

BOARD OF COMMISSIONERS MEETING

Monday, March, 17th, 2025

Location: Stanley White Recreation Center

601 3rd Ave, 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, March 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. Chair Comments
5. Approval of Minutes
6. Finance Report
7. Executive Director's Report
 - CVR Update
 - Introduction to HRI
8. New Bern Towers Report
9. Trent Court Report
10. ROSS Program Report
11. Resolutions
12. Closed Session (if necessary)
13. Adjournment



APPROVAL OF THE MINUTES

**MEETING HELD:
February 17th, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, FEBRUARY 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, February 17, 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 Reddick called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:
Sabrina Bengel
Sulin Blackmon
Scott Coghill
James R. Copland, IV
Daimon King
Denise H. Powell (via Zoom)
Jennell T. Reddick

Following roll call, Chair Reddick 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 Alderman Prill and Wendy Card. Mayor Odham joined via Zoom.

Public Comment Period

There were no public comments.

Staff Comment Period

Chair Reddick introduced the new commissioners, Scott Coghill and Daimon King, and asked them to introduce themselves.

Approval of Minutes of January 27, 2025 Meeting

Commissioner Bengel made a motion to approve the minutes of the January 27, 2025 meeting of the Board of Commissioners. Commissioner Copland 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 Blackmon seconded the motion. The motion was approved unanimously.

Executive Director's Report – Reginal Barner

1. New Bern Towers – Mr. Barner is working with a consulting firm to update the tenant selection plan. In addition, Mr. Barner is working with the architect to create an RFP for repairs to the envelope and roof of the building. There is water infiltration through windows in some units and Ms. Simmons is moving residents as necessary. There also will be some work on landscaping in the near future. Mr. Barner has an arborist who will make recommendations on trees on the property.
2. Personnel Manual – Mr. Barner is working with a human resources consultant to update the Personnel Manual. The comments from the consultant will be reviewed by Ward and Smith prior to distribution to the Board of Commissioners before the next meeting.
3. Annual Plan – There will be a public hearing followed by a special board meeting on March 24 at 4:00 pm. The Board will convene the public hearing for the annual and 5-year Plan and staff will be present to go over details. Board will conclude public hearing and will hold a special meeting immediately after the public hearing to approve it.
4. Choice Neighborhoods - CVR Associates and Urban Design Associates will be in town from March 17-20. They will do a presentation to the Board at the March meeting. There will be other meetings scheduled with stakeholders that week and a final presentation to the community on March 20.

New Bern Towers (NBT) Report – Latahsha Simmons

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

Mr. Barner reported that New Bern Towers and Trent Court occupancy rates are less than the HUD expectation of 96%. This is because some units are being repaired and cannot be rented at the current time. Mr. Barner will be submitting information to HUD to request that those units be exempted from the occupancy rate calculation.

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

Mr. Barner suggested that the collection losses for 2023 and 2024 be written off for tenants who vacated their apartments without paying their account.

Commissioner Bengel made a motion to approve the following resolution:

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.

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

Mr. Barner outlined the steps taken so far to select a qualified housing developer with Choice Neighborhoods, historic revitalization, and climate resiliency experience to assist with Trent Court redevelopment.

Commissioner Copland made a motion to approve the following resolution:

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.

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

Closed Session

Commissioner Bengel 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 Blackmon 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.



FINANCE REPORT



Table of Contents

Balance Sheet	1
Budget Comparison Report	2-6
Cash Flow Statement	7
Grant Summary	8
Investment Statement	9

New Bern Housing Authority
Balance Sheet
February 28, 2025

	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
ASSETS				
Current Assets				
Operating Cash	-	3,349,815	1,424,509	4,774,324
Security Deposit Cash	-	55,521	33,032	88,553
Total Cash	-	3,405,336	1,457,542	4,862,877
Accounts Receivable - Tenants	-	9,021	3,952	12,972
Accounts Receivable - Allowance	-	(4,544)	(1,214)	(5,758)
Accounts Receivable - Fraud Recovery	-	-	742	742
Accounts Receivable - HUD	34,510	28,562	-	63,072
Accounts Receivable - Other	-	154,809	(74,025.62)	80,784
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	34,510	187,848	(67,524)	154,834
Investments	-	829,084	414,542	1,243,626
Prepays	-	143,225	2,799	146,024
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(29,549)	14,856	14,693	-
Total Prepays & Other	(29,549)	996,924	435,693	1,403,068
Total Current Assets	4,962	4,590,107	1,825,710	6,420,779
Non-Current Assets				
Land	-	32,780	22,999	55,780
Buildings	-	8,125,850	4,181,539	12,307,388
Furniture & Equipment - Dwelling	-	173,824	425,630	599,454
Furniture & Equipment - Non-Dwelling	-	106,633	102,554	209,187
Accumulated Depreciation	-	(5,812,848)	(4,144,272)	(9,957,121)
Construction in Progress	-	103,074	-	103,074
Total Fixed Assets	-	2,729,312	588,450	3,317,762
Other Assets	-	41,629	-	41,629
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	41,629	88,361	129,991
Total Non-Current Assets	-	2,770,942	676,811	3,447,753
TOTAL ASSETS	4,962	7,361,049	2,502,521	9,868,531
LIABILITIES & EQUITY				
Accounts Payable Vendor	4,962	85,620	33,446	124,027
Accrued Payroll	-	14,419	16,013	30,432
Accounts Payable - Other	-	-	119,997	119,997
Tenant Security Deposits	-	38,736	13,236	51,972
Lease Liability	-	46,346	-	46,346
Prepaid Rent	-	1,810	6,468	8,278
Mortgage Payable	-	492,000	-	492,000
Accrued Interest	-	1,766	-	1,766
Accrued Compensated Absences-CT	-	3,912	3,129	7,042
Accrued Compensated Absences-LT	-	1,304	1,043	2,347
Total Liabilities	4,962	685,915	193,331	884,208
Beginning Equity	-	6,760,633	2,285,314	9,045,947
Current Year Net Income/(Loss)	-	(85,499)	23,875	(61,624)
Ending Equity	-	6,675,134	2,309,189	8,984,323
TOTAL LIABILITIES & EQUITY	4,962	7,361,048	2,502,521	9,868,531

**New Bern Housing Authority
Budget Comparison Report
ROSS
February 28, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	50,000	2,846	4,167	(1,321)	-46%	12,374	8,333	4,041	33%
Total Revenue	50,000	2,846	4,167	(1,321)	-46%	12,374	8,333	4,041	33%
EXPENSES									
Administrative Salaries	32,115	1,530	2,676	(1,146)	-75%	5,372	5,353	19	0%
Training & Travel	2,000	-	167	(167)	N/A	-	333	(333)	N/A
Telephone	625	183	52	131	72%	183	104	79	43%
Payroll Taxes & Employee Benefits	9,634	1,133	803	330	29%	2,200	1,606	594	27%
Office Expenses	2,813	-	234	(234)	N/A	119	469	(350)	-294%
Sundry Admin Expenses	2,813	-	234	(234)	N/A	4,500	469	4,031	90%
Total Expenses	50,000	2,846	4,167	(1,321)	-46%	12,374	8,333	4,041	33%
NET INCOME									
	-	-	-	0	N/A	-	-	-	N/A

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
February 28, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	380,000	31,498	31,667	(169)	-1%	63,294	63,333	(39)	0%
Excess Utilities	35,000	2,903	2,917	(13)	0%	5,152	5,833	(681)	-13%
Total Tenant Revenue	415,000	34,401	34,583	(182)	-1%	68,446	69,167	(721)	-1%
HUD Grant Revenue									
HUD PHA Grants	847,417	76,236	70,618	5,618	7%	76,236	141,236	(65,000)	-85%
CFP 2020	81,982	-	6,832	(6,832)	N/A	-	13,664	(13,664)	N/A
CFP 2021	37,257	37,257	3,105	34,152	92%	37,257	6,210	31,048	83%
CFP 2022	312,841	-	26,070	(26,070)	N/A	-	52,140	(52,140)	N/A
CFP 2023	381,177	-	31,765	(31,765)	N/A	-	63,530	(63,530)	N/A
Total HUD Grant Revenue	1,660,674	113,493	138,390	(24,896)	-22%	113,493	276,779	(163,286)	-144%
Other Revenue									
Interest Income	2,700	139	225	(86)	-62%	307	450	(143)	-47%
Other Income	10,500	1,408	1,083	324	23%	3,320	2,167	1,153	35%
Late Charges	8,750	594	729	(135)	-23%	1,254	1,458	(204)	-16%
Other Income - FEMA	28,800	-	2,400	(2,400)	N/A	-	4,800	(4,800)	N/A
Total Other Revenue	50,750	2,141	4,438	(2,297)	-107%	4,881	8,875	(3,994)	-82%
Total Revenue	2,126,424	150,035	177,410	(27,375)	-18%	186,820	354,821	(168,001)	-90%

EXPENSES

Administrative Expenses

Administrative Salaries	205,309	14,060	17,109	(3,049)	-22%	29,408	34,218	(4,811)	-16%
Payroll Tax & Benefits	61,593	17,597	5,133	12,464	71%	27,173	10,265	16,908	62%
Legal Expenses	35,293	17,875	2,941	14,934	84%	17,875	5,882	11,993	67%
Staff Training	12,278	419	1,023	(604)	-144%	419	2,046	(1,627)	-388%
Meals expense	1,681	240	140	100	42%	240	280	(40)	-17%
Lodging	4,508	315	376	(61)	-19%	315	751	(436)	-138%
Travel Expense	3,924	100	327	(227)	-227%	2,873	654	2,219	77%
Publications	9,800	-	817	(817)	N/A	-	1,633	(1,633)	N/A
Accounting Fees	31,000	9,720	2,583	7,137	73%	9,720	5,167	4,553	47%
Auditing Fees	8,814	-	735	(735)	N/A	-	1,469	(1,469)	N/A
Telephone	17,693	1,506	1,474	32	2%	2,232	2,949	(717)	-32%
Office Expense	7,180	7,440	598	6,841	92%	10,304	1,197	9,107	88%
Rent Expense - Hurricane Florence	28,800	2,400	2,400	-	0	7,200	4,800	2,400	33%
Resident Council	821	-	68	(68)	N/A	-	137	(137)	N/A
Sundry Admin Expense	58,174	(364)	4,848	(5,211)	1433%	4,166	9,696	(5,530)	-133%
Membership Dues and Fees	2,760	-	230	(230)	N/A	-	460	(460)	N/A
Total Administrative Expenses	543,700	71,308	40,802	30,505	43%	111,925	81,605	30,320	27%

Utilities

Water	122,381	9,738	10,198	(460)	-5%	17,077	20,397	(3,320)	-19%
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**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
February 28, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Electricity	123,513	9,311	10,293	(982)	-11%	16,706	20,586	(3,880)	-23%
Gas-building	82,712	18,542	6,893	11,650	63%	22,430	13,785	8,644	39%
Total Utilities	319,000	37,591	27,384	10,208	27%	56,212	54,768	1,444	3%
Maintenance Expenses									
Labor Salaries	76,609	5,921	6,384	(463)	-8%	12,835	12,768	67	1%
Payroll Tax & Benefits	22,983	-	1,915	(1,915)	N/A	-	3,830	(3,830)	N/A
Uniforms	4,780	763	398	365	48%	1,159	797	363	31%
Consulting Services	334	-	28	(28)	N/A	-	56	(56)	N/A
Materials	43,355	20,264	3,613	16,651	82%	20,895	7,226	13,669	65%
Computer Expense	14,078	1,443	1,173	270	19%	1,897	2,346	(449)	-24%
Repairs and Maintenance	3,530	-	294	(294)	N/A	-	588	(588)	N/A
Electrical Contract	1,263	-	105	(105)	N/A	-	211	(211)	N/A
Plumbing Contract	6,215	2,066	518	1,548	75%	3,237	1,036	2,201	68%
Unit Turnover	13,582	3,250	1,132	2,118	65%	4,875	2,264	2,611	54%
Garbage and Trash removal	48,784	2,239	4,065	(1,827)	-82%	4,477	8,131	(3,653)	-82%
Extermination-Maintenance Expense	7,357	-	613	(613)	N/A	8,175	1,226	6,949	85%
Repairs and Maint. Truck	3,268	3,099	272	2,827	91%	3,099	545	2,555	82%
Heating and Air	11,783	2,960	982	1,979	67%	3,282	1,964	1,318	40%
Gas-Truck	7,092	262	591	(329)	-126%	421	1,182	(761)	-181%
Security System	750	-	63	(63)	N/A	-	125	(125)	N/A
Landscaping	6,092	12,013	508	11,506	96%	17,596	1,015	16,580	94%
Total Maintenance Expenses	272,800	54,281	22,655	31,626	58%	81,948	45,309	36,639	45%
Insurance Expenses									
Insurance	99,050	17,635	8,254	9,381	53%	17,635	16,508	1,127	6%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	-	2,333	(2,333)	N/A
Total Insurance Expenses	110,200	17,635	9,421	8,215	47%	17,635	18,842	(1,206)	-7%
Other Expenses									
Storage management	486	84	41	44	52%	84	81	3	4%
Eviction Expense	4,127	-	344	(344)	N/A	-	688	(688)	N/A
App. Screening	10,768	3,663	897	2,766	76%	4,514	1,795	2,720	60%
Total Other Expenses	15,381	3,747	1,282	2,465	66%	4,598	2,564	2,035	44%
Total Expenses	1,218,520	184,562	101,543	83,019	45%	272,319	203,087	69,233	25%
NET INCOME	907,904	(34,527)	75,867	(110,394)	320%	(85,499)	151,734	(237,233)	277%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
February 28, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	348,000	37,466	29,000	8,466	23%	73,414	58,000	15,414	21%
Total Tenant Revenue	348,000	37,466	29,000	8,466	23%	73,414	58,000	15,414	21%
HUD Grant Revenue									
Hap Payments	705,000	57,551	58,750	(1,199)	-2%	119,167	117,500	1,667	1%
Total HUD Grant Revenue	705,000	57,551	58,750	(1,199)	-2%	119,167	117,500	1,667	1%
Other Revenue									
Interest on GF Investments	1,350	112	113	(1)	-1%	233	225	8	3%
Misc. Revenue	9,000	494	750	(256)	-52%	1,329	1,500	(171)	-13%
Late Charges	1,500	195	125	70	36%	360	250	110	31%
Vending Machine	1,000	-	83	(83)	N/A	-	167	(167)	N/A
Laundry	2,250	-	188	(188)	N/A	-	375	(375)	N/A
Total Other Revenue	15,100	801	1,258	(458)	-57%	1,921	2,517	(595)	-31%
Total Revenue	1,068,100	95,818	89,008	6,809	7%	194,502	178,017	16,486	8%
EXPENSES									
Administrative Expenses									
Administrative Salaries	132,408	10,018	11,034	(1,016)	-10%	20,700	22,068	(1,368)	-7%
Payroll Tax & Benefits	39,722	5,415	3,310	2,104	39%	11,225	6,620	4,604	41%
Legal Expenses	11,402	-	950	(950)	N/A	-	1,900	(1,900)	N/A
Staff Training	4,977	-	415	(415)	N/A	-	830	(830)	N/A
Meals expenses	765	-	64	(64)	N/A	-	128	(128)	N/A
Lodging	3,022	-	252	(252)	N/A	-	504	(504)	N/A
Travel Expense	770	-	64	(64)	N/A	-	128	(128)	N/A
Publications	2,535	-	211	(211)	N/A	-	423	(423)	N/A
Accounting Fees	18,179	-	1,515	(1,515)	N/A	-	3,030	(3,030)	N/A
Auditing Fees	7,507	-	626	(626)	N/A	-	1,251	(1,251)	N/A
Telephone	31,170	4,291	2,598	1,694	39%	8,178	5,195	2,983	36%
Office Expense	5,909	160	492	(332)	-208%	1,097	985	112	10%
Sundry Admin Expense	8,961	1,430	747	683	48%	3,377	1,494	1,883	56%
Membership Dues and Fees	173	-	14	(14)	N/A	-	29	(29)	N/A
Total Administrative Expenses	267,500	21,313	22,292	(978)	-5%	44,577	44,583	(7)	0%
Utilities									
Water	89,170	12,614	7,431	5,184	41%	23,741	14,862	8,879	37%
Electricity	69,867	11,947	5,822	6,125	51%	19,148	11,645	7,504	39%
Gas-building	7,002	1,598	584	1,015	63%	1,598	1,167	431	27%
Total Utilities	166,039	26,160	13,837	12,323	47%	44,488	27,673	16,815	38%
Maintenance Expenses									
Labor Salaries	105,959	8,319	8,830	(510)	-6%	18,558	17,660	899	5%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
February 28, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Payroll Tax & Benefits	31,788	-	2,649	(2,649)	N/A	-	5,298	(5,298)	N/A
Uniforms	6,091	564	508	57	10%	1,098	1,015	83	8%
Consulting Services	5,723	-	477	(477)	N/A	-	954	(954)	N/A
Materials	33,515	17,134	2,793	14,342	84%	18,116	5,586	12,530	69%
Computer Expense	7,524	1,261	627	634	50%	1,536	1,254	282	18%
Repairs and Maintenance	4,246	15,562	354	15,208	98%	16,651	708	15,943	96%
Electrical Contract	688	-	57	(57)	N/A	-	115	(115)	N/A
Plumbing Contract	21,510	2,248	1,793	456	20%	5,716	3,585	2,131	37%
Unit Turnover	31,477	4,064	2,623	1,441	35%	7,801	5,246	2,554	33%
Laundry Contract	8,583	-	715	(715)	N/A	-	1,431	(1,431)	N/A
Elevator Contract	15,553	-	1,296	(1,296)	N/A	-	2,592	(2,592)	N/A
Garbage and Trash removal	4,836	937	403	534	57%	1,874	806	1,068	57%
Extermination	15,495	-	1,291	(1,291)	N/A	775	2,583	(1,808)	-233%
Vehicle/Truck Repairs	1,680	1,368	140	1,228	90%	1,368	280	1,088	80%
Heating and Air	27,473	-	2,289	(2,289)	N/A	-	4,579	(4,579)	N/A
Gas-Vehicle	4,090	307	341	(34)	-11%	658	682	(24)	-4%
Security System	10,165	-	847	(847)	N/A	28	1,694	(1,666)	-5951%
Landscaping	7,702	33	642	(609)	-1830%	1,296	1,284	12	1%
Total Maintenance Expenses	344,098	51,799	28,675	23,124	45%	75,475	57,350	18,125	24%
Insurance Expenses									
Insurance	3,950	622	329	293	47%	622	658	(36)	-6%
Payment in Lieu of taxes	7,750	-	646	(646)	N/A	-	1,292	(1,292)	N/A
Total Insurance Expenses	11,700	622	975	(353)	-57%	622	1,950	(1,328)	-214%
Other Expenses									
Eviction Expense	160	-	13	(13)	N/A	-	27	(27)	N/A
Collection Loss	-	1,320	-	1,320	100%	1,320	-	1,320	100%
App. Screening	9,343	3,420	779	2,642	77%	4,146	1,557	2,588	62%
MISC Expense	-	-	-	-	N/A	-	-	-	N/A
Total Other Expenses	9,503	4,740	792	3,948	83%	5,466	1,584	3,882	71%
Total Expenses	798,841	104,635	66,570	38,065	36%	170,627	133,140	37,487	22%
NET INCOME	269,259	(8,817)	22,438	(31,255)	354%	23,875	44,877	(21,001)	-88%

**New Bern Housing Authority
Cash Lead
February 28, 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	\$ 1,171,069.36	\$ 54,166.76	\$ 1,841,488.41	\$ 14,517.35	\$ 1,393,772.20	\$ 32,454.81	\$ 4,733,099.57
ADD:							
General Deposits			27,947.97		31,726.01		59,673.98
Health Equity Refund							-
HUD Deposit	37,257.03		92,482.10		57,551.00		187,290.13
ACH Payment			-	12,295.85	-		12,295.85
ROSS Grant							-
Security Deposit		1,350.00				575.00	1,925.00
Misc		-	-		-		-
Interest		4.21	134.80		109.35	2.52	250.88
TOTAL DEPOSITS	37,257.03	1,354.21	120,564.87	12,295.85	89,386.36	577.52	261,435.84
LESS:							
ACH Rent Payments	-	-	-	-	-	-	-
Checks	4,795.00	-	162,232.57	-	58,749.25	-	225,776.82
Payroll - ADP			54,780.22				54,780.22
BCBS Insurance			7,057.05				7,057.05
Federal & State							-
Security Deposit		-				-	-
Misc			-	-		-	-
Service Charge			52.73	596.22			648.95
TOTAL PAYMENTS	4,795.00	-	224,122.57	596.22	58,749.25	-	288,263.04
						-	
ENDING BOOK CASH BALANCE	\$ 1,203,531.39	\$ 55,520.97	\$ 1,737,930.71	\$ 26,216.98	\$ 1,424,409.31	\$ 33,032.33	\$ 4,706,272.37

**New Bern Housing Authority
Grant Summary
February 28, 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	\$ 559,633.99	\$ 53,420.01	3/26/2020	3/25/2026
	2021	\$ 645,163.00	\$ 645,163.00	\$ -	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	\$ 2,108,865.99	\$ 613,909.01		
ROSS		\$ 245,850.00	\$ 211,716.08	\$ 34,133.92	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 211,716.08	\$ 34,133.92		
Operating Subsidy	2025	\$ 228,708.00	\$ 76,236.00	\$ 152,472.00	1/1/2025	12/31/2025
	Total Operating	\$ 228,708.00	\$ 76,236.00	\$ 152,472.00		

New Bern Housing Authority

Account Number: XX-XX36-01-0
Statement Period: 10/01/24 through 12/31/24

Market Value Reconciliation : Year-To-Date 03/26/24 through 12/31/24

	Net Cash	Cost	Change in Value	Market Value
Beginning Value	0.00	0.00		0.00
Income Collected				
Interest	31,531.04			
Total Income Collected				31,531.04
Receipts				
Other	1,500,000.00			
Total Receipts				1,500,000.00
Disbursements				
Fees	- 5,102.74			
Total Disbursements				- 5,102.74
Purchases				
Fixed Income	- 1,267,913.49	1,267,913.49		
Cash Equivalent	- 4,219,946.28	4,219,946.28		
Sales				
Fixed Income	265,000.00	- 265,000.00		
Cash Equivalent	3,696,431.47	- 3,696,431.47		
Non-Cash Asset Transactions		26,145.40		26,145.40
Accrued Income				
End of Period			954.13	
Beginning of Period			0.00	
Change In Accrued Income				954.13
Unrealized G/L				
End of Period			1,005.11	
Beginning of Period			0.00	
Change In Unrealized G/L				1,005.11
Ending Value	0.00	1,552,573.70		1,554,532.94
				(Cost Total Excludes Cash and Accrued Income)



EXECUTIVE DIRECTOR'S REPORT



NEW BERN TOWERS REPORT



Housing People, Changing Lives

March 11, 2025

PROPERTY MANAGER MONTHLY REPORT 2025- New Bern Towers

CONTACT PERSON:

Latahsha Simmons
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
106	100	94%

Total Vacant Units	1 Bedroom	2 Bedroom
6	4	2

Move Ins	Move Out	Transfers	Approved	In Process
2	0	0	8	46

TENANT ACCOUNTS RECEIVABLE

Charged
\$ 36,179.60

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
(\$35,476.60)- Credit	(\$703.00)- Credit	98%	\$ 21,634.59

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
2	0	0

WORK ORDERS

Outstanding Requests
15

Requests for the month -February

Request Received	Completed	Pending Repair	Pending Parts
54	39	2	2

POLICE REPORT

Total Calls	9
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FIRE REPORT

Total Calls	*
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TRENT COURT REPORT



March 10, 2025

PROPERTY MANAGER MONTHLY REPORT February 2025- Trent Court

CONTACT PERSON:

Pamela Minor

Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
110	109	99%

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
1	0	0	1

Move In	Move Out	Transfers	Approved	In Process
4	0	0	13	10

TENANT ACCOUNTS RECEIVABLE

Charged
\$35,138.75

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
\$35,802.81	\$(664.06)	102%	\$3439.30

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
9	0	0

WORK ORDERS

Outstanding Requests
32

Requests for the month

Request Received	Completed	Pending Repair	Pending Parts
66	34	1	1

POLICE REPORT

Total Calls	16
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- 4 Assist Other Agency

FIRE REPORT

Total Calls	0
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RESIDENT OPPORTUNITIES & SELF-SUFFICIENCY PROGRAM REPORT

New Bern Housing Authority, New Bern, North Carolina

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

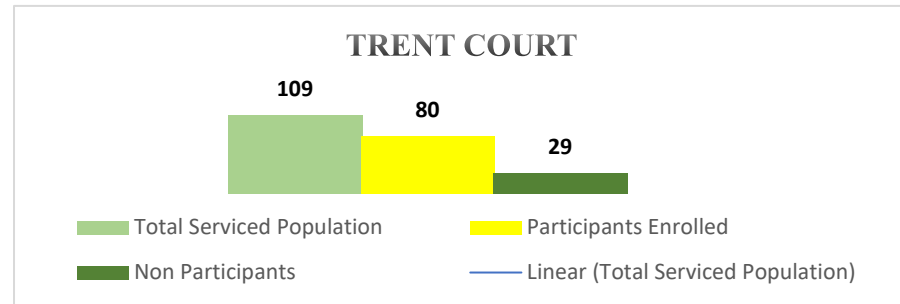
Grantee Population

Participants

Non Participants

Total Trent Court Occupied

80	73.39%
29	26.61%
109	100.00%



Case Management

103% 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 Opportunities, 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

63 Active Partnerships Available for Resident Self-Sufficiency Empowerment Referrals and Event Participation.

Quarterly Onsite Community Events

Health and Wellness

Assist 5 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

Assist 5 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.

Currently no wait list.

Current Presentations and Workshops

NC State University Digital Inclusion Informational Session.

Resident attendance was 18 for Digital Inclusion Session

Family Self-Sufficiency Needs

Assist residents with family and personal unmet needs.

Family Sufficiency Coordinator Referral Offered.

Coordinator Service Support Continuous for Current list.

No new applicants accepted. Caseload met.

Education and Work Force Development

Assist 5 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

Assist 5 residents with transportation

schedule for Carts and Omni Bus.

Craven County Carts Referral and Schedule Offered. As needed

Homeownership

Homeownership Workshop

(2 Approved) Year 2024

Class Sessions Closed TBA

NC Works Jobs Bullentin

March 19th Job Fair Open to all Residents held at
Covention Center hours 10am-2:30pm

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 Suffiency Motivation

Upcoming United Healthcare Nutritional Classes

Upcoming Housekeeping Inspection Class for Noncompliance

Financial Literacy

Assist 5 residents with budgeting and banking.

Navy Federal Bank Rep- In person/WebEx Sessions.

Budgeting Support Assigned Every 3 Months.

Reentry Program

Assist residents with reentry as needed.

Reentry Program Counselor.

Counselor Support Assigned as Requested.

Health Insurance Assessment

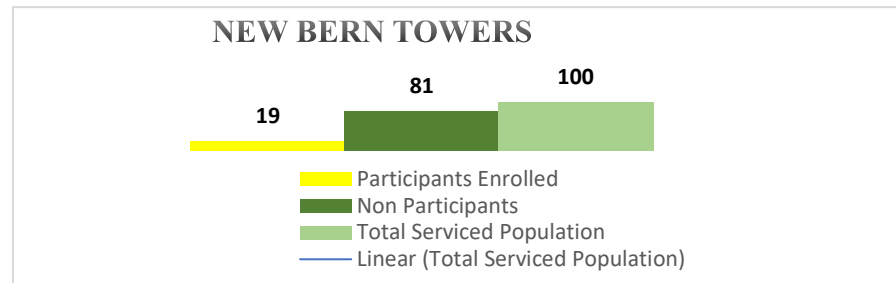
Assist 20 residents with health insurance needs.

Health Insurance Agent Assigned for Ongoing Support.

Healthcare needs Obtained and Benefits Secured.

NEW BERN TOWERS OUTCOME DATA

Participants	19	19.00%
Non Participants	81	81.00%
Total Occupied	100	100.00%





RESOLUTIONS