

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

September 28, 2026



PUBLIC NOTICE OF MEETING

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

will be held on

**Monday, September 28, 2026
at 3:00 p.m.**

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: September 22, 2026



AGENDA

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

September 28, 2026
3:00 pm

I. CALL TO ORDER – ROLL CALL

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

II. REPORTS

1. Executive Report
2. Staff Reports
3. Committee Reports
4. Commissioner Comments
5. City Council Liaison Comments or Discussion
6. Residents or other community members to address the Board

III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, August 24, 2026.

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

- C-2 Monthly Operations Report for the month of August 2026.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

IV. **REGULAR AGENDA**

1. **Resolution No. 4293**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2027

Motion _____ Second _____

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

2. **Resolution No. 4294**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE MODIFICATION OF CONTRACT 900-2502-1-5 USING PUBLIC HOUSING OPERATING FUNDS

Motion _____ Second _____

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

3. **Resolution No. 4295**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ELECTRONIC DOCUMENT MANAGEMENT/WORKFLOW SOFTWARE UNDER OPERATING FUNDS.

Motion _____ Second _____

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

V. **ADJOURNMENT**

Motion _____ Second _____

☐ Carr; ☐ Carter; ☐ Coles; ☐ Jennings; ☐ Karney; ☐ Walker; ☐ Wright

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES
REGULAR MEETING
AUGUST 24, 2026

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 24, 2026.

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; Jackie Austin, VP of Finance; Joel Shank, VP of Operations; Tina Bousman, Human Resources Manager, Meghan Castañeda, Administrative Manager/Executive Assistant; Frederick Gusler, Director of Redevelopment and Revitalization; Tiffany Lambert, FSS Coordinator and Lansdowne Park, Resident Council President; Hannah Abdullah, Lansdowne Park, Resident Council Vice President; Desi Wynter, Director of Housing, City of Roanoke; Angelia Vernon, Assistant to the City Manager, City of Roanoke.

Chair Carr welcomed everyone to today's meeting and opened the public hearing to receive comments on the proposed FY2027 operating budget.

II. PUBLIC HEARING

Ms. Austin stated the budget packets had been distributed to the board for

review and represented staff's best estimates of revenues and expenses for RRHA's programs. She stated the budgets focused mainly on operational activities such as unit turnover, painting, cleaning, and utilities, and did not include extraordinary items or capital expenditures such as vehicles or planned renovation projects. She stated managers based the budgets on 2025 and 2026 activity, adjusted for anticipated costs. Ms. Austin reported total revenues across all programs were budgeted to increase two percent, driven by higher tenant rents in public housing, a slight increase in operating subsidy, and an increase in central office fees following HUD's publication of new fee rates in June. She reported total expenses were budgeted to increase three percent, with higher costs projected for administrative expenses, tenant services, utilities, maintenance, insurance, and protective services. She stated RRHA continues to experience higher costs to turn units and for maintenance generally. She indicated RRHA budgeted less expense for bad debt in the hope of a more favorable rent collection rate. Ms. Austin reported Public Housing was budgeted to use \$206,000 from reserves to cover operating expenses, the Homeownership Program was budgeted to use \$650,000 of reserves to fund home sales, and City Activities was budgeted to use \$1,200 of reserves. She identified two errors in the materials: a formula error in Tenant Services affecting Hunt Manor and Bluestone Park's Resident Council funding, and salary information mistakenly retained for the Jobs Plus program, which is ending and will not continue into 2027. Ms. Austin assured the corrections would be made before the item returns to the board in September and apologized for the errors. She stated the Board would not be asked to take action on the Proposed FY2027 Operating Budget at this meeting,

and that a resolution would be brought before the Board at the September meeting. Chair Carr asked whether there were questions for Ms. Austin. There were none. Chair Carr declared the public hearing open and asked whether there were comments from those in attendance regarding the proposed budget. There were none. Chair Carr declared the public hearing closed.

III. REPORTS

1. Executive Report

Mr. Bustamante stated the U.S. House of Representatives had previously passed a continuing resolution funding the government through December 4, 2026 and that on August 8, 2026 the U. S. Senate passed its own continuing resolution funding the government through December 11, 2026. He stated the House resolution was clean, while the Senate bill included policy adjustments. He indicated the most significant adjustment would delay implementation of the Office of Management and Budget (OMB)'s grant process changes, under which OMB would compare Public Housing Authorities (PHAs)' grants against compliance with presidential mandates and could deny funding for noncompliance. He offered to forward the full proposed resolution to the Board if requested. He stated the Senate's continuing resolution also called for tenant protection vouchers to be issued for individuals under emergency housing vouchers that went unfunded this year, noting RRHA has absorbed some of those residents into its HCV program. He stated the bill would extend certain homeless assistance grants set to expire September 30, 2026. He stated the Senate's version would need to return to the House before passage, and that no action would occur before August 31, 2026 due to the congressional recess. He added the bill does not

include language allowing the President to rescind congressionally approved spending. He stated that, based on his conversations with other PHAs, NAHRO, and PHADA, the continuing resolution may extend through the full year, and he would update the Board as more information became available.

Chair Carr asked whether the Senate's changes eliminated the additional OMB review layer. Mr. Bustamante clarified it did not eliminate the review but postponed it past December 11. Chair Carr asked about funding levels. Mr. Bustamante stated that, as a continuing resolution, funding would remain equal to 2026 levels. He asked Board members to contact Senator Kaine and Senator Warner to request full funding.

Mr. Bustamante reported that the Board had approved a loan last month to Hurt Park to complete turnover and leasing of several units, including a fire-damaged unit. He stated Mr. Gusler had solicited interested purchasers, with bids due by August 28, 2026. He stated that if the bids received were reasonable, the board would consider selling Hurt Park, and that if not, RRHA was prepared to re-syndicate the property under the four percent re-syndication program, having already consulted attorney Neal Keese. He advised he would update the board in September. Chair Carr asked whether either outcome would preserve Hurt Park as affordable, low-income housing. Mr. Bustamante confirmed it would remain Affordable Housing for approximately the next twelve years. Commissioner Walker asked whether the bid deadline was the 28th of that month. Mr. Bustamante confirmed the deadline was August 28.

Vice Chair Carter raised concerns about the proposed OMB grant review requiring housing authorities to ensure grant language aligns with the administration and avoids DEI-related terminology, similar to prior review of strategic plan language.

Mr. Bustamante agreed this created an additional layer of review.

Mr. Bustamante reported RRHA has continued discussions with the City of Roanoke regarding the return of 77 Cherry Hill parcels to the City and expected to have an update in September. He stated he had also been in communication with other PHAs regarding proposed term limits and work requirements for Public Housing residents and Housing Choice Voucher participants. He stated the requirement is not mandatory and can be implemented at each PHA's discretion. He stated RRHA's data shows many working residents do not earn a livable wage and could face homelessness if removed from assistance despite employment. He recommended the Board not pursue such limits, while remaining open to their direction. He added the Family Self-Sufficiency (FSS) program remains voluntary and encouraged continued resident participation. Vice Chair Carter asked whether work requirement exemptions or time limitations applied to elderly and disabled residents. Mr. Bustamante replied as currently written, elderly and disabled residents are exempt from work requirements and cannot be required to leave based on length of tenancy. Chair Carr expounded term limits would discourage program participation given low likelihood of residents achieving wages sufficient for private housing, and expressed support for continuing the FSS program. Mr. Bustamante confirmed FSS funding, initially removed from this year's budget, was restored, and stated RRHA continues outreach to promote the program, though participation remains voluntary. Chair Carr asked whether FSS should also be raised with Senators and Congressmen when discussing funding. Mr. Bustamante agreed this was a good idea.

Mr. Bustamante reported the mixed families rule remains in the public comment and administrative process. He explained that under current rules, families that include a non-citizen resident living with a U.S. citizen have their rent prorated and are permitted to remain together, but the proposed rule would require the non-citizen family member to be removed from the unit. He stated no final rule has been issued.

Commissioner Coles asked whether a pending citizenship application, with documentation showing the process is underway, would affect this determination. Mr. Bustamante stated under the proposed rule, RRHA can grant a six-month extension for residents to provide documentation, after which a determination must be made regarding eligibility.

Mr. Bustamante reminded the board the State of the City address is scheduled for August 27, 2026 at 7:30 a.m. He stated staff would receive two days of training on August 27 and 28 regarding new HOTMA regulations, which take effect January 1, 2027. He stated RRHA's Yardi software has been updated to accommodate the changes, but noted issues with the new Form HUD-50058 and its transmission through the PIC system. He stated HUD has advised PHAs not to submit new move-ins, move-outs, annual recertifications, etc. with effective dates of January 1, 2027, due to these transmission issues, but noted that funding is based on submitted 50058 forms, meaning unsubmitted transactions would not be reflected in funding calculations. He stated RRHA, NAHRO, and PHADA have raised this concern with HUD without receiving confirmation of a resolution. He stated that once submissions resume, authorities will face a backlog, which will be more severe for larger authorities such as New York and Miami. He stated HUD believes the issue will be resolved before January

1, 2027, but that as of August 24 it remained unresolved. Chair Carr asked whether this was occurring alongside administrative staffing cutbacks at HUD. Mr. Bustamante clarified the issue stemmed from the new form itself rather than staffing reductions, though he acknowledged fewer staff may be reviewing applications, and stated the form's processing had been contracted out and may not be affected by HUD's reduction in force. Chair Carr asked whether this issue should also be raised with elected officials. Mr. Bustamante agreed it should. Chair Carr requested a written summary of the issue, and Mr. Bustamante agreed to provide one.

Vice Chair Carter asked about the Authority's participation in the Virginia Association of Housing and Community Development Officials (VAHCDO)'s "What Home Means to Me" poster contest, and Mr. Bustamante reported this was the first year RRHA had a winning entrant: Jaileonna Wright, a 7th grade student from the Villages at Lincoln, won 3rd place and a \$50 gift card for her submission. He stated the poster's oversized paper created submission difficulties this year, and that RRHA would use a different format next year. Chair Carr asked that RRHA's appreciation be expressed to the winning participant.

Chair Carr thanked Mr. Bustamante for his report and asked if there were any further questions. There were none.

2. Staff Reports

Chair Carr asked for staff reports. There were none.

Committee Reports

Chair Carr asked for committee reports. There were none.

3. Commissioner Comments

Vice Chair Carter reported she had addressed City Council the previous Monday on behalf of PedalSafe ROA regarding pedestrian access to the Roanoke River Greenway near Lansdowne Park. She stated she was advocating for safer access, including a potential pedestrian bridge, to replace the current route through 24th Street and Shaffer's Crossing, which she described as unsafe for scooter or wheelchair users. She stated she was considering working with Lansdowne's Resident Council to survey residents on modes of transport and to provide information about access points to the Roanoke City Greenway. Chair Carr stated he is also a member of PedalSafe ROA and has been working with the Virginia Walkability Action Institute to promote walking and biking access to the Lick Run Greenway in Northwest Roanoke. He announced a bike rodeo for Saturday, September 5, at Brown-Robertson Park, which would include a giveaway of eight bikes for children, one bike for an adult, and helmets. He stated a related survey on walking and biking would also be distributed to residents that week, pending site manager approval.

4. City Council Liaison Comments or Discussion

Chair Carr asked for comments from the City Council Liaison.

5. Residents or other community members to address the Board

Ms. Abdullah reported on a recent community cleanup and beautification event at Lansdowne conducted in partnership with a police community event, describing removal of graffiti, litter cleanup, and planting of trees, including crepe myrtles along Salem Turnpike, and stated the partnering group expressed willingness to return for additional work. Chair Carr thanked Ms. Abdullah for the report, and Vice Chair Carter thanked Mr. Gusler and Greg Goodman for assisting

with the cleanup.

Mr. Desi Wynter, addressed the Board on behalf of the City, and introduced his supervisor, Ms. Angelia Vernon who confirmed her position as Assistant to the City Manager for the City of Roanoke.

Commissioner Coles raised a comment regarding attending community events in multiple capacities, noting that identifying as a board member can change how staff and attendees interact with her. She asked whether there was a preferred approach to disclosing her board position at events where she is present in another capacity, such as through her work with the Department of Medical Assistance Services or as a licensed realtor. Vice Chair Carter noted a similar experience as both a commissioner and a Public Housing resident. Commissioner Walker stated she informs individuals directly about what she can and cannot get involved in when approached due to her board position. Mr. Bustamante stated he would prefer individuals identify themselves as board members from the outset to avoid the appearance of concealment. Chair Carr stated that a valuable piece of advice he received upon joining the board was to listen to public comments without offering opinions and to direct questions to staff, to avoid the appearance of favoritism. Vice Chair Carter noted she similarly wears multiple hats at events such as the Lansdowne cleanup, where she participated as both a commissioner and a resident.

CONSENT AGENDA

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

Monday, July 27, 2026.

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

C-2 Monthly Operations Report for the month of July 2026.

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. Annual Election of Officers for 2026-2027

A. Nominations for the Office of Chair

Nominations were opened for the Office of Chair beginning September 1, 2026. Chair Carr nominated Vice Chair Carter. With no further nominations, Chair Carr introduced a motion to approve Debra Carter for the Office of Chair. 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 congratulated Ms. Carter on her election and declared said motion carried as introduced.

B. Nominations for Office of Vice-Chair

Vice Chair Carter nominated Carolyn Coles for the Office of Vice-Chair beginning September 1, 2026. There being no further nominations, Vice Chair Carter introduced a motion to approve Debra Carter for the Office of Vice-Chair. 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 thereupon declared said motion carried as introduced.

2. Resolution No. 4292

Chair Carr introduced Resolution 4292, authorizing the City of Roanoke Redevelopment and Housing Authority to execute contracts for temporary employment services, and turned the item over to Ms. Bousman. Ms. Bousman stated RRHA had conducted an extensive bidding process, receiving six bids for temporary staffing services. She stated the two most cost-effective bids came from Elwood Staffing, at \$223,753, and Career Match Solutions, a Florida-based firm, at \$214,885. She stated Career Match had addressed staff concerns regarding its ability to source local candidates. She stated both agencies could support RRHA's maintenance and clerical staffing needs, and recommended awarding contracts to both, each not to exceed \$520,000. She stated this would replace RRHA's prior arrangements with Elwood

Staffing and Evolution HR. She stated RRHA intended to notify the selected agencies the following morning, pending board approval, due to immediate maintenance staffing needs. Commissioner Coles asked whether the contracts covered temporary staffing for RRHA operations rather than temporary placement services for residents. Ms. Bousman confirmed the contracts were for temporary employment services for RRHA. Chair Carr noted the arrangement allows RHA to evaluate temporary staff for potential permanent hire. Ms. Bousman confirmed this and stated RHA typically employs temporary staff for six months before converting them to permanent positions, in order to avoid administrative buyout fees, and stated RRHA has hired several successful permanent employees through this process, particularly in maintenance. With no further discussion, Commissioner Walker moved to approve Resolution No. 4292. 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

Chair Carr thereupon declared said motion carried and Resolution No. 4292 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF
CONTRACTS FOR TEMPORARY EMPLOYMENT SERVICES**

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, due to changes in the labor market in recent years, RRHA staffing

needs have resulted in a greater reliance on the services provided by temporary employment agencies; and

WHEREAS, temporary employment services can act in partnership with RRHA to increase the opportunities to work closely in assisting RRHA meet Section 3 goals; and

WHEREAS, temporary employment services provides RRHA the opportunity to observe temporary employees for an extended period of time to determine if they are a viable candidate for regular employment with RRHA; and

WHEREAS, an Invitation for Bid (IFB) for Temporary Employment Services was issued July 8, 2026, with bids being due July 27, 2026; and

WHEREAS, RRHA received six (6) responsive bids to the invitation, which were publicly opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Elwood Staffing	\$223,753.73
Absolute Information Technologies, Inc.	\$243,148.15
The Reserves Network	\$249,995.56
Career Match Solutions	\$214,885.13
Dhaka Technologies, LC	\$229,405.10
Evolution HR	\$243,033.05

WHEREAS, the IFB states that RRHA may select more than one (1) temporary employment agency for an award of a contract; and

WHEREAS, the amount of the bids submitted by Elwood Staffing and Career Match Solutions were determined to be fair and reasonable for temporary employment services when compared to the amount of the independent cost estimate based on prior contract costs for temporary employment services; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Elwood Staffing and Career Match Solutions have been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Manager of Human Resources recommends the award of contracts to Elwood Staffing and Career Match Solutions; 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 the bids submitted by Elwood Staffing and Career Match Solutions and execute appropriate contracts.

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

- (1) The bids submitted by Elwood Staffing and Career Match Solutions be and hereby are accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute standard contracts for non-construction, which by reference, is inclusive of all the scope of services, addenda, and related bid documents, between Elwood Staffing and RRHA and Career Match Solutions and RRHA; in amounts not-to-exceed \$520,000.00 for each contract, totaling \$1,040,000.00 for both,
- (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.

IV. ADJOURNMENT

There being no further business to come before the Board, Commissioner Walker 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 3:46 p.m.

Thomas Carr, Chair

David Bustamante, Secretary-Treasurer

Exhibits from July 27, 2026 Minutes previously circulated

RESOLUTION
NO. 4293

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4293

Meeting Date: September 28, 2026

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING
BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2027

WHEREAS, the City of Roanoke Redevelopment and Housing Authority has prepared a Consolidated Operating Budget for fiscal year ending September 30, 2027, covering the following programs: Central Office, Public Housing, HCV, Hackley, Private Management, 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, 2027.

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, 2027.

Recommended by: _____ Date _____
VP of Finance/CFO

Approved by: _____ Date _____
Executive Director

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: _____

RESOLUTION
NO. 4294

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4294

Meeting Date: September 28, 2026

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE MODIFICATION OF CONTRACT 900-2502-1-5 USING PUBLIC HOUSING OPERATING FUNDS

WHEREAS, IT Services are essential to the overall operation and security of information of RRHA; and

WHEREAS, the Executive Director was authorized and directed to execute a contract for IT Managed Services based on the number of workstations and servers and additional IT related projects that arise each year between Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a five-year contract term, by the Board of Commissioners in Resolution No. 4233 on December 16, 2024; and

WHEREAS, Contract 900-2502-1-5 was executed between Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a term of one (1) year beginning January 10, 2025, with four (4) option years ending January 9, 2030; and

WHEREAS, RRHA underestimated the Not-to-Exceed amount at the time the contract was executed; and

WHEREAS, Board approval was given under Resolution No. 4268 on October 27, 2025 to add an additional \$160,000.00 to the not-to-exceed amount under Contract Modification #1; and

WHEREAS, RRHA was notified by Virginia Risk Sharing Association of a cyber-vulnerability caused exposing End of Life Exchange Servers to the internet that increases RRHA's risk of compromise due to the lack of security update availability; and

WHEREAS, RRHA is required to prioritize a migration plan by upgrading to the latest Exchange Server Subscription Edition and installing the latest Security Update or to migrate to Microsoft 365; and

WHEREAS, included in RRHA's 2025 – 2029 Strategic Plan, the Agency will improve operational efficiency by implementing a document management system and going paperless; and

WHEREAS, Microsoft 365 Business Premium licensure will both eliminate the cyber-vulnerability and be essential to the initiative to go paperless; and

WHEREAS, Cantey Technology Consulting, LLC provided a quote for \$21,900.00 for Office 365 Email Migration Software and labor; and

WHEREAS, the monthly subscription cost of Microsoft 365 Business Premium (nonprofit pricing) for eighty eight (88) users is \$484.00 per month, and

WHEREAS, there are forty one (41) months remaining on the contract; and

WHEREAS, the total cost for Microsoft Business Premium for the remainder of the contract totals \$19,844.00; and

WHEREAS, the total amount of the Quotes submitted by Cantey Technology Consulting, LLC is \$41,744.00; and

WHEREAS, RRHA has sufficient Public Housing Operating Funds to obligate for the contract modification; and

WHEREAS, it was imperative to mitigate the cyber-vulnerability and more financially advantageous to cover the incurred costs under the FY2026 Operating Budget; and

WHEREAS, the Executive Director has determined that this contract modification complied 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 Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The quotes submitted by Cantey Technology Consulting, LLC with a total amount of \$41,744.00 be and hereby are accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification where by referenced, is inclusive of all the quotes submitted by Cantey Tech Consulting, LLC for Office 365 Email Migration Software, the monthly subscription cost of Microsoft Business Premium for eighty eight (88) users for forty one (41) months, and the cost for labor which will increase the Not-to-Exceed amount of Contract #900-2502-1-5 from \$814,288.00 to \$856,032.00.
- (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.

Approved by: _____
Executive Director

Date _____

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: _____

RESOLUTION
NO. 4295

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4295

Meeting Date: September 28, 2026

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARING A CONTRACT FOR ELECTRONIC DOCUMENT MANAGEMENT/WORKFLOW SOFTWARE UNDER OPERATING FUNDS.

WHEREAS, RRHA's 2025-2029 Strategic Plan includes the initiative to improve operational efficiency by implementing an electronic document management system; and

WHEREAS, RRHA issued a Request for Proposals ("RFP") on November 9, 2025 with Proposals being due on December 16, 2025; and

WHEREAS, RRHA received five (5) Proposals in response to the RFP from the following companies:

- Companion Data Services, LLC (DocFinity);
- DataBank IMX LLC;
- FileVision USA LLC;
- I3-ImageSoft LLC;
- Yardi Systems, Inc.; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of five (5) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated proposals according to the following evaluation criteria, which was published in the RFP:

- Vendor Qualifications and Experience – 20 points
- Technical Solution and Functionality – 30 points
- Implementation Plan and Support – 20 points
- Cost Proposal – 20 points
- Added Value/Innovation – 10 points

WHEREAS, the Evaluation Panel rating for each firm's proposal based on the published evaluation criteria were as follows:

- DocFinity 93.40 points
- DataBank IMX, LLC 67.60 points

- FileVision USA, LLC 93.40 points
- I3-ImageSoft, LLC 74.20 points
- Yardi Systems, Inc. 89.80 points; and

WHEREAS, the Evaluation Panel determined that DocFinity and FileVision USA, LLC submitted the proposals most likely to be awarded a contract, and therefore, established a competitive range of 90 or higher; and

WHEREAS, DocFinity and FileVision provided demonstrations of their software on May 19, 2026; and

WHEREAS, a final demonstration was presented by FileVision on June 4, 2026 and by DocFinity on August 12, 2025; and

WHEREAS, FileVision was notified that their firm was rated within the competitive range and was invited to provide their best and final offer rates. A reduction of 5% in the cost of scanning and indexing of backfile conversions was offered; and

WHEREAS, the original cost provided by DocFinity was already the lowest priced proposal and a best and final offer was not requested; and

WHEREAS, the Evaluation Panel reevaluated the proposals of DocFinity and FileVision and came to the consensus that FileVision should be awarded the contract due to their extensive experience working with Public Housing Agencies, competitive pricing, and software setup that will provide ease of use due to a format that is similar in appearance to RRHA's paper files; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to FileVision USA, LLC; 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 qualification 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 Proposal submitted by FileVision USA, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form a Contract between FileVision USA, LLC and RRHA for a term of one (1) year, with four (4) option years, in the not to exceed amount of \$277,515.90, which includes the set up cost of \$91,319.11 for scanning all tenant files and \$9,600 for initial training.

- (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.

If approved, this contract will be funded from the Operating Fund and will be allocated as services are utilized.

Recommended by: _____ Date _____
VP of Operations

Approved by: _____ Date _____
Executive Director

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: _____

