



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Regular Meeting
TUESDAY, JUNE 25, 2019– 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

March 14, 2019–Regular Meeting

FINANCIAL REPORT

March 1, 2019 – May 31, 2019

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

19-04 – Proposed FY20 Operating Budget – Request to Adopt

PUBLIC COMMENT

CLOSED SESSION

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
March 14, 2019

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, March 4, 2019 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 Yolanda Hines
Commissioner Adriane Sloan

Absent: Commissioner Gloria Robinson
Commissioner Mark Mitchell
Commissioner Sam Brown

Others present: William E. Johnson, III, City Manager
Lori Jarratt, ERHA Clerk
Sheila Cutrell, Finance Director

APPROVAL OF MINUTES

Commissioner Thomas moved to approve the minutes of the November 14, 2018 Regular Meeting, as presented, seconded by Commissioner Leach which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Hines	aye
Commissioner Sloan	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of November 1, 2018 – February 28, 2019 had been distributed to the Commissioners.

There was no discussion regarding the report.

APPROVAL OF AGENDA

Commissioner Thomas moved to approve the agenda as presented, seconded by Commissioner Hines which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Hines	aye
Commissioner Sloan	aye

NEW BUSINESS

19-01 – Appointment of Chairperson and Vice Chairperson

Mr. Johnson stated that per the ERHA Bylaws the board is 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.”

He recommended the ERHA elect a Chairperson and Vice-Chairperson for the calendar year 2019.

Commissioner Thomas moved to appoint Veronica Leach as Chairperson, seconded by Commissioner Hines. Commissioner Leach moved to appoint Commissioner Hines as Vice-Chairperson, seconded by Commissioner Thomas. The votes were as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Hines	aye
Commissioner Sloan	aye

19-02 – First Time Home Buyers Program

Mr. Johnson stated that the City of Emporia in collaboration with First Citizens Bank of Emporia and Sussex County Housing Choice Voucher Program will host a Homebuyer’s Club Kick-Off meeting on Friday, March 15th at 5PM and Saturday, March 16th at 10AM. He also stated that the Kickoff meeting will be held at Southern Virginia Regional Medical Center, 727 North Main Street, Emporia, Virginia 23847.

He advised that the Homebuyer's Club, which will span over several months, is geared toward preparing someone to purchase a home.

He advised that there will also be free intense financial counseling that will be available on a first-come, first-served basis at the Friday and Saturday kick-off meetings.

This item was for informational purposes.

19-03 – VHDA – Acquire, Renovate, and Sale (ARS) – New Program

Mr. Johnson stated that Acquire, Renovate, and Sale (ARS) is a new program governed by Virginia Housing Development Authority to increase and improve vacant houses throughout the Commonwealth of Virginia.

This item was for informational purposes.

PUBLIC COMMENT

Commissioner Leach asked if anyone would like to address the Housing Authority.

With there being no comments to come before the Emporia Redevelopment and Housing Authority, Commissioner Leach closed the public comment portion of the meeting.

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 5/31/19:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 2,798.62	
Certificate of Deposit	5110816969	\$20,224.89	02-07-2020
**CIG Program Income Checking	53-2115210	\$19,168.46	
**IPR Program Income Checking	1010107942	\$ 4,614.68	

**Restricted – for use according to program income plans

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
March 1, 2019 - May 31, 2019**

Beginning Balance		\$2,798.62
Revenues:		
4/1/2019	Deposit from City - LLC Assessment	\$50.00
5/13/2019	Deposit from City - Façade Improvement Grants	7,720.58
5/17/2019	Deposit from City - Façade Improvement Grant	2,079.83
	Total Revenues	\$9,850.41
Expenses:		
4/15/2019	Check #1336 - ECNBB SCP, LLC - LLC Assessment	\$50.00
5/14/2019	Check #1337 - MAAHI, LLC - Façade Improvement Grant	5,000.00
5/14/2019	Check #1338 - Carolyn Robinson, Trustee - Façade Improvement Grant	2,720.58
5/20/2019	Check #1339 - Real Tree Wood Corp. - Façade Improvement Grant	2,079.83
	Total Expenses	\$9,850.41
Ending Balance		\$2,798.62



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

June 19, 2019

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: William E. Johnson, III, Executive Director
SUBJECT: Proposed FY20 Operating Budget – Request to Adopt
ITEM: 19-04

The draft budget for Fiscal Year 2019-2020 (FY20) 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 FY20 budget.

Recommendation

I recommend you adopt the FY20 budget and ordinance as proposed with any amendments included.

Attachments

Proposed FY20 Budget
FY20 Budget Ordinance

**Emporia Redevelopment and Housing Authority
Operating Budget FY 19-20**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved
Revenues						
Interest on Bank Deposits	14	13	15	11	10	
Interest on Investments	183	292	220	295	430	
CIG Program Income	<u>1,680</u>	<u>0</u>	<u>1,644</u>	<u>1,680</u>	<u>1,680</u>	
<i>Total Revenues</i>	1,877	305	1,879	1,986	2,120	0
Other Funding Sources						
CIG Program Income Balance	16,494	0	17,887	0	19,309	
IPR Program Income Balance	4,959	0	4,613	0	4,614	
Transfers from the City of Emporia	30,100	14,037	30,100	27,347	25,100	
Refunds from Vendors	0	1	0	0	0	
ERHA Fund Balance	<u>31,325</u>	<u>0</u>	<u>24,693</u>	<u>0</u>	<u>20,403</u>	
<i>Total Other Funding Sources</i>	82,878	14,038	77,293	27,347	69,426	0
Total Revenues & Other Funding Sources	84,755	14,343	79,172	29,333	71,546	0
Expenditures						
Personnel						
Attorney	0	0	0	0	0	0
Home Repair Grants						
Emergency Repairs	10,000	0	10,000	0	7,500	
Property Maintenance Violations	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>7,500</u>	
<i>Total</i>	20,000	0	20,000	0	15,000	0

**Emporia Redevelopment and Housing Authority
Operating Budget FY 19-20**

	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved
Communications						
Printing and Binding	50	0	50	0	50	
Advertising	350	136	350	0	350	
Postage	<u>150</u>	<u>2</u>	<u>150</u>	<u>10</u>	<u>150</u>	
<i>Total</i>	550	138	550	10	550	0
Professional Development						
Training and Conferences	4,000	0	4,000	0	4,000	
Dues and Memberships	<u>300</u>	<u>266</u>	<u>300</u>	<u>366</u>	<u>400</u>	
<i>Total</i>	4,300	266	4,300	366	4,400	0
Materials and Supplies						
Office Supplies	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>100</u>	
<i>Total</i>	100	0	100	0	100	0
Miscellaneous						
Insurance	1,600	1,569	1,600	1,569	1,600	
Transfers out to other entities	5,100	5,100	5,100	100	100	
Façade Improvement Grants	<u>25,000</u>	<u>7,540</u>	<u>25,000</u>	<u>27,247</u>	<u>25,000</u>	
<i>Total</i>	31,700	14,209	31,700	28,916	26,700	0
Program Income Expenses						
CIG Program Income Expenses - Lowground Rd. Project	16,494	0	17,887	0	19,309	
IPR Program Income Expenses	<u>4,959</u>	<u>350</u>	<u>4,613</u>	<u>0</u>	<u>4,614</u>	
<i>Total</i>	21,453	350	22,500	0	23,923	0
Total Expenditures	78,103	14,963	79,150	29,292	70,673	0
Profit/(Loss)	6,652	(620)	22	41	873	0

Ordinance

An Ordinance To Adopt The 2019-2020 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 2019-2020.*"
2. In order to provide the requisite funds for said operating budget, the sum of \$70,673 is hereby appropriated to the Emporia Redevelopment and Housing Authority expenditure account for the fiscal year beginning July 1, 2019 and ending June 30, 2020.
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: June 25, 2019

Emporia Redevelopment and Housing Authority,
City of Emporia, Virginia

By _____
Veronica Leach, Chairperson

Attest:

Clerk