



BOARD OF COMMISSIONERS MEETING

Tuesday, December 17, 2024

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 Tuesday, December 17, 2024 which is the day of the meeting by calling 252-633-0800.

All comments will be limited to 4 minutes.

1. Call to Order – Chair Ronald Scott
2. Roll Call
3. Public Comments
4. Staff Comments
5. Approval of Minutes
6. Finance Report
 - Monthly 2025 Budget
7. Executive Director's Report
8. New Bern Towers Report
9. Trent Court Report
10. ROSS Program Report
11. Resolutions
 - Board approval of the updated Procurement Policy
 - Board Resolution approving 2025 Budget
12. Closed Session
 - Personnel
13. Adjournment



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

Topic: Finance Committee Meeting

Time: Tuesday, December 17, 2024 @ 4:00 PM Eastern Time

Usually every month on the Third Monday—this 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: Tuesday, December 17, 2024 @ 4:30 PM Eastern

Usually every month on the Third Monday—this 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

+16469313860,,84743061062#,,,*225189# US

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



APPROVAL OF THE MINUTES

**MEETING HELD:
November, 18th, 2024**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, NOVEMBER 18, 2024**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, November 18, 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.

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

Roll call was as follows:

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

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. Mayor Odham was present via Zoom.

Public Comment Period

There were no public comments.

Approval of Minutes of October 21, 2024 Meeting

Commissioner Bengel made a motion to approve the minutes of the October 21, 2024 meeting of the Board of Commissioners. Commissioner Outlaw 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 Blackmon seconded the motion. The motion was approved unanimously.

Executive Director's Report – Reginal Barner

1. Trent Court – CVR Associates will be in town conducting listening sessions over the next couple of days with various groups of stakeholders. Ms. Huggins has been out in the community soliciting surveys from residents to assist.
2. Staff Benefits – Mr. Barner will be reviewing staff benefits and the structure of the benefits over the next couple of months.

New Bern Towers (NBT) Report – Latahsha Simmons

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

Trent Court Report – Pam Minor

Ms. Minor presented the Trent Court report which was included in the Board information packet. She corrected the number of occupied units which should be 99. She answered questions about the report.

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

The ROSS Program report was included in the Board information packet and no oral report was given. Mr. Barner said that they are trying to include recruiters in each event to give residents an opportunity to hear about available jobs.

Resolutions

Procurement Policy - Mr. Barner and Mr. Norment reviewed the updated draft Procurement Policy. The Board requested Mr. Norment to provide a written chart highlighting the updates and changes compared to the current policy for review at the December meeting.

Loan from First-Citizens Bank & Trust Company - Mr. Barner explained the loan process and the reasoning behind obtaining the bridge loan until the FEMA reimbursement is finalized for the purchase of the three homes on Walt Bellamy Drive. Commissioner Bengel made a motion to approve the following resolution:

November 18, 2024
Resolution No. 11.24.01
Loan from First-Citizens Bank & Trust Company

WHEREAS, at the August 14, 2024 meeting of the Redevelopment Commission of the City of New Bern ("Commission"), the Commission approved the sale of certain real property located at 1002, 1004, and 1006 Walt Bellamy Drive, New Bern, Craven County, North Carolina (the "Property") for a purchase

price of \$164,000 per unit to the Housing Authority of City of New Bern, NC (the "Authority"); and,

WHEREAS, the Authority approved the purchase of the Property at its meeting on August 19, 2024; and,

WHEREAS, pursuant to North Carolina General Statute § 160A-514, the Board of Aldermen of the City of New Bern approved the sale at its meeting on August 27, 2024; and,

WHEREAS, the Authority may be eligible for Federal Emergency Management Agency ("FEMA") reimbursement for the purchase of the Property after certain requirements are met; and,

WHEREAS, the Authority will not be able to meet FEMA reimbursement requirements prior to the scheduled closing date, and the Authority desires to move forward with the purchase of the Property in order to house people with low to moderate income; and,

WHEREAS, First-Citizens Bank & Trust Company ("Bank") has agreed to lend the Authority \$164,000 per unit for the purchase of the Property ("Loan") with interest only due and payable monthly for eighteen (18) months while FEMA reimbursement requirements are being met, with a possible eighteen month extension if necessary. The Loan will be secured with negative pledges on the Property; and,

WHEREAS, the Authority intends to make monthly Loan payments from certain unrestricted funds; and

WHEREAS, the Board of Commissioners desires to authorize the borrowing of such funds and the execution of the Loan documentation; and,

WHEREAS, the Board of Commissioners desires to authorize the Chair, Vice Chair, and legal counsel to work with Bank to finalize the Loan documentation; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Authority be, and hereby is, authorized and directed to obtain the Loan from Bank; and,

RESOLVED FURTHER, that the Chair of the Authority be, and hereby is, authorized and directed to act on behalf of the Authority to execute any and all instruments, agreements or other documents in connection with the Loan and to perform all acts on behalf of the Authority as may be required by the terms and conditions of said instruments, agreements or other documentation, said terms and conditions constituting valid, legal, binding and enforceable obligations of the Authority.

Commissioner Copland seconded the motion. The motion was approved.

Closed Session

Commissioner Reddick made a motion to move into closed session to discuss a personnel matter and a real estate matter pursuant to N.C. Gen. Stat. § 143-318.11(a)(6) and (5). Commissioner Bengel 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 6:09 p.m.

ND:4895-9189-9900, v. 1



FINANCE REPORT

New Bern Housing Authority
Balance Sheet
November 30, 2024

	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
ASSETS				
Current Assets				
Operating Cash	-	3,774,904	1,229,691	5,004,595
Security Deposit Cash	-	-	31,190	31,190
Total Cash	-	3,774,904	1,260,882	5,035,785
Accounts Receivable - Tenants	-	76,798	21,259	98,056
Accounts Receivable - Allowance	-	(19,361)	(5,802)	(25,162)
Accounts Receivable - Fraud Recovery	-	-	1,060	1,060
Accounts Receivable - HUD	22,232	-	-	22,232
Accounts Receivable - Other	-	308,790	-	308,790
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	22,232	366,227	19,538	407,998
Investments	-	800,000	400,000	1,200,000
Prepays	-	14,961	7,743	22,703
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(22,164)	24,344	(2,180)	-
Total Prepays & Other	(22,164)	849,063	409,221	1,236,120
Total Current Assets	68	4,990,194	1,689,641	6,679,903
Non-Current Assets				
Land	-	479,023	22,999	502,023
Buildings	-	7,227,252	4,181,539	11,408,791
Furniture & Equipment - Dwelling	-	191,762	444,574	636,336
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	-	2,418,818	702,360	3,121,178
Other Assets	-	86,401	-	86,401
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	86,401	88,361	174,762
Total Non-Current Assets	-	2,505,219	790,721	3,295,940
TOTAL ASSETS	68	7,495,413	2,480,362	9,975,843
LIABILITIES & EQUITY				
Accounts Payable Vendor	68	52,938	11,919	64,925
Accounts Payable - Payroll	-	-	-	-
Accounts Payable - Other	-	244,655	52,227	296,882
Tenant Security Deposits	-	30,191	12,360	42,551
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	68	409,443	83,606	493,117
Beginning Equity	-	6,327,446	2,097,776	8,425,221
Current Year Net Income/(Loss)	-	758,525	298,980	1,057,504
Ending Equity	-	7,085,971	2,396,755	9,482,726
TOTAL LIABILITIES & EQUITY	68	7,495,413	2,480,361	9,975,843

**New Bern Housing Authority
Budget Comparison Report
ROSS
November 30, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	61,040	3,569	5,087	(1,518)	-43%	54,092	55,953	(1,862)	-3%
Total Revenue	61,040	3,569	5,087	(1,518)	-43%	54,092	55,953	(1,862)	-3%
EXPENSES									
Administrative Salaries	41,000	3,569	3,417	152	4%	37,339	37,583	(244)	-1%
Training & Travel	3,000	-	250	(250)	N/A	2,241	2,750	(509)	-23%
Telephone	1,000	-	83	(83)	N/A	618	917	(299)	-48%
Payroll Taxes & Employee Benefits	7,000	-	583	(583)	N/A	6,164	6,417	(253)	-4%
Office Expenses	40	-	3	(3)	N/A	31	37	(6)	-20%
Sundry Admin Expenses	9,000	-	750	(750)	N/A	7,699	8,250	(551)	-7%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Total Expenses	61,040	3,569	5,087	(1,518)	-43%	54,092	55,953	(1,862)	-3%
NET INCOME									
	-	-	-	-	N/A	-	-	-	N/A

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
November 30, 2024**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	377,300	30,073	31,442	(1,369)	-5%	344,463	345,858	(1,395)	0%
Excess Utilities	34,000	3,107	2,833	274	9%	31,471	31,167	305	1%
Total Tenant Revenue	411,000	33,180	34,275	(1,095)	-3%	375,935	377,025	(1,090)	0%
HUD Grant Revenue									
HUD PHA Grants	245,850	-	20,488	(20,488)		197,231	225,363	(28,131)	
CFP 2018	4,900	-	408	(408)	N/A	-	4,492	(4,492)	N/A
CFP 2019	132,100	-	11,008	(11,008)	N/A	-	121,092	(121,092)	N/A
CFP 2020	531,100	-	44,258	(44,258)	N/A	377,815	486,842	(109,026)	-29%
CFP 2021	7,400	-	617	(617)	N/A	7,395	6,783	612	8%
CFP 2022	484,100	-	40,342	(40,342)	N/A	484,069	443,758	40,311	8%
CFP 2023	420,000	-	35,000	(35,000)	N/A	420,000	385,000	35,000	8%
Total HUD Grant Revenue	2,132,000	-	152,121	(152,121)	N/A	1,486,511	1,673,329	(186,819)	-13%
Other Revenue									
Interest Income	2,600	195	217	(22)	-11%	2,378	2,383	(6)	0%
Other Income	10,000	876	1,083	(208)	-24%	9,230	11,917	(2,687)	-29%
Late Charges	8,700	645	725	(80)	-12%	7,905	7,975	(70)	-1%
Other Income - FEMA	-	-	-	-	N/A	90,000	-	90,000	100%
Total Other Revenue	129,000	1,715	2,025	(310)	-18%	109,512	22,275	87,237	80%
Total Revenue	2,673,000	34,895	188,421	(153,526)	-440%	1,971,958	2,072,629	(100,671)	-5%

EXPENSES

Administrative Expenses

Administrative Salaries	224,300	21,323	18,692	2,631	12%	208,265	205,608	2,657	1%
Payroll Tax & Benefits	111,600	13,848	9,300	4,548	33%	106,869	102,300	4,569	4%
Unemployment Benefits	-	-	-	-	N/A	2	-	2	100%
Legal Expenses	34,300	-	2,858	(2,858)	N/A	28,555	31,442	(2,886)	-10%
Staff Training	11,900	-	992	(992)	N/A	9,934	10,908	(974)	-10%
Meals expense	1,600	-	133	(133)	N/A	1,360	1,467	(106)	-8%
Lodging	4,400	-	367	(367)	N/A	3,647	4,033	(386)	-11%
Travel Expense	3,800	-	317	(317)	N/A	3,175	3,483	(308)	-10%
Publications	9,500	-	792	(792)	N/A	7,929	8,708	(780)	-10%
Accounting Fees	20,700	-	1,725	(1,725)	N/A	17,266	18,975	(1,709)	-10%
Auditing Fees	8,600	-	717	(717)	N/A	7,131	7,883	(753)	-11%
Telephone	17,200	4,782	1,433	3,348	70%	19,097	15,767	3,330	17%
Office Expense	7,000	368	583	(215)	-58%	6,178	6,417	(239)	-4%
Rent Expense - Hurricane Florence	28,800	-	2,400	(2,400)	N/A	24,000	26,400	(2,400)	-10%
Resident Council	800	-	67	(67)	N/A	664	733	(69)	-10%
Sundry Admin Expense	56,500	4,413	4,708	(295)	-7%	51,479	51,792	(313)	-1%
Membership Dues and Fees	2,700	-	225	(225)	N/A	2,232	2,475	(243)	-11%
Total Administrative Expenses	543,700	44,734	45,308	(575)	-1%	497,782	498,392	(609)	0%

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
November 30, 2024**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Utilities									
Water	118,800	20,473	9,900	10,573	52%	119,486	108,900	10,586	9%
Electricity	119,900	22,049	9,992	12,058	55%	121,980	109,908	12,071	10%
Gas-building	80,300	1,135	6,692	(5,557)	-490%	68,054	73,608	(5,554)	-8%
Total Utilities	319,000	43,657	26,583	17,074	39%	309,520	292,417	17,104	6%
Maintenance Expenses									
Labor Salaries	85,700	8,215	7,142	1,074	13%	79,601	78,558	1,042	1%
Payroll Tax & Benefits	20,000	-	1,667	(1,667)	N/A	16,677	18,333	(1,656)	-10%
Uniforms	4,600	324	383	(59)	-18%	4,199	4,217	(18)	0%
Consulting Services	300	-	25	(25)	N/A	270	275	(5)	-2%
Materials	42,100	6,416	3,508	2,907	45%	41,492	38,592	2,901	7%
Computer Expense	13,700	2,566	1,142	1,425	56%	13,956	12,558	1,398	10%
Repairs and Maintenance	3,400	9,095	283	8,812	97%	11,951	3,117	8,835	74%
Electrical Contract	1,200	-	100	(100)	N/A	1,022	1,100	(78)	-8%
Plumbing Contract	6,000	8,473	500	7,973	94%	13,501	5,500	8,001	59%
Unit Turnover	13,200	1,400	1,100	300	21%	12,389	12,100	289	2%
Garbage and Trash removal	47,400	5,074	3,950	1,124	22%	44,543	43,450	1,093	2%
Extermination-Maintenance Expense	7,100	-	592	(592)	N/A	5,952	6,508	(556)	-9%
Repairs and Maint. Truck	3,200	2,034	267	1,768	87%	4,679	2,933	1,745	37%
Heating and Air	11,400	2,533	950	1,583	62%	12,065	10,450	1,615	13%
Gas-Truck	6,900	166	575	(409)	-246%	5,904	6,325	(421)	-7%
Security System	700	-	58	(58)	N/A	605	642	(37)	-6%
Landscaping	5,900	16,300	492	15,809	97%	21,229	5,408	15,821	75%
Total Maintenance Expenses	272,800	62,597	22,733	39,863	64%	290,036	250,067	39,969	14%
Insurance Expenses									
Insurance	96,200	8,779	8,017	762	9%	88,917	88,183	734	1%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	13,968	12,833	1,135	8%
Total Insurance Expenses	110,200	8,779	9,183	(404)	-5%	102,885	101,017	1,869	2%
Other Expenses									
Storage management	500	-	42	(42)	N/A	393	458	(65)	-17%
Eviction Expense	4,000	-	333	(333)	N/A	3,339	3,667	(328)	-10%
App. Screening	10,500	765	875	(110)	-14%	9,477	9,625	(148)	-2%
Total Other Expenses	15,000	765	1,250	(485)	-63%	13,209	13,750	(541)	-4%
Total Expenses	1,260,700	160,531	105,058	55,472	35%	1,213,433	1,155,642	57,792	5%
NET INCOME	1,412,300	(125,636)	83,363	(208,998)	166%	758,525	916,988	(158,463)	-21%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
November 30, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	423,800	35,149	35,317	(168)	0%	388,286	388,483	(197)	0%
Total Tenant Revenue	423,800	35,149	35,317	(168)	0%	388,286	388,483	(197)	0%
HUD Grant Revenue									
Hap Payments	704,200	60,818	58,683	2,135	4%	647,683	645,517	2,166	0%
Total HUD Grant Revenue	704,200	60,818	58,683	2,135	4%	647,683	645,517	2,166	0%
Other Revenue									
Interest on GF Investments	1,200	105	100	5	5%	1,129	1,100	29	3%
Misc. Revenue	28,100	943	2,342	(1,398)	-148%	24,330	25,758	(1,429)	-6%
Late Charges	1,500	180	125	55	31%	1,422	1,375	47	3%
Vending Machine	900	-	75	(75)	N/A	721	825	(104)	-14%
Laundry	2,200	-	183	(183)	N/A	1,810	2,017	(207)	-11%
Total Other Revenue	33,900	1,229	2,825	(1,596)	-130%	29,411	31,075	(1,664)	-6%
Total Revenue	1,161,900	97,196	96,825	371	0%	1,065,381	1,065,075	305	0%
EXPENSES									
Administrative Expenses									
Administrative Salaries	196,100	18,287	16,342	1,945	11%	181,733	179,758	1,975	1%
Payroll Tax & Benefits	45,400	-	3,783	(3,783)	N/A	37,853	41,617	(3,764)	-10%
Legal Expenses	11,100	-	925	(925)	N/A	9,225	10,175	(950)	-10%
Staff Training	4,800	-	400	(400)	N/A	4,027	4,400	(373)	-9%
Meals expenses	700	-	58	(58)	N/A	619	642	(23)	-4%
Lodging	2,900	-	242	(242)	N/A	2,445	2,658	(213)	-9%
Travel Expense	700	-	58	(58)	N/A	623	642	(19)	-3%
Publications	2,500	-	208	(208)	N/A	2,051	2,292	(241)	-12%
Accounting Fees	17,600	3,426	1,467	1,959	57%	18,134	16,133	2,001	11%
Auditing Fees	7,300	-	608	(608)	N/A	6,074	6,692	(617)	-10%
Telephone	38,000	1,068	3,167	(2,098)	-196%	32,758	34,833	(2,075)	-6%
Office Expense	5,700	113	475	(362)	-321%	4,893	5,225	(332)	-7%
Sundry Admin Expense	8,700	2,969	725	2,244	76%	10,219	7,975	2,244	22%
Membership Dues and Fees	200	-	17	(17)	N/A	140	183	(43)	-31%
Total Administrative Expenses	341,700	25,863	28,475	(2,612)	-10%	310,794	313,225	(2,431)	-1%
Utilities									
Water	86,600	-	7,217	(7,217)	N/A	72,143	79,383	(7,240)	-10%
Electricity	69,900	-	5,825	(5,825)	N/A	56,527	64,075	(7,548)	-13%
Gas-building	7,000	-	583	(583)	N/A	5,665	6,417	(752)	-13%
Total Utilities	163,500	-	13,625	(13,625)	N/A	134,335	149,875	(15,540)	-12%
Maintenance Expenses									
Labor Salaries	73,400	7,474	6,117	1,357	18%	68,661	67,283	1,377	2%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
November 30, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Payroll Tax & Benefits	28,700	-	2,392	(2,392)	N/A	23,905	26,308	(2,403)	-10%
Uniforms	5,900	746	492	255	34%	5,674	5,408	266	5%
Consulting Services	5,600	-	467	(467)	N/A	4,630	5,133	(503)	-11%
Materials	32,500	5,050	2,708	2,342	46%	32,167	29,792	2,375	7%
Computer Expense	7,300	-	608	(608)	N/A	6,087	6,692	(605)	-10%
Repairs and Maintenance	4,100	796	342	454	57%	4,231	3,758	473	11%
Electrical Contract	700	-	58	(58)	N/A	557	642	(85)	-15%
Plumbing Contract	21,000	-	1,750	(1,750)	N/A	17,483	19,250	(1,767)	-10%
Unit Turnover	30,600	6,743	2,550	4,193	62%	32,209	28,050	4,159	13%
Laundry Contract	9,300	-	775	(775)	N/A	7,753	8,525	(772)	-10%
Elevator Contract	15,100	-	1,258	(1,258)	N/A	12,583	13,842	(1,259)	-10%
Garbage and Trash removal	4,700	119	392	(273)	-230%	4,031	4,308	(277)	-7%
Extermination	14,800	-	1,233	(1,233)	N/A	12,357	13,567	(1,210)	-10%
Vehicle/Truck	1,600	1,733	133	1,600	92%	3,092	1,467	1,626	53%
Heating and Air	26,700	-	2,225	(2,225)	N/A	22,227	24,475	(2,248)	-10%
Gas-Vehicle	4,000	234	333	(99)	-43%	3,543	3,667	(124)	-3%
Security System	9,900	-	825	(825)	N/A	8,224	9,075	(851)	-10%
Landscaping	7,500	258	625	(367)	-142%	6,489	6,875	(386)	-6%
Total Maintenance Expenses	303,400	23,153	25,283	(2,130)	-9%	275,904	278,117	(2,213)	-1%
Insurance Expenses									
Insurance	31,900	2,811	2,658	152	5%	29,399	29,242	158	1%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	7,600	-	633	(633)	N/A	7,632	6,967	665	9%
Total Insurance Expenses	39,500	2,811	3,292	(481)	-17%	37,031	36,208	823	2%
Other Expenses									
Eviction Expense	200	-	17	(17)	N/A	126	183	(57)	-46%
App. Screening	9,100	651	758	(107)	-16%	8,210	8,342	(131)	-2%
Total Other Expenses	9,300	651	775	(124)	-19%	8,336	8,525	(189)	-2%
Total Expenses	857,400	52,479	71,450	(18,972)	-36%	766,401	785,950	(19,549)	-3%
NET INCOME	304,500	44,717	25,375	19,342	43%	298,980	279,125	19,855	7%

**New Bern Housing Authority
Cash Lead
November 30, 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
BEGINNING BOOK CASH BALANCE	\$ 1,217,371.36	\$ 51,403.38	\$ 2,284,831.28	\$ 28,366.04	\$ 1,220,648.32	\$ 30,641.86	\$ 4,912,780.40
ADD:							
General Deposits			24,610.33		28,841.00		53,451.33
Health Equity Refund							-
HUD Deposit					60,818.00		60,818.00
ACH Payment				9,209.86			9,209.86
ROSS Grant							-
Security Deposit		931.00				546.00	1,477.00
Misc		-			853.45		853.45
Interest		4.27	174.71		102.80	2.55	284.33
TOTAL DEPOSITS	-	935.27	24,785.04	9,209.86	90,615.25	548.55	126,093.97
LESS:							
ACH Rent Payments	-	-	-		-	-	-
Checks	17,065.00	-	137,287.08	-	81,672.39	-	236,024.47
Payroll - ADP			58,868.13				58,868.13
BCBS Insurance			10,405.12				10,405.12
Federal & State							-
Security Deposit		-				-	-
Misc							-
Service Charge			-	477.08			477.08
TOTAL PAYMENTS	17,065.00	-	206,560.33	477.08	81,672.39	-	305,774.80
						-	
ENDING BOOK CASH BALANCE 11/30/2024	\$ 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

**New Bern Housing Authority
Grant Summary
November 30, 2024**

	<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	\$ 801,177.00	\$ 420,000.00	\$ 381,177.00	2/17/2023	2/16/2027
	Total CFP	\$ 2,856,304.00	\$ 2,043,046.96	\$ 813,257.04		
ROSS						
		\$ 245,850.00	\$ 188,910.25	\$ 56,939.75	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 188,910.25	\$ 56,939.75		
Operating Subsidy						
	2024	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65	1/1/2024	12/31/2024
	Total Operating	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65		

**New Bern Housing Authority
2025 Budget
ROSS Grant - Ends May 2025**

	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Budget Change</u>	<u>Comments</u>
REVENUE				
HUD ROSS Grants	79,753	50,000	(29,753)	Remaining Grant Funds
Total Revenue	79,753	50,000	(29,753)	
EXPENSES				
Administrative Salaries	50,000	32,115	(17,885)	Based on 8 months of salary
Training & Travel	5,000	2,000	(3,000)	Based on 5 Months of Expenses
Telephone	1,500	625	(875)	Based on 5 Months of Expenses
Payroll Taxes & Employee Benefits	9,000	9,634	634	Estimated at 30% of Salaries
Office Expenses	6,000	2,813	(3,187)	Based on 5 Months of Expenses
Sundry Admin Expenses	6,000	2,813	(3,187)	Based on 5 Months of Expenses
W/C Insurance Expense	2,253	-	(2,253)	Based on 5 Months of Expenses
Total Expenses	79,753	50,000	(29,753)	
NET INCOME	<u>-</u>	<u>(0)</u>	<u>(0)</u>	

**New Bern Housing Authority
2025 Budget
LIPH - Trent Court**

	2024 Budget	2025 Budget	Budget Change	Comments
REVENUE				
Tenant Revenue				
Dwelling Rental	325,000	380,000	55,000	Based on 2024 Actuals
Excess Utilities	27,000	35,000	8,000	Based on 2024 Actuals
Total Tenant Revenue	<u>352,000</u>	<u>415,000</u>	<u>63,000</u>	
HUD Grant Revenue				
HUD PHA Grants	552,645	847,417	294,772	90% of eligibility
CFP 2020	-	81,982	81,982	Fully Expend Grant
CFP 2021	-	37,257	37,257	Fully Expend Grant
CFP 2022	-	312,841	312,841	Fully Expend Grant
CFP 2023	-	381,177	381,177	Fully Expend Grant
Total HUD Grant Revenue	<u>552,645</u>	<u>1,660,674</u>	<u>1,108,029</u>	
Other Revenue				
Interest Income	1,500	2,700	1,200	Based on 2024 Actuals
Other Income	13,000	10,500	(2,500)	Based on 2024 Actuals
Late Charges	4,000	8,750	4,750	Based on 2024 Actuals
Other Income - FEMA	-	28,800	28,800	Reimbursement for Rent
Total Other Revenue	<u>18,500</u>	<u>50,750</u>	<u>32,250</u>	
Total Revenue	<u>923,145</u>	<u>2,126,424</u>	<u>1,203,279</u>	

EXPENSES

Administrative Expenses

Administrative Salaries	237,000	205,309	(31,691)	Based on Salary Allocation Tab
Payroll Tax & Benefits	87,000	61,593	(25,407)	Estimated at 30% of Salaries
Legal Expenses	26,000	35,293	9,293	2024 Annualized plus 3% increase
Staff Training	17,000	12,278	(4,722)	2024 Annualized plus 3% increase
Meals expense	2,000	1,681	(319)	2024 Annualized plus 3% increase
Lodging	5,000	4,508	(492)	2024 Annualized plus 3% increase
Travel Expense	3,000	3,924	924	2024 Annualized plus 3% increase
Publications	3,700	9,800	6,100	2024 Annualized plus 3% increase
Accounting Fees	-	31,000	31,000	Based on 2024 BDO Invoices
Auditing Fees	-	8,814	8,814	2024 Annualized plus 3% increase
Telephone	15,500	17,693	2,193	2024 Annualized plus 3% increase
Office Expense	6,500	7,180	680	2024 Annualized plus 3% increase
Rent Expense - Hurricane Florence	-	28,800	28,800	Reimbursed by FEMA
Resident Council	2,300	821	(1,479)	2024 Annualized plus 3% increase
Sundry Admin Expense	8,500	58,174	49,674	2024 Annualized plus 3% increase
Membership Dues and Fees	-	2,760	2,760	2024 Annualized plus 3% increase
Total Administrative Expenses	<u>326,500</u>	<u>489,628</u>	<u>76,128</u>	

Utilities

Water	101,000	122,381	21,381	2024 Annualized plus 3% increase
Electricity	118,000	123,513	5,513	2024 Annualized plus 3% increase
Gas-building	55,000	82,712	27,712	2024 Annualized plus 3% increase
Total Utilities	<u>274,000</u>	<u>328,606</u>	<u>54,606</u>	

**New Bern Housing Authority
2025 Budget
LIPH - Trent Court**

	2024 Budget	2025 Budget	Budget Change	Comments
Maintenance Expenses				
Labor Salaries	87,000	76,609	(10,391)	Based on Salary Allocation Tab
Payroll Tax & Benefits	38,000	22,983	(15,017)	Estimated at 30% of Salaries
Uniforms	4,000	4,780	780	2024 Annualized plus 3% increase
Consulting Services	9,300	334	(8,966)	2024 Annualized plus 3% increase
Materials	39,000	43,355	4,355	2024 Annualized plus 3% increase
Computer Expense	14,350	14,078	(272)	2024 Annualized plus 3% increase
Repairs and Maintenance	13,000	3,530	(9,470)	2024 Annualized plus 3% increase
Electrical Contract	6,000	1,263	(4,737)	2024 Annualized plus 3% increase
Plumbing Contract	27,000	6,215	(20,785)	2024 Annualized plus 3% increase
Unit Turnover	19,000	13,582	(5,418)	2024 Annualized plus 3% increase
Garbage and Trash removal	43,000	48,784	5,784	2024 Annualized plus 3% increase
Extermination-Maintenance Expense	10,000	7,357	(2,643)	2024 Annualized plus 3% increase
Repairs and Maint. Truck	2,500	3,268	768	2024 Annualized plus 3% increase
Heating and Air	50,000	11,783	(38,217)	2024 Annualized plus 3% increase
Gas-Truck	6,500	7,092	592	2024 Annualized plus 3% increase
Security System	1,000	750	(250)	2024 Annualized plus 3% increase
Landscaping	6,000	6,092	92	2024 Annualized plus 3% increase
Total Maintenance Expenses	375,650	271,855	(103,795)	
Insurance Expenses				
Insurance	86,500	99,050	12,550	2024 Annualized plus 3% increase
W/C Insurance Expense	6,700	-	(6,700)	2024 Annualized plus 3% increase
Taxes	-	14,000	14,000	Property taxes from 2024
Total Insurance Expenses	93,200	113,050	19,850	
Other Expenses				
Storage management	600	486	(114)	2024 Annualized plus 3% increase
Eviction Expense	4,500	4,127	(373)	2024 Annualized plus 3% increase
App. Screening	5,000	10,768	5,768	2024 Annualized plus 3% increase
Total Other Expenses	10,100	15,381	5,281	
Total Expenses	1,079,450	1,218,520	52,070	
NET INCOME	(156,305)	907,904	1,151,209	

**New Bern Housing Authority
2025 Budget
New Bern Towers**

	2024 Budget	2025 Budget	Budget Change	Comments
REVENUE				
Tenant Revenue				
Dwelling Rental	290,000	348,000	58,000	Based on estimated monthly rental charges of \$29,000
Total Tenant Revenue	290,000	348,000	58,000	
HUD Grant Revenue				
Hap Payments	650,000	705,000	55,000	Based on estimated monthly payments of \$58,750
Total HUD Grant Revenue	650,000	705,000	55,000	
Other Revenue				
Interest on GF Investments	550	1,350	800	Based on 2024 Actuals
Misc. Revenue	1,800	9,000	7,200	Based on 2024 Actuals adjusted for PY correction
Late Charges	750	1,500	750	Based on 2024 Actuals
Vending Machine	150	1,000	850	Based on 2024 Actuals
Laundry	5,000	2,250	(2,750)	Based on 2024 Actuals
Total Other Revenue	8,250	15,100	6,850	
Total Revenue	948,250	1,068,100	119,850	
EXPENSES				
Administrative Expenses				
Administrative Salaries	98,700	132,408	33,708	Based on Salary Allocation Tab
Payroll Tax & Benefits	68,000	39,722	(28,278)	Estimated at 30% of Salaries
Legal Expenses	20,000	11,402	(8,598)	2024 Annualized plus 3% increase
Staff Training	12,000	4,977	(7,023)	2024 Annualized plus 3% increase
Meals expenses	500	765	265	2024 Annualized plus 3% increase
Lodging	2,000	3,022	1,022	2024 Annualized plus 3% increase
Travel Expense	500	770	270	2024 Annualized plus 3% increase
Publications	2,000	2,535	535	2024 Annualized plus 3% increase
Accounting Fees	20,700	18,179	(2,521)	2024 Annualized plus 3% increase
Auditing Fees	-	7,507	7,507	2024 Annualized plus 3% increase
Telephone	49,500	31,170	(18,330)	2024 Annualized plus 3% increase
Office Expense	4,000	5,909	1,909	2024 Annualized plus 3% increase
Sundry Admin Expense	7,500	8,961	1,461	2024 Annualized plus 3% increase
Membership Dues and Fees	-	173	173	2024 Annualized plus 3% increase
Total Administrative Expenses	285,400	267,500	(17,900)	
Utilities				
Water	85,000	89,170	4,170	
Electricity	105,000	69,867	(35,133)	2024 Annualized plus 3% increase
Gas-building	8,000	7,002	(998)	2024 Annualized plus 3% increase
Total Utilities	198,000	166,039	(31,961)	
Maintenance Expenses				
Labor Salaries	72,000	105,959	33,959	Based on Salary Allocation Tab
Payroll Tax & Benefits	42,000	31,788	(10,212)	Estimated at 30% of Salaries
Uniforms	6,800	6,091	(709)	2024 Annualized plus 3% increase
Consulting Services	6,380	5,723	(657)	2024 Annualized plus 3% increase
Materials	50,000	33,515	(16,485)	2024 Annualized plus 3% increase
Computer Expense	6,300	7,524	1,224	2024 Annualized plus 3% increase
Repairs and Maintenance	3,500	4,246	746	2024 Annualized plus 3% increase

**New Bern Housing Authority
2025 Budget
New Bern Towers**

	2024 Budget	2025 Budget	Budget Change	Comments
Electrical Contract	1,500	688	(812)	2024 Annualized plus 3% increase
Plumbing Contract	12,000	21,510	9,510	2024 Annualized plus 3% increase
Unit Turnover	32,000	31,477	(523)	2024 Annualized plus 3% increase
Laundry Contract	3,000	8,583	5,583	2024 Annualized plus 3% increase
Elevator Contract	10,000	15,553	5,553	2024 Annualized plus 3% increase
Garbage and Trash removal	6,000	4,836	(1,164)	2024 Annualized plus 3% increase
Extermination	35,000	15,495	(19,505)	2024 Annualized plus 3% increase
Vehicle/Truck	2,000	1,680	(320)	2024 Annualized plus 3% increase
Heating and Air	11,000	27,473	16,473	2024 Annualized plus 3% increase
Gas-Vehicle	2,900	4,090	1,190	2024 Annualized plus 3% increase
Security System	18,000	10,165	(7,835)	2024 Annualized plus 3% increase
Landscaping	5,000	7,702	2,702	2024 Annualized plus 3% increase
Total Maintenance Expenses	<u>325,380</u>	<u>344,098</u>	<u>18,718</u>	
Insurance Expenses				
Insurance	46,500	3,950	(42,550)	2024 Annualized plus 3% increase
W/C Insurance Expense	5,400	-	(5,400)	2024 Annualized plus 3% increase
Taxes	-	7,750	7,750	Property taxes 2024
Total Insurance Expenses	<u>51,900</u>	<u>11,700</u>	<u>(40,200)</u>	
Other Expenses				
Eviction Expense	3,000	160	(2,840)	2024 Annualized plus 3% increase
App. Screening	7,500	9,343	1,843	2024 Annualized plus 3% increase
Total Other Expenses	<u>10,500</u>	<u>9,503</u>	<u>(997)</u>	
Total Expenses	<u>871,180</u>	<u>798,841</u>	<u>(72,339)</u>	
NET INCOME	<u>77,070</u>	<u>269,259</u>	<u>192,189</u>	



EXECUTIVE DIRECTOR'S REPORT



NEW BERN TOWERS REPORT



Housing People, Changing Lives

December 6, 2024

PROPERTY MANAGER MONTHLY REPORT November 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>3</u>	<u>5</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>2</u>	<u>2</u>	<u>0</u>	<u>8</u>	<u>46</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 34,993.86</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>(\$33,572.95)- Credit</u>	<u>\$ 1,420.91</u>	<u>96 %</u>	<u>\$ 2,404.65</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>1</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>4</u>

Requests for the month -November

Request Received	Completed	Pending Repair	Pending Parts
<u>55</u>	<u>51</u>	<u>3</u>	<u>1</u>

POLICE REPORT

Total Calls	<u>7</u>
-------------	----------

FIRE REPORT

Total Calls	<u>0</u>
-------------	----------



TRENT COURT REPORT



December 09, 2024

PROPERTY MANAGER MONTHLY REPORT November 2024- Trent Court

CONTACT PERSON:

Pamela Minor
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>100</u>	<u>91%</u>

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
<u>10</u>	<u>0</u>	<u>5</u>	<u>5</u>

Move In	Move Out	Transfers	Approved	In Process
<u>3</u>	<u>2</u>	<u>2</u>	<u>11</u>	<u>18</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$34,270.53</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$29,157.66</u>	<u>\$5,112.87</u>	<u>85%</u>	<u>\$76,430.49</u>

PENDING TERMINATIONS

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

WORK ORDERS

Outstanding Requests
<u>1</u>

Requests for the month

Request Received	Completed	Pending Repair	Pending Parts
<u>61</u>	<u>60</u>	<u>1</u>	

POLICE REPORT

Total Calls	<u>22</u>
-------------	-----------

- Assist Other Agency - 8

FIRE REPORT

Total Calls	<u>1</u>
-------------	----------



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

ROSS Grantee	Fiscal Year Start	End Year
New Bern Housing Authority,	Apr-22	May-25
Report Range: 11/01/2024-11/30/2024		

Overview & Services Provided

ROSS Service Coordinator Conducts In Person Resident Meetings, Need Assessments and Referrals by 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 (Continuous)

Teen Court Summer Enrollment and Volunteer Openings.

Transportation (Current)

Carts Van Ominbus Schedule.

Outcomes

Current Presentations and Workshops

Substance Abuse-Narcan/CPR
 FSS Program Enrollment/How to Become Successful
 Craven Community College Workforce Development
 Budgeting/Checking/Savings Towards Homeownership
 CravenCC,Volt Center Programs/FAFSA Application Process
 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

Digital Inclusion

Computer Basic Training (Continuous)

Senior Citizen Digital Literacy

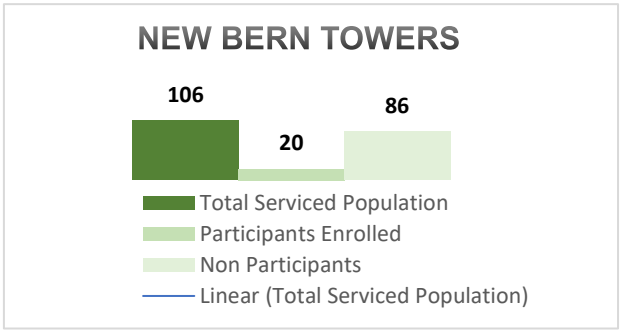
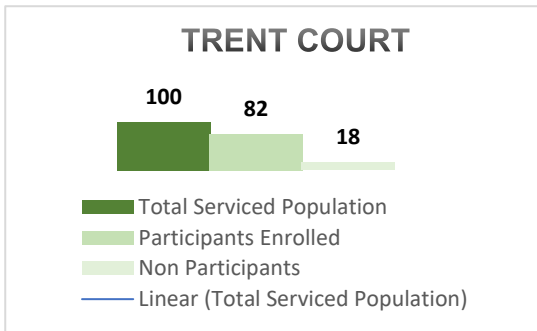
Data Available

Trent Court

Participants	82	82.00%
Non Participants	18	18.00%
Total Units	100	100.00%

New Bern Towers

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





RESOLUTIONS

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

**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.

RECORDING OFFICER'S CERTIFICATION

I, Ronald Scott, the duly appointed Chair of the Housing Authority of the City of New Bern, NC, do hereby certify that Resolution No. 12.24.01 was adopted unanimously at a meeting of the Board of Commissioners held December 17, 2024.

Ronald Scott, Chair

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

**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.

RECORDING OFFICER'S CERTIFICATION

I, Ronald Scott, the duly appointed Chair of the Housing Authority of the City of New Bern, NC, do hereby certify that Resolution No. 12.24.02 was adopted unanimously at a meeting of the Board of Commissioners held December 17, 2024.

Ronald Scott, Chair