

# STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

## Regular Meeting

April 28, 2026  
12:00 p.m.  
100 Elizabeth Miller Gardens  
Staunton, Virginia

### AGENDA

#### I. Call to Order / Roll Call

#### II. Approval of Minutes – March 17, 2026 (Action)

#### III. Public Comments

*(3-minute limit per speaker)*

#### IV. Executive Director's Report

##### A. Financial Reports (Action)

1. Housing Choice Voucher (HCV) Program – December 2025

2. Multi-Family (MF) Program – December 2025

##### B. Housing Choice Voucher (HCV) Program Report

##### C. Multi-Family (MF) Program Report

##### D. Resident Needs Assessment and Self-Sufficiency Initiatives

#### V. Board Committee Reports

Finance Committee

Personnel Committee

Program and Community Development Committee

#### VI. Old Business

*(None at this time / Board discretion)*

#### VII. New Business

A. Dunsmore Project Update

B. Hickory Street Project Update

C. 958 Anderson Street Project Update

**D. Resolution Adopting Revised SRHA Personnel Policies (Action)**

Consideration and adoption of updated Personnel Policies, including:

- Military leave revised to 20 days in accordance with VRSA guidance
- Addition of Vehicle Use Policy
- Addition of Fuel Card Policy
- Other revisions as presented in the Board packet

**E. Commissioner Oath of Office and Code of Ethics – Discussion Only**

Discussion regarding whether the SRHA should establish a formal, Authority-specific Oath of Office and/or Code of Ethics for Commissioners, including review of a sample template for reference

**VIII. Adjournment**

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# Staunton Redevelopment and Housing Authority

## Regular Meeting – Board of Commissioners

March 17, 2026 | 12:00 p.m.

100 Elizabeth Miller Gardens

Staunton, Virginia

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## I. Call to Order and Determination of a Quorum

The Regular Meeting of the Board of Commissioners of the Staunton Redevelopment and Housing Authority (SRHA) was called to order by Chair Nicholas Hurston on Tuesday, March 17, 2026, at 12:00 p.m., at 100 Elizabeth Miller Gardens, Staunton, Virginia. Chair Hurston presided.

Upon roll call, the following Commissioners were present:

- Mr. Nicholas Hurston, Chair
- Mr. Chris Okay, Vice-Chair
- Mr. Tyler Gallimore, Commissioner
- Ms. Suzi Armstrong, Commissioner
- Ms. Sheba Lane, Commissioner

Not present at roll call:

- Mr. Jonathan Mason, Commissioner
- Mr. Tracy Toye, Commissioner

A quorum was established.

Also present:

- Nehemias Velez, Executive Director
  - Lance Allen, Deputy Director
  - Mandi Smith, General Counsel
  - Delphine G. Carnes, Esq., Development Legal Counsel
  - Alice Woods, Staunton City Council Liaison
  - Susan Venable, Resident Services/Self-Sufficiency Coordinator
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## II. Introduction of New Commissioner – Sheba Lane

Commissioner Sheba Lane was introduced and provided introductory remarks. The Board acknowledged and welcomed Commissioner Lane.

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### **III. Approval of Minutes – February 17, 2026**

Chair Hurston presented the minutes of the February 17, 2026 Regular Meeting for approval.

Commissioner Armstrong made a motion to approve the minutes as presented. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong

NAYS: None

ABSTENTIONS: Lane

The motion carried unanimously among those eligible to vote.

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### **IV. Public Comments**

Ms. Alice Woods, Staunton City Council Liaison, noted that the City of Staunton has established a Housing Commission and expressed enthusiasm regarding its future work. She also congratulated the Staunton Redevelopment and Housing Authority on receiving \$500,000 in Congressional Directed Spending.

Ms. Susan Venable, Resident Services/Self-Sufficiency Coordinator, announced that SRHA will host a Health and Wellness Fair on May 9, 2026, at the Booker T. Washington Community Center.

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### **V. Board of Commissioners Training – Governance and Legal Responsibilities**

Ms. Delphine G. Carnes, Esq., Development Legal Counsel, provided a training presentation to the Board of Commissioners on governance and legal responsibilities. Topics included the legal framework governing public housing authorities, the statutory powers and limitations of PHAs, the roles and fiduciary responsibilities of Commissioners, and the distinction between Board oversight and Executive Director operational authority.

The training also addressed Freedom of Information Act (FOIA) requirements related to public meetings, records, and closed sessions, as well as conflict of interest provisions under Virginia law and applicable federal requirements.

No action was taken.

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

### **A. Financial Reports – January 2026**

#### **Housing Choice Voucher (HCV) Program**

Mr. Allen presented the January 2026 financial reports for the Housing Choice Voucher (HCV) Program.

Commissioner Armstrong made a motion to approve the January 2026 HCV financial reports. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously.

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#### **Multi-Family (MF) Program**

Mr. Allen presented the January 2026 financial reports for the Multi-Family Program.

Vice-Chair Okay made a motion to approve the January 2026 Multi-Family financial reports. The motion was seconded by Commissioner Armstrong.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously.

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### **B. Housing Choice Voucher (HCV) Program Report**

Mr. Velez presented the Housing Choice Voucher (HCV) Program report for February 2026.

The program is currently administering **241 vouchers**, including 196 HCV, 30 PBV, 11 VASH, and 4 outgoing portable vouchers. The program remains at or near full utilization.

Additional activity included 2 vouchers issued (VASH), 1 new VASH lease, and 2 vouchers currently searching. The HCV waiting list totals 1,646 households, and the PBV waiting list is scheduled to reopen on March 30, 2026.

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### **C. Multi-Family (MF) Program Report**

Mr. Velez presented the Multi-Family Program report for February 2026.

The program reported **147 occupied units** and **3 vacant units**, with **2 move-ins**, **0 move-outs**, **0 evictions**, and **0 unit transfers**.

Additional activity included **15 late rents**, **2 new repayment agreements**, and **1 unlawful detainer filed**. Waiting list totals were **390 applicants for 1-bedroom units**, **312 for 2-bedroom units**, **205 for 3-bedroom units**, **74 for 4-bedroom units**, and **42 for 5-bedroom units**.

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### **D. Resident Needs Assessment and Self-Sufficiency Program Report**

Mr. Velez presented the Resident Needs Assessment and Self-Sufficiency Program report for February 2026.

The program served **51 households and 21 individuals**, with **8 households engaged year-to-date** and **1 needs assessment completed**.

Additional activity included **3 referrals to partner agencies**, ongoing coordination of resident services, and continued integration with SHC-supported programs.

Program outcomes included **3 households reporting increased housing stability**, **10 students participating in tutoring programs**, and expanded food security access through the USDA-certified SHC food pantry.

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## **VII. Board Committee Reports**

### **Finance Committee**

There was no report.

### **Personnel Committee**

There was no report.

### **Program and Community Development Committee**

Mr. Velez reported that construction of the cottage house at 958 Anderson Street is anticipated to be completed in April. He further reported that the church property is currently under contract.

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## **VIII. Old Business**

### **Recycled and Vehicle Funds Accounts – Policy Direction**

Mr. Velez advised that the Recycled and Vehicle Funds Accounts will be reviewed at the August Board meeting. The Board agreed to defer further consideration until that time.

No action was taken.

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## **IX. New Business**

### **A. Dunsmore Project Update – LIHTC Application Status**

Mr. Velez reported that the Staunton Redevelopment and Housing Authority has submitted the Low-Income Housing Tax Credit (LIHTC) application for the Dunsmore Project on March 11, 2026.

No action was taken.

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### **B. Resolution – Ratification of March 5, 2026 Dunsmore Resolution**

Mr. Velez presented a Resolution ratifying and adopting the March 5, 2026 Resolution related to the Dunsmore Development Project and associated Congressional Directed Spending (CDS) funding.

Commissioner Armstrong made a motion to adopt the Resolution as presented. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously.

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### **C. NAHRO Day at the Hill – Advocacy Update**

Mr. Velez reported on participation in NAHRO Day at the Hill, noting that the engagement was productive. He advised that he met with staff from Congressman Cline's office, Senator Warner's office, and Senator Kaine's office, and attended additional policy sessions.

No action was taken.

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**D. April Board Meeting – Scheduling Adjustment (VAHDO Conference)**

Mr. Velez presented a proposed adjustment to the April Board meeting schedule.

Chair Hurston made a motion to reschedule the April Board meeting to April 28, 2026. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously.

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**X. Closed Session**

Chair Hurston made a motion that the Board convene in closed session pursuant to § 2.2-3711(A)(1) of the Code of Virginia for personnel matters, including discussion, consideration, or interviews of prospective candidates for employment and other employment-related matters.

The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously, and the Board entered closed session.

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**XI. Certification of Closed Session – § 2.2-3712**

Upon return to open session, Chair Hurston made the following motion:

WHEREAS, the Board of Commissioners convened a closed session pursuant to an affirmative recorded vote and in accordance with the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires certification that the closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge:

(i) Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the closed meeting; and

(ii) Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

The motion was seconded by Commissioner Gallimore.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The certification was adopted unanimously.

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## **XII. Adjournment**

There being no further business, Chair Hurston made a motion to adjourn the meeting. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Lane

NAYS: None

The motion carried unanimously.

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Secretary

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Chair

Housing Choice Voucher (HCV)

**Balance Sheet**

Period = Dec 2025

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	3,646.00
1111-99-000	Total Unrestricted Cash	3,646.00
1112-00-000	Restricted Cash	
1112-03-100	Cash Restricted-HAP AUB	215,508.53
1112-99-000	Total Restricted Cash	215,508.53
1119-00-000	TOTAL CASH	219,154.53
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	1,206.00
1129-00-000	A/R -Other	149.00
1130-00-000	A/R Port Ins	-646.71
1135-02-000	A/R - HUD Other Projects	1,802.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	2,510.29
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	1,570.16
1299-00-000	TOTAL OTHER CURRENT ASSETS	1,570.16
1300-00-000	TOTAL CURRENT ASSETS	223,234.98
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-08-000	Furniture and Equipment-Admin.	9,019.53
1405-03-000	Accum Depreciation-Furn & Equip Admin	-8,108.74
1420-00-000	TOTAL FIXED ASSETS	910.79
1430-00-000	Pension Asset	30,325.00
1440-00-000	Deferred Outflows	11,455.00
1499-00-000	TOTAL NONCURRENT ASSETS	42,690.79
1999-00-000	TOTAL ASSETS	265,925.77
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	43.20
2145-00-000	Interprogram-Due To	129,246.68
2240-10-000	HCV Prepaid	210,412.00

Housing Choice Voucher (HCV)

**Balance Sheet**

Period = Dec 2025

		<b>Current Balance</b>
2260-00-000	Accrued Compensated Absences-Current	589.95
2299-00-000	TOTAL CURRENT LIABILITIES	<u>340,291.83</u>
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	5,309.52
2360-00-000	OPEB Liability	1,707.00
2370-00-000	Deferred Inflows	<u>11,141.00</u>
2399-00-000	TOTAL NONCURRENT LIABILITIES	18,157.52
2499-00-000	TOTAL LIABILITIES	<u>358,449.35</u>
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE	
2807-01-000	Reserved for Operating Activities	<u>3,379.94</u>
2808-00-000	TOTAL RESERVED FUND BALANCE	3,379.94
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	3,643.22
2809-02-000	Retained Earnings-Unrestricted Net Assets	<u>-99,546.74</u>
2809-99-000	TOTAL RETAINED EARNINGS:	-95,903.52
2899-00-000	TOTAL EQUITY	<u>-92,523.58</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>265,925.77</u>

Housing Choice Voucher (HCV)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3112-05-000	Utility Reimbursement Recovery -59 & TC	0.00	0.00	0.00	944.00	0.00	944.00	262.00	682.00
3119-00-000	Total Rental Income	0.00	0.00	0.00	944.00	0.00	944.00	262.00	682.00
3120-00-000	Other Tenant Income								
3120-09-000	Misc.Tenant Income	0.00	0.00	0.00	589.00	0.00	589.00	700.00	-111.00
3121-02-000	Tenant Payment Agreement (TPA) Other	0.00	0.00	0.00	-589.00	0.00	-589.00	-700.00	111.00
3129-00-000	Total Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3199-00-000	TOTAL TENANT INCOME	0.00	0.00	0.00	944.00	0.00	944.00	262.00	682.00
3400-00-000	GRANT INCOME								
3410-01-000	Section 8 HAP Earned	161,719.00	161,000.00	719.00	2,239,874.00	1,932,000.00	307,874.00	1,769,386.00	470,488.00
3410-02-000	Section 8 Admin. Fee Income	15,554.00	16,100.00	-546.00	199,077.00	193,200.00	5,877.00	164,344.00	34,733.00
3410-04-000	Port-In Admin Fees Earned	158.84	0.00	158.84	2,006.56	0.00	2,006.56	325.82	1,680.74
3410-06-000	Port In HAP Earned	2,996.00	0.00	2,996.00	34,373.00	0.00	34,373.00	5,334.00	29,039.00
3410-07-000	VASH HAP Earned	0.00	0.00	0.00	6,890.00	0.00	6,890.00	0.00	6,890.00
3499-00-000	TOTAL GRANT INCOME	180,427.84	177,100.00	3,327.84	2,482,220.56	2,125,200.00	357,020.56	1,939,389.82	542,830.74
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.09	-0.09
3611-00-000	Investment Income - Restricted	0.00	0.00	0.00	0.00	0.00	0.00	1.74	-1.74
3640-10-000	Fraud Recovery HAP	169.00	0.00	169.00	507.00	0.00	507.00	208.00	299.00
3640-20-000	Fraud Recovery Admin	169.00	0.00	169.00	507.00	0.00	507.00	208.00	299.00
3699-00-000	TOTAL OTHER INCOME	338.00	0.00	338.00	1,014.00	0.00	1,014.00	417.83	596.17
3999-00-000	TOTAL INCOME	180,765.84	177,100.00	3,665.84	2,484,178.56	2,125,200.00	358,978.56	1,940,069.65	544,108.91

Housing Choice Voucher (HCV)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	-5,485.18	7,666.63	13,151.81	87,734.98	92,000.00	4,265.02	82,103.92	-5,631.06
4110-03-000	Compensated Absences	12,082.66	12,000.00	-82.66	12,082.66	12,000.00	-82.66	13,179.87	1,097.21
4110-05-000	Social Security & Medicare Expense	684.87	583.37	-101.50	7,601.65	7,000.00	-601.65	6,749.42	-852.23
4110-06-000	SUTA Expense	257.54	0.00	-257.54	465.49	500.00	34.51	340.27	-125.22
4110-07-000	VRS Retire & Basic Life Expense	152.64	125.00	-27.64	1,804.99	1,500.00	-304.99	31,308.32	29,503.33
4110-08-000	457b Expense	187.39	158.37	-29.02	1,910.61	1,900.00	-10.61	1,779.23	-131.38
4110-09-000	Health Insurance Expense	479.15	2,250.00	1,770.85	21,621.20	27,000.00	5,378.80	22,155.00	533.80
4110-10-000	Dental Insurance Expense	19.66	133.37	113.71	1,225.32	1,600.00	374.68	1,418.51	193.19
4110-99-000	Total Administrative Salaries	8,378.73	22,916.74	14,538.01	134,446.90	143,500.00	9,053.10	159,034.54	24,587.64
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	0.00	250.00	250.00	855.90	3,000.00	2,144.10	2,379.98	1,524.08
4130-04-000	General Legal Expense	0.00	416.63	416.63	1,595.84	5,000.00	3,404.16	4,108.15	2,512.31
4131-00-000	Total Legal Expense	0.00	666.63	666.63	2,451.74	8,000.00	5,548.26	6,488.13	4,036.39
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	327.25	250.00	-77.25	5,595.61	3,000.00	-2,595.61	2,439.39	-3,156.22
4150-00-000	Travel	170.10	166.63	-3.47	1,112.39	2,000.00	887.61	1,414.09	301.70
4170-00-000	Accounting Fees	84.00	333.37	249.37	3,237.45	4,000.00	762.55	2,644.54	-592.91
4171-00-000	Auditing Fees	0.00	0.00	0.00	4,668.67	5,000.00	331.33	4,585.33	-83.34
4172-00-000	Port Out Admin Fee Paid	199.28	83.37	-115.91	2,077.68	1,000.00	-1,077.68	1,369.50	-708.18
4182-00-000	Consultants	394.67	166.63	-228.04	4,976.79	2,000.00	-2,976.79	5,039.23	62.44
4182-01-000	Program Consultants	162.00	0.00	-162.00	1,931.85	0.00	-1,931.85	0.00	-1,931.85
4189-00-000	Total Other Admin Expenses	1,337.30	1,000.00	-337.30	23,600.44	17,000.00	-6,600.44	17,492.08	-6,108.36
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	0.00	166.63	166.63	1,999.61	2,000.00	0.39	1,986.80	-12.81
4190-04-000	Office Supplies	92.08	333.37	241.29	1,752.15	4,000.00	2,247.85	3,322.43	1,570.28
4190-06-000	Computer Parts	584.86	583.37	-1.49	7,924.86	7,000.00	-924.86	6,204.11	-1,720.75
4190-07-000	Telephone	95.43	166.63	71.20	1,645.43	2,000.00	354.57	1,588.20	-57.23
4190-08-000	Postage	196.05	166.63	-29.42	2,464.18	2,000.00	-464.18	2,428.26	-35.92
4190-09-000	Software Lisense Fees	-39.50	100.00	139.50	7,762.09	9,000.00	1,237.91	7,268.06	-494.03

Housing Choice Voucher (HCV)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4190-11-000	Printer Supplies	176.56	166.63	-9.93	1,676.06	2,000.00	323.94	2,690.07	1,014.01
4190-12-000	Software	0.00	0.00	0.00	0.00	0.00	0.00	315.00	315.00
4190-13-000	Internet	90.04	83.37	-6.67	1,079.27	1,000.00	-79.27	1,078.92	-0.35
4190-20-000	Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	230.91	230.91
4190-22-000	Other Misc Admin Expenses	387.10	416.63	29.53	4,565.43	5,000.00	434.57	4,502.02	-63.41
4191-00-000	Total Miscellaneous Admin Expenses	1,582.62	2,183.26	600.64	30,869.08	34,000.00	3,130.92	31,614.78	745.70
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	11,298.65	26,766.63	15,467.98	191,368.16	202,500.00	11,131.84	214,629.53	23,261.37
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	821.54	333.37	-488.17	3,217.26	4,000.00	782.74	3,388.85	171.59
4510-10-000	Property Insurance	0.00	83.37	83.37	0.00	1,000.00	1,000.00	750.75	750.75
4599-00-000	TOTAL GENERAL EXPENSES	821.54	416.74	-404.80	3,217.26	5,000.00	1,782.74	4,139.60	922.34
4700-00-000	HOUSING ASSISTANCE PAYMENTS								
4715-00-000	Housing Assistance Payments	182,132.00	161,000.00	-21,132.00	2,155,306.00	1,932,000.00	-223,306.00	1,667,658.00	-487,648.00
4715-01-000	Tenant Utility Payments-Voucher	4,282.00	0.00	-4,282.00	75,500.00	0.00	-75,500.00	50,232.00	-25,268.00
4715-02-000	Port Out HAP Payments	7,660.00	0.00	-7,660.00	72,139.00	0.00	-72,139.00	44,777.00	-27,362.00
4715-04-000	Port-Out Other Expense	0.00	0.00	0.00	86.00	0.00	-86.00	0.00	-86.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	194,074.00	161,000.00	-33,074.00	2,303,031.00	1,932,000.00	-371,031.00	1,762,667.00	-540,364.00
5000-00-000	NON-OPERATING ITEMS								
5100-03-000	Depreciation -Furn,Equip,Machinery-Admin.	910.81	0.00	-910.81	910.81	0.00	-910.81	910.81	0.00
5999-00-000	TOTAL NON-OPERATING ITEMS	910.81	0.00	-910.81	910.81	0.00	-910.81	910.81	0.00
8000-00-000	TOTAL EXPENSES	207,105.00	188,183.37	-18,921.63	2,498,527.23	2,139,500.00	-359,027.23	1,982,346.94	-516,180.29
9000-00-000	NET INCOME	-26,339.16	-11,083.37	-15,255.79	-14,348.67	-14,300.00	-48.67	-42,277.29	27,928.62

Multifamily Program (The Gardens of Staunton)

**Balance Sheet**

Period = Dec 2025

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	258,925.88
1111-90-000	Petty Cash	500.00
1111-99-000	Total Unrestricted Cash	259,425.88
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	49,270.31
1112-04-000	Cash Restricted-Reserve for Replacement	138,756.62
1112-99-000	Total Restricted Cash	188,026.93
1119-00-000	TOTAL CASH	447,452.81
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	41,920.20
1122-01-000	Allowance for Doubtful Accounts-Tenants	-4,192.02
1135-01-000	A/R -50059 HAP	1,191.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	38,919.18
1160-00-000	OTHER CURRENT ASSETS	
1162-10-000	Investments-Restricted	441,819.50
1211-00-000	Prepaid Expenses and Other Assets	8,897.57
1260-00-000	Inventories-Materials	45,051.79
1275-00-000	Allowance for Obsolete Inventories	-4,505.18
1295-00-000	Interprogram-Due From	6,088.79
1299-00-000	TOTAL OTHER CURRENT ASSETS	497,352.47
1300-00-000	TOTAL CURRENT ASSETS	983,724.46
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	193,547.00
1400-06-000	Buildings	8,611,281.65
1400-07-000	Furniture and Equipment-Dwelling	209,203.47
1400-08-000	Furniture and Equipment-Admin.	262,535.44
1405-01-000	Accum Depreciation-Buildings	-7,791,416.91
1405-02-000	Accum Depreciation-Furn & Equip Dwellings	-147,991.58
1405-03-000	Accum Depreciation-Furn & Equip Admin	-240,706.51
1420-00-000	TOTAL FIXED ASSETS	1,096,452.56
1430-00-000	Pension Asset	331,115.00
1440-00-000	Deferred Outflows	125,075.00
1499-00-000	TOTAL NONCURRENT ASSETS	1,552,642.56

Multifamily Program (The Gardens of Staunton)

**Balance Sheet**

Period = Dec 2025

		<b>Current Balance</b>
1999-00-000	TOTAL ASSETS	2,536,367.02
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	23,841.07
2114-00-000	Tenant Security Deposits	45,143.00
2114-03-000	Security Deposit-Pet	5,890.72
2117-01-000	A/P-Payroll Wages Payable	16,401.06
2117-04-000	Federal Tax Withholding	1,420.00
2117-05-000	State Tax Withholding	965.00
2117-06-000	Employee FICA Withholding	3,545.52
2117-09-000	State Unemployment Tax	1,390.38
2119-90-000	Other Current Liabilities	61,095.00
2240-00-000	Tenant Prepaid Rents	1,625.29
2260-00-000	Accrued Compensated Absences-Current	2,986.67
2299-00-000	TOTAL CURRENT LIABILITIES	164,303.71
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	26,880.02
2360-00-000	OPEB Liability	18,642.00
2370-00-000	Deferred Inflows	121,642.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	167,164.02
2499-00-000	TOTAL LIABILITIES	331,467.73
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	2,204,899.29
2809-99-000	TOTAL RETAINED EARNINGS:	2,204,899.29
2899-00-000	TOTAL EQUITY	2,204,899.29
2999-00-000	TOTAL LIABILITIES AND EQUITY	2,536,367.02

Multifamily Program (The Gardens of Staunton)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3111-00-000	Tenant Rent	42,022.00	43,333.37	-1,311.37	494,120.45	520,000.00	-25,879.55	499,780.77	-5,660.32
3112-00-000	HUD 50059 HAP Subsidy	61,814.00	55,000.00	6,814.00	719,260.00	660,000.00	59,260.00	647,701.00	71,559.00
3112-03-000	Utility Reimbursement -59 & TC	2,188.00	0.00	-2,188.00	26,389.00	0.00	-26,389.00	21,025.00	-5,364.00
3112-05-000	Utility Reimbursement Recovery -59 & TC	225.00	0.00	225.00	1,578.00	0.00	1,578.00	564.00	1,014.00
3119-00-000	Total Rental Income	101,873.00	98,333.37	3,539.63	1,188,569.45	1,180,000.00	8,569.45	1,127,020.77	61,548.68
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	2,049.25	1,166.63	882.62	18,904.75	14,000.00	4,904.75	17,161.49	1,743.26
3120-04-000	Late Charges	475.00	416.63	58.37	3,925.00	5,000.00	-1,075.00	6,566.39	-2,641.39
3120-05-000	Legal Fees - Tenant	299.00	666.63	-367.63	15,326.50	8,000.00	7,326.50	11,477.13	3,849.37
3120-06-000	NSF Charges	0.00	0.00	0.00	0.00	0.00	0.00	61.00	-61.00
3120-07-000	Tenant Owed Utilities	11,601.52	15,000.00	-3,398.48	170,616.53	180,000.00	-9,383.47	170,023.38	593.15
3120-09-000	Misc.Tenant Income	0.00	0.00	0.00	935.21	0.00	935.21	85.00	850.21
3120-11-000	Work Orders	238.63	1,083.37	-844.74	6,481.56	13,000.00	-6,518.44	19,086.45	-12,604.89
3121-00-000	Tenant Payment Agreement (TPA) Rent	0.00	0.00	0.00	25,354.73	0.00	25,354.73	29,958.89	-4,604.16
3129-00-000	Total Other Tenant Income	14,663.40	18,333.26	-3,669.86	241,544.28	220,000.00	21,544.28	254,419.73	-12,875.45
3199-00-000	TOTAL TENANT INCOME	116,536.40	116,666.63	-130.23	1,430,113.73	1,400,000.00	30,113.73	1,381,440.50	48,673.23
3400-00-000	GRANT INCOME								
3415-00-000	Other Government Grants	1,758.96	0.00	1,758.96	456,601.30	0.00	456,601.30	0.00	456,601.30
3499-00-000	TOTAL GRANT INCOME	1,758.96	0.00	1,758.96	456,601.30	0.00	456,601.30	0.00	456,601.30
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	4.11	-4.11
3611-00-000	Investment Income - Restricted	5,181.14	0.00	5,181.14	26,501.13	10,000.00	16,501.13	24,427.78	2,073.35
3612-00-000	Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	2.59	-2.59
3650-00-000	Miscellaneous Other Income	4.42	0.00	4.42	8,011.86	0.00	8,011.86	290.00	7,721.86
3660-00-000	Operating Transfers IN	0.00	0.00	0.00	2,250.00	0.00	2,250.00	0.00	2,250.00
3699-00-000	TOTAL OTHER INCOME	5,185.56	0.00	5,185.56	36,762.99	10,000.00	26,762.99	24,724.48	12,038.51
3999-00-000	TOTAL INCOME	123,480.92	116,666.63	6,814.29	1,923,478.02	1,410,000.00	513,478.02	1,406,164.98	517,313.04

Multifamily Program (The Gardens of Staunton)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	-15,486.19	27,500.00	42,986.19	263,830.63	330,000.00	66,169.37	189,340.17	-74,490.46
4110-03-000	Compensated Absences	60,369.24	70,000.00	9,630.76	60,369.24	70,000.00	9,630.76	79,185.47	18,816.23
4110-05-000	Social Security & Medicare Expense	3,112.86	3,333.37	220.51	30,879.20	40,000.00	9,120.80	31,598.51	719.31
4110-06-000	SUTA Expense	1,177.96	250.00	-927.96	2,133.51	3,000.00	866.49	1,539.44	-594.07
4110-07-000	VRS Retire & Basic Life Expense	756.86	583.37	-173.49	7,951.95	7,000.00	-951.95	-43,269.44	-51,221.39
4110-08-000	457b Expense	1,145.17	1,333.37	188.20	12,104.69	16,000.00	3,895.31	14,329.04	2,224.35
4110-09-000	Health Insurance Expense	3,062.08	8,083.37	5,021.29	83,837.04	97,000.00	13,162.96	81,642.43	-2,194.61
4110-10-000	Dental Insurance Expense	-58.46	500.00	558.46	4,950.92	6,000.00	1,049.08	5,139.95	189.03
4110-11-000	Employee Assistance Program	0.00	0.00	0.00	2,600.00	3,000.00	400.00	2,600.00	0.00
4110-99-000	Total Administrative Salaries	54,079.52	111,583.48	57,503.96	468,657.18	572,000.00	103,342.82	362,105.57	-106,551.61
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	41.55	83.37	41.82	970.20	1,000.00	29.80	1,134.26	164.06
4130-04-000	General Legal Expense	1,430.50	1,666.63	236.13	23,785.25	20,000.00	-3,785.25	31,143.06	7,357.81
4131-00-000	Total Legal Expense	1,472.05	1,750.00	277.95	24,755.45	21,000.00	-3,755.45	32,277.32	7,521.87
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	1,677.50	333.37	-1,344.13	7,196.04	4,000.00	-3,196.04	3,153.55	-4,042.49
4150-00-000	Travel	0.00	83.37	83.37	395.47	1,000.00	604.53	539.75	144.28
4170-00-000	Accounting Fees	84.00	500.00	416.00	5,272.47	6,000.00	727.53	4,132.11	-1,140.36
4171-00-000	Auditing Fees	0.00	0.00	0.00	4,668.67	6,000.00	1,331.33	4,585.34	-83.33
4182-00-000	Consultants	789.34	500.00	-289.34	5,429.35	6,000.00	570.65	5,898.04	468.69
4182-01-000	Program Consultants	949.25	0.00	-949.25	10,285.10	0.00	-10,285.10	2,843.75	-7,441.35
4189-00-000	Total Other Admin Expenses	3,500.09	1,416.74	-2,083.35	33,247.10	23,000.00	-10,247.10	21,152.54	-12,094.56
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	500.00	250.00	-250.00	2,695.45	3,000.00	304.55	1,986.81	-708.64
4190-04-000	Office Supplies	285.40	416.63	131.23	2,811.43	5,000.00	2,188.57	3,858.80	1,047.37
4190-06-000	Computer Parts	624.05	833.37	209.32	8,883.77	10,000.00	1,116.23	10,322.97	1,439.20
4190-07-000	Telephone	95.43	166.63	71.20	1,645.54	2,000.00	354.46	1,588.32	-57.22
4190-08-000	Postage	115.98	166.63	50.65	1,406.52	2,000.00	593.48	2,407.65	1,001.13
4190-09-000	Software Lisense Fees	219.85	100.00	-119.85	12,503.00	14,000.00	1,497.00	11,178.86	-1,324.14
4190-11-000	Printer Supplies	176.56	166.63	-9.93	2,623.56	2,000.00	-623.56	2,839.58	216.02

Multifamily Program (The Gardens of Staunton)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4190-12-000	Software	0.00	41.63	41.63	0.00	500.00	500.00	315.00	315.00
4190-13-000	Internet	450.23	458.37	8.14	5,397.37	5,500.00	102.63	5,394.90	-2.47
4190-18-000	Admin Contracts	0.00	0.00	0.00	6,200.00	0.00	-6,200.00	0.00	-6,200.00
4190-20-000	Bank Fees	477.60	416.63	-60.97	5,784.86	5,000.00	-784.86	6,156.33	371.47
4190-21-000	Sponsorships	0.00	83.37	83.37	0.00	1,000.00	1,000.00	0.00	0.00
4190-22-000	Other Misc Admin Expenses	1,377.17	833.37	-543.80	11,353.86	10,000.00	-1,353.86	9,677.59	-1,676.27
4191-00-000	Total Miscellaneous Admin Expenses	4,322.27	3,933.26	-389.01	61,305.36	60,000.00	-1,305.36	55,726.81	-5,578.55
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	63,373.93	118,683.48	55,309.55	587,965.09	676,000.00	88,034.91	471,262.24	-116,702.85
4200-00-000	TENANT SERVICES								
4220-01-000	Other Tenant Svcs.	1,710.00	500.00	-1,210.00	3,281.68	6,000.00	2,718.32	4,111.83	830.15
4240-00-000	FSS General	13.55	0.00	-13.55	313.55	0.00	-313.55	0.00	-313.55
4240-01-000	Food Pantry	419.16	0.00	-419.16	1,764.01	0.00	-1,764.01	0.00	-1,764.01
4240-02-000	Tutoring Program	52.89	0.00	-52.89	746.52	0.00	-746.52	0.00	-746.52
4299-00-000	TOTAL TENANT SERVICES EXPENSES	2,195.60	500.00	-1,695.60	6,105.76	6,000.00	-105.76	4,111.83	-1,993.93
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	10,355.08	6,500.00	-3,855.08	71,752.01	78,000.00	6,247.99	77,658.57	5,906.56
4320-00-000	Electricity	9,646.65	11,250.00	1,603.35	123,617.85	135,000.00	11,382.15	132,627.12	9,009.27
4330-00-000	Gas	8,193.14	5,666.63	-2,526.51	75,555.87	68,000.00	-7,555.87	69,777.34	-5,778.53
4340-00-000	Garbage/Trash Removal	1,864.36	3,750.00	1,885.64	39,997.54	45,000.00	5,002.46	44,911.14	4,913.60
4399-00-000	TOTAL UTILITY EXPENSES	30,059.23	27,166.63	-2,892.60	310,923.27	326,000.00	15,076.73	324,974.17	14,050.90
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	-12,018.16	13,333.37	25,351.53	79,514.02	160,000.00	80,485.98	158,431.37	78,917.35
4413-00-000	Vehicle Gas, Oil, Grease	141.27	333.37	192.10	3,245.40	4,000.00	754.60	3,770.48	525.08
4415-00-000	Maintenance Miscellaneous Expense	0.00	416.63	416.63	1,866.02	5,000.00	3,133.98	6,722.32	4,856.30
4416-00-000	Extraordinary Maintenance Expense	0.00	1,666.63	1,666.63	2,050.00	20,000.00	17,950.00	17,027.00	14,977.00
4419-00-000	Total General Maint Expense	-11,876.89	15,750.00	27,626.89	86,675.44	189,000.00	102,324.56	185,951.17	99,275.73
4420-00-000	Materials								
4420-07-000	Supplies-Maint/Repairs	1,619.23	833.37	-785.86	13,031.54	10,000.00	-3,031.54	9,472.51	-3,559.03
4420-11-000	Inventory Expense	126.69	4,166.63	4,039.94	36,090.27	50,000.00	13,909.73	53,246.61	17,156.34

Multifamily Program (The Gardens of Staunton)

**Income Statement**

Period = Dec 2025

		December	December		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4429-00-000	Total Materials	1,745.92	5,000.00	3,254.08	49,121.81	60,000.00	10,878.19	62,719.12	13,597.31
4430-00-000	Contract Costs								
4430-01-000	Contract-Alarm/Extinguisher	0.00	83.37	83.37	4,913.25	1,000.00	-3,913.25	3,150.50	-1,762.75
4430-04-000	Contract-Carpet Cleaning	0.00	0.00	0.00	300.00	0.00	-300.00	430.00	130.00
4430-05-000	Contract-Unit Turns	6,975.00	1,583.37	-5,391.63	8,802.00	19,000.00	10,198.00	20,255.00	11,453.00
4430-06-000	Contract-Electrical	2,245.68	250.00	-1,995.68	7,025.56	3,000.00	-4,025.56	1,891.31	-5,134.25
4430-07-000	Contract-Pest Control	506.00	666.63	160.63	6,185.00	8,000.00	1,815.00	9,330.00	3,145.00
4430-09-000	Contract-Grounds	1,686.00	2,250.00	564.00	21,324.00	27,000.00	5,676.00	24,058.00	2,734.00
4430-10-000	Contract-Janitorial/Cleaning	1,030.00	83.37	-946.63	11,751.17	1,000.00	-10,751.17	3,020.00	-8,731.17
4430-11-000	Contract-Plumbing	0.00	83.37	83.37	0.00	1,000.00	1,000.00	0.00	0.00
4430-13-000	Contract-HVAC	0.00	166.63	166.63	4,347.50	2,000.00	-2,347.50	165.00	-4,182.50
4430-14-000	Contract-Vehicle Maintenance	0.00	583.37	583.37	1,567.18	7,000.00	5,432.82	5,924.68	4,357.50
4430-18-000	Contract-Alarm Monitoring	0.00	0.00	0.00	5,512.76	2,000.00	-3,512.76	1,725.00	-3,787.76
4439-00-000	Total Contract Costs	12,442.68	5,750.11	-6,692.57	71,728.42	71,000.00	-728.42	69,949.49	-1,778.93
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	2,311.71	26,500.11	24,188.40	207,525.67	320,000.00	112,474.33	318,619.78	111,094.11
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	6,097.96	5,750.00	-347.96	24,004.98	23,000.00	-1,004.98	24,076.87	71.89
4510-10-000	Property Insurance	6,277.00	5,500.00	-777.00	24,554.01	22,000.00	-2,554.01	21,423.28	-3,130.73
4520-00-000	Payments in Lieu of Taxes	19,565.78	17,000.00	-2,565.78	19,565.78	17,000.00	-2,565.78	16,811.80	-2,753.98
4570-00-000	Bad Debt-Tenant Rents	40,477.20	20,000.00	-20,477.20	18,176.15	20,000.00	1,823.85	50,916.47	32,740.32
4599-00-000	TOTAL GENERAL EXPENSES	72,417.94	48,250.00	-24,167.94	86,300.92	82,000.00	-4,300.92	113,228.42	26,927.50
5000-00-000	NON-OPERATING ITEMS								
5100-01-000	Depreciation -Buildings	108,156.99	0.00	-108,156.99	108,156.99	0.00	-108,156.99	136,920.96	28,763.97
5100-02-000	Depreciation -Furn,Equip,Machinery-Dwellings	8,148.13	0.00	-8,148.13	8,148.13	0.00	-8,148.13	8,148.13	0.00
5100-03-000	Depreciation -Furn,Equip,Machinery-Admin.	5,519.44	0.00	-5,519.44	5,519.44	0.00	-5,519.44	5,519.44	0.00
5231-00-000	Gain/Loss from Disposition of Non-Expend Equip.	0.00	0.00	0.00	-2,951.00	0.00	2,951.00	0.00	2,951.00
5999-00-000	TOTAL NON-OPERATING ITEMS	121,824.56	0.00	-121,824.56	118,873.56	0.00	-118,873.56	150,588.53	31,714.97
8000-00-000	TOTAL EXPENSES	292,182.97	221,100.22	-71,082.75	1,317,694.27	1,410,000.00	92,305.73	1,382,784.97	65,090.70
9000-00-000	NET INCOME	-168,702.05	-104,433.59	-64,268.46	605,783.75	0.00	605,783.75	23,380.01	582,403.74

# Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401

P: 540-886-3413 F: 540-885-5414

April 10, 2026

## Housing Choice Voucher Board Report for March 2026

### Total vouchers:

- HCV- 238 (32 of these held for PBV)
- VASH- 15
- Total- 253

### Utilization:

- HCV
  - 191
- PBV
  - 30
- VASH
  - 11
- CHOICE MOBILITY (PBRA-RAD TO HCV)
  - 0
- OUTGOING PORTS ADMINISTERED
  - 4
- Total
  - 236

### Portability:

- Incoming ports
  - 0 searching
  - 3 administered
- Outgoing ports
  - 0 searching
  - 4 administered

### Pre-Issue appointments:

- HCV- 0 (30 previously selected applicants still in process)
- PBV 3br- 13
  - PBV update letters sent to all previously selected applicants on 3/9/26. Any applicants who did not respond were removed, and the remaining 40 applicants who did respond were placed back on the 3-bedroom PBV waitlist. Those 40 are not included in the "new" figure within the section below.

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

Executive Director  
900 Elizabeth Miller Gardens  
Staunton, VA 24401  
Phone: (540)866-3413  
Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



- Choice Mobility- 0

Vouchers Issued:

- 0

New voucher holders leased:

- HCV- 0
- Port-In- 0
- 3br PBV- 0
- VASH- 1

Total searching vouchers:

- 1 (1 VASH, 0 Port-In., 0 HCV, 0 Port-Out)

PBV referred:

- 3br- 0

Waiting List Applicants:

- 0 new HCV, 1642 total
  - There were previously HCV port-in tenants who were at the bottom of the waitlist, which altered the number. I have updated the status for those tenants, and this current number is accurate.
- 10 new 3br PBV, 50 total
- Choice Mobility Priority List- 46 total

Top of Waiting List letters sent out:

- 0- HCV
- 13- 3br PBV (updating existing selected)
- 0- Choice Mobility

Note: PBV waiting list re-opened on March 30, 2026.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Audra M Hutchens*

Audra Hutchens  
Housing Programs Manager

04-10-2026

Date

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# Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens

Staunton, VA 24401

P: 540-886-3413

F: 540-885-5414

## Multi-Family Board Report for March 2026

April 10, 2026

### Total Move-Ins:

- 0

### Occupied units:

- 147

### Move-Outs:

- 2

### Evictions:

- 2

### Unit Transfers:

- 2

### Total Vacant Units:

- 3

### Late Rents:

- 15

### Repayment Agreements:

- 0 new

### Unlawful Detainers:

- 3 filed

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Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 14 new, 403 total
- 2 bedrooms – 22 new, 333 total
- 3 bedrooms – 8 new, 215 total
- 4 bedrooms – 4 new, 76 total
- 5 bedrooms – 0 new, 40 total

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Audra M Hutchens*

Audra Hutchens  
Housing Programs Manager

04-10-2026

Date

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# Staunton Redevelopment and Housing Authority

## Needs Assessment & Self-Sufficiency Program

Board Update | Summary

### Programming Purpose

The Needs Assessment & Self-Sufficiency Program supports SRHA residents in achieving stability and greater independence by identifying barriers, coordinating services, and addressing urgent needs related to employment, education, and food security. Services are delivered directly by SRHA and, where appropriate, in coordination with partner entities, including Staunton Housing Corporation (SHC).

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### Core Services

- **Needs Assessments:** Conducted at intake and updated every six months to identify barriers affecting stability.
  - **Service Coordination:** Referrals to workforce, education, healthcare, and nonprofit partners.
  - **Emergency Assistance:** Limited, short-term support for critical needs (transportation, utilities, work-related expenses); all assistance requires Executive Director approval.
  - **Food Security Coordination:** Screening for food insecurity and referrals to food resources, including the SHC-operated food pantry.
- 

### Activity Snapshot

*(March 2026)*

- **Households Served:** 20
- **Individuals Served:** 44 (Blue Ridge Food Bank/ Link 2 Feed)
- **Households Engaged (YTD 2026):** 3
- **Needs Assessments Completed (YTD 2026):** 2
- **Referrals to Partner Agencies:** 5

**Edited: Link2Feed Program**

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120





Report for: **Staunton Redevelopment and Housing Authority**

For these program types: TEFAP, Pantry, CSFP, Emergency Response - Pantry, Non TEFAP Mobile, Senior I  
With dates between March 1sts 2026 and March 31, 2026

Served: Household/Individuals (Duplicated)

Reports on the total number of households (counts just the household, not the number of people in it) and individuals (counts all people in the household) during the reporting period. This is a duplicated count, so each household or individual is counted for each time they received services during the reporting period.

Households Served	Individuals Served
20	44

**Key Outcomes & Early Indicators**

- **Housing Stability:**
  - 1 household reporting increased stability following service engagement (tenant is now enrolled at BRCC (Blue Ridge Community College) beginning in June 2026
- **Youth Education:**
  - 8 students participating in ongoing tutoring. There was a drop in enrollment due to children’s ongoing doctors’ appointments to address chronic illnesses.
  - Teachers report improved reading skills and increased engagement
- **Food Security (via SHC):**
  - SHC food pantry achieved **USDA certification**, expanding access to free food supplies
  - Increased capacity to pursue food-security grants and equipment funding
  - SRHA residents referred to pantry services as part of needs assessments

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## Program Highlights

- **Targeted Resident Support:** Through conversations with community members, SRHA/SHC was gifted a vehicle to assist with staffing and tenants' needs. Such as: delivery of pantry items to those with mobility issues, picking up pantry items from local stores etc...
  - **Cross-Entity Collaboration:** Alignment between SRHA resident services and SHC-operated programs strengthens service delivery while maintaining appropriate organizational separation.
- 

## 2026 Focus & Performance Targets

- Increase completion of formal needs assessments and individualized service plans
  - Strengthen outcome tracking related to:
    - Housing retention
    - Employment or education engagement
    - Food security referrals and utilization
  - Leverage SHC partnerships and certifications to expand resident support without increasing SRHA operational risk
- 

## Prepared for the SRHA Board of Commissioners

For oversight, accountability, and strategic planning purposes

Signed by:

Susan Venable

Needs Assessment/Self Sufficiency Coordinator

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120



2. Medically necessary care of family members, such as spouse, child, parents, siblings, or in-laws, living in the same household as the employee.
3. Other personal use as approved by the ED.

**C. Absence Due to Sickness or Medical Condition**

If absence due to sickness is for three or more days, a doctor's certificate is required. An employee away from work for medical conditions which require absence in excess of one week is required to (1) submit to the department head a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty. The ED has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the SRHA will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the ED. Personal leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.

**D. Military Leave**

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity for up to 20 days per military fiscal year. The SRHA may, by motion of the Board of Commissioners, pay any such employee the difference between his or her salary and the pay received for the military duty.

## 16.0 VEHICLE USE POLICY

### 16.1 PURPOSE

The purpose of this policy is to establish standards governing the use of vehicles owned, leased, rented, or otherwise authorized for use by the Staunton Redevelopment and Housing Authority (SRHA). This policy promotes safety, ensures legal compliance, protects SRHA assets, and minimizes liability exposure.

This policy does not create a contract of employment and does not alter the at-will employment relationship.

### 16.2 SCOPE

This policy applies to all employees operating SRHA-owned, leased, rented, or authorized personal vehicles for official SRHA business.

### 16.3 AUTHORIZED DRIVERS

Employees must possess a valid driver's license, maintain an acceptable driving record, provide a copy for personnel records, and consent to periodic Motor Vehicle Record review. The Executive Director retains discretion to determine driver eligibility.

Employees must immediately report any suspension or restriction of driving privileges.

### 16.4 PERMITTED USE

SRHA vehicles shall be used exclusively for official SRHA business unless otherwise authorized in writing by the Executive Director.

SRHA vehicles shall not be used for personal errands, political activity, transporting unauthorized passengers, illegal purposes, or while impaired.

Smoking is prohibited in SRHA vehicles.

### 16.5 PERSONAL VEHICLE USE

Employees using personal vehicles for SRHA business must maintain at least minimum Virginia liability insurance.

SRHA assumes no responsibility for damage to personal vehicles, deductibles, or insurance premium increases.

Mileage reimbursement shall follow the IRS standard rate unless otherwise established by SRHA policy.

## 16.6 SAFETY REQUIREMENTS

Drivers must obey all traffic laws, wear seat belts, refrain from handheld device use while driving, secure materials properly, and operate vehicles safely under all conditions.

## 16.7 ACCIDENT REPORTING

Employees involved in an accident must ensure safety, notify law enforcement if appropriate, notify their supervisor immediately, and complete a written report within twenty-four (24) hours.

Post-accident drug or alcohol testing may be required.

## 16.8 AUTHORITY

The Executive Director retains authority to administer this policy. The Board of Commissioners reserves the right to amend or rescind this section.

## **Addendum 2**

### **Fuel Card Policy**

#### **A2.1 PURPOSE**

This addendum establishes internal controls governing issuance and use of SRHA fuel cards to safeguard public funds and ensure accountability.

#### **A2.2 ISSUANCE**

Fuel cards require approval of the Executive Director and should be assigned to specific vehicles whenever practicable. The assigned employee is responsible for safeguarding the card.

#### **A2.3 PERMITTED USE**

Fuel cards may be used only for fuel purchases for SRHA vehicles and authorized vehicle and gas powered tools-related expenses.

Fuel cards shall not be used for personal vehicles (unless expressly authorized), food, personal items, or cash advances.

#### **A2.4 PURCHASE REQUIREMENTS**

Employees must obtain itemized receipts, enter accurate odometer readings if required, and submit receipts within five (5) business days.

#### **A2.5 RECONCILIATION**

Fuel card statements shall be reconciled monthly by designated administrative or finance personnel and reviewed periodically by the Executive Director or designee (Deputy Director).

#### **A2.6 MISUSE**

Misuse may result in revocation of privileges, reimbursement of unauthorized charges, disciplinary action up to and including termination, and referral to law enforcement when appropriate.

# STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 2026-04

## RESOLUTION ADOPTING REVISED PERSONNEL POLICIES

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**WHEREAS**, the Staunton Redevelopment and Housing Authority (“SRHA”) maintains Personnel Policies to establish a uniform system of personnel administration, ensure compliance with applicable federal and state laws, and promote effective organizational management; and

**WHEREAS**, the SRHA has undertaken a review and update of its Personnel Policies to reflect current operational needs, risk management guidance, and best practices; and

**WHEREAS**, the proposed revisions include, but are not limited to:

- Updating military leave to provide up to twenty (20) days of paid leave per military fiscal year in accordance with guidance from the Virginia Risk Sharing Association (VRSA);
- Addition of a **Vehicle Use Policy** to establish standards for operation of SRHA-owned or authorized vehicles and reduce liability exposure;
- Addition of a **Fuel Card Policy** to strengthen internal controls and safeguard public funds;
- Other administrative and clarifying revisions as presented in the Board packet ;

**WHEREAS**, these updates are intended to enhance organizational governance, ensure compliance, and mitigate operational and financial risk;

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**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Staunton Redevelopment and Housing Authority that the revised Personnel Policies, as presented, are hereby **approved and adopted**; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to implement and administer the adopted Personnel Policies and to take such actions as necessary to ensure compliance; and

**BE IT FURTHER RESOLVED** that these Personnel Policies shall supersede all prior personnel policies and manuals to the extent of any inconsistency.

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**ADOPTED** this 28th day of April, 2026.

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Chair, Board of Commissioners

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Secretary

# PHADA

Code of Professional Ethics

Housing Authority Commissioners



PHADA  
511 Capitol Court, NE  
Washington, DC 20002  
(202) 546-5445; Fax: (202) 546-2280 or 543-4381  
[www.phada.org](http://www.phada.org)

## **Oath of Office of a Commissioner for the Housing Authority**

\_\_\_\_\_ 1, do solemnly swear that I will support the Constitution of the United States and the State of according to the law and to the best of my judgment and ability

I do further swear to be bound by the following:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.
2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a community leader and an advocate for the Commission, its programs and objectives.
4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.
5. I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.
6. I will recognize that my responsibility is not to make the day-to-day management decisions of the Authority, but to see that it is well run by carrying out policy making, planning and appraisal functions and by providing direction and taking formal action in support of these functions.
7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters. I recognize that although I have been appointed by the city government, my responsibility is to the entire community.

### **Code of Professional Ethics for the Public Housing Commissioner**

The objectives of the Code of Ethics is to encourage professional performance by housing commissioners. The Code describes objectives which, when accepted and followed, will help to foster a beneficial relationship between the commissioners, staff and those they serve.

## CODE

A public housing commissioner shall be bound by the following pledge:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.
2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
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7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters. I recognize that although I have been appointed by the city government, my responsibility is to the entire community.
8. I pledge that I shall not receive, directly or indirectly, any fee, rebate, commission, discount, gratuity, or any other benefit whether monetary or otherwise for the proper professional discharge of my duties, except authorized established expenses and other benefits.
9. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and other commission members. Once a decision has been reached by the majority of the commission assembled at a meeting, I will support it graciously.
10. I will recognize that the authority is vested with the whole commission assembled in meetings and that the powers of the commission shall be vested with the commissioner thereof in office at any time.
11. I pledge to support and protect authority personnel in the performance of their duties. Where and when commissioners are involved in the employment of staff, I will vote to hire only competent and trained

personnel who have been recommended by the executive director, otherwise I will support the executive director in his or her choice of hiring and handling personnel without involvement by the commission.

12. I pledge to refer all complaints, including my personal criticisms, to the executive director, and only after the failure of administrative solution will pursue such matters outside the commission while also recognizing the individual rights of a commissioner as a citizen appointee and the responsibilities such an appointment implies.
13. I pledge to observe and enforce local and state laws and regulations pertaining to the commission and the authority and the housing represented by those entities.
14. I pledge to respect the limited intent and scope of executive session and respect privileged communications from executive session and other sources for the privacy of the personnel and clients with whom we are involved.
15. I pledge myself to place honesty, integrity, industriousness, compassion and understanding above all else; to pursue my gainful efforts by study and dedication to the end that service to my housing authority and the people I serve shall always be maintained at the highest possible level.
16. I pledge to make diligent use of the time of the commission as a whole and to faithfully attend all meetings barring unforeseen conflicts in which case, I shall promptly notify the chairperson or designee while respecting the rights and commitments of other commissioners and the housing authority that the commission represents.
17. I pledge myself to comply with the rules and regulations and principals of this Code of Professional Ethics.

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Subscribed and sworn to me before this day of \_\_\_\_\_, 2022

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My commission expires \_\_\_\_\_