

City of Emporia



Redevelopment and Housing Authority
Agenda
Regular Meeting
Wednesday, July 6, 2016
5:30P.M.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

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

ROLL CALL

APPROVAL OF MINUTES

April 4, 2016 – Regular Meeting

FINANCIAL REPORT

March 31, 2016 – June 29, 2016

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

16-05 – Home Repair Program – Request to Approve New Funding Cycle

16-06 – ERHA Bylaws – Request to Amend

PUBLIC COMMENT

CLOSED SESSION

PUBLIC HEARING

1. Proposed FY16 Operating Budget

The Emporia Redevelopment and Housing Authority held a Public Hearing on Wednesday, April 6, 2016, at 5:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Chairperson Veronica Leach presided over the hearing.

The following Commissioners were present:

Commissioner Veronica Leach
Commissioner Marva Dunn
Commissioner Carolyn Carey

Commissioner Edward V. Lankford, IV
Commissioner Boyce Adams

1. Proposed FY17 Operating Budget

Chairperson Leach opened the public hearing. She stated that the purpose of the public hearing was to receive comments regarding the proposed FY17 Emporia Redevelopment and Housing Authority operating budget.

Mr. Thrower stated that the recommended the FY17 operating budget totals \$212,354.

Chairperson Leach asked if there was anyone present who wished to speak regarding the proposed FY17 Operating Budget.

With there being no comments to come before the Commissioners, Chairperson Leach declared the public hearing closed.

Marva Dunn, Vice-Chairperson Date

Lori R. Jarratt, Clerk Date

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
APRIL 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, April 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 ~ *left at 5:40PM*
Commissioner Marva Dunn
Commissioner Carolyn Carey

Commissioner Edward V. Lankford, IV
Commissioner Mark Mitchell ~ *arrived at 6:05PM*
Commissioner Boyce Adams

Absent: Commissioner David Thomas

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 January 6, 2016 Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Dunn	aye
Commissioner Carey	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 December 31, 2015 and March 30, 2016 had been distributed to the Commissioners.

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

Commissioner Leach	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Adams	aye

APPROVAL OF AGENDA

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

Commissioner Leach	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Adams	aye

NEW BUSINESS

16-03 – Proposed FY17 Operating Budget – Ordinance

Mr. Thrower stated that the draft budget for Fiscal Year 2016-2017 (FY17) had been provided and was open for discussion and consideration.

He recommend the ERHA Commissioners adopt the FY17 budget and ordinance as proposed with any amendments included.

Commissioner Lankford made a adopt the FY17 Budget Ordinance No. 16-01 as presented, seconded by Commissioner Adams which passed as follows:

Commissioner Leach	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Adams	aye

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

Mr. Thrower advised that at the January 6, 2016 meeting ERHA Commissioners opened up a new home repair grant funding cycle. He also stated that staff received a total of seven (7) funding requests from eligible property owners during the application period. He further stated that the sole bid received was from Sandy L. Hill Construction in the amount of \$21,550. He advised that Mr. Hill's bid covers improvements to three (3) homes. He also advised that Mr. Hill did not bid on four (4) of the properties.

He recommended the Commissioners authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. He stated that 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

Commissioner Carey made a motion to authorize staff to execute contracts on the properties as recommended, seconded by Commissioner Lankford.

The votes were as follows:

Commissioner Dunn	no
Commissioner Carey	aye
Commissioner Lankford	no
Commissioner Adams	no

Note: Due to departure of Commissioner Leach motion failed due to lack of majority.

After a brief discussion, Commissioner Mitchell made a motion to authorize staff to execute contracts on the properties as recommended, seconded by Commissioner Carey which passed as follows:

Commissioner Dunn	no
Commissioner Mitchell	aye
Commissioner Carey	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.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date

Emporia Redevelopment and Housing Authority
Bank Account Balances as of 6/29/16:

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 7,289.23	
Certificate of Deposit	116190660346	\$24,233.51	11-23-2016
**CIG Program Income Checking	53-2115210	\$15,731.56	
**IPR Program Income Checking	1010107942	\$ 4,954.70	

**Restricted – for use according to program income plans

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
March 31, 2016 - June 29, 2016**

Beginning Balance		\$6,662.67
Revenues:		
4/18/2016	Loan payment - Bertha Person	\$223.48
4/18/2016	Deposit from City - Façade Improvement Grant	4,075.00
4/25/2016	Deposit from City - Façade Improvement Grant	5,000.00
5/10/2016	Loan payment - Bertha Person	250.00
6/20/2016	Loan payment - Bertha Person	223.48
6/20/2016	Deposit from City - Façade Improvement Grant	1,329.41
6/21/2016	Deposit from LP - Return of investment	125,762.00
6/27/2016	Loan payment - Bertha Person	250.00
	Total Revenues	\$137,113.37
Expenses:		
4/19/2016	Check #1294 - Owen Ford, Inc. - Façade Grant	\$4,075.00
4/26/2016	Check #1295 - Herman M. Sadler, Jr. - Façade Grant	5,000.00
5/16/2016	Check #1296 - City of Emporia - Postage, advertising & copies	235.60
6/21/2016	Check #1297 - Cain's Barbershop - Façade Grant	1,329.41
6/27/2016	Check #1298 - City of Emporia - Return of investment	125,762.00
6/28/2016	Check #1299 - City of Emporia - Advertising	84.80
	Total Expenses	\$136,486.81
Ending Balance		\$7,289.23



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

July 1, 2016

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: Home Repair Program – Request to Approve New Funding Cycle
ITEM: 16-05

I request you approve a new Home Repair Grant funding cycle. Should you approve the new funding cycle, applications will be due no later than 4:00 p.m. on Friday, August 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 October 5th 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 January 2017.

Recommendation

I recommend you approve the new funding cycle and authorize staff to accept applications.

Attachments

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



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

July 1, 2016

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: ERHA Bylaws – Request to Amend
ITEM: 16-06

Per discussion at your April 6, 2016 meeting, I am recommending you amend the ERHA Bylaws to read as follows:

Voting. Voting on all matters shall be by roll call and the “ayes” and “nays” shall be entered in the minutes of the meeting. All actions and direction shall require a majority vote of ~~the Board of Directors~~ those Commissioners present. The vote on all resolutions and ordinances shall be by roll call, and shall be entered in full upon the minutes of the meeting. Resolutions and ordinances shall require the signature of the Chairperson, or in the case of absence, the Vice-Chairperson, and the Executive Director.

Recommendation

I recommend you adopt the attached resolution amending the ERHA Bylaws.

Attachment

Resolution
Amended Bylaws

Resolution No. _____

Resolution

A Resolution Amending the Emporia
Redevelopment and Housing Authority Bylaws

WHEREAS, the Emporia Redevelopment and Housing Authority wishes to amend Article III (9) of its Bylaws concerning Voting;

NOW, THEREFORE, BE IT RESOLVED, by the Emporia Redevelopment and Housing Authority that:

1. The attached Emporia Redevelopment and Housing Authority Bylaws are hereby amended.
2. This resolution shall take effect immediately upon its adoption.

Adopted: July 6, 2016

City of Emporia, Virginia

By _____
Veronica Leach
ERHA Chairperson

Attest:

Lori Jarratt
ERHA Clerk

THE EMPORIA REDEVELOPMENT AND HOUSING AUTHORITY

BYLAWS

ARTICLE I – THE AUTHORITY

1. Name of the Authority. The name of the Authority shall be “The Emporia Redevelopment and Housing Authority”, as organized on November 2, 1976.
2. Office of the Authority. The office of the Authority shall be located at 201 South Main Street, Emporia, Virginia 23847.
3. Mailing Address of the Authority. The office of the Authority shall maintain as a mailing address, Post Office Box 302, Emporia, Virginia 23847.

ARTICLE II – OFFICERS

1. Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, Executive Director, Fiscal Agent, Clerk and three to five additional Commissioners. The Chairperson, Vice-Chairperson, and three to five additional Commissioners shall constitute what is referred to as the Board of Directors.
2. 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.
3. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.
4. Executive Director. The Executive Director shall be the Authority’s chief executive officer and shall serve the Authority as a whole; and shall have the authority to sign all documents on behalf of the Authority. The Executive Director shall be designated as the Authority’s official representative for any application for funding from any private, local, state, or federal agency or organization.
5. Fiscal Agent. The Fiscal Agent shall be the Authority’s chief financial officer and shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Directors may select. The Fiscal Agent shall keep regular records of accounts showing receipts and expenditures and shall render to the Board of Directors, at each regular meeting (or more often when requested) a monthly report.
6. Clerk. The Clerk shall be the Authority’s chief records keeper. The Clerk shall act as the secretary of all the meetings of the Authority and record all votes, and shall keep a record of

the proceedings of the Authority in a minute book to be kept for such purposes (documents, packets, and supplementary material forming a part of the meetings and minutes may be kept in a supplementary document book or file), and shall perform all duties pertaining to the office.

7. Election or Appointment. The City Council of the City of Emporia shall appoint all five to seven Commissioners of the Board of Directors to a term of four years. 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. 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.
8. Vacancies. Any vacancy in the Board of Directors shall be filled by a sustaining vote and appointment of the City Council of the City of Emporia. Vacancies occurring other than by reason of expiration of term shall be filled for the remainder of the unexpired term.

ARTICLE III – MEETINGS

1. Regular Meeting. Regular meetings shall be held at 5:30pm, on a quarterly basis, on the first Wednesday of the quarter at the City of Emporia Municipal Building in the City Council Chambers. If a quorum is not present at the meeting, the meeting may be adjourned until the next regular quarterly meeting or rescheduled meeting in accordance with this article. All the regular meetings and any special meetings shall be open to the public.
2. Special Meetings. Special meetings may be called at anytime by the Chairperson, Executive Director, or a majority of the Board of Directors by delivering personally or by mail written notice to each Commissioner at least 48 hours before the time of such meeting. Said notice shall specify the time and place of said meeting and the business to be transacted. No other business shall be considered at such meetings. Special meeting notices shall be posted on the bulletin boards of the municipal building, given to the radio, and posted on the Government Access Channel (channel 17). All special meetings are open to the public.
3. Executive Sessions. The Board of Directors may hold executive sessions (closed meetings) where appropriate. However, executive sessions shall not be held unless the Commissioners have taken an affirmative recorded vote in an open meeting approving a motion which (1) identifies the subject matter, (2) states the purpose of the meeting, and (3) makes specific reference to an applicable exemption from the open meeting requirement as permitted by Virginia State Code § 2.2-3711. The matters contained in such a motion shall be set forth in detail in the minutes of the open meeting.
4. Attendance. Commissioners are expected to attend all the meetings and should notify the Clerk of any absence in advance. Commissioners not attending three consecutive meetings may be recommended to the City Council for removal.
5. Agenda. The Executive Director is charged with preparing the agenda packet with the assistance of the Clerk. Commissioners wishing to submit an item for discussion should

make the request in writing to the Executive Director at least one week (seven days) in advance of the meeting date. Any form of written communication including electronic mail (email) shall be acceptable.

6. Notice. The quarterly meeting date, time, and place shall be advertised in a paper that is generally circulated within the city at least 14 days (two weeks) prior to the meeting. The quarterly agenda shall be posted on the bulletin board at the City of Emporia Municipal Building and on the Government Access Channel (channel 17) the Friday preceding the meeting.
7. Rules and Order. Any person may speak at a meeting, during Public Comment, if such person informs the Authority at any time before the meeting that he or she desires to speak.
8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business, but a smaller number may recess or adjourn from time to time until a quorum is obtained.
9. Voting. Voting on all matters shall be by roll call and the “ayes” and “nays” shall be entered in the minutes of the meeting. All actions and direction shall require a majority vote of ~~the Board of Directors~~ those Commissioners present. The vote on all resolutions and ordinances shall be by roll call, and shall be entered in full upon the minutes of the meeting. Resolutions and ordinances shall require the signature of the Chairperson, or in the case of absence, the Vice-Chairperson, and the Executive Director.
10. Public Hearings. The Executive Director is authorized to set public hearings without the confirming vote of the Board of Directors, and shall advertise as set forth in the State Code of Virginia.
11. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:
 1. Roll Call
 2. Approval of Minutes (previous regular meeting and any intervening special meeting)
 3. Financial Report
 4. Unfinished Business
 5. New Business
 6. Public Comment
 7. Adjournment
12. Conflict of Interest. In the event that any Commissioner or immediate family member (defined as spouse, child, sibling, parent/grandparent, father/mother-in-law, and brother/sister-in-law) shall have any direct or indirect interest in, or partnership with, any individual or organization which proposes to enter into a transaction with the Emporia Development and Housing Authority, including but not limited to, transactions involving:
 - (a) The sale, purchase, lease, or rental of any property or other assets;
 - (b) Employment, or rendering of services, personal or otherwise;
 - (c) The award of any grant, contract or subcontract;
 - (d) The investment from or deposit of any funds of the organization;

- (e) Other activities from which one might derive a personal benefit or business benefit.

Any Commissioner having any such conflict of interest shall give the Board of Directors notice of such interest or give notice of such conflict of interest at the beginning of the discussion and thereafter refrain from discussion or voting on the particular transaction in which he or she has an interest or otherwise attempting to exert any influence on the Emporia Redevelopment and Housing Authority or its Board of Directors to affect its decision to participate or not participate in such transactions. The minutes of the meeting shall reflect that a disclosure was made, and the abstention from discussion and voting on the particular transaction.

Additionally, it shall be considered a conflict of interest for Commissioners or Other Officers to earn a profit from outside employment or business interests, which directly results from affiliation with the Emporia Redevelopment and Housing Authority, or to accept gifts, gratuities, or other incentives as an inducement to provide services.

ARTICLE IV – FINANCES

1. Investments. Monies of the Authority may be invested in such assets as may from time to time be authorized by the Board of Directors provided that in the absence of any authorization, it shall be proper to invest monies of the Authority in such investments as constitute legal investments or in such banks as the Board of Directors may designate.
2. Appropriations. All monies that are to be appropriated or transferred to another person or organization, such as the City of Emporia, must be approved by the adoption of an ordinance.
3. Signatures. The Executive Director, Fiscal Agent, City Manager, City Treasurer, and Deputy City Treasurer are authorized as signature authorities on all of the Emporia Redevelopment and Housing Authority's bank accounts.

ARTICLE V – AMENDMENTS

1. Amendments to Bylaws. The bylaws of the Emporia Redevelopment and Housing Authority shall be amended only by resolution adopted by the approval of at least a majority of the Commissioners of the Board of Directors at a regular meeting or a special meeting, but no such amendment shall be adopted unless at least five days written notice thereof has been previously given to all the Commissioners of the Emporia Redevelopment and Housing Authority.

Amended: ~~January 21, 2015~~ July 6, 2016