

MINUTES OF A REGULAR MEETING OF THE

COMMISSIONERS OF THE

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, May 20, 2019, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

**I. CALL TO ORDER – ROLL CALL**

Chair Garner called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

ABSENT: None

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; David Bustamante, VP of Housing; Stephanie Cooperstein, Section 3 Manager; Betsy Crow, VP of Human Resources and Administration; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Suzzette McCoy, Site Manager; Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Kelly Martin, Senior Executive Assistant; Evangeline Richie, Site Manager

Victor Cardwell, Legal Counsel, arrived at 3:31 p.m.

Chair Garner welcomed everyone to today's meeting.

**PUBLIC HEARING**

To receive comments on the proposed 2019 Annual Plan update to the 2015-2019 Agency Plan.

Mrs. Goh stated that the draft was provided to Commissioners in April 2019 and has been available for public comment since April 5, 2019, meeting the forty-five day public comment period that the U.S. Department of Housing and Urban Development (HUD) requires. HUD has been increasingly stringent about requiring that any specific parcels that Roanoke Redevelopment and Housing Authority (RRHA) might acquire for development must be included within the plan. She pointed out that RRHA, at one time, could state that it plans to seek out and acquire suitable properties when the Annual Plan was submitted to HUD; however, that is no longer the case and in order to add a parcel that was not specifically identified in the Annual Plan, a significant amendment must be completed. A revised Annual Plan document was handed out to the Board with a list of parcels for potential acquisition Mr. Gusler has tried to identify every parcel of land that RRHA might have interest in acquiring for housing development, to the best of his ability, so that RRHA will not be delayed moving forward. Mrs. Goh explained that RRHA does not anticipate buying all these properties in the next year, but including them allows RRHA to proceed to evaluate whether the property would be a good acquisition for development of affordable housing. She said that was the only change, and no comments were received during the comment period.

### **PUBLIC HEARING**

To receive comments on the proposed 2019 Capital Fund Program Five-Year Action Plan.

Mrs. Goh said that RRHA was notified, after the draft Five-Year Action Plan was published, of the Capital Fund Program (CFP) amount for this year's formula grant. She added that the CFP grant amount was actually higher than anticipated; Mr. Shank made modifications to the amount to align with this year's CFP formula grant.

Chair Garner stated that there were no community members present to provide comments.

There being no further discussion the Public Hearing ended at 3:04 p.m.

### **REPORTS**

#### 1. Financial Report

Chair Garner asked if there were any comments or questions. There were none.

#### 2. Executive Director's Report

Chair Garner asked for the Executive Director's report.

Mrs. Goh stated that, in the Human Resources Division report, there is a different look this month to the employee training document. She pointed out that this is the first visible result of RRHA's implementation of the Yardi Software system. It allows all employees access to RRHA University in the Yardi Software system and allows RRHA to track employee training and generate reports. She explained that it also allows supervisors to create training, assign it to the employee, and once the training course is completed, RRHA has a record of completion. Mrs. Goh stated that Ms. Hall created training courses for Resident Services. Ms. Hall added that Yardi Software system did not have training courses for Resident Services so she created training materials; she stated that she likes the software and can track employee

progress.

Mrs. Goh mentioned that RRHA University is also used for the employee handbook. Ms. Crow added that the Human Resources Department is moving all the Human Resources Index documents for employees, onto that site. She said Human Resources can assign annual training and employees can e-sign documents concerning updates to RRHA policies that were previously handled using paper documents.

Responding to Commissioner Burruss, Ms. Crow stated that the Yardi Software system provides a wide range of courses; some are specific to the Yardi Software system, some courses are on soft skills and a number of different trainings are listed in the initial library that Yardi Software systems provided. She pointed out that RRHA can purchase training from other vendors and have it uploaded into the system and, in addition, it will keep a record of all outside training that employees take from other agencies.

Responding to Chair Garner, Mrs. Goh stated that RRHA has a limited amount of data that will be brought over into the new system and staff will continue to have access to the other data. She explained that Visual Homes and Emphasys Software are both installed on RRHA servers; they are not web based. RRHA will still have the data but it may result in the need to go to a different system to generate a report from prior years. It will add another layer of work because not all the data from prior years will be brought over into the Yardi Software system. Mrs. Goh added that the Yardi Software system as a whole is moving forward with the implementation on the set-up for housing, accounting and finance. The target date for those systems to be live is

November 1, 2019, if not earlier. She stated that so far the individuals at Yardi Software systems are very organized and methodical about this process. She noted that it generates a lot of additional work, as any system implementation does, for staff who already have full time jobs. She explained that setting November 1, 2019 as the date was due to the availability of Yardi Software system training staff to provide necessary training to RRHA staff before RRHA goes live using the system. Mrs. Goh stated that if the Yardi Software system is able to free up training staff, RRHA will probably go live in October 2019, which would be ideal due to the start of the fiscal year. She said that RRHA is still limping along and hoping for the best with the Emphasys Software that is being used in the meantime. RRHA is still continuing to experience a lot of issues with the billing for excess utilities in particular, and RRHA had to begin accepting paper applications because the waitlist portal was experiencing numerous problems, which could not be resolved with no support available. She explained that the system has to be very accurate in terms of the date and time that applications are received and how they are handled. RRHA will have a waitlist portal once the Yardi Software system is up and running.

Mrs. Goh informed the Board that the only recipient for the Melody Stovall Scholarship this year is Chakeyla Finney who is in the Housing Choice Voucher (HCV) program. Ms. Hall explained that Ms. Finney is currently attending Bridgewater College and she is waiting to see if she is accepted into the teaching program at Radford University.

Responding to Commissioner Burruss, Mrs. Goh stated that the scholarship amount was \$500.

Mrs. Goh mentioned that this is Board meeting number 174 that she has attended and is her final one. She said that the Board has held 175 meetings during her tenure, including one on the first day she joined the agency. She missed one meeting in 2013 when she was out for surgery but otherwise has been present and accounted for at all of the meetings of this Board. Commissioner Witten stated that he remembers one meeting when Mrs. Goh was there when she should not have been due to illness.

Commissioner Burruss commented that earlier when Mrs. Goh was talking about Yardi Software, she spoke like someone who was going to be at RRHA for awhile. Mrs. Goh responded saying that she has talked that way for so long it is hard to adjust to the other tenses.

Chair Garner said that they appreciate having her as the Director and she will be missed, and the Board hopes she has a great retirement.

Chair Garner asked if there were any other comments or questions. There were none.

### 3. Staff Reports

Chair Garner asked if there were any comments or questions. There were none.

### 4. Committee Reports

Chair Garner asked for any Committee reports. There were none.

### 5. Commissioner Comments

Chair Garner asked if there were any commissioner comments or questions. There were none.

6. City Council Liaison Comments or Discussion

Chair Garner asked if there were any City Council Liaison comments or questions. There were none.

7. Residents or other community members to address the Board

Chair Garner asked if there were any comments or questions. There were none.

**CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, April 22, 2019.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Monthly Operations Report for the month of April 2019.

RECOMMENDED ACTION: File as submitted

Commissioner Smith introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

**II. REGULAR AGENDA**

1. Resolution No. 4005

Ms. Austin presented Resolution No. 4005, requesting the Board to accept the Audited Financial Statements for the year ending September 30, 2018 and

Associated Reports Provided by Jump, Perry and Company, LLP. Mr. Jump presented a draft at the April 22, 2019 Board Meeting. This is a clean audit and has no findings.

Ms. Austin responded to Commissioner Burruss stating that this is the eleventh year in a row having a clean audit.

In response to Chair Garner, Ms. Austin stated that she was able to get the information she needs out of the Emphasys Software system without it being too cumbersome. She said that the fiscal year ends on September 30, 2019, and RRHA will still be on the old system for the 2019 audit. The Yardi Software System is scheduled to go live by November 1, 2019, so finance will not be utilizing the new system for the audit for the year that will end September 30, 2019.

Commissioner Witten introduced Resolution No. 4005 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2018 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP**

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from Jump, Perry and Company, LLP, entitled ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2018 (with Independent Auditor's Report thereon); and

WHEREAS, Jump, Perry and Company, LLP, auditors provided a presentation of the reports to the City of Roanoke Redevelopment and Housing Authority Board of Commissioners at the April 22, 2019 meeting; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Jump, Perry and Company, LLP report identified above is hereby accepted.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4005 adopted as introduced.

## 2. Resolution No. 4006

Mrs. Goh introduced Resolution No. 4006, asking the Board to approve the 2019 Annual Plan Update to the 2015-2019 Agency Plan for submission to HUD. Following the Board's approval, RRHA will request Roanoke City to sign off on the certification stating that this plan is in alignment with the City's Consolidated Plan, which HUD requires to be updated every year. She explained that once RRHA has that document, the plan will be submitted to HUD. The deadline is July 18 each year. The Board is usually asked to approve the Annual Plan in June, but RRHA has a development plan that cannot be submitted to HUD until it is in the Annual Plan, approved by the Board and submitted to HUD. RRHA is seeking Board approval for submission of the Annual Plan to HUD earlier than the deadline this year.

Responding to Commissioner Burruss, Mrs. Goh confirmed that every year RRHA must get the certification from the City stating that the Annual Plan is in alignment with the City's Consolidated Plan.

Commissioner Smith introduced Resolution No. 4006 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2019 ANNUAL PLAN UPDATE TO THE 2015-2019 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and 5-Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2019 Annual Plan update to the 2015-2019 Agency Plan (2019 Annual Plan) in April 2019; and

WHEREAS, the Plan and Attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program and to reflect items approved by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice for the draft 2019 Annual Plan and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft 2019 Annual Plan on May 20, 2019; and

WHEREAS, the 2019 Annual Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2019 Annual Plan to HUD by July 18, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2019 Annual Plan update to the 2015-2019 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4006 adopted as introduced.

### 3. Resolution No. 4007

Mr. Shank introduced Resolution No. 4007, requesting the Board's approval of the 2019 Capital Fund 5-Year Action Plan. He explained that RRHA has adopted a rolling plan; as items are completed additional items are added to the list that RRHA would like to accomplish. The good news this year is that RRHA received \$3,425,000 for the Capital Funds which was a surprise and is a little more of an increase over last year. Mr. Shank listed some of the major projects scheduled: replace over 500 windows at Melrose Towers; Phase 2 of the bathrooms replacements at Hunt Manor, which will include the other half of the

development; and complete upgrades to the gas infrastructure in the developments. He added that RRHA has planned and budgeted over \$250,000 to replace the appliances at the sites.

Mr. Shank pointed out the line items within the document that are displaying \$1,000. RRHA found out, in HUD's online EPIC system, zero dollar amounts cannot be input for line items. He said that \$1,000 was assigned to these line items, which allows RRHA to keep them open in case funding becomes available to complete additional work. He stated that the plan was submitted to HUD by the required deadline of May 15, 2019.

Responding to Chair Garner's question Mr. Shank stated that additional work items will be added to the list from a physical needs assessment that was completed, resident input, and by staff and management observation. He explained that RRHA has the flexibility to shift between years in the 5-Year Action Plan, and HUD allows an item that is scheduled for the third or fourth year to be brought forward for the work to be completed earlier; this is called the ability to funge. Mr. Shank said that amounts must be assigned in order to keep the item in the Plan.

In response to Chair Garner, Mr. Shank stated that this is independent of the reserve amounts that are set aside. He explained that sometimes with a request for bid a contractor will break out the bid or quotation so that certain parts of the project can be assigned to Capital Funds and some to the operating fund.

Mrs. Goh replied to Chair Garner, explaining that the Housing Opportunity Through Modernization Act (HOTMA) allows housing authorities to set aside

operating funds for capital projects, and that program is independent of the Capital Fund. Mrs. Goh stated that RRHA was able to do a number of things when HUD passed HOTMA 2015. This was one of the things that allowed RRHA to set aside some of the operating subsidy to use toward capital improvements.

Ms. Austin added that RRHA is not drawing down those operating subsidy funds; they are still in HUD's Line of Credit Control System (LOCCS). At the end of the year HUD will decide if adequate reserves exist, and then they will take the money that RRHA has not drawn down and create another budget line item. She stated that it is managed similarly to the Capital Fund, RRHA has access to the money, but it will be 2020 before the projects can begin. Mrs. Goh explained that LOCC's is HUD's Line of Credit Control System and, it is HUD's system for controlling the release of funds to the housing authority.

In response to Commissioners Burruss' inquiry, Mr. Shank stated that the windows replacement at Melrose Towers is listed in the first year in the 2019 Plan, at \$775,000. He said that he believes the windows were replaced one time in the 80's.

Mr. Shank responded to Vice Chair Anguiano's question stating that the resident and staff training listed in the 5 –Year Action Plan is allowable under management improvements. He added that this budget line item allows RRHA to spend money for things that will help better manage and operate the housing authority, which includes staff and maintenance training at the sites.

Responding to Commissioner Kepley, Mr. Shank said that a lot of the items listed have been carried over from previous years. There are certain improvements

that are listed every year such as floor tile issues and asbestos abatement.. The amount of the repair may not be known but an amount is listed in order to cover the work. Commissioner Kepley commented that it sounds like a road map. Mr. Shank said we know we will not make complete all items listed within five years unless HUD provides more money or additional funds are set aside. He added that he has started working with an A & E firm to look at the design work concerning the window replacement. He hopes to bid out the window replacement in the fall so the repairs can be completed next spring.

Commissioner Smith introduced Resolution No. 4007 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2019 CAPITAL FUND 5-YEAR ACTION PLAN AND BUDGET

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Capital Funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Capital Fund Program (CFP) 5-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling CFP 5-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the 2019 CFP 5-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2019 CFP 5-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2019 CFP 5-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 20, 2019; and

WHEREAS, the RRHA 2019 CFP 5-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, the 2019 CFP 5-Year Action Plan has been updated for Year 1 due to HUD notifying RRHA of the amount of the 2019 Capital Fund Program formula grant; and

WHEREAS, RRHA is required to obtain approval from the Board of Commissioners and submit the 2019 CFP 5-Year Action Plan to HUD.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA 2019 CFP 5-Year Action Plan is hereby approved.

The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4007 adopted as introduced.

#### 4. Resolution No. 4008

Mr. Shank introduced Resolution No. 4008, requesting the Board to authorize the renewal of commercial insurance policies currently held by the Virginia Municipal League Insurance Programs (VMLIP). The increase overall for RRHA is almost \$7,200, which is approximately a 2.4% increase over last year. He explained that the largest increase was due to the evaluation of RRHA's cyber protection liability, which provides

coverage in case of data breach, and there were small increases on a number of items. The Worker's Compensation amount decreased this year. The term of this policy will be from July 1, 2019 through June 30, 2020, for a not to exceed contract amount of \$300,543. Mr. Shank mentioned that RRHA was notified after the resolution was created that VMLIP will be changing their name to Virginia Risk Sharing Association. Mr. Shank said that the notice explained that VMLIP believed that they could better represent themselves as a separate entity from VML if they changed the name; they also have a separate board, purpose and services.

Mr. Loftis added that the name change would not take effect until July 1, 2019, and RRHA would sign the renewal before then so there was no need to change the resolution.

Mrs. Goh responded to Chair Garner's questions stating that Yardi Software is web-based, and they have security in place to prevent data breach, as well as insurance coverage in case of breach. She stated that there is a substantial amount of data on RRHA's internal servers for payroll as well as the other housing software systems. She referenced Chair Garner's earlier question concerning accessing data from previous years, and she noted that data is still on RRHA servers and would need to be covered in case someone breached the system.

Commissioner Smith introduced Resolution No. 4008 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF  
COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE  
VIRGINIA MUNICIPAL LEAGUE INSURANCE PROGRAMS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by Section 13 of the Annual Contributions Contract (ACC) with the U. S. Department of Housing and Urban Development (HUD) to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, VML provided a \$7,196 increase in the 2019-20 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Worker's Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Municipal League Insurance Programs for the term of July 1, 2019 through June 30, 2020, for a not to exceed contract amount of \$300,543.

The motion was seconded by Commissioner Karnes and upon roll call the following vote was recorded:

AYES:	Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten
NAYS:	None

Chair Garner thereupon declared said motion carried and Resolution No. 4008 adopted as introduced.

5. Resolution No. 4009

Mr. Bustamante presented Resolution No. 4009, asking the Board to approve

RRHA's desire to obtain Moving To Work (MTW) designation under the Second Cohort of the MTW expansion program. MTW is a demonstration program and was authorized by the Appropriations Act of 1996. The Appropriations Act of 2016 expanded the MTW program to include an additional 100 public housing authorities. He explained that these housing authorities will be chosen based upon the size of their HCV and public housing units combined, and they will also be required to test specific policies., which is a change from MTW requirements in 1996, when it was first authorized. Also, there will be some significant research and evaluation components to this MTW program. Basically, he said, RRHA is applying for the Second Cohort of the MTW program which is rent reform. HUD has issued three rent options, which are included in the package. RRHA has reviewed the options to find the ones that most closely fit what RRHA is currently doing. Mr. Bustamante stated that the most viable package would be the Tiered Rent, (Income-Based) and it is the closest to the minimum rent as it stands right now. He said that the Stepped Rents increase the rent yearly regardless of income. He noted that, in order of preference, RRHA has chosen to go with the three percent rent increase first, which would bring the least increase initially to the tenants, and the last choice would be the five percent, which is a very high initial increase from the current fifty dollar minimum rent.

Mr. Bustamante stated that these options are going to involve a lot of tenant communication. The tenants will have to understand while RRHA cannot mandate family self-sufficiency for any of these programs; however, family self-sufficiency is definitely going to be needed if they are going to have an increase in rent. He explained that if the tenant is not working, paying \$160 a month will be a burden,

especially if that amount is going to increase an additional \$50 by the end of the year. Mr. Bustamante stated that this plan does allow RRHA to organize the program based on the tenant demographics, and it does reduce the administrative costs if done correctly, as well as allowing some flexibility for fungibility between Section 8 and 9 funding, which is another positive aspect of this program. He said that, when he arrived at RRHA in 2012, there was an opportunity to apply for the MTW program; unfortunately, that was the year that RRHA was not a high performer so that window closed very rapidly. He added that MTW is a very good program, and it creates a lot of flexibility for housing authorities, with good results having been achieved in areas that have operated the program correctly.

In response to Commissioner Burruss, Mr. Bustamante stated that the tenants have not yet been informed that RRHA is applying for this designation. Once RRHA submits its letter of interest, if it is approved by HUD, RRHA will begin holding meetings with tenants. He said that it is too early to create any type of alarm by mentioning rent increases that would only occur if RRHA is approved to participate in MTW and would vary depending on which rent policy group RRHA is assigned. Mr. Bustamante stated that he hopes that the 20-25% eviction rate does not increase, but it is a good assumption that it will. Currently the rents are low, and RRHA still has to take individuals to court. Mrs. Goh added that no one at RRHA, hoping for a MTW opportunity, would have wished for the rent policy change that would have to be tested at RRHA developments. She said that is not why RRHA wanted to do MTW. Unfortunately, the gateway into MTW is by testing these rent policy changes and, unless a housing authority is willing to do that, it will not get the flexibility that comes

with being a MTW agency. Mrs. Goh explained that the flexibility is in the ability to cross lines between Section 8 and public housing funds allowing housing authorities to be a lot more flexible in using the funding that is given to address housing needs in the local community. For example, she mentioned that in 2009 when RRHA received a shortfall in Housing Choice Voucher funding, HUD would not approve RRHA to use the public housing reserve funds to avoid having to reduce payments to Section 8 landlords. That flexibility would be part of what the agency would have, as well as a significantly reduced administrative burden. RRHA will be able to propose other policy changes and get waivers from a number of HUD's regulatory requirements. She does not believe these rent policies further the goals of RRHA. However, Mrs. Goh said that she believes that being a MTW agency gives a lot of room to further the goals of RRHA and sometimes you have to accept the negative, in order to get through the gateway, to get more of the positive aspects of being a MTW agency.

Responding to Chair Garner's request for additional information concerning MTW, Mr. Bustamante said that the MTW program has changed since its initial inception; at one point, it allowed housing authorities to do many different things. One of them was to mandate family self-sufficiency to everyone who participated in housing assistance programs; unfortunately now, RRHA is unable to do so. He said that one of the reasons family self-sufficiency cannot be mandated specifically under this Cohort is because HUD is trying to figure whether the rent reforms work. Mr. Bustamante said that he asked the individual from HUD that was on the webinar why housing authorities could not make family self-sufficiency mandatory, because he believes that RRHA has a strong Family Self-Sufficiency (FSS) program and it would

benefit the tenants. They responded by saying that they would not be able to determine if they also allow mandatory FSS. He said Cohort 3 will not be allowed to do any type of rent reform; they will be required to do only FSS. Mr. Bustamante explained that there were more options for earlier MTW agencies, with modifications allowed to the program as the housing authority saw fit, as long as policies were not violated. Unfortunately, there was some lack of oversight so the new housing authorities that enter MTW must follow very specific policy reforms in order for HUD to be able to monitor and evaluate what is working.

Chair Garner inquired about the steps that are being taken to get additional jobs and money into the tenants' pockets. Mr. Bustamante replied that these concerns can be part of what will be written in RRHA's plan; while the FSS program cannot be mandatory, it will be available to everyone. The plan will describe what will be included and will be marketed to every individual at all RRHA developments. Mrs. Goh added that money saved through the reduction in administrative burdens could be used for supportive services to help people gain job skills. She stated that this type of use of funds would be listed in RRHA's plan and would not violate the prohibition against mandatory FSS.

Commissioner Witten commented that changes are coming and, at least this way RRHA may have an idea of how bad it will be. He believes HUD is trying to do some means testing about what the future will be like. He does not believe that anyone wants to decrease the overall number of housing units or the number of people who are in housing units; Commissioner Witten said that he feels that this is just where the budget and individuals are heading in the system right now. He would

like to be a part of what is coming versus not be a part of it.

Commissioner Burruss requested that if RRHA receives the designation of MTW she believes it would be helpful to do a staff presentation for the Board. She noted that this is complex and interfaces with other important things like FSS.

Mrs. Goh pointed out that, for this resolution, there is a place for the Commissioners' signatures. She said that the notice and the instructions for submitting the letter of interest from HUD stated that a resolution must be included that stipulates RRHA's willingness to participate in these rent policy evaluations, and it must be signed by the Board of Commissioners.

Commissioner Smith introduced Resolution No. 4009 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING RRHA'S DESIRE TO OBTAIN MTW DESIGNATION UNDER THE SECOND COHORT OF THE MOVING TO WORK EXPANSION**

WHEREAS, the Moving to Work (MTW) Demonstration Program was originally authorized by Section 204 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996, P.L. 104-134 (1996 MTW Statute); and

WHEREAS, Section 239 of the Fiscal Year 2016 Appropriations Act, P.L. 114-113 (2016 MTW Expansion Statute) authorizes the U.S. Department of Housing and Urban Development (HUD) to expand the MTW Demonstration Program by an additional 100 Public Housing Authorities (PHAs) over seven years (MTW Expansion); and

WHEREAS, the United States Department of Housing and Urban Development issued Notice PIH-2019-04 on March 14, 2019, offering eligible PHAs the opportunity to express interest in admission to the MTW Demonstration Program; and

WHEREAS, MTW allows PHAs to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting PHAs to use assistance received under Section 8 and 9 of the United States Housing Act of 1937, as amended, 42 U.S.C. 1437, et seq., (1937 Act) more flexibly and by allowing

certain exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by HUD; and

WHEREAS, the 1996 MTW Statute established five statutory requirements that PHAs participating in the MTW Demonstration Program must meet throughout the term of their MTW participation; and

WHEREAS, as part of their application plan and throughout the term of MTW participation, PHAs will certify as to compliance with these requirements in accordance with the MTW Operations Notice:

- to ensure that at least 75% of families assisted are very low-income as defined in Section 3(b)(2) of the 1937 Act;
- to establish a reasonable rent policy that is designed to encourage employment and self-sufficiency;
- to continue to assist substantially the same total number of eligible low-income families as would have been served absent MTW;
- to maintain a comparable mix of families (by family size) as would have been provided had the funds not been used under the MTW Demonstration Program;
- to ensure housing assisted under the MTW Demonstration Program meets housing quality standards established or approved by the secretary; and

WHEREAS, the 2016 MTW Expansion Statute provides for 100 PHAs to be added to the MTW Demonstration Program over a period of 7 years, in cohorts that will test specific policy changes, with each cohort having its own selection process and selection criteria; and

WHEREAS the proposed program structure of the MTW Expansion is explained in the Federal Register Notice, "Operations Notice for the Expansion of the Moving to Work Demonstration Program Solicitation of Comment," published October 11, 2018; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) desires to obtain MTW designation under the second cohort of the MTW Demonstration Program; and

WHEREAS, RRHA intends to comply with the MTW objectives and statutory requirements and the Operations Notice; and

WHEREAS, RRHA is willing to evaluate rent policies, in the following order of preference:

1. MTW Test Rent #1 - Tiered Rent, (Income-Based);
2. MTW Test Rent #3 - Stepped Rent: 3% Step (Decoupled from Income);
3. MTW Test Rent #2 - Stepped Rent: 5% Step (Decoupled from Income).

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. RRHA's desire to obtain MTW designation under the second cohort of the Moving to Work Expansion is hereby approved;
2. RRHA intention to comply with the MTW objectives and statutory requirements and the Operations Notice is hereby stated;
3. The Executive Director is authorized to submit a Letter of Interest to the U.S. Department of Housing and Urban Development, indicating the desire to obtain MTW designation under the section cohort of the MTW Expansion by the June 12, 2019 deadline;
4. The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4009 adopted as introduced.

6. Resolution No. 4010

Ms. Crow presented Resolution No. 4010, asking the Board to authorize the Executive Director to execute necessary documents for RRHA to participate in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program. This is an employee paid benefit that would be offered to all employees and their dependents. She stated that RRHA will agree to provide the employee census and time for the plan sponsor to educate the employee on the benefit. The Board authorization is due next month but the benefit itself will not begin open enrollment until fall 2019. Ms.

Crow said that this is not a cost to RRHA; rather, it is a cost to the employee who elects to participate. She said that RRHA is recommending participation, and this benefit is a voluntary benefit that will be added to RRHA's voluntary plans.

Commissioner Burruss introduced Resolution No. 4010 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE NECESSARY DOCUMENTS FOR RRHA TO PARTICIPATE IN COMMONWEALTH OF VIRGINIA VOLUNTARY GROUP LONG TERM CARE INSURANCE PROGRAM

WHEREAS by the Board of Commissioners adopted Resolution No. 3669 on September 26, 2011, authorizing participation by the City of Roanoke Redevelopment and Housing Authority (RRHA) in the Virginia Retirement System, effective January 1, 2012; and

WHEREAS, the Commonwealth of Virginia has established, and the Virginia Retirement System (Plan Sponsor) is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the Plan), in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the Code of Virginia (the Code), as amended, may participate; and

WHEREAS, pursuant to the same section of the Code, RRHA desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees, provide a mail file of active employees, and allow for reasonable time during working hours for the Plan Sponsor to conduct meetings; and

WHEREAS, the Long Term Care Plan is a voluntary benefit that is covered exclusively by participating employees through RRHA Payroll Deduction; and

WHEREAS, staff recommends RRHA adopting this program to allow employees to take advantage of Voluntary Group Long Term Care Insurance and enhance RRHA's current benefit offerings.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute the attached Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement and other necessary documents for RRHA's participation in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program.

The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4010 adopted as introduced.

7. Resolution No. 4011

Mr. Gusler presented Resolution No. 4011, asking the Board to authorize the negotiation and execution of option agreements for acquisition of seven properties. The seven properties include one property located on Hollins Road, N.E., and two properties on Bluestone Avenue, N.E., which are very close to the Bluestone Park development; and four lots that are on 29<sup>th</sup> Street, N.W., that are close to Lansdowne Park, between Salem Turnpike and Melrose Avenue. He said that RRHA drafted option agreements, and the owners of these properties are in agreement with the terms. He noted that RRHA would purchase them subject to site acquisition proposals submitted to HUD.

Responding to Chair Garner's inquiry concerning the lots near Bluestone Park, Mr. Gusler stated that he was not aware of any development slated for that area. He said that there are a number of vacant lots in that area, and the owner is willing to talk with RRHA about them. The owner would like to retain the house on Hollins Road so that he can parcel it off separately but RRHA is interested in the development potential located at the back of the property.

Mr. Gusler mentioned that RRHA is moving forward with the purchase of a lot

located in the middle of Bluestone Park that was approved by the Board last month.

In response to a question from Commissioner Kepley, Mr. Gusler stated that the properties were identified a couple of ways. RRHA reached out to the owner of the properties located around Bluestone Park. He said that RRHA believes that these lots are in a good census tract, and that they could provide flexibility on future changes at Bluestone Park.

Mr. Gusler said that with RRHA's Rental Assistance Demonstration (RAD) application for Lansdowne Park there is an opportunity to have new units elsewhere in a better census tract. He explained that the units located at 29<sup>th</sup> Street, N.W. dates back to a contact that RRHA had with the owners, Forest Park Baptist Church. RRHA was applying for the Choice Neighborhoods Implementation Grant, the owners were contacted but did not reply at that time, however, they recently reached out and are interested in selling those parcels. He said they are not in an ideal census tract but, if the site across from Horton Park is approved by the Fair Housing and Equal Opportunity Division in HUD as part of RRHA's RAD plan, RRHA believes that those four lots could get approved as well. The lots would not be purchased without HUD approval.

Mr. Gusler replied to Commissioner Kepley saying that RRHA does not want to buy industrial property and go through a rezoning process. He stated that RRHA tries to avoid the rezoning process because funds would have to be spent upfront and there is no guarantee that the rezoning would occur. Mr. Gusler explained that RRHA is looking at residential lots and trying to get them in the census tracts that have a low poverty rate and do not have high minority concentration. He said that RRHA would look at single family or duplex homes consistent with the zoning. He went on to say that the Hollins

Road property is appealing because it is zoned neighborhood commercial, which allows for a lot of flexibility. He stated that RRHA could build out as many as thirteen units on that property.

Commissioner Burruss introduced Resolution No. 4011 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF OPTION AGREEMENTS FOR ACQUISITION OF CERTAIN PROPERTIES

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) seeks to promote affordable housing and redevelopment of property for the benefit of the citizens of Roanoke; and

WHEREAS, RRHA has developed, with residents and other stakeholders, a Transformation Plan for the Loudon-Melrose/Shenandoah West neighborhood (Transformation Plan), addressing housing, people, and neighborhood needs and goals; and

WHEREAS, deconcentrating poverty and reducing density of public housing units are among RRHA's goals and align with the primary goals of the Transformation Plan; and

WHEREAS, RRHA has applied for the Rental Assistance Demonstration (RAD) for the Lansdowne Park development, and is currently considering RAD and other potential avenues for deconcentrating poverty and reducing density of public housing units; and

WHEREAS, RRHA has identified several potential sites for replacement housing or other affordable units and has contacted owners of these parcels regarding possible acquisition of the properties.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director or designee is authorized to negotiate and execute acquisition option agreements with owners of the following properties (collectively, the Properties):

Tax Map Number

Address

3250203

A portion of 2507 Hollins Rd, NE

3250204-5  
2420114-7

Two (2) lots on Bluestone Ave, NE  
Four (4) lots on 29<sup>th</sup> St, NW

2. The total amount authorized for negotiated options on the Properties is \$1,000.
3. Approval of the Board of Commissioners will be required prior to RRHA exercising an option to purchase any of the Properties.

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4011 adopted as introduced.

8. Resolution No. 4012

Mr. Gusler presented Resolution No. 4012, asking the Board to authorize the execution of a Purchase and Redevelopment Agreement with the Virginia Tech Foundation concerning the property located 1255 Williamson Road, S.E. There was a presentation on this when RRHA received the proposal from the Virginia Tech Foundation, and the Board approved RRHA to enter into the agreement. Mr. Gusler said that the Virginia Tech Foundation completed environmental testing on the property, and they are ready to close on the deal. He explained that they requested, and Mr. Loftis drafted, an amendment to the agreement that will allow them to continue leasing to Quality Tire. A ninety-day moving notice must be provided, and RRHA is working with the tenant to calculate a lump sum relocation payment. Mr. Gusler added that the Virginia Tech Foundation would continue leasing to Quality Tire based upon the current

agreement. The Virginia Tech Foundation would be responsible for informing RRHA when the ninety-day notice would be given and, at that point, RRHA would pay the owner of Quality Tire for the relocation costs. He stated that the terms are \$1.2 million and it is subject to the proposal submitted. He stated that the plan is extensive, with four buildings on the site, which is almost four acres. He added that the two buildings will have a combined total of more than 208,000 square feet, and they include 157 residential units at over 142,000 square feet, with a projected budget of over \$233 million. He said that the project includes incubator buildings that are an expansion of the Virginia Tech Carillion medical school.

Responding to Chair Garner, Mr. Loftis said that the lease is currently month to month and, because Quality Tire is forced to relocate as a result of a condemnation, they are entitled to the relocation expenses.

In response to Vice Chair Anguiano's inquiry, Mr. Gusler stated that the expenses are based upon the last two years' net income; therefore, a lump sum of \$46,872.50 has been calculated. The funds in this project have provided through the City. He said that RRHA purchased the property with City funds under the Redevelopment Plan. The \$1.2 million purchase price will be returned to the City. RRHA has sufficient funds remaining in the account from several years of rent collections to pay the legal fees and Quality Tire's relocation fees.

Commissioner Smith introduced Resolution No. 4012 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF REAL

PROPERTY LOCATED IN THE SOUTH JEFFERSON REDEVELOPMENT  
AREA TO VIRGINIA TECH FOUNDATION, INCORPORATED

WHEREAS, on November 26, 2018, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority ("RRHA") approved Resolution No. 3987, authorizing the execution of a Purchase and Redevelopment Agreement with the Virginia Tech Foundation, Inc. ("VTF") for the property located at 1255 Williamson Rd, SE, Official Tax Map Number 4030212 (the "Property"); and

WHEREAS, RRHA and VTF thereafter executed the Purchase and Redevelopment Agreement with an effective date of November 27, 2018; and

WHEREAS, the Property was acquired by RRHA under the terms of the South Jefferson Redevelopment Plan dated February 5, 2001, adopted by RRHA on March 12, 2001 and approved by Roanoke City Council on March 19, 2001; and

WHEREAS, Amendment No. 1 to the South Jefferson Redevelopment Plan, effective as of June 30, 2010, was adopted by RRHA on May 24, 2010 and approved by Roanoke City Council on June 21, 2010 (the original South Jefferson Redevelopment Plan and Amendment No. 1 to the South Jefferson Redevelopment Plan hereinafter collectively referred to as the "Redevelopment Plan"); and

WHEREAS, the redevelopment of the Property is subject to the terms of the Redevelopment Plan; and

WHEREAS, the Purchase and Redevelopment Agreement between RRHA and VTF provides for a Feasibility Period during which VTF was authorized to undertake certain testing and other due diligence activities before deciding whether to proceed with the purchase and redevelopment of the Property; and

WHEREAS, VTF has now notified RRHA, pursuant to the terms of the Purchase and Redevelopment Agreement, that it intends to proceed with the purchase and redevelopment of the Property; and

WHEREAS, VTF and RRHA desire to amend the Purchase and Redevelopment Agreement to (i) remove the provision requiring RRHA to give a notice to the Tenant (as defined in the Purchase and Redevelopment Agreement) terminating the month-to-month lease arrangement and to require the Tenant to vacate the Property not later than 90 days after Closing; (ii) permit the Tenant to remain on the Property until such time as VTF gives the Tenant a notice terminating the month-to-month lease arrangement; and

WHEREAS, the proposed Amendment No. 1 to Purchase and Redevelopment Agreement, attached to this Resolution, effects these proposed amendments to the Purchase and Redevelopment Agreement; and

WHEREAS, RRHA desires to convey the Property to VTF on the terms and conditions set forth in the Purchase and Redevelopment Agreement and the Amendment No. 1 to Purchase and Redevelopment Agreement; and

WHEREAS, THE City Council of the City of Roanoke has made available sufficient funds for RRHA to fund in full any payment obligation of RRHA under the Purchase and Redevelopment Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The proposed Amendment No. 1 to Purchase and Redevelopment Agreement, attached to this Resolution, is approved.
2. The Executive Director shall be and hereby is authorized to execute Amendment No. 1 to Purchase and Redevelopment Agreement, in the form attached to this Resolution.
3. The conveyance of the Property to VTF, on the terms and conditions set forth in the Purchase and Redevelopment Agreement dated November 27, 2018, and the Amendment No. 1 to Purchase and Redevelopment Agreement, is approved;
4. The Executive Director shall be and hereby is directed to execute all documents necessary to consummate the sale and conveyance of the Property as contemplated in the Purchase and Redevelopment Agreement dated November 27, 2018; and
5. The Executive Director and other proper officers and employees of RRHA shall be and the same hereby are authorized and directed to take all such actions as may be necessary, in the opinion of the Executive Director, to implement and accomplish all of RRHA's other obligations under the Purchase and Redevelopment Agreement dated November 27, 2018.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4012 adopted as introduced.

9. Resolution No. 4013

Ms. Richie presented Resolution No. 4013, asking the Board to authorize the execution of a Memorandum of Agreement (MOA) with the Virginia Department of Behavioral Health and Developmental Services (DBHDS) for continuing implementation of the State Rental Assistance Program (SRAP). She explained that the Virginia DBHDS created the SRAP to serve individuals with developmental disabilities in the Settlement Agreement population who want to live in their own housing. Ms. Richie stated that the SRAP is designed to provide rental assistance to single person families who meet the program eligibility criteria and to provide rental assistance to individuals and families of low income, which is consistent with RRHA's mission, and increasing the availability of affordable housing options for persons with disabilities, which is also one of RRHA's stated goals in the Strategic Plan for 2014-2019. She said that the original MOA was authorized on July 24, 2017 by Resolution No. 3933.

Ms. Richie stated that, due to recent updates that have been added to the MOA, a revision is being presented with a term of July 1, 2019 to September 30, 2021, with five 1-Year optional renewals, with the Virginia DBHDS for administration of the SRAP. She added that RRHA presently has a total of fifteen SRAP vouchers, with twelve currently leased and three pending referrals from DBHDS Ms. Richie said that the SRAP is not subject to Virginia procurement rules.

Commissioner Burruss inquired if there will be more than the fifteen vouchers at any point. Mr. Bustamante stated that the last time BDHD offered more vouchers RRHA accepted them, and if they request more RRHA will accept them. It depends on the need and whether they have enough individuals who would like to relocate to Roanoke.

Commissioner Witten introduced Resolution No. 4013 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A MEMORANDUM OF AGREEMENT WITH THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES FOR CONTINUING IMPLEMENTATION OF THE STATE RENTAL ASSISTANCE PROGRAM

WHEREAS, the Commonwealth of Virginia entered a Settlement Agreement with the United States Department of Justice in January 2012 which provided for housing individuals with developmental disabilities (the Settlement Agreement Population) in the most integrated and independent settings appropriate to their needs; and

WHEREAS, the Virginia Department of Behavioral Health and Developmental Services (DBHDS) has created a State Rental Assistance Program (SRAP) to serve individuals with developmental disabilities in the Settlement Agreement Population who want to live in their own housing; and

WHEREAS, the SRAP is designed to provide rental assistance to single person families who meet the program eligibility criteria so they have the means to lease private market rental housing that meets their needs; and

WHEREAS, providing rental assistance for individuals and families of low income is consistent with RRHA's mission and increasing availability of affordable housing options for persons with disabilities is a stated goal in RRHA's Strategic Plan 2014-2019; and

WHEREAS, the Virginia General Assembly appropriated funding to provide rental assistance to Virginians with developmental disabilities in the Settlement Agreement Population who want to live in integrated, independent housing; and

WHEREAS, by Resolution No. 3933 on July 24, 2017, the RRHA Board of Commissioners authorized RRHA to enter a Memorandum of Agreement (MOA) with DBHDS to administer rental assistance for persons who meet the program eligibility criteria and choose to live in rental housing in the Roanoke region; and

WHEREAS, DBHDS has expressed a desire for RRHA to execute a new MOA to continue administering rental assistance under the SRAP; and

WHEREAS, SRAP funding levels meet or exceed levels for housing assistance and administrative fees for programs RRHA currently administers under the United States Department of Housing and Urban Development, and operational policies and requirements are similar to those programs for which RRHA has staff capacity and competency.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute Memorandum of Agreement No.720-4638, in substantially the form attached, for a term of July 1, 2019 to September 30, 2021, to include five 1-Year optional renewals, with the Virginia Department of Behavioral and Developmental Services for administration of the State Rental Assistance Program.

The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 4013 adopted as introduced.

Commissioner's Burruss and Karnes left the session at 4:05 p.m.

#### 10. Executive Session

Commissioner Smith moved that the Commissioners enter into Executive Session for the purpose discussion of specific personnel matters of RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1).

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Garner, Kepley, Smith, Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 4:06 p.m.

Commissioner Karnes returned to the session at 4:07 p.m.

Commissioner Burruss returned to the session at 4:09 p.m.

### Certification

Commissioner Burruss introduced a motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Vice Chair Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

The Board reconvened into open session at 5:15 p.m.

### **III. ADJOURNMENT**

There being no further business to come before the Board, Commissioner Smith moved that the meeting be adjourned.

The motion was seconded by Commissioner Kepley and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Karnes, Kepley, Smith, Witten

NAYS: None

Chair Garner declared the meeting adjourned at 5:16 p.m.



David Bustamante, Secretary-Treasurer



Ed Garner, Chair



The Capital Fund Program – Five-Year Action Plan, Attachment #1 to Resolution No. 4007 is not included in the Resolution Book for the May 20, 2019, meeting due to the size of the attachment.

The Capital Fund Program – Five-Year Action Plan is retained in the Official Executive Office Board Meeting Files.

The Moving To Work Demonstration Program for Fiscal Year 2019, Attachment #1 to Resolution No. 4009 is not included in the Resolution Book for the May 20, 2019, meeting due to the size of the attachment.

The Capital Fund Program – Five-Year Action Plan is retained in the Official Executive Office Board Meeting Files.

The Moving To Work Demonstration Program for Fiscal Year 2019, Attachment #2 to Resolution No. 4009 is not included in the Resolution Book for the May 20, 2019, meeting due to the size of the attachment.

The Capital Fund Program – Five-Year Action Plan is retained in the Official Executive Office Board Meeting Files.

The Moving To Work Demonstration Program for Fiscal Year 2019, Attachment #3 to Resolution No. 4009 is not included in the Resolution Book for the May 20, 2019, meeting due to the size of the attachment.

The Capital Fund Program – Five-Year Action Plan is retained in the Official Executive Office Board Meeting Files.



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement

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THIS AGREEMENT (the “Agreement”), executed this [insert date] \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is by and between [insert Locality, School Division, or Other Political Subdivision] \_\_\_\_\_ (the “Employer”) and the Virginia Retirement System (the “Plan Sponsor”) (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

WHEREAS, the Commonwealth of Virginia has established, and the Plan Sponsor is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the “Plan”) in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the *Code of Virginia* (the “Code”), as amended, may participate; and

WHEREAS, pursuant to the same section of the *Code*, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the official entering into this Agreement is duly authorized on behalf of the Employer’s governing body.

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it will comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it will provide sufficient services to administer the Plan and to appropriately respond to inquiries by employees and participants.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Plan.
- 4) The Employer agrees to provide the Plan Sponsor’s selected long term care insurance carrier with a mail file of all active employees, in the format provided by the insurance carrier.

- 
- 5) When requested by the Plan Sponsor or the insurance carrier, the Employer agrees to permit the Plan Sponsor's selected long term care insurance carrier to conduct group and individual meetings for the purpose of explaining the Plan or enrolling employees on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and that are accepted by the Plan Sponsor.
  - 6) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
  - 7) The term of this Agreement shall be for three years beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed, intending to be bound thereby.

**Employer****Virginia Retirement System**

By: \_\_\_\_\_

By: \_\_\_\_\_

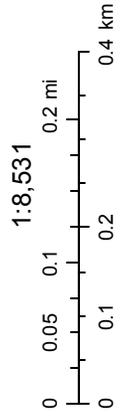
Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

Hollins-Bluestone Parcels



City of Roanoke, EagleView  
City of Roanoke

May 10, 2019



**SUMMARY:**

**Parcel Id:** 3250203

**Zoning:** CN

**Property Address:**

**Property Acreage:** 0.5448

2507 HOLLINS RD NE

**Property Sq. Footage:** 23733

ROANOKE, VA 24000

**Property Frontage:** 69

**Legal Description:** PT LOTS 1 & 2 BLK 2  
BLUESTONE ADD

**Property Depth:** 150.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
1989-10-27	\$0.00	RASOUL RALPH & JEHAD	HYLTON W T & LAURA LEE (Inactive)	

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$41,500.00	\$18,000.00	\$59,500.00



**SUMMARY:**

**Parcel Id:** 3250204

**Zoning:** RM-1

**Property Address:**

**Property Acreage:** 0.3656

0 LIBERTY RD NE

**Property Sq. Footage:** 15927

ROANOKE, VA

**Property Frontage:** 87

**Legal Description:** PT 2 & PT 1 BLK 2 BLUESTONE  
ADD

**Property Depth:** 150.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
1989-10-27	\$0.00	RASOUL RALPH & JEHAD	GENDRON EDWIN A JR - EXEC (Inactive)	

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$14,200.00	\$0.00	\$14,200.00



**SUMMARY:**

Parcel Id: 3250205

Zoning: RM-1

Property Address:

Property Acreage: 0.2344

0 LIBERTY RD NE

Property Sq. Footage: 10209

ROANOKE, VA

Property Frontage: 70

Legal Description: LOT A BLK 2 BLUESTONE  
ADD

Property Depth: 150.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
1989-10-27	\$0.00	RASOUL RALPH & JEHAD	GENDRON EDWIN A JR - EXEC (Inactive)	

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$10,900.00	\$0.00	\$10,900.00

# 29th Street Parcels



1:4,265

City of Roanoke, EagleView  
City of Roanoke

May 10, 2019



**SUMMARY:**

<b>Parcel Id:</b> 2420114	<b>Zoning:</b> RM-1
<b>Property Address:</b> 0 29TH ST NW ROANOKE, VA	<b>Property Acreage:</b> 0.2095 <b>Property Sq. Footage:</b> 9124 <b>Property Frontage:</b> 55
<b>Legal Description:</b> LOT 10 & PT ALLEY BLK 2 HORTON PLACE	<b>Property Depth:</b> 165.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
N/A	\$0.00	TRS FOREST PARK BAPTIST CHURCH		

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$9,300.00	\$0.00	\$9,300.00



**SUMMARY:**

<b>Parcel Id:</b> 2420115	<b>Zoning:</b> RM-1
<b>Property Address:</b> 0 29TH ST NW ROANOKE, VA	<b>Property Acreage:</b> 0.2101 <b>Property Sq. Footage:</b> 9151 <b>Property Frontage:</b> 55
<b>Legal Description:</b> LOT 9 & PT ALLEY BLK 2 HORTON PLACE	<b>Property Depth:</b> 165.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
N/A	\$0.00	TRS FOREST PARK BAPTIST CHURCH		

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$9,300.00	\$0.00	\$9,300.00



**SUMMARY:**

<b>Parcel Id:</b> 2420116	<b>Zoning:</b> RM-1
<b>Property Address:</b> 0 29TH ST NW ROANOKE, VA	<b>Property Acreage:</b> 0.2097 <b>Property Sq. Footage:</b> 9134 <b>Property Frontage:</b> 55
<b>Legal Description:</b> LOT 8 & PT ALLEY BLK 2 HORTON PLACE	<b>Property Depth:</b> 165.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
N/A	\$0.00	TRS FOREST PARK BAPTIST CHURCH		

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$9,300.00	\$0.00	\$9,300.00



**SUMMARY:**

<b>Parcel Id:</b> 2420117	<b>Zoning:</b> RM-1
<b>Property Address:</b> 0 29TH ST NW ROANOKE, VA	<b>Property Acreage:</b> 0.2105 <b>Property Sq. Footage:</b> 9171 <b>Property Frontage:</b> 55
<b>Legal Description:</b> LOT 7 & PT ALLEY BLK 2 HORTON PLACE	<b>Property Depth:</b> 165.00

**LAST SALE:**

Sale Date	Sale Amount	Grantee	Grantor	Document Number
N/A	\$0.00	TRS FOREST PARK BAPTIST CHURCH		

**LAST ASSESSMENT:**

Valuation Date	Land Value	Improvement Value	Total Value
2019-01-01	\$9,300.00	\$0.00	\$9,300.00

**AMENDMENT NO. 1 TO PURCHASE AND REDEVELOPMENT AGREEMENT**

THIS AGREEMENT, made as of May \_\_\_\_2019, by and between **CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**, a political subdivision of the Commonwealth of Virginia ("RRHA") and **VIRGINIA TECH FOUNDATION, INC.**, ("VTF"), for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged provides as follows:

1. Background. RRHA and VTF entered into a Purchase and Redevelopment Agreement South Jefferson Redevelopment Area dated November 27, 2018, with respect to One (1) parcel in the South Jefferson Redevelopment Area, bearing City of Roanoke Official Tax Map Number 4030212, and known as 1255 Williamson Road, SE in the City of Roanoke, Virginia (the "Property"), as more particularly described in **Exhibit A** to that agreement. Capitalized terms used but not defined herein shall have the meanings assigned to such terms in the Purchase and Redevelopment Agreement South Jefferson Redevelopment Area dated November 27, 2018.

2. Amendment. The last sentence of paragraph 10(a) of the Purchase and Redevelopment Agreement South Jefferson Redevelopment Area dated November 27, 2018, is hereby DELETED in its entirety and REPLACED with the following:

At Closing, VTF shall assume all obligations to Tenant under the month-to-month lease arrangement, and VTF shall be solely responsible for giving Tenant required notice to terminate the month-to-month lease arrangement and/or to vacate the Property. VTF agrees that that it will provide RRHA with a copy of such notice to terminate the month-to-month lease arrangement and/or to vacate the Property, and that such notice to terminate the month-to-month lease arrangement and/or to vacate the Property will give Tenant at least 90 days to vacate the Property.

3. Continuation of Purchase Agreement. The Purchase and Redevelopment Agreement South Jefferson Redevelopment Area dated November 27, 2018, except as modified herein, shall continue in full force and effect in accordance with its terms.

4. Counterparts. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original of this Agreement.

WITNESS the signatures and seals of RRHA and VTF as of the date first written above, each party signing by its duly-authorized officer:

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (SEAL)

By \_\_\_\_\_

Its \_\_\_\_\_

VIRGINIA TECH FOUNDATION, INC. (SEAL)

By \_\_\_\_\_

Its \_\_\_\_\_

The Department of Behavioral Health and Developmental Services Memorandum of Agreement, Attachment #1 to Resolution No. 4013 is not included in the Resolution Book for the May 20, 2019, meeting due to the size of the attachment.

The Capital Fund Program – Five-Year Action Plan is retained in the Official Executive Office Board Meeting Files.