



## **BOARD OF COMMISSIONERS MEETING**

**Monday, January 27, 2025**

**Location: The Administrative Office**

**1307 Tatum Drive, New Bern NC 28560**

### **AGENDA**

**4:00pm Finance Committee Meeting**

**4:30pm Board of Commissioners Meeting**

In Person & via Zoom. A recording will be available on our website within 72 hours.

**Anyone wishing to make public comments must pre-register with the Interim Executive Director by NOON on Monday, January 27, 2025 which is the day of the meeting by calling 252-633-0800.**

**All comments will be limited to 4 minutes.**

1. Call to Order
2. Roll Call
3. Public Comments
4. Staff Comments
5. Board comment on 2025 PHADA Con
6. Approval of Minutes
7. Finance Report
8. Executive Director's Report
9. Election of New Officers
10. New Bern Towers Report
11. Trent Court Report
12. ROSS Program Report
13. Resolutions
  - Annual Plan
  - 5 Year Plan
14. Closed Session (if necessary)
15. Adjournment



**New Bern HA is inviting you to join a scheduled Zoom meeting at 4:00pm**

**Topic:** Finance Committee Meeting

**Time:** Monday, January 27, 2025 @ 4:00 PM Eastern Time

Every month on the Third Monday, this week is an exception.

**New Bern HA is inviting you to join a scheduled Zoom meeting at 4:30pm**

**Topic:** NBHA's Board of Commissioners Meeting

**Time:** Monday, January 27, 2025 @ 4:30 PM Eastern Time

Every month on the Third Monday, this week is an exception.

**Zoom Meeting Link (FOR BOTH MEETINGS):**

<https://us06web.zoom.us/j/84743061062?pwd=fJpLqYKXZ6kgDz3Jib2tHscPBRfMvP.1>

**Meeting ID:** 847 4306 1062

**Passcode:** 225189

**One tap mobile**

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+19292056099,,84743061062#,,, \*225189# US (New York)



# **APPROVAL OF THE MINUTES**

**MEETING HELD:  
December, 17th, 2024**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN  
MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS  
HELD ON TUESDAY, DECEMBER 17, 2024**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Tuesday, December 17, 2024, at the Authority's administrative office at 1307 Tatum Drive, New Bern, NC, which are the place, hour, and date set forth in the notice announcing the meeting. A recording of this meeting is incorporated into these minutes and is available to the public.

Vice Chair Bengel called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Sabrina Bengel

Sulin Blackmon (via Zoom)

James R. Copland, IV

Dana Outlaw (arrived after roll call; in person)

Denise H. Powell

Jennell T. Reddick

Absent:

Ronald L. Scott

Following roll call, Vice Chair Bengel determined that a quorum was present.

Authority staff members as well as Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present. Members of the public also were present including Alderman Prill and Wendy Card. Mayor Odham was present via Zoom.

Public Comment Period

There were no public comments.

Approval of Minutes of November 18, 2024 Meeting

Commissioner Copland made a motion to approve the minutes of the November 18, 2024 meeting of the Board of Commissioners. Commissioner Powell seconded the motion. The motion was approved unanimously.

Finance Report

Accounting firm BDO presented the finance report that was included in the Board packet. Commissioner Copland made a motion to approve the finance report. Commissioner Powell seconded the motion. The motion was approved unanimously.

Mr. Barner will ask Jeff Medlin at First Citizens for an update on investments to be made at the January meeting.

## Executive Director's Report – Reginal Barner

1. Presentation to Aldermen to hold back the old Days Inn property for the CNI Implementation Application.
2. RFQ for co-developer will be posted tomorrow.
3. Community Focus Group meetings will be held on March 17, 2025 with CVR Associates. Mr. Barner hopes that the co-developer will be selected prior to these meetings.
4. The interior demolition of the Charles Taylor building has begun.
5. Mr. Barner said that there is a tractor that he would like to remove from inventory and put it out for bid due to its age and condition.

Commissioner Outlaw made a motion to direct the Interim Executive Director to take the tractor out of inventory and put it out for bid to sell. Commissioner Powell seconded the motion. The motion was approved unanimously.

6. The closing of the purchase of the Walt Bellamy Road houses happened last week. Mr. Barner is meeting with Twin Rivers Opportunities to place vouchers on those locations.

Vice Chair Bengel said that she thought CVR Associates did a great job on their meetings when they were here. Mr. Barner said that CVR Associates was excited about how engaged the community was too.

## New Bern Towers (NBT) Report – Latahsha Simmons

The New Bern Towers report was included in the Board information packet and no oral report was given. There are two corrections of the report. There are five one bedroom units and three two bedroom units.

## Trent Court Report – Pam Minor

Ms. Minor presented the Trent Court report which was included in the Board information packet.

## Resident Opportunities and Self-Sufficiency (ROSS) Program Report – Sympathy Huggins

Ms. Huggins presented the ROSS Program report which was included in the Board information packet.

## Resolutions

1. Procurement Policy Update:

Commissioner Copland made a motion to approve the following resolution:

**December 17, 2024**  
**Resolution No. 12.24.01**  
**Procurement Policy**

WHEREAS, the Housing Authority of the City of New Bern, NC (the "Authority") procures good and services in accordance with its Procurement Policy ("Policy"), which incorporates federal and state procurement requirements; and,

WHEREAS, the Authority's current Policy was last updated in 2014 and needs to be revised to reflect current procurement practices; and,

WHEREAS, the Interim Executive Director, with the assistance of a consultant and legal counsel, prepared an updated Policy for review and adoption by the Board of Commissioners in accordance with the requirements of the United States Department of Housing and Urban Development ("HUD") and North Carolina procurement law; and,

WHEREAS, the Board of Commissioners has received the Policy for review and desires to approve the Policy pending final review by legal counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority hereby approves the Policy consistent with applicable HUD and state regulations and authorizes the Chair, Vice Chair and/or Interim Executive Director to work with legal counsel to finalize and implement the Policy in accordance with applicable HUD and state guidance.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Authority directs the Interim Executive Director to prepare a plan for periodic review of the Policy no less than once every four years.

Commissioner Powell seconded the motion. The motion was approved.

2. 2025 Operating Budget

Commissioner Copland made a motion to approve the following resolution:

**December 17, 2024**  
**Resolution No. 12.24.02**  
**2025 Operating Budget**

WHEREAS, the Authority is required to submit an annual operating budget for continued business operations and the approved annual operating budget serves as the guide for the financial management of the organization; and,

WHEREAS, the Authority's staff submits an operating budget for review and approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners for the Housing Authority of the City of New Bern, North Carolina adopt resolution No. 12.24.02, approving the Fiscal Year 2025 Operating Budget.

Commissioner Powell seconded the motion. The motion was approved.

Closed Session

Commissioner Copland made a motion to move into closed session to discuss a personnel matter pursuant to N.C. Gen. Stat. § 143-318.11(a)(6). Commissioner Powell seconded the motion. The motion was approved unanimously.

The Board returned to Open Session.

No action was taken in closed session.

There being no further business, the meeting was adjourned at 5:08 p.m.

ND:4927-6189-3895, v. 1



# **FINANCE REPORT**





P 252.633.0800  
F 252.633.9496

1307 Tatum Drive  
PO Box 1486  
New Bern, NC 28563  
[NewBernHA.org](http://NewBernHA.org)



# Finance Meeting

Administrative Office: Trent Court 1307 Tatum Drive  
New Bern, NC 28562

NBHA Finance Department  
Month Ended December 31, 2024



P 252.633.0800  
F 252.633.9496

1307 Tatum Drive  
PO Box 1486  
New Bern, NC 28563  
[NewBernHA.org](http://NewBernHA.org)



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**New Bern Housing Authority**  
**Balance Sheet**  
**December 31, 2024**

	<b>ROSS</b>	<b>LIPH - TRENT COURT</b>	<b>NEW BERN TOWERS</b>	<b>TOTAL</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
Operating Cash	-	3,759,068	1,329,000	5,088,068
Security Deposit Cash	-	-	31,466	31,466
Total Cash	-	3,759,068	1,360,466	5,119,534
Accounts Receivable - Tenants	-	73,712	22,758	96,470
Accounts Receivable - Allowance	-	(19,361)	(5,802)	(25,162)
Accounts Receivable - Fraud Recovery	-	-	954	954
Accounts Receivable - HUD	25,738	-	-	25,738
Accounts Receivable - Other	-	334,834	-	334,834
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	25,738	389,186	20,931	435,856
Investments	-	800,000	400,000	1,200,000
Prepays	-	10,001	7,743	17,744
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(25,738)	32,404	(6,666)	-
Total Prepays & Other	(25,738)	852,164	404,735	1,231,160
Total Current Assets	-	5,000,418	1,786,133	6,786,550
<b>Non-Current Assets</b>				
Land	-	479,023	22,999	502,023
Buildings	-	7,264,180	4,181,539	11,445,719
Furniture & Equipment - Dwelling	-	191,762	425,630	617,392
Furniture & Equipment - Non-Dwelling	-	100,419	102,554	202,973
Accumulated Depreciation	-	(5,579,639)	(4,049,306)	(9,628,945)
Construction in Progress	-	-	-	-
Total Fixed Assets	-	2,455,746	683,416	3,139,162
Other Assets	-	67,840	-	67,840
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	67,840	88,361	156,201
Total Non-Current Assets	-	2,523,586	771,777	3,295,363
<b>TOTAL ASSETS</b>	<b>-</b>	<b>7,524,003</b>	<b>2,557,910</b>	<b>10,081,913</b>
<b>LIABILITIES &amp; EQUITY</b>				
Accounts Payable Vendor	-	52,938	11,919	64,857
Accounts Payable - Payroll	-	(3,912.74)	-	(3,913)
Accounts Payable - Other	-	245,484	99,885	345,368
Tenant Security Deposits	-	31,270	12,314	43,584
Lease Liability	-	73,154	-	73,154
Prepaid Rent	-	4,056	7,041	11,097
Accrued Compensated Absences-CT	-	3,323	45	3,368
Accrued Compensated Absences-LT	-	1,124	15	1,139
Total Liabilities	-	407,437	131,218	538,655
Beginning Equity	-	6,327,446	2,097,776	8,425,221
Current Year Net Income/(Loss)	-	789,120	328,916	1,118,036
Ending Equity	-	7,116,566	2,426,692	9,543,258
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-</b>	<b>7,524,003</b>	<b>2,557,910</b>	<b>10,081,913</b>

**New Bern Housing Authority  
Budget Comparison Report  
ROSS  
December 31, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
<b>REVENUE</b>									
HUD ROSS Grants	61,040	3,506	5,087	(1,580)	-45%	57,598	61,040	(3,442)	-6%
<b>Total Revenue</b>	<b>61,040</b>	<b>3,506</b>	<b>5,087</b>	<b>(1,580)</b>	<b>-45%</b>	<b>57,598</b>	<b>61,040</b>	<b>(3,442)</b>	<b>-6%</b>
<b>EXPENSES</b>									
Administrative Salaries	41,000	3,320	3,417	(97)	-3%	40,659	41,000	(341)	-1%
Training & Travel	3,000	-	250	(250)	N/A	2,241	3,000	(759)	-34%
Telephone	1,000	91	83	8	9%	709	1,000	(291)	-41%
Payroll Taxes & Employee Benefits	7,000	-	583	(583)	N/A	6,164	7,000	(836)	-14%
Office Expenses	40	-	3	(3)	N/A	31	40	(9)	-31%
Sundry Admin Expenses	9,000	95	750	(655)	-691%	7,794	9,000	(1,206)	-15%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
<b>Total Expenses</b>	<b>61,040</b>	<b>3,506</b>	<b>5,087</b>	<b>(1,580)</b>	<b>-45%</b>	<b>57,598</b>	<b>61,040</b>	<b>(3,442)</b>	<b>-6%</b>
<b>NET INCOME</b>									
	-	<b>0</b>	-	<b>0</b>	<b>90%</b>	-	-	-	<b>N/A</b>

**New Bern Housing Authority  
Budget Comparison Report  
LIPH - Trent Court  
December 31, 2024**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
<b>REVENUE</b>									
<b>Tenant Revenue</b>									
Dwelling Rental	377,300	30,822	31,442	(620)	-2%	375,285	377,300	(2,015)	-1%
Excess Utilities	34,000	2,404	2,833	(429)	-18%	33,875	34,000	(125)	0%
Total Tenant Revenue	411,000	33,226	34,275	(1,049)	-3%	409,161	411,300	(2,139)	-1%
<b>HUD Grant Revenue</b>									
HUD PHA Grants	245,850	131,483	20,488	110,996		328,715	245,850	82,865	25%
CFP 2018	4,900	-	408	(408)	N/A	-	4,900	(4,900)	N/A
CFP 2019	132,100	-	11,008	(11,008)	N/A	-	132,100	(132,100)	N/A
CFP 2020	531,100	-	44,258	(44,258)	N/A	377,815	531,100	(153,285)	-41%
CFP 2021	7,400	-	617	(617)	N/A	7,395	7,400	(5)	0%
CFP 2022	484,100	-	40,342	(40,342)	N/A	484,069	484,100	(31)	0%
CFP 2023	420,000	-	35,000	(35,000)	N/A	420,000	420,000	-	0%
Total HUD Grant Revenue	2,132,000	131,483	152,121	(20,638)	-16%	1,617,994	1,825,450	(207,456)	-13%
<b>Other Revenue</b>									
Interest Income	2,600	177	217	(40)	-23%	2,554	2,600	(46)	-2%
Other Income	10,000	134	1,083	(949)	-708%	9,364	13,000	(3,636)	-39%
Late Charges	8,700	540	725	(185)	-34%	8,445	8,700	(255)	-3%
Other Income - FEMA	-	-	-	-	N/A	90,000	-	90,000	100%
Total Other Revenue	129,000	851	2,025	(1,174)	-138%	110,363	24,300	86,063	78%
<b>Total Revenue</b>	<b>2,673,000</b>	<b>165,560</b>	<b>188,421</b>	<b>(22,861)</b>	<b>-14%</b>	<b>2,137,518</b>	<b>2,261,050</b>	<b>(123,532)</b>	<b>-6%</b>

**EXPENSES**

**Administrative Expenses**

Administrative Salaries	224,300	19,859	18,692	1,167	6%	228,124	224,300	3,824	2%
Payroll Tax & Benefits	111,600	14,782	9,300	5,482	37%	121,651	111,600	10,051	8%
Unemployment Benefits	-	-	-	-	N/A	2	-	2	100%
Legal Expenses	34,300	-	2,858	(2,858)	N/A	28,555	34,300	(5,745)	-20%
Staff Training	11,900	-	992	(992)	N/A	9,934	11,900	(1,966)	-20%
Meals expense	1,600	-	133	(133)	N/A	1,360	1,600	(240)	-18%
Lodging	4,400	-	367	(367)	N/A	3,647	4,400	(753)	-21%
Travel Expense	3,800	-	317	(317)	N/A	3,175	3,800	(625)	-20%
Publications	9,500	84	792	(707)	-837%	8,013	9,500	(1,487)	-19%
Accounting Fees	20,700	660	1,725	(1,065)	-161%	17,926	20,700	(2,774)	-15%
Auditing Fees	8,600	5,292	717	4,575	86%	12,423	8,600	3,823	31%
Telephone	17,200	750	1,433	(683)	-91%	19,847	17,200	2,647	13%
Office Expense	7,000	882	583	299	34%	7,060	7,000	60	1%
Rent Expense - Hurricane Florence	28,800	4,800	2,400	2,400	0.5	28,800	28,800	-	0%
Resident Council	800	-	67	(67)	N/A	664	800	(136)	-20%
Sundry Admin Expense	56,500	16,859	4,708	12,151	72%	68,338	56,500	11,838	17%
Membership Dues and Fees	2,700	-	225	(225)	N/A	2,232	2,700	(468)	-21%
Total Administrative Expenses	543,700	63,969	45,308	18,661	29%	561,752	543,700	18,052	3%

**New Bern Housing Authority  
Budget Comparison Report  
LIPH - Trent Court  
December 31, 2024**

	<b>Annual Budget</b>	<b>Month to Date</b>				<b>Year to Date</b>			
		<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Utilities</b>									
Water	118,800	20,847	9,900	10,947	53%	140,333	118,800	21,533	15%
Electricity	119,900	17,544	9,992	7,552	43%	139,523	119,900	19,623	14%
Gas-building	80,300	3,887	6,692	(2,804)	-72%	71,942	80,300	(8,358)	-12%
Total Utilities	319,000	42,278	26,583	15,695	37%	351,798	319,000	32,798	9%
<b>Maintenance Expenses</b>									
Labor Salaries	85,700	7,642	7,142	500	7%	87,243	85,700	1,543	2%
Payroll Tax & Benefits	20,000	-	1,667	(1,667)	N/A	16,677	20,000	(3,323)	-20%
Uniforms	4,600	320	383	(63)	-20%	4,519	4,600	(81)	-2%
Consulting Services	300	-	25	(25)	N/A	270	300	(30)	-11%
Materials	42,100	4,268	3,508	760	18%	45,761	42,100	3,661	8%
Computer Expense	13,700	1,166	1,142	25	2%	15,122	13,700	1,422	9%
Repairs and Maintenance	3,400	-	283	(283)	N/A	11,951	3,400	8,551	72%
Electrical Contract	1,200	-	100	(100)	N/A	1,022	1,200	(178)	-17%
Plumbing Contract	6,000	-	500	(500)	N/A	13,501	6,000	7,501	56%
Unit Turnover	13,200	1,325	1,100	225	17%	13,714	13,200	514	4%
Garbage and Trash removal	47,400	2,959	3,950	(991)	-33%	47,502	47,400	102	0%
Extermination-Maintenance Expense	7,100	75	592	(517)	-689%	6,027	7,100	(1,073)	-18%
Repairs and Maint. Truck	3,200	14	267	(253)	-1861%	4,692	3,200	1,492	32%
Heating and Air	11,400	966	950	16	2%	13,031	11,400	1,631	13%
Gas-Truck	6,900	325	575	(250)	-77%	6,229	6,900	(671)	-11%
Security System	700	-	58	(58)	N/A	605	700	(95)	-16%
Landscaping	5,900	126	492	(366)	-291%	21,355	5,900	15,455	72%
Total Maintenance Expenses	272,800	19,186	22,733	(3,547)	-18%	309,222	272,800	36,422	12%
<b>Insurance Expenses</b>									
Insurance	96,200	8,779	8,017	762	9%	97,696	96,200	1,496	2%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	13,968	14,000	(32)	0%
Total Insurance Expenses	110,200	8,779	9,183	(404)	-5%	111,664	110,200	1,464	1%
<b>Other Expenses</b>									
Storage management	500	-	42	(42)	N/A	393	500	(107)	-27%
Eviction Expense	4,000	-	333	(333)	N/A	3,339	4,000	(661)	-20%
App. Screening	10,500	752	875	(123)	-16%	10,229	10,500	(271)	-3%
Total Other Expenses	15,000	752	1,250	(498)	-66%	13,961	15,000	(1,039)	-7%
<b>Total Expenses</b>	<b>1,260,700</b>	<b>134,964</b>	<b>105,058</b>	<b>29,906</b>	<b>22%</b>	<b>1,348,397</b>	<b>1,260,700</b>	<b>87,697</b>	<b>7%</b>
<b>NET INCOME</b>	<b>1,412,300</b>	<b>30,595</b>	<b>83,363</b>	<b>(52,767)</b>	<b>-172%</b>	<b>789,120</b>	<b>1,000,350</b>	<b>(211,230)</b>	<b>-27%</b>

**New Bern Housing Authority  
Budget Comparison Report  
New Bern Towers  
December 31, 2024**

REVENUE	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
<b>Tenant Revenue</b>									
Dwelling Rental	423,800	35,948	35,317	631	2%	424,234	423,800	434	0%
Total Tenant Revenue	423,800	35,948	35,317	631	2%	424,234	423,800	434	0%
<b>HUD Grant Revenue</b>									
Hap Payments	704,200	60,992	58,683	2,309	4%	708,675	704,200	4,475	1%
Total HUD Grant Revenue	704,200	60,992	58,683	2,309	4%	708,675	704,200	4,475	1%
<b>Other Revenue</b>									
Interest on GF Investments	1,200	113	100	13	12%	1,242	1,200	42	3%
Misc. Revenue	28,100	(7,315)	2,342	(9,657)	132%	17,015	28,100	(11,085)	-65%
Late Charges	1,500	135	125	10	7%	1,557	1,500	57	4%
Vending Machine	900	-	75	(75)	N/A	721	900	(179)	-25%
Laundry	2,200	-	183	(183)	N/A	1,810	2,200	(390)	-22%
Total Other Revenue	33,900	(7,067)	2,825	(9,892)	140%	22,344	33,900	(11,556)	-52%
<b>Total Revenue</b>	<b>1,161,900</b>	<b>89,873</b>	<b>96,825</b>	<b>(6,952)</b>	<b>-8%</b>	<b>1,155,254</b>	<b>1,161,900</b>	<b>(6,646)</b>	<b>-1%</b>

**EXPENSES**

**Administrative Expenses**

Administrative Salaries	196,100	17,010	16,342	669	4%	198,744	196,100	2,644	1%
Payroll Tax & Benefits	45,400	-	3,783	(3,783)	N/A	37,853	45,400	(7,547)	-20%
Legal Expenses	11,100	-	925	(925)	N/A	9,225	11,100	(1,875)	-20%
Staff Training	4,800	-	400	(400)	N/A	4,027	4,800	(773)	-19%
Meals expenses	700	-	58	(58)	N/A	619	700	(81)	-13%
Lodging	2,900	-	242	(242)	N/A	2,445	2,900	(455)	-19%
Travel Expense	700	-	58	(58)	N/A	623	700	(77)	-12%
Publications	2,500	72	208	(136)	-190%	2,123	2,500	(377)	-18%
Accounting Fees	17,600	-	1,467	(1,467)	N/A	18,134	17,600	534	3%
Auditing Fees	7,300	4,508	608	3,900	87%	10,582	7,300	3,282	31%
Telephone	38,000	3,876	3,167	710	18%	36,634	38,000	(1,366)	-4%
Office Expense	5,700	188	475	(287)	-153%	5,081	5,700	(619)	-12%
Sundry Admin Expense	8,700	3,771	725	3,046	81%	13,990	8,700	5,290	38%
Membership Dues and Fees	200	-	17	(17)	N/A	140	200	(60)	-43%
Total Administrative Expenses	341,700	29,426	28,475	951	3%	340,220	341,700	(1,480)	0%

**Utilities**

Water	86,600	-	7,217	(7,217)	N/A	72,143	86,600	(14,457)	-20%
Electricity	69,900	-	5,825	(5,825)	N/A	56,527	69,900	(13,373)	-24%
Gas-building	7,000	636	583	53	8%	6,301	7,000	(699)	-11%
Total Utilities	163,500	636	13,625	(12,989)	-2041%	134,971	163,500	(28,529)	-21%

**Maintenance Expenses**

Labor Salaries	73,400	6,952	6,117	835	12%	75,613	73,400	2,213	3%
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**New Bern Housing Authority  
Budget Comparison Report  
New Bern Towers  
December 31, 2024**

	<b>Annual Budget</b>	<b>Month to Date</b>				<b>Year to Date</b>			
		<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
Payroll Tax & Benefits	28,700	-	2,392	(2,392)	N/A	23,905	28,700	(4,795)	-20%
Uniforms	5,900	1,066	492	574	54%	6,740	5,900	840	12%
Consulting Services	5,600	-	467	(467)	N/A	4,630	5,600	(970)	-21%
Materials	32,500	3,527	2,708	819	23%	35,694	32,500	3,194	9%
Computer Expense	7,300	207	608	(401)	-194%	6,294	7,300	(1,006)	-16%
Repairs and Maintenance	4,100	-	342	(342)	N/A	4,231	4,100	131	3%
Electrical Contract	700	-	58	(58)	N/A	557	700	(143)	-26%
Plumbing Contract	21,000	699	1,750	(1,051)	-150%	18,182	21,000	(2,818)	-15%
Unit Turnover	30,600	5,999	2,550	3,449	57%	38,208	30,600	7,608	20%
Laundry Contract	9,300	-	775	(775)	N/A	7,753	9,300	(1,547)	-20%
Elevator Contract	15,100	-	1,258	(1,258)	N/A	12,583	15,100	(2,517)	-20%
Garbage and Trash removal	4,700	119	392	(273)	-230%	4,150	4,700	(550)	-13%
Extermination	14,800	10,275	1,233	9,042	88%	22,632	14,800	7,832	35%
Vehicle/Trucl	1,600	-	133	(133)	N/A	3,092	1,600	1,492	48%
Heating and Air	26,700	-	2,225	(2,225)	N/A	22,227	26,700	(4,473)	-20%
Gas-Vehicle	4,000	277	333	(56)	-20%	3,820	4,000	(180)	-5%
Security System	9,900	-	825	(825)	N/A	8,224	9,900	(1,676)	-20%
Landscaping	7,500	114	625	(511)	-448%	6,603	7,500	(897)	-14%
<b>Total Maintenance Expenses</b>	<b>303,400</b>	<b>29,234</b>	<b>25,283</b>	<b>3,951</b>	<b>14%</b>	<b>305,138</b>	<b>303,400</b>	<b>1,738</b>	<b>1%</b>
<b>Insurance Expenses</b>									
Insurance	31,900	-	2,658	(2,658)	N/A	29,399	31,900	(2,501)	-9%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	7,600	-	633	(633)	N/A	7,632	7,600	32	0%
<b>Total Insurance Expenses</b>	<b>39,500</b>	<b>-</b>	<b>3,292</b>	<b>(3,292)</b>	<b>N/A</b>	<b>37,031</b>	<b>39,500</b>	<b>(2,469)</b>	<b>-7%</b>
<b>Other Expenses</b>									
Eviction Expense	200	-	17	(17)	N/A	126	200	(74)	-59%
App. Screening	9,100	640	758	(118)	-18%	8,851	9,100	(249)	-3%
<b>Total Other Expenses</b>	<b>9,300</b>	<b>640</b>	<b>775</b>	<b>(135)</b>	<b>-21%</b>	<b>8,977</b>	<b>9,300</b>	<b>(323)</b>	<b>-4%</b>
<b>Total Expenses</b>	<b>857,400</b>	<b>59,937</b>	<b>71,450</b>	<b>(11,513)</b>	<b>-19%</b>	<b>826,338</b>	<b>857,400</b>	<b>(31,062)</b>	<b>-4%</b>
<b>NET INCOME</b>	<b>304,500</b>	<b>29,936</b>	<b>25,375</b>	<b>4,561</b>	<b>15%</b>	<b>328,916</b>	<b>304,500</b>	<b>24,416</b>	<b>7%</b>



**New Bern Housing Authority  
Cash Lead  
December 31, 2024**

	Modernization Account 1111.03	Trent Court Security Deposit 1111.04	General Fund Main 1111.05	ACH Rent Payment 1111.19	NBT General Fund 1111.10	NB Security Deposit 1111.12	Total
<b>BEGINNING BOOK CASH BALANCE</b>	\$ 1,200,306.36	\$ 52,338.65	\$ 2,103,055.99	\$ 37,098.82	\$ 1,229,591.18	\$ 31,190.41	\$ 4,733,099.57
<b>ADD:</b>							
General Deposits			32,688.24		30,443.56		63,131.80
Health Equity Refund							-
HUD Deposit			131,483.16		60,992.00		192,475.16
ACH Payment			18,357.89	10,763.55	18,740.93		47,862.37
ROSS Grant							-
Security Deposit		1,079.00				512.00	1,591.00
Misc		-			239.00		239.00
Interest		4.49	172.05		110.52	2.67	289.73
<b>TOTAL DEPOSITS</b>	<b>-</b>	<b>1,083.49</b>	<b>182,701.34</b>	<b>10,763.55</b>	<b>110,526.01</b>	<b>514.67</b>	<b>305,589.06</b>
<b>LESS:</b>							
ACH Rent Payments	-	-	-	37,098.82	-	-	-
Checks	675.00	-	108,235.61	-	11,217.40	-	120,128.01
Payroll - ADP			56,348.77				56,348.77
BCBS Insurance			-				-
Federal & State							-
Security Deposit		-				-	-
Misc			7,982.26	-		239.00	8,221.26
Service Charge			13.62	30.00			43.62
<b>TOTAL PAYMENTS</b>	<b>675.00</b>	<b>-</b>	<b>172,580.26</b>	<b>37,128.82</b>	<b>11,217.40</b>	<b>239.00</b>	<b>184,741.66</b>
						-	
<b>ENDING BOOK CASH BALANCE 11/30/2024</b>	<b>\$ 1,199,631.36</b>	<b>\$ 53,422.14</b>	<b>\$ 2,113,177.07</b>	<b>\$ 10,733.55</b>	<b>\$ 1,328,899.79</b>	<b>\$ 31,466.08</b>	<b>\$ 4,853,946.97</b>

**New Bern Housing Authority  
Grant Summary  
December 31, 2024**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
<b>CFP</b>						
	2020	\$ 613,054.00	\$ 531,071.99	\$ 81,982.01	3/26/2020	3/25/2026
	2021	\$ 645,163.00	\$ 607,905.97	\$ 37,257.03	2/23/2021	2/22/2025
	2022	\$ 796,910.00	\$ 484,069.00	\$ 312,841.00	5/12/2022	5/11/2026
	2023	\$ 801,177.00	\$ 420,000.00	\$ 381,177.00	2/17/2023	2/16/2027
	<b>Total CFP</b>	<b>\$ 2,856,304.00</b>	<b>\$ 2,043,046.96</b>	<b>\$ 813,257.04</b>		
<b>ROSS</b>						
		\$ 245,850.00	\$ 192,416.43	\$ 53,433.57	6/1/2022	5/31/2025
	<b>Total ROSS</b>	<b>\$ 245,850.00</b>	<b>\$ 192,416.43</b>	<b>\$ 53,433.57</b>		
<b>Operating Subsidy</b>						
	2024	\$ 242,476.00	\$ 328,714.51	\$ (86,238.51)	1/1/2024	12/31/2024
	<b>Total Operating</b>	<b>\$ 242,476.00</b>	<b>\$ 328,714.51</b>	<b>\$ (86,238.51)</b>		



# **EXECUTIVE DIRECTOR'S REPORT**



# **NEW BERN TOWERS REPORT**



# Housing People, Changing Lives

January 2025

## PROPERTY MANAGER MONTHLY REPORT December 2024- New Bern Towers

### CONTACT PERSON:

Latahsha Simmons  
Property Manager

### OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>106</u>	<u>98</u>	<u>92%</u>

Total Vacant Units	1 Bedroom	2 Bedroom
<u>8</u>	<u>5</u>	<u>3</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>1</u>	<u>1</u>	<u>0</u>	<u>6</u>	<u>47</u>

### TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 35,701.27</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>(\$34,201.87)- Credit</u>	<u>\$ 1,499.40</u>	<u>96 %</u>	<u>\$ 1,791.90</u>

### PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>2</u>	<u>0</u>	<u>0</u>

### WORK ORDERS

Outstanding Requests
<u>3</u>

Requests for the month -November

Request Received	Completed	Pending Repair	Pending Parts
<u>41</u>	<u>38</u>	<u>2</u>	<u>1</u>

### POLICE REPORT

Total Calls	*

### FIRE REPORT

Total Calls	0



# TRENT COURT REPORT



January 17, 2025

**PROPERTY MANAGER MONTHLY REPORT December 2024- Trent Court**

**CONTACT PERSON:**

**Pamela Minor**

**Property Manager**

**OCCUPANCY**

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>102</u>	<u>93%</u>

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
<u>8</u>	<u>0</u>	<u>3</u>	<u>5</u>

Move In	Move Out	Transfers	Approved	In Process
<u>2</u>	<u>0</u>	<u>0</u>	<u>10</u>	<u>12</u>

**TENANT ACCOUNTS RECEIVABLE**

Charged
<u>\$33,864.38</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$36,949.70</u>	<u>\$(3,085.32)</u>	<u>109%</u>	<u>\$73,528.61</u>

**PENDING TERMINATIONS**

Non-Payment	Criminal Activity	Other Violations
<u>13</u>	<u>0</u>	<u>0</u>

**WORK ORDERS**

Outstanding Requests
<u>4</u>

**Requests for the month**

Request Received	Completed	Pending Repair	Pending Parts
<u>56</u>	<u>52</u>	<u>3</u>	<u>1</u>

**POLICE REPORT**

Total Calls

- Assist Other Agency

**FIRE REPORT**

Total Calls
<u>0</u>



**RESIDENT  
OPPORTUNITIES &  
SELF-SUFFICIENCY  
PROGRAM  
REPORT**



		12/01/2024-12/31/2024			
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ROSS Grantee                      Fiscal Year Start April 2022                      End Year May 2025

New Bern Housing Authority, New Bern, North Carolina

Overview		Services Provided	Outcomes	Data Availability
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ROSS Service Coordinator Conducts In Person Resident Meetings, Need Assessments and Referrals by Appointment on Two Days per Month.

**Case Management Self-Improvement and Awareness ( Up to date)**

Family Metrics    Data Input Software Used for Resident Tracking and HUD Submissions.

Assess Resident Current Needs. Education, Transportation, Employment Change, Health or Wellness Check.

Advocate for Resident to Achieve New goals to Meet Self Sufficiency Needs.

Follow up with Resident Phone Call and/or Email Set up Meeting.

Coordinate Resident Community Resource Outreach Events.

**Resident News Weekly Handouts**

NC Works Career Center, Educational Classes, Community Events

Senoir Center Activites/ Meals on Wheels

**Non-Working Resident Community Service Requirements**

ROSS-SC Selects Residents to Help Participate with Flyer Handouts and Onsite Service Needs.

**Evidence Based Needs Assessment for Residents 65 and Older (Total 2).**

Fall Risk Evaluation Point Scale. (None Listed)

Loneliness Evaluation Point Scale.(None Listed)

Lubben Social Isolation Evaluation Point Scale.(None Listed)

**Heath and Wellness (Up to Date)**

Craven County Health Department, Craven County Senoir Center.

Great Place To Start Behavioral Health. Port Human Services.

**Childcare Assistance (Up to Date)**

Department of Social Services. No Waiting List For Full-Time Workers.

Craven Community College Scholarship Enrollment Program (Continuous)

**The Mediation Center of Eastern Carolina Programs (Continous)**

Teen Court Summer Enrollment and Volunteer Openings.

**Transportation (Current)**    Carts Van Ominbus Schedule.

**Current Presentations and Workshops**

Substance Abuse-Narcan/CPR

FSS Program Enrollment/How to Become Successful

Budgeting/Checking/Savings Towards Homeownership

CravenCC,Volt Center Programs/FAFSA Application Process

ReEntry to Society Program

Craven Community College Workforce Development

United Healthcare

**NC Dept. of Corrections Hiring Event**

10/30/2024 and 11/12/2024

**Educational Opportunities**

CDL Class B Truck Driver 14 Day Training

G.E.D., CNA I and CNA II Nursing ADN

Medical Office Skills / Medical Technician

Forklift Driver Training/ Plumbing

**Digital Inclusion**

Computer Basic Training (Continuous)

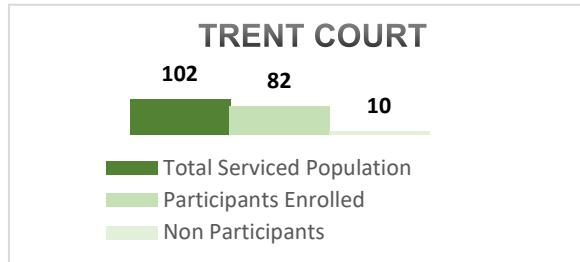
Senior Citizen Digital Literacy

NCSU

## Data Analysis Charts

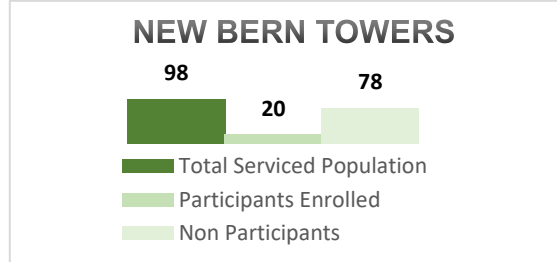
### Trent Court

Participants	82	89.13%
Non Participants	10	10.87%
Total Occupancy	102	100.00%



### New Bern Towers

Participants	20	20.41%
Non Participants	78	79.59%
Total Occupancy	98	100.00%





# RESOLUTIONS



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2025</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	NC 3-5			\$800,000.00
ID0001	Operations (1406)	Operations		\$100,000.00
ID0002	Management Improvements (1408) Computer/Server/Software Upgrade; Management Improvement (1408) Salaries; Management Improvements (1408) Staff Training; Management Improvement (1408) 504 Training; Management Improvement (1408)-Other	Management Improvements		\$56,000.00
ID0003	Administration (1410) Technical/Accounting/Staff Salaries; Administration (1410) Sundry	Administration		\$79,600.00
ID0004	General Capital Activity (1480) Fees and Costs - Needs Assessment, A&E Design, 504 Consultant FFees, Asbestos Testing, Documents and Abatement, Contract Administration, Energy Audit, Utility Allowance Calculation	Fees and Costs		\$41,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0005	Site Improvements (1480) Curb and Gutter Repairs; Site Improvement (1480) Repair Walks to Remove Trip Hazards; Site Improvement (1480) Erosion Control & Drainage; Topsoil; Handrails Repaired; Site Improvement (1480) 504 Curb and Gutter Repairs; Site Improvement (1480) Replace failing Clothesline System	Site Improvements		\$18,000.00
ID0006	Dwelling Structures Exterior (1480) Porch Repairs; Screen Doors/Hardware Replaced; Replace Weatherstripping, New Gutters & Downspouts; Paint & Caulking, Roof Repairs, Seal & Tuck Point Mortar at Chimneys; Replace Chimney Hoods, Repair Soffits; Clean/Seal Brick; Replace Windows; Replace HVAC/Mechanical systems; New Rails & Erosion Control @Accessible Ramps.	Dwelling Structures		\$444,000.00
	F y gnipi "Utwevngu'fpgtqt"36: 2+Cudguru'Vgunlpi "( 'Cdcvgo gpv=P gy "Y cvgt"J gcvtu.P gy 'Ecnf' hqt'CK'U{ ugo u=P gy "fpgtqt'F qqtuU ctf y ctg=T gy qtf 'F qqt'Vtko =Tgr nceg'Huqtupi =Tgr nceg" Uqxg"Vqr "Tcpi g"J qqt "Hk g'Gz vpi wuj gtu=Tgr ct "Mkej gp'Ecdlpgu'Eqvpgtqru."Ulpnu'cu'pggf gf = Rclpv'hwilpvtqt'q'hwplu'v'wv'paxgtu=Tgr ct'gz wu gf 'egtkpi u=Qvj gt" Tgr ctu'cv'Vvt'paxgt=Tgr nceg" Egtco le "Vkg"Vvd'Uwtqwpf u=Tgi n  g'qt 'gr nceg'wdu'cu'pggf gf =P gy 'F wev'cpf "Gzj cwu'Hcp'lp" Dcvj u'cu'pggf gf =P gy 'O gf lekp'Ecdlpgu'lp'Dcvj u'cu'pggf gf =Tgr nceg'wv'pf gt'urcd'ecu'kqp'r'kr gu'cu" pggf gf = Grab bars per Code; adjustable shower heads per Code; protective wrap at lavatories per Code; install lever hardware at accessible units per Code; Rtqxkf g'pgy 'I HRE"cv'Mkej gp'cpf " Y cuj gt=Wf i tcf g'iki j vpi 'cu'pggf gf =P ggf 'Uo qng'F g'v'v'qtu'lp'Dgf tqo u.'hwil' 'hwil' t'cv'f "y kj " l'pvt'eqppg'w'q'gz'k'k'pi 'j' cni'cpf 'Hk'k'pi area detectors; repaire/replace stobes at accessible units per Code.			

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0007	Equipment (1480) Dwelling - Refrigerators, Ranges. Equipment (1480)) Non-Dwelling -New Truck; Computer Hardware	Equipment		\$61,400.00



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 2 2026</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	NC 5-3			\$800,000.00
ID0008	Operations (1406)	Operations		\$160,000.00
ID0009	Management Improvements (1408) Computer/Server/Software Upgrade; Management Improvement (1408) Salaries; Management Improvements (1408) Staff Training; Management Improvement (1408) 504 Training; Management Improvement (1408)-Other)S	Management Improvements		\$65,000.00
ID0010	d Administration (1410) Technical/Accounting/Staff Salaries; Administration (1410) Sundryy	Administration		\$91,000.00
ID0011	General Capital Activity (1480) Fees and Costs - Needs Assessment, A&E Design, 504 Consultant Fees, Asbestos Testing, Documents and Abatement, Contract Administration	FFees & Costs		\$29,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0012	Site Improvements (1480) Curb and Gutter Repairs; Site Improvement (1480) Repair Walks to Remove Trip Hazards; Site Improvement (1480) Erosion Control & Drainage; Site Improvements (1480) Handrails Repaired; Site Improvement (1480) 504 Curb and Gutter Repairs; Site Improvement (1480) Replace failing Clothesline Systems	Site Improvements		\$12,000.00
ID0013	Dwelling Structures Exterior (1480) Porch Repairs; Screen Doors/Hardware Replaced; Replace Weatherstripping, New Gutters & Downspouts; Paint & Caulking, Roof Repairs, Seal & Tuck Point Mortar at Chimneys; Replace Chimney Hoods, Repair Soffits; Clean/Seal Brick; Replace Windows; Replace HVAC/Mechanical systems; New Rails & Erosion Control @Accessible Ramps.	Dwelling Structures		\$414,800.00
	Dwelling Structures Interior (1480) Asbestos Testing & Abatement; New Water Heaters, New Call for Aid Systems; New Interior Doors/Hardware; Rework Door Trim; Replace Flooring; Replace Stove Top Range Hood Fire Extinguishers; Repair Kitchen Cabinets, Countertops, Sinks as needed; Paint full interior of units at turnovers; Repair textured ceilings; Other Repairs at Turnover; Replace Ceramic Tile Tub Surrounds; Reglaze or replace tubs as needed; New Duct and Exhaust Fan in Baths as needed; New Medicine Cabinets in Baths as needed; Replace under slab cast iron pipes as needed; Grab bars per Code; adjustable shower heads per Code; protective wrap at lavatories per Code; install lever hardware at accessible units per Code; Provide new GFIC at Kitchen and Washer; Upgrade lighting as needed; Need Smoke Detectors in Bedrooms, fully intergrated with interconnection to existing hall and living area detectors; repair/replace stobes at accessible units per Code.			





Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 20277				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0019	SSite Improvements (1480) Curb and Gutter Repairs; Site Improvement (1480) Repair Walks to Remove Trip Hazards; Site Improvement (1480) Erosion Control & Drainage; Site Improvements (1480) Handrails Repaired; Site Improvement (1480) 504 Curb and Gutter Repairs; Site Improvement (1480) Replace failing Clothesline System; Replace water lines; Tree Removal/Trimmingg	Site Improvements		\$21,000.00
ID0020	Dwelling Structures Exterior (1480) Porch Repairs; Screen Doors/Hardware Replaced; Replace Weatherstripping, New Gutters & Downspouts; Paint & Caulking, Roof Repairs, Seal & Tuck Point Mortar at Chimneys; Replace Chimney Hoods, Repair Soffits; Clean/Seal Brick; Replace Windows; Replace HVAC/Mechanical systems; New Rails & Erosion Control @Accessible Ramps.	Dwelling Structures		\$366,100.00
	Dwelling Structures Interior (1480) Asbestos Testing & Abatement; New Water Heaters, New Call for Aid Systems; New Interior Doors/Hardware; Reword Door Trim; Replace Flooring; Replace Stove Top Range Hood Fire Extinguishers; Repair Kitchen Cabinets, Countertops, Sinks as needed; Paint full interior of units at turnovers; Repair textured ceilings; Other Repairs at Turnover; Replace Ceramic Tile Tub Surrounds; Reglaze or replace tubs as needed; New Duct and Exhaust Fan in Baths as needed; New Medicine Cabinets in Baths as needed; Replace under slab cast iron pipes as needed; Grab bars per Code; adjustable shower heads per Code; protective wrap at lavatories per Code; install lever hardware at accessible units per Code; Provide new GFIC at Kitchen and Washer; Upgrade lighting as needed; repair/replace strobes at accessible units per Code.			



<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 4 2028</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	NC 5-3			\$800,000.00
ID0022	Operations (1406)	Operations		\$166,000.00
ID0023	Management Improvements (1408) Computer/Server/Software Upgrade; Management Improvement (1408) Salaries; Management Improvements (1408) Staff Training; Management Improvement (1408) 504 Training; Management Improvement (1408)-Other	Management Improvements		\$65,500.00
ID0024	Administration (1410) Technical/Accounting/Staff Salaries; Administration (1410) Sundry	Administration		\$109,000.00
ID0025	General Captal Activity (1480) Fees and Costs - Needs Assessment, A&E Design, 504 Consultant Fees, Asbestos Testing, Documents and Abatement, Contract Administration, Energy Audit, Utility Allowance CalculationG	Fees and Costs		\$33,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 4 2028</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0026	Site Improvements (1480) Curb and Gutter Repairs; Site Improvement (1480) Repair Walks to Remove Trip Hazards; Site Improvement (1480) Erosion Control & Drainage; Site Improvements (1480) Handrails Repaired; Site Improvement (1480) 504 Curb and Gutter Repairs; Site Improvement (1480) Replace failing Clothesline System; Replace water lines; Tree Removal/Trimming	Site Improvements		9,000.00
ID0027	Dwelling Structures Exterior (1480) Porch Repairs; Screen Doors/Hardware Replaced; Replace Weatherstripping, New Gutters & Downspouts; Paint & Caulking, Roof Repairs, Seal & Tuck Point Mortar at Chimneys; Replace Chimney Hoods, Repair Soffits; Clean/Seal Brick; Replace Windows; Replace HVAC/Mechanical systems; New Rails & Erosion Control @Accessible Ramps.	Dwelling Structures		\$354,300.00
	Dwelling Structures Interior (1480) Asbestos Testing & Abatement; New Water Heaters, New Call for Aid Systems; New Interior Doors/Hardware; Rework Door Trim; Replace Flooring; Replace Stove Top Range Hood Fire Extinguishers; Repair Kitchen Cabinets, Countertops, Sinks as needed; Paint full interior of units at turnovers; Repair textured ceilings; Other Repairs at Turnover; Replace Ceramic Tile Tub Surrounds; Reglaze or replace tubs as needed; New Duct and Exhaust Fan in Baths as needed; New Medicine Cabinets in Baths as needed; Replace under slab cast iron pipes as needed; Grab bars per Code; adjustable shower heads per Code; protective wrap at lavatories per Code; install lever hardware at accessible units per Code; Provide new GFIC at Kitchen and Washer; Upgrade lighting as needed; repair/replace stoves at accessible units per Code.			



Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0028	Equipment (1480) Dwelling - Refrigerators, Ranges Equipment 1480 Non-Dwelling - Truck, Radio Cell Phonesu	EEquipment		\$63,200.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 5 2029</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	NC 3-5			\$800,000.00
ID0029	Operations (1406)	Operations		\$192,000.00
ID0030	Management Improvements (1408) Computer/Server/Software Upgrade; Management Improvement (1408) Salaries; Management Improvements (1408) Staff Training; Management Improvement (1408) 504 Training)	Management Improvemnts		\$54,500.00
ID0031	AAAdministration (1410) Technical/Accounting/Staff Salaries; Administration (1410) Sundryy	Adistration		\$115,000.00
ID0032	General Capital Activity (1480) Fees and Costs - Needs Assessment, A&E Design, 504 Consultant Fees, Asbestos Testing, Documents and Abatement, Contract Administration, Energy Audit, Utility Allowance Calculation	Fees and Costs		\$37,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2029		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0034	Site Improvements (1480) Curb and Gutter Repairs; Site Improvement (1480) Repair Walks to Remove Trip Hazards; Site Improvement (1480) Erosion Control & Drainage; Site Improvements (1480) Handrails Repaired; Site Improvement (1480) 504 Curb and Gutter Repairs; Site Improvement (1480) Replace failing Clothesline System; Replace water lines; Tree Removal/Trimming	Site Improvements		\$6,500.00
ID0035	Dwelling Structures Exterior (1480) Porch Repairs; Screen Doors/Hardware Replaced; Replace Weatherstripping, New Gutters & Downspouts; Paint & Caulking, Roof Repairs, Seal & Tuck Point Mortar at Chimneys; Replace Chimney Hoods, Repair Soffits; Clean/Seal Brick; Replace Windows; Replace HVAC/Mechanical systems; New Rails & Erosion Control @ Accessible Ramps.	Dwelling Structures		\$363,800.00
	Dwelling Structures Interior (1480) Asbestos Testing & Abatement; New Water Heaters, New Call for Aid Systems; New Interior Doors/Hardware; Rework Door Trim; Replace Flooring; Replace Stove Top Range Hood Fire Extinguishers; Repair Kitchen Cabinets, Countertops, Sinks as needed; Paint full interior of units at turnovers; Repair textured ceilings; Other Repairs at Turnover; Replace Ceramic Tile Tub Surrounds; Reglaze/replace tubs; New Duct and Exhaust Fan in Baths; New Medicine Cabinets in Baths as needed; Replace under slab cast iron pipes as needed; Grab bars per Code; adjustable shower heads per Code; protective wrap at lavatories per Code; install lever hardware at accessible units per Code; Provide new GFIC at Kitchen and Washer; Upgrade lighting as needed;			



**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN, NC**

**January 27, 2025  
Resolution No. 01.25.01  
Approval of the Annual and 5-Year Plans**

WHEREAS, the Authority has updated its Annual and 5-Year Plans in accordance with federal law and regulations, and U.S. Department of Housing and Urban Development (HUD) requirements; and,

WHEREAS, the Board of Commissioners have reviewed the Annual and 5-Year Plans and desire to approve the adoption of same.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners for the Housing Authority of the City of New Bern, North Carolina hereby adopts the Annual and 5-Year Plans.

**RECORDING OFFICER’S CERTIFICATION**

I, \_\_\_\_\_, the duly appointed Chair of the Housing Authority of the City of New Bern, NC, do hereby certify that Resolution No. 01.25.01 was adopted unanimously at a meeting of the Board of Commissioners held January 27, 2025.

\_\_\_\_\_  
\_\_\_\_\_, Chair