



# Huntsville Housing Authority

## BOARD PACK

for

## June Board Meeting

Monday, June 26, 2023

12:00 PM (CDT)

Held at:

Resident Services

212 Seminole Drive, Huntsville, Alabama 35805

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# AGENDA

## JUNE BOARD MEETING



<b>Name:</b>	Huntsville Housing Authority
<b>Date:</b>	Monday, June 26, 2023
<b>Time:</b>	12:00 PM to 1:00 PM (CDT)
<b>Location:</b>	Resident Services , 212 Seminole Drive, Huntsville, Alabama 35805
<b>Board Members:</b>	Leon Fountain (Chair), Chanda Crutcher, Delvin Sullivan, Larry Lowe, Shaquila Willie
<b>Attendees:</b>	Andreas Smith, CEO Antonio McGinnis, CEO Antonio McGinnis, Ashley Jones, Carmisha Danson, Carol Jones, Desiree Patterson, Gene Leonard, Jacqueline Egbujo, Michael Norment, Neil Andrew, Teresa Wade-Chase, Teresa Boyd, Turkessa Coleman-Lacey, Brittany Spencer

### 1. Regular Meeting

#### 1.1 June Board Agenda

Supporting Documents:

1.1.a	June 2023 - Agenda.doc	6
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#### 1.2 CALL TO ORDER

#### 1.3 ROLL CALL

#### 1.4 Confirm Minutes

Leon Fountain

Supporting Documents:

1.4.a	Minutes : May Board Meeting - 15 May 2023	8
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#### 1.5 Approval of May 15, 2023 Minutes

#### 1.6 OLD BUSINESS

There was no old business to be considered.

#### 1.7 NEW BUSINESS

### 2. FINANCIAL SERVICES

#### 2.1 AGENDA ITEM # 1

Teresa Wade-Chase

Act on Resolution Approving Quarterly Charge-offs for Period Ending June 26, 2023.

## Supporting Documents:

2.1.a	CONTROL DOC & RBA - TERE_001.pdf	12
2.1.b	UNCOLLECTIBLE DOC_001.pdf	15
2.1.c	4-2023-12 Resolution for Charge-Offs- June 2023 (1).pdf	16

**2.2 AGENDA ITEM # 2**

Teresa Wade-Chase

Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2023.

## Supporting Documents:

2.2.a	5-April 2023 Financials.pdf	17
2.2.b	6-April 30 2023 Budget Board Explanation Meeting Date 06262023.pdf	19

**3. Public Housing Operations****3.1 AGENDA ITEM # 3**

Teresa Boyd

Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Moving Services for Ceiling Repairs at Northwoods.

## Supporting Documents:

3.1.a	CONTROL DOC - TERRY_001.pdf	20
3.1.b	RBA - NORTHWOODS_001.pdf	21
3.1.c	Resolution NW Moving for Ceiling Repairs.doc	24

**3.2 AGENDA ITEM # 4**

Teresa Boyd

Resolution Authorizing the Executive Director/CEO/Contracting officer to Enter into A Contract for Lawn care Services at Meadow Hills and Stone Manor.

## Supporting Documents:

3.2.a	RBA- MEADOW HILLS_001.pdf	26
3.2.b	Resolution Lawn and Landscape Rocket City 2023-14.doc	28

**3.3 AGENDA ITEM # 5**

Teresa Boyd

Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Lawn care Services at Windtrace, Cotton Row, and Mahogany Row.

## Supporting Documents:

3.3.a	RBA- WINDTRACE, COTTON R_001.pdf	29
3.3.b	Resolution Lawn and Landscape 4A Services 2023-15.doc	31

4. Assisted Housing

4.1 AGENDA ITEM # 6

Carmisha Danson

Act on A Resolution Requesting Approval of Revisions to the Housing Choice Voucher (HCV) Administrative Plan for Emergency Housing Voucher (EHV) Program.

Supporting Documents:

4.1.a	CONTROL DOC-ASSISTED HOU_001.pdf	32
4.1.b	RBA-APPROVAL REVISIONS_001.pdf	33
4.1.c	Assisted Housing Resolution 2023-16.docx	35

4.2 AGENDA ITEM # 7

Brittany Spencer

Act on Resolution Requesting Approval of Revisions to the Housing Choice Voucher (HCV) Administrative Plan for Special Housing Types-Shared Housing.

Supporting Documents:

4.2.a	RBA- TYPES SHARED HOUSIN_001.pdf	36
4.2.b	2 Assisted Housing Resolution 2023-17.docx	38

5. Executive Director/CEO Comments

5.1 PUBLIC COMMENTS

5.2 COMMISSIONER COMMENTS

6. ADJOURNMENT

6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.



*Growing Communities One Family At A Time  
For More Than 70 Years*

REGULAR  
BOARD MEETING  
of the  
HUNTSVILLE HOUSING AUTHORITY  
JUNE 26, 2023  
12:00 P.M.

**Leon D. Fountain**  
Chairman

**Shaquila Willie**  
Vice Chairman

**Delvin L. Sullivan**  
Commissioner

**Chanda Crutcher**  
Commissioner

**Larry Lowe**  
Commissioner

**Antonio McGinnis, Sr.**  
Executive Director/CEO

**REGULAR MEETING**

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: May 15, 2023

OLD BUSINESS:

NEW BUSINESS

**Financial Services**

1. Act on Resolution Approving Quarterly Charge-offs for Period Ending June 26, 2023.
2. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2023.

**Public Housing Operations**

3. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Moving Services for Ceiling Repairs at Northwoods.
4. Resolution Authorizing the Executive Director/CEO/Contracting officer to Enter into A Contract for Lawncare Services at Meadow Hills and Stone Manor.
5. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Lawncare Services at Windtrace, Cotton Row, and Mahogany Row.

**Assisted Housing**

6. Act on A Resolution Requesting Approval of Revisions to the Housing Choice Voucher (HCV) Administrative Plan for Emergency Housing Voucher (EHV) Program.
7. Act on Resolution Requesting Approval of Revisions to the Housing Choice Voucher (HCV) Administrative Plan for Special Housing Types-Shared Housing.



EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



# MINUTES (in Review)

## MAY BOARD MEETING



<b>Name:</b>	Huntsville Housing Authority
<b>Date:</b>	Monday, May 15, 2023
<b>Time:</b>	12:00 PM to 1:00 PM (CDT)
<b>Location:</b>	Resident Services , 212 Seminole Drive, Huntsville, Alabama 35805
<b>Board Members:</b>	Leon Fountain (Chair), Chanda Crutcher, Delvin Sullivan, Larry Lowe, Shaquila Willie
<b>Attendees:</b>	Andreas Smith, CEO Antonio McGinnis, Ashley Jones, Carmisha Danson, Carol Jones, Desiree Patterson, Gene Leonard, Jacqueline Egbujo, Michael Normont, Neil Andrew, Teresa Wade-Chase, Teresa Boyd, Turkessa Coleman-Lacey

### 1. Regular Meeting

#### 1.1 May Board Agenda

#### 1.2 CALL TO ORDER

#### 1.3 ROLL CALL



##### Attendance

Chairman Fountain took the roll of the Board of Commissioners, and the following commissioners were present:

Leon D. Fountain  
 Shaquila Willie  
 Delvin Sullivan  
 Chanda Crutcher  
 Larry Lowe

Also present was Mr. Antonio L. McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of HHA staff.

**Due Date:** May 14, 2023  
**Owner:** Leon Fountain

#### 1.4 Confirm Minutes

**April Board Meeting Apr 17, 2023**, the minutes were confirmed as presented.



##### Approval of Minutes of the April 17, 2023, Board Meeting

Approval of Minutes of April 17, 2023, had been transcribed and circulated before the meeting. (A copy of which is attached hereto). He asked if there were any corrections, additions, changes, or deletions; there were none.

Vice-Chairman Willie moved the motion to approve the minutes for April 17, 2023, Huntsville Housing Authority Board of Commissioners' Meeting. The



motion was seconded by Commissioner Sullivan, and the minutes were approved by a unanimous voice vote.

**Decision Date:** May 15, 2023  
**Mover:** Shaquila Willie  
**Seconders:** Larry Lowe  
**Outcome:** Approved

## 1.5 Approval of April 17, 2023 Minutes

## 1.6 OLD BUSINESS

## 1.7 NEW BUSINESS

# 2. FINANCIAL SERVICES

## 2.1 AGENDA ITEM # 1



### Agenda Item #2

A report was given by Mrs. Teresa Wade-Chase, Director of Finance/CFO on the Cumulative Low-Income Housing Finance Report for the Period Ended March 31, 2023.

**Due Date:** May 14, 2023  
**Owner:** Teresa Wade-Chase

# 3. Development

## 3.1 AGENDA ITEM # 2



### Agenda Item #2

Mr. Michael Norment, Development/Maintenance Manager, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with Aegis Environmental to Perform Lead-Base Paint Abatement/Mitigation in HHA Properties.

Resolution 2023-09 was discussed. Various Commissioners addressed questions to Mr. Norment and responded to them, providing information specifics. Commissioner Lowe moved to pass Resolution 2023-09.

Commissioner Sullivan seconded the motion, and the resolution was approved by a unanimous voice vote.

**Decision Date:** May 15, 2023  
**Mover:** Larry Lowe  
**Seconders:** Delvin Sullivan  
**Outcome:** Approved

## 3.2 AGENDA ITEM # 3



### Agenda Item #3

Mr. Micheal Norment, Development/Maintenance Manager, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract with J5 Contracting to Repair 38 Ceiling in Northwoods.

Resolution 2023-10 was discussed. Various Commissioners addressed questions to Mr. Norment and responded to them, providing information

specifics. Commissioner Sullivan moved to pass Resolution 2023-10. The motion was seconded by Vice-Chairman Willie and the resolution was approved by a unanimous voice vote.

**Decision Date:** May 15, 2023  
**Mover:** Delvin Sullivan  
**Seconded:** Shaquilla Willie  
**Outcome:** Approved

## 4. Assisted Housing

### 4.1 Agenda Item #4



#### Agenda Item #4

Mrs. Carmisia Woods-Danson, Interim Director of Assisted Housing, presented a Resolution Authorizing the Certification and Submission of 3/31/2023 SEMAP Indicator Scores.

Resolution 2023-11 was discussed. Various Commissioners addressed questions to Mrs. Danson and responded to them, providing information specifics.

Commissioner Crutcher moved to pass Resolution 2023-11. The motion was seconded by Commissioner Lowe, and the resolution was approved by a unanimous voice vote.

**Decision Date:** May 15, 2023  
**Mover:** Chanda Crutcher  
**Seconded:** Larry Lowe  
**Outcome:** Approved

## 5. Executive Director/CEO Comments

### 5.1 PUBLIC COMMENTS

### 5.2 COMMISSIONER COMMENTS

Executive Director McGinnis praised his staff for the efforts on how the team came together to ensure Huntsville Housing Authority remained compliant.

Executive Director McGinnis also provided the exact numbers spent on each housing development owned or leased by Huntsville Housing Authority. He mentions that he would like to discuss the expenditures when he explains the capital fund and how HHA allocates funding. He also said the elevator situation at Todd Towers and expressed concern about repairing and taking care of the elevator. Executive Director McGinnis stated that a meeting was held at The Todd with the fire department to help residents understand what to do in an emergency if the elevator isn't working. Executive Director McGinnis mentioned that both elevators are up and working now. He said the estimated time for a new elevator is about 18 months.

Executive Director McGinnis discussed the occupancy rate for the Public Housing Department, which is at 98%. He also mentioned the number of participants on the waiting list for public housing. Also, the average monthly rent in public housing is about \$356 dollars a month, and the annual income for a household is roughly \$15,229 dollars. He wanted to ensure he shared that information because of the myths of public housing residents not being employed. He discussed the demographics of the population that we serve.

In our Assisted Housing department, he mentioned that 1,795 units across the county are leased to the Assisted housing participants.

Executive Director McGinnis announced the ribbon cutting for the Stoneridge Villas on June 13, 2023, at 1:00 p.m. He expressed the excitement of doing everything possible to bring affordable housing throughout the county. He discussed upcoming developments and having a new ribbon cutting.

Executive Director McGinnis mentioned the CNI grant and the excitement of this project. He said that he would not be able to do it by himself, but with the help of others, this opportunity would be great. He mentioned a partnership agreement with the Legacy Center and the excitement of providing additional resources for our residents.

Commissioner Crutcher mentioned the excitement of launching the clinic at Johnson Towers.

Commissioner Lowe- No comments

Commissioner Sullivan expressed appreciation for the HHA staff and the excitement of a single parent receiving her assisted housing voucher.

Vice Chairman Willie - no comments

Chairman Fountain discussed the future preliminary meetings.

6. ADJOURNMENT

6.1 Close the meeting

Next meeting: June Board Meeting - Jun 26, 2023, 12:00 PM

Signature:\_\_\_\_\_Date:\_\_\_\_\_

**HUNTSVILLE HOUSING AUTHORITY****Board of Commissioners' Meeting  
Agenda Item  
Control Document****Date:** June 26,2023**HHA Staff Representative:** Teresa Wade-Chase, Director of Finance/CFO**Department:** Financial Services**Board of Commissioners' Meeting (Date):** June 26,2023 at 12:00 p.m.**Board Agenda Item(s):**

1. Act on Resolution Approving Quarterly Charge-Offs for Period Ending June 26, 2023.
2. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30,2023.

**Approved by:**Antonio McGinnis, Sr.  
Executive Director/CEO/Contracting Officer

Date

6/26/23**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).

**HHA Board Committee Member:** Leon D Fountain, ChairmanDate: 06/26/2023**HHA Board Committee Member:** Shaquila Willie, Vice ChairmanDate: 06/26/2023**HHA Staff Member:**

Date:

6/26/23

**HUNTSVILLE HOUSING AUTHORITY****REQUEST FOR BOARD ACTION****Authorizing Quarterly Charge-Offs for Period Ending June 30,2023****June 26, 2023****INTRODUCTION**

The Huntsville Housing Authority (HHA) has on its books \$10,828.90 owed by former residents who vacated April 1,2023 to May 31,2023.

**PURPOSE/OBJECTIVE**

The purpose of this request is to obtain approval to charge-off fourteen former residents accounts that total \$10,828.90 as collection losses for the quarter ending June 30,2023. The fourteen vacated former resident accounts consist of seven accounts for non-payment of rent, two accounts for non-payment of rent and maintenance charges, one account for non-payment of maintenance charges .and four deceased residents.

**JUSTIFICATION/DESCRIPTION**

This action is necessary to remove uncollectible accounts from HHA's books.

**ECONOMIC IMPACT**

The economic impact is an expense in the amount of \$10,2828.90; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 7,267.70
Maintenance Charges	\$ 1,202.20
Court Cost	\$ 1,905.00
Late Charges	\$ 383.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 71.00

**ALTERNATIVES**


Not Applicable.


**ATTACHMENTS**

Quarterly Charge-Offs


**RECOMMENDATION**

The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$10,828.90 be charged off as collection losses on the books of Huntsville Housing Authority.

  
Antonio McGinnis, Sr.  
Executive Director/CEO

  
Teresa Wade-Chase  
Director of Finance/CFO

  
Date

  
Date

ACTION TAKEN: \_\_\_\_\_

**Uncollectible Accounts  
For the Quarter Ending June 30, 2023  
FYE March 31, 2024**

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge/Sec Dep	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	43.00	382.40	191.00	-	-	-	-	-	616.40	1
006 Northwoods	3,897.70	819.80	628.00	158.00	-	-	-	-	5,503.50	7
008 Johnson Towers	313.00	-	386.00	-	-	-	-	53.00	752.00	1
010 Searcy Homes	-	-	-	-	-	-	-	-	-	0
011 Todd Towers	133.00	-	-	50.00	-	-	-	18.00	201.00	2
014 L. R. Patton Apartments	-	-	-	-	-	-	-	-	-	0
016 Scattered Sites	-	-	-	-	-	-	-	-	-	0
019 Stone Manor	-	-	-	-	-	-	-	-	-	0
051 Brookside	2,717.00	-	700.00	150.00	-	-	-	-	3,567.00	2
052 Lincoln Park	164.00	-	-	25.00	-	-	-	-	189.00	1
<b>06/30/23 Total</b>	<b>7,267.70</b>	<b>1,202.20</b>	<b>1,905.00</b>	<b>383.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71.00</b>	<b>10,828.90</b>	<b>14</b>
<b>06/30/22 Total</b>	<b>33,602.98</b>	<b>930.30</b>	<b>3,656.00</b>	<b>2,225.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>252.00</b>	<b>40,666.28</b>	<b>20</b>

**Other Comparative Data**

Chg Off 06/22

Vacated

**4/1/2023**

thru

**5/31/2023**

Charge Offs 10,828.90  
Rent Roll 571,903.00  
**1.89%**

06/30/23 YTD Total	06/30/22 YTD Total	06/30/23 Monthly Average	06/30/22 Monthly Average
10,828.90	40,666.28	5,414.45	20,333.14
571,903.00	497,361.00	285,951.50	248,680.50
		<b>1.89%</b>	<b>8.18%</b>

APRIL-MAY

Collections 2023 8,061.03

**HUNTSVILLE HOUSING AUTHORITY****RESOLUTION AUTHORIZING QUARTERLY CHARGE-OFFS  
FOR THE PERIOD ENDING JUNE 30,2023****RESOLUTION NO. 2023-12**

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments owned and operated by HHA for the period ending June 30, 2023 in the amount of \$10,828.90

Rent	\$ 7,267.70
Maintenance Charges	\$ 1,202.20
Court Cost	\$ 1,905.00
Late Charges	\$ 383.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 71.00

AND, WHEREAS, HHA has made and is making reasonable effort to collect said balances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$10,828.90

ADOPTED THIS 26th<sup>1</sup> DAY OF June 26,2003

SEAL

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Leon D. Fountain, Chairman

Attest:

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Antonio McGinnis, Sr., Executive Director/CEO



**Huntsville Housing Authority  
Combined Budget for COCC and Sites  
FYE March 31, 2024  
YEAR TO DATE AS OF APRIL 30,2023**

	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Variance Favorable(Unfavorable)</b>	<b>Variance Percentage</b>	
<b>Revenue</b>						
Tenant Rental Revenue	3,014,671.00	272,781.43	251,222.58	21,558.85	8.58%	
Other Tenant Charges	64,574.04	5,275.00	5,381.17	(106.17)	-1.97%	
Operating Subsidy	7,204,614.00	586,925.00	600,384.50	(13,459.50)	-2.24%	
HUD PHA Operating Grant-CFP	2,595,485.89	14,326.00	216,290.49	(201,964.49)	-93.38%	(1)
Interest Income	77,288.00	7,230.36	6,440.67	789.69	12.26%	
Section 8 Rental Income	12,000.00	1,000.00	1,000.00	0.00	0.00%	
Management Fees - Public Housing	1,061,361.00	86,127.81	88,446.75	(2,318.94)	-2.62%	
Bookkeeping Fees - PH & HCV	292,860.00	23,512.50	24,405.00	(892.50)	-3.66%	
Asset Management Fees - PH	165,480.00	13,790.00	13,790.00	0.00	0.00%	
Service Fee Revenue	640,427.00	52,241.47	53,368.92	(1,127.45)	-2.11%	
Management Fees - Capital Fund	537,004.00	44,749.00	44,750.33	(1.33)	0.00%	
Management Fees - Section 8	270,000.00	21,540.00	22,500.00	(960.00)	-4.27%	
Management Fees - 360 Properties	52,666.00	4,004.78	4,388.83	(384.05)	-8.75%	
Other Income	306,799.00	17,212.87	25,566.58	(8,353.71)	-32.67%	
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0.00%	
<b>Total Revenue</b>	<b>16,295,229.93</b>	<b>1,150,716.22</b>	<b>1,357,935.83</b>	<b>(207,219.61)</b>	<b>-15.26%</b>	
<b>Expenses:</b>						
<b>Administration:</b>						
Administrative Salaries	2,462,654.52	137,866.86	205,221.21	67,354.35	32.82%	
Employee Benefits - Administrative	971,129.52	81,416.21	80,927.46	(488.75)	-0.60%	
Audit Fees	38,560.00	0.00	3,213.33	3,213.33	100.00%	
Management Fees	1,061,361.00	86,127.81	88,446.75	2,318.94	2.62%	
Bookkeeping Fees	124,110.00	10,050.00	10,342.50	292.50	2.83%	
Advertising and Marketing	16,366.13	0.00	1,363.84	1,363.84	100.00%	
Office Expense	510,741.04	8,457.45	42,561.75	34,104.30	80.13%	
Legal	123,083.11	0.00	10,256.93	10,256.93	100.00%	
Training and Travel	108,139.65	0.00	9,011.64	9,011.64	100.00%	
Other Administrative Costs	173,169.50	6,645.34	14,430.79	7,785.45	53.95%	
<b>Total Administration</b>	<b>5,589,314.47</b>	<b>330,563.67</b>	<b>465,776.21</b>	<b>135,212.54</b>	<b>29.03%</b>	(2)
<b>Asset Management Fee</b>	<b>165,480.00</b>	<b>13,790.00</b>	<b>13,790.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Tenant Services:</b>						
Salaries	192,307.17	14,179.00	16,025.60	1,846.60	11.52%	
Relocation	0.00	0.00	0.00	0.00	0.00%	
Employee Benefits - Tenant Services	113,733.50	10,503.23	9,477.79	(1,025.44)	-10.82%	
Other/Funding/Travel and Training	82,361.00	498.18	6,863.42	6,365.24	92.74%	
<b>Total Tenant Services</b>	<b>388,401.67</b>	<b>25,180.41</b>	<b>32,366.81</b>	<b>7,186.40</b>	<b>22.20%</b>	(3)

**Huntsville Housing Authority  
Combined Budget for COCC and Sites  
FYE March 31, 2024  
YEAR TO DATE AS OF APRIL 30,2023**

	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Variance Favorable(Unfavorable)</b>	<b>Variance Percentage</b>	
Utilities:						
Other Utilities	171,143.26	7,845.65	14,261.94	6,416.29	44.99%	
Water	355,027.83	29,079.90	29,585.65	505.75	1.71%	
Electric	409,513.10	30,525.96	34,126.09	3,600.13	10.55%	
Gas	43,625.86	4,860.09	3,635.49	(1,224.60)	-33.68%	
Sewage	541,578.34	38,326.78	45,131.53	6,804.75	15.08%	
<b>Total Utilities</b>	<b>1,520,888.39</b>	<b>110,638.38</b>	<b>126,740.70</b>	<b>16,102.32</b>	<b>12.70%</b>	
Maintenance:						
Labor - Maintenance	1,904,997.04	104,671.94	158,749.75	54,077.81	34.06%	
Employee Benefits - Maintenance	880,297.94	64,998.62	73,358.16	8,359.54	11.40%	
Materials	1,614,917.59	81,011.72	134,576.47	53,564.75	39.80%	
Contract Costs	1,060,346.26	94,925.86	88,362.19	(6,563.67)	-7.43%	
<b>Total Maintenance</b>	<b>5,460,558.83</b>	<b>345,608.14</b>	<b>455,046.57</b>	<b>109,438.43</b>	<b>24.05%</b>	<b>(4)</b>
Protective Services:						
Protective Services Contract Costs	503,500.00	38,948.89	41,958.33	3,009.44	7.17%	
<b>Total Protective Services</b>	<b>503,500.00</b>	<b>38,948.89</b>	<b>41,958.33</b>	<b>3,009.44</b>	<b>7.17%</b>	
General Expenses:						
Insurance	1,027,051.59	85,587.63	85,587.63	0.00	0.00%	
Other General Expenses	575,436.37	40,705.00	47,953.03	7,248.03	15.11%	
Payment In Lieu of Taxes	118,381.67	0.00	9,865.14	9,865.14	100.00%	
<b>Total General Expenses</b>	<b>1,720,869.63</b>	<b>126,292.63</b>	<b>143,405.80</b>	<b>17,113.17</b>	<b>11.93%</b>	
Other:						
Collection Loss (Bad Debt Expense)	188,416.94	0.00	15,701.41	15,701.41	100.00%	
Extraordinary Maintenance		0.00	0.00	0.00	0.00%	
Extraordinary Items		0.00	0.00	0.00	0.00%	
Casualty Loss	75,000.00	0.00	6,250.00	6,250.00	100.00%	
Interest Mort or Bonds Payable		0.00	0.00	0.00	0.00%	
Amortization of Bond Issue Costs		0.00	0.00	0.00	0.00%	
COCC Transfer to Section 8		0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out		0.00	0.00	0.00	0.00%	
Loss Disposition of Fixed Assets		0.00	0.00	0.00	0.00%	
<b>Total Other</b>	<b>263,416.94</b>	<b>0.00</b>	<b>21,951.41</b>	<b>(21,951.41)</b>	<b>-100.00%</b>	<b>(5)</b>
<b>Total Expenses</b>	<b>15,612,429.93</b>	<b>991,022.12</b>	<b>1,301,035.83</b>	<b>310,013.71</b>	<b>23.83%</b>	
<b>Net Income/Loss</b>	<b>682,800.00</b>	<b>159,694.10</b>	<b>56,900.00</b>	<b>102,794.10</b>	<b>0.00%</b>	
<b>Capital Assets Addition</b>	<b>682,800.00</b>		<b>56,900.00</b>	<b>56,900.00</b>	<b>100.00%</b>	<b>(1)</b>
<b>Increase/Decrease in Unrestricted Net Position</b>	<b>0.00</b>	<b>159,694.10</b>	<b>0.00</b>	<b>159,694.10</b>	<b>0.00%</b>	

**Huntsville Housing Authority April 30,2023 Board Explanations**

- (1) **Operating Grant CFP-** No drawdown of CFP funds was required in April 2023. HHA has not received any invoices from TKE for the approved Johnson Towers Elevator Repair. Funds will be drawn from this line item as needed for the FYE 03/31/24 activities.
- (2) **Total Administration –** All administration line items are under budget for the first month of the fiscal year with the exception of employee benefits. The audit fee expenses will not be incurred until June 2023. There were no April 2023 expenditures for advertising and marketing, legal, training and travel.
- (3) **Total Tenant Services –** The Tenant Services April 2023 under budget salaries expense is partial offset by the tenant services over budget benefit expense. The travel and training April 2023 expenses incurred were minimal. These savings net a favorable variance for April 2023.
- (4) **Total Maintenance –** The April 2023 Labor Maintenance and Labor Materials were under budget for the first month of the fiscal year.
- (5) **Total Other –** Collection Loss and Casualty Loss incurred no expenses for April 2023. Collection Loss is expensed quarterly. There is no activity for this line item in April 2023. There were no casualty loss claims settled in April 2023.

**HUNTSVILLE HOUSING AUTHORITY****Board of Commissioners' Meeting  
Agenda Item  
Control Document****Date:** June 26, 2023**HHA Staff Representative:** Terry Boyd, Director of Public Housing Operations**Department:** Public Housing Operations**Board of Commissioners' Meeting (Date):** June 26, 2023 at 12:00 p.m.**Board Agenda Item(s):**

1. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Moving Services for Ceiling Repairs at Northwoods.
2. Resolution Authorizing the Executive Director/CEO/Contracting officer to Enter into A Contract for Lawncare Services at Meadow Hills and Stone Manor.
3. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into A Contract for Lawncare Services at Windtrace, Cotton Row, and Mahogany Row.

**Approved by:**Antonio McGinnis, Sr.  
Executive Director/CEO/Contracting Officer

Date

6/24/23**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).

**HHA Board Committee Member:** Leon D Fountain, ChairmanDate: 06/26/2023**HHA Board Committee Member:** Shaquila Willie, Vice ChairmanDate: 06/26/2023**HHA Staff Member:**Date: 06/26/2023

**HUNTSVILLE HOUSING AUTHORITY****REQUEST FOR BOARD ACTION****Approval for the Executive Director/CEO/Contracting Officer to Enter into a Contract with Rocket City Movers of Huntsville, LLC., to Provide Moving Services for Residents at Northwoods for the Ceiling Repairs Project****June 26, 2023****INTRODUCTION**

Huntsville Housing Authority (HHA), requested proposals from qualified firms and individuals to provide moving services for residents that are relocating for the ceiling repairs project.

**PURPOSE/OBJECTIVE**

To move residents in Northwoods development due to the Ceiling Repairs project.

**JUSTIFICATION/DESCRIPTION**

The following proposals were received:

<b>BID SUBMITTED BY</b>	<b>FULL MOVE PER UNIT COST (Contractor Packing)</b>	<b>MOVING SERVICES ONLY PER UNIT COST (Resident Packing)</b>	<b>PACKING MATERIALS</b>
<b>Lambert Relocation, Inc.</b>	1-Bedroom Unit \$950.00 2-Bedroom Unit \$1200.00 3-Bedroom Unit \$1700.00 4-Bedroom Unit \$2300.00 5-Bedroom Unit \$3500.00	1-Bedroom Unit \$650.00 2-Bedroom Unit \$960.00 3-Bedroom Unit \$1280.00 4-Bedroom Unit \$1920.00 5-Bedroom Unit \$2500.00	Dish Pack \$15.58 Wardrobe ct \$13.20 1.5 carton \$2.15 Mirror ct. \$13.82 3.0 carton \$3.44 Wrapping tp \$2.07 4.5 carton \$4.63 Wrapping pr \$1.00/lb 6+ carton \$6.00 Paper pads \$2.00
<b>Rocket City Movers of Huntsville, LLC.</b>	1-Bedroom Unit \$1120.00 2-Bedroom Unit \$1298.00 3-Bedroom Unit \$1427.00 4-Bedroom Unit \$1872.00 5-Bedroom Unit \$2347.00	1-Bedroom Unit \$750.00 2-Bedroom Unit \$937.50 3-Bedroom Unit \$1125.00 4-Bedroom Unit \$1312.00 5-Bedroom Unit \$1500.00	Dish Pack \$1.04 Wardrobe ct \$2.53 1.5 carton \$1.27 Mirror ct. \$7.25 3.0 carton \$2.24 Wrapping tp \$1.90 4.5 carton \$2.78 Wrapping pr \$1.70 6+ carton \$3.04 Paper pads \$3.02
<b>Apple White Movers, LLC</b>	1-Bedroom Unit \$1400.00 2-Bedroom Unit \$1500.00 3-Bedroom Unit \$1600.00 4-Bedroom Unit \$1650.00 5-Bedroom Unit \$1700.00	1-Bedroom Unit \$1300.00 2-Bedroom Unit \$1400.00 3-Bedroom Unit \$1500.00 4-Bedroom Unit \$1550.00 5-Bedroom Unit \$1650.00	Dish Pack \$15.00 Wardrobe ct \$15.00 1.5 carton \$5.00 Mirror ct. \$15.00 3.0 carton \$6.00 Wrapping tp \$3.00 4.5 carton \$7.00 Wrapping pr \$30.00 6+ carton \$8.00 Paper pads \$3.50
<b>Armstrong Relocation Company, Huntsville, LLC</b>	1-Bedroom Unit \$1482.00 2-Bedroom Unit \$1596.00 3-Bedroom Unit \$1710.00 4-Bedroom Unit \$1824.00 5-Bedroom Unit \$1824.00	1-Bedroom Unit \$1482.00 2-Bedroom Unit \$1596.00 3-Bedroom Unit \$1710.00 4-Bedroom Unit \$1824.00 5-Bedroom Unit \$1824.00	Dish Pack \$8.00 Wardrobe ct \$12.00 1.5 carton \$1.70 Mirror ct. \$10.00 3.0 carton \$3.00 Wrapping tp \$2.25 4.5 carton \$4.00 Wrapping pr \$55.00 6+ carton N/A Paper pads \$3.00

**Rocket City Movers of Huntsville, LLC.** was deemed to be the most responsive bidder for moving residents for the Northwoods Ceiling Repairs project in accordance with the contract specifications.

### **ECONOMIC IMPACT**

Funds for this project are included in the Capital Funds Budget

### **ALTERNATIVES**

None.

### **ATTACHMENTS**

Bid Evaluation Results

### **RECOMMENDATION**

The Executive Director/CEO recommends entering into a contract with **Rocket City Movers of Huntsville, LLC.**, to provide moving services for the residents involved in the Northwoods Ceiling Repairs project.



Antonio McGinnis, Jr.  
Executive Director/CEO



Terry Boyd  
Director of Housing Operations

Date: 6/26/23

Date: 6/26/23

Action Taken: \_\_\_\_\_

**Attachment****Analysis of Bids for Ceiling Repairs Moving**

Lambert	Full move		Total	move only		Total	boxes set
1	\$950.00	6	\$5,700.00	\$650.00	6	\$3,900.00	\$63.09
2	\$1,200.00	13	\$15,600.00	\$960.00	13	\$12,480.00	
3	\$1,700.00	9	\$15,300.00	\$1,280.00	9	\$11,520.00	
4	\$2,300.00	2	\$4,600.00	\$1,920.00	2	\$3,840.00	
5	\$3,500.00	1	\$3,500.00	\$2,500.00	1	\$2,500.00	
<b>Total</b>			<b>\$44,700.00</b>			<b>\$34,240.00</b>	
<b>Rocket City</b>							
1	\$1,120.00	6	\$6,720.00	\$750.00	6	\$4,500.00	\$26.78
2	\$1,298.00	13	\$16,874.00	\$937.50	13	\$12,187.50	
3	\$1,427.00	9	\$12,843.00	\$1,125.00	9	\$10,125.00	
4	\$1,872.00	2	\$3,744.00	\$1,312.00	2	\$2,624.00	
5	\$2,347.00	1	\$2,347.00	\$1,500.00	1	\$1,500.00	
<b>Total</b>			<b>\$42,528.00</b>			<b>\$30,936.50</b>	
<b>Applewhite</b>							
1	\$1,400.00	6	\$8,400.00	\$1,300.00	6	\$7,800.00	\$107.50
2	\$1,500.00	13	\$19,500.00	\$1,400.00	13	\$18,200.00	
3	\$1,650.00	9	\$14,850.00	\$1,500.00	9	\$13,500.00	
4	\$1,650.00	2	\$3,300.00	\$1,550.00	2	\$3,100.00	
5	\$1,700.00	1	\$1,700.00	\$1,650.00	1	\$1,650.00	
<b>Total</b>			<b>\$47,750.00</b>			<b>\$44,250.00</b>	
<b>Armstrong</b>							
1	\$1,482.00	6	\$8,892.00	\$1,482.00	6	\$8,892.00	\$98.95
2	\$1,596.00	13	\$20,748.00	\$1,596.00	13	\$20,748.00	
3	\$1,710.00	9	\$15,390.00	\$1,710.00	9	\$15,390.00	
4	\$1,824.00	2	\$3,648.00	\$1,824.00	2	\$3,648.00	
5	\$1,824.00	1	\$1,824.00	\$1,824.00	1	\$1,824.00	
<b>Total</b>			<b>\$50,502.00</b>			<b>\$50,502.00</b>	

## Huntsville Housing Authority

### RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT TO PROVIDE MOVING SERVICES FOR THE NORTHWOODS CEILING REPAIRS PROJECT

#### RESOLUTION NO. 2023-13

WHEREAS, Huntsville Housing Authority (HHA), requested proposals from qualified firms and individuals to provide moving services for residents relocating for the Northwoods Ceiling Repairs project; and,

WHEREAS, the following proposals were received:

<b>BID SUBMITTED BY</b>	<b>FULL MOVE PER UNIT COST (Contractor Packing)</b>	<b>MOVING SERVICES ONLY PER UNIT COST (Resident Packing)</b>	<b>PACKING MATERIALS</b>
<b>Lambert Relocation, Inc.</b>	1-Bedroom Unit \$950.00 2-Bedroom Unit \$1200.00 3-Bedroom Unit \$1700.00 4-Bedroom Unit \$2300.00 5-Bedroom Unit \$3500.00	1-Bedroom Unit \$650.00 2-Bedroom Unit \$960.00 3-Bedroom Unit \$1280.00 4-Bedroom Unit \$1920.00 5-Bedroom Unit \$2500.00	<b>Dish Pack \$15.58 Wardrobe ct \$13.20 1.5 carton \$2.15 Mirror ct. \$13.82 3.0 carton \$3.44 Wrapping tp \$2.07 4.5 carton \$4.63 Wrapping pr \$1.00/lb 6+ carton \$6.00 Paper pads \$2.00</b>
<b>Rocket City Movers of Huntsville, LLC.</b>	1-Bedroom Unit \$1120.00 2-Bedroom Unit \$1298.00 3-Bedroom Unit \$1427.00 4-Bedroom Unit \$1872.00 5-Bedroom Unit \$2347.00	1-Bedroom Unit \$750.00 2-Bedroom Unit \$937.50 3-Bedroom Unit \$1125.00 4-Bedroom Unit \$1312.00 5-Bedroom Unit \$1500.00	<b>Dish Pack \$1.04 Wardrobe ct \$2.53 1.5 carton \$1.27 Mirror ct. \$7.25 3.0 carton \$2.24 Wrapping tp \$1.90 4.5 carton \$2.78 Wrapping pr \$1.70 6+ carton \$3.04 Paper pads \$3.02</b>
<b>Apple White Movers, LLC</b>	1-Bedroom Unit \$1400.00 2-Bedroom Unit \$1500.00 3-Bedroom Unit \$1600.00 4-Bedroom Unit \$1650.00 5-Bedroom Unit \$1700.00	1-Bedroom Unit \$1300.00 2-Bedroom Unit \$1400.00 3-Bedroom Unit \$1500.00 4-Bedroom Unit \$1550.00 5-Bedroom Unit \$1650.00	<b>Dish Pack \$15.00 Wardrobe ct \$15.00 1.5 carton \$5.00 Mirror ct. \$15.00 3.0 carton \$6.00 Wrapping tp \$3.00 4.5 carton \$7.00 Wrapping pr \$30.00 6+ carton \$8.00 Paper pads \$3.50</b>
<b>Armstrong Relocation Company, Huntsville, LLC</b>	1-Bedroom Unit \$1482.00 2-Bedroom Unit \$1596.00 3-Bedroom Unit \$1710.00 4-Bedroom Unit \$1824.00 5-Bedroom Unit \$1824.00	1-Bedroom Unit \$1482.00 2-Bedroom Unit \$1596.00 3-Bedroom Unit \$1710.00 4-Bedroom Unit \$1824.00 5-Bedroom Unit \$1824.00	<b>Dish Pack \$8.00 Wardrobe ct \$12.00 1.5 carton \$1.70 Mirror ct. \$10.00 3.0 carton \$3.00 Wrapping tp \$2.25 4.5 carton \$4.00 Wrapping pr \$55.00 6+ carton N/A Paper pads \$3.00</b>

**Rocket City Movers of Huntsville, LLC.**, was deemed to be the most responsive bidder in accordance with the contract specifications for the moving services for Northwoods Ceiling Repairs project.



## **Huntsville Housing Authority**

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/ CEO/ Contracting Officer to enter into a contract with Rocket City Movers of Huntsville, LLC., for moving services for the Northwoods Ceiling Repairs project.

ADOPTED THIS 26<sup>th</sup> DAY OF JUNE 2023

\_\_\_\_\_  
Leon D. Fountain, Chairman

SEAL

Attest:

\_\_\_\_\_  
Antonio McGinnis, Jr., Executive Director/CEO

## HUNTSVILLE HOUSING AUTHORITY REQUEST FOR BOARD ACTION

### Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract to Provide Lawn Care Services for Meadow Hills and Stone Manor

**June 26, 2023**

#### INTRODUCTION

The Huntsville Housing Authority (HHA) requested bids from qualified, licensed, and insured entities to provide lawn care and landscaping maintenance services for the public housing properties in the Meadow Hills and Stone Manor.

#### PURPOSE/OBJECTIVE

The objective is to maintain the appearance of the property landscaping at these HHA sites that are located in northwest and southwest Huntsville. There are a total of seventy-six units at these two sites. The units in Meadow Hills are twenty-six individual houses that are scattered throughout the subdivision.

#### JUSTIFICATION/DESCRIPTION

The HHA Procurement Officer posted an Invitation for Bids for lawn care and landscape maintenance for five public housing sites with 132 units. Five vendors submitted bids. As a result of the bids received, **Rocket City Lawn Specialists, LLC** provided the apparent lowest bid for Meadow Hills and Stone Manor.

	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Hrl/Rt Year 1&2	Hrl/R t Year 1&2
<b>Contractor</b>	<b>Meadow Hills</b>	<b>Windtrace</b>	<b>Cotton Row</b>	<b>Stone Manor</b>	<b>Mahogany Row</b>	<b>Total</b>	<b>Super Tech</b>	<b>Labor Rate</b>
<b>Calhoun</b>	\$51,875.04	\$12,124.92	\$12,124.92	\$12,924	\$9,450	\$98,498.88	\$20/\$17	\$15.
<b>Atchley</b>	\$2100	\$392 mo	\$392 mo	\$675 mo	\$234 mo	n/a	n/a	n/a
<b>Woodard</b>	\$54,756	No bid	No Bid	No Bid	No Bid	\$54,576	\$65	\$28.50
<b>4A Services</b>	\$56,160	<b>\$10,800</b>	<b>\$10,800</b>	\$24,000	<b>\$4,800</b>	\$106,560	\$25/\$19	\$14
<b>Rocket City Lawn</b>	<b>\$26,000.</b>	\$23,823	\$23,823	<b>\$10,042.50</b>	\$10,042.50	\$93,732	\$23/17.50	\$15

**ECONOMIC IMPACT**


The annual cost of the landscaping maintenance services contract is **\$36,042.50**. The contract is for a period of one year, with four one-year exercisable options, for a maximum contract term of five years.

**ATTACHMENTS**

None.

**RECOMMENDATION**

The Executive Director/CEO/Contracting Officer recommends entering into a contract with **Rocket City Lawn Specialist LLC** to provide lawn care and landscaping maintenance services for two public housing sites located in Meadow Hills and Stone Manor for a maximum term of five years.

  
Antonio McGinnis, Sr.  
Executive Director/CEO

  
Date

  
Terry Boyd  
Director of Housing Operations

  
Date

ACTION TAKEN: \_\_\_\_\_

## Huntsville Housing Authority

### RESOLUTION APPROVING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT TO PROVIDE LAWN CARE FOR MEADOW HILLS AND STONE MANOR

#### RESOLUTION NO. 2023-14

WHEREAS, Huntsville Housing Authority requested bids from qualified vendors to provide lawn care and landscape maintenance services for five of public housing sites; and,

WHEREAS, the following bids were received:

	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Hrl/Rt Year 1&2	Hrl/R t Year 1&2
Contractor	Meadow Hills	Windtrace	Cotton Row	Stone Manor	Mahogany Row	Total	Super Tech	Labor Rate
Calhoun	\$51,875.04	\$12,124.92	\$12,124.92	\$12,924	\$9,450	\$98,498.88	\$20/\$17	\$15.
Atchley	\$2100	\$392 mo	\$392 mo	\$675 mo	\$234 mo	n/a	n/a	n/a
Woodard	\$54,756	No bid	No Bid	No Bid	No Bid	\$54,576	\$65	\$28.50
4A Services	\$56,160	\$10,800	\$10,800	\$24,000	\$4,800	\$106,560	\$25/\$19	\$14
Rocket City Lawn	\$26,000.	\$23,823	\$23,823	\$10,042.50	\$10,042.50	\$93,732	\$23/17.50	\$15

WHEREAS, **Rocket City Lawn Specialists, LLC** was deemed to be the most responsive bidder in accordance with the contract specifications for Lawn Care and Landscape Maintenance Services for Meadow Hills and Stone Manor.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **Rocket City Lawn Specialists, LLC** for Lawn Care and Landscape Maintenance Services for **Meadow Hills and Stone Manor**.

ADOPTED THIS 26<sup>th</sup> DAY OF JUNE 2023

\_\_\_\_\_  
Leon D. Fountain, Chairman

SEAL

Attest:

\_\_\_\_\_  
Antonio McGinnis, Jr., Executive Director/CEO

## HUNTSVILLE HOUSING AUTHORITY REQUEST FOR BOARD ACTION

### Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract to Provide Lawn Care Services at Windtrace, Cotton Row, and Mahogany Row

**June 26, 2023**

#### INTRODUCTION

The Huntsville Housing Authority (HHA) requested bids from qualified, licensed, and insured entities to provide lawn care and landscaping maintenance services for the public housing properties at Wind Trace, Cotton Row, and Mahogany Row.

#### PURPOSE/OBJECTIVE

The objective is to maintain the appearance of the landscaping at each of three HHA sites that are located in southwest Huntsville. There are a total of 56 units at these three sites.

#### JUSTIFICATION/DESCRIPTION

The HHA Procurement Officer posted an Invitation for Bids for lawn care and landscape maintenance for five public housing sites with 132 units. Five vendors submitted bids. As a result of the bids received and shown on the table below, **4A Services** provided the apparent lowest bid for Windtrace, Cotton Row, and Mahogany Row.

	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Hrl/Rt Yea r 1& 2	Hrl/R t Ye ar 1&2
<b>Contract or</b>	<b>Meadow Hills</b>	<b>Windtrac e</b>	<b>Cotton Row</b>	<b>Stone Manor</b>	<b>Mahogan y Row</b>	<b>Total</b>	<b>Super Tech</b>	<b>Labor Rate</b>
<b>Calhoun</b>	\$51,875.04	\$12,124.92	\$12,124.92	\$12,924	\$9,450	\$98,498.88	\$20/\$17	\$15.
<b>Atchley</b>	\$2100	\$392 mo	\$392 mo	\$675 mo	\$234 mo	n/a	n/a	n/a
<b>Woodard</b>	\$54,756	No bid	No Bid	No Bid	No Bid	\$54,576	\$65	\$28.50
<b>4A Services</b>	\$56,160	<b>\$10,800</b>	<b>\$10,800</b>	\$24,000	<b>\$4,800</b>	\$106,560	\$25/\$19	\$14
<b>Rocket City Lawn</b>	<b>\$26,000.</b>	\$23,823	\$23,823	<b>\$10,042.50</b>	\$10,042.50	\$93,732	\$23/17.50	\$15

ECONOMIC IMPACT

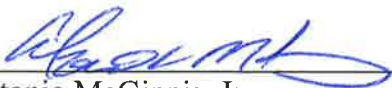
The annual cost of the landscaping maintenance services contract for Wind Trace, Cotton Row, and Mahogany Row is **\$26,400.00**. The contract is for a period of one year, with four one-year exercisable options, for a maximum contract term of five years.


ATTACHMENTS


None.


RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends entering into a contract with **4A Services** to provide lawn care and landscaping maintenance services for the HHA properties in Wind Trace, Cotton Row, and Mahogany Row for a maximum term of five years.

  
\_\_\_\_\_  
Antonio McGinnis, Jr.  
Executive Director/CEO

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Terry Boyd  
Director of Housing Operations

  
\_\_\_\_\_  
Date

ACTION TAKEN: \_\_\_\_\_

## Huntsville Housing Authority

### RESOLUTION APPROVING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT TO PROVIDE LAWN CARE FOR WINDTRACE, COTTON ROW, AND MAHOGANY ROW

#### RESOLUTION NO. 2023-15

WHEREAS, Huntsville Housing Authority requested bids from qualified vendors to provide lawn care and landscape maintenance services for five of public housing sites; and,

WHEREAS, the following bids were received:

	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Year 1&2	Hrl/Rt Year 1&2	Hrl/R t Year 1&2
Contractor	Meadow Hills	Windtrace	Cotton Row	Stone Manor	Mahogany Row	Total	Super Tech	Labor Rate
Calhoun	\$51,875.04	\$12,124.92	\$12,124.92	\$12,924	\$9,450	\$98,498.88	\$20/\$17	\$15.
Atchley	\$2100	\$392 mo	\$392 mo	\$675 mo	\$234 mo	n/a	n/a	n/a
Woodard	\$54,756	No bid	No Bid	No Bid	No Bid	\$54,576	\$65	\$28.50
4A Services	\$56,160	<b>\$10,800</b>	<b>\$10,800</b>	\$24,000	<b>\$4,800</b>	\$106,560	\$25/\$19	\$14
Rocket City Lawn	<b>\$26,000.</b>	\$23,823	\$23,823	<b>\$10,042.50</b>	\$10,042.50	\$93,732	\$23/17.50	\$15

WHEREAS, **4A Services** was deemed to be the most responsive bidder in accordance with the contract specifications for Lawn Care and Landscape Maintenance Services for Windtrace, Cotton Row, and Mahogany Row.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **4A Services** for Lawn Care and Landscape Maintenance Services for **Windtrace, Cotton Row, and Mahogany Row**.

ADOPTED THIS 26<sup>th</sup> DAY OF JUNE 2023

\_\_\_\_\_  
Leon D. Fountain, Chairman

SEAL

Attest:

\_\_\_\_\_  
Antonio McGinnis, Jr., Executive Director/CEO

**HUNTSVILLE HOUSING AUTHORITY****Board of Commissioners' Meeting  
Agenda Item  
Control Document****Date:** June 26, 2023**HHA Staff Representative:** Carmisia Woods-Danson, Interim Director of Assisted Housing**Department:** Assisted Housing**Board of Commissioners' Meeting (Date):** June 26, 2023 at 12:00 p.m.**Board Agenda Item(s):**

1. Act on A Resolution Requesting Approval of Revision to the Housing Choice Voucher (HCV) Administrative Plan for Emergency Housing Voucher (EHV) Program.
2. Act on Resolution Requesting Approval of Revisions to the Housing Choice Voucher (HCV) Administrative Plan for Special Housing Types-Shared Housing.

**Approved by:**

  
Antonio McGinnis, Sr.

Executive Director/CEO/Contracting Officer

Date

6/26/23**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).

**HHA Board Committee Member:** Leon D Fountain, ChairmanDate: 06/26/2023**HHA Board Committee Member:** Shaquila Willie, Vice ChairmanDate: 06/26/2023**HHA Staff Member:**Carmisia DansonDate: 06/26/2023



**HUNTSVILLE HOUSING AUTHORITY (HHA)****REQUEST FOR BOARD ACTION****Act on a Resolution Requesting the Approval of Revisions to the  
Housing Choice Voucher (HCV) Administrative Plan for the  
Emergency Housing Voucher (EHV) Program**

June 26, 2023

**INTRODUCTION**

Act on a resolution approving a revision to the HCV Administrative Plan for the EHV Program, specifically relating to EHV Service Fees.

**PURPOSE/OBJECTIVE**

The purpose of this request is to revise the EHV Program Service Fees. HHA must revise the current policies in order to maintain compliance as mandated by HUD.

**JUSTIFICATION/DESCRIPTION**

HHA's adopted HCV Administrative Plan for the EHV Program must be revised as needed for compliance. The proposed revisions are as follows:

**TPS-I.B. SERVICE FEES**

- 1) Moving Cost Incentive: HHA will reimburse moving expenses (including move-in fees and deposits) up to \$2,000. The reimbursement of the moving expenses is dependent upon available funding and detailed receipt documentation. HHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. HHA may not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking, for example.
- 2) Tenant-Readiness Services: HHA may use the services fee funding to help create customized plans to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, credit repair, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

**ECONOMIC IMPACT**

The EHV Program one-time services fee is used to support the programs efforts in implementing and operating an effective EHV program that will best address the needs of EHV eligible individuals and families in its jurisdiction.

**HUNTSVILLE HOUSING AUTHORITY (HHA)**

**REQUEST FOR BOARD ACTION**

**ATTACHMENTS**

None

**RECOMMENDATION**

The Executive Director/CEO recommends the approval of the revision to the Administrative Plan for the EHV Program.



Antonio McGinnis, Sr.  
Executive Director/CEO



Carmisisa Danson Woods  
Interim Director of Assisted Housing

Date: 6/26/23

Date: 6/26/2023

**HUNTSVILLE HOUSING AUTHORITY (HHA)****ACT ON A RESOLUTION REQUESTING APPROVAL OF REVISIONS TO THE  
HOUSING CHOICE VOUCHER (HCV) PROGRAM ADMINISTRATIVE PLAN  
FOR THE EMERGENCY HOUSING VOUCHER (EHV) PROGRAM****RESOLUTION NO. 2023-16**

**WHEREAS**, Huntsville Housing Authority (HHA) has adopted an HCV Administrative Plan for the EHV Program; and

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities develop clear and orderly procedures to govern the administration of the EHV Program; and

**WHEREAS**, HHA has revised the HCV Administrative Plan to define EHV Service Fees for moving cost and tenant-readiness services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of HHA hereby adopts the revision to the HCV Administrative Plan for EHV Service Fees and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan.

**ADOPTED THIS 26<sup>th</sup> day of June, 2023**

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Leon D. Fountain, Chairman

**SEAL**

**Attest:**

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Antonio McGinnis, Sr., Executive Director/CEO

**HUNTSVILLE HOUSING AUTHORITY (HHA)****REQUEST FOR BOARD ACTION****Act on A Resolution Requesting Approval of Revisions to the  
Housing Choice Voucher (HCV) Program Administrative Plan  
for Special Housing Types-Shared Housing**

June 26, 2023

**INTRODUCTION**

Act on a resolution approving revision to the HCV Administrative Plan, specifically relating to Shared Housing.

**PURPOSE/OBJECTIVE**

The purpose of this request is to revise Chapter 15-Special Housing Types [24 CFR 982 Subpart M]; Part IV: Shared Housing [24 CFR 982.615 - 24 CFR 982.618]. HHA must revise the current policies in order to maintain compliance as mandated by the Department of Housing and Urban Development (HUD).

**JUSTIFICATION/DESCRIPTION**

HHA's adopted HCV Administrative Plan exist to help staff determine eligibility for admission and continued participation in the program. This plan must be revised as needed for compliance. The proposed revision is as follows:

**1) Chapter 15-Special Housing Types [24 CFR 982 Subpart M]**Revised HHA Policy

Families will be permitted to use any special housing types such as shared housing in accordance with requirements of the program under 24 CFR § 982.601(b)(1). HHA is required to permit the use of any special housing types such as shared housing if needed as a reasonable accommodation so that the program is readily accessible and usable by persons with disabilities. 24 CFR § 982.601(b)(3).

**IMPACT**

Shared Housing can be a viable option for families seeking economical housing under various market conditions. Families in markets with tight rental conditions or with a prevalence of single-family housing, for example, may determine a shared housing living arrangement to be a useful way to secure affordable housing.

**ATTACHMENTS**

None

**HUNTSVILLE HOUSING AUTHORITY (HHA)****REQUEST FOR BOARD ACTION****RECOMMENDATION**

The Executive Director/CEO recommends the approval of the revision to the Administrative Plan for the HCV Program.



Antonio McGinnis, Sr.  
Executive Director/CEO



Brittany Spencer  
Interim Assisted Housing Director

Date: 6/26/23

Date: 6/22/2023

**HUNTSVILLE HOUSING AUTHORITY (HHA)****ACT ON A RESOLUTION REQUESTING APPROVAL OF REVISIONS TO THE  
HOUSING CHOICE VOUCHER (HCV) PROGRAM ADMINISTRATIVE PLAN  
FOR SPECIAL HOUSING TYPES-SHARED HOUSING****RESOLUTION NO. 2023-17**

**WHEREAS**, Huntsville Housing Authority (HHA) has adopted an HCV Program Administrative Plan; and

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities develop clear and orderly procedures to govern administration of the HCV Program; and

**WHEREAS**, HHA has revised the Administrative Plan to permit Special Housing Types, specifically Shared Housing;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of HHA hereby adopts the revision to the Administrative Plan for Special Housing Types—Shared Housing and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan.

**ADOPTED THIS 26<sup>th</sup> day of June, 2023**

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Leon D. Fountain, Chairman

**SEAL**

**Attest:**

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Antonio McGinnis, Sr., Executive Director/CEO