RESOLUTION MEMORANDUM

November 12, 2026

TO: Board of Commissioners
Richmond Redevelopment and Housing Authority

FROM: Steven B. Nesmith
Chief Executive Officer/Secretary

SUBJECT: RESOLUTION 2026-30– TO AUTHORIZE THE RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY CHIEF EXECUTIVE OFFICER TO APPROVE THE MODIFICATION OF THE GENERAL LEGAL SERVICES CONTRACT WITH SPOTTS FAIN PC

Executive Summary

The purpose of this resolution is to authorize the Chief Executive Officer to increase the current contract with Spotts Fain by $150,000.00, bringing their contract to $770,000.00 for the life of the contract.

Background

In September 2022, Richmond Redevelopment & Housing Authority (RRHA) executed contracts for General Legal Services with Spotts Fain PC. The firm provides general legal services on behalf of RRHA that include, but are not limited to, the following:

1. Advice on complying with the Virginia procurement laws and HUD procurement regulations as applicable to RRHA activities
2. Assist with Freedom of Information Act compliance
3. Tenant evictions and grievance processes
4. Assist with landlord/tenant disputes
5. Review of contracts, leases, development agreements, etc.
6. Advice on whether or not litigation is warranted
7. Assist with financial arrangements for new programs, dealing with developers, etc.
8. Provide legal opinions on issues of a general nature
9. Provide legal counsel and advice on RRHA's rights as a creditor in Chapter 11 or Chapter 13 bankruptcy proceedings
10. Assist in-house counsel with various matters as requested by RRHA
11. Attend RRHA Board meetings when requested by RRHA

Each contract had a two-year initial term and three one-year renewal options. RRHA

staff requests approval to modify the contract and increase the contract.

Financial Considerations

Contract 2021-34-4	Original Contract:	$270,000.00
Contract Modification #1		$150,000.00
Contract Modification #2		$200,000.00
Contract Modification #3		$150,000.00
New Total Value: Not to Exceed		$770,000.00

Policy Considerations

The recommended action is in compliance with applicable HUD procurement regulations, the Virginia Public Procurement Act, and RRHA Policy.

Recommendation

It is therefore recommended that Staff recommend adoption of the attached resolution, which authorizes Steven B. Nesmith, Chief Executive Officer, to execute the contract modification to Contract 2021-34-4 with Spotts Fain PC for General Legal Services.

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

PROPOSED RESOLUTION

Meeting Date: November 12, 2026 Resolution No. 2026-30

TITLE: RESOLUTION APPROVING THE MODIFICATION OF CONTRACT FOR GENERAL LEGAL SERVICES BETWEEN THE RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY AND SPOTTS FAIN PC AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE CONTRACT MODIFICATIONS ON BEHALF OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION:

WHEREAS, the Richmond Redevelopment and Housing Authority ("RRHA") entered into General Legal Service Contract with Spotts Fain, PC;

WHEREAS, the Contracts were entered into in an amount not to exceed $270,000 respectively for a period of five (5) years;

WHEREAS, it is necessary to increase the total contract amount with Spotts Fain PC by $150,000 for a new total contract amount not to exceed $770,000; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract modifications and to authorize the Chief Executive Officer to execute the Contract modifications on behalf of RRHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA:

1. That the Board approves the contract modification increasing the total contract amount for Spotts Fain PC from $620,000 to $770,000; and

2. That Steven B. Nesmith, in his capacity as Chief Executive Officer, is authorized to execute the above-stated contract modifications for General Legal Services with Spotts Fain PC.

Recommended by: Steven Nesmith Date October 15, 2026
Chief Executive Officer

COMMISSIONERS' ACTION

RESOLUTION #: **2026-30**

☐ Approved _____
Date

☐ Disapproved _____
Date

☐ Tabled _____
Date

☐ Withdrawn _____
Date

SIGNED:

_____
Eddie L. Jackson, Jr., Chair
RRHA Board of Commissioners

Votes Recorded				
Commissioner	Aye	Nay	Abstain	Absent
Eddie L. Jackson, Jr.				
Charlene Pitchford				
Dyanne Broidy				
Kyle R. Elliott				
W.R. "Bill" Johnson, Jr.				
Gregory Lewis				
Marika McCray				
Harold Parker, Jr.				

Richmond Redevelopment and Housing Authority
Board Resolution Packet
Certification of Funding Availability

☒ **APPLICABLE**
☐ **NOT APPLICABLE** ***(If checked, do not complete form)***

[To be completed by the department presenting the resolution]
Resolution #: 2026-30

Resolution Title: RESOLUTION APPROVING THE MODIFICATION OF CONTRACT FOR GENERAL LEGAL SERVICES BETWEEN THE RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY AND SPOTTS FAIN PC

Funding Request

The purpose of this resolution is to authorize the Chief Executive Officer to increase the current contract with Spotts Fain by $150,000.00, bringing their contract to $770,000.00 for the life of the contract.

Funding Source(s):	**Amount(s)**
Operating	$ 150,000.00
Capital (Account #) _____	$
	$
TOTAL	**$ 150,000.00**

If applicable-

Amount of previous contract	$ 620,000.00
Amount expended through 10/01/2026	$ 612,000.00

[To be completed by Finance]

I David Rekas certify that the funds to be expended in relation to
Print Name [Chief Financial Officer or Budget Officer]

this resolution are available in the RRHA budget.

David S. Rekas
Chief Financial Officer or Budget Officer
Signature

10/22/2026
Date