

**MARCH 28, 2016**



**BOARD OF COMMISSIONERS  
MONTHLY MEETING**

**DANIEL BAUMAN, CHAIRMAN  
SALENA ZELLERS, VICE CHAIRWOMAN**

**ROY O. PRIEST, SECRETARY-TREASURER**

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**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**  
401 Wythe Street • Alexandria, VA • 22314  
[www.arha.us](http://www.arha.us)

**ALEXANDRIA  
REDEVELOPMENT &  
HOUSING AUTHORITY**



March 28, 2016

Mr. Daniel Bauman  
1404 Key Drive  
Alexandria, VA 22302

**Re: Monday, March 28, 2016 Regularly Scheduled Board Meeting**

Dear Chairman Bauman:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, March 28, 2016 at 7:00 p.m., ARHA 401 Wythe Street (*east conference room*), Alexandria, VA 22314. There is one Consent item and no Action item submitted for the docket.

Sincerely,

Roy O. Priest,  
Secretary-Treasurer

lh/ROP

cc: City Council (7, electronically)  
ARHA Commissioners (8, delivered by courier and electronically)  
Mark Jinks, City Manager (1, electronically)  
Helen McIlvaine, Director of Housing (1, electronically)  
Alexandria Libraries (4, delivered by courier)  
Alexandria Resident Advisory Board (1 electronically)  
Ladrey High Rise Advisory Board (1, delivered by courier)

**DANIEL BAUMAN**  
*Chairman*

**SALENA ZELLERS**  
*Vice Chairwoman*

**Commissioners:**

**Anitra Androh**  
*Commissioner*

**Christopher Ballard**  
*Commissioner*

**Chyrell Bucksell**  
*Commissioner*

**Carter D. Flemming**  
*Commissioner*

**Peter Kleeblatt**  
*Commissioner*

**Merrick Malone**  
*Commissioner*

**Karl Sandberg**  
*Commissioner*

**Roy O. Priest**  
*Secretary-Treasurer*

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS  
REGULARLY SCHEDULED MONTHLY MEETING**

Monday, March 28, 2016

7:00pm

Alexandria Redevelopment and Housing Authority (ARHA)

401 Wythe Street • Street Alexandria, VA 22314

*(East Conference Room)*

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1. Public Discussion Period for Resident Groups – 10 minutes
  - Ladrey Advisory Board (LAB) – Maudie Hines, President
  - ARHA Resident Association (ARA) – Shanelle Gayden, President
2. Public Discussion Period on AGENDA and NON-AGENDA ITEMS – 5 minutes
  - Neighborhood Briefing – Alexandria Police Department
3. Adopt Minutes for the Regularly Scheduled Monthly Meeting Held Tuesday, March 1, 2016
4. Adopt Minutes for the Special Board of Commissioners Meeting Held Monday, March 8, 2016
5. Vote Receipt of the Secretary-Treasurer’s Report as of Monday, March 28, 2016
6. **CONSENT DOCKET**
  - 6.1 **VOTE TO APPROVE RESOLUTION NO. 615 REVISION OF THE 2016 APPLICABLE PAYMENT STANDARD FOR THE HOUSING CHOICE VOUCHER PROGRAM**
  - 6.2 **VOTE TO APPROVE RESOLUTION NO. 616, GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE**
7. **ACTION DOCKET**
8. Other Business
9. Executive Session to Discuss Personnel, Legal and Real Estate Issues

# MINUTES

MINUTES

**MINUTES OF THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**REGULARLY SCHEDULED BOARD MEETING  
401 WYTHE STREET (*east conference room*)  
ALEXANDRIA, VA 22314**

**TUESDAY, MARCH 1, 2016**

**7:00 P.M.**

**THOSE PRESENT:** Daniel Bauman, Chairman  
Salena Zellers, Vice Chairwoman  
Christopher Ballard, Commissioner  
Carter Flemming, Commissioner  
Karl Sandberg, Commissioner  
Merrick Malone, Commissioner  
Peter Kleeblatt, Commissioner

**ABSENT:** Chyrell Bucksell, Commissioner

**RECORDER:** Ian Hawkins, Recorder

The regular Board meeting was called to order at 7:09 pm. Others present were Roy Priest, Chief Executive Officer, ARHA department heads, ARHA staff, City Office of Housing staff and community citizens.

**ITEM 1. PUBLIC DISCUSSION PERIOD FOR RESIDENTS GROUPS – 10 MINUTES:**

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mrs. Maudie Hines, President, greeted the Commissioners and apprised them that she and her husband are celebrating their thirty-fifth anniversary. Mrs. Hines, thanked all who wished her husband well after his successful surgery. Mrs. Hines, asked the Board to please be patient with her and she will deliver a more detailed Board report at the next Board Meeting.
- **Alexandria Resident Association (ARA)** – Ms. Shanelle Gayden, President – Absent.
- Ms. Geri Spell greeted the Board and staff. Ms. Spell stated she resides at the Ladrey Building and on behalf of the senior's activity group she wanted to inform the Board on some of things taking place with us. The senior's group "thanked" Commissioner Flemming for purchasing the Christmas flowers which were distributed to some of the seniors that weren't able to attend the Christmas activity. Ms. Spell, also mentioned the wonderful job Starr Robertson is doing with the seniors.

- Several activities were planned and the outcome was very successful and will continue with the many activities taking place with the senior's group. Ms. Spell ask for the continued support of the Board and staff of ARHA.

Ms. Spell informed the Board that she's a ten year kidney transplant recipient. Ms. Spell mentioned that she participated in the Kidney Walk every year except two. Ms. Spell asked the ARHA family to support her on this venture by partaking in a penny donation (*each day you put in a penny, starting from the month of January; and whatever calendar date represents the day you are giving, you are to submit that amount of pennies*). Ms. Spell mentioned the Kidney Walk is Saturday, October 29<sup>th</sup> 2016. Again, Ms. Spell thanked Commissioner Flemming for the flowers and thanked the Board for listening to her.

**ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS – 5 MINUTES:**

**Neighborhood Briefing (Alexandria Police Department) - Lt. Scott Patterson of Alexandria Police Department** – In the absence of a representative from the Alexandria Police Department, Mr. Priest apprised the Board that a brief status report on a variety of initiatives implemented by the resident officers, street crime unit, and bike officers can be viewed behind the tab of ***Other Business***.

Mr. Priest apprised the Board that he reached out to the APD and was informed that due to a recent Officer murder; the majority were attending the service, and could not be at tonight's meeting.

Mr. Priest, asked Dorothy Mwawasi, Family Self-Sufficiency Coordinator to join him in announcing the two successful graduates of the Family Self-Sufficiency Program (FSS), Ms. Vicky Sellers and Crystal Harris.

Ms. Mwawasi stated that both of the participants had worked on several goals including improving their credit, and maintaining full employment. Ms. Mwawasi informed the Board that Ms. Harris is planning to help repair her father's house in Washington, DC, so she can inherit the house and move-in after all the repairs are completed.

Ms. Mwawasi informed the board that Ms. Sellers is currently finishing up an online Bachelor Degree in Behavior Science and plans to start a transportation business to assist Medicaid and Medicare recipients. Ms. Mwawasi wished them well all their endeavors. A certificate of completion was presented to both participants along with a check in the amount of their escrow.

Both recipients thanked the Board and staff.

**ITEM 3. VOTE TO APPROVE MINUTES FOR MONDAY, FEBRUARY 1, 2016 BOARD OF COMMISSIONERS MEETING:**

Chairman Bauman presented the minutes for Monday, February 1, 2016. Commissioner Ballard moved to accept the minutes; the motion was seconded by Commissioner Malone. The motion was approved with (7) Yeas and (0) Nays to accept the Minutes of Monday, February 1, 2016.

**ITEM 4. VOTE TO RECEIVE THE SECRETARY-TREASURER'S REPORT:**

Chairman Bauman opened the floor to receive the Secretary-Treasurer's Report. The Secretary-Treasurer presented his report and responded to questions raised by the Board. Chairman Bauman requested a motion to accept the Secretary-Treasurer's Report. Commissioner Sandberg moved to accept the Secretary-Treasurer Report; the motion was seconded by Vice Chairwoman Zellers. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Secretary-Treasurer's Report as of Tuesday, March 1, 2016.

**ITEM 5. CONSENT DOCKET:**

5.1 *Vote to Approve Resolution 612, to Submit to HUD the Annual Contribution Contract for the 2016 Capital Fund Grants*

*Chairman Bauman made a request to approve Resolution 612, Commissioner Sandberg moved to approve Resolution 612; second by Commissioner Kleeblatt. The motion was passed by (7) Yea; (0) Nays to accept Resolution 612.*

**ITEM 6. ACTION DOCKET:**

**ITEM 7.** No Other Business to report

**ITEM 8. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:**

A motion was made by Commissioner Malone and seconded by Commissioner Kleeblatt and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 7:54 pm.

At 9:30 pm the Board reconvened in public session.

Thereupon, Commissioner Kleeblatt made the following motion, seconded by Commissioner Sandberg, no other actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was unanimously approved on a roll call vote of (7) Yeas to (0) Nays.

There being no further business to come before the board, Chairman Bauman adjourned the meeting at 9:33 pm.



**MINUTES OF THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**SPECIAL BOARD MEETING  
401 WYTHE STREET (Sister Cities Conference Room, City Hall)  
ALEXANDRIA, VA 22314**

**TUESDAY, MARCH 8, 2016  
7:00 P.M.**

**THOSE PRESENT:** Daniel Bauman, Chairman  
Salena Zellers, Vice Chairwoman  
Carter Flemming, Commissioner  
Karl Sandberg, Commissioner  
Merrick Malone, Commissioner  
Chyrell Bucksell, Commissioner

**ABSENT:** Chris Ballard, Commissioner  
Peter Kleeblatt, Commissioner

**RECORDER:** Connie Staudinger, Recorder

The Special Board meeting was called to order at 7:07 pm. Others present were Roy Priest, Chief Executive Officer, Connie Staudinger, Director of Development and Leroy Battle, Project Manager.

**ITEM 1. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:**

A motion was made by Vice Chairwoman Zellers, seconded by Commissioner Malone and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 7:07 pm.

At 7:12 pm the Board reconvened in public session.

Thereupon, Commissioner Malone made the following motion, seconded by Vice Chairwoman Zellers, that no actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was unanimously approved on a roll call vote of (6) Yeas to (0) Nays.

Chairman Bauman the made a request that a motion be made to approve Resolution 613, of the *Alexandria Redevelopment and Housing Authority adopting the joint City – ARHA Work Plan to direct the redevelopment of Ramsey Homes*. **Commissioner Malone motioned to adopt Resolution 613; seconded by Vice Chairwoman Zellers. The motion was passed by (6) Yea; (0) Nays.**

Chairman Bauman adjourned the meeting at 7:15 pm.

# FINANCE

FINANCE



**Commissioners:**

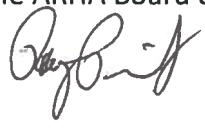
**Daniel Bauman, *Chairman***  
**Salena Zellers, *Vice Chairwoman***  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

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**Roy Priest, Chief Executive Officer**

**DATE:** March 19, 2016  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** **FINANCE DEPARTMENT**

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Finance Department is currently engaged in preparation of Annual Budget. Reports will be handed out at a later date.

# ASSET MANAGEMENT/ RESIDENT AND COMMUNITY SERVICES

ASSET MGMT /  
RESIDENT & COMMUNITY SERVICES



**Commissioners:**

**Daniel Bauman, Chairman**  
**Salena Zellers, Vice Chairwoman**  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell


Karl Sandberg  
Merrick T. Malone  
Peter Kleeblat

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Roy Priest, Chief Executive Officer

**DATE:** March 23, 2016

**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners

**FROM:** Roy Priest, Secretary-Treasurer 

**SUBJECT:** **ASSET MANAGEMENT SUMMARY REPORT PERIOD ENDING 02/29/2016**

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I. Performance Indicators for Board Monitoring

The Asset Management Department is responsible for the management and operations of ARHA's public housing developments, including but not limited to all leasing activities, rent collections, maintenance and grounds, and the enforcement and compliance of ARHA policies, as well as HUD, State and local government regulatory requirements.

ARHA's Admission and Continuing Occupancy Plan, also referred to as the ACOP, is the official document to set forth all policies in accordance with HUD's regulations and other policies approved by the ARHA Board of Commissioners.

In addition to the ACOP policies, HUD requires all Public Housing Authorities to abide by certain rules and regulations designed to measure the PHA's performance against national benchmarks, as well as other industry standards used to measure the operational and financial status of the organization.

The following report provides an overview of the Asset Management performance, including but not limited to the following activities:

- Leasing and Occupancy (current occupancy, move-in, and move out activity)
- Tenant's Account Receivables (TAR's)
- Vacant unit turnaround time (down time + make ready [turn-over] + lease up time)
- Work Order performance pursuant to HUD standards
- Public Housing Assessment Systems (PHAS) score, annually revised by HUD, based on information gathered by HUD from electronic submittals, REAC inspections and other components provided by the Authority.

The Tables and Charts provide a summary and overview of Asset Management activities and where applicable, include comparisons of performance indicators versus HUD standards, industry benchmarks, or ARHA's own goals. Further, performance indicators not covered in this section may be included in the Secretary-Treasurer's report.

Table A below shows the Performance Indicators for monitoring performances, as determined by the Board of Commissioners or the CEO. Additionally, Table-A shows HUD's standards for each indicator, whenever it is applicable, or a range of values assigned to the indicator, which shows the level of achievement. In some cases, ARHA's benchmarks may be higher than HUD's standards.

Comments contain information pertinent to each indicator to help in the analysis of the scores shown below. Some of the scores are percentile values, while other scores are numerical values based on specific units. Chart A provides a graphic presentation of Table A.

Table B provides a summary and overview of Asset Management activities related to the vacancy activity tracking, for the market rent and Section 8 units owned and managed by the Authority, and the data include the previous month, current month (reporting period) and the projected data for the following period.

Table C provides a summary and overview of Asset Management activities related to the vacancy activity tracking, for the Public Housing affordable units, including Low-Income Housing Tax Credit (LIHTC) properties owned and managed by the Authority.

As with the market rate units, the data include the previous month, current month (reporting period), and the projected data for the following period, the last is based on estimations and historical data.

Both tables mentioned above are supported by Charts B and C respectively. Please note that some of the chart data has been consolidated due to graphic limitations, to show large amounts of information on a scaled down chart, and some values have been rounded up.

The last sections of this report include legal activities related to the management and operation of the developments, on a Year-to-Date basis. The current report shows January 2015 activities.

**TABLE A**

**Performance Indicators for Board Monitoring for the current reporting period**

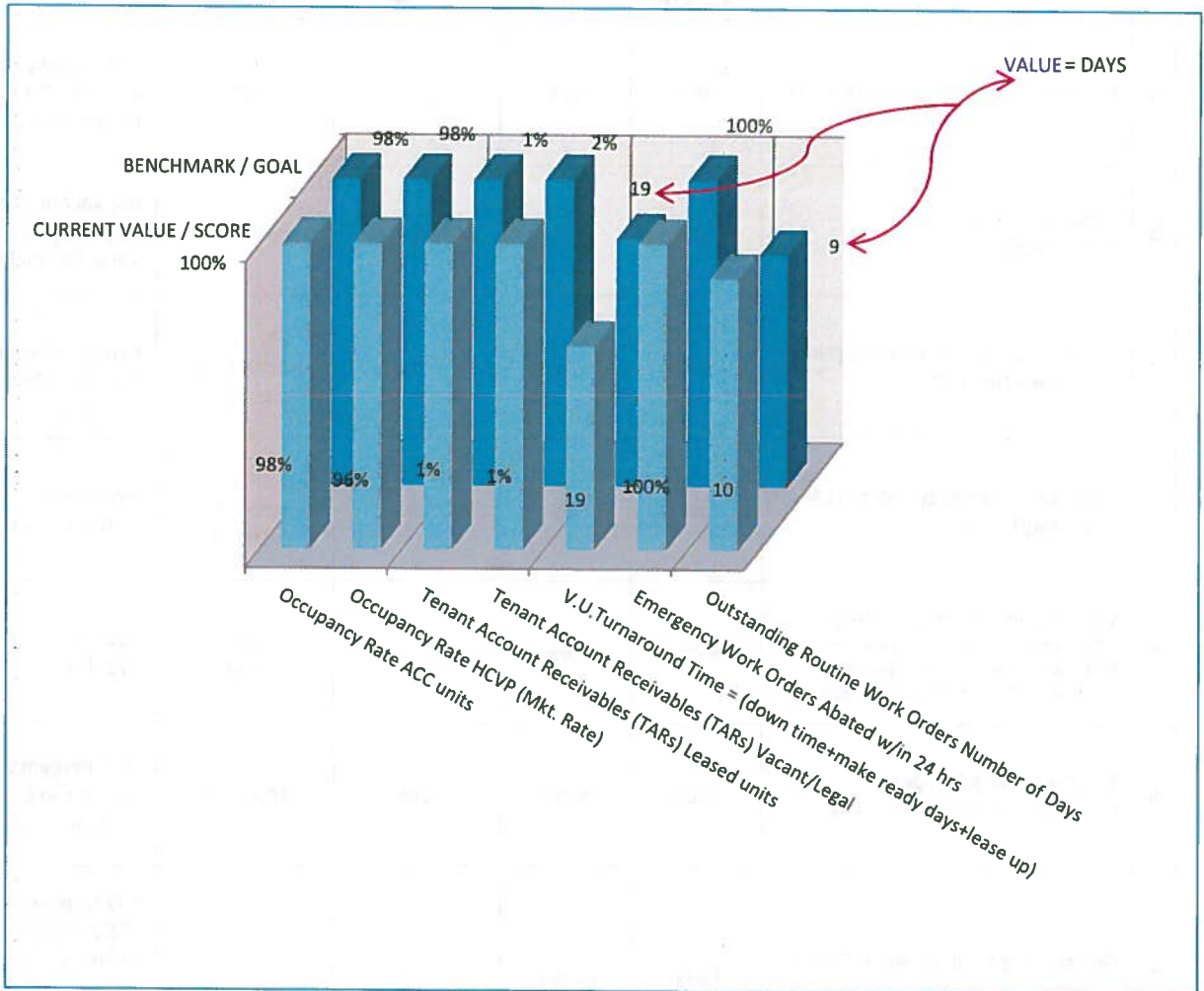
Performance Indicators for Board Monitoring of ACC Units, HCVP & Market Rent						
INDICATOR		CURRENT MONTH	PREVIOUS MONTH	BENCHMARK /GOAL	HUD's STANDARD	COMMENTS
1	Occupancy Rate ACC units (PH) (*)	98%	98%	98%	98%	See vacancy rate on the attached PH Vacancy Tracking report details
2	Occupancy Rate HCVP (Mkt. Rate)(*)	96%	97%	98%	96%-99%	See vacancy rate on the attached Market Rate Vacancy Tracking Report
3	Tenant Account Receivables (TARs) - Occupied Units (*)	1%	2.5%	1%	2% = A - >2%≤4% = B >4%≤6% = C	Percent of rents uncollected 2% = A, >2%≤4% = B,
4	Tenant Account Receivables (TARs) - Vacated/Evictions (*)	1%	3%	2%	>6%≤8% = D - >8%≤10% = E - >10%=F	>4%≤6% = C, >6%≤8% = D, >8%≤10% = E, >10%=F
5	Vacant Unit Turnaround Time DOWN TIME = 1 day (average) MAKE READY TIME = 8 days (average) LEASE UP TIME = 10 days (average)	19 days	19 days	19 days	20 days	Vacant units down time 20≤ days =A 21≤ days =B
6	Emergency Work Orders Completed/Abated w/in 24 hrs.	100%	100%	100%	100% = A	59 Emergency Work Orders Issued and Completed within 24 hours - 99% -100% = A
7	Outstanding Routine Work Orders Number of Days (average)	9 days	10 days	15 days	21 days	499 total work orders issued; 466 completed; 35 work orders remain open including current new WO, VUs, pest services, and system transfers.
8	PHAS Annual Score	80	80	91	90 – 100 = High Performer - 70 – 89 = Standard	Standard performer rating as of FY 2014 (under HUD review)

(\*) values are estimated and rounded up/down.



# CHART A

## Performance Indicators for current Board Monitoring Reporting Period



■ CURRENT VALUE / SCORE ■ BENCHMARK / GOAL

CHART SHOWS BENCHMARK/GOAL VS. CURRENT VALUE OR SCORE AND ARE RELATED ONLY TO THAT SPECIFIC INDICATOR. BENCHMARK VALUE AND SCORE VALUE SHOULD NOT BE USED COMPARATIVELY BETWEEN OTHER INDICATORS FOR PURPOSES OF VISUAL ASSESSMENT. VALUES ARE AUTOMATICALLY ROUNDED UP/DOWN.

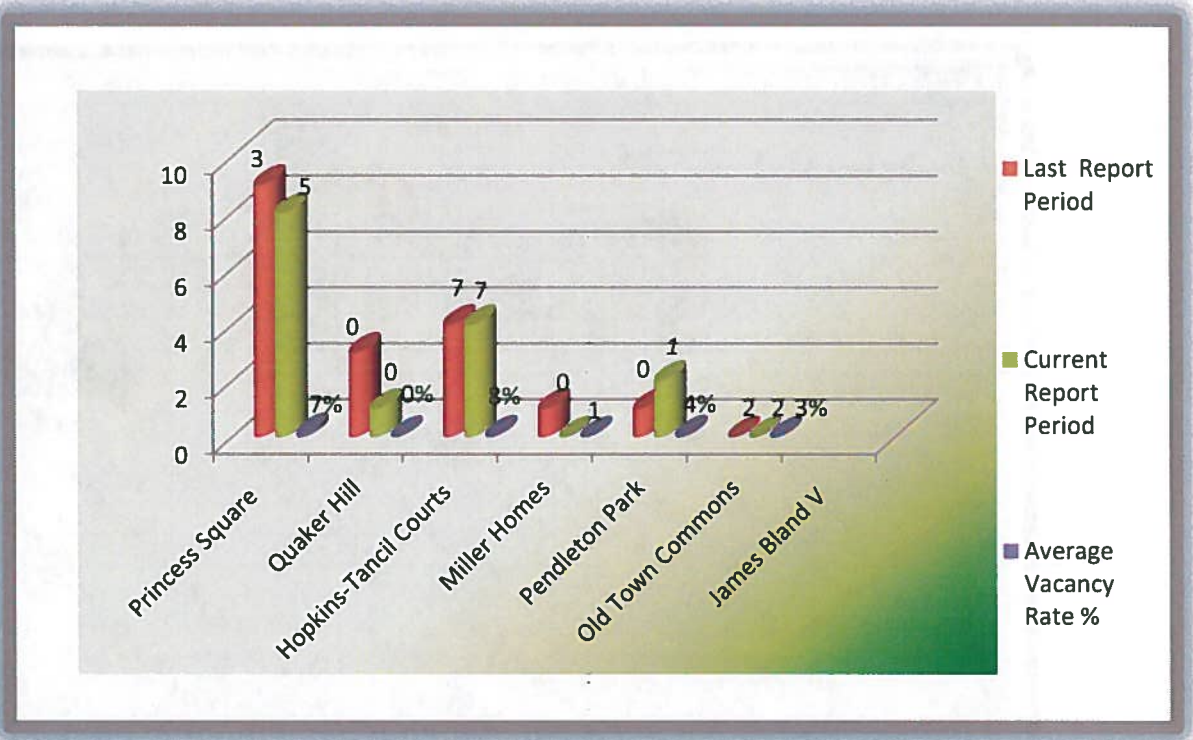
**TABLE B: Vacancy Activity Tracking Report for Market Rent Units/Section 8 for the current Reporting Period (February 2016) & projected vacancy for Next Reporting Period (March 2016)**

DEVELOPMENTS MKT. & HCVP	Total Number of Units	Last Report Period	Current Report Period	Average Vacancy Rate % (3)	Period's move-in	Period's move-out	Projected VU Next Period (*)
Princess Square (1) see notes	68	3	5	7%	0	2	2
Quaker Hill	60	0	0	0%	0	0	0
Hopkins-Tancil Courts (2)	108	7	7	8%	0	0	5
Miller Homes	16	0	1	6%	0	1	1
Pendleton Park	24	0	1	4%	0	1	1
Old Town Commons (James Bland V)	54	2	2	3%	0	0	2
<b>TOTALS (4)</b>	<b>330</b>	<b>12</b>	<b>16</b>	<b>4%</b>	<b>0</b>	<b>4</b>	<b>-</b>

NOTES:

- (1) Total units = 69. One unit occupied by a RPO – net lease units = 68
- (2) Total 111 Units: one unit occupied by a RPO, two units converted into the Ruby Tucker Center. Net unit count 108.
- (3) Percentile values have been rounded up or down for chart purposes.
- (\*) **Projected for the next reporting period**

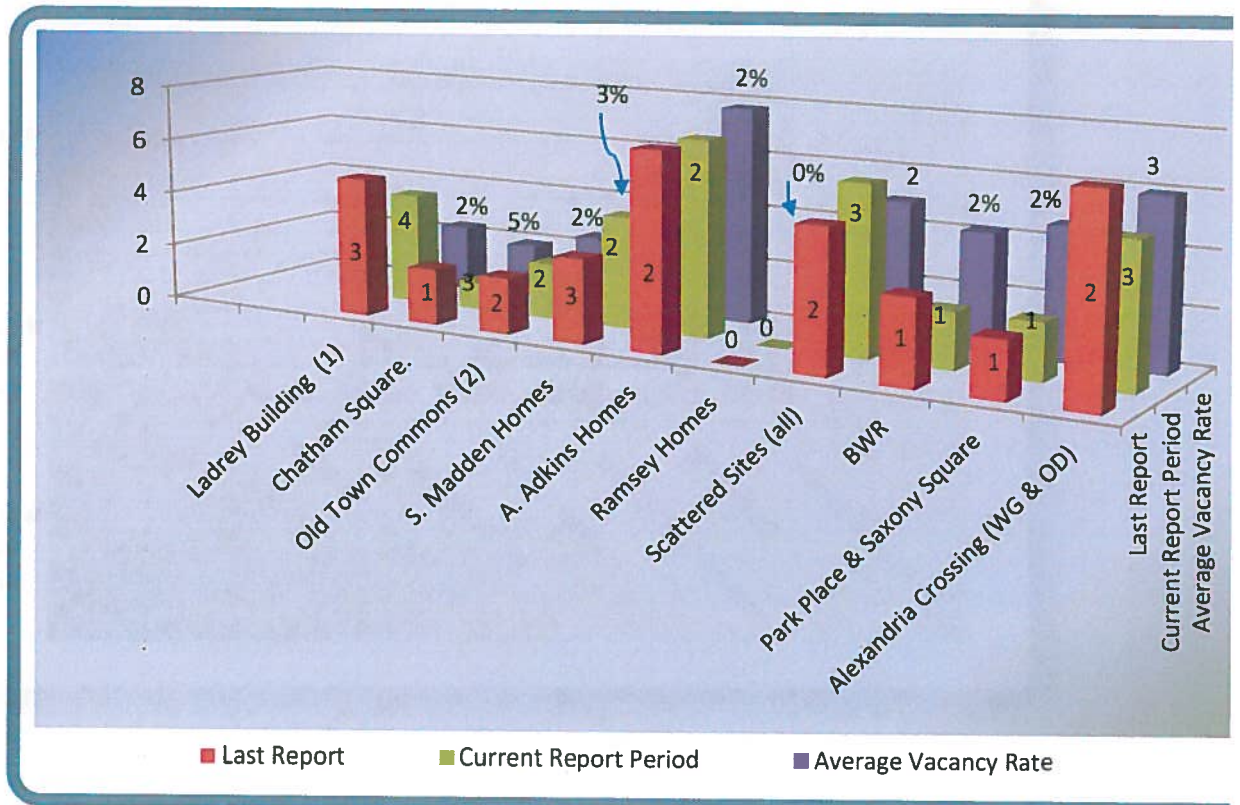
**CHART B: Vacancy Activity Tracking Report for Market Rent Units/Section 8 for the current Reporting Period (February 2016)**



**TABLE C: Vacancy Activity Tracking Report for ACC Units for current reporting period (February 2016) and Projected Vacancy for next reporting period (March 2016)**

DEVELOPMENTS ACC UNITS (PH)	Total Number of Units	Last Report Period	Current Report Period	Average Vacancy Rate %	Period's move-in	Period's move-out	Projected VU Next Period (*)
Ladrey Building (1)	170	3	4	2%	0	1	2
Chatham Square.	52	1	3	5%	0	2	2
Old Town Commons (2)	80	2	2	2%	0	0	2
S. Madden Homes	66	3	2	3%	1	0	2
A. Adkins Homes (3)	90	2	2	2%	0	0	2
Ramsey Homes	15	0	0	0%	0	0	0
Scattered Sites (all)	121	2	3	2%	0	1	2
BWR	48	1	1	2%	0	0	1
Park Place & Saxony Square	43	1	1	2%	0	0	1
Alexandria Crossing (WG & OD)	84	2	3	3%	0	1	2
<b>TOTALS: (4) (values are rounded up/down)</b>	<b>769</b>	<b>17</b>	<b>21</b>	<b>2%</b>	<b>1</b>	<b>5</b>	<b>-</b>
NOTES:							
(1) Total 170 Units: one unit occupied by a RPO							
(2) Count include JB Phases 1, 2 3 and 4							
(3) One unit occupied by an RPO							
(*) Projected for the next reporting period							

**CHART C: Vacancy Activity Tracking Report for ACC Units for current reporting period (February 2016)**



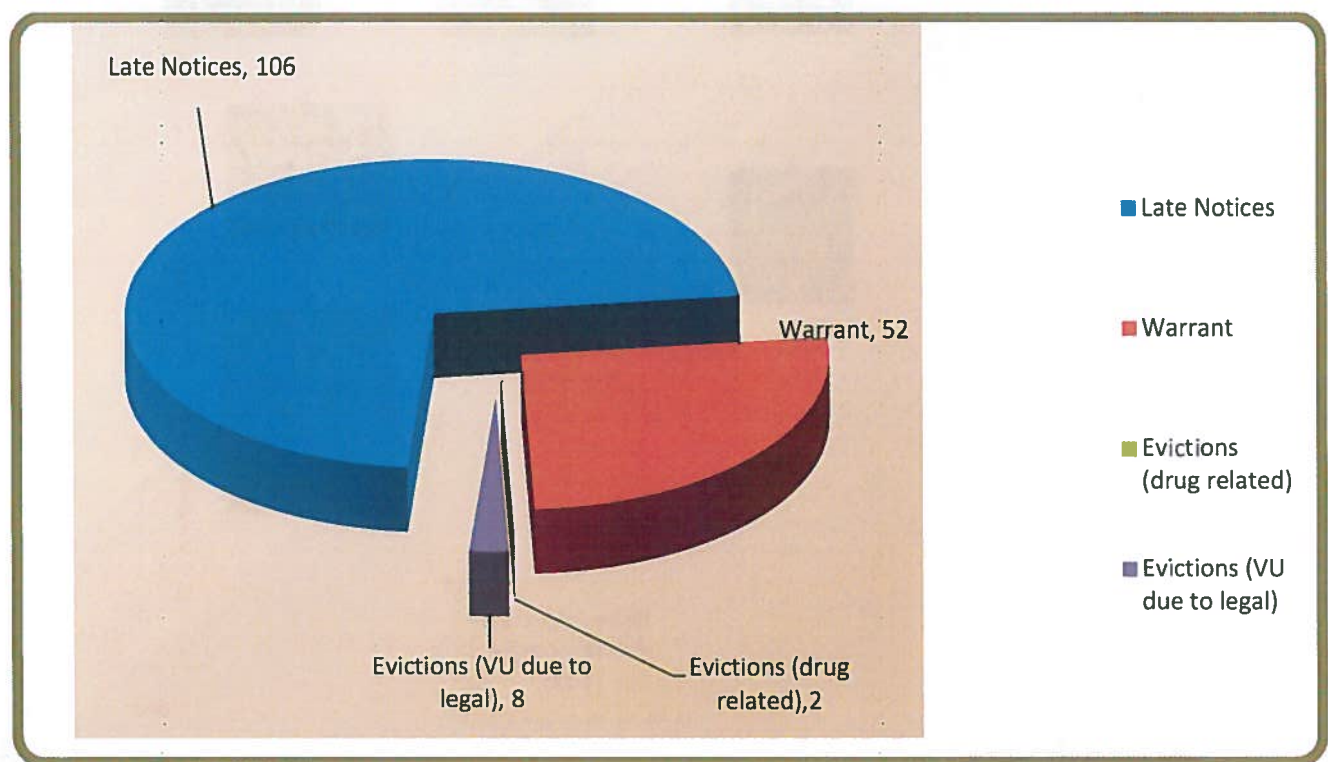
## II. Year-to-Date Administrative & Legal Activities

The following Table and Chart(s) provide a summary of the legal activities initiated by staff to enforce lease compliance, including but not limited to non-payment of rent or other charges, violation of the lease agreement unrelated to rent payment, and actions initiated by the Alexandria Police Department as a result of illegal activities, including drugs.

Chart D below, shows the Year-To-Date numbers that quantify the above steps. The variances shown in the chart also illustrate how the various steps/actions are carried out based on the residents' response and the adjudication of the cases.

The current year reflects all activities that have taken place since the beginning of the year up to the current reporting period, all values are cumulative.

**CHART D: Year to Date Administrative & Legal Activities**

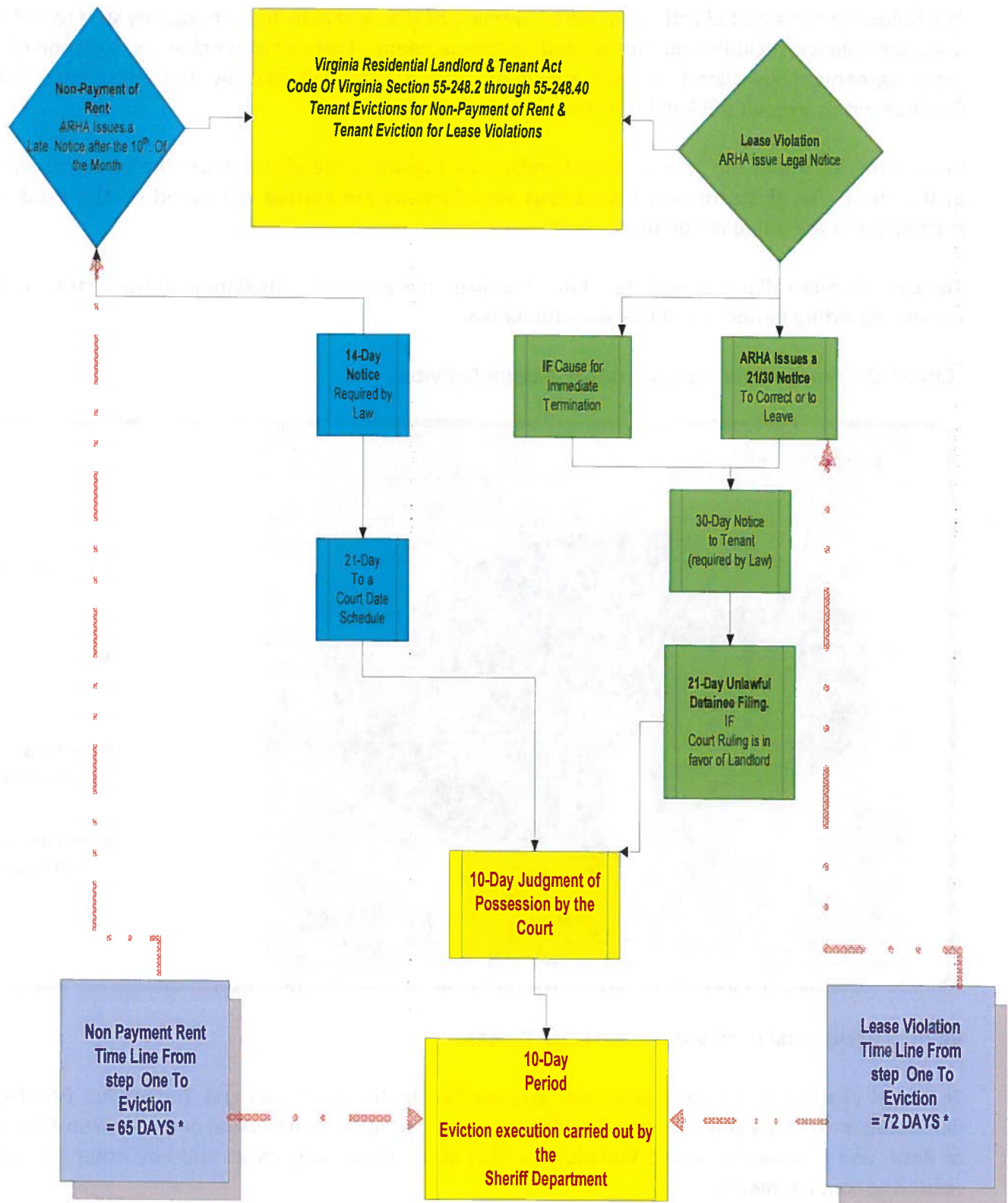


### Virginia Residential Landlord-Tenant Legal Process

The legal process as established by the Virginia Residential Landlords and Tenant Act (VRLTA) is illustrated in the flow chart below. The VRLTA covers two legal scenarios: a) cases for Non-Payment of Rent, and b) cases for Lease Violations, which also include drug cases and any other cases not related to rent payments.

The total time line may vary by circumstances, including but not limited to the Landlord's action, the Court actions in moving forward or allowing the defendant additional time or other recourses and the tenant's actions (contesting the case, etc.). The time lines shown below are an average for each type of case.

# VIRGINIA RESIDENTIAL LANDLORD AND TENANT ACT (VRLTA)



\*Time Lines may vary for each case based on unilateral actions by ARHA, the Court or the Defendant



**Commissioners:**

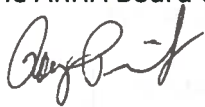
**Daniel Bauman, Chairman**  
**Salena Zellers, Vice Chairwoman**  
Anitra Androh

Carter Flemming  
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Merrick T. Malone  
Peter Kleeblatt

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**Roy Priest, Chief Executive Officer**

**DATE:** March 16, 2016  
**TO:** Daniel Bauman, Chairman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** HOUSING CHOICE VOUCHER PROGRAM (HCVP) ACTIVITY REPORT

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**I. HOUSING CHOICE VOUCHER PROGRAM SUMMARY OF ACTIVITIES**

The current program utilization rate is 80% of the annual contributions contract (ACC) with 99% of the budget authority expended. There were 190 vouchers issued and not under lease at the end of the month. Based on current funding allocations, per unit cost is approximately, \$1105.

The utilization summary is as follows;

- 24 - New admissions for HCV tenant based rental assistance
- 8 - End of participations for HCV tenant based rental assistance
  
- 0 - New admissions for HCV project based rental assistance
- 0 - End of participations for HCV project based rental assistance
  
- 1 - New admissions for Moderate Rehabilitation rental assistance
- 0 - End of participations for Moderate Rehabilitation rental assistance

**Priority Assignments for the month of February**

- Prepare draft update to policies and procedures impacted by the Final Streamlining Rule published by HUD
  
- Update inspection protocol to include revising housekeeping protocol and unit abatements

**Voucher Management System (VMS) Data reported for February 2016**

Homeownership	17
Homeownership New this Month	0
Family Unification	39
Portable Vouchers Paid	177
Tenant Protection	85
All Other Vouchers	1,223
<b>Total Vouchers</b>	<b>1,551</b>
<b>Number of Vouchers Under Lease on the last day of the month</b>	<b>1,538</b>
HA Owned Units Leased – included in the units lease above	129
<b>New vouchers issued but not under contract as of the last day of the month</b>	<b>190</b>
Portable Vouchers Administered (Port In)	12
Number of Vouchers Covered by Project-Based AHAPs and HAPs	75
Number of Hard to Housed Families Leased	11

Total ACC	1,926
<b>Total Vouchers Allocated</b>	<b>1,728</b>
Total Vouches Available	198

\*New vouchers issued but not under lease includes current program participants actively seeking in addition to applicants selected from the waiting list

**Section Eight Management Assessment Program (SEMAP) Indicators Report  
As of February 29, 2016**

<b>Indicator</b>	<b>Possible Number of Points</b>	<b>January Rating</b>
#1 – Selection from the waiting list	15	15
#2 – Rent Reasonableness	20	20
#3 – Determination of Adjusted Income	20	20
#4 – Utility Allowance Schedule	5	5
#5 – HQS Quality Control Inspections	5	5
#6 – HQS Enforcement	10	10
#7 – Expanding Housing Opportunities	5	5
#8 – Payment Standards	5	5
#9 – Annual Re-examination	10	10
#10 – Correct Tenant Rent Calculations	5	5
#11 – Pre-contract HQS	5	5
#12 – Annual HQS Inspections	10	10
#13 – Lease Up	20	20
#14 – FSS Enrollment	10	10
Bonus (Deconcentration)		
<b>Total</b>	<b>145</b>	<b>145</b>

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these indicators.

Program Type	VMS Units Leased	As of MM/YY	Port Outs	Port Ins	Number of 50058s Required	Number of 50058s Reported	Reporting Rate
All voucher Funded Assistance	1536	1/16	178	14	1,372	1,354	99

**Indicator #9: Annual Re-examinations**

Percentage of families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points.	0%
Number of Families in Current Database	Number of Late Reexaminations
1355	0

**Indicator #10: Correct Tenant Rent Calculations**

Percentage of families with incorrect rent calculations (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold	0%
Number of Families in Current Database	Number of Rent Discrepancies
1011	0

**Indicator 11: Pre-contract HQS Inspections**

Percentage of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract	100%
Number of Families in Current Database	Number of Inspections On or Before Effective Date
216	216

**Indicator 12: Annual HQS Inspections**

Percentage of units under contract where annual HQS inspection is overdue (%) (Percentage includes all inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points.	0%
Number of Families in Current Database	Number of Late Inspections
1,263	0

**Indicator 14: Family Self Sufficiency Enrollment**

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Number of Mandatory Slots*	Number of families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
11	49	445	12	33





**Commissioners:**


Daniel Bauman, *Chairman*  
Salena Zellers, *Vice Chairwoman*  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

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Roy Priest, Chief Executive Officer

**DATE:** March 17, 2016  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** RESIDENT & COMMUNITY SERVICES BOARD REPORT

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**Partnerships:**

- ACPS FACE Program and Computer Core will provide an Introduction to Computer/ Navigating the Internet class for Parents starting April 12th until May 19th (Tuesdays and Thursdays) from 11am-1pm at Ruby Tucker Family Center.
- FSS has renewed partnerships with *Northern VA Community College: Certificate Programs, Alexandria Community Services Board in Alexandria; and Fatherhood Initiative Program, Prince William County*
- Burgundy Farm Country Day School "Senior Buddies" Program
- Zeta Chi Omega Chapter, Alpha Kappa Alpha Sorority (Annual Seniors' Holiday Luncheon)
- Alfred Street Baptist Church Seniors' Ministry (Tri-Annual Senior Special Events)
- *I Heart Seniors, LLC (Nutrition, Physical & Cognitive sponsored Activities)*
- *ASCD – Association for Supervision & Curriculum Development*

**Special Notes/Upcoming Events:**

- Easter Egg Hunt, Friday March 25 @ Ruby Tucker – 1:00 pm
- Started a new leadership development program focused on 9<sup>th</sup> and 10<sup>th</sup> grade boys
- Momentum Leadership Program youth will be traveling to Colleges/Universities in Virginia and North Carolina for their annual college tour from April 21<sup>st</sup> to 23<sup>rd</sup>
- 2 FSS participants graduated from the program on 3/1/2016 after completion of their Individual Training and Service Individual Plan (ITSP) in 5 years. They graduated with a combined total of more than \$30,000 of escrow funds.
- 2 temporary employees were hired on 3/8/2016 for the next 90 days to work on the escrow calculations for current FSS participants to complete their annual escrow statements for 2016.

- ARHA staffers Gaynelle Diaz and Starr Robertson have started conducting computer classes for residents of the Ladrey High Rise in the Computer Lab.
- Tuesday, April 5<sup>th</sup>: Senior Appreciation Game Day “ Dave & Busters Springfield, VA”
- Thurs, April 14th, 1pm—4pm—Senior Financial Care residents with specific money needs, social security, power of attorney & living will and applying for programs.
- Friday, April 1: Annual Successful Aging & TCWHS Student Government Association Sponsored Dance for All Ages @ TCWHS, 7 – 9 p.m.

## Resource Learning Center: Ruby Tucker Family Center (RTFC)

**Staff:** Jason Ellis, Gaynelle Diaz, Kimberly Artis, Sabrina Walker

### Activities:

	Education # of sessions	Enrichment # of sessions	Empowerment # of sessions	Number of Programs	Attendance (% of active)	Scope of Service (% of registered)
Adult (19 and over)	1	0	5	3	68%	41%
Youth (4-18)	26	3	5	7	65%	83%

### Ancillary Support:

Support Services	Service delivery numbers (indvl. count)
Referral services	34
School visits/ PTA meeting	3
Food distribution	90
Clothing distribution	4
Resident Association attendance	0

### Finances:

Expenditures: ARHA	Expenditures: External Funding	Fundraising: Cash (YTD)	Donation/In-kind gifts valuation (month)
			\$1250

### Volunteers:

New recruitment	Active #	Hours of service: Resident	Hours of service: Community
1	57	74.5	19

## Family Self-Sufficiency and Supportive Services (JB V, PH, HCV)

Staff: Dorothy Mwawasi

### Activities:

Category	# of Participants	Education /Training	Employment	Health & Wellness	Life Skills	Case Management
James Bland V	-	-	-	-	-	2
Public Housing	32	5	6	12	2	23
Housing Choice	49	3	1	6	3	35
Agency wide	0	2	1	0	1	3
<b>TOTALS</b>	<b>81</b>	<b>10</b>	<b>8</b>	<b>18</b>	<b>6</b>	<b>63</b>

- Finances:

Expenditures: ARHA	Expenditures: External Funding	Fundraising: Cash (YTD)	Donation/In-kind gifts valuation (month)
\$0.00			

Participants Earning Escrow	Total Escrow Accrued	Participants Employed	Mean Salary/Income	Cumulative Salary/Income
26	\$100,772.03	37	\$14,736.38	\$545,246.23

### Referrals:

Category	Financial	Employment & Training	Housing Assistance	Health & Wellness	Home-ownership Counseling	Childcare	Professional Dev'ment
James Bland V							
Public Housing	1	5	0	0	0	0	1
Housing Choice	1	3	2	0	0	0	3
Agency wide	0	0	5	0	2	0	1
<b>TOTALS</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>

**The Senior Program: The Senior Center @ Charles Houston; LaDrey High Rise**

**Staff:** Vanessa Greene, Cynthia Pierce, Starr Robertson

**Activities:**

Health & Wellness	Nutrition	Cognitive	Leisure/Enrichment
38	17	66	57

**Participation:**

Active participants	New Registrants	Drop-ins	Partner Participants
86	1	22	13

**Referrals/Ancillary Services:**

Support Services	Service delivery numbers (indvl. count)
Health & Medical	<b>388</b>
Financial	<b>7</b>
Daily living skills and entitlements	<b>17</b>
Transportation	<b>552</b>
Enrollments and registrations	<b>1</b>
Sick and shut-in	<b>10</b>
Family planning & Assessments & Check-Ups	<b>8</b>

**Finances:**

Expenditures: ARHA	Expenditures: External Funding	Fundraising: Cash (YTD)	Donation/In-kind gifts valuation (month)
0	0		\$35

**Volunteers:**

New recruitment	Active #	Hours of service: Resident	Hours of service: Community
8	10	19	8

# FACILITIES & MODERNIZATION

FACILITIES &  
MODERNIZATION




**Commissioners:**

Daniel Bauman, *Chairman*  
 Salena Zellers, *Vice Chairwoman*  
 Anitra Androh

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 Peter Kleeblatt

Roy Priest, Chief Executive Officer

**DATE:** March 21, 2016  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** DEPARTMENT OF FACILITIES AND MODERNIZATION

**PART I FACILITIES MANAGEMENT REPORT**

**A. Work Order Summary**

Following below is Table I, with a summary of the work order (“WO”) activity during the current reporting period, with a breakdown by WO categories. Further, Chart I provides a graphic summary of the number of work orders, by Region, comprising the Asset Management Project (“AMP”).

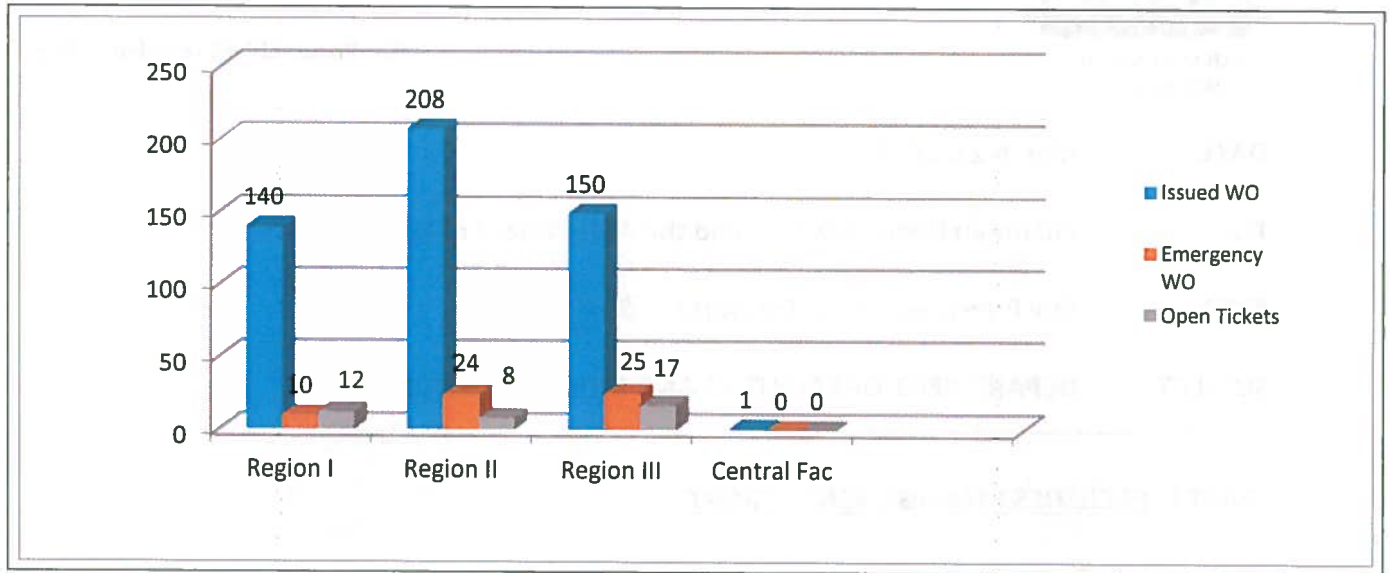
Table I – Reporting Period: 02/01/2016 to 02/29/2016

Issued WO’s	499	Includes all work orders generated during this period
Completed WO’s	462	Includes all work orders completed during this period
Emergency WO’s	59	Includes all emergency work orders issued and completed within 24-hours
Open WO’s (1) SEE NOT BELOW	37	Routine WOs, exterminator services, and vacant units WOs summary as of the closing of this reporting period ending.

(1) Open work order tickets by regional Asset Management group, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 2.41 %  
 Region II = 1.61 %  
 Region III = 3.41 %

**Chart I – Work Orders by Regions**



**PART II OVERVIEW OF FACILITIES AND MODERNIZATION ACTIVITIES**

**A.** Current Facilities and Modernization activities in progress as of the closing of this report include:

**1. Vacant Unit Turn Over (Vacant Unit Make Ready)**

During this reporting period, twenty (20) additional units added for rehabilitation and turnover work. Twelve (12) units have been completed and turned over (make ready time) to Asset Management for leasing as of the end of the current reporting period. Refer to the Asset Management reports for additional details.

**2. REAC Inspections**

The 2016 HUD REAC inspections are in progress as of the closing of this report. This department has been coordinating the Uniform Physical Condition Standards (UPCS) inspections with the HUD Contractor/Inspector and work orders are being generated to perform the abatement of the reported deficiencies. The annual HUD UPCS inspections apply to all Public Housing units only, and covers five main areas or categories: Site, Building Exterior, Building Systems, Common Areas and Units.

Each of the above areas is assigned a percentile value (Possible points with a 100% value) and upon completion of the physical inspections, a Points Scored value is assigned to each AMP (property). The inspectable items are categorized by a Criticality Level and a Severity Level, with the Health and Safety deficiencies receiving the highest deduction points. The final scoring from HUD will be available approximately 2-3 weeks after the official inspection has been completed.

### **3. Other Activities**

A partnership with the City of Alexandria, Office of Housing and Energy Master, a non-profit organization serving Public Housing and other affordable housing entities, will be performing energy conservation improvements at Princess Square on March 5<sup>th</sup> and April 2<sup>nd</sup> 2016 with a group of approximately 25-30 trained volunteers.

Energy Master Group recently completed very successfully a similar project in Arlington, Virginia and had approached the City and ARHA to continue their energy conservations efforts, at no cost to ARHA or our residents, who will also receive personal information and training on how to conserve our energy resources and water conservation; these efforts, on an average, create approximately 4% of saving on gas and electrical bill paid by the residents, and also helps on water conservation, with the installation of water saving devices in the plumbing fixtures.

Princess Square is the first site selected to initiate this program and we anticipate other ARHA developments that fit their criteria for energy saving measures in the future.



# DEVELOPMENT

DEVELOPMENT



**Commissioners:**

**Daniel Bauman, *Chairman***

**Salena Zellers, *Vice Chairwoman***

**Anitra Androh**

**Carter Flemming**

**Christopher Ballard**

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**Peter Kleeblatt**

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**Roy Priest, Chief Executive Officer**

**DATE:** March 28, 2016

**TO:** Daniel Bauman, Chairman and the ARHA Board of Commissioners

**FROM:** Roy O. Priest, Secretary-Treasurer

**SUBJECT:** Development Update, March 21, 2016

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**REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES**

Discussions have been scheduled for each of the three top-ranked Partners during the month of April. These discussions will be held in Executive Session.

**RAMSEY HOMES**

On March 12, 2016 the Alexandria City Council voted unanimously to approve the rezoning and master plan amendment for the Ramsey Homes site and deferred the Development Special Use Permit approvals.

In addition the Council approved, by resolution, a joint work plan with ARHA that provides the framework for to further develop and evaluate the current 53 Unit proposal, the 49-Unit proposal and other permutations that may come out of the joint work group planning process.

Ongoing meetings between the City and ARHA will be of a frequent nature as we prepare the agenda and deliverables that will be presented at the next Work Group meeting. City and ARHA staff met on March 17<sup>th</sup> to discuss the established threshold items, steps forward and potential permutations of each of the 53-unit and Alternate concepts to explore. City staff requested a clarification to the Klein Hornig Disposition Memorandum which ARHA provided. That updated Memorandum is included in your materials. The schedule will be a living document, updated on a constant basis. Immediate tasks that will be instrumental over the next two weeks in order to get to the charrette, include:

- Updates the Joint Work Plan Schedule
- Drafting Scope(s) of Work for the consultants it relates to the additional services directive for the study of the 53-unit option, the Alternative and any permutations of the two concepts.
- Drafting Scope(s) of Work for new consultants. Receiving/Reviewing/Approval of proposals to engage new consultants.
- Ramsey (2<sup>nd</sup>) Design Charrette (Joint Staffs plus Design Team) – March 29, 2016

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## **CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY (CRHA)**

The Alexandria Redevelopment and Housing Authority (ARHA) Technical Assistance Team recently submitted an informed report on the progress made with the Charlottesville Redevelopment and Housing Authority ("CRHA") in its efforts to create and implement a Corrective Action Plan for submission to the United States Department of Housing and Urban Development ("HUD"). ARHA's team has provided executive management and leadership in areas of human resources, housing operations, finance and accounting, maintenance and capital funds.

ARHA's Executive Management Team is reviewing CRHA's current organizational structure and will propose a staff reorganization plan to better implement an asset management model, specifically working on tasks related to the recruitment and on-boarding process for a replacement Executive Director. A prospective budget is in development, to support the proposed reorganization. ARHA is preparing necessary reports for CRHA Board to evaluate and implement the proposed reorganization. In addition to assisting CRHA's staffing needs, ARHA has assisted with the below matters, amongst others:

- i. The ARHA Technical Assistance Team heard grievance matters by and between CRHA residents and employees.
- ii. The ARHA Technical Assistance Team provided guidance regarding the Public Housing waiting list
- iii. The ARHA Technical Assistance Team worked with staff to reorganize the purchase order and accounts payable processes, to streamline the ordering of goods and services process, provide better oversight of PHA needs and as well reduce the amount of errors and time to code and process invoices and purchase orders
- iv. The ARHA Technical Assistance Team oversaw the administration and disbursement of operational and Capital funds through the electronic Line of Credit and Control System (eLOCCS).
- v. The ARHA Technical Assistance Team reviewed the VMS system and prior year PHAS reporting and scoring of PHAS. The team adjusted the current capital fund budgets via the five year plan and the eLOCCS's system so the Capital Fund programs budgets are properly stated, obligation reports are current as well as drawdowns.
- vi. The ARHA Technical Assistance Team reviewed current vacancy rates, physical conditions of vacant units, turn over process to make ready, unit's inspections, and scheduling, coordinate made ready units for final inspection and lease up with asset management staff for lease up.
- vii. The ARHA Technical Assistance Team collected historical data for emergency and routine work orders (WO), analyzed procedures and quality control components, including maintenance staff assignment, WO turnaround time, compliance with HUD standards and industry benchmarks, maintenance staff productivity and performance, and will create a SOP for all the necessary procedures.

## **HUD DISPOSITION APPLICATION AMENDED FOR THE JAMES BLAND PROPERTIES**

The development staff is preparing a second amendment to the 2008 approved Disposition Application for the James Bland properties, to be submitted to HUD. The Disposition Application was approved for all 5 phases on July 9, 2009 and amended on April 10, 2013 to request that the 54 Phase II and V units be modified to change the subsidy program from Public Housing to Project-Based Vouchers. In the case of both approvals, ARHA was required at completion of the full effort to submit a final amendment to HUD disclosing all surplus land sale proceeds and informing HUD of how we intend to use them. The disposition regulations can be found at 24 CFR 970, §970.19 and state that the net proceeds must be used for:

**§ 970.19 Disposition of property; use of proceeds.**

**(a)** Where HUD approves the disposition of real property of a development, in whole or in part, the PHA shall dispose of the property promptly for not less than fair market value (in which case there is no showing of commensurate public benefit required), unless HUD authorizes negotiated sale for reasons found to be in the best interests of the PHA or the federal government; or dispose of the property for sale for less than fair market value (where permitted by state law), based on commensurate public benefits to the community, the PHA, or the federal government justifying such an exception. General public improvements, such as streets and bridges, do not qualify as commensurate public benefits.

**(b)** A PHA may pay the reasonable costs of disposition, and of relocation of displaced tenants allowable under § 970.21, out of the gross proceeds, as approved by HUD.

**(c)** To obtain an estimate of the fair market value before the property is advertised for bid, the PHA shall have one independent appraisal performed on the property proposed for disposition, unless HUD determines that:

**(1)** More than one appraisal is warranted; or

**(2)** Another method of valuation is clearly sufficient and the expense of an independent appraisal is unjustified because of the limited nature of the property interest involved or other available data.

**(d)** To obtain an estimate of the fair market value when a property is not publicly advertised for bid, HUD may accept a reasonable valuation of the property.

**(e)** A PHA shall use net proceeds, including any interest earned on the proceeds (after payment of HUD-approved costs of disposition and relocation under paragraph (a) of this section), subject to HUD approval, as follows:

**(1)** Unless waived by HUD, for the retirement of outstanding obligations, if any, issued to finance original development or modernization of the project; and

**(2)** To the extent that any net proceeds remain, after the application of proceeds in accordance with paragraph (e)(1) of this section, for:

**(i)** The provision of low-income housing or to benefit the residents of the PHA, through such measures as modernization of lower-income housing or the acquisition, development, or rehabilitation of other properties to operate as lower-income housing; or

**(ii)** Leveraging amounts for securing commercial enterprises, on-site in public housing developments of the PHA, appropriate to serve the needs of the residents.

**(f)** For dispositions for the purpose stated in § 970.17(b), a PHA must demonstrate to the satisfaction of HUD that the replacement units are being provided in connection with the disposition of the property. A PHA may use sale proceeds in accordance with paragraph (e) to fund the replacement units.

# CONSENT DOCKET

CONSENT  
DOCKET



**Commissioners:**

Daniel Bauman, *Chairman*  
Salena Zellers, *Vice Chairwoman*  
Anitra Androh


Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

Roy Priest, Chief Executive Officer

**DATE:** March 1, 2016

**TO:** Daniel Bauman, Chairman and the ARHA Board of Commissioners

**FROM:** Roy Priest, Secretary-Treasurer 

**SUBJECT:** **VOTE TO APPROVE RESOLUTION NO. 615 REVISION OF THE 2016 APPLICABLE PAYMENT STANDARD FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**ISSUE:**

The Housing Choice Voucher program desires to update the Applicable Payment Standard for 2016. Pursuant to the Housing Choice Voucher Program Administrative Plan, ARHA will review the Applicable Payment Standard annually to determine whether an affordability adjustment should be made.

The 2014 payment standard was approved at 110% of the HUD published FMR. Analysis of the data available at the time of the 2015 standard review indicated ARHA should continue to operate at 110% of the 2014 published FMR to maintain its current level of program participation. The Fair Market Rents published for 2016 were increased from the previous year's rents. An adjustment to the payment standard would have an adverse impact on applicants actively seeking housing and create impediment of gross rents that exceed the applicable payment standard rendering the units ineligible to lease.

**DISCUSSION:**

Payment standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit. The range of possible payment standard amounts is based on HUD's published fair market rent (FMR) schedule for the FMR area in which the PHA has jurisdiction. FMRs are based on either the 40th or 50th percentile of rents charged for standard rental housing in the FMR area. A PHA may set its payment standard amounts from 90 percent to 110 percent of the published FMRs, and may set them higher or lower with HUD approval.

The level at which the payment standard amount is set directly affects the amount of subsidy a family will receive, and the amount of rent paid by program participants. If the family leases a unit with a gross rent at or below the payment standard for the family, the family's share of the rent will

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be its Total Tenant Payment (TTP). If the rent for the unit is higher than the payment standard, the family's share will be higher than the TTP.

When the PHA changes its payment standards or the family's situation changes, new payment standards are applied at the following times:

If the PHA's payment standard amount changes during the term of the HAP contract, the date on which the new standard is applied depends on whether the standard has increased or decreased.

If the payment standard amount has *increased*, the increased payment standard will be applied at the *first annual* reexamination following the effective date of the increase in the payment standard.

If the payment standard amount has *decreased*, the decreased payment standard will be applied at the *second annual* reexamination following the effective date of the decrease in the payment standard.

If the family moves to a new unit, or a new HAP contract is executed due to changes in the lease (even if the family remains in place) the current payment standard applicable to the family will be used when the new HAP contract is processed.

If the payment standard amount is too *low*:

- Families may need to pay more than they can afford; or
- Families may have a hard time finding acceptable units or units in more desirable areas;
- Housing choices will be narrowed and the PHA's efforts to affirmatively further fair housing will be undermined.

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to approve Resolution No. 213 to adopt the 2016 Housing Choice Voucher Applicable Payment Standard.

**FISCAL IMPACT:**

<b>Bedrooms</b>	<b>2014 APS @ 110%</b>	<b>2015 FMR</b>	<b>2015 APS</b>	<b>2016 FMR</b>	<b>Proposed 2016 APS</b>
<b>0</b>	<b>\$1294.00</b>	<b>\$1167.00</b>	<b>\$1294.00</b>	<b>\$1307.00</b>	<b>\$1307.00</b>
<b>1</b>	<b>\$1363.00</b>	<b>\$1230.00</b>	<b>\$1363.00</b>	<b>\$1402.00</b>	<b>\$1402.00</b>
<b>2</b>	<b>\$1616.00</b>	<b>\$1458.00</b>	<b>\$1616.00</b>	<b>\$1623.00</b>	<b>\$1623.00</b>
<b>3</b>	<b>\$2163.00</b>	<b>\$1951.00</b>	<b>\$2163.00</b>	<b>\$2144.00</b>	<b>\$2144.00</b>
<b>4</b>	<b>\$2717.00</b>	<b>\$2451.00</b>	<b>\$2717.00</b>	<b>\$2726.00</b>	<b>\$2726.00</b>
<b>5</b>	<b>\$3124.00</b>	<b>\$2819.00</b>	<b>\$3124.00</b>	<b>\$3135.00</b>	<b>\$3135.00</b>
<b>6</b>	<b>\$3532.00</b>	<b>\$3186.00</b>	<b>\$3532.00</b>	<b>\$3544.00</b>	<b>\$3544.00</b>

THE ARHA BOARD OF COMMISSIONERS

AUTHORIZES APPROVAL OF THE 2016 APPLICABLE PAYMENT STANDARD FOR  
THE HOUSING CHOICE VOUCHER PROGRAM

RESOLUTION No. 615

**WHEREAS**, the Alexandria Redevelopment and Housing Authority administers a Housing Choice Voucher program under the guidance of the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the previous fiscal year payment standard is 110% of the HUD published FMR for 2014. Analysis of the most recent data indicates that ARHA should adjust its current payment standard to capture the increase in the 2016 published FMR to maintain its current level of program participation; and

**WHEREAS**, ARHA is required to review its applicable payment standard annually and obtain Board approval for its revision pursuant to its Housing Choice Voucher Administrative Plan and the Code of Federal Regulations;

**NOW, THEREFORE**, be it resolved that the Board of Commissioners of the Alexandria Redevelopment and Housing Authority, pursuant to the laws of the Commonwealth of Virginia, approve the revision to the 2016 Housing Choice Voucher Applicable Payment Standard.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

\_\_\_\_\_  
Daniel Bauman, Chairman  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roy Priest, Secretary-Treasurer  
ARHA Board of Commissioners

\_\_\_\_\_  
Date





**Commissioners:**

**Daniel Bauman, *Chairman***  
**Salena Zellers, *Vice Chairwoman***  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblat

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Roy Priest, Chief Executive Officer

**DATE:** March 1, 2016

**TO:** Daniel Bauman, Chairman, and ARHA Board of Commissioners

**FROM:** Roy Priest, Chief Executive Officer

**SUBJECT:** **VOTE TO APPROVE RESOLUTION NO. 616, GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE**

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**ISSUE:**

The agency's records retention and disposition policy is being updated to provide consistency with federal and state laws, and HUD policy. With the advent of electronic records and other formats for documents and storage, the process for preserving data has evolved and a number of changes have been made at the federal and state levels. The attached policy is designed to ensure that: (1) records are maintained and managed in a consistent manner by all ARHA departments; and (2) ARHA complies with current federal and state requirements for record retention and disposition.

**DISCUSSION:**

The proposed policy describes each record, identifies the legal custodian of the document, defines the time limits for records retention, and outlines the requirements for disposal of documents. The policy is divided into the following sections.

- Definitions
- Correspondence and General Records
- Tenant Records, Including Tax Credit Properties
- Human Resources
- Real Estate Records
- Financial Records
- Inventory Records
- Investigatory/Safety/Audit and Compliance Records
- Legal Records
- Press and Communications Records

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to approve Resolution No. 216 and adopt the General Records Retention and Disposition Schedule for the Alexandria Redevelopment and Housing Authority. The policy will become effective upon adoption by the Board.

**FISCAL IMPACT:**

None

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**ADOPTION OF RECORDS RETENTION AND DISPOSITION POLICY AND SCHEDULE FOR AGENCY**

**RESOLUTION NO. 616**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (ARHA) has not revised its Records Retention and Disposition Policy in over 15 years; and

**WHEREAS**, during the last 15 years, the use of electronic documents has increased greatly, and the manner in which written documents are transmitted and stored has changed; and

**WHEREAS**, records need to be maintained and managed in a consistent manner by all ARHA departments; and

**WHEREAS**, with the advent of electronic records and other formats for documents and storage, the process for preserving data has evolved; and

**WHEREAS**, ARHA's record retention and disposition policy needs to be updated to provide consistency with federal and state laws, and HUD policy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that it approves the attached policy which describes each record, identifies the legal custodian of the document, defines the time limits for records retention, and outlines the requirements for disposal of all documents to ensure that the agency complies with current federal and state requirements for record retention and disposition.

Adopted this 28<sup>th</sup> day of March 2016

**ATTEST:**

**ALEXANDRIA REDEVELOPMENT AND  
HOUSING AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY  
BUILDING COMMUNITY PARTNERSHIPS**

**GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY<sup>1</sup>**

Effective \_\_\_\_\_

*REASONS FOR RECORDS MANAGEMENT:* The Alexandria Redevelopment and Housing Authority (ARHA) has abundant records, which need to be kept and managed in a consistent and organized fashion, in order to: 1) promote operational efficiency, 2) minimize expenses for unnecessary records storage, and 3) make it easier to locate records for purposes such as client reviews, preparing reports, legal requirements, FOIA (Freedom of Information Act) requests and/or subpoena production, and general accountability and tracking.

*ARHA RECORDS COORDINATOR:* Person who is knowledgeable about the department's records and business requirements and who is responsible for tracking and implementing appropriate records management, with the full support of the department. Centralized training and coordination will be provided to the departmental custodian.

*RECORDS:* ARHA records consist of information that involves the business of ARHA and is recorded on paper (e.g., in documents, papers, letters, maps or books); electronically; in tapes, photographs, film or sound recordings; or data- or image-processed documents. If it is not related to ARHA business, it is a non-record and should be disposed of immediately (e.g. an e-mail from a friend asking whether you would like to meet for lunch).

*RECORD FORMAT:* Records exist in electronic, hard copy (paper) and other formats. It is the content of the record that determines its retention period, not its format. Therefore, e-mail has no set retention period, because e-mail is a format. It is the content of the e-mail that determines its retention period, whether very significant correspondence with a 20-year retention period or a casual transitory communication that can be deleted immediately.

*TRANSITORY RECORDS:* A transitory record is one that falls into a record category, however, due to the fact that it is only of short-term utility, it does not have to be kept for the full retention period set forth for records in that category. If the retention period is 3 years, but the record is only useful or meaningful for 1 week or 2 years, it is transitory and can be disposed of before the end of the full 3-year retention period. This determination is based on user discretion and familiarity with business needs for the records. Generally, 80% of e-mail correspondence is considered transitory, due to the type of quick, casual communication for which it is used. Examples of transitory records include: 1) preliminary drafts of letters, reports, pleadings, etc., only for convenience and user copies; 3) casual e-mail or written correspondence about

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<sup>1</sup> This schedule is to be followed by ARHA departments and is recommended for ARHA affiliates, instrumentalities and other related entities, such as Global Property Management, Alexandria Construction Enterprise and the Virginia Housing Development, (VHD, LLC). ARHA may be required to keep certain records of affiliates or other related entities, for its own business purposes, as well as the other entity being required to keep its own records.

scheduling or other matters that have no long-term business value; 4) routing slips, voicemail, distributed materials or information received as part of a distribution list, list serves and other Internet distribution sources, solely for convenience of reference; 6) duplicate stocks of obsolete publications, pamphlets or blank forms; and 7) unsolicited advertising.

*ARCHIVAL RECORDS:* These are the records that a department has kept for the required retention period, and generally, the records no longer have business value for the department. However, the department, after fifteen (15) years or more of retention has reviewed the records and believes that they are of sufficient historical importance that they should be kept indefinitely or permanently. Such records should be sent to the Archives at the end of their retention period by the department creating the record. The Executive Office will be responsible for determining what is appropriate for retention for archival purposes and retaining appropriate historical data of the housing authority.

*DEPARTMENT WITH PRIMARY RESPONSIBILITY FOR RETENTION:* In some cases, ARHA has made a determination as to which department has primary responsibility for retaining specific types of records (such as the department responsible for human resources or for facilities maintenance<sup>2</sup>); if so, that is indicated in this schedule. Otherwise, the creator of a record or the department that is required to create or retain a record for its business purposes generally has primary responsibility for the retention of those records. A department that has primary record retention responsibility (for example, a department that receives a legal opinion from outside counsel is to forward that opinion to ARHA's Executive office for retention). Where one department is designated as having primary record retention responsibility under this schedule and another department has copies, those copies may be considered transitory and do *not* need to be kept for the entire retention period, but just for as long as the user-department has a business need for the duplicate records.

*LITIGATION HOLDS, LAWS, AUDITS AND OTHER VALID REASONS FOR SUPERSEDING SPECIFIED RETENTION PERIODS:* The retention periods noted in this schedule reflect current legal requirements for retention periods, where applicable, but *will always be superseded* by: 1) any applicable federal or state laws or regulations (such as HUD requirements); 2) court orders; 3) audit requirements; 4) litigation holds that are issued by outside counsel, which require departments to retain records relating to a case in litigation or reasonably foreseeable as being involved in litigation<sup>3</sup>; 5) direction from the Office of the Executive Director & CEO; or 6) exceptional business/operational need, as approved by the Executive Director. Please immediately consult with that CEO if you have been advised or are aware that a record relates to a matter in litigation or likely to be involved in litigation, so that the appropriate required procedures will be followed. The departmental custodian is responsible for disseminating information to employees of the department regarding litigation holds or

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<sup>2</sup> In the schedule, departments may be described by areas of responsibility, rather than by names, as names may change. For example, the department responsible for procurement may be titled Finance and Administration. Other departments are similarly described.

<sup>3</sup> Records potentially responsive to an existing Virginia Freedom of Information Act request or in use for formal or informal hearings are included in this category.

other legal reasons for requiring longer retention periods and ensuring that employees understand their obligations with respect to such holds.

**RECORDS STORAGE:** Storage of paper copies of records can be expensive, whether it is done on-site in office space, in ARHA storage areas or at an off-site records storage provider. Storage of excessive electronic data can also be costly. Departments are encouraged to minimize or eliminate unnecessary retention of records, both in hard copy and in electronic format.

**DISPOSING OF RECORDS:** Transitory records should be disposed of once they have no business value (includes legal, fiscal and administrative). Electronic records should be disposed of at the end of their retention period or once determined to be transitory. *Departmental Records Coordinators are responsible for ensuring a means of disposal that is appropriate to the content of the records.* Records containing personally identifying, confidential or sensitive information must be shredded, burned, permanently deleted or otherwise disposed of in a manner that ensures that the information cannot be disclosed or compromised. Paper records that do not contain personally identifying, confidential or sensitive information may be recycled or simply discarded. When paper records are disposed of, other than transitory records, each department is responsible for creating and maintaining a record showing: 1) the type of record disposed of; 2) the manner of disposal; 3) the name of the departmental Custodian authorizing the disposal; and 4) the date of the disposal. (See, I(B)(15), *infra*, for the related retention period for this record).

**ELECTRONIC RECORDS:** Insofar as practicable under business requirements of the departments, every effort should be made to electronically store records, rather than in paper format. This approach is not only more cost effective, but is also consistent with the federal government's emphasis on minimizing paper records, as reflected the August 24, 2012 "Managing Government Records Directive," to the heads of all executive departments and agencies and independent agencies that "requires to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping," from the Office of Management and Budget and the Archivist of the United States, and in the government Paperwork Elimination Act, P.L. 105-277, Title XVII. *The creation and storage of paper records, usually in binders, is an expense that should be avoided whenever possible and strategies should be used to maximize electronic records.*

## **I. CORRESPONDENCE AND GENERAL COMMON RECORDS**

### **A. Correspondence**

1. E-mail and other correspondence that has no long-term business value may be considered transitory and disposed of when no longer of use, not needed for programs, to document required activity or for any other legal or other business purposes. *(Such records are transitory)*

2. General correspondence of a routine nature, for which there is no specific legal retention requirement. *(3 years)*.<sup>4</sup>
3. Correspondence that is significant from an archival perspective to document historic events, matters of significant legal consequence or major ARHA business decisions or operations, including significant executive level, legal or other correspondences with governmental entities related to the business of ARHA, such as HUD; submissions to HUD, such as plans, reports and underlying documentation that are not subject to a shorter retention period; IRS determinations or tax-exempt letters and state sales tax/transfer tax exemption letters. This does not include correspondence for which a different retention period is set forth in this schedule, such as regarding real estate, in Section IV (B). (15 years from the date of creation of the record or end date of the action or activity related to the record, such as tax-exempt status, whichever is later, after which it should be sent to the Executive Office for Archives.)

B. General Records Common to Many Departments

1. Significant programmatic, planning or other comprehensive reports, memoranda or other materials that are created by ARHA (or by or with outside consultants); official policies, procedures or resolutions; strategic operating plans (and related documentation); monthly reports to ARHA Board of Commissioners, and similar documentation. (5 years after superseded or expired; 15 years if archaically significant to document historic events or major ARHA business decisions or operations, after which it should be reviewed and sent to the Executive Office for Archives.)
2. Photographs, recordings, brochures or other important records that are archaically significant to document historic events or major ARHA business decisions or operations. (15 years by the department, after which the records should be reviewed and sent to the Executive Office for Archives).
3. Corporate books; Board of Commissioners resolutions; and by-laws. *(Permanent retention – the Executive Office has primary responsibility for retention of these records.)*
4. Meeting Minutes:
  - a. Board of Commissioners meeting minutes, agendas and related materials distributed to the Board and/or attendees either at or in anticipation of the meeting. *(Permanent retention- the Executive Office has primary responsibility for the retention of these records).*

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<sup>4</sup> National Archives and Record Administration (NARA) has a 2-year retention requirement for Housing General Correspondence files: correspondence pertaining to the maintenance and management of housing projects. General Records Schedule 15, item 1. Housing Records: <http://archives.gov.records-mgmt/grs/grs15.html>.

- b. Pre-Board meeting minutes, transcripts, agendas and related materials distributed to the Board and/or attendees either at or in anticipation of the meeting. *(3 years- the Executive Office has the responsibility for the retention of these records).*
  - c. Department or organizational meeting minutes with long-term significance. *(5 years).*
5. Tax records (including quarterly filings, IRS notices and 1099 forms), for which no more extensive and conflicting retention period is required by statute or regulation. *(10 years from the date of creation of the record or end date of the action or activity related to the record, such as tax-exempt status, whichever is later).*
6. Annual audits and tax returns for each tax-credit property and other annual audits (including Global Property Management, Virginia Housing Development, (VHD,LLC), and documentation and records for the 10% test, cross-certification and break-even reports). *(15 years; 37 years for VHD,LLC and Global.)*
7. External audit reports, which category does *not* include annual audits and tax returns for tax-credit properties and other annual financial audits. *(15 years – the Finance and Administration Department has responsibility for the retention of these records).*
8. Documents associated with the issuance of bonds. *(20 years from the date expiration of the last bond of each bond issue).*
9. Certificates (not including certificates of occupancy), licenses and permits held by ARHA. *(4 years from the date of expiration, if routine and recurring and not subject to a longer retention period; 10 years if construction-related and not subject to a longer retention period.)*
10. General pension plan records (including audits, plan summaries and related files) and trust statements. *(20 years).*
11. Time sheets. *(6 years).*<sup>5</sup>
12. Travel and business expense records. *(7 years).*
13. Requisitions. *(4 years).*
14. Routine, recurring staff and/or status reports. *(2 years).*
15. Records documenting the disposal of paper records under this schedule, including the type of record disposed of, the manner of disposal, the name

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<sup>5</sup> HUD retention period: " attendance records [are to be] be destroyed after GAO audit or when 6 years old, whichever is sooner." <http://www.hud.gov/offices/adm/hudclips/guidebooks/A000.2G/a0002c10GUID.pdf>



of the person authorizing the disposal and the date of the disposal.  
(3 years).

16. Comprehensive resource manuals created or used by ARHA. (3 years after superseded or expired; 15 years if archaically significant to document historic events or major ARHA business decisions or operations, after which it should be reviewed and then sent to the Archives).
17. Documentation of required formal training provided to specific employees across a number of departments, including continuing education forms. (2 years after end of employment- Human Resources has responsibility for retaining these records).
18. Documentation of informal, internal department training (5 years or until not needed for strategic or other department planning or business use, whichever is shorter).
19. Training materials, other than manuals or more comprehensive documentation such as PowerPoint presentations, training workbooks and assessments. (2 years after superseded or expired- each department is responsible for retention of its records, even if created or revised by the Public Information Officer).
20. Records showing membership of ARHA in other organizations. (5 years from date of expiration of membership).
21. Disaster preparedness and recovery plans. (Retain until superseded or revised, then consult with the Executive Office to determine whether there are legal or contractual requirements to justify a longer retention period).
22. ARHA contracts, agreements and grants<sup>6</sup>:
  - a. Transactional contracts between ARHA and any federal, state or other governmental entity, excluding contracts for which a shorter retention period is set forth in this schedule. (7 years from the termination of the agreement- the department responsible for activity management has primary responsibility for the retention of these records; 15 years if archivally significant to document historic events or major ARHA business decisions or operations, after which it should be reviewed and then sent to Archives).
  - b. Memoranda of Understanding or Agreement between ARHA and any federal, state or governmental or non-profit corporation. (10 years from the termination of the agreement).

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<sup>6</sup> The contracts included in this section are records of transactional contracts, rather than, for example, settlement agreements regarding litigation or HR agreements, for which, the Executive Office and the Human Resources Department have primary retention responsibility.

- c. ARHA transactional contracts and related correspondence with non-governmental entities, including service provider agreements and related documentation (excluding construction contracts), invoices (accounts payable information) and any others specifically identified in this schedule. (4 years from the termination of the contract or the end of the warranty period, whichever is later- the department responsible for activity management has primary responsibility for the retention of these records).
- d. Procurement contracts (non-construction) and related documentation. (4 years after contract closeout, expiration date or cancellation of the solicitation, whichever is later, absent a legal or business reason to justify a longer retention. The department responsible for activity management has primary responsibility for the retention of these records).<sup>7</sup>
- e. Construction contract files and supporting documentation (including task orders, notices to proceed, progress payment reports and payments). (10 years after termination of the contract).<sup>8</sup>
- f. Agreements and records evidencing the licensure and implementation of computer software programs. (1 calendar year after the license, contract or end user agreement has expired or 1 year after the software is no longer installed, whichever is later- the Finance and Administration Department has primary responsibility for the retention of these records).
- g. Preventative maintenance contracts and related records. (4 years from the end of the contract, absent a legal or business reason to justify a longer retention. The department responsible for activity management has primary responsibility for the retention of these records).<sup>9</sup>
- h. Grant agreements and related records, for grants provided by ARHA other than specific financial records that are under "Financial Records." (4 years from the completion of the activity funded by the grant).<sup>10</sup>
- i. Grant records, for grants requested by ARHA, which may include application materials ( application, attachments, award letter, work plan/revitalization plan,

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<sup>7</sup>The HUD's Procurement Handbook for the Public Housing Agencies, 7460.8, Rev.2 (2007), which references 24 CFR 85.42(a) & (b), has a three year retention for "all significant and material documentation and records concerning all procurements [that] they conduct. These records must be retained for a period of three years after final payment and all matters pertaining to the contract are closed. If any claims or litigation are involved, the records shall be retained until all issues are satisfactorily resolved."

<sup>8</sup> Increased retention due to possibility of litigation.

<sup>9</sup> NARA has a 3 fiscal year retention for Housing Maintenance and repair Files for work orders, requisitions, and related papers involved in repair and maintenance work. General Records Schedule 15, item 2b. Housing Records <http://archives.gov.records-mgmt/grs/grs15.html>

<sup>10</sup> 24 CFR 85.42 applies to specified financial and programmatic records of grantees and sub grantees, and generally has a retention period of three (3) years from the starting date of the activities specified.

schedules, due diligence materials, correspondence and reports); confidential case files, meeting notes, research, corrective action plan, and auditing reports related to the grant; the grant agreement; relevant Board resolutions; budgets; financial, construction, close-out and periodic reports; schedules; resident participation/resident council information; and project management records (routing slips, approvals, evaluations, required reporting tools, task force meeting minutes, etc.). (7 years from the close-out of the grant).

- j. Legal opinions obtained by any department from outside counsel.( all departments are to forward copies to the Executive Office, which shall have primary responsibility for retention for a 15-year retention, unless outside counsel determines otherwise).

## **II. RECORDS RELATED TO A TENANT APPLICANT/PARTICIPANT**

A. Client/Tenant files are files that contain all records related to a family's eligibility, tenancy, Housing Assistance Payment (HAP) contracts and lease or HAP termination, which records have a retention period of the term of the tenancy, plus 4 years and include:

1. Approved application for occupancy, tenant background check and family applications of active residents;
2. Executed leases and related records;
3. Tenant application for continued occupancy based upon re-certification and related records or attachments (ceiling rents are re-certified annually.
4. Correspondence between ARHA and a tenant (including, but not limited to, communications regarding credits/debits);
5. Tenant-generated forms;
6. Community Service and/or tenant self-sufficiency programs;
7. Tenant repair requests and related repair records routinely kept in a tenant file;
8. Child-care verifications (for non "Moving to Work" tenants only);
9. Correspondence regarding non-sufficient funds, including the checks ( Finance and Administration)

10. Records required by any governmental entity or private investor to be completed in connection with tax-credit programs;
11. Income verifications (such as for pension, DPA, court-ordered support, tenant employment verification/pay stubs, third-party employment verification, self-certification income from assets and social security benefit reports) and wage and unemployment forms;
12. Birth certificates and social security cards, including ones that are superseded;
13. Current declarations of citizenship (including previous declarations, if there is a re-certification and a previous one is superseded);
14. Records relating to initial income, racial, ethnic, gender and/or disability status data on program applicants and participants;<sup>11</sup>
15. Rent records, such as records evidencing basis for ARHA determination that rent paid to owner is reasonable rent, rent computation work sheet, notice of rent adjustment/household composition; records supporting the establishment of ceiling rents and interim rent adjustment applications;
16. Lead-based paint records, or ones relating to other health hazards, such as mold or asbestos, that relate to the lease of the property (not maintenance);
17. Initial move-in documents, Intent to Vacate forms, Notices of Intent to Charge, Notices of Lease Termination and ARHA file notations contained in the tenant file;
18. Court orders regarding lease termination (regardless of whether there was an actual eviction as a consequence of the order).
19. Applications of ineligible families and notices of ineligibility (4-year retention).<sup>12</sup>
20. Correspondence with HUD, VHDA or other governmental entities and HUD- required reports that are related to a specific tenant (including any records required by HUD to be completed in connection with conventional site programs), which are not subject to a longer retention period (see Section I (A)(3), above).

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<sup>11</sup> NARA has a 2 year retention for Housing Management Files for reports "pertaining to housing management, including expenditure, survey, collection and other statistical data." General Records schedule 15, item 3. Housing Records: <http://archives.gov.records-mgmt/grs/grs15.html>

<sup>12</sup> NARA has a 1 year retention for rejected application files, under Housing Application Files (other than copies in lease files). General Records Schedule 15, item 7b. Housing Records: <http://archives.gov.records-mgmt/grs/grs15.html>.

21. Decisions of hearing officers and related records, which are held in the tenant's file.

(For all records in Section A, above, term of the tenancy, plus 4 years).

B. Tax Credit Properties Required Data Retention/Tax Code and VHDA Document to include:

- a. The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit);
- b. The percentage of residential rental units in the building that are low-income units;
- c. The rent charged on each residential rental unit in the building (including any utility allowances);
- d. The number of occupants in each low-income unit, but only if rent is determined by the number of occupants in each unit under section 26 USCS §42(g)(2);
- e. The low-income unit vacancies in the building and information that shows when, and to whom, the next available units were rented;
- f. The total number of all low-income units in the building; and
- g. Rental information for all available units in each building, including when and to whom rented.

(37 years)<sup>13</sup>

C. The following records, for tax credit financed properties:

1. The original local health, safety, or building code violation reports or notices that were issued by the state of local government unit for the agency's inspections, pursuant to IRS regulations (retain until those violations have been reviewed, completed, and corrected).
2. All of the following have a 37-year retention period:
  - a. The annual income certification of each low-income tenant per unit;

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<sup>13</sup> This retention period is due to requirements arising from covenants with VHDA and from IRS regulations, as cited in § 26 C.F.R. 1.42-5. Sites are required to keep certain documentation for 37 years after the first year that the LIHTC property was placed in service and was eligible to receive tax credits.

- b. Documentation to support each low-income tenant's income certification. In the case of a tenant receiving housing assistance payments under Section 8, the documentation requirement of this paragraph (b)(1)(vii) is satisfied if the public housing authority provides a statement to the building owner declaring that the tenants income does not exceed the applicable income limit under Section 26 USCS § 42(g);
- c. The VHDA approved cost certification and 8606 forms issued by VHDA, which show the eligible basis and qualified basis of each building at the end of the first year of the tax-credit period;
- d. The "Placed in Service package," which is submitted to the Virginia Housing Development Authority once, at the completion of a project and which shows the character and use of the nonresidential portion of the building included in the building's eligible basis under 26 USCS § 42(d); and
- e. Specific certification data, as listed by VHDA in the Tax Credit Compliance Manual. Compliance period Procedures, Section 4.3 and 4.4.

(37 years)<sup>14</sup>

- D. General correspondence with third parties, other than correspondence included in the client/tenant file or with HUD. (3 years).
- E. Tenant hearing requests, whether for an informal, grievance or other hearing, related documentation and the grievance or other order. (the term of the tenancy, plus 4 years for inclusion in the tenant file and 7 years by Asset Management Office)<sup>15</sup>
- F. Required tax program data (e.g., number of residential unit, low-income units, occupants, rent, bedrooms, square footage in a building, etc.). (Certification data for each year after the initial year is to be disposed of 7 years from the due date, with extensions, for filing the federal income tax return for that year. Records for

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<sup>14</sup> This retention period is for the document part of the retention referenced in the above footnote (versus a master document with specific information).

<sup>15</sup> 24 CFR § 966.57(a) states: "A copy of the decision shall be sent to the complainant and the PHA. The PHA shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by ARHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer." It doesn't say for how long. HUD retention period for grievances by its employees is 3 years after closing the case. Disposal is by shredding or burning. [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cio/privacy/sorns/hud\\_66](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cio/privacy/sorns/hud_66)

the first year of the credit period must be retained for at least 6 years beyond the due date, with extensions, for filing the federal income tax return for the last year of the compliance period of the building).

**III. HUMAN RESOURCES RECORDS** *(The department responsible for human resources has primary responsibility for the retention of all records in Section III).*

- A. EEO-1 reports and affirmative action reports. (10 years).<sup>16</sup>
- B. Certificates of age<sup>17</sup> and duration of employment for minors (originals must be returned to a minor employee at the end of his or her employment). *(Keep originals for duration of employment, then return to employee, and keep copies for 5 years).*
- C. For foreign national employees, copies of applications for Permanent Employment Certification filed with the Department of Labor and all supporting documentation. *(5 years from the date of filing the application).*
- D. Employee-specific retirement and pension records. *(10 years after the employee is deceased, if no claim is made by a beneficiary, otherwise 10 years after the last payment to a beneficiary).*
- E. Financial disclosure forms. (5 years from date of receipt).
- F. Employee benefit plan documentation (not record specific to a particular employee) and form 5500 Annual Reports. <sup>18</sup> (7 years after the expiration of the plan).
- G. Employment records: <sup>19</sup>
  - 1. General employee-specific employment documentation, which may be in a personnel, medical or other human resources file, including: offer of employment, promotions, demotions, transfers, layoffs, records relating

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<sup>16</sup> See EEOC direction for EEO-1 information "Historical Access: Access up to 10 years' worth of EEO-1 data for your establishments." <http://www1.eeoc.gov/employers/eeo1survey/index.cfm>; and no period in specified for written affirmative action reports in Exec. Order 11246 or 41 CFR § 60-1.2(b) ("must preserve its AAP and documentation of good faith effort for the periods of HR various records noted in 41 CFR § 60-1.12(2 year retention period for specified records); Title VII requirement of 1 year," § 1602.14 Preservation of records made or kept." <http://www.eeoc.gov/employers/eeo1survey/legalbasis.cfm> and 2 year EEOC retention noted in 29 CFR Part 1602: [http://www.eeoc.gov/employers/recordkeeping\\_obligations.cfm](http://www.eeoc.gov/employers/recordkeeping_obligations.cfm).

<sup>17</sup> 29 CFR 516- until termination of employment.

<sup>18</sup> While ARHA is not subject to ERISA, as a reference, records subject to ERISA Section 107 are to be maintained for at least six years from the date the associated Form 5500 is filed ( or would have been filed but for an exemption).

<sup>19</sup> See 41 CFR § 60-1.12 (2 year retention period); 1 year for job announcement and application information for persons not hired; and 3 years for most payroll records, time cards, W-2 and W-4s, etc. (see also ftn 17 same federal requirement).

to occupational injury or illness,<sup>20</sup> claims, employee complaints and responsive actions (such as disciplinary), terminations, pay rate changes, training and physical examinations and results, including drug testing, and ARHA-administered aptitude or other employment tests. *(5 years after end of employment)*.

2. Time and attendance records. (1 year; may be transitory if incorporated into another time-keeping record and not otherwise needed).
3. Training agreements, including summaries of applicant qualifications, job criteria, interview records, identification of minority and female applicants and ADA records. *(3 years from end of training program)*.
4. Apprenticeship program interview and related records. (2 years).<sup>21</sup>
5. For non-hired applicants: Employment applications, physical examinations and results, including drug testing, and ARHA administered aptitude or other employment tests and offers of employment, if existing, for non-hired applicants. (3 years).<sup>22</sup>
6. Hiring advertisements and job offers to employment agencies. *(1 year from the creation of the record or the hire was made, whichever is later)*.
7. I-9s and related documents for terminated employees. (1 year from the date of termination or 3 years after the hire date, whichever is later).<sup>23</sup>
8. Family and Medical Leave Act records, including:
  - a. Employee-specific records that show dates and hours FMLA leave was taken, employee notices of leave and/or premium payments of benefits during FMLA leave. (3 years from end of FMLA application for benefits or provision of benefits, whichever is later).
  - b. Employee-specific records of FMLA disputes between ARHA and an employee (to be kept in confidential files separate from personnel files) and IOD/FMLA records. (3 years from resolution of the dispute).

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<sup>20</sup> OSHA is not applicable.

<sup>21</sup> 29 CFR Part 1602 has a 2 year requirement.

<sup>22</sup> Statute of limitation period for non-hire claims under Title VII or the Americans with Disabilities Act.

<sup>23</sup> This period is required under the Immigration Reform and Control Act.



- c. General and specific notices given to employees regarding FMLA and benefits and policies regarding paid and unpaid leave. *(3 years from date of having been provided to employees).*

**IV. REAL ESTATE RECORDS**  
(see also, Contract Section, I (b)(22) above).

A. Real property documents.

1. Real estate acquisition and disposition records (not including tenant leases or HAP contracts); sales records; deeds; surveys; titles; due diligence legal work; environmental studies; easements and mortgage documents. *(20 years from the date after which the property has no affiliation with, relation to or ownership by ARHA or related entities).*
2. Closing book material (or other records evidencing closing documents, including mixed-finance transaction closing books), and Limited Partnership closing binders (including LP mortgages notes and tax-credit-related documents). *(20 years from the date after which the property has no affiliation with, relation to or ownership by the ARHA or related entities.)*
3. Plans and specifications, including and Certificates of Occupancy or zoning documents, and condemnation records. *(20 years from the date after which the property has no affiliation with, relations to or ownership by ARHA or related entities).*
4. Ground/commercial and other real estate leases (not residential occupancy leases) and related documentation. *(10 years from termination of the lease).*
5. Street striking ordinances *(10 years from the date after which the property has no affiliation with, relation to or ownership by the ARHA or related entities).*
6. Correspondence documenting significant activity with regard to a real estate transaction *(7 years, unless subject to a longer retention period because the record also fits into a records description that has a longer retention period).*

B. Construction, development, design and required form/approval records.

1. Development and design plans (including blueprints). *(10 years from the date after which the property has no affiliation with, relation to or ownership by ARHA).*

2. Inspection Reports. *(7 years if routine and recurring; 10 years if construction-related and not otherwise addressed in this schedule).*
3. Real estate improvement records (including building permits). (10 years from the date after which the property has no affiliation with, relation to or ownership by ARHA).
4. Applications and master planning materials for construction. (10 years following grant of the award).
5. Compliance documents from contractors and related correspondence. (10 years from closeout).
6. Estimates and punch lists used by the Development Department for construction or renovation projects. *(10 years).*
7. Environmental studies and geotechnical reports ( including Phase I and II reports, engineer's reports, site inspection records, tank removal documentation, clearance (after abatement) records, chain-of-custody documents, reliance letters and similar materials). *(20 years from the date after which the property has no affiliation with, relation to or ownership by the ARHA or related entities).*
8. Development Department Tax credit materials (including carryover, project files and evidentiary); Hope IV and similar grant applications; LP and GP materials of the Development Department (including filings, organizational documents and back-up copies); Business Units administrative files (including partnership closing binders). *(10 years from the date after which the property has no affiliation with, relation to or ownership by ARHA or related entities).*

#### C. Property Maintenance Records.

1. Hazardous materials maintenance records and records related to lead paint, asbestos or mold. *(20 years from the date after which the property has no affiliation with, relation to or ownership by the ARHA or related entities).*
2. General maintenance and repair records for common areas or unoccupied units. *(5 years).*<sup>24</sup>

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<sup>24</sup> NARA has a 3-fiscal year retention, after close of fiscal year in which unit is closed to tenancy or leaves agency control for a summary card or ledger for maintenance and repair records for individual units – and a 3-fiscal year retention for Housing Maintenance and Repair Files for work orders, requisitions, and related papers involved in repair and maintenance work. General Records Schedule 15, Housing Records: <http://archives.gov.records-mgmt/grs/grs15.html>.

3. General maintenance and repair records for occupied units, other than any retained in the client file. *(5 years after the unit is vacated by the occupant who was residing in it at the time of the maintenance or repair).*

## V. FINANCIAL RECORDS

*(Generally, the Finance and Administration Department has primary responsibility for the retention of all records in Section V, unless unique to another specific department).*

- A. Monthly bank statements and investment statements (including monthly investment schedules and bank/institutional investment schedules). *(9 years- keep electronically or 2 years onsite and 7 in Archive storage).*

- B. Financial Ledgers, including monthly financial statements, work papers and back up; bank reconciliations; journal entries; portables (including invoices and payments) and Virginia Housing Development Corporation (VHD, LLC), Global Property Management, and Alexandria Construction Enterprise records.

### C. Accounts Payable and Receivable.

1. The following accounts payable records: vendor files (including invoices, purchase orders, copies of checks or ACHs and other supporting documentation); cancelled checks; and stop orders. *(13 years – retain on site for the fiscal year when received and 2 additional fiscal years and then 10 fiscal years in Archives.)*

2. VHD, LLC, Global, and Alexandria Construction Enterprise AP files (including vendor file with invoices, copies of checks or ACHs). *(20 years- 3 years on site and 17 years in Archives.)*

3. The following accounts receivable records: daily cash transactions (deposits); miscellaneous tenant deposits; tenant adjustments; and tenant refunds. *(12 years- retain on site for the 2 years and then 10 years in Archives.)*

### D. Payroll records.<sup>25</sup>

1. Benefit payments, tax records and W-2s. *(10 years – the 1<sup>st</sup> calendar year plus 2 onsite, then Archive for 7 years.)*

2. Weekly payroll file (including adjustments and direct deposit requests). *(8 years- at the end of the calendar year when created, transfer to Archives for 7 years.)*

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<sup>25</sup> Federal Fair Labor Standards Act requires a 3-year retention.

3. W-4s, bond reports, overtime records and IOD/FMLA records. *(5 years- at the end of the calendar year when created, transfer to off-site storage for 4 years.)*
4. Garnishments. *(4 years from the end of employment.)*

E. Treasury records

1. Pension Statements (including portfolio invoices, vendor pension invoices and monthly reconciliations). *(9 years- 2 years onsite and 7 in Archives.)*
2. Treasury book transfers (including inter-fund and cash transfers). *(9 years – 2 years onsite and 7 in Archives.)*
3. Interim bank statements (daily statements for cash management); weekly payroll summaries (including payroll tax information) and positive pay files (including landlord/ tenant payments, payroll accounts receivable and utilities). *(3 years- 2 years onsite and 1 in Archives.)*<sup>26</sup>
4. Line of Credit Control System records (LOCCS), including all drawdowns and confirmations. *(7 years after the end of the grant activity – retain on site for the life of the grant and then 7 years in Archives).*

F. Insurance and Risk Management records (The Finance and Administration Department has the responsibility for the retention of these records).

1. Insurance policies, quotes, related correspondence and documentation. *(10 years from the end of the contract, unless claims are pending).*
2. Premium invoices and loss runs.
3. Insurance claim files. *(8 years after closure- 3 onsite and 5 in Archives).*

G. Budget Records

1. Annual operating budget. *(Permanent retention- 10 years on-site from the end of the fiscal years when created, then to Archives for permanent storage).*
2. Housing Choice Voucher Program/ MTW budget records (including Housing Choice Voucher Management and operations); capital

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<sup>26</sup> Age Discrimination in Employment Act of 1967 has a 3 year retention requirement for payroll records; FLSA also has a 3 year retention period for payroll records.

funds/development/design records related to budget; and social services grant records related to budget. *(Permanent retention – 10 years on-site from the end of the fiscal year created, then to Archives).*

3. Accounts and other records supporting ARHA's budget and financial statements for the Public Housing program. *(3 years).*<sup>27</sup>

## **VI. INVENTORY RECORDS**

- A. Inventories of products, materials and supplies (including equipment lists); receiving documents for contracted items; and bills of lading and assets inventory lists. *(7 years).*
- B. Receiving documents for non-contracted items; packing slips; shipping documents and other shipping documentation. *(2 years after receipt).*

## **VII. INVESTIGATORY, SAFETY, AUDIT AND COMPLIANCE RECORDS.**

1. Video surveillance tapes. *(30 days, unless needed for an investigation or some other exceptional business need).*
2. Lost, damaged and stolen property reports. *(2 years).*
3. Property receipts (including real property, money or other assets) held as a result of an arrest. *(3 years).*
4. Accident reports, including injury reports, where the accident victim is not a minor. *(4 years).*
5. Case investigation and Hotline complaint files (retention is also subject to requirements of the Commonwealth's Attorney and U.S. Attorney's Offices for cases requiring civil or criminal court disposition and disposal must be coordinated with outside counsel). *(10 years from case resolution or date of the complaint, whichever is later).*
6. Accident reports, including injury reports, where the accident victim was a minor at the time of the accident. *(3 years after the accident victim attains majority – so, if the person was 4 years old at the time of the accident and the age of majority is*

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<sup>27</sup> PHA Public Housing Program Admissions and Continued Occupancy Policies, 02-01-12, pg. 3; records are to be held for at least 3 years.

21, retain for 19 years:  $(21-4) + 3=18$ ; if the person was 18, retain for 5 years;  $(21-18) + 3=6$ ).

7. Log-in visitor sheets that are used for residential sites. (1 year).

**VIII. LEGAL RECORDS** *(The Executive Office has responsibility for the retention of all records in Section VIII)*

A. Trademark and copyright registrations. (20 years from when superseded or no longer valid).

B. Records relating to legal advice sought or received from outside counsel, including financial documentation; requests for ethics opinions and the opinions rendered. (15 years).

C. Litigation Administrative Case Records, including: records of administrative actions; records relating to eviction or bankruptcy; labor arbitration awards; and litigation and court orders, opinions of record on dispositive motions and hearings, attorney-affidavits, exhibits, settlement agreements/contracts and similar materials). (15 years from resolution of the case or creation of the record or file, whichever is later, at which point they should be reviewed for permanent retention by Archives.)<sup>28</sup>

D. Virginia Freedom of Information (FOIA) files, including written FOIA requests and any related materials, all written responses and correspondence with the requester, copies or indices of any records provided and records related to appeals (including briefs, Final Determinations, submissions by the requester, etc. (3 years from the date of the request, if not appealed; 3 years from the last activity with regard to the request, if appealed.)

E. Public Housing decisions, HCV Informal Hearing decisions and related documentation, including redacted copies. (7 years).

F. Notices of intent to sue. (2 years).

**IX. PRESS AND COMMUNICATIONS RECORDS** *(The Executive Office has primary responsibility for the retention of records in Section IX).*

A. Press or news releases, video, newsletters or speeches created or finalized by the Public and issued by ARHA to the media to inform the public about events,

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<sup>28</sup> NARA has a 15 year retention for general legal advice and litigation, unless precedential (then permanent). NARA Legal Function, Ch. 11 : <http://www.archives.gov/about/records-schedule/chapter-11.html>

activities, and accomplishments. *(4 years; 30 years or permanent retention if significant to document historic events or major ARHA decisions or operations).*

- B. Information concerning publicity, e.g., biographies, promotional materials, broadcast scripts; bulletins providing information about department activities; and invitations and programs created for an official ARHA function. *(2 years; if significant to document historic events or major ARHA decisions or operations).*
- C. Memorabilia, e.g., items and materials with special value, relating to ARHA history, e.g., scrapbooks, department photographs, picture books, albums, slides, audio/videos, and digital images and albums. *(2 years; if significant to documents historic events or major ARHA decisions or operations).*

**X. INFORMATION TECHNOLOGY RECORDS** (the Finance and Administration Department has responsibility for the retention of records in Section X.)

- A. Computer systems and data documentation; test data base files; output reports; indexes run to locate hard copy or electronic files; convenience databases and spreadsheets; computer run scheduling records; computer master purges ( of records that have met their retention period) and records documenting the disposal of electronic files. *(1 month).*
- B. Computer inventory records of licensed software; records documenting the assignment of a specific computer to an employee; equipment and network usage documentation; computer system security records; and computer usage files and reports. *(1 year or until superseded or revised, whichever is later).*
- C. Computer system back-up files needed to restore a system, such as in case of disaster. *(Retain until superseded, revised or no longer needed, at which point they may be immediately disposed of).*
- D. User requests for technical assistance and responses thereto. *(6 months).*

# ACTION DOCKET





# OTHER BUSINESS

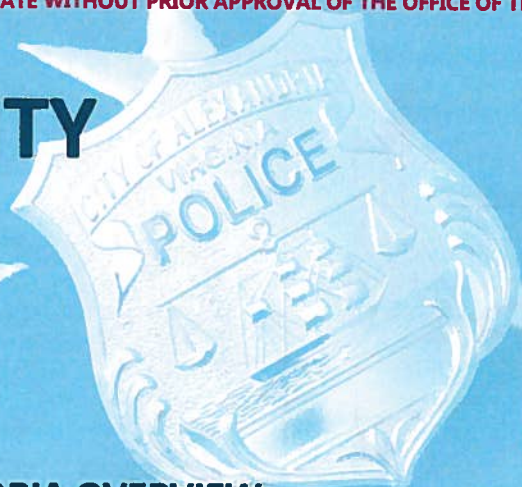
OTHER  
BUSINESS



# CRIME AND QUALITY OF LIFE

March 18, 2016

Chief of Police Earl Cook



## CITY OF ALEXANDRIA OVERVIEW As of 3/11/2016

### Part I Crime Citywide

Crime	2015	2016	Change	%Change
Homicide	0	0	0	N/C
Rape	4	1	-3	-75.0%
Robbery	18	24	6	33.3%
Aggravated Assault	22	23	1	4.6%
Burglary	47	22	-25	-53.2%
Larceny	445	364	-81	-18.2%
Motor Vehicle Theft	46	41	-5	-10.9%
<b>Total</b>	<b>582</b>	<b>475</b>	<b>-107</b>	<b>-18.4%</b>

**Notes:** Two Part I offenses have increased from this time last year: robbery & aggravated assault. Burglaries have significantly decreased by 25 offenses, or -53.2%.

### Part II Crime Citywide

Part II Crime	2015	2016	Change	% Change
<i>Nuisance</i>				
Destruction/Vandalism	152	145	-7	-4.6%
Drug/Narcotic Offenses	133	131	-2	-1.5%
Disorderly Conduct	27	28	1	3.7%
Driving Under the Influence	61	58	-3	-4.9
Drunkenness	56	76	20	35.7%
Gambling Offenses	0	0	0	N/C
Prostitution	4	2	-2	-50.0%
Liquor Law Violation	55	43	-12	-21.8%
Simple Assault	223	252	29	13.0%
Fraud/Forgery/Embezzlement	58	87	29	50.0%
Weapon Violations	7	9	2	28.6%
All Other Offenses	891	957	66	7.4%
<b>Total</b>	<b>1667</b>	<b>1788</b>	<b>121</b>	<b>7.3%</b>

**Notes:** Fraud/forgery/embezzlement offenses have increased by 50.0%, from 58 to 87 offenses.



## SECTOR ONE (OLD TOWN) OVERVIEW

### Part I Crime Sector One

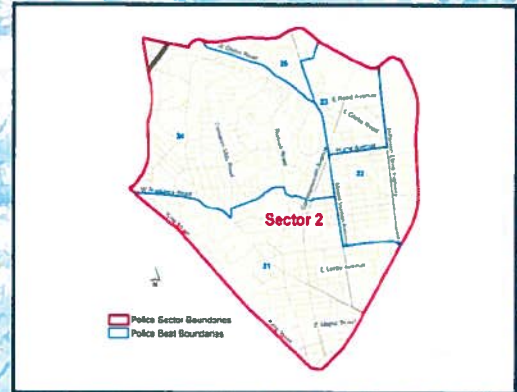
Crime	2015	2016	Change	%Change
Homicide	0	0	0	N/C
Rape	2	0	-2	-100.0%
Robbery	4	7	3	75.0%
Aggravated Assault	6	4	-2	-33.3%
Burglary	9	3	-6	-66.7%
Larceny	114	73	-41	-36.0%
Motor Vehicle Theft	15	8	-7	-46.7%
<b>Total</b>	<b>150</b>	<b>95</b>	<b>-55</b>	<b>-36.7%</b>

**Notes:** Sector 1 has seen a decrease in all Part I offenses except for robbery, which has increased by 3 offenses.

### Part II Crime Sector One

Part II Crime	2015	2016	Change	% Change
<i>Nuisance</i>				
Destruction/Vandalism	44	32	-12	-27.3%
Drug/Narcotic Offenses	15	20	5	33.3%
Disorderly Conduct	8	7	-1	-12.5%
Driving Under the Influence	10	19	9	90.0%
Drunkenness	26	30	4	15.4%
Gambling Offenses	0	0	0	N/C
Prostitution	1	0	-1	-100.0%
Liquor Law Violation	10	9	-1	-10.0%
Simple Assault	40	44	4	10.0%
Fraud/Forgery/Embezzlement	17	25	8	47.1%
Weapon Violations	0	4	4	N/C
All Other Offenses	217	229	12	5.5%
<b>Total</b>	<b>388</b>	<b>419</b>	<b>31</b>	<b>8.0%</b>

**Notes:** Driving under the influence offenses have almost doubled from this time last year, increasing from 10 to 19 offenses.



## SECTOR TWO (DEL RAY) OVERVIEW

### Part I Crime Sector Two

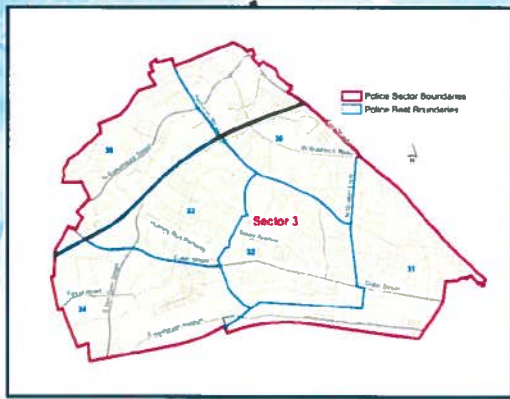
Crime	2015	2016	Change	%Change
Homicide	0	0	0	N/C
Rape	1	0	-1	-100.0%
Robbery	3	3	0	0.0%
Aggravated Assault	4	2	-2	-50.0%
Burglary	11	2	-9	-81.8%
Larceny	99	53	-46	-46.5%
Motor Vehicle Theft	8	3	-5	-62.5%
<b>Total</b>	<b>126</b>	<b>63</b>	<b>-63</b>	<b>-50.0%</b>

**Notes:** All of Sector 2's Part I offenses have either decreased or remained the same. Overall Part I offenses are down -50.0%, decreasing from 126 to 63 offenses.

### Part II Crime Sector Two

Part II Crime	2015	2016	Change	% Change
<i>Nuisance</i>				
Destruction/Vandalism	29	19	-10	-34.5%
Drug/Narcotic Offenses	13	12	-1	-7.7%
Disorderly Conduct	5	5	0	0.0%
Driving Under the Influence	11	10	-1	-9.1%
Drunkenness	13	18	5	38.5%
Gambling Offenses	0	0	0	N/C
Prostitution	0	0	0	N/C
Liquor Law Violation	19	8	-11	-57.9%
Simple Assault	31	44	13	41.9%
Fraud/Forgery/Embezzlement	13	21	8	61.5%
Weapon Violations	1	1	0	0.0%
All Other Offenses	168	162	-6	-3.6%
<b>Total</b>	<b>303</b>	<b>300</b>	<b>-3</b>	<b>-1.0%</b>

**Notes:** Increases are seen with drunkenness, simple assault, & fraud/forgery/embezzlement offenses.



## SECTOR THREE (WEST END) OVERVIEW

### Part I Crime Sector Three

Crime	2015	2016	Change	%Change
Homicide	0	0	0	N/C
Rape	1	1	0	0.0%
Robbery	11	13	2	18.2%
Aggravated Assault	12	14	2	16.7%
Burglary	27	17	-10	-37.0%
Larceny	231	230	-1	-0.4%
Motor Vehicle Theft	23	27	4	17.4%
<b>Total</b>	<b>305</b>	<b>302</b>	<b>-3</b>	<b>-1.0%</b>

**Notes:** The most significant numerical decrease can be seen with burglaries, which are down 10 offenses or -37.0%.

### Part II Crime Sector Three

Part II Crime	2015	2016	Change	% Change
<i>Nuisance</i>				
Destruction/Vandalism	78	88	10	12.8%
Drug/Narcotic Offenses	102	92	-10	-9.8%
Disorderly Conduct	14	15	1	7.1%
Driving Under the Influence	39	26	-13	-33.3%
Drunkenness	17	27	10	58.8%
Gambling Offenses	0	0	0	N/C
Prostitution	3	2	-1	-33.3%
Liquor Law Violation	25	24	-1	-4.0%
Simple Assault	152	161	9	5.9%
Fraud/Forgery/Embezzlement	28	38	10	35.7%
Weapon Violations	6	4	-2	-33.3%
All Other Offenses	495	525	30	6.1%
<b>Total</b>	<b>959</b>	<b>1002</b>	<b>43</b>	<b>4.5%</b>

**Notes:** The most significant numerical increase can be seen with all other offenses, which are up 30 offenses. The most significant percentage increase can be seen with drunkenness offenses, which are up 58.8% or 10 offenses.

## COMMUNITY POLICING / ENGAGEMENT

### Crime Information

- Year-to-date (YTD) Part I offenses have either decreased or remained the same in James Bland, while Nuisance offenses have increased by 1 (drug/narcotic offense).
- No Part I offenses have been reported in Hopkins-Tancil YTD. Only 1 Nuisance-related incident has been reported (1 incident, 2 drug/narcotic offenses).
- Inner City has seen a decrease of all Part I offenses YTD, including assault, burglary, larceny/theft, & motor vehicle theft. All 7 thefts in 2016 were thefts from vehicles, 4 of which involved unsecured vehicles. In the remaining 3 offenses the victims were unsure if the vehicle was unsecured during the time of theft, but all involved no signs of forced entry. It is notable that a handgun was stolen during one incident. Nuisance crime in Inner City has decreased with all offense types, and overall is down by -8 offenses.
- Part I crime in Arlandria has seen a significant decrease in burglary offenses (-3) and larceny/theft offenses (-5) YTD. One robbery and 1 assault have been reported YTD, compared to 0 this time last year. The assault was domestic-related. The robbery was an attempt only in which an intoxicated subject attempted to forcibly remove the victim's beverage at a restaurant. This incident was closed by arrest. Nuisance crime in Arlandria has seen an increase of 1 offense overall. Drunkenness offenses have seen a significant increase of 10 offenses (3 → 13). At least 8 of the alcohol-related offenses this year were officer-generated calls. It should also be noted that 9 alcohol-related offenses occurred along Mt. Vernon Avenue, between the 3800 & 4200 blocks.
- No Part I offenses have been reported in Andrew Adkins YTD. Two Nuisance offenses have been reported this year (1 destruction, 1 liquor law violation), compared to 1 last year.
- No Part I or Nuisance offenses have been reported in Chatham Square YTD.

### COPS Community Outreach Events

**March 3, 2016** – Youth Law Enforcement Academy at Headquarters

**March 10, 2016** – Youth Law Enforcement Academy at Headquarters

**March 11, 2016** – COPS vs Kids Soccer Championship game at Core Kelly Recreation Center

**March 17, 2016** – Youth Law Enforcement Academy at Headquarters

**March 18, 2016** – Boys and Girls Club Bike Safety Event at 401 N. Payne Street

**March 24, 2016** – Youth Law Enforcement Academy at Headquarters

**March 26, 2016** – COPS Easter Egg Hunt at Charles Houston Recreation

**March 26, 2016** – Arlandria Easter Egg Hunt

**March 31, 2016** – Youth Law Enforcement Academy at Headquarters

**March 31, 2016** – Rock Climbing Mentorship Program at 5308 Eisenhower Ave.

## Our View

### Spring means cleaning — and giving

This week heralds the coming of spring and all that it entails, though winter did give us one last blast of cold over the weekend. Each day seemingly brings new floral delights, starting with forsythia and daphne blooms and moving on to flowering redbud, Bradford pear and the magnificent tulip magnolia trees. And Washington's iconic cherry blossoms are forecast to peak within the week.

Of course, spring means many things beyond horticultural delights. It means daylight savings time and its accompanying extra hour of evening light. Gradually warming weather enables people to get outside more to exercise, shop or sit in a park with a book. Many people react to the changing of the season by purging their closets of long-neglected clothing and doing spring cleaning chores.

Spring means spring break, family travel and youth sports teams journeying to warm locales to train for their seasons. It means the NCAA men's and women's basketball tournaments. And it means the approach of the professional baseball season as teams enter the final weeks of spring training.

In Alexandria, spring means all of those things, but it also means much more. In the Port City, spring cleaning morphs into one of the things our city is known for — giving back. There are ample opportunities for giving. First up is the annual Spring2ACTION giving day, held on April 20 this year. Run by ACT for Alexandria, Spring2ACTION is an ambitious effort to raise money for our city's nonprofit organizations.

This year, ACT for Alexandria has set a goal of raising \$1.5 million, with 10,000 participating donors. This seems attainable, given that last year the organization raised \$1,276,909 from 9,431 donors. It's not too early to begin thinking about which nonprofits you might want to support during the campaign. For a listing of participating nonprofit organizations, visit [www.spring2action.org](http://www.spring2action.org).

Next up is Volunteer Alexandria's annual business philanthropy summit, scheduled for May 3. This year's keynote speaker is U.S. Secretary of Veterans Affairs Bob McDonald. The event is a breakfast that brings together local businesses and nonprofit organizations to seek synergy in solving community needs.

The final main giving opportunity is Spring for Alexandria from 12:30 to 4:30 p.m. on May 13. Also organized by Volunteer Alexandria in partnership with the City of Alexandria, the day is one where local businesses often allow their staffs to forego in-house work for a few hours to lend help to local nonprofits.

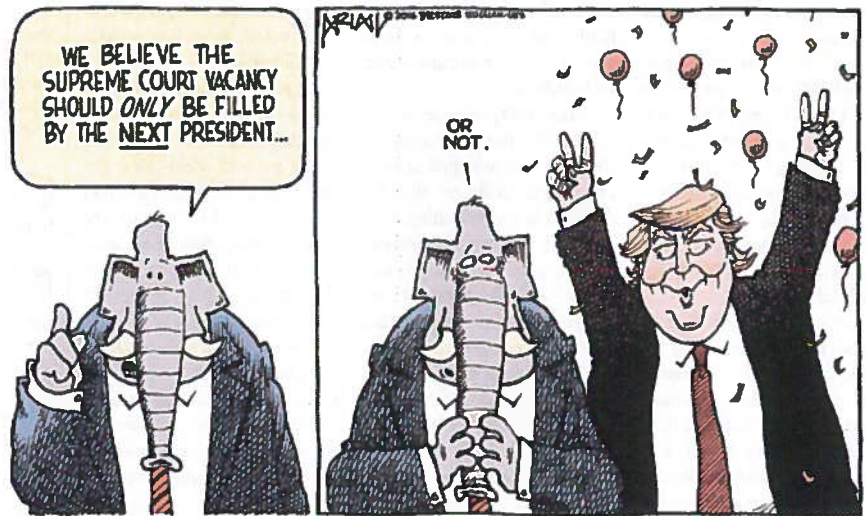
Opportunities include painting walls, planting flowers, cleaning parks, getting public pools ready for summer, labeling books for a book drive and more. For more information or to register, go to [www.springforalexandria.org](http://www.springforalexandria.org).

Let's all enjoy our walks through the glorious spring flora and fauna and the excitement of spring sports. But it's not too early to think about which organizations we want to support through Spring2ACTION giving and Spring for Alexandria volunteering. To paraphrase from that leading philosopher, Tigger: Giving is what Alexandrians do best.

# Opinion

"Where the press is free and every man is able to read, all is safe."

- Thomas Jefferson



## Your Views

### ARHA must be held more accountable by city council

To the editor:

At a recent Alexandria Redevelopment and Housing Authority-city council work session on Ramsey Homes, disturbing points emerged that should cause Alexandrians concern.

The first involves the proposed rezoning, which was voted on again on March 12. ARHA missed the deadline for this year's low-income housing tax credit cycle, and city planning staff proposed a new schedule that envisions a final development special use permit being submitted to planning commission and city council in September, after a series of the usual "community outreach" meetings designed to simulate the appearance of compromise with the surrounding neighborhood without any of the real political effort.

Yet ARHA and City Councilors Justin Wilson and John Taylor Chapman seemed determined to push through the

rezoning now, though it is not consistent with city policy or practice to do so without the final DSUP. This anomaly was noted by planning commissioner Stewart Dunn at their hearing on Ramsay Homes in early February, resulting in his abstention on the rezoning vote.

And Mayor Allison Silberberg asked Wilson three times why it was not reasonable to wait until September and follow normal procedures by submitting the rezoning request along with the DSUP for approval. In essence, Wilson brushed Silberberg off.

This is not surprising given the rivalries among local Democrats, but it does beg the question: Why does the rezoning need to be split off and approved in such haste?

Second, there was an emphasis there would be no official memorandum of understanding as there was in 2008 with the James Bland redevelopment. An

MOU is the only tool that the city has to ensure accountability and cooperation from the notoriously recalcitrant ARHA, which regularly places its collective hand in Alexandria taxpayers' pockets for loans and bailouts. Is this because Wilson and Chapman, as council's work group delegates, do not wish to hold ARHA accountable?

They were both members of city council last fall when that body voted to override the BAR decision on demolition while calling for the public housing authority to find compromise, yet they and the ARHA board allowed CEO Roy Priest to take a no-hostages, hang-tough attitude toward council by resubmitting the same application again five months later.

Finally, it is clear that ARHA has no consistent long-term plan for sustainability. It was ARHA who let Ramsey Homes deteriorate.

## City leaders need small business experience

To the editor:

The closings of many locally owned businesses in Old Town ought to be of concern to everyone in Alexandria. A great part of the appeal of living here is the availability of one-of-a-kind stores selling unique goods and services.

Jody Manor, owner of popular cafe Bittersweet, wrote in a letter to the Times ("Old Town retail is facing a troubling period," February 18) that the practices and procedures of the Alexandria city government seem aimed at undermining such businesses. These need to be seriously addressed.

Part of the problem may be that so few of the elected officials in Alexandria's government seem to have business experience. They may not fully understand the needs and challenges facing small businesses or the benefits that accrue to the city from them, other than as a source of tax money.

A quick look at the biographies of the mayor and city councilors on the city's website shows that their backgrounds

are rich in community and public service, but lacking in experience in the free market. As far as I can tell, only two city councilors work for businesses, one works for a government-supported corporation and the other for a lobbying firm. These are hardly representative of business as most Americans would understand it.

Community service is admirable. But those performing it should not be assumed to have knowledge, skills or attitudes that lend to understanding what it is like to have to compete; provide goods or services that people willingly choose to buy; and provide them at a price that people are willing to pay.

Government has to do none of these. But like government, businesses have to meet the very personal and real responsibilities that come with having employees.

One is like sitting in an easy chair; the other like walking a high wire.

Business not only pays its own taxes; it generates the wealth by which individuals

and families are able to fill the public coffers. And business makes it possible for many to contribute to causes favored by community activists. Some understanding of this must be represented in the city's political leadership. Perhaps it is time voters gave this serious consideration.

It soon may reach the point where small businesses simply cannot thrive in Old Town. Large national chains have the resources to pay high rents and put up with all manner of city requirements; they can meet every test and obstacle to which Alexandria subjects them and still come out profitable.

Given this trend, residents of Alexandria and visitors to Old Town will have the predictability that comes with seeing the same chain stores and having the same shopping options here as everywhere else. But will the visitors continue to come? Is it consistent with this city's character? And is it what we really want?

- Jack Lichtenstein  
Alexandria

### ARHA FROM | 18

erate through neglect. Repeated, insistent public questions about set asides or maintenance funds to keep ARHA's buildings up to par have gone unanswered, as have questions about condo fees and HOA structures. And it takes no crystal ball to foresee that HUD will never again have the funding it did in its glory years: even Wilson said in a recent constituent newsletter that HUD only covers 73 percent of ARHA rents.

The emperor has no clothes, and ARHA has no consistent business model. Its building configurations and the split between market-rate and subsidized units change with every project. Neighbors are told that off-siting is simply impossible, yet ARHA's strategic plan calls for scattering units from Hopkins-

Tancil. Priest has yet to explain why 53 units at Ramsay Homes is the only number that will make the project competitive for tax credits, contrary to the findings of the city's own tax-credit consultant. And when the city retained an expert to investigate construction costs, they found ARHA had overestimated.

The city needs to reconvene the former economic sustainability task force to analyze ARHA and determine both its long-term viability and the city's potential liability. Many have failed to notice this, but ARHA is now serving fewer of the poorest renters because it isn't economically possible.

With its valuable lands now being sold off and HUD funds shrinking, what does ARHA do for a second act? In addition, let the sustainability

group also calculate the soft costs that Alexandria taxpayers contribute to the upkeep of ARHA for everything from social services to policing.

On the very night of the controversial February 20 council vote, a robbery occurred on West Street by the Adkins project, followed a week later by gunshots heard by police, who now regularly camp out in the post office parking lot, and a robbery near Old Town Commons.

With two unsolved murders in the Adkins area and pointed criticisms made by ARHA residents over safety and upkeep at the packed community meeting that followed, the question is whether ARHA is serving its tenants or the politicians.

- Leslie Zupan  
Alexandria



## The Business Plan

with Bill Reagan

### Sharing the treasure of our home town

Alexandria recently received two very exciting announcements. First, PBS announced that "Mercy Street," the carefully researched drama focused on Alexandria's role during the Civil War, would be renewed for a second season.

Just a day later, Livability.com recognized Alexandria as the best downtown of any small to mid-sized U.S. city, a rating based on aspects like arts, nightlife, quality restaurants, walkability and new development. They found Alexandria "sophisticated yet comforting."

Accolades like these certainly make us feel proud, but beyond bragging rights, they indicate to people in other regions that Alexandria is worth visiting. We should be excited to share our city with visitors of all kinds.

At a recent budget hearing, one of Alexandria's most successful independent retailers told city council that local retailers and restaurants depend on the city being a destination for local and regional visitors. She noted that these visitors come when there are attractions, vitality and well cared-for streets.

Many Alexandrians do not realize that visitors sustain the shopping, dining and entertainment amenities that make our city so vibrant. Without the 3.5 million day and overnight visitors to Alexandria each year, those of us that call the city home would have far fewer of these types of establishments; our population alone simply can't sustain such a vibrant and varied retail and restaurant scene.

"Mercy Street" is a prime example of how businesses, attractions and organizations across the city can come together to capitalize on the national spotlight currently focused on Alexandria. Visit Alexandria set out to leverage the anticipated

popularity of the show to raise awareness about Alexandria and encourage people to visit.

Along with coordinating the development of new experiences related to the history behind the show, they sponsored a five-second spot at the beginning and end of each episode to promote Alexandria.

Alexandria's "Mercy Street"-inspired experiences were promoted in travel magazines and by regional, national and international press. The results have been impressive: the city's visitor center had a 27-percent increase in physical visitors in February, Carlyle House

— the Green family mansion — attendance was up 158 percent, and "Mercy Street"-dedicated blog posts received 35,000 visits. All of this increase was during the winter months, which is typically an off season for tourism.

This all holds great promise for Alexandria to be on more visitors' itineraries when they come to the D.C. area. Livability.com's ranking will move Alexandria up further as a must-see destination.

Our role as locals is to help visitors feel welcome so that they stay longer, return for future visits and recommend Alexandria to their friends. This equates to greater tax revenue for the city and allows our local small businesses to flourish.

To further these goals, Visit Alexandria and the Alexandria Small Business Development Center are hosting an Alexandria 101 tourism training in May to educate hospitality industry staff on all of Alexandria's local sites and great experiences.

We are fortunate that our hometown is something that others want to experience. Let's make the most of it.

The writer is the executive director of the Alexandria Small Business Development Center.



Bill Reagan



# Alexandria City Council Approves Master Plan Amendment, Rezoning For Ramsey Homes Site

March 15th 2016



By Carla Branch  
alexandrianews.org



Ramsey Homes building (file photo)

The Alexandria City Council approved an Alexandria Redevelopment Housing Authority request for a Master Plan and Rezoning on the Ramsey Homes site on N. Patrick Street. Council also passed a resolution endorsing an ARHA/City work plan, which details the process for moving Ramsey Homes and other ARHA redevelopments forward.

**Council's original public hearing**, which was held on Feb. 20, ended with ARHA being denied the requested rezoning. At the Feb. 23, legislative meeting, Councilman Paul Smedberg made a **motion to rescind** the Feb. 20, vote, which passed unanimously. The land use process thus began again on Saturday.

On Tuesday, March 8, ARHA and City Council held a work session. After the work session, ARHA passed a resolution dealing with any possible disposition of the Ramsey Homes property. The resolution reads in part:

WHEREAS, in order to entice the City Council to de-couple the MPA and Rezoning from the DSUP, ARHA is passing Resolution 613 to endorse a Work Plan developed by ARHA and City staff; which Work Plan is intended to be a living document that will guide staff efforts and improve the communication with the City Council. Further, this Resolution 613 shall also assure the City Council that there will be no disposition of the site after the approval of the MPA and Rezoning, except to build Resolution 830 replacement units and some critical mass of new affordable and Workforce housing units, as required to sustain the replacement units. Should staff determine that the Alternate is feasible, the Work Plan will also be utilized to determine how a preserved building will be retained and returned

to its original built state (exterior), the use of the building, the ownership of the building and who will be responsible for the operating cost of the preserved building.

"I am pleased that we have these agreements in place but I still have concerns because we have been through this before," Smedberg said. "This places a lot of responsibility on Vice Mayor Wilson and Councilman Chapman to closely monitor this process and report back to us on a regular basis. ARHA is going to be bringing forward a lot of redevelopments very soon and we have to get this right."

Wilson and Chapman are members of a joint Council/ARHA Board work group that meets monthly to resolve issues between City and ARHA staff. "This group was established to resolve issues between the two staffs and that's how we need to use it," Chapman said. "We appoint the members of the ARHA Board and we should be working closely with them on these very important projects. Council members should not be calling members of the ARHA staff when there is a problem; we should be contacting ARHA Board members and they should talk to their staff."

Members of the historic preservation community would like ARHA to preserve at least one of the four Ramsey Homes buildings. They were built at the beginning of World War II to house African-American government workers and are now aging and in disrepair. ARHA does not have funding to preserve any of the buildings.

"When we talk about preservation, I am concerned that we only want to preserve one aspect of what has happened on this property," Chapman said. "First, it was farmland and then was used in the Civil War. Finally, it was home to free people of color and former slaves. As a matter of fact, descendants of those folks were displaced so that the federal government could build segregated housing. Perhaps we should think of a way to memorialize all of those eras and not just one."

ARHA and City staff will work closely on the project and report to Council on a regular basis. The goal is to bring forward a new Development Special Use Permit in the fall. ARHA can then apply for Low Income Housing Tax Credits through the Virginia Housing Development Authority in March, 2017.

# OUR VIEW: ARHA-COUNCIL AGREEMENT REPRESENTS A GOOD FIRST STEP FOR CHANGE

Featured Slider Editorials Opinion Our View — 11 March 2016



**(File photo)**

Process is the most overlooked aspect of successfully functioning entities. This is true in the business world, at universities and within all levels of government. Individuals and groups must know what is expected of them and have a viable path toward meeting those expectations in order to coexist, let alone prosper.

The need for better processes has been painfully obvious for years in the relationship between the Alexandria Redevelopment and Housing Authority and city council. This fractured relationship blew up last month in a public hearing about redevelopment of the Ramsey Homes property, leading to recriminations all around. The level of discourse was simply unacceptable.

Council's decision essentially to push the reset button on the issue at a legislative session two weeks ago gave all parties the time to step back, cool off and try to do better. It appears they were successful, as city councilors and ARHA agreed Tuesday to a framework for cooperation not only on Ramsey Homes, but on future redevelopment projects as well.

Under the agreement, city and ARHA staff will work more closely together on Ramsey Homes. In addition, the joint council-ARHA work group will meet more often to measure progress as a plan

for the Ramsey site is developed. This plan, while providing a way forward, also pushes a final decision on Ramsey back to the fall.

We agree with City Councilor Paul Smedberg that a formal agreement shouldn't be necessary to make city and ARHA staff work together. But the reality is that sometimes an explicit and basic process is what's required.

Process is not a panacea, but at times it can really help.

Sometimes, a successful process is de facto, like in a well-functioning marriage where the partners naturally assume complementary roles. One person likes cooking more, while the other gladly does dishes in exchange for not having to cook.

But in other relationships, expectations must be codified. Perhaps both parents have demanding jobs or neither person likes to clean. Without an agreed upon plan of action, the relationship is likely to derail.

But processes cannot make up for a lack of good will to make the relationship succeed. Whether in a marriage or a workplace, if one party is not committed to working with the other, even the best process will prove insufficient.

There's actually an example in city government of how improved process has turned around a negative situation. In 2011, Alexandria City Public Schools had significant issues with irregularities in its capital improvement department, where there was insufficient oversight over how money was being handled. Council and ACPS subsequently worked closely together to implement oversight mechanisms, including reinstating a budget and audit committee. Those processes seem to have resolved the problem.

Tuesday's plan for moving forward is not sufficient on its own to mend the relationship between council and ARHA — but it is a necessary first step. The coming months will reveal how

committed both sides are to not just resolving the Ramsey Homes issue, but to mending the bodies' fractured relationship.

# YOUR VIEW: COUNCIL MUST NOT ALLOW ARHA MISMANAGEMENT

OpinionYour Views — 11 March 2016



By Charles Conway, Alexandria (File photo)

*To the editor:*

How curious! Under a proposal by the Alfred Street Baptist Church, 22 of the existing affordable housing units adjacent to the church could be demolished so the church can expand its sanctuary.

Where will the displaced residents likely go?

From the city and ARHA's 2008 memorandum of understanding: "Whereas, the city desires ... an affordable strategy that addresses affordable housing throughout the city."

A disgusted Braddock neighborhood now expects a higher concentration of such housing, not the area plan's planned reduction. The 2008 MOU was written in conjunction with the city's 2008 Glebe Park bailout.

From the city and ARHA's 2008 MOU: "Whereas, since the 1970s, the policy of the city and ARHA has been ... deconcentration by scattered site replacements...." The city is reluctant to scatter public housing. In fact, affordable housing, when combined with the existing stock of public

housing, is an ever-increasing mass of concentrated mayhem. ARHA work group members and City Councilors John Chapman and Justin Wilson should hold ARHA to account.

Also from the city and ARHA's 2008 MOU: "The goals, objectives and performance measures and overall agency management plan shall reflect ARHA's current planned and future schedules for housing unit physical inspection and maintenance." As someone has already asked, "Why does Chapman, a member of council, tolerate ARHA's substandard maintenance?"

A church agreeably expands and ARHA pays cash for its \$4 million office building. Dare we discuss opportunity costs, profit margins and or repeated cash shortfalls? ARHA's January 2016 board minutes state: "The major reason the need for reserves was higher than anticipated is because there was a three-month delay in the Central Office Cost Center collecting office rents for 401 Wythe St."

City Councilor Paul Smedberg may feel regret, but his February 20 votes were spot on. His colleagues are driven by cause, not due diligence. We agree the discussion is about people, not buildings only. That said, taxpayers are getting the shaft.

Both the Braddock Road Small Area Plan and the Braddock East Plan should be implemented as approved in 2008

# CITY COUNCIL AND ARHA MOVE TOWARDS GREATER COOPERATION

Featured SliderBusinessCommunityDevelopmentNewsPolitics — 10 March 2016



**By Chris Teale (File photo)**

After some testy meetings and hearings in recent weeks, the mood was lighter Tuesday at City Hall as city councilors and Alexandria Redevelopment and Housing Authority board members moved towards better cooperation on redeveloping the Ramsey Homes.

In a joint work session, ARHA CEO Roy Priest, board chair Merrick Malone and board members Daniel Bauman, Carter Flemming and Salena Zellers joined all seven city councilors to discuss a joint work plan to direct the redevelopment proposal for the site. The ARHA board adopted a resolution approving the plan after the meeting.

The 15-unit Ramsey Homes development at 699 N. Patrick St. has been a major source of contention as ARHA looks to redevelop the site and add more affordable units. Its permit to demolish the current property was rejected by the Parker-Gray Board of Architectural Review in April but then overturned by council in September.

ARHA presented a plan that would amend the Braddock East Master Plan, rezone the property from a townhouse zone to a mixed use zone and build 53 multifamily units in two buildings. Last month, the planning commission rejected the plan and council failed to approve the rezoning and



master plan amendment following a protest petition from neighbors requiring a supermajority for approval. Council rescinded its decision days later.

Public hearings on the topic have been acrimonious, as some councilors criticized a lack of communication between city and ARHA staff and ARHA's decision to abandon analysis on options that would have saved at least one of the buildings for historic preservation purposes. The homes were built during World War II to house black defense workers.

The work plan puts in place a general agreement between the two sides if council approves the master plan amendment and rezoning at its Saturday public hearing, when it will be discussed again. And while the mood of the work session was generally positive, City Councilor Paul Smedberg bemoaned the state of affairs that led to the joint document.

"We shouldn't need an agreement to be communicating between the two staffs," he said. "That's what's so utterly frustrating about this."

With that in mind, the work plan outlines an agreement of how to move forward on the Ramsey Homes redevelopment, including an expectation that ARHA staff will do further analysis on the financial feasibility of an alternative plan that would save at least one building. Priest emphasized that any redevelopment must be competitive for low income tax credits from the Virginia Housing Authority.

City Councilor John Chapman said ARHA board members and council must work together more closely during the intervening months, as that will foster better relations between staff too.

"I hope and think that will enable us to have better staff-to-staff communication as we'll have better relations starting at the top," he said.

The timeline of analysis and approval for any redevelopment of the Ramsey Homes site would be extended noticeably under the new plan, with final discussion of a development special use permit not expected until after city council's summer recess. ARHA and council will come together in

June for an update on the progress of analysis, with monthly meetings of the ARHA work group to continue as well.

Mayor Allison Silberberg joined Smedberg in raising concerns about the precedent a decision to allow a master plan amendment and rezoning without a site plan might set, as it could encourage other developers to look for the same. City Councilor Del Pepper warned commercial developers not to expect similar treatment.

“This really has to be an exception of an exception,” she said. “...We want the word to go out that...this is a very extraordinary, not a never ever, but an extraordinary situation.”

Silberberg pushed ARHA representatives for assurances that a plan would not come back significantly altered from how it stands, given the relatively broad scope for further analysis. In the work plan, a provision is made for study of variations of other options for the site, and Silberberg expressed concerns about the increased density at the site.

“It seems like we’ve carved a path forward; this is a good step, but I need assurances that something isn’t going to come back that is significantly different,” she said.

City planning director Karl Moritz said that the rezoning and master plan placed constraints on ARHA, but board members agreed to add language to their resolution of adoption saying the site will be used for affordable and workforce housing and not be sold. Malone noted that with greater communication, any drastic changes would be flagged.

“I don’t know how we could come back with a 10-story building without everybody knowing we’re coming back with a 10-story building,” he said.

Silberberg hailed the work plan as a “reset button” on the city’s relationship with ARHA, while Vice Mayor Justin Wilson noted that the plan can be a template for future redevelopment of ARHA properties, some of which will be subject to the requests for proposals process.

“Part of the goal is that this is an agreement for how we handle Ramsey,” he said. “Coming out of this is a memorandum of understanding, an agreement, a handshake, we’re going to have an agreement on how we move forward on the RFP process...Failing in the process here is not going to be possible.”

# Alexandria officials agree to work together to redevelop run-down Ramsey Homes

Alexandria's Ramsey Homes. (Patricia Sullivan/The Washington Post)

By [Patricia Sullivan](#) March 9

The brouhaha that broke out last month between the Alexandria City Council and the city's public housing authority over demolishing and replacing four run-down apartment buildings has calmed in advance of a Saturday vote to rezone the property.

But some tensions remain.

The council and the board of the Alexandria Redevelopment and Housing Authority agreed Tuesday to a six-page plan on how to work together to replace the 74-year-old Ramsey Homes, built as segregated housing for African American defense workers.

The plan lists the goals of the city and ARHA, whose board is appointed by the council. It says the two entities will work together to study whether a 53-unit, two-building project is necessary, or whether an alternative such as a single building with 49 units could work.

The plan requires, among other things, "no surprises," and stipulates that "once an issue is resolved, it's resolved."

Residents opposed to ARHA's original redevelopment plan argued for six hours last month that replacing the 15 low-income apartments at 699 N. Patrick St. with 53 low- to moderate-income units made the project too dense and would sacrifice a historic site.

The council rejected ARHA's proposal on Feb. 20, then [voted four days later](#) to give the process another chance. To do so, they had to bridge the long-running tension between the council and ARHA, and between the council and the city's new mayor.

[\[Angry council meeting exposes rift over preservation, density\]](#)

"This is not just about Ramsey," said Mayor Allison Silberberg (D), in a nod to ARHA's plans to sell or redevelop many of its other properties around the city in the near future. "We're trying here to hit a reset button."

The anger that flared between Silberberg and other council members at the Feb. 20 meeting was not in evidence on Tuesday. At the same time, it was clear that the mistrust between the bodies had not entirely evaporated.

Silberberg pressed housing officials about how many units they would seek to build and how much green space would be left.

"It concerns me that there's no certainty as far as density," she said.

The mayor later expressed concern that any agreement reached by the council on Saturday could be cited as a precedent in the future by private developers who also want to change zoning without specifying how many units they will build.

“This has to be an exception to an exception,” agreed council member Redella “Del” Pepper (D).

Council member Paul Smedberg (D), the strongest critic of the housing authority, said the city should not need a special agreement for its staff and the authority’s staff to work together.

He refused to answer a housing authority commissioner’s question about whether city money is available to pay for preserving one of the Ramsey buildings.

# Ramsey Homes

March 8th 2016



To the Editor:

At last Wednesday's ARHA-Council work session on Ramsey Homes, disturbing points emerged that should cause Alexandrians concern.

The first involves the proposed rezoning, set for another vote on March 12. ARHA missed the deadline for this year's low-income housing tax credit cycle, and Planning & Zoning staff proposed a new schedule that envisions a final DSUP being submitted to Planning Commission and Council in September 2016, after a series of the usual "community outreach" meetings designed to simulate the appearance of compromise with the surrounding neighborhood without any of the real political effort.

Yet ARHA and Councilmen Justin Wilson and John Taylor Chapman seem determined to push through the rezoning now, though it is not consistent with City policy or practice to do so without the final DSUP. This anomaly was noted by Stewart Dunn of the Planning Commission at their hearing on Ramsay Homes in early February, resulting in his abstention on the rezoning vote. And Mayor Silberberg asked Mr. Wilson three times last Wednesday why it was not reasonable to wait until September and follow normal procedures by submitting the rezoning request along with the DSUP for approval. In essence, Vice Mayor Wilson brushed the Mayor off.

Not surprising given the bitter rivalries among local Democrats – but it does beg the question why the rezoning needs to be split off and approved in such haste. Just what are ARHA and Messrs. Wilson and Chapman up to? And are they placeholders for former Mayor Euille, who is known to be sending missives to City Hall on Ramsey Homes.

Second, there was an emphasis there would be no Memorandum of Understanding as there was in 2008 with the James Bland redevelopment. An MOU is the only tool that the City has to ensure accountability and cooperation from the notoriously recalcitrant ARHA, which regularly places its collective hand in Alexandria taxpayers' pockets for loans and bailouts. Is this because Mr. Wilson and Chapman, as the Council's work group delegates, do not wish to hold ARHA accountable? They were both members of Council last fall when that body voted to override the BAR decision on demolition while calling for the public housing authority to find compromise, yet they and the ARHA board allowed CEO Roy Priest to take a no-hostages, hang-tough attitude toward Council by resubmitting the same application again five months later.

Finally, it is clear that ARHA has no consistent long-term plan for sustainability. It was ARHA who let Ramsey Homes deteriorate through neglect. Repeated, insistent, public questions about set asides

or maintenance funds to keep ARHA's buildings up to par have gone unanswered, as have questions about condo fees and HOA structure. And it takes no crystal ball to foresee that HUD will never again have the funding it did in its glory years: even Mr. Wilson stated in a recent constituent newsletter that HUD only covers 73% of ARHA rents.

The emperor has no clothes, and ARHA has no consistent business model. Its building configurations and the split between market-rate and subsidized units changes with every project. Neighbors are told that off-siting is simply impossible, yet ARHA's strategic plan calls for scattering units from Hopkins-Tancil. Mr. Priest has yet to explain why 53 units at Ramsay Homes is the only magical number that will make the project competitive for tax credits, contrary to the findings of the City's own tax-credit consultant. And when the City retained an expert to investigate construction costs, they found ARHA had overestimated.

The City needs to reconvene the former Economic Sustainability Task Force to analyze ARHA and determine both its long-term viability and the City's potential liability. Many have failed to notice this, but ARHA is now serving fewer of the poorest renters because it isn't economically possible. With its valuable lands now being sold off and HUD funds shrinking, what does ARHA do for a second act?

In addition, let the Sustainability group also calculate the soft costs that Alexandria taxpayers contribute to the upkeep of ARHA for everything from social services to policing.

On the very night of the controversial Feb. 20 Council vote, a robbery occurred on West Street by the Adkins project, followed a week later by gunshots heard by the police who now regularly camp out in the Post Office parking lot and a robbery near Old Town Commons. With two unsolved murders at Adkins and pointed criticisms made by ARHA residents over safety and upkeep at the packed community meeting that followed, the question is whether ARHA is really serving its tenants or the politicians

Leslie Zupan



# Ramsey Houses

March 2nd 2016



To the Editor:

My home is two blocks from Ramsay Homes project. My neighbors and I had no problem with Ramsey Homes: we enjoyed a harmonious relationship with the 15 tenant families, and the garden-apartment site was never a problem. Claims of racism are contemptible: a doubling of the number of units to 30 (per the Braddock Metro Small Area Plan) would have been acceptable to the community: it was the *quadrupling* of the density to 60 units and the consequent ballooning of the proposed structure size that has people alarmed.

The four-fold increase in density is contrary to the spirit of the Braddock Metro Neighborhood Plan (BMNP) and its sister the Braddock East plan that addressed the ARHA properties. This is just one more weakening of the plan that has been engineered by officials, City planners and developers – which ARHA most assuredly is.

I was an involved participant in the charrettes that led to the BMNP, and this case raises serious questions about the integrity of the planning process. It reduces citizen confidence that compromises worked out among a wide range of stakeholders will be honored, instead of continuously breached for the latest whim of politicians or their friends in the development community. In fact, the first egregious violation of the BMNP involved ARHA, which did not observe BMNP's design guidelines with regard to sidewalk width at Old Town Commons.

But Council's answer to this is to nullify the plan(s). Really? There is absolutely no reason to do this unless it is to pack in more density that the politicians repeatedly deflect from their own backyards.

There are serious issues of equitable treatment involved: those of us in the Parker-Gray Historic District are subject to regulations that ARHA is always permitted to shrug off. They can tear down historic structures and swathe the new ones in HardiPlank. But I live in a corner house and am forced to use maintenance-intensive wood for my siding.

The majority of the Resolution 830 units are still crammed into one area of Alexandria. The City has retreated from a commitment to integration. When the Berg was redeveloped as Chatham Square, 50% of the residents were moved to scattered sites with all the amenities – homes which police acknowledge had little crime and were scarcely distinguishable as public housing in appearance. Yet when James Bland was redeveloped a few years later, only a third of the residents were integrated into the larger community. Now Ramsay Homes is becoming Ramsay Towers and we're also hearing

that the Carpenter's Shelter wants to expand to include 100 units for individuals with serious drug issues that are not yet under control.

ARHA moans that there is nowhere to offsite residents anymore. Yet read ARHA's strategic plan and you'll be startled to find that offsiteing is planned for Hopkins-Tancil in Old Town but not at Andrew Adkins near Braddock Metro or at Samuel Madden Uptown. That illustrates that offsiteing is a purely political issue, not a financial or economic one.

The latest "compromise" that seems to be on the table involves keeping one original structure on Wythe Street and turning it over to the Black History Museum as meeting space. That may satisfy the preservationists, but it shows that affordable housing is secondary to politics and audience positioning. Not only are the museum's visitation numbers low, tourists are known to be turned away sometimes because there is a single employee to cover two buildings and the solution is to lock up when called away to meetings elsewhere. Add one more building that the City can't afford to maintain and shove all the density up against Pendleton Street homes? No way.

Just flip the rendering so the preserved building is on the Pendleton Street and put families back in it – not tables and chairs.

Respectively,  
Charlotte Landis