



Gregg Mandsager
City Administrator
City Hall, 215 Sycamore St.
Muscatine, IA 52761-3840
(563) 264-1550 Voice/TT
Fax (563) 264-0750

City Administrator Report to Mayor & City Council

April 12, 2013, Edition No. 83

REPORT:

1. Police: Please see the attached thank you letter addressed to the ACO and police department.
2. Muscabus: Please see the attached email regarding a positive story regarding one of our Muscabus drivers.
3. Library: Musser Public Library recently made a top 100 list - The Top 100 Libraries to follow on facebook! Check it out...Please see the following link: <http://www.mattanderson.org/blog/2013/01/31/100-libraries-to-follow-on-facebook/>
4. Housing: Please see the attached Public Housing Assessment Score receiving by our housing department. Congratulations to our staff!
5. Fire: There will be an April 30th walk through at Fire Station II. Chief Ewers has provided an update (attached) for your review.
6. Downtown: City Staff is looking at a downtown clean up. The City along with Keep Muscatine Beautiful, Carpet One, and the Downtown Action Alliance is planning for the big downtown spring clean up on Saturday, April 20th from 9:00 am to Noon.
7. L&M: The Airport and WPCP will be officially using City services in lieu of L&M effective May 1, 2013.
8. Bi-State: Please see the attached report *Commission in Review* for March 2013.
9. Housing: Please see the attached information from the Housing Department regarding the proposed smoking policy changes. I have included the back up and email correspondence to ensure that everyone has the same information.

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**



driver Pat

Love, Kaitlyn <klove@muscatineiowa.gov>

Wed, Apr 3, 2013 at 4:57 PM

To: Kristy Korpi <kkorpi@muscatineiowa.gov>

Kristy,

I've been meaning to get in touch with you for a while, but it keeps slipping my mind.

I wanted to let you know that I met with a participant in one of our housing programs about a week ago, and she brought her pre-school age daughter with her. Her daughter had just started back to school following Spring Break. Mom and daughter ride Muscabus to get from their downtown apartment to Head Start on days that the daughter has school. I've known this family for a while, and although Mom really tries to do what's best for her daughter, she doesn't always have the skills or intellectual ability it takes. She does, however, receive support from several community agencies that are helping her be the mom her daughter really needs.

Anyway, this little girl is very bright, and I always try to talk to her about school to encourage her enthusiasm for learning. I asked if she had a nice time on break, and she said no. I asked if she was glad to be back to school, and she said yes. When I asked her what made her so happy to be going back to school, she told me "I get to see my Pat again." I thought Pat was a teacher or friend, but she explained to me that she gets to see "my Pat" on the bus when she has school and that "my Pat" is so nice to her and asks her all about school when she rides the bus.

Even though Mom is trying the best she knows how, I don't think this little girl gets a lot of positive interaction day-to-day, and it's very clear that "her Pat" is an important person in her little life. She's a little girl who really needs someone to make her feel special, and "my Pat" is doing that for her.

I don't know who Pat is, so if you would please pass this on, I think Pat should know the impact of those visits on this very bright little girl with a lot of roadblocks ahead of her.

Take care.

Kaitlyn Love
Housing Coordinator
Muscatine Municipal Housing Agency
215 Sycamore
Muscatine, IA 52761
Office: 563-264-1554 x 3
FAX: 563-263-3064

minutes she called back to see
if I was alone & if he had
arrived, the man asked to
step in the house when he
arrived & told us the sad
news as best as he could!
We had to wait till 10⁰⁰ A.M. to
go to the Human Society who
who were wonderful to us and
had ~~the~~ dog brought to our

Tender Thoughts

truck. The whole incident
was handled very well by all
involved for which we are
truly grateful! Thank you all!
Sincerely Yours
Claire & Don
Martin



4238302
2.25 TETY82473-03W

TENDER THOUGHTS GREETINGS
1820 MATHESON BLVD MISSISSAUGA, ONTARIO L4W 0B3
©AGC, LLC MADE IN U.S.A.

You
deserve
a great
big
hug...



Dear
Mayor
& Employees
City

- On March 26th Our dog
Rattles got hit by a car
The gate in our yard didn't
latch correctly & he and
George our other dog got
out of the yard. Around 6²⁰ AM
or so Police Officer Adam S.

Took him out of Hwy 22 & Place him
on the side. at ~~7~~ ^{4:55} AM my daughter called
to tell my George was at her house, but
no rattles. I called 9922 to see if
he was picked up. The dispatcher
was very concerned and told he that
they had my dog and the Animal
Control was on his way over
to my house! After a few

Grandma's Last Button
209 W 2nd St.

...just for being
wonderful you!

THANKS!

Thank
+
Claire
Martin



U. S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Report Date: 3/26/2013

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	IA049
PHA Name:	Muscatine Municipal Housing Agency
Fiscal Year End:	6/30/2012

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	95	100
PHAS Designation	Small PHA Deregulation	

Initial PHAS score issued date: 10/16/2012

Financial Score Details	Score	Maximum Score
Submission Type: Audited/A-133		
1. FASS Score before deductions	24.66	25.00
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	24.66	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>



Public Safety Building, 312 E. Fifth St.
Muscatine, IA 52761
(563) 263-9233
Fax (563) 263-5534

FIRE DEPARTMENT

MEMORANDUM

TO: Gregg Mandsager, City Administrator

FROM: Jerry Ewers, Fire Chief

DATE: April 2, 2013

SUBJECT: Status of Station #2 Project

1. The project was substantially completed on June 1, 2012 and is currently in the 1-year correction/repair period of the project. The 1-year correction/repair period ends on May 31, 2013. An eleven month walk through, at the end of April or beginning of May, is being scheduled to identify any additional item(s) requiring the contractor's attention.
2. The precast concrete panels are being repaired and will be treated separately from the 1-year correction/repair period. After the current repairs and staining are completed, the city/fire department will continue to observe the panels for a period of 2 years. The retainage from the project will be withheld during this two year period. The test results from the panels conclude that the cracks are only cosmetic and not structural in nature.
3. The initial punch list items, other than the precast panels, were addressed by First Construction Group. As additional correction/repair items are identified, they have been conveyed to First Construction Group either directly by the fire department or through INVISON. First Construction Group has been addressing these items as they are notified.
4. First Construction Group has been submitting the O&M manual and record documents, these are currently being reviewed. Once the review is complete, these documents will be turned over to the fire department, which in turn will be turned over to Building and Grounds.
5. First Construction Group has not signed the change order to deduct the additional architecture and engineering fees, due to the precast panel issue and delayed construction schedule, from the construction contract. Additional time has also been accumulated beyond the amount included in the change order.
6. Currently, the total change order is a net deduct of \$6,626, from the original contract amount.
7. The LEED design credit review is completed and the construction credit review will be submitted shortly. The project is currently on track to be LEED certified, which was a requirement of the IJOBS grant. Once granted, takes approximately 18 months to receive plaque. We will have plaque presentation at a council meeting in the future.
8. INVISON is planning on professionally photographing the fire station at the end of April and is planning on submitting the project for different award programs.
9. Stephanie is working with Traveler's Insurance on water damage issue. This is currently in subrogation with Hometown's insurance carrier.

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**



Commission in Review

March 2013

*Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer, and Rock Island Counties, Illinois.*

NEXT COMMISSION MEETING:

Wed., Apr. 24, 2013
3:30 p.m.

Scott Co. Admin Bldg.
6th Floor Conf. Room
600 West 4th Street
Davenport, Iowa

APA TRAINING SERIES

" Pedestrian and Bicycle
Planning "

Wed., Jun. 05, 2013
3-4:30 p.m.

Third Floor Conf Room
1504 Third Ave., R.I.
Call (309) 793-6302,
Ext. 138 or e-mail
ppearson@bistateonline.org
to register.

CIR VIA E-MAIL

Would you like to get
this report via e-mail?
Let us know at
info@bistateonline.org

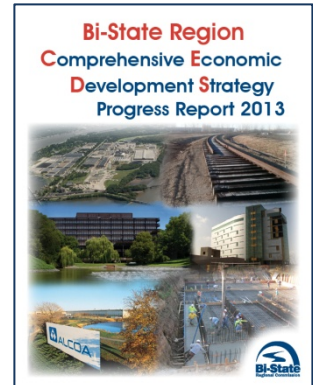
Mission Statement:

*To serve as a forum
for intergovernmental
cooperation and
delivery of regional
programs and to
assist member local
governments in
planning and project
development.*

CEDS 2013 Progress Report Underway

Mark D. Hunt, Project Manager, provided a brief update on the status of the 2013 Comprehensive Economic Development Strategy (CEDS) Progress Report. The CEDS is updated annually and fully redeveloped every five years. The strategy must be completed for the region to receive federal funds from the Economic Development Administration (EDA). EDA has partnered in funding several projects over the past years including:

- Henry-Rural Rock Island-Mercer County Economic Development Consortium (2012) — \$195,000 Federal
- Rock Island Ridgewood Sustainable Business Park (2011) — \$1.5 million Federal
- Davenport Rail Port at Eastern Iowa Industrial Center (2010) \$5.1 million — Federal
- Mercer/Muscatine RLF (2010) — \$750,000 Federal
- East Moline Economic Development Plan (2009) — \$50,000 Federal
- Moline RiverTech (2007) — \$1 million Federal



The CEDS also serves as a unifying economic development strategy that broadly incorporates goals and projects from across the region. Annual updates track the progress of these goals and projects. Bi-State staff will bring a final draft of the 2013 CEDS Progress Report to the Commission in May for approval. Staff will continue to improve the design and content of the CEDS Progress Report, including expanded use of pictures, graphics, and maps. Mr. Hunt also noted that the CEDS committee continues to recruit persons of diverse backgrounds from both the public and private sector.

Final APA Conferences Coming In June 2013

The final audio/visual conferences by American Planning Association (APA) are as follows. All conferences are 3:00 to 4:30 p.m. at the Bi-State Regional Commission office, 1504 Third Avenue, Rock Island, IL. Register by calling Patty Pearson at (309) 793-6302 ext 138 or by e-mail at ppearson@bistateonline.org. Please arrive by 2:45 p.m.

June 5, 2013 — Pedestrian and Bicycle Planning

Bicycling has evolved from a recreational activity to an important mode of commuting. Communities are developing increasingly sophisticated plans that incorporate pedestrians and cyclists into transportation planning and comprehensive planning. The challenge remains how to accommodate transportation choice and modes, as well as allow a mix of modes for users. Learn about the latest plans and successful programs that are making streets work for all users.

June 26, 2013 — 2013 Planning Law Review

In late June, the U.S. Supreme Court adjourns for the year. It is time to take stock of the court's rulings in this annual legal roundup. Hear about federal district court rulings and significant state court decisions. Whether it is First Amendment issues, housing challenges, environmental actions, or important amicus filings, the panel of legal experts will bring you up to date on critical planning law.

Resolutions for the Adoption of the Articles of Agreement

On February 19, Bi-State staff sent out a letter to all member communities in regard to adopting changes to the Articles of Agreement. We would appreciate if your boards would review the changes as soon as possible and return the signed resolutions.

The following is a list of all the member communities who have returned signed resolutions to adopt the proposed changes to the Articles of Agreement.

Henry County	Cambridge	Long Grove	Silvis
Muscatine County	Carbon Cliff	McCausland	Walcott
Rock Island County	Colona	Milan	West Liberty
Scott County	Cordova	Moline	Wilton
Alpha	East Moline	Muscatine	Woodhull
Atkinson	Eldridge	Oak Grove	
Bettendorf	Geneseo	Port Byron	
Blue Grass	Hampton	Riverdale	
Buffalo	Hillsdale	Sherrard	

Please contact BSRC staff with any questions at (309) 793-6300 or e-mail Denise Bulat, Executive Director, dbulat@bistateonline.org; or Donna Moritz, Administrative and Financial Services Director, dmoritz@bistateonline.org.

U.S. Census Programs

Lisa Miller, Data/Graphics/GIS Director, provided an update on several U.S. Census Bureau programs and announcements.

On February 28, 2013, the Office of Management and Budget (OMB) announced revised delineations of Core Based Statistical Areas (CBSA). These are geographic entities used by federal statistical agencies in collecting, tabulating, and publishing federal statistics. Core Based Statistical Areas is a collective term for **Metropolitan (Metro) and Micropolitan (Micro) Statistical Areas**. The **Davenport-Moline-Rock Island, IA-IL MSA** remains unchanged and includes the same four counties that were delineated in 2003, following the 2000 Census: Henry, Mercer, and Rock Island Counties in Illinois and Scott County, Iowa. The **Muscatine Micropolitan Statistical Area** now consists of only Muscatine County. Louisa County was formerly included in the Muscatine Micro. For more information, please visit <http://www.census.gov/population/metro/> or http://www.whitehouse.gov/omb/inforeg_statpolicy.

The U.S. Census Bureau released updated **County-to-County Commuting Flow** data in early March. Also referred to as "Journey to Work" data, this is information related to a worker's travel from home to work. Place of work refers to the geographic location of the worker's job. A worker is defined as a person 16 years old and over who was employed and at work during a reference period. The data is based on information collected in the 2006-2010 American Community Survey, five year estimates. The table and map at the end of the article summarize the commuting flow data for the Bi-State Region. For more information go to <http://www.census.gov/hhes/commuting/>.

The Census Bureau established the **2010 Census Count Question Resolution (CQR) Program** by which state, local, and tribal area elected officials may challenge their jurisdiction's 2010 Census counts. There are three types of challenges that may be submitted:

- Boundary - Inaccurate reporting or recording of boundaries in effect January 1, 2010
- Geocoding - Placement of Living Quarters and associated population within boundaries and census blocks
- Coverage - Corrections to number of Living Quarters identified during the enumeration process due to Census processing errors

New total populations are published in an errata: www.census.gov/prod/cen2010/notes/errata.pdf. Tables for 2010 will NOT change. Apportionment and redistricting will not change either. However, these totals are used in Census programs such as future American Community Survey estimates and Population Estimates programs, and can also be used by governmental units as an “official” Census population to determine distribution of funds in such programs as the Motor Fuel Tax in Illinois and the Road Use Tax in Iowa.

The deadline to submit a challenge is June 1, 2013, and Bi-State staff is available to assist. There is no cost to submit a challenge. Several jurisdictions in the region have submitted and are in the process of submitting a CQR challenge.

The **Special Census** is a program for local and tribal governments to conduct censuses for their communities in the years between decennial censuses. When local officials believe there has been a significant population change in their community due to growth or annexation, they may choose to conduct a Special Census. The Census Bureau conducts Special Censuses on a cost-reimbursable basis. This means that the governmental unit requesting a Special Census assumes full responsibility for the cost of the Special Census. The updated information provided by a Special Census is designated as Official Census Statistics and may be used in any manner provided for by applicable law. The Official Census statistics produced by conducting a Special Census may produce an increase in state revenue sharing or other benefits. This could also offset the cost of actually conducting the Special Census, but much depends on the individual state's laws or regulations.

For more information on Census programs, please contact Ms. Miller at (309) 793-6302, ext. 133, lmiller@bistateonline.org or Meghan Overton, Data Services Planner at (309) 793-6302, ext. 126, moverton@bistateonline.org.

Commuting Patterns Among Counties in the Bi-State Region for Workers 16 and over (2006-10)

Commuting to → Residents of ↓	Henry County, IL	Mercer County, IL	Rock Island County, IL	Muscatine County, IA	Scott County, IA
Henry County, IL	13,373	140	6,212	58	1,770
Mercer County, IL	147	3,343	2,269	674	789
Rock Island County, IL	746	188	49,711	748	14,154
Muscatine County, IA	0	87	449	16,322	1,006
Scott County, IA	195	11	14,943	1,345	59,963

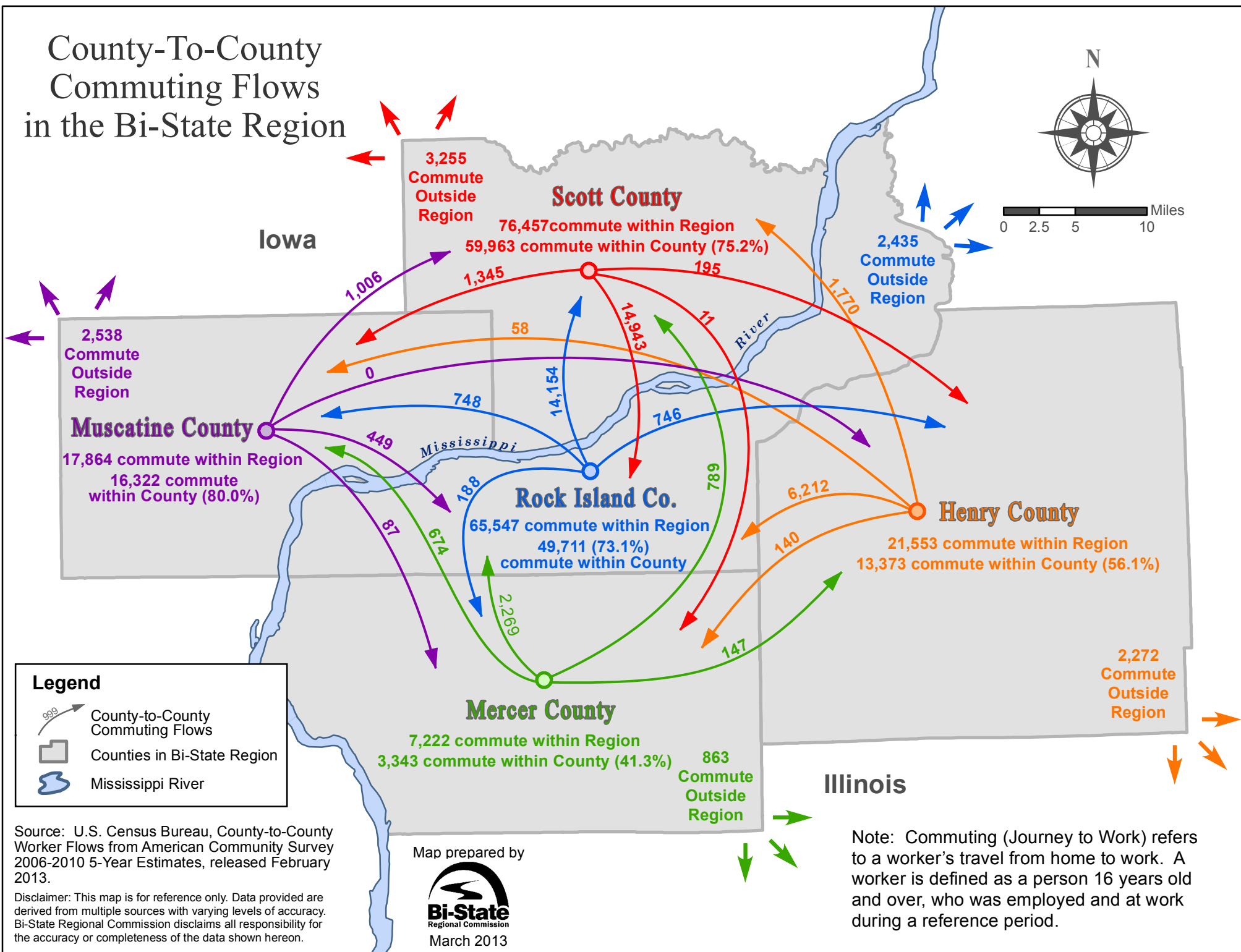
Source: U.S. Census Bureau, American Community Survey 5-year estimates, 2006-10

Commuting Patterns in the Bi-State Region for Workers 16 and over: 2006-2010 5-year averages

	Henry County, IL	Mercer County, IL	Rock Island County, IL	Muscatine County, IA	Scott County, IA
Residents who commute within the Region	21,553	7,222	65,547	17,864	76,457
Residents who commute outside the Region	2,272	863	2,435	2,538	3,255
Total workers	23,825	8,085	67,982	20,402	79,712

Source: U.S. Census Bureau, American Community Survey 5-year estimates, 2006-10

County-To-County Commuting Flows in the Bi-State Region



BI-STATE REGIONAL COMMISSION
FY 2012-13 Program Budget Status Report
Through Month of February – 66.7% of Year

ADOPTED BUDGET:	\$1,981,352.00	EXPLANATION:
EXPENDED THROUGH FEBRUARY:	\$1,159,004.75 (58.5%)	
STAFF LEVEL BUDGETED:	23.25 F.T.E.	
STAFF LEVEL MAINTAINED:	22.30 F.T.E.	

MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING FEBRUARY

ALEDO – MERGO Participation; Website Support; RLF Coord.; HSTP Planning; County Events Brochure Planning.

ALPHA – HCEDP Participation; DCEO Bond Grant Asst.; HSTP Planning.

ANDALUSIA – RICWMA Staffing; Riverfront Council; Website Support.

ANDOVER – HCEDP Participation; HSTP Planning; Park/Rec Planning/Grant Asst.

ATKINSON – HCEDP Participation; Website Support; HSTP Planning.

BETTENDORF – Joint Purch.; Scott Co. Hsg Cncl.; Transit Planner Coord. & IAQC Transit Issues; Riverfront Cncl.; Solid Waste Coord.; I-74 Brdg. Coord.; Drug/Alcohol Testing Consort.; RLF Loan Admin./Marketing; Trail Coord.; DOJ Interoperability; Air Quality Asst.; Scott Co. Haz Mit Plan; NSBP/EDA Apps; Park/Rec Planning & Mapping Asst.; QCICNet; Annexation Review; IADOT/City Quarterly Meeting.

BLUE GRASS – Reg. 9 Coord.; Solid Waste Coord.; Website Development/Redesign; Scott Co. Haz Mit Plan; Grant Asst.

BUFFALO – Trail Planning; RFP Asst.; Riverfront Council; Solid Waste Coord.; Scott Co. Haz Mit Plan.

CAMBRIDGE – HCEDP Participation; Website Support; Logo Asst.; HSTP Planning.

CARBON CLIFF – RICWMA Staffing; Joint Purchasing; Trail Planning.

COAL VALLEY – Joint Purchasing; RICWMA Staffing.

COLONA – Trail Png; Joint Purchasing; Utilities GIS/Mapping Asst.; Logo/Graphics Asst.; 2010 Census Challenge.

CORDOVA – RICWMA Staffing; Riverfront Council; Website Support.

DAVENPORT – Joint Purch.; Rvrfrt. Activities, RiverVision; Drug/Alcohol Testing Consort.; Scott Co. Hsg. Cncl.; Solid Waste Coord.; RLF Loan Admin.; Transit NTD; Transit Planner Coord. and IA QC Transit Issues; QCICNET Interoperability Project; BRAC/OEA Coord.; Air Quality Asst.; Davenport Schools Haz Mit Plan; Trail Planning; Legislative Priorities Asst.; STP Process; School Age Population Projection Data; IADOT/City Quarterly Meeting; ICAAP Resolutions.

EAST MOLINE – IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; RICWMA Staffing; RMS Coord.; Riverfront Cncl.; Interop. Project; RLF Admin.; MUNICES; Air Quality Asst.; Trail Planning; Park Planning & Mapping; Consol. Disp. Study Asst.; QCICNet; Econ. Dev. Strategic Plan.

ELDRIDGE – Solid Waste Coord.; Drug & Alcohol Consort.; Website Support; Scott Co. Haz Mit Plan; Grant Inquiry.

FRUITLAND – Region 9 Transportation Coordination; Solid Waste Coord.

GALVA – Broadband Coordination; HSTP Planning; HCEDP.

GENESEO – HCEDP Participation; Website Support; Trails Planning; HSTP Planning; Census Boundary Asst.; Zoning Map Update.

HAMPTON – RICWMA Staffing; Riverfront Council; Website Support.

HENRY COUNTY – Joint Purch.; HCEDP Part.; Transit Mobility Coord.; Trail Coord.; Zoning Reviews; LESA Program Review; Workforce Dev. Brd.; Legislative Priorities Asst.; Comprehensive Plan Contracting; EDA/USDA Grant; HCEDP Graphics Asst.; Evacuation Plan; Funding Inquiry; Springfield Trip Planning.

HILLSDALE – Cops Grant Application.

KEWANEE – HSTP Planning.

LECLAIRE – Joint Purchasing; Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.

LONG GROVE – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Scott Co. Haz Mit Plan.

MCCAUSLAND – Reg. 9 Trans. Coord., Solid Waste Coord.; Scott Co. Haz Mit Plan; Stormwater Meeting; Logo Design; Comp Plan; Funding Inquiry.

MILAN – Joint Purch.; RICWMA Stfg.; IL QC Intergov. Comm.; E9-1-1 Coord.; RMS Coord.; RLF Admin.; Interoperability Project; Park/Trails Planning/Mapping; MUNICES Coord.; Cons. Dispatch Study Asst.; QCICNet; Traffic Study Inquiry; 2010 Census Challenge.

MOLINE – MUNICES Coord.; IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; RICWMA Stfg.; RMS Coord.; Riverfront Cncl.; RLF Loan Admin.; Trails Coord.; Interoperability Project; Rail Coord.; Air Quality Asst.; Park/Rec Planning; Cons. Dispatch Study Asst.; QCICNet.; RiverVision; STP Process.

MUSCATINE CITY – Trl. Png; Reg. 9 Coord; Solid Wst Coord.; Jnt Purch.; Air Quality Asst.; RLF Coordination; Sidewalk Plan Inquiry; MuscaBUS Display Update.

MUSCATINE COUNTY – Trls. Png.; Website Development/Redesign; Reg. 9 Coord.; Solid Waste Coord.; Joint Purch.; Transit Mobility Coord.; Haz. Mit. Plan; Air Quality Asst.; OEA Grant; Coord. EDA RLF Coordination; IA Mississippi River Partnership.

NEW BOSTON – MERGO Participation; Website Support; Grant Research; County Events Brochure Planning.

OAK GROVE – E9-1-1 Coord. Consolidated Dispatch Study; Census Boundary Assistance.

ORION – HCEDP Participation; Website Support; Safety Policies Research; HSTP Planning; Water Mapping Update Inquiry.

PORT BYRON – RICWMA Staffing; Riverfront Council; ED Strategy.

PRINCETON – Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.

RAPIDS CITY – RICWMA Staffing; Riverfront Council.

RIVERDALE – Riverfront Council; Trail Coordination; Solid Waste Coord.; Website Development/Redesign; Haz Mit Plan; Grant Assistance.

ROCK ISLAND CITY – IL QC Intrgv. Comm.; E9-1-1 Coord.; Joint Purch.; Riverfront Cncl.; RiverVision; RICWMA Stfg.; MUNICES Coord.; RMS Coord.; RLF Loan Adm.; Interop. Proj.; Rail Coord.; AQ Asst.; Workforce. Dev. Bd.; Consol. Dispatch Study App; QCICNet; EDP Appl.; Data Asst.

ROCK ISLAND COUNTY – E9-1-1 Coord.; LEPC Committee; IL QC Intergov. Comm.; RICWMA Stfg. & Website Support; Joint Purch.; Trail Coord.; WIB Part.; RMS Coord.; Transit Mobility Coord.; Passenger Rail; Air Quality Asst.; Legislative Priorities Asst.; QCICNet; Evac. Plan; Forest Preserve Planning, 2010 Census Challenge; Stationery and Graphics; Hazard Mitigation Png. Appl.; QC Health Initiative.

SCOTT COUNTY – Fin. Mgnt. - Scott Co. KIDS; Scott Co. Hsg. Cncl.; Joint Purch.; I-74 Brdg. Coord.; Trail Png.; RLF Adm.; Reg. 9 Coord. & Regional Transit Mobility; Interop. Project; Goals Booklet; OEA.; Passenger Rail Coord.; Housing Assessment; Budget Report; Air Quality Asst.; Haz. Mit. Plan Asst.; IA Mississippi River Partnership; Solid Waste Coord.; Joint Purchasing Input; Aerial Photo Coord. Asst.; QC Health Initiative.

SHERRARD – MERGO Participation; Website Support; HSTP Planning; County Events Brochure Planning.

SILVIS – E9-1-1 Coord.; Joint Purch.; IL Intergov. Comm. Coord.; RICWMA Stfg; RMS Coord.; CDAP Grant Admin.; Trail Planning; Consol. Dispatch Study App.; QCICNet; Utilities Mapping; Misc. Mapping Asst.; Census Boundary Asst.

VIOLA – MERGO Participation; HSTP Planning; County Events Brochure Planning.

WALCOTT – Reg. 9 Trans. Coord.; Solid Waste Coord.; Trail Coord. ; Scott Co. Haz Mit Plan; RLF Marketing; County Events Brochure Planning.

WEST LIBERTY – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Muscatine Co. Haz Mit Plan; IA Public Health Initiative; Air Quality Coord.

WILTON – Reg. 9 Trans. Coord.; Solid Waste Coord.; Muscatine Co. Haz Mit Plan; IA Public Health Initiative/Health Fair; EDA Application; Air Quality Coord.

WINDSOR – HCDEP Participation; HSTP Planning; County Events Brochure Planning.

WOODHULL – HCEDP Participation; HSTP Planning.

Bi-State Report – February

COMMUNITY/ECONOMIC DEVELOPMENT: Attended Henry County Economic Development Partnership (HCEDP) meetings. Continued administration of EDA/USDA Rural Jobs and Innovation Challenge Grant Program on behalf of multiple member governments in Henry, Mercer and Rock Island counties. IA RELAT meetings. Assisted with economic development funding program information for legislative efforts. Attended Iowa Regional Council, Illinois Regional Council, and Northwest Municipal Association meetings. Assisted members with legislative priorities.

DATA/GRAPHICS/MAPPING/ON-LINE SERVICES:

Data Center: Staff responded to approximately 19 data and map requests in February 2013 including 7 from local governments, 5 from businesses, 4 from non-profits, and 3 from private citizens. The data section of the Bi-State website had 913 page views. The data warehouse site (www.greaterqcregion.org) had 255 visits and 416 page views. Staff began work on the 2013 CEDS (Comprehensive Economic Development Strategy) Progress Report for the region.

Graphics/Mapping: 2014 Aerial Photo Flyover Coordination; 2045 Long Range Transportation Plan; Crash Study Data and Mapping; “Make Air Quality Visible” Mapping; Planning for 2013 QC Street Map Update (Folded & Wall Versions) and Distribution of 2008-09 Edition; Public Officials Directory Map Updates; Rural Transit Flyer; Travel Model Data and GIS Assistance; Update/Maintain GIS Data for Street Centerlines, Traffic Counts, Fed. Functional Class Routes, Corporate Limits, Landmarks, Rail, Trails, and other layers.

www.bistateonline.org: Top files downloaded and pages viewed for February 2013 include: The Loop Rider’s Guide (3,976); BSRC Home Page (3,247); 2040 Quad Cities Long Range Transportation Plan (1,808); QCTransit.com (1,500); Joint Purchase Program (451); ITS Regional Architecture (441); and BSRC Contact Page (292). Watch for new website coming soon!

ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES: Responded to inquiries & assisted with trail/recreation project funding assistance/grants. Served RICWMA with coordination of meetings, oversight and management of waste disposal and recycling programs, reporting and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Attended River Action meetings, including Waterfront Center/Upper Mississippi River Conference planning sessions. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Continuing “Make Air Quality Visible” strategic plan update process. Coordinated multi-jurisdictional comment on Muscatine County area SO2 nonattainment designation. Served inquiries on various programs as they become available on infrastructure, energy and other areas. Continued multi-jurisdictional hazard mitigation planning. Organized bi-monthly meeting of Quad City Riverfront Council.

INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES: Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: spring copier and plotter paper, spring printer supplies, janitorial products, can liners, food service supplies, turf chemicals, and seed. Staffed Quad City Area intergovernmental forums and meetings of area recreation directors, managers and administrators, and chief elected officials. Continued coordination and planning for the awarded DOJ interoperability grant. Assisted with Rock Island Arsenal issues.

REVOLVING LOAN FUND (RLF): Administered Bi-State RLF Program: Prepared meeting cancellation notice and Financial Summary Report. Closed on Rock Island company loan. Provided information to potential applicants. Continued receiving job creation information from active companies. Administered Mercer/Muscatine RLF Program: Provided information to potential applicants. Received initial draw from EDA for first loan. Prepared draft loan documents for Muscatine company.

TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT: Attended related meetings, presented information and continued staff coordination of river crossing issues, including I-74 Mississippi River Corridor. Facilitated consultant contracting for household survey and travel model enhancements. Progress toward urban 2045 LRTP travel model development and plan timeline. Continued IL Region evacuation planning effort. Coordinated bridge restrictions issues. Coordinated traffic analyses and data requests. Continued preparation of urban crash report. Participated in Iowa interdisciplinary traffic safety team meeting and preparing Intelligent Transportation System Architecture update. Monitoring status of MAP-21 implementation. Attended ILDOT/MPO meeting on Transportation Alternatives Program (TAP) funding program and prepared recommendation for IA TAP Flex Funds. Prepared monthly reports of federal transportation programs, coordinated related funding/reporting, and initiated urban and Region FY2014 Transportation Planning Work Programs development. Continued air quality emission reduction efforts and organized bi-monthly meetings of Air Quality Task Force. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and MRT, attending related meetings, as well as other trail planning and grant assistance. Provided input/photos for FHWA Public Roads magazine on livability initiatives in urban area. Organized bi-monthly meeting of the Bi-State Regional Trails Committee. Coordinated Bi-State Drug and Alcohol Testing Consortium and random testing program. Monitored urban and Iowa Region 9 FY13 Transportation Planning Work Program and FFY13-16 TIPs, and need for data entry in Iowa TPMS as part of transportation improvement programming. Facilitated urban STP project programming process. Administered IAQC and Illinois Region 2 transit coordinator positions and budget development. Preparing Region’s Transit Development Plan update. Facilitating MAP-21 transit funding issues. Monitored ITN-QC and attended human services coordination meetings. Served inquiries and assisted with transportation funding programs and transportation information for legislative efforts.



Donelson, Fran <fdonelson@muscatineiowa.gov>

Fwd: For your review

1 message

Gregg Mandsager <gmandsager@muscatineiowa.gov>
To: Fran Donelson <fdonelson@muscatineiowa.gov>

Tue, Apr 9, 2013 at 3:35 PM

Begin forwarded message:

From: Gregg Mandsager <gmandsager@muscatineiowa.gov>
Subject: Fwd: For your review
Date: April 9, 2013 3:34:30 PM CDT
To: Tom Spread <tspread@muscatineiowa.gov>
Cc: Dick Yerington <dyingerton@muscatineiowa.gov>

Tom:

Please see the email, memo and attachments supplied by Dick Yerington.

Please let us know if you would like to have a discussion or follow up with staff.

The savings could be used to create an outdoor shelter on site to address one of the resident concerns.
However, this may not be necessary given the two additional recommends by Dick (see memo).

I will plan to include this email and attachments with the Council in my weekly update.

Thanks,
Gregg

Begin forwarded message:

From: "Yerington, Dick" <dyingerton@muscatineiowa.gov>
Subject: For your review
Date: April 9, 2013 3:01:17 PM CDT
To: Gregg Mandsager <gmandsager@muscatineiowa.gov>

Hi Tom,

Over the past 12 months the maintenance departments turned over 35 vacated units as follows,

Clark House	21 units
Sunset	14 units

We estimate that it costs an additional \$13,815 annually to renovate the smoking units.

Please find attached information as it relates to your most recent email.

Please let me know if I can be of any further assistance.

Dick

—

Please take note of my new e-mail address is as follows.

(dyerington@muscatineiowa.gov)

Richard C. Yerington, Housing Administrator

Muscatine Municipal Housing Agency (IA049)

215 Sycamore St

Muscatine, Iowa 52761

[1-563-264-1554](tel:1-563-264-1554) office

[1-563-299-2057](tel:1-563-299-2057) cell

[1-563-263-3064](tel:1-563-263-3064) fax

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Gregg Mandsager, ICMA-CM

City Administrator

City of Muscatine

215 Sycamore Street

Muscatine, IA 52761

[563-264-1550](tel:563-264-1550) Work

[563-264-0750](tel:563-264-0750) Fax

www.muscatineiowa.gov

gmandsager@muscatineiowa.gov

Please note the new email address!

Gregg Mandsager, ICMA-CM

City Administrator

City of Muscatine

215 Sycamore Street

Muscatine, IA 52761

[563-264-1550](tel:563-264-1550) Work

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gmandsager@muscatineiowa.gov

Please note the new email address!

6 attachments



2013-04-09 Housing Memorandum on Smoking .doc
27K



HUD Notice 2012-25.pdf
134K



Courtney, Staff response to Tom email.doc
28K



Clark House Smokers unit rehab numbers.docx
15K



Study New England Housing Authorities.doc
67K



Study From Montana Housing Authority.doc
25K

Memorandum

To: Tom Spread
From: Richard Yerington
Date: April 9, 2013
Re: Response to Smoke- free Recommendations

Thanks again for voicing your thoughts concerning the changes to the public housing smoking rules. I share all of your concerns and the last thing we want to do is create a situation that would displace a long-term resident.

In answer your question concerning HUD funding, I have not been informed by HUD that we could lose funding if we do not implement smoke free rules. However, subsidies are being reduced annually and HUD is moving in the direction of market-rate mixed-income uses for public housing facilities. (Please see attached HUD notice 2012-15)

The resident steering committee was appointed by the Clark House Resident Association, the Sunset Park Resident Association and the MMHA Resident Advisory Board. The committee looked at different aspects of this issue. We anticipated that some of our residents would be opposed to smoke free facilities.

The committee's recommendations are based on sound research about the health impact not only on smokers, but on the impact of second-hand smoke on non-smokers. The State of Iowa has taken regulatory steps to limit smoking in public and private facilities. This is a trend not only here in Iowa, but in many other states.

Improving the living environment of our residents is our top priority. Currently, we have 249 individuals in public housing. However, 90 are children who range from two months to 18 years old. When looking at changing the smoking rules we need to fully understand the impact on all of our residents.

Presently the smoking rules allow for smoking anywhere on the grounds of public housing and in families apartments. If residents choose, they are allowed to expose children to the contaminants of second-hand smoke. If we choose not to act, we will continue to expose approximately 200 of our residents and countless visitors to the dangers of second-hand smoke daily. The research is clear. If you do not have a smoke-free facility, the smoke will travel and every space in the building will be contaminated with second-hand smoke.

I support the implementation of the smoke-free rule change as recommended by the steering committee with two additions. The first is all residents that currently smoke in their apartments be

allowed, up to one year to quit, provided they are actively involved in a smoking secession plan with a doctor or another professional. The second addition is no current resident will be evicted for solely violating the no smoking rules. Becoming 100% smoke free may ultimately come through attrition.

I am especially concerned about the message we are sending to the children at Sunset. I think we all know the challenges children have when coming from a household that smokes. Exposure to the horrific chemicals found in tobacco products can affect these children's health now and for the rest of their lives. Even the smell of cigarette smoke on clothing has a certain stigma associated with it and can cause other issues in school. The effects can be permanent, but we have an opportunity to prevent it now.

This smoke free rule change may be adopted administratively through our housing rules or as a policy adopted by council as the Board of Commissioners.

Please let me know if I can be of any further assistance.

Dick

Please find attached

HUD PIH Notice- 2012-25 issued May 29, 2012

Courtney Ferrerra's committee response

Clark House Smokers unit rehab numbers (addition to non-smokers rehab)

Study from New England Housing Authority

Study from Montana Housing Authority



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Healthy Homes and Lead Hazard Control**

SPECIAL ATTENTION OF:

NOTICE: PIH-2012-25

Regional Directors; State and Area
Coordinators; Public Housing Hub
Directors; Program Center Coordinators;
Troubled Agency Recovery Center Directors;
Special Applications Center Director;
Administrators; Resident Management
Corporations Public Housing Agencies;
Healthy Homes Representatives

Issued: May 29, 2012

**Expires: Effective until amended,
revoked or superseded**

**Cross Reference:
24 CFR 903.7 (e)(1)
24 CFR 966.3**

Subject: Smoke-Free Policies in Public Housing

1. Purpose. This notice is a reissuance of PIH Notice 2009-21 which strongly encourages Public Housing Authorities (PHAs) to implement smoke-free policies in some or all of their public housing units. According to the American Lung Association, 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 adverse effects of smoking. This concern was addressed by the Family Smoking Prevention and Tobacco Control Act, P.L. 111-31, signed by the President on June 22, 2009. It is possible for Environmental Tobacco Smoke (ETS) to migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects for those living in neighboring residences. Therefore the Department is encouraging PHAs to adopt smoke-free policies. By reducing the public health risks associated with tobacco use, this notice will enhance the effectiveness of the Department's efforts to provide increased public health protection for residents of public housing. The Department is currently developing additional guidance to assist PHAs with the consideration and adoption of smoke-free policies.

2. Applicability. This notice applies to Public Housing.

3. Background. Secondhand smoke, also known as Environmental Tobacco Smoke, is the smoke that comes from the burning end of a cigarette, pipe or cigar, and the smoke exhaled from the lungs of smokers. ETS is involuntarily inhaled by non-smokers, and can cause or worsen adverse health effects, including cancer, respiratory infections and asthma. According to the U.S. Environmental Protection Agency (EPA) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke (www.epa.gov/smokefree/healtheffects.html). Also the 2006 Surgeon General's report identified hundreds of chemicals in secondhand smoke that are known to be toxic. The report

(The Health Consequences of Involuntary Exposure to Secondhand Smoke) can be found at <http://www.surgeongeneral.gov/library/smokeexposure/report/fullreport.pdf>. According to this report, secondhand smoke causes an estimated 50,000 deaths in adult non-smokers in the United States each year, including approximately 3,400 from lung cancer and approximately 46,000 from heart disease. This can have a significant impact on people who live in close proximity to smokers.

Currently there are more than 1.2 million families who reside in public housing. Residents between the ages of 0-17 represent approximately 39 percent of public housing residents, with those over the age of 62 representing approximately 15 percent of public housing residents. Residents in these age groups account for at least 54 percent of public housing residents, and represent a population that could be at increased risk to the adverse effects of ETS. Additionally, there are a considerable number of residents with chronic diseases such as asthma and cardiovascular disease who may also be particularly vulnerable to the effects of ETS as secondhand smoke lingers in the air hours after cigarettes have been extinguished and can migrate between units in multifamily buildings.

Smoking is the leading cause of fire deaths in multifamily buildings with 26 percent of these casualties reported in 2005

www.usfa.dhs.gov/downloads/pdf/publications/Residential_Structure_and_Building_Fires.pdf. Data from the U.S. Fire Administration of the Department of Homeland Security estimates that in 2006 there were 18,700 smoking-material fires in homes. These fires resulted in 700 civilian deaths (not including firefighter casualties), 1,320 civilian injuries, and \$496 million in direct property damage www.nfpa.org/assets/files/PDF/OS.Smoking.pdf.

4. Indoor Air Quality (IAQ). According to the U.S. Green Building Council (USGBC), toxin free building materials used in green buildings help combat indoor air pollution. Achieving good IAQ involves minimizing indoor pollutants such as ETS; therefore it would be advantageous for a PHA to restrict indoor smoking as it would be easier for a property to achieve good IAQ in its buildings. During construction or renovation of projects, PHAs should consider the following actions: installing direct vent combustion equipment and fireplaces; providing for optimal, controlled, filtered ventilation and air sealing between living areas and garage or mechanical areas, and the use of paints and other materials that emit no or low levels of volatile chemicals (volatile organic compounds or VOCs). Sixty-five percent of the public housing inventory was built prior to 1970. In order for a PHA to implement retrofits that would improve IAQ significantly, it would be likely that renovation would need to take place. If a PHA performs renovations to improve IAQ without also implementing a non-smoking policy, the IAQ benefits of the renovation would not be fully realized. Therefore, a non-smoking policy is an excellent approach for those PHAs that are trying to achieve improved IAQ without additional retrofit costs.

5. Maintenance. It is well known that turnover costs are increased when apartments are vacated by smokers. Additional paint to cover smoke stains, cleaning of the ducts, replacing stained window blinds, or replacing carpets that have been damaged by cigarettes can increase the cost to make a unit occupant ready. Therefore, a non-smoking policy is another good approach for reducing maintenance costs. View the Sanford Maine Housing Authority case study at

<http://www.smokefreeforme.org/landlord.php?page=Save+Money%2C%3Cbr%3ESave+Your+Building>.

6. **Policy Discretion.** PHAs are permitted and strongly encouraged to implement a non-smoking policy at their discretion, subject to state and local law. Some PHAs have established smoke-free buildings. Some PHAs have continued to allow current residents who smoke to continue to do so, but only in designated areas and only until lease renewal or a date established by the PHA. Some PHAs are prohibiting smoking for new residents. According to a state-funded anti-smoking group, the Smoke-Free Environment Law Project of the Center for Social Gerontology, there are more than 225 PHAs and housing commissions across the country that have implemented non-smoking policies. PHAs should consult with their resident boards before adopting non-smoking policies at their properties.

7. **PHA Plans.** PHAs opting to implement a non-smoking policy should update their PHA plans. According to 24 CFR 903.7(e), their plan must include their statement of operation and management and the rules and standards that will apply to their projects when the PHA implements their non-smoking policy. PHAs are encouraged to revise their lease agreements to include the non-smoking provisions. If PHAs institute non-smoking policies, they should ensure that there is consistent application among all properties and buildings in their housing inventory in which non-smoking policies are being implemented.

8. **Smoking Cessation National Support.** Smoking tobacco is an addictive behavior, therefore PHAs that implement non-smoking policies should provide residents with information on local smoking cessation resources and programs. Local and state health departments are sources of information on smoking cessation. The toll-free number of the National Network of Tobacco Cessation Quitlines, 1-800-QUIT-NOW (1-800-784-8669), connects users directly to their State quitline, the National Cancer Institute's website www.smokefree.gov provides tips on quitting tobacco use, and the American Lung Association's Web page on State Tobacco Cessation Coverage www.lungusa2.org/cessation2 provides information on cessation insurance programs, both public and private, in all states and the District of Columbia. In addition, information on quitting from National Cancer Institute counselors can be accessed by calling the toll-free number 1-877-44U-QUIT (1-877-448-7848). Hearing or speech-challenged individuals may access these numbers through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339. PHAs that implement non-smoking policies should be persistent in their efforts to support smoking cessation programs for residents, adapting their efforts as needed to local conditions.

9. **Further Information.** For further information related to this notice, please contact Shauna Sorrells, Director, Office of Public Housing Programs at (202) 402-2769.

/s/
Sandra B. Henriquez
Assistant Secretary for Public and Indian
Housing

/s/
Jon L. Gant,
Director, Office of Healthy Homes
and Lead Hazard Control

Tom Question 1.

While we appear to be dealing with a minority (of chronic smokers), they are none the less our friends, neighbors and loved ones. I am concerned that offering substance abuse counseling is simply not enough, particularly on such short notice. (In my view, if you have smoked much of your life, a few months constitutes short notice).

Courtney Response 1.

The majority of our residents at the Clark House have been aware that we are considering going smoke free since January. If implemented by our desired date of July 1, 2013. Accessing resources from New Horizons is an opportunity for us to let our smoking residents know we appreciate quitting smoking is difficult and we support them in their attempts.

Tom Question 2.

Has the committee fully considered issues such as "grandfather" status, limited residency, i.e. a smoking floor or a smoking wing? Is it reasonable to consider a limited number of smoking units in the MHA system?

Courtney Response 1.

The committee considered at great length several options to accommodate our residents that smoke and the greater percentage that do not smoke. We discussed the option of "grandfathering" our smokers in. However, it was determined that it would not diminish the problems caused to non-smokers living next to or near those smokers. We also discussed several times the option of creating smoking floors. We could not find a solution that would not cause people to be displaced from their current apartments. We felt that turning some floors into smoking floors could create immediate expenses that our budget could not handle at this time if we had to rehab apartments of smokers moving to the smoking floor. The committee did not believe having smoking floors would prevent the smoke from traveling to the other floors or into other apartments. The majority of people living at the Clark House are not smokers and do not support smoking in the building.

Steering Committee Members

Lisa Bunn

(smoker)

President Sunset Park Resident Association & Resident Advisory Board Member

Leah Krise

(smoker)

Sunset Park Resident Association Member

Charlotte Beauchamp

(former smoker)

President Clark House Resident Association & Resident Advisory Board Member

Al Schlegel

(smoker)

Clark House Floor Representative & Resident Advisory Board Member

Dale Hidlebaugh

(non-smoker)

Clark House Floor Representative

Robert Alloway

(non-smoker)

Member Resident Association Board

Chad Yocum

(non-smoker)

Sunset Park Staff Manager

Courtney Ferrerra

(non-smoker)

Clark House Staff Manager

Smoking Survey Results

Of the 100 surveys that were delivered to the residents at Clark House a total of 61 surveys were returned.

38 surveys were in favor of going smoke-free

23 surveys were not in favor of going smoke-free

39 were not returned

24 units are reported to have resident smokers

Only three residents out of 159 adults have directly objected to our staff concerning the smoke-free rule change.

Three long term residents that are smokers have informed me they are quitting all together.

Mr. Maher also stated in the interview with channel 4 that he would hate moving more then he likes smoking and will step outside if the smoke free rules are implemented.

Smokers unit rehab numbers (addition to non- smokers rehab)

Clark House One Bed Room Unit

Bleach complete units wall, sprinkler system pipes, appliances, and floors .

14 hrs. @ 25.81 per/hr. = **361.34**

Prime (with Kills) & paint all walls, ceilings.

22 hrs. @28.20 per/hr. = **620.40**

Replace cabinets (90% probability) = **1588.73**

Replace Carpet & VCT tile = **1150.00**

Replace refrigerator = **480.00**

Replace smoke alarm = **42.50**

Replace blinds = **230.00**

Cleaning materials (bleach & Kills primer) = **132.00**

GRAND TOTAL = 4604.97

Maintenance Supervisor

Michael D Ganzer

2009 Study New England Housing Authorities

COST OF REHABILITATING A RESIDENTIAL UNIT

General Cleaning	\$240	\$500	\$720	Nonsmoking
Paint	\$170	\$225	\$480	Light Smoking
Flooring	\$50	\$950	\$1,425	Heavy Smoking
Appliances	\$60	\$75	\$490	
Bathroom	\$40	\$60	\$400	
TOTAL	\$560	\$1,810	\$3,515	

Data reflect surveys from housing authorities and subsidized housing facilities in New England. Collected and reported by Smoke-Free Housing New England, 2009.

Study From Montana Housing Authority

Restoring a Smoke-Damaged Apartment

Property owners/managers: Curious about what to clean, restore, and replace when converting to a non-smoking unit?

Residents: Wondering what to ask your landlord to clean or replace when moving into a unit that has been smoked in?

According to Kennedy Restoration Co. (Portland, OR), the following items in a smoke-damaged apartment will need to be cleaned, restored, or replaced. Individual units may vary, but a thorough restoration of a 2-bedroom apartment could cost up to \$15,000. "But once the home is cleaned and restored, keeping it smoke free leads to many benefits for the property manager and the owner. We have seen more timely lease-ups, which leads to increased rents and a very satisfied client. It is definitely worth the time, investment and commitment."

~Barb Casey, Marketing Director, Kennedy Restoration

Restoration Checklist

Clean (& replace if needed): Floors, Baseboards & trim, Walls, Ceiling, Doors & door openings, Door chime, Shelving, Closet organizers & rods, Cabinetry-inside & out, Countertops, Ceramic tile, Outlets & switches, Light fixtures, Window units, frames, & sills, Range & hood, Refrigerator, Dishwasher, Sinks, Toilets, Bathtubs & showers, Vanity, Mirrors, Blinds, Exhaust Fans, Ceiling Fans, Seal (1 coat) & Paint (2 coats), Baseboards & trim, Doors & door openings, Window frames & sills, Shelving, Vanity, Cabinetry, Floor underlayment (seal for odor control), Remove and Replace, Carpet, Carpet pad, Curtains Vinyl Smoke or burn-damaged countertops, linoleum, furnishings, etc.

Step 1

It takes approximately four days and a team of three cleaning experts to clean a unit of this size. These four days includes a complete cleaning from ceiling to floor and includes cabinets, bathrooms and other rooms. This can be referred to as basic overall cleaning. When dealing with tobacco smoke, there are several additional detailed cleaning steps and all require an additional charge. The detailed cleaning list includes appliances, bath and lighting fixtures, tub surrounds, bath vanities and door and window openings, which include woodwork, frame and window glass.

Carpet has to be removed and replaced. If there is a sub-floor it has to be cleaned, sanitized/deodorized and sealed with "Kilz" or "Bulls-eye" primer.

If floors are yellow/brown from tobacco, they have to be removed and replaced.

If appliances are porcelain, they can be cleaned; if appliances are vinyl, they have to be removed and replaced.

The contractor should communicate all these steps to the on-site manager, the property Management Company and/or the owner.

Step 2

The next step is the ozone and thermal fogging process. For these purposes, a portable ozone machine would probably be used for 24 – 48 hours, depending on the complexity of the odor.

A thermal fogger would also be used in conjunction with the ozone or separately, again depending on the situation. The ozone machine attacks the smoke molecules and the fogger is used to penetrate those surfaces that are not easily reached i.e. behind trims, etc. In some circumstances, if fixtures are too yellowed and odiferous, they may have to be removed and replaced. If the odor has permeated ceiling fans and cabinets, those items may also have to be removed and replaced.

Step 3

The next step is the sealant process. Clear coat sealant is applied to cabinetry and doors if these items still retain the smoke odor. Smoke will penetrate porous materials like doors and cabinets, but laminate is non-porous so it can usually be cleaned. “Kilz” or “Bulls-eye” primers are then used to seal all the cleaned areas (as outlined in Step 1). If the smoke odor is not cleaned thoroughly, the sealant process is not helpful, as smoke will “bleed” through the sealant.

Step 4

This step is to paint the entire apartment and the woodwork, replace carpet and pad, any appliances, any flooring and any doors that weren’t able to be clear coated.