

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 27, 2012, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Garner called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Boitnott, Burruss, Garner, Karnes, Smith, Witten
ABSENT:	Commissioner Butler
OFFICER PRESENT:	Glenda Edwards, Secretary-Treasurer
ALSO PRESENT:	Cathy Wells, VP of Resident Services and Administration; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; Helen Shampine, HCV Director; Desi Wynter, Director of Redevelopment and Modernization; David Bustamante, Director of Housing; Lisa Saunders, Site Manager; Crystal Hall, Resident Services Manager; Deidre Meyers, ROSS Coordinator; Gloria Charlton, FSS Coordinator; Terry Tucker, Assistant Site Manager; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel; Anita Price, City Council Liaison; interested citizen

Chair Garner welcomed everyone to today's meeting.

**PUBLIC HEARING**

To receive comments on the proposed Fiscal Year 2013 Operating Budget.

Ms. Austin stated that the Board will not be asked to take action regarding the proposed 2013 Operating Budget at today's meeting.

Ms. Austin stated that the proposed 2013 Operating Budget is in compliance with asset management guidelines. The 2013 budgets reflect a 53% proration in operating subsidy for October 1 through December 31, 2012 and a 90% proration for January 1 through September 30, 2013. The operating subsidy is funded on a calendar year basis, and funding reductions implemented January 1, 2012 will continue through the end of 2012. Congress is likely to approve a Continuing Resolution through March 2013. If the Continuing Resolution funds programs at FY 2012 levels, the offset to Public Housing reserves will likely continue as well.

Ms. Austin stated that during the preparation of the FY 2012 Operating Budget, because the reserve offset was not yet certain, RRHA management stated that, as the year progressed, they would consider whether RRHA would be able to provide a one-time payment to staff in lieu of a raise. Because the operating reserve offset resulted in such a large reduction in RRHA's operating subsidy, management is not recommending a one-time payment to staff this year. The proposed FY 2013 Operating Budgets include a salary increase of 2.5%. The RRHA Board of Commissioners Personnel Committee supports and recommends the proposed salary increase due to the cost savings that have resulted from the restructuring of employee benefits. The proposed budgets included a 9% reduction in the projected cost of benefits, mostly attributable to the new retirement plan which went into effect January 1, 2012.

Ms. Austin stated that overall total revenues of the RRHA are projected to

decrease 11% primarily due to the proration in Public Housing operating subsidy and Section 8 Administrative Fees. Central Office Cost Center (COCC) revenues are projected to slightly increase as a result of Property Management fees. The Section 8 Program is projecting a decrease in Administrative Fees to 79% consistent with the amount included in the latest House Appropriations Bill. HUD is currently funding Administrative Fees at 84% for the 2012 calendar year.

Ms. Austin stated that the budget for Hackley reflects a 7% increase in Section 8 rental revenues due to an increase in HUD funding.

Public Housing investment income is projected to decrease 81% due to reductions in interest rates and the amount of funds available for investment.

Ms. Austin stated that overall expenses for the 2013 budgets reflect a 17% increase and the COCC budget shows an increase in expenses of 8%. Ms. Austin stated that Public Housing expenses are projected to increase 26% largely attributable to the capital expenditures planned for the year.

Ms. Austin stated that the Transfer In line item has budgeted \$2,350,000 from operating reserves to cover expenses and represents \$1,900,000 for capital improvements if HUD allows for the use of operating reserves for capital improvements and \$450,000 to fund public housing operations from October 1 through December 31 2012.

Ms. Austin stated that COCC and Hackley are reflecting positive incomes of \$48,000. Public Housing is reflecting \$15,000 in net income mainly attributable to the Transfer In line item to cover operations.

Ms. Austin stated that there is no action asked of the Board today and a

resolution will be presented at the September Board meeting for approval. Ms. Austin asked if there were any questions.

Chair Garner thanked Ms. Austin for her presentation and asked if there were any members of the public who had questions or comments regarding the Fiscal Year 2013 Operating Budget. There were none.

Chair Garner declared the Public Hearing closed at 3:09 p.m.

## II. REPORTS

### 1. Financial Report

Chair Garner asked for the Financial Report.

Ms. Austin referred to page 23 and stated that Public Housing sites are utilizing reserves to fund a portion of operations expenses. The total amount of reserves used through July 2012, comprising the first ten months of the fiscal year and seven months of the calendar year, is approximately \$1,000,000. Dwelling rental continues to catch up with budget projections and is currently under budget approximately \$10,000, mostly attributable to the sites having a current occupancy rate of 99% and occupancy rates of 96% or higher for the previous two months. Total expenses are showing a favorable variance of approximately \$253,000, and administrative expenses are approximately \$93,000 under budget due to costs that were budgeted but have not been incurred as of July 30, 2012 and savings that have been recognized from the restructuring of benefits. Tenant Services is reporting a favorable variance of \$72,000 due to expenses that are being covered by the Resident Opportunities for Self-Sufficiency (ROSS) grants. Utility expenses are under budget approximately \$223,000 due to budgeting for higher utility rates and usage expenses that have not been incurred to date. General expenses are

under budget approximately \$166,000 due to reduced insurance costs and year-to-date debt setoff collections from the Virginia Department of Taxation. Extraordinary maintenance is over budget approximately \$63,000 due to unanticipated siding replacement at Indian Rock Village, bathtub refinishing needed in preparation for Real Estate Assessment Center (REAC) inspections, and playground equipment that was installed at Lansdowne Park. Replacement of equipment is over budget approximately \$83,000 due to the purchase of trucks at several sites in order to have dependable vehicles for the winter season and the purchase of lawn mowers for Melrose Towers and Hunt Manor. During the month of October one lease-purchase house was sold, resulting in the transfer of approximately \$85,000 in assets to the Public Housing Program. The assets are being held in the HOPE VI Grant which is in the process of being closed out.

The COCC is reporting net income of approximately \$63,000 as shown on page 32. Property Management income is over budget approximately \$13,000 due to increased occupancy at the sites which allows for increased fee revenue for the COCC due to billing based on occupied units. Other income is reporting a favorable variance of approximately \$5,600 due to the sale of excess vehicles. Total expenses are showing a favorable variance of approximately \$25,000.

The Section 8 program is reporting a difference in revenues over expenses of approximately \$114,000 as shown on page 33. Total administrative fee revenue is reporting a favorable variance of \$38,000 mainly due to HUD's reconciliation of Section 8 Administrative Fees and the distribution of excess funds. Total expenses are showing a favorable variance of approximately \$75,000. Administrative expenses are under

budget approximately \$53,000 due to positions that were vacant at the beginning of the fiscal year, cost savings in employee benefits, and expenses that have not been incurred to date. Tenant Services is under budget related to the temporary leave of the Family Self-Sufficiency (FSS) Coordinator for Section 8 participants.

Chair Garner referred to page 2 and inquired about the increase in funds in Other Assets from June to July on all the Balance Sheets. Ms. Austin stated that RRHA received invoices for insurance, and the invoices are expensed over the life of policy.

Chair Garner referred to page 11 and asked for clarification on the Notes & Mortgages Receivable of \$39,368 in the COCC. Ms. Austin stated that the amount reflects moving an old loan amount from the Section 8 program to the COCC. In responding to questions following the REAC submission RRHA determined that the amount would be more appropriately handled with defederalized funds from the COCC.

Chair Garner referred to pages 11, 12 and 13 and asked for clarification regarding the increase in funds in Retained Earnings – Current. Ms. Austin stated that the numbers reflect the net income that each program is earning on a monthly basis.

Chair Garner referred to page 17 and asked for clarification of the unfavorable balance for Jamison & Downing properties. Ms. Austin stated that the numbers reflect Maple Shades and Elm Manor properties that were owned by RRHA, and the losses are still reflecting on the balance sheet.

Chair Garner referred to page 19 and asked for clarification of the unfavorable balance for Private Development. Ms. Austin stated that she is fairly certain the figure is reflecting development fees that have been booked; however, she will check on this and follow up with a firm answer.

Chair Garner thanked Ms. Austin for her report and asked if there were any other questions. There were none.

## 2. Executive Director's Report

Chair Garner asked for the Executive Director's report.

Ms. Edwards referred to her written report in the Monthly Operations Report and noted that Commissioner Duane Smith, Vice-Chair Adam Boitnott and Chair Ed Garner have been reappointed to the Board of Commissioners for new terms through August 31, 2016. Ms. Edwards expressed her appreciation for their willingness to continue providing leadership for RRHA and serving the City of Roanoke community.

Ms. Edwards stated that HUD has awarded RRHA \$407,816 to fund the ROSS Service Coordinator positions for 3 more years to serve several public housing sites.

Chair Garner thanked Ms. Edwards for her report and asked if there were any questions. There were none.

## 3. Staff Reports

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

## 4. Committee Reports

Chair Garner asked for committee reports.

Commissioner Karnes stated that the Personnel Committee met and began reviewing the Annual Performance Appraisal Policy to be brought before the Board at a later date.

## 5. Commissioner Comments

Chair Garner asked if there were any Commissioner comments.

Commissioner Burruss commended the RRHA staff for the very high Public

Housing occupancy rate and thanked everyone for their persistent efforts, hard work, and careful planning.

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

6. Residents or other community members to address the Board

Chair Garner asked if there were any residents or other community members who would like to address the Board. There were none. Chair Garner recognized guest Mr. Wallace and asked if he had any questions or comments. Mr. Wallace stated that he was present just to observe.

Ms. Price thanked the Board of Commissioners and the RRHA staff for their work, commitment and continued service to RRHA and the citizens of the City of Roanoke.

### III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, July 23, 2012.

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

C-2 Monthly Operations Report for the month of July 2012.

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

Chair Garner thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Annual Election of Officers for 2012 – 2013

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

Commissioner Karnes nominated Vice-Chair Boitnott for the office of Chairman.

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

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

NAYS: None

Chair Garner thanked Vice-Chair Boitnott for being willing to serve as Chairman.

Vice-Chair Boitnott thanked Chair Garner.

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

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

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

NAYS: None

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

2. Resolution No. 3712

Mr. Shank asked for approval of Resolution No. 3712 awarding a contract for

improvements to concrete sidewalks and rear porches for Jamestown Place using Public Housing Operating Reserve funds. Mr. Shank stated that while replacing the rear porches, some conduit would be replaced in preparation for future electric upgrades.

Chair Garner asked how much the contract would have to exceed the original amount before a change order is required to be brought before the Board and if the contract would be monitored for cost overages. Mr. Shank stated that the contract would be monitored, and it would have to exceed the original amount of \$173,100 by \$17,000 before Board approval would be required for a contract modification.

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

Commissioner Karnes introduced Resolution No. 3712 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR IMPROVEMENTS TO CONCRETE SIDEWALKS AND REAR PORCHES FOR JAMESTOWN PLACE USING PUBLIC HOUSING OPERATING RESERVE FUNDS**

WHEREAS, in FY 2012 pursuant to the U.S. Department of Housing and Urban Development (HUD) Appropriations Act, Public Housing Authorities (PHAs) may use the portion of operating reserves above the HUD recommended minimum operating reserve levels for capital improvements; and

WHEREAS, the HUD recommended minimum operating reserve level for PHAs with 250 or more units is four months of formula expenses or \$100,000, whichever is greater; and

WHEREAS, VA11-7 Jamestown Place, AMP 207, has sufficient excess operating reserves to fund improvements to concrete sidewalks and rear porches for Jamestown Place; and

WHEREAS, Site Accessibility for Jamestown Place, which includes improvements to concrete sidewalks, was included on the 2011 Annual Plan update to the 2010 – 2014 Annual Plan, which was approved by the City of Roanoke

Redevelopment and Housing Authority (RRHA) Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, RRHA needs a qualified contractor to make improvements to concrete sidewalks and rear porches; and

WHEREAS, RRHA issued an Invitation for Bid on July 1, 2012, with bids being due on July 24, 2012; 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>
Bowman-Griffin General Contractors	\$348,753.10
Dynamic Construction Services, Inc. (self-certified as Section 3 Business Concern)	\$225,193.00
G & H Contracting	\$263,000.00
Russell's Remodeling, LLC (self-certified as Section 3 Business Concern)	\$173,100.00

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

WHEREAS, two (2) of the bids received by RRHA in this procurement were submitted by self-certified section 3 business concerns; and

WHEREAS, the bid submitted by Russell's Remodeling, LLC was determined to be responsive; and

WHEREAS, because the lowest responsive bid received by RRHA, in the amount of \$173,100, was submitted by a self-certified section 3 business concern, Russell's Remodeling, LLC, the amount of the preference provided to section 3 business concerns is not a determining factor in this procurement; 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 RS 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 Vice President of Operations 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 \$173,100.
- (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 Boitnott and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Karnes, Smith, Witten, Boitnott, Garner  
NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3712 adopted as introduced.

3. Resolution No. 3713

Mr. Shank asked for approval of Resolution No. 3713 awarding a contract for window replacement for RRHA Central Administration Building for Lansdowne Park using Public Housing Operating Reserve funds.

Commissioner Burruss stated that it was good to see that the contract was being awarded to a certified Section 3 Business Concern.

Commissioner Smith asked for clarification of the term, Section 3 Business Concern. Ms. Edwards stated that Section 3 Business Concern is a HUD term for companies that have a high percentage of low-income employees or owners.

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

Commissioner Burruss introduced Resolution No. 3713 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR WINDOW REPLACEMENT FOR RRHA CENTRAL ADMINISTRATION BUILDING FOR LANSDOWNE PARK USING PUBLIC HOUSING OPERATING RESERVE FUNDS**

WHEREAS, in FY 2012 pursuant to the U.S. Department of Housing and Urban Development (HUD) Appropriations Act, Public Housing Authorities (PHAs) may use the portion of operating reserves above the HUD recommended minimum operating reserve levels for capital improvements; and

WHEREAS, the HUD recommended minimum operating reserve level for PHAs with 250 or more units is four months of formula expenses or \$100,000, whichever is greater; and

WHEREAS, VA11-1 Lansdowne Park, AMP 201, has sufficient excess operating reserves to fund Window Replacement for RRHA Central Administration Building for Lansdowne Park; and

WHEREAS, Window Replacement for RRHA Central Administration Building for Lansdowne Park was included in the 2011 Annual Plan update to the 2010 – 2014 Annual Plan, which was approved by the City of Roanoke Redevelopment and Housing Authority (RRHA) Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, RRHA needs a qualified contractor to replace windows for RRHA Central Administration Building for Lansdowne Park; and

WHEREAS, RRHA issued an Invitation for Bid on July 15, 2012, with bids being due on August 7, 2012; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
G & H Contracting, Inc.	\$178,000
PNC Corporation	\$179,513
South End Construction, Inc. (self-certified as Section 3 Business Concern)	\$162,489

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 (1) of the bids received by RRHA in this procurement were submitted by self-certified section 3 business concern; and

WHEREAS, the bid submitted by South End Construction, Inc. was determined to be responsive; and

WHEREAS, because the lowest responsive bid received by RRHA, in the amount of \$162,489, was submitted by a self-certified section 3 business concern, South End Construction, Inc., the amount of the preference provided to section 3 business concerns is not a determining factor in this procurement; and

WHEREAS, the amount of the bid submitted by South End Construction, Inc., was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on RS Means Cost Data, for the project; and

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

WHEREAS, the Vice President of Operations recommends an award to South End Construction, 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 South End Construction, 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 South End Construction, Inc. and RRHA for the fixed price of \$162,489.
- (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 Smith and upon roll call the following vote was recorded:

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

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3713 adopted as introduced.

3.

4. Resolution No. 3714

Ms. Wells asked for approval of Resolution No. 3714 approving a revised Personnel Policy regarding Disciplinary Action. Ms. Wells stated that the Disciplinary Action Policy was last updated December 20, 1996 and needed to be brought up to date in order to meet the needs of RRHA and ensure the policy is legally compliant. The proposed revision has been reviewed by legal counsel.

Chair Garner asked if the revised policy had been reviewed by the Personnel Committee. Ms. Wells stated the revised policy has been reviewed, and the Personnel Committee supports approval of the revised policy.

Chair Garner asked if there was a typographical error on page 2 of 5 of the new policy under V.3. Ms. Wells stated that the policy does have a typographical error and should be corrected to state “and/or” rather than “and/.”

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

Commissioner Burruss introduced Resolution No. 3714 and moved its adoption as amended:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING DISCIPLINARY ACTION**

WHEREAS, the Roanoke Redevelopment & Housing Authority (RRHA) has a Personnel Policy regarding Disciplinary Action which was last revised December 20, 1996; and

WHEREAS, 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 determined that it is prudent and in the best interest of RRHA to revise Personnel Policy No. 420, Disciplinary Action; and

WHEREAS, the proposed revised Personnel Policy No. 420, Disciplinary Action has been reviewed by RRHA’s legal counsel and determined to be in compliance with legal requirements applicable to RRHA; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 420, Disciplinary Action, is approved effective September 1, 2012.

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

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

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3714

adopted as amended.

Commissioner Karnes left the meeting at 3:36 p.m.

5. Resolution No. 3715

Ms. Wells asked for approval of Resolution No. 3715 approving a revised Personnel Policy regarding Definition of Employment Status.

Commissioner Burruss asked for an explanation the connection between the Affordable Care Act and the revision to the Personnel Policy. Ms. Wells stated that in 2014, as insurance exchanges are implemented, a full-time employee will be defined as an employee who works 30 hours or more per week, and this change would align RRHA's policy with that section of the new law.

Chair Garner asked if the forthcoming changes will increase the budget. Ms. Wells stated that she did not anticipate that there would be an increase; however, it would depend on what RRHA offered the employees.

Ms. Edwards stated that, in addition to aligning policy with the Patient Protection and Affordable Care Act, RRHA's analysis indicates the change in the policy will save money. If there is a position that could be filled by a person working 30 hours, RRHA may not be able to recruit a highly qualified person for that number of hours unless benefits are offered. The salary will reflect less than a 37.5 hour work schedule and the retirement benefit is based on a percentage of salary, which will result in reduced cost.

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

Commissioner Smith introduced Resolution No. 3715 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY  
REGARDING DEFINITION OF EMPLOYMENT STATUS

WHEREAS, the Roanoke Redevelopment & Housing Authority (RRHA) has a Personnel Policy regarding Definition of Employment Status which was last revised April 16, 2011; and

WHEREAS, 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, based on a review of RRHA's current workforce needs and legal requirements relative to the Patient Protection and Affordable Care Act, RRHA determined that it was prudent and in the best interest of RRHA to make certain benefits available to employees who work a regular schedule of 30 hours or more per week, as a cost effective avenue to further RRHA's goals for recruitment and retention of highly skilled employees; and

WHEREAS, the RRHA Board of Commissioners approved Resolution No. 3693 on April 23, 2012, revising certain personnel policies pertaining to eligibility criteria for benefits; and

WHEREAS, RRHA has determined that Personnel Policy No. 010, Definition of Employment Status, should be revised for consistency with the above-referenced policy changes previously approved; and

WHEREAS, the proposed revised Personnel Policy No. 010, Definition of Employment Status has been reviewed by RRHA's legal counsel and determined to be in compliance with legal requirements applicable to RRHA; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 010, Definition of Employment Status, is approved effective September 1, 2012.

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

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

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3715 adopted as introduced.

Commission Karnes rejoined the meeting at 3:41 p.m.

6. Resolution No. 3716

Ms. Wells asked for approval of Resolution No. 3716 approving a revised Procurement Policy.

Chair Garner referred to page 3 and asked about soliciting and receiving quotes orally for small purchases. Ms. Edwards stated that the solicitation of quotes and the actual quotes received are documented in detail in the procurement file. Ms. Wells stated that the number of quotes required depends on the size of the purchase, and quotes can be obtained either by email, phone or the internet.

Chair Garner referred to page 9 and asked how many purchasing cards are issued and how the changes in the policy will affect card holders. Ms. Wells stated that there are approximately 15 employees who have purchasing cards and the limits have been tightened in recent years and internal auditing has been implemented. Cards are provided to management staff members with procurement responsibility, and approximately 10 have a limit of \$2,000. Ms. Edwards stated that the purchasing cards are a method for payment, not a method of procurement. Purchases paid for with credit cards must adhere to all requirements in RRHA's Procurement Policy.

Chair Garner referred to page 13 and asked if he could access the Section 3 policy on the G drive. Ms. Edwards stated that the G drive is a shared drive available to employees. RRHA's new website will have an intranet capability that is password protected which could provide Commissioners with access to the shared drive once that

section of the website is operational. Ms. Wells stated that the Section 3 Policy is available for public access on the RRHA website.

Chair Garner asked how potential contract bidders receive information regarding Section 3. Ms. Edwards stated that bid packages contain the Section 3 policy and there is information on the RRHA website.

Chair Garner referred to page 15 and noted that the disposition of surplus property had been removed from the policy. Ms. Wells stated that the disposition of surplus property is not related to procurement and RRHA has a separate Disposition Policy that has been approved by the Board of Commissioners.

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

Commissioner Smith introduced Resolution No. 3716 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PROCUREMENT POLICY**

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

WHEREAS, pursuant to HUD's procurement regulations cited at 24 CFR 85.36 (b) (1) requiring grantees to develop and implement its own procurement procedures, which reflect federal, state and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 24 CFR 85.36; and

WHEREAS, the Commonwealth of Virginia, Department of General Services amended the Virginia Public Procurement Act effective July 1, 2012, and

WHEREAS, RRHA must incorporate the amended changes as appropriate into its Procurement Policy; and

WHEREAS, additional proposed revisions to the Procurement Policy will enhance compliance by providing clearer policy direction for staff in areas relative to

defining direct payments and procurements, price reasonableness, tie bids, credit card cash advances, informal appeals process, and interpretation of policy; and

WHEREAS, proposed revisions also include deletion of a section relating to disposition of surplus property because RRHA has a separate Board-approved Disposition Policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised RRHA Procurement Policy is approved effective September 1, 2012.

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

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

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3716 adopted as introduced.

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7. Resolution No. 3717

Mr. Wynter asked for approval of Resolution No. 3717 authorizing the execution of agreements with the Virginia Department of Transportation relative to property at 702 10<sup>th</sup> Street, NW, bearing City of Roanoke Official Tax Map Number 2120817.

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

Commissioner Smith introduced Resolution No. 3717 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION RELATIVE TO PROPERTY AT 702 10<sup>TH</sup> STREET, NW, BEARING CITY OF ROANOKE OFFICIAL TAX MAP NUMBER 2120817

WHEREAS, Roanoke Redevelopment and Housing Authority (RRHA) owns property at 702 10<sup>th</sup> Street, NW (Tax Map Number 2120817), which is a vacant lot; and

WHEREAS, RRHA has been approached by the Virginia Department of Transportation (VDOT) regarding acquisition of property and easements affecting portions of the lot at 702 10<sup>th</sup> Street, NW, for a VDOT street widening project; and

WHEREAS, VDOT has offered compensation based on a study of the real estate market in Roanoke; and

WHEREAS, RRHA staff have evaluated the compensation offered and determined that the offer is fair and reasonable for the portions of the property affected by the VDOT project.

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

1. The Executive Director is authorized to execute an Option to Purchase agreement for sale of a portion of the lot at 702 10<sup>th</sup> Street, NW (Tax Map Number 2120817) to VDOT, such sale to convey approximately 39 square feet of property to VDOT for the amount of \$100; and
2. The Executive Director is authorized to execute documents necessary to provide VDOT a permanent joint use utility easement and a permanent drainage easement affecting approximately 1,042 square feet of said property for the amount of \$700; and
3. The Executive Director is authorized to execute documents necessary to provide VDOT a temporary construction easement affecting approximately 1,551 square feet of the property for the purpose of reconstructing an entrance and steps for the amount of \$400; and
4. The Executive Director is authorized to execute documents necessary to allow VDOT to remove one tree and landscaping for the amount of \$450; and
5. 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 Karnes and upon roll call the following vote was recorded:

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

NAYS: None

Chair Garner thereupon declared said motion carried and Resolution No. 3717 adopted as introduced.

Chair Garner asked if there were any other items to come before the Board of Commissioners. There were none.

V. **ADJOURNMENT**

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

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

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

NAYS: None

Chair Garner declared the meeting adjourned at 3:47 p.m.

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Edward Garner, Chair

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Glenda Edwards, Secretary-Treasurer

# PROPOSED POLICY

**PROPOSED REVISION**  
**Effective September 1, 2012**

Policy No. 420

**DISCIPLINARY ACTION**

I. POLICY

RRHA maintains standards of employee work performance and conduct as well as Supervisory practices, which will, in the interest of the RRHA and its employees, support and promote effective business operations. Such Supervisory practices include administering disciplinary action in a fair, objective, consistent and reasonable manner when employee conduct or work performance problems arise.

RRHA reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken based on the nature and severity of any given situation. This policy applies to all employee conduct and work performance that the agency, in its sole discretion, determines must be addressed by discipline.

II. SCOPE

This policy applies to all RRHA regular and temporary employees.

III. PURPOSE

To set forth guidelines for a disciplinary action process aimed to effectively document and correct unsatisfactory work performance or misconduct in an effort to promote maximum utilization of employee potential. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards RRHA has established for efficient and courteous performance.

IV. DEFINITIONS

- A. Verbal Warning: An employee will be given a Verbal Warning by his/her Supervisor as a disciplinary notice that a work performance or conduct problem has been identified in which training or coaching has not or will not cure. The employee is formally warned of future consequences should unsatisfactory work performance and/or misconduct continue.
- B. Written Warning – An employee will be given a written warning from the Supervisor when the offense has not been corrected by a Verbal Warning or is more serious and/or multi-faceted in its nature. The employee is formally warned of future consequences should unsatisfactory work performance and/or misconduct continue.
- C. Final Warning – An employee will be given a final warning from the Supervisor when the offense has not been corrected by previous warning(s), is most egregious in its nature and/or has a detrimental impact on the department's operations or the agency as a whole. The employee is formally warned of future consequences should unsatisfactory work performance and/or misconduct continue.
- D. Disciplinary Suspension - The temporary layoff of an employee from assigned duties without pay due to his/her less-than-effective work performance and/or misconduct. A Disciplinary Suspension should not be confused with an Investigative Suspension wherein an employee is relieved of his or her job with pay because of alleged

misconduct for a period of time that allows the agency to conduct a full and complete investigation.

- E. Termination - The involuntary separation of an employee from the service of RRHA as a result of the employee's less-than-effective work performance and/or misconduct.

#### V. VIOLATIONS WHICH MAY RESULT IN DISCIPLINARY ACTION

The following examples of inappropriate behavior and violation of RRHA policies and procedures, rules and regulations are for purposes of illustration only and are not intended to be all inclusive. Violations may result in disciplinary action, up to and including termination.

1. Inefficiency on the job; failure to perform assigned job in an effective manner.
2. Refusal to accept and/or follow orders or directions from properly authorized persons or any other form of insubordination.
3. Careless and/ negligent actions affecting the safety of equipment and property of the RRHA and/or others, and/or jeopardizing the safety of employees, residents and visitors; violating safety rules and/or practices.
4. Negligent use and/or willful destruction of equipment and/or property belonging to the RRHA, other employees, residents or visitors; unauthorized use of equipment or property.
5. Reckless or careless driving on RRHA property or while working for the RRHA.
6. Being tardy and/or absent without proper notice or excuse; being frequently tardy and/or absent.
7. Sleeping on the job.
8. Leaving an assigned work place during working hours, for any reason, without authorization from the Supervisor, except for lunch, rest periods, restroom breaks, or to conduct the business of the agency.
9. Not being ready to work at the start of the normal work day, after returning from lunch or rest periods.
10. Gambling, loitering, socializing, and/or spending unnecessary time away from the job.
11. Interfering with, obstructing or otherwise hindering the production and/or work performance of another employee.
12. Instigating a fight and/or fighting on or about RRHA property or engaging in other acts of a violent nature; assault of any kind.
13. Possessing and/or using weapons on RRHA property.
14. Failure to wear required uniform, failure to utilize required safety equipment, or adhere to standards of dress.
15. Contributing to untidy or unsanitary conditions.
16. Use of RRHA facilities after normal working hours without management's authorization.

17. Assisting any person to gain unauthorized entrance or exit from any portion of the RRHA's premises.
18. Unauthorized use of computers, software or data; unauthorized disclosure of access methods or passwords.
19. Unauthorized altering of a time record or otherwise falsifying time or attendance records.
20. Making or permitting a false or untrue record relating to any material or work; originating or spreading false statements concerning employees or the RRHA.
21. Disorderly, improper, and/or indecent conduct on RRHA property. Engaging in horseplay, running, scuffling or throwing objects on RRHA premises
22. Abusive language to any Supervisor, employee, resident or visitor to the RRHA.
23. Failure to report work injury or vehicle accident by the end of the work day.
24. Misrepresentation of facts in seeking employment.
25. Failure to adhere to the RRHA's personnel policies, including Equal Employment Opportunity, Harassment, Confidentiality, Substance Abuse, and/or Ethics.
26. Failure to adhere to RRHA operating policies as well as Federal, State, and Local regulations relating to the operation of RRHA.
27. Dishonesty; removal of RRHA property, and/or the property of other persons without permission.
28. Any act which, in the judgment of management, is harmful or detrimental in any way to the morale, safety, health and/or work environment of any employee, resident, or visitor.

#### VI. PROCEDURE

RRHA believes that good working practices do not necessarily require the use of formal disciplinary procedures on every occasion. Minor issues or infractions will be dealt with through training or coaching by your Supervisor.

The goal of disciplinary action is for the employee to perform and behave acceptably and to be retained, when possible.

Supervisors will strive to be fair and prompt in rendering discipline in reference to less-than-effective performance and misconduct. In considering appropriate discipline, a Supervisor shall consider the severity of the offense, how many different offenses are involved, the time interval between offenses, the employee's response to prior disciplinary action(s), the employee's prior work history and the disciplinary record of the employee.

Disciplinary action may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations for the purposes of disciplinary action. RRHA may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

The following types of disciplinary action are for purposes of illustration only and are not intended to be all inclusive:

1. Verbal Warning

The Supervisor should initiate a Verbal Warning to get an employee back on track after inappropriate behavior or less-than-effective work performance is noted and training and/or coaching has not or will not cure the problem. Verbal Warnings, although documented, are informal in nature and designed to put the employee on notice that certain work performance or conduct is unacceptable.

- a. The Supervisor must clearly communicate the expectations of future work performance or conduct.
- b. A member of management who is not directly associated with the action being taken should serve as witness to the Verbal Warning event.
- c. Verbal Warnings shall be documented and placed in the employee's personnel file.
- d. If the situation does not improve, the Supervisor may implement the next step in the disciplinary process.

2. Written or Final Warning

The Supervisor should initiate a Written or Final Warning in cases where the seriousness of the offense warrants moving directly to a formal disciplinary procedure or where an informal process has not resolved the problem.

The Supervisor shall prepare the Written or Final Warning form and attach appropriate supporting documentation and route all to the Department Director, Division V. P. and Human Resources for review prior to presentation.

- a. The Written or Final Warning shall clearly detail the work performance and/or conduct issues and clearly communicate the expectations of future work performance and/or conduct. If applicable, an action plan for improvement shall be noted.
- b. The Written or Final Warning shall formally warn the employee of the consequences of continued problematic behavior with reference to his/her unsatisfactory work performance and/or misconduct.
- c. The Written or Final Warning shall advise an employee of his/her right to grieve the action through the RRHA's Employee Grievance Procedure. This shall apply only to employee's who are covered by the grievance procedure.
- d. A member of management who is not directly associated with the action being taken should serve as witness to the Written or Final Warning event.
- e. The employee shall be given an opportunity to comment either orally or in writing.
- f. The employee shall be asked to sign the Written or Final Warning form, acknowledging receipt. The Supervisor shall retain a copy of the form and give one to the employee. The original shall be forwarded to Human Resources for inclusion in the employee's personnel file.

Employees may be placed on probation in connection with the Written or Final Warning for a period of time determined by the Supervisor. Wage increases, vacations and transfers will not be given during this period, but all other benefits will continue.

### 3. Disciplinary Suspension

A Disciplinary Suspension without pay may be invoked in combination with a Written Warning when more serious work performance or behavioral issues are duly noted.

Disciplinary Suspensions must be approved in advance by the Executive Director.

- a. The Supervisor shall prepare a written acknowledgment of suspension that includes:
  - i. A statement of the reason(s) for suspension.
  - ii. A statement of the period of suspension.
  - iii. A statement of the employee's right to grieve this action through the RRHA's Employee Grievance Procedure. This shall apply only to employee's who are covered by the grievance procedure.
  - iv. Signature line for employee acknowledgement of receipt
- b. The suspension acknowledgement should be attached to the Written Warning.

Special Note: On those occasions where an egregious and/or volatile act has occurred involving an employee, the Supervisor has the authority to immediately suspend an employee for the remainder of the work day with pay. The Supervisor must immediately advise the Department Director, Division V.P. and Human Resources of the suspension.

### 4. Termination

An employee may be discharged as a result of a serious offense or as the final step in an accumulation of infractions for which a warning notice or notices have been given. A Supervisor's Request for Termination, with appropriate documentation attached, must be submitted to Human Resources for review prior to any action taken. If the termination documentation is in order, the request is routed to the Executive Director for approval.

- a. The Supervisor shall prepare a written termination letter that includes:
  - i. A statement of the reason(s) for termination.
  - ii. A statement of the effective date of separation.
  - iii. A statement of the employee's right to grieve this action through the RRHA's Employee Grievance Procedure. This shall apply only to employee's who are covered by the grievance procedure.
  - iv. Signature line for employee acknowledgement of receipt
- b. A member of management who is not directly associated with the action being taken should serve as witness to the termination event.
- a. The termination letter shall be hand-delivered to the employee if the employee is available. Where the employee is not available, the termination letter shall be sent via certified mail (return receipt request) and via USPO to the last known address of the employee.
- b. A copy of the termination letter shall be forwarded to Human Resources for inclusion in the employee's personnel file.

**SPECIAL NOTE:** RRHA reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

# CURRENT POLICY

## CURRENT POLICY

Policy No. 420

Date: December 20, 1996

### DISCIPLINARY ACTION

#### I. POLICY

The Authority seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the Authority and its employees, support and promote effective business operations. Such supervisory practices include administering disciplinary action in a uniform and equitable manner when employee conduct or performance problems arise.

#### II. SCOPE

This policy applies to all Authority employees.

#### III. PURPOSE

To set forth general Supervisory guidelines for a disciplinary action process aimed to effectively document and correct unsatisfactory work performance or misconduct in an effort to promote maximum utilization of employee potential.

#### IV. DEFINITIONS

- A. Verbal Reprimand - An oral communication between a supervisor and employee wherein the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct.
- B. Written Reprimand - Written documentation to the employee from the supervisor wherein the employee is advised and cautioned with reference to his/her unsatisfactory work performance or misconduct.
- C. Suspension - The temporary layoff for disciplinary reasons of an employee from assigned duties without pay. It further prohibits the employee from returning to the work site until authorized.  
  
Although not a disciplinary action, suspension with pay may be possible pending the results of an internal investigation for alleged improprieties or the results of a criminal proceeding.
- D. Demotion - The reduction in the pay and or classification (position) of an employee as a result of unsatisfactory work performance or misconduct.
- E. Termination - The involuntary severing of an employee from the service of the Authority as a result of the employee's unsatisfactory work performance or misconduct.

#### V. VIOLATIONS WHICH MAY RESULT IN DISCIPLINARY ACTION

The following examples of inappropriate behavior and violation of RRHA policies and procedures, rules and regulations are for purposes of illustration only and are not intended to be all inclusive. Violations may result in disciplinary action, up to and including termination.

1. Inefficiency or lack of effort on the job; failure to perform assigned job satisfactorily.
2. Refusal to accept or follow orders or directions from properly authorized persons or any other form of insubordination.
3. Careless or negligent actions affecting the safety of equipment and property of the Authority or others, and/or jeopardizing the safety of employees, residents and visitors; violating safety rules or practices.
4. Negligent use or willful destruction of equipment or property belonging to the Authority, other employees, residents or visitors; unauthorized use of equipment or property.
5. Reckless or careless driving on Authority property or while working for the Authority.
6. Being tardy and/or absent without proper notice or excuse; being frequently tardy and/or absent.
7. Sleeping on the job.
8. Leaving your job or regular work place during working hours, for any reason, without authorization from your supervisor, except for lunch and rest periods.
9. Not being ready to work at the start of your normal work day; gambling, loitering, loafing, spending unnecessary time away from your job.
10. Interfering with, obstructing or otherwise hindering the production or work performance of another employee.
11. Engaging in horseplay, running, scuffling or throwing objects on Authority premises; instigating a fight and/or fighting on or about Authority property or engaging in other acts of a violent nature; assault of any kind.
12. Bringing in, possessing, or using weapons on Authority property.
13. Failure to wear required uniform, failure to utilize required safety equipment, or adhere to standards of dress.
14. Contributing to untidy or unsanitary conditions.
15. Use of Authority facilities after normal working hours without Management's authorization. Roanoke Redevelopment and Housing Authority will not be responsible for any accidents or injury that occur on Authority property when the persons or property involved are not engaged in Authority business.

16. Assisting any person to gain unauthorized entrance or exit from any portion of the Authority's premises.
17. Unauthorized use of computers, software or data; unauthorized disclosure of access methods or passwords; leaving computers unattended in any status other than the logon screen on the main computer system.
18. Unauthorized altering of a time sheet, or otherwise falsifying time or attendance records; making or permitting a false or untrue record relating to any material or work; originating or spreading false statements concerning employees or the Authority.
19. Violations of the Smoking Policy.
20. Disorderly, improper, and/or indecent conduct on Authority property.
21. Abusive language to any supervisor, employee, resident or visitor to the Authority.
22. Failure to report work injury or vehicle accident by the end of the work day.
23. Misrepresentation of facts in seeking employment.
24. Failure to adhere to the Authority's policies on Equal Employment Opportunity, Harassment, Confidentiality, Substance Abuse, and/or Solicitation and Distribution.
25. Dishonesty; removal of Authority property, or the property of other persons without permission.
26. Any act which, in the judgment of Management, is harmful or detrimental in any way to the morale, safety, health and/or work environment of any employee, resident, or visitor.

## VI. PROCEDURE

- A. Supervisors will strive to be fair and prompt in rendering discipline. In considering appropriate discipline, a supervisor shall consider both the severity of the offense and the prior disciplinary record of the employee. Supervisors are encouraged to seek advice from Human Resources when problems develop that require corrective action to be taken. The goal of disciplinary action is for the employee to perform and behave acceptably and to be retained, when possible. The following types of disciplinary action are for purposes of illustration only and are not intended to be all inclusive:
  1. Verbal Reprimand
    - a. Verbal reprimands may be undocumented or documented. Undocumented reprimands are informal and designed to put the employee on notice that certain behavior is unacceptable. Documented verbal reprimands are formal reprimands that become part of the employee's personnel file. These should be forwarded to Human Resources for filing.
    - b. The supervisor is encouraged to calmly, quietly and amicably encourage positive behavior and make suggestions for improvement to the reprimanded employee.

- c. If the situation does not improve within a reasonable time (not longer than three (3) months), depending on the seriousness of the issue, the supervisor may implement the next step in the disciplinary process.

**Human Resources ordinarily should be consulted prior to taking any of the following disciplinary actions unless circumstances dictate otherwise:**

2. Written Reprimand

- a. For repeated minor infractions, or a more substantial infraction, the employee should be issued a written reprimand. The Human Resources Director must approve the written reprimand prior to it being given to the employee.
- b. The Supervisor should discuss the written reprimand with the employee, and give the employee an opportunity to comment on the issue and the reprimand (orally or in writing). The employee should be asked to sign the written reprimand form, acknowledging receipt. The Supervisor shall retain a copy of the form and give one to the employee. The original shall be forwarded to Human Resources for inclusion in the employee's personnel file.
- c. The written reprimand shall advise an employee of his/her right to grieve this action through the Authority's Employee Grievance Procedure and the applicable time limits. This shall apply only to employee's who are covered by the grievance procedure.
- d. If the situation does not improve within a reasonable time (not longer than three (3) months, depending on the seriousness of the issue), the Supervisor may take steps to suspend or terminate the employee.

3. Suspension

- a. All supervisors shall have the authority to suspend employees for cause up to three (3) working days. Suspension for a longer period of time must be approved by the Executive Director. The Human Resources Director must approve the suspension prior to it being given to the employee.
- b. The suspension form ordinarily will include:
  - 1). A statement of the reason(s) for suspension.
  - 2). A statement of the period of suspension.
  - 3). A statement of the employee's right to grieve this action through the Authority's Employee Grievance Procedure and the applicable time limits. This shall apply only to employees who are covered by the grievance procedure.
- c. The completed suspension form shall be hand-delivered as soon as possible to the employee if the employee is available. Where the employee is not available, the completed suspension form or written

notice shall be sent by certified mail (return receipt request) to the last known address of the employee.

- d. The supervisor shall retain a copy of the suspension form and give one to the employee. The original shall be forwarded to Human Resources for inclusion in the personnel file of the suspended employee.

4. Demotion

- a. The written notice of demotion is to set forth in significant detail:
  - 1). A statement of the reasons for demotion.
  - 2). A statement of the effective date of demotion.
  - 3). Information pertaining to the employee's new pay grade and salary.
  - 4). A statement of the employee's right to grieve this action through the Authority's Employee Grievance Procedure and applicable time limits. This shall apply only to employee's who are covered by the grievance procedure.
- b. The Human Resources Director must approve the demotion prior to the employee being notified. The written notice of demotion will ordinarily be hand-delivered to the affected employee before or at the time of demotion if the employee is available. If the employee is not available, then written notice is to be sent by certified mail (return receipt requested) to the last known address of the employee.
- c. The supervisor will retain a copy of the notice of demotion and give one to the employee. The original shall be forwarded to Human Resources for completion of the Payroll Status Change form and submittal to Finance for proper payroll processing. A copy will be included in the demoted employee's personnel file.

5. Termination

- a. The termination letter ordinarily will include:
  - 1). A statement of the reasons for termination.
  - 2). A statement of the effective date of dismissal.
  - 3). A statement of the employee's right to grieve this action through the Authority's Employee Grievance Procedure and applicable time limits. This shall apply only to employee's who are covered by the grievance procedure.
- b. The Executive Director must sign the employee termination letter prior the employee being notified.
- c. The completed termination letter will ordinarily be hand-delivered as soon as possible to the employee if the employee is available. Where the employee is not available, the completed termination letter will be sent by certified mail (return receipt request) to the last known address of the employee.

- d. The supervisor will retain a copy of the termination letter and give one to the employee. The original will be forwarded to Human Resources for completion of the Payroll Status Change form and submittal to Finance for proper payroll processing. A copy will be included in the terminated employee's personnel file.
- B. Major elements of this policy generally include:
1. Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
  2. Correcting employee shortcomings or negative behavior to the extent required.
  3. Notice to employees through communicating this policy that discharge will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance.
  4. Written documentation of disciplinary warnings given and corrective measures taken.
  5. Documentation of corrective action will become part of the employee's personnel record for a period of 24 months if no related disciplinary measures are recorded within that period. Documentation may be retained longer if, in the judgment of the supervisor and Human Resources, it appears appropriate to do so. When it is finally removed from the file, the employee will be notified.

**REDLINED POLICY**  
SHOWING PROPOSED  
CHANGES

**PROPOSED REVISION**  
**Effective September 1, 2012**

Policy No. 010  
 Date: December 20, 1996  
 Revised: 04/01/02  
 Revised: 02/19/08  
 Revised: 4/16/11

**DEFINITIONS OF EMPLOYMENT STATUS**

I. PURPOSE

To help provide uniformity and equity in applying personnel policies and benefits.

II. SCOPE

These definitions apply to all employees of RRHA.

III. POLICY

RRHA maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

**Exempt:** The Fair Labor Standards Act (FLSA) provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The Act also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

**Non-exempt:** Employees whose positions do not meet FLSA exemption tests as noted above. FLSA requirements relative to minimum wage and overtime pay apply to these positions.

**Regular Full-time:** Employees scheduled to work ~~37.5~~30 hours or more per week on a year round basis.

**Regular Part-time:** Employees scheduled to work less than ~~37.5~~30 hours per week on a year round basis.

**Introductory Period Employee:** Employees who have worked less than 180 calendar days of regular full-time or regular part-time service, or employees whose introductory employment period has been extended through the performance evaluation process.

**Temporary:** Employees who are hired for a pre-established time frame generally not to exceed six months. They may work a full-time or part-time schedule. Temporary workers must comply with the same company rules, policies and procedures as regular full-time and part-time employees. Temporary workers are paid on an hourly basis and are not entitled to company benefits.

**REDLINED POLICY**  
SHOWING PROPOSED  
CHANGES

## PROCUREMENT POLICY

### ROANOKE REDEVELOPMENT & HOUSING AUTHORITY

*Established for the Roanoke Redevelopment & Housing Authority by board action on April 23, 2007.*

*Revision Dates: June 18, 2007, August 20, 2007, October 15, 2007, April 21, 2008, December 15, 2008, and November 28, 2011.*

#### **PROPOSED REVISION: AUGUST 27, 2012**

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Roanoke Redevelopment & Housing Authority (RRHA) and the Department of Housing & Urban Development (HUD), Federal Regulations at 24 CFR 85.36, and applicable State and Local laws.

#### General Provisions

##### General

RRHA shall provide for a procurement system of quality and integrity, provide for the fair and equitable treatment of all persons or firms involved in purchasing by RRHA, ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to RRHA, promote competition in contracting, and assure that RRHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

##### Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds; however, nothing in this Policy shall prevent RRHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law.

##### Definition

The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services. Procurement, as used in this policy, does not include direct payments for the following items: utility bills, postage, licenses, permits, purchases from other government agencies where the government agency provides goods or services not available from the private sector, travel expenses, conferences, professional association fees, stipends, public transportation, incidental parking fees, publications, and advertisements for employment or solicitation notices.

##### Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

##### Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Virginia Freedom of Information Act.

## Ethics in Public Contracting

### General

RRHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

### Conflicts of Interest

No employee, officer, Board member, or agent of RRHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$50 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

### Prohibition Against Contingent Fees

Contractors wanting to do business with RRHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

### Procurement Planning

Planning is essential to managing the procurement function properly. Hence, RRHA will periodically review its record of prior purchases, as well as future needs to find patterns of procurement actions that could be performed more efficiently or economically, maximize competition and competitive pricing among contracts and decrease RRHA's procurement costs, reduce RRHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

### Purchasing Methods

#### Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account.

Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, RRHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

#### Small Purchase Procedures

For any amounts above the Petty Cash ceiling but less than \$2,000, also known as Micro Purchases, only one quote is required, ~~provided the quote is supported by cost reasonableness documentation.~~ The signature of the contracting officer on the purchase order or contract signifies the contracting officer's determination that the price is reasonable, based on prior purchases of a similar nature or other sources of information.

For any amounts above the Micro Purchase ceiling but not exceeding \$30,000, RRHA may use small purchase procedures. No less than three offerors shall be solicited to submit price quotations, which may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to RRHA. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

For small purchases in excess of \$30,000 but not exceeding \$100,000, RRHA may use small purchase procedures ~~with one exception. Small purchase procedures must not be used for single or term contracts for professional services, if the contract exceeds \$60,000.~~

For small purchases in excess of \$30,000 but not exceeding \$100,000, no less than four offerors shall be solicited to submit written price quotations. Award shall be made to the qualified vendor that provides the best value to RRHA. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

~~Small purchase procedures must not be used for single or term contracts for professional services, if the contract exceeds \$50,000.~~

RRHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

To the greatest extent feasible, and to promote competition, micro purchases should be distributed among qualified sources.

#### Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, RRHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed ~~\$50~~ \$100,000.

- A. **Conditions for Using Sealed Bids.** RRHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written, [e-mail](#), or facsimile notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, withdrawals of bids may be permitted only as stated in the advertisement for bids, which normally will require a bidder to give written notice of his claim to withdraw his bid within two business days after the conclusion of the bid opening procedure, and only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of RRHA or fair competition shall not be permitted. RRHA shall notify a bidder within 5 business days of its decision regarding the bidder's request to withdraw its bid. Correction or withdrawal of bids after bid opening may also be allowed in cases where RRHA has reason to believe that a mistake may have been made in a bid.
- E. **Tie Bids:** [Tie bids, quotes or proposals are defined as instances of identical total pricing or scoring from responsive/responsible vendors that meet all requirements as set forth in the bid, quote or proposal documents. Instances of a tie will be resolved by a drawing. The drawing will be announced in advance giving all "tie" vendors an opportunity to attend. The drawing will be conducted in the presence of three \(3\) individuals who will attest to the results.](#)

#### Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits consideration of technical factors other than price, discussion with offerors concerning offers submitted, negotiation of contract price or estimated cost and other contract terms and conditions, revision of proposals before the final contractor selection, and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to RRHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. RRHA may assign price a specific weight in the evaluation criteria or RRHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, RRHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.

A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between RRHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.

When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions.

Discussions are tailored to each offeror's proposal, and shall be conducted by the contract administrator with each offeror within the competitive range. The primary object of discussions is to maximize RRHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contract administrator shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contract administrator, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contract administrator's judgment.

The contract administrator may inform an offeror that its price is considered by RRHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion.

It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to RRHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

- F. **A/E Services.** RRHA must contract for A/E services using Qualification Based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, though architectural/engineering firms are potential sources.

#### Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:
1. The item is available only from a single source, based on a good faith review of available sources;
  2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to RRHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
  3. HUD authorizes the use of noncompetitive proposals; or
  4. After solicitation of a number of sources, competition is determined inadequate.
- B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
1. Description of the requirement;
  2. History of prior purchases and their nature (competitive vs. noncompetitive);
  3. The specific exception in 24 CFR 85.36(d)(4)(i)(A) through (D) which applies;
  4. Statement as to the unique circumstances that require award by noncompetitive proposals;
  5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
  6. Statement as to efforts that will be taken in the future to promote competition for the requirement;
  7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
  8. **Price Reasonableness.** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

### **Cooperative Purchasing/Intergovernmental Agreements**

RRHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. RRHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 24 CFR 85.36.

### **ICE**

For all purchases above the Micro Purchase threshold, RRHA shall prepare an independent cost estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

### **Cost and Price Analysis**

RRHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

### **Petty Cash and Micro Purchases**

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (or designee) through Purchase Order or other means, shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

### **Small Purchases**

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the contract administrator shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the contract administrator's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

### **Sealed Bids**

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where RRHA cannot reasonably determine price reasonableness, RRHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

### **Competitive Proposals**

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the RRHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the RRHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

### **Contract Modifications**

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of ~~\$50~~100,000.

#### Solicitation and Advertising

##### Method of Solicitation

- A. **Petty Cash and Micro Purchases.** RRHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. RRHA shall use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.
  1. Advertising in newspapers of general circulation.
  2. Advertising in various trade journals or publications (for construction).
  3. E-Procurement. RRHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 24 CFR 85.36, State and local requirements, and the Authority's procurement policy, and may include posting on the Virginia Department of General Services' central electronic procurement website.

##### Time Frame

For purchases of more than ~~\$50~~100,000, the public notice should run not less than once each week for two consecutive weeks.

##### Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

##### Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals; however, the Executive Director may allow for a shorter period under extraordinary circumstances.

##### Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
  1. The supplies, services or construction is no longer required;
  2. The funds are no longer available;
  3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
1. The supplies or services (including construction) are no longer required;
  2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
  3. All factors of significance to RRHA were not considered;
  4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
  5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
  6. For good cause of a similar nature when it is in the best interest of RRHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or RRHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
1. Re-solicit using an RFP; or
  2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the RRHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, RRHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

#### Credit (or Purchasing) Cards

Authorized credit card holders may use a credit card for Micro Purchases. Micro purchases made with a credit card must follow all procurement procedures associated with such purchase. ~~Documentation as to price and reasonableness must accompany all credit card statements submitted for approval and payment.~~ Cash advances are prohibited. Credit card purchases will be subject to scheduled and unscheduled audits on a year round basis.

#### Bonding Requirements

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. RRHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
  - 1. A performance and payment bond in a penal sum of 100% of the contract price; or
  - 2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
  - 3. A 20 % cash escrow; or
  - 4. A 25 % irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

#### **CONTRACTOR QUALIFICATIONS AND DUTIES**

##### **Contractor Responsibility**

RRHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.
- H. Register and participate in the "E-Verify program" operated by the U. S. Department of Homeland Security (or successor work verification program) to verify the work authorization status of newly hired employees, if the contractor has more than an average of 50 employees for the previous 12 months.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

##### **Suspension and Debarment**

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

#### Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

#### Contract Pricing Arrangements

#### Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of RRHA may be used, provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and RRHA.

For all cost reimbursement contracts, RRHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

#### Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to RRHA than conducting a new procurement.

#### Contract Clauses

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by RRHA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$50,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

#### CONTRACT ADMINISTRATION

RRHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

#### Specifications

##### General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying RRHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

##### Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

#### Appeals and Remedies

##### General

It is RRHA's policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

##### Informal Appeals Procedure

~~RRHA shall adopt an informal~~

~~To issue a bid protest/appeal procedure for contracts of \$50100,000 or less. Under these procedures,~~ the bidder/contractor may request to meet with the appropriate Contract Officer.

##### Formal Appeals Procedure

~~A formal appeals procedure shall be established for solicitations/contracts of more than \$50~~  
Contracts More Than \$100,000

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- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.
- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in RRHA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

#### **ASSISTANCE TO SMALL AND OTHER BUSINESSES**

##### **Required Efforts**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, Section 3 of the HUD Act of 1968, and 2.2-4310 of the Virginia Public Procurement Act, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses, and other individuals or firms located in or owned in substantial part by persons residing in the area of RRHA project are used when possible.

Whenever solicitations are made, RRHA shall include businesses selected from a list made available by the Department of Minority Business Enterprise.

RRHA has adopted a Section 3 Policy and is available for review at G:\Purchasing\Section 3 Policy - [RRHA 2007](#). Please refer to this document for specific policy requirements as well as procedures.

Efforts to utilize small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses and other businesses shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Department of Minority Business Enterprise;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, service disabled veteran-owned businesses, and Section 3 business concerns in RRHA prime contracts and subcontracting opportunities.

#### Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under 24 CFR Part 135.
5. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
6. A **service disabled veteran-owned business** means a business concern that is at least 51% owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

#### BOARD APPROVAL OF PROCUREMENT ACTIONS

The RRHA Procurement Policy and all its revisions must be submitted to the Board of Commissioners for review and approval.

All contracts having a dollar value of \$100,000 or more must be submitted to the Board of Commissioners for review and approval prior to awarding a contract. For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification.

For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments that result in a cumulative dollar value that exceeds 10% of the original contract value, must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification.

#### INTERPRETATION OF POLICY

In the event of ambiguity, contradiction or unforeseen situations not addressed clearly or directly in this policy, the Executive Director shall use his/her best professional judgment in making a decision that will best protect the interest of RRHA and ensure RRHA's compliance with applicable statutory and regulatory requirements.

#### Delegation of Contracting Authority

While the Executive Director is responsible for ensuring that RRHA's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director has established operational procedures to implement this Policy. The Procurement Procedure Manual is located on the "P" drive making it available to all employees of RRHA.

A system of sanctions for violations of ethical standards are noted in RRHA's Code of Ethics and Standards of Conduct Policy and are consistent with Federal, State, or local law.

#### DOCUMENTATION

RRHA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of five years after final payment and all matters pertaining to the contract are closed.

#### ~~Disposition of Surplus Property~~

~~Property no longer necessary for RRHA's purposes (non real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.~~

#### Funding Availability

Before initiating any contract, RRHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

#### Self-Certification

RRHA self-certifies that this Procurement Policy, and RRHA's procurement system, complies with all applicable Federal regulations and, as such, RRHA is exempt from prior HUD review and approval of individual procurement action.

702 10th Street  
 VDOT Street Widening Project  
 RHF Scattered Site Project

Plat Information						
Note	Acres	Acres	Acres	Acres	Acres	Sq. Ft.
Note 9	0.001	Acres	Fee Take Area			39 sf.
Note 10	0.004	Acres	Temporary Construction Easement			185 sf.
Note 12	0.031	Acres	Temporary Construction Easement for Entrance and Steps			
Note 11	0.005	Acres	Permanent Drainage easement			205 sf.
Note 13	0.019	Acres	Permanent VDOT Joint Use Utility easement			837 sf.
702 10th Street - Square Footage 8,350						
Lot is proposed for RHF Scattered Site Project						
702 10th Street is Zoned Residential/Multifamily (RM-2)						
Zoning Requirements:						
Minimum Square Footage	5,000					
Resulting Action of Project						
Buildable Area	7,513					
RRHA has sufficient land area to build a single-family unit.						
<b>Estimate of Just Compensation</b>						
Item	Unit	Size	Unit Value	% of Value Applied	Estimated Value	
Fee Simple Area	SF	39	1.25	100%	100	
Permanent Ease (Utility)	SF	837	1.25	50%	600	
Permanent Ease (Drain)	SF	205	1.25	30%	100	
Temporary Easement	SF	1551	1.25	20%	400	
Value of Land and Easements	SF				1,200	
Value of Improvements	SF				450	
<b>Total Estimated Compensation</b>					<b>1,650</b>	



5105 Williamson Road • Roanoke, VA 24012  
 Phone: 540.278.2233 • Fax: 540.266.3254  
[www.orcolan.com](http://www.orcolan.com)

July 13, 2012

Transportation Facility: Route: U000  
 State Project: U000-128-V12, R202  
 City: Roanoke  
 UPC: 709

RIGHT OF WAY - Property of CITY OF ROANOKE REDEVELOPMENT & HOUSING  
 Parcel 014

HAND DELIVER

CITY OF ROANOKE REDEVELOPMENT & HOUSING  
 C/O Desi Wynter  
 2624 Salem Turnpike, NW  
 ROANOKE, Virginia 24017

Dear Desi Wynter:

As you have been advised, the Virginia Department of Transportation (VDOT) is in the process of acquiring rights of way for the construction, maintenance and/or operation of the above referenced public transportation facility, specifically, Route U000 in Roanoke County, Virginia. A public hearing was held previously in the City of Roanoke. Advertisements announcing the public hearing schedule were run in the local newspapers in advance of the hearing. Citizens' comments received by VDOT during this hearing were considered in the development of the final plans. The final project plans show that your property is needed for this transportation facility, and VDOT hereby offers to acquire the property that is needed, as shown on the enclosed plan sheets.

The Virginia Department of Transportation seeks to acquire your property to use for the construction, maintenance and/or operation of the referenced public transportation facility including any components thereof such as, but not limited to, storm water management systems, drainage systems, traffic control equipment, curbs, gutters, sidewalks and bike trails. Where it is necessary to the construction, maintenance and/or operation of the referenced transportation facility, your property may be used for the relocation, installation, improvement or maintenance of a utility service provided by a public utility provider, or for the relocation, installation, improvement or maintenance of railroad facilities. Pursuant to Section 25.1-204(B) of the Code of Virginia, the undersigned hereby certifies that the acquisition of your property has been reviewed by the Commissioner of Highways for purposes of complying with Section 1-219.1 of the Code of Virginia.

A study of the real estate market in your area was made to determine the value of the area needed and is the basis for our offer. After careful inspection and with full consideration of the impact of the proposed transportation facility on your property, the market value was established at **\$1,650.00**. A breakdown of this value is as follows:

Letter to CITY OF ROANOKE REDEVELOPMENT & HOUSING  
 Page 2  
 July 13, 2012

Category	Description	Link	Units	Size	Value
FEE SIMPLE	Fee Acquisition		SF	39	\$100.00
PERMANENT EASEMENT	VDOT Joint Use Utility Easement		SF	837	\$600.00
PERMANENT EASEMENT	Permanent Drainage Easement		SF	205	\$100.00
TEMPORARY EASEMENT	Temporary Construction Easement for Entrance and Steps		SF	1,551	\$400.00
IMPROVEMENT	Tree				\$250.00
IMPROVEMENT	Landscaping				\$200.00

**Total Offer      \$ 1,650.00**

Enclosed is a complete copy of the approved evaluation report and a copy of the title examination of your property. Plan Sheets 1C(8), 4, 4A, 4C, & 17(2) are enclosed showing specific features highlighted in the following colors: Red – Fee Acquisition, Pink – VDOT Joint Use Utility Easement, Green – Permanent Drainage Easement, Orange – Temporary Construction Easement. Other documents enclosed include an IRS Taxpayer Identification Number Form (IRS Form W-9) that asks for your Social Security Number or Taxpayer ID. This information will be necessary to expedite closing and our payment to you of money owed.

Today my objective is to explain the appraisal, the title report and the plans (including cuts, fills, elevations and grades, as applicable.) As applicable, I want you to have an understanding of all proposed changes in profile, elevation and grade of the highway and entrances, including the elevations of proposed pavement and shoulders, both center and edges, with relation to the present pavement, and approximate grade of entrances to your property. I also want you to understand the type and amount of foreseeable damage and/or enhancement to your property as a result of this project and to give you the opportunity to ask whatever questions you may have about all of this information.

If you feel it is necessary, I would be happy to meet with you again to further discuss this project and answer any additional questions you may have that were not addressed in today's meeting. You may contact me by postal mail, email or telephone. A business card with my contact information is enclosed for your ready reference.

You may be entitled to a reimbursement or reduction of your real estate taxes, depending on the circumstances at the time the transfer is concluded; however, should you have any questions pertaining to this, please contact your local treasurer for further details.

Thank you for your consideration of our offer to purchase the needed rights of way. Through your cooperation, Virginia's transportation system will remain among the nations finest.

Sincerely,

  
 David F. Sands  
 Project Manager  
 O. R. Colan Associates

Enclosures  
 cc: Richard R. Bennett



AP1

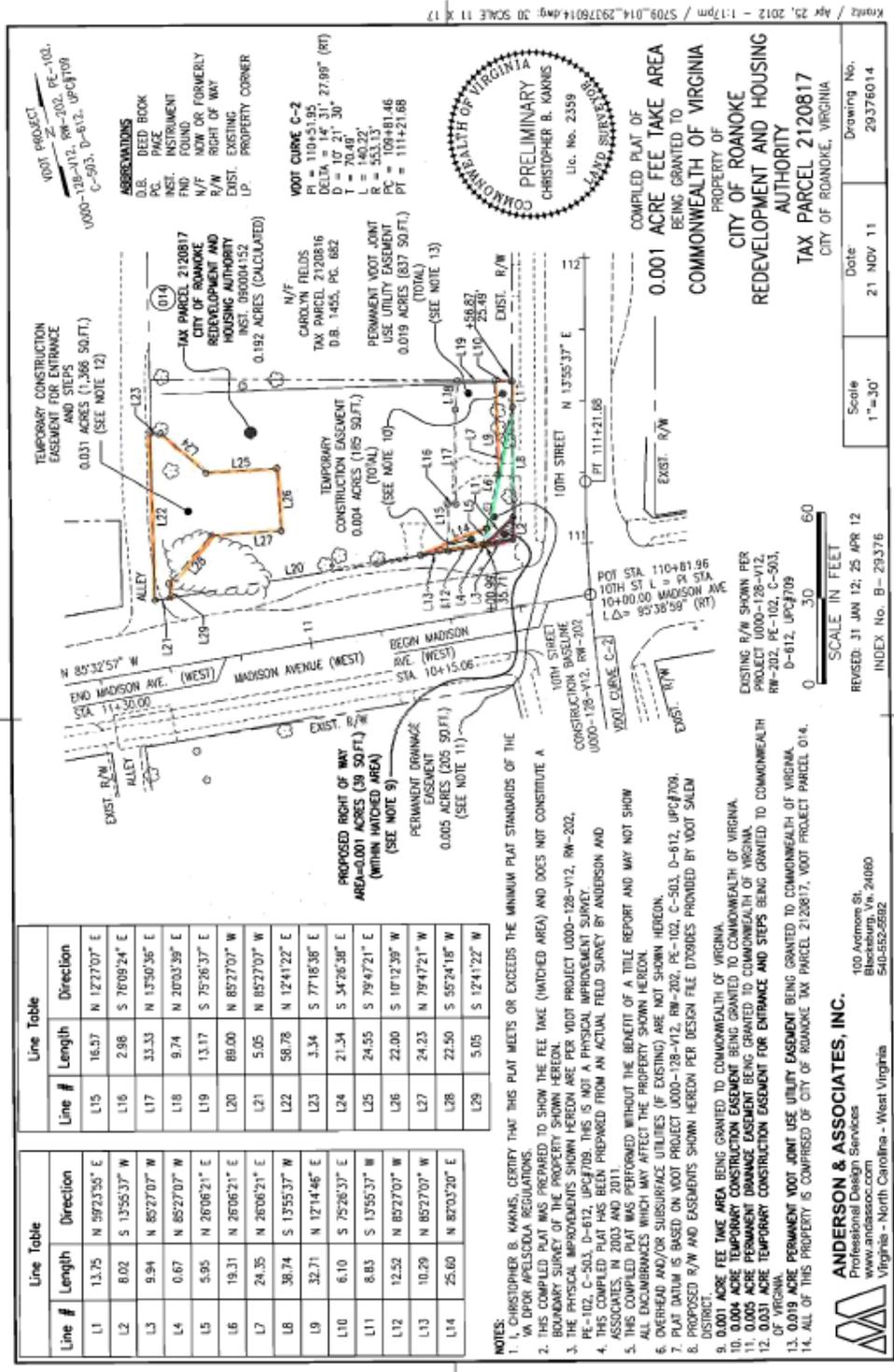


06/11

**BASIC ADMINISTRATIVE REPORT (BAR)  
RIGHT OF WAY ACQUISITION**

Project, Parcel and Ownership Information					
Parcel No.	014				
Project No.	U000-128-V12, R202	City: Roanoke			
Federal Project No.	N/A				
UPC No.	709				
Parcel Address	702 10 <sup>th</sup> Street NW				
Parcel City, State and Zip	Roanoke, Virginia 24016				
Owner Name	CITY OF ROANOKE REDEVELOPMENT & HOUSING				
Owner Address	2624 Salem Parkway				
Owner City, State and Zip	Roanoke, Virginia 24017				
Agent Name	David Sands				
Zoning, Use and Assessment Information					
Tax Map #	2120817	Assessed Land	\$	3,700.00	
Zoning	RM-2	Assessed Improv.	\$	0.00	
Current Use	Vacant Land	Total Assessed Value	\$	3,700.00	
Parcel Size Before Acquisition	8,350 sf	Parcel Size After Acquisition		8,311 sf	
ESTIMATE OF JUST COMPENSATION					
ITEM	UNIT	SIZE	UNIT VALUE	% OF VALUE APPLIED	ESTIMATED VALUE
FEE SIMPLE AREA	SF	39	\$ 1.25	100%	\$ 100
PERMANENT EASE (Util)	SF	837	\$ 1.25	50%	\$ 600
PERMANENT EASE (Drain)	SF	205	\$ 1.25	30%	\$ 100
TEMPORARY EASEMENT	SF	1,551	\$ 1.25	20%	\$ 400
Value of Land and Easements					\$ 1,200
Value of Improvements (List and Comment Below)					\$ 450
Cost to Cure Items (Explanation and Calculation Below)					
<b>TOTAL ESTIMATED COMPENSATION</b>					<b>\$ 1,650</b>
Comments, Explanations and Calculations (e.g. if any, area of residue acquired)					
Small tree \$250.00, Landscaping \$200.00 Total Value \$450.00					
Temporary Construction Easement of 1,366 square feet is for reconstruction of entrance and/or steps.					
Temporary Construction Easement of 1,366 and 185 added together for a total of 1,551 sf.					
Signatures and Date Approved for Acquisition					
Agent Signature	<i>David Sands</i>				
Date	05/01/12				
Manager Signature	<i>R. Richard Lundy</i>				
Date Approved for Acquisition	05/07/12				

Land prices are based on a range of values derived from property transfers in your neighborhood.



Line Table		Line Table			
Line #	Length	Direction	Line #	Direction	
L1	13.75	N 59°23'50" E	L15	16.57	N 127°7'07" E
L2	8.02	S 1°55'37" W	L16	2.98	S 76°09'24" E
L3	9.94	N 85°27'07" W	L17	31.33	N 1°50'36" E
L4	0.67	N 85°27'07" W	L18	9.74	N 20°03'39" E
L5	5.95	N 26°06'21" E	L19	13.17	S 75°26'37" E
L6	19.31	N 26°06'21" E	L20	89.00	N 85°27'07" W
L7	24.35	N 26°06'21" E	L21	5.05	N 85°27'07" W
L8	38.74	S 1°55'37" W	L22	58.78	N 12°41'22" E
L9	32.71	N 12°14'46" E	L23	3.34	S 77°18'38" E
L10	6.10	S 75°26'37" E	L24	21.34	S 34°26'38" E
L11	8.83	S 1°55'37" W	L25	24.55	S 79°47'21" E
L12	12.52	N 85°27'07" W	L26	22.00	S 10°12'39" W
L13	10.29	N 85°27'07" W	L27	24.23	N 79°47'21" W
L14	25.60	N 87°03'20" E	L28	22.50	S 55°24'18" W
			L29	5.05	S 12°41'22" W

**NOTES:**

1. CHRISTOPHER B. KANNIS, CERTIFY THAT THIS PLAT MEETS OR EXCEEDS THE MINIMUM PLAT STANDARDS OF THE VA (ORON) PLESCADIA REGULATIONS.
2. THIS COMPILED PLAT WAS PREPARED TO SHOW THE FEE TAKE (HATCHED AREA) AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY SHOWN HEREON.
3. THE PHYSICAL IMPROVEMENTS SHOWN HEREON ARE PER VDOT PROJECT 0000-128-V12, RM-202, PE-102, C-503, D-612, UPC#709. THIS IS NOT A PHYSICAL IMPROVEMENT SURVEY.
4. THIS COMPILED PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY BY ANDERSON AND ASSOCIATES, IN 2003 AND 2011.
5. THIS COMPILED PLAT WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ALL ENCUMBRANCES WHICH MAY AFFECT THE PROPERTY SHOWN HEREON.
6. OVERHEAD AND/OR SUBSURFACE UTILITIES (IF EXISTING) ARE NOT SHOWN HEREON.
7. PLAT DATUM IS BASED ON VDOT PROJECT 0000-128-V12, RM-202, PE-102, C-503, D-612, UPC#709.
8. PROPOSED R/W AND EASEMENTS SHOWN HEREON PER DESIGN FILE D7000ES PROVIDED BY VDOT SALEM DISTRICT.
9. 0.001 ACRE FEE TAKE AREA BEING GRANTED TO COMMONWEALTH OF VIRGINIA.
10. 0.004 ACRE TEMPORARY CONSTRUCTION EASEMENT BEING GRANTED TO COMMONWEALTH OF VIRGINIA.
11. 0.005 ACRE PERMANENT DRAINAGE EASEMENT BEING GRANTED TO COMMONWEALTH OF VIRGINIA.
12. 0.031 ACRE TEMPORARY CONSTRUCTION EASEMENT FOR ENTRANCE AND STEPS BEING GRANTED TO COMMONWEALTH OF VIRGINIA.
13. 0.019 ACRE PERMANENT VDOT JOINT USE UTILITY EASEMENT BEING GRANTED TO COMMONWEALTH OF VIRGINIA.
14. ALL OF THIS PROPERTY IS COMPRISED OF CITY OF ROANOKE TAX PARCEL 2120817, VDOT PROJECT PARCEL 014.

**ANDERSON & ASSOCIATES, INC.**  
 Professional Design Services  
 www.andassoc.com  
 Virginia - North Carolina - West Virginia  
 100 Ardmore St.  
 Charlottesville, VA 22902  
 540-552-5522

SCALE IN FEET  
 0 30 60  
 REVISION: 31 JAN 12; 25 APR 12  
 INDEX No. B-29376

Scale: 1"=30'  
 Date: 21 NOV 11  
 Drawing No.: 29376014

COMPILED PLAT OF  
 0.001 ACRE FEE TAKE AREA  
 BEING GRANTED TO  
 COMMONWEALTH OF VIRGINIA  
 PROPERTY OF  
 CITY OF ROANOKE  
 REDEVELOPMENT AND HOUSING  
 AUTHORITY  
 TAX PARCEL 2120817  
 CITY OF ROANOKE, VIRGINIA

