

DECEMBER 2014



**BOARD OF COMMISSIONERS
MONTHLY MEETING**

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

ROY O. PRIEST, SECRETARY-TREASURER

ALEXANDRIA
REDEVELOPMENT &
HOUSING AUTHORITY



MERRICK T. MALONE
Chairman

DANIEL BAUMAN
Vice Chairman

Commissioners:
Christopher Ballard
Commissioner

Chyrell Bucksell
Commissioner

Carter D. Flemming
Commissioner

Brett J. Libresco
Commissioner

A. Melvin Miller
Commissioner

Karl Sandberg
Commissioner

Salena Zellers
Commissioner

Roy O. Priest
Secretary-Treasurer

December 15, 2014

Mr. Merrick T. Malone
425 Oronoco Street
Alexandria, VA 22314

Re: **Monday, December 15, 2014 Regularly Scheduled Board Meeting**

Dear Chairman Malone:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, December 15, 2014 at 7:00 p.m., Charles Houston Recreation Center (multi-purpose room), Alexandria, VA 22314. There are two Consent items and no Action items submitted for the docket.

Sincerely,

Roy O. Priest,
Secretary-Treasurer

lh/ROP

cc: City Council (7 electronically)
ARHA Commissioners (9 delivered/electronically)
Rashad Young, City Manager (1 electronically)
Mildrilyn Davis, Office of Housing (1 electronically)
Alexandria Libraries (4 delivered)
Alexandria Resident Advisory Board (1 electronically)
Ladrey High Rise Advisory Board (1 delivered)

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

BOARD OF COMMISSIONERS
REGULARLY SCHEDULED MONTHLY MEETING
MONDAY, DECEMBER 15, 2014
7:00 PM

CHARLES HOUSTON RECREATION CENTER (*multi-purpose room*)
901 Wythe • Street Alexandria, VA 22314

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 Monday, October 27, 2014 and Monday, November 24, 2014

4. Vote Receipt of the Secretary-Treasurer’s Report of October 27, 2014 and November 24, 2014

5. **CONSENT DOCKET**
 - 5.1 *Vote to Approve Resolution Number 600, of the Alexandria Redevelopment and Housing Authority Allowing the Chief Executive Officer to Negotiate and Execute a Contract for Construction Manager at Risk Services of the Ramsey Homes Redevelop Project.*

 - 5.2 *Vote to Approve Resolution Number 601, Authorizing Staff to Write-off Vacated Tenant Accounts Receivable*

6. **ACTION DOCKET**

No item submitted

7. Other Business

8. Executive Session to Discuss Personnel, Legal and Real Estate Issues

**MINUTES OF THE
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY (ARHA)**

**REGULARLY SCHEDULED MEETING
LADREY BUILDING (*community room*)
300 WYTHE STREET ALEXANDRIA, VA 22314**

MONDAY, NOVEMBER 24, 2014

7:00 P.M.

PRESIDING: Merrick Malone

THOSE PRESENT: Melvin Miller
Carter Flemming
Karl Sandberg

ABSENT: Christopher Ballard
Brett Libresco
Salena Zellers
Chyrell Bucksell

RECORDER: Ian Hawkins

The regular Board meeting was called to order at 7:25 pm. There were not enough Board members present to form a quorum, therefore no votes were taken. The Chairman apprised the Board that a quorum is needed for voting and the docket would be re-arranged until a quorum is available. Others present were Roy Priest, Chief Executive Officer, ARHA Department Heads, ARHA staff, City Office of Housing staff and community citizens. The Chairman apprised the Board that a quorum is needed for voting and the docket would be re-arranged until a quorum is available.

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

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mrs. Maudie Hines, President, greeted the Board of Commissioners and stated Ladrey was operating and running smoothly.

Mrs. Hines stated that the October Fest was a smash for the residents. The delicious food and activities brought many residents out to enjoy a relaxing day. Also, Mrs. Hines informed the Board the use of alcohol is prohibited in the Ladrey Building (game room, lounge area, Floors or court yard etc.). Officer Griffin has indicated that any individual publicly intoxicated would be arrested. Mrs. Hines stated in the Advisory Board meetings of the residents that are unclear of the policy should inquire to have a better understanding.

Mr. Otis Weeks apologized to the Board for his comments at the November Board meeting. Mr. Weeks stated he will discuss this with Mr. Priest and Mr. Owens.

There was no further information to report.

- **Alexandria Resident Association (ARA) – Ms. Shanelle Gayden, President - Absent**

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

- **Neighborhood Briefing (Alexandria Police Department) – In the absent of the Alexandria Police Department, Mr. Priest gave a brief status report on a variety of initiatives implemented by the residential officers, street crime unit, and bike officers.**

ITEM 3. VOTE TO ADOPT MINUTES FOR MONDAY, OCTOBER 27, 2014:

No quorum items carried over to December meeting for action.

ITEM 4. VOTE TO RECEIVE THE SECRETARY-TREASURER’S REPORT FOR MONDAY, OCTOBER 27, 2014:

No quorum items carried over to December meeting for action.

ITEM 5. CONSENT DOCKET:

ITEM 6. ACTION DOCKET:

ITEM 7. OTHER BUSINESS:

The December Board meeting will convene on the 15th at Charles Houston Recreation Center in the multi-purpose room at 7:00 pm.

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

Chairman Malone adjourned the meeting at 8:48 pm.



Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Libresco

Chyrell Bucksell
Karl Sandberg
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: December 12, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: FINANCE MONTHLY REPORT

Due to the timing of this month's Board meeting there will not be any update to the financial reports. If you should have any questions please feel free to contact me.



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Melvin Miller

Carter D. Flemming
Brett J. Libresco
Christopher Ballard

Karl Sandberg
Chyrell Bucksell
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 6, 2018

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: **ASSET MANAGEMENT SUMMARY REPORT PERIOD ENDING 11/30/2014**

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
- 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.

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)	96%	97%	98%	98%	See vacancy rate on the attached PH Vacancy Tracking report details
2 Occupancy Rate HCVP (Mkt. Rate)	95%	94%	98%	96%-99%	See vacancy rate on the attached Market Rate Vacancy Tracking Report
3 Tenant Account Receivables (TARs) - Occupied Units	1%	2%	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	3%	3.5%	2%	>6%≤8% = D - >8%≤= E - >10%=F	>4%≤6% = C, >6%≤8% = D, >8%≤= E, >10%=F
5 Vacant Unit Turnaround Time DOWN TIME = 1 day (average) MAKE READY TIME = 8 days (average) LEASE UP TIME = 21 days (average)	30 days	34 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	All Emergency Work Orders Issued and Completed within 24 hrs. 99% -100% = A
7 Outstanding Routine Work Orders Number of Days (average)	28 days	34 days	15 days	21 days	298 total work orders issued; 244 completed; 135 work orders remain open including VUs, pest services, and UPCS-HQS inspections, and system transfers.
SPECIAL PROJECTS					
n/a					



Commissioners:

Merrick Malone, Chairman

Daniel Bauman, Vice Chairman

Christopher Ballard

Melvin Miller

Carter Flemming

Brett Libresco

Chyrell Bucksell

Karl Sandberg

Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 6, 2018

TO: Chairman Merrick Malone 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 orders (“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 each Region comprising the Asset Management Projects (“AMP”).

Table I – Reporting Period: 11/1/2014 to 11/30/2014

Issued WO’s	298	Includes all open and new work orders generated at the closing of this reporting period
Completed WO’s	162	Includes all work orders completed during this period
Emergency WO’s	19	Includes all emergency work orders issued and completed within 24-hours
Open WO’s (1) SEE NOT BELOW	135	Includes 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 groups, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 4.00 %
 Region II = 7.25.40 %
 Region III = 15.50 %



Commissioners:

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Roy Priest, Chief Executive Officer

DATE: December 11, 2014
TO: Chairman Merrick Malone and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary-Treasurer
SUBJECT: DEVELOPMENT UPDATE, DECEMBER, 2014

REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES

There will be an update on the posting of the short listed Part 2A proposers and the Part 2B instructions in Executive Session.

RAMSEY HOMES

The team met with City staff on November 25th. City staff comments remained as previously noted regarding density, height, character, mix of incomes, parking, and undergrounding of utilities. The City also requested that we develop a community outreach plan in order to garner support for the items that ARHA requires that the city views as a departure from the 2008 small area plan. As the first priority, a resident meeting is being scheduled prior to the end of December. Further meetings will be scheduled with local advisory and neighborhood groups, after the residents are informed. The team is preparing for a submittal in late December for a Board of Architectural Review workshop expected to be conducted in January 2015 to address the above items, as well as additional development of building materials and architectural detailing sympathetic to the neighborhood. Dates for 2015 City Planning and Zoning meetings have been received and the project remains on track for submission of tax credits in March 2016.

A motion to select a Construction Manager at Risk is on the agenda for approval.



Commissioners:

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Daniel Bauman, *Vice Chairman*

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Salena Zellers

Roy Priest, Chief Executive Officer

DATE: December 12, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: **VOTE TO APPROVE RESOLUTION 600, OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY ALLOWING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR THE RAMSEY HOMES REDEVELOPMENT PROJECT**

ISSUE:

ARHA is redeveloping its Ramsey Homes Apartments (the "Project") in accordance with the Board approved ARHA 2012 – 2022 Strategic Plan.

DISCUSSION:

In prior actions, the Board voted to allow the CEO to negotiate and execute an agreement with KTG Architecture and Planning for architectural services and Walter L. Phillips Incorporated for civil engineering and landscape architecture services for preparation of documents related to rezoning through construction documentation for the Ramsey Homes development. VHDLLC, as Developer, is proposing to engage a Construction Manager ("CM") under a Construction Manager at Risk ("CMAR") process in order to mitigate the risk implications of an extended review process and to meet strict cost containment criteria of the proposed tax credit funding. The CM will endeavor to utilize their professional experience to assist the team by coordinating and cooperating with the team, as well as with material suppliers and subcontractors engaged for the construction, as required to balance the often conflicting objectives inherent in affordable housing projects.

The delivery method referred to as CMAR, would consist of preconstruction and construction phase services that shall be governed by an executed AIA Document A133 – 2009 Standard Form of Agreement Between an Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price ("GMP"), which will be amended by Exhibit A Guaranteed Maximum Price Amendment, upon agreement of a GMP, and the A201 – 2007 General Conditions to the Contract for Construction. During the preconstruction phase, the CM will collaborate with the VHDLLC and design professionals to review constructability, cost and schedule of

the Project and develop a GMP proposal to construct the Project. Upon the execution of Exhibit A-GMP Amendment, the CM will construct the Project. If the Developer and the CM do not agree upon a GMP, the CM will be paid for preconstruction services completed per the Agreement and another General Contractor may be selected to construct the Project utilizing the Project Management Plan (PMP), cost estimates and other work product of the CM. If the Project cannot be built within the VHDA cost containment criteria and HUD Total Development Cost Limits, the Project shall not be executed.

Staff will return to the Board of Commissioners prior to execution of the "E" Exhibit A Guaranteed Maximum Price Amendment, which document shall be required as a transaction document for the closing of the Ramsey Homes Redevelopment financing.

Request for Proposals Construction Manager at Risk for the Redevelopment of Ramsey Homes, RFP No: P14-08 was published on November 4, 2014; responses were due November 24, 2014. The solicitation was published on the NAHRO e-Procurement website. Nine hundred and fifty one (951) subscribers were notified by the system; twenty five (25) subscribers viewed the solicitation. In addition to publication on the marketplace engine, the Procurement Manager solicited five proposers. Only one response was received. The response was reviewed by an evaluation committee and follow-up questions relating to the project approach and local presence were sent and responded to. The response is determined to be responsive and responsible.

Under the HUD Safe Harbor Standards and VHDA guidelines for low income tax credits, there is a limit in the amount of General Contractor fees that can be paid with public funds; both programs limit the General Contractor fees to 14%. Under the two programs the most stringent is the HUD Safe Harbor Standards which further limits the 14% fee to: 6% General Requirements/2% Overhead/6% Profit.

This is the last major team member required for this effort.

RECOMMENDATION:

That the Board vote to allow the CEO to negotiate and execute an agreement with Carlson Construction for Construction Manager at Risk services for predevelopment bid and cost estimating related services to be used in the development of a GMP for the Project.

FISCAL IMPACT:

Early estimates of the hard construction cost for a 60-unit Project are calculated to be \$8,800,572 (not including GC fees). The design professionals are contractually required to design the vertical construction at a square foot price of \$115/gross square foot. The demolition, land development, and final landscaping is required to be designed to a budget of \$990,000. The program related to the number and size of the units is very preliminary and will ultimately be determined by local development review process. The costing of the Project shall be iterative and updated constantly through the predevelopment process.

Carlson Construction is proposing to complete the Project for an overall fee of 12.5% of which 5% is related to the pre-construction activities and would be due and payable if the Project was determined to be infeasible due to costs.

THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE AN AIA DOCUMENT A133 – 2009 STANDARD FORM OF AGREEMENT BETWEEN AN OWNER AND CONSTRUCTION MANAGER AS CONSTRUCTOR WHERE THE BASIS OF PAYMENT IS THE COST OF THE WORK PLUS A FEE WITH A GUARANTEED MAXIMUM PRICE (the “AGREEMENT”) FOR THE REDEVELOPMENT OF RAMSEY HOMES

RESOLUTION NO. 600

WHEREAS, the Alexandria Redevelopment and Housing Authority (“ARHA”) Board approved 2012 – 2022 Strategic Plan includes the redevelopment of the Ramsey Homes site; and

WHEREAS, the redevelopment of the Ramsey Homes site will require construction management and general contractor services to complete; and

WHEREAS, ARHA published a Request for Qualifications pursuant to the ARHA adopted Procurement Policies and Procedures; and

WHEREAS, one response was received and evaluated; and

WHEREAS, the Carlson Construction proposal was determined to be responsive and responsible as well as advantageous to ARHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia:

The Chief Executive Officer is hereby authorized to (a) execute and deliver the Agreement, incorporating any modifications thereto which are acceptable to the Chief Executive Officer.

Adopted this ____ day of December, 2014

ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____

By: _____

Its: _____

Its: _____



Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard

Melvin Miller
Carter Flemming
Brett Ubresco

Chyrell Bucksell
Karl Sandberg
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: December 11, 2014
TO: Chairperson Merrick Malone and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary Treasurer
SUBJECT: VOTE TO APPROVE RESOLUTION NUMBER 601 AUTHORIZING STAFF TO WRITE-OFF VACATED TENANT ACCOUNTS RECEIVABLE

ISSUE:

Commented [MSOffice1]:

ARHA needs to write-off outstanding vacated tenants' accounts that are not likely going to be collected for the years 2011 through 2014.

DISCUSSION:

ARHA is required by the U.S. Department of Housing and Urban Development to write-off uncollectible accounts receivables that have never been collected from vacated tenants. Staff has been in the process of reconciling the uncollected accounts and has verified that vacated accounts for the years 2011 through 2014 is accurate; and that the uncollected balances need to be removed from ARHA's Tenants Accounts Receivable. Although these accounts will be written off, ARHA will continue to pursue the collection of these amounts through various methods such as entering the uncollected amounts into HUD's Enterprise Income Verification System, using a collection agency, and denying access to new rental assistance when families apply for assistance at other ARHA properties or Programs.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution No. 601 Authorizing Staff to Write-Off Vacated Tenant Accounts Receivable and to continue collection efforts for these accounts.

FISCAL IMPACT:

\$149,884.91 reduced from Tenant Accounts Receivable

THE ARHA BOARD OF COMMISSIONERS

AUTHORIZES THE WRITE-OFF TO COLLECTION LOSS OF CERTAIN VACATED TENANTS
ACCOUNTS FOR THE FISCAL YEARS 2011 THROUGH 2014

RESOLUTION NUMBER 601

WHEREAS, the Alexandria Redevelopment and Housing Authority is carrying on its records certain vacated tenants' accounts which we consider uncollectible; and

WHEREAS, that in each case the Authority has exhausted all reasonable efforts to collect these amounts; and

WHEREAS, in each case neither address nor the employment of the former tenant is known to us.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that the following vacated tenant's accounts totaling \$149,884.91 be written off as uncollectible.

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

Date

Merrick Malone
ARHA Board of Commissioners

Date

Roy Priest
Secretary-Treasurer