

MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS
OF THE
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, May 23, 2011, 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

Chairperson Burruss called the meeting to order at 3:07 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Burruss, Butler, Garner, Karnes
ABSENT:	Commissioners Boitnott, Smith, Witten
OFFICER PRESENT:	Glenda Edwards, Secretary-Treasurer
ALSO PRESENT:	Cathy Wells, VP of Resident Services and Administration; Earl Saunders, VP of Real Estate Management; Jackie Austin, VP of Finance/CFO; Joel Shank, Capital Improvements Director; Gwen Johnson, Resident Services Director; Lydia Fuller, Resident Relations Coordinator; Gloria Charlton, FSS Coordinator; André Everette, FSS Coordinator; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel; Anita Price, City Council Liaison

Chairperson Burruss welcomed everyone to today's meeting.

PUBLIC HEARING

To receive comments on the proposed 2011 Annual Plan update to the 2010-2014 Agency Plan.

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

Ms. Edwards, RRHA Executive Director, stated that RRHA had advertised for the Public Hearing in the Roanoke Times and Roanoke Tribune and that the notice for the meeting, along with a copy of the draft, has been available at RRHA offices and on the RRHA website for the last 45 days.

Chairperson Burruss stated that there was no action to be taken by the Board at this time. Ms. Edwards stated that the Annual Plan will come before the Board next month for action and that RRHA has not received any comments regarding the Plan during the comment period.

Chairperson Burruss declared the Public Hearing closed at 3:09 p.m.

II. REPORTS

1. Financial Report

Chairperson Burruss asked for the Financial Report.

Ms. Austin, RRHA VP of Finance/CFO, referred to page 23 of the Monthly Operations Report Finance Section and stated that Public Housing is reporting net income of approximately \$601,000 for the first six months of the 2011 Fiscal Year. Total revenues are showing an unfavorable variance of \$17,000 mainly due to dwelling rental revenues. Total expenses are showing a favorable variance of \$497,000 primarily attributable to expense categories reporting positive variances. Utilities expense is under budget \$190,000 due to the actual expenses being less than the budgeted

amount. The budget estimate was based on anticipated utility rate increases that have not occurred at budgeted levels to date. Ordinary maintenance is reporting a favorable variance of \$64,000 due to costs that have not been incurred to date. General expenses are \$72,000 under budget due to collection of delinquent accounts that had previously been written off. Extraordinary maintenance is over budget \$21,000 due to work for sidewalk replacements, community room renovations and storm and roof drain work that is ongoing at some sites. Several sites have budgeted for replacement of equipment, capital items, betterments and additions in the operating budgets, expenses which have not been fully incurred to date.

The Central Office Cost Center (COCC) is reporting a difference in revenue and expense of \$92,000 as shown on page 32. Total revenues are slightly over budget primarily due to property management income. Total expenses are showing a favorable variance of \$91,000 which is mostly attributable to administrative expenses showing a positive variance of almost \$89,000 due to expenditures that have not been incurred to date.

The Section 8 program is reporting difference in revenues over expenses of approximately \$33,000 as shown on page 33. Total expenses are showing a favorable variance of approximately \$22,000, primarily attributable to administrative expenses which are approximately \$24,000 under budget due to vacant positions in the first quarter of 2011 and other expenses that have not been incurred to date.

Ms. Austin asked if there were any other questions. There were none.

Chairperson Burruss thanked Ms. Austin for her report.

Vice-Chair Garner stated that he has some questions that may not be addressed

to Ms. Austin. Vice-Chair Garner stated that the Public Housing Family Self-Sufficiency (PH FSS) grant had expired. Ms. Edwards stated that it had not been grant funded for the year. Ms. Edwards stated that through an error by HUD during last year's application process, the PH FSS grant did not receive renewal funding, and one position has been maintained since April 2010 using operating funds from Villages at Lincoln and other public housing sites. Ms. Edwards stated that RRHA has applied again for the Public Housing Family Self-Sufficiency grant but has not received a response from HUD.

Vice-Chair Garner stated that the ROSS Family and Homeownership grant has a vacant coordinator position, expires on June 24, 2011 and that the grant appears to be overutilized and asked if the program is adequately staffed. Ms. Gwen Johnson, RRHA Resident Services Director, stated that the Resident Opportunities for Self-Sufficiency (ROSS) Family and Homeownership grant has been extended to December 2011. A coordinator for that position was employed effective today and there is also a resident assistant. Ms. Johnson stated that other coordinators filled in while the position was vacant.

Vice-Chair Garner stated that services provided to children and teens is part of RRHA's Strategic Plan and that it appeared that some items are overutilized while others are underutilized. Ms. Johnson stated that the reports include data from the beginning of the grant term, and she is not equipped to explain the data reflecting the period prior to her appointment as Resident Services Director. Summer programs reporting will show an increase in numbers due to summer health screening. Ms. Johnson stated that most of the numbers are ongoing; however, a participant may come

in several times but can only be counted once. Ms. Johnson stated that turnover of coordinators may also cause some fluctuations in utilization.

Vice-Chair Garner asked about the underutilization of the ROSS Service Coordinator for Indian Village and Jamestown. Ms. Johnson stated that the services are being utilized but, in some cases, the utilization is being reported under the FSS program. She is working with coordinators to get this reporting corrected, and the numbers will be more accurate in the future.

Chairperson Burruss thanked Vice-Chair Garner for his interest in the grants and thanked Ms. Johnson for her helpful answers. Chairperson Burruss asked Ms. Johnson for a status report update in the future. Ms. Edwards stated that RRHA has planned for Ms. Johnson to make a presentation at June's Board meeting if the agenda allows.

2. Executive Director's Report

Chairperson Burruss asked for the Executive Director's report.

Ms. Edwards, RRHA Executive Director, referred to her written report in the Monthly Operations Report and stated that with regard to the budget, RRHA is anticipating it will be mid-June before RRHA receives the actual funding numbers from HUD for the year. Ms. Edwards stated that an email was received from HUD last week giving RRHA a preliminary proration amount for the remainder of the year for Section 8 Admin Fees of 80%, which is substantially better than the 68.8% that was estimated by the National Association of Housing and Redevelopment Officials (NAHRO).

Ms. Edwards stated that the Roanoke Valley Preservation Foundation is recognizing RRHA with a Hard Hat Award on May 25th for the preservation work that has been done on Miller's Hill as well as the work done previously on Eight Jefferson

Place. Ms. Edwards stated that Chairperson Burruss has agreed to attend the presentation and accept the award on behalf of the Board of Commissioners.

Ms. Edwards stated that Mr. Earl Saunders, RRHA's long time and valued VP of Real Estate Management will be retiring soon and will be greatly missed. In addition, Mr. Roger Vest, RRHA VP of Real Estate Development is planning to retire next year. Ms. Edwards stated that in order to avoid a negative impact on RRHA with two VP retirements, Mr. Saunders and Mr. Vest will retire several months apart, with Mr. Saunders' planned retirement at the end of September 2011 and Mr. Vest's in February 2012. Ms. Edwards stated that with budget constraints, the South Jefferson Redevelopment Plan being largely completed, and with no real likelihood of additional large scale redevelopment plans, she believes it is prudent to merge the responsibilities of the two VP level positions and fill only one position at that level.

Ms. Edwards stated that through RRHA's succession planning efforts, Joel Shank has been identified as the successor to assume these VP responsibilities. Ms. Edwards stated that Mr. Shank is currently RRHA's Capital Improvements Director, and he has proven to be exceptionally capable and dedicated to the mission of the Housing Authority. Ms. Edwards stated that RRHA is very fortunate to have Mr. Shank to step up and fill the reconfigured VP position. Ms. Edwards stated that RRHA will start the recruiting process to fill Mr. Shank's current position, which will also be reconfigured to include duties related to redevelopment.

Commissioner Butler asked how many years of service Mr. Saunders and Mr. Vest had with RRHA and whether there were any other employees with such long tenure. Ms. Edwards stated that Mr. Saunders has almost 34 years of service and Mr.

Vest has 12 or 13 years. Ms. Edwards stated that Bernice Robinson, RRHA Receptionist, has 38 years of service and James Dickerson, RRHA Maintenance Mechanic, has 36 years of service. Ms. Edwards stated that Mr. Saunders is the third longest tenured employee, and she hates to see him retire, although he certainly deserves the opportunity to choose to retire after long and valuable service. Chairperson Burruss stated that she agrees with Ms. Edwards and Commissioner Butler and that everyone hates to see Mr. Saunders retire.

Ms. Edwards stated that Mr. Saunders is not just the face of RRHA but the heart of RRHA. Chairperson Burruss stated she is looking forward to the celebration event acknowledging the service Mr. Saunders has given to the community and RRHA.

Chairperson Burruss asked if there were any other questions. There were none

Chairperson Burruss thanked Ms. Edwards for her report.

3. Staff Reports

Chairperson Burruss stated that there were no staff reports.

4. Committee Reports

Chairperson Burruss asked for committee reports. There were none.

Vice-Chair Garner asked about the eight families that attended a tenant briefing and thirteen families searching for housing opportunities in the Section 8 report. Ms. Edwards stated that, before a voucher can be issued, applicants from the waiting list are scheduled for interviews. Then information from the applicant must be updated, verified and preferences confirmed before a voucher can be issued. Ms. Edwards stated that, upon issuance of a voucher, families attend a tenant briefing that explains the responsibilities of the landlord, RRHA, and the voucher holder. Then the search for

housing begins. Ms. Edwards stated that it takes about 60 days from the time the voucher is issued until the impact is seen in utilization.

Chairperson Burruss asked if there were any other questions or comments. There were none.

5. Commissioner comments

Chairperson Burruss asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

Chairperson Burruss 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, April 25, 2011.

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

C-2 Monthly Operations Report for the month of April 2011

RECOMMENDED ACTION: File as submitted

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3641

Ms. Cathy Wells, RRHA VP of Resident Services and Administration, asked for approval of Resolution No. 3641, authorizing amendment to the Profit Sharing Plan eliminating the option allowing Participants to borrow amounts from either of their Pre-Tax Compensation Reduction Contributions or Roth Compensation Reduction Contributions. Ms. Wells stated that this amendment has the full support of the Personnel Committee.

Chairperson Burruss asked if a loan application would be processed for an employee who applies before June 1, 2011. Ms. Wells stated the application would be processed and that the last date to apply is May 31, 2011.

Chairperson Burruss asked if there were any other questions. There were none.

Commissioner Butler introduced Resolution No. 3641 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING AMENDMENT TO THE PROFIT SHARING PLAN

WHEREAS, effective January 1, 1985, the City of Roanoke Redevelopment and Housing Authority (RRHA) adopted the 401(k) Plan for Employees of the City of Roanoke Redevelopment and Housing Authority (the "401(k) Plan"); and

WHEREAS, effective April 1, 2004, RRHA amended and restated the 401(k) Plan and merged the Retirement Plan for Employees of the City of Roanoke Redevelopment and Housing Authority with and into the 401(k) Plan with the 401(k) Plan surviving and changing its name to the Profit Sharing Plan for Employees of City of Roanoke Redevelopment and Housing Authority (the "Profit Sharing Plan"); and

WHEREAS, effective November 17, 2008, RRHA amended and restated the Profit Sharing Plan; and

WHEREAS, Section 7.1 of the Profit Sharing Plan authorizes RRHA to amend the plan; and

WHEREAS, RRHA has determined that it is prudent and in the best interests of RRHA to eliminate the option in the Profit Sharing Plan allowing Participants to borrow amounts from either of their Pre-Tax Compensation Reduction Contributions or Roth Compensation Reduction Contributions; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this change; and

WHEREAS, upon the advice of counsel, RRHA has determined that an amendment to the Profit Sharing Plan is needed to eliminate the loan option under the Profit Sharing Plan.

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

1. Amendment No. 3 to the Profit Sharing Plan, a copy of which was presented to the Commissioners at this meeting, is hereby adopted.
2. The Executive Director be and hereby is authorized and directed to execute the Amendment No. 3 to the Profit Sharing Plan on behalf of RRHA.
3. If deemed necessary by legal counsel, the Executive Director, or her designee, be and hereby is authorized and directed to apply to the Internal Revenue Service for a determination letter regarding continued qualification of the Profit Sharing Plan.

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3641 adopted as introduced.

2. Resolution No. 3642

Ms. Wells asked for approval of Resolution No. 3642 authorizing the Executive Director to execute necessary documents to continue participation in a Cooperative Agreement for employee medical and dental insurance coverage. Ms. Wells stated that there was a net rate increase of zero percent for the plan year beginning July 1, 2011

through The Local Choice. Ms. Wells stated that RRHA has kept the premium payment for employee only insurance coverage at 80% company contribution and 20% employee contribution. Dependent coverage has been adjusted to 70% company contribution and 30% employee contribution.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3642 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE NECESSARY DOCUMENTS TO CONTINUE PARTICIPATION IN A COOPERATIVE AGREEMENT FOR EMPLOYEE MEDICAL AND DENTAL INSURANCE COVERAGE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority's (RRHA) employee medical and dental insurance contract expires June 30, 2011; and

WHEREAS, HUD procurement procedures allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, The Local Choice Health Benefit Program was created exclusively to provide health benefits for local governments, authorities, school divisions and constitutional officers and is managed by the Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, The Local Choice Health Benefit Program fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program; and

WHEREAS, The Local Choice Health Benefit Program has provided satisfactory service to RRHA; and

WHEREAS, The Local Choice net rate increase of 0% is extraordinarily favorable in comparison to the market; and

WHEREAS, based on market comparison the renewal rate is favorable, and staff recommends continuing RRHA's participation in The Local Choice Program.

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 continue RRHA's participation under the Local Choice Health Benefit Program for the period of July 1, 2011 through June 30, 2012 for an amount not to exceed \$690,000.

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3642 adopted as introduced.

3. Resolution No. 3643

Mr. Joel Shank asked for approval of Resolution No. 3643 authorizing the execution of a General Warranty Deed relative to the purchase of vacant properties from Allen H. and Elizabeth H. Oberlin located in the City of Roanoke. Mr. Shank stated that once the lots are developed they will provide affordable rental and homeownership opportunities and that the lots are large enough to build duplex units.

Commissioner Butler asked who would be the developer and/or owner of the rental properties. Ms. Shank stated that there is a possibility RRHA would use the lots to build additional public housing. Ms. Edwards stated that RRHA has a second increment of replacement housing funds from the HOPE VI project which reduced the number of public housing units at Villages at Lincoln as well as a first increment from the demolition of the Hurt Park public housing development. Ms. Edwards stated that RRHA has submitted a plan to HUD proposing to accumulate the funds and use the total amount for replacement scattered site public housing.

Ms. Edwards stated that there is a need for one bedroom units and one of the

issues is finding lots in the City large enough to build duplexes for one to two bedroom units and these lots are large enough for the construction of duplex units. Ms. Edwards stated that RRHA's Section 32 Homeownership application also includes construction of single family housing for sale and these lots could potentially be used for that purpose.

Commissioner Butler stated that he understood that RRHA wanted to move away from scattered sites due to strain on management, maintenance, and upkeep. Ms. Edwards stated that RRHA wants to move away from scattered units that have no rental subsidy. Ms. Edwards stated that with public housing there is a benefit to increasing the number of units located in scattered sites due to management and maintenance becoming more efficient when the numbers are great enough to have staff assigned to those properties.

Mr. Shank stated that Habitat for Humanity is interested in purchasing one of the lots for their continued work in the Hurt Park area.

Commissioner Butler stated that he doubted that single family housing for sale would be successful along Patterson Avenue due to the high traffic and the mixed use of housing and commercial property along the road. Mr. Shank stated that there are several rental properties scattered throughout the area along with several businesses.

Commissioner Butler asked if there is a feasibility profile done in regards to single family home construction when RRHA is partnering with other agencies. Mr. Shank stated that Mr. Vest and members of partnership agencies canvas the properties. Ms. Edwards stated that Mr. Vest has told her that Habitat for Humanity had expressed interest in acquiring one of the lots, and his interest in acquiring the remaining property is based on the size and the ability to construct duplex units.

Commissioner Butler asked if any thought had been given to vacating the lot lines to make larger parcels of land in order to construct higher density units. Mr. Shank stated that he and Mr. Vest had discussed many options and whether there would be enough space to accommodate parking. Commissioner Butler asked Mr. Shank to look into vacating the lot lines. Mr. Shank stated that he would. Commissioner Butler said he thought it would be better use of the space to construct 6 townhouse units, possibly more depending on the configuration. Ms. Edwards thanked Commissioner Butler for his input and stated that she would discuss that possibility with Mr. Vest and Mr. Shank.

Vice-Chair Burruss asked whether RRHA sought out the owner or was approached by the owner regarding acquisition of these lots and whether the City was involved in the proposed acquisition. Ms. Edwards stated that Mr. Vest previously stated that the owner of the properties approached Mr. Vest, and he was interested due to the size of the lots. The City was not involved.

Chairperson Burruss asked if there were any other questions. There were none.

Vice-Chair Garner introduced Resolution No. 3643 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A GENERAL WARRANTY DEED RELATIVE TO THE PURCHASE OF VACANT PROPERTIES FROM ALLEN H. AND ELIZABETH H. OBERLIN LOCATED IN THE CITY OF ROANOKE, VIRGINIA AT PATTERSON AVENUE, SW AND BEARING CITY OF ROANOKE TAX MAP NUMBERS 1112603, 1112606, 1112607, AND 1112608

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is working to identify vacant lots in the Hurt Park neighborhood to provide affordable housing opportunities; and

RRHA has built forty Low-Income Housing Tax Credit rental units on the site of the former Hurt Park Public Housing development and six single family homes providing

Scattered Site Public Housing in the Hurt Park neighborhood, and RRHA is working in conjunction with the City of Roanoke and the Roanoke Neighborhood Revitalization Partnership in revitalization efforts; and

WHEREAS, four vacant lots located at Patterson Avenue, SW Tax Map Numbers 1112603, 1112606, 1112607, 1112608 have been identified as sites for development of affordable housing; and

WHEREAS, a price has been negotiated for the acquisition for the four vacant lots for a total of \$15,000; and

WHEREAS, prior to acquisition, necessary due diligence items such as review of title and environmental report, will be completed utilizing net proceeds from RRHA's 5(h) Lease-Purchase Homeownership program; and

WHEREAS, this property will be utilized for providing affordable rental housing or homeownership opportunities in the Hurt Park neighborhood.

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, after completing due diligence with satisfactory results, to execute a General Warranty Deed concerning the purchase of four vacant lots located at Patterson Avenue, SW and 10th Street, SW for the purchase price of \$15,000 and to provide maintenance funding for the upkeep of the property using net proceeds from sale of homes in RRHA's 5(h) Lease-Purchase Homeownership Program.

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3643 adopted as introduced.

4. Resolution No. 3644

Mr. Joel Shank asked for approval of Resolution No. 3644 awarding a contract for the Phase 2 of window replacements for Lansdowne Park.

Commissioner Butler asked if any of the contractors who submitted bids had

Section 3 status. Mr. Shank stated there were none.

Vice-Chair Garner asked how much of a contract modification variance is allowed on contracts and stated that the prior contract for Phase 1 was for \$405,000 with several contract modifications, and this contract is for \$544,000. Mr. Shank stated that with Phase 1 additional asbestos was found in the caulking which has resulted in a significant change order request, and those specifications were included in this contract. Mr. Shank stated that RRHA's Procurement Policy does not establish a limit on the allowable amount of contract modifications; however, Board approval is required for modifications greater than \$25,000 for contracts of \$100,000.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3644 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR WINDOW REPLACEMENT FOR LANSDOWNE PARK, PHASE 2, UNDER THE CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36PO1150109 AND GRANT NUMBER VA36PO1150110

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded grants from the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP), grant number VA36PO1150109 in the amount of \$2,359,389.00 and grant number VA36PO1150110 in the amount of \$2,171,100.00; and

WHEREAS, Window Replacement for Lansdowne Park, was included on the Annual Statements detailing the planned use of CFP grant number VA36PO1150109, which was approved by the RRHA Board of Commissioners by Resolution No. 3544- Revised on June 22, 2009, and CFP grant number VA36PO01150110, which was approved by the RRHA Board of Commissioners by Resolution No. 3603 on July 26, 2010; and

WHEREAS, RRHA needs a qualified contractor to complete Phase 2 of window replacement for Lansdowne Park, AMP 201; and

WHEREAS, RRHA issued an Invitation for Bid on March 27, 2011, with bids being due on April 19, 2011; and

WHEREAS, RRHA received five (5) responsive bids to the invitation which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Central Builders, Inc.	\$651,561.00
The Davis Company, Inc.	\$544,543.00
Cook Siding and Window Company	\$597,000.00
Strahle Construction Company, Inc.	\$747,419.00
Rusco Window – Lawrence Transportation Systems	\$426,502.00

WHEREAS, after performing a working paper review and in accordance with RRHA's Procurement Policy, which allows withdrawal of bid if there is an obvious error in the bid, such as a math error, when the mistake is readily apparent from the bid itself, Rusco Window – Lawrence Transportation Systems' request to withdraw its bid after opening was approved; and

WHEREAS, The Davis Company, Inc. submitted the bid with the second lowest amount; and

WHEREAS, the amount of the bid submitted by The Davis Company, 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 The Davis Company, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends an award to The Davis Company, 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 The Davis Company, 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 The Davis Company, Inc. and RRHA for the fixed price of \$544,543.00.
- (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 Vice-Chair Garner and upon roll call the following vote was recorded:

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3644 adopted as introduced.

5. Resolution No. 3645

Ms. Austin asked for approval of Resolution No. 3645 accepting the Audited Financial Statements for the year ended September 30, 2010 and associated reports provided by Jump, Scutellaro and Company, LLP. Ms. Austin stated that information regarding Hurt Park, LP was added to the notes describing discretely presented component units. Ms. Austin stated that note 25 states that Roanoke Valley Housing Corporation (RVHC) will be presented differently in the future.

Chairperson Burruss commended Ms. Austin on the unqualified audit.

Vice-Chair Garner stated that the audit was a clean opinion from a GAAP standpoint and from the A-133 standpoint, with no Management Letter. Vice-Chair Garner stated that he is very proud of the staff and the hard work they have put into the audit. Vice-Chair Garner stated that Jump Scutellaro also commended the RRHA staff on their organization.

Ms. Austin thanked Chairperson Burruss and Vice-Chair Garner for their comments.

Ms. Edwards also expressed her appreciation to Ms. Austin and her staff in working with other staff in the Housing Authority to make sure RRHA is on the right path in all accounting practices and stated that Ms. Austin gets out in front of issues and works with staff to get those issues resolved in advance.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Karnes introduced Resolution No. 3645 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2010 AND ASSOCIATED REPORTS PROVIDED BY JUMP, SCUTELLARO AND COMPANY, LLP.

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from Jump, Scutellaro and Company, LLP entitled ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2010 (with Independent Auditor's Report thereon); and

WHEREAS, Jump, Scutellaro and Company, LLP auditors provided a presentation of the reports to the Roanoke Redevelopment and Housing Authority Board of Commissioners at the March 28, 2011 meeting; and

WHEREAS, the Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2010.

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

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3645 adopted as introduced.

6. Resolution No. 3646

Ms. Cathy Wells asked for approval of Resolution No. 3646 approving revision of Personnel Policy regarding insurance programs to eliminate participant eligibility in its group health and dental plans for part-time staff. Ms. Wells stated that RRHA has one part-time employee who does not have insurance coverage with RRHA and that the change in policy will not affect any current employees.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3646 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING REVISION OF PERSONNEL
POLICY REGARDING INSURANCE PROGRAMS**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) currently offers its regular full time and part time employees group medical and dental insurance coverage as provided by The Local Choice Health Benefits Program (TLC); and

WHEREAS, TLC eligibility rules state: "Full-time employees of participating employers are eligible to participate in the Program and some or all classifications of part-time employees of Local Employers may participate in the Program if the employer elects. The employer determines conditions of participation for these employees"; and

WHEREAS, RRHA has undertaken a comprehensive review of the employee benefits package with a goal of maintaining benefits that attract and retain high quality employees while maximizing RRHA's limited financial resources; and

WHEREAS, RRHA has determined that it is prudent and in the best interests of RRHA to modify Personnel Policy No. 350, Insurance Programs, to eliminate participant eligibility in its group health and dental plans for part-time staff; and

WHEREAS, RRHA has no current part-time employees who would be affected by this policy revision; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 350, Insurance Programs, is approved effective July 1, 2011.

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3646 adopted as introduced.

7. Resolution No. 3647

Mr. Joel Shank asked for approval of Resolution No. 3647 authorizing modification of method of sale or transfer for 17 vacant lots within the City of Roanoke using Community Development Block Grant (CDBG) funds from the City of Roanoke. Mr. Shank stated that the realtor under contract with the City of Roanoke expressed no interest in listing the lots for sale.

Chairperson Burruss stated that she has a concern about establishing a precedent of donating property to private individuals and that RRHA's custom has been to donate to nonprofit organizations that are in the business of redevelopment. Chairperson Burruss stated that she had spoken with Ms. Edwards prior to the meeting and that neither one of them felt there would be any issue with proposing an amendment to the resolution, deleting the donation language.

Ms. Edwards stated that it is her understanding from Mr. Vest that the donation option was suggested by the City Manager's staff. Ms. Edwards stated that RRHA needs to proceed with efforts to sell the properties, and she sees no problem with the Board amending the Resolution to remove the donation language.

Chairperson Burruss asked if Habitat for Humanity or other nonprofit organizations have been approached regarding interest in the properties. Ms. Edwards stated she is not aware of any discussions.

Chairperson Burruss stated that she agrees that the properties need to be sold and again expressed her concern regarding donating to private citizens. Vice-Chair Garner, and Commissioners Butler and Karnes stated that they agreed with Chairperson Burruss' concern.

Chairperson Burruss asked Mr. Nick Conte, RRHA Legal Counsel, if deleting the donation language would be appropriate. Mr. Conte stated that it would be fine.

Chairperson Burruss asked if there were any questions. There were none.

Commissioner Karnes introduced Resolution No. 3647 and moved its adoption as amended:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING MODIFICATION OF METHOD OF SALE FOR 17 VACANT LOTS WITHIN THE CITY OF ROANOKE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) works with the City of Roanoke (the City) to acquire property through funding provided by the City from the General Fund and Community Development Block Grant (CDBG) funding; and

WHEREAS, RRHA engaged with the City in a review of all such properties to which RRHA currently holds title, with the intention of developing plans for the best use of these properties; and

WHEREAS, the City and RRHA determined that a number of these properties, purchased over a twenty-year period, have become surplus with no immediate plans for development and the best use of these properties would be development by the private sector; and

WHEREAS the City offered listing services for sale of these properties under the City's annual contract for Real Estate Sales; and

WHEREAS, the RRHA Board of Commissioners by Resolution No. 3627 on December 20, 2010 authorized the Executive Director to proceed with listing 17 vacant lots under the City's contract for Real Estate Sales; and

WHEREAS, subsequent consultations with the Real Estate Sales vendor under the City's contract and with City staff have resulted in a determination that another method of sale would be more likely to result in successful sale or transfer of these properties; and

WHEREAS, the City of Roanoke has agreed for RRHA to offer these properties to adjacent property owners by deed of gift or to otherwise offer these surplus properties for sale through advertising or by public auction.

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

- 1) The Executive Director be and hereby is authorized to proceed with efforts to sell the following properties in the City of Roanoke:

<u>Tax Map Number</u>	<u>Address</u>
2112601	0 Centre Avenue, NW
2111603	722 Gilmer Avenue, NW
2010314	0 Harrison Avenue, NW
2010315	0 Harrison Avenue, NW
2010316	0 Harrison Avenue, NW
2120817	702 10 th Street, NW
2740301	0 Panorama Avenue, NW
2751102	0 Panorama Avenue, NW
2420724	2515 Shenandoah Avenue, NW
2420727	2503 Shenandoah Avenue, NW
2110512	741 Moorman Road, NW
2110513	737 Moorman Road, NW
2110514	733 Moorman Road, NW
2110515	729 Moorman Road, NW
2110517	721 Moorman Road, NW
1120132	825 Day Avenue, SW
1120115	806 Marshall Avenue, SW

- 2) The Executive Director be and hereby is authorized to execute necessary documents to accomplish the sale of these vacant properties at sale prices agreed to by the RRHA Executive Director and the City of Roanoke City Manager.

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss thereupon declared said motion carried and Resolution No. 3647 adopted as amended.

V. **ADJOURNMENT**

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

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

AYES: Commissioners Butler, Karnes, Garner, Burruss

NAYS: None

Chairperson Burruss declared the meeting adjourned at approximately 3:59 p.m.

Gail Burruss, Chairperson

Glenda Edwards, Secretary-Treasurer

**AMENDMENT NO. 3 TO THE
PROFIT SHARING PLAN FOR EMPLOYEES
OF
CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY**

June 1, 2011

The following Amendment to the Profit Sharing Plan for Employees of City of Roanoke Redevelopment and Housing Authority (the "Plan") is intended to eliminate the option allowing Participants to borrow amounts from either of their Pre-Tax Compensation Reduction Contributions or the Roth Compensation Reduction Contributions.

Therefore the Plan is amended as follows:

1. All sections of the Plan providing for loans to participants are eliminated effective June 1, 2011.
2. Notwithstanding the preceding paragraph 1 of this Amendment, any loan to a Participant outstanding as of the effective date of this Amendment shall continue to be administered in accordance with, and shall continue to be subject to, the terms of the Plan regarding loans to Participants in effect as of the date the loan was entered into between the Plan Trustee and the Participant.

In all other respects, the Plan shall remain in full force and effect.

IN WITNESS WHEREOF, RRHA has duly executed this Amendment No. 3 to the Plan this 23rd day of May, 2011.

CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY, a
political subdivision of the
Commonwealth of Virginia

By: *Glenda Edwards*
Title: Executive Director

ROANOKE VA

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Property Information Card for: **OBERLIN ALLEN H & ELIZABETH H**
3952 BRAMBLETON AVE
ROANOKE VA 24018



PARCEL INFORMATION			
Tax Number	1112603		
Property Address	0 PATTERSON AV SW		
Legal Description	LOT 14 BLK 24 RORER	Property Acres	0.1721
Deed Reference	030023465	Overlay Zoning	Conservation District
Deed Reference 2	CONVO00000	Property Fronts	50 Feet
Prev. Sale Date	02/25/1997	Property Avg. De	150.00 Feet
Prev. Sale Price	1500	Property Acre	7.466
Sale Date	11/25/2003	Basement Ar	N/A
Sale Price	\$4,500.00	Land Assesem	\$5,300.00
Own	OBERLIN ALLEN H & ELIZABETH H	Improvement	30.00
Addr	3952 BRAMBLETON AVE	Total	\$6,300.00
	ROANOKE VA 24018		

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Resolution #3643 - May 23, 2011 - Agenda Item # 3 - Attachment 1

http://gis.roanokeva.gov/rptDetail.cfm?mapno=1112603&mapFn=rnke_externalgis37963... 5/17/2011

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Property Information Card for OBERLIN ALLEN H & ELIZABETH H
3652 BRAMBLETON AVE
ROANOKE VA 24019



PARCEL INFORMATION	
Tax Number	1112606
Property Address	0 PATTERSON AV SW
Legal Description	LOT 11 BLK 24 ROPER
Deed Reference 1	100004450
Deed Reference 2	CONV000000
Prev. Sale Date	12/25/1990
Prev. Sale Price	2300
Sale Date	05/14/2010
Sale Price	\$0.00
Own	OBERLIN ALLEN H & ELIZABETH H
Addr	3652 BRAMBLETON AVE ROANOKE VA 24019
Property Acres	0.1724
Overlay Zoning	Conservation District
Property Front	50 Feet
Property Avg. Dep	121.00 Feet
Property Area	7,509
Basement Area	N/A
Land Assesme	\$6,300.00
Improvement	\$0.00
Total	\$6,300.00

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Resolution #3643 - May 23 2011 - Agenda Item # 3 - Attachment 2

http://gis.roanokeva.gov/rptDetail.cfm?mapno=1112606&mapFn=rnke_externalgis37963... 5/17/2011

ROANOKE VA

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Property Information Card for **OBERLIN ALLEN H & ELIZABETH H**
3552 BRAMBLETON AVE
ROANOKE VA 24018



PARCEL INFORMATION		
Tax Number	1112607	
Property Address	0 PATTERSON AV SW	
Legal Description	LOT 10 BLK 24 RORER	Property Acres 0.1721
Deed Reference	190004450	Overlay Zoning Conservation District
Deed Reference 2	CCNV000000	Property Fronts 50 Feet
Prev. Sale Date	05/18/1985	Property Avg. Dep 150.00 Feet
Prev. Sale Price	0	Property Area 7.496
Sale Date	05/14/2010	Basement Area N/A
Sale Price	\$0.00	Land Assesment \$6,300.00
Own	OBERLIN ALLEN H & ELIZABETH H	Improvement \$0.00
Addr	3552 BRAMBLETON AVE	Total \$6,300.00
	ROANOKE VA 24018	

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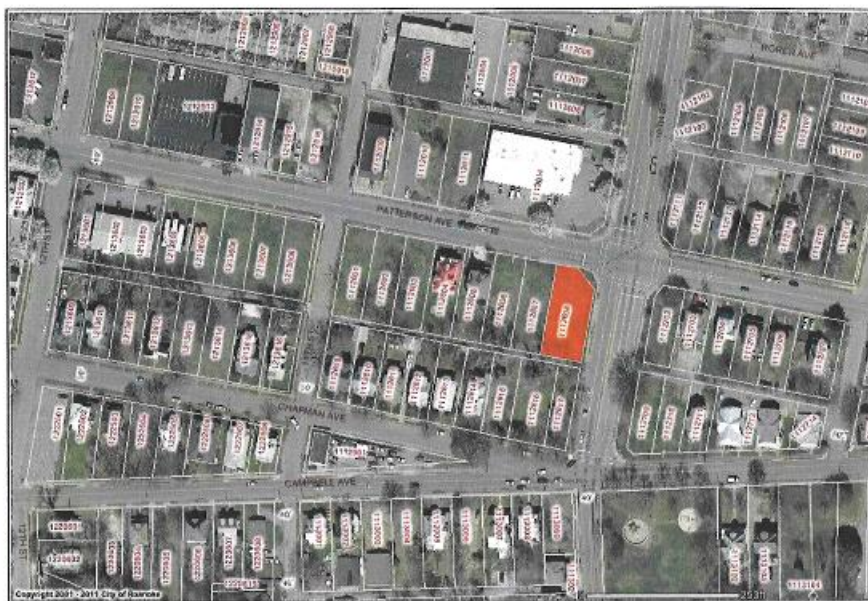
Resolution #3643 · May 23 · 2011 · Agenda Item # 3 · Attachment 3

http://gis.roanokeva.gov/rptDetail.cfm?mapno=1112607&mapFn=rnke_externalgis37963.. 5/17/2011

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Property Information Card for **OBERLIN ALLEN H & ELIZABETH H**
3652 BRAMBLETON AVE
ROANOKE VA 24018



PARCEL INFORMATION	
Tax Number	1112608
Property Address	0 PATTERSON AV SW
Legal Description	LOT 9 BLK 24 RORER
Deed Reference	100004450
Deed Reference 2	CONV000000
Prev. Sale Date	05/16/1885
Prev. Sale Price	0
Sale Date	05/14/2010
Sale Price	\$0.00
Own	OBERLIN ALLEN H & ELIZABETH H
Addr	3652 BRAMBLETON AVE ROANOKE VA 24018
Property Acres	0.2236
Overlay Zoning	Conservation District
Property Frontage	64 Feet
Property Avg. Dep	150.00 Feet
Property Area	9,740
Basement Ave	N/A
Land Assesment	\$6,300.00
Improvement	\$0.00
Total	\$6,300.00

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Policy No. 350
 Date: December 20, 1996
 Revision 4/1/00
 Revision 2/28/11 - Effective 7/1/2011
Proposed Revision 5/23/11 - Effective 7/1/2011

INSURANCE PROGRAMS

- I. **PURPOSE**
To summarize group insurance and other insurance programs offered by the RRHA.
- II. **SCOPE**
This policy applies to eligible employees of the RRHA.
- III. **POLICY**
The RRHA provides comprehensive group insurance programs for regular full-time and part-time employees and retirees. Part-time employees and retirees must meet plan eligibility requirements to qualify for benefits. The RRHA also provides insurance programs as mandated by state and federal regulations for all active employees.

The following are brief summaries of these programs and are not intended to provide complete details of these benefits. For more information regarding specific plans, employees are encouraged to contact their immediate Supervisor or the Human Resources.

- A. Active Employee Group Medical/Dental Insurance. Regular full-time employees are eligible for RRHA's Group Medical/Dental Insurance. Part-time and temporary employees are not eligible for this coverage. Eligible employees are given the option of enrolling in the group medical/dental insurance plan at the time of initial employment. Eligible employees' participation in the group plan begins on the first day of the month following their employment date. Participants are provided an insurance booklet outlining coverage offered. Eligible employees who enroll in the Group Medical/Dental Insurance plan may also cover their spouse and dependents. The employee and the RRHA share premium costs. The portion of premium paid by RRHA, called the primary employer share of premium, is determined annual.

Retired Employee Group Medical/Dental Insurance: Regular full-time Employees who are retiring may continue health and dental insurance coverage under the RRHA's group plan with a defined primary employer share of premium.

There are three (3) tiers of retirement eligibility and applicable primary employer share of premium for each tier as noted below:

- Full Benefit - 62 years of age plus 5 completed years of service at the time of retirement – RRHA will pay a portion of the premium equal to the primary employer share of premium for individual coverage provided to an active employee
- Reduced Benefit - 60<62 years of age plus 5 completed years of service at the time of retirement – RRHA will pay a portion of the premium equal to 70% of the primary employer share of premium for individual coverage provided to an active employee
- 55<60 years of age plus 10 completed years of service at the time of retirement – RRHA will pay a portion of the premium equal to 50% of the primary employer share of premium for individual coverage provided to an active employee

Dependents and spouse may be covered at the employee's expense. A retiree (and covered spouse and dependents) ceases to be eligible for the RRHA's health benefits when he/she reaches age 65.

- B. Health Insurance Continuation of Coverage. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This coverage, however, is only available when coverage is lost due to certain specific events. COBRA participants pay 100% of the cost of the group health coverage with applicable administrative fees attached.

Qualifying Events for Employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment

Qualifying Events for Spouses:

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Events for Dependent Children:

- Loss of dependent child status under the plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

- C. Group Term Life Insurance. Upon an employee's death, this benefit pays 2x his/her annual salary to the assignee, rounded to the next highest \$1,000, not to exceed \$200,000. Life insurance premiums are based on each participant's basic salary at the time coverage begins. Amounts of coverage and premium costs are recalculated based on each participant's gross regular pay as of October 1st of each year. Premium cost is shared by the employee and the RRHA. The plan eligibility requirements include working 30 hours or more per week.
- D. Long-Term Disability Insurance. Eligible employees may enroll the first of the month that follows 3 months of active employment. The cost of the insurance is shared by the employee and the RRHA. Benefits under this policy pay up to 60% of basic monthly earnings at the time of disability, with a maximum monthly benefit of \$6,000. Disability insurance benefit payments are coordinated with benefits received through the Social Security Administration and certain other sources of income. The plan eligibility requirements include working 30 hours or more per week.
- E. Section 125 Flexible Benefit Plan. Eligible employees may elect to use pre-tax dollars to pay for certain benefits (medical, dental, disability insurance, etc.) thus reducing their taxable income and taxes. Employees have the option to

purchase additional benefits or receive tax savings in their net pay by participating in this plan.

- F. Social Security. All employees are covered by the Federal Social Security Act. A required percentage of an employee's salary is deducted to pay the employee's portion of this protection, and the company matches this deduction dollar for dollar. This plan was designed for an employee's future security and that of his or her dependents by providing retirement, disability, death survivor and Medicare benefits.
- G. State Unemployment Insurance. This program is funded entirely by employers in this state. The program provides weekly benefits to employees who become unemployed through no fault of their own or circumstances described in the law.
- H. Worker's Compensation. The RRHA carries insurance to cover the cost of work-related injury or illness. Qualified claims entitle covered employees to indemnity and medical payment benefits. Every regular employee who allegedly incurs injury or illness while in the course of his/her employment must report his/her claim to his/her supervisor immediately or as soon as practicable under the facts and circumstances of the particular case and must adhere to the regulations as relates to the State of Virginia Workers' Compensation law.

Policy No. 350
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- F. Social Security. All employees are covered by the Federal Social Security Act. A required percentage of an employee's salary is deducted to pay the

employee's portion of this protection, and the company matches this deduction dollar for dollar. This plan was designed for an employee's future security and that of his or her dependents by providing retirement, disability, death survivor and Medicare benefits.

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ROANOKE VA

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Property Information Card for: **CITY OF ROANOKE REDEVELOPMENT AND HO**
PO BOX 8389
ROANOKE VA 24017



PARCEL INFORMATION

<p> Tax Number: 2112601 Property Address: 0 CENTRE AV NW Legal Description: PLOT 1 BOX 35 R F & H Deed Reference: 0504-1576 Deed Reference 2: 090602204 Prior Sale Date: 03/04/1999 Prior Sale Price: 3000 Sale Date: 06/03/2005 Sale Price: \$18,500.00 Owner: CITY OF ROANOKE REDEVELOPMENT AND HO Address: PO BOX 8389 ROANOKE VA 24017 </p>	<p> Priority Acres: 0.1351 Quicker Zoning: Conservation District Property Frontage: 45 Feet Property Area: 135.60 Feet Property Area Depth: 5.887 Document Area: 193A Land Assessment: \$7,400.00 Improvements: \$0.00 Total: \$7,400.00 </p>
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ROANOKE VA

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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT AND HO
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2111603	Property Acres	0.1425
Property Address	732 GILMER AVE NW	Outlines Zoning	Conservation District
Legal Description	LOT 28(1) 31 R F & H	Property Frontage	50 Feet
Parcel Reference	093010795	Property Avg. Depth	133.00 Feet
Parcel Reference 2	0930202611	Property Area	6,012
Prev. Sale Date	02/24/1999	Garage Area	N/A
Prev. Sale Price	0	Land Assessment	\$3,700.00
Sale Date	06/28/2009	Improvements	\$0.00
Sale Price	\$19,500.00	Total	\$3,700.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HO		
Address	PO BOX 6359 ROANOKE VA 24017		

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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT AND HO
336 HARRISON AVE NW
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2010314	Property Acres	0.0380
Property Address	8 HARRISON AV NW	Outlook Zoning	Conservation District
Legal Description	LOT 14 BLK 3 S P H MILLER	Property Frontage	25 Feet
Deed Reference 1	*****	Property Avg. Depth	68.00 Feet
Deed Reference 2	*****	Property Area	1.730
Prev. Sale Date	02/04/1778	Encumbrance Area	0.00
Prev. Sale Price	0	Land Assessment	\$3,503.00
Sale Date	06/05/1891	Improvements	\$0.00
Sale Price	\$0.00	Total	\$3,503.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HO		
Address	336 HARRISON AVE NW ROANOKE VA 24017		

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ROANOKE VA

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Property Information Card for CITY OF ROANOKE REDEVELOPMENT AND HO
215 CHURCH AVE SW
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2010315	Property Acres	0.0087
Property Address	0 HARRISON AV SW	Overlay Zone	Conservation District
Legal Description	LOT 15 BLK 3 S PH MILLER	Property Frontage	25 Feet
Quad Reference	*****	Property Avg. Depth	66.90 Feet
Quad Reference 2	*****	Property Area	1.587
Prev. Sale Date	07/04/1778	Basement Area	0.00
Prev. Sale Price	0	Land Assessment	\$3,300.00
Sale Date	08/07/1981	Improvements	\$0.00
Sale Price	\$1.00	Total	\$3,300.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HO		
Address	215 CHURCH AVE SW ROANOKE VA 24017		

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ROANOKE VA

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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT AND HO
215 CHURCH AVE SW
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2010316	Property Acres	0.0289
Property Address	D HARRISON AV SW	Utilities Zoning	Conservation District
Legal Description	LOT 15 S/L1 S S P H MILLER	Property Footage	28 Feet
Deed Reference 1	-----	Property Avg. Depth	35.00 Feet
Deed Reference 2	-----	Property Area	1,432
Priv. Sale Date	07/04/170	Stewart Area	N/A
Priv. Sale Price	0	Land Assessment	\$2,500.00
Sale Date	08/05/1991	Improvements	\$0.00
Sale Price	\$0.00	Total	\$2,500.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HO		
Address	215 CHURCH AVE SW ROANOKE VA 24017		

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ROANOKE VA

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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2120817	Property Acres	0.1917
Property Address	702 10TH ST NW	County Zoning	Conservation District
Legal Description	LOT 17 BLK 6 MOORMAN	Property Frontage	57 Feet
Deed Reference	06004102	Property Avg. Depth	123.00 Feet
Deed Reference 2	*****	Property Area	0.321
Prev. Sale Date	10/11/1993	Basement Area	N/A
Prev. Sale Price	0	Land Assessmnt	\$3,700.00
Sale Date	04/13/2009	Improvements	\$0.00
Sale Price	\$0.00	Total	\$3,700.00
Owner	CITY OF ROANOKE REDEVELOPMENT		
Address	PO BOX 6359 ROANOKE VA 24017		

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Property Information Card for ROANOKE REDEVELOPMENT AND HOUSING AU
PO BOX 6369
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2749901	Property Acres	1.6123
Property Address	0 PANORAMA AV NW	County Zoning	RA
Legal Description	LOT 4 PT 7 BLK 6 PANORAMA HTS	Property Frontage	286 Feet
Deed Reference	020819260	Property Area Depth	266.00 Feet
Deed Reference 2	-----	Property Area	70,234
Plan. Sale Date	05/03/2004	Specialty Price	NA
Plan. Sale Price	0	Land Assessment	\$26,200.00
Sale Date	04/15/2002	Improvements	\$0.00
Sale Price	\$14,000.00	Total	\$26,200.00
Owner	ROANOKE REDEVELOPMENT AND HOUSING AU		
Address	PO BOX 6369 ROANOKE VA 24017		

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Property Information Card for: **ROANOKE REDEVELOPMENT AND HOUSING AU**
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2751102	Property Acres	0.0473
Property Address	0 PANOCHEMA AV NW	County Zoning	R5
Legal Description	LOT 3 BLK D PANOCHEMA HTS.	Property Frontage	89 Feet
Deed Reference	002013970	Property Avg. Depth	418.00 Feet
Deed Reference 2	-----	Property Area	41.295
Prev. Sale Date	10/25/1994	Waterfront Area	0.00
Prev. Sale Price	0	Land Assessment	\$10,766.60
Sale Date	04/19/2002	Improvements	\$0.00
Sale Price	\$5,700.00	Total	\$10,766.60
Owner	ROANOKE REDEVELOPMENT AND HOUSING AU		
Address	PO BOX 6359 ROANOKE VA 24017		

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Property Information Card for: **ROANOKE REDEVELOPMENT AND HOUSING AU**
PO BOX 8389
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2420724	Property Acres	0.1222
Property Address	2215 SHENANDOAH AVE NW	Street Zoning	NA
Legal Description	PT LOTT 24 BLK 45 RAINWOOD	Property Frontage	39 Feet
Deed Reference	020062779	Property Avg. Depth	132.00 Feet
Deed Reference 2	*****	Property Area	5,295
Prev. Sale Date	10/01/1983	Streetfront Area	701
Prev. Sale Price	20000	Land Assessment	\$13,600.00
Sale Date	01/28/2002	Improvements	\$0.00
Sale Price	\$1,600.00	Total	\$13,600.00
Owner	ROANOKE REDEVELOPMENT AND HOUSING AU		
Address	PO BOX 8389 ROANOKE VA 24017		

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Property Information Card for: **ROANOKE REDEVELOPMENT AND HOUSING AU**
PO BOX 6339
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2420727	Property Acres	0.1167
Property Address	3280 SHENANDOAH AVE NW	Outer Zone(s)	HA
Legal Description	LOT 6 PT 26 LOT A SIX 15 RUMBLEE	Property Footage	36 Feet
Deed Reference	02282079	Property Area Depth	100.00 Feet
Deed Reference 2	*****	Property Area	5.170
Prev. Sale Date	12/31/1993	Basement Area	NA
Prev. Sale Price	20000	Land Assessment	\$10,000.00
Sale Date	01/28/2002	Improvements	90.00
Sale Price	\$10,000.00	Total	\$10,090.00
Owner	ROANOKE REDEVELOPMENT AND HOUSING AU		
Address	PO BOX 6339 ROANOKE VA 24017		

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Property Information Card for: **CITY OF ROANOKE REDEVELOPMENT & HOUS**
PO BOX 6369
ROANOKE VA 24017



PARCEL INFORMATION

<p>Tax Number 2110513</p> <p>Property Address 791 WOODMAN RD NW</p> <p>Legal Description LT 8 BLK 101162</p> <p>Deed Reference 00610201</p> <p>Deed Reference 2 *****</p> <p>Prev. Sale Date 02/05/2005</p> <p>Prev. Sale Price 400</p> <p>Sale Date 05/20/2005</p> <p>Sale Price 8462.00</p> <p>Owner CITY OF ROANOKE REDEVELOPMENT & HOUS</p> <p>Address PO BOX 6369 ROANOKE VA 24017</p>	<p>Property Acres 0.0677</p> <p>Costs Basis Conservation District</p> <p>Property Frontage 44 Feet</p> <p>Property Avg. Depth 74.00 Feet</p> <p>Property Area 2.640</p> <p>Basement Area NA</p> <p>Land Assessment 5000.00</p> <p>Improvements 35.00</p> <p>Total 5035.00</p>
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Property Information Card for: **CITY OF ROANOKE REDEVELOPMENT & HOUS**
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2110514	Property Acres	0.0658
Property Address	730 MOORMAN RD NW	Detailing Zonings	Conservation District
Legal Description	LT 8 BLK NW1919	Property Frontage	44 Feet
Deed Reference	050015922	Property Avg. Depth	84.00 Feet
Deed Reference 2	*****	Property Area	5,736
Prev. Sale Date	02/06/1985	Basement Area	N/A
Prev. Sale Price	400	Land Assessment	\$653.00
Sale Date	09/05/2020	Improvements	\$0.00
Sale Price	\$462.00	Total	\$653.00
Owner	CITY OF ROANOKE REDEVELOPMENT & HOUS		
Address	PO BOX 6359 ROANOKE VA 24017		

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Property Information Card for CITY OF ROANOKE REDEVELOPMENT & HOUS
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

<p>Tax Number 2110515</p> <p>Property Address 728 MIDCRAWF RD NW</p> <p>Legal Description LT 10 BLK 03 BKG</p> <p>Deed Reference 050E15913</p> <p>Deed Reference 2 *****</p> <p>Prev. Sale Date 02/09/1985</p> <p>Prev. Sale Price 400</p> <p>Sale Date 06/06/2005</p> <p>Sale Price \$462.00</p> <p>Owner CITY OF ROANOKE REDEVELOPMENT & HOUS</p> <p>Address PO BOX 6359 ROANOKE VA 24017</p>	<p>Property Acres 0.0271</p> <p>Overlay Zoning Conservation District</p> <p>Property Frontage 66 Feet</p> <p>Property Prop. Depth 110.00 Feet</p> <p>Property Area 4,480</p> <p>Basement Area N/A</p> <p>Land Adjestment \$600.00</p> <p>Improvements \$0.00</p> <p>Total \$600.00</p>
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Property Information Card for: CITY OF ROANOKE REDEVELOPMENT & HOUS
PO BOX 8389
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2110517	Property Acres	0.1270
Property Address	721 MOORMAN RD NW	County/Zip	Conservation District
Legal Description	LOT 10 BLK 10 RIG	Property Frontage	40 Feet
Deed Reference	06010264	Property Avg. Depth	151.00 Feet
Deed Reference 2	-----	Property Area	6,000
Priv. Sale Date	02/01/1985	Basement Area	NA
Priv. Sale Price	300	Land Assessment	\$650.00
Sale Date	08/06/2005	Improvements	\$0.00
Sale Price	\$462.00	Total	\$650.00
Owner	CITY OF ROANOKE REDEVELOPMENT & HOUS		
Address	PO BOX 8389 ROANOKE VA 24017		

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Property Information Card for: ROANOKE REDEVELOPMENT AND HOUSING AU
PO BOX 6369
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	1120132	Parcel Area	0.5470
Property Address	825 DAY AVE SW	Cluster Zoning	Mid Dist 2C/Class
Legal Description	LOT 23 BLK 5 BARNES	Property Frontage	46 Feet
Deed Reference	00209025	Property Area Depth	147.03 Feet
Plan	08/05/1999	Property Area	6,442
Plan Sale Price	450	Base Assesmt Area	260
Sale Date	03/12/201	Land Assessment	89,299.00
Sale Price	\$250.00	Improvements	90.00
Owner	ROANOKE REDEVELOPMENT AND HOUSING AU	Total	99,299.00
Address	PO BOX 6369 ROANOKE VA 24017		

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PARCEL INFORMATION

Tax Number	1120115	Property Acres	0.1278
Property Address	806 MARSHALL AVE SW	County/Zoning	Mat Dist 2/Conserv
Legal Description	LOT 3 BLK 2 R H FISHERS	Property Footage	48 Feet
Legal Reference	86001159	Property Avg. Depth	126.00 Feet
Dist Reference 2	200002487	Property Area	5,994
Prev. Sale Date	02/13/1988	Government Area	N/A
Prev. Sale Price	0	Land Assessment	80,200.00
Sale Date	08/19/2005	Improvements	80.00
Sale Price	\$1,480.00	Total	\$8,300.00
Owner	ROANOKE REDEVELOPMENT & HOUSING AUTH		
Address	PO BOX 8359 ROANOKE VA 24017		

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