

CITY OF ROANOKE  
REDEVELOPMENT AND HOUSING  
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

June 27, 2022



## **PUBLIC NOTICE OF MEETING**

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

will be held on

**Monday, June 27, 2022**  
**at 3:00 p.m.**

*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: June 17, 2022



# AGENDA

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

June 27, 2022  
3:00 pm

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### I. CALL TO ORDER – ROLL CALL

Anguiano;  Garner;  Karney;  Kepley;  McGuire;  Smith;  Walker

### II. REPORTS

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

### 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, May 23, 2022.

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

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

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Garner;  Karney;  Kepley;  McGuire;  Smith;  Walker

IV. **REGULAR AGENDA**

1. **Resolution No. 4125**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR SIGN REPLACEMENT AND IMPROVEMENTS FOR VARIOUS SITES, USING OPERATING SUBSIDY FUNDS

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Garner;  Karney;  Kepley;  McGuire;  Smith;  Walker

2. **Resolution No. 4126**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH WOODS ROGERS, PLC TO PROVIDE LEGAL SERVICES

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Garner;  Karney;  Kepley;  McGuire;  Smith;  Walker

V. **ADJOURNMENT**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Garner;  Karney;  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  
MAY 23, 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 on Monday, May 23, 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, Karney, Vice Chair Walker, Chair Kepley
ABSENT:	Commissioners McGuire and Smith
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Rachel Tobin, VP of Human Resources; Frederick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Lyn Relf, HCV Manager; Gillie Henriksen, Administrative Manager/Executive Assistant; Kaelyn Spickler, PR/Social Media/Marketing Manager; Jada Kent, Baker Tilly; Stephanie Moon Reynolds, City Council Liaison

Chair Kepley welcomed everyone to today's meeting.

**PUBLIC HEARING**

Chair Kepley opened the floor to receive comments on the proposed 2022 Annual Plan update to the 2020-2024 Agency Plan. Commissioner Garner asked if there was enough response from the surveys submitted by residents and landlords. Mr.

Bustamante replied that there were many more responses from surveys than last year. He added that all of the survey answers were included in the packet that will be submitted to HUD. Chair Kepley noted that no members of the public were in attendance to comment and closed the public hearing.

### **PUBLIC HEARING**

Chair Kepley opened the floor to receive comments on the proposed 2022 Capital Fund Program Five-Year Action Plan. Chair Kepley noted that no members of the public were in attendance to comment and closed the public hearing.

## **II. REPORTS**

### 1. Executive Report.

Mr. Bustamante addressed the Board stating that in addition to his written report he had a few items to bring to the Board. He stated that after the June Board meeting, commissioners would need to plan to stay for about 45 minutes after the meeting for the annual Commissioner ethics training presented by Woods Rogers.

Mr. Bustamante stated that RRHA received 4.7 million dollars for the Capital Fund allocation last week. Mr. Shank added that it was the most he had seen during his time at RRHA. Mr. Bustamante told the Board that the Authority was happy to receive that amount and will look forward to procuring and obligating the funds.

The EnVision Center is making good progress. With the delays in construction, it is taking longer than originally anticipated, but it is coming together. Mr. Bustamante added that he hopes to have a grand opening in late July or early August. Mr. Goodman has been working with Mr. Shank to get everything prepared for a grand

opening and the building looks great on the inside. He urged commissioners to ask Mr. Goodman or himself for a tour if they are interested.

Lastly, Mr. Bustamante told the Board that RRHA received the draft of the repositioning study last week and are meeting this week to go over the draft. He has asked Chair Kepley to be a part of that review and will be talking with the contractor to give a final draft once the committee receives clarification and corrections to some of the items uncovered in the draft. Mr. Bustamante asked for questions.

Commissioner Garner asked for clarification about some financials in regards to the operating budget on page seven of the financial audit. Ms. Austin replied that HUD had not made their final proration yet and that what he was looking at included all grants, not just the operating subsidy grant.

Chair Kepley asked for further questions. There were none.

## 2. Staff Reports

Chair Kepley asked for staff reports. There were none.

## 3. Committee Reports

Commissioner Karney reported that the personnel committee had met with Ms. Tobin and Mr. Bustamante regarding the Compensation Study completed by Baker Tilly. Commissioner Karney stated that the committee had been impressed with the comprehensiveness of the report and that they would recommend the Board accept the report as shown. Mr. Bustamante added that there would be a resolution presented later in the meeting that the Board could vote on.

#### 4. Commissioner Comments

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

#### 5. City Council Liaison Comments or Discussion

Ms. Moon Reynolds arrived to the Board Meeting at 3:13 p.m. and Chair Kepley invited her to speak later in the meeting when she was in attendance. Ms. Moon Reynolds addressed the Board stating that the City of Roanoke retained some services of Downtown Economics, LLC to craft a neighborhood revitalization plan for historic Gainsboro. Villages at Lincoln is close to the Gainsboro area, so she is hopeful that residents will provide input when the City asks for surveys.

Last Friday there was a dedication at the basketball courts at the Villages at Lincoln for Ricky Rennell Wright. It was a large affair with kids of all ages as well as adults enjoying themselves. There was good participation and it has led to the desire to have a Villages at Lincoln reunion. Ms. Moon Reynolds stated that she would keep the Board updated as to when that will take place.

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

#### 6. 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, April 25, 2022.

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

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

RECOMMENDED ACTION: File as submitted.

Commissioner Anguiano introduced a motion to approve the Consent Agenda.

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

AYES: Commissioners Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

### **REGULAR AGENDA**

1. Presentation of the Compensation Study

Ms. Kent addressed the Board presenting the classification and compensation study completed by BakerTilly. On the first page she presented the reasoning for why RRHA wanted a study in the first place and what challenges, goals were meant to be achieved, then major phases in the study, and then some results that were outlined for the Board.

Page two stated BakerTilly's understanding of the organization's needs. She added that most organizations have the same wants and desires. They want to be internally equitable, externally competitive, they want a pay system that is easy to understand and is transparent and defensible. That's what RRHA's needs were. BakerTilly started by meeting with the project team and learning about the goals and challenges, collecting documentation, the existing pay bands, policies, job

descriptions, basically anything that states how work is completed and compensated within the organization. Employees filled out position analysis questionnaires (PAQ), which aided in making sure there was direct input from employees and allowed them to explain what work is actually being performed in their job. Those documents were used through the whole study. Where the job descriptions may have been outdated, this gave BakerTilly an understanding of the whole position.

BakerTilly used the PAQs to do a position review where they looked at job titles and used the PAQs to do a market analysis. Then from there they went into pay band development. BakerTilly still owes RRHA job description documents and will provide those once a resolution is approved, but once that is done, the project will be completed.

Ms. Kent went on to explain that BakerTilly first looked at job titles to make sure that jobs are named appropriately for what tasks they are performing within the organization. Recommendations were made for adjustments where that was not the case. Next they performed a job evaluation. There is a point factor system called systematic analysis and factor evaluation and it was developed to measure the internal equity of local government jobs. It does so with the nine factors. These are the criteria that all jobs in the organization were measured against and involves things like education level, hazardous conditions, etc. Being a point factor system means for each of these factors there is a degree and then a score so the end result is a total score.

In getting into the market piece BakerTilly worked with the organization to identify peer organizations that RRHA compares to and competes with as well. They mostly

looked at who looks like RRHA and does similar work. There were thirteen public peers organizations identified. They received data back from ten of those. They also used published salary survey data and that is serving as a private sector benchmark in the sample. Private companies cannot call each other and ask how much they are paying because it is illegal. They have price fixing legislation. Cities can ask because there is transparency. Private companies rely on published data so that's what serves as the private sector benchmark. In this study there were four used, Bureau of Labor Statistics, Compensation Analysts, Economic Research Institute, and the Robert Half Salary Survey.

Once the data was collected, BakerTilly applied a couple of adjustments. The first one being differences in work week. Where RRHA has a 37.5 workweek, some organizations have a 40 hour workweek, so all numbers were brought up to a common point in time. If it was data from not the current fiscal year, Bureau of Labor Statistics is known for being a year behind, it's the Federal Government so it is aged up, and then the big one is differences in geographic labor costs. BakerTilly applied a geographic labor differential. Looking at the cost of labor, not the cost of living. Cost of labor takes cost of living into account a little bit. It is also the supply and demand of labor so qualified workers versus unemployment in a certain area. Richmond for an example has got the negative 7.7%. That means that the cost of labor in Richmond is greater than what it is in Roanoke so their data was adjusted by 7.7% down. The published survey sources for ERI, BakerTilly was able to get it from the Roanoke region, for Bureau of Labor Statistics BakerTilly used a commonwealth, and the firm was able to use National Data for the Compensation Analysts and Robert Half.

Ms. Kent stated that there was quality control for the public peers when the survey was distributed. They included a summary of the work along with the list of titles. Once BakerTilly collected that back, they required at least four matches for each position. From all sources, as long as they received four matches per position, they were able to calculate a market value.

With pay band development, the three major aspects to look at when building a new band are the number of paygrades, the midpoint differential, and the range spreads. The number of paygrades is going to be influenced by the organization, such as the culture and the compensation philosophy. Some organizations like to give lots of little promotions while some like to give very few, but significant promotions. So the number of paygrades are determined by the kind of career progressions within the organization. Midpoint differential is the distance between paygrades at the midpoint and the range spread is going to be the difference from minimum to maximum.

BakerTilly proposed 13 pay bands. It is an open range pay plan. The range spread is 40% and progresses to 50% as it moves to grade 8, but the midpoint differential is 15%. Baker Tilly overlaid the internal and external data to see how well they overlap. Usually it is a pretty high correlation and in this case it is about 79%. That is because internal equity looks like external. There are always going to be outliers. Some positions where the market is really high, for example a city clerk may have a lot of power and in some organizations a city clerk may be similar to a secretary. When you collect that data you are going to see the market value go in those different directions. Market data is very private sector driven and since RRHA is public sector, sometimes the positions are not going to be valued in the market, but that doesn't mean that the positions aren't paid

fairly because there is internal equity driving that side. For those positions that didn't have four matches, you always have that internal equity. That is where BakerTilly is going to provide training to HR so that this system is maintained going forward.

This is the point where the study looked from the position to the person in the position. Normally when doing implementation scenarios BakerTilly provides three options. RRHA ended up doing all three because they wanted to make sure they were very specific to how they applied to it employees. So first the organization wanted to look at anyone who was below their new minimum, so at least they are getting everyone on the new pay plan. Step two is looking at some compression issues. Everybody would move up 0.5% for their year and their title. In the third scenario if the adjustments from one or two didn't add up to a two percent increase, then there will be a two percent increase. The focus was moving people through their range based off of their experience.

As per BakerTilly's recommendations, BakerTilly is asking the Board to adopt the results of the study. In total the position titles, and the classification adjustments, to approve the proposed pay bands and the position grade assignments, and to approve the implementation scenarios to help address the compensation philosophy and business needs so that it is fiscally attainable, but also sustainable. Doing this study was a great step, but it is not a onetime issue. Continue these efforts, with merit increases to advance employees through their paygrades. Ms. Kent asked for questions.

Chair Kepley asked what the overall expected cost to the organization was going to be. Ms. Tobin replied that a resolution would be presented to the Board and

there will be a dollar amount proposed to add to the current fiscal year budget. Ms. Tobin added that she would provide the impact to the annual budget, which is expected to be about \$300,000 annually.

Mr. Bustamante stated that Ms. Kent and BakerTilly gave a presentation this morning to the majority of RRHA employees. Those employees were able to hear the same presentation that the Board was presented. The Authority is trying to be as transparent as possible so that there are no secrets or perceptions that the executive staff did this on their own. This has been a very in-depth study and the majority of the information that came back was accurate. The compensation scale has not been updated since 2001, so RRHA is grateful that the results received were on board with what steps were needed to retain employment and attract new possible applicants.

Commissioner Garner stated that it seemed like employees were able to properly participate by providing surveys, making the process transparent. Commissioner Anguiano asked what the average percentage increase was if 2% was the minimum increase. Ms. Tobin replied that she did not have those details in front of her, but that there was a wide range due to some positions that were significantly below market while some positions were already at the market level needed. That is where the agreed upon 2% came into the equation. Commissioner Garner added that a large area for attraction of new talent was within the maintenance department. He asked if RRHA was coming to a more equitable means of compensation for that department. All employees in attendance at the meeting were told that while the study showed an increase in pay for all employees, RRHA was never going to be the top paying employer in the region. The goal is to be able

to pay competitively so that openings can be filled while paying attention to compression so that the Authority is not hiring people from the outside over the people who have already been with the organization for several years. She added that her hope is that employee are pleased and understand how RRHA arrived at the conclusion. Commissioner Garner added that RRHA seems to have a vigorous implementation schedule for this study. Ms. Tobin replied that it depends on what the Board approves during the resolution and that a final implementation schedule would be worked out upon approval. Commissioner Anguiano stated that there has been a lot of external pressure driving RRHA to do this, but that he agreed that it is a good idea to do similar work on a regular basis to make sure there is fairness across the board.

Chair Kepley asked for further questions. There were none.

2. Resolution No. 4117

Ms. Austin presented Resolution No. 4117 asking for Board approval to accept the audited financial statements for the fiscal year ending September 30, 2021. She added that Mr. Don Jump was in attendance at the April Board meeting and he presented a draft version of the report to the Board. The audit presented no findings and it had an unmodified opinion in the report. Ms. Austin asked for questions.

Commissioner Garner stated that he did have questions, but due to time constraints he would bring them to the June Board meeting. He stated that it was a great report and that the finance staff always does an excellent job adding that

he truly appreciates all of the effort put forth. Chair Kepley inquired about staffing within the Finance Department. Ms. Austin replied that the Accountant II position was filled in January, but the Accountant I position is still vacant. Chair Kepley asked if there were any promising candidates. Ms. Austin replied that she had a possible new hire coming in on Tuesday, but the position was not bringing in a lot of interested candidates. Chair Kepley stated that he hoped the pay study would help that and Ms. Austin agreed. Ms. Tobin added that there have been offers already declined for the Accountant I position due to pay.

Chair Kepley asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4117 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4117 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2021 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP.

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from JUMP, PERRY AND COMPANY, LLP entitled "ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2021 (with Independent

Auditor's Report thereon)

WHEREAS, JUMP, PERRY AND COMPANY, LLP auditors provided a presentation of the reports to the Roanoke Redevelopment and Housing Authority Board of Commissioners at the April 25, 2022 meeting; and

WHEREAS, the Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the JUMP, PERRY AND COMPANY, LLP report identified above is hereby accepted.

EXPLANATION:

This resolution is needed to document the RRHA Board of Commissioner's acceptance of the annual independent audit.

3. Resolution No. 4118

Mr. Bustamante presented Resolution No. 4118 asking for the Board's approval to submit the 2022 Annual Plan to for the 2024 Agency Plan to HUD. He stated that RRHA is required to submit these plans to HUD once a year. The tenant questionnaires have been obtained and the plans have been posted at the developments. The Authority complied with the 45 day comment period and have not received any comments.

Mr. Bustamante asked for questions. There were none.

Commissioner Garner introduced Resolution No. 4118 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, Karney, Vice Chair Walker,  
Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4118 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2022 ANNUAL PLAN UPDATE TO THE 2020-2024 AGENCY PLAN FOR SUBMISSION TO HUD

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

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and 5-Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have sent out questionnaires in lieu of community meetings (due to COVID protocols) at all public housing sites and to participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2022 Annual Plan update to the 2020-2024 Agency Plan; and

WHEREAS, the Plan and attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program and to reflect items approved by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice for the draft 2022 Annual Plan and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft 2022 Annual Plan on May 23, 2022;

and

WHEREAS, the 2022 Annual Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2022 Annual Plan to HUD by July 18, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2022 Annual Plan update to the 2020-2024 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

4. Resolution No. 4119

Mr. Shank presented Resolution No. 4119 asking the Board to approve the Five Year Action Plan for Capital Fund which has a very clear detailed budget for year one and broader budgets for years two through five. RRHA uses a rolling plan so that when a project is complete, it comes off of the plan. Residents provided surveys and there are notes taken about the lifecycle of things like boilers and refrigerators. These things drive the structure of the plan. He added that he provides information that allows flexibility within the plan. The plan is between 300 and 400 lines and the budget has been approved at 4.7 million dollars, which Mr. Shank reported to the board with an updated plan. Mr. Shank asked for questions.

Commissioner Garner stated that in the past residents have provided feedback on things like screen doors and windows. He asked if there were any items like that which were reported to look into. Mr. Shank replied that there are always certain things that tenants mention without knowing larger items that need to be taken care of such as

a roof or boiler system. There are health and safety issues that will always come first and sometimes tenants request things that require more funding than RRHA has.

Chair Kepley asked how the Melrose Towers project was coming along. Mr. Shank replied that the contractor found that they ordered windows, but some windows have a variation between the openings in the existing window. Contractors are going in this week at certain locations within Melrose Towers to measure everything in those areas. The original plans were not as accurate due to the existing windows.

Chair Kepley asked Mr. Shank what his main concerns were with the five-year plan. Mr. Shank replied that the work cost is higher than normal. The extra funds will allow RRHA to keep working at the current pace. Last year the budget was expended quickly due to cost overruns on projects. The funds will help maintain the current pace of the program.

Chair Kepley asked for questions. There were none.

Commissioner Garner introduced Resolution No. 4119 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4119 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2022 CAPITAL FUND FIVE-YEAR ACTION PLAN AND BUDGET

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Capital Funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Five-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling Five-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, due to COVID-19, a questionnaire/survey was distributed to all public housing residents instead of community meetings at all public housing sites to gather input, which has been considered in the development of the 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2022 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 23, 2022; and

WHEREAS, the RRHA 2022 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2022 Capital Fund Program Five-Year Action Plan to HUD following approval by the RRHA Board of Commissioners. NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA 2022 Capital Fund Program Five-Year Action Plan is hereby approved.

5. Resolution No. 4120

Mr. Shank presented Resolution No. 4120 requesting the Board's approval to award a two-year contract for maintenance and repair services for RRHA owned high

voltage primary and secondary systems for RRHA systems and property. The Authority always keeps a contractor on to take care of a variety of things like transformers or fixture replacements. Someone must be qualified to work on high voltage in order to work on these matters. A contractor must have qualified employees to get this contract. Maintenance wise, that contractor goes into units to physically work where there is large switch gear like Melrose Towers or Morningside Manor. Those switches should be worked annually to make sure they are functioning properly. The tasks assigned are broad and RRHA has an allotted amount of money and the contractor provides a set rate for all positions and equipment. RRHA assigns the work as it comes with an open ended contract. There is not a set type of work that will be done over the two year contract and there are emergencies that will need to be troubleshot. Mr. Shank asked for questions.

Chair Kepley asked who the contract would be with and Mr. Shank replied that it would be with Davis Elliot. RRHA has worked with Davis Elliot in the past and sent this inquiry out to eight contractors directly as well as advertised it in the paper. News was put out broadly, but not many local companies are able to retain high voltage workers. Commissioner Garner asked if the contract came close to Mr. Shank's cost estimate. Mr. Shank replied that it did. Chair Kepley asked if there were big ticket items being looked at with this contract. Mr. Shank stated that a big ticket item would be if a transformer went out, but that happens infrequently. Commissioner Anguiano asked if emergency services were built into the cost estimate. Mr. Shank replied that the contract allots for weekend and overtime rates since emergencies cannot be predetermined.

Chair Kepley asked for questions. There were none.

Commissioner Anguiano introduced Resolution No. 4120 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4120 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A TWO-YEAR CONTRACT FOR MAINTENANCE AND REPAIR SERVICE FOR RRHA-OWNED HIGH VOLTAGE PRIMARY AND SECONDARY ELECTRICAL SYSTEMS FOR PUBLIC HOUSING DEVELOPMENTS AND OTHER RRHA-OWNED PROPERTIES, USING PUBLIC HOUSING OPERATING FUNDS AND OPERATING FUNDS FOR OTHER RRHA-OWNED PROPERTIES

WHEREAS, RRHA needs a qualified contractor to complete Repair Services for RRHA-Owned High Voltage Primary and Secondary Electrical Systems for Public Housing Developments and Other RRHA-Owned Properties; and

WHEREAS, RRHA issued an Invitation for Bid on March 20, 2022, with bids being due on April 19, 2022; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Davis H. Elliot Construction Co., Inc.	\$125,952.94

WHEREAS, the amount of the bid submitted by Davis H. Elliot Construction Co., Inc., was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on previous contract costs for electrical repairs to RRHA-owned high voltage primary and secondary electrical systems, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Davis H. Elliot Construction Co., 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 Davis H. Elliot Construction Company, Inc.; and

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

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

- (1) The bid submitted by Davis H. Elliot Construction Company, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for electrical repair services, which by reference is inclusive of all specifications, addenda and related project documents, between Davis H. Elliot Construction Company, Inc. and RRHA for the not-to-exceed price of \$150,000.00 for a period of two (2) years;

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

6. Resolution No. 4121

Mr. Shank presented Resolution No. 4121 requesting the Board's approval to convey the natural gas systems for Hunt Manor to Roanoke Gas Company. He stated that it is similar to what he previously presented to the Board regarding Indian Rock Village. The work has been completed for a while and everyone involved is ready to go. Mr. Shank told the Board that the documents that accompany the agreement including plans and how much piping involved are in the agenda packet. Currently RRHA's legal and the gas company's legal are working to get the documents together to get SEC approval. It is understood that they will not only approve to have this set up, but that it

will preapprove Jamestown Place, Bluestone Park, and Lansdowne Park. Chair Kepley stated that it seems like a no-brainer. Mr. Shank replied that it gets the Authority out from under a lot of compliance and maintenance of these systems. RRHA has had trouble in the past finding people to come in and repair these systems due to there not being a large amount of work to be done.

Chair Kepley asked for questions. There were none.

Commissioner Garner introduced Resolution No. 4121 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4121 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF NATURAL GAS DISTRIBUTION EQUIPMENT, AND THE GRANTING OF A RELATED UTILITY EASEMENT, AT HUNT MANOR**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority ("RRHA") currently owns the underground utility lines and related equipment for the distribution of natural gas to units and administration building at Hunt Manor (VA11-5; AMP 259); and

WHEREAS, RRHA is therefore classified as a small natural gas operator for purposes of state and federal pipeline safety regulations, subjecting RRHA to extensive regulatory requirements in addition to the cost of maintaining the equipment; and

WHEREAS, RRHA desires to transfer ownership of the underground utility lines

and related equipment in order to relieve itself of the burden, costs and potential liability associated with ownership, and it is in RRHA's interests to do so; and

WHEREAS, Roanoke Gas Company worked with RRHA on the specifications for upgrades and improvements to the underground utility lines and related equipment for the distribution of natural gas to units at Hunt Manor so that the equipment would meet Roanoke Gas Company standards and could be accepted into Roanoke Gas Company's system; and

WHEREAS, RRHA has negotiated with Roanoke Gas Company toward an agreement by which RRHA would convey the underground utility lines and related equipment for the distribution of natural gas to units at Hunt Manor to Roanoke Gas Company; and

WHEREAS, RRHA, as a part of any such conveyance, would also be required to convey a non-exclusive easement to Roanoke Gas Company for the operation, maintenance, repair, removal and/or replacement of equipment; and

WHEREAS, RRHA and Roanoke Gas Company have reached agreement on the terms for this transaction, subject to the approval of RRHA's Board of Commissioners; and

WHEREAS, HUD'S Richmond Field Office has confirmed to RRHA that the transfer of utility equipment and associated easements incidental to the normal operation of public housing properties does not require HUD approval; and

WHEREAS, RRHA now desires to convey the underground utility lines and related equipment for the distribution of natural gas to units at Hunt Manor, along with the related non-exclusive utility easement, to Roanoke Gas Company on the terms set forth in the attached proposed Asset Purchase Agreement; and

WHEREAS, the transaction will require approval from the Virginia State Corporation Commission;

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

1. The conveyance of the underground utility lines and related equipment for the distribution of natural gas to units at Hunt Manor (VA11-5; AMP 259) to Roanoke Gas Company, on the terms set forth in the attached proposed Asset Purchase Agreement, is approved;
2. The conveyance of a non-exclusive utility easement to Roanoke Gas Company at the Hunt Manor (VA11-5; AMP 259) property, on the terms set forth Schedule C of the attached proposed Asset Purchase Agreement, is approved;

3. The Executive Director, or his designee, shall be and hereby is authorized to execute the attached proposed Asset Purchase Agreement; and

The Executive Director, or his designee, shall be and hereby is directed to execute all documents necessary to consummate the sale and conveyance of the utility lines and related equipment for the distribution of natural gas to units at Hunt Manor (VA11-5; AMP 259), and the associated utility easement, to Roanoke Gas Company as contemplated in the attached proposed Asset Purchase Agreement, including any documents required to be filed with the Virginia State Corporation Commission.

7. Resolution No. 4122

Mr. Shank presented Resolution No. 4122 requesting the Board's approval to award a contract for commercial insurance policies for RRHA and RRHA owned properties. Last year the Board requested that this be completed. Previously RRHA has worked with VRSA, which HUD allowed. This time the service was competed and sent out to five firms directly as well as advertised locally. RRHA received back two responsive proposals. One from VRSA and the other from VA Corp. Both firms work strictly with local government entities. Those proposals were then compared by the structure, the principal members of the firms, the history behind their length of operation, etc. The estimated inflation for insurance was 11% this year. There was a scale made for what was fair and reasonable due to this inflation. There was about an \$8,000 difference in the cost of the proposal, but they came in the same place as far as the points go. It came down to services offered. VRSA offers a lot more services such as boiler inspections, risk management help and services, trainings, and other additional services. VRSA also provided information about appraisals, workman's compensation audits, and boiler inspections done by third party. When the points were totaled, VRSA had 383 points while VA Corp had 335. The price submitted by VRSA was \$294,964 dollars for the fiscal year starting on July 1, 2022. That is around

\$12,000 less than RRHA paid for the same service last year. Mr. Shank asked for questions.

Chair Kepley asked if general liability was included. Mr. Shank replied that it included general liability, auto, property, umbrella, cyber, etc. Commissioner Garner asked if the contract was only for one year. Mr. Shank replied that it is submitted yearly, so RRHA would get another proposal if rates change next year. Neither firm interacts with large scale disaster often such as a hurricane, so that keeps their rates lower. VRSA has always been responsive and easy to work with. Chair Kepley stated that looking at the math it will cost RRHA \$805 a day to insure the entire organization and that it seemed reasonable.

Chair Kepley asked for questions. There were none.

Vice Chair Walker introduced Resolution No. 4122 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4122 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR COMMERCIAL INSURANCE POLICIES FOR RRHA**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by Section 13 of the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD) to procure adequate insurance

for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, RRHA issued a Request for Proposals (RFP) for Commercial Insurance Services for RRHA on March 27, 2022; and

WHEREAS, RRHA received two (2) responsive proposals in response to the RFP from the following group self-insurance risk pools; and

- Virginia Risk Sharing Association (VRSA)
- Virginia Association of Counties Group Self-Insurance Risk Pool (VAcorp)

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of four (4) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated the Proposals according to the following criteria, which were published in the RFP; and

- Respondent's Relevant Experience and Performance:
  - A. Full description of Respondent's organizational structure and principle members of the organization. (4 points)
  - B. Provide information regarding the past history of the Respondent and the number of years the firm has provided commercial insurance services. (3 points)
  - C. Described firm's experience providing commercial insurance services for municipalities, authorities, and other forms of local government. (8 points)
  - D. Provide information regarding the Respondent's current financial strength and standing. (10 points)
- Respondent's Staffing and Qualifications:
  - A. Description of the Respondent's staff, their experience, and qualifications that demonstrates the Respondent's capacity to perform the required services. (10 points)
  - B. Provide full descriptions of the other firms, the services that will be provided, information regarding the firm's qualifications, financial strength and standing, and principal members. (10 points)
- Respondent's Service Methodology: (15 points)
- Price: (30 points)
- Information for Other Resources and Services Provided by Insurance Carrier: (10 points)

WHEREAS, the Evaluation Panel rating for each Respondent's Proposal based on the published evaluation criteria were as follows:

- VRSA 383 points
- VAcorp 335 points

WHEREAS, the Evaluation Panel determined that VRSA is the highest ranked Respondent; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to VRSA; and

WHEREAS, VRSA submitted a proposed price of \$294,964.00 for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Worker's Compensation, General Liability and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff; 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 proposal and execute necessary documents for Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies.

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 necessary documents for Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Risk Sharing Association (VRSA) for the term of July 1, 2022 through June 30, 2023, for a not to exceed contract amount of \$294,964.00.

8. Resolution No. 4123

Mr. Bustamante presented Resolution No. 4123 requesting the Board's approval for Roanoke City Council to adopt an ordinance permitting RRHA to prohibit the possession, carrying, or transportation of weapons in the Authority's offices and authorizing the Executive Director to implement a weapons ban upon adoption of that ordinance. He stated that there has been unacceptable acts of violence within this community and in the country within recent months. He is looking at efforts to protect

employees, residents, landlords, and visitors and believes that there is no need for anybody to open carry or conceal carry in RRHA lobbies and offices unless they are law enforcement, working with the US Marshall, or someone that identifies as such. There have been incidents recently where individuals have come into RRHA offices open carrying. While it is allowed, it is unnecessary. He asked for the Board to approve this resolution so that Mr. Loftis can take it to the City Council so that they could enact an ordinance. Mr. Bustamante asked for questions.

Chair Kepley asked if the ordinance would be primarily for the offices at Central and other facilities. Mr. Bustamante replied that the ordinance would only be able to cover the offices, not the communities themselves. Mr. Loftis added that assuming that City Council accepts, HUD does allow the authority to ban weapons in places that their employees are. Chair Kepley asked if there was precedence for this at other Authorities. Mr. Loftis replied that there was and that the City enacted an ordinance, but it would need to be tweaked to include RRHA.

Commissioner Garner asked for clarification that the City has already enacted this policy on City-regulated grounds. Ms. Moon Reynolds replied that this ordinance is enacted in City facilities as well as public parks, public facilities, etc. Mr. Bustamante added that RRHA is doing some internal modification to the building to prevent certain situations, but while those modifications will deter violence, the actual bringing in of a weapon is very dangerous. Commissioner Anguiano asked if RRHA provides emergency training. Mr. Bustamante stated that RRHA employees have had active shooter training recently, but will look into emergency safety training. Commissioner Anguiano stated that he was surprised that this was not already in place. Mr.

Bustamante replied that he was as well. Commissioner Garner stated that there has been a lot of resistance to these types of ordinances in some states, so he is surprised that this could be law, even though it will be a positive for the organization. Chair Kepley stated that someone could likely challenge this in a court of law, but it must be passed to bring forth that challenge. For the safety of employees and others he agreed that there would be no real risk that would warrant people carrying weapons in RRHA facilities.

Chair Kepley asked for questions. There were none.

Commissioner Garner introduced Resolution No. 4123 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4123 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY REQUESTING THAT ROANOKE CITY COUNCIL ADOPT AN ORDINANCE PERMITTING THE AUTHORITY TO PROHIBIT THE POSSESSION, CARRYING, OR TRANSPORTATION OF WEAPONS IN THE AUTHORITY'S OFFICES, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT SUCH A WEAPONS BAN UPON ADOPTION OF THAT ORDINANCE

WHEREAS, Virginia Code § 15.2-915(E) allows localities to adopt an ordinance prohibiting "the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof" in "any building, or part thereof, owned or used by...any authority...created or controlled by the locality, for governmental purposes;" and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (“RRHA”) was created by the City of Roanoke, and RRHA’s Board of Commissioners is appointed by the City Council of the City of Roanoke, all pursuant to the provisions of the Housing Authorities Law (Virginia Code § 36-1 *et seq.*); and

WHEREAS, RRHA is concerned about the safety of its employees while performing their job duties, as well as the safety of residents and visitors; and

WHEREAS, RRHA desires to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof in any of the following office locations where RRHA personnel carry out the Authority’s business:

1. RRHA’s Main Offices  
2624 Salem Turnpike, N.W.  
Roanoke, VA 24017
2. EnVision Center  
2607 Salem Turnpike, NW  
Roanoke, VA 24017
3. Lansdowne Park Site Manager’s Office  
2624 Salem Turnpike, N.W.  
Roanoke, VA 24017
4. Hunt Manor Site Manager’s Office  
802 Hunt Avenue, NW  
Roanoke, VA 24012
5. Melrose Towers Site Manager’s Office  
3038 Melrose Avenue NW  
Roanoke, VA 24017
6. Jamestown Place Site Manager’s Office  
1533 Pike Lane SE  
Roanoke, VA 24014
7. Morningside Manor Site Manager’s Office  
1020 13th Street, SE  
Roanoke, VA 24013
8. Bluestone Park Site Manager’s Office  
2617 Bluestone Avenue, NE  
Roanoke, VA 24012

9. Indian Rock Village Site Manager's Office  
2034 Indian Village Lane, SE  
Roanoke, VA 24013
10. Villages at Lincoln Site Manager's Office  
1801 Dunbar Street, NW  
Roanoke, VA 24012

as well as the ability to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof in any building, or part thereof, where RRHA personnel might carry out the Authority's business in the future by adopting a resolution adding that location;

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

1. The Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority hereby requests that the City Council of the City of Roanoke adopt an ordinance, or such amendment(s) as may be necessary to any existing ordinance, to permit the City of Roanoke Redevelopment and Housing Authority to prohibit the possession, carrying, or transportation of any firearms, ammunition, or components or combination thereof, in office locations where RRHA personnel carry out the Authority's business as set forth in this Resolution; and
2. Immediately upon approval by the City Council of the City of Roanoke of such an ordinance, or such amendment(s) as may be necessary to any existing ordinance, the Executive Director and/or his designee(s) is authorized to take any necessary steps to implement, post, and enforce the prohibition on unauthorized access to the locations identified in this Resolution, including implement security measures designed to reasonably prevent such unauthorized access.

9. Resolution No. 4124

Ms. Tobin presented Resolution No. 4124 requesting Board approval to adopt the new compensation plan and pay bands. The presentation by BakerTilly in this meeting explained how RRHA went through the process. Their results were reviewed with the Executive Director, Ms. Tobin, the senior leadership team, and the personnel committee. RRHA believes that the adoption and implementation of these

recommendations is in the best interest of the Housing Authority. As Mr. Bustamante mentioned earlier, there were about 88% of RRHA employees present at the meeting this morning and BakerTilly presented the same information they presented to the Board today. The adoption and authorization from the Board would include the new paygrades, and the recommendation for implementing the new compensation plan. The impact to the 2022 current fiscal year budget that would need to be amended is \$74,000 to complete this budget year. That would be a not to exceed yearly amount of approximately \$3.7 million and this is before overtime. RRHA would like to propose an effective June 11<sup>th</sup> 2022 date, which would put the new rates on the employees July 1, 2022 paycheck. As mentioned earlier in the meeting, the addition to the annual wages and salaries, which would be submitted with next year's budget is \$300,000 additional wages and salaries. Included in the resolution is administering and implementing the compensation plan as discussed including placing employees at the appropriate point in the assigned pay bands as recommended by BakerTilly. This includes the concept of internal equity and compression. All job descriptions will then, upon approval, be reviewed and approved by the Executive Director before implementation. Ms. Tobin asked for questions.

Commissioner Anguiano asked how often RRHA ended up with people over the maximum in the pay bands. Ms. Tobin replied that there was potentially one person over their pay band if the 2% increase is enacted. She added that currently about six or seven employees have reached their maximum within their current pay bands and they cannot move any higher. Commissioner Anguiano stated that it seems like the Authority did a fairly good job with employees at the top of the market rate with

appropriate titles that matched compensations, but the lower end needed improvement.

Chair Kepley asked for clarification on the increase to this fiscal year. Ms. Tobin replied that the increase to the current fiscal year is \$74,000 to implement the recommendation for the remainder of this fiscal year. This will take the salaries and wages line item to \$3.7 million for the current fiscal year. The \$300,000 increase is for the next fiscal year. Chair Kepley thanked her stating that. He just wanted to see how that impacted the Authority financially, but that rounds out to about an 8% increase, which is in line with inflation. Ms. Tobin replied that the study looked specifically at the cost of labor. Commissioner Anguiano stated that he feels the resolution is appropriate.

Mr. Bustamante stated that pay band one (1) on the graph is designed to flow with minimum wage. As minimum wage changes, so will that pay band. Ms. Tobin added that as of January 1, 2023, there has been approved legislation to increase the minimum wage for the state of Virginia. As of January 1, 2022 the minimum wage went to \$11 and will be moving to \$12 as of January 1, 2023. The current suggestion for that pay band is \$11.80, so with today's approval it will move to \$12. If and when it moves to \$15, that would invoke compression issues that would need to be dealt with. Chair Kepley stated that he was glad the pay bands would be able to keep up with state law.

Chair Kepley asked for questions. There were none.

Commissioner Karney introduced Resolution No. 4124 and moved its adoption as introduced.

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

AYES: Commissioner Anguiano, Garner, Karney, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4124 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ADOPTING A NEW CLASSIFICATION AND PAY PLAN FOR THE AUTHORITY

WHEREAS, Virginia Code § 36-13 authorizes Housing Authorities to determine the qualifications, duties and compensation of their employees; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority ("RRHA") contracted with BakerTilly LLP to conduct a compensation and classification study for RRHA, to include recommendations for changes to pay grades/pay bands; changes to position titles; placement of position titles within the various pay grades/pay bands; and strategies for implementing the recommended changes; and

WHEREAS, BakerTilly LLP has submitted a report to RRHA setting out its findings and recommendations; and

WHEREAS, the Executive Director and the Vice President of Human Resources have reviewed the report and recommendations and discussed them with the CFO, Senior Leadership Team, and the Board's Personnel Committee, and believe the adoption and implementation of these recommendations is in the best interests of RRHA;

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

1. The Roanoke Redevelopment and Housing Authority Compensation Pay Plan showing the new Pay Grades based on the recommendations from Baker Tilly LLP, and attached as Exhibit 1 to this Resolution, is hereby adopted as the pay plan for RRHA (the "Compensation Plan");
2. The recommendations made by BakerTilly LLC for implementing the Compensation Plan are hereby adopted, and the Vice President of Human Resources shall be responsible for carrying out these recommendations and implementing the Compensation Plan;
3. RRHA's 2022 Fiscal Year Budget shall be amended to support the implementation of recommended increases for current employees and open positions based on the New Compensation Plan by increasing the budget line item for wage and salaries by \$74,000, to a not-to-exceed amount of \$3,688,000.00, before overtime, effective June 11, 2022;

4. The Vice President of Human Resources shall also be responsible for administering the Compensation Plan under the provisions of RRHA's Personnel Policies, including placing employees at the appropriate point in the assigned pay grade/pay band as recommended by BakerTilly LLP; and
5. All job descriptions shall be approved and if necessary subsequently amended by the Vice President of Human Resources, subject to approval of the Executive Director.

### 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, Garner, Kepley, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley declared the meeting adjourned at 4:18 p.m.

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Drew Kepley, Chair

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David Bustamante, Secretary-Treasurer

Exhibits from May 23, 2022 Minutes previously circulated

RESOLUTION  
NO. 4125

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**

RESOLUTION NO: 4125

Meeting Date: June 27, 2022

Agenda Item Number: 1

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARING A CONTRACT FOR SIGN REPLACEMENT AND IMPROVEMENTS FOR VARIOUS SITES, USING OPERATING SUBSIDY FUNDS**

WHEREAS, the property signs at the public housing developments are in need of replacement or major repairs; and

WHEREAS, RRHA needs a qualified contractor to complete replacement and major repairs to property signs for public housing developments; and

WHEREAS, RRHA issued a Invitation for Bid on April 17, 2022, with bids being due on May 10, 2022; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$286,000.00

WHEREAS, as a result of value engineering and negotiations, Russell's Remodeling, LLC revised the amount of the bid to \$256,000.00; and

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell's Remodeling, LLC; and

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

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

- (1) The revised bid submitted by Russell's Remodeling. LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$256,000.00.
- (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.

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_  
VP of Operations

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director

COMMISSIONERS ACTION:     Approved                       Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION  
NO. 4126**

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4126

Meeting Date: June 27, 2022

Agenda Item Number: 2

## RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH WOODS ROGERS, PLC TO PROVIDE LEGAL SERVICES

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) issued a Request for Proposals for Legal Services for City of Roanoke Redevelopment and Housing Authority (RFP) on April 17, 2022 with a deadline for receipt of proposals of May 18, 2022; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of four (4) RRHA staff members; and

WHEREAS, RRHA received three (3) proposals in response to the RFP from the following firms:

- Guynn, Waddell, Carroll & Lockaby, P. C.
- Reno & Cavanaugh, PLLC
- Woods Rogers, PLC

WHEREAS, the Evaluation Panel reviewed and evaluated the proposals according to the following Criteria, which were published in the RFP:

- Specialized professional experience of the person(s) who would be assigned to carry out the legal services outlined in this solicitation (39 points).
- Related experience in providing legal services to government agencies, experience providing legal services to public housing authorities being highly preferred (21 points).
- Specialized areas of practice (12 points).
- Proof of good standing with the State Bar and AV rating (6 points).
- Litigation experience, including Federal and State courts (11 points).
- Flexibility, accessibility and availability of the Offeror's staff who would be assigned to perform the services outlined in this solicitation (11 points).

WHEREAS, the Evaluation Panel rating for each firm's proposal based on the published Criteria are as follow:

- |  |            |
|--|------------|
| • Guynn, Waddell, Carroll & Lockaby, P. C. | 296 Points |
| • Reno & Cavanaugh, PLLC                   | 329 Points |
| • Woods Rogers, PLC                        | 384 Points |

WHEREAS, Woods Rogers, PLC met the established competitive range of 360 points or higher set for the evaluation of the proposals; and

WHEREAS, based upon the consideration of evaluation of proposals the Evaluation Panel recommends that the award of a contract to Woods Rogers, PLC is in the best interest of RRHA; and

WHEREAS, review, evaluation, and conformation of proposal documentation has been completed, and Woods Rogers, PLC has been found capable and all other respects acceptable to RRHA; 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 proposal and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized to execute a two-year contract with three (3) one-year renewal option periods with Woods Rogers, PLC at hourly rates specified in the Proposal submitted by the firm for the provision of legal services to RRHA with a total contract not-to-exceed amount of \$300,000 for the two-year contract term, and three (3) one-year renewal option periods with not-to-exceed amounts of \$160,000 for Option Year 1, \$167,500 for Option Year 2 and \$175,000 for Option Year 3.

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_  
VP of Operations

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director

COMMISSIONERS ACTION:     Approved                       Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_