

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

October 26, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:02 PM on October 26, 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 October 26, 2009.

II. **ROLL CALL OF COMMISSIONERS**

**Present:**

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

**Absent:**

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Ms. Robin Munson, Finance Director  
Ms. Amy Kilroy, Redevelopment Director  
Ms. Becky Weybright, Housing Manager  
Ms. Allyson Davies, Legal Counsel  
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 ANNUAL MEETING OF THE  
BOARD OF COMMISSIONERS HELD SEPTEMBER 29, 2009.**

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. URBAN DESIGN INSTITUTE-CCDC

Ms. Jane Fisher, Executive Director of the Charlottesville Community Design Center, presented the Board with a photo slide show. The slide show highlighted the many projects students of the Urban Design Institute have worked on since the class began at Charlottesville High School. The course started out over the summer with 3 public housing students and currently has 10 students enrolled in the class at the high school; 8 of which are public housing residents. The curriculum surrounds CRHA's Redevelopment Process and the students have learned a great deal about the history surrounding the process. Ms. Fisher stated students participated in a walking tour of Vinegar Hill; have learned a lot about zoning and mapping; architectural design; and were able to create designs of their vision for the redevelopment process. The goals of the program are for students to have fun understanding their community while developing confidence and leadership skills and possibly becoming an advocate for the redevelopment process. Ms. Fisher asked the Board to consider making a matching donation of \$4,000 to CCDC to help continue funding CCDC's portion of the program at Charlottesville High School.

## VIII. GREENVILLE, SOUTH CAROLINA PRESENTATION

Mr. Faulkner and Mr. Gardener presented a photo slide show to the Board. The slide show highlighted the various mixed-use/mixed-income communities they help redevelop individually and as a partnership in Greenville South Carolina. They discussed the different ways the redevelopment process revitalized neighborhoods transforming the public housing communities as a part of the bigger broader neighborhood. Redeveloping the neighborhoods also gave agencies an opportunity provided home ownership opportunities.

## IX. REPORTS

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

Sgt. McKean was not present.

### B. **Executive Director's Report**

Mr. Bickers stated CRHA is proposing to change the way it calculates utility allowances in the Housing Choice Voucher (HCV) program. For several years, CRHA has been the only Section 8 program in the area using its own calculation based on a 2003 utility use study multiplied by the current utility rates. The Virginia Housing Development Authority establishes a utility allowance schedule annually. CRHA will begin using the VHDA utility allowance schedule starting in November of 2009 and has cleared this change with the Richmond HUD field office. This change will save CRHA money using the VHDA established rates which are lower than the rates currently used. Mr. Bickers stated the proposed change does not represent a change in policy but rather a change in the method of calculating the allowances. He added that staff will check to make sure a public comment period is not needed before implementing the calculation change.

Mr. Bickers presented a schedule of all available capital funds as of 10/31/09 as well as a summary of completed capital fund projects by site. The guidelines for capital funds were explained and included the percentages allowed for funding; different budget categories; and the percentages and time frames on obligating and expending funds. From the grant start date, 90% of the funds must be obligated within 2 years and all funds must be fully expended within 4 years. Mr. Bickers stated currently CRHA has 4 regular Capital Grants with funds still available and 2 regular Capital Grants with unobligated funds. All grants prior to 2006 have been fully exhausted. The 2007 and 2008 grants obligation periods are still open. The 2007 grant has been 90% obligated. Fees and Cost items on the 2008 grant have been expended according to schedule. He stated the combined total balance of open and unobligated funds totaled \$2M. This total includes stimulus – ARRA – funds which have separate rules. He added the budgets for the various years reflect \$250,000 for master planning costs from the various Capital Funds. The Finance Committee has recommended that CRHA prepare budget amendments to transfer some of the Management Improvement funding to the Fee and Costs line item to cover all master planning costs. This amendment will occur on several of the Capital Funds to adequately cover the additional costs. He also provided the Board with CRHA’s current draft of the Annual/5 year plan that shows the proposed future projects for the 2010 grant.

Mr. Bickers stated CRHA entered a Voluntary Compliance Agreement with HUD to address Section 504 and Accessibility issues. The agreement has certain time deadlines that begin once the agreement is signed. CRHA requested and was granted extensions of time related to several of the physical improvement items. The rough estimated cost to complete the physical changes is \$136,837. Staff anticipates using currently available CDBG funds to complete this project. The agreement was signed and returned to HUD on 10/23/09.

Mr. Bickers stated HUD allows agencies to use 1/3 of any Capital Fund to help leverage and pay debt obligations. This requires HUD approval. As CRHA moves forward with Redevelopment effort, this financing option will most likely be needed. He added he is currently exploring how to reflect the possibility of using this option within the time period covered by the current Annual/5 Year Plan.

Mr. Bickers stated the Charlottesville City Manager’s office has granted two additional leave days for its employees to be used between November 1, 2009 and January 31, 2010. It has been CRHA practice to operate under the same schedule as the City of Charlottesville. Mr. Bickers recommends that the Board grant staff the two additional days. Commissioner Stevens made a motion, seconded by Commissioner Norris. The recommendation passes. The vote was recorded as:

**AYES**

**NAYES**

**ABSTAIN**

Commissioner Halbert  
Commissioner Clarke  
Commissioner Johnson  
Commissioner Jones  
Commissioner Mitchell

Commissioner Norris  
Commissioner Stevens

### **C. Committee Report**

#### **1. Finance Report**

Mr. Bickers introduced the new CRHA Finance Director; Ms. Robin Munson. Mr. Bickers stated the committee was presented with the August and September Financials. He stated the Public Housing projects are showing a net increase and are better than budget due to additional subsidy funding from HUD. The Section 8 program continues to overspend HAP (rent payments) but reserves contain enough funds to support little over a year at the current spending levels. Commissioner Stevens added the committee discussed CRHA's 5% vacancy rate (19 vacant units). Mr. Stevens noted new asset management guidelines state public housing authorities will be scored on unit turnaround times as part of REAC inspections.

#### **2. Resident Services**

Because of time restraints, the Board agreed to let the committee minutes stand as the committee report. Please see the attached minutes

#### **3. Redevelopment Committee**

Because of time restraints, the Board agreed to let the committee minutes stand as the committee report. Please see the attached minutes.

### **X. OTHER BUSINESS**

Mr. Bickers stated CRHA will hold four Annual Plan Public Comment Sessions. The meetings will be held on November 2<sup>nd</sup> at 5:00pm in the Crescent Halls Community Room; November 5<sup>th</sup> at 6:00pm in the South First Street Community Center, November 10<sup>th</sup> at 6:00pm in the Westhaven Community Center; with the Executive Director's responses to questions to be announced November 16<sup>th</sup> at 6:00pm in the Basement Conference Room at City Hall. Commissioner Johnson suggested moving the November 16<sup>th</sup> meeting to December and adding an additional public meeting to allow more time for public feedback. Mr. Bickers agreed and assured the commissioners he would pick a later date and email the final meeting date.

### **XI. COMMITTEE MEETING DATE CHECK-IN**

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Wednesday of the month  
Next meeting will be November 11<sup>th</sup> 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 November 12<sup>th</sup> at 11:00am at 6<sup>th</sup> Street Community Center.

CRHA  
BOC Regular Meeting  
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Finance Committee Meeting – meets 3<sup>rd</sup> Tuesday of the month  
Next meeting will be November 17, 2009 at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting November 23<sup>rd</sup> at 7pm in City Council Chambers

**XII. PUBLIC COMMENTS**

There were no public comments.

**XIII. ADJOURNMENT**

Commissioner Johnson made a motion to adjourn, seconded by Commissioner Clarke.  
The Meeting adjourned at 8:41pm.