

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, December 16, 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 Anguiano called the meeting to order at 3:03 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

ABSENT: Commissioner Witten

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Betsy Crow, VP of Human Resources and Administration; Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Crystal Hall, Community Support Services Director; Suzzette McCoy, Compliance & Quality Assurance Coordinator; Michelle Jackson, Senior Executive Assistant

Chair Anguiano welcomed everyone to today's meeting.

**II. REPORTS**

1. Financial Report

Chair Anguiano asked if there were any questions for Ms. Austin. There were

none.

## 2. Executive Director's Report

Chair Anguiano asked for the Executive Director's Report.

Mr. Bustamante responded that in addition to his written report, he wanted to mention that he was interviewed today by Channel 7 and Channel 10 news regarding the 5 Veterans Affairs Supportive Housing (VASH) vouchers that the Roanoke Redevelopment and Housing Authority (RRHA) received, the subsidy amount is a little over \$25,000.00. These vouchers and subsidy will be available in January or February 2020.

He would also like to thank the Board members who were able to attend the employee holiday luncheon. It was a very good event.

Commissioner Garner responded that he had a question about the Section 3 monthly activity report. What is a covered contract? Ms. Crow answered that those are the contracts that meet the Section 3 requirements. Mr. Shank pointed out that Public Housing contracts usually fall under Section 3 and HCV contracts would not. Depending on the program, Section 3 rules apply to the procurement and award of the contract.

Commissioner Garner then asked about the \$70 billion dollars that was mentioned about the deferred capital improvements, is there an update. Mr. Bustamante answered at this time we haven't heard anything other than the Senators are trying pursue it. It is a proposed bill. It wasn't going to be reviewed at the same time as the Transportation Housing and Urban Development (THUD) bill. It will be separate. Commissioner Garner asked about the THUD bill. Mr. Bustamante answered

that there was a continued resolution until December 21. Commissioner Garner asked Mr. Bustamante if he saw where they talked about certain aspects of it would be stripped out and could be approved separately, if he had any thoughts on that. Mr. Bustamante responded that as long as we don't receive less subsidy, we are comfortable with what we have. We are hoping if that is the case we will have even funding for 2020.

3. Staff Reports

Chair Anguiano asked if there were any staff reports. There were none.

4. Committee Reports

Chair Anguiano asked if there were any Committee reports. There were none.

5. Commissioner Comments

Chair Anguiano asked if there were any Commissioner comments. Chair Anguiano wanted to congratulate everyone on being a high performer in both major housing programs for the seventh year in a row and stated that is quite an achievement. Also, it was nice being together for the Christmas party. Commissioner Garner agreed and wanted to thank everyone. He went on to say that they had a suggestion that was made about giving an award from the Commissioners for next year's holiday luncheon.

6. City Council Liaison Comments or Discussion

Chair Anguiano 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 Anguiano 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, November 25, 2019.

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

RECOMMENDED ACTION: File as submitted

Vice Chair 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, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried as introduced.

## **III. REGULAR AGENDA**

### **1. Resolution No. 4027**

Mr. Bustamante presented Resolution 4027. Resolution 4027 is a request for the Board's approval to approve revisions to the Board meeting schedule that was presented at November's meeting. The schedule that is being presented to the Board today includes the changes that were made. We are asking for approval so that we could post the revised Board meeting dates. Chair Anguiano asked if there were any questions about the proposed dates. There were none.

Commissioner Garner introduced Resolution No. 4027, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2020 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interest of RRHA to designate different place, date, and/or time for certain regular meetings of the Board of Commissioners in 2020.

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

- (1) The regular meeting of the Board of Commissioners for the month of May 2020 shall be held on Monday, May 18, 2020 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017.
- (2) The regular meeting of the Board of Commissioners for the month of December 2020 shall be held on Monday, December 21, 2020 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017.

The motion was seconded by Vice Chair Smith and upon roll call the following vote was recorded.

AYES: Commissioners Anguiano, Burruss, Kepley, Garner, Smith, Walker,

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4027 adopted as introduced.

2. Resolution No. 4028

Ms. Crow presented Resolution 4028. After reviewing the current RRHA policy, it was determined that an update to better reflect current practices was necessary for Policy Number 610, Annual Performance Appraisals. These changes were discussed and recommended by the Personnel Committee and are being brought forth for

consideration and approval.

We would like to ask for the Board of Commissioners to authorize the revisions of Policy Number 610, Annual Performance Appraisals.

Chair Anguiano asked if there was anything the Personnel Committee would like to add. Commissioner Garner asked what we were trying to accomplish. Ms. Crow responded that we had a combination of Annual Performance Appraisals along with compensation and merit increases. A lot of the merit language was taken out of that appraisal. There was little bit of an update in terms of what the objectives were in relation to that. The Compensation Policy is really separate from the Annual Performance Appraisal.

Commissioner Burruss asked about SMART goals, she didn't see them defined. Ms. Crow provided the definition as Specific Measurable Attainable Relevant Time-Based goals. There is a training scheduled for Wednesday for managers to become familiar with setting SMART goals. Chair Anguiano asked if there were any additional questions. There were none.

Commissioner Burruss introduced Resolution No. 4028, and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING EMPLOYEE PERFORMANCE APPRAISALS**

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and is proposing revisions to Policy Number 610 titled ANNUAL PERFORMANCE APPRAISALS, dated December 20, 1996, and previously revised December 1, 2017. These changes better reflect the current goals and procedures for conducting appraisals;

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy as listed above, are approved effective January 1, 2020.

The motion was seconded by Vice Chair Smith and upon roll call the following vote was recorded.

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker,

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4028 adopted as introduced.

3. Resolution No. 4029

Ms. Crow presented Resolution 4029. In reviewing the annual PTO reports for 2019, it was determined by the Executive Director that many employees were unable to utilize some of their PTO and would lose PTO if the agency adheres to the current carry over policy of 75 hours.

As such, the Executive Director approved a one-time pay out of not more than 37.5 hours for employees who are unable to use that PTO in order to meet the needs of the agency. We would like to ask the Board of Commissioners to authorize a one week payout of PTO to the Executive Director based on the same inability to utilize PTO to meet the agency needs.

Vice Chair Smith introduced Resolution No. 4029, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PAID TIME OFF PAYMENT

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2019 calendar year and reviewed the basis for those who have excessive balances at the end of the year; and

WHEREAS, RRHA has determined that the project commitments and IT issues have cause many to be unable to utilize balances in order to meet the needs of the Agency; and

WHEREAS, the Executive Director, under his authority has approved a maximum of one week PTO payout (37.5 Hrs.) to employees who are in excess of the 75 Hrs. carryover allotment; and

WHEREAS, the Executive Director meets the excess PTO balance as referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that a one week PTO for the current Executive Director, is approved effective for the 2019 calendar year.

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4029 adopted as introduced.

4. Resolution No. 4030

Mr. Shank presented Resolution 4030, requesting the Board's approval to award a contract for upgrades to the emergency electrical system at Morningside Manor. The work involves the expansion of the emergency electrical system. When the utility goes down, we have an emergency generator. We are upsizing the generator quite a bit. We are adding a lot more receptacles, lighting, heating boilers, hot water boilers and a second elevator to that system. In the event that we lose utility power, we would always

stay functional.

Last year, we had a request from some of the residents to add units for the hearing impaired with strobes and different things. We got an engineer involved to test and see if the system could handle the addition of these types of devices. In the process of that, we found out that we needed to do other work. We have more people on oxygen machines and need a receptacle to plug in their devices. We have done similar work to Melrose in the past.

We have received three bids, with Davis H. Elliot Construction Co., Inc. being the lowest bid. We are recommending awarding the contract to them. Commissioner Garner asked how does this bid compare to the R S Means Cost Data comparison. Mr. Shank responded that his estimate was \$258,000.00. Mr. Shank is comfortable with the number and mentioned that Davis H. Elliot Construction Co., Inc. has done a lot of work for RRHA.

Vice Chair Smith introduced Resolution No. 4030, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR UPGRADES TO EMERGENCY ELECTRICAL SYSTEM FOR MORNINGSIDE MANOR, AMP 208, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150119 in the amount of \$3,425,178.00; and

WHEREAS, Emergency Electrical System Improvements was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by the RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; and

WHEREAS, RRHA needs a qualified contractor to complete Upgrades to

Emergency Electrical System for Morningside Manor; and

WHEREAS, RRHA issued a Invitation for Bid on October 13, 2019, with bids being due on November 12, 2019; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which was opened for consideration, such bid being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$355,000.00
Davis H. Elliot Construction Co., Inc.	\$252,991.00
G & H Contracting, Inc.	\$478,150.00

WHEREAS, HUD regulations at 24 CFR 135.1 state that "section 3 of the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to business concerns which provide economic opportunities to low- and very low-income persons."; and

WHEREAS, the amount of the allowable HUD Section 3 preference in award of contracts when the amount of the low bid is at least \$200,000, but less than \$300,000, is the lesser amount of 8% of the low bid amount or \$21,000.00; and

WHEREAS, the amount of the allowable HUD Section 3 preference for award of a contract for Upgrades to Emergency Electrical System for Morningside Manor is \$20,239.28; and

WHEREAS, Russell's Remodeling, LLC self-certified as a Section 3 Business Concern; and

WHEREAS, the difference between the low bid amount and the amount of the bid submitted by Russell's Remodeling, LLC is \$102,009.00; and

WHEREAS, the allowable HUD Section 3 preference is not a determining factor in the procurement; and

WHEREAS, the amount of the bid submitted by Davis H. Elliot Construction Co., Inc., was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Davis H. Elliot Construction Co., Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Davis H. Elliot Construction Co., Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

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

- (1) The bid submitted by Davis H. Elliot Construction Co., Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Davis H. Elliot Construction Co., Inc. and RRHA for the fixed price of \$252,991.00.
- (3) 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 Garner and upon roll the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4030 adopted as introduced.

5. Resolution No. 4031

Mr. Shank introduced Resolution No. 4031, requesting the Board's approval to award a contract for the replacement of TWO (2) elevators at Morningside Manor. We had the elevators in the 5 year plan for capital fund. If we have it in the 5 year plan,

and we need to bring the item back to the current year, the Department of Housing of Urban Development (HUD) allows us to do that. We were able to move things around to make the funding available to do this. We started this process back in the summer when RRHA began to experience problems with one of the elevators.

RRHA received one bid. One of the other elevator companies asked to be withdrawn from the bidding process. That is why we only have one bid. G&H Contracting is the general contractor with Thyssenkrupp as the sub-contractor. There is quite a bit of extra work to be done to meet the City of Roanoke code requirements. We had an elevator inspector work with a local Architecture and Engineering firm and specify all the improvements that have to be completed to meet current City code requirements.

We have a bid of \$645,215.00 and while in the process of negotiating the bid we were able to get the cost down to \$632,305.00. This amount meets our range for being acceptable as far as the RS Means Cost Data.

Commissioner Garner asked if there was a reason that Thyssenkrupp didn't bid. Mr. Shank responded that they would be working under G&H Contracting.

Commissioner Kepley asked if this was the type of elevator that we currently have in there. Mr. Shank answered that the current elevators are from a different manufacturer.

Commissioner Kepley asked if one of the elevators will become an egress elevator. Mr. Bustamante answered that the elevator is strictly passenger. Chair Anguiano asked if there is a standard security package that comes with the replacement of elevators. Mr. Shank responded that they are going to set it up so that a camera can be put in both the elevators. Commissioner Burruss asked what the time frame is for

completion. Mr. Shank responded that once they order the elevator equipment there is about a 3 or 4 month wait for delivery.

Vice Chair Smith introduced Resolution No. 4031, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF ELEVATORS FOR MORNINGSIDE MANOR, AMP 208, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150119 in the amount of \$3,425,178.00; and

WHEREAS, Replacement of Elevators for Morningside Manor was included in the Capital Fund Program 5-Year Action Plan for Fiscal Year 2023, which was approved by the RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; and

WHEREAS, under 24CFR 905.108, work items in the Capital Fund Program 5-Year Action Plan are fungible; and

WHEREAS, as it relates to the Capital Fund Program, fungibility allows the PHA to substitute work items between any years within the latest approved CFP 5-Year Action Plan without prior HUD approval; and

WHEREAS, Replacement of Elevators for Morningside Manor was moved from FY 2023 in the Capital Fund 5-Year Action Plan to the FY 2019 Annual Statement detailing the planned use of CFP grant number VA36P01150119; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Elevators for Morningside Manor; and

WHEREAS, RRHA issued a Invitation for Bid on November 3, 2019, with bids being due on November 26, 2019; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
G & H Contracting, Inc.	\$645,215.00

WHEREAS, as a result of value engineering and negotiations the amount of the bid submitted by G & H Contracting, Inc. was amended to \$632,305.00; and

WHEREAS, the amended amount of the bid submitted by G & H Contracting, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and G & H Contracting, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to G & H Contracting, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

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

- (4) The bid submitted by G & H Contracting, Inc., as amended, be and hereby is accepted;
- (5) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between and RRHA for the fixed price of \$632,305.00.
- (6) 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 Burruss and upon roll the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4031 adopted as introduced.

6. Resolution No. 4032

Ms. Crow presented Resolution 4032. RRHA is currently operating under an emergency contract with Tech Squared, Inc. to provide IT managed services. On November 8, 2019, RRHA issued a Request for Proposal (RFP) and received two proposals. Based on the ranking of the proposals RRHA has determined that Network Computing Group, Inc. (NCG, Inc.) was fair and reasonable based on a comparison of the cost estimate and the evaluation panel scoring of the proposals received. This Resolution is requesting approval by the Board to accept the NCG, Inc. proposal and authorize the Executive Director to execute a contract between RRHA and NCG, Inc. for a term of one year with four option years to follow, not to exceed \$675,000.00 which includes an annual cost of IT managed services for \$112,368.00 and an additional amount to be included to cover related IT projects that may arise.

The cost estimate was based on a combination of what we were paying for an IT administrator for salary and benefits as well as recognition of how much we had been paying to Tech Squared, Inc. NCG, Inc. came in under that cost estimate and has substantial experience with non-profits. They are also self-certified as Section 3.

Commissioner Garner wanted to confirm that there are no problems with them taking over with the integration of what we are currently doing with the new system, Yardi. Are we pretty confident that the security system that is within Yardi is robust. Chair Anguiano asked if they have a particular contact person. Ms. Crow responded that they have a team of network engineers and the CEO Mark Bowles would be the strategic partner.

Chair Anguiano asked how it works when someone is coming on board as a new employee. Ms. Crow responded that our current process is that we send a

message to the help desk when someone comes on board or leaves the organization.

The process will stay the same with NCG, Inc.

Vice Chair Smith introduced Resolution No. 4032, and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR INFORMATION TECHNOLOGY (IT) SERVICES UNDER THE FY 2020 OPERATING FUND.**

WHEREAS, IT Services are essential to the overall operation and security of information of RRHA and RRHA is currently operating these services via a short term emergency contract; and

WHEREAS, RRHA issued a Request for Proposals (“RFP”) on November 8, 2019 with Proposals being due on November 26, 2019; and

WHEREAS, RRHA received two (2) Proposals in response to the RFP from the following companies:

- Tech Squared, Inc.;
- Network Computing Group, Inc. (NCG, Inc.); and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of five (5) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated Proposals according to the following evaluation criteria, which were published in the RFQ:

- Experience and technical qualifications – 30 points
- Firm’s methodology and quality control measures – 20 points
- Project history – 15 points
- Price – 20 points
- Section 3 Strategy – 15 points

WHEREAS, the Evaluation Panel rating for each RFP of Qualifications based on the published evaluation criteria were as follows:

- Tech Squared, Inc.;                      344 points
- NCG, Inc.                                      456 points; and

WHEREAS, the Evaluation Panel determined that NCG, Inc. is the highest ranked firm. RRHA entered into negotiations for fees for services, and the cost of fees for services negotiated with NCG, Inc. was fair and reasonable, based on comparison to

RRHA's independent cost estimate based on previous costs incurred for IT Services;  
and

WHEREAS, NCG, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to NCG, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such qualification and execute an appropriate contract.

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

- (7) The Proposal submitted by NCG, Inc. be and hereby is accepted;
- (8) The Executive Director be and hereby is authorized and directed to execute form a Contract between NCG, Inc. and RRHA for a term of one (1) year, with four (4) option years, in the not to exceed amount of \$675,000, which includes the annual amount of \$112,368 for Tech Services and on additional amount to be included to cover IT costs for related project needs that may arise through the course of the contract.
- (9) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

EXPLANATION: RRHA is going from an in-house model of IT support to and outsourced model. The RFP proposal for both firms included the annual fee for IT Managed Services that is based on number of workstations and servers. It is possible that these amounts could change over the life of the contract because of increased or decreased number of workstations and servers as well as the need for additional IT related projects that arise each year. This award contemplates and includes an allowance for those IT related projects beyond the Managed Services specified in the RFP for IT Services.

If approved, this contract will be funded from the Operating Fund and will be allocated as services are utilized.

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4032 adopted as introduced.

**IV. ADJOURNMENT**

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

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker

NAYS: None

Chair Anguiano declared the meeting adjourned at 3:35 p.m.



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David Bustamante, Secretary-Treasurer



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Andrew Anguiano, Chair

