

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

Regular Meeting
May 19, 2026
12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia

AGENDA

I. Call to Order / Roll Call

II. Approval of Minutes – April 28, 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 – February 2026
2. Multi-Family (MF) Program – February 2026

B. Housing Choice Voucher (HCV) Program Report

C. Multi-Family (MF) Program Report

D. Resident Needs Assessment and Self-Sufficiency Initiatives

E. HUD Work and Dignity Coalition Recognition and Federal Leadership Visit

Report regarding the May 7, 2026 visit by senior U.S. Department of Housing and Urban Development leadership, including SRHA's acceptance into HUD's national Work and Dignity Coalition initiative.

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. 2408 Hickory Street Acquisition and Project Update

C. 958 Anderson Street Project Update

D. Resolution No. 2026-05 – Adoption of Revised Personnel Policies (Action)

Consideration and adoption of revised SRHA Personnel Policies, including:

- Military leave revised to twenty (20) days per military fiscal year
- Addition of Vehicle Use Policy
- Addition of Fuel Card Policy
- Other administrative and operational 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

VIII. Adjournment

Housing Choice Voucher (HCV)

Balance Sheet

Period = Feb 2026

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	20,720.80
1111-99-000	Total Unrestricted Cash	20,720.80
1112-00-000	Restricted Cash	
1112-03-100	Cash Restricted-HAP AUB	46,196.65
1112-99-000	Total Restricted Cash	46,196.65
1119-00-000	TOTAL CASH	66,917.45
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	1,206.00
1129-00-000	A/R -Other	-80.00
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	2,281.29
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	70,768.90
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	113,459.69
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	92.00
2145-00-000	Interprogram-Due To	160,615.91
2260-00-000	Accrued Compensated Absences-Current	589.95

Housing Choice Voucher (HCV)

Balance Sheet

Period = Feb 2026

		Current Balance
2299-00-000	TOTAL CURRENT LIABILITIES	161,297.86
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	11,141.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	18,157.52
2499-00-000	TOTAL LIABILITIES	179,455.38
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE	
2807-01-000	Reserved for Operating Activities	3,379.94
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	-73,018.85
2809-99-000	TOTAL RETAINED EARNINGS:	-69,375.63
2899-00-000	TOTAL EQUITY	-65,995.69
2999-00-000	TOTAL LIABILITIES AND EQUITY	113,459.69

Housing Choice Voucher (HCV)

Income Statement

Period = Feb 2026

		February	February		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
3000-00-000	INCOME								
3400-00-000	GRANT INCOME								
3410-01-000	Section 8 HAP Earned	194,932.00	186,534.83	8,397.17	389,864.00	373,069.66	16,794.34	328,796.00	61,068.00
3410-02-000	Section 8 Admin. Fee Income	15,480.00	17,583.33	-2,103.33	36,332.00	35,166.66	1,165.34	31,826.00	4,506.00
3410-04-000	Port-In Admin Fees Earned	158.84	0.00	158.84	317.68	0.00	317.68	207.42	110.26
3410-06-000	Port In HAP Earned	2,606.00	0.00	2,606.00	5,212.00	0.00	5,212.00	4,745.00	467.00
3499-00-000	TOTAL GRANT INCOME	213,176.84	204,118.16	9,058.68	431,725.68	408,236.32	23,489.36	365,574.42	66,151.26
3600-00-000	OTHER INCOME								
3640-10-000	Fraud Recovery HAP	62.50	0.00	62.50	244.00	0.00	244.00	0.00	244.00
3640-20-000	Fraud Recovery Admin	62.50	0.00	62.50	244.00	0.00	244.00	0.00	244.00
3699-00-000	TOTAL OTHER INCOME	125.00	0.00	125.00	488.00	0.00	488.00	0.00	488.00
3999-00-000	TOTAL INCOME	213,301.84	204,118.16	9,183.68	432,213.68	408,236.32	23,977.36	365,574.42	66,639.26
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	8,327.92	9,000.00	672.08	16,911.72	18,000.00	1,088.28	16,460.33	-451.39
4110-05-000	Social Security & Medicare Expense	619.29	708.33	89.04	1,258.15	1,416.66	158.51	1,190.84	-67.31
4110-06-000	SUTA Expense	73.02	41.67	-31.35	455.05	83.34	-371.71	121.82	-333.23
4110-07-000	VRS Retire & Basic Life Expense	158.74	166.67	7.93	317.48	333.34	15.86	284.28	-33.20
4110-08-000	457b Expense	190.96	166.67	-24.29	383.13	333.34	-49.79	338.44	-44.69
4110-09-000	Health Insurance Expense	1,963.40	2,166.67	203.27	3,926.80	4,333.34	406.54	4,798.12	871.32
4110-10-000	Dental Insurance Expense	105.54	125.00	19.46	211.08	250.00	38.92	287.85	76.77
4110-99-000	Total Administrative Salaries	11,438.87	12,375.01	936.14	23,463.41	24,750.02	1,286.61	23,481.68	18.27
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	13.85	166.67	152.82	69.25	333.34	264.09	110.80	41.55
4130-04-000	General Legal Expense	1,093.50	250.00	-843.50	1,431.00	500.00	-931.00	887.92	-543.08
4131-00-000	Total Legal Expense	1,107.35	416.67	-690.68	1,500.25	833.34	-666.91	998.72	-501.53
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	1,465.32	333.33	-1,131.99	1,465.32	666.66	-798.66	1,172.50	-292.82
4150-00-000	Travel	98.60	125.00	26.40	151.86	250.00	98.14	0.00	-151.86

Housing Choice Voucher (HCV)

Income Statement

Period = Feb 2026

		February	February		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4170-00-000	Accounting Fees	1,202.85	250.00	-952.85	1,262.85	500.00	-762.85	161.50	-1,101.35
4171-00-000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4172-00-000	Port Out Admin Fee Paid	199.28	166.67	-32.61	398.56	333.34	-65.22	189.44	-209.12
4182-00-000	Consultants	0.00	250.00	250.00	0.00	500.00	500.00	450.28	450.28
4182-01-000	Program Consultants	314.75	166.67	-148.08	452.50	333.34	-119.16	131.25	-321.25
4189-00-000	Total Other Admin Expenses	3,280.80	1,291.67	-1,989.13	3,731.09	2,583.34	-1,147.75	2,104.97	-1,626.12
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	0.00	166.67	166.67	870.25	333.34	-536.91	773.33	-96.92
4190-04-000	Office Supplies	110.03	250.00	139.97	226.05	500.00	273.95	281.71	55.66
4190-06-000	Computer Parts	584.86	666.67	81.81	1,335.71	1,333.34	-2.37	1,416.17	80.46
4190-07-000	Telephone	190.80	166.67	-24.13	286.20	333.34	47.14	264.70	-21.50
4190-08-000	Postage	275.91	166.67	-109.24	275.91	333.34	57.43	433.14	157.23
4190-09-000	Software Lisense Fees	50.00	666.67	616.67	389.75	1,333.34	943.59	274.40	-115.35
4190-11-000	Printer Supplies	64.80	166.67	101.87	115.09	333.34	218.25	254.50	139.41
4190-13-000	Internet	90.04	83.33	-6.71	180.08	166.66	-13.42	179.86	-0.22
4190-22-000	Other Misc Admin Expenses	0.00	416.67	416.67	0.00	833.34	833.34	1,509.64	1,509.64
4191-00-000	Total Miscellaneous Admin Expenses	1,366.44	2,750.02	1,383.58	3,679.04	5,500.04	1,821.00	5,387.45	1,708.41
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	17,193.46	16,833.37	-360.09	32,373.79	33,666.74	1,292.95	31,972.82	-400.97
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	0.00	333.33	333.33	0.00	666.66	666.66	0.00	0.00
4599-00-000	TOTAL GENERAL EXPENSES	0.00	333.33	333.33	0.00	666.66	666.66	0.00	0.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS								
4715-00-000	Housing Assistance Payments	176,956.00	186,534.83	9,578.83	349,549.00	373,069.66	23,520.66	366,293.00	16,744.00
4715-01-000	Tenant Utility Payments-Voucher	4,342.00	0.00	-4,342.00	8,437.00	0.00	-8,437.00	15,554.00	7,117.00
4715-02-000	Port Out HAP Payments	7,663.00	0.00	-7,663.00	15,326.00	0.00	-15,326.00	5,042.00	-10,284.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	188,961.00	186,534.83	-2,426.17	373,312.00	373,069.66	-242.34	386,889.00	13,577.00
8000-00-000	TOTAL EXPENSES	206,154.46	203,701.53	-2,452.93	405,685.79	407,403.06	1,717.27	418,861.82	13,176.03
9000-00-000	NET INCOME	7,147.38	416.63	6,730.75	26,527.89	833.26	25,694.63	-53,287.40	79,815.29

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Feb 2026

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	81,796.52
1111-50-000	Cash Operating Vehicle Fund	2,951.02
1111-60-000	Cash Operating Recycle Fund	1,694.01
1111-90-000	Petty Cash	500.00
1111-99-000	Total Unrestricted Cash	86,941.55
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	49,281.49
1112-04-000	Cash Restricted-Reserve for Replacement	159,373.28
1112-99-000	Total Restricted Cash	208,654.77
1119-00-000	TOTAL CASH	295,596.32
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	34,476.64
1122-01-000	Allowance for Doubtful Accounts-Tenants	-4,192.02
1135-01-000	A/R -50059 HAP	2,810.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	33,094.62
1160-00-000	OTHER CURRENT ASSETS	
1162-10-000	Investments-Restricted	442,568.68
1211-00-000	Prepaid Expenses and Other Assets	8,897.57
1260-00-000	Inventories-Materials	44,872.73
1275-00-000	Allowance for Obsolete Inventories	-4,505.18
1295-00-000	Interprogram-Due From	170,191.07
1299-00-000	TOTAL OTHER CURRENT ASSETS	662,024.87
1300-00-000	TOTAL CURRENT ASSETS	990,715.81
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	193,547.00
1400-06-000	Buildings	8,614,049.85
1400-07-000	Furniture and Equipment-Dwelling	209,769.47
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	1,099,786.76
1430-00-000	Pension Asset	331,115.00

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Feb 2026

		Current Balance
1440-00-000	Deferred Outflows	125,075.00
1499-00-000	TOTAL NONCURRENT ASSETS	<u>1,555,976.76</u>
1999-00-000	TOTAL ASSETS	<u>2,546,692.57</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	50,244.44
2114-00-000	Tenant Security Deposits	46,379.00
2114-03-000	Security Deposit-Pet	5,890.72
2117-01-000	A/P-Payroll Wages Payable	15,435.48
2117-03-000	A/P-Misc. Payroll Withholdings	0.08
2117-04-000	Federal Tax Withholding	1,215.00
2117-05-000	State Tax Withholding	889.00
2117-06-000	Employee FICA Withholding	3,345.76
2117-09-000	State Unemployment Tax	250.64
2117-13-000	Health & Dental Payable	872.99
2240-00-000	Tenant Prepaid Rents	1,919.63
2260-00-000	Accrued Compensated Absences-Current	<u>2,986.67</u>
2299-00-000	TOTAL CURRENT LIABILITIES	129,429.41
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	<u>121,642.00</u>
2399-00-000	TOTAL NONCURRENT LIABILITIES	167,164.02
2499-00-000	TOTAL LIABILITIES	<u>296,593.43</u>
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	<u>2,250,099.14</u>
2809-99-000	TOTAL RETAINED EARNINGS:	2,250,099.14
2899-00-000	TOTAL EQUITY	<u>2,250,099.14</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>2,546,692.57</u>

Multifamily Programs (The Gardens of Staunton)

Income Statement

Period = Feb 2026

		February	February		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	43,449.55	42,500.00	949.55	87,236.55	85,000.00	2,236.55	82,759.56	4,476.99
3112-00-000	HUD 50059 HAP Subsidy	61,381.00	60,416.67	964.33	123,010.00	120,833.34	2,176.66	120,816.00	2,194.00
3112-03-000	Utility Reimbursement -59 & TC	1,883.00	0.00	-1,883.00	4,162.00	0.00	-4,162.00	4,384.00	222.00
3112-05-000	Utility Reimbursement Recovery -59 & TC	117.00	0.00	117.00	524.00	0.00	524.00	463.00	61.00
3119-00-000	Total Rental Income	103,064.55	102,916.67	147.88	206,608.55	205,833.34	775.21	199,654.56	6,953.99
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	1,704.50	1,250.00	454.50	3,194.75	2,500.00	694.75	2,848.75	346.00
3120-04-000	Late Charges	175.00	208.33	-33.33	700.00	416.66	283.34	800.00	-100.00
3120-05-000	Legal Fees - Tenant	185.00	833.33	-648.33	445.00	1,666.66	-1,221.66	679.00	-234.00
3120-07-000	Tenant Owed Utilities	17,736.47	14,166.67	3,569.80	32,972.51	28,333.34	4,639.17	37,213.06	-4,240.55
3120-11-000	Work Orders	303.13	583.33	-280.20	626.41	1,166.66	-540.25	422.57	203.84
3121-00-000	Tenant Payment Agreement (TPA) Rent	2,051.49	0.00	2,051.49	2,051.49	0.00	2,051.49	5,308.04	-3,256.55
3129-00-000	Total Other Tenant Income	22,155.59	17,041.66	5,113.93	39,990.16	34,083.32	5,906.84	47,271.42	-7,281.26
3199-00-000	TOTAL TENANT INCOME	125,220.14	119,958.33	5,261.81	246,598.71	239,916.66	6,682.05	246,925.98	-327.27
3400-00-000	GRANT INCOME								
3415-00-000	Other Government Grants	0.00	10,770.83	-10,770.83	1,494.25	21,541.66	-20,047.41	198,803.00	-197,308.75
3499-00-000	TOTAL GRANT INCOME	0.00	10,770.83	-10,770.83	1,494.25	21,541.66	-20,047.41	198,803.00	-197,308.75
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	0.03	0.00	0.03	0.03	0.00	0.03	0.00	0.03
3611-00-000	Investment Income - Restricted	1.24	1,666.67	-1,665.43	749.18	3,333.34	-2,584.16	0.00	749.18
3612-00-000	Security Deposit Interest	5.67	0.00	5.67	11.18	0.00	11.18	0.00	11.18
3650-00-000	Miscellaneous Other Income	1,624.00	0.00	1,624.00	1,624.00	0.00	1,624.00	1,598.99	25.01
3660-00-000	Operating Transfers IN	0.00	0.00	0.00	1,150.00	0.00	1,150.00	0.00	1,150.00
3699-00-000	TOTAL OTHER INCOME	1,630.94	1,666.67	-35.73	3,534.39	3,333.34	201.05	1,598.99	1,935.40
3999-00-000	TOTAL INCOME	126,851.08	132,395.83	-5,544.75	251,627.35	264,791.66	-13,164.31	447,327.97	-195,700.62

Multifamily Programs (The Gardens of Staunton)

Income Statement

Period = Feb 2026

		February	February		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	25,592.38	26,166.67	574.29	51,908.60	52,333.34	424.74	43,896.65	-8,011.95
4110-05-000	Social Security & Medicare Expense	2,710.80	3,333.33	622.53	5,648.73	6,666.66	1,017.93	4,522.30	-1,126.43
4110-06-000	SUTA Expense	660.21	250.00	-410.21	2,724.63	500.00	-2,224.63	542.73	-2,181.90
4110-07-000	VRS Retire & Basic Life Expense	783.44	833.33	49.89	1,566.88	1,666.66	99.78	1,134.28	-432.60
4110-08-000	457b Expense	1,101.04	1,250.00	148.96	2,284.64	2,500.00	215.36	2,094.13	-190.51
4110-09-000	Health Insurance Expense	7,844.32	8,166.67	322.35	15,688.64	16,333.34	644.70	20,111.53	4,422.89
4110-10-000	Dental Insurance Expense	468.26	583.33	115.07	936.52	1,166.66	230.14	1,261.03	324.51
4110-11-000	Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110-99-000	Total Administrative Salaries	39,160.45	40,583.33	1,422.88	80,758.64	81,166.66	408.02	73,562.65	-7,195.99
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	0.00	166.67	166.67	13.85	333.34	319.49	158.10	144.25
4130-04-000	General Legal Expense	1,385.00	1,916.67	531.67	3,915.75	3,833.34	-82.41	2,108.08	-1,807.67
4131-00-000	Total Legal Expense	1,385.00	2,083.34	698.34	3,929.60	4,166.68	237.08	2,266.18	-1,663.42
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	729.82	416.67	-313.15	729.82	833.34	103.52	622.50	-107.32
4150-00-000	Travel	52.20	83.33	31.13	105.47	166.66	61.19	0.00	-105.47
4170-00-000	Accounting Fees	1,202.85	500.00	-702.85	1,262.85	1,000.00	-262.85	161.50	-1,101.35
4171-00-000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4182-00-000	Consultants	1,750.00	416.67	-1,333.33	2,425.00	833.34	-1,591.66	2,800.00	375.00
4182-01-000	Program Consultants	417.75	833.33	415.58	1,049.50	1,666.66	617.16	612.50	-437.00
4189-00-000	Total Other Admin Expenses	4,152.62	2,250.00	-1,902.62	5,572.64	4,500.00	-1,072.64	4,196.50	-1,376.14
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	130.00	250.00	120.00	1,025.25	500.00	-525.25	898.34	-126.91
4190-04-000	Office Supplies	110.04	333.33	223.29	275.79	666.66	390.87	378.45	102.66
4190-06-000	Computer Parts	607.06	833.33	226.27	1,392.63	1,666.66	274.03	1,489.13	96.50
4190-07-000	Telephone	190.80	166.67	-24.13	286.20	333.34	47.14	264.72	-21.48
4190-08-000	Postage	206.33	166.67	-39.66	206.33	333.34	127.01	367.69	161.36
4190-09-000	Software Lisense Fees	69.95	333.33	263.38	429.65	666.66	237.01	78.41	-351.24
4190-11-000	Printer Supplies	64.80	250.00	185.20	115.10	500.00	384.90	254.50	139.40

Multifamily Programs (The Gardens of Staunton)

Income Statement

Period = Feb 2026

		February	February		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4190-13-000	Internet	450.23	458.33	8.10	900.46	916.66	16.20	899.36	-1.10
4190-18-000	Admin Contracts	4,100.00	1,666.67	-2,433.33	4,100.00	3,333.34	-766.66	0.00	-4,100.00
4190-20-000	Bank Fees	512.09	500.00	-12.09	1,006.63	1,000.00	-6.63	920.29	-86.34
4190-21-000	Sponsorships	0.00	83.33	83.33	0.00	166.66	166.66	0.00	0.00
4190-22-000	Other Misc Admin Expenses	391.45	1,000.00	608.55	782.51	2,000.00	1,217.49	2,238.34	1,455.83
4191-00-000	Total Miscellaneous Admin Expenses	6,832.75	6,041.66	-791.09	10,520.55	12,083.32	1,562.77	7,789.23	-2,731.32
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	51,530.82	50,958.33	-572.49	100,781.43	101,916.66	1,135.23	87,814.56	-12,966.87
4200-00-000	TENANT SERVICES								
4220-00-000	Resident Council	0.00	200.00	200.00	0.00	400.00	400.00	0.00	0.00
4220-01-000	Other Tenant Svcs.	300.00	500.00	200.00	300.00	1,000.00	700.00	0.00	-300.00
4240-00-000	FSS General	0.00	250.00	250.00	0.00	500.00	500.00	0.00	0.00
4240-01-000	Food Pantry	-322.90	333.33	656.23	60.51	666.66	606.15	0.00	-60.51
4240-02-000	Tutoring Program	0.00	250.00	250.00	0.00	500.00	500.00	0.00	0.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	-22.90	1,533.33	1,556.23	360.51	3,066.66	2,706.15	0.00	-360.51
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	11,784.76	13,000.00	1,215.24	11,784.76	13,000.00	1,215.24	14,386.33	2,601.57
4320-00-000	Electricity	11,140.99	11,666.67	525.68	21,082.06	23,333.34	2,251.28	23,540.62	2,458.56
4330-00-000	Gas	11,951.34	6,250.00	-5,701.34	22,800.90	12,500.00	-10,300.90	21,150.45	-1,650.45
4340-00-000	Garbage/Trash Removal	1,751.98	2,000.00	248.02	3,629.74	4,000.00	370.26	8,706.10	5,076.36
4399-00-000	TOTAL UTILITY EXPENSES	36,629.07	32,916.67	-3,712.40	59,297.46	52,833.34	-6,464.12	67,783.50	8,486.04
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	10,758.06	11,333.33	575.27	23,761.28	22,666.66	-1,094.62	16,100.69	-7,660.59
4413-00-000	Vehicle Gas, Oil, Grease	480.51	333.33	-147.18	774.81	666.66	-108.15	297.17	-477.64
4415-00-000	Maintenance Miscellaneous Expense	1,134.00	416.67	-717.33	3,129.00	833.34	-2,295.66	0.00	-3,129.00
4416-00-000	Extraordinary Maintenance Expense	0.00	5,416.67	5,416.67	0.00	10,833.34	10,833.34	0.00	0.00
4419-00-000	Total General Maint Expense	12,372.57	17,500.00	5,127.43	27,665.09	35,000.00	7,334.91	16,397.86	-11,267.23
4420-00-000	Materials								
4420-07-000	Supplies-Maint/Repairs	1,740.50	1,000.00	-740.50	2,998.55	2,000.00	-998.55	2,389.14	-609.41
4420-11-000	Inventory Expense	6,414.16	3,333.33	-3,080.83	6,414.16	6,666.66	252.50	2,892.98	-3,521.18

Multifamily Programs (The Gardens of Staunton)

Income Statement

Period = Feb 2026

		February	February		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4429-00-000	Total Materials	8,154.66	4,333.33	-3,821.33	9,412.71	8,666.66	-746.05	5,282.12	-4,130.59
4430-00-000	Contract Costs								
4430-01-000	Contract-Alarm/Extinguisher	0.00	416.67	416.67	0.00	833.34	833.34	0.00	0.00
4430-05-000	Contract-Unit Turns	0.00	833.33	833.33	0.00	1,666.66	1,666.66	0.00	0.00
4430-06-000	Contract-Electrical	0.00	416.67	416.67	0.00	833.34	833.34	311.27	311.27
4430-07-000	Contract-Pest Control	410.00	416.67	6.67	854.00	833.34	-20.66	724.00	-130.00
4430-09-000	Contract-Grounds	1,686.00	2,500.00	814.00	3,372.00	5,000.00	1,628.00	4,600.00	1,228.00
4430-10-000	Contract-Janitorial/Cleaning	880.00	1,166.67	286.67	1,665.00	2,333.34	668.34	960.00	-705.00
4430-11-000	Contract-Plumbing	0.00	83.33	83.33	0.00	166.66	166.66	0.00	0.00
4430-13-000	Contract-HVAC	0.00	166.67	166.67	123.95	333.34	209.39	1,053.50	929.55
4430-14-000	Contract-Vehicle Maintenance	203.18	333.33	130.15	2,995.35	666.66	-2,328.69	0.00	-2,995.35
4430-18-000	Contract-Alarm Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4439-00-000	Total Contract Costs	3,179.18	6,333.34	3,154.16	9,010.30	12,666.68	3,656.38	7,648.77	-1,361.53
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	23,706.41	28,166.67	4,460.26	46,088.10	56,333.34	10,245.24	29,328.75	-16,759.35
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4510-10-000	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4520-00-000	Payments in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4570-00-000	Bad Debt-Tenant Rents	-100.00	0.00	100.00	-100.00	0.00	100.00	-5,359.45	-5,259.45
4599-00-000	TOTAL GENERAL EXPENSES	-100.00	0.00	100.00	-100.00	0.00	100.00	-5,359.45	-5,259.45
5000-00-000	NON-OPERATING ITEMS								
5210-00-000	Operating Transfers OUT	0.00	3,270.83	3,270.83	0.00	6,541.66	6,541.66	0.00	0.00
5999-00-000	TOTAL NON-OPERATING ITEMS	0.00	3,270.83	3,270.83	0.00	6,541.66	6,541.66	0.00	0.00
8000-00-000	TOTAL EXPENSES	111,743.40	116,845.83	5,102.43	206,427.50	220,691.66	14,264.16	179,567.36	-26,860.14
9000-00-000	NET INCOME	15,107.68	15,550.00	-442.32	45,199.85	44,100.00	1,099.85	267,760.61	-222,560.76

Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401

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

May 6, 2026

Housing Choice Voucher Board Report for April 2026

Total vouchers:

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

Utilization:

- HCV
 - 189
- PBV
 - 30
- VASH
 - 11
- CHOICE MOBILITY (PBRA-RAD TO HCV)
 - 0
- OUTGOING PORTS ADMINISTERED
 - 4
- Total
 - 234

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- 11 in process
- Choice Mobility- 0

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



Vouchers Issued:

- 2 (1 VASH, 1 returning Port-Out to port to a different jurisdiction)

New voucher holders leased:

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

Total searching vouchers:

- 3 (2 VASH, 0 Port-In., 0 HCV, 1 Port-Out)

PBV referred:

- 3br- 2

Waiting List Applicants:

- 0 new HCV, 1642 total
- 35 new 3br PBV, 77 total
- Choice Mobility Priority List- 48 total

Top of Waiting List letters sent out:

- 0- HCV
- 10- 3br PBV
- 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

05/06/2026

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 April 2026

May 6, 2026

Total Move-Ins:

- 2

Occupied units:

- 145

Move-Outs:

- 2 (1 evict)

Evictions:

- 1

Unit Transfers:

- 0

Total Vacant Units:

- 5

Late Rents:

- 13

Repayment Agreements:

- 0 new

Unlawful Detainers:

- 2 filed

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Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 16 new, 419 total
- 2 bedrooms – 9 new, 341 total
- 3 bedrooms – 11 new, 227 total
- 4 bedrooms – 3 new, 78 total
- 5 bedrooms – 3 new, 43 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

05/06/2026

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).

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

(April 2026)

- **Households Served:** 44
- **Individuals Served:** 109 (Blue Ridge Food Bank/ Link 2 Feed)
- **Households Engaged (YTD 2026):** 4
- **Needs Assessments Completed (YTD 2026):** 8
- **Referrals to Partner Agencies:** 3

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
44	109

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. They are all doing well and thriving. The students often tell me how much they love attending the afterschool/tutoring program, and how much they love snacks and the staff.
 - Teachers are continually reporting, improving reading skills and increased engagement
- **Food Security (via SHC):**
 - Increased capacity to pursue food-security grants and equipment funding
 - SRHA residents referred to pantry services as part of needs assessments

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





- We have opened our pantry to the neighboring housing areas and their tenants have been utilizing the pantry every month since the first of the year on the first Wednesday of each month.

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 and provide a copy to the Executive Director before first operating an SRHA vehicle; 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, whether by agency or judicial action or based on a health care provider's recommendation .

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.

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 2026-05

RESOLUTION ADOPTING REVISED PERSONNEL POLICIES

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;

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.

ADOPTED this 19th day of May, 2026.

Chair, Board of Commissioners

Secretary