



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

April 12, 2024

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

Mr. D.G. Pantazis, Jr., Chairman
Ms. DeJuana L. Thompson, Vice-Chairperson
Mr. Anthony C. Hood, Commissioner
Ms. Abra A. Barnes, 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 has been **rescheduled** to **2:30 p.m. Thursday, April 18, 2024**, at the George W. McCoy Facility 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

TIME CHANGE***TIME CHANGE*****TIME CHANGE*******



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

Thursday, April 18, 2024
2:30 p.m.
Agenda

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, March 21, 2024
Approval of Minutes, Public Hearing, March 21, 2024
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended March 31, 2024
 - d. Resolution 2024 -12702 - Approval of Charge-Offs for Period Ended March 31, 2024
- V. Old Business**
 - a. HABD Van Update
- VI. New Business**
 - a. Cybersecurity
- VII. Finance and Accounting**
 1. Approval of the Energy Performance Contract (EPC) Agreement
- VIII. Property Operations**
 1. Approval of Award of Contracts for Landscaping Maintenance Services
 2. Approval of Award of Contract for Vacancy Prep for Casualty Fire Units

IX. Executive

1. Approval to Execute the Above-Baseline Services Agreement with BPD

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

XI. Executive Session

XII. Adjournment

**MINUTES OF THE REGULAR MEETING OF COMMISSIONERS FOR THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON MARCH 21, 2024**

The Commissioners of the Housing Authority of the Birmingham District met in regular session at 1:30 p.m. on March 21, 2024, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

D.G. Pantazis, Jr., Chairman
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

ABSENT:

DeJuana L. Thompson, Vice-Chair

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, Interim Chief Financial Officer
Larry Williams, Chief Housing and Programs Officer
Kelley Terry, Policy & Planning Analyst
Kelleigh Gamble, VP of Strategic Initiatives
Ken Foreman, Director of Public Safety
Meagan Holland, Director of Public Relations
Jennifer Leonard, Regional Property Manager
Toraine Clausell, Director of IT Infrastructure & Operations
Roger Malone, Public Safety Assistant
Christie Hilliard, Project Manager
Willine Body, Resident, Elyton Village
Amy Thornton, Resident, Elyton Village
Christy French, General Counsel
Emily Nelson, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

Adoption of Agenda

Chairman Pantazis acknowledged the adoption of the agenda. The agenda was adopted as presented.

Consent Agenda

Chairman Pantazis 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 Commissioner Hood and seconded by Commissioner Barnes, the consent agenda was approved.

- a. The Regular Meeting Minutes of February 13, 2024, were approved.
The Special Meeting Minutes of February 28, 2024, were approved.
- b. The President/CEO’s Report was accepted.
- c. The Cumulative Low-Income Housing Finance Report for the Period Ending February 29, 2024, was approved.
- d. **Resolution** 2024 - 12697 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 February 29, 2024, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 2,051.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6 -----	8,980.20
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	115.00
Morrell Todd Homes, Ala.1-11-----	25,994.67
Collegeville Center, Ala.1-13-----	2,186.00
Harris Homes, Ala. 1-14-----	321.00
North Birmingham Homes, Ala.1-16-----	0.00
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	19,532.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	0.00

Total \$ 59,179.87

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

Old Business

For old business, President Foster called upon Mr. Larry Williams, Chief Housing and Programs Officer, to provide an update on the concerns raised by a landlord during the previous Board meeting. Mr. Williams reported that staff had been in constant communication with Mr. Bourn and that all of his issues had been resolved. He also informed the Board that an Interim Director for the Rental Assistance Program had been appointed and that new hires were scheduled to start later this month.

Furthermore, on Saturday, March 16, 2024, the Public Housing and Rental Assistance staff worked together to process Section 8 Recertifications. This weekend event was highly successful, and such efforts are expected to be continued in the future.

New Business

For new business, President Foster called upon Mr. Kelleigh Gamble, the Director of Strategic Initiatives, to provide an update on the Homeownership Program. Mr. Gamble explained the program and stated that HABD currently has 35 single-family units built under the HOPE VI and 5(h) programs. The 3 bed/2 bath units were converted to traditional public housing and are located in three communities: Fountain Heights, Tuxedo, and Mason City. An initial assessment of the units revealed that repairs were needed on all of the units, with costs ranging between \$18K to \$40K per unit. The source of funding allocated for these repairs is Capital Funds. HABD held several engagement meetings with resident participants who expressed interest in purchasing the units. Additionally, a total of 98 residents from public housing, the housing choice voucher program, and the market have expressed their interest in the homeownership program and are currently in the pipeline.

After presenting his update, the Board requested that Mr. Gamble provide monthly or quarterly homeownership status reports on the Resident Pipeline of how many people are going into the pipeline and how many to become homeowners.

Next, Mr. Gamble provided an update on the Land Use and Vacant Lots. He indicated that HABD had 203 vacant parcels, a total acreage of 62.9 acres, with an average size of 0.3 acres. The two largest contiguous acreages are in Tuxedo and, Woodlawn area with 12.4 acres. There have been discussions on proposed uses and ongoing discussions with developer partners to leverage existing parcels for expanded development opportunities.

The board members expressed their desire to view the lots on a map to get a better sense of where the parcels are actually located. They suggested that Mr. Gamble explore the possibility of using GSI mapping services.

Commissioner Hood proposed to President Foster of coordinating a workshop with the City Community Development team, Landbank and HABD to further discuss these parcels. He also expressed interest in participating in the talks if they are already taking place. President Foster confirmed that these conversations are already in progress and it's just a matter of identifying a time when everyone can meet, including other developer partners as well. President Foster stated that she would inform the Board of when the meetings are scheduled.

Finance and Accounting

1. Approval of Revisions to the Policy and Procedures for Capital Assets

Chairman Pantazis acknowledged the Approval of Revisions to the Policy and Procedures for Capital Assets. Ms. Melanie Baker, Chief Financial Officer, discussed the Capital Assets Policy, which outlines the Agency's protocol for managing physical assets. The policy applies to all programs of the PHA, including federal and non-federal programs, and provides guidance as to how HABD will account for capital assets. The purpose of this request is to seek Board approval to increase the cost of assets with useful lives of one year or more from \$5,000 to \$10,000. The proposed revision was recommended by the previous auditor to ensure consistency in financial reporting from year to year. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted.

RESOLUTION NO. 12698

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to revise the Policy and Procedures for Capital Assets and take any and all necessary operating actions to maintain the fiscal and operational efficiency of the Housing Authority of the Birmingham District.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

2. Approval of the Policy and Procedures for Investments

Chairman Pantazis acknowledged the Approval of the Policy and Procedures for Investments. Ms. Melanie Baker presented for approval the adoption of the Policy and Procedures for Investments. She indicated that this policy provides guidance and management decisions for the investment of surplus funds. The purpose of this request is to obtain Board approval to adopt the proposed policy. Banking institutions require board-

approved policies and procedures in order to enter into investments with the Housing Authority of the Birmingham District. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted.

RESOLUTION NO. 12699

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District hereby authorizes the adoption of the Policy and Procedures for Investments.

RESOLVED FURTHER by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to implement the proposed policy and to take all necessary operating actions to maintain the fiscal and operational efficiency of the Housing Authority of the Birmingham District.

When called upon, the following voted as indicated:

YEA

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

Real Estate Development

1. **Approval Authorizing Submission of Demolition and Disposition Application for thirty-five (35) Uninhabitable Units**

Chairman Pantazis acknowledged the Approval Authorizing the Submission of Demolition and Disposition Applications for thirty-five Uninhabitable Units. Ms. Christie Hilliard, Project Manager, indicated that an initial demolition and disposition application was submitted and a board resolution was previously approved. However, HUD's Special Application Center (SAC) has requested a current board resolution. Therefore, the purpose of this request is to obtain board approval to submit an updated DDA to the HUD Special Application Center to allow the Authority to dispose of and demolish uninhabitable units at various properties. After a brief discussion, upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted:

RESOLUTION NO. 12700

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to submit a Demolition and Disposition application to HUD's Special Application Center (SAC) for thirty-five units. The Authority has determined that thirty-five (35) units located at multiple properties are uninhabitable and not feasible to rehabilitate.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

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

Chairman Pantazis acknowledged Presentation of Persons Desiring to Speak Before the Board. Ms. Amy Thornton, a resident of Elyton Village, inquired as to whether HABD would provide more vans with wheelchair lift accessibility. The current van needs repairs and does not accommodate disabled residents.

Next, Ms. Willine Body, a resident of Elyton Village, inquired as to the number of accessible units for sale in the homeownership program. President Foster indicated that Mr. Gamble would provide that information to her by the next Board meeting. President Foster also noted that she would have the bus evaluated for repair services. In the meantime, the agency can provide the residents with bus passes to accommodate transportation.

Executive Session

Chairman Pantazis acknowledged the executive session. Attorney French indicated that the subject matter was appropriate for an executive session under Alabama Code 36-25A-7-1. Upon motion by Commissioner Hood and seconded by Commissioner Barnes, the Board went into executive session for approximately thirty minutes.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

After the executive session, Chairman Pantazis called the meeting back to order.

Chairman Pantazis noted that the Public Hearing will take place right after the adjournment of the regular meeting.

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

Chairman

ATTEST:

Secretary

**MINUTES OF THE PUBLIC HEARING OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON MARCH 21, 2024**

The Commissioners of the Housing Authority of the Birmingham District held a Public Hearing on March 21, 2024, at 1:30 p.m. at the George W. McCoy Facility located in Birmingham, Alabama, to present the PHA Plan for FY2025. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

D.G. Pantazis, Jr., Chairman
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

ABSENT:

DeJuana L. Thompson, Vice-Chair

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, Chief Financial Officer
Larry Williams, Chief Housing and Programs Officer
Kelley Terry, Policy & Planning Analyst
Ken Foreman, Director of Public Safety
Meagan Holland, Director of Public Relations
Jennifer Leonard, Regional Property Manager
Toraine Clausell, Director of IT Infrastructure & Operations
Roger Malone, Public Safety Assistant
Christie Hilliard, Project Manager
Christy French, General Counsel
Emily Nelson, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

Adoption of Agenda

Chairman Pantazis acknowledged the adoption of the agenda. The agenda was adopted as presented.

Presentation of the HABD PHA Plan for Fiscal Year (FY) 2025

Chairman Pantazis acknowledged that this is a Public Hearing to present the Housing Authority of the Birmingham District's PHA Plan for Fiscal Year 2025. President Foster called Ms. Kelly Terry, Policy and Planning Analyst. Ms. Terry presented the PHA Plan, which is a Five-Year Plan and Annual Plan that outlines the Public Housing Agency's management operations and capital planning. The plan is submitted to the Department of Housing and Urban Development (HUD) 75 days before the start of the fiscal year. It provides a framework for ensuring local accountability and easy access to PHA policies, rules, and requirements. The Annual Plan is submitted yearly, and the Five-Year Plan is submitted every fifth fiscal year.

Ms. Terry informed the Board that the PHA Plan had been available for public view and comments, as required by HUD, and presented to the Resident Advisory Board. The objective of the public meeting was to review the plan goals and changes, invite public comments, and obtain Board approval for submission to HUD.

During the presentation, Ms. Terry highlighted the Strategic goals and provided an update on the Progress Report. Ms. Foster also mentioned that HABD updated its Violence Against Women Act (VAWA) as required by HUD. There were no questions or comments from the Board, and no public comments or questions were presented.

1. **Approval of the HABD PHA Plan for Fiscal Year (FY) 2025**

Next, Ms. Terry presented the Request for Board Action to approve the Annual Plan for FY2025 and the Five-Year Plan for 2025-2029. The Housing Authority of Birmingham District (HABD) is required to comply with current HUD regulations to continue receiving HUD funding, and the deadline for submission is April 17, 2024. Fortunately, HABD is ahead of the deadline. Upon motion by Commissioner Hood and seconded by Commissioner Barnes, the following resolution was unanimously adopted:

RESOLUTION NO. 12701

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman be and he is hereby authorized to execute the required document for submission of the HABD FY2025 PHA Annual Plan and 2025-2029 Five-Year Plan to HUD.

RESOLVED FURTHER that the President/CEO be and she hereby is authorized to attest to the submission of the HABD FY2025 PHA Annual Plan and 2025-2029 Five-Year Plan document as referenced above.

When called upon, the following voted as indicated:

YEA
Chairman Pantazis

NAY

ABSTAINED

Commissioner Hood
Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

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

Chairman

ATTEST:

Secretary



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

To: HABD Board of Commissioners

From: Dontrelle Young Foster 

Subject: President/CEO's Report

Date: April 18, 2024

1. On April 14, HABD leadership and staff attended the AAHRA Spring Workshop in Birmingham, Alabama. This AAHRA Spring Workshop is an annual training and professional development opportunity for PHA staff in Alabama. The Workshop features practical classes on a variety of topics including maintenance, fair housing, and other topics critical for housing authorities. The Workshop also features sessions from local HUD staff providing important policy updates.
2. On April 8, HABD staff attended the NAHRO Washington Conference. This Conference provides timely information regarding the latest developments in housing and community development issues. The panel included discussion on policy initiatives, federal appropriations and other developments, as well as discussions on the future of HUD by Acting Secretary Adrienne Todman.
3. On April 2, HABD commissioners and staff attended the National Community Reinvestment Coalition Just Economy Conference in Washington, D.C. The Just Economy Conference is the national event for community, business, foundation, policy and government leaders who want a nation that not only promises but delivers opportunities for all Americans to build wealth and live well. National and local luminaries, visionaries and changemakers gather to network, share ideas, learn and ask hard questions to chart out a better future.
4. On March 28, HABD closed on the Townhomes at Farrington LP, LLC formerly known as Farrington Apartments. The 104 unit mixed income development consists of 82 Project Based Rental Assistance and 22 RAD units.
5. On March 19, HABD hosted Vendor Connect at the Smithfield Community Center. This event was spearheaded by the Procurement Department to help build better working relationships with former, current, and prospective vendors. The event was a great success, and feedback from vendors has been exemplary.

6. On March 19, HABD leadership and staff attended the Southeast Network of HUD's Office of Public and Indian Housing's first Public Housing Conference virtually. The conference focused on reducing housing insecurity in the Southeast, USA, and included presentations and panel discussions on many topics such as NSPIRE, RAD, Section 18, HIP, LIHTC and more.
7. On March 18, HABD implemented SMS (text) communications for staff and residents. If there is an emergency or closure due to inclement weather, we now have the capability to communicate pertinent information more quickly and effectively.
8. The Office of Constituent Concerns (OCC) received a total of thirty-two (32) concerns for the month of March 2024. Twenty-one (21) concerns for Rental Assistance Programs/Section 8, with the areas of concern mainly related to property inspections, non-rent payments, waiting lists, and voucher status. Eight (8) concerns were received for Property Operations relating to maintenance and housing assistance. The OCC received three (3) general inquiries related to IT, Procurement, and Human Resources. A completion rate of 90% was achieved for the period. The remaining issues are being addressed and are expected to be completed by the end of the week.

DYF/en

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

HABD Staff Representative: Melanie Baker, Interim CFO

Date: Wednesday, April 3, 2024

Department Finance

Board of Commissioners' Meeting Date: Thursday, April 18, 2024, at 1:30 p.m.

Board Agenda item(s):

1. Monthly Financial Report
2. Charge-Off's for the Month of March 2024
3. Approval of Energy Performance Contract Agreement
4. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Wednesday, April 9, 2024, at 10:00 a.m.

Approved by: Dontrelle Young Foster / 4/5/2024
Dontrelle 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 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 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 ().

BABD Board Committee Member: Chairman Pantazis **Date:** 04/09/24

HABD Board Committee Member: Commissioner Barnes **Date:** 04/09/24

HABD Staff Member: Melanie Baker, CFO **Date:** 04/09/24



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

April 18, 2024

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as March 28, 2024 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	\$7,003.00
Southtown	ALA 1-4	\$1,500.00
Marks Village	ALA 1-6	\$21,862.24
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$0.00
Morrell Todd	ALA 1-11	\$212.00
Collegeville Center	ALA 1-13	\$225.00
Harris Homes	ALA 1-14	\$5,374.00
North Birmingham Homes	ALA 1-16	\$5,776.00
Cooper Green Homes	ALA 1-17	\$6,238.00
Kimbrough Homes	ALA 1-18	\$8,655.00
Benjamin Greene	ALA 1-23	\$2,061.89
Roosevelt City	ALA 1-30	\$0.00
Freedom Manor	ALA 1-21	\$0.00
Mason City I & III	ALA 1-40/146	\$0.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
Tuxedo Trace Homes	ALA 1-44	\$0.00
	ALA 621	\$0.00
Total		\$ 58,907.13

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 APRIL 18, 2024)

FOR PERIOD ENDED MARCH 28, 2024

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	3	6,667.00	-	411.00	-	-	(75.00)	-	7,003.00	2,051.00
Southtown AL 1-4R	1	1,500.00	-	-	-	-	-	-	1,500.00	-
Marks Village AL 1-6	7	20,460.24	-	1,402.00	-	-	-	-	21,862.24	8,980.20
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	115.00
Morell Todd AL 1-11	1	212.00	-	-	-	-	-	-	212.00	25,994.67
Collegeville AL 1-13	1	180.00	-	120.00	-	-	(75.00)	-	225.00	2,186.00
Harris Homes AL 1-14	16	1,004.00	-	4,495.00	-	-	(125.00)	-	5,374.00	321.00
North Birmingham AL 1-16	1	5,365.00	-	411.00	-	-	-	-	5,776.00	-
Cooper Green AL 1-17	2	5,335.00	-	903.00	-	-	-	-	6,238.00	-
Kimbrough AL1-18	5	9,030.00	-	-	-	-	(375.00)	-	8,655.00	19,532.00
Benjamin Greene AL 1-23	2	1,750.89	-	311.00	-	-	-	-	2,061.89	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	39	51,504.13	-	8,053.00	-	-	(650.00)	-	58,907.13	59,179.87

	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 2022	22	30,571.45	23	33,390.07	10,073.04	22	33,390.07	910.72	22,406.31
October 2022	17	18,584.00	30	41,691.41	1,799.60	17	41,691.41	414.71	39,477.10
November 2022	10	24,781.58	25	62,676.13	1,026.00	25	62,676.13	594.23	61,055.90
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	659.06	18,560.25
January 2023	34	69,597.59	62	94,617.31	783.43	62	94,617.31	-	93,833.88
February 2023	41	89,143.74	32	54,328.81	6,895.87	32	54,328.81	4,156.28	43,276.66
March 2023	25	31,217.40	19	37,872.40	8,261.13	19	37,872.40	-	29,611.27
April 2023	25	27,526.51	20	50,123.94	2,267.33	20	50,123.94	-	47,856.61
May 2023	22	20,155.15	20	59,180.13	-	20	59,180.13	-	59,180.13
June 2023	7	7,158.57	25	42,829.57	1,859.87	25	42,829.57	-	40,969.70
July 2023	42	86,272.96	39	104,396.01	973.00	39	104,396.01	-	103,423.01
August 2023	30	60,973.64	40	94,608.77	3,583.79	40	94,608.77	-	91,024.98
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	62,872.13	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	32	59,179.87	-	48,152.57
March 2024	19	37,872.40	39	58,907.13	-	-	-	-	58,907.13
Running Year Total		830,636.85	544	1,231,790.21	57,631.69	499	1,172,883.08	6,735.00	1,167,423.52

Dontrelle Young-Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
REQUEST FOR BOARD ACTION
APPROVAL OF THE ENERGY PERFORMANCE CONTRACT AGREEMENT
APRIL 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District's (HABD) initial feasibility analysis has determined that an Energy Performance Contract Agreement is financially beneficial to HABD and will allow further flexibility within the Authority's redevelopment plans. HABD's annual measurement and verification reports to HUD have identified considerable opportunities to reduce water utility operating cost expense through leak analysis.

PURPOSE AND OBJECTIVE

HABD is expected to expend funds, not to exceed \$500,000 for energy studies, technical assistance, legal services, engineering, architectural, pre-construction pricing, and other services related to program design for an energy performance contract. Of that amount, HABD is expected to expend a portion of the funds, not to exceed \$150,000, for water submetering and leak analysis.

DESCRIPTION AND JUSTIFICATION

HABD intends to contract with additional firms for such technical assistance, including but not limited to legal services, architectural and engineering firms, facility commissioning firms, general contractors, Energy Service Companies, and other firms that can assist with the development of an energy plan and project design.

POLICY IMPACT

The Housing Authority of the Birmingham District intends and reasonably expects the expenditures made for such efforts will be reimbursed for the \$350,000 portion through the proceeds of an anticipated tax-exempt municipal lease-purchase agreement for HABD's EPC Contract. The leak analysis expenditure portion will be reimbursed for the \$150,000 portion through the Capital Grant Funding.

ECONOMIC IMPACT/FUNDING SOURCE

The Housing Authority of the Birmingham District will present all findings and request approval of additional resolutions for project financing and HUD approvals. This resolution acts as a Declaration of Official Intent of Reimbursement and Designation of Qualified Tax-Exempt Obligation. This is a Declaration of Official Intent within the Treasury Regulations Section 1.150-2 for such related expenditures.

ATTACHMENTS

Group 14 Engineering (Consultant) Contract No. 21-020

ALTERNATIVE


None

RECOMMENDATION

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Melanie Baker, CPA/Interim CFO



Dontrelle Young Foster, President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12703

Resolution Authorizing Energy Performance Contract Agreement

RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT hereby authorizes the President/CEO the use of \$350,000 for predevelopment activities associated with the Energy Performance Contract Agreement and \$150,000 for water metering and leak analysis, and to execute all required documents associated with the approval and utilization of these funds.

Adopted this 18th day of April 2024

ATTEST:

Chairperson

Dontrelle Young Foster, Secretary

(SEAL)

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

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

Date: Tuesday, April 03, 2024


Department Property Operations

Board of Commissioners' Meeting Date: Thursday, Apr 18, 2024

Board Agenda Item(s):

1. Approval of Award of Contract for Landscaping Services
2. Approval of Award of Contract for Vacancy Prep for Casualty Fire Units
3. Dashboard

Board of Commissioners' Committee Meeting Date/Time: Tuesday, April 9, 2024, at 1:00 p.m.

Approved by:  / 4/5/2024
Dontrelle 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 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: Chairman Pantazis / Date: 4/9/24

HABD Board Committee Member: / Date:

HABD Staff Member: Larry Williams / Date: 4/9/24

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR LANDSCAPING SERVICES AND ALTERNATES FOR HABD PROPERTIES

APRIL 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified companies or individuals to provide contractor services for landscaping maintenance according to the terms specified in IFB-B24006.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain Board approval to proceed with recommended contractors to provide landscaping maintenance services for Tom Brown Village and Rev. Morrell Todd Homes. The services shall include but not limited to:

- Mowing the grass
- Pruning, shearing and trimming of bushes and groundcover
- Debris removal

DESCRIPTION AND JUSTIFICATION

An Invitation For Bid (IFB) was issued to secure a contractor to provide landscaping maintenance services. The IFB was posted on the HABD and Housing Agency Marketplace websites, as well as at the HABD Central Office. Additionally, it was emailed to 37 companies and 37 individuals. The solicitation was also advertised in the Birmingham News and Birmingham Times.

Eleven (11) contractors submitted bids in response to the IFB. The bids were then reviewed, and Green's Complete Lawn Care, LLC. submitted the lowest responsible and responsive bid. If the contractor is unable to fulfill their contractual obligations, HABD will proceed to the next lowest responsible and responsive bidder. Therefore, management recommends awarding the contract to Green's Complete Lawn Care, LLC for Tom Brown and Rev. Morrell Todd Homes.

Additionally, HABD has identified the following designated alternates for HABD properties.

Marks Village and Harris Homes - Royal Hill Landscaping

Elyton Village and Smithfield Court - The Moppers

Vacant Lots and N. Birmingham - Royal Hill Landscaping

Cooper Green/Kimbrough Homes/Southtown Court - Royal Hill Landscaping

Freedom Manor/Tuxedo Terrace I&II(vacant lot & Prince Hall) - Royal Hill Landscaping

Roosevelt City and Benjamin Green - CJ Lawn
McCoy Building/Warehouse/Dixie/Vault and Central Office - The Moppers

POLICY IMPACT

Contracting with the contractors will allow HABD to be in compliance with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The funding source for these funds is Property Operations.

ATTACHMENTS

Invitation For Bid
Contractor pricing
Viewers List

ALTERNATIVES

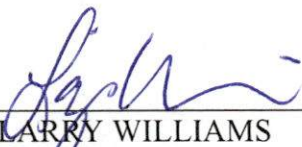
N/A

RECOMMENDATIONS

The President/CEO recommends the adoption of this Resolution.

CERTIFICATION

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



LARRY WILLIAMS
Chief Housing and Programs Officer



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12704

Resolution Approving the Award of Contract for Landscaping Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute required documents with Green's Complete Lawn Care, LLC. to provide lawn care/landscaping services for Tom Brown Village & Rev. Morrell Todd Homes.

RESOLVED FURTHER by the Board of Commissioners of the Housing Authority of the Birmingham District to authorize the President/CEO to designate alternates to provide lawn care/landscaping services for Marks Village and Harris Homes - Royal Hill Landscaping, Elyton Village and Smithfield Court - The Moppers, Vacant Lots and N. Birmingham - Royal Hill Landscaping, Cooper Green/Kimbrough Homes/Southtown Court - Royal Hill Landscaping, Freedom Manor/Tuxedo Terrace I&II (vacant lot & Prince Hall) - Royal Hill Landscaping, Roosevelt City and Benjamin Green - CJ Lawn, McCoy Building/Warehouse/Dixie/Vault and Central Office - The Moppers.

RESOLVED FURTHER by the Board of Commissioners of the Housing Authority of the Birmingham District, that if the contractor is unable to fulfill their contractual obligations, HABD will proceed to the next lowest responsible and responsive bidder.

Adopted this 18th day of April, 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR CASUALTY FIRE UNITS

APRIL 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified companies or individuals to provide contractor services for vacancy preparation for casualty fire units according to the terms specified in IFB-B24007.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain Board approval to provide construction and repair services for three (3) burned units. The work shall consist of furnishing all labor, materials, and equipment for interior repairs and selective exterior windows in three (3) apartment units.

DESCRIPTION AND JUSTIFICATION

An Invitation For Bid (IFB) was issued to secure a contractor to provide fire casualty unit restoration. The IFB was posted and emailed to 34 companies and 35 individuals. Additionally, it was available in the HABD Central Office, as well as posted on the HABD and Housing Agency Marketplace websites. The solicitation was also advertised in the Birmingham News and Birmingham Times.

Three (3) contractors submitted bids in response to the IFB. The bids were reviewed, resulting in Safford Building Company as the lowest responsive and responsible bid. Therefore, management recommends awarding a contract to Safford Building Company in the amount of \$255,350.00. The cost breakdown consists of:

1. Unit 228 - \$92,990.00
2. Unit 128 - \$93,460.00
3. Unit 170 - \$68,900.00

POLICY IMPACT

Contracting with the contractors will allow HABD to be in compliance with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The funding source for these funds is Property Operations/Capital Funds.

ATTACHMENTS

Invitation For Bid
Tabulation Sheet
Viewers List

ALTERNATIVES

N/A

RECOMMENDATIONS


The President/CEO recommends the adoption of this Resolution.

CERTIFICATION

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



LARRY WILLIAMS
Chief Housing and Programs Officer


DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12705

Resolution Approving the Award of Contract for Casualty Fire Units

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute the required documents with Safford Building Company to provide construction and repair services of casualty fire units.

Adopted this 18th day of April, 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL TO EXECUTE THE AGREEMENT OF THE ABOVE-BASELINE SERVICES WITH THE BIRMINGHAM POLICE DEPARTMENT

April 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) is seeking approval from the Board of Commissioners to enter into a 24-month agreement with the Birmingham Police Department for a Community Safety Partnership to provide above-baseline police patrols and services in contracted HABD communities.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to enter into an agreement with the Birmingham Police Department to provide above-baseline police services to increase and enhance the safety, security, and welfare of HABD clients.

DESCRIPTION AND JUSTIFICATION

After a review and assessment of the Housing Authority's security needs and speaking with clients and staff, it is necessary that the above base-line police services be provided to the following communities: Elyton Village, Southtown Court, Marks Village, Smithfield Court, Tom Brown Village, Rev. Dr. Morrell Todd Homes, Collegeville Center, Harris Homes, North Birmingham Homes, Cooper Green, Kimbrough Homes, Roosevelt, and Ben Greene Village.

With the recent security upgrades of Video Cameras, License Plate Readers, and LED Lighting in all HABD Communities, it is determined that the following personnel of seven Police Officers, one sergeant, and one Lieutenant are adequate to provide needed security functions.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

\$2,085,605.52 over a two-year agreement / Property Operations

ATTACHMENTS

Police Contract Agreement

ALTERNATIVES


N/A

RECOMMENDATIONS

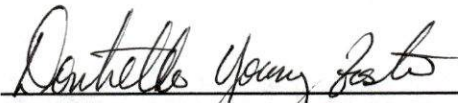
The President/ CEO recommends the adoption of this Resolution.

CERTIFICATION

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



KEN FOREMAN
Director of Public Safety



DONTRELLE YOUNG FOSTER
President/ CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12706

Resolution Authorizing the President/CEO to Execute the Agreement of the Above-Baseline Services with the Birmingham Police Department

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District hereby authorize the President/CEO to execute the agreement of the above-baseline services with the Birmingham Police Department.

Adopted this 18th day of April 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)