



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Regular Meeting
DECEMBER 6, 2023– 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

June 25, 2019–Regular Meeting

FINANCIAL REPORT

April 1, 2019 – July 31, 2023

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

23-01 – Fiscal Agent – Appointment

23-02 – Maturity of Certificate of Deposit

23-03 – Proposed FY24 Operating Budget – Request to Adopt

23-04 – Training

23-05 – Façade Improvement Grant Update

PUBLIC COMMENT

CLOSED SESSION

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
JUNE 25, 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 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 Tuesday, June 25, 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 Sam Brown
Commissioner David Thomas	Commissioner Yolanda Hines
Commissioner Gloria Robinson	

Absent: Commissioner Adriane Sloan
 Commissioner Mark Mitchell

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 March 14, 2019 Regular Meeting, as presented, seconded by Commissioner Leach which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Robinson	aye
Commissioner Brown	aye
Commissioner Hines	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of March 1, 2019 – May 31, 2019 had been distributed to the Commissioners.

There was no discussion regarding the report.

APPROVAL OF AGENDA

Commissioner Leach stated that there was one additional item; No. 19-05 – Project Updates. Commissioner Thomas moved to approve the agenda as amended, seconded by Commissioner Hines which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Robinson	aye
Commissioner Brown	aye
Commissioner Hines	aye

NEW BUSINESS

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

Mr. Johnson stated that the draft budget for Fiscal Year 2019-2020 (FY20) was provided to the ERHA members for discussion and consideration.

He advised that Sheila Cutrell, Fiscal Agent, was present to answer any questions regarding the proposed FY20 budget.

He recommended the ERHA adopt the FY20 budget and ordinance as proposed with any amendments included.

Commissioner Thomas made a motion to adopt budget Ordinance No.19-01 as presented, seconded by Commissioner Hines, which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Robinson	aye
Commissioner Brown	aye
Commissioner Hines	aye

19-05 – Update on Programs

Mr. Johnson advised that Beverley Hawthorne was present to update the board on various programs.

Ms. Hawthorne addressed the board stating that there were several new programs available to residents as well as some that were existing.

She advised that the First-Time Home Buyers Club was a loan program available to many sectors of the community. She also advised that there were programs available through USDA, DHCD, and local banks.

She advised that the Rehabilitation grants and low-interest home loans were available through USDA, DCHD, VHDA, and local banks.

She advised that the Opportunity Zone was a tax savings on capital gains for investment in certain areas of the City.

She stated that the existing Enterprise Zone was state and local incentives and grants. She also advised that the existing Historic Tax Credits were in the areas of two historic districts and other individual buildings.

There was no discussion regarding this item.

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 07/31/2023:

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 1,739.88	
Certificate of Deposit	117939928	\$20,758.59	02-07-2024
**CIG Program Income Checking	53-2115210	\$19,254.99	
**IPR Program Income Checking	1010107942	\$ 3,078.96	

**Restricted – for use according to program income plans

Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
June 1, 2019 - July 31, 2023

Beginning Balance		\$2,798.62
Revenues:		
09.03.2019	Deposit from City - Façade Improvement Grant	\$5,000.00
09.10.2019	Deposit from City - Façade Improvement Grant	5,000.00
12.21.2019	Deposit from City - Façade Improvement Grant	13,063.28
03.04.2020	Deposit from City - Façade Improvement Grant	8,227.55
06.29.2020	Deposit from City - Façade Improvement Grant	1,300.00
12.07.2020	Deposit from City - Façade Improvement Grant	25,000.00
04.04.2022	Deposit from City - Façade Improvement Grant	25,000.00
10.24.2022	Deposit from City - Façade Improvement Grant	25,000.00
	Total Revenues	\$107,590.83
Expenses:		
07.19.2019	Check #1340 - City of Emporia	\$90.33
09.03.2019	Check #1341 - TopHand - Façade Improvement Grant	5,000.00
09.10.2019	Check #1342 - M.M. Fowler, Inc. - Façade Improvement Grant	5,000.00
09.23.2019	Check #1343 -Housing Insurance Services - Insurance	1,538.00
11.18.2019	Check #1344 - VAHCDO - Dues	366.00
12.30.2019	Check #1345 - Sweet Emporia Bakery - Façade Improvement Grant	1,728.47
12.30.2019	Check #1346 - Greene's Service Center - Façade Improvement Grant	5,000.00
12.30.2019	Check #1347 - Real Tree Wood Corp - Façade Improvement Grant	2,812.50
12.30.2019	Check #1348 - Mic Topping - Façade Improvement Grant	3,372.31
12.30.2019	Check #1349 - My Vision - Façade Improvement Grant	150.00
03.03.2020	Overdraft Charge	36.00
-	Check #1350 - VOID	0.00
03.03.2020	Check #1351 - Boyce Green - Façade Improvemen Grant	3,198.10
03.04.2020	Check #1352 - Emporia Physical Therapy - Facade Improvement Grant	1,756.87
03.12.2020	Check #1353 - Niel Jervon Mech. - Façade Improvement Grant	3,272.58
08.19.2020	Check #1354 - Thomas Mattox - Façade Improvement Grant	1,300.00
12.09.2020	Check #1355 - V&S Emporia LLC - Façade Improvement Grant	5,000.00
12.09.2020	Check #1356 - Crown Haedwood - Façade Improvement Grant	3,404.59
02.11.2021	Check #1357 - VAHCDO - Dues	366.00
04.21.2021	Check #1358 - Thomas Mattox - Façade Improvement Grant	1,800.00
04.02.2021	Check #1359 - Housing Insurance Services - Insurance	1,538.00
10.20.2021	Check #1360 - RJB Designs (Monte's) - Façade Improvement Grant	5,000.00
01.25.2022	Check #1361 - Missy's Finds and Designs - Façade Improvement Grant	497.55
07.01.2022	Check #1362 - Sadler Bros. Oil Co. - Façade Improvement Grant	5,000.00
04.01.2022	Check #1363 - 95/58 Emporia Partners - Façade Improvement Grant	5,000.00
04.27.2022	Check #1364 - So Addictive Boutique - Façade Improvement Grant	4,212.50
06.30.2022	Check #1365 - Heidi Bishop (Hospitality Quick Care) - Façade	3,688.67
06.30.2022	Check #1366 - KX Beauty	2,651.10
06.30.2022	Check #1367 - James River Cardiologist - Façade Improvement Grant	1,500.00
08.10.2022	Check #1368 - Emporia Dental Center - Façade Improvement Grant	5,000.00
08.15.2022	Check #1369 - Housing Insurance Services - Officers and Directors Ins.	1,538.00
10.24.2022	Check #1370 - Everythang Unique - Façade Improvement Grant	5,000.00
11.10.2022	Check #1371 - American Legion Post 151 - Façade Improvement Grant	1,225.00
11.15.2022	Check #1372 - Whitehead Mgt. - Façade Improvement Grant	5,000.00
12.09.2022	Check #1373 - Val's Pizza - Hasham Hassen - Façade Improvement Grant	5,000.00
03.27.2023	Check #1374 - Innovative Forensic Designs - Façade Improvement Grant	5,000.00
07.20.2023	Check #1375 - O'Berry's Service Center - Façade Improvement Grant	5,000.00
07.27.2023	Check #1376 - Housing Insurance Services - Directors and Officers Ins.	1,607.00
	Total Expenses	\$108,649.57
Ending Balance		\$1,739.88



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

November 16, 2023

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: William E. Johnson, III, Executive Director
SUBJECT: Appointment of Fiscal Agent
ITEM: 23-01

Since the last meeting of the ERHA, there has been turnover in the City's Finance Department leaving the Fiscal Agent for the Authority vacant. The Finance Director for the City of Emporia is Alicia Hargrove.

Recommendation

I recommend you appoint Alicia Hargrove, Finance Director for the City of Emporia, as the Fiscal Agent for the Emporia Redevelopment and Housing Authority.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

November 16, 2023

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: William E. Johnson, III, Executive Director
SUBJECT: Maturity of Certificate of Deposit
ITEM: 23-02

On February 7, 2024, the Authority's Certificate of Deposit #117939928 with Atlantic Union Bank in the amount of \$21,498.25 will mature.

This item is for discussion and your direction on reinvestment terms.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

November 16, 2023

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: William E. Johnson, III, Executive Director
SUBJECT: Proposed FY24 Operating Budget – Request to Adopt
ITEM: 23-03

The draft budget for Fiscal Year 2023-2024 (FY24) has been provided and is before you for discussion and consideration.

Alicia Hargrove, Finance Director, is present to answer any questions regarding the proposed FY24 budget.

Recommendation

I recommend you adopt the FY24 budget and ordinance as proposed with any amendments included.

Attachments

Proposed FY24 Budget
FY24 Budget Ordinance

**Emporia Redevelopment and Housing Authority
Operating Budget FY 23-24**

	2021-22	2021-22	2022-23	2022-23	2023-24	2023-24
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved
Revenues						
Interest on Bank Deposits	0	6	0	6	6	
Interest on Investments	0	10	0	489	1,000	
CIG Program Income	0	1,770	0	1,780	0	
<i>Total Revenues</i>	0	1,786	0	2,275	1,006	0
Other Funding Sources						
CIG Program Income Balance	0	23,169	0	25,255	25,261	
IPR Program Income Balance	0	4,617	0	4,617	4,621	
Transfers from the City of Emporia	0	25,000	0	25,000	25,000	
Refunds from Vendors	0	0	0	0	0	
ERHA Fund Balance	0	20,759	0	21,248	21,498	
<i>Total Other Funding Sources</i>	0	73,544	0	76,120	76,380	0
Total Revenues & Other Funding Sources	0	75,331	0	78,395	77,386	0
Expenditures						
Personnel						
Attorney	0	0	0	0	0	0
Home Repair Grants						
Emergency Repairs	0	0	0	0	7,500	
Property Maintenance Violations	0	0	0	0	7,500	
<i>Total</i>	0	0	0	0	15,000	0

**Emporia Redevelopment and Housing Authority
Operating Budget FY 23-24**

	2021-22	2021-22	2022-23	2022-23	2023-24	2023-24
	Budget	Actual	Budget	Year-End Projection	Recommended	Approved
Communications						
Printing and Binding	0	0	0	0	50	
Advertising	0	0	0	0	350	
Postage	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150</u>	
<i>Total</i>	0	0	0	0	550	0
Professional Development						
Training and Conferences	0	0	0	0	4,000	
Dues and Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>600</u>	
<i>Total</i>	0	0	0	0	4,600	0
Materials and Supplies						
Office Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>	
<i>Total</i>	0	0	0	0	100	0
Miscellaneous						
Insurance	0	1,538	0	1,538	1,607	
Transfers out to other entities	0	0	0	0	0	
Façade Improvement Grants	<u>0</u>	<u>27,550</u>	<u>0</u>	<u>26,225</u>	<u>25,000</u>	
<i>Total</i>	0	29,088	0	27,763	26,607	0
Program Income Expenses						
CIG Program Income Expenses - Lowground Rd. Project	0	23,169	0	25,255	25,261	
IPR Program Income Expenses	<u>0</u>	<u>4,617</u>	<u>0</u>	<u>4,617</u>	<u>4,621</u>	
<i>Total</i>	0	27,786	0	29,872	29,882	0
Total Expenditures	0	56,874	0	57,635	76,739	0
Profit/(Loss)	0	18,457	0	20,760	647	0

Ordinance

An Ordinance To Adopt The 2023-2024 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 2023-2024.*"
2. In order to provide the requisite funds for said operating budget, the sum of \$76,739 is hereby appropriated to the Emporia Redevelopment and Housing Authority expenditure account for the fiscal year beginning July 1, 2023 and ending June 30, 2024.
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:

Emporia Redevelopment and Housing Authority,
City of Emporia, Virginia

By _____
Veronica Leach, Chairperson

Attest:

Clerk



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

November 30, 2023

TO: Economic Development Authority
FROM: William E. Johnson, III, City Manager
SUBJECT: Training – ERHA Members
ITEM # 23-04

I would like to discuss training opportunities for ERHA members.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

November 30, 2023

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: William E. Johnson, III, City Manager
SUBJECT: Façade Improvement Grant Update
ITEM: 23-05

Ms. Shanetta Beck, Community and Economic Development Director for the City of Emporia will be in attendance for discussion of approved Façade Improvement Grant applications.

The following is a list of the grantees and summary of improvements:

1. Rufus Tyler – R. Tyler Commercial Rental LLC - 423 South Main Street

Funding from the Façade Improvement Grant is being used to repair exterior features. The total project cost is \$30,000 and the grant amount was \$5,000.

2. Wenchan Song Dickens – Dickens Realty LLC – 105 School Street

Dickens Realty is using the Façade Improvement Grant to repair brick and mortar, replace front glass, replace glass in bathroom windows, replace glass in front arch window, paint windows, and repaint signs. The total project cost is \$9,699.84 and the grant amount was \$5,000.

3. Michael L. Grizzard – Emporia Building Center, 728 North Main Street

The Façade Improvement Grant funds will be used to replace four garage doors. Total project cost is \$12,112 and the grant amount is \$5,000.

4. Michael Whritenour – Emporia Realty Group, 307 East Atlantic Street

Improvements include exterior cleanup of landscaping to include removing overgrown trees and bushes, removing vines, and cleaning of building in preparation of painting. The total project cost is \$ 12,500 and the grant amount was \$5,000.

5. Tim Sloan – Fresh Haven Consulting – 139 C Baker Street

Improvements include enhance windows and doors of business. The total project cost is \$1,624 and the grant amount was \$1,600.

The Façade Improvement Grant had a beginning balance of \$25,000. After the five applicants have finalized their work, the balance will be \$3,400. This remaining balance can be used in this current budget year for any new façade applications.

Rufus Tyler	\$5,000.00
Alston Dickens	5,000.00
Grizzard Construction	5,000.00
Michael	5,000.00
Tim	<u>1,600.00</u>
Total	\$21,600.00

This item is for your information.