

Draft MINUTES
City of Newport Planning Commission
Work Session
Newport City Hall Conference Room A
January 25, 2016
6:00 p.m.

Planning Commissioners Present: Jim Patrick, Lee Hardy, Rod Croteau, Bill Branigan, and Bob Berman.

Planning Commissioners Absent: Mike Franklin (*excused*).

PC Citizens Advisory Committee Members Absent: Dustin Capri (*excused*).

City Staff Present: Community Development Director (CDD) Derrick Tokos and Executive Assistant Wanda Haney.

Chair Patrick called the Planning Commission work session to order at 6:00 p.m. and turned the meeting over to CDD Tokos.

A. Unfinished Business.

1. Discussion of workforce and affordable housing initiatives. Tokos noted that he put together a brief PowerPoint presentation. He hoped that the Commissioners had an opportunity to take a look at the background material that had been provided in the packet to get a reflection of where we're at. He noted that the objective here, as he's been talking with City Manager Nebel, is to work towards getting the Planning Commission as a body and the City Council on the same page going forward on the next round of issues. He said there are some things that need more work. For some of those, relationship-building needs to be done. There's a package of things. He said that as we've had a turnover on the City Council, there are some folks who don't have the context; especially when implementing plans predating their tenure on the City Council. There are also some new opportunities in some cases.

The first slide discussed the partnership the City has with Habitat for Humanity for affordable housing. Tokos noted that we have an existing partnership with Habitat; there's an existing agreement between the City and Habitat for them to construct units on the properties highlighted in the slide. We'll see how many units they ultimately can construct. They are looking to do a duplex on the first property on 10th Street. They are working on a property line adjustment because they would be orienting the duplex with a shared driveway off of Pine Street. They don't expect access would be granted off 10th. Habitat is also working on a street vacation with the City Council. They have a full 80 feet of right-of-way to work with. The street ended up being constructed partially on that lot. Those were things that happened back in the day when they didn't have great maps. Tokos said that right now Sally Bovett with Habitat is taking the posture that they as an organization need to come up with those funds; that the land donation itself is the City's contribution. Habitat is not asking for any revolving loan funds. In initiating the street vacation, they are pulling funds from different grant sources. They hope to construct in 2016. They are getting funding from some economic development grant program from Lincoln County and with private entities. Patrick asked when they're doing the street vacation if their just cutting the 80 feet down. Tokos said he's discussed with Sally if it makes sense to do it just for this piece or take it all the way back. His thinking is to take it all the way back because another property has a garage sitting in the street right-of-way. That parcel would be nearly impossible to redevelop without that area up there and just curving the street. Tokos said the piece of property to the west would follow for development. There are utility lines all through there. So the street vacation is necessary for that piece as well. He said the last piece is worse in terms of access. No option looks really positive. Berman asked if the property has changed hands yet. Tokos said Habitat actually has to construct the units and then ownership changes before a certificate of occupancy is issued. The City holds it with no transfer until we know the units are there.

Tokos said that Habitat works at the lower end in terms of the spectrum. They're not rentals; but owner-occupied for families making 40-60% of median family income (MFI). They figure no more than \$34,680 a year for a family of four based on 2015 data. That's calculated through the HUD median income for Lincoln County. It's adjusted every year. It's a long-term loan that Habitat carries. Tokos noted that this action would implement Newport Housing Goal 1 and Goal 2, Policy 2, which calls for the City to cooperate with nonprofits on the provision of needed housing, including establishing a land bank program. Berman said you're talking about affordable to those families at not more than \$34,600; but what's their income. Hardy said not more than 30% of their income; and Tokos agreed. Tokos said he would expect that it falls close to what HUD considers their standard on the rental side; and Hardy said that's it on the rental side too. Branigan asked if they don't pay interest on these loans, or the principal is forgiven after thirty years. Tokos said he doesn't recall the details, but it's on Habitat's website. Habitat carries the loans. Patrick said that Habitat gets funds back that way. Tokos said he suspects Habitat gets the money back plus some percentage; but it's nominal. Tokos noted that Habitat has done a number of builds in Lincoln County, but none in Newport because the costs are too high. He said the land donation agreement is probably posted on their website.

The next slide discussed the partnership with Lincoln Community Land Trust (LCLT). Tokos noted that's where we have some relationship-building to do. Some members of the City Council were upset about the Trust's work to put together a proposal for the property adjacent to Don Davis Park. Even though no proposal was proposed, they were a little upset. Tokos said from his perspective, he thinks it's time that if the City Council decides it wants to be partners with the Land Trust that it have a liaison on the Trust. Croteau asked who the City Council talks to. Tokos said primarily they talk to Bill Hall or they talk to the City Manager, who is supportive of the Trust. Tokos said the Trust is the only multi-jurisdictional partnership with a nonprofit that we have right now. None of the jurisdictions want to get into the housing game. The benefit of the Land Trust is that it's a nonprofit entity that can serve in that capacity. Should any partner be able to make property available to this nonprofit, the Trust is an avenue to maintain affordability for the long-haul. The Trust can provide services like buyer education or managing property portfolios so that the cities and county don't have to be directly involved with that aspect. Newport, Lincoln City, and Lincoln County have an MOU to provide support to the Trust, which will expire in three years. The Newport City Council suspended its participation financially for the time being. The Council will have to decide what it wants to do; continue to be a partner with Lincoln City and Lincoln County or not. Patrick said it sounds like both Lincoln City and Newport Councils should have someone on the Board of the Land Trust. Tokos said he thinks that's appropriate. That's short-term; but it may be longer than three years. If they're not providing funding, they shouldn't squawk about what the Trust is up to. There isn't another entity that can do the same thing as the Trust. Berman asked what the thinking was behind the RFP. Tokos said to figure out whether it was feasible to do a public/private partnership. After Diane Linn who is with Proud Ground, which is the executive director for the Trust, had her group do an assessment of property suitable for residential development that was the only reasonable one to get the "bang for your buck." You could get the number of units, it was fully serviced, it allows residential on the ground floor as well as over retail. The thought there was could you make a public/private partnership work where some units are made available at market rate, and a certain number of others available for workforce housing, which is 80% to 120% of MFI. It never got to the point where the Trust made a proposal; and it won't. Rod said, it just muddied the water. Tokos said the Trust's thinking was that if it's not going to have a prayer or it may implode anyway when it's brought forward, it would be better to at least have a clear concept as opposed to just saying give us a million-dollar property and we don't know what we're going to do with it. If it doesn't make sense, we would want to pick that off before making a pitch. Berman said it sounds like it was just a communications problem.

Patrick thought the Trust has to get buy-in from both City Councils if they want to make it work. It will have to come from that level. He said as the Planning Commission we can say that our recommendation is that we get it. We understand what you are trying to do. But you need to send somebody off to hear it firsthand. Croteau said we could push that it's the only multi-jurisdictional effort we have. Tokos said we're dealing with the long gain here. We're dealing with an issue that requires multiple strategies to chip away at it. Some of it requires partnerships. It doesn't do value to burn bridges. That's the feeling. Branigan wondered if the City has thought about setting aside a small percent of the budget to go towards affordable housing; say 1%. Croteau thought that a plan should come before financing. Branigan said there are some cities and counties back east that put 5% of their budget aside. They're not in the housing business; they have something like Habitat for Humanity that are doing construction-type loans and never require interest. Tokos said we can't use building fees. Construction excise taxes used to be a way to hit new development; but they closed the door on that, and we can't do that anymore. Jurisdictions can take part of their general fund. We could possibly take part of the room tax. There would have to be a program; but it could certainly be done. But then you're taking that away from something else. Branigan said back east where he was mentioning there are lots of retail workers and lots of restaurant workers; and there's no affordable housing for that level of worker. So they're converting apartment buildings into workforce-enabled condos. Tokos said as a body, the Commission can encourage the City Council to consider dedicating funding. Hardy said but the Council comes and goes. Tokos said he agrees that's part of the issue. It's that way with all the things we try to do. The planning process is relatively short compared to the implementation, which takes several years. If we had a dedicated funding source in place and it starts to produce things, it becomes more institutionalized and is less likely to be discarded or redirected. Croteau said maybe we have to integrate a plan. We have to figure what things we can do. Get their buy-in for the big picture. Then maybe it becomes doable. Without a long-range plan, you have to convince them. Patrick said it doesn't matter if it's funded through an on-going source or just by foregoing some of the funding. You have \$20 thousand dollars in SDCs to build a house. Tokos said it's actually \$11 thousand. Patrick said \$20 thousand is about the average throughout Oregon. Tokos said the Land Trust can go up to 120% of MFI. That takes it up to more middle income people like teachers or others who make a reasonable salary, but not enough to buy desirable homes in Newport necessarily.

The next slide discussed the multiple unit property tax exemption (MULTE). Tokos thinks we can make some headway with this, but we need a partnership with the County. He thinks it's best to actually have a letter from the City Council to the Board of Commissioners asking that it appoint a couple of people to a work group to develop a tax exemption program. Tokos said he can work with the City Attorney to put together language and outline policy language. We have some flexibility on this. A developer would receive a ten-year exemption on the structural improvements, not the land itself, as long as the program requirements are met. He said we might want to watch out for what Eugene did. They have more student housing than they thought they would. You have to be careful that you don't do a give-away; you have to get a reasonable return of some sort. In this case, it would be that you get affordable units at 20% to 60% MFI, or \$795 per month for a two-bedroom. We could play with those figures; he just threw them out for an example. We would have to take a hard look at it. We have information from the Housing Needs Assessment that gives us a sense of what the rental points are. He sees this as a great opportunity. It's targeted to land that's not generating a lot in the way of taxable assessments at this point since it's vacant; so he thinks it's the

low-hanging fruit. Berman asked if it would apply to all taxing authorities so you would have to get all of them to buy in. Tokos said those relative to Newport. Berman said, so the school, the hospital. Tokos said yes. Patrick said he thought you could get the hospital to sign off, but he's not sure about the school district. Tokos thought they might sign off. It's housing. It doesn't cost them anything. They're not getting anything right now. Berman wondered if it isn't made up by the State the same as Urban Renewal. Patrick said you need to get their buy-off for the \$1 a square foot excise tax. Tokos said that's more of a legitimate argument where you have added students coming in forcing them to put new schools on board. The school district says they can't fund this; they can't keep up with large tracts of housing coming in. Tokos noted that this program would implement Policy 9 of the Student Housing Report, which called for the City to work with the County on this.

The next slide was about reviewing city-owned property to identify those suitable for land banking. Tokos said the City has a few properties that have been inventoried. The final step of that exercise is for the City Council to identify any others to make available for workforce housing or for sale for buyer-initiated grants. He doesn't think there are any others suitable in the inventory, but we should go through the exercise and see if that is the case. Patrick said at some point they do become suitable. Tokos noted that there are a few lots up on Klamath Place that are very steep but are actually view lots. They're not suitable for workforce housing because all of the development costs are too high; but the City may sell them. Patrick said and then turn around and use those funds elsewhere. Tokos agreed you could use it to just buy an existing residential lot in Newport.

The next slide was about the Community Service Consortium (CSC) housing rehabilitation program. Tokos said there's about \$170 thousand sitting over there for rehab loans in the community that was turned over to CSC several years ago. These funds are available to people who couldn't otherwise do rehab on their properties without the lending. The loan amount is capped at \$30 thousand. There's a lien on the property, and the money's paid back upon the sale of the property. Tokos said that the CSC got hammered on its funding over the last few years. They've trimmed back the housing program. They've had a lot of turnover. They have nobody in our area serving as a liaison with lenders or lining up families. This program is valuable in our community where we have significant housing that is not in the best shape. It's critical housing for those who have it. It's needed to maintain them so they're safe and structurally sound. It's that kind of program that keeps us from having homes where they can't maintain them and they fall apart and are no longer useful and it leads to abatement. Berman asked what the nature of the loan is; the interest rates, the repayment terms. He said if you're eligible then you haven't got a lot of money to pay that loan back. Tokos said as he recalls they simply lend on the property and are paid back at a later date. It's extremely flexible. Croteau asked if this is something that Habitat does. Tokos said he's discussed it with Sally Bovett, and she is open to it but they have their hands full with other programs. He said that Habitat and the Land Trust along with Proud Ground can do that. Proud Ground is working with an organization out of the valley. He said it's valuable. It serves a different piece of the housing spectrum. He's one of the members of an appeals board; and anytime they want to try to do a loan that doesn't comport with the rules, they have to take it to that board. He gets a call about once a year. Patrick said that he did some of those rehab jobs for the CSC back in the day, and it was a losing proposition because of what they were willing to pay for what needed to be done. Tokos said on the flip side it's a benefit if the property can be patched up so it's still suitable housing for another ten to fifteen years rather than being vacant and has to be dealt with through abatement.

The next slide discussed incentivizing construction of affordable or workforce housing with reductions in system development charges (SDCs). Tokos said our SDCs are about \$11 thousand per unit. We would have to update the SDC methodology to do this, and there are funds budgeted for that. He said some builders would like to see them reduced, period; but it needs a philosophical approach. SDCs are used to pay for capital infrastructure needed to support growth. If it's not through SDCs, the funds have to come from somewhere else; which usually means the existing residents pay, and that isn't popular either. To reduce them all the way down or eliminate them without a trade-off is not effective. Eliminating them without getting something doesn't make sense. SDCs are a significant upfront development cost, so developers would benefit here. Sometimes this incentive is used in programs to maintain affordability for the long-term. Portland Housing does this for sixty years. The recorded agreements run with the land. When ownership turns over, it has to be reviewed by the City. Patrick asked when they reduce the SDCs are they making it all the units or a portion. Tokos said it would be for those units that they get the SDCs reduced on. He said we wave flexibility; but we have to put it in the methodology. We're waiting for the sewer master plan capital projects list. We just had the storm water. How we come up with the \$11 thousand in large part depends on what the future capital needs are and what the likely costs are. We know we have the major capital projects list coming for storm water and sewer. We will have to guess on parks because that master plan won't be done until two or three years. Patrick said that's something we should have a discussion about. Tokos said part of the parks system master plan would be facilities and maintenance needs. He said he doesn't think the Council and even Parks and Recreation staff have a clear understanding of what the costs are for maintenance because everything right now is just limping along. Patrick agreed that when we redo that plan we'll actually have something. He thought SDCs are just limited to new buildings and new land for parks; not maintenance. Tokos said there are still funds being made available by Oregon Parks and Recreation for land acquisition and park improvements. If it's not in the master plan then we don't stand a chance of getting the funds. The existing master plan is so outdated; it was done in 1993. Croteau asked if they separate acquisition from maintenance in terms of funding sources for parks and recreation. Tokos said that maintenance with the master plan would be fee- or general-fund-driven. Capital acquisitions would be more the SDCs or grants approach. Berman noted that Tokos had said that we will be getting a sewer master plan. Tokos said that will be done in February. Berman asked if we need to replace failing sewer is that maintenance. Tokos said we take the capital projects list and create an SDC-eligible list. He said that would mean for instance if an existing eight-inch line is failing and needs to be extended or upgraded,

we may list that as a twelve-inch line. Based on the future population it will serve we may determine that 25% of that is SDC eligible and 75% goes to the existing population. We have to do that across the whole project list to figure that out. Patrick thought it will be great when we get the parks master plan and get real numbers. He said back in 2000 when we raised the SDCs, Councilor Peggy Sabanskas was the one who cut the parks fee in half. At that time it was bigger than the water and the sewer charges. Tokos said we don't have to collect 100% of the parks capital projects; it's a policy choice. But something else has to pay for those capital needs. For parks, you can just slow down acquisition; it just doesn't become as robust. It becomes more challenging with water, sewer, and streets; but you sometimes have to do it. Tokos sees the parks master plan picking up the aquatic center; and we can look at those long-term costs more closely than he thinks they have been evaluated as part of the construction.

The next slide discussed narrow street standards to reduce infrastructure costs for new development. Hardy asked why reduce street standards that have been argued for. Tokos said there are a couple of different ways to play this out. He said you have two 10-foot travel lanes, two 8-foot parking lanes, and 5-foot sidewalks within a 50-foot right-of-way; that's expensive and difficult to do in some areas. Through planned developments we are talking about authorizing smaller street sizes; 24 feet with sidewalks on one side as opposed to two. We can come up with two or three options or standards for street sizes that we want to authorize in Newport. You can look at this from the perspective that it will allow for what we are trying to do and reduce infrastructure site costs. Also just to increase housing stock we may want to allow narrow streets. We don't have a lot of land, which makes it difficult to develop; and infrastructure costs are preventing us from seeing anything develop. Tokos said you have Bridgeview Heights up by the middle school, and the only way that gets developed is if Harney gets extended north over Jeffries Creek. That's about 80 acres. That developer talks to us about once a year. They seem to be getting excited about doing something. The barrier is the infrastructure costs. Because of the costs of extending that roadway, they can't pencil it out. It's the same thing with Nautical Hills, which is that long narrow piece up by 54th; and there's an area up by 70th in Agate Beach. That's the reason why Don Huster can't get anything going on his piece of property up there. Croteau said he sees it as a useful trade-off as long as it doesn't compromise safety. Hardy wondered if once the precedent is set, can we backtrack to the standard now. Tokos said you could in the future if you wanted to do that. He said for one thing, those are all standards in the 95-96 TSP. You can look at it as there are possible opportunities to reduce the standards without much consequence and reduce infrastructure costs.

Regarding the next slide about leveraging Urban Renewal Funds, Hardy asked what happens if with Urban Renewal a neighborhood goes with reduced standards; and then another neighborhood establishes an LID and pays more than anybody else because you've gone back to standards that are double. Tokos said using Urban Renewal, say you do the Agate Beach Plan looking similar to the Coho/Brant Refinement Plan. It's appropriate to do different streets; we may not have just one standard. You can either do the standard section as part of a subdivision or come in and talk about doing something different. It's an opportunity. One of the things the Housing Study called to look at was increasing density. We can do that as well. We've talked about that in the past. Something we possibly should look at is whether the existing cross-section is appropriate. We haven't done so since the 90s. Croteau thought we should do that first. Hardy asked if Tokos could quantify the cost differences. Tokos said we can and spell it out. We can also add language that we allow it but only if a certain percentage of the units are affordable. Hardy didn't think we want to go there. Tokos said what's appealing is that it allows us to get more homes. What's preventing that is not zoning; it's infrastructure and land costs. Hardy asked if we can prove that we're not preventing them from getting all levels of home quality; otherwise we run the risk about special treatment because we're focusing only on these standards for affordable and workforce housing. Tokos said we can show this as Option B, reduced standards, if they maintain 20% of their units at affordable rates. Patrick said we are doing this already in Wilder and Coho/Brant. Croteau said we should look at the standards first and do it globally overall. Berman said it's the same as with SDCs if you can waive them under certain conditions then we have street standards under the same conditions. He said it's exactly the same logic; same reasoning. Croteau said we should be looking at all standards and asking can this be adjusted without significant loss of safety; if so, then they can be adjusted. Tokos thought we can put together definitive reasoning for affordable housing. It gets to the density standard. You can take that extra step and be legally defensive doing it. He said with Urban Renewal funding, we have options in place with the Northside Plan where we could use that. We would say you can build the reduced-standard infrastructure in your development but in exchange a certain number of units are required to be affordable. We could do that. Through agreements, we would come up with partnerships. In the City Center Plan, it may be used as part of mixed use for residential over retail. He said it can be done. It's more long-term because it needs to build tax increment. There's a lot more planning needed before it becomes a reality.

Croteau asked if it makes sense to parse out those kinds of things the City can do on a small scale, like Habitat; and those in the long-term, like leveraging Urban Renewal. SDCs, the street issue, the property tax exemption would all be long-term as well. Tokos said when we put these all out there, he would like this to help the City Council understand the bigger portfolio we want to push. Habitat may only be six homes, investment in property is six homes, plus with Waldport and the County; we can chip away at this. Patrick said the part we have to explain is that we have to make it affordable for developers to put in units. If we don't increase the supply, it increases the price. If you can't get the supply up, you will never be affordable. We have to figure what we can do to get the property done. Tokos said one issue is that those developers who are talking to us, such as Nautical Hills, want to do second homes. They don't want to target workforce. They want to sell to the higher end. There are plenty of people outside the community that will buy them. Patrick agreed that vacation homes were setting our rental market. Tokos said

that increasing the supply isn't necessarily going to affect the affordability issue. Moving on to the next slide, he noted that it has to be policy considerations too. Most will be incentive-based as opposed to regulatory issues. Tokos said the Commission may be looking at vacation rentals again. He personally doesn't believe the code has any bearing on how many units exist in Newport. The City didn't effectively regulate them before. They were hard to track, and many didn't have approvals. Some had conditional use permits. We didn't effectively track it, but the code changes brought them into the system. The argument could be made that the demand for vacation rentals is going up. Hardy said that she's seen that nightly rentals are softening. The occupancy per unit is way down. There are more units now, but not an unlimited supply of tourists. The units are spread out amongst more houses. Croteau said it's his sense that more people came into the vacation rental market than before. Hardy said the City's proceeds per unit is smaller, but there are more overall. Berman said that would be a good report to get. Tokos said there are regulatory approaches we can take. It's harder. They're not as popular. He noted that one would be if the inclusionary zoning gets lifted in Salem. That may come back. It's only illegal in Oregon and Texas. Patrick said just because you get the inclusionary zoning ban lifted, that doesn't mean you'll get more houses. He can't build them and fund them for ten years. Croteau said that doesn't mean that's used effectively as a tool just because it's legal in many states. You need to sort out the partnerships between the nonprofits and the City Council. Patrick thought you need to bring them all together at the table at one time to talk. Tokos said they have been together over the last few years. He agrees that's important. That should not be used not to implement policies we have on the books. Croteau said you have to get global buy-in before it's actually effective. Patrick said we need to figure out a plan and sell them on that. Tokos said we have a long-term challenge in requiring multiple strategies and effective partnerships. We may be doing something on one front because we need a partnership on another front. There's value in regularly assessing the progress and the extent to which the City desires to be actively engaged in the provision of housing. We need to bring the groups together on a periodic basis to see what the City desires to be actively engaged in.

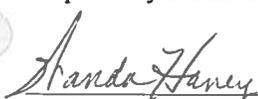
Tokos explained that he was asked by Carla Perry to distribute the handout at tonight's meeting that was a copy of a Viewpoint article from the News-Times from December 11th. Tokos has talked to Bill Hall about this. This is an opportunity to support partner agencies. There's some \$60 million that came out of the last Legislative session for affordable housing at the lower end. This is where we can be partners and not a lead. That's helping further the cause too. Croteau asked if this is a grant program basically. Tokos said those funds being made through this initiative are not targeted at owner occupancy; they are looking at homeless. Berman asked if in part this got initiated because of Hatfield. Tokos said that OSU has secured property in the Wilder development and are doing their due diligence. Part of it will come before the Planning Commission; a Comprehensive Plan amendment. It's Tokos' understanding that there will be enough units there to support OSU's expansion. It's a significant chunk of land they're getting through a purchase agreement. They'll be working on that in parallel to their expansion. He doesn't know if it addresses their faculty; he thinks just students.

Tokos said his question to the Commission is if there are other things that he's missing; or are there other things he should be emphasizing. He's hoping at an upcoming meeting to put together the Commission's thoughts for the City Council. If there's something further, he wants to make sure the Commission has an opportunity to inform the City Council. Hardy wondered if any thought has ever been given to what brings people to be able to rent or purchase; personal decision making, quality of education, or preparation for adulthood. She said what every municipality picks up on in the end is failure. Maybe things should also be done to improve employability. She said, instead of a swimming pool build a trade school; educate them. Start early on. Patrick said he can't think of any other things we can do; other than enlisting someone like Don Huster. Tokos said that Huster really wants to see the multiple unit property tax exemption and is willing to offer up his property as a case study. Hardy thought that Huster would be better qualified to do that and would work with the community to share details. Croteau asked if there's other developers we could include; he hates to have just a single one. Tokos said probably Wilder, and maybe Slayden. Croteau said the broader the base, the better off it would be. Patrick agreed that it makes it more saleable.

Tokos asked of these policies, are there some we should be pushing harder. Patrick thought we should do them all. Tokos asked if the Commissioners were generally agreeable to putting something forward to the City Council that we have to tackle this as long-term; it will take multiple strategies, and these are all reasonable to examine and evaluate. Croteau said if we're looking at SCDs, we can look at street standards. Patrick said SDCs, streets, property tax exemption, all of those add up. With those, he could break even today instead of in ten years. Berman said it seems also that there has to be some outreach. There's an inventory of buildable property. It's that we need to reach out to others on more of a "do you know you could qualify for a property tax exemption." Patrick said if we put it out there, they will find out about it. Croteau said that rehab would be a component for outreach. Tokos said maybe at the next meeting he can have a letter for the Commissioners to look at. If you're comfortable you can pencil it, or you can change it and give it to the City Council.

B. Adjournment. Having no further discussion, the meeting adjourned at 7:15 p.m.

Respectfully submitted,


Wanda Haney, Executive Assistant