

# City of Emporia



Redevelopment and Housing Authority

Agenda

Regular Meeting

Wednesday, April 2, 2014

5:30P.M.



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

**PUBLIC HEARING**

**1. Proposed FY15 Operating Budget**

---

**AGENDA**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
*Special Meeting*  
**WEDNESDAY, APRIL 2, 2014 – 5:30 P.M.**

---

**ROLL CALL**

**APPROVAL OF MINUTES**

October 2, 2013 – Regular Meeting

**FINANCIAL REPORT**

September 26, 2013 – March 27, 2014

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

14-01 – Proposed Fiscal Year 2015(FY15) Operating Budget

14-02 – Certificate of Deposit

14-03 – Façade Improvement Grant – Update

**PUBLIC COMMENT**

**CLOSED SESSION**

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
OCTOBER 2, 2013**

*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, October 2, 2013 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 Carolyn Carey ~ arrived at 5:38PM |
| Commissioner David Thomas   | Commissioner Edward V. Lankford, IV            |
| Commissioner Marva Dunn     | Commissioner Mark Mitchell                     |

Absent: Commissioner John Belmonte

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

**APPROVAL OF MINUTES**

Commissioner Lankford made a motion to approve the minutes of the October 3, 2012 – Regular Meeting, November 20, 2012 – Joint Meeting with City Council, April 3, 2013 – Public Hearing, June 26, 2013 – Special Meeting and August 19, 2013 – Special Meeting seconded by Commissioner Thomas which passed as follows:

|                             |                                     |
|-----------------------------|-------------------------------------|
| Commissioner Veronica Leach | Commissioner Edward V. Lankford, IV |
| Commissioner David Thomas   | Commissioner Mark Mitchell          |
| Commissioner Marva Dunn     |                                     |

**APPROVAL OF FINANCIAL REPORT**

Commissioner Dunn inquired about the grant checking line item that had a zero balance. Ms. Cutrell advised that these funds were expended through the Lowground Road Project Grant.

Commissioner Carey stated that she thought there were funds remaining in the Lowground Road Project Grant line item. Ms. Cutrell advised that there are funds in the CIG Program Income

that can be used for housing in the Lowground Road area. She also advised that the grant checking account was established to funnel through funds from DHCD through the ERHA. She further advised that once the grant funds were utilized from DHCD, for Lowground Road, it left that that account with a zero balance.

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

|                             |                                     |
|-----------------------------|-------------------------------------|
| Commissioner Veronica Leach | Commissioner Carolyn Carey          |
| Commissioner David Thomas   | Commissioner Edward V. Lankford, IV |
| Commissioner Marva Dunn     | Commissioner Mark Mitchell          |

## **APPROVAL OF AGENDA**

Mr. Thrower stated that there was one additional item, No. 13-07 – VAHCDO Membership. Commissioner Carey made a motion to approve the agenda as amended, seconded by Commissioner Dunn which passed as follows:

|                             |                                     |
|-----------------------------|-------------------------------------|
| Commissioner Veronica Leach | Commissioner Carolyn Carey          |
| Commissioner David Thomas   | Commissioner Edward V. Lankford, IV |
| Commissioner Marva Dunn     | Commissioner Mark Mitchell          |

## **NEW BUSINESS**

### ***13-05 – Maturity of Certificate of Deposit***

Ms. Cutrell advised that the ERHA currently has a certificate of deposit with Carter Bank and Trust, in the amount of \$38,504.40 that will mature on November 9, 2013. She also stated that the CD currently is invested for six month and has an interest rate of .60%.

She asked for direction from the Commissioners on renewal of the certificate of deposit.

Commissioner Thomas made a motion for Sheila Cutrell to research interest rates for the certificate of deposit that is maturing on November 9, 2013 and to renew at the best interest rate and term not to exceed twelve months, seconded by Commissioner Dunn which passed as follows:

|                             |                                     |
|-----------------------------|-------------------------------------|
| Commissioner Veronica Leach | Commissioner Carolyn Carey          |
| Commissioner David Thomas   | Commissioner Edward V. Lankford, IV |
| Commissioner Marva Dunn     | Commissioner Mark Mitchell          |

### ***13-06 – Appointment of Executive Director – Resolution***

Mr. Thrower stated that Jason Stewart was the new Assistant City Manager with the City of Emporia. He also stated that the Assistant City Manager also serves as the ERHA Executive Director.

Commissioner Thomas made a motion to adopt resolution No. 13-01 to appoint Jason Stewart as Executive Director of the Emporia Redevelopment and Housing Authority, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach  
Commissioner David Thomas  
Commissioner Marva Dunn

Commissioner Carolyn Carey  
Commissioner Edward V. Lankford, IV  
Commissioner Mark Mitchell

***13-07 - VAHCDO Membership***

Mr. Thrower stated that the membership for the Virginia Association of Housing and Community Development Officials (VAHCDO) was due for renewal. He also stated that the active membership for a period of one year, beginning October 1, 2013 and ending September 30, 2014, is \$266.

Commissioner Thomas made a motion to renew the VAHCDO membership for a period of one year in the amount of \$266, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach  
Commissioner David Thomas  
Commissioner Marva Dunn

Commissioner Carolyn Carey  
Commissioner Edward V. Lankford, IV  
Commissioner Mark Mitchell

**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  
Financial Statement  
Checking Account  
September 26, 2013 - March 27, 2014**

**Beginning Balance** **\$4,338.13**

**Revenues:**

|            |  |                    |
|------------|--|--------------------|
| 10/4/2013  | Loan payment - Bertha Person           | \$223.48           |
| 10/4/2013  | Refund from IPR Account                | 1.00               |
| 10/18/2013 | Interest on CD                         | 19.00              |
| 11/18/2013 | Loan payment - Bertha Person           | 223.48             |
| 11/18/2013 | Interest on CD                         | 19.62              |
| 12/13/2013 | Loan payment - Bertha Person           | 223.48             |
| 12/19/2013 | Interest on CD                         | 19.89              |
| 1/6/2014   | Loan payment - Bertha Person           | 223.48             |
| 1/16/2014  | Deposit from City - transfer           | 52,060.06          |
| 1/28/2014  | Interest on CD                         | 21.26              |
| 1/28/2014  | Deposit from City - transfer           | 5,530.67           |
| 2/3/2014   | Deposit from City - LLC assessment fee | 50.00              |
| 2/12/2014  | Deposit from City - transfer           | 18,845.89          |
| 2/18/2014  | Loan payment - Bertha Person           | 223.48             |
| 2/18/2014  | Interest on CD                         | 21.26              |
| 3/3/2014   | Deposit from City - Façade grant       | 5,000.00           |
| 3/17/2014  | Loan payment - Bertha Person           | 223.48             |
| 3/17/2014  | Deposit from City - postage            | 7.19               |
| 3/27/2014  | Interest on CD                         | 19.20              |
|            | <b>Total Revenues</b>                  | <b>\$82,955.92</b> |

**Expenses:**

|            |  |                    |
|------------|--|--------------------|
| 9/27/2013  | Check #1243 - Chubb & Son - insurance          | \$788.00           |
| 10/3/2013  | Check #1244 - ERHA IPR Account                 | 1.00               |
| 10/16/2013 | Check #1245 - VAHCDO - membership dues         | 266.00             |
| 11/1/2013  | Check #1246 - U S Postal Service - box rent    | 60.00              |
| 1/16/2014  | Check #1247 - ECNBB LLC - transfer             | 52,060.06          |
| 1/28/2014  | Check #1248 - ECNBB LLC - transfer             | 5,530.67           |
| 1/29/2014  | Draft - charge for deposit slips               | 15.50              |
| 2/4/2014   | Check #1249 - ECNBB LLC - assessment fee       | 50.00              |
| 2/13/2014  | Check #1250 - ECNBB LLC - transfer             | 18,845.89          |
| 3/6/2014   | Check #1251 - Emporia Manor LLC - Façade grant | 5,000.00           |
| 3/10/2014  | Check #1252 - Postmaster - postage             | 7.19               |
|            | <b>Total Expenses</b>                          | <b>\$82,624.31</b> |

**Ending Balance** **\$4,669.74**

**Emporia Redevelopment and Housing Authority  
Bank Account Balances as of 3/27/14:**

| <u>Account</u>                | <u>Account Number</u> | <u>Balance</u> | <u>Maturity Date</u> |
|-------------------------------|-----------------------|----------------|----------------------|
| Checking                      | 53-2114239            | \$ 4,669.74    |                      |
| Certificate of Deposit        | 116190660341          | \$38,505.04    | 11-19-2014           |
| **CIG Program Income Checking | 53-2115210            | \$23,645.44    |                      |
| **IPR Program Income Checking | 1010107942            | \$ 5,547.53    |                      |

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



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**Memorandum**

March 28, 2014

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager  
**SUBJECT:** Proposed Fiscal Year 2015 Operating Budget  
**ITEM:** 14-01

The draft budget for Fiscal Year (FY 15) 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 15 budget.

**Recommendation**

I recommend you adopt the FY15 budget and ordinance as proposed with any amendments included.

**Attachments**

Proposed FY15 Budget  
FY15 Budget Ordinance



**Emporia Redevelopment and Housing Authority  
Operating Budget FY 14-15**

|   | 2012-13<br>Budget | 2012-13<br>Actual | 2013-14<br>Budget | 2013-14<br>Year-End<br>Projection | 2014-15<br>Recommended | 2014-15<br>Approved |
|---|-------------------|-------------------|-------------------|-----------------------------------|------------------------|---------------------|
| <b>Revenues</b>                                   |                   |                   |                   |                                   |                        |                     |
| Interest on Bank Deposits                         | 50                | 17                | 15                | 30                                | 25                     |                     |
| Interest on Investments                           | 200               | 388               | 400               | 256                               | 250                    |                     |
| CIG Program Income                                | 4,870             | 4,178             | 4,849             | 4,625                             | 4,849                  |                     |
| <b>Total Revenues</b>                             | 5,120             | 4,583             | 5,264             | 4,911                             | 5,124                  | 0                   |
| <b>Other Funding Sources</b>                      |                   |                   |                   |                                   |                        |                     |
| Loan Receipts                                     | 2,681             | 2,681             | 2,681             | 2,681                             | 2,681                  |                     |
| CIG Program Income Balance                        | 20,596            | 0                 | 19,480            | 0                                 | 23,645                 |                     |
| IPR Program Income Balance                        | 5,537             | 0                 | 5,539             | 0                                 | 5,547                  |                     |
| Transfers from the City of Emporia                | 0                 | 1,411,483         | 0                 | 83,314                            | 25,000                 |                     |
| ERHA Fund Balance                                 | 41,030            | 0                 | 41,436            | 0                                 | 43,174                 |                     |
| <b>Total Other Funding Sources</b>                | 69,844            | 1,414,164         | 69,136            | 85,995                            | 100,047                | 0                   |
| <b>Total Revenues &amp; Other Funding Sources</b> | <b>74,964</b>     | <b>1,418,747</b>  | <b>74,400</b>     | <b>90,906</b>                     | <b>105,171</b>         | <b>0</b>            |
| <b>Expenditures</b>                               |                   |                   |                   |                                   |                        |                     |
| <b>Personnel</b>                                  |                   |                   |                   |                                   |                        |                     |
| Attorney  | 0                 | 0                 | 0                 | 0                                 | 0                      | 0                   |
| <b>Communications</b>                             |                   |                   |                   |                                   |                        |                     |
| Printing and Binding                              | 50                | 10                | 50                | 0                                 | 50                     |                     |
| Advertising                                       | 100               | 52                | 100               | 60                                | 100                    |                     |
| Postage   | 200               | 98                | 150               | 95                                | 150                    |                     |
| <b>Total</b>                                      | 350               | 160               | 300               | 155                               | 300                    | 0                   |

**Emporia Redevelopment and Housing Authority  
Operating Budget FY 14-15**

|   | 2012-13       | 2012-13          | 2013-14       | 2013-14       | 2013-14       | 2014-15  | 2014-15  |
|---|---------------|------------------|---------------|---------------|---------------|----------|----------|
|   | Budget        | Actual           | Budget        | Year-End      | Recommended   | Approved |          |
|   |               |                  |               | Projection    |               |          |          |
| <b>Materials and Supplies</b>                       |               |                  |               |               |               |          |          |
| Office Supplies                                     | 200           | 0                | 100           | 16            | 100           |          |          |
| Total   | 200           | 0                | 100           | 16            | 100           |          | 0        |
| <b>Professional Development</b>                     |               |                  |               |               |               |          |          |
| Training and Conferences                            | 4,000         | 0                | 4,000         | 0             | 4,000         |          |          |
| Dues and Memberships                                | 300           | 266              | 300           | 266           | 300           |          |          |
| Total   | 4,300         | 266              | 4,300         | 266           | 4,300         |          | 0        |
| <b>Miscellaneous</b>                                |               |                  |               |               |               |          |          |
| Insurance   | 750           | 732              | 750           | 788           | 800           |          |          |
| Transfers out to other entities                     | 0             | 1,411,483        | 0             | 76,494        | 0             |          |          |
| Façade Improvement Grants                           | 0             | 0                | 0             | 6,820         | 25,000        |          |          |
| Contributions                                       | 0             | 1,500            | 0             | 0             | 0             |          |          |
| Total   | 750           | 1,413,715        | 750           | 84,102        | 25,800        |          | 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        |          |          |
| Total   | 20,000        | 0                | 20,000        | 0             | 20,000        |          | 0        |
| <b>Program Income Expenses</b>                      |               |                  |               |               |               |          |          |
| CIG Program Income Expenses - Lowground Rd. Project | 25,466        | 198              | 24,329        | 0             | 23,645        |          |          |
| IPR Program Income Expenses                         | 5,537         | 0                | 5,539         | 0             | 5,547         |          |          |
| Total   | 31,003        | 198              | 29,868        | 0             | 29,192        |          | 0        |
| <b>Total Expenditures</b>                           | <b>56,603</b> | <b>1,414,339</b> | <b>55,318</b> | <b>84,539</b> | <b>79,692</b> |          | <b>0</b> |
| <b>Profit/(Loss)</b>                                | <b>18,361</b> | <b>4,408</b>     | <b>19,082</b> | <b>6,367</b>  | <b>25,479</b> |          | <b>0</b> |

**Ordinance**

An Ordinance To Adopt The 2014-2015 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 2014-2015.*"
2. In order to provide the requisite funds for said operating budget, the sum of \$79,692 is hereby appropriated to the Emporia Redevelopment and Housing Authority expenditure account for the fiscal year beginning July 1, 2014 and ending June 30, 2015.
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 2, 2014

Emporia Redevelopment and Housing Authority,  
City of Emporia, Virginia

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

Attest:

\_\_\_\_\_  
Clerk



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

March 27, 2014

**TO:** Emporia Redevelopment & Housing Authority Commissioners

**FROM:** Sheila Cutrell, Fiscal Agent

**SUBJECT:** Certificate of Deposit

**ITEM:** 14-02

On November 19, 2013, Certificate of Deposit #116-190-6603-45 was renewed with Carter Bank & Trust. After obtaining and reviewing quotes on interest rates from all of the local banks, the decision was made to keep this Certificate of Deposit with Carter Bank & Trust at an Annual Percentage Yield of .65% for a 12 month term.

This item is for your information.



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

March 28, 2014

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager  
**SUBJECT:** Façade Improvement Grant Update  
**ITEM:** 14-03

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

1. Rustin Jessee~ Top Hand Sports / 119 North Main Street

Top Hand Sports is a training facility for the youth in our community. They have refurbished the existing Powell Tire with the assistance of the Façade Improvement Grant in the areas of new gutters, outside lighting, and outside doors. The total of the work was \$3,639.26 and the grant amount is 50% which is \$1,819.63. The work has been completed and waiting for reimbursement upon documentation of paid invoices.

2. Dale Patton~ Emporia Associates, LLC./141, 143, 149, and 150 Baker Street  
407 Halifax Street

Emporia Associates, LLC is in the process of renovating the three existing commercial buildings for mixed-use development. The facilities will have apartment units on the top floor and retail/office space on the bottom floors. The façade improvements for 141,143 and 149 include glasswork, windows, paint and doors. 150 Baker Street has façade estimates for paint, brick repair, windows, siding removal, and replacement of store fronts. Finally, 407 Halifax will be utilizing grant funds for windows, paint, brick repair, and canopy removal. Emporia Associates, LLC has the following cost breakdown:

- ❖ 141,143, &149 Baker~ Total \$8,900.00 Grant Amount \$4,450
- ❖ 150 Baker~ Total \$22,300.00 Grant Amount \$5,000.00
- ❖ 407 Halifax~ Total \$9,210.00 Grant Amount \$4,605.00
- ❖

These grant reimbursements are 50% of the total cost and will be reimbursed when work is completed and cancelled checks submitted. The work should be completed as of June 1, 2014.

3. Robin Whitman~ Whitman Properties/ Turkey Creek LLC / 430 South Main Street

Whitman Properties is using the Façade Improvement Grant to rehabilitate its downtown office building with the following work: new signage, asphalt repair, and siding/windows for the dormers. Construction is under way and the project will be completed by June 1, 2014. Total project cost is \$5,495.00 and the grant amount will be \$2,747.50.

4. Emporia Manor / 200 Weaver Avenue

Emporia Manor is the first applicant of the Façade Improvement Grant to have finalized all work. They utilized monies for signage, paint, and parking lot improvements. The work was reviewed by the Code Official and funds were reimbursed. The total project cost was \$10,059.37 and the grant amount was \$5,029.68.

The Façade Improvement Grant had a beginning balance of \$25,000. After the four applicants have finalized their work the balance will be \$1,377.87. This remaining balance can be used in this current budget year for any new façade applications.

|                         |                    |
|-------------------------|--------------------|
| Emporia Associates, LLC | \$14,055.00        |
| Emporia Manor           | \$ 5,000.00        |
| Whitman Properties      | \$ 2,747.50        |
| Top Hand Sports         | <u>\$ 1,819.63</u> |
| <b>Total</b>            | <b>\$23,622.13</b> |