

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## BOARD OF COMMISSIONERS

### REGULAR MEETING

January 23, 2023



## **PUBLIC NOTICE OF MEETING**

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

will be held on

**Monday, January 23, 2023  
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: January 16, 2023



# AGENDA

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

January 23, 2023  
3:00 pm

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### I. CALL TO ORDER – ROLL CALL

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

### II. REPORTS

1. Executive Director's Report
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, December 19, 2022.

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

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

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

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

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

IV. **REGULAR AGENDA**

1. **Resolution No. 4145**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR WINDOW REPLACEMENT FOR MELROSE TOWERS, AMP 206, PHASE 2, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

2. **Resolution No. 4146**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) APPROVING UPDATES TO ITS EMPLOYEE HANDBOOK.

(Explanation of updates to be given by Mr. Michaels)

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

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

V. **ADJOURNMENT**

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

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ 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**  
**DECEMBER 19, 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, December 19, 2022.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT:	Commissioners Anguiano, Garner, Spickler, Chair Walker Vice Chair Karney joined via phone after Chair Walker conducted a vote
ABSENT:	Commissioners 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; Suzzette McCoy, Compliance and Quality Assurance Specialist; Jason Michaels; Manager of Human Resources; Lucie Rowan, Executive Administrative Assistant to VP of Housing

Chair Walker welcomed everyone to today's meeting and stated that Vice Chair 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 she is still working from home in

Glade Hill, Virginia. She stated that she hopes to join the Board again, physically, in the near future. Commissioner Anguiano introduced a motion to allow Vice Chair Karney to participate remotely.

The motion was seconded by Commissioner Garner 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 Vice Chair Karney was allowed to join the meeting.

## **II. REPORTS**

### **1. Executive Report.**

Mr. Bustamante addressed the Board stating that the FY 2023 continuing budget resolution was scheduled to end December 16, 2022 and that the government had extended it again to December 23, 2022. It is extremely difficult to be able to manage the major programs in the housing authority without a budget so hopefully, within the next 5 days, HUD will put a budget in place.

On Friday, December 16 RRHA was able to have our annual holiday recognition luncheon which has not been possible the last couple of years due to COVID. Mr. Bustamante added that everyone had a great time, it was a fun event and we look forward to continuing to do this in the future. Mr. Bustamante asked if anyone had any questions.

Commissioner Garner asked about any legal issues concerning the housing authority in reference to the Executive Conference. Mr. Bustamante stated that it was

more or less a general conference where they talked about various legal issues that were occurring with other housing authorities. The issue of running criminal background checks and the effects of denying individuals with criminal backgrounds was the top topic of the event. If this is to happen, the policies need to be very specific and they must take into account wanting to house individuals coming back and reentering society. Every case needs to be evaluated on its own and not based on any specific policy. Commissioner Anguiano asked if there are any specific changes being considered based on that. Mr. Bustamante said that he and Ms. Richie are working on evaluating all of RRHA's policies. At the same time, if someone is denied for criminal background, their file is reviewed before a final decision is made. Ms. Richie noted that RRHA is looking to present a resolution in the month of January in regards to amendments and those updates being made to both the Admin Plan and the ACOP Plan.

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 comments or questions. There were none.

## 4. Commissioner Comments

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

5. City Council Liaison Comments or Discussion

Chair Walker asked for comments or 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, November 27, 2022.

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

- C-2 Monthly Operations Report for the month of November 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, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

## **REGULAR AGENDA**

### **1. Resolution No. 4140**

Mr. Bustamante presented Resolution No. 4140 amending the designated board meeting dates for the year 2023. This issue was brought to the Board in November and two dates were decided upon to be moved. Those dates are Monday, November 27<sup>th</sup> at 3:00 P.M. and December 18<sup>th</sup> at 3:00 P.M.

Chair Walker asked for further questions. There were none.

Commissioner Spickler introduced Resolution No. 4140 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4140 was adopted as introduced.

## **RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2023 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS**

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and



WHEREAS, it is in the best interest of RRHA to designate different place, date, and/or time for certain regular meetings of the Board of Commissioners in 2022.

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

- (1) The regular meeting of the Board of Commissioners for the month of November 2023 shall be held on Monday, November 27, 2023 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.
- (2) The regular meeting of the Board of Commissioners for the month of December 2023 shall be held on Monday, December 18, 2023 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.

2. Resolution No. 4141

Mr. Shank presented Resolution No. 4141 seeking the Board's approval to award a contract for furnishing and delivery of new gas ranges at Lansdowne Park under the capital fund program. RRHA uses the capital funds when doing a wholesale replacement of appliances for one of the developments. This year RRHA will be replacing the gas ranges at Lansdowne Park and the refrigerators at the Villages at Lincoln. An IFB was sent out with vendors bidding on each line separately in order to get the best value. Purchase orders have already been awarded for the range number one and the range number three. For range number two, which was 241 of the 30 inch regular gas ranges at Lansdowne, Ferguson Enterprises submitted the low bid.

Chair Walker asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4141 and moved its adoption as introduced.

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

following vote was recorded:

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4141  
was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDING A CONTRACT FOR FURNISHING  
AND DELIVERY OF NEW GAS RANGES FOR LANSDOWNE PARK, AMP  
201, 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, New Ranges for Lansdowne Park 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 vendor to furnish and deliver new gas ranges for Lansdowne Park; and

WHEREAS, RRHA issued a Invitation for Bid on October 23, 2022, with bids being due on November 9, 2022; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which were opened for consideration on a line item basis, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Appliance Warehouse	Range #1 - \$27,496.00 Range #2 - \$127,007.00 Range #3 - \$4,419.00
H D Supply	Range #1 - \$37,016.00 Range #2 - \$126,284.00 Range #3 - \$4,716.00

Ferguson Enterprises

Range #1 - \$34,042.06  
(Corrected to \$34,041.84)  
Range #2 - \$122,720.33  
Range #3 - \$4,582.92

WHEREAS, contract award will be made based on cost submitted in bid for each type of range; and

WHEREAS, the amount of the bid submitted by Ferguson Enterprises, was determined to be fair and reasonable for Range #2 when compared to the amount of the independent cost estimate based on previous purchase costs for similar types of range; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Ferguson Enterprises 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 Ferguson Enterprises; 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:

- (3) The bid submitted by Ferguson Enterprises be and hereby is accepted;
- (4) The Executive Director be and hereby is authorized and directed to execute a standard contract for materials, which by reference is inclusive of all specifications, addenda and related project documents, between Ferguson Enterprises and RRHA for the fixed price of \$122,720.33.
- (5) 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. 4142

Ms. Richie presented Resolution No. 4142 requesting the Board's approval to enter into an inter-governmental cooperative agreement, between Sourcewell and

W.W. Grainger, using public housing operating funds. This agreement does meet the regulatory requirements as part of the HUD Procurement Handbook 7460.7 revision 2 section 14.2A. The purchase provides for a more excellent economy and efficiency and results in cost savings for the housing authority. The new purchase contract is used for common materials that are routine in nature. The housing authority ensures that items or services obtained complies with 24CFR85.36. The RRHA agreement will be with Sourcewell who is the State of Minnesota Government Unit and the Service Cooperative Contract will be with W.W. Grainger, Inc. RRHA is requesting Board approval to enter into a contractual agreement not to exceed five years in the amount of \$1.5 million. In the past year RRHA spent approximately \$300,000 on maintenance, repair and operational supplies. We predict to spend \$1.5 million within the next five years, four years with one additional optional year, which is how we quantified the amount. The current contract with Ferguson Enterprises will end on January 13, 2023. Ms. Richie asked if anyone had any questions.

Commissioner Garner asked why the decision was made to do a five year contract and not a six year contract as in previous years. Mr. Shank replied that RRHA is limited by HUD to five years on a contract unless RRHA gets HUD approval.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4142 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. 4142 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF DOCUMENTS FOR JOINING AN INTERGOVERNMENT COOPERATIVE AGREEMENT WITH SOURCEWELL AND W. W. GRAINGER, INC. USING PUBLIC HOUSING OPERATING FUNDS**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations 24 CFR 85.36(b)(5) and 2 CFR 200.318(e) allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the Sourcewell and W. W. Grainger, Inc. contract, identified as contract #091422, as awarded on November 7, 2022 with an effective date of November 7, 2022 and with a term ending on November 8, 2026, with two (2) additional one-year option year renewals is cost effective; and

WHEREAS, the Sourcewell and W. W. Grainger, Inc. Contract #091422 fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years; and

WHEREAS, the term of the agreement between RRHA and W. W. Grainger, Inc. shall be one (1) 4-year period and one (1) option year period and shall not exceed a total of five (5) years; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute documents necessary to join Contract #091244 between Sourcewell and W. W. Grainger, Inc., for the not-to-exceed amount of \$1,500,000.00,

contingent upon acceptance of RRHA's Memorandum of Understanding by W. W. Grainger, Inc. for one (1) 4-year period and one (1) option year period and shall not exceed five (5) years.

4. Resolution No. 4143

Mr. Shank presented Resolution No. 4143 seeking the Board's approval to award a construction contract to G & H Contracting for construction of a duplex at Bluestone Park. A few years back, RRHA purchased a vacant property there with the intent of building two units on that site. Operating reserves will be used from the sale of the warehouse. Two, three bedroom units will be built with one unit being fully wheelchair accessible. The other unit will be for audio visual handicaps. Currently, there are not many units in our portfolio that are of that size that provide those kind of amenities. RRHA will also be using capital funds and the Virginia Housing Grant that was granted a few months back. Two bids were received for this work with G & H Contracting being the low bid at \$1,715,035. Mr. Shank noted that his cost estimate was \$938,000. G & H Contracting will be taking care of the cost for sewer and water connection fees which require opening up of the street and the cost of doing that work. Quite a bit of grading needs to be done on the site as well because a flat area has to be created around this unit for accessibility. There is also a rock clause which involves a price upfront built into the bid for rock removal in case they run into that issue. Lastly, higher cost is simply due to inflation. G & H Contracting asked three subcontractors for a bid for the H-VAC work with two bids being over \$60,000 and one bid being over \$80,000. This is work that use to cost between \$10-15,000. Mr. Shank asked if anyone had any questions.

Commissioner Garner asked if Mr. Shank thinks that price is reasonable. Mr.



Shank said that he does. He added that a retaining wall has to be put in the back of the unit as well due to the slope of the property and need for the area to be flattened out to accommodate for storm drains. Vice Chair Karney commented that she thinks it is great that one of the units will be wheelchair accessible as there is definitely a need for accessible housing.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4143 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. 4143 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDED A CONTRACT FOR NEW  
CONSTRUCTION OF TWO PUBLIC HOUSING UNITS BLUESTONE PARK,  
UNDER PUBLIC HOUSING OPERATING RESERVES, CAPITAL FUND  
PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND VIRGINIA  
HOUSING PUBLIC HOUSING REVITALIZATION GRANT**

WHEREAS, RRHA Board of Commissioners approved Resolution 3871 on February 22, 2016 authorizing the disposition of the warehouse and storage facility for public housing program, the property being included in Villages At Lincoln, AMP 202, by public sale at fair market value, with the proceeds from the sale designated to be used for the development of new public housing; and

WHEREAS, RRHA was granted HUD approval of such disposition and use of proceeds from the sale for the development of public housing units; and

WHEREAS, RRHA Board of Commissioners by Resolution 3908 on December 19, 2016 approved the sale of RRHA's maintenance warehouse and storage facility for public housing program for an amount of \$451,100.00 contingent upon HUD approval of the sale; and

WHEREAS, HUD approved the disposition of the warehouse and storage facility by sale for the amount of \$451,100.00; and

WHEREAS, RRHA has received the proceeds from the sale with such proceeds being placed in Villages At Lincoln public housing operating reserves until the time it is expensed for costs associated with the development of new public housing; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150122 in the amount of \$4,741,515.00; and

WHEREAS, Development Activities 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, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Construction of Two New Public Housing Units at Bluestone Park was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete New Construction of Two Public Housing Units Bluestone Park; and

WHEREAS, RRHA issued a Invitation for Bid on October 9, 2022, with bids being due on November 8, 2022; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which was opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
G & H Contracting, Inc.	\$1,071,535.00
Building Specialists, Inc.	\$1,220,360.00

WHEREAS, the amount of the bid submitted by G & H Contracting, Inc. was determined to be fair and reasonable for the work specified when compared to the

amount of the revised independent cost estimate based on R S Means Cost Data, for the project; and

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

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

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

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

- (6) The bid submitted by G & H Contracting, LLC be and hereby is accepted;
- (7) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between G & H Contracting, Inc. and RRHA for the fixed price of \$1,071,535.00.

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

Mr. Shank announced, that before going on to the next resolution, he would like to speak momentarily about inflation. There will be something coming up soon that will add to the cost of larger projects. The Build America Buy America Act (BABA) was passed in 2021 and HUD has issued several notices and dates when this will impact us here at the housing authority. Originally, the Act was to be implemented within 180 days of its enactment, which made May 14 of this year the date that everything was due to start being applicable to projects. On May 3, 2022 HUD issued two waivers. The first of those was to extend the availability of those provisions of the Act where you are required to use U.S. products where construction is concerned. The application of those

provisions was moved to November 14, 2022. The other waiver was issued regarding Indian grounds which does not affect RRHA. The Act gave HUD the authority to waive the application of BABA and the provisions for several reasons. This had to do with things that involve the public interest where materials and products that are subject to permits are not produced in the United States that are sufficient and reasonably available quantity or quality. Also, when the use of U.S. produced materials and products increases the cost to the overall project of more than 25%. Since then HUD has issued other waivers in the public interest. In the interest of efficiency, HUD determined to waive BABA provisions for circumstances related to maintenance and repairs that are emergency in nature to avoid spending extra time on researching products, and thus, protect life safety and the property. Next, in order to successfully implement BABA provisions, HUD has faced implementation of the provisions themselves. This waiver extends the application of BABA provisions for HUD products until February 21, 2023 with the exception of iron steel products used by projects funded by the Block Grant. Thirdly, HUD has waived the application by BABA provisions for small grants. The small grant limit was set up to simplify the acquisition threshold which is \$4 million. Projects with a cost over \$200,000 will be subject to the provisions of this Act. This will affect a lot of what RRHA does out of the capital fund. The minimum threshold is five percent of the cumulative total of all iron and steel manufactured products and construction materials in and incorporated into a project up to a maximum of \$1 million. For example, if the cost materials for a project is \$300,000 then five percent of \$15,000 of that will be exempt from those provisions. This will increase

administrative burdens due to the kind of research that will go into it for RRHA and the contractors as well.

Commissioner Garner asked if you are required to request a waiver from HUD when you have something that might fall under that waiver. Mr. Bustamante stated that documentation would be needed as to why the BABA is not being followed so that in the event of an audit, the auditors can see that there is a reason behind why a different path is being taken.

Commissioner Anguiano asked if this could delay a project. Mr. Bustamante replied that no, it would not. Mr. Shank added that HUD understands the need for affordable housing and the shortfall there. They are looking for ways to not make it any more laborious than it has to be.

Mr. Shank asked for further questions. There were none.

5. Resolution No. 4144

Mr. Shank presented Resolution No. 4144 seeking the Board's approval to award a contract for replacing the apartment entrance doors and painting of common areas at Morningside Manor. An IFB was issued on November 6, 2022 and the bids were received on December 6, 2022. Normally that would not have gotten into the agenda this month, however, staff was able to meet with the contractors and submit it in time for today's meeting. The reason being is that sometime in January there is going to be a substantial increase in the cost of commercial doors. Mr. Shank continued saying that Building Specialists submitted the low bid of \$352,500 and were also received from G & H Contracting and Russell's Remodeling. This project will involve replacing the entrance doors and the hardware for all 105 apartments at Morningside. This will

also include repainting and drywall repairs for all the common areas in the building.

Chair Walker asked for further questions. There were none.

Commissioner Anguiano introduced Resolution No. 4144 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4144 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR REPLACEMENT OF APARTMENT ENTRANCE DOORS AND PAINTING OF COMMON AREAS FOR MORNINGSIDE MANOR, AMP 208, 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, Replacing Apartment Entrance Doors and Locksets for Morningside Manor 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 for Replacing Apartment Entrance Doors and Locksets for Morningside Manor; and

WHEREAS, RRHA issued a Invitation for Bid on November 6, 2022, with bids being due on December 6, 2022; and

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



<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$428,460.00
G & H Contracting, LLC	\$408,310.00
Building Specialists, Inc.	\$352,500.00

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

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Building Specialists, 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 Building Specialists, 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:

- (8) The bid submitted by Building Specialists, Inc. be and hereby is accepted;
- (9) 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 Building Specialists, Inc. and RRHA for the fixed price of \$352,500.00.

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

### III. ADJOURNMENT

There being no further business to come before the Board, Commissioner

Garner moved that the meeting be adjourned.

The motion was seconded by Commissioner Spickler 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 3:32 p.m.

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Karen Walker, Chair

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David Bustamante, Secretary-Treasurer

Exhibits from December 19, 2022 Minutes previously circulated

**RESOLUTION  
NO. 4145**

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

## RESOLUTION NO: 4145

Meeting Date: January 23, 2023

Agenda Item Number: 1

### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR WINDOW REPLACEMENT FOR MELROSE TOWERS, AMP 206, PHASE 2, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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, Window Replacement for Melrose Towers 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, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Window Replacement for Melrose Towers was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Window Replacement for Melrose Towers, Phase 2; and

WHEREAS, RRHA issued a Invitation for Bid on November 20, 2022, with bids being due on December 20, 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>
G & H Contracting, Inc.	\$1,226,900.00

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

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

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

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

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

- (1) The bid submitted by G & H Contracting, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between G & H Contracting, Inc. and RRHA for the fixed price of \$1,226,900.00.
- (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: \_\_\_\_\_

VP of Operations

Date 1/12/2023

Approved by: \_\_\_\_\_

Executive Director

Date 1.11.23

COMMISSIONERS ACTION:

☐ Approved

☐ Disapproved

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

\_\_\_\_\_  
\_\_\_\_\_



**RESOLUTION**  
**NO. 4146**

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**

**RESOLUTION NO. 4146**

Meeting Date: January 23, 2023

Agenda Item Number: 2

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) APPROVING UPDATES TO ITS EMPLOYEE HANDBOOK.**

WHEREAS, The City of Roanoke Redevelopment and Housing Authority (RRHA) has undertaken a review of its Personnel Policies and Procedures Manual (Policies) and its employee handbook (handbook) to ensure they are relevant, meet the needs of RRHA and are legally compliant; and

WHEREAS, RRHA has revised the Handbook and Policies with legal counsel to update and streamline the document for better understanding; per resolution number 4071 from the February 22, 2021 board meeting; and

WHEREAS, legal counsel has recommended based on current legal and industry best practice trends to combine RRHA's current Policies into the Handbook; and

WHEREAS, RRHA is proposing approval of these revisions to the Handbook; and

WHEREAS, legal counsel has recommended based on current legal and industry best practice trends to include revisions between 2021 and 2023 to RRHA's current Policies into the Handbook; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The City of Roanoke Redevelopment and Housing Authority (RRHA) that the attached revised RRHA Employee Handbook is approved effective February 1, 2023.

Recommended by:   
Manager of Human Resources

Date 1-12-23

Approved by:   
Executive Director

Date 1-12-23

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

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

\_\_\_\_\_

\_\_\_\_\_

## **Previously Approved Changes to Employee Handbook as of March 1, 2021**

### **GENERAL ADDITIONS/UPDATES**

1. Combined policies and procedures and employee handbook into one document
2. Added opening statement regarding guarantee of employment
3. New Table of contents grouping like items and renumbering pages
4. Updated history information with current numbers
5. New ED on intro page
6. Updated PTO hours to reflect current hours accrual rate
7. Added Juneteenth as a NEW company holiday
8. Updated language in inclement weather policy
9. Updated United Way program name
10. Added prescription medication language and include all employees for random drug testing
11. Merged working hours and pay from Policies and Procedures (P&P)
12. Merged annual appraisal section from Policies and Procedures (P&P)
13. Incorporated Temporary service credit section from Policies and Procedures (P&P)
14. Added language in Court Leave that employees are expected to return at conclusion of court business and describes process for jury duty
15. Updated language for uniformed services leave of absence
16. Integrated Code of Ethics and Standards policy into Standards of conduct and performance/code of Ethics section
17. Updated workplace policies and incorporated into handbook with new language solicitation and distribution section
18. Updated personnel records section to allow for 30 days to produce certain records that may be available to the employee, (i.e. dates of employment, wages or salary, job description and title, any injuries sustained by the employee
19. Added directions for the grievance procedure with an addendum a which covers the process more concisely
20. Updated discrimination protections to include hair and traits associated with race, pregnancy
21. Removed essential personnel language in inclement weather policy
22. Added language on signature page which denotes signers understanding of the handbook document as well as acknowledging that it supersedes and replaces all prior handbooks, personnel policies and procedure manuals as well as the former code of ethics and standards policy.
23. Added whistleblower protection with retaliation statement protecting employees reporting suspicious, questionable, unlawful employer activity
24. Added language regarding no one having ability to offer guarantee of employment other than the executive director for any length of time.
25. Added Addendum A as an attachment to the employee handbook post signature page

## **Proposed Changes to Employee Handbook as of February 1, 2023**

### **GENERAL ADDITIONS/UPDATES**

1. Updated brief history section to reflect accurate numbers of public housing units and housing choice vouchers
2. Updated EEO officer to be Jason Michaels, Manager of Human Resources
3. Updated language from "breaks over 20 minutes per day" to "Distinct breaks that last over 20 minutes in a day" describing when breaks will not be paid under the accommodations for pregnant and Post-Pregnancy Workers section
4. Updated federal or state to federal, state or local law in Initial Employment period section
5. Updated folder path in Direct Deposit section
6. Removed comment regarding retiree section being in previous section as it has been moved to a location which was not the previous section and removed the effective date as it was 12 years ago in the Group Health Insurance section
7. Added minus standard payroll deductions to employee referral program section to indicate that the referral bonus would be subject to these deductions
8. Updated employee appraisal language to note that annual appraisals will be conducted annually or as soon as operationally possible in the case of catastrophic event
9. Updated link in personnel records section to reflect accurate website address
10. Updated solicitation policy to include non-employees
11. Reorganized bulletin board section to be more easily understood
12. Updated retirement section to clarify that RRHA does not associate ability with protected categories
13. Reworded Whistleblowing to Reporting Workplace Concerns in the section Employee Concerns

### **CHANGES TO POLICY**

1. Changed language from "under the influence" to "while taking properly prescribed" when describing when an employee will be allowed to work while taking medications
2. Changed language from "RRHA will treat female employees" to "RRHA will treat employees" under the accommodations for pregnant and Post-Pregnancy Workers section
3. Changed language from "their manager" to "the Human Resources Department or their manager" when describing when employees who are taking prescription or non-prescription medications which may inhibit their ability to perform their duties in a safe manner
4. Changed from "will" to "may" when referring to when unused PTO over 75 hours will be rolled into extended illness bank. Added "Any remaining hours above the 195 bank or that is not moved to the Extended Illness Bank may be paid out at the employee's current rate of pay." to Carry Over section
5. Removed "Effective November 1, 2018, all employees will transition from Limited Supplement Banks to an Extended Illness Bank." as it has been over 4 years since the change in Extended Illness Bank section
6. Removed "through Mutual of Omaha or the Reed Group" as the carrier may change but the benefit will not in Extended Illness Bank section
7. Changed "the extended illness bank is forfeited" referring to how the account is dispositioned at termination to "the Extended Illness Bank may be forfeited, in whole or in part, within the sole discretion of the Executive Director or his/her designee." to align with current practice in Extended Illness Bank section
8. Added language in FMLA section to indicate "backward/looking backward" to describe the rolling period for examining FMLA eligibility

9. Changed "2 times" to "1.5 times" to describe the group term life insurance benefit referring to annual salary to correctly reflect the actual amount in the Group Term Life Insurance section
10. Removed statement about when coverages and premiums are renewed as it was inaccurate and changed that the cost is paid by RRHA in the Group Term Life Insurance section
11. Added benefit reduction statement to Group Term Life Insurance section
12. Added language in Outside Employment to indicate that if there is a conflict regarding outside employment, employee will leave outside employment
13. Added essential personnel language to Inclement Weather section