

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

August 23, 2010

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter “CRHA” or the “Housing Authority”) met in Regular Session at 7:04 PM on August 23, 2010 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Bob Stevens called the meeting of the Board to order at 7:04 PM on August 23, 2010.

II. **ROLL CALL OF COMMISSIONERS**

**Present:**

Ms. Sherri Clarke, Commissioner  
Ms. Holly Edwards, Vice Chair  
Mr. Jason Halbert, Commissioner  
Ms. Joy Johnson, Commissioner  
Mr. Keith Woodard, Commissioner  
Mr. Hosea Mitchell, Commissioner  
Mr. Bob Stevens, Chair

**Absent:**

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Ms. Robin Munson, Finance Director  
Ms. Amy Kilroy, Redevelopment Director  
Ms. Allyson Manson-Davies, Legal Attorney  
Ms. Deetra West, Administrative Assistant

Commissioner Stevens welcomed Commissioner Woodard to the Board. Mr. Woodard was appointed to the Board by City Council and brings with him a developer expertise and knowledge of HUD practices.

III. **MOMENT OF SILENCE**

Commissioner Halbert opened the meeting with a moment of silence.

IV. **APPROVAL OF MINUTES OF THE ANNUAL MEETING OF THE  
BOARD OF COMMISSIONERS HELD JULY 26, 2010.**

Commissioner Halbert made a motion to approve the minutes as amended, seconded by Commissioner Clarke. The minutes were approved by a unanimous vote.

V. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS HELD JULY 26, 2010.**

Commissioner Clarke made a motion to approve the minutes as amended, seconded by Commissioner Halbert. The minutes were approved by a unanimous vote.

**VI. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS**

There were no questions from the previous meeting.

**VII. PUBLIC COMMENTS**

Gregg Jackson, 631 Blenheim Avenue, stated he is concerned about the draft Master Plan and the proposed increased density of low-income housing. He stated many Belmont residents still hold concerns about the actual intentions and flexibility of the Master Plan process. He added that some find it difficult to comprehend that after years of extensive planning and working with consultants that the Master Plan doesn't reflect CRHA's current intentions of an adjustable process. The final paragraph of the resolution identifies Levy Avenue to undergo redevelopment in Phases I and II. The Belmont Community requests that CRHA remove the specific language and the general non fluid direction that it implies.

Annette Wilcox, 1400 Monticello Road, stated she is working on building a relationship with her new neighbors in the Belmont community that she has met at master planning meetings this summer.

Paul Vaughn, PHAR representative, stated PHAR would like to see the Board pass a strong Section 3 policy to alleviate the level of competition that is taking place between residents for the few jobs offered by CRHA. A strong policy will allow proactive recruitment of residents to work for CRHA or contractors hired to perform work on public housing sites. The policy will help residents gain employment and provide for their families thus helping families to pull themselves out of poverty. In response to the comments heard by the Belmont community at the last Board meeting, he stated he lives down the street from a public housing site and finds it a wonderful place to live. As he walks around public housing sites, he finds that almost of the people to be wonderful folks. He added most of the problems found in public housing sites involve individuals that are not residents. Improved relationships with the police department along with community policing have helped to solve most of the problems and concerns that the residents of Belmont have expressed.

**VIII. REPORTS**

**A. Police Report – Sgt. Tom McKean**

Sgt. McKean was not present.

**B. Executive Director's Report**

Mr. Bickers stated the Public Housing and Section 8 reporting rates for July continue to be good. The vacancies have held steady at 21 with 15 units ready to be occupied and 6 requiring more turn work. Some good news to report is that two units that were off line for quite some time, a fire damaged unit at South First St. and the Hinton Ave. rehab home, are due to come back on line shortly. Mr. Bickers stated that a lot of procurement projects are going on around sites. CRHA has already met its deadline to spend 60% of

stimulus funds by March 2011 which exceeds HUD expectations at this phase of spending.

Mr. Bickers stated there were 2 items that required Board action. The first action item is a contract award for Unarmed Security Services at Crescent Halls and the second action item is the Tenant Accounts Receivable Write-Off (TAR). Mr. Bickers stated CRHA issued a solicitation for security guard services at Crescent Halls. The solicitation was structured as an RFP in order to evaluate technical expertise of bidding as well as Section 3 knowledge and compliance. The solicitation requested pricing for a base year of services and up to four additional option years that CRHA will exercise solely at its discretion. Firm pricing was requested for coverage of 70 hours a week from 5PM-3AM seven days a week and for hourly rates for additional hours should CRHA have a need for them. Six contractors were invited or requested bid packages and three bids were received. The winning RFP based on evaluation scores was Security Associates Safety Services. The firm fixed price portion of their bid is \$56,501.25 which is up slightly from the existing contract price. The Finance Committee recommended that the full Board award this bid to Security Associates Safety Services in the fixed price amount of \$56,501.25. Mr. Bickers stated that the new contract will go in effect the day after the current contract expires. Commissioner Halbert talked about the many ways that CRHA has implemented security measures at Crescent Halls and expressed his concerns that there seemingly have been more calls for service to the building. Mr. Bickers stated that the guard service requested is unarmed guard service. CRHA has requested guards to call the police department in cases of emergencies. His feelings are that the increased number of calls is because guards are calling police more often to make reports and that they are calling on behalf of the residents when in the past there were fewer calls because residents simply were not comfortable doing so. He feels that the increased activity seen in reports is representing the call volume and not an increase in criminal activity and this could mean that residents are starting to feel a little more comfortable and are a little more trusting that their concerns are valued. Commissioner Edwards stated that she would like to see a survey circulated to the residents for feedback on safety measures that have been put in to place and on the guard services. She stated that she has definitely noticed that residents are feeling safer because they are gathering more in the common areas something that hasn't been seen in the past few years.

Commissioner Halbert made a motion to award the Unarmed Security Services Contract to Security Associates Safety Services, seconded by Commissioner Edwards. In a unanimous vote, the Board recommended the contract. The vote was recorded as:

**AYES**

Commissioner Clarke  
Commissioner Edwards  
Commissioner Johnson  
Commissioner Halbert  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

**NAYES**

**ABSTAIN**

Mr. Bickers stated the public housing list of inactive tenant accounts receivable is evaluated for write-off annually. The write off list consists of charges from tenants that have vacated public housing and have not made any payments for at least six months. In order for the agency to improve its REAC financial performance scores, it must write off these charges. The fiscal year 2010 write off amount, \$13,590.46, is the lowest recommended amount since 2004. Mr. Bickers attributes this low amount to Ms. Mason, CRHA Prevention Coordinator. While it is not the only thing she does, a large part of her job is to assist property managers to pursue residents with unpaid rent amounts. Mr. Bickers stated that a written-off account does not mean the balance goes away, the former residents are still pursued for payments. Staff is looking into enrolling in the Virginia Department of Taxation Set-Off Debt Collection Program in hopes that more inactive TARs might be collected. This program assists governmental organizations in collecting delinquent debts by collecting Virginia State Tax refunds and potential lottery winnings. Commissioner Halbert thanked Ms. Mason and CRHA Property Managers for their hard work to reach out to residents and for trying to prevent evictions. Mr. Bickers stated staff is looking for approval to write off \$13, 590.46. Commissioner Halbert made a motion to approve Resolution #1280 TAR Write-Offs FY10, seconded by Commissioner Mitchell.

In a unanimous vote, the Board passed Resolution #1280. The vote was recorded as:

**AYES**

Commissioner Clarke  
Commissioner Edwards  
Commissioner Johnson  
Commissioner Halbert  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

**NAYES**

**ABSTAIN**

**C. Committee Reports**

**1. Finance Report**

Mr. Bickers stated income and expenses are still well within budgeted amounts. Maintenance and utility expenses are lower than budget this far. He noted the hottest summer months haven't been reported yet in the financials but rents are above budget and the agency is receiving more subsidy than expected. Overall CRHA is in good condition. Mr. Bickers stated the Redevelopment budget continues to show a net loss. Staff did not budget some of the consulting expenses or related grant revenue, the only thing budgeted was potential funds that CRHA was getting from the City. He stated that once the Master Plan is approved he would like to have a Board Redevelopment Work Session to discuss implementing the Master Plan and the costs associated with it and to identify sources of income. One potential known source is to pull money out of the Capital Funds to pay for some expenses however it would be specific to certain expense items.

Commissioner Halbert noted the energy conservation projects that have been implemented on public housing sites. He would like staff to review utility bills and track the monies saved from those conservation efforts to see if these projects have made a difference.

## **2. Resident Services**

Mr. Vaughn stated the committee met with 15 residents in attendance. He stated Ms. Mason opened the floor up for discussion. Residents expressed their concerns with regards to the state of their units and maintenance issues. He stated he updated the committee on the Master Plan process and how it relates to Crescent Halls since most of the residents at the meeting were Crescent Halls' residents. Mr. Vaughn encouraged the residents to stay focused on the Master Plan since Crescent Halls is early in the redevelopment process. He stated the committee discussed the PHAR Board of Elections and the upcoming internship program.

## **3. Redevelopment Committee**

Commissioner Mitchell stated there was a second trip to Greenville, SC in which Mayor Dave Norris, Vice-Mayor Holly Edwards, CRHA Executive Director Randy Bickers, Acting City Manager Maurice Jones, Commissioner Johnson, and others attended meetings with Greenville, SC Housing officials. The important message that was taken from both the first and second trips was that the CRHA redevelopment process will need a holistic approach and needs to involve everyone in the community to make it successful. It will need the involvement of city government, private/public sectors, other housing coordinators, and support services groups.

In response to the comments heard during the July Board meeting, Commissioner Stevens asked Ms. Kilroy to share some of the ways in which CRHA notified Charlottesville communities and specifically the Belmont Community of the master planning process. He stated that there seemed to be some confusion by what is meant by mixed income communities and the income of those residents. He informed the audience on the dollar figures used to describe what it meant to be below 60% and 40% of area median income for the City of Charlottesville. Income levels for an individual making 60% of area median income are as follow: household of 1-\$31K, 2-\$35K, 3-\$39K, and 4-\$44K. Individuals making 40% of area median income are as follow: household of 1-\$20K, 2-\$23K, 3-\$26K, and 4-\$30K.

Ms. Kilroy stated that there was a very successful meeting on August 9<sup>th</sup> with the Belmont Neighborhood Association. Staff was able to identify the communication gaps between the Belmont community and CRHA and she has taken steps to address them. She presented a memo detailing the various methods used to notify CRHA residents and the Charlottesville community of the redevelopment process. Some of the methods used are paper mailings to CRHA residents in monthly rent statements and to adjacent property owners living within a 200' buffer to a CRHA property (CRHA will now increase to a 500' buffer); e-mail database from the 2005 Comp Plan update; emails to individuals in the City Government offices, emails to Neighborhood Association Presidents through the City's database; postings of meetings on CRHA Redevelopment website; flyers posted on CTS busses; door to door flyer distribution via PHAR members; and through the City's Communication Office that distributes through television, City Bulletin Board, City Website, libraries, newspapers, and radio stations. Commissioner Johnson stated that there needs to be a plan to address the comments that were expressed by some of the folks in the Belmont Community. She would like some

type of meeting to take place with residents to address the hurt feelings experienced by residents that saw the meeting on TV or for those that read the minutes. Ms. Kilroy stated the Belmont meeting was a regularly scheduled meeting for that community. She and Commissioner Halbert were present to answer questions and to spread the correct information and to put to rest the rumors because of misinterpreted information. She would like to have more meetings between CRHA residents and the Belmont community and with surrounding neighborhoods as well. Ms. Kilroy stated the Greenville, SC trip had already been scheduled and so there were individuals that went on that trip that wished they could have been able to attend the meeting. She added Ms. Greene was present. Commissioner Johnson stated she would like to see the CRHA redevelopment process bring a different look to public housing. A look that would not separate is from rental market units and home ownership units. She suggested CRHA look into having the Dialogue On Race committee set up a meeting between CRHA residents and the Belmont community and other communities.

Ms. Kilroy followed up on a few questions that were presented at the August 11<sup>th</sup> Redevelopment Committee meeting. The WRT presentation in July referenced the Torti Gallas corridor study that several commissioners wanted incorporated in the Master Plan. She stated the corridors that are impacted by CRHA properties have been reviewed and many of the principals are incorporated in the Master Plan and that any that are not will be incorporated in the next round of concrete designs. She stated PHAR staff and interns had done a survey before the open house that they took door to door. The survey was designed to bring awareness to residents and to show the options in the Master Plan along with the new higher density scenarios. The survey results were presented at the July committee meeting and those summary items are in the Master Plan. Any comments not incorporated addressed more specific design and will be incorporated later in the design phase. She stated the Master Plan is not the final step and is just a guideline to follow. The process put a lot of new ideas and issues that were not thought about in the beginning so further discussion will be needed. She noted that the timeline presented in the WRT presentation was just a hypothetical timeline and that work will not begin in the fall.

The Redevelopment Committee brought forth a recommendation to adopt Resolution #1279.

Commissioner Johnson stated she was not comfortable with the language in the last paragraph of the resolution stating “to implement Phase I and II focused on developing the *“Levy Avenue” site and the rehabilitation of Crescent Halls...*”. Her concern was that A/E Services study has not taken place at Crescent Hall and it may recommend to not rehabilitate the building. After much discussion, the commissioners decided to remove some parts of the language in the last paragraph of the resolution. The words omitted were “and II” and “and the rehabilitation of Crescent Halls”.....

Commissioner Halbert made a motion to approve Resolution as amended, seconded by Commissioner Mitchell. Resolution #1279 Resolution Adopting a Charlottesville Redevelopment and Housing Authority Master Plan was passed. The vote was recorded as:

**AYES**

**NAYES**

**ABSTAIN**

Commissioner Clarke  
Commissioner Edwards  
Commissioner Johnson  
Commissioner Halbert  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

**IX. OTHER BUSINESS**

There was no other business.

**X. COMMITTEE MEETING DATE CHECK-IN**

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Wednesday of the month  
Next meeting will be September 8, 2010 at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
Next meeting will be September 9, 2010 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3<sup>rd</sup> Wednesday of the month  
Next meeting will be September 22, 2010 at 4:30pm, in 2<sup>nd</sup> Floor Conference Room in City Hall

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting September 27, 2010 at 7pm, Council Chambers

**XI. PUBLIC COMMENTS**

Kimber Hawkey, 709 Belmont Avenue, stated that she has spent a lot of time trying to understand the Master Plan process in regards to Levy Avenue. She still does not understand what is going on and would appreciate any communication literature or notices to be communicated in an effective way. She stated the Belmont concerns are very real and should not be looked at being racist or classis. The residents are very concerned with the economic reality of their property value because they have taken pride in their neighborhood.

Annette Wilcox, 1400 Monticello Road Apt. 102, stated she is also concerned with the deterioration of Crescent Halls.

**XII. ADJOURNMENT**

*CRHA*  
*BOC Regular Meeting*  
*August 23, 2010*

The meeting adjourned at 9:00pm