

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

February 28, 2022



PUBLIC NOTICE OF MEETING

The **PERSONNEL COMMITTEE** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will meet on

Monday, February 28, 2022

at 2:15 p.m.

at the following location:

2624 Salem Turnpike NW
Roanoke, VA 24017

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: February 18, 2021





PUBLIC NOTICE OF MEETING

The **REGULAR MEETING** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will be held on

Monday, February 28, 2022
at 3:00 p.m.

Citizens wishing to address the Board of Commissioners during this regular meeting conducted by electronic communication may sign-up by e-mailing or by calling the Executive Director's Office at info@roanokehousing.org or 540-983-9283, by 12:00 p.m. on Friday, January 21, 2022.

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: February 18, 2022



AGENDA

REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

February 28, 2022
3:00 pm

I. CALL TO ORDER – ROLL CALL

Anguiano; Garner; Kepley; McGuire; Smith; Walker

II. REPORTS

1. Executive Director's Report – David Bustamante
2. Staff Reports – Joel Shank
3. Committee Reports
4. Commissioner Comments
5. City Council Liaison Comments or Discussion
6. Residents or other community members to address the Board
7. Executive Session

III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, January 24, 2022.

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

- C-2 Monthly Operations Report for the month of January 2022.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

IV. **REGULAR AGENDA**

1. **Resolution No. 4107**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY COMMENDING R. GAIL BURRUSS FOR HER DEDICATED SERVICE AS COMMISSIONER

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

2. **Resolution No. 4108**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

3. **Resolution No. 4109**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR STORM DRAINAGE IMPROVEMENTS FOR JAMESTOWN PLACE, USING OPERATING SUBSIDY FUNDS UNDER HOTMA

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

4. **Resolution No. 4110**

5. RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR WINDOW REPLACEMENT FOR MELROSE TOWERS, AMP 206, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150120 AND OPERATING SUBSIDY FUNDS UNDER HOTMA

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

6. Executive Session

Executive Session of the Roanoke Redevelopment and Housing Authority for the purpose of discussion of the performance and compensation of RRHA's Executive Director, which discussion is exempt under Virginia Code Section 2.2-3711 (A)(1).

Certification:

Motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

V. ADJOURNMENT

Motion _____ Second _____

Anguiano; Garner; Kepley; McGuire; Smith; Walker

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES
REGULAR MEETING
JANUARY 24, 2022

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 virtual session on Monday, January 24, 2022.

I. CALL TO ORDER – ROLL CALL

Chair Kepley called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Garner, McGuire, Smith, Vice Chair Walker, Chair Kepley

ABSENT: Commissioner Gail Burruss

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Rachel Tobin, VP of Human Resources; Frederick Gusler, Director of Redevelopment and Revitalization; Gillie Henriksen, Administrative Manager/Executive Assistant; Kaelyn Spickler, PR/Social Media/Marketing Manager; Suzzette McCoy; Stephanie Wanza, Section 3 Coordinator

Chair Kepley welcomed everyone to today's meeting. Mr. Bustamante stated that Commissioner Burruss had passed over the weekend and asked for a moment of silence in honor of her. He added that Commissioner Burruss advocated for all RRHA residents and employees. She loved the community she served. In addition, he asked that the Board honor her and recognize her for her service on the Board of Commissioners and the impact she had on the lives of those in attendance. Once the

moment of silence was complete, Mr. Bustamante told the Board that he would make himself available if anyone would like to discuss Commissioner Burruss' passing. Chair Kepley thanked Mr. Bustamante and stated that he hoped the Board could brainstorm a fitting tribute to Commissioner Burruss and her service to RRHA.

II. REPORTS

1. Financial Report

Chair Kepley asked Ms. Austin if she had any updates for the Board. Ms. Austin explained that she would not have financial updates until the April Board Meeting. Chair Kepley asked how the staffing situation was in finance. Ms. Austin replied that an applicant has been offered the Accountant II position and will be starting on January 31, 2022. The finance department is currently interviewing for the Accountant I position. So far an offer has not been accepted, but she is continuing to pursue an applicant for the position. She added that she is adamant that she will fill that position as quickly as possible.

Chair Kepley asked for any more questions. There were none.

2. Executive Director's Report.

Mr. Bustamante addressed the Board stating that in addition to his written report RRHA initiated talks with Baker Tilly, the consultants that were hired to conduct the compensation survey. They spoke with senior management and then with all employees informing everyone of how the information needed for the survey would be gathered for each position. Once each employee has completed their questionnaire, Baker Tilly will be able to begin the compensation survey. Mr. Bustamante hopes to

have this information to the Board by the February Board meeting. He added that he is hopeful this information will help RRHA to retain and attract qualified candidates for open positions.

Mr. Bustamante told the Board that the Dominion Due Diligence group, the consultants hired for the repositioning of RRHA's public housing, have all the information needed and are actively working on preparing their report. He hopes to have this information to the Board by the February Board Meeting, but no later than the March Board Meeting.

Mr. Bustamante reminded the Board of the joint meeting with City Council, to be held on February 7, 2022 at 9:00 a.m. through the Zoom platform. He added that the agenda he received from the City was lengthy, so he hoped to concise it in order to address everything within the hour timeframe given. He stated that if anything was left unanswered, that he would make himself available to discuss matters further with City Council.

Lastly, Mr. Bustamante reminded the Board that their Financial Disclosure Forms are due to the City by January 31, 2022.

Chair Kepley asked if there were any questions for Mr. Bustamante. There were none.

3. Staff Reports

Ms. Richie addressed the Board stating that she was sad today because the reason for a staff meeting today was to ensure there were additional updates to the questions Commissioner Burruss had asked in the December Board Meeting. She added that she is saddened that she is not able to hear the updates because RRHA is

currently leading the state of Virginia with the highest percentage of lease up utilization for the Emergency Housing Vouchers. Those vouchers were administered on July 1, 2021 to RRHA. This has been a major accomplishment for RRHA and Ms. Richie knows that Commissioner Burruss was interested in those numbers last month, so she wanted to give the update to her and the Board.

The Family Unification Program for the FUP vouchers are currently at full lease up capacity. Ms. Richie was aware that there was some discussion last month with regards to RRHA no longer accepting referrals from some of the partners of the Roanoke City and Count Departments of Social Security and the reasoning for that is because RRHA has received enough referrals to accommodate the vouchers currently in place, which is another major accomplishment on behalf of the organization in continuing to help families in need. Ms. Richie added that The Family Unification Program vouchers were at max capacity with the current referrals and that RRHA may exceed those vouchers by three or four families. The goal is to accommodate all of those referrals by utilizing a special code from property 306, which is the regular Housing Choice Voucher program as "FUP". The HCV department is at fully staffed with all positions filled, so the team is doing well with continuing to lease up during these times of uncertainty.

Ms. Richie added that she is pleased to announce that with the Rent Relief program, the housing teams have submitted well over 140 applications for rent relief assistance and to date have received an excess of over \$370,000 in rent relief funding on behalf of the families RRHA serves in order to prevent eviction and to offset some of the revenue lost from delinquencies. She added that as of December 1, 2021,

there was a new portal to submit the applications to. There have been a few glitches in the system as they have worked in collaboration with the Legal Aid Society and RRHA has worked with the new “GovToGo” platform to get those items resolved in order to continue the submission of applications without further issues.

Chair Kepley asked if there were questions for Ms. Richie. There were none.

4. Committee Reports

Chair Kepley stated that he assumed the report for the planning work would be presented within the next two months. Mr. Bustamante responded that he would be sharing them with the committee members as soon as he received them and then would bring them to the Board.

5. Commissioner Comments

Commissioner Anguiano stated that he was aware that the Board would address Commissioner Burruss and how to best honor her at a later point, but that this tragedy really struck hard today. He added that all in attendance acknowledge the role she played and how much she contributed to the Roanoke community on many different levels. He hopes RRHA will find a way to honor all of that. Chair Kepley stated that he agreed. Commissioner Burruss truly cared for RRHA and those it served. She spent years furthering the mission and he also hoped to find a way to honor that.

Chair Kepley asked for further comments. There were none.

6. City Council Liaison Comments or Discussion

Ms. Moon Reynolds stated with regards to Covid-19 as of January 21, 2022, based on the information provided by the Virginia Department of Health, there have been at least 18,271 confirmed cases reported in the city of Roanoke. This is the third

week in a row of a record number of new cases. The majority of new cases and hospitalizations continue to occur in individuals who are not fully vaccinated. The VDH continues to offer expanded vaccination and testing opportunities. She added that there is a vaccination testing site in Salem at their civic center and areas in the New River Valley and at Valley View. Ms. Moon Reynolds added that the VDH would like to clarify that they have no affiliation with the testing site “<https://www.covidclinic.org/Roanoke-VA/>” and they are saying that they have no information about their resources, methods, or reporting structure.

Ms. Moon Reynolds stated regarding gun violence interruption, Roanoke had about three of them over the weekend. Unfortunately one was a homicide that occurred on Saturday. Two others were wounds. With regards to the community forum held last November to solicit community input on use of the \$2 million identified for the violence interruption initiatives, there were several recommendations made with regards to using that funding that came out on January 11, 2022. Those recommendations were youth and gang violence prevention unit support, continuing the current programs, submitting grants, annual youth and gang violence community assessments, and more. Another suggestion was a proposal in working with the Roanoke City Police Department and their special unit as well as targeting areas to put in more cameras. The additional state ARPA funds have been approved by the Attorney General’s Office that will be used to respond to issues and needs identified in the youth and gang violence survey that was completed.

Ms. Moon Reynolds said that in response to the economic hardships experienced by micro businesses resulting from the COVID-19 pandemic, the City, in

partnership with Freedom First, is launching a Small Business Relief grant program utilizing the Community Development Block Grant- Coronavirus (CDBG-CV) federal funding. This is a grant program created in response to business that are at risk of closing or laying off employees. The goal is to keep those businesses open and to retain or create jobs in the city

Ms. Moon Reynolds added that the City has been awarded a \$2 million in funding from U.S Housing and Urban Development for the Healthy Homes Production grant program that will provide funding for a new 42 month program to address health and safety needs for low to moderate households as part of their rehabilitation efforts. This program builds upon HUD's successful Lead Hazard Control Program to expand the department's efforts to holistically address a variety of high-priority housing based health and safety hazards such as mold and moisture, poor indoor air quality, pests, carbon monoxide, injury, and safety hazards in addition to lead based paint. Implementation of this program will include partnerships with TAP, Roanoke Gas, Renovation Alliance, Blue Ridge Independent Living Center, and Carilion.

Roanoke Parks and Recreation is having a three vs three basketball tournament to be held at the Berglund center on January 29, 2022. This tournament is a Star City Safe event and is an initiative focused on expanded services and access to public facilities to keep the youth and neighborhoods safe.

Ms. Moon Reynolds added that lastly, the City Clerk's office is now accepting applications for two upcoming vacancies on the Roanoke City School Board for three-year terms that starting in July. Applications will be accepted up to March the 10, 2022 and the information with regards to the duties can be found on the city's webpage or

through the City Clerk's office for any additional information. She stated that it is encouraged to share this information with anyone interested. Ms. Moon Reynolds added that she looks forward to seeing everyone on Zoom at the next council meeting, stating that there may be additional time available in order to cover the full agenda.

Chair Kepley asked for comments or questions. There were none.

7. Residents or other community members to address the Board

Chair Kepley asked for comments or questions. There were none

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, December 20, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

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

AYES: Commissioners Anguiano, Garner, McGuire, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

REGULAR AGENDA

1. Resolution No. 4106

Mr. Gusler presented Resolution No. 4106 seeking the Board's approval to

award a contract for HVAC upgrades for Indian Rock Village under Capital Fund Program Grant Number VA36P01150121. He stated that the information on the agenda was incorrect, but that the Capital Fund Program number was correct. This is a resolution to authorize Control Maintenance Incorporated to replace all of the boilers at Indian Rock Village. It is a total of 47 boilers and all of the related pumps, thermostats, and anything else needed. RRHA will be switching to high efficiency units as part of a long term project to transition Indian Rock Village away from the Master Meter system that has been there. The bid from Control Maintenance Incorporated was favorable.

Chair Kepley asked for clarification stating that he wanted to make certain that the Capital Fund Program number was correct. Mr. Gusler stated that was correct. Chair Kepley asked was the dollar amount was for the total replacement. Mr. Gusler stated that the total amount was \$547,816 and the next closest bid was over \$776,000 making the awarded bid a good value. Commissioner Anguiano added that the variants in the bids would normally be a red flag, but he trusts Mr. Shank's judgement on these matters and is confident in the numbers. Mr. Gusler stated that Mr. Shank has specified that he has worked with this company in the past and they are very efficient. Control Maintenance Incorporated has a lower overhead and is a smaller organization, making them able to complete on quantum projects like this one at the right size and scale.

Mr. Bustamante asked for clarification that Control Maintenance was the lowest bidder. Mr. Gusler responded that they were. He added that many of the boilers at Indian Rock Village were originals from when the property was

developed in the 1970s. Chair Kepley asked if there was one boiler per unit. Mr. Gusler replied that he was unsure of the answer to that, but that Indian Rock Village was on a Master Meter system and Mr. Shank has been working to get the gas line dedicated to Roanoke Gas to move away from the Master Meter system, but that he would get back to Chair Kepley on his question.

Chair Kepley stated that he assumed that Mr. Shank had vetted this decision and would not recommend the bid if he had not. He added that it seems fairly reasonable at about \$10,000 per boiler. Mr. Bustamante replied that Mr. Shank's Independent Cost Estimate was a little bit higher than the bid by 5%-7%.

Chair Kepley asked for further questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR HVAC UPGRADES FOR INDIAN ROCK VILLAGE, UNDER 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 VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, HVAC Upgrades for Indian Rock Village 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 HVAC Upgrades for Indian Rock Village; and

WHEREAS, RRHA issued an Invitation for Bid on November 14, 2021, with bids being due on December 14, 2021; and

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

Bidder

Total Bid Amount

Control Maintenance, Inc.	\$547,816.00
Russell's Remodeling, LLC	\$776,331.00
Valley Boiler & Mechanical, Inc.	\$867,200.00

WHEREAS, the amount of the bid submitted by Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, Inc. and RRHA for the fixed price of \$547,816.00.
- (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.

Commissioner Smith introduced Resolution No. 4106 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, Garner, McGuire, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4106 was adopted as introduced.

Commissioner Anguiano stated that he read the recent company newsletter and saw that there was mention of RRHA's repositioning efforts. He added that he is aware that the Board has talked about the reasoning behind this change, but wanted to make sure that all Board members be provided with information to explain the benefit and value to this decision in layman's terms. Mr. Bustamante replied that he would have something sent out to all Board members with talking points on the organization's desire to move forward with repositioning some assets. Chair Kepley added that one of the largest challenges RRHA seems to face is the long waiting lists. These lists are filled with people needing assistance and housing. He thinks that repositioning will allow RRHA to address this issue.

III. **ADJOURNMENT**

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

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

AYES: Commissioners Anguiano, Garner, McGuire, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley declared the meeting adjourned at 3:37 p.m.

Drew Kepley, Chair

David Bustamante, Secretary-Treasurer

Exhibits from January 24, 2022 Minutes previously circulated

**RESOLUTION
NO. 4107**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4107

Meeting Date: February 28, 2022

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY COMMENDING R. GAIL BURRUSS FOR HER DEDICATED SERVICE AS COMMISSIONER

WHEREAS, R. Gail Burruss has served as a member of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) from December 18, 2006 through January 21, 2022; and

WHEREAS, R. Gail Burruss served as Chair of the RRHA Board of Commissioners from September 1, 2010 to August 31, 2011 and from September 1, 2017 to August 31, 2018; and

WHEREAS, R. Gail Burruss served as Vice-Chair of the RRHA Board of Commissioners from September 1, 2009 to August 31, 2010; and from September 1, 2016 to August 31, 2017; and

WHEREAS, R. Gail Burruss has served ably and faithfully in fulfilling her duties as Commissioner and willingly represented RRHA throughout the community in a positive and professional manner providing an outstanding example of leadership and service; and

WHEREAS, her experience and knowledge added to improving RRHA's ability to meet the needs of those it serves as well as the economic goals of the city; and

WHEREAS, it is the desire of the Board of Commissioners to recognize the unique contributions rendered by R. Gail Burruss while serving on the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Board of Commissioners does hereby express its appreciation for the dedicated service of R. Gail Burruss to her community and her contributions as a Commissioner of the City of Roanoke Redevelopment and Housing Authority.

Recommended by: _____ Date _____
Executive Director

COMMISSIONERS ACTION: Approved Disapproved

**RESOLUTION
NO. 4108**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4108

Meeting Date: February 28, 2022

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority’s (RRHA) employee insurance contracts expires June 30, 2022; and

WHEREAS, HUD procurement procedures asks RRHA to join intergovernmental cooperative agreements, The Local Choice Health Benefit Program fully satisfies HUD’s five intergovernmental cooperative agreement requirements and was created exclusively to provide health benefits for local governments, authorities, school divisions and constitutional offers and is managed by the Commonwealth of Virginia’s Department of Human Resources; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program with satisfactory service to RRHA, and the Anthem Renewal rate increase of 8.5% is reasonable; and

WHEREAS, RRHA is currently enrolled in supplemental coverages through BOST Benefits, pending acceptable renewal rates which are available closer to plan yearend (May 2022); and

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only Plan (POP), where an employee’s insurance premium contributions can be deducted on a pre-tax basis; and

WHEREAS, RRHA currently provides pre-tax benefits eligible under IRS Section 125’s Premium Only Plan and includes an annual notification to eligible employees allowing employees to voluntarily agree to a salary reduction so employer can pay their insurance premium as a business expense; and

WHEREAS, RRHA has previously engaged TASC as third-party administrator for this successfully in the past; and

WHEREAS, staff recommends continuing with The Local Choice (TLC) for medical/dental/vision, BOST Benefits for voluntary and supplemental plans pending renewal rates, and TASC for Section 125 compliance notification.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute necessary documents for the 2022-2023 benefit plan year with TLC, BOST, and TASC, for amount not to exceed \$900,000.00 for health/dental/vision/life/voluntary/supplemental and Section 125 notifications.

Recommended by _____, VP of HR Date _____

Approved by _____, Executive Director Date _____

COMMISSIONS ACTION: Approved Not Approved

Remarks: _____

**RESOLUTION
NO. 4109**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4109

Meeting Date: February 28, 2022

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARING A CONTRACT FOR STORM DRAINAGE IMPROVEMENTS FOR JAMESTOWN PLACE, USING OPERATING SUBSIDY FUNDS UNDER HOTMA

WHEREAS, In 2016, Congress passed P. L. 114-201, the Housing Opportunity Through Modernization Act (HOTMA). Section 109(b) of HOTMA provides PHAs flexibility to use up to 20 percent of a PHA’s Operating Subsidy appropriated each year for Capital Fund Program (CFP) activities included in Section 9(d) of the U.S. Housing Act of 1937 (the Act), provided that the PHA’s public housing annual plan provides for such use.

WHEREAS, in the fiscal year 2019 update to the 2015 – 2019 Agency Annual Plan, \$270,000.00 in Operating Subsidy Funds for Jamestown Place was planned to be used for site accessibility improvements at Jamestown Place; and

WHEREAS, RRHA Board Commissioners approved the fiscal year 2019 update to the 2015 – 2019 Agency Annual Plan, by Resolution 4006, on May 20, 2019; and

WHEREAS, RRHA needs a qualified contractor to complete Storm Drainage Improvements for Jamestown Place, AMP 207; and

WHEREAS, RRHA issued a Invitation for Bid on January 16, 2022, with bids being due on February 8, 2022; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Jack St. Clair, Inc.	\$174,085.00
Copeland Excavation and Construction	\$208,420.00
Russell’s Remodeling, LLC	\$364,190.00
Pauley’s Excavating and Demolition, Inc.	\$163,280.00

WHEREAS, the amount of the bid submitted by Pauley’s Excavating and Demolition, 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 Pauley's Excavating and Demolition, 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 Pauley's Excavating and Demolition, 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 revised bid submitted by Pauley's Excavating and Demolition, 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 Pauley's Excavating and Demolition, Inc. and RRHA for the fixed price of \$163,280.00.
- (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.

Recommended by: _____ Date _____
VP of Operations

Approved by: _____ Date _____
Executive Director

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

**RESOLUTION
NO. 4110**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4110

Meeting Date: February 28, 2022

Agenda Item Number: 4

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR WINDOW REPLACEMENT FOR MELROSE TOWERS, AMP 206, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150120 AND OPERATING SUBSIDY FUNDS UNDER HOTMA

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 VA36P01150119 in the amount of \$3,444,504.00; and

WHEREAS, Melrose Towers Window Replacement was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by the RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; 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 VA36P01150120 in the amount of \$3,702,478.00; and

WHEREAS, Melrose Towers Window Replacement 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, In 2016, Congress passed P. L. 114-201, the Housing Opportunity Through Modernization Act (HOTMA). Section 109(b) of HOTMA provides PHAs flexibility to use up to 20 percent of a PHA’s Operating Subsidy appropriated each year for Capital Fund Program (CFP) activities included in Section 9(d) of the U.S. Housing Act of 1937 (the Act), provided that the PHA’s public housing annual plan provides for such use.

WHEREAS, in the fiscal year 2019 update to the 2015 – 2019 Agency Annual Plan, \$140,000.00 in Operating Subsidy Funds for Melrose Towers was planned to be used for window replacement for Melrose Towers; and

WHEREAS, RRHA Board Commissioners approved the fiscal year 2019 update to the 2015 – 2019 Agency Annual Plan, by Resolution 4006, on May 20, 2019; and

WHEREAS, RRHA needs a qualified contractor to complete Window Replacement for Melrose Towers; and

WHEREAS, RRHA issued a Invitation for Bid on November 7, 2021, with bids being due on January 11, 2022; 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.	\$2,174,500.00

WHEREAS, as a result of negotiations, G & H Contracting, Inc. revised the amount of the bid to \$1,130,425.00; 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 revised 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 \$1,130,425.00.
- (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.

Recommended by: _____ Date _____
VP of Operations

Approved by: _____ Date _____
Executive Director

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

