

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, August 25, 2014, 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 Smith 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

Commissioner Witten arrived at 3:04 p.m.

ABSENT: None

OFFICER PRESENT: Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Christina Back, Executive Assistant; Kathy Beveridge, Compliance and Quality Assurance Manager; David Bustamante, VP of Housing; Nick Conte, Legal Counsel; Dawn Fields, HR Director; Crystal Hall, Community Support Services Director; John Prillaman, Staff Attorney; Ruth Robertson-Gouge, Activity Coordinator; Joel Shank, VP of Operations, Desi Wynter, Director of Redevelopment and Modernization

Chair Smith welcomed everyone to today's meeting.

## **PUBLIC HEARING**

To receive comments on the proposed Fiscal Year 2015 Operating Budget.

Ms. Austin stated that she will provide a brief summary of the 2015 budgets. The proposed 2015 Operating Budget is in compliance with asset management guidelines. The budgets for the Public Housing Program reflect a proration for the operating subsidy of 89% of the 2014 appropriated amount. Congress has not passed an Appropriations Bill to date and most likely will not until after the November elections. The 2015 Appropriations Bill provides for \$4.6 billion for the Public Housing Operating Fund Program which represents an 87% proration.

Ms. Austin stated that the budgets include a 2.5% pay increase for employees, which was discussed with the Personnel Committee. During the 2014 fiscal year the Authority saw an increase in both health insurance and retirement contribution amounts. Health insurance increased 9% and VRS increased from 4.72% to 6.22%.

Ms. Austin stated that revenues are projected to increase 2% from the prior year due mainly to the proration for the public housing operating subsidy, an increase in dwelling rental income, and an increase in Section 8 admin fees. Central Office revenues are projected to increase due to higher occupancy percentages in Public Housing which result in increased management fees and also due to projected increases in Service Fee income. Section 8 admin fees are projected to increase to 82%, which would be a slight increase from the current year's 79% level. Hackley revenues are projected to increase 6% based on an increase in dwelling rent and HAP payments. Private Management revenues are projected to decrease due to the sale of

the tax credit property last year. Public Housing investment income is projected to decrease by 18% due to both lower interest rates and due to the reduction of funds available for investment.

Ms. Austin stated that overall expense budgets are expected to increase by 5% when compared to the prior year. The Central Office budgets are showing an increase of approximately 3% in expenses attributable to the proposed salary and insurance increases projected for the year, as well as increases for utilities and ordinary maintenance expenses. Public Housing expenses are projected to increase 17% due to equipment purchases that have been budgeted along with extraordinary maintenance expenses anticipated during the 2015 fiscal year. In addition, the budget includes a transfer of reserves in the amount of \$899,000 to cover equipment purchases and extraordinary maintenance. It is anticipated that 3 dump trucks will be purchased along with 3 management vehicles to be available for use at the housing sites. Ordinary maintenance expenses are expected to increase 33% due to increases in contract cost for camera repairs/replacements and additional maintenance expenses deemed necessary at most of the low rent developments. Capital improvements will be covered through the Capital Fund Program. Section 8 has budgeted for a 4% increase in expenditures with most expense categories remaining flat or budgeted to increase slightly to keep pace with the rising consumer prices. Hackley expenses are projected to decrease approximately 7% due to reduction in expenses budgeted in order to replace and reflect actual expense, and there have been no capital expenses budgeted for the 2015 year. Private Management budget reflects a decrease in expenditures of 36% due to the sale of one of the tax credit properties. Overall, the budgets are

projecting a net increase of approximately \$156,000 which includes the transfer of Reserves amount of \$899,000. The Authority's operating budgets do not provide for additional capital improvements for the upcoming year. These expenses will be covered in the Capital Fund Program. The budgets are based on estimated projections for both operating subsidy and Section 8 admin fees. Once a federal budget is adopted, actual expenditures for budgeted items may have to be reconsidered.

Mrs. Austin stated that the Board will not be asked to any take action on the budget at today's meeting. A resolution to approve the Authority's 2015 Fiscal Year Budget will be brought before the Board for approval at the September Board Meeting.

Mrs. Austin stated that she will be happy to answer any questions.

Commissioner Garner asked if the Admin Fees were at 82%.

Mrs. Austin stated that the House Appropriations Bill includes Admin Fees at approximately 82% proration, thus revenues and budgets are projected at this amount. This is not final as of yet and may need to be adjusted once a federal budget is adopted.

Mrs. Goh stated that there appears to be a typo in the report, as it lists a proration of 72%.

Mrs. Austin apologized and stated that is incorrect and should be 82%.

Commissioner Garner asked for confirmation that it is currently at 79%.

Mrs. Austin stated that is correct.

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

Chair Smith asked if any Commissioners had questions or comments. There

were none.

Chair Smith declared the Public Hearing closed at 3:08 p.m.

## II. REPORTS

### 1. Financial Report

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

### 2. Executive Director's Report

Chair Smith asked for the Executive Director's report.

Mrs. Goh stated that she would report on a few items, in addition to the written report that has been provided in the Board materials. John Prillaman will be joining the RRHA Staff effective September 2 as Staff Attorney. He comes from Woods Rogers as his current employer and brings good experience. Mrs. Goh stated that the Board will have the opportunity to interact with Mr. Prillaman as he begins work with RRHA.

Mrs. Goh stated that she would like to express appreciation on behalf of the RRHA staff for Tim Witten and Gail Burruss reapplying and being reappointed for additional terms. Mrs. Goh stated that the continuity on the Board is appreciated, as is their willingness to continue serving and providing leadership for RRHA.

Mrs. Goh welcomed newly appointed Commissioner, Andrew Anguiano. Mrs. Goh expressed appreciation for Commissioner Anguiano's willingness to serve the community on the RRHA Board. Mrs. Goh stated that the Board provides great leadership for achieving RRHA's important mission and she looks forward to Commissioner Anguiano's contributions.

Commissioner Anguiano stated that he is excited for the opportunity.

Mrs. Goh stated that there still is no federal budget and she doubts that there will be one by the beginning of the fiscal year which is October 1. As a result, RRHA will be operating on budget estimates into the new fiscal year, as has happened frequently in the past several years. Budget adjustments will be made if necessary, once a federal budget is adopted.

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

3. Staff Reports

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

4. Committee Reports

Chair Smith asked if there were any committee reports.

Commissioner Garner stated the Personnel Committee met and reviewed a policy regarding Internet and Email that will be brought before the Board in either September or October.

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

5. Commissioner Comments

Chair Smith asked if there were any Commissioner comments. There were none.

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

Chair Smith 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,

July 28, 2014.

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

C-2 Monthly Operations Report for the month of July 2014.

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried as introduced.

#### IV. **REGULAR AGENDA**

##### 1. Annual Election of Officers for 2014 – 2015

Chair Smith opened the floor for nominations for the office of Chairman.

Commissioner Garner nominated Vice-Chair Witten for the office of Chairman.

Chair Smith moved to close the nominations and accept the nomination of Vice-Chair Witten for the office of Chairman. Commissioner Karnes seconded. The following vote was recorded:

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

NAYS: None

ABSTAIN: Commissioners Anguiano, Witten

Chair Smith thanked Vice-Chair Witten for being willing to serve as Chairman.

Vice-Chair Witten thanked Chair Smith.

Chair Smith opened the floor for nominations for the office of Vice-Chairman.

Commissioner Karnes nominated Commissioner Butler for the office of Vice-Chairman. Vice-Chair Witten moved to close the nominations and accept the nomination of Commissioner Butler for the office of Vice-Chairman. Commissioner Garner seconded. The following vote was recorded:

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

NAYS: None

ABSTAIN: Commissioners Anguiano, Butler

## 2. Resolution No. 3805

Ms. Austin asked for approval of Resolution No. 3805 authorizing execution of a contract with Jump Scutellaro and Company, LLP to provide audit services. Seven firms submitted proposals in response to request for proposals in April. The evaluation panel reviewed and evaluated the proposals based on the criteria listed. Four firms were deemed to be in the competitive range. The four firms were invited to interview with the evaluation panel. Each of the four firms were ranked again and three firms were deemed to be in the competitive range. The three firms were asked to submit their best and final offers. The firm of Jump Scutellaro and Company, LLP was ranked the highest firm based on the evaluation criteria and cost analysis after consideration of best and final offers. Mr. Jump did lower the price considerably from what has been paid by the Authority and that firm ranked the highest in quality of both capability and the staff that will be present for the audit. Commissioner Garner stated that this was the best qualified slate of respondents that he has ever seen. The depth of experience of

each of the firms is amazing in comparison with previous solicitations for proposals.

This was a tough process since all the firms were really well qualified.

Mrs. Austin agreed that this has been the toughest one thus far.

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

Commissioner Garner introduced Resolution No. 3805 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH JUMP SCUTELLARO AND COMPANY, LLP TO PROVIDE AUDIT SERVICES.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by the U.S. Department of Housing and Urban Development to have an independent audit annually; and

WHEREAS, RRHA does not currently have a contract for audit services, such contract term having ended in June 2014; and

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) released a Request for Proposals (RFP) to provide Audit Services for the Roanoke Redevelopment and Housing Authority on April 28, 2014 with the due date for proposals on May 30, 2014; and

WHEREAS, RRHA received seven proposals in response to the RFP from the following firms:

- Robinson Farmer Cox
- Hawkins Ash CPAs
- Clifton Larson Allen
- Rector Reeder & Lofton PC
- Jump Scutellaro and Co. LLP
- Cherry Bekaert LLP
- Smith Marion and Company LLP

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of three RRHA staff members and two Commissioners;

WHEREAS, the Evaluation Panel reviewed and evaluated proposals according to the following Screening Criteria, which were published in the RFP:

- (30%) The proposer's experience auditing governmental Public Housing Agencies of at least 1200 Public Housing units, 1500 Section 8 units, multiple programs and multiple entities in its written proposal and reflected in the summary of understanding of work involved and the work plan (including estimated hours)
- (30%) The proposer's capability and experience in providing the services requested as demonstrated in its written proposal, with a special emphasis on the principal individual service providers of the proposer, their experience with governmental, housing, and/or redevelopment organizations, and the organization of the audit team
- (10%) Relevance and strength of the references submitted with the proposer's proposal
- (15%) Total audit price
- (7%) Preference for Section 3 Business; and
- (8%) Preference related to acceptability of Section 3 Strategy; and

WHEREAS, the Evaluation Panel rating for each firm's proposal based on the published Screening Criteria was as follows:

- |                                |                   |
|--------------------------------|-------------------|
| • Robinson Farmer Cox          | 43.40 points      |
| • Hawkins Ash CPAs             | 68.60 points      |
| • Clifton Larson Allen         | 78.00 points      |
| • Rector Reeder & Lofton PC    | 76.80 points      |
| • Jump Scutellaro and Co. LLP  | 75.20 points      |
| • Cherry Bekaert LLP           | 66.60 points      |
| • Smith Marion and Company LLP | 72.80 points; and |

WHEREAS, the Chair of the Evaluation Panel evaluated prices from the four

firms meeting the established competitive range of 70 and, based upon the results of the price analysis and comparison of the independent cost estimate to the proposal amounts, determined that Clifton Larson Allen, Rector Reeder & Lofton, Smith Marion and Company, and Jump Scutellaro and Co. LLP were the firms that fell within the competitive range; and

WHEREAS, Clifton Larson Allen, Rector Reeder & Lofton, Smith Marion and Company LLP, and Jump Scutellaro and Co. LLP were invited to interview with the Evaluation Panel, after which the Evaluation Panel rated the four firms based on the published Screening Criteria with resulting ratings as follows:

- Clifton Larson Allen 73.50 points
- Jump Scutellaro and Co. LLP 71.00 points
- Rector Reeder and Lofton PC 71.75 points
- Smith Marion and Company LLP 62.75 points

WHEREAS, RRHA entered into negotiations with Clifton Larson Allen, Rector Reeder and Lofton, and Jump Scutellaro and Co. LLP and the three firms submitted Best and Final Offers; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to Jump Scutellaro and Co. LLP, the highest rated firm based on evaluation criteria and cost analysis, after consideration of Best and Final Offers; and

WHEREAS, review, evaluation, and confirmation of proposal documentation has been completed, and Jump Scutellaro and Co. LLP has been found to be capable and in all other respects acceptable to RRHA; 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 proposal and execute an appropriate contract.

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 execute a two-year term contract with three one year renewal options with Jump Scutellaro and Company, LLP at rates specified in the Best and Final

Offer submitted by the firm with total contract amount not to exceed \$80,000 for the two year contract term, with the option of three one year renewals at a cost of \$41,510, \$42,230, \$43,010 respectively for the additional option years for the provision of audit services to the RRHA.

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried and Resolution No. 3805 adopted as introduced.

3. Resolution No. 3806

Mrs. Fields asked for approval of Resolution No. 3806 approving revised Personnel Policies regarding Hours of Work and Paydays and Cell Phone Usage. Policy Number 210, Hours of Work and Paydays was last revised in May 2001. The policy definition has been expanded and placed greater emphasis on accurate time keeping and agency hours of operations to better reflect current practices. The second policy, Policy Number 413, Cell Phone Usage was written in 2004 and has never been revised. Revisions to this policy are necessary to better reflect current practices, especially pertaining to viewing or writing emails and text messages.

Commissioner Butler asked if the reason why this requires Board approval is because it is a requirement by HUD.

Mrs. Goh stated that is because the way the policies were written, there was no distinction drawn between what was policy and what was administrative or procedural.

Policy is the purview of the Board. As policies and procedures are reviewed, RRHA is now making a distinction and stating that in the document. In the future, procedural updates will be made administratively and only policy changes will be brought before the Board.

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

Commissioner Karnes introduced Resolution No. 3806 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING REVISED PERSONNEL POLICIES REGARDING HOURS OF WORK AND PAYDAYS AND CELL PHONE USAGE

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 Personnel Policy No. 210 regarding Hours of Work and Paydays, last revised May 10, 2001, to better reflect current requirements and practices; and

WHEREAS, RRHA has reviewed and is proposing revisions to Personnel Policy No. 413 regarding Cell Phone Usage, dated October 29, 2004, to better reflect current requirements and practices; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of these revised policies.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policies No. 210, Hours of Work and Paydays, and No. 413, Cell Phone Usage, are approved effective September 1, 2014.

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried and Resolution No. 3806 adopted as introduced.

4. Resolution No. 3807

Mr. Shank asked for approval of Resolution No. 3807 authorizing the execution of a cooperative agreement contract with Fairfax County Public Schools and Cox Communications with a not-to-exceed amount of \$135,000 for a period of 4 years. This is a bundle package for internet and phone services which provides a substantial savings for RRHA.

Mrs. Goh stated that if another agency has done the procurement in accordance with HUD guidelines, RRHA can join that contract as opposed to doing a new procurement process, resulting in reducing administrative work.

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

Commissioner Burruss introduced Resolution No. 3807 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A COOPERATIVE AGREEMENT CONTRACT WITH FAIRFAX COUNTY PUBLIC SCHOOLS AND COX COMMUNICATIONS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) desires to join the Fairfax County Public Schools and Cox Communications contract on August 26, 2014 with a term ending date of June 30, 2018; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, the Fairfax County Public Schools and Cox Communications contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract with a not-to-exceed amount of \$135,000 with Cox Communications.

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried and Resolution No. 3807 adopted as introduced.

4. Resolution No. 3808

Mr. Shank asked for approval of Resolution No. 3808 authorizing execution of a contract modification to the cooperative agreement with U.S. Communities Government Purchasing Alliance and HD Supply Contract. This contract allows for purchase of many of the maintenance materials and equipment used at the sites. This provides savings and next day delivery which is very beneficial to the maintenance staff. This request is

for a 2 year extension to the current 3 year contract. This is a high-use contract at about \$125,000 per year.

Vice-Chair Witten asked if cost estimates are performed for each purchase.

Mr. Shank stated that cost estimates are performed, but not for each purchase. There is a pricing list that is set. Some of the items are reviewed initially to ensure that there is a cost savings with those items.

Mrs. Goh stated that RRHA does have agreements with other suppliers such as Home Depot, which also facilitates cost comparison.

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

Commissioner Butler introduced Resolution No. 3808 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT MODIFICATION TO THE COOPERATIVE AGREEMENT WITH U. S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE AND HD SUPPLY CONTRACT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) joined the U. S. Communities Government Purchasing Alliance and HD Supply contract by agreement on August 1, 2011 with a term ending date of July 31, 2014; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, the U. S. Communities Government Purchasing Alliance and Home Depot contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, U. S. Communities Government Purchasing Alliance and HD Supply have agreed to extend and renew the contract for the period of August 1, 2014 to July 31, 2016; and

WHEREAS, the U. S. Communities Government Purchasing Alliance and HD Supply agreement requires modification of the not-to-exceed amount and extension of contract end date in order to allow all RRHA sites continued access to HD Supply's maintenance, repair, and operations supplies for an additional time period of two (2) years.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a modification to the not-to-exceed amount of the U. S. Communities Government Purchasing Alliance and HD Supply agreement from \$393,512 to \$643,512, a net increase of \$250,000, and extension of contract end date from August 1, 2014 to July 31, 2016, with all agreement terms remaining unchanged.

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried and Resolution No. 3808 adopted as introduced.

5. Resolution No. 3809

Mr. Shank asked for approval of Resolution No. 3809 for the award of a contract for site improvements for Hunt Manor, AMP 259 under the Capital Fund Program (CFP) Grant Number VA36P01150113. Four responsive bids were received with the lowest bid being Paul Shively, Inc. Russell's Remodeling, LLC was self certified as a Section 3

Business Contractor and, based on consideration of the Section 3 preference amount allowed by HUD and RRHA policy, Russell's Remodeling, LLC, qualifies for contract award. This work includes preparing for REAC inspections at Hunt Manor such as general maintenance and safety to prevent tripping hazards, etc. The basketball court will be remodeled and LED lighting installed. There is quite a bit of work to be completed at this site.

Commissioner Butler asked if there was concern of the amount of the spread of the bids received.

Mr. Shank stated that the 2 low bids were in line with the cost estimate. Bids are always reviewed to ensure that all areas are covered in the bid. The bid was broken out by per unit cost which is generally where the differential can be found, such as the difference in cost per square foot for sidewalk replacement.

Commissioner Butler asked if Russell's Remodeling, LLC self-certified as a Section 3 business as part of the bid process.

Mr. Shank confirmed that is correct. Mr. Shank also stated that Russell's Remodeling has done quite a bit of work for RRHA over the years.

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

Commissioner Garner introduced Resolution No. 3809 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDDING A CONTRACT FOR SITE  
IMPROVEMENTS FOR HUNT MANOR, AMP 259, UNDER CAPITAL FUND  
PROGRAM GRANT NUMBER VA36P01150113

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 VA36P01150113 in the amount of \$1,577,083; and

WHEREAS, Site Accessibility (Sidewalks, Steps, and Handrails) for Hunt Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150113, which was approved by the RRHA Board of Commissioners by Resolution No. 3750 on June 24, 2013; and

WHEREAS, RRHA needs a qualified contractor to complete Site Improvements for Hunt Manor, AMP 259; and

WHEREAS, RRHA issued an Invitation for Bid on June 29, 2014, with bids being due on August 7, 2014; and

WHEREAS, RRHA received four (4) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Crawford Construction & General Contractors, Inc.	\$210,580
Paul Shively, Inc.	\$130,889
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$139,980
S. C. Rossi & Company, Inc.	\$223,285

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, one of the bids received by RRHA in this procurement was submitted by a self-certified section 3 business concern; and

WHEREAS, RRHA has adopted the method for providing preference in the award of section 3 covered contracts under a sealed bid process defined in section III(2)(i) of the Appendix to Part 135 of Section 24 of the Code of Federal Regulations, which defines the preference to be provided to section 3 business concerns when the lowest responsible bid is at least \$100,000 but less than \$200,000 as the lesser of 9% of that bid or \$16,000; and

WHEREAS, the amount of the preference provided for section 3 business concerns in this procurement is \$11,780.01; and

WHEREAS, the lowest bid submitted by a section 3 business concern is \$139,980, submitted by Russell's Remodeling, LLC, which is within \$11,780.01 of the lowest responsive bid of \$130,889; and

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC 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 Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Director of Redevelopment and Modernization recommends an award to Russell's Remodeling, LLC; 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 Russell's Remodeling, LLC 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 Russell's Remodeling, LLC and RRHA for the fixed price of \$139,980.
- (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 Butler and upon roll call the following vote was recorded:

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

NAYS: None

ABSTAIN: Commissioner Anguiano

Chair Smith thereupon declared said motion carried and Resolution No. 3809 adopted as introduced.

#### 6. Executive Session

Commissioner Garner moved that the Commissioners enter into Executive Session of the City of Roanoke Redevelopment and Housing Authority for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel in accordance with Virginia Code Section 2.2-3711 (A)(7).

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

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

NAYS: None

ABSTAIN: Commissioner Anguiano

The Board of Commissioners entered into Executive Session at 3:27 p.m.

The Board reconvened into open session at 4:40 p.m.

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

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

NAYS: None

Commissioner Butler stated that he wanted to commend Chair Duane Smith for doing a fine job as Board Chair for the past year. Chair Smith stated that he appreciated the opportunity to serve as Chair.

Commissioner Burruss mentioned a letter to the editor published in the Roanoke Times regarding Choice Neighborhoods and stated that she was concerned that the writer had some misconceptions about the Choice Neighborhoods planning initiative. Mrs. Goh stated that she had seen the letter and shared the concern. Mrs. Goh stated that she would be happy to meet with any concerned citizens to explain the process and the level of community engagement that has been involved with developing the Choice Neighborhoods Transformation Plan.

Commissioner Garner asked Mrs. Goh whether it would be possible for someone to prepare a presentation for the Board describing RRHA's security practices relative to Information Technology systems. Mrs. Goh said that she would request RRHA's IT Director, Wayne DeHart, to prepare a presentation for the Board of Commissioners.

V. **ADJOURNMENT**

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

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

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

NAYS: None

Chair Smith declared the meeting adjourned at 4:47 p.m.

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Duane Smith, Chair

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Glenda Edwards Goh, Secretary-Treasurer

Policy No. 210  
Date: December 20, 1996  
Page 1 of 1  
Revised: 5/10/01  
Revised 9/1/2014

## **HOURS OF WORK AND PAYDAYS**

### **I. PURPOSE**

To establish RRHA's basic workday and workweek hours; and to establish pay periods and paydays to administer the payment of wages, salaries and overtime.

### **II. SCOPE**

This policy applies to all RRHA employees.

### **III. POLICY**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require RRHA to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

RRHA's pay periods run Saturday to Friday. Employees are paid bi-weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Altering, falsifying, tampering with time records may result in disciplinary action, up to and including termination of employment.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

### **IV. PROCEDURE**

All employees are required to accurately record the time they begin and end their work. Beginning and ending times of any split shift or departure from work for personal reasons must also be recorded.

Employees will be paid for all hours worked. Non-exempt, hourly staff may not work "off the clock". If an employee is directed to do so, or feels he /she is being pressured to perform work without being paid for it, the employee must report this to Human Resources, who will investigate the matter. Employees will not be retaliated against for making such reports.

RRHA's hours of operation are Monday – Friday, 8:30 am to 5:00 pm; however, individual business divisions may require flexible scheduling to accommodate business needs. Adequate coverage must be maintained for RRHA's daily hours of operation. Any deviations to schedules must be approved by the Division Vice President or designee in advance.

Employees are required to accurately record the beginning and ending time of each meal period. Employees receive one hour for lunch, normally scheduled between the hours of 12:00 noon and 2:00 p.m.

Hourly non-exempt employees will clock in and out for each shift utilizing TimeClock Plus. It is the employees' responsibility to review and approve the accuracy of all time recorded. The manager will also review and approve recorded time before submitting to payroll for processing. All time for hours worked during a two week period must be approved by 10:00 am on the Monday prior to payday.

In order to accurately report leave taken, salaried exempt employees will submit a time and attendance sheet to their manager at the end of each pay period.

RRHA provides the benefit of direct deposit for all employees' paychecks. Employees who wish to make changes to their direct deposit account should complete a Direct Deposit Authorization Form and submit to Human Resources for processing. Direct Deposit Authorization forms are located at: [P:\HR Index\HR\\_INDEX.docx](P:\HR Index\HR_INDEX.docx). After signing up for direct deposit or making a change to banking accounts, there will be one to two pay periods where employees will receive a manual check. This period of time is necessary to verify routing and account numbers. Once verification is complete, pay will be deposited directly into designated bank account(s).

Employees may obtain a summary of paycheck earnings, deductions, and taxes by accessing the RRHA HR SELF SERVICE at [P:\HR Index\HR\\_INDEX.docx](P:\HR Index\HR_INDEX.docx).

Policy No. 210  
Date: December 20, 1996  
Page 1 of 1  
Revised: 5/10/01

## **HOURS OF WORK AND PAYDAYS**

### **I. PURPOSE**

To establish the hours of employment in Authority's basic workday and workweek and to establish pay periods and paydays to administer the payment of wages, salaries and overtime.

### **II. SCOPE**

This policy applies to all employees.

### **III. POLICY**

- A. Hours of Work. The regular workweek is Monday through Friday, with the normal workday beginning promptly at 8:30 a.m. and ending at 5:00 p.m.
- B. Lunch. Employees receive an hour lunch period, normally scheduled between 12:00 and 2:00 p.m.
- C. Flex Time. Flex hours may be used by individual Departments based on the workload or the need. Flex hour schedule must be approved by the Division Director or designee.
- D. Time Sheets and Paydays. Employees shall be paid on a bi-weekly basis, every other Friday. Time sheets for hours worked during a two week period are to be completed and returned to the Finance Office by 5:00 p.m. on the Friday one week prior to payday.
- E. Direct Deposit. The Authority provides direct deposit of employees' paychecks. Employees are given the choice of having their net pay split between 2 bank accounts. They may choose 2 accounts within the same bank or financial institutions or they may elect to have a portion of their net pay deposited into 2 separate banks or financial institutions. For employees who wish to make changes in the direct deposit of biweekly pay, Direct Deposit Authorization Forms are available in the Finance Office.

Policy No. 413  
Date: October 29, 2004  
Page 1 of 1

## **CELL PHONE USAGE**

### **I. PURPOSE**

To provide guidelines for cell phone usage

### **II. SCOPE**

This policy applies to those RRHA employees who have been issued a cell phone.

### **III. POLICY**

RRHA issues cell phones to those employees with a demonstrated need for this type of communication. Cell phones shall be requested only by authorized personnel within Departments. Cell phones are intended for official business use. While occasional non-business use is permitted, it must be responsible and it must be clearly incidental to business use.

Employees issued cell phones agree to the following rules of use:

1. The loss of any cell telephone shall be reported to the employee's supervisor immediately. If theft is suspected, the police should also be notified immediately. If loss is due to negligence by the employee, the employee may be required to reimburse RRHA for the cost of a replacement phone.
2. Employees may be asked to reimburse the RRHA for any costs associated with personal use. Personal use must be clearly incidental to business use. Personal use with associated charges must be reported to supervisors.
3. Employees must safeguard any cell telephone equipment in their possession.
4. Employees shall exercise extreme caution when driving and talking on a cell telephone. Unless utilizing a "hands-free" speakerphone option, employees should stop their vehicle as soon as safely possible, to use cell phones.
5. When an employee no longer has a demonstrated need for the cell telephone, or when the employee terminates employment from RRHA, that employee shall return the cell telephone equipment to that Department.
6. A spreadsheet will be distributed to the respective supervisors each month that shows the individual cell phone and direct connect usage for each employee. The appropriate supervisor will also be provided with a copy of the detailed individual usage for said month if excess usage is observed.
7. Repeated non-compliance with this policy shall result in progressive discipline and may result in loss of cell equipment.
8. Cell phone users agree to contact other cell phone users by Direct Connect a majority of the time, with only rare instances requiring cellular to cellular connections.
9. The calling area for the cell phones without extra charges is Virginia, Maryland and Washington, D.C.
10. Employees are to use the direct-connect feature for business reasons only. Direct-connect numbers are not to be shared with others for personal reasons.

Policy No. 413  
Date: October 29, 2004  
Revised: September 1, 2014

## **CELL PHONE USAGE**

### **I. PURPOSE**

To provide guidelines for cell phone usage

### **II. SCOPE**

This policy applies to those RRHA employees who are issued a cell phone.

### **III. POLICY**

RRHA issues cell phones to those employees with a demonstrated need for this type of communication.

Cell phones are intended for official business use only. RRHA recognizes there are extraordinary or emergency circumstances when an employee may need to use his/her business cell phone for personal use. Extraordinary or emergency circumstances should be rare, and never routine or systematic.

Cell phone users have sole responsibility for their issued cell phone and must safeguard it and any equipment issued with the cell phone.

The use of a hand held mobile phone while driving on RRHA business is strictly prohibited.

Reading or writing emails and/or text messages while operating a motor vehicle is strictly prohibited.

As a representative of RRHA, cell phone users are expected to apply the same business etiquette to cellular calls as those that would apply in office or meeting settings.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

### **IV. PROCEDURES**

Employees who are issued cell phones will be required to sign a Cell Phone User Agreement that details the usage rules.

The loss or damage of a RRHA cell phone must be reported immediately to the employee's manager, who will inform the contract administrator to suspend the phone line. If theft is suspected, the police should also be notified immediately. If loss is due to negligence by the employee, the employee may be required to reimburse RRHA for the cost of a replacement phone.

Cell phone users shall not lend their RRHA cell phone to any other person.

Cell phone users are responsible for all calls on his/her issued cell phone. Mobile-to-mobile minutes are unlimited. There are a maximum number of pooled minutes available to all users for all non mobile-to-mobile calls (i.e. calls to vendors, community partners, etc). Cell phone usage will be monitored regularly by the employee's manager.

Emergency personal use with associated charges must be reported to managers immediately. Employees may be asked to reimburse RRHA for any costs associated with personal use.

All employees should drive defensively and maintain a high level of alertness. The use of a hand held mobile phone while driving on RRHA business is strictly prohibited. Reaching for or holding a mobile phone is prohibited. The push-to-talk function and other hands-free devices are permissible as long as the mobile phone itself is not held in the hand.

RRHA issued cell phones and all related equipment must be surrendered upon termination of employment.

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time and to ensure that friends and family members are aware of RRHA's policy. Flexibility will be provided in circumstances demanding immediate attention. RRHA will not be liable for the loss of personal cellular phones brought into the workplace.

In some cases, salaried exempt employees may opt to have access to RRHA's Exchange e-mail on a personal mobile device. These employees will be required to sign a Personal Mobile Device agreement. The provisions of this agreement are intended primarily for the protection of the security and integrity of RRHA's network and data infrastructure and to the maintenance of confidentiality of RRHA data which may be stored on the personal device.

Non-compliance with this policy may result in disciplinary action up to and including termination.