



BOARD OF COMMISSIONERS MEETING

Monday, February, 17th, 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, February 17, 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. Approval of Minutes
6. Finance Report
7. Executive Director's Report
8. New Bern Towers Report
9. Trent Court Report
10. ROSS Program Report
11. Resolutions
 - Resolution Approving Collection Write Offs
 - Resolution to Negotiate an MDA with HRI
12. Closed Session
 - Personnel
13. Adjournment

TRANSFORMATION VENTURE CAPITAL Board Meeting – A meeting of the Board of Directors of Transformation Venture Capital will be held immediately following the adjournment of the Board of Commissioners meeting to elect officers of Transformation Venture Capital.

BETTER VISION HOUSING CORPORATION Board Meeting – A meeting of the Board of Directors of Better Vision Housing Corporation will be held immediately following the adjournment of the Transformation Venture Capital board meeting to elect officers of Better Vision Housing Corporation.



APPROVAL OF THE MINUTES

**MEETING HELD:
January, 27th, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, JANUARY 17, 2025**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, January 27, 2025, 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.

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

Roll call was as follows:

Present:

Sabrina Bengel
James R. Copland, IV
Dana Outlaw
Denise H. Powell
Jennell T. Reddick
Ronald L. Scott

Absent:

Sulin Blackmon

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

Authority staff members as well as James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present. Members of the public also were present including Wendy Card.

Public Comment Period

There were no public comments.

Bengel and Reddick attended the 2025 PHADA Commissioners Conference with Mr. Barner. They both thought it was very good and both got a lot of information from it.

Approval of Minutes of December 17, 2024 Meeting

Commissioner Bengel made a motion to approve the minutes of the December 17, 2024 meeting of the Board of Commissioners. Commissioner Reddick 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 Outlaw made a motion to approve the finance report. Commissioner Bengel seconded the motion. The motion was approved unanimously.

Executive Director's Report – Reginal Barner

1. Choice Neighborhoods - The next CNI Listening Session will be on March 17 and hopefully will be held at Stanley White Recreation Center.
2. Co-Developer RFP – It has been published and there are seven firms that have expressed interest in a pre-bid conference. Three of the seven firms are national firms with experience with CNI.
3. After the regular board meeting next month, there will be board meetings of Transformation Venture Capital and Better Vision Housing Corporation to elect officers.

Election of New Officers

Commissioner Outlaw made a motion to elect the following officers:

Jennell Reddic – Chair
Sabrina Bengel – Vice Chair
James B. Copland, IV Treasurer

Commissioner Bengel seconded the motion. The motion was approved unanimously.

Commissioner Scott was thanked for all of his work over the past years.

New Bern Towers (NBT) Report – Latahsha Simmons

Ms. Simmons presented the New Bern Towers report which was included in the Board information packet.

Commissioner Outlaw said that he thought there were so many things that could be done to the outside of New Bern Towers to improve landscaping and to freshen it up. Mr. Barner said that there were some things in process.

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

There was discussion about the Annual and Five-Year Plans. It was decided to table the approval until next month. Vice Chair Bengel would like the public hearing process to incorporate the board.

There being no further business, the meeting was adjourned at 5:25 p.m.



FINANCE REPORT



P 252.633.0800
F 252.633.9496

1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org



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New Bern Housing Authority
Balance Sheet
January 31, 2025

ASSETS	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
Current Assets				
Operating Cash	-	3,409,179	1,393,872	4,803,051
Security Deposit Cash	-	54,167	32,455	86,622
Total Cash	-	3,463,346	1,426,327	4,889,673
Accounts Receivable - Tenants	-	71,800	21,198	92,998
Accounts Receivable - Allowance	-	(19,361)	(5,802)	(25,162)
Accounts Receivable - Fraud Recovery	-	-	848	848
Accounts Receivable - HUD	35,266	-	-	35,266
Accounts Receivable - Other	-	382,712	(28,283.59)	354,428
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	35,266	435,151	(9,018)	461,399
Investments	-	800,000	400,000	1,200,000
Prepays	-	183,877	7,743	191,620
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(30,488)	37,154	(6,666)	-
Total Prepays & Other	(30,488)	1,030,789	404,735	1,405,037
Total Current Assets	4,778	4,929,286	1,822,044	6,756,108
Non-Current Assets				
Land	-	479,023	22,999	502,023
Buildings	-	7,292,742	4,181,539	11,474,281
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	-	2,484,308	683,416	3,167,724
Other Assets	-	67,793	-	67,793
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	67,793	88,361	156,154
Total Non-Current Assets	-	2,552,101	771,777	3,323,878
TOTAL ASSETS	4,778	7,481,387	2,593,821	10,079,986
LIABILITIES & EQUITY				
Accounts Payable Vendor	4,778	52,938	11,919	69,635
Accounts Payable - Payroll	-	(4,519.46)	-	(4,519)
Accounts Payable - Other	-	270,456	102,118	372,574
Tenant Security Deposits	-	32,010	13,300	45,310
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	4,778	432,543	134,437	571,759
Beginning Equity	-	7,099,816	2,426,692	9,526,507
Current Year Net Income/(Loss)	-	(50,972)	32,692	(18,280)
Ending Equity	-	7,048,844	2,459,384	9,508,228
TOTAL LIABILITIES & EQUITY	4,778	7,481,387	2,593,821	10,079,986

**New Bern Housing Authority
Budget Comparison Report
ROSS
January 31, 2025**

	Annual	Month to Date				Year to Date				
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
REVENUE										
HUD ROSS Grants	50,000	9,528	4,167	5,361	56%	9,528	4,167	5,361	56%	
Total Revenue	50,000	9,528	4,167	5,361	56%	9,528	4,167	5,361	56%	
EXPENSES										
Administrative Salaries	32,115	3,842	2,676	1,166	30%	3,842	2,676	1,166	30%	
Training & Travel	2,000	-	167	(167)	N/A	-	167	(167)	N/A	
Telephone	625	-	52	(52)	N/A	-	52	(52)	N/A	
Payroll Taxes & Employee Benefits	9,634	1,067	803	264	25%	1,067	803	264	25%	
Office Expenses	2,813	119	234	(116)	-97%	119	234	(116)	-97%	
Sundry Admin Expenses	2,813	4,500	234	4,266	95%	4,500	234	4,266	95%	
Total Expenses	50,000	9,528	4,167	5,361	56%	9,528	4,167	5,361	56%	
NET INCOME	-	-	-	-	N/A	-	-	-	N/A	

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
January 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	380,000	31,796	31,667	129	0%	31,796	31,667	129	0%
Excess Utilities	35,000	2,249	2,917	(668)	-30%	2,249	2,917	(668)	-30%
Total Tenant Revenue	415,000	34,045	34,583	(539)	-2%	34,045	34,583	(539)	-2%
HUD Grant Revenue									
HUD PHA Grants	847,417	-	70,618	(70,618)		-	70,618	(70,618)	N/A
CFP 2020	81,982	-	6,832	(6,832)	N/A	-	6,832	(6,832)	N/A
CFP 2021	37,257	-	3,105	(3,105)	N/A	-	3,105	(3,105)	N/A
CFP 2022	312,841	-	26,070	(26,070)	N/A	-	26,070	(26,070)	N/A
CFP 2023	381,177	-	31,765	(31,765)	N/A	-	31,765	(31,765)	N/A
Total HUD Grant Revenue	1,660,674	-	138,390	(138,390)	N/A	-	138,390	(138,390)	N/A
Other Revenue									
Interest Income	2,700	168	225	(57)	-34%	168	225	(57)	-34%
Other Income	10,500	1,912	1,083	829	43%	1,912	1,083	829	43%
Late Charges	8,750	660	729	(69)	-10%	660	729	(69)	-10%
Other Income - FEMA	28,800	-	2,400	(2,400)	N/A	-	2,400	(2,400)	N/A
Total Other Revenue	50,750	2,740	4,438	(1,697)	-62%	2,740	4,438	(1,697)	-62%
Total Revenue	2,126,424	36,785	177,410	(140,626)	-382%	36,785	177,410	(140,626)	-382%

EXPENSES

Administrative Expenses

Administrative Salaries	205,309	15,348	17,109	(1,761)	-11%	15,348	17,109	(1,761)	-11%
Payroll Tax & Benefits	61,593	9,577	5,133	4,444	46%	9,577	5,133	4,444	46%
Legal Expenses	35,293	-	2,941	(2,941)	N/A	-	2,941	(2,941)	N/A
Staff Training	12,278	-	1,023	(1,023)	N/A	-	1,023	(1,023)	N/A
Meals expense	1,681	-	140	(140)	N/A	-	140	(140)	N/A
Lodging	4,508	-	376	(376)	N/A	-	376	(376)	N/A
Travel Expense	3,924	2,773	327	2,446	88%	2,773	327	2,446	88%
Publications	9,800	-	817	(817)	N/A	-	817	(817)	N/A
Accounting Fees	31,000	-	2,583	(2,583)	N/A	-	2,583	(2,583)	N/A
Auditing Fees	8,814	-	735	(735)	N/A	-	735	(735)	N/A
Telephone	17,693	726	1,474	(749)	-103%	726	1,474	(749)	-103%
Office Expense	7,180	2,864	598	2,266	79%	2,864	598	2,266	79%
Rent Expense - Hurricane Florence	28,800	4,800	2,400	2,400	0.5	4,800	2,400	2,400	50%
Resident Council	821	-	68	(68)	N/A	-	68	(68)	N/A
Sundry Admin Expense	58,174	4,530	4,848	(318)	-7%	4,530	4,848	(318)	-7%
Membership Dues and Fees	2,760	-	230	(230)	N/A	-	230	(230)	N/A
Total Administrative Expenses	543,700	40,617	40,802	(185)	0%	40,617	40,802	(185)	0%

Utilities

Water	122,381	7,339	10,198	(2,860)	-39%	7,339	10,198	(2,860)	-39%
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**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
January 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Electricity	123,513	7,395	10,293	(2,898)	-39%	7,395	10,293	(2,898)	-39%
Gas-building	82,712	3,887	6,893	(3,005)	-77%	3,887	6,893	(3,005)	-77%
Total Utilities	319,000	18,621	27,384	(8,763)	-47%	18,621	27,384	(8,763)	-47%
Maintenance Expenses									
Labor Salaries	76,609	6,914	6,384	530	8%	6,914	6,384	530	8%
Payroll Tax & Benefits	22,983	-	1,915	(1,915)	N/A	-	1,915	(1,915)	N/A
Uniforms	4,780	396	398	(2)	-1%	396	398	(2)	-1%
Consulting Services	334	-	28	(28)	N/A	-	28	(28)	N/A
Materials	43,355	631	3,613	(2,982)	-473%	631	3,613	(2,982)	-473%
Computer Expense	14,078	453	1,173	(720)	-159%	453	1,173	(720)	-159%
Repairs and Maintenance	3,530	-	294	(294)	N/A	-	294	(294)	N/A
Electrical Contract	1,263	-	105	(105)	N/A	-	105	(105)	N/A
Plumbing Contract	6,215	1,171	518	653	56%	1,171	518	653	56%
Unit Turnover	13,582	1,625	1,132	493	30%	1,625	1,132	493	30%
Garbage and Trash removal	48,784	2,239	4,065	(1,827)	-82%	2,239	4,065	(1,827)	-82%
Extermination-Maintenance Expense	7,357	8,175	613	7,562	93%	8,175	613	7,562	93%
Repairs and Maint. Truck	3,268	-	272	(272)	N/A	-	272	(272)	N/A
Heating and Air	11,783	322	982	(660)	-205%	322	982	(660)	-205%
Gas-Truck	7,092	160	591	(431)	-270%	160	591	(431)	-270%
Security System	750	-	63	(63)	N/A	-	63	(63)	N/A
Landscaping	6,092	5,582	508	5,075	91%	5,582	508	5,075	91%
Total Maintenance Expenses	272,800	27,668	22,655	5,013	18%	27,668	22,655	5,013	18%
Insurance Expenses									
Insurance	99,050	-	8,254	(8,254)	N/A	-	8,254	(8,254)	N/A
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	-	1,167	(1,167)	N/A
Total Insurance Expenses	110,200	-	9,421	(9,421)	N/A	-	9,421	(9,421)	N/A
Other Expenses									
Storage management	486	-	41	(41)	N/A	-	41	(41)	N/A
Eviction Expense	4,127	-	344	(344)	N/A	-	344	(344)	N/A
App. Screening	10,768	851	897	(46)	-5%	851	897	(46)	-5%
Total Other Expenses	15,381	851	1,282	(431)	-51%	851	1,282	(431)	-51%
Total Expenses	1,218,520	87,757	101,543	(13,787)	-16%	87,757	101,543	(13,787)	-16%
NET INCOME	907,904	(50,972)	75,867	(126,839)	249%	(50,972)	75,867	(126,839)	249%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
January 31, 2025**

REVENUE	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Tenant Revenue									
Dwelling Rental	348,000	35,948	29,000	6,948	19%	35,948	29,000	6,948	19%
Total Tenant Revenue	348,000	35,948	29,000	6,948	19%	35,948	29,000	6,948	19%
HUD Grant Revenue									
Hap Payments	705,000	61,616	58,750	2,866	5%	61,616	58,750	2,866	5%
Total HUD Grant Revenue	705,000	61,616	58,750	2,866	5%	61,616	58,750	2,866	5%
Other Revenue									
Interest on GF Investments	1,350	121	113	8	7%	121	113	8	7%
Misc. Revenue	9,000	835	750	85	10%	835	750	85	10%
Late Charges	1,500	165	125	40	24%	165	125	40	24%
Vending Machine	1,000	-	83	(83)	N/A	-	83	(83)	N/A
Laundry	2,250	-	188	(188)	N/A	-	188	(188)	N/A
Total Other Revenue	15,100	1,121	1,258	(138)	-12%	1,121	1,258	(138)	-12%
Total Revenue	1,068,100	98,685	89,008	9,676	10%	98,685	89,008	9,676	10%
EXPENSES									
Administrative Expenses									
Administrative Salaries	132,408	10,682	11,034	(352)	-3%	10,682	11,034	(352)	-3%
Payroll Tax & Benefits	39,722	5,810	3,310	2,500	43%	5,810	3,310	2,500	43%
Legal Expenses	11,402	-	950	(950)	N/A	-	950	(950)	N/A
Staff Training	4,977	-	415	(415)	N/A	-	415	(415)	N/A
Meals expenses	765	-	64	(64)	N/A	-	64	(64)	N/A
Lodging	3,022	-	252	(252)	N/A	-	252	(252)	N/A
Travel Expense	770	-	64	(64)	N/A	-	64	(64)	N/A
Publications	2,535	-	211	(211)	N/A	-	211	(211)	N/A
Accounting Fees	18,179	-	1,515	(1,515)	N/A	-	1,515	(1,515)	N/A
Auditing Fees	7,507	-	626	(626)	N/A	-	626	(626)	N/A
Telephone	31,170	3,887	2,598	1,289	33%	3,887	2,598	1,289	33%
Office Expense	5,909	937	492	445	47%	937	492	445	47%
Sundry Admin Expense	8,961	1,947	747	1,201	62%	1,947	747	1,201	62%
Membership Dues and Fees	173	-	14	(14)	N/A	-	14	(14)	N/A
Total Administrative Expenses	267,500	23,263	22,292	972	4%	23,263	22,292	972	4%
Utilities									
Water	89,170	11,127	7,431	3,696	33%	11,127	7,431	3,696	33%
Electricity	69,867	7,201	5,822	1,379	19%	7,201	5,822	1,379	19%
Gas-building	7,002	-	584	(584)	N/A	-	584	(584)	N/A
Total Utilities	166,039	18,328	13,837	4,491	25%	18,328	13,837	4,491	25%
Maintenance Expenses									
Labor Salaries	105,959	10,239	8,830	1,409	14%	10,239	8,830	1,409	14%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
January 31, 2025**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Payroll Tax & Benefits	31,788	-	2,649	(2,649)	N/A	-	2,649	(2,649)	N/A
Uniforms	6,091	534	508	26	5%	534	508	26	5%
Consulting Services	5,723	-	477	(477)	N/A	-	477	(477)	N/A
Materials	33,515	982	2,793	(1,811)	-185%	982	2,793	(1,811)	-185%
Computer Expense	7,524	276	627	(351)	-128%	276	627	(351)	-128%
Repairs and Maintenance	4,246	1,090	354	736	68%	1,090	354	736	68%
Electrical Contract	688	-	57	(57)	N/A	-	57	(57)	N/A
Plumbing Contract	21,510	3,467	1,793	1,675	48%	3,467	1,793	1,675	48%
Unit Turnover	31,477	3,736	2,623	1,113	30%	3,736	2,623	1,113	30%
Laundry Contract	8,583	-	715	(715)	N/A	-	715	(715)	N/A
Elevator Contract	15,553	-	1,296	(1,296)	N/A	-	1,296	(1,296)	N/A
Garbage and Trash removal	4,836	937	403	534	57%	937	403	534	57%
Extermination	15,495	775	1,291	(516)	-67%	775	1,291	(516)	-67%
Vehicle/Truck	1,680	-	140	(140)	N/A	-	140	(140)	N/A
Heating and Air	27,473	-	2,289	(2,289)	N/A	-	2,289	(2,289)	N/A
Gas-Vehicle	4,090	351	341	10	3%	351	341	10	3%
Security System	10,165	28	847	(819)	-2925%	28	847	(819)	-2925%
Landscaping	7,702	1,262	642	621	49%	1,262	642	621	49%
Total Maintenance Expenses	344,098	23,676	28,675	(4,998)	-21%	23,676	28,675	(4,998)	-21%
Insurance Expenses									
Insurance	3,950	-	329	(329)	N/A	-	329	(329)	N/A
Payment in Lieu of taxes	7,750	-	646	(646)	N/A	-	646	(646)	N/A
Total Insurance Expenses	11,700	-	975	(975)	N/A	-	975	(975)	N/A
Other Expenses									
Eviction Expense	160	-	13	(13)	N/A	-	13	(13)	N/A
App. Screening	9,343	725	779	(53)	-7%	725	779	(53)	-7%
MISC Expense	-	-	-	-	N/A	-	-	-	N/A
Total Other Expenses	9,503	725	792	(67)	-9%	725	792	(67)	-9%
Total Expenses	798,841	65,992	66,570	(578)	-1%	65,992	66,570	(578)	-1%
NET INCOME	269,259	32,692	22,438	10,254	31%	32,692	22,438	10,254	31%

**New Bern Housing Authority
Cash Lead
January 31, 2025**

	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
BEGINNING BOOK CASH BALANCE	\$ 1,199,631.36	\$ 53,422.14	\$ 2,113,177.07	\$ 10,733.55	\$ 1,328,899.79	\$ 31,466.08	\$ 4,733,099.57
ADD:							
General Deposits			27,815.25		32,867.53		60,682.78
Health Equity Refund							-
HUD Deposit			-		61,616.00		61,616.00
ACH Payment			5,543.15	14,587.99	4,784.05		24,915.19
ROSS Grant							-
Security Deposit		1,620.00				986.00	2,606.00
Misc		-	850.00		500.00		1,350.00
Interest		4.62	163.00		118.06	2.73	288.41
TOTAL DEPOSITS	-	1,624.62	34,371.40	14,587.99	99,885.64	988.73	151,458.38
LESS:							
ACH Rent Payments	-	-	-	10,327.20	-	-	-
Checks	28,562.00	880.00	245,178.64	-	35,013.23	-	309,633.87
Payroll - ADP			60,252.71				60,252.71
BCBS Insurance			-				-
Federal & State							-
Security Deposit		-				-	-
Misc			500.00	-		-	500.00
Service Charge			128.71	476.99			605.70
TOTAL PAYMENTS	28,562.00	880.00	306,060.06	10,804.19	35,013.23	-	370,992.28
						-	
ENDING BOOK CASH BALANCE 11/30/2024	\$ 1,171,069.36	\$ 54,166.76	\$ 1,841,488.41	\$ 14,517.35	\$ 1,393,772.20	\$ 32,454.81	\$ 4,513,565.67

**New Bern Housing Authority
Grant Summary
January 31, 2025**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
CFP						
	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	\$ 667,648.00	\$ 420,000.00	\$ 247,648.00	2/17/2023	2/16/2027
	Total CFP	\$ 2,722,775.00	\$ 2,043,046.96	\$ 679,728.04		
ROSS						
		\$ 245,850.00	\$ 201,944.36	\$ 43,905.64	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 201,944.36	\$ 43,905.64		
Operating Subsidy						
	2025	\$ 228,708.00	\$ -	\$ 228,708.00	1/1/2025	12/31/2025
	Total Operating	\$ 228,708.00	\$ -	\$ 228,708.00		



EXECUTIVE DIRECTOR'S REPORT



NEW BERN TOWERS REPORT



Housing People, Changing Lives

February 11, 2025

PROPERTY MANAGER MONTHLY REPORT January 2025- New Bern Towers

CONTACT PERSON:

Latahsha Simmons
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
106	97	92%

Total Vacant Units	1 Bedroom	2 Bedroom
9	6	3

Move Ins	Move Out	Transfers	Approved	In Process
2	0	2	8	50

TENANT ACCOUNTS RECEIVABLE

Charged
\$ 36,060.51

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
(\$37,859.82)- Credit	(\$1,799.31)- Credit	95 %	\$ 2,365.90

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
2	0	0

WORK ORDERS

Outstanding Requests
6

REQUESTS FOR THE MONTH - January

Request Received	Completed	Pending Repair	Pending Parts
66	60	3	3

POLICE REPORT

Total Calls	10
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FIRE REPORT

Total Calls	0
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TRENT COURT REPORT



Housing People, Changing Lives

February 11, 2025

PROPERTY MANAGER MONTHLY REPORT January 2025 - Trent Court

CONTACT PERSON:

Pamela Minor
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>105</u>	<u>95%</u>

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

Move In	Move Out	Transfers	Approved	In Process
<u>5</u>	<u>2</u>	<u>1</u>	<u>14</u>	<u>12</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$35,237.16</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$37,149.55</u>	<u>\$(1,912.39)</u>	<u>105%</u>	<u>\$73,394.49</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>12</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>7</u>

REQUESTS FOR THE MONTH - January

Request Received	Completed	Pending Repair	Pending Parts
<u>63</u>	<u>56</u>	<u>3</u>	<u>4</u>

POLICE REPORT

Total Calls	<u>23</u>
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9 - Assist Other Agency (out of the 23 calls made)

FIRE REPORT

Total Calls	<u>0</u>
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**RESIDENT
OPPORTUNITIES &
SELF-SUFFICIENCY
PROGRAM
REPORT**

Services Provided **1/1/25-1/31/25** **Fiscal Year 2022** **Fiscal Year 2025**

New Bern Housing Authority, New Bern, North Carolina
Family Metrics Resident Housing Software

This View Provides a Summary of ROSS Program Performance and Demographics for the Selected Grantee.

Grantee Population

Participants	80	76.19%
Non Participants	25	23.81%
Total Trent Court Occupied	105	100.00%

Case Management

97% of Residents CNI Development Surveys are completed.
Handed out flyers door to door weekly for all residents.
G.E.D. Enrollment, Job Readiness Boot Camp and Educational Workshops.

Reentry Educational Scholarship Oportunities, Financial Literacy Workshops on Webex,

Resident follow ups are documented regularly progress notes added when changes occur.

HUD Needs Assessment Fall Risk -None Reported

Loneliness Evaluation Point Scale.
Lubben Social Isolation Evaluation Point Scale.

Community Partnership Resource Engagement

62 Active Partnerships Available for Resident Self-Sufficiency Empowerment Referrals and Event Participation.
Quarterly Onsite Community Events

Health and Wellness

Assisted 5 new residents with referrals for fitness class mental health program.
Craven County Health Department Referral Offered. Port Services Offered.
Coordinator Confirmed Appointments.Port Services Continuous Support Needed.

Childcare

Assisted 8 residents with referrals to County Department of Social Services.
Craven Smart Start is a referral to assign a Daycare Coordinator if needed.
Craven County Daycare Case Worker Referral Offered.
Childcare Services Obtained.

Current Presentations and Workshops

Craven Community College Digital Literacy.
Navy Federal Finanacial Workshop WebEx.
NC State University Digital Inclusion Informational Session.

Family Self-Sufficiency Needs

Assisted 10 residents with family and personal unmet needs.
Family Sufficiency Coordinator Referral Offered.
Coordinator Service Support Continuous.

Education and Work Force Development

Assisted 10 residents with educational training class.
Craven Community College Workforce Development Referral Offered.
Work Force Development Coordinator Support Continuous.

HUD Data Availability and Resident Coordinator Services Totals

General Resident Information 100%
Employment 85.9%
Education 52.9%
Financial Literacy 49.7%
Health and Wellness 73.0%
Other Supportive Services 87.4%

Transportation

Assisted 5 new residents with transportation
schedule for Carts and Omni Bus.
Craven County Carts Referral and Schedule Offered.

Homeownership

Homeownership workshop 2 were actively open.
(2 Approved) Year 2024
Class Sessions Closed TBA

NC Works Jobs Bullentin

All current and new residents have been provided
with monthly job listings.

Class Opportunities Open to All Residents

Craven County Senior Services Center

Teepa Snow's Wellness Approach 4 Course Series
Caregivers Support Curriculum
Taking Charge of Your Life Self Sufficiency Motivation

Financial Literacy

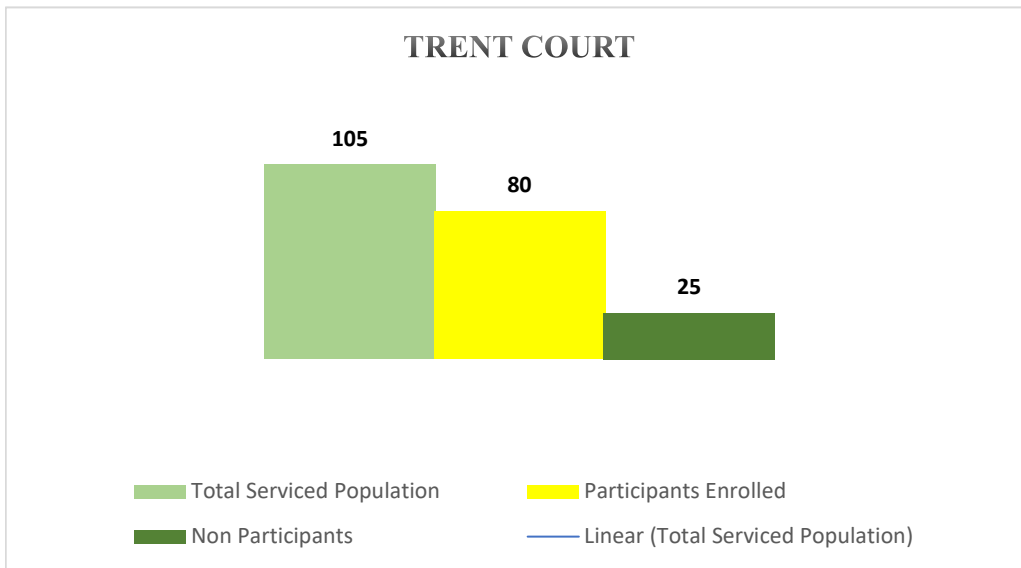
Assisted 12 residents with budgeting and banking.
Navy Federal Banking Coordinator WebEx Tutoring.
Budgeting Support Assigned Every 3 Months.

Reentry Program

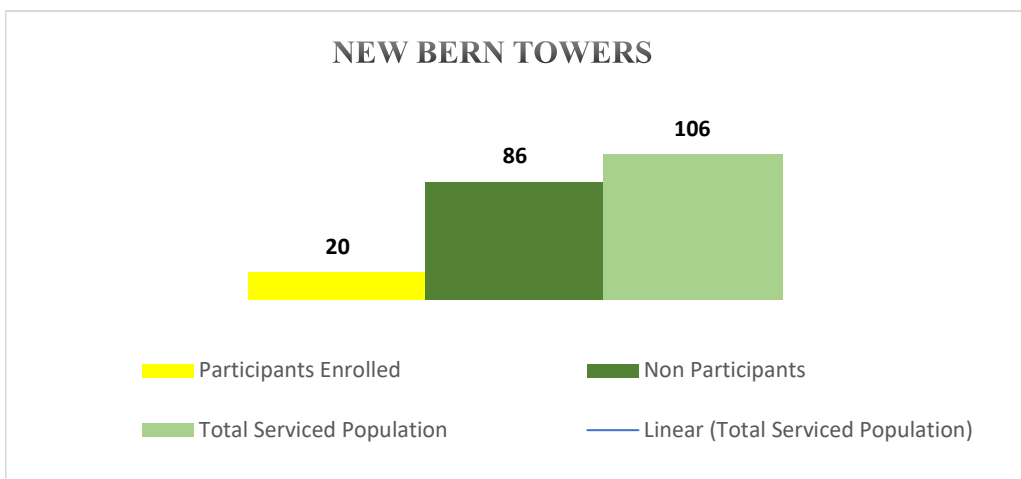
Assisted 6 residents with reentry needs.
Reentry Program Counselor Referral Offered.
Counselor Support Assigned as Requested.

Health Insurance Assessment

Assisted 20 residents with health insurance needs.
Health Insurance Agent Assigned for Ongoing Support.
Healthcare needs Obtained and Benefits Secured.



Participants	20	18.87%
Non Participants	86	81.13%
Total Occupied	106	100.00%





RESOLUTIONS

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

**February 17, 2025
Resolution No. 02.25.01
2023 and 2024 Collection Losses**

WHEREAS, the Housing Authority of the City of New Bern ("Authority") collects tenant accounts receivable using a process that includes internal billing and collection efforts; and

WHEREAS, some tenants vacated their apartments without paying the entirety of their account; and

WHEREAS, attempts are made to collect the money owed on those accounts; and

WHEREAS, when those unpaid accounts are uncollected and appear as doubtful accounts, they are accumulated as collection losses; and

WHEREAS, as a function of accounting, those collection losses are written off the Tenant Ledger; and

WHEREAS, the accounts to be written off for the period from January 1, 2023 to December 31, 2024 total \$79,156.92 with Trent Court being \$62,114.92 and New Bern Towers being \$17,042.00; and

WHEREAS, the uncollected accounts remain in the Authority's system but will be moved to collection loss and will be reported into HUD's nationwide debts owed collection agency system with efforts to continue to be made to collect the accounts.

NOW, THEREFORE, BE IT RESOLVED, that Board of Commissioners for the Housing Authority of the City of New Bern, North Carolina adopt resolution No. 02.25.01, approving the 2023-2024 Collection Write Offs of \$79,156.92.

RECORDING OFFICER'S CERTIFICATION

I, Jennell Reddick, the duly appointed Chair of the Housing Authority of the City of New Bern, NC, do hereby certify that Resolution No. 02.25.01 was adopted unanimously at a meeting of the Board of Commissioners held February 17, 2025.

Jennell Reddick, Chair

Board Meeting Date: February 17, 2025

Resolution No. 02.25.01

Person Responsible: Reggie Barner, Interim Executive Director

Subject: Recommendation to Authorize the Executive Director to Enter into Negotiations and Work on a Master Development Agreement with HRI Communities

Background:

The City of New Bern and the Housing Authority of the City of New Bern, NC ("Authority") jointly received a 2013 Department of Housing and Urban Development ("HUD") Choice Neighborhoods ("CN") Planning Grant. The \$400,000 grant was used to draft a Transformation Plan for the revitalization of the Greater Five Points area, which included Trent Court and Craven Terrace as well as other property not owned or managed by the Authority. The Authority is currently in the process of facilitating resident and community updates to the 2016 Transformation Plan.

The Greater Five Points Transformation Plan is a partnership between the Authority, the City of New Bern, and public and nonprofit entities whose collective goal is to transform one of New Bern's most historic, yet financially and physically distressed, neighborhoods. The Transformation Plan describes a course of action for resident self-sufficiency, neighborhood reinvestment, housing and economic development, and historic preservation.

Today, the sole target housing for the CN redevelopment is Trent Court, which consists of 218 dwelling units - all of which are over 70 years old. Of the 218 units, 108 are uninhabitable due to damage caused by Hurricane Florence in 2018. The Federal Emergency Management Agency ("FEMA") has obligation some funding for the public housing redevelopment on- and off-site within the Greater Five Points area, and the Authority plans call for additional funding to be sought through a future CN Implementation Grant. The redevelopment will include innovative, top-of-the-line mixed-income, mixed-use housing investments, as well as other catalytic and place-making neighborhood improvements.

To facilitate the Housing component of the CN Plan, the Authority desires to hire a qualified affordable housing developer with Choice Neighborhoods, historic revitalization, and climate resiliency experience to implement a comprehensive and complex CN revitalization strategy for the Trent Court redevelopment including mixes of incomes, uses, and financing sources.

The Authority issued a Request for Qualifications ("RFQ") for Development Partner for Choice Neighborhood New Construction in accordance with the Authority's Procurement Policy on December 18, 2024. Five firms attended (virtually and in-person) the pre-bid meeting and tour,

and three firms submitted responses by the deadline of February 3, 2025: HRI Communities, Brinshore Development, and Ulysses Development.

The selection committee, comprised of representatives from the Authority, the City of New Bern, and CVR Associates, Inc., evaluated initial submissions and submitted scoring to the selection committee chair. The committee's average scores (out of 100) for each submission were as follows:

- HRI Communities: 94.25
- Brinshore Development: 87.25
- Ulysses Development: 48.50

After meeting to discuss initial scores on Thursday, February 6, 2025, the committee elected to interview the two highest scoring firms: HRI Communities and Brinshore Development. The interviews took place on Monday, February 10, 2025. Both firms offered presentations, and the selection committee followed with a series of questions for both applicants. The selection committee convened immediately following the interviews to discuss impressions. The scores did not change as a result of interviews. A follow-up email was sent to HRI Communities requesting Best and Final Offer ("BAFO") business terms, by 9:00 AM Wednesday, February 12.

Following receipt of the terms, the committee unanimously recommends HRI Communities, based on the following:

- Choice Neighborhoods Implementation Grant experience;
- Impressive presence on interview, including seven (7) staff and executive members;
- Extensive experience in flood-affected areas;
- Extensive experience with historic rehabilitation and redevelopment;
- Experience and plan for DBE/MBE/WBE/Section 3 participation;
- Competitive Business terms.

Funding Source:

Not required.

Recommendation:

Staff recommends the Board authorize the Authority and Executive Director to proceed with negotiating the terms of a Master Development Agreement ("MDA") with HRI Communities, with the assistance of Legal Counsel, and to bring the MDA back to the Board for final approval, contingent on final due diligence review.

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

February 17, 2025

Resolution No. 02.25.02

**Resolution to Authorize the Executive Director to Enter Into Negotiations for a Master
Development Agreement with HRI Communities**

WHEREAS, the Housing Authority of the City of New Bern ("Authority") desires to hire a qualified affordable housing developer with Choice Neighborhoods, historic, and climate resilient experience to implement a comprehensive and complex Choice Neighborhoods revitalization strategy for the Greater Five Points and Trent Court redevelopment, and serve as the Housing Implementation Lead Entity of the Choice Neighborhoods initiative, including mixes of incomes, uses, and financing sources; and

WHEREAS, the Authority issued a Request for Qualifications ("RFQ") for Development Partner for the Greater Five Points and Trent Court Choice Neighborhoods Initiative in accordance with the Authority's Procurement Policy on December 18, 2024; and

WHEREAS, the RFQ was publicly posted on the Authority's website; and

WHEREAS, three (3) firms submitted qualifications by the deadline of February 3, 2025; and

WHEREAS, an evaluation committee convened on February 7, 2025, to discuss the scoring of the respondents and agreed to interview two of the three respondents; and

WHEREAS, the evaluation committee interviewed said respondents on Monday, February 10, 2025; and

WHEREAS, the evaluation committee requested Best and Final Offer ("BAFO") business terms from HRI Communities ("HRI") as the highest scoring responder; and

WHEREAS, upon receiving HRI's BAFO terms, the evaluation committee unanimously recommends HRI Communities be selected, contingent on final due diligence review.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN THAT:

Section I. The Interim Executive Director is directed and authorized to proceed with negotiating a Master Development Agreement ("MDA") with HRI with the assistance of Legal Counsel. The Interim Executive Director shall submit the negotiated MDA to the Board for final approval .

Section II. This resolution shall be in full force and effect from and after its adoption and approval.

RECORDING OFFICER'S CERTIFICATION

I, Jennell Reddick, the duly appointed Chair of the Housing Authority of the City of New Bern, NC, do hereby certify that Resolution No. 02.25.02 was adopted at a meeting of the Board of Commissioners held February 17, 2025.

Jennell Reddick, Chair