



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**PUBLIC HEARING**

**1. Proposed FY16 Operating Budget**

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**AGENDA**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
*Special Meeting*  
**WEDNESDAY, APRIL 1, 2015 – 5:30 P.M.**

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**ROLL CALL**

**APPROVAL OF MINUTES**

January 21, 2015 – Regular Meeting

**FINANCIAL REPORT**

January 1, 2015 – March 26, 2015

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

15-04 – Proposed Fiscal Year 2016(FY16) Operating Budget – Ordinance

15-05 – Home Repair – Review of Grant Applications

**PUBLIC COMMENT**

**CLOSED SESSION**

**MINUTES**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**REGULAR MEETING**  
**January 21, 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, January 21, 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 Edward V. Lankford, IV
Commissioner David Thomas	Commissioner Mark Mitchell
Commissioner Carolyn Carey	

Absent: Commissioner Marva Dunn  
Commissioner John Belmonte

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

**APPROVAL OF MINUTES**

Commissioner Thomas made a motion to approve the minutes of the October 1, 2014 Regular Meeting, as presented, seconded by Commissioner Lankford which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Lankford	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 September 27, 2014 – December 31, 2014 had been distributed to the Commissioners. She reported that the certificate of deposit that matured in November 2014 was renewed with Carter Bank and Trust for a term of 12 months at an interest rate of .70%

There was no discussion regarding the financial report.

## APPROVAL OF AGENDA

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

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

## NEW BUSINESS

### *15-01 – ERHA Bylaws – Request to Amend*

Mr. Thrower stated that the Election or Appointment section of the bylaws states that “the City Council of the City of Emporia shall appoint all Commissioners of the Board of Directors to a term of four years not to exceed two consecutive terms. The Board of Directors shall elect annually at the first meeting in January a Chairperson and Vice-Chairperson from within the ranks of the appointed Commissioners of the Board who shall serve for no more than two consecutive years. The Board of Directors shall appoint the Executive Director, Fiscal Agent, and Clerk from existing City of Emporia personnel, all of whom shall serve without any compensation and at the pleasure of the Authority’s Board of Directors”.

Mr. Thrower stated that he was not aware of any State prohibition on term limitations and recommended removing “not to exceed two consecutive terms.”

Commissioner Thomas made a motion to adopt **Resolution No. 14-02** to amend the bylaws as presented, seconded by Commissioner Lankford which passed as follows:

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

### *15-02 – Appointment of Chairperson and Vice Chairperson*

Mr. Thrower advised that, as per the bylaws, the Board of Directors shall elect annually at the first meeting in January a Chairperson and Vice-Chairperson from within the ranks of the appointed Commissioners of the Board who shall serve for no more than two consecutive years.

Commissioner Carey made a motion to appoint Commissioner Leach as Chairperson of the Emporia Redevelopment and Housing Authority, seconded by Commissioner Lankford which passed as follows:

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

Commissioner Thomas made a motion to appoint Commissioner Dunn as Vice Chairperson of the Emporia Redevelopment and Housing Authority, seconded by Commissioner Carey which passed as follows:

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

***15-03 – Purchase of Property in Support of Neighborhood Revitalization – Update***

Mr. Thrower stated that the City has been working on the West Atlantic Street Neighborhood Revitalization project for several years. He also stated that the project has included housing rehabilitation, derelict structure demolition, and capital improvements.

He stated that Dr. Edwin C. Daley was present to discuss the project.

Dr. Daley advised that part of this effort included the purchase and clearing of several lots with the goal of creating home ownership opportunities for low and moderate income citizens. He also advised that a total of nine lots were included in this effort. He further advised that five of the lots on Washington Street were reconfigured into three lots. He stated that two of these new lots have been transferred to Habitat for Humanity. He also stated that it is intended that the five (formerly six) remaining lots be used to create new housing construction opportunities.

He stated that he would like to ask the Emporia Housing and Redevelopment Authority to purchase the remaining grant properties to be used for new housing construction. He also stated that the proposed purchase price after discussions with DHCD staff is \$14,272.22 based on grant expenditures for the properties.

He advised that City staff will be available to assist the Authority with the marketing and transfer of the properties for the development of low and moderate, owner-occupied housing.

Commissioner Carey asked which account would the funds be taken from. Ms. Cutrell advised that the funds would come from the certificate of deposit. She also advised that the penalty for removing funds from the certificate of deposit would be three months' worth of interest which would total \$66.40. She further advised that the current interest rate is .70%. She stated that if a portion of the funds were removed from the certificate of deposit and the remaining funds were reinvested, the interest rate would increase to .80%. She also stated that a portion of the funds could be removed from the checking account which has a balance of \$5,019.44 with the majority of the

funds being removed from the certificate of deposit.

Commissioner Lankford made a motion for the Executive Director to negotiate and execute a contract to purchase the remaining grant properties with ERHA funding, subject to approval by Department of Housing and Community Development, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Lankford	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.

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Veronica Leach, Chairperson                      Date

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Lori R. Jarratt, Clerk                                      Date

**Emporia Redevelopment and Housing Authority  
Financial Statement  
Checking Account  
January 1, 2015 - March 26, 2015**

<b>Beginning Balance</b>		<b>\$5,019.44</b>
<b>Revenues:</b>		
1/5/2015	Deposit from City - Façade grant	\$2,000.00
1/15/2015	Loan payment - Bertha Person	223.48
2/4/2015	Deposit from City - LLC payment	50.00
2/9/2015	Loan payment - Bertha Person	223.48
2/23/2015	Interest on CD	22.46
3/2/2015	Interest on CD	47.69
3/9/2015	Loan payment - Bertha Person	224.00
3/17/2015	Deposit from City - LLC payment	50.00
3/24/2015	Interest on CD	22.43
3/26/2015	Deposit from ERHA IPR Account	1.00
	<b>Total Revenues</b>	<b>\$2,864.54</b>
<b>Expenses:</b>		
1/6/2015	Check #1269 - Womack Publishing - Façade grant	\$2,000.00
2/4/2015	Check #1270 - ECNBB, LLC	50.00
3/9/2015	Check #1271 - ERHA IPR Account	1.00
3/9/2015	Check #1272 - City of Emporia - postage & copies	34.65
3/19/2015	Check #1273 - ECNBB SCP, LLC	50.00
	<b>Total Expenses</b>	<b>\$2,135.65</b>
<b>Ending Balance</b>		<b>\$5,748.33</b>

**Emporia Redevelopment and Housing Authority  
Bank Account Balances as of 3/26/15:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 5,748.33	
Certificate of Deposit	116190660346	\$38,505.73	11-20-2015
**CIG Program Income Checking	53-2115210	\$27,601.34	
**IPR Program Income Checking	1010107942	\$ 5,555.07	

\*\*Restricted – for use according to program income plans



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**Memorandum**

March 27, 2015

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, Executive Director  
**SUBJECT:** Home Repair Program – Review of Approved Applications  
**ITEM:** 15-04

As of Friday, March 27, 2015 the City received a total of 13 applications. Internal review of the applications determined nine were not eligible. Letters were mailed to the applicants detailing the reasoning for denial. The nine applications were denied for the following reasons: two incomplete, three excessively exceed income limits, two had previously received funding, and two had delinquent taxes.

Of those preliminarily approved, two are in the Lowground area and two are City-wide. The attached document details the requested improvements.

A Request for Bids will be prepared to solicit one contractor to perform all work approved in this round of the Home Repair Program. The procurement will be handled in accordance with the City of Emporia's Small Purchase Policy. The contract will be awarded to the lowest responsible bidder.

**Recommendation**

I recommend you determine the improvements to be completed for all four approved Home Repair Program applications. I also recommend you authorize staff to issue the Request for Bids document based on these improvements. I will then bring back the bid results for your consideration.

**Attachment**

Summary of Approved Home Repair Applications



Emporia Redevelopment and Housing Authority  
Applicant and Repair Information

*City-wide:*

Jamil Reginald Doswell 211 Turner Street Emporia, Virginia 23847	<i>Exterior:</i> Front new roof panels Repair and secure panels on side porch	<i>Interior:</i> Sheet rock repair in living room
Yvonne H. Squire 712 Halifax Street Emporia, Virginia 23847	<i>Exterior:</i> Windows Heating & Air Unit Screen Door	<i>Interior:</i> Bathroom(mold & floor caving in) Kitchen sink & Cabinets Bedroom & Den floors
<i>Lowground Road Area:</i>		
Michael Eason 221 Zion Boulevard Emporia, Virginia 23847	<i>Exterior:</i> Rails around front porch	<i>Interior:</i> Floor in kitchen(Vinyl) Floor in bathroom Bathroom toilet
Virgie Reese 737 Clay Street Emporia, Virginia 23847	<i>Exterior:</i> Porch on front of house Roof on back porch and Painted	<i>Interior:</i>



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**Memorandum**

March 26, 2015

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager  
**SUBJECT:** Proposed Fiscal Year 2016 Operating Budget – Ordinance  
**ITEM:** 15-04

The draft budget for Fiscal Year 2016 (FY 16) has been provided and is before you this evening for discussion and consideration.

Sheila Cutrell, Fiscal Agent, is present to answer any questions regarding the proposed FY 16 budget.

**Recommendation**

I recommend you adopt the FY16 budget and ordinance as proposed with any amendments included.

**Attachments**

Proposed FY16 Budget  
FY16 Budget Ordinance

**Emporia Redevelopment and Housing Authority  
Operating Budget FY 15-16**

	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2015-16
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved	
<b>Revenues</b>							
Interest on Bank Deposits	15	32	25	35	30		
Interest on Investments	400	242	250	261	260		
CIG Program Income	4,849	3,941	4,849	4,285	4,596		
<b>Total Revenues</b>	5,264	4,215	5,124	4,581	4,886		0
<b>Other Funding Sources</b>							
Loan Receipts	2,681	2,907	2,681	2,460	2,681		
CIG Program Income Balance	19,480	24,588	23,645	28,810	28,810		
IPR Program Income Balance	5,539	5,550	5,547	5,557	5,557		
Transfers from the City of Emporia	0	88,212	25,000	31,376	30,100		
ERHA Fund Balance	41,436	44,043	43,174	43,956	43,956		
<b>Total Other Funding Sources</b>	69,136	165,300	100,047	112,159	111,104		0
<b>Total Revenues &amp; Other Funding Sources</b>	<b>74,400</b>	<b>169,515</b>	<b>105,171</b>	<b>116,740</b>	<b>115,990</b>		<b>0</b>
<b>Expenditures</b>							
<b>Personnel</b>							
Attorney	0	0	0	0	0		0
<b>Communications</b>							
Printing and Binding	50	15	50	10	50		
Advertising	100	52	100	42	100		
Postage	150	89	150	90	150		
<b>Total</b>	<b>300</b>	<b>156</b>	<b>300</b>	<b>142</b>	<b>300</b>		<b>0</b>

**Emporia Redevelopment and Housing Authority  
Operating Budget FY 15-16**

	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2015-16
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved	
<b>Materials and Supplies</b>							
Office Supplies	100	15	100	0	100	100	
<i>Total</i>	100	15	100	0	100	100	0
<b>Professional Development</b>							
Training and Conferences	4,000	0	4,000	572	4,000	4,000	
Dues and Memberships	300	266	300	266	300	300	
<i>Total</i>	4,300	266	4,300	838	4,300	4,300	0
<b>Miscellaneous</b>							
Insurance	750	788	800	853	900	900	
Transfers out to other entities	0	79,562	0	5,100	5,100	5,100	
Façade Improvement Grants	0	8,643	25,000	26,326	25,000	25,000	
Property Acquisition	0	0	0	8,000	0	0	
Buy Down of DHCD Interest in W. Atlantic Street Properties	0	0	0	14,273	0	0	
Contributions	0	0	0	0	0	0	
<i>Total</i>	750	88,993	25,800	54,552	31,000	31,000	0
<b>Home Repair Grants</b>							
Emergency Repairs	10,000	0	10,000	0	10,000	10,000	
Property Maintenance Violations	10,000	0	10,000	0	10,000	10,000	
<i>Total</i>	20,000	0	20,000	0	20,000	20,000	0
<b>Program Income Expenses</b>							
CIG Program Income Expenses - Lowground Rd. Project	24,329	0	23,645	0	28,810	28,810	
IPR Program Income Expenses	5,539	0	5,547	0	5,557	5,557	
<i>Total</i>	29,868	0	29,192	0	34,367	34,367	0
<b>Total Expenditures</b>	<b>55,318</b>	<b>89,430</b>	<b>79,692</b>	<b>55,532</b>	<b>90,067</b>	<b>90,067</b>	<b>0</b>
<b>Profit/(Loss)</b>	<b>19,082</b>	<b>80,085</b>	<b>25,479</b>	<b>61,208</b>	<b>25,923</b>	<b>25,923</b>	<b>0</b>

**Ordinance**

An Ordinance To Adopt The 2015-2016 Operating Budget For The Emporia Redevelopment and Housing Authority Of The City Of Emporia And To Appropriate The Funds For The Same

**BE IT ORDAINED** by the Emporia Redevelopment And Housing Authority of the City of Emporia, Virginia as follows:

1. That the Emporia Redevelopment And Housing Authority hereby approves and adopts the document entitled "*Emporia Redevelopment and Housing Authority Operating Budget For Fiscal Year 2015-2016.*"
2. In order to provide the requisite funds for said operating budget, the sum of \$90,067 is hereby appropriated to the Emporia Redevelopment and Housing Authority expenditure account for the fiscal year beginning July 1, 2015 and ending June 30, 2016.
3. The Executive Director is hereby authorized and directed to do all things necessary to implement said budget to include executing all purchase orders of any amounts and making all payments and disbursements consistent with the purpose and intent of this budget.
4. This ordinance shall be in effect on and after its adoption.

Adopted: April 1, 2015

Emporia Redevelopment and Housing Authority,  
City of Emporia, Virginia

By \_\_\_\_\_  
Veronica Leach, Chairperson

Attest:

\_\_\_\_\_  
Clerk