

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, September 22, 2025.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Meghan Castañeda, Administrative Manager/Executive Assistant; Fredrick Gusler, Director of Redevelopment and Revitalization; Tina Bousman, Human Resources Manager, Katherine Gibson-Cromer, Morningside Manor Resident.

Chair Carr welcomed everyone to today's meeting.

**II. REPORTS**

1. Executive Report

Mr. Bustamante greeted the board and supplemented his written submission with several updates. He began with an overview of federal budget activity, explaining Congress had failed to pass two continuing resolutions

before adjourning for recess. He explained the urgency of the situation, pointing out that upon returning, lawmakers would have only two days to pass a budget to avoid a partial government shutdown, as the federal fiscal year began on October 1. Mr. Bustamante detailed the contents of both resolutions, noting one would have extended funding through November 24 and the other through October 31. Each version included additional security funding for federal entities, while the Democratic proposal also sought to permanently extend enhanced Affordable Care Act (ACA) provisions. He added without Congressional action, those ACA credits will expire at the end of the year, potentially causing over 4 million people to lose health coverage.

Mr. Bustamante summarized prior Congressional actions, reporting the House passed the first continuing resolution by a narrow margin before it failed in the Senate, and the Senate's alternative measure also failed along party lines. At current funding levels, he explained, approximately 2.4 million households receive Housing Choice Voucher (HCV) rental assistance—only one in four eligible households nationwide. Proposed spending bills in both chambers would result in significant reductions to the number of households served, disproportionately affecting seniors, individuals with disabilities, and families with children.

Mr. Bustamante informed the board HUD had assured agencies operating funds were obligated through November, with HAP payments covered into the second week of November and October shortfall payments being processed. He emphasized the uncertainty created by the Congressional

impasse, noting discussions with both staff and landlords regarding potential impacts. Landlords had expressed concern about payment interruptions and whether back payments would be made if tenants remained in their units during a funding lapse. While staff hoped to retroactively pay landlords once funding was restored, they had to operate under the assumption that reimbursement could not be guaranteed. Mr. Bustamante stressed the importance of retaining landlords, since the HCV program relies on their participation.

In other updates, Mr. Bustamante announced at the next board meeting, Mr. Loftis would conduct ethics training, and members should plan to stay an additional 45 minutes. He also discussed ongoing difficulties in filling the vacant Public Housing Director position, citing a lack of qualified candidates. He invited Board members to refer potential applicants to the job posting available on Indeed and the agency's website.

Chair Carr invited questions and discussion followed regarding available funding through November and inquiries from residents. Mr. Bustamante noted most questions came from landlords rather than tenants, many of whom were already coping with reduced benefits such as Medicaid and SNAP.

Chair Carr inquired whether Congressman Cline had responded to the Board's request for a meeting. Mr. Bustamante confirmed he had followed up again that morning but had not received a response. Vice Chair Carter commented the Congressman had recently held a town hall in Lexington but rarely visited Roanoke.

Chair Carr stated following the last meeting, he had written a letter to

Congressman Cline outlining the potential impacts of the proposed budget cuts on residents, landlords, staff, and the broader community. He encouraged all board members to do the same and to share personal stories to humanize the issue. Mr. Bustamante asked for permission to share Chair Carr's letter with the rest of the board, which he granted.

Vice Chair Carter referenced national reports that nearly 400 housing agencies would experience shortfalls by year-end, and inquired whether well-managed authorities like theirs would be impacted. Mr. Bustamante explained continuing resolutions maintain funding at previous year levels, which becomes problematic when rental rates increase or new participants enter the program—as HUD expects. This had led to the agency's current shortfall. He assured the Board they were in ongoing communication with HUD's shortfall team and working to obtain additional funding.

Chair Carr acknowledged the efforts of staff and stressed the importance of continuing to advocate for adequate resources. Vice Chair Carter added housing funding should not come at the expense of Medicaid or other critical services.

2. Staff Reports

Chair Carr asked for staff reports. There were none.

3. Committee Reports

Chair Carr asked for committee reports. There were none.

4. Commissioner Comments

Chair Carr asked for commissioner comments. He referenced a recent news

article indicating the City planned to reconsider zoning ordinance changes that increased housing density. Chair Carr explained these changes allowed more dwelling units per lot, potentially benefiting both public and private housing development. The City Council intended to revisit the ordinance to make adjustments or possibly repeal it. Chair Carr suggested inviting a City representative to a future meeting to explain the proposed modifications and their potential impact on local housing.

Commissioner Coles inquired about how the revisions might affect properties already zoned residential. Chair Carr explained the ordinance expanded options for adding dwelling units on existing lots, while Commissioner Jennings clarified it also loosened zoning restrictions, allowing accessory dwelling units and other small-scale multi-family developments without requiring zoning variances. Jennings added the City had paused implementation following a lawsuit but is expected to revisit the policy based on public feedback.

Chair Carr noted the potential effects on housing affordability, emphasizing increased supply could help moderate rental costs and benefit Section 8 participants. Vice Chair Carter raised concerns about properties being converted into short-term rentals. The board agreed it would be useful to hear directly from the City on upcoming zoning considerations.

#### 5. City Council Liaison Comments or Discussion

Chair Carr asked for comments or questions. There were none from the city council liaison, but Commissioner Karney stressed the importance of regular liaison participation, noting the position had been vacant at several recent meetings and possibly for more than a year. She encouraged efforts to reengage the City Council in

consistent attendance. Vice Chair Carter mentioned the liaison's employment with Carilion occasionally conflicted with meeting times. Commissioner Coles remarked many commissioners also maintained full-time jobs yet prioritized attendance.

Chair Carr proposed contacting the City to request either Mr. Nash or another representative attend regularly to stay informed of board discussions. Mr. Bustamante offered to reach out to Mr. Nash directly before escalating the matter further. Several commissioners expressed agreement.

6. Residents or other community members to address the Board

Chair Carr asked for further questions. There were none.

**CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, August 25, 2025.

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

C-2 Monthly Operations Report for the month of August 2025.

RECOMMENDED ACTION: File as submitted.

Vice Chair Carter introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Karney and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

NAYS: None

### **REGULAR AGENDA**

1. Resolution No. 4259

Ms. Austin presented the resolution for the Board to approve the operating budget for the fiscal year ending September 30, 2026. She explained HUD required board approval before the start of the fiscal year. A public hearing was held August 27<sup>th</sup>, and no changes had occurred since the August presentation. With no board questions, Commissioner Wright moved to approve Resolution No. 4259. Commissioner Walker seconded the motion, and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4259 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT  
AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED  
OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30,  
2026**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority has prepared a Consolidated Operating Budget for fiscal year ending September 30, 2026, covering the following programs: Central Office, Public Housing, HCV, Hackley, Private Management, Jobs Plus Grant, CDBG/HOME, Homeownership Opportunities (HOP),

ROSS Grant, City Activities, and Capital Fund Grants; and

WHEREAS, RRHA is required to submit a Board resolution approving the annual operating budget for U.S. Department of Housing and Urban Development (HUD) funded programs to HUD within 60 days of the beginning of the fiscal year; and

WHEREAS, the Board of Commissioners having reviewed the Consolidated Operating Budget has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Consolidated Operating Budget is approved for the fiscal year ending September 30, 2026.

2. Resolution No. 4260

Chair Carr introduced Resolution Number 4260, which authorized the conveyance of natural gas distribution equipment, and the granting of a related utility easement, at Lansdowne Park.

Mr. Shank addressed the board, noting this was the final property in a multi-site process of transferring ownership of internal gas infrastructure to Roanoke Gas. The transfer would relieve the Housing Authority of compliance responsibilities associated with operating as a small gas utility. The infrastructure was replaced, inspected, and accepted by Roanoke Gas, who will take over future maintenance.

Vice Chair Carter asked whether the "Build America, Buy America" policy impacted this project. Mr. Shank explained it did not apply, due to the nature of the project funding. Roanoke Gas provided the materials, while the Authority paid for labor and installation.

Chair Carr then asked if there were any other questions or discussion regarding the resolution. Receiving none, he entertained a motion. The motion was introduced by

Commissioner Karney and seconded by Vice Chair Carter. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4260 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF NATURAL GAS DISTRIBUTION EQUIPMENT, AND THE GRANTING OF A RELATED UTILITY EASEMENT, AT LANSDOWNE PARK

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (“RRHA”) currently owns the underground utility lines and related equipment for the distribution of natural gas to apartment units and RRHA central administration building at Lansdowne Park (VA11-1; AMP 201); and

WHEREAS, RRHA is therefore classified as a small natural gas operator for purposes of state and federal pipeline safety regulations, subjecting RRHA to extensive regulatory requirements in addition to the cost of maintaining the equipment; and

WHEREAS, RRHA desires to transfer ownership of the underground utility lines and related equipment in order to relieve itself of the burden, costs and potential liability associated with ownership, and it is in RRHA’s interests to do so; and

WHEREAS, Roanoke Gas Company worked with RRHA on the specifications for upgrades and improvements to the underground utility lines and related equipment for the distribution of natural gas to apartment units at Lansdowne Park so that the equipment would meet Roanoke Gas Company standards and could be accepted into Roanoke Gas Company’s system; and

WHEREAS, RRHA has negotiated with Roanoke Gas Company toward an agreement by which RRHA would convey the underground utility lines and related equipment for the distribution of natural gas to apartment units and RRHA central administration building at Lansdowne Park to Roanoke Gas Company; and

WHEREAS, RRHA, as a part of any such conveyance, would also be required to convey a non-exclusive easement to Roanoke Gas Company for the operation, maintenance, repair, removal and/or replacement of equipment; and

WHEREAS, RRHA and Roanoke Gas Company have reached agreement on the terms for this transaction, subject to the approval of RRHA's Board of Commissioners; and

WHEREAS, HUD'S Richmond Field Office has confirmed to RRHA that the transfer of utility equipment and associated easements incidental to the normal operation of public housing properties does not require HUD approval; and

WHEREAS, RRHA now desires to convey the underground utility lines and related equipment for the distribution of natural gas to units at Lansdowne Park, along with the related non-exclusive utility easement, to Roanoke Gas Company on the terms set forth in the attached proposed Asset Purchase Agreement; and

WHEREAS, the transaction has been approved by the Virginia State Corporation Commission;

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

1. The conveyance of the underground utility lines and related equipment for the distribution of natural gas to apartment units and RRHA central administration building at Lansdowne Park (VA11-1; AMP 201) to Roanoke Gas Company, on the terms set forth in the attached proposed Asset Purchase Agreement, is approved;
2. The conveyance of a non-exclusive utility easement to Roanoke Gas Company at the Lansdowne Park (VA11-1; AMP 201) property, on the terms set forth Schedule C of the attached proposed Asset Purchase Agreement, is approved;
3. The Executive Director, or his designee, shall be and hereby is authorized to execute the attached proposed Asset Purchase Agreement; and
4. The Executive Director, or his designee, shall be and hereby is directed to execute all documents necessary to consummate the sale and conveyance of the utility lines and related equipment for the distribution of natural gas to apartment units and RRHA central administration building at Lansdowne Park (VA11-1; AMP 201), and the associated utility easement, to Roanoke Gas Company as contemplated in the attached proposed Asset Purchase Agreement, including any documents required to be filed with the Virginia State Corporation Commission.

3. Resolution No. 4261

Chair Carr introduced Resolution 4261 awarding a trash service contract for Villages at Lincoln.

Mr. Shank explained this contract covered curbside toter pickup and backdoor service for residents unable to move trashcans due to a disability. Two bids were received; one was significantly higher. The selected contractor had previously served as a subcontractor and was familiar with the properties. The bid was within budget estimates.

Vice Chair Carter questioned the cost, noting the city provides trash service to residents for significantly less. Mr. Shank clarified the City of Roanoke does not provide trash service to apartment complexes. The cost also included disposal fees based on the weight of the trash.

Commissioner Karney noted the contract totaled \$250,000 over five years. Commissioner Coles asked whether it includes bulk removal after move-outs, which it does not. Commissioner Wright and others discussed the limitations of the private service compared to the City's public services, including the lack of recycling and bulk pickup.

Despite concerns, Chair Carr emphasized the essential nature of the service. Vice Chair Carter shared she would contact the city regarding this matter. A motion to approve the resolution was introduced by Commissioner Walker and seconded by Commissioner Wright. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Wright, Chair Carr

NAYS: Vice Chair Carter

ABSTAINS: Commissioner Jennings

Chair Carr thereupon declared said motion carried and Resolution No.

4261 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR CURBSIDE TOTER AND BACK DOOR SERVICE FOR VILLAGES AT LINCOLN TO BE FUNDED FROM PUBLIC HOUSING OPERATING FUNDS

WHEREAS, The City of Roanoke does not provide residential waste pickup and disposal service for Villages at Lincoln; and

WHEREAS, the current contract of the City of Roanoke Redevelopment and Housing Authority (RRHA) for provision of curbside and back door garbage collection services for Villages at Lincoln expires October 31, 2025; and

WHEREAS, RRHA issued an Invitation for Bid for Curbside Toter and Back Door Service on July 27, 2025, with bids being due on August 20, 2025; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
GFL Environmental Inc.	\$231,745.80 (amended to \$249,145.00)
Meridian Waste	\$1,128,134.80

WHEREAS, the amount of the bid submitted by GFL Environmental Inc., was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on previous contract costs for Curbside Toter and Back Door services; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed and GFL Environmental, 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 GFL Environmental, 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 execute an appropriate contract; and

WHEREAS, RRHA's Procurement Policy requires that all contracts having a dollar value of \$200,000.00 or more must be submitted to the Board of Commissioners for review and approval prior to awarding a contract.

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

- (1) The bid submitted by GFL Environmental, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute RRHA's standard contract for services, which by reference is inclusive of the scope of services, addenda and related project documents, between GFL Environmental, Inc. and RRHA for the fixed price of \$249,145.00 for a five-year term effective November 1, 2025;
- (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.

4. Resolution No. 4262

A subsequent resolution authorizing a similar contract for Lansdowne Park, was introduced by Mr. Shank. He reported the property required nearly twice the number of containers as the Villages at Lincoln, resulting in proportional cost differences. The contractor corrected a minor math error in the bid, which remained within budget estimates. Only one vendor submitted a bid after the prior competitor declined.

Commissioner Jennings requested clarification on procurement timelines for multi-year service contracts, emphasizing transparency and competitiveness. Mr. Shank explained solicitations were typically issued well in advance and required public advertisement under HUD regulations. Approximately nine to ten vendors had been contacted for this procurement. He noted limited vendor interest due to regulatory

complexity, which often reduced the number of bids received. Chair Carr thanked both Commissioner Jennings and Mr. Shank for the discussion and explanation. Resolution 4262 was introduced by Commissioner Karney and seconded by Commissioner Wright.

Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Wright, Chair Carr

NAYS: Vice Chair Carter

ABSTAINS: Commissioner Jennings

Chair Carr thereupon declared said motion carried and Resolution No. 4262 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR CURBSIDE Toter AND BACK DOOR SERVICE FOR LANSDOWNE PARK TO BE FUNDED FROM PUBLIC HOUSING OPERATING FUNDS

WHEREAS, The City of Roanoke does not provide residential waste pickup and disposal service for Lansdowne Park; and

WHEREAS, the current contract of the City of Roanoke Redevelopment and Housing Authority (RRHA) for provision of curbside and back door garbage collection services for Lansdowne Park expires October 31, 2025; and

WHEREAS, RRHA issued an Invitation for Bid for Curbside Toter and Back Door Service on August 10, 2025, with bids being due on September 3, 2025; 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>
GFL Environmental Inc.	\$396,541.60 (amended to \$416,052.00)

WHEREAS, the amount of the bid submitted by GFL Environmental, Inc., was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on previous contract costs for Curbside Toter and Back Door services; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed and GFL Environmental, 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 GFL Environmental; 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 execute an appropriate contract; and

WHEREAS, RRHA's Procurement Policy requires that all contracts having a dollar value of \$200,000.00 or more must be submitted to the Board of Commissioners for review and approval prior to awarding a contract.

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

- (1) The bid submitted by GFL Environmental be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute RRHA's standard contract for services, which by reference is inclusive of the scope of services, addenda and related project documents, between GFL Environmental, Inc. and RRHA for the fixed price of \$416,052.00 for a five-year term effective November 1, 2025;
- (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. Resolution No. 4263

Chair Carr introduced Resolution 4263, authorizing a modification to Contract 900-2109-1-5 under operating funds. The resolution increased funding for temporary staffing services provided through Elwood Staffing and Evolution HR.

Ms. Bousman explained the two contracts supported ongoing maintenance and administrative staffing needs. The modification raised the combined contract limit to \$250,354, extending through July 31, 2026. The Authority currently averaged eight maintenance employees and three office staff through these agencies. Using

temporary placements allowed flexibility in hiring and reduced benefit costs, as full-time employees received significant benefit contributions.

Commissioner Coles asked whether the total amount represented cumulative payments to both agencies and confirmed the contract period spanned August 2021 through July 2026. Ms. Bousman noted the Authority received weekly invoices based on hours worked. She emphasized the cost savings realized when temporary employees successfully transitioned to permanent positions after completing 600 hours, avoiding agency buyout fees.

Commissioner Coles inquired about the potential to engage additional staffing firms. Ms. Bousman replied the Housing Authority was open to future vendors but found these two consistently provided qualified candidates. Mr. Shank added the service would be reprocured toward the end of the following year under normal procurement procedures.

Commissioner Jennings sought clarification on whether the modification exercised an option period or increased total funding. Ms. Bousman confirmed the latter, citing greater staffing needs, particularly in maintenance. Chair Carr summarized the discussion, noting approximately eleven temporary employees were currently covered under the contracts.

Commissioner Coles asked about partnerships with local programs that assist low-income residents in job placement. Ms. Bousman was unaware of any current collaboration but expressed willingness to research opportunities. She reported Authority participation in job fairs through Virginia Works and the Berglund Center, which had generated community interest.

Chair Carr observed the temporary staffing approach effectively served as an extended interview process, allowing supervisors to evaluate potential permanent hires. Ms. Bousman agreed, explaining the system also accommodated candidates lacking valid driver's licenses who could begin as laborers while working toward eligibility for technician roles.

Mr. Bustamante added the agencies provided rapid staffing solutions when multiple resignations occurred, minimizing downtime and ensuring continuity of operations. Ms. Bousman estimated the Housing Authority's standard hiring process took roughly three weeks, while agencies often supplied qualified workers within days after completing background checks and screenings.

Commissioner Coles confirmed residents could apply for positions through either the staffing agencies or direct postings on the Housing Authority's website. Ms. Bousman affirmed both avenues were available and used concurrently.

There being no further questions, the resolution was introduced by Vice Chair Carter and seconded by Commissioner Karney. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4263 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING  
AUTHORITY MODIFYING CONTRACT 900-2109-1-5 UNDER OPERATING  
FUNDS

WHEREAS, RRHA utilizes temporary employment agencies as a recruitment source for temp-to-hire or when meeting a performance measurement requires additional temporary staffing; and

WHEREAS, funding for these services is provided through the operating budgets of cost centers where the temporary staffing is utilized; and

WHEREAS, RRHA Board of Commissioners by Resolution 4091 authorized the execution of two (2) contracts for Temporary Employment Services with each contract having a not-to-exceed amount of \$541,990.00 and a four-year term beginning August 1, 2021 with a one-year option year period; and

WHEREAS, one (1) of the two (2) contracts was executed with Elwood Staffing Services, Inc., Contract 900-2109-1-5, and the other contract was executed with Evolution HR, Contract 900-2110-1-5; and

WHEREAS, due to changes in the labor market in recent years, RRHA staffing needs have resulted in a greater reliance on the services of the two (2) temporary employment agencies than what was expected when the contracts were executed; and

WHEREAS, July 28, 2024, RRHA Board of Commissioners by Resolution 4255 authorized increasing the amount of Contract 900-2109-1-5 for Elwood Staffing Services, Inc. by \$49,270.00 for covering the estimated costs for temporary employment services provided by that agency; and

WHEREAS, in order to continue to meet RRHA staffing needs for the remaining 10 months of the contract period and the continued expected reliance on the two (2) temporary employment agencies to meet that need, the not-to-exceed amount of contract 900-2109-1-5 for Elwood Staffing Services, Inc. will need to be increased by the amount of \$250,354.00; and

WHEREAS, the Manager of Human Resources recommends the increase in the not-to-exceed amount for Contract 900-2109-1-5; 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 \$200,000 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 increasing the not-to-exceed amount for Contract 900-2109-1-5 by \$250,354.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of the recommended change proposal for Contract 900-2109-1-5;
- (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 Karney moved the meeting be adjourned.

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

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr declared the meeting adjourned at 3:49 p.m.



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Thomas Carr, Chair



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David Bustamante, Secretary-Treasurer

Exhibits from August 25, 2025 Minutes previously circulated