



## **BOARD OF COMMISSIONERS MEETING**

**Monday, May 19, 2025**

**NEW 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, May 19, 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 – Chairwoman Mrs. Jennell Reddick
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
12. Closed Session
  - Personnel
13. Adjournment



# **APPROVAL OF THE MINUTES**

**MEETING HELD:**

**April 21, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN  
MINUTES OF THE MEETING  
OF THE BOARD OF COMMISSIONERS  
HELD ON MONDAY, APRIL 21, 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, April 21, 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  
Scott Coghill  
James R. Copland, IV  
Daimon King  
Denise H. Powell (via Zoom)  
Jennell T. Reddick

Absent:  
Sulin Blackmon

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

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

Public Comment Period

Cleopatra Hargett-Lawton, Coordinator, Coalition to Save, Restore and Preserve West Street/F.R. Danyus Historic School as the American Museum of the History of African American Education. She is concerned that Danyus School property has been transferred to Craven County and then to the Authority without any public meetings being held. She has spoken to the Secretary of the Smithsonian and says that her group has been assigned a consultant. She said that she is aware that many high income persons are already buying the condominiums that the Authority is planning to build on the Trent Court site. She thinks that the Authority wants to put all of the low income Trent Court residents on the Danyus site. She said that a mixed income project will not work in that area. Ms. Hargett-Lawton provided copies of her notes to those present at the meeting.

Melissa Schachter from Trent Court spoke. She asked to speak about Trent Court. She said that people are paying \$2,000 for condos that are going in at Trent Court site.

Mr. Barner reminded everyone that in order to speak at the meeting they have to pre-register by noon on the day of the meeting.

Commissioner Bengel suggested allowing the additional two people who wanted to speak be allowed to do so. The Board approved.

Mike Williams said that we was present in support of Ms. Hargett-Lawton. He supports the Museum and what she is trying to do.

Barbara Sampson has concerns about the condominiums in Trent Court. She wants to make sure that people who live there now will get vouchers and have first choice to move back. She thinks they should take one building in Trent Court and make it a museum. She also thinks the Authority meetings should be advertised on Channel 12.

#### Chair Comments

No comments.

#### Approval of Minutes of March 17, 2025 and March 24, 2025 Meetings

Commissioner Bengel made a motion to approve the minutes of the March 17, 2025 meeting. Commissioner Copland seconded the motion. The motion was approved unanimously.

Commissioner Bengel suggested tabling the approval of the March 24, 2025 meeting until the next meeting so that the public hearing minutes could be incorporated into them.

#### First Citizens Investment Presentation and Update

Jeff Medlin (in person) and Charlie Dickinson (via Zoom) both from First Citizens presented the investment report. The investments are doing as intended and are averaging about a 5% return.

#### Finance Report

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

#### Executive Director's Report – Reginal Barner

Mr. Barner proposed an additional Personnel Policy change in addition to those included in the revised Policy which was distributed to the Board prior to the meeting. He would like to change the office hours to 8:00 a.m. to 5:30 p.m. on Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

Commissioner Coghill made a motion to approve the office hours update. Commissioner Bengel seconded the motion. The motion was approved unanimously.

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

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

#### 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

Commissioner Bengel made a motion to approve the changes to the Personnel Policy which were distributed to the Board prior to the meeting. Commissioner King 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 and to consult with legal counsel pursuant to N.C. Gen. Stat. § 143-318.11(a)(6) and (3). Commissioner Copland seconded the motion. The motion was approved unanimously.

#### The Board returned to Open Session.

No action was taken in closed session.

There being no further business, the meeting was adjourned at 5:43 p.m.



**APPROVAL OF THE  
MINUTES  
OF THE SPECIAL  
CALLED  
MEETING HELD:  
MARCH 24, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN  
BOARD OF COMMISSIONERS  
MINUTES OF THE SPECIAL CALLED MEETING AND  
PUBLIC HEARING  
REGARDING THE ANNUAL AND 5-YEAR PLANS  
HELD ON MONDAY, MARCH 24, 2025**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") called for a public hearing to convene at 4:00 p.m. 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 public hearing.

Present for the public hearing were Commissioners Sabrina Bengel, Sulin Blackmon, James R. Copland, IV, and Jennell T. Reddick, which constituted a quorum of the Board. Absent were Commissioners Scott Coghill, Daimon King, and Denise Powell. Authority Executive Director Reginal Barner and other Authority staff members as well as Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present.

Chair Reddick called the public hearing to order at approximately 4:00 p.m. The purpose of the public hearing was to take public comments on the annual and 5-year plans to be submitted to the U.S. Department of Housing and Urban Development. There were no public comments. Chair Reddick closed the public hearing at approximately 4:10 p.m. The Commissioners did not comment or take any action during the public hearing.

After the public hearing was closed, Chair Reddick called the Board to order at approximately 4:30 p.m. Chair Reddick determined that a quorum of Commissioners remained after the public hearing and that no additional Commissioners had arrived. She stated that the Board could now discuss the annual and 5-year plans as well as consider whether or not to approve the plans.

Commissioner Bengel made a motion to adopt the following resolution:

**Resolution No. 03.25.01  
Approval of the Annual and 5-Year Plans**

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

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

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

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

There being no further business, the meeting was adjourned.

ND:4924-9067-2693, v. 2





# FINANCE REPORT



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**New Bern Housing Authority**  
**Balance Sheet**  
**April 30, 2025**

	<b>ROSS</b>	<b>LIPH - TRENT COURT</b>	<b>NEW BERN TOWERS</b>	<b>TOTAL</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
Operating Cash	-	2,904,189	1,507,893	4,412,081
Security Deposit Cash	-	56,310	34,580	90,890
Total Cash	-	2,960,499	1,542,473	4,502,972
Accounts Receivable - Tenants	-	11,620	3,010	14,630
Accounts Receivable - Allowance	-	(4,544)	(1,214)	(5,758)
Accounts Receivable - Fraud Recovery	-	-	530	530
Accounts Receivable - HUD	31,693	28,562	-	60,255
Accounts Receivable - Other	-	402,160	-	402,160
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	31,693	437,799	5,348	474,840
Investments	-	829,084	414,542	1,243,626
Prepays	-	129,727	2,488	132,215
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(31,693)	92,930	(61,237)	-
Total Prepays & Other	(31,693)	1,061,499	359,452	1,389,258
Total Current Assets	0	4,459,797	1,907,272	6,367,070
<b>Non-Current Assets</b>				
Land	-	32,780	22,999	55,780
Buildings	-	8,140,011	4,181,539	12,321,550
Furniture & Equipment - Dwelling	-	122,809	523,898	646,707
Furniture & Equipment - Non-Dwelling	-	157,648	-	157,648
Accumulated Depreciation	-	(5,812,848)	(4,139,986)	(9,952,834)
Construction in Progress	-	180,688	-	180,688
Total Fixed Assets	-	2,821,088	588,450	3,409,538
Other Assets	-	41,677	-	41,677
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	41,677	88,361	130,038
Total Non-Current Assets	-	2,862,764	676,811	3,539,575
<b>TOTAL ASSETS</b>	<b>0</b>	<b>7,322,561</b>	<b>2,584,083</b>	<b>9,906,645</b>
<b>LIABILITIES &amp; EQUITY</b>				
Accounts Payable Vendor	-	85,620	33,446	119,066
Accrued Payroll	-	(1,517)	16,651	15,134
Accounts Payable - Other	-	41,345	150,527	191,872
Tenant Security Deposits	-	38,416	12,826	51,242
Lease Liability	-	69,229	-	69,229
Prepaid Rent	-	-	10,151	10,151
Mortgage Payable	-	492,000	-	492,000
Accrued Interest	-	1,766	-	1,766
Accrued Compensated Absences-ST	-	3,912	3,129	7,042
Accrued Compensated Absences-LT	-	1,304	1,043	2,347
Total Liabilities	-	732,075	227,772	959,847
Beginning Equity	-	6,760,633	2,285,314	9,045,947
Current Year Net Income/(Loss)	-	(170,146)	70,997	(99,150)
Ending Equity	-	6,590,487	2,356,311	8,946,797
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-</b>	<b>7,322,561</b>	<b>2,584,083</b>	<b>9,906,645</b>

**New Bern Housing Authority  
Budget Comparison Report  
ROSS  
April 30, 2025**

	<b>Annual</b>	<b>Month to Date</b>				<b>Year to Date</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>REVENUE</b>									
HUD ROSS Grants	50,000	685	4,167	(3,482)	-508%	19,049	16,667	2,382	13%
<b>Total Revenue</b>	<b>50,000</b>	<b>685</b>	<b>4,167</b>	<b>(3,482)</b>	<b>-508%</b>	<b>19,049</b>	<b>12,500</b>	<b>6,549</b>	<b>34%</b>
<b>EXPENSES</b>									
Administrative Salaries	32,115	3,571	2,676	895	25%	12,780	10,705	2,075	16%
Training & Travel	2,000	-	167	(167)	N/A	250	667	(417)	-167%
Telephone	625	92	52	40	43%	366	208	158	43%
Payroll Taxes & Employee Benefits	9,634	1,641	803	838	51%	5,652	3,211	2,441	43%
Office Expenses	2,813	(119)	234	(353)	297%	-	938	(938)	N/A
Sundry Admin Expenses	2,813	(4,500)	234	(4,734)	105%	-	938	(938)	N/A
Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
<b>Total Expenses</b>	<b>50,000</b>	<b>685</b>	<b>4,167</b>	<b>(3,482)</b>	<b>-509%</b>	<b>19,049</b>	<b>16,667</b>	<b>2,382</b>	<b>13%</b>
								<b>-</b>	<b>N/A</b>
<b>NET INCOME</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

**New Bern Housing Authority  
Budget Comparison Report  
LIPH - Trent Court  
April 30, 2025**

	<b>Annual Budget</b>	<b>Month to Date</b>				<b>Year to Date</b>			
		<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>REVENUE</b>									
<b>Tenant Revenue</b>									
Dwelling Rental	380,000	31,129	31,667	(537)	-2%	126,308	126,667	(358)	0%
Excess Utilities	35,000	2,073	2,917	(844)	-41%	10,274	11,667	(1,393)	-14%
Total Tenant Revenue	415,000	33,202	34,583	(1,381)	-4%	136,582	138,333	(1,751)	-1%
<b>HUD Grant Revenue</b>									
HUD PHA Grants	847,417	39,429	70,618	(31,189)	-79%	153,783	282,472	(128,689)	-84%
CFP 2020	81,982	-	6,832	(6,832)	N/A	-	27,327	(27,327)	N/A
CFP 2021	37,257	-	3,105	(3,105)	N/A	37,257	12,419	24,838	67%
CFP 2022	312,841	-	26,070	(26,070)	N/A	-	104,280	(104,280)	N/A
CFP 2023	381,177	-	31,765	(31,765)	N/A	-	127,059	(127,059)	N/A
Total HUD Grant Revenue	1,660,674	39,429	138,390	(98,961)	-251%	191,040	553,558	(362,518)	-190%
<b>Other Revenue</b>									
Interest Income	2,700	154	225	(71)	-47%	656	900	(244)	-37%
Other Income	13,000	6,665	1,083	5,581	84%	18,082	4,333	13,749	76%
Late Charges	8,750	495	729	(234)	-47%	2,244	2,917	(672)	-30%
Other Income - FEMA	28,800	-	2,400	(2,400)	N/A	-	9,600	(9,600)	N/A
Total Other Revenue	53,250	7,313	4,438	2,876	39%	20,982	17,750	3,232	15%
<b>Total Revenue</b>	<b>2,128,924</b>	<b>79,945</b>	<b>177,410</b>	<b>(97,466)</b>	<b>-122%</b>	<b>348,604</b>	<b>709,641</b>	<b>(361,037)</b>	<b>-104%</b>
<b>EXPENSES</b>									
<b>Administrative Expenses</b>									
Administrative Salaries	205,309	14,827	17,109	(2,282)	-15%	58,294	68,436	(10,142)	-17%
Payroll Tax & Benefits	61,593	10,788	5,133	5,655	52%	39,995	20,531	19,464	49%
Legal Expenses	35,293	14,428	2,941	11,487	80%	32,369	11,764	20,605	64%
Staff Training	12,278	4,618	1,023	3,595	78%	7,662	4,093	3,569	47%
Meals expense	1,681	-	140	(140)	N/A	240	560	(320)	-133%
Lodging	4,508	-	376	(376)	N/A	315	1,503	(1,188)	-377%
Travel Expense	3,924	10	327	(317)	-3170%	4,222	1,308	2,914	69%
Publications	9,800	3,843	817	3,026	79%	13,117	3,267	9,850	75%
Accounting Fees	31,000	-	2,583	(2,583)	N/A	-	10,333	(10,333)	N/A
Auditing Fees	8,814	-	735	(735)	N/A	-	2,938	(2,938)	N/A
Telephone	17,693	1,092	1,474	(382)	-35%	4,184	5,898	(1,714)	-41%
Office Expense	7,180	1,921	598	1,323	69%	5,410	2,393	3,016	56%
Rent Expense - Hurricane Florence	28,800	2,400	2,400	-	0%	12,000	9,600	2,400	20%
Resident Council	821	-	68	(68)	N/A	-	274	(274)	N/A
Sundry Admin Expense	58,174	3,005	4,848	(1,843)	-61%	16,293	19,391	(3,098)	-19%
Membership Dues and Fees	2,760	-	230	(230)	N/A	-	920	(920)	N/A
Total Administrative Expenses	489,628	56,931	40,802	16,129	28%	194,101	163,209	30,892	16%
<b>Utilities</b>									

**New Bern Housing Authority  
Budget Comparison Report  
LIPH - Trent Court  
April 30, 2025**

	<b>Annual</b>	<b>Month to Date</b>				<b>Year to Date</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
Water	122,381	16,776	10,198	6,577	39%	45,360	40,794	4,567	10%
Electricity	123,513	21,744	10,293	11,451	53%	47,136	41,171	5,965	13%
Gas-building	82,712	10,683	6,893	3,791	35%	45,448	27,571	17,877	39%
Total Utilities	328,606	49,203	27,384	21,819	44%	137,944	109,535	28,409	21%
<b>Maintenance Expenses</b>									
Labor Salaries	76,609	6,223	6,384	(161)	-3%	24,980	25,536	(557)	-2%
Payroll Tax & Benefits	22,983	4,528	1,915	2,613	58%	16,788	7,661	9,127	54%
Uniforms	4,780	283	398	(116)	-41%	1,906	1,593	312	16%
Consulting Services	334	-	28	(28)	N/A	-	111	(111)	N/A
Materials	43,355	4,514	3,613	901	20%	28,015	14,452	13,563	48%
Computer Expense	14,078	1,658	1,173	485	29%	3,964	4,693	(729)	-18%
Repairs and Maintenance	3,530	1,691	294	1,397	83%	11,049	1,177	9,872	89%
Electrical Contract	1,263	630	105	525	83%	3,866	421	3,445	89%
Plumbing Contract	6,215	-	518	(518)	N/A	5,770	2,072	3,698	64%
Unit Turnover	13,582	-	1,132	(1,132)	N/A	-	4,527	(4,527)	N/A
Garbage and Trash removal	48,784	3,167	4,065	(898)	-28%	9,993	16,261	(6,268)	-63%
Extermination-Maintenance Expense	7,357	399	613	(214)	-54%	8,574	2,452	6,122	71%
Repairs and Maint. Truck	3,268	-	272	(272)	N/A	3,600	1,089	2,511	70%
Heating and Air	11,783	953	982	(29)	-3%	4,782	3,928	855	18%
Gas-Truck	7,092	292	591	(299)	-103%	1,055	2,364	(1,309)	-124%
Security System	750	-	63	(63)	N/A	120	250	(130)	-108%
Landscaping	6,092	1,351	508	843	62%	18,946	2,031	16,916	89%
Total Maintenance Expenses	271,855	25,688	22,655	3,034	12%	143,408	90,618	52,790	37%
<b>Insurance Expenses</b>									
Insurance	99,050	-	8,254	(8,254)	N/A	31,394	33,017	(1,623)	-5%
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	-	4,667	(4,667)	N/A
Total Insurance Expenses	113,050	-	9,421	(9,421)	N/A	31,394	37,683	(6,290)	-20%
<b>Other Expenses</b>									
Interest Expense	-	-	-	-	N/A	-	-	-	N/A
Storage management	486	84	41	44	52%	252	162	90	36%
Collection Loss	-	6,140	-	6,140	100%	6,140	-	6,140	100%
Eviction Expense	4,127	-	344	(344)	N/A	-	1,376	(1,376)	N/A
App. Screening	10,768	447	897	(451)	-101%	5,511	3,589	1,922	35%
Total Other Expenses	15,381	6,671	1,282	5,389	81%	11,904	5,127	6,777	57%
<b>Total Expenses</b>	<b>1,218,520</b>	<b>138,493</b>	<b>101,543</b>	<b>36,950</b>	<b>27%</b>	<b>518,750</b>	<b>406,173</b>	<b>112,577</b>	<b>22%</b>
<b>NET INCOME</b>	<b>910,404</b>	<b>(58,549)</b>	<b>75,867</b>	<b>(134,416)</b>	<b>230%</b>	<b>(170,146)</b>	<b>303,468</b>	<b>(473,614)</b>	<b>278%</b>

**New Bern Housing Authority  
Budget Comparison Report  
New Bern Towers  
April 30, 2025**

	<b>Annual Budget</b>	<b>Month to Date</b>				<b>Year to Date</b>			
		<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>REVENUE</b>									
<b>Tenant Revenue</b>									
Dwelling Rental	348,000	35,505	29,000	6,505	18%	145,998	116,000	29,998	21%
Total Tenant Revenue	348,000	35,505	29,000	6,505	18%	145,998	116,000	29,998	21%
<b>HUD Grant Revenue</b>									
Hap Payments	705,000	64,679	58,750	5,929	9%	241,213	235,000	6,213	3%
Total HUD Grant Revenue	705,000	64,679	58,750	5,929	9%	241,213	235,000	6,213	3%
<b>Other Revenue</b>									
Interest on GF Investments	1,350	128	113	15	12%	484	450	34	7%
Misc. Revenue	9,000	878	750	128	15%	3,484	3,000	484	14%
Late Charges	1,500	150	125	25	17%	630	500	130	21%
Vending Machine	1,000	-	83	(83)	N/A	-	333	(333)	N/A
Laundry	2,250	-	188	(188)	N/A	-	750	(750)	N/A
Total Other Revenue	15,100	1,156	1,258	(103)	-9%	4,598	5,033	(435)	-9%
<b>Total Revenue</b>	<b>1,068,100</b>	<b>101,340</b>	<b>89,008</b>	<b>12,331</b>	<b>12%</b>	<b>391,809</b>	<b>356,033</b>	<b>35,776</b>	<b>9%</b>
<b>EXPENSES</b>									
<b>Administrative Expenses</b>									
Administrative Salaries	132,408	10,218	11,034	(816)	-8%	40,935	44,136	(3,201)	-8%
Payroll Tax & Benefits	39,722	4,694	3,310	1,384	29%	16,386	13,241	3,145	19%
Legal Expenses	11,402	30	950	(920)	-3067%	30	3,801	(3,771)	-12569%
Staff Training	4,977	-	415	(415)	N/A	-	1,659	(1,659)	N/A
Meals expenses	765	-	64	(64)	N/A	-	255	(255)	N/A
Lodging	3,022	-	252	(252)	N/A	-	1,007	(1,007)	N/A
Travel Expense	770	-	64	(64)	N/A	-	257	(257)	N/A
Publications	2,535	-	211	(211)	N/A	-	845	(845)	N/A
Accounting Fees	18,179	-	1,515	(1,515)	N/A	7,901	6,060	1,841	23%
Auditing Fees	7,507	-	626	(626)	N/A	-	2,502	(2,502)	N/A
Telephone	31,170	3,895	2,598	1,298	33%	19,419	10,390	9,029	46%
Office Expense	5,909	1,649	492	1,156	70%	2,826	1,970	856	30%
Sundry Admin Expense	8,961	248	747	(499)	-201%	10,359	2,987	7,372	71%
Membership Dues and Fees	173	-	14	(14)	N/A	-	58	(58)	N/A
Total Administrative Expenses	267,500	20,733	22,292	(1,558)	-8%	97,856	89,167	8,689	9%
<b>Utilities</b>									
Water	89,170	-	7,431	(7,431)	N/A	35,423	29,723	5,700	16%
Electricity	69,867	-	5,822	(5,822)	N/A	34,857	23,289	11,568	33%
Gas-building	7,002	1,084	584	500	46%	3,515	2,334	1,181	34%

**New Bern Housing Authority  
Budget Comparison Report  
New Bern Towers  
April 30, 2025**

	<b>Annual</b>	<b>Month to Date</b>				<b>Year to Date</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
Total Utilities	166,039	1,084	13,837	(12,753)	-1177%	73,795	55,346	18,449	46%
<b>Maintenance Expenses</b>									
Labor Salaries	105,959	7,159	8,830	(1,671)	-23%	34,037	35,320	(1,283)	-4%
Payroll Tax & Benefits	31,788	3,289	2,649	640	19%	11,482	10,596	886	8%
Uniforms	6,091	616	508	109	18%	2,278	2,030	248	11%
Consulting Services	5,723	-	477	(477)	N/A	-	1,908	(1,908)	N/A
Materials	33,515	1,108	2,793	(1,685)	-152%	19,963	11,172	8,791	44%
Computer Expense	7,524	1,528	627	901	59%	3,529	2,508	1,021	29%
Repairs and Maintenance	4,246	2,909	354	2,555	88%	22,810	1,415	21,395	94%
Electrical Contract	688	-	57	(57)	N/A	-	229	(229)	N/A
Plumbing Contract	21,510	480	1,793	(1,312)	-273%	9,369	7,170	2,199	23%
Unit Turnover	31,477	2,066	2,623	(557)	-27%	10,358	10,492	(135)	-1%
Laundry Contract	8,583	-	715	(715)	N/A	-	2,861	(2,861)	N/A
Elevator Contract	15,553	-	1,296	(1,296)	N/A	6,103	5,184	918	15%
Garbage and Trash removal	4,836	238	403	(165)	-70%	3,168	1,612	1,556	49%
Extermination	15,495	1,364	1,291	73	5%	2,867	5,165	(2,298)	-80%
Vehicle/Truck Repairs	1,680	-	140	(140)	N/A	1,458	560	898	62%
Heating and Air	27,473	-	2,289	(2,289)	N/A	856	9,158	(8,302)	-970%
Gas-Vehicle	4,090	249	341	(92)	-37%	1,197	1,363	(166)	-14%
Security System	10,165	1,902	847	1,054	55%	1,930	3,388	(1,459)	-76%
Landscaping	7,702	1,362	642	720	53%	2,657	2,567	90	3%
Total Maintenance Expenses	344,098	24,269	28,675	(4,405)	-18%	134,060	114,699	19,361	14%
<b>Insurance Expenses</b>									
Insurance	3,950	-	329	(329)	N/A	933	1,317	(384)	-41%
Payment in Lieu of taxes	7,750	-	646	(646)	N/A	-	2,583	(2,583)	N/A
Total Insurance Expenses	11,700	-	975	(975)	N/A	933	3,900	(2,967)	(3)
<b>Other Expenses</b>									
Eviction Expense	160	-	13	(13)	N/A	-	53	(53)	N/A
Collection Loss	-	-	-	-	N/A	3,412	-	3,412	100%
App. Screening	9,343	380	779	(398)	-105%	4,995	3,114	1,880	38%
Interest Expense	-	2,881	-	2,881	100%	5,762	-	5,762	100%
Total Other Expenses	9,503	3,261	792	2,469	76%	14,169	3,168	11,001	78%
<b>Total Expenses</b>	<b>632,802</b>	<b>48,264</b>	<b>52,733</b>	<b>(4,469)</b>	<b>-9%</b>	<b>320,813</b>	<b>210,934</b>	<b>36,084</b>	<b>11%</b>
<b>NET INCOME</b>	<b>435,298</b>	<b>53,076</b>	<b>36,275</b>	<b>16,801</b>	<b>21%</b>	<b>70,997</b>	<b>145,099</b>	<b>(308)</b>	<b>-2%</b>



**New Bern Housing Authority  
Cash Lead  
April 30, 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
<b>BEGINNING BOOK CASH BALANCE</b>	\$ 1,203,531.39	\$ 56,305.74	\$ 1,662,818.45	\$ 38,066.93	\$ 1,460,396.57	\$ 33,315.16	\$ 4,706,892.12
<b>ADD:</b>							
General Deposits			29,813.59		32,817.23		62,630.82
Health Equity Refund							-
HUD Deposit	-		48,921.34		64,679.00		113,600.34
ACH Payment			-	10,151.34	-		10,151.34
ROSS Grant							-
Security Deposit		-				1,262.00	1,262.00
Misc		-	-		336.00		336.00
Interest		4.63	133.19		125.11	2.83	265.76
<b>TOTAL DEPOSITS</b>	<b>-</b>	<b>4.63</b>	<b>78,868.12</b>	<b>10,151.34</b>	<b>97,957.34</b>	<b>1,264.83</b>	<b>188,246.26</b>
<b>LESS:</b>							
ACH Rent Payments	-	-	-	-	-	-	-
Checks	326,309.00	-	82,487.13	-	50,561.33	-	459,357.46
Payroll - ADP			54,511.42				54,511.42
BCBS Insurance			7,057.05				7,057.05
Federal & State							-
Security Deposit		-				-	-
Misc			336.00	-		-	336.00
Service Charge			206.07	539.29			745.36
<b>TOTAL PAYMENTS</b>	<b>326,309.00</b>	<b>-</b>	<b>144,597.67</b>	<b>539.29</b>	<b>50,561.33</b>	<b>-</b>	<b>522,007.29</b>
<b>ENDING BOOK CASH BALANCE</b>	<b>\$ 877,222.39</b>	<b>\$ 56,310.37</b>	<b>\$ 1,597,088.90</b>	<b>\$ 47,678.98</b>	<b>\$ 1,507,792.58</b>	<b>\$ 34,579.99</b>	<b>\$ 4,373,131.09</b>

**New Bern Housing Authority  
Grant Summary  
April 30, 2025**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
<b>CFP</b>						
	2020	\$ 613,054.00	\$ 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
	<b>Total CFP</b>	<b>\$ 2,722,775.00</b>	<b>\$ 2,108,865.99</b>	<b>\$ 613,909.01</b>		
<b>ROSS</b>						
		\$ 245,850.00	\$ 218,391.26	\$ 27,458.74	6/1/2022	5/31/2025
	<b>Total ROSS</b>	<b>\$ 245,850.00</b>	<b>\$ 218,391.26</b>	<b>\$ 27,458.74</b>		
<b>Operat</b>						
	2025	\$ 228,708.00	\$ 153,783.00	\$ 74,925.00	1/1/2025	12/31/2025
	<b>Total Operating</b>	<b>\$ 228,708.00</b>	<b>\$ 153,783.00</b>	<b>\$ 74,925.00</b>		



# **EXECUTIVE DIRECTOR'S REPORT**



# **NEW BERN TOWERS REPORT**



# Housing People, Changing Lives

May 8, 2025

## PROPERTY MANAGER MONTHLY REPORT - 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>4</u>	<u>4</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>2</u>	<u>1</u>	<u>0</u>	<u>6</u>	<u>44</u>

### TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 36,234.00</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$ 36,488.19</u>	<u>\$ 446.00</u>	<u>.03%</u>	<u>\$3,235.52</u>

### PENDING TERMINATIONS

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

### WORK ORDERS

Outstanding Requests
<u>7</u>

### Requests for the month -April

Request Received	Completed	Pending Repair	Pending Parts
<u>43</u>	<u>36</u>	<u>1</u>	<u>1</u>

### POLICE REPORT

Total Calls	<u>8</u>
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### FIRE REPORT

Total Calls	<u>0</u>
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# TRENT COURT REPORT



May 12, 2025

**PROPERTY MANAGER MONTHLY REPORT April 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>1</u>	<u>3</u>	<u>1</u>

Move In	Move Out	Transfers	Approved	In Process
<u>0</u>	<u>2</u>	<u>0</u>	<u>7</u>	<u>8</u>

**TENANT ACCOUNTS RECEIVABLE**

Charged
<u>\$35,257.96</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$32,070.80</u>	<u>\$3,187.16</u>	<u>9 %</u>	<u>\$4,760.90</u>

**PENDING TERMINATIONS**

Non-Payment	Criminal Activity	Other Violations
<u>17</u>	<u>0</u>	<u>2</u>

**WORK ORDERS**

Outstanding Requests
<u>4</u>

**Requests for the month**

Request Received	Completed	Pending Repair	Pending Parts
<u>45</u>	<u>41</u>		

**POLICE REPORT**

Total Calls	<u>29</u>
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- 10 Assist Other Agency

**FIRE REPORT**

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



Services Provided 4/1/25-4/30/25

April Fiscal Year 2022

May 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**

<b>Participants</b>	77	81.05%
<b>Non Participants</b>	18	18.95%
<b>Total Trent Court Occupied</b>	95	100.00%

**Case Management**

107% of Residents CNI Development Surveys are completed.

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

Monthly Meeting for current status change and complete assesments.

Handed out flyers door to door weekly for all residents.

Class Opportunities Open to all Residents

**HUD Needs Assessment Fall Risk -None Reported**

Loneliness Evaluation Point Scale.

Lubben Social Isolation Evaluation Point Scale.

**Community Partnership Resource Engagement**

Collaborative Monthly Meetings

Community Partnership Resource Meetings

**Health and Wellness**

Resident referrals for fitness class mental health program.

Craven County Health Department Referral Offered. Port Services Offered.

Coordinator Confirmed Appointments.Port Services Continuous Support Needed.

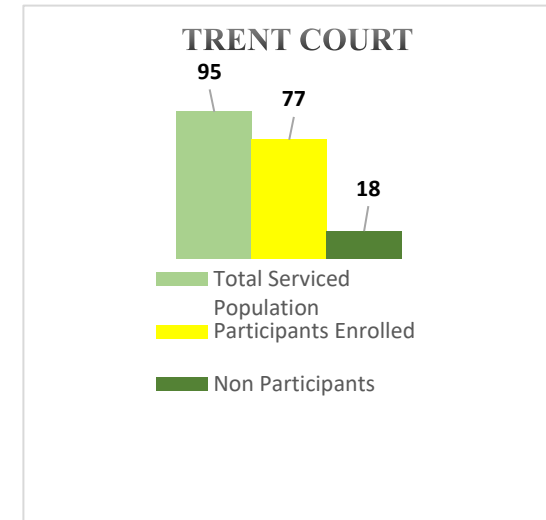
**Childcare**

Resident referrals to County Department of Social Services.

Craven Smart Start assigns referrals a Daycare Coordinator if needed.

Craven County Daycare Case Worker Referral Offered.

Currently no wait list. Approval is based on criteria being met.



**Transportation**

Craven County Carts Referrals and Schedule Offered.

Carts and Omni Bus.

**Homeownership**

Homeownership Workshop

Class Sessions Closed TBA

**NC Works Career Center Bulletin**

Weekly Employment Updates

Community Job Events

Informational Sessions

## Current Workshops

Craven Community College, Microsoft Office Class Cost is Free of Charge for all Residents.

June 3rd-September 9th

## 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

Job Readiness Boot Camp residents educational training class.

Craven Community College Workforce Development Referral Offered.

Work Force Development Coordinator Support Continuous through December

G.E.D. Enrollment, Educational Workshops.

Reentry Educational Scholarship Oportunities, Financial Literacy Workshops on Webex,

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

Upcoming United Healthcare Nutritional Classes

Upcoming Housekeeping Inspection Class for Noncompliance

## 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%

## Resident In Person Meetings and Assisted Referrals

Trent Court 15%

New Bern Towers 12%

## Craven County Senior Services Center

Daily Activities Monthly Schedule

## Financial Literacy

Residents with budgeting and banking.

Navy Federal Bank Rep- In person/WebEx Session

Budgeting Support Assigned Every 3 Months.

## NC Craven-Pamlico Reentry Council Program

Reentry Program Counseling

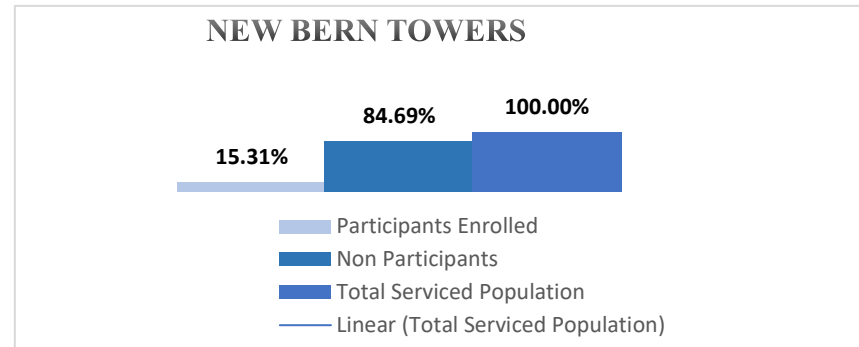
Counselor Support Assigned as Requested.

## Healthcare Assessment

Updated 102 residents wellness check within a year

Health Insurance Agent Assigned for Ongoing Support.

Healthcare needs Obtained and Benefits Secured.



Participants	15	15.31%
Non Participants	83	84.69%
Total Occupied	98	100.00%



# RESOLUTIONS