

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, January 25, 2016, 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 Butler called the meeting to order at 3:00 p.m. and declared that a quorum was present.

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

ABSENT: None

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

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Kathy Beveridge, Compliance and QA Manager; David Bustamante, VP of Housing; Nick Conte, Legal Counsel; Betsy Crow, VP of HR and Administration; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Joel Shank, VP of Operations; Melissa Wills, Executive Assistant

Chair Butler welcomed everyone to today's meeting.

**PUBLIC HEARING**

To receive public comments on a Significant Amendment to the 2015-2019

Agency Plan.

Mr. Gusler provided a summary of the Significant Amendment to the 2015-2019 Agency Plan regarding the disposition of the property located at 3401 Whiteside Street, N.E. The property is a 1.9 acre parcel with a 19,788 square foot warehouse building. The building was previously used for storage and maintenance of RRHA vehicles and equipment. The facility is no longer needed due to HUD's asset management requirements. This Public Hearing will be followed by a resolution and an application to HUD to approve disposition of the property. The staff will be meeting with the Joint Resident Council on February 11, and will be talking with city leadership to obtain written support for the disposition application. An environmental study will also be scheduled.

Mrs. Goh clarified that the Board is not being asked to take any action at this time. A resolution will be presented next month for approval of the Significant Amendment to the 2015-2019 Agency Plan, adding the statement of intent to sell the warehouse and use the proceeds to build additional public housing units. A second resolution will be presented for Board consideration of approval to submit the disposition application to HUD's Special Application Center. The Significant Amendment has been available to the public for a 45-day comment period both on the RRHA website and printed copies available at all public housing office locations and the RRHA administrative offices. The Public Hearing provides an opportunity for members of the public to give oral comments to the Board.

Commissioner Witten inquired if this was the same property that had needed roof repairs completed previously. Mrs. Goh confirmed that it was the same property,

and the repairs were made in preparation for sale of the building.

Chair Butler asked if there were any community members or other stakeholders wishing to make comments. There were none.

Chair Butler asked if any Commissioners had any further questions or comments. There were none.

There being no further discussion the Public Hearing ended at 3:03 p.m.

## **II. REPORTS**

### **1. Financial Report**

Chair Butler stated that Ms. Austin provided a Financial Narrative along with Financial Report and asked if there were any comments or questions. There were none.

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

Chair Butler asked for the Executive Director's report.

Mrs. Goh welcomed Commissioner Burruss back to the Board meeting and stated that she had been missed during her absence. She also congratulated Mr. Conte on his new position with Carilion Clinic as general counsel and senior vice president. Today will be Mr. Conte's last meeting with the Board, and Mrs. Goh stated that she appreciated his service to RRHA. Mark Loftis from Woods Rogers will be replacing Mr. Conte as the Board's Legal Counsel beginning next month.

Mrs. Goh stated that there will be some changes to the Resident Services report beginning next month due to the implementation of a new software system for reporting. Following review of next month's report, Board members are encouraged to let Mrs. Goh know if they have any concerns with the revised reporting format.

Mrs. Goh gave an update regarding the database adjustment that RRHA requested from HUD relative to Real Estate Assessment Center (REAC) contractor inspections at two locations. Two adjustments were approved, resulting in increases in the scores for Villages at Lincoln from 81 to 88 and Melrose Towers from 71 to 81. One requested adjustment was not approved, although the reason is unclear since supporting documentation related to open contract work underway at the time of inspection was submitted with the request.

Mrs. Goh explained that there are two types of appeals regarding HUD inspections. A database adjustment is requested in situations where the housing authority acknowledges that the cited deficiency cited exists, but there is a reason for it that meets an allowable exception, such as the contract work for modernization being performed at the time of inspection. A technical review is requested in a situation where the housing authority believes that the inspector did not apply the inspection criteria correctly and does not agree that the cited item constitutes a deficiency. RRHA also submitted a technical review request for one inspection item but no response has been received to date. If there are additional scoring changes, these will be communicated to Commissioners when RRHA is notified.

Mrs. Goh stated that most of the Commissioners will recall an offset of Public Housing Operating Reserves implemented by HUD a few years ago. At that time, HUD developed a new definition for what was termed excess reserves. The offset had a significant financial impact on RRHA. Mrs. Goh distributed copies of *The Casterline Associates Advisor* newsletter to Commissioners and stated that Casterline is a leading financial consulting company in the public housing industry. According to

Casterline, HUD may be considering implementation of another offset in FY 2017, and the newsletter provides strategies to protect Public Housing Operating Reserves. Mrs. Goh stated that Mrs. Austin has performed calculations using the formula applied by HUD in the previous offset, and RRHA would currently have approximately \$5 million in excess reserves if the same definition is applied.

Mrs. Goh stated that she and the RRHA vice presidents have reviewed the outlined strategies and have begun to develop a plan to complete projects that would use the reserves to meet RRHA's identified needs. There is a prohibition on the use of operating reserves for capital improvements; however, they can be used for maintenance, vehicles, personnel, and other operating needs. Mrs. Goh stated that a budget modification to include these additional proposed expenditures will be presented to the Board next month for consideration. This will require a Public Hearing that will also be scheduled for the February meeting date.

Mrs. Goh and Mrs. Austin answered questions from the Board regarding the specifics of the HUD formula used and the timing of the possible offset. They explained that RRHA has built its reserve based on good financial management, and they believe it is important to use the reserves to meet RRHA's operational needs. In response to a question from Commissioner Garner, Mrs. Austin and Mrs. Goh said they both think that the threshold for determining excess reserves should be higher, especially for organizations with a number of aging buildings.

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

### 3. Staff Reports

Mr. Gusler updated the Board on activities in the Choice Neighborhoods Transformation Plan area.

Mr. Gusler stated that RRHA received a Choice Neighborhoods Planning Grant from HUD in 2012 and completed the Transformation Plan for the Loudon-Melrose/Shenandoah West neighborhood in 2014. He stated that RRHA has recently applied to the City of Roanoke for the Community Development Block Grant (CDBG) funds for design services for the first phase of Choice Neighborhoods implementation. Mr. Gusler stated that development in the Horton Park area is identified as the first phase, with the specific area for development contingent on the outcome of the City's planning process relative to renovation of the Melrose Library. He stated that the application for this grant was recently submitted, and a decision should be made by spring. If awarded, the funds would be available after July 1.

Mr. Gusler provided an update regarding the Department of Housing and Community Development's (DHCD) Vibrant Communities Initiative grant application process. RRHA hosted a site visit by the DHCD in December and was selected to submit a full application. He stated that DHCD has since informed RRHA that the full application would only be for loans for housing development and not for grant funds. RRHA staff is currently evaluating whether it is cost-effective to pursue those loans. The application is due on February 24.

Mr. Gusler stated that RRHA is also working on a new Choice Neighborhoods Planning and Action Grant application for submission to HUD. This new grant opportunity allows previous planning grantees, such as RRHA, to apply for the action

portion of the grant for up to \$1.5 million for community improvements. He stated that funds cannot be used specifically for housing development or basic municipal services. RRHA staff has begun evaluating potential project ideas that could be included in an application, which is due February 9, 2016. A required public meeting on the grant application will be scheduled for either February 3 or February 4. The details of this meeting will be communicated with the Board as soon as it is confirmed. Mr. Gusler stated that, once the grant application is submitted, RRHA will have six months to develop a plan for specific services and projects to be funded by the grant.

Mr. Gusler stated that RRHA, in partnership with the City of Roanoke and the Council of Community Services, applied unsuccessfully for a Choice Neighborhoods Implementation Grant in February 2015. The notice of funding availability for this year's grant cycle has not yet been announced, but is expected on April 25, with the deadline for grant applications tentatively set for June 25. RRHA will work with its partner agencies to review the previous grant application and start preparations for a new grant application prior to release of the notice of funding availability.

Commissioner Garner inquired as to why RRHA was not selected for the 2015 Choice Neighborhood Implementation Grant. Mr. Gusler explained that there were two required items at the threshold level that were not included with the grant application.

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

#### 4. Committee Reports

Vice-Chair Karnes reported that the Personnel Committee met prior to the Board meeting to discuss revisions to the RRHA Paid Time Off (PTO) Policy. This will

be presented to the Board in February.

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

5. Commissioner Comments

Chair Butler expressed his appreciation for Mr. Conte's years of service to the Board and also welcomed Commissioner Burruss back from her absence.

6. Residents or other community members to address the Board.

Chair Butler asked if there were any residents or other community members who would like to address the Board. There were none.

**III. CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, December 21, 2015.

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

C-2 Monthly Operations Report for the month of December 2015.

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

Chair Butler thereupon declared said motion carried as introduced.

**IV. REGULAR AGENDA**1. Resolution No. 3867

Mr. Bustamante requested approval of Resolution No. 3867 which would allow RRHA to dispose of sixteen (16) vehicles identified as excess property. According to the RRHA Disposition Policy, this requires approval by the Board since the estimated value of each vehicle is over \$1,000. The type of vehicles, their conditions, and values are identified in the attachment to the Resolution. Mr. Bustamante explained that the vehicles would be parked in the parking lot behind the RRHA offices and sealed bids would be accepted. This would be communicated with the public through advertisement in the newspaper. Part of the budget modification plan mentioned earlier in the meeting includes the purchase of replacement vehicles.

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

Commissioner Garner introduced Resolution No. 3867 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY APPROVING THE SALE OF 16 VEHICLES  
IDENTIFIED AS EXCESS PROPERTY**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has identified sixteen (16) vehicles that are no longer needed for its operations and are, therefore, suitable to be declared excess property; and

WHEREAS, sale of excess Authority property must be conducted in accordance with the RRHA Disposition Policy; and

WHEREAS, RRHA's Disposition Policy states that excess property with an estimated value between \$1,000 and \$5,000 may be sold through an informal bid process and property valued in excess of \$5,000 may be sold through a formal bid process.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized to sell the 16 vehicles identified as excess property and described on the attached list using sale methods authorized by the RRHA Disposition Policy.

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

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

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3867 adopted as introduced.

2. Resolution No. 3868

Mr. Bustamante requested approval of Resolution No. 3868 which would provide added on-site police presence, at selected RRHA Housing units, during peak crime rate times as identified by the City of Roanoke Police Department (RPD). This is something new for RRHA in order to provide a safer environment for its residents. In response to a question from Commissioner Anguiano about how the determination was made to provide these services, Mr. Bustamante stated that RRHA has identified the need through review of crime rates and requests from residents at community meetings. The report from Casterline identified above-baseline police services as an option for use of reserve funds. RRHA will work with the RCPD to identify specific days and times that above-baseline police services are needed. Mr. Bustamante explained that this will be considered overtime for police officers who sign up to fill the specified shifts. It was determined that having a police presence at the sites is preferable to using a security firm and likely to be more effective in crime prevention

efforts. The RCPD also has the ability to continually monitor crime data to determine if the days and times would need to be modified. Commissioner Burruss asked how relationships will be established if different officers are signing up to cover shifts. Mr. Bustamante responded that it is likely that the same officers will cover shifts at a particular site on a regular basis.

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

Commissioner Smith introduced Resolution No. 3868 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF ROANOKE POLICE DEPARTMENT TO PROVIDE ABOVE-BASELINE POLICE SERVICES TO SIX PUBLIC HOUSING DEVELOPMENTS USING PUBLIC HOUSING OPERATING RESERVE FUNDS

WHEREAS, in accordance with the City of Roanoke Redevelopment and Housing Authority (RRHA) 2015-2019 Agency Plan, RRHA has worked in partnership with the City of Roanoke Police Department (RCPD) to identify measures to ensure safety, security, and welfare of residents by preventing and reducing criminal activity at Public Housing properties owned and managed by RRHA in the City of Roanoke; and

WHEREAS, RRHA and RCPD staff have determined that provision of above-baseline police services would prevent and reduce crime, thereby improving community livability, at six of RRHA's Public Housing developments; and

WHEREAS, these above-baseline police services will be provided during days and times which have been identified as most likely for crime to occur, based on data collected and maintained by RCPD; and

WHEREAS, these above-baseline police services will consist of long-term assignment of RCPD personnel to develop relationship-based policing at the identified Public Housing sites: Lansdowne Park, Villages at Lincoln, Hunt Manor, Melrose Towers, Jamestown Place, and Indian Rock Village; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD)

Procurement Handbook No. 7460.8, Revision 2, and RRHA's Procurement Procedures allow RRHA to enter into an intergovernmental agreement, without competitive procurement, with another governmental agency, for services that are part of that agency's normal duties and responsibilities including specifically, paying a city for the cost of additional police services as long as those services are above and beyond what the police department would normally provide; and

WHEREAS, under Section 9 of the Housing Act of 1937, 42 U.S.C. 1437g, Public Housing Operating Funds may be used for anticrime and antidrug activities, including the cost of providing adequate security for public housing residents, including above-baseline police service agreements; and

WHEREAS, RRHA has sufficient Public Housing Operating Reserve funds to support above-baseline policing services.

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 necessary documents to enter an Intergovernmental Agreement with the City of Roanoke Police Department for provision of above-baseline police services to six Public Housing developments for a period of two years with a not-to-exceed amount of \$400,000.

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

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

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3868 adopted as introduced.

### 3. Executive Session

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

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

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

NAYS: None

The Board of Commissioners entered into Executive Session at 3:50 p.m.

The Board reconvened into open session at 4:12 p.m.

Commissioner Garner 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 Commissioner Smith and upon roll call the following vote was recorded:

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

NAYS: None

V. **ADJOURNMENT**

There being no further business to come before the Board, Vice-Chair Karnes moved that the meeting be adjourned.

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

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

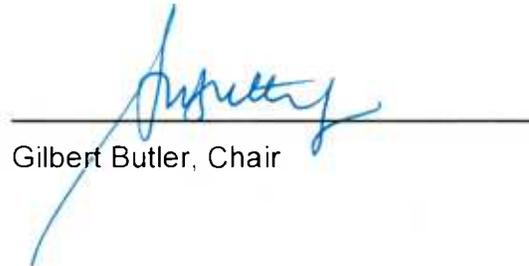
NAYS: None

Chair Butler declared the meeting adjourned at 4:13 p.m.



A handwritten signature in blue ink, appearing to read "Glenda Edwards Goh", written over a horizontal line.

Glenda Edwards Goh, Secretary-Treasurer



A handwritten signature in blue ink, appearing to read "Gilbert Butler", written over a horizontal line.

Gilbert Butler, Chair

**VEHICLES FOR DISPOSAL**

<b>Make/Model</b>	<b>Vehicle Condition</b>	<b>VIN#</b>	<b>Purchase Date</b>	<b>Purchase Price</b>	<b>Estimated Present Value</b>
1998 Chevy Blazer	Fair – Operable & needs minor repair	1GNDDT13WXW2277631	10/12/1999	\$18,963	\$1,470
2000 Chevy. Lumina	Inoperable & needs major repairs	2G1WL52J4Y1134832	10/6/2000	\$13,011.50	\$1,207
1999 GMC Crew Cab	Fair- Operable & need minor repairs (diesel)	1GTGC33F3XF062359	4/16/1999	\$22,974	\$6,236*
1997 Ford F-150 PU	Inoperable & needs major repairs	1FTDF1720VNC87234	2/12/1999	\$11,670	\$1,523
1999 Buick Century	Inoperable & needs major repairs	2G4WS52M2X1424825	10/7/199	\$13,671	\$1,724
1998 Dodge 4x4	Fair – Operable & needs minor repair	1B7HF16YXWS700061	12/16/2013	\$3,500	\$1,1647
1998 Chevy 4x4 PU	Fair – Operable & needs minor repair	1GCGK24R3WZ146622	10/6/2000	\$11,230.50	\$2,813
1999 Mercury Sable	Fair – Operable & needs minor repair	1MEFM50UXXA643389	5/26/2000	\$12,240.90	\$1,380
2002 Oldsmobile Van	Fair – Operable & needs minor repair	1GHDX23E72D115796	8/23/2002	\$17,547.90	\$1,557
1995 Ford F150 PU	Fair – Operable & needs minor repair	1FTEF15YXSLB50286	5/16/2003	\$4,800	\$2,128
1998 Ford Taurus	Fair – Operable & needs minor repair	1FAFP52U7WA110510 tion #3867 – January 25, Agenda Item # 1 – ment #1	8/21/1998	\$14,687.75	\$1,341

1998 GMC Pickup 4X4	Fair – Operable & needs minor repair	1GTEK14M3WZ526565	11/25/1998	\$23,987.00	\$2,611
2005 Chevy 2500 Van	Fair – Operable & needs minor repair	1GCGG25V851194868	9/16/2005	\$16,906.00	\$4,500
1996 Chevy 4x4 PU	Fair – Operable & needs minor repair	1GCGK24R7TE150613	9/30/2011	\$4,265	\$2,391
1998 Ford Taurus	Fair – Operable & needs minor repair	1FAFP52U5WA129489	8/21/1998	\$14,687.75	\$1,253
1996 Ford Ranger	Fair – Operable & needs minor repair	1FTCR14AXTPA48189	3/24/2000	\$7,912.00	\$1,475

Estimated Values were derived from Kelley Blue Book and Edmunds.com

\*Kelley Blue Book and Edmunds.com do not accurately reflect the present market value of this vehicle due to it being in very poor condition and requiring substantial repairs.