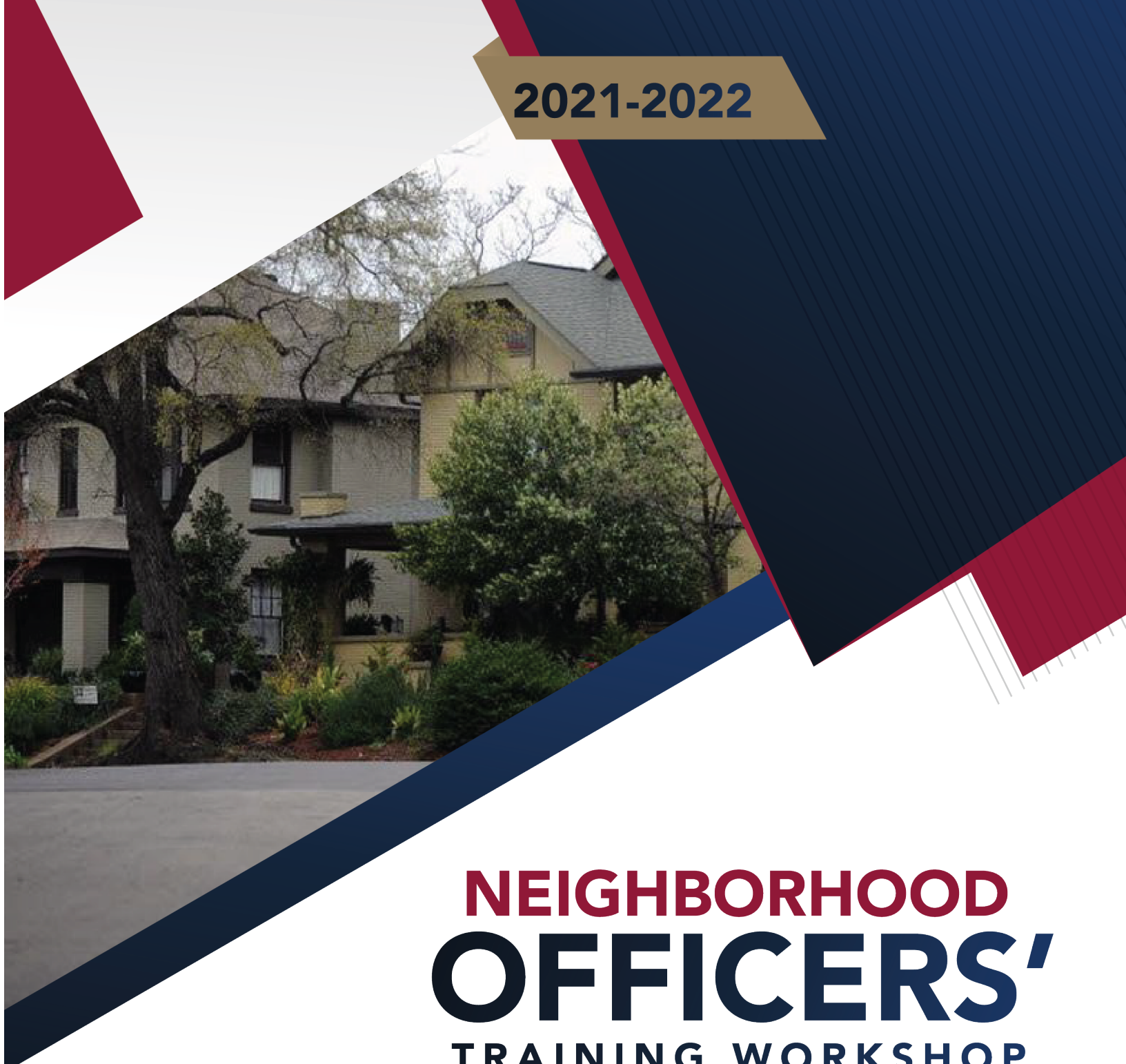


2021-2022



# NEIGHBORHOOD OFFICERS' TRAINING WORKSHOP SATURDAY | JULY 10, 2021

A.H. Parker High School  
400 Reverend Abraham Woods, Jr Blvd,  
Birmingham, AL 35204  
Session: School Auditorium



PUTTING PEOPLE FIRST

MAYOR RANDALL L. WOODFIN



City of Birmingham Neighborhood

# OFFICERS' TRAINING SEMINAR

**8:30 A.M. – 12:00 P.M.**

REGISTRATION: 8:00 A.M. – 8:30 A.M.

Welcome.....	Alice Williams
	Deputy Director, Community Resource Services
Greetings .....	Kathy Boswell
	Vice President, Community Engagement for the World Games
Community Resource Services Division Overview .....	Alice Williams
	Deputy Director, Community Resource Services
Overview of Citizens Participation Plan (CPPlan).....	Herman Lumzy, CRR
The Role of a Neighborhood Officer.....	Harold Houston, CRR
Parliamentary Procedure and Roberts Rules of Order.....	Jasmine Fells, CRR
Processing Project Request & Spending .....	Melony Martin, CRR
Neighborhood Accounting Overview.....	Thomas Stone

## SESSION1: UNDERSTANDING ESSENTIAL CITY SERVICES

## INTERMISSION

## SESSION 2: CITY OF BIRMINGHAM DEPARTMENTS AND DIVISIONS

City of Birmingham 150 <sup>th</sup> Anniversary.....	Alicia Lumpkin
	Director Mayor's Office of Customer Service
Closing Remarks .....	Alice Williams
	Deputy Director, Community Resource Services

## DISMISSAL AND LUNCH



## PUTTING PEOPLE FIRST

MAYOR RANDALL L. WOODFIN

### Our Vision

# VISION STATEMENT

## Community Resource Services

The City of Birmingham

### OUR VISION

Our vision is to improve the quality of life by working together with all citizens to preserve life, maintain human rights, protect property, and promote public safety. To achieve this vision, we commit to maintain these specific values:

- We value our Neighborhood Officers and citizens;
- We have confidence in individual initiatives and the ability to solve problems;
- We value our partnership with the community as a means of identifying and addressing public need and other quality of life issues;
- We value excellence and are committed to continuous process improvement;
- We value the law and are committed to the protection of individual human rights;
- We value diversity among our department members and the community we serve;
- We value integrity, fairness, and open communication;
- We value teamwork and collaboration as a means to achieve organizational success and
- We value courteous and respectful interaction with all people.

### MISSION STATEMENT

Central to our vision are values that guide us in making the "RIGHT" decisions and help us to contribute to the quality of life in Birmingham. In striving to make the "RIGHT" decision we value RESPECT

- **RESPECT** - All persons have the RIGHT to be treated in a fair, dignified, courteous, and equitable manner. We take an active role in understanding and working within the great diversity of our community. Furthermore, we identify special needs as related to cultural, ethnic, and socio-economic diversity and respond in an appropriate manner.
- **INTEGRITY** - Common trust marks the basis of integrity. We hold ourselves to the highest standards of moral and ethical conduct.
- **GOAL ORIENTED** - By having clearly defined goals we maintain a forward progression of service to our community. Goals are the basis for a smooth and focused operation of an organization. We continue to evaluate and update our goals as they relate to the citizens of the community and the level of service that we provide to them.
- **HONESTY** - To live honorably, creditably, and virtuously - these are the three precepts of a "Justinian" or just life. It can also be attributed to the manner in which we execute our duties of protection and service to our community.
- **TEAMWORK** - The central element to a well working organization is teamwork. We fully embrace the building of partnerships within our community and among ourselves. We understand that by working together as a team, the quality of life in Birmingham can be improved and maintained.

## **THE CITY OF BIRMINGHAM CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan (CP Plan) is a comprehensive partnership between dedicated citizens and government officials who labor to improve living conditions for residents through services, communications, and tailored enhancement projects.

The 99 Neighborhood Associations (NA) of the CP Plan is designed to be operated by members of the neighborhood, under the leadership of the neighborhood officers, and supported by City of Birmingham officials.

### **WHO CAN PARTICIPATE?**

All residents of a neighborhood within the City of Birmingham, Alabama can participate with the following criteria:

Voting membership in each NA is open to all residents of the neighborhood sixteen (16) years or older.

### **NEIGHBORHOOD OFFICERS**

Any resident who is at least eighteen (18) years of age, has resided in their neighborhood for at least 120 days and has attended at least four (4) of that neighborhood's meetings during the prior twelve (12) months is eligible to run for a Neighborhood Office.

There is a President, Vice President, and Secretary elected as a Neighborhood Officers for each of the 99 neighborhoods in the City of Birmingham. The citizen participation program allows Neighborhood Officers to be elected every two years, and can be re-elected multiple times, if chosen.

The Neighborhood Officers, Presidents, Vice Presidents and Secretaries, may succeed themselves indefinitely, if the voters so desire. If a neighborhood officer is appointed or elected to any city, county, state, or federal constitutional office, the neighborhood position becomes vacant. (See page 7 of your CP Plan)

All neighborhood officers must reside within the geographical boundaries of the neighborhood for which they were elected, for the entire period they hold their NA position.

# THE PRESIDENT

The president is the head of the Neighborhood Association and has three roles: Leader, Administrator and Presiding Officer. Each role calls for different abilities.

## THE PRESIDENT AS LEADER

There are certain fundamental qualities that most great leaders have in common. One is the ability to plan - to sense what members want and to help them crystallize their ideas. Another is the ability to unite – to rally members behind a plan and behind their leader. Perhaps the most important is the courage to persevere – to overcome all obstacles.

A leader works with the members and keeps them motivated while they are working. A responsible leader has a power with people, not over them. Carrying out their will is a project in human collaboration while the president leads. An organization is not merely a group of people working toward some common aim; it is also a powerful medium through which members can realize their individual benefits. A competent leader forges ahead toward the collective goal, but he/she is not blind to individual goals.

A leader skilled in handling people recognizes that sentiment and traditions are important influences, both in blending people together and not dividing them. This human understanding is a basic factor in good leadership.

## THE PRESIDENT AS ADMINISTRATOR

The most important duties of the President as an administrator are to:

1. Act as chief administrative officer and head of the organization;
2. Exercise supervision over the organization and all its activities and members;
3. Represent and speak for the organization, other organizations and to the public;
4. Preside at business meetings;
5. Appoint committees;
6. Sign letters or documents necessary to carry out the will of the organization; and
7. Serve as chairman of the board of directors or governing board (advisory group).

## **THE PRESIDENT AS PRESIDING OFFICER**

As presiding officer, the President is the leader and representative of the entire body. Respect for this position is respect for the organization and its members.

The president must maintain firm control of the meetings, yet always remember to be the “first servant of the assembly.” During discussion, the presiding officer has great latitude in carrying out the duties of this office. These duties should include assisting members in exercising their rights and privileges; not acting as a partisan advocate, but sharing facts that no other member can present, in an unbiased manner; and stimulating and encouraging discussion.

The President should examine all sides of controversial questions presented by asking if members wish to discuss a different viewpoint. As presiding officer, it is important to make sure that members understand all proposals and what their effect will be. If members do not understand, it is the president’s responsibility to see that proper explanations are given.

A presiding officer must be firm and decisive; yet not dictatorial, courteous and Patient; yet alert to ensure progress. The meeting should move ahead so that business can be accomplished, and members maintain their interest; yet, the meeting must not appear to be hurried unduly. Presiding is an art that cannot be learned entirely from a book. The tactful presiding officer knows how to discourage, courteously, the member who talks too much or too often and how to encourage the shy member, who speaks only when impelled by strong convictions. When the body is out of order, the President should know how to shorten the discussion and make business move along; however, a good leader will sense when members are confused and when issues require clarification.

## **WHEN THE PRESIDENT PRESIDES**

The president, (or in his/her absence the officer next in rank) should preside at all meetings at which business may be transacted. If there are not any officers present at a meeting, a senior member calls the meeting to order and presides until a temporary chairman is elected. At social or program meetings, the program Chairman or another member may preside; but at business meetings the President (if present), must preside and cannot delegate this duty to another member.

The presiding officer does not have the chair to present important facts that need to be presented. If a motion is directed at the president personally, then he/she asks the vice president to take the chair until the motion is disposed of properly.

This is true whether the motion affects the president favorably-for example, to award a life membership-or adversely, as a vote of censure.

Although there is a principle that an officer does not give up any rights as a member by becoming an officer, the presiding officer cannot propose or second a motion or nominate a candidate while presiding.

# THE VICE PRESIDENT

The vice president assumes the duties of the president in case of the absence or incapacity of the president; and, becomes president upon the death, resignation, or permanent incapacity of the president, as defined in the CP Plan. The vice president has only a few responsibilities established by parliamentary law, but in practice, this office is usually assigned other duties through the bylaws. The vice president frequently works with departments or heads of important committees, serves on the governing board(s), and has other duties assigned as deemed necessary by the president. The elected vice president does not forfeit any rights of membership by reason of holding office and may propose motions and discuss and vote on all measures.

# THE SECRETARY

The chief duties of a secretary are to:

1. Take careful and authentic notes of the proceedings of the meetings as a basis for preparing the minutes;
2. Prepare and certify the correctness of the minutes and enter them in the official minute book;
3. Read the minutes to the organization for correction and approval;
4. Enter any corrections approved by the members in the Minute Book and initial them;
5. Record and attest by signature the approved minutes as the official minutes of the organization with the date of approval;
6. Provide the presiding officer or the assembly with the exact wording of a pending motion or of one previously acted on;
7. Read all papers, documents, or communications as directed by the presiding officer;
8. Bring to each meeting the Minute Book, a copy of the bylaws, rules and policies, a list of standing and special committees, and a copy of the parliamentary authority adopted by the organization;
9. Search the minutes for information requested by officers or members
10. Assist the presiding officer before each meeting in preparing a detailed Agenda;
11. Preserve all records, reports, and official documents of the organization except those specifically assigned to the custody of others;
12. Provide the chairman of each special committee with a list of their committee members, a copy of the motion referring the subject to the committee, and instructions and other documents that may be useful;
13. Provide the chairman of each standing committee with a copy of all proposals referred to it, instructions, or material that may be useful;
14. Mail minutes, attendance sheets, request letters for funds from companies/organizations, quotes and other important decisions made by the Neighborhood Association to the Community Resource Division within ten (10) days after the meeting; and
15. If the President of the NA, requests a copy of the minutes before they are submitted to the CRR to review for correction, the Secretary is to provide a copy to the President for his/her review and make any necessary changes prior to sending to the CRR.

In addition to these duties, the Secretary performs many lesser tasks such as calling attention to the actions in the minutes that have not been carried out and keeping a report book or file of all reports submitted, a correspondence file, and a book of adopted policies and procedures. The Secretary is responsible for calling attention to deadlines and the dates for taking certain actions.

The Secretary does not forfeit any rights of membership by reason of holding office, and may propose motions, and discuss and vote on all measures.

## **PARLIAMENTARY PROCEDURES**

To assist officers in conducting productive meetings, Community Resource Services suggests referencing the Parliamentary Procedures Handbook provided by CRS, and Robert's Rules of Order. Both handbooks are great guides for helping officers conduct meetings, maintain order during meetings, and facilitate the dispensation of matters impacting the neighborhood and community.

## CRR SUPPORT SERVICES

The CRS currently has 5 CRRs in the field supporting 99 neighborhoods. Below are 10 key CRR support services:

1. Communicate person to person, by phone, emails and using the postal service. The CRRs will attend NA Meetings on a quarterly basis and as deemed necessary.
2. Offer suggestions and recommend actions concerning NA business
3. Assist in the interpretation of the CP Plan
4. Facilitate the process of amending the CP Plan
5. Provide referral information for City departments
6. Inform citizens about new community programs and services, programs and service changes, and other issues which may impact or benefit the neighborhood
7. Order and provide supplies for the neighborhood
8. Collect and maintain neighborhood documents provided by neighborhood officers and City departments
9. Assist with special events
10. Assist with project processing

## PROCESSING PROJECT REQUESTS UNDERSTANDING WHAT YOU NEED TO PROCESS NEIGHBORHOOD REQUESTS/PROJECTS

### NEEDS OF THE NEIGHBORHOOD

Your neighborhood has many needs and the City of Birmingham recognizes this matter. Therefore, Neighborhood Associations have been given funding to assist in meeting those needs or projects.

In order for you to obtain the items needed or push a project forward, your neighborhood association must submit a formal request package to your assigned Community Resource Representative.

### WHAT SHOULD I INCLUDE IN MY OFFICIAL REQUEST PACKAGE TO THE COMMUNITY RESOURCE REPRESENTATIVE?

- Before considering a project, the project must meet the spending guidelines
- A completed Project Request Form that is signed by the NA President
- Minutes that reflects the project description, motion, vote and an allocation amount, number of people voting for the measure & the number of people voting against the measure
- Attendance sheet
- Specifications and quotes if applicable
- Contract Checklist, Transparency in Government Form, business license, if applicable (usually needed for projects that requires a contract, for example, allocations to non-profit organizations, DJ's, Board of Education, storage facilities, etc.)
- A letter of request which clearly states the organizations' services and specific fund usage plans/itemized listing, should be presented by any organization soliciting funding (on official letterhead)

## TIIMELINE

Community Resource Services requires 90 days or more to process projects (fun days, summer programs, etc.).

- Some projects may take longer, (i.e. entrance signs and bus shelters) in some cases 9 months.
- The processing of projects does not start until Community Resource Services has all required documentation such as, project request form, minutes, attendance sheets, specs. /quotes, contract checklist, Transparency in Government Form, business license, if applicable, and any other documentation requested by the CRR.
- Christmas Decorations- All project requests should be made no later than May of each year.
- Please allow 30 to 45 days before checking with your CRR on the status of projects.
- Projects will be processed in the order they are received.
- If you need something in a hurry, please submit your project in a timely manner and note that requires immediate attention.
- Also, it would more beneficial and quicker to process projects if a 12-month calendar can be created with all your projects and the corresponding forms: Project Sheets, minutes (voting results), and Sign-in Sheets, etc. This will help you and Community Resource Services to process and complete the work in a timely manner.
- Plan ahead with a team of people to discuss your 12 Month Calendar.

## WHO SHOULD I CALL TO FIND OUT ABOUT THE STATUS OF MY PROJECTS?

You should always call your assigned Community Resource Representative (CRR) first.

Any Community Resource Representative can answer general questions that apply to all Neighborhood Associations. However, if you have a question about your particular project, please speak to your assigned CRR regarding the status.

## WHAT ARE SOME OF THE PROJECTS/PURCHASES MY NEIGHBORHOOD ASSOCIATION CAN ALLOCATE MONEY TOWARDS?

(Refer to your Guide for Neighborhood Association Spending for a detailed description)

- Repairs to neighborhood infrastructures, (i.e. drains/ditch)
- Repair, resurfacing
- Entrance signs
- Historical surveys
- Park improvements (i.e. playground equipment, flag poles)
- Monuments and markers
- Community trash receptacles
- Improvements to schools and libraries within the community
- Programs/projects which benefit the general public and directly benefit neighborhood residents
- Reading programs, after school programs, etc.
- Tutorial programs and many others
- Transportation services
- Liability insurance
- Rental fees for meeting spaces
- Rental fees for storage spaces
- Outside decorative fixtures, furniture
- Equipment-band instruments
- Landscaping

## **WHAT ARE SOME OF THE PROJECTS/PURCHASES MY NEIGHBORHOOD ASSOCIATION CANNOT ALLOCATE MONEY TOWARDS?**

(Refer to your Guide for Neighborhood Association Spending for a detailed description)

- Food (Exception: up to \$500.00 per fiscal year)
- Motor vehicles
- Yard/lawn equipment
- Real property in the name of the NA or any other group
- Cellular phones, airtime, two-way radios, bull horns and other similar items
- Employment of individuals or companies
- Incorporation of the Neighborhood Association or any other group

## **NEIGHBORHOOD ALLOCATIONS/FUNDS AND 501C (3) ORGANIZATIONS**

**Can a neighborhood association allocate monies to a 501c (3) organizations? YES**

In order for a 501c(3) organization to receive a Neighborhood Association allocation, they must provide all the information on the contract checklist, Transparency In Government Form (documentation requested in this form), a current City of Birmingham business license, as well as other information that the Community Resource Representative may require. Providing the information mentioned above does not guarantee that a project will be funded. It simply means the process can begin.

## **NEIGHBORHOOD ALLOCATIONS TO INTERNAL CITY DEPARTMENTS**

**Can Neighborhood Associations allocate money to internal City departments? YES**

Examples of internal City departments that have received neighborhood funds include:

- The Police Department
- The Fire Department
- The Parks and Recreation Department for respective Parks (Fishing Rodeo)
- Keep Birmingham Beautiful Commission (KBBC Luncheon)
- Others

## **PROJECTS THAT REQUIRE CONTRACTS AND CONTRACT CHECKLIST, TRANSPARENCY FORM (DOCUMENTATION ASSOCIATED WITH THIS FORM) & BUSINESS LICENSE**

- Allocations to nonprofits/501c(3s)
- Projects with DJs or bands
- Allocations to Schools (Birmingham Board of Education-travel, tutorial programs, band equipment, uniforms, etc.).
- Please know that allocations cannot be given to PTAs. (PTAs are not 501c(3) qualified)
- Allocations for meeting spaces
- Allocations to pay for facility usage (churches are not required to have a business license)

## THE ACCOUNTING DIVISION OVERVIEW

Our role in neighborhood projects is to make sure all products and services are ordered and paid in a timely manner. In order for us to effectively process your projects it is imperative you check the following things:

- ▶ When allocating funding to companies/individuals, make sure the name is clearly stated in the neighborhood minutes, as well as the amount to be paid. If this is not done, an addendum to the minutes has to be completed to include with the allocation.
- ▶ When ordering goods or supplies please include a quote that clearly states the product you want to be ordered (ex.: quantity, make, model #, color, manufacture #, and price). If this information is not included in the quote, this could result in the wrong product or service being ordered. Please try to be as specific as possible when making your requested; if your request for goods or services is from an entity who has not done business with the City of Birmingham, a vendor file has to be created. The Accounting Division will need the following information for a new vendor set up: vendor's name, address, and social security number or tax identification number (EIN) are needed to complete the form. In order to expedite your request, a vendor set up form needs to be included in your packet. The vendor must also possess a current City of Birmingham license.
- ▶ An official Purchase Order (PO) must be issued from the City of Birmingham before a vendor will be paid. Services should not begin until a Purchase Order is received. The vendor must submit a complete invoice that is notated "invoice" to The City of Birmingham, and it must include: services (products) rendered, the price of the services/goods and the purchase order number. The date of the invoice should not be prior to the date of the purchase order.

By working together and using the above procedures you will assist us in reducing the time it takes to get vendors paid. If you have any further questions, please do not hesitate to contact the CRR for your neighborhood

## A FEW HOUSEKEEPING TIPS

- CRRs have the most knowledge about their respective neighborhood and should be the first level contact person within Community Resource Services (CRS)
- Meetings with CRS staff will be more productive if you schedule an appointment in advance. This will ensure that all of your questions are answered in a **timely** manner.



# **PROJECT DOCUMENTATION**

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## **STEPS TO GETTING A NEIGHBORHOOD PROJECT THROUGH THE CITY OF BIRMINGHAM**

**ALL Neighborhood Projects require at least 90 days for processing. This process begins after all completed documentation is submitted. Submitting incomplete and/or incorrect information or requesting ineligible items/services will delay your request.**

### **Step 1: Provide Necessary Documents**

The Neighborhood Association must provide the following completed documentation to the CRR, who then verifies the availability of funds:

- Project Sheet (signed by the president)
- Minutes (note who made/seconded the motion, how many voted for/against the motion, the allocation amount and how allocation will be spent)
- Sign-In Sheet
- Two (2) quotes (if applicable)

### **Step 2: Submit and Verify**

The CRR prepares/signs a work directive or submits a request for a Contract from the City Attorney's office to the Accountant. The Accountant verifies the Neighborhood Association's fund availability, obtains the CRR Supervisor's signature and submits the Project to the City Attorney's Office.

### **Step 3: Review Contract**

The Office of the City Attorney reviews Projects for compliance, approves/signs requests for Contracts, then sends the Project (and Contract, if applicable) to the Budget and Finance Committee.

### **Step 4: Submit to Council**

The Budget and Finance Committee reviews/approves the Project (and Contract, if applicable) and submits it to the City Council agenda for review. (Committee convenes the 2<sup>nd</sup> & 4<sup>th</sup> Monday of each month.)

### **Step 5: Submit to Chief/ Mayors Office**

The Birmingham City Council reviews/approves the Project (and Contract, if applicable), then submits it to the Mayor's Office for signatures from the Chief of Staff and Mayor. (Council convenes each Tuesday.) The City Clerk prepares the official Resolution to accompany the Project.

In the case of Contracts, the Vendor reviews/signs/returns the Contract to the Mayor's Office for signing.

### **Step 6: Return to CRR**

The Project, Resolution (and Contract, if applicable) are returned to the CRR, who creates a Requisition. Funds are verified again by the Budget and Finance Dept., who then approves the Requisition and sends the Project to the Purchasing Dept., who issues a Purchase Order).

### **Step 7: Order and Receive Supplies**

Supplies are ordered according to the PO and are received/distributed by the CRR. Services proceed according to the Contractor.

### **Step 8: Invoice Process/Complete**

The Vendor invoices the City for payment. The City receives and pays the invoice. Once items/services are received/distributed and their related invoices are paid, the Project is considered complete.

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**CITY OF BIRMINGHAM  
COMMUNITY RESOURCE SERVICES  
DIVISION OF THE MAYOR'S OFFICE  
NEIGHBORHOOD PROJECT REQUEST FORM  
FISCAL YEAR 2021 (48th program year)**

During a meeting on \_\_\_\_\_ (date), the \_\_\_\_\_ NEIGHBORHOOD ASSOCIATION voted to recommend that the following project be carried out with Neighborhood allocated funds for the Fiscal Year 2021. Record of this vote is recorded in the attached copy of the official minutes of this meeting. **THE PROJECT DESCRIPTION MUST BE FILLED OUT PREFERABLY BY THE NA PRESIDENT IN ITS ENTIRETY, ALONG WITH THAT OFFICER'S SIGNATURE, BEFORE THE PROJECT CAN BE PROCESSED BY THE CRR.**

**PROJECT DESCRIPTION:**

The neighborhood understands that the basis for approval of this project is a cost estimate. Some variation from this estimate may occur during project implementation. In order to avoid delays and to expedite projects, we hereby advise the City to proceed with the project, including the possibility that there may be additional costs not to exceed 20% above the estimate. Any over-runs more than 20% will be brought to the neighborhood for further formal action prior to proceeding.

_____ Signature	_____ Title	_____ Date
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Submitted by CRR:      \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Work Directive #: \_\_\_\_\_

Coding/Final Review by CRR:      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is the Provider an employee of the City of Birmingham?      \_\_\_\_ Yes      \_\_\_\_ No

Is anyone in the Provider's household an employee of the City of Birmingham?      \_\_\_\_ Yes      \_\_\_\_ No

<u>Support Material(s) Attached</u>	<u>Date Rec'd</u>
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- |   |       |
|---|-------|
| <input type="checkbox"/> Minutes                      | _____ |
| <input type="checkbox"/> Contract                     | _____ |
| <input type="checkbox"/> Articles of Inc./501 (c) (3) | _____ |
| <input type="checkbox"/> Memorandum of Understanding  | _____ |
| <input type="checkbox"/> Sign-in Sheet                | _____ |
| <input type="checkbox"/> Transparency Disclosure Form | _____ |
| <input type="checkbox"/> Business License             | _____ |

Verified by: \_\_\_\_\_, CRR

Revised on January 2021

NEIGHBORHOOD ASSOCIATION

Meeting Minutes

Date: \_\_\_\_\_

I. Call to order

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II. Roll Call/ Attendance

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III. Approval of the Minutes:

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Motion made by: \_\_\_\_\_, Motion  
seconded by: \_\_\_\_\_.  
Vote Taken: \_\_\_\_\_ Motion Carried \_\_\_\_\_ Motion Failed \_\_\_\_\_

IV. Reports:

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V. Unfinished Business

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Motion made by: \_\_\_\_\_, Motion  
seconded by: \_\_\_\_\_.  
Vote Taken: \_\_\_\_\_ Motion Carried \_\_\_\_\_ Motion Failed \_\_\_\_\_

VI. New Business

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Motion made by: \_\_\_\_\_, Motion  
seconded by: \_\_\_\_\_.  
Vote Taken: \_\_\_\_\_ Motion Carried \_\_\_\_\_ Motion Failed \_\_\_\_\_

VII. Announcements/Correspondence/Notices

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VIII. Adjournment

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\_\_\_\_\_  
\_\_\_\_\_  
Motion made by: \_\_\_\_\_, Motion  
seconded by: \_\_\_\_\_.  
Vote Taken: \_\_\_\_\_ Motion Carried \_\_\_\_\_ Motion Failed \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

# ATTENDANCE SHEET

NEIGHBORHOOD

DATE: \_\_\_\_\_

[illegible]

(If needed, use back of page)

## **TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE FORM**

### **APPLICABLE TO ALL CITY CONTRACTS AND APPOINTMENTS NOT GOVERNED BY STATE COMPETITIVE BID LAWS**

#### **INSTRUCTIONS:**

This form must be fully completed by each individual, firm, group, agency, non-profit and other entity (hereinafter referred to as “you” or “Applicant”) seeking to do business with the City, provide services to the City, enter into a contract or appointment with the City, or apply for City funding.

Submit completed forms to the ***Mayor’s Office, Third Floor City Hall – Attention: Internal Audit and Contract Compliance Division***. Answer all questions applicable to you. Respond “Not applicable” or “NA” if a question does not apply to you. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council along with the Applicant’s proposed contract, appointment and/or funding request.

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1. Name of Applicant:
2. Physical Street Address of Applicant:
3. Mailing Address of Applicant (if different from street address):
4. Phone Number of Applicant:
5. Key Contact Person for Applicant:
6. Identify all officers and directors – and, if applicable, owners, substantial investors (5% or more of Applicant’s stock) and/or partners of the Applicant:
7. Are any of these persons City employees?
8. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.
9. Identify all key employees or personnel of the Applicant:
10. Are any of these persons City employees?
11. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

12. Has the Applicant ever received City funding, entered into a contract or appointment with the City, or provided services to the City?
13. If you answered “Yes” to Question No. 12:
- a) State the amount of funds received or amount of the contract or appointment.
  - b) Describe in detail the work performed, scope of appointment, or purpose for which the funds were used, and attach supporting documentation such as receipts and invoices.
  - c) Attach a copy of the contract or appointment.
14. Attach resumes of Applicant’s key personnel.
15. Attach Applicant’s articles of incorporation, if applicable.
16. Attach Applicant’s 501(c)(3) letter from Internal Revenue Service, if applicable.
17. Attach Applicant’s City of Birmingham business license, if applicable.
18. Describe in detail the work Applicant seeks to perform for the City.
19. Identify all sources and amounts of public funding (federal, state and local) the Applicant has received within the past three (3) years.
20. Has the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.
21. Has any individual associated with the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.
22. During the past three (3) years, has Applicant retained, hired or paid any lobbyist, political consultant or attorney to assist Applicant in its bid to perform work for the City or obtain a City contract, appointment or funding? If yes, identify by individual name, firm name, address and telephone number any such lobbyist, political consultant or attorney.
23. If applicable, identify any business or firm in which:
- a) The Applicant or any of its officers, directors or key personnel owns 5% or more of the business;

- b)      The Applicant or any of its officers, directors or key personnel serves as an officer or director;
  
- c)      The Applicant or any of its officers, directors or its key personnel is a partner.

**Applicant's failure to file a Transparency in City Government Disclosure Form is punishable by state or local law to the maximum allowed by law and subject to any federal penalties required by the U.S. Code Annotated.**

**I declare under penalty of perjury that the Applicant's answers to each and every question on the City of Birmingham Transparency in City Government Disclosure Form are true and correct:**

---

**Signature**

---

**Print Name**

---

**Date**

---

**Title/Position with Applicant**

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required):	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	<input type="checkbox"/> Exempt payee
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requestor's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**QUESTIONNAIRE**  
**Neighborhood Association**  
**Requests for Contracts**

Provider: \_\_\_\_\_

Provider's Address: \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

Source of Funding (Neighborhood Association Fund): \_\_\_\_\_

Length of Contract: \_\_\_\_\_

Beginning and End Dates of Contract: \_\_\_\_\_

Type of Goods or Services to be provided: \_\_\_\_\_

Law that authorizes this type of contract (if known): \_\_\_\_\_

Description of Goods or Contractual Work to be performed for the City:

(NOTE: Donations to private groups are prohibited. Services must be of equal value to amount of contract.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attachments to include with every request:*

1. Current year Transparency Form
2. Current year Business License
3. Articles/Bylaws

\_\_\_\_\_  
Sign / Date

\_\_\_\_\_  
Contact Number/ Extension

## **GUIDE FOR NEIGHBORHOOD ASSOCIATION SPENDING**

The Citizen Participation Program is administered under the Office of the Community Resources Division. The primary goals of the program are to address quality of life issues in each neighborhood and to implement programs that promote community growth and development. In facilitating these objectives, the City, since 2009, has assisted the neighborhood associations' efforts by serving as the source of the neighborhoods budget. This relationship is what creates the responsibility on neighborhoods to be held to the same standard of review when making expenditures as the City of Birmingham.

The primary departments/associations that have initial authority on all neighborhood allocation requests are the Neighborhood Association, the Community Resources Division, the Budget and Finance Committee and the City of Birmingham Office of the City Attorney (the "OCA". The review under each consists of but is not limited to the following:

### **1) Neighborhood Association Review**

- a) Exercises prudent judgment when considering allocation request.
- b) Coordinates all requests with the Community Resources Division.
- c) Submits requests on a timely basis to ensure review by designated review bodies. It is recommended that Neighborhoods submit their items to the Community Resource Division no less than ninety days (90) of the desired distribuend date.
- d) Exercises diligence in assessing the appropriateness of neighborhood allocation requests in the context of applicable, local, state federal laws.
- e) To the extent possible, develops an annual budget that project expenditures for projects that may be considered within a calendar year.

### **2) Community Resources Division Review**

- a) Has the responsibility to submit request on a timely basis to ensure review by appropriate legislative and executive bodies. It is recommended that CRSD submit their items to the OCA no less than sixty days (60) of the desired disbursement date.
- b) Has responsibility to ensure that the request is complete and contains required documentation.
- c) Coordinates with the neighborhood association on all requests

### **3) Legal Review**

- a) Reviews all request for allocations in the context of applicable, local, state and federal law;
- b) If appropriate Approves as to Form;
- c) Provides guidance to Community Resources Division if agreement needs further review.

### **4) Budget and Finance Committee Review**

- a) Ensures request meets all applicable local, state and federal law.
- b) Ensures allocation would comply with generally accepted accounting principles Provides guidance to Community Resources Division if agreement needs further review
- c) Ensures allocation meets the City of Birmingham Budgetary and Expenditure guidelines and requirements.

Generally, the City Council considers the requests subsequent to the internal legal and Council Committee review and determines whether a proposal serves a public purpose.

This document serves as a guide to inform neighborhood associations about the type of request that have traditionally been approved. Though each request is considered on a case by case basis, this is designed to help associations determine what type of projects are likely to be approved. All items are subject to review and approval of the Office of City Attorney .

## ELIGIBLE ITEMS

<ul style="list-style-type: none"> <li>Infrastructure Improvements (<i>e.g., drainage/ditch repair, resurfacing</i>) Curbs/Sidewalks, and repairs to entrance signs <b>*Improvements are limited to City Property</b></li> </ul>
<ul style="list-style-type: none"> <li>Annual Fun Days, (<b>\$3000.00 cap</b>) Food is approved by City Council by way of public purpose finding <b>*(Additional support, such as food, may be requested from your respective City Councilors for a particular event with funds from their discretionary account)</b></li> </ul>
<ul style="list-style-type: none"> <li>Landscape Improvements that include entrance Signs and landscape lighting, landscaping services and items, planters, and community Trash Receptacles <b>*No landscape equipment may be purchased</b> <b>* Improvements are limited to Public Property</b></li> </ul>
<ul style="list-style-type: none"> <li>Facility Usage for Neighborhood Association meetings, subject to contract Storage Rental Fees for <u>the storage of</u> city property.</li> </ul>
<ul style="list-style-type: none"> <li>Neighborhood Improvements to parks, city property and rights of way.</li> </ul>
<ul style="list-style-type: none"> <li>Park Improvements (<i>e.g., pavilions, playground equipment, flag poles, monuments and markers, security monitoring systems, benches, water fountains, and parking lot improvements</i>) <b>*Subject to approval and coordination by the Park &amp; Recreation Board</b></li> </ul>
<ul style="list-style-type: none"> <li>Support of Birmingham public schools in the form of (e.g., school equipment having less than a five (5) year life expectancy), competitions or <i>school trips</i></li> <li>Up to (<b>\$5000.00 within specific community per year</b>) <b>* All expenditures for area schools must be coordinated with the Birmingham Board of Education prior to the neighborhood allocation and shall not exceed \$5,000.00 per Neighborhood Association per fiscal year.</b></li> </ul>
<ul style="list-style-type: none"> <li>Consumable supplies (<i>e.g., paper, ink, toner, writing utensils and other items used for neighborhood meetings.</i>)</li> </ul>
<ul style="list-style-type: none"> <li>Equipment for public use in the neighborhood equipment must have life expectancy greater than five (5) years for public use, in accordance with generally accepted accounting principles (<b>GAAP</b>)</li> </ul>
<ul style="list-style-type: none"> <li>Contracts for goods and services that the city is authorized by law to provide years for public use, in accordance with generally accepted accounting principles (<b>GAAP</b>)</li> </ul>
<ul style="list-style-type: none"> <li>Travel for conferences, meetings, and workshops by neighborhood officials. <b>*NUSA travel must be approved by Council</b></li> </ul>
<ul style="list-style-type: none"> <li>Educational Improvements to include, schools, libraries, etc., within the specific community (<i>e.g., supplies, equipment, and furniture</i>) <b>*Funding must be coordinated with the Board of Education or other boards and the neighborhood, and must have prior approval and a letter of interest from the School Board or any other appropriate board.</b></li> </ul>
<ul style="list-style-type: none"> <li>Public transportation services- details especially what want be allowed</li> </ul>
<ul style="list-style-type: none"> <li>Programs/projects that are determined to serve a public purpose, and directly benefit the neighborhood residents and <b>other Citizens of the City of Birmingham</b> when authorized by law.</li> </ul>
<ul style="list-style-type: none"> <li>Electronic equipment to be used to assist in informing residents about neighborhood association meetings. Examples of eligible items include, computers and software packages, printers, VCR's /DVD's/CD's. <b>Electronic equipment shall be purchased by the City of Birmingham upon the Neighborhood Association's appropriately</b></li> </ul>

<p>submitted request and necessary City approval. Upon purchase, the equipment shall be issued to the Neighborhood Association's designated officer. The equipment's care and responsibility of return shall be with the receiving officer.</p> <ul style="list-style-type: none"> <li>Neighborhood Information messaging services (<i>e.g. calling posts, meeting signs, and neighborhood newsletter production to notify residents of Neighborhood Meetings.</i>)  <i>*Electronic equipment (must be purchased through the City of Birmingham IMS Department, no more than every 3 years) except printers</i>  <i>*Any stolen or lost equipment must be reported to the police department and the report must be presented to the CRS Division within five (5) days of the incident.</i>  <i>*All equipment must be returned at the end of each <u>receiving</u> officer's term.</i>  <i>*Any Damaged or non-returned city issued or purchased equipment must be replaced by the receiving officer. This shall be strictly enforced.</i></li> </ul>
<ul style="list-style-type: none"> <li>Outside decorative fixtures, banners, wreaths/lights on poles, and other fixtures as authorized by law.  <i>*Items must be located within City's Right of Way as approved by Traffic and Engineering and PEP and stored at City of Birmingham owned or leased facilities</i></li> </ul>
<h2 style="text-align: center;">EXCLUSIONS/INELIGIBLE ITEMS</h2>
<ul style="list-style-type: none"> <li>Food for Fun Days (<i>except as authorized by the City, based on an event specific determination, if deemed a public purpose with a \$500.00 maximum per year</i>) (<i>See comment above</i>)</li> </ul>
<ul style="list-style-type: none"> <li>Landscaping equipment that consists of yard/lawn equipment</li> <li>Motor Vehicles</li> </ul>
<ul style="list-style-type: none"> <li>Personal multi-media devices that are not used for the benefit of the neighborhood association. Examples of excluded items include cellular phones, air time, two-way radios, bull horns, iPads, electronic notebooks, internet services, and other similar items.</li> </ul>
<ul style="list-style-type: none"> <li>Postage fees</li> </ul>
<ul style="list-style-type: none"> <li>Employment of individuals</li> </ul>
<ul style="list-style-type: none"> <li>Incorporation of the Neighborhood Association or any other independent group, foundation, or non-profit</li> </ul>
<ul style="list-style-type: none"> <li>Consultant, attorney, or provider of professional services fees</li> </ul>
<ul style="list-style-type: none"> <li>Real [estate] property in the name of the Association or any other group nor rental fees (<i>with the exception of facility usage fees at one specific location and storage fees</i>)</li> </ul>
<ul style="list-style-type: none"> <li>Giveaways not available to the general public</li> </ul>
<ul style="list-style-type: none"> <li>Items, goods, or services that are generally not available to the neighborhood or general public, including donations to organizations, individuals, etc.</li> <li>Re-sale of items purchased with neighborhood funds, such as t-shirts and caps available at <b>Neighborhood / Community</b> functions.</li> </ul>
<ul style="list-style-type: none"> <li>Goods/services purchased without prior approval and processing of the paperwork through Community Resources Services, and Issuance of a Purchase Order from the City of Birmingham Purchasing Department will not be processed for payment. The individual <u>or group</u> purchasing the goods or services without approval will be responsible for the payment.</li> </ul>
<ul style="list-style-type: none"> <li>Any other items deemed ineligible by Community Resources or the City of Birmingham Office of City Attorney</li> </ul>

\*Support, contributions and donations to any entity including non-profit agencies.

Neighborhood Association funds are City of Birmingham (public funds) allocated for specific Neighborhood Association's recommended use; therefore, Neighborhood Association expenditures require City of Birmingham expenditure approval process and legality review. As such, each neighborhood must comply with internal review procedures. In addition, no neighborhood officer has authority to enter into a contract for the purchase of goods or services or otherwise obligate City to pay any sum of money, prior to the City of Birmingham expending funds for a Neighborhood Association recommended item/service, one of the following is required:

- a) An ordinance or a resolution of authorization;
- b) A written declaration of signature authority from the Mayor's Office;
- c) A vendor's issued purchase order ("PO"), signed by the Mayor or by another, under his direction or as his designee and the Director of Finance;

A contract must be executed by the proper municipal official to be valid, (Section 11-47-5 Code of Ala. 1975). Failure to ensure that the appropriate signature authority is obtained may result in personal liability for the person(s) involved in the transaction.

## **PUBLIC PURPOSE ANALYSIS**

**The City may not exceed its corporate power. It wouldn't be sufficient to simply state that an expenditure is made "to accomplish a public purpose" without expressly stating the legal authority and the nature of the benefit to the public. A municipality may not provide public funds to a private person or business that is not for a public purpose authorized by a local act or other law.**

**Any expenditure must be within the legal powers of the City and must be necessary, appropriate and consistent with the purpose of the City. To determine whether a public purpose is served, you must look to the statutes setting forth the powers of the City. If within such powers, there exists the authority to promote the action at issues, then the City need only determine whether the expenditures will help accomplish that purpose. If the ability of the City to act is subject to reasonable doubt, the power does not exist.**

## DECISION PROCESS

Is the proposed action or expenditure within the municipal powers (constitution, state law, municipal charter)?



YES

Will the action provide a direct public benefit of a reasonably general character to a significant part of the public, as opposed to a remote and theoretical benefit or serving only a small segment or a private interest?

YES



Will the action be performed by a public agency?

YES

Does not violate Sec. 94



Requires a contract that sets out the legal authority, the quid-pro-quo and shows the benefits conferred on the public.

## IDEAS FOR THE POTENTIAL USE OF NEIGHBORHOOD FUNDS:

NOTE: THE EXACT PURPOSE OF ANY EXPENDITURE MUST BE AUTHORIZED BY LAW.

- Strategic planning services for city property and public rights of ways (ROWS).
- Professional marketing services for city neighborhoods.
- Website development, hosting and maintenance for city promotion of neighborhoods.
- Graphic design services for authorized city purposes.
- Printed promotional materials where authorized by law.
- Videography services (ex. neighborhood promotional film).
- Community health services (ex. Diabetes screening) for poor and needy.
- Security/criminal surveillance services on city property and city Right of Way (ROWS).
- Other professional services or consultations (ex. floodplain survey, etc.) needed by the city.
- Neighborhood informational material/ packets for promotional purposes of the city.
- Mass Mailings to neighborhood residents (ex. Neighborhood newsletter) for promotional purposes, when authorized by law.
- Advertising in print publications and signage for promotional purposes of the city
- Radio/television advertising for promotional purposes of the city.
- Meeting signage
- Food or refreshments for neighborhood meetings when authorized by law.
- When authorized by law, food, supplies, entertainment and/or other expenses related to hosting:
  - An educational seminar/workshop (possibly including speaker fees, travel and lodging)
  - Movie night event
  - Picnic/fun day event
  - National Night Out event
  - Cleanup day event
  - Christmas/ holiday social event
  - Back to school event with distribution of school supplies
  - BPD/BFRS appreciation dinner.
  - MLK Unity Breakfast
  - KBB Awards Luncheon
- Vehicle rental for use in a community parade.
- Infrastructure Improvements at a local business (ex. grocery store renovations) for economic development purposes.
- Facility usage/rental for neighborhood meetings/events/storage of city property pursuant to contract.
- Street declarations/lighting (ex. American flags for Independence Day)
- Purchase and Installation of traffic/street signs subject to sign laws traffic engineering approval.
- Landscape architect services to develop a neighborhood beautifications plan and budget.
- 
- Landscapes architect services to develop a park master plan and budget.
- Landscaping and maintenance services for public right of ways (ROWS).
- Landscaping and maintenance services for community garden on public property.
- Demolition of condemned structures by the city.
- Services and/or supplies for improvement of nuisance properties by the city.
- Services and /or supplies for improvement of city owned properties (ex. lighting and furnishings/tables in a park).
- Motion-activated cameras for monitoring illegal dumping sites on city property or public ROW (right of ways).
- New sidewalk, repairs of existing sidewalk, and/or ADA improvements.
- Street paving and markings.
- Traffic calming devices.
- Railroad crossing safety improvements.
- Installation of new and/or repair of existing street lighting.
- Other infrastructure repair/improvements (ex. storm sewers).
- Supplies for city departments (ex. Radar guns for local BPD precinct).
- Services for schools (ex. Transportation for Field Trips).
- Infrastructure Improvements for schools (ex. room renovations).
- Equipment for schools (ex. computers, software, books, etc.)
- Other equipment or supplies for schools (ex. equipment for school sponsored activities)
- Community information kiosk.
- Solar powered charging station for mobile devices where authorized by law.
- Bus stop shelters and/or benches.

STATE OF ALABAMA     )  
JEFFERSON COUNTY     )

## AGREEMENT

THIS AGREEMENT entered into by and between the City of Birmingham, a municipal corporation of the State of Alabama (hereinafter referred to as the “City”) and **[Organization Name]** (hereinafter referred to as “Provider”), **[Organization Address or Post Office Box]**.

The City is authorized by §11-40-1, Code of Alabama 1975, to contract for authorized goods and services. The City has authority pursuant to **[Enter Cite of Authority]** to **[Enter description of Authority]**.

The City is retaining Provider to provide the following goods or services to the City (the “Work”): **[This Section will outline the goods or services to be provided to the City]**

For and in consideration of the goods or services to be rendered by the Provider to the City, the City agrees to pay the Provider the sum of **One Thousand Two Hundred Fifty Dollars and No/Cents (\$1,250.00)**.

In consideration of good and valuable consideration received by Vendor, the receipt and sufficiency of which is acknowledged, Vendor covenants, agrees and represents as follows:

1. **Licensing.** Before commencing the Work, Provider, at its own expense, will obtain all licenses, permits or other governmental authorizations needed to complete the Work, including without limitation, a business license issued by the City (collectively, the “Licensing”). Provider further agrees to maintain that Licensing throughout the performance of its Work.
2. **Term.** Time is of the essence in performing the Work. Provider will use commercially reasonable efforts to complete the Work in accordance with the schedule set forth in the Agreement, or, if no schedule is stated therein, in accord with the schedule to be agreed by the parties. Provider will expeditiously perform the Work a manner that is consistent with professional skill and care that would be provided by other professionals in its industry under same or similar conditions, and in the orderly progress of the project. The term of this Agreement shall not exceed **one (1) year** of the execution of this Agreement.
3. **Appropriations.** Provider agrees that any appropriated municipal funds will not be reported, for any purpose including income tax purposes, as a gift, grant or donation.
4. **Force Majeure.** If, as a result of hurricane, tornado, typhoon, flooding, lightning, blizzard and other unusually severe weather, earthquake, avalanche, volcanic eruption, fire, riot, insurrection, war, terrorism, vandalism, explosion, unavoidable calamity or other act of God (a “Force Majeure”), compliance by any party with the terms of this Agreement is rendered impossible or would otherwise create an undue hardship upon any party, all parties shall be excused from their respective obligations hereunder for the duration of the Force Majeure and for a reasonable recovery period thereafter, but otherwise this Agreement will continue in full force and effect.
5. **Default.** If the Provider defaults on a material obligation to the City under the Agreement (a “Default”), the City may terminate the Agreement if, following the City’s provision of written notice of Default to Provider, the Provider fails to correct or remedy the Default within seven (7) days after receipt of notice. Failure of the Provider to timely perform the Work shall be considered an event of Default. This remedy is in addition to any other provided in the Agreement or available by law.
6. **Work Site.** If Provider or its representatives perform operations on City property (the “Work Site”), the following understandings apply. Provider has inspected, or will have inspected the Work Site, before commencing the Work. Provider agrees that it (a) has the sole responsibility to identify any condition or hazard that will prevent it from safely performing the Work, and (b) is exclusively responsible for performing the Work in a safe manner that does not put at risk the safety of persons or endanger property. Provider shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to: (i) all its employees and all other persons (except other agents of the City or project participants) who may be affected by the Work; (ii) all the Work and all materials and equipment to be incorporated therein, whether in storage on or off the Work Site, or under the care, custody or control of the Provider or any of its representatives; and (iii) other property at the Work Site or adjacent thereto.
7. **Claims/Indemnification/Limitations of Liability.**
  - (i) Provider shall defend, indemnify, and hold harmless the City of Birmingham, and its elected and appointed officials, agents, and employees (hereinafter the “Indemnities”) from and against any and all causes of action, demands, actions, damages, judgments, expenses (including but not limited to attorney’s fees, expert fees, court costs and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter “Claims”) by any third parties (including any employee, subcontractor or representative of the Provider, hereafter a “Provider Representative”) that arises out of, relates to, results from, or is attributable to any of the following: (a) Provider’s performance or failure to perform its obligation hereunder; (b) any conditions in or about the work sites that the Provider or any Provider Representative may encounter; or (c) the

use of occupancy of the work site by Provider or any Provider Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Provider to indemnify any of the Indemnitees for Claims resulting from the gross negligence or from the willful misconduct of the Indemnitees.

(ii) Any indemnity obligation of Provider under this Agreement shall survive the expiration or termination of this Agreement.

(iii) **Claims by Provider against the City.** If the City commits a default or fails to perform a material obligation owed to Provider hereunder, terminates this Agreement for its convenience or otherwise terminates it before its expiration, the City's sole obligation and liability to Provider arising from such breach or termination is limited to payment of Provider for Work and services it rendered prior to such breach or early termination. The portion of the fee payable to the Provider at the time of Default or termination will be calculated in proportion to services actually performed when Provider receives notice of termination.

8. **Limitation of Liability/Exclusion of Consequential Damages.** PROVIDER AND THE CITY AGREE AND ACKNOWLEDGE THAT, IN THE EVENT EITHER ASSERT OR MAKE ANY CLAIM, DEMAND OR ACTION OF ANY TYPE AGAINST THE OTHER ARISING FROM AN ALLEGED BREACH OF THIS AGREEMENT OR AN ALLEGED FAILURE TO PERFORM ANY OF THEIR RESPECTIVE OBLIGATIONS HEREUNDER, THE MAXIMUM AMOUNT THAT EITHER MAY RECOVER FROM THE OTHER AS DAMAGES IN ANY SUCH ACTION IS LIMITED TO ACTUAL DAMAGES THAT DIRECTLY ARISE FROM THAT BREACH AND ARE PROVEN IN A COURT OF LAW. PROVIDER AND THE CITY AGREE AND ACKNOWLEDGE THAT THE COMMERCIAL TERMS HEREIN WERE PROPOSED AND BASED ON THE ASSUMPTION THAT THIS SPECIFIC LIMITATION IS APPLICABLE, AND THAT NEITHER WOULD HAVE ENTERED INTO THIS AGREEMENT WITHOUT ITS INCLUSION. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, RELIANCE OR OTHER SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOST PROFITS, ADVANTAGE, SAVINGS OR REVENUES OR FOR INCREASED COST OF OPERATIONS. NOTHING IN THIS PROVISION SHALL BE CONSTRUED TO LIMIT, MODIFY OR AFFECT THE PROVIDER'S INDEMNIFICATION OBLIGATIONS IN THIS AGREEMENT.
9. **Insurance.** For the duration of the Agreement and for limits not less than stated below, the Provider shall maintain the following insurance with a company [(or companies)] lawfully authorized to do business in Alabama and reasonably acceptable to the City:
- (a) Comprehensive General Liability: One Million Dollars (\$1,000,000);
  - (b) Automobile Liability: Automobile Liability covering owned and rented vehicles operated by the Provider with policy limits of not less than One Million Dollars (\$1,000,000) combined single limit and aggregate for bodily injury and property damage;
  - (c) Workers Compensation: Workers' Compensation and Employers Liability as required by statute; and
  - (d) Professional Liability: Professional Liability covering the Provider's negligent acts, errors and omissions in its performance of professional services with policy limits of not less One Million Dollars (\$1,000,000) per claim and in the aggregate.

The Provider may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

Before the execution of the Agreement, the Provider shall provide the City a certificate(s) of insurance evidencing compliance with the requirements in this section. The certificate(s) shall name the City, and its officials and employees, as additional insured on the Comprehensive General Liability, Automobile Liability, and any applicable umbrella and excess policies, with respect to claims or liabilities arising out of Provider's operations.

10. **Dispute Resolution.** The parties will use their good faith efforts to resolve any dispute or claim between the parties arising from the performance or failure to perform their respective obligations under this agreement (a "Dispute"). Those efforts will include escalation of the Dispute to the senior manager/official level of each party. However, if the parties are unable to amicably resolve any Dispute, the dispute resolution mechanism shall be litigation in a court of competent jurisdiction that is in Jefferson County, Alabama. The parties waive any right to a trial by jury in any legal action between them that is instituted to resolve a Dispute.
11. **Attorney Expense.** If (i) either party should employ attorneys or incur other expenses in any legal action regarding a Dispute, and (ii) City secures a final judgment in the City's favor before a court of competent jurisdiction or obtains other

relief from an administrative body related thereto against the Provider, Provider will pay the City its reasonable attorneys' fees and other reasonable expenses that are incurred in that action.

12. **Deliverables.** With respect to any deliverables or other work product furnished by Provider to the City, Provider represents that it owns, is licensed or has the right to supply all such work product, including all intellectual rights attendant thereto. To the fullest extent permitted by law, Provider shall defend, indemnify, and hold harmless the City (and its representatives) from and against all actions, damages, judgments, losses, expenses (including but not limited to attorneys' fees, expert fees, court costs and other litigation costs) and claims for patent, copyright or other infringement of intellectual property rights arising out of, related to, or resulting from Provider's breach of this warranty.
13. **Independent Contractor.** Provider is an independent contractor of the City. This Agreement does not create any partnership, joint venture or principal-agent relationship between the City and Provider. Further, the City retains no control or authority with respect to its means and methods in which the Provider (or any of its employees or representatives) performs the Work.
14. **Assignment.** Provider may not assign its rights, obligations or the benefits of this Agreement to any third party without the written consent of the City, which consent may be withheld for any reason.
15. The Agreement is made only for the benefit of the City and Provider. It is not intended, nor shall it be construed, to grant or bestow any benefit, right or privilege to any third party, and any and all possible third-party beneficiaries, foreseen and unforeseen, are hereby explicitly disclaimed.
16. **Agency Authorization.** If Provider conducts business through a corporation, limited liability company or other similar organizational structure, it makes the following representations and warranties as additional inducements to the City for it to enter the Agreement:
  - (1) Provider is a duly organized and existing entity that is authorized to perform business under the laws of the State of Alabama and has the power to enter into and to perform and observe its agreements and covenants in the Agreement.
  - (2) All actions required to be taken by or on behalf of Provider to execute the Agreement, and to perform its covenants, obligations and agreements hereunder, have been duly taken. Those actions may include a resolution duly adopted by its governing body.
17. **Conflicts.** The execution and performance of the Agreement by Provider do not constitute and will not cause the breach or violation of any contract, lease, franchise, permit or agreement of any nature to which Provider is a party.
18. **Undue Consideration.** Provider represents that it has not employed or retained any firm, entity or person to solicit or secure its selection to enter into this Agreement, and that it has not paid or agreed to pay any fee, commission, percentage, gift or other consideration to any such firm, entity or person that is contingent upon or resulting from the award or making of this Agreement. The City, at its sole discretion, may terminate the Agreement without liability if Provider violates this provision.
19. **Offset for Overdue Fees, Taxes, Etc.** Pursuant to Executive Order of the Mayor of Birmingham No. 76-09 (effective as of August 21, 2009), Provider acknowledges and agrees that the City has the right to deduct from the total amount of consideration to be paid, if any, to Provider under this Agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from Provider.
20. **"Buy Local".** Provider agrees that in connection with any portion of the Work, it will make commercially reasonable efforts to buy and/or lease supplies, materials and equipment from vendors located within the corporate limits of the City of Birmingham.
21. **Local Hiring.** Company agrees to make, and cause its subcontractors, if any, to make commercially reasonable efforts to hire residents of the City of Birmingham to fill available positions with respect to the Work.
22. **Historically Underutilized Business Enterprises.** Provider acknowledges that the City, as a matter of public policy and to the extent allowed under applicable law, encourages participation of minority-owned, women owned and disadvantaged business enterprises to the maximum extent possible and seeks to provide opportunities for and to actively include Disadvantaged Business Enterprises (DBEs) and Historically Underutilized Business Enterprises (HUBE's) which includes architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs. Provider agrees to comply with this policy, and to include and retain those firms, contractors and consultants as sub-contractors or participants in other capacities to assist Provider to complete the Work.
23. **Discrimination.** Provider (and its employees, agents, and consultants) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the Work. Failure to perform these requirements is a material breach of this Agreement and may result in its termination as the City deems appropriate."
24. **Immigration Act Compliance** (a) Provider represents and warrants that it does not knowingly employ, hire for employment, or continue to employ, in Alabama, an "unauthorized alien," as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, §31-13-1, *et seq.*, Code of Alabama 1975, as amended (the "Act"). (b) Provider represents and warrants that it will enroll in the E-Verify program prior to performing any work on the project in Alabama and shall provide documentation establishing that Provider is enrolled in the E-Verify program. During the performance of this Agreement, Provider shall participate in the E-Verify program as required under the terms of the Act and shall verify every employee in Alabama that is required to be verified according to the applicable federal rules and regulations.

(c) Provider agrees to comply with all applicable provisions of the Act with respect to its subcontractors by entering into an agreement with or by obtaining an affidavit from such subcontractors providing work for Provider on the Project in Alabama, that such subcontractors are in compliance with the Act with respect to their participation in the E-Verify program. Provider represents and warrants that Provider shall not hire, retain or contract with any subcontractor to work on the Project in Alabama which Provider knows is not in compliance with the Act. (d) By signing this Agreement, the contracting parties affirm, for the duration of the Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

25. **Entire Agreement.** This agreement (including attachments thereto) represent the entire agreement between the parties, and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties.
26. **Counterparts.** This Agreement may be executed in counterparts each of which when executed by the parties shall be deemed to be a complete original. An electronic or facsimile copy of the executed Agreement or counterpart shall be deemed and shall have the same legal force and effect as, an original document.
27. **Financial Records.** The Provider further agrees to furnish upon demand to the Office of the Mayor and City Council all applicable information, financial or otherwise, which may be requested of it regarding the Work provided, or any other matter relating to this agreement and to cooperate fully in any audit of this agreement. Should an audit of this agreement reveal that funding has been used for purposes other than those set forth above, or should the program contracted for not be implemented or implemented in such a manner as to fail to adequately provide the goods or services contracted for, then the Provider agrees to reimburse the City all funds paid under this agreement.

IN WITNESS WHEREOF the parties hereto have herein below set their hands and seals.

**ATTEST:**

**CITY OF BIRMINGHAM**

BY: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

DATE: \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**PROVIDER:**

BY: \_\_\_\_\_

(Its) \_\_\_\_\_

DATE: \_\_\_\_\_

**Approved as to Form by Law Department:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Approved as to Form by Law Department:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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# FREESTANDING NEIGHBORHOOD IDENTIFICATION SIGN POLICY

## Application Process

Administration of the Neighborhood Sign Program shall consist of the following steps:

- Neighborhood sign application
- A map(s) of requested locations for sign placement
- A digital or hard copy of the neighborhood logo (optional)

Following approval of the application, a copy of the sign design, the map(s) of approved locations for freestanding sign placement, and the estimated cost of sign production and installation will be presented to the applicant for payment. Final sign fabrication and installation will not take place until the neighborhood identification sign fees have been paid in full.

## Sign Sponsorship

Neighborhood signs shall only be placed in established neighborhood service areas. A neighborhood association registered with the City shall be the official sponsor of the neighborhood identification signs.

## Payment of Sign Fees

Expenses associated with sign production and installation shall be paid by the applicant. Sign production and installation fees shall be determined at the time of application by the Department of Planning, Engineering and Permits.

## Permits Required

Unless exempted or prohibited, all signs shall require a permit. Application for a permit shall be made to the Department of Planning, Engineering and Permits (City Hall, Room 210). Sign plans, drawings, specifications, and design details must be submitted with the application.

## Participating Departments

- Community Resource Services
- Planning, Engineering and Permits
- Traffic Engineering

## Sign Location

A maximum of two (2) freestanding signs are allowed per neighborhood. The freestanding neighborhood signs shall be installed along the perimeter of the neighborhood boundary at significant entry points to the neighborhood. Signs will not be installed at any interior locations, except at approved locations along a major arterial street that bisects the neighborhood or at locations of significant neighborhood importance such as parks, schools and neighborhood community centers. The City's Traffic Engineering Department shall determine appropriate spacing and exact sign placement at each location proposed.

## Sign Placement

Neighborhood signs may be installed on a public right-of-way or on private property, in accordance with the Neighborhood Sign/Entrance Wall Guidelines located in City of Birmingham Citizen Participation Program Neighborhood Officers' Handbook.

## Monitoring Sign Condition

Neighborhood leaders will be responsible for monitoring sign condition and reporting any stolen, damaged or vandalized neighborhood signs by notifying their Community Resource Officer.

## Removal of Signs

The City of Birmingham shall have and retain the right to remove any or all of the neighborhood signs should it become necessary, due to damage, excessive fading, illegible copy, vandalism or to protect the health, safety and welfare of the neighborhood and public.

[illegible][illegible]



# **ROBERT'S RULE OF ORDER**

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# PARLIAMENTARY PROCEDURE FOR MEETINGS

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of Robert's Rules, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next Alabama 35206meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)
- 

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using Robert's Rules is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## TIPS IN PARLIAMENTARY PROCEDURE

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it*.
- If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back*.
- If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act*.
- If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table*.
- If you want time to think the motion over, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *move the previous question*.
- If you think that the assembly should give any further consideration to a motion referred to a quorum or committee, *move the motion be recalled*.
- If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches*.
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

## PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

# IN THE MEETING

## TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say, "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion) . . ., is there any discussion?"

## DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

## VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion) ... say "Aye." Those opposed say "No." Wait, then say, "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

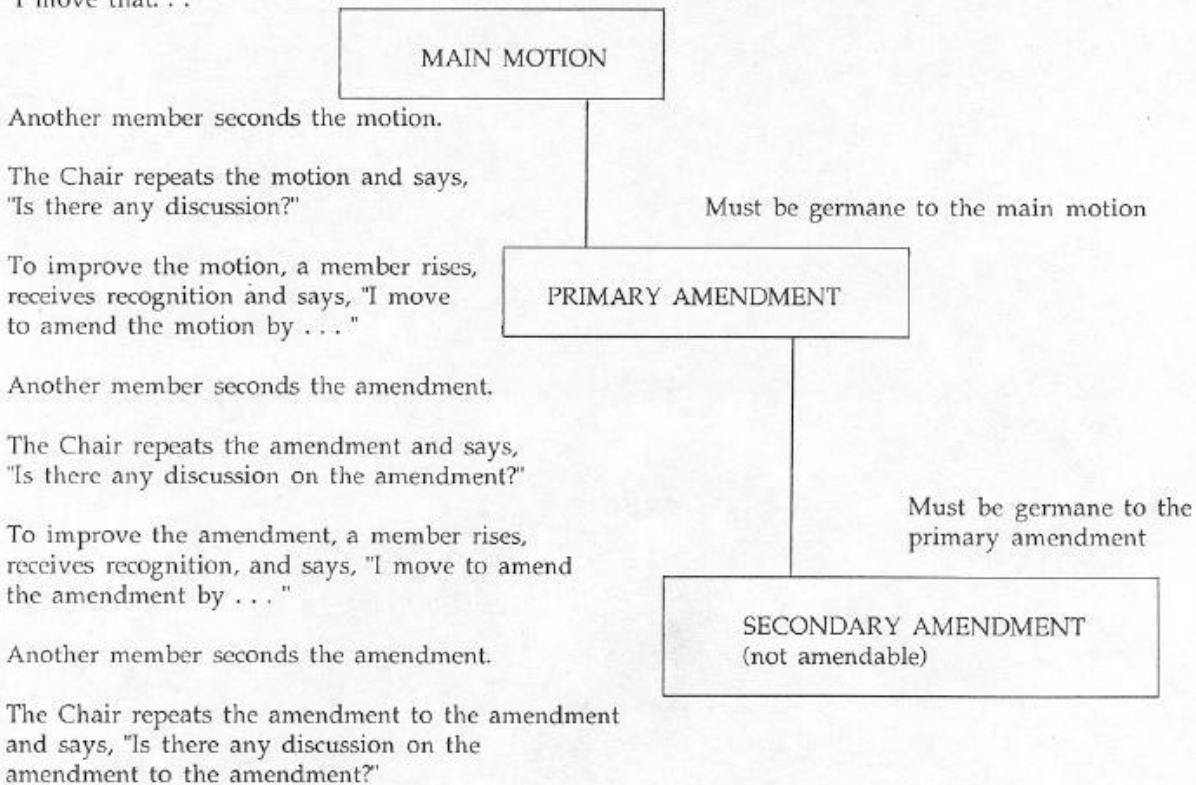
# AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.



# **NEIGHBORHOOD CONTACT INFORMATION**

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**CITY OF BIRMINGHAM, ALABAMA**

**Randall Woodfin, Mayor**

**COMMUNITY RESOURCE SERVICES**

Community Development:			
Chris Hatcher- Director, Community Development: (205) 254-2723			
Adrienne Stitt- Deputy Director, Community Development: (205)254-2434			
Cory Stallworth- Deputy Director, Housing Program: (205) 254-2309			
Deputy Director, Community Resource -Services:			
Alice Williams		Office: (205) 297-8085	
Community Resource Representatives:			
Melony Martin		Office: (205) 254-2535	
Harold Houston		Office: (205) 254-2523	
Herman Lumzy		Office: (205) 297-8244	
Jasmine Fells		Office: (205) 297-8336	
Andrea’ Watson		Office: (205) 254-2066	
Accountant			
Thomas Stone, Jr.		Office: (205) 254-2101	
Administrative Professionals:			
Sybil Green/ Front Desk		(205) 297-8192	
HELPFUL NUMBERS			
Animal Control		(205) 591-6522	
Abandoned Houses/Code Enforcement		(205) 254-2241	
Non-Emergency Call Center		311	
Health Department		(205) 933-9110	
Police Emergency		911	
Non- Emergency		311/ (205) 254-6314	
Vice Narcotics		254-6416	
North Precinct	South Precinct	East Precinct	West Precinct
(205) 254-2860	(205) 254-2793	(205) 254-2685	(205) 254-2682
Public Works		(205) 254-6317	
Sewer Line Maintenance (Jefferson County)		(205) 942-0681	
Traffic & Engineering		(205) 254-2450	
Zone Cases		(205) 254-2478	
Zoning Violations		311	

# Neighborhood Association

## Regular Scheduled Meetings 2021-2022

DUE TO COVID19 SOME MEETINGS ARE VIRTUAL

Neighborhood	Meeting Place/Time/President	CRR
	<u>Council/ District</u>	
Acipco-Finley	First Baptist Church of Acipco 1629 32 <sup>nd</sup> Avenue North First Wednesday of each month 5:30 p.m. <b>President: Catherine Evans</b> <b>Phone: (205) 500-3343</b>	Melony Martin (205) 254-2535 9
Airport Highlands	Pleasant View Baptist Church 7000 17 <sup>th</sup> Avenue North Second Monday of each month 6:00 p.m. <b>President: Chris Evans</b> <b>Phone: (205) 266-8792</b>	Harold Houston (205) 254-2523 4
Apple Valley	East Pinson Valley Community Rec 3000 Jefferson State Parkway First Tuesday of each month 7:00 p.m. <b>President: Larry Butler</b> <b>Phone: (205) 478-1365</b>	Harold Houston (205) 254-2523 1
Arlington West End	West End Library 1348 Tuscaloosa Avenue, S.W. Second Tuesday of each month 6:00 p.m. <b>President: Deloris Clayton</b> <b>Phone: (205) 913-4688</b>	Andrea' Watson (205) 254-2066 6
Belview Heights	Charles A. Brown Elem. School 4811 Court J 6:30 p.m. Second Tuesday of each month <b>President: Johnny L. Gunn</b> <b>Phone: (205) 478-1929</b>	Andrea' Watson (205) 254-2066 8
Bridlewood	East Pinson Valley Community Rec 3000 Jefferson State Parkway First Tuesday of each month 6:00 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Harold Houston (205) 254-2523 1

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Brown Springs	East Lake Library 5 Oporto Madrid Blvd Third Thursday of each month 6:00 p.m. <b>President: Vicki Siger-Harris</b> <b>Phone: (205) 542-6081</b>	Harold Houston (205) 254-2523	2
Brownville Heights	Brownville Heights Community Center 9225 Airport Road Tuesday of each month 7:00 p.m. <b>President: Harry Giddens</b> <b>Phone: (205) 849-9028 or 915-8338</b>	Harold Houston (205) 254-2523	4
Brummitt Heights	Brownsville Heights Community Center 9225 Airport Road 1 <sup>st</sup> Monday of each month 6:00 p.m. <b>President: William Simmons</b> <b>Phone: (205) 447-9554</b>	Harold Houston (205) 254-2523	4
Bush Hills	Bush Hills Academy 901 16 <sup>th</sup> Street, West Fourth Tuesday of each month 6:30 p.m. <b>President: Walladean B. Streeter</b> <b>Phone: (205) 781-4682 or 602-4237</b>	Andrea' Watson (205) 254-2066	8
Central City	Main Library Downtown Story Castle Room Third Tuesday of each month 6:00 p.m. <b>President: James A. Sullivan</b> <b>Phone: (334) 220-4054</b>	Andrea' Watson (205) 254-2006	5
Central Park	Five Points West Library 4812 Avenue West, Ensley Second Thursday of each month 6:00 p.m. (06/13/19 @ B'ham West Prec. <b>President: Vickie L. Moore</b> <b>Phone: (205) 919-9306</b>	Andrea' Watson (205) 254-2066	8
Central Pratt	Howze-Sanford Recreation Center 320 Avenue D, Pratt City First Monday of each month 6:00 p.m. <b>President: Donald Clarence Smith, Jr.</b> <b>Phone: (205) 913-4368</b>	Herman Lumzy (205) 297-8244	9

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
College Hills	JCCEO Center 300 8 <sup>th</sup> Avenue, West First Monday of each month 6:00 p.m. <b>President: Madelyn A. Welch</b> <b>Phone: (205) 327-3776</b>	Jasmine Fells (205) 297-8336	5
Collegeville	Antioch Baptist Church 3309-33 <sup>rd</sup> Street North First Monday of each month 6:30 p.m. <b>President: Drucilla P. Royal</b> <b>Phone: (205) 841-4044 or 643-5601</b>	Melony Martin (205) 254-2535	4
Crestline.	McElwain Baptist Church 4445 Montevallo Road Fourth Thursday of each month 6:00 p.m. <b>President: Dorothy H. Miller</b> <b>Phone: (205) 936-2687</b>	Harold Houston (205) 254-2423	2
Crestwood North	Girls, Inc. 5130 8 <sup>th</sup> Court South Fourth Tuesday of each month 6:30 p.m. <b>President: Frank McCrory</b> <b>Phone: (205) 595-4414</b>	Andrea' Watson (205) 254-2066	2, 5
Crestwood South	ARC of Jefferson County 6001 Crestwood Boulevard Birmingham Alabama 35212 Fourth Monday of each month 6:30 p.m. <b>President: Camille Worthington</b> <b>Phone: (410) 952-8979</b>	Harold Houston (205) 254-2523	2, 3
Dolomite	Dolomite Westfield Community Center 1069 Tin Mill Road Fourth Tuesday of each month 6:00 p.m. <b>President: Samuel Wyatt</b> <b>Phone: (205) 744-5132</b>	Herman Lumzy 205) 297-8244	9
Druid Hills	BJCC Arena 4 <sup>th</sup> Floor/ Exec Office/ last door on left 1160-1582 Richard Arrington Jr., Blvd N Fourth Monday of each month 6:30 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Andrea' Watson (205) 254-2066	5

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
East Avondale	New Bethel Baptist Church 222 47 <sup>th</sup> Street, South Second Tuesday of each month 6:00 p.m. <b>President: Doris Sherman Jones</b> <b>Phone: (205) 602-6721</b>	Herman Lumzy (205) 297-8244	3, 5
East Birmingham	Shields Convention Center 3969 14 <sup>th</sup> Avenue, North Fourth Monday (Jan., Apr., Jul., Oct.) 6:00 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Andrea' Watson (205) 254-2066	4
East Brownville	Galilee Baptist Church 3753 Carver Avenue, S.W. Second Tuesday of each month 6:00 p.m. <b>President: Gwendolyn Cook Bibb</b> <b>Phone: (205) 925-4892</b>	Jasmine Fells (205) 297-8336	7
East Lake	House Hold of Faith Church 7501 Division Avenue So. First Tuesday of each month 7:00 p.m. <b>President: Richard Drake</b> <b>Phone: (205) 515-7853</b>	Harold Houston (205) 254-2523	5
East Thomas	Wilkerson Middle School 116-11 <sup>th</sup> Court West Third Tuesday of each month 6:00 p.m. <b>President: Thomasine Jackson</b> <b>Phone: (205) 213-4966</b>	Jasmine Fells (205) 297-8336	9
Eastwood	Habitat for Humanity 7952 Crestwood Blvd. First Thursday of each month 6:30 p.m. <b>President: Leigh LaChine</b> <b>Phone: (205) 936-9387</b>	Harold Houston (205) 254-2523	2
Echo Highlands	East Pinson Valley Parkway Rec. Ctr. 3000 Jefferson State Parkway Rec. First Thursday of each month 7:00 p.m. <b>President: William E. Harden, Jr.</b> <b>Phone: (251)-363-1789</b>	Harold Houston (205) 254-2523	1

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Enon Ridge	New Salem Baptist Church 1632 6 <sup>th</sup> Street, North Fourth Thursday of each month 5:00 p.m. <b>President: Adrienne M. Reynolds</b> <b>Phone: (205) 226-8683 or 907-0392</b>	Jasmine Fells (205) 297-8336	9
Ensley	Ensley Recreation Center 2800 Avenue K., Ensley Alternating Sites: McAlpine Recreation Center 1115 Avenue F., Ensley Third Thursday of each month 6:00 p.m. <b>President: George A. McCall</b> <b>Phone: (205) 215-5453</b>	Herman Lumzy (205) 297-8244	8
Ensley Highlands	Five Points West Library 4812 Avenue, W. Ensley Second Monday of each month 6:00 p.m. <b>President: Joyce K. Christian</b> <b>Phone: (205) 503-6210</b>	Andrea' Watson (205) 254-2066	8
Evergreen	Evergreen Community Center 1867 26 <sup>th</sup> Street North Third Tuesday of each month 6:00 p.m. <b>President: Dorothy Farrior</b> <b>Phone: (205) 920-4173</b>	Harold Houston (205) 254-2523	9
Fairmont	Northside Church of God 2873 41 <sup>st</sup> Avenue, South First Tuesday of each month 6:00 p.m. <b>President: Ronald D. Mitchell</b> <b>Phone: (205) 251-1630</b>	Melony Martin (205) 254-2535	4
Fairview	Sardis Baptist Church 1615 4th Ct W, Birmingham First Tuesday of each month 5:30 p.m. <b>President: Adlai Marseille Trone</b> <b>Phone: (205) 587-1911</b>	Andrea' Watson (205) 254-2066	8
Five Points South	Highlands United Methodist Church 2717 Ensley 5-Points West Avenue Third Tuesday of each month 6:00 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Melony Martin (205) 254-2535	3,6

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
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Forest Park-So Avondale	Avondale Library 509 40th Streets, South First Tuesday of each month 6:30 p.m. <b>President: Jeff McGhee</b> <b>Phone: (205) 999-3185</b>	Jasmine Fells (205) 297-8336	3, 5
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Fountain Heights	Fountain Heights Rec Ctr. 1101 - 15 <sup>th</sup> Avenue, North Fourth Tuesday of each month 6:00 p.m. <b>President: Bonderia Lyons</b> <b>Phone: (205) 381-3281</b>	Andrea' Watson (205) 254-2066	5
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Garden Highlands	Mount Hilliard Baptist Church 2612 23 <sup>rd</sup> Street, SW January 21, February 18, April 21, May 19, August 18, & October 20 <sup>th</sup> <b>NO MEETINGS:</b> Mar. June, July, Nov. and Dec. 6:00 p.m. <b>President: Harriette Littleton</b> <b>Phone: (205) 903-7591</b>	Jasmine Fells (205) 297-8336	7
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Gate City	Mt. Moriah Baptist Church 7300 Georgia Road Second Monday of each month 11:00 a.m. <b>President: Wilma J. Davis</b> <b>Phone: (205) 595-5167</b>	Melony Martin (205) 254-2535	5
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Germania Park	South Park Baptist Church 2341 Pearson Avenue, S.W. Third Thursday of each month 6:00 p.m. <b>President: Evanne Gibson</b> <b>Phone: (205) 317-0725</b>	Andrea' Watson (205) 254-2066	7
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Glen Iris	St. Elias Catholic Church 836 8 <sup>th</sup> Street, South First Monday of each month 6:30 p.m. <b>President: Scott Capps</b> <b>Phone: (205) 427-7330</b>	Melony Martin (205) 254-2535	3, 6
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Grasselli Heights	Lawson State 3060 Wilson Road, S.W. First Monday of each month 6:00 p.m. <b>President: John Wilson, Jr.</b> <b>Phone: (205) 332-2767</b>	Melony Martin (205) 254-2535	7
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Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Graymont	Smithfield Library Graymont Avenue Third Wednesday of each month 4:30 p.m. <b>President: Willine Body</b> <b>Phone: (205) 213-5824</b>	Jasmine Fells (205) 297-8336	5
Green Acres	Lifting Christ Worship Center 1001 Pineview Road Third Tuesday of each month <b>President: Vacant</b> <b>Phone: (205)</b>	Andrea' Watson (205) 254-2066	8
Harriman Park	Harriman Park Recreation Ctr. 4345 Shuttlesworth Drive Fourth Thursday of each month 6:30 p.m. <b>President: Willa M. Cole</b> <b>Phone: (205) 354-4687</b>	Harold Houston (205) 254-2523	4
Highland Park	Highland Racquet Club 3300 Highland Avenue Second Tuesday of each month 6:00 p.m. <b>President: Elizabeth Sanfelippo</b> <b>Phone: (205) 317-0867</b>	Jasmine Fells (205) 297-8336	3
Hillman	Mary Dorse Center 4560 Park Avenue SW Third Thursday of each month 1:00 p.m. <b>President: Jamall Wm H. James</b> <b>Phone: (205) 777-2292</b>	Melony Martin (205) 254-2535	7
Hillman Park	Mary Dorse Center 4560 Park Avenue SW Second Thursday of each month 6:00 p.m. <b>President: Celestine Whitaker</b> <b>Phone: (205) 830-3872</b>	Melony Martin (205) 254-2535	7
Hooper City	Hooper City Recreation Center 3901 4 <sup>th</sup> Street, West Second Thursday of each month 6:00 p.m. <b>President: Anthony L. Douglas</b> <b>Phone: (205) 920-6059</b>	Melony Martin (205) 254-2535	9

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Huffman	Cornerstone High School 9509 Huffman Road Fourth Monday of each month 7:00 p.m. <b>President: Theodore Debro</b> <b>Phone: (205) 835-1825</b>	Melony Martin (205) 254-2535	1, 2
Industrial Center	A.G. Gaston Building East Campus 2915 Wilson Road S.W. Third Thursday of each month 1:00 p.m. <b>President: Valera Elder</b> <b>Phone: (205) 531-2216</b>	Melony Martin (205) 254-2535	7
Inglenook	Inglenook Recreation Center 4016 37 <sup>th</sup> Avenue, North Second Monday of each month 5:30 p.m. <b>President: Gwendolyn C. Webb</b> <b>Phone: (205) 540-8526</b>	Andrea' Watson (205) 254-2066	4
Jones Valley	Powderly Library-Wiggins Park 3301 Jefferson Avenue, SW First Friday of each month 4:00 p.m. <b>President: Sandra Grayson</b> <b>Phone: (205) 923-5998 or 919-6197</b>	Jasmine Fells (205) 297-8336	7
Killough Springs	Smith Middle School 1124 Five Mile Road 2 <sup>nd</sup> Tuesday of each month 6:00 p.m. <b>President: Reshonda McNeal</b> <b>Phone: (205) 854-2458 or 222-5104</b>	Harold Houston (205) 254-2523	1, 4
Kingston	JCCEO Old Kingston School 801 46 <sup>th</sup> Street North Fourth Monday of each month 6:00 p.m. <b>President: Brenda Holifield</b> <b>Phone: (205) 305.1851</b>	Andrea' Watson (205) 254-2066	4
Liberty Highlands	First Ebenezer Baptist Church 5100 Civic Circle Fourth Thursday of each month 6:00 p.m. <b>President: Doris Wright Clanton</b> <b>Phone: (205) 956-5932</b>	Melony Martin (205) 254-2535	2

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Maple Grove	Brownsville Heights Com. Ctr. 9225 Airport Road First Monday of each month 6:00 p.m. <b>President: Jeanette H. Threatt</b> <b>Phone: (205) 849-5392</b>	Harold Houston (205) 254-2523	4
Mason City	Henry Crumpton Comm. Ctr. 346 Gloria Road First Tuesday of each month 4:30 p.m. <b>President: Brenda H. Vaughn</b> <b>Phone: (205) 902-5083</b>	Jasmine Fells (205) 297-8336	6
North Avondale	Dr. Martin Luther King Rec. Center 529 43 <sup>rd</sup> Street North Third Thursday of each month 6:00 p.m. <b>President: Zachary Watkins</b> <b>Phone: (205) 613-5493</b>	Andrea' Watson (205) 254-2066	4
North Birmingham	North Birmingham Library 2501 31 <sup>st</sup> Avenue, North Second Monday of each month 6:30 p.m. <b>President: Jimmie L. Coleman</b> <b>Phone: (205) 251-0706</b>	Melony Martin (205) 254-2535	4, 9
North East Lake	Southern Museum of Flight 4343 73 <sup>rd</sup> Street North Second Tuesday of each month 6:00 p.m. <b>President: Victoria N. Rudolph</b> <b>Phone: (205) 482-3729</b>	Andrea' Watson (205) 254-2066	4
North Pratt	Pratt City Library 509 Dugan Avenue Second Tuesday of each month 6:00 p.m. <b>President: Faith Abraham</b> <b>Phone: (205) 222-1173</b>	Herman Lumzy (205) 297-8244	9
North Titusville	Titusville Library #2 6 <sup>th</sup> Avenue, S.W. Third Saturday of each month 11:00 a.m. <b>President: Michael Broadnax</b> <b>Phone: (205)</b>	Herman Lumzy (205) 297-8244	6

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Norwood	Norwood Community Center 1330 28 <sup>th</sup> Street, North Fourth Saturday of each month 9:00 a.m. <b>President: Barbara Thomas- Goudy</b> <b>Phone: (205) 960-2895</b>	Andrea' Watson (205) 254-2066	4
Oak Ridge	McAlpine Rec. Center 1115 Avenue F. 750 Minor Parkway Second Thursday of each month 4:00 p.m. <b>President: Theresa Williams</b> <b>Phone: (205) 781-4427 or 862-7581</b>	Herman Lumzy (205) 297-8244	9
Oak Ridge Park	New Community Baptist Church 6853 6 <sup>th</sup> Court, South Second Monday of each month 7:00 p.m. <b>President: James Hill</b> <b>Phone: (205) 591-8645</b>	Herman Lumzy (205) 297-8244	5
Oakwood Place	Harrison Park Rec. Center 1615 McMillan Ave SW First Tuesday of each month 4:00 p.m. <b>President: James Hill</b> <b>Phone: (205) 910-3037</b>	Andrea' Watson (205) 254-2066	7
Overton	Macedonia Baptist Church 803 Maple Street First Tuesday of every other month Feb. April, June, Aug., Oct. & Dec. 6:00 p.m. <b>President: Anita Abrams</b> <b>Phone: (205) 907-0401</b>	Melony Martin (205) 254-2535	2
Oxmoor	Oxmoor Community Center Wenonah Oxmoor Road Second Monday of each month 6:30 p.m. <b>President: Madelyn Greene</b> <b>Phone: (205) 617-5778</b>	Jasmine Fells (205) 297-8336	7
Penfield Park	Maple Grove Church of God 541 Lawson Rd Second Tuesday of each month 7:00 p.m. <b>President: Pettus Strong, Jr.</b> <b>Phone: (205) 836-4975</b>	Harold Houston (205) 254-2523	4

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Pine Knoll Vista	Brownsville Recreation Center Third Thursday of each month 6:30 p.m. <b>President: LaShaun Harris</b> <b>Phone: (205) 202-2215</b>	Harold Houston (205) 254-2523	4
Powderly	Henry Crumpton Comm. Ctr. 346 Gloria Road First Monday of each month 4:00 p.m. <b>President: Veronica Edwards Johnson</b> <b>Phone: (205) 903-0849</b>	Jasmine Fells (205) 297-8336	6, 7
Redmont Park	Botanical Gardens 2612 Lane Park Road Fourth Tuesday of each month 6:00 p.m. <b>President: Jay Reed</b> <b>Phone: (205) 807-8281</b>	Jasmine Fells (205) 297-8336	3
Riley-Travellick	Southwest Community Ctr. 3617 Hickory Avenue, SW Second Tuesday of each month 6:00 p.m. <b>President: Alma Stringer</b> <b>Phone: (205) 306-6537</b>	Jasmine Fells (205) 297-8336	7
Rising West-Princeton	Rising West-Princeton Comm. Ctr. 1708 1 <sup>st</sup> Avenue, West Second Monday of each month 6:00 p.m. <b>President: Costella Adams Terrell</b> <b>Phone: (313) 478-0467 or 423-5894</b>	Herman Lumzy (205) 297-2844	8
Roebuck	Hawkins Recreation Center 8920 Roebuck Drive Second Monday of each month 7:00 p.m. <b>President: Becky Wallace</b> <b>Phone: (205) 240-2907</b>	Melony Martin (205) 254-2535	2
Roebuck-Springs South Roebuck	South Roebuck Baptist Church a/k/a/ New Beginnings Christian Ministry 501 Mountain Drive Second Thursday of each month 7:00 p.m. <b>President: Frank Hamby</b> <b>Phone: (205) 222-2319</b>	Melony Martin (205) 254-2535	2

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Roosevelt	Roosevelt Community Center 5904 Higan Avenue Second Thursday of each month 11:00 a.m. <b>President: George Crear</b> <b>Phone: (205) 426-2593</b>	Jasmine Fells (205) 297-8336	7
Sandusky	Jimmie Hudson Recreation Ctr. 237 Pratt Highway Second Tuesday of each month 6:00 p.m. <b>President: Juanita Brew</b> <b>Phone: (205) 502-6470</b>	Herman Lumzy (205) 297-8244	9
Sherman Heights	Morning Star Christian Church 1600 Slayden Avenue First Monday of each month 5:30 p.m. <b>President: Olivia Johnson</b> <b>Phone: (205) 243-7020</b>	Herman Lumzy (205) 297-8244	9
Smithfield	The Nutrition Center 805 1 <sup>st</sup> Street North Second Thursday of each month 6:00 p.m. <b>President: Patricia “Pat” S. Davis</b> <b>Phone: (765) -212-7216</b>	Jasmine Fells (205) 297-8336	5, 6
Smithfield Estates	Gaines Chapel A.M.E. Church 1601 Daniel Payne Drive Third Tuesday of each month 6:00 p.m. <b>President: Ellen Spencer</b> <b>Phone: (205) 616-9378</b>	Herman Lumzy (205) 297-8244	9
South East Lake	East Lake Methodist Church 7753 1 <sup>st</sup> Avenue, North Fourth Monday of each month 6:00 p.m. <b>President: Willie Clayton Wooten</b> <b>Phone: (205) 862-2806</b>	Melony Martin (205) 254-2535	2
South Pratt	Peace Baptist Church 1300-10 <sup>th</sup> Street, Pratt City Third Tuesday of each month 6:00 p.m. <b>President: Richard Harris</b> <b>Phone: (205) 531-4455</b>	Herman Lumzy (205) 297-8244	9

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
South Titusville	Titusville Library #2 6 <sup>th</sup> Avenue, S.W. Second Tuesday of each month 5:30 p.m. <b>President: Jason Freeman</b> <b>Phone: (205) 960-6131</b>	Herman Lumzy (205) 297-8244	6
South Woodlawn	Metropolitan Community Church 335 64 <sup>th</sup> Street South Third Tuesday of each month 6:00 pm <b>President: Vanessa Jones</b> <b>Phone: (205)</b>	Herman Lumzy (205) 297-8244	4
Southside	Exchange Club Family Skills Center 2300 10 <sup>th</sup> Court South TBA As Needed 6:00 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Melony Martin (205) 254-2535	5
Spring Lake	Springville Road Branch Library 1224 Springville Road First Thursday of each month 6:30 p.m. <b>President: Wiley Short</b> <b>Phone: (205) 919-4030 or 815-0694</b>	Melony Martin (205) 254-2535	1
Sun Valley	East Pinson Valley Com. Rec. 3000 Jefferson State Parkway Third Tuesday of each month 6:30 p.m. <b>President: Cynthia Turner</b> <b>Phone: (205) 445-9236</b>	Harold Houston (205) 254-2523	1
Tarpley City	Mt. Olive Missionary Baptist Church 3320 Willard Avenue SW First Monday of each month 3:00 p.m. <b>President: Vacant</b> <b>Phone: (205)</b>	Melony Martin (205) 254-2535	7
Thomas	Mt. Hebron Baptist Church 503 5 <sup>th</sup> Street, Thomas First Tuesday of each month 6:30 p.m. <b>President: Alonzo Darrow</b> <b>Phone: (205) 862-7508</b>	Herman Lumzy (205) 297-8244 <b>Code Inspector- Roy Ferguson</b>	8

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
Tuxedo	East Ensley Library 900- 14 <sup>th</sup> Street Ensley Second Monday of each month 5:00 p.m. <b>President: Marine Coleman</b> <b>Phone: (205) 223-4986</b>	Herman Lumzy (205) 297-8244	8,9
Wahouma	Eastlake Library 5 Oporto Madrid Blvd. First Thursday of each month 6:00 p.m. <b>President: Robert Walker</b> <b>Phone: (205) 223-5683</b>	Herman Lumzy (205) 297-8244	5
West Brownville	Mary Dorse Center 3021 46 <sup>th</sup> Street, S.W. Second Thursday of the month 11:00 a.m. <b>President: Joe W. Horton</b> <b>Phone: (205) 516-4519 or (205) 424-5430</b>	Jasmine Fells (205) 297-8336	7
West End Manor	New Hope Baptist Church 1740 Cleburn Avenue, S.W. Second Monday of each month 6:00 p.m. <b>President: Debra C. Mays</b> <b>Phone: (205) 427-2122</b>	Harold Houston (205) 254-2523	6, 7
West Goldwire	Lawson State Library Thelma H. Caitlin Auditorium 3060 Wilson Road, S.W. March, April, May, June October, November & December Monday: 7:00 p.m. <b>President: Cheryl Scott</b> <b>Phone: (205) 335-7681</b>	Melony Martin (205) 254-2535	7
Woodland Park	Titusville Library 26 <sup>th</sup> Avenue SW Fourth Monday of each month 4:30 p.m. <b>President: Dorothy R. Scott</b> <b>Phone: (205) 529-1030</b>	Herman Lumzy (205) 297-8244	6
Woodlawn	Willow Wood Park Georgia Rd, Second Monday of each month 6:00 p.m. <b>President: Valencia King</b> <b>Phone: (205) 306-9965</b>	Herman Lumzy (205) 297-8244	45312

Neighborhood	Meeting Place/Time/President	CRR	Council/ District
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Wylam	Faith Chapel/ The Bridge 4300-7 <sup>th</sup> Avenue, Wylam First Tuesday of each month 6:00 p.m. Room# 126 <b>President: Leroy Lassiter, Jr.</b> <b>Phone: (205) 541-3302</b>	Herman Lumzy (205) 297-8244	9
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Zion City	Brownsville Heights Community Center 9225 Airport Road First Monday of each month 6:30 p.m. <b>President: Carl L. Davis</b> <b>Phone: (205) 515-7236</b>	Harold Houston (205) 254-2523	4
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NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Acipco-Finley	Mrs.	Catherine	Evans	President	9-22nd Avenue West Birmingham, AL 35204	205.500.3343	<a href="mailto:Catherinee1291@gmail.com">Catherinee1291@gmail.com</a>
Acipco-Finley	Ms.	Tammie	Smith	Vice President	1708 33rd Avenue North Birmingham, AL 35207	205.808.8416	<a href="mailto:Tammie.Smith829@gmail.com">Tammie.Smith829@gmail.com</a>
Acipco-Finley	Mr.	Dedrick	Evans	Secretary	15 22nd Ave W, Birmingham, AL 35204	205.567.7225	<a href="mailto:dedrick430@gmail.com">dedrick430@gmail.com</a>
Airport Highlands	Mr.	Chris	Evans	President	1749 90th Street North Birmingham, AL 35206	205.266.8792	<a href="mailto:chrison78@yahoo.com">chrison78@yahoo.com</a>
Airport Highlands		Vacant		Vice President			
Airport Highlands	Ms.	Simetta K.	Hamby	Secretary	1609 90 <sup>th</sup> Street North Birmingham, AL 35206	205.833.6865	<a href="mailto:sammie01020@gmail.com">sammie01020@gmail.com</a>
Apple Valley	Mr.	Larry	Butler	President	449 Westchester Dr. Birmingham, AL 35215	205.478.1365	<a href="mailto:butler0950@att.net">butler0950@att.net</a>
Apple Valley		Vacant		Vice President			
Apple Valley	Ms.	Renea	Zimmerman	Secretary	321 Fox Glen Road NW Birmingham, Alabama 35215	205.492.2563	<a href="mailto:reazim2005@yahoo.com">reazim2005@yahoo.com</a>
Arlington-West End	Ms.	Deloris	Clayton	President	1420 Cotton Avenue SW Birmingham, AL 35211	205.913.4688	<a href="mailto:delorisclayton45@gmail.com">delorisclayton45@gmail.com</a>
Arlington-West End	Ms.	Lois S.	Billups	Vice President	712 McMillion Avenue SW Birmingham, AL 35211	205.529.8878	<a href="mailto:lsbillups17@gmail.com">lsbillups17@gmail.com</a>
Arlington-West End	Ms.	Rosie	Jones	Secretary	1553 Tuscaloosa Ave SW Birmingham, AL 35211	205.923.7769	N/A
Belview Heights	Mr.	Johnny L.	Gunn	President	953 45th Street West Birmingham, AL 35208	205.478.1929	<a href="mailto:jgunn1@bellsouth.net">jgunn1@bellsouth.net</a>
Belview Heights	Mr.	David	Rivers	Vice President	1409 42nd Street Ensley Birmingham, AL 35208	205.706.4723	<a href="mailto:david.rivers6111@gmail.com">david.rivers6111@gmail.com</a>
Belview Heights	Ms.	Loretta	Waites	Secretary	4416 Court I Birmingham, AL 35208	205.253.5275	<a href="mailto:lorettawaites1950@gmail.com">lorettawaites1950@gmail.com</a>
Bridlewood		Vacant		President			

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Bridlewood		Vacant		Vice President			
Bridlewood		Vacant		Secretary			
Brown Springs	Ms.	Vicki	Sigers-Harris	President	7629-Oporto Madrid Blvd S, Birmingham, AL 35206	205.542.6081	<a href="mailto:sigersharris@gmail.com">sigersharris@gmail.com</a>
Brown Springs	Ms.	TaWanna	Ford	Vice President	7129 Oporto Avenue Birmingham, AL 35206	205.283.3467	<a href="mailto:v2wanda@yahoo.com">v2wanda@yahoo.com</a>
Brown Springs	Ms.	Vicki D.	Leonard	Secretary	7629 Oporto Madrid Blvd. S Birmingham, AL 35206	205.213.3265	<a href="mailto:vickieleonard91@gmail.com">vickieleonard91@gmail.com</a>
Brownsville Heights	Mr.	Harry	Giddens	President	9208 Airport Road Birmingham, AL 35217	or 205.915.8338	<a href="mailto:tzgiddens@bellsouth.net">tzgiddens@bellsouth.net</a>
Brownsville Heights	Mr.	Amos	Webber	Vice President	1405 Tarrant Huffman Road Birmingham, AL 35217	205.833.4877	N/A
Brownsville Heights	Ms.	Annetta	Pruitt-Moore	Secretary	9209 Briarmont Drive Birmingham, AL 35217	205.833.4776	N/A
Brummitt Heights	Mr.	William	Simmons	President	1924 Pine Street Birmingham, AL 35217	205.515.5794	<a href="mailto:simmons620@gmail.com">simmons620@gmail.com</a>
Brummitt Heights	Mr.	Robert	Lindsey	Vice President	2209 Cedar Street Birmingham, AL 35217	205.470.7861	<a href="mailto:bhambob143@gmail.com">bhambob143@gmail.com</a>
Brummitt Heights	Ms.	Lovely	Robinson	Secretary	2024 Evergreen Street Birmingham, AL 35217	205.910.4974	<a href="mailto:lovely.robinson@iberiabank">lovely.robinson@iberiabank</a>
Bush Hills	Ms.	Walladean B.	Streeter	President	2636 20th Street Ensley Birmingham, Alabama 35208	205.781.4682 or	<a href="mailto:wpbstreet@yahoo.com">wpbstreet@yahoo.com</a>
Bush Hills	Ms.	Dora U.	Sims	Vice President	703 15 <sup>th</sup> Street, West Birmingham, AL 35208	205.746.0648 205.787.0250 or 205.	<a href="mailto:simsdora@att.net">simsdora@att.net</a>
Bush Hills	Ms.	Myra	Tarver	Secretary	1735 7TH Avenue, West Birmingham, AL 35208	616.4113	<a href="mailto:mvtarver@aol.com">mvtarver@aol.com</a>
Central City	Mr.	James A.	Sullivan	President	2416 1st Avenue North, Unit #3 Birmingham, AL 35203	334.220.4054	<a href="mailto:sullivanajames@gmail.com">sullivanajames@gmail.com</a>
Central City	Ms.	Sheleta W.	Purifoy	Vice President	2200 Park Place Apt. #415 Birmingham, AL 35203	205.901.6727	<a href="mailto:spurifov46@gmail.com">spurifov46@gmail.com</a>

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Central City		Vacant		Secretary			
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North Pratt	Ms.	Michelle	Perkins	Vice President	1037 Columbia Street Birmingham, AL 35214	205.422.1795	<a href="mailto:amperk2021@hotmail.com">amperk2021@hotmail.com</a>
North Pratt	Ms.	Jadon	Abraham	Secretary	108 Elm Ave Birmingham, AL 35214	205.240.9658	<a href="mailto:donabraham5513@gmail.com">donabraham5513@gmail.com</a>
North Titusville	Mr.	Michael	Broadnax	President	402-J Goldwire Circle, Birmingham, AL 35211	205.335.3566	<a href="mailto:mike711@icloud.com">mike711@icloud.com</a>
North Titusville	Mr.	Keith O.	Williams	Vice President	456 Kappa Avenue South Birmingham, AL 35205	205.203.5303	<a href="mailto:keith.o.williams@keithowilliams.com">keith.o.williams@keithowilliams.com</a>
North Titusville		Vacant		Secretary			
Norwood	Ms.	Barabara	Thomas- Goudy	President	60 Norwood Circle Birmingham, AL 35234	205.960.2895	<a href="mailto:Norwoodcommunityofficers@gmail.com">Norwoodcommunityofficers@gmail.com</a>
Norwood	Dr.	Faye J.	Wilson, PhD, RN, MSN	Vice President	48 Norwood Circle Birmingham, AL 35234	205.915.0549	<a href="mailto:fwilsonqme@aol.com">fwilsonqme@aol.com</a>
Norwood	Ms.	LaTisha	Fletcher	Secretary	1407 28th Street North Birmingham, AL 35234	310.695.8108	<a href="mailto:tishfletcher@gmail.com">tishfletcher@gmail.com</a>
Oak Ridge	Ms.	Theresa	Williams	President	1254 North Lexington Street Birmingham, AL 35224	205.862.7581	<a href="mailto:wtbwms@aol.com">wtbwms@aol.com</a>
Oak Ridge	Ms.	Dorothy	Dickey	Vice President	1400 North Lexington Street Birmingham, AL 35224	205.781.3074	N/A
Oak Ridge	Ms.	Jessica	Russell	Secretary	1250 Lexington Street North Birmingham, AL 35224	205.785.7030	<a href="mailto:jbhruss@gmail.com">jbhruss@gmail.com</a>
Oak Ridge Park	Mr.	James	Hill	President	708 Crest Valley Way Birmingham, AL 35212	205.910.3037	<a href="mailto:jhillcab@gmail.com">jhillcab@gmail.com</a>

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
				Vice President	698 Brussel Circle Birmingham, AL 35212	205.595.5540	zebralady342@gmail.com
Oak Ridge Park	Ms.	Barbara	Merchant		569 64th Place South Birmingham, AL 35212	205.440.0448	yrtflowers@gmail.com
Oak Ridge Park	Ms.	Yolanda	Flowers	Secretary	700 18th Way SW Birmingham, AL 35211	205.451.2628	N/A (Text her Information)
Oakwood Place	Ms.	Mattie	Nicholson	President		205.451.2628	
Oakwood Place		Vacant		Vice President			
					541 19th Street SW Birmingham, AL 35211	205.923.5332	
Oakwood Place	Ms.	Nell	Allen	Secretary			nell541@aol.com
					823 Maple Street		
Overton	Ms.	Anita M.	Abrams	President	Birmingham, AL 35210	205.907.0401	msneet101@bellsouth.net
					4125 Pine Stree Birmingham, AL 35210	205.337.1786	carsonfranklinsr@gmail.com
Overton	Mr.	Carson E.	Franklin, Sr.	Vice President	4165 Pine Street Birmingham, AL 35210	205.965.8707	shonpickens22@gmail.com
Overton	Ms.	Sernaylia	Pickens	Secretary	108 Munich Circle Birmingham, AL 35211	205.617.5778	madelyngreene@ymail.com
Oxmoor	Ms.	Madelyn	Greene	President	2713 Oxmoor Way Brimingham, AL 35211	205.394-5472	lilsaleonahudson@gmail.com
Oxmoor	Ms.	Lisa L.	Hudson	Vice President	108 Munich Circle Birmingham, AL 35211	205.541.4962	taylvnm@gmail.com
Oxmoor	Ms	Taylyn	Greene	Secretary			
					9808 Westfield Road Birmingham, AL 35217	205.836.4975	pic1020@aol.com
Penfield Park	Mr.	Petus	Strong, Jr.	President	9584 Eastpointe Circle Birmingham, AL 35217	205.849.0509	linned85@yahoo.com
Penfield Park	Ms.	Cynthia	Nobles	Vice President			
Penfield Park		Vacant		Secretary			
Pine Knoll Vista	Ms.	LaShaun	Harris	President	9924 Bryant Avenue Birmingham, AL 35217	205.202.2215	shaunlharris99@gmail.com

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Pine Knoll Vista	Ms.	Phyllis	Holifield	Vice President	9901 Bales Avenue Birmingham, AL 35217	205.841.8011 205.601.2455	phyllism09@hotmail.com
Pine Knoll Vista	Ms.	Patsy	Davis	Secretary	9800 Wood Avenue Birmingham, AL 35217	205.849.8084	pacd5555@aol.com
Powderly	Ms.	Veronica	Edwards Johnson	President	1928 Henry Crumpton Drive Birmingham, AL 35211	205.903.0849	edwardsjohnson.veronica@g
Powderly	Ms.	Louvenia B.	Cummings	Vice President	1820 Century Drive SW Birmingham, AL 35211	205.925.5435 205.243.1946	c louven@bellsouth.net
Powderly	Mr.	Larry T.	Johnson	Secretary	1928 Henry Crumpton Drive Birmingham, AL 35211	or 205.407.8544	il1928hcd@aol.com
Redmont Park	Mr.	Jay	Reed	President	2911 Berwick Road Birmingham, AL 35213	205.807-8281	jay@abc-alabama.org
Redmont Park	Ms.	Cathy C.	Adams	Vice President	2431 Aberdeen Road Birmingham, AL 35223	205.249.8933 or 205.918.0877	cathycadams@aol.com
Redmont Park	Ms.	Debra	Lewis Walker	Secretary	2915 Berwick Road Birmingham, AL 35213	205.602.7060	dlewis@balch.com
Riley -Travellick	Mr.	Alma	Stringer	President	3529 Pine Ave SW Birmingham, AL 35221	205.306.6537	chanalma51@gmail.com
Riley -Travellick	Ms.	Beverly J.	Ochuba	Vice President	3628 Pine Ave SW	205.586.8837	beverlyochuba@gmail.com
Riley -Travellick	Ms.	Maureen	Nollie	Secretary	3628 Hickory Avenue Sw Birmingham, AL 35221	205.925.4857	mnollie2@gmail.com
Rising West	Ms.	Costella	Adams-Terrell	President	1504 1st Ave West Birmingham, 1604 First Court West	205.423.5894	cotwillal@gmail.com
Princeton	Ms.	Carol Ann	Watkins	Vice President	Birmingham, AL 35208	205.746.1397	watk.4848@bellsouth.net
Rising West Princeton	Ms.	Cynthia D.	Morton	Secretary	1606 2nd Avenue West Birmingham, AL 35208	205.902.5717	cdmorton@hotmail.com
Roebuck	Ms.	Becky	Wallace	President	17 Sunset Lane Birmingham, AL 35215	205.240.2907	beebeck1960@gmail.com
Roebuck	Ms.	Christine	Bloom	Vice President	8928 West Blvd, Birmingham, AL 35206	901.581.8063	christianlbloom@gmail.com
Roebuck	Ms.	Jacquise	Hawkins	Secretary	25 Sunset Lane Birmingham, AL 35215	205.531.9746	jahawk07.jh@gmail.com

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
					320 Observatory Drive		
Roebuck Springs	Mr.	Frank G.	Hamby	President	Birmingham, Alabama 35206	205.222.2319	<a href="mailto:frankhamby@aol.com">frankhamby@aol.com</a>
Roebuck Springs		Vacant					
Roebuck Springs	Ms.	Betsy	Ogle	Secretary	402 Balcourt Drive Birmingham, AL 35206	Not Public	<a href="mailto:betsyogle@yahoo.com">betsyogle@yahoo.com</a>
Roosevelt	Ms.	George	Cear	President	6025 Martin Luther Avenue, Birmingham, AL 35228	205.426.2593	<a href="mailto:mommvson3@gmail.com">mommvson3@gmail.com</a>
Roosevelt		Vacant		Vice President			N/A
Roosevelt	Ms.	Kenya Delores	Embry	Secretary	514 Basie Avenue Birmingham, AL 35228	205.424.0916 205.370.0493	<a href="mailto:kde_123@yahoo.com">kde_123@yahoo.com</a>
Sandusky	Ms.	Juanita	Brew	President	228 Cordova Avenue Birmingham, AL 35214	205.502.6470	<a href="mailto:brewjuanita56@yahoo.com">brewjuanita56@yahoo.com</a>
Sandusky	Ms.	Kim	Williams	Vice President	145 Holley Avenue Birmingham, AL 35214	205.503.9135	<a href="mailto:kimrwilliams0805@gmail.co">kimrwilliams0805@gmail.co</a>
Sandusky	Ms.	Jalissa	Hunter	Secretary	224 Cordova Avenue Birmingham, AL 35214	205.884.1824	<a href="mailto:jalissahunter@icloud.com">jalissahunter@icloud.com</a>
Sherman Heights	Ms.	Olivia	Johnson	President	308 Oakmont Street Birmingham, AL 35224	205.243.7020	<a href="mailto:ojebblack@bellsouth.net">ojebblack@bellsouth.net</a>
Sherman Heights	Ms.	Betty	Thomas	Vice President	405 Millvale Street		<a href="mailto:thomasbetty14@yahoo.co">thomasbetty14@yahoo.co</a> <a href="mailto:m">m</a>
Sherman Heights	Ms.	Carla	Threatt	Secretary	Birmingham, AL 35224	205.785.6666	<a href="mailto:carlat09@gmail.com">carlat09@gmail.com</a>
Smithfield	Ms.	Patricia "Pat"	Davis	President	612 1st Street North Birmingham, AL 35204	765.212.7216	<a href="mailto:patdavis094@gmail.com">patdavis094@gmail.com</a> ; <a href="mailto:patdavis1227@gmail.com">patdavis1227@gmail.com</a>
Smithfield	Ms.	Maggie	Johnson	Vice President	611 1st Street North Birmingham, AL 35204	205.328.5290	<a href="mailto:miwi611@yahoo.com">miwi611@yahoo.com</a>
Smithfield	Ms.	Althea	Patton	Secretary	601 – 1 <sup>st</sup> Street North, Birmingham, AL 35204	205.966.1619	<a href="mailto:althea.pattonv@outlook.co">althea.pattonv@outlook.co</a> <a href="mailto:m">m</a>

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Smithfield Estates	Ms.	Ellen H.	Spencer	President	604 Candle Lane Birmingham, AL 35204	205.616.9378	<a href="mailto:idah1201@gmail.com">idah1201@gmail.com</a>
Smithfield Estates	Ms.	Patricia	Johnson	Vice President	917 Cherry Avenue # 104 Birmingham, AL 35214	205.719.7064	<a href="mailto:pnl1312@gmail.com">pnl1312@gmail.com</a>
Smithfield Estates		Vacant		Secretary			
South East Lake	Mr.	Willie Clayton	Wooten	President	813 78th Street South Birmingham, AL 35206	205.862.2806	<a href="mailto:wwooten1210@aim.com">wwooten1210@aim.com</a>
South East Lake	Mr.	Trevarius	Foster	Vice President	8609 10th Avenue S. Birmingham, AL 35206	205.240.2573	<a href="mailto:trevd0619@gmail.com">trevd0619@gmail.com</a>
South East Lake	Ms.	Valerie P.	Proctor	Secretary	8325 7th Ave South Birmingham, AL 35206	205.482.0802	<a href="mailto:mulewason@gmail.com">mulewason@gmail.com</a>
South Pratt	Mr.	Richard	Harris	President	921 Avenue T Birmingham, AL 35214	205.531.4455	<a href="mailto:rharris923@aol.com">rharris923@aol.com</a>
South Pratt	Ms.	Lillie M.	Files	Vice President	2020 10th Place, Pratt City Birmingham, AL 35214	205.791.9436	<a href="mailto:lillie_files@yahoo.com">lillie_files@yahoo.com</a>
South Pratt	Ms.	Queen G.	Stratman	Secretary	1917 Tenth Place Birmingham, AL 35214	205.798.7227	<a href="mailto:gesther72@bellsouth.net">gesther72@bellsouth.net</a>
South Titusville	Mr.	Jason	Freeman	President	1613 2nd Street South Birmingham, AL 35205	205.960.6131	<a href="mailto:jfreeman357@yahoo.com">jfreeman357@yahoo.com</a>
South Titusville	Mr.	Kadeem	Lomax	Vice President	124 16th Ave South Birmingham, AL 35205	205.847.9146	<a href="mailto:kadeemlomax0@gmail.com">kadeemlomax0@gmail.com</a>
South Titusville	Ms.	Thomasasene	Shambray	Secretary	1743 1st Street South Birmingham, AL 35205	205.527.3235	<a href="mailto:sthomasesen@aol.com">sthomasesen@aol.com</a>
South Woodlawn	Ms.	Vanessa	Jones	President	133 61st Street South, Birmingham, AL 35212	205.601.6452	<a href="mailto:mzvanmi@aol.com">mzvanmi@aol.com</a>
South Woodlawn		Vacant		Vice President			
South Woodlawn	Ms.	Cassandra	Allen	Secretary	121 61st Street South Birmingham, AL 35212	205.253.1983	<a href="mailto:cassandraallen27@yahoo.com">cassandraallen27@yahoo.com</a>
Southside		Vacant		President			
Southside		Vacant		Vice President			

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Southside		Vacant		Secretary			
					1340 Pinebrook Lane	205.919-4030	
Spring Lake	Mr.	Wiley	Short	President	Birmingham, AL 35235	or	wshort1957@gmail.com
Spring Lake	Ms	Rosalind	Short	Vice President	1340 Pinebrook Lane Birmingham, AL 35235	205.815.0694	rosalindshort44@gmail.com
Spring Lake	Ms.	Valaida	Gentry	Secretary	629 Vaughn Circle Birmingham, AL 35235	205.915.1076	vgentry@yahoo.com
					616 26th Ave NW, Birmingham, AL 35215	205.445.9236	sunvalleycynthia@yahoo.com
Sun Valley	Ms.	Cynthia	Turner	President			
Sun Valley		Vacant		Vice President			
Sun Valley		Vacant		Secretary			
Tarpley City		Vacant		President			
Tarpley City		Vacant		Vice President			
Tarpley City		Vacant		Secretary			
Thomas	Mr.	Alonzo	Darrow	President	420-4 <sup>th</sup> Street	205.328.7507	
					Birmingham, AL 35214	205.862.7508	Darrow7507@bellsouth.net
Thomas	Ms.	Shirley	Gibson	Vice President	112 Ohio Circle		
					Birmingham, AL 35214	205.252.8467	jlcray1956@yahoo.com
Thomas	Ms.	Deidra	Johnson	Secretary	101 1st Street Thomas		
					Birmingham, AL 35214	205.516.7700	dlimail14@yahoo.com
Tuxedo	Ms.	Marine	Coleman	President	911-18 <sup>th</sup> Street		
					Birmingham AL 35218	205.223.4986	marinecoleman@hotmail.com
					1918 Avenue I		
Tuxedo	Ms.	Shirley	Brown	Vice President	Birmingham, AL 35218	205.780.2576	
					2044 Avenue Q	205.531.1182	shbrown1948@aol.com
Tuxedo	Ms.	Teresa	Hunter	Secretary	Birmingham, AL 35218	205.413.0643	htahunt6@hotmail.com

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
Wahouma	Mr.	Robert	Walker	President	312-68th Place North Birmingham, AL 35206	205.223.5683	<a href="mailto:robertwalker@mail@gmail.com">robertwalker@mail@gmail.com</a>
Wahouma		Vacant		Vice President			
Wahouma		Vacant		Secretary			
West Brownville	Mr.	Joe W.	Horton	President	5444 Casey Ave, Birmingham, AL 35221	205.424.5430 205.516.4519	<a href="mailto:carolynhorton31@gmail.com">carolynhorton31@gmail.com</a>
West Brownville	Ms.	Carolyn J.	Horton	Vice President	5444 Casey Ave, Birmingham, AL 35221	205.305.0978 205.424.5430	<a href="mailto:carolynhorton31@gmail.com">carolynhorton31@gmail.com</a>
West Brownville		Vacant		Secretary			
West End Manor	Ms.	Debra	Mays	President	1216 19th Street SW Birmingham, AL 35211	205.427.2122	<a href="mailto:maysxlr@gmail.com">maysxlr@gmail.com</a>
West End Manor	Ms.	Valerie	Clark	Vice President	1434 18th Place SW Birmingham, AL 35211	205.253.0844	<a href="mailto:valerieclarkweddings@gmail.com">valerieclarkweddings@gmail.com</a>
West End Manor	Ms	Mary L.	Polnett	Secretary	1652 Mims Street SW Birmingham, AL 35211	205.925.6899	<a href="mailto:mlpolnett@yahoo.com">mlpolnett@yahoo.com</a>
West Goldwire	Ms.	Cheryl	Scott	President	3205 Goldcrest Way Birmingham, AL 35211	205.335.7681	<a href="mailto:cherylscott3205@gmail.com">cherylscott3205@gmail.com</a>
West Goldwire	Ms.	Lynnette	Jones	Vice President	3129 Wenonah Road Birmingham, AL 35211	205.531.7511	N/A
West Goldwire		Vacant		Secretary			
Woodland Park	Ms.	Dorothy R.	Scott	President	1312 Goldwire Street SW Birmingham, AL 35211	205.529.1030 205.518.6051	<a href="mailto:druthscott@gmail.com">druthscott@gmail.com</a>
Woodland Park	Mr.	Alvin	Washington	Vice President	1513 McCary Street SW, Birmingham, AL 35211	205.919.3086	<a href="mailto:washington1513@charter.net">washington1513@charter.net</a>
Woodland Park	Ms.	Palmerlita	Brown	Secretary	1300 McCary Street SW Birmingham, AL 35211	205.252.5208 205.516.6791	<a href="mailto:palmerb340@aol.com">palmerb340@aol.com</a>
Woodlawn	Ms.	Valencia	King	President	920 52nd Street North Birmingham, AL 35212	205.306.9965	<a href="mailto:vrking83@gmail.com">vrking83@gmail.com</a>
Woodlawn		Vacant		Vice President			

NA	Prefix	First Name	Last Name	Office	Address	Phone #	E-mail
					5712 2nd Ave North, Apt # 13, Birmingham, AL 35212	205.821.9346	<a href="mailto:johnny7@bellsouth.net">johnny7@bellsouth.net</a>
Woodlawn	Mr.	Johnny E.	Williams	Secretary			
Wylam	Ms.	Leroy	Lassiter, Jr.	President	616 Indiana Street Birmingham, AL 35224	205.541.3302	<a href="mailto:leroy.lassiter@att.net">leroy.lassiter@att.net</a>
Wylam	Ms.	Janie	Otuonye	Vice President	4400 6th Ave, Birmingham, AL 35224	856.982.7400	<a href="mailto:janieadams08360@gmail.com">janieadams08360@gmail.com</a>
Wylam	Ms.	Ivey	Lassiter	Secretary	616 Indiana Street Birmingham, AL 35224	205.200.4725	<a href="mailto:lewism1607@gmail.com">lewism1607@gmail.com</a>
Zion City	Mr.	Carl	Davis	President	9312 Sears Drive Birmingham, AL 35206	205.515.7236	<a href="mailto:counselor4405@gmail.com">counselor4405@gmail.com</a>
Zion City	Ms.	Alberta	Hubbard	Vice President	9309 Evans Circle Birmingham, AL 35206	205.760.6300	N/A
Zion City	Ms.	Irma	Hatcher-Martin	Secretary	329 Burton Drive Birmingham, AL 35206	205.836.6149	<a href="mailto:ihm1@bellsouth.net">ihm1@bellsouth.net</a>

# IMPORTANT CITY OF BIRMINGHAM NUMBERS TO KNOW WE ARE HERE FOR YOU!

## CITY HALL

City Hall Operator - 205-254-2000  
City Clerk's Office - 205-254-2290  
City Council Office - 205-254-2294  
City Attorney's Office - 205-254-2369

## Community Development

**Community Development** .....205-254-2309

**Chris Hatcher**.....205-254-2723  
Director, Community Development

**Adrienne Stitt**.....205-254-2434  
Deputy Director, Community Development

**Cory Stallworth**..... 205-254-2309  
Deputy Director, Housing Program

**Alice Williams**..... 205- 297-8085  
Deputy Director, Community Resource Services Division

**Community Resource Representatives (CRRs)** .205-297-8192

## CRRs

Melony Martin Office: (205) 254-2535  
Harold Houston Office: (205) 254-2523  
Herman Lumzy Office: (205) 297-8244  
Jasmine Fells Office: (205) 297-8336  
Andrea' Watson Office: (205) 254-2066  
Thomas Stone, Jr. (Accountant) -205-254-2101  
Sybil Green (Administrative Professional) – 205-297-8192

## CITY RESOURCES

Finance Department - 205-254-2205  
Human Resources - 205-254-2819  
Innovation and Economic Opportunity - 205-254-2799  
Mayor's Office - 205-254-2771  
Office of Public Information - 205-254-2823  
Permits - 205-254 2904 (building, signs, electrical, etc.)  
Planning, Engineering and Permits (PEP) - 205-254-2479  
Social Justice - 205-254-2118  
Transportation - 205-254-2450

## OTHER NUMBERS

Animal Control -205-591-6522  
Abandoned Houses/Code Enforcement 205-254-2241  
Arlington House - 205-780-5656  
Birmingham Botanical Gardens – 205-414-3950  
Birmingham CrossPlex - 205-279-8900  
Birmingham Fire and Rescue - 205- 254-2052  
Birmingham Museum of Art - 205-254-2565  
Birmingham Police Department - 205-254-1765  
Birmingham Jail - 205-254-6369  
North Precinct - 205-254-2860  
South Precinct - 205-254-2793  
East Precinct - 205-254-2685  
West Precinct - 205-254-2683  
Birmingham Public Library - 205-226-3600  
Boutwell Auditorium - 205-254-2820  
Code Enforcement - 205-254-2179  
Division of Youth Services – 205-320-0879  
JeffCo Health Dept. - (205) 933-9110  
Legion Field and Park and Rec - 205-254-2391  
Municipal Court - 205-254-2161  
Negro Southern League Museum - 205-581-3040  
Non-Emergency Issues – 311  
Public Works - 205-254-6344  
Sewer Line Maintenance (JeffCo) – 205-942-0681  
Sloss Furnaces - 205-254-2025  
Southern Museum of Flight - 205-833-8226

## WEBSITES TO KNOW

[www.birminghamal.gov](http://www.birminghamal.gov) – City's main website  
[www.birminghamal.gov/community-development/community-resource-services-division/](http://www.birminghamal.gov/community-development/community-resource-services-division/) - CRR page  
[www.birminghamal.gov/bulktrash](http://www.birminghamal.gov/bulktrash) - Monthly bulk trash schedule  
[www.birminghamal.gov/neighborhoods](http://www.birminghamal.gov/neighborhoods) - Info on DPW actions in different neighborhoods  
[www.birminghamal.gov/150](http://www.birminghamal.gov/150) - Info on City of Birmingham's 150<sup>th</sup> anniversary  
[www.birminghamal.gov/renthelp](http://www.birminghamal.gov/renthelp) - Federal funding for Birmingham renters impacted by COVID-19

**TWENTY-THREE (23)  
CITY OF BIRMINGHAM  
COMMUNITIES AND NEIGHBORHOODS  
AT A GLANCE**

# **TWENTY-THREE (23) CITY OF BIRMINGHAM COMMUNITIES AND NEIGHBORHOODS AT A GLANCE**

## **Airport Hills Community**

- Airport Highlands
- Brownsville Heights
- Brummitt Heights
- Maple Grove
- Penfield Park

## **Brownville Community**

- East Brownville
- Roosevelt
- West Brownville

## **Cahaba Community**

- Overton

## **Crestline Community**

- Crestline
- Eastwood

## **Crestwood Community**

- Crestwood North
- Crestwood South

## **East Birmingham Community**

- East Birmingham
- Inglenook
- Kingston
- North Avondale

## **East Lake Community**

- Brown Springs
- East Lake
- Gate City
- North East Lake
- Wauhoma
- Zion City

## **East Pinson Valley Community**

- Apple Valley
- Bridlewood
- Echo Highlands
- Pine Knoll Vista
- Sun Valley

## **Ensley Community**

- Dolomite
- Ensley
- Oak Ridge
- Sherman Heights
- Tuxedo
- Wylam

## **Five Points West Community**

- Belview Heights
- Bush Hills
- Central Park
- Ensley Highlands
- Fairview
- Green Acres

## **Grasselli Community**

- Grasselli Heights
- Hillman
- Hillman Park
- Industrial Center
- Tarpley City
- West Goldwire

## **Huffman Community**

- Huffman
- Killough Springs
- Liberty Highlands
- Spring Lake
-

**North Birmingham**

- Acipco-Finley
- Collegeville
- Fairmont
- Harriman Park
- Hooper City
- North Birmingham

**Northside Community**

- Central City
- Druid Hills
- Evergreen
- Fountain Heights
- Norwood

**Pratt Community**

- Central Pratt
- North Pratt
- Sandusky
- Smithfield Estates
- South Pratt
- Thomas

**Red Mountain Community**

- Forest Park-South Avondale
- Highland Park
- Redmont Park

**Roebuck-South East Lake Community**

- Roebuck
- Roebuck Springs-South Roebuck
- South East Lake

**Smithfield Community**

- College Hills
- East Thomas
- Enon Ridge
- Graymont
- Smithfield

**Southside Community**

- Five Points South
- Glen Iris
- Southside

**Southwest Community**

- Garden Highlands
- Jones Valley
- Mason City
- Powderly
- Riley-Travellick
- Oxmoor

**Titusville Community**

- North Titusville
- South Titusville
- Woodland Park

**West End Community**

- Arlington-West End
- Germania Park
- Oakwood Place
- Rising-West Princeton
- West End Manor

**Woodlawn Community**

- East Avondale
- Oak Ridge Park
- South Woodlawn
- Woodlawn

# **Acknowledgements**

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**Birmingham City Council**

**Community Resource Representatives Team**

**Community Advisory Board Members**

**Birmingham Neighborhood Officers**



**PUTTING PEOPLE FIRST**

MAYOR RANDALL L. WOODFIN