

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 for a regular session on Monday, January 25, 2010, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Boitnott, Burruss, Butler, Garner, Miller

ABSENT: Commissioners Karnes, Smith

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Roger Vest, VP of Real Estate Development; Penny Southward, VP of Resident Services; Joel Shank, Capital Improvements Director; Briggitt Harris, Housing Operations Director; John Urquhart, Financing/Risk Manager; Katie Tyler, Executive Assistant; Nick Conte, Legal Counsel; Court Rosen, City Council Liaison; Helen Davis and Evelyn Bethel

II. REPORTS

1. Financial Report

Vice-Chair Burruss asked for the Financial Report.

Jackie Austin, RRHA VP of Finance/CFO, referred to the Monthly Operations Report Finance Section and referenced page 37. Public Housing is reporting net income of approximately \$517,000. Total revenues are showing a favorable variance of \$93,000 due mainly to favorable variances in both dwelling revenues and operating subsidies. Total expenses are showing a favorable variance of \$339,000 mostly attributable to administrative utilities and general and extraordinary expenses which are reporting favorable variances. Administrative expenses are under budget \$67,000 due to expenditures that have not been realized to date. Utility expense is under budget due to budgeting for utility rate increases anticipated to be incurred later in the fiscal year. Utility expenses are expected to increase significantly over the next several months due to APCO receiving a 15.5% rate increase in December and with the very cold temperatures that we have been experiencing. General expenses are reporting a favorable variance of \$52,000 due to expenses that have been budgeted but not yet incurred, such as bad debt write-off which are expensed in March and September. Extraordinary maintenance is under budget by \$49,000 primarily due to a credit of \$4,000 from insurance proceeds that RRHA received for a casualty loss, but the repairs were not completed and paid for by the end of November, as well as other expenses that have not been incurred to date.

The Central Office Cost Center (COCC) is reporting a difference in revenue and expense of \$111,000 on page 46. Total revenues are approximately \$17,000 under budget mostly due to service fee income. Service fee income is showing an unfavorable variance of almost \$26,000 due to budgeting service fees for personnel to the COCC for which the fee cannot actually be billed because it is currently charged

directly to the Capital Fund Program (CFP). In order to comply with Stop-Loss requirements, these fees had to be reflected in COCC budgeting but continue to be charged directly to the CFP until the 2007 Capital Fund grant is expended, at which time the service fee billing will begin. It is anticipated that the 2007 Capital Fund grant will be fully expended on the administrative line item in the first quarter of 2010, and the expenses for those staff positions will then move to the COCC. Total expenses are showing a favorable variance of \$124,000 mostly attributable to administrative expenses showing a positive variance of almost \$109,000, which is due to the same Stop-Loss provision previously described. Also contributing to the favorable variance in administrative expenses is the vacant quality assurance position which was filled the first of January.

The Section 8 program is reporting a loss of approximately \$12,000 mostly due to unfavorable revenues in interest income and admin subsidy as shown on page 47. Total revenues are showing an unfavorable variance of \$7,000, mostly due to an unfavorable variance in interest income due to using reserves to fund the shortfall in HAP expenses and decreasing interest rates. Admin subsidies are down due to not reissuing vouchers to reduce HAP expenditures. Total expenses are showing a favorable variance of approximately \$14,000, of which \$22,000 is attributable to administrative expenses which is due to several positions which have been absorbed by other open positions within RRHA in an effort to reduce expenses in the Section 8 program. Ordinary maintenance is reporting an unfavorable variance of \$7,400, due to contract expenses that have been incurred but were not included in the budget.

Commissioner Boitnott asked if utilities are included in the rent for public housing

or is it a separated fee that the tenants pay. Ms. Briggitt Harris, RRHA Housing Operations Director, stated that at the Villages at Lincoln residents pay their own utilities and that excess utility allowance is utilized at the other public housing sites. Ms. Harris stated that HUD provides the formula that determines what kilowatts are necessary to efficiently run a household and any usage over that usage allowance, the resident is responsible to pay on a quarterly basis.

Commissioner Botinott asked if the residents at the Villages at Lincoln worked directly with the utility company or RRHA and if there was any assistance with budgeting. Ms. Edwards stated that yes, the residents work directly with the utility company; however, Villages at Lincoln was set up as a HOPE IV site with family self-sufficiency and resident services staff to help with planning and managing finances.

Commissioner Garner asked about the \$10,000 in ordinary maintenance in the Section 8 program for inspections. Ms. Edwards stated that inspections are an ordinary function however, due to two open positions for Section 8 inspectors the line item for personnel is lower and the line item for ordinary maintenance is higher.

Commissioner Garner asked if the Board was going to see an ongoing savings in the Section 8 personnel expense line item and asked if Section 8 was currently stabilized and how many employees the Section 8 program had. Ms. Edwards stated that the Section 8 program had, what she believed to be 12 employees and she believes the program is on target even through RRHA has not received its 2010 funding. Ms. Edwards stated that she expects to be notified in mid-February 2010 of the funding about for the year and adjustments may need to be once funding is finalized.

Ms. Edwards stated that RRHA is managing the program very conservatively by not reissuing vouchers as participants leave the program, not authorizing any moves to higher cost units, not authorizing any rent increase requested by landlords. Ms. Edwards stated that, if the 2010 budget amount is less than the amount necessary to cover housing assistance expenses, and if that amount is known by mid-February, RRHA can make expense adjustments to recover the shortfall over the course of 10 months, rather than 2 months.

Commissioner Garner asked if Congress gave HUD the same amount as last year. Ms. Edwards stated that Congress gave HUD the funding that was requested for 100% of Section 8 fees and in addition there was an allocation included in the budget for additional vouchers. Ms. Edwards stated that she is not sure what formula HUD used to calculate 100% of the need, therefore, RRHA will not know if there will be a shortfall or not.

Vice-Chair Burruss thanked Ms. Austin for her report.

## 2. Executive Director's Report

Vice-Chair Burruss asked for the Executive Director's report.

Ms. Edwards referred to her written report in the Monthly Operations Report and introduced Ms. Penny Southward, RRHA VP of Resident Services. Ms. Edwards stated that Ms. Southward started on January 4<sup>th</sup> and relocated from Birmingham, Alabama.

Ms. Edwards stated that the Board members were provided with RRHA's first Operations Quarterly Report for the period October 1, 2009 – December 31, 2009. Ms. Edwards stated that this report reflects RRHA's progress towards the goals set forth in the Strategic Plan. Ms. Edwards stated that she would like feedback on the report from

the Board of Commissioner since this is a new report and this is a tool for them to evaluate how RRHA is achieving its goals regarding the Strategic Plan.

Commissioner Garner stated that he would like to commend RRHA's strides in strengthening the Section 3 program as reflected on page 1 of the report.

Vice-Chair Burruss thanked Ms. Edwards for her report and on behalf of the Board of Commissioners welcomed Ms. Penny Southward to RRHA.

### 3. Staff Reports

Vice-Chair Burruss asked for Staff reports. There were none.

### 4. Committee Reports

Vice-Chair Burruss asked if there were committee reports. Commissioner Butler stated that Commissioner Boitnott and he met with the Affiliates Committee today at 2 p.m. and the items that were updated on were the ongoing efforts of the staff at Eight Jefferson Place to get the occupancy rates up and the current litigation regarding Millers Hill.

### 5. Residents or other community members to address the Board.

Ms. Evelyn Bethel of the Historic Gainsboro neighborhood asked the Board about the utility expense at the Villages at Lincoln and the steps that are taken to weatherize the homes due to drafts in the units. Mr. Roger Vest, RRHA VP of Real Estate Development, stated that new screen doors with weather strips around the screen doors were just installed and the highest rated energy efficient heat pumps provide the best cost savings to the residents. Ms. Edwards stated that if any units had drafts she would ask Ms. Bethel to encourage the resident to call in a work order. Ms. Bethel thanked the Board for their time.

Vice-Chair Burruss thanked Ms. Bethel for her comments.

### III. CONSENT AGENDA

- C-1 Minutes of a Special Meeting of the Board of Commissioners held Monday, December 21, 2009.

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

- C-2 Minutes of the Regular Meeting of the Board of Commissioners held Monday, December 28, 2009.

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

- C-3 Monthly Operations Report for the month of December 2009

RECOMMENDED ACTION: File as submitted

Commissioner Butler 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 Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried as introduced.

### IV. **REGULAR AGENDA**

#### 1. Resolution No. 3573

Ms. Vest presented a resolution to reaffirm approval of disposition of property at 1633 Salem Avenue, SW in the Hurt Park Public Housing Development by donation to Total Action Against Poverty, a nonprofit community organization.

Ms. Edwards stated that the original application had a letter signed by the City Manager, however, HUD is requesting a letter signed by an elected official and this application has a letter signed by the Mayor.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Miller introduced Resolution No. 3573 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY REAFFIRMING AUTHORIZATION TO SEEK APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR DISPOSITION OF PROPERTY AT 1633 SALEM AVENUE SW AND BEARING CITY OF ROANOKE OFFICIAL TAX MAP NUMBER 1210711 AT HURT PARK PUBLIC HOUSING DEVELOPMENT (VA 11-3) BY DONATION TO TOTAL ACTION AGAINST POVERTY

WHEREAS, the Board of Commissioners of the Roanoke Redevelopment and Housing Authority ( the "RRHA") approved Resolution Number 3353 on November 14, 2005 supporting the submittal of a Demolition Application for the Hurt Park Public Housing Development (VA 11-3); and

WHEREAS, a Demolition Application was submitted to the Department of Housing and Urban Development (HUD) on February 15, 2006 and approval was granted by HUD on September 1, 2006, and demolition was completed at the Hurt Park Public Housing development during the summer of 2007; and

WHEREAS, the building located at 1633 Salem Avenue, SW official Tax Map Number 12110711 remained and is operated as a daycare center by Total Action Against Poverty and as a teen health center by the Roanoke Adolescent Health Partnership; and

WHEREAS, the public housing subsidy has ended at 1633 Salem Ave., SW and the best use of the property would be to convey it to Total Action Against Poverty; and

WHEREAS, the 2008 Annual Plan update to the 2005-2009 Agency Plan approved by the RRHA Board of Commissioners on June 16, 2008 by Resolution No. 3490 and approved by HUD on August 26, 2008 included a plan to donate the building to a nonprofit community service organization; and

WHEREAS, the RRHA met with the Joint Resident Council, and the Council approved a resolution dated September 11, 2008 that supports the disposition to Total Action Against Poverty; and

WHEREAS, the Board of Commissioners of RRHA approved Resolution Number 3508 on October 20, 2008 authorizing and supporting the submission of the Disposition Application to the Department of Housing and Urban Development (HUD); and

WHEREAS, RRHA submitted a Disposition Application to the HUD Special Applications Center on May 1, 2009, which included a letter of support signed by Darlene Burcham, Roanoke City Manager, on February 19, 2009; and

WHEREAS, HUD's Special Applications Center has informed RRHA that a letter of support from the Roanoke City Mayor is required, as well as a resolution by the RRHA Board of Commissioners dated after the date of the Mayor's letter; and

WHEREAS, Roanoke City Mayor David Bowers has provided a letter of support dated November 23, 2009.

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

1. The Roanoke Redevelopment and Housing Authority Board of Commissioners reaffirms its approval of disposition of property at 1633 Salem Avenue, SW in the Hurt Park Public Housing Development (VA 11-3) by donation to Total Action Against Poverty, a nonprofit community organization.
2. The RRHA Board of Commissioners authorizes the Executive Director to execute documents and submit information to the U.S. Department of Housing and Urban Development in support of the Disposition Application for 1633 Salem Avenue, SW in the Hurt Park Public Housing Development (VA11-3).

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3573 adopted as introduced.

2. Resolution No. 3574

Mr. Vest asked for approval of Resolution No. 3574 authorizing the purchase of two properties located at 29 14<sup>th</sup> Street, SW and 1817 Rorer Avenue will be sold by auction.

Commissioner Boitnott asked if the two properties were purchased would there be a Resolution at the next meeting to turn the properties over to the Roanoke Neighborhood Revitalization Partnership. Mr. Vest stated that all remediation would have to be completed before the property could be transfer.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Butler introduced Resolution No. 3574 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING ACQUISITION OF TWO PROPERTIES LOCATED AT 29 14TH STREET, SW (TAX MAP NUMBER 1211029) AND 1817 RORER AVENUE (TAX MAP NUMBER 1312212)

WHEREAS, the City of Roanoke is planning a tax sale auction on January 27, 2010 at which time two properties located at 29 14<sup>th</sup> Street, SW (Tax Map Number 1211029) and 1817 Rorer Avenue (Tax Map Number 1312212) will be sold by auction; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) wishes to increase the level of homeownership and to revitalize the Hurt Park neighborhood; and

WHEREAS, RRHA is participating with Total Action Against Poverty, Habitat for Humanity, Rebuilding Together and Blue Ridge Housing Development Corporation in the Roanoke Neighborhood Revitalization Partnership (the Partnership); and

WHEREAS, RRHA's role in the Partnership is acquiring land and structures in the Hurt Park area for revitalization activities; and

WHEREAS, RRHA has determined that the best use of these properties is to acquire them and make them available for development of affordable housing.

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

1. The Executive Director is authorized to purchase at auction and execute a General Warranty Deed for acquisition, subject to the conditions set forth below, of two properties located at 29 14<sup>th</sup> Street, SW (Tax Map Number 1211029) and 1817 Rorer Avenue (Tax Map Number 1312212) utilizing funds provided to RRHA by the City of Roanoke, but, said property shall be purchased only if bidding at the tax sale auction on January 27, 2010 results in RRHA acquiring that property at a sales price that does not exceed the amount authorized by the City of Roanoke for such purchase.
2. A further condition to the purchase of said properties is the reaching of an understanding between RRHA and the City of Roanoke, to the reasonable satisfaction of RRHA's Executive Director, that the City of Roanoke will provide funds or related services and timely reimbursement for the maintenance and upkeep of the acquired properties and appropriate reimbursement for legal and administrative costs to be established by the Executive Director of RRHA.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3574 adopted as introduced.

3. Resolution No. 3575

Mr. Vest asked for approval of Resolution No. 3575 authorizing a deed of gift for the property located at 110 15<sup>th</sup> Street, SW to Habitat for Humanity for further revitalization through construction of a single family house for affordable homeownership.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Garner introduced Resolution No. 3575 and moved its adoption

as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A DEED OF GIFT RELATIVE TO THE DISPOSITION OF PROPERTY TO HABITAT FOR HUMANITY IN THE ROANOKE VALLEY AT 110 15<sup>TH</sup> STREET, SW BEARING CITY OF ROANOKE OFFICIAL TAX MAP NUMBER 1211018

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) approved Resolution Number 3399 on January 16, 2007 to acquire a vacant house located at 110 15<sup>th</sup> Street, SW, official Tax Map Number 1211018, using Derelict Structures funding from the City of Roanoke; and

WHEREAS, the RRHA acquired the property on June 19, 2009 and subsequently demolished the house in December 2009 using Derelict Structures funding from the City of Roanoke; and

WHEREAS, the RRHA wishes to increase the level of home ownership and to revitalize the Hurt Park neighborhood; and

WHEREAS, the RRHA is participating with Total Action Against Poverty, Habitat for Humanity, Rebuilding Together and Blue Ridge Housing Development Corporation in the Roanoke Neighborhood Revitalization Partnership (the Partnership); and

WHEREAS, RRHA's role in the Partnership is acquiring land and structures in the Hurt Park area for revitalization activities; and

WHEREAS, the RRHA has determined that the best use of this property is to make a donation to Habitat for Humanity in the Roanoke Valley for further revitalization through construction of a single family house for affordable homeownership.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized to execute a Deed of Gift concerning the conveyance of a vacant lot located at 110 15<sup>th</sup> Street, SW, official Tax Map Number 1211018 to Habitat for Humanity in the Roanoke Valley.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3575 adopted as introduced.

4. Resolution No. 3576

Mr. Vest asked for approval of Resolution No. 3576 authorizing execution of a Quitclaim Deed transferring an alleyway in the South Jefferson Redevelopment Area to the owner of the adjacent property.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Butler introduced Resolution No. 3576 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A QUITCLAIM DEED TRANSFERRING AN ALLEYWAY IN THE SOUTH JEFFERSON REDEVELOPMENT AREA TO THE OWNER OF THE ADJACENT PROPERTY

WHEREAS, it has been and continues to be found that sections of the City of Roanoke located in the general area of Jefferson Street and Franklin Road, south of I-581 and north of the Roanoke River contain blighted areas which, by reason of dilapidation, obsolescence, faulty arrangement of design, deleterious land use, obsolete layout and other factors are detrimental to the safety, health, morals or welfare of the residents of the City; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) prepared the South Jefferson Redevelopment Plan dated February 5, 2001, adopted by RRHA on March 12, 2001 and approved by Roanoke City Council on March 19, 2001, hereinafter referred to as the "Redevelopment Plan"; and

WHEREAS, in implementing the Redevelopment Plan the RRHA acquired certain real estate in the South Jefferson Redevelopment Area from Roanoke City Mills, Incorporated, a Virginia Corporation (RCM); and

WHEREAS, the real estate which RRHA acquired from RCM was subsequently conveyed to Carilion Services, Inc.; and

WHEREAS, in implementing the Redevelopment Plan the RRHA acquired certain real estate in the South Jefferson Redevelopment Area from Virginia Scrap Iron & Metal Company, Incorporated; and

WHEREAS, the RRHA currently has a contractual agreement in place to sell the property acquired from Virginia Scrap Iron & Metal Company, Incorporated to Carilion Clinic; and

WHEREAS, there existed a public right-of-way running between the property which the RRHA acquired from Roanoke City Mills, Incorporated and the property which the RRHA acquired from Virginia Scrap Iron & Metal Company, Incorporated, being an alleyway which ran approximately 1,290 feet in a southerly direction from its intersection with Mill Avenue to its terminus at the southeasterly boundary of a parcel bearing Official Tax No. 4040303; and

WHEREAS, upon the application of the RRHA, the City of Roanoke passed Ordinance No. 38286-111708, in which it “permanently vacated, discontinued and closed” the said alleyway, and released “all right and interest of the public in and to the same” (reserving the easement rights for certain public utilities and public works in or across such alleyway); and

WHEREAS, upon the City’s abandonment of the alleyway, each of the adjacent properties may have acquired rights in the alleyway running from their respective property lines to the center line of the alleyway; and

WHEREAS, Carilion Services, Inc. thus may already have acquired the rights to one-half of the alleyway property; and

WHEREAS, Carilion Clinic may, upon its acquisition of the former Virginia Scrap Iron & Metal Company, Incorporated property, acquire the rights to the remaining one-half of the alleyway property; and

WHEREAS, Carilion has agreed, based on the history of the properties and other factors, for all of the alleyway property to be made a part of the former Roanoke City Mills, Incorporated property which is now owned by Carilion Services, Inc.

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

1. The Executive Director is authorized to execute a quitclaim deed transferring, conveying and quitclaiming any and all right, title and interest which the RRHA has, or may have, in the referenced alleyway property to Carilion Services, Inc. as a part of the former Roanoke City Mills, Incorporated property which is now owned by Carilion Services, Inc.

2. The Executive Director is further authorized to execute any other necessary documents, and to take any other necessary steps, as well as to incur reasonable expenses necessary, in order to facilitate and effectuate the transfer of the RRHA's interest in the referenced alleyway property to Carilion Services, Inc. as a part of the former Roanoke City Mills, Incorporated property which is now owned by Carilion Services, Inc.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3576 adopted as introduced.

5. Resolution No. 3577

Mr. Vest asked for approval of Resolution No. 3577 authorizing contract for elevator upgrades for Melrose Towers under the American Recovery and Reinvestment Act (ARRA). Ms. Edward stated that the bid winner for this contractor is a Section 3 contractor and if the Board approves the Resolution No. 3577 this will be the largest Section 3 contract that RRHA has awarded.

Commissioner Butler asked where the contractor was located. Mr. Joel Shank, RRHA Capital Improvements Director stated that the contractor was located in Vinton, Virginia.

Commissioner Miller asked if the existing elevator shaft was going to remain in place. Mr. Vest stated that the shaft would remain, but all other parts would be replaced.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Miller introduced Resolution No. 3577 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ELEVATOR UPGRADES FOR MELROSE TOWERS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36SO1150109

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), which is grant number VA36SO1150109 in the amount of \$3,250,682.00; and

WHEREAS, elevator upgrades for Melrose Towers, AMP 206, was included on the Annual Statement detailing the planned use of CFP grant number VA36SO1150109, which was approved by the RRHA Board of Commissioners under Resolution No. 3528 on March 23, 2009, and subsequently submitted to HUD on March 30, 2009; and

WHEREAS, RRHA issued an Invitation for Bid on November 29, 2009, with bids being due on January 5, 2010; and

WHEREAS, RRHA received four (4) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
United Elevator Services	\$368,000.00
The Snyder Co., Inc.	\$361,880.00
J. M. Turner & Co., Inc.	\$349,800.00
South End Construction, Inc. (Section 3 Business Concern)	\$353,068.00

WHEREAS, HUD regulations at 24 CFR 135.1 state that "section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to ... business concerns which provide economic opportunities to low- and very low-income persons."; and

WHEREAS, one of the bids received by RRHA in this procurement was submitted by a certified section 3 business concern; and

WHEREAS, RRHA has adopted the method for providing preference in the award of section 3 covered contracts under a sealed bid process defined in the Appendix to Part 135 of Section 24 of the Code of Federal Regulations, which defines

the preference to be provided to section 3 business concerns when the lowest responsive bid is between \$300,000 and \$400,000 as the lesser of 7% or \$24,000; and

WHEREAS, the amount of the preference provided for section 3 business concerns in this procurement is \$24,000; and

WHEREAS, the lowest bid submitted by a section 3 business concern is \$353,068, submitted by South End Construction, Inc., which is within \$24,000 of the lowest responsive bid of \$349,800; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and South End Construction, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends an award to South End Construction, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Capital Fund Stimulus Grant 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 South End Construction, 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 South End Construction, Inc. and RRHA for the fixed price of \$353,068.00.
- (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.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No.

3577 adopted as introduced.

6. Resolution No. 3578

Mr. Vest asked for approval of Resolution No. 3578 authorizing a contract for bathroom upgrades for Morningside Manor under the American Recovery and Reinvestment Act (ARRA). Mr. Vest stated that these renovations included anti-scalding devices in each of the shower units.

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Miller introduced Resolution No. 3578 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR BATHROOM RENOVATIONS FOR MORNINGSIDE MANOR UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36SO1150109

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), which is grant number VA36SO1150109 in the amount of \$3,250,682.00; and

WHEREAS, bathroom renovations for Morningside Manor, was included on the Annual Statement detailing the planned use of CFP grant number VA36SO1150109, which was approved by the RRHA Board of Commissioners under Resolution No. 3528 on March 23, 2009, and subsequently submitted to HUD on March 30, 2009; and

WHEREAS, RRHA issued a Invitation for Bid on December 13, 2009, with bids being due on January 12, 2010; and

WHEREAS, RRHA received five (5) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Gibraltar Construction Co., Inc.	\$393,400.00
S. J. Conner & Sons, Inc.	\$650,000.00
The Snyder Co., Inc.	\$492,000.00
Amber Contracting Co., Inc.	\$437,900.00

South End Construction, Inc. (Section 3 Business Concern) \$404,934.00

WHEREAS, HUD regulations at 24 CFR 135.1 state that “section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to ... business concerns which provide economic opportunities to low- and very low-income persons.”; and

WHEREAS, one of the bids received by RRHA in this procurement was submitted by a certified section 3 business concern; and

WHEREAS, RRHA has adopted the method for providing preference in the award of section 3 covered contracts under a sealed bid process defined in the Appendix to Part 135 of Section 24 of the Code of Federal Regulations, which defines the preference to be provided to section 3 business concerns when the lowest responsive bid is between \$300,000 and \$400,000 as the lesser of 7% or \$24,000; and

WHEREAS, the amount of the preference provided for section 3 business concerns in this procurement is \$24,000; and

WHEREAS, the lowest bid submitted by a section 3 business concern is \$404,934, submitted by South End Construction, Inc., which is within \$24,000 of the lowest responsive bid of \$393,400; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and South End Construction, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends an award to South End Construction, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA’s Capital Fund Stimulus Grant 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 South End Construction, 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 South End Construction, Inc. and RRHA for the fixed price of \$404,934.00.

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

following vote was recorded:

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3578 adopted as introduced.

7. Resolution No. 3579

Mr. Vest asked for approval of Resolution No. 3579 authorizing a contract for HVAC upgrade for Scattered Sites under the American Recovery and Reinvestment Act (ARRA).

Vice-Chair Burruss asked if there were any further questions. There were none.

Commissioner Miller introduced Resolution No. 3579 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR HVAC UPGRADES FOR SCATTERED SITES UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36SO1150109

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), which is grant number VA36SO1150109 in the amount of \$3,250,682.00; and

WHEREAS, HVAC Upgrades For Scattered Sites, AMP 210, was included on the Annual Statement detailing the planned use of CFP grant number VA36SO1150109, which was approved by the RRHA Board of Commissioners under Resolution No. 3528 on March 23, 2009, and subsequently submitted to HUD on March 30, 2009; and

WHEREAS, RRHA issued a Invitation for Bid on December 20, 2009, with bids being due on January, 19, 2010; 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>
Moneta Heating and A/C, Inc.	\$230,640.00

WHEREAS, the amount of the bid submitted by Moneta Heating and A/C, 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 Moneta Heating and A/C, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends an award to Moneta Heating and A/C, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Capital Fund Stimulus Grant 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 Moneta Heating and A/C, 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 Moneta Heating and A/C, Inc. and RRHA for the fixed price of \$230,640.00
- (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.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss thereupon declared said motion carried and Resolution No. 3579 adopted as introduced.

Mr. Vest stated that RRHA was given \$3,250,682.00 under the ARRA and RRHA began last March obligating the funds and to date RRHA has contracted 3,224,530.00. Mr. Vest stated that RRHA has to contract \$26,150.00 by March 17, 2010 and would like to commend the RRHA staff and the Board of Commissioners for all their hard work.

Commissioner Garner asked about the progress of the surveillance cameras. Ms. Edwards stated that the cameras are installed at all sites except Lansdowne and the Villages at Lincoln due to additional site lighting and electrical work that needs to be done. Mr. Shank stated that the work should be completed by the spring.

Commissioner Garner asked if there was positive feedback from the residents regarding the surveillance cameras. Ms. Edwards stated that with the recent event at Jamestown, the feedback from the residents, community and law enforcement has been positive. Ms. Harris stated that law enforcement have seen a decrease in crime since the cameras have been installed.

#### 8. Executive Session

Commissioner Boitnott moved that the Commissioners enter into Executive Session for the purpose of discussion of specific personnel matters of the RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1).

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

The Board of Commissioners entered into Executive Session at 3:40 p.m.

The Board reconvened into open session at 4:35 p.m.

Commissioner Garner introduced a motion stating the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

V. **ADJOURNMENT**

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

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

AYES: Commissioners Boitnott, Butler, Garner, Miller, Burruss

NAYS: None

Vice-Chair Burruss declared the meeting adjourned at 4:42 p.m.

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Daniel E. Karnes, Chairman

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Glenda Edwards, Secretary-Treasurer