

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, November 23, 2020, via electronic communication through live video conference and telephone conference due to the COVID-19 pandemic.

I. CALL TO ORDER – ROLL CALL

Chair Smith called the meeting to order at 2:59 p.m. and declared that a quorum was present.

PRESENT: Commissioners Burruss, Garner, Vice Chair Kepley,
Chair Smith, Walker, Witten

Commissioner Witten arrived at 3:01 p.m.

ABSENT: Commissioner Anguiano

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of
Housing; Joel Shank, VP of Operations; Jackie Austin,
VP of Finance; Rachel Tobin, VP of Human
Resources; Crystal Hall, Community Support Services
Director; Frederick Gusler, Director of Redevelopment
and Revitalization; Michelle Jackson, Executive
Assistant

Chair Smith welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chair Smith asked if there were any questions regarding the financial reports. Commissioner Garner asked if all of the financial modules for the new software system, Yardi, were put into place, if they are effective at this point and if everything from the old system had been transferred over. Ms. Austin responded that all of the financial modules are up and running, the conversion took place in May. She noted that all of the general ledger, accounts payables and purchase order modules are up and running. Commissioner Garner asked if the City of Roanoke Redevelopment and Housing Authority (RRHA) is able to report everything to The Department of Housing and Urban Development (HUD) with no problems. Ms. Austin responded yes, RRHA's 2020 year-end submission is due next week and the finance staff is currently working to finalize the numbers for the submission.

2. Executive Director's Report

Chair Smith asked for the Executive Director's Report.

Mr. Bustamante responded in addition to his written report, he provided the draft calendar for the 2021 Board meeting dates, he asked if there were any conflicts with any of the dates that the meetings are scheduled on. Commissioner Garner mentioned the date proposed of December 28, 2021 and asked if that date is normally changed to the week before Christmas rather than after. Mr. Bustamante responded yes, the date is normally changed. Mr. Bustamante stated that as it is right now, the only change is the December 28th meeting moving it to December 20th. Mr. Bustamante asked if there were any other conflicts. Mr. Bustamante advised that he will bring the calendar back in the form of a Resolution in the December Board meeting.

Mr. Bustamante informed the Board that on November 10, 2020, the Senate

Appropriations Committee released its spending bills for fiscal year (FY) 2021, including the Transportation, Housing, and Urban Development (THUD) bill which provides critical funding for affordable housing programs. The biggest change comes to the Public Housing Operating Fund. The money that was taken from the Public Housing Operating Fund was added to the Capital Fund Program. He is hoping that Congress passes a budget soon. Mr. Bustamante explained that the Senate's proposal will not hurt RRHA as bad as it could have and that it's all up for interpretation when the new administration comes in. Mr. Bustamante advised that RRHA is working under the continuing resolution until December 11th. He noted that the budget will need to be extended or passed. The assumption is that the continuing resolution will be extended until the next administration. Mr. Bustamante advised that he will keep the Board informed as he receives more information.

Mr. Bustamante informed the Board that RRHA was awarded another \$412,000 in The Coronavirus Aid Relief, and Economic Security (CARES) Act funding for the Housing Choice Voucher (HCV) program. The money will to be used to continue to issue vouchers and house families that are on the waitlists. The HCV department is working very hard to lease up as many vouchers as possible before the end of the year. RRHA was also informed that it will be issued another 5 Veterans Administration Supported Housing (VASH) vouchers from HUD. RRHA is hopeful to receive those vouchers at the beginning of the year.

Mr. Bustamante informed the Board that the Public Housing Authorities Directors Association (PHADA) is having its Commissioner Session virtually on January 11, and 12, 2021. He asked the Board to let Ms. Jackson know if they are interested in

participating and she will take care of registration for the sessions. He highlighted that they have some very good topics this year as far as COVID, Public Housing Operating Fund, Reposition of Public Housing and HCV financial.

Mr. Bustamante stated that RRHA usually has an employee luncheon and this year, because of the pandemic, it is going to be difficult to have the luncheon in person. He said that RRHA is looking at ways to be able to thank the staff for their participation and hard work this year while at the same time observe social distancing and make it a fun event. Right now, RRHA is looking at the possibility of having a fun event on December 16th, virtually, with all of the staff. He invited the commissioners to attend the event and asked if they would like attend to let him know and he will make sure they receive the sign in credentials. Mr. Bustamante called on Ms. Tobin to explain what the fun event entailed. Ms. Tobin answered that the event will be virtual, where all of the employees are logged on to a computer and basically going to play games and compete in teams. Ms. Tobin explained that everyone participating will be randomly placed into a team and the various games can range from Pictionary to trivia questions, Name that Tune, primarily games that can be played on a computer. The goal is for everyone to participate safely. Mr. Bustamante noted that boxed lunches will be provided for the event.

Mr. Bustamante went on to advise that RRHA has been able to issue a contract to upgrade the RRHA website. He explained that currently, the website is very difficult to navigate and it is not very clear, it is very difficult for the staff to change or add pages. He advised that RRHA is going with a brand new website design that will be easier to navigate for RRHA's participants and staff. The work would start some time in

December and into the beginning of 2021. The web design team will be meeting with the Vice Presidents of RRHA to configure their pages and he is hopeful that the roll out of the new website will happen in early spring. Mr. Bustamante asked the Board for any input that they would like to see on the website to please let him know and he will be sure to include the input in the conversations with the web design team.

Commissioner Burruss responded about the (CARES) Act funding. She inquired as to how many additional vouchers are anticipated for RRHA to offer as a result of the \$412,000. Mr. Bustamante answered that it is difficult to provide an exact number but RRHA is trying to issue as many as possible between now and December 31, 2020. He said that if RRHA doesn't use the money or vouchers, it is reduced from whatever Housing Assistance Payments (HAP) RRHA receives every month. RRHA is trying get in as many families as possible while obeying all of the social distancing parameters. Mr. Bustamante highlighted that it's very difficult. He is hopeful that RRHA can get at least another 100 to 150 vouchers leased up by the end of the year. He noted that the HCV department has been working very hard to make this happen and that he is confident that RRHA will meet the goal. Commissioner Burruss commended the HCV staff.

Commissioner Garner mentioned last month's meeting where there was discussion about Stepping Stone and Park Street Square switching over to Project Based Vouchers (PBV). He asked how the Project Based Vouchers provide rent relief to the residents at Stepping Stone and Park Street Square. Ms. Richie responded that the PBV are attached to the units at the properties indefinitely. She explained that prior to RRHA layering those properties with Project Based Vouchers, the properties were

strictly low income housing tax credit properties with a baseline market rent, the properties now have income based rent. For example, before, a 3 bedroom at Stepping Stone rented at \$600.00 per month, this means someone coming in without a voucher would have to pay \$600.00, with the PBV the rent is based on 30% of the adjusted gross income, comparable to RRHA's Public Housing program. RRHA has families who initially entered the program that were paying contract rent and they are now paying income based rent, in some cases the tenant's responsibility has reduced tremendously. She highlighted that as an end result, RRHA is able to get an additional \$100,000 in revenue per property and this will help with the cash flow for those developments. Commissioner Garner thanked Ms. Richie.

Commissioner Garner continued and asked Mr. Bustamante in follow up to last month's meeting there was discussion about increasing the community policing participation. He stated that most cities and their law enforcement apparatus are interested in community based policing. Villages at Lincoln was mentioned as to inquiring about establishing a Joint Resident Council and Mr. Bustamante was going to follow up with Chair Smith to see if there was any way this could be implemented to assist in advancing with a community based policing effort. Chair Smith responded that it is on the agenda and noted that at this time of the year, it is hard to get people together at the same time. He said there are some things that have been prioritized for the coming year and this is the main priority in each of the communities. Commissioner Garner mentioned that in the past he felt as though the Joint Resident Council had been very productive and said throughout the years, he has attended some of the events and it really seemed to be a progressive type of endeavor and he is appreciative of the

efforts and the participation of the residents. He noted that the residents seemed to be really involved. Chair Smith responded that the months of November and December are really hard to get people together, he said that there is some training involved and an election is set up and of course the goal is for it to go well. He confirmed that it is on the radar and said that this allows for some time to prepare.

3. Staff Reports

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

4. Committee Reports

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

5. Commissioner Comments

Chair Smith stated that the residents have been inquiring as to whether or not they will ever be able to make their payments electronically. Mr. Bustamante answered yes, allowing electronic payments is one of the modules that has not yet been implemented through Yardi but it is definitely one that was purchased. Mr. Bustamante explained that the issue is the setup, there are specific bank accounts that have to be set up and the finance department has to be very involved in the process. Given that finance is working on year end, the ability to make online payments will probably not be available until late January or early February. Ms. Richie added that last month, letters were sent out to the residents regarding the resident portal. The residents now have the capability to log in on line to view account history, account balances and submit work orders. Chair Smith responded yes, he did receive one of those letters.

6. City Council Liaison Comments or Discussion

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

7. Residents or other community members to address the Board

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

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, November 23, 2020.

C-2 Monthly Operations Report for the month of November 2020.

RECOMMENDED ACTION: File as submitted

Commissioner Garner 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, Garner, Vice Chair Kepley, Chair Smith,
Walker, Witten

NAYS: None

REGULAR AGENDA

1. Resolution No. 4062

Mr. Shank presented Resolution 4062, requesting the Board's approval to award a contract for open ended Architectural & Engineering (A&E) services using capital funds. He advised that it is something that RRHA does every year. RRHA has a lot of smaller projects related to repairs and designs for various things. Earlier this year, a Request for Qualifications (RFQ) was sent out to get a Statement of Qualifications, there were none received. In August, another RFQ went out and there were three Statement of Qualifications received on the deadline of September 1st. The three responding firms were Hughes Associates Architects & Engineers, Dominion Seven

Architects, and Stogner Architecture. Every year, RRHA has an evaluation panel assigned with staff members to review the Statement of Qualifications. As a result of the evaluation, Hughes Associates Architects & Engineers ranked highest in points scoring at 364, Dominion Seven Architects had 301 points and Stogner Architecture had 287 points. Mr. Shank advised that the hourly rates have been reviewed with Hughes and an agreement as to the hourly rates for services that will be used for the contract has been mutually agreed upon. Mr. Shank is requesting the Board's approval to award a contract in the amount of \$140,000 for one year with a one year option year. Mr. Shank asked if there were any questions. Commissioner Burruss asked what the hourly rate will be. Mr. Shank responded that it depends on the position, whether it's the principle or an architect or a field technician and said that there are various hourly rates that make up the contract.

Vice Chair Kepley inquired as to what primary projects does he foresee for the contract. Mr. Shank answered, there are some smaller things to do, for example, a couple of Section 504 renovations to bathrooms at the Villages at Lincoln. There are scheduled upgrades to Central office security to include the door access system. He explained that sometimes things pop up unexpectedly, recently there was a request to have the property line surveyed at one of the scattered sites. He said some projects are known and some are unexpected. Vice Chair Kepley commented that it is good to have an A&E firm under contract in case things pop up.

Commissioner Garner asked for clarification stating that periodically the Board approves contracts for A&E services and that there are some out there currently. He asked if the prior approvals are specific to certain developments and if the new contract

is an add-on to the ones that were previously approved. Mr. Shank responded that there is a contract currently in place and noted that it will expire on February 25, 2021. He said that RRHA keeps two firms on board at all times, and due to no response earlier in the year, the contract that was in place was extended to give some time to redo the solicitations. Commissioner Garner confirmed that there is another contract in place. Mr. Shank responded, yes. Chair Smith asked if there were any questions. There were none.

Commissioner Garner introduced Resolution No. 4062 and moved its adoption as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR MULTIPLE PROJECTS UNDER THE FY 2019 CAPITAL FUND PROGRAM NO. VA36P01150119.

WHEREAS, the City of Roanoke of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), which is grant number VA36P01150119 (569) in the amount of \$3,444,054.00; and

WHEREAS, Open-End Architectural and Engineering Services for RRHA was included on the Annual Statements detailing the planned use of CFP grant number VA36P01150119, which was approved by the Board of Commissioners under Resolution No. 4007 on May 20, 2019; and

WHEREAS, architectural and engineering services are essential to the overall maintenance and modernization of the public housing developments and other RRHA properties and provide a vehicle for the timely obligation of available funding; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on August 9, 2020, with Statement of Qualifications being due on September 1, 2020; and

WHEREAS, RRHA received three (3) Statements of Qualifications in response to the RFQ from the following companies:

- Stogner Architecture
- Hughes Associates Architects & Engineers;

- Dominion Seven Architects; and

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

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

- A & E Background Data:
 - A. Statement describing A/E firm including list of staff members and job titles. (3 points)
 - B. Status and nature of projects firm has currently, or soon to be, under contract. (3 points)
 - C. Description of firm's organization and project management methodology. (8 points)
- Proposed Project Team:
 - A. Profiles of the professional and technical competence of the principal(s) and proposed design team. Provide profile information on consultants that shall be a part of design team. (12 points)
 - B. Indication of specific team members whose involvement is required concurrently on other projects and the percent of time involved on those projects. Indicate the percent of time that members of the design team will be able to dedicate to RRHA projects. (8 points)
- Project History:
 - A. Description of previous work completed within the past ten years related to the modernization, renovation, and/or repair of public housing or other types of multi-family housing. (11 points)
 - B. Previous experience with development of comprehensive site plans for redevelopment work and providing associated surveying services. (3 points)
 - C. Previous experience with open-end type of work. (4 points)
 - D. Previous experience with City, State or Federal agencies. (3 points)
- Project Performance: Provide a spreadsheet with the following information from previously completed projects. Provide information for three (3) projects with construction cost less than \$250,000 and three (3) projects with construction costs greater than \$250,000.
 - A. Provide one sentence description of each project. (5 points)
 - B. Provide client's pre-design budget amount for each project (5 points)
 - C. Amount of time required from date given by client for notice to proceed with design work until date of completion of design work for each project. (5 points)
 - D. A&E estimated construction cost verses actual construction cost for each project. (5 points)
 - E. A&E estimated construction time schedule verses actual time required for completion of each project. (5 points)

F. Number and amount for approved non-owner requested change orders for each project. (5 points)

- Section 3:
 - A. Certified Section 3 Business Concern (8 points)
 - B. Section 3 Strategy (7 points); and

WHEREAS, the Evaluation Panel rating for each A & E firm's Statement of Qualifications based on the published evaluation criteria were as follows:

- | | |
|--|-----------------|
| • Stogner Architecture | 287 points |
| • Hughes Associates Architects & Engineers | 364 points |
| • Dominion Seven Architects | 301 points; and |

WHEREAS, the Evaluation Panel determined that Hughes Associates Architects & Engineers is the highest ranked firm. RRHA entered into negotiations for fees for services, and the cost of fees for services negotiated with Hughes Associates Architects & Engineers was fair and reasonable, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process; and

WHEREAS, Hughes Associates Architects & Engineers has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to Hughes Associates Architects & Engineers;

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

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

- (1) The Statement of Qualifications submitted by Hughes Associates Architects & Engineers be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form HUD-51915, Model Form of Agreement Between Owner and Design Professional, between Hughes Associates Architects & Engineers and RRHA for a term of one (1) year, with one (1) option year, in the not to exceed amount of \$140,000, including reimbursables, subject to availability of funds.
- (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.

EXPLANATION: Many of RRHA's projects are small in nature, with small attendant Architectural & Engineering fees, generating little interest in the design community on a per project basis. The selected projects typically require a variety of A & E services including initial investigation, design development, production of construction documents, space planning, and evaluation of damage to various building systems. Execution of a contract for Architectural and Engineering services for multiple projects best serves RRHA's need to have such services available as needed for this type of small projects.

If approved, this contract will be funded from CFP 569. The projected timeframe fits into our plan of action for obligation and expenditure of all CFP funds as reported to HUD.

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

AYES: Commissioners Burruss, Garner, Vice Chair Kepley, Chair Smith, Walker, Witten

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4062 adopted as introduced.

2. Resolution No. 4063

Ms. Shank introduced Resolution No. 4063, requesting the Board's approval to authorize the execution of documents for joining an intergovernmental cooperative agreement for leasing surveillance camera systems using public housing operating funds. The contract was originally procured by the Cincinnati Metropolitan Housing Authority. They conducted their solicitation for services and entered into a contract in April of 2020. They had a one year contract with four option years. In looking through their solicitation process, they used all of the correct HUD terms and conditions and followed all of the guidelines with their procurement. RRHA also meets the five requirements for entering into cooperative agreements that HUD has set. One is the

common service of routine nature, which RRHA has surveillance cameras already in place. Leasing camera equipment is another way of approaching and obtaining that service. RRHA is required to have all of the files that pertain to this agreement in its contract file, which RRHA plans to do. RRHA will have something to state that it is a greater efficiency and it provides economic benefit as compared to soliciting this on the open market. RRHA will be receiving the same unit pricing that was obtained by the Cincinnati Housing Authority for these services. He noted that the unit not to exceed price is based on the unit cost and based on the amount of cameras that RRHA will need to provide a deterrence to criminal activity.

Mr. Shank is requesting the Board to approve entering into this cooperative agreement for a period of one year with four option years for the amount of \$1,625,000. Mr. Shank asked if there were any questions.

Mr. Bustamante responded, first thanking Mr. Shank for doing the procurement. He continued by saying that the Board has approved various expenditures to increase safety and security at all of RRHA developments, he noted that it goes back to when RRHA started with Convergent Technologies, LLC and up until above based line policing. He said that RRHA is still in a situation where the safety of the residents is not what it should be, given the amount of money that the Board has approved to try to make them safe. Mr. Bustamante highlighted that this company, Ocean 10 Security, LLC only provides security services to public housing authorities and to the government. Mr. Bustamante said that he spoke with the Richmond Housing Authority, the Sumter Housing Authority and the Cincinnati Housing Authority and one of the things they all have in common is that they stated that once these cameras were up,

maybe after a month, the calls for service reduced by at least 50% and any crime that was committed on their property the chances that the police were able to catch the individuals who committed the crimes increased by 90%.

Mr. Bustamante said that there were two options provided to RRHA, one option was to buy the cameras and the price would have been a onetime cost. The difference is, by leasing the cameras Ocean 10 Security will come with quarterly updates to the hardware and the software of the cameras. After three years, Ocean 10 Security will come in and replace the whole casings including the cameras. RRHA will get brand new cameras every three years. He pointed out that the initial price is somewhere around \$263,000 a year and that is for all of the cameras that they have proposed. He said that once the Resolution is approved by the Board, RRHA will go back to each site and make sure that there is coverage everywhere coverage is needed.

In addition to the actual cameras, they also offer a license plate reader so that any car that passes by the license plate reader, the license plate is automatically saved and uploaded into a Microsoft Excel file. If RRHA or the police needed to access the file they would click on the Microsoft Excel file and be able to see every license plate that went into the property. He highlighted that the reader has infrared for night time vision and every one of the camera casings is supposed to withstand an AK 47 round. Mr. Bustamante said that the individual that he spoke with at the Richmond Housing Authority stated that they have had individuals fire multiple shots at it and they believe that it has fallen from the pole but it has stayed intact. Mr. Bustamante highlighted that RRHA is seeing a lot of shootings and they are getting closer and closer to the RRHA developments.

Mr. Bustamante informed the Board that while he was at one of the online housing conferences he learned of the company, he contacted the owner and the owner came to RRHA and met with him and Ms. Richie and provided them with the information that he provided to the Board. Mr. Bustamante believes that this system is 100% better than what RRHA currently has. Mr. Bustamante stated that if the cameras are placed in specific locations the cameras would be working all of the time. The problem now is that while RRHA has a lot of cameras, the likelihood of them all working at the same time for a long period of time is usually non-existent, specifically since he has been with RRHA.

Mr. Bustamante stated that the proposal being presented today is to ask the Board to approve Resolution 4063 and allow Ocean 10 Security, LLC to come in and place this camera system. Mr. Bustamante advised that if the Resolution is approved, RRHA would go one site at a time and then come back and report the progress to the Board as to what has happened as far as the police being involved, the reduction in police calls and anybody who has been captured site by site instead of having a massive deployment of cameras. Mr. Bustamante believes if every site is done all at once it may create a lot more chaos than benefit. The goal is to start at Central office and then move Villages at Lincoln and then to Hunt Manor.

Mr. Bustamante stated that the cameras would not be installed inside of the buildings at Melrose Towers and Morningside Manor. He said that the cameras currently inside of those properties are hardwired to a digital video recorder (DVR). He advised that Network Computing Group (NCG) subbed a camera company to be able to continue the maintenance on those DVR's and cameras. He advised that there will

be a camera installed outside to capture the parking lot and the dock area.

Commissioner Garner confirmed that the two cameras that are showing for Melrose Towers would be the ones installed outside. Mr. Bustamante answered, yes.

Commissioner Garner noted that there are only two license plate readers showing in the illustration. Mr. Bustamante responded that he tried to provide a full picture and that the picture is more to show the pricing of the readers, he ended by saying RRHA will need more than two of the readers for its eight developments.

Commissioner Burruss asked if the license plate readers would bump the price up for the total contract amount. Mr. Bustamante responded that RRHA is not as big as the Richmond Housing Authority and does not have the issues that Richmond has so he does not see RRHA needing the same amount of cameras as Richmond. He pointed out that RRHA will try to strategically place the cameras where they are needed, but there is a not to exceed amount of \$260,000 per year for the next five years and that will include the cameras, the readers and everything else that comes with this package.

Commissioner Garner asked if there are any extra expenditures and if RRHA is subject to any extraordinary maintenance or expense. Mr. Bustamante responded that there might be an associated cost to bring electricity to the pole. Mr. Bustamante said that RRHA does have a standing contract with Davis H. Elliot Inc., an electric company and those services would be covered under that contract.

Commissioner Garner asked for clarity on the installation phase. Mr. Bustamante responded that the first phase would be Central office and Lansdowne and the process would start sometime in January. After one or two months, they would

move to Villages at Lincoln and after another one or two months they would move to Hunt Manor. Commissioner Garner asked if the cameras that RRHA has now are working and asked if the current contract is with Virginia Tech. Mr. Bustamante responded, yes the current contract is with Virginia Tech. He explained that Ms. Richie wrote to Convergint Technologies, LLC indicating that RRHA was displeased with their service and advised them that we need to have our cameras up and running 100% of the time and gave Convergint thirty days to remedy the issue. Convergint responded back saying that RRHA is entitled to our opinion but they never came in and did anything to fix the cameras. The contract and money for that contract is no longer being used. That money will be funneled into this contract in addition to the money that RRHA has with the above-based line policing. Mr. Bustamante said that he believes that RRHA could cover the costs because of the reduction of funds from the other two contracts.

Commissioner Burruss asked for clarification where it reads \$260,000 a year each year for five years while the Resolution reads not to exceed \$1,625,000. Mr. Bustamante responded that extra money was added in case there was a need to add extra license plate readers and extra cameras per year. Commissioner Burruss clarified that the cost would be over \$400,000 a year. Mr. Bustamante answered, yes.

Vice Chair Kepley asked if this includes any review or monitoring of the cameras or if it is just the placement of the cameras and the maintenance. Mr. Bustamante answered that once the cameras are installed the individuals that will monitor as far as criminal activity will be RRHA and the Police Department. The company will monitor as far as if there is software or hardware update or if something isn't working, this is all

covered within the leasing price. Vice Chair Kepley asked if there is a number of how many cameras RRHA would end up with for \$260,000 per year. Mr. Bustamante responded that the quote is for 34 cameras which is for all of the RRHA developments. Mr. Bustamante says he believes the quote is for more than what is needed as far as the cameras. He believes the number could go down to maybe 28 or 30. He wants to make sure that if RRHA spends the money on this, it is done right. Mr. Bustamante said that he is confident that the police will be very happy to come into the RRHA developments to view their phones and view live feed of what is going on. He said that if 34 cameras are needed to provide safety to the residents of RRHA, that is what will be done.

Commissioner Burruss commented that she wondered when and if this kind of technology would appear. She said that this is really exciting and provides what RRHA needs, certainly with the volume of crime and shootings in Roanoke increasing. Commissioner Burruss informed the Board that there was a shooting just last night not too far from Lansdowne, on Loudon Avenue. Commissioner Burruss agreed that RRHA does not want to cut corners with this and should provide what is needed.

Mr. Bustamante responded that he is excited as well and is hopeful that this system is as good as all of the references that he has checked and noted that it is the best thing he has seen so far since he has been with RRHA. Ms. Richie added that this system is used by the Federal Bureau of Investigations and the Secret Service.

Commissioner Witten asked if RRHA has a mobile surveillance policy which outlines who has access to the system and storage. Mr. Bustamante responded RRHA does not. Commissioner Witten suggested that Mr. Bustamante bring a policy

to the Board within the next couple of meetings and advised that he could provide some examples. Commissioner Witten asked if Mr. Loftis was present on the call. Mr. Loftis responded, yes. Responding to Mr. Loftis, Commissioner Witten asked if there is an expectation of privacy because these are federal properties, he asked if license plate readers and cameras are an issue within the housing developments. Mr. Loftis responded it should not be but that he would confer with Mr. Bustamante to make sure there is not a need for signage for people who are coming in from outside that their activities are being monitored.

Commissioner Witten further inquired about the requirement under the Freedom of Information Act (FOIA) for RRHA. Mr. Loftis responded that there are some exemptions under FOIA for personal information and personal identifying information and explained that there have been some cases that have come down fairly recent about license plate data and whether it is subject to FOIA or not. Mr. Loftis advised that he will look into this and confer with Mr. Bustamante.

Vice Chair Kepley asked if the \$6,500 yearly subscription price includes a recording function. Mr. Bustamante responded, yes, it is 45 days and it is cloud based. After 45 days, it automatically tapes over what was there. Vice Kepley confirmed that there are 45 days of recording and it continually updates. Vice Chair Kepley confirmed that the \$6,500 per year subscription price includes the installation, maintenance, software and monitoring, Mr. Bustamante responded, yes.

Mr. Bustamante stated that what the police have been trying to do is look for a specific individual or specific car on a specific date and they have not been able to do that. With this system they will be able to go back as far as 45 days.

Vice Chair Kepley says it seems like a really robust system and it sounds like it has been needed for a while. Mr. Bustamante is hoping that it really deters crime once a couple of individuals are caught and they understand that RRHA is reactive and also understand that what they do is now being monitored and they will get caught. He believes this will provide some sort of deterrent whereas now there really is no deterrent.

Vice Chair Kepley stated on the face of it \$6,500 a year for a camera rental, which is over \$500 a month seems a little bit on the high side but given the other housing authorities and municipalities that are using this and RRHA's past experience with cameras and trying to maintain those cameras, this is what it costs to effectively monitor the situation. Mr. Bustamante agreed that it is definitely a steep price to pay but when looking at resident safety and the shootings so close to the RRHA developments if that can be prevented that would be a great thing. Vice Chair Kepley commented that is correct and added what value can you put on losing a life.

Commissioner Burruss commented that there is no doubt that it is costly but highlighted that the alternatives are not working well for RRHA at lower costs. Mr. Bustamante asked to correct his previous statement where he stated the camera system has 45 days of recording, the correct number is 25 days of recording. Mr. Bustamante said that he knows it's an expensive investment but if it works as good as it worked in Richmond and as it has worked in other housing authorities it would make the RRHA residents feel a lot safer. The shootings themselves have caused the City and the Mayor some grief, so if RRHA can prevent that, everyone is in a win-win situation.

Vice Chair Kepley commented that Mr. Bustamante's plan to implement the camera system in a phased way will allow RRHA to get a feel for the system and allow for adjustments to be made. Vice Chair Kepley said that he thinks it is going to be great.

Mr. Bustamante responded that if the cameras are put up and in a month there are one or two arrests it is worth the \$6,500. Vice Chair Kepley responded that this is a great proactive step.

Ms. Richie highlighted that the system would also be good for RRHA employees as RRHA has maintenance staff that is on call 24 hours a day and sometimes site managers are on site 24 hours a day.

Mr. Bustamante thanked Ms. Richie for sharing that information and went on to say that one of the references that he received said that the reason that they got the cameras is because two of their maintenance workers were shot and killed on the property. Mr. Bustamante stated that his goal is try prevent crime from getting worse in the RRHA developments. Vice Chair Kepley responded that even though RRHA will have the recordings and they last for three weeks, if someone goes out on a jobsite someone could monitor from the office and that adds comfort.

Commissioner Garner introduced Resolution No. 4063 and moved its adoption as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF DOCUMENTS FOR JOINING AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT FOR LEASING SURVEILLANCE CAMERA SYSTEMS USING PUBLIC HOUSING OPERATING FUNDS

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) procurement regulations allow the City of Roanoke Redevelopment and Housing Authority (RRHA) to join intergovernmental cooperative agreements; and

WHEREAS, the Cincinnati Metropolitan Housing Authority (CMHA) executed a contract with Ocean 10 Security, LLC on April 14, 2020, with a term ending April 13, 2021, with four (4) option year renewals, for leasing surveillance camera systems for an indeterminate number of properties; and

WHEREAS, the CMHA and Ocean 10 Security, LLC contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA has determined that joining the CMHA and Ocean 10 Security, LLC contract is in the best interest of RRHA; and

WHEREAS, the amount of Ocean 10 Security, LLC's cost for leasing surveillance camera systems is determined to be fair and reasonable when compared to the amount of the independent cost estimate, based on internet research; and

WHEREAS, the not-to-exceed amount for this contract is based on the pricing included in the CMHA and Ocean 10 Security, LLC contract and the number of surveillance cameras that RRHA needs to provide a deterrence to criminal activity; and

WHEREAS, the Executive Director has determined that joining this intergovernmental cooperative agreement complies with RRHA's Procurement Policy and that it is in the best interest of RRHA to execute appropriate agreement documents; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute documents necessary to join the contract between Cincinnati Metropolitan Housing Authority and Ocean 10 Security, LLC for leasing surveillance camera systems and to execute an agreement with Ocean 10 Security, LLC, which includes RRHA and HUD required terms and conditions, for a one (1) year period, with four (4) option year renewals, in the not to exceed amount of \$1,625,000.00.

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

AYES: Commissioners Burruss, Garner, Vice Chair Kepley, Chair Smith, Walker, Witten

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4063 adopted as introduced.

3. Resolution No. 4064

Mr. Gusler presented Resolution No. 4064, requesting the Board's approval to authorize negotiation and execution of option agreements for acquisition of certain properties in conjunction with the homeownership program. Mr. Gusler explained that this is a change to the homeownership program that is a source of funds or proceeds from previous sales that RRHA has had in years past. These funds have less restrictions from HUD on their usage. They do have to be used for first time home buyers that are low to moderate income. HUD's definition of first time homebuyers is if an individual hasn't owned a home within the last three years.

The Board passed a Resolution in 2018 to allow RRHA to use these funds up to \$125,000 per unit for two units. RRHA had a couple of buyers, one in particular that at the time the sale was not able to be completed, the buyer left, got her own realtor and bought a house on the private market. The intent with the homeownership funds is to purchase a house at as low of a cost as possible to do the necessary renovations and to then resell it to a first time buyer. RRHA would only do that once there is a contract in place with a buyer, the buyer would select the home. There are two differences between this Resolution and the previous Resolution. The first mentioned was the amount of funding. Mr. Gusler is asking the Board to raise the costs per unit from \$125,000 that is the total, including improvements to \$200,000.

The second difference is that the old Resolution contained language that authorized the Executive Director to enter into options with sellers which was

problematic because the process is just too slow. Mr. Gusler explained that in the market, when houses are available they go pretty fast now and there is not a lot of inventory out there. Mr. Gusler noted that with this Resolution the final sale would still be approved by the Board before closing on the purchase of the property. He said that a few reasons for the changes that are being presented is the speed that is involved and the inventory of real estate, there are fewer houses on the market and because of price increases associated with repairing the homes. Mr. Gusler informed the Board that one report that he received from an appraiser had the average price in 2020 up 16% from 2019. Zillow, an on line report, recently showed the average home sale price is \$117,000 in the 24017 zip code, that is up 13%. He pointed out that this does not speak to the condition of the properties. From the recent developments that RRHA has done, the costs for materials and labor have been rising.

Mr. Gusler advised that HUD recently submitted a notice that allows housing authorities more flexibility on exceeding the total development costs for new units. He gave an example that in 2020, the total development cost for a 3 bedroom single family house is at \$312,450. HUD is aware that when housing authorities are building new they aren't able to meet those price thresholds. The property at 1841 Downing, which the Board just recently approved the sale of through the Section 32 program, there was about \$50,000 in improvements to the property and there was no roof replacement. That property is relatively new and was built in 2006 or 2007. RRHA is anticipating pretty high costs on labor and materials and that is not going to change any time soon. Mr. Gusler welcomed any questions.

Commissioner Burruss asked if RRHA recoups all of the costs when the property

sells. Mr. Gusler responded, as much as possible but the primary goal has been to use these funds. Some of the funds were recently used on the Section 32 home that sold, it is currently under contract. Mr. Shank is preparing the bid documents. The fear has been for several years, that if the proceeds are not used, HUD may look at them and take them back. The funds are only to be used for homeownership and RRHA has had a hard time getting qualified buyers. Recently, RRHA acquired two Section 32 houses. Mr. Gusler said that he has one potential buyer that he is currently working with that is pre-qualified and eager to get into a house. The goal is to try to keep the ball rolling and get back as much as possible, but essentially RRHA is subsidizing the repairs for the buyer. RRHA also does a soft second mortgage, 20% which is forgivable after 10 years. There are a lot of benefits to a buyer if they are patient enough to work with RRHA and see the process through.

Commissioner Burruss asked for clarification that the prospective buyer identifies the property. Mr. Gusler explained that the buyer is shopping in the market, RRHA has to buy the property, the buyer enters into a contract and makes a deposit and there is commitment on their part. RRHA then buys the property, holds on to it, makes the repairs and sells it back to them, based on the purchase price and what they qualify for. The Federal Housing Administration (FHA) financing requires the property be owned for 90 days in order for it to be sold. RRHA anticipates the need to hold on to the property in most cases because the properties are typically going to need some kind of work.

Vice Chair Kepley asked if RRHA buys a property for \$150,000 that the buyer has identified, puts in \$25,000 making it a \$175,000 investment, is the buyer going to

then pay the full amount back and is that through a private mortgage company. Mr. Gusler responded that RRHA doesn't finance any loans, the buyer will work with a bank or credit union to qualify, RRHA would look at selling it at \$150,000 and 20% of that would be a forgivable mortgage that the buyer does not have to pay unless they leave the property within 10 years, it's fully forgivable after 10 years. RRHA is taking off 20% right there in a second mortgage that reduces the cost from \$150,000 by 20% of that. RRHA is subsidizing with a second mortgage and the improvements to the house which is really the major thing the Section 32 program requires, to not have any improvements for first seven years of ownership. Although is not required, RRHA is generally trying follow the rule of thumb to make sure someone doesn't get into a home and have a financial burden within the first year of them owning it. Vice Chair Kepley confirmed that ideally RRHA is being paid back this money.

Commissioner Burruss introduced Resolution No. 4064 and moved its adoption as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF OPTION AGREEMENTS FOR ACQUISITION OF CERTAIN PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available in the form of homeownership proceeds to further RRHA's goals of providing opportunities for low to moderate income residents to achieve homeownership; and

WHEREAS, the RRHA Board of Commissioners passed Resolution No. 3972 on August 27, 2018, which authorized the Executive Director or a designee to negotiate and execute acquisition option agreements with owners or agents of two properties; and

WHEREAS, the two options would've allowed RRHA to acquire two properties to renovate as needed at a total of no more than \$125,000 each including improvements, and sell said properties to qualified buyers; and

WHEREAS, due to current market conditions the costs of property, labor and materials have all increased significantly since Resolution No. 3972 was passed, there are fewer available properties; and

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven years after their sale; and

WHEREAS, due to current market conditions the option agreement structure of Resolution No. 3972 is not a viable alternative for most property acquisitions; and

WHEREAS, RRHA seeks to acquire two properties that it will renovate as needed at a total of no more than \$200,000 each including improvements, and sell said properties to qualified buyers; and

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

1. The Executive Director or his designee is authorized to negotiate and execute purchase contracts with owners or agents of two properties in the City of Roanoke. The total amount authorized for purchase and rehabilitation of the Properties is \$400,000.
2. Approval of the Board of Commissioners will be required prior to RRHA proceeding to purchase any of the Properties.

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

AYES: Commissioners Burruss, Garner, Vice Chair Kepley, Chair Smith Walker, Witten

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4064 adopted as introduced.

III. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Witten 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, Garner, Vice Chair Kepley, Chair Smith, Walker, Witten

NAYS: None

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

Duane Smith, Chair

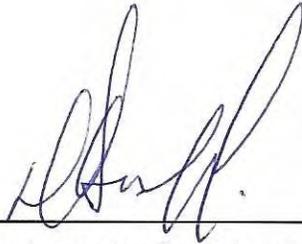
David Bustamante, Secretary-Treasurer

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

AYES: Commissioners Burruss, Garner, Vice Chair Kepley, Chair Smith, Walker, Witten

NAYS: None

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



David Bustamante, Secretary-Treasurer



Duane Smith, Chair





TSUNAMI

ocean10
Security10



MILITARY



GOVERNMENT



HOUSING AUTHORITIES



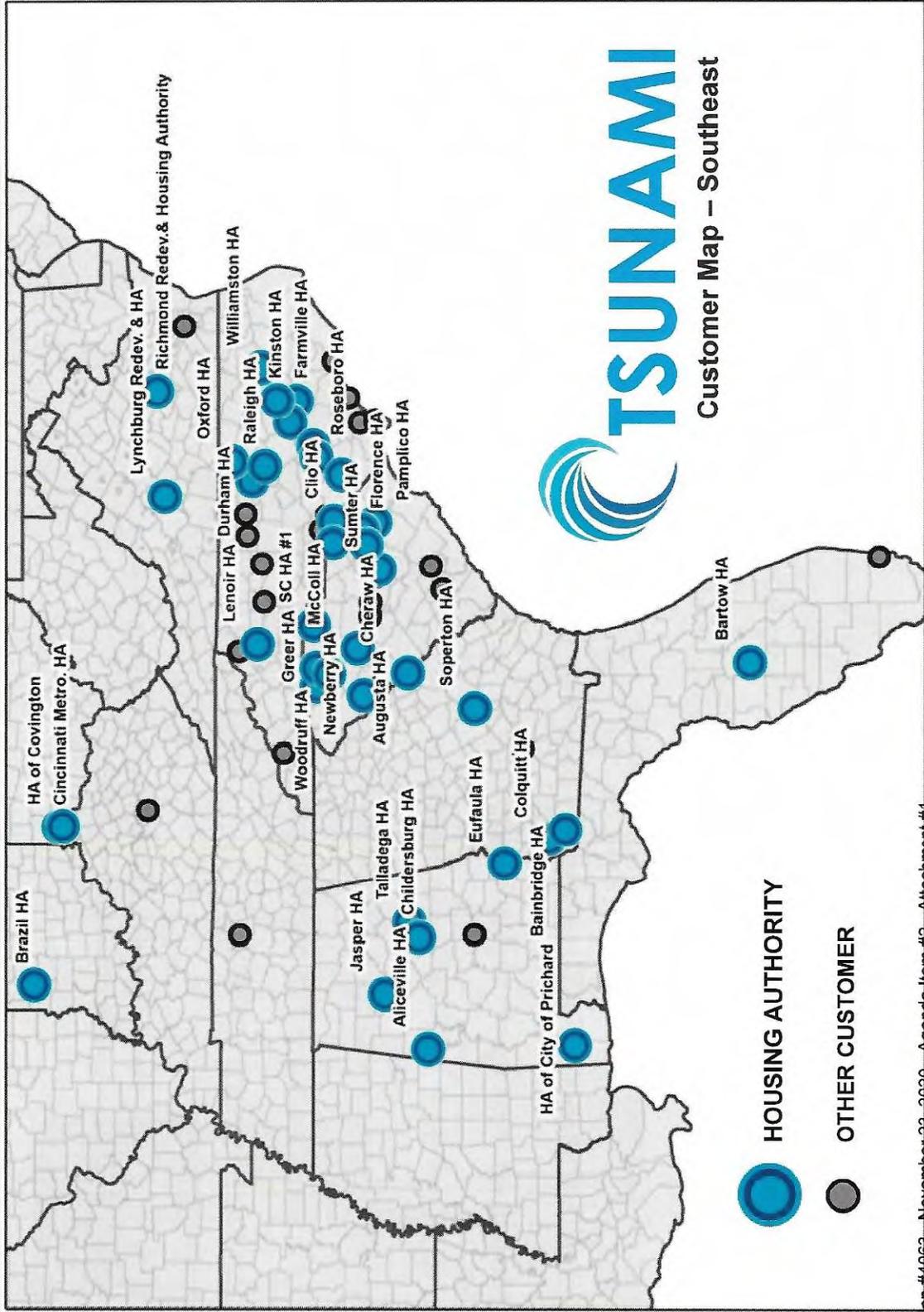
- **Plug & Play 360°** System with Monsoon ULTRA Long-Range Camera
- **4K Ultra High-Def** recording in 360°
- 100+ feet of exceptional infrared night-vision
- 25+ days of full throttle 24/7 recording on 10 terabytes internal storage
- **Armor-plated** interior up to .45 caliber
- **Wireless 4G Uplink + WiFi** internet HotSpot
- Remotely view from any smart device or computer
- **Lifetime unlimited warranty & routine technology upgrades with subscription**

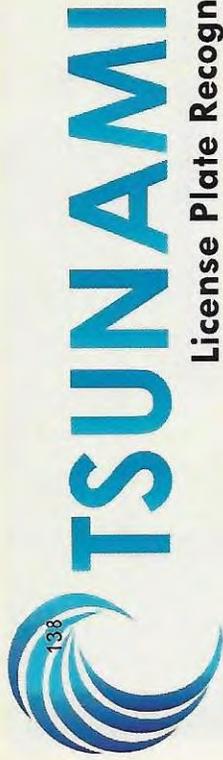
[purchase options available]



Verizon product, making it extremely easy to view footage on a phone or a laptop!





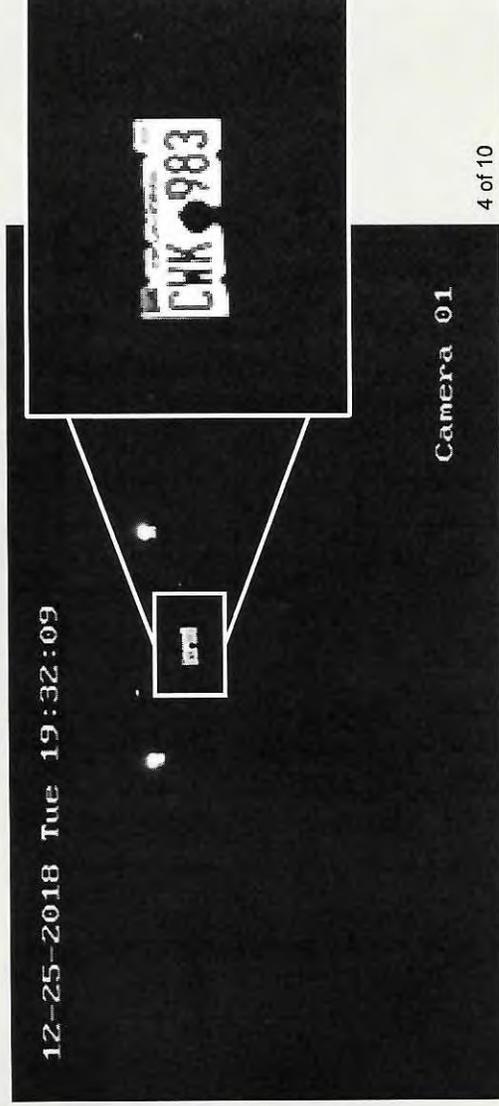


License Plate Recognition Add-On

- Capture and store License Plate Numbers AND record full vehicle images from TSUNAMI
- Filter, search, and playback License Plate Numbers
- Records an incredible 60 frames per second (FPS) to capture faster moving vehicles
- Works effectively both day and night up to 100' distances
- 2 points of redundancy: Local Video Storage, License Plate Image Server (20+ days)
- \$2,700 per year add-on to TSUNAMI Lease



AXIS
COMMUNICATIONS



TSUNAMI

License Plate Recognition Add-On



139

VAXTOR Database

Vaxal PR On Camera 2 1-19 IRRI

Plate detail

2020 03 21 20:46:07.231600 84.60 P-8111

Id	8741	8740	8739	8738	8737	8736	8735
Capture	25/03/2020 20:46:07.231600						25/03/2020 19:33:21
Plate	PJH311						SGY137
Country	United States						United States
Direction	Unknown						Getting farther
Distance	30						
OCR	348-11						

2020 03 21 20:46:07.231600 84.60 P-8111



- Extensive infrastructure not necessary
- Rapid-deployment
- Requires just a 110-volt power supply
- Records video within minutes of plugging in

INSTALLATION



NASA Headquarters – Hampton, VA



ResoluSight 14000 – November 29, 2020 – Agentattem/2 – Attachment #1



6 of 10



Live View & Historical Playback in 4K

(note: image resolution reduced for email transmission)



TSUNAMI 1



TSUNAMI 2



TSUNAMI 3



TSUNAMI 4



**PRICE /
SUBSCRIPTION**

Subscription-Based Product

- \$6,500 per year (3-year contract), \$18,000 for purchase
- Includes Verizon 4G data service for remote access to video footage
- Built-in insurance. If the TSUNAMI is vandalized/destroyed, all you pay is the deductible for the part that needs replacement. MAX out-of-pocket is \$2,500 for a complete TSUNAMI replacement – an \$18,000 value.
- Unlimited tech support – if something big happens, we work directly with the police to help solve the crime so you can concentrate on what you need to get done.
- Continual, ongoing technology upgrades along with yearly diagnostics. Never have outdated technology!





Procurement

- Sole-Source Product
- Cooperative / Piggyback Contracts
- GSA Advantage Schedule 70 (for purchase, working on listing for lease)
- Connections II
- NASA SEWP





HISTORY OF THE TSUNAMI

<https://vimeo.com/129042097>



COMPILATION OF TSUNAMI FOOTAGE

<https://vimeo.com/254060794/21b6c848c4>

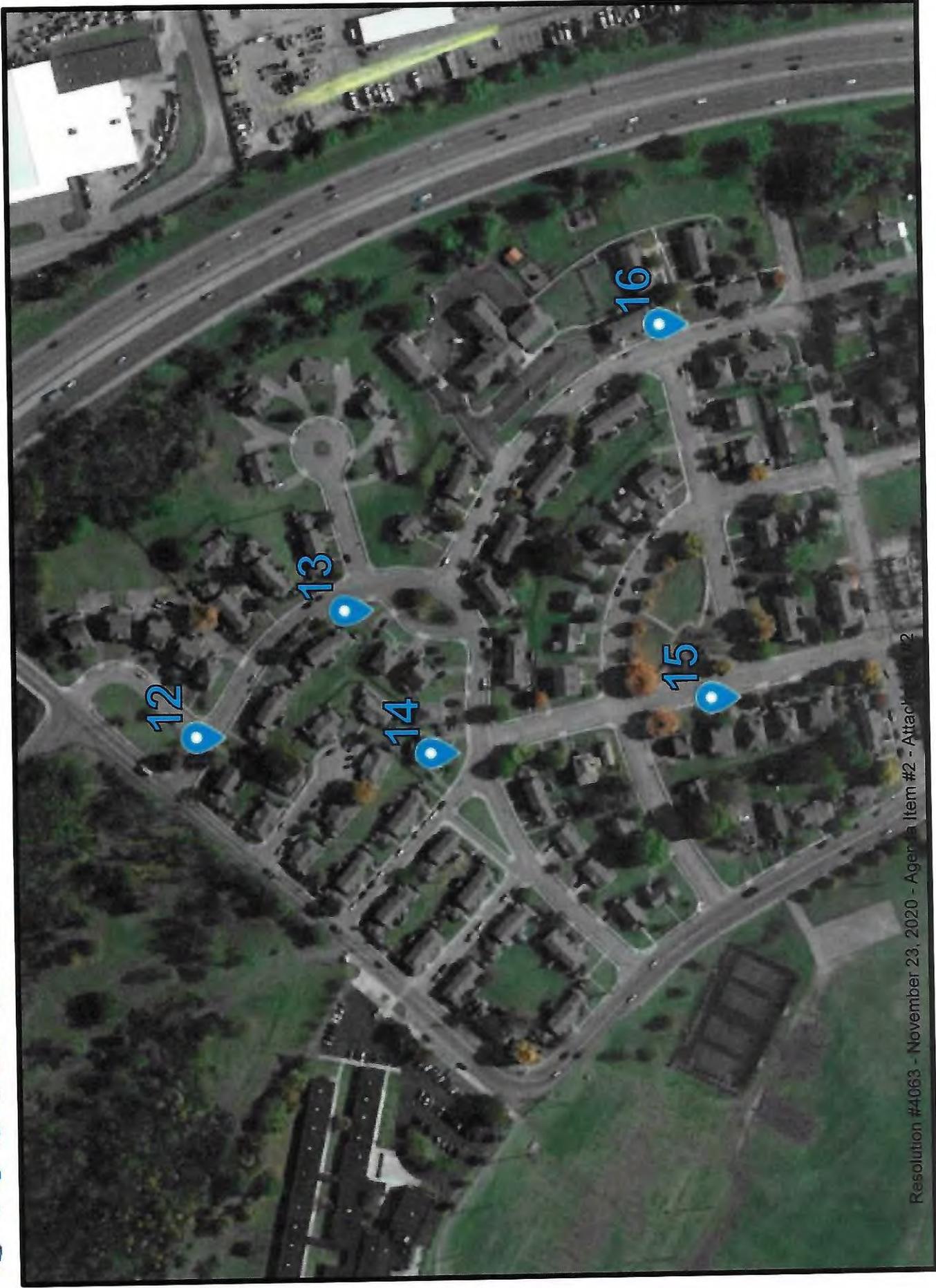


Lansdowne Park Roanoke Redevelopment & Housing Authority



Across almost all properties, multiple TSUNAMIs will utilize power sources from existing camera system and area lights to reduce installation cost

Existing poles will also be used whenever possible
#1063 - November 23, 2020 - Agenda Item # - Attachment

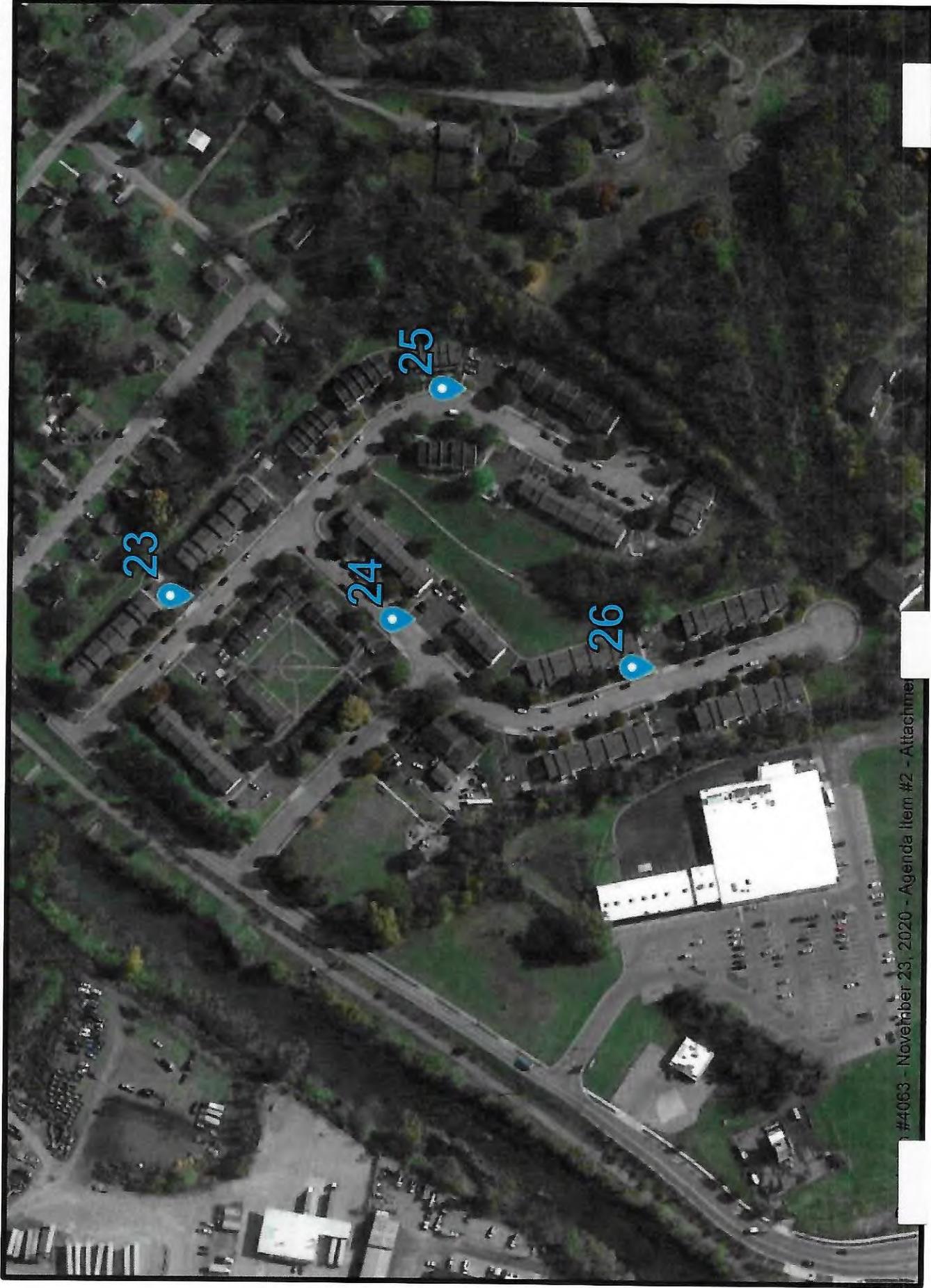


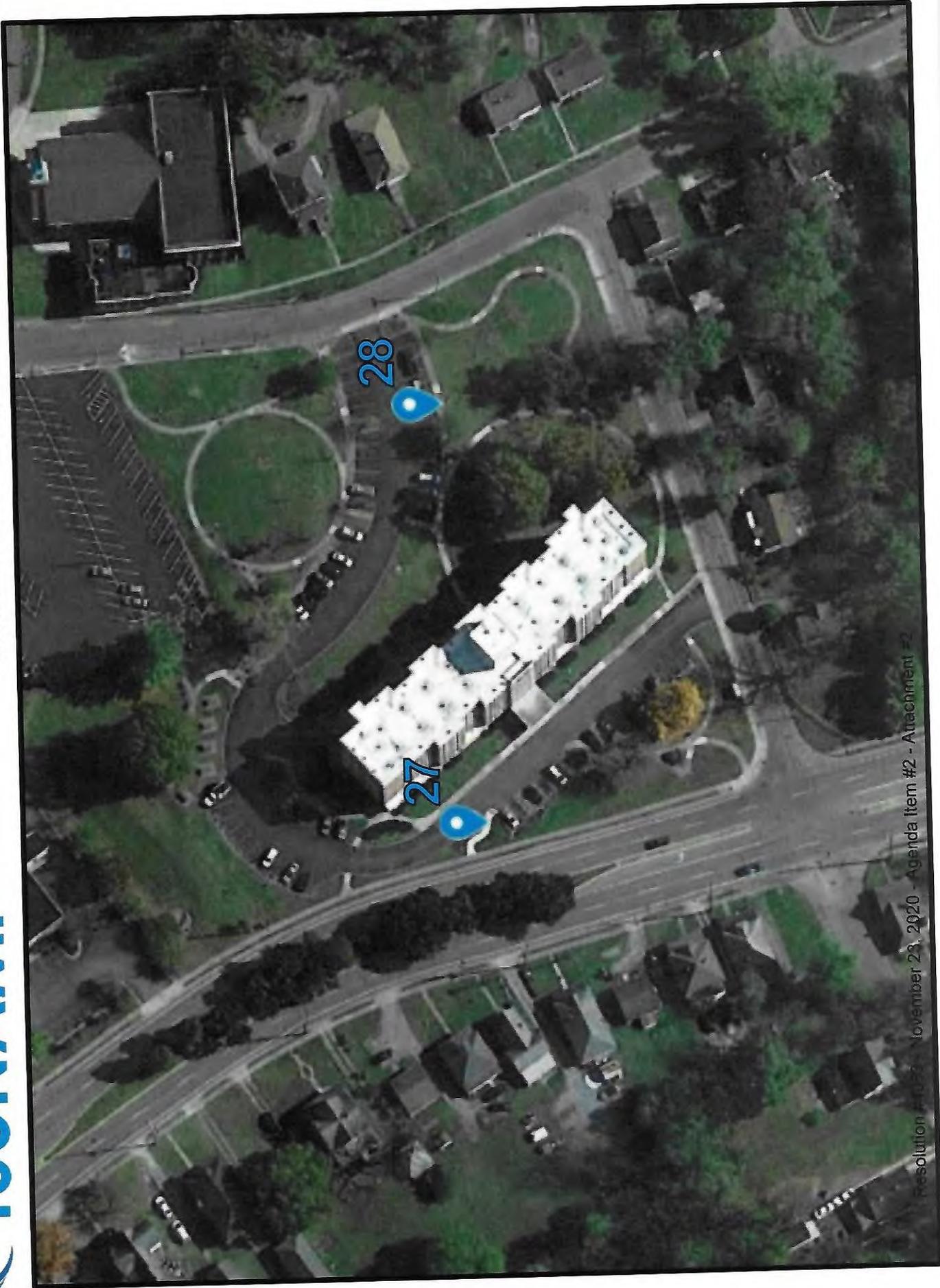
Hunt Manor
Roanoke Redevelopment & Housing Authority



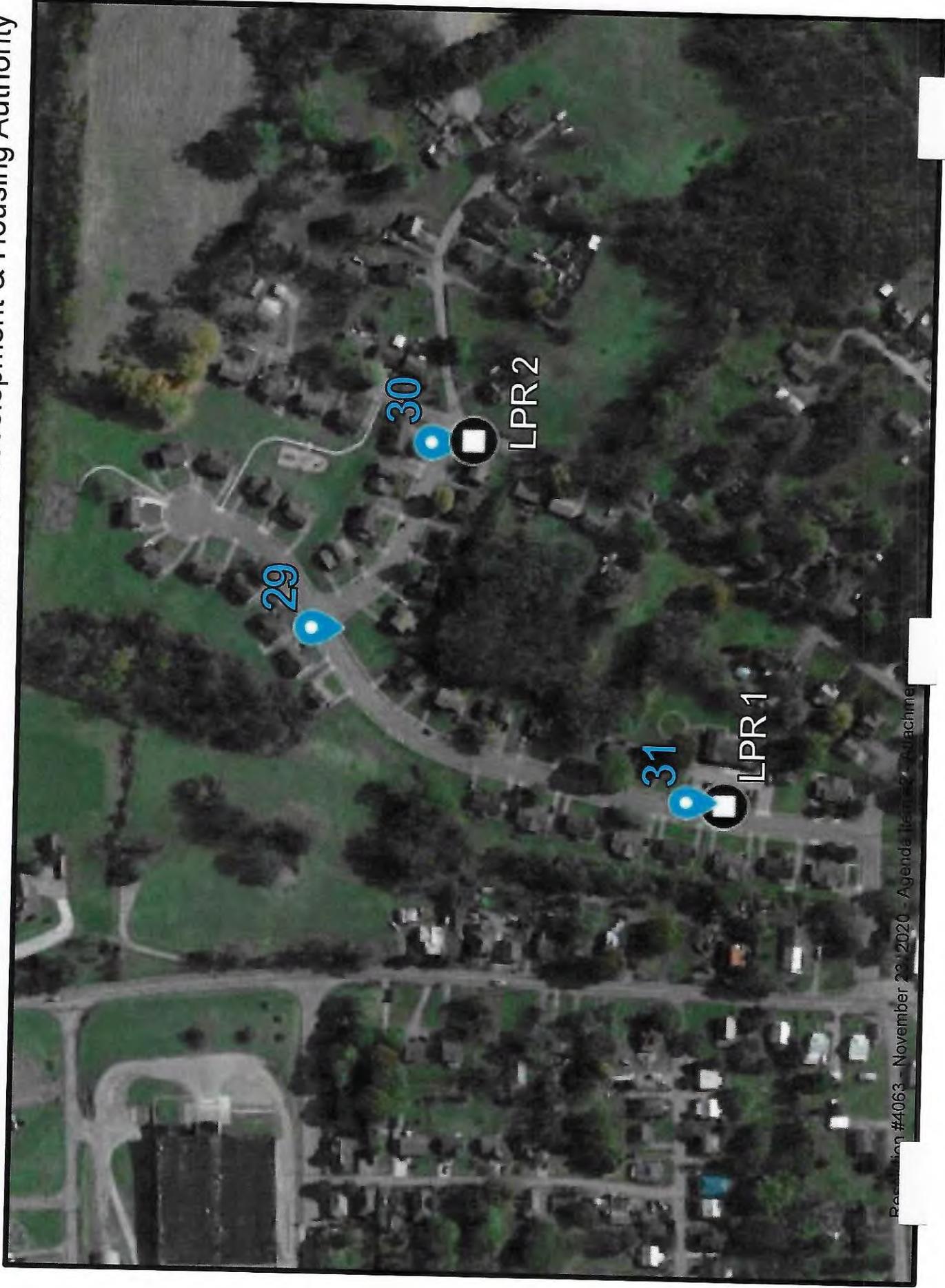


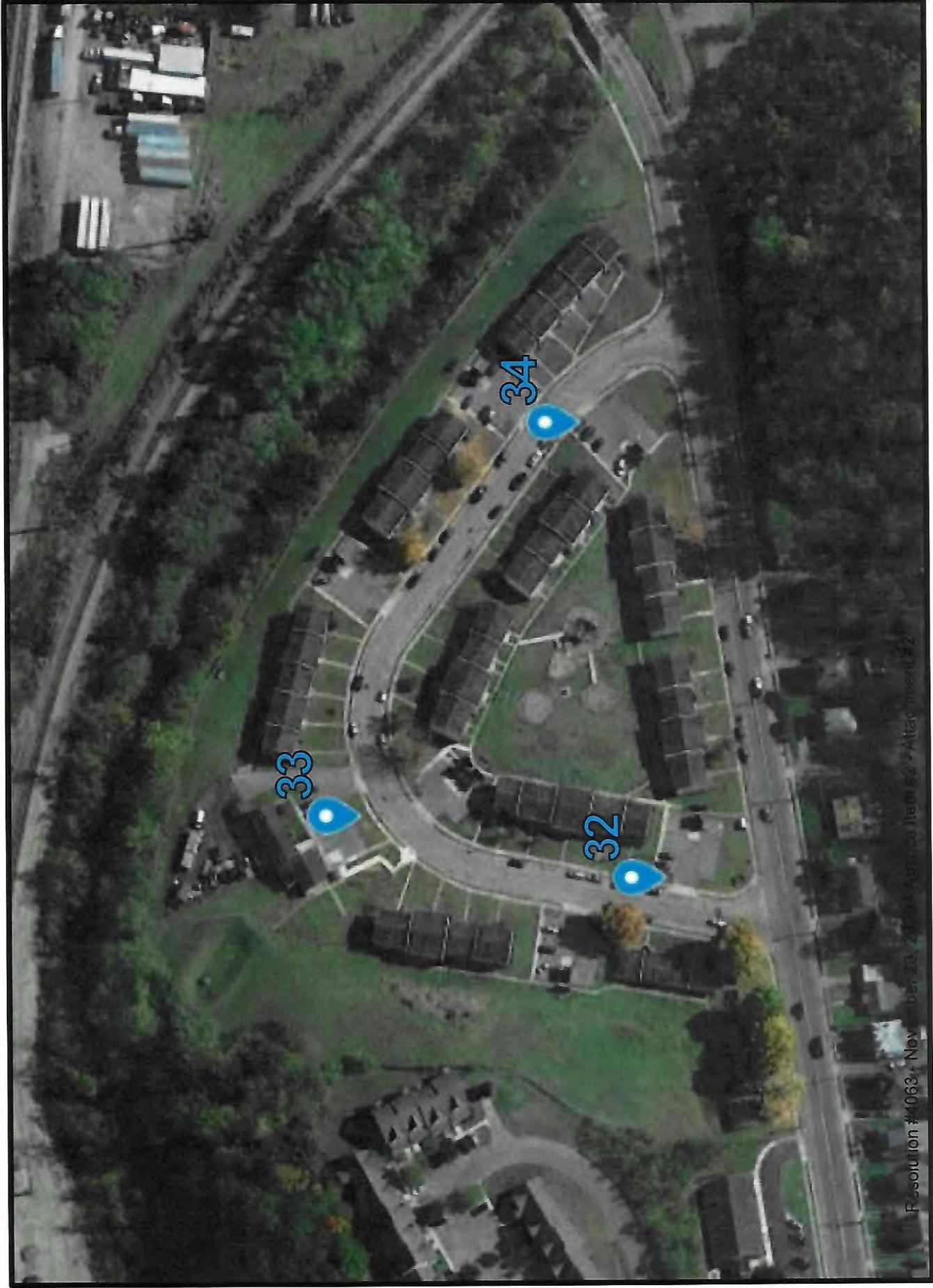
Jamestown Place
Roanoke Redevelopment & Housing Authority





Bluestone Park
Roanoke Redevelopment & Housing Authority







21 Biltmore Ave, Unit 301
 Asheville, North Carolina 28801
 (828) 484-1481
 www.ocean10security.com

TSUNAMI PRICING BY PROPERTY:

PROPERTY	# of TSUNAMIs	# of LPRs	ANNUAL PRICE	ELECTRICAL INSTALL COST	TOTAL CONTRACT AMOUNT
Lansdowne Park	11	-	\$71,500	TBD	\$214,500
Villages at Lincoln	5	-	\$32,500	TBD	\$97,500
Hunt Manor	4	-	\$26,000	TBD	\$78,000
Melrose Towers	2	-	\$13,000	TBD	\$39,000
Jamestown Place	4	-	\$26,000	TBD	\$78,000
Morningside Manor	2	-	\$13,000	TBD	\$39,000
Bluestone Park	3	2	\$24,900	TBD	\$74,700
Indian Rock Village	3	-	\$19,500	TBD	\$58,500

**Does not include sales tax. If RRHA is a sales-tax exempt organization then sales tax will not be applied.





Estimate

EST-000212

329 Gashes Creek Road,
 Asheville, North Carolina 28803 U.S.A
 www.ocean10security.com
 18288081407

Bill To
Roanoke Redevelopment & Housing Authority
 2624 Salem Turnpike, NW
 Roanoke, VA 24017

Estimate Date : September 16, 2020

#	Item & Description	Qty	Rate	Amount
1	 TSUNAMI 360 Surveillance System Subscription TSUNAMI + Monsoon annual subscription, 3 year minimum. Full warranty & maintenance plan. Includes Verizon 4G data plan & routine technology upgrades.	34.00 pcs	6,500.00	221,000.00
2	 License Plate Recognition Add-On License Plate Recognition (LPR) subscription. Cannot be purchased separately, must be added onto TSUNAMI camera system subscription.	2.00 pcs	2,700.00	5,400.00
			Sub Total	226,400.00
			Total	\$226,400.00

Subscription Cost by Year

Year 1: \$226,400
 Year 2: \$226,400
 Year 3: \$226,400

**DOES NOT INCLUDE SALES TAX: If RRHA is a sales tax-exempt organization then sales tax will not be applied.

Notes

We are extremely excited to have you part of the TSUNAMI team. Let's all make a difference!
 Thank you, Ocean 10 Security