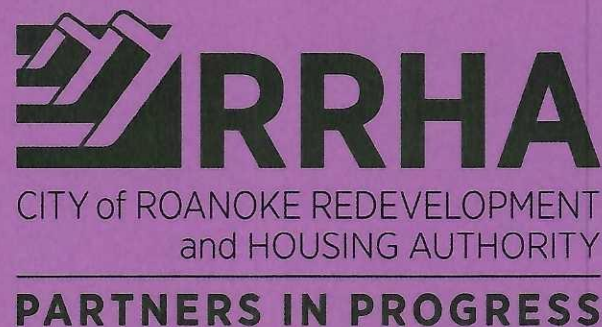


CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

May 22, 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, May 22, 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: May 15, 2023



NOTICE OF PUBLIC HEARING

The City of Roanoke Redevelopment and Housing Authority (RRHA) will conduct a Public Hearing on the 2023 Annual Plan update to the 2020-2024 Agency Plan and the 2023 Capital Fund Program Five-Year Action Plan on May 22, 2023 at 3:00 p.m. at 2624 Salem Turnpike, NW, Roanoke, Virginia 24017.

The purpose of the hearing is: 1) to present the 2023 Annual Plan update to the 2020-2024 Agency Plan and receive public comments. The Annual Plan provides details about the agency's policies, programs and services, residents' concerns and needs, and plans for operations for the next five years; and 2) to present the 2023 Capital Fund Program Five-Year Action Plan and receive public comments. The Action Plan provides details about the agency's plans for capital improvements in public housing for the next five years.

Draft copies of the 2023 Annual Plan update to the 2020-2024 Agency Plan and the 2023 Capital Fund Program Five-Year Action Plan will be available for review beginning April 1, 2023 on the RRHA website at www.rkehousing.org and at the following locations Monday through Friday from 8:30 a.m. to 5:00 p.m. In addition to the Public Hearing, comments can be directed to dbustamante@rkehousing.org.

RRHA Administrative Offices
2624 Salem Turnpike, NW

Lansdowne Park
2624 Salem Turnpike, NW

Morningside Manor
1020 13th Street, SE

Villages at Lincoln
1801 Dunbar Street, NW

Hunt Manor
802 Hunt Avenue, NW

Indian Rock Village
2034 Indian Village Lane, SE

Melrose Towers
3038 Melrose Avenue, NW

Jamestown Place
1533 Pike Lane

Bluestone Park
2617 Bluestone Avenue, NE



CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

David Bustamante
Executive Director
EEO/AA

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Date of Notice: March 28, 2023

AGENDA

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

May 22, 2023
3:00 pm

I. CALL TO ORDER – ROLL CALL

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

PUBLIC HEARING

To receive comments on the proposed 2023 Annual Plan update to the 2020-2024 Agency Plan.

PUBLIC HEARING

To receive comments on the proposed 2023 Capital Fund Program Five-Year Action Plan

II. REPORTS

1. NCG; Security Presentation – Mason Walker
2. Executive Director's Report
3. Staff Reports
4. Committee Reports
5. Commissioner Comments
6. City Council Liaison Comments or Discussion
7. 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, April 24, 2023.

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

C-2 Monthly Operations Report for the month of April 2023.

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. 4155

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2022 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP.

Motion _____ Second _____

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

2. Resolution No. 4156

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2023 ANNUAL PLAN UPDATE TO THE 2020-2024 AGENCY PLAN FOR SUBMISSION TO HUD

Motion _____ Second _____

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

3. Resolution No. 4157

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2023 CAPITAL FUND FIVE-YEAR ACTION PLAN AND BUDGET

Motion _____ Second _____

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

4. Resolution No. 4158

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 4301 SPANISH TRAIL, NW (TAX MAP NUMBERS 6030101 AND 6030104) FROM VIRGINIA HOUSING (FORMERLY VIRGINIA HOUSING DEVELOPMENT AUTHORITY) UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND CENTRAL OFFICE OPERATING FUNDS.

Motion _____ Second _____

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

5. Resolution No. 4159

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED RRHA SAFETY PROGRAM POLICY

Motion _____ Second _____

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

6. Resolution No. 4160

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A SALES AGREEMENT WITH A BUYER AND AUTHORIZING THE EXECUTION OF A DEED OF CONVEYANCE INSTRUMENT FOR THE SALE OF 505 21ST STREET, NW TO VELVA N. REEVES.

Motion _____ Second _____

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

7. Resolution No. 4161

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A SALES AGREEMENT WITH A BUYER AND AUTHORIZING THE EXECUTION OF A DEED OF CONVEYANCE INSTRUMENT FOR THE SALE OF 1809 DOWNING STREET, NW TO JASMINE N. BRAY.

Motion _____ Second _____

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

8. Resolution No. 4162

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING ADDITIONAL FUNDING FOR RENOVATION OF CERTAIN PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

Motion _____ Second _____

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

9. Resolution No. 4163

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA RISK SHARING ASSOCIATION

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

APRIL 24, 2023

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, April 24, 2023.

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, Smith, Spickler,
Vice Chair Karney, Chair Walker

ABSENT: Commissioner Kepley

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

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

Chair Walker welcomed everyone to today's meeting.

II. REPORTS

1. Executive Report.

Mr. Bustamante addressed the Board stating that, in addition to his written report, he would like to announce that at the next board meeting RRHA's I.T.

Contractor, Network Computing Group (NCG), will present to the Board regarding RRHA's security and backups. Since this is a public meeting, some of the security software and what is used may not be safe to discuss. NCG will provide the Board with a handout of these items and if you have any questions you are welcome to let staff know so that those questions can be answered as soon as possible.

Mr. Bustamante went on to say that he attended the City Council Workshop on Gun Violence Prevention and it was a very good meeting. There are a lot of great programs being offered by the City and they are working with the community in trying to tackle this very big national issue. Mr. Bustamante added that he believes more meetings like this are needed to provide information and clarification as to what is going on. One of the main things that was announced at the meeting is that the Northwest section of Roanoke is the section that has the highest incidence of violent crime or gun related crimes. The commission was thinking that instead of focusing on a citywide effort, it may be in the best interest of the community to do something that specifically targets the Northwest section in order to deal with those issues.

Mr. Bustamante reported that RRHA has entered a bid for the Ashton Hill parcel and a call is scheduled with VHDA on Wednesday, April 26 at 1:00 PM. The Board will be informed of where RRHA stands following this meeting. RRHA recently applied for a hazard related grant and this grant will allow for the installation of some range hoods at Lansdowne Park, as well as cabinet repair and replacement. It will also cover radon mitigation and post testing for 54 units at Bluestone Park. As you are aware, the grant that RRHA just received only covers ten units at Bluestone Park and it would also allow for radon testing at Lansdowne Park and Villages at Lincoln. The estimated start date

for this project would be August of 2023, so a decision will likely be made sometime in June.

Lastly, Mr. Gusler informed the Board a couple meetings ago that RRHA applied for some CDBG money from the City to install cameras at Melrose Towers and Morningside Manor. Unfortunately, RRHA was not awarded any money through the CDBG. Mr. Bustamante offered to answer any questions.

Commissioner Smith asked if there is a backup plan for the cameras. Mr. Bustamante replied that RRHA is trying to find the financial resources to be able to get that done and the Board will be informed, hopefully next month, if we have been able to fund at least the start of the process for one of the developments. Ideally, the best way to do this is to get one contractor to do both projects. RRHA understands that there is a very big need to get these cameras into the high rises and staff is working very hard this month to try to come up with a financial plan.

Commissioner Anguiano asked what the expected cost will be. Mr. Gusler replied that for both of the high rises, including more than what is actually needed, the cost estimate was around \$275,000 to \$300,000. Ms. Richie noted that the current camera systems at the high rises are operational, so it is not as though the high rises are without security cameras at all. RRHA is just trying to supplement the systems that are currently in place to get more coverage in other areas as well as to bring them up to date.

Chair Walker asked for further questions. There were none.

2. Staff Reports

Chair Walker asked for staff reports. There were none.

3. Committee Reports

Commissioner Garner announced that the Audit Committee met on April 11, 2023 and went over the financials for fiscal year 2022. Don Jump is here today to preview the audit report and a resolution will be coming before the Board next month to approve the fiscal year audit.

Chair Walker asked for further questions. There were none.

4. Commissioner Comments

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

5. City Council Liaison Comments or Discussion

Councilwoman Moon Reynolds addressed the Board stating there will be a public hearing before city council on Thursday, April 27th at 7:00 PM, as well as a public hearing on the HUD annual update and the real estate tax assessment.

Ms. Moon Reynolds announced that on April 28th at 1:00 PM there will be a dedication of Kennedy Park to be renamed in honor of the late Estelle McCadden.

Councilwoman Moon Reynolds noted that with the framework that is being done to curb gun violence, the City has put together a Whole of Government with various departments. A portion of the Whole of Government has been working with the public libraries and they currently host an event for Lansdowne youth every

Wednesday with sessions that include basketball with the RESET (Rapid Engagement of Support in the Event of Trauma) Team and a meal.

Lastly, Ms. Moon Reynolds announced that after meeting with the city manager, she is happy to announce that ADA ramps are finally being installed on the sidewalks in front of the RRHA central office. The law does call for this to be done and it will allow for someone that is disabled or in a wheelchair to get on and off of the curb safely. There is also talk about possibly adding flashing lights or other safety mechanisms to the crossing to ensure that the children can get back and forth from the Envision Center safely.

Commissioner Garner asked about the possible restructuring of the task force that makes up the Gun Violence Commission. Councilwoman Moon Reynolds said that council is currently waiting on the audit to come back and then they can begin to look at restructuring and looking at how they meet their mandate.

Ms. Moon Reynolds added that, in regards to the security cameras, she did speak with one of the other council members but, wanted to talk further with the city manager about that. There should be money perhaps under the ARPA (American Rescue Plan Act) for intervention and the security cameras should fall somewhere in that category.

Commissioner Garner asked if the City has done anything to commemorate the 100 year anniversary of the historic Burrell Center. Councilwoman Moon Reynolds said that to her knowledge nothing was done, but she will follow up with that at the council meeting on Monday, May 1st. Ms. Moon Reynolds added that it is a historical significance to the city of Roanoke, especially the black community, with Burrell

Hospital coming on board when it did.

Commissioner Spickler asked how many kids, on average, are attending the Wednesday night event at the library. Councilwoman Moon Reynolds replied that she does not know the exact number. The Whole of Government is an initiative that came from the director of general services that felt that all the departments should come together and do something for the city. The library portion is run by two gentleman that the city hired who have backgrounds where they have spent time in prison and can relate to and help at-risk kids. You cannot address something that you do not know anything about. One gentleman shared that he gets calls at two or three in the morning from the youth who may be having problems or are being harassed with gun violence. He is able to talk them through what to do, where to go or otherwise, so the program is effective in that respect. Ms. Moon Reynolds stated that she asked about funding and how you maintain such a program and it is understood that it is still in the grant phase which runs through 2024. Commissioner Spickler asked about the schedule for the summer months. Councilwoman Moon Reynolds said that for the summer they are hoping to put some more programs in place and possibly partner with Goodwill or other agencies to make sure we are able to keep these kids out of harm's way.

Chair Walker asked about the possible curfew for youth in the city. Councilwoman Moon Reynolds replied that two public hearings were held and most felt that a curfew was not the answer. A majority of the public felt that we needed to find ways to get the parents more engaged and accountable for where their kids are.

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, March 27, 2023.

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

C-2 Monthly Operations Report for the month of March 2023.

RECOMMENDED ACTION: File as submitted.

Commissioner Spickler 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, Smith, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

REGULAR AGENDA

1. Draft Audit

Mr. Jump greeted the Board and stated that a telephone meeting was held a week and a half ago to discuss the results of the audit which is being presented today. The audit report summary shows that there are five areas, all of which say

either unmodified opinion, fairly stated or information agrees and this means that there were no audit issues which is a very happy state of affairs. This reporting package is almost 70 pages long, but it can be broken down into pieces to make it easier to understand. First is the auditor's report on financial statements. Second is the management discussion and analysis which is the most important section for the Board and the only place you will see a year over year comparison from the prior year to the current year in terms of the income statements. Then we will touch on a few areas of the financial statements including the footnotes, the required reporting for governmental accounting on auditing standards, the uniform guidance and lastly the supplementary information. Most of the supplementary information is something called the FDS or Financial Data Schedule. That is something that HUD wants to look at and is essentially just the financial statements, but in a very specific format. That then gets uploaded to something called the HUD REAC system which stands for Real Estate Assessment Center.

Mr. Jump continued by stating that management has certain responsibilities for the auditor's report. Management is responsible for recording financial statements, establishing internal control of the recording, and designing and cleaning it. In the course of the audit, they must provide access to the auditing reports to all persons that obtain audit evidence. Management is also responsible for compliance with laws and regulations as well as providing us with written representation.

Mr. Jump explained that management and the Board combined have the responsibility of honesty and ethical standards, financial reporting and making sure authority operations comply with laws and regulations. The Board alone works as an

oversight position regarding the entire operation of the authority, with respect to the audit and financial reporting process. They are also responsible for the programs and ensuring that they are handled correctly.

Mr. Jump continued by noting that the auditor also has the responsibility of expressing opinions on the financial statement presentation, internal control over financial reporting and compliance with provisions of laws and regulations according to government auditing standards. The auditor is also responsible for various procedures depending on what programs RRHA is involved with and also obtaining evidence supporting financial statement amounts. Lastly, it is the auditor's responsibility to communicate these matters to the Board.

Mr. Jump stated that they always look at the areas of risk when doing an audit from a financial statement perspective. It is always assumed that there is a risk of management override and a risk of over or under statements of key significant financial statement items. The audit focus areas for this audit are HUD grants, which are the lion's share of all the revenue at the authority, capital assets, other post-employment benefit plan and liabilities. The second report that is done is on internal control over financial reporting. In this report we are looking to see if there are any internal control deficiencies, material weaknesses and significant deficiencies. Mr. Jump stated that he is happy to report that there were none there.

The third major report is what is referred to as the uniform guidance report and this is the report over the specific HUD programs. HUD requires us to make sure there is coverage every other year on the programs and that we do a deep dive into compliance as well as internal control. The programs are rotated each year and this

year the focus was on the Housing Choice Voucher program. Within this program we also looked at compliance requirements which includes activities allowed or un-allowed, allowable cost, eligibility, reporting and special tests.

Mr. Jump went on to report that there were no material weaknesses in the internal control over compliance and no significant deficiencies in the internal control over compliance. Moving on, there are a few other things that audit standards say we should be communicating to the Board. There were no issues with any qualitative aspects of accounting policies, no corrected or uncorrected mistakes and no disagreements with management representation. Management did not have any consultations with other accountants regarding policies or those kind of matters and there were no other matters to report.

Lastly, the report shows what is coming down the road as far as the Governmental Accounting Standards Board (GASB) statements. There is the GASB 96 which is based upon subscriptions or I.T.'s or programs that you might have. The Omnibus is just a clarification of some previous GASB's as is accounting changes and error corrections. They have also come up with a uniform way of handling compensated absences, but RRHA is already doing that. Mr. Jump concluded his presentation and offered to answer any questions.

Commissioner Garner asked if there was anything he could enlighten everyone on regarding internal controls over cash flow. Mr. Jump replied that cash flow is money coming in and money going out. Most of the money coming into RRHA is the HUD grants and that is a very easy audit trail. Money is also coming in through tenant receivables so you want to make sure that you have good controls over

recording those tenants coming in and the tenant receivables. All the controls at RRHA are excellent. On the disbursement side of things there are approvals for everything. Everything has to be signed off on and everything has to be documented in advance. One of the concerns as an auditor, and not just for this company, is the tremendous staff shortage everywhere. We look to see if there are good controls set up, because you do not have as many people to keep it in place. We were aware of that and looking for that and found nothing. Commissioner Garner commented that RRHA has had 15 or 16 years of unmodified opinion which is extraordinary.

2. Resolution No. 4154

Mr. Shank presented Resolution No. 4154 requesting the Board's approval to modify contract number 570-2201-1-5. This contract was awarded to Hughes and Associates and was made effective in December of 2021. It is a one year contract with a one year extension. The initial amount of the contract was \$165,000 for basic services and \$10,000 for reimbursements for plans, city permits, etc. Over the last year and a half 21 task orders have been issued under this contract thus far. RRHA received \$3.8 million from the Virginia Housing grant for capital projects which has allowed us to do more work in a short period of time. A change to the contract has been issued in the amount of \$17,000 to allow for time to get this resolution before the Board. There are several projects related to fiscal year 2023 under the CFP and the goal is to get them to get ahead and start on that work so staff can begin issuing IFB's, purchase orders and so on. Mr. Shank noted that the request is for an increase of \$68,000 to get us through the end of the contract period.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4154 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, Smith, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4154 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 570-2201-1-5 USING UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119 AND 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 VA36P01150119 in the amount of \$3,444,054.00; and

WHEREAS, Open-End Architectural and Engineering Services for RRHA was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by the RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; and

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

WHEREAS, Open-End Architectural and Engineering Services for RRHA 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, architectural and engineering services are essential to the overall maintenance and modernization of public housing developments and provide a vehicle for the timely obligation of available funding; and

WHEREAS, Contract 570-2201-1-5 had an effective start date of December 1, 2021, for a period of one (1) year, with an option to extend the contract for an one-year period, with a not-to-exceed amount of \$165,000.00 for Basic Services and \$10,000.00 for Reimbursables; and

WHEREAS, Hughes and Associates Architects & Engineers have been tasked during 2022 and into early 2023 of the contract period with a larger number of projects than normally experienced due to the additional funds received through the VA Housing Grant for public housing capital projects, which has resulted in costs much higher for architectural and engineering than expected at the time Contract 570-2201-1-5 was awarded; and

WHEREAS, the amount of Basic Services for Contract 570-2201-1-5 was increased by \$17,000.00 under Contract Modification #1; and

WHEREAS, Hughes and Associates Architects and Engineers will be tasked during the months of May 2023 through September 2023 with design work for several projects included in the annual plan for Capital Fund Program grant number VA36P01150123; and

WHEREAS, Open-End Architectural Services for RRHA are planned to be procured again in the fall of 2023; and

WHEREAS, in order to continue to obtain the architectural and engineering services RRHA needs in a timely manner, the Vice President of Operations recommends increasing the amount of contract 570-2201-1-5 by \$63,000.00 for Basic Services and \$5,000.00 for Reimbursables, for a total increase of \$68,000.00; 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 accept such change proposal and 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 recommended change proposal in the amount of \$68,000.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a modification of Contract 570-2201-1-5.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

III. **ADJOURNMENT**

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

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

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

NAYS: None

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

Karen Walker, Chair

David Bustamante, Secretary-Treasurer

Exhibits from March 27, 2023 Minutes previously circulated

RESOLUTION
NO. 4155

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4155

Meeting Date: May 22, 2023

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2022 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, 2022 (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 24, 2023 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, 2022.

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.

Recommended by: Jackie Austin
VP of Finance

Date 4/28/23

Approved by: [Signature]
Executive Director

Date 4.28.23

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: _____

RESOLUTION
NO. 4156

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4156

Meeting Date: May 22, 2023

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE 2023 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 2023 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, the use of CFP funds to for land acquisition, Faircloth to RAD 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 2023 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 2023 Annual Plan on May 22, 2023; and

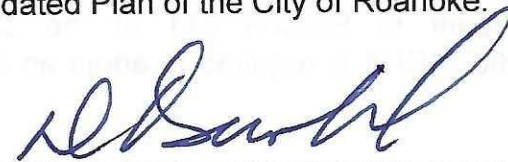
WHEREAS, the 2023 Annual Plan meets the current regulatory and statutory requirements; and

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 2023 Annual Plan to HUD by June 18, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2023 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.

Approved by: _____



Executive Director

Date 5.4.23

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: _____

RESOLUTION
NO. 4157

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4157

Meeting Date: May 22, 2023

Agenda Item Number: 3

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE 2023 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, RRHA staff have conducted community meetings at all public housing sites to gather input, which has been considered in development of the 2023 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2023 Capital Fund Program Five-Year Action Plan; and

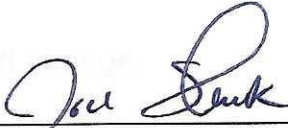
WHEREAS, RRHA gave 45 days public notice and made the 2023 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

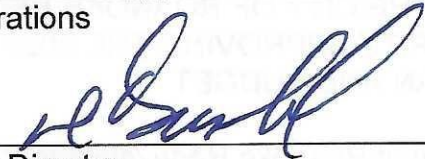
WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 22, 2023; and

WHEREAS, the RRHA 2023 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2023 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 2023 Capital Fund Program Five-Year Action Plan is hereby approved.

Recommended by:  Date 5/5/2023
VP of Operations

Approved by:  Date 5.5.23
Executive Director

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: _____

RESOLUTION
NO. 4158

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4158

Meeting Date: May 22, 2023

Agenda Item Number: 4

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 4301 SPANISH TRAIL, NW (TAX MAP NUMBERS 6030101 AND 6030104) FROM VIRGINIA HOUSING (FORMERLY VIRGINIA HOUSING DEVELOPMENT AUTHORITY) UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND CENTRAL OFFICE OPERATING FUNDS.

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 VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Dwelling Unit Development - Acquisition was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, obligation and expenditure of funds from CFP grant number VA36P01150123 is contingent on HUD approval of RRHA's Capital Fund Program 5-Year Action Plan for Fiscal Year 2023; and

WHEREAS, RRHA will make an earnest money deposit of \$25,000 to Virginia Housing using Central Office funds; and

WHEREAS, in 2022, the City of Roanoke Redevelopment and Housing Authority (RRHA) had a Repositioning Plan created to evaluate the future operation of its public housing portfolio; and

WHEREAS, the RRHA Board of Commissioners was briefed on the Repositioning Plan by Dominion Due Diligence, Inc. and RRHA staff on July 25, 2022; and

WHEREAS, the Repositioning Plan includes a recommendation to create new affordable housing units through the Faircloth to Rental Assistance Demonstration (RAD) process by which HUD allows public housing authorities (PHAs) that have Faircloth authority to build new public housing units and thereafter reposition them to the Section 8 Program; and

WHEREAS, currently RRHA has Faircloth authority of 186 public housing units;
and

WHEREAS, RRHA recognizes the dire need for the development of more
affordable housing units in the City of Roanoke; and

WHEREAS, RRHA staff has consulted with leadership of the City of Roanoke,
who also expressed a strong desire to see more affordable housing units developed in
the City; and

WHEREAS, Virginia Housing publicly advertised a Notice of Sale for the
purchase and development of affordable housing on the *Ashton Hill* property located at
4301 Old Spanish Trail, NW, Roanoke, VA 24017 (the property), which contains over
12.8 acres of vacant land on two parcels; and

WHEREAS, RRHA submitted a proposal to Virginia Housing to build 86 units of
affordable housing via a Faircloth to RAD development, subsequently develop
additional housing on the site, and pay \$750,000 for the property; and

WHEREAS, Virginia Housing's Notice of Sale for the property notes that the
2023 tax assessment for the two properties is \$624,300 and the land was recently
appraised for \$1,040,000 in September 2022, and

WHEREAS, Virginia Housing has agreed to sell the property to RRHA at an
official sales price of \$1,040,000 but agrees to cover the difference between RRHA's
proposed price of \$750,000 and the total, such that RRHA will only pay \$750,000 for the
property; and

WHEREAS, RRHA has advised Virginia Housing that closing on the property is
contingent upon approval of this Resolution by the Board of Commissioners and by
HUD approval of RRHA's Capital Fund Program 5-Year Action Plan for Fiscal Year
2023; and

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 submit a proposal and
subsequent option or contingency contract to Virginia Housing for the purchase of
Ashton Hill property.

Recommended by: 
VP of Operations

Date 5/5/2023

Approved by: 
Executive Director

Date 5.4.23

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: _____

RESOLUTION
NO. 4159

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4159

Meeting Date: May 22, 2023

Agenda Item Number: 5

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A REVISED RRHA SAFETY
PROGRAM POLICY**

WHEREAS, of upmost importance to the City of Roanoke Redevelopment and Housing Authority (RRHA) is the ongoing safety and good health of RRHA employees, the residents of RRHA properties and their guests, RRHA visitors and contractors that are employed by RRHA; and

WHEREAS, the purpose of RRHA's Safety Program Policy is to prevent workplace injuries and illnesses and to operate and maintain RRHA properties in a safe condition; and

WHEREAS, RRHA intends to comply with all applicable federal, state and local laws that govern workplace safety and health; and

WHEREAS, since its initial adoption, RRHA's Safety Program Policy has been revised on several occasions, with the last revision approved by the Board of Commissioners on May 21, 2018; and

WHEREAS, RRHA's Safety Program Policy now needs to be revised to comply with changes in Department of Labor Occupational Safety and Health Act (OSHA) regulations, changes in the scope of RRHA's safety program procedures, and personnel position changes; and

WHEREAS, the proposed revised Safety Program Policy has been reviewed by RRHA's legal counsel and determined to be in compliance with legal requirements applicable to RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised RRHA Safety Program Policy is approved.

Recommended by: _____


VP of Operations

Date 5/5/2023

Approved by: _____


Executive Director

Date 5.5.23

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: _____

Statement of RRHA Safety Program Policy

I. PURPOSE

Of utmost importance to the City of Roanoke Redevelopment and Housing Authority (RRHA) is the ongoing safety and good health of RRHA employees, the residents of RRHA properties and their guests, visitors, and contractors that are employed by RRHA. The purpose for RRHA's Safety Program is to prevent workplace injuries and illnesses and to operate and maintain RRHA properties in a safe condition.

II. SCOPE

The policy applies to all RRHA employees.

III. POLICY

It is the intention of RRHA to abide by all applicable federal, state, and local laws and regulations which govern the health and safety of our employees, as well as residents and their guests, contractors, and visitors. OSHA Regulatory Compliance Plans and risk control management procedures have been developed and will be employed where feasible to prevent and control losses which may threaten the health and well-being of RRHA employees, residents, contractors, and visitors as policy to ensure that the highest level of safety is provided for all.

OSHA Compliance Plans and risk control management procedures shall be reviewed annually and updated due to regulatory changes, in response to trends seen in types of workplace injuries or illnesses at RRHA, and changes in types of or in procedures for maintenance tasks performed by RRHA staff.

RRHA is committed to maintaining a safe work environment. Any employee who fails to abide by established OSHA Compliance Plans and risk control management procedures shall be subject to disciplinary action, up to and including termination.

The RRHA Safety Committee has been formed for the purpose of reducing workplace injuries and illnesses by: (1) Increasing and maintaining employee awareness and interest in health and safety issues; (2) To assist in integrating safety and health activities in RRHA's operating procedures and culture; (3) To assist in RRHA's compliance with federal, state, and local safety and health regulations; (4) To serve as a platform for informing RRHA employees about safety and health issues, changes in regulations that impact the workplace, and new and improved safety products; and (5) Assist in the performance of an annual review of safety program procedures.

The Board of Commissioners has established this policy and delegates responsibility to the Executive Director to establish or modify procedures for the implementation of the policy. Current procedures are detailed in the RRHA Safety Manual, but will be reviewed annually and revised when necessary.

IV. PROCEDURES

The RRHA Safety Manual is intended to establish the foundation upon which detailed procedures for RRHA's Safety Program are developed and implemented. These procedures have been established to ensure that employees understand RRHA's safety practices and protocols to maintain their health and well-being while performing their work-related activities.

The Safety Manual currently contains 17 sections including: Access to Employee Exposure and Medical Records (§29 CFR 1910.1020), Certified Workplace Hazard Assessment (§29 CFR 1910.132(d)(2)), Bloodborne Pathogens Exposure Control Plan (§29 CFR 1910.1030), Cold Stress Program (General Duty Compliance Program), Confined Spaces Program (§29 CFR 1910.146), Employee Emergency Action Plan (§29 CFR 1910.38), Employee Occupational Injury Program (General Duty Compliance Program), Ergonomics Program (General Duty Compliance Program), Fire Prevention Plan (§29 CFR 1910.39), Hazard Communications Plan (§29 CFR 1910.1200), Heat Stress Program (General Duty Compliance Program), Hot Work Program (§29 CFR 1910.252), Lockout-Tagout Program (§29 CFR 1910.147), Machine Guarding Program (§29 CFR 1910.219), Powered Industrial Trucks (Forklift Safety) Program (§29 CFR 1910.178), Severe Injury Reporting (§29 CFR 1904.39), Workplace Violence Prevention Program (General Duty Compliance Program), and related appendices for each section.

RESOLUTION
NO. 4160

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4160

Meeting Date: May 22, 2023

Agenda Item Number: 6

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A SALES AGREEMENT WITH A BUYER AND AUTHORIZING THE EXECUTION OF A DEED OF CONVEYANCE INSTRUMENT FOR THE SALE OF 505 21ST STREET, NW TO VELVA N. REEVES.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a lease-purchase homeownership program 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 lease-purchase homeownership program was originally created in 2000 by RRHA upon approval of RRHA's HOPE VI - Lincoln 2000 project by the Department of Housing and Urban Development (HUD); and

WHEREAS, the program has been amended several times including most recently by the RRHA Board of Commissioners' passing of Resolution Number 4083 on May 24, 2021; and

WHEREAS, the existing tenants of these units at the time of the application's approval were notified that they would have the first right of refusal to purchase the housing unit they were currently leasing; and

WHEREAS, the previous tenant of this property was not interested or able to purchase this property and has since been relocated by RRHA to another public housing unit; and

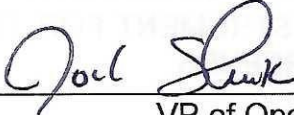
WHEREAS, Velva N. Reeves has complied with all requirements of the Lease-Purchase program to date and has provided evidence of financing with Freedom First Credit Union and made the required down payment on the mortgage in an escrow account; and


WHEREAS, Velva N. Reeves has entered into a contract with RRHA to purchase the single-family property at 505 21st Street, NW, bearing Tax Map No. 2322509, under the program for \$108,000, as such price is based on an independent appraisal; 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 the Purchaser.

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 505 21st Street, NW, bearing City of Roanoke Tax Map Number 2322509, to Velva N. Reeves for the purchase price of \$108,000 under the terms of the Lease-Purchase Homeownership Program.

Recommended by:  Date 5/5/2023
VP of Operations

Approved by:  Date 5.4.23
Executive Director

COMMISSIONERS ACTION: Approved ☐ Disapproved

Remarks: _____

RESOLUTION
NO. 4161

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4161

Meeting Date: May 22, 2023

Agenda Item Number: 7

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A SALES AGREEMENT WITH A BUYER AND AUTHORIZING THE EXECUTION OF A DEED OF CONVEYANCE INSTRUMENT FOR THE SALE OF 1809 DOWNING STREET, NW TO JASMINE N. BRAY.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a lease-purchase homeownership program 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 lease-purchase homeownership program was originally created in 2000 by RRHA upon approval of RRHA's HOPE VI - Lincoln 2000 project by the Department of Housing and Urban Development (HUD); and

WHEREAS, the program has been amended several times including most recently by the RRHA Board of Commissioners' passing of Resolution Number 4083 on May 24, 2021; and

WHEREAS, the existing tenants of these units at the time of the application's approval were notified that they would have the first right of refusal to purchase the housing unit they were currently leasing; and

WHEREAS, the previous tenant of this property was not interested or able to purchase this property and has since been relocated by RRHA to another public housing unit; and

WHEREAS, Jasmine N. Bray has complied with all requirements of the Lease-Purchase program to date and has provided evidence of financing with Freedom First Credit Union and made the required down payment on the mortgage in an escrow account; and

WHEREAS, Jasmine N. Bray has entered into a contract with RRHA to purchase the single-family property at 1809 Downing Street, NW, bearing Tax Map No. 2040127, under the program for \$127,000, as such price is based on an independent appraisal; 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 the Purchaser.

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 1809 Downing Street, NW, bearing City of Roanoke Tax Map Number 2040127, to Jasmine N. Bray for the purchase price of \$127,000 under the terms of the Lease-Purchase Homeownership Program.

Recommended by: Joel Clark Date 5/5/2023
VP of Operations

Approved by: [Signature] Date 5.5.23
Executive Director

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

RESOLUTION
NO. 4162

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4162

Meeting Date: May 22, 2023

Agenda Item Number: 8

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING ADDITIONAL FUNDING FOR RENOVATION OF CERTAIN PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

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 approved 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 their agents for two (2) properties with a not-to-exceed amount of \$125,000 established for the total cost to acquire, renovate and sell each property ; and

WHEREAS, the RRHA Board of Commissioners approved Resolution Number 4064 on November 23, 2020, which authorized increasing the not-to-exceed amount established in Resolution Number 3972 to acquire, renovate and sell the two (2) properties from \$125,000 each to \$200,000 each, and sell said properties to qualified buyers; and

WHEREAS, the RRHA Board of Commissioners approved Resolution Number 4113 on March 28, 2022, which authorized the purchase of property at 938 Peck St, NW, and approved Resolution Number 4116 on April 25, 2022, which authorized the purchase of property at 1606 Grayson Avenue, NW, both properties of which were acquired to further the goals of the HOP; and

WHEREAS, RRHA has acquired the two (2) housing units, 938 Peck St, NW and 1606 Grayson Ave, NW, that are currently undergoing renovation to a standard consistent with requirements of RRHA HOP programs, by which properties should not require significant capital investment or maintenance for seven (7) years after their sale; and

WHEREAS, RRHA is currently working with two (2) applicants in the HOP with each applicant having made a deposit as a down payment on one (1) of the properties; and

WHEREAS, the RRHA Board of Commissioners approved Resolution Number 4134 on October 24, 2022, which authorized the sale of 938 Peck Street, NW,; and

WHEREAS, due to unforeseen conditions encountered during the process of the renovation of the property, the cost of renovations has significantly increased and has also resulted in the sale of 938 Peck Street, NW being delayed; and

WHEREAS, due to current market conditions the costs for construction labor and materials have increased significantly since Resolution 4064 was approved; and

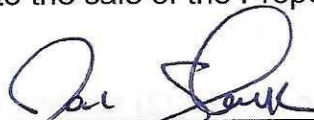
WHEREAS, due to unforeseen conditions and current market conditions the \$200,000 not-to-exceed amount established by Resolution 4064 does not allow sufficient funds for the complete renovation of 938 Peck St., NW; and

WHEREAS, it is estimated that an additional \$75,000 may be needed to complete the renovation and sale of 938 Peck St., NW, to the requirements of the HOP program, with an allowance for unknown conditions included, it is recommended that the not-to-exceed amount for acquisition, renovation and sale of an individual property be increased to \$275,000; and

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

1. The Executive Director or a designee is authorized to execute purchase orders or contracts to complete the renovation of two (2) properties, 938 Peck St, NW and 1606 Grayson Avenue, NW, in the City of Roanoke with the total not-to-exceed amount authorized for the acquisition, renovation and sale of the Properties being established at \$275,000 each.
2. Approval of the Board of Commissioners will be required prior to RRHA proceeding to the sale of the Properties.

Recommended by: _____


VP of Operations

Date 5/9/2023

Approved by: _____


Executive Director

Date 5.9.23

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: _____

RESOLUTION
NO. 4163

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4163

Meeting Date: May 22, 2023

Agenda Item Number: 9

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA RISK SHARING ASSOCIATION

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by 24 CFR 965 Subpart B to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, Virginian Municipal League Insurance Programs changed their name to Virginia Risk Sharing Association (VRSA) effective July 1, 2019; and

WHEREAS, the contract for commercial insurance policies was publicly competed in 2022, with VRSA submitting the highest ranked proposal; and

WHEREAS, VRSA provided a \$43,280.00 increase in the 2023-2024 renewal rate 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.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Risk Sharing Association for the term of July 1, 2023 through June 30, 2024, for a not to exceed contract amount of \$337,884.00.

Recommended by:


VP of Operations

Date 5/9/2023

Approved by:


Executive Director

Date 5.9.23

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks:

