

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE CHARLOTTESVILLE REDEVELOPMENT AND
HOUSING AUTHORITY**

April 27, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:00 PM on April 27, 2009 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Jason Halbert called the meeting of the Board to order at 7:00PM on April 27, 2009.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Jason Halbert, Chair
Mr. Hosea Mitchell, Vice Chair
Ms. Sherri Clarke, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Richard Jones Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Mr. Dave Norris, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Heather Jeffries, Asset Manager
Ms. Rebecca Weybright, Housing Director
Ms. Donna Evans, Accounting Manager
Ms. Allyson Manson-Davies, Legal Council
Ms. Deetra West, Administrative Assistant

III. MOMENT OF SILENCE

Commissioner Halbert opened the meeting with a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD MARCH 23,2009.**

With no amendments to be made, Commissioner Jones made a motion to approve the minutes, seconded by Commissioner Stevens. The minutes were approved.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

Mr. Bickers stated that there were no questions to address from the previous meeting.

VI. **PUBLIC COMMENTS**

There were no comments made.

VII. **REPORTS**

A. **Police Report – Sgt. Steve Upman**

Sgt. Upman reported that this is the last meeting he will be attending as he has been transferred to the Investigation Bureau and that Sgt. Tom McKean will take his place. In an effort to address increased activity on CRHA sites, Sgt. Upman stated the police department has started its neighborhood foot patrols targeting certain problem areas. He stated he met with Mr. Bickers to set up a gang and graffiti awareness training for CRHA staff and that the police department is also training its officers with regard to the No Trespass Authority. Sgt. Upman stated it was a pleasure working with the housing authority. Mr. Bickers stated that staff will attend a gang awareness training session on May 8th presented by Detective Todd Lucas. He added CRHA is aggressively towing unauthorized vehicles off housing authority sites as a response to resident, staff, and police complaints.

B. **Executive Director's Report**

Mr. Bickers stated that as of March 31, 2009, CRHA has 17 vacancies with 15 units offered to eligible applicants. Commissioner Jones thanked Ms. Jeffries and Ms. Weybright on their joint effort for achieving the 5% vacancy rate. Mr. Bickers stated that REAC Inspections were conducted at all the sites with the exception of Westhaven. The inspector for the Westhaven site fell ill and will call CRHA to schedule a date to perform the inspection. He stated Crescent Halls scored an 86 which is up from its previous score of 35. Last year South First Street received a 46 and 6th Street was grouped in with the Scattered Sites which received a 55. This year, because of Asset Management, South First Street and 6th Street were combined to form one AMP and their total score was a 77. He thanked staff for the hard work put into site improvements. Mr. Bickers stated that all the MOA items were complete with the exceptions of some minor punch list items.

Mr. Bickers stated that Wallace, Robert, & Todd (WRT) emerged from the Master Planning RFP evaluations as the lead firm. He reported CRHA staff have been conducting negotiations with WRT for the last several months to arrive at a set of terms. The Master Planning work will take place in four phases: Phase I– Inventory and Analysis, Phase II – Community Visioning, Phase III – Alternative Scenarios, and Phase IV – Final Plan Preparation. Mr. Bickers stated WRT will provide the Board with updates at the end of each phase. The final Master Plan will include an Executive Summary that outlines the project goals and planning process and also summarizes the recommendations for all sites. The Plan will also have a separate, detailed “chapter” for each site which will include a site description, a description of the proposed development program for the site, graphic illustrations for the site, and an action plan that will indicate the process for redevelopment that should commence once the Master Plan is adopted.

The final Master Plan will also present a financial plan that will address legal and regulatory issues, identify potential funding sources and develop realistic assessments of their availability. The plan will present two alternative scenarios – one that utilizes HOPE VI funds and one that relies solely on other CRHA, private, local, and state financing. WRT will be working with four partner firms during this process: Gilmore Kean (Strategic Planning, Community Facilitation, Supportive Services), Durvernay & Brooks (Financial Analysis and Residential/Economic Development), Kimley-Horn and Associates, Inc. (Engineers), and Ludwig Corporation (Real Estate Assessment and Market Study). The work plan includes 28 meetings spread over 6 visits that occur at various times during each of the four phases. Nineteen of these meetings are with residents and youth at various locations and cover morning, mid-day, and evening meetings. There will be several opportunities for resident compensation during the process. These opportunities include being compensated for providing childcare, preparing food, conducting surveys, and taking site photographs. These opportunities were somewhat limited based on the amount of work the firm will be conducting offsite. The process is scheduled to take 7 months beginning in May and ending in November. If the contract award is approved, the first round of meetings will take place from May 13th-15th (Wednesday through Friday). WRT and the partner firms are scheduled to meet with staff and CRHA Board on the 13th with resident and community stakeholder interviews to follow on the 14th and 15th. Staff have asked WRT to provide proposed meeting dates by the next Redevelopment Committee meeting on May 12th. Commissioners Jones and Halbert said that the contract amount is more than what was anticipated. Mr. Bickers asked the Board to award the Master Planning contract to Wallace, Roberts, & Todd in the amount of \$373,551. After much discussion Commissioner Mitchell made a motion to approve the contact, seconded by Commissioner Johnson. Commissioner Halbert called for a vote.

AYES

Commissioner Halbert
Commissioner Mitchell
Commissioner Clarke
Commissioner Johnson
Commissioner Jones
Commissioner Stevens

NAYES

ABSTAIN

The contract was approved.

Mr. Bickers stated as of the end of March the rent receivables report indicated \$5,452.28 was owed to the housing authority. Since then, most of the money was collected and CRHA issued only 3 Unlawful Detainer summons.

Mr. Bickers stated that CRHA's credit card information had not been updated since two or three former Executive Directors. Because the former Executive Director and staff are no longer employed with CRHA, neither Mr. Bickers nor any other current staff can make any inquiries for the account. SunTrust requires a Board resolution from the agency and also a signed bank resolution from CRHA officers in order to add contacts.

Approval of the resolution will allow Mr. Bickers to become the agent for the account. Mr. Bickers asked the board to approve Resolution #1258 Designating Commercial Credit Card Authorization. Commissioner Johnson made a motion to approve Resolution #1258, seconded by Commissioner Stevens. Commissioner Halbert called for the vote.

AYES

Commissioner Halbert
Commissioner Mitchell
Commissioner Clarke
Commissioner Johnson
Commissioner Jones
Commissioner Stevens

NAYES

ABSTAIN

Resolution #1258 was approved.

C. Committee Report

1. Finance Report

Mr. Bickers stated the committee met on April 21st. Most of the discussion was on the preliminary March 31st year end financials. CRHA keeps the books open thru the end of April to catch any payables that may trickle in because March 31st is the fiscal year end. The agency saw an impact on the operating results as a result of all of the work CRHA has done to improve the sites. There was a lot of maintenance overtime and a lot of subcontracted labor related to those repairs. The committee discussed a possible comparison of CRHA to other agencies its size to gain a better idea of what a typical maintenance year should be.

2. Resident Services

Mr. Bickers stated that the committee met and discussed crime and general bad behavior of residents and their guests and how it affects the communities. The committee looked at different ways to approach these situations like different ways to work with the police better and enforcing towing. Residents stated their concerns for wanting a better community. The committee discussed drafting a joint letter coming from the residents and the Executive Director about the expectations of residents at the sites. Commissioner Johnson added that a lot of residents are frustrated with the actions of other residents and their guests. She stated that she supports a joint letter coming from the residents and the Executive Director to reinforce the lease. She thanked the maintenance turnover crew for cleaning up the units and the properties. She thanked Mr. Bickers for helping with trash pickup in the communities and stated that quite a few residents appreciated seeing Mr. Bickers on site helping the maintenance staff.

Mr. Bickers reported Jewel Mason in cooperation with Staff Mark, formerly Venturi Staffing, held a job fair at the South First Street Community Center. Eighteen residents participated and were found eligible for employment.

3. Redevelopment Committee

Commissioner Halbert stated the committee was updated by staff on the RFP and contract negotiations with WRT. He stated the subcommittee efforts for resident youth outreach is going well. The school, School Board, teachers, and members of the community have expressed a lot of interest in reaching out to the youth at CRHA sites. Staff will be communicating regularly with the PHAR Board and at PHAR meetings to make sure no one is left out of the loop. The committee talked about going on a trip in and around Charlottesville to view some of the properties that have been redeveloped. Another trip to look at redeveloped Housing Authorities is planned for Alexandria, VA. Staff circulated a copy of the drafted marketing strategy for Master Planning. Commissioner Halbert volunteered to create a new website, www.cvillehousing.org, for redevelopment information along with updates on the Master Planning and Redevelopment efforts. The committee also discussed improving internet at the sites and increasing the number of hours the computer labs will be open.

Ms. Kilroy stated the trip to Alexandria will be on Wednesday May 27th. She stated that she along with Mr. Bickers and a UVA intern have been working on information packets that they will deliver door to door to residents. The packet information will include Master Planning information, meeting dates and times, and Section 3 job information. She added that there will be a partnership meeting with Heather Kellams, representatives from the City School system, and Parks and Recreation to discuss the many different opportunities for youth this summer.

Commissioner Johnson stated that CRHA received an invitation from Mr. Charles Gardener of Greenville, SC to come and visit the redeveloped sites there. She stated she would like for staff to consider this as a future trip and have it open to not only the residents but to the City officials, the Housing Advisory Committee, and the CDBG Taskforce.

VIII. OTHER BUSINESS

Commissioner Johnson stated she attended the National Low Income Housing Coalition (NLIHC) Board meeting in Washington DC. She stated that it was very informative and recommended that staff attend some of these conferences.

Mr. Bickers stated that WRT will hold an Introduction to Community Design meeting with residents on May 14th from 6-8:30pm and the first 100 participants will receive \$10 gift cards. WRT will then hold interviews with residents from all the sites on May 14-15.

VIII. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Tuesday of the month
Next meeting May 12th at 10:00am in the South First Street Community Center

CRHA
BOC Regular Meeting
April 27, 2009

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting March 14th at 5:30pm at Crescent Halls

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting May 19th at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting May 20th at 7pm in City Council Chambers

IX. **PUBLIC COMMENTS**

Annette Wilcox, 1400 Monticello Apt 102, stated that she hopes to see a change in the disorderly conduct by residents and their guests

Paul Vaughn, PHAR, stated that he attended the NLIHC conference. He stated that he had very good meetings with the staff of Senator Warner and Senator Webb's offices. During Lobby Day, they lobbied for increased funding for not only public housing but for Section 8 and for more vouchers. He stated that he also had a very good meeting with Tom Perriello.

X. **ADJOURNMENT**

The Board meeting adjourned at 8:15 pm