



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners

DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

March 3, 2025

Ms. DeJuana L. Thompson, Chairwoman
Ms. Abra A. Barnes, Vice-Chair
Mr. Anthony C. Hood, Commissioner
Mr. D.G. Pantazis, Jr., Commissioner
Ms. Alyshia Cook, Commissioner
Birmingham, AL 35233

NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District will be held on **Thursday, March 20, 2025, at 1:30 p.m.** at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to HABD.org for more information.

Sincerely,

Dontrelle Young Foster
President/CEO

DYF: ab



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

Regular Meeting of the Board of Commissioners
George W. McCoy Building
1301 25th Avenue North
Birmingham, AL 35204

Thursday, March 20, 2025
1:30 p.m.
Agenda

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, February 20, 2025
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended February 28, 2025
 - d. Resolution 2025-12769, Approval of Charge-Offs for Period Ended February 28, 2025
- V. Old Business**
- VI. New Business**
- VII. Housing Operations**
 1. Approval of Award of Contract for Court-Ordered Property Removal Services

VIII. Real Estate Development

1. Approval of Award of Contract for Real Estate Advisory Services
2. Approval of Operating Budgets for RAD Project-Based Voucher Properties: Park at Sydney Drive and Villas at Titusville Phase 1

IX. Person(s) Desiring to Speak before the Board of Commissioners

X. Executive Session

XI. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON FEBRUARY 20, 2025**

The Commissioners of the Housing Authority of the Birmingham District met in regular session at 11:30 a.m. on February 20, 2025, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairwoman Thompson, and upon roll call, those present and absent were as follows:

PRESENT:

DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chairwoman
Alyshia Cook, Commissioner

ABSENT:

Anthony C. Hood, Commissioner
D.G. Pantazis, Jr., Commissioner

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Seth Embry, Senior Advisor and Chief Strategist
Denita Bearden, Chief Administrative Officer
Josephine Banks, Chief Human Resources Officer
Melanie Baker, Director of Finance
Larry Williams, Chief Housing and Programs Officer
Ken Foreman, Director of Public Safety
Roger Malone, Public Safety Assistant
Keaira Turner, Director of Strategic Communications
Toraine Clausell, Director of IT Infrastructure & Operations
James Hawkins, Construction Manager
Courtney French, General Counsel
Mary Jackson, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairwoman Thompson declared a quorum was present.

Adoption of Agenda

Chairwoman Thompson acknowledged the adoption of the agenda. The agenda was adopted as presented.

Consent Agenda

Chairwoman Thompson acknowledged the approval of the consent agenda and asked if any items needed to be removed. There were no objections to the consent agenda, and upon motion by Vice-Chairwoman Barnes and seconded by Commissioner Cook, the consent agenda was approved.

- a. The Regular Meeting Minutes of January 16, 2025, were approved.
- b. The President/CEO's Report was accepted.
- c. The Cumulative Low-Income Housing Finance Report for the Period Ending January 31, 2025, was approved.
- d. **Resolution** 2025 – 12765, RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, that the President/CEO is hereby authorized to charge off, as of January 31, 2025, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$6,573.08
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	2,670.37
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	6,719.00
Morrell Todd Homes, Ala.1-11-----	0.00
Collegeville Center, Ala.1-13-----	10,470.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	9,519.00
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	14,459.00
Benjamin Green Village, Ala.1-23-----	343.00
Roosevelt City, Ala. 1-30-----	0.00
Tuxedo I Ala 1-34-----	0.00
Tuxedo II Ala 1-35-----	15,126.31
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Freedom Manor Ala 1-21-----	0.00
Total \$	65,879.76

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		

Commissioner Cook

Chairwoman Thompson indicated that said motion carried.

Old Business

For old business, President Foster called Mr. Ken Foreman, the Director of Public Safety, to provide an overview of Public Safety activities at HABD. Director Foreman presented key information, highlighting crime statistics, identifying crime hot spots, and strategies for crime reduction. Mr. Foreman reported that crime has decreased at the housing authority, with an overall reduction of 51.75% over the past three years. HABD's goal is to provide a safe community, stated Mr. Foreman.

There was a brief discussion concerning the Violence Interrupters program. During the discussion, it was recommended that the name "violence interrupters" be changed to something more positive. The commissioners inquired as to how the outreach team would be selected. Director Foreman indicated that the program was in its infancy, and all the details have not been worked out yet; however, he will take the recommendations back to the program partners.

New Business

For new business, President Foster called on Mr. Larry Williams, Chief Housing and Programs Officer, to provide an update on Magic City YouthBuild and the Apprenticeship Program. Mr. Williams indicated that the Magic City YouthBuild is a program that empowers young people ages 16 - 24 to build a better future through education, leadership, and career development. The program allows youth to gain skills, earn certifications, and reach self-sufficiency. HABD has had 32 participants who have obtained employment, attended college, or entered advanced occupational training. Mr. Williams stated that because of the program's success, HABD was awarded a grant to continue the program in the amount of \$1.5M.

Mr. Williams indicated that the Apprenticeship Program provides participants with the opportunity to actively develop and enhance their skills while demonstrating their knowledge in various maintenance areas. There are 40 participants currently in the program, and over 61% are residents. Mr. Williams shared some success stories with the Board and said he looks forward to continuing the program.

Finance

1. Approval of Individual Relief Policy for Severe Heat

Chairwoman Thompson acknowledged the Approval of the Individual Relief Policy for Severe Heat. Ms. Melanie Baker, Director of Finance, indicated that HUD issued a notice related to "Responding to Extreme Heat in Public Housing, Eligible Expenses and Individual Relief for Excess Utilities Consumption," a guidance on addressing extreme heat in public housing. The purpose of this request was to develop and implement an Individual Relief Policy for Severe Heat. The policy allows residents to request a utility

allowance that covers electric utility expenses associated with the cooling costs of a reasonable household. Ms. Baker stated that all residents of HABD properties under the Public Housing program would be eligible to apply for Individual Relief for severe heat once a site-specific severe heat utility allowance has been developed and adopted by HABD. After a brief discussion, upon motion by Vice-Chairwoman Barnes and seconded by Commissioner Cook, the following resolution was unanimously adopted.

RESOLUTION NO. 12766

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to establish and adopt a policy for Extreme Heat in Public Housing-Eligible and Individual Relief for Excess Utility Consumption.

When called upon, the following voted as indicated:

YEA

Chairwoman Thompson
Vice-Chairwoman Barnes
Commissioner Cook

NAY

ABSTAINED

Chairwoman Thompson indicated that said motion carried.

Housing Operations

1. **Approval of Award of Contract for On-Call Plumbing, Sewer, & Drain Services**

Chairwoman Thompson acknowledged the Approval of Award of Contract for On-Call Plumbing, Sewer, and Drain Services. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of this request is to obtain board approval to proceed with the recommended contractors to provide on-call plumbing, sewer, and drain services. The action is intended to supplement our current plumbing contractor and ensure we have sufficient resources to address any urgent or unexpected plumbing issues that may arise for various sites, the Central Office, and the McCoy Building. HABD issued an Invitation For Bid (IFB) solicitation to secure plumbing contractors.

The IFB was advertised in the Birmingham Times, the Housing Agency Marketplace, HABD's website, and social media. Twenty-four (24) contractors viewed the solicitation, and three (3) contractors submitted bids. All three bidders were deemed responsive and responsible. Therefore, management recommended awarding a contract to all three contractors: M. Mitchell Group, J&J Drain Works, and Supreme Clean. After a brief discussion, upon motion by Vice-Chairwoman Barnes and seconded by Commissioner Cook, the following resolution was unanimously adopted.

RESOLUTION NO. 12768

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to enter into a contract with the M. Mitchell Group, J&J Drain Works, and Supreme Clean to provide on-call plumbing, sewer, and drain services.

When called upon, the following voted as indicated:

YEANAYABSTAINED

Chairwoman Thompson
Vice-Chairwoman Barnes
Commissioner Cook

Chairwoman Thompson indicated that said motion carried.

Real Estate Development1. **Approval of Award of Contract for Loveman Daycare Renovations**

Chairwoman Thompson acknowledged the Approval of Award of Contract for Loveman Daycare Renovations. Mr. James Hawkins, Construction Manager, indicated that the purpose of this request is to obtain board approval to proceed with the recommended contractor for Loveman Daycare renovations. The Loveman daycare building has been vacant and unused for several years. Renovating the daycare into a fully functioning childcare center will complete the redevelopment of the Loveman Village site. HABD has partnered with the Birmingham City Schools, which will lease and operate the center. The project will include improvements to the facility's interior and exterior. HABD will begin renovating the daycare facility to have it ready for operations in the fall of 2025. It plans to renovate the remainder of the building and the gym in the coming months.

HABD solicited an Invitation For Bid, which was viewed by forty-nine (49) contractors. The solicitation was advertised in the Birmingham Times, AL.com, PHADA, the Housing Agency Marketplace, and HABD's website. Four (4) contractors submitted bids, and the M. Mitchell Group submitted a responsive and responsible bid. Therefore, management recommended awarding the M. Mitchell Group a contract for the renovations of the Loveman Village Daycare.

During a brief discussion, the commissioners noted that the M. Mitchell Group is an out-of-town contractor and the same company that was awarded the on-call plumbing services. They observed that no local vendors had responded to the Invitation for Bids (IFB). They also suggested that the agency host a workshop to encourage more local vendors to engage in business with the Housing Authority of Birmingham District (HABD). After the discussion, upon motion by Vice-Chairwoman Barnes and seconded by Commissioner Cook, the following resolution was unanimously adopted.

RESOLUTION NO. 12767

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with the M. Mitchell Group or the next lowest responsive and responsible bidder if an alternate is required for the renovation of the Loveman Village daycare project.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		
Commissioner Cook		

Chairwoman Thompson indicated that said motion carried.

Presentation of Person(s) Desiring to Speak Before the Board of Commissioners

There were no persons desiring to speak before the Board of Commissioners.

Executive Session

Chairwoman Thompson acknowledged the executive session. There were no matters to discuss in an executive session.

At the conclusion of the meeting, Attorney French, the General Counsel, introduced Attorney Tiera Henderson. He mentioned that Ms. Henderson was new to the firm and would be attending the board meetings occasionally. He wanted to ensure that the commissioners were properly introduced to her. The board welcomed Attorney Henderson and stated they looked forward to working with her.

There was no further business to come before the Board; upon motion, the meeting was duly adjourned.

Chairman

ATTEST:

Secretary



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners

DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

March 20, 2025

President/CEO's Report

1. HABD Leadership participated in National Day of Action in Washington, D.C. on Monday, March 10, 2025 to show support for HUD programs. The team will continue to meet with legislators to advocate around the importance of economic independence programs, and discuss redevelopment activities, regulatory reforms and the critical importance of future appropriations.
2. HABD Leadership attended the Birmingham City Council Meeting on Tuesday, February 25, 2025 to present the 2025 - 2029 HABD Strategic Plan: *Build, Thrive, Grow*. The visit is a part of the agency's larger communication strategy to share upcoming plans of propelling people and transforming communities with stakeholders. The complete strategic plan can be found at habd.org/habd-strategic-plan.
3. President and CEO Dontrelle Young Foster served as a panelist, along with other notable CEOs, during the A.G. Gaston Conference on Tuesday, February 25, 2025. During the discussion, she shared advice from her career journey with local business leaders and owners, as well as how to engage with HABD for future opportunities.
4. On February 14, 2025, leadership and staff presented the 2026 HABD Annual Plan at the monthly Council Presidents Advisory Board meeting. This meeting allows for resident council leaders to share insight and questions for the yearly plan that is required to submit to HUD. The annual plan will be submitted to HUD after Board approval in April 2025.
5. The Office of Constituent Concerns (OCC) received a total of twenty-one (21) concerns for the month of February 2025. The Housing Choice Voucher Programs/Section 8 received thirteen (13) concerns with main areas of concern related to inspections, landlord requests, and waiting list inquiries. Housing Operations received one (1) concern related to maintenance, while the Intake department received six (6) concerns regarding the status of housing applications. The OCC received one general inquiry regarding collections for an outstanding balance. A completion rate of 100% was achieved.

DYF/db

ROUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Melanie Baker, CPA/Director of Finance

Date: Tuesday, March 11, 2025

Department Finance

Board of Commissioners' Meeting Date: Thursday, March 20, 2025, at 1:30 p.m.

Board Agenda item(s):

1. Monthly Financial Report
2. Charge-Offs for the Month of January 2025
3. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Tuesday, March 11, 2025, at 9:00 a.m.

Approved by: Dontelle Young Foster / 3/13/2025
Dontelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda items, if applicable (*attached*). Yes, I No. (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be pre-entered to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action ().

HABD BOARD COMMITTEE MEMBER: Vice-Chairwoman Barnes Date: 03/11/2025

HABD BOARD COMMITTEE MEMBER: Commissioner Pantazis Date: 03/11/2025

HABD Staff Member: Melanie Baker, CPA Date: 03/11/2025



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

REQUEST FOR BOARD ACTION

March 20, 2025

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off February 28, 2025, the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	\$654.00
Southtown	ALA-1-4	\$5,936.50
Marks Village	ALA 1-6	\$0.00
Smithfield Court	ALA 1-9	\$4,471.00
Tom Brown Village	ALA 1-10	\$0.00
Morrell Todd	ALA 1-11	\$2,764.00
Collegeville Center	ALA 1-13	\$11,879.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$8,583.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$357.00
Benjamin Green	ALA 1-23	\$1,414.00
Roosevelt City	ALA 1-23	\$0.00
Mason City I & III	ALA 1-40/1-42	\$0.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
Tuxedo Terrace Homes	ALA 1-44	\$0.00
Tuxedo Homes	ALA 1-46	\$0.00
Freedom Manor	ALA 621	\$0.00
Total		\$36,058.50

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS
(TO BE CHARGED OFF AS OF MARCH 20, 2025)

FOR PERIOD ENDED FEBRUARY 28, 2025

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	1	654.00	-	-	-	-	-	-	654.00	6,573.08
Southtown AL 1-4R	2	6,086.50	-	-	-	-	(150.00)	-	5,936.50	-
Marks Village AL 1-6	0	-	-	-	-	-	-	-	-	2,670.37
Smithfield Court AL 1-9	1	4,546.00	-	-	-	-	(75.00)	-	4,471.00	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	6,719.00
Morell Todd AL 1-11	2	2,764.00	-	-	-	-	-	-	2,764.00	-
Collegeville AL 1-13	1	11,954.00	-	-	-	-	(75.00)	-	11,879.00	10,470.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	-
North Birmingham AL 1-16	3	7,913.00	-	670.00	-	-	-	-	8,583.00	9,519.00
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	-
Kimbrough AL1-18	1	432.00	-	-	-	-	(75.00)	-	357.00	14,459.00
Benjamin Greene AL 1-23	1	1,414.00	-	-	-	-	-	-	1,414.00	343.00
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	15,126.31
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	12	35,763.50	-	670.00	-	-	(375.00)	-	36,058.50	65,879.76

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
September 2023	23	33,390.07	36	86,380.50	813.18	36	86,380.50	-	85,567.32
October 2023	30	41,691.41	36	99,568.27	275.89	36	99,568.27	-	99,292.38
November 2023	25	62,676.13	20	109,535.11	1,157.40	20	109,535.11	-	108,377.71
December 2023	19	21,076.91	13	32,479.71	1,582.00	13	32,479.71	-	30,897.71
January 2024	62	94,617.31	22	88,948.16	3,395.26	22	88,948.16	-	85,552.90
February 2024	32	54,328.81	24	59,179.87	11,027.30	24	59,179.87	-	48,152.57
March 2024	19	37,872.40	39	58,907.13	8,271.68	39	58,907.13	-	50,635.45
April 2024	20	50,123.94	28	117,648.41	2,048.33	28	117,648.41	-	115,600.08
May 2024	20	59,180.13	36	76,534.32	4,568.87	36	76,534.32	-	71,965.45
June 2024	25	42,829.57	21	47,745.57	1,308.37	21	47,745.57	-	46,437.20
July 2024	39	104,396.01	55	165,348.66	2,817.91	55	165,348.66	-	162,530.75
August 2024	40	94,863.77	34	72,799.83	3,159.11	34	72,799.83	-	69,640.72
September 2024	36	86,380.50	29	76,595.80	5,640.31	29	76,595.80	-	70,955.49
October 2024	17	99,568.27	17	71,467.00	2,664.19	17	71,467.00	-	68,802.81
November 2024	20	109,535.11	19	34,465.93	47.00	19	34,465.93	-	34,418.93
December 2024	14	32,479.71	20	44,090.55	2,705.20	20	44,090.55	-	41,385.35
January 2025	22	88,948.16	22	65,879.76	7,575.03	22	88,948.16	-	58,304.73
February 2025	24	59,179.87	12	36,058.50	-	-	-	-	36,058.50
									-
									-
									-
Running Year Total		1,173,138.08	483	1,343,633.08	59,057.03	471	1,330,642.98	-	1,284,576.05

Dontrelle Young-Foster
President/CEO

/

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners'
Meeting Agenda Item
Control Document**

Date: March 10, 2025

HABD Staff Representative: Larry Williams, Chief Housing and Programs Officer

Department: Department of Public Housing

Board of Commissioners' Meeting (Date): March 20, 2025

Board Agenda Item(s):

1. Approval of Award of Contract for Court-Ordered Property Removal Services

Date/Time/ of Board of Commissioners' Committee Meeting: Monday, March 10th, at 11 a.m.

Approved by: Dontrelle Young Foster / 3/13/2025
Dontrelle Young Foster / Date

Duration of Presentation: 7 minutes (Estimated time)

Board Agenda Topic (Narrative): Approval of Award of Contract for Court Ordered Property Removal Services.

Extract from Minutes of Committee Meeting: _____
Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HABD Board Committee Member: Commissioner Cook / Date: 3/11/25

HABD Board Committee Member: Commissioner Pantazis / Date: 3/11/25

HABD Staff Member: Larry Williams, HABD Staff Representative / Date: 3/11/25

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR COURT ORDERED PROPERTY REMOVAL SERVICES

March 20, 2025

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide court-ordered property removal services in various housing communities throughout the City of Birmingham.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain board approval to award a contract for court-ordered property removal services. The contractor will work with each site's regional supervisor or designee to gain entrance to the selected occupied or unoccupied unit and remove all contents left behind by the most recent resident. The contractor is to provide all labor and equipment to remove, per court order, all personal items in selected units and place them outside the unit in a place chosen by HABD's management team members. The contractor hauls the items off by the end of the day. All items removed must be handled professionally so as not to damage the resident's property.

DESCRIPTION AND JUSTIFICATION

HABD issued an Invitation for Bid (IFB) B25014 for Court Ordered Evictions on January 17, 2025. The solicitation was advertised in the Birmingham News, HABD website, & social media. Forty-three contractors viewed the solicitation and seven submitted bids

Henley & Young is the most responsive and responsible bidder. If Henley & Young is not available, HABD will move to the next lowest bidder Supreme Clean.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Property Operations.

ATTACHMENTS

- Invitation for Bids IFB B25014
- Bid Form: List of Contractors
- Bid Summary

ALTERNATIVES

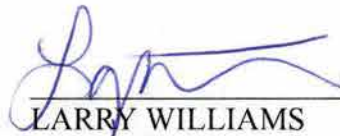
N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



LARRY WILLIAMS
Chief Housing Programs Officer



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025-12770

Resolution Authorizing to Award a Contract for Court-Ordered
Property Removal Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to enter into a contract with Henley & Young for court-ordered property removal services. If Henley and Young are not available, HABD will move to the next lowest bidder, Supreme Clean.

Adopted this 20th day of March 2025

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Seth Embry, Senior Advisor and Chief Strategist

Date: March 11, 2025

Department: Real Estate Development

Board of Commissioners' Meeting Date: Thursday, March 20, 2025 at 1:30 p.m.

Board Agenda Item(s):

1. Approval of Award of Contract for Real Estate Advisory Services
2. Approval of Operating Budgets for RAD PBV Developments: Park at Sydney Drive and Villas at Titusville

Board of Commissioners' Committee Meeting Date/Time: Monday, March 10, 2025 at 3:30 p.m.

Approved by: Dontrelle Young Foster / 3/13/2025
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 15 Minutes

Board Agenda Topic (Narrative): None

Extract from Minutes of Committee Meeting: None

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items and the related and supportive documents and found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HABD Board Committee Member: Chairwoman Thompson Date: 3/11/25

HABD Board Committee Member: Vice-Chair Barnes Date: 3/11/25

HABD Staff Member: Seth Embry Date: 3/11/25

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of Award of Contract for Real Estate Advisory Services

March 20, 2025

INTRODUCTION

The Housing Authority of the Birmingham District solicited proposals from qualified real estate professionals and firms with demonstrable successful experience in real estate development with an emphasis on the repositioning and recapitalization of public housing and affordable housing developments. HABD sought a firm to provide on-call consulting services and in-office support for the Agency's Real Estate Development department to help facilitate HABD's public housing repositioning and affordable housing acquisition and recapitalization strategy.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to execute a contract with a real estate advisory firm to provide their services to HABD.

DESCRIPTION AND JUSTIFICATION

HABD issued Request for Proposals No. P25009 on November 21, 2024. This request solicited proposals from qualified firms to support HABD's strategic plan that calls for the redevelopment of public housing communities, acquisition of affordable and mixed-finance properties, and the planning and implementation of large-scale neighborhood transformation initiatives. The solicitation was advertised on local media, social media, and available for download from Housing Agency Marketplace. There were 45 viewers to the solicitations and six proposals were received. After scoring all proposals, the proposal review team conducted interviews with the top three-rated respondents. HABD recommends the award of contract to EJP Consulting Group, the highest scored respondent.

POLICY IMPACT

Procuring these services will support HABD's goal of redeveloping its public housing in compliance with HUD requirements and enable the successful execution of the Agency's real estate development strategy.

ECONOMIC IMPACT/FUNDING SOURCE

Funding sources will be identified according to the project, and generally will be financed with the Capital Fund grant.

ATTACHMENTS

RFP No. P25009, Bid Tabulation, and RFP viewers.

ALTERNATIVE

No alternatives are available.

RECOMMENDATION

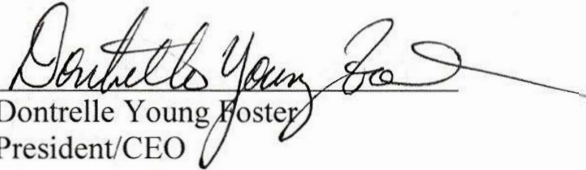
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025-12771

Resolution Authorizing the Approval of Contract for Real Estate Advisory Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute contracts for real estate advisory services to EJP Consulting Group.

Adopted this 20th day of March 2025

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of Operating Budgets for RAD PBV Sites: Park at Sydney Drive and Villas at Titusville

March 20, 2025

INTRODUCTION

The Housing Authority of the Birmingham District converted Loveman Village through the Rental Assistance Demonstration Program into affordable apartments subsidized with Project-Based Vouchers. HUD's guidelines require that the Board of Commissioners of the PHA approve operating budgets for all RAD PBV developments to ensure the required deposits into the replacement reserve are made.

PURPOSE AND OBJECTIVE

The purpose of this request is to demonstrate that the management of Park at Sydney Drive and Villas at Titusville are making the required deposits into the reserve for replacement account. If documentation supports such deposits are made, the Board shall approve the operating budgets. Other than approving the operating budget, HABD has no role in the management of the properties, and does not provide oversight of the finance.

DESCRIPTION AND JUSTIFICATION

In order to ensure the long-term viability of converted public housing, HUD requires an annual deposit into a replacement reserve to aid in funding extraordinary maintenance, and repair and replacement of capital items. To highlight the importance of this reserve in the continued provision of affordable housing, HUD requires that the Board of Commissioners review and approve operating budgets of RAD PBV developments to ensure the required deposits are made.

The management of the referenced developments have provided the 2025 operating budgets and mortgage statements which outline that deposits are budgeted and made as part of the monthly mortgage payment.

POLICY IMPACT

Review and approval of the operating budgets are required for HUD compliance.

ECONOMIC IMPACT/FUNDING SOURCE

None.

ATTACHMENTS

Operating budgets for 2025 and bank statements for both properties, which illustrate the reserve deposits are made monthly.

ALTERNATIVE

No alternatives are available.

RECOMMENDATION

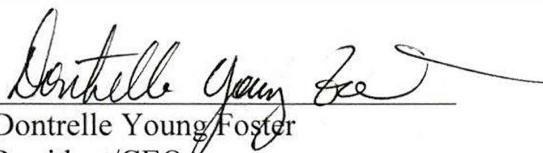
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025-12772

Resolution Approving the Operating Budgets for RAD PBV Developments: Park at Sydney Drive and Villas at Titusville

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the 2025 operating budgets for HABD's RAD PBV Developments – Park at Sydney Drive and Villas at Titusville – have been reviewed, and demonstrate that each project is making deposits into required Reserve for Replacement Accounts per HUD regulations.

Adopted this 20th day of March 2025

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)