



**AGENDA**  
**NRHA Commissioners' Meeting**  
December 14, 2011 – 8:00 a.m.  
201 Granby Street, 12<sup>th</sup> floor

I. **APPROVAL OF MINUTES OF COMMISSIONERS' MEETINGS**

November 9, 2011 Board of Commissioners' Meeting Minutes

II. **REMARKS**

Chief Executive Officer Update  
Chairman of the Board Comments  
Commissioners' Comments

III. **DEVELOPMENT OPERATIONS**

1) No Report

IV. **FINANCE AND ADMINISTRATIVE OPERATIONS**

- 1) Previous Month's Activities
  - a) Development Activities Report
  - b) Contract Activities
  - c) Anticipated Requests for Proposals, Qualifications, or Quotations and Invitations for Bids
  - d) Cash Advance Report

V. **HOUSING OPERATIONS**

- 1) Security Camera Surveillance System  
Presented by Donnell Brown  
Chief Housing Officer

AGENDA  
NRHA Commissioners' Meeting  
December 14, 2011 – 8:00 a.m.  
201 Granby Street, 12<sup>th</sup> floor

VI. NEW BUSINESS

VII. COMMITTEE MEETING NOTES

None

VIII. CLOSED MEETING

None

*OTHER NOTICES*

The next BOC meeting is Wednesday, January 11, 2012  
at 201 Granby at 8:00 a.m.

**MINUTES OF MEETING**

The Commissioners of the Norfolk Redevelopment and Housing Authority (the "Authority") met in a regular monthly meeting at 201 Granby Street, Norfolk, VA at 8:09 a.m. on Wednesday, November 9, 2011.

The meeting was called to order by Chairman W. Sheppard Miller, III. Upon roll call those present and those absent were as follows:

Present:	Ms. Hattie Anderson
	Mr. F. Nash Bilisoly
	Ms. Barbara Hamm Lee
	Mr. L. Robert Layton
	Mr. W. Sheppard Miller, III
	Mr. Trevor Robinson
	Mr. Robert J. Soble

Absent:	None
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Also present were Shurl R. Montgomery, Secretary, Timothy A. Coyle, Attorney, and various staff members.

The Chairman advised the Commissioners that there would be a meeting with the School Board of the City of Norfolk at the site of the former Roberts Dreamkeepers Academy at 3:45 p.m. this afternoon. The Chairman wants to use the meeting to share the Authority's vision for construction of a new school in the Broad Creek area. All Commissioners were encouraged to attend.

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**I. Approval of Minutes of Commissioners' Meeting**

The Chairman presented the previously circulated minutes of the October 12, 2011 Board meeting. Upon motion of Mr. Soble, seconded by Mr. Layton, the minutes were unanimously approved.

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**II. Remarks**

**A. Chief Executive Officer Update**

Chief Executive Officer Montgomery's list of activities accomplished since the last Board meeting was previously circulated to the Board. Several items were summarized and briefly discussed by Mr. Montgomery:

1. Plans are underway to widen Virginia Wesleyan Drive and it is likely that some land at the Lake Wright Golf Course will be needed. Proceeds from the sale of that land will be turned over to the City of Norfolk.
2. The annual Governor's Housing Conference will be held next Wednesday, Thursday and Friday at the Hampton Convention Center. Mr. Montgomery and Ms. Sylvia Copeland-Murphy will present at two of the breakout sessions.
3. The annual Martin Luther King breakfast will be held on January 16, 2012. The Authority has reserved a table and all Commissioners were invited to attend.
4. Mr. Montgomery reported that the Authority received a National Award of Excellence at the recent NAHRO Conference in St. Louis. Ms. Donnell Brown accepted the Award on behalf of the Authority for the Grandy Village Learning Center and she advised the Commissioners that the award recognized program innovation and design. Ms. Sylvia Copeland-Murphy then advised the Commissioners that the Authority has received an award from Lighthouse Outreach for the "Dare to Dream" youth empowerment program. The Chairman noted that there was much excitement at the NAHRO Conference concerning the programs and activities of the Authority and Hampton Roads Ventures. Bob Jenkins and Delphine Carnes were on a panel describing HRV projects. Professor Pearson from the College of William and Mary made a presentation concerning his economic analysis of some of NRHA's programs.

5. Mr. Montgomery reported that Mr. Jim Gehman announced his retirement at the end of October and he thanked him for his 10 years of service at the Authority. The Chairman presented Mr. Gehman with a gift and also thanked him for the great successes over the past 10 years under his leadership of the development division. Mr. Gehman thanked Mr. Montgomery and the Commissioners for their kind remarks and stated that the successes are due to the fine work of a talented staff.

**B. Chairman of the Board Comments**

The Chairman attended the ground breaking for the Kroc Center on October 31, 2011. Mr. Josh Darden was recognized for his leadership in raising twenty-eight million dollars from the community. It was an inspiring event.

**C. Commissioners' Comments**

1. Ms. Hamm Lee thanked Mr. John Kownack for a personal tour of the Authority's projects throughout the city. She also wished Mr. Robinson a Happy Birthday.
2. Mr. Layton noted that the matrix of supportive services in today's packet referenced over one hundred different programs. He suggested that staff should review the matrix carefully to determine whether there are duplicative services being provided and whether some programs could be combined or eliminated. The Chairman agreed and suggested that the Authority should take a leadership role in searching for collaboration and increased efficiency. Mr. Layton also suggested that the Commissioners have a conversation concerning the role, if any, of NRHA in assisting public housing children to become better students. The Chairman reminded the Commissioners that although there are some in the community who believe that NRHA is responsible for housing, health, education and all aspects of its residents' lives, the mission of the Authority does not

include education or acting as social workers. It was suggested that the Authority may wish to ask the School Board if there is anything the Authority can do to help improve school performance of public housing children.

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**III. Development Operations**

No Report

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**IV. Finance and Administrative Operations**

**1) Resolution Authorizing Execution of a Contract with Infor Global Solutions, Inc. to Extend Usage License and Support for the Masterpiece Accounting Software Suite Modules**

Ms. Clara Graves advised the Commissioners that they were being asked to approve the execution of this contract since it is a sole source contract above \$100,000. Upon motion of Mr. Layton, seconded by Mr. Soble, the following Resolution was unanimously approved:

**RESOLUTION NO. 9068**

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH INFOR GLOBAL SOLUTIONS, INC. TO EXTEND USAGE LICENSE AND SUPPORT FOR THE MASTERPIECE ACCOUNTING SOFTWARE SUITE MODULES**

WHEREAS, a contract amount of \$147,408.30 has been negotiated by Norfolk Redevelopment and Housing Authority (the "Authority") and Infor Global Solutions, Inc. (the "Contractor") for the extended usage license and support for the Masterpiece Accounting Software Suite Modules which includes the general ledger, accounts payable, purchasing, fixed assets, and business communications facility currently used by the Finance and Purchasing Departments of the Authority; and

WHEREAS, it is in the best interest of the Authority to continue to use the Masterpiece suite to meet the fiscal reporting and tracking requirements of the Authority; and

WHEREAS, Infor Global Solutions, Inc., the owner of the Masterpiece suite, is the only company authorized to sell, install, maintain or support the Masterpiece suite of software applications; and

WHEREAS, continued use of the Masterpiece suite of software applications by the Authority will require the issuance of a sole source contract award; and

WHEREAS, Section II.E.1a of the NRHA procurement policy defines constraints and requirements for the issuance of sole source contracts with which Authority staff are on track to comply with; and

WHEREAS, Section II.C of that same procurement policy also states that "any sole source procurement in the amount of \$100,000 or more shall receive the prior approval of the Board of Commissioners";

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Norfolk Redevelopment and Housing Authority that the Executive Director or his designee is hereby authorized to award a sole source contract to Infor Global Solutions, Inc., in the amount of \$147,408.30.

**2) Previous Month's Activity Reports**

Mr. Layton requested a quarterly matrix on the status of land sales in East Beach and Broad Creek. In response to a question from the Chairman concerning the Tenant Accounts Receivable Charge Off Report, Ms. Mills indicated that because of recent changes in the PHAS scores, it was necessary to include two quarters in this quarterly report.

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**V. Housing Operations**

**1) Housing Operations First Quarter Reports - July-September FY 2012**

The Chairman noted that the Authority has received a letter from HUD indicating that the Authority's Housing Choice Voucher program received a final score of 143 out of a possible 145 points and that the Authority has been designated a "High Performer." Ms. Donnell Brown stated that this is the third year in a row the Authority has achieved high performer status and she introduced Ms. Pamela Jones-Watford who is in charge of that program.

Ms. Brown highlighted several items from the Quarterly Reports: (1) direct deposits for Section 8 landlords of their HAP payments should begin in January 2012 and a landlord portal will be added to the NRHA website to give landlords 24/7 access to their account information; and (2) The Authority has recently received a \$50,000 grant from HUD for NRHA to serve as the Section 3 Coordinator for all of Hampton Roads.

In response to a question from Ms. Hamm Lee, Ms. Brown advised that Section 3 is a program that promotes employment and education of public housing residents and small businesses. In response to questions from Mr. Layton and the Chairman, Ms. Brown described the process for annual inspections of Housing Choice Voucher units. Generally, landlords and tenants are given between 60-90 days notice of the upcoming inspections. Concerns were expressed by the Commissioners that staff was routinely required to perform follow up inspections and that the landlords were not being charged for the follow up inspections. Ms. Brown indicated that Federal regulations prohibit charging for the first follow up inspection but charges can be imposed for subsequent follow up inspections. Mr. Layton indicated that he would like to have more information about the true turnover rates in public housing since there is a misconception in the community that public housing residents remain in public housing forever.

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**VI. NEW BUSINESS**

None  
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**VII. COMMITTEE MEETING NOTES**

None  
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**VIII. CLOSED MEETING**

None  
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There being no further business, the meeting was adjourned  
at 9:50 a.m.

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Chairman

\_\_\_\_\_  
Secretary



## **BOARD OF COMMISSIONERS' UPDATES**

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*Meeting Date: Wednesday, December 14, 2011*

1. FY2013 Budget Calendar for Commissioners
2. 2012 General Assembly Preview
3. Newport Theater Demolition
4. Status of Organizational Repositioning Effort
5. Development of New Rental Housing Near Partrea Midrise
  
6. RECENT ARTICLES & CORRESPONDENCE/UPCOMING EVENTS
  - a. Draft Annual Calendar for Board Meeting dates for 2012
  - b. A table for ten has been purchased by NRHA to attend the Martin Luther King, Jr. Breakfast being held at the Founder's Inn in VA Beach on Monday, January 16, 2012 beginning at 7:30 a.m. If you are interested in attending, please notify Phyllis or Wanda.
  - c. Young Terrance HRSD Project
  - d. Workforce Development Transportation Program: *NOTICE TO PROCEED*  
New Freedom funding request - \$319,000  
JARC funding request - \$624,000
  - e. Brochure/VAHCDO 2011 Fall/Winter Review (Commissioner's only-brochure inserted in the rear of notebook)



## Commissioners' Update NRHA Board of Commissioners

**Subject: FY2013 Budget Calendar for Commissioners**

**Executive Contact: Clara Graves, Chief Financial Officer**

**Date: December 14, 2011**

### BACKGROUND

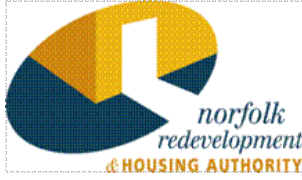
The annual budget development process is a formal method through which NRHA establishes its program priorities, goals and service levels for the upcoming year. The annual budget development process is ongoing throughout the year; however, the actual formulation of the FY2013 budget began in November and ends in June with the final review and formal adoption of the Budget.

### STATUS

The intent of this transmittal is to prepare and apprise you of key dates in the process which requires your involvement for the success of the FY2013 budget cycle.

### FUTURE ACTION

Will continue to apprise the board on pertinent budgetary information as scheduled.



**Norfolk Redevelopment and Housing Authority  
FY2013 Proposed Budget Calendar  
Commissioner Schedule**

**Wednesday, February 8, 2012**

- FY2012 Mid Year Budget Update

**Wednesday, March 14, 2012**

- Operating Budgets – What is the Process?
- Revenue Projections (Where does the money come from?)

**Wednesday, April 11, 2012**

- Budget Performance (What are the Expenditures?)

**Wednesday, May 9, 2012**

- Budget Balancing Strategies

**Wednesday, May 30, 2012**

**4:00 p.m.**

- Present Proposed Budget
- Conduct Public Hearing

**Wednesday, June 13, 2012**

- Adopt Proposed Budget



# Commissioners' Update

## NRHA Board of Commissioners

<b>Subject: General Assembly Preview</b>	
<b>Executive Contact: Ed Ware</b>	<b>Date: December 14, 2011</b>

### BACKGROUND

The 2012 session convenes January 11, 2012.

### STATUS

We are currently monitoring pre-filed bills. At this point, it appears that legislation to establish a housing trust fund will be dead on arrival due to the Governor not committing to a permanent revenue source. A constitutional amendment further restricting eminent domain is shaping up to be a major battle. (See attachment).

### FUTURE ACTION

An update will be provided at the January Board of Commissioners meeting.

## Eminent Domain Constitutional Amendment Background

- In 2007 General Assembly adopted legislation to significantly limit property acquisition through eminent domain by redevelopment and housing authorities and municipalities. Basically the changes mean that property blight is difficult to prove, has to be done on a structure-by- structure basis instead of block-by-block basis and property has to be acquired within five years of adopting a redevelopment plan with an identified funding source.
- *Since adoption of 2007 restrictions there has not been a recorded challenge in which a Virginia court has agreed that existing state eminent domain statutes are insufficient.*

- ***Five elements of proposed constitutional amendment.***

1) Restates existing constitutional provisions except reverses “taken” or “damaged.”

2) Adds “No more private property may be taken than necessary to achieve the stated public use.”

3) Redefines just compensation as “shall be no less than value of property taken, lost profits and lost access and damages to the residue caused by the taking.” “Lost profits” and “lost access” to be defined by General Assembly

4) A taking or damaging of private property is not for public use if the primary use is for private gain, private benefit, private enterprise, increasing jobs, increasing tax revenue or economic development, except for elimination of a public nuisance existing on the property.

5) Burden of truth on public use shifts to condemner with no presumption that it is for public use.

- ***Practical negative impacts of constitutional amendment as follows:***

- Currently lost profits are not compensable in eminent domain cases. Under amendment lost profits would be recoverable and required to be paid. Speculative nature of lost profits would require litigation to resolve claims. Overall project costs would escalate due to compensation that would be claimed in most acquisitions of all

or part of commercial properties. Project designers would have a monetary incentive to disproportionately affect/displace residential owners to avoid costs of affecting commercial properties. There would likely be a decrease of road improvement projects due to cost.

- Currently in eminent domain cases, owners may not recover damages from changes in access, so long as "reasonable access" is maintained. The amendment allows compensation for "lost access."
- There is no stated exception for exercise of police powers to carry out public safety duties.
- Access changes such as medians, parking regulations in front of a property, added curbs and driveway changes would be compensable. Road project costs would increase due to number of parcels affected on each project, inverse condemnation cases, due to difficulty of identifying parcels with "loss of access," Litigation would escalate to quantify the value of lost access.
- In designing new road projects, engineers will have to weigh needed safety measures against cost of threatened access or lost profits claims in designing new road projects,
- These new provisions if enacted have not been tested by statute and there may be unforeseen impacts to budget as well as number and type of projects affected.
- Makes these new rights "constitutional rights" which are given much deference by the courts.



## Commissioners' Update NRHA Board of Commissioners

**Subject:** Newport Theatre Complex

**Executive Contact:** Shurl R. Montgomery

**Date:** December 14, 2011

### BACKGROUND

The Newport Theatre Complex consists of first floor commercial space, second floor residential apartments, and a theatre. The complex was built in two phases during the 1920's and is located at the n/w corner of 35<sup>th</sup> Street and Newport Avenue in Park Place. NRHA's first involvement with the Newport Complex was during the 1980's when we provided rehabilitation assistance for the residential units and exterior of the building. The retail space was renovated by the owner without NRHA funds. The six residential units and seven retail spaces remained occupied through the early 1990's.

Problem tenants and crime in the area led to NRHA's eventual acquisition of the property in 1994 through Deed in Lieu of Foreclosure. When NRHA acquired the property, the storefronts and second story apartments were in fair to good condition. However, the theatre which closed in 1961 was in a deteriorated condition with many of the significant architectural details altered and/or removed altogether. Although briefly used for religious functions during the 1970's, the theater has remained vacant space.

Since NRHA has owned the property, staff has reviewed numerous Requests for Proposal's (RFP's) from developers looking to purchase and renovate the building complex. While many of the proposals demonstrated marginal development potential for the residential and retail space, no proposal has offered a sustainable reuse for the theatre.

In January 2006, EZ 2010 approached NRHA regarding a possible partnership that would have resulted in the renovation of the Newport Theatre. From January 2006 – July 2007, NRHA evaluated the EZ 2010 proposal along with proposals from 2 other developers. Again, no proposal proved to be viable and NRHA did not award the property. The consensus at the time was to continue leasing the retail units and make necessary repairs to support those businesses.

### STATUS

During June 2011, a larger portion of the theatre roof collapsed and the structural integrity of the roof system has failed. While there is no immediate risk to the store owners along 35<sup>th</sup> Street or areas outside the theatre, the theatre has been placarded by the City. We have hired an engineer to prepare demolition specifications.

### FUTURE ACTION

Staff will review the demolition specifications and be prepared to bid the project by the first of the year.

The Board will be advised in January of the proposed time table for the demolition plan for that portion of the structure.



# Commissioners' Update

## NRHA Board of Commissioners

<b>Subject:</b> Status of Organizational Repositioning Effort	
<b>Executive Contact:</b> John C. Kownack	<b>Date:</b> December 14, 2011

### BACKGROUND

The demand for NRHA's products and services exceeds our financial and organizational capacity to deliver them. For the past several years, NRHA has relied on the use of limited financial reserves to bridge gaps between recurring revenue and expenditures. Also for the third year in a row, the approved NRHA budget contains no wage increases of any kind for its employees. While an organization like NRHA cannot be sustained if it spends more money than it takes in year after year, failure to boost salaries that reward employee contributions and productivity is equally threatening.

During the development of the fiscal year 2012 (FY-2012) NRHA budget, Shurl Montgomery identified three key initiatives to address this unsustainable situation:

- Offer incentives to employees eligible for retirement in order to create the flexibility to reduce full-time positions while minimizing elimination of filled positions;
- Grow revenue through new grants and partnership opportunities; and
- Evaluate the organization and implement steps to shape a structure that can be supported by recurring revenues.

### STATUS

The organizational repositioning review continues into the sixth month. The NRHA Executive Office is leading the effort and John Kownack has been assigned to provide overall coordination, with support from Human Resources, the Budget office, and Communications and Marketing.

In the past month, representatives from the various components of the Central Operations Cost Center (COCC) have made presentations to members of the NRHA Executive Office regarding their scopes of work and the business processes that are currently in place to deliver services to the departments and offices with programmatic responsibilities. This effort has been both necessary and educational in the evaluation of programs and services that might be considered for enhancement, reduction or elimination.

With respect to Development Division programs and services, efforts continue to project a reasonable a five-year work program that can be anticipated and be supported financially by the City and other sources of revenues. The anticipated work program must provide the basis for administrative recommendations regarding the level of internal and external capacity of the division structure.

Efforts continue to discuss shared services and responsibilities with the City of Norfolk Administration and to examine and make recommendations regarding the overall organizational structure of NRHA. With the cooperative assistance of the former Norfolk Director of Human Resources, the NRHA Executive Office has conducted two internal work sessions to develop a structural vision of the organization to ensure that NRHA's repositioning initiative recognizes the

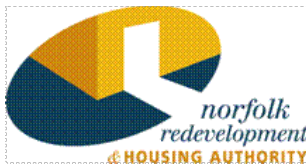
policies and direction of the Board of Commissioners and City stakeholders.

It is anticipated that restructuring recommendations will be received by the Executive Leadership Team as well as with external partners and stakeholders throughout December and early January. Efforts are also continuing to evaluate and implement suggested enhancements and improvements that can be implemented within the current structure. Feedback from the above will be considered and incorporated into a draft, restructuring implementation plan for presentation to the Board of Commissioners.

#### **FUTURE ACTION**

The anticipated schedule for this repositioning effort is as follows:

- December 2011 - Recommendation summaries shared with the Board of Commissioners, feedback is captured and considered, determinations are made on changes to realize vision and achieve mission.
- January 2012 - Implementation plan is developed and shared with employees.
- January 27, 2012 - Implementation plan overviewed with employees at Annual Meeting.
- February 8, 2012 - Implementation plan reviewed with Board of Commissioners for inclusion in proposed FY-2013 budget process.
- Continuing - Plan will be reviewed on an annual basis and updated as a part of a new five year comprehensive Strategic Plan.



## Commissioners' Update NRHA Board of Commissioners

**Subject:** Development of New Rental Housing Near Partrea Midrise

**Executive Contact:** John C. Kownack

**Date:** December 14, 2011

### BACKGROUND

The Partrea senior midrise was constructed in 1979 on six acres along Tidewater Drive, north of I-64, and contains 114 public housing (ACC) units for senior and disabled citizens. Staff submitted an unsuccessful 9% competitive Low Income Housing Tax Credits (LIHTC) application in March 2011 to the Virginia Housing Development Authority (VHDA) for a 43-unit elderly only apartment building. Staff is again pursuing the development of additional apartments in a new midrise building at that site. The pursuit and development of new mixed-finance projects are part of an effort to transform NRHA housing properties to provide for sustainable mixed-income communities, while continuing to seek resources and opportunities to maintain the number of housing units affordable to extremely low income families.

### STATUS

Staff is preparing an application to submit a 9% non-competitive LIHTC application to the Virginia Housing Development Authority (VHDA) for a 47-unit apartment building serving disabled residents. The new units would provide housing for disabled residents making less than 40 percent of area median income by using project based vouchers. The new units would be managed by the existing Partrea staff and would provide improved financial sustainability for the entire Partrea project. It is noted that NRHA's current five-year PHA Plan includes the goal of developing 100 new housing units for the disabled. Successful operation of the project will require effective partnerships with agencies serving those with special needs. Those partnership efforts are underway.

The planned building is three stories and will meet *Earthcraft* standards for energy efficiency. The assembled site is comprised of property owned by NRHA, the City of Norfolk and private property that the Authority currently has under option. The project would be financed using tax credits, a grant from the Federal Home Loan Bank of Atlanta and private debt and is estimated to cost \$7.8 million. If awarded tax credits, construction may start at the end of the 2012 or beginning of 2013.

In the event that the non-competitive LIHTC round does not have sufficient tax credits to allocate to the Partrea project, another competitive application will be submitted in March 2012. If approved, staff will begin actions to complete the design, secure investment partners and close on financing.

### FUTURE ACTION

- Submit Application for Tax Credits
- Notification of LIHTC Awards

# Board of Commissioners Meetings

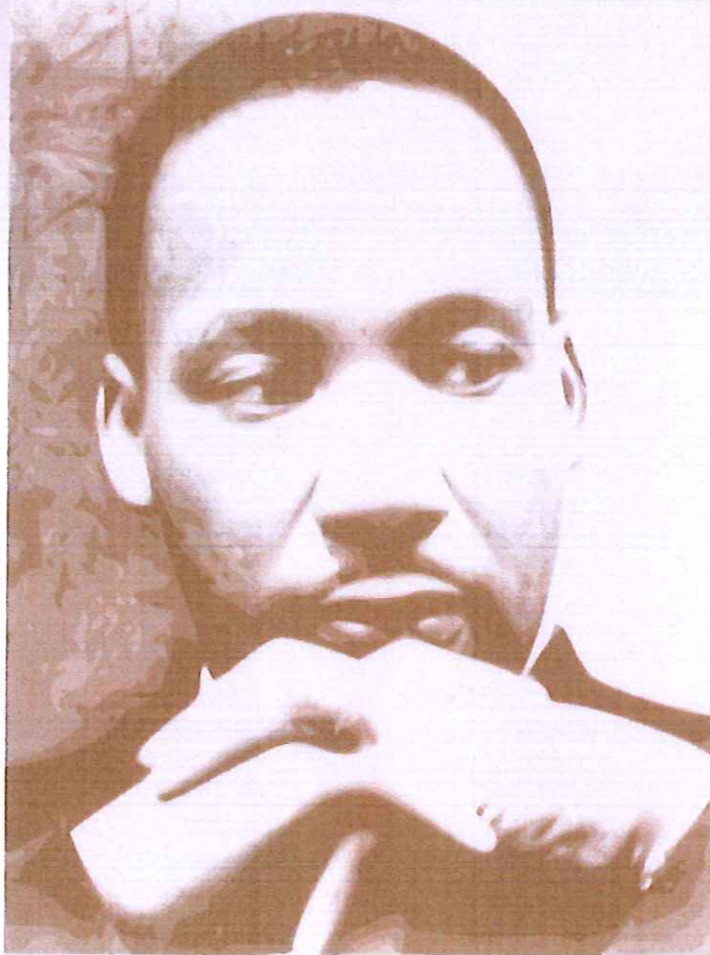
## 2012

### Meeting Date

January	11
February	8
March	14
April	11
May	9
June	13
July	11
August	8
September	12
October	10
November	14
December	12

*The Urban League of Hampton Roads, Inc.*

# *28th Annual Martin Luther King, Jr. Community Leaders' Breakfast*



*Monday, January 16, 2012*

**The Urban League of Hampton Roads**  
has been celebrating the dream-builders of our community for almost three decades.  
You know them. They live next door...down the street...across the way. They go diligently  
about the business of excellence. They teach...they lead...they inspire...  
Come barrier or breakthrough, they are determined to  
create an existence where all dreams are within reach.



**Urban League of  
Hampton Roads, Inc.**

*Empowering Communities.  
Changing Lives.*



**REGENT UNIVERSITY**  
Christian Leadership to Change the World



**NORFOLK STATE UNIVERSITY**



**TIDEWATER  
COMMUNITY COLLEGE**  
From here, go anywhere.™



**Old Dominion UNIVERSITY**



**Urban League of  
Hampton Roads, Inc.**

*Empowering Communities.  
Changing Lives.*

Urban League of Hampton Roads, Inc.  
28<sup>th</sup> Annual Martin Luther King, Jr.  
Community Leaders' Breakfast

**Theme**

**Celebrating Leadership: A Legacy of Character and Community**

- Host University:** Regent University - Also sponsored by Norfolk State University, Old Dominion University and Tidewater Community College
- Honorary Chair:** TBD
- Guest Speaker:** **Kay Coles James**  
President and Founder of the Gloucester Institute  
Former Director of the U.S. Office of Personnel Management
- Date:** Monday, January 16, 2012
- Time:** 7:30 a.m.
- Location:** Founder's Inn  
Virginia Beach, VA
- Purpose:** This event recognizes the distinguished service of citizens contributing to the improvement of society. The work of Dr. Martin Luther King, Jr. as a recipient of the Nobel Peace Prize and numerous other honors, serves as the inspiration for this event.
- Target:** Community, corporate, and civic leaders, educational institutions, political districts and churches.
- Average Attendance:** 550-600
- History & Logistics:** For the past twenty-seven years, this event has been hosted by a local University and held on Martin Luther King, Jr.'s Birthday. Community support of this annual event enables the Urban League of Hampton Roads, Inc. to provide services in the areas of Summer Youth Employment, Scholarships, Health Seminars, Job Readiness Training, and Housing Assistance.

## **Young Terrace HRSD Project**

*The following is provided as information related to construction work in Young Terrace.*

HRSD continues to work on a major project to replace and relocate three miles of the South Trunk Force Main Sections B & C located in the Young Terrace, Ghent and West Ghent areas of Norfolk. The project is needed to replace a pipeline that was built in the 1940's which has reached the end of its useful life. It will also minimize the risk of sewer failures in these neighborhoods.

There will be a resident meeting at Young Terrace Community Center on Thursday, December 15, 2011 beginning at 4:30 p.m. Troy McPherson, Associate with Kimley-Horn and Associates, Inc. will be in attendance to discuss the project and upcoming construction schedule.

- **Roads Affected**

The following roads will be impacted at some point throughout construction: Armistead Bridge Road, Woodrow Avenue, Brandon Avenue, Claremont Avenue, Spotswood Avenue, Matoaka Street, Westover

Avenue, Manteo Street, Colley Avenue, Llewellyn Avenue, and W. Olney Road. The use of rolling work zones will typically limit construction to one block at a time, and comprehensive traffic control plans will be implemented to minimize inconvenience.

- **Project Schedule**

Construction: Winter 2011-Spring 2013



3400 Victoria Boulevard, Hampton, Virginia 23661  
Phone: 757-222-6000 ~ Southside Fax: 757-222-6103  
Peninsula Fax: 757-222-6195 ~ [www.hrtransit.org](http://www.hrtransit.org)

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DEC 01 2011 7:55

## NOTICE TO PROCEED

December 1, 2011

Norfolk Redevelopment & Housing Authority  
PO Box 968  
Norfolk, VA 23501-0968

Attention: Shurl Montgomery, Chief Executive Officer  
Subject: Workforce Development Transportation Program  
Reference: New Freedom funding request – \$319,000  
JARC funding request - \$624,000

Dear Shurl Montgomery:

Pursuant to the action of the Board of Commissioners of the Transportation District Commission of Hampton Roads in September, 2011, award of the subject project is hereby made via acceptance of your application dated April 7, 2011 in response to the public notice of JARC/New Freedom funding, which are incorporated by reference.

This Documentation serves as your **Notice To Proceed** on the above referenced projects.

Please contact your Project Manager, Janet Willis, DBE Program Manager at (757) 222-6000 ext. 6257 or [jwillis@hrtransit.org](mailto:jwillis@hrtransit.org) for any questions.

Sincerely,

Janet M. Willis  
DBE Program Manager



November 4 – December 8

Activities accomplished since last Board of Commissioners' Meeting:

Meetings

- Attended the CLPHA Fall Meeting in Washington, DC
- Met with staff regarding School Board and BOC meeting at Dreamkeepers Academy
- Attended GNC Board of Directors Meeting
- Attended meeting of the Finance & Economic Development Committee
- Attended the Transportation Committee Meeting
- Attended the November Board of Commissioner's Meeting
- Attended the Development Staff Meeting
- Attended the Builders Guild Meeting
- Met with NRHA Board and School Board members at Dreamkeepers Academy
- Met with Chief's weekly
- Attended the Governors Housing Conference in Hampton, VA
- Attended a Development Special Projects Review meeting
- Meet with Graphic Designer to prepare presentations for the Governor's Conference
- Met with designated staff to discuss neighborhood activities and grant programs
- Presented at the LEAD Hampton Roads Chamber of Commerce meeting
- Met with Rehab Services Director on work plan for programs
- Met with staff and two board members to discuss Section 8 program
- Met with Renewal Services Director on projects
- Met with Human Resource Director on personnel matters
- Met with Housing Reinvention staff regarding Broad Creek

- Attended the monthly Leadership Team meeting
- Conducted and attended the TMC's swearing in ceremony
- Met with Rehabilitation Finance Manager on programs
- Met with Budget and Compliance Director regarding City Reprogramming
- Met with Bart Fry/East Beach Company
- Met with staff regarding the Monroe Building use by Governor's School
- Attended the Mayor's Downtown Forum
- Met with Chairman to review BOC Agenda
- Attended the Broad Creek Steering Committee Meeting
- Attended the VAHCDO Legal Seminar in Richmond, VA
- Met with HR Director regarding NRHA website launch
- Attended meeting with staff regarding FY '13 City Funding Application
- Attended meeting with staff and Chairman regarding HRV
- Attended meeting with staff regarding residential scattered sites program



P.O.Box 968 • Norfolk, Virginia • 23501-0958 • www.nrha.us

**Development Integrated Reporting System**

**SALES (DISPOSITIONS)**

Date Range: 07/01/2011 - 11/30/2011

Disposition #	Suffix	Address	Developer	Usage	Development Value	Settlement Date	Land Price
<b>Berkley IV</b>							
1602	14	115 E. Liberty Street	Howerin Construction Corp	3 bedroom SF detached	180,000.00	07/15/2011	\$10,000.00
<b>Berkley IV Total [ 1 ] =</b>							<b>\$10,000.00</b>
<b>Campostella Heights</b>							
2202		1709 Princeton Avenue - PRIDE	Marquee Homes	Residential/SF det 4 bdrm	180,000.00	10/28/2011	\$15,000.00
2200	A	Arlington Avenue	Richardson Homes/Viridian Homes	Residential/SF det 4 bdrm	194,900.00	07/29/2011	\$5,000.00
<b>Campostella Heights Total [ 2 ] =</b>							<b>\$20,000.00</b>
<b>East Ocean View Redevelopment/East Beach</b>							
							<b>IS NET 20%</b>
6-50	6-I	9547 24th Bay Street	Charles A. Schmitt Builders	3 bedroom SF detached	549,000.00	10/24/2011	\$29,000.00
4-101	4-K	4811 Pleasant Avenue	ABT Custom Homes, LLC	Residential/SF det 3 bdrm	450,000.00	09/20/2011	\$23,000.00
4-74	4-H	4756 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	499,900.00	09/06/2011	\$14,540.00
4-75	4-H	4758 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	479,900.00	09/06/2011	\$14,540.00
4-76	4-H	4760 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	451,900.00	09/06/2011	\$14,540.00
4-77	4-H	4762 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	449,900.00	09/06/2011	\$14,540.00
4-78	4-H	4764 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	518,400.00	09/06/2011	\$14,540.00
6-70	6-I	9529 24th Bay Street	Seaside Homes, LLC	Residential/SF det 3 bdrm	420,000.00	07/11/2011	\$15,000.00
5-34	5-K	9488 29th Bay Street	Charles U. and Deborah K. Tretler	Residential/SF det 3 bdrm	600,000.00	07/06/2011	\$28,000.00
6-60	6-K	9542 24th Bay Street	Simpson Builders, Inc.	Residential/SF det 3 bdrm	760,000.00	07/01/2011	\$27,900.00

# SALES (DISPOSITIONS)

Date Range: 07/01/2011 - 11/30/2011

Disposition #	Suffix	Address	Developer	Usage	Development Value	Settlement Date	Land Price
<b>East Ocean View Redevelopment/East Beach</b>							<b>IS NET 20%</b>
5-10	5-D	4839 Coventry Lane	L. R. Hill Custom Builders, Inc.	Residential/SF det 3 bdrm	599,000.00	07/01/2011	\$28,000.00
<b>East Ocean View Redevelopment/East Beach Total [ 11 ] =</b>							<b>\$223,600.00</b>
<b>Huntersville Redevelopment</b>							
237	C3	1520 Church Street	1500 Church, LLC/ACS	3 bdrm Mkt-rate Townhouse	219,000.00	11/10/2011	\$9,629.63
237	A10	756 Washington Avenue	1500 Church, LLC/ACS	4 bdrm Low-Mod Townhouse	217,000.00	07/21/2011	\$9,629.63
237	C2	1524 Church Street	1500 Church, LLC/ACS	3 bdrm Mkt-rate Townhouse	171,300.00	07/15/2011	\$9,629.63
<b>Huntersville Redevelopment Total [ 3 ] =</b>							<b>\$28,888.89</b>
<b>Lambert's Pt.</b>							
1508		1422 38th Street	Hatcher and Associates, LLC	Side Lot	TBD	09/10/2011	\$6,000.00
<b>Lambert's Pt. Total [ 1 ] =</b>							<b>\$6,000.00</b>
<b>Willoughby</b>							
2300	B	1205 W. Ocean View Avenue	Habitat for Humanity of South Hampton Roads, Inc.	Duplex	120,000.00	07/27/2011	\$1.00
2300	A	1201 W. Ocean View Avenue	Habitat for Humanity of South Hampton Roads, Inc.	Duplex	120,000.00	07/27/2011	\$1.00
<b>Willoughby Total [ 2 ] =</b>							<b>\$2.00</b>
<b>Grand Total [ 20 ] =</b>							<b>\$288,490.89</b>

## ACQUISITIONS

Date Range : 07/01/2011 - 11/30/2011

Block	Parcel Tag	Address	BNO	Owner	Date	Amount
<b>520 Berkley III</b>						
7	10	427 Pendleton St	N/A	Scriven, Alphonso	09/23/2011	\$86,500.00
<b>Berkley III Total [ 1 ] =</b>						<b>\$86,500.00</b>
<b>539 Fairmont Park</b>						
20	1	2601 Lafayette Blvd	N/A	Arney, Tommy and Krista	08/15/2011	\$145,000.00
16	4	2215 Lafayette	N/A	Ark, Wong Tor	08/08/2011	\$95,000.00
<b>Fairmont Park Total [ 2 ] =</b>						<b>\$240,000.00</b>
<b>535 Willoughby</b>						
17	7	B 1119 W. Ocean View Ave.	N/A	Hope, Christopher and David	11/22/2011	\$275,000.00
17	6	B 1131 W. Ocean View Avenue	N/A	Worley, Gary Worley, Gary	11/09/2011	\$275,000.00
<b>Willoughby Total [ 2 ] =</b>						<b>\$550,000.00</b>
<b>Grand Total [ 5 ] =</b>						<b>\$876,500.00</b>



**COMMISSIONERS' MONTHLY CONTRACT REPORT –  
Meeting Date: 12/14/2011**

**As set forth in Resolution No. 8053 adopted January 23, 1995, the below listed contracts, change orders, and bid activities are for the Commissioners' information only, and no vote is required.**

**November 30, 2011**

<b>New contracts issued between \$30,000 and \$99,999:</b>	<i>Contract Ceiling</i>	A	B	C
1. Home Inspections - M&M Builders	\$30,000.00	O		IF
2. Microsoft Enterprise Agreement - SHI	\$50,548.55	O		FF
3. 2011 Ford F-750 - Colonial Ford	\$70,091.39	O		FF
4. Mower - Land and Coates Inc,	\$ 46,740.00	O		FF

<b>New contracts issued for \$100,000 and over:</b>	<i>Contract Ceiling</i>	A	B	C
1. Roof & Gutters - Warwick Builders	\$115,000.00	O		IF
2. Appliance Contract - Lake Region, Inc.	\$500,000.00	O	M	IF
3. Grandy Village Wetland Maintenance - Lawrence Landscaping	\$100,000.00	O	M	IF
4. Street & Lot Paving - Virginia Paving	\$100,000.00	O		IF
5. Bulk Trash Pickup - SPSA	\$200,000.00	O		FF
6. Masterpiece Licensing and Support Renewal - Info Global	\$ 147,408.30	O		FF

<b>New task orders issued for \$30,000 and over:</b>	<i>Contract Ceiling</i>	A	B	C
1. Roof & Gutters - Warwick Builders - Task Order 0001	\$103,567.74	O		FF

<b>New Interagency Agreements for \$30,000 and over:</b>	<i>Contract Ceiling</i>	A	B	C
1. None				

<b>Change orders issued for \$30,000 and over:</b>	<i>Contract Ceiling</i>	A	B	C
1. None				

<b>Options exercised for \$30,000 and over:</b>	<i>Contract Ceiling</i>	A	B	C
1. None				

**A. KEY to contract type:**

C – Construction                      O – Other than Professional Services  
P – Professional Services            G – Goods, Equipment, Materials, etc.

**B. KEY to ownership type, new contracts only:**

M – Minority owned                      3 – Section 3                                      W – Woman owned

**C. KEY to Funding:**

FF – Fully Funded                              IF – Incrementally Funded by Task Orders

**BID ACTIVITY FOR CONTRACTS \$100,000 AND ABOVE  
FOR THE MONTH ENDING November 30, 2011**

None



**Anticipated Requests for Proposals,  
Quotations and Invitations for Bids**

**December 2011**

<b>Type of Solicitations</b>	<b>Projected Solicitation Date</b>	<b>Initiating Department</b>
RFP, Security and Fire Alarm	Jan-12	Specialized Maintenance
RFP, Elevator Maintenance Mid-Rise	Apr-12	Asset Management
RFP, Janitorial Services Mid-Rises	Apr-12	Asset Management
RFP, Market Analysis and Urban Design Support Svcs	Jan-12	Development, D&C
IFB, NRHA Stockless Inventory	Jan-12	Purchasing for Hsg Ops
RFP, Structural Engineering Services	Jan-12	Design & Construction
RFP, Environmental Engineering A&E Services	Jan-12	Design & Construction
RFP, Demo Contract Re-Compete	Apr-12	Renewal Services
RFP, Initial and Annual Certifications	Jan-12	Franklin Arms
IFB, Young Terrace Site Accessibility	Jan-12	Capital Funds
IFB, Diggs Town Security Cameras	Jan-12	Security



## COMMISSIONERS' CASH ADVANCES STATUS REPORT

As set forth in Resolution No. 9043 adopted November 15, 2010, listed below are disbursed balances advanced for approved budgeted activities

*Commissioner's information only, and no vote is required.*

November 30, 2011

Outstanding Uses	Amount		Projected Repayment Date	Repayment Source
<i>Development Division Disbursements</i>				
1 Home	\$ 491,657.00	c	Dec-11	Other Programs' Earnings Reimbursement Request - City Contract
2 City Capital Improvement	799,636.00	a	Dec-11	Reimbursement Request - City Contract
3 City Capital Improvement -Admin	378,158.00	a	Dec-11	Reimbursement Request - City Contract
4 Community Development	1,653,283.00	a	Dec-11	Reimbursement Request - City Contract
5 Neighborhood Stabilization Program	65,535.00	b	Dec-11	Reimbursement Request - City Contract
<i>Housing Division Initiatives</i>				
6 Fire and Safety Grant	1,138.00		Dec-11	Grant Reimbursement Request
7 Public Housing FSS Coordinator	1,275.00		Dec-11	HUD Drawdown
8 Ross Res Srvc Grant	4,866.00		Dec-11	HUD Drawdown
9 Housing Choice Voucher Admin	180,343.00	c	Jun-12	HUD Funding/Other Programs' Earnings
<i>Reinvention Initiatives</i>				
10 HRV Mgt Fee	126,065.00		Dec-11	Billing HRV in December
11 Moton Circle Development	37,700.00		Jun-12	Line of Credit
12 Partrea Senior Project	166,848.00		Jun-12	Line of Credit
13 Oakmont Development	15,084.00		Jun-12	Line of Credit
14 Hope 6 CSS + Homeownership Asst.	19,565.00		Dec-11	HUD Drawdown
15 Park Terrace	54,592.00	b	Dec-11	Request to be sent to VHDA
<i>Other</i>				
16 Local Development Fund	76,177.00	c	Jun-12	Current Year Earnings - Merrimac Project
17 CEO Contingency Fund	50,138.00	c	Jun-12	Current Year Earnings - Merrimac Project
18 Earnings from other programs	-684,816.00	c1	Jun-12	Transfer of Other Programs' Earnings
19 Funds Received after month end	0.00	c2		
<b>Total Outstanding Advances</b>	<b>\$ 3,437,244.00</b>	<b>d</b>		

### Outstanding Commitments

- a Prior year expenditures are included in this balance; Total for all \$762,817 (CIP \$412,472); (CD 08 & 09 adm (\$220,616, \$129,729)
- b Reimbursement request submitted; transaction in transit.
- c Deficits up to approved budget limit anticipated for this program. Development-\$871,614; HCV - \$608,456; CEO Contingency Fund \$447,941.
- c1 Current earnings of other programs are approved to fund this portion of the listed deficit balance.
- c2 Funds received after month end for these programs listed
- d Other advances previously approved also exists, ie. BCR revolving fund, New Ballentine Facility Project. Quarter updates of these balances will also be provided.



## Agenda Item NRHA Board of Commissioners

**Subject: Security Camera Surveillance System**

**Executive Contact: Donnell Brown**

**Date: 12/14/11**

### BACKGROUND

The NRHA Board of Commissioners has been presented with information on NRHA staff's research and findings regarding a security camera surveillance system and possible uses at NRHA. Evidence was presented to suggest that a proactively monitored camera system could have great potential to enhance security, add to livability of our communities, and increase the value of our properties, surrounding neighborhoods and Greater City of Norfolk. The Board requested that a pilot project be developed. The modernization construction projects in the midrise facilities were expanded to include cameras. Diggstown and Oakleaf Forest were selected as pilot communities for the surveillance systems. Feedback from the communities has been very positive and supportive for the use of systems in their communities.

A consultant has been selected to:

- Work with NRHA staff to examine our project requirements;
- Survey our physical locations;
- Recommend a design model to achieve our goals for Diggstown and Oakleaf and other future installations;
- Create design documents for Diggstown, Oakleaf Forest, and a monitoring station;
- Assist with the oversight of construction and implementation of the system.

A proposal for 100% surveillance coverage in Diggstown and Oakleaf Forest was cost prohibitive. NRHA is now considering a camera surveillance plan of about 30% coverage of key locations with the capability to be expanded in the future as needed. The data gathered during the research period for the Diggstown and Oakleaf Forest projects have also been applied to the installation of the new camera systems in the Midrise facilities. Funding priority for the installation for Diggstown is recommended to the Board in the amount of \$964,314.00. Oakleaf Forest will be considered for installation depending on availability of future funding.

Information will be presented by Security Programs and Mike Diaz, Information Services, on the current status of the project and projected timelines.

Recommendation: Approve the installation of systems in Diggstown.