



Nehemias Velez
Executive Director

A G E N D A

Regular Meeting

November 12, 2024

- I.** Call to Order and Determination of a Quorum
- II.** Reading and Approval of Minutes of the Regular Meeting of September 17, 2024
- III.** Public Comments
- IV.** Executive Director's Report
 - 1.** SRHA's 5 Year Plan
 - 2.** SRHA's 2025 Proposed Budget
 - 3.** Financial Reports
 - 4.** Housing Choice Voucher Report
 - 5.** Multi-Family Report
 - 6.** Consideration of 2024 Appreciation Incentive for SRHA Staff
- V.** Board Committee Reports
- VI.** Continued Business – SRHA Properties Survey (feasibility study)
- VII.** New Business – Determining SHC Meeting for Acquisitions After Executive Session
- VIII.** Executive Session

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body [Virginia Code § 2.2-3711(A)(1)]. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body [Virginia Code § 2.2-3711(A)(3)]. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel [Virginia Code § 2.2-3711(A)(8)].

- IX.** Adjournment

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**THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY
TUESDAY, OCTOBER 15, 2024, 12:00 P.M.**

The Commissioners of the Staunton Redevelopment and Housing Authority (SRHA) met in a Regular Meeting at 100 Elizabeth Miller Gardens, Staunton, Virginia on Tuesday, October 15, 2024 at 12:00 P.M.

Chair Hurston called the meeting to order, and upon roll call the following answered present:

Mr. Nicholas Hurston, Chair
Mr. Tra' Toye, Commissioner (virtual)
Mr. Jonathan Mason, Commissioner
Mr. David Rissmeyer, Vice-Chair
Ms. Suzi Armstrong, Commissioner

Also present: **Nehemias Velez, Executive Director**
Lance Allen, Deputy Director
Mark Allen, Maintenance Supervisor
Mandi Smith, SRHA's General Legal Counsel

Chair Hurston presented the minutes from the September meeting held on September 17, 2024. Following the discussion, Vice-Chair Rissmeyer motioned to accept the minutes, the motion was seconded by Commissioner Mason, and the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair
Mr. Tra' Toye, Commissioner
Mr. Jonathan Mason, Commissioner
Mr. David Rissmeyer, Vice-Chair
Ms. Suzi Armstrong, Commissioner

NONE

Chair Hurston asked for public comment. There was no public comment.

Mr. Velez introduced Lance Allen, SRHA's Deputy Director, for the presentation of the financial reports. At this point of the Board Meeting, Commissioner Okay entered and took a seat with the other Commissioners. Mr. Allen wanted to highlight the HCV Balance Sheet item 1119 which showed a total amount of \$24,239.84 as total cash. Mr.

Allen also wanted to highlight the HCV's Income Statement item 3410-02 which had an amount of \$19,829.00 in admin fees. Mr. Allen explained HUD's reconciliation process for HAP monies that includes the admin fees. Mr. Allen noted in the Gardens of Staunton Income Statement, item 3111 shows a total balance of \$32,263.53 and a variance of \$9,819.80 in Tenant Rent. Mr. Allen explained the variance is due to item 3121 (Tenant Payment Agreement). The SRHA is working with residents that have outstanding balances. When the SRHA and the residents enter into a repayment agreement, the General Ledger's Tenant Rent is redistributed to the General Ledger's Tenant Payment Agreement. Mr. Allen also went over the income and expenses in the Income Statement. Following discussion, Chair Hurston made a motion to accept the financials as presented. The motion was seconded by Commissioner Mason, and the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair

NONE

Mr. Tra' Teye, Commissioner

Mr. Jonathan Mason, Commissioner

Mr. Chris Okay, Commissioner

Mr. David Rissmeyer, Vice-Chair

Ms. Suzi Armstrong, Commissioner

Mr. Velez was going to introduce Rev. Won Un from Central United Methodist Church; however, Rev. Un could not come to the meeting. Mr. Velez explained Rev. Un wants to provide a Community Kitchen for the community. The kitchen is going to operate during the weekends to provide food services when Meals on Wheels is not operating. Mr. Velez has offered the Farrier Court Administrative building as a place of operations for the Community Kitchen. The SRHA has presented an MOU to the Rev. Un to proceed forward with the agreement. Rev. Un will present the MOU and recommendations to his Board, and depending on the outcome, he will come to the SRHA's November 12, 2024 Board Meeting.

The SRHA completed the yearly audit. The SRHA had no findings on its audit. The SRHA will present its audit to the City of Staunton as a yearly report per the agreement between the SRHA and the City of Staunton. Following discussion, Commissioner Armstrong made a motion to accept the SRHA's audit. The motion was seconded by Vice-Chair Rissmeyer, and the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair
Mr. Tra' Toye, Commissioner
Mr. Jonathan Mason, Commissioner
Mr. Chris Okay, Commissioner
Mr. David Rissmeyer, Vice-Chair
Ms. Suzi Armstrong, Commissioner

NONE

Mr. Velez informed the Board that the IRS approved the Staunton Housing Corporation (SHC) 501 (c)(3) application. The SHC is now a 501 (c)(3) entity.

Mr. Velez presented the SRHA's Personnel Manual to the Board. Following discussion, Commissioner Mason made a motion to accept the Personnel Manual as presented. The motion was seconded by Commissioner Okay, and the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair
Mr. Tra' Toye, Commissioner
Mr. Jonathan Mason, Commissioner
Mr. Chris Okay, Commissioner
Mr. David Rissmeyer, Vice-Chair
Ms. Suzi Armstrong, Commissioner

NONE

Mr. Velez updated the Board on the HCV and MF programs.

Under the Board Committee Reports, the following were reported:

Under the Personnel Committee, Commissioner Okay restated that the Personnel Manual has been accepted and voted on by the SRHA Board.

Under the Program and Community Development Committee, Commissioner Mason has received one proposal and is waiting on other proposals for the stormwater surveys for the stormwater drainage. Mr. Velez consulted with Brad Bradley from Valley Career and Technical Center who will present options for development for the Anderson Street property in executive session.

Under Continued Business, as discussed, the feasibility study at Elizabeth Miller Gardens and Farrier Court is under consideration.

Under New Business, Mr. Velez asked the Board to consider job changes and raises after executive session.

Chair Hurston moved that the Commissioners go into executive session for the purpose of discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body [Virginia Code § 2.2-3711(A)(1)]. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body [Virginia Code § 2.2-3711(A)(3)]. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. [Virginia Code § 2.2-3711(A)(8)]. Vice-Chair Rissmeyer seconded the motion, and upon roll call the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair

NONE

Mr. Tra' Toye, Commissioner

Mr. Jonathan Mason, Commissioner

Mr. Chris Okay, Commissioner

Mr. David Rissmeyer, Vice-Chair

Ms. Suzi Armstrong, Commissioner

Upon return from executive session, Chair Hurston made the following motion:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS SECTION 2.2-3711 of the Code of Virginia requires a certification by the Board of Commissioners that such executive 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, only public business

MINUTES, OCTOBER 15, 2024

matters lawfully exempted from open meeting requirements to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Board of Commissioners.

Commissioner Okay seconded the motion, and upon roll call the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair

NONE

Mr. Tra' Toye, Commissioner

Mr. Jonathan Mason, Commissioner

Mr. Chris Okay, Commissioner

Mr. David Rissmeyer, Vice-Chair

Ms. Suzi Armstrong, Commissioner

Mr. Velez asked the Board to consider the job changes and the raises. Following discussion, Commissioner Mason made a motion to accept the job changes and proposed raises. The motion was seconded by Chair Hurston, and the following votes were recorded:

AYES

NAYS

Mr. Nicholas Hurston, Chair

NONE

Mr. Tra' Toye, Commissioner

Mr. Jonathan Mason, Commissioner

Mr. Chris Okay, Commissioner

Mr. David Rissmeyer, Vice-Chair

Ms. Suzi Armstrong, Commissioner

Chair Hurston called the meeting adjourned and announced the next meeting to be held on November 12, 2024.

Chair

Secretary

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.								
A.1	<div><div><div>PHA Name: Staunton Redevelopment & Housing Authority</div><div>PHA Code: VA023</div></div><div><div>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025</div><div>The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029</div></div><div><div>Plan Submission Type</div><div><input checked="" type="checkbox"/> 5-Year Plan Submission</div><div><input type="checkbox"/> Revised 5-Year Plan Submission</div></div><div><p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p><p>How the public can access this PHA Plan: The PHA Plan can be accessed through the PHA's website https://www.stauntonrha.org/public-comment/. A physical copy of the plan is available in physical form at PHA's main office, which is located at 900 Elizabeth Miller Gardens, Staunton, VA 24401.</p><div><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</div><table><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr></table></div></div>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
		PH	HCV						
B.	Plan Elements. Required for all PHAs completing this form.								
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The Staunton Redevelopment and Housing Authority (SRHA) provides safe and affordable housing to members of its community to enhance quality of life, promote economic opportunity and offer a suitable living environment free from discrimination. Through commitment to staff excellence, SRHA is dedicated to treating all participants with dignity and respect.</p>								
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.</p> <p>A. The SRHA received Virginia Housing's Capacity Building Grant in 2023. The SRHA completed its strategic planning in May of 2024 and Virginia Housing approved the plan in June of 2024 (see attached). The SRHA plans on using the strategic plan as a guiding document in providing more affordable housing around the area it serves and providing resident as well as voucher holder self-sufficiency services. The strategic plan has a focus on growing affordable housing stock that is owned by the SRHA. The SRHA is currently exploring adding affordable housing stock to its current properties as well as buying land for development. The SRHA applied for the 501 (c)(3) status for the Staunton Housing Corporation, which will serve as a mechanism that supports the goals of the SRHA. The SRHA has also advised the City of Staunton that the SRHA is interested in redeveloping vacant buildings as well as blighted properties around the area. The SRHA would like to foster a partnership with the City of Staunton and Augusta County to maximize the housing needs of the community. B. The SRHA applied in December 2023 to be recognized as a Moving to Work (MTW) agency in MTW Flexibility Cohort. The SRHA was awarded the MTW designation on March 16, 2024. The SRHA plans on asking HUD for waivers that would allow flexibility favorable to the voucher holders and SRHA staff. The SRHA plans on using the MTW program to provide supportive services to voucher holders. C. The SRHA plans on applying for self-sufficiency grants like FSS and ROSS programs for its HCV program and RAD PBRA program. D. The SRHA applied for additional VASH vouchers in July 2024. E. The SRHA is in talks with PCWA and CoC about any interest in FUP vouchers. F. The SRHA plans on making energy efficient plans for its properties and working on making its properties more ecofriendly. G. The focus of the SRHA in the next five years will be to expand its assistance programs, increase affordable housing stocks, provide services to the community that will assist in the following: self-sufficiency, increase opportunities for family wealth, decrease evictions, connect to community services, and provide needed services around the community.</p>								
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p>								

	<p>The SRHA has maintained its mission to provide affordable housing, economic opportunities, and a sustainable environment free from discrimination through its housing stock and governing policies. In 2014, the SRHA implemented the Clean Air/Non-Smoking policy. The SRHA continues to promote and enforce its Clean Air/Non-Smoking policy. The SRHA converted its 150 Public Housing units to RAD/PBRA in late 2015. The SRHA continues to abide by the RAD PBRA contract. The SRHA turns the OCAF to HUD every year. However, since the SRHA was an early adopter of the RAD conversion, the rent limits are severely low for the area which affects the income flow to the SRHA. At this time, the SRHA is limited in what it can do regarding the rent limits to its RAD PBRA program. At this time, the SRHA has zero PIC errors according to HUD's PIC dashboard and it's ready to transition into HUD's HIP program. The SRHA will continue to work with HUD in implementing MTW program, and implement waivers that best serve the City of Staunton and Augusta County areas. The SRHA is working on updating its TSP for the Gardens of Staunton and HCV Admin Plan to be compliant with HOTMA regulations. The SRHA will implement an efficiency energy plan for its properties, beginning with the replacement of 38 HVAC at Elizabeth Miller Gardens towards the end of 2024. The SRHA is in talks with the City of Staunton about surveying SRHA property for the purpose of evaluating the possibility of adding more affordable housing stock on already owned land. The SRHA will be participating on the City's Housing Strategy Group (see attached). The SRHA is also participating in the SAW Housing group sessions. The SAW Housing group can be found here: https://www.sawhousing.com/. In addition, the SRHA is eagerly waiting on Central Shenandoah Planning District Commission's (CSPDC) Regional Housing Study to assess the housing needs of the areas the SRHA serves. The CSPDC website can be found here: http://www.cspdc.org/. The SRHA will strive to meet all the goals outlined in the Five-Year Plan and strategic plan.</p>	
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The SRHA maintains compliance with VAWA law changes and requirements. The SRHA staff will take VAWA training for assurance of compliance with VAWA regulations. The SRHA's website provides a link to HUD's website for any VAWA related questions. The SRHA participates in monthly meetings with domestic violence shelters and participates with the Valley Homeless Connection. The SRHA will continue to work with the community to facilitate VAWA education and housing opportunities for those in need.</p>	
C.	Other Document and/or Certification Requirements.	
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p>	
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p>	
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>	
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>	
D.	Affirmatively Furthering Fair Housing (AFFH).	
D.1	<p>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1"> <tr> <td> <p>Fair Housing Goal: To educate its staff and the community regarding Fair Housing rights. Assess and implement Fair Housing education to further Fair Housing awareness and knowledge.</p> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>1.) SRHA will work with the community organizations in the City of Staunton and Augusta County to elevate and promote awareness of Fair Housing law. The SRHA website will provide links to HUD's website which gives information about Fair Housing laws and guidance found here: https://www.hudexchange.info/programs/fair-housing/. The SRHA</p> </td></tr> </table>	<p>Fair Housing Goal: To educate its staff and the community regarding Fair Housing rights. Assess and implement Fair Housing education to further Fair Housing awareness and knowledge.</p> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>1.) SRHA will work with the community organizations in the City of Staunton and Augusta County to elevate and promote awareness of Fair Housing law. The SRHA website will provide links to HUD's website which gives information about Fair Housing laws and guidance found here: https://www.hudexchange.info/programs/fair-housing/. The SRHA</p>
<p>Fair Housing Goal: To educate its staff and the community regarding Fair Housing rights. Assess and implement Fair Housing education to further Fair Housing awareness and knowledge.</p> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>1.) SRHA will work with the community organizations in the City of Staunton and Augusta County to elevate and promote awareness of Fair Housing law. The SRHA website will provide links to HUD's website which gives information about Fair Housing laws and guidance found here: https://www.hudexchange.info/programs/fair-housing/. The SRHA</p>		

	<p>will provide any physical Fair Housing materials to the community as needed. 2.) SRHA will work with Blue Ridge Legal Services and/or the Virginia Poverty Law Center to provide landlord education of Fair Housing law. The SRHA wants closer partnerships with landlords while bringing awareness to Fair Housing law. 3.) SRHA will offer Fair Housing training by a certified third party to its Board of Commissioners and staff. The SRHA staff participated in virtual Fair Housing training for the year of 2024. The SRHA staff will also be taking virtual or in person Fair Housing training in 2025 and beyond.</p>
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Form identification: VA023-Staunton Redevelopment & Housing Authority form HUD-50075-5Y (Form ID - 1087) printed by Nehemias Velez in HUD Secure Systems/Public Housing Portal at 09/13/2024 04:11PM EST



OUR MISSION

The Staunton Redevelopment and Housing Authority (SRHA) provides safe and affordable housing to members of its community to enhance quality of life, promote economic opportunity and offer a suitable living environment free from discrimination. Through commitment to staff excellence, SRHA is dedicated to treating all participants with dignity and respect.

About Us

The SRHA is a political subdivision of the Commonwealth of Virginia, created following Title 36 of the Code of Virginia. The SRHA was organized on March 9th, 1961, and it has been in continual operation since that date.

Our Programs

SRHA administers two separate Housing and Urban Development (HUD) income-based housing programs.

Goal 1: Increase Affordable Housing Stock In and Around Staunton

Impact: Staunton will become a community where affordable housing is abundant and pathways to independence are clear, leading to a reduction in wait times and a roadmap to economic empowerment for residents.

Strategies:

- 1.1 Expedite acquisition and renovation of underutilized properties to provide additional housing.
- 1.2 Introduce construction of additional affordable housing units.
- 1.3 Foster public-private partnerships to secure funding and land for housing expansion.

Goal 2: Foster Collaborative Relationships and Strengthen Community Partnerships

Impact: Through collaborative efforts, SRHA will harness a broad spectrum of resources and support, ensuring that all community members benefit from a network of inclusive and comprehensive services.

Strategies:

- 2.1 Enhance engagement with community groups and non-profits to support various community needs.
- 2.2 Broaden relationships to be a center of resource for the residents including collaborations with local governments.
- 2.3 Ensure ongoing support from local governments, solidifying a united front for community development.

Goal 3: Develop Resident Empowerment Initiatives and Community Development

Impact: SRHA residents will actively contribute to the community's evolution, fostering a sense of ownership and pride through inclusive decision-making and empowerment initiatives.

Strategies:

- 3.1 Form a residents' council to work closely with the SRHA, ensuring resident perspectives are respected and acted upon.
- 3.2 Establish effective feedback mechanisms to integrate resident opinions into strategic decisions.
- 3.3 Promote financial literacy and support the journey to homeownership with educational programs and counseling services.

Goal 4: Optimize Organizational Capacity for Enhanced Service Delivery

Impact: By strengthening internal capabilities, SRHA support and service delivery will become more efficient and effective, contributing to the successful realization of goals related to housing, community relationships, partnerships, and resident empowerment.

Strategies:

- 4.1 Invest in staff development, training and resources to engage in healthy interactions with the community.
- 4.2 Expand the workforce to support housing and resident growth.
- 4.3 Fortify a culture of collaboration and accountability that produces compassionate customer service to ensure the most effective outcomes for residents.

City of Staunton Housing Strategy Scope of Work

A. Purpose

The City of Staunton’s Housing Strategy will provide a framework that comprehensively describes the approach that the City plans to take to meet its housing objectives.

B. Objectives

The Housing Strategy will:

- Analyze data on current and future housing conditions to illustrate what housing looks like in the City and what housing challenges need to be addressed.
- Conduct a Capability and Capacity Assessment to determine what human capital and financial resources currently exist in the City and what is needed for housing services in the future.
- Provide stakeholder and community engagement opportunities throughout the planning process with creation of a Workgroup, public input sessions, and a brief community survey.
- Define the policies the City hopes to achieve through the Housing Strategy.
- Identify funding sources, current and potential partners, and contingencies.
- Develop an Action Plan for implementing housing policy objectives. The Action Plan will include strategies, a timeline, responsible parties, partnering organizations, funding requirements, and milestones to monitor progress.

C. Time Frame

The planning process to develop the Housing Strategy will take place over an eight (8) month period, September 2024 – April 2025.

D. Activities

1. Workgroup

a. Role

The role of the Workgroup is to assist in the planning process by providing housing expertise and knowledge of the community, as well as, provide input and review sections of the Strategy document as it is developed, participate in public engagement activities, create and prioritize the housing policy objectives in the Action Plan, and quantify the next steps that should occur upon completion of the

Housing Strategy. Members of the Workgroup will be appointed by the City Manager.

b. Meeting Schedule and Agendas

There will be four (4) meetings throughout the eight (8) month planning process, each lasting two (2) hours.

- Meeting #1 – September 2024
 - Housing 101
 - The What and Why of a Housing Strategy
 - Housing Data Review and the Regional Housing Study
- Meeting #2 – November 2024
 - Local Housing Policies 101
 - Development of Draft City Housing Policies based on data review
- Meeting #3 – January 2025
 - Public Engagement Activities Discussion
 - Development of Draft Action Plan
- Meeting #4 – March 2025
 - Review of Draft Housing Strategy and Incorporation of Public Input
 - Discussion of Potential Housing Commission and Next Steps

c. Suggested Workgroup Composition and (Potential Members)

- City Council Member(s)
- Planning Commission Member
- DEI Commission Member
- Workforce Housing Representative (Shenandoah Valley Partnership)
- Affordable Housing /Homeownership Representative (Habitat for Humanity)
- Affordable Housing /Rental Representative (Staunton Redevelopment and Housing Authority)
- Unhoused Persons and Homeless Sheltering Representative (Valley Mission or Valley Community Services Board)
- Permanent Supportive Housing Representative (Valley Supportive Housing or Valley Community Services Board)
- Existing Housing Stock/Home Repair Representative (Renewing Homes of Greater Augusta)
- Market Value Housing/Homeownership Representative (Housing Developer?)

- Market Value Housing/Rental Representative (Property Mgmt. Company?)
- Faith-based Wrap Around Supportive Services Representative (Central UMC)
- Interested Citizens (2)

2. Community Engagement

Opportunities for Community Engagement will occur in February 2025. Potential opportunities for public input include:

1. A short survey that will be available on-line and in paper form.
2. An in-person input session at a location to be determined.
3. Two virtual input sessions – one for housing stakeholders and one for the public.
4. A “Housing 101” presentation for the public at the Public Library on a Saturday.
5. A short presentation that can be given when requested to civic groups and organizations.

3. Strategy Document

The end result of the planning process will be a document that includes housing data for the City, the Capacity and Capability Assessment, summaries of stakeholder involvement and community engagement, public survey results, housing policies, and an Action Plan. For each policy in the Action Plan there will be strategies that include a timeline, responsible parties, partnering organizations, funding requirements, and milestones to help the policies move to the implementation stage. The timeline for each of the strategies will fall into three categories:

Immediate: 3 Months – May to July 2025

Short-term: 6 Months – May to October 2025

Long-term: 18 Months – May 2025 to October 2026

E. Next Steps

- Determine if the creation of a Housing Commission is needed and what it’s role will be.
- Start implementing Strategies in the Action Plan.

F. Conclusion

The goal of this initial City of Staunton Housing Strategy is to clarify the City’s role in housing through a short, targeted planning process that will result in a concise, comprehensive strategy document containing housing policies for the City and an Action Plan that includes strategies that can be implemented over an eighteen (18) month time period. If successful, the Housing Strategy can be revised at a later date to include longer term housing goals that meet the more complex needs of the community.



September 13, 2024

TO: Whom It May Concern
FROM: Rebecca Joyce, Housing Planner and Grants Coordinator *RJG*
RE: SRHA Participation on the City of Staunton's Housing Strategy Workgroup

This is to confirm Staunton Redevelopment and Housing Authority (SRHA)'s participation in the development of City of Staunton's first Housing Strategy. The planning process for the Housing Strategy started this month and will be completed in April 2025. SRHA's Executive Director, Mr. Nehemias Velez will be serving on the Housing Strategy's Workgroup. The City of Staunton is excited to be developing this Housing Strategy as a way to clarify the City's role in housing. The Housing Strategy planning process will result in a concise, comprehensive strategy document containing housing policies for the City and an Action Plan that includes strategies that can be implemented over an eighteen (18) month time period. Having the thoughtful, experienced input of Mr. Velez during the planning process will be invaluable in creating a robust and user-friendly strategy for housing in the City of Staunton. Developing the Housing Strategy is just another way to strengthen the productive partnership between SRHA and the City. This partnership provides both organizations the opportunity to continue to work as a team to move our shared goal of increasing the availability of quality, affordable housing in our community forward.

Staunton Housing Corp (corpfund)

Balance Sheet

Period = Sep 2024

Book = Accrual ; Tree = ysi_bs

		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	15,227.85
1111-30-000	Cash Operating 3	713,672.77
1111-99-000	Total Unrestricted Cash	728,900.62
1119-00-000	TOTAL CASH	728,900.62
1300-00-000	TOTAL CURRENT ASSETS	728,900.62
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	21,330.00
1400-08-000	Furniture and Equipment-Admin.	9,028.93
1405-03-000	Accum Depreciation-Furn & Equip Admin	-9,028.93
1420-00-000	TOTAL FIXED ASSETS	21,330.00
1499-00-000	TOTAL NONCURRENT ASSETS	21,330.00
1999-00-000	TOTAL ASSETS	750,230.62
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2145-00-000	Interprogram-Due To	-168,217.95
2299-00-000	TOTAL CURRENT LIABILITIES	-168,217.95
2499-00-000	TOTAL LIABILITIES	-168,217.95
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	918,448.57
2809-99-000	TOTAL RETAINED EARNINGS:	918,448.57
2899-00-000	TOTAL EQUITY	918,448.57
2999-00-000	TOTAL LIABILITIES AND EQUITY	750,230.62

Staunton Housing Corp (corpfund)

Income Statement

Period = Sep 2024

		Period to Date	Year to Date	
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3600-00-000	OTHER INCOME			
3610-00-000	Investment Income - Unrestricted	127.57	18,814.23	
3650-00-000	Miscellaneous Other Income	0.00	11,100.00	\$250 Comm Found, \$9,850 VHDA Strategic Plan, \$1,000 Comm Found
3699-00-000	TOTAL OTHER INCOME	127.57	29,914.23	
3999-00-000	TOTAL INCOME	127.57	29,914.23	
4000-00-000	EXPENSES			
4100-00-000	ADMINISTRATIVE EXPENSES			
4130-00-000	Legal Expense			
4130-04-000	General Legal Expense	140.00	1,394.16	
4131-00-000	Total Legal Expense	140.00	1,394.16	
4139-00-000	Other Admin Expenses			
4170-00-000	Accounting Fees	0.00	894.16	
4182-00-000	Consultants	0.00	11,357.40	\$10,157 strategic plan, \$480 AARP grant, \$480 Truist grant, \$240 SVEC grant
4189-00-000	Total Other Admin Expenses	0.00	12,251.56	
4190-00-000	Miscellaneous Admin Expenses			
4190-01-000	Membership and Fees	0.00	233.33	
4190-08-000	Postage	0.69	2.76	
4190-21-000	Sponsorships	0.00	300.00	
4190-22-000	Other Misc Admin Expenses	0.00	1,850.00	
4191-00-000	Total Miscellaneous Admin Expenses	0.69	2,386.09	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	140.69	16,031.81	
8000-00-000	TOTAL EXPENSES	140.69	16,031.81	
9000-00-000	NET INCOME	-13.12	13,882.42	

Housing Choice Voucher (hcv)

Balance Sheet

Period = Sep 2024

		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	736.00
1111-99-000	Total Unrestricted Cash	736.00
1112-00-000	Restricted Cash	
1112-03-100	Cash Restricted-HAP AUB	8,438.48
1112-99-000	Total Restricted Cash	8,438.48
1119-00-000	TOTAL CASH	9,174.48
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	262.00
1122-02-000	A/R - Tenant Payment Agreement (TPA)	739.00
1129-00-000	A/R -Other	11,947.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	12,948.00
1300-00-000	TOTAL CURRENT ASSETS	22,122.48
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	-6,287.12
1420-00-000	TOTAL FIXED ASSETS	2,732.41
1430-00-000	Pension Asset	77,650.00
1440-00-000	Deferred Outflows	21,240.00
1499-00-000	TOTAL NONCURRENT ASSETS	101,622.41
1999-00-000	TOTAL ASSETS	123,744.89
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-196.00
2145-00-000	Interprogram-Due To	152,639.21
2260-00-000	Accrued Compensated Absences-Current	523.17
2299-00-000	TOTAL CURRENT LIABILITIES	152,966.38
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	4,708.50
2360-00-000	OPEB Liability	4,801.00

Housing Choice Voucher (hcv)

Balance Sheet

Period = Sep 2024

		Current Balance
2370-00-000	Deferred Inflows	35,363.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	44,872.50
2499-00-000	TOTAL LIABILITIES	197,838.88
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	-81,117.15
2809-99-000	TOTAL RETAINED EARNINGS:	-77,473.93
2899-00-000	TOTAL EQUITY	-74,093.99
2999-00-000	TOTAL LIABILITIES AND EQUITY	123,744.89

Housing Choice Voucher (hcv)

Income Statement

Period = Sep 2024

		September	September		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	262.00	0.00	262.00	0.00	262.00
3119-00-000	Total Rental Income	0.00	0.00	0.00	262.00	0.00	262.00	0.00	262.00
3120-00-000	Other Tenant Income								
3120-09-000	Misc.Tenant Income	50.00	0.00	50.00	550.00	0.00	550.00	900.00	-350.00
3121-02-000	Tenant Payment Agreement (TPA) Other	-50.00	0.00	-50.00	-550.00	0.00	-550.00	1,739.00	-2,289.00
3129-00-000	Total Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	2,639.00	-2,639.00
3199-00-000	TOTAL TENANT INCOME	0.00	0.00	0.00	262.00	0.00	262.00	2,639.00	-2,377.00
3400-00-000	GRANT INCOME								
3410-01-000	Section 8 HAP Earned	139,796.00	126,250.00	13,546.00	1,220,315.00	1,136,250.00	84,065.00	1,021,754.00	198,561.00
3410-02-000	Section 8 Admin. Fee Income	12,180.00	13,333.33	-1,153.33	121,618.00	119,999.97	1,618.03	113,899.00	7,719.00
3410-04-000	Port-In Admin Fees Earned	0.00	0.00	0.00	0.00	0.00	0.00	65.99	-65.99
3410-06-000	Port In HAP Earned	0.00	0.00	0.00	0.00	0.00	0.00	514.00	-514.00
3410-07-000	VASH HAP Earned	0.00	0.00	0.00	0.00	0.00	0.00	2,809.00	-2,809.00
3499-00-000	TOTAL GRANT INCOME	151,976.00	139,583.33	12,392.67	1,341,933.00	1,256,249.97	85,683.03	1,139,041.99	202,891.01
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	0.00	0.00	0.00	0.09	0.00	0.09	0.85	-0.76
3611-00-000	Investment Income - Restricted	0.00	0.00	0.00	1.74	0.00	1.74	2.10	-0.36
3640-10-000	Fraud Recovery HAP	0.00	0.00	0.00	208.00	0.00	208.00	694.79	-486.79
3640-20-000	Fraud Recovery Admin	0.00	0.00	0.00	208.00	0.00	208.00	694.77	-486.77
3699-00-000	TOTAL OTHER INCOME	0.00	0.00	0.00	417.83	0.00	417.83	1,392.51	-974.68
3999-00-000	TOTAL INCOME	151,976.00	139,583.33	12,392.67	1,342,612.83	1,256,249.97	86,362.86	1,143,073.50	199,539.33
4000-00-000	EXPENSES								

Housing Choice Voucher (hcv)

Income Statement

Period = Sep 2024

				September	September		YTD	YTD	YTD	YTD	
				Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4100-00-000	ADMINISTRATIVE EXPENSES										
4100-99-000	Administrative Salaries										
4110-00-000	Administrative Salaries			7,719.99	7,291.67	-428.32	68,981.74	65,625.03	-3,356.71	78,457.44	9,475.70
4110-03-000	Compensated Absences			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110-05-000	Social Security & Medicare Expense			567.83	650.00	82.17	5,074.61	5,850.00	775.39	5,842.63	768.02
4110-06-000	SUTA Expense			0.00	30.00	30.00	285.48	610.00	324.52	375.21	89.73
4110-07-000	VRS Retire & Basic Life Expense			147.60	116.67	-30.93	1,084.08	1,050.03	-34.05	914.99	-169.09
4110-08-000	457b Expense			139.61	200.00	60.39	1,351.72	1,800.00	448.28	1,682.22	330.50
4110-09-000	Health Insurance Expense			1,792.45	1,916.67	124.22	18,561.56	17,250.03	-1,311.53	18,390.12	-171.44
4110-10-000	Dental Insurance Expense			112.35	125.00	12.65	1,188.91	1,125.00	-63.91	1,151.04	-37.87
4110-99-000	Total Administrative Salaries			10,479.83	10,330.01	-149.82	96,528.10	93,310.09	-3,218.01	106,813.65	10,285.55
4130-00-000	Legal Expense										
4130-02-000	Criminal Background Checks			215.75	208.33	-7.42	1,896.08	1,874.97	-21.11	1,300.75	-595.33
4130-04-000	General Legal Expense			0.00	0.00	0.00	3,039.17	0.00	-3,039.17	0.00	-3,039.17
4131-00-000	Total Legal Expense			215.75	208.33	-7.42	4,935.25	1,874.97	-3,060.28	1,300.75	-3,634.50
4139-00-000	Other Admin Expenses										
4140-00-000	Staff Training			262.50	416.67	154.17	1,613.55	3,750.03	2,136.48	3,285.65	1,672.10
4150-00-000	Travel			611.86	83.33	-528.53	1,323.64	749.97	-573.67	563.24	-760.40
4170-00-000	Accounting Fees			911.62	333.33	-578.29	2,469.54	2,999.97	530.43	2,654.25	184.71
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			47.36	83.33	35.97	542.67	749.97	207.30	737.97	195.30
4182-00-000	Consultants			0.00	125.00	125.00	1,654.31	1,125.00	-529.31	1,100.00	-554.31
4189-00-000	Total Other Admin Expenses			1,833.34	1,041.66	-791.68	7,603.71	9,374.94	1,771.23	8,341.11	737.40
4190-00-000	Miscellaneous Admin Expenses										
4190-01-000	Membership and Fees			0.00	50.00	50.00	1,212.30	450.00	-762.30	531.52	-680.78
4190-04-000	Office Supplies			19.00	333.33	314.33	3,019.56	2,999.97	-19.59	3,199.39	179.83
4190-06-000	Computer Parts			327.22	416.67	89.45	5,368.42	3,750.03	-1,618.39	14,068.89	8,700.47
4190-07-000	Telephone			132.35	116.67	-15.68	1,323.50	1,050.03	-273.47	1,012.78	-310.72
4190-08-000	Postage			357.78	166.67	-191.11	1,765.13	1,500.03	-265.10	1,388.63	-376.50
4190-09-000	Software Lisense Fees			211.35	0.00	-211.35	6,734.46	7,000.00	265.54	6,222.02	-512.44
4190-11-000	Printer Supplies			219.50	166.67	-52.83	1,582.00	1,500.03	-81.97	1,452.25	-129.75
4190-12-000	Software			0.00	0.00	0.00	0.00	0.00	0.00	135.00	135.00
4190-13-000	Internet			89.93	83.33	-6.60	809.13	749.97	-59.16	538.08	-271.05

Housing Choice Voucher (hcv)

Income Statement

Period = Sep 2024

		September	September		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4190-20-000	Bank Fees	0.00	0.00	0.00	30.00	0.00	-30.00	36.00	6.00
4190-22-000	Other Misc Admin Expenses	372.49	416.67	44.18	2,058.56	3,750.03	1,691.47	2,801.69	743.13
4191-00-000	Total Miscellaneous Admin Expenses	1,729.62	1,750.01	20.39	23,903.06	22,750.09	-1,152.97	31,386.25	7,483.19
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	14,258.54	13,330.01	-928.53	132,970.12	127,310.09	-5,660.03	147,841.76	14,871.64
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	730.04	750.00	19.96	2,223.33	2,250.00	26.67	6,245.26	4,021.93
4510-10-000	Property Insurance	0.00	750.00	750.00	750.75	2,250.00	1,499.25	2,938.72	2,187.97
4510-20-000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	11.90	11.90
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	49.32	49.32
4585-00-000	Port-In HAP Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,542.00	1,542.00
4599-00-000	TOTAL GENERAL EXPENSES	730.04	1,500.00	769.96	2,974.08	4,500.00	1,525.92	10,787.20	7,813.12
4700-00-000	HOUSING ASSISTANCE PAYMENTS								
4715-00-000	Housing Assistance Payments	138,009.00	126,250.00	-11,759.00	1,191,387.00	1,136,250.00	-55,137.00	997,743.00	-193,644.00
4715-01-000	Tenant Utility Payments-Voucher	4,606.00	0.00	-4,606.00	34,180.00	0.00	-34,180.00	10,782.00	-23,398.00
4715-02-000	Port Out HAP Payments	1,429.00	0.00	-1,429.00	19,298.00	0.00	-19,298.00	11,028.00	-8,270.00
4715-10-000	Tenant Protection Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,311.00	1,311.00
4715-40-000	VASH Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,338.00	1,338.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	144,044.00	126,250.00	-17,794.00	1,244,865.00	1,136,250.00	-108,615.00	1,022,202.00	-222,663.00
8000-00-000	TOTAL EXPENSES	159,032.58	141,080.01	-17,952.57	1,380,809.20	1,268,060.09	-112,749.11	1,180,830.96	-199,978.24
9000-00-000	NET INCOME	-7,056.58	-1,496.68	-5,559.90	-38,196.37	-11,810.12	-26,386.25	-37,757.46	-438.91

The Gardens of Staunton (gardens)

Balance Sheet

Period = Sep 2024

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating Truist	2,930.80
1111-11-000	Cash Operating AUB	13,859.04
1111-90-000	Petty Cash	500.00
1111-99-000	Total Unrestricted Cash	17,289.84
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	47,406.26
1112-04-000	Cash Restricted-Reserve for Replacement	134,031.33
1112-99-000	Total Restricted Cash	181,437.59
1119-00-000	TOTAL CASH	198,727.43
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	60,826.91
1122-01-000	Allowance for Doubtful Accounts-Tenants	-5,945.44
1135-01-000	A/R -50059 HAP	-3,492.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	51,389.47
1160-00-000	OTHER CURRENT ASSETS	
1162-10-000	Investments-Restricted	590,059.35
1260-00-000	Inventories-Materials	51,472.76
1275-00-000	Allowance for Obsolete Inventories	-4,650.42
1295-00-000	Interprogram-Due From	-15,578.74
1299-00-000	TOTAL OTHER CURRENT ASSETS	621,302.95
1300-00-000	TOTAL CURRENT ASSETS	871,419.85
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	193,547.00
1400-06-000	Buildings	7,966,510.40
1400-07-000	Furniture and Equipment-Dwelling	209,203.47
1400-08-000	Furniture and Equipment-Admin.	283,035.44
1405-01-000	Accum Depreciation-Buildings	-142,416.39
1405-02-000	Accum Depreciation-Furn & Equip Dwellings	-3,973.17
1405-03-000	Accum Depreciation-Furn & Equip Admin	-7,781,812.35
1420-00-000	TOTAL FIXED ASSETS	724,094.40
1430-00-000	Pension Asset	352,398.00
1440-00-000	Deferred Outflows	96,394.00
1499-00-000	TOTAL NONCURRENT ASSETS	1,172,886.40

The Gardens of Staunton (gardens)

Balance Sheet

Period = Sep 2024

		Current Balance
1999-00-000	TOTAL ASSETS	2,044,306.25
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	61,811.03
2114-00-000	Tenant Security Deposits	43,757.00
2114-03-000	Security Deposit-Pet	5,915.72
2117-01-000	A/P-Payroll Wages Payable	13,510.06
2117-03-000	A/P-Misc. Payroll Withholdings	37.68
2117-04-000	Federal Tax Withholding	1,510.00
2117-05-000	State Tax Withholding	831.00
2117-06-000	Employee FICA Withholding	2,998.02
2117-11-000	VRS Payable	-0.03
2117-13-000	Health & Dental Payable	4.13
2240-00-000	Tenant Prepaid Rents	2,099.92
2260-00-000	Accrued Compensated Absences-Current	13,211.93
2299-00-000	TOTAL CURRENT LIABILITIES	145,686.46
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	19,447.22
2360-00-000	OPEB Liability	21,791.00
2370-00-000	Deferred Inflows	160,485.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	201,723.22
2499-00-000	TOTAL LIABILITIES	347,409.68
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	1,696,896.57
2809-99-000	TOTAL RETAINED EARNINGS:	1,696,896.57
2899-00-000	TOTAL EQUITY	1,696,896.57
2999-00-000	TOTAL LIABILITIES AND EQUITY	2,044,306.25

The Gardens of Staunton (gardens)

Income Statement

Period = Sep 2024

		September	September		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								
3111-00-000	Tenant Rent	43,471.27	42,083.33	1,387.94	374,515.03	378,749.97	-4,234.94	383,599.45	-9,084.42
3112-00-000	HUD 50059 HAP Subsidy	51,210.00	51,250.00	-40.00	472,064.00	461,250.00	10,814.00	447,958.00	24,106.00
3112-03-000	Utility Reimbursement -59 & TC	1,948.00	0.00	-1,948.00	14,426.00	0.00	-14,426.00	6,945.00	-7,481.00
3112-05-000	Utility Reimbursement Recovery -59 & TC	78.00	0.00	78.00	564.00	0.00	564.00	661.00	-97.00
3119-00-000	Total Rental Income	92,811.27	93,333.33	-522.06	832,717.03	839,999.97	-7,282.94	825,273.45	7,443.58
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	1,384.75	500.00	884.75	12,361.74	4,500.00	7,861.74	5,322.59	7,039.15
3120-04-000	Late Charges	246.39	416.67	-170.28	5,046.39	3,750.03	1,296.36	5,550.00	-503.61
3120-05-000	Legal Fees - Tenant	-88.00	250.00	-338.00	10,721.63	2,250.00	8,471.63	2,293.00	8,428.63
3120-06-000	NSF Charges	0.00	0.00	0.00	36.00	0.00	36.00	0.00	36.00
3120-07-000	Tenant Owed Utilities	14,653.46	15,833.33	-1,179.87	133,765.35	142,499.97	-8,734.62	131,137.93	2,627.42
3120-09-000	Misc.Tenant Income	80.00	0.00	80.00	85.00	0.00	85.00	21.15	63.85
3120-11-000	Work Orders	442.05	833.33	-391.28	17,349.76	7,499.97	9,849.79	9,197.56	8,152.20
3121-00-000	Tenant Payment Agreement (TPA) Rent	3,241.14	0.00	3,241.14	24,316.78	0.00	24,316.78	0.00	24,316.78
3129-00-000	Total Other Tenant Income	19,959.79	17,833.33	2,126.46	203,682.65	160,499.97	43,182.68	153,522.23	50,160.42
3199-00-000	TOTAL TENANT INCOME	112,771.06	111,166.66	1,604.40	1,036,399.68	1,000,499.94	35,899.74	978,795.68	57,604.00
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	0.21	0.00	0.21	4.11	0.00	4.11	4.81	-0.70
3611-00-000	Investment Income - Restricted	505.69	0.00	505.69	19,168.76	18,000.00	1,168.76	20,346.76	-1,178.00
3612-00-000	Security Deposit Interest	0.00	0.00	0.00	2.59	0.00	2.59	3.22	-0.63
3650-00-000	Miscellaneous Other Income	0.00	0.00	0.00	290.00	0.00	290.00	-609.88	899.88
3699-00-000	TOTAL OTHER INCOME	505.90	0.00	505.90	19,465.46	18,000.00	1,465.46	19,744.91	-279.45
3999-00-000	TOTAL INCOME	113,276.96	111,166.66	2,110.30	1,055,865.14	1,018,499.94	37,365.20	998,540.59	57,324.55
4000-00-000	EXPENSES								

The Gardens of Staunton (gardens)

Income Statement

Period = Sep 2024

				September	September		YTD	YTD	YTD	YTD	
				Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4100-00-000	ADMINISTRATIVE EXPENSES										
4100-99-000	Administrative Salaries										
4110-00-000	Administrative Salaries			19,595.76	20,833.33	1,237.57	199,543.91	187,499.97	-12,043.94	305,322.17	105,778.26
4110-03-000	Compensated Absences			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110-05-000	Social Security & Medicare Expense			2,338.89	3,333.33	994.44	23,532.64	29,999.97	6,467.33	31,049.97	7,517.33
4110-06-000	SUTA Expense			0.00	250.00	250.00	1,181.87	2,250.00	1,068.13	1,542.65	360.78
4110-07-000	VRS Retire & Basic Life Expense			566.92	500.00	-66.92	4,662.92	4,500.00	-162.92	4,160.62	-502.30
4110-08-000	457b Expense			1,049.27	1,583.33	534.06	10,801.20	14,249.97	3,448.77	14,541.70	3,740.50
4110-09-000	Health Insurance Expense			6,300.49	6,916.67	616.18	67,992.64	62,250.03	-5,742.61	62,701.22	-5,291.42
4110-10-000	Dental Insurance Expense			412.39	500.00	87.61	4,359.93	4,500.00	140.07	4,274.62	-85.31
4110-11-000	Employee Assistance Program			0.00	0.00	0.00	2,600.00	3,000.00	400.00	2,550.00	-50.00
4110-99-000	Total Administrative Salaries			30,263.72	33,916.66	3,652.94	314,675.11	308,249.94	-6,425.17	426,142.95	111,467.84
4130-00-000	Legal Expense										
4130-02-000	Criminal Background Checks			41.55	166.67	125.12	995.76	1,500.03	504.27	823.73	-172.03
4130-04-000	General Legal Expense			9,103.00	833.33	-8,269.67	15,606.17	7,499.97	-8,106.20	7,144.74	-8,461.43
4131-00-000	Total Legal Expense			9,144.55	1,000.00	-8,144.55	16,601.93	9,000.00	-7,601.93	7,968.47	-8,633.46
4139-00-000	Other Admin Expenses										
4140-00-000	Staff Training			262.50	666.67	404.17	2,058.55	6,000.03	3,941.48	4,249.45	2,190.90
4150-00-000	Travel			350.57	166.67	-183.90	539.75	1,500.03	960.28	1,452.38	912.63
4170-00-000	Accounting Fees			911.63	333.33	-578.30	3,957.11	2,999.97	-957.14	3,469.25	-487.86
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			0.00	416.67	416.67	4,695.07	3,750.03	-945.04	5,001.00	305.93
4189-00-000	Total Other Admin Expenses			1,524.70	1,583.34	58.64	11,250.48	14,250.06	2,999.58	14,172.08	2,921.60
4190-00-000	Miscellaneous Admin Expenses										
4190-01-000	Membership and Fees			0.00	333.33	333.33	1,212.31	2,999.97	1,787.66	1,886.52	674.21
4190-04-000	Office Supplies			58.54	500.00	441.46	3,554.92	4,500.00	945.08	4,567.49	1,012.57
4190-06-000	Computer Parts			361.78	500.00	138.22	9,418.16	4,500.00	-4,918.16	22,166.68	12,748.52
4190-07-000	Telephone			132.36	166.67	34.31	1,323.60	1,500.03	176.43	1,310.52	-13.08
4190-08-000	Postage			120.22	166.67	46.45	1,152.01	1,500.03	348.02	1,466.36	314.35
4190-09-000	Software Lisenese Fees			45.95	0.00	-45.95	10,956.11	10,000.00	-956.11	7,336.74	-3,619.37
4190-11-000	Printer Supplies			219.50	166.67	-52.83	1,731.50	1,500.03	-231.47	803.75	-927.75
4190-12-000	Software			0.00	41.67	41.67	0.00	375.03	375.03	135.00	135.00

The Gardens of Staunton (gardens)

Income Statement

Period = Sep 2024

		September	September		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4190-13-000	Internet	449.68	450.00	0.32	4,045.86	4,050.00	4.14	2,690.58	-1,355.28
4190-20-000	Bank Fees	295.48	416.67	121.19	5,467.86	3,750.03	-1,717.83	5,694.54	226.68
4190-21-000	Sponsorships	0.00	91.67	91.67	0.00	825.03	825.03	550.00	550.00
4190-22-000	Other Misc Admin Expenses	565.17	833.33	268.16	7,092.16	7,499.97	407.81	7,963.54	871.38
4191-00-000	Total Miscellaneous Admin Expenses	2,248.68	3,666.68	1,418.00	45,954.49	43,000.12	-2,954.37	56,571.72	10,617.23
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	43,181.65	40,166.68	-3,014.97	388,482.01	374,500.12	-13,981.89	504,855.22	116,373.21
4200-00-000	TENANT SERVICES								
4220-01-000	Other Tenant Svcs.	0.00	0.00	0.00	730.92	3,000.00	2,269.08	2,692.12	1,961.20
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	730.92	3,000.00	2,269.08	2,692.12	1,961.20
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	0.00	0.00	0.00	50,830.42	51,333.32	502.90	51,197.50	367.08
4320-00-000	Electricity	11,779.52	10,833.33	-946.19	102,850.28	97,499.97	-5,350.31	97,759.90	-5,090.38
4330-00-000	Gas	3,864.09	6,166.67	2,302.58	52,704.26	55,500.03	2,795.77	57,632.97	4,928.71
4340-00-000	Garbage/Trash Removal	4,140.91	3,166.67	-974.24	32,256.07	28,500.03	-3,756.04	27,501.57	-4,754.50
4399-00-000	TOTAL UTILITY EXPENSES	19,784.52	20,166.67	382.15	238,641.03	232,833.35	-5,807.68	234,091.94	-4,549.09
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	11,613.16	12,500.00	886.84	114,364.25	112,500.00	-1,864.25	106,719.12	-7,645.13
4413-00-000	Vehicle Gas, Oil, Grease	253.98	250.00	-3.98	2,956.42	2,250.00	-706.42	2,344.89	-611.53
4415-00-000	Maintenance Miscellaneous Expense	69.43	416.67	347.24	3,567.98	3,750.03	182.05	4,658.47	1,090.49
4416-00-000	Extraordinary Maintenance Expense	1,190.00	1,666.67	476.67	17,027.00	15,000.03	-2,026.97	4,565.00	-12,462.00
4419-00-000	Total General Maint Expense	13,126.57	14,833.34	1,706.77	137,915.65	133,500.06	-4,415.59	118,287.48	-19,628.17
4420-00-000	Materials								
4420-06-000	Supplies-Janitorial/Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	90.00	90.00
4420-07-000	Supplies-Maint/Repairs	532.12	833.33	301.21	7,447.10	7,499.97	52.87	6,988.46	-458.64
4420-11-000	Inventory Expense	5,267.88	3,750.00	-1,517.88	41,089.92	33,750.00	-7,339.92	44,392.62	3,302.70
4429-00-000	Total Materials	5,800.00	4,583.33	-1,216.67	48,537.02	41,249.97	-7,287.05	51,471.08	2,934.06
4430-00-000	Contract Costs								
4430-01-000	Contract-Alarm/Extinguisher	0.00	250.00	250.00	367.50	2,250.00	1,882.50	2,346.07	1,978.57
4430-03-000	Contract-Building Repairs	0.00	83.33	83.33	0.00	749.97	749.97	1,102.20	1,102.20

The Gardens of Staunton (gardens)

Income Statement

Period = Sep 2024

		September	September		YTD	YTD	YTD	YTD	
		Actual	Budget	Variance	Actual	Budget	Variance	Last Year	Change
4430-04-000	Contract-Carpet Cleaning	0.00	0.00	0.00	430.00	0.00	-430.00	0.00	-430.00
4430-05-000	Contract-Decorating/Painting	3,575.00	1,250.00	-2,325.00	20,255.00	11,250.00	-9,005.00	13,585.00	-6,670.00
4430-06-000	Contract-Electrical	0.00	250.00	250.00	1,891.31	2,250.00	358.69	0.00	-1,891.31
4430-07-000	Contract-Pest Control	506.00	333.33	-172.67	8,100.00	2,999.97	-5,100.03	3,472.50	-4,627.50
4430-09-000	Contract-Grounds	3,600.00	2,916.67	-683.33	20,458.00	26,250.03	5,792.03	26,624.00	6,166.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	166.67	166.67	200.00	1,500.03	1,300.03	90.00	-110.00
4430-11-000	Contract-Plumbing	0.00	83.33	83.33	0.00	749.97	749.97	608.00	608.00
4430-13-000	Contract-HVAC	0.00	333.33	333.33	165.00	2,999.97	2,834.97	4,620.50	4,455.50
4430-14-000	Contract-Vehicle Maintenance	0.00	416.67	416.67	5,856.54	3,750.03	-2,106.51	4,389.07	-1,467.47
4430-18-000	Contract-Alarm Monitoring	0.00	0.00	0.00	1,725.00	2,000.00	275.00	2,070.00	345.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	0.00	0.00	0.00	234.36	234.36
4439-00-000	Total Contract Costs	7,681.00	6,083.33	-1,597.67	59,448.35	56,749.97	-2,698.38	59,141.70	-306.65
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	26,607.57	25,500.00	-1,107.57	245,901.02	231,500.00	-14,401.02	228,900.26	-17,000.76
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	5,584.95	6,000.00	415.05	16,023.65	17,000.00	976.35	12,260.77	-3,762.88
4510-10-000	Property Insurance	5,723.01	6,000.00	276.99	15,700.27	16,500.00	799.73	27,964.16	12,263.89
4510-20-000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	67.42	67.42
4520-00-000	Payments in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,349.26	5,349.26
4570-00-000	Bad Debt-Tenant Rents	0.00	0.00	0.00	27,956.45	10,000.00	-17,956.45	-12,058.68	-40,015.13
4599-00-000	TOTAL GENERAL EXPENSES	11,307.96	12,000.00	692.04	59,680.37	43,500.00	-16,180.37	33,582.93	-26,097.44
8000-00-000	TOTAL EXPENSES	100,881.70	97,833.35	-3,048.35	933,435.35	885,333.47	-48,101.88	1,004,122.47	70,687.12
9000-00-000	NET INCOME	12,395.26	13,333.31	-938.05	122,429.79	133,166.47	-10,736.68	-5,581.88	128,011.67

Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401

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

November 7, 2024

Housing Choice Voucher Board Report for October 2024

Total vouchers:

- HCV- 238 (32 of these held for PBV)
- VASH- 10
- Total- 248

Utilization:

- HCV
 - 209
- PBV
 - 17
- VASH
 - 3
- CHOICE MOBILITY (PBRA-RAD TO HCV)
 - 0
- OUTGOING PORTS ADMINISTERED
 - 2
- Total
 - 231

Portability:

- Incoming ports
 - 0 searching
 - 2 administered
- Outgoing ports
 - 2 searching
 - 2 administered

Pre-Issue appointments:

- HCV- 0 (78 paused; 1 applicant re-added following meetings with E.D.)
- PBV 2br- NA
- PBV 3br- 150 currently in progress, ongoing
- 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)886-3413

Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



Vouchers Issued:

- 3 (2 VASH, 1 HCV)

New voucher holders leased:

- HCV- 4
- Port-In- 1
- 3br PBV- 9

Total searching vouchers:

- 12 (2 VASH, 0 Port-In. 1 PBV to HCV, 9 HCV)

PBV referred:

- 2br- NA
- 3br- 13

Waiting List Applicants:

- 0 new HCV applications in the month of October, 1646 total as of 10/31/24
- 0 new 2br PBV apps in October, 289 total as of 10/31/24
- 0 new 3br PBV apps in October, 0 total as of 10/31/24
- Choice Mobility Priority List- 26 total as of 10/31/24

Top of Waiting List letters sent out:

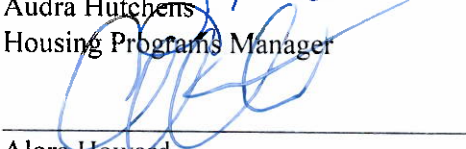
- 0- HCV
- 0 - 2br PBV
- 0- 3br PBV
- 0- Choice Mobility

Note: HCV and PBV Waiting Lists were closed on June 1, 2024

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


Audra Hutchens
Housing Programs Manager

11/07/2024
Date


Alora Howard
Occupancy Specialist

11/7/24
Date

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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



Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens

Staunton, VA 24401

P: 540-886-3413

F: 540-885-5414

Multi-Family Board Report for October 2024

November 7, 2024

Total Move-Ins:

- 3

Occupied units:

- 147

Move-Outs:

- 0

Evictions:

- 0

Unit Transfers:

- 1

Total Vacant Units:

- 3

Late Rents:

- 21

Repayment Agreements:

- 3 new

Unlawful Detainers:

- 4 filed

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Phone (540)886-3413

Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 32 new in October, 332 total
- 2 bedrooms – 40 new in October, 240 total
- 3 bedrooms – 33 new in October, 200 total
- 4 bedrooms – 17 new in October, 117 total
- 5 bedrooms – 7 new in October, 54 total

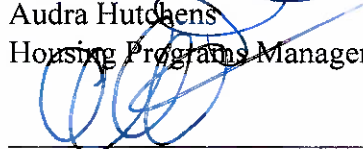
Waitlist update was sent out on 10/25/24 with a due date of 11/8/24. Any non-responding applicants will be removed after this date.

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



Audra Hutchens
Housing Programs Manager

11/07/2024
Date



Alora Howard
Occupancy Specialist

11/7/24
Date

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SRHA Appreciation Incentive 2024

10 yrs or more	\$500	Today's Date:	12/20/2024
6-9 yrs	\$400	State	5.75%
3-5 yrs	\$300	Federal	22%
1-2 yrs	\$200	Social Security %	6.20%
Less than 1 year	\$100	Medicare %	1.45%

Subtotal	\$4,489.16	<u>\$258.13</u>	<u>\$987.62</u>	<u>\$278.33</u>	<u>\$65.09</u>	<u>\$2,900.00</u>
SS & Medicare Employer Match	<u>\$343.42</u>					
Total Bonus Cost	<u>\$4,832.58</u>					