



President and CEO  
**Dontrelle Young Foster**

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

### **Board of Commissioners**

D.G. Pantazis, Jr., Chairman  
DeJuanna L. Thompson, Vice-Chairman  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner  
Willie J. Lewis, Commissioner

**July 5, 2023**

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 is scheduled for **1:30 p.m.** Thursday, **July 20, 2023**, at the George W. McCoy Facility, located at 1301 25<sup>th</sup> Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to [HABD.org](http://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**  
D.G. Pantazis, Jr., Chairman  
DeJuanna L. Thompson, Vice-Chairman  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner  
Willie J. Lewis, Commissioner

**Regular Board of Commissioners Meeting**  
**George W. McCoy Building**  
**1301 25<sup>th</sup> Avenue North**  
**Birmingham, AL 35204**

**Thursday, July 20, 2023**  
**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, June 15, 2023
  - b. President/CEO's Report
  - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended June 30, 2023
  - d. Resolution 12660 -2023 - Approval of Charge-Offs for Period Ended June 30, 2023
- V. Executive Session**
- VI. Old Business**
  - a. Call Center Services Update
  - b. Rev. Morrell Todd Homes Update
- VII. New Business**
- VIII. Finance and Accounting**
  1. Approval of Award of Contract for Professional Auditing Services

**IX. Property Operations**

1. Approval of Award of Contract for Lawn Care Services
2. Approval to Revise the 2023 Public Housing Utility Allowances Schedule

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

**XI. Adjournment**

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT  
HELD ON JUNE 15, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session on June 15, 2023, 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  
DeJuana L. Thompson, Vice-Chair  
Abra A. Barnes, Commissioner

**ABSENT:**

Anthony C. Hood, Commissioner

**ALSO, PRESENT:**

Dontrelle Young Foster, President/CEO  
Courtney French, General Counsel  
Ken Foreman, Director of Community Safety  
Calandra Jefferson-Mitchell, Director of Human Resources  
Melanie Baker, Interim Chief Financial Officer  
Nicole Earle, Chief Real Estate Officer  
Larry Williams, Senior Vice President of Operations/Programs  
Kelleigh Gamble, VP of Strategic Initiatives  
Denita Bearden, Chief Administrative Officer  
Mike Carpenter, BLOC Global Group  
Meagan Holland, Director of Public Relations  
Torraine Clause, Director of IT Infrastructure & Operations  
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

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

Chairman Pantazis acknowledged the approval of the consent agenda and asked if there were any items that needed to be removed. There were no objections to the consent agenda, and upon motion by Vice Chair Thompson and seconded by Commissioner Barnes, the consent agenda was approved.

- a. The Minutes of the Regular Meeting on May 18, 2023, were approved.
- b. The President/CEO's Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending May 31, 2023, was accepted.
- d. Resolution 12653-2023 – 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 May 31, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 0.00
Southtown Court, Ala.1-4R-----	86.00
Marks Village, Ala.1-6 -----	15,539.13
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	1,713.00
Collegeville Center, Ala.1-13-----	630.00
Harris Homes, Ala. 1-14-----	15,395.00
North Birmingham Homes, Ala.1-16-----	7,757.60
Cooper Green Homes, Ala.1-17-----	1,267.00
Kimbrough Homes, Ala.1-18-----	13,458.21
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 -----	3,334.19
Tuxedo II Ala 1-35-----	0.00
	<b>\$59,180.13</b>

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

**Old Business**

For old business, President Foster briefly highlighted the President's Report that was provided in the board packet.

Chairman Pantazis requested to add the Call Center Services to the board agenda as a reminder for old business. Putting the topic on the agenda will keep it at the forefront of how the services are going over the next few months. President Foster noted that a kick-off meeting for the Call Center was being scheduled to discuss communication plans with the contractor. However, she will be sure it is added to the agenda.

### **New Business**

For new business, President Foster called the Public Safety Director, Ken Foreman, and the Senior VP of Property Operations and Programs, Larry Williams, to give an update on public safety and recent activities related to Morrell Todd Homes. Director Foreman stated that Morrell Todd Homes recently had two tragic incidents. HABD staff contacted the residents, and resources were made available to the victims' families. In light of the incidents, HABD and Birmingham Police Department have put additional safety measures in place to prevent further tragedies in the future.

Mr. Larry Williams, Senior VP of Property Operations and Programs, added that he and Director Foreman have been working together to ensure the residents are involved with matters pertaining to day-to-day management and the safety of their communities. Client Services staff conducted a door-to-door canvas to address any questions and concerns of the residents. In addition, conversations and activities were held with community focus groups and Resident Council members to get their input and discuss their safety concerns. An invitation was extended to the Commissioners to attend the community meetings at their convenience.

### **Executive Session**

Chairman Pantazis acknowledged the executive session to discuss potential legal and security matters. Attorney French acknowledged the subject matter was appropriate under Alabama Code 36-25A-7 for an executive session to discuss legal and security matters. Upon motion by Commissioner Barnes and seconded by Vice Chair Thompson, the Board went into executive session for approximately 1 hour.

When called upon, the following voted as indicated:

YEA

Chairman Pantazis

Vice Chair Thompson

Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

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

### **Finance and Accounting**

1. **Approval of Site, Central Office, Project-Based Rental Assistance, and Section 8 Budgets for Fiscal Year End June 30, 2024**

Chairman Pantazis acknowledged the Approval of the Site, Central Office, Project-Based Rental Assistance, and Section 8 Budgets for Fiscal Year Ending June 30, 2024. Ms. Melanie Baker, Interim Chief Financial Officer, stated that HUD requires the Board to approve HABD's Budgets for the upcoming Fiscal Year Ending June 30, 2024. President Foster and the staff have reviewed the budgets, and a detailed discussion was held with the Finance Committee. The budgets are ready for HUD submission upon Board approval. Upon motion by Vice Chair Thompson and second by Commissioner Barnes, the following resolution was adopted:

**RESOLUTION NO. 12654**

WHEREAS the Commissioners of the Housing Authority of the Birmingham District have reviewed the following Operating Budgets for the fiscal year ending June 30, 2024:

- Low Rent Public Housing
- Housing Choice Vouchers
- Central Office Cost Center
- Project Based Rental Assistance Contract

WHEREAS the proposed expenditures are necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly, and the disabled.

WHEREAS the financial plan is reasonable in that it includes sources of funding and reserves adequate to cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED, that the fiscal year ending June 30, 2024 Operating Budgets, copies of which are attached, for Low Rent Public Housing, Housing Choice Voucher Program, Central Office Cost Center, and Project Based Rental Assistance, are hereby approved by the Board of Commissioners of the Housing Authority of the Birmingham District and the Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated said motion carried.

## **Real Estate Development**

### **1. Approval to Authorize Submission of Rental Assistance Demonstration Application for Cooper Green Homes**

Chairman Pantazis acknowledged the approval to authorize the submission of a Rental Assistance Demonstration application for Cooper Green Homes. The Chief Real Estate Officer, Nicole Earle, indicated that the purpose of the request for board action was to obtain approval for HABD to submit a RAD application to the RAD Resource Desk to allow HABD to convert Cooper Green Homes public housing units to CHAP's contract. HABD held two successful meetings with the residents to discuss the RAD program and answer any questions. The housing authority will proceed with the project once HUD approves the application. After a brief discussion, upon motion by Vice Chair Thompson and seconded by Commissioner Barnes, the following resolutions were adopted:

#### **RESOLUTION NO. 12655**

WHEREAS, HABD has committed to maintaining safe living environments in its public housing communities and,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District to approve the submission of a Rental Assistance Demonstration application to HUD's RAD Resource Desk Special Application Center for Cooper Green Homes and authorizes the Chief Executive Officer to execute all necessary documents for the application.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

### **2. Approval of a Pre-development Loan Agreement with Park Development**

Chairman Pantazis acknowledged the approval of a Pre-development Loan Agreement with Park Development. Ms. Earle indicated that the purpose of this request was to obtain approval of the Pre-development Loan agreement for \$500,000 with Park Development to redevelop Kimbrough Homes and to develop other sites to be identified by the authority. Upon motion by Vice Chair Thompson and seconded by Commissioner Barnes, the following resolutions were adopted:

#### **RESOLUTION NO. 12657**



WHEREAS, HABD has committed to maintaining safe living environments in its public housing communities and,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District to approve a pre-development loan not to exceed \$500,000 with Park Development for Ralph Kimbrough Homes in a final legal format as approved by Real Estate Legal Counsel.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

3. **Approval of a Pre-development Loan Agreement with AHDVS/Carlson Development**

Chairman Pantazis acknowledged the approval of a Pre-development Loan Agreement with AHDVS/Carlson Development for Harris Homes. Ms. Earle indicated that the purpose of this request was to obtain approval of the pre-development loan agreement with AHDVS/Carlson Development in the amount of \$500,000 to redevelop the Harris Homes community and to develop other sites to be identified by the agency. After a brief discussion, upon motion by Vice Chair Thompson and seconded by Commissioner Barnes, the following resolutions were adopted:

**RESOLUTION NO. 12659**

WHEREAS, HABD has committed to maintaining safe living environments in its public housing communities and,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District to approve a pre-development loan not to exceed \$500,000 with AHDVS/Carlson for the redevelopment of Harris Homes in a final legal format as approved by Real Estate Legal Counsel.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

**Presentation of Person(s) Desiring to Speak before the Board**

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

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**

D.G. Pantazis, Jr., Chairman  
DeJuanna L. Thompson, Vice-Chairman  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner  
Willie J. Lewis, Commissioner

**To: HABD Board of Commissioners**

**From: Dontrelle Young Foster**

**Subject: President/CEO's Report**

**Date: July 10, 2023**

1. I'm proud to share that HABD Annual Plan for FY24 was approved by HUD. With this approval, HABD can proceed into the new fiscal year with its planned strategies and standards for providing affordable housing and services to Birmingham residents.
2. On June 26<sup>th</sup>, I was proud to represent HABD at the SERC-NAHRO Annual Conference in Orlando, Florida with Board Chairman D.G. Pantazis, Jr. as we accepted the Advocacy Award as a result of our efforts to work with elected officials to resolve railway issues and improve access to and from our Harris Homes community.
3. On June 29<sup>th</sup>, the HABD Leadership team joined for a retreat at the UAB Hilton to discuss how the agency is moving forward and how each Department Head and their team can best be supported in their efforts.
4. On July 6<sup>th</sup> and 7<sup>th</sup>, I was proud to join HABD staff in our Mid-Year Community Canvassing. Staff and I visited each occupied unit to share updates on agency progress and information on programming. Additionally, Public Safety door hangers were placed at each occupied unit, informing residents on measures to take to help mitigate crime, protect their property, and keep themselves and their community safe.
5. On July 8<sup>th</sup>, HABD youth residents accompanied by Mr. Matthews, Mr. Wormley, Mr. Bell, and Ms. Holland attended the Next Level Sports Football Camp at Legion Field to learn football and overall life skills from professional athletes and coaches.
6. On July 11<sup>th</sup> to Thursday, July 13<sup>th</sup>, *The Rivals of Amziah King* movie was filmed at our Smithfield Court Community Center. Smithfield Summer Camp attendees had the opportunity to tour the set and meet members of the crew, aligning with the emphasis on Arts programming during HABD Summer Camp.
7. On July 15<sup>th</sup>, HABD hosted a Homeownership Workshop. The Workshop covered a range of topics like Credit and Budgeting, Financing for Section 8 Participants, Home Inspections, and the Home Buying Process. The Workshop adhered to the national industry standards of HUD and certificates were signed by a HUD-certified Housing Counselor and issued to attendees.

8. The Office of Constituent Concerns (OCC) received the following concerns. Sixteen (16) concerns for Rental Assistance Programs and Section 8. Four (4) concerns for Public Housing. One (1) concern for Procurement, and Public Safety. There was one (1) unresolved for Marks Village, Property Operations which is in progress and will be resolved by the end of the week. We had a 100% completion rate for the period.

DYF/

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

**HABD Staff Representative:** Melanie Baker, Interim CFO

**Date:** Monday July 11, 2023

**Department** Finance and Accounting

**Board of Commissioners' Meeting Date:** Tuesday July 20, 2023

**Board Agenda Item(s):**

1. Approval of Award of Contract Professional Auditing Services
2. Financial Reports
3. Charge-Off's June 2023
4. Contract Register

**Board of Commissioners' Committee Meeting Date/Time:** Tuesday July 11, 2023 at 10:00am

**Approved by:**

Dontrelle Young Foster  
Dontrelle Young Foster  
President/CEO/Contracting Officer

7/11/2023  
Date

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):**

Management recommends the award of a contract to Rubino to provide financial auditing services for HABD.

**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:** D.G. Pantazis, Jr., Chairman

Date: 07/11/2023

**HABD Board Committee Member:** Abra A. Barnes, Commissioner

Date: 07/11/2023

**HABD Staff Member:** Melanie Baker, Interim CFO

Date: 07/11/2023

**Housing Authority of the Birmingham District  
Revenue and Expense Statement  
For the Fiscal Year Ended June 30, 2023**

	Actual June 30, 2022	Actual July 31, 2022	Actual August 31, 2022	Actual September 30, 2022	Actual October 31, 2022	Actual November 30, 2022	Actual December 31, 2022	Actual January 31, 2023	Actual February 28, 2023	Actual March 31, 2023	Actual April 30, 2023	Actual May 31, 2023	Actual June 30, 2023	Budget June 30, 2023	Budget Variance
<b>Utilities:</b>															
Water	183,553	91,199	122,174	124,143	136,298	367,744	176,610	358,086	644,965	68,572	172,377	121,304	236,675	139,525	97,150
Electricity	234,835	185,876	106,773	146,490	318,727	678,991	241,714	40,214	218,620	182,318	149,144	292,982	214,272	122,017	92,254
Gas	22,557	20,583	31,195	70,952	62,226	31,859	42,915	53,684	76,599	87,872	20,621	17,382	27,603	57,551	(29,948)
Sewer	668,349	491,264	520,693	267,134	230,596	489,439	142,359	501,817	260,819	182,835	476,745	112,813	649,353	371,098	278,255
<b>Total Utilities</b>	<b>1,109,295</b>	<b>768,923</b>	<b>780,835</b>	<b>608,719</b>	<b>747,847</b>	<b>1,568,032</b>	<b>603,598</b>	<b>953,801</b>	<b>1,201,003</b>	<b>521,597</b>	<b>818,886</b>	<b>544,481</b>	<b>1,127,903</b>	<b>690,192</b>	<b>437,712</b>
<b>Maintenance:</b>															
Labor/Ben/Materials	644,959	651,286	670,719	759,025	598,936	540,012	948,996	730,335	770,336	794,205	693,632	813,157	1,124,451	1,208,333	(83,882)
<b>Total Maintenance</b>	<b>644,959</b>	<b>651,286</b>	<b>670,719</b>	<b>759,025</b>	<b>598,936</b>	<b>540,012</b>	<b>948,996</b>	<b>730,335</b>	<b>770,336</b>	<b>794,205</b>	<b>693,632</b>	<b>813,157</b>	<b>1,124,451</b>	<b>1,208,333</b>	<b>(83,882)</b>
<b>Protective Services:</b>															
Protective Services - other	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	137,235	141,093	137,235	137,235	137,235	137,235	0
<b>Total Protective Services</b>	<b>389,973</b>	<b>3,215</b>	<b>3,208</b>	<b>3,213</b>	<b>828,724</b>	<b>274,470</b>	<b>4,823</b>	<b>411,706</b>	<b>137,235</b>	<b>141,093</b>	<b>137,235</b>	<b>137,235</b>	<b>137,235</b>	<b>137,235</b>	<b>0</b>
<b>General Expenses:</b>															
Insurance	167,628	156,766	125,461	140,701	153,692	153,692	140,701	140,701	159,898	150,663	151,248	163,995	151,248	107,000	44,248
Other General Expenses	28,062	175,564	2,335	612	13,821	4,148	0	927	865	1,236	501	9,249	1,224	22,292	(21,068)
Mixed Finance Operating Subsidy		5,141	0	0	557,259	148,207	170,751	87,685	74,103	34,226	227,101	88,136	138,754	81,588	57,166
<b>Total General Expenses</b>	<b>195,690</b>	<b>337,471</b>	<b>127,796</b>	<b>141,313</b>	<b>724,771</b>	<b>306,047</b>	<b>311,452</b>	<b>229,313</b>	<b>234,867</b>	<b>186,124</b>	<b>378,850</b>	<b>261,380</b>	<b>291,226</b>	<b>210,880</b>	<b>80,346</b>
Collection Loss (Bad Debt Expense)	7,159	86,273	60,974	33,390	41,691	62,676	20,177	94,667	54,329	37,872	50,124	59,180	42,830	54,838	(12,008)
<b>Total Collection Loss</b>	<b>7,159</b>	<b>86,273</b>	<b>60,974</b>	<b>33,390</b>	<b>41,691</b>	<b>62,676</b>	<b>20,177</b>	<b>94,667</b>	<b>54,329</b>	<b>37,872</b>	<b>50,124</b>	<b>59,180</b>	<b>42,830</b>	<b>54,838</b>	<b>(12,008)</b>
<b>Total Routine Operating Expenses</b>	<b>2,800,738</b>	<b>2,506,065</b>	<b>2,133,554</b>	<b>2,051,270</b>	<b>3,435,513</b>	<b>3,177,856</b>	<b>2,755,165</b>	<b>2,939,501</b>	<b>2,978,062</b>	<b>2,306,351</b>	<b>2,740,068</b>	<b>2,608,135</b>	<b>4,035,250</b>	<b>3,642,811</b>	<b>392,439</b>
<b>Debt Service on Energy Performance Contract</b>	<b>251,075</b>	<b>260,878</b>	<b>260,878</b>	<b>260,878</b>	<b>67,189</b>	<b>67,189</b>	<b>67,189</b>	<b>267,705</b>	<b>267,705</b>	<b>267,705</b>	<b>268,705</b>	<b>268,705</b>	<b>268,705</b>	<b>267,705</b>	<b>1,000</b>

**Housing Authority of the Birmingham District  
Revenue and Expense Statement  
For the Fiscal Year Ended June 30, 2023**

	Actual June 30, 2022	Actual July 31, 2022	Actual August 31, 2022	Actual September 30, 2022	Actual October 31, 2022	Actual November 30, 2022	Actual December 31, 2022	Actual January 31, 2023	Actual February 28, 2023	Actual March 31, 2023	Actual April 30, 2023	Actual May 31, 2023	Actual June 30, 2023	Budget June 30, 2023	Budget Variance
<b>Revenue:</b>															
Tenant Rental Revenue	462,772	436,624	452,277	421,921	459,425	457,230	473,083	471,718	480,119	670,846	583,193	481,646	549,923	516,667	33,256
Other Tenant Revenue	5,373	17,673	25,416	20,287	4,941	8,268	0	48,545	5,041	5,947	7,523	7,925	4,557	16,667	(12,109)
Operating Subsidy	3,130,427	2,508,297	2,586,618	2,586,618	2,508,297	2,558,127	2,644,318	2,913,832	2,872,536	1,890,290	1,890,290	1,890,285	2,483,667	2,267,777	215,890
Management Fees - Capital Fund	535,411	397,545	295,006	83,969	98,383	84,595	214,451	214,451	214,451	214,451	214,451	214,451	214,451	214,451	0
Insurance Proceeds		8,006	3,500	86,000	4,385									5,667	(5,667)
<b>Total Revenue</b>	<b>4,133,982</b>	<b>3,368,145</b>	<b>3,362,816</b>	<b>3,198,795</b>	<b>3,075,431</b>	<b>3,108,220</b>	<b>3,331,852</b>	<b>3,648,547</b>	<b>3,572,146</b>	<b>2,781,534</b>	<b>2,695,457</b>	<b>2,594,307</b>	<b>3,252,598</b>	<b>3,021,228</b>	<b>231,370</b>
<b>Expenses:</b>															
<b>Administration:</b>															
Salaries/Benefits/ and Admin Expense	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	499,675	541,529	589,755	612,624	718,965	713,000	5,965
<b>Total Administration</b>	<b>345,844</b>	<b>353,588</b>	<b>376,065</b>	<b>367,924</b>	<b>373,088</b>	<b>321,094</b>	<b>734,855</b>	<b>438,585</b>	<b>499,675</b>	<b>541,529</b>	<b>589,755</b>	<b>612,624</b>	<b>718,965</b>	<b>713,000</b>	<b>5,965</b>
<b>Asset Management Fee</b>													471,000	480,000	9,000
<b>Tenant Services</b>															
Salaries/ben/other	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	80,616	83,932	71,587	180,079	121,640	148,333	(26,693)
<b>Total Tenant Services</b>	<b>107,819</b>	<b>285,310</b>	<b>113,957</b>	<b>137,685</b>	<b>120,455</b>	<b>105,525</b>	<b>131,265</b>	<b>81,094</b>	<b>80,616</b>	<b>83,932</b>	<b>71,587</b>	<b>180,079</b>	<b>121,640</b>	<b>148,333</b>	<b>(26,693)</b>





# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

## REQUEST FOR BOARD ACTION

July 20, 2023

### RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as of June 30, 2023, 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	2,173.00
Southtown	ALA 1-4	0.00
Marks Village	ALA 1-6	1,267.00
Smithfield Court	ALA 1-9	0.00
Tom Brown Village	ALA 1-10	746.00
Morrell Todd	ALA 1-11	124.00
Collegeville Center	ALA 1-13	0.00
Harris Homes	ALA 1-14	10,951.00
North Birmingham Homes	ALA 1-16	796.00
Cooper Green Homes	ALA 1-17	1,156.07
Kimbrough Homes	ALA 1-18	18,193.00
Benjamin Greene	ALA 1-23	0.00
Roosevelt City	ALA 1-30	0.00
Freedom Manor	ALA 1-21	6,875.00
Mason City I	ALA 1-40	0.00
Mason City III	ALA 1-42	0.00
Tuxedo I	ALA 1-34	548.50
Tuxedo II	ALA 1-35	0.00
<b>Total</b>		<b>42,829.57</b>

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 JULY 20, 2023)

FOR PERIOD ENDED JUNE 30, 2023

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	5	2,173.00	-	300.00	-	-	(300.00)	-	2,173.00	-
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	86.00
Marks Village AL 1-6	2	378.00	-	889.00	-	-	-	-	1,267.00	15,539.13
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	1	821.00	-	-	-	-	(75.00)	-	746.00	-
Morell Todd AL 1-11	2	124.00	-	-	-	-	-	-	124.00	1,713.00
Collegeville AL 1-13	0	-	-	-	-	-	-	-	-	630.00
Harris Homes AL 1-14	2	9,608.00	-	1,493.00	-	-	(150.00)	-	10,951.00	15,395.00
North Birmingham AL 1-16	2	436.00	-	360.00	-	-	-	-	796.00	7,757.60
Cooper Green AL 1-17	2	1,306.07	-	-	-	-	(150.00)	-	1,156.07	1,267.00
Kimbrough AL1-18	5	18,033.00	-	535.00	-	-	(375.00)	-	18,193.00	13,458.21
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	2	548.50	-	-	-	-	-	-	548.50	3,334.19
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	2	6,675.00	-	200.00	-	-	-	-	6,875.00	-
<b>Grand Total</b>	<b>25</b>	<b>40,102.57</b>	<b>-</b>	<b>3,777.00</b>	<b>-</b>	<b>-</b>	<b>(1,050.00)</b>	<b>-</b>	<b>42,829.57</b>	<b>59,180.13</b>

	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
February 2022	30	39,347.83	41	89,143.74	1,302.07	41	89,143.74	225.49	87,616.18
March 2022	39	38,582.11	25	31,217.40	15,148.04	25	31,217.40	41,444.63	(25,375.27)
April 2022	26	29,284.38	25	27,526.51	1,420.67	25	27,526.51	9,494.45	16,611.39
May 2022	10	5,184.99	22	20,155.15	3,197.46	22	20,155.15	8,072.67	8,885.02
June 2022	28	26,295.97	7	7,158.57	6,846.46	7	7,158.57	48,913.65	(48,601.54)
July 2022	25	27,414.52	42	86,272.96	3,431.00	42	86,272.96	3,245.97	79,595.99
August 2022	14	8,007.07	30	60,973.64	2,536.26	30	60,973.64	2,695.48	55,741.90
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	-	-	-	-	42,829.57
<b>Running Year Total</b>		<b>511,658.08</b>	<b>467</b>	<b>820,234.65</b>	<b>66,845.96</b>	<b>428</b>	<b>777,405.08</b>	<b>120,827.34</b>	<b>632,561.35</b>

Dontrelle Young-Foster  
President/CEO

# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

## REQUEST FOR BOARD ACTION

### APPROVAL TO AWARD A CONTRACT FOR PROFESSIONAL AUDITING SERVICES

July 20, 2023

#### INTRODUCTION

In accordance with 24 CFR 902.33, the Housing Authority of the Birmingham District (HABD) financial reporting requirements are as follows:

**(a) Annual financial report.** All PHAs must submit their unaudited and audited financial data to HUD on an annual basis. The financial information must be:

(1) Prepared in accordance with Generally Accepted Accounting Principles (GAAP), as further defined by HUD in supplementary guidance; and

(2) Submitted electronically in the format prescribed by HUD using the Financial Data Schedule (FDS).

**(b) Annual unaudited financial information report filing dates.** The unaudited financial information to be submitted to HUD in accordance with paragraph (a) of this section must be submitted to HUD annually, no later than 2 months after the PHA's fiscal year end, with no penalty applying until the 16th day of the 3rd month after the PHA's fiscal year end, in accordance with § 902.62.

**(c) Annual audited financial information compliance dates.** Audited financial statements will be required no later than 9 months after the PHA's fiscal year end, in accordance with the Single Audit Act and 2 CFR part 200, subpart F.

**(d) Year-end audited financial information.** All PHAs that meet the federal assistance threshold stated in the Single Audit Act and 2 CFR part 200, subpart F, must also submit year-end audited financial information.

**(e) Submission of information.** In addition to the submission of information required by paragraph (a) of this section, a PHA shall provide one copy of the completed audit report package and the Management Letter issued by the Independent Auditor to the local HUD field office having jurisdiction over the PHA.

#### PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to award a contract to Rubino & Company, Chartered, to provide financial auditing services for HABD.

#### DESCRIPTION AND JUSTIFICATION

The RFP solicitation was posted and emailed to 73 contractors/individuals with 20 viewers. In addition, it was available in the HABD Central Office as well as posted on the HABD, PHADA, and Housing Agency Marketplace websites. Lastly, the solicitation was advertised in the Birmingham Times.

Four (4) contractors/individuals submitted proposals in response to the RFP and all were deemed responsible and responsive. Aprio, LLP, Clifton Larson Allen, LLP, Rubino & Company, Chartered, and Berman Hopkins, CPAs & Associates, LLP. The proposals submitted were evaluated by the appointed evaluation committee. Rubino & Company, Chartered, received an overall high score of 92 points and submitted a responsive and responsible offer.

Rubino & Company, Chartered, has previous experience with larger Housing Agencies and their time line for audit completion is flexible, which was not the case presented by the other respondents. Therefore, Management recommends the award of a contract to Rubino & Company, Chartered, to provide financial auditing services for HABD.

### **POLICY IMPACT**

None

### **ECONOMIC IMPACT/FUNDING SOURCE**

Various funding sources, a portion of the fees is including in the public housing operating subsidy.

### **ATTACHMENTS**

- Bid Tabulation
- Proposed Fees Rubino & Company, Chartered
- List of Firms that viewed the RFP
- Copy of the RFP

### **ALTERNATIVE**

None

### **RECOMMENDATION**

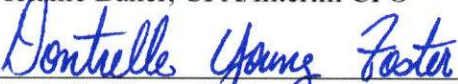
The President/CEO recommends adoption of this Resolution.

### **CERTIFICATION**

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

*Melanie Baker*

Melanie Baker, CPA/Interim CFO

  
Dontrelle Young Foster, President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION 2023-12661**

**Resolution Approval to Award a Contract for Professional  
Auditing Services for Fiscal Year 2023**

**WHEREAS**, the Commissioners of the Housing Authority of the Birmingham District have reviewed the following Audit Firms for fiscal year ending June 30, 2023, with an option to renew up to five years.

**WHEREAS**, the proposed audit firm is necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly, and the disabled.

**WHEREAS**, the Rubino & Company, Chartered firm selected is professional in that it includes sources for a reasonable and secure audit of financial statements and reserves so that the agency can adequately cover all proposed expenditures.

**NOW THEREFORE, BE IT RESOLVED**, that the Rubino & Company, Chartered Audit Firm selected for fiscal year ending June 30, 2023 is hereby approved by the Board of Commissioners of the Housing Authority of the Birmingham District and the Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

**Adopted this 20<sup>th</sup> day of July, 2023**

**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, Senior VP of Operations/Programs

**Date:** Wednesday, July 5, 2023

**Department** Property Operations

**Board of Commissioners' Meeting Date:** Thursday, July 20, 2023

**Board Agenda Item(s):**

1. Approval to Revise the 2023 Public Housing Utility Allowance Schedule
2. Approval of Award of Contract for Lawn Care Services

**Board of Commissioners' Committee Meeting Date/Time:** Thursday, July 11, 2023 at 9:00 a.m.

**Approved by:** Dontrelle Young Foster / 7/6/2023  
Dontrelle Young Foster / Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 20 Minutes

**Board Agenda Topic (Narrative):** To revise the public housing Utility Allowances and update the Lawn Care providers

**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:** Chairman Pantazis Date: 07/11/2323

**HABD Board Committee Member:** Commissioner Date:

**HABD Staff Member:** Larry Williams Date: 07/11/2323

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL OF AWARD OF CONTRACT FOR LAWN CARE SERVICES**

**July 20, 2023**

#### **INTRODUCTION**

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified companies or individual to provide Lawn Care/Landscaping maintenance services at Elyton Village, Smithfield Court, vacant lot, and vacant daycare lots according to the terms specified in IFB-B23016.

#### **PURPOSE / OBJECTIVE**

The purpose of this request is to obtain approval to proceed with recommended contractors to provide landscaping maintenance services. Landscaping maintenance will be performed at various housing communities as well as vacant lots and vacant daycare lots. The services include but not limited to:

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

#### **DESCRIPTION AND JUSTIFICATION**

An Invitation for Bid (IFB) solicitation was published to secure landscaping maintenance contractors. The IFB was posted and emailed to 902 contractors. In addition, it was available in the HABD Central Office as well as posted on the HABD and Housing Agency Marketplace websites. Lastly, the solicitation was advertised in the Birmingham News and Birmingham Times.

Six (6) contractors submitted bids in response to the IFB and all were deemed responsible and responsive. The bids were reviewed resulting in the following contractors submitting the lowest responsive and responsible bids for the housing communities and administrative buildings:

R. C . Lawn Care Services  
Henley-Young

R.C. Lawn Care Service will provide services primary services for Elyton Village and Smithfield Court. Henley-Young will provide backup services for properties listed as Groups F & G on the contractor assignment sheet attached. Management recommends the award of contracts to the above contractors to provide lawncare services.

#### **POLICY IMPACT**

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

#### **ECONOMIC IMPACT/FUNDING SOURCE**

The length of contract will be one year from approval. The source of these funds is **Property Operations**.

#### **ATTACHMENTS**

IFB No. 23016 for Landscaping Service Solicitation list  
Contractor pricing/assignment

#### **ALTERNATIVES**

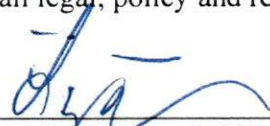
N/A

#### **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  
Senior VP of Operations/Programs

  
\_\_\_\_\_  
DONTRELLE YOUNG FOSTER  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2023-12662**

Resolution Approving Lawn Care 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 for lawncare/ landscaping maintenance services for R.C. Lawn Care Service and Henley – Young.

Adopted this 20<sup>th</sup> day of July 2023

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_



**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**REQUEST FOR BOARD ACTION**

**APPROVAL TO REVISE THE PUBLIC HOUSING UTILITY ALLOWANCES**

**July 20, 2023**

**INTRODUCTION**

The HABD Public Housing Allowances have been revised in accordance with the Federal Regulations. The 24 CFR 982.517 states a Public Housing Authority (PHA) must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10% or more in the utility rates since the last time the utility allowance schedule was revised.

**PURPOSE AND OBJECTIVE**

This action will implement the revisions of the Housing Authority of the Birmingham District's Public Housing Utility Allowance payments for tenant-purchased utilities in compliance with federal regulation.

**DESCRIPTION AND JUSTIFICATION**

Since the last utility allowance update, there have been changes in the utility allowances. The new policy changes and amounts are reflected in the attached document.

**POLICY IMPACT**

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

**ECONOMIC IMPACT/FUNDING SOURCE**

The proposed revision will have an economic impact on the conventional operating budget due to utility rates increasing this year.

**ATTACHMENTS**

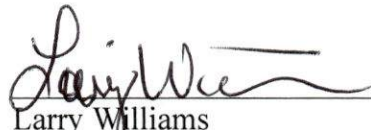
2023 Revised Utility Allowance Schedule per unit type and site

**RECOMMENDATION**

The President/CEO recommends adoption of this Resolution.

**CERTIFICATION**

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

  
Larry Williams  
Senior VP of Operations/Programs

  
Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2023-12663**

**Resolution Approving Public Housing Utility Allowances**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to approve and implement new utility allowances for the HABD Public Housing Program.

Adopted this 20th day of July 2023

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
(Seal)