of Owner and shall constitute funds of Owner (except as otherwise stated herein) to be held and applied during the term of this Agreement solely for the benefit of the Public Housing Units in accordance with the Public Housing Requirements and the terms and conditions hereof.

Owner shall deposit the sum of \$102,300 (initial deposit), from Owners equity no later than receipt of the final installment.

3. *Replacement Reserve*- Owner shall deposit not less than \$300 per unit annually, increased annually by 3%, into a replacement reserve account.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution 578 authorizing the opening of four (4) new bank accounts for James Bland Housing IV LP.

FISCAL IMPACT:

Minimal bank fees are determined by account balance and service requests.

THE ARHA BOARD OF COMMISSIONERS

**AUTHORIZES THE OPENING OF FOUR (4) BANK ACCOUNTS FOR
JAMES BLAND HOUSING IV LIMITED PARTNERSHIP**

RESOLUTION NUMBER 578

WHEREAS, the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners has a policy to reduce the risk of unauthorized bank accounts being established or terminated without the prior approval of the board; and

WHEREAS, the staff desires to comply with the board policy; and

WHEREAS, the Board of commissioners has this day met and authorizes staff to open the requested bank account; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority to authorize staff to open the bank accounts entitled:

1. James Bland Housing IV LP- Operating Account
2. James Bland Housing IV LP- Security Deposit Account
3. James Bland Housing IV LP- Affordability Reserves
4. James Bland Housing IV LP- Replacement Reserves

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this February 24, 2014

By: _____
Merrick Malone, Chairman
ARHA Board of Commissioners

By: _____
Roy Priest, Chief Executive Officer



Commissioners:

Merrick Malone, *Chairman*

Daniel Bauman, *Vice Chairman*

Christopher Ballard

Melvin Miller

Carter Flemming

Brett Libresco

Chyrell Bucksell

Karl Sandberg

Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 19, 2014

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary Treasurer 

SUBJECT: VOTE APPROVAL OF RESOLUTION 579 AUTHORIZING THE OPENING OF FOUR (4) NEW BANK ACCOUNTS FOR JAMES BLAND HOUSING V

ISSUE:

Alexandria Redevelopment and Housing Authority and James Bland Housing V Limited Partnership entered into a Management Agreement and Partnership Agreement on June 19, 2013 for James Bland Apartments, Phase V. The Management Agreement requires for separate operating bank accounts and reserve accounts to be opened with a financial institution in the name of the limited partnership. ARHA's policies require the Board of Commissioners to authorize the opening or closing of any bank accounts.

DISCUSSION:

Per the Management Agreement between ARHA and James Bland Housing V Limited Partnership the following bank accounts must be established in the name of James Bland Housing V LP.

1. *Operating Bank Account*-All receipts arising from or on account of operation of the Property, including all resident rents and charges (but exclusive of tenant security deposits as described in Section 9), shall be deposited by Agent into a separate account (the *Operating Account*) maintained in a financial institution designated by Agent whose deposits are insured by an agency of the United States, and shall not be commingled with other funds of Owner, Agent or of any other person. The Operating Account will be carried in the Owner's name and designated as "James Bland, Phase V Operating Account." The Owner shall at all times be a signatory on the Operating Account and such account and the funds therein shall at all-time be the sole and exclusive property of Owner. Funds shall be withdrawn from the Operating Account only in accordance with the provisions of this Agreement for expenses of the Property in accordance with the approved Operating Budget (but not for refunds of security deposits) or for distributions to Owner.

2. *Security Deposits Account*- will be deposited by the Agent, separate from all other accounts and funds, with a bank or other financial institution whose deposits are insured by the United States. The account will be carried in the Owner's name and designated of record as "James Bland, Phase V Security Deposit Account." The Owner shall at all times be a signatory on such account and such account and the funds therein shall at all times be the sole and exclusive property of Owner. The Agent will comply with any applicable state or local laws regarding security deposits, including, without limitation, any applicable laws concerning payment of interest thereon.
3. *Operating Reserves*- the "Final Installment" shall be disbursed pursuant to and upon receipt by the Investor Limited Partner and/or satisfaction of all of the items on Schedule C and shall be used first to fund the Operating Reserve in the amount of \$265,000.
4. *Replacement Reserve*- Owner shall deposit not less than \$300 per unit annually, increased annually by 3%, into a replacement reserve account.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution 579 authorizing the opening of four (4) new bank accounts for James Bland Housing V LP.

FISCAL IMPACT:

Minimal bank fees are determined by account balance and service requests.

THE ARHA BOARD OF COMMISSIONERS

**AUTHORIZES THE OPENING OF FOUR (4) BANK ACCOUNTS FOR
JAMES BLAND HOUSING V LIMITED PARTNERSHIP**

RESOLUTION NUMBER 579

WHEREAS, the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners has a policy to reduce the risk of unauthorized bank accounts being established or terminated without the prior approval of the board; and

WHEREAS, the staff desires to comply with the board policy; and

WHEREAS, the Board of commissioners has this day met and authorizes staff to open the requested bank account; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority to authorize staff to open the bank accounts entitled:

1. James Bland Housing V LP- Operating Account
2. James Bland Housing V LP- Security Deposit Account
3. James Bland Housing V LP- Operating Reserves
4. James Bland Housing V LP- Replacement Reserves

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this February 24th, 2014

By: _____
Merrick Malone, Chairman
ARHA Board of Commissioners

By: _____
Roy Priest, Chief Executive Officer



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Libresco

Chyrell Bucksell
Karl Sandberg
Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 19, 2014

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary Treasurer 

SUBJECT: VOTE APPROVAL OF RESOLUTION 580, ESTABLISHING NEW SIGNATORIES FOR ALL AUTHORITY CONTROLLED CHECKING AND SAVINGS ACCOUNTS

ISSUE:

ARHA currently has four (4) signatories to sign the checking and saving account documents

DISCUSSION:

Currently the CEO, Director of Finance, ARHA Board Chairman, and Vice-Chairman are authorized to execute checks. As a result of the newly elected Board Chairman and Vice-Chairman we are requesting the signature cards be updated on all accounts controlled by the Authority. On certain occasion's one (1) of the two (2) authorized signatories may be out of the office which may create a delay in getting checks executed. ARHA staff is requesting that we replace the former authorized signatures with that of the current Board Chair and Vice Chair. This will ascertain that the agency will continue to function in an efficient capacity.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution 580, establishing new signatories for ARHA's checking and saving accounts.

FISCAL IMPACT:

None

THE ARHA BOARD OF COMMISSIONERS
APPROVAL TO ESTABLISH NEW SIGNATORIES FOR ALL
CHECKING AND SAVINGS ACCOUNTS

RESOLUTION NUMBER 580

WHEREAS, the Alexandria Redevelopment and Housing Authority by the Board of Commissioners; that the Chief Executive Officer and/or Secretary-Treasurer, Director of Finance are designated as check signers and alternate co-signers for all checking and saving accounts controlled by the Authority; and

WHEREAS, the ARHA Board Chairman and Vice-Chairman, are designated as alternate check signers to act as needed in the absence or incapacity of any of the above named individuals; and

WHEREAS, that all checks drawn on these bank accounts shall bear the signatures of and (2) of the above named officers to validate the said checks.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that the above named individuals will be designated and authorized signers and co-signers for all ARHA controlled checking and saving accounts.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this February 24th, 2014

By: _____
Merrick Malone, Chairman
ARHA Board of Commissioners

By: _____
Roy Priest, Chief Executive Officer



Commissioners:

Merrick Malone, Chairman

Daniel Bauman, Vice Chairman

Melvin Miller

Carter D. Flemming

Brett J. Libresco

Christopher Ballard

Karl Sandberg

Chyrell Bucksell

Michelle Millben

Roy Priest, Chief Executive Officer

DATE: February 20, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, CEO

SUBJECT: VOTE APPROVAL OF RESOLUTION NO. 581, APPROVAL TO AWARD A CONTRACT FOR JANITORIAL SERVICES

ISSUE:

ARHA completed the procurement process to select a qualified office cleaning company to provide janitorial services for all ARHA offices and pursuant to ARHA's Procurement Policy, approval of all procurement actions above \$50,000 is required by the Board of Commissioners.

DISCUSSION:

An Invitation for Bids (IFB) was advertised in the Washington Times and on the NAHRO e-procurement website on January 13, 2014. Staff also advertised on Virginia's e-Procurement website on January 14, 2014.

Four-hundred and ninety-nine (499) contractors received notice from NAHRO e-procurement and twenty-one (21) contractors download the solicitation documents. Also, four-thousand one-hundred and sixty-nine (4,169) individual vendors downloaded the solicitation, of which one-thousand four-hundred and sixty-three (4,163) were small, minority, or women owned businesses (SWaM), who received notice from Virginia's e-procurement website. Staff found fourteen (14) more Cleaning companies from web-sites and forwarded a copy of the solicitation to them. Representatives from eleven (11) companies attended the pre-bid conference on January 24, 2014. Seven (7) bids were received prior to the bid submittal deadline of February 12, 2014 @ 2:00 PM EST. The bids were evaluated and **Shine Brite Finishing's, LLC** was determined the lowest, responsive, and responsible bidder.

A cost/price analysis has been performed. This contractor was not listed in the System for Award Management (SAMS) list or the HUD Limited Denial of Participation and Voluntary Abstention list.

RECOMMENDATION:

The Board of Commissioners vote approval of Resolution No. 581 allowing staff to award a contract for Janitorial Services to Shine Brite Finishings, LLC.

FISCAL IMPACT:

The maximum fiscal impact for the contract will be \$33,421.30. The contract amount is lower than the previous contract amount and ARHA's independent cost of \$41,022.00. The contract will be funded through operating funds. The awarded contract will be for one (1) initial contract period. In its sole discretion, ARHA may extend the term of the contract for four (4) one (1) year extension terms.

THE ARHA BOARD OF COMMISSIONERS
APPROVING AWARD OF CONTRACT FOR JANITORIAL SERVICES

RESOLUTION No. 581

WHEREAS, the Alexandria Redevelopment and Housing Authority (“ARHA”), has determined that there is a need to hire a qualified Office Cleaning Company to provide Janitorial Services for all ARHA offices; and

WHEREAS, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval to enter into an agreement for purchases over \$50,000; and

WHEREAS, if approved, Staff will enter into contract with Shine Brite Finishing’s, LLC, for Janitorial Services.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Chief Executive Officer to enter into contract with Shine Brite Finishing’s, LLC, in the amount of \$33,421.30 is hereby approved.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this February 24, 2014

By: _____
Merrick Malone, Chairman
ARHA Board of Commissioners

By: _____
Roy Priest, Chief Executive Officer

ACTION DOCKET





Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Libresco


Chyrell Bucksell
Karl Sandberg
Michelle Millben

Roy Priest, Chief Executive Officer

DRAFT

DATE: January 18, 2012

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary/Treasurer 

SUBJECT: APPROVAL RESOLUTION NO. 577, ARHA NON-SMOKING HOUSING POLICY

ISSUE:

Background: Regulation of Smoking in Public Housing

In July 17, 2009 HUD issued Notice: PIH-2009-21 (HA) Subject: Non-Smoking Policies in Public Housing (PH), followed by a reissuance Notice (PIH-2012-25) on May 29, 25, with no expiration date, encouraging PH Authorities to implement non-smoking policies in some or all of their public housing units. It cited the American Lung Association report stating, "*Cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the effects of smoking. This concern was recently addressed by the Family Smoking Prevention and Tobacco Control Act, P.L. 111-31, signed by the President in June 22, 2009*".

Additionally, HUD issued Notice: H 2010-21 on 9/15/2010 encouraging multifamily Hub directors, Program Center Directors, Rural Housing Services Directors, Housing Project Managers, Contract Administrators and Multifamily Owners and Management Agents, to implement non-smoking housing policies in some or all of the properties they own or manage, and the instruction on the requirements for implementing non-smoking housing policies.

Environmental & Health Issues

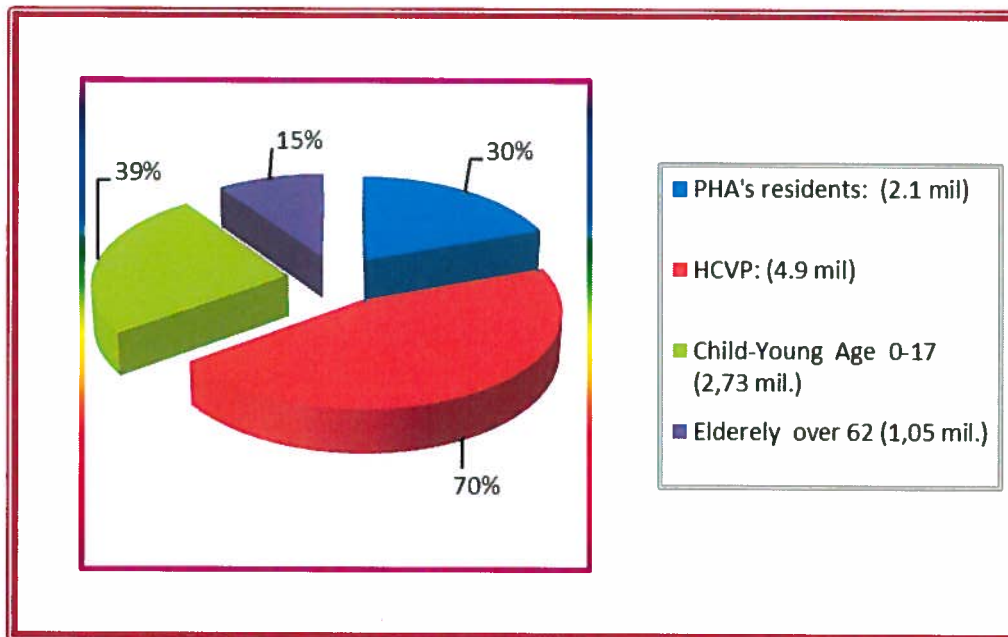
Because Environmental Tobacco Smoke (ETS) can migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects in neighboring families, HUD is encouraging PHA's to adopt non-smoking policies, thus by reducing the public health risk associated with tobacco use, it enhances the effectiveness of HUD's efforts to provide increased public health protection for residents of public housing. Smoking is also an important source of fires and fire-related deaths and injuries.

The background of ETS, which comes from the smoke of the burning end of a cigarette, pipe, or cigar, and the smoke exhaled from the lung of smokers, is involuntarily inhaled by non-smokers, causing or worsening adverse health effects, including cancer, respiratory infections, and asthma.

In 2006, the U.S. Surgeon General report “The Health Consequences of Involuntary Exposure to Second Hand Smoke (available at: www.cdc.gov/tobacco/data_statistics/sgr/index/htm.) cause almost 50,000 deaths in adult non-smokers in the United States each year, including approximately 3,400 from lung cancer and another 22,000 to 69,000 from heart disease. Nationwide, there are approximately 7 million residents residing in affordable housing units (PH & vouchers) and 39 percent of those residents have a median age between 0-17, and 15 percent are elderly 62 or older. That accounts for at least 55 percent of public housing residents that could be at increased risk to adverse effects of cigarette smoking. Please refer to Chart A, which illustrates the above statistics.

Chart A: ¹

The Health Consequences of Involuntary Exposure to Second Hand Smoke in Public Housing and Section 8 Voucher Program in the United States.



Health Law, Ethic, and Human Rights

The New England Journal of Medicine (NEJM), published an article (“the article”) on “*Regulation of Smoking in Public Housing*” ² on 6/17/2010 authored by Jonathan P. Winickoff, MD., M.P.H., Mark Gottlieb, J.D., and Michelle M. Mello, J.D., Ph.D. ³ about health hazards of exposure to tobacco and widespread laws mandating non-smoking indoor air quality, and how the federal government [HUD], has failed short of regulating public housing units to be smoke-free.

¹ (source: www.cdc.gov/tobacco/data_statistics/sgr/index/htm.)

² (source: <http://www.nfpa.org/assets/files/PDF/OS/Smoking.pdf>.)

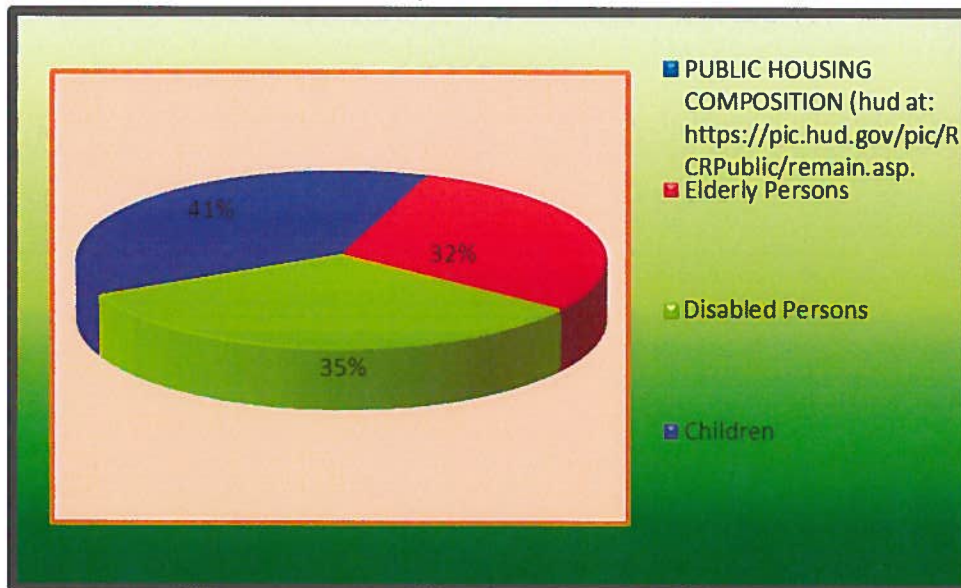
³ (source: www.nejm.org/doi/full/1.1056/NEJMhle1000941.)

With the publication of the HUD Notices of 2009, 2010, and 2012, on Non-smoking Policies for PH's, *the article* imparts the significance of this new policy and the important public health implications. According to HUD's PIC data ⁴, in 2008-2009, (as of 5/28/2010), more than 7 million people lived in public housing in the United States, with 4 in 10 units occupied by families with children, giving residents little or no recourse regarding secondhand tobacco smoke exposure.

Furthermore, residents who smoke in a single unit within a multiple dwelling building affect the residents of other units. Several of the Office of the Surgeon General studies ⁵ has determined that *"tobacco smoke can move along air ducts, through crevices in walls and floors, plumbing and electrical lines and pipe chases, elevator shafts, etc., to other floors and into units. High levels of tobacco toxins can persist in the indoor environment long after the period of active smoking, an effect known as third-hand smoke. Tobacco toxins are volatile compounds and airborne particulate matter that are deposited on indoor surfaces and reemitted in the air over a period of days to years. In households in which one or more people smoke, the urine levels of the tobacco-specific carcinogen nicotine-derived nitrosamine ketone (NNK) are consistently higher in infants than in non-smoking adults, indicating either a differential response to the same toxin load or increased exposure of children through closer contact with smoke-contaminated rugs, furniture, clothing, and floors."*

Tobacco-smoke exposure in public housing is particularly troubling because it afflicts the most disadvantaged and vulnerable populations. The Department of Housing and Urban Development 2008-2009 statistics of the public housing residents showed that 32% included elderly persons, 35% included disabled persons, and 41% included children. During the same period, the mean annual income of households was \$13,289. Chart "B" below, shows HUD' population statistics for Public Housing according to HUD's PIC data sources.⁶

Chart B



⁴ (source: HUD: <https://pic.hud.gov/pic/RCRPublic/rremain.asp>)

⁵ (Source Health Consequences of involuntary tobacco smoke: a report of the Surgeon General, Washington, D.C., Department of HHS, 2006):

⁶ (source: HUD: <https://pic.hud.gov/pic/RCRPublic/rremain.asp>)

From the law and ethic perspectives, *the article* expresses the fact that “non-smoking rules in homes have been associated with substantially reduced levels of biochemical markers of tobacco exposures and lower health risks among non-smokers. Such policies can also encourage smoking cessation among household members, discourage then initiation of smoking by adolescents, and decrease the incidence of house fires.

Private owners of multiunit residential buildings are beginning to respond to market demand and the prospect of reduced cost by adopting no-smoking policies. Survey findings indicate that Resident s are often bothered by tobacco smoke and that four out of five non-smokers would prefer non-smoking building policy.” ARHA’s Smoke Cessation Survey⁷ concurs with these facts as shown on Chart “C” - smokers v. non-smokers, Chart “D” - ARHA resident’s concern about smoke related health issues and secondhand smoke, and Chart “E” Residents supporting a non-smoking policy, below.

As of December 2013, there were more than 230 public housing authorities with a partial or total non-smoking policy in place. HUD estimates an average of about 2.9 PHAs per month implementing a non-smoking policy.⁸ There was no available data to report of how many private property owners with a non-smoke policy for section 8 voucher holders, although this trend was pioneered in the private industry since the middle eighties.

A nationwide trend by state and local governments shows an increase in ordinances restricting smoking in public places, government building, and in some or all units of multiunit residential housing, including cities in the states of Alaska, California, Michigan, Minnesota, Nebraska, Maine, Colorado, Washington, Oregon, New Hampshire, New Jersey, Idaho, Utah, Wisconsin, Arkansas, Florida, Montana, Indiana, Kentucky, Pennsylvania, Texas, Massachusetts, Connecticut, Vermont, Illinois, New York and Kansas.⁹ – Another argument to adopt a Non-smoking policy is based on HUD regulations for all PH and Section 8 programs which provide that “HUD housing must be decent, safe, sanitary and in good repair”, and specifically state, “All areas and components of the housing must be free of health and safety hazards.” These areas include, but are not limited to air quality.¹⁰

On the legal side, critics argue that the government or property owners should not interfere with the resident’s freedom to smoke as these restrictions infringe on their privacy rights. As early as of 1987¹¹ and as recent as 2006¹², *the report* states that “courts have held that the due-process clause of the Fifth and Fourteenth Amendments of the U.S. Constitution, which limits government interference in personal liberty and privacy, provides only the most minimal level of protection for smoking. Government need only show a reasonable basis for restricting smoking. Courts evaluation of privacy provisions in state constitutions has held similar views.” Further, the Americans with Disabilities Act of 1990 (ADA), law that was enacted by the U.S. Congress in 1990, nor other disability discrimination laws protect smokers as “disabled persons.”¹³

⁷ (source: [ARHA 201302914 Survey of approximately 59% of all residents](#))

⁸ (Source: Smoke Free Environmental Law Project <http://www.tcsg.org/sfelp/home.htm>)

⁹ (Source: <http://www.tcsg.org/sfelp/SFhousingAuthjorities.pdf>)

¹⁰ (Source: HUD’s UPCS and HQS physical conditions standards 24 CFR 5.700 et-al)

¹¹ (Source: *Grusendorf v. City of Oklahoma City*, 816 F.2d 539 (10th Cir 1987)

¹² (Source: *Coalition for Equal Rights, Inv. V. Owens*, 458 F. Supp. 3d 1251 (D. Colo. 2006)

¹³ (Source: www.ada.gov/cguide.htm)

Chart C – Smokers v. Non-smokers ¹⁴

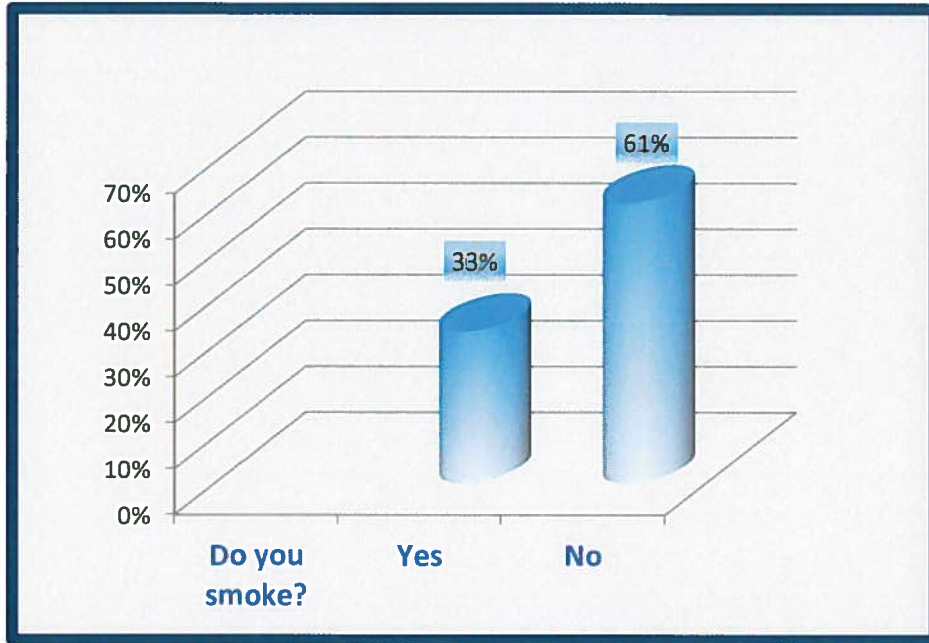
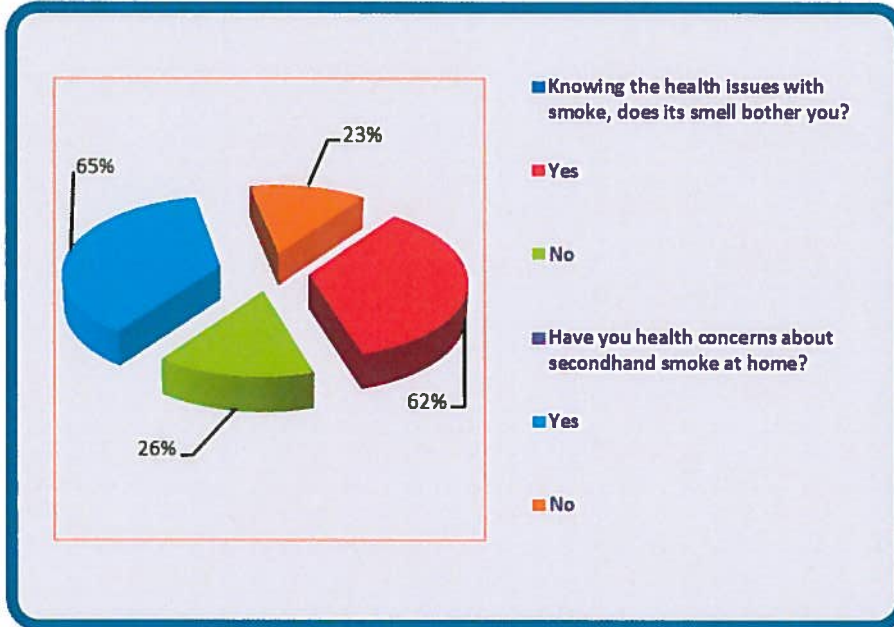


Chart D ¹⁵

ARHAs resident's concern about smoke related health issues and secondhand smoke

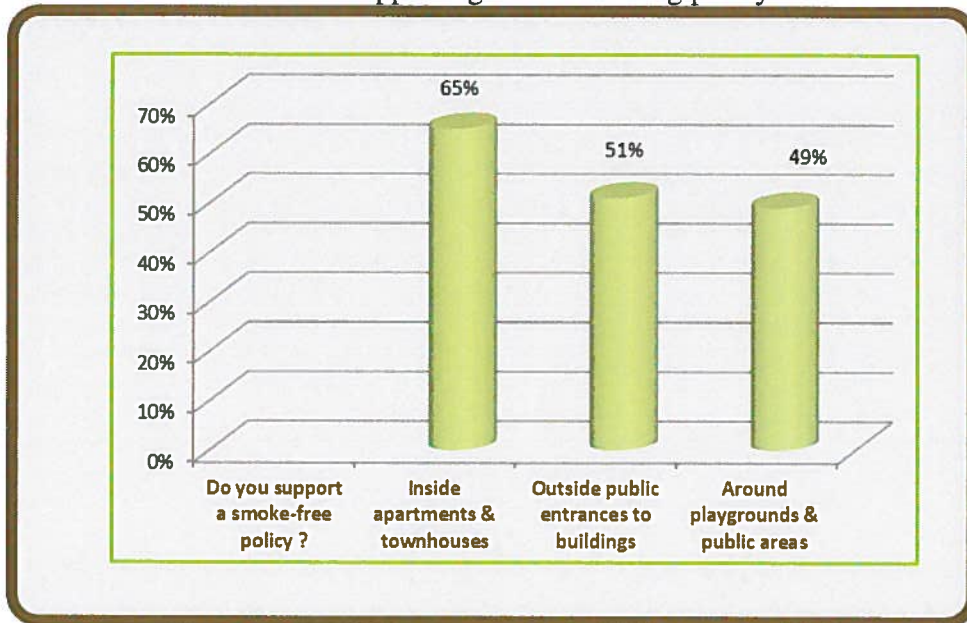


¹⁴ (Source: 2013-2014 ARHA Survey among PH & HCVP residents)

¹⁵ (Source: 2013-2014 ARHA Survey among PH & HCVP residents)

Chart E¹⁶

Residents supporting a non-smoking policy



The Smoking-Material Fire Problem

Further, the National Fire Prevention Association's (NFPA) report [The Smoking-Material Fire Problem](#) issued July 2013 included Analysis of fires involving smoking-materials (i.e., tobacco products), including recent trends, national data, and what materials are most often ignited. The report highlights the extent of damages caused by smoking-material fires and the personal injuries and deaths related directly or indirectly to smoking. Below is an excerpt of the NFPA's report¹⁷:

"In 2011, U.S. fire departments responded to an estimated 90,000 smoking-material fires in the U.S., largely unchanged from 90,800 in 2010. These fires resulted in an estimated 540 civilian deaths, 1,640 civilian injuries, and \$621 million in direct property damage; deaths were down substantially from the year before.

Home structure fires dominated all these measures of loss except for fire incidents. In 2011, an estimated 17,600 smoking-material home structure fires caused 490 civilian deaths (19% of all home structure fire deaths), 1,370 civilian injuries, and \$516 million in direct property damage. The other 72,400 smoking-material fires in 2011 were mostly outdoor fires (60,200 fires in trash, vegetation and other outdoor combustibles).

Estimates of fires reported to U.S. municipal fire departments are based on data from the National Fire Incident Reporting System (NFIRS) and the NFPA annual survey. "Smoking materials" are lighted tobacco products but do not include lighting implements such as matches and lighters. Smoking materials are identified under heat source, and estimates include a proportional share of fires coded as heat source unknown or as unknown between smoking material and open flame source.

¹⁶ (Source: 2013-2014 ARHA Survey among PH & HCVP residents)

¹⁷ (Source: <http://www.nfpa.org/research/reports-and-statistics/fire-causes/smoking-materials>)

- *FACT: Most deaths in home smoking-material fires were caused by fires that started in bedrooms (40%) or in living rooms, family rooms or dens (35%).*
- *FACT: The risk of dying in a home structure fire caused by smoking materials rises with age. Canada and all 50 U.S. states now require cigarettes sold to be "fire safe," that is, have sharply reduced ignition strength or ability to start fires. The laws were effective everywhere by the end of 2011, and they are considered principally responsible for the 30% decline in smoking-material fire deaths from 2003 to 2011. See www.firesafecigarettes.org for more details."*

Facilities Maintenance

It is common knowledge among Housing Authorities and Section 8 property owners, the increased cost of vacancy turn over when occupied by a smoker.

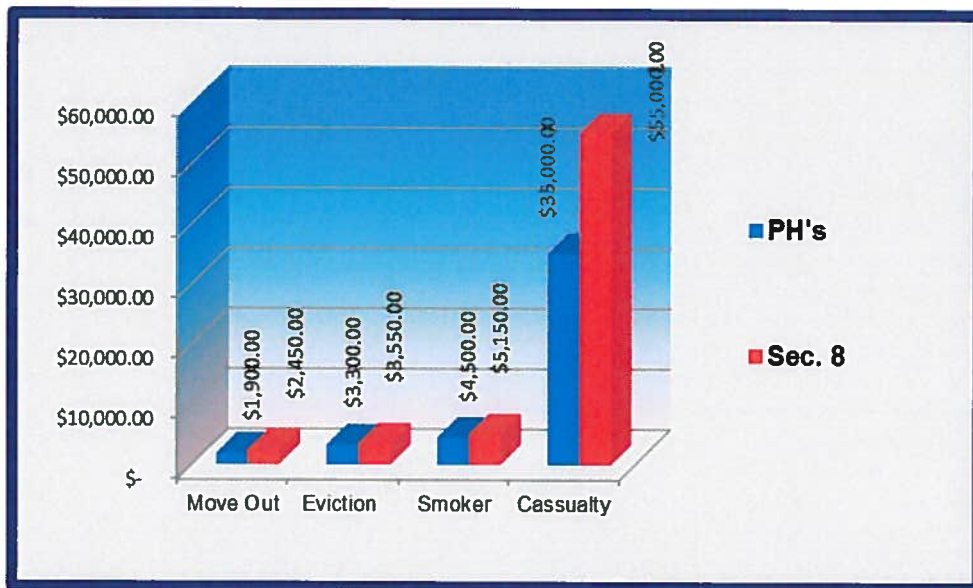
There is the issue of third-hand smoke, which describes the invisible yet toxic brew of gases and particles clinging to smokers' hair and clothing, not to mention cushions and carpeting that lingers long after second-hand smoke has cleared from a room. Up to 90 percent of smoke that smoker's exhale can stick to upholstery, clothes, carpet, and drapery.

The additional cost of labor and materials, including but not limited to extra coats of primer and paint to cover the smoke stains and odor, cleaning of the ducts and or HVAC air handling equipment, replacing window blinds, or carpets that have been damaged by cigarettes, smell and smoke stains, burn marks on counter tops and vanities, just to list a few of the items that increase the cost to make a unit ready for occupancy, and to pass HUD's Uniform Physical Condition Standard (UPCS) or Housing Quality Standards (HQS) for section 8..

ARHA's work order history for units turn turnover, which tracks among other data, third-hand smoke damages, increases the routine vacant unit turnover cost by an average of 42% for PH units and 47% for a section 8 unit, additionally, the average turnover cost of casualty-fire damaged units can be then times or more higher, depending on the extent of the fire damages and other external factors.

The fiscal impact of the turnover cost is an operational expense of the AMP or Development, affecting its annual budget as there is no current policy to minimize the effects of third-hand smoke until the facts are discovered after a move-out inspection.

Chart F¹⁸
Average Vacant Unit Turn Over Cost by Categories



DISCUSSION:

Policy Discretion

Following HUD’s Public Notices regarding the PHAs options to implement a non-smoking policy, subject to state and local laws, and the evidence that there is large number of PHA’s that have adopted and implemented a non-smoking policy, the fact is that by implementing a non-smoking policy will benefit the majority of ARHA’s population, including the most vulnerable of our residents: the elderly and disabled persons, and the children, thus enhancing the quality of life to all the residents while reducing potential casualties and personal injury or death due to fires from smoking-materials.¹⁹

HUD requirements for the implementation of a PHA Non-Smoking Policy

In July 17, 2009 HUD issued Notice: PIH-2009-21 (HA) Subject: Non-Smoking Policies in Public Housing (PH), followed by a reissuance Notice (PIH-2012-25) on May 29, 25, with no expiration date, encouraging PH Authorities to implement non-smoking policies in some or all of their public housing units.

¹⁸ (Source: 2008-2013 ARHA Facilities Statistics and HIG data)

¹⁹ (Source: <http://www.nfpa.org/research/reports-and-statistics/fire-causes/smoking-materials>)

Following HUD guidelines for the implementation of new policies, which requires the PHA's to:

- Be in accordance with state and local laws
- Address smoking in a Resident's unit, common areas, playground areas, areas near any exterior window or door, and areas outside a Resident's unit.
- Designate specific smoking areas and identify these areas with clear signage unless the PHA's establishes a totally non-smoking policy.
- Comply with the Code of Federal Regulations (24 CFR), Part 941 Subpart B and all subsequent revisions, which set forth the regulations governing the PHA's admission policy contained in the Admission and Continuing Occupancy Plan (ACOP).

The Alexandria Redevelopment and Housing Authority is required to revise the ACOP as needed to comply with those changes in HUD regulations and ARHA Policy. Further, HUD requires the PHA's to have all ACOP revisions approved by the Board of Commissioners before its implementation.

Changes to ARHA policies must be incorporated to the ACOP and carried out by the ARHA for its public housing developments. ARHA must comply with all of the legal and management responsibilities of a property owner in addition to administering the program in accordance with HUD regulations 24 CFR 941.100 et-al, and PHA policy.

The inclusion of a new chapter to reflect the adoption of the ARHA Non-Smoking Policy is needed in order to allow ARHA to carry out the implementation of the new policy.

ACOP Revision to incorporate the new ARHA Non-Smoking Policy

I. ARHA Policy

Resident and all members of Resident's family or household are parties to a written lease with ARHA ("the Lease"). These new House Rules and Regulations state the following conditions, and house rules, which are hereby incorporated into the ARHA's Lease and the House Rules and Regulations.

A breach of these House Rules and Regulations shall give each party all the rights contained herein, as well as the rights in the Lease.

1. Purpose of No-Smoking Policy.

The purpose of these House Rules and Regulations is to promote the safety and welfare of all Residents in the premises and foster the general health and wellbeing of all persons in the premises.

Further, these House Rules and Regulations are intended to mitigate (a) the public health risks associated with tobacco use, and second-hand smoke; (b) prevent other known health risks from second-hand smoke, and (c) the increased maintenance, cleaning, and renovation costs resulting from third-hand smoking; (4) the increased risk of fire and personal injury or death resulting from smoking-materials, and (5) identify and define the physical areas of ARHA properties and buildings affected by the non-smoking policy.

2. Definitions

Smoking:

The term "smoking" means inhaling, exhaling, breathing; or carrying any lighted cigar, cigarette, or other tobacco product or similar lighted product in any manner or in any form.

Non-Smoking Area:

The term of "non-smoking area" means the premises covered by *the lease agreement*. The terms "apartment", "townhome", "townhouse," "unit", "premises," may be used with the same meaning referring to the leased premises.

Non-Smoking Area(s) **include but is/are not limited to** *the premises covered by the lease agreement* (or the leased premises), specifically included are the building(s) common areas (hallways, elevators, staircases, lobby, vestibule, etc.), offices, meeting rooms, maintenance shops and warehouses, utility rooms or any other facilities that are part of the structure and operations of the premises.

Non-Smoking Area(s) also include, but are not limited to the grounds and all common areas, building entrances, and exits, canopy entrance, sidewalks adjacent to building structures with windows, or doors or other components such as mechanical ventilation intakes, ventilation shafts, etc., play grounds and exterior seating areas dedicated to the outdoor enjoyment of the residents, and parking lot facilities, including building(s) dedicated to park motor vehicles.

Common Area(s):

The term "*common area*" or "*common areas*" means the physical part of a building, townhome, townhouse, property, lawn areas, landscaped areas, parking lots, or parking building, sidewalks, etc., used by the resident or residents, visitors, employees, or any other person(s) doing business with ARHA that may or may not be part of the leased premises.

3. Non-smoking Area

Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household have been designated as a non-smoking area. Resident, members of Resident's household and guests/invitees shall not smoke anywhere in the leased premises rented by Resident, or the *common areas* where the Resident's dwelling is located or in any of the common areas or adjoining grounds of such building or other parts of the rental community, nor shall Resident permit any guests or visitors under the control of Resident to do so.

4. Resident to Promote No-Smoking Policy and to alert ARHA of Violations.

Resident shall inform Resident's guests of the *Non-Smoking Policy*. Further, Resident shall promptly give ARHA a written statement of any incident where tobacco smoke is migrating into the Resident's unit from sources outside of the Resident's apartment unit or other location(s) designated as a non-smoking area.

5. ARHA to Promote No-Smoking Policy.

ARHA shall post non-smoking and/or smoke-free signs at entrances and exits, common areas, hallways, and in conspicuous places adjoining the grounds of the development or building affected by the non-smoking policy.

6. ARHA not a Guarantor of Non-Smoking Environment.

Resident acknowledges that ARHA 's adoption of a *Non-Smoking Policy*, and the efforts to designate ARHA developments and rental properties as smoke-free, do not make the ARHA or any of its managing agents or employees the guarantor of Resident's health or of the non-smoking condition of the Resident's unit and the common areas. However, ARHA shall take reasonable steps to enforce the non-smoking terms of these House Rules and Regulations and to make the building or development smoke-free. ARHA shall not be required to take steps in response to smoking *unless* ARHA is put on notice of the presence of cigarette smoke, via agent, personal knowledge, and/or written notice by a Resident.

7. Effect of Breach and Right to Terminate Lease

A breach of these House Rules and Regulations shall give each party all the rights contained herein, as well as the rights in the Lease. A material breach of these House Rules and Regulations by the Resident, the Resident's family members or guests/invitees shall be a material breach of the lease and grounds for immediate termination of the Lease by the ARHA. ARHA acknowledges that in declaring the building(s) (or portion of the building) or development to be smoke-free, the failure to respond by ARHA to a complaint filed by the Resident shall be treated as equivalent to a request for maintenance by such Resident.

8. Disclaimer by ARHA

Resident acknowledges that ARHA's adoption of a *Non-Smoking Policy*, and the efforts to designate the rental building or development as smoke-free, does not in any way change the standard of care that the ARHA or managing agent would have to a Resident household to render buildings and premises designated as non-smoking any safer, more habitable, or improved in terms of air quality standards than any other rental premises. ARHA specifically disclaims any implied or express warranties that the building, common areas, or Resident's premises will have any higher or improved air quality standards than any other rental property. ARHA cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Resident acknowledges that ARHA's ability to police, monitor, or enforce the agreements of these House Rules and Regulations are dependent in significant part on voluntary compliance by Resident and Resident's guests.

Residents with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that the ARHA does not assume any higher duty of care to enforce this rule than any other ARHA obligation under the Lease.

9. Implementation of the Non-Smoking Policy

ARHA shall implement the new *Non-Smoking Policy* within ninety-days of the Board of Commissioners approval and HUD's review and approval, as it may be required.

The adoption period should include ARHA's notices to existing residents, all ARHA staff, and all new leases; additionally, the posting of all required warning signage in public places affected by the *Non-Smoking Policy* and the amendment of the Lease documents, including House rules and Regulations, Addendum to Leases, and any other legal document that required by or under the lease agreement.

RECOMMENDATION:

That the ARHA Board of Commissioners approve the *ARHA Non-Smoking Policy* and to incorporate it to the ACOP and submit to HUD for review and approval.

FISCAL IMPACT:

Fiscal Impact to be determined, if any.

THE ALEXANDRIA REDEVELOPMENT
AND HOUSING AUTHORITY

DRAFT

DRAFT

BOARD OF COMMISSIONERS APPROVAL TO ADOPT AND
IMPLEMENT ARHA'S NON-SMOKING POLICY, AND AMEND
THE ADMISSION AND CONTINUED OCCUPANCY PLAN (ACOP)

RESOLUTION No 577

WHEREAS, The U.S. Surgeon General, The National Academy of Science, the American Lung Association, report that environmental tobacco smoke causes lung cancer in healthy adult non-smokers, and can cause lung functions and structure alteration to the fetus of pregnant non-smoking women. Additionally, in-utero exposure is known to predispose children to long-term pulmonary risks. Further, these agencies found, separating smokers and nonsmokers within the same air space may reduce but does not eliminate a nonsmoker's exposure to environmental tobacco smoke.

WHEREAS, The U.S. Environmental Protection Agency (EPA) finds that environmental tobacco smoke is a Group A Carcinogen – a category reserved for known cancer-causing agents in humans.

WHEREAS, The National Institute for Occupational Safety and Health (NIOSH):

- a) Finds that secondhand smoke poses an increased risk of lung cancer and, possibly heart disease to people exposed in the worksite,
- b) Recommends that non-smokers should not be exposed to secondhand smoke, and
- c) Indicates the simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure to secondhand smoke.

WHEREAS, these studies find that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease, including cancer, heart disease and stroke in nonsmokers. At special risk are infants, children, teens, pregnant women, elderly people, nonsmokers with long-term exposure to secondhand smoke, individuals with cardiovascular disease, and individuals with impaired respiratory function, including the young, asthmatics and those with obstructive airway disease. Also harmed are those with health conditions induced by breathing secondhand smoke including asthma, lung cancer, heart disease, respiratory infections, decreased respiratory function, including bronchoconstriction and broncho-spasm.

WHEREAS, the ARHA is required to obtain Board's approval prior to the implementation of changes to the ACOP policies; and

WHEREAS, the ARHA has revised the articles of Chapter 17, Non-Smoking Policy and has incorporated those changes necessary to meet the HUD's regulatory requirements and those changes are consistent with other policies and/or regulations; and

WHEREAS, the ARHA has advertised and held public hearings and comments from the residents advisory board, residents councils and the general public; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Chief Executive Officer in modifying and changing the Admission and Continued Occupancy Plan (ACOP) Chapter 17, is hereby ratified and approved.

Adopted this February 24th, 2014.

ATTEST:

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Merrick Malone, Chairperson By: _____
Roy Priest, Chief Executive Officer

DRAFT

OTHER BUSINESS

Scattering Low-Income Residents

Public-housing authority considers redeveloping seven properties.

By MICHAEL LEE POPE
GAZETTE PACKET

Uncertainty is hanging in the air for thousands of public-housing residents and their neighbors. That's because the Alexandria Redevelopment and Housing Authority is seeking feedback from developers about potential redevelopment of seven key properties — six housing developments as well as the organization's administrative office on North Fairfax Street. Together, the properties have 571 units. The request for proposals was issued by the authority in partnership with its affiliated devel-

opment corporation, Virginia Housing Development.

"People who live in these units are concerned, as are people who live right outside of them because nobody knows what's going on," said Alexandria Councilman John Chapman. "Not having specifics is going to make people cautious and concerned."

Last month, the authority issued requests for proposals to developers who might be interested in redeveloping the properties. Then, last week, a series of developers joined authority leaders for a bus tour of the seven properties. Now the ball is in the court of the developers, who will be coming forward with plans to redevelop one or more of the sites by March 17. Their goal, according to the authority, is to deliver "mixed-income, mixed finance and/or mixed-use components."

"They've got to go through the approval process, and there has to be a plan to relocate and house all

SEE ARHA. PAGE 22

ARHA Considers Redeveloping Seven of Its Properties

FROM PAGE 1

of our residents," said Christopher Ballard, former chairman of the authority. "Once we get responses back from the development community, we'll be able to better prioritize."

REDEVELOPMENT OF PUBLIC housing has been a source of ongoing controversy over the last decade. The trend began with the old Samuel Madden Downtown, a public-housing complex

known locally as "the Berg" — a derivative of Petersburg, where many of the residents had roots. The public-housing complex was the childhood home of Alexandria Mayor Bill

Euille and Police Chief Earl Cook, both of whom have streets named after them now that the property has been redeveloped into Chatham Square.

"It brought me to tears when they said they were naming a street in my honor," said Euille in 2004, when the streets were dedicated. "It's one thing to be mayor of this wonderful city. But it's quite another to have something so lasting named for you."

Redeveloping ARHA

- ♦ Ladrey Senior Highrise: 170 units
- ♦ Hopkins-Tancil Courts: 111 units
- ♦ Andrew Adkins: 90 units
- ♦ Alexandria Crossing: 84 units
- ♦ Samuel Madden Uptown: 66 units
- ♦ Jefferson Village: 50 units

About half of the public-housing units at the Berg were replaced at Chatham Square. The rest were located in other parts of the city. More recently, the James Bland pub-

once-thriving black community.

"This city once had a vibrant African-American community centered around the Berg and Ladrey and the northside projects, and now you have people scattered 10 units here and 10 units there," said Jon Liss, executive director of Tenants and Workers United. "Even when they live in the middle of the redeveloped Berg, they get harassed by their more affluent neighbors. So we've really seen a destruction of both affordable housing and a vibrant black community."

"This city once had a vibrant African-American community centered around the Berg and Ladrey and the northside projects, and now you have people scattered 10 units here and 10 units there."

— Jon Liss, executive director, Tenants and Workers United

lic-housing complex was demolished in the Parker Gray neighborhood. Once again, about half the units were replaced on site and the rest were scattered through other parts of the city. That's a strategy that could play out again at properties such as the Ladrey Senior Center or Hopkins-Tancil Courts, which are prime spots for redevelopment. Critics say this has decimated a

with residents for more than a year to get moving expenses.

"In the first phase of James Bland, a lot of residents were very frustrated that they were asked to move in November and December," said Jennifer Knox, an organizer with VOICE. "That might have worked well for the developer, but it didn't work well for families—especially families with kids who would have to change school systems."

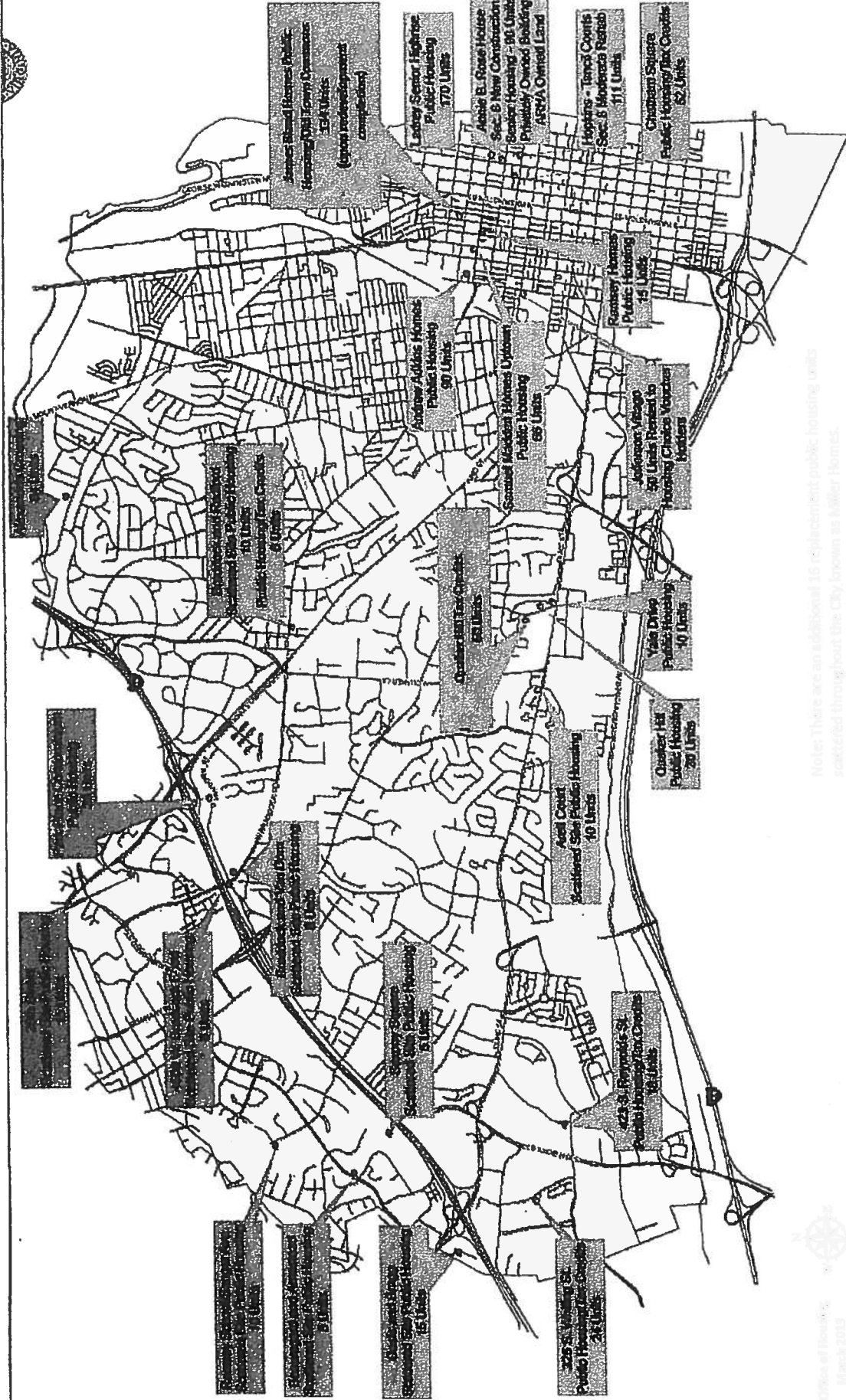
The juxtaposition of low-end residents and high-end townhouses is supposed to create a rising tide of opportunity, a theory supporters call "scattered site housing." The idea is that instead of concentrating public housing in one part of the city, it's spread out in different areas. Ideally, the concept is supposed to work both ways. Public-housing residents are supposed to learn from their market-rate neighbors and vice versa. Meanwhile, the persistent problems with crime caused by concentrating public-housing units in one place are supposed to disappear as the city adopts a new philosophy.

"There could be townhomes and condominiums and apartments, and so I don't think it will be one product type that we do hundreds of times that delivers at the exact same time," said Ballard. "The reality is that there will be a natural progression through the sites."

A CITY ORDINANCE known as Resolution 830 requires that all public-housing units that are destroyed be re-

placed, a one-for-one ratio that legally binds the city to find housing for all current residents. But that's a transition that is worrisome to some.

When the first James Bland units were demolished, for example, many say they were not given timely notice. An advocacy group known as Virginians Organized for Interfaith Community Engagement worked



Note: There are an additional 16 replacement public housing units scattered throughout the City, known as Miller Homes.

OPINION

Senior Housing Options

One size doesn't fit all.

BY MARY LEE ANDERSON
EXECUTIVE DIRECTOR FOR SENIOR SERVICES
OF ALEXANDRIA

Senior Services of Alexandria's (SSA) Feb. 12 Speaker Series is about "Senior Housing: New and Innovative Solutions." SSA is cosponsoring this event with At Home in Alexandria (AHA) a grassroots not-for-profit organization founded by and for individuals age 55 and older who live in Alexandria and who want to remain in their own homes, living independently in the community they love.

As we reach the "golden" age, looking at where and how we want to live becomes a priority and there are so many options to think about. We ask ourselves, "Where can I live and be comfortable, independent yet have my needs met?" At this session attendees will learn about programs and services to help "age in place" safely; simple home modifications to make life easier; assisted living, continuing care and adult residential facilities in Alexandria. There will also be a discussion of innovative housing approaches — remember the "Golden Girls?"

Experts from AHA, Rebuilding Together Alexandria, AARP, Building Bridges, Caring Considerations and Alexandria's Code Administration Office will be on hand to discuss the various housing options and answer any questions. The Northern Virginia Resource Center for Deaf and Hard of Hearing Persons is providing Communications Access Realtime Translation (CART) service during the session for those attendees who suffer from hearing loss.

The Wednesday, Feb. 12, event is taking place at Charles Beatley Central Library at 5005 Duke St. from 9:30 a.m. – noon. It is a free event open to the public. Light refreshments will be served. To register online go to www.servicesalex.org or call 703-836-4414, ext. 10.