



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Regular Meeting
WEDNESDAY, JANUARY 6, 2016 – 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

July 22, 2015 – Regular Meeting

FINANCIAL REPORT

July 1, 2015 – December 30, 2015

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

16-01 – Appointment of Chairperson and Vice Chairperson

16-02 – Home Repair Program – Request to Revise Guidelines and Approve New Funding Cycle

PUBLIC COMMENT

CLOSED SESSION

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
July 22, 2015

Note to Reader: Although the printed agenda document for this Redevelopment and Housing Authority meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk of the Redevelopment and Housing Authority maintains the agenda document. One may see a copy of the agenda for this meeting by contacting the Clerk.

The Emporia Redevelopment and Housing Authority held a Regular Meeting on Wednesday, April 1, 2015 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Veronica Leach, Chairperson presided over the meeting.

ROLL CALL

Upon roll call, the following Emporia Redevelopment and Housing Authority members indicated their presence:

Commissioner Veronica Leach
Commissioner David Thomas
Commissioner Carolyn Carey

Commissioner Mark Mitchell

Absent: Commissioner Marva Dunn
Commissioner Edward V. Lankford, IV
Commissioner Boyce Adams

Others present: Brian S. Thrower, City Manager
Lori Jarratt, ERHA Clerk
Sheila Cutrell, Finance Director

APPROVAL OF MINUTES

Commissioner Thomas made a motion to approve the minutes of the April 1, 2015 Public Hearing and Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of March 27, 2015 – June 30, 2015 had been distributed to the Commissioners.

There was no discussion regarding the financial report.

Commissioner Thomas made a motion to approve the financial report as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye

APPROVAL OF AGENDA

Commissioner Carey made a motion to approve the agenda as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye

NEW BUSINESS

15-05 – Home Repair – Review of Grant Applications

Mr. Thrower stated that the ERHA previously authorized staff to issue an Invitation to Bid to receive proposals from contractors to complete improvements to the homes approved at the April 1, 2015 meeting. He also stated that the sole bid received was from Sandy L. Hill Construction in the amount of \$13,935 for all four homes and all improvements requested by the homeowners.

Mr. Thrower advised that per the funding guidelines the ERHA previously adopted, he recommended the ERHA authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. He also advised that the total for all recommended improvements is \$7,635 which is as follows:

211 Turner Street

Re-securing all panels on side porch	\$375
Front new roof panel and roof repair	\$500
Sheetrock repair in living room ceiling	<u>\$1,500</u>
Total	\$2,375

712 Halifax Street

Screen door	<u>\$260</u>
Total	\$260

737 Clay Street

Roof on back porch and painted	<u>\$2,800</u>
Total	\$2,800

221 Zion Boulevard

Rails around porch	\$850
Vinyl in kitchen (floor)	\$800
Bathroom floor	\$250
Bathroom toilet	<u>\$300</u>
Total	\$2,220

Commissioner Carey made a motion to authorize staff to execute the construction contracts with Sandy L. Hill Construction for the recommended improvements in the amount of \$7,635, seconded by Commissioner Mitchell which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With no further business to come before the Emporia Redevelopment and Housing Authority, Chairperson Leach adjourned the meeting.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date

Emporia Redevelopment and Housing Authority
Bank Account Balances as of 12/30/15:

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 5,939.19	
Certificate of Deposit	116190660346	\$24,233.51	11-23-2016
**CIG Program Income Checking	53-2115210	\$22,816.19	
**IPR Program Income Checking	1010107942	\$ 5,301.04	

**Restricted – for use according to program income plans

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
July 1 - December 30, 2015**

Beginning Balance		\$6,348.49
Revenues:		
7/13/2015	Loan payment - Bertha Person	\$225.00
7/27/2015	Interest on CD	22.46
8/17/2015	Loan payment - Bertha Person	223.48
8/26/2015	Interest on CD	22.46
9/8/2015	Loan payment - Bertha Person	223.48
9/8/2015	Deposit from City - Advertising	4,250.00
9/28/2015	Interest on CD	22.46
10/5/2015	Loan payment - Bertha Person	223.48
10/14/2015	Deposit from City - Façade Improvement Grants	7,875.00
10/27/2015	Interest on CD	22.46
10/27/2015	Deposit from City - Façade Improvement Grants	892.42
11/24/2015	Loan payment - Bertha Person	223.48
11/24/2015	Interest on CD	22.46
11/24/2015	Deposit portion of CD	14,272.22
12/15/2015	Loan payment - Bertha Person	223.48
12/28/2015	Deposit from City - Façade Improvement Grants	2,577.75
	Total Revenues	\$31,322.09
Expenses:		
8/18/2015	Check #1282 - Housing Insurance Services	\$1,532.00
9/8/2015	Check #1283 - Ecnbb, LLC - Advertising	4,250.00
10/14/2015	Check #1284 - William Howell - Façade grant	5,000.00
10/14/2015	Check #1285 - Wynne LeGrow - Façade grant	2,875.00
10/15/2015	Check #1286 - U S Postal Service - Box rent	66.00
10/15/2015	Check #1287 - VAHCDO - Membership dues	266.00
10/27/2015	Check #1288 - Vinco Enterprises, Inc. - Façade grant	892.42
12/7/2015	Check #1289 - City of Emporia - W. Atlantic Street properties	14,272.22
12/29/2015	Check #1290 - Top Hand Sports - Façade grant	2,577.75
	Total Expenses	\$31,731.39
Ending Balance		\$5,939.19



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

December 31, 2015

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: Appointment of Chairperson and Vice Chairperson
ITEM: 16-01

Per the ERHA Bylaws, you are required to annually elect a Chairperson and Vice-Chairperson at your first meeting in January.

The duties of each of these officers are as follows:

Chairperson – “The Chairperson shall preside at all meetings of the Emporia Redevelopment and Housing Authority. At each meeting the Chairperson shall submit such recommendations and information as is considered proper concerning the business affairs and policies of the Authority; and shall perform all duties pertaining to the office of Chairperson and such other duties as may be prescribed by the Authority from time to time.”

Vice-Chairperson – “The Vice-Chairperson shall perform all duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.”

Recommendation

I recommend you elect a Chairperson and Vice-Chairperson for calendar year 2016.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

December 31, 2015

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: Home Repair Program – Request to Revise Guidelines and Approve New Funding Cycle
ITEM: 16-02

Attached are proposed revisions and clarifications to the Home Repair Grant Program guidelines and requirements. The most substantial revision pertains to the grant award cap for projects within the Lowground Road area. Specifically, I am requesting you amend the guidelines to cap the maximum grant award to \$5,000 per property, given the fact there is currently only \$22,816.19 remaining in the CIG Program Income Checking Account to be used for this purpose.

I also request you approve a new funding cycle for the program. Specifically, should you approve the new funding cycle, applications will be due no later than 4:00 p.m. on Friday, February 19th. Staff will then seek bids from contractors on funding requests. Applications and bids obtained from contractors will be presented to you for consideration at your April 6th meeting.

Applications received later than the date and time specified above will not be accepted until you formally open up a new funding cycle. I anticipate requesting that you open up a new funding cycle in July.

Recommendation

I recommend you approve the revised guidelines and the new funding cycle.

Attachments

Revised Home Repair Grant Guidelines and Requirements



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Home Repair Grant Guidelines and Requirements

Amended: January 6, 2016

Applicant:

- Requests may include repairs and/or improvements to the interior and/or exterior of the house and/or property
Priority given to repair and improvements addressing health and safety needs
- Own your own home – provide documentation from tax receipt or deed
- Must be a City resident
- Must be current on all taxes, fees, and bills owed to City prior to grant award
- First preference to applicants who have not received funding in the past
Homeowners that have received funding previously may apply during each round with funding determined after consideration of first-time applicants.
- Income Limits –80% of median household income as determined by the United States Department of Housing and Urban Development for Emporia.
- Grant award maximum – Lowground Road Area – \$5,000 (*Streets include: Zion Boulevard, Harrje Street, Wadlow Street, Astrio Street, Clay Street, Faison Street and Turner Street*)
Approved grants exceeding \$5,000 will be the responsibility of the applicant/homeowner
- Grant award maximum – City-wide \$500 (*Approved grants exceeding \$500 will be the responsibility of the applicant/homeowner*)
- All applications are subject to ERHA approval and funding constraints

Application:

- Application must be filled out in its entirety
- All required documentation must accompany the application. *Applications will not be accepted without documentation*
- Work must be prioritized
- Verification of income for previous two months for each person listed including applicant