

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, July 26, 2021.

I. CALL TO ORDER – ROLL CALL

Chair Smith called the meeting to order at 3:02 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Anguiano, Burruss, Garner, Walker, Chair Smith
ABSENT:	Commissioner McGuire, Vice Chair Kepley
OFFICER PRESENT:	Ms. Evangeline Richie, VP of Housing for Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance; Rachel Tobin, VP of Human Resources; Melanie Reid, Community Support Services Director; Frederick Gusler, Director of Redevelopment and Revitalization; Gillie Henriksen, Administrative Manager/Executive Assistant; Irisha Goodman, Manager of Public Relations; Stephanie Moon-Reynolds, City Council Liaison; Alexandria Savage, WFRX News Reporter

Chair Smith welcomed everyone to today's meeting.

II. REPORTS

2. Financial Report

Chair Smith asked if there were any questions regarding the financial reports.

There were none.

2. Executive Director's Report.

Chair Smith asked for the Executive Director's Report.

Ms. Richie on behalf of Mr. Bustamante answered in addition to the written report, RRHA has connected with Virginia Housing with interest in the Ashton Hill property, the former location of the Old Spanish Trail apartment community for a potential development. Ms. Richie advised that RRHA is in the early stages of discussions and proposed use of the site. There are not many details currently and Mr. Bustamante will deliver updates as things progress. RRHA applied for weatherization assistance for the Hackley Avenue Apartments. Repairs are nearing completion and mostly all units now have centralized cooling systems. Ms. Richie stated that RRHA anticipates the project to be fully complete within the upcoming weeks. RRHA has also applied for weatherization assistance for Stepping Stone Townhomes. Energy efficiency audits are scheduled to take place this week and RRHA should receive the scope of work by the end of next week for review. Once approved work is scheduled to begin in early August. The Hillcrest Heights development is also scheduled to receive weatherization updates beginning in October of this year. Ms. Richie advised the board that over sixty rent relief applications have been submitted. Of those sixty applications, RRHA has been awarded \$17,312.38, with applications continuing to be submitted daily. Ms. Richie explained that, at this time, she is unable to provide a definitive snapshot of how many evictions will occur, due to the ongoing submission of applications.

Commissioner Burruss asked how many rent relief applications belong to tenants who are behind on their rent. Ms. Richie responded that about one hundred families are

behind on their rent. Ms. Richie further explained that the rent relief application process is tedious and is taking longer than previously anticipated. The submission is ongoing in order for RRHA to save as many families from homelessness as possible.

Commissioner Burruss inquired if the remaining families that have not completed applications are cooperating with RRHA in the process. Ms. Richie answered that the majority of families have submitted the necessary items required. One requirement of the application submission is the certification in which the families sign indicating that the info RRHA is presenting is true and correct to their knowledge. Ms. Richie explained that there have been a number of families that have not come in to sign the required documents. Commissioner Anguiano asked if RRHA is aware of a timeline for how long applications can be submitted and if there would be any penalties that would accrue due to this program. Ms. Richie explained that the Opportunity Two Program, which RRHA is currently submitting applications through for Virginia Housing, has a deadline of December 31, 2021. Ms. Richie stated that there will not be any additional penalties associated with the submission of the applications. She did have a meeting with Virginia Housing last week to ensure that RRHA has an opportunity, as an agency, to be able to see how many applications have been submitted. Ms. Richie added additional administrators in order to allow every property the capabilities of application submission for their development. RRHA is able to see if an applicant has any pending relief applications in progress as to avoid eviction. Chair Smith inquired about a plan for individuals who were already in arrears prior to the COVID-19 outbreak. Ms. Richie stated the Virginia Housing rent relief program will pay rent arrears going back to April 1, 2020. In regards to any arrears prior to that date, there will be an opportunity for the

tenant to sign a repayment agreement with RRHA to maintain housing. Commissioner Burruss asked if any of the sixty applications had been rejected for reasons other than a lack of signature or any other administrative factor. Ms. Richie explained that RRHA has received corrections for an array of reasons. Since there are over 140 underwriters who work on these applications for Virginia Housing, some of the applications are rejected depending on what the particular underwriter is looking for. Ms. Richie reported that RRHA has not received any denials, due to the underwriters allowing the documents to be corrected.

Commissioner Garner asked for an explanation about the monthly management report showing a difference in the charge offs. Jamestown Place seemed to have a large amount of charge offs. Ms. Austin explained that when a tenant leaves owing, then RRHA does a charge off. The reports in question are completed monthly. Ms. Richie stated that during the pandemic there have not been as many move outs. This change would explain why there is a positive in the receipts. Ms. Austin stated that at the end of the fiscal year, the finance department will most likely take into consideration that RRHA has delinquent accounts and will consider that not all fees will be collected. At that time there will be an adjustment based on accrual accounting. The adjustment will be made to the general ledger, but the tenant account will remain open and active. Ms. Austin further explained that when the financial statements are reviewed, it is essential that the accounts receivable is not overstated for the year.

Commissioner Garner inquired about the fluctuation in tax credit properties from month to month. Ms. Austin explained that RRHA is no longer managing McCray Court or Gilmer. Commissioner Anguiano clarified that the fluctuation appeared to be from

occupancy rather than units, resulting in a natural fluctuation.

Commissioner Burruss inquired if the structure for the Old Spanish Trail apartments would remain if the property was acquired by RRHA. Ms. Richie explained that the structures have been demolished for several years.

Chair Smith asked if there were any other questions for Ms. Richie, there were none.

3. Staff Reports

Chair Smith asked if there were any staff reports.

There were none.

4. Committee Reports

Chair Smith asked if there were any committee reports, comments or questions.

There were none.

5. Commissioner Comments

Chair Smith asked if there were any Commissioner comments.

There were none.

6. City Council Liaison Comments or Discussion

Ms. Moon-Reynolds stated that the City of Roanoke will receive 64.5 million dollars to support community efforts for the recovery from COVID-19 under the American Rescue Plan Act. City Council has formed a 36-member advisory panel who will meet once a week, starting in August, to make a recommendation for where the city should allocate the acquired funds. Ms. Moon-Reynolds said the panel will present their recommendation in September of 2021.

Ms. Moon-Reynolds stated that the Gun Violence Prevention Commission was

awarded a number of small grants last month, which have been awarded to several agencies and organizations. The awards included organizations making efforts towards trauma training, conflict resolution, and the Gun Buy Back event scheduled for August 21, 2021. The city of Roanoke received two grants to address gun violence. The first grant, for \$25,000, will result in an assessment and awareness campaign around youth gang activity. The planning grant will likely amount in additional funds for the future to help address issues that may be identified in the assessment. Ms. Moon-Reynolds stated that the second grant, amounting in \$50,000 over a two-year period, will result in a number of actions designed to intervene in gun violence. This grant will allot for outreach workers to help deescalate situations and create pathways for youth out of violent situations. In addition, Ms. Moon-Reynolds sited that the city of Roanoke has received a planning grant for \$25,000, through the National League of Cities, to develop a plan to create pathways for area youth toward employment opportunities in the cities innovation corridor. This work includes opportunities in healthcare, bio-medical sciences, research, etc. Ms. Moon-Reynolds stated that she expects this planning grant to amount in additional funds form the National League of Cities to implement the ideals that come from the first planning effort.

7. Residents or other community members to address the Board

Chair Smith asked if there were any Residents or other community members to address the Board. There were none.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, June 28, 2021.

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

C-2 Monthly Operations Report for the month of June 2021.

RECOMMENDED ACTION: File as submitted.

Commissioner Anguiano 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 Anguiano, Burruss, Garner, Walker, Chair Smith

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4092 & 4093**

Mr. Gusler presented Resolution No. 4092 and Resolution No. 4093, requesting the Board's approval authorizing the sale of 1702 Downing Street, NW, to Ismail Holding, LLC for \$20,000 and the sale of 1706 Downing Street, NW, to Fatima Property, LLC for \$12,000. Mr. Gusler stated that both 1702 Downing and 1706 Downing are located in the general area around the Villages at Lincoln property. Mr. Gusler said that RRHA submitted a development proposal to HUD's Richmond field office in 2018 to tear down the current units and to replace the units with two new accessible units, but the proposal was denied by the Fair Housing and Opportunity Office due to the minority concentration and the high rate of poverty in the neighborhood. Mr. Gusler added that in 2019 there was a small fire at 1706 Downing, which prompted RRHA to explore more options for what to do with the two properties. Mr. Gusler began advertising the properties on

RRHA's webpage in order to accept proposals. Four proposals came in and two limited liability companies have submitted the best proposals. Mr. Gusler noted that each company will be required to pass a housing quality standards inspection within one year of the sale. If the property will become a rental property, the landlord will be required to make the rental available to Section 8 tenants. Chair Smith asked for questions.

Commissioner Anguiano inquired if these properties were part of a larger plan from RRHA to be a model for addressing housing in the area or if it is an isolated sale. Mr. Gusler answered that he believes these two sales will be isolated and noted that these are not public housing properties. These properties were acquired years ago late in the HOPE VI project when RRHA was buying properties in the general neighborhood in hopes of upgrading the sites. Mr. Gusler stated that RRHA rented the properties for a while, but once the tenants moved out, it was noted the properties were in disrepair. RRHA hopes that these properties will become available to Section 8 tenants, who are finding difficulty finding accommodations.

Chair Smith asked if there were any questions for Mr. Gusler. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SALE OF 1702 DOWNING STREET, NW, TO ISMAIL HOLDING, LLC FOR \$20,000.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns property at 1702 Downing Street, NW, which has a currently vacant single-family house; and

WHEREAS, RRHA acquired this property with non-federal funds and currently does not have any intended or programmed use for the property; and

WHEREAS, RRHA attempted to use this and the adjoining property at 1706 Downing Street, NW, for accessible public housing by submitting a development proposal to the HUD field office, but were denied such request by HUD in its Fair Housing and Equal Opportunity review due to the prevalence of public and low-income housing and high concentration of minority residents in the area; and

WHEREAS, RRHA acknowledges that the property is in need of significant capital repairs in order to renovate it up to building code standards; and

WHEREAS, RRHA advertised this and the adjoining property for proposals to renovate the properties and provide affordable housing;

WHEREAS, RRHA received four proposals for these properties; and

WHEREAS, Ismail Holding, LLC (“the buyer”) offered the best value for 1702 Downing Street, NW in purchasing the property, renovating it and making it available for Housing Choice Voucher (Section 8) tenants or a homeowner; and

WHEREAS, RRHA and the buyer have agreed to the terms of a contract in which the buyer will renovate the properties and pass a Housing Quality Standards inspection within one year of closing.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director or his designee is authorized to execute the required documents for the sale of 1702 Downing Street, NW.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SALE OF 1706 DOWNING STREET, NW, TO FATIMA PROPERTY, LLC FOR \$12,000.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns property at 1706 Downing Street, NW, which has a currently vacant single-family house; and

WHEREAS, RRHA acquired this property with non-federal funds and currently does not have any intended or programmed use for the property; and

WHEREAS, RRHA attempted to use this and the adjoining property at 1702 Downing Street, NW, for accessible public housing by submitting a development proposal to the HUD field office, but were denied such request by HUD in its Fair Housing and Equal Opportunity review due to the prevalence of public and low-income housing and high concentration of minority residents in the area; and

WHEREAS, RRHA acknowledges that the property is in need of significant capital repairs in order to renovate it up to building code standards; and

WHEREAS, RRHA advertised this and the adjoining property for proposals to renovate the properties and provide affordable housing;

WHEREAS, RRHA received four proposals for these properties; and

WHEREAS, Fatima Property, LLC (“the buyer”) offered the best value for 1706 Downing Street, NW in purchasing the property, renovating it and making it available for Housing Choice Voucher (Section 8) tenants or a homeowner; and

WHEREAS, RRHA and the buyer have agreed to the terms of a contract in which the buyer will renovate the properties and pass a Housing Quality Standards inspection within one year of closing.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director or his designee is authorized to execute the required documents for the sale of 1706 Downing Street, NW.

Commissioner Garner introduced both Resolution No. 4092 and Resolution No. 4093 and moved their adoption as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and both Resolution No. 4092 and Resolution No. 4093 were adopted as introduced.

2. Resolution No. 4094

Ms. Tobin presented Resolution No. 4094, requesting the Board’s approval to award a contract for Temporary Placement Services to both Elwood Staffing and Evolution HR both for \$541,990 over a five-year period. Ms. Tobin explained that RRHA is coming to the end of the three-year contract currently in place for employment

services. The recommendation for awarding two contracts allows for flexibility to work with two staffing agencies, which, Ms. Tobin stated, has worked well for RRHA. The proposals for Elwood Staffing and Evolution HR would be split 50/50, not to exceed \$541,990 for each employment agency. Chair Smith asked for questions.

Commissioner Burruss inquired what the impact of having multiple maintenance positions open has on RRHA's housing facilities. Ms. Richie answered that often times it is specifically on the hiring part and that she did not have any additional info with regards to hiring aspect. There has been some routine turnover in the maintenance departments. She said some positions have not been filled. Ms. Richie stated that RRHA has made efforts to fill those positions, but some people did not qualify just based on various reasons such as not meeting the background requirements or coming to terms on pay. Commissioner Burruss clarified that she was inquiring specifically about the response times on maintenance orders. She asked if there have been any problems or unacceptable delays due to the hiring shortage that RRHA is experiencing. Ms. Richie answered that the staffing shortage does have an overall impact on the developments. Initially when the pandemic started, RRHA was only having maintenance staff perform emergency work orders in which the non-emergency orders did have a backlog. Because RRHA is not at full capacity for staffing, the process can become delayed in regards to the completion of work orders under a specific time frame. Ms. Richie clarified that the staffing shortage does occasionally require RRHA staff to work additional hours to in order to complete unit turns solely due to a lack of staffing to accommodate as much as we once did. Ms. Richie added that with the Eviction Moratorium being lifted, RRHA will need to be strategic in its planning process

in order to accommodate and maintain those evictions. RRHA plans to strategize then and work closely with Woods Rogers, on a monthly basis, to ensure there is not an administrative burden on the office staff due to an influx of applications to process. RRHA will also need to ensure the manpower from the maintenance team in turning those units. Ms. Richie stated that is why the management team is working to submit as many application as possible in order to minimize the homeless population in Roanoke as well as for RRHA to be able to minimize the expenses associated with the evictions.

Chair smith asked Ms. Tobin if we are hiring temporary workers from the agencies or if the placements are not fit for hiring. Ms. Tobin responded that some temporary workers are hired as RRHA employees, but some are placed just to perform temporary maintenance work. Ms. Tobin added that RRHA often finds that a temporary worker who is offered a position as an RRHA employee cannot pass the drug screen. Commissioner Anguiano asked if RRHA plans to relax the drug policy, alike to the state of Virginia law, or if we are bound by HUD for employee drug testing as well. Ms. Tobin stated that RRHA is currently reviewing their employee drug policy with legal counsel and will be able to discuss this once decisions are finalized. Chair Smith asked if there were any other questions. There were none.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF CONTRACTS
FOR TEMPORARY EMPLOYMENT SERVICES.**

WHEREAS, RRHA utilizes temporary employment companies as a recruitment source for temp-to-hire or when meeting performance measurement requires additional temporary staffing; and

WHEREAS, funding for these services is provided through the operating budgets of cost centers where temporary staffing is utilized; and

WHEREAS, temporary services can act in partnership with RRHA to provide more opportunities and work more closely to help RRHA exceed their Section 3 goals; and

WHEREAS, the Request for Proposal (RFP) for Temporary Employment Services was issued on June 9, 2021, and two (2) proposals were received; and

WHEREAS, the RFP states RRHA may select more than one company to award a contract; and

WHEREAS, Elwood Staffing has successfully provided temporary employees in the past; and

WHEREAS, a review of the proposals has been completed, and both companies have been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the VP of Human Resources recommends contract awards to both proposals; and

WHEREAS, the Executive Director has determined this procurement complies with RRHA's Procurement Policy and it is in the best interests of RRHA to accept and award.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that:

1. The proposals from Elwood Staffing and Evolution HR are both accepted; and
2. The Executive Director be and hereby is authorized to execute contracts using RRHA's standard contract form in an amount not to exceed \$541,990.00 for each contract, totaling \$1,083,980.00 for both; and
3. The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of the Resolution.

Commissioner Burruss introduced Resolution No. 4094 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Burruss, Garner, Walker, Chair Smith
 NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4094 adopted as introduced.

3. Resolution No. 4095

Ms. Richie presented Resolution No. 4095, requesting the Board's approval to accept a new Marijuana (Cannabis) Policy for Public Housing. Ms. Richie explained that new laws took effect this year making it legal for individuals twenty-one and over to possess and cultivate certain amounts of marijuana. Although this policy was enacted on a state level, marijuana continues to be regulated on a federal level. Ms. Richie added that given that public housing is funded with federal dollars, public housing developments are still subject to federal law, therefore the possession and consumption of marijuana would not be allowed in public housing developments. Further, based on HUD guidance under the federal fair housing act, a reasonable accommodation would not be granted for marijuana use even with possession of a prescribed medical marijuana card. Chair Smith asked for questions.

Commissioner Burruss asked for clarification for what qualifies as a disability under the ruling for HUD. She explained that it is her understanding that people may be prescribed a medical marijuana card for reasons such as an accident injury, anxiety, or migraine. Often times these are not qualified as ongoing disabilities. Mr. Loftis clarified the under the Fair Housing Act, the definition of disability would include the aforementioned diagnoses. A disability is defined as anything that interferes with an activity of daily living. This provision is based specifically on guidance that was issued by HUD which specifies that use of marijuana, even under a medical use authorization, is not considered to be a reasonable accommodation. Mr. Loftis added the

interpretation of the law issued a number of years ago recirculated in advance of July 1, 2021 out of the Richmond field office as a reminder that the federal law is still considered by HUD to supersede the inconsistent state law. Commissioner Burruss asked if this policy was provided by HUD. Mr. Loftis answered that this policy is based on policies that have been adopted by other housing authorities in states where marijuana has been legalized.

Chair Smith recommend that RRHA relay this information in multiple manners so that all residents have an understanding of the policy, as it differs from state policy. Ms. Richie agreed and offered, provided the resolution be approved, to send out written correspondence to all of the residents in each development that will be effected by this policy. In addition, if necessary, RRHA can have resident meetings and offer discussions families to ensure that the policy is fully understood. Mr. Loftis added that, if the Board approves the policy, it will not go into effect for thirty days in order to provide residents a window for both education of the policy and time to get into compliance. Commissioner Burruss stated that it may be hard to relay the information in a manner that residents may fully understand. Chair Smith responded that he agreed, but there was success with RRHA's non-smoking policy, which was also thought to be difficult to maintain.

Commissioner Garner asked if a first-time offense would result in termination. Mr. Loftis clarified that each public housing resident will sign a lease addendum acknowledging this policy and agree to abide by it. In terms of whether the violation would result in termination, he thinks RRHA would handle that in the same way that it handles other lease violations. There is a practice in place for how RRHA handles

violations and whether the violation is serious enough to merit termination.

Commissioner Walker added that it would be difficult to regulate, but that she believed RRHA could handle the regulation of the policy. Chair Smith asked if there were any other questions. There were none.

Commissioner Burruss introduced Resolution No. 4095 and moved its adoption as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4095 adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING MARIJUANA (CANNABIS) POLICY FOR PUBLIC HOUSING

WHEREAS, new laws took effect in Virginia on July 1, 2021, making it legal under State law for people 21 years of age or older to possess and cultivate certain amounts of marijuana for personal use; and

WHEREAS, marijuana continues to be regulated under Federal law, specifically the Federal Controlled Substances Act ("CSA"), 21 U.S.C. § 801, et seq., which prohibits the manufacture, distribution, and possession of marijuana even when State law authorizes its use; and

WHEREAS, The United States Department of Housing and Urban Development ("HUD") has issued guidance stating that under the Supremacy Clause of the U.S. Constitution, article VI, paragraph 21, Federal law supersedes inconsistent State law regarding the legality of marijuana; and

WHEREAS, HUD's guidance states that under the Federal Fair Housing Act, a disability/handicap "does not include current, illegal use of or addiction to a controlled substance" as defined in the CSA even if the individual has a medical use authorization under State law; and

WHEREAS, HUD has also issued guidance stating that the Quality Housing & Work Responsibility Act of 1998 (Public Housing Reform Act), 42 U.S.C. § 13661 requires that public housing authorities which are administering HUD's rental assistance programs and housing choice voucher ("HCV") programs must establish standards and lease provisions that prohibit admission into the public housing and HCV programs based on the illegal use of controlled substances under Federal law; and

WHEREAS, HUD's Richmond Field Office, to date, has not issued any notice or guidance indicating that public housing authorities have the discretion to create exceptions to the Federal ban on the use or possession of marijuana, or to enforce the ban in a selective manner; and

WHEREAS, RRHA is dependent on funding from HUD for the operation of its public housing and HCV programs, and therefore must comply with applicable Federal law and HUD guidance with regard to these programs;

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

1. The attached City of Roanoke Redevelopment and Housing Authority Marijuana (Cannabis) Policy for Public Housing is hereby approved.
2. The Executive Director, or his designee, is directed to monitor the progress of Federal legislation that might modify existing Federal law regarding marijuana and marijuana products and/or create exceptions for residents of public housing, as well as any amended guidance that might be issued by HUD, and to advise the Board of Commissioners promptly if changes in applicable law or HUD guidance permit the Board of Commissioners to amend, modify or repeal the attached policy.

4. Resolution No. 4096

Mr. Shank presented Resolution No. 4096, requesting the Board's approval to award a contract for security measures for RRHA's administration building, under the Capital Fund Program (CFP) grant numbers VA36P01150120 and VA36P01150121. Mr. Shank stated that RRHA issued the Invitation to Bid at the end of May 2021. After receiving one responsive bid at the end of June,

Mr. Shank discovered the bid was over budget at \$574,700. Mr. Shank worked with G&H Contracting, Inc. and was able to negotiate the bid down to \$527,000, which was within the 15% needed to relate to the cost estimate. Being fair and reasonable in the amount, RRHA is using CFP funds from two different grants to pay for this work. Mr. Shank stated this work involves quite a bit of renovations to the main site and the Site Manager's office. RRHA is looking to add more internal security measures including work in the main lobby such as adding doors with fob access. These measures will compartmentalize the building. Mr. Shank added that RRHA is working on adding another door to give more security to the HCV department as well. Chair Smith asked for questions.

Commissioner Garner asked if there was difficulty in acquiring bids from companies. Mr. Shank answered that he reached out to some additional contractors who pre-bid that did not respond to the Invitation to Bid. One of the contractors stated that RRHA required specialty materials for the work such as ballistic panels and armored glass, which can be limited with suppliers at the moment. Another contractor could not get supplies, resulting in an unreliable quote. Other contractors had issues finding subcontractors. Mr. Shank added that contractors are very busy and it can be difficult to put together a bid. G&H Contracting, Inc. gave RRHA a bid when they did not have a set price from a subcontractor. RRHA reviewed their bid and G&H Contracting, Inc. feels confident about their ability to complete the work in the reduced amount. A matter of changes were made in the scope of work to be

able to accommodate that. Chair Smith asked if there were any other questions. There were none

Commissioner Garner introduced Resolution No. 4096 and moved its adoption as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4096 adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR SECURITY MEASURES FOR RRHA CENTRAL ADMINISTRATION BUILDING, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150120 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150120 in the amount of \$3,702,478.00; and

WHEREAS, Building Security for Lansdowne Park was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150120, which was approved by the RRHA Board of Commissioners by Resolution 4045 on May 18, 2020; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, Building Security for Lansdowne Park was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150121, which was approved by the RRHA Board of Commissioners by Resolution 4079 on May 24, 2021;

and

WHEREAS, RRHA needs a qualified contractor to complete Security Measures for RRHA Central Administration Building; and

WHEREAS, RRHA issued a Invitation for Bid on May 30, 2021, with bids being due on June 29, 2021; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
G & H Contracting, Inc.	\$574,700.00

WHEREAS, as a result of value engineering and negotiations, G & H Contracting, Inc. revised the amount of their bid to \$527,000.00; and

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

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

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

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

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

- (1) The bid submitted by G & H Contracting, 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 G & H Contracting, Inc. and RRHA for the fixed price of \$527,000.00.

- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

III. ADJOURNMENT

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

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

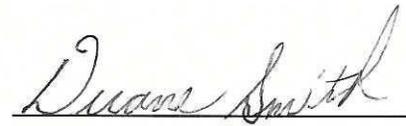
AYES: Commissioners Anguiano, Burruss, Garner, Walker, Chair Smith

NAYS: None

Chair Smith declared the meeting adjourned at 3:51 p.m.



David Bustamante, Secretary-Treasurer



Duane Smith, Chair

Exhibits from July 26, 2021 Minutes previously circulated