

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, August 28, 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, Kepley, Smith, Spickler,  
Vice Chair Karney, Chair Walker

ABSENT: Commissioner Garner

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, Executive Administrative Assistant; Frederick Gusler, Director of Redevelopment and Revitalization; Jason Michaels, Manager of Human Resources; Suzzette McCoy, Compliance and Quality Assurance Specialist; Lyn Relf, HCV Manager; Greg Goodman, Director of Community Support Services; Brenda Prieto, PR/Social Media/Marketing Manager; Jasmine Talada, Property Manager

Chair Walker welcomed everyone to today's meeting.

**II. PUBLIC HEARING**

To receive comments on the proposed Fiscal Year (FY) 2024 Operating Budget.

Ms. Austin gave a brief overview of the 2024 Operating Budget.

RRHA continues to use the asset management model within the budgeting

process for the 2024 fiscal year, which begins October 1, 2023. Overall, RRHA is budgeting for an 11% increase in total revenue for the 2024 fiscal year. The public housing program is projecting an increase of 5% in total tenant revenues, which was based on current rents being charged. Operating subsidy is projected to increase 15% for the public housing program.

The central office cost center is projecting an increase in 1% in total fee income due to an increase in the management fees from the Capital Fund Grant also due to the increase in the HCV vouchers projected to be leased during 2024. The Section 8 budget is also projecting an increase of 8% in admin fees due to the increase in the number of vouchers expected to be leased.

Hackley Tenant Rental Revenues are projected to decrease 2% based on the current rents being charged. Due to a higher rent standard that became effective in June, the Section 8 rental income for Hackley increased 12%.

The Authority as a whole is projecting an 18% increase in budget increases and this is due to anticipating higher costs for materials, contracts, utilities, insurance and salary increases.

Public housing anticipates using \$174,000 in reserves to fund operating expenses. The public housing program is anticipating an increase in unit turnovers, and therefore, increased costs for maintenance expenses.

Ms. Austin stated that in addition, there are several maintenance projects planned for the sites. Lansdowne Park has budgeted to seal and stripe the parking lot, to paint the buildings and to make repairs to retaining walls. Villages at Lincoln plans to repair HVAC units. Hunt Manor and Bluestone Park has budgeted to replace screen

doors and to repair the playgrounds. Melrose Towers has budgeted to scrape and paint the balconies, painting of the hallways and laundry rooms, and to seal and stripe the parking lots. Total expenses for the Section 8 program are projected to decrease 1% due to budgeting for one less specialist and less need for PPE supplies related to COVID. Utilities for the HCV program increased 7% due to anticipated rate increases.

Administrative expenses for Hackley are budgeted to increase 15% due to an increased need for legal services and for budgeting for new office equipment.

Tenant Services for Hackley increased \$2,000 due to a projected increase in other miscellaneous expenses needed for supportive services for tenants such as relocation costs. Hackley has budgeted \$50,000 in Ordinary Maintenance expenses for repairs that are needed for a unit that has significant damages.

The Homeownership Program (HOP) has budgeted \$800,000 to purchase and/or rehab additional houses. HOP reserves will be used to fund those activities.

The budgets are based on estimated projections for both public housing operating subsidy and housing choice voucher admin fees.

Ms. Austin noted that the Board will not be asked to take any action on the proposed 2024 budget at today's meeting. A resolution will be brought before the Board at the September meeting for consideration.

Commissioner Kepley asked what project the reserves will be funding. Ms. Austin replied that the public housing program has budgeted \$174,000 mainly for increased costs and the anticipation of higher costs for unit turns. The rent moratorium has also ended and it is expected that RRHA will incur additional legal costs.

Commissioner Kepley asked if that is expected to go on indefinitely. Ms. Austin



stated that this has been going on since COVID. RRHA's accounts receivables are remaining high and thus, an increased cost for write-offs.

Chair Walker asked for further questions. There were none.

### III. REPORTS

#### 1. Executive Report

Mr. Bustamante addressed the Board stating that, in addition to his written report, he has a couple of items to announce. The city is interested in having a joint meeting with the RRHA Board of Commissioners on November 6, 2023 at 9:00 AM. Mr. Bustamante asked the Board to please let Ms. Pagans know if anyone has any scheduling conflicts for this date.

Mr. Bustamante announced that RRHA was awarded \$164,000 from the city's Virginia State Gun Violence Intervention program for the purchase of five new TSUNAMI cameras and two new license plate readers. Two cameras and one license plate reader will be installed at Lansdowne Park and Villages at Lincoln and one camera at Jamestown Place. These new cameras will allow for more visibility in areas where there currently is none.

Mr. Bustamante stated that Congress has until September 30<sup>th</sup> to pass all 12 budgets. If this does not happen, the government will either shut down or a continuing resolution will be issued. Mr. Bustamante added that based on recent meetings he has had with other executive directors, NAHRO and PHATA, there will definitely be a continuing resolution until December to allow Congress to vote on these 12 appropriation bills. This means that from now until December the rate will be the same as it was in

2023. While this is not terrible, it also does not account for inflation. Mr. Bustamante noted that as he receives more information on the budget, he will pass it along to the board.

Chair Walker asked for further questions. There were none.

2. Committee Reports

Vice Chair Karney stated that RRHA's personnel committee met with Mr. Michaels earlier today to discuss proposed changes to overtime and on call time in reference to the employee handbook. Ms. Karney noted that the committee recommends these changes.

3. Commissioner Comments

Chair Walker asked for commissioner comments. There were none.

4. City Council Liaison Comments or Discussion

Chair Walker asked if there were any residents or community members that would like to address the Board. There were none.

5. Residents or other community members to address the Board

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

**CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday,

July 24, 2023.

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

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

RECOMMENDED ACTION: File as submitted.

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

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

NAYS: None

**REGULAR AGENDA**

1. Resolution 4165

Mr. Michaels presented Resolution No. 4165 requesting the board's approval of updates to the RRHA employee handbook. This resolution is to add language to the overtime and on call time section regarding how holiday time is calculated. Currently, holiday time does not count toward time worked. This means that employees who are called in during a holiday week do not receive overtime pay until they work enough hours to cover any holiday time, plus an additional two and a half hours, putting their time over 40 hours. The human resources department, after conducting exit interviews and polling current staff, found that this is an area of opportunity to attract and retain the most qualified candidates for the organization. This change, if approved, will take place on September 1, 2023 and current and future employees will begin receiving the benefits



of the change immediately, including the upcoming Labor Day holiday and all RRHA recognized holidays going forward.

This change will apply to all non-exempt employees who are paid hourly rates. While a great benefit to the maintenance team, who were most impacted by the current policy, going forward all divisions with non-exempt hourly employees will have this same policy pertain. All other sections in the Employee Handbook remain unchanged at this time.

Commissioner Kepley asked if an employee that is called in on a holiday makes time and a half in addition to their regular pay. Mr. Michaels replied that holiday time now counts as hours worked instead of hours not worked. An employee will now get credit for the seven and a half hours as time worked and not necessarily getting paid two and a half times.

Commissioner Spickler asked if any financial impact was factored in. Mr. Michaels said that he does not have any of those calculations as overtime is so sporadic and difficult to predict. When taking into account the cost associated with contracting and getting through an employee's first day, in general concepts, there is a lot of money involved. Mr. Michaels added that he believes that retaining employees will equate to money saved in the long run. Commissioner Spickler stated that she agreed.

Chair Walker asked for further questions. There were none.

Vice Chair Karney introduced Resolution No. 4165 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4165 was adopted as introduced.

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 employee handbook (handbook) to ensure it is relevant, meets the needs of RRHA and is legally compliant; and

WHEREAS, RRHA has revised the Handbook with legal counsel to update and streamline the document to include language that may improve employee satisfaction and retention; and

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

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised and updated Handbook.

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 September 1, 2023.

2. Resolution 4166

Mr. Shank presented Resolution No. 4166 requesting the Board's approval to award a contract for the replacement of heating systems at Bluestone Park. This project will involve the replacement of boilers, circulator pumps and other peripheral equipment, as well as electrical upgrades relating to the house panels. An Invitation for Bid (IFB) was issued on July 9<sup>th</sup> and three responsive bids were received from Control



Maintenance Inc., Comfort Systems USA Inc. and Russell's Remodeling Inc. Comfort Systems USA submitted the lowest responsive bid at \$553,100. This lesser bid amount is due to Comfort Systems USA being able to do all of the work in house as opposed to subcontracting some of the work out. In past years they have worked on smaller projects for RRHA, thus there is no question that Comfort Systems USA will be able to complete the contract.

Commissioner Anguiano asked why this project is being funded by two separate grants. Mr. Shank replied that this project has been in the five year plan for some time. RRHA was awarded the Virginia Housing Public Housing Revitalization Grant in the fiscal year 2021 and it is being used to supplement the cost of other projects such as this. Commissioner Kepley asked how many units are included in this project. Mr. Shank stated that this contract will include 72 units. Commissioner Kepley asked if contractor interest has increased for these types of projects. Mr. Shank said that work has slowed for some contractors which has resulted in an increase in the amount of bids received.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4166 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4166 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT  
OF HEATING SYSTEMS FOR BLUESTONE PARK, AMP 259, UNDER  
CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123  
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 VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Replace Heating Systems for Bluestone Park 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, 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, Replace Heating Boilers for 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 Replacement of Heating Systems for Bluestone Park; and

WHEREAS, RRHA issued a Invitation for Bid on July 9, 2023, with bids being due on August 1, 2023; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Control Maintenance, Inc.	\$740,000.00
Russell's Remodeling, LLC	\$824,486.00
Comfort Systems USA (Roanoke), Inc.	\$553,100.00

WHEREAS, the amount of the bid submitted by Comfort Systems USA (Roanoke), 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 Comfort Systems USA (Roanoke), 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 Comfort Systems USA (Roanoke), 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 Comfort Systems USA (Roanoke), 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 Comfort Systems USA (Roanoke), Inc. and RRHA for the fixed price of \$553,100.00.
- (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.

### 3. Resolution 4167

Mr. Shank presented Resolution No. 4167 asking the board to authorize the execution of a Memorandum of Understanding (MOU) with the city of Roanoke for the receipt of Gun Violence Intervention Program grant funds. The Virginia Department of Criminal Justice Services awarded the city of Roanoke state funding for their Gun Violence Intervention Program grant. The Gun Violence Commission granted funds from that program to activities that affect the city of Roanoke as a whole. This will provide for the leasing of five additional camera systems and two additional license plate readers to be dispersed among Lansdowne Park, Jamestown Place and Villages at Lincoln.

Commissioner Kepley asked if an IFB has been issued for this project. Mr. Shank



replied that a modification will be issued to add this work to the existing Ocean 10 Security contract in which pricing is already in place.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4167 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, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4167 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A  
MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ROANOKE  
FOR THE RECEIPT OF GUN VIOLENCE INTERVENTION PROGRAM  
GRANT FUNDS**

WHEREAS, the Virginia Department of Criminal Justice Services awarded the City of Roanoke state funding from the Gun Violence Intervention Program Grant to support the existing work of the Roanoke Gun Violence Prevention Commission; and

WHEREAS, the Gun Violence Prevention Commission is granting funds from the Gun Violence Intervention Program Grant to RRHA for activities designed for the prevention and intervention of gun violence within the community; and

WHEREAS, the amount of the Gun Violence Intervention Program Grant is \$164,000.00, which will allow for the leasing of additional surveillance cameras at several public housing developments; and

WHEREAS, review and evaluation of the terms of the Memorandum of Understanding with the City of Roanoke has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the execution of the Memorandum of Understanding with the City of Roanoke; and

WHEREAS, the Executive Director has determined that it is in the best interests of RRHA to execute the Memorandum of Understanding with the City of Roanoke; and

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

(1) The Executive Director be and hereby is authorized and directed to execute a Memorandum of Understanding with the City of Roanoke for receipt of Gun Violence Prevention Program Grant funds with an amount of \$164,000.00.

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

4. Resolution 4168

Mr. Shank presented Resolution No. 4168 requesting the board's approval to modify contract 900-2102-2-7 with Ocean 10 Security for leasing of security cameras and license plate readers at several RRHA public housing sites. The new cameras will be funded through the grant that was mentioned in the previous resolution. Initially, the contract amount was \$1,625,000 for one year with four option years. There have since been two modifications to the contract for a new camera system at the Envision Center and an additional camera system at Lansdowne Park. This modification is for the amount of the grant received or \$164,000 and, thus, requires board approval.

Commissioner Kepley asked if the cameras appear to be helping. Mr. Bustamante stated that unfortunately the cameras are unable to stop a crime from happening, but they are definitely a deterrent. Commissioner Kepley asked if there is any data to support this. Mr. Bustamante noted that, while he does not have it with him today, there is some data to reflect the increase in arrests and the decrease in crime.



Mr. Bustamante added that he will be able to provide that data to the board at a later date.

Chair Walker asked for further questions. There were none.

Commissioner Kepley introduced Resolution No. 4168 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, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4168 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY MODIFYING CONTRACT 900-2102-2-7 UNDER  
CITY OF ROANOKE GUN VIOLENCE PREVENTION COMMISSION GUN  
VIOLENCE INTERVENTION PROGRAM GRANT FUNDS**

WHEREAS, RRHA Board of Commissioners by Resolution 4063, authorized the execution of documents for joining an intergovernmental cooperative agreement contract between Cincinnati Metropolitan Housing Authority and Ocean 10 Security, LLC for leasing surveillance camera systems for public housing developments with a not-to-exceed amount of \$1,625,000.00, for a period of one (1) year with four (4) option year renewals using public housing operating funds; and

WHEREAS, RRHA Board of Commissions by Resolution 4167 approved the execution of a Memorandum of Understanding with the City of Roanoke to receive Gun Violence Intervention Program Grant funds; and

WHEREAS, the amount of the Gun Violence Intervention Program Grant funds is \$164,000.00, which will allow for the leasing of additional surveillance cameras at several public housing developments; and

WHEREAS, RRHA requested a proposal from Ocean 10 Security, LLC for leasing an additional surveillance camera system for the EnVision Center for a period of three (3) years; and



WHEREAS, a modification to Contract 900-2102-2-7 in the amount of \$19,500.00 for the leasing of the additional surveillance camera system for the EnVision Center for a period of three (3) years was executed April 27, 2021; and

WHEREAS, RRHA requested a proposal from Ocean 10 Security, LLC for leasing an additional surveillance camera system for Lansdowne Park for a period of three (3) years; and

WHEREAS, a modification to Contract 900-2102-2-7 in the amount of \$19,500.00 for the leasing of the additional surveillance camera system for the Lansdowne Park for a period of three (3) years was executed January 17, 2023; and

Ocean 10 Security, LLC was requested to submit a change proposal for leasing five (5) additional surveillance cameras and two (2) license plate readers at three (3) public housing developments for a period of four (4) years; and

WHEREAS, the amount of the change proposal submitted by Ocean 10 Security, LLC was determined to be fair and reasonable for leasing the additional surveillance camera systems and license plate readers for a period of four (4) years; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Ocean 10 Security, LLC; 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 change proposal for leasing five (5) additional surveillance camera systems and two (2) license plate readers for three (3) public housing developments for four (4) years be and hereby accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, contingent upon the execution of the

Memorandum of Understanding with the City of Roanoke for Gun Violence Intervention Program Grant funds;

- (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.

5. Executive Session

The closed session began at 3:26 p.m. with Chair Walker stating that the Executive Session of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority to discuss personnel issues relating to physical attendance in the workplace including specific performance issues relating to identifiable employees of the Authority for the provision of legal advice regarding the same, which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(8).

The commissioners came back into an open session at 4:00 p.m. Commissioner Anguiano moved to approve the closed meeting certification and Vice Chair Karney seconded the motion. Mr. Loftis conducted a roll call vote, which was unanimously voted yes.

**IV. 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:

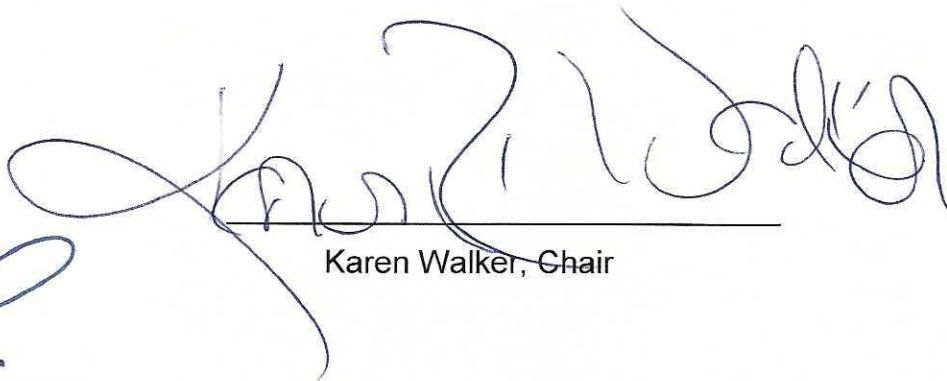
AYES: Commissioners Anguiano, Kepley, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

Chair Walker declared the meeting adjourned at 4:01 p.m.

A handwritten signature in blue ink, appearing to read 'David Bustamante', written over a horizontal line.

David Bustamante, Secretary-Treasurer

A large, stylized handwritten signature in blue ink, appearing to read 'Karen Walker', written over a horizontal line.

Karen Walker, Chair



Exhibits from August 28, 2023 Minutes previously circulated