



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**PUBLIC HEARING**

**1. Proposed FY17 Operating Budget**

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

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**ROLL CALL**

**APPROVAL OF MINUTES**

January 6, 2016 – Regular Meeting

**FINANCIAL REPORT**

December 31, 2015 – March 30, 2016

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

16-03 – Proposed FY17 Operating Budget – Ordinance

16-04 – Home Repair Program – Request to Execute Contracts

**PUBLIC COMMENT**

**CLOSED SESSION**

**Emporia Redevelopment and Housing Authority  
Bank Account Balances as of 3/30/16:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 6,662.67	
Certificate of Deposit	116190660346	\$24,233.51	11-23-2016
**CIG Program Income Checking	53-2115210	\$23,807.51	
**IPR Program Income Checking	1010107942	\$ 5,302.86	

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

**Emporia Redevelopment and Housing Authority  
 Financial Statement  
 Checking Account  
 December 31, 2015 - March 30, 2016**

<b>Beginning Balance</b>		<b>\$5,939.19</b>
<b>Revenues:</b>		
1/1/2016	Loan payment - Bertha Person	\$250.00
2/8/2016	Loan payment - Bertha Person	223.48
2/8/2016	Deposit from the City - LLC Assessment	50.00
3/17/2016	Deposit from the City - Advertising	750.00
3/17/2016	Loan payment - Bertha Person	250.00
3/17/2016	Deposit from City - Façade Improvement Grant	217.50
	<b>Total Revenues</b>	<b>\$1,740.98</b>
<b>Expenses:</b>		
2/8/2016	Check #1291 - ECNBB, LLC - LLC Assessment	\$50.00
3/21/2016	Check #1292 - STRONG Temple Fitness - Façade grant	217.50
3/21/2016	Check #1293 - ECNBB, LLC - Advertising	750.00
	<b>Total Expenses</b>	<b>\$1,017.50</b>
<b>Ending Balance</b>		<b>\$6,662.67</b>

**MINUTES**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**REGULAR MEETING**  
**January 6, 2016**

*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 6, 2016 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  
Commissioner Edward V. Lankford, IV  
Commissioner Boyce Adams

Absent: Commissioner Marva Dunn

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
Commissioner Lankford	aye
Commissioner Adams	aye

**APPROVAL OF FINANCIAL REPORT**

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of July 1, 2015 – December 30, 2015 had been distributed to the Commissioners.

Ms. Cutrell advised that the certificate of deposit with Carter Bank and Trust was renewed at an interest rate of 1.1% for a term of twelve months. She also advised that the balance in this CD was reduced, for the reimbursement to the City, for the West Atlantic Street Neighborhood properties as approved by the ERHA.

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

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

### **NEW BUSINESS**

#### ***16-01 – Appointment of Chair and Vice Chairperson***

Mr. Thrower advised that according to the ERHA Bylaws, the ERHA are required to annually elect a Chairperson and Vice-Chairperson at the 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.”

He recommend the ERHA elect a Chairperson and Vice-Chairperson for calendar year 2016.

Commissioner Carey made a motion to appoint Veronica Leach as Chairperson and Marva Dunn as Vice-Chairperson for the 2016 calendar year, seconded by Commissioner Thomas which passed as follows:

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

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

Mr. Thrower stated that the Commissioners were provided the proposed revisions to the Home Repair Guidelines. Mr. Thrower advised that the most substantial revision pertains to the grant award cap for projects within the Lowground Road area. He also stated that specifically, he was requesting the ERHA 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.

He stated that he would like to request the ERHA approve a new funding cycle for the program. He also stated that specifically, should the ERHA approve the new funding cycle, applications will be due no later than 4:00 p.m. on Friday, February 19<sup>th</sup>. He advised that staff will then seek bids from contractors on funding requests. He further stated that applications and bids obtained from contractors will be presented to you for consideration at your April 6<sup>th</sup> meeting.

He stated that applications received later than the date and time specified above will not be accepted until you formally open up a new funding cycle. He also stated that he anticipated requesting that the ERHA open up a new funding cycle in July.

He recommended the ERHA approve the revised guidelines and the new funding cycle.

Commissioner Carey inquired as to the balance in the Lowground Road account. Mr. Thrower advised that the balance in the CIG Program Income checking account was \$22,816.19

Commissioner Lankford inquired if there was any stipulations that would prohibit a homeowner from applying more than once. Mr. Thrower advised that, according to the guidelines, consideration will be given to first time applicants with previous applicants to follow.

Commissioner Lankford made a motion to approve the guidelines, as amended, seconded by Commissioner Adams which passed as follows:

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



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**Memorandum**

March 30, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager *bst*  
**SUBJECT:** Proposed Fiscal Year 2017 Operating Budget – Ordinance  
**ITEM:** 16-03

The draft budget for Fiscal Year 2016-2017 (FY17) 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 FY17 budget.

**Recommendation**

I recommend you adopt the FY17 budget and ordinance as proposed with any amendments included.

**Attachments**

Proposed FY16 Budget  
FY16 Budget Ordinance

**Emporia Redevelopment and Housing Authority  
Operating Budget FY 16-17**

	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Recommended	2016-17 Approved
<b>Revenues</b>						
Interest on Bank Deposits	25	38	30	33	30	
Interest on Investments	250	265	260	269	260	
CIG Program Income	4,849	3,929	4,596	4,063	3,938	
<i>Total Revenues</i>	5,124	4,232	4,886	4,365	4,228	0
<b>Other Funding Sources</b>						
Loan Receipts	2,681	2,462	2,681	2,736	2,681	
CIG Program Income Balance	23,645	28,219	28,810	24,738	24,738	
IPR Program Income Balance	5,547	5,558	5,557	5,305	5,305	
Transfers from the City of Emporia	25,000	42,549	30,100	30,100	30,100	
Transfers from the LLC	0	126,136	0	125,762	125,811	
ERHA Fund Balance	43,174	0	43,956	0	30,896	
<i>Total Other Funding Sources</i>	100,047	204,924	111,104	188,641	219,531	0
<b>Total Revenues &amp; Other Funding Sources</b>	<b>105,171</b>	<b>209,156</b>	<b>115,990</b>	<b>193,006</b>	<b>223,759</b>	<b>0</b>
<b>Expenditures</b>						
<b>Personnel</b>						
Attorney	0	0	0	0	0	
<b>Communications</b>						
Printing and Binding	50	28	50	25	50	
Advertising	100	105	100	185	200	
Postage	150	95	150	90	150	
<i>Total</i>	300	228	300	300	400	0

**Emporia Redevelopment and Housing Authority  
Operating Budget FY 16-17**

	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Recommended	2016-17 Approved
<b>Materials and Supplies</b>						
Office Supplies	100	0	100	0	100	
<i>Total</i>	100	0	100	0	100	0
<b>Professional Development</b>						
Training and Conferences	4,000	572	4,000	0	4,000	
Dues and Memberships	300	266	300	266	300	
<i>Total</i>	4,300	838	4,300	266	4,300	0
<b>Miscellaneous</b>						
Insurance	800	853	900	1,532	1,600	
Transfers out to other entities	0	131,236	5,100	130,812	130,911	
Facade Improvement Grants	25,000	37,449	25,000	11,562	25,000	
Buy Down of DHCD Interest in W. Atlantic Street Properties	0	14,272	0	0	0	
<i>Total</i>	25,800	183,810	31,000	143,906	157,511	0
<b>Home Repair Grants</b>						
Emergency Repairs	10,000	0	10,000	0	10,000	
Property Maintenance Violations	10,000	0	10,000	0	10,000	
<i>Total</i>	20,000	0	20,000	0	20,000	0
<b>Program Income Expenses</b>						
CIG Program Income Expenses - Lowground Rd. Project	23,645	328	28,810	7,557	24,738	
IPR Program Income Expenses	5,547	0	5,557	260	5,305	
<i>Total</i>	29,192	328	34,367	7,817	30,043	0
<b>Total Expenditures</b>	<b>79,692</b>	<b>185,204</b>	<b>90,067</b>	<b>152,289</b>	<b>212,354</b>	<b>0</b>
<b>Profit/(Loss)</b>	<b>25,479</b>	<b>23,952</b>	<b>25,923</b>	<b>40,717</b>	<b>11,405</b>	<b>0</b>

**Ordinance**

An Ordinance To Adopt The 2016-2017 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 2016-2017.*"
2. In order to provide the requisite funds for said operating budget, the sum of \$212,354 is hereby appropriated to the Emporia Redevelopment and Housing Authority expenditure account for the fiscal year beginning July 1, 2016 and ending June 30, 2017.
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 6, 2016

Emporia Redevelopment and Housing Authority,  
City of Emporia, Virginia

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

Attest:

\_\_\_\_\_  
Clerk



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

**Memorandum**

March 30, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, Executive Director *BST*  
**SUBJECT:** Home Repair Grant Applications – Request to Execute Contracts  
**ITEM:** 16-04

At your January 6, 2016 meeting you opened up a new home repair grant funding cycle. Staff received a total of seven (7) funding requests from eligible property owners during this application period. The sole bid received was from Sandy L. Hill Construction in the amount of \$21,550. Mr. Hill's bid covers improvements to three (3) homes. Mr. Hill did not bid on four (4) of the properties.

**Recommendation**

Per the attached funding guidelines, I recommend you authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. The total for all recommended improvements is \$8,800.

212 Zion Boulevard (Lowground Road Area - \$5,000 Maximum Grant)

Ceiling replaced in bedroom	\$800
Ceiling replaced in dining room	\$1,500
Ceiling replaced in second floor bedroom	\$1,000
Second floor bedroom closet	<u>\$1,000</u>
Total	\$4,300

240 Zion Boulevard (Lowground Road Area - \$5,000 Maximum Grant)

Note: Applicant Previously Funded \$5,000 in 2011

New roof	<u>\$4,000</u>
Total	\$4,000

212 Lowground Road (City-Wide - \$500 Maximum Grant)

Roof repair	<u>\$500</u>
Total	\$500

**Attachments**

Bid Tabulation  
Home Repair Grant Guidelines and Requirements



## Emporia Redevelopment & Housing Authority (ERHA) Bid Tabulation

<b>Service: ERHA Housing Rehab</b> <b>Bid Opening: 3-28-2016 @ 4PM</b> <b>Opened By: Lori R. Jarratt</b> <b>Witness: Jan Lee Harrell</b>		<b>SL Hill Construction</b> <b>Rcvd: 3-28-2016 @ 3:30PM</b> <b>CONTACT: Sandy L. Hill</b> <b>PHONE: 252-308-9600</b>	
Location	Improvements	Bid Amount	
212 Zion Boulevard	Roof	\$6,250	
	New windows (7)	\$1,750	
	Ceiling replaced in bedroom	\$800	
	Ceiling replaced in dining room	\$1,500	
	Ceiling replaced in second floor bedroom	\$1,000	
	Second floor bathroom closet	\$1,000	
	Check heating system	N/B	
	New sheetrock	N/B	
<b>Total Improvements</b>		<b>\$12,300</b>	
240 Zion Boulevard	Roof	\$4,000	
	Windows (8)	\$2,400	
	Door (2)	\$1,400	
<b>Total Improvements</b>		<b>\$7,800</b>	
212 Lowground Road	Roof needs repair	\$500	
	Leaking in upstairs bedroom(sheetrock needs repair	\$700	
	Bathroom & upstairs window needs repair	\$250	
<b>Total Improvements</b>		<b>\$1,450</b>	
<b>Total improvements</b>		<b>\$21,550</b>	

**There was no bid on the following properties:**

310 Southampton Street  
 205 Lowground Road  
 210 Farmer Street  
 206 Lee Street



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