

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

November 22, 2010

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 November 22, 2010 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Bob Stevens called the meeting of the Board to order at 7:00 PM on November 22, 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. Hosea Mitchell, Commissioner
Mr. Bob Stevens, Chair
Mr. Keith Woodard, Commissioner

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

III. MOMENT OF SILENCE

Commissioner Stevens opened the meeting with a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD OCTOBER 25, 2010.**

Commissioner Halbert made a motion to approve the minutes, seconded by Commissioner Clarke. The minutes were approved with an abstention by Commissioner Johnson.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

There were no questions from the previous meeting.

VI. PUBLIC COMMENTS

Whitney Banks, PHAR Intern, stated the mesh lining that was put down in her front yard by the maintenance department to help grass grow, has become loose. She would like for it to be taken up or secured closer to the ground to prevent any serious injuries to her or her five year old son. She stated she has called Maintenance Department but the issue has not been addressed.

Charles Childs, PHAR Intern, stated flyers have been posted to resident's doors informing them of maintenance work that will be performed only to have no one show up. He stated that he has also used a lot of his funds to buy new furniture because of a bed bug issue and a flood issue that was caused by other residents. He stated he would like for these issues to be addressed.

Paul Vaughn, PHAR, stated some residents of South First Street have experienced problems with maintenance calls not being returned in a timely manner. These residents signed a petition that was sent to Mr. Bickers. Those residents were then sent a notice to come to a meeting with CRHA staff and Mr. Vaughn questioned if the meeting was open to other residents or if it was just for those that signed the petition. Mr. Bickers stated he recently received the petition that was dated from September. A flyer was then sent to the residents on the petition notifying them of a meeting that staff set up to discuss the issues with those residents. He stated the meeting was an attempt to specifically target those that signed the petition but that it is open to all residents.

VII. REPORTS

A. **Police Report – Presentation by Chief Longo and Sgt. Tom McKean**

Chief Longo and Sgt. McKean of the City of Charlottesville Police Department presented the Board with a ten year crime trend analysis report. Chief Longo reported Madison Avenue had an increase in calls for service; however, the increase was seen in “warrant services” which is a self initiated police action and not an action triggered by a citizen call. There were three reported crimes in 2009 on Madison Avenue which were property related crimes and not violent crimes. Michie Drive had a dramatic decrease in both calls for service and reported crimes; however, there were ten domestic related calls in 2009. Riverside Avenue experienced an increase in calls for service but reported crime decreased. Crescent Halls saw a dramatic decrease in calls for services but there was an increase in reported crime in 2009, all of which were larcenies and not violent crimes. Chief Longo reported there were a number of “suspicious circumstances” calls which is a description used when other call types do not fit the incident. 900 South First Street also showed a slight increase in calls for service in 2009 compared to the previous years. There were 15 reported crimes on the property in 2009 that included 4 robberies, 3 burglaries, 6 larcenies, and 2 stolen automobile incidents. 6th Street SE has visually shown an apparent increase in drug related activity along the 6th Street Corridor. Patrol officers are working aggressively with JADE to get a handle of the area. While the call volume has increased, reported crime decreased in 2009 as compared to past years. Hardy Drive had the highest call volume, however there was a remarkable decrease in the number of Part One reported crimes compared to 2001. Chief Longo reported Part One Crimes were very low across the city as a whole and on public housing sites. Commissioner Woodard stated he was curious as to why the number of reported crimes

have gone down even though the call volumes have increased. Chief Longo stated he believes the police department is doing a better job of pushing more information out into the community about crimes and city residents are starting to report suspicious behavior quicker than in the past. He also thinks there is a sincere belief amongst city residents that the police department will respond and react to incidents and the results have been seen. Commissioner Halbert asked what type of information is reported in Crime View. Chief Longo stated information listed in Crime View is reported crime information which resulted in an actual police report filing. Calls to the Emergency Communication Center will not be identified unless an actual report is filed during that incident.

Sgt. McKean demonstrated the use of Crime View Community webpage to the Board and to the public. He stated the website could be found at www.charlottesville.org/police and is a very user friendly webpage with detailed information. Users can print and email the information found on the website and can have notifications of crimes sent to them by email.

The Board thanked Chief Longo and Sgt. McKean for coming out and giving the presentation.

B. Crescent Halls Assessment Report-Presented by DJG

Mr. John Wells Jr., DJG Project Manager, stated DJG performed an investigation of the Crescent Halls facility focusing on the cause of cracks found in two locations at the second level hallway, flooding of the basement mechanical room, and a general assessment of the building's structural condition and loading capacity.

DJG identified two probable causes of the basement flooding. One probable cause is poor surface drainage on the north side of the building. DJG recommends re-grading this area to provide positive drainage away from the building and reduce the volume of water that infiltrates the ground adjacent to the building. Mr. Wells noted that re-grading the area will be difficult because of the mechanical system and recommends the procedure be done at a future date when the mechanical system will be replaced. The second probable cause is a backup of existing sanitary piping into the room through existing floor drains. DJG recommends CRHA perform a video camera inspection of the sewer piping to determine if pipe damage or blockage exists. Based upon the inspection, CRHA should repair damaged sections of piping and/or clean out the piping to remove build up of waste that may be restricting flow.

DJG inspected the floor construction on the second floor where cracks are located. The probable cause is misaligned floor planks due to a combination of factors such as temperature changes or loading in the hallway. Mr. Wells stated the cracks are not an indication of structural deficiencies in the building. DJG recommends repairing the cracks by removing the existing floor tile and cleaning and repairing the cracked concrete using a quality repair adhesive. This can be addressed during the redevelopment process.

Mr. Wells stated that DJG was asked to assess the building's structural condition and loading capacity. It is DJG's findings that the overall building structure appears to be in sound condition and based on WRT preliminary drawings, some structural reinforcement

of existing floors will be required to accommodate increased live loading due to changes of use. Reinforcement of the existing structure should also be anticipated in isolated areas to support new equipment or to accommodate new designs in floors and walls. However, the changes to the building structure do not appear to be extensive nor does it appear that structural alterations will be more than 30% of the total floor and roof area of the building. Should the preliminary drawings change to include structural alterations of more than 30%, compliance with current building code requirements for reduced seismic loading may be required. This would likely have significant cost implications to the project.

C. Items Requiring Board Action

1. Acceptance of Annual Audit

Mr. Bickers stated Mr. Jones of Robinson, Farmer, and Cox Associates presented the final draft of the CRHA Financial Statements for the period ending March 31, 2010. Mr. Bickers stated the process was much smoother this year compared to last year when CRHA was without a Finance Director. Mr. Bickers stated there were no significant findings and he is seeking approval from the Board just as a formality. Commissioner Mitchell thanked Ms. Munson, CRHA Finance Director, for a job well done. Commissioner Halbert made a motion to accept the Annual Audit as received, seconded by Commissioner Mitchell. The Annual Audit was accepted, the votes were recorded as:

AYES

NAYES

ABSTAIN

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

D. Executive Director's Report

Mr. Bickers stated the vacancy number spiked up to 25 vacant units. Staff has had several meetings to evaluate the eligibility process and to discuss ways of improving the time it takes to get files ready. The spike in vacant unit numbers is due to the numerous vacancies in Crescent Halls. For every 15 files, staff usually has 7 eligible recipients; however, staff received 0 eligible files from the last set of 15 due to a variety of issues. Some applicants have had changes in their preferences which have pushed them further down the list, a few applicants turned down unit offers, and some applicants could not be reached because their contact information was not up to date. Since the end of October, staff has had a few move-ins around the sites and staff also has been able to get applicants thru the eligibility process and ready to be housed. Mr. Bickers stated this number will go down some by next month. He added the process would become smoother and faster should the Board approve the waiting list preference change.

Mr. Bickers gave a procurement update. He stated painting has been completed at 6th Street, Madison, and Michie and will start at Riverside on Monday. The color blue was

chosen by residents and looks very nice on the buildings. Stucco repairs at South First should be complete by the end of next week with painting of that site to follow.

Mr. Bickers reported Legal Aid and PHAR have discussed updating the utility allowance given to residents. Public housing residents are given a certain amount of utility usage every month according to unit size. When a household goes over the allotted usage amount, the resident is charged an excess utility charge. CRHA has not done a utility allowance study in quite some time and has issued a bid for a contractor to perform the work. Bids have been received and staff has evaluated them and a purchase order has been issued to the contractor to perform the work.

CRHA had an onsite UPCS training seminar in which 8 staff members were able to attend. Staff were able to learn valuable information that will help them identify problem areas around the sites in an effort to improve UPCS inspections scores.

Mr. Bickers stated rent receivables were down a little this month; however, it's still a little higher than the last several months. Staff usually sees this number around the holidays as some residents struggle with priorities and spending increases.

Mr. Bickers stated he had a meeting with representatives from PHAR and Legal Aid, Ms. Davies, and Commissioner Stevens to discuss the Barment Policy. It was a positive discussion with some action items that came from the meeting along with some areas of compromise. Legal Aid is working on some additional language regarding time guidelines. Mr. Bickers will update the Board on results of that meeting as appropriate.

Mr. Bickers stated he is still continuing to work on the Crescent Halls Evacuation Plan. Alternative locations have been identified that will be used in the case of an extended evacuation as well as the means of transportation that will be used. Staff is also working on final details including how floor captains will be assigned and utilized to aid in evacuations, proper supplies to be stocked for emergencies, and exact location of all shut offs. A fire drill was held at the end of October and staff is currently scheduling the next drill. Response to the first drill was not satisfactory and CRHA will continue to work with residents to emphasize the need for swift and full response to any fire alarm.

Mr. Bickers stated he has not received any comments or recommendations for additions or changes to the draft calendar that was distributed in October. If no changes are received before the December meeting, the calendar will be re-issued at that time for use in 2011. The Board agreed that the reserved work session dates worked for them and agreed to meet in a work session on Tuesday, December 7, 2010 at 4:30pm in the Basement Conference Room to discuss redevelopment options.

Mr. Bickers stated the Annual Plan Public Comment Meetings have been scheduled in the month of December and have been posted. He will circulate an email to the Board containing the dates, times, and locations of these meetings. The Annual Plan will be brought to the Board for approval at the December Board meeting.

Commissioner Mitchell asked Mr. Bickers to give an update on energy conservation efforts that have been put into place across the sites. Mr. Bickers stated that CRHA has implemented a number of energy efficiency projects that include installing new windows at Crescent Halls, changing of interior and exterior lights, changing shower heads and toilets. Since the completion of the projects, staff has noticed a dramatic savings in water and sewer consumption. Thus far CRHA has seen water consumption down 11% and sewage consumption was down 15%. Mr. Bickers stated staff will continue to track these totals.

E. Committee Reports

1. Finance Report

Mr. Bickers reported the auditor presented the Annual Audit to the committee and Ms. Munson presented the October financials. He noted the Annual Public Housing income is higher than the budgeted amount due to additional subsidy funding from HUD. CRHA's subsidy funding is funded at 103% this year which is great news for the housing authority. CRHA is over budget \$23K in Plumbing Heating Repair Costs which is related to Crescent Halls cooling system which is ongoing and is being addressed in the Capital Plan for next year. Also contributing to this amount was a water main break under a sidewalk and a water leak in a resident's unit in Westhaven.

The committee also discussed the SRO Project Based Vouchers that have been requested by Virginia Supportive Housing and the level of support from the City regarding the vouchers. CRHA is currently waiting on the contract from VSH along with exact language being proposed. The contract will be presented at the December Finance Committee meeting.

2. Resident Services

Commissioner Johnson stated the guest speaker for the meeting was Ms. Allyson Manson-Davies, CRHA Legal Counsel. Ms. Davies explained to the committee where she works and what her duties are. Ms. Davies explained to residents what a grievance is, how to file a grievance, and what to expect after doing so. Members of the committee then took part in role playing exercises to better understand the entire filing procedure. Ms. Davies thanked Commissioner Johnson for having her at the meeting. She stated she had a lot of fun and she thought it was very useful to test the process by going directly to the Rental office to get the forms. Commissioner Johnson stated the next meeting will be Thursday, December 9th at 12:00pm in Crescent Halls and the guest speaker will be Mr. Bickers, CRHA Executive Director.

3. Redevelopment Committee

Commissioner Mitchell stated the committee met briefly. He stated he hoped to have a draft of the MOU by the next committee meeting. Commissioner Johnson stated Holly Hatcher and the Resident Supportive Services subcommittee has been taking a look into combining some services and reaching out to different agencies that can help provide services to public housing families. Jessie Ray from CYFS gave a presentation to the group about the Partnership for Children which coordinates 15 local non-profits that work

with the youth. Jessie's involvement with this group will increase the amount of collaboration among partners. The group is also working with Gretchen Ellis of Commission on Children & Families to continue developing the list of service providers currently working with residents of public housing. Suzanne Morse will present her students' work at a future meeting.

VIII. OTHER BUSINESS

There was none.

IX. COMMITTEE MEETING DATE CHECK-IN

Board of Commissioners Work Session- December 7, 2010 in the Basement Conference Room in City Hall.

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

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

Finance Committee Meeting – meets 3rd Wednesday of the month
Next meeting will be December 15, 2010 at 4:30pm, in Basement Conference Room in City Hall

Regular Board Meeting – meets 4th Monday of the month
**Next meeting December 20, 2010 at 5pm, Council Chambers-Special Date and Time

X. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road, stated she wishes for independent living at Crescent Halls. She hopes that Hinton Avenue will have duplex apartments with low rent payments.

Charles Childs, PHAR Intern, stated in mid August he had a bed bug issue that came from a neighbor in the building. He stated he contacted staff but was not treated fairly. He then endured a flood incident in his unit. He stated that he was not fairly compensated after the bed bug incident. He stated housing paid for the pesticide but now he is in debt after paying for the clean up from the flood and he doesn't have the money to pay his rent. He received a letter that he has a few days left before termination procedures will begin. He would like to be compensated or offered some resources to help him and his son.

Whitney Banks, Madison Avenue, stated her excess utilities have gone up and she would like to know why she is paying an excess water bill if water and sewage usage has decreased at Madison Avenue.

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Janyce Lewis, Hardy Drive, stated she is having problems with excess utilities. She has noticed that she is not getting a excess utility charge in the summer months and getting a high excess utility bill when it starts to get cool. She is upset that her excess utility is just as high as her rent. She is feeling mistreated.

Rosia Parker, Hardy Drive, stated she is concerned about staff abusing their authority and how that staff member conducts business with residents. She has witnessed a staff member treat one resident totally different from another and thinks that it is very unfair. Her second concern is that the maintenance department does not follow up on work orders and residents are getting charged for work that has not been finished.

XI. **ADJOURNMENT**

Commissioner Halbert made a motion to adjourn the meeting, seconded by Commissioner Mitchell. By a unanimous vote, the meeting adjourned at 8:45pm.