

## 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, October 24, 2022.

#### **I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Anguiano, Garner, Spickler, Chair Walker  
Commissioner Karney joined via phone after Chair Walker conducted a vote

ABSENT: Commissioner Kepley, Smith

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Greg Goodman, Director of Community Support Services; Leanna Pagans, Interim Administrative Executive Assistant; Jasey Roberts, PR/Social Media/Marketing Manager; Stephanie Moon Reynolds, City Council Liaison; Suzzette McCoy, Compliance and Quality Assurance Specialist; Fredrick Gusler, Director of Redevelopment and Revitalization

Chair Walker welcomed everyone to today's meeting and stated that Commissioner Karney would be joining the meeting via phone. She noted that Vice Chair Karney would provide a brief explanation about why she was calling in and where she was calling from. Vice Chair Karney said that, due to medical issues, she

is still working from home which is in Glade Hill, VA. Commissioner Garner introduced a motion to allow Commissioner Karney to participate remotely.

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

AYES: Commissioners Anguiano, Garner, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Commissioner Karney was allowed to join the meeting.

## II. REPORTS

### 1. Executive Report.

Mr. Bustamante addressed the Board stating that he had one item that he would like to share. At the beginning of the FY 2022 HUD allowed RRHA to request a waiver from our Public Housing Assessment System or PHAS. This assessment covers financials, occupancy, tenant account receivables and physical inspections. That letter was submitted in February of 2022 and last week we, along with other housing authorities, received a letter indicating that the waiver was denied. The reason that the waiver was denied is because HUD wanted specific information as to why the waiver is being requested. Ms. Richie and I wrote a two page letter that indicated that, as a result of COVID-19, a lot of things were impacted. Among these was the inability to hire and maintain maintenance workers as well as obtain certain materials such as cabinets and paint. All of this played into our inability to occupy these units as quickly as possible. RRHA did an excellent job of trying to obtain as much rent from the rental assistance programs as possible, but there were individuals that either did not apply or

we could not get them to come in and apply. Those individuals still owed those amounts of rent, which was a negative citing on the report for PHAS, tenant account receivables. RRHA submitted another letter specifying why we needed this waiver. Mr. Bustamante stated that he is letting the Board know because RRHA scored a 92 the last time that we were scored for PHAS. Ms. Richie and I did the best we could to crunch numbers, but there is a good possibility that if all these things are counted against us, we will become a standard performer instead of a high performer. Mr. Bustamante added, if that does happen, it was not because the staff of this organization did not do their work or something was missed or not completed. Mr. Bustamante explained that he is letting the Board know so that there are no surprises, but some things are out of our control. Ms. Austin has until November 30<sup>th</sup> to submit the REAC and the Board will be notified as soon as we hear something from HUD.

Commissioner Anguiano asked if the waiver is granted retroactively. Mr. Bustamante replied that it will be for the year 2022 and anything that happens as of October 1, 2022 will then count for the 2023 year.

Commissioner Garner asked what the plan of action is for those individuals that did not apply for the Rent Relief Program. Mr. Bustamante stated that there are several families that did not take advantage of that program even though we reached out to them physically and went to their homes, knocked on their doors and asked them to apply. Unfortunately, those individuals will be facing eviction. If they have not already received an unlawful detainer then they will be receiving one shortly. Mr. Bustamante added that there are some individuals that received 18 months' worth of back rent or ten months' worth of back rent, but after they received their payment and were made



whole, they stopped again. Therefore, those individuals are also in the process of facing eviction if they do not pay their rent in full. Ms. Richie noted that in addition, RRHA offered payment arrangements with some of the families that did not go through the rent relief process. If those families failed to come in to submit their applications or failed to enter into a repayment agreement, we will have to move forward with the eviction process. Mr. Bustamante went on to say that during this time, our tenant accounts receivables were impacted by the lack of payment, thus, the waiver is very important in going forward. These tenants either pay their rent or we go back to, unfortunately, giving them as many opportunities to apply for a payment agreement as possible. In the end, if they do not, then they will face eviction.

Commissioner Spickler asked if there were other housing authorities that also got denied. Mr. Bustamante said that RRHA is not the only housing authority that has been impacted by this letter. There were a lot of executive directors that were also denied because they did not explain why they wanted the waiver. Ms. Richie commented that one of the most concerning things, is that this letter came after the close of the fiscal year end. We were under the assumption that by applying for that waiver in February we would get it. Now that things have closed out they are going to count that prior year, after the fact.

Chair Walker asked for further questions. There were none.

## 2. Staff Reports

Chair Walker asked for staff reports. There were none.

### 3. Committee Reports

Chair Walker asked for committee reports. There were none.

### 4. Commissioner Comments

Commissioner Spickler said that after reading the human resources report she is happy to see that the finance department is fully staffed.

Commissioner Garner asked about the large cash amount in the checking account with Truist Bank. Ms. Austin replied that this cash account offsets banking fees and is not an interest variant. Commissioner Garner asked if it is possible to utilize yearly interest rates for the SRAP Operating Reserve Fund. Ms. Austin stated that this is money that was given to RRHA for the Section 8 program. We are restricted by the state and do not have a say in how it is invested. Commissioner Garner then asked why fixed assets are listed as restricted assets for the Central Office Cost Center. Ms. Austin said that \$120,653 was paid for cost overruns for the development of the eight units at the new Hurt Park public housing development. There was not enough Capital Fund dollars to cover the complete cost of the project. Since HUD will not allow public housing agencies to use operating funds to cover construction costs, it was deemed that the central office would cover the remaining amount. The report should not say Restricted Fixed Assets because they have no criteria that would make the costs restricted and was a mistake in the account title when it was first recorded. The name on the account will be corrected prior to the next reporting period.

## 5. City Council Liaison Comments or Discussion

Councilwoman Moon Reynolds announced that she has an update on temporary adjustments to library hours. The Regional Library Consortium is updating the integrated library system that is used to manage collections and transactions. This being a major undertaking and requiring extensive staff training, instead of opening at 10:00 a.m., all of the branches will open at 3:00 p.m. with Gainsboro, Belmont and Williamson Road branches opening on November 1. The Main, Melrose and Raleigh Court branches will open on November 7. However, all branches will remain open for after-school events.

The Roanoke Public Libraries and the Roanoke Public Library Foundation have collaborated with the local bookstore, Book No Further, to host a free event at the Grandin Theater on Friday, October 28 from 10:00 a.m. to 11:30 a.m. This event will feature local author Beth Macy who will discuss her latest book, *Raising Lazarus*.

There is good news for this side of town by way of the Northwest Roanoke Hub. As most of you are aware, the city has invested \$10 million for this initiative and it will include the development of a grocery store to increase food access in a recognized food desert as well as other amenities. The MOU and scope of the work have been finalized and are ready for approval. This will include a community grocery store, a wellness center, and a financial center, along with kiosks, circulation and building support.

Councilwoman Moon Reynolds continued by announcing that the Goodwill main office will be relocating and will now be called Melrose Plaza. A formal announcement event has been scheduled for 10:00 a.m. on November 1, at the



Melrose Goodwill Campus. This is an exciting initiative that will be an asset to the EnVision Center and the RRHA Commissioners and staff are invited to attend. Ms. Moon Reynolds ask for questions.

Chair Walker asked if the libraries will be open before 3:00 p.m.

Councilwoman Moon Reynolds stated that for those two days they will not open until then, however they want everyone to know that the afterschool programs will continue.

Commissioner Garner asked for clarification on the relocation of the Goodwill main office. Ms. Moon Reynolds replied that they will be doing renovations for the grocery store and the fitness center so that whole campus area is going to be renovated. They will be giving up their space and will be re-locating permanently.

Chair Walker asked if they have found a new location yet. Councilwoman Moon Reynolds stated that she is unsure but she assumes they must have something in mind.

Commissioner Spickler asked if the services at the Melrose Plaza will be free for residents. Ms. Moon Reynolds said that she is not positive, but she thinks that if it is not free then there may be a nominal fee. They are trying to bring it to the inner city so that they have reasonable access to wellness. Commissioner Spickler commented that joining the YMCA is around \$60 a month so if they can offer these resources for free or minimal cost that would be great.

Commissioner Garner asked if the \$10 million is for everything combined. Councilwoman Moon Reynolds said that is correct. The grocery store is going to be like a community grocery store with fresh produce. Commissioner Garner asked if

there is any way to offer an incentive to other businesses such as Kroger. Ms. Moon Reynolds stated that when Kroger looked for money up front that is being made they did not see that based on demographics. They were looking at a greater return on their investment as opposed to need. Commissioner Garner asked if Goodwill will be sponsoring the Center. Ms. Moon Reynolds said that Goodwill is the one actually doing it. As she mentioned before, there will be a community grocery store where they will be using the community garden for fresh produce that will be sold at a reasonable price. They plan to display historical events from around the inner city throughout the store so, that as people shop, they can read about Roanoke's history.

Ms. Richie asked if the City would have an opportunity for the housing authority to collaborate since it is a compliment of the EnVision Center. Councilwoman Moon Reynolds stated that she had asked a similar question and was told that it was to compliment, not to conflict.

Vice Chair Karney asked who the contact would be regarding renovations and making sure that things are as accessible as they need to be. Councilwoman Moon Reynolds stated that Angie O'Brien is working on this particular project with the Goodwill Center and any of the support that they are offering the community. She also recommended speaking with the city manager to see who else is working with him directly on this project.

Chair Walker asked for further questions. There were none.

6. Residents or other community members to address the Board

Chair Walker asked if there were any residents or community members that



would like to address the board. There were none.

### **CONSENT AGENDA**

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held  
Monday, September 26, 2022.

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

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

RECOMMENDED ACTION: File as submitted.

Commissioner Anguiano introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

### **REGULAR AGENDA**

1. Resolution No. 4132

Mr. Shank presented Resolution No. 4132 seeking the Board's approval for the installation of passive radon vent systems for Hunt Manor. In recent years, HUD started an initiative regarding radon and our public housing properties. RRHA solicited quotations for a consultant to come in and do testing at Hunt Manor. To consider the properties, we first looked at how the properties were constructed. Hunt is what you would consider slab-on-grade. In other words, the

floor is right on top of the ground and would be more prone, if radon were present, to come right up out of the ground. Out of all the properties that are that type of construction, Hunt is the oldest. Testing was done and devices were installed under every apartment unit as well as in the administration building. They put in multiple devices to test in multiple areas within that building. The results showed that there were 20 apartments that have elevated radon levels. The administration building tested high as well. Those results are compared to the national average and with what is present in the atmosphere outside of the building. That information was sent to an architectural and engineering firm and they put together a project to install radon vents. This process is done by cutting a hole in the floor, inserting a pipe, and then directing that out through the roof of the building. A fan would then be situated in the attic to help boost the pressure on that system rather than relying on the passive movement of the gas alone. RRHA had one bid come in from Russel's Remodeling for \$296,000. Mr. Shank noted that, in working through his bid, Mr. Russell found a mathematical error and revised his bid to \$273,000. Once the work is done and a period of time has lapsed they will go back in and re-test to see if the system is accomplishing what it is supposed to. RRHA is now having testing done on one of the other sites and will be repeating the process until all of the properties have been tested.

Commissioner Garner commented that the cost would be about \$13,500 per unit and asked if only the units that tested high are having this system installed. Mr. Shank replied that it will be quite an expenditure over the years. He added that the cost is around \$270 per unit to have them tested. Commissioner Garner

asked if a unit is not built on a slab can it still be affected. Mr. Shank explained that if a crawl space or basement is present then there is some ventilation in those areas as opposed to releasing directly into the unit.

Mr. Bustamante added that RRHA has applied for a grant for radon remediation that will alleviate some of the cost associated with testing and the work that comes behind it.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4132 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4132 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR INSTALLATION OF PASSIVE RADON VENT SYSTEM FOR HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122**

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 VA36P01150122 in the amount of \$4,741,515.00; and

WHEREAS, Environmental Hazard Remediation was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150122, which was approved by the RRHA Board of Commissioners by Resolution 4119 on May 23, 2022; and



WHEREAS, RRHA needs a qualified contractor to complete Installation of Passive Radon Vent System for Hunt Manor, AMP 259; and

WHEREAS, RRHA issued an Invitation for Bid on August 21, 2022, with bids being due on September 13, 2022; and

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

Bidder Bid Amount	Total
Russell's Remodeling, LLC	\$296,000.00

WHEREAS, as a result of a working paper review meeting and negotiations, Russell's Remodeling, LLC revised the amount of the bid to \$273,000.00; and

WHEREAS, the revised 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 \$273,000.00.

(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.

2. Resolution No. 4133

Mr. Shank presented Resolution No. 4133 seeking the Board's approval for modification of contract number 900-1806-1-7. This is the contract that the Housing Authority has with Yardi Systems and is the software we use for the majority of what we do. Over the course of the first several years of the contract maintenance was needed on that software or new units were constructed and entered, thus increasing the amount of the contract. As a result, there is not enough money left in the contract amount to currently cover the remaining year. The Board's approval is requested in order to increase the amount, but not exceed the amount, of the contract by \$125,000.

Commissioner Garner asked if we will be putting this out for bid in the next couple months since this is the last year of the contract. Mr. Bustamante stated that the software contract will not be put out for bid again because the software would have to be changed every five years. Commissioner Garner commented that going forward, it looks like cost for this software could exceed \$145,000 per year. Mr. Shank responded that this could be. RRHA will be working with Mr. Loftis on how to move forward beyond the five years. Commissioner Anguiano asked if we are satisfied with the product after the initial implementation. Mr. Bustamante stated that for the most part, we have been satisfied with the product. It is working well and everyone is getting comfortable with how the system operates. Yardi only provides a certain amount of calls for free when you are a



new customer and as a team, we had a lot of questions when some of our units were converted from Section 8 and Public Housing to PBV.. Unfortunately the cost of everything has increased so our three percent interest rate might become five percent, but that is something we will be talking with Mr. Loftis about.

Commissioner Garner asked for clarification regarding renewing with another five year contract. Mr. Bustamante stated that while we would like to extend it another five years, it all depends on what Mr. Loftis believes would be in our best interest.

Chair Walker asked for further questions. There were none.

Commissioner Garner then introduced Resolution No. 4133 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4133 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 900-1806-1-7  
USING PUBLIC HOUSING OPERATING FUNDS**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) uses a comprehensive software system for administering housing programs and agency management and accounting; and

WHEREAS, the Executive Director was authorized and directed to execute a contract for comprehensive software system for housing programs and agency management and accounting between Yardi Systems, Inc. and RRHA with a not-to-



exceed amount of \$574,467.00 with a five-year contract term, by the RRHA Board of Commissioners in Resolution No. 3981 on September 24, 2018; and

WHEREAS, Contract 900-1806-1-7 was executed between Yardi Systems, Inc. and RRHA with a not-to-exceed amount of \$574,467.00 with a five-year period beginning November 20, 2018 and ending November 19, 2023; and

WHEREAS, costs for years 2 through 5 for Contract 900-1806-1-7 were estimated based on a recurring fee amount of \$98,550.00 with annual increases tied to Consumer Price Index, calculated using average historical increases of 3% per year in the Consumer Price Index with year 5 amount estimated at \$111,290.00; and

WHEREAS, over the past four (4) years RRHA has experienced higher than expected costs for maintenance of comprehensive software system; and

WHEREAS, the not-to-exceed amount was increased by \$8,460.00 to \$582,927.00, to cover the cost of adding to the comprehensive software system additional public housing units, additional HCV vouchers, and changes made in unit housing program status; and

WHEREAS, it is estimated an additional \$125,000.00 will need to be added to the not-to-exceed amount to cover the cost of estimated annual fee for year 5 and to have an allowance for additional comprehensive software system maintenance costs that are unknown at this time; and

WHEREAS, RRHA has sufficient Public Housing Operating Funds to obligate for the contract modification; and

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

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The Executive Director be and hereby is authorized and directed to execute a contract modification to be funded by Public Housing Operating Funds, to the contract between Yardi Systems, Inc. and RRHA, increasing the not-to-exceed amount of Contract 900-1806-1-7 from \$582,927.00 to \$707,927.00.

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

3. Resolution No. 4134

Mr. Gusler presented Resolution No. 4134 requesting the Board's approval to consummate the sale of the property located at 938 Peck Street, NW to Josephine Taveras. The Board passed a resolution in March of 2022 allowing RRHA to purchase this property for a previous board order. This allowed the acquisition of two properties for the Homeownership Program using homeownership proceeds which are then sold to a qualified buyer based on our standards. Ms. Taveras is the buyer we have been working with and she picked this property which is currently under renovation. The original plan was to move her in by the end of next month when her lease is up, but that looks highly unlikely due to a number of factors. Work has moved slower and some other issues were found in the bathroom floor. Ms. Taveras has a Section 8 Housing Choice Voucher and will go through the HCV program to purchase this house from RRHA. The Homeownership Program does not require you to have a Section 8 voucher, however, it certainly helps. The property is being sold to her at the same price that we purchased it for which was \$110,000. As noted in the resolution report, we take the 20% second mortgage which is forgivable after ten years if she remains in the house as the primary resident. Ms. Taveras will get down payment assistance through her bank as well. In addition to the city inspection, there will be a housing quality standards inspection consistent with the HCV Homeownership Program. Mr. Gusler asked for any questions.

Commissioner Garner asked if the 20% second mortgage will count as her down



payment. Mr. Gusler replied that it does, however, she has put down a \$1,000 deposit which goes towards her down payment. This is how the process started as a way of ensuring that Ms. Taveras follows through. We also require one percent that is not grant funded and she has met that requirement thus far. The prospective buyer can also get up to \$7,500 in down payment assistance through the Federal Home Loan Bank as long as those funds are available. These funds usually run out at the end of the year and are funded again at the beginning of the next calendar year. Currently, these funds are available and we are hopeful that we can get them for her.

Commissioner Garner asked how this property values on the books when we sell it. Mr. Gusler stated that RRHA will have a lean with the second mortgage and Ms. Taveras will pay taxes on the property. Commissioner Garner speculated that it will be valued somewhere close to \$300,000. Mr. Gusler explained that the \$200,000 is the maximum that the Board approved for RRHA to spend on the property including acquisition and renovation. That allows for a \$90,000 budget which we should be well under.

Commissioner Garner asked if there are any restrictions on the selling or turnover of this property. Mr. Gusler replied that the 20% second mortgage is forgivable at 10% every year. He went on to explain that every year that she is there, that is 10% less that would be owed to us. If in that period she sells, we would be owed whatever the remainder of that is at the time of closing. The buyer will have a 15 year mortgage payment that their voucher will pay on as long as their income stays at or below the standard. If they decide to sell, this could impact their ability to sustain the voucher, and offer an incentive to stay in the home. Ms. Richie asked if it is possible that an addendum be done specifying that the house cannot be sold for "X" number of years.



Mr. Loftis said that there may be some difficulties around that, but he would have to look at the bylaws. Commissioner Anguiano asked in the event that cost goes over the \$200,000 budget would it come back in front of the board for approval. Mr. Gusler replied that it would come back in front of the Board, but he does not anticipate that happening. Most of the houses that Ms. Taveras liked we said no to because the renovation cost would be so expensive, it would drive us above the budget.

Chair Walker asked for further questions. There were none.

Commissioner Anguiano introduced Resolution No. 4134 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4134 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS  
NECESSARY TO CONSUMMATE THE SALE OF PROPERTY LOCATED AT  
938 PECK STREET, NW, BEARING CITY OF ROANOKE TAX MAP NUMBER  
6090405, TO JOSEPHINE TAVERAS**

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

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 3972 on August 27, 2018, which authorized the Executive Director or a designee to

negotiate and execute acquisition option agreements with owners or agents of two properties; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4064 on November 23, 2020, which increased the budget for each of the purchases and improvements from \$125,000 to \$200,000; and

WHEREAS, RRHA purchased the property at 938 Peck Street, NW, on April 5, 2022 for \$110,000; and

WHEREAS, RRHA has made significant renovations and upgrades to the property to meet the HOP standards; and

WHEREAS, the HOP allows RRHA to sell properties to qualified low to moderate income first-time homebuyers per HUD definitions and regulations; and

WHEREAS, Josephine Taveras has a housing choice voucher (HCV) and has complied with all requirements of the HOP and HCV Homeownership program to date, provided evidence of pre-qualifications for financing with Truist Bank (formerly BB&T and Sun Trust) and made the required down payment on the mortgage in an escrow account; and

WHEREAS, RRHA will have the property inspected by a qualified third party to comply with the HCV Homeownership program regulations; and

WHEREAS, Josephine Taveras has signed a contract with RRHA to purchase said property for \$110,000, and

WHEREAS, prior to closing RRHA will account for 20% of the purchase price in the form of seller financing through a forgivable second mortgage; and

WHEREAS, RRHA desires to sell the property to Josephine Taveras.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the sale of property at 938 Peck Street, NW, bearing City of Roanoke Tax Map Number 6090405.

#### 4. Resolution No. 4135

Ms. Austin presented Resolution No. 4135 seeking the Board's approval for a Paid Time Off payout. The leadership team met last week to discuss how the Authority



will handle excess PTO balances at the end of this year. Due to staffing shortages, pressing deadlines and needing to turn units, the leadership team decided that RRHA will payout excess PTO over 75 hours. This includes paying out excess PTO to the executive director. The leadership team wanted the Board to be informed of this decision in advance of the year end. Ms. Austin asked for any questions.

Commissioner Anguiano asked how significant the amount is. Ms. Austin stated that she is unsure of the amount at this time. People are still earning PTO and taking PTO, therefore, we won't have those numbers until January. Ms. Spickler added that, if her memory is correct, it was a very minimal number last year. Ms. Austin noted that there were around 15. There are currently 26, but that number will change. Mr. Bustamante went on to say that this resolution is usually brought to the Board in December, because we want to let all the employees use their time. Once it is known that PTO is going to be paid out, then there might be an opportunity for them to not to take the PTO in order to get paid. However, people are moving out and we need to be able to turn those units. Given the situation that we are in it is in our best interest to offer these employees the opportunity to pay out their PTO to help us turn and occupy these units. Mr. Bustamante said that within the next 28 days we will have NSPIRE inspections at Melrose Towers, Hunt Manor and Buestone Park. All of those developments need to be inspected and this will require a lot of the maintenance staff from those properties to be there to during this process.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4135 and moved its adoption as introduced.



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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4135 was adopted as introduced.

#### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PAID TIME OFF PAYMENT

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2022 calendar year and reviewed the basis for those who have excessive balances at the end of the year; and

WHEREAS, RRHA has determined that project commitments and employee turnover and employee recruitment issues have cause many to be unable to utilize balances in order to meet the needs of the Agency; and

WHEREAS, the Executive Director, under his authority has approved a PTO payout to employees who are in excess of the 75 Hrs. carryover allotment; and

WHEREAS, the Executive Director meets the excess PTO balance as referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that a PTO payout for the current Executive Director, is approved effective for the 2022 calendar year.

### III. **ADJOURNMENT**

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

The motion was seconded by Commissioner Anguiano and upon roll call the

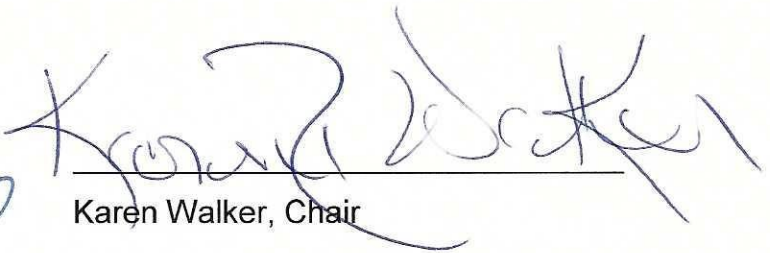
following vote was recorded:

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

NAYS: None

Chair Walker declared the meeting adjourned at 3:56 p.m.

  
\_\_\_\_\_  
David Bustamante, Secretary-Treasurer

  
\_\_\_\_\_  
Karen Walker, Chair



Exhibits from October 24, 2022 Minutes previously circulated

